

# Broads Authority

## Agenda 12 May 2023

10.00am

King's Centre, 63-75 King Street, Norwich, NR1 1PH

John Packman, Chief Executive – Thursday, 04 May 2023

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### Introduction

1. To receive apologies for absence
2. Chairman's announcements
3. **Appointment of two co-opted members from the Navigation Committee to the Broads Authority** (Pages 3-4)  
Report by Senior Governance Officer
4. Introduction of members and declarations of interest
5. To note whether any items have been proposed as matters of urgent business
6. Public question time – to note whether any questions have been raised by members of the public
7. **To receive and confirm the minutes of the Broads Authority meeting held on 17 March 2023** (Pages 5-17)
8. **Summary of actions and outstanding issues following decisions at previous meetings – to note the schedule** (Pages 18-30)

### Strategy and policy

9. **Broads Peat project - update** (Pages 31-33)  
Report by Carbon Reduction Project Manager & Environment Policy Adviser
10. **Strategic Priorities – update** (Pages 34-39)  
Report by Senior Governance Officer

11. **Financial performance and direction** (Pages 40-60)  
Report by Director of Finance
12. **Capital funding progress report** (Pages 61-66)  
Report by Chief Executive
13. **Safety on the Broads - update** (Pages 67-86)  
Report by Director of Operations
14. **Risk to waterways users from water-borne disease in the Broads** (Pages 87-91)  
Report by Waterways & Recreation Officer and Head of Construction, Maintenance & Ecology
15. **Great Yarmouth Borough Council Supplementary Planning Document on Open Space** (Pages 92-93)  
Report by Planning Policy Officer

## Governance

16. **Annual summary of formal complaints and complaints made under the Member Code of Conduct - 2022/23** (Pages 94-100)  
Report by Senior Governance Officer
17. **Annual report on requests to waive Standing Orders relating to contracts in 2022/23** (Pages 101-105)  
Report by Director of Finance

## Reports for information

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

## Minutes to be received

19. To receive the minutes of the following meetings:  
[12 January Navigation Committee](#)  
[03 March Planning Committee](#)  
[31 March Planning Committee](#)
20. Other items of business  
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
21. To answer any formal questions of which due notice has been given
22. To note the date of the next meeting/workshop – **Friday 28 July 2023** at 10.00am at the King's Centre, 63-75 King Street, Norwich, NR1 1PH

# Broads Authority

12 May 2023

Agenda item number 3

## Appointment of two co-opted members from the Navigation Committee to the Broads Authority

Report by Senior Governance Officer

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### Purpose

The appointment of two co-opted members from the Navigation Committee to the Broads Authority.

### Broads Plan context

This is a legislative requirement.

### Recommended decision

In line with the recommendation of the Navigation Committee, to appoint Peter Dixon and Alan Goodchild to the Broads Authority for one year to 10 May 2024.

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## 1. Introduction

- 1.1. As set out in [Section 1 of the Broads Act 1988](#), the membership of the Broads Authority includes “two members appointed by the Authority from those members of its Navigation Committee (established under section 9 of this Act) who are not already members of the Authority.”
- 1.2. At its meeting on 20 March 2015, the Authority agreed that the term of appointment of the two co-opted members of the Navigation Committee to the Broads Authority should be on an annual basis. The current appointments expire on 12 May 2023.
- 1.3. In accordance with [Schedule 4 section 4\(3\)](#), “The (Navigation) 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.”

## 2. Co-opted members to be appointed

- 2.1. At its meeting on 13 April 2023, the Navigation Committee appointed Alan Goodchild as Chair of the Navigation Committee and Peter Dixon as Vice Chair. The Navigation Committee also recommended that both these members be appointed as the two co-opted members to the Broads Authority for one year, until 10 May 2024.

Author: Sara Utting

Date of report: 14 April 2023

[Broads Plan](#) strategic objectives: n/a

# Broads Authority

## Minutes of the meeting held on 17 March 2023

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## **Present**

Bill Dickson – in the Chair, Harry Blathwayt, Stephen Bolt, Nigel Brennan, Andrée Gee, Gail Harris, Paul Hayden, Tristram Hilborn, Tim Jickells, James Knight, Leslie Mogford, Michael Scott, Matthew Shardlow, Simon Sparrow, Nicky Talbot

## **In attendance**

John Packman - Chief Executive, Natalie Beal - Planning Policy Officer (item 12), Michelle Glover - Governance Officer, Emma Krelle - Director of Finance, Rob Rogers - Director of Operations, Marie-Pierre Tighe - Director of Strategic Services and Sara Utting - Senior Governance Officer.

## **Also in attendance**

Markella Papageorgiou - Head of Strategy & Policy, Norfolk County Council (item 13).

# **1. Welcome and apologies**

The Chair welcomed everyone to the meeting.

## **Openness of Local Government Bodies Regulations 2014**

The Chair explained that the meeting was being audio-recorded. All recordings remained the copyright of the Broads Authority and anyone wishing to receive a copy should contact the Governance Team. The minutes remained the record of the meeting. He added that the law permitted any person to film, record, photograph or use social media in order to report on the proceedings of public meetings of the Authority. This did not extend to live verbal commentary. The Chair needed to be informed if anyone intended to photograph, record or film so that any person under the age of 18 or members of the public not wishing to be filmed or photographed could be accommodated.

**Apologies** were received from Matthew Bradbury, Melanie Vigo Di Gallidoro, Tony Grayling, Greg Munford, Vic Thomson and Fran Whymark.

# **2. Chairman's announcements**

The Chair reminded members that in regard to item 13, Consultation on the County Deal, the Monitoring Officer had granted a dispensation to members to participate and vote at any Broads Authority or committee meeting on the proposed Deal for Norfolk.

The Chair thanked Nicky Talbot and Gail Harris for their excellent work on behalf of the Authority. Nicky Talbot and Gail Harris thanked everyone and said that they had greatly enjoyed and valued their time in the Authority.

# **3. Introduction of members and declarations of interest**

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

James Knight and Leslie Mogford announced that this would be their last BA meeting. Andrée Gee also announced that this could be her last meeting. The Chair thanked them all for their work and wished them well for the future.

#### 4. Items of urgent business

There were no items of urgent business.

#### 5. Public question time

No public questions had been received.

#### 6. Minutes of last meeting

The minutes of the meeting held on 20 January 2023 were approved as a correct record and signed by the Chair.

#### 7. Summary of actions and outstanding issues

Members received the latest summary of actions and outstanding issues following decisions at previous meetings.

The Chief Executive (CE) updated members on the appointment of trustees to Whitlingham Charitable Trust (WCT). WCT would be meeting this week to discuss their strategic plan and they planned to update the CE soon as regards identifying the skills and knowledge that they felt new trustees appointed by the BA might bring.

**The report was noted.**

#### 8. Strategic direction - draft Annual Business Plan 2023/24 and strategic priorities update for 2022/23

Members received the report presenting the draft Annual Business Plan for 2023/24 and the final update on this year's set of strategic priorities. The CE thanked the Senior Governance Officer for their work on the report. The CE commented that the Annual Business Plan combined the Strategic Priorities with the financial information from the budget.

The CE updated members as regards external funding bids.

On 1 March 2023 the "FibreBroads" bid was submitted to the Paludiculture Exploration Fund (PEF) for £390,499.69. This was about exploring the potential for more paludiculture (wet farming) in the Broads area and the products derived from the crops.

If successful, the PEF bid would be 100% funded by Natural England and run from May 2023 until March 2025. The Authority would be informed on 9 May if it was one of the selected projects. This was a partnership within the Broads Catchment and Norfolk Fens, aiming to develop different elements of paludiculture including crop cultivation, examining water management issues and product development.



The ambition was to create knowledge and networks, connecting growers with construction businesses, to encourage viable market chains supporting carbon neutrality and nature recovery. The Norwich University for the Arts would be involved to work with the architecture element, to consider how products from the wetter parts of the Broads might be used by the construction industry.

From the Electrifying the Broads feasibility study, the next step would be a project involving the building of a trial boat and installing more charging points, which could be put into action if the funding was available.

The total project cost was approximately £781,000 to run a pilot. Shortly after the feasibility study was completed it was anticipated that the Clean Maritime Demonstration Competition would be able to fund phase II. However Round 2 was restricted to 'out of water' testing, and round 3 had a minimum spend of £2million.

The Zero Emissions Vessels and Infrastructure (ZEVI) competition had favourable terms but a £3 million minimum project size. Officers had spoken with the Environment Agency (EA), and the Canals and Rivers Trust to see if there would be the possibility of a larger joint project across the three navigation authorities which could potentially reach the threshold. However, tight timelines for the competition would not enable putting a viable bid together in time for this competition.

However, a positive outcome from those discussions was that the Canal and Rivers Trust was interested in working with the Authority on developing a wider business case to put to DEFRA and the Department of Transport (DfT). Conversations were also planned with the Association of Inland Navigation Authorities. Much had been gained from the first piece of work and it was ready to move ahead, so it was now just a case of finding the right funding.

One gap in the Broads Plan programme was how to connect marginalised communities and the issues around mental health. Following the completion of the successful Burgh Castle Almanac delivered as a part of Water Mills and Marshes from 2018-2021, the Programme Manager of Water Mills and Marshes had been developing an ambitious project called Norfolk Landscapes for Wellbeing (NLW) with The Restoration Trust, University of East Anglia (UEA) and Norfolk Citizens Advice Bureau.

An application for project development funding was submitted to the National Lottery Heritage Fund in February 2023. The project would involve people who have been disproportionately affected by Covid and include such groups as young people; people with pre-existing mental health problems; people living with poverty; isolation and disadvantage; people from racialised communities; and traumatised health and social care staff.

For the development phase the project had requested £408,891. The total cost with the match funding was £553,025. For a potential delivery phase, there would be a bid of £1.192m with total delivery costs of £1.78m. This was all being led by the Restoration Trust and the UEA. The Authority was partnering on the access and wellbeing aspects in the Broads.

A date was being planned for a biodiversity workshop. The weeks beginning 19 and 26 June were pencilled in. The CE asked members to advise him on any dates that they were not available for during that two-week period.

There had been regular discussions with Broad Plan partners about water and the challenge that Norfolk was facing in the next 10-15 years and around biodiversity. The recent objectives had been to move actions to enhance and protect biodiversity away from focus on small plots where the aim is to protect individual species, to a landscape scale change.

The response from partners had been very positive, with a greater willingness than ever to work together. In recent discussions one consideration was to make a bid for a Landscape Recovery (LR) project.

Feedback from the CANAPE Project demonstrated that the reason why it worked well was because there was a long period of preparation, engagement and building partnerships. It was thus important to build good relationships with landowners for the LR application.

The Partnership agreed to target a substantive innovative bid for spring 2024 at a Broads catchment scale. Significant commitment from partners had been received: Norfolk County Council was doing work on mapping land ownership; Natural England was contributing supportive work; and there were some existing LR projects who were keen to give advice and help. The Royal Society for the Protection of Birds (RSPB) had also committed one of their senior staff to work with the Authority two days a week on this project. A Project Manager could be created within the BA to oversee the project which would facilitate a prompt start. The CE would update members as appropriate.

The Chair asked for clarification on the water levels needed for paludiculture. The CE confirmed that paludiculture was concerned with having enough water of the right kind in the right location which was becoming more and more of a challenge. There was great demand for water for agricultural, domestic and industrial use, and technical issues involved in raising the water level enough to grow the necessary crops for the future. Despite the fact the flooding was an issue generally, the shortage of water was also an issue that this region faced.

The Chair commended the huge effort involved in raising funds.

The CE confirmed that Anglian Water, as well as Essex and Suffolk Water were partners in the project.

A member congratulated the team on the 2022-23 achievements but questioned the delays on the BFI work for 2023-24 and counselled urgency in addressing it. The Director of Strategic Services (DoSS) agreed that it was frustrating. The delay was because of the complexity of the modelling work being developed under contract by consultants. The next meeting of the Elected Members Forum was 4 April and there was a community engagement planned for June.

A member acknowledged the hard work of the team and their achievements in putting bids together and using funds in extremely demanding time frames.

A member commented that ideas could also be suggested for enhancing biodiversity on a small scale: for instance, guidance could be given to companies about what they could do to contribute on an individual level, and this could be discussed in the June workshop. The CE agreed and said that the DoSS would follow this up with the Environment Policy Adviser.

A member commented that under 4.1 Strategic Services Directorate, Table 4, row SD9 on the Annual Business Plan 2023/24, which mentioned priority species and invasive species, it would be beneficial to have actions listed.

Stephen Bolt proposed, seconded by Andrée Gee and

**It was resolved unanimously to adopt the Annual Business Plan 2023/24 and to note the final 2022/23 strategic priorities update.**

## 9. Capital funding progress report

Members received the report providing the regular update on the progress in implementing the capital funding programme.

The CE updated members that the new weed cutter and Whaley boats had arrived this week, and thanked the team for the assistance in spending the money wisely and at speed.

The Chair commented that it would be of interest for members to be able to see the new equipment at work when possible.

**The report was noted.**

## 10. Financial performance and direction

Members received the report providing a strategic overview of current key financial issues and items for decision.

The Director of Finance (DoF) updated members at the meeting. The additional National Park Grant money would likely be received early April 2023. Each English National Park would be receiving £440,000. The Authority would also be receiving an additional £26,807 for biodiversity net gain, which all local planning authorities would also be receiving, and a further £3,000 for The Access for All project. However, although this was good news, all the amounts needed to be spent in 2022-23.

The Vice Chair of the Audit and Risk Committee added that it was agreed at the Audit and Risk Committee (ARC) earlier that week that the additional grant money should be placed in a new earmarked reserve to give time to consider how to spend it. In terms of the biodiversity net gain money, members supported delegating authority to the DoF to consider how that money might best be accounted for.

The DoF made members aware of an error in the report relating to the income and expenditure figures: on page 93 it stated that there was an “underspend” within Strategic Services, but this should have read “overspend”.

On Table 1, page 92 of the combined papers, it showed that at the end of January there was a favourable variance of £37,306. At the end of February this had increased to £905,800 but this was due to the receipt of the capital money from DEFRA. This would decrease by the end of March, and as of 16 March £600,000 of the capital money had already been spent.

Paragraph 8.2 on page 97 of the papers asked members to approve the Standing Orders relating to contracts on scaffolding at Muttons Mill. The DoF made members aware that the Authority's Standing Orders relating to contracts currently stated that any contract that was extended above 10% needed to come back to Board approval. As part of the renewal of documents this would be checked that it was consistent with what other national parks and local authorities do, and the plan was to take an updated version to ARC in July.

The DoF updated members on the Annual Capital Treasury and Investment Strategy. At the previous ARC it was suggested to undertake some soft market testing on whether a treasury advisor should be employed and the DoF would research this.

The DoF pointed out that under paragraph 10 on page 9 of the report, under Counter Fraud, Bribery and Corruption Strategy, this was adopted at the ARC with one minor change: in the appendix on page 134, paragraph 3.1 had been amended to make it clear that it included members. A new version was now available on the website.

In regard to the Advertising and Sponsorship Policy, no further amendments were suggested from ARC.

A member commented that he was disappointed that tolls were increased on the pretext of having to change the shared allocation cost percentages to move Navigation money into the National Park account because the National Park account had been flatlining for 5 years. It was clear that that decision was predicated on the fact that the National Park grant was insufficient. It was disappointing that members had not been asked to reconsider whether it was right to push so much Navigation money into the National Park fund.

The Chair responded that it was inadvisable to use the word "pretext" and asked the member to withdraw that word, as it was not a pretext.

The DoF confirmed that the £440,000 and the biodiversity net gain was a last-minute notification from DEFRA. The toll accounts had been printed and were already issued as this information came in. It was also very clear that this funding was only to be used for National Park purposes and it could not be used to support Navigation.

The CE suggested that talks could be had with DEFRA to discuss possible support specifically for Navigation. Some capital funding would make a difference and may also ultimately assist with the issue of tolls. It would be useful to draw up a list of possible capital projects for Navigation.

A member supported the idea of approaching DEFRA about capital funding for Navigation and a member added that given the demanding time scales recently experienced, it would be advisable to also have a business case ready as well as a list of projects and items.

A member commented that the money was to help the Authority adapt to having less money in the future.

Members agreed to add an extra recommendation to this item: that the extra money should go into an earmarked reserve called 'medium term financial planning'.

Michael Scott proposed, seconded by Matthew Shardlow and

**It was resolved unanimously:**

- i. To note the outcome of the National Park Grant settlement for 2023/24 and the additional National Park Grant provided for 2022/23.**
- ii. To note the income and expenditure figures.**
- iii. To approve the waiver of Standing Orders relating to contracts as set out in paragraph 8.2.**
- iv. To adopt the Capital, Treasury and Investment Strategy.**
- v. To adopt the Advertising and Sponsorship Policy.**
- vi. To place the extra money into the Medium-Term Financial Planning earmarked reserve.**

## **11. Broads Peat extension**

Members received the report providing an update on progress with the Broads Peat project, funded through the Peatland Discovery Grant.

The DoSS updated members that in section 7.2 the UK Peatland Code was published last week.

Stephen Bolt proposed, seconded by Andrée Gee and

**It was resolved unanimously to:**

- i. note the updates and;**
- ii. Subject to the extension being funded by Natural England, approve waivers of Standing Orders relating to contracts, to commission additional activities (section 5.5).**
- iii. Approve the officer's commencement of extension activities before the Control Change Notice is received, following Natural England's notification via email.**

## **12. Oulton Neighbourhood Plan - adoption**

Members received the report which proposed the adoption of the Oulton Neighbourhood Plan, following the referendum on 2 February 2023.

Gail Harris proposed, seconded by Harry Blathwayt and

**It was resolved unanimously to make/adopt the Oulton Neighbourhood Plan.**

### 13. Consultation on the County Deal

Members received the report setting out the proposed arrangements for a Norfolk Leadership Board and the principles underpinning the delivery of the County Deal for Norfolk.

The CE commented that this was an important development in Norfolk but the Deal itself was a political issue which would require approval by the government and the County Council. Although it would be inappropriate for a non-political body to debate the merits of the Deal itself, it was important for members to consider the processes that the County Council were thinking of putting in place if the Deal was successful which would involve the Broads Authority.

If the Deal was successful, it would have potential benefits for the Broads Authority (BA) in terms of its potential influence that it could exert on behalf of the Broads, and could open the way to some potential funding for the future.

A member asked what the anticipated timeline was for the Deal. The Head of Strategy & Policy (HoSP) from Norfolk County Council (NCC) confirmed that the most critical date was 12 December 2023 at which point the NCC would have a vote at full council to adopt the Deal. It was important to realise that the Deal was entirely conditional on the NCC changing its governance model. From then on, the NCC would implement parts of the Deal at different stages.

A member asked who would be setting the agenda for the committee and whether members would be able to propose items. The HoSP confirmed that details were still being worked on but the intention was for it to be a collaborative meeting where members could add items to the agenda.

A member raised a concern that the Deal did not have sustainability at heart, and did not show a balance with, for instance, community groups or environmental organisations and concerns which go beyond that of just looking after businesses. The HoSP agreed that on the devolution framework that was published the green agenda seemed limited. However, the Norfolk Investment Fund would enable more in-depth items on the agendas and identify projects and activities at a local level.

A member commented on the importance of the Authority being present at the Deal meeting, and that although the amount of money that had been talked about was small, it was important to know how any money would flow down to the Authority.

The HoSP agreed that it was important to have as many diverse voices around the table as possible as it concerned what was best for the County as a whole and therefore they were looking to expand membership. The framework would also give an opportunity to the Broads Authority as a planning authority to be more actively involved in some of the decisions around development.

A member supported having a strong voice at this table for the benefit of the environment.

A member commented that the consultation was premature as the details were not developed and urged the Authority not to send a consultation response at this time. The CE agreed that it did not seem appropriate for the Authority to send a response.

The Chair thanked the HoSP for attending the meeting.

Members were content with the 'joint working principles' that were proposed to underpin the implementation, planning and delivery of the Deal, and with the proposal, including the draft Terms of Reference, to establish a Norfolk Leadership Board which would build on the Norfolk Public Sector Leaders' Board.

## 14. Appointments to Navigation Committee

Simon Sparrow left the meeting for this item.

Members received the report recommending the appointment of co-opted members to fill the eight vacancies on the Navigation Committee.

A member endorsed the applicants but added that it was disappointing not to have a more diverse range, and that more effort should be applied to this matter ahead of the next round of recruitment, in order to attract a broader group of candidates.

Nicky Talbot proposed, seconded by Tim Jickells and

**It was resolved unanimously to accept the recommendations of the selection panel, endorsed by the Navigation Committee, and appoint the individuals named in paragraph 4.1 as co-opted members to the Navigation Committee.**

Simon Sparrow returned to the meeting.

## 15. Committee calendar 2023/24

Members received the report on the proposed meeting dates for the 23/24 year.

Andrée Gee proposed, seconded by Stephen Bolt and

**It was resolved unanimously to approve the committee calendar in Appendix 1, subject to consultation with the Navigation Committee.**

## 16. Member report on outside bodies - Norfolk and Suffolk Charitable Trust

Members received the report by Paul Hayden, one of the members appointed by the Broads Authority to the Norfolk and Suffolk Charitable Trust.

The Chair reminded members appointed to outside bodies to submit a report if they haven't already done so, and email reports to [committees@broads-authority.gov.uk](mailto:committees@broads-authority.gov.uk).

**The report was noted.**

## 17. Items of business raised by the Designated Person in respect of the Port Marine Safety Code

There were no matters to report under this item.

## 18. Minutes to be received

Members received the minutes of the following meetings:

[Audit & Risk Committee – 29 November 2022](#)

[Broads Local Access Forum – 30 November 2022](#)

[Planning Committee – 9 December 2022](#)

[Planning Committee – 3 February 2023](#)

## 19. Other items of business

There were no other items of business.

## 20. Formal questions

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

## 21. Date of next meeting

The next meeting of the Authority would be held on Friday 12 May 2023 at 10.00am at The King's Centre, 63-75 King Street, Norwich.

The meeting ended at 11:35am.

Signed by

Chairman



## Appendix 1 – Declaration of interests: Broads Authority, 17 March 2023

<b>Member</b>	<b>Agenda/minute</b>	<b>Nature of interest</b>
Harry Blathwayt Nigel Brennan Andrée Gee Gail Harris James Knight Leslie Mogford	Item 13: Consultation on the County Deal	Other registrable interest through membership of a Norfolk local authority. The Monitoring Officer had granted a dispensation to participate and vote at any Broads Authority or Committee meeting.
Andrée Gee	Item 12: Oulton Broad Neighbourhood Plan - adoption	Member of East Suffolk Council, other registerable interest
Simon Sparrow	Item 14: Appointments to Navigation Committee	One of the recommended candidates. A non-registerable interest which related directly to his wellbeing. Left the room for this item.

# Broads Authority

12 May 2023

Agenda item number 8

## Summary of actions and outstanding issues following discussions at previous meetings

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

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

Title	Meeting date	Lead officer	Summary of actions	Progress so far	Target date
				<p>designers and main contractors are developing solutions for the bridges required along the Hardley Flood stretch. Broads Authority staff are developing designs for river edge erosion protection along the Bramerton FP5 section.</p> <p><b>Mar 2023:</b> A feasibility report has been produced for the repair and replacement of bridges at Hardley Flood. A series of ecological investigations have also been carried out on the site. There will be an update to local parish councils and stakeholders in late March.</p> <p><b>Apr 23:</b> A regular update meeting was held with local Parish Councillors in March. The meeting ran through the design work for Hardley Flood and the ecological consents required there. Further ecological investigations are taking place in line with statutory requirements at the site. Engineers will shortly be appointed to design the footpath restoration work at Bramerton. The next update meeting will be on 22nd June. A new funding application to for the Community Infrastructure Levy will be submitted by 24 April 2023 in response to rising costs.</p>	
Responding to Climate Change Emergency	27/09/2019	John Packman	<p>To adopt Climate Change Emergency Statement for the Broads (first report Appendix 1) and principles outlined for BA to:</p> <p>Recognise climate emergency</p> <p>Work toward making the Broads Authority 'carbon neutral' by 2030, with further objective of reducing all carbon emissions to zero by 2040.</p> <p>Establish base line for CO2 emissions using a common methodology with NPAs and develop an Action Plan and Monitoring system.</p> <p>Work with constituent local authorities to reduce emissions from domestic, travel and other sources in the Broads across the two counties.</p> <p>Work with farmers, land managers, NFU and Defra to influence land management practices, to maintain and build organic matter and carbon in soil, improve biodiversity and store water to protect against flooding and drought.</p> <p>Work with boating and tourism organisations to continue promoting and developing</p>	<p><b>Sept 2019:</b> Principles agreed - first in series of items dealing with climate change.</p> <p><b>22 Nov 2019:</b> Presentation to BA from Asher Minns, Director of Tyndall Centre at UEA and update by CANAPE Project Manager/Carbon Reduction Projects Manager.</p> <p><b>10 Jan 2020:</b> Planning Committee report on planning policy response to climate change mitigation and adaptation.</p> <p><b>May 2020:</b> Progress report to BA prepared on Climate Change Action Plan for Broads Authority and Broads Area. Deferred to BA meeting in July due to COVID-19 situation.</p> <p><b>Jul 2020:</b> Report on agenda on Climate Change Action Plan - agreed to set target of 1.5 degree compliant emissions curve for Broads executive area, in line with Tyndall Centre recommendations, and use as basis for public engagement and working with partners.</p> <p><b>Sept 2020:</b> National Parks England received data from BEIS on emissions from National Parks and the Broads. Work underway to better understand these figures, in particular around boating emissions listed as several times higher than previous estimates.</p>	

Title	Meeting date	Lead officer	Summary of actions	Progress so far	Target date
			<p>environmentally friendly boating and sustainable tourism; and Aspire to offsetting carbon emissions locally within the Broads by a Broads offsetting scheme.</p>	<p>Yare House electricity supply switched to Green Tariff. BA investigating capacity of its equipment to use higher percentages of biofuel. These measures will achieve targeted savings for this year.</p> <p>With South Downs NPA, BA working with Smallworld Consulting Ltd to deliver Consumption Baseline for Broads Area by March 2021. From data provided by this and BEIS data, BA will establish savings needed in each year to achieve carbon neutrality.</p> <p><b>12 Mar 2021:</b> Facilitated presentation on climate change to the Norfolk Public Sector Leaders Board.</p> <p><b>Aug 2021:</b> Trial of HVO Biofuel with the CME team has been successful. This can provide a low-carbon fuel source for our heavy equipment before electric/alternative fuelled equipment becomes available, and make a substantial reduction in the BA Carbon Footprint.</p> <p>Ongoing work with Smallworld Consulting Ltd to calculate a consumption based Climate Footprint for the Broads Executive Area, in line with the National Parks Family. This will inform our high level targets for Climate Mitigation.</p> <p>We have carried out a survey of boat owners in the Broads to get a better understanding of usage habits and fuel consumption, and to gather views on green boating.</p> <p>We have successfully received funding to carry out a partnership project (led by Ren Energy Ltd) to deliver a feasibility study into an electrified broads network.</p> <p><b>19 Nov 2021:</b> Agreed, in principle, to support the National Parks' involvement as a hub in the <a href="https://count-us-in.org">"Count Us In" Protect What You Love   Count Us In (count-us-in.org)</a> initiative and work with partners and others to promote the development of "Broads specific" actions, linked to the 16 "Count Us In" themes, to residents and visitors to help tackle climate change and biodiversity loss in the Broads in order to develop behaviour change messaging.</p> <p><b>27 Apr 2022:</b> We have received the draft report on greenhouse gas emissions by Small World Consulting Ltd (academics based at Lancaster University). There are some minor adjustments to be made before we can share it more widely, including testing some of the recommendations with relevant officers. Agreed to hold a member workshop on the topic in June.</p>	

Title	Meeting date	Lead officer	Summary of actions	Progress so far	Target date
				<p><b>05 Jul 2022:</b> The presentation of the report to members is planned for the middle of July. Following the completion of the "Electrifying the Broads" feasibility study in March 2022 we are investigating funding options for expanding the electric charging network, and developing a fully electric vessel.</p> <p><b>13 Sept 2022:</b> A member workshop was held on the 25th of July, and the full report circulated to members. Work is ongoing on the next steps, with a report anticipated for the November Authority meeting. The next phase of Clean maritime funding, which may allow us to build on the Electrifying the Broads feasibility study, is expected to be announced on the 22nd of September.</p> <p><b>Nov 2022:</b> We are working on various possible bids for external funding to support our climate change work, including the Norfolk Investment Framework. Unfortunately the Clean Maritime Competition Phase III was not suitable for the Electrifying the Broads project, so we are exploring other avenues.</p> <p><b>Dec 2022:</b> An update report setting out next steps was presented to the Authority Meeting in December. We will hear in early January the outcome of the bids to the Pioneer Places fund and the Norfolk Investment Framework.</p> <p><b>Feb 2023:</b> Pioneer Places bid was not awarded. We have a new possibility of funding through the Local Electric Vehicle Infrastructure Fund award, in partnership with Norfolk County Council, that includes funding for electric pillars in the Broads.</p>	
'Broads Peat' - A Nature for Climate Peatland Grant Scheme project	23/07/2021	Andrea Kelly	The Broads Peat Project was awarded £785,668 in December 2021 from Defra, as part of the Nature for Climate Peatland Grants Scheme – Discovery Grant which is administered by Natural England. The project budget was revised to £855,831 in December 2022 (the formal Change Control Notice was received from Natural England on 3 January). The project budget was revised to £1,125,831 in April 2023 (the formal Change Control Notice was received from Natural England on 20 April 2023).	<p><b>Jul 2021:</b> Members agreed to submit an application, at the Broads Authority meeting on 23 July 2021, with the Authority as the lead partner.</p> <p><b>Aug 2021:</b> Bid submitted, for around £800k project across 13 sites, with 7 partner organisations and 9 private landowners. Natural England report that they will announce successful projects in mid-November 2021.</p> <p><b>Oct 2021:</b> Responses to 12 clarification questions submitted. Initial preparation on recruitment and procurement.</p>	31/03/2023

Title	Meeting date	Lead officer	Summary of actions	Progress so far	Target date
			<p>Broads Peat was initially expected to close in March 2023 - an extension until 31 August 2023 has been granted.</p>	<p><b>Dec 2021:</b> Awarded £800k grant on 24 Nov. Internal Board meeting weekly. Held partnership meeting on 26 Nov, including adoption of ToR, PA, Procurement and Schedule. First round of recruitment for PM unsuccessful. Re-advertising into January. Secondment for PO being advertised into January. Stage one small contracts let. Tender for seven work packages developed to advertise in early January. Framework Contracts being assessed. Paper for Jan 22 BA Committee prepared. Press release in EDP. <a href="https://www.edp24.co.uk/news/800000-grant-for-project-to-restore-peatland-in-the-broads">£800,000 grant for project to restore peatland in the Broads   Eastern Daily Press (edp24.co.uk)</a>. Webpage drafted. Agreement with Palladium and landowners being drafted.</p> <p><b>Jan 2022:</b> An update on Broads Peat and Framework Procurement was provided to members at the 28 Jan 2022 BA meeting. Peat depth and land level assessments underway. Developed farmer engagement programme to discuss private finance and land management.</p> <p><b>Feb 2022:</b> Recruitment for two posts progressing, and start of the standstill period for activities consulted by tender. Linking with two other Discovery Grant projects in the East.</p> <p><b>Mar 2022:</b> Secondments from Birketts and the Suffolk Wildlife Trust agreed and staff started work.</p> <p><b>Apr 2022:</b> All contracts underway with consortia of 17 contractors. Entered SCAPE Framework to access Jacobs, working closely with WMA. Third Partnership meeting held. Workshop on Carbon Finance held with landowners. Working towards influencing the fen peatland code.</p> <p><b>Jun 2022:</b> Main contracts delivering ahead of schedule with peat, topography and water level data largely complete. Novel water vole habitat assessment tool showing promising early results for consenting landscape water level raising. Contract with Jacobs, via SCAPE, close to completion with scoping study task defined. 50 farmers and landowners attended a further carbon finance event at Acle led by Andrea Kelly and Palladium. Site prioritisation for Restoration Grant being discussed by partners and 3 new farmer led sites added to partnership. Palladium scoping out sites for Nutrient Neutrality as well as carbon finance. Youth engagement with fashion, young farmer and architects at scoping stage. Display of wet farming products engaged people at the Norfolk Show. Preparing for Internal Audit of Partnership.</p>	

Title	Meeting date	Lead officer	Summary of actions	Progress so far	Target date
				<p><b>Aug 2022:</b> Water vole habitat assessment method completed at all sites and initial analysis was presented on 24 August. Analysis of 3 test sites indicated a significant relationship between increasing habitat suitability score and water vole presence.</p> <p>Restoration Plan structure agreed. Updated list of sites agreed with landowners and Natural England. Prioritisation of sites to have full Restoration Plans endorsed by the Partnership on 28 July and then sent to NE. Consultant Stantec will be appointed for the design of engineering solutions.</p> <p>Programme of engagement with colleges due to commence September. Public arts engagement with youth-led collective member of RE-PEAT at GroundWork Gallery, Kings Lynn 2-30 September.</p> <p><b>Nov 2022:</b> Partnership Audit has focused on the Broads Peat Project has completed with minor change to the risk register. Application for additional budget (potentially available from unallocated funds) submitted to Natural England together with request for an extension to the Project has been made and likely to be successful. Staff Resources - sickness and change to secondment arrangement have and will impact on remaining staff and delivery and requires mitigation to provide additional resource. Stantec appointed via SCAPE framework and Task Orders for Engineering, Permissions up and running. Restoration plans being drafted. Leading discussion with upstream landowners at Heckingham. Water vole habitat assessments and Historic Environment Reports complete and mitigation plans for priority sites under development. Landscape water table assessment in draft and rust rods assessed. Engagement has included visits from Defra, ADA, Friesland Water Board, CANAPE, Cambridge University, 2 farm walks, 2 youth engagement events. Environment Policy Adviser investigating grant submission for the Paludiculture Exploration Fund. A further carbon finance event at Acle with Palladium planned for Nov.</p> <p><b>Dec 2022:</b> Application for 9% additional budget awarded for further peat, water and water vole assessments. An outline request for an extension to the Project to August 2023 has been made. Stantec work on Engineering, Permissions is highlighting the risk of not gaining EA permissions in time. Restoration plans being drafted. Further discussion with upstream landowners at Heckingham required. Held positive meeting with Beccles Town Council. Landscape water table assessment complete and rust rods assessed. Revere Carbon finance event held at</p>	



Title	Meeting date	Lead officer	Summary of actions	Progress so far	Target date
				<p>Acle with Palladium. Engagement since Novemeber has included 1 farm walk and 1 youth engagement event. Building a partnership for the Paludiculture Exploration Fund.</p> <p><b>Feb 2023:</b> A formal request for an extension to the Project to August 2023 was made on 28 February. <b>Stantec</b> submitting pre-applications for Permissions and completing site costings. <b>Restoration plans</b> almost complete. Holding meetings with site landowners. <b>Revere</b> Carbon finance model complete, awaiting UKPCv2 launch to register sites. Unexpected outcome of UKPCv2 that we need more water level data for 12 months. <b>Engagement</b> since December: has included Norwich Science Fair, developing A-level session for Paston college, explored education access at Dilham Hall Farm and worked with a journalism student from UEA.</p> <p>Early March - Submission of ~£400k <b>Paludiculture Exploration Fund</b> bid with Norfolk FWAG, Norfolk County Council, NUA, Wetland Products Foundation and Hudson Architects. with support from EA, Broads IDB, Fenland Soil.</p> <p><b>24 Apr 2023:</b> The extension to 31 August being approved, the project budget was revised to £1,125,831; the formal Change Control Notice was received from Natural England on 20 April 2023. A restoration bid is being prepared for Buttle Marsh (see agenda item 9), and discussions are continuing with Suffolk Wildlife Trust (SWT) about another site. Field-by-field assessment of carbon emmissions in the Broads was presented to the Lowland Peatland Conference in Ely 17-18 April. SWT secondment ended at the end of March. The Carbon Reduction Project Manager is providing additional support to the project.</p>	
Farming in Protected Landscapes (FiPL)	23/07/2021	Hannah Norman	To deliver the Farming in Protected Landscapes (FiPL) programme.	<p><b>24 Aug 2021:</b> First meeting of the Local Assessment Panel (called the Broads and Norfolk Coast Land Management Board), in collaboration with Norfolk Coast AONB. Ten applications were approved: five from the Broads (about 62% of the allocation), and 5 from the AONB (about 69% of the allocation).</p> <p><b>22 Oct 2021:</b> Another two Local Assessment Panels (on 30 September and 8 November) to approve additional projects (12 approved, over 90% fund allocated). Some work on-going to reallocate some of the administrative and advice project towards the project pot. The website will publish the summary of the successful projects. <a href="#">Farming in Protected</a></p>	

Title	Meeting date	Lead officer	Summary of actions	Progress so far	Target date
				<p><a href="https://broads-authority.gov.uk">Landscapes (broads-authority.gov.uk)</a> The catchment and farming officer joined the Authority on 21 October.</p> <p><b>17 Dec 2021:</b> Additional Local Assessment Panel (on 14 December) with 3 new applications approved (two in the Broads and one in the AONB). These projects will be for Year 2 (start from April 2022). The Board thanked the team for the team's support since FiPL was announced this summer. Two farmer Board members presented successful FiPL projects at a national workshop of ~600 people. FiPL evaluation completed by members of the PL Team.</p> <p><b>Feb 2022:</b> The Board agreed at their January meeting the changes for Year 2 submissions, with a maximum grant of £50k. Preparation of communications about the success of Year 1 projects.</p> <p><b>10 Mar 2022:</b> Next meeting of the Land Management Board will consider three further applications for funding.</p> <p><b>21 Apr 2022:</b> Year 1 funding spend by the end of March 2022 with available information on the summary of Year 1 projects <a href="https://broads-authority.gov.uk">Broads Farming in Protected Landscapes Programme - Year one summary (broads-authority.gov.uk)</a>. Good progress on the allocation of funds for Year 2 and Year 3.</p> <p><b>30 Jun 2022:</b> The Land Management Board met on 6 June. Two projects were approved, both for the Norfolk Coast, and one application for the Broads was rejected. So far, 10x Year 2 projects have been approved for the Broads and one rejected. To date for Year 2, 53% of the funding has been allocated, and two projects have been completed.</p> <p><b>25 Aug 2022:</b> The Land Management Board met on the 18 July and approved one Year 2 project for the Broads. Three applications under £5,000 have been improved internally, bringing the total number of year two projects to 14. Good progress is being made on approved projects.</p> <p><b>15 November 2022:</b> The Land Management Board met on the 1 September and the 10 October and approved one year 2 project. One project under £5,000 was approved internally. A total of 16 projects have been approved so far for year 2, with 77% of grant funds allocated.</p>	

Title	Meeting date	Lead officer	Summary of actions	Progress so far	Target date
				<p><b>20 Dec 2022:</b> The Land management Board met on 21 November, approved one year two project and rejected another. A total of 17 projects have been approved so far. 94% of funds have been allocated for year 2. Seven projects have been completed and good progress is being made on other projects.</p> <p><b>10 Jan 2023:</b> The Land Management Board met on 9 January and approved two grant applications for the Norfolk coast and received a presentation from the Authority's Farming and Catchment Officer on the performance of the programme to date.</p> <p><b>24 Feb 2023:</b> All of the funding for 22/23 has been allocated to grants. A total of 20 grants were funded in year 2, with nine completed and paid. The Land Management Board met on 20 February, and assessed three project applications for year 3 which starts in April. They deferred two projects and part funded a third.</p> <p><b>24 Apr 2023:</b> The second year of the grant programme was successfully completed. Four projects will continue to 23/24. The Land Management Board met on 17 April and approved three applications for the Broads and one for the Norfolk Coast. For the Broads, one application was rejected and four applications were deferred to the June meeting pending confirmation of the grant amount for 23/24.</p>	
Safety on the Broads	18/03/2022	Rob Rogers	<p>Amend the Authority's Hire Boat Licensing Conditions such that the Code for the Design, Construction and Operation of Hire Boats is incorporated in full.</p> <p>Make the British Marine's QAB scheme a mandatory aspect of Broads Authority Hire Boat Licensing Conditions from 1 April 2023 in line with the Navigation Committee's view.</p>	<p><b>Jul 2022:</b> Letters have been issued to every Hire Boat operator within the broads informing them of the changes to Hire Boat Licensing Conditions that will be effective from 1 April 2023. British Marine has offered a special discounted membership and QAB price to all Broads hire boat operators and this has also been communicated.</p> <p>The Hire Boat Licensing Officer is also talking to all operators as part of their auditing and condition checks and British Marine are resourced and ready to assist operators reach the required standards.</p> <p><b>Sept 2022:</b> A letter to all hire operators has been issued asking for comments on the widening of the Hire Boat Licensing scheme to include ALL non-powered paddle, or pedal craft let for hire from 1 April 2023. A paper is planned for Navigation Committee (Oct) with recommendations coming to the Full Authority in Dec. A phased approach is planned which will hopefully incorporate any craft or vessel let for hire (including Houseboats and craft let for Airbnb) being licensed in the future to bring further safety improvements.</p>	01/04/2023

Title	Meeting date	Lead officer	Summary of actions	Progress so far	Target date
				<p><b>Oct 2022:</b> Navigation Committee discussed the commercial paddle scheme and proposed charges and made a full recommendation to the Broads Authority. Papers included in the <a href="#">December 2022 Broads Authority</a> committee meeting.</p> <p><b>Dec 2022:</b> Annual BSMG report on safety to the Navigation Committee meeting in January.</p> <p><b>Feb 2023:</b> New Licensing arrangements and conditions have been set for the non-powered craft. All Hire Operators have been informed of the changes. We have also chased up compliance under the Hire Boat Licensing to ensure operators have engaged with British Marine over the Quality Assured Boatyard Scheme (QAB) Following the setting of the budget and the 2023/24 Toll fees we have begun the recruitment of the Seasonal Assistant Rangers who will help maintain a visible 7 days a week presence on the water during the season.</p> <p><b>Apr 2023:</b> New Assistant Rangers have been recruited and have been trained. They will be patrolling and assisting the team from May 2023.</p>	
Recommendations from external review into formal complaint	20/01/2023	John Packman	<p>At the Broads Authority meeting on 20 January 2023, it was resolved to:</p> <p>i. Welcome the findings and recommendations of the independent investigation into the formal complaint and in particular that: “In our view officers acted in good faith and professionally throughout”, and that</p> <p>a. The Broads Authority’s governance arrangements are regularly reviewed by Internal and External Audit, both external to the organisation... There is continuous improvement underway within the realm of governance.</p> <p>b. “any suggestion that there are significant fundamental problems at the Authority and that it is "failing" or similar would be completely incorrect.”</p> <p>ii. In accordance with recommendation a. above and recognising the Authority’s designation as a Best Value Authority it adopts</p>	<p><b>16 Feb 2023:</b> All recommendations were adopted by members at the BA meeting on 20 Jan. The report was published on the website on 20 January (rec. vi).</p> <p>A report will be presented to the Audit &amp; Risk Committee on 14 March, to agree a set of actions to implement the recommendations and the relevant timetable. In addition, to delegate authority to the CE and MO to take all and necessary steps to implement the recommendations and report back to the ARC on progress.</p> <p><b>Apr 2023:</b> The Audit &amp; Risk Committee agreed the actions and timetable on 14 March. The Senior Governance Officer and Director of Finance subsequently met with the MO and DMO to draw up an action plan on implementing the recommendations, including timescales for presenting draft documents to the relevant committee and full Authority for review and approval. Progress will be reported to the next ARC meeting in July.</p>	22/12/2023

Title	Meeting date	Lead officer	Summary of actions	Progress so far	Target date
			<p>in full the recommendations of the independent review for improvements in the organisation's governance and procedures as set out in Table 1.</p> <p>iii.Refers the recommendations of the VWV report to the Audit and Risk Committee for detailed consideration and implementation.</p> <p>iv.The Authority recognises the serious impact this process has had upon its officers' well-being and, while implementing the practical steps in the recommendations, recognises the duty to officers as their employer and commits to protecting its officers in future from unfounded allegations.</p> <p>v.Thank: the Task and Finish Group for its work which has been concluded and its views incorporated into the VWV report; VWV for their independent review and Defra for meeting the costs.</p> <p>vi.To publish the VWV report on the Authority's website (subject to one redaction of personal information).</p>		
Appointment of Trustees to Whitlingham Charitable Trust	29/07/2022	John Packman	The BA to appoint four Trustees to the Whitlingham Charitable Trust (WCT).	<p><b>29 Jul 2022:</b> Members agreed that the CE and VC should discuss alternative proposals for the BA appointing Trustees with the new WCT Chair and report back to a future meeting.</p> <p><b>23 Sept 2022:</b> Members agreed that, in collaboration with the new Chair of the WCT, to use an open and transparent process to appoint four Trustees with the skills and experience to deliver the Trust's Strategic Plan.</p> <p><b>16 Feb 2023:</b> Awaiting confirmation from WCT that the Strategic Plan had been signed off, following which agreement would be sought on the skills and experience needed for the Trustees to deliver the Strategic Plan.</p> <p><b>April 2023:</b> Confirmation had been received from the Chair of the WCT that the strategy had now been developed, which helped identify the skills and relevant experience required from candidates. Draft advert</p>	28/07/2023

Title	Meeting date	Lead officer	Summary of actions	Progress so far	Target date
				shared with Chair of the WCT for review. A timetable for the recruitment process will be agreed shortly.	
BFI (Broadland Futures Initiative)		Marie-Pierre Tighe	To implement the next steps of the Broad Futures Initiative (BFI) programme, including the development of the modelling which is expected in 2024.	<p><b>Feb 2023:</b> Issue 11 of the BFI newsletter was published on 15 February 2023. The project team met on 20 February, and received a presentation from the Broads Angling Services Group on salinity. The next meeting of the Elected Members Forum is due on 4 April.</p> <p><b>Apr 2023:</b> The Elected Members Forum met on 4 April, and discussed the long listing of potential flood risk management actions. The project team met on 19 April with a workshop focusing on the possible indicators for each of the BFI objectives.</p>	

Date of report: 27 April 2023

# Broads Authority

12 May 2023

Agenda item number 9

## Broads Peat project- update

Report by Carbon Reduction Project Manager & Environment Policy Adviser

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### Purpose

To update Members on the progress of the Broads Peat project which is funded through the Peatland Discovery Grant, including developments since the report to the Authority meeting on 17 March 2023.

### Broads Plan context

A3 Agree carbon reduction targets for the Broads National Park and promote action to reduce emissions

B2 Promote best practice water capture and usage across the Broadland Rivers Catchment and reduce point and diffuse pollution into the floodplain and water courses

B3 Seek biodiversity net gain and nature-based solutions and enhance areas of fen, reed bed, grazing marsh, and wet woodland, to protect peatlands as carbon sinks

B5 Improve partnership coordination and communication of Broads biodiversity monitoring and research effort

D1 Protect and enhance local built and cultural features, archaeology, geodiversity and potential hidden heritage, including 'at risk' assets

F3 Provide and expand schools-based and outreach environmental education opportunities for young people, using the Broads as a learning resource

### Recommended decision

- i. Note the updates; and
  - ii. in view of the short timescale, to delegate to the Chief Executive the decision on whether to submit a Nature for Climate Peatland Grant Scheme Restoration Bid for Buttle Marsh to Natural England.
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## 1. Introduction

- 1.1. The Broads Peat Project was awarded £785,668 in December 2021 from Defra, up to the end of March 2023, as part of the Nature for Climate Peatland Grant Scheme – Discovery Grant (which is administered by Natural England), to explore the opportunities for peatland restoration in the Broads. An extension to 31 August 2023 was approved recently, and the project budget was revised to £1,125,831. Since April

2023, the Carbon Reduction Project Manager is providing additional support to the project.

- 1.2. Previous reports were provided to the January and March 2023 Broads Authority meetings. At the March meeting it was agreed by Members to accept an extension of the project covering 1 April 2023 to 31 August 2023. The Change Control Notice from Natural England has now been signed.
- 1.3. This report provides an update on progress made, and changes to the workplan that have arisen since the meeting on 17 March. It also sets out the next steps for submitting a Restoration Grant bid to Natural England under the Nature for Climate Peatland Grant Scheme.

## 2. Progress Updates

- 2.1. A restoration and monitoring plan has been prepared for Buttle Marsh, with a proposal for private match funding to support the bid. Buttle Marsh is a nature reserve near How Hill, on the eastern side of the River Ant, with scrapes and reed beds.
- 2.2. Buttle Marsh is owned and managed by the Broads Authority. It has no statutory designations. The aim of the restoration is to restore sustainable peat building conditions, enhance biodiversity and provide the necessary infrastructure and prescriptions for long-term sustainable management of 25.60ha of rewetted peatland. The restoration would include holding and retaining water, and raising water from the IDB drain as required in the summer, to maintain in-field wetness within Buttle Marsh.
- 2.3. Under the terms of the Nature for Climate Peatland Grant Scheme 25% “non-exchequer” funding is required – essentially in our case this means private sector investment. The estimated total value of the bid is approximately £215,000. The exact budget will be developed leading up to the submission date of 26 May 2023.
- 2.4. If private match funding is secured, the application would be submitted for a restoration grant at Buttle Marsh. If the grant is successful, work would begin in the autumn 2023 and the Broads Authority would apply for the relevant consents, including planning permission.
- 2.5. If we are unable to obtain assurance for securing the private match funding, then the bid would not be submitted, and under the terms of the extension agreed with Natural England, further work on the project extension would cease at that point.
- 2.6. The other sites reported on in the March 2023 report are currently paused or withdrawn, and are unlikely to be put forward for restoration bids. This is for a variety of reasons, primarily related to finance. Under the newly published UK Peatland Code version 2, carbon credits are not offering sufficient benefits for landowners to make the transition in the relatively small Broads areas being considered (less than 25 hectares).



### 3. Submission of Peatland Restoration Bid

- 3.1. The deadline for the submission of a restoration bid is 26 May 2023. Given the short timescales for submitting the bid and the awaited decision on the availability of private finance we are recommending that members delegate the decision on whether to submit a restoration bid for Buttle Marsh to the Chief Executive.

### 4. Financial implications

- 4.1. The full costs of the restoration at Buttle Marsh would be covered by the Nature for Climate Peatland Scheme Restoration Grant and private match funding. A condition is that the match funding does not include Treasury finance, for example National Park Grant. The Authority is therefore unable to provide the match funding itself. There would therefore be no significant financial implications for the Authority.
- 4.2. Where existing Broads Authority staff are deployed to the project, their costs would be included in the restoration budget and claimed. The reimbursement of the staff costs could be used to fund backfilling of existing posts.

### 5. Risk implications

- 5.1. The Project Risk Register is reported and updated at the internal Project Board (every two weeks) and endorsed by the Peat Partnership Project Steering Group. There are two major outstanding risks;
- 5.2. If we are not able to obtain assurance for or a strategy for securing the necessary private co-finance, then we will not be able to proceed with the restoration bid.
- 5.3. As recorded in the 17 March Broads Authority Report, the Environment Agency has resource constraints for working on flood risk and water resource permissions. This is likely to result in delays to the permissions. If the permitting processes are not finalised before the end date of the Broads Peat extension, these activities would be need to be continued into the Restoration phase.

Author: Harry Mach, Andrea Kelly

Date of report: 26 April 2023

Background papers: [Broads Authority 17 March 2023 Agenda Item number 11](#)

[Broads Plan](#) strategic objectives: A3, B2, B3, B5, D1, F3

# Broads Authority

12 May 2023

Agenda item number 10

## Strategic priorities- update

Report by Senior Governance Officer

### Purpose

This report sets out the latest progress in implementing the Authority's annual strategic priorities for 2023/24.

### Broads Plan context

The strategic priorities relate to all six themes of the Broads Plan.

### Recommended decision

To note the progress in implementing the 2023/24 priorities.

## 1. Introduction

- 1.1. Each year the Broads Authority identifies a small set of strategic priorities, which focus on projects that have high resource needs or a very large impact on the Broads, or that are politically sensitive. Setting these priorities helps target the Authority's resources and make the most of partnership working and external funding opportunities. Priorities are set each financial year, although some large-scale projects carry across several years.
- 1.2. In addition, Defra has introduced a new requirement for National Park Authorities and the Broads Authority to provide quarterly updates on deliverables against the Business Plan, as part of its grant funding agreement. These update reports on our strategic priorities are used by officers to comply with that requirement.
- 1.3. The first update on the agreed strategic priorities for 2023/24 is in Table 1 below.

**Table 1**

Strategic priorities 2023/24 – progress update

Themes, aims and milestones	Progress	Lead officer
<b>1. Climate Change crisis response</b> Aim: To implement the next steps of the various projects tackling climate change related issues, including the	Status: <b>on track</b>	Director of Strategic Services

Themes, aims and milestones	Progress	Lead officer
<p>actions in the Authority’s Climate Change Action Plan.</p> <p>Milestones:</p> <ul style="list-style-type: none"> <li>(i) Publish at least two editions of the Broadland Futures Initiative BFI newsletter, by March 2024.</li> <li>(ii) Hold at least two meetings of the BFI Elected Members Forum, by March 2024.</li> <li>(iii) Various technical deliverables from BFI consultant including the new hydraulic model, throughout 2023/24.</li> <li>(iv) Work with partners to secure funding and implement Phase II of the “Electrifying the Broads” project, by March 2024.</li> <li>(v) Deliver the actions set out in the Authority’s Climate Change Action Plan.</li> </ul>	<ul style="list-style-type: none"> <li>(i) 11<sup>th</sup> edition of the <a href="#">newsletter</a> published in February 2023.</li> <li>(ii) Meeting of the Elected Members Forum held on 4<sup>th</sup> April 2023, with an item to discuss the list of possible flood risk management actions. Next meeting scheduled in July 2023.</li> <li>(iii) On track.</li> <li>(iv) We have had discussions with the Canal &amp; Rivers Trust and Environment Agency to see what joint work can be done on boating electrification.</li> <li>(v) We are currently drafting a tender for the installation of solar panels at the Dockyard.</li> </ul>	
<p><b>2. Biodiversity crisis response</b></p> <p>Aim: Co-ordinate and implement with partners the development of strategies and projects, including the legacy of the peat project.</p> <p>Milestones:</p> <ul style="list-style-type: none"> <li>(i) Endorsement of Norfolk &amp; Suffolk Nature Recovery Strategies – timings to be confirmed subject to further details expected from government.</li> <li>(ii) To implement the next steps of the Nature for Climate Peat restoration project within agreed budget and timeline,</li> </ul>	<p>Status: <b>On track</b></p> <ul style="list-style-type: none"> <li>(i) Next meeting of the Norfolk and Suffolk Nature Recovery Partnership to be held on 16 May 2023. LNRS Regulations &amp; Guidance came into force on 13 April 2023. Responsible Authorities need the support of Supporting Authorities (including NPAs) in the production of LNRS.</li> <li>(ii) NE approved the Broads Peat project extension to 31 August,</li> </ul>	<p>Environment Policy Adviser</p>

Themes, aims and milestones	Progress	Lead officer
<p>and review lessons learnt by June 2023.</p> <p>(iii) Complete site selection for potential restoration, and support the submission of Restoration Grant Application, if appropriate, by 26 May 2023.</p>	<p>the project budget was revised to £1,125,831.</p> <p>Broads Peat project legacy report completed and final report in draft.</p> <p>Submission of ~£400k Paludiculture Exploration Fund bid 'FibreBroads' with Norfolk FWAG, Norfolk County Council, NUA, Wetland Products Foundation and Hudson Architects. with support from EA, Broads IDB, Fenland Soil.</p> <p>(iii) A restoration bid is being prepared for Buttle Marsh, and discussions are continuing with Suffolk Wildlife Trust (SWT) about another site. See agenda item 9.</p>	
<p><b>3. Navigation IT</b></p> <p>Aim: To replace current tolls system and provide improved online functionality.</p> <p>Milestones:</p> <p>(i) Develop timetable and specification by May 2023</p> <p>(ii) Progress workplan for 2023/24 as per agreed timeline.</p>	<p>Status: <b>On track</b></p> <p>(i) Meeting with Management Team on 2 May to report on discussions with other waterways and to agree critical project deliverables.</p> <p>(ii) Ongoing</p>	<p>Head of ICT/Collector of Tolls</p>
<p><b>4. Water Mills and Marshes</b></p> <p>Aim: Co-ordinate and implement with partners the WMM programme to latest agreed schedule and budget.</p> <p>Milestones:</p> <p>(i) Monitor and report progress (July &amp; Dec 2023).</p>	<p>Status: <b>on track</b></p> <p>(i) All projects progressing well to adjusted plans</p>	<p>Broads Landscape Partnership Programme Manager</p>

Themes, aims and milestones	Progress	Lead officer
<p>(ii) Submit quarterly claims to National Lottery Heritage Fund (April/Jul/Oct/Jan).</p> <p>(iii) Complete individual project plans with project partners (June)</p> <p>(iv) Complete final project evaluations with external scheme evaluators (September)</p> <p>(v) Hold project legacy partner conference (November)</p> <p>(vi) Prepare final project report</p>	<p>(ii) Quarterly returns submitted on time and paid by NLHF.</p> <p>(iii) Most external partner projects now completed with individual project evaluations being conducted and submitted.</p> <p>(iv) External scheme evaluators continue to conduct research and interviews. On-site meetings took place April 24<sup>th</sup> - 28<sup>th</sup>.</p> <p>(v) Planning for the Landscape Partnership legacy conference is ongoing. Conference will highlight the works accomplished since 2018 and look at planned legacy works and opportunities derived from the scheme.</p> <p>(vi) Evidence for the final scheme report is being gathered and collated.</p> <p>Work is nearing completion at Mutton's Mill, which is our final large capital project. Much of what remains is dependent on fair weather and drier conditions.</p> <p>We have successfully tendered for the repair of the drainage structure at Strumpshaw Fen, with works to begin this summer.</p> <p>We are completing work on our upcoming volume on the history of the Broads being written by Tom Williamson at UEA.</p> <p>Our exhibition on the history of drainage windmills in the Broads in the museum of the Broads in Stalham is now open to the public for its second</p>	

Themes, aims and milestones	Progress	Lead officer
	season. It will remain open through October 2023.	
<p><b>5. Local Plan for the Broads</b></p> <p>Aim: To review the Local Plan for the Broads for adoption in 2024 (estimated).</p> <p>Milestones:</p> <ul style="list-style-type: none"> <li>(i) Preparation of the Preferred Options version of Local Plan (with HRA and SA) consultation – towards consultation in autumn 2023.</li> <li>(ii) Preparation of the Publication version of the Local Plan throughout 2024</li> </ul>	<p>Status: <b>On track</b></p> <p>Policies are being drafted and taken to Planning Committee each month. Sites put forward for consideration are being assessed.</p>	<p>Planning Policy Officer</p>
<p><b>6. Farming in Protected Landscapes (FiPL)</b></p> <p>Aim: To run the FiPL programme and allocate Broads grants to farmers and landowners, and support the Broads and Norfolk Coast Land Management Board to allocate their funding.</p> <p>Milestones:</p> <ul style="list-style-type: none"> <li>(i) Hold six Land Management Board meetings, by March 2024.</li> <li>(ii) Allocate all grant funding to projects, by December 2023.</li> <li>(iii) Engagement activities to showcase case studies funded through FiPL, by March 2024.</li> </ul>	<p>Status: <b>on track</b></p> <ul style="list-style-type: none"> <li>(i) Held the first Land management Board of the year on 17th April 2023. Three projects were approved, one rejected and four deferred to the June meeting.</li> <li>(ii) £69,126.65 already allocated to projects out of a total budget of £148,370.32</li> <li>(iii) Planning for website case studies is underway.</li> </ul>	<p>Catchment &amp; Farming Officer</p>
<p><b>7. Budget pressures</b></p>	<p>Status: <b>on track</b></p>	<p>Chief Executive</p>

Themes, aims and milestones	Progress	Lead officer
<p>Aim: To operate at a level in line with expected income.</p> <p>Milestones:</p> <ul style="list-style-type: none"> <li>(i) Use January budget report for 2023/24 and the three-year horizon to continue discussions with Defra officials on future funding levels.</li> <li>(ii) Further savings and additional income (including from external funding) for 2024/25 Budget (January 2024)</li> </ul>	<ul style="list-style-type: none"> <li>(i) Work to start over the summer period on the 2023/24 budget.</li> <li>(ii) The Philanthropy Company has been appointed on behalf of the English National Parks and DEFRA to look at income generation opportunities. Draft report received 17 April 2023, meeting held on 21 April 2023 to discuss. From a Broads Authority perspective, a useful starting point. Company working up second phase of the project.</li> </ul>	<p>Director of Finance</p>

## 2. Financial Risks

- 2.1. If the Authority fails to comply with any of its obligations in the Grant Funding Agreement, DEFRA may, at its discretion, reduce, suspend or terminate payments of grant, or require any part or all of the grant to be repaid.

Author: Sara Utting

Date of report: 26 April 2023

# Broads Authority

12 May 2023

Agenda item number 11

## Financial performance and direction

Report by Director of Finance

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### Purpose

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

### Broads Plan context

Financial performance underpins all the strategic objectives of the Broads Plan.

### Recommended decision

- i. That the income and expenditure figures and the draft year end position be noted.
  - ii. That the recommended carry forward request in 8.2 be approved and added to the 2023/24 budget as additional expenditure.
- 

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# 1. Introduction

- 1.1. This report covers two items, the draft Consolidated Income and Expenditure from 1 April 2022 – 31 March 2023 and the recommended carry forward request.

# 2. Overview of actual income and expenditure

**Table 1**

Actual consolidated income and expenditure by directorate to 31 March 2023

<b>Directorate</b>	<b>Profiled latest available budget £</b>	<b>Actual income and expenditure £</b>	<b>Actual variance £</b>
Income	(7,175,468)	(8,712,273)	+ 1,536,805
Operations	4,766,344	4,365,766	+ 400,578
Strategic Services	1,691,702	1,654,836	+ 36,866
Finance & Support Services	1,659,775	3,040,774	- 1,380,999
Projects, Corporate Items and Contributions from Earmarked Reserves	(514,869)	(32,416)	- 482,453
<b>Net (Surplus) / Deficit</b>	<b>427,484</b>	<b>316,687</b>	<b>+ 110,797</b>

- 2.1. Core income is above the profiled budget at the end of month twelve. The overall position as at 31 March 2023 is a favourable variance of £110,797 or a 25.9% difference from the profiled LAB. This is principally due to:

- An overall favourable variance of £1,536,805 within income:
  - National Park Income is £1,370,513 above the budget due to the receipt of the capital grant monies and the additional core funding received at year end from DEFRA.
  - Hire Craft is £18,264 above the budget.
  - Private Craft is £27,714 above the budget.
  - Short Visit and Other Toll Income is £9,173 above the budget.
  - Investment income is £111,141 above the budget.
- An underspend within Operations relating to:

- Construction and Maintenance Salaries is over the budget by £30,007 due to the annual inflationary pay rise agreed by the National Joint Council (NJC) being higher than originally budgeted.
- Equipment, Vehicles and Vessels is under the budget by £228,901 due to some of the expenditure from the earmarked reserves is not going ahead this year. This is due to receiving the Capital Grant from DEFRA.
- Water Management is under the budget by £27,283 due to a change to the dredging programme and the hydrographic survey coming in cheaper than expected.
- Practical Maintenance is under the budget by £100,882 due to works at Hoveton Riverside Park being transferred to the 2023/24 budget.
- Waterways and Recreation Strategy is under the budget by £22,862 due to delays on the Horsey Mere path funded by the Access for All Grant. As the grant has not been spent in full £15,566 will be transferred to the balance sheet.
- Ranger Services is under the budget by £41,850 as there is a delay in the vehicle replacement funded from the earmarked reserves and electrifying a launch engine. The vehicle replacement has been transferred to the 2023/24 budget.
- Safety is over the budget by £29,103 due to a pool vehicle replacement being brought forward and funded from the earmarked reserves.
- Premises is under the budget by £51,249 as the Dockyard solar panel project funded from the earmarked reserves is not going ahead this year. This has been transferred to the 2023/24 budget.
- Premises – Head Office is over the budget by £22,385 due to the cost of the facilities management being higher than originally budgeted.
- An underspend within Strategic Services relating to:
  - Development Management is over the budget by £40,826 due to a decrease in planning application income and an overspend in salaries. The salaries variance is due to the inflationary pay rise agreed by the NJC being higher than originally budgeted.
  - Strategy and Projects is under the budget by £43,733 due to an underspend on arboricultural consultancy and an underspend on the Peat Project.
  - Human Resources is over the budget by £22,233 due to staff cover in the first quarter of 2022/23.

- Communications is under the budget by £19,661 due to expenditure on the EXPERIENCE project not being spent in full. This has been transferred to the 2023/24 budget.
- Visitor Services is under the budget by £39,508 due to savings on repairs and maintenance and the replacement of Reedham Quay hut being requested as a carry forward to the 2023/24 budget (see paragraph 8.2).
- Strategic Services Management and Administration is over the budget by £14,259 due to an overspend in salaries. The salaries variance is due to the inflationary pay rise agreed by the NJC being higher than originally budgeted.
- An overspend within Finance and Support Services relating to:
  - National Park Grant is over the budget £1,375,231 due to the capital expenditure for the Capital Grant, this is offset by the favourable variance under income.
  - Legal Services is over the budget by £76,377 due to increased costs over the Stage 3 complaint (£24,401) and increased support from the Monitoring Officer (£55,369).
  - Governance is under the budget by £19,087 due to a reduction in corporate subscriptions.
  - Asset Management is under the budget by £47,441 due to delays on expenditure from the earmarked reserves being transferred to 2023/24 budget.
  - ICT is under the budget by £12,956 due to savings on office expenses, mainly on stationery, printing and postage.
- An adverse variance within reserves relating to:
  - Premises reserve is under the budget due to delays in Dockyard expenditure.
  - Property reserve is under the budget due to work at Hoveton Riverside Park being delayed until 2023/24 and the works at South Walsham slipway no longer being a priority for this financial year.
  - Plant, Vessels and Equipment is under the budget due to the delays in equipment and vehicle replacements and items being reprioritised following the DEFRA capital grant.
  - Upper Thurne is under the profiled budget as this work has been delayed into 2023/24.
  - UK Communications Team is over the profiled budget due to income being less than budgeted for and overspend on salaries due to the pay award.

- Match Funding is under the profiled budget due to expenditure on the EXPERIENCE project being lower than expected.

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

### 3. Latest available budget

3.1. The Authority's income and expenditure is monitored against the latest available budget (LAB) for 2022/23. The LAB is based on the original budget for the year, with adjustments for known and approved budget changes such as carry-forwards and budget virements. Full details of movements from the original budget are set out in Appendix 2.

**Table 2**

Adjustments to consolidated LAB

Item	Authorisation reference	Amount £
Original budget 2022/23 – deficit	Broads Authority 28/01/22 Agenda item number 9	352,484
Approved budget carry-forwards	Broads Authority 13/05/22 Agenda item number 9	75,000
<b>LAB as at 31 March 2023</b>	n/a	<b>427,484</b>

### 4. Overview of forecast outturn 2022/23

4.1. Budget holders have been asked to comment on the expected income and expenditure at the end of the financial year in respect of all 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	Amount £
Forecast outturn deficit per LAB	427,484
Adjustments previously reported	(40,097)
Increase to Electric Charging income	(10,250)
Decrease to Visitor Services maintenance expenditure	(5,000)
<b>Forecast outturn deficit as at 31 March 2023</b>	<b>372,137</b>

### 5. Reserves

5.1. As in previous years, the Authority's contributions to the reserves have all been made in full at the end of quarter one. This has resulted in some reserves showing increased

balances at the end of March where expenditure has not taken place. It was anticipated that these would reduce as planned purchases took place throughout the year but some of this work will happen in 2023/24 instead due to other work taking priority.

- 5.2. Items funded from the Property Reserve include repairs to the Eel Sett and How Hill Nature Trail. The Plant, Vessels and Equipment reserve has the income from the disposal of vehicles and scrap metal, two new vehicles and the deposit for new Ranger vehicle. The Premises reserve has funded some of the architects work for the Yare House downsizing. The Heritage Lottery Fund, Catchment Project, CANAPE, UK Communications and Match Funding reserve contain the income and expenditure relating to those projects.

**Table 4**

Consolidated earmarked reserves

Reserve name	Balance at 1 April 2022 £	In-year movements £	Current reserve balance £
Property	(880,274)	(36,280)	(916,554)
Plant, Vessels and Equipment	(485,138)	(137,130)	(622,268)
Premises	(293,951)	(74,568)	(368,519)
Planning Delivery Grant	(244,810)	(10,808)	(255,618)
Upper Thurne Enhancement	(187,031)	(21,932)	(208,963)
Heritage Lottery Fund	(7,619)	(159,737)	(167,356)
Catchment Partnership	(84,381)	1,596	(82,785)
CANAPE	(476,272)	22,804	(453,468)
Computer Software	(129,326)	(20,000)	(149,326)
UK Communications	(38,346)	33,629	(4,717)
Match Funding (EXPERIENCE)	(46,130)	29,038	(17,092)
Medium Term Planning	0	(465,513)	(465,513)
<b>Total</b>	<b>(2,873,278)</b>	<b>(838,901)</b>	<b>(3,712,179)</b>

- 5.3. £1,471,368 of the current reserve balance above relates to Navigation reserves.

## 6. Summary

- 6.1. The figures above will be the basis of the draft Statement of Accounts and includes the year-end adjustments for stock and accruals. However, the figures above are subject to any further adjustments for accruals being picked up as invoices come in and the

transfer of interest to the earmarked reserves being completed. This means the earmarked reserve balances will increase.

- 6.2. The current deficit on the National Park side is £185,926 and £130,761 on Navigation, resulting in a consolidated deficit of £316,687 which has been balanced through the use of National Park (general) and Navigation reserves. At this point in time, subject to any further adjustments identified above, the National Park reserve is £654,745 and navigation is £634,880. A verbal update will be provided at the meeting on any further adjustments.

## 7. Statement of Accounts

- 7.1. The timetable for the preparation of the Authority's Statement of Accounts (SoA) is dictated by the requirements of The Accounts and Audit (Amendment) Regulations 2022. The regulations amended the 2015 regulations and provides the reporting deadlines for the audited SoA. For the financial years beginning 2022, 2023, 2024, 2025, 2026 and 2027 this date is set as 30 September. The 2022 regulations have not amended the deadline for the draft SoA, this has reverted to 31 May. Prior to Covid-19 the deadline for the audited accounts was 31 July. The amended regulations are designed to help external audit address some of the backlog relating to previous year outstanding audits at other Local Authorities. Based on this, this year's timetable is provisionally as follows:

- Director of Finance to sign off the draft Statement of Accounts by 31 May 2023. The regulations allow for 30-day public inspection to include the first 10 days of June 2023.
- External Audit (Ernst and Young) to plan the onsite audit after 1 November 2023, date to be confirmed.
- Audit and Risk Committee to scrutinise the accounts on 21 November 2023 (subject to audit having been substantially completed), and to recommend them for approval to the Broads Authority, subject to any suggested amendments.
- Broads Authority to consider and formally adopt the audited accounts at its meeting on 24 November 2023 (subject to audit having been substantially completed).

## 8. Carry Forward Requests

- 8.1. Budget holders who have not fully spent their individual budget allocations can request that any underspends are carried forward and added to their 2023/24 budget allocation. These requests are reviewed by Management Team prior to requesting member approval. Requests to Management Team must relate to either:

- Projects already underway, that have been delayed by external events; or

- Ring-fenced income that has been provided by third parties and is earmarked for specific purposes.

8.2. Details of the 2022/23 carry forward request is set out in the table 5 below.

**Table 5**

Carry forward requests

<b>Budget Line</b>	<b>National Park £</b>	<b>Navigation £</b>	<b>Total £</b>	<b>Reason for carry forward request</b>
Ranger Services	10,995.00	25,655.00	36,650.00	A new electric van was ordered in September 2022 but was delivered and returned in March due to a mistake by the dealership. Correct vehicle to be delivered early May 2023.
Earmarked reserves	-10,995.00	-25,655.00	-36,650.00	Transfer of earmarked funding from 22/23 for purchase of vehicle.
Visitor Services	17,812.08	6,926.92	24,739.00	New Hut for Reedham Quay. Delays in the flood risk assessment mean that planning permission was not granted until after new season had started.
Earmarked reserves	-17,812.08	-6,926.92	-24,739.00	Transfer of earmarked funding from 22/23 for replacement hut.
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	

8.3. If members agree the carry forwards the 2023/24 Latest Available Budget (LAB) will be as shown in Table 6.

**Table 6**  
2023/24 LAB

<b>Directorate</b>	<b>National Park £</b>	<b>Navigation £</b>	<b>Consolidated £</b>
Income	(3,476,578)	(4,329,110)	(7,805,688)
Operations	1,716,507	3,343,368	5,059,875
Strategic Services	1,340,185	407,033	1,747,218
Finance & Support Services	800,502	975,078	1,775,580
Projects, Corporate Items and Contributions from Earmarked Reserves	(417,714)	(343,049)	(760,763)
<b>Net (Surplus) / Deficit</b>	<b>(37,098)</b>	<b>53,320</b>	<b>16,222</b>
<b>Opening reserves</b>	<b>(654,745)</b>	<b>(634,880)</b>	<b>(1,289,625)</b>
(Surplus) / Deficit	(37,098)	53,320	16,222
Interest transferred to earmarked reserves	37,500	37,500	75,000
Contribution to National Park Reserve (General)	(50,000)	50,000	0
Closure of CANAPE reserve	(135,000)	(135,000)	(270,000)
<b>Closing reserves</b>	<b>(839,343)</b>	<b>(629,060)</b>	<b>(1,468,403)</b>
Reserves as a % of net expenditure	24.4%	14.4%	18.8%

Author: Emma Krelle

Date of report: 26 April 2023

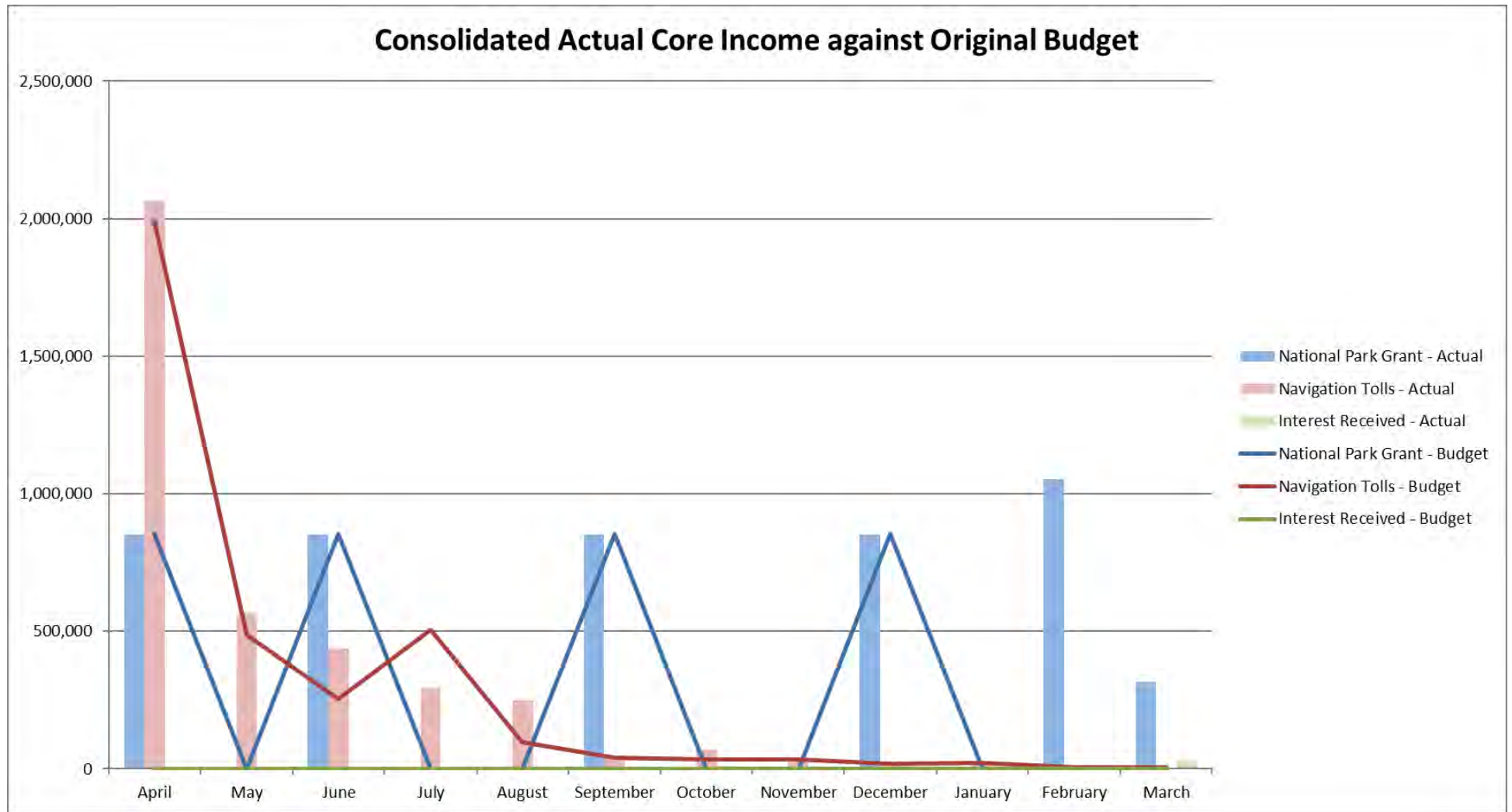
[Broads Plan](#) strategic objectives: All

Appendix 1 – Consolidated actual income and expenditure charts to 31 March 2023

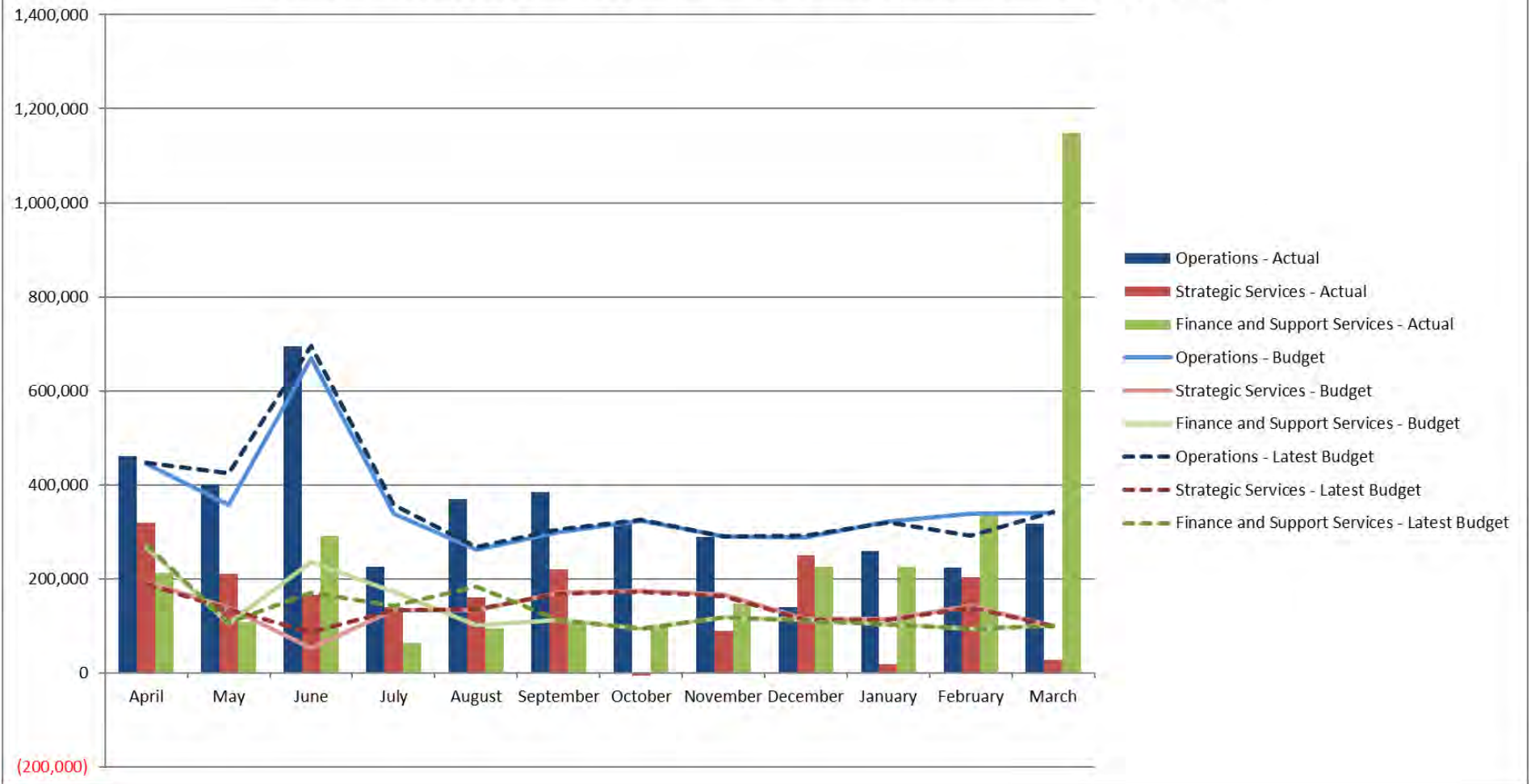
Appendix 2 – Financial monitor: Consolidated income and expenditure 2022/23



## Appendix 1 – Consolidated actual income and expenditure charts to 31 March 2023



### Consolidated Net Actual Expenditure against Original and Latest Budget



## Appendix 2 – Financial monitor: Consolidated income and expenditure 2022/23

**Table 1**  
Income

Row labels	Original budget (Consolidated) £	Budget adjustments (Consolidated) £	Latest available budget (Consolidated) £	Forecast outturn (Consolidated) £	Forecast outturn variance (Consolidated) £
<b>Total Income</b>	<b>(7,175,468)</b>	<b>0</b>	<b>(7,175,468)</b>	<b>(8,371,450)</b>	<b>1,195,982</b>
National Park Grant	(3,414,078)	0	(3,414,078)	(4,469,078)	1,055,000
Hire Craft Tolls	(1,186,000)	0	(1,186,000)	(1,200,782)	14,782
Private Craft Tolls	(2,489,000)	0	(2,489,000)	(2,516,200)	27,200
Short Visit Tolls	(48,000)	0	(48,000)	(48,000)	0
Other Toll Income	(32,390)	0	(32,390)	(32,390)	0
Interest	(6,000)	0	(6,000)	(105,000)	99,000

**Table 2**  
Operations

Row labels	Original budget (Consolidated) £	Budget adjustments (Consolidated) £	Latest available budget (Consolidated) £	Forecast outturn (Consolidated) £	Forecast outturn variance (Consolidated) £
<b>Total Operations</b>	<b>4,691,344</b>	<b>75,000</b>	<b>4,766,344</b>	<b>4,406,044</b>	<b>360,300</b>
<b>Construction and Maintenance Salaries</b>	<b>1,382,480</b>	<b>0</b>	<b>1,382,480</b>	<b>1,430,496</b>	<b>-48,016</b>
Salaries	1,384,240	0	1,384,240	1,430,575	-46,335
Expenditure	(1,760)	0	(1,760)	(79)	-1,681
<b>Equipment, Vehicles &amp; Vessels</b>	<b>730,645</b>	<b>19,999</b>	<b>750,644</b>	<b>546,759</b>	<b>203,885</b>
Income	(13,700)	0	(13,700)	(14,000)	300
Expenditure	744,345	19,999	764,344	560,759	203,585
<b>Water Management</b>	<b>79,840</b>	<b>0</b>	<b>79,840</b>	<b>79,840</b>	<b>0</b>
Expenditure	79,840	0	79,840	79,840	0
<b>Land Management</b>	<b>(40,786)</b>	<b>0</b>	<b>(40,786)</b>	<b>(40,786)</b>	<b>0</b>
Income	(97,606)	0	(97,606)	(97,606)	0
Expenditure	56,820	0	56,820	56,820	0
<b>Practical Maintenance</b>	<b>640,195</b>	<b>55,001</b>	<b>695,196</b>	<b>562,741</b>	<b>132,455</b>
Income	(11,000)	0	(11,000)	(16,675)	5,675
Expenditure	651,195	55,001	706,196	579,416	126,780
<b>Waterways and Recreation Strategy</b>	<b>54,100</b>	<b>0</b>	<b>54,100</b>	<b>56,420</b>	<b>-2,320</b>

Row labels	Original budget (Consolidated) £	Budget adjustments (Consolidated) £	Latest available budget (Consolidated) £	Forecast outturn (Consolidated) £	Forecast outturn variance (Consolidated) £
Income	0	0	0	(76,621)	76,621
Salaries	42,100	0	42,100	44,420	-2,320
Expenditure	12,000	0	12,000	88,621	-76,621
<b>Ranger Services</b>	<b>1,067,690</b>	<b>0</b>	<b>1,067,690</b>	<b>1,020,734</b>	<b>46,956</b>
Income	0	0	0	0	0
Salaries	866,570	0	866,570	878,827	-12,257
Expenditure	200,870	0	200,870	141,657	59,213
Pension Payments	250	0	250	250	0
<b>Safety</b>	<b>122,430</b>	<b>0</b>	<b>122,430</b>	<b>149,330</b>	<b>-26,900</b>
Income	(1,000)	0	(1,000)	(1,000)	0
Salaries	78,100	0	78,100	81,560	-3,460
Expenditure	45,330	0	45,330	68,770	-23,440
<b>Premises</b>	<b>232,190</b>	<b>0</b>	<b>232,190</b>	<b>184,610</b>	<b>47,580</b>
Income	(3,500)	0	(3,500)	(5,100)	1,600
Expenditure	235,690	0	235,690	189,710	45,980
<b>Premises – Head Office</b>	<b>263,880</b>	<b>0</b>	<b>263,880</b>	<b>263,880</b>	<b>0</b>
Income	0	0	0	0	0
Expenditure	263,880	0	263,880	263,880	0

Row labels	Original budget (Consolidated) £	Budget adjustments (Consolidated) £	Latest available budget (Consolidated) £	Forecast outturn (Consolidated) £	Forecast outturn variance (Consolidated) £
<b>Project Funding</b>	<b>12,100</b>	<b>0</b>	<b>12,100</b>	<b>4,600</b>	<b>7,500</b>
Income	0	0	0	(7,500)	7,500
Expenditure	0	0	0	0	0
Pension Payments	12,100	0	12,100	12,100	0
<b>Operations Management and Administration</b>	<b>146,580</b>	<b>0</b>	<b>146,580</b>	<b>147,420</b>	<b>-840</b>
Salaries	138,080	0	138,080	138,920	-840
Expenditure	8,500	0	8,500	8,500	0

**Table 3**  
Strategic Services

Row labels	Original budget (Consolidated) £	Budget adjustments (Consolidated) £	Latest available budget (Consolidated) £	Forecast outturn (Consolidated) £	Forecast Outturn Variance (Consolidated) £
<b>Total Strategic Services</b>	<b>1,691,702</b>	<b>0</b>	<b>1,691,702</b>	<b>1,754,978</b>	<b>-63,276</b>
<b>Development Management</b>	<b>364,240</b>	<b>0</b>	<b>364,240</b>	<b>404,000</b>	<b>-39,760</b>
Income	(100,000)	0	(100,000)	(84,000)	-16,000
Salaries	408,840	0	408,840	422,600	-13,760
Expenditure	50,850	0	50,850	60,850	-10,000
Pension Payments	4,550	0	4,550	4,550	0
<b>Strategy and Projects Salaries</b>	<b>212,500</b>	<b>0</b>	<b>212,500</b>	<b>222,960</b>	<b>-10,460</b>
Income	(962,486)	0	(962,486)	(962,486)	0
Salaries	175,350	0	175,350	185,970	-10,620
Expenditure	999,636	0	999,636	999,476	160
<b>Strategy and Projects</b>	<b>1,000</b>	<b>0</b>	<b>1,000</b>	<b>1,000</b>	<b>0</b>
Expenditure	1,000	0	1,000	1,000	0
<b>Biodiversity Strategy</b>	<b>11,900</b>	<b>0</b>	<b>11,900</b>	<b>11,900</b>	<b>0</b>
Income	0	0	0	(5,103)	5,103
Expenditure	11,900	0	11,900	17,003	-5,103
<b>Human Resources</b>	<b>150,610</b>	<b>0</b>	<b>150,610</b>	<b>172,150</b>	<b>-21,540</b>

Row labels	Original budget (Consolidated) £	Budget adjustments (Consolidated) £	Latest available budget (Consolidated) £	Forecast outturn (Consolidated) £	Forecast Outturn Variance (Consolidated) £
Income	0	0	0	(370)	370
Salaries	91,960	0	91,960	113,870	-21,910
Expenditure	58,650	0	58,650	58,650	0
<b>Volunteers</b>	<b>73,300</b>	<b>0</b>	<b>73,300</b>	<b>75,330</b>	<b>-2,030</b>
Salaries	53,900	0	53,900	55,930	-2,030
Expenditure	19,400	0	19,400	19,400	0
<b>Communications</b>	<b>428,704</b>	<b>0</b>	<b>428,704</b>	<b>427,920</b>	<b>784</b>
Income	(115,272)	0	(115,272)	(89,480)	-25,792
Salaries	303,810	0	303,810	373,780	-69,970
Expenditure	240,166	0	240,166	143,620	96,546
<b>Visitor Centres and Yacht Stations</b>	<b>339,370</b>	<b>0</b>	<b>339,370</b>	<b>321,450</b>	<b>17,920</b>
Income	(200,600)	0	(200,600)	(200,600)	0
Salaries	396,620	0	396,620	383,700	12,920
Expenditure	143,350	0	143,350	138,350	5,000
<b>Strategic Services Management and Administration</b>	<b>110,078</b>	<b>0</b>	<b>110,078</b>	<b>118,268</b>	<b>-8,190</b>
Salaries	112,950	0	112,950	121,140	-8,190
Expenditure	(2,872)	0	(2,872)	(2,872)	0



**Table 4**

## Finance and Support Services

Row labels	Original budget (Consolidated) £	Budget adjustments (Consolidated) £	Latest available budget (Consolidated) £	Forecast outturn (Consolidated) £	Forecast Outturn Variance (Consolidated) £
<b>Total Finance &amp; Support Services</b>	<b>1,659,775</b>	<b>0</b>	<b>1,659,775</b>	<b>2,660,305</b>	<b>-1,000,530</b>
<b>National Park Grant</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,055,000</b>	<b>-1,055,000</b>
Expenditure	0	0	0	1,055,000	-1,055,000
<b>Legal</b>	<b>96,000</b>	<b>0</b>	<b>96,000</b>	<b>94,000</b>	<b>2,000</b>
Income	(4,000)	0	(4,000)	(6,000)	2,000
Expenditure	100,000	0	100,000	100,000	0
<b>Governance</b>	<b>249,960</b>	<b>0</b>	<b>249,960</b>	<b>230,650</b>	<b>19,310</b>
Salaries	173,060	0	173,060	170,350	2,710
Expenditure	76,900	0	76,900	60,300	16,600
<b>Chief Executive</b>	<b>125,240</b>	<b>0</b>	<b>125,240</b>	<b>123,940</b>	<b>1,300</b>
Salaries	124,240	0	124,240	122,940	1,300
Expenditure	1,000	0	1,000	1,000	0
<b>Asset Management</b>	<b>146,609</b>	<b>0</b>	<b>146,609</b>	<b>105,199</b>	<b>41,410</b>
Income	(24,000)	0	(24,000)	(24,000)	0
Salaries	47,970	0	47,970	49,560	-1,590
Expenditure	122,639	0	122,639	79,639	43,000

Row labels	Original budget (Consolidated) £	Budget adjustments (Consolidated) £	Latest available budget (Consolidated) £	Forecast outturn (Consolidated) £	Forecast Outturn Variance (Consolidated) £
<b>Finance and Insurance</b>	<b>452,746</b>	<b>0</b>	<b>452,746</b>	<b>468,666</b>	<b>-15,920</b>
Salaries	234,620	0	234,620	237,540	-2,920
Expenditure	218,126	0	218,126	231,126	-13,000
<b>Collection of Tolls</b>	<b>193,760</b>	<b>0</b>	<b>193,760</b>	<b>195,220</b>	<b>-1,460</b>
Salaries	182,760	0	182,760	184,220	-1,460
Expenditure	11,000	0	11,000	11,000	0
<b>ICT</b>	<b>395,460</b>	<b>0</b>	<b>395,460</b>	<b>387,630</b>	<b>7,830</b>
Income	0	0	0	0	0
Salaries	202,560	0	202,560	206,280	-3,720
Expenditure	192,900	0	192,900	181,350	11,550

**Table 5**

## Projects and Corporate items

Row labels	Original budget (Consolidated) £	Budget adjustments (Consolidated) £	Latest available budget (Consolidated) £	Forecast outturn (Consolidated) £	Forecast Outturn Variance (Consolidated) £
<b>Total Projects and Corporate Items</b>	<b>(5,387)</b>	<b>0</b>	<b>(5,387)</b>	<b>(3,687)</b>	<b>-1,700</b>
<b>Partnerships / HLF</b>	<b>(151,987)</b>	<b>0</b>	<b>(151,987)</b>	<b>(151,987)</b>	<b>0</b>
Income	(681,924)	0	(681,924)	(887,420)	205,496
Salaries	104,180	0	104,180	183,140	-78,960
Expenditure	425,757	0	425,757	552,293	-126,536
<b>Corporate Items</b>	<b>146,600</b>	<b>0</b>	<b>146,600</b>	<b>148,300</b>	<b>-1,700</b>
Expenditure	19,600	0	19,600	21,300	-1,700
Pension Payments	127,000	0	127,000	127,000	0

**Table 6**

## Contributions from earmarked reserves

Row labels	Original budget (Consolidated) £	Budget adjustments (Consolidated) £	Latest available budget (Consolidated) £	Forecast outturn (Consolidated) £	Forecast Outturn Variance (Consolidated) £
<b>Total Contributions from Earmarked Reserves</b>	<b>(509,482)</b>	<b>0</b>	<b>(509,482)</b>	<b>(74,053)</b>	<b>-435,429</b>
<b>Earmarked Reserves</b>	<b>(509,482)</b>	<b>0</b>	<b>(509,482)</b>	<b>(74,053)</b>	<b>-435,429</b>

Row labels	Original budget (Consolidated) £	Budget adjustments (Consolidated) £	Latest available budget (Consolidated) £	Forecast outturn (Consolidated) £	Forecast Outturn Variance (Consolidated) £
Expenditure	(509,482)	0	(509,482)	(74,053)	-435,429

**Table 7**

Net (Surplus) / Deficit

Row labels	Original Budget (Consolidated) £	Budget Adjustments (Consolidated) £	Latest Available Budget (Consolidated) £	Forecast Outturn (Consolidated) £	Forecast Outturn Variance (Consolidated) £
<b>Grand Total</b>	<b>352,484</b>	<b>75,000</b>	<b>427,484</b>	<b>372,137</b>	<b>55,347</b>

# Broads Authority

12 May 2023

Agenda item number 12

## Capital Funding progress report

Report by Chief Executive

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### Purpose

To provide the Broads Authority members and Defra officials with a regular update on the progress implementing the capital funding programme.

### Broads Plan context

B3 - seek biodiversity net gain and enhance areas of fen, reed bed, grazing marsh and wet woodland, to protect peatlands as carbon sinks.

C1 – maintain navigation depths to defined specifications, reduce sediment input and dispose of dredged material in sustainable and beneficial ways.

C2 – maintain existing navigation water space and develop appropriate opportunities to extend access for various types of craft.

C3 – manage water plants and riverside trees and scrub, and seek resources to increase operational targets.

E1 - improve the integrated network of access routes and points (with easier access for people with mobility and sensory needs), linked to visitor facilities.

### Recommended decision

Note the progress in the delivery of the programme.

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## 1. Introduction

- 1.1. The table in the appendix updates the Authority on the progress made since the last meeting in delivering the capital programme funded by Defra. A copy has been sent to Defra officials so that they are aware of the current position.
- 1.2. The key developments since the last report are:
  - (a) All of the plant and equipment ordered for delivery by the end of March arrived on time. The barge/workboat is due for delivery in early May. Before commissioning into active service, the Truxor and water plant harvester have had some minor modifications to pass them through the Boat Safety Scheme requirements. The tractor and trailer (pictured below) will go into active service once the Authority's application for a Restricted Operators Licence has been approved, as our usage of

this machinery falls under HGV requirements.



- (b) Arrangements have been agreed with Defra so that the repair of the drainage structure to protect the Strumpshaw SSSI can be funded even though the work will not commence until the summer.
- (c) The purchase of the conservation site did not complete on 31 March. The solicitors were all set when at the last minute we received notification of an historic agreement which is currently preventing the sale from completing. The solicitor provided the following explanation on 30 March:

The title to the property is subject to a restriction, that specifies that no transfer of the property may be registered with the Land Registry unless a certificate is provided by the seller stating that they have complied with a historic document called the Horning Enclosure, which is dated 13 May 1818. The only copy of this document which is available is completely illegible and so neither party knows whether this is still relevant to the land or what the seller might need to do in order to comply with the document. The seller has investigated this and become aware that the Horning Enclosure was varied by a further document dated 1992 (“the 1992 Scheme”). They do not currently have a copy of the 1992 Scheme but have requested this from the Charity Commission. Until we know what the 1992 Scheme says, the seller is therefore unable to confirm by way of certificate to satisfy the Land Registry restriction, that they have complied with its terms. Without such a certificate, any transfer which is entered into will not be capable of registration at the Land Registry. The result of this would mean that legal title to the property would remain with the seller post completion, and only equitable title would pass to the Broads Authority. The seller would then be holding the property on trust indefinitely for the Broads Authority until such time as a certificate of compliance with the restriction could be supplied. As such, the most sensible option is to wait until a copy of the 1992 Scheme can be obtained and we can establish what action is required

in order for the seller to either be able to provide a letter of consent complying with the restriction or, if no longer relevant, apply to have the restriction removed from the title.

Officers have followed this legal advice and advised Defra of the issue.

## 2. Financial implications

- 2.1. Members had previously been alerted to the financial risk associated with the delivery timescale beyond 31 March 2023 for the construction of the work barge and the complexity around the restoration of the drainage structure at Strumpshaw SSSI. Both of these have now been mitigated and the risks significantly reduced.

## 3. Risk implications

- 3.1. The programme has now been largely delivered, on time and within budget. The remaining risks are deemed minor.

Author: John Packman

Date of report: 03 March 2023

[Broads Plan](#) strategic objectives: B3; C1-3 and E1

Appendix 1 - Capital Funding Monitoring Report - April 2023

## Capital Funding Monitoring Report – April 2023

Defra has provided the Authority with additional funding of £1,338,880. The formal Change Control Notice was received on 14 December 2022. It includes:

- Capital funding for equipment and land purchase to commit by the end of March 2023, 8 projects totalling £1.115 million
- Capital and Revenue funding for Water Mills and Marshes of £223,880 over two years (2022/23 and 2023/24)

8 projects are designed to enhance the Broads Authority’s current management of 390 of the 2,000 hectares fen and grazing marsh and 125 miles of waterways and Broads. 25% of the Broads is designated SSSI and 25% of the UK’s conservation priority species are supported in these managed habitats. Also support the final delivery phase of the innovative Lottery funded Water, Mills and Marshes Programme.

This table updates progress on the capital expenditure, regularly reporting to Defra and the Authority’s Board.

Project	Purpose	Funding	Cost	Current Position
<b>Water Mills &amp; Marshes</b> (Andrew Farrell)	Complete our works on the Mills, Trails, Access improvements, Changing Places Toilets, and capital works at Upton Marshes.	£ 142,112	£ 142,112	Work is ongoing in the delivery of mill restoration, trails, access improvements, Changing Places toilet and work at Upton Marshes. We will be completing individual projects over the course of 2023. Weather is our main consideration as some projects rely on drier conditions before works can proceed.
<b>Truxor plus accessories</b> (Matt Dane and Sue Stephenson)	Truxor is a low ground pressure and tread amphibious machine that allows it to travel over land into the water with no environmental damage Other items for transporting plant and equipment are a tractor with front loader and a low loader trailer.	£ 285,000	£288,400	Delivered



<b>Project</b>	<b>Purpose</b>	<b>Funding</b>	<b>Cost</b>	<b>Current Position</b>
<b>Barge plus welfare unit</b> (Rob Clarke and Wayne Collins)	This vessel would facilitate all manner of conservation and habitat creation projects on water.	£ 118,000	£70,780	Workboat/support barge currently in the final stages of construction for delivery in early May 2023. (£70,780)
<b>3 Whaly workboats</b> (Andy Elson and Rob Clarke)	The maintenance of the designated sites in the Broads requires access to areas where conventional craft cannot reach. The Whaly 435R is an incredibly robust, double-walled boat manufactured from high-grade plastic (Polyethylene).	£ 40,000	£23,300	Delivered
<b>360 Excavator</b> (Wayne Collins)	Long reach, 18 tonne JCB excavator and a 14 tonne JCB excavator on wide tracks for fen work A	£ 187,000	£247,700	Delivered
<b>Water plant management machine</b> (Rob Clarke)	Higher temperatures and more sunshine have contributed to an increase in water plant growth throughout the Broads. Waterways and broads need sensitive managed to create under-keel clearance and reduce suspended sediment, both increasing dissolved oxygen and improving the flow for fish and sensitive aquatic life within SSSI waterways. The Broads Authority has two such machines but in recent years these have been proven to be inadequate for the task and it is proposed to purchase a third machine.	£ 265,500	£268,450	Berkey weed harvester 6520 , two towable fuel bowsers and and two fuel cube storage bowsers have been delivered

<b>Project</b>	<b>Purpose</b>	<b>Funding</b>	<b>Cost</b>	<b>Current Position</b>
<b>Reciprocating mower /brushcutters</b> (Matt Dane)	Adapting to higher water levels and retain essential management of the fens and marshes requires various small, powered tools for use by staff and volunteers	£ 9,500	£11,130	Brushcutters, chainsaws and a reciprocating mower received.
<b>Hulver Ground purchase</b> (Sue Stephenson and Angie O'Connor)	How Hill National Nature Reserve forms a large area of established and designated fen within the River Ant valley, north of Ludham Bridge. An area of fen habitat adjacent to How Hill NNR that is currently managed by the Broads Authority under a land management agreement is due to be put up for auction. Purchase of this area of fen would safeguard the future management of this important habitat, containing rare plant species and communities, such as Crested Buckler-fern.	£ 150,000	£150,000	The sales contract is being prepared to reflect and deal with the vendors Land Registry issues.
<b>Drainage structure repair at Strumpshaw Fen</b> (Kate Knights)	Collapsed heritage drainage structure at Strumpshaw Fen is leading to significant flooding from the River Yare into the SSSI. Replacement of this sluice would allow for proper management of water levels on the site.	£ 60,000	£60,000	All permissions and consents are now in place and a contractor has been appointed.
		£1,257,112	£1,261,872	

# Broads Authority

12 May 2023

Agenda item number 13

## Safety on the Broads- update

Report by the Director of Operations

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### Purpose

To update Members on the recent improvements, changes and additions to the safety management of the Broads' waterways and how these measures are bringing improvements for our users.

### Broads Plan context

C4 Maintain and improve safety and security standards and user behaviour on the waterways.

### Recommended Decision

Note the report and ongoing progress in safety matters.

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2.	Incident Review	2
3.	Actions	2
4.	Further Actions	3
5.	Hire Boat Questionnaire	3
6.	Conclusion	4

## 1. Introduction

- 1.1. Safety has always been a strategic priority for the Broads Authority. The organisation is a competent Harbour Authority, operating under the Port Marine Safety Code (PMSC). The Authority maintains a dedicated Safety Management System (SMS) and both the PMSC and SMS systems are independently audited basis regularly to ensure compliance.
- 1.2. The Authority is also a licensing authority, utilising powers under the Broads Authority Act 2009 and the Public Health Acts Amendment Act 1907, relating to vessels let for

hire, and information on safety incidents is collated and reviewed by the Boat Safety Management Group (BSMG).

- 1.3. The Chair of the Navigation Committee is appointed as the Lead Member for Safety and has direct access to the Head of Safety Management. They also chair the Boat Safety Management Group on behalf of the Authority. Safety is a standing item on the Broads Authority meeting agenda (under the heading PMSC) and the Authority operates an internal Safety Committee, to allow a review of incidents and accidents, and to bring changes where needed. The Safety Committee has representatives from each directorate and a Management Team representative to ensure full compliance across all areas of the Authority's work.

## 2. Incident Review

- 2.1. After the British Government relaxed national lockdown restrictions (4 July 2020) outdoor activities significantly increased across the UK and the Broads' waterways became a popular choice for many families who were still unable to access foreign holidays.
- 2.2. This popularity saw an increase in first-time pleasure boat hirers, increased day-boat hires and a huge rise in entry-level water sports like stand-up paddle-boarding, canoeing and kayaking. This surge of users to our waterways also saw an increase in reported waterway incidents and tragically an increase in boat-related fatalities. (Fatality involving the Diamond Emblem 1, August 2020, and fatality on the River Bure September 2020).

## 3. Actions

- 3.1. At the March 2022 Broads Authority, a paper "[Safety on the Broads](#)" was presented providing an update on safety actions to date, and these include:
  - Increased Ranger staff and patrols between April & November maintaining a 7-day launch presence on the network to encourage safety. The additional patrolling days started in the 2020/21 season.<sup>1</sup>
  - Increased Hire Boat Licensing Officer time from 1 day a week to 3 days to allow for more auditing, investigation and licensing compliance checks. Effective from December 2021.
  - Delivery of a suite of free online instructional videos, developed in conjunction with the Broads Hire Boat Federation, RNLI, Maritime Coastguard Agency, and the British

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<sup>1</sup> 2023/24 agreed navigation charges allow for the additional seasonal Rangers and the Senior Compliance Ranger posts to continue.

Canoeing to provide free safety advice and instruction. These free videos have been viewed thousands of times and are available via this link [Broads Authority - YouTube](#)

- Increased number of 'Super Safety Events' where random spot checks are conducted for vessels on our waters. These multi-agency events help educate and inform boaters on a variety of safety issues from boat handling, and speed as well as looking for vessel defects, non-wearing of buoyancy aids and hazardous boat issues.
- Closer ties with third-party organisations relating to hiring boats and safety, with regular meetings with Broads Hire Boat Federation, RYA, British Marine, and the Norfolk & Suffolk Boating Association, as well as Broadbeat, the Coastguard and the Drowning Prevention Forums.
- The March 2022 report also made further recommendations to fully adopt the Code for the Design, Construction and Operation of Hire Boats (Hire Boat Code) in full and to adopt the Quality Accredited Boatyard Scheme (the QAB, administered by British Marine) into the Broads Authority Hire Boat Licensing Conditions from 1 April 2023<sup>2</sup>.

## 4. Further Actions

4.1. As part of the Broads Authority's continuous improvements to the health and safety of waterway users the following have also been introduced:

- A new licensing requirement for all operators letting for hire non-powered craft ([Broads Authority December 2022](#))
- Introduction of a Hire Boat Questionnaire (2021/22), conducted by Rangers on randomly selected hirers to gauge key aspects of their hire experience from hand-over to their confidence at the helm.

## 5. Hire Boat Questionnaire

- 5.1. During the 2021/22 season Rangers were tasked to undertake the Hire Boat Questionnaire at Super Safety Events and at other random times when an opportunity existed. The purpose of the questions is to gauge key aspects from the helm of the hire craft, such as how often they hire vessels, whether have they seen the safety videos, did they get a handover, what was the duration of the handover and how confident do they feel to helm the vessel.
- 5.2. During the 2022/23 season 724 questionnaires were completed. The questionnaire will be utilised again during the 2023/24 season.

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<sup>2</sup> The addition of the QAB to Hire Boat Licensing was a recommendation made to the Broads Authority by the Marine Accident Investigation Branch (MAIB) upon the conclusion of their investigation [Diamond Emblem 1 - Section 5 \(publishing.service.gov.uk\)](#)

5.3. The full results of the 2022 survey are in the appendices. Highlights to report are:

- 30% who participated were first-time hirers, and 27% questioned had over 6 previous hiring experiences.
- 74% had viewed the online safety videos, with 64% having watched the videos before collecting their hired vessel.
- 88% had received a copy of the Broadcaster and were signposted to the pages relating to safety on the Broads.
- The handover duration lasted between 20-30 minutes for 40%, with 20% receiving a handover of between 30 and 45 minutes.
- 40 % reported that the handover lasted less than 20 minutes.
- 12% reported that they did not receive an in-water trial of their vessel <sup>3</sup>
- During hand-over, good percentages were recorded against key aspects of boat handling, for example, judging speed, passing under low bridges, person overboard procedures, use of life jackets and mooring against the tide and stern on.

## 6. Conclusion

- 6.1. Health and safety improvements on our waters cannot be proven by a recognisable metric or statistics, so making direct comparisons to the raft of improved safety measures and online instructional material brought into our safety management systems and incident rates cannot be made.
- 6.2. We have not seen a repeat of the tragic fatalities experienced in 2020; we know the reassurance provided to waterway users by a Ranger on patrol and the added engagement via safety events, improving licensing requirements and better processes by Hire Operators at hand-over has on boat user's knowledge and confidence.
- 6.3. Through our incident logs we know the commonest reported incidents continue to be slips, trips and falls; these incidents are significantly higher when mooring or disembarking a mooring, and we still observe many people on the water without personal floatation devices. Work to mitigate and reduce these incidents continues. The gentle waterways of the Broads are a safe and enjoyable environment for users. The Broads Authority, in conjunction with key partners, is proactive in finding mitigations to safety issues and we continue to monitor, review and adapt when incidents occur.

Author: Rob Rogers

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<sup>3</sup> Under the new Hire Boat Code (April 2021) even experienced helms will have to demonstrate competence during a compulsory in-water trial.

Date of report: 11 April 2023

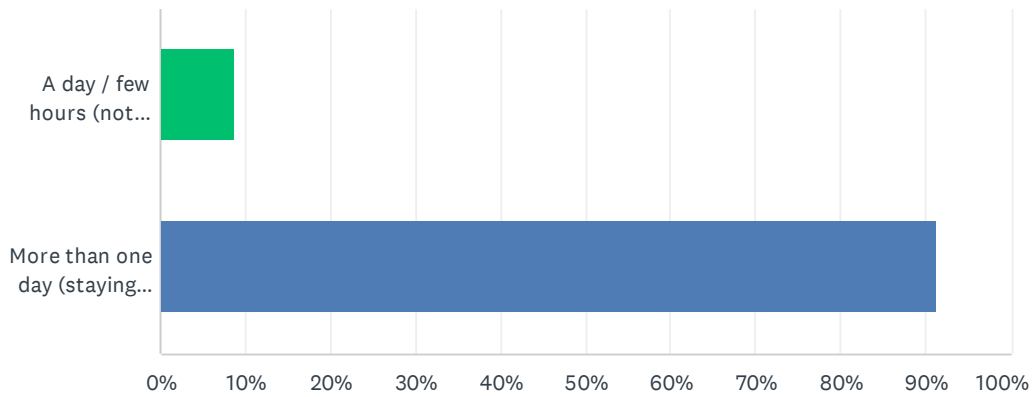
Background papers: Linked within main report

[Broads Plan](#) strategic objectives: Theme C4 - Maintain and improve safety and security standards and user behaviour on the waterways

Appendix 1 – Broads Hirers Survey 2022

## Q1 Are you hiring a boat for:

Answered: 721 Skipped: 9

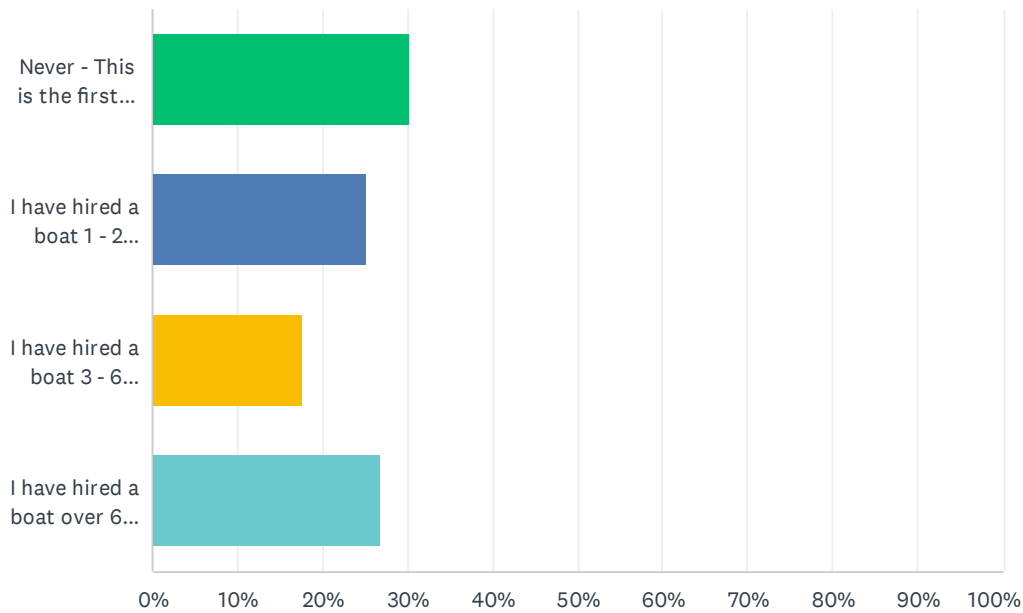


ANSWER CHOICES	RESPONSES	
A day / few hours (not staying in the boat overnight)	8.74%	63
More than one day (staying overnight in the boat)	91.26%	658
TOTAL		721



## Q2 How often have you hired a boat on the Broads before this occasion

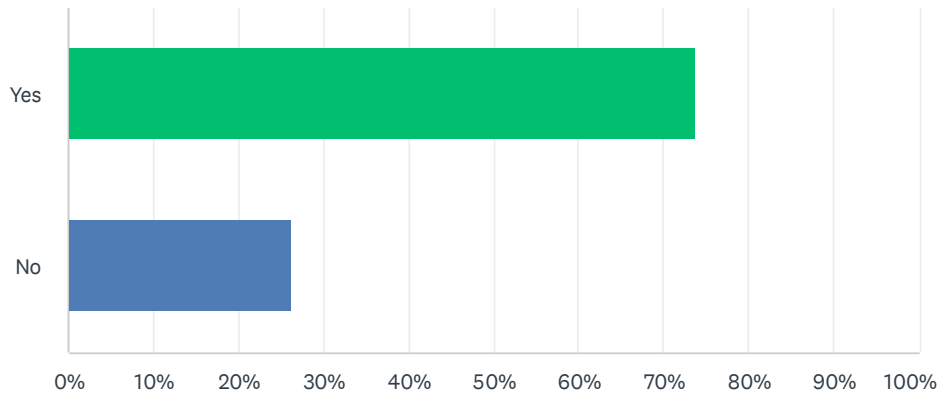
Answered: 722 Skipped: 8



ANSWER CHOICES	RESPONSES	
Never - This is the first time I have hired a boat on the Broads	30.33%	219
I have hired a boat 1 - 2 times before	25.07%	181
I have hired a boat 3 - 6 times before	17.73%	128
I have hired a boat over 6 times before	26.87%	194
<b>TOTAL</b>		<b>722</b>

### Q3 Did your boat hirer recommend viewing the Broads Authority animated safety videos?

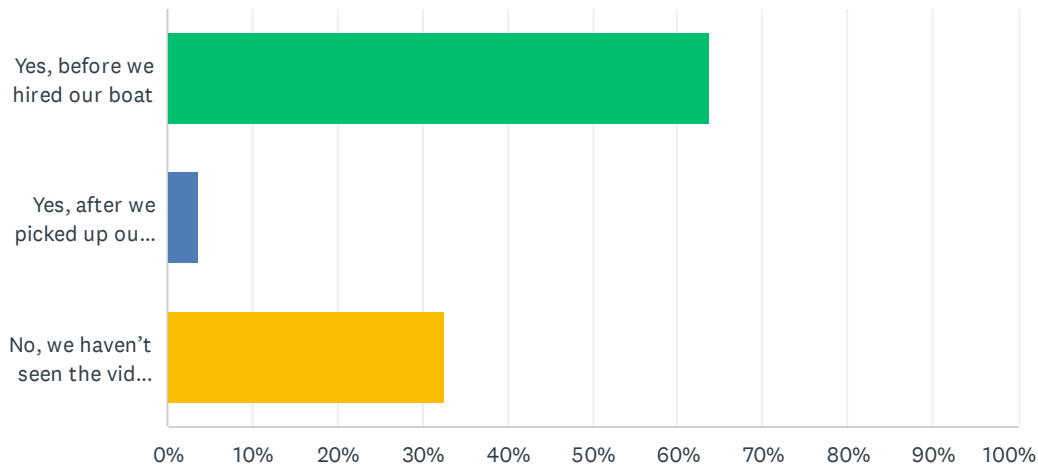
Answered: 721 Skipped: 9



ANSWER CHOICES	RESPONSES	
Yes	73.79%	532
No	26.21%	189
TOTAL		721

## Q4 Have you watched the Broads Authority animated safety videos?

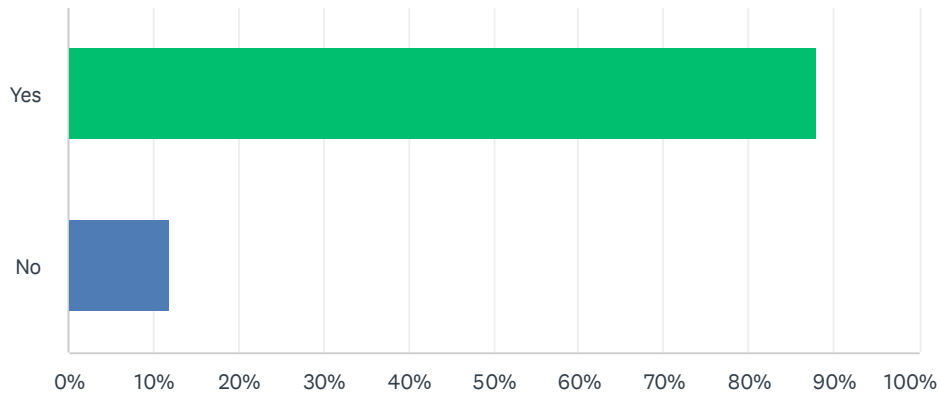
Answered: 723 Skipped: 7



ANSWER CHOICES	RESPONSES	
Yes, before we hired our boat	63.76%	461
Yes, after we picked up our boat	3.60%	26
No, we haven't seen the videos yet	32.64%	236
<b>TOTAL</b>		<b>723</b>

## Q5 Did your boat hirer provide you with a copy of Broadcaster and point out the safety information it contains?

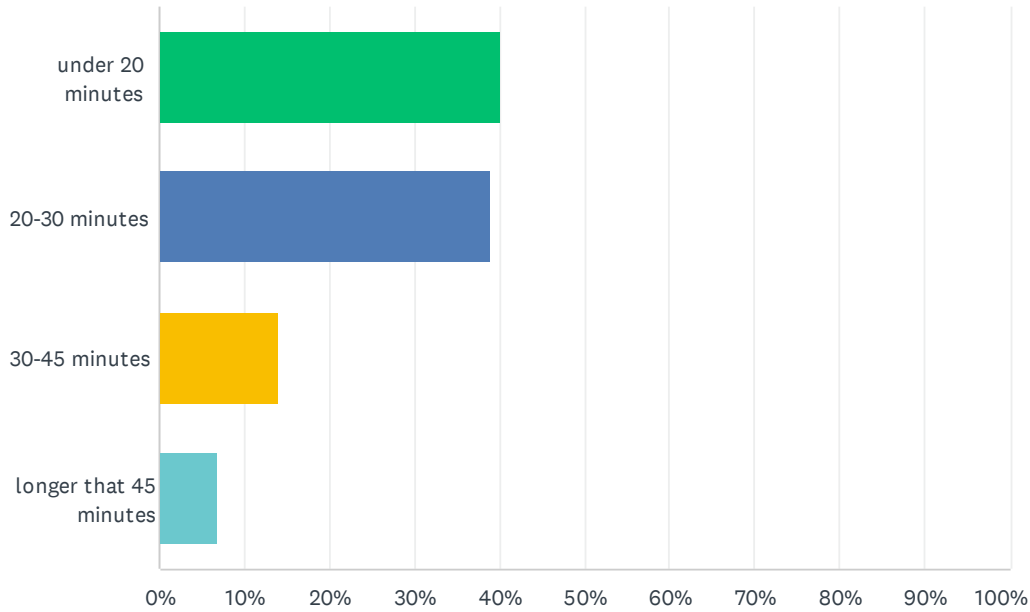
Answered: 721 Skipped: 9



ANSWER CHOICES	RESPONSES	
Yes	88.07%	635
No	11.93%	86
TOTAL		721

**Q6 On your boat handover with your hirer, how long approximately did you spend onboard being shown how to operate the various onboard systems, not including the trial run?**

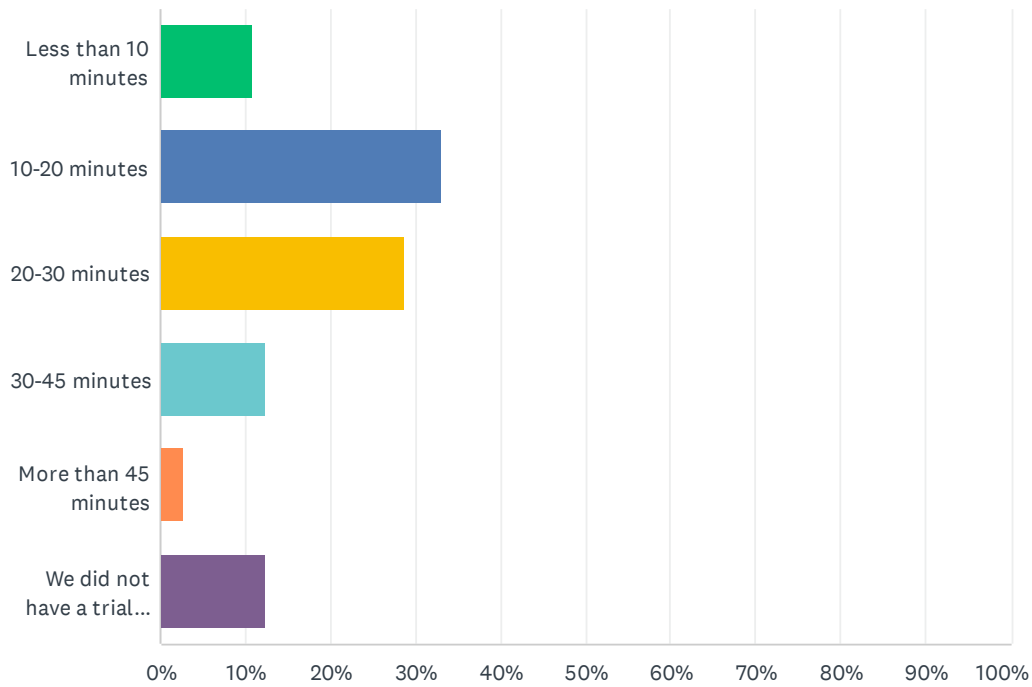
Answered: 722 Skipped: 8



ANSWER CHOICES	RESPONSES	
under 20 minutes	40.17%	290
20-30 minutes	38.92%	281
30-45 minutes	14.13%	102
longer that 45 minutes	6.79%	49
<b>TOTAL</b>		<b>722</b>

## Q7 How long approximately did your trial run/show out last?

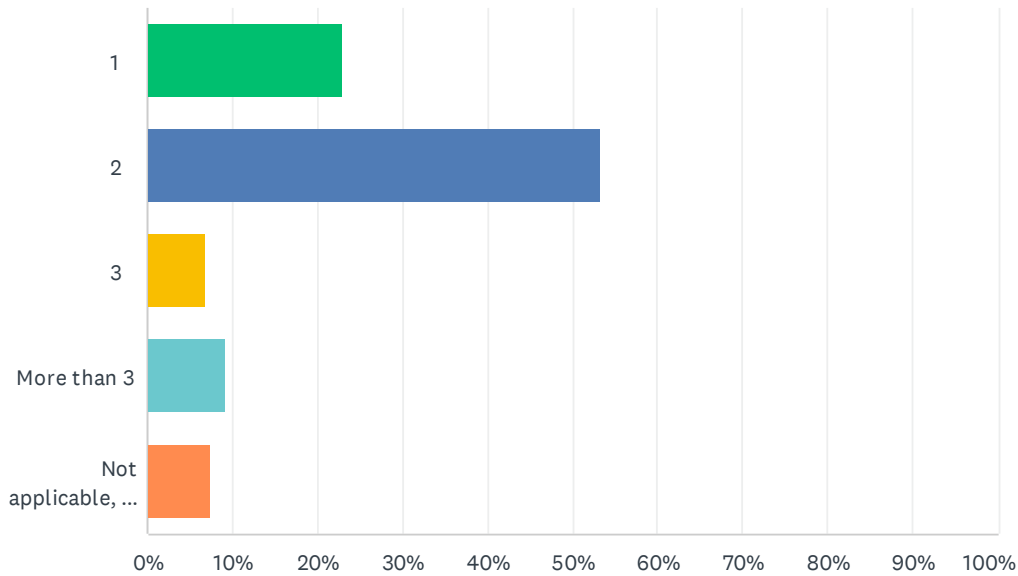
Answered: 722 Skipped: 8



ANSWER CHOICES	RESPONSES	
Less than 10 minutes	10.80%	78
10-20 minutes	32.96%	238
20-30 minutes	28.81%	208
30-45 minutes	12.33%	89
More than 45 minutes	2.77%	20
We did not have a trial run (for example because you were experienced boaters or were only hiring a dayboat)	12.33%	89
<b>TOTAL</b>		<b>722</b>

## Q8 How many of your group were actively involved in the trial run/show out demonstration?

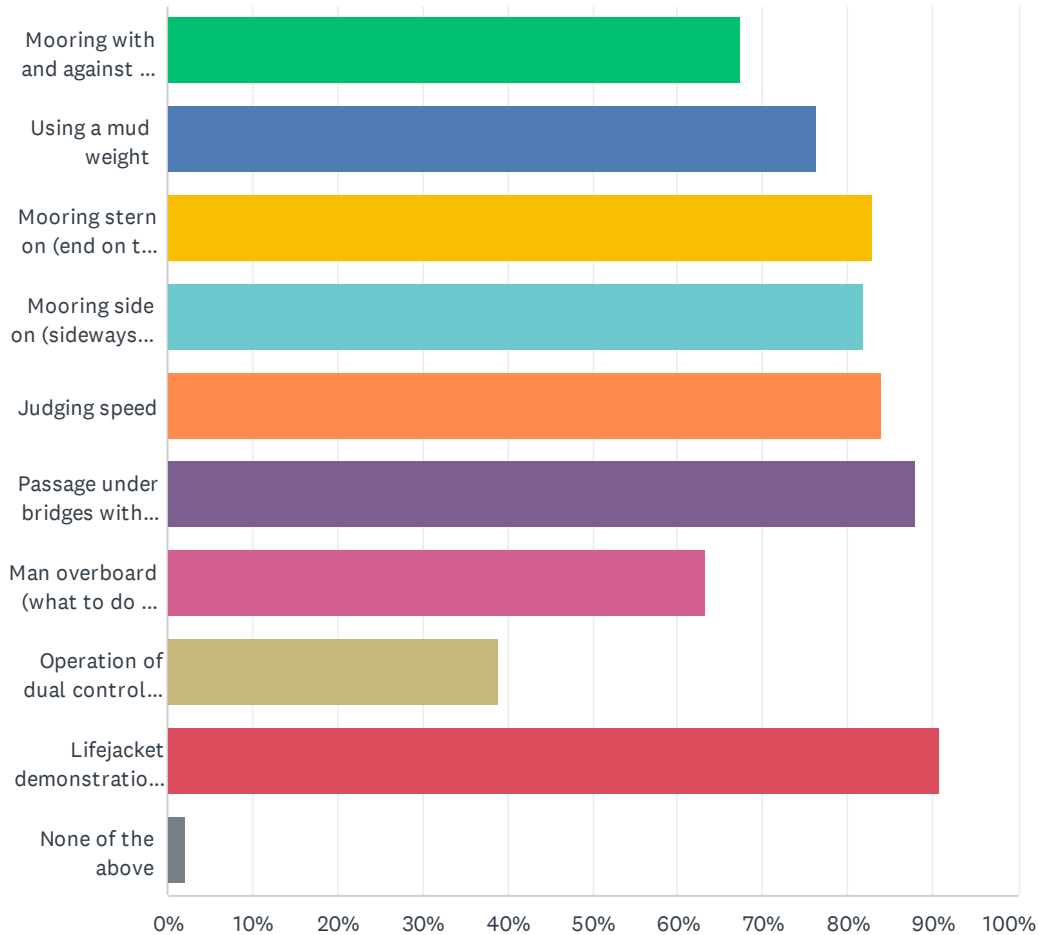
Answered: 722 Skipped: 8



ANSWER CHOICES	RESPONSES	
1	23.13%	167
2	53.32%	385
3	6.93%	50
More than 3	9.14%	66
Not applicable, we did not have a trial run	7.48%	54
<b>TOTAL</b>		<b>722</b>

Q9 Thinking about your handover / trial run, did the yard staff member explain clearly how to control the boat in the following circumstances?  
(please tick all those that apply)

Answered: 724 Skipped: 6



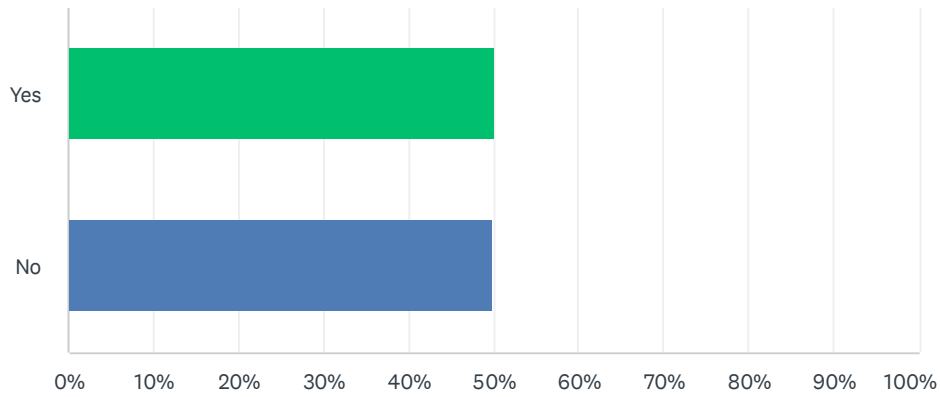


## Broads Hirers Survey 2022 (Ranger Version)

ANSWER CHOICES	RESPONSES	
Mooring with and against the tide.	67.40%	488
Using a mud weight	76.38%	553
Mooring stern on (end on to the mooring)	82.87%	600
Mooring side on (sideways to the mooring)	81.91%	593
Judging speed	83.98%	608
Passage under bridges with particular reference to air draft (the space needed for your boat to pass under a bridge safely)	87.98%	637
Man overboard (what to do if someone falls into the water)	63.26%	458
Operation of dual control and method of switching	39.09%	283
Lifejacket demonstration – how to fit it correctly and when to wear it	90.88%	658
None of the above	2.21%	16
Total Respondents: 724		

## Q10 Did the yard staff discuss the dangers of boating with alcohol consumption with you?

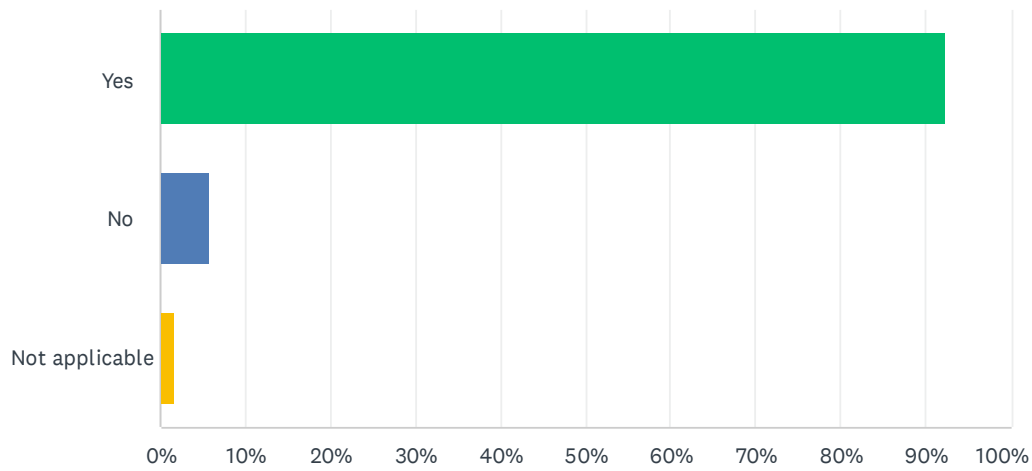
Answered: 723 Skipped: 7



ANSWER CHOICES	RESPONSES	
Yes	50.07%	362
No	49.93%	361
TOTAL		723

### Q11 On completion of the trial run did you sign anything to say you were satisfied with your ability to handle the boat?

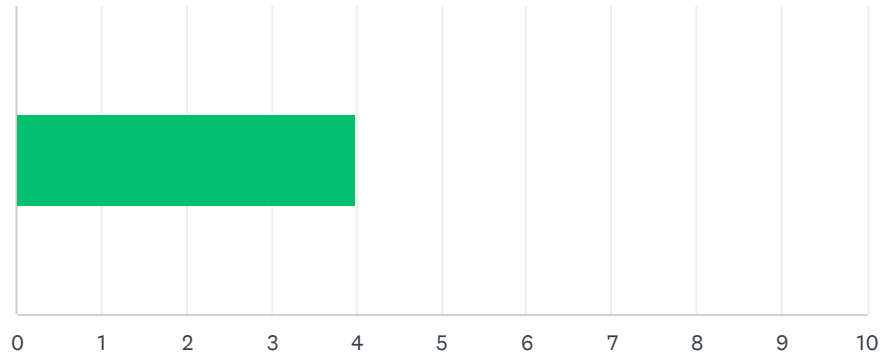
Answered: 722 Skipped: 8



ANSWER CHOICES	RESPONSES	
Yes	92.38%	667
No	5.82%	42
Not applicable	1.80%	13
<b>TOTAL</b>		<b>722</b>

### Q12 How confident did you feel operating the boat when you first left the boatyard? 1 is not confident at all and 5 is very confident

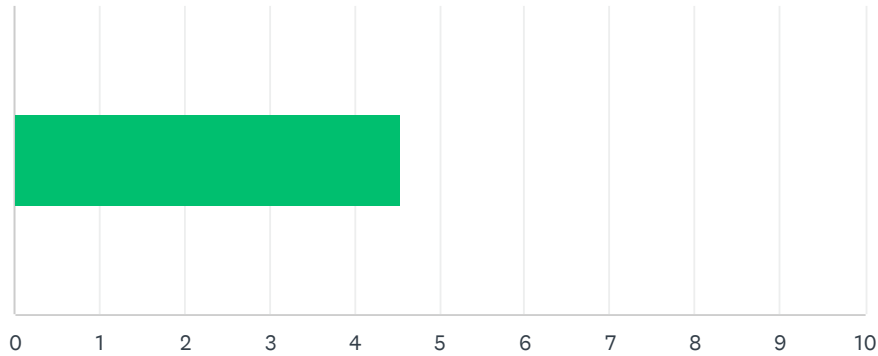
Answered: 691 Skipped: 39



ANSWER CHOICES	AVERAGE NUMBER	TOTAL NUMBER	RESPONSES
	4	2,755	691
Total Respondents: 691			

### Q13 How confident do you feel operating the boat now? 1 is not confident at all and 5 is very confident

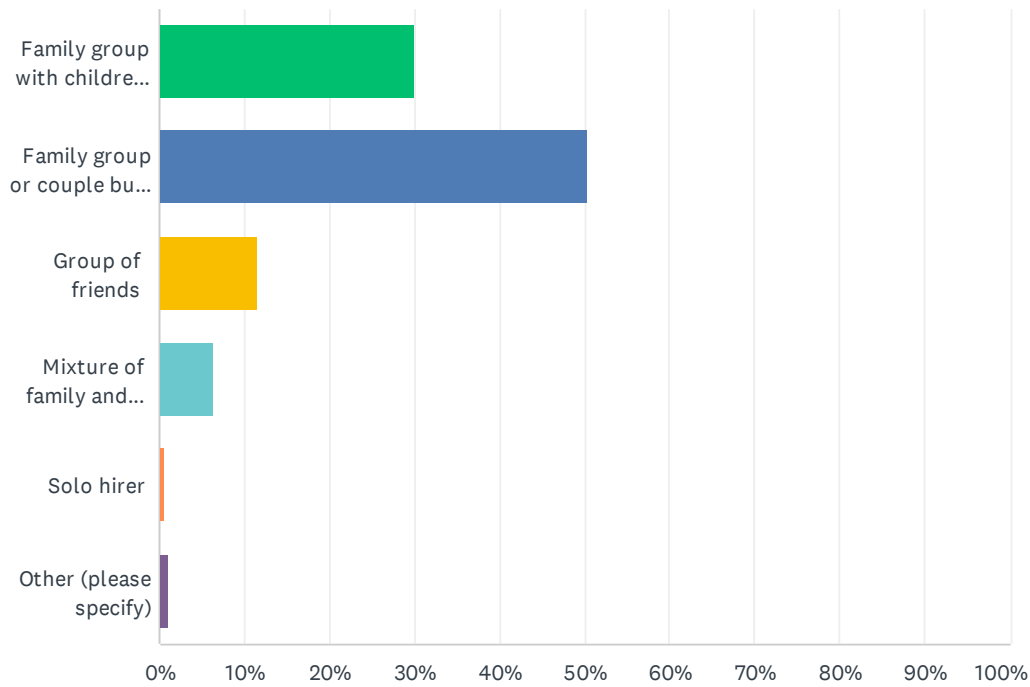
Answered: 720 Skipped: 10



ANSWER CHOICES	AVERAGE NUMBER	TOTAL NUMBER	RESPONSES
	5	3,265	720
Total Respondents: 720			

## Q15 Which best describes your group?

Answered: 724 Skipped: 6



ANSWER CHOICES	RESPONSES	
Family group with children under 16 years old	29.97%	217
Family group or couple but no children under 16 years old	50.41%	365
Group of friends	11.46%	83
Mixture of family and friends	6.49%	47
Solo hirer	0.69%	5
Other (please specify)	0.97%	7
<b>TOTAL</b>		<b>724</b>

# Broads Authority

12 May 2023

Agenda item number 14

## Risk to waterways users from water-borne disease in the Broads

Report by Waterways & Recreation Officer and Head of Construction, Maintenance & Ecology

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### Purpose

To respond to a formal request from the Broads Local Access Forum for the Broads Authority to make clear its approach to tackling the source of untreated sewage and addressing the lack of critical safety information for water users on water-borne diseases that may arise from such pollution.

### Broads Plan context

**C4** - Maintain and improve safety and security standards and user behaviour on the waterway

### Recommended decision

Members note the background to this issue and support the recommendations laid out in section 5 of this report.

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## Contents

1.	Introduction	1
2.	Data on bacterial pollution in the Broads	2
3.	What the Broads Authority is currently doing in relation to the issue.	4
4.	Risk implications	4
5.	Conclusion	4

## 1. Introduction

- 1.1. Recently there has been much coverage in the media and public discussion around bacteria and Faecal Indicator Organisms (FIO's) in our waterways particularly arising from untreated sewage discharges, but also from other agricultural sources.

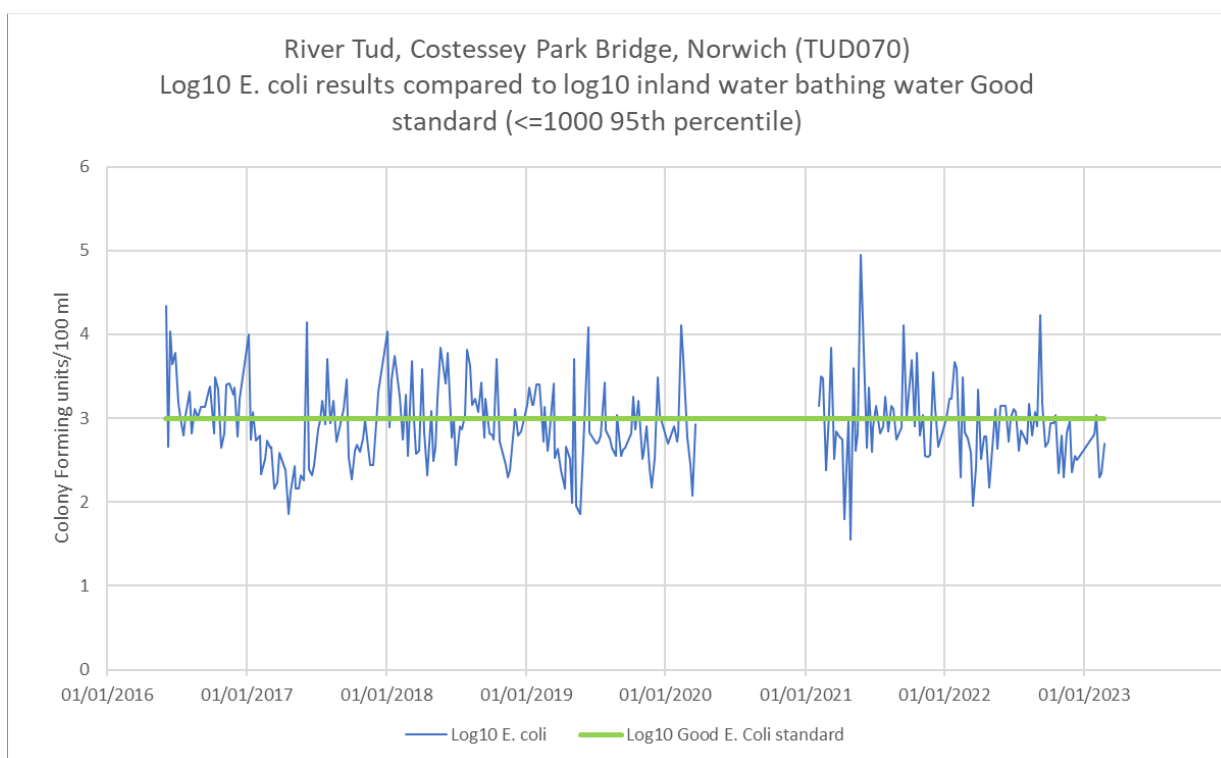
- 1.2. Over the past few years, there has been an increase in open water swimming, paddle-boarding, kayaking and other water sports which include frequent contact with river water.
- 1.3. To date the Authority has not quantified any human health impacts directly attributable to waterborne diseases. Such health data is not gathered by the Authority or in its direct ability to do so. The actual risk to the public, therefore, remains unknown, but it is assumed to be low, given the scarcity of reports and documented cases of directly attributable illness.
- 1.4. The topic of monitoring for sewage related contamination in the Broads waterways was raised under Item 6 of the 8 March 2023 meeting of the Broads Local Access Forum (BLAF). A written report was submitted to the BLAF at that meeting by the Environment Agency to outline the extent of FIO monitoring in the Broads area. As the Environment Agency does not carry out any monitoring, the members of the BLAF voiced concern over the lack of information on the extent of contamination and the risk to water users, particularly those involved in open water swimming and the various paddle sports. BLAF members agreed that the Chair should raise the issue with the Broads Authority for a response, as per the BLAF constitution.
- 1.5. This report will look at what information is available for bacterial pollution in water in the Broads and recommend the approach of the Broads Authority and partners to control the potential hazards to river users.

## 2. Data on bacterial pollution in the Broads

- 2.1. The Environment Agency test for Faecal Indicator Organisms (FIOs), such as E. coli and intestinal enterococci, in order to understand the levels of bacterial pollution in water. However, this testing is only done as a statutory responsibility at Designated Bathing Water sites, of which the vast majority are coastal beaches. As such no FIO testing is currently carried out anywhere on inland waters in the Broads Authority executive area.
- 2.2. As part of the monitoring for the Catchment Sensitive Farming initiatives in the Broadland catchment, FIO levels are regularly tested by the Environment Agency in the River Tud, a tributary of the River Wensum.
- 2.3. Figure 1 shows levels of E. coli in the River Tud (blue line) over the past seven years, plotted with the inland bathing water “good” standard (green line). The E. coli colony counts in the River Tud vary above and below the line and the Environment Agency.
- 2.4. A similar level of pollution and variance in colony counts has been observed in England’s first inland bathing water site at Ilkley on the River Wharfe in West Yorkshire. See information from the iWharfe citizen science project. Peaks may be associated with discharges from sewage or livestock sources. It is unknown whether water in the Broads area carries a greater or lesser FIO load than in these monitored locations, though FIO’s are assumed to be present in all areas of the Broads. It is the case that the



Broads Authority does not receive any specific funding to carry out bacterial water quality monitoring in the Broads.



**Figure 1.** E. coli colony counts from the River Tud (Environment Agency data)

- 2.5. Recently there has been interest in setting up bathing water sites on inland waterways and the River Waveney Trust is working with Anglian Water and looking at establishing one at Falcon Meadow in Bungay. Several criteria need to be met for DEFRA to designate an inland bathing water site, these include providing evidence of a need, for example sufficient numbers of swimmers, and also appropriate facilities such as toilets. The criteria do not include providing any data on water quality. However, in the example of Falcon Meadow, Anglian Water are working with the Waveney River Trust to establish what bacterial levels are present, prior to applying for formal designation. In all cases, once an application is approved then the site is added to the Environment Agency's monitoring schedule.
- 2.6. The Environment Agency also collects data from the water companies on Event Duration Monitoring. This measures how often and for how long storm overflows are used. This annual data has been collated on an interactive map by The Rivers Trust. [Sewage Map | The Rivers Trust](#)
- 2.7. This map enables river users to gain an idea of the levels of historical spills from combined sewage overflows in their area. All water companies have been asked to provide a live data version of these maps and the current active example is from [Thames Water EDM Map | Storm discharge data | River health | Thames Water](#)

- 2.8. There is potential for better publicity of the existing public information, such as the scrollable map of annual sewage discharge data summarised by [The Rivers Trust sewage map](#).

### 3. What the Broads Authority is currently doing in relation to the issue.

- 3.1. The Authority recognises water-borne diseases as a key hazard in the Safety Management System hazard log (which is how the Authority implements the Port & Marine Safety Code). The hazard log will be reviewed this year as part of the SMS Stakeholder Hazard Review, which occurs every five years.
- 3.2. [The Authority's current position on open water swimming](#) (as described on the Authority's public website) is that we "strongly advises against entering the water unless part of an organised event". The website guidance continues, "However, while recognising benefits to the health and well-being of participants, a balanced assessment must be undertaken as swimming in the Broads carries numerous risks".
- 3.3. These risks include hypothermia, cold water shock, visibility to vessels but does not include water-borne diseases or risks from bacterial pollution.
- 3.4. In addition, the Broads Authority co-hosts the Broadland Catchment Partnership (BCP). A recent review of the Broadland Catchment Plan by the BCP has highlighted the potential threat to human health posed by untreated sewage pollution. This will be developed further in the future revision of the published Broadland Catchment Plan.

### 4. Risk implications

- 4.1. The current risks to the Authority are:
- Not having a stated mitigation plan in response to the hazard to waterways users from water-borne diseases (as per the Safety Management System hazard log).
  - There is a reputational risk that continued media coverage of bacterial pollution and sewage discharges may discourage visitors coming to the Broads and enjoying the river system.
  - The increase in the popularity of immersive paddlesports raises the risk of individuals becoming ill, if bacterial contamination is present.
  - The hazard has the potential to increase as weather patterns change as a result of climate change so that we experience drier summers mixed with heavy rainfall events which could further overwhelm the sewage system.

### 5. Conclusion

- 5.1. The recommendations are as follows

- There should be no change to the Authority's current overall position on open water swimming, as per the text on the website <https://www.broads-authority.gov.uk/boating/navigating-the-broads/outdoor-swimming>.
- Carry out a review of the current communications for both open water swimming and paddle-sports, to include water-borne diseases as one of the hazards facing those taking part in these activities. The Authority's principle role should be the provision of information on what the public need to take into consideration before taking part in these activities and how to self-manage the risks.
- Work with partners to ensure safety messages align (where possible) and to expand the reach of communications.
- Through the Broadland Catchment Partnership, support the Environment Agency and Anglian Water in their implementation of the recent Defra announcement to make the reduction of sewage overflows a legally binding target, as per the [Storm Overflows Discharge Reduction Plan](#) published in August 2022.
- Support the River Waveney Trust's ambition for establishment an inland bathing water sites at Falcon Meadow, Bungay. The site is beyond the limits of navigation but within the Authority's executive area, therefore the risks of boat collisions are significantly reduced and a well-managed site should mitigate the other risks of outdoor swimming.

Author: Andrew Walters & Dan Hoare

Date of report: 25 April 2023

Background papers: [River Wharfe and Ilkley bathing water site information page - Environment Agency - Citizen Space \(environment-agency.gov.uk\)](#)

[iWharfe citizen science project](#)

[Storm Overflows Discharge Reduction Plan](#)

[Broads Plan](#) strategic objectives: C4 - Maintain and improve safety and security standards and user behaviour on the waterway

# Broads Authority

12 May 2023

Agenda item number 15

## Great Yarmouth Borough Council Supplementary Planning Document on Open Space

Report by Planning Policy Officer

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### Purpose

Great Yarmouth Borough Council has produced an Open Space Supplementary Planning Document (SPD) which it has recently adopted. Given that the Broads Authority defers to/has regard to the open space policies of district councils, it seems prudent to endorse this SPD.

### Recommended decision

To endorse Great Yarmouth Borough Council Open Space SPD.

---

## 1. Introduction

- 1.1. The Local Plan for the Broads defers to/has regard to some policies of our districts in relation to retail, open space and affordable housing. Great Yarmouth Borough Council (GYBC) has produced an Open Space SPD. Given that the Broads Authority has regard to/defers to GYBC's policy, it is prudent to endorse it.
- 1.2. Supplementary Planning Documents elaborate on adopted policy and help the implementation of those policies. During their production, they need to be subject to public engagement/consultation on two stages in the process. They also need to be screened for Strategic Environment Assessments (SEA) and Habitats Regulations Assessments (HRA). They are then adopted by the LPA. As the Broads Authority did not produce the SPD it cannot formally adopt it, but as it is of relevance to the Local Plan for the Broads, it is recommended that the Broads Authority endorse the SPD.
- 1.3. The rest of this report has been taken from the GYBC committee report. GYBC adopted the Open Space SPD on 13 February 2023. At its meeting on 28 April, the Planning Committee agreed to recommend it for endorsement by the Authority.

## 2. About the SPD and process to date

- 2.1. The Open Space SPD provides guidance for applicants and developers to help ensure that the open space requirements will be met through residential development. The SPD will be a material consideration in planning applications where open space provision is required as part of residential development.

- 2.2. Generally, the SPD identifies whether each Ward has a surplus or deficit in open space. It discusses rates for on-site provision as well as thresholds of development types and scale to which open space requirements apply. It discusses on site rates and off-site costs. It talks about the requirements for each Ward.
- 2.3. The Town and Country Planning (Local Planning) Regulations 2012 require two stages of consultation during the preparation of an SPD. The consultation on the initial draft took place between 2 August and 26 September 2022. Following endorsement of the final draft Open Space SPD by this Committee on 8 November 2022, a consultation took place over four weeks between 25 November and 23 December 2022. The consultation responses have been reviewed, and necessary changes made to the document.

### 3. About the SPD consultation

- 3.1. Through the final draft consultation, the Open Space SPD had responses from 10 individuals/organisations, most of which contained multiple representations to be considered. A Consultation Statement is attached to this report setting out what comments were made and how they have been addressed. The following changes have been made to the final version SPD:
  - Reference to the Lead Local Flood Authority’s guidance
  - Reference to the Broads Authority
  - Clarifying when and how on/off-site accessible natural green space will be required
  - Typographical & formatting errors corrected
- 3.2. In addition to these changes, the heading of section 2 has been clarified as relating to ‘on-site’ open space, replacing ‘thresholds’ as the title. A final paragraph within this section has also been added to ensure that when submitting a planning application, a plan is provided clearly showing the areas that are to be considered as ‘public open space’. Such requirement can also be picked up within the Validation Checklist.
- 3.3. No representations were made in respect of the Strategic Environmental Assessment (SEA) and Habitat Regulations Assessment (HRA) Regulations Screening Assessments, which was also subject to consultation. This means that the Council can adopt the Screening Reports to meet the relevant SEA and HRA regulations.
- 3.4. Overall, the proposed amendments to the final draft document are relatively minor.

Author: Natalie Beal

Date of report: 02 May 2023

Appendix 1: [Open Space Supplementary Planning Document](#)

Appendix 2: [Open Space SPD adoption statement](#)

Appendix 3: [Open Space SPD consultation statement](#)

Appendix 4: [Open Space Strategic Environmental Assessment screening report](#)

Appendix 5: [Open Space SPD Habitat Regulations Assessment screening report](#)

# Broads Authority

12 May 2023

Agenda item number 16

## Annual summary of formal complaints and complaints made under the Member Code of Conduct- 2022/23

Report by Senior Governance Officer

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### Purpose

This report summarises the formal complaints received by the Broads Authority, together with the outcome of those complaints, as well as information on complaints under the Member Code of Conduct, for the year 2022/23.

### Recommended decision

To note the report.

---

## 1. Introduction

- 1.1. It is considered good practice for public bodies such as the Broads Authority to have effective, transparent and accessible arrangements in place to deal with complaints, to adequately publicise their complaints procedures, to monitor responses and to make sure lessons are learnt from the outcome of complaints.
- 1.2. The Authority also a separate complaints procedure for dealing with complaints made under the Member Code of Conduct. When the Authority's new Standards Committee is established later in the year, these complaints will be contained within the committee's annual report to the Authority.
- 1.3. The formal complaints summarised in this report are those made by members of the public and service users during the period 1 April 2022 to 31 March 2023, together with a summary of the Authority's responses. There is also a section on complaints relating to the Member Code of Conduct.

## 2. Broads Authority complaints procedure

- 2.1. The Authority's formal complaints procedure is published on its website at [How to complain \(broads-authority.gov.uk\)](https://www.broads-authority.gov.uk/how-to-complain). The procedure has a number of stages:

- In the first instance, complainants are advised to contact the manager responsible for the area of work where they have a complaint or comment, so that the matter can be dealt with informally and as near as possible to the point of contact.
  - If it is not possible to resolve the complaint informally, the complainant may submit a formal complaint in writing. This complaint is investigated by the appropriate Director, who has a responsibility to reconsider the matter objectively and professionally. The complainant will receive a detailed reply in writing identifying whether their complaint is upheld or not. The reply will also explain how to take the matter forward should the complainant remain dissatisfied.
  - Finally, if the complainant is still dissatisfied as a result of the Director's response, they may ask for the matter to be reviewed by the Chief Executive. The Chief Executive is required to review the complaint in an impartial manner and may, if he/she sees fit, seek advice from other officers such as the Monitoring Officer, and also seek direction from the appropriate committee, or from independent consultants or advisers if he/she believes that an external view would be helpful. If the formal complaint concerns action that the Chief Executive has taken, it will be reviewed by the Chairman of the Authority. This is the final stage of the Authority's formal complaints procedure.
- 2.2. The Authority seeks to provide a remedy to complaints when it is found at fault.
- 2.3. The Authority has a separate [Members Code of Conduct and complaints procedure](#), which clarifies the conduct expected by members and summarises how the Authority deals with such complaints. Information on complaints under this process can be found in section 6 of this report.

### 3. Local Government Ombudsman

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

### 4. Formal complaints 22/23

- 4.1. Seven formal complaints were made to the Authority in 2022. The subject matter and outcome of those complaints is set out in Appendix 1. Other complaints and issues resolved on an informal basis are not recorded.

## 5. Comparison with previous years

- 5.1. The summary of formal complaints reports to the Authority recorded seven complaints in 2021/22; five in 2020/21; four in 2019/20, six in 2018/19 and 15 in 2017/18. In terms of complaints to the LGO, none were made in 2021/22 or 2022/23; two were made in 2020/21; one in 2019/20, one in 2018/19 and none in 2017/18.

## 6. Code of Conduct Complaints

- 6.1. One complaint was received during 2022/23 relating to the Member Code of Conduct. An officer of the Authority alleged that words used by a member in a committee meeting amounted to a failure to treat that and other officers with respect. The then Monitoring Officer (MO), Mr Bing, assessed the complaint under the Authority's arrangements under section 28 of the Localism Act 2011 and determined that the complaint be referred to mediation between the parties. A qualified mediator conducted a mediation involving the officer, the officer's trade union representative, the member and the current MO. The mediation was successful with an outcome being reached which was agreed by the officer, the member and the MO.

## 7. Conclusion

- 7.1. Given the breadth and volume of the Authority's work, the number of formal complaints received in 2022/23 is considered to be small. Officers will continue to record and monitor formal complaints and seek to learn lessons from them, especially if the Authority's actions have fallen below expected standards.
- 7.2. The new Standards Committee will monitor the number and type of Code of Conduct complaints to review the behaviour of members and assess if training needs to be provided.

Author: Sara Utting

Date of report: 26 April 2023

Appendix 1 – Formal complaints 2022/2023



## Appendix 1 – Formal complaints 2022/2023

Summary of complaint	Final response provided by	Stage reached and summary of response
Lack of response to an FoI request relating to moorings on the River Ant at How Hill	Chief Executive	Stage 3 – The initial stage one investigation showed the original complaint had been denied access to our systems by the Broads Authority spam filter, once cleared by our anti-virus protection protocol a partial response was provided. Further information was limited as the issue is the subject of an ongoing legal process.
Monitoring of Kingfisher Holiday Park at Burgh Castle – dissatisfied with responses received to an FoI request	Chief Executive	<p>Stage 3 - A detailed response was provided to all of the points raised. This included clarification on the site which was the subject of the original FoI request, as the complainant referred to it by different names and the complex of holiday parks was located across two different local planning authorities.</p> <p>The essence of the complaint appeared to be regarding the monitoring of the site and the complainant was advised that officers would examine whether any of the units were being used as permanent dwellings.</p>

Summary of complaint	Final response provided by	Stage reached and summary of response
		<p>Following an exchange of emails, the Planning Team has opened an enforcement file on the matter raised which has satisfied the complainant.</p> <p>The complainant thanked the Chief Executive for the time and assistance which had given to the complaint.</p>
How Hill Mooring and planning application BA/2021/0305/CU	Chief Executive	<p>Stage 3 – The complainant was advised that the Chief Executive had reviewed the correspondence, discussed the matter with colleagues and sought advice from the Deputy Monitoring Officer. The conclusion was that he agreed with the response provided by the Director of Strategic Services at stage 2 regarding the handling of the planning application - no evidence could be found of officers having acted against the law or against the Authority’s code of practice.</p>
Berney Arms	Director of Strategic Services	<p>Stage 2 – A detailed response was provided, with the complainant’s attention being drawn to the fact that the issues were between landlord and tenant. For those concerns raised which did not apply to Broads Authority services, the complainant was advised that we could not take enforcement action in respect of these issues and they were provided with information about the relevant services which should be contacted.</p>

Summary of complaint	Final response provided by	Stage reached and summary of response
<p>Officer behaviour – the complainant was unhappy with the behaviour of officers who had visited her property</p>	<p>Chief Executive</p>	<p>Stage 3 - A detailed response was provided to all of the points raised, which included advising the complainant that, as a Local Planning Authority, the Broads Authority has a right of entry, granted in the Town &amp; Country Planning Act 1990. Notwithstanding this, it was acknowledged that, had officers known more about the individual's personal circumstances, then a different approach may have been taken. However, no evidence could be found that the two officers had behaved in anything other than an entirely professional attitude.</p> <p>An apology was given for the impact this had on the individual.</p>
<p>Introduction of mooring charges at Ranworth and Reedham</p>	<p>Director of Strategic Services</p>	<p>Stage 2 – A detailed response was provided to all of the points raised, which concluded that the proposed new mooring fees would not be a significant contributor to the higher cost of the complainants' holiday and, in addition, reasonable notice had been given before the start of the season to plan for alternative mooring locations.</p> <p>Information was also provided on the network of 24-hour free moorings provided by the Broads Authority.</p>

Summary of complaint	Final response provided by	Stage reached and summary of response
Planning application BA.2023/0031/FUL – process of informing individuals about this planning application	Director of Strategic Services	Stage 2 - A detailed response was provided to all of the points raised, which concluded that the consultation was in accordance with the statutory requirements.

# Broads Authority

12 May 2023

Agenda item number 17

## Annual report on requests to waive Standing Orders relating to contracts in 2022/23

Report by Director of Finance

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### Purpose

This report details the 2022/23 annual summary of instances where Standing Orders were waived by the Chief Executive.

### Broads Plan context

The Peat Project which was subject to a number of waivers, supports the following:

A3 Agree carbon reduction targets for the Broads National Park and promote action to reduce emissions.

B2 Promote best practice water capture and usage across the Broadland Rivers Catchment and reduce point and diffuse pollution into the floodplain and water courses.

B3 Seek biodiversity net gain and nature-based solutions and enhance areas of fen, reed bed, grazing marsh, and wet woodland, to protect peatlands as carbon sinks.

B5 Improve partnership coordination and communication of Broads biodiversity monitoring and research effort.

D1 Protect and enhance local built and cultural features, archaeology, geodiversity and potential hidden heritage, including 'at risk' assets.

F3 Provide and expand schools-based and outreach environmental education opportunities for young people, using the Broads as a learning resource.

### Recommended decision

To note the annual instances where Standing Orders were waived.

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## 1. Introduction

1.1. The report provides details where the Chief Executive and the Broads Authority authorised a waiver of Standing Orders during 2022/23. Waivers can only be approved by certifying that there is an extreme urgency, only one supplier or in certain other circumstances. It also requires that all waivers authorised under delegated powers must be reported to the Authority on an annual basis.

## 2. Waivers authorised in 2022/23

2.1. Eighteen separate waivers to Standing Orders were authorised in 2022/23, nine by the Chief Executive and nine by the Board. Some of these related to multiple extensions to the same contracts which have been consolidated into one line set out in Table 1. The costs in the final column are shown exclusive of VAT.

**Table 1**

Summary of waivers authorised in 2022/23

Ref	Details of Contract	Supplier	Amount (£)
A	Legal Advice	Wilkin Chapman LLP	£22,000
B	Peat Project - Water Vole assessment	Suffolk Wildlife Trust	£1,650 +£3,500 +£40,000 Total £45,150
C	Visit the Broads marketing	Broads Tourism Ltd	£6,300
D	Plastic Decking for How Hill boardwalk	Hahn Plastics via Kacey Recycled Products	£23,075
E	Payroll extension	Norfolk County Council	£7,500
F	Scaffolding at Muttons Mill	DJ Oakley Scaffolding Ltd	£3,510 + £1,770 Total £5,280
G	Peat Project – Environmental surveys	Exo Environmental	£16,033 + £52,000 + £25,900 Total £93,933
H	Provision of Monitoring Officer and Deputy	Wilkin Chapman LLP	Contracted on hourly rate
I	Capital Equipment	Truxor UK Ltd, Watling JCB Ltd and Aquatic Control Engineering Ltd	£737,500

Ref	Details of Contract	Supplier	Amount (£)
J	Plans for revised Yare House occupation	Hudsons architects	£15,000
K	Access for All funding – Horsey Mill footpath improvements	NR11 Groundworks	£30,244
L	Peat Project – update to reports based on revised surveys	Cranfield University	£2,800

2.2. Further details of the individual contracts and the reasons for waiving Standing Orders are set out below.

- A. Urgency:** This was for an extension to the external professional advice following a complaint regarding a planning issue. The appointment was recommended by the Authority’s then Monitoring Officer.
- B. Contract extension to original contract:** The supplier had originally won the tender to deliver the Peat project water vole surveys as part of the Discovery stage grant. The innovative nature of the grant and additional funds being made available has meant the original scope has been modified. The first two amounts were within the Chief Executive’s delegated powers to approve contracts extensions that are under 10% of the original value, the third exceeded this and was approved by the Authority 17/03/23 (agenda item 11).
- C. Partnership work funded 50%:** The standing orders allow for an exemption where the work is either 50% or more funded by another organisation where quotes are not necessarily required. The marketing work supported the previous Broads Plan strategic action 6.3 “Maintain, develop and promote a coordinated and year-round programme of activities”.
- D. Sole supplier:** Only one supplier was able to provide the exact colour, type and texture of the plastic boardwalk as set out in the planning conditions.
- E. Contract extension to original contract:** This was agreed by the Authority on 23/09/22 (agenda item 10) to further extend the contract until 31 March 2024. The contract has been in place since 2014 and has provided value for money. This contract will be retendered for services post 1 April 2024.
- F. Contract extension to original contract:** This was for the extension to the scaffolding at Muttons Mill as part of the Water, Mills and Marshes project due to the loss of contractor staff and delays in obtaining parts from the millwright. The extension exceeded the 10% within the Chief Executive’s delegated powers.

The first extension was approved 23/09/22 (agenda item 10) with the second on 17/03/23 (agenda item 10).

- G. Contract extension to original contract:** The supplier had originally won the tender to deliver the Peat project environmental surveys as part of the Discovery stage grant. The innovative nature of the grant and additional funds being made available has meant the original scope has been modified. The first amounts was within the Chief Executive’s delegated powers to approve contracts extensions that are under 10% of the original value, the second and third exceeded this and was approved by the Authority 20/01/23 (agenda item 12) and 17/03/23 (agenda item 11).
- H. Urgency:** Following the previous Monitoring Officer (MO) resignation due to other work demands and the length of notice provided, standing orders were waived due to urgency. The Authority must appoint a MO under section 5 of the Local Government and Housing Act 1989. Given previous difficulties in recruiting MO’s and the previous MO close working with Wilkin Chapman, the Authority approved their appointment on 02/12/22 (agenda item 17).
- I. Urgency:** Following the capital money from DEFRA and the requirement to purchase all the items before the 31/03/23, the Authority agreed to the waivers on 02/12/22 (agenda item 10). Items purchased and delivered include the Truxor, two JCB excavators and a weed harvester.
- J. Urgency:** The downsizing of Yare House is a priority project for 2023 which has meant that there has not been the time to look for market alternatives. The work is split into stages, with stage two commencing in 2023/24.
- K. Competitive quotes not received:** Following the receipt of the Access for All grant, six local contractors were approached and only two were able to complete the works before 31/03/23 deadline set by DEFRA. The invitation to quote were originally requested based on a project costs of £20,000 to £25,000. This meant a full tender process was not run, but once quotes were received there was no the time to do so.
- L. Contract extension to original contract:** The supplier had originally been appointed to deliver the Peat project soil carbon assessment as part of the Discovery stage grant. The innovative nature of the grant and additional funds being made available has meant the original scope has been modified. The extension exceeded the 10% within the Chief Executive’s delegated powers and was approved by the Authority 20/01/23 (agenda item 12).

### 3. Risk implications

- 3.1. Within the corporate risk register, reputational damage to the Authority (such as that caused by comments or actions by members or officers) is identified as a risk and the directorate risk register identifies failure of procurement practices, which could lead to



legal challenge. All waivers require careful consideration to ensure that contracts are not awarded to give unfair benefit to suppliers, thus reducing the impact on the Authority's reputation and the potential for challenge.

## 4. Conclusion

- 4.1. Nine waivers were approved by the Chief Executive (CEO) and nine by the Board in 2022/23, compared to the twelve by the CEO and one by the Board in 2021/22. Although this represents an increase compared to the previous year, seven waivers related to the same project. All approved waivers were considered to be justified on the grounds of achieving the best outcome for the Authority at the best possible price.
- 4.2. A number of the waivers considered this year related to where a contract extension was more than 10% of the original value which for relatively low value contracts still require Board approval. As a result a review of the Standing Orders Relating to Contracts is currently under review and will be brought to Audit and Risk Committee later on this year for consideration.

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Date of report: 20 April 2023

Background papers: Standing Orders Relating to Contracts

[Broads Plan](#) strategic objectives: A3, B2, B3, B5, D1 and F3