

Broads Authority

Agenda 24 January 2025

10.00am

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

John Packman, Chief Executive – Friday, 17 January 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. 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)
4. To note whether any items have been proposed as matters of urgent business
5. Public question time – to receive questions raised by members of the public
6. **To receive and confirm the minutes of the Broads Authority meeting held on 29 November 2024** (Pages 5 - 22)
7. **Summary of actions and outstanding issues following decisions at previous meetings – to note the schedule** (Pages 23 - 31)

Strategy and policy

8. **Strategic priorities - update** (Pages 32 - 37)
Report by Senior Governance Officer
9. **Financial performance and direction - including the proposed budget for 2025/26 and financial strategy to 2027/28** (Pages 38 - 69)
Report by Director of Finance

10. **Landscape Connections expression of interest** (Pages 70 - 77)
Report by Partnership & External Funding Manager
11. **Draft Local Nature Recovery Strategies** (Pages 78 - 84)
Report by Environmental Policy Adviser
12. **Norfolk RAMS endorsement – updated tariff and governance arrangements** (Pages 85 - 88)
Report by Planning Policy Officer
13. **Making the Chet Neighbourhood Plan** (Pages 89 - 90)
Report by Planning Policy Officer
14. **Making the Trowse Neighbourhood Plan** (Pages 91 - 92)
Report by Planning Policy Officer
15. **Biodiversity Net Gain – Off-site provision at Langley Abbey: legal agreement** (Pages 93 - 112)
Report by Catchment and Farming Officer

Governance

16. **Scheme of powers delegated to Chief Executive and other authorised officers** (Pages 113 - 122)
Report by Senior Governance Officer
17. **Committee timetable of meetings 2025/26** (Pages 123 - 126)
Report by Senior Governance Officer

Reports for information

18. The Port Marine Safety Code: To consider any items of business raised by the designated person in respect of the Port Marine Safety Code
19. **Whitlingham Charitable Trust – Annual Report** (Pages 127 - 143)
Report by Chief Executive

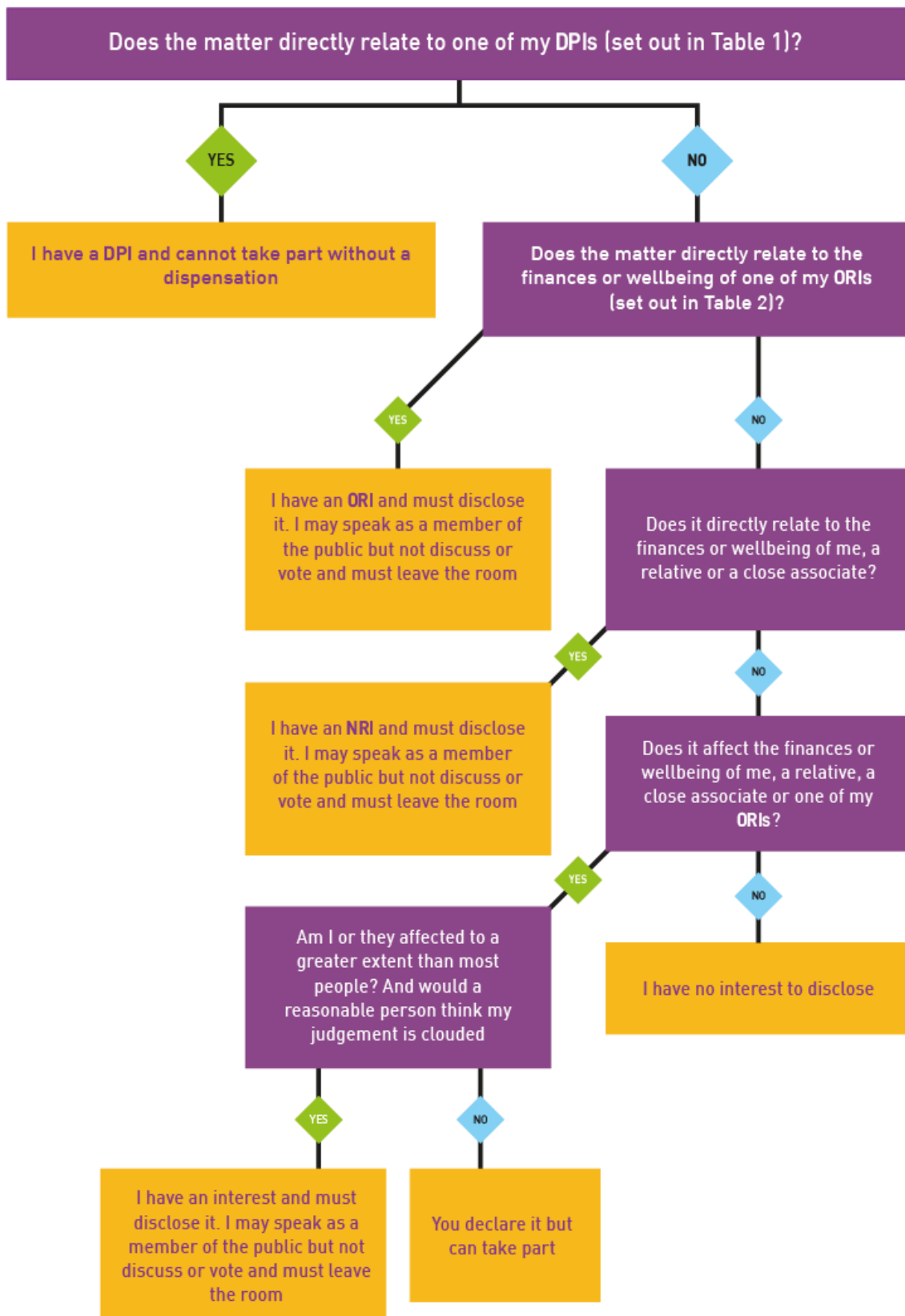
Minutes to be received

20. To receive the minutes of the following meetings:
[7 November 2024 – Navigation Committee](#)
[8 November 2024 – Planning Committee](#)
[6 December 2024 – Planning Committee](#)
21. 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
22. To answer any formal questions of which due notice has been given

23. To note the date of the next meeting/workshop – **Friday 14 March 2025** at 10.00am at the King's Centre, 63-75 King Street, Norwich, NR1 1PH.

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

Minutes of the meeting held on 29 November 2024

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

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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, Matthew Shardlow, Vic Thomson, Melanie Vigo di Gallidoro, Fran Whymark.

In attendance

Natalie Beal – Planning Policy Officer (for items 15 - 16), John Packman – Chief Executive, Jonathan Goolden – Monitoring Officer, Andrea Kelly – Environment Policy Adviser (for item 8), Kate Knights – Historic Environment Manager (for item 17), Emma Krelle – Director of Finance, Rob Rogers – Director of Operations, Lorraine Taylor – Governance Officer, Marie-Pierre Tighe – Director of Strategic Services, 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 Michael Scott.

2. Chairman's announcements

The Chair informed the meeting that item 15 on the agenda had been withdrawn, notification of which had been sent to Members on 22 November, and confirmed that the item would be brought back at the next meeting on 24 January 2025.

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.

4. Items of urgent business

There were no items of urgent business.

5. Public question time

No public questions had been received.

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6. Minutes of last meeting

The minutes of the meeting held on 20 September 2024 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) reported an update on Haven Bridge, advising that at a meeting held on 14 November 2024, which the Broads Authority was not invited to attend, Peel Ports proposed that charges be introduced for lifting the bridge and the Port Users Group would formulate a response to that proposal. The CE said that he would be able to provide Members with a further update at the January meeting.

The report was noted.

8. Biodiversity emergency and Broads Nature Recovery Strategy

Members received the report of the Environment Policy Adviser (EPA). The EPA gave an overview of the report, advising that the Broads had approximately 17% of Britain's species and 26% of those had been declared as a conservation priority. She added that the Broads was one of the most important freshwater areas for those species and many were at risk from climate change. Several local authorities had already declared biodiversity emergencies and although the Broads Authority had declared a climate emergency in 2019, biodiversity was not included. By declaring a biodiversity emergency, it would raise public and political awareness, it would emphasise the emergency action for restoration of the Broads, and would create stronger partnerships and collaboration on the critical issues that the Authority faced. The EPA said that the Broads Nature Recovery Strategy (BNRS) would be a key mechanism to report and monitor change in the biodiversity emergency. The EPA added that the Broads Authority was a Supporting Authority for the Local Nature Recovery Strategies for Norfolk and Suffolk (LNRS), the report on which would be presented to the Broads Authority meeting on 24 January 2025, following a Members' briefing on 9 December 2024.

The EPA provided some context in regard to the BNRS and said that the framework for nature recovery was set through the 25-year Environment Plan 2018, the Environment Act 2021, and the Environmental Improvement Plan 2023, along with the 30 by 30 target. The BNRS would replace the Broads Biodiversity and Water Strategy and would be monitored by the Broads Biodiversity Partnership which had 29 organisations that reported into that partnership and who had supported the development of the BNRS.

The BNRS contained a vision, guiding principles, and details on available resources and mechanisms. It examined the state of the environment and set the Broads Authority's targets with seven protected landscape targets, and one target for species. The EPA added that the Authority was unable to meet the targets on its own and it was therefore about collaboration and partnerships, which is why the Authority worked with the partners within the Broads

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Biodiversity Partnership. The EPA said that it was important to remember that the BRNS would act as the Biodiversity Duty Report which the Authority was required to produce under the Environment Act. The EPA referred Members to Appendix 1 of the report which detailed the Biodiversity Emergency and how risks were mitigated.

A Member commended the EPA on this work and said that they fully supported both the Biodiversity Emergency declaration and the BRNS and asked whether the first line of the Biodiversity Emergency Statement's opening line could be amended to include other pressures on biodiversity such as nutrient pollution, population growth and development, amongst others. The EPA confirmed that this could be added.

A Member commented that the Authority was hugely dependent on others to deliver the targets set in the BRNS and was worried that society was not putting enough resource into nature recovery.

A Member said that he thought it was right that the Authority did not set a particular tree target because of the nature of the Broads landscapes, however, would ask that a caveat was put on that target to include wet woodland which was a unique part of the Broads ecology. Other Members supported the comment on wet woodland, however, one commented that he was nervous about the inclusion as thought that any wet woodland would likely be damaging to boating and the historical landscape. A further Member commented that wet woodland was a threat to navigation. The Chair commented that there were lots of historic carr woodland within the Broads landscape. The EPA confirmed that wet woodland was very important to the Broads.

A Member asked what the planned communication around the declaration for Biodiversity Emergency was, adding that it was important that any communication was made the most of and it was not just a statement that sat passively on the website. The EPA said that the declaration would set the basis to move forward and confirmed that a press release had been prepared.

A Member asked whether an 'end of term' report had been prepared for the Broads Biodiversity and Water Strategy. The EPA said that a workshop for Members was held in June 2023 at the Raveningham Estate where this was presented¹.

A Member commented that the Biodiversity Partnership offered a way to achieve the aims of the BRNS and added that the Authority needed to be careful around the messaging as the process of addressing the whole climate issue would be a long process. The EPA replied that the targets, especially on habitat creation, were very ambitious, and that there was a lot to do in response to the challenges identified.

A Member commented that the Broads were susceptible to rising sea levels and salt water was likely to change the picture of the Broads and asked that, in terms of recovery, would that

¹ Notes from the Members' workshop on the Broads Biodiversity and Water Strategy, held on 21 June 2023, together with the strategy document and presentation was sent to Members via email on 28 June 2023.

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not include adaptation and a need to look at different sorts of species and habitats. The EPA replied that one of the mechanisms in the strategy was about adaptation.

A Member said that there was concern over the installation of sea defences in Lowestoft which would put pressure on high tides and water going towards the Broads and asked whether that scenario was considered. The Chair commented that the Government had indicated that they would be looking at other criteria when looking at funding for coastal defence, which would include biodiversity with a natural value.

A Member commented that one of the biggest things rising out of the Government's new targets was the 2,000 hectares of arable reversion which would be a large undertaking in the Broads area and would be dependent on a number of factors. The EPA said that officers were looking at how targets could be achieved in relation to agri-environment.

A Member commented on saline incursion in the Upper Bure and said that the saline was not getting away from the Bure and the tidal locking should be looked at in more detail.

Stephen Bolt proposed, seconded by Matthew Shardlow.

It was resolved unanimously to:

- i. To declare a Biodiversity Emergency, and to adopt the Statement in Appendix 1;**
- ii. To approve the Broads Nature Recovery Strategy (BNRS) and its delivery plan; and**
- iii. To note that the BNRS acts as the Broads Authority Biodiversity Duty Report.**

9. Strategic priorities – update on 2024/25 and draft strategic priorities for 2025/26

Members received the report of the Senior Governance Officer. The Chief Executive (CE) said that the report was in two parts, with the first providing an update on the progress of the 2024/25 strategic priorities, which were all on track. The second part presented the strategic priorities for 2025/26 for adoption, together with milestones for measuring progress, following Members' input at the last Broads Authority meeting in September in response to the draft priorities.

A Member commented that it was good to see the priorities mapped against Defra priorities and wider Government missions, and the alignment highlighted the significant contribution that the Broads Authority could make to achieving the wider goals. However, the Member noted that there was not much included on the education role of the Authority played in inspiring behavioural change and asked whether this aspect could be strengthened, particularly in support of the Government's mission to break down barriers to opportunities. The CE said that one of the strategic priorities would be to bring significant external funding to deliver the Broads Plan objectives, and one of those was the lottery's new Landscape Connections programme which was potential a £10m programme of work with two years to develop it and eight years to deliver. A key component of that programme would be about education and engagement.

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A Member asked whether, in relation to Defra's priorities, was there more the Authority could do to address and improve water quality in the Broads. The CE said that the Broads Authority's ability was quite limited on what it could do about water quality and it was mainly a function of the Environment Agency (EA), however, the Authority would work through the Catchment Partnership with the EA and other parties.

In regard to the priority of developing partnership arrangements for external funding bids, a Member commented that there was a strategic issue of sustainable funding for navigation in the long-term and solving that should be an ongoing priority. The CE agreed and referred Members to the document sent to Ministers by the Chair of the Authority that set out the case that the Authority believed that the management and maintenance of the waterways was a public benefit and therefore asked for a contribution from the public purse to help with that. The CE added that he and the Chair were looking to see whether they could have a meeting with the Minister about that issue. The CE said that one of the things that the Authority was uncertain about was what the future of boating in the Broads looked like. Although there had been a change in the composition of the type of boats in the last 20 years, overall, the 11,000-12,000 boats that regularly used the Broads had been relatively stable. Going forward, however, the CE said that it was unclear what the pattern would be. In part, the Authority would need to look carefully at what happens in the next year – this year there was a very poor summer and the cost of living crisis had had an impact, however, this was largely on the smaller boats. The Member asked whether the Authority could look at other sources of income. The CE replied that one of the difficulties was that it was not easy to get funding for statutory purposes, however, in the past several major projects had been made possible through European funding. The National Lottery would be another funding opportunity; this would be for engaging with people, which would be helpful in some areas, but not for work such as dredging and other essential maintenance work.

A Member commented that he welcomed the addition of Access for All to the 2025/26 priorities as this was an important issue.

Tim Jickells proposed, seconded by Siân Limpenny.

It was resolved unanimously to:

- i. To note the progress in implementing this year's strategic priorities; and**
- ii. To agree the strategic priorities for 2025/26 as set out in table 2 of the report.**

10. Proposed navigation charges for 2025/26 in the navigation area and adjacent water

Members received the report of the Chief Executive (CE), Director of Finance, and Head of IT and Collector of Tolls. The CE provided an overview of the extensive process that the Authority had undertaken and reminded Members of the paper circulated to them in September setting out the financial challenges that the Authority faced, followed by a Member briefing on 8 October. At the briefing Members explored the different options and

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were invited to indicate their preferences, as set out in the chart on page 7 of the report, which ranged from an increase of 0% to 10%. A formal consultation was held with the Navigation Committee on 7 November, and the draft minutes of that meeting were attached to the report as Appendix 1, detailing the debate and range of views which had narrowed between 5% and 7.5%. The Navigation Committee resolved by 9 votes to 1, with 2 abstentions, to recommend a 5.9% increase in tolls. The Committee was also supportive of freezing the tolls for hired sailing craft and increasing the differential between electric and diesel-powered day hire boats. The CE said that officers were recommending the adoption of Navigation Committee's recommendations, set out in section 6 of the report.

The CE provided an overview of the key issues affecting the Authority. The CE said that a decision in one year impacted on all the following years, for example the decision by the Board not to contribute to the earmarked reserves in 2024/25 equated to ~4% increase in tolls in 2025/26. Therefore, relatively small changes had a significant impact on the financial position. This year, there had been a reduction in boat numbers, especially in small boats, and it was not clear whether this was an adjustment post-Covid or part of a longer-term trend. The CE noted that other navigation authorities had seen a similar decline in boat numbers.

The CE said that there had been a number of changes since the Member briefing was held in October. The first was the Local Government Pay Award had been agreed lower than the figure that the Authority had budgeted for, which gave a positive impact for navigation of £126,000. The second was the increase in the Employer's NI contributions announced in the Budget which would give the Authority an additional cost of £69,000 for navigation. The third was the Countryside Stewardship scheme, which would help reduce the level of tolls increase required by ~£90,000. This sum had been transferred to National Park expenditure for Operations Technicians. The CE said that the Authority would envisage a 24% decrease in time spent dredging, however, over the past 10-15 years the Authority had made huge inroads into the dredging backlog which meant that it was possible to reduce the effort.

The CE said that these changes meant that there would no longer be a need for a 12% toll increase to deliver existing services. However, to keep services at the current level this would mean an increase of 7.3% which the CE thought was still too high and therefore recommended the 5.9% increase proposed by the Navigation Committee. In the case for the charges for mooring, following consultation with the relevant officers, the recommendation for charges was now £18 (rounded up from £17.50) for an overnight stay at the Great Yarmouth and Norwich Yacht Stations and £12 for Ranworth – and Reedham once charging could be implemented.

The CE said that Officers continued to look for savings and efficiencies and provided examples of some of the savings that had already been identified. The first was that the tolls software upgrade had been cheaper than budgeted. The budget was to spend £50,000 in 2024/25 and to date, the spend had been £15,450 with another ~£10,000 to come. Second, the finance system upgrade had similarly been delivered very cost effectively, having spent under £12,000 to upgrade the existing system rather than buying new. Third, the large job of the installation of channel markers in Breydon Water using in-house staff and resources to save money. The

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CE added that the channel was better marked than it had ever been. Fourth, developed by the GIS Officer in-house, an App for Rangers which collected locations when verbal and Blue Book warnings, Notices of Contravention had been issued. This would also help track trends.

The CE said that the plans for 2025 included a review of the specifications for dredging by the Head of Construction, Maintenance and Ecology, and a trial of a cutter head on a JCB to fluidise the sediment on the Lower Bure when the tide was running out.

A Member commented that that the inclusion of Appendix 1 to the report was helpful and showed the level of debate that happened at the Navigation Committee.

A Member commented that he supported the lower tolls for electric day hire boats, however, in the longer term was concerned that if the Authority was successful in their aims of increasing the number of electric boats, they would lose money and asked whether the Authority could give owners a two-year holiday from paying tolls for them to justify conversion from diesel to electric. The CE replied that they had not thought about a holiday, however, although the recommendation was to increase the differential on day hire boats, there was not the expectation that this would immediately lead to a change in the number of electric day-hire boats. He added that the cost of a new electric day boat was significantly higher than the cost of a diesel one. A typical day boat was 11m² and, if the recommendations were adopted, it would mean the toll for a diesel boat would be £770 and therefore a toll holiday for a couple of years would not come close to the cost of investment in an electric day boat. The CE said that what was important was that the Broads Authority was signalling it would like the industry to move down the electrification route for two reasons: one in terms of climate change; and the other was the experience the public got from going out on an electric day boat.

A Member asked whether the CE could explain the difference between the toll increase per category as he thought there was some unevenness in the amounts. The CE said that the increase was 5.9% across the board, apart from the hired sailing boats and the electric day boats which were held at 0% rise, and a bigger increase in petrol and diesel-powered day hire boats, as recommended by the Navigation Committee.

A Member commented that there was a lot of discussion on safety at the Navigation Committee and said that when officers apportioned the savings in the budget, importance should be given to ensure that safety was not compromised.

A Member said that going forward, the Authority needed to look at the percentage on each category and what percentage gave the most amount of money to spend on navigation, and that the rising cost of tolls did not always provide more money in the long-term as more people might take their boats out of the water. He commented that the Authority had probably reached maximum toll level and asked the Authority to consider a zero-based approach in the following years. The CE said that the toll was a relatively small part of owning a boat and the pattern in the number of boats seen in the Broads was similar at other navigation authorities across the country and therefore did not think it was the Authority's charges that was having that impact. This year there was a need to balance the level of

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charges that was reasonable to make against the desires and wishes of the boating community for improved services, which included more moorings, more plant cutting, more tree management, more dredging and more patrolling. The view Members needed to take was where the balance was. The CE added that to achieve the 5.9% increase there would be the need to take £170,000 of work out of the system.

Alan Goodchild proposed, seconded by Tim Jickells.

It was resolved unanimously to approve the navigation and mooring charges for 2025/26 in the navigation area and adjacent waters as set out in section 6 of the report.

The Committee adjourned at 11:12am and reconvened at 11:20am.

11. Financial performance and direction

Members received the report of the Director of Finance (DF). In presenting the report, the DF advised that the figures were up to the end of September and provided a verbal update on the accounts up to the end of October. The DF referred Members to table 1 in the report and said that the actual variance had moved to £782,010, a reduction in £81,712 compared to the September figures. £382,580 of this variance was related to salaries and this would be partially reduced in December when the pay award was implemented. The DF said that there was no further change to the forecast set out in table 3 of the report and the figure in table 4 of the report for the earmarked reserves had decreased to £3,157,775 mainly due to the additional vehicles delivered at the end of October.

The DF referred Members to table 5 of the report and noted the capital expenditure balance. This was due to IFRS16 and the need for leases to come onto the balance sheet in the financial year. This work had yet to be completed but accounted for a large portion of the capital expenditure.

The Chair of the Risk, Audit and Governance Committee (RAGC) said that there had been a good discussion on the level of reserves at the RAGC meeting on Wednesday 27 November and asked whether the DF could elaborate as it might be helpful for the Members present. The DF said that the earmarked reserves was where monies were put aside to fund capital purchases or maintenance of buildings etc. The earmarked reserves were separate from the National Park reserve, sometimes referred to as the general reserve, and the Navigation reserve. As a result of the forecast adjustments, i.e. the pay award being less than anticipated, the reserves were higher than originally budgeted, but this had been taken into account for budgeting for the toll increase for 2025/26 and added that being in a better position for 2024/25 helped keep the tolls increase down. To reassure Members, although the reserves looked high at present, future years would mean they would reduce. The Authority was required to keep them at a minimum level to mitigate for any unforeseen expenditure or loss of income in future years.

A Member commented that he had concern over the level of National Park reserves and said that the Authority should look at areas where there were underspends because if Government perceived that the Authority was spending less than its Defra allocation, they

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might consider cutting funding and so the Authority should consider looking at spending some of that underspend this year. The DF said that the Authority was required to provide Defra with an annual return at the end of the financial year that gave them details of the balances of reserves held and reasons why they were held and added that the Authority had forecast a deficit in the next few years which would reduce the National Park reserve. The DF said that the Authority would know by 31 March 2025 what the Defra National Park grant would be and as a result of the one year spending review. During 2025/26 it would have future certainty over what the next three years after that might look like.

Members noted:

- i. the income and expenditure figures in paragraph 2 of the report;**
- ii. the latest on the pay agreement for 2024/25 in paragraph 4.2 of the report;**
and
- iii. the prudential indicators in paragraph 6.1 of the report.**

12. Statement of Accounts 2022/23

Members received the report of the Director of Finance (DF). The DF said that the Statement of Accounts 2022/23 was discussed at the Risk, Audit and Governance Committee (RAGC) meeting on Wednesday 27 November where the partner for EY was in attendance to present their audit completion report. The DF said that Members would notice from the report that EY looked to issue a disclaimed audit opinion which was part of the Government's proposal to tackle the audit backlog. The Broads Authority was in a fortunate position because there was only one year outstanding which was the 2022/23 accounts. The DF said that there was a piece of legislation, passed in September, which set out the first phase of the reset, which meant that all Statement of Accounts up until 2022/23 had to be signed off by 13 December 2024. Members would have received an email that explained the reasoning behind the disclaimed opinion and stated that this was not a reflection on finance departments of local authorities, but was because the external auditors had not got the resources to deliver the outstanding audits.

The DF said that she appreciated that it had been some while since the 2022/23 accounts had been before Members and confirmed that the deficit had increased (as set out in paragraph 2.1) and it was important to note that the deficit was funded by the National Park and Navigation reserves. The reason why the figures had changed from what was presented to Members in July, was because there was some additional adjustments made which were accruals. There also included a change to the pension valuation following the audit of the Norfolk Pension Fund which had taken place since the accounts had been drafted and resulted in the main adjustment.

A Member commented that this was discussed at length at the RAGC meeting with the auditor present, and they had looked at the implications in terms of what the disclaimed opinion might mean financially for the Authority. One in particular was Natural England's grant which asked for additional auditing on finances relating to that grant.

Melanie Vigo di Gallidoro proposed, seconded by Leslie Mogford.

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It was resolved unanimously to adopt the Statement of Accounts for 2022/23.

13. Broads Authority Act 2009 provision – Removal of Wrecks

Members received the report of the Director of Operations (DO). The DO thanked the Chair and Vice-Chair of the Navigation Committee and the Boat Safety Management Group (BSMG) for their input into the report. The DO said that the removal of wrecks was contained within the Norfolk and Suffolk Broads Act 1989 and so was not a new power. However, in the 2009 Act, there was a subtle change made and the wording “unserviceable” was added. The DO referred Members to section 1.3 of the report and said that this was not a case of the Broads Authority removing scruffy vessels from the Broads but was about unserviceable vessels and the definition of which was defined in section 5.4 of the report. The DO said that there was a rising problem: in 2020 there were 4 abandoned vessels in the Broads area, however, to date in 2024 the number was up to 38 and dealing with them was a very expensive process, especially in cases where the vessel had sunk.

The DO set out the process when dealing with an unserviceable vessel, once identified the owner would be notified and asked to get the vessel repaired either by taking the vessel out of the water or repairing in situ. The aim was to get to the vessel before it sunk.

The DO said that the BSMG originally helped with defining the criteria list in 2013, however, the Authority was looking to add additional criteria as detailed in section 5.4 of the report, which would make it easier to identify unserviceable vessels, especially around sailing vessels which was an area that needed to be clarified.

A Member asked whether the boats currently deemed unserviceable had been in situ longer than a year and had they been hidden away rather than abandoned. The DO clarified the terminology and explained that abandoned vessels meant that they had no registerable keeper, however, most of the vessels on the system had a registered keeper so the Authority would always try and work with the registered keeper. The DO said that it was also worth mentioning that for those who lived on-board unserviceable vessels, the Authority would not remove someone from their home and instead would work with a number of agencies, including the River Chaplaincy and housing associations to try and find alternative accommodation for them, and added that living on an unserviceable vessel with no heating, sewerage system or running water during the winter would not be pleasant for anyone. The DO said that there were often new vessels coming onto the system and the Authority tried to work with the registered keeper to get them up to a compliant standard.

A Member commented that unserviceable vessels were a significant and growing burden on the tolls budget. The DO replied that it was akin to the MOT for vehicles and this had achieved the removal of unsafe vehicles from the road, it is therefore hoped that once the Authority had removed all of the unserviceable vessels from the navigation, it would lead to a decline. He added that the Authority had recently had to build a special compound at the Dockyard to break these vessels up which came at a significant cost.

Alan Goodchild proposed, seconded by Andree Gee.

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It was resolved unanimously to adopt the revised criteria for unserviceable vessels as set out in paragraph 5.4 of the report.

14. Principle and Effectiveness of Body Worn Cameras

Members received the report of the Director of Operations (DO). The DO said that through the Authority's Health and Safety Committee one of the trends that was spotted was an increase in abuse particularly to frontline staff and it was suggested that the Authority look at measures that could bring change. One solution was to look at Body Worn Cameras (BWC) as used by enforcement agencies across the country. A trial was conducted during the summer with BWC being worn by the Ranger Team and the TIC staff at Yacht Stations. From the feedback, however, rather than diffuse situations and calm them down, the BWC had a tendency to inflame them and the Rangers did not find them particularly useful. The recommendation was, therefore, not to continue with the trial. The DO added that this did not mean that the use of BWC would not be revisited again in the future.

A Member asked whether Rangers had the use of equipment such as a GoPro if they got into a difficult situation. The DO said that the staff were fully trained to handle difficult situations and they followed robust safety protocols and added that due to data protection restrictions, staff were unable to covertly record the public.

In response to a question on what would happen to the BWC that the Authority already had, the DO said that they were loaned free of charge to the Broads Authority for the duration of the trial and had since been returned to the company.

Stephen Bolt proposed, seconded by Alan Goodchild.

It was resolved unanimously not to roll out body worn cameras to front-line staff carrying out byelaw enforcement.

15. Local Plan Publication Consultation

This item was withdrawn from the agenda and would be reported on at the next meeting of the Broads Authority on 24 January 2025.

16. Making Reedham Neighbourhood Plan

Members received the report of the Planning Policy Officer (PPO). The PPO said that at the November Planning Committee it was recommended that the Broads Authority endorse the Reedham Neighbourhood Plan.

James Harvey proposed, seconded by Martyn Hooton.

It was resolved unanimously that the Reedham Neighbourhood Plan be made/adopted.

17. Broads Authority Design Guide and Code

Members received the report of the Historic Environment Manager (HEM). The HEM explained the background to the Design Guide and Code and said that at the November

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

Planning Committee it was recommended to the Broads Authority that the Design Guide and Code was endorsed for public consultation. The HEM said that since 2017 the Government had placed more emphasis on design within the planning process and in 2021 the Government published the National Design Guide and the National Model Design Code, which were both useful documents that demonstrated the commitment to good design. The National Planning Policy Framework (NPPF) stated that development which was not well designed should be refused and the HEM said that it was more noticeable that greater weight had been put on design in planning appeal decisions. The NPPF also required Local Planning Authorities (LPAs) to produce Design Guides or Codes and this had been reiterated in the 2023 Levelling Up and Regeneration Act which required LPAs to have a Design Guide and Code covering their whole area. The drafting of the Design Guide and Code was commenced in 2022. Prior to drafting, a survey was conducted with local communities, the results of which showed that there was great value that respondents placed on both the natural and built environment on the Broads. There was a strong preference for traditional design as well as an appreciation of Broads heritage. The first draft of the Design Guide and Code went out for consultation in the winter of 2022/23, the response to which informed the final draft which was attached to the report as Appendix 1 in the papers.

The HEM said that it was now hoped to adopt the Design Guide and Code as a Supplementary Planning Document (SPD) and this required that there be an additional four-week period of consultation. The intention was to start the consultation early in December and would run for six weeks in order to compensate for the Christmas period. Following the consultation, any amendments would be made and a final copy would be brought back to the Planning Committee and Broads Authority for adoption.

Tony Grayling proposed, seconded by Tim Jickells.

It was resolved unanimously to endorse the Broads Authority Design Guide and Code for consultation.

18. Revised Health, Safety and Wellbeing Policy

Members received the report of the Director of Operations (DO). The DO said that at the Broads Authority meeting on 20 September, Members asked for revised wording in paragraph 2.1.3 of the Health, Safety and Wellbeing Policy to better explain the accountability rather than responsibility in respect of Health and Safety. Section 2.1 of the report set out the revised wording.

A Member commented that the word 'culture' should be included in the paragraph alongside processes and procedures. The DO agreed and it would be added to the policy as follows:

"Broads Authority Members play a crucial role in guiding the organisation to provide strong leadership and clear direction on health and safety issues, ensuring that processes, procedures and culture effectively manage safety risks and maintain their integrity."

Siân Limpenny proposed, seconded by Paul Hayden.

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

It was resolved unanimously to endorse the revised wording in section 2.1.3 of the Health, Safety & Wellbeing Policy.

19. General Direction

Members received the report of the Director of Operations (DO). The DO said that under the Port Marine Safety Code (PMSC) the Authority was required to provide pilotage for large commercial vessels that entered the Broads, however, to maintain a pilot was quite costly and the Authority had never had to use a pilot. Therefore, the General Direction needed to be amended to include the restriction of all vessels over 24 metres from entering the Broads. The DO thanked the Chair of the Navigation Committee who had helped with the definition of the length of vessels that the Authority would restrict. The DO clarified that it did not mean if a vessel was over 24 metres that it could not enter the Broads, but it would need to produce a risk assessment to show whether a pilot would be needed. The reason why this item was being presented to the Authority again was that, at the meeting in January, the Authority had initially agreed to restrict commercial vessels over 24 metres, however, it was the intention for the General Direction to include all vessels over 24 metres.

The Chair of the Navigation Committee said that he supported the rewording of the General Direction and said that the chance of a 24-metre vessel coming onto the Broads was slim, however, if this should occur, the crew would need to file a sufficient passage plan and risk assessment. He added that most captains and crew of vessels of that size would be more than adequate to navigate the waters.

Alan Goodchild proposed, seconded by Leslie Mogford.

It was resolved unanimously to note the progress in resolving the outstanding issues concerning the General Direction and approve the inclusion of all vessels over 24 metres in length in its scope.

James Harvey left the meeting.

20. Review of Standing Orders for the regulation of Authority proceedings

Members received the report of the Senior Governance Officer (SGO). The SGO reminded Members that, at the September Broads Authority meeting, a report had been presented advising of proposed changes to the Authority's Standing Orders and this was in effect to give notice in accordance with adopted procedure. Accordingly, discussion and adoption of the revised Standing Orders was adjourned to this meeting. Suggestions or comments on the proposed changes were invited but the SGO confirmed that none were received from Members. The Standing Orders were presented at the Risk, Audit and Governance Committee meeting on 27 November which recommended that the revised Standing Orders be adopted by the Authority. The proposed changes were to tidy up wording or for clarification, and the most significant change was the introduction of public speaking at Authority meetings. It was proposed that the new Standing Orders would come into effect from 1 January 2025.

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

Tony Grayling proposed, seconded by Stephen Bolt.

It was resolved unanimously to adopt revised Standing orders for the regulation of Authority proceedings (as attached at appendix 2 to the report dated 20 September).

21. Annual Partnership Register

Members received the report of the Senior Governance Officer (SGO) on the annual review of the Corporate Partnership Register. The SGO said that this was the usual report that came to Members every November and was presented to the Risk, Audit and Governance Committee on 27 November, but no comments were made.

Members noted the updated Corporate Partnerships Register (Nov 2024).

22. 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.

23. Member report on outside bodies – Norfolk and Suffolk Broads Charitable Trust

Members received the report from Paul Hayden (PH), the Member appointed by the Broads Authority to the Norfolk and Suffolk Broads Charitable Trust. PH said confirmed that since the report was written, the Memorandum of Understanding with the Broads Society had been signed. This would bring together the two larger charitable organisations in the Broads area, with the Trust being a vehicle to raise money and provide grants to deliver projects. PH added that the Trust had agreed to take a more strategic approach to raising funding. The report also asked Members to consider ways in which they might support the Trust in its ongoing development.

The Chair thanked PH for all his work on the Broads Charitable Trust.

A Member commented that under new planning requirements there was something called RAMS which might offer a route for funding of similar projects.

The report was noted.

24. Minutes to be received

Members received the minutes of the following meetings:

Risk, Audit and Governance Committee – 23 July 2024

Broads Local Access Forum - 4 September 2024

Navigation Committee - 5 September 2024

Planning Committee - 13 September 2024

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

Planning Committee - 11 October 2024

25. Other items of business

There were no other items of business.

26. Formal questions

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

27. Date of next meeting

The next meeting of the Authority would be held on Friday 24 January 2025 at 10.00am at the King's Centre, 63-75 King Street, Norwich, NR1 1PH.

The Chair reminded Members of the HARG meeting on 13 December 2024 which would be held online.

The meeting ended at 12:09pm.

Signed by

Chairman

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

Appendix 1 – Declaration of interests: Broads Authority, 29 November 2024

Member	Agenda/minute	Nature of interest
Harry Blathwayt, Stephen Bolt, Peter Dixon, Alan Goodchild, Leslie Mogford	10	Private toll payer. The Member Code of Conduct allowed for these Members to participate and vote.

DRAFT

Broads Authority

24 January 2025

Agenda item number 7

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) Otters by footpath line - commissioned consultant to report. Water vole - a Norfolk Biodiversity Info report has been requested. Desmoulin's Whorl Snails – very specialist species – awaiting report.</p> <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> <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>	31/12/2021

Title	Meeting date	Lead officer	Summary of actions	Progress so far	Target date
				<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>January 2025: Norfolk County Council are still looking into the funding options.</p>	
Responding to Climate Change Emergency	27/09/2019	John Packman	<p>To adopt Climate Change Emergency Statement for the Broads (first report Appendix 1) and principles outlined for BA to:</p> <p>Recognise climate emergency</p> <p>Work toward making the Broads Authority 'carbon neutral' by 2030, with further objective of reducing all carbon emissions to zero by 2040.</p>	<p>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>	

Title	Meeting date	Lead officer	Summary of actions	Progress so far	Target date
			<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>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> <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</p>	

Title	Meeting date	Lead officer	Summary of actions	Progress so far	Target date
				<p>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>	
'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. Following the Discovery phase, a restoration grant was awarded for Buttle Marsh on 26 August 2023.</p>	<p>Updates up to and including, July 2023 have been archived and are available to read on Summary of Action reports from previous committee meetings.</p> <p>September 2023: The Broads Peat Discovery project closed at the end of August, and preparation for the final reporting is underway. The Nature for Climate Peatland Restoration Grant has been awarded to Buttle Marsh in August 2023, with co-funding secured from Anglian Water. Peatlands set to be restored to help tackle climate change.</p> <p>The other Nature for Climate partnership project led by the Broads Authority, 'FibreBroads', ~£500 funded by the Paludiculture Exploration Fund has also started. New investment in peat in fight against climate change. It hosted Minister Pow on 11 & 12 August. Minister Spencer visited the FibreBroads stand at the Royal Norfolk Show. The project featured in eight media articles since the launch of the project in June 2023.</p> <p>November 2023: Reporting on Broads Peat Project complete.</p> <p>Buttle Marsh Peat Restoration project is securing permissions for water transfer, eels, planning and water voles and reviewing project costs for delivery in 2024, subject to permissions.</p> <p>FibreBroads - a partnership led by the Broads Authority to grow wetland crops, engage with farmers, regulators and fibre product developers is on track. Wetland plants are growing well and many wading birds benefit from the shallow water and damp conditions. Farmer one to ones and workshops in planning stage and 50 NUA students engaged in product awareness.</p> <p>Two further Nature for Climate partnership bids involving the Broads Authority totalling ~£260k have been applied for focusing on water management and farmer collaboration.</p> <p>January 2024: Buttle Marsh Peat Restoration project gained planning permission and continues work on securing</p>	31/03/2023

Title	Meeting date	Lead officer	Summary of actions	Progress so far	Target date
				<p>permissions for water transfer, eels and water voles and reviewing project costs to add in a water storage reservoir for delivery in 2024, subject to permissions. Discussing new wind pump design to comply with eel regulations. FibreBroads remains on track. Presented at Defra lowland agriculture workshop in December and hosted the Defra Peat Team. Presenting at January Paludiculture Conference in Manchester. Planning novel acoustic monitoring of wading birds at wetland demonstration site. Twelve Farmer one-to-ones completed and farm adviser workshops in planning stage. Fenland Soil farmers are visiting the Broads for a Farmer's Dialogue visit to the Wet Farming Trials at Horsey on 16 January 2024. Wetland plants are growing well.</p> <p>Awaiting notification of the two further Nature for Climate partnership bids involving the Broads Authority totalling ~£260k have been applied for focusing on water management and farmer collaboration.</p> <p>February 2024: Buttle Marsh Peat Restoration project continues work on securing permissions for water transfer, eels and water voles and designing water storage reservoir for delivery in 2024, subject to permissions. FibreBroads remains on track. Will be presented at Norfolk Show and hosted Fenland Soil Farmers as well as preparing to host partners from the Great Fen in April. Novel wildlife acoustic monitoring will be set out in March at wetland demonstration site, which is also being adjusted to optimise water filtration. The project team are putting on a farm advisers training day for peat restoration and green finance. Hudsons Architects are presenting at Future Build. Secured two further Nature for Climate: Lowland Agricultural Peat partnership grants involving the Broads Authority totalling ~£260k focusing on water management and farmer collaboration.</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.</p>	

Title	Meeting date	Lead officer	Summary of actions	Progress so far	Target date
				<p>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 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</p>	

Title	Meeting date	Lead officer	Summary of actions	Progress so far	Target date
				<p>farmers. Presented projects to Broads Society annual key note presentation.</p> <p>Designing a fen creation project with farmers at Beccles. Created a sponsorship document to secure additional funding for Buttle Marsh.</p> <p>January 2025: Submitted a 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 be presented at an upcoming national peat conference in Ely.</p> <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</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> <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>January 2025: No response to date. Officers are raising the matter on 13 January as part of the Defra Annual Review.</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>April 2024: Awaiting decision.</p> <p>July 2024: Awaiting decision by new Minister</p>	

Title	Meeting date	Lead officer	Summary of actions	Progress so far	Target date
				<p>January 2025: Awaiting decision</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 launch and the additional replacement vehicles previously identified. <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 	

Title	Meeting date	Lead officer	Summary of actions	Progress so far	Target date
				<p>dipper arm extension for our 14 tonne JCB excavator (on order and arriving in next week or two).</p> <ul style="list-style-type: none"> • Slotted weed bucket for dyke clearance (on order and arrival before Christmas). <p>January 2025: No update to report.</p>	
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". Meeting arranged with Peel Ports.</p>	

Date of report: 09 January 2025

Broads Authority

24 January 2025

Agenda item number 8

Strategic priorities- update

Report by Senior Governance Officer

Purpose

This report sets out the latest progress in implementing the Authority’s annual strategic priorities for 2024/25.

Broads Plan context

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

Recommended decision

To note the progress in implementing this year’s strategic 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 latest update on the agreed strategic priorities for 2024/25 is in Table 1 below.

Table 1

Strategic priorities 2024/25 – progress update

Themes, aims and milestones	Progress	Lead officer
1. Responding to climate change (Broadland Futures Initiative)	Status: On track	Director of Strategic Services

Themes, aims and milestones	Progress	Lead officer
<p>Aim: To implement the next steps of the Broadland Futures Initiative.</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 2025. (ii) Hold at least two meetings of the BFI Elected Members Forum, by March 2025. (iii) Various technical deliverables from BFI consultant including the new hydraulic model expected mid-2024. (iv) Engagement activities, including consultation as required. 	<ul style="list-style-type: none"> (i) BFI Newsletter (Autumn 2024) was published with information about the outcome of the consultation on the ‘toolkit’ of potential flood risk management actions, an update on the modelling, and the maintenance work carried out in 2024. (ii) The Elected Members Forum met on 14 October. The EMF agreed the process to combine individual flood risk management (FRM) actions, agreed early engagement with landowners, and to include possible future scenarios for the Eccles-Winterton coastal frontage. Next EMF meeting scheduled on 27 February 2025. (iii) All on track. (iv) A workshop with BA members is scheduled for 14 January 2025. 	
<p>2. Biodiversity crisis response</p> <p>Aim: Co-ordinate and implement with partners the development of strategies and projects, including the three Nature for Climate projects.</p> <p>Milestones:</p> <ul style="list-style-type: none"> (i) Endorsement of Norfolk & Suffolk Local Nature Recovery Strategies (LNRS) – timings to be confirmed by responsible authorities. 	<p>Status: on track</p> <ul style="list-style-type: none"> (i) Provided feedback at steering group and themed working groups and members briefing session. LNRS pre-consultation draft on the 25 January 2025 BA meeting. 	<p>Environment Policy Adviser</p>

Themes, aims and milestones	Progress	Lead officer
<p>(ii) To complete the “Broads Authority consideration” of biodiversity actions by 1 January 2024. This is the first requirement of the enhanced Biodiversity Duty introduced in the 2021 Environment Act for local authorities and will consider action to take by the Broads Authority to comply with the duty.</p> <p>(iii) To review and refresh the Broads Biodiversity and Water Strategy with partners by March 2025.</p> <p>(iv) To implement Nature for Climate Peat restoration project at Buttle Marsh within agreed budget ~£300k and timeline by March 2025.</p> <p>(v) To implement Nature for Climate Paludiculture Exploration Fund ‘FibreBroads’ project within agreed budget ~£500k and timeline by March 2025.</p>	<p>(ii) Completed.</p> <p>(iii) Broads Nature Recovery Strategy and declaration of a biodiversity emergency approved. Completed ahead of schedule.</p> <p>(iv) Water permissions for Buttle Marsh nearing completion. Discussions on the detailed engineering design and flood risk assessment for the reservoir are ongoing.</p> <p>(v) 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> <p>No response yet about the two Water Restoration Fund bids related to water management.</p>	
<p>3. Local Plan for the Broads</p> <p>Aim: To produce an updated Local Plan for the Broads.</p> <p>Milestones:</p> <p>(i) Preferred Options consultation: March 2024.</p>	<p>Status: On track</p> <p>The transition arrangements for the new NPPF allow more time to proceed to Publication consultation. This is</p>	<p>Planning Policy Officer</p>

Themes, aims and milestones	Progress	Lead officer
(ii) Publication consultation: December 2024. (iii) Submission: By end of June 2025. (iv) Adoption: By end of 2026.	anticipated to start in March 2025. Submission would hopefully be by around July time.	
4. Farming in Protected Landscapes (FiPL) 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. Milestones: (i) Hold six Land Management Board meetings, by March 2025. (ii) Allocate all grant funding to projects, by December 2024. (iii) Engagement activities to promote and showcase FiPL, by March 2025.	Status: On track (i) There have been six FiPL Board meetings – the last was held on 16 December. (ii) £393,452.87 grant funds for 24/25 have been allocated to projects already out of a total original grant budget of £380,785, as the grant pot has been increased with underspend from the admin and advice budgets to £398,785 (iii) The FiPL Officer will attend the Norfolk Farming Conference on 11 February.	Catchment & Farming Officer
5. Navigation IT Aim: To replace current tolls system and provide improved online functionality. Milestones: (i) Develop timetable and tender document by June 2024 for amendments to core system	Status: On track (i) The upgrade of the internal tolls system to the latest software version has been completed. Testing is ongoing.	Head of ICT/Collector of Tolls

Themes, aims and milestones	Progress	Lead officer
<p>and a replacement web interface.</p> <p>(ii) Publish and then review tender responses by end of September 2024.</p> <p>(iii) Award contract (depending on affordability) and agree timescales with contractor.</p>	<p>(ii) The replacement online payment system is being tested. Existing user accounts will be migrated to the new platform and work is underway to improve the sign-up process for owners wanting to pay online. The initial application will provide the key functionality required to renew a toll online. It will utilise the latest security technologies such as one-time passcodes for logon thereby simplifying the current process.</p> <p>(iii) We are currently working on report generation and email integration.</p> <p>We are at a critical point of this project and very close to completion of the first phase. Every effort is being made to enable a go live date in January, however, there remains a risk that the go live date might have to be delayed.</p>	

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: Sara Utting

Date of report: 09 January 2025

Background papers: none

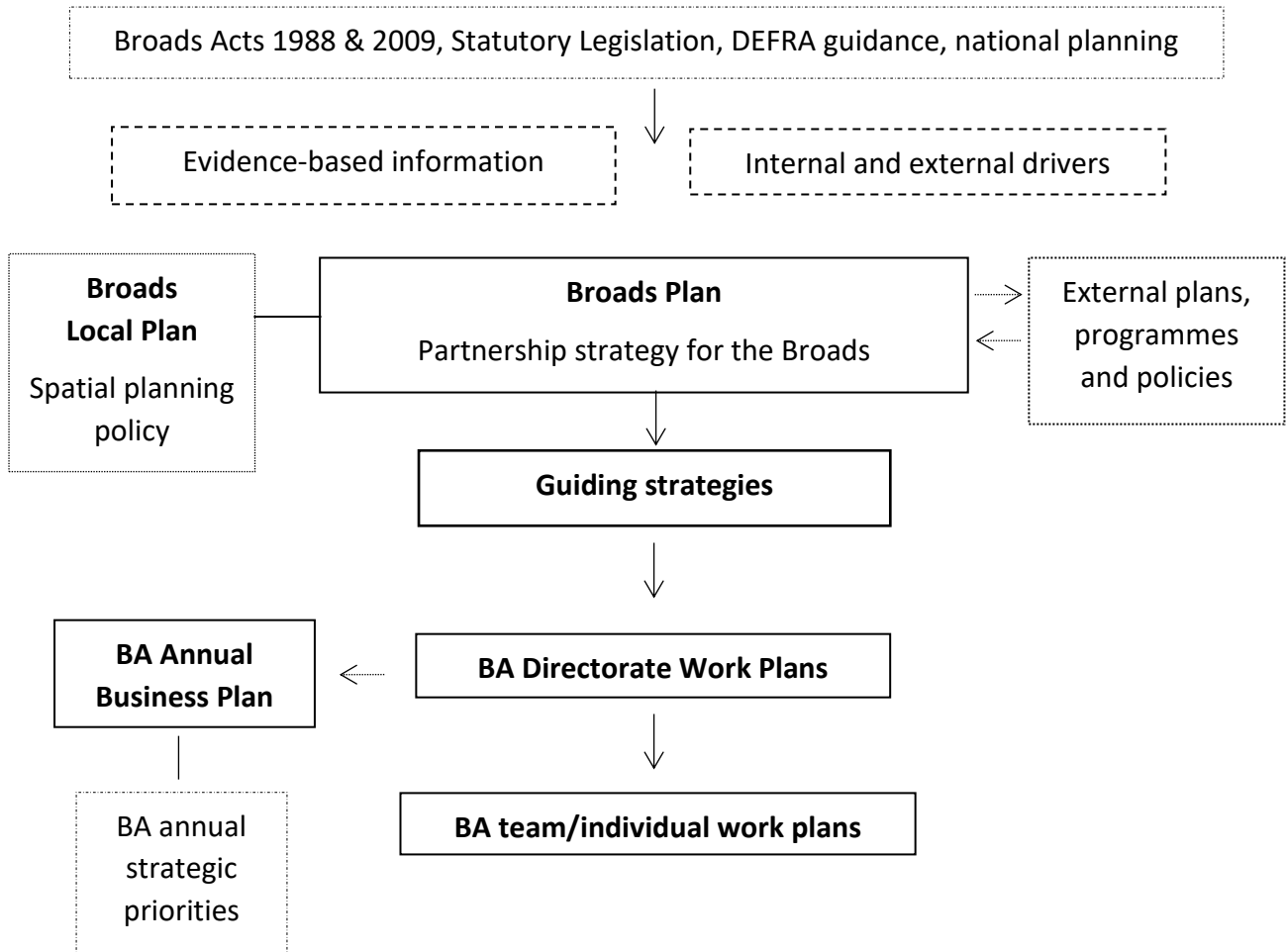
[Broads Plan](#) strategic objectives: all

Appendix 1 – “Golden thread” strategic framework

Appendix 1 – ‘Golden thread’ strategic framework

Fig. 1

‘Golden thread’ strategic framework



Broads Authority

24 January 2025

Agenda item number 9

Financial Performance and Direction, including proposed Budget 2025/26 and financial strategy to 2027/28

Report by Director of Finance

Purpose

This report provides a strategic overview of current 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 actual income and expenditure figures, prudential indicators and adopt the:
 - a. 2025/26 Budget, including the endorsement of the assumptions applied in the preparation of the Budget; and
 - b. Earmarked Reserves and Financial Strategy for the period 2025/26 to 2027/28.
 - ii. Approve the year end transfer of an underspend in Fen Management budget to Plant, Vessels and Equipment reserve as set out in paragraphs 5.2 and 5.3.
 - iii. Approve the additional earmarked reserve expenditure for Mutford Lock in 2024/25 as set out in paragraph 5.4.
 - iv. Delegate authority to the Director of Finance in consultation with the Chair to approve the 2023/24 Statement of Accounts if no significant issues are identified at the Risk, Audit and Governance meeting on 11 February 2025, as set in section 7.
-

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1. Introduction

- 1.1. This report covers four items: consolidated income and expenditure, quarter three prudential indicators for 2024/25, an update on the audit of the 2023/24 Statement of Accounts and the consolidated budget for 2025/26.
- 1.2. Section 2 to 5 provide a summary of income and expenditure for the consolidated budget up until 30 November, any amendments to the Latest Available Budget (LAB), Forecast Outturn (predicted year end position) and the movements on the earmarked reserves.
- 1.3. Section 6 contains the prudential indicators.
- 1.4. Section 7 provides an update on the audit and approval of the 2023/24 Statement of Accounts.
- 1.5. Section 8 onwards contains the updated budget for 2025/26 and the draft financial strategy to 2027/28. The budget for 2025/26 has been shaped by the 5.9% increase in navigation charges considered by this committee on 29 November 2024. This report now sets out the budget for 2025/26 alongside the financial strategy to 2027/28.

2. Overview of actual income and expenditure

Table 1

Actual consolidated income and expenditure by directorate to 30 November 2024

Directorate	Profiled latest available budget £	Actual income and expenditure £	Actual variance £
Income	(7,158,917)	(7,468,313)	+ 309,396
Operations	3,274,746	2,490,810	+ 783,936
Strategic Services	1,281,986	999,133	+ 282,853
Finance & Support Services	1,850,175	1,971,727	- 121,552
Projects, Corporate Items and Contributions from Earmarked Reserves	(974,638)	(407,005)	- 567,633
Net (Surplus) / Deficit	(1,726,648)	(2,413,648)	+ 687,000

2.1. Core Navigation income is below the profiled budget at the end of month eight. The overall position as at 30 November 2024 is a favourable variance of £687,000 or a 39.79% difference from the profiled LAB. This is principally due to:

- An overall favourable variance of £309,396 within income:
 - National Park Grant is £375,000 above the profiled budget due to the additional revenue and capital funding from DEFRA confirmed after the budget was set in January.
 - Hire Craft Tolls is £37,527 below the profiled budget.
 - Private Craft Tolls is £103,515 below the profiled budget.
 - Short Visit Tolls and Other Toll income is £13,415 above the profiled budget.
 - Investment income is £62,023 above the profiled budget.
- An underspend within Operations relating to:
 - Construction, Maintenance and Ecology salaries is £96,846 under the profiled 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.
 - Equipment, Vehicle and Vessels is £295,338 under the profiled budget due to capital items that were originally due to be funded from the earmarked reserves being funded from DEFRA capital grant. There has also been income that has

been transferred to the earmarked reserves as a result of selling old equipment, this had not been budgeted for.

- Water Management is £11,106 under the profiled budget due to timing differences.
- Practical Maintenance is £34,839 under the profiled budget partly due to timing issues and the delays of work at Potter Heigham and Martham. The forecast has been updated for this. This has been offset by a timing difference on the works at Hoveton Riverside Park starting earlier than profiled.
- Waterways and Recreation Strategy is £26,094 under the profiled budget due to timing differences on the Access for All grant money from DEFRA being received and spent.
- Ranger Services is £276,583 under the profiled budget on salaries due to the pay award. The Ranger launch replacement has been delayed until 2025/26. There have also been timing differences on the launch repairs.
- Safety is £29,553 under the profiled budget due to delays in the Head of Safety Management post being filled. The new post holder started in September and the forecast has been adjusted to reflect the vacancy.
- Premises is £11,121 under the profiled budget due to a timing difference on repairs and maintenance at the Dockyard.
- An underspend within Strategic Services relating to:
 - Development Management is £14,914 under the profiled budget due to the delays in Development Manager post being filled and the pay award. The new post holder started in September. There has also been additional income received from the Land Registry to support the local land charges; this has been transferred to the earmarked reserves. Planning income is also behind the profile.
 - Strategy and Projects Salaries is £213,888 under the profiled budget due to the Active Travel England Grant income being received ahead of expenditure taking place and timing and timing differences on the peat restoration project.
 - Human Resources is £16,382 under the profiled budget due to timing differences on staff training.
 - Volunteers is £16,554 under the profiled budget due to a reduction in Volunteer Supervisor hours and increase in administrative support. The forecast has been updated to reflect this.
 - Strategic Services Management and Administration is £10,399 under the profiled budget due to a temporary reduction in hours. The forecast has been updated to reflect this.

- An overspend within Finance & Support Services relating to:
 - National Park Grant expenditure is £329,910 above the profiled 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 £34,082 under the profiled budget due to timing differences.
 - Asset Management is £25,209 under the profiled budget due to a vacancy between June and August for the Asset Officer. The forecast has been updated to reflect this. There is also a timing difference on expenditure.
 - Premises Head Office is £13,804 above the profiled budget due to the delay in the downsizing project. The forecast has been updated to reflect this.
 - Finance and Insurance is £47,606 under the profiled 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 £12,206 under the profiled budget due to the pay award.
 - ICT is £91,181 under the profiled budget due to timing differences on 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 profiled budget due to the equipment now being funded via the DEFRA capital grant.
 - Catchment is under the profiled budget due to timing differences on income and expenditure.
 - Computer Software is under the profiled budget due to minimal spend so far on the upgrade to the tolls system and the finance system coming in under budget.
 - Planning Delivery Grant is under the profiled budget due the additional income received from the Land Registry and timing differences on the Local Plan expenditure.
 - Medium Term Financial Planning is under the profiled budget due to the timing differences on Yare House.

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

3. Latest available budget

3.1. The Authority's income and expenditure 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 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)
Carry forward requests	Broads Authority 10/05/24 Agenda item number 10	27,080
LAB as at 30 November 2024	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.
- 4.2. A summary of these adjustment is given in the table below.

Table 3

Adjustments to Forecast Outturn

Item	Amount £
Forecast outturn surplus as per LAB	(101,965)
Adjustments reported 29/11/24	(241,798)
Increase to Hire Craft Toll income	(1,577)
Decrease Private Craft Toll income	1,769
Increase to Farming in Protected Landscapes expenditure	1,270
Forecast outturn surplus as at 30 November 2024	(342,301)

5. Reserves

- 5.1. The Property Reserve contains the income from land rental at Oulton Broad. The Plant, Vessels and Equipment reserves contains the income from the sale of the old vehicles, JCBs and trailers. It has also funded two vehicles. The Premises Reserve has funded the final items for Reedham Quay hut replacement and feasibility reports for the Dockyard solar project. 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	(1,139,087)	(1,462)	(1,140,549)
Plant, Vessels and Equipment	(639,561)	15,749	(623,812)
Premises	(431,177)	16,097	(415,080)
Planning Delivery Grant	(277,134)	(158)	(277,292)
Upper Thurne Enhancement	(249,820)	(15,079)	(264,899)
Heritage Lottery Fund	(12,391)	36,488	24,097
Catchment Partnership	(70,187)	(20,351)	(90,538)
Computer Software	(183,114)	22,273	(160,841)
UK Communications	(3,926)	771	(3,155)
Match Funding (EXPERIENCE)	(1,690)	0	(1,690)
Medium Term Planning	(495,024)	32,950	(462,074)
Total	(3,503,111)	87,278	(3,415,833)

- 5.2. In August 2024, the Authority transferred its landholding into the Countryside Stewardship (CS) land management scheme. CS offers higher payment rates on many of the wetland management options compared to previous schemes and as such provides the Authority with an increased amount of income for fen management (FMG) activities. Owing to this and the mid-year transfer date, projected income within the FMG budget will be higher than forecast.
- 5.3. Due to the fen management working windows and an expected payment date late in the financial year, this means that a time lag will occur between receipt of payment and actual spend on fen management activities. To allow for this, it is proposed that the balance of payment, over and above the original budget forecast for 2024/25, is placed into the Plant, Vessel and Equipment earmarked reserve which already contains a sub reserve for Fen Management Equipment. This will ensure that the funding for fen management is retained and available to spend in future years, with a focus on increased contract work and equipment investment.
- 5.4. Works at Mutford Lock to repair the penstock are required this financial year at a cost of £125,000 which is not currently within the 2024/25 budget. Funds exist within the Property reserve for Mutford Lock and it is proposed to fund the works from this

balance, which stands at £494,168 at the end of November 2024. Members are asked to approve this additional budget.

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 £	Q3 Actual £
Capital expenditure	0	1,482,000	359,878
Authorised limit for external debt	900,000	900,000	900,000
Operational Boundary	800,000	800,000	800,000
Capital Financing Requirement	92,510	693,500	63,846
Debt balance	94,008	756,743	65,344

7. 2023/24 Statement of Accounts

- 7.1. At the time of writing the audit is continuing for the 2023/24 Statement of Accounts (SoA). Members will recall from the last meeting that the backstop legislation had been put in place to deal with the outstanding dates. The next backstop date is 28 February 2025 to approve the 2023/24 SoA.
- 7.2. The audit findings are due to be presented to the next Risk, Audit and Governance Committee on 11 February 2025 and the SoA would have normally come to the next Authority meeting for approval. As the next Broads Authority is not until 14 March 2025 it is proposed that delegated approval is granted to the Director of Finance in consultation with the Chair to approve the 2023/24 Statement of Accounts if no significant issues are identified at the Risk, Audit and Governance meeting on 11 February 2025.
- 7.3. If there are significant issues raised, then an email will be circulated to members on the next steps.

8. 2025/26 budget proposals

- 8.1. The budget is set out in Appendix 3 and the financial strategy to 2027/28 to provide context.
- 8.2. As with the 2024/25 budget the draft for 2025/26 has been prepared by Management Team rather than letting budget holders request their own allocations. The main objective of this approach is to minimise underspends at the end of the financial year.
- 8.3. The draft budget takes into account the following factors:
 - A provisional pay increase of 4%, this is approximately the same as the 2024/25 flat cash of £1,290 per FTE.
 - Hire boat numbers will remain at 2024/25 levels and private numbers will reduce income by a further £20,000 when compared to 2024/25.
 - National Park Grant will remain at 2019/20 allocation. This is subject to confirmation from DEFRA.
 - Expenditure has been reduced in line with the 5.9% toll agreed.
 - The contributions to the earmarked reserves have been reinstated following the payment holiday in 2024/25.
 - £50,000 will be transferred from Navigation Reserves annually to repay the £250,000 payment from National Park Reserves.
 - Maintaining the National Park Reserve at 10% of net expenditure plus £100,000.
 - Maintaining the Navigation reserve at 10% of net expenditure.
- 8.4. Total core income for 2025/26 is budgeted to be £8,166,878, including £3,414,078 for National Park Grant, £1,489,000 for hire craft tolls and £3,057,000 for private craft tolls. This income takes into account the latest available information on boat numbers. Net expenditure is budgeted at £8,340,861. This will result in a budget deficit of £173,983 which will be balanced through the National Park and Navigation Reserves. After taking into account the transfer of £66,000 interest to earmarked reserves and the fourth instalment of the £50,000, reserves at the end of March 2026 are forecast to be £1,302,512 (£828,505 National Park and £474,007 Navigation), which amounts to 22.8% and 10.1% of net expenditure for the year respectively. This is an acceptable position given that both reserves are expected to remain above the recommended minimums.
- 8.5. Table 6 sets out an overview of the proposed 2025/26 budget, which is provided in more details in Appendix 3.

Table 6

Draft 2025/26 Budget

Source	National Park £	Navigation £	Consolidated £
National Park Grant	(3,414,078)	0	(3,414,078)
Navigation Tolls	0	(4,642,800)	(4,642,800)
Investment Income	(55,000)	(55,000)	(110,000)
Total Income	(3,469,078)	(4,697,800)	(8,166,878)
Operations	1,427,286	3,520,589	4,947,875
Strategic Services	1,476,954	505,994	1,982,948
Finance & Support Services	989,982	1,161,699	2,151,681
Contributions from earmarked reserves and corporate items	(259,632)	(482,011)	(741,643)
Total Expenditure	3,634,590	4,706,271	8,340,861
Net (Surplus) / Deficit	165,512	8,471	173,983
Opening Reserves (Forecast)	(977,017)	(565,478)	(1,542,495)
(Surplus) / Deficit for the year	165,512	8,471	173,983
Interest transfer	33,000	33,000	66,000
Contribution to National Park (General) Reserve	(50,000)	50,000	0
Closing Reserves (Forecast)	(828,505)	(474,007)	(1,302,512)

9. Operations

9.1. Salary budgets have seen an increase to reflect the provisional 4% pay increase, subject to negotiations by the NJC. Construction and Maintenance salaries has seen a decrease to the navigation side with the switch on the Senior and Operations Technicians time from 30/70 to 40/60 (National Park/Navigation) following the additional income from the Countryside Stewardship scheme. Practical Maintenance has seen an increase to allow for dredging on the river Yare between Carrow Bridge and Postwick, removal of shoals on the Bure between Stokesby and Great Yarmouth, and the Upper Thurne at Catfield Dyke and Somerton Dyke. Also, within Practical Maintenance there is the increase in mooring maintenance following the delayed works at Martham in 2024/25 and a decrease to other navigation works following the completion of the marker post replacements on Breydon Water. Land Management has seen an increase to income and expenditure following the changes to Countryside Stewardship scheme. Ranger

services has seen a decrease to salaries whilst maximising patrolling during the busy season.

- 9.2. As with previous years, however, it is important to recognise that the Operations budget has no capacity to take on additional projects or ad-hoc work in 2025/26.

10. Strategic Services

- 10.1. As with the Operations budget, staff costs have increased for the same reasons. Both the Paludiculture Exploration Fund, Restoration project and Farming in Protected Landscapes are budgeted to finish in 2024/25 subject to any extensions in the new year. Visitor Centres and Yacht Stations income assumes charging at Reedham will start from the beginning of the season. Again, there is little capacity to take on additional projects or ad-hoc work.

11. Finance and Support Services

- 11.1. As per Operations and Strategic Services staff costs have increased for the same reasons.

12. Central and shared costs and cost apportionment

- 12.1. Cost apportionments remain broadly the same as those for 2024/25 and are consistent with the principles agreed by the Resources Allocation Working Group. Full details of apportionments by budget line for 2025/26 are set out in Appendix 3.
- 12.2. The overall split of estimated income and proposed net expenditure in 2025/26 remains broadly the same, 44% National Park and 56% Navigation.
- 12.3. Table 7 provides further details of central and shared costs. These should not be seen as synonymous with overheads but have been identified in line with those areas specifically examined by the Resource Allocation Working Group. As such, they reflect costs across the Authority included within the budgets of Operations, Strategic Services and Finance and Support Services directorates.

Table 7

Central and shared costs

Year	Central and Shared Costs £000's	Apprenticeship levy costs £000's	Total £000's	Percentage split of central and shared costs	Total Core Income £000's	Central and shared costs as percentage of core income
2024/25 National Park	2,290	5	2,295	61%	(4,034)	57%

Year	Central and Shared Costs £000's	Apprenticeship levy costs £000's	Total £000's	Percentage split of central and shared costs	Total Core Income £000's	Central and shared costs as percentage of core income
2024/25 Navigation	1,433	4	1,437	39%	(4,524)	32%
2024/25 Consolidated	3,723	9	3,732	100%	(8,558)	44%
2025/26 National Park	1,585	4	1,589	50%	(3,469)	46%
2025/26 Navigation	1,608	4	1,612	50%	(4,697)	34%
2025/26 Consolidated	3,193	8	3,201	100%	8,166	39%
2026/27 National Park	1,539	5	1,544	50%	(3,464)	45%
2026/27 Navigation	1,520	4	1,524	50%	(4,855)	31%
2026/27 Consolidated	3,059	9	3,068	100%	(8,319)	37%
2027/28 National Park	1,548	4	1,552	50%	(3,459)	45%
2027/28 Navigation	1,518	4	1,522	50%	(4,898)	31%
2027/28 Consolidated	3,066	8	3,074	100%	(8,357)	37%

12.4. Central and shared costs have been identified in line with the work of the Resource Allocation Working Group to include operational property, finance and insurance; communications; collection of tolls; ICT; legal; head office; office expenses and pool vehicles; directorate management and administration costs; human resources and staff training; governance and member's allowances; and the Chief Executive. All of these play a vital role in supporting the delivery of front-line services.

13. Assumptions used for the budget and financial strategy

13.1. The following key assumptions have been applied in developing the draft budget and financial strategy:

- National Park Grant will remain at flat cash (£3,414,078).
- Navigation tolls will be collected in line with the budget and boat numbers will remain as forecast.
- Salary negotiations for 2025/26 will be in line with the 4% budgeted and increases from 2026/27 onwards are based on a provisional increase of 2%, subject to negotiations with the NJC.
- Staffing levels will remain at 100% of budget. Staff turnover may result in timing differences between vacancy and appointment. Where these savings arise, the forecast will be adjusted accordingly. Overall full-time equivalents (FTE) represents an approximate reduction of three FTE on permanent contracts in 2025/26 when compared to the budget this time last year of 126 FTE.
- The contributions to the earmarked reserves have been reinstated following the payment holiday in 2024/25.
- Ranger Services patrolling will be reprioritised in 2025/26 to reflect the reduced budget.
- The forecast outturn position for 2024/25 will be delivered in line with budget holders' projections; and
- 2025/26 will see the fourth instalment of £50,000 being transferred back to the National Park Reserve.

13.2. A detailed sensitivity analysis for some of these key assumptions is set out below in table 8.

Table 8

Budget sensitivity analysis

Assumption	Change in assumption	Approximate financial impact of change £ (+/-)
National Park Budget for 2024/25 will be delivered in line with forecast outturn	1% under/overspend against National Park budget	39,000
Navigation Budget for 2024/25 will be delivered in line with forecast outturn	1% under/overspend against Navigation budget	43,000
Overall salary increase of 4% in 2025/26	1% change in salary inflation	60,000

Assumption	Change in assumption	Approximate financial impact of change £ (+/-)
Boat numbers and distribution remain as predicted in 2025/26	1% change in navigation toll income	45,000
National Park Grant in line with current allocations and no further reductions in 2025/26	1% change in National Park Grant income	34,000
Inflation	1% increase on non-salary budget	22,000

14. Earmarked reserves

14.1. The Authority's earmarked reserve strategy for the period 2025/26 to 2027/28 is set out in Appendix 4. The strategy details the actual balance of earmarked reserves at the end of November 2024, planned expenditure until the end of the financial year, and provides an analysis of movements in reserves, split between national park and navigation in all years to 2027/28.

14.2. Earmarked reserves stand at £3,415,833 (navigation £1,412,539) at the end of November 2024 and are forecast to decrease to £2,900,769 (navigation £1,207,835) by the end of the financial year due to expenditure on the tolls system, piling works, Hoveton Riverside Park works, Local Plan and partnerships.

14.3. Appendix 4 reflects the contributions to reserves allowed for in the budget and financial strategy set out in Appendix 3. Planned expenditure from reserves is itemised within Appendix 4 and includes in 2025/26:

- Replacement of two vehicles.
- Replacement of a hydraulic grab, workboat and mower.
- Replacement Ranger launch.
- Phase two of the online tolls system.
- Cloud based planning system.
- Local Plan Inspection.
- Dockyard piling and solar project.
- Repairs to How Hill Boatshed.
- Mutford Lock technical review.

- Partnership and External Funding costs; and
- Project expenditure for the Catchment Partnership.

14.4. Planned expenditure from earmarked reserves in 2026/27 and 2027/28 includes the replacement of seven further vehicles, two excavators and bucket, tracked carrier, iron horse, two hydraulic power packs, winches, additional functionality for the finance system and the Catchment Partnership.

14.5. Taking account of all these items, the forecast balance of the earmarked reserves at the end of 2027/28 is £2,540,755 (navigation £1,130,178), although it should be noted that expenditure plans for 2026/27 and beyond are likely to be refined again when the financial strategy for 2026/27 is developed later this year.

15. Risk implications

15.1. Loss of income is identified in the corporate risk register under risk number four. This is a significant risk to the Authority, table 7 highlights the impact of a 1% movement. The cost-of-living crisis means that many people, including hire boat operators, may face some difficult decision regarding their continued boat ownership.

16. Conclusion

16.1. The draft budget presented here incorporates the navigation charges for 2025/26 and is designed to allow the Authority to continue to deliver priority navigation activities at the required level, while making prudent provision for asset maintenance over the life of the strategy and beyond. Minor adjustments have also been made reflecting the latest staffing forecasts. As a result of all these factors, there is no capacity within the budget for additional projects.

16.2. The National Park part of the budget shows a deficit for 2025/26 which will be balanced via the National Park reserve. This will result in a reserve balance of £828,505 at the end of 2025/26. While confirmation on the settlement is awaited, figures for 2026/27 onwards should be viewed with a high degree of uncertainty. Work will be undertaken during 2025/26 to identify further savings and income generation opportunities and bought back to members in due course. The impact of any change (positive or negative) will need careful consideration to make sure National Park expenditure is sustainable.

16.3. It is important to recognise that the budget is highly sensitive to changes in salary inflation, with a significant proportion of the budget being made up of staff costs. The budget is based on a 4% increase in salaries for the period April 2025 to March 2026. As in previous years there continues to be uncertainty about the amount and the timing of the likely award.

16.4. For navigation, the small deficit of £8,471 allowed for in the 2025/26 budget will be balanced via the Navigation Reserve and continue to maintain the reserve above the

10%. Despite falling inflation, the impact of cost increases should not be underestimated and its effect on purchasing materials and services.

- 16.5. On both sides of the budget the level of reserves held by the Authority provides a cushion to increasing costs and allows time to plan for achievable medium-term savings that will benefit both side of the budget whilst maintaining appropriate minimum level of reserves.
- 16.6. As in previous years, it remains the case that the indicative tolls increase in 2026/27 and beyond will need to be revisited during next year's budget setting process to ensure that remain appropriate. This could be as a result of any variations from current assumptions or changes to outturn figures for 2024/25

Author: Emma Krelle

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Broads Plan strategic objectives: All

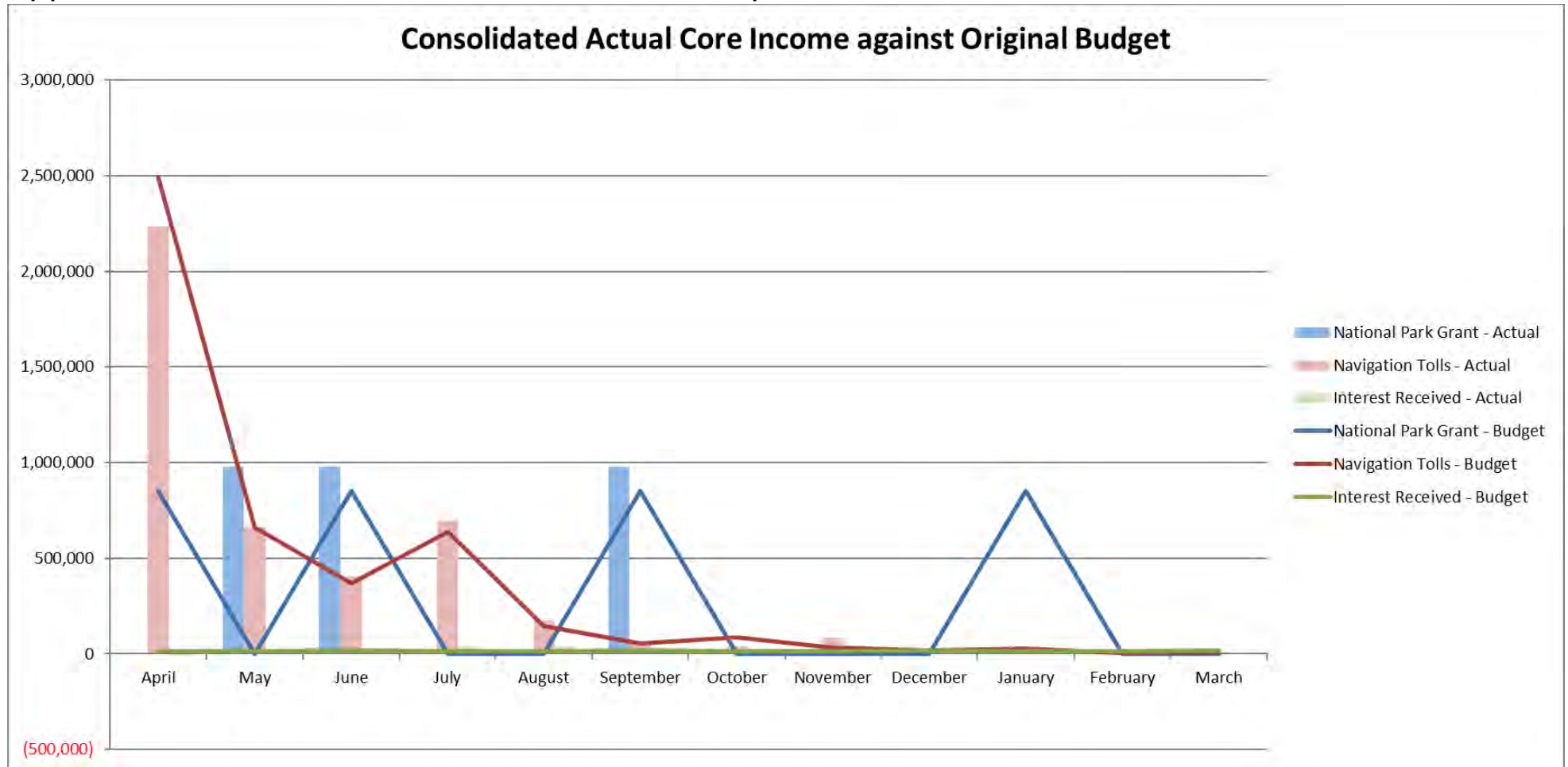
Appendix 1 – Consolidated actual income and expenditure charts to 30 November 2024

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

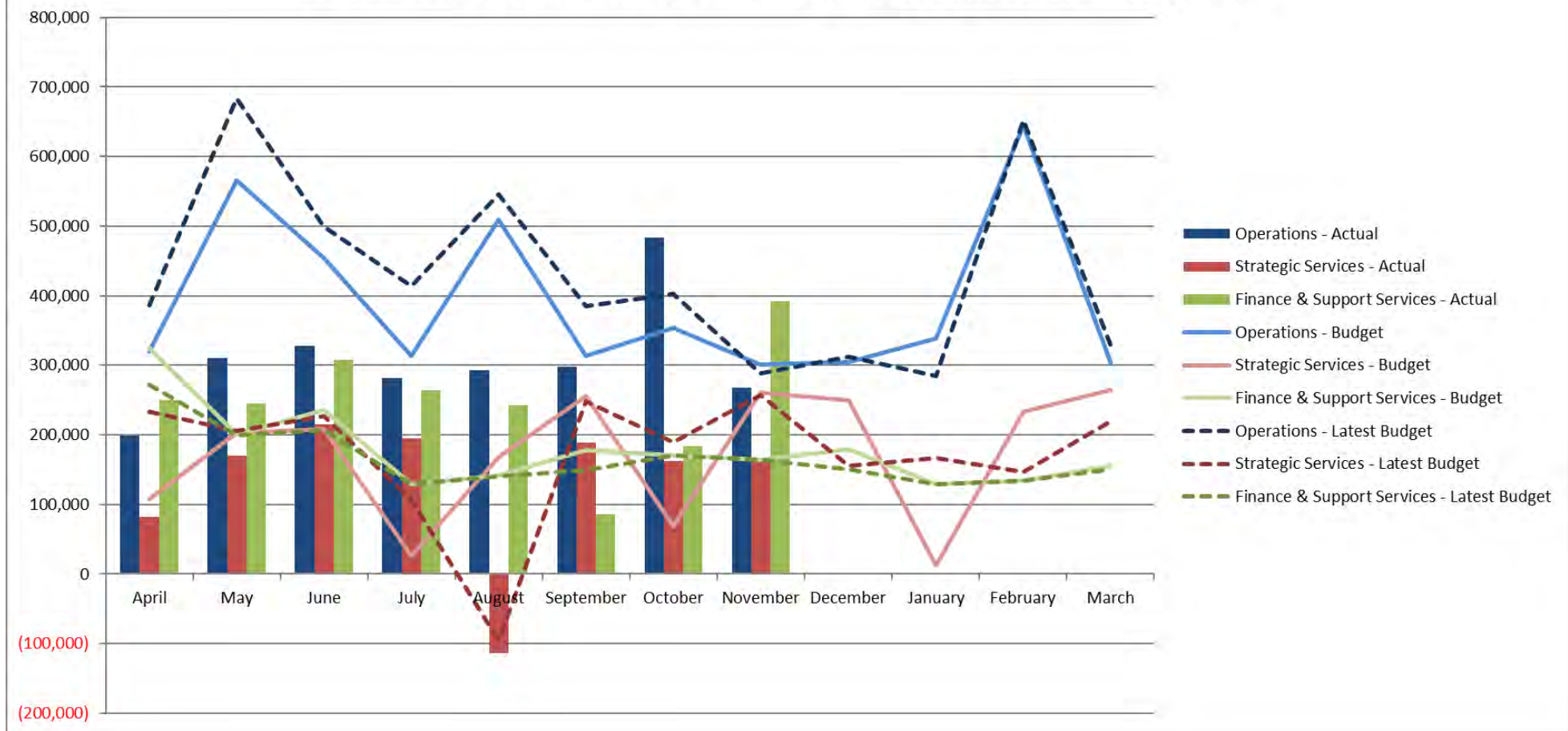
Appendix 3 - 2025/26 Budget and Financial Strategy to 2027/28

Appendix 4 - Earmarked reserves 2024/25 to 2027/28

Appendix 1 – Consolidated actual income and expenditure charts to 30 November 2024



Consolidated Net Actual Expenditure against Original and Latest Budget



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)	(8,558,225)	429,217
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)	(1,405,136)	-30,864
Private Craft Tolls	(3,006,000)	0	(3,006,000)	(2,906,081)	-99,919
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)	(240,000)	60,000

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	34,580	4,975,066	4,716,980	258,086
Construction and Maintenance Salaries	1,662,930	0	1,662,930	1,610,110	52,820
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	27,080	721,045	621,045	100,000
Income	(26,425)	(38,025)	(64,450)	(64,450)	0
Expenditure	720,390	65,105	785,495	685,495	100,000
Waterways and Recreation Strategy	56,660	0	56,660	55,800	860

Row labels	Original budget (Consolidated) £	Budget adjustments (Consolidated) £	Latest available budget (Consolidated) £	Forecast outturn (Consolidated) £	Forecast outturn variance (Consolidated) £
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	1,349,440	74,466
Income	0	0	0	0	0
Salaries	1,053,156	0	1,053,156	978,690	74,466
Expenditure	370,500	0	370,500	370,500	0
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
Salaries	150,820	0	150,820	149,440	1,380

Row labels	Original budget (Consolidated) £	Budget adjustments (Consolidated) £	Latest available budget (Consolidated) £	Forecast outturn (Consolidated) £	Forecast outturn variance (Consolidated) £
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	0	323,370	318,870	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	0	664,388	757,018	-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	0	381,460	376,080	5,380
Income	(250)	0	(250)	(250)	0
Salaries	312,660	0	312,660	307,280	5,380
Expenditure	69,050	0	69,050	69,050	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)	(291,389)	(1,229,692)	(1,229,692)	0
Earmarked Reserves	(938,303)	(291,389)	(1,229,692)	(1,229,692)	0
Expenditure	(938,303)	(291,389)	(1,229,692)	(1,229,692)	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)	(342,301)	240,336

Row Labels	2023/24			2024/25			2025/26			2026/27			2027/28			2025/26 Apportionment					
	National Park	Navigation	Consolidated	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)	2026/27 (Budget)	2026/27 (Budget)	2026/27 (Budget)	2027/28 (Budget)	2027/28 (Budget)	2027/28 (Budget)	2025/26 Apportionment	2025/26 Apportionment	
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)	(3,414,078)	0	(3,414,078)	(3,414,078)	0	(3,414,078)	(3,414,078)	0	(3,414,078)	100%	0%	
Hire Craft Tolls	0	(1,324,693)	(1,324,693)	0	(1,436,000)	(1,436,000)	0	(1,405,136)	(1,405,136)	0	(1,489,000)	(1,489,000)	0	(1,542,000)	(1,542,000)	0	(1,558,000)	(1,558,000)	0%	100%	
Private Craft Tolls	0	(2,772,953)	(2,772,953)	0	(3,006,000)	(3,006,000)	0	(2,906,081)	(2,906,081)	0	(3,057,000)	(3,057,000)	0	(3,164,000)	(3,164,000)	0	(3,196,000)	(3,196,000)	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	(65,764)	(65,764)	0	(66,422)	(66,422)	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	(33,590)	(33,590)	0	(33,590)	(33,590)	0%	100%	
Interest	(146,449)	(146,449)	(292,898)	(90,000)	(90,000)	(180,000)	(120,000)	(120,000)	(240,000)	(55,000)	(55,000)	(110,000)	(50,000)	(50,000)	(100,000)	(45,000)	(45,000)	(90,000)	50%	50%	
Income Total	(3,710,527)	(4,337,013)	(8,047,540)	(3,504,078)	(4,624,930)	(8,129,008)	(4,034,078)	(4,524,147)	(8,558,225)	(3,469,078)	(4,697,800)	(8,166,878)	(3,464,078)	(4,855,354)	(8,319,432)	-3,459,078	-4,899,012	-8,358,090	42%	58%	
Net Expenditure	(3,710,527)	(4,337,013)	(8,047,540)	(3,504,078)	(4,624,930)	(8,129,008)	(4,034,078)	(4,524,147)	(8,558,225)	(3,469,078)	(4,697,800)	(8,166,878)	(3,464,078)	(4,855,354)	(8,319,432)	-3,459,078	-4,899,012	-8,358,090	42%	58%	
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	756,454	1,011,026	1,767,480	768,881	1,022,929	1,791,810	796,404	1,067,647	1,864,050	43%	57%	
Construction and Maintenance Salaries (Income)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0%	0%	
Equipment, Vehicles and Vessels	222,557	519,300	741,857	184,980	431,620	616,600	184,980	431,620	616,600	203,310	474,390	677,700	205,110	478,590	683,700	169,710	395,990	565,700	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)	(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	5,500	95,780	101,280	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	0	0	0	0	0%	0%	
Land Management	62,154	0	62,154	57,350	0	57,350	57,350	0	57,350	118,985	0	118,985	118,985	0	118,985	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)	(221,935)	0	(221,935)	(221,935)	0	(221,935)	100%	0%	
Waterways and Recreation Strategy	28,487	6,828	35,315	82,851	6,400	89,251	82,851	106,400	189,251	6,400	6,400	6,400	6,400	6,400	6,400	6,400	6,400	6,400	0%	100%	
Waterways and Recreation Strategy (Income)	(24,067)	0	(24,067)	(82,851)	0	(82,851)	(82,851)	(100,000)	(182,851)	0	0	0	0	0	0	0	0	0	0	0%	0%
Practical Maintenance	84,900	265,286	350,186	327,140	420,330	747,470	327,140	445,330	772,470	130,640	427,000	557,640	130,640	379,300	509,940	130,640	379,300	509,940	23%	77%	
Practical Maintenance (Income)	0	(16,976)	(16,976)	0	(26,425)	(26,425)	0	(26,425)	(26,425)	0	(26,425)	(26,425)	0	(26,425)	(26,425)	0	(26,425)	(26,425)	0%	100%	
Ranger Services	212,577	961,985	1,174,562	231,031	1,192,875	1,423,906	216,138	1,133,302	1,349,440	208,822	1,141,288	1,350,110	224,901	988,104	1,213,005	220,069	986,276	1,206,345	15%	85%	
Ranger Services (Income)	(933)	(7,489)	(8,422)	0	0	0	0	0	0	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	42,894	99,336	142,230	43,491	103,779	147,270	87,869	125,221	213,090	30%	70%	
Safety (Income)	(2,373)	(2,363)	(4,736)	0	(500)	(500)	0	(500)	(500)	0	(750)	(750)	0	(750)	(750)	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	13,650	1,350	15,000	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	0	0	0	0	0%	0%	
Operational Property	90,984	162,360	253,344	47,812	78,708	126,520	47,812	78,708	126,520	105,547	196,993	302,540	66,547	105,993	172,540	66,547	105,993	172,540	35%	65%	
Operational Property (Income)	(10,049)	(23,448)	(33,497)	(780)	(1,820)	(2,600)	(780)	(1,820)	(2,600)	(1,750)	(750)	(2,500)	(750)	(1,750)	(2,500)	(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	64,528	96,792	161,320	65,128	97,692	162,820	66,436	99,654	166,090	40%	60%	
Operations Management and Admin (Income)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0%	0%	
Operations Total	1,397,381	3,116,912	4,514,293	1,531,562	3,436,004	4,967,566	1,487,394	3,347,086	4,834,480	1,427,285	3,520,590	4,947,875	1,419,788	3,250,152	4,669,940	1,452,765	3,233,846	4,686,610	29%	71%	
Strategic Services																					
Development Management	511,750	4,917	516,668	552,955	5,126	558,080	568,769	5,049	573,818	617,941	5,329	623,270	576,503	5,437	581,940	587,023	5,547	592,570	99%	1%	
Development Management (Income)	(101,213)	0	(101,213)	(90,500)	0	(90,500)	(90,500)	0	(90,500)	(95,000)	0	(95,000)	(90,500)	0	(90,500)	(90,500)	0	(90,500)	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	206,667	30,363	237,030	210,844	30,976	241,820	84%	16%	
Strategy and Projects (Income)	(16,490)	0	(16,490)	(30,798)	0	(30,798)	(30,798)	0	(30,798)	(34,493)	0	(34,493)	(59,670)	0	(59,670)	(60,890)	0	(60,890)	100%	0%	
Biodiversity Strategy	28,281	0	28,281	8,520	0	8,520	8,520	0	8,520	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	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	0	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	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	0	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	0	0	0	0	0%	0%	
Pallidiculture Exploration Fund	101,976	0	101,976	43,450	0	43,450	42,600	0	42,600	0	0	0	0	0	0	0	0	0	0%	0%	
Pallidiculture Exploration Fund (Income)	(128,547)	0	(128,547)	(43,450)	0	(43,450)	(43,450)	0	(43,450)	0	0	0	0	0	0	0	0	0	0%	0%	
FIPL	312,511	0	312,511	488,220	0	488,220	488,220	0	488,220	97,844	0	97,844	137,260	0	137,260	30,810	0	30,810	100%	0%	
FIPL Grant (Income)	(312,511)	0	(312,511)	(480,320)	0	(480,320)	(480,320)	0	(480,320)	(81,020)	0	(81,020)	(62,670)	0	(62,670)	0	0	0	0	100%	0%
Environment Land Management System	0	0	0	0	0	0	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	0	0	0	0	0%	0%	
Water Environment Grant	0	0	0	0	0	0	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	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	296,920	100,510	397,430	297,159	100,391	397,550	302,018	102,252	404,			

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	CANAPE	Total Earmarked Reserves - National Park	Total Earmarked Reserves - Navigation	GRAND TOTAL Earmarked Reserves
2023/	Actual Balance 01 April 2024 (including interest)	(520,405)	(618,682)	(1,139,087)	(147,368)	(492,192)	(639,561)	(213,743)	(217,435)	(431,177)	(1,151,672)	(127,533)	(1,279,206)	(12,391)	(0)	(2,045,579)	(1,455,843)	(3,501,422)
	<i>Contributions to Reserves to 30/11/25</i>																	
	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)	0	(1,462)	(1,462)	0	0	0	0	0	0	0	0	0			0	(1,462)	(1,462)
	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)
	VES000552 Vessels and Equipment (VES000552)	0	0	0	(10,205)	(23,813)	(34,018)	0	0	0	0	0	0			(10,205)	(23,813)	(34,018)
	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	(29,250)	0	(29,250)			(29,250)	0	(29,250)
	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)
	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	(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	(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	(93)		(93)	0	(93)
	<i>Contributions from Reserves to 30/11/25</i>																	
	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 (E8k), Dipper arm extension for fen excavator (E11k), Weed bucket for excavator (E5k) & Concrete pump (E173k)	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
	RAN000450 Replacement of two Hilux vehicles (RAN000450)	0	0	0	17,956	41,898	59,854	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	15,450	15,450			0	15,450	15,450
	ICT000450 Replacement Finance system (ICT000450)	0	0	0	0	0	0	0	0	0	4,572	2,252	6,823			4,572	2,252	6,823
	PRM009450 Dockyard solar panels (PRM009450)	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	930	362	1,292	0	0	0			930	362	1,292
	MMR000450 Piling at Repps bank (MMR000450)	0	0	0	0	0	0	0	0	0	0	0	0			0	0	0
	SIM000450 Delayed works at Hoveton Riverside Park (SIM000450)	0	0	0	0	0	0	0	0	0	0	0	0			0	0	0
	UKC000450 UK Communications costs (UKC000450)	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	5,921	0	5,921			5,921	0	5,921
	SPS000450 Partnership & External Funding Manager costs from 1/11/23 for 2 years (SPS000450)	0	0	0	0	0	0	0	0	0	29,450	0	29,450			29,450	0	29,450
	POL000450 Local Plan (POL000450)	0	0	0	0	0	0	0	0	0	5,951	0	5,951			5,951	0	5,951
	HLFXXX450 Heritage Lottery Fund costs (HLFXXX450)	0	0	0	0	0	0	0	0	0	0	0	0	36,582		36,582	0	36,582
	FIPO00450 Farming in protective landscapes	0	0	0	0	0	0	0	0	0	7,512	0	7,512			7,512	0	7,512
	CAT000450 Catchment Partnership (CAT000450)	0	0	0	0	0	0	0	0	0	35,229	0	35,229			35,229	0	35,229
	YAH000450 Yare House downsizing costs (YAH000450)	0	0	0	0	0	0	11,150	0	11,150	246,990	0	246,990			258,140	0	258,140
	Actual Balance 30 November 2024	(520,405)	(620,144)	(1,140,550)	(147,264)	(476,548)	(623,812)	(200,566)	(214,515)	(415,081)	(1,148,969)	(109,832)	(1,258,801)	24,097	(0)	(1,993,107)	(1,421,039)	(3,414,146)
	<i>Contributions to Reserves to 31/03/25</i>																	
	MLK000552 Mutford Lock Rent (MLK000451)	0	(538)	(538)	0	0	0	0	0	0	0	0	0			0	(538)	(538)
	UTE000552 Potter Heigham Chalet Income (UTE000552)	0	0	0	0	0	0	0	0	0	0	0	0			0	0	0
	CAT000552 Catchment Partnership NRT contribution (CAT000552)	0	0	0	0	0	0	0	0	0	0	0	0			0	0	0
	HLFXXX552 Heritage Lottery Fund Income last 5% of grant (HLF61X552)	0	0	0	0	0	0	0	0	0	0	0	0	(142,397)		(142,397)	0	(142,397)
	FMG000451 Countryside Stewardship Scheme (FMG000451)	0	0	0	0	0	0	0	0	0	0	0	0			0	0	0
	<i>Contributions from Reserves to 31/03/25</i>																	
	VES000450 Items being funded by NPG capital £250k (VES000450)	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	1,500	1,500	0	0	0	0	0	0			0	1,500	1,500
	ICTNAV450 Tolls system (ICTNAV450)	0	0	0	0	0	0	0	0	0	0	34,550	34,550			0	34,550	34,550
	PRM009450 Dockyard solar panels (PRM009450)	0	0	0	0	0	0	1,154	2,692	3,845	0	0	0			1,154	2,692	3,845
	MLK000450 Mutford Lock Penstock repair (MLK000450)	0	125,000	125,000	0	0	0	0	0	0	0	0	0			0	125,000	125,000
	MMR000450 Piling at Repps bank (MMR000450)	0	50,000	50,000	0	0	0	0	0	0	0	0	0			0	50,000	50,000
	SIM000450 Delayed works at Hoveton Riverside Park (SIM000450)	250,000	0	250,000	0	0	0	0	0	0	0	0	0			250,000	0	250,000
	UTE000450 Improvements to Bridge Green, Potter Heigham (UTE000450)	0	0	0	0	0	0	0	0	0	6,079	0	6,079			6,079	0	6,079
	SPS000450 Partnership & External Funding Manager costs from 1/11/23 for 2 years (SPS000450)	0	0	0	0	0	0	0	0	0	20,250	0	20,250			20,250	0	20,250
	POL000450 Local Plan (POL000450)	0	0	0	0	0	0	0	0	0	14,549	0	14,549			14,549	0	14,549
	HLFXXX450 Heritage Lottery Fund costs (HLFXXX450)	0	0	0	0	0	0	0	0	0	0	0	0	1,998		1,998	0	1,998
	FIPO00450 Farming in protective landscapes	0	0	0	0	0	0	0	0	0	1,640	0	1,640			1,640	0	1,640
	CAT000450 Catchment Partnership (CAT000450)	0	0	0	0	0	0	0	0	0	4,849	0	4,849			4,849	0	4,849
	YAH000450 Yare House downsizing costs (YAH000450)	0	0	0	0	0	0	4,028	0	4,028	21,722	0	21,722			25,749	0	25,749
	Closure of HLF & UK Comms bal trf to General (NP)													116,301		116,301	0	116,301
	Forecast Balance 01 April 2025	(270,405)	(445,682)	(716,087)	(147,264)	(475,048)	(622,312)	(195,385)	(211,823)	(407,208)	(1,079,880)	(75,282)	(1,155,161)	0	(0)	(1,692,934)	(1,207,835)	(2,900,769)
	<i>Contributions to Reserves to 31/03/26</i>																	
	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)	(46,000)	0	(46,000)	0	0	0	0	0	0	0	0	0			(46,000)	0	(46,000)
	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			(

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	HLE	CANAPE	Total Earmarked Reserves - National Park	Total Earmarked Reserves - Navigation	GRAND TOTAL Earmarked Reserves	
2026/27	<u>Contributions to Reserves to 31/03/27</u>																		
	VES000451	0	0	0	(27,600)	(64,400)	(92,000)	0	0	0	0	0	0			(27,600)	(64,400)	(92,000)	
	VEH000451	0	0	0	(19,200)	(44,800)	(64,000)	0	0	0	0	0	0			(19,200)	(44,800)	(64,000)	
	MLK000451	0	(25,000)	(25,000)	0	0	0	0	0	0	0	0	0			0	(25,000)	(25,000)	
	MLK000552	0	(2,000)	(2,000)	0	0	0	0	0	0	0	0	0			0	(2,000)	(2,000)	
	SIM000451	(46,000)	0	(46,000)	0	0	0	0	0	0	0	0	0			(46,000)	0	(46,000)	
	LAU000451	0	0	0	0	(30,000)	(30,000)	0	0	0	0	0	0			0	(30,000)	(30,000)	
	RAN000451	0	0	0	(5,000)	(20,000)	(25,000)	0	0	0	0	0	0			(5,000)	(20,000)	(25,000)	
	PRM009451	0	0	0	0	0	0	(9,000)	(21,000)	(30,000)	0	0	0			(9,000)	(21,000)	(30,000)	
	PCP000451	0	0	0	(6,700)	(3,300)	(10,000)	0	0	0	0	0	0			(6,700)	(3,300)	(10,000)	
	PRM000451	0	0	0	0	0	0	(16,200)	(6,300)	(22,500)	0	0	0			(16,200)	(6,300)	(22,500)	
	ICT000451	0	0	0	0	0	0	0	0	0	(13,400)	(6,600)	(20,000)			(13,400)	(6,600)	(20,000)	
	UTE000451	0	0	0	0	0	0	0	0	0	(21,000)	0	(21,000)			(21,000)	0	(21,000)	
	CAT000451	0	0	0	0	0	0	0	0	0	(29,350)	0	(29,350)			(29,350)	0	(29,350)	
	<u>Contributions from Reserves to 31/03/27</u>																		
	VEH000450	0	0	0	31,500	73,500	105,000	0	0	0	0	0	0			31,500	73,500	105,000	
	VES000450	0	0	0	27,900	65,100	93,000	0	0	0	0	0	0			27,900	65,100	93,000	
	ICT000450	0	0	0	0	0	0	0	0	0	0	10,720	5,280	16,000		10,720	5,280	16,000	
	RAN000450	0	0	0	10,500	24,500	35,000	0	0	0	0	0	0	0		10,500	24,500	35,000	
	CAT000450	0	0	0	0	0	0	0	0	0	0	29,350	0	29,350		29,350	0	29,350	
MTP000450	0	0	0	0	0	0	0	0	0	0	150,000	0	150,000		150,000	0	150,000		
Forecast Balance 01 April 2027		(362,405)	(469,682)	(832,087)	(127,764)	(279,548)	(407,312)	(201,745)	(173,463)	(375,208)	(847,623)	(61,535)	(909,158)	0	(0)	(1,539,537)	(984,228)	(2,523,766)	
2027/28	<u>Contributions to Reserves to 31/03/28</u>																		
	VES000451	0	0	0	(27,600)	(64,400)	(92,000)	0	0	0	0	0	0			(27,600)	(64,400)	(92,000)	
	VEH000451	0	0	0	(19,200)	(44,800)	(64,000)	0	0	0	0	0	0			(19,200)	(44,800)	(64,000)	
	MLK000451	0	(25,000)	(25,000)	0	0	0	0	0	0	0	0	0			0	(25,000)	(25,000)	
	MLK000552	0	(2,000)	(2,000)	0	0	0	0	0	0	0	0	0			0	(2,000)	(2,000)	
	SIM000451	(46,000)	0	(46,000)	0	0	0	0	0	0	0	0	0			(46,000)	0	(46,000)	
	LAU000451	0	0	0	0	(30,000)	(30,000)	0	0	0	0	0	0			0	(30,000)	(30,000)	
	RAN000451	0	0	0	(5,000)	(20,000)	(25,000)	0	0	0	0	0	0			(5,000)	(20,000)	(25,000)	
	PRM009451	0	0	0	0	0	0	(9,000)	(21,000)	(30,000)	0	0	0			(9,000)	(21,000)	(30,000)	
	PCP000451	0	0	0	(6,700)	(3,300)	(10,000)	0	0	0	0	0	0			(6,700)	(3,300)	(10,000)	
	PRM000451	0	0	0	0	0	0	(16,200)	(6,300)	(22,500)	0	0	0			(16,200)	(6,300)	(22,500)	
	ICT000451	0	0	0	0	0	0	0	0	0	(13,400)	(6,600)	(20,000)			(13,400)	(6,600)	(20,000)	
	UTE000451	0	0	0	0	0	0	0	0	0	(21,000)	0	(21,000)			(21,000)	0	(21,000)	
	CAT000451	0	0	0	0	0	0	0	0	0	(30,810)	0	(30,810)			(30,810)	0	(30,810)	
	<u>Contributions from Reserves to 31/03/28</u>																		
	VEH000450	0	0	0	10,500	24,500	35,000	0	0	0	0	0	0			10,500	24,500	35,000	
	VES000450	0	0	0	13,500	31,500	45,000	0	0	0	0	0	0			13,500	31,500	45,000	
	PCP000450	0	0	0	43,550	21,450	65,000	0	0	0	0	0	0			43,550	21,450	65,000	
	CAT000450	0	0	0	0	0	0	0	0	0	0	30,810	0	30,810		30,810	0	30,810	
	MTP000450	0	0	0	0	0	0	0	0	0	0	225,511	0	225,511		225,511	0	225,511	
Forecast Balance 01 April 2028		(408,405)	(496,682)	(905,087)	(118,714)	(364,598)	(483,312)	(226,945)	(200,763)	(427,708)	(656,513)	(68,135)	(724,648)	0	(0)	(1,410,577)	(1,130,178)	(2,540,755)	

Broads Authority

24 January 2025

Agenda item number 10

Landscape Connections expression of interest

Report by Partnership and External Funding Manager

Purpose

To inform Members of the National Lottery Heritage “Landscape Connections” funding opportunity and seek authorisation to submit an expression of interest to the Heritage Fund to begin the development of an initial bid with partners.

Broads Plan context

Theme B: Improving landscapes for biodiversity and agriculture

Theme D: Protecting landscape character and the historic environment

Theme E: Promoting understanding and enjoyment

Theme F: Connecting and inspiring communities

Recommended decision

To authorise 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.

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1. Introduction

- 1.1. In July 2024, [The National Lottery Heritage Fund has launched a £150 million Landscape Connections scheme](#) to enhance protected landscapes across the UK. The initiative aims to improve biodiversity, increase public access to nature, and strengthen these areas as vibrant, working landscapes. Key priorities include ensuring universal access to natural spaces, making landscapes more inclusive, delivering ambitious projects with measurable outcomes, supporting local communities and landowners, accelerating nature recovery, and fostering innovative partnerships.
- 1.2. Projects must include a protected landscape (National Park or National Landscape) at its core. The Broads Authority would be the lead partner. Potential projects are intended link across boundaries, work at a catchment level and are encouraged to integrate urban communities.
- 1.3. The National Lottery initial aim is to support 20 projects across the country from the initial £150 million. We would look to develop an initial bid in the range of £10 million to support a scheme in the Broads Catchment.
- 1.4. A successful initial bid would open a funded 2-year development period to fully develop and write a project plan for the identified scheme area (the Broads Catchment) to be delivered over an 8-year period.
- 1.5. This scheme is similar to our previous Heritage Fund Landscape Partnership Scheme, Water Mills & Marshes (WMM LPS), which we recently completed, though the Landscape Connections scheme is much greater in scale and geographic scope, with a greater focus on connecting people with protected landscapes.
- 1.6. Members previously agreed as a Strategic Priority for 2025/26 to “Bring significant external funding to deliver Broads Plan objectives” with the milestones (i) Develop partnership arrangements for new project by summer 2025 and (ii) Submit bid to the Lottery by end of 2025. This would fulfil this strategic priority for this year.
- 1.7. Proposed timeline for Landscape Connections scheme:

Landscape Connections Development and Delivery Phases	Estimated Time Frame
Submission of Expression of Interest	February 2025
Submission of Stage 1 Application	December 2025
Start of Development Period	Apr-Jun 2026 (then 2 years)
Submission of Stage 2 Application	Apr-Jun 2028
Start of Delivery Period	Oct-Dec 2028 (then 8 years to 2036)

- 1.8. The first step is to submit an Expression of Interest. This is a relatively short document which requests information for the following questions. Each has a limited word count for this stage in the process.

Question	Max word count
Have you spoken to anyone at the Heritage Fund about your idea?	*Names of HF officers
What is the need for this project?	200
Describe what you will do during the project.	200
Do you have a title for the project?	*Working Title
Tell us about the heritage of the project.	100
Please outline how your project will respond to our four investment principles.	300
Who will be involved in the project?	100
How long do you think the project will take?	50
How much is the project likely to cost?	200
How much funding are you planning to apply for from us?	*Amount

- 1.9. Updates about the Landscape Connections Development will be provided through the regular item to Members about Strategic Priorities for 2025/26.
- 1.10. Before our submission of the Stage 2 application, as part of the development phase, we will host a workshop with members to discuss the draft application and Area Based Projects Action Plan that will be created during the development phase. We will then ask for members' approval to the Stage 2 application before its submission.

2. Landscape Connections Ambitions and Outcomes

- 2.1. The Heritage Fund has identified 6 Ambitions that will need to be met for a successful bid to the fund. These ambitions closely link with our strategic objectives set out in the Broads Plan in themes B, D, E and F.
1. **Universal Access:** Ensure everyone in the UK can access landscapes rich in nature, clean water, and fresh air.
 2. **Inclusive Landscapes:** Make landscapes more welcoming and accessible to people from all backgrounds.
 3. **Bold and Measurable Projects: Deliver long-term, ambitious projects with clear outcomes for Protected Landscapes.**

- 4. Strengthening Working Landscapes: Support local communities and landowners to revitalize landscapes based on a clear understanding of their needs and challenges.**
 - 5. Accelerated Nature Recovery: Drive systemic and lasting nature recovery across entire landscapes, creating models for sustainable conservation and community engagement.**
 - 6. Innovative Partnerships: Foster collaborative frameworks between communities, landowners, organizations, and land managers to drive equitable change and lasting legacies.**
- 2.2. All Landscape Connections projects must also adhere to the Heritage Fund’s four investment principles of (i) Saving Heritage (ii) Protecting the Environment (iii) Inclusion, Access and Participation (iv) Organisational Sustainability.
 - 2.3. Landscape Connections projects should focus on putting landscapes into recovery while connecting people, heritage, nature, and culture.

3. Broads Authority Ambitions

- 3.1. We believe that we, with our partners, would be able to develop a focused, clear set of projects that would deliver substantial outcomes for the people and landscape of the Broads while meeting the ambitions and principles of the Heritage Fund.
- 3.2. We would aim to deliver the scheme beyond the geographic area targeted through the WMM LPS, which was constrained largely to the areas around the Halvergate Marshes, and the Yare and Waveney Valleys.
- 3.3. This new funding would allow us to work across the entirety of the Broads, including the northern Broads, the entire city of Norwich and into the Catchment. The funding allows for us to engage areas outside of the Broads Executive Area and we have been encouraged to look beyond political boundaries to impacts across a larger area.
- 3.4. We think that even at this increased level of funding, the largest impacts will not be achieved through large scale capital works, but through long term, sustained engagement that better connects people to nature, place and other people.
- 3.5. Initial ideas include, but are not limited to:
 - Developing and delivering a Farming in Protected Landscapes (FiPL) style small grant programme to directly support farmers/land managers to improve the water quality of runoff from farms within our river catchments. We would incorporate our learning and evaluation from the current FiPL scheme so we can focus on the unique needs of our landscape.
- 3.6. This would directly address Strategic Objective B2 and its key action to: *Work with farmers/land managers and organisations to implement tailored environmental land*

and water management measures to reduce air pollution and water pollution [BCP coordination, HA]

- 3.7. We would seek to further develop the work that we have been doing with partners around better integrations with the mental health system in Norfolk and Suffolk. Great progress has been made in Social Prescribing using the green and blue spaces of the Broads as natural capital. We have research partners onboard for the scheme who would be able to measure the health, social and economic impacts of people participating in nature-based health and wellbeing activities and volunteering.
- 3.8. This would directly address Strategic Objective F1 and its key action to: Provide nature-based health & wellbeing activities, e.g. Active Outdoors, Wellbeing Walks, Green Gym, green & blue social prescribing schemes and community connectors schemes [LAs, health & social care sector, volunteer sector, BA, other partners]
- 3.9. We would continue to develop our work from the previous WMM LPS which allowed for the creation of new facilities that meet point of need and access for all requirements. We would specifically look to increase the number of Changing Places toilets in the Broads. This would be based on our experience working with Whitlingham Charitable Trust in the installation of a Changing Places Toilet at Whitlingham Country Park in 2023.
- 3.10. This would directly address Strategic Objective E1 and its key action to: Implement working agreements and other measures to improve strategic network of toilet facilities (incl. Changing Places accessible toilets) and refuse & recycling facilities [BA, LAs, local businesses]
- 3.11. We would aim to redevelop the River Wensum Strategy with Norwich City Council to improve the green corridor around the river as this is a key link to nature and the rest of the Broads for hundreds of thousands of people in the area.
- 3.12. We are acutely aware of the risk of Climate Change on the historic environment of the Broads. The Broads is already known for its significant waterlogged archaeology, and we understand that changes in climate will have a negative impact on the condition of our heritage assets.
- 3.13. We have begun to create a list of projects with partners to enhance the landscape character and historic environment of the Broads. Our work in the Broads Hidden Heritage project run as part of the WMM LPS opened several new themes around archaeology, industrial heritage (including drainage mills) and intangible heritage. We are now planning on how to better understand, interpret and exhibit the objects, places and stories that make this landscape unique. One potential project would address the ongoing issue of bank erosion at St. Benet's Abbey, which is endangering the buried archaeology of the former quayside buildings of the former monastic complex.
- 3.14. This would directly address Strategic Objective D1 and its key action to: Develop evidence base and policy to improve awareness, understanding and protection of the

Broads' exceptional waterlogged archaeology, and develop management plan [NAT, BA, NCC, SCC, HE]

- 3.15. We would also aim to deliver against many of our internal and partner strategies: the Broadland Rivers Catchment Plan, Broadland Futures Initiative, Broads Nature Recovery Strategy, Integrated Access Strategy, Biodiversity Strategy, Education Strategy, Tourism Strategy, Volunteer Strategy, etc.
- 3.16. These are examples of potential projects. We would develop the final scheme with the partnership to ensure that our partners' ideas and proposals are heard and integrated as best possible to meet the ambitions of the fund.

4. Financial implications

- 4.1. At this stage there is an initial need to commit significant officer time to the development and writing of the expression of interest and initial bid. We have been advised by the Heritage Fund to apply for a small grant to support to help develop the initial bid, which we intend to submit alongside the expression of interest.
- 4.2. A successful initial bid would open a funded period of 2 years to continue the development of the scheme. This would fund officer time and some initial scoping and trialling of projects to be included in the main bid.
- 4.3. The focus of any funded scheme developed by the partnership should be on services and projects that fall outside of the Authority's 'Business as Usual'. Funding from this scheme, and from the Heritage Fund in general, is not to be used to support statutory obligations. As such, there will be limited opportunity to address navigation expenditure as part of this funding scheme.

5. Risk implications

- 5.1. At this stage, before the expression of interest is submitted, there is a very limited level of risk.
- 5.2. If the expression of interest is successful, we would create a comprehensive risk register for the initial bid which would cover governance and partnership agreements. This would be a requirement of the initial bid.
- 5.3. The lessons learnt from the Water Mills and Marshes Landscape Partnership Scheme will be incorporated into the bid development of the Landscape Connections scheme.

6. Conclusion

- 6.1. This is an incredible opportunity for the Broads Authority to improve upon the celebrated work that we were able to achieve through the previous Water, Mills and Marshes Landscape Partnership Scheme which was also funded by the National Lottery Heritage Fund. Our relationship with the Heritage Fund is good and we have been

encouraged by the fund to develop new projects that engage with the communities in our area.

- 6.2. Our discussions with the Heritage Fund over the last few years and feedback they have received nationally have resulted in the increased level of grant (up to £10 million before cash matches) and delivery time (8 years), which would allow us to deliver and properly evaluate landscape scale projects.
- 6.3. We have already begun to speak with potential partners (Appendix 1) for the bid and have reached agreements with most of them to be included in the expression of interest and initial bid. We are leveraging our experience with the last partnership scheme to evolve our partners to be able to develop new and innovative collaborations that deliver high quality, impactful outcomes across the themes identified in the Broads Plan.
- 6.4. Initial conversations with the Heritage Fund are positive and they have taken an interest in the unique geographic features of the Broads including our integrations with Great Yarmouth, Lowestoft and the City of Norwich.
- 6.5. If agreed by Members, we would aim to submit the expression of interest to the Heritage Fund by the end of February. Once approved by the Heritage Fund, this would open up the next stage of the application process and allow us to submit an initial bid to the scheme by the end of the calendar year.

Author: Andrew Farrell

Date of report: 08 January 2025

[Broads Plan](#) strategic objectives: Across themes B, D, E and F

Appendix 1 – Initial list of potential partners

Appendix 1 – Initial list of potential partners

Landscape Connections Partner
Broads Authority
Broadland Catchment Partnership
Broads Society
Business in the Community (BITC)
Collusion Cambridge Ltd
Diocese of Norwich
Environment Agency
Institute for Creative Technology
Institute for Sustainable Worlds
Museum of the Broads
Natural England
Norfolk Archaeological Trust
Norfolk County Council
Norfolk FWAG
Norfolk Initiative for Coastal and Rural Health Equalities (NICHE)
Norfolk Rivers Trust
Norfolk Wildlife Trust
Norwich City Council
Norwich University of the Arts
River Waveney Trust
RSPB
Restoration Trust
River Waveney Trust
Suffolk & Essex Coast & Heaths National Landscape
Suffolk Wildlife Trust
University of East Anglia
Wensum Catchment Partnership
Wherry Lines Community Rail Partnership

Broads Authority

24 January 2025

Agenda item number 11

Draft Local Nature Recovery Strategies

Report by Environment Policy Adviser

Purpose

Norfolk County Council and Suffolk County Council have prepared draft Local Nature Recovery Strategies (LNRSs) for Norfolk and Suffolk, with input from the Broads Authority. The draft is ready for public consultation. As a 'Supporting Authority', the Broads Authority is being asked to approve the public consultation of the draft LNRSs.

Broads Plan context

Theme B - Improving landscapes for biodiversity and agriculture. Other themes in the Broads Plan will also benefit.

Recommended decisions

- i. To approve the public consultation of the draft Norfolk LNRS and Suffolk LNRS.
 - ii. Because of the timescale, to delegate authority to the Chief Executive, in consultation with the Chair of the Authority, to approve the final versions of the LNRSs.
-

1. Introduction

- 1.1. The Local Nature Recovery Strategies (LNRSs) are statutory plans, required by the [Environment Act 2021](#). The Broads is covered by two LNRSs: the Norfolk and Suffolk strategies, led by Norfolk County Council and Suffolk County Council respectively. Both Councils are working with the '[Norfolk and Suffolk Nature Recovery Partnership](#)' (NSNRP) which supports the work associated with the development of the LNRSs. Broads Authority officers take part in the NSNRP.
- 1.2. The core purposes of LNRSs are to agree priorities for nature's recovery, map the most valuable existing areas for nature, and map specific proposals for creating or improving habitat. Appendix 2 sets out the detailed uses of the LNRSs.
- 1.3. The Broads Authority is a Supporting Authority and has been actively involved in the preparation of the LNRSs. Officers have advised the Responsible Authorities to ensure that the LNRSs align with local planning processes, comply with Section 245 (Protected Landscapes) of the Levelling-up and Regeneration Act 2023 (LURA), and complement

the Broads Nature Recovery Strategy, its targets, focus, and ambitions. For example, officers reviewed the mapping, helped defined irreplaceable habitats and species, reviewed early drafts, and provided case studies.

- 1.4. Under the Environment (Local Nature Recovery Strategies) (Procedure) Regulations 2023, Norfolk and Suffolk County Councils must submit a consultation draft of the LNRS to all Supporting Authorities. A Supporting Authority may raise a 'pre-consultation objection' within 28 days of receiving the consultation draft, addressing either the content of the LNRS or the process by which the draft has been prepared.
- 1.5. A detailed briefing about LNRSs was presented to Broads Authority members at a meeting on 9 December 2024, where officers responded to comments and questions.
- 1.6. A policy update about the uses of LNRS was published in December 2024 (see Appendix 2). It presents the uses for LNRS that are based in law, other ways in which LNRSs will be used, ways in which LNRSs might be used in future, and how LNRSs will not be used.

2. Approval of the draft LNRS prior to public consultation

- 2.1. On 15 January 2025, the Broads Authority received the consultation drafts (see Appendix 1). The formal pre-consultation period will run from 15 January to 11 February 2025.
- 2.2. At this stage, Norfolk and Suffolk County Councils are not requesting detailed comments on the draft LNRSs, but rather whether Supporting Authorities are satisfied for the public consultation to proceed. Authorities are encouraged to submit detailed feedback during the 6-week public consultation period, which is scheduled from 3 March to 13 April 2025.
- 2.3. Officers have reviewed the documents and recommend that the Broads Authority confirm in writing its agreement for the public consultation to proceed, noting that:
 - The draft LNRSs include all required elements under Section 106 of the Environment Act, including a statement of biodiversity priorities and a local habitat map.
 - The development of the draft LNRSs have been collaborative, involving the Broads Authority and other stakeholders, and no objections to the broad content or preparation of the draft LNRSs are anticipated.
- 2.4. Officers will submit detailed feedback to the draft LNRSs by the deadline of the public consultation on behalf of the Authority, which will include Members' feedback received at the 24 January meeting.

3. LNRS timetable – next steps

- 3.1. Approval of LNRSs must follow certain stages. The Norfolk and the Suffolk LNRSs have the same timetable, as detailed in Table 1 below.

Table 1 – Expected timetable towards Norfolk & Suffolk LNRs publication

Activity	Date
<p>Supporting Authorities’ consultation (1) draft version</p> <p>Including all local planning authorities, Broads Authority and Natural England</p>	<p>15 January 2025 to 11 February 2025</p>
<p>Public consultation of draft LNRs</p>	<p>March 2025</p>
<p>Supporting Authorities’ consultation (2) final version</p> <p>Including all local planning authorities, Broads Authority and Natural England</p>	<p>19 June 2025 to 16 July 2025</p>
<p>LNRs Publication</p>	<p>Summer 2025</p>

- 3.2. Because of the LNRs timeline and the timing of Broads Authority meetings for 2025, officers are requesting delegated authority to the Chief Executive, in consultation with the Chair of the Authority, to submit a response to Norfolk County Council and Suffolk County Council on the final version of the LNRs, which is required by 16 July 2025.

4. Engagement

- 4.1. The LNRs have been developed following Defra's statutory guidance, with a series of events, workshops, and surveys throughout 2024 to engage a wide audience. Norfolk and Suffolk County Councils have worked together to engage a wide range of stakeholders.
- 4.2. Feedback has shaped the LNRs, identifying key habitats and species in Norfolk, Suffolk and nationally. By October 2024, 150 engagement activities reached 6,594 people, including joint events between Norfolk and Suffolk.

5. Financial implications

- 5.1. There are no direct financial implications for the Authority, apart from officer time related to the attending of LNRs Supporting Authority meetings, theme working groups and the NSNRP. The Government has provided funding to the 48 ‘Responsible Authorities’ in England for the preparation of LNRs.

6. Risk implications

- 6.1. Broads Authority interests not suitably included in the LNRs - The Broads Authority is fully engaged in the LNRs process through being included in both Norfolk and the Suffolk LNRs Supporting Authority meetings, multiple theme working groups, including Planning, and the NSNRP, which should act to mitigate this risk.

6.2. Information on the LNRs not being disseminated effectively, leading to non-engagement with stakeholders - Norfolk and Suffolk County Councils are leading the engagement activities alongside the Norfolk and Suffolk LNRs preparation. Broads Authority supports communication of progress through relevant communication channels.

Author: Andrea Kelly

Date of report: 09 January 2025

Background papers: [The Authority's role in Local Nature Recovery Strategies and Biodiversity Duty Consideration](#)

[Broads Plan](#) strategic objectives: all strategic objectives in Theme B

Appendix 1 – Local Nature Recovery Strategies: [Draft Local Nature Recovery Strategy for Norfolk](#) and [Draft Local Nature Recovery Strategy for Suffolk](#)

Appendix 2 – Local Nature Recovery Strategies – uses

Appendix 2

Local Nature Recovery Strategies (LNRS) delivery – policy update December 2024

Background

The core purpose of LNRSs is to agree priorities for nature’s recovery, map the most valuable existing areas for nature, and map specific proposals for creating or improving habitat. They were originally designed to help habitat creation or improvement to meet Biodiversity Net Gain (BNG) requirements to be targeted where it will provide the most benefit. However, the Government intends for LNRSs to be put to wider use in helping to target action for nature recovery and use of nature-based solutions. Some of these uses are well established, while others are still under development.

This policy update provides more certainty about how LNRSs will be used, and how they link to different incentives and funding sources. This should help the responsible authorities currently preparing and finalising their LNRSs to ensure that their strategies are “fit for purpose”, and support better engagement with landowners and managers by providing a clearer understanding of what LNRS means for them and their land.

Defra will keep responsible authorities informed of the links between delivery mechanisms and LNRSs as they develop.

Uses for LNRS that are based in law

Targeting BNG – LNRSs will determine where habitat creation or enhancement for BNG will be of [‘high strategic significance’](#). This means that when habitat is created or enhanced to generate biodiversity units for the purposes of BNG, it gets a 15% uplift in the [biodiversity metric](#) if it follows what is set out in the LNRS.

Duty on public authorities to conserve and enhance the environment – LNRSs will inform how all public authorities in England meet their [legal duty to conserve and enhance biodiversity](#). The duty applies to a long list of national and local government organisations as well as some private utilities such as water companies. Public authorities must understand which LNRSs are relevant to them and how they can contribute. This could be through:

- managing areas of land that they are responsible for in a way that supports what the LNRS proposes
- using the LNRS to inform relevant regulatory decisions

Local Planning Authorities (LPAs) have a particularly important role to play in supporting the delivery of actions proposed in LNRSs. Government is required to publish guidance to explain how LPAs should use LNRSs to inform the preparation of Local Plans enabling them to more effectively identify, map and safeguard areas for nature recovery.

Planning law – [Changes to planning law](#), expected to come into force later in 2025, will make it a legal requirement for plan-makers to “take account” of LNRSs. Like the existing requirements on Local Plans, this will help the needs of nature recovery to be properly reflected in the planning system. It will also apply to a wider range of similar spatial plans, at larger and smaller scale than local plans.

Other ways in which LNRs will be used

LNRs will also be used:

- **to provide information to farmers and land managers** to help them choose which Countryside Stewardship and Sustainable Farming Incentive options are appropriate for their land
- **to help groups of farmers and land managers shape nature recovery priorities** for their area, and to encourage collaboration across holdings and landscapes
- **to identify opportunities for Landscape Recovery project proposals**, and to provide evidence to support their application and project development
- **to help Government when considering applications for funding** for specific nature recovery activities, by acting as criteria in applications
- **to help responsible authorities and/or local partnerships leverage and target funding for environmental projects** to areas where they could have the most impact for nature and the wider environment
- **to inform how Defra arms-length bodies carry out existing functions to better support nature recovery** – for example, by drawing on LNRs priorities and proposals when providing land management advice to farmers, or when selecting locations for nature-based solutions such as natural flood management and tree planting
- **to inform the development and implementation of Protected Landscape management plans**, by identifying locations and measures that will drive delivery of the agreed targets and outcomes set out in these plans

Ways in which LNRs might be used in future

Government is keen to add to the list above to provide further encouragement and support for the delivery of actions proposed in LNRs.

Below are some further opportunities for how LNRs could be used in future, but which require further exploration to determine whether this will be the case.

LNRs might be used:

- **to identify where funding could be made available** to encourage farmers and land managers to carry out the most environmentally impactful actions on their land
- **as required criteria in future government nature recovery funding schemes**, meaning that actions proposed in the LNRs would be eligible for funding
- **to inform the identification of areas that could potentially contribute towards Government's [30by30 commitment](#)** following appropriate action for nature recovery
- **to inform where private companies choose to provide corporate donations** for habitat creation or enhancement projects that deliver LNRs proposals
- **to guide private finance investments in nature and carbon markets** – for example, targeting action on tree-planting as part of the [UK Emissions Trading Scheme](#)

How LNRSs will not be used

LNRSs are not designed to be prescriptive. They are tools to drive forward action to recover nature. The following list sets out the ways we don't intend LNRS to be used. We do not foresee this changing in the future.

LNRSs won't be used to:

- **require owners or managers of land to make specific proposed land use changes** – this will remain their choice
- **place new restrictions on developing land** – LNRSs will be one source of evidence used to inform the preparation of plans that will determine where development should occur (these plan preparation processes have their own consultation and engagement requirements so that different needs for land can be balanced by the plan maker)
- **identify areas to be given legal nature protections that create restrictions on how land can be used or managed** – LNRSs do not propose new nature reserves or any other kind of legal designation
- **prevent nature conservation work** in areas not prioritised by the LNRS (e.g. by restricting funding in areas that are not mapped)
- **determine regulatory decisions**, such as the result of Environmental Impact Assessments – LNRSs can be a source of evidence to inform decision making but determination must still be made on the basis of relevant legislation and statutory guidance

Broads Authority

24 January 2025

Agenda item number 12

Norfolk RAMS endorsement- updated tariff and governance arrangements

Report by Planning Policy Officer

Purpose

This paper introduces a reviewed Norfolk RAMS Action Plan, a reviewed tariff and the governance arrangements for administering the collected tariff associated with the Norfolk Green Infrastructure and Recreational Impact Avoidance and Mitigation Strategy (GI RAMS).

At the October 2024 Norfolk Member Forum, the Action Plan and tariff and the Memorandum of Understanding were considered and endorsed. It is now for each Norfolk Local Planning Authority to endorse the Action Plan, tariff and governance arrangements.

Recommended decision

- i. To endorse the new Norfolk Recreational impact Avoidance and Mitigation Strategy (RAMS) Action Plan plus tariff and governance arrangements (as stated in the Memorandum of Understanding).
- ii. To endorse the nomination of the Chair or Vice-Chair of the Planning Committee to the Norfolk GI RAMS overseeing Board.

1. Introduction

- 1.1. Habitat Regulation Assessments (HRAs) are a legal requirement for Local Plans, are a soundness and legal consideration at examination, and a legal consideration at planning application stage. These assessments are undertaken to ensure that the Plans' policies and proposals will not result in any likely significant effects on internationally recognised wildlife sites (habitat sites) and, where the potential for such impacts arises, implement an agreed process of mitigation.
- 1.2. All Norfolk authorities' Local Plans have been subject to an HRA and conclude that the in-combination growth that is planned has the potential to have significant adverse impacts on designated wildlife sites.
- 1.3. Local Planning Authorities (LPA) are the designated competent bodies and are responsible for ensuring that policies and proposals contained in their Local Plans do not have an adverse effect on the integrity of habitat sites.

- 1.4. Recreational pressures from growth and their impact on designated Habitats Sites is a cross-boundary issue which affects all Local Plans in Norfolk. Individual authorities can only address the effects of growth within their own boundaries. The best available evidence categorically and irrevocably identifies likely significant effects from in combination growth because of cross boundary growth. With the best available evidence now clearly showing that the levels of growth proposed trigger in combination effects across the LPAs from growth that originates outside each LPA, the issue is better addressed at a more strategic level like the approach taken in many other parts of the country.
- 1.5. Working through Norfolk Strategic Planning Member Forum, the member authorities have developed a single shared approach to first understand the pressures and impacts of residential growth on European protected sites and then how to address potential impacts.
- 1.6. The Norfolk Green Infrastructure and Recreational Impact Avoidance and Mitigation Strategy was endorsed in 2021, and all local authorities have now introduced the tariff for relevant development.
- 1.7. This paper introduces a reviewed Action Plan, a reviewed tariff as well as the proposed governance arrangements for administering the collected tariff. At the October 2024 Member Forum, the Action Plan and tariff and the Memorandum of Understanding were considered and endorsed. It is now for each Norfolk Local Planning Authority to endorse the Action Plan, tariff and governance arrangements.

2. Review of the mitigation package

- 2.1. Alongside the implementation of the tariff, members requested the review of the mitigation package. The key principle of the review was to provide a more detailed action plan of mitigation through:
 - A detailed review of all individual Natura 2000 sites looking at site improvement plans, existing access and visitor management measures and identify other proposed measures within the protected sites
 - The identification of the degree of intervention needed to avoid likely significant effects based on visitor increases expected
 - Working with site managers/landowners to identify and prioritise the key projects and priorities
 - Maximising use of existing resources at sites
 - Ensuring the Action Plan covers the period to 2046 to align with any forthcoming local plans
- 2.2. The consultant Footprint Ecology was commissioned in early 2023 to complete this work and an update on progress was given to members of the Norfolk Member Forum in January 2024. This work is now complete, and the Action Plan accompanies this report. The report has identified a large range of projects to be delivered across the county in the next 22 years costing £22 million.

- 2.3. The Action Plan will lead to an increase in the tariff cost per dwelling from £221.17 to £293.53.
- 2.4. The Action Plan is now ready for endorsement by each Norfolk LPA.

3. Governance and management of the fund

- 3.1. In December 2021, the Norfolk Member Forum agreed to the principle of exploring the option of Norfolk County Council being the accountable body and hosting organisation for the Mitigation Fund. Unfortunately, it was not possible to reach agreement with Norfolk County Council in managing the Mitigation Fund, so officers have been developing a governance process with the delivery manager role being hosted by a district instead.
- 3.2. Norwich City Council has offered to host the delivery manager and will hold a central pool of funds for projects. However, it will not be accountable for the operation of the scheme which will remain with the Norfolk LPAs and the Board that will be set up to oversee the spend and implementation of the RAMS projects.
- 3.3. It is still proposed that a Board:
 - is responsible for overseeing the delivery of the mitigation identified as being required to support the planned growth for the county;
 - is granted the power, by each LPA, to make decisions regarding the Norfolk RAMS fund and the projects it is used to deliver;
 - agrees an annual programme of projects to be delivered by the Norfolk RAMS Mitigation Programme which will be funded wholly from the Norfolk RAMS Fund and
 - will meet every six months to review progress.
- 3.4. The Board will be made up of Members from all LPAs supported by Ecologists and/or planning officers from all LPAs. The most appropriate member for the Broads Authority would be either the Chair or Vice-Chair of the Planning Committee. There may be other groups that support the Board in an advisory role or provide advice; this may include Natural England, the Environment Agency and ecologists from other interested groups.
- 3.5. A steering group created terms of reference for the overarching board and a job description for the Delivery Manager Role.
- 3.6. A Memorandum of Understanding has been drafted which sets out the operation of the scheme alongside the terms of reference with Norwich City Council acting as host authority.
- 3.7. The Action Plan, Tariff and Memorandum of Understanding are now ready for endorsement by each LPA.

4. December Planning Committee

- 4.1. At the December meeting of the Planning Committee, Members endorsed the Action Plan, Memorandum of Understanding, new Tariff and the Chair or Vice Chair representing the Authority on the Board.

Author: Natalie Beal

Date of report: 06 December 2024

Appendix 1 – [Norfolk RAMS Action Plan](#)

Appendix 2 – [Memorandum of Understanding: Norfolk RAMS Programme Fund Governance and Management](#)

Broads Authority

24 January 2025

Agenda item number 13

Making the Chet Neighbourhood Plan

Report by Planning Policy Officer

Purpose

The Chet (Loddon and Chedgrave) Neighbourhood Plan has been examined. The Examiner made some changes to the Plan. The Plan was subject to a referendum on 14 November 2024.

Recommended decision

It is recommended that the Broads Authority adopts the Chet Neighbourhood Plan.

1. Introduction

- 1.1. The submitted Chet Neighbourhood Plan was approved by the Broads Authority's Planning Committee in December 2023. This was followed by a statutory publication period between 2 February and 15 March 2024, in which the Plan and its supporting documents were available to the public and consultation bodies online at [Loddon and Chedgrave Neighbourhood Plan | Broadland and South Norfolk](#).
- 1.2. During the publication period, representations were received from various different organisations/individuals. The representations may be viewed via the following links: <https://www.southnorfolkandbroadland.gov.uk/asset-library/imported-assets/chet-np-reg-16-consultee-response-summaries.pdf>.
- 1.3. These representations were submitted, along with the Neighbourhood Plan and supporting information, to the independent Examiner, Mr Derek Stebbing. The examination was conducted via written representations during the summer of 2024 (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 Chet 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 Loddon and Chedgrave.

3. Referendum

- 3.1. The referendum for the [Chet Neighbourhood Plan](#) was held on 14 November 2024. 85.74% of those who voted supported the Neighbourhood Plan.

4. Planning Committee

- 4.1. The views of Planning Committee will be relayed verbally to the Broads Authority meeting.

5. Next steps

- 5.1. If both the Broads Authority and South Norfolk 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: 02 January 2025

Appendix 1 – [Final Chet Neighbourhood Plan](#)

Broads Authority

24 January 2025

Agenda item number 14

Making the Trowse Neighbourhood Plan

Report by Planning Policy Officer

Purpose

The Trowse with Newton Neighbourhood Plan has been examined. The Examiner made some changes to the Plan. The Plan was subject to a referendum on 14 November 2024.

Recommended decision

It is recommended that Broads Authority adopts the Trowse with Newton Neighbourhood Plan.

1. Introduction

- 1.1. The submitted Trowse with Newton Neighbourhood Plan was approved by the Broads Authority's Planning Committee in January 2024. This was followed by a statutory publication period between 9 February and 22 March 2024, in which the Plan and its supporting documents were available to the public and consultation bodies online at [Trowse with Newton Neighbourhood Plan | Broadland and South Norfolk](#).
- 1.2. During the publication period, representations were received from various organisations/individuals. The representations may be viewed via the following links: <https://www.southnorfolkandbroadland.gov.uk/asset-library/imported-assets/tnp-reg-16-consultee-response-summaries.pdf>.
- 1.3. These representations were submitted, along with the Neighbourhood Plan and supporting information, to the independent Examiner, Mr Derek Stebbing. The examination was conducted via written representations during summer 2024 (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 Trowse with Newton 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 Trowse with Newton.

3. Referendum

- 3.1. The referendum for the [Trowse with Newton Neighbourhood Plan](#) was held on 14 November 2024. 94.08% voted in support of the Neighbourhood Plan.

4. Planning Committee

- 4.1. The views of Planning Committee will be relayed verbally to the Broads Authority meeting.

5. Next steps

- 5.1. If both the Broads Authority and South Norfolk 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: 02 January 2025

Appendix 1 – [Final Trowse Neighbourhood Plan](#)

Broads Authority

24 January 2025

Agenda item number 15

Biodiversity Net Gain- Off-site provision at Langley Abbey: Legal agreement

Report by Catchment and Farming Officer

Purpose

To approve the first off-site Biodiversity Net Gain (BNG) units area in the Broads.

Broads Plan context

This report helps to meet strategic objective B3, to seek biodiversity net gain and enhance areas of fen, reed bed, grazing marsh and wet woodland to protect peatlands as carbon sinks. By setting out the pathway to approve off-site BNG unit creation and testing the process with the first application from Langley Abbey Environment Project, we are working towards this strategic objective.

Recommended decision

To approve the Section 106 for Langley Abbey off-site Biodiversity Net Gain unit creation.

1. Introduction

- 1.1. Mandatory Biodiversity Net Gain (BNG) was first set out in the [Environment Act 2021](#). It aims to reverse the historic decline in biodiversity and leave the natural environment in a better state by making sure that any development subject to planning permission has a measurably positive impact on biodiversity, compared to what was there before development, by creating and improving natural habitats.
- 1.2. In England, BNG was introduced under a statutory framework through [Schedule 7A of the Town and Country Planning Act 1990 \(as inserted by Schedule 14 of the Environment Act 2021\)](#). BNG is mandatory for major developments since 12 February 2024 and for small sites since 2 April 2024.
- 1.3. If developers cannot secure the biodiversity net gain uplift that is required within their red line boundary, then they must purchase off-site BNG units to offset their development.
- 1.4. Off-site BNG refers to any biodiversity gains to be delivered on land outside of the red-line boundary of a development. Any land proposed for use for off-site BNG must be a registered biodiversity gain site with Natural England.

- 1.5. To be eligible for registration on the biodiversity gain sites register, land must be secured by one of two legal mechanisms. The first are planning obligations with local planning authorities under section 106 Town and Country Planning Act 1990 (the Act). The second legal mechanism is through a conservation covenant.
- 1.6. In the Broads Authority executive area, those creating off-site BNG units can either enter into a section 106 with the Broads Authority to secure the units or enter into a conservation covenant with a responsible body (which is not the option covered by this report). A section 106 is a planning obligation. Even though planning obligations are usually used by landowners and LPAs to facilitate the grant of a planning permission, they can be used 'standalone'. That is, they can be used without any linked planning application when securing off-site biodiversity units.
- 1.7. Selling biodiversity net gain units is a choice for landowners which can be a source of revenue and could fund nature recovery on their land. Once biodiversity units are created or enhanced, they must be maintained for at least 30 years. This is a new source of funding which could be used to aid nature recovery in the Broads.

2. Langley Abbey

- 2.1. The owners of Langley Abbey have decided to gradually take the whole of their estate out of farming and put it into BNG units. They are already working with a developer who wishes to buy units from them.
- 2.2. They have signed a section 106 with South Norfolk Council for some of their land in November 2024, and they now want to create units in the Broads Authority area of the estate.
- 2.3. These units are for enhancement of 3.848ha existing poor condition neutral grassland and 2.82km of ditches. Langley Abbey have supplied a Habitat Management and Monitoring Plan which sets out the plan for enhancing and maintaining the habitat over 30 years. This has been checked by the Broads Authority Ecology & Design Supervisor.
- 2.4. The Authority has received legal advice for the section 106 Agreement, which has been assessed and agreed with Birketts. They have recent experience with using section 106 Agreements to secure off-site BNG units and are satisfied with the agreement.
- 2.5. As this is a new use of a section 106 Agreement which we have not previously dealt with, as it is not directly linked to a planning application, the Authority does not have delegated powers in place to decide to enter into this agreement. We therefore are asking members to approve the signing of the section 106 agreement with Langley Abbey (draft in Appendix 1).
- 2.6. Once the agreement is signed, the Section 106 planning obligations would be registered as a Local Land Charge by the Broads Authority.

3. Delegation of Section 106 for off-site BNG

- 3.1. As mentioned above, this new use of a section 106 means that the Authority does not have delegated powers in place to decide to enter into the agreement without members' approval.
- 3.2. We do not anticipate that we will receive very many of these applications and currently Langley Abbey is the only estate which has expressed any interest in this. To streamline our processes, we propose that members delegate powers to the Chief Executive so that any future applications for off-site BNG can be decided without requiring member approval.
- 3.3. A separate report on the agenda (item 16) recommends the delegation of powers to decide whether to enter into a section 106 to secure off-site BNG to the Chief Executive. This would mean a change in the scheme of delegations, to add an entry related to decisions '*To enter into section 106 agreements for securing off-site Biodiversity Net Gain units*'.

4. Financial implications

- 4.1. By entering into the section 106, the Broads Authority agrees to assess the monitoring of the habitat condition over 30 years. This has a financial cost to the Authority, and officers have developed a fee estimate based on the time required by officers to do so. There is a level of uncertainty around this cost given the time frame of monitoring. To mitigate for this, the section 106 sets out a charge for each monitoring report submitted to the Authority for assessment, index linked over the 30 years to account for inflation.
- 4.2. Alongside this, the section 106 allows the Authority to recoup initial costs in assessing the section 106 and the accompanying Habitat Management and Monitoring Plan. It also sets out that Langley Abbey will pay the legal costs associated with establishing the agreement.
- 4.3. There is a potential future financial implication if the Authority receives more requests for off-site BNG in future. This would follow the same structure as the above, with the Authority recouping costs for assessing agreements and monitoring reports. Currently, the owners of Langley Abbey are the only estate that have expressed an interest in this, and we do not envisage this being a large source of income for the Authority.

5. Risk implications

- 5.1. BNG is new to all parties involved and there will be lessons learnt along the way, as well as possible future variations to the statutory framework in relation to BNG.
- 5.2. There is a risk to reputation if the BNG units do not produce enhanced habitat that is maintained over the 30 years. By setting out a clear monitoring schedule, which includes ecologist visits across the monitoring period, and a process for enforcement

embedded in the legal agreement, the Authority can ensure that the agreement is adhered to and take action if not.

- 5.3. Risk to resourcing of ecology advice over the 30-year time frame of the project. The inclusion of a fee for monitoring means that there will be funds to compensate officer time, but this relies on having the resources available. The number of off-site BNG agreements we are expecting to receive is low, and monitoring will be a relatively small commitment compared to other ecology input required for managing the Broads.

6. Conclusion

- 6.1. The establishment of the first off-site BNG units in the executive area is a positive step forward for nature recovery in the Broads. We aim to support landowners who wish to produce BNG units to fund nature recovery on their land. This aligns with the Broads Plans objectives and the monitoring of off-site BNG is included in the recently approved Broads Nature Recovery Strategy 2024-2029.
- 6.2. The section 106 with Langley Abbey would allow the owners to sell units to fund the restoration of ditches and neutral grassland on the estate.
- 6.3. Going forwards, it is proposed that members delegate powers to sign a section 106 for off-site BNG units to the Chief Executive of the Broads Authority. This will streamline the process for any future applications (see item 16).

Author: Hannah Norman

Date of report: 07 January 2025

[Broads Plan](#) strategic objectives: strategic objective B3, to seek biodiversity net gain and enhance areas of fen, reed bed, grazing marsh and wet woodland to protect peatlands as carbon sinks

Appendix 1 - Langley Abbey Section 106 draft

Appendix 1 – Langley Abbey Section 106 Agreement draft

DATED

2024

THE BROADS AUTHORITY

(1)

**CHRISTOPHER JOE WARWICK TOWNSEND AND
REBECCA DOROTHY MARY TOWNSEND**

(2)

**AGREEMENT PURSUANT TO SECTION 106 OF THE TOWN AND
COUNTRY PLANNING ACT 1990**

Relating to land at Langley Abbey Estate

This DEED is made on

2024

BETWEEN:

BROADS AUTHORITY of Yare House, 62-64 Thorpe Road, Norwich, Norfolk NR1 1RY (the “**Authority**”); and

CHRISTOPHER JOE WARWICK TOWNSEND and **REBECCA DOROTHY MARY TOWNSEND** of Abbey Farm, Langley Green, Norwich NR14 6DG (the “**Landowner**”).

RECITALS

The Authority is the local planning authority for the purposes of the 1990 Act in respect of the Land.

The Parties have agreed to enter into this Deed pursuant to section 106 of the 1990 Act in order to secure the planning obligations contained in this Deed.

The Landowner is the registered freehold owner of the Land. The Land bound by this Deed is entirely within the Title.

DEFINITIONS

Unless the context otherwise requires, where in this Deed the following defined terms and expressions are used they shall have the following respective meanings:

“1990 Act”	the Town and Country Planning Act 1990 (as amended);
“Allocated”	the allocation of Biodiversity Units in accordance with a successful Allocation Application;
“Allocation Application”	an application to the Register Operator to allocate some or all of the registered Habitat Enhancement from the Landowner and to a development in accordance with Part 4 of the Regulations, following the sale/purchase of Biodiversity Units;
“Auditing Fee”	the fee of [REDACTED] Index Linked to be paid by the Landowner to the Authority for the purpose of auditing the Monitoring Report;

“Authority’s Covenants”	the covenants set out at clause 6 of this Deed;
“Biodiversity Gain Site Register”	has the same meaning as given in Regulation 3 of The Biodiversity Gain Site Register Regulations 2024;
“Biodiversity Units”	the units calculated in accordance with the Statutory Metric and generated by the Habitat Enhancement on the Land in accordance with this Deed;
“Habitat Enhancement”	the uplift in biodiversity to be achieved by the Landowner in accordance with the HMMP which shall generate the Biodiversity Units and can be allocated to a development on the Biodiversity Gain Site Register;
“Habitat Works”	the initial capital works detailed in the HMMP, to be carried out at a seasonally appropriate time as detailed in the HMMP;
“Habitat Works Notice”	the notice to be issued by the Landowner to the Authority specifying the date the Habitat Works were completed and the Management Period began and for the avoidance of any doubt the Parties agree that the Habitat Works for the enhancement of the lowland meadow and the enhancement of the ditches are entirely distinct and therefore two separate Habitat Works Notices will be issued, one in respect of the lowland meadow and the other in respect of the ditches;
“HMMP”	the Habitat Management and Monitoring Plan agreed between the Landowner and the Authority and appended at Appendix 3 of this Deed, or as subsequently amended by written

	agreement between the Landowner and the Authority;
“Independent Ecologist”	an independent and suitable person holding appropriate professional qualifications within ecology, natural sciences, zoology, or an equivalent study and with at least 5 years’ post-qualification experience;
“Index Linked”	index linked from the date of this Deed until the date that the relevant payment is made, such index linking being equivalent to the change in the Retail Price Index (All Items) published by the Office for National Statistics (or if such indices cease to be published, an equivalent index notified to the Landowner by the Nominated Officer;
“Interest”	interest at 4% above the base rate from time to time of Barclays Bank plc or such other bank as may be agreed between the Landowner and the Authority;
“Land”	the land bound by the planning obligations contained in this Deed and shown edged red on the Land Plan;
“Land Plan”	the plan at Appendix 1 to this Deed;
“Landowner Covenants”	the covenants set out at clause 5 of this Deed;
“Management Period”	thirty (30) years from the completion date specified in the Habitat Works Notice or any longer period as may be agreed in writing between the Landowner and the Authority;
“Monitoring Report”	a report to be prepared by an Independent Ecologist and submitted to the Authority in accordance with the HMMP to include a checklist

	demonstrating that all management actions prescribed in the HMMP or otherwise required for the proper management of the Land in accordance with the HMMP have been undertaken;
“Monitoring Schedule”	the schedule of monitoring detailed in the HMMP;
“Nominated Officer”	A senior officer of the Authority or such other officer notified to the Landowner from time to time;
“Register Operator”	has the same meaning as in Regulation 3 (3) of the Regulations;
“Registration Application”	an application to the Register Operator to register the Habitat Enhancement to the Landowner following completion of this Deed;
“Regulations”	The Biodiversity Gain Site Register Regulations 2024;
“Requisite Consents”	all and any consents, licences and authorisations required from any competent authority, statutory undertaker or person either for the carrying out the Habitat Works and implementing the HMMP;
“Statutory Metric”	the statutory biodiversity metric published from time to time by the Department for Environment, Food & Rural Affairs (or its successor government department) in accordance with paragraph 4, Part 1, Schedule 7A of the 1990 Act;
“Title”	the title registered at HM Land Registry with title number NK271613;

“Working Day”

any day which is not a Saturday, a Sunday, a bank holiday or a public holiday in England.

INTERPRETATION

Where in this Deed reference is made to any clause, paragraph or schedule such reference (unless the context otherwise requires) is a reference to a clause, paragraph or schedule in or to this Deed.

The headings to the clauses, schedules and paragraphs of this Deed shall not affect the interpretation of this Deed.

The schedules to this Deed form part of it and the provisions set out in the schedules shall have the same full force and effect as if expressly set out in the body of this Deed.

Words importing the singular meaning where the context so admits include the plural meaning and vice versa.

Words of the masculine gender include the feminine and neuter genders and words denoting actual persons include companies, corporations and firms and all such words shall be construed as interchangeable in that manner.

Wherever there is more than one person named as a party and where more than one party undertakes an obligation all their obligations may be enforced against all of them jointly and against each individually unless there is an express provision otherwise.

Any references in this Deed to statutes, bye-laws, regulations, orders and delegated legislation shall include any modification, extension or re-enactment of the same for the time being in force and shall include all instruments, orders, plans, regulations, permissions and directions for the time being made, issued or given pursuant to the same or deriving validity from it.

References in this Deed to the Landowner shall include their successors in title and any person deriving title through or under them. References in this Deed to the Authority shall include any successor to their statutory functions.

If any provision of this Deed shall be held to be invalid, illegal or unenforceable, the validity, legality and enforceability of the remaining provisions shall not in any way be deemed thereby to be affected impaired or called into question.

STATUTORY PROVISIONS

This Deed is made pursuant to section 106 of the 1990 Act, section 111 of the Local Government Act 1972, Section 93 of the Local Government Act 2003 and section 1 of the Localism Act 2011 and all other powers so enabling.

The covenants, restrictions and obligations contained in this deed are planning obligations for the purposes of section 106 of the 1990 Act and are entered into by the Landowner with the intention that they bind the interests held by that person in the Land and their respective successors and assigns.

The covenants, restrictions and obligations contained in this deed are enforceable by the Authority in accordance with section 106 of the 1990 Act.

COMMENCEMENT

Each of the provisions in this Deed shall come into force on the date of this Deed.

LANDOWNER'S COVENANTS

The Landowner covenants with the Authority as set out at Schedule 1.

AUTHORITY'S COVENANT

The Authority covenants with the Landowner that where any approval, consent, direction, authority, agreement or action is required under this Deed it shall not be unreasonably withheld or delayed.

ALLOCATION OF HABITAT ENHANCEMENTS

The Landowner and Authority agree that the Landowner shall be entitled to sell the Biodiversity Units in accordance with the terms of this Deed without the need for further consent from the Authority and that the Biodiversity Units may be allocated to one or more than one development.

MODIFICATIONS TO THE HMMP

The Landowner and the Authority agree that at any time during the Management Period the Landowner shall be entitled to submit a revised HMMP in writing to the Authority for its written approval PROVIDED THAT the revised HMMP would generate at least the same number and type of Biodiversity Units as set out in Appendix 2.

On submission of a revised HMMP to the Authority the Landowner acknowledges that the Authority may wish to levy a reasonable fee for reviewing the revised HMMP, and that the Authority shall not be obliged to review any revised HMMP until such time as a reasonable fee (if any) has been agreed between the Parties and received by the Authority.

WARRANTIES

The Landowner warrants that on the date of this Deed:

it owns the freehold interest in the Land;

that no person other than the Landowner has any legal or equitable interest in the Land;

it has full authority to enter into this Deed; and

it is not aware of any impediment to the validity of this Deed.

LIMITATION OF LIABILITY

No party shall be liable for any breach of any of the covenants or other provisions of this Deed upon disposing of the whole of their interest in the Land and will be released from all obligations, undertakings, and covenants under this Deed upon any such disposal without prejudice to liability for any subsisting breach arising prior to parting with such interest.

Where the Landowner comprises more than one person, those persons shall be jointly and severally liable for the obligations and liabilities of the Landowner arising under this Deed. The Authority may take action against, or release or compromise the liability of, or grant time or other indulgence to, any one of those persons without affecting the liability of any other of them.

No person shall be liable for any breach of an obligation contained within Schedule 1 paragraph 1 (Habitat Works, Management and Monitoring) of this Deed if it is shown:

that the breach occurred as a result of a matter beyond the defendant's control; or

that the breach occurred as a result of doing, or not doing, something in an emergency in circumstances where it was necessary for that to be done, or not done in order to prevent loss of life or injury to any person.

DISPUTE RESOLUTION

In the event of any dispute or difference arising between any of the parties to this Deed in respect of any matter contained in this Deed such dispute or difference shall be referred to an independent and suitable person holding appropriate professional qualifications to be appointed (in the absence of an agreement) by or on behalf of the president for the time being of the professional body chiefly relevant in England with such matters as may be in dispute and such person shall act as an expert whose decision shall be final and binding on the parties in the absence of manifest error and any costs shall be payable by the parties to the dispute in such proportion as the expert shall determine and failing such determination shall be borne by the parties in equal shares.

In the absence of agreement as to the appointment or suitability of the person to be appointed pursuant to clause 11.1 or as to the appropriateness of the professional body then such question may be referred by either party to the president for the time being of the Law Society for him to appoint a solicitor to determine the dispute such solicitor acting as an expert and his decision shall be final and binding on all parties in the absence of manifest error and his costs shall be payable by the parties to the dispute in such proportion as he shall determine and failing such determination shall be borne by the parties in equal shares.

Any expert howsoever appointed shall be subject to the express requirement that a decision was reached and communicated to the relevant parties within the minimum practicable timescale allowing for the nature and complexity of the dispute and in any event not more than twenty (20) Working Days after the appointment of the expert in accordance with clauses 11.1 or 11.2 above (as appropriate).

The expert shall be required to give notice to each of the said parties requiring them to submit to him within ten (10) Working Days of notification of his appointment written submissions and supporting material and the other party will be entitled to make a counter written submission within a further five (5) Working Days.

any mortgagee is not required to participate in any dispute proceedings whilst not in possession of the Land and if any mortgagee decides not to participate then it shall have no liability for the expert's fees.

CHANGE IN OWNERSHIP

The Landowner will give the Authority written notice within ten (10) days of any disposition of all or any part of the Land during the Management Period, including the full name and address of the transferee and a plan showing the area of the Land disposed of and the nature and extent of the disposition.

RIGHT OF ENTRY

At all times on not less than twenty-four (24) hours' written notice except in the case of emergency with or without notice the Landowner shall allow any employee or agent of the Authority entry to the Land for the purposes of inspection surveying and monitoring compliance with the provisions of this Agreement PROVIDED THAT:

such employee or agent on arrival at the Land shall if requested by any person present acting on behalf of the Landowner to produce evidence of identity;

such entry shall be effected between 08:00 and 17:30 on any Working Day;

such employee or agent may be accompanied by such other persons as may be reasonably necessary in the opinion of that employee or agent;

such employee or agent shall be able to record evidence required to monitor compliance with this Deed including, but not limited to, by the taking photographs and measurements; and

such employee or agent or other person as referred to in clause 13.3 shall comply with the Landowner's reasonable directions and precautions required in the interest of health and safety.

LOCAL LAND CHARGE

This Deed is a local land charge and shall be registered as such by the Authority.

INTEREST

If any payment due under the provisions of this Deed is paid after the due date , then Interest shall be payable on such sum from the date payment is due to the date of actual payment.

VAT

All sums and amounts referred to in this Deed are exclusive of VAT.

NOTICES

Any notice, consent or approval required to be given under this Deed shall be in writing and shall be sent by post to the following address marked for the attention of the following persons:

The Authority:

Address: Broads Authority, Yare House, 62-64 Thorpe Road, Norwich NR1 1RY or any other address as notified to the Landowner by the Authority

FAO: **Head of Planning**

The Landowner:

Address: Langley Abbey Estate, Langley, Norwich, NR14 6DG

FAO: Henry Parkinson

RIGHTS OF THIRD PARTIES

None of the provisions of this Deed shall be enforceable pursuant to the Contracts (Rights of Third Parties) Act 1999 by a person who is not a Party to this Deed.

COSTS

The Landowner shall pay to the Authority on completion of this Deed the legal costs together with all disbursements incurred by the Authority in the negotiation, preparation and execution of this Deed.

The Owner shall indemnify the Authority against all liabilities, costs, expenses (to include all professional costs and expenses) incurred from a breach of this Deed and/or the enforcement, by the Authority, of any breach of this Deed.

NO FETTER OF DISCRETION

Nothing (contained or implied) in this Deed fetters or restricts the Authority's statutory rights, powers, discretions and responsibilities.

WAIVER

No failure or delay by the Authority to exercise any right or remedy provided under this Deed or by law constitutes a waiver of that or any other right or remedy. No single or partial exercise of that right or remedy prevents or restricts the further exercise of that or any other right or remedy.

GOVERNING LAW AND JURISDICTION

This Deed is governed by and interpreted in accordance with the law of England and the parties submit to the exclusive jurisdiction of the courts of England.

DELIVERY

Save for this clause 23 which shall be of immediate effect, the provisions of this Deed shall be of no effect until the date of this Deed.

IN WITNESS whereof the Parties have executed this Deed on the day and year above written.

SCHEDULE 1

LANDOWNER'S COVENANTS

The Landowner covenants with the Authority as follows:

1. Habitat Works, Management and Monitoring

to give the Authority written notice no later than ten (10) working days prior to commencement of the Habitat Works of the intention to do so;

not to Commence the Habitat Works until the written notice specified in paragraph 1.1 of this Schedule has been given;

to commence the Habitat Works no later than twelve (12) months after the date of this Deed;

submit the Habitat Works Notice to the Authority no later than seven (7) days after the Habitat Works have been completed;

at the same time as the Habitat Works Notice is submitted, invite the Nominated Officer to inspect the Habitat Works;

if, following the inspection of the Habitat Works, the Nominated Officer is of the reasonable opinion that the Habitat Works do not conform with the approved HMMP, to carry out such works which, in the reasonable opinion of the Authority, are required to remedy the non-conformity;

to manage and maintain the Land in accordance with the HMMP for the duration of the Management Period;

to submit the Monitoring Reports to the Authority in accordance with the Monitoring Schedule;

if the Independent Ecologist identifies remedial works in a Monitoring Report, or otherwise, that are required to be undertaken to comply with the HMMP, or if the Authority notifies the Landowner that it is of the view that remedial works are required to comply with the HMMP, to submit details of the remedial measures to be undertaken, including a proposed timetable for completion of those remedial measures to the Authority for its written approval;

to implement any remedial measures agreed pursuant to paragraph 1.6 of this Schedule in accordance with the timetable agreed with the Authority;

to pay the Auditing Fee within fourteen (14) days of each Monitoring Report being submitted to the Authority;

to obtain and comply with all Requisite Consents;

not to dispose of any of the Land in a way that may affect the implementation or operation of the HMMP;

2. Sale, Registration and Allocation

to make the Registration Application promptly following completion of this Deed;

not to sell or transfer any Biodiversity Units until such time as evidence of the registration of the Land and this Deed on the Biodiversity Gain Site Register has been submitted to the Authority;

to submit the relevant Allocation Application within seven (7) days of each sale of Biodiversity Units;

not to sell or transfer any Biodiversity Units where the underlying habitat improvement is required to meet an existing regulatory obligation on the part of the Landowner or in relation to the Land;

not to sell or transfer any Biodiversity Units more than once;

not to submit an Allocation Application whilst an application to amend the Biodiversity Gain Site Register in accordance with paragraph 3.3 of this Schedule is pending;

not to allocate any Biodiversity Units unless:

the Allocation is recorded on the Biodiversity Gain Site Register;

there are sufficient Biodiversity Units remaining unallocated on the Biodiversity Gain Site Register to fulfil the Allocation Application in question.

Notification

to notify the Council when:

the Biodiversity Units are first Allocated;

the Biodiversity Units have been fully Allocated;

to pay the Allocation Fee within thirty (30) days of each Allocation Notice being submitted to the Council;

to give the Authority written notice within seven (7) days of any application to the Register Operator to amend, withdraw or remove any of the Habitat Enhancement on the Biodiversity Gain Site Register; and

to give the Authority written notice within seven (7) days of any decision of the Register Operator following any application detailed at paragraph 3.3 of this Schedule.

THE COMMON SEAL of BROADS AUTHORITY

was hereunto affixed to this Deed in the presence of:

.....

Authorised Signatory

Executed as a deed by

CHRISTOPHER JOE WARWICK TOWNSEND

.....

in the presence of

Signature

Witness Name:

Witness Address:

.....

Witness Signature

Executed as a deed by

REBECCA DOROTHY MARY TOWNSEND

.....

in the presence of

Signature

Witness Name:

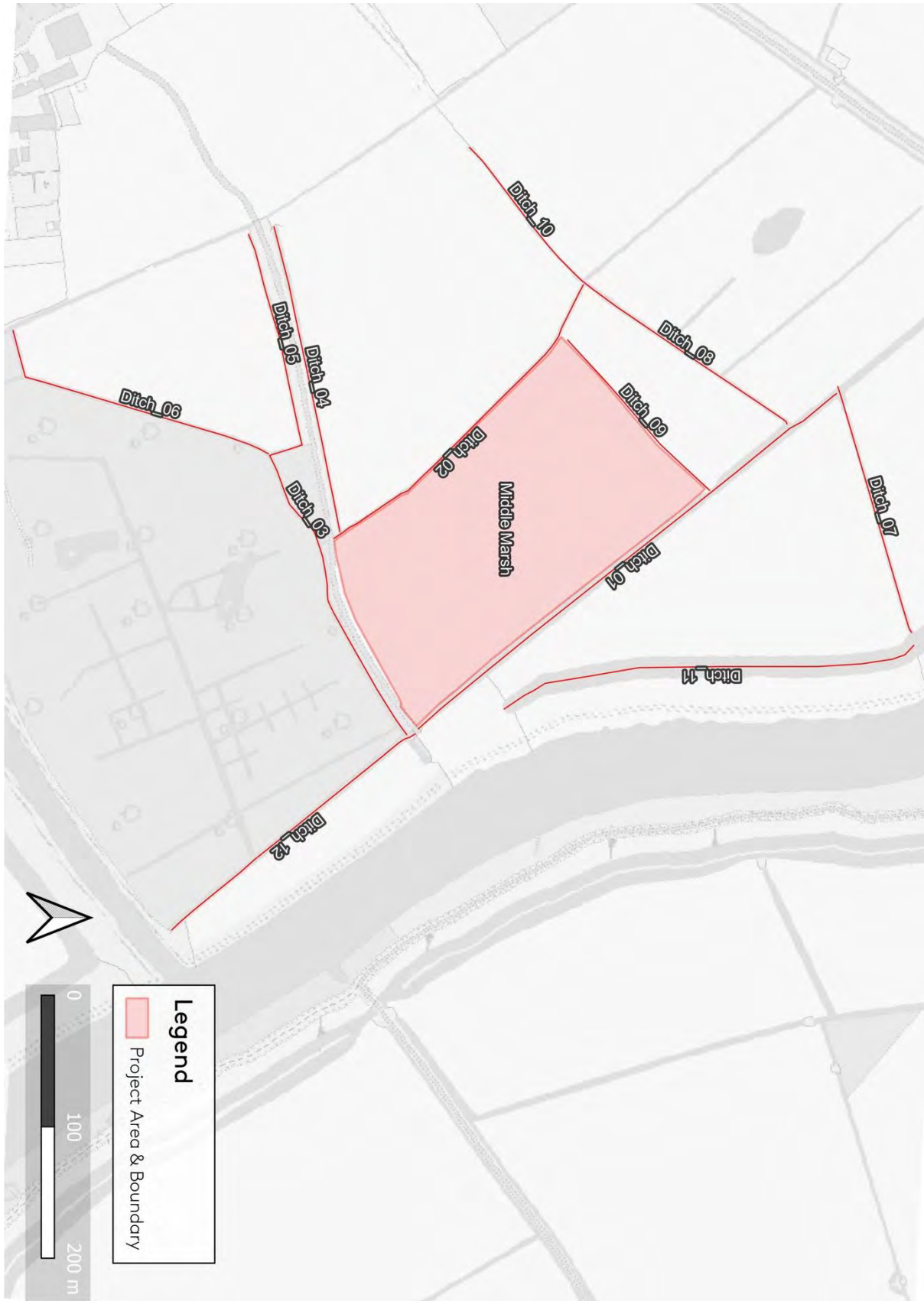
Witness Address:

.....

Witness Signature

APPENDIX 1

LAND PLAN



APPENDIX 2

BIODIVERSITY UNITS

Area units

Area (ha)	Habitat created	Distinctiveness category (score)	Total net unit change	Unit Density at Habitat Works calculated as Biodiversity Units per hectare
3.8482	Lowland meadow	Very high (8)	34.75	9.03
-	-	High (6)	-	-
-	-	Medium (4)	-	-
-	-	Low (2)	-	-

Watercourse units

Length (km)	Habitat enhanced	Distinctiveness category (score)	Total net unit change	Unit Density at Habitat Works calculated as Biodiversity Units per kilometre
-	-	Very high (8)	-	-
-	-	High (6)	-	-
2.81	Ditches	Medium (4)	11.23	3.99
-	-	Low (2)	-	-

Broads Authority

24 January 2025

Agenda item number 16

Scheme of powers delegated to Chief Executive and other authorised officers

Report by Senior Governance Officer

Purpose

To consider and agree proposed changes to the Scheme of powers delegated to the Chief Executive and other authorised officers and corresponding changes to the Terms of Reference for the Planning Committee.

Recommended decision

To adopt the revised Scheme of powers delegated to the Chief Executive and other authorised officers together with revised Terms of Reference for the Planning Committee.

Contents

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1. Introduction

- 1.1. The Scheme of powers delegated to the Chief Executive and other authorised officers, commonly referred to as the Scheme of Delegation (SoD), is an important part of the Authority's constitutional documents. The purpose of the SoD is to ensure that officers

have the powers to make decisions and take appropriate action in a timely and efficient manner within the adopted guidelines.

- 1.2. The SoD was last adopted by Members in September 2023. Exercising his delegated power under section 5.10 of the SoD, the Chief Executive made a very minor change In September 2024 to reflect the change in the job title of Senior Planning Officer to Development Manager. There have been no other changes.
- 1.3. A number of changes are now required to the adopted SoD to either reflect revised powers, introduce new powers or clarify the existing wording affecting a number of sections. For brevity, it was considered beneficial to incorporate all of the proposed changes into one report.
- 1.4. The proposed revisions are set out in detail in the following sections. Those elements which relate to the planning function were presented to the Planning Committee meetings on 6 December 2024 and 10 January 2025.

2. Enforcement powers

- 2.1. At its meeting on 6 December, the Planning Committee considered a [report](#) on the implications of the Levelling Up and Regeneration Act on the Local Enforcement Plan. The agreed changes to the Plan will require corresponding revisions to the SoD to reflect the new types of notices. In addition, it is proposed to add the Development Manager to the list of authorised officers.
- 2.2. Below is an extract from the SoD with the proposed changes (in **bold** text):

Powers delegated to Chief Executive	Other authorised officers
(47) To serve Breach of Condition Notices, Planning Contravention Notices, Section 330 Notices and Section 215 Notices.	Director of Strategic Services or Head of Planning, Development Manager or Planning Officer (Compliance and Implementation)
(48) In cases of urgency and subject to consultation (if possible) with the Chair, or in the absence of the Chair the Vice-Chair, of the Planning Committee: (i) to serve Building Preservation Notices; (ii) to issue Listed Building Enforcement Notices, Listed Building Temporary Stop Notices and Conservation Area Enforcement Notices;	Director of Strategic Services, or: in respect of (i) and (ii), Historic Environment Manager, Head of Planning or Development Manager ; in respect of (iii) and (iv), Head of Planning or Development Manager

Powers delegated to Chief Executive	Other authorised officers
(iii) to issue Enforcement Warning Notices , Enforcement Notices, Stop Notices and Temporary Stop Notices; (iv) to take enforcement action in respect of unauthorised advertisements.	

3. Neighbourhood Planning approval process

3.1. At its meeting on 10 December, the Planning Committee considered a [report](#) on amending the approval process for Neighbourhood Planning. The purpose of the proposed changes is to streamline the decision making by the Broads Authority, but still ensure adequate and robust oversight of the process. The proposed changes will require an amendment to the SoD together with the Terms of Reference for the Planning Committee.

3.2. The proposed additions are set out below:

Powers delegated to Chief Executive	Other authorised officers
(65) To (i) agree a Neighbourhood Area; (ii) approve a Neighbourhood Plan for consultation under Regulation 16 and (iii) approve a Neighbourhood Plan to go to referendum.	Director of Strategic Services or Head of Planning

3.3. The Terms of Reference for the Planning Committee at section 2(8) currently state:

To consider and confirm Neighbourhood Area Plans and the designation of “neighbourhood areas” and to make recommendations to the Authority for their adoption.

3.4. It is proposed that this be amended to:

“To recommend to the Authority the making/adoption of Neighbourhood Plans.”

4. Signing of Section 106 Agreements (not related to planning applications)

4.1. There is currently no provision within the SoD for an officer to sign a Section 106 Agreement which means that they are required to be brought before Members for signing. S106 Agreements related to planning applications are dealt with through the

Planning Committee and section 38 of the SoD and this will not be affected by the following proposal.

4.2. As Members will have seen from the previous agenda item (no. 15 relating to Langley Abbey), a legal agreement is required for the provision of off-site credits under the Biodiversity Net Gain scheme. In order to not delay the process, it is proposed that in future the signing of such agreements be delegated to officers and this be added as a new paragraph to the SoD.

4.3. The proposed addition is set out below:

Powers delegated to Chief Executive	Other authorised officers
(75) To enter into a legal agreement to secure off-site Biodiversity Net Gain in the Broads area.	Director of Operations or Director of Strategic Services

5. Powers delegated to Chief Executive (section 5)

- 5.1. Currently, section 5 is headed “Powers delegated to the Chief Executive to instruct a solicitor” and lists a number of items (paras. 5.1 - 5.11). A copy can be found in Appendix 1.
- 5.2. Clearly, some of those items do not require the involvement of a solicitor. Therefore, the proposal is to separate out those items (paras. 5.1 - 5.4 and 5.6) to differentiate them from the powers delegated to the Chief Executive (paras. 5.8 - 5.11). In addition, it is proposed to delete paras. 5.5 - 5.7 as these powers are covered elsewhere (by Section 4, 2(e) (45) and (48) respectively). Finally, it is proposed to amend para. 5.6 to include reference to Section 330 of the Town and Country Planning Act 1990 and move this delegation from the Chief Executive to the Director of Strategic Services, Head of Planning and Development Manager, where it would be more appropriate.
- 5.3. For clarity the proposed wording for section 5 is shown in Appendix 2.

6. Navigation functions

- 6.1. Part 2(h) under section 4 refers to navigation functions which are delegated to various officers. An additional function needs to be added, relating to insurance (new xii), and some tidying up of the wording for listed officers for clarification.
- 6.2. The proposed revisions are shown in Appendix 3.

7. Risk implications

- 7.1. The Authority and its decisions could be at risk of challenge, including judicial review, if its scheme of delegation is not reviewed and updated on a regular basis to ensure officers are properly authorised to carry out certain powers.

8. Conclusion

- 8.1. Members are asked to adopt the recommendations in paragraphs 2.2; 3.2 and 3.4; 4.3; 5.2 and 6.1.

Author: Sara Utting

Date of report: 08 January 2025

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

Appendix 1 – Section 5 – current wording

Appendix 2 – Section 5 – proposed wording

Appendix 3 – Section 2(h)(79) – current & proposed wording

Appendix 1 – Section 5 current wording

5 Powers delegated to the Chief Executive to instruct a Solicitor

- 5.1 To institute, settle and enforce as appropriate, claims and proceedings:
 - a. for the possession of property belonging to the Authority or for protection against trespass;
 - b. for the recovery of fees, tolls, rent and other sums owing to the Authority;
 - c. in respect of other financial loss suffered by the Authority.
- 5.2 To defend, counterclaim, settle, as appropriate, civil proceedings against the Authority, in relation to claims not covered by the Authority's insurance policies and to lodge an appeal.
- 5.3 To institute and prosecute proceedings relating to any function of the Authority and to lodge an appeal.
- 5.4 To defend or lodge an appeal in any criminal proceedings against the Authority.
- 5.5 To determine applications for Certificates of Lawful Use and for Certificates of Lawfulness of Proposed Use or Development.
- 5.6 To serve notices requiring information to be given as to interests in land and, if necessary, to institute proceedings for failure to respond.
- 5.7 In cases of urgency and after consultation (if possible) with the Chair, or in the absence of the Chair the Vice-Chair, of the Planning Committee:
 - a. to issue Listed Building Enforcement Notices and Conservation Area Enforcement Notices concurrently with District Officers;
 - b. to issue Enforcement Notices, Stop Notices Temporary Stop Notices and Article 4 Directions;
 - c. to take enforcement action in respect of unauthorised advertisements.
- 5.8 To authorise officers who otherwise have no right of audience to appear in Magistrates Court and County Court proceedings.
- 5.9 To execute deeds, contracts and other legal documents on behalf of the Authority to give effect to decisions taken by the Authority, its committees, the Chief Executive or other officers exercising delegated powers.
- 5.10 To make minor amendments to the Authority's constitutional documents such as to give effect to changes to job titles, reflect legislative changes and to improve layout or correct typographical errors.

- 5.11 To implement policies and procedures and take appropriate steps to protect the Authority from unlawful disclosure of personal information and to report data breaches to the data regulatory authority.

Appendix 2 – Section 5 proposed wording

5 Powers delegated to the Chief Executive

- 5.1 To instruct a solicitor to:
- (i) institute, settle and enforce and enforce as appropriate, claims and proceedings:
 - a. for the possession of property belonging to the Authority or for protection against trespass;
 - b. for the recovery of fees, tolls, rent and other sums owing to the Authority;
 - c. in respect of other financial loss suffered by the Authority.
 - (ii) defend, counterclaim, settle, as appropriate, civil proceedings against the Authority, in relation to claims not covered by the Authority's insurance policies and to lodge an appeal.
 - (iii) institute and prosecute proceedings relating to any function of the Authority and to lodge an appeal.
 - (iv) defend or lodge an appeal in any criminal proceedings against the Authority.
- 5.2 To authorise officers who otherwise have no right of audience to appear in Magistrates Court and County Court proceedings.
- 5.3 To execute deeds, contracts and other legal documents on behalf of the Authority to give effect to decisions taken by the Authority, its committees, the Chief Executive or other officers exercising delegated powers.
- 5.4 To make minor amendments to the Authority's constitutional documents such as to give effect to changes to job titles, reflect legislative changes and to improve layout or correct typographical errors.
- 5.5 To implement policies and procedures and take appropriate steps to protect the Authority from unlawful disclosure of personal information and to report data breaches to the data regulatory authority.

Appendix 3 – Proposed wording for para. 79 under section 2(h)

Powers delegated to Chief Executive	Other authorised officers
<p>(79) In respect of the Broads Authority Act 2009:</p> <ul style="list-style-type: none"> (i) enforcing directions relating to the loading and unloading of vessels (section 10); (ii) exercising the powers and duties relating to the registration and licensing of vessels (section 11); (iii) designating authorised officers for the purpose of: <ul style="list-style-type: none"> a. entering and inspecting vessels and exercising related powers (section 17); b. exercising powers relating to unsafe vessels (section 19); (iv) determining whether a vessel is unsafe (section 18). (In this respect, it is intended that the authorised officers include qualified Boat Safety Scheme examiners and qualified Marine Surveyors); (v) exercising the powers and duties relating to the removal of unsafe vessels (section 20); (vi) designating authorised officers for the purposes of: <ul style="list-style-type: none"> a. requesting information about vessels (section 21); b. entering land, including adjacent waters (section 24); c. the inspection provisions in hire boat licences; (vii) serving notices requiring information from: <ul style="list-style-type: none"> a. masters and owners, etc as to vessels (section 22); b. landowners, etc as to vessels (section 23); (viii) exercising the following functions relating to water-skiing and wakeboarding: <ul style="list-style-type: none"> a. displaying directional signs (section 28(1)); 	<p>Current:</p> <p>In respect of (iv), (vi), (viii)(c) and (xi), Director of Operations, Head of Ranger Services and Head of Safety Management.</p> <p>In respect of (ix) and (x), Head of Construction, Maintenance & Ecology.</p> <p>In respect of (ii), (viii)(c) and (xi), Collector of Tolls</p> <p>Proposed:</p> <p>Director of Operations Head of Ranger Services Head of Safety Management (in respect of nos (iv), (vi), (viii)(c) and (xi)) Head of Construction and Maintenance (in respect of nos (ix) and (x)) Head of Information Technology and Collector of Tolls (in respect of nos (ii), (vii)(b), (viii)(c); (xi) and (xii))</p>

Powers delegated to Chief Executive	Other authorised officers
<ul style="list-style-type: none"> b. designating authorised officers for the purposes of giving directions as to water-skiing and wakeboarding (section 28(2)); c. issuing, cancelling and amending permits for water-skiing and wakeboarding (sections 27 and 30); (ix) removing vegetation that is an obstruction or danger to vessels in the navigation area including the service of notices (section 39); (x) serving notices and exercising default powers in respect of vegetation that obstructs or is a potential danger to vessels in the navigation area (section 39); (xi) powers and duties relating to the licensing of hire boats (section 40); (xii) powers and duties relating to insurance requirements and offences as to standards and insurance requirements (sections 14 and 15). 	

Highlighting indicates additional text

Broads Authority

24 January 2025

Agenda item number 17

Committee timetable of meetings 2025/2026

Report by Senior Governance Officer

Purpose

To consider the committee calendar for the Broads Authority meetings for the period August 2025 to July 2026, to take account of the deadline for the preparation and approval of accounts as noted in section 3.1, and to note the amendments to frequency of meetings.

Recommended decision

To approve the committee calendar for 2025/26 as shown in Appendix 1.

1. Introduction

- 1.1. When approving the calendar of meetings for 2024/25 in March, Members requested that future committee calendars be presented to them for approval earlier in the year. This report sets out a draft committee calendar for 2025/26, as attached at Appendix 1. Meetings are already set until and including July 2025.
- 1.2. Meeting dates are set to enable comments on matters to be incorporated into reports to the Authority. The Navigation Committee will have the opportunity to review the dates at its April meeting.
- 1.3. Meetings of the Standards Committee will be convened as necessary but, as a minimum, it will meet once per annum.

2. Meeting location

- 2.1. Broads Authority meetings, Planning Committee meetings and some other committee meetings will continue to be held off site, as a result of the downsizing of the Authority's office space.

3. Changes to month of meetings and frequency

- 3.1. The 2025/26 meeting dates for the Risk, Audit and Governance Committee include a February meeting to coincide with the current Accounts and Audit Regulations (amended 2024) that require the Statement of Accounts to be signed off by 27 February 2026. This is scheduled for 24 February 2026; the Statement of Accounts

would subsequently be presented for approval and adoption by the Broads Authority at the 27 February 2026 meeting.

- 3.2. The requirement of a Broads Authority meeting on 27 February 2026, has therefore meant that the meeting due in March has been brought forward. It is proposed that the January meeting of the Broads Authority is removed from the calendar, thereby reducing the number of meetings from six to five per year.
- 3.3. The Navigation Committee meeting for January is usually held in the first full week of business following the Christmas break which means that reports are written in the early part of December. To ensure that committee reports contain the latest information, the Navigation Committee date for January has been moved to later in the month, on 22 January 2026. In addition, with there being no substantive items, the June 2026 Navigation Committee has been removed from the calendar, thereby reducing the number of meetings from five to four per year. If, however, it becomes clear that a substantive item needs to be brought to the Committee in between April and September, an additional meeting would be convened.
- 3.4. To ensure that the Planning Committee meeting does not fall within the first two weeks of January, the meeting has been scheduled for 15 January 2026. This will then impact the following Planning Committee meeting dates in 2026 and accordingly, the number of Planning Committee meetings has been reduced from 13 to 12 per year.
- 3.5. Following the amendment to meeting frequency of the committees above, it has been proposed to reduce the number of meetings of the Heritage Asset Review Group (HARG) from four to three per year, one of which will be a visit to a site of cultural heritage, such as historic buildings or Conservation Areas. The meetings have been scheduled to avoid busy periods in the committee calendar to facilitate Members' attendance.

4. Member development training days

- 4.1. In line with the financial timetable, the Member training on Finance and the Statement of Accounts is scheduled for 15 July 2025 at 2pm, prior to the Risk, Audit and Governance Committee meeting on 22 July 2025 and the Annual Meeting on 25 July 2025.
- 4.2. The Members' Annual Site Visit for 2025 is scheduled for 3 July 2025.
- 4.3. The Planning Design Quality Tour took place on 27 September 2024. As this is a biennial event, the next one is scheduled for September 2026.
- 4.4. Other training and briefing events will be organised during the year, as necessary.

5. Financial implications

- 5.1. The reduction in the number of committee meetings per year, as specified in section 3, will reduce the need to hire outside meeting rooms, thereby enabling cost savings in the accommodation and room hire budget.

6. Risk implications

- 6.1. Not having an agreed timetable of meetings could put the Authority at risk of failing to meet its governance commitments and make the necessary decisions as part of fulfilling its role.

7. Conclusion

- 7.1. Members are asked to approve the 2025/26 committee calendar at Appendix 1. It should be noted that meeting dates and times may be subject to change. The Navigation Committee will be consulted on the proposed Navigation Committee dates for 2025/26 at the 3 April 2025 meeting.

Author: Sara Utting

Date of report: 12 December 2024

Background papers: none

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

Appendix 1 – Committee timetable of meetings for 2025/26

Appendix 1 - Broads Authority committee calendar 2025/2026

Committee meetings	Day	Time	Jul 2025	Aug 2025	Sep 2025	Oct 2025	Nov 2025	Dec 2025	Jan 2026	Feb 2026	Mar 2026	Apr 2026	May 2026	Jun 2026	Jul 2026
Broads Authority	Fri	10am	25		19		28			27			15		24
Broads Local Access Forum	Wed	10am			3		19				4			3	
Navigation Committee	Thu	10am			4		6		22			16			
Planning Committee	Fri	10am	18	15	12	10	7	5	16	13	13	10	8	5	3
Risk, Audit and Governance Committee	Tue	10am	22				25			24					21
Standards Committee (as and when necessary)		10am									12				
Heritage Asset Review Group (member group)	Fri	10am				3					6			19	
Member annual site visit	Thu		3												2
Tolls briefing	Tue	tbc				7									
Bank holidays				25				25 26	1			3 6	4 25		

Broads Authority

24 January 2025

Agenda item number 19

Whitlingham Charitable Trust – Annual Report

Report by Chief Executive

Purpose

This report includes in Appendix 1 a copy of the Trust’s Annual Report for the Board’s information.

Broads Plan context

Theme F: Connecting and inspiring local communities

Recommended decision

To note the contents of the Annual Report of the Whitlingham Charitable Trust.

1. Introduction

- 1.1. The Chief Executive represented the Authority at the Annual Meeting of the Whitlingham Charitable Trust on Wednesday 11 December 2024. The Authority and the Trustees of the Arminghall Settlement are the Members of the Trust who appoint trustees. The Authority appointed four trustees in July 2023 following an open recruitment process.

2. Annual Report

- 2.1. The Trust’s Annual Report was presented to the AGM and a copy is attached in Appendix 1 for information. The Trust is in a strong financial position.

3. Trustees

- 3.1. One of the Trustees appointed by the Broads Authority has decided to resign. The suggestion from the Senior Governance Officer is that this position should remain vacant until the new round of recruitment in 2026. This is on the basis that the Articles of Association specify that the Authority “may appoint not more than four persons” measured against the work involved in any recruitment. In addition, postponing the appointment would provide for the term of office of all appointees to be aligned.

Author: John Packman

Date of report: 18 December 2024

Appendix 1 – Whitlingham Charitable Trust Annual Report.



Whitlingham Country Park

2024 ANNUAL REPORT





New volunteer welfare facilities were installed at the workshop compound.

The portacabin was purchased from Wymondham Tennis Club and fitted out by our skilled volunteer tradesmen.



This year we launched our education resources – we have reached out to over 200 schools and youth groups within 45 minute journey of the park.

Students from Trowse Primary School, Key Stage 2, joined us to plant 30 Norfolk varieties of apple tree. The project was funded by Sinclair tree fund through South Norfolk District Council.





The park has provided volunteering opportunities to young people for personal development and to achieve the Duke of Edinburgh Bronze award.

We continue to work with Easton and City College to provide land based work experience for students and this year we welcomed our first supported interns. New challenges but huge rewards, our team are very proud of the work and progress the students made.





Following a refit of the Flint Barn Cafe and the Country Park reaching some significant milestones it was the perfect time to celebrate the work of our volunteers and an opportunity to thank our funders. The evening was attended by the Lord Lieutenant of Norfolk Lady Dannatt, Council representatives and supporters of our work.





The wet summer followed by one of the wettest winters on record resulted in flooding and erosion across the park and paths.

Root ingress to the drainage pipes reduced the ability to drain the Great Broad effectively. Major works were undertaken to repair and replace the damaged pipes and reinforce the banks.

The frequency of flood events is increasing and long term solutions to maintain year round access is being investigated.





Funding from Birds on the Brink enabled us to install a tern raft on the Great Broad. A Common Tern was seen perched on the edge of the raft but there has been no breeding at the park this season.

The Conservation Volunteers donated 1000 mixed native hedging plants, creating a natural barrier to the archery area from Whitlingham Lane.



New trails and guided walks with a British Sign Language interpreter have opened the park to new audiences.





Volunteers from Aviva helped us to carry out plant surveys across the parks meadows. Our ambition is to make this an annual event.

Hay raking is hot work but this year for the first time we were able to cut and clear 2ha of the picnic meadow.





Whitlingham Country Park have given a home to the Equal Brewkery to enable them to continue their excellent work with adults and young people with learning disabilities. With support from Aviva our storage container has been converted into a modern nano teaching brewery. Beers brewed in the park will be stocked in the Flint Barn Cafe and East of England Co Ops.

Whitlingham Visitor Moorings were refurbished and reopened to the public in time for the summer holiday season. The moorings have the potential to be an excellent alternative route to the park.





One of the challenges of managing a visitor mooring is the live-aboard community and the risk of abandoned vessels. Sunken vessels are time consuming and costly to resolve.

The team are hugely grateful for the continued support they receive from Alex Begg and Glenn Anderson at Wendling Beck and the endless energy of Gemma Walker and Denzil Dean from the Norfolk Wildlife Trust.

How do you feel about your local green spaces?

Get involved
Norfolk Wildlife Trust have teamed up with Whitlingham Country Park and Norfolk & Waveney Mind to run three events where we want to hear all about how you experience nature and outdoor spaces.

This could be local parks, your favourite spot by the river, a bench with a view; anything! Even if you feel like you don't connect to nature at all we'd love to hear your thoughts!

Friday 11 October
6:30pm to 8pm
Old Lakenham Community Centre
NR1 2NG

Saturday 19 October
2:30pm to 4pm
Harford Community Centre
NR4 6ET

Tuesday 29 October
1pm to 2:30pm
Tuckswold Library
NR4 6BX

Free tea and cake
All welcome.
Each event will be around 1.5 hours long.
They will be relaxed and sociable.

No need to book, just turn up!

NORFOLK WILDLIFE TRUST
Whitlingham Country Park
Mind Norfolk and Waveney

We've been out in the community with our friends at the Norfolk Wildlife Trust, listening to our visitors, learning what makes a green space special and why Whitlingham is so important.

We've had an amazing response to the visitor survey and connected with minority groups from across Norwich.

Whitlingham hosted the first Urban Green Space Managers Meeting attended by the Norwich Fringe Project, NWT, Mousehold Heath and Broadland Country Park. An opportunity to share knowledge and experience.





We spent the most joyous evening with the young people of the Norwich International Youth Project. A celebration of life and the great outdoors.

Key Events 2024

Dementia walk
Snellings AGM corporate Event
Green Flag assessment
Big C wellness guided walk
Installation of the donation point in the Flint Barn Café.
Open farm Sunday
Hearing loop installed at café counter
Norwich Triathlon
Refugee walks with New Routes
Guided walks
BSL guided walks
Open Water Swim event
Education equipment trialled by Home Education group
Outdoor cinema weekend festival
Green Flag Award
Yoga festival
Outdoor Theatre-Beowulf-Quill & Inkling Theatre company
Teddy bears picnic family event
Outdoor theatre-The Lost World-Strange Fascination Theatre Company
Heritage Open Days – Hands on with History event
Walk Norfolk festival Launch, Ranger led guided walk with a BSL interpreter
Partnership with NWT - visitor survey events and door knocking to invite people to attend focus groups.
First school groups in to use Education equipment – The system and resources were well received.
Solar planning permission granted.
Halloween family event
Open Air Halloween Cinema