

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 2013/14 Navigation Income and Expenditure Update

- 1.1 The Authority's Statement of Accounts for 2013/14 is currently being prepared and will be reported to the Broads Authority and the Financial Scrutiny and Audit Committee in July. The annual report providing a breakdown of National Park and Navigation Income and Expenditure is also being prepared and will be presented to the Committee at its September meeting.
- 1.2 Although final figures for the year to March have not yet been produced, the draft figures for the year suggest an actual deficit at year-end of around £42,000 for Navigation, reflecting additional income of £5,618 and resulting in an underspend of just over £36,000 (or 1.2% of net expenditure) when compared with the last forecast outturn of £78,714 reported to this Committee. This position includes the adjustment in respect of the lease for Yare House, following consultation with the Auditors, which has caused an overspend of £25,000 within the premises budget for Navigation when compared with the forecast outturn of £149,000.
- 1.3 Draft summary figures for 2013/14 are as follows:

	Forecast Outturn	Actual	Variance
Income	(2,897,160)	(2,902,778)	5,618
Operations	1,889,699	2,003,994	(114,295)
Planning and Resources	869,672	860,760	8,912
Chief Executive	154,862	160,723	(5,860)
Projects and Corporate Items	61,640	(2,302)	63,942
Contributions from Earmarked Reserves		(77,948)	77,948
Deficit for the Year	78,714	42,450	36,264

- 1.4 It should be noted that the variance shown within the Operations Directorate line relates largely to expenditure funded from earmarked reserves, including the new launch and the second replacement Wherry, and is offset in part by the *Contributions from Earmarked Reserves* line below.

- 1.5 A significant element of the underspend is due to the difficulty in progressing projects within the £35,000 Navigation project budget carried forward from 2012/13, although plans for this are now developing. As a result of the underspend, it is likely that there will be a proposal to the Authority to fund Navigation projects such as the Boat Owners' Survey (if costs exceed the existing budget provision of £10,000) from the general Navigation reserve in 2014/15.
- 1.6 The full Income and Expenditure report for the year will be presented to the next meeting of the Committee. Any significant changes to these draft figures will also be highlighted to members at this point.

2 Mutford Lock Update

Contact Officer/Broads Plan Objective: Tom Hunter/NA4

- 2.1 A lot of work has been undertaken in the past two weeks including; extensive clearing of mussels and sediment from the lock chamber and gates by divers, replacement of a cable duct, servicing of winding mechanisms and stripping out of the old hydraulic system. The new system is being tested in the contractor's workshop and will be installed next week. The work should be completed by the end of next week as planned allowing normal operation to be resumed.

3 Turntide Jetty

Contact Officer/Broads Plan Objective: Tom Hunter/NA1

- 3.1 Temporary repairs have been undertaken to improve the current navigation marking and to replace some structural ties, as covered in the report by the Head of Construction, Maintenance & Environment.
- 3.2 Further to this several design consultants have been approached with regard to providing basic structural design for the reconstruction of the landward portion of Turntide jetty. This section of the jetty having been identified by hydrological consultants as the main part being necessary to maintain channel depth at the confluence. These potential designers will provide a costed proposal following a site visit in early June. A design will then be completed during the summer to allow a tender process for construction to be undertaken at the end of the summer, with a report to Committee in September. Subject to the Committee's views, a contractor will be appointed to commence piling work in agreed stages.

4 Waste Disposal Update

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

- 4.1 Broads Authority Officers attended a further meeting with Broadland District Council regarding waste issues on 19 May 2014. The Norfolk local authorities Operational Liaison Team are currently preparing a draft paper to submit to the

next Norfolk Waste Partnership meeting in July with their proposals regarding future waste provision. The schedule of collection and disposal costs is at Appendix 1.

5 East Port Update Concerning Safety of North Quay

Contact Officer/Broads Plan Objective: Adrian Vernon/NA4

- 5.1 North quay is the small quay just upstream of the Acle Road Bridge at Great Yarmouth. It is currently used for demasting and emergency mooring and is owned by Great Yarmouth Borough Council. Eastport were responsible for the provision of lifebuoys but with the transfer of the navigation area to the BA this ceased and the responsibility returned to the council. The Broads Authority's Breydon Patrol and Yacht Station staff are in the area daily in the summer and have informally helped with the checking and requests and in some cases the actual replacing of the lifebuoys in this vitally important location.
- 5.2 Following concerns from BA staff and the boating public over the design of the safety ladders plus the fact that lifebuoys were no longer apparently being replaced at North Quay by Eastport or the council there was an internal discussion by BA staff with regard to seeking permission to lease the quay. The Great Yarmouth Borough Council have been approached informally and would probably agree to the leasing of the North Quay on an operational basis only. The BA would have no repair responsibilities whatsoever but would be entitled to change the design of the safety ladders and to fit, check and replace the lifebuoys. An internal report to management team is being submitted to seek opinions and to obtain permission to proceed with negotiations.

6 Corporate Health and Safety

Contact Officer/Broads Plan Objective: Steve Birtles/None

- 6.1 The Authority continues to work towards appropriate management of health and safety with key areas of work recently completed include: Tree Safety Management Policy, Health and Safety Attitude survey of Ba employees, new Display Screen equipment policy and further reviews of policy as legislation changes.
- 6.2 The annual report on corporate health and safety is to be published to the Broads Authority at its meeting on the 11 July, members are encouraged to view this report on the Broads Authority website.

7 Navigation Patrolling and Performance Targets

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

- 7.1 As can be seen from the figures in Appendix 2, April was a fairly quiet month although there are a number of investigations still taking place from incidents that occurred. The figures for the River Ant are disappointing but a new seasonal

ranger is under training in the area and this will improve the situation. The overall percentage figures for the 60% / 40% split is 73% and 27% for April which reflects the Easter launch tasking.

- 7.2 There was one successful prosecution in April which concerned a vessel speeding in the Belaugh area as shown in Appendix 3.

8 Sunken and Abandoned Vessel Update

Contact Officer/Broads Plan Objective: Adrian Vernon/NA4

- 8.1 There is currently one sunken vessel awaiting removal when suitable BA equipment is in the area as detailed in Appendix 4.

9 Planning Enforcement Update

Contact Officer/Broads Plan Objective: Adrian Vernon and 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. These details are included at Appendix 5.

Background papers: None

Author: John Organ
Date of report: May 2014

Broads Plan Objectives: Multiple

Appendices:
APPENDIX 1 – Waste Disposal – Collection and Disposal Costs
APPENDIX 2 - Report on the Significant Exercise of Powers by the Rangers during April 2014
APPENDIX 3 – Report of Prosecutions dealt with in Court during April 2014
APPENDIX 4 – Report of Sunken and Abandoned Vessels
APPENDIX 5 – Planning Enforcement Update

APPENDIX 1

Location	Site	Current Provider	land Owner	Annual Cost (2011)			Collection schedule		
				Collection	Disposal	Total	March-Oct	Oct -March	
Hoveton Station Rd	Kings Head	North Norfolk DC	North Norfolk D C	Bins				Not known	Not known
Horning	Ferry Inn	North Norfolk DC	Public House	Bins				Not known	Not known
Horsey Staithe	Horsey Mill	North Norfolk DC	National Trust?	Bins				Not known	Not known
Sutton Staithe	Staithe/Green	North Norfolk DC	Parish Council?	Bins				Not known	Not known
Neatishead Staithe	Grays Landing	North Norfolk DC	Parish Council?	Bins				Not known	Not known
Gaye's Staithe	Staithe	North Norfolk DC	Parish Council/Highwa	Bins				Not known	Not known
Hoveton	Riverside Rd	North Norfolk DC	NNDC/Highways?	Bins				Not known	Not known
Ludham Bridge	Staithe	North Norfolk DC	Environment Agency	Bins				Not known	Not known
Hickling Staithe	Pleasure Boat PH	North Norfolk DC	Public House	Bins				Not known	Not known
Barton Turf	Car Park	North Norfolk DC	Broads Authority	Bins				Not known	Not known
Irstead	Staithe Car Park	North Norfolk DC	Poors Trust	Bins				Not known	Not known
Horning Lower St	Swan Car park	North Norfolk DC		Bins				Not known	Not known
Ludham Womack	Horsefen Rd	North Norfolk DC	North Norfolk DC	Bins				Not known	Not known
Stalham Staithe	Staithe Rd	North Norfolk DC	Parish Council?	Bins				Not known	Not known
Wayford Bridge	PH Car Park	North Norfolk DC	Public House	Bins				Not known	Not known
Dilham	24hr Mooring	North Norfolk DC	Broads Authority	Bins				Not known	Not known
North Norfolk DC					8,000.00	26,000.00	34,000.00		
Upton Car Park	Boat Dyke Rd	Broadland DC	Parish Council	Bins				16 x fortnightly	No service
Reedham Ferry	Ferry Inn Rd	Broadland DC	Archers	Bins				16 x fortnightly	No service
Ranworth	Low Rd	Broadland DC	Broads Authority	Skip				16 x fortnightly	No service
Pontiac Roadhouse	Yarmouth Rd	Broadland DC	na	Bins				16 x fortnightly	No service
South Walsham	Fleet Lane	Broadland DC		Bins				16 x fortnightly	No service
Coltishal	Kings Head	Broadland DC	Public House	Skip				31 x weekly	No service
Reedham Quay		Broadland DC	Broadland DC	Skip				31 x weekly	No service
Riverside, Brundall	Coles Stores	Broadland DC	na	Skip				31 x weekly	No service
Wroxham	Moores Btyard	Broadland DC	na	Skip				31 x weekly	No service
		Broadland DC			9,000.00	7,000.00	16,000.00		

Location	Site	Current Provider	Annual Cost (2011)				Collection schedule		
			Collection	Disposal	Total	March-Oct	Oct -March		
Rockland	Inn Car Park	South Norfolk	Public House	480L				Not known	Not known
Loddon	Pyes Mill	South Norfolk	South Norfolk	4400L				Not known	Not known
Loddon	Staithe	South Norfolk	South Norfolk	1080L				Not known	Not known
Langley Dyke	24hr Moorings	South Norfolk	Mr Tubby	1680L				Not known	Not known
Carleton St Peter	B/champ Arms	South Norfolk	Public House	3300L				Not known	Not known
	Waveney Inn	South Norfolk	Waveney River Centre	3300L				Not known	Not known
Geldeston	Locks Inn	South Norfolk	Public House	1100L				Not known	Not known
Burgh St Peter	Burgh Castle	South Norfolk	?	480L				Not known	Not known

South Norfolk

3,379.00

Potter Heigham	(Various)	Great Yarmouth BC		Bins				4 x weekly	3 x weekly
Repps		Great Yarmouth BC	Locations not specified	Bins				2 x weekly	1 x weekly
Thurne		Great Yarmouth BC	?	Bins				3 x weekly	2 x weekly
Acle bridge	Bridge Craft	Great Yarmouth BC	na	Bins				every other day	every other day
Acle Bridge	Horizon Craft	Great Yarmouth BC	na	Bins				31 x weekly	No service
Acle Bridge	Russell Marine	Great Yarmouth BC	na	Bins				31 x weekly	No service
Stokesby		Great Yarmouth BC	Parish Council?	Bins				Every day	2 x weekly
West Somerton		Great Yarmouth BC	Parish Council	Bins				2 x weekly	1 x weekly
St Olaves		Great Yarmouth BC	?	Bins				2 x weekly	2 x weekly
Burgh Castle		Great Yarmouth BC	?	Bins				1 x weekly	1 x weekly

Great Yarmouth BC

20,884.00

Total Costs per annum for boat waste collection/disposal based on 2012 figures

74,263.00

Rangers Exercise of Powers Analysis <i>(Bracketed figures are running totals, April 2014 to March 2015)</i>						Date: APRIL 2014		
	Wroxham Launch	Irstead Launch	Ludham Launch	Ludham 2 Launch	Norwich Launch	Hardley Launch	B.St.Peter Launch	Breydon Launch
Launch Patrol Areas	Wroxham and Upper Bure	Ant	Hickling, P.Heigham, Upper Thurne & Womack	Lower Thurne, Lower Bure & South Walsham	Norwich and Upper Yare	Reedham, Chet & Middle Yare	Oulton Broad and Upper/Middle Waveney	Breydon Water, Lower Waveney and Yare
Verbal Warnings								
Care & Caution	4 (4)	13 (13)	12 (12)	16 (16)				2 (2)
Speed	362 (362)	53 (53)	68 (68)	64 (64)	16 (16)	16 (16)	20 (20)	51 (51)
Tolls offences	54 (54)	17 (17)	6 (6)	19 (19)	4 (4)	2 (2)	16 (16)	5 (5)
Other	7 (7)			8 (8)		6 (6)		1 (1)
Blue Book Warnings								
Care & Caution							4 (4)	2 (2)
Speed	7 (7)		7 (7)	4 (4)	1 (1)			1 (1)
Other	4 (4)				1 (1)	3 (3)		
Reports for Prosecutions	1 (1)							
Special Directions						1 (1)	9 (9)	14 (14)
Toll Compliance Reports								
Non Payment	8 (8)		40 (40)	17 (17)	1 (1)		23 (23)	5 (5)
Non Display	1 (1)						8 (8)	1 (1)
28 Day request for information								
BSS Hazardous Boat Inspections	1 (1)				1 (1)			
Enter Vessels Under BSS	1 (1)				1 (1)			
Launch Staffed (by Ranger)	26 (26)	17 (17)	23 (23)	16 (16)	16 (16)	14 (14)	16 (16)	25 (25)
Country Site Inspection Reports Percentage Compliance	100% (100%)	50% (50%)	(Combined figure)		(Combined figure) 88% (88%)		100% (100%)	n/a ()
Best Value Patrol Targets Percentage Compliance	148% (148%)	77% (77%)	95% (95%)	160% (160%)	98% (98%)	123% (123%)	87% (87%)	80% (80%)
Volunteer Patrols	3 (3)		1 (1)	1 (1)			1 (1)	
IRIS Reports	10 (10)	2 (2)	6 (6)	7 (7)	10 (10)	5 (5)		6 (6)
Broads Control Total Calls	TOTAL 4,235 (4,235)			Telephone 2,796 (2,796)		VHF 1,439 (1,439)		

RANGER TEAM ACTIVITY

	Navigation Activity								Countryside Activity							
April 2014	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	29.6%	3.9%	0.7%	5.4%	9.6%	0.0%	1.4%	0.4%	5.0%	4.6%	2.2%	0.2%	0.3%	0.1%	0.4%	0.4%
(Management)	1%	8%	8%	6%	20%				2%		9%					
Wroxham team	23%	66%	30%	41%	21%		26%	14%	8%	1%	11%					
Thurne team	20%	8%	36%	9%	12%	100%	17%	18%	22%	28%	33%		6%		20%	
Yare team	15%	5%	13%	11%	18%		25%		53%	64%	2%	100%	8%		17%	50%
Waveney team	11%	2%	7%	6%	6%		17%	12%	8%	7%	42%		46%	100%	63%	
Breydon team	30%	12%	5%	27%	23%		14%	56%	7%	0%	2%		40%			50%
Control Officer																
	52%								13%							

Month Percentages	
Navigation	73%
Country	27%
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	7.5%	4.7%	4.9%	0.5%	1.3%	0.6%	7.4%	0.0%	0.1%	0.3%	0.3%	1.9%	0.6%	2.7%	2.0%	0.8%
(Management)		13%	14%		22%	65%	58%							13%		3%
Wroxham team	7%	19%	29%	83%	21%	14%	9%		25%			17%		30%	12%	
Thurne team		8%	18%		23%		14%	100%				13%	29%	2%	14%	12%
Yare team	22%	8%	12%	17%	24%		9%					77%	12%	14%	76%	5%
Waveney team		20%	14%		10%	8%	6%		75%			34%	47%	2%		
Breydon team		33%	14%			13%	4%			100%	11%	8%	52%	6%		33%
Control Officer	71%													22%		59%
	8%	5%	18%										4%			

Percentage with apportioned split	
<i>Year to date (Apr - Mar)</i>	
Navigation	72%
Country	28%
Total	100%

Time Off not included

APPENDIX 3**Report of a prosecution dealt with in court during April 2014**

Place	Offence	Magistrates Court	Result
Belaugh	(1) Speeding (2) Care and Caution.	Norwich	Pleaded not guilty - Found guilty (1) Fined £100 (2) Fined £100 Costs 120. Victim surcharge £20

APPENDIX 4**Sunken and Abandoned Vessels**

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

Enforcement Update

This table shows the updates on enforcement matters relating to Navigation matters currently under consideration since the last Navigation Committee on 24 April 2014.

Committee Date	Location	Infringement	Action taken and current situation
7 December 2007 23 April 2010	South side of Thorpe Island (New Cut)	Unauthorised mooring of vessels	<ul style="list-style-type: none"> • Possession granted to Network Rail and trespass mooring to cease • Majority of mooring now ceased and compliance achieved
5 December 2008 5 March 2010 16 July 2010	“Thorpe Island Marina” West Side of Thorpe Island Norwich (Former Jenner’s Basin)	Unauthorised development	<ul style="list-style-type: none"> • Enforcement Notices served on 7 November 2011 on landowner, third party with legal interest and all occupiers. Various compliance dates from 12 December 2011 • Appeal lodged on 6 December 2011 • Public Inquiry took place on 1 and 2 May 2012 • Decision received on 15 June 2012. Inspector varied and upheld the Enforcement Notice in respect of removal of pontoons, storage container and engines but allowed the mooring of up to 12 boats only, subject to provision and implementation of landscaping and other schemes, strict compliance with conditions and no residential moorings. • Challenge to decision filed in High Court 12 July 2012 • High Court date set for 26 June 2013 • Planning Inspectorate reviewed appeal decision and agreed it was flawed and therefore to be quashed • “Consent Order” has been lodged with the Courts by Inspectorate • Appeal being reconsidered –Planning Inspector Site Visit 28 January 2014 • Hearing scheduled for 8 July 2014

Committee Date	Location	Infringement	Action taken and current situation
28 March 2013	Former drainage dye adjacent to Newlands Caravan Site	Unauthorised installation of mooring platform	<ul style="list-style-type: none"> • Authority given for the serving of an Enforcement Notice for the removal of the platform and restoration of the site, with a period of compliance of three months; and that in the event of non-compliance, authority be given for prosecution(in consultation with the Solicitor). • Enforcement Notices served on 30 August 2013 • Appeal in progress with Public Inquiry date set for 13 May 2014 • Appeal withdrawn on 8 May 2014