

Chief Executive's Report

<p>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.</p>
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1 Network Rail Workshop

Contact Officer/Broads Plan Objective: Angie Leeper/NA5.1

- 1.1 The workshop arranged for members was held on 24 March 2014 with 27 people in attendance. Mott MacDonald who has been commissioned by Network Rail to undertake a report on the Whole Life Management Strategy Study for Reedham and Somerleyton Swing bridges presented their final options report. Members and officers were given the opportunity to question the findings in the report and feedback to Network Rail on their opinion in relation to the two bridges.
- 1.2 Network Rail will now be submitting their plans for the bridges to the next five funding stream cycle which is only undertaken every five years. Plans and details for the bridges may also take up to two years including obtaining the necessary permissions such as planning. A full copy of the report will be made available when it has been cleared by Network Rail.

2 Mutford Lock Update

Contact Officer/Broads Plan Objective: Angie Leeper/NA4

- 2.1 In respect of the Harbour Revision Order, the final maps to be included in the tripartite agreement have been confirmed. Once the tripartite agreement has been agreed, the Harbour Revision Order will be submitted to the Marine Management Organisation to be signed off and agreed having already suggested that the draft was acceptable.
- 2.2 Mutford Lock is currently being operated manually with the paid assistance of local marina personnel due to the fact that currently the gates require at least four persons to operate them. The portable hydraulic pack was investigated but proved too costly as an interim measure.
- 2.3 The replacement of the hydraulic control system is progressing. The contractor has completed all design work and fabrication, the components and housing has begun and an engineer has started on site disconnecting the existing damaged

system. Fabrication of the separate parts is expected to be completed by the end of April ready for assembly and installation to start on site in May.

3 Payment Arrangements for Hire Boat Tolls

Contact Officer/Broads Plan Objective: Bill Housden/Multiple

- 3.1 Following real concern about the level of bookings in 2013 discussions took place with the Broads Hire Boat Federation to find a way in which the Broads Authority could support the hire boat companies by allowing them to pay their tolls in more instalments than the two previously allowed, or to receive a small discount on their toll payments if they paid the full sum upfront. Members who are also BHBF members will be aware of the results of these discussions. This summary of the agreed position is to ensure all Members are similarly aware of the outcome. The arrangements follow closely some of the points made by BHBF members on the visits arranged for Navigation Committee and Authority Members at the start of last summer.
- 3.2 After negotiation, the Authority offered, for bills over £4,000, either payment in four instalments between April to July (10% in April followed by three payments of 30%), or a discount of 2% if tolls were paid in full by the 1st April. Officers carefully scoped the maximum impact of the discount at £20,000 if all the relevant boatyards paid early; set against a saving on administration and reducing risk against a potential loss of income.
- 3.3 The result to date of this year's payment arrangements is as follows:
 - Full payment in advance totalled £550,000, attracting a total discount of £11,000; and
 - Delayed payments resulting from the split payment agreement amounting to £370,000.
- 3.4 This arrangement has worked well with the early payments considerably reducing the administration and risk, but was an interim solution for this year. A review of these payment arrangements is planned for September when details of the average number of weeks booked for 2014 is known so that the arrangements for 2015/16 can be agreed at the same time as the decisions on tolls.

4 Strategic Priorities 2014/15

Contact Officer/Broads Plan Objective: John Packman/Multiple

- 4.1 The Authority's strategic priorities for 2014/15 were adopted by the Authority on 21 March 2014. The key navigation project for this financial year is the survey of private boat owners, followed by surveys of visitors. An update of the private boat owners survey is provided under the Summary of Progress.

5 Breydon Bridge Update

Contact Officer/Broads Plan Objective: Angie Leeper/NA5

- 5.1 The Authority was advised by Eastport UK that the bridge was not operational due to a hydraulic failure on 10 January 2014. Investigative and temporary works were undertaken during February and the final repairs have now been completed and the bridge is fully operational.

6 Navigation Patrolling and Performance Targets

Contact Officer/Broads Plan Objective: Adrian Vernon/NA4.3

- 6.1 The patrolling figures for months of February and March show generally high best value compliance and countryside check compliance. There are two figures that are disappointingly low but they reflect the launches being in for refit and unavailability of staff in that area, both issues have now been resolved.
- 6.2 The Ranger Team Activity Record forms for February and March show, in percentage terms, the activities undertaken by each ranger team in their integrated navigation and countryside duties. The February breakdown is Navigation 51%, Countryside 45% and tasked 2%. The Countryside figure is expected to be higher in the winter given that more practical tree work is undertaken and less patrol work is carried out. In March the figures are 62%, 33% and tasked 5%. Tasked duties are such as broadcaster deliveries. For a more detailed explanation, see Appendix 1 which shows and explains the valid data for entry form. The overall percentages from April 2013 to the end of March 2014 are 62%, 33% and tasked 5%.
- 6.3 Two cases were dealt with at Magistrates Court in February and March as shown in Appendix 2.

7 Sunken and Abandoned Vessel Update

Contact Officer/Broads Plan Objective: Adrian Vernon/NA4

- 7.1 Two sunken vessels near Norwich are recorded and are shown in Appendix 3.

8 Planning Enforcement Update

Contact Officer/Broads Plan Objective: Adrian Vernon and Cally Smith/None

- 8.1 Following queries raised by a member it was agreed to provide regular updates on the position regarding relevant planning enforcement actions. These details are included at Appendix 4.

9 Timetable of Meetings

Contact Officer/Broads Plan Objective: John Organ/None

- 9.1 The Authority agreed the timetable of meetings for the period July 2014 to July 2015. This is detailed at Appendix 5. Members will note that Navigation Committee meetings during this period are scheduled on 4 September 2014, 23 October 2014, 11 December 2014, 26 February 2015, 23 April 2015 and 4 June 2015.

Author: John Organ

Date of report: April 2014

Broads Plan Objectives: Multiple

Appendices: APPENDIX 1 - Report on the Significant Exercise of Powers by the Rangers during February - March 2014
APPENDIX 2 – Report of Prosecutions dealt with in Court during February and March 2014
APPENDIX 3 – Report of Sunken and Abandoned Vessels
APPENDIX 4 – Planning Enforcement Update
APPENDIX 5 – Committee Timetable 2014/15

Rangers Exercise of Powers Analysis <i>(Bracketed figures are running totals, April 2013 to February 2014)</i>							Date: FEBRUARY 2014	
	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
Verbal Warnings								
Care & Caution	(45)	(74)	(55)	(82)	(17)		(18)	(19)
Speed	4 (3086)	(435)	(439)	1 (610)	3 (159)	1 (153)	6 (246)	2 (238)
Tolls offences	(218)	(29)	(29)	(153)	(20)	(3)	(14)	(8)
Other	1 (105)	(19)	(36)	(50)	4 (23)	(7)	(26)	(28)
Blue Book Warnings 5								
Care & Caution	(5)	(1)		(1)		(1)		(12)
Speed	1 (98)	(16)	(9)	1 (35)	(10)	(6)	(7)	(16)
Other	(14)	(4)	(7)	1 (2)	1 (8)	(1)	(21)	1 (7)
Reports for Prosecutions	(4)	(1)	(1)		(3)	(1)		(5)
Special Directions					(2)	(43)	(204)	(80)
Toll Compliance Reports								
Non Payment	(183)	(40)	(109)	(49)	(98)	(16)	(86)	(38)
Non Display	(123)	(2)	(14)	(13)	(21)	(8)	(45)	(10)
28 Day request for information	(5)		(25)	(10)			(7)	
BSS Hazardous Boat Inspections	(4)	(1)	(1)					(2)
Enter Vessels Under BSS								
Launch Staffed	11 (238)	2 (107)	(144)	2 (134)	7 (144)	9 (145)	(147)	7 (243)
Countryside Site inspection reports percentage compliance	100% (78%)	100% (44%)	Combined figure 100% (27%)		Combined figure no sites		62% (22%)	no sites
Best Value Patrol Targets Percentage Compliance	388% (237%)	150% (75%)	38% (122%)	75% (162%)	250% (143%)	322% (213%)	128% (129%)	224% (172%)
Volunteer Patrols	4 (42)	3 (21)		3 (14)	(8)	2 (11)	(5)	
IRIS Reports	(124)	1 (44)	1 (28)	(55)	(55)	1 (54)	1 (37)	2 (115)
Broads Control Total Calls	TOTAL 1,623 (35,678)			Telephone 1,482 (27,227)		VHF 141 (8,451)		

RANGER TEAM ACTIVITY

Navigation Activity								Countryside Activity					
Nav Patrol Launch	Nav Patrol Foot/Road	Incident Working	Admin - Navigation	Training (Navigation)	Escort	Moorings	Bank work	Country Site Tasks	Admin - Country	Training (Countryside)	Tree/Ground work	Group Activities	Education Visit
8.64%	1.99%	1.04%	2.68%		0.00%	0.70%	1.88%	13.11%	1.61%	2.65%	5.43%	0.00%	0.00%
27%	9%		13%	11%		53%		6%	41%		13%		
6%	15%	24%	37%			6%		23%	7%	20%	2%		
34%			11%	30%		25%	48%	46%	24%	19%	39%		
4%	8%		26%	1%		16%	20%	8%	3%	21%	30%		
24%	37%	38%		37%			32%	13%	25%	40%	14%		
18%								22%					

Month Percentages

Navigation	51%
Country	45%
Tasked	2%

99%

General Support

Broads Control	Activity Undefined	Admin - Split	Admin - Volunteer	Training - Split	Meeting - Staff	Meeting - Public	Public Relations Events	Site Visit third party	Other Task	Time Off In Lieu	Annual Leave	Sick
6.41%	13.07%	14.04%	1.10%	3.93%	4.24%	0.64%	1.58%	0.51%	0.09%	0.33%	21.63%	1.40%
15%	19%	23%	3%		19%						32%	3%
	21%	13%			18%	24%		43%			11%	3%
	12%	26%	37%	24%	20%	20%		57%			12%	94%
	19%	13%			17%	30%				100%	17%	
	16%	14%	60%	53%	20%		78%		100%		12%	
85%											5%	
6%	32%									24%		

Percentage with apportioned split

Year to date (Apr - Mar)

Navigation 62%

Country 33%

Tasked 5%

Team percentages equal team contribution to activity

Rangers Exercise of Powers Analysis (Bracketed figures are running totals, April 2013 to February 2014)						Date: MARCH 2014		
	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
Verbal Warnings								
Care & Caution	14 (59)	(74)	(55)	(82)	(17)		(18)	(19)
Speed	22 (3108)	(435)	7 (446)	(610)	(159)	(153)	3 (249)	4 (242)
Tolls offences	2 (220)	(29)	(29)	(153)	(20)	(3)	1 (15)	2 (10)
Other	4 (109)	(19)	(36)	(50)	(23)	(7)	(26)	1 (29)
Blue Book Warnings 2								
Care & Caution	(5)	(1)		(1)		(1)		(12)
Speed	(98)	(16)	(9)	(35)	(10)	(6)	(7)	1 (17)
Other	(14)	(4)	(7)	(2)	(8)	(1)	(21)	1 (8)
Reports for Prosecutions	(4)	(1)	(1)		(3)	(1)		(5)
Special Directions					(2)	(43)	(204)	(80)
Toll Compliance Reports								
Non Payment	1 (184)	(40)	1 (110)	(49)	(98)	(16)	(86)	1 (39)
Non Display	(123)	(2)	1 (15)	(13)	(21)	(8)	(45)	1 (11)
28 Day request for information	(5)		(25)	(10)			(7)	
BSS Hazardous Boat Inspections	(4)	(1)	(1)					(2)
Enter Vessels Under BSS								
Launch Staffed	11 (249)	8 (115)	9 (153)	3 (137)	8 (152)	1 (146)	5 (152)	9 (252)
Countryside Site inspection reports percentage compliance	100% (79%)	100% (47%)	Combined figure 100% (32%)		Combined figure 100% (100%)		62% (24%)	no sites
Best Value Patrol Targets Percentage Compliance	225% (236%)	4% (69%)	123% (122%)	300% (173%)	13% (132%)	122% (205%)	211% (136%)	348% (187%)
Volunteer Patrols	9 (51)	2 (23)		3 (17)	(8)	(11)	1 (6)	
IRIS Reports	2 (126)	1 (45)	1 (29)	1 (56)	2 (57)	1 (55)	(37)	2 (117)
Broads Control Total Calls	TOTAL 1,957 (37,635)			Telephone 1,777 (29,004)		VHF 180 (8,631)		

RANGER TEAM ACTIVITY

Navigation Activity								Countryside Activity					
Nav Patrol Launch	Nav Patrol Foot/Road	Incident Working	Admin - Navigation	Training (Navigation)	Escort	Moorings	Bank work	Country Site Tasks	Admin - Country	Training (Countryside)	Tree/Ground work	Group Activities	Education Visit
9.00%	2.24%	0.83%	1.31%		0.57%		1.93%	16.91%	1.53%	0.33%	2.54%	1.37%	1.94%
38%	9%		53%	20%	25%		34%	14%	20%		18%		27%
9%	20%	9%	25%			22%		10%	29%				23%
10%		17%	6%	21%	44%	44%		47%	25%	100%	51%	100%	28%
4%			8%			33%	66%	8%	26%		31%		21%
34%	47%	74%	8%	59%	31%			15%					
19%								24%					

Month Percentages	
Navigation	48%
Country	45%
Tasked	7%

General Support												
Broads Control	Activity Undefined	Admin - Split	Admin - Volunteer	Training - Split	Meeting - Staff	Meeting - Public	Public Relations Events	Site Visit third party	Other Task	Time Off In Lieu	Annual Leave	Sick
6.16%	11.49%	7.02%	0.74%	4.40%	7.66%	4.76%	0.75%	2.09%	2.62%	0.90%	19.22%	0.00%
	16%	27%	14%	10%	15%	25%		38%	35%		8%	
	23%	11%	6%	11%	17%		15%	28%	2%	16%	15%	
	15%	9%		21%	24%	24%		7%	32%	33%	21%	
5%	21%	9%		18%	10%	16%		26%			18%	
0%	15%	19%	80%	27%	20%	23%	42%		31%	52%	6%	
82%											6%	
5%	34%									19%		

Percentage with apportioned split	
Year to date (Apr - Mar)	
Navigation	62%
Country	33%
Tasked	5%

Team percentages equal team contribution to activity

Valid Data for Entry

S	Activity Unknown
T	Travel Time
N - PL	Nav Patrol Launch
N - PF	Nav Patrol Foot/Road
C - P	Country Patrol
C - M	Country Maintenance
S - CT	Broads Control
I	Incident Working
N - AD	Admin - Navigation
C - AD	Admin - Country
S - AD	Admin - Split
S - AV	Admin - Volunteer
S - EM	Equipment Maintenance
N - TR	Training (Navigation)
C - TR	Training (Countryside)
S - TR	Training - Split
V-TR	Training - (Volunteers)
N - E	Escort
N - MC	Moorings Maintenance
N - BW	Bank work
C - TW	Tree/Ground work
C - GP	Group Activities
C - ED	Education/School Visit
S - MS	Meeting - Staff
S - MP	Meeting - Public
T - PR	Public Relations Event
T - TP	Site Visit third party
Tasked	Other Task
TIL	Time Off In Lieu
Break	Break
AL	Annual Leave
Sick	Sick

When a ranger books on and off duty he will inform control what he has been doing during the day and the Broads Control operator enters the timings which are broken down into 10 minute intervals.

S is on the system as with the 60/40 split.

T is neutral and includes tasks such as attending the boat jumble, planning site visits and broadcaster deliveries.

N is navigation.

C is countryside.

APPENDIX 2

Report of Prosecutions dealt with in court during February and March 2014

Place	Offence	Magistrates Court	Result
Belaugh	(1) Speeding (2) Care and Caution.	Norwich	Pleaded not guilty - Found not guilty
Lower Yare	(1) Speeding (2) Care and Caution.	Great Yarmouth	(1)Pleaded guilty - Fined £200 (2)Withdrawn. Costs £75. Victim surcharge £25.

APPENDIX 3

Sunken and Abandoned Vessels

Description	Location found	Action	Abandoned /Sunken Notice Affixed	Result
Wooden Sailing cruiser	River Yare Trowse	No known owner.	yes	Vessel not raised by owner. Deadline expired and BA team will raise and remove when the programme allows
Sunken Wooden Cabin Cruiser	Opposite Riverside River Wensum Norwich	Owner has been given a deadline to raise the vessel himself.	yes	Vessel not raised by owner. Deadline expired and BA team will raise and remove when the programme allows.

Enforcement Update

This table shows the updates on enforcement matters relating to Navigation matters currently under consideration since the last Navigation Committee on 27 February 2014.

Committee Date	Location	Infringement	Action taken and current situation
7 December 2007 23 April 2010	South side of Thorpe Island (New Cut)	Unauthorised mooring of vessels	<ul style="list-style-type: none"> • Possession granted to Network Rail and trespass mooring to cease • Majority of mooring now ceased and compliance achieved
5 December 2008 5 March 2010 16 July 2010	“Thorpe Island Marina” West Side of Thorpe Island Norwich (Former Jenner’s Basin)	Unauthorised development	<ul style="list-style-type: none"> • Enforcement Notices served on 7 November 2011 on landowner, third party with legal interest and all occupiers. Various compliance dates from 12 December 2011 • Appeal lodged on 6 December 2011 • Public Inquiry took place on 1 and 2 May 2012 • Decision received on 15 June 2012. Inspector varied and upheld the Enforcement Notice in respect of removal of pontoons, storage container and engines but allowed the mooring of up to 12 boats only, subject to provision and implementation of landscaping and other schemes, strict compliance with conditions and no residential moorings. • Challenge to decision filed in High Court 12 July 2012 • High Court date set for 26 June 2013 • Planning Inspectorate reviewed appeal decision and agreed it was flawed and therefore to be quashed

Committee Date	Location	Infringement	Action taken and current situation
			<ul style="list-style-type: none"> • “Consent Order” has been lodged with the Courts by Inspectorate • Appeal being reconsidered –Planning Inspector Site Visit 28 January 2014 • Hearing scheduled for 8 July 2014
28 March 2013	Former drainage dye adjacent to Newlands Caravan Site	Unauthorised installation of mooring platform	<ul style="list-style-type: none"> • Authority given for the serving of an Enforcement Notice for the removal of the platform and restoration of the site, with a period of compliance of three months; and that in the event of non-compliance, authority be given for prosecution(in consultation with the Solicitor). • Enforcement Notices served on 30 August 2013 • Appeal in progress with Public Inquiry date set for 13 May 2014

APPENDIX 5



Committee Timetable 2014/15

	2014								2015							
	Day	Time	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug
Planning	Fri	10.00 am	18	15	12	10	7	5	9	6	6	Thurs 2	1/29	26	24	21
Planning Cttee Site Visit	Fri	10.00 am	4	1/29		3/24	28	19	30	20	27	17	22	12	17	7
Broads Forum	Thurs	2.00 pm	31				6			5		30			30	
Local Access Forum	Wed	2.00 pm			10			3			4			10		
Navigation Committee	Thurs	1.00 pm			4	23		11		26		23		4		
Financial Scrutiny and Audit Committee	Tues	2.00 pm	8		23					10					7	
BROADS AUTHORITY	FRI	10.00 am	11		26		21		23		20		15		10	
Member Development Day																
New Members Induction Day	Wed				17											