

Broads Authority

Agenda 09 May 2025

10.00am

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

John Packman, Chief Executive – Thursday, 01 May 2025

Under the Openness of Local Government Bodies Regulations (2014), filming, photographing and making an audio recording of public meetings is permitted. These activities however, must not disrupt the meeting. Further details can be found on the [Filming, photography and recording of public meetings](#) page.

Introduction

1. To receive apologies for absence
2. Chairman's announcements and introduction to public speaking
Please note that public speaking is in operation with the Authority's [Public participation at meetings scheme](#)
3. **Appointment of two co-opted members from the Navigation Committee to the Broads Authority** (Pages 5 - 6)
Report by Governance Officer
4. Introduction of members and declarations of interest (see [Appendix 1](#) to the Agenda for guidance on your participation having declared an interest in the relevant agenda item)
5. To note whether any items have been proposed as matters of urgent business
6. Public question time – to receive questions raised by members of the public
7. **To receive and confirm the minutes of the Broads Authority meeting held on 14 March 2025** (Pages 7 - 18)
8. **Summary of actions and outstanding issues following decisions at previous meetings – to note the schedule** (Pages 19 - 28)

Strategy and policy

9. **Strategic priorities - update** (Pages 29 - 35)
Report by Governance Officer

10. **Financial performance and direction** (Pages 36 - 57)
Report by Director of Finance
11. **Revised Budget for 2025/26** (Pages 58 - 64)
Report by Director of Finance
12. **2024/25 Health and Safety Review and internal audit recommendations**(Pages 65 - 71)
Report by Head of Safety Management
13. **Belton with Browston, Burgh Castle and Fritton with St Olaves Neighbourhood Plan - adopting** (Pages 72 - 73)
Report by Planning Policy Officer

Governance

14. **Annual summary of formal complaints 2024/25** (Pages 74 - 78)
Report by Governance Officer
15. **Standing Orders relating to contracts – review and annual report on requests to waive standing orders in 2024/25** (Pages 79 - 82)
Report by Director of Finance
16. **Annual report of the Standards Committee** (Pages 83 - 85)
Report by Governance Officer

Reports for information

17. The Port Marine Safety Code: To consider any items of business raised by the designated person in respect of the Port Marine Safety Code
18. **Merger of the Broads Charitable Trust with the Broads Society** (Pages 86 - 88)
Report by Paul Hayden

Minutes to be received

19. To receive the minutes of the following meetings:
[9 January 2025 – Navigation Committee](#)
[7 March 2025 – Planning Committee](#)
[4 April 2025 – 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 – **Friday 25 July 2025** at 10.00am at the King's Centre, 63-75 King Street, Norwich, NR1 1PH

23. Exclusion of the public

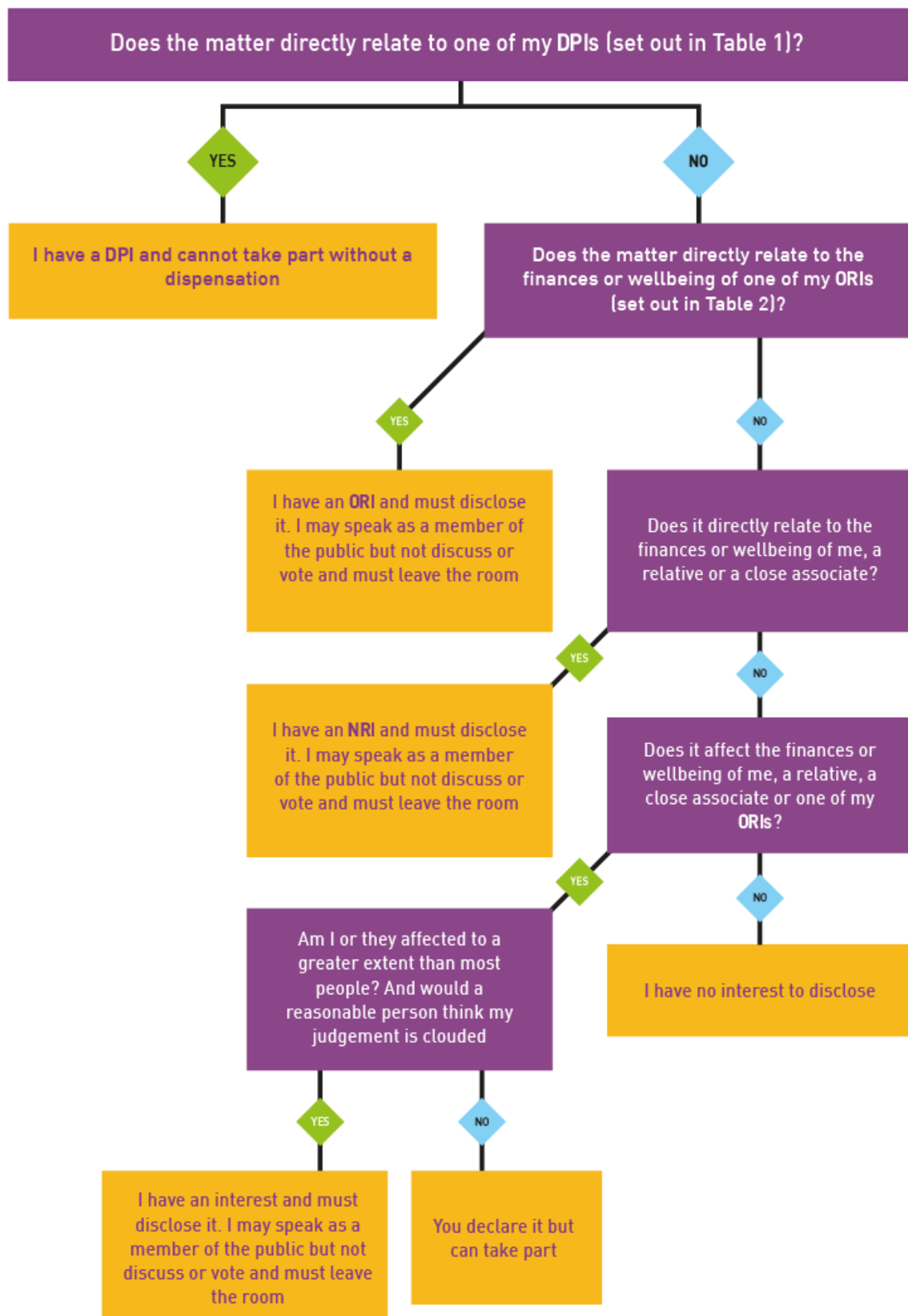
The Authority is asked to consider exclusion of the public from the meeting under Section 100A of the Local Government Act 1972 for the consideration of the item below on the grounds that it involves the likely disclosure of exempt information as defined by Paragraphs 1, 3 and 4 of Part 1 of Schedule 12A to the Act as amended, and that the public interest in maintaining the exemption outweighs the public benefit in disclosing the information.

24. **Proposed Response to the Grant Settlement** (Pages 89 – 101)

Report by Chief Executive

For further information about this meeting please contact the [Governance team](#)

Appendix 1 – Extract from the Local Government Association Model Councillor Code of Conduct



Broads Authority

09 May 2025

Agenda item number 3

Appointment of two co-opted Members to the Broads Authority

Report by Governance Officer

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 15 May 2026.

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 9 May 2025.
- 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 3 April 2025, 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 15 May 2026 (Note: the end date is subject to the member remaining qualified. For example, if the Chair of the

committee changes in April 2026 or the member ceases to be a member of the Navigation Committee).

Author: Lorraine Taylor

Date of report: 03 April 2025

Background papers: None

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

Broads Authority

Minutes of the meeting held on 14 March 2025

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Please note these are draft minutes and will not be confirmed until the next meeting.

Appendix 1 – Declaration of interests: Broads Authority, 14 March 2025

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DRAFT

Present

Harry Blathwayt – in the Chair, Stephen Bolt, Peter Dixon, Andrée Gee, Alan Goodchild, Tony Grayling, James Harvey, Paul Hayden, Tristram Hilborn, Martyn Hooton, Tim Jickells, Siân Limpenny, Leslie Mogford, Gurpreet Padda, Michael Scott, Matthew Shardlow.

In attendance

John Packman – Chief Executive, Emma Krelle – Director of Finance, Kate Knights – Historic Environment Manager, Rob Rogers – Director of Operations, Marie-Pierre Tighe – Director of Strategic Services, Lorraine Taylor – Governance Officer, and Sara Utting – Senior Governance Officer.

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 Vic Thomson, Melanie Vigo di Gallidoro, and Fran Whymark.

2. Chairman's announcements

The Chair confirmed that there was no change to the order of the agenda items.

Related Party Declarations

The Chair said that Members should have received an email from the Finance team that asked Members to complete their annual related party declarations and added that the declarations formed an important part of the Statement of Accounts which the Auditors checked in detail. It was therefore important that they were returned by 3 April 2025. Any queries should be directed to the Director of Finance.

Presentation to Adrian Stevens

The Chair reported that Adrian Stevens, better known as Ady, had completed 25 years of service to the Broads Authority. Ady had shown exceptional commitment to his work, gaining extensive knowledge and expertise in all aspects of managing the Broads area.

Ady joined the Authority in March 2000 and spent the first few years working as an Assistant Project Supervisor for the New Deal for Young People scheme, designed to reduce unemployment by providing training. At this time Ady worked with James Watts and Phil

Heath based out of the field base at Oby where teams of young people were brought into the world of outdoor work by Authority staff.

On becoming a permanent member of staff in 2002, Ady took on more responsibility as a New Deal Volunteer Supervisor for the then Navigation Works Team. After the Authority's involvement with New Deal ended, Ady joined the Navigation Works team as a Technician. For a while he was the main person carrying out water plant cutting, using the Authority's first 'cut and collect' vessel called "Horace". This was in the days when plant cutting was focussed only in the Upper Thurne and a few small sections of the upper Bure.

Ady's competence, skills and friendly manner soon saw him promoted again to Senior Navigation Work Technician in December 2009. This job role changed to a wider remit in 2011 when all the works teams were integrated and Ady was one of the Maintenance Team's Senior Technicians. During this time Ady successfully led the on-site delivery of numerous practical projects and played a key role in mentoring apprentices and volunteers, demonstrating his ability to guide and support others.

Then only six months ago, Ady stepped up again to his current post of Maintenance Manager, managing the work carried out by a team of 11 staff, three apprentices and all the volunteers who work with the Maintenance team. Who knows what some of those volunteers had been inspired to go on to in their careers?

Ady was a good all-rounder with a great array of practical skills, extensive knowledge of the Broads, and his ability to get on with pretty much everyone helps ensure smooth communication, cooperation, and successful project completion. These qualities reflect his dedication, impact, and contribution to the Broads and the Broads Authority.

The Chair thanked Ady and presented him with a small token of the Authority's appreciation for his 25 years' service.

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.

The Senior Governance Officer (SGO) reminded Members that the Monitoring Officer had granted a dispensation to all Members, particularly local authority Members where their Register of Interests stated that they were members of local authorities, to participate and vote on item 13 of the agenda: Consultation on a devolution deal for Norfolk and Suffolk.

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 24 January 2025 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) said that the Authority had still not heard anything from the Department of Transport about the ongoing Appeal under Section 31 of the Harbours Act 1964. However, the appeal was listed as a contingent liability in the Statement of Accounts and the Director of Finance therefore wrote to the Department of Transport and commented that, given it was listed in the Statement of Accounts, the Authority would appreciate an outcome from that appeal. There had been no response to date.

The Director of Strategic Services (DSS) said that the Authority had been successful in one of the bids for a Water Restoration Fund (WRF) grant in the amount of ~£200,000. The Broads Authority would be partnering with the Norwich University of the Arts and the River Waveney Trust. The output of the project would be to deliver some immersive visualisation and simulation of the impact of climate change on farms and to do some Citizen Science around water monitoring with support from the Broadland Catchment Partnership. The DSS said that this helped deliver some of the objectives from the BFI workshop for Members held in January. Further updates on the WRF project would be provided to Members in due course.

The report was noted.

8. Strategic priorities update for 2024/25

Members received the report of the Senior Governance Officer (SGO). The Chief Executive (CE) said that this was the last time that Members would see this set of strategic priorities as it was coming to the year end. The CE said that everything that was promised for 2024/25 had been delivered. Of particular importance to note was the completion of the replacement of the online tolls system and said that this was something that the Management Team had identified as a significant risk. The Authority collected over £4,000,000 through the Tolls Team each year and the online system was an integral part of that operation but the software had not been supported. Bill Housden, Head of ICT, and Steve Linford, IT Project Officer, embarked on a project to update the software and a substantial sum of money had been put aside. The CE said that the project had come in significantly under budget and it had been delivered on time and with just over a week into the process of renewing tolls, an additional 350 people had already signed up to pay online. The big advantage of those extra people having paid online was that it saved the Authority money – over 7,000 toll reminders were sent out electronically for a total cost of 83p, which compared to postage costs of £1.23 per letter – and it made the whole process of paying tolls online a much simpler process. The CE thanked both Bill and Steve for all their hard work to get the software up and running on time.

A Member asked what the timescale for phase 2 of the online software project was. The CE said that there were two ICT projects that needed to be completed before work started on phase 2, these were an update to the Ranger's App and an upgrade of the Authority's planning application system.

The report was noted.

9. Draft Annual Business Plan 2025/26

Members received the report of the Senior Governance Officer (SGO). The SGO referred Members to section 3.1 of the report and confirmed that the Authority was still awaiting confirmation of the National Park Grant and therefore the wording to section 3 of the Draft Plan, page 41 of the papers, correctly reflected the current situation and no change was required at this stage.

A Member commented on the importance of Ranger Services in terms of health and safety, and noted that the budget was cut by approximately £100,000 and asked how any cuts were achieved without compromising safety. The Director of Operations (DO) said that the Authority had realigned the Ranger team to ensure that the same level of Ranger services provided pre-Covid and confirmed that there would still be Rangers on the water. The Authority was confident that a good Ranger service would still be provided.

Stephen Bolt proposed, seconded by Tony Grayling.

It was resolved unanimously to adopt the Annual Business Plan 2025/26.

10. Financial performance and direction

Members received the report of the Director of Finance (DF). The DF said that the report provided the latest figures because the February figures were in the process of being prepared.

Members noted:

- i. the latest position on the National Park Grant settlement for 2025/26.
- ii. the actual income and expenditure figures and prudential indicators.

11. Capital, Treasury and Investment Strategy 2025/26

Members received the report of the Director of Finance (DF). The DF said that this was an annual strategy that the Broads Authority was required to have. At its meeting on 11 February 2025 the Risk, Audit and Governance (RAG) Committee recommended the Strategy to the Broads Authority for approval. The DF said that the Strategy set out the Authority's investments, borrowing, capital expenditure and prudential indicators for 2025/26. The prudential indicators would be reported quarterly to Members at the appropriate Broads Authority meeting.

Please note these are draft minutes and will not be confirmed until the next meeting.

A Member commented that the Authority was rightly very risk adverse, however, a huge amount of money was kept in instant access accounts and asked whether some of that money could be invested on a longer-term basis to maximise the income. The Member added that not many organisations would keep a cash balance as high as the Authority does. The DF said that the instant access did look high, however, this went up and down at various points throughout the year, and the aim was to keep it at a minimum balance. Although the Authority's expenditure was known, with the uncertainty around National Park grants, the income was less so. The DF said that she did not wish to tie the money up in fixed-term accounts that the Authority was not able to access if needed. The policy was risk adverse and it did limit investments to less than a year. This was discussed at the RAG Committee in February and it was agreed that longer term investment would be looked at once there was some certainty what the National Park settlement might mean in future years.

Leslie Mogford proposed, seconded by Matt Shardlow.

It was resolved unanimously to adopt the Capital, Treasury and Investment Strategy.

12. Broads Authority Design Guide and Code SPD - Endorsement

Members received the report of the Heritage and Design Manager (HDM). The HDM said that the Broads Authority Design Guide and Code Supplementary Planning Document (SPD) was endorsed by the Planning Committee on 7 March 2025. The HDM gave an overview of the report and said that the Design Guide and Code had previously been presented to Members to approve for consultation. Responses to the consultation had been considered and where appropriate, the document had been amended to incorporate suggestions made by consultees.

A Member congratulated the HDM on an impressive document. A Member said that this would be a very useful aid when putting in a planning application.

In response to a question on whether the document provided the Authority with greater protection in relation to planning appeals, the HDM said that it would be a material consideration during the planning decisions and also appeals. The Inspector would have the Design Guide and Code SPD in their suite of documents that they would refer to when making their decisions.

Andrée Gee proposed, seconded by Martyn Hooton.

It was resolved unanimously to adopt the Broads Authority Design Guide and Code SPD.

13. Consultation on a devolution deal for Norfolk and Suffolk

Members received the report of the Chief Executive (CE). The CE said that the consultation on a devolution deal for Norfolk and Suffolk was an issue that the Broads Authority needed to keep a watchful eye on. It was important to maintain contact with our county and district councillors to understand as the situation became clearer as to what impact the pattern of

local government in the future would look like and what impact it would have on the Authority.

The interesting thing for the Broads Authority was it was one of the few bodies that already stretched across Norfolk and Suffolk, therefore whatever pattern the future of local government was, the Authority would be dealing with more than one unitary authority rather than the current pattern of two county councils and six district councils. The CE thought that there was a potential benefit for the Broads Authority in the medium term as there would be fewer bodies to interact with. The Authority would need to make sure that strong relationships were built with those new bodies.

The CE said that the consultation made no reference to the Broads Authority and asked a series of questions that, as a non-political organisation, the Authority had to be circumspect about how it engaged.

The CE said that there were two items for Members to consider: the first for the Chair and CE to keep a watching brief on things as they developed and engage with colleagues in the constituent local authorities as and when appropriate; and second to ask Members for their views on the consultation response. The CE, therefore, asked Members to comment on how they thought it best to respond to the consultation.

The Chair reminded Members appointed by local authorities that they were at the meeting to represent the interests of the Broads Authority rather than their own particular districts.

Members' observations and comments were as follows:

- The Authority should be cautious and if a response was sent, it should be focused on how it related to the statutory purposes of the Authority and should not feel obliged to answer all questions if not appropriate.
- Would like to be led by the Authority's officers on how the consultation was approached.
- Asked whether it was necessary to provide a response as the Authority was not political, and whatever response given might not reflect the views of all of the Authority's Members.
- It would be good to make clear what the Broads Authority's objectives were to whatever organisation came into control and to emphasise that the Authority would look forward to work with them to protect the environment and protect navigation across the whole of the Broads area.
- Thought that the Authority should respond and point out that the new authorities would be required to appoint members to the Broads Authority and that ought to be considered as the plan was developed.
- A general response should be provided to highlight the Authority's statutory obligations and this was an opportunity that should not be missed.

- Reading through the consultation it would be difficult for the Authority to answer some of the questions, however, thought that any concerns or things to 'have regard to' should be considered.
- Would it be useful to develop an evaluation framework to link the goals and objectives of the Broads Authority to the activities, outcomes and impact. It was an opportunity to reflect on what outcomes were sought and to talk about things like EDI.
- Should not answer questions one and two. However, in respect of the other questions, if the wording 'through the Mayoral Authority' was removed, it was all the things that the Broads Authority already did.

A Member asked whether the Authority had a clear view of how the planning function would be affected under any new authorities. The CE said that he did not anticipate any significant impact or change in that. He added that the biggest change would be the membership of the Authority, and engagement with a unitary authority would present the Authority with a number of opportunities by opening up more connections and the chance to engage across a broader field of activity.

The CE said that he had received a series of emails from leaders and chief executives of local authorities asking for the Broads Authority's views and he confirmed that he had not responded with any particular view.

The CE proposed that a generic answer was constructed in that if the reorganisation proceeded with the establishment of a combined authority and unitary authorities, then the Broads Authority would want to develop strong relationships with the new organisations and for them to acknowledge the recent change in the Act which required them to go beyond 'having regard' to 'further the Authority's purposes'. The generic answer, once prepared, could then be distributed to the local authorities setting out the Broads Authority's statutory purposes, ambitions, and challenges faced. In addition, it was important to emphasise that whatever the new local government looked like, the Authority would be very keen to maximise its relationship with those new organisations. It did not seem appropriate to respond to the specific questions raised in the consultation.

The CE said that, if Members agreed, a response would be prepared in consultation with other officers and the Chair of the Authority.

Leslie Mogford proposed, seconded by Tim Jickells.

It was resolved unanimously:

- i. That the Chair and Chief Executive to keep a watching brief on how the devolution deal develops and engage with colleagues in the constituent local authorities as and when appropriate.**
- ii. To agree that the Chief Executive prepare, in consultation with officers and the Chair, the Authority's response to the government consultation on a devolution deal for Norfolk and Suffolk.**

14. Member Code of Conduct

Members received the report of the Senior Governance Officer (SGO). The SGO said that this was part of the periodic review of the constitutional documents. The Standards Committee reviewed the Member Code of Conduct at its meeting on 20 February 2025, the details of which were set out in paragraph 2.2 of the report. The SGO said that all the amendments were shown as tracked changes in Appendix 1 to the report and Members were asked to adopt the revised code as shown.

The Chair of the Standards Committee confirmed that the Code of Conduct was reviewed in great detail and there was constructive and in-depth discussion on the document.

A Member commented that on page 4 of the Member Code of Conduct it highlighted that, as Members, they impartially exercise responsibilities in the interests of the local community and said that Members did that. The Member asked whether this could be amended to include 'due regard to national priorities' because as Members, they did not just take account of local community interests, but also the national priorities. In addition, on page 5 of the Code where it stated, 'I treat other members and members of the public with respect', the Member asked whether this could be strengthened and include the wording 'and also challenge behaviours where they were deemed to be disrespectful' to make the Code of Conduct much more proactive. The Member said that they felt very welcomed on the Broads Authority board and had not seen any disrespectful behaviour, but felt that they would like to be empowered to challenge behaviour.

The SGO responded that the Member Code of Conduct was a replica of the national model code, however, confirmed that it would be possible to add the wording suggested by the Member.

A Member commented that they wanted to reflect on their short period of being a Member of the Broads Authority and said that they had felt really welcomed by everyone.

Stephen Bolt proposed, seconded by Siân Limpenny.

It was resolved unanimously to adopt the revised Code of Conduct for Members with the following further amendments:

- i. **Page 4, 1st bullet point to read: I impartially exercise my responsibilities in the interests of the local community and give due regard to national priorities.**
- ii. **Page 5, item 1. 1st bullet point to read: I treat other members and members of the public with respect and also challenge behaviours where they were deemed to be disrespectful.**

15. Appointment to the Navigation Committee

Members received the report of the Senior Governance Officer (SGO) on the appointment of Sue Cadamy as a co-opted Member of the Navigation Committee with effect from 1 April 2025 until 31 March 2027.

Alan Goodchild proposed, seconded by Peter Dixon.

It was resolved unanimously to accept the recommendation of the selection panel, endorsed by the Navigation Committee, and appoint Sue Cadamy as a co-opted member to the Navigation Committee for an initial two-year term to 31 March 2027.

16. 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.

17. Minutes to be received

Members received the minutes of the following meetings:

Standards Committee - 21 June 2024

Broads Local Access Forum - 20 November 2024

Risk, Audit and Governance Committee - 27 November 2024

Planning Committee - 10 January 2025

Planning Committee - 7 February 2025

The Chair commented that it was unfortunate that the Broads Local Access Forum meeting on 5 March 2025 was not quorate and said that he would work with the Chair of that body to ensure that did not happen again.

18. Other items of business

There were no other items of business.

The Chair said that, sadly for him, this was the Senior Governance Officer's (SGO) last meeting as she would be taking early retirement which he hoped would be long and happy. The Chair said that to say that the SGO had been invaluable to him as a new Chair was a huge understatement and thanked her very much.

19. Formal questions

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

20. Date of next meeting

The next meeting of the Authority would be held on Friday 09 May 2025 at 10.00am at the King's Centre, 63-75 King Street, Norwich, NR1 1PH.

The meeting ended at 11:05am

Signed by

Chairman

Appendix 1 – Declaration of interests: Broads Authority, 14 March 2025

Member	Agenda/minute	Nature of interest
All local authority members	Item 13: Consultation on a devolution deal for Norfolk and Suffolk	Other registrable interest. The Monitoring Officer had granted a dispensation to participate and vote at any Broads Authority or Committee meeting on a proposed Mayoral Combined County Authority for Norfolk and Suffolk.

Broads Authority

09 May 2025

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>Updates before July 2023 have been archived and are available to read on Summary of Action reports from previous committee meetings.</p> <p>July 2023: The Community Infrastructure Levy funding application was unsuccessful. The project team are scoping options for proceeding with the £216,000 currently available from the previous funding application. Norfolk County Council (NCC) are meeting with GNGB to establish the feasibility of a reapplication for funding. NCC are also actively looking for alternative funding to support the project.</p> <p>At the Hardley Flood site - there are three major ecological considerations (European protected species):</p> <ol style="list-style-type: none"> 1. Otters by footpath line - commissioned consultant to report. 2. Water vole -a Norfolk Biodiversity Info report has been requested. 3. Desmoulin's Whorl Snails – very specialist species – awaiting report. <p>Once the ecological reports are completed talks will be held with Natural England regarding next steps. NCC have met with NP Law for advice on statutory duties and legislation for priority for Public Rights of Way or Ecology.</p> <p>At the Bramerton Site – the Broads Authority are working with engineering consultants on a gabion basket and rock roll design for the bank restoration.</p> <p>November 2023: Work still ongoing and habitat assessments are being carried out.</p>	31/12/2021

Title	Meeting date	Lead officer	Summary of actions	Progress so far	Target date
				<p>January 2024: The 11 January 2024 meeting of the Wherryman's Way stakeholder group was cancelled as there were no new updates, but:</p> <ul style="list-style-type: none"> • Hardley Flood planning application is being prepared by NCC and it is hope it will be submitted by the end of January 2024 • Bramerton Planning Application is being finalised by NCC and again it is hoped it will be submitted late January 2024. <p>If both applications are sucessful the partnership work is expected to be completed by May 2024.</p> <p>February 2024: Planning applications (BA2024/0053/FUL) has been received to make repairs to two footbridges and access ramps on footpath 4, south-west of Hardley Flood.</p> <p>April 2024: A planning application will go before the Planning Committee on 26 April 2024. A vole survey is planned for the site on 15 April 2024. At a recent site visit the dredged material (placed two years ago) was observed to have heavily eroded and in places the current path is less than a metre wide and dropping into the river. Meetings with Norfolk County Council are planned to discuss this narrowing of the path and potential remedies and the overall safety of the path</p> <p>May 2024: The planning application for repairs to two foot bridges and provision of access ramps was considered at the Planning Committee meeting on 26 April 2024 and was approved.</p> <p>July 2024: Environmental and funding issues have stalled this project. We continue working with Norfolk County Council to see what delivery can occur at Bramerton and Surlingham.</p> <p>September 2024: NCC has entered a new bid for Bramerton, including work at Hardley. We await the outcome of Norfolk County Council bids.</p> <p>March 2025: Norfolk County Council are still looking into the funding options.</p> <p>April 2025: No further update to report.</p> <p>With no further update on funding expected in the near future, this item will be closed and if any significant progress happens, the item will be reinstated.</p>	

Title	Meeting date	Lead officer	Summary of actions	Progress so far	Target date
Responding to Climate Change Emergency	27/09/2019	John Packman	<p>To adopt Climate Change Emergency Statement for the Broads (first report Appendix 1) and principles outlined for BA to:</p> <p>Recognise climate emergency</p> <p>Work toward making the Broads Authority 'carbon neutral' by 2030, with further objective of reducing all carbon emissions to zero by 2040.</p> <p>Establish base line for CO2 emissions using a common methodology with NPAs and develop an Action Plan and Monitoring system.</p> <p>Work with constituent local authorities to reduce emissions from domestic, travel and other sources in the Broads across the two counties.</p> <p>Work with farmers, land managers, NFU and Defra to influence land management practices, to maintain and build organic matter and carbon in soil, improve biodiversity and store water to protect against flooding and drought.</p> <p>Work with boating and tourism organisations to continue promoting and developing environmentally friendly boating and sustainable tourism; and</p> <p>Aspire to offsetting carbon emissions locally within the Broads by a Broads offsetting scheme.</p>	<p>September 2022: A member workshop was held on 25 July 2022, and the full report circulated to members. Work is ongoing on the next steps, with a report anticipated for the November Authority meeting.</p> <p>The next phase of Clean Maritime funding, which may allow us to build on the Electrifying the Broads feasibility study, is expected to be announced on 22 September 2022.</p> <p>November 2022: We are working on various possible bids for external funding to support our climate change work, including the Norfolk Investment Framework. Unfortunately the Clean Maritime Competition Phase III was not suitable for the Electrifying the Broads project, so we are exploring other avenues.</p> <p>December 2022: An update report setting out next steps was presented to the Authority Meeting in December. We will hear in early January the outcome of the bids to the Pioneer Places fund and the Norfolk Investment Framework.</p> <p>February 2023: Pioneer Places bid was not awarded. We have a new possibility of funding through the Local Electric Vehicle Infrastructure Fund award, in partnership with Norfolk County Council, that includes funding for electric pillars in the Broads.</p> <p>June 2023: We have had discussions with the Canal & Rivers Trust and Environment Agency to see what joint work can be done on boating electrification. Round 4 of the Clean Maritime Demonstration Competition is expected to open in July 2023, we will reach out to partners to determine if we can submit a bid. We are drafting a tender for the installation of solar panels at the Dockyard. We have launched a consultation with Visit The Broads members to identify opportunities to use funding from the Norfolk investment Framework to support sustainable tourism.</p> <p>September 2023: We are continuing to work with Norfolk County Council on developing a bid under the Norfolk Investment Framework for Sustainable tourism. Unfortunately the Clean Maritime Demonstration Competition Round 4 has not proved suitable for the Electrifying the Broads project as it does not allow for capital expenditure. The Dockyard solar tender is currently open and will close on 15 September.</p>	

Title	Meeting date	Lead officer	Summary of actions	Progress so far	Target date
				<p>July 2024: Press release on the National Parks' Race to Zero campaign will be going out this month. Broads Authority has received funding for 3 installations of solar powered cycle pods.</p> <p>November 2024: Planning application for CyclePods at Carlton Marshes Visitor Centre, Salhouse Broad and Reedham Ferry to be considered by the Planning Committee in December.</p> <p>January 2025: Planning application for the CyclePods approved. Minutes of the Planning Committee meeting - 6 December 2024.</p> <p>March 2025: First of the CyclePods to be installed at Carleton Marshes on 11 April.</p> <p>May 2025: First CyclePod installed.</p>	
'Broads Peat' - A Nature for Climate Peatland Grant Scheme project	23/07/2021	Andrea Kelly	<p>The Broads Peat Project was awarded £785,668 in December 2021 from Defra, as part of the Nature for Climate Peatland Grants Scheme – Discovery Grant which is administered by Natural England. The project budget was revised to £855,831 in December 2022 (the formal Change Control Notice was received from Natural England on 3 January). 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> <p>Broads Peat was initially expected to close in March 2023 - an extension until 31 August 2023 has been granted.</p> <p>Following the Discovery phase, a restoration grant was awarded for Buttle Marsh on 26 August 2023.</p>	<p>Updates up to and including, February 2024 have been archived and are available to read on Summary of Action reports from previous committee meetings.</p> <p>April 2024: Scientific publication being prepared on our assessment of current and future GHG emissions from peat soils in the Broads National Park with Cranfield University. LAPSIP grant has enabled the install of a further 10 peat level cameras with farmers with UKCEH, making the Broads the most significant area for peat level monitoring in the UK. LPAWDP is starting work with BAWAG and partners to engage with farmers across 4 areas of the Broads. Advisers training on peatland and watertable management very well recieved. The water permissions and BNG support was particularly useful.</p> <p>FibreBroads will be in the Innovation Hub at the Norfolk Show again in June.</p> <p>June 2024: Buttle Marsh Restoration - Announcement of additional funding award decision from Natural England to follow the election period. Active dialogue with Environment Agency regarding water abstraction.</p> <p>All FibreBroads work packages on track, including volunteers planted reed and reedmace, planning another 'train the trainer' farm advisers event, guiding them on water voles, watertable assessment, permissions and Countryside stewardship. Preparing for the Innovation Hub again at the</p>	31/03/2023

Title	Meeting date	Lead officer	Summary of actions	Progress so far	Target date
				<p>Royal Norfolk Show with our partners NUA and Hudson Architects.</p> <p>Two Lowland Agricultural Peatland Grants on track, assessing water table management and forecasting the water storage needs to deliver land-based carbon targets in the Broads peatland.</p> <p>Applied for two Water Restoration Fund grants related to water management.</p> <p>September 2024: Appointed new contractors for Buttle Marsh securing water abstraction permissions.</p> <p>Developed a novel watertable assessment tool. Modelled water requirements over 2 further farms. Arranged two webinar with Defra, EA, NE, ADA and partners. Planning two further peat cameras and knowledge exchange events with farmers about watertable assessment for Countryside Stewardship.</p> <p>Water Permissions Guide tested by the EA and welcomed, issued for trialling with partners on 30th August for feedback end of September and launching at Farm Adviser event in October.</p> <p>Presenting at Norfolk Landscape Conference and two UK peatland conferences in 2024/25.</p> <p>November 2024: Ran Broads workshops and webinars for 130 local and national peat policy officers, practioners and farmers. Presented projects to Broads Society annual key note presentation.</p> <p>Designing a fen creation project with farmers at Beccles.</p> <p>Created a sponsorship document to secure addtional funding for Buttle Marsh.</p> <p>January 2025: Submitted a costed proposal for a 12-month extension of the FibreBroads project. All work packages are on track, including the two "Lowland Agricultural Peat Projects." A site visit for the Natural England Head of Agriculture is scheduled for February, ahead of the Norfolk Farming Conference. Three films are in production: 1. A farmer raising the water table in the Yare; 2. Peat level cameras; and 3. Horsey paludiculture. The Broads Peat work will also be presented at an upcoming national peat conference in Ely and featured on a national webinar.</p>	

Title	Meeting date	Lead officer	Summary of actions	Progress so far	Target date
				<p>Water permissions for Buttle Marsh nearing completion. Discussions on the detailed engineering design and flood risk assessment for the reservoir are ongoing.</p> <p>No response yet about the two Water Restoration Fund bids related to water management. Ongoing discussion with landowner at Chapelfield.</p> <p>March 2025: Submitted a costed proposal for a 12-month extension of the Lowland Agricultural Peat Water Discovery Pilot project.</p> <p>Finalist in Game Changer category of EDP Clean Green Awards.</p> <p>Water Permissions Guide published Design Guide to Support Water Table and Water Resource Management in the Broads National Park.</p> <p>Short film about Restoring Grazing Marshes at Chestnut Farm Protecting Peatlands in the Broads National Park.</p> <p>Short film about Wetland Farming at the Horsey Estate Paludiculture in the Broads National Park.</p> <p>March 2025: The Authority had been successful in one of the bids for a Water Restoration Fund grant in the amount of ~£200,000.</p> <p>April 2025: The 12-month extension of FibreBroads has been granted (£175,000). Awaiting approval of the 12-month extension of LAPWDP (£78,500). Buttle Marsh amended Restoration Plan, with reservoir removed, submitted to NE for approval.</p> <p>First fibre harvest at Horsey complete and material being sent to UEL and Natural Building Systems for testing.</p> <p>Norfolk and Suffolk Farm Cluster leads visited Horsey.</p> <p>Visited Somerset to discuss and present on peat restoration.</p> <p>Designing peatland fen restoration scheme at Beccles Marsh with Norfolk FWAG and farmers.</p>	
Funding the waterways of the Broads National Park	26/01/2024	John Packman	To track the progress on making the case for central Government funding to support the maintenance of the Broads waterways.	<p>January 2024: The Board unanimously endorsed the paper and supported the Chairman in writing to the Secretary of State for the Environment.</p> <p>February 2024: Chairman has written to the Minister and local MPs.</p> <p>April 2024: Response received from Defra Minister 18 March 2024. See Appendix to report on National Park Grant.</p>	

Title	Meeting date	Lead officer	Summary of actions	Progress so far	Target date
				<p>July 2024: Action - New Chair to write to new Minister when appointed on this issue and the costs of external audit.</p> <p>August 2024: Broads Authority Chair has written to the new Minister.</p> <p>March 2025: No response to date. Officers raised the matter on 13th January as part of the Defra Annual Review.</p> <p>May 2025: No further update.</p>	
Appeal under S31 Harbours Act 1964		John Packman	Broads Hire Boat Federation lodged an appeal with the Department for Transport on 11 October 2023, 10 months after Broads Authority decision in January 2023 regarding navigation charges for 2023/24.	<p>22 November 2023: Broads Hire Boat Federation published notice in Eastern Daily Press</p> <p>23 February 2024: Broads Authority submits response</p> <p>March 2024: Decision by Department for Transport expected.</p> <p>July 2024: Awaiting decision by new Minister</p> <p>March 2025: The appeal is listed as a contingent liability in the Statement of Accounts. The Director of Finance has written to the Department of Transport and commented that, given it was listed in the Statement of Accounts, the Authority appreciated an outcome from that appeal.</p> <p>April 2025: The Secretary of State for Transport had written to the Broads Authority to confirm that they had ruled in favour of the Authority and has upheld the navigation charges for 2023/24.</p> <p>Item closed.</p>	
Capital Programme 2024/25	15/03/2024	John Packman	<p>At the meeting on 15 March 2024 it was reported that a third tranche of capital funding was likely to become available in the form of a further £10 million for the 44 Protected Landscapes in England, £5 million for the AONBs and £5 million for the National Parks, divided equally between them.</p> <p>A bid was submitted to DEFRA for the purchase of five items: the development and build a replacement Ranger launch; a new concrete pump; replacement of four Hilux (Rangers and CME); a Dipper Arm Extension and Weed Bucket for Fen Excavator; and a Steel Welfare Unit.</p>	<p>March 2024: The Board approved that, subject to Defra's confirmation of a capital grant of £500,000, the Authority implemented the capital expenditure set out in Table 1 of the Capital Programme 2024/25 report of 15 March 2024.</p> <p>April 2024: See report on National Park Grant for update (agenda item 9 - 10 May 2024).</p> <p>June 2024: Defra awarded £500,000 extra funding split as:</p> <ul style="list-style-type: none"> £250,000 Uplift Capital Funding to purchase a new concrete pump which would be used for the Authority's dredging activity, dipper arm extension and weed bucket for fen excavator, replacement Hilux vehicles, and a new steel welfare unit; and £250,000 Uplift Revenue Funding which will be placed in the earmarked reserves to support the purchase of the other items: the research, development and delivery of a replacement Ranger 	31/03/2025

Title	Meeting date	Lead officer	Summary of actions	Progress so far	Target date
				<p>launch and the additional replacement vehicles previously identified.</p> <p>August 2024: From the additional Defra grant received in 2024/25 the priority capital items agreed for purchase includes:</p> <ul style="list-style-type: none"> • A new concrete pump system for facilitating dredging operations (awaiting specification of a new system and final procing from our existing supplier). • Six replacement 4x4 vehicles for use across the operational teams (three delivered with the remainder due by the end of September 2024). • Excavator dipper arm extension for our 14 tonne JCB excavator (on order). • Slotted weed bucket for dyke clearance (on order). • Steel welfare hut (delivered and in use). <p>November 2024: From the additional Defra grant received in 2024/25 the priority capital items agreed for purchase includes:</p> <ul style="list-style-type: none"> • A new concrete pump system for facilitating dredging operations (placing order in December). • Six replacement 4x4 vehicles for use across the operational teams (three delivered with the remainder due first week of November). • Excavator dipper arm extension for our 14 tonne JCB excavator (on order and arriving in next week or two). • Slotted weed bucket for dyke clearance (on order and arrival before Christmas). <p>March 2025: Delivery of new concrete pump to facilitate dredge spoil re-use is due for delivery by 7 March 2025. The final two purchases for delivery by the end of March to complete the expenditure of the additional grant are: a new diesel double-bunded fuel tank to store HVO fuel; and a set of new hardwood excavator mats to facilitate access on soft, wet ground.</p> <p>April 2025: All Capital items have now been purchased and delivered, including the new concrete pump. The final item, the fuel tank, was delivered on 31st March 2025.</p> <p>Item complete.</p>	

Title	Meeting date	Lead officer	Summary of actions	Progress so far	Target date
Haven Bridge	02/04/2024	John Packman	The Great Yarmouth Ports Leisure Users meeting on 2 April had a long discussion regarding the problems with the Haven Bridge. There is a dispute between Peel Ports and Norfolk County Council regarding opening the bridge which is having an adverse impact on commercial and private boat owners based in the Broads.	<p>April 2024: Chief Executive has contacted Norfolk County Council and has been asked to brief the local MP. Awaiting outcome of discussions between Peel Ports and Norfolk County Council.</p> <p>July 2024: Temporary arrangements agreed by Peel Ports and Norfolk County Council have allowed the bridge to open. The Monitoring Officer has written to the Great Yarmouth Port Authority reminding it of its statutory duties.</p> <p>August 2024: Response received from Great Yarmouth Port Authority and meeting to be arranged to discuss Haven Bridge.</p> <p>September 2024: Meeting deferred until after the Port Authority have had their AGM.</p> <p>November 2024: Meeting with users on lifting arrangements on 14 November 2024. Peel Ports proposed that charges be introduced for lifting the bridge and the Port Users Group would formulate a response to that proposal.</p> <p>December 2024: Peel Ports is consulting with the Port Users Group on a proposal to introduce charges for raising the Haven Bridge. The Group has written to the Great Yarmouth Port Authority highlighting Clause 59 of the Great Yarmouth Port and Haven Act 1866 which states that “no charge shall be made in respect of opening the Bridge”. They have also pointed out that the introduction earlier this year of a transit fee on pleasure craft contravenes Clause 113 of the same Act. The Authority is seeking a meeting with the Port Authority and Peel Ports to establish the position.</p> <p>January 2025: Great Yarmouth Port Authority has indicated that the proposed Bridge Lifting Charge "will not be applied for 2025".</p> <p>March 2025: The Chief Executive and Monitoring Officer met with Peel Ports on 19 February and covered a range of issues.</p> <p>May 2025: No further update.</p>	
Landscapes Connections	24/01/2025	Andrew Farrell	To track the progress of the submission of an expression of interest to the National Lottery Heritage Landscape Connection Scheme and the subsequent development of an initial bid ready for submission at the end of 2025.	<p>January 2025: Members authorised the submission of the expression of interest to the National Lottery Heritage Landscape Connection Scheme.</p> <p>March 2025: Further advice given from senior officers at the Heritage Fund on the timings of development funding application and Expression of Interest. Initial application for</p>	

Title	Meeting date	Lead officer	Summary of actions	Progress so far	Target date
				<p>development funding to cover officer costs to develop the Landscape Connections Partnership bid being in the next few weeks.</p> <p>April 2025: Work continues to develop the development funding application. This is incorporating recently arising needs to further develop our work to support small local heritage partner's organisational sustainability, which is one of the key funding priorities of the Heritage Fund. We are also having key conversations with partners around the needs to meet our cash-match funding needs next year.</p>	

Date of report: 22 April 2025

Broads Authority

09 May 2025

Agenda item number 9

Strategic priorities- update

Report by Governance Officer

Purpose

This report sets out the latest progress in implementing the Authority's annual strategic priorities for 2025/26.

Broads Plan context

The Broads Plan is a key part of the Authority's strategic framework.

Recommended decision

To note the progress in implementing the 2025/26 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 a 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.

2. Updates

- 2.1. The first update on the agreed strategic priorities for 2025/26 is in Table 1 below.

Table 1

Strategic priorities 2025/26 – progress update

Defra/Gov priority BA strategic priority, aims and milestones	Progress	Lead officer
<p>Protect communities from the dangers of flooding</p> <p>1. Respond to future flood risk in the Broads that better copes with climate change and sea level rise</p> <p>Aim: To implement the next steps of the Broadland Futures Initiative and prepare an adaptation plan for BA moorings.</p> <p>Milestones:</p> <ul style="list-style-type: none"> (i) Publish at least two editions of the Broadland Futures Initiative BFI newsletter, by March 2026. (ii) Hold at least two meetings of the BFI Elected Members Forum, by March 2026. (iii) Develop plan to adapt moorings to higher water levels in the Broads. 	<p>Status: On track</p> <ul style="list-style-type: none"> (i) A BFI article was submitted for the April edition of the “Harnser”. The next edition of the BFI newsletter is being prepared. (ii) Next EMF meeting scheduled for 8 May 2025. (iii) The approach outlined and accepted in the 5/9/24 Navigation Committee is being implemented as each mooring is programmed for full repiling 	<p>Director of Strategic Services and Head of CME</p>
<p>Ensure nature’s recovery and clean up Britain’s rivers, lakes and seas</p> <p>2. Continue to provide home to thriving wildlife that can adapt to the changing climate.</p> <p>Aim: A thriving wildlife in the Broads</p> <p>Milestones:</p> <ul style="list-style-type: none"> (i) Implement year 1 of the Broads Nature Recovery Delivery Plan. (ii) Conclude the work with Natural England on the apportionment 	<p>Status: On track</p> <ul style="list-style-type: none"> (i) On track. (ii) On track, awaiting confirmation of any potential changes to PLTOF targets ahead of publishing Broads targets in the Broads Plan in July. (iii) The next phase of the Norfolk LNRS and Suffolk LNRS is the public consultation with online and public events (16 April – 11 June). The LNRS team plan to engage as widely as possible to 	<p>Environment Policy Advisor and Carbon Reduction Project Manager</p>

Defra/Gov priority BA strategic priority, aims and milestones	Progress	Lead officer
<p>of Protected Landscapes targets for the Broads.</p> <p>(iii) Timely response to the consultations to the Local Nature Recovery Strategy in Norfolk and Suffolk, as a Supporting Authority, expected in February and May 2025.</p> <p>(iv) Completions and lessons learnt from the restoration projects at Buttle Marsh and Horsey.</p>	<p>ensure everyone has a chance to contribute.</p> <p>(iv) FibreBroads concluding event “Cultivating sustainable futures”, at Norwich University of the Arts, on 12 March. The 12-month extension of FibreBroads has been granted. Awaiting approval of the 12-month extension of LAPWDP. Buttle Marsh amended Restoration Plan, with reservoir removed, submitted to NE for approval.</p>	
<p>Net Zero by 2050</p> <p>3. Implement the five Ps¹ of the Race to Zero Programme to halve emissions by 2030.</p> <p>Aim: pledge to make Broads Authority own operations carbon neutral by 2030, and to aim for a zero-emissions by 2040.</p> <p>Milestones:</p> <p>(i) Refresh Climate Action Plan, by summer 2025.</p> <p>(ii) Develop BA response to Defra’s request to move to electric vehicles by 2027.</p> <p>(iii) Develop plan towards more zero-emission boating.</p>	<p>Status: On track</p> <p>i) Work on drafting a refreshed Action Plan is ongoing. We have agreed with the other National Parks to draft a common template, which is being prepared by a Task and Finish group which includes the Broads Authority.</p> <p>ii) We are still seeking clarity on whether the 2027 target applies to us due to uncertainty over whether it applies to all “Arm’s Length Bodies”, or just those that are included in the Greening Government Commitment.</p> <p>iii) We are exploring potential partnerships in the Clean Maritime Demonstration Competition Round 6. The government has also opened a call for evidence on boats under</p>	Carbon Reduction Projects Manager

¹ Pledge; Plan; Proceed; Publish and Persuade

Defra/Gov priority BA strategic priority, aims and milestones	Progress	Lead officer
(iv) Find funding to implement the plan for zero-emission boating.	400 tonnes as part of its new Maritime Decarbonisation Strategy, which was published on the 25 th of March this year.	
<p>Potentially all</p> <p>4. Bring significant external funding to deliver Broads Plan objectives</p> <p>Aim: to leverage additional funding to deliver against Broads objectives.</p> <p>Milestones:</p> <p>(i) Develop partnership arrangements for new project by summer 2025.</p> <p>(ii) Submit bid to the Lottery by end of 2025.</p>	<p>Status: On Track</p> <p>(i) We have an outline partnership formed which is expanding on the partnership opportunities created during the Landscape Partnership Scheme (2018-2024). We are continuing to meet with current and prospective partners to identify gaps in delivery opportunities that will need to be filled for a successful application to the Heritage Fund's Landscape Connections scheme. We continue to have productive discussions with the Heritage Fund and have been advised to apply for some additional funding to help create additionality within the Authority to support the development of our bid. We have written and submitted for this additional funding.</p> <p>(ii) We have created a new role description to help to deliver the development of the Landscape Connections bid. We will recruit for this position if/when the first part of development funding is granted by the Heritage Fund. Work is also continuing in identifying and securing agreements for the required</p>	Partnerships & Funding Officer

Defra/Gov priority BA strategic priority, aims and milestones	Progress	Lead officer
	match funding for the submission of the main bid later in the year.	
<p>Access for all</p> <p>5. More people enjoying more activities in the Broads safely</p> <p>Aim: for all to enjoy safe visits to the Broads.</p> <p>Milestones:</p> <ul style="list-style-type: none"> (i) Ensure that the 2025 edition of Broadcaster (and all website and social media content produced in 2025) highlight the breadth of activities available in the Broads, including information regarding accessibility, with relevant and appropriate safety messaging. (ii) Continue to use communications channels during 2025 that reach the widest possible audiences, in particular those that may not traditionally access the Broads. (iii) Deliver year 2 of the Integrated Access Strategy action plan. (iv) All officers responsible for writing for commissioning reports and published materials complete the Accessibility training by the end of 2025. 	<p>Status: On Track</p> <ul style="list-style-type: none"> (i) The 2025 edition of Broadcaster has been published and 90,000 copies distributed through the usual channels (ii) Social media posts will be scheduled throughout the season (iii) New safety signage produced for Great Yarmouth and the design has been replicated for handouts and posters which have been printed and distributed as a PDF files for partners to display. The core campaign messaging focusses on Lifejackets (Take care of the people you love) and alcohol (Don't drink and drown) (iv) Accessibility training for report authors and others responsible for published material is available on the online staff training platform. 	<p>Head of Communications and Waterways & Recreation Officer</p>
<p>Support our farmers to boost Britain's food security</p> <p>6. Support farmers and land managers in carrying out</p>	<p>Status: On track</p> <ul style="list-style-type: none"> (i) Have received our grant funding and have £260,833.00 to allocate to projects in 2025/26. 	<p>Catchment & Farming Officer</p>

Defra/Gov priority BA strategic priority, aims and milestones	Progress	Lead officer
<p>projects which benefit the Broads</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"> (i) Allocate all grant funding to projects, by December 2025. (ii) Review of the outcomes of Farming in Protected Landscapes (since July 2021) (iii) Publish case studies showing example projects completed in the Broads. 	<ul style="list-style-type: none"> (ii) Ongoing. (iii) Summaries of all projects across years 1 – 4 are available on the Broads FiPL website. There are eight more detailed case studies also available on the website. 	

3. Financial implications

- 3.1. 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: Lorraine Taylor

Date of report: 22 April 2025

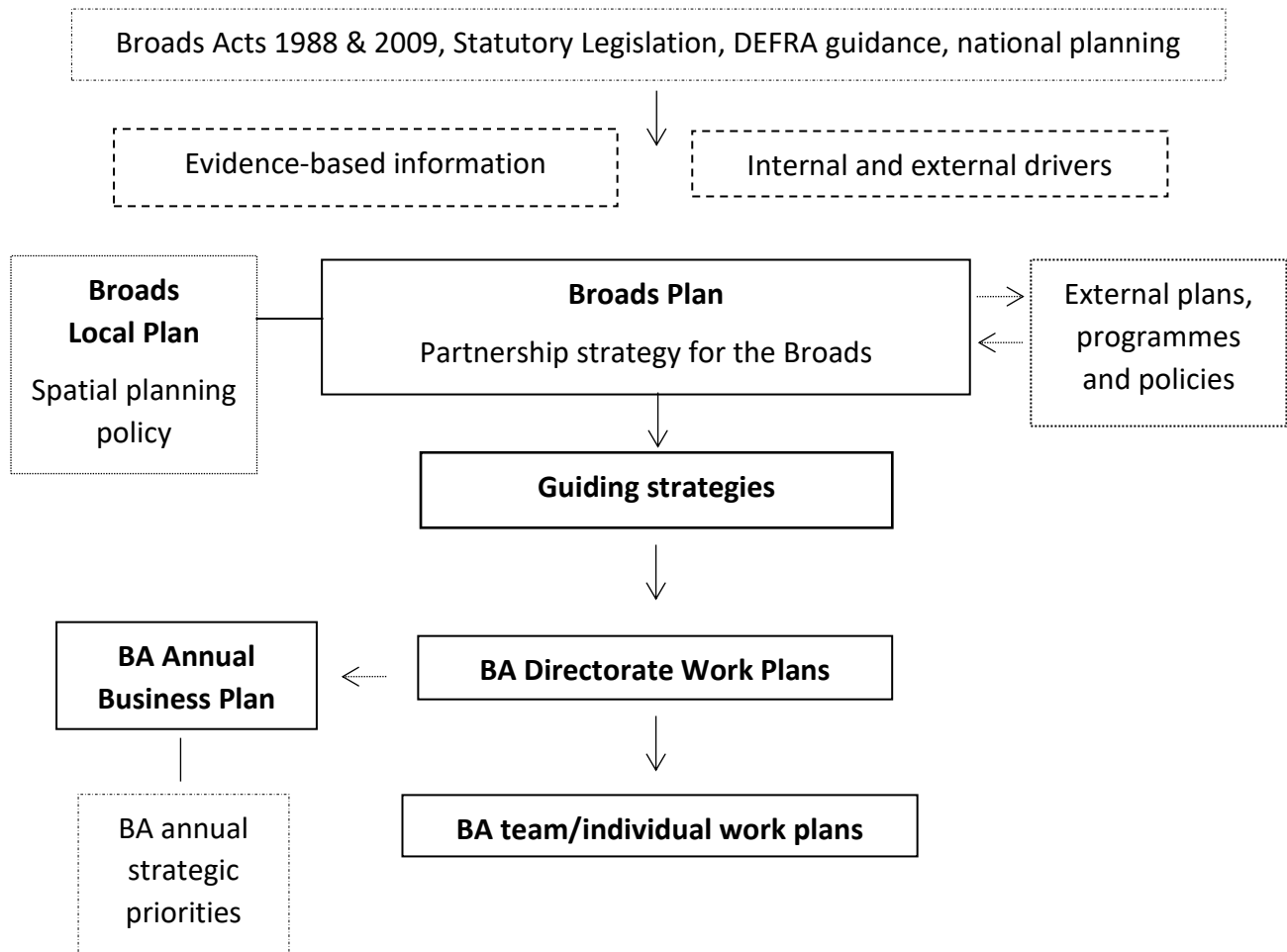
[Broads Plan](#) strategic objectives: all

Appendix 1 – “Golden thread” strategic framework

Appendix 1 – ‘Golden thread’ strategic framework

Fig. 1

‘Golden thread’ strategic framework



Broads Authority

09 May 2025

Agenda item number 10

Financial performance and direction

Report by Director of Finance

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. To note the draft income and expenditure figures, prudential indicators in section 6.
 - ii. That the recommended carry forward request in 9.2 be approved and added to the 2025/26 budget as additional expenditure.
-

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1. Introduction

- 1.1. This report covers three items, the draft Consolidated Income and Expenditure from 1 April 2024 – 31 March 2025, the quarter four prudential indicators for 2024/25 and the recommended carry forward request.

2. Overview of actual income and expenditure

Table 1

Draft consolidated income and expenditure by directorate to 31 March 2025

Directorate	Profiled latest available budget £	Actual income and expenditure £	Actual variance £
Income	(8,129,008)	(8,592,279)	+ 463,271
Operations	5,100,066	4,013,779	+ 1,086,287
Strategic Services	1,937,140	1,513,978	+ 423,162
Finance & Support Services	2,427,704	2,757,339	- 329,635
Projects, Corporate Items and Contributions from Earmarked Reserves	(1,437,867)	(564,914)	- 872,953
Net (Surplus) / Deficit	(101,965)	(872,097)	+ 770,132

- 2.1. It should be noted that this will not be the final position of 2024/25 as the above figures do not include any year-end adjustments. Year-end adjustments include stock, external grant funding not spent and accruals (goods/services received by 31 March 2025 but not invoiced). Budget holders use the draft figures to help identify further adjustments. A verbal update on these adjustments will be provided at the meeting.
- 2.2. Core income is above the profiled budget at the end of month twelve. The overall position as at 31 March 2025 is a favourable variance of £770,132 from the profiled LAB. This is principally due to:
- An overall favourable variance of £463,271 within income:
 - National Park Grant income is £500,000 above the budget due to the additional revenue and capital funding from DEFRA confirmed after the budget was set in January 2024.
 - Hire Craft Tolls is £30,688 below the budget.
 - Private Craft Tolls is £97,611 below the budget.

- Short visit and other toll income is £176 above the budget.
- Investment income is £91,394 above the budget, this will increase by a further £35,437 once the accrual is posted.
- An underspend within Operations relating to:
 - Construction, Maintenance and Ecology salaries is £93,613 under the budget due to the budgeted pay award (£1,925 per Full Time Equivalent (FTE) being less (£1,290 per FTE)) than what was agreed by the unions. Promotions within the section have also created savings.
 - Equipment, Vehicle and Vessels is £275,817 under the budget due to capital items that were originally due to be funded from the earmarked reserves being funded from the DEFRA capital grant. There has also been income that has been transferred to the earmarked reserves as a result of selling old equipment and vehicles, this had not been budgeted for.
 - Land Management is £123,911 under the budget due to the changes to the Countryside Stewardship scheme. Members agreed in January to transfer the excess over the original budget to the earmarked reserve Plant, Vessels and Equipment to enable spending in future years. This adjustment is yet to be made but is expected to reduce the variance by approximately £118,000.
 - Practical Maintenance is £284,056 under the budget due to a number of factors. This includes delays of work at Potter Heigham and Martham, Breydon replacement of marker posts was done in-house rather than by contractors and delays in electric charging points. The electric charging points are being funded by a grant and will be requested as a carry forward. Acle Bridge demolition works did not go ahead due to capacity so will remain underspent.
 - Waterways and Recreation Strategy is £28,672 under the budget due to low spend on the Access for All Funding, this may decrease as accruals are processed. A carry forward has been requested for the outstanding works.
 - Ranger Services is £246,027 under the budget on salaries due to the pay award. The Ranger launch replacement has been delayed until 2025/26. Invoices are also outstanding for the launch refits and will be processed as part of the accruals.
 - Safety is £27,015 under the budget due to delays in the Head of Safety Management post being filled. The new postholder started in September.
- An underspend within Strategic Services relating to:
 - Development Management is £220,664 under the budget due to funding being received from Ministry of Housing Communities and Local Government

(MHCLG) for the Local Plan of £228,000. This has been transferred to the Planning Delivery Grant Earmarked reserve so it can be spent in 2025/26.

- Strategy and Projects is £140,166 under the budget due to the externally funded grants for Paludiculture, Restoration, Farming in Protected Landscapes (FiPL) and Active Travel England requiring year-end adjustments. This variance is expected to reduce.
- Biodiversity Strategy is £39,745 above the budget due an outstanding transfer from FiPL for the deer funded project. This will be completed as part of the year-end adjustments.
- Human Resources is £13,377 under the budget due to staff training. This is in part due to the Spring Staff Development Day being carried out in April not March. A carry forward request has been made.
- Volunteers is £21,513 under the budget due to a reduction in Volunteer Supervisor hours and increase in administrative support.
- Visitor Services is £54,694 under the budget due to grant funding from BMW for the trip boats, this needs to be transferred to 2025/26 when it will be spent. This has been offset by the delayed charging at Reedham.
- Strategic Services Management and Administration is £12,656 under the budget due to a temporary reduction in hours.
- An overspend within Finance and Support Services relating to:
 - National Park Grant is £512,694 above the budget due to the additional revenue and capital funding from DEFRA confirmed after the budget was set in January. This is offset by the favourable income variance above.
 - Legal is £34,161 under the budget, this may reduce slightly as year-end accruals are processed.
 - Asset Management is £20,119 under the budget due to a vacancy between June and August for the Asset Officer. There is also some timing differences on receipt of invoices from the property consultants.
 - Premises Head Office is £10,471 above the budget due to the delay in the downsizing project. This is likely to increase slightly as utility invoices remain outstanding since the downsizing completed.
 - Finance and Insurance is £51,073 under the budget due to a timing difference on external audit costs and salaries as a result of the pay award and vacancies at the start of the financial year.
 - Collection of Tolls is £13,587 under the budget due to the pay award and a timing difference on printing costs. The year-end stock adjustment may reduce this.

- ICT is £67,119 under the budget due to the tolls replacement system and the finance system coming in under budget.
- An adverse variance within reserves relating to:
 - Plant, Vessels and Equipment is under the budget due to the equipment now being funded via the DEFRA capital grant.
 - Property is under the budget due to the timing differences on Hoveton Riverside Park works.
 - Planning Delivery Grant is under the budget due to the Local Plan grant from MHCLG being placed in the reserve.
 - Computer Software is under the budget due to minimal spend so far on the upgrade to the tolls system and the finance system coming in under budget.
 - Medium Term Financial Planning is under the budget due to the timing differences on Yare House and coming in slightly under budget.
- 2.3. 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 2024/25. 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 2024/25 – surplus	Broads Authority 26/01/24 Agenda item number 10	(129,045)
Approved budget carry-forwards	Broads Authority 10/05/24 Agenda item number 10	27,080
LAB as at 31 March 2025	n/a	(101,965)

4. Overview of forecast outturn 2024/25

- 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 surplus as per LAB	(101,965)
Adjustments reported 14/03/2025	(227,314)
Forecast outturn deficit as at 31 March 2025	(329,279)

5. Reserves

- 5.1. The Property Reserve contains the income from land rental at Oulton Broad, the piling at Repps bank and the works at Mutford Lock. The Plant, Vessels and Equipment reserves contains the income from the sale of the old vehicles, JCBs and trailers. It has also funded four vehicles. The Premises Reserve has funded the final items for Reedham Quay hut replacement, feasibility reports for the Dockyard solar project and the professional fees for the Yare House. The Computer Software reserve has funded the work on the new tolls and finance systems. The Heritage Lottery Fund, Catchment Project and UK Communications contains the income and expenditure relating to those projects. The Medium-Term Planning reserve has funded the additional expenditure for the reconfiguration of Yare House and External Funding & Partnership working.

Table 4

Consolidated earmarked reserves

Reserve name	Balance at 1 April 2024 £	In-year movements £	Current reserve balance £
Property	(1,139,085)	302,320	(836,765)
Plant, Vessels and Equipment	(639,560)	3,228	(636,332)
Premises	(431,177)	16,097	(415,080)
Planning Delivery Grant	(277,134)	(193,231)	(470,365)
Upper Thurne	(249,820)	(14,888)	(264,708)
Heritage Lottery Fund	(12,399)	(105,602)	(118,001)
Catchment Partnership	(70,186)	(1,852)	(72,038)
Computer Software	(183,114)	38,626	(144,488)
UK Communications	(3,926)	771	(3,155)
Medium Term Planning	(495,024)	58,174	(436,850)
Total	(3,501,425)	103,643	(3,397,782)

6. Prudential Indicators

- 6.1. The Capital, treasury and investment strategy 2024/25, approved 15 March 2024, included the key prudential indicators necessary for an authority that has borrowing. The prudential indicators are designed to support and record local decision making in a publicly accountable manner. At the beginning of each year, estimates for the prudential indicators are set and agreed by members. In the past actual indicators were compared to the estimates once the annual accounts are produced in May each year. The updated code requires these prudential indicators to be reported quarterly and are set out in table 5 below.

Table 5

Prudential Indicators 2024/25

Prudential Indicator	Opening 01/04/24 £	Estimate 31/03/25 £	Q4 YTD draft £
Capital expenditure	0	1,482,000	1,192,014
Authorised limit for external debt	900,000	900,000	900,000
Operational Boundary	800,000	800,000	800,000
Capital Financing Requirement	92,510	635,500	661,185
Debt balance	94,008	756,743	662,683

7. Summary

- 7.1. The figures above will be the basis of the draft Statement of Accounts and excludes the year-end adjustments for stock and accruals.
- 7.2. The draft surplus on the National Park side is £477,993 and £394,104 on Navigation, resulting in a consolidated surplus of £872,097. At this point in time, the draft reserves are National Park £1,228,000 and Navigation £924,000, however these balances must be noted with caution whilst the remaining year-end adjustments are processed. These include the closure of the Heritage Lottery Fund Reserve and the repayment of the Navigation loan. A verbal update will be provided at the meeting on any further adjustments.

8. Statement of Accounts

- 8.1. 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 2024. The regulations amended the 2015 regulations and provides the reporting deadlines for the audited SoA.
- 8.2. Based on the regulations this year's timetable is provisionally as follows:

- Director of Finance to sign off the draft Statement of Accounts by 30 June 2025. The regulations allow for 30-day public inspection to include the first 10 days of July 2025.
- External Audit (Ernst and Young) to start the audit in July 2025 (to be confirmed).
- Risk, Audit and Governance Committee to scrutinise the accounts on 24 February 2026, 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 27 February 2026.

9. Carry Forward Requests

9.1. Budget holders who have not fully spent their individual budget allocations can request that any underspends are carried forward and added to their 2025/26 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.

9.2. Details of the 2024/25 carry forward request is set out in the table 6 below.

Table 6

Carry Forward Requests

Budget Line	National Park £	Navigation £	Total £	Reason for carry forward
Practical Maintenance (expenditure)	0	38,025	38,025	Grant money to install electric charging has been delayed due to difficulties with getting contractors for installation.
Practical Maintenance (income)	0	-38,025	-38,025	as above.
Visitor Services (expenditure)	65,000	0	65,000	BMW funding received end of February to upgrade trip boats. Works to be carried out to Ra and Liana.
Visitor Services (income)	-65,000	0	-65,000	as above.

Budget Line	National Park £	Navigation £	Total £	Reason for carry forward
Strategy & Projects (expenditure)	11,988	0	11,988	Completion of the Connected Places Catapult PowerPods project - budget for remaining two installations (Salhouse Broad and Ferry Inn Reedham), and the partially completed Carlton Marshes installation. The project has run behind schedule due to a longer than planned design development process and working through the planning requirements.
Construction & Maintenance (expenditure)	12,614	0	12,614	This is the last bit of expenditure on the Acle Footpath project funded from Access for All grant funding. Original contractor pulled out due to ill health, delaying completion beyond 31 March 2025 into April 2025.
Construction & Maintenance (income)	-12,614	0	-12,614	as above.
Construction & Maintenance (expenditure)	28,974	0	28,974	Roughly £12.5K is the 5% holdover for any final snagging (a contractual holdover, but which is for works that have been completed and invoiced prior to April 1st, we are just not paying it yet. The remainder is made up of various work elements completed after 1st April 2025 as works were delayed due to prolonged high-water levels.
Earmarked reserves	-28,974	0	-28,974	as above.

Budget Line	National Park £	Navigation £	Total £	Reason for carry forward
Premises - Head Office	4,028	0	4,028	Work outstanding on soundproofing of meeting rooms. Despite regular chasing of architect, no costings so purely estimate
Earmarked reserves	-4,028	0	-4,028	as above.
Human Resources	780	720	1,500	Spring SDD delayed until new financial year so seasonal staff could attend.
Total	12,768	720	13,488	n/a

9.3. Unusually most of the carry forwards submitted relate to external funding that the Authority has received to fund most of the projects or where earmarked reserves were being used. If members agree the carry forwards the 2025/26 Latest Available Budget (LAB) on National Park will increase by £12,768 and Navigation by £720 but this will be offset by the underspend in 2024/25.

Author: Emma Krelle

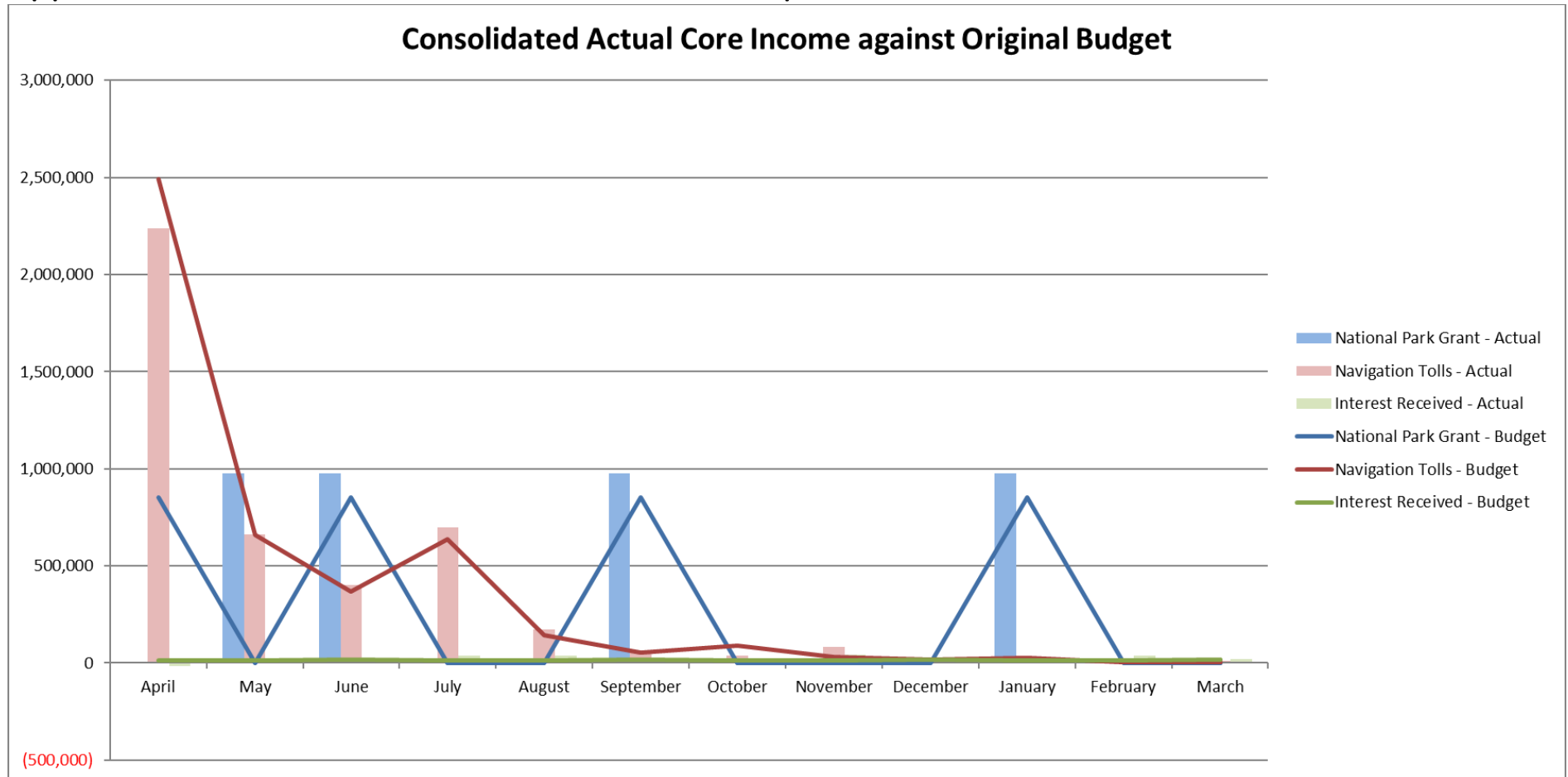
Date of report: 24 April 2025

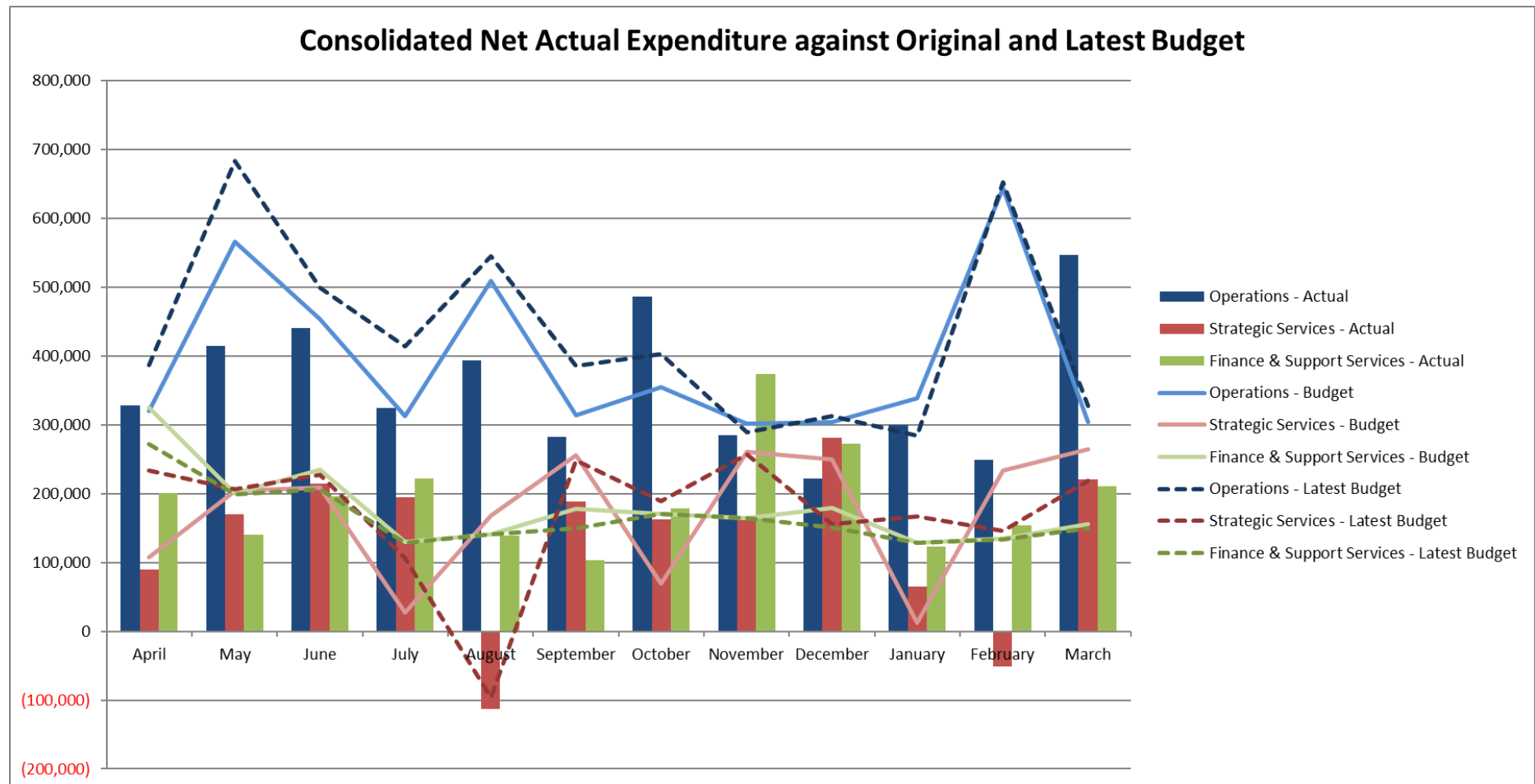
[Broads Plan](#) strategic objectives: All

Appendix 1 – Consolidated actual income and expenditure charts to 31 March 2025

Appendix 2 – Financial monitor: Consolidated income and expenditure 2024/25

Appendix 1 – Consolidated actual income and expenditure charts to 31 March 2025





Appendix 2 – Financial monitor: Consolidated income and expenditure 2024/25

Table 1

Income

Row labels	Original budget (Consolidated) £	Budget adjustments (Consolidated) £	Latest available budget (Consolidated) £	Forecast outturn (Consolidated) £	Forecast outturn variance (Consolidated) £
Total Income	(8,129,008)	0	(8,129,008)	(8,616,996)	487,988
National Park Grant	(3,414,078)	0	(3,414,078)	(3,914,078)	500,000
Hire Craft Tolls	(1,436,000)	0	(1,436,000)	(1,405,312)	-30,688
Private Craft Tolls	(3,006,000)	0	(3,006,000)	(2,904,676)	-101,324
Short Visit Tolls	(60,000)	0	(60,000)	(60,000)	0
Other Toll Income	(32,930)	0	(32,930)	(32,930)	0
Interest	(180,000)	0	(180,000)	(300,000)	120,000

Table 2
Operations

Row labels	Original budget (Consolidated) £	Budget adjustments (Consolidated) £	Latest available budget (Consolidated) £	Forecast outturn (Consolidated) £	Forecast outturn variance (Consolidated) £
Total Operations	4,940,486	159,580	5,100,066	4,913,773	186,293
Construction and Maintenance Salaries	1,662,930	0	1,662,930	1,610,110	52,820
Income	0	0	0	0	0
Salaries	1,662,930	0	1,662,930	1,610,110	52,820
Expenditure	0	0	0	0	0
Equipment, Vehicles & Vessels	615,400	0	615,400	615,400	0
Income	(1,200)	0	(1,200)	(1,200)	0
Expenditure	616,600	0	616,600	616,600	0
Water Management	80,500	0	80,500	80,500	0
Expenditure	80,500	0	80,500	80,500	0
Land Management	(20,885)	0	(20,885)	(20,885)	0
Income	(78,235)	0	(78,235)	(78,235)	0
Expenditure	57,350	0	57,350	57,350	0
Practical Maintenance	693,965	152,080	846,045	746,045	100,000
Income	(26,425)	(38,025)	(64,450)	(64,450)	0
Expenditure	720,390	190,105	910,495	810,495	100,000

Row labels	Original budget (Consolidated) £	Budget adjustments (Consolidated) £	Latest available budget (Consolidated) £	Forecast outturn (Consolidated) £	Forecast outturn variance (Consolidated) £
Waterways and Recreation Strategy	56,660	0	56,660	55,800	860
Income	(82,851)	0	(82,851)	(82,851)	0
Salaries	50,260	0	50,260	49,400	860
Expenditure	89,251	0	89,251	89,251	0
Ranger Services	1,423,906	0	1,423,906	1,421,233	2,673
Income	0	0	0	0	0
Salaries	1,053,156	0	1,053,156	978,690	74,466
Expenditure	370,500	0	370,500	442,293	-71,793
Pension Payments	250	0	250	250	0
Safety	147,170	0	147,170	121,210	25,960
Income	(500)	0	(500)	(500)	0
Salaries	92,170	0	92,170	61,210	30,960
Expenditure	55,500	0	55,500	60,500	-5,000
Premises	123,920	7,500	131,420	131,420	0
Income	(2,600)	0	(2,600)	(2,600)	0
Expenditure	126,520	7,500	134,020	134,020	0
Operations Management and Administration	156,920	0	156,920	152,940	3,980

Row labels	Original budget (Consolidated) £	Budget adjustments (Consolidated) £	Latest available budget (Consolidated) £	Forecast outturn (Consolidated) £	Forecast outturn variance (Consolidated) £
Salaries	150,820	0	150,820	149,440	1,380
Expenditure	6,100	0	6,100	3,500	2,600
Project Funding	0	0	0	0	0
Pension Payments	0	0	0	0	0

Table 3

Strategic Services

Row labels	Original budget (Consolidated) £	Budget adjustments (Consolidated) £	Latest available budget (Consolidated) £	Forecast outturn (Consolidated) £	Forecast Outturn Variance (Consolidated) £
Total Strategic Services	1,937,140	0	1,937,140	1,909,968	27,173
Development Management	488,080	0	488,080	483,318	4,763
Income	(90,500)	0	(90,500)	(90,500)	0
Salaries	514,580	0	514,580	483,530	31,050
Expenditure	64,000	0	64,000	90,288	-26,288
Pension Payments	0	0	0	0	0
Strategy and Projects Salaries	323,370	(3,500)	319,870	315,370	4,500
Income	(711,758)	0	(711,758)	(811,758)	100,000
Salaries	370,740	0	370,740	373,610	-2,870
Expenditure	664,388	(3,500)	660,888	753,518	-92,630
Biodiversity Strategy	8,520	0	8,520	8,520	0
Income	0	0	0	0	0
Expenditure	8,520	0	8,520	8,520	0
Human Resources	175,850	0	175,850	174,140	1,710
Income	0	0	0	0	0
Salaries	107,750	0	107,750	106,040	1,710

Row labels	Original budget (Consolidated) £	Budget adjustments (Consolidated) £	Latest available budget (Consolidated) £	Forecast outturn (Consolidated) £	Forecast Outturn Variance (Consolidated) £
Expenditure	68,100	0	68,100	68,100	0
Volunteers	83,620	0	83,620	69,520	14,100
Salaries	67,120	0	67,120	53,020	14,100
Expenditure	16,500	0	16,500	16,500	0
Communications	381,460	3,500	384,960	379,580	5,380
Income	(250)	0	(250)	(250)	0
Salaries	312,660	0	312,660	307,280	5,380
Expenditure	69,050	3,500	72,550	72,550	0
Visitor Centres and Yacht Stations	336,160	0	336,160	349,460	-13,300
Income	(251,000)	0	(251,000)	(231,000)	-20,000
Salaries	459,840	0	459,840	453,140	6,700
Expenditure	127,320	0	127,320	127,320	0
Strategic Services Management and Administration	140,080	0	140,080	130,060	10,020
Salaries	135,680	0	135,680	127,510	8,170
Expenditure	4,400	0	4,400	2,550	1,850
Strategy and Projects	0	0	0	0	0
Expenditure	0	0	0	0	0

Table 4

Finance & Support Services

Row labels	Original budget (Consolidated) £	Budget adjustments (Consolidated) £	Latest available budget (Consolidated) £	Forecast outturn (Consolidated) £	Forecast Outturn Variance (Consolidated) £
Total Finance & Support Services	2,143,815	283,889	2,427,704	2,901,844	-474,140
National Park Grant	0	0	0	500,000	-500,000
Expenditure	0	0	0	500,000	-500,000
Legal	145,000	0	145,000	145,000	0
Income	(5,000)	0	(5,000)	(5,000)	0
Expenditure	150,000	0	150,000	150,000	0
Governance	261,710	0	261,710	259,620	2,090
Salaries	201,710	0	201,710	197,410	4,300
Expenditure	60,000	0	60,000	62,210	-2,210
Chief Executive	135,700	0	135,700	133,900	1,800
Salaries	134,700	0	134,700	132,900	1,800
Expenditure	1,000	0	1,000	1,000	0
Asset Management	130,090	0	130,090	115,370	14,720
Income	(25,300)	0	(25,300)	(25,300)	0
Salaries	56,590	0	56,590	41,870	14,720
Expenditure	98,800	0	98,800	98,800	0

Row labels	Original budget (Consolidated) £	Budget adjustments (Consolidated) £	Latest available budget (Consolidated) £	Forecast outturn (Consolidated) £	Forecast Outturn Variance (Consolidated) £
Premises – Head Office	148,000	283,889	431,889	451,889	-20,000
Income	0	0	0	0	0
Expenditure	148,000	283,889	431,889	451,889	-20,000
Finance and Insurance	578,070	0	578,070	563,200	14,870
Salaries	285,300	0	285,300	270,430	14,870
Expenditure	292,770	0	292,770	292,770	0
Collection of Tolls	228,380	0	228,380	220,270	8,110
Salaries	215,880	0	215,880	207,770	8,110
Expenditure	12,500	0	12,500	12,500	0
ICT	516,865	0	516,865	512,595	4,270
Income	0	0	0	0	0
Salaries	249,480	0	249,480	245,210	4,270
Expenditure	267,385	0	267,385	267,385	0

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) £
Total Projects and Corporate Items	(83,175)	0	(83,175)	(83,175)	0
Partnerships / HLF	(91,875)	0	(91,875)	(91,875)	0
Income	(121,875)	0	(121,875)	(121,875)	0
Salaries	11,010	0	11,010	11,010	0
Expenditure	18,990	0	18,990	18,990	0
Corporate Items	8,700	0	8,700	8,700	0
Expenditure	8,700	0	8,700	8,700	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) £
Total Contributions from Earmarked Reserves	(938,303)	(416,389)	(1,354,692)	(1,354,692)	0
Earmarked Reserves	(938,303)	(416,389)	(1,354,692)	(1,354,692)	0
Expenditure	(938,303)	(416,389)	(1,354,692)	(1,354,692)	0

Table 7

Net (Surplus) / Deficit

Row labels	Original Budget (Consolidated) £	Budget Adjustments (Consolidated) £	Latest Available Budget (Consolidated) £	Forecast Outturn (Consolidated) £	Forecast Outturn Variance (Consolidated) £
Grand Total	(129,045)	27,080	(101,965)	(329,279)	227,314

Broads Authority

09 May 2025

Agenda item number 11

Revised Budget for 2025/26

Report by Director Finance

Purpose

This report provides an updated Budget for 2025/26 following notification from DEFRA.

Broads Plan context

The budget underpins all the strategic objectives of the Broads Plan.

Recommended decision

To adopt the revised 2025/26 budget and earmarked reserves.

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2.	Revised 2025/26 budget	2
3.	Budget Amendments	3
4.	Earmarked reserves	4
5.	Risk implications	5
6.	Conclusion	5

1. Introduction

- 1.1. On the 24 January 2025 members adopted the budget for 2025/26 and endorsed the assumptions made. One key assumption was that the National Park Grant would continue at flat cash of £3,414,078.
- 1.2. On the 2 April 2025, the Chief Executive received a letter from DEFRA outlining their intention that the 2025/26 revenue grant would reduce to £3,189,020. In addition, the Authority would be in receipt of capital funding of £1,385,058 and £135,478 for Access for All. Given the significant changes this combined funding brings this report provides an updated budget for members to consider.

2. Revised 2025/26 budget

- 2.1. Of the £3,189,020 revenue, £20,000 has been allocated by DEFRA for the Authority to rejoin National Parks England (NPE). In addition, £35,000 has been exchanged with Farming in Protected Landscapes (FiPL). Without these allocations the new revenue base line has become £3,134,020, a reduction of £280,058 when compared with previous years.
- 2.2. Historically revenue and capital expenditure has been consolidated within the budget due to capital being funded via revenue expenditure or revenue contributions that have been saved up within the earmarked reserves.
- 2.3. Considering these funding splits total core income for 2025/26 is budgeted to be £9,383,878, this includes £4,574,078 for National Park, £1,489,000 for hire craft tolls and £3,057,000 for private craft tolls. Net expenditure is budgeted at £9,571,765. This will result in a budget deficit of £187,887 which will be balanced by National Park and Navigation reserves. These revised figures are based on the carry forwards in agenda item 10 being approved.
- 2.4. Table 1 sets out an overview of the revised 2025/26, which is provided in more detail in Appendix 1.

Table 1

Revised 2025/26 Budget

Source	National Park £	Navigation £	Consolidated £
National Park Grant	(4,574,078)	0	(4,574,078)
Navigation	0	(4,642,800)	(4,642,800)
Investment Income	(83,500)	(83,500)	(167,000)
Total Income	(4,657,578)	(4,726,300)	(9,383,878)
Operations	1,412,446	3,599,603	5,012,049
Strategic Services	1,397,131	503,925	1,901,056
Finance & Support Services	2,369,927	1,160,518	3,530,445
Contributions from earmarked reserves	(389,774)	(482,011)	(871,785)
Total Expenditure	4,789,730	4,782,035	9,571,765
Net (Surplus) / Deficit	132,152	55,735	187,887
Opening Reserves (Forecast)	(1,338,792)	(784,054)	(2,122,846)

Source	National Park £	Navigation £	Consolidated £
(Surplus) / Deficit for the year	132,152	55,735	187,887
Interest Transfer	50,100	50,100	100,200
Contribution to National Park (General) Reserve	(50,000)	50,000	0
Closing Reserves (Forecast)	(1,206,540)	(628,219)	(1,834,759)

- 2.5. The forecast opening reserve balances are based on the draft figures in agenda item 10 and should be reviewed with high degree of caution due to the number of year-end adjustments required. A verbal update will be provided at the meeting.

3. Budget Amendments

- 3.1. To reduce the pressure on the National Park side of the budget Management Team has reviewed some of the additional expenditure originally agreed to see if in the short term that some of these items can continue as planned but be funded from the earmarked reserves or removed from the budget. Given the late notice of the cut very little has been removed. A summary of these adjustments are set out below:

Table 2
Budget Adjustments

Source	National Park £	Navigation £	Consolidated £
Deficit budget agreed 24/01/25	165,512	8,471	173,983
Carry forward requests 09/05/25 agenda item 10	12,768	720	13,488
National Park Grant income	(1,160,000)	0	(1,160,000)
Investment income - based on interest rates continuing in the short term to remain higher than predicted	(28,500)	(28,500)	(57,000)
Access for All capital grant	135,478	0	135,478
Access for All capital expenditure	(135,478)	0	(135,478)
Cancellation of contribution to Asset Management (Property) earmarked reserve	(46,000)	0	(46,000)

Source	National Park £	Navigation £	Consolidated £
Items to be funded by Planning Delivery Grant earmarked reserve	(111,471)	0	(111,471)
Items to be funded by Asset Management (Property) earmarked reserve	(112,822)	0	(112,822)
Removal of sunken vessels	0	75,000	75,000
Planning Fee income reduction	15,000	0	15,000
Boat trip income	(8,800)	0	(8,800)
National Park Capital Expenditure	1,385,058	0	1,385,058
National Park England subscription	20,000	0	20,000
Changes in salary assumptions	1,407	44	1,451
Revised Deficit budget 2025/26	132,152	55,735	187,887

- 3.2. Members will recall that there were some sunken vessels that could not be raised in house. Due to the location a specialist dive contractor was required to help, and it was hoped that these would be raised before the start of the season from the overall Navigation underspend in 2024/25. However, weather and tide conditions has meant this work has been delayed into April and the new financial year. This means the Navigation side of the budget has seen an increase compared to the agreed budget in January.

4. Earmarked reserves

- 4.1. The January budget already funded a number of items from the earmarked reserves but the adjustments above have partially increased the draw down. However, the receipt of the Local Plan grant in 24/25 has reduced the impact.
- 4.2. Additional items to be funded from the earmarked reserves include:
- Local Plan and Planning officer time.
 - Site maintenance.
 - Asset officer time; and
 - Carry forwards from 2024/25.
- 4.3. Appendix 2 provides an updated earmarked reserve strategy for 2025/26 as well as draft movements for 2024/25. It should be noted that further year-end adjustments

and the transfer of interest will change these balances. Earmarked reserves are now forecast to be £2,554,188 (navigation £993,355) at the end of 2025/26.

5. Risk implications

- 5.1. Loss of income is identified in the corporate risk register under risk number four. This is a significant risk to the Authority and the impact of future National Park revenue reductions will place the Authority under pressure to further reduce its costs. The cost-of-living crisis means that many people, including hire boat operators, may face some difficult decisions regarding their continued boat ownership.

6. Conclusion

- 6.1. The revised budget has helped mitigate against the reduction in National Park revenue grant in 2025/26 by partially using earmarked reserves. This is not a long-term solution but provides the Authority some time to determine what actions are required from 2026/27 onwards to bring expenditure back in line with income.
- 6.2. The settlement from DEFRA is for one year only and the outcome of the comprehensive spending review may provide some certainty over funding levels for 2026/27 to 2028/29. The outcome of which will be built into future years' budgets.
- 6.3. Whilst both sides of the budget are running at deficit this will be funded from the National Park and Navigation reserves and is sustainable in the short term, whilst maintaining the appropriate minimum level of reserves.

Author: Emma Krelle

Date of report: 26 April 2025

Background papers: [Financial Performance and Direction, including proposed Budget 2025/26 and financial strategy to 2027/28, 24 January 2025.](#)

[Broads Plan](#) strategic objectives: All

Appendix 1 – Revised 2025/26 Budget

Appendix 2 – Revised earmarked reserves 2024/25 to 2025/26

Row Labels	2023/24			2024/25						2025/26			2025/26 Apportionment	
	National Park	Navigation	Consolidated	National Park	Navigation	Consolidated	National Park	Navigation	Consolidated	National Park	Navigation	Consolidated	National Park	Navigation
	2023/24 (Actual)	2023/24 (Actual)	2023/24 (Actual)	2024/25 (Latest Available Budget)	2024/25 (Latest Available Budget)	2024/25 (Latest Available Budget)	2024/25 (Forecast)	2024/25 (Forecast)	2024/25 (Forecast)	2025/26 (Budget)	2025/26 (Budget)	2025/26 (Budget)		
Income														
Income														
National Park Grant	(3,564,078)	0	(3,564,078)	(3,414,078)	0	(3,414,078)	(3,914,078)	0	(3,914,078)	(4,574,078)	0	(4,574,078)	100%	0%
Hire Craft Tolls	0	(1,324,693)	(1,324,693)	0	(1,436,000)	(1,436,000)	0	(1,405,312)	(1,405,312)	0	(1,489,000)	(1,489,000)	0%	100%
Private Craft Tolls	0	(2,772,953)	(2,772,953)	0	(3,006,000)	(3,006,000)	0	(2,904,676)	(2,904,676)	0	(3,057,000)	(3,057,000)	0%	100%
Short Visit Tolls	0	(54,304)	(54,304)	0	(60,000)	(60,000)	0	(60,000)	(60,000)	0	(63,540)	(63,540)	0%	100%
Other Toll Income	0	(38,614)	(38,614)	0	(32,930)	(32,930)	0	(32,930)	(32,930)	0	(33,260)	(33,260)	0%	100%
Interest	(146,449)	(146,449)	(292,898)	(90,000)	(90,000)	(180,000)	(150,000)	(150,000)	(300,000)	(83,500)	(83,500)	(167,000)	50%	50%
Income Total	(3,710,527)	(4,337,013)	(8,047,540)	(3,504,078)	(4,624,930)	(8,129,008)	(4,064,078)	(4,552,918)	(8,616,996)	(4,657,578)	(4,726,300)	(9,383,878)	50%	50%
Income Total	(3,710,527)	(4,337,013)	(8,047,540)	(3,504,078)	(4,624,930)	(8,129,008)	(4,064,078)	(4,552,918)	(8,616,996)	(4,657,578)	(4,726,300)	(9,383,878)	50%	50%
Net Expenditure														
Operations														
Construction and Maintenance Salaries	594,196	990,361	1,584,557	646,965	1,066,225	1,713,190	628,418	1,031,092	1,659,510	758,833	1,014,657	1,773,490	43%	57%
Construction and Maintenance Salaries (Income)	0	0	0	0	0	0	0	0	0	0	0	0	0%	0%
Equipment, Vehicles and Vessels	214,940	501,528	716,468	184,980	431,620	616,600	184,980	431,620	616,600	203,310	474,390	677,700	30%	70%
Equipment, Vehicles and Vessels (Income)	(2,325)	(5,424)	(7,749)	(360)	(840)	(1,200)	(360)	(840)	(1,200)	(360)	(840)	(1,200)	30%	70%
Water Management	4,879	70,866	75,745	5,500	75,000	80,500	5,500	75,000	80,500	5,500	95,780	101,280	5%	95%
Water Management (Income)	0	0	0	0	0	0	0	0	0	0	0	0	0%	0%
Land Management	58,636	0	58,636	57,350	0	57,350	57,350	0	57,350	118,985	0	118,985	100%	0%
Land Management (Income)	(98,468)	0	(98,468)	(78,235)	0	(78,235)	(78,235)	0	(78,235)	(221,935)	0	(221,935)	100%	0%
Waterways and Recreation Strategy	26,987	6,828	33,815	82,851	6,400	89,251	82,851	106,400	189,251	148,092	6,400	154,492	96%	4%
Waterways and Recreation Strategy (Income)	(24,067)	0	(24,067)	(82,851)	0	(82,851)	(82,851)	(100,000)	(182,851)	(148,092)	0	(148,092)	100%	0%
Practical Maintenance	82,758	243,625	326,383	327,140	420,330	747,470	327,140	445,330	772,470	113,614	465,025	578,639	20%	80%
Practical Maintenance (Income)	0	(16,976)	(16,976)	0	(26,425)	(26,425)	0	(26,425)	(26,425)	0	(64,450)	(64,450)	0%	100%
Ranger Services	212,577	955,720	1,168,297	231,031	1,192,875	1,423,906	216,138	1,205,095	1,421,233	209,016	1,217,064	1,426,080	15%	85%
Ranger Services (Income)	(933)	(7,489)	(8,422)	0	0	0	0	0	0	0	0	0	0%	0%
Safety	45,088	105,674	150,761	47,390	100,280	147,670	38,255	83,455	121,710	43,116	99,854	142,970	30%	70%
Safety (Income)	(2,373)	(2,363)	(4,736)	0	(500)	(500)	0	(500)	(500)	0	(750)	(750)	0%	100%
Project Funding	12,530	1,237	13,767	0	0	0	0	0	0	13,650	1,350	15,000	91%	9%
Project Funding (Income)	118,100	0	118,100	0	0	0	0	0	0	0	0	0	0%	0%
Operational Property	90,402	161,001	251,403	47,812	78,708	126,520	47,812	78,708	126,520	105,547	196,993	302,540	35%	65%
Operational Property (Income)	(10,049)	(23,448)	(33,497)	(780)	(780)	(1,820)	(2,600)	(780)	(1,820)	(750)	(1,750)	(2,500)	30%	70%
Operations Management and Admin	59,143	88,715	147,858	62,768	94,152	156,920	61,176	91,764	152,940	63,920	95,880	159,800	40%	60%
Operations Management and Admin (Income)	0	0	0	0	0	0	0	0	0	0	0	0	0%	0%
Operations Total	1,382,021	3,069,855	4,451,877	1,531,562	3,436,004	4,967,566	1,487,394	3,418,879	4,906,273	1,412,446	3,599,603	5,012,049	28%	72%
Strategic Services														
Development Management	510,543	4,917	515,461	552,955	5,126	558,080	568,769	5,049	573,818	515,130	5,329	520,459	99%	1%
Development Management (Income)	(101,213)	0	(101,213)	(90,500)	0	(90,500)	(90,500)	0	(90,500)	(80,000)	0	(80,000)	100%	0%
Strategy and Projects Salaries	112,335	23,535	135,870	144,253	29,287	173,540	141,031	28,859	169,890	159,259	29,759	189,018	84%	16%
Strategy and Projects	121,084	0	121,084	172,728	0	172,728	172,728	0	172,728	133,108	0	133,108	100%	0%
Strategy and Projects (Income)	(16,490)	0	(16,490)	(30,798)	0	(30,798)	(30,798)	0	(30,798)	(34,493)	0	(34,493)	100%	0%
Biodiversity Strategy	24,281	0	24,281	8,520	0	8,520	8,520	0	8,520	8,520	0	8,520	100%	0%
Biodiversity Strategy (Income)	(8,289)	0	(8,289)	0	0	0	0	0	0	0	0	0	0%	0%
NCPGS Discovery Grant	235,973	0	235,973	10,070	0	10,070	6,750	0	6,750	0	0	0	0%	0%
NCPGS Discovery Grant (Income)	(221,965)	0	(221,965)	0	0	0	0	0	0	0	0	0	0%	0%
NCPGS Restoration Grant	11,955	0	11,955	147,120	0	147,120	150,440	0	150,440	0	0	0	0%	0%
NCPGS Restoration Grant (Income)	(17,867)	0	(17,867)	(157,190)	0	(157,190)	(157,190)	0	(157,190)	0	0	0	0%	0%
Palludiculture Exploration Fund	101,638	0	101,638	43,450	0	43,450	42,600	0	42,600	0	0	0	0%	0%
Palludiculture Exploration Fund (Income)	(128,547)	0	(128,547)	(43,450)	0	(43,450)	(43,450)	0	(43,450)	0	0	0	0%	0%
FiPL	312,511	0	312,511	488,220	0	488,220	488,220	0	488,220	321,657	0	321,657	100%	0%
FiPL Grant (income)	(312,511)	0	(312,511)	(480,320)	0	(480,320)	(480,320)	0	(480,320)	(304,833)	0	(304,833)	100%	0%
Environment Land Management System	0	0	0	0	0	0	0	0	0	0	0	0	0%	0%
Environment Land Management System (Income)	0	0	0	0	0	0	0	0	0	0	0	0	0%	0%
Water Environment Grant	0	0	0	0	0	0	0	0	0	0	0	0	0%	0%
Water Environment Grant (Income)	0	0	0	0	0	0	0	0	0	0	0	0	0%	0%
Communications	301,212	90,309	391,520	285,569	96,141	381,710	281,684	94,646	376,330	294,984	99,556	394,540	75%	25%
Communications (Income)	(18,471)	0	(18,471)	(250)	0	(250)	(250)	0	(250)	(250)	0	(250)	100%	0%
Generation Green (Income)	0	0	0	0	0	0	(25,060)	0	(25,060)	0	0	0	0%	0%
Generation Green	0	0	0	0	0	0	25,060	0	25,060	6,670	0	6,670	100%	0%
UK NP Communications Team	35,015	0	35,015	0	0	0	0	0	0	0	0	0	0%	0%
UK NP Communications Team (Income)	(33,895)	0	(33,895)	0	0	0	0	0	0	0	0	0	0%	0%
Visitor Centres and Yacht Stations	259,862	331,971	591,833	240,677	346,483	587,160	233,275	347,185	580,460	313,821	375,159	688,980	46%	54%
Visitor Centres and Yacht Stations (Income)	(103,880)	(131,280)	(235,159)	(107,040)	(143,960)	(251,000)	(107,040)	(123,960)	(231,000)	(180,840)	(153,960)	(334,800)	54%	46%
Human Resources	81,602	75,325	156,927	91,442	84,408	175,850	90,553	83,587	174,140	93,714	86,506	180,220	52%	48%
Human Resources (Income)	(923)	0	(923)	0	0	0	0	0	0	0	0	0	0%	0%
Volunteers	54,752	20,251	75,002	61,043	22,577	83,620	50,750	18,770	69,520	51,137	18,914	70,050	73%	27%
Volunteers (Income)	0	0	0	0	0	0	0	0	0	0	0	0	0%	0%
Strategic Services Management and Admin	88,960	38,126	127,086	98,056	42,024	140,080	91,042	39,018	130,060	99,547	42,663	142,210	70%	30%
Strategic Services Management and Admin (Income)	0	0	0	0	0	0	0	0	0	0	0	0	0%	0%
Strategic Services Total	1,287,675	452,301	1,739,976	1,434,554	482,086	1,916,640	1,416,811	493,156	1,909,967	1,397,131	503,925	1,901,056	73%	27%
Finance and Support Services														
Legal	126,244	75,712	201,957	110,000	40,000	150,000	110,000	40,000	150,000	60,000	40,000	100,000	60%	40%
Legal (Income)	0	(3,707)	(3,707)	0	(5,000)	(5,000)	0	(5,000)	(5,000)	0	(5,000)	(5,000)	0%	100%
Governance	118,079	121,870	239,948	128,764	132,947	261,710	128,136	131,484	259,620	152,439	135,101	287,540	53%	47%
Chief Executive	78,224	51,222	129,447	82,004	53,696	135,700	80,915	52,985	133,900	84,596	55,394	139,990	60%	40%
Asset Management	65,608	81,679	147,287	74,650	80,741	155,390	66,554	74,117	140,670	36,565	80,293	116,858	31%	69%
Asset Management (Income)	(22,253)	(5,518)	(27,770)	(21,165)	(4,135)	(25,300)	(21,165)	(4,135)	(25,300)	(21,165)	(5,135)	(26,300)	80%	20%
Finance and Insurance	387,783	289,906	677,690	259,951	318,119	578,070	753,408	309,792	1,063,200	1,658,209	334,919	1,993,128	83%	17%
Finance and Insurance (Income)	(10,000)	0	(10,000)	0	0	0	0	0	0	0	0	0	0%	0%
Collection of Tolls	0	198,485	198,485	0	228,380	228,380	0	220,270	220,270	0	236,610	236,610	0%	100%
Collection of Tolls (Income)	0	0	0	0	0	0	0	0	0	0	0	0	0%	0%
ICT	200,664	185,229	385,893	236,750	234,115	470,865	234,529	232,066	466,595	276,641	227,750	504,391	55%	45%
Office Expenses	23,971	11,807	35,778	8,580	17,420	26,000	8,580	17,420	26,000	22,914	11,286	34,200	67%	33%
Office Expenses (Income)	0	0	0	0	0	0	0	0	0	0	0	0	0%	0%
Head Office	246,129	70,041	316,170	381,569	50,320	431,889	394,769	57,120	451,889	99,728	49,300	149,028	67%	33%
Head Office (Income)	(297)	(153)	(450)	0	0	0	0	0	0	0	0	0	0%	0%
Finance and Support Services Total	1,214,153	1,076,633	2,290,725	1,269,941	1,									

Year		Earmarked Reserves	Property Reserve - National Park	Property Reserve - Navigation	Property Reserve - TOTAL	Plant, Vessels and Equipment Reserve - National Park	Plant, Vessels and Equipment Reserve - Navigation	Plant, Vessels and Equipment Reserve - TOTAL	Premises Reserve - National Park	Premises Reserve - Navigation	Premises Reserve - TOTAL	Other Earmarked Reserves - National Park	Other Earmarked Reserves - Navigation	Other Earmarked Reserves - TOTAL	HLF	Total Earmarked Reserves - National Park	Total Earmarked Reserves - Navigation	GRAND TOTAL Earmarked Reserves	
2023/24																			
		Actual Balance 01 April 2024 (including interest)	(520,404)	(618,681)	(1,139,085)	(147,368)	(492,192)	(639,560)	(213,742)	(217,434)	(431,177)	(1,151,670)	(127,533)	(1,279,204)	(12,535)	(2,045,720)	(1,455,840)	(3,501,560)	
2024/25		Contributions to Reserves to 31/03/25																	
	VEH000451	Vehicles (VEH000451)	0	0	0	(11,400)	(26,600)	(38,000)	0	0	0	0	0	0		(11,400)	(26,600)	(38,000)	
	MLK000552	Mutford Lock Rent (MLK000451)		(2,129)	(2,129)	0	0	0	0	0	0	0	0	0		0	(2,129)	(2,129)	
	RAN000451	Ranger Vehicles (RAN000451)	0	0	0	(2,600)	(10,400)	(13,000)	0	0	0	0	0	0		(2,600)	(10,400)	(13,000)	
	PCP000451	Pool Vehicles (PCP000451)	0	0	0	(10,050)	(4,950)	(15,000)	0	0	0	0	0	0		(10,050)	(4,950)	(15,000)	
	PCP000552	Pool Vehicles (PCP000552)	0	0	0	(670)	(330)	(1,000)	0	0	0	0	0	0		(670)	(330)	(1,000)	
	VEH000552	Operations Pool Vehicles (PCP000552)	0	0	0	(3,728)	(8,698)	(12,425)	0	0	0	0	0	0		(3,728)	(8,698)	(12,425)	
	VES000552	Vessels and Equipment (VES000552)	0	0	0	(10,234)	(23,880)	(34,114)	0	0	0	0	0	0		(10,234)	(23,880)	(34,114)	
	UTE000451	Potter Heigham Chalet Income (UTE000451)	0	0	0	0	0	0	0	0	0	(21,000)	0	(21,000)		(21,000)	0	(21,000)	
	CAT000451	Catchment Partnership (CAT000451)	0	0	0	0	0	0	0	0	0	(26,330)	0	(26,330)		(26,330)	0	(26,330)	
	CAT000552	Catchment Partnership NRT contribution (CAT000552)	0	0	0	0	0	0	0	0	0	(29,300)	0	(29,300)		(29,300)	0	(29,300)	
	DVM000552	Land Registry - Local Land Charges (DVM000552)	0	0	0	0	0	0	0	0	0	(6,109)	0	(6,109)		(6,109)	0	(6,109)	
	POL000552	Local Plan Funding (POL000552)	0	0	0	0	0	0	0	0	0	(227,963)	0	(227,963)		(227,963)	0	(227,963)	
	UTE000552	Potter Heigham Chalet Income (UTE000552)	0	0	0	0	0	0	0	0	0	0	0	0		0	0	0	
	NPG000451	National Park Grant extra revenue to fund YH downsizing (NPG000451)	0	0	0	0	0	0	0	0	0	0	(250,000)	0	(250,000)		(250,000)	0	(250,000)
	YAH000552	Yare House sealed bids (YAH000552)	0	0	0	0	0	0	0	0	0	0	(1,002)	0	(1,002)		(1,002)	0	(1,002)
	HLFXXX552	Heritage Lottery Fund Income last 5% of grant (HLF61X552)	0	0	0	0	0	0	0	0	0	0	0	0		(142,490)	(142,490)	0	(142,490)
		Contributions from Reserves to 31/03/25																	
	VEH000450	Replacement of two Hilux (VEH000450)	0	0	0		17,074	39,839	56,913	0	0	0	0	0	0		17,074	39,839	56,913
	VES000450	Welfare unit (£8k), Dipper arm extension for fen excavator (£11k), Weed bucket for excavator (£5k) & Concrete pump (£173k)	0	0	0	0	0	0	0	0	0	0	0	0	0		0	0	0
	LAU000450	Replacement of M/L Yare (LAU000450) (delayed from 2021/22)	0	0	0	0	0	0	0	0	0	0	0	0	0		0	0	0
	RAN000450	Replacement of two Hilux vehicles (RAN000450)	0	0	0	17,956	41,898	59,854	0	0	0	0	0	0	0		17,956	41,898	59,854
	ICTNAV450	Tolls system (ICTNAV450)	0	0	0	0	0	0	0	0	0	0	0	27,500	27,500		0	27,500	27,500
	ICT000450	Replacement Finance system (ICT000450)	0	0	0	0	0	0	0	0	0	0	7,454	3,672	11,126		7,454	3,672	11,126
	PRM009450	Dockyard solar panels (PRM009450)	0	0	0	0	0	0	0	1,097	2,559	3,655	0	0	0		1,097	2,559	3,655
	YHT000450	Replacement shed at Reedham Quay (YHT000450)	0	0	0	0	0	0	0	930	362	1,292	0	0	0		930	362	1,292
	MMR000450	Piling at Repps bank (MMR000450)	0	50,213	50,213	0	0	0	0	0	0	0	0	0	0		0	50,213	50,213
	MLK000450	Mutford Lock gate repairs (MLK000450)		94,824	94,824	0	0	0	0	0	0	0	0	0	0		0	94,824	94,824
	SIM000450	Delayed works at Hoveton Riverside Park (SIM000450)	159,412	0	159,412	0	0	0	0	0	0	0	0	0	0		159,412	0	159,412
	UKC000450	UK Communications costs (UKC000450)	0	0	0	0	0	0	0	0	0	0	771	0	771		771	0	771
	UTE000450	Improvements to Bridge Green, Potter Heigham (UTE000450)	0	0	0	0	0	0	0	0	0	0	6,112	0	6,112		6,112	0	6,112
	SPS000450	Partnership & External Funding Manager costs from 1/11/23 for 2 years (SPS00450)	0	0	0	0	0	0	0	0	0	0	49,305	0	49,305		49,305	0	49,305
	POL000450	Local Plan (POL000450)	0	0	0	0	0	0	0	0	0	0	40,841	0	40,841		40,841	0	40,841
HLFXXX450	Heritage Lottery Fund costs (HLFXXX450)	0	0	0	0	0	0	0	0	0	0	0	0	0	37,024	37,024	0	37,024	
FIP000450	Farming in protective landscapes	0	0	0	0	0	0	0	0	0	0	7,767	0	7,767		7,767	0	7,767	
CAT000450	Catchment Partnership (CAT000450)	0	0	0	0	0	0	0	0	0	0	53,778	0	53,778		53,778	0	53,778	
YAH000450	Yare House downsizing costs (YAH000450)	0	0	0	0	0	0	0	11,150	0	11,150	252,104	0	252,104		263,254	0	263,254	
	Draft Balance 31 March 2025	(360,992)	(475,774)	(836,766)	(151,020)	(485,312)	(636,332)	(200,566)	(214,514)	(415,080)	(1,295,241)	(96,362)	(1,391,602)	(118,001)	(2,125,820)	(1,271,962)	(3,397,781)		
	Correct mispostings	53,639	0	53,639												53,639	0	53,639	
	Interest															0	0	0	
	Closure of HLF & UK Comms bal trf to General (NP)											3,155	0	3,155	118,001	121,156	0	121,156	
	Forecast Balance 01 April 2025	(307,353)	(475,774)	(783,127)	(151,020)	(485,312)	(636,332)	(200,566)	(214,514)	(415,080)	(1,292,086)	(96,362)	(1,388,447)	0	(1,951,024)	(1,271,962)	(3,222,986)		
2025/26		Contributions to Reserves to 31/03/26																	
	VES000451	Vessels and Equipment (VES000451)	0	0	0	(27,600)	(64,400)	(92,000)	0	0	0	0	0	0		(27,600)	(64,400)	(92,000)	
	VEH000451	Vehicles (VEH000451)	0	0	0	(15,300)	(35,700)	(51,000)	0	0	0	0	0	0		(15,300)	(35,700)	(51,000)	
	MLK000451	Mutford Lock (MLK000451)	0	(25,000)	(25,000)	0	0	0	0	0	0	0	0	0		0	(25,000)	(25,000)	
	MLK000552	Mutford Lock Rent (MLK000451)	0	(2,000)	(2,000)	0	0	0	0	0	0	0	0	0		0	(2,000)	(2,000)	
	SIM000451	Asset Management (SIM000451) cancelled for 25/26	0	0	0	0	0	0	0	0	0	0	0	0		0	0	0	
	LAU000451	Launches (LAU000451)	0	0	0	0	(30,000)	(30,000)	0	0	0	0	0	0		0	(30,000)	(30,000)	
	RAN000451	Ranger Vehicles (RAN000451)	0	0	0	(3,800)	(15,200)	(19,000)	0	0	0	0	0	0		(3,800)	(15,200)	(19,000)	
	PRM009451	Dockyard Site (PRM009451)	0	0	0	0	0	0	(9,000)	(21,000)	(30,000)	0	0	0		(9,000)	(21,000)	(30,000)	
	PCP000451	Pool Vehicles (PCP000451)	0	0	0	(6,700)	(3,300)	(10,000)	0	0	0	0	0	0		(6,700)	(3,300)	(10,000)	
	PRM000451	Building repairs (PRM000451)	0	0	0	0	0	0	(16,200)	(6,300)	(22,500)	0	0	0		(16,200)	(6,300)	(22,500)	
	ICT000451	Computer Software (ICT000451)	0	0	0	0	0	0	0	0	0	(13,400)	(6,600)	(20,000)		(13,400)	(6,600)	(20,000)	
	UTE000451	Potter Heigham Chalet Income (UTE000451)	0	0	0	0	0	0	0	0	0	(21,000)	0	(21,000)		(21,000)	0	(21,000)	
	CAT000451	Catchment Partnership (CAT000451)	0	0	0	0	0	0	0	0	0	(18,040)	0	(18,040)		(18,040)	0	(18,040)	
	CAT000552	Catchment Partnership NRT contribution (CAT000552)	0	0	0	0	0	0	0	0	0	(15,000)	0	(15,000)		(15,000)	0	(15,000)	
		Contributions from Reserves to 31/03/26																	
	VEH000450	Replacement of two vans (VEH000450)	0</																

Broads Authority

09 May 2025

Agenda item number 12

2024/25 Health and Safety Review and internal audit recommendations

Report by Head of Safety Management

Purpose

To update members on the annual review of marine incidents in 2024/25 and the recommended annual safety audit programme for 2025/26.

Broads Plan context

Broads Plan Theme C4 – Maintain and improve safety and security and user behaviours on the waterways.

Recommended decision

Note the annual review of marine incidents and the audit programme for 2025/26.

1. Annual Marine Incidents

- 1.1. Appendix 1 gives details of the marine incidents reported from 1 April 2024 to 31 December 2024, including an analysis of deaths and personal injury since 1998.
- 1.2. The Authority highlights the importance of personal responsibility in safety publications. Rangers continue to educate boat users on key safety messaging at Super Safety Events and when observing issues whilst patrolling the waterways.
- 1.3. Notable points from 1 April 2024 to 31 December 2024 reported incidents:
 - 6 reported fatalities from April to December plus 1 additional reported fatality in the same year but prior to April. Four of these were not related to boating
 - 14 reported incidents of persons inadvertently entering the water,
 - 3 incidents (5 vessels) of boat fires.
- 1.4. From April to December 2024, there were 14 incidents of people inadvertently entering the water, compared to 9 incidents in 2023 over the same period, representing an increase of 5. Capsizing, falling in either from a vessel whilst mooring or departing, and falling in from the bank/quay heading are the main areas represented for incidents in these figures.

- 1.5. The reported incidents remain low when considered against the high numbers of visitors who enjoy the waterways either boating or by other means. Considering the water environment, the increase last year of more frequent, wetter and windier conditions during the main season and the risks that tidal waters pose, it is understandable that there will be tragedies. Of the fatalities in 2024, two were heart attacks, and 4 were drownings by inadvertently entering the water. The common factor in all the drowning cases was the lack of a personal flotation device being worn, yet the highest reported incident in the Broads for 2024 was inadvertent entering of the water (falling in).
- 1.6. The Broads Authority and partner organisations are continuing to reinforce the safety messaging of personal awareness, a slow and steady speed on approach to moorings, using provided grab rails, and wearing a life jacket when mooring and moving around a vessel, which has been maintained from the previous year.
- 1.7. Additional safety communication opportunities are being deployed, such as new floating keyrings distributed to all boatyards and the recommendation to wear lifejackets. The Norfolk Water Safety Forum, with which the Authority works closely, will also be promoting lifejacket usage with boatyard staff in key areas during 2025.
- 1.8. At Great Yarmouth Yacht Station, where some of the most demanding boating conditions can be experienced, significant new safety signage is in the process of being installed. Important safety information will also be distributed in a new leaflet to everyone mooring there.
- 1.9. The licensing of non-powered hire craft was introduced in 2023/24, which required the operators to provide a formal handover and an 'in-water' trial to all hirers. Paddle sports are a growing trend in our waters and an area where more safety education is needed. The Hire Boat Licensing Officer will continue to promote safety awareness in line with this and will maintain seasonal frequent on-the-spot health checks on hire companies as well as licensing audits on hire boat and hire paddle craft operators in 2025.
- 1.10. Rangers will be continuing to be vigilant in the field, advising and liaising on any safety matters observed with both users and hire yards. Plans are in place to organise a repeat run of the successful 'Fast Water Training' from in 2026 at Great Yarmouth Yacht Station for all hire operators as a refresher from recent previous years and to maintain skills.

2. Annual internal safety audit programme 2025/26

- 2.1. The Head of Safety Management has identified three internal safety audits in Table 1 below to be carried out in the coming year. This programme is to ensure that the Broads Authority's Safety Management System is working effectively and to introduce changes as deemed necessary to maintain and improve the current safety standards.

2.2. Table 1

Internal safety audit programme 2025/26

Internal audit	Aims and objectives
COSHH (Control of Substances Hazardous to Health) code of practice and compliance.	To review and ensure that there is a consistent approach to compliance with COSHH across the Authority. To develop and implement a new system of recording and documenting safety data sheets and internal assessments.
Condition monitoring processes.	To audit and ensure consistency in our internal inspection and reporting approach regarding condition monitoring on our 24-hour moorings and Yacht Stations.
Broad Authority driving at work.	To audit internal driving at work processes and systems. To determine that suitable control measures are in place and to reduce the risk of accidents and incidents to as low as reasonably possible whilst improving driving skills.

Author: Matt Dane

Date of report: 08 April 2025

[Broads Plan](#) strategic objectives: Broads Plan Theme C4 – Maintain and improve safety and security and user behaviours on the waterways.

Appendix 1 – Annual safety audit 1 April 2024 to 31 December 2024

Appendix 1 - Annual safety audit 1 April 2024 to 31 December 2024

The reporting period is from 1 April 2024 to 31 December 2024. The report is limited to the Broads Authority's area of marine responsibility. Notable incidents are listed below.

2024	Incident Details	Hazard Log Category
9/4/24	Sailing vessel capsized on River Ant. 5 persons in water, no injuries.	Falling in/capsize
11/4/24	Person fell from private vessel near Horning. Taken to hospital.	Falling in
12/4/24	The person suffered the injury when they fell while working on the boat.	Injury
28/4/24	Person fell in at Hardley Cross while mooring	Falling in
7/5/24	Person suffered head injury when they fell from boat while mooring at GYYS	Injury
10/5/24	Body found in river near Brundall	Fatality
30/5/24	2 persons in water following capsizing of sailing vessel in high winds on River Ant	Falling in/capsize
5/6/24	Body found in water at Great Yarmouth	Fatality
7/6/24	The person holding the baby fell into a moored boat. No injuries	Falling in
4/7/24	Person fell from vessel while mooring at GYYS. Admitted to hospital	Falling in
5/8/24	Fire at Walkin Cruisers, Loddon. 3 vessels alight, two sank	Fire
11/8/24	Hire cruiser struck quay heading near Langley Dyke and sank	Sinking
18/8/24	Body recovered from Wroxham Broad	Fatality
20/8/24	Person fell from hire cruiser moored at GYYS. Recovered from water but declared deceased at scene.	Fatality

21/8/24	Person suffered cardiac arrest on vessel moored at Ranworth. Deceased.	Fatality
08/09/24	Boat fire to private vessel at Sutton Staithe. Vessel sunk at mooring	Fire
22/09/24	2 persons in water following capsize of canoe from wash of speeding boat. Assisted out, not injured.	Falling in/Capsize
23/09/24	63-Year-old male left shoulder dislocation after falling from hire boat 842G at St Benet's whist attempting to moor. Taken to A/E by Ambulance	Injury
24/09/24	Herbert Woods staff member collapsed on Quay side and fell into water. Life jacket deployed. Retrieved from water CPR given, declared deceased by Ambulance staff	Fatality
27/09/2024	A person fell in at Acle Bridge after slipping on wet quay heading while leaving mooring. Coast Guard attended; medical assistance was not required.	Falling in
20/10/2024	Fell in dyke from boat at Ranworth. No injuries.	Falling in
29/10/2024	Slipped and hit head in the boat while disembarking. Head Injury taken to James Paget	Injury
06/12/2024	Vessel 1228B sunk river Yare, near Reedham	Sunk
12/12/2024	Boat Fire at Horning Ferry Marina. Minor damage, no pollution or injury	Fire
19/12/2024	Vessel taking on water with 2POB. Wroxham broad. Attended to by Hemsby lifeboat. No injuries. Vessel recovered	Near sinking

TABLE 1 – Analysis of Death/Injuries since 1998

	1998	1999	2000	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024
Death																											
No of deaths on or from boats	3	2	1	3	2	6	0	0	2	0	0	0	2	4	2	0	2	1	5	1	2	1	5	3	2	3	3
Reported deaths not related to boating	1	4	4	2	3	1	0	7	2	1	1	3	3	3	8	2	5	4	2	1	2	2	1	2	1	1	4
Cause of death																											
Severe injury	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	2	0	0	0	0
Heart Attack	0	1	1	0	1	0	0	0	1	0	1	2	2	1	5	0	1	1	3	1	1	1	0	1	1	1	2
Drowning	4	5	1	3	3	5	0	4	3	0	0	0	1	3	2	0	5	3	0	0	3	2	3	0		1	4
Asphyxiation/CO poisoning	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2	0	0	0	0	0	0	0	0
Terminal Illness														1	0	0	0	0	0	0	0	0	0	1	0	1	0
Not Known	0	0	1	0	0	2	0	3	0	1	0	1	2	2	0	0	1	0	2	1	0	0	1	3	0	0	0
Reports of people inadvertently entering in the water See footnote.	8	2	5	1	4	15	16	12	23	29	17	34	20	17	18	12	22	19	21	12	23	17	27	24	11	9	14
No of persons reported as requiring hospital treatment	7	9	8	7	7	18	2	4	13	12	11	22	30	17	15	19	14	13	30	36	49	33	35	35	19	15	19
Head	1	3	2	1	1	1	1	3	1	1	5	3	3	1	3	3		2	7	3	4	5	3	1	4	3	4
Arm/hand	0	0	1	3	1	1	1	0	1	6	4	1	4	4	2	4	1	0	3	4	6	7	5	2	5	3	
Leg/foot	2	4	1	2	2	2	2	1	3	7	5	7	8	3	6	4	3	4	9	8	8	11	9	12	6	3	3
Torso, ribs, chest, back	0	1	4	1	1	2	0	1	4	3	0	2	4	2	0	2	2	2	1	5	8	2	2	6	1	1	1
Not described	0	0	0	0	0	10	2	1	4	0	0	8	10	2	2	5	1	4	6	12	13	8	10	10	3	3	11
Asphyxiated/CO poisoning	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	2	0	0	0	4	0	0	0	0	0	0
Burns/Scalds	4	1	1	0	2	1	0	0	1	1	0	1	2	1	0	1	2	0	0	0	0	0	2	1	0	0	0
Heart attack														3	5	1	2	1	5	3	10	0	4	2		3	

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

TABLE 2 - Analysis of Fire and Explosions Since 1999

	1999	2000	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024
Number of incidents	6	3	4	2	2	0	2	22	8	4	4	3	3	1	1	1	0	2	2	5	1	2	4	0	3	2
Vessels involved (Private)	3	2	2	2	1	0	1	18	10	4	2	2	2	1	1	3	0	1	2	5	1	2	3	0	3	4
Vessels involved (Hire)	3	1	2	0	1	0	1	4	1	0	2	1	1	0	0	0	0	1	0	0	0	0	1	0	0	0
Prime cause LPG	0	1	1	0	2	0	0	0	1	0	0	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0
Prime cause Petrol	1	0	0	1	0	0	0	1	2	0	0	0	2	1	0	1	0	0	0	1	0	0	0	0	0	0
Prime cause Electrical	0	1	1	1	0	0	1	0	1	2	2	1	1	0	0	0	0	1	0	1	0	0	1	0	1	1
Prime cause Other	5	1	2	0	0	0	1	21	4	2	2	1	0	0	0	2	0	1	2	3	1	2	3	0	2	0
No of vessels total loss	1	2	2	2	0	0	0	20	6	2	1	0	2	1	0	0	0	0	1	2	0	0	0	0	3	4
No of injuries from fires requiring hospital treatment	1	0	0	2	2	0	0	1	1	0	0	2	1	0	1	0	0	0	0	1	0	2	0	0	0	0
No of fatalities	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Broads Authority

09 May 2025

Agenda item number 13

Belton with Browston, Burgh Castle and Fritton with St Olaves Neighbourhood Plan- Adoption

Report by Planning Policy Officer

Purpose

The Belton with Browston, Burgh Castle and Fritton with St Olaves Neighbourhood Plan (Belton etc Neighbourhood Plan) has been examined. The Examiner made some changes to the Plan. The Plan was subject to a referendum on 27 March 2025 and 79% of votes supported the plan.

Recommended decision

That Broads Authority make/adopt the Plan.

1. Introduction

- 1.1. The submitted Belton etc Neighbourhood Plan was approved by the Broads Authority's Planning Committee in May 2024. This was followed by a statutory publication period between Friday 24th May 2024 and Friday 5th July 2024, in which the Plan and its supporting documents were available to the public and consultation bodies online at [Belton with Browston, Burgh Castle and Fritton with St Olaves Neighbourhood Plan status - Great Yarmouth Borough Council](#).
- 1.2. During the publication period, representations were received from various organisations/individuals and may be viewed at [Representations on the Belton with Browston, Burgh Castle and Fritton with St Olaves Neighbourhood Plan - Great Yarmouth Borough Council documentation](#).
- 1.3. These representations were submitted, along with the Neighbourhood Plan and supporting information, to the independent Examiner, Ann Skippers. The examination was conducted via written representations during late 2024 and early 2025 (the Examiner deciding that a public hearing would not be required).
- 1.4. Legislation directs that an Examiner considers whether:
 - a) the draft plan meets the [basic conditions of a Neighbourhood Development Plan](#);
 - b) the draft plan complies with the definition of a Neighbourhood Development Plan and the provisions that can be made by such a plan;

- c) the area for referendum should extend beyond the neighbourhood area; and
- d) the draft plan is compatible with the Convention rights.

2. The Examiner's Report

- 2.1. The [Examiner's Report on the Belton with Browston, Burgh Castle and Fritton with St Olaves Neighbourhood Plan](#) concluded that, subject to amendments (as set out in the report), the Plan can proceed to referendum. The Examiner also concluded that the area of the referendum does not need to be extended beyond Belton with Browston, Burgh Castle and Fritton with St Olaves.

3. Referendum

- 3.1. The referendum for the Belton etc Neighbourhood Plan was held on 27 March 2025. As more than 50% voted in favour of the Plan, it is recommended that the Belton with Browston, Burgh Castle and Fritton with St Olaves Neighbourhood Plan be made/adopted by the Broads Authority.
 - 526 Valid votes
 - Yes 417
 - No 109
 - Pass by 79% majority of those that voted.

4. Planning Committee

- 4.1. Due to the deadline for this report, a similar report had not been before Planning Committee. Any comments or thoughts from Planning Committee will be relayed verbally at the Broads Authority meeting.

5. Next steps

- 5.1. If both the Broads Authority and Great Yarmouth Borough Council make/adopt the Neighbourhood Plan, it becomes part of the Development Plan for the area. The policies have the same weight as Local Plan policies when making decisions.

Author: Natalie Beal

Date of report: 22 April 2025

Background papers: None

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

Broads Authority

09 May 2025

Agenda item number 14

Annual summary of formal complaints 2024/25

Report by Governance Officer

Purpose

This report summarises the formal complaints received by the Broads Authority, together with the outcome of those complaints, for the year 2024/25.

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 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. Following the establishment of a Standards Committee in September 2023, information on complaints under this process is contained within the committee's annual report to the Authority (item 16 on this agenda).
- 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 2024 to 31 March 2025, together with a summary of the Authority's responses.

2. Broads Authority complaints procedure

- 2.1. The Authority's formal complaints procedure is published on its website at [How to complain \(broads-authority.gov.uk\)](#). 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, setting out the reasons why they believe the complaint has not been properly resolved at stage 2. 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.

3. Local Government & Social Care Ombudsman

- 3.1. The Local Government & Social Care Ombudsman (LG&SCO) 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 LG&SCO 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 2024/25

- 4.1. Four formal complaints were made to the Authority in 2024/25. 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. For comparison between the current year and previous years, the number of formal complaints and complaints to the LG&SCO can be found in the table below:

	2024/25	2023/24	2022/23	2021/22	2020/21	2019/20	2018/19
Formal complaints	4	7	7	7	5	4	6
Complaints to LG&SCO	0	0	0	0	2	1	1

6. Conclusion

- 6.1. Given the breadth and volume of the Authority's work, the number of formal complaints received in 2024/25 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

Author: Lorraine Taylor

Date of report: 15 April 2025

Background papers: none

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

Appendix 1 – Summary of formal complaints for 2024/25

Appendix 1 – Summary of formal complaints 2024/25

Summary of complaint	Final response provided by	Stage reached and summary of response
Reedham Quay Moorings – permanent mooring of a boat	Director of Operations	<p>Stage 2 – A detailed response was provided to all of the points raised, advising that the boat in question is not and has never moored on the Broads Authority 24-hour mooring at Reedham Quay.</p> <p>The vessel has a private arrangement on land adjacent to the Authority's mooring, land owned by the Wellington Pub Company and managed by The Lord Nelson Public House.</p> <p>The use of the electrical pillar was not covered by the same legislation that covered 'over-staying' (the 24-hour mooring byelaw), so as long as the pillar is accessed as per the terms and electricity is paid for, then no byelaw offence will have been committed.</p> <p>Finally, the behaviours witnessed by the complainant and their family did not fall under legal powers that the Broads Authority has; these were matters best dealt with by the Police.</p>

Summary of complaint	Final response provided by	Stage reached and summary of response
Boundary issues at Mayfield, Broadview Road, Oulton Broad	Director of Strategic Services	Stage 2 – A detailed response was provided to all of the points raised, concluding that it was not considered that the Broads Authority had mishandled its representation to the Land Registry. The complainant was advised to contact the Land Registry direct if they were not happy with its verdict. In addition, the complainant was advised that land ownership was not a planning consideration and they were recommended to seek legal representation regarding their deeds.
Mutford Lock closure	Director of Operations	Stage 2 - A detailed response was provided to all of the points raised, concluding that the Authority had complied with the public notice period required by the Norfolk and Suffolk Broads Act 1989. In addition, the complainant's concerns were acknowledged in the context of the impact the closure would have, countered with an explanation of how complex the works were and the planned timing to minimise disruption.
Service of a Planning Contravention Notice	Chief Executive	Stage 3 – A detailed response was provided to all of the points raised, concluding that a minor error had occurred for the for the incorrect addressing of an email which the Development Manager has apologised.

16.04.2025

Broads Authority

09 May 2025

Agenda item number 15

Standing Orders Relating to Contracts- review and annual report on requests to waive standing orders in 2024/25

Report by Director of Finance

Purpose

This report details the 2024/25 annual summary of instances where Standing Orders Relating to Contracts (SORC) were waived by the Chief Executive.

Broads Plan context

Financial Management supports all actions within the Broads Plan.

Recommended decision

Note the annual instances where SORC were waived.

1. Introduction

- 1.1. This report provides details where the Chief Executive authorised a waiver of SORC during 2024/25. 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 2024/25

- 2.1. Thirteen separate waivers to SORC were authorised in 2024/25, twelve by the Chief Executive and one by the Board as set out in Table 1. The costs in the final column are exclusive of VAT.

Table 1

Summary of waivers authorised in 2024/25

Ref	Details of Contract	Supplier	Amount £
A	Local Plan viability assessment	Three Dragons (LC) Ltd	14,500
B	Property Consultants	Bruton Knowles Ltd	30,000

Ref	Details of Contract	Supplier	Amount £
C	Abstraction Licence	Sustainable Water Solutions LLP	23,361
D	Finance System	The Access Group	43,000
E	General Direction advice	Marico Marine and Risk Consultant Ltd	6,530
F	Cleaning contractors	Integrated Cleaning Services Ltd	12,753
G	Millwrights for Heritage Lottery Fund	TWCM Woodworking	25,987
H	Purchase of Concrete pump	Schwing Setter (UK)	123,000
I	Footpath works	Broads Internal Drainage Board	14,720
J	Mutford Lock repairs	MarineServ UK Ltd	125,000
K	Pontoon repairs	The Pontoon and Dock Company	6,868
L	Tolls system extension work	Zippy Zebra Ltd	10,800
M	Raising of sunken vessels	Red7 Inshore Diving Ltd	71,793

2.2. Further details of the individual contracts and the reason for waiving the SORC are set out below.

- A. **Competitive quotes not received:** Despite contacting six contractors to quote only one replied.
- B. **Competitive tenders not received:** Despite advertising on contract finder only two tenders were received. The contract was awarded based on highest score and lowest price.
- C. **Competitive quotes not received:** Despite contacting four contractors two declined to quote. The contract was awarded on lowest price.
- D. **Competitive tenders sought but abandoned:** Despite receiving six responses our current provider did not respond due to a change in account manager. Following contact in June Access submitted a bid that was significantly cheaper than those received over the next three years. A benefit of using our existing provider kept disruption to a minimum.
- E. **Competitive quotes not sought:** The supplier had originally completed the work on the pilotage review under a waiver in 2023/24 where competitive quotes

were not received. Their knowledge of the previous work meant trying to obtain quotes for the next phase was not practical or cost effective.

- F. **Urgency:** The previous contractor withdrew from the market at very short notice, they provided cleaning at Yare House, Dockyard and Island Cottage. Due to the time constraints and TUPE requirements the Yare House landlord was contacted for details of the shared areas cleaners. They provided a cost comparable quote and took on the existing staff.
- G. **Competitive tenders not received:** Despite going out to tender at the start of the project there are very few millwrights available. Following the lack of response work was undertaken in house but some specialist nature work needed to be contracted out. Weather and the nature of work meant work took longer and was more expensive to complete. The works were funded by the lottery.
- H. **Competitive quotes not received:** There are only two suppliers who provide this type of equipment that meet our requirements. The supplier selected represents best value for money.
- I. **Sole Supplier:** Due to the need to consult and gain consent under the Land Drainage Act on the feasibility of the works, this provided the most cost-effective method. This has been achieved by combining consent, design, ecological survey and installation into one contract.
- J. **Urgency:** Urgent repair work was needed prior to start of the season. The contractor currently completes the monthly maintenance checks and is familiar with the lock and its operation. Due to the value and the need to spend from earmarked reserves this was approved by the Broads Authority on 24/01/25, agenda item 9.
- K. **Competitive quotes not received:** Despite contacting three contractors only one quote was received.
- L. **Contract extension to original contract:** This extension relates to the upgrade of the tolls system to enable the reporting and emailing elements to be delivered, the final data load and one year support and maintenance contract.
- M. **Urgency:** Due to the sunken vessels position in the Navigation and being unable to mark it as a hazard due to movement on the tide it has become urgent to remove it before the start of season.

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. Twelve waivers were approved by the Chief Executive and one by the Board in 2024/25, compared to the thirteen in 2024/25 (eleven by the chief executive and two by the Board). All approved waivers were considered to be justified on the grounds of achieving the best outcome for the Authority at the best possible price.

Author: Emma Krelle

Date of report: 17 April 2025

Background papers: [Standing Order Relating to Contracts](#)

[Broads Plan](#) strategic objectives: All

Broads Authority

09 May 2025

Agenda item number 16

Annual report of the Standards Committee

Report by Governance Officer

Purpose

To provide an overview of the work of the Standards Committee and information on complaints under the Members Code of Conduct.

Recommended decision

To note the report.

1. Introduction

- 1.1. In [September 2023](#) the Authority agreed to the establishment of a Standards Committee. Creation of this Committee was one of the recommendations of the report of Mark Heath, which the Authority accepted and approved at its meeting on [20 January 2023](#). The principal purpose of this Committee is the promotion and maintenance of high standards of conduct within the Authority. A key function of the Committee is to deal with complaints under the Code of Conduct. The Committee is scheduled to meet once per annum, with additional meetings convened as necessary.
- 1.2. The Localism Act 2011 requires all local authorities, including the Broads Authority and national park authorities, to have an adopted Code of Conduct for members and to have appropriate procedure in place for dealing with complaints made under the Code.
- 1.3. The Act states:

Section 27

- (1) A relevant authority must promote and maintain high standards of conduct by members and co-opted members of the authority.
- (2) In discharging its duty under subsection (1), a relevant authority must, in particular, adopt a code dealing with the conduct that is expected of members and co-opted members of the authority when they are acting in that capacity.

Section 28

- (6) A relevant authority other than a parish council must have in place—
 - (a) arrangements under which allegations can be investigated, and

- (b) arrangements under which decisions on allegations can be made.
- 1.4. The responsibility for all issues of probity and conduct must sit with either the Authority as a whole or a separately constituted committee. Most local authorities have adopted a separate Standards Committee
 - 1.5. Under its terms of reference, the Committee is required to produce an annual report on its work to the Broads Authority.

2. Independent Persons

- 2.1. The Committee convened a meeting on [21 June 2024](#) to discuss the appointment of two Independent Persons to the Broads Authority. The Committee resolved unanimously to recommend that the Broads Authority appoint Charles Monteith and Hannah Brown as the Authority's Independent Persons. In [July 2024](#), the Authority agreed to appoint both Independent Persons with effect from 26 July 2024 for a period of four years.

3. Update

- 3.1. In July 2024, the following Members were appointed to the Committee: Stephen Bolt; Peter Dixon; Andrée Gee; Paul Hayden; Tim Jickells; Kevin Maguire (replaced by Gurpreet Padda in September 2024); and Michael Scott.
- 3.2. At its meeting on [20 February 2025](#), Stephen Bolt was appointed Chair and Tim Jickells Vice-Chair.
- 3.3. The Monitoring Officer (MO) presented on two items: [Consultation on Strengthening the standards and conduct framework for local authorities in England](#); and the [review of the Code of Conduct for Members](#).
- 3.4. The MO had set out draft answers to each question on the consultation and the Standards Committee discussed each question in full so that the Authority's response could be drafted and submitted.
- 3.5. A number of minor changes were proposed to the Code of Conduct for Members and these were either formatting, for clarification or to adapt the wording so it was relevant to the Broads Authority. The Standards Committee requested that Monitoring Officer review the wording for members' participation in the setting of tolls to make it clearer that any member who pays a toll by reason of owning a private boat, canoe, SUP etc can speak and vote on toll setting, and to allow Navigation Committee members who pay tolls, whether as private boat owners or commercial hire boat operators, to speak and vote at the consultation meeting with the Committee. At its meeting on [14 March 2025](#), the revised Code was adopted by the Broads Authority.

4. Complaints under the Code of Conduct

- 4.1. No complaints were made under the Code of Conduct during the period 1 April 2024 to 31 March 2025.

5. Future work programme

- 5.1. Following the consultation on strengthening the standards and conduct framework for local authorities in England, the Standards Committee will be looking at the revised legislation together with the suggested national code of conduct to be decided by government in due course.

6. Conclusion

- 6.1. Members are asked to note the work undertaken by the Standards Committee.

Author: Lorraine Taylor

Date of report: 03 April 2025

Background papers: none

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

Broads Authority

09 May 2025

Agenda item number 18

Merger of the Broads Charitable Trust with the Broads Society

Report by Paul Hayden

Purpose

Members appointed by the Authority to outside bodies are required to submit a written report on the organisation's work and activities.

Broads Plan context

The work of the Norfolk & Suffolk Broads Charitable Trust supports the following Broads Authority Themes:

- A – responding to climate change and flood risk;
- B – improving landscapes for biodiversity and agriculture;
- D – protecting landscape character and the historic environment; and
- F – promoting understanding and enjoyment.

Recommended decision

- i. Broads Authority Members are asked to note the decision of the Broads Trust to dissolve itself and transfer its assets and operations to the Broads Society.
- ii. Broads Authority is invited to consider ways in which liaison with the Broads Society might be further enhanced, ensuring effective two-way communication on matters of joint interest.
- iii. Broads Authority is invited to consider ways in which future partnership with the Broads Society might be used to assist in delivery of jointly held objectives.

1. Introduction

- 1.1. An update report on the work of the Norfolk & Suffolk Broads Charitable Trust was provided to the Broads Authority in November 2024, confirming the Trust's plans for delivery of work that supported multiple Broads Authority Themes.

- A – responding to climate change and flood risk;
- B – improving landscapes for biodiversity and agriculture;
- D – protecting landscape character and the historic environment; and
- F – promoting understanding and enjoyment.

- 1.2. The update report also informed Members that a formal Memorandum of Understanding (MoU) had been agreed between the Broads Trust and Broads Society to investigate opportunities for better coordination of philanthropic activities across the Broads and to share and build up capacity and expertise.
- 1.3. A Joint Liaison Group, consisting of Trustees from Broads Trust and Broads Society, has examined the scale of challenges facing the Broads, and the current governance and resource challenges facing the Trust and Society. The Group concluded that the jointly held charitable objectives of the two organisations could be best supported through a single and more strategically focussed charity for the Broads. Having considered the options to achieve this objective, the Board of the Broads Trust has opted to dissolve itself and transfer its assets and current educational and fund-raising operations to the Society from where they can be further developed and expanded.
- 1.4. The Society's Board of Trustees has welcomed this decision, and several trustees of the Broads Trust will join the Broads Society's board to help guide and further develop the visitor giving scheme for the Broads "Love the Broads", and the Trust's public education and engagement vehicles, "Discovery Hubs". The Trust's founding father, Peter Howe, will become a Society vice president.
- 1.5. The dissolution of the Broads Trust and transfer of its assets and operations to the Broads Society, is taking place ahead of major changes for the Broads Society itself. In accordance with Charity Commission Guidance, the Broads Society has already strengthened its governance arrangements and is in the process of converting to a Charitable Incorporated Organisation (CIO) with limited liability, opening up new partnership opportunities. The new CIO strategy will combine the Trust's expertise in fundraising, education, and public information with the Society's knowledge of campaigns, events, and publications, creating a more powerful and successful Voice for the Broads. The new arrangement will also be more efficient in terms of administration, fundraising, and membership, saving valuable time and money. One organisation, expressing a unified voice and branding, will be better positioned to communicate clearly with the public at large and the many sponsors and donors that have supported previous Broads Trust initiatives.
- 1.6. The Board of the Broads Trust believes that dissolution of the Trust, transfer of its assets and operation to the Broads Society, and conversion of the Society to a CIO structure, will help to address concerns set out in the Glover Landscapes Review of 2019, pp 143-4, where the observation is made that there should be "an ambitious commercial and philanthropic programme of fundraising within National Parks, but this has been hampered by a failure of coordination, ambition and expertise". The end result will be to provide the Broads Authority with a stronger and more strategically focussed Charity partner for the Broads, with greater capacity to act. These changes are also being driven by Charity Commission Guidance that seeks to enhance the governance, transparency, and capacity of small charities.

2. Implications for the Broads Authority

- 2.1. The Broads Trust was originally established with the support of the Broads Authority and Broads Society, and there is significant alignment between the Charitable Objectives of the Broads Trust and Society, and the statutory duties of the Broads Authority.
- 2.2. The Broads Authority currently nominates two Trustees to the Broads Trust and receives regular updates on charitable activities in the Broads and a formal annual report submitted by its nominated Trustees. Officers of the Broads Authority have also attended Broads Trust meetings to discuss matters of joint interest.
- 2.3. With the dissolution of the Broads Trust, the Authority will no longer have nominated Trustees that can formally report back to the Authority on charitable activities in the Broads. In these circumstances, the Authority may wish to consider enhancing existing liaison arrangements between the Broads Authority and the Broads Society in order to maintain regular contact on issues of joint interest and to identify opportunities for partnership working, attracting external grants, and delivery of efficiencies.

For example, the November 2024 Broads Trust report to the Broads Authority outlined the benefits that have been delivered in other National Parks, such as the Lake District, by providing line of sight between visitor-giving schemes with specific volunteer actions; for example, providing funding to support works to help maintain access, footpaths, or enhance biodiversity. The intention at that time was for the Broads Trust to link its “Love the Broads” visitor-giving scheme with the Broads Society “Broads Guardians” volunteer action program. It is anticipated that the changes set out above and creation of a single Broads Charity with greater capacity to act will enhance these proposals, potentially providing opportunities for the Society to raise funds and undertake projects and works in partnership with statutory authorities.

3. Recommendations

- 3.1. Broads Authority Members are asked to note the decision of the Broads Trust to dissolve itself and transfer its assets and operations to the Broads Society.
- 3.2. The Broads Authority is invited to consider ways in which liaison with the Broads Society might be further enhanced, ensuring effective two-way communication on matters of joint interest.
- 3.3. The Broads Authority is invited to consider ways in which future partnership with the Broads Society might be used to assist in delivery of jointly held objectives.

Author: Paul Hayden

Date of report: 16 April 2025

Background papers: [Member report on outside bodies - Norfolk and Suffolk Broads Charitable Trust](#)