

# Broads Authority

25 September 2020

Agenda item number 7

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

Title	Meeting date	Lead officer	Summary of actions	Progress so far	Target date
Transfer of Mutford Lock	26/01/2018	John Packman	That the two Harbour Revision Orders are submitted and the tripartite agreement noted in the report be completed in all respects, to give effect to completing the transfer of Mutford Lock in the Navigation Area and the ownership to the Broads Authority.	<p><b>Aug 2018:</b> The two HROs published for 42-day public consultation on 3 Aug. No objections have been raised under either order. MMO progressing HROs - anticipated to be determined by end July 2019.</p> <p><b>Feb 2020:</b> Final determination of HROs still awaited; Chairman took matter up informally with MMO at meetings in Dec 2019 and 12 Feb 2020. Date for final determination unknown.</p> <p><b>28 Feb 2020:</b> BA in phone conference with MMO and other parties to satisfy latest MMO questions.</p> <p><b>1 June 2020:</b> MMO drafted decision documents for Mutford Lock applications and put forward for final internal draft review. DfT have halted processing of HROs during COVID-19. Team keeping in correspondence and will update on time scales when known - suggested this may be in July.</p> <p><b>Sept 2020:</b> Awaiting determination of the HROs by MMO – agreed in principle. Further questions raised from MMO, responded on 20 August and response awaited from MMO legal team.</p>	31/07/2019
Pilot agri-environment scheme for the Broads (Broads Test and Trial of ELMS)	16/03/2018	Andrea Kelly	Content of submission to Defra for pilot agri-environment scheme for the Broads, which builds on the partnership work with the National Farmers Union and local land managers and prepared with assistance of local conservation NGOs, welcomed and noted.	<p><b>Oct 2019:</b> Defra awarded Broads Test and Trial (T&amp;T) contract. Sub-contracts awarded to Natural England, Norfolk Farming Wildlife Advisory Group and facilitator.</p> <p><b>Nov 2019:</b> Broads Test and Trial published on website. Project investigating payments, management interventions, monitoring and verification of interventions.</p> <p><b>13 Nov 2019:</b> First partnership workshop with 63 farmers and land managers hosted by BA, NFU, Natural England, Norfolk Farming Wildlife Advisory Group and facilitator, excellent participant feedback. <a href="https://www.broads-authority.gov.uk/looking-after/projects/environment-land-management-system">https://www.broads-authority.gov.uk/looking-after/projects/environment-land-management-system</a>. Workshop report circulated to Steering Group and participants and interested parties.</p> <p><b>10 Feb 2020:</b> Defra ELMs team and Broads farmer site visit.</p> <p><b>Dec 2019 - May 2020:</b></p> <ul style="list-style-type: none"> <li>Objective 2 - Developed detail and costs of management interventions and scheme tiers for grazing marsh and fen/reedbed habitats; reviewed Site Emission Tool (carbon calculator) from similar habitats to trial from June 2020.</li> <li>Objective 3 - Trialled self-assessment form for fen and fen meadow in liaison with Conservation Organisations and British Reed Growers Association.</li> </ul>	30/10/2020

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				<ul style="list-style-type: none"> <li>• Objective 4 - Assessed local board roles and membership.</li> <li>• Objective 5 - Mapped information to inform collaboration around the Broads.</li> </ul> <p><b>29 April 2020:</b> Submitted contract variation to Defra for extension from June-Oct and additional budget to collect data. Defra invited BA to submit costs for up to date fen management work.</p> <p><b>May 2020:</b> Preparing online surveys and pre-recorded presentations.</p> <p><b>June 2020:</b> Responded to Defra ELMS Policy Consultation and responding to Defra Peat Strategy Consultation.</p> <p>Signed new T&amp;T Defra contract. Sent two online surveys to over 300 farmers and land managers - 77 completed.</p> <p>Contributed to thematic webinar on advice provision to Defra policy team. Preparing presentation to T&amp;T thematic 15th July to Defra policy team. In discussion with partners and Defra on additional work to assess fen payments. Prepared grazing costs for verification with 10-15 farmers and land managers.</p> <p>Tested Site Emission Tool (carbon calculator) on one site and gaining agreement to test carbon savings on farmers land. Working with Oxford University Research Student to assess ELMS in Norfolk.</p> <p><b>Sept 20:</b> Analysed two online surveys. T&amp;T report written for approval by Steering Group. Outputs include Broads Tier Structure, grazing payments budget and Collaboration Plan. EPA presented conclusions to Defra ELM scheme Policy Team. Defra requested BA applies for contract extension for further ELM scheme work, focusing on advice provision, formation of Local Board and role of convenors.</p>	
Acle Bridge	28/09/2018	John Packman	<p>Chief Executive delegated –to continue discussions with the neighbouring landowner over the possibility of purchasing additional land at the Acle Bridge site; to continue discussions with Great Yarmouth Borough Council for the acquisition of the toilet block; to proceed with the essential repairs to the moorings at the Acle Bridge site subject to the views of the Navigation Committee; to investigate whether the development of a Visitor and Education Centre could form an important element in a wider more ambitious project to improve the infrastructure for Broads tourism and raise awareness of the special qualities of the area in future; and in the context of reviewing the Sustainable Tourism Strategy, to consider with members options for a wider project to enhance tourism in the Broads.</p>	<p>Ownership of toilet block transferred from Great Yarmouth Borough Council to BA. Repairs to moorings at Acle Bridge and installation of electric charging points included in work programme for Winter 2019/2020.</p> <p><b>Nov 2019:</b> Acle Bridge site in Visitor Services Review (Exempt report) on BA agenda 22/11/19.</p> <p><b>Feb 2020:</b> Piling works started at Acle Bridge 24-hour moorings. Phase 1 to renew 110m of piling, install new mooring path and three electric charging points. Works to extend beyond Easter and involve moorings, section of Weavers Way, car park and toilet area. 55-metre section of mooring to be left open on upstream end for boaters to moor during works. Footpath access from mooring only available for pedestrians heading towards Oby and Thurne. Weavers Way public footpath through construction site closed until project completion. Advance notices installed on Weavers Way. Works monitored and areas of site opened as soon as safe to do so.</p> <p><b>June 2020:</b> Following break from site due to Covid-19, contractor returned late May and has made good progress with piling and tie-rods. Approx 6 more weeks of work required, taking project into late July.</p>	31/01/2020

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				<b>Sept 2020:</b> Mooring works completed and 24 hour mooring site open to public. Due to high demand for electricians, installation of electric charging pillars delayed - expected within next 6 weeks.	
National Parks Review: Response	28/09/2018	John Packman	That the Chairs' Group, together with the Chief Executive, consider and provide a robust response for submission to the Review Team based on the eight areas required of the team and guidance from Members as indicated. The deadline response submission 18 December 2018. Chairs' Group to meet again on 5 December 2018 to finalise the response and consider the points raised. Members were encouraged to submit any comments they wished to make individually to that group.	<p><b>Sept 2019:</b> Landscapes Review Final Report published 21 Sept. Awaiting Government response to review.  <a href="https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/833726/landscapes-review-final-report.pdf">https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/833726/landscapes-review-final-report.pdf</a></p> <p><b>Nov 2019/Jan 2020:</b> Members received preliminary paper for discussion. Report on 31 Jan highlighted Review's 27 proposals and asked Members to consider BA priorities for more detailed discussion. Agreed to focus on where BA already taking action in line with Broads Plan, and where resources allow.</p> <p><b>Mar 2020:</b> Issues for future discussion: Climate change and carbon capture; Biodiversity and future of agriculture; Promoting wider participation with National Parks on health and wellbeing benefits; Explore Proposal 21 Welcoming new landscaping approaches in cities and the coast - e.g. Norwich City as a National Park City.</p> <p><b>May 2020:</b> Report and presentation on climate change given at BA meeting 24 July 2020. Awaiting Government response.</p>	24/07/2020
Collaboration with Norfolk County Council	01/02/2019	John Packman	That the Authority supports Norfolk County Council's aspiration for a single management structure for the Norfolk Coast Area of Outstanding Natural Beauty and the Wash, and North Norfolk Coast Natura 2000. That the areas of co-operation with Norfolk County Council and the progress that is being made is noted. That officers explore the possibility of more formal yet flexible platforms for future collaboration with Norfolk County Council focussing on procurement, bidding for external funding and staffing arrangements. (eg: A Memorandum of Understanding) Project proposal to be submitted to Norfolk County Council to be a partner in the EU Interreg programme Experience. This 3 year project involves taking forward the recent Discover England project to French and US markets and extending National Park branding. The draft budget is c £270,000 for over 3 years with a match funding contribution from the Authority of £75,013.	<p>Collaborative work ongoing with Norfolk County Council.</p> <p><b>4 Jul 2019:</b> BA member and officer site visit to Norfolk coast in association with Norfolk Coast Partnership.</p> <p>Project proposal for BA to be partner in Interreg EXPERIENCE project successful. Kick-off meeting (initially scheduled in Dec 2019 but postponed due to election purdah) in February 2020.</p> <p><b>May 2020:</b> Scoping Cooperation Agreement between BA and Norfolk County Council.</p> <p><b>June 2020:</b> BA supporting development of Norfolk and Suffolk Environment Plan, led by Norfolk and Suffolk County Councils. UEA developing asset inventory with set of indicators.</p> <p>July 2020: Cooperation Agreement between BA and Norfolk County Council under review by nplaw. Norfolk Coast Partnership Management Group due in July to be replaced by series of topic-specific emails, including 2020-21 planned actions for AONB and new Management Plan.</p> <p><b>Sept 2020:</b> Awaiting feedback on final draft of Cooperation Agreement between BA and Norfolk County Council. Feedback provided to North Norfolk AONB on their draft Management Plan.</p>	22/05/2020
Hosting National Parks'	22/03/2019	Rob Leigh	BA hosting UK National Parks Communications Service on basis set out in report, and Appendix 1 of report approved.	<b>1-3 Oct 2019:</b> BA hosted National Parks Heads of Communication Officers meeting.	

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Communications Unit				<p><b>28 Nov 2019:</b> Communications Strategy approved by English CEOs Group and Chairs Group. Internal roll out of National Parks branding/messaging launched. BA staff briefed on 16 Oct and Members on 22 Nov.</p> <p><b>17 Jan 2020:</b> Work ongoing to scope review of National Parks website. Ongoing campaign support includes photography competition and Discover National Parks Fortnight 4-19 April 2020. Workplan and steering group meetings scheduled.</p> <p><b>2-4 Mar 2020:</b> Heads of Communications meeting.</p> <p><b>July 2020:</b> Virtual meeting of all Heads of Communications arranged for 29 Sept.</p> <p><b>August 2020:</b> New website progressing, with expected launch Autumn 2020. Collaborative safe visiting (Covid safe) visitor messaging campaigns ongoing,</p>	
Permissive footpath at Reedham: Recommendation from Broads Local Access Forum	26/07/2019	Rob Rogers	To instruct BA officers to continue discussions with Norfolk County Council, Reedham Parish Council and landowner to find collaborative solution to missing permissive footpath link at Reedham.	<p><b>5 Feb 2020:</b> Meeting between Lewis Treloar (BA), Chris Mutton (landowner), Reedham Parish Council and their solicitor to come up with agreed solution to reinstate permissive path. All parties agreed in principle to lease between BA and landowner, with RPC taking on management and financial aspects of route. Quotes for all materials and contractors provided. Awaiting RPC review of written agreement and all parties to sign.</p> <p><b>May 2020:</b> With solicitors to finalise agreement; all parties happy to proceed.</p> <p><b>July 2020:</b> Agreements signed and sealed. Contractor to begin work soon with the aim of reopening by September.</p>	03/06/2020
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 with Norfolk County Council taking place.	<p>Work to be split into 2 phases over winter 2020 and 2021. Plan is to concentrate efforts in first year on Loddon FP4, Langley with Hardley FP9 and Loddon FP5. NCC to repair two bridges at Loddon FP4 by Sept 2020. Environmental officers to complete minor tree/shrub clearance by Oct 2020.</p> <p>BA operations team to dredge Chet for 3 months from Oct 2020 and dispose of material on sections of footpaths mentioned. They will return 6 months later to rebuild paths with new material. Similar work to continue in 2021 to restore rest of footpaths at eastern end of Hardley Flood.</p> <p><b>May 2020:</b> Project now part of a much larger programme of works in partnership with Norfolk County Council and CIL application; to include new circular routes, bank stabilisation, signs and infrastructure, and access for all resurfacing works. Programme improvements across entire Wherryman's Way beginning 2021.</p>	31/12/2021
Draft planning documents for consultation	27/09/2019	Natalie Beal	Draft Marketing and Viability Supplementary Planning Document was consulted on, but public venues were closed, so will need to be consulted on again. No set date for this consultation. Residential Moorings Guide was consulted on, but public venues were closed, so will need to be consulted on again. No set date for this consultation but it could be around September 2020.	<p><b>Sept 2019:</b> Documents submitted for first public consultation from 30 Sept to 22 Nov.</p> <p><b>Jan 2020:</b> Statement of Community Involvement (SCI) and responses to consultation considered by Planning Committee on 6 Dec 2019 and adopted by BA on 31 Jan 2020.</p> <p><b>Jan-Mar 2020:</b> Flood Risk SPD and responses to consultation considered by Planning Committee on 10 Jan. Amended SPD approved by BA for 2nd round consultation from 31 Jan to 6 March. Planning Committee 6 Mar recommended that BA adopt SPD following minor amendments.</p>	24/07/2020

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			Flood Risk SPD adopted. Statement of Community Involvement adopted in January 2020.	<b>May 2020:</b> Marketing and Viability SPD before Planning Committee 7 Feb and 6 Mar and recommended for second round consultation (under delegated powers in light of COVID-19 lockdown). Consultation from 16 March to 5 June. Residential Moorings Guide endorsed for consultation by Planning Committee on 6 March, consultation period from 16 March to 5 June. <b>July 2020:</b> BA adopted amended SCI to reflect COVID-19 restrictions.	
Extinguishment of Public Rights of Way	27/09/2019	Lewis Treloar	To approve the preparation of the Public Extinguishment Orders for the PROWS which have been diverted under the Broads Flood Alleviation Project (BFAP).	<b>6 Jan 2020:</b> Consultation began for extinguishment of first bundle of footpaths (Cantley FP18, Stokesby FP6 and Mautby FP12) <b>5 Feb 2020:</b> Consultation ended 3 Feb and Orders signed and sealed, with notices served to relevant stakeholders. <b>3 Mar 2020:</b> One objection received a day before confirmation of the Orders was set to go ahead. <b>18 Mar 2020:</b> Objection withdrawn following discussions. <b>May 2020:</b> Confirmation agreed but progress postponed due to COVID-19 situation. <b>Jul 2020:</b> Awaiting guidance from Highways Authority on when process can be finalised. <b>Aug 2020:</b> Still no update from Defra.	31/05/2021
Water Resources East	27/09/2019	Marie-Pierre Tighe	Broads Authority to join Water Resources East (WRE) Water Resources Board at a cost of £15,000 for 2019/20 to support work and connect initiatives in Broadland catchment to wider Eastern Region. Funds to come from National Park Reserves. BA to review its WRE membership in September 2020.	<b>8 Oct 2019:</b> WRE Directors' Board meeting attended by Director of Strategic Services, who was appointed as Board member. On agenda: Board and governance matters, appointments, technical programme, engagement. 15 Oct 2019: WRE Strategic Advisory Group attended by Director of Strategic Services and Catchment Officer, engaging with wide range of stakeholders. <b>Oct 2019:</b> WRE added to BA Partnerships Register. <b>Dec 2019:</b> WRE Managing Director presented their work to Broadland Futures Initiative group. <b>14 Jan 2020:</b> Director of Strategic Services attended WRE meeting. On agenda: Procurement policy and appointment of auditor, operational budget, 2020/21 business plan. Overall aim is to agree Water Management Plan by December 2021. <b>11 March 2020:</b> Director of Strategic Services attended WRE meeting. Main discussion item was draft business plan. <b>April 2020:</b> WRE hosted discussion with support from NALEP to discuss potential water related project opportunities in Norfolk and Suffolk. Next meeting 22 June 2020 <b>June 2020:</b> Board approved WRE 3-year business plan. <a href="https://wre.org.uk/wp-content/uploads/2020/07/WRE-Draft-3-Year-Business-Plan-2020-23-FINAL-for-publication.pdf.pagespeed.ce.gG1V1TGDOA.pdf">https://wre.org.uk/wp-content/uploads/2020/07/WRE-Draft-3-Year-Business-Plan-2020-23-FINAL-for-publication.pdf.pagespeed.ce.gG1V1TGDOA.pdf</a> "WRE's vision is for Eastern England to have sufficient water resources to support a flourishing economy, a thriving environment and the needs of its population, and for the region to be seen as an international exemplar for collaborative integrated water resource management." <b>Sept 2020:</b> Next board meeting on 12 October 2020.	30/09/2020

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Responding to Climate Change Emergency	27/09/2019	John Packman	To adopt the Climate Change Emergency Statement for the Broads included as Appendix 1 of the First Report and the principles outlined. Recognition of climate emergency to work toward making the Broads Authority 'carbon neutral' by 2030, with further objective of reducing all carbon emissions to zero by 2040. Establish base line for CO2 emissions using a common methodology with NPAs and develop an Action Plan and Monitoring system. Work with constituent local authorities to reduce emissions from domestic, travel and other sources in the Broads across the two counties. 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. Work with boating and tourism organisations to continue promoting and developing environmentally friendly boating and sustainable tourism ; and aspires to offsetting carbon emissions locally within the Broads by a Broads offsetting scheme.	<p><b>Sept 2019:</b> Principles agreed - first in series of items dealing with climate change.</p> <p><b>22 Nov 2019:</b> Presentation to BA from Asher Minns, Director of Tyndall Centre at UEA and update by CANAPE Project Manager/Carbon Reduction Projects Manager.</p> <p><b>10 Jan 2020:</b> Planning Committee report on planning policy response to climate change mitigation and adaptation.</p> <p><b>May 2020:</b> Progress report to BA prepared on Climate Change Action Plan for Broads Authority and Broads Area. Deferred to BA meeting in July due to COVID-19 situation.</p> <p><b>July 2020:</b> Report and discussion by member at item 8 on the agenda "Climate Change action plan". It was agreed to set the target of a 1.5 degree compliant emissions curve for the Broads Executive area, in line with Tyndall Centre recommendations, and use this as the basis for public engagement and working with partners.</p> <p><b>Sept 2020:</b> National Parks England has received data from BEIS on emissions from the National Parks and the Broads. Work is underway to better understand these figures, in particular around boating emissions that are listed as several times higher than previous estimates.</p> <p>Savills have confirmed that the Yare House electricity supply has now been switched to a Green Tariff. We are currently investigating the capacity of the Broads Authority equipment to use higher percentages of biofuel. These measures will achieve the targeted savings for this year.</p> <p>With the South-Downs National Park we are working with Smallworld Consulting Ltd to deliver the Consumption Baseline for the Broads Area by March 2021.</p> <p>From the data provided by this and the BEIS data, we will establish the savings we need to make in each year to achieve carbon neutrality.</p>	
Visitor Services Review (Exempt)	22/11/2019	Rob Leigh	<p>Report noted and strategic direction endorsed: To continue to examine the short-term options presented and test different small-scale options if possible.</p> <p>To defer considering a business case and site analysis for a Visitor and Education Centre.</p>	<p><b>Nov 2019:</b> Acle Bridge site included in strategic approach to visitor services in Visitor Services Review (exempt report) to BA on 22 Nov. In line with BA decision, current visitor services development focusing on sites other than Acle Bridge, e.g. Forum in Norwich.</p> <p><b>Mar 2020:</b> Negotiations with Norwich City Council continuing positively. Aiming for launch of new facility in Norwich Forum in April. BA committed financial support from existing visitor centre budgets towards staff presence and refurbishment works. Good progress made for visitor centre presence at Lowestoft rail station, aiming to be in place in April and funded from existing visitor centre budgets.</p> <p><b>May 2020:</b> Plans on hold due to COVID-19 situation.</p> <p><b>July 2020:</b> Plans for refurbishment of new combined Norwich / Broads/ Jarrold visitor centre at Norwich Forum on hold until close of season 2020; likely to be in done in time for 2021 season. May be possible to have Broads presence within visitor centre from late July 2021; awaiting update from Norwich City Council on reopening plans.</p> <p>Lowestoft Rail Station Broads National Park signs and Suffolk Wildlife Trust Carlton Marshes visitor centre display on hold due to COVID-19.</p>	31/03/2021

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				<p>Existing TICs at How Hill and Hoveton reopened on 4 July. Boat trips expected to be running again by end of July.</p> <p><b>Sept 2020:</b> Ra trip boat awaiting repair to control unit, which has delayed trips restarting. Visitor centres: Norwich City Council trialling reopening Norwich Forum with reduced capacity; working towards refurbishment for 2021 season but uncertainty due to C-19 and Jarrolds reorganisation. Broads National Park display completed at Lowestoft train station TIC (run by Community Rail Partnership). Suffolk Wildlife Trust, Carlton Marshes - agreed to install Broads National Park displays before official opening Spring 2021 (soft opening Autumn 2020).</p>	
Appointment of Monitoring Officer	25/06/2020	John Packman	To delegate to the Chief Executive, the authority to negotiate and enter into a Section 113 Agreement with East Suffolk Council to allow Mrs Slater and Mr Bing to work for the Broads Authority, whilst remaining East Suffolk Council employees.	<p><b>June 2020:</b> Draft S113 Agreement received on 25/06/2020.</p> <p><b>July 2020:</b> Advice received from Birketts on the Draft Agreement.</p> <p><b>August 2020:</b> Legal advice sent to East Suffolk.</p>	24/07/2020
Response to the COVID-19 emergency and the financial position of the Broads Authority and local businesses	25/06/2020	John Packman	<p>That the Authority supports the approach for hire boat charges in 2020/21 outlined in the report following consultation with the Navigation Committee on 11 June 2020.</p> <p>To authorise the Chief Executive to negotiate and sign a Change Control Notice to the Authority's Funding Agreement with Defra on the lines set out in paragraph 2.2. of the report, following consultation with the Chairman and Vice-Chairman of the Authority and the Chair and Vice-Chair of the Navigation Committee, and subsequent circulation of the document to members for comment.</p>	<p><b>July 2020:</b> Chief Executive provided members with a verbal update at the 24 July 2020 Broads Authority meeting.</p> <p>Hire boat operators informed of arrangements agreed by the Authority on 1 July 2020. Survey of hire boat operators carried out on impacts of Covid-19 on their businesses.</p> <p><b>Sept 2020:</b> Update on the Broads Authority's financial position and survey results to Navigation Committee on 3 Sept, who supported recommendations to BA as set out in report on today's agenda.</p>	03/09/2020

Date of report: 10 September 2020