

## Navigation Committee

### AGENDA

**Thursday 15 December 2016**

**2.00pm**

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1.	<b>To receive apologies for absence</b>	
2.	<b>To note whether any items have been proposed as matters of urgent business</b>	
3.	<b>To receive Declarations of Interest</b>	
4.	<b>Public Question Time</b> To note whether any questions have been raised by members of the public	
5.	<b>To receive and confirm the minutes of the Navigation Committee meeting held on 27 October 2016</b>	3 - 12
6.	<b>Summary of Actions and Outstanding Issues following Discussions at Previous Meetings</b> Report by Administrative Officer (herewith)	13 - 14

### CONSULTATIONS

7.	<b>Navigation Budget 2017/18 and Financial Strategy to 2019/20</b> Report by Head of Finance (herewith)	15 - 24
8.	<b>Asset Management Strategy Buildings and Launches</b> Report by Asset Officer and Director of Operations (herewith)	25 - 28
9.	<b>Planning Applications with Navigation Implications</b> Report by Planning Officer (herewith):	29 - 36
	(i) BA/2016/0362/FUL: Removal of piling along the left bank of the River Bure at Oby	
	(ii) BA/2016/0395/FUL: Removal of piling at two sections along the left bank of the River Bure at Oby	

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10. <b>Broadland Flood Alleviation Project: Compartment 37 (Upton Dyke) - Variation of Condition 1 of Planning Permission BA/2015/0364/FUL to allow removal of piling and realignment of floodbank close to existing culvert (chainage 3962-3980) (Planning Ref no. BA/2016/0422/COND)</b> Report by Planning Officer (herewith)	37 - 39

#### UPDATES

11. <b>Navigation Income and Expenditure: 1 April to 31 October 2016 Actual and 2016/17 Forecast Outturn</b> Report by Head of Finance (herewith)	40 - 50
12. <b>Construction, Maintenance and Environment Work Programme Progress Update</b> Report by Head of Construction, Maintenance and Environment and Director of Operations (herewith)	51 - 62
13. <b>Chief Executive's Report</b> Report (herewith) – For information only	63 - 70
14. <b>Current Issues</b> Open forum	
15. <b>Items for Future Discussion</b>	
16. <b>To note the date of the next meeting – Thursday 23 February 2017 at Yare House, 62-64 Thorpe Road, Norwich commencing at 2.00pm</b>	

## **Navigation Committee**

Minutes of the meeting held on 27 October 2016

### **Present:**

Mrs Nicky Talbot (Chairman)

Mr K Allen

Mr M Bradbury

Mr J Knight

Mr J Ash

Mr A Goodchild

Mr G Munford

Ms L Aspland

Mr M Heron

Mr B Wilkins

### **In Attendance:**

Ms N Beale – Policy Planning Officer

Mrs L Burchnall – Head of Ranger Services

Mr A Clarke – Senior Waterways and Recreation Officer

Ms E Guds – Administrative Officer (Governance)

Mr B Housden – Collectors of Tolls

Ms E Krelle – Head of Finance

Ms A Long – Director of Planning and Resources

Dr J Packman – Chief Executive

Mr R Rogers – Head of Construction, Maintenance and Environment

Ms C Smith – Head of Planning

Ms T Wakelin – Director of Operations

### **Also Present:**

Prof J A Burgess, Chairman of the Broads Authority and Tolls Review Group (TRG)

Mr W A Dickson (TRG)

Mr L Baugh (TRG)

Mrs L Hempsall, Member

Mr B Iles, Member

Mr V Thomson, Member

Mr K Marsh, BESL

### **3/1 To receive apologies for absence**

Apologies for absence were received from Michael Whitaker and Peter Dixon.

### **3/2 To note whether any items have been proposed as matters of urgent business/ Variation in order of items on the agenda**

No items had been proposed as matters of urgent business.

### **3/3 To receive Declarations of Interest**

Members expressed their declarations of interest as set out in Appendix 1 of these minutes.

### **3/4 Public Question Time**

No public questions were raised.

### **3/5 To receive and confirm the minutes of the Navigation Committee meeting held on 8 September 2016**

The minutes of the meeting held on 8 September 2016 were confirmed as a correct record and signed by the Chairman.

### **3/6 Summary of Actions and Outstanding Issues following Discussions at Previous Meetings**

Members received a report summarising the progress of issues that had recently been presented to the Committee.

Members noted the report.

### **3/7 Tolls Review 2016 and Proposed Navigation Charges for 2017/18 in the Navigation Area and Adjacent Waters**

Members received a report which consulted them on the proposals by the seven members of the Tolls Working Group (TR-16) for the restructuring of navigation charges and the proposed charges for 2017/18. The three main recommendations were:

- (i) a new set of Guiding Principles to underpin the Tolls structure;
- (ii) a simple charging structure based on the area of each vessel in square metres without a fixed element; and
- (iii) a flexible charging structure where different types of vessel in each fleet are given independent costs per square metre. In addition a range of subsidiary matters were considered.

The report then identified the level of income required in 2017/18 to maintain the existing level of services and took account of the further predicted fall in the number of hire boats. This was then combined with the proposed new charging structure to present a draft list of charges for different categories and sizes of vessel in 2017/18.

Members were taken through the recommendations one at the time and were asked to vote on each proposal. The Chair reported that comments received from Peter Dixon would be incorporated into the discussion.

#### [Recommendation 1: New Guiding Principles for Tolls](#)

The views of the Norfolk and Suffolk Boating Association were represented and while they embraced many of the changes, concerns were expressed in regards to the fairness and flexibility in relation to usage. It was clarified that, although the NSBA's views were expressed by a Committee Member, Members were in attendance as a Member of the Navigation Committee and not to represent a specific interest group.

It was further clarified that the group of commercial boats referred to in the report were not just confined to hire boats but included all boats with commercial use. It was also confirmed that ferries would continue to be treated in a similar way as currently. [Note: Ferries travelling between two fixed points up to 200 metres apart are charged at the private rate.]

Members supported the proposed new Guiding Principles so a motion was proposed by Matt Bradbury, seconded by Greg Munford and it was

RECOMMENDED by 9 votes to 1 abstention

that the new Guiding Principles to underpin the tolls structure be adopted by the Broads Authority.

### Recommendation 2: A simple charging structure

Overall Members agreed that charges based on the single variable rate per square metre was clear, logical and easy to understand. It was also considered positive that it offered the flexibility to change rates within the categories. There was some concern however about the impact the new toll structure would have on toll payers. It was further suggested that introducing a change in structure before changing the rates might have been more acceptable.

The NSBA had forwarded a letter to the Members of the Navigation Committee requesting that the excessive charges for private boats should be re-considered. They claimed that nearly a third would face an increase of over 10% in the charge levied.

It was explained that the Working Group had carefully considered the option of phasing in the changes over two or more years and concluded that the fixed and variable rate was neither fair, transparent nor ethical, and it was preferable to make the change in one go. They further concluded that there were significant benefits in using a single variable rate.

In response to a question from a member it was clarified that the rules and charges in regards to dinghies using an outboard engine would remain the same. [Note: The Outboard Motor toll allows an owner to exchange one outboard motor between vessels as opposed to paying the motor craft toll on each one. The toll is only applicable if an owner has paid tolls on three or more rowing or sailing craft of 5m or less in length.]

An amendment to the recommendation was then proposed by Brian Wilkins, seconded by James Knight, that:

other than those relative to those of the structure of the tolls for private craft, it is suggested that the TRG is to reconsider the structure of proposed tolls for private craft before the Broads Authority set private boat tolls for 2017/18.

The amendment to the proposal was lost by 7 votes to 2 and 1 abstention.

Members of the Tolls Working Group highlighted that they found the fixed and variable rate used to calculate the tolls hard to justify. They recognised however that there were risks in changing the structure and therefore it was important to conduct an evaluation of the impact of the change. The Group asked for the Committee to recommend that the Broads Authority review the impact of the proposed changes in three years' time.

Recommendation 2 of the Tolls Working Group was then proposed by Max Heron, seconded by Kelvin Allen, it was

RECOMMENDED by 7 votes to 1 and 2 abstentions

that the Authority adopt a simple charging structure based on a square metre size of the craft without a fixed element and for this to be reviewed in three years.

### Recommendation 3: A flexible charging structure

This was proposed by Kelvin Allen, seconded by James Knight. It was

RECOMMENDED unanimously

that the Authority adopt a flexible charging structure with different types of vessels in each of the two fleets, commercial and private, given independent costs per square metre.

### Subsidiary Recommendations

#### *i. Wherries*

Proposed by Alan Goodchild, seconded by Max Heron, it was

RECOMMENDED unanimously that

Wherries should be charged a flat rate, to reduce their overall costs, promote their important cultural heritage and reflect their iconic status.

#### *ii. Electric and Hybrid Boats*

After some consideration it was agreed that hybrid boats should be charged the same rates as electric boats and therefore it was suggested to change the wording in the proposal from diesel generator to diesel propulsion.

Proposed by Matt Bradbury and seconded by Alan Goodchild it was

RECOMMENDED unanimously

- (i) that electric boating should continue to be encouraged through lower rates for private motor boats

Proposed by Linda Aspland, seconded by Max Heron it was

RECOMMENDED unanimously

- (ii) that any boats using diesel propulsion to power electric engines should be charged at a lower commercial/private motor boat rate.

iii. *Discount for Early Payment*

Proposed by Max Heron, seconded by John Ash it was

RECOMMENDED unanimously

that the current discount for early payment offered to the larger hire boat operators should be discontinued but the provision for staged payments should be retained.

iv. *Toll Plaques*

Proposed by Alan Goodchild, seconded by Linda Aspland it was

RECOMMENDED unanimously

that the non-display of toll plaques trial should be extended for a future year.

v. *Adjacent Waters*

One Member in particular disagreed with the proposal that *Charges for craft in adjacent waters should remain identical to those in the Navigation Area* and suggested that a decision on this should be deferred. The member declared an interest in the issue but indicated that it was not of a pecuniary nature. He continued that in his view the Authority had spent too much money on legal fees and intimated that the issue of the charges levied for static houseboats had not been brought to the Navigation Committee for discussion.

It was agreed that the matter of static houseboats in adjacent waters would be brought to the Navigation Committee as an agenda item for debate as soon as reasonably practical after the current legal case had been concluded.

Proposed by Matthew Bradbury and seconded by Max Heron, it was

RECOMMENDED by 8 votes by 2 abstentions

that the charges for craft in adjacent waters should remain identical to those in the Broads Navigation Area to account for the interconnected relationship between the two.

vi. *Mutford Lock*

Overall Members were concerned that the proposed increase in fees for transiting Mutford Lock would discourage visitors to the Southern Broads. Mutford Lock is an important gateway into the Broads from the North Sea. Although Members argued that the Lock fees should cover the annual running cost of the Lock, it was suggested that a nominal fee was retained to encourage greater usage of the Lock.

Proposed by Alan Goodchild, seconded by John Ash it was

RECOMMENDED unanimously

that the Chief Executive represent the views of the Committee in his report to the Broads Authority – that while the Committee supported the proposal that the income should ideally balance the annual costs associated with the operation of the Lock, in order to encourage users in the short term and publicise the service more fully, the existing charge should be maintained and reviewed annually at the end of the season.

*vii. Short Visit Tolls*

Proposed by John Ash, seconded by Alan Goodchild it was

RECOMMENDED unanimously

that the current charging policies for short visit tolls and boats removed from the Broads system, should be retained.

[Draft Income and Expenditure for 2017/18](#)

The Committee expressed concerns about mooring facilities and stressed that as long as mooring facilities could be improved an increase in toll rates could be justified.

The Chairman put the motion to the vote and it was

RECOMMENDED unanimously

that the income and expenditure proposed in Table 4 of the officer report and the schedule of charges in Table 6 of the report be adopted by the Broads Authority.

Members welcomed the report and thanked the members of the Tolls Working Group for the good work they had delivered.

**3/8 Broads Local Plan: Preferred Options – Policies with Navigation Implications**

Members received a report which introduced the selected policies with potential navigation implications from the Broads Local Plan Preferred Options. This was the second consultation stage of the Local Plan production and included draft policies for the stakeholders and public to consider. Consultation would run for a period of nine weeks from 5 December 2016 to 4pm on 3 February 2017.

Members were informed that comments could be fed through verbally to the Planning department and Broads Authority if received within the next two weeks.

Members noted the report.



**3/9 Broadland Flood Alleviation Project: Compartment 37 (Upton Dyke) – Piling Removal Works and the Installation of Erosion Protection – Application for Discharge of Pre-Commencement Conditions linked to Planning Permission (BA205/0364/FUL)**

Members were provided with a copy of Broadland Environmental Services Ltd (BESLs) submission that sought to discharge the pre-commencement requirements associated with the planning condition imposed on the consent granted for the removal of piling and installation of erosion protection in Upton Dyke (in Compartment 37).

It was confirmed that none of the moorings would be lost. Some Members were concerned about what would happen in 2021 and about the handover and believed this should be discussed sometime soon.

Members raised concern in regards to the use of coir matting but Kevin Marsh from BESL confirmed that core matting lasts for approximately 18 months and that channel markers would be put in place. He further explained that using a clay covering was not an option and that there was little evidence from other sites of vessels hitting coir matting.

Members noted that while the application for the discharge of conditions referred to the piles being driven to a minimum depth of 1.5m below MLWS, a greater depth would need to be agreed with the Broads Authority in order to take account of the Sediment Management Strategy waterways specification for Upton Dyke and avoid navigation hazards.

Members noted the report.

**3/10 Navigation Income and Expenditure 1 April – 31 August 2016 Actual and 2016/17 Forecast Outturn**

The Committee received a report which provided them with details of the actual navigation income and expenditure for the five month period to 31 August 2016, and provided a forecast of the projected expenditure at the end of the financial year (31 March 2017). Members were also provided with a verbal update on actual variance for the end of September giving a total favourable variance of £67,050. Members were informed that there were no further updates to the forecast at the end of September.

Members noted the report.

### **3/11 Construction, Maintenance and Environment Work Programme Progress Update**

Members received a report which set out the progress made in the delivery of the 2016/17 Construction, Maintenance and Environment Section work programme. It also included an update on the Hickling Enhancement Project (1.4) for Member's information.

It was explained that the reason for the deferred dredging at Lime Dyke was due to the lack of Linkflotes being available. In June 2016 the oldest set of flotes inherited from May Gurney were found to be beyond economical repair. A new set is on order with delivery expected in February 2017.

Members noted the report.

### **3/12 Boating Safety Management Group**

The minutes of the Boating Safety management Group meeting held on 19 September 2016 were noted by the Members.

### **3/13 Chief Executive's Report**

Members received a report which summarised the current position in respect of a number of important projects and events, including any decisions taken during the recent cycle of committee meetings.

It was highlighted that the revised Code of Conduct had been issued and Members were reminded to sign and return this by the end of November 2016.

Members noted the report.

### **3/14 Current Issues**

One Member mentioned the noise of boaters running their engine. It was recognised that complaints were received but that by law 84 did not allow enough flexibility to address it. It was explained the problem was addressed by encouraging courteous mooring and boat owners and hirers not to run their engines between 8 pm and 8 am.

Members were given an update on the Reedham footpath and were informed that the agreement with the landowner had been terminated and therefore the Authority was no longer responsible for the footpath. Norfolk County Council had applied to reinstate the path. The Senior Waterways and Recreation Officer agreed to ask whether signage was in place but it was Norfolk County Council's responsibility. It was clarified that responsibility for any accidents would rest with the landowner.

### **3/15 Items for future discussion**

None were identified.

**3/16 To note the date of the next meeting**

The next meeting of the Committee would be held on Thursday 15 December 2016 at Yare House, 62-64 Thorpe Road, Norwich commencing at 2pm.

The meeting concluded at 5.25 pm

Chairman

Code of Conduct for Members

**Declaration of Interests**

Committee: Navigation Committee

Date of Meeting: 27 October 2016

Name Please Print	Agenda/ Minute No(s)	Nature of Interest (Please describe the nature of the interest)	Please tick here if the interest is a Prejudicial interest
James Knight	7 - 8	Hire Boat Operator, Toll Payer, Director of business with land holdings	
Brian Wilkins	7	NSBA Chairman, Toll Payer, various sailing clubs and organisations	
Greg Munford	7	Toll Payer, Chairman BMBS and BT, Employee HBO	
Nicky Talbot	7	Toll Payer, Member of NSBA and NBYC	
Max Heron	7 5-14 general	Toll Payer, Landowner, Member of British Rowing, NRC, NSBA, RCC, Chair Whitlingham Boathouses	
Matthew Bradbury	7	Toll Payer, BCU Member	
John Ash	7	Toll Payer, Chairman and Director of WYCCT,	
Kelvin Allen	7	Officer BASG	
Alan Goodchild	7,8,9	Chairman MBCM, Wingtask 1995 Ltd, MD Goodchild Marine, Toll Payer	
Linda Aspland	7, 8 in particular	Hunter fleet, Toll payer, NBYC Committee, local resident	

**Navigation Committee**

15 December 2016

Agenda Item No 6

**Summary of Actions and Outstanding Issues Following Discussions at Previous Meetings**

Report by Administrative Officer

<b>Date of Meeting and Minute No</b>	<b>Discussion</b>	<b>Responsible Person</b>	<b>Summary of Actions and Outstanding Issues</b>
26 February 2015 Minute 4/6 <b>Summary of Actions and Outstanding Issues Following Discussions at Previous Meetings</b>	Update in relation to negotiations over 24hr moorings at Thurne Mouth and Boundary Farm	Head of Planning	Discussions with the landowner are still ongoing. 40 metres of 24 hour moorings have been secured on the site and options for the rest of the mooring are still under discussion. A meeting with the landowner has been arranged for 14 Dec 2016. <u>Note:</u> planning application for the removal of piling at the site on the agenda.
10 December 2015 Minute 3/11 <b>Review of Waste Facilities</b>	The Committee agreed that apart from monitoring the position regarding waste facilities, further action was needed	Director of Operations	At the meeting on 30 September the Broads Authority adopted the draft waste policy as supported by the Navigation Committee and the agreed actions. Officers are working with County/ District Councils accordingly and attended a Norfolk Waste Partnership on 14 November to discuss progress. Proposed options for waste provision are still being discussed with parish councils.
8 September 2016 Minutes 5/7 <b>Waterways Specification Update, Irstead</b>	Members supported the suggested provision of signage to indicate water	Director of Operations	Signage is currently being reviewed by officers for additional information to be provided at How Hill moorings for vessels travelling through Irstead. It is proposed to install a sign u/s of Irstead Shoals

Date of Meeting and Minute No	Discussion	Responsible Person	Summary of Actions and Outstanding Issues
	depth at the Shoals and urged the Authority the signage preferably to be replaced by electronic signage at a future date.		and a sign at How Hill to warn sailors of potential for shallow water, and this will be linked to a gauge board to check depth. If depth is inadequate then sailors will be advised to moor and wait for the appropriate water level.

## **Navigation Budget 2017/18 and Financial Strategy to 2019/20**

Report by Head of Finance

**Summary:** This report seeks the views of the Committee on the draft navigation income and expenditure budget for 2017/18, which has been prepared as part of a draft consolidated budget for the Authority. The draft budget is based on the change in the tolls structure formally adopted by the Authority on 18 November 2016 following the recommendations of the Committee.

### **1 Introduction**

- 1.1 An outline of the draft navigation budget for 2017/18 was presented to the Committee at its meeting of 27 October 2016 in order to inform the proposed tolls structure for 2017/18. Following the Authority's subsequent decision on 18 November 2016 to adopt the new structure, this report now sets out an updated draft budget for 2017/18 alongside the draft financial strategy to 2019/20.
- 1.2 The views of the Committee are sought to inform preparation of the final draft budget which is due to be considered by the Authority in January 2017.

### **2 Overview of 2016/17 Forecast Outturn**

- 2.1 Members will recall that consultation on a draft navigation budget for 2016/17, which provided for a surplus of £20,159, was undertaken with the Committee on 10 December 2015. Further work in late 2015/16 identified some additional efficiencies for navigation and a final original budget for 2016/17 providing for a navigation surplus of £16,160 was approved by the Authority on 18 March 2016. This original budget has subsequently been adjusted for the approved carry forwards, virements approved during the year and correcting the Rivers Engineer salary split giving a latest available budget (LAB) deficit of £2,394.
- 2.2 The current predictions for navigation income in 2016/17 are for an overall decrease of £25,867. This incorporates a reduction in hire boat income of approximately £25,158, offset by a small increase for private craft and a decrease in interest income.
- 2.3 Navigation expenditure is similarly broadly on target, however there is a number of small adverse variances within expenditure which mean that the forecast outturn position for 2016/17 anticipates a deficit within the navigation budget of £13,724. This would result in a navigation reserve balance of approximately £319,000 at the end of the year, and £316,000 after year-end adjustments. This balance equates to 10.2% of net expenditure and is just

above the recommended level of 10%. The budget takes into account this forecast outturn position and although during 2017/18 and 2018/19 the reserve drops slightly below the 10% it is expected that there will be further savings during 2016/17 that will offset this. From 2019/20 the reserve is restored to just above 10%.

### 3 2017/18 Budget Proposals

- 3.1 The draft navigation budget is set out in Appendix 1, alongside indicative figures for national park budgets, and the financial strategy to 2019/20 to provide context. The format of the budget is in line with the monitoring presented to Committee through the financial year and reflects the Authority's organisational structure.
- 3.2 In line with the previously reported financial strategy, the draft budget takes account of the following factors:
1. Continued reductions to the Hire Boat Fleet
  2. Resourcing the Asset Management Plan
  3. Changes to Pension Costs
  4. The Apprenticeship Levy being introduced from April 2017
- 3.3 Total core navigation income for 2017/18 is budgeted to be £3,179,500, including £2,040,000 for private craft tolls and £1,073,400 for hire craft tolls. This income takes account of the latest available data for boat numbers, and the impact of the new toll structure. Net navigation expenditure is budgeted at £3,179,357. After taking into account the transfer of £3,750 of interest to earmarked reserves, this will result in a budget deficit of £3,607 in 2017/18, with the result that reserves at the end of March 2018 are projected to be £312,008 (9.8% of net expenditure for the year).
- 3.4 Table 1 sets out an overview of the proposed 2017/18 budget, which is provided in more detail in Appendix 1.

Table 1 – Draft 2017/18 Budget

	2017/18		
	National Park	Navigation	Consolidated
	£	£	£
National Park Grant	(3,299,595)	0	(3,299,595)
Navigation Tolls	0	(3,153,200)	(3,153,200)
Other income	(7,500)	(26,300)	(33,800)
<b>Total Income</b>	<b>(3,307,095)</b>	<b>(3,179,500)</b>	<b>(6,486,595)</b>
Operations	1,069,740	2,191,666	3,261,405
Planning and Resources	1,927,503	790,950	2,718,453
Chief Executive	306,959	166,021	472,980
Corporate Items	46,080	30,720	76,800
<b>Total Expenditure</b>	<b>3,350,282</b>	<b>3,179,357</b>	<b>6,529,638</b>



<b>Net (Surplus) / Deficit</b>	<b>43,186</b>	<b>(143)</b>	<b>43,043</b>
<b>Opening Reserves (Forecast)</b>	<b>(1,056,570)</b>	<b>(315,615)</b>	<b>(1,372,185)</b>
(Surplus) / Deficit for the year	43,186	(143)	43,043
Interest transfer	3,750	3,750	7,500
<b>Closing Reserves (Forecast)</b>	<b>(1,009,634)</b>	<b>(312,008)</b>	<b>(1,321,642)</b>

## 4 Operations

- 4.1 The Operations budget has seen an increase to staff costs following the triennial valuation of the pension fund. This has resulted in employer contributions increasing from 15% to 18.4% per employee in the fund. The Practical Maintenance budget has been increased to incorporate extra costs for replacement signage in 2017/18. In order to maintain a 10% level of reserves the allocation for Operations Management and Administration between National Park and Navigation has been adjusted from 44/66 to 67/33 to reflect the Broads three statutory purposes. Small scale savings identified in 2016/17 have also been incorporated into 2017/18. In other areas of the budget the provision represents the level of funding required to enable a continuation of the levels of service delivered in the current year.
- 4.2 As with previous years it is however important to recognise that the Operations budget has no capacity to take on additional projects or ad-hoc work in 2017/18.

## 5 Planning and Resources

- 5.1 As with the Operations budget staff costs have increased in the Planning and Resources Directorate for the same reasons. The Communications and ICT budget have both seen proposed increases to staff. This is due to the proposed restructure of Communications (currently the subject of consultation with staff and unions) and to increase ICT capacity. Similarly to Operations there is little capacity to take on additional projects or other ad-hoc work.

## 6 Central and Shared Costs and Cost Apportionment

- 6.1 For 2017/18 central and shared costs will see the addition of the Apprenticeship Levy. This cost has been introduced by the Government for all employers with a wage bill of £3 million and over, at a cost 0.5% of their annual pay bill. This amount will be collected monthly with other HMRC deductions. This is currently calculated as £16,800, £10,080 for National Park and £6,720 for Navigation. However, following the triennial valuation our contribution to the pension fund deficit will see a decrease from £137,000 in 2016/17 to £60,000 in 2017/18. The Apprenticeship Levy and the Pension deficit are split on the same basis of 60/40 National Park/Navigation. All other

apportionments are consistent with the principles agreed by the Resources Allocation Working Group.

- 6.2 Full details of apportionments by budget line for 2017/18 are set out in Appendix 1. The overall split of proposed net expenditure in 2017/18 is 51% national park and 49% navigation, which is entirely consistent with the forecast split of income standing at 51% to 49% for the same period.
- 6.3 Table 2 below provides further details of central and shared costs. These should not be seen as being synonymous with overheads, but have been identified in line with those areas specifically examined for apportionment by the Resource Allocation Working Group. As such they reflect costs across the Authority that are included within the budgets of both the Operations and Planning and Resources directorates, and from the Chief Executive's section.

**Table 2 – Central and Shared Costs**

	2017/18			2018/19			2019/20		
	National Park	Navigation	Consolidated	National Park	Navigation	Consolidated	National Park	Navigation	Consolidated
	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s
Share of central and shared costs	1,377	914	2,291	1,421	943	2,364	1,435	954	2,389
Pension contribution lump-sum	46	31	77	56	37	93	66	44	110
<b>Total</b>	<b>1,423</b>	<b>945</b>	<b>2,368</b>	<b>1,477</b>	<b>980</b>	<b>2,457</b>	<b>1,501</b>	<b>998</b>	<b>2,499</b>
Percentage split of central and shared costs	60%	40%	100%	60%	40%	100%	60%	40%	100%
Total core income	(3,307)	(3,180)	(6,487)	(3,366)	(3,261)	(6,627)	(3,424)	(3,342)	(6,766)
Central and shared costs as percentage of core income	43%	30%	37%	44%	30%	37%	44%	30%	37%

- 6.4 Central and shared costs have been defined 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 training; governance and member's allowances; and the chief executive, all of which play a vital role in supporting the delivery of front line services. Central and shared costs also include the lump sum pension contribution which is made annually to reduce the Authority's share of the pension deficit as calculated by the pension fund

actuary. As a percentage of income, central and shared costs are broadly static and remain at the same level as 2016/17.

## **7 Assumptions used for the Budget and Financial Strategy**

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

- Navigation tolls will be collected in line with the budget and as detailed in the tolls review paper;
- Based on information from the Broads Hire Boat Federation it has been assumed that hire boat numbers will continue to decrease at a rate of 20 per annum, and it is therefore thought prudent to budget for a further reduction in annual Hire Boat income of £21,700 per annum;
- Salary increases have been from 2017/18 onwards based on the public sector indications of 1% over the next three years;
- Pension contributions have been increased by 3.4% per employee from 2017/18 onwards;
- The Apprenticeship Levy will be collected monthly from 2017 onwards and will increase in line with staffing levels and salary increases;
- The forecast outturn position for 2016/17 will be delivered in line with budget holders' projections; and
- The continued provision of £60,000 per annum split equally between National Park and Navigation for the implementation of the Hickling vision.

7.2 A detailed sensitivity analysis for some of these key assumptions is set out below.

Table 3 – Budget Sensitivity Analysis

<b>Assumption</b>	<b>Change in assumption</b>	<b>Approximate financial impact of change £ (+/-)</b>
National Park budget for 2016/17 will be delivered in line with forecast outturn.	1% under / over-spend against National Park budget.	32,000
Navigation budget for 2016/17 will be delivered in line with forecast outturn.	1% under / over-spend against Navigation budget.	31,000
Overall salary increase of 1% in 2017/18.	1% change in salary inflation.	42,000
Boat numbers and distribution remain as predicted in 2017/18.	1% change in navigation toll income.	31,000
National Park Grant in line with current allocations and no further reduction applied in 2017/18.	1% change in National Park Grant allocation.	33,000

## **8 Earmarked Reserves**

- 8.1 The Authority's earmarked reserves strategy for the period 2017/18 – 2019/20 is set out in Appendix 2. The strategy details the actual balance of earmarked reserves at the end of October 2016, planned expenditure until the end of the financial year, and also provides an analysis of movements in reserves split between national park and navigation in all years to 2019/20.
- 8.2 Navigation earmarked reserves stand at £705,331 at the end of October 2016 and are forecast to reduce slightly (to £604,607) by the end of the financial year.
- 8.3 Appendix 2 reflects the contributions to reserves allowed for in the budget and financial strategy set out in Appendix 1. Planned expenditure from reserves is itemised within Appendix 2 and includes in 2017/18:
- Mutford Lock costs from dewatering options;
  - Linkflotes;
  - Replace a vehicle; and
  - Relocate Dockyard Wet Shed.
- 8.4 Significant planned expenditure from earmarked reserves in 2018/19 and 2019/20 includes the replacement of seven operational vehicles at an estimated total cost of £77,500 (with £29,830 relating to navigation) and a new Wherry estimated total cost of £107,000 (with £64,200 relating to navigation).
- 8.5 From 2018/19 the revenue budget provides for additional contributions towards building maintenance and repairs at a total cost per annum of £50,000, split £36,000 National Park and £14,000 Navigation.
- 8.6 Taking account of all these items, the forecast balance of navigation earmarked reserves at the end of 2019/20 is £879,187, although it should be noted that expenditure plans for 2018/19 and beyond are likely to be refined again when the financial strategy for 2018/19 is developed next year.

## **9 Summary**

- 9.1 The draft budget presented here incorporates the revised toll structure for navigation charges for 2017/18 and is designed to allow the Authority to continue to deliver priority navigation activities at the required level, whilst also making prudent provision for asset maintenance over the life of the strategy and beyond. Minor adjustments have also been made to reflect the latest staffing forecasts. As a result of all these factors there is no capacity within the budget for additional projects.
- 9.2 The National Park part of the budget shows a deficit for the next three years. This will be funded from the National Park Reserve resulting in a reserve balance of £940,352 at the end of 2019/20. This balance will be £495,075 above the recommended level. Longer term predictions indicate that the

National Park side of the budget will return to a surplus from 2020/21 onwards.

- 9.3 It is important to recognise that the budget as a whole is highly sensitive to changes in salary inflation, as a result of the significant proportion of the budget that is made up of staff costs. The budget is based on a 1% increase in salaries for the period April 2017 to March 2020, however there remains considerable uncertainty in respect of likely future year awards.
- 9.4 The surplus of £143 allowed for in the 2017/18 budget is lower than previously stated in the tolls review paper (£1,167) but has remained close to it. The savings identified elsewhere has meant the impact on the Navigation budget of an additional post in Communications and ICT has been kept to a minimum. As in previous years it remains the case that the indicative tolls increases in 2018/19 and beyond will need to be revisited during next year's budget setting process to ensure they remain appropriate. This could be as a result of any variations from current assumptions or changes in outturn figures for 2016/17.

Background Papers: Nil

Author: Emma Krelle  
Date of Report: 1 December 2016

Broads Plan Objectives: None

Appendices: APPENDIX 1 – Draft Budget 2017/18 and Financial Strategy to 2019/20  
APPENDIX 2 – Earmarked Reserves to 2019/20

Row Labels	2015/16			2016/17			2016/17			2017/18			2018/19			2019/20			2017/18 Apportionment	
	National Park	Navigation	Consolidated	National Park	Navigation	Consolidated	National Park	Navigation	Consolidated	National Park	Navigation	Consolidated	National Park	Navigation	Consolidated	National Park	Navigation	Consolidated	National Park	Navigation
	2015/16 (Actual)	2015/16 (Actual)	2015/16 (Actual)	2016/17 (Latest Available Budget)	2016/17 (Latest Available Budget)	2016/17 (Latest Available Budget)	2016/17 (Forecast Outturn)	2016/17 (Forecast Outturn)	2016/17 (Forecast Outturn)	2017/18 (Budget)	2017/18 (Budget)	2017/18 (Budget)	2018/19 (Budget)	2018/19 (Budget)	2018/19 (Budget)	2019/20 (Budget)	2019/20 (Budget)	2019/20 (Budget)		
Income																				
Income																				
National Park Grant	(3,188,952)	0	(3,188,952)	(3,243,802)	0	(3,243,802)	(3,243,802)	0	(3,243,802)	(3,299,595)	0	(3,299,595)	(3,356,348)	0	(3,356,348)	(3,414,078)	0	(3,414,078)	100%	0%
Hire Craft Tolls	0	(1,068,802)	(1,068,802)	0	(1,079,000)	(1,079,000)	0	(1,053,842)	(1,053,842)	0	(1,073,400)	(1,073,400)	0	(1,100,235)	(1,100,235)	0	(1,127,741)	(1,127,741)	0%	100%
Private Craft Tolls	0	(1,873,423)	(1,873,423)	0	(1,972,000)	(1,972,000)	0	(1,973,791)	(1,973,791)	0	(2,040,000)	(2,040,000)	0	(2,091,000)	(2,091,000)	0	(2,143,275)	(2,143,275)	0%	100%
Short Visit Tolls	0	(43,769)	(43,769)	0	(40,089)	(40,089)	0	(40,089)	(40,089)	0	(39,800)	(39,800)	0	(40,795)	(40,795)	0	(41,815)	(41,815)	0%	100%
Other Toll Income	0	(16,997)	(16,997)	0	(18,750)	(18,750)	0	(18,750)	(18,750)	0	(18,800)	(18,800)	0	(18,800)	(18,800)	0	(18,800)	(18,800)	0%	100%
Interest	(11,201)	(11,201)	(22,402)	(10,000)	(10,000)	(20,000)	(7,500)	(7,500)	(15,000)	(7,500)	(7,500)	(15,000)	(10,000)	(10,000)	(20,000)	(10,000)	(10,000)	(20,000)	50%	50%
Income Total	(3,200,153)	(3,014,192)	(6,214,345)	(3,253,802)	(3,119,839)	(6,373,641)	(3,251,302)	(3,093,972)	(6,345,274)	(3,307,095)	(3,179,500)	(6,486,595)	(3,366,348)	(3,260,830)	(6,627,178)	(3,424,078)	(3,341,631)	(6,765,708)	51%	49%
Income Total	(3,200,153)	(3,014,192)	(6,214,345)	(3,253,802)	(3,119,839)	(6,373,641)	(3,251,302)	(3,093,972)	(6,345,274)	(3,307,095)	(3,179,500)	(6,486,595)	(3,366,348)	(3,260,830)	(6,627,178)	(3,424,078)	(3,341,631)	(6,765,708)	51%	49%
Net Expenditure																				
Operations																				
Construction and Maintenance Salaries	464,437	618,717	1,083,154	408,333	713,717	1,122,050	408,333	713,717	1,122,050	424,608	745,432	1,170,040	431,938	758,002	1,189,940	438,899	769,581	1,208,480	36%	64%
Construction and Maintenance Salaries (income)	0	0	0	0	0	0	0	0	0	(1,326)	(3,094)	(4,420)	(1,305)	(3,045)	(4,350)	(1,308)	(3,052)	(4,360)	30%	70%
Equipment, Vehicles and Vessels	170,308	435,043	605,351	112,650	262,850	375,500	109,950	256,550	366,500	109,950	256,550	366,500	109,950	256,550	366,500	109,950	256,550	366,500	30%	70%
Equipment, Vehicles and Vessels (Income)	(6,196)	(11,507)	(17,703)	0	0	0	(150)	(350)	(500)	0	0	0	0	0	0	0	0	0	0%	0%
Water Management	6,222	228,057	234,279	35,000	112,500	147,500	40,000	117,500	157,500	35,000	112,500	147,500	35,000	112,500	147,500	35,000	112,500	147,500	24%	76%
Water Management (Income)	(4,992)	(1,250)	(6,242)	0	0	0	(5,000)	(5,000)	(10,000)	0	0	0	0	0	0	0	0	0	0%	0%
Land Management	53,434	0	53,434	57,000	0	57,000	57,000	0	57,000	54,000	0	54,000	54,000	0	54,000	54,000	0	54,000	100%	0%
Land Management (Income)	(105,450)	0	(105,450)	(95,000)	0	(95,000)	(101,500)	0	(101,500)	(90,000)	0	(90,000)	(90,000)	0	(90,000)	(90,000)	0	(90,000)	100%	0%
Practical Maintenance	45,826	474,836	520,662	75,000	345,200	420,200	77,200	345,200	422,400	75,000	362,200	437,200	75,000	372,200	447,200	75,000	372,200	447,200	17%	83%
Practical Maintenance (Income)	(11,758)	(11,321)	(23,080)	0	(9,000)	(9,000)	0	(10,500)	(10,500)	0	(10,500)	(10,500)	0	(10,500)	(10,500)	0	(10,500)	(10,500)	0%	100%
Ranger Services	269,674	514,823	784,497	259,144	455,716	714,860	259,144	455,716	714,860	269,276	471,214	740,490	281,324	488,986	770,310	287,912	498,868	786,780	36%	64%
Ranger Services (Income)	(21,743)	(32,615)	(54,359)	(14,000)	(21,000)	(35,000)	(14,000)	(21,000)	(35,000)	(17,252)	(25,878)	(43,130)	(17,096)	(25,644)	(42,740)	(17,276)	(25,914)	(43,190)	40%	60%
Safety	41,576	70,940	112,515	42,517	80,083	122,600	39,523	73,127	112,650	43,919	84,671	128,590	44,114	83,626	127,740	44,279	84,031	128,310	34%	66%
Safety (Income)	0	(1,251)	(1,251)	0	(9,000)	(9,000)	0	(1,000)	(1,000)	0	(9,000)	(9,000)	0	(9,000)	(9,000)	0	(9,000)	(9,000)	0%	100%
Asset Management	33,069	67,572	100,641	49,301	75,860	125,160	51,292	77,489	128,780	48,173	74,937	123,110	48,470	75,180	123,650	48,767	75,423	124,190	39%	61%
Asset Management (Income)	(156)	(3,268)	(3,424)	(550)	(450)	(1,000)	(550)	(450)	(1,000)	(550)	(1,170)	(1,720)	(550)	(1,170)	(1,720)	(550)	(1,170)	(1,720)	32%	68%
PRISMA	0	10,027	10,027	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0%	0%
Operational Property	64,845	77,508	142,353	54,251	93,919	148,170	54,251	93,919	148,170	63,451	94,719	158,170	90,251	107,919	198,170	90,251	107,919	198,170	40%	60%
Operational Property (Income)	(12,826)	(1,800)	(14,626)	(18,400)	(1,600)	(20,000)	(18,400)	(1,600)	(20,000)	(18,400)	(1,600)	(20,000)	(18,400)	(1,600)	(20,000)	(18,400)	(1,600)	(20,000)	92%	8%
Operations Management and Admin	53,246	67,768	121,014	53,284	67,816	121,100	53,284	67,816	121,100	76,212	41,828	118,040	78,637	43,023	121,660	80,868	44,122	124,990	65%	35%
Operations Management and Admin (Income)	(958)	(1,219)	(2,177)	0	0	0	(880)	(1,120)	(2,000)	(2,322)	(1,143)	(3,465)	(2,345)	(1,155)	(3,500)	(2,379)	(1,172)	(3,550)	67%	33%
Operations Total	1,038,557	2,501,060	3,539,616	1,018,529	2,166,611	3,185,140	1,009,497	2,160,014	3,169,510	1,069,740	2,191,666	3,261,405	1,118,988	2,245,872	3,364,860	1,135,014	2,268,787	3,403,800	33%	67%
Planning and Resources																				
Development Management	316,147	0	316,147	316,260	0	316,260	316,260	0	316,260	335,270	0	335,270	340,140	0	340,140	345,560	0	345,560	100%	0%
Development Management (Income)	(157,000)	0	(157,000)	(60,000)	0	(60,000)	(80,000)	0	(80,000)	(80,000)	0	(80,000)	(70,000)	0	(70,000)	(60,000)	0	(60,000)	100%	0%
Strategy and Projects Salaries	329,935	78,091	408,026	316,399	76,061	392,460	316,399	76,061	392,460	350,410	82,965	433,375	335,790	82,030	417,820	339,491	83,039	422,530	81%	19%
Strategy and Projects	125,109	1,332	126,441	101,389	3,600	104,989	101,389	3,600	104,989	58,200	1,800	60,000	80,040	3,960	84,000	80,040	3,960	84,		

Year	Earmarked Reserves	Property Reserve - TOTAL	Plant, Vessels and Equipment Reserve - TOTAL	Premises Reserve - TOTAL	Other Earmarked Reserves - TOTAL	STEP	HLF	PRISMA	Total Earmarked Reserves - National Park	Total Earmarked Reserves - Navigation	GRAND TOTAL Earmarked Reserves
2013/14											
	Balance 31 March 2014	(568,100)	(217,282)	(138,723)	(621,240)	(7,983)	0	(244,953)	(861,458)	(936,823)	(1,798,281)
2014/15	Balance 31 March 2015	(582,589)	(239,080)	(168,723)	(463,794)	0	0	(170,648)	(668,717)	(956,115)	(1,624,833)
	Balance 01 April 2015	(586,756)	(240,790)	(169,930)	(424,080)	0	0	(171,869)	(630,470)	(962,954)	(1,593,424)
	Balance 01 April 2016	(360,603)	(302,225)	(201,675)	(423,886)	0	(55,956)	(0)	(679,020)	(665,323)	(1,344,343)
2016/17	<b>Contributions to Reserves to 31/10/16</b>										
	Vessels and Equipment (VES000451)	0	(92,000)	0	0	0	0	0	(27,600)	(64,400)	(92,000)
	Vehicles (VEH000451)	0	(22,000)	0	0	0	0	0	(6,600)	(15,400)	(22,000)
	Mutford Lock (MLK000451)	(25,000)	0	0	0	0	0	0	0	(25,000)	(25,000)
	Mutford Lock Rent (MLK000552)	(1,000)	0	0	0	0	0	0	0	(1,000)	(1,000)
	Launches (LAU000451)	0	(15,000)	0	0	0	0	0	0	(15,000)	(15,000)
	Ranger Vehicles (RAN000451)	0	(13,000)	0	0	0	0	0	(5,200)	(7,800)	(13,000)
	Dockyard Site (PRM009451)	0	0	(30,000)	0	0	0	0	(9,000)	(21,000)	(30,000)
	Pool Vehicles (PCP000451)	0	(14,000)	0	0	0	0	0	(9,380)	(4,620)	(14,000)
	Asset Management for Countryside sites (SIM00451)	(46,000)	0	0	0	0	0	0	(46,000)	0	(46,000)
	Launch sale (LAU000451)	0	(13,333)	0	0	0	0	0	0	(13,333)	(13,333)
	Dockyard sale income (VES000552)	0	(2,433)	0	0	0	0	0	(730)	(1,703)	(2,433)
	Section 106 Income (DVM000552)	0	0	0	(31,972)	0	0	0	(31,972)	0	(31,972)
	Heritage Lottery Fund Income (HLF61X552)	0	0	0	0	0	(33,998)	0	(33,998)	0	(33,998)
	Heritage Lottery Fund (HLF000451)	0	0	0	0	0	(50,000)	0	(50,000)	0	(50,000)
	Upper Thurne Project work (UTE000451)	0	0	0	(19,000)	0	0	0	(19,000)	0	(19,000)
	Upper Thurne income (UTE000552)	0	0	0	(1,857)	0	0	0	(1,857)	0	(1,857)
	<b>Contributions from Reserves to 31/10/16</b>										
	Fit out 2nd launch hull final 40% (LAU000450)	0	42,444	0	0	0	0	0	0	42,444	42,444
	3rd Wherry final 10% (VES000450)	0	11,300	0	0	0	0	0	3,390	7,910	11,300
	Linkflotes (VES000450)	0	55,776	0	0	0	0	0	16,733	39,043	55,776
	Weedharvester (VES000450)	0	30,000	0	0	0	0	0	9,000	21,000	30,000
	Small tools (VES000450)	0	1,917	0	0	0	0	0	575	1,342	1,917
	Norfolk CC Archaeology SLA (CUL000450)	0	0	0	3,500	0	0	0	3,500	0	3,500
	Replace DU11 EFL - Rangers (RAN000450)	0	19,956	0	0	0	0	0	11,974	7,982	19,956
	Consultants to cost dewatering options (MLK000450)	(5,000)	0	0	0	0	0	0	0	(5,000)	(5,000)
	Old workshop refurbishment (PRM009450)	0	0	20,751	0	0	0	0	6,225	14,525	20,751
	3 Rivers way cycle scheme (REC000450)	0	0	0	65,000	0	0	0	65,000	0	65,000
	Document Management System (ICT000450)	0	0	0	5,972	0	0	0	5,972	0	5,972
	Enjoy the Broads website (COM000450)	0	0	0	4,976	0	0	0	4,976	0	4,976
	Broads Plan (BPL000450)	0	0	0	400	0	0	0	400	0	400
	Local Plan (POL000450)	0	0	0	20	0	0	0	20	0	20
	Planning injunction costs (DVM000450)	0	0	0	23,350	0	0	0	23,350	0	23,350
	Upper Thurne Project work (UTE000450)	0	0	0	70	0	0	0	70	0	70
	Heritage Lottery Fund costs (HLFXXX450)	0	0	0	0	0	89,680	0	89,680	0	89,680
	<b>Actual Balance 31/10/16</b>	<b>(437,603)</b>	<b>(312,596)</b>	<b>(210,924)</b>	<b>(373,426)</b>	<b>0</b>	<b>(50,274)</b>	<b>(0)</b>	<b>(679,492)</b>	<b>(705,331)</b>	<b>(1,384,824)</b>
	<b>Contributions to Reserves to 31/03/17</b>										
	Mutford Lock Rent (MLK000552)	(1,000)	0	0	0	0	0	0	0	(1,000)	(1,000)
	Heritage Lottery Fund Income (HLF61X552)	0	0	0	0	0	(134,783)	0	(134,783)	0	(134,783)
	<b>Contributions from Reserves to 31/03/17</b>										
	Replace AP56 EJM - Pool Van (PCP000450)	0	12,000	0	0	0	0	0	8,040	3,960	12,000
	Replace CM&E DU61 NUX (VEH000450)	0	20,000	0	0	0	0	0	12,000	8,000	20,000
	Linkflotes (VES000450)	0	60,224	0	0	0	0	0	18,067	42,157	60,224
	Small tools (VES000450)	0	18,083	0	0	0	0	0	5,425	12,658	18,083
	Irstead Boat House repairs (BHB000450)	0	0	30,000	0	0	0	0	12,000	18,000	30,000
	Consultants to cost dewatering options (MLK000450)	15,000	0	0	0	0	0	0	0	15,000	15,000
	Old workshop refurbishment (PRM009450)	0	0	3,249	0	0	0	0	1,300	1,950	3,249
	Document Management System (ICT000450)	0	0	0	5,015	0	0	0	5,015	0	5,015
	Enjoy the Broads website (COM000450)	0	0	0	18,724	0	0	0	18,724	0	18,724
	Broads Plan (BPL000450)	0	0	0	3,000	0	0	0	3,000	0	3,000
	Local Plan (POL000450)	0	0	0	37,981	0	0	0	37,981	0	37,981
	Re-thatch John Cobbs Cottage costs unknown	0	0	0	0	0	0	0	0	0	0
	Heritage Lottery Fund costs (HLFXXX450)	0	0	0	0	0	102,116	0	102,116	0	102,116
	<b>Forecast Balance 01 April 2017</b>	<b>(423,603)</b>	<b>(202,289)</b>	<b>(177,675)</b>	<b>(308,706)</b>	<b>0</b>	<b>(82,940)</b>	<b>(0)</b>	<b>(590,607)</b>	<b>(604,607)</b>	<b>(1,195,214)</b>



Year	Earmarked Reserves	Property Reserve - TOTAL	Plant, Vessels and Equipment Reserve - TOTAL	Premises Reserve - TOTAL	Other Earmarked Reserves - TOTAL	STEP	HLF	PRISMA	Total Earmarked Reserves - National Park	Total Earmarked Reserves - Navigation	GRAND TOTAL Earmarked Reserves
2017/18	<u>Contributions to Reserves to 31/03/18</u>										
	Vessels and Equipment (VES000451)	0	(92,000)	0	0	0	0	0	(27,600)	(64,400)	(92,000)
	Vehicles (VEH000451)	0	(22,000)	0	0	0	0	0	(6,600)	(15,400)	(22,000)
	Mutford Lock (MLK000451)	(25,000)	0	0	0	0	0	0	0	(25,000)	(25,000)
	Mutford Lock Rent (MLK000451)	(2,000)	0	0	0	0	0	0	0	(2,000)	(2,000)
	Launches (LAU000451)	0	(15,000)	0	0	0	0	0	0	(15,000)	(15,000)
	Ranger Vehicles (RAN000451)	0	(13,000)	0	0	0	0	0	(5,200)	(7,800)	(13,000)
	Dockyard Site (PRM009451)	0	0	(30,000)	0	0	0	0	(9,000)	(21,000)	(30,000)
	Pool Vehicles (PCP000451)	0	(14,000)	0	0	0	0	0	(9,380)	(4,620)	(14,000)
	Asset Management for Countryside sites (SIM00451)	(46,000)	0	0	0	0	0	0	(46,000)	0	(46,000)
	Potter Heigham Chalet Income (UTE000451)	0	0	0	(19,000)	0	0	0	(19,000)	0	(19,000)
	Heritage Lottery Fund Income (HLF61X552)	0	0	0	0	0	(27,144)	0	(27,144)	0	(27,144)
	Heritage Lottery Fund (HLF000451)	0	0	0	0	0	(50,000)	0	(50,000)	0	(50,000)
	<u>Contributions from Reserves to 31/03/18</u>										
	Local Plan Inspection	0	0	0	60,000	0	0	0	60,000	0	60,000
	Mutford Lock costs from dewatering options (MLK000450)	8,500	0	0	0	0	0	0	0	8,500	8,500
	Norfolk CC Archaeology SLA (CUL000450)	0	0	0	3,500	0	0	0	3,500	0	3,500
	Linkflotes (VES000450)	0	116,000	0	0	0	0	0	46,400	69,600	116,000
	Replace CM&E AO06 XPF (VEH000450)	0	15,000	0	0	0	0	0	10,050	4,950	15,000
	Relocate Dockyard Wet Shed	0	0	60,000	0	0	0	0	18,000	42,000	60,000
	Heritage Lottery Fund costs (HLFXXX450)	0	0	0	0	0	27,144	0	27,144	0	27,144
	<b>Forecast Balance 01 April 2018</b>	<b>(488,103)</b>	<b>(227,289)</b>	<b>(147,675)</b>	<b>(264,206)</b>	<b>0</b>	<b>(132,940)</b>	<b>(0)</b>	<b>(625,437)</b>	<b>(634,777)</b>	<b>(1,260,214)</b>
2018/19	<u>Contributions to Reserves to 31/03/19</u>										
	Vessels and Equipment (VES000451)	0	(92,000)	0	0	0	0	0	(27,600)	(64,400)	(92,000)
	Vehicles (VEH000451)	0	(22,000)	0	0	0	0	0	(6,600)	(15,400)	(22,000)
	Mutford Lock (MLK000451)	(25,000)	0	0	0	0	0	0	0	(25,000)	(25,000)
	Mutford Lock Rent (MLK000451)	(2,000)	0	0	0	0	0	0	0	(2,000)	(2,000)
	Launches (LAU000451)	0	(15,000)	0	0	0	0	0	0	(15,000)	(15,000)
	Ranger Vehicles (RAN000451)	0	(13,000)	0	0	0	0	0	(5,200)	(7,800)	(13,000)
	Dockyard Site (PRM009451)	0	0	(30,000)	0	0	0	0	(9,000)	(21,000)	(30,000)
	Pool Vehicles (PCP000451)	0	(14,000)	0	0	0	0	0	(9,380)	(4,620)	(14,000)
	Asset Management for Countryside sites (SIM00451)	(46,000)	0	0	0	0	0	0	(46,000)	0	(46,000)
	Building repairs (PRM000450)	0	0	(50,000)	0	0	0	0	(36,000)	(14,000)	(50,000)
	Potter Heigham Chalet Income (UTE000451)	0	0	0	(19,000)	0	0	0	(19,000)	0	(19,000)
	<u>Contributions from Reserves to 31/03/19</u>										
	Norfolk CC Archaeology SLA (CUL000450)	0	0	0	3,500	0	0	0	3,500	0	3,500
	Replacement of three Yare House pool vehicles (one Kangoo)	0	36,000	0	0	0	0	0	24,120	11,880	36,000
	Peugeot Boxer dropside for CM&E	0	14,000	0	0	0	0	0	9,380	4,620	14,000
		0	0	0	0	0	0	0	0	0	0
	<b>Forecast Balance 01 April 2019</b>	<b>(561,103)</b>	<b>(333,289)</b>	<b>(227,675)</b>	<b>(279,706)</b>	<b>0</b>	<b>(132,940)</b>	<b>(0)</b>	<b>(747,217)</b>	<b>(787,497)</b>	<b>(1,534,714)</b>
2019/20	<u>Contributions to Reserves to 31/03/19</u>										
	Vessels and Equipment (VES000451)	0	(92,000)	0	0	0	0	0	(27,600)	(64,400)	(92,000)
	Vehicles (VEH000451)	0	(22,000)	0	0	0	0	0	(6,600)	(15,400)	(22,000)
	Mutford Lock (MLK000451)	(25,000)	0	0	0	0	0	0	0	(25,000)	(25,000)
	Mutford Lock Rent (MLK000451)	(2,000)	0	0	0	0	0	0	0	(2,000)	(2,000)
	Launches (LAU000451)	0	(18,000)	0	0	0	0	0	0	(15,000)	(15,000)
	Ranger Vehicles (RAN000451)	0	(13,000)	0	0	0	0	0	(5,200)	(7,800)	(13,000)
	Dockyard Site (PRM009451)	0	0	(30,000)	0	0	0	0	(9,000)	(21,000)	(30,000)
	Pool Vehicles (PCP000451)	0	(14,000)	0	0	0	0	0	(9,380)	(4,620)	(14,000)
	Building repairs (PRM000450)	0	0	(50,000)	0	0	0	0	(36,000)	(14,000)	(50,000)
	Asset Management for Countryside sites (SIM00451)	(46,000)	0	0	0	0	0	0	(46,000)	0	(46,000)
	Potter Heigham Chalet Income (UTE000451)	0	0	0	(19,000)	0	0	0	(19,000)	0	(19,000)
	<u>Contributions from Reserves to 31/03/20</u>										
	Replace Wherry Onward (VES000450)	0	107,000	0	0	0	0	0	42,800	64,200	107,000
	Replacement of two Yare House pool vehicles (two Smart)	0	16,000	0	0	0	0	0	10,720	5,280	16,000
	Replace CME Transit Van	0	11,500	0	0	0	0	0	3,450	8,050	11,500
	<b>Forecast Balance 01 April 2020</b>	<b>(634,103)</b>	<b>(357,789)</b>	<b>(307,675)</b>	<b>(298,706)</b>	<b>0</b>	<b>(132,940)</b>	<b>(0)</b>	<b>(849,027)</b>	<b>(879,187)</b>	<b>(1,728,214)</b>



**Asset Management Strategy: Buildings and Launches**  
Report by Asset Officer and Director of Operations

**Summary:** This report sets out the progress that officers have made to date in the development of the Asset Management Plan and identifies the budgetary provisions which are required in respect of Broads Authority buildings and launch assets.

**1 Asset Management Strategy**

- 1.1 The Broads Authority adopted its Asset Management Strategy in July 2012, following its identification as a key priority for the Broads Authority following an internal audit carried out in 2008/09, and a new post of Asset Officer was created as part of the restructuring in 2011. This Strategy identifies how the Authority will ensure that the Authority's land, property and other assets are managed and maintained as effectively as possible. A fundamental review of the Strategy is scheduled for 2017/18.

**2 Asset Management Plan**

- 2.1 The Authority's progress in developing its Asset Management Plan was reported to members in January 2014 where for the first time the Authority had collected a complete dataset of all its assets. As a result the Authority reviewed the relevant revenue budgets, and agreed to make financial provisions to a number of ring fenced reserves
- 2.2 As a general principle it was agreed that any underspend on any of these budgets as a result of securing more favourable prices should be ring fenced and added back into the appropriate reserves. Similarly, the reserve strategies should be regularly reviewed, updated and amended as required.
- 2.3 The Authority agreed to continue to make appropriate annual provision for capital expenditure in the following areas and undertake a fundamental review of each area on a five year rolling programme as set out below:

Area	Completed Year	Next Due
Replacement needs of essential Plant and equipment for Operations team/ Vehicles	2012/ 2016	2020
Replacement of the fleet of patrol Launches	2012	2017
Repair / Maintenance of Authority's navigation furniture and property assets	2013	2018
Repair/Maintenance of Authority's countryside and conservation land and property assets	2015	2019

Structural repairs/replacement of Authority Buildings and Land	2016	2021
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### **3 Buildings**

- 3.1 Concertus were appointed in June 2016 as a result of the tender process undertaken for our property consultancy services and between July-September undertook a building survey on each of our buildings, which include public buildings such as visitor centres as well as operational bases. They have subsequently identified and produced a planned maintenance programme for each building which details work required in each year from 2017 until 2021 and future work in the period 2022-26.
- 3.2 Detailed work has been carried out and costs in the detailed programmes have been critically reviewed and assessed. Work that we are able to undertake internally, and from revenue budgets, has been separated from works that would need to be contracted out. The total costs are detailed in Appendix 1.
- 3.3 It is therefore proposed that a total annual provision of £50,000 is made for contribution to property reserves to cover the costs of required external works for Broads Authority assets. Members should note that works over £50,000 are required in the initial years of the programme. In accordance with previously agreed cost apportionments this annual contribution should be funded £36,000 from National Park Grant and £14,000 from the Navigation budget. It is further proposed that the first year's contributions will be met from the normal maintenance budget and existing property reserves, with suggested contributions starting in 2018/19 to be included in the Financial Strategy.

### **4 Patrol Launch Replacement**

- 4.1 Following recent disposal of two launches and the purchase of the motor launch Aitken Clark, the Asset Management Plan has been updated to reflect these costs. Members are asked to note that it is proposed to increase the contribution to reserves by £3,000 per annum from 2018/19 as detailed in Appendix 2. A review of the Ranger Services planned for 2017/18 will also include a review of the launches prior to any further purchase.

Background papers: None

Author: Angie Leeper/ Trudi Wakelin  
Date of report: 25 November 2016

Broads Plan Objectives: None

Appendices: APPENDIX 1 – Building Costs  
APPENDIX 2 – Launch replacement costs

	% Budget Allocation		YEAR & EXTERNAL COST					FUTURE COST	TOTAL EXT.Costs	NAV BDGT	NPG BDGT	YEAR & INTERNAL COST					FUTURE COST	TOTAL INT.Costs	TOTAL COSTS
	NAV	NPG	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5	YEAR 6-10				YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5	YEAR 6-10		
BUILDING			2017	2018	2019	2020	2021	2022-2026				2017	2018	2019	2020	2021	2022-2026		
Dockyard (FH)	70	30	0	0	10000	9200	12920	7535	39655	27759	11897	64350	244180	8010	2930	48305	39655	415575	455230
Buttles Barn (LH)	0	100	3000	1800	4000	1800	1800	9000	21400	0	21400	5400	1200	1200	1200	1200	17000	27200	48600
Island Cottage, Beccles(LH)	70	30	2500	0	0	200	0	0	2700	1890	810	1550	8900	950	150	2350	6400	20300	23000
Whitlingham Barn(LH)	0	100	2300	9600	3450	6900	15100	8000	45350	0	45350	4700	6100	9610	8500	600	21300	50810	96160
Ludham Fieldbase(LH/ Out)	8	92	41780	54510	18250	600	52200	3200	170540	13643	156897	3130	23720	28220	11020	1120	13910	81120	251660
Barton Toilets/Car Park	0	100	350	850	350	350	7050	1600	10550	0	10550	7500	2250	17200	1050	14960	6000	48960	59510
Hoveton TIC(FH)	0	100	11100	11150	2700	9800	300	26490	61540	0	61540	650	8550	1990	7950	4000	4190	27330	88870
Ranworth TIC(LH/Out)	45	55	150	150	4150	150	150	750	5500	2475	3025	4560	8760	7160	6810	3260	22640	53190	58690
Toad Hole Cottage	0	100	12000	15500	0	0	1500	400	29400	0	29400	1800	2900	15500	5830	2900	16100	45030	74430
How Hill Boat Shed	0	100	300	300	300	300	2800	1500	5500	0	5500	350	2450	3650	950	1300	2950	11650	17150
Wroxham Boat Shed	100	0	540	540	540	540	3040	2700	7900	7900	0	3000	1355	2750	800	675	950	9530	17430
Ludham Boat Shed	100	0	900	6300	50700	300	3300	1500	63000	63000	0	2010	5000	800	600	1600	15000	25010	88010
Dockyard Boat Shed	100	0	300	300	300	300	2800	1500	5500	5500	0	13800	300	3800	300	2800	1500	22500	28000
Irstead Boat Shed	100	0								0	0								0
John Fox Cottage	70	30	12000	0	0	0	0	0	12000	8400	3600	14320	7600	0	0	0	0	21920	33920
Totals			87220	101000	94740	30440	102960	64175	480535	130567	349968	127120	323265	100840	48090	85070	167595	860125	1340660
annual contribution										13057	34997								

Ludham Fieldbase the majority of the work in 2017 s/be completed under the lease agreement by the tenant

Hoveton TIC has been allocated £25,000 from Project Development Group for intial repairs

## Launch replacement Strategy

## Appendix 2

Item/ built	Condition	Original schedule	40yr replacement	Comments	Income received from sale	Actual/ Budget replacement cost	valuation date
M/L Yare	Ageing hull and structure requiring £1k extra on refit each year on average, ongoing engine issues including water pump problems 2016	2021	2021/2061			100,000	
M/L Waveney	Ageing hull and structure, problems ongoing after initial build with checkerboarding on top of wood leading to rotting, ongoing engine problem and general wear and tear in 2016, problems with gear linkages. Priority to be reviewed.	2018	2025/ 2065			100,000	
M/L Ant	Hull and structure in fair condition, some wear and tear, steering cam replaced 2016	2029	2028/ 2068			100,000	
M/L Wensum	Hull and structure in good condition, ongoing intermittent problems with gear linkages 2016	2025	2031/ 71			100,000	
Charles Collier 1997	15yrs old. Hull and structure in good condition, electrics associated with electric engine need replacing, in 2016 refit	2035	2037 / 2077	assessment on batteries for electric engine to be reviewed		100,000	
Spirit of Breydon 2013	new 2013	2050	2046/ 2093			120,000	2013
Martin Broom 2013	Good	2050	2053 / 2093			85,288	2013
Aiken Clark 2016	Good	-	2056/ 2096			102,983	2016
M/L Chet				SOLD	13,332.50		
M/L Thurne				SOLD	14,583.33		
M/L Barton				SOLD	11,666.67		

**Planning Application with Navigation Implications:  
BA/2016/0362/FUL: Removal of piling along the left bank  
of the River Bure at Oby  
Report by Planning Officer**

**Summary:** A planning application (BA/2016/0362/FUL) has been submitted to the Broads Authority for the removal of approximately 99 metres of piling immediately south of the entrance to Boundary Farm Staithe. The plans show that the river bank will be re-graded with the rond planted with reed rhizomes to encourage growth.

## **1 Background**

- 1.1 The application site comprises approximately 99 metres of riverbank immediately south of the entrance to Boundary Farm Staithe, a short distance south of Thurne Mouth at the confluence of the River Bure and River Thurne.
- 1.2 In 2011 planning permission was granted for flood defence works as part of the Broadland Flood Alleviation Project in the majority of Compartment 9 (Left Bank of the River Bure between Thurne Mouth and Acle Bridge). This approved a combination of strengthening, rollback and set back of floodbanks. A planning condition was imposed on the permission requiring the submission of a separate planning application to allow removal of the piling which was no longer required an application which was granted in 2015.
- 1.3 The section of piling to which this application relates was not removed as part of the previous scheme as at the time this was being used by the landowner for fishing; the piling is no longer required here for this purpose.
- 1.4 It is noted that the section of piling to which this application relates does not form part of the area previously leased for 24 hour moorings.

## **2 The Planning Application**

- 2.1 The application is for the removal of piling along the left bank of the River Bure at Oby, and re-grading of the riverbank edge to form a reeded rond. The material removed will be used for crest raising the floodbank, either immediately or stock piled on the rear bank face for future use.
- 2.2 The flood defence works took place in 2011/12 and the rollback banks have become established which allows for the piling to be removed. In its place a riverbank of a natural appearance would be established which provides a sustainable form of erosion protection for the new flood defence.

- 2.3 A rond will be created, which adjoins the toe of the bank directly with the river's edge. Following advance ecological mitigation the rond will be lowered to approximately mean high water springs level, material will be excavated from behind the piles to create a 1 in 1 slope and the piles will then be extracted.
- 2.4 The reed rhizomes once established would roughly take up the area where the formalised riverbank was positioned, therefore there should be no impact on the navigation channel.
- 2.5 The key issues for navigation are channel markers, the return at the end of the retained piling, the sonar monitoring of the removed piling to check there is nothing left in there and erosion protection of the new, regraded edge.
- 2.6 With regard to channel markers the applicant has stated the following:

*Recent previous schemes, such as the previous piling removal in Compartment 9 and that being undertaken soon in Upton Dyke, have utilised the erosion monitoring posts as navigation markers. These posts are installed at the top of the regraded slope on the riverward edge of the rond. They can be painted the appropriate colour to act as navigation markers ensuring that the bank will be adequately marked until the vegetation grows. The posts can easily be removed when no longer required for navigation or monitoring purposes in agreement with the BA.*

- 2.7 With regard to the return at the end of the retained piling the applicant has stated the following:

*Piling returns will be installed at the end of any remaining piling runs. These will number 3 – one each side of the mouth of the boat dyke and one further one at the upstream side of the retained 40m section of piling (which was) subject to the Section 106 agreement. These piling returns will be constructed using recycled piling of similar type to that remaining. They will be driven at an angle from the remaining piling back into the rond to prevent erosion occurring behind the retained piling.*

- 2.8 With regard to the sonar monitoring of the removed piling the applicant has stated the following:

*For clarification, the Hydrographic monitoring does consist of Sonar surveys.*

- 2.9 With regard to erosion protection of the new, regraded edge the applicant has stated the following:

*Several previous piling removal schemes have been undertaken where erosion protection has not been used. These include previous piling removal in Compartment 9 as well as similar schemes on the Rivers Bure, Thurne, Ant, Chet and Yare. Our experience, and regular monitoring, has shown that vegetation establishes rapidly in the spring following the works and erosion has been minimal. Monitoring will be undertaken following these proposed*

*works and any local erosion problems will be assessed and appropriate action taken and erosion protection installed if necessary.*

- 2.10 The comments of the Navigation Committee on the planning application would be welcomed.

### **3 Other information**

- 3.1 Members will be aware that the Broads Authority previously leased land to the north and south of the application site for use as 24 hour moorings, but that this use ceased when the lease expired at the end of 2014.
- 3.2 Officers have been in negotiation with the landowner and are hopeful that a new lease can be secured, although this is not dependent on this application.

### **4 Conclusion**

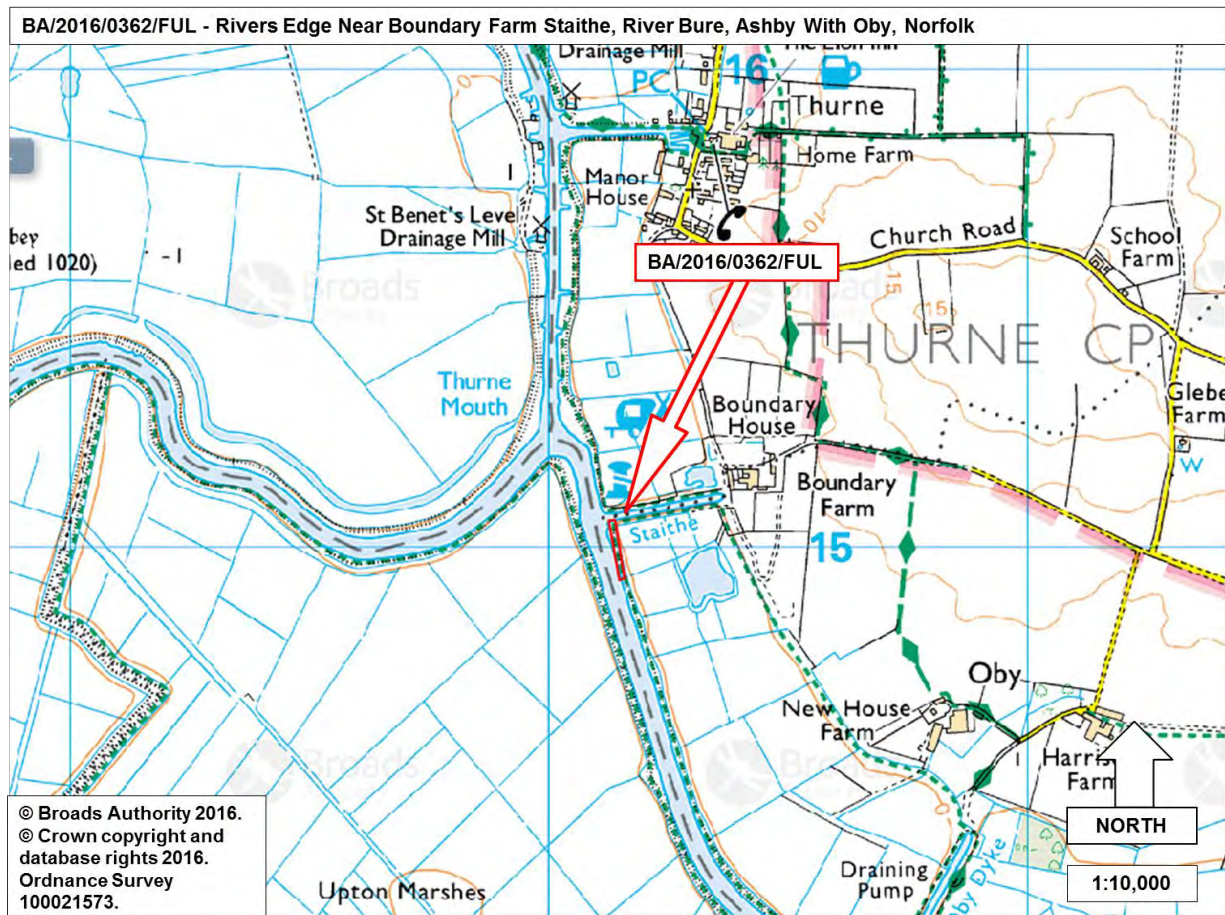
- 4.1 Member's views on any matters of relevance to navigation are sought and will be considered as part of the planning process.

Background papers: BA/2016/0362/FUL

Author: Nigel Catherall  
Date of report: 24 November 2016

Broads Plan Objectives: None

Appendices: APPENDIX 1 – Location Plans





**Planning Application with Navigation Implications:  
BA/2016/0395/FUL: Removal of piling at two sections along the  
left bank of the River Bure at Oby  
Report by Planning Officer**

**Summary:** A planning application (BA/2016/0395/FUL) has been submitted to the Broads Authority for the removal of two sections of piling, one of approximately 150 metres immediately north of the entrance to Boundary Farm Staithe, and one of approximately 145 metres of piling a short distance to the south of the entrance to the staithe. The plans show that the river bank will be re-graded with the rond planted with reed rhizomes to encourage growth.

## **1 Background**

- 1.1 The application site is a short distance south of Thurne Mouth at the confluence of the River Bure and River Thurne, located in the area of Boundary Farm Staithe. The two sections of piling to be removed comprise a section of approximately 150 metres of riverbank immediately north of the entrance to the staithe, and a section of approximately 145 metres of riverbank sited 100 metres south of the entrance to the staithe.
- 1.2 In 2011 planning permission was granted for flood defence works as part of the Broadland Flood Alleviation Project in the majority of Compartment 9 (Left Bank of the River Bure between Thurne Mouth and Acle Bridge). This approved a combination of strengthening, rollback and set back of floodbanks. A planning condition was imposed on the permission requiring the submission of a separate planning application to allow removal of the piling which was no longer required an application which was granted in 2015.
- 1.3 The section of piling to which this application relates was not removed as part of the previous scheme as at the time this was being used as Broads Authority 24 hour moorings, the lease for which has since ended and as such the piling is no longer required here for this purpose.

## **2 The Planning Application**

- 2.1 The application is for the removal of piling at two sections along the left bank of the River Bure at Oby, and re-grading of the river bank edge to form a reeded rond. The material removed will be used for crest raising the floodbank, either immediately or stock piled on the rear bank face for future use.
- 2.2 The flood defence works took place in 2011/12 and the rollback banks have become established which allows for the piling to be removed. In its place a

riverbank of a natural appearance would be established which provides a sustainable form of erosion protection for the new flood defence.

- 2.3 A rond will be created, which adjoins the toe of the bank directly with the river's edge. Following advance ecological mitigation the rond will be lowered to approximately mean high water springs level, material will be excavated from behind the piles to create a 1 in 1 slope and the piles will then be extracted.
- 2.4 The reed rhizomes once established would roughly take up the area where the formalised river bank was positioned, therefore there should be no impact on the navigation channel. Channel markers would be used to indicate the navigation channel edge, to be removed once the reed has established.
- 2.5 The key issues for navigation are channel markers, the return at the end of the retained piling, the sonar monitoring of the removed piling to check there is nothing left in there and erosion protection of the new, regraded edge.
- 2.6 With regard to channel markers the applicant has stated the following:

*Recent previous schemes, such as the previous piling removal in Compartment 9 and that being undertaken soon in Upton Dyke, have utilised the erosion monitoring posts as navigation markers. These posts are installed at the top of the regraded slope on the riverward edge of the rond. They can be painted the appropriate colour to act as navigation markers ensuring that the bank will be adequately marked until the vegetation grows. The posts can easily be removed when no longer required for navigation or monitoring purposes in agreement with the BA.*

- 2.7 With regard to the return at the end of the retained piling the applicant has stated the following:

*Piling returns will be installed at the end of any remaining piling runs. These will number 3 – one each side of the mouth of the boat dyke and one further one at the upstream side of the retained 40m section of piling (which was) subject to the Section 106 agreement. These piling returns will be constructed using recycled piling of similar type to that remaining. They will be driven at an angle from the remaining piling back into the rond to prevent erosion occurring behind the retained piling.*

- 2.8 With regard to the sonar monitoring of the removed piling the applicant has stated the following:

*For clarification, the Hydrographic monitoring does consist of Sonar surveys.*

- 2.9 With regard to erosion protection of the new, regraded edge the applicant has stated the following:

*Several previous piling removal schemes have been undertaken where erosion protection has not been used. These include previous piling removal*

*in Compartment 9 as well as similar schemes on the Rivers Bure, Thurne, Ant, Chet and Yare. Our experience, and regular monitoring, has shown that vegetation establishes rapidly in the spring following the works and erosion has been minimal. Monitoring will be undertaken following these proposed works and any local erosion problems will be assessed and appropriate action taken and erosion protection installed if necessary.*

- 2.10 The BA Senior Waterways and Recreation Officer has objected to the scheme on the basis that the existing piling is a key part of any negotiation for a renewal of the lease for the sections previously utilised as 24 hour moorings. Whilst the comments are pertinent to that point, they are not planning considerations and as such cannot be taken into account in determining the planning application.
- 2.11 The comments of the Navigation Committee on the planning application would be welcomed.

### **3 Other information**

- 3.1 Members will be aware that the Broads Authority previously leased the land to which this application relates for use as 24 hour moorings, but that this use ceased when the lease expired at the end of 2014.
- 3.2 Officers have been in negotiation with the landowner and are hopeful that a new lease can be secured, although this is not dependent on this application.

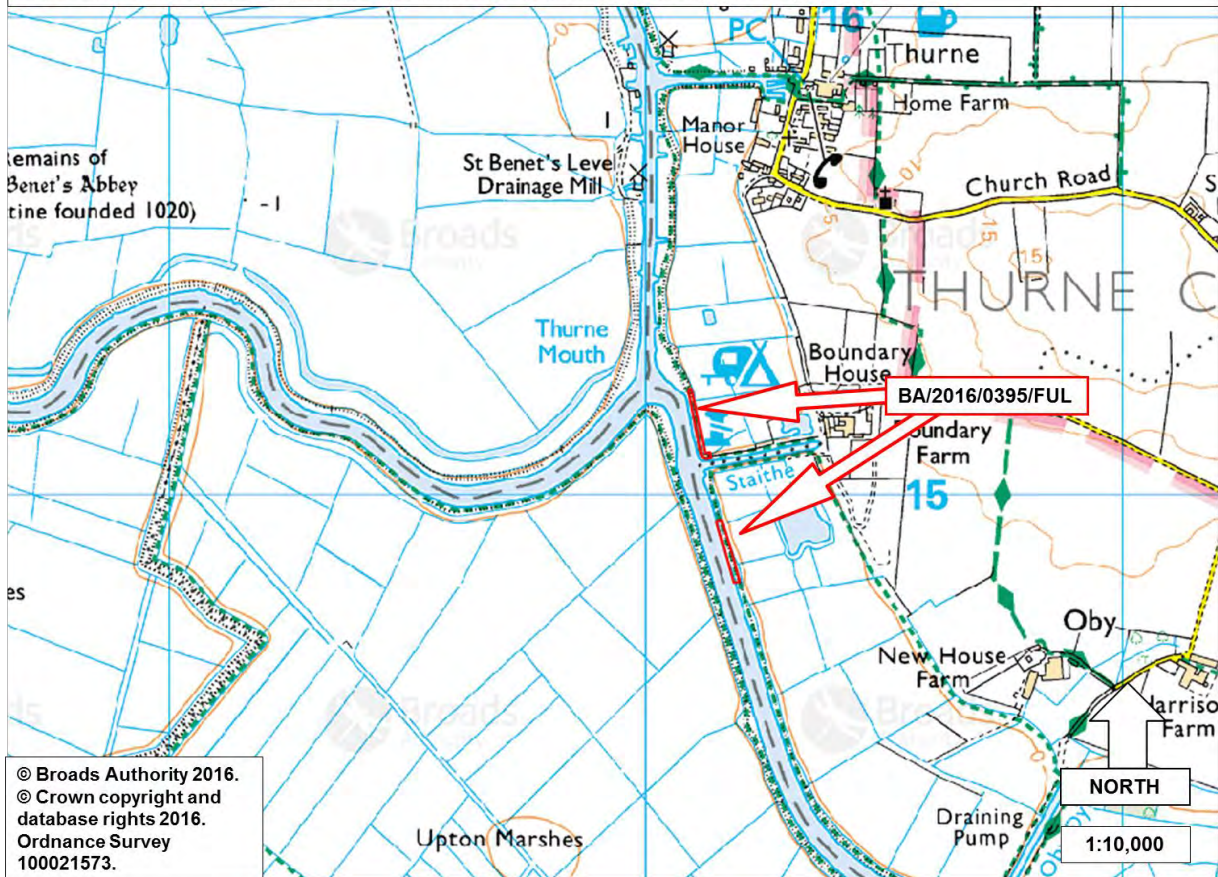
### **4 Conclusion**

- 4.1 Member's views on any matters of relevance to navigation are sought and will be considered as part of the planning process.

Background papers:	BA/2016/0395/FUL
Author:	Nigel Catherall
Date of report:	24 November 2016
Broads Plan Objectives:	None
Appendices:	APPENDIX 1 - Location Plans

## Appendix 1

BA/2016/0395/FUL - Land Adj Boundary Farm Staithe, River Bure, Ashby With Oby, Norfolk



**Broadland Flood Alleviation Project:  
Compartment 37 (Upton Dyke) - Variation of Condition 1 of Planning  
Permission BA/2015/0364/FUL to allow removal of piling and realignment of  
floodbank close to existing culvert  
(chainage 3962 to 3980)  
(Planning Ref no. BA2016/0422/COND)**

Report by Planning Officer

**Summary:** This report provides Members with details of Broadland Environmental Services Ltd (BESLs) application that seeks to vary the existing planning permission flood defence works for a short section of the dyke (18 metres in length) adjacent to an existing culvert (following earlier permission for more extensive works granted earlier this year. It concludes that the proposed change to the approved scheme should safeguard and enhance navigation interests (subject to the imposition of the same planning conditions imposed on consent BA/2015/0364/FUL).

## **1 Background**

- 1.1 In November 2015, a planning application was submitted for the removal of piling (via driving piles into the bed of the dyke) along much of the southern bank of Upton Dyke (extending to over 500 metres). The application also included associated re-grading the dyke edge and the original bank, and crest raising the existing bank with the material gained from the old bank (ref no BA/2015/0364/FUL). This application was subject to considerable local interest and was approved by Planning Committee at their meeting in February 2016 (subject to the imposition of a number of conditions to safeguard navigation interests).
- 1.2 The 2015 application excluded a short section of piling (some 18 metres) close to a culvert located approximately halfway between the head of the dyke and the river. It is marked by an IDB drainage dyke running perpendicular to the boat dyke and the culvert itself, which consists of a pipe that goes underneath the boat dyke to allow water to join the drainage dyke network on the other side. The floodbank makes a 'kink' at this point as it passes around the drainage dyke and associated culvert headwall.
- 1.3 BESL have now been informed of a recent decision by the IDB to improve the culvert that runs under Upton Dyke to avoid the 'kink' in the floodbank.
- 1.4 This planning application proposes a variation to the approved scheme (and approved drawing). In summary, the change proposes the extension of the

culvert pipe to allow the floodbank to be rolled back to follow the same alignment as that either side (to straightening the bank). This will then also allow the river edge piles to be removed (by pile driving) rather than retaining (see details shown in Appendix 1).

- 1.5 As BESL have recently started works to implement the consent, this new planning application has been submitted to allow the floodbank works and the adjacent piling removal to take place this winter (concurrent with BESL's piling removal works in the Dyke). The nature of the application means that should consent be granted, the conditions imposed on the previous pile driving / removal application would apply to the works proposed in this application (and Members will recall they considered the details submitted to discharge the relevant pre-commencement conditions at their last meeting in October).

## **2 Summary of Officers comments**

- 2.1 The application effectively seeks consent to permit an additional 18 metres of flood defence works in the form of rollback and re-profiling of the bank to match the scheme approved along the rest of the Upton Dyke bank.
- 2.2 All previous consents for works in the Dyke recognise the potential for erosion and siltation associated with flood defence and pile driving works. In this application BESL have devised works to limit risk, notably in relation to the shallow profile of edge proposed in the 18 metre length of Dyke edge where pile driving / removal is proposed. In addition, the proposed variation will ensure that all previously agreed erosion monitoring and mitigation measures associated with the remaining works in Upton Dyke will apply.
- 2.3 The application, if approved, would remove a pinch-point in the dyke that should benefit navigation, given the current limited width of the dyke at this point. The piling is no longer needed for erosion protection purposes and its removal (subject to safeguards) and associated rollback of the floodbank would deliver flood defences in a more sustainable manner (consistent with other works approved in Upton Dyke).
- 2.4 Therefore the proposed additional 18 metres of works is welcomed and would increase width (and remove a pinch point in the Dyke) and that should represent a modest navigation improvement
- 2.5 Members' views are invited on these proposed works.

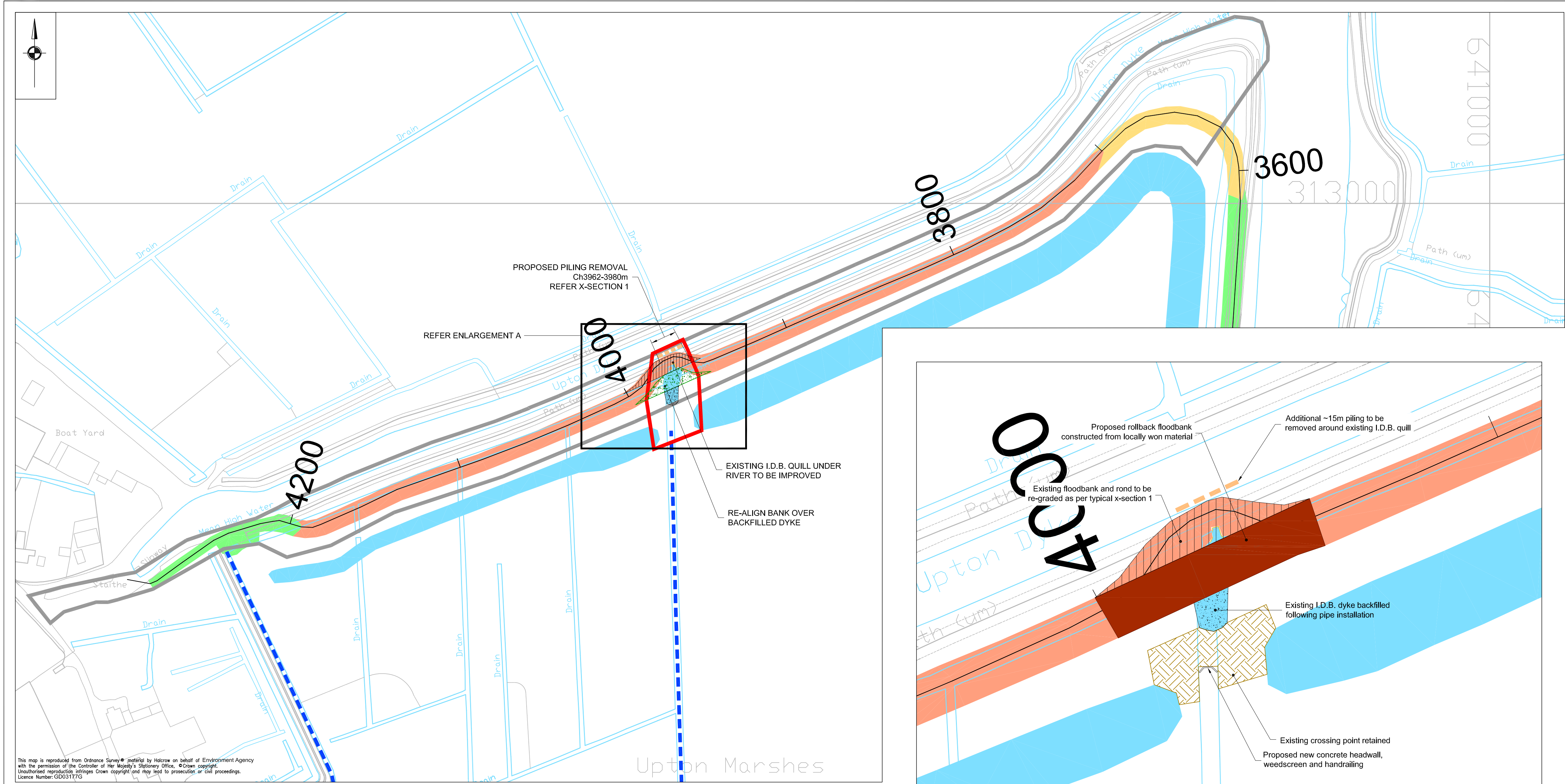
Background Papers: BA/2015/0364/FUL

Author: Andy Scales  
Date of report: 2 December 2016

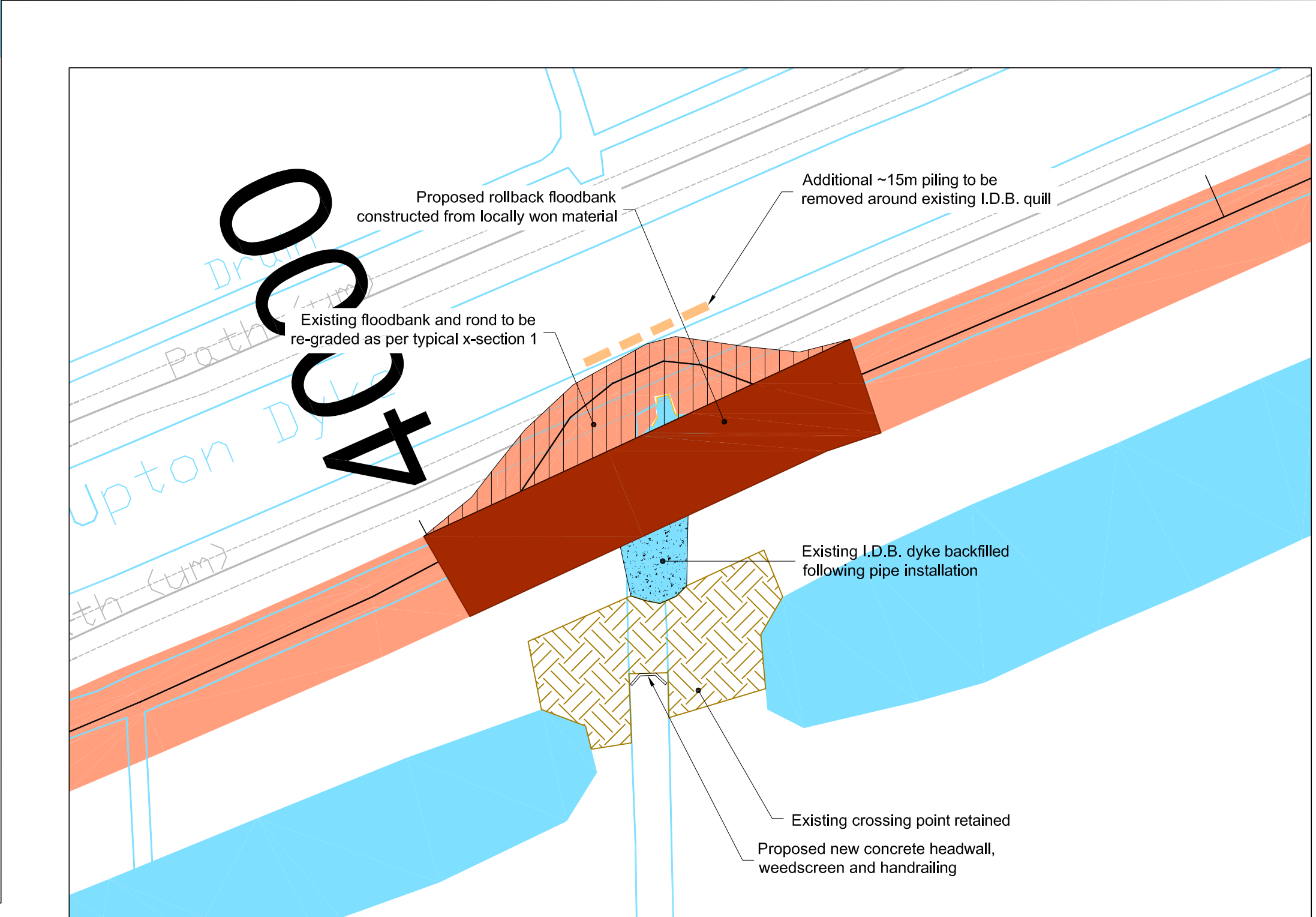
Broads Plan Objectives: None

Appendices: APPENDIX 1 - Drawing no WNCFSH/420/002/A

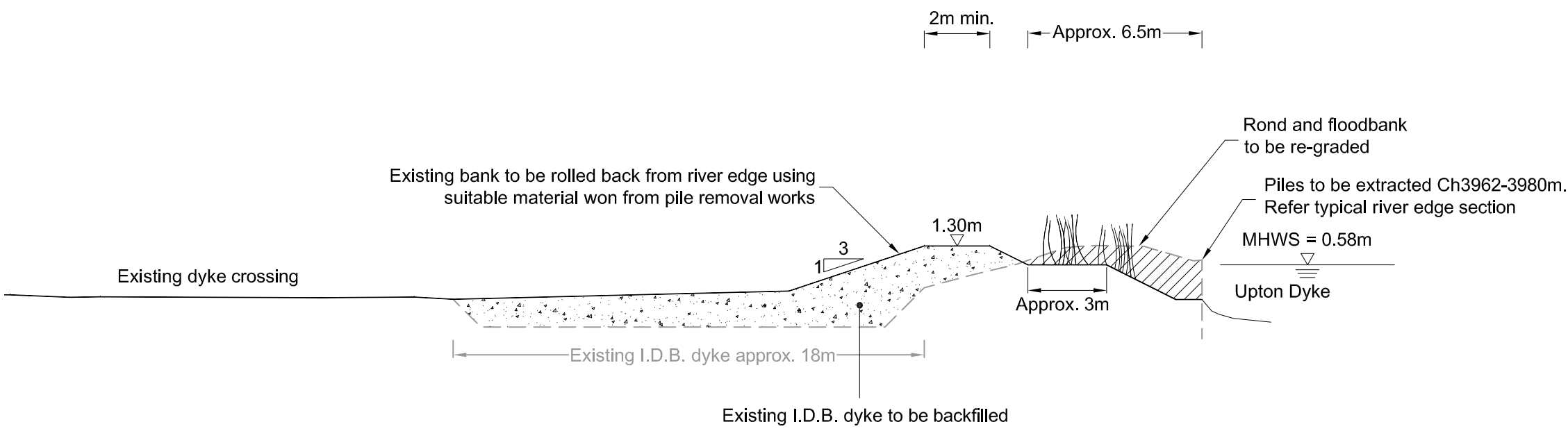




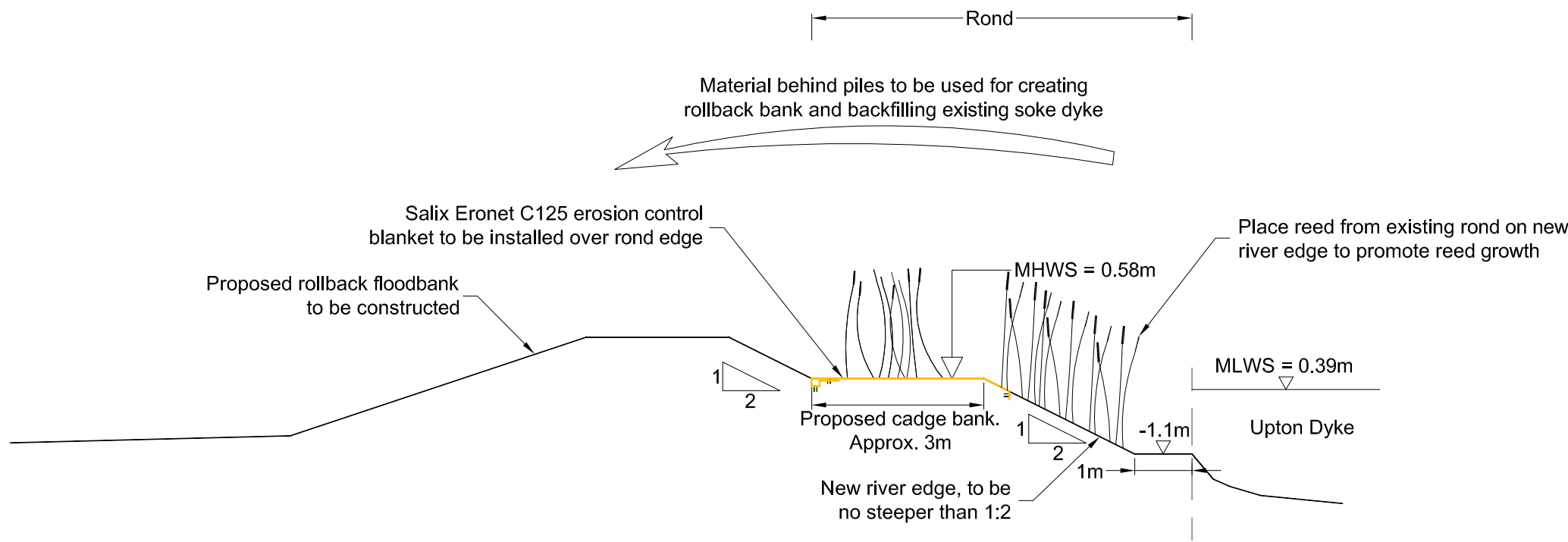
PLAN OF WORKS  
SCALE 1:1250



ENLARGEMENT A  
SCALE 1:500



TYPICAL X-SECTION 1  
PROPOSED PILING REMOVAL & BANK RE-ALIGNMENT  
(UNDERGROUND PIPE AND NEW CONCRETE  
HEADWALL NOT SHOWN)  
Ch3962 - 3980m  
SCALE 1:200



TYPICAL PROPOSED RIVER EDGE DETAILED SECTION  
SCALE 1:100

- Key:
- PROPOSED PLANNING BOUNDARY = 1351m<sup>2</sup>
  - B.A. PLANNING PERMISSION GRANTED - BA/2015/0364/FUL
  - PROPOSED ROLLBACK BANK
  - ESTABLISHED STRENGTHENED BANK
  - ESTABLISHED SETBACK BANK
  - ESTABLISHED ROLLBACK BANK
  - ESTABLISHED SOKE DYKE
  - PILES TO BE REMOVED
  - IDB MAIN DRAIN

- Notes:
- ALL DIMENSIONS IN MILLIMETRES UNLESS NOTED OTHERWISE.
  - ALL LEVELS IN METRES ABOVE ORDNANCE DATUM.
  - NO DIMENSIONS TO BE SCALED FROM THIS DRAWING.
  - PILES AT CULVERT TO BE EXTRACTED RATHER THAN DRIVEN.

FOR  
PLANNING  
PURPOSES  
ONLY

Rev	By	Chkd	Apprvd	Date	Description
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Client  
**Broadland Environmental Services Limited**  
A Joint Venture Company of  
Barn Nuttall Ltd and CH2M  
Harrier House, 9 Whittingham Lane, Thorpe St Andrew, Norwich, Norfolk, NR7 0QA  
Tel 01603 435054

**CH2M HILL**  
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harcrow@barnnuttall.co.uk  
www.ch2m.com

**ch2m**

Project

BROADLAND FLOOD ALLEVIATION PROJECT

Drawing

COMPARTMENT 37  
RIVER BURE  
ADDITIONAL PILING REMOVAL  
DETAILED PLAN 1 OF 1

Drawn by: L MERSEY Date: 26/10/15  
Checked by: J NORRIS Date: 28/10/15  
Approved by: K MARSH Date: 28/10/15

Drawing No. Revision  
WNCFSH/420/002 A

Drawing Scale: AS SHOWN AT A1

**Navigation Income and Expenditure:  
1 April to 31 October 2016 Actual and 2016/17 Forecast Outturn  
Report by Head of Finance**

**Summary:** This report provides the Committee with details of the actual navigation income and expenditure for the seven month period to 31 October 2016, and provides a forecast of the projected expenditure at the end of the financial year (31 March 2017).

## 1 Introduction

- 1.1 This report provides a summary of the Income and Expenditure for the Navigation Budget up until 31 October. It includes any amendments to the Latest Available Budget (LAB), Forecast Outturn (predicted year end position) and the movements on the earmarked reserves.

## 2 Overview of Actual Income and Expenditure

Table 1 – Actual Navigation I&E by Directorate to 31 October 2016

	<b>Profiled Latest Available Budget</b>	<b>Actual Income and Expenditure</b>	<b>Actual Variance</b>
Income	(3,057,650)	(3,044,932)	- 12,717
Operations	1,353,117	1,298,279	+ 54,837
Planning and Resources	472,138	454,781	+ 17,357
Chief Executive	92,547	85,035	+ 7,512
Projects, Corporate Items and Contributions from Earmarked Reserves	(57,045)	(58,412)	+ 1,367
<b>Net (Surplus) / Deficit</b>	<b>(1,196,893)</b>	<b>(1,265,248)</b>	<b>+ 68,355</b>

- 2.1 Core navigation income is behind the profiled budget at the end of month seven. The overall position as at 31 October 2016 is a favourable variance of £68,355 or 5.71% difference from the profiled LAB. This is principally due to:
- An overall adverse variance of £12,657 within toll income:
    - Hire Craft Tolls £25,516 below the profiled budget.
    - Private Craft Tolls £13,122 above the profiled budget.
  - An underspend within Operations budgets relating to:
    - Water Management is under profile by £15,095 due to timing differences on the Hickling work.



- Practical Maintenance is under profile by £34,052 due to timing differences on various projects.
  - An underspend within Planning and Resources budgets relating to small variances within a number of budgets.
  - A small underspend within Chief Executive following the vacancy of the Solicitor and Monitoring Officer at the start of the financial year.
- 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 2016/17. The LAB is based on the original budget for the year, with adjustments for known and approved budget changes such as carry-forwards and budget virements. Full details of movements from the original budget are set out in Appendix 2.

Table 2 – Adjustments to Navigation LAB

	<b>Ref</b>	<b>£</b>
Original navigation budget 2016/17 (surplus)	Item 12 18/03/16	(16,160)
Approved carry-forwards from 2015/16	Item 13 13/05/16	181
Virement from OMA/SPS to ASS/DVM to cover admin restructure	CEO approved	(2,129)
Correct allocation of Rivers Engineer	-	20,502
<b>LAB at 31 October 2016</b>		<b>2,394</b>

- 3.2 The LAB therefore provides for a navigation deficit of £2,394 in 2016/17 as at 31 October 2016.

### 4 Overview of Forecast Outturn 2016/17

- 4.1 Budget holders have been asked to comment on the expected expenditure at the end of the financial year in respect of all budget lines for which they are responsible. It must be emphasised that these forecast outturn figures should be seen as estimates and it is anticipated that they will continue to be refined and clarified through the financial year.
- 4.2 As at the end of October 2016, the forecast outturn indicates:
- The total forecast income is £3,093,972, or £25,867 less than the LAB
  - Total expenditure is forecast to be £3,107,696
  - The resulting deficit for the year is forecast to be £13,724
- 4.3 The forecast outturn expenditure reflects the following changes from the LAB as shown in Table 3. The forecast deficit represents an adverse variance of £11,330 against the LAB.

Table 3 – Adjustments to Forecast Outturn

	£
Forecast outturn deficit per LAB	2,394
Adjustments previously reported 27/10/16	6,553
Increase to Hire Craft Toll income	(982)
Decrease to Private Craft Toll income	4,749
Increase Operations Management & Admin income for staff recharges	(1,120)
Increase to Planning Management & Admin Income for staff recharges	(2,100)
Increase to Insurance expenditure for additions to policy in year for the new launch, wherry and change in rates of Insurance Premium Tax	4,230
<b>Forecast outturn deficit as at 31 October 2016</b>	<b>13,724</b>

- 4.4 The main reason for the difference between the forecast outturn and the LAB is the reduction in toll income which has been offset by savings in other budgets.

## 5 Reserves

Table 4 – Navigation Earmarked Reserves

	Balance at 1 April 2016	In-year movements	Current reserve balance
	£	£	£
Property	(283,309)	(31,000)	(314,309)
Plant, Vessels and Equipment	(283,108)	(2,534)	(285,641)
Premises	(98,908)	(6,475)	(105,382)
<b>Total</b>	<b>(665,324)</b>	<b>(40,008)</b>	<b>(705,332)</b>

- 5.1 Items funded from the Plant, Vessel and Equipment include: the final instalments on the Launch fit out, the 3<sup>rd</sup> Wherry, the linkflotes deposit and the second hand weed harvester. Income from the sale of the Chet launch has also been credited to the reserve. The Premises reserve has funded the Dockyard old workshop refurbishment.

## **6 Summary**

- 6.1 The current forecast outturn position for the year suggests a deficit within the navigation budget which would result in a navigation reserve balance of approximately £319,365 at the end of 2016/17 (before any year-end adjustments). This would mean the Navigation Reserve would be slightly above the recommended 10% at 10.3%. Year-end transfers of interest to the earmarked reserves will mean that it will fall to approximately 10.2%. This will be highly dependent on the actual level of interest received.

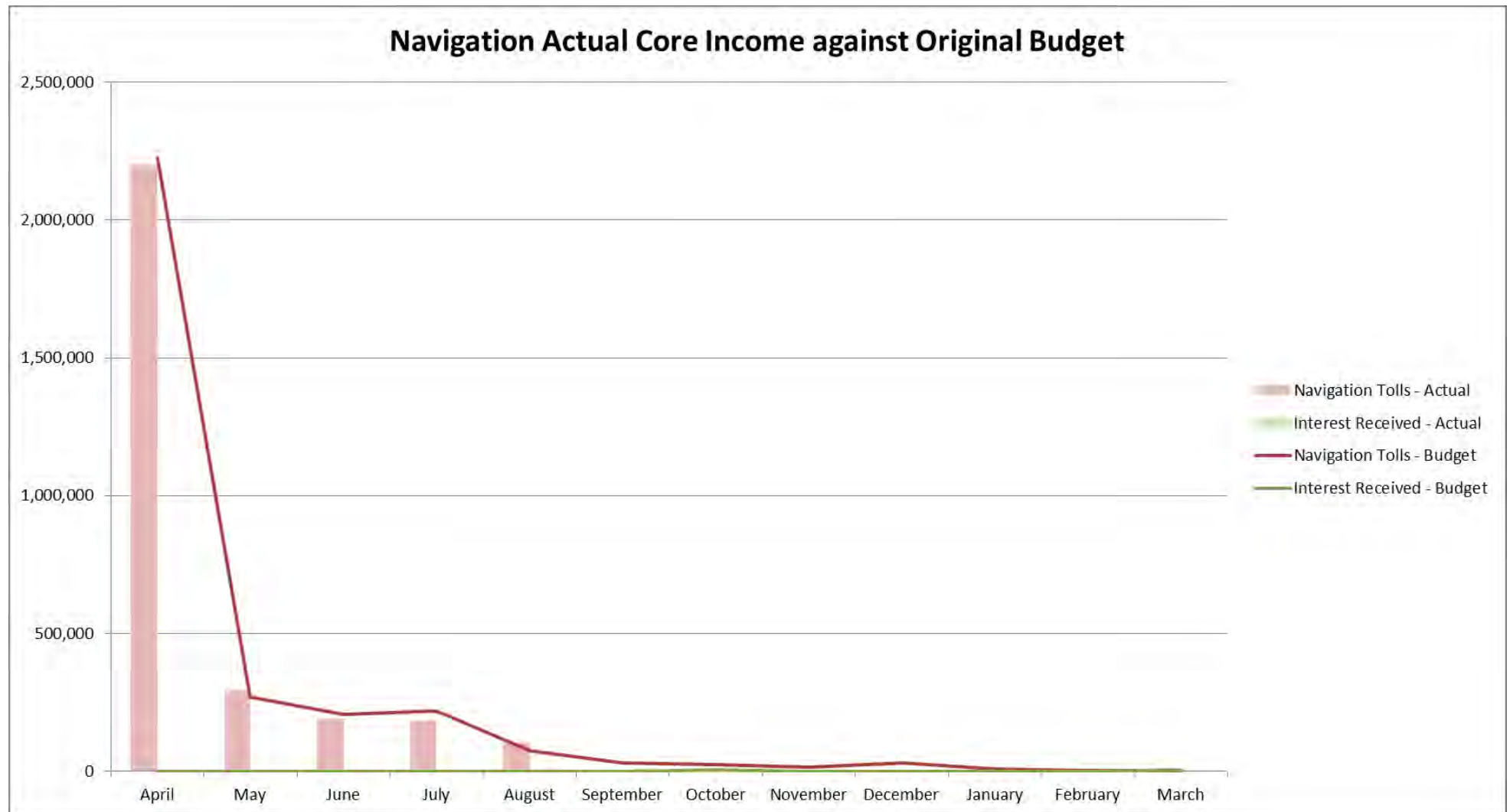
Background Papers: Nil

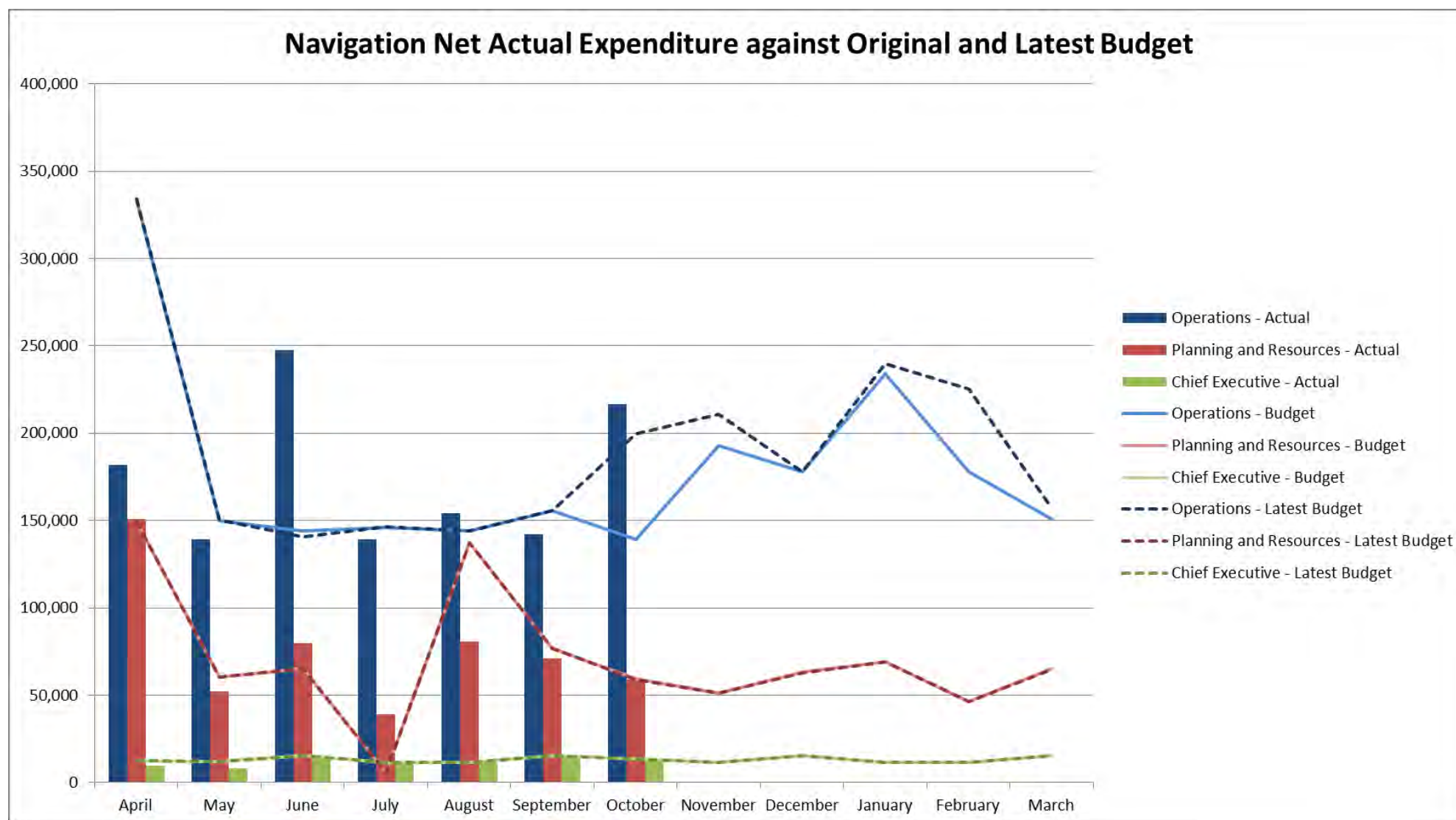
Author: Emma Krelle

Date of Report: 30 November 2016

Broads Plan Objectives: None

Appendices: APPENDIX 1 – Navigation Actual Income and Expenditure  
Charts to 31 October 2016  
APPENDIX 2 – Financial Monitor: Navigation Income and  
Expenditure 2016/17





**To 31 October 2016**

Budget Holder

(All)

Row Labels	Values				
	Original Budget (Navigation)	Budget Adjustments (Navigation)	Latest Available Budget (Navigation)	Forecast Outturn (Navigation)	Forecast Outturn Variance (Navigation)
Income	(3,119,839)		(3,119,839)	(3,093,972)	- 25,867
National Park Grant	0		0	0	+ 0
Income	0		0	0	+ 0
Hire Craft Tolls	(1,079,000)		(1,079,000)	(1,053,842)	- 25,158
Income	(1,079,000)		(1,079,000)	(1,053,842)	- 25,158
Private Craft Tolls	(1,972,000)		(1,972,000)	(1,973,791)	+ 1,791
Income	(1,972,000)		(1,972,000)	(1,973,791)	+ 1,791
Short Visit Tolls	(40,089)		(40,089)	(40,089)	+ 0
Income	(40,089)		(40,089)	(40,089)	+ 0
Other Toll Income	(18,750)		(18,750)	(18,750)	+ 0
Income	(18,750)		(18,750)	(18,750)	+ 0
Interest	(10,000)		(10,000)	(7,500)	- 2,500
Income	(10,000)		(10,000)	(7,500)	- 2,500
Operations	2,253,913	134,946	2,388,859	2,382,262	+ 6,598
Construction and Maintenance Salaries	693,215	20,502	713,717	713,717	+ 0
Salaries	693,215	20,502	713,717	713,717	+ 0
Expenditure			0		+ 0
Equipment, Vehicles & Vessels	293,883	116,200	410,083	403,433	+ 6,650
Income	0		0	(350)	+ 350
Expenditure	293,883	116,200	410,083	403,783	+ 6,300
Water Management	112,500		112,500	112,500	+ 0
Income	0		0	(5,000)	+ 5,000
Expenditure	112,500		112,500	117,500	- 5,000
Land Management	0		0	0	+ 0
Income	0		0	0	+ 0

Row Labels	Original Budget (Navigation)	Budget Adjustments (Navigation)	Latest Available Budget (Navigation)	Forecast Outturn (Navigation)	Forecast Outturn Variance (Navigation)
Expenditure	0		0	0	+ 0
Practical Maintenance	344,200		344,200	342,700	+ 1,500
Income	(9,000)		(9,000)	(10,500)	+ 1,500
Expenditure	353,200		353,200	353,200	+ 0
Ranger Services	465,371		465,371	465,371	+ 0
Income	(33,000)		(33,000)	(33,000)	+ 0
Salaries	358,116		358,116	358,116	+ 0
Expenditure	140,255		140,255	140,255	+ 0
Pension Payments			0		+ 0
Safety	75,043		75,043	76,087	- 1,044
Income	(9,000)		(9,000)	(1,000)	- 8,000
Salaries	41,958		41,958	43,566	- 1,608
Expenditure	42,085		42,085	33,521	+ 8,565
Asset Management	92,114	1,296	93,410	95,039	- 1,629
Income	(450)		(450)	(450)	+ 0
Salaries	18,689	1,296	19,985	21,614	- 1,629
Expenditure	73,875		73,875	73,875	+ 0
Premises	106,719		106,719	106,719	+ 0
Income	(1,600)		(1,600)	(1,600)	+ 0
Expenditure	108,319		108,319	108,319	+ 0
Operations Management and Administration	70,868	(3,052)	67,816	66,696	+ 1,120
Income	0		0	(1,120)	+ 1,120
Salaries	63,868	(3,052)	60,816	60,816	+ 0
Expenditure	7,000		7,000	7,000	+ 0
Planning and Resources	742,559	(373)	742,186	738,757	+ 3,429
Development Management	0	0	0	0	+ 0
Income	0		0	0	+ 0
Salaries	0	0	0	0	+ 0
Expenditure	0		0	0	+ 0

Row Labels	Original Budget (Navigation)	Budget Adjustments (Navigation)	Latest Available Budget (Navigation)	Forecast Outturn (Navigation)	Forecast Outturn Variance (Navigation)
Pension Payments			0		+ 0
Strategy and Projects Salaries	21,824	(373)	21,452	21,452	+ 0
Income	0		0	0	+ 0
Salaries	18,224	(373)	17,852	17,852	+ 0
Expenditure	3,600		3,600	3,600	+ 0
Biodiversity Strategy	0	0	0	0	+ 0
Income			0		+ 0
Expenditure	0	0	0	0	+ 0
Strategy and Projects	4,181	0	4,181	4,181	+ 0
Income			0		+ 0
Salaries	4,181		4,181	4,181	+ 0
Expenditure	0	0	0	0	+ 0
Waterways and Recreation Strategy	43,980		43,980	43,980	+ 0
Salaries	34,980		34,980	34,980	+ 0
Expenditure	9,000		9,000	9,000	+ 0
Project Funding	0		0	0	+ 0
Income	0		0	0	+ 0
Expenditure	0		0	0	+ 0
Pension Payments			0		+ 0
Partnerships / HLF	0		0	0	+ 0
Income	0		0	0	+ 0
Salaries	0		0	0	+ 0
Expenditure	0		0	0	+ 0
Volunteers	26,648		26,648	26,648	+ 0
Income	(400)		(400)	(400)	+ 0
Salaries	19,048		19,048	19,048	+ 0
Expenditure	8,000		8,000	8,000	+ 0
Finance and Insurance	162,875		162,875	167,980	- 5,105
Income			0		+ 0



Row Labels	Original Budget (Navigation)	Budget Adjustments (Navigation)	Latest Available Budget (Navigation)	Forecast Outturn (Navigation)	Forecast Outturn Variance (Navigation)
Salaries	68,875		68,875	69,750	- 875
Expenditure	94,000		94,000	98,230	- 4,230
Communications	63,605	0	63,605	63,605	+ 0
Income			0		+ 0
Salaries	51,605		51,605	51,605	+ 0
Expenditure	12,000	0	12,000	12,000	+ 0
Visitor Centres and Yacht Stations	65,835		65,835	65,835	+ 0
Income	(60,000)		(60,000)	(60,000)	+ 0
Salaries	101,835		101,835	101,835	+ 0
Expenditure	24,000		24,000	24,000	+ 0
Collection of Tolls	122,230		122,230	122,230	+ 0
Salaries	109,530		109,530	109,530	+ 0
Expenditure	12,700		12,700	12,700	+ 0
ICT	90,892	0	90,892	88,186	+ 2,706
Salaries	47,431		47,431	47,431	+ 0
Expenditure	43,461	0	43,461	40,755	+ 2,706
Premises - Head Office	73,819		73,819	70,091	+ 3,728
Expenditure	73,819		73,819	70,091	+ 3,728
Planning and Resources Management and Administration	66,669		66,669	64,569	+ 2,100
Income	0		0	(2,100)	+ 2,100
Salaries	41,070		41,070	41,070	+ 0
Expenditure	25,599		25,599	25,599	+ 0
Chief Executive	158,455	181	158,636	154,126	+ 4,510
Human Resources	48,269	181	48,450	49,012	- 562
Income			0		+ 0
Salaries	23,874		23,874	24,436	- 562
Expenditure	24,395	181	24,576	24,576	+ 0
Legal	28,490		28,490	24,177	+ 4,313
Income			0		+ 0

Row Labels	Original Budget (Navigation)	Budget Adjustments (Navigation)	Latest Available Budget (Navigation)	Forecast Outturn (Navigation)	Forecast Outturn Variance (Navigation)
Salaries	16,490		16,490	12,177	+ 4,313
Expenditure	12,000		12,000	12,000	+ 0
Governance	40,686		40,686	39,927	+ 759
Salaries	22,800		22,800	22,800	+ 0
Expenditure	17,886		17,886	17,127	+ 759
Chief Executive	41,010		41,010	41,010	+ 0
Salaries	41,010		41,010	41,010	+ 0
Expenditure			0		+ 0
Projects and Corporate Items	54,800		54,800	54,800	+ 0
Corporate Items	54,800		54,800	54,800	+ 0
Pension Payments	54,800		54,800	54,800	+ 0
Contributions from Earmarked Reserves	(106,048)	(116,200)	(222,248)	(222,248)	+ 0
Earmarked Reserves	(106,048)	(116,200)	(222,248)	(222,248)	+ 0
Expenditure	(106,048)	(116,200)	(222,248)	(222,248)	+ 0
<b>Grand Total</b>	<b>(16,160)</b>	<b>18,554</b>	<b>2,394</b>	<b>13,724</b>	<b>- 11,330</b>

**Construction, Maintenance and Environment Work Programme  
Progress Update**

Report by Head of Construction, Maintenance and Environment  
and Director of Operations

**Summary:** This report sets out the progress made in the delivery of the 2016/17 Construction, Maintenance and Environment Section work programme.

A Draft five years dredging programme is included at Section 3. Members are invited to comment upon the locations and projected timings of the works as shown in Appendix 2.

Section 4 updates members on the progress of the CANAPE bid to deliver the Hickling vision.

**1 Construction Programme Updates 2016/17**

- 1.1 The progress of the Construction and Maintenance work programme is described in this report. As previously reported verbally to members, a further detailed breakdown shows that up to the end of October 2016, 26,340m<sup>3</sup> of sediment has been removed from the Rivers and Broads, and the details of quantities and costs achieved so far are set out in Appendix 1. This represents 53% of the programmed target of at least 50,000m<sup>3</sup>.
- 1.2 Dredging at Rockland Boat Dyke has commenced, with a small quantity of removed sediment (approximately 2,000m<sup>3</sup>) needing to be deposited at Postwick Tip due to the elevated mercury levels within the sediments. Some of the remaining removed material will be side cast at Rockland Boat Dyke, with the rest being transported to Rockland Short Dyke to be used for flood defences.
- 1.3 The Hickling Enhancement project has continued to make good and steady progress. The two enhancement areas at Churchill and Studio bay have had the Nico-span geotextile inner and outer walls constructed. The linkflotes (two sets) have been disassembled and floated through Potter Bridge and re-assembled at Marsham Boats. The concrete pump and 360 excavators have been mounted and the flotilla has been moved onto Hickling to start filling the Studio Bay enclosure. Water temperatures have been steadily dropping to below 8 degrees and the work has commenced.

**2 Maintenance Programme Update 2016/17**

- 2.1 The Maintenance Team have been fully deployed since the last report, below are a few highlights of the projects and tasks undertaken:

- 2.2 The recently purchased Berkenherger 6510 Weed Cutter (renamed Harris) has been delivered from Stornoway and put through its paces at How Hill on a small aquatic water plant cutting area. The cutting and collection element went very well with some minor adjustments needed to the depth of the propellers and some titivation to the paintwork required. The vessel is now at the Dockyard to have the works carried out and to be stored ready for service in March 2017.
- 2.3 Given the time of year Conservation tasks are a high priority and teams have been at How Hill Reedham Marsh, Mill Marsh and Snipe Marsh carrying out a variety of works as per the site management plans.
- 2.4 Tree works to clear bank side trees on the River Waveney has started using contactors as well as tree safety works at Barton Boardwalk, Geldeston, Horstead Mill and Wayford Bridge.
- 2.5 New Gauge Boards have been installed at Bure Mouth, new signage erected at Pyes Mill and Haddiscoe de-masting mooring.

### **3 Draft 5 Year Dredging Programme**

- 3.1 Dredging with the aim of reducing a backlog of accumulated sediment is a key part of the Sediment Management Strategy developed in 2007. The strategy provided a good basis for a structured approach to managing dredging particularly by providing waterways specifications, methods of assessing compliance with these specifications, and a means of prioritising a programme of dredging work.
- 3.2 Since 2007 the Authority has put the strategy into practice and refined and adapted its operational approach to this in response to land use changes, experience and improved modelling of hydrographic data. However the considerations as outlined in the strategy remain key factors in prioritising sites and developing forward dredging programs. The feasibility of delivering a programme of dredging is however determined by two additional factors; land availability and equipment availability
- 3.3 Much of the land adjacent to the waterways, particularly marsh land and marginal land near flood banks are registered by landowners for subsidies through agri-environmental and basic payment schemes. The deposit of sediment onto such land generally affects such payments for a period of at least two years until the original land use is restored. Therefore, in order to successfully work with landowners in such areas, the Authority needs to ensure the landowner can realise a long term benefit such as flood bank maintenance or soil improvement, and the Authority may also have to compensate actual income losses in the short term.
- 3.4 Over the last few years setback areas created in the lower river reaches by the Broads Flood Alleviation Project (BESL) have mostly been filled, flood banks have been realigned and in the upper reaches many former 'tip sites' are within designated areas and are no longer available for such use. Therefore as the Authority looks to tackle the most critical areas in need of dredging over the next five years there is an increasing requirement to

transport sediment further and use additional specialist equipment to move the sediment away from the water's edge.

- 3.5 Taking into account the considerations described in this report a summary programme for the next five years is outlined in Appendix 2. This appendix shows the draft locations and quantities. Officers have also added a Gant Chart to identify the potential timings of the dredging and the type of equipment needed to complete the tasks.

#### **4 CANAPE bid preparation**

- 4.1 As members will recall, the Authority along with European partners have been successful in having an Expression of Interest approved for the CANAPE project. 'Creating a New Approach to Peatland Ecosystems' if successful and subject to various consenting procedures, will allow the Authority to further its delivery of the Hickling vision, by improving the littoral margins in Hickling broad, reusing dredged material and improving habitats. An additional part of the project is to explore the potential for reuse of fen materials such as via composting or biofuels, which would assist the Authority in its fen management and create carbon benefits.
- 4.2 The next step in the process is to submit a full application, and the deadline for this is 31 January 2017. Officers are attending a partner meeting on 15-16 December to work up the fine details as transnational benefits and collaborative working will need to be evidenced, and a communication plan developed which will ensure dissemination of the results and learning from the project.
- 4.3 Whilst this opportunity would bring significant funding to the Authority (project currently stands at £900,000 of which £450,000 would be funded by Interreg) it should be noted that there are also resource implications for other work. Firstly, the match funding required for this project will require a continuation of the £60,000 budget per year for a further 4 years beyond 2017/18 (shared 50/50 Nav/NPG). Secondly, the major part of the project if agreement can be reached, is to build Area F or similar from the indicative Vision plan signed off by members previously (see Appendix 3). This will require a substantial commitment in the CME work programme both for the construction of the perimeter, and ongoing dredging to fill the island to required standards to achieve the habitat improvements. This is beneficial to the project in funding terms, as the staff time can be used as part of the match required, it will also have consequences for the delivery of dredging work elsewhere in the system as time will have to be programmed in for this work which is not currently accounted for in the forward plan.
- 4.4 The Broads Authority will be asked to approve the bid at its meeting in January 2017, and so member's views are requested as to level of support that the Navigation Committee has for this project.

- 4.5 A decision on the application would be made in Summer 2017, with the first expenditure able to be made in January 2018. As with the PRISMA project, all claims are made in arrears, which creates a slight cash flow issue. It is proposed that the Vessel and equipment reserve be used to fund the work initially, with claim income used to replace the reserve at the end of the project.

Background papers:	Nil
Author:	Rob Rogers/ Tom Hunter/ Trudi Wakelin
Date of report:	25 November 2016
Broads Plan objectives:	NA1.1
Appendices:	APPENDIX 1 – Dredging Programme 2016/17 APPENDIX 2 – Draft 5 Years Dredging Programme 2017 – 2022 APPENDIX 3 – Hickling Vision indicative plan

# Dredging Progress 2016/17 (April to end October 2016)

# APPENDIX 1

Project Title	Project Element	Active BA dredging weeks Completed (to end Oct / Planned)	Volume Removed m <sup>3</sup>		Annual project Cost <sup>a</sup>	Actual project cost (Apr-Oct)
			Planned	Actual	Planned	Actual
<b>Mid Bure</b>	Horning Church to Ranworth Dyke (Apr-mid Jun)	11/10	5,000	5,820	57,480	62,390
<i>Completed setback areas at Horning Hall</i>						
<b>Bure Mouth</b>	Contractor (April)	-	500	500	3,700	3,700
<i>Contractor completed plough/agitation dredging to clear bar</i>						
<b>Lower Waveney</b>	Burgh Castle (Apr-May)	6/8	4,000	4,140	43,430	36,550
<i>Upstream and including Burgh Castle 24 hr moorings. Shoal at Burgh Flats not completed this year</i>						
<b>Lower Yare</b>	Seven Mile House to Berney Arms (June)	5/6	4,000	4,290	33,060	22,190
<i>Shoals planned for dredging were completed</i>						
<b>Haddiscoe Cut</b>	Haddiscoe and Reedham ends (End Jul–mid Nov)	13/16	14,000	5,390	94,790	88,470
<i>Completed the priority dredging at St Olaves &amp; all along the island side of the Cut. Return to complete priority at the Reedham end Jan 17</i>						
<b>Yare - Whitlingham</b>	Bends downstream of Whitlingham Broad (Aug-Oct)	9/12	5,000	6,200	61,100	14,600
<i>Completed the priority bends identified at Whitlingham. All material brought to Postwick Tip</i>						
<b>Hickling</b>	Marked channel north of Catfield channel (Nov-Jan)	-/15	6,000		129,250	23,350
<i>Dredging planned to start 28<sup>th</sup> November. All Nicospan retaining areas are complete as funded by NP grant for habitat restoration</i>						
<b>Rockland Boat Dyke</b>	Rockland and bar at Langley Dyke (Dec-Jan)	-/8	2,900		29,630	840
<i>Dredging started on 31<sup>st</sup> October. Initial 2,000 m<sup>3</sup> is being brought to Postwick Tip</i>						
<b>Limekiln Dyke</b>	Gayes Staithe to Neatishead Staithe (Feb-Mar)	-/8	3,600		18,960	0
<i>CANCELLED FOR 2016/17 – Replacement equipment for Grab 7 and old Linkflotes will not be available before April 2017</i>						
<b>Lower Bure</b>	Bure Loop (Feb-Mar)	-/6	5,000		34,940	430
<i>Start date in 2016/17 depends on final timing and progress of work at Hickling. Main works duration will be in 2017/18</i>						
<b>TOTAL</b>		<b>44/95</b>	<b>46,400</b>	<b>26,340</b>	<b>506,340</b>	<b>252,520</b>

<sup>a</sup> –project costs includes staff time for all elements (pre-works ecological mitigation, site set-up, active dredging & site restoration); BA plant; & budgetary expenditure (equipment hire, survey costs, contractor costs, mitigation works, materials & consumables etc); within the reporting period.

## Navigation Dredging Programme Summary 2017 to 2022

## APPENDIX 2

2017/18						
River	Reach	Volume (m3)	Sediment use	Landowner	Statutory Consents	Non-BA equipment
River Bure	Marina Keys to Bure Mouth	2000	In river	Crown Estate	EA, NE, MMO, GYPA	Plough
Breydon Water	Breydon Bridge	700	In river	Crown Estate	EA, NE, MMO, GYPA	Plough
River Bure	Three Mile House to Marina Keys	10000	Flood bank	Private agricultural	EA	Concrete pump
River Bure	Stokesby bends	5000	Flood bank	Private agricultural	EA	
River Bure	Thurne Mouth & Horning	4000	Setback	Private riparian	EA	
River Waveney	Breydon (68-78) & Burgh Castle	4700	Setback	Private riparian	EA, NE	
Oulton Broad	North Bay	8000	Setback	SWT	EA	
River Chet	Adjacent to Hardley Flood	4000	Bank strengthen	Private riparian	EA, NE	
Lime Kiln Dyke	Gayes Staithe to Neatishead	3600	Natural bank	Private riparian	EA	
Hickling Broad	Nav channel & Staithe channel	8000	Land spread	Private agricultural	EA, NE, Planning	Suction dredger, bulldozer

2018/19						
River	Reach	Volume (m3)	Sediment Use	Landowner	Statutory Consents	Non-BA equipment
River Bure	Marina Keys to Bure Mouth	10000	In river	Crown Estate	EA, NE, MMO, GYPA	Plough / Water injection dredger
River Bure	Horning	2000	Set back	Private riparian	EA	
River Bure	Three Mile House to Marina Keys	8000	Land spread	Private agricultural	EA, Planning	Concrete pump
River Bure	Belaugh to Coltishall	6000	Natural bank	Private riparian	EA	
River Waveney	Bends near Short Dam Level	6000	Flood bank	SWT	EA	
River Waveney	Bends near Stanley Carrs	5000	Flood bank	Private riparian	EA	
River Chet	Pyes Mill to Loddon	4000	Bank strengthen	Private riparian	EA, NE	Lighters
Waxham Cut		9000	Natural bank + flood bank	Private riparian, private agricultural	EA, NE	8t long reach & Nato floats



2019/20						
River	Reach	Volume (m3)	Sediment Use	Landowner	Statutory Consents	Non-BA equipment
River Bure	S Walsham Fleet Dyke & Broad	5000	Flood bank	NWT	EA	
River Bure	Acle to Stokesby	9000	Flood bank	Private agricultural	EA	
River Ant	Ludham Bridge to Buttle Marsh	5000	Setback	BA / EA	EA	
Tylers Cut		3000	Natural bank	Private riparian	EA	
Haddiscoe Cut	Entrances	5000	Setback	BA / EA	EA	Concrete pump
Oulton Broad		9000	Flood bank	SWT	EA	
River Chet		6000	Bank strengthen	Private riparian	NE, NCC	
Hickling Broad	Catfield Dyke / Hickling	8000	Land spreading	Private agricultural	EA, NE, Planning	Suction dredger, bulldozer

2020/21						
River	Reach	Volume (m3)	Sediment Use	Landowner	Statutory Consents	Non-BA equipment
Breydon Water	Breydon Shoals	2000	In river	Crown Estate	EA, NE, MMO, GYPA	Plough
River Bure	Bure Mouth	500	In river	Crown Estate	EA, NE, MMO, GYPA	Plough
River Bure	Horning & Salhouse Broad	5500	Bank strengthen	Private riparian	EA, Planning	Concrete pump
River Bure	Herringby	6000	Flood bank	Private agricultural	EA	
River Wensum	Trowse Bridge to Bishops Bridge	3000	Landfill	BA	EA	
River Wensum	Bishops Bridge to New Mills	4000	Landfill	BA	EA	
River Waveney	Beccles bypass to Boat House Hill	8000	Flood bank	Private agricultural	EA	
River Waveney	Burgh Castle bends	6000	Setback	Private riparian	EA	Concrete pump
River Yare	Langley Dyke	2000	Flood bank	Private agricultural	EA	
River Waveney	Beccles bypass to Boat House Hill	4000	Flood bank	Private agricultural	EA	
Stalham Dyke	Localised areas & Staithe	9000	Land spreading	Private agricultural	EA, Planning	Suction dredger, bulldozer

2021/22						
River	Reach	Volume (m3)	Sediment Use	Landowner	Statutory Consents	Non-BA equipment
River Bure	Mautby to Bure Loop	8000	Flood bank	Private agricultural	EA	Concrete pump
Barton Broad	North end around the Heater	5000	Bank enhancement	NWT	EA, NE, Planning	
River Ant	Hunset Mill Bends	3000	Natural bank	Private riparian	EA	
River Yare	Cantley bends	4000	Setback	Private agricultural	EA	
River Yare	Surlingham Bends	9000	Natural bank/landfill	Private agricultural	EA	
River Waveney	Burgh St Peter bends	3000	Flood bank	SWT	EA	
River Waveney	Beccles to Geldeston	3000	Natural bank	Private agricultural	EA	
Sutton Dyke		15000	Land spreading	Private agricultural	EA, Planning	Suction dredger, dozer

Notation	
BA	Broads Authority
EA	Environment Agency
NE	Natural England
Planning	Local Planning Authority
MMO	Marine Management Organisation
GYPA	Great Yarmouth Port Authority
NCC	Norfolk County Council (Highways)
NWT	Norfolk Wildlife Trust
SWT	Suffolk Wildlife Trust

# Navigation Dredging Programme Timings 2017 to 2022

## APPENDIX 2

2017/18															
River	Reach	Volume	Tree work	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
River Bure	Marina Keys to Bure Mouth	2000													
Breydon Water	Breydon Bridge	700													
River Bure	Three Mile House to Marina Keys	10000		2 x Exc, 2 x floats, conc pump, sm wherries											
River Bure	Stokesby bends	5000							2x Exc, 1x floats, sm wherries						
River Bure	Thurne Mouth & Horning	4000											2x exc, 1 x floats, sm wherries		
River Bure	Acle Bridge Setbacks restoration														
River Yare	Rockland Dike Restoration														
River Yare	Rockland Short Dyke Restoration														
River Yare	Polkeys Mill Setback Restoration														
River Waveney	Breydon (posts 68-78) & Burgh Castle	4700				2 x Exc, 1 x floats, lg wherries									
Oulton Broad	North Bay	8000		2 x Exc, 1 x floats, lg wherries					2 x Exc, 1 x floats, lg wherries						
River Chet	Adj to Hardley Flood	4000											1 x Exc, 1 x floats		
River Chet	Post removal										1 x exc, 1 x floats, hammer + wherry				
Lime Kiln Dyke	Gayes Staithe to Neatishead	3600									1x excavator, 1 x floats				
Barton Broad	Posts														
Hickling Broad	Nav channel & Staithe channel	8000						Lagoon prep			Contractor suction dredger to lagoon				

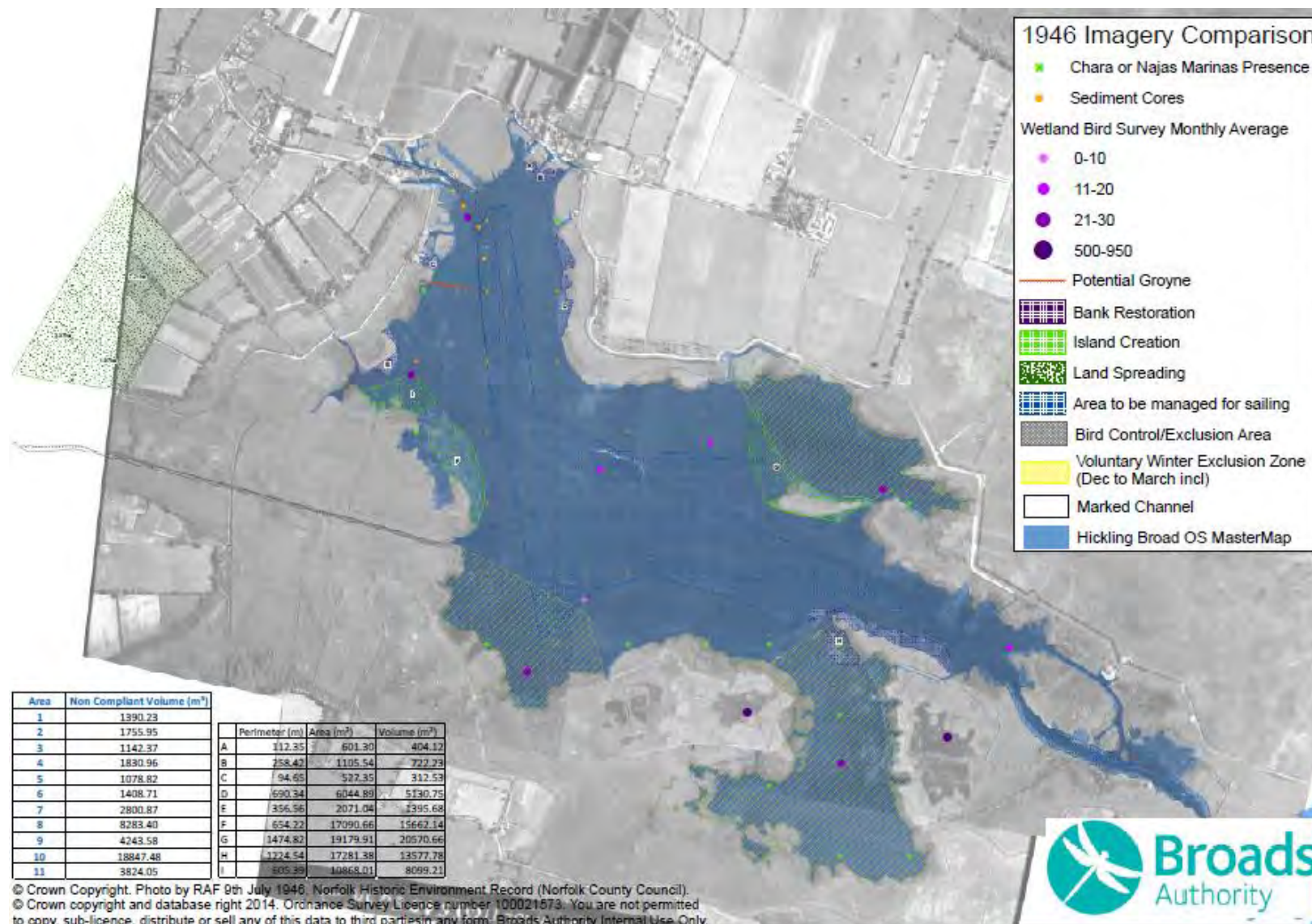
2018/19															
River	Reach	Volume	Tree work	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
River Bure	Marina Keys to Bure Mouth	10000									Contractor				
River Bure	Horning	2000		2x exc, 1 x floats, sm wherries											
River Bure	Lagoon preparation														
River Bure	Three Mile House to Marina Keys	8000				2 x Exc, 2 x floats, conc pump, sm wherries									
River Bure	Belaugh to Coltishall	6000									2 x Exc, 1 x floats, small wherries				
River Bure	Horning Hall setbacks restoration														
River Bure	Stokesby rond restoration														
River Bure	Flood bank folding restoration														
Postwick Tip	Wet cell emptying														
River Waveney	Bends near Short Dam Level	6000		2x Exc, 1x floats, lg wherries											
River Waveney	Bends near Stanley Carrs	5000						2x Exc, 1x floats, lg wherries							
River Chet	Pyes Mill to Loddon	4000									2 x Exc, 1 x floats + lighters				
Waxham Cut		9000									1 x Exc, 1 x floats (small set up)				

2019/20															
River	Reach	Volume	Tree work	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
River Bure	S Walsham Fleet Dyke & Broad	5000		2x exc, 1 x floats, lg wherries											
River Bure	Acle to Stokesby	9000					2 x Exc, 1 x floats, sm wherries								
River Ant	Ludham Bridge to Buttle Marsh	5000									2 x Exc, 1 x floats, small wherries				
Tylers Cut		3000									1 x Exc, 1 x floats				
Oulton Broad	Oulton Dyke Setback restoration														
River Bure	Landsread														
Haddiscoe Cut	Entrances	5000		2xExc, 2x floats, small wherries, concrete pump											
Oulton Broad		9000					2 x Exc, 2 x floats, lg wherries								
River Chet		6000										2 x Exc, 1 x floats + lighters			
Hickling Broad	Landsread and preparation														
Hickling Broad	Catfield Dyke / Hickling	8000										Contractor suction dredger			

2020/21															
River	Reach	Volume	Tree work	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
Breydon Water	Breydon Shoals	2000													
River Bure	Bure Mouth	500													
River Bure	Horning & Salhouse Broad	5500		2xExc, 2x floats, sm wherries, concrete pump											
River Bure	Herringby	6000					2 x Exc, 1 x floats, sm wherries								
River Wensum	Trowse Bridge to Bishops Bridge	3000									2 x Exc, 1 x floats, sm wherries				
River Wensum	Bishops Bridge to New Mills	4000											2x Exc, 1x floats, sm wherries		
River Waveney	Short Dam & Stanley Carrs restoration														
River Bure	Stokesby rond restoration														
Oulton Broad	Peto's Marsh bank restoration														
River Waveney	Beccles bypass to Boat House Hill	8000		2 x Exc, 2 x floats, lg wherries											
River Waveney	Burgh Castle bends	6000						2 x Exc, 2 x floats, lg wherries, conc pump							
River Yare	Langley Dyke	2000									1 x Exc, 1 x floats				
River Waveney	Beccles bypass to Boat House Hill	4000											2 x Exc, 1 x floats, lg wherries		
Stalham Dyke	Lagoon preparation														
Stalham Dyke	Localised areas & Staithe	9000										Suction dredger			

2021/22															
River	Reach	Volume	Tree work	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
River Bure	Mautby to Bure Loop	8000		2 x Exc, 2 x floats, sm wherries, conc pump											
Barton Broad	Construct retaining structure														
Barton Broad	North end around the Heater	5000									2 x Exc, 1 x floats, lg wherries				
River Ant	Hunset Mill Bends	3000												1 x Exc, 1 x floats	
Hickling Broad	Landsread and field restoration														
River Waveney	Beccles Marhes folding restoration														
River Bure	Herringby rond restoration														
River Chet	Bank restoration														
River Yare	Cantley bends	4000		2 x Exc, 2 x floats, lg wherries											
River Yare	Surlingham Bends	9000					2 x Exc, 1 x floats, lg wherries								
River Waveney	Burgh St Peter bends	3000									2x Exc, 1x floats, sm wherries				
River Waveney	Beccles to Geldeston	3000											2 x Exc, 1 x floats, sm wherries		
Sutton Dyke	Lagoon preparation														
Sutton Dyke		15000									Suction dredger				

## Hickling Vision indicative plan



## Chief Executive's Report

**Summary:** This report summarises the current position in respect of a number of important projects and events, including any decisions taken during the recent cycle of committee meetings.

### **1 BA Follow up: Tolls Review 2016 and Setting of Navigation Charges for 2017/18**

Contact Officer/Broads Plan Objective: John Packman/Bill Housden/ Nil

- 1.1 At the meeting on 18 November 2016 Members of the Authority gave very thorough consideration to the report from the Tolls Review Group 2016 and the recommendations from this Navigation Committee's meeting on 27 October 2016 on the proposed new structure for Tolls and the setting of navigation charges for the next year. Representatives from the NSBA and BHBF as well as about 20 members of the public attended the meeting as observers. About 44 representations were sent to Members individually and/or received by the Authority in the week before the meeting and where possible were provided with a response from the Chief Executive. A summary of the comments was provided at the meeting. Members specifically thanked those who had written to them to help them understand the concerns.
- 1.2 In giving consideration to the proposals each member was given the opportunity to express their views. In their deliberations, Members were very mindful of the considerable amount of work and scrutiny that the Working group had given to the complex task with which they had been charged, the financial challenges involved and the emotive nature of the impact of the proposals. They also recognised the valuable contribution made to the navigation system, not only by the hire boat fleet but also the private boat owners and the significant interdependency between the two fleets which resulted in sensitivity to change and ultimately the Authority's finances. They took into account the risks of introducing such a new structure and advocated the need for the situation being monitored very closely. The possibility of introducing the new structure in a phased way was aired but rejected on the advice of the TRG and the Navigation Committee and on the basis that it would pose further difficulties over the years particularly for the Authority's budget and would prolong the agony.
- 1.3 In particular Members gave attention to Passenger Vessels which they considered should be looked at again as they played an important role in providing access to a large number of people to the Broads as well as in terms of education, generally with a low impact and therefore help to deliver the Authority's three man purposes.

- 1.4 In conclusion the Authority adopted the recommendations of the Navigation Committee in their entirety on the understanding that the impacts of the new structure would be monitored closely. This included the proposed charges for the navigation area and adjacent waters for 2017/2018 with the addition that the Chief Executive be given delegated powers to consult with the TRG and set the charges for Passenger Vessels and any redistribution of charges within the commercial fleet. Finally Members agreed to undertake an objective evaluation of the impact of the changes in the tolls structure in the Autumn of 2019 as part of a second round of stakeholder research, the first of which had informed the Tolls Review 2015/16.
- 1.5 The Collectors of Tolls has since provided options to the Tolls Review Group regarding Passenger Tolls. The Group has unanimously agreed to support the charges set out in the report to the Broads Authority and these are being implemented.
- 1.6 Members advocated providing all toll payers with a clear explanation of the reasons for introducing a new structure and the implications. Therefore a special edition of the Broadsheet is being published.

## **2 BA Follow Up: Broads Local Plan**

Contact Officer/Broads Plan Objective: Natalie Beal/None

- 2.1 At the Authority's meeting on 18 November 2016, the Broads Local Plan Preferred Options version was approved for public consultation. This also includes the Sustainability Appraisal, Habitats Regulation Assessment and the Viability Assessment as well as various pieces of evidence and topic papers. The Consultation period is from 5 December running for nine weeks until 3 February 2017. The document will be available in a number of formats with hard copies being available at libraries and council offices throughout the Broads area and copies of the documents are also on line. There will also be three drop in sessions as follows:

- Horning Village Hall - Thursday 15 December 2016, 6pm to 8pm
- Oulton Community Centre - Saturday 7 January 2017, 10am to 12.30pm
- Loddon and Chedgrave Jubilee Hall Sports & Social Club - Thursday 19 January 2017, 6pm to 8pm.

- 2.2 The Authority also approved the New Flood Risk Supplementary Planning Document for consultation between 21 November and 23 December 2016.
- 2.3 Members will recall that you have also received draft copies of the planning guides on Biodiversity Enhancements and Waterside Chalets and Bungalows. These were adopted by the Authority at its meeting on 18 November 2016.

## **3 Appointment of Navigation Committee**

Contact Officer/Broads Plan Objective: David Harris/ None

- 3.1 Members will recall from the last meeting that the Authority adopted some minor amendments to the appointment's process to the Navigation Committee



and also agreed that the current vacancy on the Committee be advertised. The advertisement was placed in the Eastern Daily Press on Monday 28 November 2016 with the closing date for applications as 30 December 2016. Notification will also be given in the special edition of the Broadsheet when explaining the new Tolls Structure.

- 3.2 Shortlisting will take place on 1 February 2017 following which the list will be sent out to the consultee bodies. This Committee will be consulted at your meeting on 23 February 2017. Interviews are due to be held between 27 February and 1 March 2017 with the aim of the Authority making an appointment at its meeting on 24 March 2017.

#### **4 Navigation Patrolling and Performance Targets**

Contact Officer/Broads Plan Objective: Lucy Burchnall/NA4.3

- 4.1 The report of the significant use of powers by the rangers is displayed in Appendix 1. The ranger of duties undertaken by the Ranger Team is set out in Appendix 2. Average navigation/countryside splits are still higher on the navigation side however with the planned work now starting on the countryside sites this figure is now moving in line with the target of 60:40.
- 4.2 The report detailing the cases dealt with at Magistrates Court are shown in Appendix 3. In addition, three navigation offences folders are currently being complied.

#### **5 Sunken and Abandoned Vessel Update**

Contact Officer/Broads Plan Objective: Lucy Burchnall/NA4

- 5.1 The sunken and abandoned update is contained in Appendix 4. Two longstanding vessels from this list have now been removed from the system since the last report bringing the total vessels dealt with for this year to nine. As at the last report a further vessel is at the dockyard while investigations into ownership continue.

#### **6 Planning Enforcement Update**

Contact Officer/Broads Plan Objective: Cally Smith/None

- 6.1 Following queries raised by a member, it was agreed to provide regular updates on the position regarding relevant planning enforcement actions. There are no outstanding enforcement actions with navigation implications to report to this meeting.

Background papers: None

Author: Sandra Becket / Esmeralda Guds

Date of report: November 2016

Broads Plan Objectives: Multiple

Appendices: APPENDIX 1 – Exercise of Powers by the Rangers Oct 2016

APPENDIX 2 – Duties undertaken by Rangers Team as at 23  
Nov 2016  
APPENDIX 3 – Prosecutions during Sept – Oct 2016  
APPENDIX 4 – Report of Sunken and Abandoned vessels

Rangers Exercise of Powers Analysis (Bracketed figures are running totals, April 2016 to March 2017)							Date: <b>October 2016</b>	
	Wroxham Launch	Irstead Launch	Ludham Launch	Ludham 2 Launch	Norwich Launch	Hardley Launch	B.St.Peter Launch	Breydon Launch
Launch Patrol Areas	Wroxham and Upper Bure	Ant	Hickling, P.Heigham, Upper Thurne & Womack	Lower Thurne, Lower Bure & South Walsham	Norwich and Upper Yare	Reedham, Chet & Middle Yare	Oulton Broad and Upper/Middle Waveney	Breydon Water, Lower Waveney and Yare
<b>Verbal Warnings</b>								
Care & Caution	56 ( 72 )	9 ( 29 )	33 ( 34 )	31 ( 124 )	120 ( 128 )		8 ( 9 )	16 ( 23 )
Speed	1693 ( 3340 )	1050 ( 1840 )	358 ( 675 )	190 ( 654 )	18 ( 148 )	47 ( 135 )	89 ( 211 )	49 ( 148 )
Tolls offences	4 ( 9 )	12 ( 44 )	6 ( 14 )	14 ( 88 )	101 ( 112 )		( 4 )	2 ( 3 )
Other	43 ( 57 )	12 ( 39 )	23 ( 37 )	15 ( 83 )	7 ( 15 )	3 ( 5 )	10 ( 24 )	3 ( 7 )
<b>Blue Book Warnings</b>								
Care & Caution	3 ( 18 )	2 ( 6 )	2 ( 2 )	( 1 )	( 1 )			1 ( 1 )
Speed	44 ( 83 )	15 ( 32 )	5 ( 8 )	4 ( 9 )	13 ( 17 )	( 4 )	( 7 )	( 5 )
Other	6 ( 18 )	8 ( 17 )	4 ( 9 )	( 2 )	3 ( 4 )	8 ( 10 )	1 ( 11 )	4 ( 13 )
Reports for Prosecutions		( 1 )						( 1 )
Special Directions	( 2 )	3 ( 143 )				11 ( 68 )	26 ( 155 )	14 ( 18 )
<b>Toll Compliance Reports</b>								
Non Payment	37 ( 129 )	24 ( 128 )	7 ( 76 )	2 ( 26 )	26 ( 105 )		16 ( 123 )	11 ( 52 )
Non Display	13 ( 22 )	1 ( 5 )	6 ( 9 )	( 2 )	1 ( 1 )		7 ( 7 )	2 ( 3 )
28 Day request for information							2 ( 7 )	
BSS Hazardous Boat Inspections		1 ( 1 )			( 1 )			( 1 )
Enter Vessels Under BSS					( 1 )			
Launch Staffed (by Ranger)	91 ( 205 )	71 ( 146 )	70 ( 152 )	37 ( 121 )	61 ( 137 )	53 ( 130 )	69 ( 135 )	92 ( 214 )
Country Site Inspection Reports Percentage Compliance	100% ( 88% )	100% ( 86% )	(Combined figure)	100% ( 86% )	(Combined figure)	100% ( 86% )	100% ( 86% )	n/a
Best Value Patrol Targets Percentage Compliance	100% ( 100% )	100% ( 100% )	100% ( 100% )	77% ( 97% )	96% ( 97% )	100% ( 100% )	100% ( 92% )	91% ( 92% )
Volunteer Patrols	1 ( 3 )	5 ( 15 )	1 ( 2 )	2 ( 2 )		2 ( 8 )		
IRIS Reports	36 ( 115 )	25 ( 66 )	18 ( 34 )	12 ( 24 )	29 ( 48 )	11 ( 30 )	21 ( 62 )	23 ( 73 )
Broads Control Total Calls	TOTAL 11,558 ( 27,280 )			Telephone 9,511 ( 22,414 )		VHF 2,047 ( 4,866 )		

RANGER TEAM ACTIVITY									as at 23 November							
	Navigation Activity								Countryside Activity							
October 2016	Nav Patrol Launch	Nav Patrol Foot/Road	Incident Working	Admin - Navigation	Training (Navigation)	Escort	Moorings Maintenance	Bank work	Country Patrol	Country Maintenance	Admin - Country	Training (Countryside)	Equipment Maintenance	Tree/Ground work	Group Activities	Education/School Visit
Percentage Total	36.34%	1.44%	0.19%	0.66%	0.47%	0.99%	0.32%	0.45%	2.13%	4.22%	0.38%	0.49%	4.94%	0.39%	0.18%	0.36%
Wroxham team	20%	21%		14%				45%	25%	20%	9%		17%			49%
Thurne team	18%	34%	38%	40%	100%	37%	24%	8%	13%	34%	3%		28%	47%		51%
Yare team	18%	15%	19%	2%		59%	27%	8%	48%	37%	88%	100%	18%	53%	63%	
Waveney team	13%	9%	8%	16%					9%	4%			14%			
Breydon team	22%	16%	35%	24%		4%	39%		1%				16%		37%	
Control Officer																
	45%								9%							

	General Support													Time Off			
	Broads Control	Travel Time	Bank Work - Split	Activity Unknown	Training - Split	Meeting - Staff	Meeting - Public	Admin - Split	Admin - Volunteer	Training - (Volunteers)	Public Relations Event	Site Visit third party	Other Task	Time off in Lieu (not accurate)	Breaks (not including un-notified breaks)	Annual Leave	Sick
Percentage Total	8.05%	3.96%		4.40%	0.22%	2.03%	0.54%	12.55%		0.44%	0.15%	0.31%	1.08%		2.07%	3.92%	0.28%
Wroxham team	9%	20%		30%		25%	48%	22%		52%			3%		25%	41%	
Thurne team	13%	15%		12%		3%	29%	32%				47%	20%		15%	12%	
Yare team	10%	19%		7%		22%	20%	22%		6%	100%	45%	33%		21%	12%	
Waveney team	3%	12%		9%		17%		10%		14%			22%		7%	12%	
Breydon team	4%	30%		4%		11%		11%		28%		8%	22%		2%	24%	
Control Officer	44%	1%			100%										17%		100%
	8%	4%	30%											5%			

Team percentages equal team contribution to activity

## APPENDIX 2

Month Percentages	
Navigation	68%
Country	32%
Total	100%
Time Off not included	

Percentage with apportioned split	
Year to date (Apr - Mar)	
Navigation	72%
Country	28%
Total	100%
Time Off not included	

# APPENDIX 3

Report of prosecutions dealt with in court during September - October 2016			
Defendant	Offence	Magistrates Court	Result
M Saxelby	Non- payment of tolls	Norwich	Fined £400 Costs awarded £150 Victim surcharge £40 Compensation £462.13
M Trotman	Non- payment of tolls	Norwich	Fined £200 Costs awarded £150 Victim surcharge £30 Compensation £150.42
Mr. Hewitt	Non- payment of tolls	Norwich	Fined £440 Costs awarded £150 Victim surcharge £44 Compensation £191.30
D Briancourt	Non- payment of tolls	Norwich	Fined £440 Costs awarded £150 Victim surcharge £44 Compensation £343.78
K Sams	Non- payment of tolls	Norwich	Fined £440 Costs awarded £44 Victim surcharge £150 Compensation £258.01
Mr. Gordon	Non- payment of tolls	Norwich	Fined £100 Costs awarded £0 Victim surcharge £30 Compensation £257.83

N Winn	Non- payment of tolls	Norwich	Fined £100 Costs awarded £150 Victim surcharge £30 Compensation £200.83
P Read	Non- payment of tolls	Norwich	Costs awarded £96 (toll paid before court date but not before legal fees incurred)

#### APPENDIX 4

##### Sunken and Abandoned Vessels

Description	Location found	Action	Abandoned /Sunken Notice Affixed	Result
Sunken cruiser	River Yare Old River Thorpe.	Vessel sunk at owners moorings	No	Not affecting the navigation owner will raise in due course
Abandoned Cruiser	Hickling	Vessel abandoned on Hickling Broad	Yes	Investigating ownership claims, boat being stored at BA Dockyard