

AGENDA

30 September 2016

10.00am

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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 8 July 2016 (herewith)	4 – 22
7. Summary of Progress/Actions Taken following Decisions of Previous Meetings To note schedule (herewith)	23 – 30

PRESENTATION

8. **Water Catchment Partnership**
Joint Presentation by Broadland Catchment Partnership Officer and Senior Ecologist

STRATEGY AND POLICY

9. **Broads Plan Review: Revised Draft for Consultation** 31 – 82
Report by Director of Planning and Resources and Strategy and Projects Officer (herewith)
10. **Strategic Direction** 83 – 87
Report by Chief Executive (herewith)
To include:
(1) Progress on Strategic Priorities 2016/17

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11. Annual Governance Statement 2015/16 Report by Solicitor and Monitoring Officer (herewith)	88 – 105
12. Statement of Accounts 2015/16 Report by Head of Finance (herewith)	106 – 190
13. Financial Performance and Direction Report by Head of Finance (herewith) <i>To include:</i> <i>(1) Consolidated Income and Expenditure from 1 April to 31 July 2016</i>	191 – 201
14. Draft Policy on Waste Collection and Disposal in the Broads National Park Report by Chief Executive and Asset Officer (herewith)	202 – 222
15. Asset Management Plan: Vessel and Equipment Strategy Update – Purchase of Replacement Equipment Report by Director of Operations and Head of Construction, Maintenance and Environment	223 – 230
16. Great Place Scheme Report by Head of Strategy and Projects (herewith)	231 – 233
17. Updating Enjoy the Broads Visitor Website Report by Head of Communications (herewith)	234 – 236

GOVERNANCE

18. Review of Code of Conduct for Members Report by Solicitor and Monitoring Officer (herewith)	237 – 262
19. Appointment to the Navigation Committee Report by Chief Executive (herewith)	263 – 269

REPORTS FOR INFORMATION

20. The Port Marine Safety Code: To consider any items of business raised by the Designated Person in respect of the Port Marine Safety Code	
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MINUTES TO BE RECEIVED

21. To receive minutes of the following meetings:	
Navigation Committee – 21 April 2016 (herewith)	270 – 279
Planning Committee – 24 June 2016 (herewith)	280 – 291
Planning Committee – 22 July 2016 (herewith)	292 – 305
Planning Committee 19 August 2016 (herewith)	306 – 319
Broads Local Access Forum – 8 June 2016 (herewith)	320 – 328

22. Feedback from Members appointed to represent the Authority on outside bodies

Broads Tourism – Prof Jacquie Burgess and Mr John Timewell
 Campaign for National Parks – Mr Peter Warner
 How Hill Trust – Ms S Mukherjee
 National Parks UK and National Parks England – Prof Jacquie Burgess
 Norfolk and Suffolk Broads Charitable Trust – Mr John Ash and Mr Louis Baugh
 Norfolk Mills and Pumps Trust – Prof Jacquie Burgess
 Upper Thurne Working Group – Mr Kelvin Allen
 Whitlingham Charitable trust – Mr Louis Baugh, Mr Matthew Bradbury, Ms Gail Harris and Mr Vic Thomson

23. To consider any other items of business which the Chairman decides should be considered as a matter of urgency pursuant to Section 100B (4)(b) of the Local Government Act 1972

24. To answer any formal questions of which due notice has been given

25. To note the date of the next meeting – Friday 18 November 2016 at 10.00 am at Yare House, 62-64 Thorpe Road, Norwich

26. Exclusion of the Public

The Authority is asked to consider exclusion of the public from the meeting under Section 100A of the Local Government Act 1972 for the consideration of the item below on the grounds that they involve the likely disclosure of exempt information as defined by Paragraphs 1, 2 and 3 of Part 1 of Schedule 12A to the Act as amended, and that the public interest in maintaining the exemption outweighs the public benefit in disclosing the information.

27. To receive the Exempt Minutes of the Broads Authority meeting on 8 July 2016 (herewith)

329

28. Water Sensitive Farming Project – Potential Funding
 Report by Chief Executive and Senior Ecologist (herewith)

330 – 336

29. Appointment of Chief Finance Officer Section 17 of the Norfolk and Suffolk Broads Act 1988
 Report by Chief Executive (herewith)

337 – 342

Broads Authority

Minutes of the meeting held on 8 July 2016

Present:

Mr K Allen
Mr J Ash
Mr M Barnard
Mr L Baugh
Mr M Bradbury
Prof J A Burgess

Mr W Dickson
Sir Peter Dixon
Mr N Dixon
Ms G Harris
Mrs L Hempsall (1/11 –1/14)
Mr G Munford

Mr H Thirtle
Mr V Thomson
Mr J Timewell (from Minute 1/15)
Mrs N Talbot
Mr P Warner
Mr M Whitaker (Minute1/1 - 1/17)

In Attendance:

Dr J Packman – Chief Executive
Mrs S A Beckett – Administrative Officer
Mr A Clarke – Senior Waterways and Recreation Officer
Ms M Conti – Policy and Strategy Officer
Mr D Harris – Solicitor and Monitoring Officer
Mr S Hooton – Head of Strategy and Projects
Ms E Krelle – Head of Finance
Ms L Marsh – Head of Communications
Ms C Smith – Head of Planning
Ms T Wakelin – Director of Operations

Also in attendance: Dr K Bacon – Chairman, Broads Forum and Chairman of Broads Local Access Forum

1/1 Apologies and Welcome

The Chief Executive welcomed everyone to the meeting including members of the public and Keith Bacon, Chairman of Broads Forum.

Apologies were received from Mr G McGregor, Ms S Mukherjee and Mr P Rice. Mrs L Hempsall and Mr J Timewell would be arriving later in the meeting.

1/2 Appointment of Chairman

The Chief Executive invited nominations for the appointment of Chairman for the forthcoming year.

Kelvin Allen proposed the nomination of Professor Jacquie Burgess and this was seconded by Gail Harris.

There being no further nominations

RESOLVED

that Professor Jacquie Burgess be appointed as Chairman until the Annual meeting of the Authority in July 2017.

Jacquie Burgess in the Chair

Jacquie Burgess thanked everyone for appointing her to a challenging and rewarding role. It was an honour and a privilege to work with everyone.

1/3 Appointment of Vice-Chairman

The Chairman proposed the nomination of Sir Peter Dixon as Vice-Chairman for the Authority for the forthcoming year.

This was seconded by Michael Whitaker. There being no further nominations

RESOLVED

that Sir Peter Dixon be appointed as Vice-Chairman until the Annual meeting of the Authority in July 2017.

1/4 Chairman's Announcements

(1) Openness of Local Government Bodies Regulations 2014

Following a request from the Chairman, no members of the public indicated that they would be recording or filming the proceedings.

(2) Membership

The Chairman particularly welcomed the two new members: Mr Haydn Thirtle, who had been appointed by Great Yarmouth Borough Council and Mr Bill Dickson who had been appointed by the Secretary of State to replace Miss Sholeh Blane.

The Chairman invited each to provide a few words about themselves.

Haydn Thirtle explained that his ward included the parishes of Filby and Stokesby and therefore he had a natural affinity for the Broads and was very pleased to have been appointed to the Authority.

Bill Dickson congratulated the Chairman and officers for the Broads Village and the Authority's own stand at the Norfolk Show.

Bill Dickson thanked the Chairman for her welcome. He was delighted to have been appointed to the Authority, which he felt he could never have aspired to had he not been on the Navigation Committee, a very interesting experience.

(3) **Staff – Recognition of 25 Years’ Service: Simon Bunting**

The Chairman commented that she had great pleasure in presenting Simon Bunting with angling vouchers as a token of his twenty five years’ service with the Authority. Having joined the Authority in January 1991 as Project Technician working with his father Bob Bunting, he had now progressed to being Senior Operations Technician within the Construction, Maintenance and Environment Team. His excellent carpentry skills (now extended to and involving fen management), his gifted, calm and methodical personality, dedication and commitment to the Broads area had also made him an ideal choice for a role as Training Officer. Now his knowledge and experience were being utilised to pass on his skills to one of the new apprentices.

(4) **Various Events and Future Dates to Note**

The Chairman drew attention to the following:

- **Waste Review Workshop** – 15 July 2016 at Yare House.
- **Planning Committee Site Visit to Aldeby** – 15 July 2016 2.30pm
- **Members Annual Site Visit** - 21 July 2016 at How Hill
- **Planning Committee Site Visit** – 18 August 2016 to Hickling
- **Planning Committee** – 19 August 2016
- **Navigation Committee** – 8 September 2016
- **Volunteer Celebration Day** – Saturday 17 September 2016. Details to be confirmed. – This is an opportunity to say thank you to volunteers.
- **Members Workshop on Governance/Role of Members/Chairing Skills** – 29 September 2016 – The Chairman commented that this would be very useful and important and all members should attend if they possibly could.
- **Statement of Accounts Workshop** to be arranged, possibly in September.

(5) **Register of Members’ Interests.**

The Chairman reported that the Register of Members’ Interests needed to be updated annually. Therefore advance warning was being given that Members would be receiving an email reminding them to update their form following this meeting. Forms (electronically) were to be returned as soon as possible so they would then be available for signature.

1/5 Introduction of Members and Declarations of Interest

Members introduced themselves and expressed declarations of interest as set out in Appendix 1 to these minutes.

1/6 Items of Urgent Business

There were no items of urgent business.

1/7 Public Question Time

No public questions had been received.

1/8 Minutes of Broads Authority Meeting held on 13 May 2016

The minutes of the meeting held on 13 May 2016 were approved as a correct record and signed by the Chairman.

Confirmation of Appointment of Monitoring Officer

The Chairman drew attention to Minute 6/17. Following provision of details of David Harris' credentials, and a positive response from Members, Mr David Harris was now confirmed as the Authority's Monitoring Officer.

1/9 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.

In particular, members received updates concerning:

Lease of Moorings on River Thurne

A member made a plea that the agreement concerning the moorings on the River Thurne be expedited as soon as possible especially with the busy summer season approaching. The Head of Planning explained that officers were in the process of finalising a number of issues around the Section 106 Agreement with the landowner, and there was confidence that the moorings would soon be available. Officers were very mindful of the time factor.

Tolls – Display of Plaque for short term

There was a request for clarification concerning short term tolls and proof that these had been paid. The Chief Executive would be discussing this with the Collector of Tolls. He also reported that the Authority was hoping to produce an on-line tool for checking whether a boat had paid a toll and would hope that members could trial this.

(Post Note: Experience and reporting from the rangers has shown that there have been no problems concerning vessels on short term visits as there is a requirement that a plaque for a short term toll has to be displayed. It has been clarified that only those paying an annual toll do not need to display a plaque since their full details will be maintained and available electronically.)

1/10 Strategic Direction

The Authority received a report setting out the Broads Authority's activities in delivering progress against the Broads Plan 2011 through the six key Strategic Priorities agreed at the Authority's meeting on 18 March 2016, where the Authority had been identified as the lead partner for the year 2016/17. The strategic priorities helped to target resources and make the most of partnership working and external funding opportunities. There were also other projects not specifically mentioned but were still ongoing.

Members noted that the Authority was broadly on track. In particular, the first phase of the development of the Landscape Partnership project now had 11 projects involved and being developed covering a wide range of matters from laser scanning of windmills to work on connecting children with the countryside, aerial photography to identify archaeological features, ecology and oral history. In addition the feedback from the HLF was encouraging.

With regard to the Integrated Flood Risk Management and Climate Smart Communities, the Chief Executive clarified that the Environment Agency had commissioned work on behalf of the Climate Change Adaptation Panel which involved consideration of the costs of the:

- Long term maintenance of the coastline over the next 50 years,
- Post Broads Flood Alleviation Project - scenarios for maintenance
- Potential flood barriers for the Yare and Bure.

The importance of the work and how it was presented was not to be underestimated.

RESOLVED

that the performance of the different projects to meet the Strategic Priorities for 2016/17 in the table at Appendix 1 to the report be noted.

1/11 Financial Performance and Direction

The Authority received a report providing a strategic overview of the current key financial issues and items for decision. This included the key issues arising from the Authority's Summary of Statement of Accounts for the financial year 2015/16, the consolidated income and expenditure outturn figures as well as Revenue Account Outturn Figures and Balance Sheet expenditure for the year.

The Head of Finance reported that the Financial Scrutiny and Audit Committee had considered the contents of the report at its meeting on 5 July 2016. The Audit had been completed on 1 July and a Director review would be carried out on 14 July 2016. There were no major issues that had been identified although as part of the drive to simplify the Statement of Accounts it had been suggested that some of the lines with zeros be removed. The Auditors had drawn attention to the Related Party Declarations (RPD) and

emphasised that Members needed to be clear in defining their actual relationship within their disclosures.

It was noted that rather than a year-end net overspend, as stated in para 3.3 of the report relating to the Revenue Account Outturn figures, there was an underspend of £30,353 against the final forecast. The additional income related in particular to the catchment partnership, the 'Slow the Flow' project, visitor centre and yacht stations income.

(1) Summary of Statement of Accounts 2015/16

It was noted that the Draft Statement of Accounts for 2015/16 showed revenue reserves of £1,377,496 (general reserves £1,044,406, navigation reserves £330,090) which were considered to be adequate. The navigation reserve at the end of 2015/16 stood at 11.3% of net expenditure, slightly higher than the prediction in the Financial Strategy.

This would help to offset the fall in the hire boat incomes experienced at the end of month 2 in 2016/17 and it was pleasing to note that the income from tolls had slightly improved for month 3, although the income from hire craft was still below that originally forecast. The outturn figures for 2015/16 and their implication for the overall level of reserves, would be taken into account in future budgeting proposals and making decision about income and expenditure in 2016/17.

The Vice-Chairman of the Financial Scrutiny and Audit Committee reported that the report from the audit gave a good degree of confidence in the accuracy of the accounts and confirmed that the Authority's reserves were considered to be sound and the accounts were in good order.

Members congratulated the staff on the management of the finances and for meeting the new timetable targets for the Statement of Accounts on a trial basis which boded well for adopting the new timetable for the 2016/17 accounts when the official change came into operation in 2017/18. The Head of Finance also thanked all the budget holders for their cooperation in meeting the deadlines set.

Sir Peter Dixon proposed, seconded by Matthew Bradbury and it was

RESOLVED unanimously

that the Summary of Statement of Accounts 2015/16 and the revenue account outturn figures be noted.

1/12 External Funding Opportunities

The Authority received a report updating them on the recent progress made in developing an approach to securing funding and support from external sources. This included a proposed interim strategy for the next 12 months.

Members noted the work undertaken by the Management Centre for the South Downs National Park Authority and the deliberations at the National Parks UK AGM in June which showed how the Authority could benefit from that work. Members also noted the number of charitable bodies with which the Authority had direct dealings. The risks associated with the development of an external funding strategy were noted. It was also noted that the review of the Broads Plan provided the opportunity for Members to consider the priorities specifically for the Authority over the next five years and it was intended to draw up a paper for this purpose. Members noted the proposed National and Local Priorities and that after the submission of the HLF Landscape Partnership Scheme Stage 2 application there would be the opportunity for the Project Manager to work up an overall external funding strategy for both the short and longer terms.

Members welcomed the report and the coordinated approach, particularly involving the Broads Charitable Trust. They recognised the fundamental importance of the Broads Plan to help identify priority projects. They were mindful that work in seeking external funding should not be underestimated. Some members commented that it was important that the Authority should not be funding-led, but that a strategic directional approach be adopted as was suggested. In recognising that the Broads Plan was not just for the Authority, working with other organisations and charitable bodies was to be welcomed since the Authority's role was to promote partnerships and relationships. Some members were concerned about the resources available to the Authority; especially with the market being so competitive, a sophisticated approach was required and therefore professional help would be needed. However, at the local level it was considered it would not be sensible to replicate the work of National Park Partnerships. Members were assured that the Authority had an excellent range of expertise amongst staff and with the help of the current Project Manager in the interim period from the submission of the phase 2 Landscape Partnership scheme, this would aid in the provision of the necessary framework for seeking external funding. Ultimately it was the delivery of any specific project, on time and on budget which counted.

The Chairman proposed, seconded by Kelvin Allen and it was

RESOLVED unanimously

- (i) that the conclusions from the workshop led by the South Downs National Park be noted;
- (ii) that the three National Priorities identified and the five Local Priorities identified in Section 4 of the report associated with external funding be supported, namely:

National Priorities

Collaborative working with the national park family is critical with the following three priorities.

- Continue support of National Parks UK in raising the profile of the 15 National Parks
- Support National Park Partnerships in ambitions with corporate sector and be prepared to react quickly and professionally to opportunities arising
- Respond positively to a collaborative initiative regarding other fund raising opportunities.

Local Priorities

- To ensure success and implementation of the Stage 2 bid for Water, Mills and Marshes Landscape Partnership
- To develop a strong productive relationship with the Norfolk and Suffolk Broads Charitable Trust for mutual benefit and define a way of working together and establish a programme of collaboration for the short and longer term
- To use the review of Broads Plan to identify priorities for action over the coming five years to improve the Broads. Consideration of the priorities for Broads Authority in progressing the Broad Plan to be embedded in the process. Review of strategic priorities that emerge to provide guidance on work priorities and identification of potential addition funding to form core of external funding strategy
- To continue to develop the potential European funding bid for Hickling – CANAPE and support Natural England/England Biodiversity Group's Wet Grassland bid for EU Life and HLF funding
- To complete the internship and produce a portfolio for information about potential supporters and "appeal" information", sharing with the Norfolk and Suffolk Broads Charitable Trust to inform future collaborative activities.

1/13 Broads Authority Local Enforcement Plan (Planning)

The Authority received a report concerning the preparation and adoption of a local Enforcement Plan for dealing with how the Authority will address breaches of planning control. This had come out of the NPPF and as a result of the audit of the planning service. It was noted that there were no changes to the way in which the Authority dealt with Enforcement; the plan actually set out how the Authority operated. A draft of the Plan had been considered by the Planning Committee at its meeting on 27 May and following minor amendments was recommended to the Authority for adoption.

Members welcomed the report and the main principles which were applied – expediency, proportionality, consistency and negotiation and the need to be realistic. It was also noted that in addition to the monthly schedule on Enforcement action being taken to the Planning Committee, it would also receive a quarterly report on the complaints/ issues that had arisen which had not resulted in having to seek Committee's views on taking enforcement

action. The approach was welcomed as being proportionate, reasonable and pragmatic.

It was noted that the Authority always started with negotiation and where issues required attention these would be approached sensitively.

A member commented that para 5.18 and 5.19 of the Plan seemed to imply that where there had been a breach of condition and lapse of time, the Authority would not take action. The Head of Planning confirmed that in all cases enforcement action was discretionary and that all the principles would be applied.

Lana Hemsall proposed, seconded by Vic Thomson

RESOLVED unanimously

that the Enforcement Plan be adopted subject to any minor amendments that may be required to clarify matters.

1/14 Committee Membership and Member Appointments

The Authority received a report setting out the proposals for Member appointments to committees and outside bodies until the Annual Meeting in July 2017. It was noted that there were four new members for 2016/2017 three new Secretary of State appointees – Bill Dickson, Greg Munford and Sarah Mukherjee and one new local Authority appointment – Mr Haydn Thirtle appointed by Great Yarmouth Borough. This provided the opportunity of resetting the membership of the Committees as set out in the report.

It was noted that the recent appointment of Mr Bill Dickson by the Secretary of State created a vacancy in the co-opted members of the Navigation Committee that would need to be advertised in due course. It was also noted that following the last round of appointments to the Navigation Committee, members had agreed to review the appointments process. Therefore it was intended that the Chief Executive together with the Chairman and the Chairman of the Navigation Committee meet with the Norfolk and Suffolk Boating Association and Broads Hire Boat Federation to refine the process and seek improvements.

The Chairman stated that since the writing of the report, it was proposed that Lana Hemsall be not appointed to the Planning Committee from 2016. This was supported by Sir Peter Dixon. He explained that, as members would be aware from a number of emails, issues had arisen in relation to a planning matter where it was considered that the member's behaviour had been inappropriate, particularly towards a planning officer. It was considered that this would undermine the functioning of the Planning Committee particularly when it had subsequently been referenced in social media. It was not considered to be a code of conduct matter, but to do with inappropriate behaviour as a member of the Planning Committee.

Mrs Hempsall explained that the matter referred to was her disagreement with officer advice concerning a telephone box over which she had sought extensive alternative advice and attempted to have a reasonable discussion with the officer. She did not feel that she had been disrespectful but as an elected member she considered that she was perfectly entitled to her views and expressed extreme disappointment that the matter was being referenced in this meeting.

A member commented that he was saddened that the matter had been brought up at this point, but spoke in support of the proposal. He explained that as the Planning Committee was a quasi-judicial body of the Authority, where it made life-changing decisions it was crucially important that the public had confidence in the members of the Committee and it was incumbent on all of those members to follow procedures and act corporately and appropriately. He did not believe there was a lack of awareness on behalf of the member concerned but unfortunately a lack of judgement.

A member expressed concern that not all members had had the benefit of having seen all the correspondence, much of which was private, or the facts of the matter in order to make a judgement and therefore it was suggested that this be collated by the Solicitor and provided for members' information. Therefore, Peter Warner proposed that in the meantime, Mrs Hempsall's place on the Committee be considered as a vacancy. This was supported by Vic Thomson.

The Solicitor and Monitoring Officer commented that the suitability of any Member for appointment to a Committee would be a matter for Members' judgement. If it was a Code of Conduct matter, which it did not appear to be, a full process would be required. In the current situation, Members of the Authority had to be seen to act reasonably in the *Wednesbury* sense and therefore they should not form any such judgment on the basis of facts which were both an issue and where there was no opportunity to clarify them, prior to a decision being made. The current meeting did not, accordingly, provide an appropriate forum for a decision to be made.

Sir Peter Dixon therefore proposed another amendment which involved the Solicitor collating all the correspondence to provide all members with the same awareness and the opportunity to make a judgement. This was seconded by Nigel Dixon.

Louis Baugh clarified that he was a member of the Broads Local Access Forum but in his capacity as a stakeholder. Jacquie Burgess also clarified that she had been on the How Hill Trust in a personal capacity but she had since resigned. A member queried whether there should not be a member appointed to the Catchment Partnership, although it was noted that this was an officer level body.

Following further debate it was

RESOLVED

- (i) that the Broads Authority member appointments to the Financial Scrutiny and Audit, Navigation and Local Access committees as set out in the Appendix 2 of these minutes, be confirmed for the period until the Annual Meeting in July 2017;

By 16 votes with one abstention
- (ii) that the Solicitor collate all the correspondence/ material in relation to the matter referred to in the meeting concerning Mrs Hemsall to be provided for members to give them the opportunity to make a judgement as to the Member's suitability to serve on the Committee;

By 11 votes to 1 against and 4 abstentions
- (iii) that Mrs Hemsall be not appointed to the Planning Committee at this time but that the membership of the Planning Committee be as set out in Appendix 2 with one vacancy until the next meeting of the Authority;
- (iv) that the appointments to outside bodies as set out in in Appendix 2 be confirmed for the period until July 2017. To include John Ash on the How Hill Trust with Ms S Mukherjee; and the Climate Change Adaptation Working Group to include Jacquie Burgess, John Ash and Sarah Mukherjee as attendees;
- (v) that in terms of fairness and democracy the procedures for the appointment of Members to Committees be reviewed and clarified.

1/15 Appointment of Two Independent Persons and Appointment to the Waterskiing and Wakeboarding Appeals Panel

The Authority received a report concerning the appointment of two Independent Persons for the Authority. The appointment of Independent Persons was to deal with allegations of breach of the Code of Conduct and other matters in order to comply with the standards regime under the Localism Act 2012. Further to Minute 6/18 the Appointments Panel interviewed four candidates on 27 June 2016 and decided to offer the posts to Mrs Christine Lee and Mr Simon Smith. Both had confirmed that they were willing to accept.

The Solicitor commented that Mr Smith had been a Solicitor for 34 years having being associated with two well-known regional firms. He had considerable legal experience and associations with the Norfolk Citizens Advice Bureau. He had greatly impressed the interview panel. Mrs Lee had returned to live in Great Yarmouth and had considerable experience as a lawyer and barrister in corporate governance.

The Solicitor further reported that he would be seeking the views of one of the independent persons when reviewing the Code of Conduct. In addition one of the Independent Persons would be required for the Water Skiing and Wakeboarding Appeals Panel and the most appropriate person would be considered following consultation with them.

Michael Whitaker, proposed, seconded by Mike Barnard

RESOLVED

- (i) that Mrs Christine Lee and Mr Simon Smith be appointed as the two independent persons for the Authority
- (ii) That one of these Independent Persons be appointed to the Water Skiing and Wake Boarding Appeals and that they be consulted on the appointments of members of those panels appointed under paragraph 3(c) of schedule 2 of the Broads Authority Act 2009.

1/16 Review of Code of Conduct for Members

The Authority received a report updating Members on the position regarding the new Draft Code of Conduct for Members prepared by the Solicitor in response to the Annual Governance Statement for 2015/16 and requirements from Internal Audit that it be reviewed as part of the Action Plan. Account had been taken of current guidance issued on 9 May 2016 for the Local Government Standards in England, House of Commons Library Briefing Paper Number 05707. In addition reference had also been made to other publicly available Codes of Conduct for Members of Local Authorities and correspondence with Wigan Council involving Counsel's opinion.

The Financial Scrutiny and Audit Committee had considered the Draft at its meeting on 5 July 2016 where it had been favourably welcomed. The Solicitor explained that he had not provided any detailed examples because he had not been able to find local authority or national park authorities that had taken that approach. He drew attention to the contents of the proposed code - Principles and Core Values, the registering and declaring of disclosable pecuniary and other non-pecuniary registrable interests and gifts, the complaints procedure, Local Resolution Procedure and Hearing Procedure as well as the criteria for consideration of complaint by the Monitoring Officer.

He had already received some useful comments including those pertaining to para 3.10 concerning housing and schools that were not specifically relevant to the duties of the Authority. The terms of reference of the Hearings Committee would be included at the relevant section. He invited Members to send further comments directly to him. Following consultation and review in association with the Independent Persons, a revised code would be prepared for the Authority's meeting in September for adoption.

Members welcomed the report considering this to be very thorough and a good foundation of how members should be working together. This would also be supplemented by the Protocol on Member and Officer Relations in the Broads Authority. It was considered that there should be consideration of various scenarios in order to "road test" the Code of Conduct before formal

adoption. Members also welcomed the proposal that it be reviewed by the Independent Persons.

RESOLVED

- (i) that members provide the Solicitor and Monitoring Officer with any further comments;
- (ii) that a number of scenarios be provided and considered in order to “Road Test” the Code of Conduct;
- (iii) that following consultation, the Draft version be discussed and reviewed with the Independent Persons prior to being submitted to the Broads Authority meeting in September 2016 for adoption; and
- (iv) that the Protocol on Member and Officer Relations in the Broads Authority was being updated be noted.

1/17 Annual Report of the Broads Local Access Forum

The Authority received a report outlining the key matters considered by the Broads Local Access Forum during the last year relating to the development and improvement of public access within the Broads. The final Annual Report would include illustrations as well as brief biographies of all the Forum Members. It was noted that 9 out of the 21 members were newly appointed. It had been a very busy year and members were pleased to note that there had been more joint working with the other Norfolk and Suffolk Access Forums. The main challenges for the Forum had been the continuing pressure on public funding for countryside access across all local authorities and funding from the flooding.

A member commented that within para 2.4 of the Annual report, reference should also be made to the work of the Two Community Rail Partnership which Peter Warner attended on behalf of the Forum and the Authority.

A member reported that the Three Rivers Way was due to be opened on 22 July and a press release and invitations, which included the Chairman of the Authority and Broads Local Access Forum, were due to be sent out on 8 July 2016.

Members welcomed the report.

RESOLVED unanimously

that the work of the Broads Local Access Forum be noted and welcomed.

1/18 The Port Marine Safety Code: To consider any items of business raised by the Designated Person in respect of the Port Marine Safety Code

The Head of Safety Management reported that there were no items which needed to be raised under this item.

1/19 Minutes Received

The Chairman stated that she would assume that members had read these minutes and the Chairman of each of the Committees would be available to answer any questions.

RESOLVED

(i) Planning Committee: 29 April 2016 and 27 May 2016

RESOLVED

that the minutes of the Planning Committee meetings held on 29 April and 27 May 2016 be received.

The Chairman of Planning Committee drew attention to some of the key issues dealt with at these two recent meetings by way of a summary note circulated for Members' information. He drew attention to the fact that the Planning Committee was dealing with the development of the Broads Local Plan in "Bite Size" chunks. In addition, a training session on planning would be provided for all members in the Autumn.

(ii) Broads Local Access Forum: 2 March 2016

RESOLVED

That the minutes of the Broads Local Access Forum meeting held on 2 March 2016 be received.

1/20 Feedback from Members appointed to represent the Authority on outside bodies

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

Broads Tourism

Greg Munford reported that following the meeting of Broads Tourism on 12 May 2016 there had been an encouraging increase in the number of new members to the group. The first email newsletter was due to go out in the following week. The September meeting would have a change of venue to accommodate the increase in numbers. It appeared that there was now a more engaged membership which it was hoped would be beneficial for the future. He was particularly complementary of the Authority's team under the

Head of Communication's leadership in cooperating with Broads Tourism to move it forward.

Campaign for National Parks

Peter Warner had provided notes of the meeting of the Campaign for National Parks he had attended on 19 May 2016.

National Parks UK and National Parks England

The Chairman reported that the meetings of National Parks UK and National Parks England on 8 and 9 June 2016 had been very successful. It was particularly pleasing that BA members had been able to attend the dinner in the evening of 8 June, which had proved very worthwhile. The Chairman also reported that she had been elected as Chairman of National Parks UK.

Norfolk and Suffolk Broads Charitable Trust

John Ash reported that it appeared that there were many more projects coming forward for consideration than in the previous year.

Whitlingham Charitable Trust

(Louis Baugh, Mathew Bradbury, Gail Harris and Vic Thomson)

The substantial matters raised at the meeting on 22 June related to the issues with the new car parking system, funding of projects and the management of the site in association with the Authority.

1/21 Items of Urgent Business

There were no other items of urgent business for consideration.

1/22 Formal Questions

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

1/23 Date of Next Meeting

The next meeting of the Authority would be held on Friday 30 September 2016 at 10.00am at Yare House, 62 – 64 Thorpe Road, Norwich.

1/24 Exclusion of the Public

RESOLVED

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

Members of the Public left the meeting

1/25 Exempt Minutes of the Broads Authority meeting – 13 May 2016

The exempt Minutes of the Authority's meeting on 13 May 2016 were received subject to an amendment to include reference to the suggestion made at the meeting of investigating the serving of a Section 215 Untidy Land Notice. The Chief Executive provided an update on progress.

It was noted that Officers would be monitoring the situation.

The meeting concluded at 13.10 pm

CHAIRMAN

Code of Conduct for Members

Declaration of Interests

Committee: Broads Authority 8 July 2016

Name	Agenda/ Minute No(s)	Nature of Interest (Please describe the nature of the interest)
Michael Whitaker	9 - 25	Toll Payer, Hire Boat Operator, Chair of BHBF
Mathew Bradbury		Toll Payer, BCU Member, Trustee of Whitlingham Charitable Trust
Kelvin Allen	-	Member of Broads Angling Strategy Group Member of Waveney River Trust
Nicky Talbot	-	NSBA, NBYC, Toll Payer
Gail Harris		Whitlingham Charitable Trust Trustee Director Cllr Norwich City Council
Peter Warner		Member East Norfolk Transport Users Association
Bill Dickson		Broads resident. Property owner, Toll payer, Chairman of Local owners association
Peter Dixon		Hickling Resident for Navigation committee site visit on 2 June 2016
John Ash		Toll Payer as Chairman/Trustee Wherry Yacht Charter Charitable Trust. N&SB Charitable Trust
Greg Munford	-	Richardson , Broads Tourism, BCLMSH Marine
Louis Baugh	-	Trustee Norfolk and Suffolk Boating Trust Trustee of Whitlingham Country Park
Jacquie Burgess	-	Toll Payer

Committees Appointments and Appointment to Outside Bodies.

Table 1

Planning Committee	
Mr M Barnard Professor J A Burgess Mr W A Dickson <i>Mr N Dixon (as from 8 July no longer BA member)</i> Sir P Dixon Ms G Harris	Mr P Rice Mr H Thirtle Mr V Thomson Mr J Timewell (1 vacancy)
Financial Scrutiny and Audit Committee	
Six Broads Authority members: Chairman of the Authority Vice Chairman of the Authority Chairman of the Navigation Committee Mr L Baugh Mr N Dixon(<i>as from 8 July no longer BA member</i>) Mr G McGregor	
Navigation Committee	
Five Broads Authority members: Mr K Allen Mr J Ash Mr M Bradbury Sir P Dixon Mr G Munford	Plus eight co-opted members: Mrs L Aspland Mr A Goodchild Mr M Heron Mr J Knight Mrs N Talbot Mr B E Wilkins Mr M Whitaker (1 vacancy)
Local Access Forum	
Two Broads Authority members: Mrs L H Hemsall Mr P Warner – (Also attends the Two Community Rail Partnership (See Minute 1/17)	

Table 2 External Appointments

External appointments	Appointee(s)
Broads Tourism	Prof J Burgess Mr J Timewell
Campaign for National Parks	Mr P Warner
How Hill Trust	Ms S Mukherjee Mr J Ash
National Parks UK National Parks England	BA Chair
Norfolk and Suffolk Broads Charitable Trust	Mr J Ash Mr L Baugh
Norfolk Mills and Pumps Trust	Prof J Burgess
Upper Thurne Working Group	Mr K Allen
Whitlingham Charitable Trust	Mr L Baugh Mr M Bradbury Ms G Harris Mr V Thomson
Climate Change Adaptation Working Group attendees	Prof J Burgess Mr J Ash Ms S Mukherjee

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
18 January 2013 Minute 4/8(4) (Broads Local Access Forum Minute 1/9) Ludham Bridge Footpath link to St Benets	<ul style="list-style-type: none"> Formal agreement with landowner to be signed 	Senior Waterways and Recreation Officer	<p>Formal footpath agreements all completed. Accommodation works in progress prior to opening of footpath for this season.</p> <p>Works complete. Lease agreement signed with new landowner. Signage to be installed with potential path opening in October.</p>
23 January 2015 Minute 4/18 Chief Executive Report Network Rail: Consultation document: Anglia Route Study, Long Term Planning Process	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	Multi criteria analysis of stakeholder study is being undertaken by Network Rail following a series of telephone interviews. Meeting to discuss progress on 20 September 2016, verbal update can be given.
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 	Head of Planning/Asset officer	<p>The completed lease papers are with the landowner for agreement and signature.</p> <p>Footpath diversion agreed by Planning Committee on 1 May 2015 out for consultation. Footpath Diversion Order confirmed 28 August 2015.</p> <p>Planning application considered by Committee on 27 May 2016 and approved. Section 106</p>

Date of Meeting/ Minute No.	Authority Decision(s)	Responsible Officer(s)	Summary of Progress/ Actions Taken
			<p>Agreement signed and permission issued.</p> <p>Awaiting signed agreement from landowner.</p>
<p>15 May 2015 Minute 6/2(3) And Minute 1/9 13 May 2016 Minute 6/8 Member Allowances</p>	<ul style="list-style-type: none"> Query relating to Member Allowances for National Parks and the Broads relating to Care Matter to be raised directly with Ministers and at the September Conference on Women in Public Services (to be attended by Jacque Burgess) 	<p>Solicitor and Monitoring Officer</p>	<p>Matter has been followed up with Defra. The Chief Executive has recently been in touch with officials who are investigating the matter.</p> <p>The Solicitor will investigate the matter further, querying compliance with the Human Rights Act and Equalities legislation.</p>
<p>25 September 2015 Minute 2/10 Strategic Direction Tolls Review Working Group</p> <p>20 November 2015 Minute 3/13</p>	<ul style="list-style-type: none"> That a fixed term Tolls Review Working Group comprising six members be established to include the Chairman of the Authority and the Chairman of the Navigation Committee in addition to four other members to be confirmed by the Chairman of the Authority. The Working Group to review the current tolls structure so as to make recommendations to the Authority thereafter Tolls Review Member Working Group established - Jacque Burgess, Michael Whitaker 	<p>Chairman / Collector of Tolls/Chief Executive</p>	<p>The Group has met on 10 occasions: 5 October, 6 November, 1 December 2015, 15 January 2016 and 25 February 2016, 21 March 2016, 13 April 2016, 6 May, 23 May 2016, and 17 August 2016.</p> <p>The Group has taken account of the Lessons learnt from the 4 previous Tolls Reviews, and the Tolls Workshop held on 23 September 2015.</p> <p>The Group presented their initial thoughts and principles to a Members Workshop on 21 April 2016</p> <p>A Workshop for the key Stakeholders was held on Tuesday 14 June 2016 6 – 8pm. The TRG</p>

Date of Meeting/ Minute No.	Authority Decision(s)	Responsible Officer(s)	Summary of Progress/ Actions Taken
	joint Chairman. Kelvin Allen, Louis Baugh, Bill Dickson, Nicky Talbot and Phil Durrant and Terms of Reference agreed		<p>presented the principles to provide a framework for a proposed new structure for setting the Navigation Charges and provided an outline of the potential structure.</p> <p>Key Stakeholders consulted their respective organisations and provided feedback to TRG by 31 July 2016. FSAC considered an outline report on 5 July 2016.</p> <p>A meeting was held with the key stakeholders NSBA, BHBF on 2 September 2016 in response to the feedback received.</p> <p>In light of the extended consultation period as well as the significant changes to the Tolls Structure, the timescales for consideration of the new structure have been amended in order to provide a robust report.</p> <p>Report being prepared for the Navigation Committee on 27 October at same time as the consultation charges for next year and recommendations to be submitted to BA meeting on 18 November 2016</p>
25 September 2015 Minute 2/26 Marine Management Organisation Licensing of Works in the Broads	<ul style="list-style-type: none"> That the principle of the joint working position with the MMO (as outlined in Appendix 1 to the report) to reduce the regulatory burden on third party applicants in the Broads wishing to carry out 	Director of Operations	MMO has agreed to meet to explore the issues in more detail, still awaiting confirmation of date. Accord has been signed with PLA, and officers are chasing the draft accord with Broads Authority to be finalised, which will delegate some of the MMO decisions to the BA to streamline the process for third parties.

Date of Meeting/ Minute No.	Authority Decision(s)	Responsible Officer(s)	Summary of Progress/ Actions Taken
	<p>construction works in or next to the navigation, be accepted</p> <ul style="list-style-type: none"> • That the Authority continues to oppose direct discharge into the navigation area other than in the lower reaches of the system as appropriate where specific conditions will be imposed • That where appropriate to allow the direct discharge into the navigation area that the conditions set out in Appendix 3 to the report be applied • That the Authority continue negotiations seeking discussions at a higher level in order to seek resolution and greater recognition from the MMO of the Authority's status as a Harbour Authority and the area's special qualities 		
<p>20 November 2015 Minute 3/9 Fen Management, Strategic Priorities, Opportunities and Fen Survey</p>	<ul style="list-style-type: none"> • Contents of report noted • Programme of Work under MultiPLE Intereg North Sea regional bid to be further considered for a potential future more focused bid • Continue to work with partners to agree a programme of work for the fen survey and seek 	<p>Senior Ecologist</p>	<p>CANAPE: bid was submitted end of March 2016, decision expected end of September. Meeting with lead partner scheduled for week beginning 26 September.</p> <p>Fen survey: Broads partners (BA, EA, NE, NWT) identified options for taking the Fen Survey forward. Funding from NE to resource work due to be confirmed</p>

Date of Meeting/ Minute No.	Authority Decision(s)	Responsible Officer(s)	Summary of Progress/ Actions Taken
	necessary funding		
18 March 2016 Minute 5/13A Item of Urgent Business Toll Plaques: Options for moving to a paperless solution	<ul style="list-style-type: none"> Paperless system replacing toll plaques to be trialed for the coming year and its performance evaluated in the Autumn 2016 	Chief Executive/Collector of Tolls	<p>Following the decision at the meeting on 18 March, when the problems relating to the Toll plaques was explained, the Authority stopped sending out Plaques for those vessels registering/renewing their toll. The owners of the 4,250 vessels who had already been issued with a plaque were advised not to display this, this year and were informed of the Authority's decision. The matter has been discussed by the Tolls Working Group and will be included in its report.</p> <p>There are a number of issues relating to the registration marks and the Authority is working to resolve these.</p>
13 May 2016 Minute 6/9 Business Plan 2016/17 Adopted	<ul style="list-style-type: none"> that the additional challenges identified in Section 2 of the report and as identified in the Chief Executive's presentation are noted . That these be considered in the Autumn when the necessary information is available that the development of a robust smart Risk Register be fully embedded in policy papers to take account of the challenges identified and provide guidance on priority 	Chief Executive/ Management Team	<p>Ongoing</p> <p>Risk Register regularly updated and is a standing item for Financial Scrutiny and Audit Committee.</p>

Date of Meeting/ Minute No.	Authority Decision(s)	Responsible Officer(s)	Summary of Progress/ Actions Taken
	and strengthen fund raising possibilities <ul style="list-style-type: none"> that a Longer term strategy to seek funding may be developed that a report be prepared for the next meeting on Communications to consider the Authority's capacity and requirements for dealing with press, social media as well as the development and refreshment of the Broads Tourism website. (See minute 6/16) 		Item discussed on 8 July 2016 and Fund Raising Strategy of working in partnership and in line with Broads Plan supported. Director of Planning and Resources and Head of Communications reviewing the resources available to the Communications Team
13 May 2016 Minute 6/10 Broads National Park: Outcome of the Judicial Review	<ul style="list-style-type: none"> that the Judge's ruling on the Judicial Review Hearing and the confirmation it provided for the legality of the decision the Authority took in January 2015 be welcomed that the leave to appeal to the High Court by Mr Harris be noted 	Chief Executive/Solicitor	Decision expected on Mr Harris's application for leave to appeal to the Court of Appeal expected October/November
13 May 2016 Minute 6/16 Guidance from Members' Annual Review	Key points raised by Members be noted as follows: Governance (a) To note that in line with the Internal Audit recommendations, the Code of	Chief Executive/ Management Team Solicitor and Monitoring Officer	The Solicitor is undertaking a Review of the Code of Conduct and a Draft revision is included on this agenda at No.18.

Date of Meeting/ Minute No.	Authority Decision(s)	Responsible Officer(s)	Summary of Progress/ Actions Taken
	<p>for an area that has an equivalent status to that of a National Park.</p> <p>Communications (a) that the Chief Executive review the level of staffing in the Communications Team to consider how the Authority can be more proactive in the press, PR and social media. (Recommendation (v) of Minute 6/9)</p> <p>Workshops and Site Visits (a) That the Chairman and Chief Executive review and come back with proposals to the next meeting on how the Authority manages its business to streamline the arrangements to reduce the number of meetings in order to increase the number of workshops, briefings and site visits.</p>		<p>meeting on 14 October to provide update on legal issues including the Housing and Planning Act.(All members welcome to attend)</p> <p>Director of Planning and Resources and Head of Communications reviewing the resources available to the Communications Team</p> <p>The following workshops and training sessions have been scheduled and/or taken place.</p> <ul style="list-style-type: none"> • Statement of Accounts - to be arranged in Spring 2017 when new members confirmed and in time for next Statement of Accounts (2016/2017). • High Level Review on Flood Management for Coast and Broad – report commissioned by Broad's Climate Change Partnership. Workshop – 3 November 2016, 5 – 9pm to consider ways forward • Priorities for next 5 years, Budget and Broad's Business Plan development 2017/18 – to be arranged for November/December 2016

**Broads Plan Review:
Revised Draft for Consultation**

Report by Director of Planning and Resources and Strategy and Projects Officer

Summary:	<p>The Broads Plan is the key strategic management plan for the Broads. The current Plan was adopted in May 2011 and its review is identified as a Strategic Priority for 2015/16. It is anticipated that the revised Plan will be adopted in March 2017.</p> <p>A first draft of the revised Plan was subject to public consultation between February and April 2016. All responses have been considered and a revised draft Plan is now in preparation.</p> <p>This report introduces the revised draft Broads Plan, which will be subject to public consultation between October and December 2016. The Navigation and Recreation sections were considered by the Navigation Committee on 8 September 2016.</p> <p>Recommendation: That Members' views on the revised draft Broads Plan are invited. Subject to those views, Members are asked to endorse the Plan for public consultation.</p>
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1 Introduction

- 1.1 This report sets out progress on the review of the Broads Plan, which is being carried out during 2015-17. It is anticipated a revised Plan will be adopted in March 2017.
- 1.2 Members are aware that the Broads Plan is for the Broads, not just for the Broads Authority. As such, while the Broads Authority is responsible for its production, the successful delivery of the Plan depends on a shared vision and commitment to partnership working, and on the best use of shared resources. The involvement of partners, key stakeholders and local communities is also a key part of the plan review process.
- 1.3 The Broads Plan review began in 2015, and included a Broads Authority and Navigation Committee Member Workshop on 7 October. This was followed by workshops with the Broads Forum on 5 November and the Broads Local Access Forum on 9 December. Focused sessions on the Plan were also held with the Broadland Catchment Partnership, Broads Conservation Partnership and Broads Climate Partnership. The first draft Broads Plan 2017 was approved by the Broads Authority in January 2016 and was published for public consultation from

15 February to 8 April 2016. All responses received during that period have been considered and a revised draft Plan is currently in production.

2 Strategy Production

- 2.1 Members may recall from the Broads Plan workshop that an 'Open Strategies' approach was used to help create a clear plan of action with a rationale. To produce the first draft Plan we used a 'Projects, Results, Uses and Benefits' structure to identify User needs (what people want or need to do), the Benefits to be gained, the Results to enable the user needs to be met, and the Projects to create or maintain the results. The revised draft Plan has simplified the information gained from this stage of the process, and sets out proposed priority actions (projects) with intended outputs, resources and indicators.
- 2.2 The Broads Plan is not intended to be a comprehensive list of all the work that may be undertaken in the Broads. It is a high level strategy to guide delivery of the more detailed actions to address the priority issues that have been identified by the Broads Authority and its partners and on which they will commit time and resources over the lifetime of the plan period (2017-22).
- 2.3 It was originally intended that consultation on the revised draft Plan would take place over the summer, but this was delayed to allow more detailed discussion and discussion with delivery partners. This provides greater certainty over the form and scope of planned projects as well as intended lead and joint delivery partners and resources. We are also developing monitoring indicators for each project and an overarching set of State of the Park indicators.
- 2.4 It is important that the Broads Plan strikes an appropriate balance between aspiration and reality. There needs to be confidence that the high level actions identified have a reasonable prospect of being delivered during the next five years, as well as flexibility and innovation to respond to changing circumstances, funding regimes and new opportunities.
- 2.5 The revised Navigation and Recreation sections were presented to the Navigation Committee on 8 September 2016, and Members expressed their support and noted that their previous comments had been taken on board.

3 Timetable

- 3.1 The Broads Plan is a statutory plan and its review is therefore subject to public consultation. It is also subject to Sustainability Appraisal/ Strategic Environmental Assessment (SA/SEA) and Habitats Regulation Assessment (HRA), and these documents are published for consultation alongside the draft versions of the Broads Plan. The milestones for the production of the revised Plan are identified in the Strategic Priorities reported to Broads Authority Members at each meeting.

Background papers:	None
Authors:	Andrea Long and Maria Conti
Date of report:	12 September 2017
Broads Plan Objectives:	All
Appendix:	APPENDIX 1 – Revised draft Broads Plan 2017

Revised draft

Broads Plan 2017

**Partnership strategy
for the Norfolk and Suffolk Broads**

Consultation period: 17 October to 30 December 2016

Broads Authority

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[broadsconsultations](http://www.broads-authority.gov.uk/broadsconsultations)

Broads Plan 2017: Revised draft for consultation

Consultation period: 17 October to 30 December 2016

The Broads Plan is the key management plan for the Broads. A partnership plan coordinated by the Broads Authority, it sets out a **long-term vision** for the area and guiding **partnership actions** to benefit the Broads environment, communities and visitors. The Broads Plan is reviewed and updated on a regular basis. Broads Plan 2017 updates the 2011-16 Plan, and set out our strategic priorities for the period 2017-22.

We are now consulting on the revised draft Broads Plan 2017 and your comments are welcomed. Following this consultation, we will prepare a final Plan for submission to the Broads Authority on 24 March 2017. If approved, the Plan will be implemented in April 2017.

The revised draft Broads Plan is accompanied by a draft Habitats Regulation Assessment and a draft Sustainability Appraisal. Feedback on these reports is also invited.

Comments on all consultation documents must be submitted in writing by the closing date of 4pm on Friday 30 December 2016.

Please send your comments to:

Maria Conti

Strategy and Projects Officer

Broads Authority

Yare House, 62-64 Thorpe Road

Norwich NR1 1RY

Email: broadsplan@broads-authority.gov.uk

Plan compiled and written
by Maria Conti

Where to get consultation documents

Visit www.broads-authority.gov.uk/broadsconsultations to view and download all consultation documents or email broadsplan@broads-authority.gov.uk for printed copies. Reference copies of all documents are also available at the venues below during the consultation period:

- * Broads Authority, Yare House, 62-64 Thorpe Road, Norwich NR1 1RY
- * Broadland District Council, 1 Yarmouth Road, Norwich NR7 0DU
- * Great Yarmouth Borough Council, Town Hall, Hall Plain, Great Yarmouth NR30 2QF
- * North Norfolk District Council, Holt Road, Cromer NR27 9EN
- * Norwich City Council, City Hall, St Peter's St, Norwich NR2 1NH
- * South Norfolk Council, Swan Lane, Long Stratton NR15 2XE
- * Waveney District Council, Riverside, 4 Canning Road, Lowestoft NR33 0EQ
- * Norfolk County Council, County Hall, Martineau Lane, Norwich NR1 2DH
- * Suffolk County Council, Endeavour House, 8 Russell Road, Ipswich IP1 2BX
- * Whitlingham Broads Visitor Centre, Whitlingham Lane, Trowse, Norwich NR14 8TR
- * Acle Library, Bridewell Lane, Acle NR13 3RA
- * Beccles Library, Blyburgate, Beccles NR34 9TB
- * Brundall Library, 90 The Street, Brundall NR13 5LH
- * Bungay Library, Wharton Street, Bungay NR35 1EL
- * Cromer Library, Prince of Wales Road, Cromer NR27 9HS
- * Great Yarmouth Library, Tolhouse Street, Great Yarmouth NR30 2SH
- * Loddon Library, 31 Church Plain, Loddon NR14 6EX
- * Lowestoft Library, Clapham Road South, Lowestoft NR32 1DR
- * Oulton Broad, Library Council Offices, 92 Bridge Road, Oulton Broad NR32 3LR
- * Norwich Millennium Library, The Forum, Millennium Plain, Norwich NR2 1AW
- * Stalham Library, High Street, Stalham NR12 9AN
- * Wroxham Library, Norwich Road, Wroxham NR12 8RX

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Consultation note: This is a draft plan. The final (adopted) plan will include photographs, maps and other visual information.

1 Introduction

1.1 The Broads

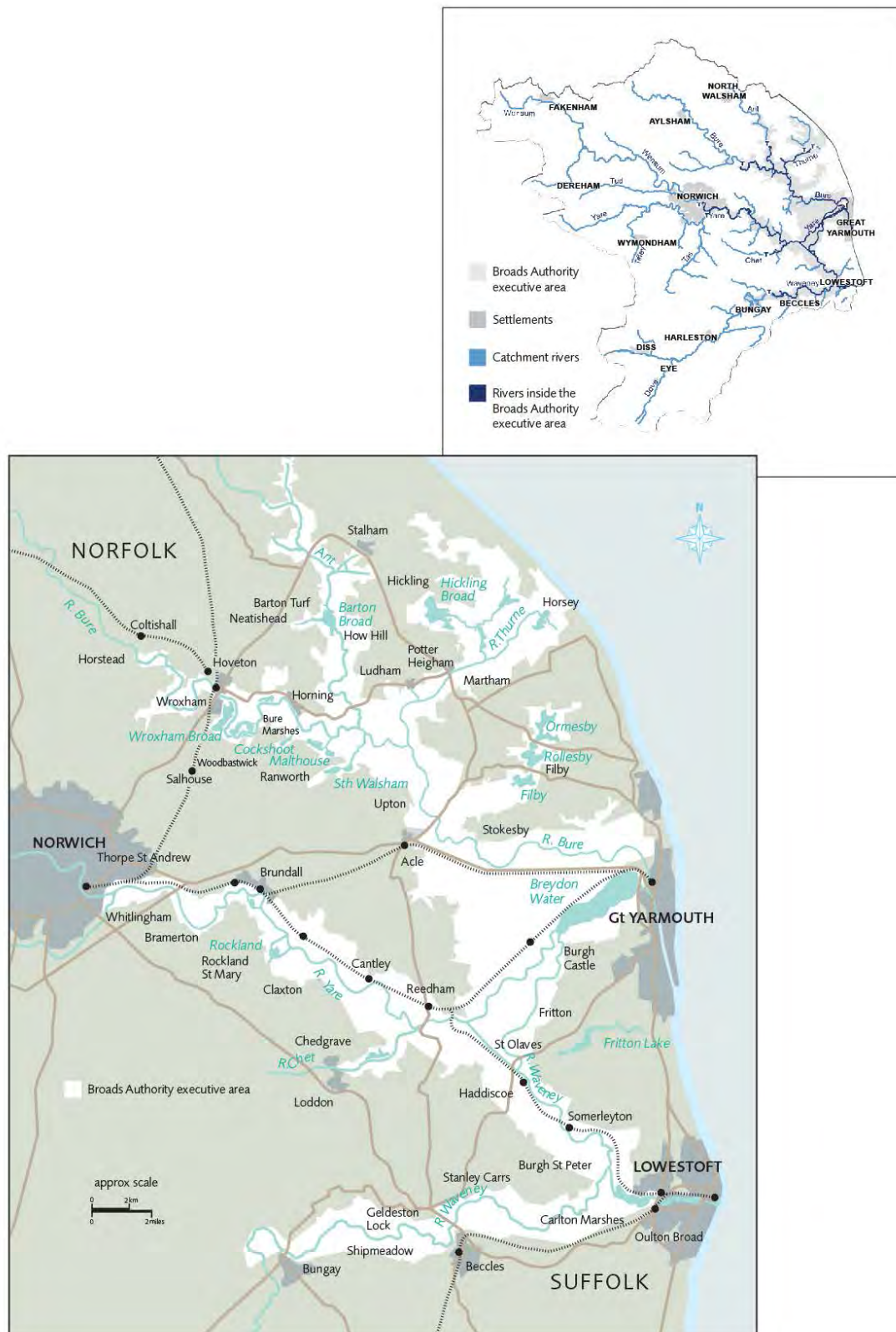
About the Broads

The Norfolk and Suffolk Broads is renowned as the UK's premier wetland and its third largest inland navigation. It is also a proud member of the UK family of National Parks, known collectively as 'Britain's Breathing Spaces' – echoing the words of the late Norfolk naturalist Ted Ellis, who described the Broads as a 'breathing space for the cure of souls'.

A distinctive and globally important landscape, the Broads has been formed and nurtured by its inhabitants since at least Roman times. The Broads Authority executive area (Map 1) covers around 303km² in Norfolk and North Suffolk, its boundaries drawn tightly around the floodplains and lower reaches of the three main rivers – the Bure, Yare and Waveney – and their tributaries, the Thurne, Ant, Wensum and Chet. Nestled between the city of Norwich to the west and Great Yarmouth and Lowestoft to the east, with a short coastal strip at Winterton and an estuary at Breydon Water, the Broads lies at the bottom end of the much larger Broadland Rivers Catchment, with water flowing through or under it and out to the North Sea. This low-lying, mainly open and undeveloped landscape is an interconnected mosaic of rivers, shallow lakes ('broads'), fens, drained marshland, wet woodland, saltmarshes, intertidal mudflats and various coastal formations. Water, not surprisingly, is the vital element linking everything together, and its careful and integrated management is central to everything in this landscape. Each habitat has its own distinctive characteristics and hosts a wealth of species, many rare and some unique to the Broads within the UK. The importance of the area is borne out by a range of national and international designations in recognition of its landscape, nature conservation and cultural features.

Over the centuries the natural, cultural and built features of the Broads have been shaped by the way peat diggers, traders and merchants, reed and sedge cutters, thatchers, farmers and fishermen have lived and worked. The shallow lakes referred to as 'broads' originated as great pits dug for peat to provide fuel during medieval times. Around the 14th century, these peat diggings flooded and became part of an extensive communication network for transporting fuel, building materials including reed for thatch, and livestock and their products, especially wool. Villages and settlements are commonly grouped round a parish staithe, riverside common, ferry or bridge. The advent of the railways in the mid-19th century and motor vehicles in the 20th century brought most river-borne commerce to an end, but made the Broads accessible as a popular tourist destination for boating holidays with more than 200km of navigable, lock-free rivers and open water bodies to be explored. Today there are more than seven million visitors a year to the Broads and surrounding area, supporting thousands of jobs and contributing around £600m annually to the local economy. Alongside tourism, the marine industry and farming and land management continue to play an important role in the environmental, economic and social landscape.

Map 1: Broads Authority executive area and (inset) Broadland rivers catchment



Catchment map: © Environment Agency, Broads Authority © Crown copyright and database right 2014. Ordnance Survey Licence number 100021573. BA executive area map: Reproduced by permission of Ordnance Survey on behalf of HMSO. © Crown copyright and database rights 2011. Ordnance Survey Licence number 100021573

Valuing our natural capital

'Natural capital' is the Earth's store of natural resources, including water, air, soil, geology and all living things. These natural assets provide us with a wide range of beneficial goods, services and cultural values, sometimes known as 'ecosystem services'. This includes provisions such as food, fibre, fresh water and energy; regulating services such as clean air and water, carbon storage and flood regulation; and cultural values such as recreation, education and inspiration, all of which are supported by functions such as biodiversity, photosynthesis, and water and nutrient cycling.

In caring for the Broads now and for future generations, we must balance the needs of a healthy, functioning natural environment with the fair and sustainable use of the many benefits we get from it. Rather than focusing on single interests or favourable services (for example, economic benefit or flood protection), possibly at the expense of others, we need to demonstrate a 'better, bigger, more and joined'¹ approach to managing our precious wetland ecosystems as a dynamic, complex and interdependent whole.

The Broads will continue to be influenced and shaped by environmental, social, economic, technological and political change. Some of the biggest challenges facing this easterly, low-lying freshwater wetland are likely to come from the projected more rapid changes to the climate, together with sea level rise. Other significant changes in global, national and regional economies, patterns in leisure and tourism, demands on food and energy resources, and population growth and demands for housing and infrastructure in the East of England will also have an impact on the landscape and communities of the Broads.

While we cannot predict what the Broads will look like in 50 or 100 years' time, understanding and responding now to the challenges ahead will help us to plan a longer term future that maintains the area as a special and valued landscape for generations to come, even if it does not stay the same as it is now. As part of the UK National Parks family and global network of protected landscapes, the Broads has a vital role to play in demonstrating how wetland resources can be managed sustainably for the benefit of both nature and people.

Consultation note: A pictorial representation of the natural capital of the Broads and the goods and services it provides will be included in the final (adopted) version of the Broads Plan.

¹ Making Space for Nature, Defra, 2010

1.2 The Broads Authority

The Broads Authority is a special statutory body with very similar responsibilities to those of the English and Welsh National Park Authorities². It is also the local planning authority and a harbour and navigation authority. The distinctive shape of the Broads Authority executive area (Map 1) comes from its boundary being drawn tightly around the flood plains and lower reaches of the rivers Bure, Yare and Waveney and their tributaries the Thurne, Ant, Wensum and Chet.

The Authority has a duty to manage the Broads for the following three purposes, none of which takes precedence over the others or carries any special weight:

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

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

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

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

Broads National Park brand

The Broads has equivalent status to a National Park under the National Parks and Access to the Countryside Act 1949. The Broads Authority has the same two purposes as the English and Welsh National Parks, but also has a third purpose relating to the interests of navigation, as noted above. As such it is defined under a different Act of Parliament to the other Parks, and has been known as a 'member of the UK National Park family'.

In May 2010, members of the Authority supported the objective that by 2030 the Broads would be a National Park where the public legal rights of navigation continued to be respected and embraced. In January 2015 the Authority resolved not to pursue this ambition, deciding instead to

² The Broads Authority was established under the Norfolk and Suffolk Broads Act 1988. Further provisions for the management of the navigation area were made through the Broads Authority Act 2009

adopt the use of the brand 'Broads National Park' to promote more clearly the area's national park credentials and special qualities to national and international audiences.

To make it clear, the use of the term Broads National Park is for marketing purposes only. It is not, nor has it ever been, the Authority's intention to seek either a change to its statutory purposes or the application of the Sandford Principle to the Broads.³

Nb. The branding decision is currently under legal challenge, and a legal decision is awaited. For the purposes of this stage of the Broads Plan review, and pending the outcome of the judicial review, we refer to the Broads National Park brand.

1.3 Broads Plan

A partnership plan

The Broads Plan is the most important management plan for the Broads. It sets out a long-term vision and partnership actions to benefit the local environment, communities and visitors. The Plan integrates and guides a wide range of strategies, programmes and policies relevant to the Broads, and is reviewed and updated on a regular basis. Broads Plan 2017 updates the 2011 Plan, focusing on the period 2017-22.

A priority in the Government's *Vision for the English National Parks and the Broads*⁴ is to work in partnership to maximise benefits and minimise costs. The Broads Plan is a plan for the Broads, not just for the Broads Authority. While the Authority is responsible for its production, a wide range of organisations, interest groups and communities are directly or indirectly involved in looking after the area. As such, the success of the Plan depends on a shared vision and commitment, and on strong partnership working to make the best use of knowledge, effort and resources. Lead and joint partners are shown against actions in the Plan, and a summary of their roles and responsibilities is in Appendix A.

Funding and resources

Since 2010 we have seen significant funding cuts to Government funded bodies working in the Broads, including the Broads Authority, Environment Agency, Natural England and local councils. The economic squeeze has also affected local businesses and the voluntary sector, particularly bodies relying on public sector funding or contracts. Looking ahead, further cuts are likely, and Britain's decision to leave the European Union following the Referendum in June 2016 leaves a period of great uncertainty.

³ There is a point of distinction between the Broads Authority and National Park Authorities to which the Sandford Principle applies (section 11A(2) of the National Parks and Access to the Countryside Act 1949). In some circumstances the Sandford Principle requires greater weight to be attached to the conservation purpose. It does not apply in the Broads.

⁴ English National Parks and the Broads: UK Government Vision and Circular, Defra, 2010

The Broads Authority receives a Government funded National Park Grant, and some financial stability has been created by the four-year grant settlement of £3.2m from 2016/17. It also receives navigation income funded by boat toll payers (£3m in 2015/16). In the past three years, income from private boats has been relatively static, while income from the hire boat fleet has been steadily declining by around £30,000 per annum.

While aspirations remain high, the Broads Plan must be realistic within this framework. Focused and sometimes difficult choices will need to be made about priorities for core funding, and partnership working and alternative funding sources will become more and more important. As Plan partners, we will continue to develop our good track record of drawing in additional resources such as external grants, private sponsorship and visitor giving schemes.

Known external funding in this Plan period includes a £2.6m Heritage Lottery Fund award for the Broads Landscape Partnership Scheme, which will support 38 local landscape and community projects. The Broads Authority is also a member of the UK's National Parks Partnership, an initiative launched in 2016 to enable closer links between businesses and the Parks for commercial and practical benefits. A further practical and invaluable resource for the Broads is the dedicated band of volunteers who work through a range of organisations and interest groups in the area.

As a high level strategy, the Broads Plan does not include detailed costings. This information will be in the operational plans and programmes of partners delivering the strategic actions in the Plan.

Assessment and monitoring

The Broads Plan review is informed by an *Environmental Report*, which assesses any significant environmental, economic and social impacts of implementing the Plan. A *Habitats Regulations Assessment* is carried out to consider the impacts of the Plan on conservation sites designated under the European Birds and Habitats Directives, and on sites designated under the Ramsar Convention, an international treaty for the conservation and sustainable use of wetlands.

Monitoring the progress of the Broads Plan will include 6-monthly reports to the Broads Authority on all strategic actions in the Plan and in the Authority's supporting strategies. Indicators and targets are shown against actions in section 3 of this plan. We also use a set of overarching 'State of the Park' indicators (Appendix B) to help assess change in the Broads over time. These indicators will be updated in line with the Broads Plan review cycle.

Consultation note: The draft Environmental Report and the draft Habitats Regulations Assessment are published for consultation alongside the draft Broads Plan (see pp2-3 for details)

1.4 Broads Local Plan

As the local planning authority, the Broads Authority is responsible for setting spatial planning policies for its executive area. These policies support the aspirations of the Broads Plan and are used in determining local planning applications. The features that make the Broads a special and dynamic landscape can also be influenced by development in adjoining Districts, particularly given the tightly drawn executive boundary of the Broads. Under the Localism Act⁵ local planning authorities, county councils and public bodies have a duty to cooperate to make the most of strategic cross-boundary matters such as housing, transport, open space, and demands on water and other resources.

The Authority's adopted planning policy documents include a Core Strategy, Development Management Policies and Site Specific Policies. A number of these policies are out of date or no longer fully in line with national planning policy. As such, the Authority is reviewing all its planning policies and bringing them together in a new Broads Local Plan, due for adoption in early 2018. The existing planning policies remain in effect until the new Local Plan is adopted.

Consultation note: The Broads Local Plan: Preferred Options is scheduled to go out to public consultation from 5 December 2016 to 3 February 2017. For more details:-

- Visit our website at www.broads-authority.gov.uk/broadsconsultations
- Email planningpolicy@broads-authority.gov.uk
- Contact Natalie Beal, Planning Policy Officer, Broads Authority, on 01603 610734

⁵ Localism Act, Department for Communities and Local Government, 2011

2 Going forward

2.1 Long-term vision

The Vision for the Broads National Park (Table 1) recognises the value of maintaining a healthy natural capital and the services provided for people and wildlife. It is based on Defra's 2010 *Vision for the English Natural Parks and the Broads* and updates the Vision for the Broads in the 2011 Broads Plan.

Table 1: Vision Statement

Vision for the Broads National Park to 2030

The natural environment and the beneficial goods, services and cultural values it provides, from food and energy to landscape character and recreation, are in good condition, are used fairly and sustainably, and are valued by society. In particular, the precious nature of clean, fresh water as a fundamental resource is understood and respected by all.

The past and present importance of the waterways for navigation, biodiversity and recreation is recognised and cherished, and the asset is protected, maintained and enhanced. Wildlife flourishes and habitats are maintained, restored, expanded and linked effectively to other ecological networks. Land and water are managed in an integrated way, with local and landscape scale management creating resilience and enabling flexible approaches to meet changing ecological, economic and social needs.

This living, working, 'big skies' landscape is notable for its natural beauty, distinctive local character and historic significance. People of all ages, abilities and circumstances experience and enjoy it as a place of escape, adventure, enjoyment, work, learning and tranquillity, and as a source of national pride and identity. Sustainable living can be seen in action and there is a buoyant rural economy. Local communities are taking an active part in decisions about their future and are known for having been pivotal in the transformation to a low carbon, 'climate-smart' society.

And finally, the Broads National Park will be forever recognised as fundamental to our prosperity, health and wellbeing, and forever treasured as a place that provides a "breathing space for the cure of souls".

2.2 Fundamental principles

To help us implement the Broads Plan, we are guided by a small set of fundamental principles. The first principle is based on the definition of the Precautionary Approach in the Rio Declaration on Environment and Development, 1992.

Take a precautionary approach: Where there are likely threats of serious or irreversible damage to the environment, as a precaution, cost-effective measures will be taken to prevent environmental degradation in the absence of full scientific certainty of the outcome of such threats.

Such precautionary action will be based on assessment of the costs and benefits of action, taking into account both the proportionality between the costs and benefits and the degree of certainty in their calculation, and transparency in decision making. Gaps in knowledge will be addressed by research and, where feasible, precautionary measures will be taken while such knowledge is outstanding.

Manage sustainably: Understand and respect the complexity and biological limits of our ecosystems, and conserve their structures to maintain their health and productivity. Manage at the local scale while recognizing the direct or indirect effects on the wider, interconnected ecosystems and the services they provide. Manage for long-term, multiple benefits, not just for short-term or single interest gains.

Engage, learn and act together: Plan and work in partnership to make the best use of shared knowledge and resources and to avoid duplication of effort. Involve people from an early stage, and throughout, in making decisions that may interest or affect them. Support decisions with robust evidence, including scientific and local knowledge, innovation and best practice.

3 Priority partnership actions 2017-22 (*revised draft*)

This section sets out (*revised draft*) strategic actions for 2017-22. This is not a comprehensive list of all the work that will be carried out in the Broads and does not include many routine day-to-day operations. Rather, it is a guiding strategy to address key issues that have been identified by Broads Plan partners and others with an interest in the Broads, and that partners are able to commit time and resources to over the life of the Plan. Six-monthly progress reports will be taken to Broads Authority committee meetings and published on the Authority's website. This is a living document, and we will also report changes or new strategic actions as we go through the Plan period.

Themes	Headline aspirations
A. Managing water resources and flood risk	Aspiration 1: Improve water capture and efficient water use across the Broads catchment, and develop a longer-term integrated flood risk management strategy for the Broads and coast
B. Sustaining landscapes for biodiversity and agriculture	Aspiration 2: Protect, conserve and enhance water quality and land and habitat condition to benefit priority species, recognising natural environmental change and retaining a thriving and sustainable agricultural industry
C. Maintaining and enhancing the navigation	Aspiration 3: Apply a catchment-scale approach to reduce sediment input and the sediment backlog, and sustainably reuse or dispose of dredged material Aspiration 4: Maintain a safe, open navigation and reduce pressures on busy or vulnerable areas
D. Conserving landscape character and the historic environment	Aspiration 5: Improve understanding, protection, conservation and enhancement of the Broads landscape character and distinctive built, cultural, archaeological and geological assets
E. Building climate-smart communities	Aspiration 6: Build the awareness and adaptive capacity of local communities to the challenges of climate change and sea level rise
F. Offering distinctive recreational experiences	Aspiration 7: Provide opportunities for distinctive recreational experiences in harmony with the special qualities of the area
G. Raising awareness and understanding	Aspiration 8: Strengthen and promote key messages and the tourism offer in keeping with the area's status, special qualities, history and traditions
H. Supporting, connecting and inspiring people	Aspiration 9: Facilitate development within and adjacent to the Broads, while minimising adverse impacts on the Broads' special qualities Aspiration 10: Strengthen connections between a wide audience, particularly local communities and young people, and the Broads environment

A. Managing water resources and flood risk

Context

- * The groundwater, rivers and shallow lakes or 'broads' in the Broadland rivers catchment are a vital source of water for people, wildlife and landscapes. Adequate water levels and water directed to the right places is primary to the healthy condition and functioning of our wetland habitats, navigable waterways, farmland and other water dependent businesses, and for providing public drinking water. Water management and land use practices in the whole catchment, most of which lies outside the Broads Authority's executive area, have an impact on the Broads, which forms the basin at the bottom of the catchment. To help provide a more integrated approach to managing our water resources, the Broadland Catchment Partnership was formed in 2012 with a shared vision and plan of action for the catchment.
- * More than half the rivers in the catchment have been physically modified, often as a result of historic flood defence, land drainage or milling activities. While this has provided some social, economic and environmental benefits, it has adversely affected water dependent habitats and increased downstream flood risk in some areas, with water in the catchment ultimately flowing through, or under, the low-lying (at or below sea level) Broads and out to sea. Predicted drier summers, wetter winters and more intense periods of rainfall will affect surface water levels and the seasonal variability in river flows and groundwater resources. Water levels in some cases are too high for agriculture or too low for wildlife and amenity and periods of drought, such as that in 2012, can create significant problems for water availability. Abstraction of water for domestic and agricultural use has risen in recent decades and will be impacted further by a changing climate and by significant development growth and regeneration around the Broads.
- * Sea level rise and the predicted more rapid changes to the climate pose enormous challenges to the future of this easterly, low-lying and predominantly freshwater wetland. Higher sea levels along the north-east Norfolk and north Suffolk coast bring an increased risk of sea defences being overtopped or breached. This can also hold back water trying to drain from the rivers, causing flooding to properties, farmland and habitats. Even if the river defences protect land from flooding, a combination of particular weather conditions and high tides causing a surge in the North Sea can push salt water higher up the rivers and into drains.
- * In January 2014, the Broads Authority resolved that: "(Tidal) surges pose a critical threat for both Broads' communities and the protection of the very precious freshwater ecology that makes the Broads so special. We recognise the considerable amount of investment made in flood protection and stress the importance of preventing salt water and saline intrusion." Major, well informed decisions are needed on the desirable and realistic longer-term flood risk management options for the Broads and related coastline. The current intention is to seek to retain the mainly freshwater conditions for as long as practicable, with research being focused on what this would require.

Long-term aim for water resources and flood risk management

The precious nature and value of water is respected by all and there is a unified and fair approach to water management. We have met the challenging targets to improve water quality, water supply and flood protection through widespread understanding, positive action and good practice at catchment and local scale. Rivers function more naturally and the catchment supports a diversity of healthy habitats and species. Water dependent wildlife is thriving and able to move around freely. Managers of land and water resources are using environmentally, economically and socially sustainable practices and are working together to provide multiple benefits for wildlife and people. Longer-term decisions to address the impacts of climate change and sea level rise are informed by robust evidence and

wide ranging debate on the most appropriate management options: Primarily, whether to find ways that allow natural processes to direct change, or to seek to retain a predominantly freshwater system; and the levels of human intervention and expenditure to adapt important assets to new regimes. Importantly, the Broads will remain a special area, retaining its wildlife and heritage importance and continuing to offer extensive recreation, employment and other socio-economic opportunities.

Aspiration 1 Improve water capture and efficient water use across the Broads catchment, and develop a longer-term integrated flood risk management strategy for the Broads and coast

Focus: Improving water capture, efficient water use and 'water smart' user awareness throughout the catchment				
Ref	Strategic actions	Key outputs by 2022 / [lead delivery and reporting partners]	Resources	Indicators
1.1	Promote and implement best practice water capture and water use at community level, and facilitate a 'whole farm' water management approach across Broadland Rivers Catchment	<ul style="list-style-type: none"> Water efficiency measures (incl. increasing domestic water metering, practical support and incentive schemes), and planning policy for water efficiency measures in new development, in place and promoted to domestic and business water users [AW, ESW, LPAs] 	AW, ESW, LPAs	AW/ESW business plan indicators & targets
		<ul style="list-style-type: none"> On-site (and where feasible, low cost) water capital infrastructure promoted and in place, incl. rainwater harvesting/water recycling, irrigation reservoirs, efficient irrigation systems; Water retention and infiltration measures in place, incl. constructed wetlands, field bunds, tramline disruption and management [BCP, AW, ESW, county FWAGs] 	Schemes: WSF, CSF Water capital grants	WSF targets CSF water capital grant data RDPE reporting measures
1.2	Promote and implement relevant measures to manage water resources and respond to periods of water shortage and scarcity (incl. water abstraction controls, water transfer and trading, water infrastructure improvements)	<ul style="list-style-type: none"> Water abstraction licencing measures in place through Broadland Catchment Abstraction Management Strategy approach [EA] 	CAMS	CAMS indicators & targets
		<ul style="list-style-type: none"> Water Resource Management Plan and Drought Plan action plans implemented where applicable [AW, ESW] 	AW/ ESW AMP7	AW/ ESW indicators & targets

Focus: Managing flood risk and developing longer-term strategic response				
Ref	Strategic actions	Key outputs by 2022 / [lead delivery and reporting partners]	Resources	Indicators
1.3	Maintain current coastal and fluvial flood risk management strategy relevant to the Broads, Great Yarmouth and interrelated coastal frontage, and prepare longer-term (post 2021) strategic approach	· Detailed strategies evolved for Eccles to Winterton, and Winterton to Lowestoft Ness, that support Shoreline Management Plan and Broads flood risk management needs [EA, CPE]	EA/ BESL, CPE + partner funding required	SMP indicators & targets
		· Broadland Flood Alleviation Project maintenance phase schedule completed [EA/BESL]	EA/BESL	BFAP schedule targets to 2021
		· Updated and expanded flood risk research and modelling commissioned, carried out and published (arising from high level review of integrated coastal frontage flood defences, tidal barriers and floodwalls ⁶), incl. risk and impact assessment of saline incursion [EA, Broads Climate Partnership, academic institutions]	EA and partners to seek resources	Outline action plan 2017 / 6-monthly review reporting
		· Next phase (post-2021) integrated Broads and interrelated coastal frontage flood risk strategy agreed/in place [EA]	??	Post-2021 integrated flood risk strategy agreed targets
1.4	Investigate, plan and promote schemes to hold back or divert flood water, moving from retrospective to proactive approaches	· Surface water flooding mitigation measures and advice promoted and implemented through county SWMPs; strong development management policy/practical guidance in place and promoted on installing, upgrading and retrofitting sustainable urban, highways and rural drainage [NCC, SCC, LPAs]	NCC, SCC (SWMP)	SWMP indicators & targets
		Flood risk management mapping, feasibility studies and project proposals developed in upper Broadland catchment; site projects implemented (e.g. reconnecting rivers with floodplain in non-tidal areas, re-meandering river channels) [EA, BCP, landowners]	Grant in Aid CS CFMP	EA indicators?#new site projects

⁶ Flood Management High Level Review for The Norfolk Broads, Eccles to Winterton and Great Yarmouth Tidal Walls (CH2M, 2016)

B. Sustaining landscapes for biodiversity and agriculture

Context

- * The Broads is one of Europe's finest and most important wetlands for nature conservation, with a mosaic of habitats comprising, among other things, saltmarshes, intertidal mudflats, shallow lakes, fens, drained marshland, wet woodland and various coastal formations. Twenty-eight sites covering a total of more than 7500 hectares are nationally designated as Sites of Special Scientific Interest. Most of these sites are of international importance for their habitats and wildlife as the Broads Special Area of Conservation and the Broadland Special Protection Area. An area of the wetland is also designated as a Wetland of International Importance under the Ramsar Convention. One third of the SSSIs are also National Nature Reserves. *Biodiversity 2020*, the national strategy for England's wildlife and ecosystem services, is aimed at halting the overall loss of biodiversity, supporting healthy well-functioning ecosystems and establishing coherent ecological networks, with more and better places for nature for the benefit of wildlife and people.
- * Farming and land management play a crucial role in managing and enhancing some of the Broads ecosystems, producing food and renewable energy, maintaining the landscape character and providing employment, as well as contributing more than £200m to the regional economy. The local agriculture is primarily a mix of livestock grazing and some arable cropping, with grassland the dominant feature in the floodplain. Globalisation, new legislation and management expectations are putting pressure on farming businesses, and many have to diversify to survive. Agricultural support in recent years has moved away from food production subsidies to supporting landscape and species management and wider public benefits from the local land in agricultural production, with agri-environment schemes currently covering about two-thirds of the Broads area. Reed and sedge cutting also remains a traditional local and sustainable industry that supports biodiversity, landscape character and cultural heritage. The local product is in great demand and more commercial reed and sedge beds need to be brought into sustainable management. Funding, labour availability, training and affordable housing are vital in supporting the industry.
- * Good quality water is defined as clear, low in nutrients and free of harmful substances, characterised by a diversity of aquatic plants and supporting healthy populations of fish, invertebrates and water birds. The Broads restoration programme has been active for over 30 years and leads the UK in developing and studying lake restoration projects to recreate clear water conditions with healthy aquatic plant growth that provides habitat for wildlife. However, despite significant improvements in water quality in recent decades, 2013 monitoring showed that all Broads' water bodies and river reaches and more than 90% of rivers in the Broads catchment were failing to meet European Water Framework Directive targets. At times, some groundwater and river sources exceed drinking water standards for nitrate and pesticides. Water quality continues to be affected by diffuse pollution (primarily phosphorus and nitrogen from domestic waste water and farmland, and, erosion causing sediment release, physical modification of water courses, dissolved oxygen and fish populations, coastal saline drainage water, salt tides and competing demands for water use. Action in recent decades such as environmentally sensitive farming, sustainable drainage systems and good boating practices has helped to improve water quality. The water and related habitats have a tendency to change over relatively short periods of time, and their ecological and hydrological functioning needs to be better understood.

The Broads is a UK priority wetland area, with the largest expanse (around 75%) of species-rich calcareous fen in lowland Britain. Most fen sites are designated for nature conservation, and around 60% are owned or managed by conservation organisations. The Fen Ecological Survey (2010) showed clear evidence of loss, fragmentation and decline in some areas and enhancement of large areas via agri-environment support. A Broads Land Management Service is in the process of being established (2016) through the multi-partner Broads Biodiversity Group to offer support to landowners and managers, and targeted restoration projects and a mosaic of management regimes are helping to retain priority fens as open landscapes. The Broads peat vegetation also stores around 40 million tonnes of carbon, and will continue to do under appropriate water level and land management conditions. The grazing marshes cover around 40% of the Broads. Some areas attract large and internationally important numbers of breeding and non-breeding birds, and there is a substantial area of internationally important dyke communities. The marshes provide a third of East Anglia's cattle grazing land, and local farmers and graziers rely on environmental land management support to optimise profit and protect the habitats. Threats to these habitats include loss to arable reversion and land drainage, partly due to the lack of long-term agri-environment schemes, development, water level regimes including flooding, drought, salt tides and invasive species.

- * There are more than 11,000 recorded species in the Broads, including 26% of all UK Priority Species and 17% of all nationally notable or scarce species. 66 species are restricted entirely to the Broads or rarely seen elsewhere in Britain. Iconic species include the bittern, marsh harrier, otter, fen orchid, Norfolk hawk, dragonfly and the entire UK populations of the swallowtail butterfly, dotted footman moth and holly-leaved naiad. Some species are in decline or on the brink of survival, and many species, including the Broads' specialists, face challenges from increases in seasonal variability in river flows and depleted groundwater resources, salinity from land drainage and tidal flooding, nutrient enrichment and pollution of the waterways, habitat loss and fragmentation, and increasing threats from invasive non-native species. Species recovery and translocation programmes can take substantial time and resources, as can biosecurity measures to control invasive non-native species. Some gains have been made in the increased populations of wintering water birds in the Breydon area, fen raft spider, otter, bittern, crane and marsh harrier, and in the control of invasive species such as floating pennywort and American mink, but much more needs to be done.

Long-term aim for biodiversity and agriculture

Biodiversity is understood, recorded, protected and enhanced in keeping with the status of the Broads as a globally important wetland and within recognised limits of natural or inevitable environmental change. Sustainable land and water management and agri-environment practices support well-functioning ecosystems that provide multiple benefits including flourishing wildlife, food and fibre, fresh water supply, carbon storage, energy, pollination, disease and pest regulation, landscape character and recreation. Management of habitats and species is approached on a catchment, whole landscape scale. Opportunities are pursued to buffer, connect, create and recreate habitat areas to establish more, bigger, better and more joined up ecological networks and increase resilience and adaptation to change by habitats, species and society. Priority species and their specific water and land management needs are understood, recorded and managed to maintain and enhance species of conservation concern and halt biodiversity decline and loss. Invasive non-native species are under control and eradicated where possible. Robust and integrated soil and water management is recognised as vital for agriculture, water quantity and quality and reduced greenhouse gas emissions. The importance of the food supply chain is embraced and the need for a profitable agriculture sector to maintain biodiversity is recognised. A strong, well-informed evidence base and monitoring programmes guide our understanding and decision making in all aspects of natural resource management.

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

Focus: Restoring, maintaining and enhancing water quality to achieve good ecological status/potential				
Ref	Strategic actions	Key outputs by 2022 / [lead delivery and reporting partners]	Resources	Indicators/(targets)
2.1	Carry out lake restoration, maintenance and enhancement works, incl. bio-manipulation, and use evidence to trial, monitor and implement further innovative restoration techniques	<ul style="list-style-type: none"> In-lake restoration, maintenance and enhancement works scoped, in development and carried out at priority sites in accordance with Broads Lake Restoration Strategy⁷ and Broads Lake Review⁸, incl: (a) Hoveton Wetland Restoration Project [NE]; (b) Hickling Enhancement Project [BA, NWT]; (c) Upton Broad and Barton Broad restoration projects (review and forward planning) [BA, NWT] 	(a) External funding secured (b) NWT, BA + external funding required c. ??	SSSI site condition targets WFD interim targets by 2021
		<ul style="list-style-type: none"> Pre/post-works monitoring of Hoveton and Hickling lake condition status undertaken and evidence used to trial and implement further innovative restoration techniques as part of Lake Restoration Action Plan [NE, BA, EA] 		Broads LRS targets
2.2	Promote and implement measures to reduce point and diffuse pollution into the floodplain and water courses, commensurate with EU/national water and habitat targets and with sustainable farming	<ul style="list-style-type: none"> Tailored environmental land and water management measures and support (incl. payments) taken up by land managers (through Countryside Stewardship, Catchment Sensitive Farming, CFE, Water Sensitive Farming, water company schemes , externally funded project initiatives [BCP coordination]) 	Schemes: CS, CSF, WSF, CFE BCP partners + external funding required	CS/WSF targets CSF water capital grant targets WFD/ SSSI/SAC / Nature 2000 targets EA pollution monitoring

⁷ Lake Restoration Strategy for the Broads, BA 2008

⁸ Broads Lake Review, BA 2013

		<ul style="list-style-type: none"> Point and diffuse pollution reduction measures undertaken through Diffuse Water Pollution Plans [NE] and Asset Management Plans [AW]; infrastructure promoted, trialled and implemented (e.g. phosphate stripping from waste water treatment works, constructed wetlands and reed beds, combined sewer overflow works); support taken up by land managers, businesses and communities (e.g. septic tank maintenance, first time rural sewerage) [AW]; saline water into Brograve drainage investigated and remedial work programmes in place [IDB] 	NE (DWPP) AW IDB	# first time rural sewerage schemes in catchment (AW) # CSO pollution events in catchment (EA/AW)
Focus: Managing existing fen, reed bed and wet grassland habitats in accordance with priorities and principles in Broads Biodiversity and Water Strategy				
Ref	Strategic action	Key outputs by 2022 / [lead delivery and reporting partners]	Resources	Indicators/(targets)
2.3	Maintain existing areas of priority fen, reed bed and wet grassland by promoting and implementing tailored site management agreements and prescriptions and offering support services to site managers	<ul style="list-style-type: none"> Water management control measures implemented and advice and support made available and taken up by land managers, incl. Halvergate Fleet and Muckfleet schemes [IDBs, NE, landowners]; Innovative work on management of catch dykes developed and implemented [NE] 	Partners Grant in Aid + additional funding required	% priority habitat in CS SSSI condition assessment targets
		<ul style="list-style-type: none"> Tailored fen and reed bed stewardship agreements, management prescriptions and best practice in place at priority sites, applying site-specific techniques incl. grazing, commercial reed and sedge cutting for thatch, long-rotation conservation cutting, conversion of cut material to biomass and soil improvers, and turf ponding [BBG coordination delivered through Broads LMS, BRASCA, landowners] 	Schemes: CS, CSF External grants Statutory partners	Area (Ha) under management agreement
		<ul style="list-style-type: none"> Tailored wet grassland (grazing marsh) stewardship agreements, management prescriptions and best practice in place at priority sites (commensurate with NCA description and agri-environmental scheme advice), applying site-specific techniques including grazing livestock at suitable densities and timings, foot drain creation, rush control and appropriately timed hay-silage cuts [BBG coordination delivered through Broads LMS, BRASCA, landowners] 	Schemes: CS IDB + external funding required	
		<ul style="list-style-type: none"> Nature conservation activities implemented under Broads Landscape Partnership Scheme Programme 5: Natural Landscapes [Broads LPS Board and delivery partners] 	HLF LPS funded secured	Broads LPS target data for HLF

Ref	Strategic action	Key outputs by 2022 / [lead delivery and reporting partners]	Resources	Indicators/(targets)
2.4	Define, implement and monitor management regimes for priority species and control programmes and awareness campaigns for invasive non-native species	<ul style="list-style-type: none"> Targeted species recovery/ support programmes implemented, incl. research and species translocation action where appropriate (e.g. fen raft spider, fen orchid, lesser whirlpool ramshorn snail, grass-wrack pondweed) [BBG, Highways England] Invasive non-native species monitoring regimes and awareness campaigns in place; data made available on present/potential threats and biosecurity plans/ control programmes in place where threats are highest (e.g. mink management project, Floating Pennywort on R. Waveney) [NNNSI] 	Conservation grants in place + additional funding required	#/distribution breeding wader pop. # new sites for species listed Priority INNS removed/ controlled to manageable background level
Focus: Extending and creating new areas of high biodiversity value habitat, habitat networks and buffer zones within the Broads catchment				
Ref	Strategic action	Key outputs by 2022 / [lead delivery and reporting partners]	Resources	Indicators/(targets)
2.5	Create 'bigger, better and more joined up' areas of priority habitat by identifying opportunities and developing site-specific plans for new habitat areas and connections, buffer zones and pollinator networks	<ul style="list-style-type: none"> Potential/opportunistic areas of new priority habitat, wildlife corridors and extended/new field buffer strips identified, added to existing mapping, and incentivised strategy developed and in place [NCC/NBIS, BCP, BBG, landowners] 	LAs, NWT	# investment plans completed
		<ul style="list-style-type: none"> Integrated landscape-scale initiatives developed and implemented to create more resilient habitats, incl: Living Landscapes projects in Suffolk Broads, Upper Thurne, Bure and Ant [NWT, SWT] and Broads Futurescapes 2 and LIFE Little Tern [RSPB]; Recreational pressure mitigation and management strategies in place to extend and protect biodiversity value of sites [NBP, NSPG] 	Partner core resources + secured external funding	Individual project delivery targets
		Tailored on-site measures, advice and support to expand and buffer priority habitat and improve ecological networks made available to and taken up by landowners/ managers, particularly in identified high value areas [BBG coordination, delivered through Broads LMS]	Partner core resources + secured external funding	# of landowners involved with BLMS?
Ref	Strategic action	Key outputs by 2022 / [lead delivery and reporting partners]	Resources	Indicators/(targets)
2.6	Improve partner coordination and communication of Broads biodiversity monitoring and research efforts, linked to national biodiversity network	<ul style="list-style-type: none"> Through research and monitoring projects, impacts of habitat management and manipulation techniques determined and findings coordinated/shared: - Priority research areas to include: Fen vegetation and water levels and quality; Prymnesium ecology and mitigation of impact on fish; Pollutant inputs; Impacts of drought, flooding and salinity (e.g. UCL salinity study); Creating markets for fen materials 	University, conservation and research grants	# published papers/ research reports

		<ul style="list-style-type: none"> - Science communication projects to include: Interpretation of water information [NERC Hydroscape, BA, EA] and biodiversity trends [BBG as coordinator/facilitator] 		
		<ul style="list-style-type: none"> · Community-based research and monitoring activities implemented under Broads Landscape Partnership Scheme Programme 1: Interpreting the Landscape and Programme 3: Learning and Future Skills [Broads LPS Board and delivery partners] 	HLF LPS funded secured	Broads LPS target data for HLF

C. Maintaining and enhancing the navigation

Context

- * The Broads is an extensive and varied inland waterway system offering 200km of boating on lock-free tidal rivers. The Broads Authority executive area (Map 1) comprises approximately 1974ha of water space and 63 open water bodies, covering 843 ha. The navigation reaches from the quiet headwaters of the rivers Bure, Ant and Waveney to the bustling urban centre of Norwich and the coastal resorts of Great Yarmouth and Lowestoft.
- * As the harbour and navigation authority, the Broads Authority is responsible for maintaining the navigation area. Its powers include health and safety provisions, dredging, management of vegetation, clearance of wrecks and other hazards, maintaining the network of free 24-hour moorings and providing a ranger service. It also has a duty to sign and mark the waterways. Sediment management guidelines, agreed cutting prescriptions, water space management plans and environmental standard operating procedures are all used to help maintain the navigation while also conserving the unique and important water plant communities and providing refuge and food for fish and birds.
- * Dredging is carried out to provide reasonable depths for safe navigation and to help restore degraded or shallowing water bodies. It can also help improve water quality by removing excess nutrients in the mud, by reducing turbidity which creates depth for aquatic plants to flourish and stabilise the bed, and by providing greater capacity for water storage. Dredging the waterways and disposing of dredged material is the largest navigation maintenance cost to the Authority. The current budgeted target to remove 50,000m³ of material per year, twice the estimated sediment input, is making a positive but limited impact on the estimated backlog in the system (1.04million m³ in 2016).
- * A whole catchment approach to sediment management is being used to help reduce the amount of sediment entering the system from higher up the Broadland rivers catchment, as well as removing it from the Broads waterways. River bank erosion is a key sediment source, caused by wind, tidal action and boat induced waves and feral geese. Land use and soil and vegetation type on riverbanks and uplands are also contributory factors, with headwaters contributing around 50% of sediment inputs. Finding ways to dispose of dredged material is also an ongoing challenge. Many historically available sediment disposal sites are currently protected under European legislation and opportunities for using adjacent land have been very limited. This means that more sustainable and innovative approaches are needed for managing dredged material, taking account of its value for agriculture, habitat creation and flood protection, and reusing it beneficially wherever possible. Considerable advances were made in the last Broads Plan period through the EU-funded PRISMA project (2011-14), which supported the trialling of sustainable dredging techniques, pioneering methods for the reuse of dredged material in island and habitat recreation schemes, and investment in new dredging plant and equipment.
- * Thriving aquatic plants are part of a healthy ecosystem, and certain species are protected under the EU Habitats Directive and the Wildlife and Countryside Act. Recent years have seen increasing plant abundance in the Broadland rivers, particularly in the upper reaches, in smaller isolated broads and in sites away from the navigable system, while plants in the larger broads connected to the river system are typically slower to respond to improving water quality. In a connected waterways network like the Broads, the cost and effort of tackling the spread of certain aquatic invasive non-native species such as floating pennywort and the 'killer shrimp' (*Dikerogammarus villosus*) is a constant challenge. Practical work is focused on preventing the arrival of new species, and on controlling established species that have significant impacts on navigational and recreational waterways use and on the conservation interest of key sites.

- * Opening up new areas of navigable water space may help to reduce potential conflicts between different user groups, improve safety and ease pressure on busy areas. However, opportunities to do this have been very limited in recent years, tempered by voluntary restrictions to certain areas of the water space that provide key refuges for wildlife, by other environmental or land ownership issues, and by a lack of resources.
- * Safe, responsible use of the waterways and the technical safety of boats are managed through a Ranger Service supported by byelaws, codes of conduct and good practice campaigns. The Broads Authority, emergency services and Coastguard work closely together to respond to incidents, and local policing partnerships are promoting a proactive approach to reducing marine crime, such as the theft of outboard motors.

Long-term aim for the navigation

The historic and present importance of the Broads' waterways for navigation, biodiversity and recreation is recognised and valued. The navigation and associated riverside facilities and infrastructure are maintained and enhanced, offering opportunities for people of all ages and abilities to access and enjoy the water space. The variety and intensity of waterborne activities across the system are managed carefully to maximise safe enjoyment, minimise conflict between different users, and ease pressure on busy or vulnerable areas. Opportunities to expand and extend the navigable water space are pursued, consistent with nature conservation interests and water resource management. Sediment is managed to provide necessary depths for boating, with dredged material reused or disposed of in environmentally and economically sustainable ways. Sediment loss from agricultural land and bank erosion is minimal, with sustainable natural and constructed solutions used to protect the more vulnerable stretches of waterways. Bankside vegetation and water plants are managed in ways that keep waterways open to navigation, do not impact on the ecological or archaeological integrity of sites, and provide for appropriate recreation. Restrictions on navigation due to bridges is minimised and mitigated wherever possible.

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

Focus: Removing sediment from the Broads system and accelerating sediment removal				
Ref	Strategic actions	Key outputs by 2022 / [lead delivery and reporting partners]	Resources	Indicators
3.1	Implement dredging regimes in accordance with defined waterways specifications and seek resources / legislation to accelerate removal of sediment in the Broads system	· Annual dredging programme implemented in line with agreed targets [BA]	BA	Sediment removed (min 50,000m ³ pa)
		· Additional resources and/or inland waterways legislation and good practice to e dredging and disposal processes developed, in place and shared [BA, AINA, MMO]	Funding required	Level secured additional funding Up-to-date legislation and guidance

Focus: Disposing of sediment and reducing sediment input through catchment-wide erosion reduction measures				
Ref	Strategic action	Key outputs by 2022 / [lead delivery and reporting partners]	Resources	Indicators
3.2	Implement plans and good practice guidance to reduce soil erosion into the waterways, manage areas lost or vulnerable to erosion, and dispose of dredged material in sustainable and beneficial ways	<ul style="list-style-type: none"> Erosion reduction agricultural land management measures promoted and in place, e.g. increased cover crops, buffers and sustainable drainage, riparian fencing, soil organic improvements, soil compaction reduction [NE, BCP, NRT, county FWAGs]; Up-to-date environmental good practice guidance promoted to recreational users [AINA, BA, BC, NSBA] 	Schemes: CS, CSF, CFE, WSF Partners	SSSI condition assessments, WFD EC status, CFE records
		<ul style="list-style-type: none"> Stretches of lost or eroded river bank/island identified and prioritised; land protection, creation and restoration strategies in place, using innovative sediment reuse techniques where possible [BA as lead/facilitator, partners] Key project: Formal partnership agreement and feasibility study/work plan in place for long-term management of River Chet (true left bank) to maintain access to navigation and Wherryman's Way [BA, NCC, SNC, EA, NE] 	Partners + additional resources required	Measures of land lost or new areas created? Condition status of Chet true left bank
		<ul style="list-style-type: none"> Opportunities identified to secure additional dredging disposal sites as part of Broads-wide network, and permissions and resources pursued [BA] 	BA + additional funding required	# available disposal sites in network

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

Focus: Maintaining, extending and expanding navigable water space for recreation, consistent with conservation interests and flood risk management				
Ref	Strategic action	Key outputs by 2022 / [lead delivery and reporting partners]	Resources	Indicators
4.1	Maintain existing navigation water space and develop appropriate opportunities to expand or extend access for various types of craft	<ul style="list-style-type: none"> Audit of existing and potential new navigation water space completed; schemes and agreements developed to enhance water space access, consistent with nature conservation interests and flood risk management; access to closed broads dealt with on basis of current legal advice and opportunities taken to negotiate increased access [BA, landowners] 		Broads IAS action plan targets
		<ul style="list-style-type: none"> Increased use of River Yare for commercial transport promoted, with Waterways Specifications adopted and delivered as required [BA, Norwich CC, GYBC] 		

		· Delivery Plan for refurbishment/replacement of Somerleyton and Reedham swing bridges developed, incl. secured funding and agreed design and mitigation measures [NR, BA]	Network Rail CP6 Delivery Plan	NR CP6 Delivery Plan schedule met
Focus: Maintaining and improving management of aquatic plants and riverside trees and scrub				
Ref	Strategic action	Key outputs by 2022 / [lead delivery and reporting partners]	Resources	Indicators/(targets)
4.2	Carry out aquatic plant cutting and tree and scrub clearance programmes and seek resources to increase operational targets	· Annual tree and scrub clearance regimes carried out in accordance with agreed criteria, using priority mapping; improved level of operations in place through BA Area Ranger Team strategies for partnership working [BA, community groups, landowners]; Annual regimes for aquatic plant cutting in navigation channels carried out in accordance with agreed management criteria [BA]	BA + additional resources required	Length of riverbank and navigation channels meeting agreed criteria Annual plant monitoring
Focus: Maintaining, improving and promoting safe behaviour on the waterways				
Ref	Strategic action	Key outputs by 2022 / [lead delivery and reporting partners]	Resources	Indicators/(targets)
4.3	Implement, promote and monitor measures to maintain and improve safety and security for the navigation and boats	· Boat safety measures in operation, incl. up-to-date Safety Management System and Boat Safety Scheme; Hire Boat Code part 2 transferred to local licence conditions; Temporal or spatial zoning agreements/ protocols and pilot schemes in effect as required for water sport activities and events, incl. water skiing, wakeboarding, power boat racing and competitive rowing [BA]	BA	BSS compliance/ PMSC external audit (safety levels within ALARP region)
		· Navigation patrolling maintained; recreational user safety and security promotional events and guidance made available; navigation infrastructure inspection and maintenance regimes in place and completed to agreed annual schedule [BA, NC, SC, NWSF]	BA, NC, SC	NPA (BA) indicators & targets

D. Conserving landscape character and the historic environment

Context

- * The Broads is a low-lying landscape characterised by a mosaic of interconnected wetland habitats following the edge of level, open marshland and valleys drained by three principal rivers and their tributaries. It is a living and working landscape, influenced over thousands of years by patterns of human existence. The shallow lakes we know as 'broads' have their origins as medieval peat diggings for fuel, and a history of controlled drainage is evident from the mills, raised and embanked rivers and dykes. The location and pattern of villages and settlements have been dictated largely by historic social and economic need, with groupings often round a parish staithe (used to moor boats and load and unload goods), riverside common, ferry or bridge, with isolated churches on the surrounding uplands.
- * The significant built heritage value of the Broads is recognised in the designation of 25 Conservation Areas and the scheduling of 14 Ancient Monuments and more than 270 Listed Buildings. While much has been achieved to protect, conserve and enhance key historic and cultural assets, there remains a gradual erosion of the condition, quality and distinctiveness of the built environment. While the number of Listed Buildings at risk was reduced by 50% between 2011 and 2015, 10% of listed buildings are still identified as being at risk. Vulnerable assets include more than 70 drainage mills, many of which are isolated, inaccessible and in a deteriorating condition. The evolving Local List of Heritage Assets and preparation of individual mill action plans provides important evidence for action, and helped to secure £2.6m funding from the Heritage Lottery Fund for the Water, Mills and Marshes Landscape Partnership Scheme.
- * Other important aspects of the area's heritage are in danger of being lost if not recognised, protected and supported. The Broads has been identified by Historic England as a site of Exceptional Waterlogged Archaeology, but many of its archaeological features remain hidden and vulnerable to changes in water levels, development and other land use pressures. Heritage craft industries such as reed and sedge cutting, thatching and millwrighting remain a small but important part of life and landscape management in the Broads but are struggling to survive, as are other local traditions, crafts and cultures.
- * The geodiversity of the Broads is an understated aspect of its natural heritage. There are five nationally designated sites (covering Pleistocene geology and active coastal processes), but many other identified sites of interest lack designation and hence protection at County level. Drying out of wetland and oxidation of peat can lead to loss of finite environmental and archaeological archives as well as release of stored carbon. Other risks include coastal protection work that alters the dynamics of marine erosion and sediment transport, and the wider impacts of climate change.
- * A sense of tranquillity, dark skies and wildness is integral to the distinctiveness of much of the Broads character. This can be impacted by man-made visual intrusion and noise and light pollution from within and outside the Broads. Tranquillity mapping by the Campaign to Protect Rural England places most of the Broads at the 'most tranquil' end of the spectrum. The Broads Authority's dark skies survey in 2015/16 showed that parts of the Broads have 'intrinsic dark skies', the darkest areas being Hickling and Geldeston, making the Broads eligible for Dark Sky accreditation. Measures to protect and enhance tranquillity, dark skies and wildness are encouraged through planning policy and best practice guidance, and through initiatives such as reducing boat engine noise, zoning activities like water skiing and power boat racing, and undergrounding of overhead electricity distribution cables. Having said that, it is the bustling activity in some areas of concentrated holiday or leisure development that gives those parts of the Broads their particular character and supports the local economy and communities.

Long-term aim for landscape character and the historic environment

The Broads is maintained as a dynamic, unique and special landscape with its own sense of place and historic significance. The key physical, historic and cultural elements of landscape character are recognised, understood, retained, reinforced and actively managed, while allowing the landscape to continue to evolve and reflect the interactions between people and nature. Traditional and heritage industries such as boat building, agriculture, thatching and millwrighting thrive and wider local traditions, skills, crafts and oral cultures are maintained, recorded and celebrated. Archaeological sites and historic built and cultural assets are recorded, protected and enhanced, halting further degradation and loss and contributing to the integrity of the landscape. The built environment continues to reflect the activities of people living and working in the Broads, embracing traditional and innovative design compatible with the local landscape character and with the needs of social and economic stability and growth. The Earth heritage features of the Broads are recognised and protected and people understand the evolution of our environment over deep time. The sense of tranquillity, wildness and dark skies is protected and enhanced for people to enjoy. At the same time, the bustling nature of some areas is supported and enhanced, in keeping with the overall character of the Broads and the needs of its communities.

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

Focus: Protecting, conserving and enhancing the distinctive landscape character and historic assets of the Broads				
Ref	Strategic actions	Key outputs by 2022 / [lead delivery and reporting partners]	Resources	Indicators
5.1	Prepare and implement bespoke management plans for identified 'at risk' and locally important heritage assets	· Comprehensive Heritage at Risk Register and Broads Local List of heritage assets in place; thematic surveys of local assets for inclusion on National List carried out [HE, BA, parish councils]; Management plans and planning guidance in place for 'at risk' Broads Local List assets, incl. drainage mills and riverside chalets, rolled out to all Broads HAR assets [BA, HE, mill trusts, asset owners/ developers]	Partner funding HE/BA heritage team advisors	# new asset groups added to Local List and National List #asset mgt plans in place for local & national 'at risk' assets
		· Built heritage activities implemented under Broads Landscape Partnership Scheme Programme 3: Learning and Future Skills and Programme 4: Historic Landscapes [Broads LPS Board and LPS delivery partners]	HLF LPS funded	Broads LPS target data for HLF

5.2	Produce, update and promote local landscape conservation action plans, appraisals and enhancement schemes	· Broads Landscape Conservation Action Plan produced and informing Landscape Partnership Scheme, development management and refresh of Broads Landscape Character Assessment [Broads LPS Board, BA]	HLF LPS funded	Broads LPS target data for HLF
		· Up-to-date Conservation Area designations and guidance in place; 'villagescape' enhancement plans (e.g. neighbourhood plans, village design statements) identified and developed where appropriate [BA, LAs, parish councils]	BA, LAs, parish councils	Complete set Conservation Area designations
5.3	Develop measures to investigate, record and protect local built and cultural features, archaeology and potential hidden heritage (incl. waterlogged assets, waterways history, settlement patterns, WWII remains)	· Investigation and interpretation activities implemented under Broads Landscape Partnership Scheme Programmes 1: Interpreting the Landscape, 3: Learning and Future Skills, 4: Historic Landscapes and 5B: Natural Landscapes [Broads LPS Board and LPS delivery partners]	HLF LPS funded	Broads LPS target data for HLF
		· Evidence base and policy developed to improve understanding and protection of the Broads' exceptional waterlogged archaeology; management plan developed [BA, NCC, SCC, HE, NGP]	Partner resources + required external funding	Increased evidence base, published management plan
5.4	Implement and promote measures to conserve and enhance local geodiversity sites and assets across identified work areas in Norfolk Geodiversity Action Plan	· Conservation of five geological SSSIs supported [NE]; priority designation programme for candidate Norfolk County Geodiversity Site in the Broads area funded and taken forward [NGP]; literature and web-based information produced and promoted, focusing on links between environmental history and climate change, and between local settlement and geological resources [NGP]		
Focus: Developing and supporting land management skills and local heritage industries				
Ref	Strategic actions	Key outputs by 2022 / [lead delivery and reporting partners]	Resources	Indicators
5.5	Expand the longer-term resource of land management and heritage construction and maintenance skills training and qualifications	· Activities implemented under Broads Landscape Partnership Scheme Programme 3A: Heritage Construction Skills Training and Programme 4: Historic Landscapes, and scope developed for longer-term provision of training and apprenticeship opportunities [Broads LPS Board and LPS delivery partners, Construction Industry Training Board]; Vocational skills training and work experience opportunities made available [BEEN, FE providers incl. Norwich City/ Easton and Otley/ Lowestoft/ Great Yarmouth colleges, BA]	HLF LPS funded BA, CITB BEEN partners and FE providers BIS/BEIS	Broads LPS target data for HLF # of trainees and work experience participants

		<ul style="list-style-type: none"> Advice and practical support made available to local reed and sedge cutters, including equipment, contracts and training initiatives [BA, BRASCA] 		BRASCA Action Plan targets
Focus: Reducing the adverse impacts of visual intrusion, noise pollution and light pollution within and adjacent to the Broads to help maintain tranquillity				
Ref	Strategic actions	Key outputs by 2022 / [lead delivery and reporting partners]	Resources	Indicators/(targets)
5.6	Build upon measures to reduce the impacts on the Broads of visual intrusion and noise and light pollution, and pursue potential for dark sky place status	<ul style="list-style-type: none"> Scheduled Broads undergrounding wires programme implemented (Share Marshes, Horsefen Marshes 2017/18, South Walsham 2018/19, Cantley by 2020); Applications developed for Beccles Marshes, Share Marshes, Potter Heigham (for delivery 2018/19) [Ofgem/UK Power Networks, BA] 	OFGEM	Scheme schedules and targets
		<ul style="list-style-type: none"> Broads dark sky mapping assessment and monitoring in place and application progressed/achieved for Dark Sky Place accreditation for the Broads [BA] 		

E. Building 'climate-smart' communities

Context

- * The predicted impacts of sea level rise and climate change pose considerable challenges to the future of the Broads' special qualities, communities and visitors. Based on probable climate projections, over the coming 50 years the Broads is likely to see hotter, drier summers, slightly wetter and warmer winters, streams and the sea getting warmer, increasing mean water levels, more extremes in the intensity and frequency of rainfall and storms and possibly heatwaves and drought.
- * Depending on how much our climate changes, impacts are likely to include variations in the distribution of habitats and species, with some net loss of native biodiversity and increasing pressure from invasive non-native species; changes in the visual landscape character, including damage or loss of archaeological and built heritage features; damage to property and infrastructure; greater pressures on water resources; changes in agriculture patterns and production; changes to siltation rates and patterns; wetter and warmer conditions stimulating plant growth and requiring greater management; and changes in tourism patterns and visitor numbers. All of these impacts will bring new challenges for development and land use, and planning policy will play a key role in supporting sustainable development in the Broads and wider area.
- * Minimising the scale of climate change (mitigation) and coping with the inevitable changes that are already coming (adaptation) are closely intertwined. The emphasis in recent years has perhaps been on mitigation – for example, carbon reduction planning – trying to ensure the limits of change do not become unacceptable. This does not mean that adaptation planning can be left alone, and time needs to be spent improving our understanding and developing adaptive options that are realistic and acceptable. We will need to consider the impacts of our management decisions on the natural environment and the ecosystem services they provide for people and wildlife, such as flood regulation, clean air, food production, energy generation, the supply of fresh water (including drinking water), carbon capture, recreation, and health and wellbeing.
- * In 2015 the Broads Climate Partnership prepared a Climate Adaptation Plan for the Broads and submitted it to Defra as part of the UK National Adaptation Programme. The Plan's primary focus is on developing longer-term options for water resource and flood risk management, which is discussed further in Section A of this Broads Plan (Managing Water Resources and Flood Risk). In wider terms, the Climate Adaptation Plan proposes the development of an informed and proactive 'climate-smart' approach at local community level and beyond. This approach is aimed at helping Broads' residents, businesses and visitors understand how to become more resilient to future change and to feel more fully involved in wide-ranging debate and decision making about the longer-term future for the area's landscapes, wildlife and people.

Long-term aim for 'climate-smart' communities

'Climate smart' planning and action is helping to retain the beauty and value of the Broads as a special place of high quality landscape, wildlife and heritage that provides people with opportunities for recreation, learning, wellbeing, employment and economic sustainability. Local communities are prepared for and resilient to change. Experience of longer-term planning for change is being shared more widely and frequently to support everyone, particularly those more vulnerable and less able to adapt quickly or easily. Land, buildings, infrastructure, services and working practices are modified to cope with the impacts of sea

level rise and changing regimes, including more frequent and more intense weather conditions and changing water levels, and sustainable management of land and water resources is commonplace. Local renewable energy generation is high, using methods that fit into the Broads landscape, and energy efficiency measures and low carbon options are widely chosen. Research is focused on innovative ways to save energy and benefit the local economy.

Aspiration 6 Build the awareness and adaptive capacity of local communities to the challenges of climate change and sea level rise

Focus: Building and sharing concerns, knowledge and practical community level responses to climate change and sea level rise				
Ref	Strategic actions	Key outputs by 2022 / [lead delivery and reporting partners]	Resources	Indicators/(targets)
6.1	Develop and promote tailored 'climate-smart' mitigation and adaptation measures, guidance and support to local communities	· Broads °Community initiative developed and promoted; interpretation programme developed to raise awareness and promote practical adaptation measures for communities within the Broads and other protected areas; adaptation options included with public strategies/appraisals [Broads Climate Partnership]	Funding sought via Broads Climate Partnership	Pilot project by 2017; potential roll out 2018 Implement in phase programme 2018-20
		· Community Resilience Strategies for Norfolk and Suffolk in place and promoted, evolving into becoming more 'climate smart' [NRF, SRF, BA]	LA resources with external funding	# Community Resilience Strategies in place
		· Increased provision and promotion of facilities, schemes and incentives that encourage the use of low energy schemes through the Green Tourism Business Scheme, The GreenBlue, and green product marketing [LAs, BA, BT, WCOs, LEP]		Green tourism certification take up
6.2	Commission and coordinate research to inform management approaches to decreasing carbon emissions and increasing sequestration of carbon in the Broads	· Research completed and information promoted to raise awareness of value of well managed peatland ecosystems as carbon sinks and impacts of poor water and land management on ability of peatlands to capture carbon [RSPB]		
		· Research and development carried out on renewable energy generation techniques appropriate to the Broads; enhanced, up-to-date information on renewable energy generation options produced and made publicly available [LAs, UEA]	R&D grants	% new development schemes with renewable energy generation

F. Offering distinctive recreational experiences

Context

- * The Broads is part of the UK National Parks family and attracts more than seven million visitors a year. Popular recreational pastimes include boating, angling, walking, cycling, wildlife watching, and visiting historic and cultural assets such as mills and churches. The area has more than 200km of inland navigable, lock-free waterways and 303km of public rights of way, including three county long distance trails and part of the new national England Coast Path trail. The surrounding coast and urban centres, including Norwich, Great Yarmouth and Lowestoft, also provide open access and recreational opportunities.
- * There are more than 11,000 licensed boats using the Broads, most privately owned, ranging from canoes and rowing boats to large motor craft and commercial passenger vessels. The hire boat industry, while experiencing a gradual decline in boat numbers since 2010, remains a significant part of the Broads economy. Diversification and improvements in environmental and quality standards in response to changes in traditional holiday patterns and visitor needs have been crucial to its ongoing survival. Over the past five years, there has been an increasing trend within both hire and private fleets towards bigger boats, particularly motor boats. Sailing for pleasure, including competitive racing, has been part of the way of life in the Broads since the 19th century and remains integral to the landscape. Canoeing and rowing are becoming increasingly popular, with the BA boat census recording an increase in small boat movements of around 60% since 2010. All these activities are in keeping with the philosophy of quiet recreation, and they rely on suitable provision of access to and onto the water, shore side facilities and an emphasis on attracting young and new users to waterways activities. Angling is a major contributor to the local and regional economy, and the Broads offers some of the best coarse fishing in England. Key areas of strategic focus in the current Broads Angling Strategy (2013) relate to managing and enhancing fisheries management and ecology, access to the water's edge, information and environmental education, and urban fishery development. However, following significant cuts to the Environment Agency's resources in recent years, it is likely that new sources of support will be needed to take the strategy forward.
- * Land-based recreation ranges from the passive, such as sitting at a riverside viewing point, to more active pursuits such as walking and cycling, and visiting local amenities and sites of interest. Walking is a particularly popular activity, but is threatened by significant reductions in local authority rights of way and footpath maintenance budgets. The appeal of the local wildlife, notably birds, is seen as highly relevant to boosting visitor demand throughout the year and access to core areas is provided by a range of organisations and individuals. There is a need to balance the potential conflict between visitor activity that could damage fragile habitats or disturb wildlife with the provision of opportunities to access these special places and appreciate their intrinsic value. The lack of visibility of the water and wetland to land-based visitors means some visitors do not experience the true essence of the Broads, and the rivers and extensive drainage channels can mean long diversions to reach crossing points such as bridges and ferries.
- * Proposals for creating and improving physical access to and around the Broads, linked to destination points, services and sustainable transport, were identified following an audit of existing resources. However, implementing many of these projects, both for moorings and for land access, depends significantly on gaining realistic landowner agreements, and on having sufficient resources to complete the projects and maintain the overall network in the longer term.

Long-term aim for recreation

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

Aspiration 7 Provide opportunities for distinctive recreational experiences in harmony with the special qualities of the area

Focus: Maintaining and enhancing the integrated physical access network to and around the Broads and between land and water, linked to visitor facilities				
Ref	Strategic actions	Key outputs by 2022 / [lead delivery and reporting partners]	Resources	Indicators/(targets)
7.1	Develop and implement schemes to upgrade and improve the network of physical access points and routes, linked to visitor facilities, including access opportunities for people with mobility and sensory needs	<ul style="list-style-type: none"> Audit completed of land access to Broads viewpoints (from moorings to facilities, services and public transport links, and across rivers and to/alongside water) and physical access for people with mobility and sensory needs; new/upgrade projects developed [BA, NCC, SCC, RWSP] 	Partner funding + external funding required	BA IAS targets NCC ROWIP targets
		<ul style="list-style-type: none"> Improved and new small craft launch facilities in place, linked to craft hire points and published trails [BA, boat hire operators]; existing BA 24-hour free mooring network maintained and new moorings/ stopping points (incl. wild/quiet moorings and commercial moorings) in place at priority locations [BA] 	BA + additional resources required	BA Maintenance and Repair Programme /10-yr Repiling Action Plan targets BA IAS targets
		<ul style="list-style-type: none"> County Cycling and Walking Action Plans and initiatives implemented and new /upgraded priority cycle routes and cycle hire provision developed, incl. Three Rivers Way cycle route and Norfolk Trails [NCC, SCC, BA, RSPB/SE]; Improved, safe circular horse riding routes identified, implemented and promoted through County ROWIPs and Broads IAS [NCC, BA] 	NCC, SCC, LAS Partner schemes incl. RSPB Active in Nature Project	NCC ROWIP targets Coastal path sections completed 2020 BA IAS targets RWS

		<ul style="list-style-type: none"> River Wensum Strategy implemented to improve access and facilities to and along-side river (incl. new moorings, small craft launch facilities and footpath improvements linking Norfolk Trails through Norwich to the Broads) [Norwich CC, BA, EA] 		action plan targets
		<ul style="list-style-type: none"> Physical access projects implemented under Broads Landscape Partnership Scheme Programme 2: Exploring the Landscape, incl. landscape/mills trail and access improvements to Weavers Way and Wherryman's Way [Broads LPS Board and LPS delivery partners] 	BA, NCC HLF LPS secured funding	Broads LPS target data for HLF
7.2	Implement measures to improve the network provision of riverside facilities, incl. refuse and recycling services, electric power points, water and pump out	<ul style="list-style-type: none"> Working agreements established and strategic network of refuse and recycling facilities in place across the Broads [BA, LAs, local industry]; network of solar and electric boat charging points maintained and extended [BA] 		
Focus: Coordinating and implementing a year-round programme of activities and events relating to Broads themes, products and places				
Ref	Strategic actions	Key outputs by 2022 / [lead delivery and reporting partners]	Resources	Indicators/(targets)
7.3	Maintain, develop and promote a coordinated year-round programme of events and activities to engage visitors and to support local business and community needs	<ul style="list-style-type: none"> Broads presence promoted through year-round calendar of events, incl. Broads Outdoor Festival, Outdoors in the Broads, Walkability, Royal Norfolk Show, community festivals and seasonal events [BT, BA, DMOs, NGOs] 	Partners + external funding required, New Anglia LEP	# and spread of events Visitor attendance at targeted events
		<ul style="list-style-type: none"> Water-based opportunities promoted to land-based recreational users (incl. boat trips and day boat hire) and vice versa (incl. walking and cycling offer); high profile wildlife experience/ cultural heritage/dark skies itineraries, events and packages created and promoted, linking into nearby coastal, city and town visitor offers [BT, BA, HBOs, TBs, WCOs, LAs, NGOs] 	Partners New Anglia LEP	Boat trip numbers; boat usage (census) # new itineraries / packages, # visitors to target sites
		<ul style="list-style-type: none"> Recreational activities implemented under Broads Landscape Partnership Scheme Programmes 1-6, in particular 'Gateways to the Broads' and 'Going the Extra Mile' [Broads LPS Board and LPS delivery partners] 	HLF secured funding	Broads LPS target data for HLF
		<ul style="list-style-type: none"> Secured resources and partnership agreements in place to implement Broads Angling Strategy Action Plan from 2017/18 [EA, BAT, BASG] 	EA + additional resources required	Broads Angling Strategy targets

G. Raising awareness and understanding

Context

- * Tourism drives the economy of the Broads and is a key product in the wider economy of the East of England, bringing nearly £600m to the local economy and supporting more than 7200 FTE jobs. The attraction of the Broads also recognises the significant tourism appeal of its surrounding area, sometimes referred to in marketing terms as the 'area of influence'. This includes the historic city of Norwich, the market towns of Beccles and Bungay in the Southern Broads, the seaside resorts of Great Yarmouth and Lowestoft, and the North Norfolk coast, part of which is designated as an Area of Outstanding Natural Beauty.
- * The Tourism Strategy for the Broads 2016-20 focuses on developing, managing and promoting high quality, year round sustainable tourism, taking into account the needs of the environment, residents, local businesses and visitors now and in the future. Cuts in public sector budgets will continue to impact on support for tourism marketing, management and infrastructure, and stronger partnership working and engagement of the tourism industry and private sector agencies will be vital in supporting the industry. Recognised issues include a lack of adequate visitor facilities in some areas, inconsistent quality of accommodation and catering, and labour, skills and volunteer shortages. Potential opportunities include a growing public interest in experiences, activities and wellbeing, particularly focused around wildlife, private sector interest in sponsorship, and a growth in domestic and inbound markets.
- * While the Broads may mean different things to different people, a unifying brand and key messages can help create an overall feeling about the area that captures its essence, places the area in peoples' minds and makes them want to be part of it and care for it. Information and interpretation needs to provide consistent and coordinated messages to strengthen visitor understanding, awareness and enjoyment of the area, both before and during their visit.
- * The Broads has equivalent status to a National Park under the National Parks and Access to the Countryside Act 1949 but, in addition to the other English and Welsh National Parks' two purposes of conservation and promoting enjoyment, the Broads Authority has a third purpose of protecting the interests of navigation. As such it is defined under a different Act of Parliament to the other Parks and has been known as a 'member of the National Park family'. In 2015, the Broads Authority voted to brand the area as the 'Broads National Park*' for marketing related purposes to promote more clearly its National Park credentials and special qualities. **Nb. The branding decision is currently under legal challenge, and a legal decision is awaited. For the purposes of this stage of the Broads Plan review, and pending the outcome of the judicial review, we refer to the Broads National Park branding.*

Long-term aim for raising awareness and understanding

The Broads is recognised and celebrated locally, nationally and internationally as a distinctive member of the UK National Parks family, as an expansive, lock-free inland waterway and as one of Europe's finest and most important lowland wetlands. Local tourism businesses take a proactive and coordinated approach to marketing the area within its wider regional, national and international setting. They work together to maintain high quality and environmentally sustainable standards and contribute to visitor awareness of and enthusiasm for the Broads' waterways, heritage, landscapes and wildlife. Clear, consistent and high quality information is readily available in a range of formats and styles to help visitors and local people from all walks of life and of all ages and abilities to understand, respect, enjoy and benefit from the special qualities of the area. The natural, built and cultural heritage and traditions that reflect the character of the Broads are recognised, understood, documented and promoted through a variety of means that make it accessible to all.

Aspiration 8 Strengthen and promote key messages and tourism offer in keeping with the area's status, special qualities, history and traditions

Focus: Improving and promoting information and interpretation to attract visitors and assist them during their visit				
Ref	Strategic actions	Key outputs by 2022 / [lead delivery and reporting partners]	Resources	Indicators
8.1	Develop communications activities to boost public appreciation of the special qualities of the Broads	<ul style="list-style-type: none"> Updated, comprehensive visitor destination website (Enjoy the Broads) in place, linked to destination websites at local, regional, national and international level; Integrated, multimedia destination marketing campaigns and events featuring Norfolk, East Anglia, UK waterways and UK National Parks carried out [BA, BT, VNfk, DMOs, BMF, NA LEP]; Broads National Park brand guidelines created and made available* [BA, BT, VNfk, DMOs, BMF, NA LEP] (*pending outcome of judicial review) 	Partner resources + external funding required	Tourism Strategy indicators & targets incl. site usage stats, user feedback, Facebook/Twitter metrics, YouGov data
		<ul style="list-style-type: none"> Improved, actively managed public relations presence in place; Residents' Newsletter created and distributed; Broads Parish Forums and other public engagement processes in place and improved [BA] 	BA	
		<ul style="list-style-type: none"> Cultural heritage interpretation activities implemented under Broads LPS programme 1: Interpreting the Landscape [Broads LPS Board and LPS delivery partners] 	HLF LPS secured funding	Broads LPS target data for HLF
8.2	Enhance positive visitor experiences to the Broads by maintaining and upgrading the range and provision of multimedia and 'point of need' information	<ul style="list-style-type: none"> Broads visitor information presence maintained at Whitlingham, Hoveton and How Hill and strengthened at other visitor hubs, incl. yacht stations, gateways and key sites; Visitor newspaper, trail/location maps, interactive tools, creative projects (e.g. drama, film) developed and made available; Wifi in place at yacht stations and TICs; Availability and range of information on easier accessibility in the Broads improved [BA] [BT, BA, DMOs, TBs, RSPB, NWT, Broads LPS Board and LPS delivery partners]; 	Partners	Visitor centre usage Print distribution numbers Social media hits/downloads

Focus: Supporting high quality and environmental standards in local tourism offer and strengthening staffing resources and skills				
Ref	Strategic actions	Key outputs by 2022 / [lead delivery and reporting partners]	Resources	Indicators
8.3	Implement industry-based measures to strengthen the quality and distinctiveness of the Broads tourism offer and develop tourism-related careers and skills training	<ul style="list-style-type: none"> Systems in place to assess and guide quality and environmental sustainability standards and local distinctiveness in local tourism provision, incl. quality assurance certification/ award schemes and visitor feedback sites [BA, BT, TBs, NA LEP] 	Grant funding via BT Marketing Plan Partner funding, NA LEP	Visitor feedback survey data # quality/certification schemes in place
		<ul style="list-style-type: none"> Tailored tourism staff training programmes and events made available through hire boat operators and tourism businesses; Initiatives developed and made available to young people wishing to pursue tourism-related careers [DMOs, BT, TBs, BHBF, NA LEP, BA] 	Business resources NA LEP	Visitor feedback survey data # training courses / # young people entering industry

H. Supporting, connecting and inspiring people

Summary of current issues

- * Supporting spatial development and diversification are essential to strengthening and sustaining the social and economic vitality of the Broads. As the local planning authority, the Broads Authority seeks to improve the quality of the built environment through planning policies that also protect and enhance the area's natural resources, local landscape character, waterways, wildlife and historic environment. Looking ahead, the Broads faces challenges from planned new development and regeneration outside the executive area, as well as changes in the economy, population growth and mobility, agriculture and land use, technology, governance, historic or ongoing neglect, and the impacts of a changing climate.
- * The ongoing squeeze in public sector finances and sluggish recovery of the national economy is impacting on the Broads as elsewhere. Agriculture, tourism and the leisure marine industry remain significant contributors to the local economy, but are having to diversify and change practices to survive, with implications for the use of buildings and the management of land. The Broads is close to urban areas identified as 'growth locations' within Eastern England⁹. Parts of Norwich, Great Yarmouth and Lowestoft, all key gateways to the Broads, are in significant need of regeneration, and they provide important opportunities to attract and retain investment and support a higher quality of life. The Broads is also a valuable asset for the wider area in terms of opportunities for green infrastructure as a result of new development growth, enhancing the area and helping to manage and divert visitor pressures.
- * Around 6,350 people live within the Broads executive boundary. Housing supply tends to be fairly static, with house prices considerably higher than in other parts of Norfolk and Suffolk and a high degree of second home ownership and holiday accommodation. As a result, new permanent housing is at a premium and young and newly formed households, particularly those working in low wage industries, often cannot afford to buy on the local housing market. Local planning authority partners have been working on developing policies and projects that support housing need in appropriate locations. The Strategic Housing Market Assessment for Central Norfolk has calculated that 320 new dwellings are needed for the whole of the Broads Authority executive area by 2036, and this will need to be addressed through the emerging Broads Local Plan.
- * The Vision for English National Parks and the Broads¹⁰ encourages a proactive approach to enabling people to experience and enjoy these areas at first hand. A lack of physical or cultural access, information or simply motivation means many local urban and rural communities feel disconnected from the special landscapes on their doorstep and the opportunities they offers for recreation, learning, health and wellbeing. Accessible, informative and inspirational opportunities are needed to motivate and support people from all walks of life, ages and abilities, particularly children and young people, to 'go the extra mile' and connect, or perhaps reconnect, with their local natural environment.

⁹ Strategic Economic Plan, New Anglia LEP, 2014

¹⁰ Vision and Circular for English National Parks and the Broads, Defra, 2010

* The natural assets of the Broads are a wonderful resource for environmental education, as 'classrooms without walls'. Raising awareness and understanding, particularly among young people, is a key focus in the Government's 8-Point Plan for England's National Parks (2016). While a long-term aim in the last Broads Plan (2011) was that every schoolchild in the Broads executive area should have the chance to experience the area, the Authority and its environmental education partners have been focusing very limited resources where they are likely to have most beneficial impact, particularly for young people who might otherwise not have opportunities to experience the Broads. However, the Broads Authority is committed to seeking opportunities to increase resources for educational work, building on the projects being developed through the Broads Landscape Partnership Scheme.

Long-term aim for supporting, connecting and inspiring people

Strong planning frameworks and cross-boundary cooperation between local authorities provide vibrant opportunities for economic, social and environmental sustainability, regeneration and diversification in ways that continue to protect and enhance the distinctive character and assets of the Broads and support thriving local communities. People from all walks of life and all ages and abilities, particularly young people, disadvantaged people and people with disabilities, have opportunities to connect or reconnect with the Broads on their doorstep and 'go the extra mile' for recreation, learning, and physical and mental health and wellbeing. Mainstream and extra-curricular educational opportunities make use of the area's natural and cultural assets and inspire and motivate young people as part of lifelong learning. People feel actively involved in making decisions about the future of the Broads, and local communities, businesses and visitors are able to contribute in practical ways to the management and enjoyment of the area. Volunteering provides beneficial opportunities for enjoyment, wellbeing and enhancing life skills and is recognised as a valuable resource in caring for the Broads.

Aspiration 9 Facilitate development growth within and adjacent to the Broads, while minimising adverse impacts on the area's special qualities

Focus: Supporting sustainable spatial development through policy and cross-boundary cooperation				
Ref	Strategic actions	Key outputs by 2022 / [lead delivery and reporting partners]	Resources	Indicators
9.1	Update and adopt Broads planning policies and site allocations to support local businesses, community facilities, housing and transport choices	· Broads Local Plan to 2036 adopted, incl. agreed site allocations and response to Broads Objectively Assessed Housing Need, supported by planning pre-application service [BA]; Formal consultation framework, protocol and guidance in operation between prescribed local 'duty to cooperate' bodies [LPAs]	BA, LPAs	NPA planning targets Duty to Cooperate framework principles
		· Appropriate priority locations for improved broadband and mobile phone coverage identified and promoted to influence national network improvement programmes [NCC, SCC, BT]	Schemes: Better Broadband for Norfolk/ Suffolk	BBFN and BBFS programme targets

9.2	Develop comprehensive approach to enhancing sites that are strategically important for their heritage or green infrastructure value	<ul style="list-style-type: none"> Comprehensive site masterplans and potential funding bids developed to support proposals for strategic sites with a significant built, cultural, natural heritage or community green infrastructure value, e.g. How Hill, Whitlingham Country Park, Hoveton Riverside Park [BA, LPAs, HHT] 	BA, LPAs, HHT, WCT	Individual site plan targets & indicators
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Aspiration 10 Strengthen connections between a wide audience, particularly local communities and young people, and the Broads environment

Focus: Developing motivational, participatory initiatives to reconnect local communities and visitors with the Broads environment				
Ref	Strategic actions	Key outputs by 2022 / [lead delivery and reporting partners]	Resources	Indicators
10.1	Widen the range of proactive and entry level/ 'try it out' activities that support physical and mental health and wellbeing	<ul style="list-style-type: none"> 'Try it out' activities implemented under Broads Landscape Partnership Scheme Programmes 1-6, including 'Gateways to the Broads' and 'Go the Extra Mile' [Broads LPS Board and LPS delivery partners] and on offer through community and business initiatives, e.g. 'Paddle for a Pound' [Local groups and businesses] 	Broads LPS HLF funded Local businesses	# events and participants Broads LPS target data for HLF
		<ul style="list-style-type: none"> Community health and wellbeing initiatives using the Broads natural environment as a resource in place and actively promoted, e.g. Be Well in the Wild [SCC], Active in Nature [RSPB/SE], Wild Heart of the Broads [RSPB], Green Gym [TCV], Green Care in the Parks [NPE], workplace/academia initiatives 		# events and participants, NHS wellness statistics
10.2	Offer a flexible range of practical organisation/community-led volunteering programmes, events and training, and establish longer-term succession strategy	<ul style="list-style-type: none"> More flexible and diverse range of volunteering opportunities and associated skills training/ leadership schemes made available; Succession plan in place to maintain longer-term volunteering resource [BA, RSPB, NWT, SWT, VN, TCV, local groups] 		NPA volunteer numbers and £ value
		<ul style="list-style-type: none"> Volunteering opportunities implemented under Broads Landscape Partnership Scheme Programme 3D: Broads Young Rangers and 3E: People Engagement [Broads LPS Board and LPS delivery partners] 	Broads LPS HLF funded	Broads LPS target data for HLF

10.3	Increase the scope for partnership fundraising and other income generation initiatives to support Broads-themed projects	· Income generation sources supported and promoted, incl. corporate sponsorship, National Park Partnership initiatives, Love the Broads visitor giving scheme, retail sales [BA, Broads Trust, BT, NPE, NA LEP, trusts and charitable bodies]		Love the Broads income/ # business sign ups; New income generation
Focus: Offering inspiring learning opportunities for young people, including those from disadvantaged backgrounds				
Ref	Strategic actions	Key outputs by 2022 / [lead delivery and reporting partners]	Resources	Indicators
10.4	Improve the capacity of the Broads Environmental Education Network (BEEN) to develop and offer Broads-themed formal educational programmes and events to local schoolchildren	· Enhanced range of environmental education schemes, activities and resource tools in place through BEEN partners and mainstream education providers, incl. Broads Curriculum programmes and resources [BEEN partners]	BEEN + education partners	# participants in target schemes
		· Mainstream education opportunities implemented under Broads Landscape Partnership Scheme Programmes [Broads LPS Board and LPS delivery partners]	HLF LPS funding secured	HLF LPS targets
10.5	Develop and run extra-curricular activities and award schemes for young people, including those from disadvantaged backgrounds, focusing on life and work skills training and practical experience	· Outreach programmes, initiatives and motivational incentives in place, incl. John Muir Award programme, Forest Schools and Broads Discovery Days; Programme training delivered for partners [BEEN and other educational partners]; Scope for National Citizen Service (NCS) and similar outreach / award schemes developed through Broads LPS and partnership working [Broads LPS Board, BA through NPE]	BEEN partners and other providers NCS Trust	# participants in target schemes, participant feedback
		· Youth engagement activities implemented under Broads Landscape Partnership Scheme Programmes 3B & 3C: Learning and Future Skills [Broads LPS Board and LPS delivery partners]	HLF LPS funding secured	HLF LPS targets

Abbreviations used in actions tables

AINA	Association of Inland Navigation Authorities
AONB	Area of Outstanding Natural Beauty
AW	Anglian Water
BA	Broads Authority
BASG	Broads Angling Strategy Group
BAT	Broads Angling Trust

BBG	Broads Biodiversity Group
BC	British Canoeing
BCP	Broadland Catchment Partnership
BEEN	Broads Environmental Education Network
BEIS	Dept. for Business, Energy & Industrial Strategy
BESL	Broadland Environmental Services Ltd

BHBF	Broads Hire Boat Federation
BIS	Dept. for Business, Innovation & Skills
BMF	British Marine Federation
BRASCA	Broads Reed and Sedge Cutters Association
Broads IAS	Broads Integrated Access Strategy
Broads LPS	Broads Landscape Partnership Scheme
BT	Broads Tourism
CAMS	Catchment Abstraction Management Strategy
CFE	Campaign for the Farmed Environment
CFMP	Catchment Flood Management Plan
CPE	Coastal Partnership East
CS	Countryside Stewardship
CSF	Catchment Sensitive Farming
DMO	Destination Management Organisation
EA	Environment Agency
ESW	Essex & Suffolk Water
FE	Further Education
FWAG	Farming & Wildlife Advisory Group
GYBC	Great Yarmouth Borough Council
HBO	Hire Boat Operators
HE	Historic England
HHT	How Hill Trust
HLF	Heritage Lottery Fund
IDB	Internal Drainage Board
LA/ LPA	Local Authority / Local Planning Authority
MMO	Marine Management Organisation
NA LEP	New Anglia Local Enterprise Partnership
NBIS	Norfolk Biodiversity Information Service
NC / SC	Norfolk Constabulary / Suffolk Constabulary
NCC	Norfolk County Council
NCS	National Citizen Service
NE	Natural England
NGO	Non-Governmental Organisation
NGP	Norfolk Geodiversity Partnership

NNNSI	Norfolk Non-Native Species Initiative
Norwich CC	Norwich City Council
NP/ NPA	National Park / National Park Authority
NPE	National Parks England
NR	Network Rail
NRF / SRF	Norfolk Resilience Forum / Suffolk Resilience Forum
NRT	Norfolk Rivers Trust
NSBA	Norfolk and Suffolk Boating Association
NSPG	Norfolk Strategic Planners Group
NWSF	Norfolk Water Safety Forum
NWT	Norfolk Wildlife Trust
RDPE	Rural Development Programme for England
RWSP	River Wensum Strategy Partnership
SAC	Special Area of Conservation
SCC	Suffolk County Council
SE	Sport England
SMP	Shoreline Management Plan
SNC	South Norfolk Council
SSSI	Site of Special Scientific Interest
SWMP	Surface Water Management Plan
SWT	Suffolk Wildlife Trust
TBs	Tourism businesses
TCV	The Conservation Volunteers
UEA	University of East Anglia
VN	Voluntary Norfolk
VNfk	Visit Norfolk
WCO	Wildlife, heritage and conservation bodies
WFD	Water Framework Directive
WSF	Water Sensitive Farming

Broads Plan partners

A wide number of organisations, groups and individuals contribute to the planning and delivery of actions in the Broads Plan, including those listed below.

Anglian Water provides a water supply to much of the Broadland catchment and sewerage services throughout the catchment.

The **Broadland Catchment Partnership** aims to improve the water environment and provide wider benefits for people and nature through a coordinated catchment-based approach. The BCP is co-hosted by the Broads Authority and Norfolk Rivers Trust. Partners include Anglian Water, Environment Agency, Essex & Suffolk Water, NFU, Natural England, Norfolk County Council, Norfolk FWAG, Norfolk Wildlife Trust, River Waveney Trust, RSPB, Rivers Trust, Suffolk County Council, Suffolk FWAG, Suffolk Wildlife Trust, UEA and Water Management Alliance.

The **Broads Authority** has a statutory duty to conserve the natural and cultural heritage of the Broads, promote its understanding and enjoyment, and protect the interests of navigation. It is the local planning authority and a harbour and navigation authority. (Also see section 1.2)

The **Broads Climate Partnership** is a high-level forum to coordinate debate about climate change and sea level rise issues and response options in the Broads. Its members include the Broads Authority, Environment Agency, Natural England, National Farmers Union, local authorities and the University of East Anglia.

The **Broads Environmental Education Network (BEEN)** involves around 40 organisations including education bodies, charities, businesses and visitor attractions, all with a common goal to improve people's understanding of the Broads. It supports the development of 'Broads Curriculum' online education packages for schools.

The **Broads Forum** acts as a reference group for advice and comment on strategic aims and objectives for the Broads. It promotes closer liaison and understanding between various bodies and organisations with an interest in the Broads and its wider catchment. (See membership list below).

The **Broads Local Access Forum** is a semi-independent body established under the Countryside and Rights of Way Act. It advises on improving and promoting public access to land

within the Broads and adjacent parts of Norfolk and Suffolk.

Broads Tourism acts as a forum for local tourism businesses. It aims to promote the Broads as a high quality, 'green' visitor destination through quality standards, staff training and clear, coordinated messages defining the area's status and special qualities.

District Councils: The Broads Executive Area straddles six District Council areas: **Broadland, Great Yarmouth, North Norfolk, Norwich, South Norfolk** and **Waveney**. The councils provide a range of community services including housing, planning, and waste collection and recycling. The coastal councils are also coastal erosion risk management authorities.

The **Environment Agency** is responsible for major industry and waste regulation, treatment of contaminated land, water quality and resources, fisheries, inland navigations, and conservation and ecology. It is also responsible for managing flood risk from main rivers, reservoirs, estuaries and the sea.

Essex & Suffolk Water supplies water to parts of the south and east of the Broads catchment.

The **Greater Norwich Development Partnership** involves Broadland, Norwich and South Norfolk councils working together on a Joint Core Strategy (JCS), setting out a long-term vision and development objectives for the area. The Broads Authority executive area extends into the JCS area and must be regarded in that strategy.

Historic England is a public body offering expert advice on heritage issues and promoting the wider conservation of the historic environment. English Heritage, as a new independent charity, oversees the National Heritage Collection of historic properties.

Internal Drainage Boards are independent public bodies responsible for managing water levels in low-lying areas. As the district land drainage authorities, IDBs supervise land drainage and flood defence works on ordinary watercourses.

Lead Local Flood Authorities manage the risk of flooding from surface water, groundwater and ordinary watercourses and lead on community recovery. Norfolk County Council and Suffolk County Council are LLFAs.

The **National Farmers Union** champions British farming and provides professional representation and services to its farmer and grower members. 'Why Farming Matters to the Broads' sets out an NFU vision to support and encourage a sustainable future for the Broads.

The **National Trust** is a charity working to preserve and protect historic places and spaces. It is one of the UK's largest landowners and owner of a large number of heritage properties, including historic houses and gardens, industrial monuments, and social history sites.

Natural England aims to enhance England's wildlife and landscapes and maximise the benefits they bring to the public. It focuses on agri-environment land management, habitat and landscape conservation, coastal public access and National Trails, and conservation designation.

New Anglia Local Enterprise Partnership works with businesses and public sector partners to help grow jobs in Norfolk and Suffolk. The two counties are global leaders in life sciences, food and agriculture and the 'all energy' sector. The LEP is also the Government's Green Economy Pathfinder leader.

The **Norfolk Biodiversity Partnership** has a shared vision for the conservation, enhancement and restoration of the county's biological diversity. Linked to this is the **Broads Biodiversity Group**, which focuses on nature conservation management, policy and strategy in the Broads area.

The **Norfolk Coast Partnership** and the **Suffolk Coast & Heaths AONB Partnership** are designated as outstanding landscapes whose distinctive character and natural beauty are so precious that it is in the nation's interest to safeguard them. Part of the Norfolk Coast AONB overlaps with the Broads Authority executive area.

Norfolk County Council and **Suffolk County Council** are responsible for a wide range of public services in their respective counties including social care, public safety, roads and transport, education, environment and waste management. As highway authorities, their responsibilities include public rights of way for the Broads.

The Norfolk Geodiversity Partnership records, conserves and promotes appreciation of the county's geological and geomorphological diversity, through the Norfolk Geodiversity Action Plan.

Norfolk Wildlife Trust and **Suffolk Wildlife Trust** are charities working to protect and enhance county wildlife and wild places including reserves, and promote environmental education. Norfolk Wildlife Trust is the oldest Wildlife Trust in the country.

Parish councils: There are 91 parish councils partly within the Broads Authority executive area. They are the level of government closest to the community, representing local interests, delivering services to meet local needs and working to improve community life and wellbeing.

The **RSPB** is Europe's largest nature conservation charity. It works across the UK to protect special places for wildlife, save species from extinction and create opportunities for people to experience and help protect wildlife and nature. It does this through its network of nature reserves, land management on third party sites, promoting environmentally policies and principles, and environmental campaigns and education.

Wild Anglia Local Nature Partnership aims to enhance the natural environment of Norfolk and Suffolk through effective partnership working with business and communities.

The following interests are represented on the Broads Forum (www.broads-authority.gov.uk/broads-authority/committees/broads-forum)

Association of Inland Drainage Authorities
Barton Turf Adventure Centre
British Association for Shooting and Conservation
British Rowing
British Water Ski Federation
Broads Angling Strategy Group
Broads Hire Boat Federation
Broads Local Access Forum
Broads Reed and Sedge Cutters Association
Broads Society
Broads Tourism
Canoe England
Country Landowners Association
East Anglian Waterways Association
Eastern Region Rowing Council
Eastern Rivers Ski Club

Easton College
Friends of the Earth
Horstead Centre
How Hill Trust
Inland Waterways Association
Museum of the Broads
Nancy Oldfield Trust
National Farmers Union
National Trust
Norfolk and Suffolk Boating Association
Norfolk Archaeological Trust
Norfolk Association of Local Councils
Norfolk Heritage Fleet Trust
Norfolk Schools Sailing Association
Norfolk Wherry Trust
Norfolk Wildlife Trust
Norfolk Windmills Trust
Oulton Broad Sports Centre
Oulton Broad Users Enterprise
Ramblers Association
Royal Yachting Association
RSPB
Sport England
Suffolk Association of Local Councils
Suffolk Wildlife Trust
Sustrans
The Conservation Volunteers
Visit East Anglia
Visit Norfolk
Visit Norwich
Where to go in North Norfolk
Wherry Yacht Charter Charitable Trust
Yare Users Association

State of the Park monitoring

State of the Park monitoring provides a snapshot of changes in a protected area over time. The dataset in Table 3 will help inform the planning, delivery and review of the Broads Plan and related strategic plans, programmes and policies. We also have the advantage of the Broads National Character Area profile¹¹, which encompasses almost all of the Broads Authority executive area as well as a wider area of influence. Natural England's aim is to refresh and update the NCA periodically as new information becomes available to them.

Consultation note: A confirmed State of the Park indicator set is in the process of being agreed with partners, to ensure data is relevant, up-to-date and collected regularly.

Table 3: **(Draft)** State of the Park dataset

Ref	Indicators (for BA executive area unless stated otherwise)	Status	Date	Source
	(a) % length of water courses with 'high' or 'good' ecological status (b) % of water courses with 'moderate' ecological status & catchment data	(a) 19% (b) 74.2%	2016	MEOP (NE)
	Water levels and availability: Number of units in CAMS 'water not available' category in Broadland catchment			EA
	Flood risk/incident indicator - tbc			
	Pollution incidents	various	annual	EA
	(a) % of SSSI Land in 'favourable' condition (b) % of SSSI Land in 'unfavourable but recovering' condition	(a) 63% (b) 28%	2016	MEOP (NE)
	% land under environmental stewardship: (i) as % of BA Exec Area (ii) as % of Utilisable Agricultural Area within BA exec area			NE
	Key species and assemblages of species- tbc • UK BAP priority habitat – area (ha) and % of NCA • Number of priority non-native invasive species ('big six' species)			
	Navigation: Depth of rivers and water bodies (compliance with agreed specifications)			BA
	% of protected landscape that is relatively tranquil for its area			CPRE
	(a) Number of Listed Buildings 'at risk' conserved [and total number of LBs 'at risk'] (b) Number of Scheduled Monuments 'at high or medium risk' conserved [and total number of SMs 'at high or medium risk']	(a) 3 [26] (b) 1 [1]	3-yr average to 2016	HE, BA

¹¹ Natural Character Area profile: 80. The Broads, Natural England, 2015

Ref	Indicators (for BA executive area unless stated otherwise)	Status	Date	Source
	Tourism sector: (Broads Area of Influence) (a) Visitor numbers; (b) Visitor spend; (c) Economic impact; (d) Jobs dependent	(a) 7.8m; (b) £438m; (c) £594m; (d) 7660	2014	STEAM
	Social media metrics: Enjoy the Broads website, Facebook, Twitter feeds; Annual take up of Broadcaster			BA
	Number of registered boats on the Broads: (a) hire (b) private by category (size/type)			BA
	Total length of footpaths and other rights of way; % that were easy to use by the public	344km; 75%	2016	BA, NCC, SCC
	Length of frontage provided for public short-term/overnight mooring owned/operated by the Broads Authority			BA
	Value of volunteer days organised or supported by the Broads Authority	£185,250	2016	BA
	BA planning permissions: Number of new dwellings, incl. new affordable housing; Net business floor space			BA

Abbreviations used in Table 3

BA	Broads Authority
CPRE	Campaign to Protect Rural England
EA	Environment Agency
HE	Historic England
MEOP	Monitoring Environmental Outcomes in Protected Landscapes
NCC	Norfolk County Council
NE	Natural England
SCC	Suffolk County Council
STEAM	Scarborough Tourism Economic Activity Monitor

(End of draft document)

Strategic Direction
Report by Chief Executive

Summary: This report sets out progress in implementing the Authority's Strategic Priorities for 2016/17.

Recommendation: That the updates for 2016/17 be noted (Appendix 1).

1 Progress on Strategic Priorities 2016/17

- 1.1 Each year, the Broads Authority identifies a small set of strategic priorities. These priorities focus on Authority-led projects that have high resource needs or a very large impact on the Broads, or that are politically sensitive. The strategic priorities help target resources and make the most of partnership working and external funding opportunities.
- 1.2 Alongside these priorities and as resources allow, the Authority will continue to work with partners and local communities to deliver Broads Plan actions and routine works. All Broads Plan updates are posted online at: www.broads-plan.co.uk.
- 1.3 An update on the Strategic Priorities for 2016/17 is outlined in Appendix 1.

Background papers: None

Author: Maria Conti

Date of report: 14 September 2016

Broads Plan Objectives: Multiple

Appendices: APPENDIX 1: Strategic Priorities 2016/17

Strategic Priorities 2016/171. Broads Plan Review

Review and update the Broads Plan, the strategic management plan for the Broads. Work with partners, local communities and other stakeholders to assess achievements (Broads Plan 2011) and set aspirational strategy for 2017-22.

2. Broads Landscape Partnership Scheme: Water, Mills and Marshes

Implement development stage of Broads Landscape Partnership Scheme (LPS), including production of Landscape Conservation Action Plan (LCAP), and prepare second stage application to Heritage Lottery Fund.

3. Hickling Broad Enhancement Project

Develop a long-term approach for the management of Hickling Broad, building on scientific evidence from the Broads Lake Review. In the short term, progress development of a number of smaller projects to meet immediate concerns.

4. Promoting the Broads


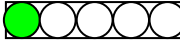

Produce and implement Broads National Park branding guidelines.


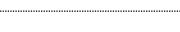




5. Stakeholder Action Plan



Implement multiple actions in response to the issues identified in the 2014 stakeholder surveys of hire boat operators, private boat owners, residents and visitors.








6. Integrated flood risk management and 'climate-smart' communities

Support EA review of short-term flood risk management strategy towards developing a longer-term integrated strategy for the coast and Broads. Develop approaches to climate adaptation planning and action within protected landscapes for local communities and visitors.

Broads Authority strategic priorities 2016/17					
	Project	Milestones	Progress	Status	Contact
1	Broads Plan review	Consult on revised draft Broads Plan 2017 by end Jul October 2016 (min. 8 weeks' consultation) Adopt final plan Mar 2017; implement Apr 2017	Revised draft Broads Plan on today's agenda.		Maria Conti
2	Broads Landscape Partnership Scheme: Water, Mills and Marshes	Hold 'drop in' events in Apr/May/Nov 2016 in Landscape Partnership Scheme area Hold partner/stakeholder LPS events by end Jul 2016	LPS Project Manager met with Northern Parishes Group (Somerleyton, Blundeston, Oulton, Hopton, Herringfleet, Flixton and Carlton Colville). Partner and stakeholder workshop held on 26 July in Acle, with 60 attendees. Further stakeholder engagement planned for coming months. Development work on 42 projects to be delivered by LPS progressing well and under budget. Second round project initiation documents due back from all project managers by 1 st October.		Will Burchnell
		Landscape Conservation Action Plan (LCAP): <ul style="list-style-type: none">• Submit draft LCAP to LPS Board by end Nov 2016• Carry out LCAP consultation: Dec 2016/ Jan 2017• Submit final draft LCAP to LPS Board: Mar 2017• Submit LCAP and second stage HLF app by May 2017	Landscape Character Assessment in draft stage, awaiting design guidance from BA Comms team. Consultant-led development work progressing well; Initial work completed, draft reports being produced for September. Further work planned to investigate opportunities and gaps identified by consultants. LCAP structure set out, first draft of LCAP underway. Content to be finalised once LCA, consultancy and second round project initiation documents received.		

Broads Authority strategic priorities 2016/17					
	Project	Milestones	Progress	Status	Contact
3	Hickling Broad Enhancement Project	Submit planning application for Stage 2 in Apr 2016	Application submitted. Site visit held with Navigation Committee and Planning Committee site took place. Planning permission was granted for stage 2 on 19 August 2016.		Trudi Wakelin
		Start Phase 2 construction in Nov 2016	Detailed design work underway.		
		Develop full funding application for CANAPE project by Jan 2017	Response to Expression of Interest expected at end of Sept 2016.		
4	Promoting the Broads	Review outcome of Judicial Review in Apr 2016	Broads Tourism Marketing Group established. Review of marketing assets completed and new marketing collateral proposed, titled Visit the Broads National Park and featuring national park logo and branding. National park branding guidelines developed for Broads Tourism executive approval. Management Forum agreed on branding on uniform. Comprehensive branding strategy for BA awaiting outcome of court decision.		Lorna Marsh
5	Stakeholder Action Plan	Send regular updates from Chief Executive to Parish Clerks and other stakeholder groups	Regular Chief Executive updates established and well received with good feedback from parish clerks. Formal branding of these updates delayed but in development. Annual report content to be repurposed and reformatted as residents' newsletter in addition to the report.		Lorna Marsh
		Hold min x2 issue/project focused area Parish Forums: <ul style="list-style-type: none"> • Waveney/Yare in Apr/May and Nov 2016 - Landscape Partnership Scheme (LPS) • Ant/Bure or Thurne/Bure in Sept/Oct 2016 (Hickling project or flood risk management strategy) 	Full Parish Forum not held but LPS Project Manager met with Northern Parishes in Suffolk part of LPS area (see priority #2). LPS Forum to be held in early 2017 once LCAP further advanced and consultant work has reported.		Maria Conti/ Will Burchnell

Broads Authority strategic priorities 2016/17					
	Project	Milestones	Progress	Status	Contact
		Provide updates on activities to promote area to Broads Tourism and to BA as part of biannual Broads Plan/ BA strategic priorities reporting	BA strategic priorities updates provided. Broads Tourism updates linked to Tourism Strategy Annual Action Plan reported via Broads Tourism Marketing Group to monthly Broads Tourism executive meetings.		Lorna Marsh
6	Integrated flood risk management and 'climate-smart' communities	Report on outcome of EA review to Broads Forum and BA by Autumn 2016	Draft document to Oct meeting of Broads Climate Partnership. Developing plans to share document through Nov meeting of Broads Forum.		Simon Hooton
		Identify next steps to engage public on flood risk management and saline incursion issues - by Dec 2016			
		Report on engagement and adaptation planning process to Broads Forum and BA - Autumn 2016 and Spring 2017	Pilot project in Broadland to build in climate adaptation to community resilience planning – Community day 1 st Oct 2016.		
		Establish core group and prepare external funding bid for climate interpretation in protected landscapes. Submit bid by end 2016.	Revised framework agreed by pilot protected landscapes. Starting process of seeking resources to implement.		

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

Annual Governance Statement 2015/16

Report by Solicitor and Monitoring Officer

Summary: This report explains the legal requirement, background and purpose of the Annual Governance Statement, and the requirement to carry out an annual review of the Authority's systems of internal control and governance arrangements. The draft Annual Governance Statement for 2015/16 is attached, for members' consideration.

The previous Annual Governance Statement was dated 25 September 2015.

Recommendations:

- (i) That the views and comments of the Authority are sought on the internal control systems and governance arrangements in place.
- (ii) That the Annual Governance Statement for 2015/16 and Action Plan for 2016/17 are approved.
- (iii) That the Authority confirms, subject to implementation of the improvements identified in the Action Plan, that the Authority's internal control systems and governance arrangements are considered to be adequate and effective.
- (iv) That the Authority notes likely forthcoming changes to the CIPFA/SOLACE governance framework during 2016 and that these are likely to require a consequential review and update of key Authority governance documents.

1 Introduction

- 1.1 The Accounts and Audit (England) Regulations 2011 as amended by the Accounts and Audit Regulations 2015 ("the Regulations") contain a requirement that an Annual Governance Statement, prepared in accordance with proper practices in relation to internal control, must be approved 'by the relevant authority' (in this case the Broads Authority) and must accompany the Statement of Accounts.
- 1.2 The Regulations specify a date for publication of an Annual Governance Statement no later than 31 July of the financial year immediately following the end of the financial year to which the Statement relates. This date will apply from 2017/18.
- 1.3 The implementation of the Regulations is undertaken by the Authority following advice, guidance and recommendations of the Chartered Institute of

Public Finance and Accountancy (CIPFA) in particular the CIPFA/SOLACE joint working group framework '*Delivering Good Governance in Local Government*'. In the light of the Accounts and Audit Regulations 2015 a new CIPFA/SOLACE framework is due to be published during 2016, which the Authority will then follow.

- 1.4 The Regulations require local authorities to conduct a review at least once a year of the effectiveness of their systems of internal control and risk management, so as to give assurance on their effectiveness and/or to produce a management action plan to address identified weaknesses. The Regulations require an authority to ensure that it has a sound system of internal control which:
- (a) facilitates the effective exercise of its functions and the achievement of its aims and objectives;
 - (b) ensures that the financial and operational management of the authority is effective; and
 - (c) includes effective arrangements for the management of risk.
- 1.5 In addition, the Public Sector Internal Audit Standards (PSIAS), which replaces the CIPFA Code of Practice for Internal Audit, require the Chief Audit Executive to provide a written report to those charged with governance to support the Annual Governance Statement. This report must set out:
- the opinion on the overall adequacy and effectiveness of the Authority's framework of governance, risk management and control during 2015/16, together with reasons if the opinion is unfavourable;
 - a summary of the internal audit work carried from which the opinion is derived, the follow up of management action taken to ensure implementation of agreed action as at financial year end and any reliance placed upon third party assurances;
 - any issues that are deemed particularly relevant to the Annual Governance Statement (AGS); and
 - the Annual Review of the Effectiveness of Internal Audit, which includes; the level of compliance with the PSIAS and the results of any quality assurance and improvement programme, the outcomes of the performance indicators and the degree of compliance with CIPFA's Statement on the Role of the Head of Internal Audit.
- 1.6 The Opinion of the Head of Internal Audit for 2014/15 was set out in a report considered by the Financial Scrutiny and Audit Committee at its meeting on 7 July 2015, and the key findings were summarised in the previous Annual Governance Statement. The overall opinion was that the framework of governance, risk management and control at the Broads Authority was deemed to be adequate, representing a stable control environment. The Authority also received two good assurance levels in respect of Corporate Governance and Risk Management and Key Controls and Assurance.

- 1.7 An annual report setting out the Opinion of the Head of Internal Audit has been received. Its conclusions are that no issues have arisen which require disclosure within the Annual Governance Statement. The draft Annual Governance Statement sets out further details from the annual report and any recommendations and improvements are contained in the Action Plan for 2016/17 (a number of recommendations contained in the annual report had already been undertaken and completed at the time of this report and where that is the case, they have not been included on the Action Plan).
- 1.8 Internal Audit work during the year has not identified any weaknesses that are significant enough for disclosure within the Annual Governance Statement.
- 1.9 Once agreed, the Annual Governance Statement should be signed by the Chairman of the Authority and the Chief Executive.

2 Code of Corporate Governance

- 2.1 The Authority's systems for delivering good governance are set out in the Code of Corporate Governance which was adopted by the Broads Authority at its meeting in November 2009. This document was prepared in accordance with the guidance set out in the CIPFA/SOLACE framework '*Delivering Good Governance in Local Government*'. ("the Framework")
- 2.2 The principles and standards set out in the Framework are aimed at helping local authorities to develop and maintain their own codes of governance and discharge their accountability for the proper conduct of business. The Framework emphasises the importance of good governance to the wider outcomes of good management, good performance, and good public engagement. It puts high standards of conduct and leadership at the heart of good governance, placing responsibility on members and officers to demonstrate leadership by behaving in ways that exemplify high standards of conduct, and so set the tone for the rest of the organisation.
- 2.3 The Authority's Code of Corporate Governance is updated annually, as part of the process of preparing the Annual Governance Statement, and is signed by the Chairman and Chief Executive.
- 2.4 Where new evidence has been identified in the Code, to contribute towards the Authority's governance arrangements, this has been included in the 2016/17 Action Plan, in order to monitor progress and ensure that it is implemented.

3 Role of the Chief Financial Officer

- 3.1 In 2010 CIPFA issued a document entitled '*The Role of the Chief Financial Officer in Local Government*'. The Statement supports CIPFA's work to strengthen governance and financial management across the public services, and sets out five principles that define the core activities and behaviours that belong to the role of Chief Financial Officer (CFO) in local government and the governance requirements needed to support them. These are set out in paragraphs 3.2 and 3.3 below.
- 3.2 The CFO in a local authority:
- is a key member of the leadership team, helping it to develop and implement strategy and to resource and deliver the authority's strategic objectives sustainably and in the public interest;
 - must be actively involved in, and able to bring influence to bear on, all material business decisions to ensure immediate and longer term implications, opportunities and risk are fully considered, and alignment with the authority's financial strategy;
 - must lead the promotion and delivery by the whole authority of good financial management so that public money is safeguarded at all times and used appropriately, economically, efficiently and effectively.
- 3.3 To deliver these responsibilities the CFO:
- must lead and direct a finance function that is resourced to be fit for purpose;
 - must be professionally qualified and suitably experienced.
- 3.4 It is further recommended that, in their Annual Governance Statements, local authorities should 'include a specific statement on whether the authority's financial management arrangements conform with the guidance requirements of the CIPFA Statement on the Role of the Chief Financial Officer in Local Government (2010) and, where they do not, explain why and how they deliver the same impact'. This statement is set out in paragraphs 3.13 to 3.16 of the Annual Governance Statement.

4 Annual Review of Governance Arrangements

- 4.1 The production and publication of the Annual Governance Statement is the result of an on-going review of the adequacy of internal control systems and governance arrangements, and is not an activity which should be viewed in isolation.
- 4.2 The review has been informed by the work of officers of the Authority, who have responsibility for the maintenance and review of the internal control environment, internal audit reports and the recommendations made by external auditors and inspectors. The review of Partnership arrangements and the review of the Strategic Risk Register also contributes towards the review.

- 4.3 Where significant weaknesses have been identified these are set out in the Action Plan (Appendix 1b). It should be noted that this Action Plan does not cover all the activities which will be undertaken during the year and which will contribute towards good governance, but focuses on those activities, and especially new initiatives and those issues identified by auditors, which will address weaknesses, ensure continuous improvement of the system and generally 'add value' to the arrangements.
- 4.4 A copy of the 2015/16 Action Plan is also appended (Appendix 2), with progress to date added. Where the appropriate action is still outstanding, it has been carried forward into the 2016/17 Action Plan.
- 4.5 The Financial Scrutiny and Audit Committee reviewed the Annual Governance Statement and Action Plan at its meeting on 5 July 2016 and recommended that:
- (i) *the Annual Governance Statement for 2015/16 and Action Plan for 2016/17 were approved, subject to any amendments or additions recommended by the Internal Audit report due by 8 July 2016 or as the Authority may wish to make;*
 - (ii) *the Committee confirmed, subject to implementation of the improvements identified in the Action Plan, that the Authority's internal control systems and governance arrangements were considered to be adequate and effective;*
 - (iii) *the Committee noted the likely forthcoming changes to the CIPFA/SOLACE governance framework during 2016 and that these were likely to require a consequential review and update of key Authority governance documents.*

5 Summary

- 5.1 The Authority is asked:
- to review and comment on the internal control systems and governance arrangements in place;
 - to approve the Annual Governance Statement and confirm that it represents a true reflection of the control environment present in the Authority; and
 - to confirm that, subject to implementation of the improvements identified in the Action Plan, these are adequate and effective.

- 5.2 The Action Plan will be implemented during 2016/17 in order that there is on-going review and improvement of the systems of internal control and governance arrangements. Progress in implementing the Action Plan will be reported in the next Annual Governance Statement.

Background papers: Practitioners	CIPFA Annual Governance Statement Rough Guide for Internal Audit Annual Report and Opinion 2015/16 Broads Authority Code of Corporate Governance
Author: Date of report:	David Harris 20 June 2016
Broads Plan Objectives:	None
Appendices:	APPENDIX 1a– Annual Governance Statement 2015/16 APPENDIX 1b – 2016/17 Action Plan APPENDIX 2 – 2015/16 Action Plan: Summary of Progress

Broads Authority

Annual Governance Statement 2015/16

1 Scope of Responsibility

- 1.1 The Broads Authority is responsible for ensuring that its business is conducted in accordance with the law and proper standards, and that public money is safeguarded and properly accounted for, and used economically, efficiently and effectively. The Authority also has a duty under the Local Government Act 1999 to make arrangements to secure continuous improvement in the way in which its functions are exercised, having regard to a combination of economy, efficiency and effectiveness.
- 1.2 In discharging this overall responsibility the Authority is responsible for putting in place proper arrangements for the governance of its affairs, facilitating the effective exercise of its functions, including arrangements for the management of risk.
- 1.3 The Authority has approved and adopted a code of corporate governance, which is consistent with the principles of the CIPFA/SOLACE Framework '*Delivering Good Governance in Local Government*'. A copy of the Code is on the Authority's website at www.broads-authority.gov.uk or can be obtained from the Monitoring Officer at Yare House, 62-64 Thorpe Road, Norwich NR1 1RY. This statement explains how the Authority has complied with the Code and also meets the requirements of regulation 4(2) of the Accounts and Audit Regulations 2003, as amended by the Accounts and Audit (Amendment) (England) Regulations 2006, the Accounts and Audit (England) Regulations 2011 and the Accounts and Audit Regulations 2015, in relation to the publication of an Annual Governance Statement.

2 The Purpose of the Governance Framework

- 2.1 The governance framework comprises the systems and processes for the direction and control of the Authority and its activities through which it accounts to, and engages with the community. It enables the Authority to monitor the achievement of its strategic objectives and to consider whether those objectives have led to the delivery of appropriate, cost effective services.
- 2.2 The system of internal control is a significant part of that framework and is designed to manage risk to a reasonable level. It cannot eliminate all risk of failure to achieve policies, aims and objectives and can therefore only provide reasonable and not absolute assurance of effectiveness. The system of internal control is based on an ongoing process designed to identify and prioritise the risks to the achievement of the Authority's policies, aims and objectives, to evaluate the likelihood of those risks being realised and the impact should they be realised, and to manage them efficiently, effectively and economically.
- 2.3 The governance framework has been in place at the Broads Authority for the year ended 31 March 2016 (except where otherwise stated) and up to the date of finalising this statement on 20th June 2016. We are expecting CIPFA/SOLACE to publish a new governance framework later in 2016, so it is likely that this will involve a comprehensive review of the Code of Corporate Governance, the Annual Governance Statement and the review of evidence schedule.

3 The Governance Framework

- 3.1 At its meeting on 20 November 2009, the Broads Authority adopted a Code of Corporate Governance in accordance with guidance in the CIPFA/SOLACE Framework 'Delivering Good Governance in Local Government'.
- 3.2 The Framework also included a number of supporting principles and suggestions for source documents/good practice that may be used to demonstrate compliance. These have been used by the Authority in developing its Code.
- 3.3 The purpose of the Code is:
- to develop a framework for Corporate Governance for the Authority based on good practice and external guidance;
 - to demonstrate compliance with the principles of good governance; and
 - to continuously improve its effectiveness through an annual review of performance against the framework with an action plan to address weaknesses (as set out in the Annual Governance Statement).
- 3.4 The Code sets out how the Authority delivers good governance, using as its basis the objectives set out in the CIPFA/SOLACE Framework, supported by examples of evidence which demonstrate the actions being taken.
- 3.5 At its meeting on 13 May 2011 the Broads Authority adopted the Broads Plan 2011, the strategic five year plan for the management of the Broads. As part of the development of the new Plan the Authority consulted key stakeholders (including the Broads Forum, which includes representatives of over 50 Broads organisations and user groups), partner organisations and members of the public. The Plan contains a revised vision for the Broads, for the period up to 2030, together with long-term aims, and strategic objectives for the five year period up to 2016. The Plan can be viewed at the following link: <http://www.broads-plan.co.uk/>. Work has commenced on reviewing this plan with an anticipated adoption date of March 2017 for the new Plan. Consultation was undertaken on a draft Broads Plan during February to April 2016 and a revised draft will be available for further consultation in October 2016.
- 3.6 The Authority has in place a number of procedures to ensure that it obtains best value for money in all that it does, including Financial Regulations, Standing Orders Relating to Contracts and a Procurement Strategy. These are all reviewed and updated on a regular basis, with the Financial Regulations and Standing Orders Relating to Contracts having been updated on 15th May 2015 to reflect the transition to two Directorates. In addition the Authority adopted a Counter Fraud Bribery and Corruption Strategy in June 2012 to supplement these procedures, which was updated on 9th February 2016. The Authority is currently benchmarking some of its key services against those of national park authorities, through an exchange of information. Further benchmarking is being undertaken through the identification of a number of performance indicators, supplemented by a number of 'local' (Broads Authority only) indicators. Benchmarking data for dredging has been the subject of some initial work, (as set out in Appendix 1 to the minutes of the Broads Authority meeting on 18th March 2016). Over time this benchmarking will give an indication of how well the Authority is performing in these areas, both year on year and in comparison with national park authorities.

- 3.7 The Authority also has in place a series of internal financial controls, including approved budgets, separation of duties and authorised signatures, to reflect good practice and ensure that its finances are managed securely to minimise risk.
- 3.8 The views of users have been sought through a number of means, including the visitor centres annual survey, inviting comment and feedback at parish forums, an on-going survey of users of the corporate website and the annual Broads Outdoors Festival feedback forms. In 2014, a stakeholder survey of hire boat operators, private boat owners, residents and visitors took place. Members support the view of repeating this exercise in 2019 as part of strategic approach in formulating its Broads Plan and its priorities for that following five year period. Public consultation exercises have also been undertaken during February and April 2016 on the draft Broads Plan and the issues and Options of the Broads Local Plan. All comments received have been made publicly available.
- 3.9 The Authority communicates the results of surveys, and other relevant information, through its website and social media and through its regular publications Broad Sheet (aimed at toll payers), Broadcaster and the Annual Report.
- 3.10 All decisions, other than the planning committee and those matters specifically delegated to the Chief Executive, are dealt with by the full Broads Authority, which is the prime decision maker. The Authority monitors the effectiveness of internal control systems through the consideration of regular performance management and budget monitoring reports, and through monitoring and receiving reports on the work of the Financial Scrutiny and Audit Committee.
- 3.11 The terms of reference of the Financial Scrutiny and Audit Committee include responsibility for financial scrutiny, including a review of the Statement of Accounts and Annual Governance Statement, financial planning, audit and risk management.
- 3.12 The Authority has commenced the process for the appointment of 2 Independent Persons, as required by the Localism Act 2011, with this process expected to be complete and appointments made at the Authority's AGM on 8th July 2016. These appointments will assist in the Authority attaining high ethical standards.
- 3.13 The Authority has appointed the Head of Finance and Revenue Services at Broadland District Council to act as its Treasurer and Financial Adviser ('the Treasurer'), to be responsible for the proper administration of the Authority's financial affairs, as set out in Section 17 (1) of the Norfolk and Suffolk Broads Act 1988. The Treasurer has a defined job description, appropriate delegated powers, works closely with senior officers of the Authority (in particular the Director of Planning and Resources and Head of Finance), receives all committee papers which have potentially significant financial implications, and attends Broads Authority meetings as and when appropriate to provide high level strategic and financial advice.
- 3.14 The Treasurer is professionally qualified and suitably experienced. Although not a member of the Authority's Management Team, she has access to the Chief Executive and Director of Planning and Resources and is entitled to attend meetings of the Management Team should she consider it to be necessary.
- 3.15 The Treasurer is supported by the Director of Planning and Resources and the Head of Finance, who are both members of the Management Team and who work closely with the Treasurer in overseeing the Authority's strategic financial arrangements. The Head of Finance manages the financial arrangements and internal financial controls on a day to day basis and in the last 12 months has obtained her ACCA qualification.

- 3.16 Although these arrangements do not comply in all respects with the governance requirements of the CIPFA Statement on the Role of the Chief Financial Officer in Local Government, they are considered to be appropriate and proportionate for the size and budget of the Authority, and have worked successfully for many years, representing a good example of partnership working between local authorities.
- 3.17 The Chief Executive is responsible for day to day management and maintenance of internal controls within the Authority, with advice and support from the Treasurer and Financial Adviser, Solicitor and Monitoring Officer, and other senior officers.
- 3.18 The Authority's governance has also been strengthened by the appointment of an in-house solicitor as Monitoring Officer from 31st May 2016, with the Monitoring Officer having independent reporting as necessary to the Chief Executive, Management Team and Members.
- 3.19 There are clear Terms of Reference which set out the powers reserved to the Broads Authority and its committees, and a Scheme of Powers Delegated to Officers, which sets out the powers delegated to the Chief Executive and other senior officers. These were both updated by the Authority on 22 March 2013 and are due for a further review in September 2016.
- 3.20 The Authority has in place a Whistle Blowing Policy which enables staff to raise concerns or issues about any aspect of the Authority's work, and a formal Complaints Procedure for receiving and investigating complaints from members of the public. Both documents have been updated in April 2013 to reflect the transition to two Directorates and are on the Authority's Intranet; the latter is also on the Authority's website. There were eleven formal complaints received during this period (as against sixteen in 2014/15) and a summary of the complaints and responses were provided to the Authority on 13 May 2016. Of these eleven complaints, one was addressed by the Local Government Ombudsman and the remainder were addressed by officers. Seven complaints were planning related, three complaints related to the conduct of employees, and one related to the payment of tolls. The Local Government Ombudsman investigated one matter and did not uphold the complaint. Two complaints resulted in an apology. There were no complaints which were findings of maladministration against the Authority.
- 3.21 The Authority's Strategic Risk Register is reviewed six monthly by risk owners and by the Management Forum so that the Management Team can provide assurance that key strategic and operational risks have been identified, monitored and reviewed during the year and that key controls to mitigate the identified risks have operated effectively throughout the year. It is also on the agenda of the Financial Scrutiny and Audit Committee for each meeting. In addition the Risk Management Strategy is reviewed annually. The resilience of the Authority was increased due to steps taken in FY 2013/14, with the completion of the ICT Disaster Recovery Plan to reflect the move from the Ludham Field Base, the generation of the Finance Business Continuity Plan and the review of the Business Continuity Plan through a table top management exercise. In relation to the 2016/17 Action Plan there is a requirement of direct linking of the Strategic Risk Register to the Strategic Objectives and Annual Strategic priorities, with a gap analysis completed, which will strengthen governance. Also, it is anticipated that forthcoming CIPFA/SOLACE Framework guidance will provide further guidance to all authorities on implementing the risk management provisions found in Regulation (c) of the Accounts and Audit Regulations 2015.

- 3.22 A Partnerships Protocol and Register of Partnerships have been developed, and the Management Team has identified and reviewed the governance arrangements in respect of all significant partnerships, with identified weaknesses being addressed through an Action Plan, with responsibility for action and timescales. It has also been agreed to provide an annual report on Partnerships to the Broads Authority. This will be provided in September 2016.
- 3.23 The Authority has data of all its land and property assets have on a consolidated Excel database and an Asset Management Strategy which includes a full asset disposal policy.
- 3.24 Following the 2012/13 Review of Consultative Arrangements and Community/Stakeholder Engagement, Parish Forums were established as a primary community engagement mechanism. The revised Broads Forum arrangements have also been put in place, allowing engagement on a wide range of issues with a large group of stakeholders. In 2014/15 as part of audit recommendations the Broads Forum examined the effectiveness of the measures that had been put in place and concluded that they were working well. A final report on this was made in March 2015.
- 3.25 Following an audit into its planning function, the Authority has produced a Local Enforcement Plan which sets out how well it will react to reports of unauthorised development taking place. This was presented to the Planning Committee in May 2016 and is due to be adopted by the Broads Authority in July 2016.
- 3.26 The Solicitor and Monitoring Officer is currently undertaking a review of the Members' Code of Conduct, with a report and proposals to be presented to the AGM on 8th July 2016.

4 Review of Effectiveness

- 4.1 The Authority has responsibility for conducting, at least annually, a review of the effectiveness of its governance framework including the system of internal control. The review of effectiveness is informed by the work of the executive managers within the Authority who have responsibility for the development and maintenance of the governance environment, the Head of Internal Audit's annual report, and also by comments made by the external auditors and other review agencies and inspectorates.
- 4.2 As part of this exercise the Authority reviews the Code of Corporate Governance on an annual basis. The annual review includes consultations with the Management Team, the Solicitor and Monitoring Officer, the Treasurer and Financial Adviser and the Chair of the Financial Scrutiny and Audit Committee. Other senior officers are also invited to contribute.
- 4.3 The Treasurer and Financial Adviser have provided an assurance that, subject to the weaknesses already identified and addressed in the Action Plan, the Authority's governance arrangements are adequate and are operating effectively. They have confirmed that there have been no significant control issues that have required the need for formal action in their respective roles.
- 4.4 The Solicitor and Monitoring Officer has been asked to provide an annual ethical assessment of the activities of the Authority and what, if necessary, the Authority could do to improve its ethical standards. The previous Solicitor and Monitoring Officer concluded that 'the ethical standards of the Authority continue to be high' and

this will be the subject of a further review by the new Solicitor and Monitoring Officer in the Action Plan for 2016/17.

- 4.5 Internal audit reports are considered by the Management Team and other officers as appropriate, and a management response is submitted in respect of each recommendation, setting out whether the recommendation is accepted, what action will be taken, which officer is responsible and the timetable for action. Each audit report contains an independent assurance of opinion on the adequacy and effectiveness of controls in place to mitigate risks. The agreed actions are followed up subsequently to ensure implementation, thus ensuring that the Authority's risks are properly managed. A summary of all internal audit work carried out during the year is received by the Financial Scrutiny and Audit Committee, together with regular reports setting out progress made in implementing internal audit recommendations. Any significant issues of concern are brought to the attention of the the Broads Authority.
- 4.6 The Authority has developed a strategic three year audit plan for the Authority, using a risk based approach, supplemented by an annual audit plan.
- 4.7 The Accounts and Audit (England) Regulations 2011 as amended by the Accounts and Audit Regulations 2015 require that "the authority must undertake an effective internal audit to evaluate the effectiveness of its risk management, control and governance processes, taking into account public sector internal auditing standards or guidance". The aim is not only to make the Authority more aware of the work of Internal Audit and its key role in governance, but also to make those charged with governance more able to understand the connection between, and the Authority's responsibility for, risk management, internal control and the function of internal audit. This review was the subject of a separate report to the Financial Scrutiny and Audit Committee at its meeting on 7 July 2015. The Committee concluded that proper arrangements had been put in place to comply with the statutory requirements relating to Internal Audit, and that the system of internal control at the Authority was effective.
- 4.8 In order for the Broads Authority to be able to place reliance on the opinions contained within this report, the Head of Internal Audit has in place an assurance framework to assess the effectiveness of Internal Audit which includes; :
- the level of compliance with the Public Sector Internal Audit Standards (PSIAS) and the results of any quality assurance and improvement programme,
 - the outcomes of the performance indicators (as per the contract) and
 - the degree of compliance with CIPFA's Statement on the Role of the Head of Internal Audit.
- 4.9 Additionally the Authority is informed of the work of the appointed auditors and inspectors, including receipt of the Annual Governance Report and annual audit and inspection letter. The Head of Internal Audit is required to provide an annual opinion on the overall adequacy and effectiveness of the Authority's framework of governance, risk management and control, together with reasons if the opinion is unfavourable.
- 4.10 The Authority has received the Annual Report and Opinion 2015/16 of the Head of Internal Audit. It is the overall opinion that the framework of governance, risk

management and control at the Broads Authority is deemed for 2015/16 to be *Reasonable* assurance, indicating a continued stable control environment, with some improvements needed to enhance the controls to mitigate associated risks.

- 4.11 The Authority has also received a *Substantial* assurance level in respect of *Corporate Governance & Risk Management* for 2015/16.
- 4.12 The new audit grading definitions for this year are Substantial Assurance (highest), Reasonable Assurance, Limited Assurance and No Assurance (lowest). Reasonable assurance was previously called Adequate.
- 4.13 The Head of Internal Audit reports that for 2105/16 that *Internal Audit work has not identified any weaknesses that are significant enough for disclosure within the Annual Governance Statement*.
- 4.14 The Authority is advised on the implications of the result of the review of the effectiveness of the governance framework by the Financial Scrutiny and Audit Committee, and a plan to address weaknesses and ensure continuous improvement of the system is in place.

5 Significant Governance Issues

- 5.1 An Action Plan has been developed in order to address any governance issues which have been identified as needing review or improvement and to secure continuous improvement in the Authority's governance arrangements. This is set out at Appendix 1b in two parts. Recommendations in the Annual Report and Opinion 2015/16 of the Head of Internal Audit have been incorporated into the 2016/17 Action Plan, save where they had already been completed at the time of preparation of this statement.
- 5.2 This Action Plan has been informed not only by the results of audit and other reports, but also by the results of a self-assessment assurance statement which has been circulated to all senior managers, inviting them to assess the Authority's performance across a range of governance issues, in order to identify any gaps and weaknesses and add value to the Authority's governance arrangements.
- 5.3 The monitoring of the Action Plan has been the responsibility of the Solicitor and Monitoring Officer, since March 2015.
- 5.4 The Authority proposes over the coming year to take steps to address the above matters to further enhance its governance arrangements. The Authority is satisfied that these steps will address the need for improvements that were identified in the review of effectiveness and will monitor their implementation and operation as part of the Authority's next annual review.

Signed
Professor J Burgess, Chair

Date2016

Signed.....
Dr J Packman, Chief Executive

Date2016

Annual Governance Statement 2015/16

2016/17 Action Plan

Action	Lead Officer(s)	Target Date	Priority
Formalise a data quality policy	Solicitor and Monitoring Officer	By 31 December 2016	L
Current budgetary system of approving virements to be reviewed and brought in line with current Authority Financial Regulations	Head of Finance	31 August 2016	M
Completion of updated Procurement Training to officers who have responsibilities for conducting procurements	Head of Finance	By 31 October 2016	M
Review of ethical standards and recommendations on what improvements if any should be made	Solicitor and Monitoring Officer	By 31 March 2017	L
Collect data about staff and volunteers, to enable an equality analysis of employment policies and practices to be carried out	Head of HR, Volunteer co-ordinator, both co-ordinated by Solicitor and Monitoring Officer,	By 31 December 2016	L
Completion of phase 2 of internal HR policies and procedures review	Head of HR	By 31 March 2017	M
Guidance to be introduced for informal treatment of complaints against Members and updating formal complaints process	Solicitor and Monitoring Officer	By 31 July 2016	M
Members Code of Conduct, Complaints guidance notes and Complaints Form to be reviewed and updated in	Solicitor and Monitoring Officer	By 31 July 2016	M

Action	Lead Officer(s)	Target Date	Priority
accordance with recommendations by Head of Internal Audit			
Members Training Strategy to be reviewed and on an on-going basis thereafter	Solicitor and Monitoring Officer	By 31 December 2016	L
Review best practice guidance documents produced by the Committee on Standards of Public Life and produce Members Handbook on induction	Solicitor and Monitoring Officer	By 31 March 2017	L

Annual Governance Statement 2015/16

2015/16 Action Plan Summary of Progress

Action	Lead Officer(s)	Target Date	Priority	Status
Data Management and Monitoring				
Formalise a data quality policy	Head of Communications	By 31 March 2016	M	<p>Initial investigations have been made into what the data quality policy would comprise and cover but reduced resources within the Communications Team and higher priorities mean that this work hasn't been taken forward.</p> <p>To be transferred to 2016/17 Action Plan and to be undertaken by the Solicitor and Monitoring Officer with revised target dates.</p>
Governance and Risk Management				
To evaluate the effectiveness of the measures put in place to implement the Review of Consultative Arrangements recommendations.	Director of Planning and Resources	By 1 March 2016	M	<p>A Review of the effectiveness of the measures put in place following the Consultative Review to be completed.</p> <p>Completed.</p> <p>Broads Forum will be asked to review the effectiveness of the changes introduced to its procedures in November 2015.</p> <p>Completed.</p>
Directly link the Strategic Risk Register to the Strategic Objectives and Annual Strategic Priorities, with a gap analysis completed.	Solicitor and Monitoring Officer	By 31 March 2016	L	Completed by Chief Executive on 23 rd March 2016 due to vacancy in SMO position.
The Strategic Risk	Solicitor and	By 31	L	Completed and continuing

Action	Lead Officer(s)	Target Date	Priority	Status
Register to be added as a standing agenda item for the Financial Scrutiny and Audit Committee.	Monitoring Officer	December 2015		from February 2016
Finance				
Provide updated Procurement Training to officers who have responsibilities for conducting procurements	Head of Finance	By 31 March 2016	L	<p>Not complete, although 1 to 1 sessions with new staff have been undertaken as they join.</p> <p>Reason is Initial low priority combined with subsequent unforeseen staff shortages.</p> <p>Matter to be carried forward to 2016/17 with revised target dates and upgraded to M priority.</p>
Human Resources				
Undertake an Equal Pay Audit	Senior HR Advisor	By 31 March 2016	M	Complete with presentation to staff due on 27 th June 2016
Collect data about staff and volunteers, to enable an equality analysis of employment policies and practices to be carried out	Senior HR Advisor	By 31 March 2016	M	Not complete, but it will be brought forward and co-ordinated by the Solicitor and Monitoring Officer (HR and Volunteers) as between the two departments for completion in 2016/17
All staff to be formally reminded to review the Code of Conduct and Code of Corporate Governance documents, to ensure that they remain compliant.	Senior HR Advisor	By 31 March 2016	L	Complete by implementation through Staff Appraisals and IPRs
Review and update the following HR policies to ensure	Senior HR Advisor	By 31 March 2016	M	There were 24 policies to be updated, which were broken down into two phases, Phase 1 and 2. The first Phase which includes all the policies

Action	Lead Officer(s)	Target Date	Priority	Status
that they are in accordance with current legislation and where appropriate incorporate the requirements of volunteers: Capability (Performance Improvement) Disciplinary Grievance Recruitment Whistleblowing				on Capability, Discipline, Grievance and Recruitment has been completed. The second Phase to include Whistleblowing will be carried forward into the 2016/17 Action Plan.
Volunteer Management				
Complete the roll out of web based database to all volunteers, as far as possible	Volunteer Coordinator	By 30 October 2015	L	Roll-out completed to all 165 volunteers

Statement of Accounts 2015/16
Report by Head of Finance

Summary: This report presents the Authority's Statement of Accounts for the year ended 31 March 2016 for approval along with final outturn figures for general and navigation income and expenditure.

Recommendation: That the Statement of Accounts 2015/16 be adopted and the revenue account outturn figures be noted, subject to any amendments by members.

1 Introduction

- 1.1. The timetable for the preparation of the Authority's Statement of Accounts is dictated by the requirements of The Accounts and Audit (England) Regulations 2015. The timetable for the adoption of the 2015/16 accounts is as follows:
- Treasurer and Financial Adviser to sign off the completed accounts by the 9 June 2016
 - Financial Scrutiny and Audit Committee to scrutinise the accounts on 5 July 2016, and to recommend them for approval to the Full Authority, subject to any suggested amendments
 - External Audit (Ernst and Young) to undertake and complete the audit of the accounts by the end of July 2016
 - Broads Authority to consider and formally adopt the audited accounts at its meeting on 30 September 2016
- 1.2. The draft accounts were signed by the Treasurer and Financial Adviser on 9 June, and were considered by the Financial Scrutiny and Audit Committee at its meeting on 5 July. The Committee duly recommended them to the Broads Authority for approval. External audit work commenced on 20 June with onsite work completed by 1 July. The Annual Audit Results Report has been prepared, and this is due to be considered and approved by the Financial Scrutiny and Audit Committee at its meeting on 27 September.
- 1.3. As members will be aware, the Authority's accounts are required to be prepared in accordance International Financial Reporting Standards (IFRSs), and the *Code of Practice on Local Authority Accounting* (the Code) issued by the Chartered Institute of Public Finance and Accountancy (CIPFA). The production of the Statement of Accounts represents a sizeable technical exercise for the Authority's limited staff resources working to a very tight timetable.

- 1.4. This report summarises the Statement of Accounts for 2015/16 which has been submitted to the External Auditors (Ernst & Young). Appended to this report are:
- the consolidated income and expenditure outturn figures for 2015/16; and
 - the Statement of Accounts 2015/16 (excluding the Audit Report and Annual Governance Statement).

2 Revenue Account Outturn Figures

- 2.1 The Statement of Accounts provides summaries of general and navigation fund income and expenditure for the year. No adjustments to the draft figures reported to the Authority in July have been identified during the audit work. There has been a small number of minor amendments to some of the narrative in the notes to provide additional clarity for users of the accounts.
- 2.2 The original general fund budget provided for a surplus contribution of £83,617 to reserves. The final Latest Available Budget (LAB) for the year allowed for a surplus of £34,875, while the final Forecast Outturn was a surplus of £60,448. The year end saw a net underspend of £33,380 against the final forecast (although it was agreed to carry forward £25,850 as additional expenditure into 2016/17 at the Broads Authority meeting on 13 May 2016). The outcome was therefore a contribution of £93,828 to the general reserve. After accounting for the transfer of £2,878 interest to earmarked reserves, the general reserve increased to £1,044,406 as at 31 March 2016.
- 2.3 The original navigation fund budget provided for a surplus contribution of £55,804 to reserves. The final Latest Available Budget (LAB) for the year allowed for a surplus of £29,209, while the final Forecast Outturn was a surplus of £31,172. The year end saw a net underspend of £30,535 against the final forecast (although it was agreed to carry forward £181 as additional expenditure into 2016/17 at the Broads Authority meeting on 13 May 2016). The outcome was therefore a contribution of £61,707 to the navigation reserve. After accounting for the transfer of £8,756 interest to earmarked reserves, the navigation reserve reduced to £333,090 as at 31 March 2016.
- 2.4 The consolidated surplus for the year is £155,535, which reduces to £143,901 after taking account of £11,634 interest transferred to earmarked reserves. An additional £26,031 has been carried forward into the 2015/16 budget following its approval in May. There are a number of reasons for the 2015/16 underspend but in particular it arises from:
- delays in progressing expenditure on projects such as The Broads Plan due to the span of the project, this is in addition to: staff vacancies, savings on Head Office expenditure, savings on consultancy fees for asset management, savings on office equipment leases and expenditure.

- major success in obtaining additional external funding, particularly within Strategy and Projects budgets for the Catchment Partnership, and higher than forecast income from the Visitor Centres / Yacht Stations.

3 Balance Sheet

- 3.1 The Broads Authority has the following earmarked reserves shown on the Balance Sheet, which contain funds in addition to the General and Navigation Funds for specific purposes. The Authority uses these earmarked reserve accounts to make provision for known future liabilities which are unlikely to be affordable from revenue expenditure.

Mobile Phone Upgrade / IT Reserve

Reserve holding the balance of ring-fenced Defra “INSPIRE” grant funding provided to support the Authority in meeting regulatory requirements for publishing geospatial information related to the environment under the European INSPIRE Directive.

Planning Delivery Grant

Balance of Defra and OPDM grants awarded to deliver the planning service.

PRISMA

A reserve account set up for European grant part funded projects and trials relating to the development of sustainable techniques and methods for the dredging, treatment and reuse of sediment. At the end of 2015/16 this grant funded project was finished and transferred to the Plant, Vessels and Equipment Reserve which helped initially set up the reserve.

Heritage Lottery Fund

A reserve account set up for the Landscape Partnership project funded by the Heritage Lottery Fund.

Upper Thurne Enhancement Scheme

Reserve established to hold the balance of ring-fenced Environment Agency funding for enhancement works in the Upper Thurne.

Section 106 Agreements

A reserve account established to hold ring-fenced developers’ contributions relating to planning application conditions.

Property

A reserve account set up to provide for the ongoing maintenance of the Authority’s major assets, moorings and operational property assets, including Mutford Lock.

Plant, Vessels and Equipment

Reserve established to provide for the maintenance and replacement of the Authority’s plant and equipment, including launches, construction and maintenance vessels and equipment, pool vehicles and fen management equipment.

Premises

A reserve account providing for the maintenance and development of both the Authority's Dockyard facility and main office site.

- 3.2 The closing balance of the earmarked reserves above in 2015/16 are shown in the table below.

Earmarked Reserves 2015/16

Reserve	Balance as at 01/04/2016 £
Planning Delivery Grant	(290,865)
Heritage Lottery Fund	(55,956)
Upper Thurne Enhancement Scheme	(56,552)
Section 106 Agreements	(76,469)
Property	(360,603)
Plant, Vessels and Equipment	(302,223)
Premises	(201,675)
Total	(1,344,343)

- 3.3 The balance of Navigation earmarked reserves within this total is £665,324.

4 Other Significant Issues

- 4.1 There are no other significant issues arising from the preparation of the accounts which it is considered need to be drawn to the attention of the Authority.

5 Annual Governance Statement

- 5.1 The Accounts and Audit (England) Regulations 2015 contain a requirement that an Annual Governance Statement, prepared in accordance with proper practices in relation to internal control, must be approved by the relevant body and must accompany the Statement of Accounts. The Annual Governance Statement is set out for consideration as a separate report on this agenda, and will be appended to the Statement of Accounts once it has been approved.

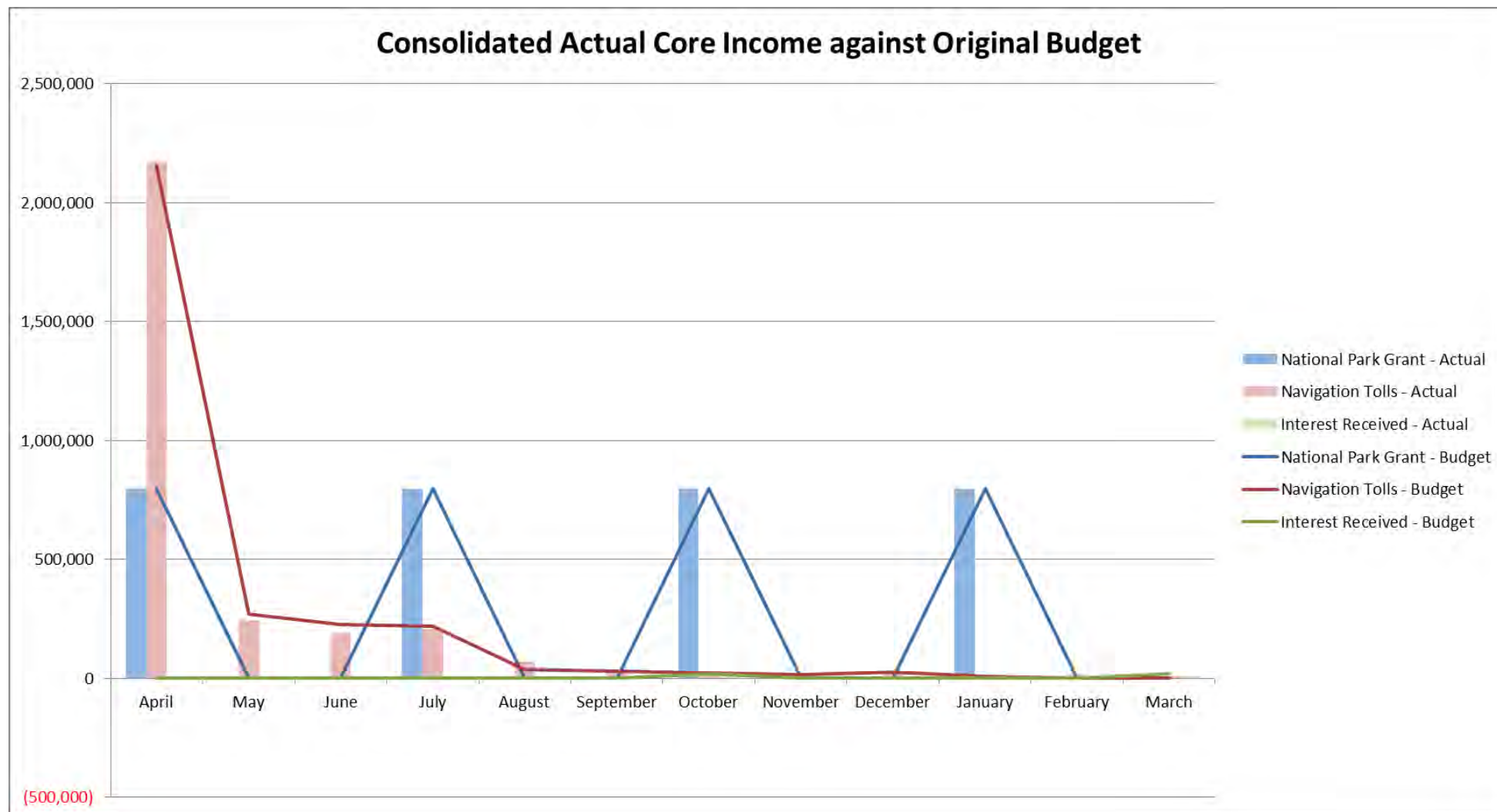
6 Audit of the Statement of Accounts

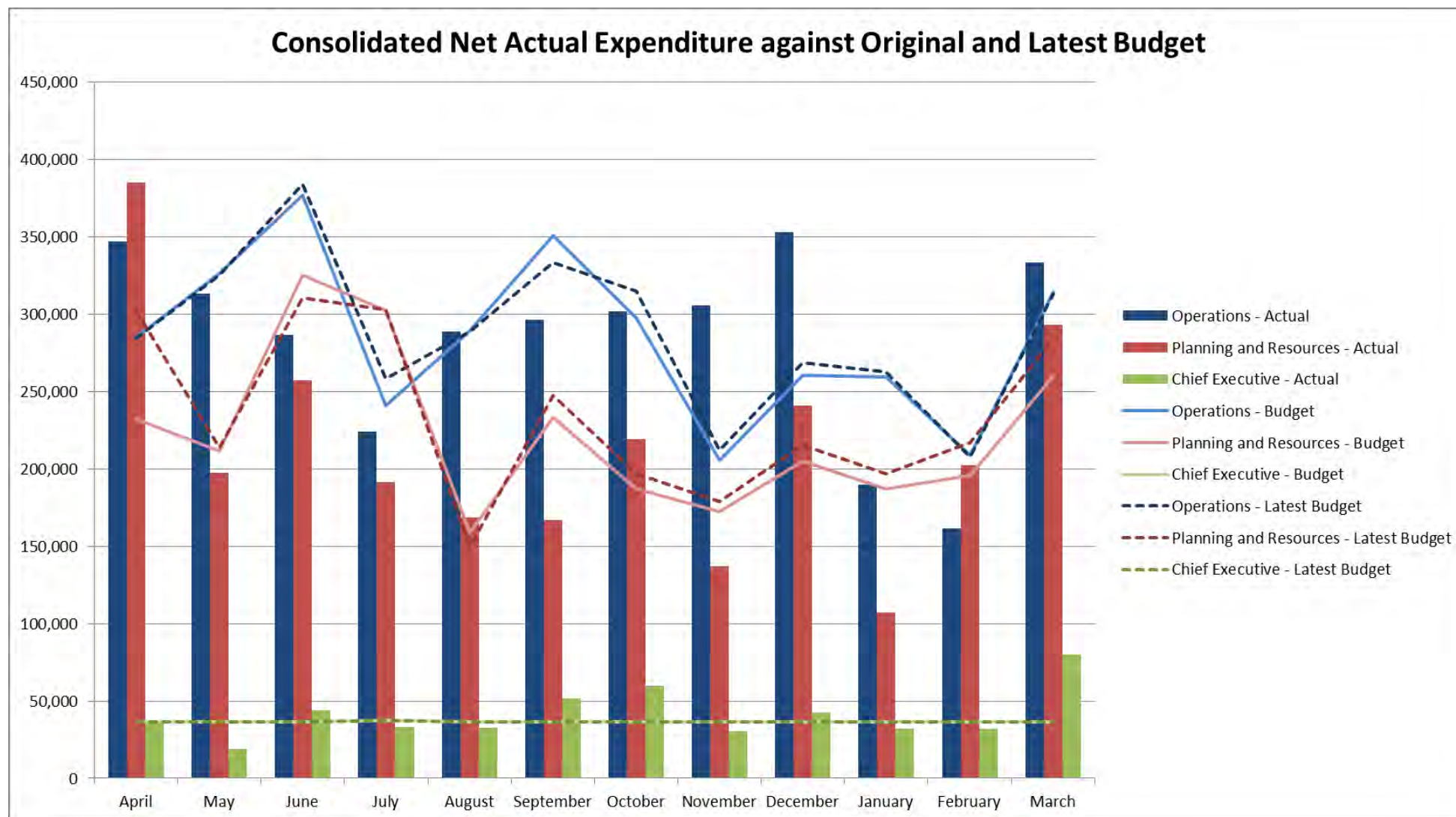
- 6.1 The Authority's External Auditors, Ernst and Young, undertook the audit of these accounts during June 2016, and are required to complete the audit and issue the value for money conclusion by 30 September. The audit report will be inserted into the Statement of Accounts prior to signing.

7 Summary

- 7.1 The Statement of Accounts for 2015/16 shows revenue reserves of £1,377,496 (general reserves £1,044,406, navigation reserves £333,090) that are considered to be adequate. The navigation reserve at the end of 2015/16 stands at 11.3% of net expenditure. This is slightly higher than the Financial Strategy prediction but will help cushion the fall in Hire Boat income as experienced during 2016/17. With these taken alongside the significant earmarked reserve balances, the Authority's reserves are therefore considered to be sound. The outturn figures for 2015/16, and their implication for the overall level of reserves, will be taken into account in future budgeting proposals, and when making decisions about income and expenditure in 2016/17.

Background Papers:	Annual Governance Statement 2015/16 Annual Audit Results Report 2015/16
Author:	Emma Krelle
Date of Report:	13 September 2016
Broads Plan Objectives:	None
Appendices:	APPENDIX 1: Consolidated Actual Income and Expenditure Charts to 31 March 2016 APPENDIX 2: Financial Monitor: Consolidated Income and Expenditure 2015/16 APPENDIX 3: Statement of Accounts 2015/16





To 31 March 2016

Budget Holder

(All)

Row Labels	Values				
	Original Budget (Consolidated)	Budget Adjustments (Consolidated)	Latest Available Budget (Consolidated)	Forecast Outturn (Consolidated)	Forecast Outturn Variance (Consolidated)
Income	(6,240,632)		(6,240,632)	(6,211,776)	-28,856
National Park Grant	(3,188,952)		(3,188,952)	(3,188,952)	0
Income	(3,188,952)		(3,188,952)	(3,188,952)	0
Hire Craft Tolls	(1,090,525)		(1,090,525)	(1,068,802)	-21,723
Income	(1,090,525)		(1,090,525)	(1,068,802)	-21,723
Private Craft Tolls	(1,869,042)		(1,869,042)	(1,873,422)	4,380
Income	(1,869,042)		(1,869,042)	(1,873,422)	4,380
Short Visit Tolls	(38,363)		(38,363)	(43,617)	5,254
Income	(38,363)		(38,363)	(43,617)	5,254
Other Toll Income	(18,750)		(18,750)	(16,983)	-1,767
Income	(18,750)		(18,750)	(16,983)	-1,767
Interest	(35,000)		(35,000)	(20,000)	-15,000
Income	(35,000)		(35,000)	(20,000)	-15,000
Operations	3,538,581	146,470	3,685,051	3,567,572	117,479
Construction and Maintenance Salaries	1,088,740		1,088,740	1,097,740	-9,000
Salaries	1,088,740		1,088,740	1,097,740	-9,000
Expenditure			0		0
Equipment, Vehicles & Vessels	631,500	12,300	643,800	590,628	53,172
Income			0		0
Expenditure	631,500	12,300	643,800	590,628	53,172
Water Management	172,500	56,950	229,450	230,950	-1,500
Income			0		0
Expenditure	172,500	56,950	229,450	230,950	-1,500
Land Management	(36,000)		(36,000)	(43,600)	7,600
Income	(90,000)		(90,000)	(102,500)	12,500
Expenditure	54,000		54,000	58,900	-4,900

Row Labels	Original Budget (Consolidated)	Budget Adjustments (Consolidated)	Latest Available Budget (Consolidated)	Forecast Outturn (Consolidated)	Forecast Outturn Variance (Consolidated)
Practical Maintenance	459,200	77,220	536,420	500,420	36,000
Income	(7,000)		(7,000)	(8,000)	1,000
Expenditure	466,200	77,220	543,420	508,420	35,000
Ranger Services	736,910		736,910	715,093	21,817
Income	(35,000)		(35,000)	(35,000)	0
Salaries	578,910		578,910	578,910	0
Expenditure	193,000		193,000	171,183	21,817
Pension Payments			0		0
Safety	111,918		111,918	111,918	0
Income	(9,000)		(9,000)	(9,000)	0
Salaries	57,918		57,918	57,918	0
Expenditure	63,000		63,000	63,000	0
Asset Management	108,780		108,780	108,780	0
Income	(1,000)		(1,000)	(1,000)	0
Salaries	39,030		39,030	39,030	0
Expenditure	70,750		70,750	70,750	0
Premises	137,503		137,503	134,290	3,213
Income	(10,667)		(10,667)	(10,667)	0
Expenditure	148,170		148,170	144,957	3,213
Operations Management and Administration	127,530		127,530	121,353	6,177
Income	0		0	(2,177)	2,177
Salaries	115,030		115,030	115,030	0
Expenditure	12,500		12,500	8,500	4,000
Planning and Resources	2,547,090	167,337	2,714,427	2,563,797	150,630
Development Management	241,882	20,000	261,882	228,120	33,762
Income	(60,000)		(60,000)	(92,262)	32,262
Salaries	276,882		276,882	267,382	9,500
Expenditure	25,000	20,000	45,000	53,000	-8,000
Pension Payments			0		0
Strategy and Projects Salaries	194,380	76,000	270,380	241,380	29,000
Income	(32,500)	18,000	(14,500)	(14,500)	0

Row Labels	Original Budget (Consolidated)	Budget Adjustments (Consolidated)	Latest Available Budget (Consolidated)	Forecast Outturn (Consolidated)	Forecast Outturn Variance (Consolidated)
Salaries	204,880	0	204,880	204,880	0
Expenditure	22,000	58,000	80,000	51,000	29,000
Biodiversity Strategy	0	2,300	2,300	12,300	-10,000
Income	(10,000)		(10,000)	0	-10,000
Expenditure	10,000	2,300	12,300	12,300	0
Strategy and Projects	69,780	14,037	83,817	82,313	1,504
Income	0	(18,000)	(18,000)	(23,635)	5,635
Salaries	36,280	22,037	58,317	65,448	-7,131
Expenditure	33,500	10,000	43,500	40,500	3,000
Waterways and Recreation Strategy	77,820		77,820	82,953	-5,133
Salaries	68,320		68,320	68,320	0
Expenditure	9,500		9,500	14,633	-5,133
Project Funding	147,060		147,060	121,094	25,966
Income	(19,000)		(19,000)	(19,000)	0
Salaries	41,560		41,560	15,594	25,966
Expenditure	124,500		124,500	124,500	0
Pension Payments			0		0
Partnerships / HLF	50,000		50,000	50,000	0
Income			0		0
Salaries			0		0
Expenditure	50,000		50,000	50,000	0
Volunteers	64,670		64,670	64,670	0
Income	(1,000)		(1,000)	(1,000)	0
Salaries	43,670		43,670	43,670	0
Expenditure	22,000		22,000	22,000	0
Finance and Insurance	330,920		330,920	330,920	0
Income			0		0
Salaries	130,920		130,920	130,920	0
Expenditure	200,000		200,000	200,000	0
Communications	259,830	25,000	284,830	274,330	10,500
Income	0		0	(5,500)	5,500

Row Labels	Original Budget (Consolidated)	Budget Adjustments (Consolidated)	Latest Available Budget (Consolidated)	Forecast Outturn (Consolidated)	Forecast Outturn Variance (Consolidated)
Salaries	187,830		187,830	187,830	0
Expenditure	72,000	25,000	97,000	92,000	5,000
Visitor Centres and Yacht Stations	240,520		240,520	220,970	19,550
Income	(218,000)		(218,000)	(237,550)	19,550
Salaries	326,520		326,520	326,520	0
Expenditure	132,000		132,000	132,000	0
Collection of Tolls	116,740		116,740	116,740	0
Income			0		0
Salaries	104,040		104,040	104,040	0
Expenditure	12,700		12,700	12,700	0
ICT	289,380	30,000	319,380	288,899	30,481
Salaries	132,680		132,680	135,386	-2,706
Expenditure	156,700	30,000	186,700	153,513	33,187
Premises - Head Office	254,548		254,548	254,548	0
Expenditure	254,548		254,548	254,548	0
Planning and Resources Management and Administration	209,560		209,560	194,560	15,000
Income	0		0	(10,000)	10,000
Salaries	128,360		128,360	128,360	0
Expenditure	81,200		81,200	76,200	5,000
Chief Executive	440,040		440,040	486,081	-46,041
Human Resources	111,530		111,530	112,430	-900
Income			0		0
Salaries	52,030		52,030	52,930	-900
Expenditure	59,500		59,500	59,500	0
Legal	107,260		107,260	154,801	-47,541
Income	0		0	(3,360)	3,360
Salaries	47,260		47,260	36,725	10,535
Expenditure	60,000		60,000	121,436	-61,436
Governance	119,790		119,790	117,390	2,400
Salaries	65,590		65,590	65,590	0
Expenditure	54,200		54,200	51,800	2,400

Row Labels	Original Budget (Consolidated)	Budget Adjustments (Consolidated)	Latest Available Budget (Consolidated)	Forecast Outturn (Consolidated)	Forecast Outturn Variance (Consolidated)
Chief Executive	101,460		101,460	101,460	0
Salaries	101,460		101,460	101,460	0
Expenditure			0		0
Projects and Corporate Items	112,000		112,000	112,000	0
PRISMA			0		0
Expenditure			0		0
Corporate Items	112,000		112,000	112,000	0
Pension Payments	112,000		112,000	112,000	0
Contributions from Earmarked Reserves	(536,500)	(238,470)	(774,970)	(609,294)	-165,676
Earmarked Reserves	(536,500)	(238,470)	(774,970)	(609,294)	-165,676
Expenditure	(536,500)	(238,470)	(774,970)	(609,294)	-165,676
Grand Total	(139,421)	75,337	(64,084)	(91,620)	27,536

BROADS AUTHORITY

STATEMENT OF ACCOUNTS

2015/16

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Narrative Report

Introduction

The purpose of the foreword is to offer interested parties an easily understandable guide to the most significant matters reported in the accounts. It contains a commentary on the major influences affecting the Authority's income and expenditure and cash flow, and information on the financial needs and resources of the Authority.

The Background to the Accounts 2015/16

The Statement of Accounts represents the financial transactions of The Broads Authority.

The Broads Authority was set up under the Norfolk and Suffolk Broads Act 1988.

Its duties, as subsequently amended by the Natural Environment and Rural Communities Act 2006, are to manage the Broads for the purpose of:

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

This brought the first two purposes into line with those of the English National Park Authorities, as recommended in the Department for Environment, Food and Rural Affairs (Defra) report 'Review of English Park Authorities' published in July 2002.

In discharging its function, the Authority should have regard to:

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

In respect of its navigation area the Authority is required to:

- maintain the navigation area for the purposes of navigation to such a standard as appears to it to be reasonably required; and
- take such steps to improve and develop it as it thinks fit.

The Broads Authority Act 2009 amended the 1988 Act and is primarily concerned with augmenting the Authority's powers to ensure safety on the Broads, including the application of the Boat Safety Scheme and compulsory third party insurance. It also made provision for the transfer of responsibility for the navigation in Breydon Water to the Authority which was implemented in 2012. The 2009 Act removed the need for the Authority to maintain a separate navigation account and contained provisions which require the Authority to ensure that, taking one year with another, expenditure on navigation matters is equal to navigation income.

The Accounting Statements

The Broads Authority's accounts for the year 2015/16 are set out on pages 7 to 69. They consist of:

Statement of Responsibilities for the Statement of Accounts

Statement of Corporate Governance

Movement in Reserves Statement – This statement shows the movement in the year on the different reserves held by the Authority, analysed into 'usable' reserves and 'other' reserves. The 'surplus / deficit on the provision of services' line shows the true economic cost of providing the Authority's services, more details of which are shown in the Comprehensive Income & Expenditure Statement. The 'net increase / decrease before transfers to earmarked reserves' line shows the statutory General Fund balance before any discretionary transfers to or from earmarked reserves undertaken by the Authority.

Comprehensive Income & Expenditure Statement – This statement shows the accounting cost in the year of providing services in accordance with generally accepted accounting practices.

Balance Sheet – The Balance Sheet shows the value as at the Balance Sheet date of the assets and liabilities recognised by the Authority. Reserves are reported in two categories. The first category of reserves are 'usable' reserves, i.e. those reserves that the Authority may use to provide services, subject to the need to maintain a prudent level of reserves and any statutory limitations on their use (for example the Capital Receipts Reserve may only be used to fund capital expenditure or repay debt). The second category of reserves is those that the Authority is not able to use to provide services. This category of reserves includes reserves that hold unrealised gains and losses (for example the Revaluation Reserve), where amounts would only become available to provide services if the assets are sold, and reserves that hold timing differences shown in the Movement of Reserves Statement line 'adjustments between accounting basis and funding basis under regulations'.

Cash Flow Statement – The Cash Flow Statement shows the changes in cash and cash equivalents of the Authority during the reporting period. The statement shows how the Authority generates and uses cash and cash equivalents by classifying cash flows as operating, investing and financing activities. The amount of net cash flows arising from operating activities is a key indicator of the extent to which the operations of the Authority are funded by way of tolls and grant income or from the recipients of services provided by the Authority. Investing activities represent the extent to which cash outflows have been made for resources which are intended to contribute to the Authority's future service delivery. Cash flows arising from financing activities are useful in predicting claims on future cash flows by providers of capital (i.e. borrowing) to the Authority.

These accounts are supported by the Statement of Accounting Policies in Note 1, which follows the Accounting Statements, and various notes to the accounts.

The information included in these accounts incorporates spending relating to the Broads Navigation. The Navigation income and expenditure is separately accounted for in the records to ensure the proper control of income from toll payers and to ensure it is spent primarily to benefit the users of the navigation. Navigation income and expenditure is shown in full at note 35 on page 69.

Changes to the 2015/16 Accounts

There have been no key changes to the Statement of Accounts in 2015/16.

Current Borrowing Facilities and Capital Borrowing

On 20 November 2007, the Authority took out a £290,000 loan from the Public Works Loan Board. The repayment period of the loan is 20 years at a fixed interest rate of 4.82%, repayable by equal instalments of principal. The Public Works Loan Board has advised that the fair value of the debt as at 31 March 2016 is £205,664.

The purpose of this loan was to finance the purchase of the Dockyard Operation from May Gurney to enable the Authority to continue to dredge the Broads in an economical and efficient manner.

Review of the Year

General Income and Expenditure

The Authority received National Park Grant of £3,189k from Defra (£3,245k in 2014/15). In addition to this, the income received from external grant support, sales, fees, charges and interest totalled £712k (£603k in 2014/15). Total income for 2015/16 was £3,901k (£3,848k in 2014/15).

The Authority set a budget for 2015/16 with a forecast surplus of £84k (£55k deficit for 2014/15). The Authority monitors its budget throughout the year against a forecast outturn which is updated on a monthly basis. The final forecast outturn for the year indicated an anticipated surplus of £60k. The actual outturn saw a surplus of £94k (a favourable variance of £33k). The Authority has a policy for carry forward requests in respect of underspends. These have been subsequently approved by the Authority for £26k (£44k for 2014/15) and will be added to the 2016/17 budget.

Navigation Income and Expenditure

Income from tolls was £2,986k (£2,948k in 2014/15), other income received for the year from external grant support, yacht stations charges, sales of tide tables, works licences and other miscellaneous services was £159k, (£133k in 2014/15) and interest was £11k (£9k in 2014/15). Total income for 2015/16 was £3,156k (£3,090k in 2014/15).

The Authority set a budget with a forecast surplus of £56k for 2015/16 (surplus of £40k for 2014/15). The Authority monitors its budget throughout the year against a forecast outturn which is updated on a monthly basis. The final forecast outturn for 2015/16, which took account of approved budget changes, indicated an anticipated surplus of £31k. The actual outturn saw a surplus of £62k (a favourable variance of £31k). The Authority has a policy for carry forward requests in respect of underspends. These have been subsequently approved by the Authority for £181 (£11k for 2014/15) and will be added to the 2016/17 budget

Financial Outlook

The Authority received notification in January 2016 that its National Park Grant would be protected in real terms and receive an increase of 1.72% per annum over the period 2016/17 to 2019/20. This is the first time since 2009/10 that the Authority has seen an increase to its National Park Grant. The settlement has meant that the Authority can now plan for this period with a higher degree of certainty.

Income from navigation tolls has continued to hold up reasonably well despite continued pressures on Hire Craft numbers. Despite the decline in Hire Craft, the Private Craft increase means that income is broadly in line with the projections made in the Authority's current Financial Strategy for the period up to 2018/19, which was adopted by the Broads Authority in March 2016.

The current Financial Strategy was drawn up having regard to the Authority's grant settlement and the priorities in the Broads Plan. It sets out a prudent strategy for managing the limited resources available in order to build on the work underway across the organisation and to continue to deliver the Authority's key priorities over the next three years. The focus in developing the Financial Strategy has been to deliver the maximum possible efficiencies and savings from within central budgets in order to minimise the impact on front-line activity. Although it has not been entirely possible to mitigate the impact on the front line, savings have been achieved by the incremental changes of allocation on practical works between National Park and Navigation. The Authority continues to focus on identifying opportunities to raise income, make efficiencies and find further savings.

In raising additional income the Authority's focus has been on external funding bids including the Landscape Partnership Scheme. The development phase bid for £226,000 has been successful to the Heritage Lottery Fund, with the delivery phase bid due to be submitted in 2017. If successful this will be a project worth £4.5 million including match funding. Funding is also being sought in conjunction with other partners from the EU towards the Hickling Project and further Lottery Funding towards the Wetland Grassland Bid. In both cases other partners will be the Lead in these projects.

The 15 UK National Parks have also established the National Parks Partnership LLP which was launched on 9 May 2016 and wants to create successful corporate partnerships that generate vital income for the parks. Its aim is to make a very significant, sustainable and discernible contribution to the improved quality of UK National Parks and the benefits they offer for generations to come.

In developing the Financial Strategy, a number of assumptions have been made in respect of National Park Grant allocations, future boat numbers and the level of staff pay inflation. The Strategy follows the general principle that the Authority should seek to maintain the general reserve at a minimum of £100,000 plus 10% of net expenditure, and the navigation reserves at a minimum of 10% of net expenditure. It also expects that general and navigation income and expenditure should be broadly in balance across the life of the Financial Strategy.

Navigation funding is currently projecting a small surplus of £16k in 2016/17, with reserves at 11.1% of net expenditure at the end of the year. For general funding there is a projected deficit of £52k (after taking into account carry forwards requests) in 2016/17, with reserves at 29.9% of net expenditure.

The strategy also covers capital expenditure with the majority being funded from Earmarked Reserves and the rest from National Park Grant and Navigation income.

There are a significant number of variables – and some unknown quantities, such as future inflation – which could impact on these figures. The Financial Strategy will therefore be reviewed and updated by the Authority, having regard to any changes in circumstances and the annual outturn figures, at its meeting in January 2017. The annual toll increase for 2016/17 was set at an overall 4.5%. Any impact from the Tolls Working Group recommendations will need to be taken into account when setting the future strategy and will continue to be subject to consultation with the Navigation Committee and other stakeholders.

Statement of Responsibilities for the Statement of Accounts

The Authority's Responsibilities

The Authority is required to:-

- (a) Make arrangements for the proper administration of its financial affairs and to secure that one of its officers has the responsibility for the administration of those affairs. In this Authority, that officer is the Treasurer and Financial Adviser.
- (b) Manage its affairs to secure economic, efficient and effective use of resources and safeguard its assets.
- (c) Approve the statement of accounts.

The Treasurer and Financial Adviser's Responsibilities

The Treasurer and Financial Adviser is responsible for the preparation of the Authority's Statement of Accounts in accordance with proper practices as set out in the CIPFA/LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2015/16 (the Code).

In preparing this Statement of Accounts, the Treasurer and Financial Adviser has:-

- selected suitable accounting policies and then applied them consistently;
- made judgements and estimates that were reasonable and prudent; and
- complied with the Local Authority Code.

The Treasurer and Financial Adviser has also:

- kept proper accounting records which were up-to-date; and
- taken reasonable steps for the prevention and detection of fraud and other irregularities.

Treasurer and Financial Adviser's Certificate

I certify that the Statement of Accounts gives a true and fair view of the financial position of the Broads Authority at 31 March 2016 and its income and expenditure for the year ended 31 March 2016.

Jill Penn (Treasurer and Financial Adviser)

Certificate of Committee Resolution

I confirm that these accounts were approved by The Broads Authority at its meeting held 30 September 2016.

Signed on behalf of The Broads Authority:

Prof J A Burgess

(Chair of meeting approving the accounts)

30 September 2016

Independent Auditor's Report to the Members of the Broads Authority

Movement in Reserves Statement

This statement shows the movement in the year on the different reserves held by the Authority, analysed into 'usable' reserves (i.e. those that can be applied to fund expenditure) and 'other' reserves. The 'surplus or (deficit) on the provision of services' line shows the true economic cost of providing the Authority's services, more details of which are shown in the Comprehensive Income and Expenditure Statement.

2014/15	General Fund and Navigation Fund Balance £000	Capital Grant Unapplied Account £000	Earmarked Reserves £000	Total Useable Reserves £000	Unusable Reserves £000	Total Authority Reserves £000
Balance at 31 March 2014 (A)	1,089	64	1,798	2,951	(1,034)	1,917
Surplus or (deficit) on the provision of services	(626)	0	0	(626)	0	(626)
Other comprehensive income and expenditure	0	0	0	0	(1,584)	(1,584)
Total comprehensive income and expenditure	(626)	0	0	(626)	(1,584)	(2,210)
Adjustments between accounting basis and funding basis under regulations (Note 7)	564	(64)	0	500	(500)	0
Net increase or (decrease) before transfers to Earmarked Reserves	(62)	(64)	0	(126)	(2,084)	(2,210)
Transfers to or from Earmarked Reserves (Note 8)	205	0	(205)	0	0	0
Increase or (decrease) in 2014/15 (B)	143	(64)	(205)	(126)	(2,084)	(2,210)
Balance at 31 March 2015 (=A+B)	1,232	0	1,593	2,825	(3,118)	(293)

2015/16	General Fund and Navigation Fund Balance £000	Capital Grant Unapplied Account £000	Earmarked Reserves £000	Total Useable Reserves £000	Unusable Reserves £000	Total Authority Reserves £000
Balance at 31 March 2015 (A)	1,232	0	1,593	2,825	(3,118)	(293)
Surplus or (deficit) on the provision of services	(459)	0	0	(459)	0	(459)
Other comprehensive income and expenditure	0	0	0	0	2,662	2,662
Total comprehensive income and expenditure	(459)	0	0	(459)	2,662	2,203
Adjustments between accounting basis and funding basis under regulations (Note 7)	356	0	0	356	(356)	0
Net increase or (decrease) before transfers to Earmarked Reserves	(103)	0	0	(103)	2,306	2,203
Transfers to or from Earmarked Reserves (Note 8)	249	0	(249)	0	0	0
Increase or (decrease) in 2015/16 (B)	146	0	(249)	(103)	2,306	2,203
Balance at 31 March 2016 (=A+B)	1,378	0	1,344	2,722	(812)	1,910

Comprehensive Income and Expenditure Statement

This statement shows the accounting cost in the year of providing services in accordance with generally accepted accounting practices.

2014/15				Note	2015/16		
Gross Expenditure £000	Income £000	Net Expenditure / (Income) £000			Gross Expenditure £000	Income £000	Net Expenditure/ (Income) £000
1,102	(205)	897	Conservation of the natural environment	35	1,066	(221)	845
377	(28)	349	Conservation of cultural heritage		415	(66)	349
530	(14)	516	Recreation management and transport		545	(25)	520
781	(194)	587	Promoting understanding		738	(196)	542
475	(67)	408	Rangers, estates and volunteers		472	(23)	449
433	(83)	350	Development control		508	(167)	341
122	0	122	Forward planning and communities		79	0	79
182	0	182	Corporate and democratic core		86	0	86
3,280	(3,074)	206	Broads Navigation Account		3,310	(3,142)	168
7,282	(3,665)	3,617	Cost of services		7,219	(3,840)	3,379
		1	Other operating expenditure	9			15
		253	Financing and investment income and expenditure				254
		(3,245)	DEFRA National Park grant income				(3,189)
		626	(Surplus) or deficit on provision of services				459
		0	(Surplus) or deficit on revaluation of fixed assets				(21)
		1,584	Actuarial (gains) / losses on pension assets / liabilities				(2,641)
		1,584	Other comprehensive income and expenditure				(2,662)
		2,210	Total comprehensive income and expenditure				(2,203)

Balance Sheet

The Balance Sheet shows the value as at the Balance Sheet date of the assets and liabilities recognised by the Authority. The net assets of the Authority (assets less liabilities) are matched by the reserves held by the Authority.

As at 31 Mar 15 £000		Note	As at 31 Mar 16 £000
4,312	Property, Plant & Equipment	10	4,453
339	Investment Property	11	340
9	Long term debtors		10
4,660	Long term assets		4,803
4	Short term investments		10
112	Inventories	12	104
599	Short term debtors	13	494
4,312	Cash and cash equivalents	14	4,137
3	Assets held for sale		0
5,030	Current assets		4,745
(15)	Short term borrowing		(15)
(2,118)	Short term creditors	15	(1,944)
(47)	Provisions	16	(43)
(2,180)	Current liabilities		(2,002)
(167)	Long term borrowing		(152)
(7,636)	Other long term liabilities		(5,484)
(7,803)	Long term liabilities		(5,636)
(293)	Net assets/(liabilities)		1,910
	<u>Useable reserves</u>		
952	General Account fund balance		1,045
280	Navigation Account fund balance		333
1,593	Earmarked Reserves	8	1,344
	<u>Unusable reserves</u>	18	
1,426	Revaluation Reserve		1,426
2,875	Capital Adjustment Account		3,079
(7,372)	Pension Reserve		(5,274)
(47)	Accumulated Absence Reserve		(43)
(293)	Total reserves		1,910

I certify that the statement of accounts gives a true and fair view of the financial position of the authority at 31 March 2016 and its income and expenditure for the year ended 31 March 2016. These financial statements replace the unaudited statements certified by the Treasurer and Financial Adviser on 9 June 2016

Jill Penn (Treasurer and Financial Adviser)

30 September 2016

Cash Flow Statement

The Cash Flow Statement shows the changes in cash and cash equivalents of the Authority during the reporting period. The statement shows how the Authority generates and uses cash and cash equivalents by classifying cash flows as operating, investing and financing activities.

2014/15 £000	Revenue Activities	Note	2015/16 £000
(498)	Net surplus or (deficit) on the provision of services		(459)
1,055	Adjustments to net surplus or deficit on the provision of services for non-cash movements		833
(56)	Adjust for items in the net surplus or deficit on the provision of services that are Investing and Financing Activities		(5)
501	Net cash flows from Operating Activities	19	369
(270)	Investing Activities	20	(478)
(69)	Financing Activities	21	(66)
162	Net increase or (decrease) in cash and cash equivalents		(175)
4,150	Cash and cash equivalents at the beginning of the reporting period		4,312
4,312	Cash and cash equivalents at the end of the reporting period	14	4,137

Notes to the Statement of Accounts

1. Accounting Policies

i. General Principles

The Statement of Accounts summarises the Authority's transactions for the 2015/16 financial year and its position at the year end of 31 March 2016. The Authority is required to prepare an annual Statement of Accounts by the Accounts and Audit (England) Regulations 2015, which those regulations require to be prepared in accordance with proper accounting practices. These practices primarily comprise the Code of Practice on Local Authority Accounting in the United Kingdom 2015/16 and the Service Reporting Code of Practice 2015/16, supported by International Financial Reporting Standards (IFRS).

The accounting convention adopted in the Statement of Accounts is principally historical cost, modified by the revaluation of certain categories of non-current assets and financial instruments.

ii. Accruals of Income and Expenditure

Activity is accounted for in the year that it takes place, not simply when cash payments are made or received. In particular:

- Revenue from the sale of goods is recognised when the Authority transfers the significant risks and rewards of ownership to the purchaser and it is probable that economic benefits or service potential associated with the transaction will flow to the Authority.
- Revenue from the provision of services is recognised when the Authority can measure reliably the percentage of completion of the transaction and it is probable that economic benefits or service potential associated with the transaction will flow to the Authority.
- Supplies are recorded as expenditure when they are consumed – where there is a gap between the date supplies are received and their consumption, they are carried as inventories on the Balance Sheet.
- Expenses in relation to services received (including services provided by employees) are recorded as expenditure when the services are received rather than when payments are made.
- Interest receivable on investments and payable on borrowings is accounted for respectively as income and expenditure on the basis of the effective interest rate for the relevant financial instrument rather than the cash flows fixed or determined by the contract.
- Where revenue and expenditure have been recognised but cash has not been received or paid, a debtor or creditor for the relevant amounts is recorded in the Balance Sheet. Where debts may not be settled, the balance of debtors is written down and a charge made to revenue for the income that might not be collected. Specific bad debt provisions are reviewed annually.

iii. Cash and Cash Equivalents

Cash is represented by cash in hand and deposits with financial institutions repayable without penalty on notice of not more than 24 hours. Cash equivalents are investments that mature in 7 days or less from the date of acquisition and that are readily convertible to known amounts of cash with insignificant risk of change in value.

In the Cash Flow Statement, cash and cash equivalents are shown net of bank overdrafts that are repayable on demand and form an integral part of the Authority's cash management.

iv. Exceptional Items

When items of income and expense are material, their nature and amount is disclosed separately, either on the face of the Comprehensive Income and Expenditure Statement or in the notes to the accounts, depending on how significant the items are to an understanding of the Authority's financial performance.

v. Prior Period Adjustments, Changes in Accounting Policies and Estimates and Errors

Prior period adjustments may arise as a result of a change in accounting policies or to correct a material error. Changes in accounting estimates are accounted for prospectively, i.e. in the current and future years affected by the change and do not give rise to a prior period adjustment.

Changes in accounting policies are only made when required by proper accounting practices or the change provides more reliable or relevant information about the effect of transactions, other events and conditions on the Authority's financial position or financial performance. Where a change is made, it is applied retrospectively (unless stated otherwise) by adjusting opening balances and comparative amounts for the prior period as if the new policy had always been applied.

Material errors discovered in prior period figures are corrected retrospectively by amending opening balances and comparative amounts for the prior period.

vi. Charges to Revenue for Non-Current Assets

Services, support services and trading accounts are debited with the following amounts to record the cost of holding fixed assets during the year:

- depreciation attributable to the assets used by the relevant service;
- revaluation and impairment losses on assets used by the service where there are no accumulated gains in the Revaluation Reserve against which the losses can be written off; and
- amortisation of intangible fixed assets attributable to the service.

vii. Employee Benefits

Benefits payable during employment

Short-term employee benefits are those due to be settled within 12 months of the year-end. They include such benefits as wages and salaries, paid annual leave and paid sick leave, bonuses and non-monetary benefits (e.g. cars) for current employees and are recognised as an expense for services in the year in which employees render service to the Authority. An accrual is made for the cost of holiday entitlements (or any form of leave, e.g. time off in lieu) earned by employees but not taken before the year-end which employees can carry forward into the next financial year. The accrual is made at the wage and salary rates applicable in the following accounting year, being the period in which the employee takes the benefit. The accrual is charged to Surplus or Deficit on the Provision of Services, but then reversed out through the Movement in Reserves Statement so that holiday benefits are charged to revenue in the financial year in which the holiday absence occurs.

Termination Benefits

Termination benefits are amounts payable as a result of a decision by the Authority to terminate an officer's employment before the normal retirement date or an officer's decision to accept voluntary redundancy and are charged on an accruals basis to the appropriate service line in the Comprehensive Income and Expenditure Statement when the Authority is demonstrably committed to the termination of the employment of an officer or group of officers or making an offer to encourage voluntary redundancy.

Where termination benefits involve the enhancement of pensions, statutory provisions require the General Fund balance to be charged with the amount payable by the Authority to the pension fund or pensioner in the year, not the amount calculated according to the relevant accounting standards. In the Movement in Reserves Statement, appropriations are required to and from the Pensions Reserve to remove the notional debits and credits for pension enhancement termination benefits and replace them with debits for the cash paid to the pension fund and pensioners and any such amounts payable but unpaid at the year-end.

Post-Employment Benefits

Employees of the Broads Authority are members of Norfolk Pension Fund for civilian employees (the Local Government Pension Scheme), administered by Norfolk County Council. This is a funded defined benefit final salary scheme, meaning that the Authority and employees pay contributions into a fund, calculated at a level intended to balance the pension liabilities with investment assets.

viii. Events After the Balance Sheet Date

Events after the Balance Sheet date are those events, both favourable and unfavourable, that occur between the end of the reporting period and the date when the Statement of Accounts is authorised for issue. Two types of events can be identified:

- Those that provide evidence of conditions that existed at the end of the reporting period – the Statement of Accounts is adjusted to reflect such events.
- Those that are indicative of conditions that arose after the reporting period – the Statement of Accounts is not adjusted to reflect such events, but where a category of events would have a material effect, disclosure is made in the notes of the nature of the events and their estimated financial effect.

Events taking place after the date of authorisation for issue are not reflected in the Statement of Accounts.

ix. Fair Value Measurement

The Authority measures some of its non-financial assets such as investment properties and some of its financial instruments such as borrowings at fair value at each reporting date. Fair value is the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date. The fair value measurement assumes that the transaction to sell the asset or transfer the liability takes place either:

- In the principal market for the asset or liability, or
- In the absence of a principal market, in the most advantageous market for the asset or liability.

The Authority measures the fair value of an asset or liability using the assumptions that market participants would use when pricing the asset or liability, assuming that market participants act in their economic best interest.

When measuring the fair value of a non-financial asset, the Authority takes into account a market participant's ability to generate economic benefits by using the asset in its highest and best use or by selling it to another market participant that would use the asset in its highest and best use.

The Authority uses valuation techniques that are appropriate in the circumstances and for which sufficient data is available, maximising the use of relevant observable inputs and minimising the use of unobservable inputs.

Inputs to the valuation techniques in respect of assets and liabilities for which fair value is measured or disclosed in the Authority's financial statements are categorised within the fair value hierarchy, as follows:

- Level 1 – quotes prices (unadjusted) in active markets for identical assets or liabilities that the Authority can access at the measurement date;
- Level 2 – inputs other than quoted prices included within Level 1 that are observable for the asset or liability, either directly or indirectly;
- Level 3 – unobservable inputs for the asset or liability.

x. Financial Instruments

Financial instruments are defined as contracts that give rise to a financial asset of one entity and a financial liability or equity instrument of another entity. The term financial instrument covers both financial assets and financial liabilities and includes the most straightforward financial assets and liabilities such as trade receivables and trade payables and the complex ones such as derivatives.

Financial liabilities are recognised on the Balance Sheet when the Authority becomes party to the contractual provisions of a financial instrument and are initially measured at fair value and carried at their amortised cost. Long term loans are shown in the balance sheet as the capital element outstanding at the year end, split between amounts due within the current year and amounts due outside the year. Any interest paid is taken directly to the income and expenditure account. The 'fair value' of any loans is disclosed in the notes to the accounts with accompanying explanations.

Financial assets are classified into two types:

- Loans and Receivables – assets that have fixed or determinable payments, but are not quoted on an active market.
- Available for Sale Assets – assets that have a quoted market price and / or do not have fixed or determinable payments.

The Authority has not made any material loans.

xi. Foreign Currency Translation

Where the Authority has entered into a transaction denominated in a foreign currency, the transaction is converted into sterling at the exchange rate applicable on the date the transaction was effective. Where amounts in foreign currency are outstanding at the year-end, they are reconverted at the spot exchange rate at 31 March. Resulting gains or losses are recognised in the Financing and Investment Income and Expenditure line in the Comprehensive Income and Expenditure Statement

xii. Government Grants and Contributions

Whether paid on account, by instalments or in arrears, government grants and third party contributions and donations are recognised as due to the Authority when there is reasonable assurance that:

- the Authority will comply with the conditions attached to the payments; and
- the grants or contributions will be received.

Amounts recognised as due to the Authority are not credited to the Comprehensive Income and Expenditure Statement until conditions attached to the grant or contribution have been satisfied. Conditions are stipulations that specify that the future economic benefits or service potential embodied in the asset acquired using the grant or contribution are required to be consumed by the recipient as specified, or future economic benefits or service potential must be returned to the transferor.

Monies advanced as grants and contributions for which conditions have not been satisfied are carried in the Balance Sheet as creditors. When conditions are satisfied, the grant or contribution is credited to the relevant service line (attributable revenue grants and contributions) or Taxation and Non-Specific Grant Income (non-ringfenced revenue grants and all capital grants) in the Comprehensive Income and Expenditure Statement.

Where capital grants are credited to the Comprehensive Income and Expenditure Statement, they are reversed out of the General Fund Balance in the Movement in Reserves Statement.

Where the grant has yet to be used to finance capital expenditure, it is posted to the Capital Grants Unapplied reserve. Where it has been applied, it is posted to the Capital Adjustment Account. Amounts in the Capital Grants Unapplied reserve are transferred to the Capital Adjustment Account once they have been applied to fund capital expenditure.

xiii. Investment Property

Investment properties are those that are used solely to earn rentals and / or for capital appreciation. The definition is not met if the property is used in any way to facilitate the delivery of services or production of goods or is held for sale.

Investment properties are measured initially at cost and subsequently at fair value, based on the amount at which the asset could be exchanged between knowledgeable parties at arm's length. Properties are not depreciated but are revalued annually according to market conditions at the year-end. Gains and losses on revaluation are posted to the Financing and Investment Income and Expenditure line in the Comprehensive Income and Expenditure Statement. The same treatment is applied to gains and losses on disposal.

Rentals received in relation to investment properties are credited to the Financing and Investment Income line and result in a gain for the general reserve balances. However, revaluation and disposal gains and losses are not permitted by statutory arrangements to have an impact on the general reserve balances. The gains and losses are therefore reversed out of the general reserve balance in the Movement in Reserves Statement and posted to the Capital Adjustment Account and (for any sale proceeds greater than £10,000) the Capital Receipts Reserve.

xiv. Inventories

Inventories are included in the Balance Sheet at the lower of cost or net realisable value. The cost of inventories is assigned using the FIFO (first-in, first-out) costing formula.

xv. Leases

Leases are classified as finance leases where the terms of the lease transfer substantially all the risks and rewards incidental to ownership of the property, plant or equipment from the lessor to the lessee. All other leases are classified as operating leases.

Where a lease covers both land and buildings, the land and buildings elements are considered separately for classification.

Arrangements that do not have the legal status of a lease but convey a right to use an asset in return for payment are accounted for under this policy where fulfilment of the arrangement is dependent on the use of specific assets.

The Authority as Lessee

Finance Leases

Property, Plant and Equipment held under finance leases is recognised on the Balance Sheet at the commencement of the lease at its fair value measured at the lease's inception (or the present value of the minimum lease payments, if lower). The asset recognised is matched by a liability for the obligation to pay the lessor. Initial direct costs of the Authority are added to the carrying amount of the asset. Premiums paid on entry into a lease are applied to writing down the lease liability. Contingent rents are charged as expenses in the periods in which they are incurred.

Lease payments are apportioned between:

- a charge for the acquisition of the interest in the property, plant or equipment – applied to write down the lease liability; and
- a finance charge (debited to the Financing and Investment Income and Expenditure line in the Comprehensive Income and Expenditure Statement).

Property, Plant and Equipment recognised under finance leases is accounted for using the policies applied generally to such assets, subject to depreciation being charged over the lease term if this is shorter than the asset's estimated useful life (where ownership of the asset does not transfer to the Authority at the end of the lease period).

Depreciation and revaluation and impairment losses are therefore substituted by a revenue contribution in the General Fund Balance, by way of an adjusting transaction with the Capital Adjustment Account in the Movement in Reserves Statement.

Operating Leases

Rentals paid under operating leases are charged to the Comprehensive Income and Expenditure Statement as an expense of the services benefitting from use of the leased property, plant or equipment. Charges are made on a straight-line basis over the life of the lease, even if this does not match the pattern of payments (e.g. there is a rent-free period at the commencement of the lease).

The Authority as Lessor

Operating Leases

Where the Authority grants an operating lease over a property or an item of plant or equipment, the asset is retained in the Balance Sheet. Rental income is credited to the Other Operating Expenditure line in the Comprehensive Income and Expenditure Statement. Credits are made on a straight-line basis over the life of the lease, even if this does not match the pattern of payments (e.g. there is a premium paid at the commencement of the

lease). Initial direct costs incurred in negotiating and arranging the lease are added to the carrying amount of the relevant asset and charged as an expense over the lease term on the same basis as rental income.

xvi. Overheads and Support Services

The costs of overheads and support services are charged to those that benefit from the supply or service in accordance with the costing principles of the *CIPFA Service Reporting Code of Practice 2015/16* (SeRCOP). The total absorption costing principle is used – the full cost of overheads and support services are shared between users in proportion to the benefits received, with the exception of:

- Corporate and Democratic Core – costs relating to the Authority's status as a multifunctional, democratic organisation.
- Non Distributed Costs – the cost of discretionary benefits awarded to employees retiring early and impairment losses chargeable on Assets Held for Sale.

These two cost categories are defined in SeRCOP and accounted for as separate headings in the Comprehensive Income and Expenditure Statement, as part of Net Expenditure on Continuing Services.

xvii. Property, Plant and Equipment

Assets that have physical substance and are held for use in the production or supply of goods or services, for rental to others, or for administrative purposes, and that are expected to be used during more than one financial year are classified as Property, Plant and Equipment.

Recognition

Expenditure on the acquisition, creation or enhancement of Property, Plant and Equipment is capitalised on an accruals basis, provided that it is probable that the future economic benefits or service potential associated with the item will flow to the Authority and the cost of the item can be measured reliably. Expenditure that maintains but does not add to an asset's potential to deliver future economic benefits or service potential (i.e. repairs and maintenance) is charged as an expense when it is incurred. A de minimis limit of £5,000 is used to recognise fixed assets.

Measurement

Assets are initially measured at cost, comprising:

- the purchase price; and
- any costs attributable to bringing the asset to the location and condition necessary for it to be capable of operating in the manner intended by management.

The Authority does not capitalise borrowing costs incurred whilst assets are under construction.

The cost of assets acquired other than by purchase is deemed to be its fair value, unless the acquisition does not have commercial substance (i.e. it will not lead to a variation in the cash flows of the Authority). In the latter case, where an asset is acquired via an exchange, the cost of the acquisition is the carrying amount of the asset given up by the Authority.

Donated assets are measured initially at fair value. The difference between fair value and any consideration paid is credited to the Taxation and Non-Specific Grant Income line of the Comprehensive Income and Expenditure Statement, unless the donation has been made conditionally. Until conditions are satisfied, the gain is held in the Donated Assets Account. Where gains are credited to the Comprehensive Income and Expenditure Statement, they

are reversed out of the General Fund Balance to the Capital Adjustment Account in the Movement in Reserves Statement.

Assets are then carried in the Balance Sheet using the following measurement bases:

- infrastructure, community assets and assets under construction – depreciated historical cost.
- all other assets – fair value, determined as the amount that would be paid for the asset in its existing use (existing use value – EUV).

Where there is no market-based evidence of fair value because of the specialist nature of an asset, depreciated replacement cost (DRC) is used as an estimate of fair value.

Where non-property assets that have short useful lives or low values (or both), depreciated historical cost basis is used as a proxy for fair value.

Assets included in the Balance Sheet at fair value are revalued sufficiently regularly to ensure that their carrying amount is not materially different from their fair value at the year-end, but as a minimum every five years. Increases in valuations are matched by credits to the Revaluation Reserve to recognise unrealised gains. Exceptionally, gains might be credited to the Comprehensive Income and Expenditure Statement where they arise from the reversal of a loss previously charged to a service.

Where decreases in value are identified, they are accounted for by:

- where there is a balance of revaluation gains for the asset in the Revaluation Reserve, the carrying amount of the asset is written down against that balance (up to the amount of the accumulated gains).
- where there is no balance in the Revaluation Reserve or an insufficient balance, the carrying amount of the asset is written down against the relevant service line(s) in the Comprehensive Income and Expenditure Statement.

The Revaluation Reserve contains revaluation gains recognised since 1 April 2007 only, the date of its formal implementation. Gains arising before that date have been consolidated into the Capital Adjustment Account.

Impairment

Assets are assessed at each year-end as to whether there is any indication that an asset may be impaired. Where indications exist and any possible differences are estimated to be material, the recoverable amount of the asset is estimated and, where this is less than the carrying amount of the asset, an impairment loss is recognised for the shortfall.

Where impairment losses are identified, they are accounted for by:

- where there is a balance of revaluation gains for the asset in the Revaluation Reserve, the carrying amount of the asset is written down against that balance (up to the amount of the accumulated gains).
- where there is no balance in the Revaluation Reserve or an insufficient balance, the carrying amount of the asset is written down against the relevant service line(s) in the Comprehensive Income and Expenditure Statement.

Where an impairment loss is reversed subsequently, the reversal is credited to the relevant service line(s) in the Comprehensive Income and Expenditure Statement, up to the amount of the original loss, adjusted for depreciation that would have been charged if the loss had not been recognised.

Depreciation

Depreciation is provided for on all Property, Plant and Equipment assets by the systematic allocation of their depreciable amounts over their useful lives. An exception is made for assets without a determinable finite useful life (i.e. freehold land and certain Community Assets) and assets that are not yet available for use (i.e. assets under construction).

Depreciation is calculated on the following bases:

- dwellings and other buildings – straight-line allocation between 5 and 50 years, as advised by a professional valuer;
- vehicles, plant, furniture and equipment – straight-line allocation between 5 and 10 years, as advised by a suitably qualified officer; and
- infrastructure – straight-line allocation over 25 years, as advised by a suitably qualified officer.

Where an asset has been acquired under a finance lease arrangement, and the lease term is shorter than the asset's estimated useful life, the asset is depreciated over the lease term.

Where an item of Property, Plant and Equipment asset has major components whose cost is significant in relation to the total cost of the item, the components are depreciated separately.

Revaluation gains are also depreciated, with an amount equal to the difference between current value depreciation charged on assets and the depreciation that would have been chargeable based on their historical cost being transferred each year from the Revaluation Reserve to the Capital Adjustment Account.

Receipts below £5,000 arising from the sale of fixed assets are allocated to revenue. The Broads Authority has a policy of not depreciating assets in the first year of ownership.

Disposals and Non-current Assets

Assets that are to be abandoned or scrapped are not reclassified as Assets Held for Sale. When an asset is disposed of or decommissioned, the carrying amount of the asset in the Balance Sheet (whether Property, Plant or Equipment) is written off to the Other Operating Expenditure line in the Comprehensive Income and Expenditure Statement as part of the gain or loss on disposal. Receipts from disposals (if any) are credited to the same line in the Comprehensive Income and Expenditure Statement also as part of the gain or loss on disposal (i.e. netted off against the carrying value of the asset at the time of disposal). Any revaluation gains accumulated for the asset in the Revaluation Reserve are transferred to the Capital Adjustment Account.

Amounts received for a disposal in excess of £10,000 are categorised as capital receipts. A proportion of receipts relating to housing disposals (75% for dwellings, 50% for land and other assets, net of statutory deductions and allowances) is payable to the Government. The balance of receipts is required to be credited to the Capital Receipts Reserve, and can then only be used for new capital investment, or set aside to reduce the Authority's underlying need to borrow (the capital financing requirement) (England and Wales). Receipts are appropriated to the Reserve from the General Fund Balance in the Movement in Reserves Statement.

The written-off value of disposals is not a charge against the general fund, as the cost of fixed assets is fully provided for under separate arrangements for capital financing. Amounts are appropriated to the Capital Adjustment Account from the General Fund Balance in the Movement in Reserves Statement.

xviii. Provisions, Contingent Liabilities and Contingent Assets

Provisions

Provisions are made where an event has taken place that gives the Authority a legal or constructive obligation that probably requires settlement by a transfer of economic benefits or service potential, and a reliable estimate can be made of the amount of the obligation. For instance, the Authority may be involved in a court case that could eventually result in the making of a settlement or the payment of compensation.

Provisions are charged as an expense to the appropriate service line in the Comprehensive Income and Expenditure Statement in the year that the Authority becomes aware of the obligation, and are measured at the best estimate at the balance sheet date of the expenditure required to settle the obligation, taking into account relevant risks and uncertainties.

When payments are eventually made, they are charged to the provision carried in the Balance Sheet. Estimated settlements are reviewed at the end of each financial year – where it becomes less than probable that a transfer of economic benefits will now be required (or a lower settlement than anticipated is made), the provision is reversed and credited back to the relevant service.

Where some or all of the payment required to settle a provision is expected to be recovered from another party (e.g. from an insurance claim), this is only recognised as income for the relevant service if it is virtually certain that reimbursement will be received if the Authority settles the obligation.

Contingent Liabilities

A contingent liability arises where an event has taken place that gives the Authority a possible obligation whose existence will only be confirmed by the occurrence or otherwise of uncertain future events not wholly within the control of the Authority. Contingent liabilities also arise in circumstances where a provision would otherwise be made but either it is not probable that an outflow of resources will be required or the amount of the obligation cannot be measured reliably.

Contingent liabilities are not recognised in the Balance Sheet but are disclosed in a note (note 32) to the accounts.

Contingent Assets

A contingent asset arises where an event has taken place that gives the Authority a possible asset whose existence will only be confirmed by the occurrence or otherwise of uncertain future events not wholly within the control of the Authority.

Contingent assets are not recognised in the Balance Sheet but disclosed in a note to the accounts where it is probable that there will be an inflow of economic benefits or service potential.

xix. Reserves

The Authority sets aside specific amounts as reserves for future policy purposes or to cover contingencies. Reserves are created by appropriating amounts out of the General Fund Balance in the Movement in Reserves Statement. When expenditure to be financed from a reserve is incurred, it is charged to the appropriate service in that year to score against the Surplus or Deficit on the Provision of Services in the Comprehensive Income and Expenditure Statement.

Certain reserves are kept to manage the accounting processes for non-current assets, financial instruments and retirement and employee benefits and do not represent useable resources for the Authority – these reserves are explained in the relevant policies.

xx. Operating Segments

In accordance with IFRS 8 and the Code, the Broads Authority keeps the general fund and navigation fund separately. Under the Code, the Authority has prepared a single income and expenditure account for 2015/16, however in note 35 to the accounts the navigation income and expenditure is shown.

xxi. Allocation of Costs

Salary, vehicle and other revenue costs are reallocated within the general expenditure to major projects that are grant aided partially or wholly by sources other than Defra grant. The method of allocation is kept as simple as possible and is either made on usage, such as number of hours spent on a project, or estimated on a percentage basis.

Recharges between the general and navigation funds are based on staff time and usage.

xxii. Revenue Expenditure Funded from Capital Under Statute

Expenditure incurred during the year that may be capitalised under statutory provisions but that does not result in the creation of a non-current asset has been charged as expenditure to the relevant service in the Comprehensive Income and Expenditure Statement in the year.

xxiii. VAT

VAT payable is included as an expense only to the extent that it is not recoverable from Her Majesty's Revenue and Customs. VAT receivable is excluded from income.

2. Accounting Standards that have been issued but have not yet been adopted

The 2016/17 Code of Practice on Local Authority Accounting adopts the following amendments to International Accounting Standards and International Financial Reporting Standards, which will be required from 1 April 2016:

- IAS 1 Presentation of Financial Statements. This standard provides guidance on the form of the financial statements. The 'Telling the Story' review of the presentation of the Local Authority financial statements as well as the December 2014 changes to IAS 1 under the International Accounting Standards Board (IASB) Disclosure Initiative will result in changes to the format of the accounts in 2016/17. The format of the Comprehensive Income and Expenditure Statement and the Movement in Reserves Statement will change and introduce a new Expenditure and Funding Analysis.
- Other minor changes due to Annual Improvement to IFRSs cycles, IFRS11 Joint arrangements, IAS 16 Property Plant, Equipment and IAS 38 Intangible Assets and IAS 19 Employee Benefits are minor and are not expected to have a material effect on the Authority's Statement of Accounts.

3. Critical judgements in applying accounting policies

In applying the accounting policies set out in note 1, the Authority has had to make certain judgements about complex transactions or those involving uncertainty about future events. The critical judgements made in the Statement of Accounts are:

- Despite the four year settlement from DEFRA there remains a degree of uncertainty about the longer term levels of funding for National Parks. However, the Authority has determined that this uncertainty is not yet sufficient to provide an indication that the assets of the Authority might be impaired as a result of a need to close facilities and reduce levels of service provision.
- The Authority is a member of Whitlingham Charitable Trust of which there are three members. The Authority can appoint up to four trustees and there shall be no more than nine in total. The Trust is limited by guarantee in which each member agrees to contribute £1 in the event of it being wound up. Whitlingham Charitable Trust was established to manage and maintain Whitlingham Country Park for public benefit. Whilst the Authority does have significant influence in the management of the Trust, it does not have a controlling influence, and it does not have any share equity, or any share in profits or losses. It is considered therefore that International Public Sector Accounting Standard (IPSAS) 7 – Accounting for Investments in Associates - does not apply as the charity has no formal equity structure, and the Authority does not derive any financial benefit from the Trust.

4. Assumptions made about the future and other major sources of estimation uncertainty

The preparation of financial statements requires management to make judgements, estimates and assumptions that affect the amounts reported for assets and liabilities as at the balance sheet date and the amounts reported for the revenues and expenses during the year. However, the nature of estimation means that actual outcomes could differ from those estimates. The key judgements and estimation uncertainty that have a significant risk of causing material adjustment to the carrying amounts of assets and liabilities within the next financial year are:

Item	Uncertainties	Effect if actual results differ from assumptions
Property Plant and Equipment	Assets are depreciated over useful lives that are dependent on assumptions about the level of repairs and maintenance that will be incurred in relation to individual assets. The current economic climate makes it uncertain that the Authority will be able to sustain its current spending on repairs and maintenance, bringing into doubt the useful lives assigned to assets.	<p>If the useful life of assets is reduced, depreciation increases and the carrying amount of the assets fall.</p> <p>It is estimated that the annual depreciation charge would increase by £56,000 for every year that useful lives had to be reduced.</p>

Item	Uncertainties	Effect if actual results differ from assumptions
Pensions Liability	Estimation of the net liability to pay pensions depends on a number of complex judgements relating to the discount rate used, the rate at which salaries are projected to increase, changes in retirement ages, mortality rates and expected returns on pension fund assets. A firm of consulting actuaries is engaged to provide the Authority with expert advice about the assumptions to be applied.	The effects on the net pensions liability of changes in individual assumptions can be measured. For instance, a 0.5% decrease in the discount rate assumption would result in an increase in the pension liability of £2,843,000. Further details are set out in the sensitivity analysis in note 31.

5. Material Items of Income and Expense

There are no material items of expense in relation to 2015/16 which are not disclosed elsewhere within the Statement of Accounts.

6. Events after the balance sheet date

The Statement of Accounts was authorised for issue by the Treasurer and Financial Adviser on 30 September 2016. Events taking place after this date are not reflected in the financial statements or notes.

Subsequent to the approval of the draft accounts, the Authority has received further information regarding the contingent liabilities disclosed in note 32 on page 64.

Appeal against Adjacent tolls decision

The Defendant's appeal against the adjacent waters tolls decision has been subsequently heard by the Crown Court on 15 July 2016 who held that the Authority's toll was reasonable, thereby concluding the appeal in the Authority's favour. The Court has ordered the Defendant to pay a contribution towards the Authority's costs. The Defendant has indicated that he has lodged an appeal this decision and whilst the grounds for any further appeal are limited, formal paperwork is awaited.

Planning Injunction

The injunction was heard on 17 June 2016 and it has been determined that the Defendant has 3 months to comply with the main provision of the order. The Court has ordered the Defendant to pay two-thirds of the Authority's assessed costs. These costs will need to be the subject of detailed assessment proceedings if not formally agreed by the Defendant.

For the purposes of these financial statements these decisions are considered as a non-adjusting event.

7. Adjustments between accounting basis and funding basis under regulations

This note details the adjustments that are made to the total comprehensive income and expenditure recognised by the Authority in the year in accordance with proper accounting practice to the resources that are specified by statutory provisions as being available to the Authority to meet future capital and revenue expenditure.

General Fund & Navigation Fund	Capital Grant Unapplied	Movement in Unusable Reserves		General Fund & Navigation Fund	Capital Grant Unapplied	Movement in Unusable Reserves
2014/15	2014/15	2014/15		2015/16	2015/16	2015/16
£000	£000	£000		£000	£000	£000
			Adjustments primarily involving the Capital Adjustment Account:			
			Reversal of items debited or credited to the Comprehensive Expenditure and Income Statement:			
310	0	(310)	Charges for depreciation and impairment of non-current assets	330	0	(330)
6	0	(6)	Revaluation losses on property, plant and equipment	0	0	0
14	0	(14)	Amortisation of intangible assets	0	0	0
0	0	0	Movements in the fair value of investment properties	(1)	0	1
51	0	(51)	Amounts of non-current assets written off on disposal or sale as part of the gain/loss on disposal to the Comprehensive Income and Expenditure Statement	22	0	(22)
			Insertion of items not debited or credited to the Comprehensive Income and Expenditure Statement:			
(70)	0	70	Statutory provision for the financing of capital investment	(67)	0	67
(218)	0	218	Capital expenditure charged against the General Fund	(467)	0	467

General Fund & Navigation Fund	Capital Grant Unapplied	Movement in Unusable Reserves		General Fund & Navigation Fund	Capital Grant Unapplied	Movement in Unusable Reserves
2014/15	2014/15	2014/15		2015/16	2015/16	2015/16
£000	£000	£000		£000	£000	£000
955	0	(955)	Adjustments involving the Pensions Reserve: Reversal of items relating to post-employment benefits debited or credited to the Surplus or Deficit on the Provision of Services in the Comprehensive Income and Expenditure Statement (see note 31)	1,117	0	(1,117)
(544)	0	544	Employer's pension contributions and direct payments to pensioners payable in the year	(574)	0	574
(4)	0	4	Adjustments involving the accumulated Absences Account: Adjustments in relation to short-term compensated absences	(4)	0	4
64	(64)	0	Adjustments involving the Capital Grant Unapplied Account: Capital grants and contributions unapplied credited to the Comprehensive Income and Expenditure Statement	0	0	0
564	(64)	(500)	Total Adjustments	356	0	(356)

8. Transfers to / from earmarked reserves

This note presents details of the amounts set aside in earmarked reserves to provide financing for future expenditure and the amounts posted back from earmarked reserves to meet expenditure in 2015/16. During the year, the Authority consolidated its earmarked reserves into a smaller number of reserves holding larger balances. A description of each of the earmarked reserves follows the table below.

	Balance at 31 March 2014 £000	Transfers in 2014/15 £000	Transfers out 2014/15 £000	Balance at 31 March 2015 £000	Transfers in 2015/16 £000	Transfers out 2015/16 £000	Balance at 31 March 2016 £000
Mobile Phone Upgrade / IT Reserve	(8)	(7)	14	(1)	0	1	0
Planning Delivery Grant	(454)	(6)	106	(354)	(3)	65	(292)
Sustainable Development Fund	(66)	(12)	78	0	0	0	0
STEP	(8)	0	8	0	0	0	0
PRISMA	(245)	(15)	88	(172)	(1)	173	0
Heritage Lottery Fund	0	0	0	0	(77)	21	(56)
Upper Thurne Enhancement Scheme	(82)	0	29	(53)	(3)	0	(56)
Section 106 Agreements	(12)	(31)	27	(16)	(64)	4	(76)
Property	(568)	(94)	75	(587)	(30)	256	(361)
Plant, Vessels and Equipment	(216)	(184)	160	(240)	(320)	259	(301)
Premises	(139)	(31)	0	(170)	(32)	0	(202)
Total	(1,798)	(380)	585	(1,593)	(530)	779	(1,344)

Earmarked reserves

Mobile Phone Upgrade / IT Reserve

A reserve set up for holding the balance of ring-fenced Defra “INSPIRE” grant funding provided to support the Authority in meeting regulatory requirements for publishing geospatial information related to the environment under the European INSPIRE Directive. This grant funded project has now finished.

Planning Delivery Grant

Balance of Defra and OPDM grants awarded to deliver the planning service.

PRISMA

A reserve account set up for European grant part funded projects and trials relating to the development of sustainable techniques and methods for the dredging, treatment and reuse of sediment. At the end of 2015/16 this grant funded project was finished and transferred to the Plant, Vessels and Equipment Reserve which helped initially set up the reserve.

Heritage Lottery Fund

A reserve account set up for the Landscape Partnership project funded by the Heritage Lottery Fund.

Upper Thurne Enhancement Scheme

Reserve established to hold the balance of ring-fenced Environment Agency funding for enhancement works in the Upper Thurne.

Section 106 Agreements

A reserve account established to hold ring-fenced developers’ contributions relating to planning application conditions.

Property

A reserve account set up to provide for the ongoing maintenance of the Authority’s major assets, moorings and operational property assets, including Mutford Lock.

Plant, Vessels and Equipment

Reserve established to provide for the maintenance and replacement of the Authority’s plant and equipment, including launches, construction and maintenance vessels and equipment, pool vehicles and fen management equipment.

Premises

A reserve account providing for the maintenance and development of both the Authority’s Dockyard facility and main office site.

9. Financing and Investment Income and Expenditure

2014/15 £000		2015/16 £000
36	Interest payable and similar charges	40
233	Net interest on the net defined benefit liability (asset)	241
(19)	Interest receivable and similar income	(23)
3	Income and expenditure in relation to investment properties and changes in their fair value	(4)
253	Total	254

10. Property, Plant and Equipment

Movements on balances 2014/15

Cost or valuation	Land and Buildings £000	Vehicles, Plant, Furniture & Equipment £000	Infrastructure Assets £000	Community Assets £000	Assets Under Construction £000	Total Property, Plant and Equipment £000
At 1 April 2014	2,688	2,279	302	323	78	5,670
additions	34	282	0	0	0	316
revaluation increases / (decreases) recognised in the Surplus / Deficit on the Provision of Services	(1)	0	0	0	0	(1)
derecognition – disposals	(23)	(116)	0	0	0	(139)
assets reclassified (to) / from Assets Under Construction	0	59	0	0	(59)	0
assets reclassified (to) / from Assets Held for Sale	(8)	0	0	0	0	(8)
At 31 March 2015	2,690	2,504	302	323	19	5,838

Accumulated depreciation and impairment	Land and Buildings £000	Vehicles, Plant, Furniture & Equipment £000	Infrastructure Assets £000	Community Assets £000	Assets Under Construction £000	Total Property, Plant and Equipment £000
At 1 April 2014	36	1,105	163	0	0	1,304
depreciation charge	26	269	15	0	0	310
derecognition – disposals	0	(88)	0	0	0	(88)
At 31 March 2015	62	1,286	178	0	0	1,526

Net Book Value	Land and Buildings £000	Vehicles, Plant, Furniture & Equipment £000	Infrastructure Assets £000	Community Assets £000	Assets Under Construction £000	Total Property, Plant and Equipment £000
At 31 March 2015	2,628	1,218	124	323	19	4,312
At 31 March 2014	2,652	1,174	139	323	78	4,366

Movements on balances 2015/16

Cost or valuation	Land and Buildings £000	Vehicles, Plant, Furniture & Equipment £000	Infrastructure Assets £000	Community Assets £000	Assets Under Construction £000	Total Property, Plant and Equipment £000
At 1 April 2015	2,690	2,504	302	323	19	5,838
additions	123	194	0	0	150	467
revaluation increases / (decreases) recognised in the Revaluation Reserve	22	0	0	0	0	22
derecognition – disposals	0	(66)	0	0	0	(66)
At 31 March 2016	2,835	2,632	302	323	169	6,261

Accumulated depreciation and impairment	Land and Buildings £000	Vehicles, Plant, Furniture & Equipment £000	Infrastructure Assets £000	Community Assets £000	Assets Under Construction £000	Total Property, Plant and Equipment £000
At 1 April 2015	62	1,286	178	0	0	1,526
depreciation charge	17	298	15	0	0	330
derecognition – disposals	0	(48)	0	0	0	(48)
At 31 March 2016	79	1,536	193	0	0	1,808

Net Book Value	Land and Buildings £000	Vehicles, Plant, Furniture & Equipment £000	Infrastructure Assets £000	Community Assets £000	Assets Under Construction £000	Total Property, Plant and Equipment £000
At 31 March 2016	2,756	1,096	109	323	169	4,453
At 31 March 2015	2,628	1,218	124	323	19	4,312

Depreciation

The following useful lives and depreciation rates have been used in the calculation of depreciation:

Category of Asset	Depreciation method	Depreciation period
Operational Land and Buildings	Straight line. (20% assumed land value, where no split available)	Between 5 to 50 years as per professional advice
Community Land	Not depreciated	Not depreciated
Infrastructure Asset	Straight line	25 years
Vehicles, Vessels and Equipment	Straight line	7 years / 10 Years
Computer and Office Equipment	Straight line	5 years

Capital Commitments

The Authority was committed to one significant capital contract as at the balance sheet date. Details of the amounts outstanding under this contract are set out in the table below.

Contract	Total contract value £000	Payments made to 31 March 2016 £000	Outstanding commitments £000
Third replacement Wherry	113	102	11
Third replacement Launch	88	44	44
Total	201	146	55

Impairments

In accordance with IAS 36 and the Code, Directors have undertaken an annual impairment review. No assets were considered to be impaired.

Revaluations

The Authority carries out a rolling programme that ensures that all Property, Plant and Equipment required to be measured at fair value is revalued every five years. All valuations were carried out internally. Valuations of land and buildings were carried out in accordance with methodologies and bases for estimation set out in the professional standards of the Royal Institution of Chartered Surveyors. Valuations of vehicles, plant, furniture and equipment are based on current prices where there is an active second-hand market or latest list prices adjusted for the condition of the asset.

Significant assumptions applied in estimating the fair values are:

Property, Plant and Equipment of a specialised nature were valued on the basis of what it would cost to reinstate the service, suitably adjusted to reflect for age, wear and tear and obsolescence of the existing asset (Fair Value less depreciated replacement cost).

Infrastructure Assets and Community Assets have been valued at historic cost rather than fair value.

Property leases have been split between finance and operating leases and valued accordingly depending upon whether the Authority is lessor or lessee.

	Land and Buildings £000	Vehicles, Plant, Furniture & Equipment £000	Infrastructure Assets £000	Community Assets £000	Assets Under Construction £000	Total £000
Carried at historical cost	0	0	109	323	65	497
Valued at fair value as at:						
31 March 2016	336	201	0	0	104	641
31 March 2015	27	334	0	0	0	361
31 March 2014	559	135	0	0	0	694
31 March 2013	0	351	0	0	0	351
31 March 2012	1,834	75	0	0	0	1,909
Total cost or valuation	2,756	1,096	109	323	169	4,453

11. Investment Properties

The following items of income and expense have been accounted for in the Financing and Investment Income and Expenditure line in the Comprehensive Income and Expenditure Statement.

2014/15 £000		2015/16 £000
2	Rental income from investment property	14
(5)	Direct operating expenses arising from investment property	(10)
(3)	Net gain / (loss)	4

There are no restrictions on the Authority's ability to realise the value inherent in its investment property or on the Authority's right to the remittance of income and the proceeds of disposal. The Authority has no contractual obligations to purchase, construct or develop investment property or repairs, maintenance or enhancement.

The following table summarises the movement in the fair value of investment properties over the year.

2014/15 £000		2015/16 £000
339	Balance at start of the year	339
0	Net gains / losses from fair value adjustments	1
339	Balance at end of the year	340

Fair Value Hierarchy

Details of the Authority's investment properties and information about the fair value hierarchy as at 31 March 2016 are as follows:

	Significant observable inputs (Level 2) £000s	Fair Value 31 March 2016 £000s
Fieldbase	340	340
	340	340

Valuation techniques used to determine Level 2 fair values for Investment Properties

The fair value of investment properties has been based on the market approach using current market conditions and recent sales prices and other relevant information for similar assets in the local authority area. Market conditions are such that information for similar properties are actively purchased and sold and the level of observable inputs are significant, leading to properties being categorised at Level 2 in the fair value hierarchy.

There has been no change in valuation techniques used during the year for investment properties.

Highest and best use of Investment Properties

In estimating the fair value of the Authority's investment properties, the highest and best use of the properties is their current use.

Valuation Process for Investment Properties

The investment property has been valued by NPS Property Consultants Ltd in accordance with the methodologies and bases for estimation set out in the professional standards of the Royal Institution for Chartered Surveyors.

12. Inventories

	Consumable Stores		Maintenance Materials		Total	
	2014/15 £000	2015/16 £000	2014/15 £000	2015/16 £000	2014/15 £000	2015/16 £000
Balance outstanding at start of year	43	44	72	68	115	112
Purchases	38	27	85	80	123	107
Recognised as an expense in year	(37)	(28)	(89)	(78)	(126)	(106)
Written off balances	0	(9)	0	0	0	(9)
Balance outstanding at year-end	44	34	68	70	112	104

13. Debtors

31 March 2015 £000		31 March 2016 £000
125	Central government bodies	95
5	Other local authorities	0
385	Prepayments	326
84	Other entities and individuals	73
599	Total	494

14. Cash and Cash Equivalents

The balance of Cash and Cash Equivalents is made up of the following elements:

31 March 2015 £000		31 March 2016 £000
2	Cash held by the Broads Authority	2
3,250	Investments with Broadland District Council	2,750
1,060	Bank current accounts	1,385
4,312	Total Cash and Cash Equivalents	4,137

15. Creditors

31 March 2015 £000		31 March 2016 £000
63	Central government bodies	65
19	Other local authorities	6
0	NHS bodies	1
1,612	Accruals	1,586
0	Public corporations and trading funds	0
424	Other entities and individuals	286
2,118	Total	1,944

16. Provisions

2014/15			2015/16	
Accumulated Absences Provision £000	Total £000		Accumulated Absences Provision £000	Total £000
51	51	Balance at 1 April	47	47
47	47	Additional provisions made in year	43	43
(51)	(51)	Settlements or cancellation of provision made at end of preceding year	(47)	(47)
47	47	Balance at 31 March	43	43

No provision for redundancy costs was made in 2015/16 or 2014/15. For more information on the Accumulated Absence Account, see note 18.

17. Usable reserves

Movements in the Authority's usable reserves are detailed in the Movement in Reserves Statement.

18. Unusable reserves

31 March 2015 £000		31 March 2016 £000
1,426	Revaluation reserve	1,426
2,875	Capital Adjustment Account	3,079
(7,372)	Pensions Reserve	(5,274)
(47)	Accumulated Absences Account	(43)
(3,118)	Total unusable reserves	(812)

Revaluation Reserve

The Revaluation Reserve contains the gains made by the Authority arising from increases in the value of its Property, Plant and Equipment (and Intangible Assets). The balance is reduced when assets with accumulated gains are:

- revalued downwards or impaired and the gains are lost;
- used in the provision of services and the gains are consumed through depreciation; or
- disposed of and the gains are realised.

The Reserve contains only revaluation gains accumulated since 1 April 2007, the date that the Reserve was created. Accumulated gains arising before that date are consolidated into the balance on the Capital Adjustment Account.

2014/15 £000			2015/16 £000
1,486	Balance at 1 April		1,426
0	Upward revaluation of assets	22	
0	Surplus or deficit on revaluation of non-current assets not posted to the Surplus or Deficit on Provision of Services		22
(33)	Difference between fair value depreciation and historical cost depreciation	(15)	
(27)	Asset disposed of 2014/15, balance still on reserve	(7)	
(60)	Amount written off to the Capital Adjustment Account		(22)
1,426	Balance at 31 March		1,426

Capital Adjustment Account

The Capital Adjustment Account absorbs the timing differences arising from the different arrangements for accounting for the consumption of non-current assets and for financing

the acquisition, construction or enhancement of those assets under statutory provisions. The Account is debited with the cost of acquisition, construction or enhancement as depreciation, impairment losses and amortisations are charged to the Comprehensive Income and Expenditure Statement (with reconciling postings from the Revaluation Reserve to convert fair value figures to a historical cost basis). The Account is credited with the amounts set aside by the Authority as finance for the costs of acquisition, construction and enhancement.

The Account contains accumulated gains and losses on Investment Properties and gains recognised on donated assets that have yet to be consumed by the Authority. The Account also contains revaluation gains accumulated on Property, Plant and Equipment before 1 April 2007, the date that the Revaluation Reserve was created to hold such gains. Note 7 provides details of the source of all the transactions posted to the Account, apart from those involving the Revaluation Reserve.

2014/15 £000			2015/16 £000
2,908	Balance at 1 April		2,875
	Reversal of items relating to capital expenditure debited or credited to the Comprehensive Income and Expenditure Statement:		
(310)	Charges for depreciation and impairment of non current assets	(330)	
(6)	Revaluation losses on Property Plant & Equipment	0	
0	Movements in the market value of investment properties	1	
(14)	Amortisation of intangible assets	0	
(51)	Amounts of non-current assets written off on disposal or sale as part of the gain / loss on disposal to the Comprehensive Income and Expenditure Statement	(22)	
(381)		(351)	
60	Adjusting amounts written out of the revaluation reserve	21	
(321)	Net written out amount of the cost of non-current assets consumed in the year		(330)
	Capital financing applied in the year:		
70	Statutory provision for the financing of capital investment charged against the General Fund	67	
218	Removal of Finance Lease Liability for assets returned in year		
	Capital expenditure charged against the General Fund	467	
288			534
2,875	Balance at 31 March		3,079

Pensions Reserve

The Pensions Reserve absorbs the timing differences arising from the different arrangements for accounting for post-employment benefits and for funding benefits in accordance with statutory provisions. The Authority accounts for post-employment benefits in the Comprehensive Income and Expenditure Statement as the benefits are earned by employees accruing years of service, updating the liabilities recognised to reflect inflation, changing assumptions and investment returns on any resources set aside to meet the costs. However, statutory arrangements require benefits earned to be financed as the Authority makes employer's contributions to pension funds or eventually pays any pensions for which it is directly responsible. The debit balance on the Pensions Reserve therefore shows a substantial shortfall in the benefits earned by past and current employees and the resources the Authority has set aside to meet them. The statutory arrangements will ensure that funding will have been set aside by the time the benefits come to be paid.

2014/15 £000		2015/16 £000
(5,377)	Balance at 1 April	(7,372)
(1,584)	Remeasurements of the net defined benefit liability / (asset)	2,641
(955)	Reversal of items relating to retirement benefits debited or credited to the Surplus or Deficit on the Provision of Services in the Comprehensive Income and Expenditure Statement	(1,117)
544	Employer's pension contributions and direct payments to pensioners payable in the year	574
(7,372)	Balance at 31 March	(5,274)

Accumulated Absences Account

The Accumulated Absences Account absorbs the differences that would otherwise arise on the General Fund balance from accruing for compensated absences earned but not taken in the year, e.g. annual leave entitlement carried forward at 31 March. Statutory arrangements require that the impact on the General Fund balance is neutralised by transfers to or from the Account.

2014/15 £000		2015/16 £000
(51)	Balance at 1 April	(47)
51	Settlement or cancellation of accrual made at the end of the preceding year	47
(47)	Amounts accrued at the end of the current year	(43)
4	Amount by which officer remuneration charged to the Comprehensive Income and Expenditure Statement on an accruals basis is different from remuneration chargeable in the year in accordance with statutory requirements	4
(47)	Balance at 31 March	(43)

19. Cash Flow Statement – Operating Activities

The cash flows from operating activities include the following items:

2014/15 £000		2015/16 £000
(23)	Interest received	(23)
36	Interest paid	40
13	Net cash flows from operating activities	17

20. Cash Flow Statement – Investing Activities

2014/15 £000		2015/16 £000
(218)	Purchase of property, plant and equipment, investment property and intangible assets	(467)
4	Other payments from investing activities	(6)
(56)	Proceeds from the sale of property plant and equipment, investment property and intangible assets	(5)
(270)	Net cash flows from investing activities	(478)

21. Cash Flow Statement – Financing Activities

2014/15 £000		2015/16 £000
(54)	Cash payments for the reduction of the outstanding liabilities relating to finance leases	(52)
(15)	Repayments of short and long term borrowing	(14)
(69)	Net cash flows from financing activities	(66)

22. Amounts reported for resource allocation decisions

The analysis of income and expenditure by service on the face of the Comprehensive Income and Expenditure Statement is that specified by the *Service Reporting Code of Practice*. However, decisions about resource allocation are taken by the Broads Authority on the basis of budget reports analysed across Directorates. These reports are prepared on a different basis from the accounting policies used in the financial statements. In particular:

- no charges are made in relation to capital expenditure (whereas depreciation, revaluation and impairment losses in excess of the balance on the Revaluation Reserve and amortisations are charged to services in the Comprehensive Income and Expenditure Statement); and
- the cost of retirement benefits is based on cash flows (payment of employer's pensions contributions) rather than the current service cost of benefits accrued in the year.

Reconciliation of Directorate Income and Expenditure to Cost of Services in the Comprehensive Income and Expenditure Statement

Income and Expenditure 2014/15	Operations £000	Planning & Resources £000	Chief Executive £000	PRISMA £000	STEP £000	Corporate Amounts £000	Total £000
Fees, charges and other service income	(217)	(472)	0	(25)	2	(2,986)	(3,698)
Contributions from reserves	0	0	0	0	0	(384)	(384)
Government Grants	0	0	0	0	0	(3,245)	(3,245)
Total Income	(217)	(472)	0	(25)	2	(6,615)	(7,327)
Employee expenses	1,925	1,706	303	11	0	0	3,945
Other service expenses	1,528	1,451	114	88	0	93	3,274
Total expenditure	3,453	3,157	417	99	0	93	7,219
Net expenditure	3,236	2,685	417	74	2	(6,522)	(108)

Income and Expenditure 2015/16	Operations	Planning & Resources	Chief Executive	PRISMA	STEP	Corporate Amounts	Total
	£000	£000	£000	£000	£000	£000	£000
Fees, charges and other service income	(228)	(590)	(24)	0	0	(3,026)	(3,868)
Contributions from reserves	0	0	0	0	0	(525)	(525)
Government Grants	0	0	0	0	0	(3,189)	(3,189)
Total Income	(228)	(590)	(24)	0	0	(6,740)	(7,582)
Employee expenses	1,900	1,725	262	0	0	0	3,887
Other service expenses	1,858	1,304	255	10	0	112	3,539
Total expenditure	3,758	3,029	517	10	0	112	7,426
Net expenditure	3,530	2,439	493	10	0	(6,628)	(156)

This reconciliation shows how the figures in the analysis of directorate income and expenditure relate to the amounts included in the Comprehensive Income and Expenditure Statement.

2014/15 £000		2015/16 £000
(108)	Net expenditure in the directorate analysis	(156)
626	Amounts in the Comprehensive Income and Expenditure Statement not reported to management in the analysis	627
3,099	Amounts included in the analysis not included in the Comprehensive Income and Expenditure Statement	2,908
3,617	Cost of services in Comprehensive Income and Expenditure Statement	3,379

Reconciliation between Segmental Reporting and Comprehensive Income & Expenditure Statement

This reconciliation shows how the figures in the analysis of directorate income and expenditure relate to a subjective analysis of the Surplus or Deficit on the Provision of Services included in the Comprehensive Income and Expenditure Statement.

2014/15	Service analysis £000	Amounts not reported to management for decision making £000	Amounts included in analysis but not in CI&ES £000	Cost of services £000	Corporate amounts £000	Total £000
Fees, Charges & Other Service Income	(3,679)	0	0	(3,679)	0	(3,679)
Interest & Investment Income	(19)	0	19	0	(19)	(19)
Contributions from reserves	(384)	0	159	(225)	0	(225)
Government Grants & Contributions	(3,245)	0	3,245	0	(3,245)	(3,245)
Total Income	(7,327)	0	3,423	(3,904)	(3,264)	(7,168)
Employee Expenses	3,944	174	0	4,118	239	4,357
Other service expenses	3,275	122	(324)	3,073	0	3,073
Depreciation, Amortisation & Impairment	0	330	0	330	0	330
Interest Payments	0	0	0	0	36	36
Income and expenditure relating to investment properties	0	0	0	0	3	3
Gain or Loss on Disposal of Fixed Assets	0	0	0	0	(5)	(5)
Total Expenditure	7,219	626	(324)	7,521	273	7,794
(Surplus) or Deficit on the Provision of Services	(108)	626	3,099	3,617	(2,991)	626

2015/16	Service analysis £000	Amounts not reported to management for decision making £000	Amounts included in analysis but not in CI&ES £000	Cost of services £000	Corporate amounts £000	Total £000
Fees, Charges & Other Service Income	(3,845)	0	0	(3,845)	0	(3,845)
Interest & Investment Income	(23)	0	23	0	(23)	(23)
Contributions from reserves	(525)	0	261	(264)	0	(264)
Government Grants & Contributions	(3,189)	0	3,189	0	(3,189)	(3,189)
Total Income	(7,582)	0	3,473	(4,109)	(3,212)	(7,321)
Employee Expenses	3,886	298	0	4,184	241	4,425
Other service expenses	3,540	0	(565)	2,975	0	2,975
Depreciation, Amortisation & Impairment	0	329	0	329	0	329
Interest Payments	0	0	0	0	40	40
Income and expenditure relating to investment properties	0	0	0	0	(4)	(4)
Gain or Loss on Disposal of Fixed Assets	0	0	0	0	15	15
Total Expenditure	7,426	627	(565)	7,488	292	7,780
(Surplus) or Deficit on the Provision of Services	(156)	627	2,908	3,379	(2,920)	459

23. Members' Allowances

The Authority paid the following amounts to Members of the Authority during the year:

2014/15 £000		2015/16 £000
40	Allowances	40
10	Expenses	5
50	Total	45

24. Officers' Remuneration

The remuneration paid to the Authority's senior employees is as follows:

		Salary, Fees and Allowances £000	Bonuses £000	Expenses Allowances £000	Pension Contribution £000	Total £000
Chief Executive	2014/15	82	0	0	12	94
	2015/16	83	0	0	13	96
Director of Planning & Resources	2014/15	58	0	0	9	67
	2015/16	58	0	0	9	67
Director of Operations	2014/15	58	0	0	9	67
	2015/16	58	0	0	9	67

The number of employees receiving more than £50,000 remuneration for the year (excluding employer's pension contributions) is shown below:

2014/15 Number of Employees		2015/16 Number of Employees
0	£50,000 - £54,999	0
2	£55,000 - £59,999	2
0	£60,000 - £64,999	0
0	£65,000 - £69,999	0
0	£70,000 - £74,999	0
0	£75,000 - £79,999	0
1	£80,000 - £84,999	1

Exit Packages

The number and cost of exit packages agreed, analysed between compulsory redundancies and other departures, are disclosed in the table below:

Exit package cost band	Number of compulsory redundancies		Number of other departures agreed		Total number of exit packages by cost band		Total cost of exit packages in each band	
	2014/15	2015/16	2014/15	2015/16	2014/15	2015/16	2014/15 £000	2015/16 £000
£0 - £20,000	6	0	0	0	6	0	34	0
£20,001 - £40,000	0	0	0	0	0	0	0	0
Total	6	0	0	0	6	0	34	0

25. External Audit Costs

The Broads Authority has incurred the following fees relating to audit of the Statement of Accounts, certification of grant claims and statutory inspections and to non-audit services provided by the Authority's external auditors:

2014/15 £000		2015/16 £000
13	Fees payable to external auditors with regard to external audit services carried out by the appointed auditor for the year	13
13	Total	13

26. Grant Income

The Authority credited the following grants, contributions and donations to the Comprehensive Income and Expenditure Statement:

2014/15 £000		2015/16 £000
3,245	Credited to taxation and non-specific grant income: Defra National Park Grant	3,189
0	Credited to services: Heritage Lottery Fund – Landscape Partnership Scheme	19
3,245	Total	3,208

27. Related Parties

The Broads Authority is required to disclose material transactions with related parties, bodies or individuals that have the potential to control or influence the Authority or to be controlled or influenced by the Authority. Disclosure of these transactions allows readers to assess the extent to which the Authority might have been constrained in its ability to operate independently or might have secured the ability to limit another party's ability to bargain freely with the Authority.

Central Government

Central government has effective control over the general operations of the Authority – it is responsible for providing the statutory framework within which the Authority operates, provides the majority of funding in the form of grants and prescribes the terms of many of the transactions that the Authority has with other parties.

Members

Members of the Broads Authority have direct control over the Authority's financial and operating policies. Members of the Navigation Committee have a consultative role in respect of navigation matters. The Authority wrote to all Members requesting details of any related party transactions. Details of Members' expenses are included in note 23.

A number of members of the Broads Authority are appointed by Local Authorities within the Broads area. The Authority transacts with these other Local Authorities for items such as rates in the normal course of business. There were no material transactions with Local Authorities which are not disclosed elsewhere within the Statement of Accounts.

Mr Phil Durant is a member of the Broads Authority and Navigation Committee and is the Managing Director of 'Gardline Environmental Ltd' which was contracted by the Authority to undertake an environment report on dredging feasibility. The Authority paid £5,940 in 2015/16. The balance outstanding at 31 March 2016 was £5,940. Mr Durant took no part in the decision-making process associated with this contract.

Mr Alan Goodchild is a member of the Navigation Committee and is a Director of 'Goodchild Marine' which was contracted by the Authority to build a new launch during the year, refits, dredging, supply diesel fuel and mooring facilities. The Authority paid £53,183 for the new launch, £3,267 for dredging, £3,023 for refits, £6,770 for fuel and moorings in 2015/16 (£6,394 for refits, and £6,402 for fuel and moorings in 2014/15). No amounts were outstanding at 31 March 2016. Mr Goodchild took no part in the decision-making process associated with these contracts.

Mr James Knight is a member of the Navigation Committee and is a Director of 'Waveney River Centre (2003) Ltd' which paid £6,643 navigation tolls to the Broads Authority in 2015/16 (£6,589 in 2014/15). The Authority also made fuel purchases of £1,217 (£973 in 2014/15) and used mooring facilities of £2,250 (£4,410 in 2014/15) during 2015/16. No amounts were outstanding at 31 March 2016. Mr Knight took no part in the decision-making process associated with these contracts.

Mr Michael Whitaker is a member of the Broads Authority and Navigation Committee, is a partner of 'Herbert Woods LLP' which paid £172,446 navigation tolls to the Broads Authority in 2015/16 (£175,380 in 2014/15). The Authority also made fuel purchases of £1,488 (£1,888 in 2014/15) and paid £2,100 relating to a land purchase. No amounts were outstanding at 31 March 2016. Mr Whitaker is also a partner of 'Waterside Marine Sales LLP' which was the sales agent in the sale of two of the Authority's launches. The Authority paid £2,268 in commission in 2014/15. Mr Whitaker took no part in the decision-making process associated with these contracts.

Mr Brian Wilkins is a member of the Navigation Committee and is a contractor via 'Windwood Solutions Ltd' to 'Canham Consulting Ltd', which was contracted for engineering design services. The Authority paid £2,550 (£9,000 in 2014/15) during 2015/16. No amounts were outstanding at 31 March 2016. Mr Wilkins took no part in the decision-making process associated with this contract.

Officers

The Chief Executive represents the Broads Authority on the board of the Whitlingham Charitable Trust. Officer remuneration is detailed in note 24.

Whitlingham Charitable Trust

During the year the Authority provided administration services for Whitlingham Charitable Trust of £41,549 (£53,367 in 2014/15). The balance outstanding at 31 March 2016 was £21,590 (£27,303 at 31 March 2015).

The Broads Authority also provides a recharge service for purchase invoices and salaries of £30,995 (£45,581 in 2014/15). The balance outstanding at 31 March 2016 was £4,196 (£12,818 at 31 March 2015).

The Whitlingham Charitable Trust also invoiced the Authority £15,264 (£15,264 in 2014/15) for rental income for the lease of the visitor centre and moorings. The balance outstanding at 31 March 2016 was £864. The Trust can also recharge purchase invoices, although there were none in 2015/16 (£1,160 in 2014/15).

Other Public Bodies

Broadland District Council provides financial services for the Broads Authority. The Broads Authority was charged £3,546 in 2015/16 for the provision of this service (£11,497 (including payroll until 30/09/14) in 2014/15). The balance outstanding at 31 March 2016 was £954.

The Council also provides treasury management of the Authority's investments, which were £2,750,000 as at 31 March 2016 (£3,275,000 as at 31 March 2015).

The Authority also recharged the Council for staff of £13,667 during 2015/16 (£13,697 in 2014/15). No amounts were outstanding at 31 March 2016.

The Head of Finance and Revenue Services for Broadland District Council serves as the Treasurer and Financial Adviser (Section 17 Officer) for the Broads Authority.

Norfolk County Council provides legal services to the Broads Authority via its legal practice, NPLaw. The Authority paid £83,968 for legal services in 2015/16 (£131,612 in 2014/15). The Practice Director of NPLaw served as the Solicitor and Monitoring Officer to the Broads Authority from January 2016.

Norfolk County Council also provides payroll services to the Broads Authority. The Authority paid £6,954 for this in 2015/16 (£9,073 in 2014/15). There were no amounts outstanding at 31 March 2016.

28. Capital expenditure and capital financing

The total amount of capital expenditure incurred in the year is shown in the table below (including the value of assets acquired under finance leases and PFI/PP contracts), together with the resources that have been used to finance it. Where capital expenditure is to be financed in future years by charges to revenue as assets are used by the Authority, the expenditure results in an increase in the Capital Financing Requirement (CFR), a measure of the capital expenditure incurred historically by the Authority that has yet to be financed. The CFR is analysed in the second part of this note.

2014/15 £000		2015/16 £000
319	Opening Capital Finance Requirement	347
	<u>Capital Investment</u>	
316	Property, Plant and Equipment	467
	<u>Sources of Finance</u>	
	Sums set aside from revenue:	
(218)	Direct revenue contributions	(467)
(70)	MRP	(67)
347	Closing Capital Finance Requirement	280
	<u>Explanation of movements in year</u>	
(69)	Increase / (decrease) in underlying need to borrow (unsupported by government financial assistance)	(67)
97	Assets acquired under finance leases	0
28	Increase / (decrease) in Capital Financing Requirement	(67)

29. Leases

Authority as Lessee

Finance Leases

The Authority has a number of vehicles, plant and office equipment acquired under finance leases. The assets acquired under these leases are carried as Property, Plant and Equipment in the Balance Sheet at the following net amounts:

2014/15 £000		2015/16 £000
0	Other Land and Buildings	0
203	Vehicles, Plant, Furniture and Equipment	136
203	Total	136

The Authority is committed to making minimum payments under these leases comprising settlement of the long-term liability for the interest in the property acquired by the Authority and finance costs that will be payable by the Authority in future years while the liability remains outstanding. The minimum lease payments are made up of the following amounts:

2014/15 £000		2015/16 £000
54	Finance lease liabilities (net present value of minimum lease payments):	48
118	• Current	74
13	• Non-current	6
	Finance costs payable in future years	
185	Minimum lease payments	128

The minimum lease payments will be payable over the following periods:

	Minimum Lease Payments		Finance Lease Liabilities	
	31 March 2015 £000	31 March 2016 £000	31 March 2015 £000	31 March 2016 £000
Not later than one year	57	51	54	48
Later than one year and not later than 5 years	128	77	118	74
Later than 5 years	0	0	0	0
	185	128	172	122

The minimum lease payments do not include rents that are contingent on events taking place after the lease was entered into, such as adjustments following rent reviews. In 2015/16, no (£0) contingent rents were payable by the Authority (2014/15 £0).

Operating Leases

The Authority has acquired vehicles by entering into operating leases, with typical lives of 7 years. The Authority has also established operating leases in relation to land and buildings with typical lives between 10 and 20 years. The future minimum lease payments due under non-cancellable leases in future years are:

2014/15 £000		2015/16 £000
144	Not later than one year	148
395	Later than one year and not later than 5 years	281
456	Later than 5 years	453
995	Total	882

The expenditure charged to the Comprehensive Income and Expenditure Statement during the year in relation to these leases was:

2014/15 £000		2015/16 £000
172	Minimum lease payments	175
172	Total	175

Authority as Lessor

Finance Leases

The Authority has no leased out property on a finance lease.

Operating Leases

The Authority leases out land and property under operating leases for the following purposes:

- For the provision of community services, such as tourism services; and
- For an outdoor education and study centre.

The future minimum lease payments receivable under non-cancellable operating leases in future years are:

2014/15 £000		2015/16 £000
35	Not later than one year	55
91	Later than one year and not later than 5 years	191
0	Later than 5 years	7
126	Total	253

The minimum lease payments receivable do not include rents that are contingent on events taking place after the lease was entered into, such as adjustments following rent reviews.

30. Termination Benefits

The Authority terminated the contracts of six employees who were made redundant in 2014/15 as the final stage of the Broads Authority's organisational restructuring. In terminating these contracts the Authority incurred liabilities of £34,916, of which £nil related to enhanced pension benefits. No liabilities relating to termination benefits were incurred during 2015/16 and no provision for any future redundancy payments was established in the year.

31. Defined Benefit Pension Schemes

Participation in Pension Schemes

As part of the terms and conditions of employment of its officers and other employees, the Broads Authority makes contributions towards the cost of post-employment benefits. Although these benefits will not actually be payable until employees retire, the Authority has a commitment to make future payments and thus these need to be disclosed as a future entitlement. The Authority participates in one pension scheme:

- The Norfolk Pension Fund for civilian employees (the Local Government Pension Scheme), administered locally by Norfolk County Council. This is a funded defined benefit final salary scheme, meaning that the Authority and employees pay contributions into a fund, calculated at a level intended to balance the pension liabilities with investment assets.

Transactions Relating to Post-Employment Benefits

The Authority recognises the cost of retirement benefits in the reported cost of services when they are earned by employees, rather than when the benefits are eventually paid as pensions. However, the charge the Authority is required to make against tolls and Defra grant is based on the cash payable in the year, so the real cost of post-employment benefits is reversed out via the Movement in Reserves Statement. The following transactions have been made in the Comprehensive Income and Expenditure Statement and via the Movement in Reserves Statement during the year:

2014/15 £000		2015/16 £000
	Comprehensive Income and Expenditure Statement	
722	Cost of services: <ul style="list-style-type: none"> current service cost 	876
233	Financing and investment income and expenditure <ul style="list-style-type: none"> net interest expense 	241
955	Total post-employment benefits charged to the surplus or deficit on the provision of services	1,117
	Other post-employment benefits charged to the Comprehensive Income and Expenditure Statement:	
(1,639)	<ul style="list-style-type: none"> return on plan assets (excluding the amount included in the net interest expense) 	150
3,560	<ul style="list-style-type: none"> actuarial gains and losses arising on changes in financial assumptions 	(2,687)
(337)	<ul style="list-style-type: none"> other experience 	(104)
1,584	Total post-employment benefits charged to the Comprehensive Income and Expenditure Statement	(2,641)
	Movement in Reserves Statement	
955	<ul style="list-style-type: none"> reversal of net charges made to the surplus or deficit on the provision of services for post-employment benefits in accordance with the Code 	1,117
	Actual amount charged against the General Fund balance for pensions in the year:	
(544)	<ul style="list-style-type: none"> employers' contributions payable to scheme 	(574)

Pension Assets and Liabilities Recognised in the Balance Sheet

The amount included in the Balance Sheet arising from the Authority's obligation in respect of its defined benefit plan is as follows:

2014/15 £000		2015/16 £000
(27,383)	Present value of the defined benefit obligation	(25,845)
20,011	Fair value of plan assets	20,571
(7,372)	Net liability arising from defined benefit obligation	(5,274)

Reconciliation of the Movements in the Fair Value of Scheme (Plan) Assets

2014/15 £000		2015/16 £000
17,433	Opening fair value of scheme assets	20,011
744	Interest income	641
1,639	Remeasurement gain / (loss): <ul style="list-style-type: none"> • The return on plan assets, excluding the amount included in the net interest expense 	(150)
544	Contributions from employer	574
206	Contributions from employees into the scheme	204
(555)	Benefits paid	(709)
20,011	Closing fair value of scheme assets	20,571

Reconciliation of Present Value of the Scheme Liabilities (Defined Benefit Obligation)

2014/15 £000		2015/16 £000
22,810	Balance at 1 April	27,383
722	Current service cost	876
977	Interest cost	882
206	Contributions from scheme participants	204
	Remeasurement (gains) and losses:	
3,560	• Actuarial gains / losses arising from changes in financial assumptions	(2,687)
(337)	• Other	(104)
(555)	Benefits paid	(709)
27,383	Balance at 31 March	25,845

Local Government Pension Scheme Assets

Local Government Pension Scheme assets comprised:

Fair value of scheme assets 2014/15 £000				Fair value of scheme assets 2015/16 £000		
Quoted prices in active markets	Quoted prices not in active markets	Total		Quoted prices in active markets	Quoted prices not in active markets	Total
-	534.0	534.0	Cash and cash equivalents:	-	443.9	443.9
			• All cash and cash equivalents			
			Equity instruments:			
860.3	-	860.3	• Consumer	1,476.2	-	1,476.2
1,061.5	-	1,061.5	• Manufacturing	1,072.0	-	1,072.0
440.6	-	440.6	• Energy and utilities	462.0	-	462.0
1,286.9	-	1,286.9	• Financial institutions	1,346.0	-	1,346.0
676.7	-	676.7	• Health and care	657.0	-	657.0
680.0	-	680.0	• Information technology	618.7	-	618.7
1,014.2	-	1,014.2	• Other	-	-	-
			Bonds (Debt securities):			
841.8	-	841.8	• Corporate bonds (investment grade)	-	-	-
21.8	-	21.8	• Corporate bonds (non-investment grade)	-	-	-
			Private equity:			
-	1,316.1	1,316.1	• All private equity	-	1,322.6	1,322.6
			Property:			
-	2,125.3	2,125.3	• UK property	-	2,344.6	2,344.6
-	244.0	244.0	• Overseas property	-	317.0	317.0
			Other investment funds and unit trusts:			
8,054.3	-	8,054.3	• Equities	5,282.4	-	5,282.4
828.7	-	828.7	• Bonds	5,292.2	-	5,292.2
			Derivatives:			
24.8	-	24.8	• Other derivatives	-	-	-
-	-	-	• Foreign exchange	(63.6)	-	(63.6)
15,791.6	4,219.4	20,011.0		16,142.9	4,428.1	20,571.0

Basis for estimating assets and liabilities

Liabilities have been assessed on an actuarial basis using the projected unit method, an estimate of the pensions that will be payable in future years dependent on assumptions about mortality rates, salary levels, etc. The Fund liabilities have been assessed by Hymans Robertson, an independent firm of actuaries, estimates for the fund being based on the latest full valuation of the scheme as at 31 March 2013.

The principal assumptions used by the actuary have been:

31 March 2015		31 March 2016
	Long term expected rate of return on assets in the scheme:	
3.2%	• Equity investments*	3.5%
3.2%	• Bonds*	3.5%
3.2%	• Property*	3.5%
3.2%	• Cash*	3.5%
	Mortality assumptions:	
	Longevity at 65 for current pensioners:	
22.1 years	• Men	22.1 years
24.3 years	• Women	24.3 years
	Longevity at 65 for future pensioners:	
24.5	• Men	24.5
26.9	• Women	26.9
2.4%	Rate of inflation	2.2%
3.3%	Rate of increase in salaries	3.2%
2.4%	Rate of increase in pensions	2.2%
3.2%	Rate for discounting scheme liabilities	3.5%
	Take up of option to convert annual pension into retirement lump sum:	
50%	Pre- April 2008 service	50%
75%	Post- April 2008 service	75%

*The expected rates of return are set equal to the discount rate (per the revised version of IAS19).

The estimation of the defined benefit obligation is sensitive to the actuarial assumptions set out in the table above. The sensitivity analyses below have been determined based on reasonably possible changes of the assumptions at the end of the reporting period and assumes for each other change that the assumption analysed changes while all the other assumptions remain constant. The assumptions in longevity, for example, assume that life expectancy increases or decreases for men and women. In practice, this is unlikely to occur, and changes in some of the assumptions may be interrelated. The estimations in the sensitivity analysis have followed the accounting policies for the scheme, i.e. on an actuarial basis using the projected unit credit method. The methods and types of assumptions used in preparing the sensitivity analysis below are consistent with those adopted in the previous period.

Sensitivity analysis – impact on the defined benefit obligation in the scheme

Change in assumptions at 31 March 2016	Approximate % increase to employer liability	Approximate monetary amount £000
0.5% decrease in real discount rate	11%	2,843
1 year increase in member life expectancy	3%	775
0.5% increase in the salary increase rate	3%	805
0.5% increase in the pension increase rate	8%	2,003

Techniques used to manage risk

The Pensions Committee of Norfolk County Council considers long term liabilities when setting its investment strategy but does not follow a specific liability matching investment approach having taken appropriate professional advice. The Committee has agreed an asset allocation benchmark, a performance target and various controls on the Fund's investments. These reflect their views on the appropriate balance between maximising the long-term return on investments and minimising short-term volatility and risk. The Committee monitors and reviews the performance of investments and the overall strategy on a regular basis, supported by advice from professional advisers as required. A large proportion of the Fund's assets relate to equities (60% of scheme assets) and bonds (26%). These percentages are materially the same as the previous year. The scheme also invests in properties as part of the diversification of the scheme's investments.

Further details of the Fund's investment approach are outlined in the Statement of Investment Principles and Funding Strategy Statement that are published on the Fund's website www.norfolkpensionfund.org.

Impact on the Authority's cash flows

The objectives of the scheme are to keep employers' contributions at as constant a rate as possible. The Administering Authority has agreed a strategy with the scheme's actuary to achieve a funding level of 100% over the next 20 years. Funding levels are monitored on an annual basis. The next triennial valuation will take place on 31 March 2019.

The scheme will need to take account of the national changes to the scheme under the Public Pension Services Act 2013. Under the Act, the Local Government Pension Scheme in England and Wales may not provide benefits in relation to service after 31 March 2014. The Act provides for scheme regulations to be made within a common framework, to establish new career average revalued earnings schemes to pay pensions and other benefits to certain public servants.

The Authority anticipates paying contributions of approximately £582,000 to the scheme in 2016/17.

The weighted average duration of the defined benefit obligation for scheme members is as follows:

	Liability split	Weighted average duration
Active members	59.6%	22.4
Deferred members	18.7%	23.3
Pensioner members	21.6%	12.3
Total	100.0%	19.6

32. Contingent Liabilities

The Authority has identified four material contingent liabilities:

Postwick Tip

The Authority uses a site "Postwick Tip," which is included in the Authority's Fixed Asset Register, for the treatment of sediment material from dredging operations. This natural treatment process involves the drying of sediment so that mercury content is absorbed. As such there would be no clean-up costs at the end of the site's life. However, if the Authority were to stop using the site, there would be a cost of £33,000 to surrender the license. There is currently no expectation that the Authority will cease using the site. The Authority's use of the site is the subject of a bond / financial provision to the Environment Agency in the amount of £6.4m. This covers the estimated cost of restoration which could arise if there were to be a catastrophic event at the site. Defra are the guarantors for this bond and the Authority would not itself anticipate making any payment under the terms of this agreement.

Judicial Review

The Authority was previously subject to a Judicial Review regarding its decision made in January 2015 on the branding of the area as the Broads National Park. Despite the High Court judgement being in the Authority's favour the claimants has sought leave to appeal in the Court of Appeal. Currently the costs of such action cannot be determined.

Appeal against Adjacent tolls decision

The Authority has applied to the High Court to appeal against a Crown Court decision which overturned a conviction against an individual for failing to pay the appropriate toll for mooring. This has subsequently been overturned by the High Court and referred back to the Crown Court to determine the reasonableness of the charge. A date has not been set for this hearing. The Authority acted according to the 2009 Broads Act which allows for charging tolls in adjacent waters. Currently the costs of such action cannot be determined.

Planning Injunction

The Authority is seeking an injunction to enforce the removal of unauthorised development at the western end of Thorpe Island. The date set for the hearing is 17 June 2016. Currently the costs of such action cannot be determined.

33. Financial Instruments

The following categories of financial instrument are carried in the Balance Sheet:

	Long-term		Current	
	31 March 2015 £000	31 March 2016 £000	31 March 2015 £000	31 March 2016 £000
Investments				
Loans and receivables	0	0	3,254	2,760
Total investments	0	0	3,254	2,760
Debtors				
Loans and receivables	11	10	212	168
Total debtors	11	10	212	168
Borrowings				
Financial liabilities at amortised cost	167	152	15	15
Total borrowings	167	152	15	15
Other Long Term Liabilities				
Finance lease liabilities	118	74	53	48
Total other long term liabilities	118	74	53	48
Creditors				
Financial liabilities carried at contract amount	0	0	2,065	1,896
Total Creditors	0	0	2,065	1,896

Income, Expense Gains and Losses

2014/15				2015/16		
Financial Liabilities measured at amortised cost £000	Assets and Liabilities at Fair Value through Profit and Loss £000	Total £000		Financial Liabilities measured at amortised cost £000	Assets and Liabilities at Fair Value through Profit and Loss £000	Total £000
36	0	36	Interest Expense	40	0	40
36	0	36	Total expense in Surplus or Deficit on the Provision of Services	40	0	40
0	(19)	(19)	Interest Income	0	(23)	(23)
0	(19)	(19)	Total Income in Surplus or Deficit on the Provision of Services	0	(23)	(23)
36	(19)	17	Net (gain) / loss for the year	40	(23)	17

Fair Values of Assets and Liabilities

Financial liabilities, financial assets represented by loans and receivables and long term debtors and creditors are carried in the Balance Sheet at amortised cost. Their fair value can be assessed by calculating the present value of the cash flows that will take place over the remaining term of the instruments. These valuations are all classified as Level 2, where market prices are not available, with valuation techniques using inputs based significantly on observable market data. The following assumptions should be noted:

- Fixed interest rate of 4.82% over the 20 year PWLB loan;
- No early repayment or impairment is recognised; and
- The fair value of trade and other receivables is taken to be invoices or billed amount.

The fair values calculated are as follows:

	31 March 2015		31 March 2016	
	Carrying Amount	Fair Value	Carrying Amount	Fair Value
	£000	£000	£000	£000
Financial Liabilities	284	340	227	280

	31 March 2015		31 March 2016	
	Carrying Amount	Fair Value	Carrying Amount	Fair Value
	£000	£000	£000	£000
Long term Debtors	10	10	10	10

Available for sale assets and assets and liabilities at fair value through profit and loss are carried in the balance sheet at their fair value. These fair values are based on public quotations where there is an active market for the instrument.

Short term debtors and creditors are carried at cost as this is a fair approximation of their value.

34. Nature and Extent of Risks Arising from Financial Instruments

The Authority's activities expose it to a variety of financial risks:

Credit Risk The possibility that other parties might fail to pay amounts due to the Authority.

Liquidity Risk The possibility that the Authority might not have funds available to meet its commitments to make payments.

Market Risk The possibility that financial loss might arise for the Authority as a result of changes in such measures as interest rates and stock market investments.

Foreign Exchange Risk The possibility that financial loss might arise for the Authority as a result of changes in the exchange rate (GBP and Euro).

The Broads Authority's overall risk management programme focuses on the unpredictability of financial markets and seeks to minimise potential adverse effects on the resources available to fund services.

Credit Risk

Credit risk arises from deposits with banks and financial institutions, as well as credit exposures to customers. Deposits are only made via Broadland District Council under their Treasury Management Strategy which requires that deposits are not made with banks and financial institutions unless they are highly rated. Therefore the Broads Authority does not consider there to be any quantifiable risk in relation to investments.

The Authority's standard terms and conditions for payment of invoices are 30 days from invoice date. The Authority does not allow credit for customers, and only a small proportion of invoices were overdue and outstanding as at 31 March 2016 for which a bad debt provision had not been put in place.

Liquidity Risk

The current four year agreement from DEFRA means the Broads Authority has some certainty over the next few years. Longer term uncertainty still remains and future changes in government brings further uncertainty whether future three-year funding will be available. Given the significant cash balances there is no significant risk that it will be unable to meet its commitments under financial instruments. All financial liabilities are due to be repaid within one year with the exception of the 20 year PWLB loan. Therefore there is no risk of having to borrow at unfavourable rates in future to replenish borrowings.

Market Risk

With the exception of the PWLB loan, the Broads Authority is debt free. Excess cash is invested at variable or fixed money market rates depending on forecasts for interest rates under the period of review.

Foreign Exchange Risk

The Authority's Annual Investment and Capital Financing Strategy for 2015/16 states that if the Authority enters into any contractual arrangements above £100,000 which involve foreign currency, the advice of the Treasurer and Financial Adviser will be sought on the advisability of hedging the exchange risk before entering into the contract.

35. Navigation Income and Expenditure Account

2014/15				2015/16		
Gross Expenditure £000	Income £000	Net Expenditure / (Income) £000		Gross Expenditure £000	Income £000	Net Expenditure / (Income) £000
3,282	(3,074)	208	Navigation Fund	3,310	(3,142)	168
3,282	(3,074)	208	Net cost of services	3,310	(3,142)	168
		(2)	Other operating expenditure			(1)
		113	Financing and investment income and expenditure			122
		319	(Surplus) or deficit on the provision of services			289
		0	(Surplus) or deficit on revaluation of fixed assets			(22)
		671	Actuarial (gains) / losses on pension assets / liabilities			(1,151)
		990	Total comprehensive income and expenditure			(884)

Glossary of Terms

ACCOUNTING PERIOD

The period of time covered by the accounts, a period of twelve months commencing on 1 April. The end of the accounting period is the Balance Sheet date.

ACCOUNTING POLICIES

The basis on which an organisation's financial statements are based to ensure that those statements 'present fairly' the financial position and transactions of that organisation. Accounting concepts include 'materiality', 'accruals', 'going concern' and 'primacy of legislative requirements'.

ACCRUALS

Sums included in the final accounts to recognise revenue and capital income and expenditure earned or incurred in the financial year, but for which actual payment had not been received or made as at 31 March.

ACTUARIAL GAINS AND LOSSES

These may arise on both defined benefit pension scheme liabilities and assets. A gain represents a positive difference between the actuarial assumptions and actual experience (e.g. liabilities during the period were lower than estimated). A loss represents a negative difference between the actuarial assumptions and actual experience (e.g. liabilities during the period were higher than estimated).

AMORTISATION

The measure of the wearing out, consumption, or other reduction in the useful economic life of an intangible long term asset.

AMORTISED COST

This is cost that has been adjusted for amortisation.

ASSET

An item owned by the Authority which has a value, for example, premises, vehicles, equipment, cash.

BUDGET

The statement of the Authority's policy expressed in financial terms usually for the current or forthcoming financial year. The Revenue Budget covers running expenses (see also: revenue income and expenditure), and the Capital Budget plans for asset acquisitions and replacements (see also: capital income and expenditure).

CAPITAL INCOME AND EXPENDITURE

Expenditure on the acquisition of a long term asset, which lasts normally for more than one year, or expenditure which adds to the life or value of an existing long term asset.

CAPITAL FINANCING

Funds raised to pay for capital expenditure. There are various methods of financing capital expenditure including borrowing, leasing, direct revenue financing, usable capital receipts, capital grants, capital contributions, revenue reserves and earmarked reserves.

CASH EQUIVALENTS

These are short term, highly liquid investments that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value. Cash equivalents are held for the purpose of meeting short term cash commitments rather than for investment purposes.

CHARTERED INSTITUTE OF PUBLIC FINANCE AND ACCOUNTANCY (CIPFA)

The Chartered Institute of Public Finance and Accountancy (CIPFA) is the professional accountancy institute that sets the standards for the public sector. CIPFA publishes the Accounting Codes of Practice for local government.

CODE OF PRACTICE ON LOCAL AUTHORITY ACCOUNTING (the Code)

Based on International Financial Reporting Standards, the Code aims to achieve consistent financial reporting between all English local authorities and National Park Authorities. It is based on generally accepted accounting standards and practices.

COMMUNITY ASSETS

Community assets are assets that the Authority intends to hold for an unlimited period of time, have no determinable finite useful life and may have restrictions on their disposal.

CONTINGENT LIABILITIES

Potential costs that the Authority may incur in the future because of something that happened in the past.

CORPORATE AND DEMOCRATIC CORE (CDC)

Corporate and Democratic Core represents costs associated with democratic representation and management and corporate management. Democratic representation and management includes all aspects of Members' activities. Corporate management concerns the cost of the infrastructure that allows services to be provided and the cost of providing information that is required for public accountability. Such costs form part of total service expenditure, but are excluded from the costs of any particular service.

CREDITORS

Amounts owed by the Authority for goods and services provided for which payment has not been made at the end of the financial year.

CURRENT VALUE

This is the cost of an asset if bought in the current year.

DEBTORS

Sums of money due to the Authority but not received at the end of the financial year.

DEFICIT

Arises when expenditure exceeds income or when expenditure exceeds available budget.

DEPRECIATION

The measure of the wearing out, consumption, or other reduction in the useful economic life of a long term asset.

EXPECTED RETURN ON PENSION ASSETS

For a funded defined benefit scheme, this is the average rate of return, including both income and changes in fair value but net of scheme expenses, which is expected over the remaining life of the related obligation on the actual assets held by the scheme.

FAIR VALUE

The price at which the Authority could buy or sell an asset in a transaction with another organisation, less any grants received towards buying or using that asset.

FINANCIAL ASSET

A right to future economic benefits.

FINANCIAL INSTRUMENT

Any contract that gives rise to a financial asset in one organisation and a financial liability in another.

FINANCIAL LIABILITY

An obligation to transfer economic benefits.

FINANCE LEASE

A lease which transfers all of the risks and rewards of ownership of a long term asset to the lessee. Where these leases are entered into, the assets acquired have to be included with the Authority's long term assets in the balance sheet at the market value of the asset involved (see also: operating lease).

LONG TERM ASSETS

Assets that yield benefits to the Authority and the services it provides for a period of more than one year.

GOVERNMENT GRANTS

Grants paid by the Government. These can be for general expenditure or a particular service or initiative.

HISTORIC COST

The cost of an asset when originally bought.

IAS19 RETIREMENT BENEFITS

An International Financial Reporting Standard which requires local authorities to reflect the true value of the assets and liabilities relating to the Pension Fund in their financial statements.

IMPAIRMENT

A reduction in the value of a long term asset to below its carrying amount in the Balance Sheet. Impairment of an asset is caused either by a consumption of economic benefits e.g. physical damage (fire at a building) or a deterioration in the quality of the service provided by the asset, or by a general fall in prices of that particular asset or type of asset.

INFRASTRUCTURE ASSETS

Long term assets that are inalienable, expenditure on which is recoverable only by continued use of the asset created. Examples of infrastructure assets are highways and footpaths.

INTANGIBLE ASSETS

Intangible assets are non-financial long term assets that do not have physical substance but are identifiable and are controlled by the Authority through custody or legal rights.

INTERNATIONAL FINANCIAL REPORTING STANDARDS (IFRS)

International Financial Reporting Standards (IFRS) are issued by the International Accounting Standards Board. All local authorities apply international accounting regulations when preparing accounts. The Authority's accounts follow these standards where they apply to local authorities.

INVESTMENT PROPERTIES

Assets that the Authority owns but which are not used in the direct delivery of services.

LIABILITY

An obligation to transfer economic benefits. Current liabilities are usually payable within one year.

MARKET PRICE

This is the price at which another organisation is prepared to buy or sell an asset.

MINIMUM REVENUE PROVISION (MRP)

The minimum sum charged to the Authority's revenue account each year to provide for the repayment of loans.

NET BOOK VALUE

The amount at which long term assets are included in the Balance Sheet, i.e. their historical costs or current value less the cumulative amounts provided for depreciation.

NON DISTRIBUTED COSTS

These are specific overheads relating to unused assets and certain pension costs for employees' service in previous years. These are not allocated to service departments because they do not relate to the in-year cost of providing the service.

OPERATING LEASE

A lease whereby the ownership of the asset remains with the leasing company and an annual rent is charged to the relevant service. The assets involved are not included within the Authority's long term assets in the balance sheet (see also: finance lease).

OUTTURN

The actual amount spent in the financial year.

PENSION FUND

A fund which makes pension payments on retirement of its participants.

PROVISION

An amount set aside to provide for a liability, which is likely to be incurred, but where the exact amount and the date on which it will arise are uncertain.

RESERVES

An amount set aside for a specific purpose in one financial year and carried forward to meet expenditure in future years.

REVENUE INCOME AND EXPENDITURE

Expenditure which relates to day to day expenses, such as salaries and wages, general running expenses and the minimum revenue provision. Revenue income includes charges made for goods and services.

SERVICE REPORTING CODE OF PRACTICE (SeRCOP)

CIPFA guidance which supports local authorities in financial reporting to stakeholders. It establishes 'proper practice' with regard to consistent financial reporting, which allows direct comparisons of financial information to be made with other National Parks.

SURPLUS

Arises when income exceeds expenditure or when expenditure is less than available budget.

VALUE ADDED TAX (VAT)

A tax on consumer expenditure, collected on business transactions at each stage in the supply, but ultimately borne by the final customer.

VARIANCE / VARIATION

A difference between budgeted income or expenditure and actual outturn, also referred to as an 'over-' or 'underspend'.

Financial Performance and Direction
Report by Head of Finance

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

Recommendation: That the income and expenditure figures be noted.

1 Introduction

1.1 This report covers the Consolidated Income and Expenditure from 1 April – 31 July 2016.

2 Overview of Actual Income and Expenditure

Table 1 – Actual Consolidated I&E by Directorate to 31 July 2016

	Profiled Latest Available Budget	Actual Income and Expenditure	Actual Variance
Income	(4,544,855)	(4,491,204)	- 53,651
Operations	1,271,793	1,150,790	+ 121,003
Planning and Resources	1,139,842	1,114,260	+ 25,582
Chief Executive	148,551	143,096	+ 5,455
Projects, Corporate Items and Contributions from Earmarked Reserves	(132,684)	(134,316)	+ 1,632
Net (Surplus) / Deficit	(2,117,353)	(2,217,374)	+ 100,021

2.1 Core navigation income is behind of the profiled budget at the end of month four. The overall position as at 31 July 2016 is a favourable variance of £100,021 or 4.72% difference from the profiled LAB. This is principally due to:

- An overall adverse variance of £54,178 within toll income:
 - Hire Craft Tolls £57,430 below the profiled budget.
 - Private Craft Tolls £2,824 above the profiled budget.
- A favourable variance within Operations budgets relating to:
 - Equipment, Vehicle and Vessels is under the profiled budget by £29,039 due to delays in repairs, in particular relating to the linkflotes and grab 7 barge that have both been deemed beyond economical repair. Further details on these items and the request to spend additional £166,000 from the Plant, Vessels and Equipment

Reserve is covered under agenda item 16. This approach was supported by Navigation committee on 8 September 2016 (item 9).

- Practical Maintenance is under the profiled budget by £27,488 due to timing differences on various projects.
- Ranger Services is under profiled budget by £13,827 mainly due to the trial of the revised Ranger structure.
- Asset Management is under profiled budget by £11,743 due to the change in property consultancy contractor at the beginning of the financial year and the delay in the new contractor starting.
- Premises is under profiled budget by £22,947 due to delayed invoicing on Buttles Barn and Dockyard invoicing.
- A favourable variance within Planning and Resources budgets relating to:
 - Development Management is under profiled budget by £12,822 due to additional income being received for Section 106 agreements.
 - Strategy and Projects is under profiled budget by £29,804 due to timing differences.
 - Heritage Lottery Fund (Landscape Partnership) is above profiled budget by £31,705 due to the delayed quarterly grant receipt.
 - Planning and Resources Management and Administration is under profiled budget by £13,759 due to the delayed franking machine contract which has delayed the top ups to the machine on postage.

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 2016/17. 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 2016/17 – deficit	Item 12 18/03/16 (BA)	10,347
Approved budget carry-forwards	Item 13 13/05/16 (BA)	26,031
LAB at 31 July 2016 – deficit		36,378

4 Overview of Forecast Outturn 2016/17

- 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	36,378
Increase in Private Craft Income	(8,743)
Decrease in Hire Craft Income	28,740
Decrease in Interest Income to reflect current rates	5,000
Decrease in Vehicle expenditure for decrease lease & fuel costs	(9,000)
Increase in Electric card income	(1,500)
Decrease to Boat Safety Income	8,000
Increase to Safety Staff costs for Standby	2,400
Decrease to Boat Safety Expenditure	(5,000)
Decrease to Health & Safety Expenditure	(3,350)
Decrease to Pool Vehicle Expenditure for decreased repairs & fuel costs	(4,000)
Increase to Asset Management Staff costs	3,620
Increase to Planning Income	(20,000)
Increase to Finance Staff costs	1,750
Decrease to ICT expenditure for new photocopier lease	(8,200)
Increase to HR Staff costs	1,370
Decrease to Legal Staff costs following a vacancy	(13,070)
Decrease to Governance costs due electronic papers	(2,300)
Forecast outturn deficit as at 31 July 2016	12,095

- 4.2 The main reason for the difference between the forecast outturn and the LAB is the change in predictions for navigation toll income and interest. There is also additional income predicted for planning income and a number of smaller savings within other budgets

5 Reserves

Table 4 – Consolidated Earmarked Reserves

	Balance at 1 April 2016	In-year movements	Current reserve balance
	£	£	£
Property	(360,603)	(76,518)	(437,121)
Plant, Vessels and Equipment	(302,225)	(119,888)	(422,113)
Premises	(201,675)	(29,974)	(231,649)
Planning Delivery Grant	(290,865)	89,072	(201,792)
Upper Thurne Enhancement	(56,552)	(18,930)	(75,481)
Section 106	(76,469)	(31,972)	(108,440)
Heritage Lottery Fund	(55,956)	(3,474)	(59,430)
Total	(1,344,343)	(191,684)	(1,536,027)

5.1 £791,322 of the current reserve balance relates to navigation reserves.

5.2 This year the Authority's contributions to the reserves have all been made in full at the end of quarter 1 instead of quarterly. This has resulted in the reserves showing increased balances at the end of July. This will reduce as planned purchases take place throughout the year.

6 Summary

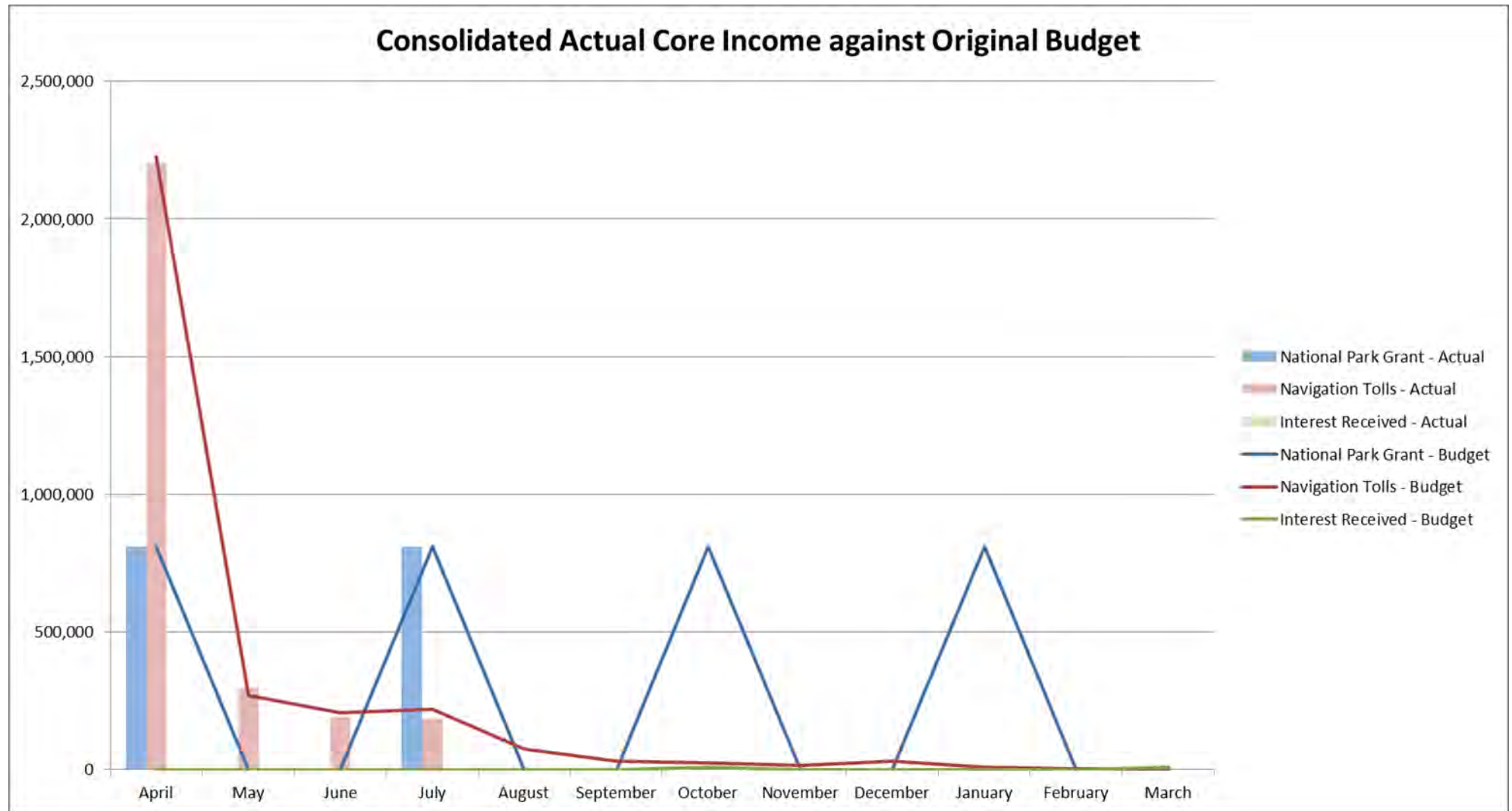
6.1 The current forecast outturn position for the year suggests a deficit of £19,175 for the national park side and a surplus of £7,080 on navigation resulting in an overall deficit of £12,095 within the consolidated budget, which would indicate a general fund reserve balance of approximately £1,025,000 and a navigation reserve balance of approximately £340,000 at the end of 2016/17 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 2016/17.

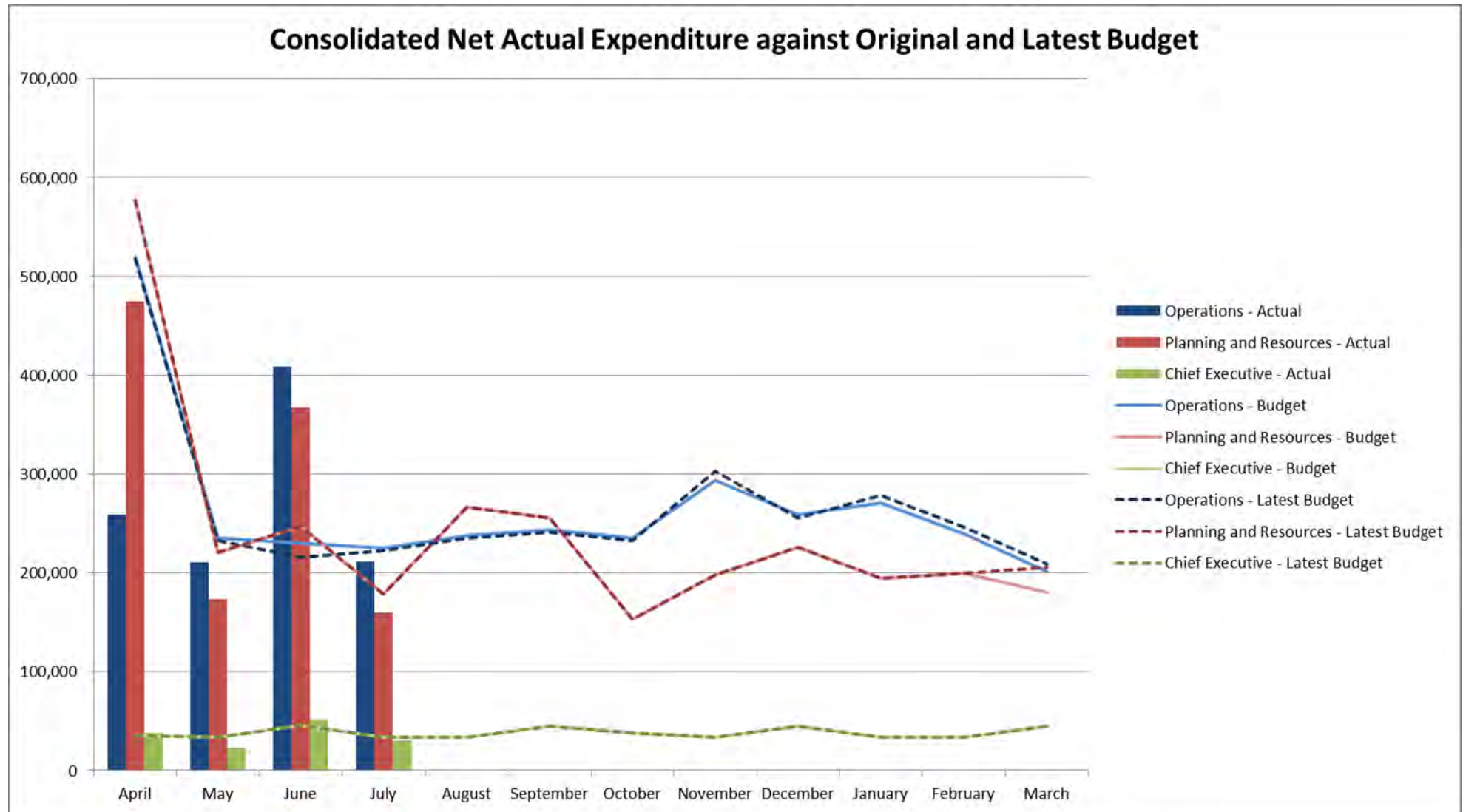
Background papers: None

Author: Emma Krelle
Date of report: 13 September 2016

Broads Plan Objectives: None

Appendices: APPENDIX 1 – Consolidated Actual Income and Expenditure
Charts to 31 July 2016
APPENDIX 2: Financial Monitor: Consolidated Income and
Expenditure 2016/17





To 31 July 2016

Budget Holder

(All)

Values					
Row Labels	Original Budget (Consolidated)	Budget Adjustments (Consolidated)	Latest Available Budget (Consolidated)	Forecast Outturn (Consolidated)	Forecast Outturn Variance (Consolidated)
Income	(6,373,641)		(6,373,641)	(6,348,644)	-24,997
National Park Grant	(3,243,802)		(3,243,802)	(3,243,802)	0
Income	(3,243,802)		(3,243,802)	(3,243,802)	0
Hire Craft Tolls	(1,079,000)		(1,079,000)	(1,050,260)	-28,740
Income	(1,079,000)		(1,079,000)	(1,050,260)	-28,740
Private Craft Tolls	(1,972,000)		(1,972,000)	(1,980,743)	8,743
Income	(1,972,000)		(1,972,000)	(1,980,743)	8,743
Short Visit Tolls	(40,089)		(40,089)	(40,089)	0
Income	(40,089)		(40,089)	(40,089)	0
Other Toll Income	(18,750)		(18,750)	(18,750)	0
Income	(18,750)		(18,750)	(18,750)	0
Interest	(20,000)		(20,000)	(15,000)	-5,000
Income	(20,000)		(20,000)	(15,000)	-5,000
Operations	3,347,498	(2,570)	3,344,928	3,336,098	8,830
Construction and Maintenance Salaries	1,122,050		1,122,050	1,122,050	0
Salaries	1,122,050		1,122,050	1,122,050	0
Expenditure			0		0
Equipment, Vehicles & Vessels	419,833		419,833	410,833	9,000
Income			0		0
Expenditure	419,833		419,833	410,833	9,000
Water Management	147,500		147,500	147,500	0
Income			0		0
Expenditure	147,500		147,500	147,500	0
Land Management	(38,000)		(38,000)	(38,000)	0
Income	(95,000)		(95,000)	(95,000)	0
Expenditure	57,000		57,000	57,000	0

Row Labels	Original Budget (Consolidated)	Budget Adjustments (Consolidated)	Latest Available Budget (Consolidated)	Forecast Outturn (Consolidated)	Forecast Outturn Variance (Consolidated)
Practical Maintenance	419,200		419,200	417,700	1,500
Income	(9,000)		(9,000)	(10,500)	1,500
Expenditure	428,200		428,200	428,200	0
Ranger Services	721,315		721,315	721,315	0
Income	(47,000)		(47,000)	(47,000)	0
Salaries	596,860		596,860	596,860	0
Expenditure	171,455		171,455	171,455	0
Pension Payments			0		0
Safety	125,600		125,600	123,650	1,950
Income	(9,000)		(9,000)	(1,000)	-8,000
Salaries	59,600		59,600	62,000	-2,400
Expenditure	75,000		75,000	62,650	12,350
Asset Management	151,280	2,880	154,160	157,780	-3,620
Income	(1,000)		(1,000)	(1,000)	0
Salaries	41,530	2,880	44,410	48,030	-3,620
Expenditure	110,750		110,750	110,750	0
Premises	152,170		152,170	152,170	0
Income	(20,000)		(20,000)	(20,000)	0
Expenditure	172,170		172,170	172,170	0
Operations Management and Administration	126,550	(5,450)	121,100	121,100	0
Income			0		0
Salaries	114,050	(5,450)	108,600	108,600	0
Expenditure	12,500		12,500	12,500	0
Planning and Resources	2,738,835	28,159	2,766,995	2,763,895	3,100
Development Management	249,550	6,710	256,260	259,610	-3,350
Income	(60,000)		(60,000)	(80,000)	20,000
Salaries	284,550	6,710	291,260	291,260	0
Expenditure	25,000		25,000	48,350	-23,350
Pension Payments			0		0
Strategy and Projects Salaries	286,990	(4,140)	282,850	282,850	0
Income	(3,500)		(3,500)	(3,500)	0

Row Labels	Original Budget (Consolidated)	Budget Adjustments (Consolidated)	Latest Available Budget (Consolidated)	Forecast Outturn (Consolidated)	Forecast Outturn Variance (Consolidated)
Salaries	202,490	(4,140)	198,350	198,350	0
Expenditure	88,000		88,000	88,000	0
Biodiversity Strategy	10,000	600	10,600	10,600	0
Income			0		0
Expenditure	10,000	600	10,600	10,600	0
Strategy and Projects	113,030	24,989	138,019	138,019	0
Income			0		0
Salaries	76,530		76,530	76,530	0
Expenditure	36,500	24,989	61,489	61,489	0
Waterways and Recreation Strategy	144,460		144,460	144,460	0
Salaries	69,960		69,960	69,960	0
Expenditure	74,500		74,500	74,500	0
Project Funding	105,500		105,500	105,500	0
Income	(19,000)		(19,000)	(19,000)	0
Expenditure	124,500		124,500	124,500	0
Pension Payments			0		0
Partnerships / HLF	50,000		50,000	50,000	0
Income	(231,846)		(231,846)	(231,846)	0
Salaries	48,960		48,960	48,960	0
Expenditure	232,886		232,886	232,886	0
Volunteers	66,620		66,620	66,620	0
Income	(1,000)		(1,000)	(1,000)	0
Salaries	47,620		47,620	47,620	0
Expenditure	20,000		20,000	20,000	0
Finance and Insurance	337,750		337,750	339,500	-1,750
Salaries	137,750		137,750	139,500	-1,750
Expenditure	200,000		200,000	200,000	0
Communications	268,250		268,250	268,250	0
Income			0		0
Salaries	188,750		188,750	188,750	0
Expenditure	79,500		79,500	79,500	0

Row Labels	Original Budget (Consolidated)	Budget Adjustments (Consolidated)	Latest Available Budget (Consolidated)	Forecast Outturn (Consolidated)	Forecast Outturn Variance (Consolidated)
Visitor Centres and Yacht Stations	214,930		214,930	214,930	0
Income	(232,500)		(232,500)	(232,500)	0
Salaries	315,430		315,430	315,430	0
Expenditure	132,000		132,000	132,000	0
Collection of Tolls	122,230		122,230	122,230	0
Salaries	109,530		109,530	109,530	0
Expenditure	12,700		12,700	12,700	0
ICT	300,117		300,117	291,917	8,200
Salaries	143,730		143,730	143,730	0
Expenditure	156,387		156,387	148,187	8,200
Premises - Head Office	254,548		254,548	254,548	0
Expenditure	254,548		254,548	254,548	0
Planning and Resources Management and Administration	214,860		214,860	214,860	0
Income			0		0
Salaries	133,660		133,660	133,660	0
Expenditure	81,200		81,200	81,200	0
Chief Executive	454,630	442	455,072	441,072	14,000
Human Resources	117,730	442	118,172	119,542	-1,370
Salaries	58,230		58,230	59,600	-1,370
Expenditure	59,500	442	59,942	59,942	0
Legal	109,970		109,970	96,900	13,070
Income			0		0
Salaries	49,970		49,970	36,900	13,070
Expenditure	60,000		60,000	60,000	0
Governance	123,290		123,290	120,990	2,300
Salaries	69,090		69,090	69,090	0
Expenditure	54,200		54,200	51,900	2,300
Chief Executive	103,640		103,640	103,640	0
Salaries	103,640		103,640	103,640	0
Expenditure			0		0
Projects and Corporate Items	137,000		137,000	137,000	0

Row Labels	Original Budget (Consolidated)	Budget Adjustments (Consolidated)	Latest Available Budget (Consolidated)	Forecast Outturn (Consolidated)	Forecast Outturn Variance (Consolidated)
Corporate Items	137,000		137,000	137,000	0
Pension Payments	137,000		137,000	137,000	0
Contributions from Earmarked Reserves	(293,975)		(293,975)	(317,325)	23,350
Earmarked Reserves	(293,975)		(293,975)	(317,325)	23,350
Expenditure	(293,975)		(293,975)	(317,325)	23,350
Grand Total	10,347	26,031	36,378	12,095	24,283

Draft Policy on Waste Collection and Disposal in the Broads National Park

Report by Chief Executive and Asset Officer

Summary: This report sets out the current position in relation to waste facilities throughout the Broads and seeks members' views on the proposed policy and actions set out in Section 2.

Recommendation: That members agree on the draft policy and proposed actions set out in section 2

1 Background

- 1.1 Amendments to the definitions of commercial waste in the Controlled Waste Regulations 2012 and the subsequent changes to the charging policy by Norfolk County Council have prompted the district councils to review their provision of waste facilities in the Broads and in several cases stop providing and emptying waste bins from the following sites in the Broads National Park.

Broadland District Council	Great Yarmouth Borough Council	North Norfolk District Council	South Norfolk Council
Pontiac Roadhouse	Bell PH, St Olaves	Hickling PB Inn	Beauchamp Arms
Upton Dyke	Burgh Castle Marina	Ludham Bridge**	Waveney Inn
Ferry Inn, Reedham	Repps Riverbank	Womack, Ludham**	Burgh St Peter
Ranworth Staithe	Staithe Road, Repps	Horning Ferry Inn	
South Walsham	Thurne Staithe East	Lower St, Horning**	
Salhouse	Thurne Staithe West	Riverside Rd, Hoveton	
Priory Mooring, Ranworth	Bridge Stores, Acle	Wayford Bridge	
	Stokesby	Gaye's Staithe	
	Somerton Staithe East	Stalham Staithe	
	Somerton Staithe West	Sutton Staithe	
		Dilham	
		Barton Turf	

Additionally, North Norfolk District Council has indicated that it intends to remove the bins from sites marked with asterisks in the table in March 2017.

- 1.2 Whilst these actions were taken by the local authorities to help ensure that they were not meeting the costs of dealing with waste from commercial sources, changes were also made to ensure they were not meeting the costs of dealing with waste from land for which they were not responsible.

- 1.3 Members of the Broads Authority and a wide variety of interested organisations and individuals have been extremely concerned about the impact of these changes, and in particular the potential for increased flytipping and an adverse impact on tourism in the area.
- 1.4 On 15 July 2016 the Authority held a workshop on the topic which looked at the background to the changes and options for the way forward. It was attended by 12 members of the Broads Authority and Navigation Committee, officers from Norfolk County Council, North Norfolk District Council and Great Yarmouth Borough Council. Notes of the meeting together with copies of the presentations are contained in the Appendix to this report.
- 1.5 Since the workshop the Authority has been in correspondence with Brandon Lewis MP who has agreed to raise the matter with the Secretary of State for the Environment and the Chief Executive has attended a meeting convened by Norman Lamb MP on the matter. This report takes the discussion and feedback from that meeting and proposes a policy and actions for the Authority to take forward for Members to consider.

2 Draft Broads Authority Approach

2.1 Partnership with the District and Parish Councils

The Broads Authority already has a role in the collection and disposal of waste from the sites under its ownership and control. This includes Ranworth Staithe and the yacht stations at Great Yarmouth and Norwich. There has been a marked increase in the amount of rubbish deposited and the Authority has had to increase the number of bins and the frequency of collection. However, the Authority is not a Waste Collection Authority and does not have the infrastructure available to the district councils nor does it have a statutory duty to collect waste. Therefore the Authority is of the view that a partnership approach with the district and parish councils is appropriate and that officers of the Broads Authority should regularly attend meetings of the Waste Partnership to further joint working.

2.2 Amending the Waste Regulations

The change in the Waste Regulations appears to have had unintended consequences for the Broads National Park and therefore it is proposed that the Authority's first action should be to work with the local authorities and local MPs to jointly seek an amendment to the Regulations when they are reviewed as is currently expected in 2017 such that waste from hired boats in the Broads is classified as Domestic rather than Commercial Waste. Whilst this would not reduce the costs of collection to the district councils, it would remove the current practice of treating 70% of all waste as commercial, regardless of the actual source meaning that the district councils' costs would reduce and the county councils' costs increase.

2.3 Site Specific Actions

In the short term, of particular concern is the absence of appropriate provision at Potter Heigham and Horning, and the proposal by North Norfolk District

Council to remove the bins from Ludham Bridge Staithe and Womack Water.

2.4 **Potential Way Forward**

Recent discussions with officers of North Norfolk District Council and Norfolk County Council has suggested that a partnership arrangement involving the local authorities, the relevant parish councils and the Broads Authority could identify strategic sites where either:

- a) the waste facility was moved to a more suitable or practical location in the immediate vicinity; or
- b) the particular parish council would lease the small site for the waste facility from the landowner, the district council collect the waste and the county council dispose of the arisings.

This proposal needs further working up but could provide a solution which would meet the various constraints.

It is proposed that the map at Appendix 3, showing current provision which members at the workshop agreed was the minimum acceptable provision, should form the basis of the agreed strategic network with the possible additional inclusion of Stokesby.

2.5 **Draft Policy**

The Authority's proposed approach can be summarised in the following draft policy:

"The Broads Authority will work with the constituent county, district and parish councils and local businesses to encourage visitors and residents to minimise the creation of waste and recycle as much material as possible.

The Authority recognises that nevertheless a network of appropriate waste collection facilities is required across the Broads National Park for use by visitors and local people visiting the Park. It will work in partnership with the local authorities and local businesses to ensure that a network of strategic sites is in place. The Broads Authority will fund the costs of appropriate facilities and the disposal of rubbish from such strategic sites that it owns or controls. On other sites it will work in partnership with the county, district and parish councils as well as commercial operators within the Park to make appropriate provision."

- 2.6 At the Navigation Committee meeting on 8 September 2016 members agreed on this proposed approach and the need to confirm the key strategic sites.

Background papers: None

Author: John Packman/ Angie Leeper
Date of report: 19 August 2016

Broads Plan Objectives: TR2.2

Appendices: Appendix 1 – Norfolk County Council presentation
Appendix 2 – Broads Authority presentation
Appendix 3 – Map of waste sites
Appendix 4 – Legal information
Appendix 5 – workshop notes
Appendix 6 – Proposed Strategic Sites – September 2016

Broads Waste

Joel Hull – Head of Waste
Broads Authority Workshop
15 July 2016

Why the change?

- 2012 Controlled Waste Regulation
'Sources of household, industrial and commercial waste 2.'
'Classification by place of production'

No.	Description	Classification	Exceptions
4	A vehicle or vessel used wholly for the purposes of living accommodation	Household waste	Where the vehicle or vessel is used in the course of a business for the provision of self-catering accommodation, the waste is to be treated as commercial waste

What was the historical approach?

- District Councils were picking up waste from land they weren't responsible for and meeting the costs of collection
- The cost of waste disposal was being met by Norfolk County Council
- Some bins were on third party land with no formal agreements in place
- Some commercial operators were having some of their costs met by the public purse

Why the change?

- 2012 Controlled Waste Regulations
'Where the vehicle or vessel is used in the course of a business for the provision of self-catering accommodation, the waste is to be treated as commercial waste'

Not being applied to wastes from people using / in:

- Private / not for hire boats from which most wastes would be household waste (not fixtures/ fittings etc)
- Day hire boats (not from the hiring company though)

Why the change?

New legislation in 2012 clarified that waste from a hire vessel used as accommodation should be treated as commercial waste.

This led to two main issues being addressed together:

- Councils paying for waste they were not responsible for.
- Councils paying for waste from land they were not responsible for.

Other Legislation?

- Environmental Protection Act 1990, Section 86 (4)

'.....land is "relevant land" of a principal litter authority if.....it is open to the air and is landwhich is under the direct control of such an authority to which the public are entitled or permitted to have access with or without payment'

Other Legislation?

- Environmental Protection Act 1990, Section 75 (7)

'Subject to subsection (8) below, "commercial waste" means waste from premises used wholly or mainly for the purposes of a trade or business or the purposes of sport, recreation or entertainment excluding—

- (a) household waste;*
- (b) industrial waste; and*
- (c)*

(d) waste of any other description prescribed by regulations made by the Secretary of State for the purposes of this paragraph.'



Why the split?

- 70:30 reasonable and agreed as a principle between the authorities for splitting treatment costs from waste on relevant land
- It takes in to account the range of bin scenarios from litter bins to large compounds
- It factors in waste from other users, eg dog walkers, anglers, hikers, car drivers, private boat owners, day hire boats v commercial hire boats



What is the approach now?

In 2013 the Norfolk Waste Partnership agreed a standard approach with each District Council able to implement it in its own managed way:

1. Where bins are on land for which the local council is not responsible the owner should be charged 100% of the cost of collection and treatment



What is the approach now?

3. Local Councils will provide a cost for provision of waste service to a landowner where required, eg to the Environment Agency, a private landowner, Broads Authority, commercial operator or a Parish Council.



What is the approach now?

2. Where bins are on relevant land owned by a local authority:
 - a) It meets the cost of collection.
 - b) It meets treatment costs for 70% of the waste assumed to be commercial for which it can recharge.
 - c) The County Council meets 30% of the treatment cost for waste assumed to be household waste.



Who pays?

Those responsible under legislation should meet the costs. But:

- Some parties that became or were already responsible for costs may not have the resources in place to meet obligations
- Some parties may not agree with their responsibilities or may want to make changes to mean they have none or they are limited



Yarmouth

- Removed 10 facilities in June 2014 - 9 were located on land the Borough Council was not responsible for, 1 site had no moorings at it. Many of the moorings that the refuse stores were located near were also private chargeable moorings.
- At Repps and Thurne an additional litter bin was placed at each of the sites and have carried out monitoring of the sites through peak holidays.
- In the two years since the stores were removed Yarmouth has received a very limited number of complaints/ enquires.



South Norfolk

- Provides boat waste facilities at: Bramerton, Burgh St Peter, Langley, Loddon and Rockland
- Capacity at all sites has been reviewed to ensure correct, seasonal capacity and to enable all bins to be collected fortnightly
- Limited number of complaints received



Broadland

- Provides broads boat waste facilities at Reedham Quay and Coltishall Common. Both sites have a weekly collection starting just before Easter to just after the October half-term.
- Capacity at both sites appears to be sufficient, with no problems reported at either site.
- South Walsham Staithe – issues raised from facilities removed 2014 and waste around the litter bin in the car park led to a larger bin being installed next to the existing bin, and emptying being increased in busy periods.



Options?

- Broads Act – review it and use its powers?
- Broads levy – could this be increased?
- Drafting legislation – to change it, eg making the Broads Area ‘relevant land’?
- Local agreements – formalize them? Make beneficiaries contribute?
- Sponsorship – short term approach only?
- Economic development funding – looking to see how else local councils can provide support?



North Norfolk

- Decision to remove 13 of the 16 facilities by March 2016, unless agreements could be reached with landowners and/or other public bodies to take over the facilities.
- Extension offered to three sites (2 in Ludham and 1 in Horning) until March 2017.
- Four sites now funded privately but made publically available.
- Currently six facilities funded by the District Council.
- District Council plans to provide three sites from April 2017 (Hoveton, Neatishead and Irstead).
- Since the changes were announced there have been a number of general complaints around the changes, but very few issues with waste being fly tipped at former sites.



Thank you for listening

Joel Hull
Head of Waste
joel.hull@norfolk.gov.uk
01603 223374



Agenda

- **Welcome and Introduction**
Jacquie Burgess, Chair, Broads Authority
- **Controlled Waste Regulations 2012**
Joel Hull, Norfolk County Council
- **Questions**
- **Broads Authority background and evidence**
Angie Leeper, Asset Officer
- **Workshop session**
- **Summary and next steps**



Broads Authority Functions



Conserving and enhancing the natural beauty, wildlife and cultural heritage of the Broad

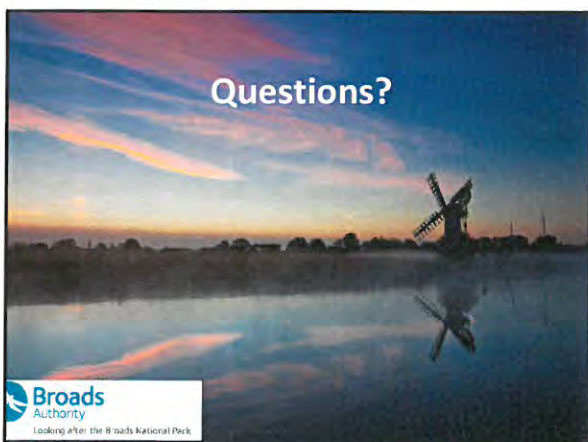
Promoting opportunities for understanding & enjoyment of the special qualities of the Broads by the public

Protecting the interests of navigation.

The Broads is an exceptional area for sailing and boating holidays. Tourism in the Broads is worth £578 million per annum to the local economy.



Questions?



History timeline

2012/13 Changes introduced

6/09/12 - Navigation Committee report

Supported the view expressed in the report - unreasonable for these charges to fall entirely upon navigation expenditure. Members supported officers in ongoing negotiations and requested that developments be reported back.



Broads Authority Actions in respect of Waste

Angie Leeper, Asset Officer



5/09/13 – Boat Waste Update report – Navigation committee

Members continued to support their previous views. The committee requested an update at a future meeting once detailed cost data had been provided

Apr 13 - Broadland District Council **remove** bin at Pontiac Roadhouse

Nov 13 – Broadland District Council **remove** bins at Upton, Reedham Ferry, Ranworth, South Walsham, Salhouse and reduce provision at Reedham Quay and Coltishall

30/5/14 – Great Yarmouth Borough Council withdraw all their waste facility provision from 16 June 2014



Norfolk Waste Partnership

Met on 8 September 2014 to explore potential for partnership working

Agreed to produce leaflets for distribution on hire boats

Policy statement produced which Districts have individually adopted

July 2014



Looking after the Broads National Park



6/02/14 – Report to Broads Forum

In summing up, the Chairman stated that members agreed it was not appropriate for the Broads Authority to provide waste facilities and that the Authority should resist making a contribution towards waste disposal costs if requested by district councils, especially as the polluter could not be clearly identified.

23/10/14– Strategic review of waste facilities– Navigation Com 23/10/14 & Broads Authority 21/11/14

Members continued to support the views that it would be unreasonable for these charges to fall entirely upon navigation expenditure. It was concluded that the committee wanted an update at a future meeting



Looking after the Broads National Park

Main points from the Local Authority's position paper

The Broads Authority, Environment Agency, National Trust and Norfolk County Council can make arrangements for provision of services on their land, if they chose to provide it.

Where waste arises from boat activities at moorings owned by these organisations may enter in to agreements for the collection of this waste and this will be recharged at the full appropriate rate, including waste disposal recharges. Alternatively they may make their own arrangements with commercial providers of waste related services if they so choose.

Owners of private moorings will not be provided with services unless a commercial contract is entered into.



Looking after the Broads National Park

Jul 15 –Broads Authority undertake consultation and a questionnaire was distributed to 129 boatyards /marinas / parish councils. 17 responses received, including 4 nil returns

Gathering information on

- Details of current provision e.g. Recycling (9 different companies used)
- Detail of provider and costs for waste
- Complaints, fly tipping , gaps in provision

From this evidence base the view was taken by members to hold an internal workshop



Looking after the Broads National Park

Provision of facilities on other land, such as Parish Council land, will be determined locally based upon

- the extent of the facilities for mooring boats, including the number of moorings
- whether charges are made for moorings and the ability to provide facilities and service them
- the extent of potential abuse

Facilities are more likely to be retained where they serve a mix of visitor uses, both boat and land transport and are associated with other service provision such as public conveniences. The determination of the provision of services will be best judged on a local level within each authority.



Looking after the Broads National Park

March 2016– North Norfolk District Council give notice for the removal of 13 waste facility locations. Three to remain permanently, with Horning and Ludham x 2 , Neatishead remaining until March 2017

June/July 16 – BA attend Norfolk Waste Partnership meetings with local authority officers

July 16 – Today's workshop requested by members. Members determined to monitor the situation at, and undertake further investigation in to the situation



Looking after the Broads National Park

Current complaints and actions

- Ludham PC – Chair and Chief Exec attended
- Norman Lamb MP – meeting to be arranged
- Stokesby
- Ranworth
- Broads Control/ Ranger feedback



Broads Control/ Ranger feedback

January

Whittingham – Fly tipping
Horstead – Bin thrown in

April

Bishops Bridge – general litter
Gaye's Staithe – Bins full
Whittingham – Fly tipping

May

Loddon – Residential boat rubbish
Cantley – Rubbish left at YH

June

Potter Heigham – Fly tipping and rubbish (PC)
Brundall Church - Rubbish

July

Stalham Staithe – Rubbish
Horstead – Bin thrown in

Next steps

- Workshop convened
- Members guidance sought on the development of a waste policy for the Broads Authority
 - Assessment of current position
 - further priority actions
 - Funding mechanisms
- Report to Navigation Committee, 8 Sept 16
- Report to Broads Authority 30 Sept 16

Map of the Great Ouse River System in Norfolk

Legend:

- ▲ Boatyard (hire craft only)
- South Norfolk DC
- Broads Authority
- Broadland DC
- Great Yarmouth BC
- North Norfolk DC
- Waveney District Council
- ◆ Other

Key Locations and Distances:

- North Norfolk DC (Magenta dots):** Kings Head, Coltishall; Barton Turf Staithe Car park - Parish Council; Irstead Staithe; Horning Lower Street - Swan Car Park (temporarily withdrawn); Ludham Bridge (EA?); Ludham Womack Staithe - Parish Council; Hickling P.H?; Horsey Mill National Trust; Herbert Woods, Potter Heigham; Repps Staithe (small litter bin).
- South Norfolk DC (Yellow dots):** Bramerton; 24hr Moorings, Langley Dyke; Staithe, Loddon; Pyes Mill, Loddon; Somerleyton; Aldeby 'Other' 25% BA; Beccles Yacht Station.
- Broads Authority (Orange dots):** Norwich Yacht Station; Ranworth Staithe; Eastwood Whelpton; Great Yarmouth Yacht Station.
- Other Locations:** Sutton P.H; Ferry Marina; Hoveton TIC; Norfolk Broads Direct; Royalls Boatyard Summercraft; Barges Brinkeraft; Broom Boats; Alpha Craft Silverline; Maffett Cruisers; Pacific Cruisers; Reedham Quay; Sanderson Marine; Waveney River Centre; Waveney Inn; Oulton Broad Yacht Station; Locks Inn, Geldeston (small bin at end of Locks Lane).
- Distances (mins):** 7, 16, 26, 12, 9, 8, 6, 10, 11, 7, 16, 6, 8, 4, 8, 20, 4, 15, 10, 21, 14, 4, 15, 10, 20, 7, 4, 10, 23, 5, 8, 42, 4, 2hr 39, 55, 1hr 6, 1hr 24, 36, 15, 21, 4, 1hr 18, 1hr 51, 9, 3, 5, 8, 41, 10, 5, 1hr 14, 1hr 12, 13, 5, 6, 2hr 35.

Waste Workshop 15 July 2016 – Legal Information

Schedule 3 Norfolk and Suffolk Broads Act 1983

Firstly, the following is a summary of the obligations under the Norfolk and Suffolk Broads Act 1988. These obligations can be described as powers, rather than obligations on the Authority and are set out in Schedule 3.

Refuse disposal

*45The Authority shall be treated as a local authority for the purposes of—
(a)sections 3 to 6 of the Refuse Disposal (Amenity) Act 1978 (removal and disposal of refuse); and
(b)sections 7 (acquisition of land) and 8 (powers of entry etc.) of that Act, so far as they relate to functions under section 6 of that Act.*

As a very brief summary, these powers above under the Refuse Disposal Act relate to the removal and disposal of abandoned vehicles, or any “other thing” including power to enter land on notice, for the purpose.

Litter Act 1983

There are also provisions relating to the Litter Act 1983

Litter

46The Authority shall be treated as a litter authority for the purposes of the Litter Act 1983

Under this statute the power relates to the provision of litter bins and a duty to consult with other authorities in the county in relation to the abatement of litter. Any agreement reached by authorities is then put into a plan. Note that if an authority chooses to provide a litter bin, then it has an obligation to empty it regularly and not permit it to become a public nuisance. There are powers enabling authorities to make financial contributions to other authorities exercising their power to provide litter bins.

Byelaws

The Authority has the power to make byelaws under section 6 Norfolk and Suffolk Broads Act.

6 Byelaws: general.

(1)The Authority may make byelaws under this section for the purpose of securing that persons resorting to land to which the byelaws apply do not—

(a)damage the land or anything in, on or under it; or

(b)interfere unduly with the enjoyment of the land by other persons.

(2)Byelaws under this section may only be made in respect of land within the Broads—

(a)of which the Authority is the owner or occupier;

(b)to which the general public have a right of access; or

(c) which is commonly used by the general public.

(3) Byelaws under this section may, in particular—

(a) prohibit or restrict the use of land (other than any highway or other road or any land within the navigation area or the Haven), either generally or in any manner specified in the byelaws, by traffic of any description so specified;

(b) contain provisions prohibiting the depositing of rubbish and the leaving of litter;

(c) regulate or prohibit the lighting of fires; and

(d) make provision as to the conditions of use of parking places provided by the Authority and prohibit or restrict persons from plying for hire with vehicles at any such parking places.

It is considered by our solicitor that the absence of the word “or” after the wording in 6 (2)(a) suggests strongly that these bylaws could only relate to land actually owned by the Broads Authority, or which it occupies itself.

Equally, however, there are easier powers which any district council (which does not include BA, but would include the local authority for the area) can exercise to make a Public Spaces Protection Order under section 59 of The Anti-social behaviour, Crime and Policing Act 2014. This is where there is a persistent or continuing activity being carried out in a public space which is having a detrimental effect on the quality of life of those in the locality. Persistent dog-fouling or fly-tipping would meet this requirement.

Main statutory obligation

The main statutory obligation to collect household refuse is found in the Environmental Protection Act 1990. The authorities who discharge these obligations are district councils under section 4(11)(a) of this statute.

The solicitor can find nothing to suggest that BA has any statutory obligations under the EPA 1990.

Notes of Broads Authority Waste Workshop 15 July 2016

Waste Review Workshop: Feedback

Group 1 facilitator – Angie Leeper Notes:

Group 1 - AML

- Work on legislation amendments up to 2017 review
- Pro-active in involving local authorities in the approach to be taken
- BA maybe having an economic development group? – e.g. consideration of NDR and other core developments
- Look at contact with other National Parks – how they deal/interact with local authorities and advice on relevant land

Group 2 - SB

- Not all this waste comes from boats
- Problem already – no need for new site provision /exacerbating current issues
- Maintain sites that are key – i.e. Ludham Bridge
- Conclusion definition – aim to scrap the definition difficult to distinguish waste streams - try evidence based papers to work through unintended consequences
- Think stay of execution on sites at risk?

Group 3 - AC

- Should BA be a principal litter authority.
- Look at wording , pros and cons and rising implications
- Discuss with other National Parks
- 70/30 split not fair/calculations not fair. Broads Authority data could be provided
- Suffolk County Council - have they taken a level discrimination
- Costs for each location
- Funding /Budget potential to share – needs to be National Park budget
- Horning and Ludham Bridge key tests

JH commits to provide information on the review that they will

Better reporting of issues

Suggests comparison with other National Parks to demonstrate possible inequality

Group 2 Facilitator –Steve Birtles Notes:

1. Do they consider it sufficient?
2. If they want to do more:
 - a) do they only want to consider a partnership approach, pubs, parish and boatyards etc
 - b) What should our policy be and how do we communicate it?
3. If we do move how do we appoint the budget – National Parks Navigation.

Question to Joel – Not his experience that fly tipping/overspill is a problem. What discretion did Norfolk County Council exercise with respect to National Park tourism?

Response – Complaints need to be passed to Authorities. Norfolk County Council and District Council took their lead from the legislation, went to the letter of the act. No discretion exercised due to chance of being challenged.

Heydon Thirtle – Gave examples of problems. Set out the real problems on the ground. Impacting on the parishes. Local authority officer from GYBC have only received 2 complaints.

Bill Dixon – How big is the problem now and how big will it become? – The Broads Authority does not have the resources.

John Timewell – How do other National Parks do it? They do not have waste problem and do not provide waste facilitation they are providing.

John Packman – Did the District Council carry out their introductory duty of assuring the impact on the National Park.

Response – National Park land is relevant land and does not include the Broads Authority. The districts determined to place the information to reduce the impact. No evidence that the District Council did this.
Feedback to members on an approach to other discretionary powers

Feedback

Tourism destination. Partners within it one District Council. They need to step up to the challenge. Hire operators feel they already pay enough rates, providing their own commercial waste facilities and not to pay more.

Joel – Feels there have been a lack of overall co-ordination. Concern that North Norfolk District Council have muddled the water in not.

Spend on changing legislation and set out different relationship with the Authority. Nice using in partnership or big stick use our power to levy Authorities.

One person to co-ordinate collection of waste complaints – standard form to collect issues raised.

Long term aim to develop areas where rubbish/information etc can be developed – proper facilities/ vision etc.

Have a long term aim on how we want the Broads to evolve and set a road map with agreed facilities and also plan the steps of delivering facilities etc, so the District Councils are an integral part of the plan and they are signed up to it.

Use this as a catalyst for changing the Broads approach to future planning etc and levy North Distribution Road will increase access to Broads and increase visitors etc.

Could the profile of visitor change to more local visitor due to increased housing, more visitors dipping in and out? We appear to be re-active not proactive.

Set standards for enterprises etc a blue print into facilities that we would want like the facilities at Horsey – carpark, toilets, café etc at strategic places. National Park District Council should take responsibility generally inadequate.

Get ranger to feedback problems in a uniform way so that we can use data going forward. Use social medium to report issues and use forums to either collect issues and be more proactive in promoting where bins are. Make sure we include Suffolk.

We need to have a vision on what we want. Have an economic development committee to draw together the business case for these sort of issues.

Are there other National Parks and what are the comparisons? Find out if they are 'relevant land' if the Broads Authority was 'relevant land' then the District Council would have to pick up the rubbish. Perhaps we should work with the other National Parks to identify areas of difference so that we can feed into the review of waste regulations or to challenge regulators on classifications /differences on other National Parks.

Develop drafted amendments to legislation to drip feed into government over time so at every opportunity we can promote change.

Put a flag on the legislation when it is ready for review – consultation. Target relevant MP's

Group 1

1. Views re: current position

- Current provision not adequate

2. Priority sites for new provision

- Road and boat traffic coincide
- North Broads – more intensity of visitors

3. Partnership approach or fully funded

- Short term risk until after the reviews
- Authority to engage with Local Authority. We must know what we want to feed into the 2017 reviews – amendment to legislation
- Long term view 10 years. Pro-active in unknown authorities in a partnership approach. Economic development group – NDR will have an effect – co-ordinate the information of which waste is a part.
- What other National Parks do – how they deal/interact with their local authorities.
- Relevant land etc.

Group 2

1. Views re: current position

- Not all waste comes from boats
- No need for new sites/provision

2. Priority sites for new provision

- Maintain sites that are key - Ludham Bridge

3. Partnership approach or fully funded

- Waste definition is the problem – aim to influence the review as it is so difficult to differentiate between waste streams, unintended consequence of the legislation
- Stay of execution on sites under threat

Group 3

1. Views re: current position

- Should we be a litter Authority – No. want on review how . may want to influence
- Discuss with other National Parks are we in time/legislation
- Previously penalised due to the number of restraints

2. Priority sites for new provision

- Provision not adequate in North, may be more acceptable in South – what is Suffolk County Council's view on this?
- They would like to see collection and disposal cover for each site. So that we can use this for decisions
- Ludham/Horning

For Joel – Use this data for influencing current and future decisions

Joel – Will keep the Broads Authority up to date regarding review of the regulation via Tom Timewell.

Capture data in a uniform way so that quantitate data is available.

Work with other National Parks so that any differences/commonality may be identified so that MP's can be preloaded with.

Develop a clear view of what the Broads wants to be in the future.

Adrian Clarke Facilitator, Group 3 – Members included Jacquie Burgess, Bill Dickson, Hayden Thirtle

General comments

Boats need to be able to dispose of rubbish on a daily basis due to confined space and smell of rubbish.

Need for increased information/education on availability of disposal facilities. Could the BHBF do more to promote use of yard facilities?

Need for recognition that there is also a need for the private fleet to dispose of rubbish and need for waste collection authorities to recognise that this waste is NOT commercial waste.

Questions

Q1 Is the current level of provision sufficient?

The group felt that the current level of provision is acceptable (but only if there is no loss of the sites marked as being at risk on the map). The general feeling of the group was that adding new waste collection sites to the list would potentially be adding to the problem as someone would have to take on liability for managing the sites and paying for the rubbish collection. Given there is no budget available for the Broads Authority to take on the sites where the Districts are proposing remove facilities the group felt adding new sites did not seem to be sensible at this stage.

The Strong feeling of the group was that priority sites (Ludham/Horning /Stokesby were mentioned) need to be maintained and that the Districts should be kept under pressure to maintain them.

Q2

As the group felt that new sites would be exacerbating the situation they didn't consider that the Authority should support the provision of new facilities at specific locations unless these were going to be taken on by the Districts or other third party providers.

Q3 What should the Broads Authority's future Strategy be?

First there was a discussion about whether or not the Broads Authority should take on total liability for any existing sites or provide new ones to fill gaps in provision. The general consensus was that the answer to this question was no as the Authority is not a waste collection authority.

There was then discussion about how the Broads Authority should fund any waste facilities if it was decided that the Authority did have a role to play. The unanimous view of the group was that if this did happen the costs should not be paid for solely from tolls income. Members felt that this would not be justifiable given that the waste disposed of came from a variety of sources not just from boats: Members accepted that some waste certainly came from boats (both private and hire) but felt that as significant quantities of waste also originated from other sources (anglers, walkers, local businesses, parishioners/local residents etc. etc.) it would be inappropriate for the tolls to bear the burden of cost if the Authority took the view that it had to make some provision. They felt that this was particularly true for the private craft as waste originating from them was not commercial waste.

The view of the group was that in making the decision to remove waste facilities the Districts had not taken due regard of the Broads' status as a national park as required by legislation.

The speaker from Norfolk County Council gave some indication that a review of the legislation was going to happen in 2017. The group considered that this review should examine the unintended consequences of the change to the waste regulations that have resulted from the reclassification of hire boat waste as commercial waste. They advocated pressing strongly for the review to look closely at the issue of how the regulations impact on protected landscapes and for the decision regarding the precise classification of boat waste to be reversed. They also felt that this approach should be argued for through a partnership involving all the Councils (Districts and County) and the Broads Authority. In order to do this it would be necessary for there to be support at a political level for the approach and there would consequently need to be discussion with the leaders of the relevant authorities rather than with officers. And they also suggested that as a good will gesture the Districts should not remove further waste disposal sites while this was being worked on.

Adrian Clarke

Senior Waterways and Recreation Officer

Broads Authority Waste Disposal Workshop

Members	15 July 2016	Actual
	10.00	

Kelvin Allen	✓	
John Ash	A	
Michael Barnard		
Louis Baugh		
Matthew Bradbury	A	
Jackie Burgess	✓	
Nigel Dixon	✓	
Peter Dixon	A	
Bill Dickson	✓	
Gail Harris		
Lana Hempsall	A	
Guy McGregor		
Greg Munford	✓	
Sarah Mukherjee		
Paul Rice	✓	
Vic Thomson	A	
Nicky Talbot	✓	
Haydn Thirtle	✓	
John Timewell	✓	
Peter Warner	Ap	
Michael Whitaker	✓	
Navigation Cttee		
Linda Aspland	✓	
Alan Goodchild		
Max Heron	✓	
James Knight	Possibly away on hols	
Brian Wilkins		
Total Members		

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Staff and Operational

John Packman	✓	
Andrea Long	Apologies	
Trudi Wakelin	Apologies	
Angie Leeper	✓	
Adrian Clarke	✓	
Steve Birtles	✓	
External		
Joel Hull	✓	
Scott Martin	✓	
Joe Webb	✓	
Paul Shucksmith	✓	

Proposed Strategic Sites – September 2016

Location	Provider	Notes	Comments
Hoveton, Riverside Road	North Norfolk District Council		
Irstead Staithe	North Norfolk District Council		
Ludham Bridge	North Norfolk District Council	**	
Womack Water, Ludham	North Norfolk District Council	**	
Horning, Swan Inn CP	North Norfolk District Council	**	
Coltishall, CP	Broadland District Council		
Reedham Quay	Broadland District Council		
Langley Staithe	South Norfolk		
Pye's Mill, Loddon	South Norfolk		
Loddon Staithe	South Norfolk		
Bramerton	South Norfolk		
Rockland	South Norfolk		
Locks Lane	South Norfolk	Litter bin	
Repps Staithe, Potter Heigham	Great Yarmouth Borough Council	Litter bin*	
Stokesby	Not currently provided(GYBC)	***	
Ranworth	Broads Authority		
Great Yarmouth Yacht Station	Broads Authority		
Norwich Yacht Station	Broads Authority		
Somerleyton 24hr Moorings	Broads Authority		
Aldeby	Broads Authority/Landowner		
Oulton Broad Yacht Station	Sentinel Leisure Trust		
Beccles Yacht Station	Sentinel Leisure Trust		
Horsey	National Trust		
The Green, Sutton Staithe	Sutton Hotel		
Barton Turf	Barton Turf PC		
Hickling	Pleasure Boat Inn		

* Members would like this to be increased to appropriate size bin(s)

** Members feel these sites need to be retained – currently due to be removed 2017

*** Members would like this site to be added

Asset Management Plan: Vessel and Equipment Strategy
Update Purchase of replacement equipment

Report by Director of Operations and
Head of Construction, Maintenance & Environment

Summary:	This report sets out the update to the vessels and equipment strategy within operational use following reassessment of the plant and changes in monitoring health, safety and performance.
Recommendation:	Members' are asked to approve the spend from reserves as detailed in section 5 of this report for this financial year.

1 Background

- 1.1 Navigation Committee was consulted on the development of the Broads Authority's Asset Management Plan in October 2013 and this included a detailed review of the schedule and condition of vessels and equipment. The Committee endorsed the approach, and subsequently an annual contribution to reserves of £92,000 has been incorporated within the budget.
- 1.2 Over the last 3 years the strategy has been implemented with the purchase of 3 new wherries and 18 link flotes. This expenditure has also been supported by PRISMA funding.
- 1.3 The revised Asset Management Strategy adopted by the Broads Authority in November 2015 noted that a fundamental review of the vessels and equipment strategy should be undertaken in 2017. However, the recent failure of an inspection of a crane barge, a set of link flotes and history of breakdowns with one of the old weed harvesters has prompted an earlier evaluation.

2 Aquatic Water Plant management

- 2.1 The waterways of the Broads are home to a unique and diverse range of water plants; these underwater habits provide food and refuge for fish, birds and invertebrates. The site specific cutting specifications and Environmental Standard Operating Procedure (ESOP) aims to conserve these features, whilst also providing water depth for transiting vessels and craft. Submerged rooted water plants are cut to provide sufficient navigation depth as well as preventing uprooting of plants by vessels to retain an understorey of vegetation for aquatic life and stabilise bed sediments.

- 2.2 The cutting of water plants occurs between May and September, the precise timing depends on a number of factors such as plant height, density, spread and species (some plant species will never reach the minimum growth height to require cutting).
- 2.3 In 2012 a used 'Berkenheger 6510 Weed Harvester' was purchased with the view to retire the 10 year old Miller weed cutter, but such has been the demand for weed cutting that repairs were carried out and the Miller was retained. The resurgence in growth of aquatic plants can be attributed to improving water quality, reduced turbidity as accumulated silts are removed and longer sunnier days earlier in the year. From 2012 we have therefore operated two weed harvesters between May & October and it was projected that a replacement for the Miller would be required in 2020.
- 2.4 Late 2015, during the Miller yearly refit, mechanical issues and structural problems with the cutting head and hydraulics were identified and repair costs were uneconomic. This meant for the 2016/17 season only one machine has been available which has impacted upon the service and meant contractors have been used in support.
- 2.5 Officers have found a potential second hand replacement, another Berkenheger 6510 Weed Harvester, offered for sale by The Seaweed Company Scotland at £30,000. This is a good opportunity as the vessel is in good condition, suffering from only minor cosmetic issues from being stored outside on a Scottish Island, and many of the modifications required to operate the vessel successfully in the Broads which we have learned through experience of using our current machine have already been carried out. It has a low recorded service usage and engine and hydraulics were found to be in good running order.
- 2.6 A new 'Berkenheger 6510 Weed Harvester' would cost in the region of £160,000 to £170,000.

3 Linkflotes and Grab 7

- 3.1 In December 2015 an old set of Linkflotes were scheduled for a full assessment and refurbishment. The intention was to re-plate the sections, repaint and re-flote the units. However, the full condition assessment identified that the actual repairs required were considerably higher than expected, making these linkflotes beyond economical repair. The Strategy had originally identified these for replacement in 2017/18.
- 3.2 In January 2016 the Grab 7 dredging barge built in 1936 was transported to dry dock to be shot blasted and have a full marine condition survey conducted, as part of its planned maintenance, with the view to assess structural strength of the barge, carry out the repairs required and mount a new Crane inside. The subsequent report identified a number of major structural issues with the steel, highlighted potential stress failures with the repair methodology and after a careful cost/benefit analysis it was decided the barge was beyond economical repair.

- 3.3 With these two major items of equipment out of commission the deliverability of the 2016/17 dredging programme is at risk.
- 3.4 A set of Volkerbrook replacement flotes to provide a platform for long reach excavators undertaking dredging works would cost £116,000, and would be compatible with our existing equipment for maximum flexibility.

4 Small Tools and Equipment

- 4.1 The Broads Authority has a high level of small tools and equipment used for the maintenance of the navigation and the Broads and as part of the Health & Safety Management system the Authority is required to monitor the vibration levels that staff operating this equipment are exposed to.
- 4.2 Using the large amount of vibration data that has been collected, it is demonstrated that using well maintained, fit for purpose and modern power tools the Hand Arm Vibration Risk can be managed. In order to achieve this, a number of key items that produce high vibration, are used heavily in the management of the Broads and are used for prolonged periods need to be replaced. This list of equipment includes a variety of Mowers, Outboard engines and an assortment of smaller hand held tools like electric drills, grinders and cutting items and would cost £20,000 to be replaced, and would also improve the productivity of staff and volunteers.

5 Financial Implications

- 5.1 Good progress has been made in the replacement of the equipment gifted to the Authority by May Gurney at the time of the Dockyard purchase, much of which we knew at the time had a limited life. The income from PRISMA funded replacement of some of the older wherries and grabs.
- 5.2 The Authority has a plant, vessels and equipment reserve which stood at £302,225 on 1st April 2016. Within that reserve fund is a specific Dockyard vessels and equipment reserve which stood at £162,868 on the same date. The Authority makes an annual contribution to the reserve of £92,000 (£64,400 from Navigation income and £27,600 from National park Grant). At the beginning for the financial year the only projected expenditure from this fund was the outstanding 10% payment on the third wherry of £11,333. It is recommended that the Authority approves the additional expenditure of £166,000, and that will leave the reserve at £77,535 at the end of the financial year.

Dockyard, Vessels and Equipment reserve

	Income/ Expenditure	Balance
As at 1/4/2016		£162,868
Contribution to reserves	+£92,000	£254,868
Final 10% on third wherry	-£11,333	£243,535

Purchase of second hand Berky weedharvester	-£30,000	£213,535
Purchase of Volkerbrook linkflotes	-£116,000	£97,535
Replacement of small equipment	-£20,000	£77,535
Balance as at 1//4/2017		£77,535

- 5.3 The Vessel and Equipment Strategy, which forms part of the Authority's Asset Management Strategy, has been completely reviewed and updated. (Appendix 1) This has confirmed that a continuing annual contribution of £92,000 to the reserve fund is sufficient to continue the programme of investment and replacement of equipment.
- 5.4 The Navigation Committee was consulted on this approach at its meeting of 8th September 2016 and supported these purchases.

Background papers: Nil

Author: Trudi Wakelin/ Rob Rogers
Date of report: 12 September 2016

Broads Plan Objectives: NA1.1

Appendices: APPENDIX 1 -Vessel and Equipment Strategy

Item	Condition	Planned maintenance works	Comments	Action date	Budget cost
Wherry Blucher	Not used by BA for 6 years	No planned useage or maintenance	scrapped Feb 2015		
Dumb lighter - Regal	Poor hull thickness	No planned useage or maintenance	scrapped Feb 2015		
Dumb lighter - Reaper	Poor hull thickness	No planned useage or maintenance	Scrapped Feb 2015		
Dumb lighter - Aubrey			Scrapped Feb 2015		
Wherry Monster	Poor hull thickness		Scrapped Feb 2015		
Wherry Junior	Hull very thin down to 1.5mm, engine old and worn. Requires replacing	Patching and repairs to maintain as she is, not worth huge	Scrapped Feb 2015		
Wherry Go Forward	Hull very thin down to 1.5mm, engine old and worn. Requires replacing	Patching and repairs to maintain as she is, not worth huge	Scrapped Feb 2015		
Grab 7	Barge is old and worn but serviceable and maintained. The NCK Crane was scrapped Sept 2015	Condition Survey 2016 identified extensive repairs (40-50K) Scrapped June 2016	No replacement required		
Wherry Virtue	Hull condition poor and engine old and tired.	Patching to hull and regular fixes to coax engine along £3,000	Scrapped Feb 2015		
Wherry Senior	Hull very thin down to 1.5mm, engine old and worn.RE-PLATING REQ 2014	With a hull re-plate this wherry will give 5-7 years more service.	Scrapped Feb 2015		
Fen harvester	Unreliable, prone to breakdown, SCRAPPED	Replacement planned 2014	Scrapped 2014		
Dumb lighter - Brown Bob		No works planned	Scrapped 2016	no replacement	
Dumb lighter - Cattle barge			Scrapped 2015	no replacement	

Weedcutter Horace Miller	work boat base in reasonable condition, engine old but reliable. Harvester cutting head front unit poor, twisted frame, aged and worn drive	General maintenance and servicing 1k pa, maintenance of cutting head, moving floor chains and frame repairs 3k pa	to be decommissioned as weedharvester but used as workboat/ fuel store, new secondhand machine to be sources	2016/17	£30,000.00
JCB 180	Regular service package	Yearly servicing 1k	Service package expires 2017, lease hire	2017	£0.00
Grab 10	Barge is 100 yrs old, serviceable but old and worn. Due to size and weight the bottom condition of barge is unknown	Planned decommission date April 2017	No replacement required.	2017	£5,000.00
LinkFlotes	2 sets of 9 flotes, (18 flotes) all new and in good condition (2014 & 2015)	Lifted out after 5 years, blasted and repaint	one new sets required (9no)	2016/17	£116,300.00
LinkFlotes	2 sets of 9 flotes, (18 flotes) all new and in good condition (2014 & 2015)	Lifted out after 5 years, blasted and repaint	one new sets required (9no)	2017/18	£116,300.00
Crane RB 22 (66)	In good working order, requires regular servicing and maintenance	Regular servicing and on-going upkeep £1,500 2012/13	To be scrapped 2018 and replaced with long reach excavator	2018	£0.00
Crane RB 22	In good working order, requires regular servicing and maintenance	Will need a new grab block £3,000 in 2014/15	To be scrapped 2018 and replaced with long reach excavator on lease hire	2018	£0.00
Wherry Onward	Hull very thin down to 1.5mm, engine old and worn.Requires replacing	Patching and repairs to maintain as she is, not worth huge expenditure.	Only 2 – 6 years life with careful cajoling.	2020	£120,000.00
JCB 160	Regular service package	Yearly servicing 2k	lease hire recommended	2021	£0.00
JCB 180	Regular service package	Yearly servicing 1k	Service package expires 2020, lease hire	2022	£0.00

Work Boat Z1	Major refit undertook in summer 2011, with electrics, deck, paintwork and cabin all replaced and recoated. A new engine was fitted and has proven reliable.	Yearly servicing and safety certification £1,500. Will require a 3 yearly refit & full mechanical service £4,000 Steering and paintwork needs addressing, general servicing and maintenance £6,000.	A seasoned workboat and with regular maintenance & servicing will operate for another 10 – 15 years.	2023	£150,000.00
Weedcutter Berky	Good general condition	retro fit water cooling added 13/14	Simple design should reduce running costs	2023	£50,000.00
Yard crane Smith C30	General good repair, but second hand. Is heavily used at the dockyard	Yearly servicing keeps it operational	The Dockyard will always need a mobile crane	2023	£70,000.00
Softrak MkII	Purchased in 2014	Regular routine servicing	expect 10 yr life	2024	£120,000.00
Tug Richard	A good tug but aging and in need of a refit.		With regular servicing another 10 -15 years	2024	£100,000.00
Work Boat Didler	Undergoing a major refit Summer 2012, with two new engines, deck area, hatches & electrics. A versatile work boat, ideal for work on Breydon due to keel coolers allowing it to sit in mud.	Yearly servicing and safety certification £1,500. Will require a 3 yearly refit & full mechanical service £4,000	A seasoned workboat and with regular maintenance/ servicing will operate for another 10 – 15 years.	2025	£150,000.00
Tug Cannonbrook	A 2nd hand vessel purchased from EA at Penton Hook. A good vessel with minor works required. Recently repainted	New gearbox fitted 2013 and operating as expected.	A well used and reliable vessel. 10 -15 years life.	2026	£100,000.00
Tug Bantum	Major refit summer 2012, lifted, shot blasted and repainted. Serviced and major overhaul of systems	With regular service and maintenance this tug will remain reliable and in operation	A well used and reliable vessel. 10 -15 years life.	2027	£100,000.00
Berky no.2	Second hand machine, estimated life	regular refit and servicing	subject to members approval 2016	2028	£80,000.00

Work Boat Shoveller	A well used and hard working vessel, overdue a refit (Didler was prioritised over Shoveller). Structurally sound, but refit needed	Refit at Richards underway (Sept 2013) additional work to non-slip deck and repair hydraulics also taking place.	With quality paint finish and regular yearly services will operate for 15 -20 years.	2033	£150,000.00
Wherry Tony Hewett	Hull in good condition but engine is worn and stern gear needs attention.	New engine and stern gear planned for 2014/15 £10,000	20 – 25 years of life with regular care and maintenance.	2034	£107,000.00
Wherry John Fox	Hull needs shot blasting and repainting, but in generally good condition.	Shot blasting and painting, plus servicing £3,500 2013/14	20 – 25 years of life with regular care and maintenance	2035	£107,000.00
			23 year strategy		£1,671,600.00
Wherry Iona	Fabricated in Ireland 2013 J Kearney	Delivered Dec 2013	Yearly servicing req £500	2052	£120,000.00
Wherry Gleaner	fabricated in Ireland 2014 J. Kearney	Delivered Jan 2014 – in service	Yearly servicing req £500	2053	£120,000.00
Wherry Cygnet	Fabricated in Cornwall Toms & Son	Delivered Jan 2016	Yearly servicing req £500	2054	£120,000.00
Dumb lighter - Colossus	Moored at Dockyard	No works planned	used as a welfare barge	no replacement	£0.00

Great Place Scheme
Report by Head of Strategy and Projects

Summary:	A new scheme has been launched with funding for 12 pilot areas to form a partnership to oversee how arts, culture and heritage can be built into the heart of social and economic growth. The scheme seems to fit the aspirations to develop the Broads National Park brand and profile and this paper draws out the ambitious outcomes and constrained timescale for submitting a bid.
Recommendation:	That Members are asked to endorse the submission of an expression of interest under the Great Place Scheme in time for the deadline of 6 October 2016.

1 Introduction

- 1.1 A new funding opportunity has been launched that is offering £0.5 to £1.5M grant aid to help 12 pilot areas put the arts, culture and heritage into the strategic planning, targeting and implementation of specific locations as a tool to help social and economic development.
- 1.2 The funding will come from Arts Council England, Heritage Lottery Fund and Historic England and will be allocated through a competitive bidding process and can be spent from 1 April 2017 through to the end of March 2020.
- 1.3 The details of the scheme, summarised below, seem very closely allied to the objectives for developing the brand and profile for the Broads National Park and officers are seeking support to develop a partnership and submit an Expression of Interest.

2 The Scheme Details

- 2.1 The aim of the Great Place Scheme is to put arts, culture and heritage at the heart of the local vision for 12 places across England, making a step change in the contribution of culture in those areas, and embedding them in the places' plans for the future. Four of the places will be rural. It will fund projects in areas where there is already a strong local partnership approach and a commitment to embed arts, culture and heritage as a core part of local plans, policies and strategies – cementing partnerships across the public, private and voluntary sectors.
- 2.2 The ambitions for the scheme is to support local areas to:

- **Inspire a vision of how culture can change your place** – create a sense of place, build social capital, grow local economies, cultural education, prosperous, healthy and cohesive communities; think through change, by bringing communities, people and organisations together
- **Connect culture with new partners to help change places for the better**
- **Incorporate a vision for culture into ambitions for your place** –into the emerging social, economic and spatial plans for a local area
- **Build and share learning** –cultural projects in unusual settings, pilot new activity, form new partnerships, changing the places, inspiring similar activity across the rest of the UK.

2.3 It is anticipated that most of the Schemes funded will deliver activities that fit into the following four broad areas:

- **Talking to people**
- **Exploring new ideas**
- **Creating tools to realise step changes**
- **Building capacity**

2.4 Evaluation of the programme and individual schemes will assess the success of each scheme in terms of these outcomes:

- Everyone has the opportunity to experience and to be inspired by arts, culture and heritage
- Your local area/ community will be a better place to live, work or visit
- Your local economy will be boosted
- Arts, culture, heritage and other local organisations will be more resilient
- Arts, culture and heritage organisations will have built sustainable partnerships with other sectors, agencies and organisations in the local area, and culture will be reflected in local plans and strategies

2.5 Expressions of interest need to be submitted by midday 6 October. If an applicant is invited to take the idea forward, the on-line application will be available from 1 November until 12 January. Decisions will be made to enable spending to be undertaken between 1 April 2017 and 31 March 2020. A 10% minimum cash contribution, preferably from a number of sources, would be expected.

2.6 Extracts from the scheme guidance include:

“Making a step change in the contribution of culture in those areas, and embedding them in the places’ plans for the future.”

“Fund projects in areas where there is already a strong local partnership approach and a commitment to embed arts, culture and heritage in local plans, policies and strategies – cementing partnerships across the public, private and voluntary sectors.”

“Projects will enhance the role that culture plays in the future of each place participating in the Scheme. In time this will lead to the social and economic benefits that arts, culture and heritage can achieve.”

“This is a pilot scheme. It will fund activities which can be built on in the future, and whose learning can be shared with other places.”

3 Initial ideas

3.1 Ideas have been generated internally and from initial discussions with potential partners. As ideas firm up the Broads Authority will be seeking agreement from key partners to submit a partnership bid together.

3.2 The overall ambition about the bid is starting to form around the framing concepts of:

“The Broads National Park has been formed through the interaction of people and place over centuries. Dealing with an ever changing watery landscape has left a plethora of heritage features that reflect human needs. It has been a landscape that has inspired artists from the Norwich School of Painters to modern day writers like Mark Cocker. Its distinctive culture and heritage is however in need of care though they remain assets that can benefit human well-being.

Relatively few people live in the heart of the area but hundreds of thousands surround it and millions visit it. A huge potential exists to build on its unique heritage and cultural connections to express this interaction of people and place as a foundation for sustainable living.

“Waves in the Broads’ (working title) will bring people together for new perspectives around arts culture and heritage in the environment perhaps using water as part of the USP.”

Background papers: None

Author: Simon Hooton

Date of report: 20 September 2016

Broads Plan Objectives: LC1, LC2, PE1, PE2, PE3, TR1, TR2

Appendices: None

Updating Enjoy the Broads Visitor Website
Report by Head of Communications

Summary: This report follows on from the Authority's approval of the new Sustainable Tourism Strategy for the Broads in May 2016 when the updating of the Enjoy the Broads visitor website was identified as one of three priorities for the first year. It recommends that £10,000 from the Planning Delivery Grant Reserve be used to help fund the project.

Recommendations:

- (i) That the expenditure of £10,000 from the National Park Planning Delivery Grant budget for the redesign and updating of the content on the Enjoy the Broads visitor website be approved.
- (ii) To note that a review of resourcing of the Communications team is underway.

1 Background

- 1.1 Members will recall that in the Broads Authority meeting of 13 May 2016 three reports made reference to the work of the Communications Team and in particular the development of the visitor website and digital communications.
- 1.2 The report on the Sustainable Tourism Strategy specifically identified the development and maintenance of a 'high quality up-to-date destination website' and development and maintenance of 'a strong digital/social media presence and PR activity' as the two highest Broads Authority owned priorities for the first year. The third non-Authority owned priority was developing high profile wildlife packages and will be included in the future work of Broads Tourism and partners.
- 1.3 This year's Business Plan reflects these priorities and part of the feedback from members as part of their Annual Review included a perception that additional resources were needed in the Communications Team.
- 1.4 Members supported the principle of updating the Enjoy the Broads visitor facing website and reviewing the need to strengthen the Communications Team in respect of digital and social media and press.

2 Digital Media and Communications Team Resource

- 2.1 The Head of Communications and the Director of Planning and Resources are reviewing the Communications Team workload, priorities and aspirations

against available resource. This will include how any additional resourcing can be managed within an effective team structure given that PR and media relations was an area that members also felt was under resourced in addition to the ongoing website management, digital PR and social media identified as priorities in the Sustainable Tourism Strategy. Any proposals for additional resources will be considered alongside other priorities later in the year.

3 Redevelopment of the Visitor Website

- 3.1 While this review is ongoing there is an immediate need to tackle the technical, design and content issues to make the visitor website more effective; to bring it up to date as a top priority within the Sustainable Tourism Strategy and to take advantage of the opportunity presented by working with Broads Tourism; to update the marketing offer to members in a fresh drive to boost membership and to make the organisation sustainable in the long term.
- 3.2 If the work is not carried out there is a risk that existing and potential Broads Tourism members will lose faith in the effectiveness of the organisation to market their interests given that an effective visitor website is perceived to be the key marketing tool for destination management organisations.
- 3.3 Market analysis, development and delivery of new content and creation of a digital content strategy will need to be undertaken by an external party given the time constraints while resourcing within the Communications Team is reviewed and the skills gap within the team.

4 Financial Implications

- 4.1 At the May meeting a provisional estimated cost of approximately £30,000 was reported as being required for the redesign of the visitor website, market analysis, the creation and delivery of all new content and the development of a digital content strategy. This is in addition to the staff time to guide the project and for the upkeep of the website going forward.
- 4.2 Working with Broads Tourism the Authority's officers have taken forward the initial thoughts for the redesign of the site and are now proposing to use a Broads' tailored version of the National Parks UK's website design, bringing the Broads greater identity with the National Park brand and importantly saving around £5,000, as much of the coding already exists. The Head of Communications and the ICT Project Officer are working on detailed plans for how the design can work with the desired functionality of the new Broads' visitor website.
- 4.3 To enable this project, work on developing the Authority's Document Management System has been put on hold. This allows £13,700 of existing ICT budget (funded from the Planning Delivery Grant), to be available and a further £3,000 has been pledged by Broads Tourism. This leaves a balance of approximately £10,000 which could be funded from National Park Planning Delivery Grant Reserve.

- 4.4 The aspiration by the new Broads Tourism Marketing Steering Group, on which the Authority is represented by the Head of Communications, is that a new website would become a revenue stream for the Broads Authority and Broads Tourism joint marketing plan being developed in the New Year to boost visitor and membership numbers.

Background papers: [Strategy and Action Plan for Sustainable Tourism in the Broads 2016 to 2020](#)

[Minutes of the Broads Authority meeting of 13 May 2016](#)

Author: Lorna Marsh
Date of report: 20 September 2016

Broads Plan Objectives: TR1, TR2, TR3

Appendices: None

Review of Code of Conduct for Members
Report by Solicitor and Monitoring Officer

Summary: This report updates the position regarding the new draft Code of Conduct for Members.

Recommendation: To consider the revised Draft Code of Conduct for Members and subject to any amendments, adopt with immediate effect, and arrange for all Members, including Co-opted Members of the Navigation Committee to sign the new Code.

1 Introduction

- 1.1 Within the Annual Governance Statement for last year, was a requirement for the Members' Code of Conduct to be reviewed as part of this year's Action Plan.
- 1.2 A report and draft Code of Conduct was considered by the Financial Scrutiny and Audit Committee on 5 July 2016 and the Broads Authority meeting on 8 July 2016. At those meetings comments were invited on the draft. The Code is also due to be considered by the Financial Scrutiny and Audit Committee on 27 September 2016. Any further comments will be reported.
- 1.3 Changes from the comments received were incorporated and minor corrections were undertaken. The draft was provided to the two Independent Persons and discussed with them on the 9 September 2016. There were no amendments needed following that discussion.
- 1.4 A number of scenarios have been considered by the Monitoring Officer which have included cases reported in the public domain and as a result some amendments to the Hearings Procedure in the draft made as a consequence.
- 1.5 The changes, other than minor corrections, are highlighted for ease of reference. Once finalised, the index will then be inserted.
- 1.6 As indicated at the meeting on 8 July 2016 the Protocol for Staff and Member Relations is in the process of being updated.

Background paper: None

Author: David Harris, Solicitor and Monitoring Officer
Date of report: 19 September 2016
Broads Plan Objectives: None

Appendices: APPENDIX 1 – Draft Code of Conduct for Members



Code of Conduct for Members and Complaints Procedure

September 2016

DRAFT

1 Introduction and Overview

- 1.1 This revised Code of Conduct for Members (“the Code”) sets out the conduct which is expected of members and co-opted members (“Members”) of the Broads Authority (“the Authority”) when they are acting in that capacity, as required by section 27 of the Localism Act 2011.
- 1.2 The Nolan Report set out the seven Principles of Public Life, which are incorporated into the Code as required by section 28 Localism Act 2011. The Authority also has a statutory duty under section 27 of the Act to promote and maintain high standards of ethics and conduct by its Members.
- 1.3 Members will be offered training on the Code whether by the Monitoring Officer or from a representative body and the Authority expects all Members to take advantage of such training, including refresher courses, to ensure that they are fully aware of the provisions of the Code and the standards expected of them in public.
- 1.4 Members are also urged to avail themselves of the Local Resolution Procedure under the Code for dealing with Member versus Member complaints and other disagreements and to ensure the effective use of the Authority’s resources. The aim of Local Resolution is to resolve matters at an early stage so as to avoid the unnecessary escalation of the situation which may damage personal relationships within the Authority and the Authority’s reputation.
- 1.5 The following pages set out the Code and guidance and it is intended to be consistent with the seven principles. It is also not an exhaustive list of all legal obligations which fall upon Members and does not discharge members from their duty to ensure that at all times they act within the seven principles attached to the Code. The Authority also has its core values, which Members are asked to observe and follow. These are set out in section 2.
- 1.6 Members should ensure that they take appropriate action in relation to any Disclosable Pecuniary Interest. Failure to do so may result in a criminal conviction and a fine of up to £5,000 and/or disqualification from office for a period of up to 5 years.
- 1.7 Members should comply with the Code whenever they are acting in their official capacity as a Member including at full meetings, committee meetings and sub-committee meetings. The Code also applies to Members’ dealings with each other, with outside bodies, briefing meetings with officers, site visits, use of social media and in communication with the Authority, other than in a private capacity.
- 1.8 Freedom of expression is a right which applies to all Members of the Authority. A Member’s freedom of expression attracts enhanced protection where the comments are political in nature. The criticism of opposing ideas and opinion is considered to be part of democratic debate and it is unlikely that such comments would amount to a breach of the Code. Comments which breach the principle in paragraph 2.8 below may, in contrast, be a potential breach of the Code.

- 1.9 Members' attention is drawn to the Protocol on Member and Officer Relations in the Broads Authority which sets out expectations of Members' conduct towards staff. The Authority has a Staff Code of Conduct for its staff which includes guidance on staff relations with Members, including on social media.
- 1.10 Members' attention is also drawn to the Authority's Standing Orders which includes guidance on conduct within meetings of the Authority and its committees including sanctions for disorderly conduct by Members within such meetings.

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2 Principles of Conduct and Core Values

Principles of Conduct

2.1 The Code promotes the highest standards of ethics and conduct and draws upon the Nolan principles of conduct as follows:

2.2 **Selflessness.**

Members must act solely in the public interest. They must never use their position as Members improperly to confer an advantage on, or to avoid a disadvantage for, themselves or improperly to confer an advantage or disadvantage on others.

2.3 **Integrity and propriety.**

Members must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. Members should not act or take decisions in order to gain financial or other material benefits for themselves, their families or friends. Members must declare and resolve any interests and relationships.

Note: Members should avoid putting Authority staff in breach of their own Code of Conduct, such as adding them as friends on social media platforms such as “Facebook”. Members should familiarise themselves with the Protocol on Member and Officer Relations in the Authority.

2.4 **Objectivity in decision making**

In carrying out their responsibilities including making appointments, awarding contracts, or recommending individuals for rewards or benefits, Members must make decisions on merit. Whilst Members must have regard to the professional advice of officers and may properly take account of the views of others, including their political groups, it is their responsibility to decide what view to take and, if appropriate how to vote on any issue.

2.5 **Accountability**

Members are accountable to the public generally for their actions and for the way they carry out their responsibilities as a Member. They must be prepared to submit themselves to such public scrutiny as is appropriate to their responsibilities.

2.6 **Openness**

Members must be as open as possible about all their actions and those of the Authority. They must seek to ensure that disclosure of information is restricted only in accordance with the law. Members should be transparent through being prepared to give reasons for their decisions and actions.

2.7 **Honesty**

Members must declare any private interests relevant to their public duties and take steps to resolve any conflict in a way that protects the public interest. Interests must be registered and declared in a manner which conforms to the procedures set out below.

2.8 **Leadership**

Members must promote and support these principles by leadership and example so as to promote public confidence in their role and in the Authority. They must respect the impartiality and integrity of the Authority's statutory officers and its other employees. Members should be willing to support the Code and willing to challenge poor behaviour whenever it occurs.

Note: The Protocol on Member and Officer Relations section 3 provides that officers can expect from Members leadership and that they take responsibilities for decisions made by the Authority and for defending them publicly.

2.9 **Stewardship**

In discharging their duties and responsibilities, Members must ensure that the Authority's resources are used both lawfully and prudently. They must ensure that the Authority's resources are not used improperly for political purposes (which include any party political purposes). Expenses must be claimed in accordance with the Authority's guidance and supported by receipts, where appropriate and claimed reasonably promptly.

2.10 **Confidentiality**

Members must not disclose any information given to them which should reasonably be regarded to be of a confidential nature, including items discussed in the confidential sections of meetings. This duty of non-disclosure may no longer apply where either the consent of the person authorised to give it has been obtained, or there is a legal requirement to disclose. If in doubt, you are encouraged to seek the views of the Monitoring Officer.

Note: The Protocol on Member and Officer Relations in the Broads Authority section 8 on Disclosure of Information by Members sets out the procedure in relation to disclosure of confidential information, which involves 72 hours prior notification in advance to the Chief Executive or Solicitor and Monitoring Officer. The Information Commissioner has issued helpful guidance on the Freedom of Information Act and Data Protection Act which is available on the ICO website www.ico.gov.uk or by calling 0303 123 1113.

2.11 **Equality and respect**

Members must treat others with respect and promote equality by not discriminating unlawfully against any person and by treating people with respect, regardless of their sex, race, age, religion, gender, sexual orientation or disability. You should respect the impartiality and integrity of the Authority's statutory officers and its other employees.

Note: The Protocol on Member and Officer Relations sets out in detail the roles and responsibilities and the working relationships between Members and officers. Section 3 sets out expectations that each can expect from the other respect and courtesy and the highest standards of integrity.

Core Values

- 2.12 In addition to the principles of conduct, Members should, so far as possible, reflect the Authority's Core Values, which have been drawn up by the Authority's staff and adopted by the Authority:
- 2.13 **Commitment** – We are committed to making a difference to the Broads for the benefit of all and we will have the courage of our convictions when faced with difficult decisions.
- 2.14 **Caring** – We are considerate and respectful of each other, working together to provide the best service we can.
- 2.15 **Open and honest** – We are open, honest and inclusive in our communication and in making decisions. We are approachable and available, reaching out to all groups.
- 2.16 **Sustainable** – We take the long-term view, are passionate about our environment and its ability to provide for a vibrant local economy and the well-being of local people.
- 2.17 **Exemplary** – We strive for excellence in all we do. We are ambitious, innovative and lead by example

3 Registering and declaring disclosable pecuniary and other non-pecuniary registrable interests and gifts

- 3.1 A Member must within 28 days of taking office as a Member notify the Monitoring Officer of any disclosable pecuniary interest as defined by regulations made by the Secretary of State. This applies whether that interest is their own, their spouse's or civil partner's, or is the interest of someone with whom they are living with as a husband or wife, or as if you were civil partners. The interest will be included in the Authority's register of interests (a copy of which is available for public inspection and published on its web site).
- 3.2 In addition to 3.1, Members must within 28 days of taking office as a Member notify the Monitoring Officer of any disclosable pecuniary or non-pecuniary interest which the Authority has decided should be included in the register.
- 3.3 If an interest above has not been notified or entered in the register, then the Member must disclose the interest to any meeting of the Authority at which they are present, where they have disclosable interest in any matter being considered and where the matter is not a "sensitive interest" as described in the Localism Act 2011. In relation to sensitive interests, which include any concern that disclosure might lead to the Member being subject to violence or intimidation, you should speak to the Monitoring Officer, who may agree to exclude details from any publicly available version of the register of interests.
- 3.4 Following disclosure of an interest not on the Authority's register or the subject of pending notification, you must notify the Monitoring Officer of the interest within 28 days beginning with the date of disclosure.
- 3.5 Unless dispensation has been granted, a Member may not participate in any discussion of, vote on, or discharge any function related to any matter in which you have a pecuniary interest as set out in 3.1 above. In addition a Member must observe the restrictions the Authority places on their involvement in matters where they have a pecuniary or non-pecuniary interest as defined by the Authority.

Disclosure of interests at meetings

- 3.6 Where an interest described above or in the following paragraph in any business of the Authority has been declared and, where a Member is aware or ought reasonably to be aware of the existence of that interest and they attend a meeting of the Authority at which the business is considered, the Member must disclose to that meeting the existence and nature of that interest at the commencement of its consideration. If not apparent in advance from any agenda, as soon as the interest becomes apparent as being relevant to the business under consideration a Member must immediately declare it.
- 3.7 Members have a personal interest in any business of the Authority where a decision in relation to that business might reasonably be regarded as affecting their well-being or financial position or the well-being or financial position of a member of their family or any person with whom they have a close relationship to a greater extent than the majority of other Toll payers or

inhabitants of the Authority's geographical area or "National Park area", as the case may be, affected by the decision.

Non participation in case of other prejudicial interest

- 3.8 Where Members have a personal interest (as set out in 3.7 above) they will also have a prejudicial interest, if the following also applies. That is that on an objective analysis, Members' judgement of the public interest would be affected through their financial position or that of a person or body which has been, or should have been, notified in the register of interest by the Member. The test to be applied is whether a member of the public with knowledge of the facts would reasonably regard the pecuniary interest as so significant that it would prejudice the Member's judgment.
- 3.9 Where there is such a prejudicial interest, the Member must not participate in any discussion of, vote on or discharge any function related to such prejudicial interest. An application may be made for special dispensation from the Authority in relation to this and the Member must observe any restrictions placed by the Authority in such circumstances.
- 3.10 There are some subject areas in relation to the Authority which, once an interest has been disclosed, a Member may nonetheless attend a meeting and vote. These include:
- Setting of Tolls, where the extent of the interest is limited to owning a boat and thereby paying a Toll.
 - Matters relating to schools, when the Member is a parent, guardian or governor of a child at a different school in the area. These include school meals, school transport and expenses.
 - An allowance, payment or indemnity given to Members
- 3.11 There are other subject areas which may apply in local government, but it is considered that these are unlikely to apply to Members of the Authority. Please ask your Monitoring Officer for further information.

Gifts and hospitality

- 3.12 Members do not need to notify any gifts, benefits or hospitality with a value of less than £25. If Members nonetheless wish to record such items below this threshold, the Monitoring Officer will be pleased to record them.
- 3.14 Other gifts must be notified to the Monitoring Officer within 28 days of receipt. The Monitoring officer will enter details of the gift on a public register of gifts and hospitality.

4 Complaints Procedure

- 4.1 The Localism Act provides that, where there are complaints of misconduct, the Authority must have in place arrangements under which allegations can be investigated and arrangements under which decisions on allegations can be made. The following procedure applies to complaints made against a Member by another Member, or by officers or any other person.
- 4.2 In relation to officers, a complaint should be after consultation with their Director and may be made in relation to a breach of the Protocol on Member and Officer Relations.

Making a complaint

- 4.2 The complaint should be made to the Monitoring Officer in writing or by e-mail. The address is:

Monitoring Officer, Broads Authority, Yare House, 62-64 Thorpe Road,
Norwich NR1 1RY

E-mail address: david.harris@broads-authority.gov.uk

- 4.3 A copy of the complaint form, which should be used for all complaints, is attached at Appendix 1. This form should also be used for making a complaint under the Local Resolution Procedure. Completion of a Complaint Monitoring Form at Appendix 1a is also requested, but is not compulsory.
- 4.4 In order to make a complaint, a Member will need to have reasonable belief that there has been a breach of the Code. In order to have a reasonable belief that a breach has occurred, there will need to be direct evidence which supports the complaint. Members should consult the Monitoring Officer for advice if they are in doubt. Where the breach is a very minor or technical one, or where there is no clear evidence that a breach occurred, the Monitoring Officer may advise Member of the likely threshold and suggest that the matter might be more appropriately dealt with through the Authority's Local Resolution Process.
- 4.5 Once received a complaint will be acknowledged by the Monitoring Officer within five working days.

Confidentiality

- 4.6 As a matter of fairness and natural justice the subject Member should usually be told who has complained about them and received details of the complaint. However, in exceptional circumstances, the Monitoring Officer may withhold the complainant's identity if on request they are satisfied that the complainant has reasonable grounds for believing that they or any witness relevant to the complaint may be at risk of physical harm, or his or her employment may be jeopardised if their identity is disclosed, or where there are medical risks (supported by medical evidence) associated with the complainant's identity being disclosed.

- 4.7 If a request for confidentiality is refused, the Monitoring Officer will explain the reason and give the complainant the option to withdraw the complaint, rather than proceed with his or her identity being disclosed.
- 4.8 The complaint will be acknowledged and the subject Member will be informed that a complaint has been made about him or her. Such notification will state that the complaint has been made; the name of the complainant (unless the complainant has requested confidentiality and this is being upheld, brief details of the complaint and the paragraphs of the Code which may have been breached. In very limited situations, the subject of the complaint may not be notified, in which case the Monitoring Officer will record his reason. Such situations may be where it is not reasonably possible to identify who the subject of the complaint might be.
- 4.9 Where specific details of complaints are passed to the local press and media, or posted on social media, this may prejudice an investigation and may also be a breach of the Code. Well-founded breaches of the Code should be reported to the Monitoring Officer and Members making allegations should not generate publicity in advance of the outcome of the complaint.

Initial Assessment

- 4.10 In determining whether to investigate a complaint, the Monitoring Officer will adopt a three-stage process, all in consultation with an Independent Person. At each stage the Monitoring Officer may request further clarification or documentation from the complainant, without this forming part of any investigation.

Stage 1 – The Monitoring Officer will decide whether the complaint is within the Authority’s jurisdiction which will include consideration of the paragraphs of the Code to which the complaint might relate. If there is no jurisdiction then the complaint will be dismissed.

Stage 2 - The Monitoring Officer will decide whether there is direct evidence that a breach took place. The level of proof will be on the balance of probabilities, that is to say, whether it is more likely than not. If there is no direct evidence, or if the complaint is considered to be vexatious, then the complaint will be dismissed.

Stage 3 – The Monitoring Officer will decide whether the complaint is suitable to be dealt with within the Local Resolution Procedure, or whether it should be the subject of a full investigation. The criteria which will be used for this analysis are set out in Appendix 2.

Local Resolution Procedure

- 4.11 The Local Resolution Procedure is a process for low-level complaints including those made by one Member against another.
- 4.12 If the Monitoring Officer, in consultation with the Independent Person, decides to refer the matter to local resolution, then the complainant will be informed

within 5 working days and the Local Resolution Procedure shall then apply (see section 5 below).

- 4.13 The criteria for referring the matter to the Local Resolution Procedure will include the following:
- Complaints that one member has failed to show respect and consideration for others
 - Complaints that one Member has made vexatious, malicious or frivolous complaints towards another.
 - Other low-level complaints which in the opinion of the Monitoring Officer, following consultation with an Independent Person, are suitable for informal resolution.

Formal Investigation

- 4.14 If the matter is to be fully investigated, as opposed to being dismissed or referred to the Local Resolution procedure, the Monitoring Officer will appoint an Investigating Officer who will prepare an initial report and recommendation. **An Investigating Officer may be an officer or solicitor of another authority or a person independent of local government.** When appointing the Investigating Officer, the Monitoring Officer will write to the relevant parties informing them that the matter is to be fully investigated and informing them who will be responsible for conducting the investigation. The Monitoring Officer should give an indication as to likely timescale for the completion of the investigation, which should be within 28 days. Referring a matter for investigation does not mean that there have been any findings of fact. It simply means that the alleged conduct, if proved, may amount to a failure to comply with the Code and that some action should be taken in response to the complaint.
- 4.15 The Monitoring Officer will consider the recommendation of the Investigating Officer's report. If the recommendation is that there has been no breach of the Code, the Monitoring Officer will consult the Independent Person. If having taken into account the views of the Independent Person the Monitoring Officer approves the recommendation of the report then the Monitoring Officer will write to the complainant and the Member concerned to inform them that there will be no further action. This will normally be undertaken within 10 working days of the receipt of the report. The Monitoring Officer will give reasons for the decision. There is no appeal or review of that decision by the Authority or any other person.
- 4.16 If the investigation concludes that there is evidence of a breach of the Code then the Monitoring Officer will consult the Independent Person and make a decision either to:
- (a) resolve the matter without the need for a hearing. That may include the application of those sanctions limited to those set out in paragraph 6.8 below. The Monitoring Officer will write to the complainant and the member concerned to inform them of the decision. The Monitoring Officer will give reasons for the decision. There is no appeal or review of that decision by the Authority or any other person; or

- (b) convene a meeting of the Authority's Hearings Committee, to hear the matter.

- 4.17 In exceptional circumstances it may be considered by the Monitoring Officer and Independent Person that the Chair of the Authority should be invited to consider whether the member should be asked to withdraw from Authority duties pending the outcome of the Hearings Committee. There will need to be reasonable grounds for the belief that such a step is in the interests of the subject Member or the Authority.

Frivolous and Vexatious Complaints

- 4.18 Complaints made against other Members or officers or people working on behalf of the Authority must be based upon fact and not motivated by malice or by political rivalry. Members should avoid making complaints which have little or no substance or where the evidence of any breach is weak or non-existent. In the case of doubt as to whether a threshold has been met, advice should be sought from the Monitoring Officer. The making of frivolous or vexatious complaints may be conduct which will be considered a breach of the Code and dealt with under the Local Resolution Procedure.

5 Local Resolution Procedure

5.1 The Authority has adopted this Local Resolution Procedure in order to promote and maintain high standards of conduct amongst members. It is intended to assist in the swift resolution of issues, so as to avoid the unnecessary escalation of the situation which may damage personal relationships within the Authority and the Authority's reputation. This procedure is also intended to resolve matters on an informal basis, where this is appropriate.

5.2 Complaints may be dealt with under this procedure as follows. Anyone who wishes to submit an allegation under this procedure should send the complaint (in the case of an officer following consultation **with their Director**) to the Monitoring Officer. Additionally, the Monitoring Officer may have referred a complaint to this procedure following consultation with an Independent Person. Following receipt of the complaint, or referral, the Monitoring Officer will act as follows:

Stage 1

5.3 The Monitoring Officer will undertake a brief preliminary investigation to establish the facts and the areas of dispute. Possible resolutions will be canvassed with the complainant and then the Member about whom the complaint has been made.

5.4 Then Monitoring Officer will also consider, following this, whether another course of action or more formal investigation, is more appropriate.

Stage2

5.5 A mediation meeting will be held between the person making the complaint, the Member against whom the complaint is made, the Monitoring Officer and (if considered appropriate) other persons invited by the Monitoring Officer. Such persons may include an Independent Person, the Chief Executive, Chair of the Authority, political group leader, or in the case of a complaint being made by an officer a companion or Director. The meeting may commence with the parties in separate rooms and the Monitoring Officer acting as a mediator. The purpose of the meeting will be to try and resolve the matter without it going further.

Stage 3

5.6 If the matter is not resolved at stage two and the complainant wishes to proceed with it, the matter will be referred to a local resolution hearing before the Hearings Committee **(see section 6 below in relation to the constitution of the Hearings Committee)**. The person making the complaint will be asked to submit a statement in writing within 14 days and the member complained against will respond within 14 days. Either party may submit a statement from a witness.

- 5.7 Within 28 days of the written evidence a hearing will be set before the Hearings Committee. Any party may have at their own expense a companion or representative, provided that in the case of representation the Monitoring Officer and other party have been given 21 days' notice to this effect. Evidence will be limited to the contents of the statements. If any party does not attend, the hearing will proceed in their absence. The Monitoring officer will be available to advise the committee. After hearing oral evidence, the Hearings Committee will come to a conclusion on the allegation, which will be notified to the parties.
- 5.8 The possible outcomes to a hearing under the Local Resolution Procedure are:
- A finding that the matter does not warrant any further action to be taken
 - A recommendation to the Monitoring Officer that there be a change to procedures or that more formal investigation action be taken
 - A finding that the complaint be recorded by the Monitoring Officer as vexatious
 - A finding that the complaint is upheld, but no further action is required
 - A finding that the complaint is upheld and that the Member should be censured
- 5.9 Unless the complaint has been upheld, publicity will not be given to the names of the parties. The hearing before the Hearings Committee will be confidential.

6 Hearings Procedure

- 6.1 If a hearing is required, the Monitoring Officer will write to the subject Member proposing a date for the hearing. This date will normally be within six weeks of the investigation report and will be before a Hearings Committee. **The Hearings Committee shall be constituted in accordance with Part B of the Authority's Standing Orders and shall have a quorum of three Members.**
- 6.2 The Monitoring Officer will outline the hearing procedure, the Member's rights and ask for a written response from the Member within a set time to establish whether:
- the Member wishes to attend the hearing
 - the Member disagrees with any of the findings of fact in the investigation report and if so which findings and the reason for disagreement
 - the Member wishes to give oral evidence, or rely on written submissions
 - witnesses will be called by the Member to give evidence (there is no power on the part of the Authority to compel attendance by a witness)
 - they wish any part of the hearing to be in private
 - they wish any part of the investigation report or other documents to be withheld from the public

The parties and the Hearing Committee will be sent a full bundle of documents for the hearing at least 5 days prior to the hearing.

- 6.3 Any party may have at their own expense a companion or representative, provided that in the case of representation the Monitoring Officer and other party have been given 21 days' notice to this effect**

Procedure at hearing

- 6.4 The procedure at the hearing will be in accordance with a procedure to be determined by the Monitoring Officer. It will usually adopt the following procedure
- The Investigating Officer will present his/her report to the Hearing Committee
 - The Investigating Officer will be questioned on the report by any party and by the Hearings Committee
 - Evidence will be given with questions being asked by any party and by the Hearings Committee. The order will be the complainant first, then the Member the subject of the complaint and then any witnesses in such order as the Hearings Committee decides appropriate

- The Hearings Committee will withdraw to consider their decision, with the outcome notified by the Chair. The decision will be confirmed in a Decision Notice which will be sent to the parties within 5 working days of the hearing.
- 6.5 If the Hearings Committee concludes that there has been no breach of the Code, there will be no further action. There is no appeal or review of that decision by the Authority or any other person. The Hearings Committee will give reasons for its decision.
- 6.6 If the Hearings Committee concludes that the Member the subject of the complaint has failed to comply with the Code, then the Authority has delegated its powers to make such sanction as it considers it to be appropriate and proportionate in order to promote and maintain high standards.

Sanctions

- 6.7 These sanctions may include any of the following:
- A request that the Member submit a written apology in a form specified by the Hearings Committee
 - A request that the Member undertake specified training
 - A request that the Member participates in such conciliation as may be specified
 - A requirement that the Member deals with Authority business through one specified point of contact
 - Placing such restrictions on Members access to staff which may be reasonable in the circumstances and in accordance with the Protocol on Member and Officer relations, providing that such restrictions do not prevent the Member from carrying out their duties
 - A requirement that the Member does not attend at the Authority's offices, unless attending statutory meetings
 - Reporting the Member to his/her County or District Council, Secretary of State as appropriate and reporting the matter to a full meeting of the Authority
 - Reporting the matter to a full meeting of the Authority with a recommendation that the Member be removed from any committee to which they are currently appointed.
 - No sanction

Publication of findings

- 6.8 A summary of the complaint and findings will be reported to a full meeting of the Authority, for their information.



Members' Code of Conduct Complaint Form

To be used if you wish to make a complaint that a Member of the Authority has failed to comply with the Members' Code of Conduct.

If English is not your first language, please contact us if you require help to complete this form.

Your details

1. Please provide us with your name and contact details

Title:	
First Name:	
Last Name:	
Address:	
Daytime telephone:	
Evening telephone:	
Mobile telephone:	
Email address:	

We will only use the information you provide to us for the purposes of processing your complaint. Your information, including any personal information you provide to us (such as name and contact details) may be shared with the people referred to below, or with other relevant authorities as required, only for the purposes of processing your complaint.

All comments and complaints are treated confidentially and will not disadvantage you in any future dealings with Broads Authority. It may not always be possible to keep your details confidential, such as where your complaint is about a third party or where particular legislation applies to your complaint.

We will tell the following people about this complaint:

- The Member(s) you are complaining about
- The Monitoring Officer to the Authority
- The Authority's Independent Person
- The Chair of the Authority
- The Chief Executive of the Authority

If you have serious concerns about your name and details of your complaint being released, please complete **section 6** of this form.

2. Please tell us which complainant type best describes you:

<input type="checkbox"/>	Member of the public
<input type="checkbox"/>	An elected or co-opted Member of an authority
<input type="checkbox"/>	Member of Parliament
<input type="checkbox"/>	Local authority monitoring officer
<input type="checkbox"/>	Broads Authority employee or volunteer
<input type="checkbox"/>	Other (please provide details)

Making your complaint

3. Once you have submitted your complaint, it will be considered by the Monitoring Officer of the Authority and after reasonable consultation with the Authority's Independent Person, who will assess, on the basis of your written submission and any additional relevant material, whether the alleged conduct might amount to a failure to comply with the Members' Code of Conduct.

The Monitoring Officer has the following range of options available to him/her: Formal Investigation (which will involve an investigation of the complaint), referral to the Authority's Local Resolution Procedure or no further action, for instance if it is considered that any failure to comply with the Code of Conduct is of a trivial nature.

4. Please provide us with the name of the Member(s) you believe have breached the Broads Authority Members' Code of Conduct and, where the Member is also a Councillor, the name of their authority.

Title	First Name	Last Name	Authority Name

5. Please explain in this section (or on separate sheets) what the Member has done that you believe breached the Members' Code of Conduct. If you are complaining about more than one Member you should clearly explain what each individual person has done that you believe breached the Code of Conduct.

A copy of the Authority's Members' Code of Conduct can be found on the Broads Authority website at <http://www.broads-authority.gov.uk/>

Alternatively, a paper copy can be obtained from the Monitoring Officer to the Authority by writing to:

David Harris, Monitoring Officer, Broads Authority, Yare House, 62-64 Thorpe Road, Norwich, Norfolk. NR11RY

- You should be specific, wherever possible; about exactly what you are alleging the Member said or did. For instance, instead of writing that the Member insulted you, you should state what it was they said.
- You should provide the dates of the alleged incidents wherever possible. If you cannot provide exact dates it is important to give a general timeframe.
- You should confirm whether there are any witnesses to the alleged conduct and provide their names and contact details if possible.
- You should provide any relevant background information.

Please provide us with the details of your complaint and the outcome from this complaints process that you would like to see happen. Continue on a separate sheet if there is not enough space on this form.

Do you wish your complaint to be dealt with under the Authority's Local Resolution Procedure?

Yes/No

If you answered No, please briefly explain your reason:

Only complete this next section if you are requesting that your identity is kept confidential.

6. In the interests of fairness and natural justice, we believe Members who are complained about have a right to know who has made the complaint. We also believe they have a right to be provided with a summary of the complaint. We are unlikely to withhold your identity or details of your complaint unless you have good reason to justify the Authority doing so.

Please note that requests for confidentiality or requests for suppression of complaint details will not automatically be granted. The Monitoring Officer to the Authority, in consultation with the Authority's Independent Person, will consider the request alongside the substance of your complaint. We will then contact you with the decision. If your request for confidentiality is not granted, we will usually allow you the option of withdrawing your complaint.

However, it is important to understand that in certain exceptional circumstances where the matter complained about is very serious, we can proceed with an investigation or other action and disclose your name even if you have expressly asked us not to.

Please provide us with details of why you believe we should withhold your name and/or the details of your complaint:

Additional Help

7. Complaints must be submitted in writing. This includes electronic submissions. However, in line with the requirements of equalities legislation, we can make reasonable adjustments to assist you if you have a disability that prevents you from making your complaint in writing.

If you need support in completing this form, please let us know as soon as possible.

This complaint should be submitted to the Monitoring Officer to the Authority, by sending to the following contact addresses:

By post to : David Harris, Monitoring Officer, Broads Authority, Yare House, 62-64 Thorpe Road, Norwich, Norfolk. NR11RY

Or by e-mail to: david.harris@broads-authority.gov.uk



Private and Confidential

Code of Conduct Complaint Monitoring Form

The Broads Authority is committed to the provision of equal opportunity and specifically to conducting its affairs in a manner which will not discriminate against, either directly or indirectly, any person on the grounds of: disability; gender; transgender; race; ethnic or national origin; religion or belief; age or sexual orientation.

To help us meet this commitment, it would be helpful if you would complete this form. This monitoring form will be separated from your complaint on receipt and will be used solely for the purposes of monitoring the process.

Section 1 (please tick the boxes which apply)

My age is:	Under 21	<input type="checkbox"/>
	21-30	<input type="checkbox"/>
	31-40	<input type="checkbox"/>
	41-50	<input type="checkbox"/>
	51-60	<input type="checkbox"/>
	61-64	<input type="checkbox"/>
	65 or over	<input type="checkbox"/>
My gender is:	Female	<input type="checkbox"/>
	Male	<input type="checkbox"/>

Section 2 (please tick one box only)

I would describe myself as:	White:	British	<input type="checkbox"/>	
		Irish	<input type="checkbox"/>	
		Any other	<input type="checkbox"/> please write in	
	Mixed:	White and Black Caribbean	<input type="checkbox"/>	
		White and Black African	<input type="checkbox"/>	
		White and Asian	<input type="checkbox"/>	
		Any other	<input type="checkbox"/> please write in	
		Asian or Asian	Indian	<input type="checkbox"/>
				<input type="checkbox"/>

British:	Pakistani Bangladeshi Any other	<input type="checkbox"/> <input type="checkbox"/> please write in
Black or Black British:	Caribbean African Any other	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> please write in
Chinese or other ethnic group:	Chinese Any other	<input type="checkbox"/> <input type="checkbox"/> please write in

Section 3		
Do you consider yourself to have a disability*?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Thank you for your co-operation. Please return this form with your complaint.

*The Equality Act 2010 defines disability as 'a physical or mental impairment which has a substantial and long-term adverse effect on a person's ability to carry out normal day-to-day activities'.

Criteria for consideration of a complaint by Monitoring Officer

In deciding whether to accept or reject a complaint of breach of the Code, or to refer it to the Local Resolution Procedure, the Monitoring Officer has a wide discretion. He or she will take into account the following criteria, where relevant.

- Public interest factors including the seriousness of the alleged breach, whether there has been any breach of trust, the extent of any harm caused and whether there has been any discrimination.
- Proportionality by balancing the seriousness of the allegation against the resources required to investigate the allegation
- Whether there are any aggravating factors or significant mitigating factors
- Whether a prompt acknowledgment and apology has been offered
- Whether the complaint is one of a pattern by or against a Member
- Whether the complaint appears to be malicious, frivolous or vexatious
- Whether the complaint suggests that there is a wider problem as affects the Authority
- Whether training or conciliation would be the appropriate response
- Whether either the complainant or subject Member has indicated a preference for Local Dispute resolution

Appointments to the Navigation Committee
Report by Chief Executive

Summary:	The process for the appointment of the co-opted members of the Navigation Committee by the Broads Authority has worked well since it was modernised in 2008. Following consultation with officers of the Broads Hire Boat Federation and Norfolk and Suffolk Boating Association a series of minor changes to streamline and improve the process are proposed.
Recommendation:	The report contains seven recommendations for the Authority to consider.

1 Introduction

- 1.1 At its meeting on 25 January 2008, the Broads Authority adopted a set of principles and processes for the appointment to the Navigation Committee. The Authority agreed that the principles of merit, independent scrutiny, equal opportunities, probity, openness and transparency, and proportionality should guide the process, and that the processes for the appointments should include:
- consultation with relevant bodies as required by the Broads Act
 - a job description and person specification for the role
 - open advertisement and invitation to all toll payers and other users to apply for membership of the Committee
 - interview by a selection panel comprising the Chairman of the Authority and representatives of the Norfolk and Suffolk Boating Association, British Marine Federation and with an independent Chair, John Edmonds, the former Chair of the Inland Waterways Advisory Council
 - an aggregated maximum term for these appointments to the Committee of ten year.
- 1.2 Subsequently, the Authority received a report on the Government's published response to the consultation on governance of national park authorities (NPAs) and the Broads Authority at its meeting on 18 May 2012. One of the Government's key decisions was to impose a consistent maximum limit of an eight year aggregated term on Secretary of State appointments.
- 1.3 The new arrangements have generally worked well, and while the appointment process has been rather lengthy it has been thorough and well received. It is now appropriate to review it and see if there is an opportunity to streamline and make improvements. This paper has been drafted and

amended with the benefit of active consultation with the officers of the Broads Hire Boat Federation and Norfolk and Suffolk Boating Association and thanks are extended to them.

2 Composition

- 2.1 The membership of the Navigation Committee is set out in the Norfolk and Suffolk Broads Act 1988: five Members of the Authority and eight co-opted Members all appointed by the Authority. The appointment parameters for the eight co-opted Members is set out in s 9 (5) which states:

Of the other eight members of the Navigation Committee, all of whom shall be appointed from persons who are not members of the Authority –

(a) two shall be appointed after consultation with such bodies appearing to the Authority to represent the owners of pleasure craft available for hire or reward as it considers appropriate;

(b) one shall be appointed after consultation with such bodies appearing to it to represent nationally the owners of private pleasure craft as it considers appropriate;

(c) one shall be appointed after consultation with such bodies appearing to it to represent the owners of private pleasure craft which use any part of the Broads as it considers appropriate;

(d) two shall be appointed after consultation with such bodies appearing to it to represent persons who are likely to be required to pay ship, passenger or goods dues imposed by it as it considers appropriate;

(e) one shall be appointed after consultation with such bodies appearing to it to represent other users of the navigation area as it considers appropriate; and

(f) one shall be appointed after consultation with the Great Yarmouth Port Authority.

- 2.2 The clear implication of s 9(5) is that there should be a balanced representation from the different user groups: (a) two from the hire boat industry, (b & c) two private users, (d) two toll payers (Commercial or Private) and one (e) other users of the navigation area. The final category (f) one appointment “after consultation with the Great Yarmouth Port Authority” is perhaps less obvious since the transfer of responsibility for Breydon Water and the absence of commercial traffic from the Port.

- 2.3 The Broads Authority has always interpreted category (d) as a requirement to consult bodies representing the payers of tolls on craft in general for the following reasons.

- 2.4. The reference to “*bodies appearing to it to represent persons who are likely to be required to pay ship, passenger or goods dues*” has to be understood in the context of the Harbours Act 1964 where the term “ship, passenger or goods dues” appears. The Authority is a harbour authority and by s 26(2) it has power to charge such ship, passenger or goods dues as it thinks fit, something which is recognised by s 13(1) of the Broads Act.

- 2.5 The term "ship, passenger or goods dues" is defined by s 57(1) of the Harbours Act 1964. The Authority does not currently charge "passenger or goods dues" within the meaning of that term but the tolls on craft which the Authority charges fall within the definition of "ship dues" regardless of the type of 'ship' (defined as any type of vessel used in navigation by Harbours Act 1964, s 57(1)).
- 2.6 Thus, the reference to "bodies appearing to it to represent persons who are likely to be required to pay ship, passenger or goods dues" is interpreted as referring to organisations representing the payers of tolls on craft in general.

Recommendation 1

The Authority continues to interpret Category (d) as referring to organisations representing the payers of tolls on craft in general.

3 Consultation with Relevant Interest Groups

- 3.1 The key point in s 9(5) of the Broads Act is that it requires the Authority to consult relevant interest groups. Consultation has to be meaningful and the views provided properly considered but they do not necessarily have to be implemented.
- 3.2 The Authority uses a list of organisations to be consulted on the appointments (see Appendix 1). In Appendix 1 the list of organisations commenting on the Panel's recommendations is shown in red for 2011 and 2015 showing that comparatively few organisations have engaged in the process at the final stage of the process. The list of organisations needs to be reviewed and members are invited to give their views on the list of bodies consulted on appointments.
- 3.3 In the past all the organisations on the consultation list have been informed of the timetable and process, invited to submit nominations and then consulted on the Panel's recommendations. It has been suggested that it might promote more interest if the organisations were informed who had been nominated and to request who their preferred candidate would be from the list of nominations. It is therefore suggested that the practice of consulting on the Panel's recommendations be replaced by consultation on the Panel's shortlisted candidates.

Recommendation 2

The point of consultation with listed organisations be amended so that they are informed of the process and timetable at the outset but then consultation on the appointments takes place only once, when the Appointment's Panel has shortlisted the applicants.

4 Appointment Process

- 4.1 In appointing the eight co-opted Members it is suggested that the ambition should be to appoint the best and most appropriate candidates able to speak on behalf of a cross-section of user interests. The public appointment

principles of merit, independent scrutiny, equal opportunities, probity, openness and transparency, and proportionality should continue to guide the process.

- 4.2 Information about the vacancy or vacancies, the requirements of the role set out in the job description and person specification and the process to be used are widely advertised, usually through an article in Broadsheet, advertisement on the Authority's website, through social media and notification to relevant organisations. There seems no reason to make any changes to this.

5 Composition of the Appointments Panel

- 5.1 The current composition of the Panel is an independent Chair (John Edmonds, formerly Chair of the AIWAC, General Secretary of the GMB and President of the Trade Unions Congress), Chair of the Broads Authority, a person appointed by the Norfolk and Suffolk Boating Association (representing private boat owners) and a person appointed by British Marine (representing commercial operators). Shortlisting and Interview are carried out by the Appointments Panel.
- 5.2 This format for the Panel has worked well, a national organisation from the commercial boating interests and a local organisation for the private boating sector together with the Chair of the Authority. The Panel has been chaired by John Edmonds who has done an excellent job for the Authority. It is now timely to think about a process for selecting an Independent Chair into the future. The Authority has successfully appointed two Independent Persons to oversee the Authority's Code of Conduct and it is recommended that one of them be invited to fulfil the role in the future.

Recommendation 3

The independent Chair of the Appointments Panel be one of the two Independent Members.

6 Consultation with the Navigation Committee

- 6.1 S 9 (6) of the Broads Act states:
(6) In addition to consulting the Navigation Committee in accordance with requirements imposed by other provisions of this Act, the Authority shall consult the Committee before—
(a) appointing any member of the Navigation Committee under this section;
- 6.2 Consulting the Committee on these appointments seems rather anomalous and has proved rather embarrassing. In recent times the Committee has been consulted at various stages of the process including after the Appointments Panel has met. The names of those recommended for appointment/reappointment by the Appointments Panel have been presented to the Committee for comment. This could not be said to be meaningful consultation as at that stage it is difficult to see the circumstances that would lead to changes to the recommendations of the Appointments Panel.

- 6.3 It is therefore proposed that, as part of the streamlining procedure, the Navigation Committee should be consulted once and this should be on the names on the shortlist, once the individuals have been selected by the Appointments Panel. It is proposed that would be in a confidential section of a Navigation Committee agenda and would clearly have to exclude those under consideration. The views of the Committee would be taken into account by the Appointments Panel.

Recommendation 4

The Navigation Committee be consulted once, at the shortlisting stage, before the Panel interviews the shortlisted candidates.

7 Length of Appointment and Reappointment

- 7.1 The current length of appointment and maximum term of appointment is synchronised with that for the Secretary of State Members, four-year terms with the possibility of a 2nd Term and maximum term of office of 8 years. The lobbying on this issue by the National Park Authorities and the Broads Authority has been successful and Ministers have decided to return the length of Secretary of State appointments to a maximum of 10 years. Given this it would be appropriate to amend the arrangements for the co-opted members.
- 7.2 The current arrangements are that at the end of a co-opted member's appointment either a first term of 4 years or second term of 8 years those wishing to apply for a further term are put back into the pool with any new applicants and considered alongside them using the same process. No change is recommended to this.

Recommendation 5

The maximum term of office be amended to ten years for Co-opted Members of the Navigation Committee to realign it with the return to this arrangement for Secretary of State appointees.

8 Timetable for Appointment Process

- 8.1 There has been a difficulty in timetabling the process to ensure that appointments have been made to the Committee of Members who could potentially be appointed to the Broads Authority and could vote in the appointment of its Chair at the Annual Meeting in July. It is therefore suggested that the appointment of co-opted members to the Navigation Committee should run from the 1 April to enable that to happen.

Recommendation 6

Appointments to the Committee be made from 1 April and the timetable for the process designed to meet that deadline.

9 Current Vacancy

- 9.1 The present list of co-opted Members of the Committee and their length of service is as follows:

Mrs L Aspland	(1 st term)	Mrs N Talbot (Vice-Chair)	(1 st term)
Mr A Goodchild	(2 nd term)	Mr B E Wilkins	(1 st term)
Mr M Heron	(2 nd term)	Mr M Whitaker (Chair)	(2 nd term)
Mr J Knight	(2 nd term)	(1 Vacancy)	

They are all appointed until the Authority's Meeting in March 2019.

Recommendation 7

There is one vacancy, from when Mr Dickson was appointed by the Secretary of State to the Broads Authority. It is proposed that this be advertised for a replacement in October with an appointment running concurrently with the existing appointments until March 2019.

Background papers: None

Author: John Packman

Date of report: 13 September 2016

Broads Plan Objectives: Not applicable

Appendices: APPENDIX 1 - List of organisations to be consulted

APPENDIX 1

List of organisations to be consulted on the appointments to the Navigation Committee and the relevant paragraph under Section 9 of the 1988 Norfolk and Suffolk Broads Act

Anglers Trust (E)
 Association of Freight Transport (D)
 British Canoe Union (B)
 British Marine (A, D) **2011, 2015**
 British Marine – East Anglia (D) **2015**
 British Rowing (B) **2011**
 British Waterski (B)
 Broads Angling Strategy Group (E)
 Broads Canoe Hire Association (A)
 Broads Hire Boat Federation (A, D) **2011, 2015**
 Broads Reed and Sedge Cutters Association (D, E) **2011, 2015**
 Canoe England (E)
 Chamber of Shipping (D)
 East Anglian Waterways Association (C)
 Eastern Region Rowing Council (C, D) **2015**
 Eastern Rivers Ski Club (C, D)
 Great Yarmouth Port Authority (F)
 Great Yarmouth Port Users Association (D)
 Hickling Windsurfers (E)
 Hoseasons Holidays Ltd (A, D) **2015**
 Inland Waterways Association (B)
 Inland Waterways Association – Eastern Region (C, D)
 National Association of Boat Owners (B)
 Norfolk Anglers Conservation Association (E)
 Norfolk and Suffolk Anglers' Consultative Council (E)
 Norfolk and Suffolk Boating Association (C, D) **2015**
 Norfolk and Suffolk Pleasure Boat Owners Association (A, D)
 Norfolk Broads Day Boat Owners Association (A)
 Passenger Boat Association (D) **2011, 2015**
 Royal Yachting Association (B, D) **2011**
 Sport England (E)
 Suffolk County Amalgamated Angling Association (E)
 Transport on Water Association (D)
 UK Windsurf Association (E)

Categories:

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

B = such bodies appearing to it to represent nationally the owners of private pleasure craft as it considers appropriate;

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

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

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

F = after consultation with the Great Yarmouth Port Authority.

Navigation Committee

Minutes of the meeting held on 21 April 2016

Present:

Mr M Whitaker (Chairman)

Mr K Allen

Mr W Dickson

Mr M Heron

Mr J Ash

Sir P Dixon

Mr J Knight

Ms L Aspland

Mr A Goodchild

Mrs N Talbot

Mr B Wilkins

In Attendance:

Mr S Birtles – Head of Safety Management

Mrs L Burchnall – Head of Ranger Services

Mr N Catherall – Planning Officer

Mr A Clarke – Senior Waterways and Recreation Officer

Ms E Guds – Administrative Officer (Governance)

Ms E Krelle – Head of Finance

Ms A Long – Director of Planning and Resources

Dr J Packman – Chief Executive

Mr R Rogers – Head of Construction, Maintenance and Environment

Ms C Smith – Head of Planning

4/1 To receive apologies for absence

Apologies for absence were received from Matt Bradbury.

The Chairman welcomed Lana Hemsall, Vice Chair of the Planning Committee; Prof Jacquie Burgess, Chairman of the Broads Authority and Tony Howes as a member of the public to the meeting.

4/2 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

4/3 Appointment of Chairman

The Chief Executive invited nominations for the appointment of the Chairman to the Committee.

Kelvin Allen proposed, seconded by Bill Dickson that Michael Whitaker be appointed as Chairman until 20 April 2017. No other nominations were forthcoming.

RESOLVED

that Michael Whitaker be appointed as Chairman of the Navigation Committee.

Michael Whitaker in the Chair

4/4 Appointment of Vice-Chairman

The Chair invited nominations for the appointment of the Vice Chairman to the Committee.

Brian Wilkins proposed, seconded by Bill Dickson that Nicky Talbot be appointed as Vice Chairman until the 20 April 2017. No other nominations were forthcoming.

RESOLVED

that Nicky Talbot be appointed as Vice Chairman of the Navigation Committee until 20 April 2017.

4/5 To receive Declarations of Interest

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

4/6 Public Question Time

There were no public questions.

4/7 To receive and confirm the minutes of the meetings held on 25 February 2016

The minutes of the meeting held on 25 February 2016 were confirmed as a correct record and signed by the Chairman.

4/8 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 fed back to Members that the Tolls Review Group (TRG) felt that the Workshop earlier that morning went well and that the few points raised would be addressed at the next TRG meeting on 6 May.

Members were informed that the next step for the TRG proposal would be consultation with key stakeholders including the Norfolk and Suffolk Boating Association (NSBA) and the Broads Hire Boat Federation (BHBF) before the Navigation Committee was formally consulted on the proposals.

Members noted the report.

4/9 Appointment of two Co-Opted Members of the Broads Authority

Members received a report which sought the views and the recommendations of the Navigation Committee on the appointment of two co-opted members to serve on the full Authority until 19 May 2017 as set out in Section 1(3)(c) of the Norfolk and Suffolk Broads Act 1988 as amended.

The Chair invited nominations for the appointment of a co-opted Member to the Broads Authority.

Brian Wilkins proposed, seconded by Bill Dickson that Nicky Talbot be appointed as co-opted Member to the Broads Authority until the 19 May 2017. No other nominations were forthcoming.

Schedule 4, paragraph 4(3) of the Norfolk and Suffolk Broads Act 1988 states that the Committee shall elect a chairman from among those of its members who are members of the Authority and may, if it thinks fit, appoint one of its members to be vice-chairman. Therefore it is

RESOLVED

that Michael Whitaker and Nicky Talbot be recommended to the Broads Authority for appointment as the co-opted Members to the Broads Authority until 19 May 2017.

4/10 The Port Marine Safety Code Safety Management System: Stakeholder Hazard Review

Members received a report which detailed the outcome of the Safety Management System Stakeholder Hazard Review.

The Committee supported the recommendations in Section 6 and that the hazard log to remain under continual review and to be subject to a formal Stakeholder Review in spring 2019 and then every three years from the date of publication of the report.

Members further agreed that the Hazard Review Action Plan would be implemented.

4/11 Safety Audit 2015 Report

Members received a report which provided details of the incidents reported from April 2015 to March 2016, including an analysis of deaths and personal injury since 1993.

Members noted the report.

4/12 Variation of Permission BA/2013/0138/FUL to allow change from Timber Jetty to Timber Piling of New Boat Dyke

A planning application (BA/2016/0095/COND) had been submitted to the Broads Authority in respect of a variation of an existing permission relating to a new boat dyke. The approved plans showed quay heading along one side of the dyke, with the remaining three sides comprising a timber jetty. The current proposal was for quay heading to all sides of the dyke.

It was made clear that the policy requirement for 10% of the moorings to be made available for public mooring was included in this application but the additional moorings would be provided on the river frontage and not in the dyke as the landowner did not feel comfortable with inexperienced navigators using the very narrow dyke.

The Planning Officer clarified that the landowner's intention was to provide the visitor mooring by transferring title of 40 metres of the downstream end of the previous Boundary Farm moorings to the Broads Authority. The remainder of the Boundary Farm mooring would then be leased to the Authority plus an additional 40 metres beyond the upstream end of the previous mooring. The Senior Waterways and Recreation Officer confirmed that, depending on the lease being successfully concluded, the Authority would gain an additional 40 metres of mooring space at the southern end.

It was further clarified that the S106 was for mooring access only and that access from the highway was only permitted for maintenance of the moorings.

Members supported the application.

4/13 Norfolk County Council Proposals for True Left Bank of River Chet at Harley Flood

Members received a report which provided them with details of an issue that had arisen during a consultation being undertaken by Norfolk County Council on a proposal to stop up the section of the Wherryman's Way Trail which runs on the true left bank of the River Chet immediately adjacent to Hardley Flood. The report considered the reasons for the proposal, its implications regarding the future management of the river bank and drew members' attention to the fact that the Authority had been made aware of concerns regarding the potential for the proposal to result in deterioration in the condition of the navigation on the River Chet.

Members were reminded that although the Authority recognised the economic importance for the local communities of the Wherryman's Way, its main interest was maintaining the River Chet open for navigation.

It was explained to Members that resolving the fundamental problem of the deteriorating condition of the underlying bank would be extremely expensive taking account of the works that would be required.

Members were informed that Norfolk County Council is responsible for the surface of the path but not the underlying issues with the bank structure. The Council was of the opinion that diverting the public right of way was an appropriate solution.

The Environment Agency had stated that the river bank was not part of the flood defence and therefore its maintenance was not its responsibility.

Local boatyard owners had recently informed the Authority that a breach in the bank was causing depth problems at Chedgrave and Loddon, particularly with regard to the use of the slipways. This view was not apparently supported by the available hydrographic survey which showed that the Chet was deep enough for navigation. The Senior Waterways and Recreation Officer indicated that water levels and velocity would be monitored in the next few months which would test whether there was any significant impact upstream of the Hardley Flood. He continued that a meeting between the landowner and Norfolk County Council had been set up to discuss the issues regarding Wherryman's Way. Norfolk County Council had also confirmed that it would approach the Environment Agency and BESL to ask if they would carry out hydraulic modelling on the current functioning of the system and how it would be affected by a number of potential future scenarios in order to add to the available scientific data.

One member responded that about 26 years ago he, as an employee of the National Rivers Authority, was responsible for the construction of a weir in one of the breaches in the bank because of concerns about how uncontrolled flows through the breach were affecting channel velocity and the opposite bank. He emphasised that it was not so much water levels but the increasing velocities which could have implications on navigation.

One Member suggested boatyards could be invited to maintain a diary of water levels at their moorings which could be compared with the observations made by the Authority.

In general members were of the opinion that the underlying issues of the bank should be addressed as they believed that leaving it unresolved would cost more money and cause more harm in the long run, especially as silt from the flood would end up in the river. Also, as the Stakeholders' Survey revealed, walking is one of the main activities in the Broads and Members believed it was in the Authority's interest to work with other public authorities to ensure that the route of the Wherryman's Way is maintained.

Although it was suggested that the Authority could consider applying for European funding to repair the bank or use funds from its navigation reserves, concern was expressed about taking on a project of such a large scale with the associated long term responsibilities.

It was further pointed out to Members that while the Authority had a general duty to manage the Broads for the purpose of promoting the enjoyment of its

special qualities, the statutory duty for the maintenance of public rights of way in this case rested with Norfolk County Council.

Another option highlighted was to allow nature to run its course and see what would happen. The breaching of the bank in the 1940s and the creation of Hardley Flood was likely to be replicated elsewhere in the Broads and could be a more sustainable approach.

The Committee accepted the need to obtain scientific evidence to inform decision making and supported the proposed monitoring of water levels and velocity and to encourage Norfolk County Council to ask the EA/BESL to carry out hydraulic modelling of the system as soon as possible. It was noted that results would be brought back to the Committee later in the year.

4/14 St Olaves Marina: Demasting Moorings

Members received a report which indicated that the landowners at St Olaves Marina had offered a contribution towards provision of demasting moorings at Haddiscoe Bridge. Although this fell short of all that was required, pursuing the undertakings in the S106 Agreement would not necessarily lead to a better outcome. The views of the Navigation Committee were sought on how to proceed with the matter.

It was highlighted that the requirements for a Broads Authority mooring were different to those of a private mooring and if the Authority was to take on responsibility for the site it would have to meet the higher standards.

It was RESOLVED to recommend to the Authority

- (i) not to pursue the S106 Agreement but accept the contribution offered by the landowner; and
- (ii) to agree the proposed package of improvements:
 - (a) Demasting moorings to be provided by the landowner in accordance with the 2001 agreement, comprising 2 x 20m demasting moorings either side of Haddiscoe Bridge, to be constructed to the Broads Authority's agreed specification;
 - (b) The Broads Authority to undertake the work and cover the cost of this, including plant and labour;
 - (c) St Olaves Marina to cover the costs of the materials for the works as comprising Mooring posts – Geotextile – Type 1 – safety chains and ladders to the Waveney side - Path edging boards – additional crushed backfill if required – fender and riding spar – all fixings to be supplied by the Broads Authority;
 - (d) Following construction the Broads Authority would take on responsibility for maintenance.

4/15 Navigation Income and Expenditure 1 April to 29 February 2016 Actual and 2015/16 Forecast Outturn

Members received a report which provided the Committee with details of the actual navigation income and expenditure for the eleven month period to 29 February 2016, and provided a forecast of the projected expenditure at the end of the financial year (31 March 2016).

Members received a verbal update on the March figures and were informed that although the majority of the year end had been made the stock adjustment had not yet been calculated and could have an impact on the figures. The draft figures were a favourable variance of £31,758.

It was further clarified that the accounts were close to what was originally expected however due to a number of small underspends and additional income there was a small surplus of income over expenditure.

The Head of Finance agreed that moving to an accrual system would present a more accurate picture and this was an idea the Authority was moving to, however this took time and the system would need to be tested first.

It was clarified that Yacht Stations (including Tourist Information Centres) were currently funded 75% from navigation income and 25% from National Park Grant.

One member said he would like to take up the offer of a meeting with the Head of Finance so that he could gain a greater understanding of the budgets.

Members noted the report.

4/16 Construction, Maintenance and Environment Work Programme Progress Update

Members received a presentation on the work so far completed in regards to Hickling Broad, Mutford Lock, Cockshoot Boardwalk and Tree Clearance. It was explained that in regards to Tree Clearance the Authority had pooled all of its resource and cash budgets in order to deliver a concentrated tree clearance effort on the River Ant, an area identified as being of number 1 priority. In 2015/16 over 4km of bank side tree and scrub was cleared.

Members welcomed the presentation and commended the CME Team on its achievements.

It was clarified that the low volume figure for the dredging program at Belaugh to Coltishall reflected the technique that was required. It was explained that due to limited access to the site, the distance from dredge site to disposal land was considerable and the narrowness of the channel at this location all meant that we needed to use our conservation mud pump, which with the consents for land re-use pushed the costs of this dredging scheme up.

It was further explained that total dredging volumes were calculated using data from the number of wherry loads, the specific density of the material and amount of material carried in each wherry.

Concerns were expressed in regards to progress and cost of dredging carried out in 2015/16 and it was suggested to consider whether projects were affordable and whether a different approach was needed. The Head of CME explained that the Draft dredging programme was brought to the Members' attention in October (for the following year's dredging) and this was their opportunity to discuss the areas and value for money as each project was given an estimated cost.

Another concern raised was the reduction of water sampling. It was explained that the Broads Authority would continue sampling for Prymnesium at Hickling, but at a reduced sample rate. The sampling would allow background data to be kept and would assist when asking for consents to dredge in future years.

It was confirmed that dredging work had been carried out between Hardley Flood and the Chet and that the location could be suitable for side casting, although not all areas along the Wherryman's Way are suitable for dredged material.

Members noted the report.

4/17 Boat Safety Management Group

Members noted the received minutes of the Boating Safety Management Group held on 7 March 2016.

4/18 Chief Executive's Report

The Committee received a report which summarised the current position in respect of a number of projects and events, including decisions taken during the recent cycle of committee meetings.

On the issue of toll plaque the Chief Executive commented that the income from private boats was in line with the budget but that currently there was a shortfall of between £70,000 and £80,000 from hired boats which the Collector of Tolls was investigating.

The Chief Executive updated Members about the Norfolk Show and invited them to put themselves forward if they were interested in helping out on the day.

Members noted the report.

4/19 Current Issues

It was asked whether it was possible for the latest hydrographic mapping to be made available on the website. The Chief Executive agreed that this was important information but there were heavy demands on the GIS Officer and great care was taken in prioritising her workload. The priority accorded to the hydrographic surveys would be reviewed.

It was noted that Mrs Aitkin Clark, had expressed her gratitude that the Authority's new launch would be named after her late husband and she was looking forward to coming to see her.

4/20 Items for future discussion

No items for future discussion.

4/21 To note the date of the next meeting

The next meeting of the Committee would be held on Thursday 2 June 2016 at Yare House, 62-64 Thorpe Road, Norwich commencing at 2pm.

Following this meeting it had been decided that instead of a Committee meeting, there would be a site visit to Hickling Broad on Thursday 2 June 2016 commencing at 2 pm.

4/22 Exclusion of the Public

RESOLVED

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

4/23 To receive and confirm the exempt minutes of the Navigation Committee meeting held on 25 February 2016

The Exempt minutes of the meeting held on 25 February 2016 were confirmed as a correct record and signed by the Chairman.

The meeting concluded at 4.30pm.

Chairman

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

Committee: Navigation Committee

Date of Meeting: 25 February 2016

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
James Knight	7-23	Hire Boat Operator, Toll Payer, member of Boating Associations	
Brian Wilkins	7-23	NSBA Chairman, Toll Payer, various boating associations	
Kelvin Allen		Member of the Broads Angling Strategy Group and the River Waveney Trust.	
Nicky Talbot		Toll Payer, NSBA Member and Member of NBYC	
Linda Aspland		Member of NBYC , Toll Payer , Hunter Fleet Committee , Local Resident	
Max Heron	7-18	Toll Payer, Landowner, Member of British Rowing, NRC, NSBA, RCC, Chair Whitlingham Boathouses	
Peter Dixon		As before	
A Goodchild	7-23	BM CM Chairman, Land owner, GMS	
Bill Dickson		Coopted Member, toll payer, property owner, president local owner area	
John Ash		Toll Payer, Chairman and Director of WYCCT	
Michael Whitaker	7-18	Toll payer, Hire Boat Operator, Herbert Woods, BHBF Chairman	

Broads Authority

Planning Committee

Minutes of the meeting held on 24 June 2016

Present:

Sir Peter Dixon - in the Chair

Mr M Barnard
Prof J Burgess
Mr N Dixon
Ms G Harris

Mrs L Hempsall
Mr P Rice
Mr V Thomson
Mr J Timewell

In Attendance:

Ms N Beal – Planning Policy Officer (Minute 13/10 – 13/11)
Mr S Bell – for the Solicitor
Mrs S A Beckett – Administrative Officer (Governance)
Mr David Harris – Solicitor and Monitoring Officer
Mr G Papworth – Planning Assistant (Minute 13/1 – 13/8)
Ms A Long – Director of Planning and Resources
Ms C Smith – Head of Planning

Members of the Public in attendance who spoke:

BA/2016/0176/FUL Land north of East End Farm, Aldeby

Mr Tim Wright	Chairman Aldeby Parish Council
Mr Ben Watts	Objector
Ms Jenny Bailey	Applicant

13/1 Apologies for Absence and Welcome

The Chairman welcomed everyone to the meeting.

He welcomed and introduced Mr Haydn Thirtle who had been newly appointed to the Broads Authority by Great Yarmouth Borough Council as well as Mr Bill Dickson as a new Secretary of State appointee.

No Apologies were received.

13/2 Declarations of Interest

The Chairman declared an interest on behalf of all members in relation to Agenda item 9 concerning Waveney River Centre as the owner was a member of the Authority's Navigation Committee.

Members indicated their declarations of interest in addition to those already registered, as set out in Appendix 1 to these minutes. They explained that they had received a number of emails in relation to the applications and the

enforcement matters on the agenda. Given the late arrival of some of these, not all members had been able to give them due attention.

13/3 Minutes: 27 May 2016

The minutes of the meeting held on 27 May 2016 were agreed as a correct record and signed by the Chairman.

13/4 Points of Information Arising from the Minutes

No further points of information were reported.

13/5 To note whether any items have been proposed as matters of urgent business

No items had been proposed as matters of urgent business.

13/6 Chairman's Announcements and Introduction to Public Speaking

- (1) A member of the public indicated that he intended to record the proceedings.
- (2) **RTPI Planning Conference for Councillors** – to be held in Suffolk Coastal District Council Offices in Woodbridge, Suffolk on Friday 15 July 2016 entitled "Current Planning Issues and Good Practice" This would be useful for all members of the Planning Committee. Anyone interested, and available, was asked to inform the Administrative officer as soon as possible. It was clarified that there was a fee for this conference. Unfortunately the Waste Disposal Workshop was in the morning of the same day.
- (3) **Site Visit for Application BA/2016/0191/FUL Hickling Enhancements**
The Chairman stated that the Planning Committee site visit date to view the proposals for enhancements to Hickling Broad was now confirmed as 18 August 2016 at 2.00pm prior to the application being considered by the Planning Committee on 19 August 2016. The site visit was to apprise members of the area and the issues involved, particularly as it was the Authority's own application.
- (4) **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.)

13/7 Requests to Defer Applications and /or Vary the Order of the Agenda

No requests to defer planning applications had been received. The Chairman stated at this point that, in respect of item 13/9(1) Ferry Inn, Ferry Inn,

Horning, the Authority had received a planning application for the Ferry Inn at Horning which was capable of validation and therefore officers had requested that the item be deferred as it would not be expedient to take further action with a decision on a planning application pending. He was intending to agree this and defer the item.

A member commented that an email had been received regarding Waveney River Centre with a request that the matter be deferred and therefore should this not be considered as an urgent item? The Chairman commented that he did not consider it required to be treated as urgent, as the item was on the agenda and could be dealt with in the usual way.

The Chairman stated that he intended to vary the order of business to take all Enforcement items first including Item 13 Enforcement Update, which included Thorpe Island, before dealing with planning applications and the Broads Local Plan.

The Enforcement items 13/9 and 13/13 were considered at this point

13/8 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 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/2016/0176/FUL Land north of East End Farm, East End Lane, Aldeby**
Change of use of land to equestrian. New Stables, feed shed, dog run, ménage, fencing and landscaping.
Applicant: Miss Jennifer Bailey

The Planning Assistant explained that the application was before the Committee as it had been called in by the District Member due to the potential landscape impact of the development, in particular the cumulative effects of such developments both in and adjacent to the Broads Authority area.

The Planning Assistant provided a detailed presentation of the application for the change of use of agricultural land to equestrian involving the location of new stables in the south west part of the site along the southern boundary, with the feed shed and dog run to the west and east elevations of the stable block, and a ménage to the east of the stable block. The application also included fencing and landscaping. He addressed the main issues in the determination of the

application concerning design, impact on landscape, ecology, highways and amenity.

The Planning Assistant concluded that the proposed development was of an appropriate design which would not have any detrimental impact on the local highway network. The proposed landscaping scheme was considered to provide a buffer to the site and ensure that the proposed development would not have a detrimental impact on, or result in the loss of, significant landscape heritage with views from the river protected. The proposed biodiversity enhancements would protect the biodiversity value of the land. It was acknowledged that the nature of the development was likely to result in a marginal increase in traffic movements to the site but the proposal took account of highways advice and would be in accordance with it. With regard to amenity and concerns over noise, it was proposed that the generator to back up the solar powered source of electricity would be housed in a soundproof box within one of the outbuildings and, given that the distance to the nearest neighbour was over 100 metres, it was considered that there would not be any adverse impact on adjacent properties. Therefore the application was recommended for approval subject to conditions including permission being for personal use only as well as those suggested by Highways and additional conditions to those stated within the report relating to materials to be agreed by the Planning Authority, hours of operation of the generator and details on lighting.

It was noted that since the report had been written, further comments had been received from a neighbour Mr Ben Watts, details of which had been circulated to Members.

Mr Tim Wright on behalf of Aldeby Parish Council commented that the application raised several concerns which he outlined. Being in a remote location there was concern that by its very nature the proposed use would cause nuisance and inconvenience. He explained that the gravel tip cited on the plans displayed was now a rich flower meadow and the waste tip site would soon be closing to return the area to being quiet and tranquil. There was considerable concern about the impact on the landscape, the lighting from the ménage, particularly in the winter months before any landscaping scheme was established; Highway access, delivery lorries turning; noise from the site especially that made by the generator and also from the use of the dog run; and pollution from animals and flies from faeces', especially with no running water available on site. It was considered that the proposed plans were ill considered for the protected area of the Broads National Park and could set a precedent for the entire area with no regard to the ESA and Ramsar site nearby.

Mr Ben Watts referred to the correspondence and information he had requested to be circulated to members. This included an email from the previous Planning Officer, Mr Fergus Bootman, in 2014 which referred to the potential detrimental landscape impacts that could be associated

with such a change of use from agriculture to equestrian use and that without the introduction of further landscaping, such an application would not be supported. Mr Watts considered that there had been no changes within the last 2 years which might alter this view. He considered the application was erroneous as the field for the proposed use was in a protected landscape of the Broads National Park. Noise and lighting was of particular concern, permission could set a precedent and construction of a ménage was out of line with policy. If planning permission was given he expressed the fear that another three or four sites would be developed for such purposes in this part of the valley. He considered that the Authority should value the land as a buffer and if encroached upon it would be lost forever.

Members acknowledged the concerns raised by the parish council and local residents relating to the impacts on the landscape, potential noise and impact on amenity, potential light pollution as well as concern about the potential siting of the generator and whether it would be fully sound proofed. They needed to be satisfied that the landscape impact had been properly considered. They did not feel they had sufficient understanding of the site to assess the concerns or the impact of the use on the landscape and therefore determine the application at this stage. Members considered that a site visit would be beneficial.

Nigel Dixon proposed, seconded by Paul Rice and it was

RESOLVED unanimously

that the application be deferred for a site visit on a date to be determined in order to assess the potential landscape impacts of the proposal.

13/9 Enforcement Items for consideration

(1) Ferry Inn, Ferry Inn, Horning

The Authority had received a planning application for the Ferry Inn at Horning which was capable of validation and therefore officers had requested that the item be deferred as it would not be expedient to take further action with a decision on a planning application pending.

RESOLVED

that this item be deferred.

(2) Waveney Inn and River Centre

A letter had been received from Mr James Knight's solicitor requesting that the report before Members be withdrawn or deferred on the basis that there appeared to be inconsistencies and inaccuracies within the

report that required addressing and for the Head of Planning to address these. The Chairman stated that the advice from the Authority's solicitor was that the Committee should be in a position to exercise its own judgement and the points could be addressed by the officer verbally. The matter was before the Committee as the landowner was a member of the Navigation Committee and the issues would still need to be considered by the Committee at some stage. It was not an application but related to enforcement matters.

A member expressed concern that as there were two legal views before the Committee, which appeared to provide differing interpretations, he was not comfortable with making a decision without all aspects of Mr Knight's Solicitor's letter being considered and answered fully.

In light of the fact that the emails and letter from Mr Knight's solicitor had come at such a late stage and some members had stated that they had not been able to give them full consideration, Mrs Hempsall proposed that the item be deferred. This was seconded by Mr Rice.

On being put to the vote,

RESOLVED by 6 votes in favour and 2 against

that the report on the Enforcement items for Consideration relating to the Waveney River Centre be deferred to enable officers to advise members in respect of the concerns expressed in the letter from the landowner's solicitor and to enable Members to be fully apprised of all the information.

(3) **Eagles Nest, Ferry Road, Horning: Unauthorised use of boathouse as holiday accommodation**

In order to be consistent with the decision on the previous item, particularly concerning the late arrival of correspondence received from the landowner, it was

RESOLVED by 7 votes to 1

that consideration of the report concerning potential breaches of planning control be deferred.

(4) **No1 and 2, Manor Farm House, Manor Road , Ashby with Oby**

The Committee received a report concerning unauthorised works to a Grade II listed Building that had been the subject of a listed building enforcement. Members noted the report.

RESOLVED

that the report be noted ,including the proposed action of continuing discussions with the applicant to maintain momentum with agreed programme of work.

13/8 and 9 General Procedures and Protocol on receipt of information prior to Committee

Members noted that there were procedures in place concerning receipt of additional information in relation to planning applications in accordance with the Code of Conduct and these needed to be adhered to if members are to have sufficient time to consider all relevant information. Members agreed that this should be expanded to include Enforcement matters to ensure that no additional papers or information was provided after a cut off day eg: three days before the Meeting when the item was to be considered. In addition, any correspondence sent to Members of the Authority must be copied to officers in order that professional advice could be provided. A failure to follow this procedure may result in items in the future either being deferred or for late information to be discounted.

RESOLVED

that protocols for dealing with information provided to the Committee in the week before the meeting be reviewed and tightened.

The Application for Planning Permission Item 13/8 was dealt with at this point

13/10 Broads Local Plan – (June) Bite Size Pieces

The Committee received a report introducing the third set of the topics/ Bite Size pieces of the Preferred Options version of the Broads Local Plan relating to draft policies for:

- Appendix A – Amenity
- Appendix B – Open Space at Ditchingham Maltings
- Appendix C – Horning Private Open Space
- Appendix D – Rail Stations
- Appendix E – Future Recreation routes and Recreation Car Parking Areas
- Appendix F – Proposed Amendments to first tranche of Site specifics policies

It was noted that these did not necessarily represent the final text or approach but were part of its developments prior to the final version being presented to Planning Committee in November 2016.

With regard to the Open Spaces, Members were concerned that the management arrangements for these needed to be very clear especially where there were uncertainties over policies for open spaces and community assets currently being adopted by the Local Planning Authorities. The Head of

Planning explained that the arrangements for the open space for Ditchingham Maltings were very detailed within the Section 106 Agreement relating to the original planning permission, which involved the setting up of a management company to take on the responsibility once the developer had passed this on.

Members welcomed the specific policies being developed. The proposed changes within the Site Specific Policies indicated as track changes were also welcomed.

It was noted that none of the proposed amendments would be in place until the Local Plan was adopted. Therefore any planning applications would be judged against the adopted 2014 Site Specifics Local Plan and not the amended policies until the new policies were adopted.

The Authority was waiting for the regulations in association with the Housing and Planning Act 2016 to be published before it could assess how it would affect the Authority's policies. Once received, Officers would review the policies accordingly.

RESOLVED

- (i) that the report be noted; and
- (ii) that the topics inform the draft policy approach in the Preferred Options for the Broads Local Plan.

13/11 Sustainability Appraisal Objectives: Focussed Consultation Responses

The Committee received a report on the consultation feedback received on the Sustainability Appraisal.

RESOLVED

that the following amended Sustainability Appraisal Objectives are adopted and used:

- ENV10: To achieve the highest quality of design that is innovative, imaginative, and sustainable and reflects local distinctiveness.
- SOC6a: To improve the quality, range and accessibility of community services and facilities
- SOC6b: To ensure new development is sustainably located with good access by means other than a private car to a range of community services and facilities.

13/12 Consultation Documents Update and Proposed Responses

The Committee received a report on the Consultation Documents recently received together with the Authority's proposed responses for:

Waveney District Council Local Plan: Issues and Options

Members welcomed the Waveney document, considering it to be well presented. They were pleased to endorse the comments set out as the proposed response, particularly the reference to dark skies and considering the management of adjacent areas to the Broads area as buffer zones. It would also be useful to make reference to green infrastructure and examine the Habitats Directives within the response and ask for Waveney's policy on this.

Salhouse Neighbourhood Plan (Pre-Submission consultation Draft)

Members welcomed the proposed response. It was noted that Salhouse Parish Council was attempting to prepare its own neighbourhood plan themselves, which was to be commended. However, it was important that the document and policies were clear and justifiable before they could be adopted in order that they could be interpreted and implemented by planning officers when dealing with planning applications.

RESOLVED

- (i) that the report be noted and the proposed consultation responses be endorsed; and
- (ii) that the responses be forwarded to the relevant Authority – Waveney District Council and Salhouse Parish Council.

13/13 Enforcement Update

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

Thorpe Island

The Authority's Solicitor reported that at the High Court Hearing on 17 June the Authority had been successful in obtaining a substantive injunction concerning Thorpe Island. The Authority was also awarded two thirds of its costs in relation to the application for the Injunction. There was a great deal of scrutiny of the Authority's procedures especially those of the Planning Committee but far from being open to criticism the Judge commented that the Authority had conducted itself 'meticulously and impeccably'. The details of the injunction were that:

- No more than 21 vessels to be moored in the basin
- No vessels should be used for permanent residential occupation
- Mr Roger Wood was required to submit a planning application within three months.
- The application was required to be consistent with the decision by the Planning Inspector dated 20 October 2014. (This included 25 boats)
- If Mr Wood failed to do so within that time scale he was required to remove all boats and pontoons from the basin and cease the use of the basin for mooring

- The green container to be removed within four months unless a planning application had been made in accordance with the Planning Inspector's decision and in the event that such an application was made, remove it within one month following the final determination of the planning application.

It was noted that the judgement could not be clearer. If Mr Wood did not comply, the consequences were clear.

The Authority's Solicitor confirmed that Mr Wood had been represented in Court by his Barrister and was accompanied by a planning agent and adviser and he had been advised accordingly. The Director of Planning and Resources confirmed that Mr Wood had been advised of what he was required to do and was being given every opportunity to do it correctly. She confirmed that a submission from Mr Wood had been received prior to the Hearing but this was not capable of validation. No application had been submitted since the Injunction.

Grey's Ices and Confectionary

The owner had submitted an application which had been validated.

Hall Common Farm, Hall Common Ludham.

Since the serving of the Enforcement Notice, the Owner had indicated he would appeal against it, and formal notification of the appeal from the Planning Inspectorate was awaited.

RESOLVED

that the report be noted.

Norfolk Mead Hotel

Members referred to recent correspondence sent to them concerning the Norfolk Mead Hotel. It was noted that this was the subject of monitoring to ensure that development was in accordance with the planning permission as well as the subject of current investigations by Environmental Health in response to some complaints.

The Head of Planning expressed disappointment as the site had been the subject of considerable negotiations and mediation in 2015, following which it was understood there had been a satisfactory resolution. She was investigating the matters raised and working with colleagues at Broadland District Council. It was agreed that a holding response be provided as investigations were ongoing rather than having piecemeal responses.

13/14 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 1 April 2016.

RESOLVED

that the report be noted.

13/15 Decisions Made by Officers under Delegated Powers

The Committee received a schedule of decisions made by officers under delegated powers from 13 May to 6 June 2016.

RESOLVED

that the report be noted.

13/16 Date of Next Meeting

The next meeting of the Planning Committee would be held on Friday 22 July 2016 starting at 10.00 am at Yare House, 62- 64 Thorpe Road, Norwich.

The meeting concluded at 11.45am.

CHAIRMAN

Code of Conduct for Members

Declaration of Interests

Committee: **Planning Committee**

Date of Meeting: 24 June 2016

Name	Agenda/ Minute No(s)	Nature of Interest (Please describe the nature of the interest)
Jacquie Burgess		Toll Payer
Paul Rice	13/9	Involved in mediation for Ferry Inn Horning Trustee of Broads Society NSBA Member, Lobbied by Ferry Inn, Eagles Nest and Waveney River Centre.
Peter Dixon	13/6(3)	BA/2016/0191/FUL Hickling Enhancements (Local resident – will not take part in site visit or Chair meeting for determination of application)

Broads Authority
Planning Committee

Minutes of the meeting held on 22 July 2016

Present:

Mr M Barnard
Prof J Burgess
Sir Peter Dixon
Mr W Dickson

Ms G Harris
Mr H Thirtle
Mr V Thomson
Mr J Timewell

In Attendance:

Ms N Beal – Planning Policy Officer (Minute 1/10 – 1/11)
Mrs S A Beckett – Administrative Officer (Governance)
Ms M Hammond – Planning Officer (Minute 1/10)
Mr D Harris – for the Solicitor
Mr G Papworth – Planning Assistant (Minute 1/8)
Ms A Long – Director of Planning and Resources
Mr T Risebrow – Planning Officer (Compliance and Implementation)

Members of the Public in attendance who spoke:

BA/2016/0176/FUL Land north of East End Farm, Aldeby

Ms Karen Kennedy-Hill	On behalf of Aldeby Parish Council
Mr Ben Watts	Objector
Ms Jenny Bailey	The applicant

BA/2016/0213FULThe Bridge Restaurant, Norwich Road, Wroxham

Mr Mark Eames	The applicant
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1/1 Appointment of Chairman and Vice-Chairman

- (1) The Director of Planning and Resources welcomed everyone to the meeting. She invited nominations for the Chairman of the Planning Committee for the following year 2016/17.

Prof Burgess proposed, seconded by Mike Barnard the nomination of Sir Peter Dixon.

There being no other nominations

RESOLVED unanimously

that Sir Peter Dixon be appointed as Chairman of the Planning Committee for the following year until the July 2017 Planning Committee meeting.

Sir Peter Dixon in the Chair

(2) Appointment of Vice-Chairman

The Chairman invited nominations for the Vice-Chairman of the Planning Committee. John Timewell proposed, seconded by Gail Harris, the nomination of Mr Paul Rice. Although Mr Rice was not able to be present, it was established that he was willing to stand. He has subsequently indicated he is pleased to be elected to the role

There being no other nominations, it was

RESOLVED unanimously

that Mr Paul Rice be appointed as Vice-Chairman of the Planning Committee for the following year until the July 2017 Planning Committee meeting.

1/2 Apologies for Absence and Welcome

The Chairman welcomed everyone to the meeting.

In particular he formally welcomed Mr David Harris, to his first meeting of the Planning Committee as Solicitor and Monitoring Officer.

Apologies were received from Mr Paul Rice

1/3 Chairman's Announcements and Introduction to Public Speaking

(1) No members of the public indicated that they intended to record proceedings

(2) Site Visit for Application BA/2016/0191/FUL Hickling Enhancements

The Chairman reminded Members that the Planning Committee site visit to view the proposals for enhancements to Hickling Broad would be on 18 August 2016 at 2.00pm prior to the application being considered by the Planning Committee on 19 August 2016. The site visit was to apprise members of the area and the issues involved, particularly as it was the Authority's own application. He would not be attending the site visit as he had declared an interest.

(3) Heritage Asset Review Group

The Chairman stated that the next meeting of the Heritage Asset Review Group was due to be held following the Planning Committee meeting on 19 August 2016. The membership comprised the Chairman and Vice-Chairman of the Planning Committee and three others,

Jacquie Burgess and Mike Barnard being two of these. As Sholeh Blane had now left the Authority there would be a vacancy. Members interested were invited to contact the Director of Planning and Resources.

(4) 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.)

1/4 Declarations of Interest

The Chairman declared an interest on behalf of all members in relation to Agenda item 9(3) BA/2016/0170/COND Heron Cottage, Ferry Road, Horning as a member of the Navigation Committee was a Director of the Ferry Marina, the owner of the property; and Agenda item 10 concerning Waveney River Centre as the owner was a member of the Authority's Navigation Committee.

Members indicated their declarations of interest in addition to those already registered, as set out in Appendix 1 to these minutes.

Mr Dickson explained that he had provided comments on two applications prior to the meeting as he had originally thought that he would not be able to attend. Circumstances had since changed so he was now able to be present. Therefore he would not take part in the debate or vote on the two applications on which he had commented.

1/5 Minutes: 24 June 2016

The minutes of the meeting held on 24 June 2016 were agreed as a correct record and signed by the Chairman.

1/6 Points of Information Arising from the Minutes

The Director of Planning and Resources referred to Minute 13/9 concerning potential enforcement items deferred from the last meeting relating to the Ferry Inn at Horning and Eagles Nest, Ferry Road, Horning. She explained that they were not on the agenda for this time as a planning application and an application for a Certificate of Lawful Use had been received respectively.

1/7 To note whether any items have been proposed as matters of urgent business

No items had been proposed as matters of urgent business.

1/8 Requests to Defer Applications and /or Vary the Order of the Agenda

No requests to defer planning applications had been received.

The Chairman stated that he intended to vary the order of business to enable those reports prepared by the Planning Policy Officer at agenda items 12 and 13 to be taken before item 11 concerning Planning Committee Procedures.

1/9 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 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/2016/0176/FUL Land north of East End Farm, East End Lane, Aldeby**

Change of use of land to equestrian. New Stables, feed shed, dog run, ménage, fencing and landscaping

Applicant: Miss Jennifer Bailey

The Planning Assistant commented that following the decision made at the last meeting, Members of the Committee had had the benefit of a site visit on 15 July 2016, a note of which had been circulated.

The Planning Assistant provided a detailed presentation of the application for the change of use of agricultural land to equestrian involving the location of new stables in the south west part of the site along the southern boundary, with the feed shed and dog run to the west and east elevations of the stable block, and a ménage to the east of the stable block as well as the area of hardstanding around the stable block to be finished in materials of a high specification. The application also included fencing and landscaping, details of which were illustrated. The Planning Assistant provided photographs showing the context of the site which included an indication of the landfill site to be restored and that which had been restored and was now a conservation meadow, as well as the Boons Heath Conservation Area. He also showed photographs of the application site from various vantage points which included those seen by members who had attended the site visit.

Since the writing of the report and the site visit, further representations had been received from the Parish Council and the neighbour, which had been circulated for Members' information.

The Planning Assistant addressed the main issues in the determination of the application concerning design, particularly the impact on landscape, ecology, highways and amenity. He informed the

Committee that he had received representations suggesting that the stable block be finished with black weatherboarding and a pantile roof, but it was considered that this would provide a more domestic look and inappropriate for an agricultural/equestrian building. In conclusion he explained that there had been no change in the circumstances since the previous report had been prepared, Officers were satisfied with the accuracy of the information provided and the further information submitted by the objectors did not materially affect the recommendation. Therefore, subject to the conditions outlined within the report to include lighting details and hours of operation of the generator, the application was recommended for approval.

Mrs Kennedy-Hall on behalf of the Parish Council, thanked the Committee for visiting the site in order to appreciate the concerns which had been documented. The Parish Council was particularly concerned about the precedent which the proposed development could set. One development would not have a massive impact but the cumulative effects of such developments in the area would be massive. She expressed puzzlement that the advice from the previous Planning Officers was not being taken into account, especially as she understood they had visited the site. She referred to Development Management Policy DP28 and the NPPF concerning the future protection of the landscape for future generations and urged the Committee to reject the application.

Mr Watts provided an account of his understanding of the history of the site as documented in his correspondence that gave officers' opinion that an application for change of use of the land from agriculture to an equestrian use was not likely to be supported. He referred to when the site had been under a previous owner before the current owner, there had been an instance when a 200metre area had been pegged out and hard core imported. Officers had visited the site and the hard core had finally been removed. He stated that the proposal needed to be considered as being out of scale, inappropriate to the area and did not conform to Policy DP28. The proposed use had not been supported by two former planning officers, the application had been called in by the local member due to the potential landscape impact of the development, in particular the cumulative effects of such developments both in and adjacent to the Broads Authority area.

The application was therefore considered to be unacceptable and he urged the Committee to refuse it.

Members sought clarification on Policy DP28 and application of consistency as well as precedent. The Director of Planning and Resources explained that the Policy DP28 was not in the NPPF but was one of the Authority's own policies which set out the criteria and issues that could affect amenity and which were required to be addressed. With regard to precedent, Members were required to judge each application on its merits. The Solicitor commented that the

establishment of a precedent was a potential material consideration. However, something more than a mere assertion or generalised concern was needed. It was not possible to make assumptions on future potential applications or circumstances. The term “amenity land”, as referred to in the correspondence, was very imprecise and its use was not advocated by planners. Planners would apply the Use Classes Order. In this case, the applicant sought to submit the application as a change of use from agriculture to equestrian in light of planning officer advice on use.

Members acknowledged the concerns raised by the Parish Council. They gave consideration to the potential noise from the generator but were assured that this would only be used when solar power was not adequate and would be conditioned. With regards to potential light pollution, in general Members were satisfied that the lights would be downward facing to minimise such an impact. It was established that they would be necessary from a health and safety perspective, particularly in the winter months. They were satisfied that the landscaping scheme would eventually mitigate any adverse landscape impact and that this had been properly considered.

RESOLVED by 5 votes to 2

that the application be approved subject to conditions as outlined within the report for 22 July 2016 and an Informative advising the applicant that any other buildings on the site would require planning permission.

The proposal is considered to be in accordance with Policies DP1, DP2, DP4, DP11 and DP28 of the Development Plan Document (2011), and the National Planning Policy Framework (2012).

(2) **BA/2016/0213/FUL The Bridge Restaurant, Norwich Road, Wroxham**

Replacement Restaurant

Applicant: Wroxham Bridge Developments Ltd.

The Planning Officer gave a detailed presentation of the application that proposed demolition of all but the brick section of the existing restaurant immediately adjacent to the Scheduled Ancient Monument of Wroxham Bridge and replacement with a new predominantly two storey building which would also trade as a restaurant. This would have a footprint of approximately 290 square metres, approximately 60 square metres larger than the existing and would have a predominantly glass front facing the river. The oak tree within the site would need to be removed, but this was not in good condition as it was already compromised by the existing building and was not worthy of a TPO. The new building would have a seating capacity of up to 100 covers, currently the restaurant had capacity for 60 to 70 covers.

Since the writing of the report, comments had been received from the County's Historic Environment Service in support of the comments from Historic England and requiring a scheme of Archaeological mitigation and that a survey be undertaken before demolition. It was clarified that the brick building to be retained was considered important for the stability of the bridge. Scheduled Ancient Monument consent would be required directly from Historic England.

Having provided a detailed assessment of the proposals in such a prominent and sensitive location, the Planning Officer concluded that the redevelopment proposal was acceptable being supported by the Site Specific Policy HOV4 as it would provide tourist facilities and would enhance the appearance of the area. The design was relatively traditional in form but contemporary and appropriate to the riverside setting but the significance of the Scheduled Ancient Monument would not be substantially harmed. In addition there were public benefits to the proposal which weighed in its favour. The proposal was also considered to be in accordance with paragraph 134 of the NPPF. Therefore the application was recommended for approval subject to conditions including a scheme of Archaeological mitigation.

Sketches of the proposal, provided by the agent for the application, were circulated for Members information.

Members welcomed the proposal including the dedicated disabled parking spaces and concurred with the Planning Officer's assessment.

RESOLVED by 6 votes to 0 (having declared an interest, Bill Dickson and John Timewell did not vote).

that the application be approved subject to conditions as outlined within the report including those recommended by Historic England requiring a scheme of archaeological mitigation. The proposal is considered to be acceptable in accordance with Policies CS1, CS5, CS7, CS9, CS20 and CS23 of the adopted Core Strategy (2007), Policies DP1, DP2, DP4, DP5, DP11, DP20, DP27, DP28 and DP29 of the adopted Development Management Policies (2011), Policy HOV4 of the Site Specifics Policies (2014) and the National Planning Policy Framework (2012) which is a material consideration in the determination of this application.

- (3) **BA/2016/0170/COND Heron Cottage, Ferry Road, Horning**
Variation of condition 2 of permission BA/2014/0228/CU
Applicant: Ferry Marina Ltd.

The Planning Officer explained that the matter was before members as a Member of Navigation Committee and former Member of the Authority is a Director of the company making the application. The application related to a short term holiday let granted planning permission in 2014 having been a former boat sales and hair dressing

salon on the end of a terrace of holiday dwellings on Ferry Road Horning. The application involved amendments to the original permission to include the retention of a larger panel on the north elevation; use of glass balustrades to the Juliet balconies; installation of one full height window and one door on the east elevation at ground floor level; use of wood effect UPVC windows for all new windows and doors; advertising sign on the north elevation; and, provision of enclosed decking to the east. The original permission required all new windows to be of timber.

The Planning Officer commented that whilst it was regrettable that the alterations had been made at variance to the approved scheme they were relatively minor and largely acceptable in accordance with policy subject to securing replacement of the larger composite imitation timber finish panel on the north elevation with a timber panel.

Members concurred with the Officer's assessment. It was noted that the standard time limit compliance with the conditions, which included the replacement panel and the display of flood warning notices, would be six months from the date of the planning permission being issued.

RESOLVED unanimously

that the application be approved subject to conditions as outlined within the report. The proposal is considered to be in accordance with Policies DP4, DP10 and DP28 of the adopted Development Management Policies DPD ((2011) and the NPPF (2012).

1/10 Enforcement Items for consideration

(1) Waveney Inn and River Centre

Further to Minute 13/9 of 24 June 2016, a revised report was before Members that took into account the comments made in a letter from Mr Knight's Solicitor provided for Members at the previous meeting as well as subsequent correspondence.

It was noted that the reason the matter had been referred to the Planning Committee was because the landowner was a Member of the Navigation Committee and usually the judgements required would normally be made at officer level.

The Planning Officer (Compliance and Implementation) provided Members with illustrations of the various matters in question and detailed in the report.

Members noted the email received from the landowner's solicitors stating that they maintained their position in relation to the points originally raised in their advice to their client on 23 June 2016. However, they had noted the recommendation within the report, and

stated that the client continues to want to work with the Broads Authority and therefore did not intend to make a substantive submission in response to the latest report.

Members endorsed the approach to be taken.

RESOLVED unanimously

- (i) that there are no grounds on which to argue that enforcement action is currently expedient in respect of breaches identified in para 3.2 of the report (a) to (e) and therefore no further action be taken;
- (ii) that the site operator be requested to provide the information and actions required with regard to the outstanding matters as set out in section 3.5 of the report:
 - Provide a landscaping scheme
 - Provide demarcated parking spaces as indicated
 - Provide details of the signage
(As he has already indicated he is prepared to do) and
 - To formally confirm the number of vessels using the site for residential mooring so that an assessment can be made of whether the trigger for the conditions on BA/2015/0251/FUL or BA/2016/0064/COND have been met;
- (iii) should the site operator fail to undertake the required actions, or provide the necessary information, to bring the matter back to the Committee to consider whether enforcement action be authorised or no further action be taken.

Agenda Items 1/12 and 1/13 were taken at this point

1/11 General Procedures and Protocol on receipt of information prior to Committee

Further to Minute 13/9c the Committee received a report setting out proposed procedures and protocol for receipt of information prior to Committee meetings following publication of the reports from relevant parties including landowners, applicants and/or their agents and third parties. Subject to members comments and agreements, this would form an additional section 10 (lobbying of and by Members) and Section 11 (Public Speaking at Planning Committee).

Members gave full consideration to the proposed protocol recognising that the responsibility for enforcing compliance with the protocol rested with the Chairman, Members of the Committee and relevant officers. They considered that it was important that a deadline for receipt of information prior to a Committee meeting was enforced and that this be three working days. This should give members sufficient time to review the information and for officers

to provide a response if required. It was important to avoid the late provision of information, particularly when used as a means of deferral.

It was recognised that in the case of Enforcement items, the procedures in the Enforcement Plan would have been carried out and the site operator/landowner would have been informed of the breaches of planning control and attempts made by officers to resolve the matter. Therefore, they would be aware of the potential consequences and proposed course of action if a resolution had not been achieved and they would be informed if a report would be submitted to the Committee. It was considered that although public speaking on enforcement matters was not permitted, the same rules for the submission of additional information for planning applications after publication of reports, be applied to enforcement matters.

RESOLVED

that procedures and protocol on receipt of information prior to Committee be adopted for a trial period of six months and the necessary amendments are provisionally made to the Code of Conduct for Planning Committee members and Officers and the “Speaking at Planning Committee” Leaflet.

1/12 Broads Local Plan – (June) Bite Size Pieces

The Committee received a report introducing the fourth set of the topics/ Bite Size pieces of the Preferred Options version of the Broads Local Plan relating to draft policies for:

Appendix A: Draft Vision for the Broads
Appendix B: Boat Wash Down Facilities
Appendix C: Excavated Material
Appendix D: Utilities Infrastructure (*an amended version of Policy DP9*)
Appendix E: Sports Venues
Appendix F: Residential Annexes
Appendix G: Visitor and Community facilities and services and Stalham Staithe (Refreshed STA1 and DP27).
Appendix H: Local Infrastructure Study report 2016

It was noted that these did not necessarily represent the final text or approach but were part of its developments prior to the final version being presented to Planning Committee in November 2016.

Members welcomed the specific policies being developed, particularly the vision for the Broads Local Plan being the same as that for the Broads Plan (the overall management plan for the Broads). Members noted and welcomed that there would be cross-referencing to policies in association with the Objectives within the Vision as well as cross-referencing between the two documents. The proposed changes within the Site Specific Policies indicated as track changes were also welcomed.

With reference to Appendix B on Boat Wash Down facilities, Members noted the distinction between Biodiversity and antifouling and the potential costs relating to the latter for new applications.

With reference to Appendix D Utilities Infrastructure, a Member reported that he had recently attended a meeting at Norfolk County Council about the proposed next generation of windfarms off the Great Yarmouth coast. The meeting had made it very clear that any cables to the grid should be undergrounded. Members commented that it was very important that the 2006/2008 Landscape Character Assessment be taken into account and were pleased to note that this was being updated to support the developing Local Plan and Broads Plan as well as the Landscape Partnership project.

With reference to Appendix E concerning two specific sites: Maltings Meadow Sports Ground, Ditchingham and Broadland Sports Club, it was clarified that the policies were based on having had meetings with both site owners. The policies reflected the constraints of the sites and were designed to reflect the existing situation. There were no specific policies on sports venues generally.

With reference to Appendix G Visitor and Community Facilities and Services, members suggested that Waste facilities and management should be included in the second paragraph of the reasoned justification as well as in the text (pages 93 and 95 of the agenda papers).

With regard to the Localism Act and the reference to Assets of Community Value, this was welcomed. It was clarified that the Authority did not hold or maintain a list of community assets, as these were held with the Districts and at present, the Authority had only one community asset specified within the area.

It was noted that none of the proposed amendments would be in place until the Local Plan was adopted. Therefore any planning applications would be judged against the adopted 2014 Site Specifics Local Plan and not the amended policies until the new policies were adopted.

Members welcomed the approach being adopted of dealing with the Local Plan in "Bite Size" pieces. The Navigation Committee would be consulted on the relevant Bite Size pieces. It was noted that in order to achieve the deadlines for publication of the Preferred Options following consultation in November, the next two meetings would require consideration of a greater number of policies at a time. Therefore, it was intended to provide Members with the Draft policies well in advance of the August and September Planning Committee meetings to give ample opportunity for detailed consideration.

Appendix H The Local Infrastructure Study Report was considered to be very useful.

It was noted that with some of the issues raised, policy statements would not be appropriate as they would not be enforceable by the Authority, but more

appropriate for other agencies which could be referred to within the Broads Plan. It was often a question of education and marketing.

RESOLVED

- (i) that the report be noted; and
- (ii) that the topics inform the draft policy approach in the Preferred Options for the Broads Local Plan.

1/13 Consultation Documents Update and Proposed Responses

The Committee received a report on the Consultation Documents recently received together with the Authority's proposed responses for:

Norwich City, Broadland District and South Norfolk District Councils: Greater Norwich Local Plan Sustainability Appraisal Scoping Report Consultation

Members welcomed the proposed responses, particularly the inclusion of reference to a number of the Authority's policies including dark skies. It was considered that the Authority was providing a consistent, robust, coherent and clear positive message which was to be welcomed.

RESOLVED

- (i) that the report be noted and the proposed consultation responses be endorsed; and
- (ii) that the responses be forwarded to the relevant Authorities – Norwich City, Broadland District and South Norfolk District Councils.

Agenda Item 1/11 taken at this point

1/14 Enforcement Update

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

RESOLVED

that the report be noted.

1/15 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 1 April 2016.

RESOLVED

that the report be noted.

1/16 Decisions Made by Officers under Delegated Powers

The Committee received a schedule of decisions made by officers under delegated powers from 6 June 2016 to 4 July 2016.

RESOLVED

that the report be noted.

1/17 Circular 28/83: Publication by Local Authorities of Information About the Handling of Planning Applications

The Committee received the report setting out the development control statistics for the quarter ending 30 June 2016.

It was disappointing to note that when there were so few major applications within the Broads area, just one major application slipping provided a large percentage and therefore a disproportionate impression of the overall statistics. It was noted that if it became apparent that there would be difficulties in achieving the set target for such applications, Officers could request an extension of time. However, in this instance that related to a BESL application, it was not envisaged that the target would not have been met as completion was close to that required.

RESOLVED

that the report be noted.

1/18 Date of Next Meeting

The next meeting of the Planning Committee would be held on Friday 19 August 2016 starting at 10.00 am at Yare House, 62- 64 Thorpe Road, Norwich.

The meeting concluded at 12.10 pm

CHAIRMAN

Code of Conduct for Members

Declaration of Interests

Committee: Planning Committee

Date of Meeting: 22 July 2016

Name	Agenda/ Minute No(s)	Nature of Interest (Please describe the nature of the interest)
All Members	1/9(1)	BA/2016/0170/COND Heron Cottage, Ferry Road, Horning as Member of Navigation Committee is Director of the company making the application
All Members	1/10	Enforcement Item for consideration Site owner is a member of the Navigation Committee
Bill Dickson	1/9 (1) and (2)	BA/2016/0176/FUL Aldeby and BA/2016/2013/FUL The Bridge Restaurant, Wroxham Written comments already submitted as originally not able to attend the meeting.
Jacquie Burgess		Toll Payer
Gail Harris		Director of Whitlingham Charitable Trust
John Timewell	1/9	BA/2016/2013/FUL The Bridge Restaurant, Wroxham – Ex-wife owns Hotel opposite to Bridge Restaurant
Peter Dixon	1/6(3)	BA/2016/0191/FUL Hickling Enhancements (Local resident – will not take part in site visit or Chair meeting for determination of application)

Broads Authority

Planning Committee

Minutes of the meeting held on 19 August 2016

Present:

Sir Peter Dixon – in the Chair

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

Mr P Rice
Mr H Thirtle
Mr V Thomson
Mr J Timewell

In Attendance:

Ms N Beal – Planning Policy Officer (Minute 2/9 – 2/10)
Mrs S A Beckett – Administrative Officer (Governance)
Ms A Cornish – Planning Officer (Minute 2/8)
Mr S Bell – for the Solicitor (Minute 2/1 – Minute 2/8 and Minute 2/11))
D Harris – for the Solicitor and Monitoring Officer
Mr B Hogg – Historic Environment Manager (Minute 2/9 and 2/10)
Mr A Scales – Planning Officer (Minute 2/1 – Minute 2/8)
Ms A Long – Director of Planning and Resources

Members of the Public in attendance who spoke:

BA/2016/0194/CU Hall Farm, Hall Lane, Postwick

Mr Alan Woods	Chairman of Postwick Parish Council
Mr Peter Cranness	Objector
Mr Fergus Bootman	The Applicant's agent
Mrs Langridge	The applicant
Mr Andrew Proctor	Local District member

BA/2016/0191/FUL Hickling Broad Enhancements

Ms Trudi Wakelin	On behalf of the applicant, Broads Authority
Dr Dan Hoare	On behalf of the applicant, Broads Authority

2/1 Apologies for Absence and Welcome

The Chairman welcomed everyone to the meeting. No apologies were received.

2/2 Chairman's Announcements and Introduction to Public Speaking

- (1) No members of the public indicated that they intended to record proceedings.

(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.)

2/3 Declarations of Interest

The Chairman declared an interest on behalf of all members in relation to Agenda item 9(2) BA/2016/0191/FUL Hickling Broad enhancements as the application was a Broads Authority application. A general declaration of interest was also made in respect of Agenda item 9(1) BA/2016/0194/CU as all members had been lobbied.

Members indicated their declarations of interest in addition to those already registered, as set out in Appendix 1 to these minutes.

2/4 Minutes: 22 July 2016

The minutes of the meeting held on 22 July 2016 were agreed as a correct record and signed by the Chairman.

2/5 Points of Information Arising from the Minutes

(1) Minute 1/10: Enforcement Item Waveney Inn and River Centre

The Director of Planning and Resources confirmed that the decision made at the meeting was being followed up. The Solicitor had contacted the landowner's Solicitor and Planning Officers had written to his planning agent and a response was awaited.

(2) Minute 1/3(3): Heritage Asset Review Group

The Chairman stated that since the last meeting the two new members on the Planning Committee: Mr Bill Dickson and Mr Haydn Thirtle indicated that they would be interested in being on the Group and had therefore been appointed. The Committee endorsed the proposal that these members be added to the Group. (This did not preclude other members attending if they so wished and they were invited to do so.)

RESOLVED

that the membership of HARG comprising of Peter Dixon and Paul Rice (as Chairman and Vice-Chairman of the Planning Committee) Mike Barnard, Jacquie Burgess, Bill Dickson and Haydn Thirtle be confirmed.

2/6 To note whether any items have been proposed as matters of urgent business

No items had been proposed as matters of urgent business.

2/7 Requests to Defer Applications and /or Vary the Order of the Agenda

No requests to defer planning applications had been received.

The Chairman stated that he intended to vary the order of business to enable the Solicitor to comment on the Enforcement Schedule prior to those matters relating to policy. Therefore Agenda Item 11 would be taken following Agenda Item 8.

2/8 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 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/2016/0194/CU Hall Farm, Hall Lane, Postwick, Norwich**
Change of use of outdoor venue for weddings and celebrations, to include retention of existing outdoor timber seating and wood shack, introduction of new service track and extension to existing turning area, creation of new passing places on public and private roadways and associated parking, access and landscaping.
Applicant: Mr and Mrs C & E Langridge and Fairbank

The Planning Officer provided a detailed presentation of the application for the permanent establishment of a wedding/associated celebrations and reception venue which currently operated under the 28 day rule permitted by Schedule 2, Part 4 Class B of the Town and Country Planning General Permitted Development England Order 2015. The business was a diversification of part of an agricultural holding. Permission was being sought for operation all year round depending on demand, although up to now it had operated on a season based from mid-May to mid-September. Permission was being sought for up to 200 guests although typically the venue would accommodate 80 to 120 guests.

Since the writing of the report, further representations had been received from the Parish Council, which had been circulated for Members' information. Attention was drawn to all the representations

including the petition and the considerable concerns documented relating in particular to highways and the additional traffic generated impacting on the local network as well as the effect of noise levels from music on the residential amenity and the tranquillity and ecology of the area.

The Planning Officer addressed the main issues in the determination of the application concerning impact on the highway safety, noise impact, flood risk, impact on ecology and impact on residential amenity. In conclusion, the considerable amount of concern voiced and documented by local residents was recognised. However it was considered that these concerns could be addressed through conditions. The Highways Authority had no objections subject to the imposition of appropriate conditions as documented and on this basis and taking account of the NPPF the application could be recommended for approval. On the matter of noise, given the open landscape and rural character of the area the concerns over noise were to be given significant weight. A Noise Assessment Plan and a Noise Management Plan had been submitted and events should be managed in accordance with this. Therefore in conclusion and on advice from the Environmental Health Officer, it was recommended that a temporary permission be issued for 24 months in order to monitor the situation and ensure that noise was kept to an acceptable level.

Mr Alan Woods on behalf of the Parish Council provided the Committee with a video showing the route into the site. He explained that the parish council acted as liaison for those living within the village. He referred to the considerable number of representations received from those living at the end of Oaks Lane and those living near to the venue. The parish council was not anti-enterprise but it needed to respect the reviews of its electorate. The venue already operated under the 28 day rule and the application would be an extension of that. With the numbers of guests proposed and the services being delivered two to three days before the event and removed two days after, the parish could not come to terms with the Highways view of no objection.

The issue of noise was of major concern particularly from Marsh Fen cottages which were in line with the predominant south westerly wind and being in a rural landscape the noise would travel easily. To be fair this had been recognised by the applicant but the parish council was concerned as to how this would be monitored or enforced. The ambient noise in the area was very low and therefore any additional noise from group events would be more noticeable and significant especially at night. It was considered that there should be an independent party to survey this. Mr Wells recommended that the Planning Committee visit the site before making a decision.

Mr Cranness on behalf of the objectors provided two videos; one showing the route to the site down Oaks Lane from within a car, the other at the junction of the road to the track to illustrate the issues

concerning highways and the tranquillity of the area in relation to residential amenity. In addition to the comments circulated to members, Mr Cranness commented that with all traffic needing to travel along the Lane the local residents would not be able to enjoy the tranquillity of their gardens not only when the weddings took place but before and after. He alleged that the total number of events held in the last year had been greater than that permitted under the 28 day rule. He expressed concern as to how the numbers could be controlled especially in relation to the number of cars and how these could be monitored. He also expressed concern about the noise level and how that could be enforced. He referred to Policy DP28 Amenity which he considered was not being properly addressed. He commented that there was nothing in the report to take account of light pollution which might include laser displays. He considered that the development should be viewed as being unacceptable.

Mrs Langridge, the applicant explained that she came from a conservation background and her partner from three generations of farming and conservation. They wanted to create a project which they believed in and were passionate about. They had worked with and managed the site under the Higher Level Stewardship scheme and such a venue attracted people who were as concerned as they were about the environment. As local residents they did care about the area and the local community and had purchased their own PA system to ensure noise levels were managed. The scheme was designed to operate as low impact and sustainable and to contribute to the family's livelihood and future.

Mr Bootman, the agent for the applicants explained that the application was submitted to provide suitable diversification to supplement the income from agriculture to ensure future viability of the farm. In recognition of the potential noise a Noise Management Plan had been submitted and (as already stated) his clients would provide their own PA system to ensure much greater control of sound levels. It was recognised that the application would generate traffic but, as referenced in the consultations, the Highways Authority had not objected on the basis that there would not be an unacceptable rise in traffic movements. With reference to the proposal for a temporary consent of two years, he questioned the reasons and considered this to be inappropriate since the use had already been operating for two years under the 28 day rule and there had been no recorded complaints or incidents, a fact confirmed by the Environmental Health Officer. Mr Bootman urged the Planning Committee to accept the proposal and grant permanent permission subject to appropriate conditions in order to ensure the ongoing viability of an established farming business in the special Broads area.

Mr Proctor, the local District Member addressed the concerns relating to traffic and noise, referring to statements within the Officer's report. He stated that Postwick was a very small village at the end of a

highway that was only subject to local traffic. Traffic to the proposed venue would be funnelled into Oaks Lane and there was no clarification as to how many or how passing bays would be constructed. He queried whether the road network would have the necessary capacity to accommodate the maximum 200 guests. He considered the impact would be severe and far greater than anticipated or could be resolved sufficiently in the way the Highways Authority had suggested. He expressed concern as to how the Noise Management Plan could be legally managed and enforced or as to the wisdom of a 24 month temporary permission. He commented that it was important to consider farm diversification but it was also necessary to examine the adverse impacts particularly of amenity. He considered that there was too great an impact on the environment from the traffic and potential noise to be generated. He therefore considered that the application was unacceptable and should be refused. If members were not minded to make a decision at this meeting, they should have a site inspection.

Members sought clarification on a number of questions. With reference to diversification, Mr Langridge stated that the total family farm had originally been comprised of 350 acres. Following the division of this amongst family following the death of the applicant's father, the applicant's farm would be reduced to approximately 100 acres (40ha). The application site covered an area of 4.7 ha. There was no specified limit to the numbers of pitches on the campsite but this could be examined and if over a certain number, this would come under other legislation. The applicant explained that the camp site was for one night only over the occasion of the specific event. The maximum number it could accommodate would be 30. They had a number of suppliers for toilet facilities but these were "posh wash" of a high standard and were brought on and off the site by the suppliers with no local contamination. It was clarified that there had been no complaints relating to the use under the 28 rule prior to the application being submitted.

Members acknowledged the concerns raised by the Parish Council. They expressed concern about the proposed parking facilities and potential highway issues as well as potential noise. It was considered that a site visit would be beneficial to examine the concerns and it would be helpful for the EHO and a representative from the Highways Authority to be present.

Mr Rice proposed, seconded by Jacquie Burgess and it was

RESOLVED unanimously

that the determination of the application be deferred for a site inspection in order that members can gain a better understanding of the site and to take account of the concerns raised by the residents. The date would be confirmed subject to the availability of the Environmental Health Officer and a representative from the Highways

Authority. (subsequently confirmed for Friday 9 September 2016 starting at 10.am)

Having declared a personal interest in the following application, Sir Peter Dixon stepped down from the Chair. Mr Paul Rice took the Chair for this item. Members of the Committee agreed that Sir Peter Dixon could stay in the room for the discussion and his presence was not contrary to any standing orders suggesting otherwise.

Mr Paul Rice in the Chair

(2) **BA/2016/00191/FUL Hickling Broad, Hickling**

Hickling Broad Enhancement Work with two areas of red swamp restoration using dredged sediment retained by a series of textile membranes held in place by posts and three areas of protection of existing reed swamp vegetation with 750 metres perpendicular to the existing vegetation margin to reduce erosive forces and allow vegetation restoration.

Applicant: Broads Authority

Most of the Members of the Committee had had the benefit of a site visit on 18 August 2016. The Planning Officer gave a detailed presentation of the application for the first in a series of applications as part of the Hickling Broad Enhancement works. The proposals before members would include two different techniques to tackle reed swamp regression involving the containment and encouragement of reed growth, both of which had been trialled successfully. The Planning Officer reminded members of the presentation given to the Planning Committee by the Director of Operations in September 2015 showing the master plan for long term management of the whole of Hickling Broad, which was one of the Authority's long term strategic objectives building on scientific evidence from the Broads Lake Review.

In particular the Planning Officer concentrated on the three main areas where the techniques would be carried out, which included Churchill's Bay and the area in front of the Studio, and described the techniques involved. It was intended that the works would take place over three years. The applicant recognised the impacts on the special and sensitive area covered by Habitat regulations as well as the access to nearby properties and had therefore ensured that there would be a number of safeguards including a water monitoring plan, timing of the works, twice weekly Pymnesium cell counts, and monitoring/mitigation of water depth adjacent to Churchill Bay and the Studio.

The Planning Officer drew attention to the consultations received from the statutory organisations as well as the two representations from nearby properties. Natural England and the RSPB supported the application subject to a number of conditions.

Having provided a detailed assessment of the proposals the Planning Officer explained that the concerns of the local residents were acknowledged. The application had been designed to safeguard the ecology of the area as well as protect the amenity of local residents. It was concluded that the proposals provided an acceptable design of enhancement works that would protect and enhance the nature conservation value of the area subject to the imposition of conditions and would therefore meet the key tests of the development plan. The application was recommended for approval.

Sir Peter Dixon, as resident of The Smea situated behind Churchill's Bay thanked the officers for their efforts in attempting to allay the concerns he had originally expressed. He considered that the proposals now provided acceptable solutions and he welcomed the project. He considered that the area chosen for the deposition of spoil was ideal. He had been concerned about the blocking of access with the filling of one of the dykes, which he considered to be an historical access and would have preferred this to remain open. However, provided the water ingress and egress into the main broad was safeguarded and the other two dykes were satisfactorily cleared and suitable conditions imposed to cover this, he was content to accept the proposals.

Trudi Wakelin, Director of Operations in support of the application provided the historical background and rationale for the proposals, emphasising that the Hickling vision and project had stemmed from the Lake Review Project. It had been developed as a result of discussions with a range of stakeholders and the deliberations of the Upper Thurne Working Group, following identification of a number of issues in the Broad. The detailed proposals had been developed by a Hickling Project Board which included Norfolk Wildlife Trust and were also supported by the Environment Agency to help deliver the Water Framework Directive targets and to achieve the requirements of the Habitats Regulations. The project was built on successful trials and the potential impacts had been assessed and addressed with a range of mitigations. Support had also been gained from the Broads Forum and Broad Local Access Forum. Apart from the dredging work undertaken in the last 2-3 years, the part of the Broad had last been dredged in 2002. The marsh dykes would remain as part of the hydrological regime for the area and there would be monitoring to ensure there would not be any negative impacts. The project tackled several issues including accommodating an area for the disposal of dredging and would provide multiple benefits.

Members welcomed the proposal. They received clarification on the effect of the extent to which sediment would be displaced and distributed and were satisfied that any nutrient release and settlement would be retained within the set areas and monitored. They were satisfied with the mitigation and monitoring measures to be imposed in

order to ensure there would be a balance of the navigation, ecological and amenity requirements.

The Director of Planning and Resources confirmed that there was an historical ecological approach to the dyke network but not necessarily cultural. However, the importance of the dyke network was part of the historical landscape and included within the Landscape Character Assessment.

Jacque Burgess proposed, seconded by Bill Dickson and it was

RESOLVED unanimously

that the application be approved subject to detailed conditions as outlined within the report. The proposal is considered to be acceptable in accordance with Policies CS1, CS2, CS3, CS4, CS15 of the adopted Core Strategy (2007), and Policies DP1, DP3, DP4, and DP29 of the adopted Development Management Policies (2011).

Agenda Items 2/11 and 2/12 were taken at this point

Sir Peter Dixon in the Chair

2/10 Broads Local Plan – (August) Bite Size Pieces

The Committee received a report introducing the fourth set of the topics/ Bite Size pieces of the Preferred Options version of the Broads Local Plan relating to draft policies for:

- Appendix A – Acle Straight
- Appendix B – Climate Change
- Appendix C – Conversion of buildings
- Appendix D – Design
- Appendix E – Developer contributions
- Appendix F – Energy demand and performance
- Appendix G – Health and wellbeing
- Appendix H – Heritage policies
- Appendix I – Landscape and Land raising
- Appendix J – Natural environment
- Appendix K – Open space
- Appendix L – Pubs
- Appendix M – Renewable energy
- Appendix N – Retail
- Appendix O – Water efficiency
- Appendix P – Water Quality

It was noted that these did not necessarily represent the final text or approach but were part of its developments prior to the final version being presented to Planning Committee in November 2016. They would be subject to further consultation prior to the final version being submitted.

With reference to Appendix A on the Acle Straight, Members welcomed the approach being taken in setting out in detail the factors to be taken into account for any improvements or changes to the road network, given that any such proposals would be for the Highways Authority and at national level and the Authority would be a consultee but not the decision making body.

With reference to Appendix B concerning Climate Change, this policy did not sit in isolation but would reinforce and be included within other policies. Members considered this to be a positive approach.

Members noted that Policies in Appendix C Conversion of Buildings and Appendix D, design were amended from existing policies DP21 and DP4 to include adaptability in accordance with “Lifetime Homes ” standards and Accessibility and this was welcomed.

With reference to Appendix E concerning Developer Contributions, members noted that officers would be investigating in more detail the element of the current policy that related to dredging. As the Authority did not deal with very large developments to warrant the level of provision and costs required by CIL it would not be appropriate for it to introduce such a charge. However, any such appropriate development where developer contributions would be required could be dealt with by the traditional Section 106 Agreement. The “appropriateness” would be in accordance with proportionality.

With reference to Appendix F – Energy Demand and Performance, Members considered the amendments and development of Policy DP7 to reflect the practice over the last two years were appropriate.

The check list for the Appendix G on Health and Wellbeing was still being finalised. This was to be welcomed. Members also appreciated the aim to have a combined policy with other Districts to move to a commonality.

Members welcomed the details included in Appendix H about Heritage noting that policies were based on present policies DP5 and DP6 and with a separate section on Drainage Mills based on XSN5.

With reference to Appendix I – Land Raising and Landscape, it was noted that the Landscape Character Assessment would be taken into account. It was suggested that a factor of sound attenuation might also be considered.

Appendix J – Natural Environment, a member commented that many of the Authority’s policies concerning the natural environment relied on European Directives and designations and expressed concern as to their vulnerability post Brexit. The Director of Planning and Resources commented that many of the policies had been embedded in UK Law and planning legislation and would still remain in terms of planning perspective until UK laws were either repealed or amended. It was suggested that reference might be made to this by a general statement in the Broads Plan.

Appendix K – Open Space, Members noted that this was a new Broads policy and the standards included reflected discussions with all the Districts and was based on what already existed and the standards they had adopted.

Appendix L – Waterside Pubs Network, Members supported the proposed amendments with the addition of the Bridge Restaurant in Wroxham.

Appendix M – Renewable and Low Carbon Energy – Topic Paper and policies, one member considered that the whole area was sensitive to small scale wind turbines and would wish to see a precautionary approach. It was recognised that the sensitivities were based on a complex methodology and came from a landscape perspective. For instance, why was the Trinity Broads area more sensitive than the area at the Thurne Mouth. Therefore he queried that methodology and would wish to examine this further. Members considered that it was important that the methodology was sound and that the policy was capable of being adapted in light of technological changes.

Appendix N – Retail, it was noted that at Bridge Road, Oulton Broad a post office was included within the local shop. In order to ensure a consistent retail policy approach, the Authority would be working with Waveney and the other District Councils.

Appendix O and P – Water Efficiency and Water Quality, it was noted that the Policy was advocating the use of sewage treatment plants in preference to septic tanks.

Members welcomed the approach and would be pleased to receive the next tranche of draft policies in advance of the next meeting.

RESOLVED

- (i) that the report be noted; and
- (ii) that the topics inform the draft policy approach in the Preferred Options for the Broads Local Plan.

2/9 Consultation Documents Update and Proposed Responses

(1) Designating Horstead with Stanninghall as a Neighbouring Area And Designating Lound with Ashby, Herringfleet and Somerleyton as a Neighbouring Area

Members received a report introducing the two neighbourhood Plans for Horstead and Stanninghall, and Lound with Ashby, Herringfleet and Somerleyton. These were both consulted on during July as possible areas for becoming Neighbourhood Areas in order to produce a Neighbourhood Plan. Members noted the comments received on the Horstead and Stanninghall consultation documents and were informed that the comments received relating to the Lound area had also been supportive.

Members were supportive of the Officer's response.

RESOLVED

- (i) that the comments received on both Neighbouring Areas are noted; and
- (ii) that the Neighbouring areas for both Horstead and Stanninghall as well as Lound with Ashby, Herringfleet and Somerleyton be designated as Neighbourhood Areas for the purposes of producing Neighbourhood Plans.

(2) **Waveney District Council Lowestoft Flood Risk Management Project**

Members received a report on the consultation documents recently received together with the Authority's proposed responses.

RESOLVED

- (i) that the report be noted and the proposed consultation responses be endorsed; and
- (ii) that the responses be forwarded to Waveney District Council

2/11 Enforcement Update

The Committee received an updated report on enforcement matters already referred to Committee. It was noted that a planning application for shutters and a new canopy at **Grey's Ices and Confectionary, Norwich Road, Hoveton** had been approved on the 4 August and therefore this item would be removed from the Enforcement Schedule.

RESOLVED

that the report be noted.

2/12 Appeals to Secretary of State Update

The Committee received a report on the appeals to the Secretary of State against the Authority's decisions since 1 April 2016. It was noted that a decision had been received on the application: **BA/2015/0403/FUL Anchor Cottage, Mill Road, Stokesby**. This had been dismissed on 29 July 2016 and further details would be circulated.

RESOLVED

that the report be noted.

2/13 Decisions Made by Officers under Delegated Powers

The Committee received a schedule of decisions made by officers under delegated powers from 4 July 2016 to 3 August 2016.

It was noted that the application BA/2016/0174/FUL at Richardson's Boatyard had been mistakenly dealt with under delegated powers and should have been referred to the Committee as the Managing Director was now a member of the Authority. The application had been refused and the applicant was in discussions concerning a resubmission. Any subsequent applications will be referred to the Committee for consideration.

RESOLVED

that the report be noted.

2/14 Any Other Business: Matters for Committee

A member raised concerns about the amount of Member and Officer time and therefore the costs being taken up in dealing with the same sites which were constantly appearing as committee items. It was asked whether this was proportionate to the issues involved and whether or not this could be claimed by the Authority, if it became disproportionate.

The Director of Planning and Resources acknowledged that some matters seemed to take up a disproportionate amount of time not just for members but particularly officers and officers tried to minimise this wherever possible. She clarified that the planning fees were set nationally and procedures were in place. The Authority was performing within the national targets and had received very favourable commendation of its service from the recent PAS independent survey. Most applications were dealt with under delegated powers. It was only those more controversial, complex or ones involving members which were referred to the Committee. The Enforcement Plan provided the necessary procedures to try to minimise this and most complaints and issues which might involve enforcement did not need to be considered by the Committee but could be dealt with and resolved by officers. Members were assured that the Authority was streamlining matters as much as it could and that Officers will try to keep this to a minimum in the future.

2/15 Date of Next Meeting

The next meeting of the Planning Committee would be held on Friday 16 September 2016 starting at 10.00 am at Yare House, 62- 64 Thorpe Road, Norwich.

The meeting concluded at 13.15 pm

CHAIRMAN

Code of Conduct for Members

Declaration of Interests

Committee: **Planning Committee**

Date of Meeting: 19 August 2016

Name	Agenda/ Minute No(s)	Nature of Interest (Please describe the nature of the interest)
All Members	2/8(2)	BA/2016/0191/FUL Hickling Broad, Hickling As application is a Broads Authority Application.
All Members	2/8 (1)	BA/2016/0194/CU Hall Farm, Hall Lane, Postwick Members of the Authority lobbied
Paul Rice	2/11	Enforcement Update: Horning Ferry Inn. Have been involved as liaison in negotiations with owner. NSBA Member and Trustee of Broads Society
Bill Dickson	2/8(2)	Toll Payer, Private owner of property within Broads, Chairman of Local Residents Association.
Jacquie Burgess		Toll Payer and Member of Norfolk Wildlife Trust
Mike Barnard	2/9	Consultation Documents: Member of Waveney District Council Local Plan Committee that deals with Neighbourhood Local Plan.
Peter Dixon	2/8(2)	BA/2016/0191/FUL Hickling Enhancements (Local resident – did not take part in site visit and will not Chair meeting for determination of application)

Broads Authority

Broads Local Access Forum

Minutes of the meeting held on 8 June 2016

Present:

Dr Keith Bacon (Chairman)

Mr Louis Baugh	Mr Stephen Read
Mr Tony Brown	Mr George Saunders
Mr Robin Buxton	Mr Charles Swan
Mr Mike Flett	Mr Ray Walpole
Mr Tony Gibbons	Mr Peter Warner
Mr Alec Hartley	Mr Richard Webb
Dr Peter Mason	Mr Chris Yardley

In Attendance

Mr Adrian Clarke – Senior Waterways and Recreation Officer
Mr Mark King – Waterways and Recreation Officer
Ms Andrea Long – Director of Planning and Resources
Mr Rob Rogers – Head of Construction, Maintenance and the Environment

Also In Attendance

Mr Kevin Hart – Norfolk Wildlife Trust

4/1 To receive apologies for absence and welcome new members

Apologies for absence were received from Mr Olly Barnes, Miss Liz Brooks, Mr Nick Dennis, Mrs Dawn Hatton, Mrs Lana Hemsall and Mr Martin Symons. Members were welcomed.

4/2 To receive declarations of interest

No declarations of interest were made.

4/3 To receive and confirm the minutes of the meeting held on 02 March 2016

The minutes of the meeting held on 2 March 2016 were confirmed as a correct record and signed by the Chairman.

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

(1) Minute 3/3 (1): Ludham Footpath

Accommodation works have now been completed. However, due to a last minute sale of a parcel of land, the permissive path agreement had been delayed. Solicitors have confirmed the new land owner is in agreement in principle and the signed agreement is awaited. Once the signed agreement is received, the path will be opened and negotiations regarding furniture on the footpath will start with the new landowner. A resolution is expected before the September BLAF meeting.

(2) Minute 3/3 (2): How Hill Footpath

Natural England has agreed the works to the footpath and costings have been received. A bid for funding has been made to the Norfolk and Suffolk Broads Charitable Trust but if funding for the project cannot be obtained from the Trust a funding application will be made to the Broads Authority's internal Project Development Group.

(3) Minute 3/3 (3): Herringfleet

An issue regarding the condition of the steps onto the Open Access Land from the bridleway was raised. It was noted that no reports had been received from Broads Authority officers regarding any upgrading of the steps.

(4) Minute 3/4 (3): Broadland Way

The need for cycling and pedestrian routes allowing safe access from the Postwick Hub to Whitlingham Country Park whilst new works were being undertaken at the Hub was raised. With works continuing, it was felt these routes would benefit hundreds of users with minimal impact to the overall scheme of the Northern Distributor Road.

(5) Minute 3/5: River Wensum Strategy Update

Extensive and informative work has been carried out by George Saunders on the Riverside Path Audit. The report has now been submitted to the Wensum River Partnership for review. Greater Norwich Investment Partnership has funding available to elevate some of the more important key River Wensum Strategy projects.

Generation Park update: Following on from one of the main funding bodies ceasing its support for the project the Consortium had indicated that new funding had been located and details are being agreed.

(6) **Minute 3/6: Draft Integrated Access Strategy Action Plan**

Ludham Parish Council organised a 'joint bodies' meeting to discuss refuse collection issues within North Norfolk. The North Norfolk District Councillor agreed to organise another meeting to come up with a solution to the ongoing refuse collection problems.

(7) **Minute 3/7: Cycle and Walking Investment Strategy**

A letter from BLAF signed by the chairman had been sent to the Secretary of State regarding the lack of rural cycling and walking within the strategy documents. Both the Broads Authority and National Parks England had also emailed their concerns to the Secretary of State. An outcome is awaited.

(8) **Minute 3/8: 'Access All Areas'**

The 'Access All Areas' video was looking good with some fine tuning of subtitles to be completed before the video could be presented at September's BLAF meeting.

(9) **Minute 3/9: Boudicca Way by Powerchair**

Mr George Saunders would be delivering his Boudicca Way by Powerchair presentation at the Joint LAF Meeting at the end of June.

(10) **Minute 3/10: Hoveton and Wroxham Station Improvements**

Mr Peter Warner was due to present an Action Plan to the Bittern Line Community Rail Partnership.

The need for clear information regarding cancelled rail services was raised. People using remote train stations within the Broads (in this case Berney Arms) could be stranded after having walked for miles. PW agreed to take these concerns to Abellio.

(11) **Minute 3/11: Broads Forum**

The Chairman advised the group of the sad passing of Dr Martin George OBE.

4/5 Norfolk County Council update

It was agreed to defer Item 5 due to NCC Officers being unable to attend. However it was noted that a joint LAF meeting organised by NCC was due to be held at Beccles Public Hall on 27 June. BLAF members attending would be Dr Keith Bacon, Mr Alec Hartley, Mr Stephen Read, Mr Charles Swan and Mr Ray Walpole alongside the SWRO and WRO.

4/8 Hickling Project update

It was agreed to move Item 8 to this point in the meeting.

Mr Rob Rogers presented the Hickling Enhancement Project to the Forum highlighting the elements that made up the project:

Dredging: The priority task was to dredge at the top end of Hickling Broad. As Prymnesium is a real issue in Hickling Broad, the dredging was carried within the confines of a 'moon pool' which helped contain sediment re-suspended in the water column as a result of the dredging operation. The second issue with dredging within Hickling Broad was spoil disposal. All the surrounding land is classified as Site of Special Scientific Interest and therefore protected. Also the dredged spoil was too 'gloopy' to deposit normally. Therefore the Broads Authority is using this spoil in reed fringe restoration projects.

Erosion protection at Hill Common: Erosion protection here is achieved by the installation of a geotextile barrier and baskets with reed plugs inserted to act as a wall. The dredged spoil is then 'backfilled' where it will drain off and the reed can establish itself.

Planned future enhancements such as reeded fringes: In 2016 the enhancements will include establishing new reed beds at Churchill's and Studio Bay to create natural erosion protection. Additionally, a local land owner has approached the Broads Authority to allow the depositing of the remaining dredged spoil on his land. This will be deposited in man-made lagoons for use in 12-18 months' time.

Comments and answers to questions were received as follows:

Regarding the broad depth when dredging was completed as Catfield Dyke seemed very shallow, it was explained that the Broads Authority only ever dredged according to a defined waterway specification depth which was 1.5 metre 'mean' depth in Catfield Dyke. Catfield was on the list to have more material removed in due course.

Regarding the use of 'tidal defences' to stop erosion, it was explained that the idea had been raised during the consultation for the scheme but there were currently no proposals to construct these. Further consultation would be carried out if any proposals were likely to proceed.

It was confirmed that the 'gloopy' material was a mixture of goose guano, decomposed plant matter and naturally occurring mud.

The planning application for the Hickling Enhancement Project had been submitted (the application number is BA/2016/0191/FUL). The SWRO had submitted comments on the application and was wholly supportive of the project as there was no impediment to access.

The works are needed to maintain the navigation of the Broad and the Authority has made progress in dredging accurately using new measuring and dredging techniques.

The Broads Local Access Forum also agreed unanimously to support the planning application for the works.

4/6 Wherryman's Way River Chet

Apologies had been received by NCC officers who were detained at the last minute and could not attend the meeting.

A well-attended public meeting had been held (where local feeling was very strong). In particular concerns about the potential impact of the path closure on the navigation had been raised at the public meeting. Since then further discussions had taken place with Norfolk County Council regarding the situation and potential alternative routes for the Wherryman's Way had been considered.

Subsequently a report had also been presented to the Broads Authority's Navigation Committee and they had agreed that the priority should be to gather scientific evidence in order to be able to assess how the river is currently functioning and whether there are any issues for navigation. Further modelling work would also be required to assess how the hydrology would respond to potential future scenarios. As a first step to gathering this information the Broads Authority has installed tidal monitors at Pyes Mill to compare the tidal range in the River Chet upstream of Hardley Flood with the range in the River Yare.

Norfolk County Council has approached the Environment Agency to ask for modelling to be carried out on a range of potential future scenarios and they are now awaiting a response.

It would be necessary to assess how works carried out on one area of the bank might impact on the rest of the bank before any consideration could be given as to what works it would be possible to include in a bank reinforcement scheme. The SWRO confirmed that he will continue to discuss the issue with the other public authorities.

Comments and answers to questions were received as follows:

The total length of the affected banks is approximately 1.3km. A wide range of potential works could be carried out to the bank. These ranged from major re-piling to less expensive solutions using dredgings to reinforce narrow areas combined with the replacement of weirs.

Installing simple culvert pipes was an option but without a full and extensive engineering survey there was no way of knowing the most effective solution and how much associated piling would be required.

In an ideal world, fully restoring the bank and the footpath would be the desired outcome, however, there were various bodies with an interest and no obvious source of funding to pay for the works. The Broads Authority's main responsibility was for the navigation, but it had no duties regarding rights of way or responsibility to maintain private banks. It was also noted that there was conflicting case law regarding the duty to maintain rights of way on riverbanks.

It was noted that the diversion of the Wherryman's Way meant that walkers were made to travel along a road that, whilst not busy, was dangerous. Vehicles travelled very fast along it and this meant walkers had to be extremely careful along this stretch of the route.

It was confirmed that there were currently only proposals to move the existing bird hide not to install a second bird hide.

Norfolk County Council was proposing to seek a Stopping Up Order on the path from the Magistrates' Court that would result in it being removed from the definitive map of public rights of way (though only between the Weir and the east end of Hardley Flood). The SWRO advised that it was theoretically possible to exclude the public from the route while leaving it on the definitive map. Placing a permanent Traffic Regulation Order (TRO) on the path would mean that it could remain on the definitive map while the public authorities gathered data and explored potential funding opportunities for a scheme to reinstate the bank and path furniture.

If landowner permission could be obtained it would be possible to side-cast dredged material from the River Chet on the bank while a TRO was in place. This could then be used to bulk up the rear face of the bank. Having a TRO in place would also allow for consideration to be given to a scheme to remove large trees at risk of failing and creating holes in the bank and clearing overhanging scrub on the face of the bank to encourage reed to grow which would provide erosion protection for the bank.

Could the route be diverted at Chedgrave Common via of a Public Right of Way Diversion Order or could Norfolk County Council seek a Creation Order for any newly diverted path to avoid the road walking involved in the current diversion? The SWRO was certain that Norfolk County Council would not agree to this as there was no existing landowner agreement.

It was agreed that diversion and creation orders could be expensive but it was thought unlikely that Norfolk County Council would consider taking this approach.

Not keeping the footpath open may make the Broads Authority seem less than proactive in the eyes of the public.

Clarification of the Broads Authority's 'stand' on any consultations was requested: Under the Standing Orders, responses to consultations of this nature were usually dealt with under delegated powers. However, depending

on the timing and nature of any consultation from NCC on this subject it could be an Authority decision.

There was agreement that a multi-agency approach is the best way to progress.

This length of the Wherryman's Way had always been in poor condition, even before the formation of the long-distance trail.

BLAF members agreed that a Stopping Order should be avoided and a Traffic Regulation Order be placed on the red highlighted section of the map (see appendix 1) so it can be lifted if required at a later date.

Regarding the current status of the Reedham stretch of the Wherryman's Way: Following a number of accidents, a small section of permissive path linking the Wherryman's Way from the top of the riverbank to the village was closed for health and safety reasons. Negotiations had been started with a neighbouring landowner with regard to diverting the path but these were dismissed. The Broads Authority approached Norfolk County Council to discuss joint funding a remedial plan, but when the project was estimated to cost £15,000 both parties deemed this cost too high to be funded. However Norfolk County Council have applied for £35,000 Community Infrastructure Levy (CIL) funding to re-open the path and are awaiting the outcome of their application.

4/7 Draft Integrated Access Strategy Action Plan

The SWRO took members through the Integrated Access Strategy Action Plan that has been developed to highlight the central 'themes' that were identified in the BLAF Workshop: Canoes and Small Craft Access, Land Access, Extension of Water Space Access, Access for All, Local Access Hubs, Moorings/Slipways, River Wensum Strategy, Extension of Broads Cycling Offer, Angling, Sustainable Transport and Information.

It was suggested that small craft should be added to the Canoe theme to ensure dinghy's etc. are represented within the action plan.

Members' comments to the Integrated Access Strategy Action Plan were received as follows:

G1 – G7:

G2: The original wording to be amended as follows: "Carry out audit of land registered as open access land under CROW 2000 to assess whether access improvements are ~~desirable~~ **a priority or practicable.**"

G3: The original wording to be amended as follows: "Extension of water space **access**. Review and audit water space access including all broads identify gaps and where access could be extended for various types of craft."

G4: Identifying hubs would be relatively straight forward, but provision of these hubs within the Action Plan would be the difficult part. The coastal hubs of Lowestoft and Great Yarmouth needed to be encouraged to look inland and at the Broads as well as over the sea. There was also a need to include public transport bodies within any consultation.

W1 – W8:

W7: A concern was raised over the 'distant' dates of the work plan in view of the feasibility study of cycle access at Burgh St Peter. The SWRO advised that imminent developments would soon make this clear.

Partner working with River Waveney Trust would bring a level of expertise to any projects relating to the River Waveney.

Y1 – Y6:

Y2: It was confirmed that projects that extended the river boundary would certainly be included in the River Wensum strategy.

B1 - B6:

Specific sites have already been identified as high priority following consultation with Navigation Committee.

B5: Any works within Caen Meadow may require careful negotiation with the current land owner.

B2: There was a need for a slipway design that was sympathetic to the needs of both small craft users and anglers to ensure conflicts were avoided.

AT1 – AT9:

AT2: A recent change in ownership at Coldharbour Farm was highlighted. Access had changed as a result of the High Level Stewardship Scheme coming to an end.

AT8: The original wording to be amended as follows: "Create PROW to link existing PROW's on ~~Horsefen Bank~~ **Thurne Riverbank at Horsefen, Ludham.**"

4/9 Broads Forum updates

There were no updates to report as the April Broads Forum meeting had been cancelled.

4/10 To receive any other items of urgent business

Update to the Pegasus planning application which had recently submitted amended plans:

Initial proposals for the redeveloped Pegasus site was to include seating and observation points. These have not been realised and it was felt this was a missed opportunity. The Director of Planning and Resources assured members that the amendments were only on the elevations of buildings within the site and did not affect access elements.

Clarification regarding the Ludham footpath and whether a different approach could have seen the path installed and opened sooner:

As there was no landowner agreement in place before negotiations, the Broads Authority would have had to prove the need for the path and go through a Public Enquiry (which involves advertising of the route, making a new creation order and then gathering any objections to the footpath being created). As the process is long-winded and expensive and there is no guarantee that the outcome would be favourable, it was not considered a viable option. It was also not felt at that time that sufficient evidence could be found to demonstrate long-term use. There was usually only a 50% success rate with Public Enquiries of this sort.

4/11 To note the date of the next meeting

It was noted that the next meeting was scheduled to take place on Wednesday 7 September 2016 at 2pm.

The meeting concluded at 5.00pm.

Chairman