

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 Hickling Enhancement Project

Contact Officer/ Broads Plan Objective: Trudi Wakelin/ BD4.1

- 1.1 At the Authority's meeting on 25 September 2015, members received a report and presentation on the master plan project for the enhancement of Hickling Broad. The principles of the proposal including the draft vision, which had been amended following consultation with the Navigation Committee and others, was endorsed together with the strategic approach. Members agreed to increase the 2015/16 navigation budget by £21,000 for the priority dredging work and noted the likely financial provision of £1.4 to £1.5 million required over the next six to ten years, which had been identified to assist in preparing a detailed external funding bid as well as the amount of match funding required from Broads Authority using navigation income and National Park Grant. Members particularly welcomed the engagement with the local communities and stakeholders considering this to be an exciting project. As part of this, the next Parish Forum is to be held at Hickling Barn, Tate Loke (off Mallard Way), Hickling on Monday 26 October 6.30pm in order to provide the parishes within that area of the Upper Thurne and Bure with a specific presentation on the project. All members are welcome.

2 Mutford Lock

Contact Officer/ Broads Plan Objectives: Tom Hunter/ None

- 2.1 At the Authority's meeting on 25 September 2015 members received a report and presentation on the Mutford Lock Maintenance and Reserve taking into account of the views of the Navigation Committee at its last meeting. The Authority supported the Committee's recommendation and agreed expenditure of £87,082 from the Mutford Lock reserve fund to complete the essential maintenance and repairs in the current financial year 2015/16 as well as a revised annual maintenance budget of £18,000 to allow for hydraulic control system servicing and routine underwater maintenance and this will be incorporated in the draft 2016/17 budget for consultation. The Authority also agreed to the appointment of a consultant in 2016/17 to investigate costed de-watering options for the lock ahead of future major work, the estimated cost being between £5,000 and £10,000 possibly to be funded from the ring fenced reserve.

3 Member Workshops

Contact Officer/ Broads Plan Objective: John Packman /Multiple

- 3.1 Since the Authority's annual meeting when it was decided to use a series of Member Workshops to improve knowledge of and engagement with a range of future policy matters, there have been three workshops to which members of the Navigation Committee have been invited.

1. Finance Training – 22 September 2015 (half day - am before FSAC)
2. Tolls – 23 September 2015 – (All day event)
3. Broads Plan – 7 October 2015 (Half day am)

- 3.2 A workshop on Waste Disposal is due to be arranged for November.

4 The Tolls Workshop – 23 September 2015

Contact Officer/ Broads Plan Objective: John Packman/ None

- 4.1 The Tolls Workshop was attended by 16 Members, from the full Authority and Navigation Committee. In addition, three expert witnesses were invited from British Marine, the Broads Hire Boat Federation and the Norfolk and Suffolk Boat Owners Association who provided presentations in addition to those provided by the Collector of Tolls and the Chief Executive. Insight Track also provided members with information from the Stakeholders Survey. The Workshop was facilitated by an independent facilitator - Richard Harris. An outline of the Workshop together with the presentations provided and the issues raised have been sent to all members by email. The aim of the day was to improve members' understanding of the existing system and its complexities and to examine whether there was an appetite for change. The Workshop was considered to be very positive and the general feeling was that there was an appetite for a change to the Tolls Charging Structure and clear mandate to move forward. As a result it was agreed that the next steps would be to set up a small working group in order to explore matters highlighted in the workshop and to come up with a set of proposals for future consideration by the Navigation Committee and the Broads Authority.

- 4.2 This approach was endorsed at the Authority's meeting on 25 September 2015 when it was resolved to establish a fixed term Tolls Review Working Group comprising six members; to include the Chairman of the Authority and the Chairman of the Navigation Committee in addition to four other members including co-opted members to be confirmed by the Chairman of the Authority. The membership of this group has now been confirmed as: Jacquie Burgess (Chairman), Michael Whitaker, Kelvin Allen, Louis Baugh, Bill Dickson and Nicky Talbot. The Group will invite representatives from specific stakeholder groups to attend to discuss specific topics as appropriate and Members of the Broads Authority and Navigation Committee are welcome to attend Tolls Working Group Meetings in an observer capacity. The Group met on Monday 5 October 2015 to

consider the Scope and Terms of Reference of the Group. The next meeting has been arranged for Friday 6 November 2015 at 2.00pm.

- 4.3 The aim is for the Working Group to have proposals for consideration by July 2016 with a report to come to the Navigation Committee for consideration and consultation prior to consideration at the Broads Authority meeting in November 2016, the aim being for proposals to be finalised for implementation in April 2017. It is anticipated that this will require a potential of five meetings to cover specific topics identified by the Working Group based on the views expressed at the Workshop. The Working Group will be taking account of the work and building on the lessons learnt from previous reviews.
- 4.4 Members will be provided with regular updates.

5 Insurance Audit

Contact Officers/Broads Plan Objective: Steve Birtles/ NA4.2

- 5.1 Members requested at their last meeting clarification as to the statistical validity of the sample size of the audit. Officers contacted Shine Feedback Limited who made the following comment “100 out of a universe of 7754 is significant at a 95% confidence level +/- 10% and that we have a “strongly indicative” sample size. However for a statistically robust sample size, we should be looking around the 300 mark, which will give you a margin of error of around 5%“
- 5.2 The sample of 100 boat owners cost in officer time and materials approximately £1,300 therefore due to the high administrative cost of running the audit it is considered that the increased cost of a sample size of 300 would not be proportionate to the small gain in accuracy.
- 5.3 It is proposed that the Broadsheet will include reference to the requirement for insurance and the recent audit, and officers have decided to repeat the survey on the same basis in a two year's time.

6 Boat Safety Management Group

Contact Officer/Broads Plan Objective: Steve Birtles/ None

- 6.1 The draft minutes of the Boat Safety Management Group meeting held on 18 September 2015 is attached at Appendix 1.

7 Mooring Design Guides Update

Contact Officer/Broads Plan Objective: Natalie Beal/None

- 7.1 The existing guide (which is over 10 years old) has been reviewed and two draft guides produced for consultation after approval from Planning Committee and Navigation Committee. The consultation period ran from 14 July to Friday 4

September 2015. Sixteen organisations responded to the consultation, submitted comments have been reviewed and the guides have been amended accordingly.

- 7.2 The purpose of the guides is to provide would-be designers of riverbank stabilisation and moorings advice on issues to consider as well as information to help choose the most appropriate and relevant design for a particular location. The guides are not Supplementary Planning Documents but have been produced in a similar way (consultation and adoption by Full Authority). The guides have been consulted on in order to give the guides more weight in determining planning applications and potentially at any subsequent appeals if required.

- 7.3 The Planning Committee report which provides more detail on the comments and shows the changes to the proposed guides can be found here: <http://www.broads-authority.gov.uk/broads-authority/committees/planning-committee/planning-committee2>

8 Bridges Update

Contact Officer/Broads Plan Objective: Angie Leeper/ NA5

- 8.1 The Chief Executive, Director of Operations and Asset Officer attended a high level meeting with Network Rail on Tuesday 29 September 2015. Improved operational performance of Reedham and Somerleyton was noted, along with the timetable for future survey and inspections required. However, there is no positive progress on the issues at Trowse bridge and a further operational update has been requested following recent tests.

9 Navigation Patrolling and Performance Targets

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

- 9.1 The report of the significant use of powers by the rangers is displayed in Appendix 2. The average navigation/countryside splits for the months are higher on the navigation side as would be expected during the main summer season but the overall figures since April are now 72%/28%. The figure is addressed by rostering appropriate duties during the winter months. The mooring inspection target compliance figure for the period is 96%.

10 Sunken and Abandoned Vessel Update

Contact Officer/Broads Plan Objective: Adrian Vernon/NA4

- 10.1 The sunken and abandoned update is contained in Appendix 3. One large private vessel sunk at its moorings on River Yare near the Beauchamp Arms Public House. Ranger staff placed oil spill booms around the vessel which was removed by contractors.

11 Planning Enforcement Update

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

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

Background papers: None

Author: Sandra Becket / Esmeralda Guds

Date of report: October 2015

Broads Plan Objectives: Multiple

Appendices: APPENDIX 1 – Notes of the BMSG meeting held on 18 September 2015
APPENDIX 2 - Report on the Significant Exercise of Powers by the Rangers during August - September 2015
APPENDIX 3 – Report of Sunken and Abandoned Vessels
APPENDIX 4 – Planning Enforcement Update

BROADS AUTHORITY

BOATING SAFETY MANAGEMENT GROUP

Notes of the meeting held on 18th September 2015 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)
Richard Musgrove	East Port Company
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
Adrian Vernon	BA Head of Ranger Services
Adrian Clarke	BA Senior Waterways and Recreation Officer
Tom Hunter	BA Rivers Engineer
Chris Bailey	BA Administrative Officer Operations

1. Chairman's Introduction

Following introductions the Chairman welcomed everyone to his first meeting.

2. Apologies

Apologies were received from Anthony Trafford (British Marine Federation) and Stuart Carruthers (Royal Yachting Association (RYA))

3. Not Present

Les Mogford (Norfolk & Suffolk Boating Association).

4. Minutes agreed

The notes of the meeting held 10th March 2015 were agreed as a correct record.

5. Matter Arising

There were no matters arising.

6. Action Points

Mooring provision downstream of Ludham Bridge – No progress had been made. The Environment Agency (EA) had entered into negotiations to sell the land and the Authority had expressed an interest in purchasing the small area which they were currently using. It was noted that the piling was deteriorating and may have to be closed prior to the commencement of the next season. It was confirmed that land on the opposite side of the river was also for sale and the owner was keen that some would be retained as moorings although there was again problems with the condition of the piling.

Designated loading provision – Deferred until Staithes review had been completed.

Recreation Closure – It had been agreed at the Navigation Committee that the existing procedures in the 1988 Broads Act would be used.

Boat Safety Scheme information on isolator valves and holding tanks – It was confirmed that the information could be obtained from the Boat Safety Scheme examiners but that there would have to be some manipulation of data as this was not subject to normal safety inspection. The position would be progressed.

Kite Surfing and Ringos – Information was now available on the Authority's website.

Medical emergencies - use of defibrillators – appropriate signage to be developed and existing defibrillator locations to be identified and listed – A list of locations had been provided by the East Anglian Ambulance Service but was not definitive as it was constantly changing. The Authority had been advised that the use of a defibrillator was only beneficial if located within three minutes of the emergency. It was noted that some businesses have the equipment but were not willing for it to be removed from the premises. The provision of postcodes for moorings was discussed and noted that some remote locations were difficult to assign a post code to but that all moorings now displayed grid references.

Speed indicators and regulations – TH confirmed that Hire Boat operators would be ready to install speed indicators when the Hire Boat licensing amendments were implemented.

Text messaging on Breydon Water – Members were reminded that a trial had been undertaken providing information regarding slack water at Great Yarmouth Yacht Station (GYYS) which had not been very widely used and therefore would not continue. The Broads Hire Boat Federation (BHBF) had continued investigation of some form of illuminated signage advising boaters of the state of the tide but as there was no funding the position was on hold. Emphasis would be placed on improving the

knowledge of hirers regarding transiting through Great Yarmouth.

Feedback on electronic signage at Reedham Swing Bridge – No feedback had been received prior to the meeting. However members discussed an incident when the sign displayed that the bridge would open but no time had been shown only the requirement to use channel 12. It was reported that Network Rail were considering changing their operating channel.

Slip resistant surfaces on boats – TW and SB had visited CD in March and a subsequent visit had be undertaken by a consultant undertaking research for the Boat Safety Scheme (BSS)

Operation of new ferries on the River Yare – The ferry operating from Thorpe River Green to Whitlingham Country Park was in operation with the operator having taken a lease on the pontoon at the railway station. There had been no activity regarding the ferry due to operate between Bunglow Lane in Thorpe across to Whitlingham Lane.

7. Rowing Coaching Code of Conduct

Following the success of the Olympics there had been a marked increase in rowing and coaching vessels and it had become necessary for a Code of Conduct for the use of coaching vessels on the River Yare to be developed to ensure the safety of other vessels and river users. Meetings had been held with representatives from rowing clubs and the Authority which had resulted in the present draft Code of Conduct.

A voluntary low wash zone would be created and agreed waiting areas for rowing crews had been identified, downstream of Postwick flyover and upstream at Whitlingham Lane picnic site, so that Coaching vessels would not race between crews if they became separated. Members discussed the effects of wash and it was suggested that the most serious wash came from cruisers, who were not necessarily exceeding the speed restrictions but should be aware of the effect of their wash on other river users.

Previous issues with Frostbite Sailing Club had been resolved with the with club and rowers now working together to establishing better working practices which had improved safety for rowers.

CT requested that a time should be arranged for the larger registration marks to be attached to the coaching vessels.

It was agreed that the rowing clubs should be asked for comments on the draft Code of Conduct and that the Authority's graphics section be asked to develop a map of the low wash zones for inclusion as an appendix to the Code.

CT
AV

8. 3rd Party Insurance Audit

The Broads Authority had surveyed 100 boat owners to ascertain the validity of insurance self-declaration and the results of the survey had circulated to the Boat Safety Management Group by email and a report presented to the Navigation Committee. The Navigation Committee had asked for some indication on how robust the Authority's sample had been and SB had contacted Insight Track, the company who had undertaken various surveys on behalf of the Authority, for their views.

Insight had advised that the sample of 100 of 7754 was significant at a 95% confidence level +/- 10% although a robust sample size would be 300.

Member's views were sort as to whether they considered the sample size of 100 toll payers to be adequate, bearing in mind the considerable amount of administrative effort involved in undertaking the audit, or whether the question should be referred back to the Navigation Committee.

Members discussed the options of providing insurance documentation at the point of applying for the annual toll or asking vessel owners to carry their insurance documentation on their vessel which had been discussed at the Navigation Committee and deemed not practical. More spot checks were suggested with requests to provide insurance documentation.

Members felt confident with the sample size of 100 tolls payers. It was felt that the exercise had been helpful with Toll payers now aware that the Authority had undertaken this audit and that an article would be included in the Broad Sheet. It was recommended that tolls payers were reminded that insurance must be in place for the year and not just for the date of the declaration.

9. Breydon Water Ski Zones Consultation

Water skiing had been undertaken in a designated area on Breydon Water for a trial period to ascertain usage and any effects on the wildlife as the area was a Site of Special Scientific Interest (SSSI). At the Water Ski Review meeting held on 2nd October 2014 members recommended the Authority formalise water skiing on Breydon within the existing designated area and with the existing controls. For the zone to be formalised the Authority needed to undertake a full consultation, results of which would be presented to the Navigation Committee, Broads Forum and Broads Authority.

Concern was expressed that there was the possibility that the activity could increase on Breydon which could impact on the wildlife within the zone. SB confirmed that monitoring of the zone would continue and that there were powers within the Broads Act to stop water skiing at any time.

10. Hire Boat Licensing Conditions

The Broads Authority had previously identified through its Safety Management Hazard Review in 2013 the requirement to update its Hire Boat Licensing Conditions. This implementation had been delayed to coincide with the completion of the Hire Boat Code which is in development by AINA and is to include unpowered boats. Due to the continuing delays in the Hire Boat Code it was now envisaged that the Authority would develop new or amended licensing conditions during the summer of 2016 for implementation from April 2017. The Hire Boat Federation will be consulted on the proposed amendments prior to the formal consultation during the autumn of 2016.

Work was currently being undertaken on the review and amendment of the Hire Boat Code appendix relating to stability requirements, with a web based tool being developed to assist Hire Boat Operators. It was thought that existing Broads Hire boats would not require re-examination and those only new to the fleet or significantly modified would require testing.

Members discussed the Hire Boat Code Part 2 for unpowered vessels. SB was currently in the process of reviewing a scoping document. In the interim operators hiring auxiliary yachts would be subject to issuance of an Operators Licences as Part 2 of the Code would be the same as Part 1 in terms of risk assessments, handover procedures and BSS with most procedures already in place. A meeting had been scheduled with operators to outline this approach

Members discussed the proposed amendments to the Boat Safety Scheme Hire Boat requirements which is currently out for consultation. The Authority had published a public notice in the press, provided information of their website and had written to the RYA, BHBF, British Marine Federation (BMF) and the Norfolk and Suffolk Boating Association (NSBA) to alert them to the consultation. TH had forwarded the comments received from BHBF members and suggested that it would be beneficial to have the Authority's comments on their observations. There was general acceptance of the proposed changes to the scheme but there were concerns over crew areas and access limitation labels. It was confirmed that vessels with a current BSS certificate would not require testing until the expiration of their certification with new boats requiring certification under the new standards from 2017.

11. Safety Management System

PMSC Audit Action Plan – External Safety Audit

Members reviewed the Authority's Port Marine Safety Code Action Plan which had been developed following an external audit in September 2014 detailing actions identified within the audit, responsible Officers and completion dates.

- Designated Person succession planning was in progress and should be completed very soon.
- Measuring Performance – Key Performance Indicators (KPIs) developed and will be published on the Authority's website.
- Measuring Performance – Closer working with Coastguards – regular liaison meetings with MCA sector officer.
- Training Records – System for recording to be developed. Draft process being evaluated by Human Resources.
- Training Records – Training records feedback questionnaire being resurrected. Currently developing matrix of competencies.
- Competency Standards – Currently developing matrix of competencies to include port skills and safety to identify any skills deficiencies.
- Incident Data – Annual incidents to be compared with other inland navigations and national statistics. The National Water Safety Forum and Royal Society for the Prevention of Accidents (RoSPA) had been contacted.

It was confirmed that where the actions were within SB's control the action plan should be completed by the next meeting of the group.

Hazard Review Process Update

The Broads Authority's hazard review was conducted on a regular basis to ensure hazards were managed down to as low as reasonable possible (ALARP). They were undertaken annually with one year being reviewed by members of the BSMG and the following year by wider stakeholders. As the hazards were becoming mature with very few new hazards being identified it was proposed that the next review, to the stakeholders, would be undertaken electronically. If there was not much change it was further proposed that future reviews would be undertaken every two or three years.

This proposal was accepted subject to the outcome of the next review.

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

Notice to Mariners

No. 9 of 2015 – Channel Marker replacement on Breydon Water 07th to 18th September.

No. 10 of 2015 – Closure of Reedham Swing Bridge from 18th September at 2300 hours through to 21st September 0700 hours and from 02nd October at 2300 hours through to 05th October 0700 hours.

A complaint had been received from Buckenham Sailing Club as the September closure of the bridge coincided with the triple B race which had been well publicised. It was confirmed that Network Rail and their contractors had been advised to refer to the Green Book, which identified

all activities taking place throughout the Broads, but ultimately the Authority did not have the ability to refuse a reasonable request for closure provided the statutory period of time was given.

Safety Alerts

Carbon Monoxide – The campaign to raise awareness of the dangers of carbon monoxide had been relaunched following the results of the Lake Windermere deaths. The Rangers were actively getting the message across in addition to Norfolk Fire and Rescue who were currently trying to co-ordinate an agency wide approach.

Petrol Safety – A BSS campaign had been launched advising boaters how to respect petrol following several boat fires with information Tweeted and circulated on Facebook.

Report on Incidents

AV gave a verbal update on incidents from March to August 2015:-

- 22 people had fallen into the water, most whilst coming into moor and not wearing life jackets, many were assisted by Rangers. The incident which had occurred at GYYS was captured on CCTV and it was clear that drink was involved.
- 12/03 - Hire cruiser struck Vauxhall Bridge
- 15/04 – Family in sinking dinghy in Rockland Fleet Dyke rescued by Rangers
- 18/04 – Child fell from boat down stream of Great Yarmouth Yacht Station. The family was not aware of what was going on.
- 25/05 - Vague report of collision under Vauxhall bridge
- 01/06 - Hire cruiser struck Thorpe rail Bridge
- 07/07 - Traditional yacht stuck under Vauxhall Bridge
- 25/07 – Cruiser strikes Vauxhall Bridge and gets trapped between bridges
- 30/07 – Hire cruiser got stuck under Vauxhall Bridge
- 04/08 – Hire Cruiser hit Vauxhall Bridge
- 15/08 - Man suffered head injuries following collision with Vauxhall bridge.
- 18/08 - Hire cruiser got trapped under Beccles bridge - qualified helmsman misread gauge board by 2ft.

Members discussed what more could be done to educate boaters regarding bridges. The Authority confirmed that they had adjusted the gauge board at Vauxhall Bridge by 3” making the appearance that there was less head room than there actually was. However it was apparent when speaking to the quay Rangers at GYYS that there was an attitude by some helmsman that despite being aware of gauge board readings and the height of their vessel that they would still give it a go.

It was noted that the tides had been very unpredictable and that both the Breydon Patrol and Quay Rangers at GYYS had turned 100's of boats back as they would not have been able to transit under the bridges.

TH said that he would continue to pursue the option for electronic communication although there currently was no funding.

Members discussed what more could be done and the following suggestions were made:-

- Production of a DVD covering crossing Breydon Water and getting through Yarmouth could be beneficial as that would get the message across visually with increased emphasis at handovers. This is currently being worked on by the BHBF. The DVD could also be made available on Hire Boats websites.
- Asking hirers whether they would be going to Great Yarmouth and to make them aware of the need to plan the journey the day before working out what time was best to leave.
- Encourage hirers to phone GYYS which was manned 12 hours a day
- Refer hirers to the Skipper Handbook where everything is written down and includes pictures.
- Refer hirers to the copy of the Broadcaster where tides are explained.
- Remind hirers to check their tide tables
- Explain to people what to do if something goes wrong.
- There was the opportunity for the signage to be changed at Turn Tide Jetty
- Some form of signage under Breydon Bridge advising check your height low bridge ahead. AV to speak to the Highways Agency

13. Review of Bridge Hazards

Due to the number of incidents this year the Authority felt that there was the need to review Hazard No.10 Bridges in addition to the review undertaken in March 2015.

Members were asked whether the current assessment of the hazard was still valid. SB ran through the definitions of the hazard analysis and members agreed that the hazard had the correct classification. SB was asked to circulate the hazard analysis to members.

SB

Members were asked whether they considered the hazard was managed to ALARP or whether there any additional mitigation measures which should be put in place. It was noted that there was the potential for increased incidents due to larger vessels being built and also unpredicted tides. Members felt that things should be left as they were as this was an isolated year.

14. Any Other Business

Vessel dimensions restrictions – Members discussed an incident which had occurred where a vessel with a beam in excess of the 12 foot 6 inches restriction for the river Chet had forced a smaller vessel over to the side. Concern was expressed that there was no signage in place advising the restriction. AV explained to members that there was provision within the byelaws for vessels of greater beam and length to make up to four passages each year provided seven days prior written notice has been given to the Broads Authority.

Breydon Water – Members discussed three incidents which had occurred where vessels had suffered when hit with the wash of speeding vessels and it was questioned when a speed limit would be imposed on Breydon Water. It was confirmed that officers had considered placing speed restriction on Breydon but it was recognised that there was the need for vessels to open the engines up for testing prior to going out to sea and that there were adequate control measures in place as all vessels were subject to the Navigation Byelaws including the need to take necessary Care and Caution and Safe Speed. The Authority was currently in the process of prosecuting two helmsmen for incidents in the area and it was confirmed the Breydon crew were equipped with binoculars with video recording capability. It was suggested that information regarding safe speed and care and caution when transiting Breydon should be included in the Broad Sheet.

Lifejackets – Members discussed the inability of a Ranger to provide transport on the launch following a rescue as there were no spare life jackets. The Authority was currently trialling three new types of life jackets and Members were advised that the Authority's stock of life jackets was currently reducing as replacement lifejackets were not being purchased until a decision had been reached. It was noted that Rangers normally had one spare jacket on their launch. Discussion turned to the wearing of crutch straps and it was confirmed that the Authority's policy was that crotch straps were recommended unless there was evidence supported by a risk assessment.

Throw Bags – Members discussed the activities of Lowland Rescue Norfolk who are promoting the use of throw bags. It was agreed that they should be encouraged to meet SB and AV to confirm that the type of throw bag that they wish to promote is to a specification approved by the Broads Authority.

SB

15. Date of Next Meetings

Monday 7th March 2016 at 09:30 at the Dockyard

APPENDIX 2

Report on Exercise of Powers by Authorised Officers – Report to be completed for every Navigation Committee

Rangers Exercise of Powers Analysis <i>(Bracketed figures are running totals, April 2015 to September 2015)</i>						Date: August & September 2015		
	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	3 (85)	13 (26)	1	50 (192)		(1)	12 (27)	12 (33)
Speed	976 (3395)	510 (1319)	243 (731)	336 (959)	165 (383)	65 (113)	110 (261)	61 (176)
Tolls offences	1 (40)	54 (162)	11 (47)	44 (190)	38 (77)	(2)	8 (11)	(3)
Other	3 (26)	33 (82)	4 (10)	48 (154)	24 (38)	8 (51)	12 (33)	1 (5)
Blue Book Warnings								
Care & Caution	1 (15)	2 (5)	2 (3)	(1)	1 (1)		(1)	3 (14)
Speed	30 (108)	9 (27)	4 (15)	15 (45)	4 (8)	(1)	1 (7)	1 (10)
Other	1 (10)	6 (12)	5 (4)	4 (9)	1 (2)	1 (3)	1 (12)	2 (7)
Reports for Prosecutions		1 (2)			3 (3)			3 (7)
Special Directions		1 (96)					86 (298)	29 (29)
Toll Compliance Reports								
Non Payment	(73)	10 (114)	3 (8)	9 (66)	4 (102)	1 (6)	11 (59)	3 (48)
Non Display	(3)	5 (24)	(4)	8 (22)			2 (36)	2 (3)
28 Day request for information	(1)	(1)	(2)	(3)			(2)	
BSS Hazardous Boat Inspections			(1)	2 (4)				
Enter Vessels Under BSS				2 (4)				
Launch Staffed (by Ranger)	53 (188)	44 (128)	45 (150)	43 (144)	36 (109)	33 (103)	41 (157)	60 (206)
Country Site Inspection Reports Percentage Compliance	100% (97%)	100% (100%)	(Combined figure) 100% (88%)		(Combined figure) 100% (100%)		100% Aug await Sept (50%*)	
Best Value Patrol Targets Percentage Compliance	100% (100%)	84% (82%)	99% (96%)	100% (95%)	100% (87%)	100% (86%)	78% (96%)	75% (77%)
Volunteer Patrols	(4)	6 (24)	1 (4)	(3)		2 (9)	2 (7)	
IRIS Reports	38 (138)	29 (86)	15 (54)	21 (73)	29 (85)	10 (30)	21 (79)	32 (128)
Broads Control Total Calls	TOTAL 7,499 (27,197)			Telephone 5,941 (21,389)			VHF 1,558 (5,808)	

RANGER TEAM ACTIVITY

	Navigation Activity								Countryside Activity							
August 2015	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	34.10%	1.81%	1.39%	0.96%	0.68%	0.22%	0.59%	0.35%	1.68%	5.53%	0.15%		6.73%	0.60%	0.77%	
Wroxham team	21%	23%	9%	7%			35%	22%	4%	27%	18%		24%	25%	26%	
Thurne team	23%		35%	67%	36%		15%		23%	22%	36%		36%	15%	31%	
Yare team	13%	32%	36%	7%		33%	5%		51%	41%	45%		8%		43%	
Waveney team	12%	9%		8%	32%	46%	11%		21%	5%			11%	30%		
Breydon team	22%	15%	3%	7%	31%	21%	35%	60%		1%			12%	30%		
Control Officer																
	45%								10%							

Month Percentages	
Navigation	72%
Country	28%
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	6.74%	3.72%	3.92%	1.75%	2.17%	0.45%	8.06%	0.01%	0.05%	2.14%	0.77%	0.41%	0.59%	1.10%	11.58%	0.99%
Wroxham team	8%	26%	19%	25%	17%		15%	100%			30%		17%	14%	7%	121%
Thurne team	11%	10%	9%	25%	18%		15%			20%		18%		8%	11%	
Yare team	4%	17%	3%	13%	10%	5%	20%			55%	18%	66%	12%	12%	35%	
Waveney team		20%	2%		4%	48%	13%				25%			3%	12%	
Breydon team		17%	14%	25%	15%	47%	4%			5%	24%	5%	69%	2%	14%	
Control Officer	50%													34%	7%	
	6%	4%	26%										13%			

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

Team percentages equal team contribution to activity

RANGER TEAM ACTIVITY

	Navigation Activity								Countryside Activity							
September 2015	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	34.41%	2.36%	1.21%	1.43%	0.80%	0.21%	1.91%	0.66%	2.08%	4.70%	0.19%		6.32%	1.71%	0.36%	0.42%
Wroxham team	21%	31%	9%	17%			52%	29%	18%	25%	13%		36%	38%		
Thurne team	21%	36%	18%	44%	23%		30%	34%	10%	10%			21%	11%		100%
Yare team	22%	15%	39%	12%	31%		6%	5%	60%	46%	62%		19%	33%	55%	
Waveney team	9%	0%	5%	11%	23%	50%			10%	8%	26%		7%	18%	45%	
Breydon team	24%	8%	29%	14%	23%	50%	13%						10%			
Control Officer	1%												0%			
	47%								10%							

Month Percentages	
Navigation	71%
Country	29%
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	7.76%	3.98%	4.01%		5.65%	0.52%	7.52%	0.04%	0.23%		0.01%	0.23%	2.27%	1.09%	7.40%	0.51%
Wroxham team	8%	23%	7%		20%	7%	25%				100%	49%		6%	24%	13%
Thurne team	14%	14%	30%		22%	4%	19%	100%					20%	5%	3%	87%
Yare team	9%	22%	4%		17%		30%		100%				21%	29%		
Waveney team	7%	20%	1%		3%		12%						10%	4%	9%	
Breydon team	4%	12%	8%		6%		4%						20%	2%	24%	
Control Officer	29%	1%	0%										30%	25%	24%	
	6%	4%	26%										10%			

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

Team percentages equal team contribution to activity

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 small dinghy	River Wensum near Colsany bridge	Recently changed owner enquiries in hand to establish new owner	No	Awaiting result of enquiries.
Sunken cruiser	River Yare Old River Thorpe.	Vessel sunk at owners moorings	Not yet	Not affecting the navigation owner will raise in due course
Sunken wooden cruiser	River Yare Norwich.	Vessel sunk at moorings owner to raise	Not yet	Not affecting the navigation owner will raise in due course

Enforcement Update

This table shows the updates on enforcement matters relating to Navigation matters currently under consideration since the last Navigation Committee on 3 September 2015

Committee Date	Location	Infringement	Action taken and current situation
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 took place on 8 July 2014 • Appeal allowed in part and dismissed in part on 20 October 2014. Inspector determined that the original planning permission had been abandoned, but granted planning permission for 25 vessels, subject to conditions (Similar to previous decision above except in terms of vessel numbers). • Planning Contravention Notices issued to investigate

Committee Date	Location	Infringement	Action taken and current situation
			<p>outstanding breaches on site.</p> <ul style="list-style-type: none"> • Challenge to the Inspector's Decision filed in the High Courts on 28 November 2014 • Acknowledgement of Service filed 16 December 2014. • Section 73 application submitted to the Authority to amend 19 of 20 conditions on the permission granted by the Inspectorate. Application not validated. • Appeal against non-determination submitted to PINS in respect of Section 73 application. Not accepted. • Section 288 challenge submitted in February 2015. • High Court Hearing on 19 May 2015 • Decision received on 6th August – case dismissed on all grounds and costs awarded against the appellant. Inspector's decision upheld • Authority granted to seek a Planning Injunction subject to legal advice • Challenge to High Court decision filed in Court of Appeal on 27 August 2015