

PUBLIC NOTES FOR MEETING ON 4/7/23

Item 4 – minutes attached

Item 5 – usual finance figures attached

Street lights – Westcotec are ending their maintenance programme. We have sought quotes (only one returned at time of writing – this is 52p per year more than the current one).

Item 7 – Clerk approved purchase of connector – see 8i below.

Item 8b – there was a lack of clarity at the last meeting with three large donation requests, and the powers which could be used. The Finance Group was asked to look at this. Their recommendations:

*£4,400 to be donated to **churchyard** cutting with a warning that there is debate about whether this is allowed, plus with a note of our dissatisfaction of the state of the Brancaster Church organisation. Plus, a query as to how much they get from the War Grave Commission for churchyard upkeep.*

*Briony and Simon B to meet with **Brancaster school** - suggestion that we fund the school trip to the Norfolk Show but we would like to hear about:*

- *Where the children from the school live*
- *what match funding and fundraising are they doing*
- *they must complete the form properly and it must come from the PTA next time.*

NCI - *state that we would be open to 'top up funding' after the group apply for the full amount of the costs of the new building from the borough CIL funds.*

Item 8c – the Asset Group have recommended:

Village Green - Village Sign	Requires Clean
Village Green - Concrete bollards and wooden posts	One post broken - repair required
Beach Road - Iron Railings	Solid but needs paint with item below
Beach Road - 2 metal gates, railings and posts	Repair and paint required to be operational and or for cosmetic reasons
Seven Edges Lane - Five Bar gate and posts	Repair required + oil/stain
London Street - Kissing gates	Post needs replacing + oil/stain
Marsh Drove - Kissing gates	Needs total repair +oil/stain

Coast Path Marsh Drove - 5 bar gate, posts/wire fence	Gate is good but 5 bar gate into marsh requires work + oil/stain
- BT Kiosks	To be discussed for usage
- 7 x dog bins	Broad lane, Village hall, Drove all need new metal posts as either broken or unstable
-	Marsh requires old post removed
-	Discuss adding additional bin at Broad Lane due to high usage in summer
Rolling programme:	bus shelters - quarterly clean?
	grass round shelters/signs/pump house/dog bins - monthly cut in season
	wooden benches - two-yearly stain/paint

Item 8d – Cllr Carpenter has requested this

Item 8e – no Policy exists. Attached.

Item 8f – Clerk has been making inquiries, and will report. To give general guidance on what can be proposed.

Item 8g – there was much discussion on engagement at the last meeting; this to formalise plans

Item 8h – the NT have requested Council approve their plans as attached. Please note this item may be moved forward to allow NT contribution.

Item 8i – the part to connect the fire engines to farm water supplies has been purchased, as previously discussed.

Item 9b – this was raised in the last Council and deferred. This item to see if there is any appetite to pursue it.

Item 9c – the Armed Forces pledge commits Councils to various processes. No Cllr requested that we should sign up fully, but this to note the contents, and possibly express general support without the commitments. These are listed:

appoint an Armed Forces Champion to promote support for the Armed Forces community; • promote the fact that they are an Armed Forces-friendly Council, to their members and wider public; celebrating the work of the Armed Forces and encouraging positive interaction between them and members of the public; maintaining our War Memorial. • upkeep of war graves, with support of the Commonwealth War Graves Commission. • finding out where the nearest Royal British Legion branch is, promoting it

and supporting events. • support the employment of military Veterans; recognising that they are a valued part of our community; facilitating and encouraging their participation in civic and community events; providing a link to the Veterans' Gateway on their website; encouraging local businesses to support the employment of veterans; • support the employment of Service Spouses & Partners: encouraging local businesses to support their employment; • encourage support for the Reserves Forces; encouraging local businesses to support the employment of Reservists; • finding our nearest cadet detachments, promoting and encouraging support for and membership of local cadet units; • support and promote support for Armed Forces Events such as local Breakfast Clubs, Coffee Mornings, Armed Forces Day/Week, Reserves Day, the Poppy Appeal Day and Remembrance activities; • support and promote support for Armed Forces Charities; looking at whether an empty shop can be used as a hub. • encourage local businesses to consider offering discounts to members of the Armed Forces community.

Item 9d – Council needs to consider if it wishes to be involved in/co-ordinate any commemorations of D-Day.

Item 9e – NCC have said they will not provide cones. This to consider how to proceed.

Item 11a – a suggestion of changing the timings of the Public Comments section has been made. Options include:

- status quo
- half at start, half at end, of meeting
- all comments at start

No suggestion has been proposed to change the 20 mins total (three mins per person). Again, this item may be moved up to allow experimenting with it this evening, or to agree a permanent change from tonight.

Item 12b – proposed planning meeting dates (these only happen if required):

2023: July 18th; August 22nd; September 19th; October – tbc; November 21st; December 19th

2024: January 23rd; February 20th; March – tbc; April 23rd

Item 13 – this item to be held in private – please leave as promptly as possible to allow the meeting to continue. It relates to the Claim against Council by SHADCRA. As required, a minute of any decisions taken has to be made, though it may be in general terms.

Brancaster Parish Council

Minutes of the meeting of Council held on Tuesday 6th June 2023 at 6.30pm

The meeting was held in Brancaster Village Hall

Present: Cllr B Bax (Chair), Cllr S Bocking, Cllr C Borthwick, Cllr V Carpenter, Cllr A Dovey, Cllr W Gardiner, Cllr T O'Sullivan, Cllr S Ullswater

Also in attendance: Simon Bower (Parish Clerk) and approximately 15 Members of the Public

Meeting began at 6.30 pm

2023.06.06.01 - Declarations of Interest

- a) Declarations of Interest were received from Cllr Gardiner (item 9.c.c).

2023.06.06.02 - Apologies for absence

- a) Apologies for absence were received from Cllrs de Winton and Osborn.

2023.06.06.03 - Minutes

- a) The minutes of the Annual Meeting on 16th May 2023 were accepted as a true record and duly signed.
- b) There were no matters arising from the above minutes.

2023.06.06.04 - Reports

- a) Chair's report. No report from Cllr de Winton.
- b) Report from Borough Councillor. No report from Cllr de Winton.
- c) Report from County Councillor. No report from Cllr Jamieson.
- d) Report from Clerk. The Clerk noted the website would be live by the end of the week, and that the laptop was now ready for collection. He had received a press inquiry relating to the A149 speed limit consultation and provided responses. There had been the usual admin correspondence/requests etc. Due to it being a "short" month since the last meeting, there were still some tasks outstanding. He wished to report to Cllrs on the latest legal position on SHADCRA claim. He requested a private session for this – Cllrs Carpenter and Bax proposed/seconded this – agreed unanimously. Hence item 13 below.

2023.06.06.05 - Finance

- a) The Clerk presented the finance figures. Balances were c.£185.5K. Large outstanding transaction figure due to NCC payment info not yet available. Budget lines over 25% were due to these being loaded towards the start of the year – no concerns. He noted the Npower bill being larger than usual (c.£400) and reminded Cllrs this was due to the end of the fixed-price contract and that Council had agreed to wait on a new contract until prices were more settled.
- b) The Finance Group had been sent invoices (which were always available at meetings for inspection). All expenditure as listed in the pack was approved for payment¹.

¹ See below

Signed:

(Chair)

Date: 4/7/2023

2023.06.06.06 - Planning

- a) Members of the Public spoke on Application 23/00698 below.
- b) Planning application on agenda:
 - a. 23/00698 (Extensions and alterations including relocated garage and new boundary walls etc., Redshanks, Whiteway Road, Burnham Deepdale) – Council agreed to object to this application due to concerns over the access (splays and visibility – request that NCC Highways be asked to visit), loss of current external wall, and the new external wall narrowing the road and loss of more open street scene.
- c) Late-arriving applications:
 - a. 23/00665 (Proposed annexe replacement. Revised design to planning consent 21/02317, Dormy Cottage, London Street, Brancaster) – Council agreed to make no comment on this application. It was noted that Cllrs felt disrespected by such plans being so hard to read, which made it less likely that they would view such applications in a positive light.
 - b. 23/00809 (Two storey extension & alterations, 10 Branodunum, Brancaster) – Council agreed to object to this application on grounds of overdevelopment, and concerns that the built area exceeded 50% of the plot.

2023.06.06.07 - Delegated decisions etc.

- a) No such decisions reported.

2023.06.06.08 - Other matters

- a) It was noted that Cllr Osborn had attended a Sea Defence Committee meeting. Cllr Dovey (unable to attend) noted that the minutes showed good progress.
- b) Some amendments were agreed to Council Groups/ reps².
 - a. It was agreed that Cllrs Carpenter and Gardiner form an "Emergency Group"³.

2023.06.06.09 - Correspondence and requests

- a) No additional correspondence reported by the Clerk.
- b) It was agreed (6-0, 2 abst) to investigate the provision of circular benches around the Coronation Trees. Quotes etc. to be provided to future meeting.
 - a. It was agreed to allow the National Trust to replace the Brancaster Staithe Tree, at their expense, providing the tree guard was returned with the Council Tree. Request to be made that they might replant the "spare" one – location tbc.
- c) Three grant requests totalling c.£20K had been received from the School, the Churches and National Coastwatch. The Clerk described the position on such funding, S.137 etc. Each Cllr was asked to give a view. There was extended discussion of public consultation, role of Parish Meetings etc. Clerk was asked to put revised timings of public participation in PC meetings on future agenda. It was agreed that a Public Meeting ("Town Hall") be organised to garner views on a range of subjects, and that this should then inform the Finance Group to make recommendations on such grants. It was further agreed that the Clerk could write letters of support for those applying, should they be needed for outside applications.

² Revised list shown at bottom of these minutes.

³ This to make arrangements for a non-Cllr emergency response team/group.

- d) A selection of names was proposed for the "Community Champions Tribute" at the Norfolk Show. Clerk to use a "first-out-of-the-hat" process, suitably witnessed.
- e) It was agreed that the Clerk should write to BCKLWN requesting that consideration be given to "unwarding" the Parish. It was noted that this would require a formal consultation, and that there was not a clear majority of Council in favour of doing so at this point, merely that it should be considered (3-3, 2 abst; casting vote by Cllr Bax to proceed).
- f) Cllr Borthwick agreed to help Clerk with checking of the defibrillator at Brancaster Village Hall

2023.06.06.10 - AOB and agenda requests

- a) Cllr Carpenter asked if the Governance Group could look at a Training Policy. Cllr Bocking asked about cones – Clerk to investigate, with Cllr Borthwick asking if the cost of collection could be less, assuming a suitable volunteer could not be found. Cllr Bocking also noted receipt of an election leaflet which had been defaced by hand, asking if this should be investigated.
- b) Cllr Borthwick requested that an item on reviewing the Neighbourhood Plan (second/holiday homes issue) be added to the next agenda. Cllr Bocking asked about getting things done – this for Asset Group to sort priorities.

2023.06.06.11 - Public Questions

- a) Subjects raised were:
 - Representation of Council on Sports Club – one would be fine;
 - Community Meeting – support;
 - More public consultation – e.g. ref Brancaster Staithe parking;
 - Defibrillator locations – Clerk to add info to Newsletter on how things happen in emergency situation;
 - Timing of public sessions in meetings (2) – maybe one each at beginning and end;
 - Emergency response to nuclear war;
 - Footpath group (2) – 2026 deadline for registration;
 - Police speed checks;
 - Difficulty of hearing at meetings – sound system?
 - Fencing around UKPN unit for protection – Clerk noted completed yet, but UKPN on the case and had agreed to compensate volunteer for work on drive;
 - Noted that School was part of a Trust;
 - Disengagement of Brancaster Staithe, and effect worse if re-warded;
 - Support for School for the future;
 - Election leaflet concerns (2);
 - Use of large reserves for donations;
 - Problems with communication.

2023.06.06.12 -Next meeting

- a) The next meeting was confirmed as being on Tuesday 4th July 2023 at 6.30pm in Brancaster Staithe Village Hall.

2023.06.06.13 - Private session

- a) Following the decision made in item 4d above, the Public left at 8.37pm, along with Cllr Bocking (having a declarable interest). The Clerk reported on

Signed:

(Chair)

Date: 4/7/2023

correspondence relating to the legal dispute with SHADCRA. There was a lengthy discussion on this, but no decisions were taken.

Meeting ended at c.9.20pm

Expenditure:

Inv Date	Ref	To	For	Amount	of which VAT	budget
	DD	ECS - jun	Computer	£10.20	£1.70	admin
	DD	nPower - may	Street Lights	tbc	tbc	utilities
	DD	Westcotec - jun	Street Lights	£23.75	£3.96	utilities
30/4/23	M-6/6	Heronwood	Grass Cutting	£345.00	£0.00	open spaces
22/5/23	M-6/6	Hartop Farms	Allotments	£600.00	£0.00	misc
28/5/23	M-6/6	Dodd & Co	Picket Fence	£2,118.00	£353.00	reserves
31/5/23	M-6/6	Simon Bower	Expenses	£223.23	£8.48	admin
	contract	Salaries	Salary	£1,622.63	£0.00	salaries

Groups:

Council representatives on external groups

Brancaster Beach Car Park: C Borthwick, V Carpenter

Brancaster Village Hall & Bar 71: S Ullswater (dep: T o'Sullivan)

Brancaster Staithe & Deepdale Village Hall: C Borthwick (dep: B Bax)

Brancaster Commons Committee (Salt Marsh): T de Winton (dep A Dovey)

Bell's Charity: C Borthwick

Sea Defence Committee: A Dovey, S Osborn

Barrow Common Management Committee: S Bocking, W Gardiner

Brancaster Community Sports Club: S Ullswater

Brancaster Allotment Society: W Gardiner

Saxon Shore Parish Forum: B Bax, V Carpenter, T de Winton (all invited as deps)

Council internal group membership

Assets/Strategic Planning	CB, WG, ToS
Emergency	VC, WG
Event Planning	BB, AD
Finance	BB, TdW, SO
Governance etc	ToS, TdW
Communications	BB, VC
Car Park Passes	VC, TdW, SU

Signed:

(Chair)

Date: 4/7/2023

BRANCASTER PARISH COUNCIL

SUMMARY OF BANK ACCOUNTS 2023/24

DATE: 26/06/2023

Balance Savings Account	£184,157.20
Balance Current Account	£7,207.00
<i>Incomplete Transactions</i>	<i>-£15,844.77</i>
<i>Current A/C statement balance</i>	<i>£23,051.77</i>

Actual Balance **£191,364.20**

Balance at start of year	Savings	£183,758.32
	Current	£8,324.38
	Total Barclays	<u>£192,082.70</u>

Expenditure		£35,229.77
Income	to current	£34,112.39
	to savings (interest)	£398.88
	Balance	<u>£191,364.20</u>

Outstanding invoices due to BPC £0.00

Protected - CIL	£56,342.57
Protected - other ring-fenced	£24,235.00
<i>General Funds Available including creditors</i>	<i>£110,786.63</i>
check - difference	£0.00

SPENT AGAINST BUDGET Financial Year 01/04/23 31/03/24

AS AT **26/06/23** payments until 31/07/23
% of year **33%**

Budget Area	23/24 budget	spent	income	yr balance	budget bal	note
s.137	£5,500.00	<i>£250.00</i>	<i>£0.00</i>	£250.00	5%	1
Open Spaces	£6,500.00	<i>£3,079.82</i>	<i>£0.00</i>	£3,079.82	47%	2
Projects	£3,500.00	<i>£0.00</i>	<i>£0.00</i>	£0.00	0%	1
Utilities	£6,500.00	<i>£769.34</i>	<i>£0.00</i>	£769.34	12%	1
Admin	£7,650.00	<i>£1,723.88</i>	<i>£52.04</i>	£1,671.84	22%	1
Salaries	£21,000.00	<i>£6,490.52</i>	<i>£0.00</i>	£6,490.52	31%	0
Insurance	£1,600.00	<i>£1,517.47</i>	<i>£0.00</i>	£1,517.47	95%	2
Repairs/Fees	£500.00	<i>£0.00</i>	<i>£0.00</i>	£0.00	0%	1
Coronation	£3,000.00	<i>£2,053.46</i>	<i>£0.00</i>	£2,053.46	68%	2
Allowances	£3,500.00	<i>£0.00</i>	<i>£0.00</i>	£0.00	0%	1
Contingency	£2,687.50	<i>£494.68</i>	<i>£0.00</i>	£494.68	18%	1
Miscellaneous	£0.00	<i>£800.00</i>	<i>£100.00</i>	£700.00		
Total - excl VAT	<u>£61,937.50</u>	<i>£17,179.17</i>	<i>£152.04</i>	<u>£17,027.13</u>	<u>27%</u>	
		spent	income	yr balance		
<i>Refundable VAT</i>	<i>so far totals</i>	<i>£1,807.01</i>	<i>£6,651.11</i>	<i>-£4,844.10</i>		
<i>Precept</i>		<i>£0.00</i>	<i>£23,321.06</i>	<i>-£23,321.06</i>	<i>income only</i>	
<i>Reserves</i>		<i>£16,243.59</i>	<i>£4,387.06</i>	<i>£11,856.53</i>		

TOTAL SPENT £35,229.77
TOTAL INCOME £34,511.27

budgeted, car parks, VAT and reserves
all sources, incl interest to reserves

YEAR BALANCE -£718.50
YEAR BALANCE -£4,706.68

income less expenditure
balance excluding ring-fenced/CIL

Notes:

0 - on target - no concern

1 - under - no concern

2 - over - large items - no concern

3 - over - monitor - two year payments/refund due

4 - spent - further expenditure to come from reserves

5 - no set miscellaneous budget: used for monies going in and out and grants, or where allocation tbc

NB money into reserves which is not accessible for everyday spending =

£3,988.18

BRANCASTER PARISH COUNCIL INCOME AND EXPENDITURE - FOR JUL PAYMENT**EXPENDITURE**

Inv Date	Ref	To	For	Amount	of which VAT	budget
	DD	ECS - jul	Computer	£10.20	£1.70	admin
	DD	nPower - jun	Street Lights			utilities
	DD	Westcotec - jul	Street Lights	£23.75	£3.96	utilities
1/6/23	M-4/7	Kevin Crompton	Grass Cutting	£200.00	£0.00	open spaces
4/6/23	M-4/7	Marcus Townshend	Grass Cutting	£122.50	£0.00	open spaces
5/6/23	M-4/7	NPTS	Training	£48.00	£0.00	admin
9/6/23	M-4/7	ECS	Laptop	£910.19	£151.70	reserves
31/5/23	M-4/7	Heronwood	Grass Cutting	£545.00	£0.00	open spaces
20/6/23	M-4/7	Marcus Townshend	Grass Cutting	£122.50	£0.00	open spaces
23/6/23	M-4/7	AJ Freezer Water Servs	Connector - Fire	£593.62	£98.94	contingency
31/7/23	contract	Salaries	Salary	£1,622.63	£0.00	salaries

Policies

TRAINING POLICY

Contents

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Introduction

Council is committed to training for its staff and members. Training promotes good practice in any body, increasing effectiveness, and allowing interaction with other organisations. Council values its members and staff, and seeks to make the best use of its resources in this area.

It is a fact that Councillors cannot be compelled to undertake training, but, in order to perform their duties, it is essential that they have a basic understanding of procedures. This, in particular, relates to their role as guardians of public money, how Council functions and an understanding of the Planning process. Such knowledge is best acquired by Training.

Training is an ongoing process, as things evolve, and the importance of refresher courses cannot be over-stated. Some providers also run networking events, where Councillors and Staff can meet, and share issues with, colleagues from other Councils.

General

- Council will identify training needs in the light of overall objectives of Council and the requirements of the individual. This will be done by means of formal and informal discussions.
- Councillors and staff should consider their own needs, in light of their experience and role, and request training when available. The Clerk will forward all training information received to all Cllrs.

- Council will encourage its staff and members to attend training meetings, and pay expenses arising from such training.
- Council will encourage specific and general training, to deal both with issues arising and the wider understanding of the roles of staff and members.
- Council will seek to ensure that all of its new members receive adequate training at the earliest opportunity in their term of office. Training will include matters relating to Audit and Financial management as well as Council procedure.
- Council will seek to evaluate and measure the impact and effectiveness of all training, including by maintaining an up-to-date record of all training received.
- Council will maintain a library of current publications and literature offering advice concerning all aspects of local government.
- Council will work with other local parishes etc. to obtain good quality training locally if possible.
- Council recognises that formal training is not the only way to gain knowledge and experience; it encourages members and staff to work with other authorities and organisations to spread, and garner, such knowledge and experience. In addition, the Clerk should be asked to cover issues of relevance as they arise.
- Contracts of employment and job descriptions given to staff members should include details of the Council's commitment to training. Staff are encouraged to maintain membership of relevant professional and other bodies.
- Council has a commitment to membership of the Norfolk Association of Local Councils or other similar body, recognising their roles as providers of training for members and staff.
- Council has a commitment to support its Clerk as a member of the Society of Local Council Clerks, or other bodies, and will fund SLCC membership and CiLCA training, if undertaken.

Administration

- Council will ensure that sufficient funding for such training and membership is allocated when preparing budgets. A minimum of £1,000 will be allocated for this, included in the Admin budget.
- The Clerk has delegated authority to approve training, including his own, which should be reported to Council as soon as practicable.
- All training must be booked through the Clerk, or with his written approval.
- Where the Clerk holds that role in other parishes, BPC will pay any fees/expenses based on its share of the total hours worked for each.

Proposal for improvements to the management of tender parking on the Hard, Brancaster Staithe Harbour

1. Summary

The following document sets out the rationale for and details of changes that National Trust intend to make regarding the management of 'The Chain' on Brancaster Staithe Hard. The overall intention is to create a safer, fairer harbour for all users to enjoy.

2. Current situation

There is currently space for approximately 110 tenders and other small craft (day boats) on The Hard:

- 10 boats on the area of grass opposite the Crab Hut
- 18 around the sharpie park
- 82 along the chain on the eastern edge of The Hard

Along the chain, a sign marks the point beyond which only tenders should be stored. The split in terms of spaces is 56 tenders/26 non-tenders. Users may put their craft on the chain from the 1st March and are asked to remove it by 30th November. There is currently no chain adjacent to the sharpie park.

3. Current problems

There are a number of problems with the current situation, specifically:

- a) A large number of boats are moved onto the Hard before the 1st March. This is unfair, as it disadvantages those who wait for the 1st March to secure their space on the chain.
- b) We have no formal way of knowing which craft are tenders and which are day boats, and therefore we can't assess whether craft stored on the section of the chain allocated to tenders are being used for that purpose.
- c) We don't know which tenders are used to access which moored craft in the harbour.
- d) If we need to contact owners about their boat, we do not have contact details and the boats are not readily identifiable. This causes a number of problems – for example if a boat becomes damaged, if it poses a risk to others or if it obstructs access.
- e) We don't have any record that people using the chain agree to abide by the Conditions of Launch and General Directions of the harbour or that they are insured.

4. Views sought from various interested parties

We spoke with Brancaster Fairways Committee and a number of individuals who use the harbour to seek their views on any problems regarding the use of the chain and anything we should take into consideration when drawing up new proposals for its management. The key feedback we received was:

- a) Priority should be given to local people to make use of the chain. The current system works well (first come, first served) as it favours local people and particularly those willing to make the

effort to go and secure their space early. It's felt that these people will then make regular use of the boat.

- b) Tenders should be given priority space on the chain.
- c) If NT were to charge for the use of the chain, what would the money be used for?

5. What we'd like to achieve

Taking into account the problems we wish to resolve and the views shared by those we spoke with, National Trust are seeking to achieve the following outcomes:

- a) We'd like to ensure that boats are not being parked on the chain before the 1st March.
- b) We'd like to ensure that priority is given to local people and tenders
- c) We'd like to know who owns the boats that are stored on the chain, so we can contact them directly if there is a problem
- d) We'd like those using the chain to agree to abide by the rules of the harbour and insure their craft.
- e) We'd like those who use the chain to contribute to the cost of running the harbour

6. Proposal for changes to the management of The Chain.

To achieve the desired outcomes, we are proposing to implement the following:

This year:

- a) Ask those currently using the chain to register their details with us
- b) Install chain around the sharpie park, to which boats can attach.
- c) Allocate spaces on the chains (current chain and around the Sharpie Park) for next year via ballot – open throughout August to register, drawn in September – giving preference to Parishioners and tenders to craft moored in the harbour.

From next year:

- a) We will require successful ballot applicants to complete a registration form, which will provide us with their contact details and confirm that:
 - i. they agree to abide by the harbour directions,
 - ii. their boat is clearly marked, so it can be identified
 - iii. their boat is insuredRegistered boats will be logged on the National Trust Property System to facilitate the safe storage of personal data.
- b) Require all successful ballot applicants to pay a charge of £50+VAT.
- c) Issue boats allocated a space with a sticker, to show they are registered/paid up and require them to display it.
- d) Any boat on the chain early or late will be issued with a notice to remove it, after which they will not be eligible to apply for a space or make use of one, if they have already been allocated one for that year.
- e) Any unregistered boat left on The Hard will be issued with 30 day and then 60 day abandoned goods notices before being removed.
- f) We will reserve the right to remove boats as part of enforcement and then offer vacant space to those originally unsuccessful in the ballot (reserve list). A fee of £100 will be charged to have a confiscated boat returned.
- g) Limit the length of boat that can use the chain to 12'

7. Sharing the information

To get people using the chain to register their details with us, we will:

- a) Put notices on the boats, detailing what information we would like from them and how to register those with us
- b) Have staff available in the harbour to take people's details.
- c) Put up notices/A-boards and posters, asking people to register with us.
- d) Set up a web page giving more information about what details we would like and how to register them

Regarding the changes in the management for next year:

- e) We will seek support for the new management proposals from Brancaster Parish Council
- f) We will keep Brancaster Fairways Committee informed of what is proposed and any changes made
- g) We will hold a public open day at Dial House, to allow people to drop in and meet staff, ask questions and raise views with us