

Navigation Committee

AGENDA

Thursday 21 April 2016

2.00pm

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1.	To receive apologies for absence	
2.	To note whether any items have been proposed as matters of urgent business	
3.	Appointment of Chairman	
4.	Appointment of Vice-Chairman	
5.	To receive Declarations of Interest	
6.	Public Question Time To note whether any questions have been raised by members of the public	
7.	To receive and confirm the minutes of the Navigation Committee meeting held on 25 February 2016	3 – 13
8.	Summary of Actions and Outstanding Issues following Discussions at Previous Meetings Report by Administrative Officer (herewith)	14 – 15
9.	Appointment of two co-opted Members to the Broads Authority Report by Chief Executive (herewith)	16

CONSULTATIONS

10.	The Port Marine Safety Code Safety Management System: Stakeholder Hazard Review Report by Head of Safety Management (herewith)	17 – 25
11.	Safety Audit 2015 Report Report by Head of Safety Management (herewith)	26 – 30

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12.	Variation of Permission BA/2013/0138/FUL To Allow Change From Timber Jetty to Timber Piling of New Boat Dyke Report by Planning Officer	31 – 33
13.	Norfolk County Council Proposals for True Left Bank of River Chet at Harley Flood Report by Senior Waterway & Recreation Officer	34 – 38
14.	St Olaves Marina: Demasting Moorings Report by Head of Planning (herewith)	39 – 45

UPDATES

15.	Navigation Income and Expenditure 1 April to 29 February 2016 Actual and 2015/16 Forecast Outturn Report by Head of Finance (herewith)	46 – 56
16.	Construction, Maintenance and Environment Work Programme Progress Update Report by Head of Construction, Maintenance and Environment (herewith)	57 – 61
17.	Boat Safety Management Group Notes of meeting held on 7 March 2016 (herewith)	62 – 70
18.	Chief Executive's Report Report (herewith) – For information only	71 – 79
19.	Current Issues Open forum	
20.	Items for Future Discussion	
21.	To note the date of the next meeting – Thursday 2 June 2016 at Yare House, 62-64 Thorpe Road, Norwich commencing at 2.00pm	
22.	Exclusion of the Public The Committee is asked to consider excluding the public from the meeting under section 100A of the Local Government Act 1972 for consideration of the item below on the grounds that it involves the likely disclosure of exempt information as defined by Paragraph 3 of Part 1 of Schedule 12A to the Act as amended, and that the public interest in maintaining the exemption outweighs the public benefit in disclosing the information	
23.	To receive and confirm the exempt minutes of the Navigation Committee meeting held on 25 February 2016 (herewith)	

Navigation Committee

Minutes of the meeting held on 25 February 2016

Present:

Mr M Whitaker (Chairman)

Mr K Allen	Mr W Dickson	Mr M Heron
Mr J Ash	Sir P Dixon	Mr J Knight
Ms L Aspland	Mr P Durrant	Mrs N Talbot
Mr M Bradbury	Mr A Goodchild	Mr B Wilkins

In Attendance:

Mr S Birtles – Head of Safety Management
Mr A Clarke – Senior Waterways and Recreation Officer
Ms E Guds – Administrative Officer (Governance)
Mr T Hunter – Rivers Engineer
Ms E Krelle – Head of Finance
Ms A Leeper – Asset Officer
Ms A Long – Director of Planning and Resources
Dr J Packman – Chief Executive
Mr R Rogers – Head of Construction, Maintenance and Environment
Mr A Vernon – Head of Ranger Services
Mrs T Wakelin – Director of Operations

Also Present:

Philip Burgess – Association of Inland Navigation Authorities
Lesley Marsden – Norwich City Council
Michal Wiciak – MLM Consulting Engineers

3/1 To receive apologies for absence

No apologies for absence were received.

The Chairman welcomed Lana Hempsall, Vice Chair of the Planning Committee; Professor Jacquie Burgess, Chair of the Broads Authority; Louis Baugh, member of the Broads Authority; Philip Burgess, Executive Director of the Association of Inland Navigation Authorities (AINA); Lesley Marsden and Michal Wiciak from Norwich City Council and Tony Howes as a member of the public to the meeting.

The Chairman announced that this was Phil Durrant's last meeting, as his term of office would finish at the end of March. He thanked Mr Durrant for his valuable contribution.

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

An item of urgent business had been requested in writing because of the financial, legal and ongoing reputational risks to the Authority. The Chairman proposed to accept the request and deal with it after Item 17 on the Agenda.

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

There were no public questions.

3/5 To receive and confirm the minutes of the meetings held on 10 December 2015

The minutes of the meeting held on 10 December 2015 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 received an update following circulation of an email from Mr Bishop to all members of the Committee. It was confirmed that the Authority's interpretation of the regulations was correct and that waste from boats was classed as commercial waste. Members would be contacted shortly to arrange a workshop on this issue.

A further update regarding the North Norfolk District Council (NNDC) position was reported. Further to the decision to remove 13 of the 16 waste facilities in the District, the MP Norman Lamb had written to the Chief Executive of NNDC. A number of councillors had also raised concerns. Officers reported that Cllr Paul Rice had confirmed that NNDC had agreed to keep two of its waste collection sites at Horning and Ludham open until October 2016.

Members noted the report.

3/7 The Work of the Association of Inland Navigation Authorities (AINA)

Members received a presentation from Philip Burgess, the Executive Director of AINA. He informed Members that AINA had been set up in 1996 and was the industry body in the UK for those authorities with statutory or other legal responsibility for the management and operation of navigable inland waterways. Members of AINA included the Broads Authority, The Canals & Rivers Trust and the Environment Agency. Mr Burgess explained the organisation's objectives,

vision and mission. He described the benefits of membership of AINA, which included the opportunity to input to the national debate, gave the collective weight of a national body speaking with one voice and offered the unique ability to represent all navigation authorities across the UK. He clarified that the Broads Authority's membership fee was approximately £3,000 per year.

It was noted that AINA's current strategic priorities were safety, collaborative partnership, development and implementation of legislation, development of training standards and growth in membership.

3/8 Broads Plan 2017 – First Draft Plan for consultation

The Broads Plan was the key strategic management plan for the Broads. The current plan was adopted in May 2011 and its review was a Strategic Priority for the Broads Authority in 2015/16. It was anticipated that a revised plan will be implemented from April 2017. Public consultation on the first draft of the Broads Plan 2017 ran from 15 February to 8 April 2016.

The Director of Planning and Resources explained that the Broads Plan was a high level strategy addressing evidenced-based priorities for action. Members' comments on the first draft plan were invited.

A member commented on the need to emphasise the importance of integrated water resource management as central to the management of the Broads. It was important to ensure that a catchment scale approach was taken, in line with Defra's emerging 25 year Plan. Other Members suggested an increased emphasis on promoting physical and social access for disabled and ethnic groups, the need for strong links to the Sustainable Tourism Strategy, the cultural heritage of boating and the hire boat industry, and the need for historic vessels to be protected. It was also suggested that emphasis should be placed on clear outcomes and ensuring strong links between actions across different themes, such as navigation and conservation.

Members asked how the priorities for action in the Plan could be embedded into the priorities of other organisations; what would happen if priorities were changed as a result of financial cuts to partner organisations; and how project delivery would be monitored. The Director of Planning and Resources replied that the Authority would work with Plan partners to ensure that priorities for action by those organisations, where relevant to the Broads, were included in the Plan from an early stage, and revised as and when they needed to be.

It was emphasised that this was the **first** draft of the 2017 Plan, more detail would emerge through the public consultation and drafting process. A revised draft plan would be published later in the year, when Members would have a further opportunity to comment.

Members noted the report.

3/9 Draft Proposals for Section 5a of “Riverside Walk”

Engineering and landscape design work for section 5a of the Wensum River Parkway was currently being undertaken by Norwich City Council and their consultants. The design was at an early stage and officers of Norwich City Council gave a presentation to seek the views of the Navigation Committee on a series of options for providing a revetment to support the path and landscaping at the river's edge, prior to submitting a planning application for the scheme later this year.

The Director of Operations reminded Members that there was significant boating activity on this stretch of the river. Building out into the river on the approach to the Trowse Swing Bridge would create a longer pinch point in the navigation area. She reminded the Committee that its previous advice on applications involving encroachment into the river channel by overflying footpaths and balconies was unacceptable from a navigation perspective.

After considering the different options put before them, Members agreed they did not support the use of gabion baskets for bank support purposes for a number of reasons. The baskets would encroach into the river to an unacceptable extent as the river width was already restricted in this location. If installed at the water line they would be a hazard to boats. Members further recognised the need to be careful about the granting of permissions that might set an unfortunate precedent for future planning applications.

Members confirmed they had a preference for steel piling, especially if this included facilities for mooring. The Consultant Engineer from MLM confirmed that the gabion basket option was slightly more expensive and that piling was their preferred option. Members were informed by the Principle Landscape Architect that the Broadland Housing Scheme had a proposal for pontoon moorings. However, the Senior Waterways and Recreation Officer said this may not go forward as the Section 106 Agreement did not specify who was responsible for the provision and maintenance of such moorings.

A discussion followed about piling materials and whether cantilever piling would offer the opportunity of piling closer to the river bank. The Consultant Engineer said this option may not be possible as the condition of the bank below water level was unknown.

Members stated that they had a clear preference for piling over gabion baskets and they considered that, if piling was necessary, further design work for the scheme should concentrate on minimising encroachment into the navigation area. Members also recommended that for safety reasons any piling proposal put forward for consideration must be installed above high water level and thereby visible to boaters at all states of the tide. Piling installed at a higher level would also provide the possibility of developing moorings.

Members noted the report.

3/10 Appointment of Navigation Officer

Members received a report that represented formal consultation with the Navigation Committee on the appointment of the Navigation Officer for the Broads Authority.

Members supported and welcomed Mrs Burchnell's appointment as the Head of Ranger Services and the Navigation Officer. The interview process for a new Deputy Head of Ranger Services would take place next week. It was confirmed that the Rangers acted as deputies to the Navigation Officer.

3/11 Broadland Flood Alleviation Project: Planning Application for Flood Improvements in Compartment 25 (Gillingham Marshes, River Waveney)

Members received a report summarising Broadland Environmental Services Ltd's (BESL) planning application proposals for flood defence improvement works at the extreme downstream end of Compartment 25, situated at Gillingham Marshes between the A146 road bridge and Hill Farm, Boathouse Hill on the true left bank of the River Waveney near Beccles.

In discussion, Members acknowledged the need for the flood defence work and agreed that the hazardous piling would need to be removed. They commented that this reach of the river was very tidal and, due to activities of the Beccles Amateur Sailing Club (BASC), could be very busy.

The use of buoys for mooring alongside and opposite the clubhouse by the BASC was not supported by the Committee because of the added risk of motor boats getting fouled on the buoys and lines; and that boats mooring to the buoys would restrict the available width for navigation. Instead Members felt permanent timber posts that remained visible at all states of the tide would provide a more appropriate means of allowing members of the BASC to moor temporarily in order to raise and lower sails, and wait for race start times. A Member suggested that posts should be provided beyond the sailing club area to allow canoes, in particular, to get out of the way of boat traffic at busy times.

Members agreed that if coir matting was used as erosion protection on the re-profiled river bank there was a risk that it would be damaged by boat impact. It was easy for matting to get caught in boat propellers, which could damage boats and the bank. It was pointed out that coir matting would provide erosion protection while encouraging vegetation growth, but Members preferred that an alternative be considered, e.g. natural reed growth or plug planting, without coir matting being installed.

Members agreed that conditions should be attached to any planning permission granted for the works. This should cover timing of works, installation and removal of temporary channel marking, erosion monitoring in accordance with the agreed erosion monitoring protocol including sonar and hydrographic surveying, and remedial works to deal with damage to any erosion protection installed.

Members noted the report.

3/12 Powerboat Racing Annual Review

Members received a report that outlined the background to power boat racing on Oulton Broad. One member commented that Lowestoft Rowing Club had not been consulted by Lowestoft and Oulton Broads Motor Boat Club (LOBMBC) and subsequently had to alter one of their fixtures. The Head of Safety Management would feed this back to LOBMBC.

Members supported the management of Powerboat Racing on Oulton Broad and agreed with the fixture list for the 2016 season.

3/13 Mutford Lock Maintenance Update

Members received an update on the progress of maintenance work at Mutford Lock and proposed revisions to the operating agreement.

In September 2015, Members supported expenditure from the Mutford Lock Reserve Fund for maintenance work, along with an increase in the annual budget. This had been agreed by the Broads Authority and contractors had been appointed and were in the process of completing the essential tasks.

The report in September 2015 also noted that the current operator of the Lock had requested an increase in its fee. Suffolk County Council also had an agreement with the same operator for the operation of the lifting bridges. The lifting bridges were operated for the purpose of navigation through the lock; therefore, in the interest of transparency and efficiency a new common agreement had been drafted. This new draft agreement would be the basis for negotiation with the current operator.

As an item for a future meeting it was suggested that Members consider the importance of Mutford Lock and how beneficial it was to the Southern broads. It was further suggested that the option of offering free access through the Lock for one year be considered. A Member suggested looking into options to market Oulton Broad and Mutford Lock and link this through Tourist Information Centres.

Members noted the report.

3/14 Navigation Income and Expenditure: 1 April to 31 December 2015 Actual and 2015/16 Forecast Outturn

Members received details of the actual navigation income and expenditure for the nine month period to 31 December 2015, together with a forecast of the projected expenditure at the end of the financial year (31 March 2016).

The Head of Finance provided a verbal update on the January figures. The actual variance had now moved to a favourable variance of £28,194. The reason for this was due to some delayed invoicing.

Members noted the report.

3/15 Construction, Maintenance and Environment Work Programme Progress Update

Members received a report setting out progress made in the delivery of the 2015/16 Construction, Maintenance and Environment Section work programme. Members were informed that Cygnet, the third wherry, had been delivered and was in operation.

Members were pleased to hear that the priority dredging at Hickling Broad had been progressing well after water temperatures finally dipped below 8 degrees and that the project was well on its way.

Section 5 of the report highlighted the development of the 2016/17 Hickling enhancements and identified Churchill's Bay and the area adjacent to The Studio as areas where erosion protection/reedbed could be reinstated. The preparation of lagoons for land spreading was shown as part of the plan. Members were supportive of the options and welcomed the continued efforts at Hickling. It was suggested that signs be put up indicating what was happening at the broad. A Member also mentioned the press release on Prymnesium research and the very positive message on the work of the Upper Thurne Working Group.

Members noted the report and supported the recommendations made in Section 5.

3/16 Chief Executive's Report

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

The Chairman updated Members on the work of Tolls Review Group (TRG) which had had a very successful meeting earlier that morning. He said the TRG would need at least one more meeting before they would like to invite all the Members and expert witnesses who attended the initial Tolls Workshop to a meeting where the TRG could present their initial proposals for discussion.

A member raised the matter of a prosecution incident in May 2015 that was dismissed when the case failed to meet its prosecution deadline. NPLaw's apology for the oversight was reported. It was explained that, in cases where hire boats were involved, prosecuting was a difficult and time consuming process. Offenders did not always live locally and were therefore hard to track down. However, the Director of Operations recognised that the Authority would need to look into ways of speeding up the process, to prevent this happening in the future and she reiterated NPLaw's unreserved apologies to Norwich Rowing Club.

In response to a member who enquired about BESL's planning application for work on Upton Dyke, it was stated that although some changes were made to the planning conditions, no changes were made to the construction details.

Members noted the report.

3/17 Current Issues

There were no current issues that Members wished to discuss.

Agenda item 3/2 Matter of Urgent Business was dealt with at this point

The Chairman stated that he had received written notice of an urgent matter, requested by Phil Durrant.

The motion stated that:

“The Navigation Committee has no confidence that James Knight is fulfilling his role and duties as a Member of the Broads Authority and that we as Members have concerns that he is not adopting the interests of the public generally and not taking collective responsibility for the decisions made by the Authority. Furthermore some of his actions and words may be damaging to the Broads Authority and to that extent he should be removed from a position of responsibility.

And therefore the motion is that:

- 1) Mr Knight be removed as Vice-Chair of the Navigation Committee; and that*
- 2) the Navigation Committee recommends replacing Mr Knight as the appointee on the full Authority; and that*
- 3) the Navigation Committee recommends a Member for appointment to the Broads Authority today.”*

The motion was proposed by Phil Durrant and duly seconded by Kelvin Allen.

A Member spoke in support of the motion and explained that his reasons for doing so were that the principle of collective responsibility must be upheld and protected; that there must be an expectation that confidentiality will be maintained; and that there must be an atmosphere of trust between officers and members. He continued that if a Member was so fundamentally opposed to what the Authority represented that he could not support these principles, then he should no longer remain as a Member.

Other Members supported this view, emphasising the importance of the principle of collective responsibility and that an absence of this would reflect badly on the reputation of the Authority.

One Member said he did not feel he had sufficient evidence to support the motion at this stage. He stated that he deplored the recent social media campaign regarding Thorpe Island.

In response, James Knight commented that the motion was unexpected, he had not been notified, and was unaware of any wrong doing. He stated that he had not engaged in any Facebook/social media communication and had never spoken publically about his issues and concerns with the Broads Authority. He said that he had been the subject of three formal complaints about the same matter but no

specific allegation had been made. He wished he had been notified of the motion so he could have provided a more robust defence.

A Member queried whether he could propose an alternative motion for deferral (a cooling off period of two months). However, the Chairman stated that the motion had been tabled and therefore he would put the motion to the vote.

The Motion was put to the meeting by the Chairman that:

The Navigation Committee has no confidence that James Knight is fulfilling his role and duties as a Member of the Broads Authority and that we as Members have concerns that he is not adopting the interests of the public generally and not taking collective responsibility for the decisions made by the Authority. Furthermore some of his actions and words may be damaging to the Broads Authority and to that extent he should be removed from a position of responsibility.

And therefore the motion is that:

- 1) Mr Knight be removed as Vice-Chair of the Navigation Committee; and that
- 2) the Navigation Committee recommends replacing Mr Knight as the appointee on the full Authority; and that
- 3) the Navigation Committee recommends a Member for appointment to the Broads Authority today

RESOLVED by 10 votes to 0 with 3 abstentions that the Committee approves the motion with immediate effect.

Peter Dixon stated that he had abstained because he had carried out James Knights' appraisal that morning and did not want it to appear that he had acted in bad faith.

The Chairman asked for nominations for the position of Vice Chairman of the Navigation Committee. James Knight proposed Brian Wilkins but he declined to stand.

Bill Dickson, seconded by Peter Dixon, proposed the nomination of Nicky Talbot.

It was RESOLVED unanimously that the Committee appoints Nicky Talbot as its Vice Chair.

The Chairman then asked for nominations for the Committee's recommendation to the Authority for the appointment of a co-opted member to the Broads Authority.

Kelvin Allen, seconded by Peter Dixon proposed the appointment of Nicky Talbot.

It was RESOLVED by 10 votes to 0 with 3 abstentions that the Committee recommends to the Authority that Nicky Talbot be appointed as the co-opted Member on the Authority.

3/18 Items for future discussion

No items for future discussion.

3/19 To note the date of the next meeting

The next meeting of the Committee would be held on Thursday 21 April 2016 at Yare House, 62-64 Thorpe Road, Norwich commencing at 2pm.

3/20 Exclusion of the Public

The Committee is asked to consider excluding the public from the meeting under section 100A of the Local Government Act 1972 for consideration of the item below on the grounds that it involves the likely disclosure of exempt information as defined by Paragraph 3 of Part 1 of Schedule 12A to the Act as amended, and that the public interest in maintaining the exemption outweighs the public benefit in disclosing the information

3/21 Network Rail Update

Members received a report updating them on discussions that had commenced on the options for the construction of a new rail bridge at Trowse, and the necessary mitigation measures that may be required to secure Broads Authority support.

Members noted the report.

The meeting concluded at 4.55 pm

Chairman

Code of Conduct for Members

Declaration of Interests

Committee: Navigation Committee

Date of Meeting: 25 February 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	5-21	Hire Boat Operator, Toll Payer, member of Boating Associations	
Brian Wilkins	8-11	NSBA Chairman, Assorted	
Kelvin Allen		Member of the Broads Angling Strategy Group and the River Waveney Trust.	
Nicky Talbot		Toll Payer, NSBA Member and Member of NBYC	
Linda Aspland		Member of NBYC , Toll Payer , Hunter Fleet Committee , Local Resident	
Max Heron	6-17	Toll Payer, Landowner, Member of British Rowing, Norwich RC, NSBA, RCC, Chair Whitlingham Boathouses Trustee and Director, Whitlingham Boathouses Foundation Ltd (no remuneration or expenses) Director, Whitlingham Boathouses Ltd (dormant; no remuneration or expenses)	√
Mathew Bradbury		Toll Payer, BCU member and Trustee for the Whitlingham Charitable Trust	
Peter Dixon	15	Hickling Restoration (Churchill's Bay)	√
A Goodchild	6-16	General	
Bill Dickson		Coopted Member, toll payer, property owner, president local owner area	
John Ash		Toll Payer, Chairman and Director of WYCCT	
Michael Whitaker	6-16	Toll payer, Hire Boat Operator, BHBF Chairman	

Navigation Committee

21 April 2016

Agenda Item No 8

Summary of Actions and Outstanding Issues Following Discussions at Previous Meetings

Report by Administrative Officer

Date of Meeting and Minute No	Discussion	Responsible Person	Summary of Actions and Outstanding Issues
26 February 2015 Minute 4/6 Summary of Actions and Outstanding Issues Following Discussions at Previous Meetings	Update in relation to negotiations over 24hr moorings at Thurne Mouth and Boundary Farm	Head of Planning	Following decision at Broads Authority meeting on 20 March 2015, paperwork has been formalised and was with landowner for agreement. Discussions with the landowner are ongoing and planning application for changes to the mooring dyke has been submitted (see Agenda 12).
10 December 2015 Minute 3/11 Review of Waste Facilities	The Committee agreed that apart from monitoring the position regarding waste facilities, further action was needed	Director of Operations	At the meeting on 22 January 2016 the Broads Authority adopted the recommendations of the Navigation Committee not to have an external workshop but to continue to monitor the situation and have an internal discussion later in the year involving interested members and relevant officers to look at sponsorship ideas and funding schemes for recycling. The meeting date is currently being arranged.
25 February 2016 Minute 2/11 Broadland Flood Alleviation Project: Planning Application for Flood Alleviation	Update on the application	Head of Planning	The Planning Committee considered the application BA/2016/0017/FUL at its meeting on 1 April 2016 and granted planning permission subject to detailed conditions together with Informatives referring to the permission being

Date of Meeting and Minute No	Discussion	Responsible Person	Summary of Actions and Outstanding Issues
Improvements in Compartment 25 (Gillingham Marshes, River Waveney)			carried out in the context of the Memorandum of Understanding between the Broads Authority and the Environment Agency 25 April 2003 and Flood Defence Consent concerning the control of works.
25 February 2016 Minute 2/16 Chief Executive Report	Tolls Review Group 2016 Update	Chief Executive/Head of Tolls	A Tolls Workshop will be held on the morning of 21 April and an update will be provided during the committee meeting later that afternoon.

Appointment of Two Co-opted Members to the Broads Authority
Report by Chief Executive

Summary: This report seeks the views and the recommendations of the Navigation Committee on the appointment of two co-opted members to serve on the full authority until 19 May 2017 as set out in Section 1(3)(c) of the Norfolk and Suffolk Broads Act 1988 as amended.

1 Introduction

- 1.1 The membership of the Broads Authority, as set out in Section 1 of the Broads Act, includes

“two members appointed by the Authority from those members of its Navigation Committee (established under section 9 of this Act) who are not already members of the Authority.”

- 1.2 The two co-opted members of the Navigation Committee appointed to the Authority will cease their term on 13 May 2016. The term of this appointment is for one year as agreed at the Broads Authority meeting on 20 May 2015. The Committee is now invited to recommend two appointees to serve on the full Authority until 19 May 2017.

Background papers: None

Author: Regina Green
Date of report: 6 April 2017

Broads Plan Objectives: None

Appendices: None

The Port Marine Safety Code
Safety Management System: Stakeholder Hazard Review 2016
Report by Head of Safety Management

Summary: This report details the outcome of the Safety Management System Stakeholder Hazard Review.

The Committee is invited to note the report and Members' views are sought on the recommendations in Section 6.

1 Introduction

- 1.1 The Broads Authority, as a Competent Harbour Authority under the Pilotage Act 1987, is required to comply with the duties and responsibilities set out in the Port Marine Safety Code (PMSC)¹.
- 1.2 The Code requires that all harbour authorities base their powers, policies, plans and procedures on a Formal Safety Assessment (FSA) and that they maintain a Safety Management System to ensure that risks are reduced to a level which is as low as reasonably practicable (ALARP).

2 Background

- 2.1 In May 2003, the Broads Authority undertook a detailed Formal Safety Assessment² which identified 28 hazards and proposed risk reduction measures. The outcome of the Assessment was documented in a Hazard Log.
- 2.2 In 2007, the Authority published a Safety Management System (SMS)³ to meet the needs of the PMSC. The SMS recommended that the Hazard Log be reviewed and updated annually, to validate the existing hazards and capture any new ones.
- 2.3 The most recent review was in March 2015, the Hazard Log was reviewed and amended. A report was brought to this committee in April 2015.

¹ Port Marine Safety Code, DETR, ISBN 1 85112 365 2, dated March 2000

² Broads Authority Navigational Formal Safety Assessment, 328S116, Issue 1.2, dated May 2003

³ Broads Authority Port Marine Safety Code Safety Management System, Issue 3, dated March 2013

- 2.4 The objective of this report is to document the process by which the hazards were reviewed and updated, and to present a summary of significant changes to the hazards.

3 Review Meeting

- 3.1 A Stakeholder Hazard Review was held on 25th February 2016 at Broads Authority Dockyard, Norwich.
- 3.2 The meeting brought together a group of suitably qualified and experienced people to discuss and update the hazards. The invitees are listed in Table 1 below.

Name	Representing	Attended (Y/N)
Michael Whittaker	Broads Authority Navigation Committee Chairman, Boat Safety Management Group chair	Y
Richard Card	NSBA	Y
Tony Howes	Broads Hire Boat Federation	Y
Robin Richardson	Potter Heigham Bridge Pilots	N
Richard Musgrove	Peel Ports	N
Julian Barnwell	Eastern Rivers Ski Club	N
Mark Wells	River Cruiser Class	N
Colwyn Thomas	Representative from Rowing interests	N
Duncan Holmes	Broads Angling Strategy Group	Y
Paul Mitchelmore	Environment Agency	Y
Kevin Marsh	Broadland Environmental Services Ltd	N
John Staverley	Lowestoft and Oulton Broads Motor Boat Club	Y
Trudi Wakelin	Director of Operations, BA	N
Steve Birtles	Head of Safety Management, BA and PMSC Designated Person	Y
Adrian Vernon	Head of Ranger Services, BA	N
Rob Rogers	Head of Construction and Maintenance BA	N
Lucy Burchnell	Deputy Head Ranger Services, BA	Y
Adrian Clarke	Senior Waterways and Recreation Officer, BA	Y
Mark King	Waterways and Recreation Officer BA	Y
Karen O'Reilly	Administrative Officer, BA	Y

Table 1: Attendees at Hazard Review Meeting

- 3.3 The objective of the meeting was to review all the hazards and capture updates. The attendance of a cross-section of interested parties allowed the hazard assessment and mitigating action to be agreed.

4 Summary of Changes

- 4.1 All the hazards are assessed in terms of the likelihood of an accident occurring and the severity of any such accident.
- 4.2 The method by which this assessment is carried out, and the definitions of probability, severity and risk classification, are set out within the Safety Management System (footnote 3). The risk categories are reproduced in Table 2 below.

Category	Name	Meaning
A	Intolerable Region	These risks require urgent attention and should be the focus of regular reviews. Any suitable risk control measures that are identified should be seriously considered for implementation. Such risks cannot be declared ALARP, a means of reducing or avoiding the risk must be found and implemented.
B	ALARP Region	These risks require review to ensure that they can be satisfactorily weighed against the time, trouble, cost and physical difficulty in taking further measures to reduce them. Important Note: It is incorrect to say that a risk in this region “is ALARP”. In fact, it means the risk <i>has the potential to be declared ALARP</i> , on the basis of the level of risk and the mitigations identified and implemented.
C	Broadly Acceptable Region	These risks require occasional review (e.g. annually) to ensure that they remain under control and that they remain within the Broadly Acceptable region. They do not require demonstration of ALARP.

Table 2: Definition of Risk Classifications

4.3 Table 3 below provides an overview listing of all 41 hazards, giving the previous and new risk assessments. **Yellow** shading indicates where assessments have been changed. New hazards are marked with **orange** shading. Hazards which have been closed or superseded are greyed out. Hazards which are declared ALARP are marked with **green** shading.

Direction of Change	Hazard	Title	Previous Assessment					New Assessment				
			Prob	Severity			Cat	Prob	Severity			Cat
				Pers	Env	Ass			Pers	Env	Ass	
↕	001a	Passage of Commercial Craft	Rem	Maj	Mod	Mod	B	Rem	Maj	Mod	Mod	B
↕	001b	Passage of Commercial Passenger Craft	Rem	Maj	Mod	Mod	B	Rem	Maj	Mod	Mod	B
↕	001c	Passage of Commercial Craft; Ferries	Prob	Mod	Min	Min	B	Prob	Mod	Min	Min	B
↕	002	Powered craft speeding	V Fre	Min	Min	Min	B	V Fre	Min	Min	Min	B
↕	003	Inexperienced Helmsmen	V Fre	Min	None	Min	B	V Fre	Min	None	Min	B
↕	004	Yacht and Dinghy Racing	Pro	Min	None	Min	B	Pro	Min	None	Min	B
↕	005	Competitive Rowing	Rem	Mod	None	Min	B	Rem	Mod	None	Min	B
↕	006	Angling	Fre	Min	None	Min	B	Fre	Min	None	Min	B
↕	007	Potter Heigham Bridge	Prob	Mod	None	Min	B	Prob	Mod	None	Min	B
↕	008	Wroxham Bridge	Prob	Mod	None	Min	B	Prob	Mod	None	Min	B
↕	009	Swimming	Rem	Sev	None	None	B	Rem	Sev	None	None	B
↕	009a	Swimming (open Water)	Rem	Sev	None	None	B	Rem	Sev	None	None	B
↕	010	Bridges	Fre	Mod	None	Min	B	Fre	Mod	None	Min	B
	011	Grounding	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
↕	012	Mutford Lock	Rem	Mod	Min	Min	C	Rem	Mod	Min	Min	B
↕	013	Powerboat Racing	Rem	Sev	Min	Mod	B	Rem	Sev	Min	Mod	B
↕	014	Water-skiing - Collision	Rem	Sev	Min	Mod	B	Rem	Sev	Min	Mod	B
↕	015	Water-skiing & wakeboarding wash	Fre	Min	Min	Min	B	Fre	Min	Min	Min	B
↕	016	Embarkation and disembarkation (drowning)	Rem	Sev	None	None	B	Rem	Sev	None	None	B

Direction of Change	Hazard	Title	Previous Assessment					New Assessment				
			Prob	Severity			Cat	Prob	Severity			Cat
				Pers	Env	Ass			Pers	Env	Ass	
	017	Motor cruisers and rowers	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
↔	018	Sailing yachts	Fre	Min	None	Min	B	Fre	Min	None	Min	B
↔	019	Dinghy Sailing	Pro	Mod	None	Min	B	Pro	Mod	None	Min	B
↔	020	Navigating Small Craft in Isolation	Pro	Mod	None	Min	B	Pro	Mod	None	Min	B
↔	021	Flood alleviation scheme	Prob	Min	Min	Mod	B	Prob	Min	Min	Mod	B
	022	Swamping	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
↔	023	Medical Emergencies	Pro	Min	None	None	B	Pro	Min	None	None	B
↔	024	Water borne diseases	Rem	Mod	Min	None	B	Rem	Mod	Min	None	B
	025	Boat Testing	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
↔	026	Obstructions to Navigation	Fre	Min	Min	Mod	B	Fre	Min	Min	Mod	B
↔	027	Passage Through Great Yarmouth	Fre	Mod	Min	Mod	B	Fre	Mod	Min	Mod	B
↔	028	Dredging and River Maintenance Works	Rem	Min	Min	Min	C	Rem	Min	Min	Min	C
↔	029	Power Lines	Rem	Sev	None	Min	B	Rem	Sev	None	Min	B
↔	030	Ice	Pro	Mod	None	Min	B	Pro	Mod	None	Min	B
↔	031	Embarkation and disembarkation (falling)	Fre	Mod	None	None	B	Fre	Mod	None	None	B
	032	Channel Markers	Freq	Min	Min	Min	B	Freq	Min	Min	Min	B
↔	033	Man Made Obstructions	Pro	Min	Min	Mod	B	Pro	Min	Min	Mod	B
↔	034	Extreme Weather Conditions	Pro	Mod	Min	Mod	B	Pro	Mod	Min	Mod	B
	035	Kite Surfing and Parascending	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	036	Stand up Paddle boarding	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

Direction of Change	Hazard	Title	Previous Assessment					New Assessment				
			Prob	Severity			Cat	Prob	Severity			Cat
				Pers	Env	Ass			Pers	Env	Ass	
	037	Kite Surfing	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	038	Ringo's and Inflatable equipment towed at speed	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
↕	039	Punting (Skipped)	Rem	Mod	none	Min	B	Rem	Mod	none	Min	B
↕	040	Wild Fowling (Gun Punting)	Ex Rem	Sev	Min	Min	B	Ex Rem	Sev	Min	Min	B
↓	041	Rowing coaching Vessels	V fre	Min	Min	Mod	A	freq	Min	Min	Mod	B
↕	042	Trawling on Breydon Water	Rem	Min	Min	Min	C	Rem	Min	Min	Min	C
↕	1L	Livestock	Ex Rem	Maj	None	Min	B	Ex Rem	Maj	None	Min	B
↕	2L	Adverse Weather	Pro	Mod	None	None	B	Pro	Mod	None	None	B
↕	3L	Ground Conditions	Fre	Mod	None	None	B	Fre	Mod	None	None	B
↕	4L	Fall from Height	Rem	Mod	None	None	B	Rem	Mod	None	None	B
↕	5L	Furniture	Ex Rem	Min	None	Min	C	Ex Rem	Min	None	Min	C
↕	6L	Structures	Ex Rem	Mod	None	Min	C	Ex Rem	Mod	None	Min	C
↕	7L	Trees	Ex Rem	Maj	Min	Min	B	Ex Rem	Maj	Min	Min	B
↕	8L	Vegetation	Pro	Min	None	Min	B	Pro	Min	None	Min	B
↕	9L	Motorised vehicles and bicycles	Rem	Sev	None	None	B	Rem	Sev	None	None	B
↕	10L	Giant Hogweed	Pro	Mod	Min	None	B	Pro	Mod	Min	None	B
↕	11L	Litter	Ex Rem	Maj	Min	None	B	Ex Rem	Maj	Min	None	B
↕	12L	Angling	Rem	Min	None	Min	B	Rem	Min	None	Min	B

Direction of Change	Hazard	Title	Previous Assessment					New Assessment				
			Prob	Severity			Cat	Prob	Severity			Cat
				Pers	Env	Ass			Pers	Env	Ass	
↕	13L	Power Lines	Ex Rem	Maj	None	Min	B	Ex Rem	Maj	None	Min	B
↕	14L	Fire	Ex Rem	Maj	Min	Min	B	Ex Rem	Maj	Min	Min	B

4.4 Of the 59 recorded hazards, 0 are a Category A hazard, 46 are Category B hazards, 4 are Category C hazards and 9 are Closed. On the basis of the worst-case impact, the hazards are distributed by Risk Classification as shown in

Table 4 below.

4.5 All hazards are considered to be managed to an “as low as reasonably practicable” level.

Likelihood \ Severity	Extremely Remote	Remote	Probable	Frequent	Very Frequent
Catastrophic	B 0	A 0	A 0	A 0	A 0
Severe	B 1	B 7	A 0	A 0	A 0
Major	B 5	B 2	B 0	A 0	A 0
Moderate	C 1	B 5	B 11	B 7	A 0
Minor	C 1	C 2	B 3	B 3	B 2

Table 4: Hazard distribution by assessment

5 Updated Hazard Log

5.1 The discussions and decisions of the meeting were recorded and documented in a spreadsheet, the Hazard Log, a summary of which is set out in Table 3. A full copy of the Hazard Log is available on request.

5.2 The Hazard Review Action Plan is set out in Appendix 1.

- 5.3 The Boat Safety Management Group will monitor progress of the hazard Review Action plan and updates will be brought to this committee.
- 5.4 The updated Hazard Log will be rolled into a formal update of the Broads Authority Safety Management System (SMS) later in the spring of 2016. Other changes to the SMS include:
- Updates to key job descriptions
 - Reference to site checking procedure
 - Other minor editorial corrections

6 Recommendations and Conclusions

- 6.1 The group considered a proposal to amend the frequency of formal review of the hazard log to a three year cycle. It was agreed that the log and mitigations were mature and that the log was subject to continual review by the Boat Safety Management Group. It is recommended that the hazard log remains under continual review, and is subject to a formal Stakeholder Review in spring 2019 and then every three years from the date of publication of the report subject to member views, the Safety Management System will also be updated to reflect this change.
- 6.2 It is concluded that of the 50 active Hazards 50 have been declared ALARP.
- 6.3 It is recommended that the Hazard Review Action Plan (Appendix 1) is implemented.

Background papers:	Nil
Author:	Steve Birtles
Date of report:	5 April 2016
Broads Plan Objectives:	NA4.2
Appendices:	APPENDIX 1- Hazard Review Action Plan

Issue 1		Date	March 2016		APPENDIX 1		
2015/16 Hazard Review Action Plan							
Hazard		Description	Action	Action	Target Compl Date	Progress to Date	Completed
Cat	No.						
B	002	Powered Craft Speeding	Fines and prosecutions need to be publicised more to deter.	LB	Oct 2016		
B	003	Inexperienced Helmsmen	Additional signage to be considered on the Lower Yare to warn of shelving near to bank	SB/LB	Aug 2016		
B	033	Man Made Obstructions	River Chet channel markers recommendation from the group to remove the channel markers as now vegetation is established on the bankside the marker posts are now a greater hazard than the bank. BA to approach Environment agency to remove	SB/MW	May 2016		
B	010	Bridges	Consideration to be given to additional advance warning signage on the approach to some bridges due to reduced visibility/ sight line	SB/LB	June 2016		
B	026	Obstructions to Navigation	Due to the increase in weeded areas on some Broads it was recommended to contact Canoe England for guidance	AC	June 2016		

Safety Audit 2015 Report
Report by Head of Safety Management

Summary: This report gives details of the incidents reported during 2015 from April 2015 to March 2016, including an analysis of deaths and personal injury since 1993.

1 Introduction

- 1.1 The reporting period is from 1 April 2015 to end March 2016. The report is limited to the Broads Authority's area of marine responsibility. Notable incidents are listed below.

2 Summary of Incidents Reported

2015	Incident Details	Hazard Log Category
3/4	Teenage boy fell in when marker post he was leaning on broke	Fallen in
4/4	Woman in Mautby area up to waist in mud when she went in to rescue dog	Fallen in
18/4	Lady injured when jumping ashore	Disembarkation
4/5	Woman fell in when disembarking at Potter Heigham, wearing lifejacket	Disembarkation
4/5	Male fell in at Potter Heigham	Disembarkation
9/5	Woman suffered heart attack and fell in. Died next day in hospital	Disembarkation
14/5	Lady fell in at Stracey Arms	Disembarkation
19/5	Woman broke knee and dislocated shoulder jumping ashore to moor	Disembarkation
28/5	Lad fell in while mooring at Yarmouth	Disembarkation
1/6	Cruiser stuck under low rail bridge	Bridges
26/6	Lad fell in while mooring at Marina Keys	Disembarkation
4/7	Ranger recovers two crew from capsized dinghy	Capsize
5/7	Male fell down steps while boarding. Suspected broken shoulder/collar bone	Embarkation
5/7	Male tripped over water hose and fell in at Oulton Broad	Fallen in
6/7	Woman fell between dayboat and quay while mooring at Commissioners Cut	Disembarkation
10/7	Lady fell in while fending off yacht about to strike her boat	Collision

12/7	Male untying rope slipped and fell in at Norwich	Disembarkation
12/7	Male jumping ashore to moor at Yarmouth missed and fell in	Disembarkation
24/7	Lady on deck tripped on loose rope and fell from hire cruiser in Potter Heigham	Disembarkation
30/7	Cruiser stuck under Vauxhall Bridge	Bridges
4/8	Cruiser strikes Vauxhall Bridge	Bridges
4/8	Ranger recovers 4 people (incl 2 children) when their canoes capsized	Capsize
12/8	Two young people drowned at Thorpe Marshes *	Fatality
15/8	Man suffers head injuries when head is trapped between superstructure and bridge. Vauxhall Bridge Great Yarmouth	Collision with low bridge
18/8	Cruiser stuck under Beccles Bridge	Bridges
25/9	Emergency services attend a fatality at Norfolk Broads Yacht Club Wroxham Male was killed when the mast he was lowering single handed fell on him and crushed him**	Fatality
27/9	Man fell in at Reedham layby mooring and unable to climb out as no ladder. Rescued by passing craft	Disembarkation
12/10	Man fell in at Brundall boatyard. Recovered to hospital	Disembarkation
28/8	Woman caught leg between boats while mooring.	Disembarkation
5/12	Male suicide at Carrow Bridge	Fatality
2016 31/3	Male falls in whilst mooring at Yarmouth Yacht station	Disembarkation

* This incident is not within the area of navigation responsibility of the Broads Authority however Rangers and staff did attend and assist the emergency services.

** This incident is not within the area of navigation responsibility of the Broads Authority however given the incident was boat related and Rangers attended it was considered worthy of reporting.

3 Conclusion

3.1 The incidents to date do not appear to be dissimilar to those in presented in previous years.

3.2 As with previous years evidence suggests that embarkation and disembarkation remains to be the main area of activity which results in injury and potential for drowning. Collisions with bridges have also been a factor this year and vessels involved have sustained significant damage although only one injury reported.

- 3.3 There have been no boating related fires reported this year which should be viewed positively. The Rangers will be disseminating information on fire safety during the National Boat Fire Safety week which runs from 30th May 2016.

4 Looking Forward

- 4.1 The National Water Safety Forum's UK Drowning Prevention Strategy was launched early this year at Westminster which calls for organisations to work together to deliver safety messages and encourage participation. The strategy aims to reduce accidental drowning in the UK by 50% by 2026
- 4.2 The Broads Authority will work with Norfolk Fire and Rescue and stakeholder groups to assist in the delivery of the strategy initially to continue to promote the "Wear it" campaign and to raise awareness of everyday risk in, on and around water by sharing information.

Background papers: None

Author: Steve Birtles / Maxine Willoughby

Date of report: 5 April 2016

Broads Plan Objectives: NA4

Appendices: Table 1 – Analysis of Death/ Injuries 1993
Table 2 – Analysis of Fire and Explosions since 1993

TABLE 1**Analysis of Death/Injuries Since 1993**

	1993	1994	1995	1996	1997	1998	1999	2000	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015
Death																							
No of deaths on or from boats	2	2	3	1	1	3	2	1	3	2	6	0	0	2	0	0	0	2	4	2	0	2	2**
Reported deaths not related to boating	1	3	4	-	2	1	4	4	2	3	1	0	7	2	1	1	3	3	3	8	2	5	3*
Cause of death																							
Severe injury	0	0	1	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1
Heart Attack	0	2	0	0	0	0	1	1	0	1	0	0	0	1	0	1	2	2	1	5	0	1	1
Drowning	0	1	2	1	0	4	5	1	3	3	5	0	4	3	0	0	0	1	3	2	0	5	3
Asphyxiation/CO poisoning	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Terminal Illness																			1	0	0	0	0
Not Known	0	2	4	0	2	0	0	1	0	0	2	0	3	0	1	0	1	2	2	0	0	1	0
Reports of people inadvertently entering in the water See footnote.	0	0	3	2	4	8	2	5	1	4	15	16	12	23	29	17	34	20	17	18	12	22	19
No of persons reported as requiring hospital treatment	0	0	0	9	8	7	9	8	7	7	18	2	4	13	12	11	22	30	17	15	19	14	13
Nature of injuries																							
Head	0	0	2	0	4	1	3	2	1	1	1	1	3	1	1	5	3	3	1	3	3		2
Arm/hand	0	0	2	1	6	0	0	1	3	1	1	1	0	1	6	4	1	4	4	2	4	1	0
Leg/foot	0	0	3	5	4	2	4	1	2	2	2	2	1	3	7	5	7	8	3	6	4	3	4
Torso, ribs, chest, back	0	0	1	0	2	0	1	4	1	1	2	0	1	4	3	0	2	4	2		2	2	2
Not described	0	0	1	1	0	0	0	0	0	0	10	2	1	4	0	0	8	10	2	2	5	1	4
Asphyxiated/CO poisoning	0	0	1	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1		0	2	0
Burns/Scalds	0	0	0	1	1	4	1	1	0	2	1	0	0	1	1	0	1	2	1		1	2	0
Heart attack																			3	5	1	2	1

Footnote: Reports where someone inadvertently found themselves in the water. It does not include capsizes of sailing dinghies etc, or from any other contact water sports where entry into the water is predictable.

TABLE 2**Analysis of Fire and Explosions Since 1993**

	1993	1994	1995	1996	1997	1998	1999	2000	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015
Number of incidents	2	4	7	2	5	4	6	3	4	2	2	0	2	22	8	4	4	3	3	1	1	1	0
Vessels involved (Private)	2	3	5	1	3	4	3	2	2	2	1	0	1	18	10	4	2	2	2	1	1	3	0
Vessels involved (Hire)	0	0	3	1	2	0	3	1	2	0	1	0	1	4	1	0	2	1	1	0	0	0	0
Prime cause LPG	0	0	2	0	0	2	0	1	1	0	2	0	0	0	1	0	0	1	0	0	1	0	0
Prime cause Petrol	0	2	2	0	1	1	1	0	0	1	0	0	0	1	2	0	0	0	2	1	0	1	0
Prime cause Electrical	1	0	0	0	2	0	0	1	1	1	0	0	1	0	1	2	2	1	1	0	0	0	0
Prime cause Other	1	1	3	2	2	1	5	1	2	0	0	0	1	21	4	2	2	1	0	0	0	2	0
No of vessels total loss	0	1	3	1	2	0	1	2	2	2	0	0	0	20	6	2	1	0	2	1	0	0	0
No of injuries from fires requiring hospital treatment	0	1	2	0	1	3	1	0	0	2	2	0	0	1	1	0	0	2	1	0	1	0	0
No of fatalities	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

**Variation of Permission BA/2013/0138/FUL to allow change from
Timber Jetty to Timber Piling of New Boat Dyke**

Report by Planning Officer

Summary: A planning application (BA/2016/0095/COND) has been submitted to the Broads Authority in respect of a variation of an existing permission relating to a new boat dyke. The approved plans show quay heading along one side of the dyke, with the remaining three sides comprising a timber jetty. The current proposal is for quay heading to all sides of the dyke.

1 Background

- 1.1 The application site is a linear borrow pit, constructed in connection with flood defence works, situated immediately south of an existing mooring dyke at Boundary Farm, in the dispersed settlement of Oby.
- 1.2 In 2013 planning permission was granted for the change of use of the borrow pit to a mooring dyke, this included the removal of 20m x 15m section of land to open an access between the western end of the proposed mooring dyke and the existing mooring dyke, the quayheading of this newly created gap and around one side of the dyke and the construction of timber staging around the remainder of the dyke to facilitate access to boats.
- 1.3 The planning permission was also subject to a legal agreement which required that prior to the commencement of the mooring use a 40m length of riverbank be handed over to the Broads Authority for use as public moorings.

2 The Planning Application

- 2.1 The works to facilitate the change of use from a borrow pit to a mooring dyke have not been undertaken. The landowner has now submitted a planning application seeking to install quay heading to all sides of the approved dyke in order to allow for a more functional use of the dyke.
- 2.2 These works would not have an impact on the navigation area however the Navigation Committee has previously taken a keen interest in development in this area.
- 2.3 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 Boundary Dyke 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.
- 3.3 Were the development which is the subject of this application to be approved and constructed, the legal agreement will mean that a 40m length of public mooring will be provided.

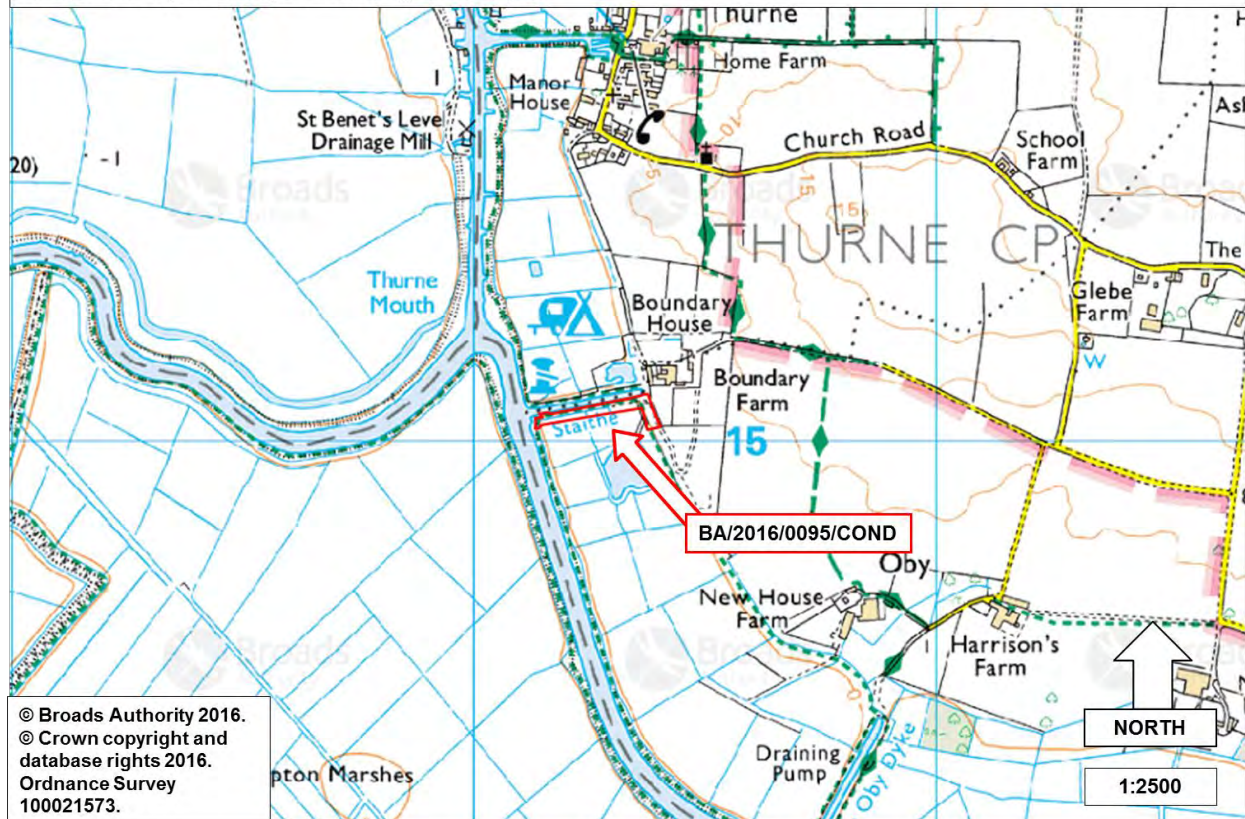
4 Conclusion

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

Background papers:	BA/2016/0095/COND
Author:	Nigel Catherall
Date of report:	5 April 2016
Broads Plan Objectives:	None
Appendices:	APPENDIX 1 – Location Plans

APPENDIX 1

BA/2016/0095/COND - Variation of conditions 2, 3, 6, 7, 8 of permission BA/2013/0138/FUL to allow a change of structure on south, east and west sides of new mooring dyke from timber jetty/decking to timber piling/capping and grassed earth surfacing. Also change location of 2 car parking spaces to be located at the junction of Ashby with Oby Footpath 7 and Ashby with Oby Bridleway 3 on existing concrete pad.



**Norfolk County Council Proposals for
True Left Bank of River Chet at Hardley Flood**
Report by Senior Waterways and Recreation Officer

Summary: This report provides members with details of an issue that has arisen during a consultation being undertaken by Norfolk County Council on a proposal to stop up the section of the Wherryman's Way Trail which runs on the true left bank of the River Chet immediately adjacent to Hardley Flood. The report considers the reasons for the proposal, its implications regarding the future management of the river bank and draws members' attention to the fact that the Authority has been made aware of concerns regarding the potential for the proposal to result in deterioration in the condition of the navigation on the River Chet. Members' comments on the report are welcomed.

1 Background

- 1.1 This report provides members with details of a consultation being undertaken by Norfolk County Council on a proposal to stop up the section of the Wherryman's Way Trail on the true left bank of the River Chet immediately adjacent to Hardley Flood. The report also considers the implications of the proposal on the future maintenance of the river bank and the hydrology of the River Chet.
- 1.2 The Wherryman's Way runs between Norwich and Great Yarmouth and is formed in the main of existing public rights of way which are signposted and promoted as a long distance route by Norfolk County Council's Trails Department. The section of the Wherryman's Way which runs on the bank of the River Chet immediately alongside Hardley Flood has long been subject to significant maintenance issues. The bank originally breached during WWII and at that time Hardley Flood, which is now designated as a Site of Special Scientific Interest (SSSI), formed on what were grazing marshes. The designation of Hardley Flood emphasises the importance of the fact that breaches in the river bank allow tidal waters to move freely between the river and the Flood. Further breaches in the bank occurred over time and a number of water control structures were built in the breaches by various bodies and private landowners. These structures were intended to defend the breaches in the bank and control the flow of water into and out of Hardley Flood.
- 1.3 Since Hardley Flood formed the flood defence is recognised as being on high ground to the north of the site. Consequently the bank is not recognised as a flood defence bank and has not been maintained by the Environment Agency

or its predecessor authorities in the same way that the other banks of the River Chet have been over time. Because of this the bank has been subject to erosion and settlement for decades and this has resulted in increased erosion and more frequent overtopping events occurring.

- 1.4 Over the last 50 years various structures have been built on the bank and path surface maintenance works carried out by a number of public authorities in order to allow pedestrian access to continue on the bank. More recently, as the path is recorded as a public footpath on the Definitive Map of Public Rights of Way Norfolk County Council, as Highway Authority, has been responsible for maintaining the surface of the path.
- 1.5 Since 2005 a number of the structures that have been built on the path including bridges, revetments and boardwalks, have started to reach the end of their useful life. In 2005/6 a major bridge structure was replaced by Norfolk County Council at the upstream inlet to the Flood and at that time a weir under the bridge also failed. Over time the failure of the weir resulted in increased flows into Hardley Flood at the inlet and the development of a scour hole some 3m deep and 7m wide. The Authority became concerned that this was resulting in a reduction in channel velocity in the river upstream of the weir and increased siltation rates. To alleviate these concerns the Authority replaced the weir through a partnership project with Norfolk County Council in 2013.
- 1.6 After the weir was replaced anecdotal evidence from the owners of the boat yards at Loddon was that flows up to Loddon Basin had improved. However, over 2014/15 a box culvert at the extreme downstream inlet to the Flood also failed which in turn resulted in a bank and bridge failure at the site of the culvert and increased flows into and out of the flood at that point. Due to the seriousness of the failure Norfolk County Council formally closed the path in early 2015 for reasons of public safety. The closure has been maintained over the last year because other culverts, boardwalks and revetments on the route have also failed or been washed out due to the condition of the underlying bank and the frequency of overtopping events.

2 Norfolk County Council's Position

- 2.1 The County Council has undertaken a survey of the route and looked at the scale of the works that would be required to deal with the multiple failures of structures and weirs on the Hardley Flood frontage and has estimated that the cost of the works that would be required to put the path back into a safe condition would be in the order of £250,000. It should be noted that the works identified would only deal with the surface structures and not resolve the fundamental problem of the deteriorating condition of the underlying bank. In the context of the budget available to the Trails Department for the maintenance of rights of way in the whole County £250,000 is a huge sum.
- 2.2 The County Council asserts that it only has a duty to maintain the surface of the public right of way and not the underlying bank. In this case the Council considers that the deterioration of the path and bank has gone beyond that

which can reasonably be considered to be maintainable under its legal duties as set out in the Highways Act 1980. Consequently, the County Council is of the view that sections of the path have been lost to the river by erosion and it is proposing to stop up the route from the weir to the downstream end of Hardley Flood by legal order. This would leave a cul-de-sac path terminating at a view point at the weir on the upstream side of the Flood and a cul-de-sac path terminating at the downstream side of the Flood. The County Council is currently promoting an alternative route for the Wherryman's Way which uses other public rights of way and sections of road.

- 2.3 Having reached that decision the County Council recently consulted with local parish and district councillors and held a public meeting on the 17 of March 2016 to discuss the matter with the local community. Over 100 people attended the public meeting and strong views were expressed about the need for the public authorities to maintain the route for the benefit of local tourism and the continuation of navigation on the River Chet.
- 2.4 In these circumstances, given the County Council's position and the fact that the bank has not been part of the flood defence maintained by the EA or its predecessor authorities for some time, the presumption is that any responsibility for maintaining the bank would rest with the private landowner. This is the case with all other banks, quay heading and erosion protection in the Broads.

3 Maintenance of the Navigation

- 3.1 At the public meeting a number of people stated that regardless of the existence of the public right of way they felt the Broads Authority had a duty to maintain the bank in order for it to be able to fulfil its duties under the Broads Act 1988 regarding the navigation. The basis of the argument put forward was that if, over time, the bank eroded completely it would result in the navigation up to Loddon being lost because water would preferentially flow into Hardley Flood and there would be insufficient flow and channel depths upstream of Hardley Flood to allow boats to navigate. Two of the boatyard owners present at the meeting also stated that the breach in the bank where the bridge has failed was already causing depth problems at Chedgrave and Loddon, particularly with regard to the use of their slipways, and requested that the Authority take action to deal with the breaches in the bank.
- 3.2 Under the Broads Act 1988 (the Act) the Authority has a duty to protect the interests of navigation and to maintain the navigation area for the purposes of navigation to such standard as appears to it to be reasonably required. In the case of the River Chet the Authority has recently carried out significant works to fulfil its duties under the Act. Aside from the replacement of the weir dredging operations have been carried out to maintain the waterway specification for the river that is defined in the Authority's Sediment Management Strategy. Navigation works were carried out by the Authority in the River Chet on the following occasions:

- 2009/10 dredging from Chet mouth to Nogdam End

- 2012/13 dredging from Nogdam End to Hardley Flood
 - 2013 weir installed
 - 2014 dredging Loddon basin to Pye's Mill
 - 2015 dredging Pye's Mill to Hardley Flood
- 3.3 Since 2013 14,900m³ of sediment has been dredged from the river upstream of the new weir and compliance with the waterways specification has been improved to the extent that only 19.81% of the bed area of the entire river is non-compliant with the waterways specification which was reviewed by the Committee in December 2015 and also deemed to be economically dredgable. The Authority will continue to programme dredging operations to maintain depths in the river in accordance with the prioritisation principles in the Sediment Management Strategy.
- 3.4 It should be noted that the comments made at the public meeting and in recent correspondence to the Authority regarding water levels and flows in the River Chet are not currently substantiated by any scientific evidence. The Authority has received no complaints from boaters regarding depths in the river and other than observing variations in water levels resulting from normal tidal cycles water levels in the River Chet appear to have been approximately the same as those in the River Yare during the two dredging operations carried out since the replacement of the weir.
- 3.5 There are strongly held views regarding the potential for navigation on the River Chet to be compromised if the right of way is stopped up and no works take place to maintain the bank in the future. While being sensitive to these concerns, in the absence of any scientific evidence to prove that a problem with flows and depths in the river upstream of Hardley Flood is currently occurring or likely to occur in the future, officers consider that it would be inappropriate for the Authority to take action to replace the various culverts and weirs in the bank.
- 3.6 There are a number of factors that would have to be considered prior to any works being carried out on the bank. First, there is a need to understand how the Chet/Hardley Flood system currently responds to flood and ebb from the River Yare and how this system would react to works that altered the flows between the Flood and the river. Additionally the existing bank, which hasn't been maintained for decades, is low and extremely narrow (1.0m wide in places). This gives rise to serious concerns regarding the potential for works to fill the gaps or restrict flows through them causing bank failures elsewhere on the Hardly flood frontage. Aside from the risk of bank failure isolating Hardley Flood from the river would also potentially affect the SSSI designation.
- 3.6 There would also be a number of consents and permissions that would have to be obtained prior to any work taking place on the bank. These include:
- EA flood defence consent
 - Marine Management Organisation licence
 - Natural England consent under the Habitats Regulations
 - Planning permission

- Crown Estates Commissioners licence
- Landowner permission.

4 Conclusions

- 4.1 There are a number of engineering solutions that could be considered to deal with the sections of the bank that are failing. These range from minimal works to fill the gaps in the bank with geotextile bags filled with stone which could be done at a low cost but would only provide a temporary solution, to constructing a new fully piled weir at each inlet to the Flood which would be at a high installation cost and require budgetary provision for replacement in the future.
- 4.2 However, as indicated at paragraph 3.5 there is no scientific evidence available to confirm the anecdotal evidence submitted by the boatyard owners in Loddon regarding any impact on channel depths in Chedgrave and Loddon being caused by the breaches. Further, the Authority does not consider that it has any duty to maintain the bank and there is no budget available to pay for the works that would be required to deal with the failing water control structures and breaches. In these circumstances it is suggested that the most appropriate course of action would be for the Authority to monitor how the system is currently operating and start to collect data regarding water levels. As a first step officers are proposing to install a water level monitor at Pye's Mill in order to begin to gather evidence about channel depths and tidal fluctuations upstream of the weir. Norfolk County Council is also approaching Broadland Environmental Services Ltd (BESL) to ask them to model the impacts of the breaches in the bank on water levels and flows in the River Chet. This hydraulic modelling information will be jointly reviewed with the County Council.
- 4.3 If monitoring suggests that there is a problem the Authority would then have to take a view as to whether it was appropriate for it to undertake any works, both for navigation and National Park purposes. At that stage it is likely that there would be a need for further modelling to be carried out and specialist advice obtained to inform a full options appraisal and identify likely costs which would in itself require budget provision. Members' comments on this approach are welcomed.

Background papers:	Nil
Authors:	Adrian Clarke
Date of report:	11 April 2016
Broads Plan Objectives:	NA1
Appendices:	None

St Olaves Marina: Demasting Moorings
Report by Head of Planning

Summary: The landowners at St Olaves Marina have offered a contribution towards provision of demasting moorings at Haddiscoe Bridge, but it falls short of what is required. The views of the Navigation Committee are sought on how to proceed with the matter.

1 Background

- 1.1 In October 2001 a Section 106 Legal Agreement requiring the provision of demasting moorings was signed by the owners of St Olaves Marina, however the moorings were never provided. The owners of the marina maintain that it was agreed in July 2001 that the Broads Authority would maintain the moorings and pay a small mooring for the use of the land, but the Authority has no record of this meeting. The owners had indicated that they were not prepared to provide the moorings.
- 1.2 At their meeting in September 2015 members of the Navigation Committee considered how best to progress this matter, mindful that there were three main options:
- a) Seek to enforce the provisions of the agreement through the necessary legal processes; or
 - b) Seek to negotiate a solution with the landowners; or
 - c) Agree not to pursue the matter, given the time that has elapsed.

A copy of the report is attached at Appendix 1.

- 1.3 The Navigation Committee asked officers to seek to negotiate a solution with the landowners and this report updates members on the current position with those discussions.

2 Negotiations

- 2.1 Officers visited the site with the landowners in October 2015 and undertook an investigation of the current position. In order to create demasting moorings of a suitable standard it would be necessary to excavate and backfill (as necessary) to create a firm and level bed which would then be covered by an impermeable membrane and topped with type 1 material. A timber or steel rail would need to be added to the rear of the waling to prevent outwash, plus capping and cleats or oak mooring posts installed. Finally, safety chains and ladders would need to be provided. This would need to be done for a 20m stretch both east and west of Haddiscoe Bridge.

- 2.2 It is estimated that the total cost of the works would be between £10,000 - £20,000, with the higher costs representing the time and costs allowed for unforeseen backfilling and other works. It would be reasonable to budget for a cost of £15,000. Of these costs, the materials amount to around £3,500.
- 2.3 Following discussions, the landowners agreed to provide the materials for the pathway and mooring cleats, but they would not agree to provide safety chains and ladders. Officers maintained that these would be required, and the landowners have now agreed to provide these for the Haddiscoe side, but not the Reedham side as, they say, there are already safety chains there. Unfortunately these safety chains do not meet the required standard and cannot be accepted.
- 2.4 For clarity, the following is what has been negotiated:
- a) Demasting moorings to be provided in accordance with the 2001 agreement, comprising 2 x 20m demasting moorings either side of Haddiscoe Bridge, to be constructed to the Broads Authority's agreed specification.
 - b) The Broads Authority to undertake the work and cover the cost of this, including plant and labour.
 - c) St Olaves Marina to cover the costs of the materials for the works as comprising Mooring posts – Geotextile – Type 1 – safety chains and ladders to the Waveney side - Path edging boards – additional crushed backfill if required – Fender and riding spar – all fixings to be supplied by the Broads Authority.
 - d) Following construction the Broads Authority would take on responsibility for maintenance.
- 2.5 Whilst the above is welcomed, it is noted that no capping or waling is provided (the landowners assert that this is already provided), nor are barriers or fencing to the marina side. The safety chains and ladders are provided on the Haddiscoe side only. Overall this means that the landowners would be contributing less than the full cost of materials.
- 2.6 Members will also note that the burden of the works falls mainly on the Broads Authority.

3 Next Steps

- 3.1 The views of the Navigation Committee are sought on the sufficiency of what has been offered.

Background papers: None

Author: Cally Smith
Date of report: 4 April 2016

Broads Plan Objectives: None

Appendices: APPENDIX 1 - Report to Navigation Committee on 3
September 2015

**St Olaves Marina, Beccles Road, St Olaves:
Demasting Moorings**
Report by Head of Planning

Summary: In 2001 a Section 106 Legal Agreement requiring the provision of demasting moorings was signed by the owners of St Olaves Marina, however the moorings were never provided. The views of the Navigation Committee are sought on how to progress this matter.

1 Background

- 1.1 St Olaves Marina is a large marina situated at the confluence of the River Waveney and the Haddiscoe New Cut, immediately adjacent to the substantial modern road bridge which takes the A143 over the Haddiscoe New Cut. The bridge has a height of just over 7m above mean high water and is a very prominent feature in the landscape. The marina comprises two basins extending to approximately 1.8ha, a boat sales area, boat hoist, washroom building, reception and office building and extensive areas of hardstanding for car parking, boat storage and marine maintenance activities. In total the site covers an area of approximately 5ha and accommodates around 150 boats in the water. There are currently no moorings along the River Waveney or New Cut frontage of the site.
- 1.2 There has been a marina on this site for many years, and this underwent a period of expansion in the mid 1990's. In 1996 planning permission was granted for the change of use of the adjacent land to incorporate it into the marina (1996/0953) and in 1997 permission was granted to replace ten holiday chalets and convert two existing buildings to holiday units (1997/0242). In 2001 planning permission was granted for an extension to the mooring basin, the creation of a new access onto the New Cut (and closure of the existing access), the erection of a new building to provide an office/showroom/manager's flat and other associated works on the site (1997/0241).
- 1.3 This planning permission was subject to a S106 Agreement dated 3 October 2001 which had the following requirements:
 - i. The number of private moorings in the new basin must not exceed 80 at any one time; and

- ii. The managers flat shall only occupied or let to a person who is employed in connection with the marina or yacht sales and shall not be separately sold; and
- iii. The land must not be used for the mooring of hire craft.

In addition, the S106 required that the development permitted (ie the extension to the mooring basin, the creation of a new access etc) would not be used unless the developers:

“... have provided on Haddiscoe New Cut two mooring spaces east and two mooring spaces west of the A143 road overbridge to enable unpowered yachts to raise and lower their masts. Such mooring spaces to be in the approximate positions shown coloured orange on the attached plan but the exact position and specification shall require the written approval of the Authority.”

2 The Recent Planning History

- 2.1 In 2014 a planning application was submitted for the construction of a pontoon along the River Waveney frontage, plus three fishing platforms. The application was revised a number of times, but ultimately refused planning permission in January 2015 on the grounds of the impact on the local landscape and navigation (BA/2014/0205/FUL). The application attracted a substantial amount of objection and a number of the objectors made the point that there were existing planning breaches at the marina site and that the applicant had not complied with the terms of the previous S106 Agreement. These are not issues which are material to the consideration of the planning application, however, they are planning matters and were therefore investigated.
- 2.2 The investigation found there were, indeed, a number of planning breaches on the site. These included substantial land raising, flood walls having been reconstructed to provide raised access ways, the erection of a boat hoist and failure to comply with the landscaping condition. An application was subsequently submitted (and approved in June 2015) for the retention of the boat hoist (BA/2015/0098/FUL); the other matters are under discussion. The investigations also found that the de-masting moorings required under the 2001 S106 Agreement had not been provided.

3 The Current Position with regard to the Demasting Moorings

- 3.1 The site where the demasting moorings were to have been provided, either side of Haddiscoe road bridge, has been inspected. The on-site position is as follows:
 - a. Upstream (Reedham) side: Piling has been installed by BESL, however, there are large voids to the rear of these. Good quality mooring cleats have been provided, but the facility is unsuitable for de-masting or any other form of mooring.

- b. Downstream (Somerleyton) side: Piling has been installed by BESL, however there are large voids to the rear of these. The facility is unsuitable for de-masting or any other form of mooring.

It is clear that the moorings have not been provided and considerable work would be required to provide de-masting moorings here.

- 3.2 A number of discussions have taken place with the landowners and their representative regarding these moorings. They maintain that a meeting was held with the Broads Authority in July 2001 at which it was agreed that the Broads Authority would maintain the moorings and pay a small mooring fee to St Olaves Marina. They have provided a copy of a letter from them to the Authority's solicitor at the time, which refers to this, stating:

"We are allowing two spaces (four in total), both sides of the bridge for the de-masting for yachts. It was discussed with Mark Wakelin of the Broads Authority that these would be maintained by them and a small mooring fee would be paid to us. If the Authority is willing to pay our commercial mooring fee, we will be happy to maintain these areas at our cost"

- 3.3 The Broads Authority has not found any record of such a meeting, nor any documents pertaining to it. Of course, this does not mean the meeting did not take place, but it does cast some doubt on the landowner's recollection of what was agreed as it is unlikely that an agreement of this nature would not be committed to paper, not least because of the 'small mooring fee' that was to be paid. It is also somewhat implausible that having reached such an agreement in July 2001, the landowners would then sign a S106 Agreement in October 2001 which made them wholly responsible for the moorings and made no reference whatsoever to the maintenance and payment arrangements which had, allegedly, been agreed.

4 Next Steps

- 4.1 Were the de-masting moorings to be provided as envisaged in the S106 Agreement, the following works would need to be undertaken:
 - a. Upstream (Reedham) side: infill voids to rear of piling, install decking alongside capping, install safety chains and ladders with hand rails and erect signage.
 - b. Downstream (Somerleyton) side: infill voids to rear of piling, level the banks for minimum of 1.8m width, install decking alongside capping, erect mooring posts, install safety chains and ladders with hand rails, erect signage, remove or reposition a security fence and dredge an area alongside the moorings currently marked with buoys as very shallow.
- 4.2 It is clear from the above that the costs to commission these moorings would be considerable.

- 4.3 If it is accepted that there is no evidence to demonstrate that the requirements of the S106 Agreement were waived or otherwise amended, it is the case that the requirements remain in force. The Authority can enforce these requirements, as a S106 is a legally binding contract into which a landowner has entered. Enforcement is a legal process and it can be time consuming and expensive. Given the time that has passed since the S106 Agreement was signed, were the Authority to pursue this matter in this way, the Court is likely to ask for an explanation of why it is now pursuing this matter and a justification for this will need to be provided.
- 4.4 Alternatively, there may be merit in further discussions with the landowner over provision of de-masting moorings either through a partnership approach, although there is no current budget provision for works of this type or elsewhere where the commissioning costs are lower. Members will be aware that a strategic review of de-masting moorings is underway and it may be premature to commit to anything here in advance of the conclusion to that process.

5 Conclusions

- 5.1 The provision of de-masting moorings on all four quadrants of all bridges is a navigation policy. It is regrettable that the S106 Agreement here, which would have met the objectives of this policy, was not pursued earlier. It may still be enforceable.
- 5.2 The views of the Navigation Committee on how they wish to pursue this are sought.

Background papers:	None
Author:	Cally Smith
Date of report:	20 August 2015
Broads Plan Objectives:	None
Appendices:	None

**Navigation Income and Expenditure:
1 April to 29 February 2016 Actual and 2015/16 Forecast Outturn
Report by Head of Finance**

Summary:	This report provides the Committee with details of the actual navigation income and expenditure for the eleven month period to 29 February 2016, and provides a forecast of the projected expenditure at the end of the financial year (31 March 2016).
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1 Introduction

- 1.1 This report provides a summary of the Income and Expenditure for the Navigation Budget up until 29 February. 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 29 February 2016

	Profiled Latest Available Budget	Actual Income and Expenditure	Actual Variance
Income	(3,023,673)	(3,001,301)	- 22,372
Operations	2,376,911	2,218,047	+ 158,864
Planning and Resources	678,845	675,726	+ 3,119
Chief Executive	140,278	148,909	- 8,630
Projects, Corporate Items and Contributions from Earmarked Reserves	(449,338)	(371,807)	- 77,531
Net (Surplus) / Deficit	(276,975)	(330,425)	+ 53,450

- 2.1 Core navigation income is behind the profiled budget at the end of month eleven. The overall position as at 29 February 2015 is a favourable variance of £53,450 or 19.3% difference from the profiled LAB. This is principally due to:

- An overall adverse variance of £19,887 within toll income:
 - Hire Craft Tolls £21,723 below the profiled budget
 - Private Craft Tolls £3,209 above the profiled budget

- An underspend within Operations budgets relating to:
 - Equipment, Vehicles and Vessels is under profiled budget by £14,013 due to savings on vehicle leases
 - Water Management is under profiled budget by £12,637 due to timing differences on Hickling invoices
 - Practical Maintenance is under profile by £68,114 due to timing differences. Invoices are due to be submitted in March
 - Ranger Services is under profiled budget by £30,041 due to the delayed letting of the launch tender following changes in procurement legislation. This is partially offset by the salary overspend relating to unbudgeted unsocial hour payments
 - Asset Management is under profiled budget by £11,516 due to timing differences
- A small underspend within Planning and Resources budgets relating to underspends within all budgets
- An adverse variance within Reserves relating to:
 - The delayed expenditure on Mutford Lock repairs (£34,014)
 - The delayed Wherry billing and the delayed letting of the launch contract. This variance will continue due to the Wherry contract coming in under the original budget. This has resulted in an overall variance of £48,810. The variance on these is due to continue to the end of the year as the launch contract will now cross two financial years. The balance will be transferred to 2016/17 contribution from reserves

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 2015/16. 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

	Ref	£
LAB previously reported	Nav 10/12/15 Item 15	(25,709)
Virement from ONW to VES to cover cost of necessary equipment	Director approved	(3,500)
LAB at 29 February 2016		(29,209)

3.2 The LAB therefore provides for a reduced navigation surplus of £29,209 in 2015/16 as at 29 February 2016.

4 Overview of Forecast Outturn 2015/16

- 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 February 2016, the forecast outturn indicates:
- The total forecast income is £3,012,824, or £21,356 less than the LAB
 - Total expenditure is forecast to be £2,981,652
 - The resulting surplus for the year is forecast to be £31,172
- 4.3 The forecast outturn expenditure reflects the following changes from the LAB as shown in Table 3. The forecast surplus represents a favourable variance of £1,963 against the LAB.

Table 3 – Adjustments to Forecast Outturn

	£
Forecast outturn surplus per LAB	(29,209)
Adjustments reported 10/12/15	37,227
Adjustments reported 25/02/16	(1,039)
Increase to Toll income	(3,137)
Decrease to Vehicle expenditure due to lease savings	(6,500)
Increase to Electric card income	(1,000)
Increase to Dredging expenditure for additional hire costs	1,500
Decrease to Premises expenditure	(8,169)
Decrease to Operations Management Administration	(3,459)
Decrease to Other Projects Salaries due to vacancy being covered by a contractor	(1,527)
Increase to Yacht Station Income	(11,663)
Increase to Planning Management Administration Income	(3,000)
Decrease to ICT expenditure due to savings on photocopier lease	(2,805)
Decrease Resources Management Administration expenditure	(1,500)
Decrease to Governance expenditure due to savings on printing costs	(792)
Increase to Legal costs	3,900
Forecast outturn surplus as at 29 February 2016	(31,172)

- 4.4 The main reason for the difference between the forecast outturn and the LAB is the additional income and savings secured in year.

5 Reserves

Table 4 – Navigation Earmarked Reserves

	Balance at 1 April 2015	In-year movements	Current reserve balance
	£	£	£
Property	(510,132)	201,249	(308,883)
Plant, Vessels and Equipment	(202,403)	103,218	(99,185)
Premises	(78,552)	(14,625)	(93,177)
PRISMA	(171,869)	10,027	(161,842)
Total	(962,956)	299,869	(663,087)

- 5.1 Items funded from the Property reserve include the repairs to Mutford Lock, Turntide Jetty and the Land purchases at Potter Heigham and Acle Marsh. The Plant, Vessels and Equipment reserve has funded a vehicle, the Launch fit out, the 3rd Wherry and the Linkflotes.

6 Summary

- 6.1 The current forecast outturn position for the year suggests a surplus within the navigation budget which would result in a navigation reserve balance of approximately £313,310 at the end of 2015/16 (before any year-end adjustments). This would mean the Navigation Reserve would be slightly above the recommended 10% at 10.4%. 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.

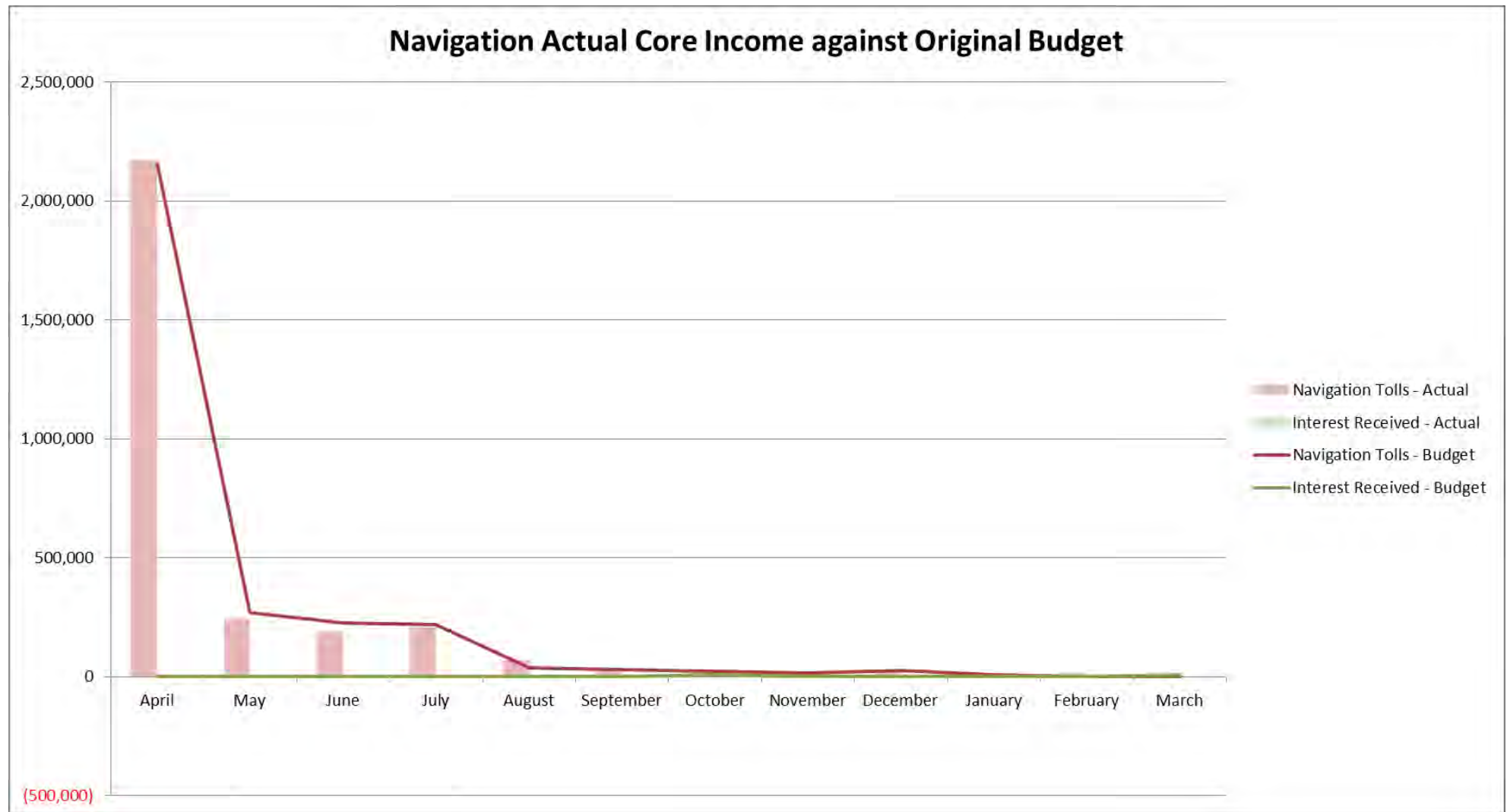
Background Papers: Nil

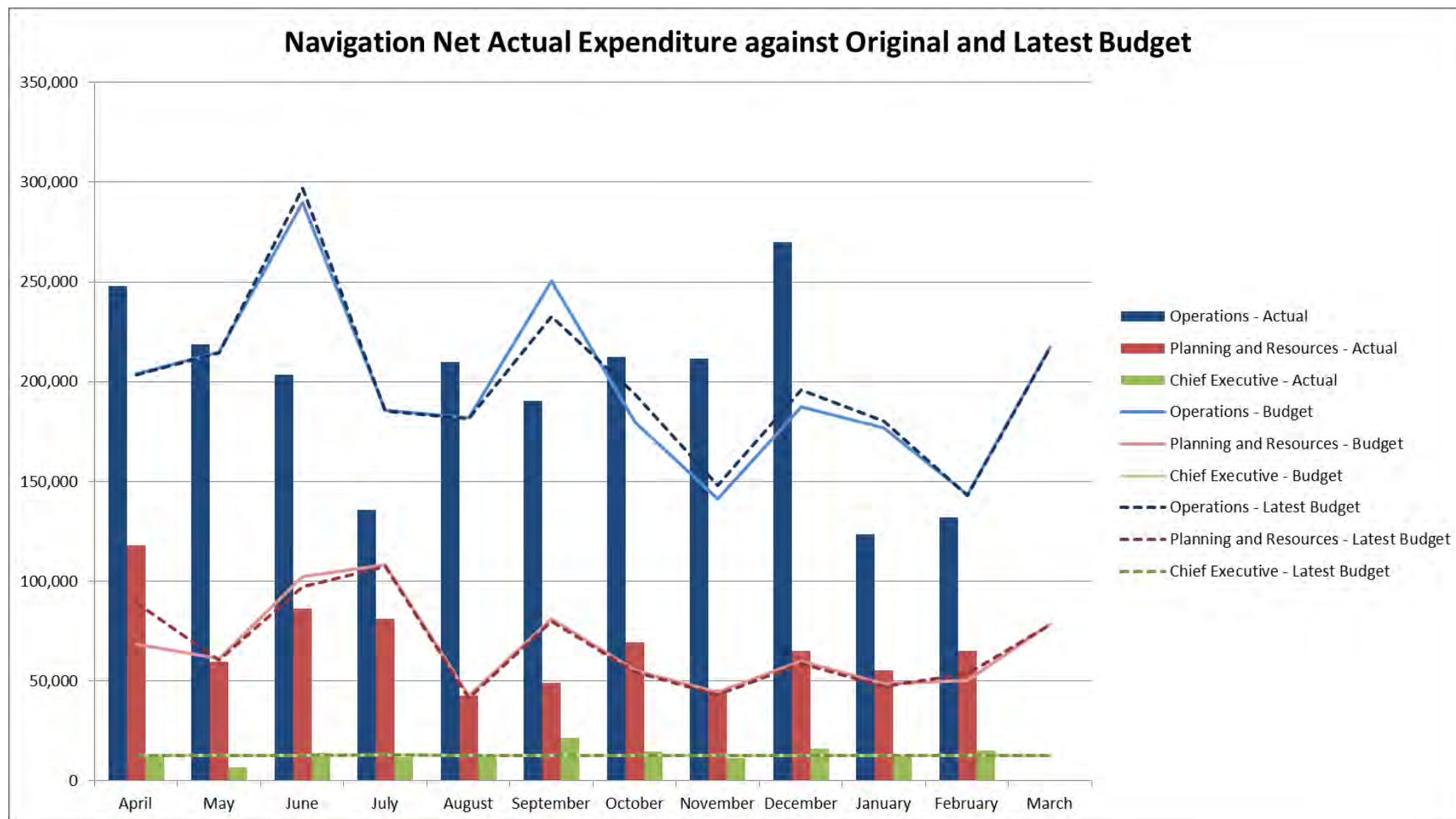
Author: Emma Krelle

Date of Report: 6 April 2016

Broads Plan Objectives: None

Appendices: APPENDIX 1 – Navigation Actual Income and Expenditure
Charts to 29 February 2015
APPENDIX 2 – Financial Monitor: Navigation Income and
Expenditure 2015/16





To 29 February 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	(3,034,180)		(3,034,180)	(3,012,824)	- 21,356
National Park Grant	0		0	0	+ 0
Income	0		0	0	+ 0
Hire Craft Tolls	(1,090,525)		(1,090,525)	(1,068,802)	- 21,723
Income	(1,090,525)		(1,090,525)	(1,068,802)	- 21,723
Private Craft Tolls	(1,869,042)		(1,869,042)	(1,873,422)	+ 4,380
Income	(1,869,042)		(1,869,042)	(1,873,422)	+ 4,380
Short Visit Tolls	(38,363)		(38,363)	(43,617)	+ 5,254
Income	(38,363)		(38,363)	(43,617)	+ 5,254
Other Toll Income	(18,750)		(18,750)	(16,983)	- 1,767
Income	(18,750)		(18,750)	(16,983)	- 1,767
Interest	(17,500)		(17,500)	(10,000)	- 7,500
Income	(17,500)		(17,500)	(10,000)	- 7,500
Operations	2,442,760	142,165	2,584,925	2,519,219	+ 65,706
Construction and Maintenance Salaries	628,981		628,981	630,781	- 1,800
Salaries	628,981		628,981	630,781	- 1,800
Expenditure			0		+ 0
Equipment, Vehicles & Vessels	455,975	7,995	463,970	429,409	+ 34,562
Income			0		+ 0
Expenditure	455,975	7,995	463,970	429,409	+ 34,562
Water Management	167,500	56,950	224,450	225,950	- 1,500
Income			0		+ 0
Expenditure	167,500	56,950	224,450	225,950	- 1,500
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	395,200	77,220	472,420	471,420	+ 1,000
Income	(7,000)		(7,000)	(8,000)	+ 1,000
Expenditure	402,200	77,220	479,420	479,420	+ 0
Ranger Services	498,946		498,946	477,129	+ 21,817
Income	(21,000)		(21,000)	(21,000)	+ 0
Salaries	347,346		347,346	347,346	+ 0
Expenditure	172,600		172,600	150,783	+ 21,817
Pension Payments			0		+ 0
Safety	69,896		69,896	69,896	+ 0
Income	(9,000)		(9,000)	(9,000)	+ 0
Salaries	40,771		40,771	40,771	+ 0
Expenditure	38,125		38,125	38,125	+ 0
Asset Management	68,489		68,489	68,489	+ 0
Income	(450)		(450)	(450)	+ 0
Salaries	17,564		17,564	17,564	+ 0
Expenditure	51,375		51,375	51,375	+ 0
Premises	86,357		86,357	78,188	+ 8,169
Income	(853)		(853)	(853)	+ 0
Expenditure	87,211		87,211	79,042	+ 8,169
Operations Management and Administration	71,417		71,417	67,958	+ 3,459
Income	0		0	(1,219)	+ 1,219
Salaries	64,417		64,417	64,417	+ 0
Expenditure	7,000		7,000	4,760	+ 2,240
Planning and Resources	731,715	9,900	741,615	725,647	+ 15,968
Development Management	0	0	0	0	+ 0
Income	0		0	0	+ 0
Salaries	0		0	0	+ 0
Expenditure	0	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	18,439	0	18,439	19,249	- 810
Income	0	0	0	0	+ 0
Salaries	18,439	0	18,439	18,439	+ 0
Expenditure	0	0	0	810	- 810
Biodiversity Strategy	0	0	0	0	+ 0
Income	0		0	0	+ 0
Expenditure	0	0	0	0	+ 0
Strategy and Projects	3,265	0	3,265	3,265	+ 0
Income	0	0	0	0	+ 0
Salaries	3,265	0	3,265	3,265	+ 0
Expenditure	0	0	0	0	+ 0
Waterways and Recreation Strategy	43,160		43,160	48,293	- 5,133
Salaries	34,160		34,160	34,160	+ 0
Expenditure	9,000		9,000	14,133	- 5,133
Project Funding	3,740		3,740	1,403	+ 2,337
Income	0		0	0	+ 0
Salaries	3,740		3,740	1,403	+ 2,337
Expenditure	0		0	0	+ 0
Pension Payments			0		+ 0
Partnerships / HLF	0		0	0	+ 0
Income			0		+ 0
Salaries			0		+ 0
Expenditure	0		0	0	+ 0
Volunteers	25,868		25,868	25,868	+ 0
Income	(400)		(400)	(400)	+ 0
Salaries	17,468		17,468	17,468	+ 0
Expenditure	8,800		8,800	8,800	+ 0
Finance and Insurance	158,151		158,151	158,151	+ 0

Row Labels	Original Budget (Navigation)	Budget Adjustments (Navigation)	Latest Available Budget (Navigation)	Forecast Outturn (Navigation)	Forecast Outturn Variance (Navigation)
Income			0		+ 0
Salaries	64,151		64,151	64,151	+ 0
Expenditure	94,000		94,000	94,000	+ 0
Communications	62,048	0	62,048	60,548	+ 1,500
Income	0		0	0	+ 0
Salaries	50,048		50,048	50,048	+ 0
Expenditure	12,000	0	12,000	10,500	+ 1,500
Visitor Centres and Yacht Stations	74,220		74,220	62,558	+ 11,663
Income	(56,250)		(56,250)	(67,913)	+ 11,663
Salaries	106,470		106,470	106,470	+ 0
Expenditure	24,000		24,000	24,000	+ 0
Collection of Tolls	116,740		116,740	116,740	+ 0
Income			0		+ 0
Salaries	104,040		104,040	104,040	+ 0
Expenditure	12,700		12,700	12,700	+ 0
ICT	87,245	9,900	97,145	95,233	+ 1,912
Salaries	43,784		43,784	44,677	- 893
Expenditure	43,461	9,900	53,361	50,556	+ 2,805
Premises - Head Office	73,819		73,819	73,819	+ 0
Expenditure	73,819		73,819	73,819	+ 0
Planning and Resources Management and Administration	65,019		65,019	60,519	+ 4,500
Income	0		0	(3,000)	+ 3,000
Salaries	39,420		39,420	39,420	+ 0
Expenditure	25,599		25,599	24,099	+ 1,500
Chief Executive	153,001		153,001	161,479	- 8,478
Human Resources	45,727		45,727	46,096	- 369
Income			0		+ 0
Salaries	21,332		21,332	21,701	- 369
Expenditure	24,395		24,395	24,395	+ 0

Row Labels	Original Budget (Navigation)	Budget Adjustments (Navigation)	Latest Available Budget (Navigation)	Forecast Outturn (Navigation)	Forecast Outturn Variance (Navigation)
Legal	27,596		27,596	36,496	- 8,901
Income	0		0	(1,510)	+ 1,510
Salaries	15,596		15,596	12,119	+ 3,477
Expenditure	12,000		12,000	25,887	- 13,887
Governance	39,531		39,531	38,739	+ 792
Salaries	21,645		21,645	21,645	+ 0
Expenditure	17,886		17,886	17,094	+ 792
Chief Executive	40,147		40,147	40,147	+ 0
Salaries	40,147		40,147	40,147	+ 0
Expenditure			0		+ 0
Projects and Corporate Items	44,800		44,800	44,800	+ 0
PRISMA			0		+ 0
Expenditure			0		+ 0
Corporate Items	44,800		44,800	44,800	+ 0
Pension Payments	44,800		44,800	44,800	+ 0
Contributions from Earmarked Reserves	(393,900)	(125,470)	(519,370)	(469,492)	- 49,878
Earmarked Reserves	(393,900)	(125,470)	(519,370)	(469,492)	- 49,878
Expenditure	(393,900)	(125,470)	(519,370)	(469,492)	- 49,878
Grand Total	(55,804)	26,595	(29,209)	(31,172)	+ 1,963

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

Report by Head of Construction, Maintenance and Environment

Summary: This report sets out the progress made in the delivery of the 2015/16 Construction, Maintenance and Environment Section work programme.

Please note the report contains the final dredged volume but the full costs will be reported once the year end accounts have been finalised.

1 Construction Programme End of Year Update 2015/16

- 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 March 2016, 51,435m³ 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 103% of the programmed target of at least 50,000m³.
- 1.2 We were able to better the 50,000m³ of sediment removal in 2015/16 due to two main factors, the skill of the excavator operators, filling and re-shaping the sediment in the set-back areas, getting more material in than calculated and the landowners in the middle Bure wanting to re-use the material. At the set-back area at Acle we worked in conjunction with the landowner to formulate a restoration plan whereby the setback dyke could be filled, re-profiled and left higher to enable grass to grow. This work was carried out with agreements from BESL and will enable the area to be grazed with cattle. The other area where a re-use for the sediment was identified was at Horning Hall. The sediment in this setback was left higher to enable crest raising to take place once the material dries. The culmination of these agreements has allowed us to maximise the amount of sediment deposited in the setbacks and allows for sustainable re-use of the material.
- 1.3 The dredging at Hickling was a successful project with a total of 3,420m³ being removed. This was only 80m³ short of the projected 3,500m³ we calculated was needed to fill Duck Island and restore the erosion at Hill Common. We also had time to dredge reed rhizome from the River Thurne at Potter Heigham from around the Environment Agency fishing platforms. This material has been placed into the voids at Hill Common and Duck Island to help establish reed and sedge growth, needed to stabilize the sediment and protect the sediment from wave and wind action.

2 Maintenance Programme Update 2015/16

- 2.1 At this time of year the Maintenance Teams are busy making final preparations for the 2016/17 season. Below are a few highlights from the works completed since the last report.
- 2.2 Somerleyton 24 hour Mooring has had two electric charging points added. This location was identified on the Charging Point Strategy but has always been a challenging site as the mains electrical cabling, required to make a connection, was a long way from the mooring location. After careful negotiations with UK Power Network and trenching contractors an affordable price was agreed and over 200m of trenching and cabling has been installed. This latest addition at Somerleyton is operational, ready for the season ahead. In 2016/17 we need to make wholesale changes to the actual charging pillars as the meters within the pillars require updating, therefore we will use the Electric Charging Budget to accommodate this change and installation of new charging points will recommence in 2017/18.
- 2.3 Ludham Bridge has had a new permissive footway created to link Ludham to Saint Benets Abbey. The 500m pathway runs along the floodwall and was identified by the Senior Waterways and Recreation Officer with the funding for the various fencing, gates and signage coming from a successful Project Development Funded bid.
- 2.4 Work has taken place at How Hill to improve the surface of the car parking area. Over 5 tonnes of hogging has been compacted and overlaid with 20 tonnes of aggregate to improve the parking area. Whilst work crews were on site we also reshaped 600m of dykes around the meadow to better improve water flow and water level control in the location. All arisings have been regraded on the bankside.
- 2.5 All 64 mooring locations have had their surfacing checked and topped up as required ready for the new season. Wood chipped surfacing at Paddy's Lane, Gayes Staithe, Irstead, Cockshoot and both Wroxham Broad island moorings have had a complete refresh and top up.

3 Environment Team Programme Update 2015/16

- 3.1 Environment Officers have successfully bid for funding from the Project Development Fund to replace two vital pieces of equipment used to manage fen sites. The first item is a new 'Iron Horse' a low ground bearing, caterpillar tracked, mechanical tractor unit. This item is heavily used to carry tools and materials, pull the fire sledges, and pumps into wet fen site inaccessible by other vehicles. The second item is a 'Stump Grinder' attachment to fit onto the front of the Softrak MkII. This item is able to grind tree stumps down to below ground level, preventing regrowth and removing the 'lump' often left behind when restoring fen sites. Using the Stump Grinder on the Softrak reduces the need to bring in heavy 360 Excavators which can consolidate the fragile peat substrate which damages the ecology of the area.

- 3.2 Following the successful mapping and prioritising of bankside trees on the River Ant, Environment Officers are now applying the same methodology to bankside trees in the middle Bure and River Thurne. The project carried out on the River Ant enabled us to concentrate our budgets and resources and using a combination of Rangers, Operation Technicians, Volunteers and Contractors we cleared over 4km of bankside trees. The priority was to remove trees that encroached into the navigation, caused wind shadow and obstructed visibility on bends or on areas where the river narrows. In 2015/16 we have concentrated on areas between Irstead and Dilham, with a large section of tree clearance at Lime Kiln Dyke. The River Ant also benefitted from a sustained winter work programme by Broadsword with riverbank scrub and trees being removed from Reedham Marsh, opposite How Hill.
- 3.3 Water sampling at Hickling Broad continues with fortnightly samples being taken and assessed for *Prymnesium Parvum*, this regime will drop back to monthly sampling and counts as from the end of April. This data is helping us build a picture of the *Prymnesium* within Hickling and as well as this data we are also collecting temperature, salinity, turbidity and dissolved oxygen counts, which all feature in the connection with *Prymnesium* and it turning toxic. The data is also helping us in gaining the required consents, Planning Permission and stakeholder approval, for the next phase of enhancement works at Hickling, which is planned for winter 2016/17.

4 Fitter Team Programme Update 2015/16

- 4.1 The Spirit of Breydon remains at the Dockyard. The service schedule for this vessel states that intercooler coils should be removed and cleaned every 400hrs, but because of the way the engine is mounted this aspect of the service requires the complete unit to be removed, on removal it showed damaged air intake gaskets, which need replacing. These parts are on order and we are awaiting delivery from Italy.
- 4.2 The Dredging Barge containing Grab 10 has had a major service, the crane required new swivel rollers and works to the clutches. The main dredging bucket required a complete overhaul with new wires, rollers and pin replacement. The barge is being moved in early April from the Lower Bure to the River Waveney and it will carry out a small dredging project at Burgh flats on its way through (dependant on Natural England consents for this work).
- 4.3 The trip boats have been made ready for visitors with Liana receiving major repairs over the winter. Roofing planks had rotted in the aft section where water had dripped through a small section of damaged canvas. All rotten timbers have been removed, a new marine ply skin added and a GRP roof covering made to protect the roof from any more damage. She has also had a new antifoul coat applied and re-varnished decks. Ra, the solar powered vessel at Whitlingham Broad, has had both drive shafts replaced, new bearings and seals, all the varnish stripped and reapplied with a new antifoul coating. She is back at Whitlingham ready for the new season.

- 4.4 The fitters have also been kept busy with minor repairs and ongoing maintenance to the other work boats, excavators, grab buckets and wherries we use in the maintenance of the Broads and the Small Tool & Plant Fitter has continued to maintain and repair over 400 items of powered tools including Chainsaws (heavily used as we tackled the priority areas on the River Ant) brush cutters and mowers.

Background papers: Nil

Author: Rob Rogers

Date of report: 1 April 2016

Broads Plan ref: NA1.1

Appendices: APPENDIX 1 – Dredging Programme 2015/16

Project Title	Project Element	Active BA dredging weeks Completed (to end Mar/Planned)	Volume Removed m ³		Annual project Cost ^a	Actual project cost ^b (Apr-Mar)
			Planned	Actual	Planned	Actual
River Ant	Irstead to Barton Broad	3/4	1,500	1,030	£24,340	£25,710
<i>Completed mid May 2015</i>						
River Chet	Pye's Mill to Loddon Basin	7/4	1,000	2,900	£10,810	£21,680
<i>Completed mid May 2015. Additional volume near Loddon Basin removed</i>						
Upper Bure	Coltishall Lock	5/8	2,000	900	£29,570	£35,260
<i>Total sediment removed 1,600 m³ over 2014/15 and 2015/16 years. Sediment spread for agricultural benefit in Oct 2015</i>						
Upton Dyke	Restoration work on setback filled in 2014/15	NA	NA	NA	£7,000	£560
<i>Completed at end of May 2015 using staff rather than contractors.</i>						
Mid Bure	Thurne Mouth to Horning Hall	19/12	8,000	12,500	£80,070	£153,820
<i>Filling setback areas upstream of Ant Mouth. Autumn phase completed. Returning in April 2016 after Hickling dredging complete.</i>						
Mid Bure	Thurne bank rond restoration	NA	NA	NA	£10,550	£12,760
<i>Re-profiling rond upstream of Thurne White Mill completed September 2015 with BA plant</i>						
Oulton Broad	Oulton Broad	12/14	10,000	10,170	£73,090	£87,000
<i>Completed 24th August 2015.</i>						
Mid Bure	Acle to Stokesby	16/10	7,000	14,200	£56,150	£102,180
<i>Area dredged was extended and setback areas filled and levelled to agreed specification with landowners</i>						
Lower Yare	Seven Mile House to Berney Arms	9/10	5,000	5,500	£50,330	£54,340
<i>Completed.</i>						
Upper Bure	Belaugh to Coltishall	Contractors	1,500	185	£28,000	£19,940
<i>Anchor Street site completed Oct 2015. Only one bank stabilisation site of the original three could be carried out in 2015/16.</i>						
Hickling Broad	Navigation channel in NW corner and approaches to Catfield Dyke. (Plus additional dredging at Potter)	14/10 (3)	3,500	3,420 (630)	£90,000	£168,000
<i>Duck Broad and Hill Common reedbed restoration areas both filled. Additional dredging on River Thurne at Potter also completed.</i>						
TOTAL		88/80	50,000	51,435	£513,410	£681,250

^a –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.

^b –figures are not official year end figures, these will be available at next meeting once year-end figures are produced.

BROADS AUTHORITY

BOATING SAFETY MANAGEMENT GROUP

Notes of the meeting held on 7 March 2016 at the Dockyard

Present

Michael Whitaker (in the chair)	Broads Authority Lead Member for Safety Management
Nicky Talbot	Broads Authority Navigation Committee
Tony Howes	Broads Hire Boat Federation (BHBF)
Colin Dye	Broads Hire Boat Federation (BHBF)
Stuart Carruthers	Royal Yachting Association (RYA)
John Tibbenham	Norfolk & Suffolk Boating Association (NSBA)
Colwyn Thomas	Norwich Rowing Club
Trudi Wakelin	BA Director of Operations
Steve Birtles	BA Head of Safety Management
Lucy Burchnall	BA Deputy Head of Ranger Services
Chris Bailey	BA Administrative Officer Operations

1. Chairman's Introduction

The Chairman welcomed everyone to the first meeting of 2016.

2. Apologies

Apologies were received from Richard Musgrove (East Port Company), Les Mogford (Norfolk & Suffolk Boating Association), Adrian Vernon (BA Head of Ranger Services), Adrian Clarke (BA Senior Waterways and Recreation Officer) and Tom Hunter (BA Rivers Engineer).

It was noted that Lucy Burchnall was attending today's meeting in place of AV and that she would be taking on the position of Head of Ranger Services when AV retired at the end of March.

3. Not Present

Anthony Trafford (British Marine Federation).

4. Minutes agreed

The notes of the meeting held 18 September 2015 were agreed as a correct record.

5. Matter Arising

There were no matters arising.

6. Action Points

Mooring provision downstream of Ludham Bridge – Both the NSBA and BHBF had been updated on the position concerning Ludham Bridge and it was agreed that the item be deleted from the outstanding actions until such time as the situation with the Environment Agency (EA) changed.

Designated loading provision – Deferred until the Staithes review had been completed and therefore would be included on the BSMG September agenda. SB

Boat Safety Scheme information on isolator valves and holding tanks – The Boat Safety Scheme (BSS) confirmed that they did not hold data on how many boats have holding tanks. The only data they had was when a boat failed the specific check relating to the requirement for a valve in a discharge line if fitted. It was therefore agreed that the item would be deleted.

Medical emergencies - use of defibrillators – appropriate signage to be developed and existing defibrillator locations to be identified and listed –

It was confirmed that Broads Control and the East Anglian Ambulance Service had a list of locations which was constantly being updated as more defibrillators were being purchased throughout the area. New mooring signs were being developed to include safety signage and postcodes.

Text messaging on Breydon Water – It was agreed this item should be deleted as no further progress could be made at this time.

Feedback on electronic signage at Reedham Swing Bridge – No feedback had been received and therefore the item would be deleted.

Hire Boat Code Part 2 – The Authority would commence working with Operators of unpowered vessels advising them of future requirements – A meeting had been held with all operators of auxiliary yachts to make them aware that the code was being developed and how it may affect them. The Operators seemed well organised and there were no problems anticipated. SB would be attending a meeting on the Hire Boat Code Part 1 on 30th March where Part 2 would be discussed. A further Hire Boat

Code consultation would be undertaken during the summer.

Slip resistant surfaces on boats – TW and SB had visited CD in March 2015 and a subsequent visit had been undertaken by a consultant conducting research for the Boat Safety Scheme (BSS). The consultant had looked at a wide range of products available and CD had taken part in trials with the BSS. A paper had been presented to the BSS Technical Committee based on the testing. It was noted that appropriate footwear was an issue with deck shoes not being worn. The requirement for new standards for the Boat Safety Scheme requirements for hire boats had been adopted by the Authority.

Members discussed the Hire Boat Code requirement to identify crew areas and it was confirmed that the code required a way for this information to be communicated to clients with labelling and details in the handover procedures.

SB

SB

PMSC Audit Action Plan – External Safety Audit

- Designated Person succession plan – people strategy had been completed by Human Resources and was due out in Spring 2016
- Key Performance Indicators (KPI) published – available to the public. Website page being developed.
- Measuring performance - Closer working with Coastguards – regular liaison meetings with MCA Sector Officer – Completed
- Training records – system recording to be developed – Being developed during the summer 2016. Audit to be undertaken.
- Competency Standards – development of matrix - Matrix had been completed and requirements were being identified.
- Incident data – annual incidents to be compared with other inland navigations and national statistics – Figures being sort from the National Water Safety Forum (WASIF). It was noted that like for like comparisons were required.

SB

SB

7. Rowing Coaching Code of Conduct

The Rowing Code of Conduct had been developed with representatives from the rowing clubs and Broads Authority using best practice, byelaws and guidance from the Rowing Federation. Clubs were aware of the draft Code but concern was expressed that signage of the low wash areas had not yet been completed. To make coaching vessels clearly visible 9" lettering would be used and it was confirmed that the University of East Anglia (UEA) crews, who went out early, had taken on board the issue of lighting in low light. The Authority had not been aware of any

complaints received and it was felt there was now a greater awareness of low wash sensitive areas.

Members agreed to sign off the draft Code of Conduct as the final version to enable it to be adopted by the rowing clubs.

8. Safety Management System

Hazard Review Update and future schedule

A stakeholder review had been undertaken of the Authority's Hazard Log where no new hazards had been identified and members had been content on the current mitigation measures. It had therefore been proposed that future stakeholder reviews would be scheduled every three years as the hazards were very mature, control measures were in place and hazards were continually under review by the Boat Safety Management Group (BSMG).

Members were happy with the proposal for the stakeholder review of the hazard log to be undertaken every three years.

SMS Reissue

The Safety Management System would require updating to incorporate changes in job descriptions and the hazard review schedule before being presented to the Navigation Committee and Broads Authority for adoption.

SB

9. Interim report on Annual Marine Incidents 2015/16

An annual report on Marine Incidents would be presented to the Navigation Committee and Broads Authority. As the year did not end until the 31st March an interim report had been prepared for the BSMG.

There had been one fatality where a lady had fallen into the river following a heart attack. SB was asked to acquire more information surrounding the circumstances from the Coroner. There had been two further fatalities which were not technically within the Broads area.

SB

The details of the incident which had occurred on 25 September required amending to read "Norfolk Broad Yacht Club" and "when he was lowering the mast single handed".

SB

It was noted that there had not been any incidents of fire this year.

Members discussed the incident which occurred on 27

September where a person had fallen into the water at Reedham layby mooring but could not get out as there was no ladder and was subsequently rescued by a passing vessel. It was confirmed that the Authority would now be installing ladders on their pontoons.

CT

The inclusion of rowing incidents which, unless serious, were not currently reported to the Authority was discussed and it was agreed that the Authority should be informed when a third party was involved.

10. Breydon Water Skiing position update

The Authority was currently trying to organise a meeting with Natural England (NE) to discuss mitigation measures in relation to water skiing being undertaken on Breydon Water although it was confirmed that there had not been any skiing activity on this stretch of water during 2015. TW would be attending the Breydon User Group meeting this afternoon where water skiing would be discussed.

The position was noted.

11. Boat Test Area log book analysis

Boat testing areas had been established in specified areas throughout the Broads to enable boatyards to test vessels in excess of the defined speed limits. There was the requirement for operators to display toll plaques, known as trade plates and complete log books to record each occasion when the trade plates were used. The Port Marine Safety Code Hazard Review Action Plan 2011 identified the requirement of a review following the assessment of Hazard 002 'Powered Craft Speeding'. Several management options were developed in 2014 with the introduction of a new operators log book to provide additional information to identify which boat test areas had been used, for what purpose and whether the speed limits had been exceeded. Boatyards were also required to log in with Broads Control if they intended to use the test area for high speed testing.

The new log books were distributed to boatyards in March 2015 ready for the new season and were collected in December to allow analysis of the zones to be undertaken.

During analysis it had become apparent that the log books had not been filled in correctly, with instances of zones not being identified or purpose of trade plate usage and therefore the data collected was incomplete.

From the information provided there had been 186 occasions where the zones Yare 2, Yare 3 and Breydon Water had been used for high speed testing and it was noted that there had not been any complaints received through Broads Control relating to boat testing.

SB

It was proposed that the Authority would advise operators how the log books should be completed and the Rangers would continue to monitor the use of the areas and accurate completion of the log books during regular visits to boatyards.

Members discussed using larger lettering on trade plates to assist in identifying operators if there were any issues. It was advised that if there was an incident Broads Control should be notified so that evidence could be collected.

The lack of speed regulations on Breydon Water was discussed and it was confirmed that an article had been included in the Broads Sheet advising boaters that care and caution should be observed. It was noted that Breydon water had been included in the operators log books although there was no speed limits.

12. Workboat Standards and Incident Analysis

SB informed members that the Maritime Coastguard Agency (MCA) had construction standards for larger workboats over 23m, which carry more than 12 passengers or have specific duties. As the MCA's Fitness for Purpose Scheme, which related to smaller workboats was shelved in 2011 The Association of Inland Navigation Authorities (AINA) was currently developing standards relating to workboats (inland waters non-passenger vessels).

Members concluded that the introduction of workboat standards was not a high priority as there was no evidence of any issues. Regulations were covered by the Boat Safety Scheme and Boat Masters License. It was noted that there may be an issue relating to contractors vessels.

13. PSMC Notice to Mariners/Safety Alerts/ Report on Incidents

Notice to Mariners

No. 4 of 2016 – Navigation restrictions due to Power Boat racing Oulton Broad 2016

Safety Alerts

There were no safety alerts.

Report on Incidents

LB gave a verbal update on incidents from September 2015 to January 2016.

- There had been one fatality
- There were several instances of people falling into the water either embarking or disembarking
- Various disabled craft who had lost power
- Incidents had reduced over the winter months
- During January there had been a vessel which had sunk on Norwich Yacht Station which caused pollution. The Authority had attended and deployed a boom. A joint venture between Norwich City Council (NCC) and the Authority had raised the vessel which had subsequently been moved the Dockyard.

Members discussed the vessel which had sunk near Coldham Hall on the river Yare. LB confirmed the Authority would attend to see whether the vessel was causing an obstruction to the navigation and whether there was any pollution. It was agreed that the Authority should be advised of any sunken vessels.

LB

14. Any Other Business

Excess speed and wash – LB tabled a summary of vessels given navigation warning for excess speed and wash which illustrated 79% of warnings had been issued to Hire boats, 17% to private vessels and 4% to visiting craft. It was confirmed that hire boats had speed recording devices installed which were regularly checked and information on speed and wash was included in the boatyards handover procedures.

It was felt that it would be beneficial if the data could be defined into day hire and weekly hire vessels as currently there was no requirement for day boats to have speed indicators.

LB

Chet marker posts – Following correspondence received from the BHBF, NSBA and the Broads Society the removal of the temporary marker post on the river Chet had been included on the Hazard Review agenda as it was deemed the posts now created a greater hazard than the bank. The posts had initially been installed by Broadland Environmental Services (BESL) who were contractors working for the Environment Agency (EA) as part of the flood alleviation project. Piled edges had been removed on the river Chet to provide a reed monde and the temporary posts had been installed to denote the line of the river in high water. BESL had installed 6" diameter steel marker posts at a very high frequency which had generated a lot of complaints from sailors and other users. At that time it was felt essential for the posts to remain. As the reed monde was now well established the EA had been asked to remove the temporary post. However it

had subsequently been discovered that the posts were difficult to remove. Planning conditions had been examined and was noted that there had not been the requirement for the posts to be removed. In other areas where piling has been removed there had been issues with old tie rods and old piling being exposed after erosion, many of which had required remedial work. The EA had agreed they would remove the marker posts but that it would then become the responsibility of the Authority to reinstate if required. Members felt that there would not be a requirement for the channel markers to be replaced but that the Authority would require remedial work to be undertaken by the EA should any subsequent hazards appear.

Members agreed to recommend the proposal for removal of the temporary marker posts to the Broads Authority.

River Chet – A member suggested that signage at the mouth of the river Chet should include advice on beam restrictions following an incident where a hire vessel was forced over to the side by a vessel with a beam in excess of the 12'6" restriction. It was noted that there were also issues on the river Ant with boats towing alongside especially at regatta times. It was confirmed that towing was covered under a separate byelaw and as there was provision within the vessel dimension byelaws for a vessel of excess dimensions to transit the broads up to four times a year it was felt that any signage on restrictions could be confusing. It was suggested that reminders of the restrictions could be sent out with the toll plaques to owners of vessels in excess of the vessel dimensions limits. The Yare Ranger team would also be asked whether they were aware of any issues.

LB

National Drowning Prevention Strategy- The aim of the strategy was to reduce accidental drowning by 50% by ensuring consistent information was available making people aware of hazards before engaging in activities and that children attained level III certification with the capability of swimming 25m. The Norfolk Drowning Prevent Group had been established to co-ordinate delivery. It was noted that the lockers installed at Great Yarmouth Yacht Station (GYYS) for visitors to store their life jackets were very well used. Members discussed throw bags and lines and it was confirmed that all equipment used by the Authority had been approved following advice received from the RNLI. It was noted that BSS personal rescue equipment requirements for hire boats was that life rings should be supplied. The Authority provided throw lines on their moorings and there had been very little instances of vandalism although there had been spate of incidents at Hoveton.

SB confirmed that a link to the strategy would be included in the minutes.

<http://www.nationalwatersafety.org.uk/strategy/info/uk-drowning-prevention-strategy.pdf>

Port Marine Safety Code Health Check Trends 2015 – SB confirmed that he would circulate MCA Health Check audit to members.

15. Date of Next Meetings

Monday 19 September 2016 at 09:30 at the Dockyard

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 Bridges Update

Contact Officer/Broads Plan Objective: Angie Leeper/NA5

- 1.1 Network Rail has now published the Anglia Route Study. The document, part of the Long Term Planning Process (LTPP), considers the potential outputs required by the railway network within the Anglia Route in Control Period 6 (2019 – 2024), as well as further ahead up to the year 2043. It offers the funders sets of choices as to how these outputs might be met, having regard to value-for-money, affordability and efficient delivery.
- 1.2 In the study under Appendix B Option Assessment, option 3 states the option to double the single track section over Trowse Bridge and Trowse Lower Junction.

2 Budget 2016/17 and Financial Strategy to 2018/19

Contact Officer/Broads Plan Objective: Emma Krelle

- 2.1 At the Authority's meeting on 18 March 2016, the 2016/17 Budget was adopted, with the key assumptions applied in its development being endorsed. The Budget and Financial Strategy was based on the four year settlement of National Park Grant which included a 1.72% per annum allowance for inflation, the adopted overall 4.5% increase in navigation charges for 2016/17 as agreed in November 2015 and an assumption of 2.5% per annum increase in the subsequent two years. The Budget, in line with the previous Financial Strategy took account of three key factors: Resourcing the Asset Management Plan, Allocation of Practical Work and Reduction in Central Costs.
- 2.2 The key assumptions also took account of the information provided by the Broads Hire Boat Federation on:
 - the continued decrease in hire boat numbers
 - continuation of the discretionary support for the hire boat industry in terms of staged payment facilities
 - allowance for public sector salary increases of 1%
 - changes to national insurance contributions and pension lump sum deficit

2.3 The Budget had been reviewed by the Financial Scrutiny and Audit Committee in February and the views of the Navigation Committee have been given due consideration. The Financial Scrutiny and Audit Committee had suggested that the Authority undertake some benchmarking activity with other organisations and as a first step some initial work was undertaken by looking at costs of dredging. Members of the Authority suggested that a benchmarking exercise in relation to administration costs in association with other National Parks also be attempted.

2.4 The full report on the Budget may be viewed on the Authority's website [Budget-2016-17-and-Financial-Strategy-2018-19.pdf](#)

3 Toll Plaques: Options for Moving to a Paperless Solution

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

3.1 At the Authority's meeting on 18 March 2016, Members considered the difficulties that had occurred with ink running on some of this year's toll plaques as an item of urgent business due to the need to consider a solution and take a decision before the 1 April 2016. The options included moving to a plaqueless system removing the requirement to print and display a plaque, similar to the DVLA vehicle licensing system.

3.2 As the Navigation Committee will be aware, all Members of the Navigation Committee, representatives of the Broads Hire Boat Federation and the Norfolk and Suffolk Boating Association were consulted prior to presenting proposals to the Authority. The legal issues relating to byelaws were investigated and the Solicitor advised that he was satisfied that the Authority had the freedom to act as proposed. Boat owners would still be able to renew their licence on line, by post or in person, and they would be sent a receipt, which would be proof of payment. The number of the boat and its name still had to be displayed therefore it would be possible to check with the Tolls Office if the appropriate toll had been paid. Consideration was also being given to developing an app for Rangers' phones so that they could check boats using a hand held device rather than laptop computers. Such a scheme could alter the way the Rangers worked enabling them to focus on other duties to the overall benefit of the Authority. Members gave consideration to the potential risks particularly that of failure to pay a toll and loss of income through evasion, and enforcement issues. However, it was clarified that the Collector of Tolls monitored the income on a regular basis and would be able to track any significant divergences, which might require remedial action.

3.3 The Authority considered that the proposal would be an excellent opportunity to embrace a more up to date system, but given the potential risks, including reputational risk agreed that it be considered as a trial for a year and reviewed at or before the end of December 2016.

4 Royal Norfolk Show - 29 and 30 June 2016

Contact Officer/ Broads Plan Objective: Lorna Marsh/PE1/PE2

- 4.1 At the Authority's meeting on 18 March 2016, Members were informed that the Royal Norfolk Agricultural Association was providing an opportunity to create a "Broads" area at this year's Norfolk Show in order to promote the special qualities of the Broads to local people, highlight it as an important resource in the County and showcasing all those involved in various ways with it. The Authority has been invited to coordinate the exhibits and a number of organisations have already agreed to be involved. As part of the Authority's stand, it is intended to include the presence of Ra, the Authority's solar boat, and the fen harvester to prompt discussions on sustainability and management of the fens. The Authority welcomed the initiative and endorsed the proposals as providing an excellent opportunity for promoting the Broads and particularly the work of the Authority.

5 Annual Prosecution

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

- 5.1 A total of six navigation prosecutions have been dealt with in court during the 2015/16 year with one further case waiting to be heard on 21 April 2016. Most of the offences related to care and caution and excess speed with one case for no insurance. The average fine was £388 with the average costs awarded being £150. For tolls offences 15 cases were taken to court with average fine of £233 and average compensation of £285. This year, in all of the cases taken to court by the Authority the defendant was found guilty.

6 Waste

Contact Officer/Broads Plan Objective: Angie Leeper/ TR2.2

- 6.1 As requested a meeting for members to review waste facilities is currently being arranged for July/August 2016.

7 Navigation Patrolling and Performance Targets

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

- 7.1 The report of the significant use of powers by the rangers is displayed in Appendix 1. The average navigation/countryside splits for the year show a 61% Navigation, 39% Countryside split which is in line with the forecast total. The mooring inspection target compliance figure for the period is 100%.
- 7.2 During the 2015/16 year the rangers undertook 7,757 verbal warnings, 317 written warnings issued 578 tolls reports and reported 12 people for navigation offences.
- 7.3 Six people have been prosecuted for navigation offences, five have been given navigation warnings (of which two complicated cases ran over the 6 month time limit for prosecution) and one case is yet to be heard. The list of cases that have been heard at court is listed in Appendix 2

- 7.4 In response to the decision on the display of tolls plaques for the 2016/17 season the Ranger team will be undertaking adjacent waters checks earlier this year starting in May. These checks will be followed by a series of publicised tolls checks as part of the Rangers super safety days which are held across the area.

8 Sunken and Abandoned Vessel Update

Contact Officer/Broads Plan Objective: Adrian Vernon/NA4

- 8.1 The sunken and abandoned vessel update is contained in Appendix 3. As can be seen there are some abandoned vessels which are being dealt with and some sunken vessels which await suitable BA equipment in the area. None of the vessels are causing an obstruction or are leaking any pollutants.
- 8.2 Following the raising of the sunken vessel at the Norwich Yacht Station a meeting was held with Norwich City Council where it was agreed that the Council would serve notice on vessels trying to moor there over the winter to try and prevent a similar situation occurring in the future. Details of the agreement will be written into the River Wensum Plan.

9 Planning Enforcement Update

Contact Officer/Broads Plan Objective: Cally Smith/None

- 9.1 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: March 2016

Broads Plan Objectives: Multiple

Appendices: APPENDIX 1 –Report on the Significant Exercise of Powers by the Rangers during February – March 2015
APPENDIX 2 – Prosecutions during 2015/16
APPENDIX 3 – Report of Sunken and Abandoned Vessels

Rangers Exercise of Powers Analysis (Bracketed figures are running totals, April 2015 to March 2016)						Date: JAN - MARCH 2016		
	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	5 (89)	5 (24)	3 (4)	(172)		(1)	(18)	1 (26)
Speed	98 (2994)	35 (1177)	12 (703)	(892)	(344)	(96)	6 (219)	3 (156)
Tolls offences	(49)	3 (150)	(44)	(187)	(68)	(2)	1 (14)	(4)
Other	4 (41)	6 (73)	2 (23)	(145)	(50)	(53)	3 (24)	(4)
Blue Book Warnings								
Care & Caution	(15)	(4)	1 (5)	(1)	(1)		(1)	(12)
Speed	(88)	(24)	(13)	(34)	(6)	(1)	2 (11)	1 (12)
Other	1 (14)	2 (14)	(3)	(8)	2 (6)	3 (7)	3 (18)	(6)
Reports for Prosecutions		(2)			(4)			(7)
Special Directions	(7)	(98)					(278)	1 (31)
Toll Compliance Reports								
Non Payment	(75)	1 (113)	(13)	(64)	(105)	(5)	(57)	6 (61)
Non Display	(6)	(21)	(7)	(18)	(1)		(34)	(2)
28 Day request for information	(2)	(2)	(2)	(3)			(2)	
BSS Hazardous Boat Inspections	2 (4)		(1)	(2)				(1)
Enter Vessels Under BSS				(2)				
Launch Staffed (by Ranger)	36 (263)	19 (160)	14 (180)	9 (146)	32 (192)	20 (143)	27 (197)	19 (239)
Country Site Inspection Reports Percentage Compliance	100% (100%)	100% (100%)	(Combined figure) 100% (96%)		(Combined figure) 100% (100%)		100% (82%)	n/a
Best Value Patrol Targets Percentage Compliance	100% (100%)	100% (90%)	90% (92%)	100% (98%)	100% (94%)	100% (100%)	100% (98%)	100% (86%)
Volunteer Patrols	9 (26)	8 (54)	7 (21)	2 (6)	2 (6)	(9)	(9)	1 (1)
IRIS Reports	5 (129)	5 (83)	4 (51)	2 (62)	5 (85)	4 (33)	8 (76)	10 (128)
Broads Control Total Calls	TOTAL 6,142 (39,945)			Telephone 5,632 (33,276)			VHF 510 (6,669)	

RANGER TEAM ACTIVITY

as at 12 April

	Navigation Activity								Countryside Activity							
March 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	15.47%	3.18%	0.11%		1.55%	0.13%	0.27%	1.90%	2.90%	2.33%		1.78%	3.53%	0.39%		
Wroxham team	19%	42%	27%		7%	64%	63%	54%	19%	25%		23%	34%			
Thurne team	15%	2%	27%		10%	36%	10%	18%	9%	18%		5%	16%			
Yare team	24%	14%					19%		46%	41%		30%	9%	55%		
Waveney team	15%	12%			21%		4%		1%	7%		11%	4%	45%		
Breydon team	25%	14%	45%		56%		4%		25%			26%	17%			
Control Officer																
	27%								9%							

Month Percentages	
Navigation	60%
Country	40%
Total	100%
Time Off not included	

	General Support												Time Off			
	Broads Control	Travel Time	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	6.35%	2.46%	11.89%	10.04%	4.65%	1.02%	6.53%				0.08%	2.92%	0.63%	3.41%	13.00%	3.48%
Wroxham team		20%	12%	15%	27%	22%	29%					26%	54%	27%	14%	27%
Thurne team		12%	16%	21%	10%	4%	11%				87%	10%		7%	43%	20%
Yare team	4%	24%	13%	6%	21%	1%	29%				13%	19%	41%	17%	16%	20%
Waveney team		27%	3%	20%	9%	10%	15%					14%		8%	11%	
Breydon team	1%	14%	7%	27%	13%	17%	9%					18%		13%	4%	33%
Control Officer	25%		1%											5%	2%	
	2%	3%	44%										21%			

Percentage with apportioned split	
Year to date (Apr - Mar)	
Navigation	61%
Country	39%
Total	100%
Time Off not included	

Team percentages equal team contribution to activity

APPENDIX 2

Report of navigation prosecutions dealt with in court during February and March 2016				
Place	Defendant	Offence	Magistrates Court	Result
Breydon Water	S Owen	(1) Navigating without lights	Great Yarmouth	(1) 12 Month CD Costs awarded £150 Victim surcharge £15

Report of prosecutions dealt with in court during January to March 2016			
Defendant	Offence	Magistrates Court	Result
D Cooper	Non- payment of tolls	Norwich	Fined £660 Costs awarded £150 Victim surcharge £66 Compensation £335.43
M Gordon	Non- payment of tolls	Norwich	Fined £60.27 Costs awarded £150 Victim surcharge £20 Compensation£389.73
C Parker	Non- payment of tolls	Norwich	Fined £60 Costs awarded £150 Victim surcharge £20 Compensation £152.48

APPENDIX 3

Sunken and Abandoned Vessels

Description	Location found	Action	Abandoned /Sunken Notice Affixed	Result
Sunken and abandoned 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 and abandoned aft cockpit cruiser hull	River Yare. New Cut Thorpe	No known owner found	Yes	Deadline expired and BA team will raise and remove when the programme allows
Sunken cruiser	River Yare Old River Thorpe.	Vessel sunk at owners moorings	No	Not affecting the navigation owner will raise in due course
Sunken wooden cruiser	River Yare Norwich.	Vessel sunk at moorings owner to raise	No	Not affecting the navigation owner will raise in due course
Abandoned Small fibreglass cruiser	River Bure Upton	Vessel found drifting by police.	Yes	Vessel taken to Ranger billet. Owner not traced vessel to be destroyed.

Abandoned Small fibreglass cruiser	River Wensum Norwich	Vessel found drifting after strong winds.	No	Vessel taken to Ranger billet. Enquiries to trace owner in hand.
Sunken Wooden Cabin Cruiser	River Wensum Norwich	Vessel sunk at moorings.	No	Owner has pumps in position ready to raise the vessel.
Sunken Wooden Cabin Cruiser	River Wensum Norwich	Vessel sunk at moorings	Yes	Vessel raised and removed to Dockyard.
Sunken Wooden Cabin Cruiser	River Wensum Norwich	Vessel sunk at moorings	no	Enquiries in hand to trace owner.