

Navigation Committee

AGENDA

Thursday 22 October 2015

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.	To receive Declarations of Interest	
4.	Public Question Time To note whether any questions have been raised by members of the public	
5.	To receive and confirm the minutes of the Navigation Committee meeting held on 3 September 2015	3 – 15
6.	Summary of Actions and Outstanding Issues following Discussions at Previous Meetings Report by Administrative Officer	16 – 17
7.	Navigation Charges 2016/17 Report by Chief Executive, Head of Finance, Director of Operations and Collector of Tolls (herewith)	18 – 26
8.	Boat Safety Scheme for Hire Boats Report by Head of Safety Management (herewith)	27 – 32
9.	Planning Application with Navigation Implications: Generation Park Report by Planning Officer (herewith)	33 – 40
10.	Demasting Moorings Report by Senior Waterways & Recreation Officer (herewith)	41 – 44
11.	Review of Sustainable Tourism Strategy Report by Head of Communications (herewith)	45 – 48
12.	Navigation Income and Expenditure 1 April to 31 August 2015 Actual and 2015/16 Forecast Outturn Report by Head of Finance (herewith)	49 – 59

13.	Construction, Maintenance and Environment Work Programme Progress Update Report by Head of Construction, Maintenance and Environment (herewith)	Page 60 – 67
14.	Chief Executive's Report Report (herewith) for information only	68 – 85
15.	Current Issues Open forum	
16.	Items for Future Discussion	
17.	To note the date of the next meeting – Thursday 10 December 2015 at Yare House, 62-64 Thorpe Road, Norwich commencing at 1.00pm	
18.	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	
19.	To receive and confirm the exempt minutes of the Navigation Committee meeting held on 3 September 2015	

Navigation Committee

Minutes of the meeting held on 3 September 2015

Present:

Mr M Whitaker (Chairman)

Mr K Allen

Sir P Dixon

Mr J Knight

Mr J Ash

Mr A Goodchild

Mrs N Talbot

Ms L Aspland

Mr M Heron

Mr B Wilkins

Mr W Dickson

In Attendance:

Mr S Birtles – Head of Safety Management

Ms E Guds – Administrative Officer (Governance)

Mr T Hunter – River Engineer

Mr P Ionta – Solicitor and Monitoring Officer

Miss E Krelle – Head of Finance

Ms A Long – Director of Planning and Resources

Dr J Packman – Chief Executive

Mr R Rogers – Head of Construction, Maintenance and Environment

Ms C Smith – Head of Planning

Mr A Vernon – Head of Ranger Services

Mrs T Wakelin – Director of Operations

Also Present:

Prof J Burgess –Chairman of the Authority

Mrs L Hemsall – Vice Chairman of the Planning Committee

1/1 To receive apologies for absence

The Chairman welcomed everyone to the meeting including members of the public, Prof J Burgess, Chairman of the Broads Authority, and Mrs L Hemsall, Vice Chairman of the Planning Committee.

Apologies for absence were received from Mr P Durrant and Mr M Bradbury.

1/2 To note whether any items have been proposed as matters of urgent business/ Variation in order of items on the agenda

No items had been proposed as matters of urgent business

1/3 To receive Declarations of Interest

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

1/4 Public Question Time

There were no public questions.

1/5 To Receive and Confirm the Minutes of the Meetings Held on 4 June 2015

The minutes of the meeting held on 4 June 2015 were confirmed as a correct record and signed by the Chairman.

1/6 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.

The Head of Planning updated the members on the procedures regarding Thorpe Island and informed them that the timing of seeking/serving of an Injunction would depend on the submission by the landowner of a challenge to the High Court decision - and its acceptance by the Court of Appeal.

Members noted the report.

1/7 Hickling Broad Enhancement Project Proposal

Members received a report which set out the details of a proposal for a master plan project for the enhancement of Hickling Broad. It set out the background and context to the project, as well as explaining the stakeholder involvement to date.

The views of the Committee were sought on the following matters:

- (i) the details of the proposal including the draft vision, and preference for the project elements as set out in Section 6.2 of the report; and
- (ii) the level of support for the project, and in particular the financial provision required as set out in Section 3 and Section 4, summarised in Section 7 of the report.

The Director of Operations indicated that members' views on the level of priority regarding dredging were also sought.

Brian Wilkins entered the meeting and expressed his declarations of interest as set out in Appendix 1 of these minutes.

The Director of Operations talked about how the project could result in potential beneficial reuse of sediment including land spreading, and a suggestion for an innovative solution for the installation of a groin or reef south of the Sailing Club. She said that this could potentially prevent sediment from

settling in the northernmost area but might interfere with the sailing club activities. However, she explained that there would first need to be more of an understanding of how sediment moved in the broad before this could be considered.

Although members in general supported the proposal there were some concerns expressed. One member was concerned whether failure of the project, or failure of some of its elements, would jeopardise the chances of raising external funding in the future and therefore believed the Authority would need to progress with caution.

The Director of Operations responded that this project, as any other new project, would be carried out after consultation with stakeholders and that the vision and in principle proposals would be taken to the full Authority for members to endorse. She said that a phased approach was preferred in order to give stakeholders confidence in the engineering solutions used and that a robust process was in place to respond to any issues that occurred as the project progressed.

She explained that with regard to previous external funding awards, funding bodies and the Authority had recognised that there was real value in learning from the process and whether a project was totally successful was not necessarily the most important factor. She added that the Authority had gained relevant knowledge and experience from previous projects like PRISMA.

One member suggested that the project shouldn't become fixated on to trying to restore the exact edge of the Broad to the 1946 line, because this was simply an arbitrary year from which we have an aerial photograph. Whilst the photograph was a useful guide, he said that he was content for other sediment disposal locations to be considered around the Broad, subject to consultation with stakeholders.

Another member pointed out that the Hickling project was as much a stakeholders plan as it was an Authority plan and said he was surprised that after 40 years of research there was still uncertainty around scientific research on Hickling which he believed might jeopardise funding. He went on to say that the dredging operation proposed for this winter was discussed at the last Prymnesium working group meeting and that no objections were expected from the anglers as they were comfortable that the works proposed were being risk managed. He also stressed that the problems facing Hickling were largely influenced by the catchment area beyond, and highlighted the particular problems caused by salt incursion and salinity.

When a member questioned the figures quoted for mud pumping, the Head of Construction, Maintenance and Environment responded that the figures might appear high because they were based on a worst case scenario and also because they were being cautious not to budget too low. The Director of Operations added that giving an accurate calculation was difficult as volumes

are uncertain at this stage dependant on the amount of slumping into the channel, which would require ongoing monitoring.

In response to a question it was clarified that the land around Hickling Broad, was owned variously by Norfolk Wildlife Trust, Major Mills Estate, Mr Tallwin and several other landowners.

Members were reminded that the Hickling Project was not a restoration project but an enhancement project and therefore changing things gradually was the best the Authority could hope to achieve.

A concern of one of the members was that work on such an ambitious project could delay the essential dredging work on the deep water channel which has already been agreed, and he sought confirmation that the project would be in addition to normal dredging and maintenance operations. He requested clarification on the current level of compliance of the deep water channel and the depth outside the channel. He further enquired how much of the project would be funded from the Navigation Budget.

The Director of Operations responded that the depth outside the channel was an average of 1.3 m at low water but emphasised that the aim for the Authority was not to deepen the broad beyond its historical depth but only to remove accumulated sediment. The Member queried the figure of 1.3m because the water is only waist deep in many parts of the Broad.

With regard to funding the Director of Operations responded that this would be addressed later on in the agenda but that she could confirm that £21K was required for 2015/16 for dredging the channel, and that £60K in future years was required for the wider project. She added that it was extremely difficult to separate the budget as the various elements of the project were so interdependent. For example it was not possible to carry out sediment removal without the habitat creation works as the sediment was being beneficially reused in the works and without them dredging couldn't take place. It is therefore proposed that these costs are split 50/50 between Navigation and National Park Grant.

When discussing the vision for Hickling Broad, members didn't believe this was reflected very clearly and suggested that a clearer vision be included in the strategy. The Director of Operations explained that the difficulty was to summarise different views in one vision but undertook that the vision element of the report would be reviewed prior to presentation to the main Authority.

One member wanted to know whether hydraulic modelling had taken place and what the outcome was. The Director of Operations answered that no recent hydraulic modelling had been undertaken but that hydrographic surveys had been carried out which showed the bed profile and consideration had been given to the effect of dredging on the movement of sediment. She said that the Authority had concentrated on the depth and the thickness of the sediment layer which needed to be removed, but previous modelling when the

Sediment Management Strategy was developed had confirmed no effect on water levels from undertaking dredging to the Waterways Specification

The Director of Operations continued that the next steps would involve looking at detailed design and costing work. She mentioned that the Authority would try to gain funding through MULTIPLE and would need consent from Natural England, the Environment Agency, landowners and the planning department for each element.

One member expressed his doubts about Natural England's commitment to the project but the Director of Operations reassured him that NE had been fully engaged throughout the process, and a verbal update regarding consent will be given to the Broads Authority. The Member suggested that if Natural England prove to be non-communicative at a regional level then we should take the matter to the national level, via Members of Parliament if necessary.

A member said that recent experience of mud pumping demonstrated the cost-effectiveness of this method and queried the figure of £800,000 which he said seemed high. The Head of Construction confirmed that this was a worst-case scenario, as he did not yet have a specific project to cost.

A member asked about the apparently enormous cost difference between the use of gabion baskets or geotubes and sought clarification on the benefits of each method. In regards to the use of gabion baskets at Duck Broad versus the use of geo tubes at Salhouse the Director of Operations explained that both procedures would allow for the same amount of reuse of dredged material. However, deciding which method was appropriate to use was a site specific decision and very often came down to visual amenity.

Members acknowledged that the issues around Hickling Broad were very complex and that looking after it had always been an issue. They were aware that the broad would be affected by management in the catchment, but they were in agreement that doing nothing to improve the broad was not an option.

The Director of Operations concluded by seeking overall support for the principle of the project and specifically proposals such as the extension to Pleasure Island. She commented that environmental factors play an enormous role at Hickling, many of which we have no control over.

Providing the Authority proceeded with caution in a staged approach, members agreed that doing nothing was not an option and supported the proposal for:

- dredging and beneficial reuse of sediment, giving priority to dredging of the deep water channel in 2015/16;
- bank restoration works;
- creation of refuge areas/island construction;
- research needs

1/8 Boat Insurance Audit

Members received a report which set out the results from a recent audit of a sample of private boat owner's third party insurance compliance.

Members discussed the level of risk to the Authority and whether evidence of valid boat insurance should be a requirement. There were opposing views - some members were in favour of requiring evidence of boat insurance and agreed that insurance certificates should be provided when making an application for tolls; other members were content with the current method of self-declaration.

One member suggested that there was little point in having spot checks if there was no awareness of them, and that the Authority should highlight this ranger activity in publications such as the Broadsheet. Another member believed that rather than the Authority taking on sole responsibility for boat insurance checks, it could work with marina owners who already require third party liability insurance to be in place as a condition of their mooring agreement.

Conversely, one member said that incidents in general only appeared to be minor and that therefore insisting on evidence of insurance at the time of toll paying would be excessive. Others agreed it was important to keep boating on the Broads as simple as possible without the need for too much red tape which might risk keeping visitors away. One member suggested that the declaration made at toll renewal and registration time should be altered to require that insurance should be in place for the entire period of the toll.

One Member pointed out that the Environment Agency ask for details of insurance on their toll application forms.

Another Member queried the insurance exemption for small boats.

Some Members were concerned that the cost of running spot checks and other enforcement activity was simply an additional cost to the navigation account which could not be justified, especially in view of the extremely low incident rate and lack of any evidence of personal injury claims on the Broads.

The Head of Safety Management explained to members that although the Authority had the powers under the 2009 Act to formally request information relating to insurance from boat owners, it had no power to require boat owners to have insurance when their boats were not in the navigation or adjacent waters i.e. stored ashore over the winter period. Therefore depending on the circumstances it may not be necessary to have insurance in place for the full term of the toll. The Chief Executive explained that the audit was carried out as the Authority believed it would be beneficial to the boat owners and said they could repeat an audit in approximately 2 years' time to see how things had progressed.

One member responded that if the Authority wanted to determine a way forward with the audit and members were interested in the outcome, it would

be useful to find out how statistically relevant the sample size was as a bigger sample may be required in order to get more accurate results.

To the proposal of re-running the survey with a larger sample to inform policy development, 5 members voted in favour, 4 against and 1 abstained.

To the proposal to continue with self-declaration of boat insurance, 6 to 1 members voted in favour.

1/9 St Olaves Marina, Beccles Road, St Olaves

Members received a report which outlined the fact that 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.

Members were shown a presentation which demonstrated the location and the current state of the mooring site. They were informed that piling was installed by BESL, and the presentation showed there were large voids to the rear of these and made it clear that considerable work would be required to provide demasting or any kind of moorings on this site.

The different options members were asked to consider were:

- to accept the offer of the landowner i.e. to provide the moorings through a partnership approach which would be cheap and quick although the moorings would not be to the Authority's best practice standards.
- to require the landowner to comply with the S106 agreement through the courts as it was a legally binding contract stating that mooring should be provided, but this would be expensive and time consuming.
- to include the mooring into the Demasting Strategy and for the Authority to carry out the work themselves.

One member suggested a fourth option, which was to negotiate with the landowner and compromise on the work required, i.e. the landowner providing decking while the Authority would deal with the landfill behind the piling.

Members were concerned not only that the S106 agreement had apparently been forgotten for so long, but that it contained no detail within it of the nature of the works required. This would make it very difficult to enforce the agreement using the Authority's best practice standards and therefore a lower (but still safe) standard might have to be accepted.

A Member questioned whether it was reasonable to expect the agreement to be implemented now as originally envisaged, having regard for the different ground conditions resulting from the subsequent BESL works, and suggested that the Authority should work together with the land owners to find an economically feasible solution.

Another member suggested the building of a walkway which would extend over the voids behind the piling and therefore avoid the need of back fill.

The Senior Waterways & Recreation Officer informed members that pilings of the specification installed by BESL often created large voids behind pilings which would be very costly to fill. He continued that in addition, for safety reasons, loop chains which wouldn't disappear under water would need to be installed. He highlighted that having all this work done at both mooring locations would be very costly and therefore would prefer the suggestion of a surfaced path covering the voids rather than decking as this would provide a safer solution.

After a member expressed concern in relation to other S106 Agreements, the Head of Planning confirmed that they would be looking at S106 Agreements to prevent this from happening again.

Members agreed to support the fourth option of further negotiations between the Authority and the landowner but decided to leave the details of the compromise and the work required with the officers.

1/10 Mutford Lock Maintenance and Reserve

Members received a report which set out the current maintenance issues at Mutford Lock and recommended revised budget allocation and use of reserves to undertake essential maintenance and keep it serviceable both in the short and long term.

One member enquired whether the adjacent local authority would be able to fund the repairs or contribute towards it, to which the Chief Executive responded that this was unlikely as Waveney District Council were dealing with similar financial constraints and therefore would be highly unlikely to contribute to the maintenance of the lock.

The Director of Operations explained that the Authority was in the process of transferring ownership and therefore currently didn't own the Lock. Members were of the opinion that it was essential that the Lock was maintained as they believed it to be a strategic asset and an important piece of infrastructure which provides access and therefore attracts business to Oulton Broad and the other southern Broads. Several members suggested that increasing the fees might be necessary to contribute to the cost.

This was countered by another Member who believed that Mutford Lock was a strategic gateway to the southern Broads which was under-utilised often due to the total cost of entry which included the short visit toll in addition to the passage charges. This could mean that a 2 or 3 day visit from the salt side could easily cost £100 just to enter the Broads. With 10,000 potential visitors in Lake Lothing & Lowestoft, he felt that consideration should be given to reducing the cost of entry, to encourage significantly greater use. This could produce more income than currently generated, and provide a needed boost to Oulton Broad and the southern Broads generally.

Members agreed the proposals mentioned in the report and recommended:

- (i) Expenditure of an additional approximately £56,000 from the Mutford Lock reserve fund to undertake essential maintenance and repairs in the current financial year (2015/16).
- (ii) The proposed revised annual maintenance budget requirement for Mutford Lock of £18,000, an increase of £6,000 p.a., to allow for hydraulic control system servicing and routine underwater maintenance, which would be incorporated in the draft 2016/17 budget for consultation.
- (iii) The proposed appointment of a consultant in 2016/17 to investigate the costs of de-watering options for the lock, ahead of future major work. The cost was estimated to be between £5,000 and £10,000 for which authorisation for further expenditure from the reserve fund would be sought from Broads Authority in September.

In addition Members noted that the operating contract was due for renewal and the costs might rise further. A report on this will be brought to a future meeting.

1/11 Annual Income & Expenditure: 2014/15

Members received a report which set out a summary of the Authority's income and expenditure for the 2014/15 financial year, analysed between National Park and navigation funds. Original and Latest Available Budget information is provided for comparison.

The Head of Finance informed members that the total navigation deficit for 2014/15 was marginally higher than budgeted and higher than forecast. This was due to core income being behind budget. As a result the balance of the navigation reserve at the end of 2014/15 was slightly below the target balance of 10% of net expenditure.

Members welcomed the report.

1/12 Navigation Income & Expenditure: 1 April to 30 June 2015 Actual and 2015/16 Forecast Outturn

This report provides the Committee with details of the actual navigation income and expenditure for the three month period to 30 June 2015, and provides a forecast of the projected expenditure at the end of the financial year (31 March 2016).

The Head of Finance updated members that since the report was written the Tolls figures in table 2 had improved slightly.

She explained that the current forecast outturn position for the year would suggest that the Navigation Reserve be slightly below the recommended 10% at 9.8% of navigation expenditure. The additional repairs and maintenance for

Mutford Lock would be fully funded from the Property reserve and would not further affect the Navigation Reserve. However, if the additional budget of £20K for Hickling was agreed, it would further reduce the Navigation Reserves to 9.1%.

The Chief Executive gave a presentation questioning the scale of reserve needed. Some members believed that tampering with the percentage of the reserves was too risky, especially as most funding required match funding and so reserves were essential. Others believed that 100% provision against risk was unnecessary.

The presentation showed that income from the hire boat industry had dropped. The Chief Executive explained that this was because the bigger yards were investing in bigger vessels and selling off older boats that the growth in income from private boats and the reduction in income from hire boats was likely to continue in future years. The Chairman added that because many older hire boats moved into the private fleet, the reduction in income would be limited to the hire boat multiplier rather than the entire toll.

When discussing ways to increase income one member suggested that BA should use its assets like vehicles and wherries for advertising. The Chief Executive responded that the Authority had had discussions with a local company regarding advertising at Norwich Yacht Station which had not come to anything, and the experience from other National Parks was that revenue from this was marginal and to make it lucrative the Authority would have to look at approaching the larger multinationals. Nevertheless it was agreed that this option should be explored.

Members suggested an exercise where expenditure would be reviewed on a regular basis to see where savings could be made. The Head of Finance responded that it would be very difficult to make a saving of £20K within this financial year due to the majority of expenditure having been committed.

Alan Goodchild left the meeting

Members noted the position in respect of Hickling and Mutford Lock in regards to the 2015/16 and recommended the additional budget request as set out in paragraph 6.2 and 7.1 of the report.

1/13 Construction, Maintenance and Environment Work Programme Progress Update

Members received a report which set out the progress made in the delivery of the 2015/16 Construction, Maintenance and Environment Section work programme.

Members welcomed the report.

1/14 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 Chair reminded members to make a note of the dates of the Finance, Tolls and Broads Plan workshops which are coming up in September and October.

Head of Ranger Services updated members in relation to the Launch Fit Out Contract that they would need to re-advertise in case they would be challenged due to change in Government tendering regulations.

Members noted the report.

1/15 Current Issues

A Member raised his concern in relation to the continuing encroachment of trees along the River Ant, making it almost impossible for 2 vessels to pass safely in places, and on the Bure particularly near Salhouse & Hoveton Great Broads. In relation to the River Ant, the Head of Construction, Maintenance and Environment said that the CM&E team in combination with the Rangers had identified priority areas for winter 2015/16 where a comprehensive programme of tree work would be carried out. These areas are South side of Neatishead Arms, Tylers Cut, downstream of Hunsett Mill & How Hill.

In response to a question about fish barriers at Hoveton Great Broad, the Head of Planning responded that Natural England had said they were confident that they were able to remove the gabion baskets if these were used.

The Director of Planning & Resources confirmed that a report on the Generation Park application would come back to the Navigation Committee in the October meeting 2015.

In response to a question regarding additional funding of the Hoveton Great Broad Restoration Project, the Director of Planning & Resources said that in addition to the HLF funding the project an application had been made for LIFE funding as well.

1/16 Items for future discussion

There were no items for future discussion.

1/17 To note the date of the next meeting

The next meeting of the Committee would be held on Thursday 22 October 2015 at Yare House, 62-64 Thorpe Road, Norwich commencing at 1pm.

1/18 Exclusion of the Public

The Committee was 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

Members of the public left the meeting

Summary of minutes excluded from public deposit

1/19 To receive and confirm the exempt minutes of the Navigation Committee meeting held on 4 June 2015.

The exempt minute of the meeting held on 4 June 2015 was confirmed as correct and signed by the Chairman.

1/20 Leasehold Moorings

Members received a report which detailed the increasing issue of landowners expecting commercial rate rental income in respect of leased land for the provision of free Broads Authority 24hr moorings and sought members' views on the way forward.

Given the budgetary constraints members recommended that the Authority would continue negotiations with landowners in respect of current Broads Authority moorings and potential new moorings and agree not to pay any rents in excess of the Authority's property consultant's advice.

1/21 Pre-Application Discussions on Land East of Norwich

Members were informed about informal discussions which had commenced about the principle of the construction of two fixed bridges at Trowse and the construction of a 30 berth marina as compensation for the impact on navigation upstream.

Members noted the report.

The meeting concluded at 5.20 pm.

Chairman

Code of Conduct for Members

Declaration of Interests

Committee: Navigation Committee

Date of Meeting: 3 September 2015

Name Please Print	Agenda/ Minute No(s)	Nature of Interest (Please describe the nature of the interest)
Mr K Allen		Member of the Broads Angling Strategy Group and WRT
Mr J Ash		Toll Payer, WYCCT
Ms L Aspland		Member of the MBYC, Hunter Fleet Committee
Mr B Dickson		toll payer and landowner
Mr P Dixon	7	Hickling Resident, Boat House owner
Mr A Goodchild	6-21	MD Goodchild Marine, Chair of BMFCM, toll payer and landowner
Mr M Heron	6-15	Toll Payer, Landowner, Member of British Rowing, Norwich RC, NSBA, RCC, Chair Whitlingham Boathouses
Mr J Knight		Hire Boat Operator, Toll Payer, Company Director x2, Yacht Club Member
Mrs N Talbot		Toll Payer, NSBA Member and Member of NBYC
Mr M Whitaker	6-21	Toll payer, Hire Boat Operator, BHBF Chairman
Mr B Wilkins		Toll Payer, HBSC, NSBA, RCC

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. There have been further discussions with the landowner and Members will be updated at the Committee meeting.
3 September 2015 Minute 1/7 Hickling Broad Enhancement Project Proposal	The Director of Operations confirmed that £21,000 was required for 2015/16 for dredging the channel	Director of Operations	The Broads Authority has approved additional £21,000 expenditure and this year's dredging of the marked channel has been programmed. See Chief Executive Report.
3 September 2015 Minute 1/8 Boat Insurance Audit	To establish how statistically relevant the Boat Insurance Audit sample size is as a bigger sample may be required in order to get more	Head of Safety Management	See Chief Executive Report.

Date of Meeting and Minute No	Discussion	Responsible Person	Summary of Actions and Outstanding Issues
	accurate results		
3 September 2015 Minute 1/9 St Olaves Marina, Beccles Road, St Olaves	Head of Planning would be looking at S106 Agreements to prevent issues arising again.	Head of Planning	A process is in place for new S106 Agreements. The old S106 Agreements are being checked when they are scanned from paper. A discussion with the landowner is underway and a meeting on site is scheduled for 13 October 2015.
3 September 2015 Minute 1/10 Mutford Lock Maintenance and Reserve	Revised budget allocation and use of reserves to undertake essential maintenance and keep Mutford Lock serviceable both in the short and long term	Director of Operations	Additional expenditure has been approved by the Broads Authority.

Navigation Charges 2016/17

Report by Chief Executive, Head of Finance, Director of Operations and
Collector of Tolls

Summary: This report seeks the views of the Committee on next year's navigation charges. It identifies a number of pressures on income and expenditure together with options. Trends in boat numbers and the results from the Authority's stakeholder research are used to inform the analysis.

1 Trends and Feedback from Boat Owners

- 1.1 Evidence from boat registrations indicates that while the total number of boats using the Broads remains relatively stable at over 12,000, within the fleet there are distinct trends. The number of private motor boats is increasing and now accounts for 54% of all boats, while the number of private sailing boats and auxiliary yachts now represents less than 20% of the fleet. Larger private motor boats in particular are increasing while smaller motor boats are in decline (see Table 1). After a few positive years, largely attributable to 34 boats brought to the area by company Le Boat between 2009 and 2012, the number of hire boats is declining (see Table 2).

Table 1 Private Motor Boat Numbers by Size

Size m ²	2008	2009	2010	2011	2012	2013	2014	△ 2008-14	%△ 2008-14
1-10	2292	2130	1930	1940	1866	1844	1828	-464	-20.2%
11-20	1795	1923	1956	1991	1958	1983	1960	+165	+9.2%
21-30	1427	1487	1529	1566	1603	1614	1642	+215	+15.1%
31-40	736	765	800	814	819	865	865	+129	+17.5%
41-50	283	294	289	296	304	319	343	+60	+21.2%
51-60	39	46	44	51	60	63	65	+26	+66.7%

Table 2 Number of Hired Motor Cruisers

Year	2008	2009	2010	2011	2012	2013	2014	2015
No.	813	855	889	920	908	887	862	841

- 1.2 The Authority carried out a major survey of key stakeholders using a local company called Insight Track which produced useful evidence from both private and commercial boat owners. The research included specific questions on tolls. It showed that 52% of private toll payers agreed that the

charges were good value, 21% were neutral and 25% thought they weren't good value. The equivalent figures for the hire boat operators were 8%, 36% and 56%.

- 1.3 Comparisons with other waterways are of limited value. The Broads is one of the four largest inland navigations. The others, the canals operated by the Canals and Rivers Trust and Scottish Canals, and the river navigations managed by the Environment Agency, not only have substantial infrastructure but also considerable financial support from the public purse. Even when the latter is taken into account the charges on the Broads are generally lower.
- 1.4 In a period of low inflation clearly the Authority has to be mindful of the impact of raising its charges on both the private and commercial owners. On the other hand, the stakeholder research also indicated that around half of private boat owners and hire boat operators wanted more spent on dredging and the maintenance/provision of moorings and the hire boat operators also would like more spent on patrolling and safety.
- 1.5 On the question of the hire boat multiplier this received 70% support from the private boat owners while the majority of hire boat operators (72%) did not support the multiplier. Following a tolls workshop in September the Authority has agreed to review the structure of the tolls, including the multiplier, over the coming nine months with a view to introducing changes from 2017/18. So for this year a flat rate increase across the board is presented in this paper.

2 Current Financial Position

- 2.1 Table 3 shows that the outturn for navigation income and expenditure for last year was close to the budget set in March 2014 and that income and expenditure were almost equal. This left reserves at 9.4% of gross expenditure, close to the agreed level of 10%. However it is worth noting that the actual income, although close to anticipated level, included an additional £45,000 of income from private boats which offset a £41,000 below target income from the hire sector.

Table 3 Navigation Income and Expenditure 2014/15

	Budget 2014/15	Actual 2014/15
Income	£2,981,871	£2,975,960
Expenditure	£2,942,316	£2,977,942
Surplus/ Deficit	£39,555	£1,982
Closing reserve prior to yearend adjustment	£247,284	£289,773
Yearend adjustment (transfer of interest to earmarked reserves, etc.)	£7,500	£7,654
Reserve 31/03/15	£279,339	£280,138
Reserves as a % of Expenditure	9.5%	9.4%

- 2.2 Table 4 shows the predicted navigation income for the current year, taking into account the changes in income last year and the lowest ever increase in tolls of 1.7%. It estimates income at below the budget figure by over £14,000. There is a similar pattern to 2014/15 of lower than anticipated income from the hire fleet, which is only partially offset by additional income from private boats. The larger hire boat companies are investing in new, large high quality boats, but at the same time selling older, less attractive boats, many of which remain on the Broads in private ownership.

Table 4 Predicted Navigation Income 2015/16

	Private	Hire
Month 6 Income	£1,829,106.53	£1,068,217.80
2014/15 Periods 7 - 12	£47,200	£0.00
Add 1.7% toll increase for periods 7-12	£802.40	£0.00
Predicted Toll Income	£1,877,108.93	£1,068,217.80
Budgeted Income 2015/16	£1,869,042.00	£1,090,525.00
Surplus/ Deficit	£8,066.93	-£22,307.20

- 2.3 At the September meeting of the Navigation Committee support was given for additional expenditure in the current financial year (2015/16) of £21,000 for dredging the marked channel in Hickling Broad. This recommendation was subsequently adopted by the Authority. At this stage it is unlikely that these extra costs can be absorbed within the approved budget and it would be prudent to assume that the reserves at the end of the year will be reduced by £21,000.
- 2.4 The latest estimate for navigation income, together with the extra expenditure for Hickling has been built into a revised predicted outturn for this year which is shown in Table 5. This shows that reserves are predicted at 9.0% of expenditure at the end of the year.

Table 5 Predicted Outturn for Navigation for 2015/16

	Original Budget	Predicted Outturn
Navigation Income	£3,034,180	£3,012,440
Expenditure	£2,978,377	£3,017,104
Surplus/ Deficit	£55,803	-£4,664
Transfer of accrued interest to ear-marked reserves	£8,750	£5,000
Opening Reserves (a forecast for original budget)	£262,381	£280,138
Closing Reserves	£309,434	£270,473
Reserves as a % of Expenditure	10.4%	9.0%

3 Reserves Policy

- 3.1 The Authority's purchase of the May Gurney dredging and maintenance operation has allowed 25% more dredging and other practical work to be carried out for the same cost. However, one consequence, which the Authority and the Navigation Committee were fully aware of at the time of the decision in 2006, is that this has increased the organisations fixed costs and reduced its flexibility.
- 3.2 Once the costs of dredging in Hickling became known, a review of the Authority's reserves policy was undertaken to consider whether there was any room for change. This has clarified the four reasons the Authority holds reserves:
- (i) Protection against unforeseen circumstances and expenditure (e.g. extreme storm with consequences for the navigation, major oil spill, collapse of a structure such as a public mooring);
 - (ii) Matched funding for external programmes and projects;
 - (iii) Responding to opportunistic events, such as an offer to purchase land for the disposal of dredgings; and
 - (iv) Ring-fenced pots of money where resources can accumulate to purchase specific items such as replacement launches, which are too costly to fund out of the normal revenue budgets.
- 3.3 The feedback from the Navigation Committee, the Financial Scrutiny and Audit Committee and the Broads Authority has been that:
- (i) 10% is about the correct level for the contingency reserves;
 - (ii) Reserves for matched funding is a high priority; and
 - (iii) Different views about the reserves needed for Mutford Lock.

Therefore there has been no change in the existing policy of maintaining 10% expenditure as contingency reserves.

4 Pressures on Income and Expenditure for 2016/17

- 4.1 **The current exceptionally low level of inflation**, with the August figures for year on year inflation being 1.1% for the Retail Prices Index and 0.0% for the Consumer Prices Index gives rise to the expectation of a low level of any increase in tolls. However, there are a number of pressures on expenditure in 2016/17 that the Authority needs to take into account when setting next year's charges.
- 4.2 **Last year's lowest ever increase in navigation charges** of 1.7% has inevitably put pressure on the coming year's finances and means that as Table 5 shows the predicted outturn for the current year is that reserves will have fallen to 9% of expenditure, below the recommended minimum.

- 4.3 **Decline in hire boat numbers** has reduced income. From discussion with the Broads Hire Boat Federation it is likely that, even though the industry appears to have had a good year, the number of hire boats will continue to fall next year. A rough estimate is 20 - 30 boats. The toll income from these would typically be around £20 - 30,000 compared to £7-10,000 if they go into the private fleet. It would consequently be prudent to make provision for a further reduction in hire boat income of £20,000.
- 4.4 **Increased operational activity** as a result of the change in the apportionment of staff time from 60:40 to 70:30 Navigation: National Park. This change was supported by the Navigation Committee in September 2014 and adopted by the Authority. This involves an additional £49,000 of salary and other fixed cost expenditure and therefore an additional 528 man days of work on navigation activity in 2016/17 in the Construction and Maintenance team. At the time of the decision it was made clear that this would involve a 3% increase per annum in charges to fund it. The report indicated that the additional activity would be on “pre-season maintenance of the system – litter clearance and minor mooring maintenance – and additional tree work as these tasks could be achieved without incurring significant cash expenditure on materials. This responds directly to the concerns raised by the boating community.
- 4.5 An additional £28,000 will need to be made for **increased employment costs**, a 1% increase in staff salaries has been assumed along with provision for additional employer contributions to the pension fund.
- 4.6 **Hickling Broad** is a strategic priority for the Authority and £21,000 has already been committed as additional navigation expenditure from this year's budget. This year it involves undertaking priority dredging on the approach to Hickling Pleasure Boat Dyke and erosion protection at Hill Common. The dredged material will be used to backfill the bank at Hill Common and the surplus will be transported to Duck Broad to complete the filling of the lagoon created by the baskets. We are using Broads Authority staff and equipment in the main, from the enhanced staff allocation for navigation, plus the additional cash budget agreed at the last meeting to hire in specialist plant e.g. concrete pump, to purchase materials e.g. silt curtains and to pay for increased water quality sampling and analysis as required by the Mitigation Plan.
- 4.7 Future years' works in Hickling Broad will include construction of bank protection/island creation. This could be achieved either using Authority staff and equipment with the purchase of expensive items such as geotubes, or entirely using a specialist contractor or a combination. We are looking to use as much staff time as possible because the Authority is able to count it as matched funding in its bid for external finance from Europe in the MULTIPLE Project. The benefit of using contractors would be that the existing dredging programme using our own staff could be maintained but this would require a significant cash budget to pay for contractors. The enhanced staff resource for navigation will enable more of the existing dredging programme to be delivered alongside the Hickling Project in the most cost efficient manner.

- 4.8 The continued delivery of the Hickling Project relies on a further expenditure of £30,000 in 2016/17 matched by the same amount funded from National Park Grant. If the bid to Europe is successful the Authority will be committed to a four year programme of delivery which will have an impact on what can be done elsewhere and the level of navigation income needed.
- 4.9 Additional expenditure of £6,000 for **Mutford Lock** has already been agreed, and this may be insufficient if the cost of the contract for operating the Lock rises.
- 4.10 **A cut in National Park Grant** following the Comprehensive Spending Review is highly likely and this may require a further review on the apportionment of expenditure which could place further focus on the pressure on the navigation side of the budget in 2017/18, if not in 2016/17.
- 4.11 The calculations below do not include any funding for new aspirational activity, such as an initiative regarding the disposal of waste from moorings.

5 Options for Navigation Expenditure for 2016/17

- 5.1 The Authority has committed to increasing the amount of practical navigation activity and this year's dredging on Hickling is a corporate priority. The additional expenditure of £30,000 in 2016/17 for Hickling puts extra strain on the budget. However, this is a strategic project and one for which there is much demand from the boating community. The items of expenditure in next year's budget that could be cancelled include:
1. **Dickey Works** hazard removal **£20,000**
It would remain a hazard and an eyesore.
 2. **Channel marker** renewal Breydon Water **£10,000**
All the soft posts are effected by Gribble worm and would be replaced as and when they fell rather than proactively against a programme of work set out and agreed in the Asset Management Strategy.
 3. Reduction in the **mooring refurbishment** programme **£ 3,000**
e.g. the development of emergency moorings at Scare Gap
This was the top priority identified in the workshop on moorings and the provision of an emergency mooring in the Lower Bure would be deferred
 4. Reduction in the **piling** programme, **£10,000**
e.g. the piled returns to **Chedgrave Common** moorings
If this isn't done we have to continue to carry out maintenance of the eroded sections mooring on a regular basis and can tackle the returns when the site needs repiling.
 5. **Tree clearance** contract **£15,000**
Using contractors allows the Authority to tackle large difficult areas of tree removal. Without the expenditure the Authority would just rely on in-house resource targeted on the priority areas – mainly the River Ant.

6. Annual litter pick**£ 5,000**

New Mills to Surlingham through Norwich. The majority of the cost is for the disposal of material removed – e.g. bicycles, needles, shopping trolleys, road cones and fast food containers. Larger items may result in a hazard to navigation.

- 5.2 The Table below shows as examples some of the choices available for the Committee to consider. All include provision for the anticipated loss of hire boats next year (£20,000), increased salary burden on operational activity (£49,000), increased employment costs (£28,000), the delivery of the Hickling Broad Project in 2015/16 and 2016/17 (£51,000) and the increased costs of operating Mutford Lock (£6,000).

Table 6 Options for Navigation Expenditure in 2016/17

Option	Work Undertaken in 2016/17	Navigation Expenditure 2016/17
Option 1 (+3.9%)	Hickling dredging Items 1-6 cancelled saving £63,000	£3,066,176
Option 2 (+5.1%)	Hickling dredging Items 1-2 cancelled saving £30,000	£3,099,176
Option 3 (+5.5%)	Hickling dredging Item 1 cancelled saving £20,000	£3,109,176
Option 4 (+6.2%)	Hickling dredging Existing programme delivered in full	£3,129,176

- 5.3 These are then translated into four different options for a draft budget for 2016/17 shown in Table 7.

Table 7 Draft Budget for 2016/17

	Option 1	Option 2	Option 3	Option 4
Navigation Income	£3,108,804	£3,144,608	£3,156,543	£3,177,429
Expenditure	£3,066,176	£3,099,176	£3,109,176	£3,129,176
Surplus/ Deficit	£42,628	£45,432	£47,367	£48,253
Transfer of accrued interest to ear-marked reserves	£5,000	£5,000	£5,000	£5,000
Opening Reserves	£270,473	£270,473	£270,473	£270,473
Closing Reserves	£308,101	£310,905	£312,840	£313,726
Reserves as % of Expenditure	10%	10%	10%	10%

6 Options for Navigation Charges 2016/17

- 6.1 Table 8 shows the cash impact on boats of different sizes and classes of the different options for expenditure shown above. The Insight Track research showed that navigation charges accounted for around 9% of the costs of private boat ownership and 11% for the commercial fleet. So while it is recognised that there are other costs pressures, for example the rising charges for moorings, a 10% increase in tolls would only represent just over 0.75% increase in the total costs of an individual owning a boat. So for example, a 25m² motor boat currently pays £281.13. The survey results suggest that the annual total costs for owning the boat would typically be over £3,000 and if Option 4 were implemented the annual increase in tolls would be £17.43, just over ½% increase in the total costs of owning the boat. Similarly, for a 38m² hire boat paying £1,044.80, the results indicate that the annual costs are in the order of £9,500 p.a. and a £79.48 increase in tolls under Option 4 equates to a 0.75% increase in total costs.

Table 8 Sample Increases illustrating impact of different levels of increase

	Toll 2015/16	Option 1 Increase	Option 2 Increase	Option 3 Increase	Option 4 Increase
Example Tolls - Private					
Canoe	£30.26	£1.18	£1.54	£1.66	£1.88
Sail 5m²	£47.14	£1.84	£2.40	£2.59	£2.92
Sail 11m²	£76.24	£2.97	£3.89	£4.19	£4.73
Motor Sail 18m²	£162.56	£6.34	£8.29	£8.94	£10.08
Motor Sail 25m²	£209.95	£8.19	£10.71	£11.55	£13.02
Motor 5m²	£94.28	£3.68	£4.81	£5.19	£5.85
Motor 11m²	£152.48	£5.95	£7.78	£8.39	£9.45
Motor 25m²	£281.13	£10.96	£14.34	£15.46	£17.43
Motor 38m²	£398.78	£15.55	£20.34	£21.93	£24.72
Motor 48m²	£489.28	£19.08	£24.95	£26.91	£30.34
Example Tolls - Hire (excluding £5 hire boat licence):					
Motor 11m²	£449.82	£17.54	£22.94	£24.74	£27.89
Motor 25m²	£736.56	£28.73	£37.57	£40.51	£45.67
Motor 38m²	£1,044.80	£40.75	£53.29	£57.46	£64.78
Motor 48m²	£1,281.91	£49.99	£65.38	£70.51	£79.48
Projected Income Private	£1.877 m	£1.950m	£1.973m	£1.980m	£1.993m
Hire	£1.068 m	£1.089m	£1.101m	£1.106m	£1.113m

7 Conclusions

7.1 The annual process of setting navigation charges on the Broads is never easy but the decision for next year presents some particular difficulties because of the combination of a series of factors.

- The current exceptionally low level for inflation provides an expectation that increase in charges will be comparably low;
- The lowest ever increase in navigation charges at 1.7% was approved last year and recognised that no provision for Hickling was made at that level;
- The financial position has been exacerbated by the loss of income from the continuing decline in the number of hire boats operating on the Broads and the expectation that this will continue in 2016;
- The switch in the proportion of staff time devoted to the maintenance of the navigation area as opposed to National Park work puts additional pressures on the budget;
- The demand and expectation from our full range of stakeholders that the Authority progress with its strategically important project for the improvements to Hickling Broad; and,
- The Authority has committed to a review of the tolls structure for implementation in 2017/18. If the Working Group advocates significant changes and the Committee and the Authority accept the proposals they will be more difficult to implement if navigation income lags behind actual and proposed expenditure.

7.2 The views of the Committee on next year's navigation charges are sought for submission to the Authority at its November meeting when the decision will be taken.

Background Papers:	Nil
Authors:	John Packman, Trudi Wakelin, Rob Rogers, Bill Housden and Emma Krelle
Date of Report:	1 October 2015
Broads Plan Objectives:	None
Appendices:	None

Boat Safety Scheme for Hire Boats
Report by Head of Safety Management

Summary: The report sets out the recently launched consultation on proposed changes to the Boat Safety Scheme requirements for hire boats. Members' views are sought on the proposed changes and the draft Broads Authority response to the BSS consultation set out in Appendix 1.

1 Background

- 1.1 The current Boat Safety Scheme (BSS) hire boat requirements are based on 2002 BSS standards which were replicated in the Broads Authority Boat Safety Standards Byelaws 2006 and subsequently adopted by the Authority in 2009.
- 1.2 Minor variations to the requirements relating to private boats have since been included but until now the standards applicable to hire boats have remained unchanged.
- 1.3 As the currently proposed changes differ materially from the standards as set out in the Broads Authority Boat Safety Standards Byelaw 2006 the Authority is required to consult on the proposed changes and this report is part of that consultation.

2 Review Process

- 2.1 Following the previous BSS reviews of the private boat requirements risk reviews in 2004 and 2012 and to take account of the Hirer Safety Review undertaken in 2013 the requirements relating to Hire Boats needed to be modernised to reflect these findings.
- 2.2 The initial part of the risk-review included the following review of BSS hire boat requirements through the BSS Technical Committee:
 - the existing published BSS private boat requirements were assessed for their appropriateness and relevance for hire boats.
 - the current BSS hire boat requirements published in the 2002 BSS standards that are in excess of the 2013 BSS private boat requirements were assessed for their continued relevance.

- the coverage of hirer safety published in the Hire Boat Code that were over and above the current BSS hire boat requirements were risk-reviewed
- 2.3 The BSS committees then took account of the findings of the 2013 Hirer Safety Review, which included an expert group agreeing what the biggest risks to hirers were and considered whether anything further should be done to reduce them.
- 2.4 The expert group included five hire operators including three narrowboat hire operators, a cruiser operator from the Broads and one from the Thames. The total length of hire operator service of these five was nearly 180 years. Also on the group were representatives from navigation authorities, marine trade and three boat hirers.
- 2.5 Full details of the Hirer Safety Review 2013 and the proposed changes to the BSS can be found on the <http://www.boatsafetyscheme.org/>

3 Proposals

- 3.1 As on the outcome from the recent reviews, the BSS are proposing to add the following six new mandatory BSS hire boat requirements:
- (a) suitable smoke alarm(s) on hire boats having overnight accommodation;
 - (b) suitable CO alarm(s) on hire boats having solid fuel stove installations;
 - (c) a visual indication concerning the risk of hirers being knocked overboard by the swing of the tiller arm on narrowboats;
 - (d) a labels identifying secondary means of escape where these are not self-evident;
 - (e) a Crew Area and Access Limitation Label in view of all main helm positions on all hire boats; and
 - (f) slip-resistant surfaces on designated external Crew Areas and the slip-resistant surfaces to be in good condition.
- 3.2 Also a proposal that the 2013 BSS private boat requirements are used as the basis of BSS hire boat requirements and that any requirements marked as advisory for private boats will be mandatory for hire boats due to hirers not being familiar with the boat and its systems thus requiring a greater level of risk control.
- 3.3 The 2013 BSS requirements provide for a modern, risk-based approach whereby greater emphasis on condition checks and the allowance of extra compliance options replace the more detailed technical requirements in the 2002 BSS standards.
- 3.4 The 2013 BSS requirements also better align with the current approach to balance the responsibilities of the navigation authorities with the responsibilities of the hire operators and hirers themselves.

4 Consultation

- 4.1 Whilst the Boat Safety Scheme has a requirement to consult those likely to be affected before implementation, the Broads Authority is also required to consult such bodies as appear to represent boating interests on its intention to impose construction standards.
- 4.2 A notice setting out the Broads Authority consultation was published in the Eastern Daily Press on the 9 September 2015 setting out the proposed changes and signposting the Boat Safety Scheme as the administrators of the consultation.
- 4.3 Letters were sent to the Royal Yachting Association, the Broads Hire Boat Federation, the Norfolk and Suffolk Boating Association and the British Marine Federation setting out the consultation and how to respond.
- 4.4 Latterly all licensed hire boat operators have also been advised of the consultation.
- 4.5 The consultation is due to close on the 13 November 2015 after which responses will be considered prior to the Authority adopting the standards.
- 4.6 Details of the consultation including all of the proposed new and amended requirements can be found at <http://www.boatsafetyscheme.org/media/273984/z1-proposed-bss-hire-boat-requirements-changes-consultation-2015-final.pdf>
- 4.7 The Boat Safety Management Group was consulted on the proposed changes at its meeting on the 15 September 2015. The group was supportive of the proposed changes.
- 4.8 The Broads Hire Boat Federation have submitted an early response which is largely supportive of the proposed changes with the exception of the proposal for a crew area and limitation label to be displayed at the helm where an alternative approach has been suggested.
- 4.9 The Broads Authority has drafted a response to the BSS consultation which is set out in Appendix 1.

5 Impact on the Broads Authority Registered Fleet

- 5.1 Whilst it is currently proposed to introduce the new BSS requirements from April 2016 this will only affect those boats that are either new to a BSS requirement or boats where their current BSS expires.

- 5.2 The table below sets out the number of vessels affected by year but does not include any projection of newly registered boats which have not previously been subject to a BSS examination.

2016	2017	2018	2019
108	163	182	469+

6 Looking Forward

- 6.1 The adoption of the proposed requirements for hire boats will then result in a three tier approach to the BSS. Non-Private boats, i.e. commercial boats and small passenger boats, will still be subject to the 2002 BSS requirements. Hire boats will be subject to the new BSS Hire boat requirements and Private Boats will be subject to the 2013 BSS requirements for Private Boats.

Background papers: None

Author: Steve Birtles
Date of report: 5 October 2015

Broads Plan Objective: NA4.2

Appendices: APPENDIX 1 - Broads Authority draft response to BSS consultation

**APPENDIX 1 BSS consultation on proposed requirements for hire boats -
Draft response by the Broads Authority**

Question 1_ Do you agree the proposal to introduce six new BSS hire boat requirements?

Yes. *The new checks are proportionate to the risks and relevant*

Question 2 Do you agree that the 2013 BSS private boat requirements should be the basis of BSS hire boat requirements?

Yes. *It is logical to progress from the prescriptive nature of the 2002 requirements to a condition based approach.*

Question 3 Do you agree the proposal to proposal to amend a further five existing BSS hire boat standards?

Yes *they seem a logical extension to the proposed checks*

Question 4 Do you support the changes in full, without needing to answer any further questions?

Yes

Question 5 Do you agree that there should be a requirement for suitable smoke alarm provision on hire boats with overnight accommodation?

Yes

Question 6 Do you agree that there should be a requirement for suitable CO alarm provision on hire boats with solid fuel stoves?

Yes

Question 7 Do you agree on boats with tiller steering there should be a clear warning to people on a sign in sight of the helm position, or by marking the deck area, not to stand within the arc of the tiller arm whilst navigating?

Yes

Question 8 Do you agree that each secondary means of escape should be labelled if it is not self-evident?

Yes

Question 9 Do you agree that (subject to further consultation on the revised Hire Boat Code) there should be a Crew Area and Access Limitation Label visible from each helm position on all hire boats, indicating the maximum number permitted on board and the permissible Crew Areas?

Yes

Question 10 Do you agree that there should be slip-resistant surfaces in good condition on external Crew Areas where hirers are allowed to go?

Yes

Question 11 Do you agree that weed hatch requirements should also apply to those bow thruster hatches or any other appliances that can be opened by hirers?

Yes

Question 12 Do you agree that hire boat requirement for a means of reversing, operable from every helm position, should include outboard motors and all other power-driven propulsion systems?

Yes

Question 13 Do you agree that the current hire boat handrail/guardrail requirement should be brought in-line with ISO 15085 standard; and include 'handholds' at designated Crew Areas?

Yes

Question 14 Do you agree that lifebuoys should be in good condition and have floating lines when the hire boat is used on MCA category C & D waters?

Yes. *But we would question if this provision should be extended to MCA Category A and B waters*

Question 15 Do you agree that the hire boat standard for fire blankets should be amended to include that fire blankets must be permanently fixed in open view?

Yes

Question 16 Do you agree with the intention to introduce the revised BSS hire boat requirements from April 2016?

Yes

Question 17 Do you agree that there are no unintended consequences concerning introducing a specific proposal or on the generality of these proposals?

Yes

**Planning Application with Navigation Implications:
Generation Park**
Report by Planning Officer

Summary: A planning application has been submitted for the redevelopment of the Utilities Site in Norwich. The development is known as Generation Park. This report sets out the details of the application, explains which matters have been applied for in Outline and in Full and identifies which aspects of the development the Broads Authority will be responsible for determining.

Issues are set out in Section 5. Members' views are sought on the navigation aspects of the proposal.

1 Background

- 1.1 The proposed development of Generation Park is being developed by NPH (Norwich) LLP, a company founded in 2009 to deliver a sustainable energy solution for Norwich and to regenerate the Utilities Site.
- 1.2 The development would be focused around a Community Energy Centre and would include the construction of residential and commercial units on the site as well as new educational and research facilities. The proposed development would also include areas of recreational and amenity open space and would include mooring provision along the northern bank of the River Wensum.
- 1.3 The application is a Hybrid Application comprising a mixture of Detailed and Outline elements. The site falls broadly equally within the administrative areas of Norwich City Council and the Broads Authority Executive Area, with a small length of the proposed access road falling into South Norfolk Council's area.

2 The Planning Application Process

- 2.1 The application has been the subject of pre-application discussions with Planning and Waterway Officers from the Broads Authority and Planning Officers at Norwich City Council. Members of the Planning Committee also had presentations from the developers at Planning Committee Meetings on 6 March 2015 and 26 June 2015. A site visit, which included a boat tour of the river frontage of the site, was undertaken by Planning Committee Members and a representative from the Navigation Committee on 2 October 2015.

3 The Planning Application

- 3.1 Comments are now sought from the Navigation Committee on the planning application submitted to the Broads Authority.
- 3.2 The site itself is situated on the northern bank of the River Wensum, directly opposite its confluence with the River Yare and Whitlingham Country Park. The Norwich to Yarmouth railway line runs along the northern boundary of the site, with a small area of land to the north of the railway line, accessed off Cremorne Lane, also being included in the development site. The western end of the site is defined by the existing site entrance off Hardy Road. The existing railway bridge across the River Wensum is situated immediately to the western end of the site. The eastern end of the site tapers off into an overgrown finger of land situated between the river and the railway line. Thorpe Hamlet is situated to the north of the site, the Deal Ground site is situated to the south of the site with Trowse beyond that and Carey's Meadow is to the northeast of the site.
- 3.3 The whole site covers an area of approximately 12 ha of brownfield land. The site is currently occupied by the UK Power Network (UKPN) substation and grid connection compound. A pair of 72.5m high pylons is situated on the site. Outside the UKPN compound remnants of industrial infrastructure remain including large areas of hardstanding, single storey outbuildings, fencing and a redundant gasometer scheduled for demolition. Immediately to the north of the gasometer is a 26m high telecoms mast. There are also one and two storey buildings which house the Train Operating Company and National Grid operations. Two inlets, once used for cooling water for the power stations have been cut into the site. Both are sheet piled. The riverside frontage of the site is sheet piled for approximately three quarters of its length, with the eastern end of the site being replaced by a more natural bank where planting merges with the water.

4 Proposed Development.

- 4.1 The principle access to the site would be via a new access road, with full cycle and pedestrian provision, leading from 'The Street' in Trowse. The access road would route north through the May Gurney site before crossing the River Yare on a new clear span bridge. The access road would then continue north through the Deal Ground site before crossing the Wensum into the Generation Park site via a newly constructed bridge. The majority of this road, bar the most northerly section approaching the proposed Wensum bridge, already benefits from extant detailed planning permissions by virtue of the Deal Ground consents.
- 4.2 It is proposed to replace the existing vehicular bridge that links the Utilities site to Cremorne Lane with a cycle and pedestrian bridge. This access point into the site would be known as the Northern Gateway. The level crossing over the Norwich-Yarmouth rail line would not be affected by the proposal.

- 4.3 There would be no vehicular access to the Generation Park site from Hardy Road with the exception of emergency vehicles. Hardy Road would also provide access to the Train Operating Company depot.
- 4.4 The Community Energy Facility would include a biomass combined heat and power (CHP) plant that would generate renewable energy through the combustion of approximately 256,000 tonnes of straw pellets per annum. It would have an installed electricity generating capacity of 49.9 Megawatts (MW). It would also deliver 12.3MW of heat via a District Heating Network (DHN) to a range of local commercial, institutional and residential energy users. In addition, heat and power would be provided to all of the scheme components within the proposed development itself.
- 4.5 It is proposed that 'planning permission' for the DHN would be by way of a bespoke Local Development Order prepared by Norwich City Council. The proposed development would also include the provision of a substation allowing grid connection from the Community Energy Centre to the local electricity distribution network.
- 4.6 The table below lists the various components of the scheme, confirms the type of application submitted, and identifies the Authority responsible for determining the application:

Element	Detail or Outline Application	Determining Authority
Community Energy Centre		
Renewable Energy Centre	Detail	Norwich City
Energy Research Centre	Detail	Norwich City
District Heating Network Centre	Detail	Norwich City
Straw Pellet Offloading Facility (including the new railway sidings)	Detail	Norwich City
Straw Pellet Storage Silos and associated conveyors	Detail	Norwich City
Residential Development		
Arrivals Square Student Accommodation (3 blocks 435 units)	Detail	Norwich City
Northern Gateway Student Accommodation (2 blocks 282 units)	Outline	Broads Authority
Market Residential (80 units)	Outline	Broads Authority
Affordable Residential (40 units)	Outline	Broads Authority
Educational and Community Facilities		
Research Centre	Outline	Norwich City
Education Centre	Outline	Broads Authority
Commercial Facilities		
Data Centre	Outline	Norwich City
Arrivals Square (including associated	Detail	Norwich City

Neighbourhood Units)		
Train Operating Company Office, Training Building and Car Park	Outline	Norwich City
Access and Car Parking Provision		
Vehicular Bridge over the River Wensum	Detail	Broads Authority
New Cremorne Lane pedestrian overbridge	Outline	Broads Authority
Car parking	Detail or Outline depending on the scheme element to be served	Norwich City and Broads Authority
Vehicular, cyclist and pedestrian road from the new Wensum bridge (linking to the Utilities site) through the May Gurney and Deal Ground sites, including a new bridge over the River Yare, and linking into The Street.	Detail	South Norfolk and Norwich City Council
Ancillary Infrastructure		
Britvic private wire and water supply linkages	Detail	Norwich City
Concept Landscape Design	Detail but with some substantial elements to be approved under condition	Norwich City and Broads Authority
Concept surface water drainage scheme	Detail but with some substantial elements to be approved under condition	Norwich City and Broads Authority
Boat moorings and associated river usage infrastructure	Zone 1 in Detail Zone 2 and 3 in Outline	Broads Authority

5 Navigation Issues

- 5.1 The development proposed for Generation Park includes the construction of the new bridge over the River Wensum together with proposals for water use including short and long term moorings, de-masting moorings, pontoons, berths for passenger boats, and a slipway and canoe launch/ landing. The application is supported by a Waterspace Plan which looks at all the possibilities for maximising the use of the river frontage and river and ensures that the use of the water is successfully integrated into the overall design strategy for the site.
- 5.2 As the Navigation Authority, the Broads Authority requires that planning applications with navigation implications are subject to consultation with the Navigation Committee. The aspects of the proposed development that are

considered to be of interest to the Navigation Committee are outlined following.

5.3 Construction of the Bridge

- 5.3.1 The design and positioning of the bridge over the River Wensum, to provide the main access into the site, has been the subject of lengthy pre-application discussions between the bridge designers and Officers at the Broads Authority.
- 5.3.2 The bridge would be a steel box girder construction and would accommodate a shared surface of varying width used by pedestrians, vehicles and cyclists. The main bridge deck would taper in at the centre and at its narrowest point at the shared surface would be 6m wide widening out at each end of the bridge to 10.6m. There would also be an area of cantilevered timber decking that would extend out from the main bridge deck to provide a segregated pedestrian/cycle zone and seating area. The bridge soffit would be set at +5.65 AOD and Mean High Water Springs has been agreed at +1.01AOD.
- 5.3.3 The bridge deck would be supported at either end by concrete abutment structures approximately 1.5m in depth. These abutment structures would accommodate the hydraulic support blocks and jack cylinders that would secure the bridge in its normal position when closed. The bridge would comprise of two spans of equal length supported by a central pier located in the River Wensum. The pier would be elliptical in shape in order to reduce impacts on the flow of water around the structure. The central supporting structure would accommodate a 'slew bearing' that allows the bridge to swing open through 90 degrees. The bridge would be rotated by multiple electric motors located around the slew bearing. It would be opened and closed from the north bank by a trained operator and advance notice would be required for any craft requiring the bridge to be opened.
- 5.3.4 The design of the bridge has taken account of comments made by Officers during pre-application discussions. This has resulted in the supporting plinth being moved closer to the Generation Park frontage, which would result in less of an encroachment into the navigable width of the river when the bridge is in the open position, and leaving a greater width available than at the adjacent Trowse Rail Bridge.
- 5.3.5 The fendering of the bridge includes the installation of timber driven pile fenders, extending to 2m above water level, around the plinth structure. It also includes fendering with horizontal timbers along the length and around both ends of the bridge when it is in the open position, which will reduce the risk of high bridged vessels going under the ends of the open structure.
- 5.3.6 In terms of the construction of the bridge, it would be constructed remotely and lifted into place once the foundations, abutments and central supporting column were completed. It is likely that the main component parts of the bridge structure would be transported to the construction compound by road and would be fabricated in the Deal Ground construction compound. The

application states that works in the river would be limited and that navigation along the River Wensum would be possible for the vast majority of the construction period. Navigation would be restricted as the bridge is lifted and fixed into position.

- 5.3.7 The planning application received also includes a proposal for a fixed bridge as an alternative to the swing bridge option. The design of the bridge would be exactly the same as for the swing bridge but without the mechanism required to move the bridge.

5.4 Provision of Moorings

- 5.4.1 The scheme for this site includes the provision of de-masting moorings, short and long term moorings and berths for passenger boats and river taxis.

- 5.4.2 Within Zone 1 of the river frontage, which is the area at the western end of the site there would be 75m of moorings available for boats with a beam of up to 5.15m, which would include approximately 65m of proposed visitor (short term) moorings and the berth for the Information/Wardens boat. There would also be a 20m length of mooring for passenger boats/water taxis and a 25m length of mooring suitable for boats with a beam up to 5.44m for demasting would also be provided from this pontoon. Given the height of the piling along this stretch of the river it is necessary for these moorings to be accessed from pontoons. The possibility of reducing the height of the piling along this stretch of the river, and therefore removing the need for pontoons, was explored but was found to be impractical given the complexities of the underground infrastructure in this area that would need to be moved and the costs involved. However, given the width of the river in this area it is possible for the pontoon and the moorings to be accommodated, with the beam of the boats restricted as suggested, within 25% of the width of the river. The pontoons would be Intermarine floating pontoons attached via runners to the river wall with hinged ramps to rise and fall with variations in water level. Safety measures would be incorporated into the pontoons and existing river walls. Safety chains/ropes and escape ladders would be provided along the river walls where there are no pontoons. Additionally rotten timbers and protruding fixings would be removed from the walls along the entire site to reduce such hazards to vessels and canoeists.

- 5.4.3 Within Zone 2 of the river frontage, which is the central section, it would be possible for the piling height to be reduced and therefore the moorings to be provided in this section would be accessed directly from the river bank, without the need for pontoons. Approximately 74m of berthing is proposed in this area which would be used for visitor berths for the 4-5 months main cruising season and for longer term berths for the 7-8 months out of the main season. This would be suitable for boats with a beam of up to 5.7m or 6.2m depending on the exact location on the frontage. A passenger boat berth would be located at the eastern end of this mooring run. The Carrow Yacht Club moorings are located on the opposite side of the river to the proposed mooring provision. However the combined projection into the river of the boats moored alongside the river wall on the Generation Park Bank, including

the slightly wider passenger boats, and the yacht club moorings opposite would not exceed 25% of the total river width.

- 5.4.4 Within Zone 3 of the site's river frontage it is proposed to include a slipway which would serve the emergency services, as they have requested, and also residents and students for launching canoes and small craft. The main development allows for canoe storage within the student housing blocks. The river wall/piling would be removed to create the slipway at this point and terraced steps have therefore been included in the scheme to provide an interesting feature and an opportunity for the public to get down to the water level. The steps would also facilitate canoe launch and landing.
- 5.4.5 Within this Zone it was originally intended to provide a run of approximately 150m of leisure moorings east of the slipway. However it was concluded that it was not possible to drop the height of the piling along this stretch of the river due to the detrimental effect this would have on the landscape and ecology of this area. It was also not considered desirable to have boats moored right up to the piling as there would be issues with overhanging branches getting caught in boat rigging. The possibility of providing the moorings from pontoons was investigated. However there is insufficient river width along this stretch of the river to accommodate the pontoons and moored boats along the Generation Park frontage and the 24hr moorings on the opposite bank and to achieve the required 75% navigable width of the river. The loss of more than 25% of the navigable width of the river in this location is not considered to be acceptable because it is near the confluence of the River Wensum and River Yare and there are a large number of boat movements into and out of the Yare and in a downstream direction originating from the various rowing and canoe clubs in the area and Carrow Yacht Club. Therefore this length of mooring has now been dropped from the scheme.

5.5 Marina

- 5.5.1 In accordance with both strategic objectives and an identified local need for moorings the Waterspace Plan, submitted in support of this application, fully explored the possibility of providing a marina within the Generation Park development to maximise the delivery of moorings in this area. The Plan states that there are a number of significant constraints which severely compromise the creation of a marina on this site. The constraints include: major underground public utility services running across the site; significant disposal costs of contaminated soil from the site; location of existing UKPN compound on the site; road access to a new marina would cut across traffic area of riverside public realm; location of marina entrance would need careful consideration to minimise potential for conflict between manoeuvring boats and other river users. Having considered all the possible options for the creation of a marina on this site, in detail, the Waterspace Plan concluded that whilst a new marina at the Generation Park site would go some way to meeting demand and providing scope for off-channel moorings, unfortunately the site has very significant constraints, which means that any marina provided would not be ideal in terms of location or design, would not deliver a

significant number of additional berths and would be excessively costly to construct.

5.6 Dredging

- 5.6.1 The hydrographic survey information that is available for the stretch of the river along the Generation Park frontage indicates that the water depth below Mean Low Water is between 0.5 and 1m alongside some of the sections of river wall where pontoons and moorings are proposed. The drafts of the boats that are likely to use the moorings would be between 0.7 and 1.2m. The dredging typically undertaken by the Broads Authority would be limited to the navigation channel in the middle of the river leaving a 3m margin to river banks. It would therefore be necessary for dredging to be carried out in places to enable the creation of the riverside moorings, particularly where the depth of 0.5m – 1m extends up to approximately 7m into the channel on the westernmost section of the proposed moorings and also in a few places along the central section. The dredging method and disposal of the silt would be determined by the condition of the sediment. Whilst there is no data available relating specifically to Generation Park, work that has previously been carried out by the Broads Authority in this area has indicated that mercury is likely to be present in the sediment that will need to be disposed of at the Postwick Tip.

6 **Conclusions**

- 6.1 The application has various elements that have the potential to have implications for the navigation of this stretch of the river.
- 6.2 Member's views are requested.

Background papers: BA/2015/0225/FUL

Author: Alison Macnab
Date of report: 2 October 2015

Broads Plan Objectives: None

Appendices: None

Demasting Moorings
Report by Senior Waterways and Recreation Officer

Summary: This report provides members with a summary of the results of a survey of demasting mooring provision in the Broads navigation area carried out by officers in summer 2014. The report also identifies suggested priority sites for the provision of new demasting moorings, seeks members' views as to whether the sites identified in the report are the correct ones for prioritisation and also whether budget should be allocated for the provision of new demasting moorings.

1 Background

- 1.1 The Broads Authority currently provides 66 24-hour moorings and a number of formal demasting moorings and safety moorings throughout the navigation area. Most of these moorings have been developed on flood defence piling installed by the Environment Agency, or its predecessor authorities, or on piling installed by the Port and Haven Commissioners. In some cases the Authority owns the land and has responsibility for the maintenance of the piling. In others the Authority leases the land but has no responsibility for maintaining the piling which provides the vertical quay heading for boats to moor against. Additionally some of the Authority's safety and demasting moorings have been provided by the installation of pontoons or dolphins.
- 1.2 Since 2006 the provision of moorings by the Authority has been guided by a Mooring Strategy which was developed by officers working with a Steering Group and wider consultation group which included representatives from the Authority's partner organisations and stakeholders. In adopting the Strategy the Authority applied a number of overarching principles regarding the provision and development of moorings throughout the navigation area. These included a commitment on the part of the Authority to the continued provision of free moorings in the Broads but the strategy also recognised that the Authority could not be the sole provider of moorings in the Broads.
- 1.3 The Strategy was reviewed in 2009, and in 2013 the Strategy was subsumed into the Authority's Integrated Access Strategy which, while adopting the core principles of the Mooring Strategy, also applied other guiding principles and a number of key objectives to the delivery of mooring improvements in the Broads. With regard to demasting moorings the Integrated Access Strategy also carried forward the specific aim for the provision of demasting mooring facilities at all four quadrants of bridges that span the navigation.

2 Current Level of Provision

- 2.1 Members will recall that in 2014 the Authority adopted a repiling programme for its existing 24-hour moorings with the aim of ensuring that there would be no net loss of moorings in the Broads due to piling reaching the end of its life. This was a key element of the Authority's Asset Management Strategy. At that time members also asked officers to identify potential sites for the development of new moorings and this included demasting moorings.
- 2.2 In order to recognise where the major gaps in provision are officers have carried out a survey of demasting mooring provision to identify where formal demasting moorings exist, either provided by the Authority or others, and also where informal demasting facilities are available.
- 2.3 The results of the survey show that provision of formal demasting moorings throughout the Broads is variable. Some bridges do have formal demasting moorings such as at Beccles Bypass but not at all four quadrants of the bridge, whereas at others there is no formal provision at all such as at Ludham. What is apparent, however, is that informal demasting takes place at many sites either by boaters using private piling, for example upstream of St Olave's Bridge, or Broads Authority 24-hour moorings that are close by, such as at Somerleyton and Potter Heigham.
- 2.4 The problem with unsigned informal facilities or 24-hour moorings is that there is no guarantee that boaters will be able to find a gap to use for demasting particularly during the height of the season when pub, shop and 24-hour moorings are usually extremely busy.

3 Identification of Priority Sites

- 3.1 Whilst being mindful of the Authority's stated ambition to have demasting moorings at all four quadrants of bridges officers have recognised that aside from the presence, or not, of facilities a number of other factors need to be taken into account when deciding whether to prioritise sites. These include the type of boats using the area, proximity to other bridges, bridge height and tidal range and current.
- 3.2 For example in Norwich there are a number of bridges in close proximity to each other and not many masted vessels navigate in the area. It is also extremely unlikely that boaters would stop to raise and lower their masts at each bridge. It might therefore be appropriate to consider prioritising the provision of facilities at the first bridge boaters encounter during their passage.
- 3.3 On the other hand, at bridges in areas where a high number of masted vessels navigate like Ludham, the provision of demasting facilities is extremely important. Similarly where tide and current is strong like St Olave's having a safe guaranteed facility may be considered to be essential for safety reasons.

- 3.4 Apart from the gap analysis carried out the views of the Broads Authority's Rangers have also been sought and consultation carried out with the Norfolk and Suffolk Boating Association (NSBA) and Broads Hire Boat Federation (BHBF).
- 3.5 As a general rule, officers consider that bridges with no provision at all should be prioritised, followed in order by bridges with only one facility either upstream or downstream of the bridge and then bridges with one facility each side of the bridge.

4 Officer Assessment of Potential Sites

- 4.1 Taking account of this rule and considering the other factors set out in paragraph 3 to this report officers consider that the three highest priority sites for the provision of new demasting moorings are at St Olave's Bridge, Ludham Bridge and Acle Bridge. Only three sites have been identified for immediate consideration as there is currently no budget set aside for the provision of new demasting moorings.
- 5.1.1 St Olave's Bridge There is only one informal demasting mooring at the pub on the true right bank immediately upstream of the bridge and this is heavily used by customers of the pub. No other facilities exist close to the bridge. In addition there is a history of boats getting into difficulty at the bridge due to the strong current conditions and officers feel that for safety reasons this should be the top priority.
- 5.1.2 Ludham Bridge There is no provision downstream of the bridge as the previously existing formal demasting mooring has had to be closed for safety reasons. Informal demasting takes place upstream of the bridge on the Broads Authority's 24- hour mooring or the staithe but these are heavily used for 24-hour mooring. Given the high level of use of the River Ant by masted vessels some of which have no auxiliary power, the high level of motor boat use and difficulties navigating through an extremely narrow bridge hole, officers consider that this should be the second priority site.
- 5.1.3 Acle Bridge No formal demasting facilities exist close to the bridge. Informal demasting is available at the shop upstream and on the Horizon Craft frontage but downstream no facilities exist apart from the busy pub moorings. Given the tidal strength at this location and the prevailing wind direction officers consider that the provision of a demasting mooring downstream of the bridge on the true right bank is also a priority and this view is shared by the NSBA.
- 5.2 To give some idea of the likely costs involved, at both Acle and St Olave's the most likely means of the Authority successfully providing demasting moorings would be by the installation of pontoons. Normally two 11.5m pontoons would be installed at a site to provide an adequate layby/demasting mooring and this would cost approximately £13,000 per site. At Ludham pontoons would not be a viable option due to river widths so mooring provision would have to be

against existing or repiled edges or against dolphins installed at reprofiled banks after existing piling has been removed.

6 Conclusions

- 6.1 The provision of additional moorings has been identified as a high priority for private boat owners in the recent stakeholder surveys carried out for the Authority. Furthermore, feedback from regular liaison meetings with the NSBA and BHBF is that demasting moorings remain a priority for both organisations and the NSBA would also like to see additional layby/safety moorings provided in the lower Bure. Members' views are therefore sought on the approach outlined in this report, the priority sites identified in the report and whether budget should be made available to provide new demasting facilities.

Background papers:	Nil
Author:	Adrian Clarke
Date of report:	8 October 2015
Broads Plan Objectives:	NA5, TR2
Appendices:	None

Review of the Sustainable Tourism Strategy

Report by Head of Communications and Tourism and Promotion Officer

Summary: This report sets out the rationale for, and the process of, reviewing the Strategy and Action Plan for Sustainable Tourism in the Broads 2011-15 and the key aims in producing a new strategy and action plan for the next five years.

1 Background

- 1.1 The 2011-15 strategy and associated action plan was adopted by the Broads Authority in 2011. Based on extensive research and consultation, it existed as a destination management guide for use by all those with an interest in the area to enhance, manage and promote sustainable tourism in the Broads.
- 1.2 While the Broads Authority was responsible for facilitating the creation of the strategy and, in collaboration with Broads Tourism led on its development, the responsibility for its implementation applied to all organisations, businesses, stakeholders and individuals involved in tourism in the Broads.
- 1.3 As well as updating the strategy to produce a new guide and action plan for 2016-2021 the new document will form the basis for re-application in late February 2016 for the European Charter for Sustainable Tourism in Protected Areas. This was first awarded to the Broads in 2006 and again in 2011 and provides a framework for all the Authority's tourism activities working in partnership with other key Broads stakeholders and particularly Broads Tourism, whose constitution refers specifically to the Charter. The Charter is an important quality mark which is also of great value in supporting funding applications.
- 1.4 Much has been achieved through the 2011-2015 strategy particularly in areas such as developing and raising brand awareness, improving quality standards and promoting out of season recreation like the Broads Outdoors Festival. The revised strategy will build on these successes and review the challenges.

2 Process

- 2.1 Following a competitive invitation to tender process The Tourism Company was chosen to carry out the revision of the current strategy, consult with stakeholders and review existing evidence to develop a new strategy. There is a need for an independent consultant to ensure impartiality for all stakeholders and to address a lack of resources within the Communications Team to carry out all the work required. Funding for the progression of the

Strategy was approved by Broad Authority Members, from the Planning Delivery Grant Reserve in July 2015. The Tourism and Promotion Officer will be working closely with the consultants and project managing the work.

- 2.2 As with the current strategy the revised document will be developed through a collaborative and consultative process, initially focusing on key stakeholders before going out to public comment.
- 2.3 It will be developed alongside the Broads Plan ensuring not only that the two complement one another but that information gleaned through the consultative process for the Broads Plan, such as the members' workshop in October, can be used to inform the strategy, and vice versa. The strategy will also help to inform the review of the Authority's planning policies which will take place through the Local Plan review. Opportunities for shared consultation and shared information among the three plans are being taken as opportunities allow.
- 2.4 Close collaboration will take place with Broads Tourism with the Chairman, Vice Chairman and Treasurer of Broads Tourism involved in key meetings. Broads Tourism executive members and members as well as Broads Quality charter businesses and Love the Broads members will be consulted through workshop sessions.
- 2.5 The strategy revision will be discussed by Broads Forum and full Authority members in their November meetings and this committee in December. It is anticipated that a draft strategy will be presented to Broads Authority members in January for their approval for it to go out to public consultation. It is hoped the strategy will be adopted by the Broads Authority in March 2016.. A project timetable can be found in Appendix One.

3 How the new strategy will be used

- 3.1 Through initial feedback from stakeholders it has become apparent that there needs to be a greater focus on action and implementation. The new strategy will need to be a shorter, more digestible document and to be accompanied by a Summary document which can act as a quick reference guide to the agreed objectives. This will much more easily enable interested parties to pinpoint how they might be able to get involved in helping to meet the objectives.
- 3.2 To ensure objectives are not forgotten Broads Tourism will be encouraged to use the strategy to define priorities for their members and other stakeholders on an annual basis and develop defined actions as to how these can be implemented, promoting and facilitating where appropriate and reviewing progress regularly. Broads Authority officers will report back on progress annually.

4 Conclusions

- 4.1 A revised Sustainable Tourism Strategy is essential to pinpoint and guide actions in this vital area of the Broads economy for the medium to long term and this will be developed collaboratively and consultatively to ensure everyone with an interest is heard. The process and the resulting document will inform the development of the Broads Plan and vice versa.
- 4.2 Members are asked to note the contents of the report and are invited to comment.

Background Papers: Nil

Authors: Lorna Marsh, Bruce Hanson

Date of Report: 2 October 2015

Broads Plan Objectives: None

Appendices: APPENDIX 1 - Project timetable

APPENDIX 1

	14 Sep	21 Sep	28 Sep	5 Oct	12 Oct	19 Oct	26 Oct	2 Nov	9 Nov	16 Nov	23 Nov	30 Nov	7 Dec	14 Dec	21 Dec	28 Dec	4 Jan	11 Jan	18 Jan	25 Jan	1 Feb	8 Feb	15 Feb	22 Feb	29 Feb	7 Mar	14 Mar	21 Mar
Inception meeting with Tourism Co																												
Direct consultation/evidence review																												
Broads Plan members' workshop																												
Stakeholder workshop																												
Interim report																												
Interim report revisions																												
Draft strategy and action plan																												
First draft to BA																												
Public consultation on first draft																												
Final edits/cons statement																												
Adoption by BA																												

**Navigation Income and Expenditure:
1 April to 31 August 2015 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 five month period to 31 August 2015, and provides a forecast of the projected expenditure at the end of the financial year (31 March 2016).

1 Introduction

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

2 Overview of Actual Income and Expenditure

Table 1 – Actual Navigation I&E by Directorate to 31 August 2015

	Profiled Latest Available Budget	Actual Income and Expenditure	Actual Variance
Income	(2,909,050)	(2,887,606)	- 21,444
Operations	1,147,554	1,054,071	+ 93,483
Planning and Resources	361,701	349,463	+ 12,237
Chief Executive	63,943	57,553	+ 6,390
Projects, Corporate Items and Contributions from Earmarked Reserves	(217,278)	(139,826)	- 77,452
Net (Surplus) / Deficit	(1,553,131)	(1,566,344)	+ 13,214

- 2.1 Core navigation income is behind of the profiled budget at the end of month five. The overall position as at 31 August 2015 is a favourable variance of £13,214 or 0.85% difference from the profiled LAB. This is principally due to:
- An overall adverse variance of £21,444 within toll income:
 - Hire Craft Tolls £24,381 below the profiled budget
 - Private Craft Tolls £5,937 above the profiled budget
 - An underspend within Operations budgets relating to:
 - Construction and Maintenance salaries are under profiled budget by £10,378 following a long term vacancy

- Equipment, Vehicles and Vessels is under profiled budget by £51,247 due to delayed billing on the 3rd Wherry
- Water Management is under the profiled budget by £14,733 due to delays in the land purchase at Acle
- Ranger Services is under profiled budget by £18,154 due to the delayed letting of the launch tender following changes in procurement legislation
- An underspend within Planning and Resources budgets relating to:
 - A number of small variances within all budgets but mainly relating to Yacht Stations (£7,690)
- An adverse variance within Reserves relating to:
 - The delayed Wherry billing and the delayed letting of the launch contract (£77,452)

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	Navigation 03/09/15 Item	(42,439)
Transfer between SPS and CAT to create separate budget for Catchment Partnership		(770)
Hickling improvements	BA 25/09/15 Item	21,000
LAB at 31 August 2015		(22,209)

3.2 The LAB therefore provides for a reduced navigation surplus of £22,209 in 2015/16 as at 31 August 2015.

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 August 2015, the forecast outturn indicates:

- The total forecast income is £3,012,440, or £21,740 less than the LAB
- Total expenditure is forecast to be £3,017,104
- The resulting deficit for the year is forecast to be £4,664

4.3 The forecast outturn expenditure reflects the following changes from the LAB as shown in Table 3. The forecast surplus represents an adverse variance of £26,873 against the LAB.

Table 3 – Adjustments to Forecast Outturn

	£
Forecast outturn surplus per LAB	(22,209)
Increase forecast Private Craft Toll income	(8,067)
Decrease forecast Hire Craft Toll income	22,307
Decrease in forecast Interest Income	7,500
Increase Waterways Strategy expenditure	5,133
Forecast outturn deficit as at 31 August 2015	4,664

4.4 The main reason for the difference between the forecast outturn and the LAB is the approval of the Hickling project and the change in predictions for navigation toll income, which are based on the latest actual income figures. There is an overall decrease of £21,740 in forecast toll income for the year.

5 Reserves

Table 4 – Navigation Earmarked Reserves

	Balance at 1 April 2015	In-year movements	Current reserve balance
	£	£	£
Property	(510,132)	100,519	(409,613)
Plant, Vessels and Equipment	(202,403)	46,727	(155,676)
Premises	(78,552)	(4,875)	(83,427)
PRISMA	(171,869)	14,899	(156,970)
Total	(962,956)	157,270	(805,685)

5.1 Items funded from the Property reserve include the repairs to Mutford Lock, Turntide Jetty and the Land purchase at Potter Heigham.

6 Summary

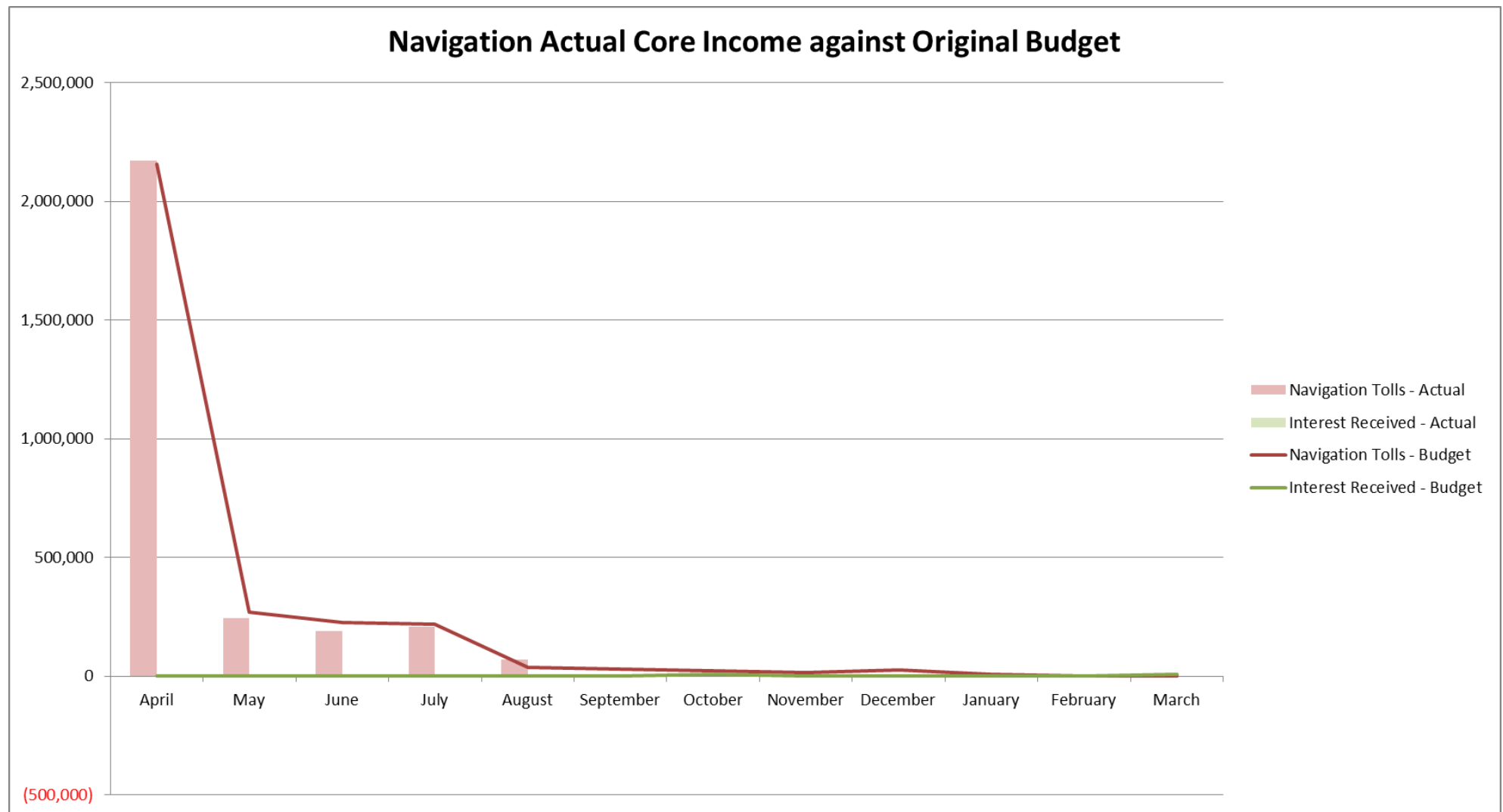
- 6.1 The current forecast outturn position for the year suggests a deficit within the navigation budget which would result in a navigation reserve balance of approximately £275,474 at the end of 2015/16 (before any year-end adjustments). This would mean the Navigation Reserve be below the recommended 10% at 9.1%. This will need to be taken into account when setting the 2016/17 budget to try and restore this.

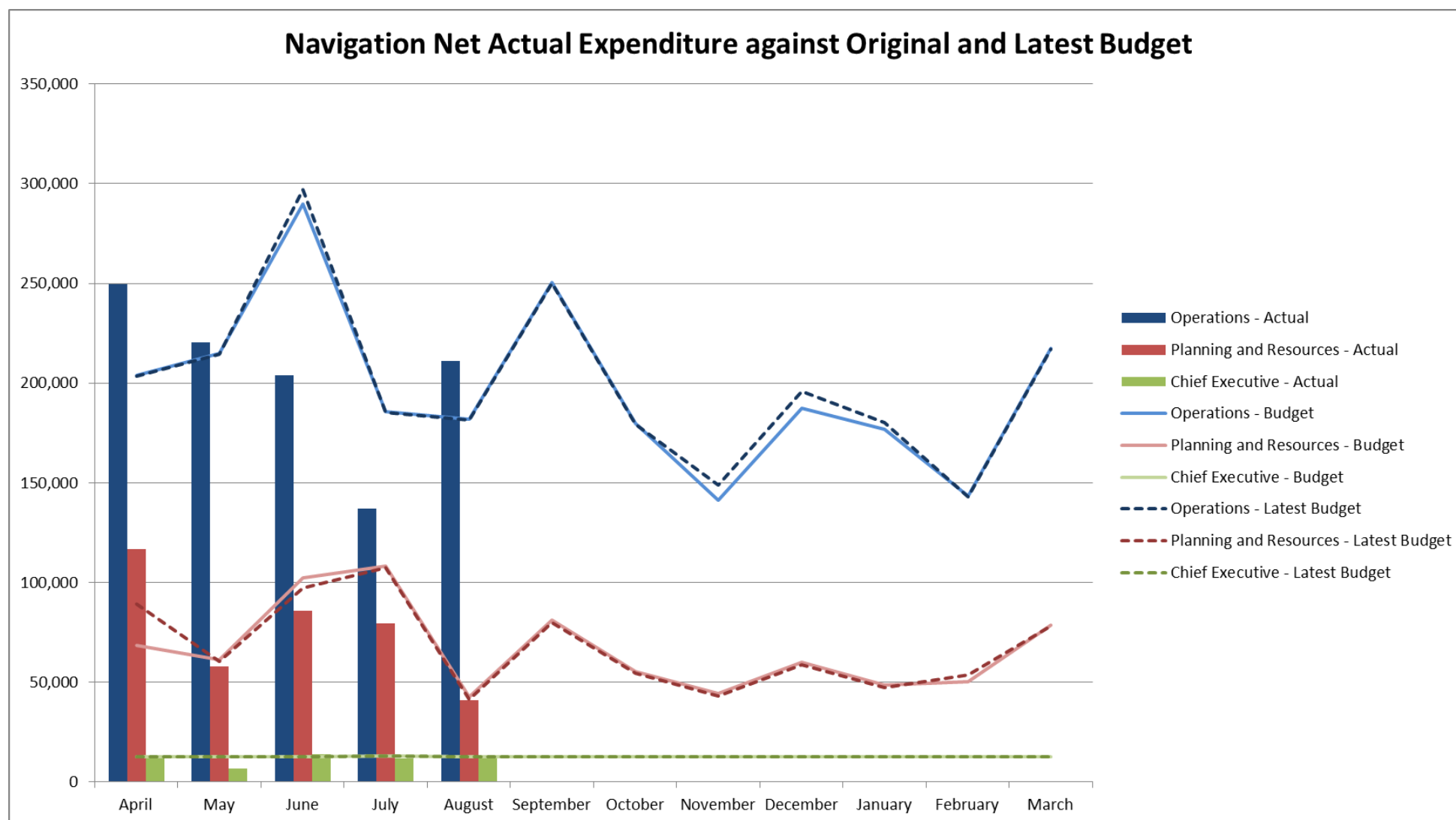
Background Papers: Nil

Author: Emma Krelle
Date of Report: 1 October 2015

Broads Plan Objectives: None

Appendices: APPENDIX 1 – Navigation Actual Income and Expenditure
Charts to 31 August 2015
APPENDIX 2 – Financial Monitor: Navigation Income and
Expenditure 2015/16





To 31 August 2015

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)	(3,012,440)	- 21,740
National Park Grant	0		0	0	+ 0
Income	0		0	0	+ 0
Hire Craft Tolls	(1,090,525)		(1,090,525)	(1,068,218)	- 22,307
Income	(1,090,525)		(1,090,525)	(1,068,218)	- 22,307
Private Craft Tolls	(1,869,042)		(1,869,042)	(1,877,109)	+ 8,067
Income	(1,869,042)		(1,869,042)	(1,877,109)	+ 8,067
Short Visit Tolls	(38,363)		(38,363)	(38,363)	+ 0
Income	(38,363)		(38,363)	(38,363)	+ 0
Other Toll Income	(18,750)		(18,750)	(18,750)	+ 0
Income	(18,750)		(18,750)	(18,750)	+ 0
Interest	(17,500)		(17,500)	(10,000)	- 7,500
Income	(17,500)		(17,500)	(10,000)	- 7,500
Operations	2,459,058	110,915	2,569,973	2,569,973	+ 0
Construction and Maintenance Salaries	628,981		628,981	628,981	+ 0
Salaries	628,981		628,981	628,981	+ 0
Expenditure			0		+ 0
Equipment, Vehicles & Vessels	455,975	(5,005)	450,970	450,970	+ 0
Income			0		+ 0
Expenditure	455,975	(5,005)	450,970	450,970	+ 0
Water Management	167,500	28,700	196,200	196,200	+ 0
Expenditure	167,500	28,700	196,200	196,200	+ 0
Land Management	0		0	0	+ 0
Income	0		0	0	+ 0
Expenditure	0		0	0	+ 0

Row Labels	Original Budget (Navigation)	Budget Adjustments (Navigation)	Latest Available Budget (Navigation)	Forecast Outturn (Navigation)	Forecast Outturn Variance (Navigation)
Practical Maintenance	395,200	87,220	482,420	482,420	+ 0
Income	(7,000)		(7,000)	(7,000)	+ 0
Expenditure	402,200	87,220	489,420	489,420	+ 0
Ranger Services	498,946		498,946	498,946	+ 0
Income	(21,000)		(21,000)	(21,000)	+ 0
Salaries	347,346		347,346	347,346	+ 0
Expenditure	172,600		172,600	172,600	+ 0
Pension Payments			0		+ 0
Safety	60,326		60,326	60,326	+ 0
Income	(9,000)		(9,000)	(9,000)	+ 0
Salaries	40,771		40,771	40,771	+ 0
Expenditure	28,555		28,555	28,555	+ 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
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
Premises	86,357		86,357	86,357	+ 0
Income	(853)		(853)	(853)	+ 0
Expenditure	87,211		87,211	87,211	+ 0
Operations Management and Administration	71,417		71,417	71,417	+ 0
Salaries	64,417		64,417	64,417	+ 0
Expenditure	7,000		7,000	7,000	+ 0
Planning and Resources	715,417	9,900	725,317	730,450	- 5,133
Development 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)
Salaries	0		0	0	+ 0
Expenditure	0		0	0	+ 0
Pension Payments			0		+ 0
Strategy and Projects Salaries	18,439	0	18,439	18,439	+ 0
Income	0	0	0	0	+ 0
Salaries	18,439	0	18,439	18,439	+ 0
Expenditure	0	0	0	0	+ 0
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	3,740	+ 0
Income	0		0	0	+ 0
Salaries	3,740		3,740	3,740	+ 0
Expenditure	0		0	0	+ 0
Pension Payments			0		+ 0
Partnerships / HLF	0		0	0	+ 0
Expenditure	0		0	0	+ 0
Finance and Insurance	158,151		158,151	158,151	+ 0
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	62,048	+ 0

Row Labels	Original Budget (Navigation)	Budget Adjustments (Navigation)	Latest Available Budget (Navigation)	Forecast Outturn (Navigation)	Forecast Outturn Variance (Navigation)
Income			0		+ 0
Salaries	50,048		50,048	50,048	+ 0
Expenditure	12,000	0	12,000	12,000	+ 0
Visitor Centres and Yacht Stations	74,220		74,220	74,220	+ 0
Income	(56,250)		(56,250)	(56,250)	+ 0
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
Salaries	104,040		104,040	104,040	+ 0
Expenditure	12,700		12,700	12,700	+ 0
ICT	87,245	9,900	97,145	97,145	+ 0
Salaries	43,784		43,784	43,784	+ 0
Expenditure	43,461	9,900	53,361	53,361	+ 0
Premises - Head Office	73,819		73,819	73,819	+ 0
Expenditure	73,819		73,819	73,819	+ 0
Planning and Resources Management and Administration	74,589		74,589	74,589	+ 0
Income			0		+ 0
Salaries	39,420		39,420	39,420	+ 0
Expenditure	35,169		35,169	35,169	+ 0
Chief Executive	153,001		153,001	153,001	+ 0
Human Resources	45,727		45,727	45,727	+ 0
Income			0		+ 0
Salaries	21,332		21,332	21,332	+ 0
Expenditure	24,395		24,395	24,395	+ 0
Legal	27,596		27,596	27,596	+ 0
Income			0		+ 0
Salaries	15,596		15,596	15,596	+ 0
Expenditure	12,000		12,000	12,000	+ 0
Governance	39,531		39,531	39,531	+ 0

Row Labels	Original Budget (Navigation)	Budget Adjustments (Navigation)	Latest Available Budget (Navigation)	Forecast Outturn (Navigation)	Forecast Outturn Variance (Navigation)
Salaries	21,645		21,645	21,645	+ 0
Expenditure	17,886		17,886	17,886	+ 0
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)	(87,220)	(481,120)	(481,120)	+ 0
Earmarked Reserves	(393,900)	(87,220)	(481,120)	(481,120)	+ 0
Expenditure	(393,900)	(87,220)	(481,120)	(481,120)	+ 0
Grand Total	(55,804)	33,595	(22,209)	4,664	- 26,873

**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.

Members are directed to the Draft 2016/2017 Dredging Programme and are invited to comment upon the priorities presented.

1 Construction Programme 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 September, 28,080m³ 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 56% of the programmed target of at least 50,000m³.
- 1.2 The dredging project on the Lower Yare, between Seven Mile House & Berney Arms is underway. The dredger is currently working opposite Raven Hall with the removed sediment being taken to a disposal site at Seven Mile House. This is a ten week project which is due to complete in mid-November.
- 1.3 The second dredging crew are working on the Mid-Bure, between Thurne Mouth and Horning Hall. This project has been extended due to the agreed start date for Hickling (please see paragraph 3.1). The plant and equipment currently being used was due to be dismantled and moved through Acle Bridge to begin dredging between Acle & Stokesby, but with the permissions now agreed for Hickling we decided to carry on until 16 October, when we will re-mobilize to Hickling Broad. This saves time and money in mobilization and allows greater inroads being achieved in this section of the Bure.
- 1.4 The reed rond at Thurne White Mill was a location we had used in an earlier campaign to place dredged material, whilst we waited for it to dewater. In September we returned to re-profile this material and re-sculpt the rond, as per the agreement with the landowner.



White Mill, Thurne – Rond restoration following dredging deposition

- 1.5 Wildlife mitigation has taken place at Acle (one site upstream of the Bridge and one downstream) in preparation for the dredging between Acle and Stokesby. This work involves drawing down the water levels in the set-back and strimming any vegetation to deter water-voles from colonizing the area prior to us using it for sediment storage.
- 1.6 The Fen Harvester has now begun its winter programme as the bird nesting season has finished. The cut at Reedham Marshes has been completed and the Softrak MkII is being moved to Gelderstone to start on the mowing rotation at this site.

2 Maintenance Programme Update 2015/16

- 2.1 The maintenance reports below give a few highlights of the work that has been carried out since the last navigation report.
- 2.2 Tree safety work and tree assessments have been carried out on land under Broads Authority management and lease agreements, at Paddy's Lane, Horstead Mill and River Side Park at Hoveton. This work is vital to ensure site safety and keep up with on-going tree maintenance. Work to remove a fallen tree on the Upper Waveney has also taken place with the workboat Shoveler being used to remove the larger sections.
- 2.3 Conservation tasks are in full swing on areas under our stewardship and scrub clearance has been taking place on Mill Marsh at Barton Turf and Common Fen at Smallburgh. Both locations have seen the use of the 'Fire-Sledge'. This is a steel sledge which is winched across the ground and enables the cleared arising's to be burnt without the nutrient rich ash leaching back into the underlying peat. Leaving the soil undamaged is a vital part of the species management for marshland.

- 2.4 11 channel markers on Breydon water have been replaced. Utilising the large barge JMC9 (it recently finished the refurbishment of Turn Tide Jetty) the worst affected channel markers, those eaten away by Gribble worm, were removed and new long life steel makers have been driven in.
- 2.5 The scheme to create a sensory garden at How Hill using income from the Airwick air freshener sales is nearing completion. The raised planters, pathway and plants have been installed. The remaining elements, three wooden benches, a bespoke sculpture and reed panel fencing will be added later in October when the orders arrive.
- 2.6 Maintenance Operatives and volunteers have been carrying out repairs to Cockshoot Boardwalk, as part of a partnership deal with Norfolk Wildlife Trust (NWT). The section from the car park to the 24hr mooring is no longer leased by the Broads Authority and has already been handed back to the land owner. The second part of the walk, from the mooring, around the loop and to the bird hide is also being made ready to hand back to the land owner, as per the existing lease agreement. The Broads Authority has provided the eight weeks of labour required bringing this section up to a reasonable standard and NWT has paid for the materials. Once completed this part of the walk will also be handed back to the landowner.
- 2.7 Three young Apprentices have started a 12 month placement with the Construction, Maintenance & Environment Teams as part of a new scheme to encourage younger people to gain the skills and knowledge needed to maintain the Broads. We are partnered by Easton & Otley College and the Apprentices will work towards a NVQ level 2 in Environmental Conservation. The majority of the course will be through the demonstration of practical skills learnt on site and signed off by an External Assessor from the College. The three apprentices are being financed by a staff vacancy within CM&E which was held open in order to develop this scheme.

3 Environment Team Programme Update 2015/16

- 3.1 Assent has been gained from Natural England for the dredging works at Hickling Broad, planned for this autumn/winter. The methodology we submitted includes dredging within a moon-pool with silt curtains to minimise the fluidisation of sediments, water sampling before, after and during the works to monitor water temperature, dissolved oxygen, salinity and turbidity as well as taking regular samples for the Pymnesium counts.
- 3.2 A comprehensive tree clearance programme has been developed and prioritises areas along the Ant river corridor, both sides of the river downstream from Hunsett Mill. Land owner agreements, bat surveys and habit surveys have been completed. These works will be progressed with Operations Technicians, Rangers and contractors with the highest priority areas being completed first over this winter period.

- 3.3 The specification and scope of bank stabilisation using dredged material as the fill medium is progressing for areas along the Upper Bure. We are hoping to release these works to a contractor to allow us to keep our dredging crews working on other priority areas and to allow us to put the resources into the Hickling Broad project over winter.
- 3.4 The season start-up meeting with Broadsword was held at the dockyard and the locations for this group's winter works has been agreed. They will be progressing tree and scrub clearance on the River Bure, upstream of Horning and a secondary fall back site (needed if the first priority site has high water levels) of How Hill has been agreed. This group is supported on site by a Senior Operation Technician with the planning, prioritisation, specifications and agreements being developed by an Environment Officer.
- 3.5 Environment Officers and Rangers have been updating the woodland management plans for Whitlingham Charitable Trust. These agreements are developed in conjunction with the land Agent.

4 Fitters

- 4.1 The fitting team is fully engaged with maintaining, repairing and servicing the variety of plant, vessels and equipment we use in the management of the land and water within the Broads Executive area, these are a few highlights of works recently carried out. .
- 4.2 The Tug Bantum has been returned to the Dockyard for urgent repairs to the exhaust system, engine service and repairs to the propeller shaft as it is believed items have fouled the propeller .
- 4.3 The wherry Iona has been undergoing a routine service and whilst she is at the dockyard we are taking the opportunity to repaint her. The original paint, applied whilst she was being built did not bond to the required standard, so the builder has reimbursed us the total costs and we will undertake the repainting to ensure quality and longevity of the finish. This work will require the hull to be shot-blasted back to bare steel and various layers of primer and top coat being applied.
- 4.4 With the weed cutting season over and two complete cuts being completed, both weed cutters are back for refit and conversion into work boats. Once ready they will be used by the Ranger Team and Maintenance Teams to undertake tree work in and around the system as they offer a stable, level floating platform to work from.
- 4.5 The link flotes, part of the capital purchases for 2015/16 have arrived and have been assembled at the dockyard. The new units are now having the safety railing and spud leg anchor system fitted before they go into service. The anchor system will use hydraulic power packs to raise and lower the legs removing the need to attach winches and wires. This improvement reduces time on site when repositioning the floats and prevents wires causing potential obstructions to passing craft.

5 Draft Dredging Programme for 2016/ 2017 Financial Year

5.1 The table below identifies the draft dredging programme for 2016 – 2017 and has been developed using priorities identified within the Sediment Management Strategy as well as incidents reported via Broads Control. Each project is reliant upon landowner agreement for the deposition, storage and re-use of the sediment, so for example, the Hickling dredging project still needs an agreement with a landowner for de-watering lagoons and a suitable re-use solution prior to this project commencing. Therefore the following list is also being developed to ensure our target removal quantity is maintained in the event that priority projects cannot be delivered.

- River Yare at Trowse
- Waxham Cut

5.2 Draft Dredging Programme 2016/17

Project	Programme	Volume m ³
Upper Bure Between Belaugh and Coltishall, sediment re-used to restore eroded bankside areas	3 week Jan - Feb	1,000
Lower Waveney Shoal removal on Belton Reach and between posts 70 and 78 at Burgh Castle	10 weeks Apr-Jun	3,000
Lower Yare Shoaling shelves near Seven Mile House	8 weeks Jun-Jul	2,000
Haddiscoe New Cut Main Cut following recent work at entrances	16 weeks Apr - Jul	14,000
River Yare Bends at Whitlingham	12 weeks Aug - Oct	3,500
Langley Dyke Bar at dyke entrance	1 week Oct	400
Rockland Boat Dyke Boat dyke to Rockland Staithe	8 weeks Nov - Dec	2,500
Limekiln Dyke Gaye Staithe to Neatishead Staithe	10 weeks Jan - Mar	3,600
Lower Bure Three Mile House towards Caister	16 weeks Sept - Dec	10,000
Hickling and Catfield Dyke Hickling navigation channel (second phase) and Catfield Dyke	Contractor mudpump Nov – Mar A combination of sediment re-use options i.e reeded fringe to replace eroded areas, Island creation & land deposition.	10,000
TOTAL		50,000

Background papers: Nil

Author: Rob Rogers

Date of report: 5 October 2015

Broads Plan ref: NA1.1

Appendices: APPENDIX 1 – Dredging Programme 2015/16

Dredging Progress 2015/16 (April 2015 to end Sept 2015)

APPENDIX 1

Project Title	Project Element	Active BA dredging weeks Completed (to end Sept/Planned	Volume Removed m ³		Annual project cost	Actual project cost ¹ (Apr-Sept)
			Planned	Actual	Planned	Actual ²
River Ant	Irstead to Barton Broad	3/4	1,500	1,030	£24,340	£18,650
<i>Completed mid May 2015</i>						
River Chet	Pye's Mill to Loddon Basin	7/4	1,000	2,900	£10,810	£18,650
<i>Completed mid May 2015. Additional volume near Loddon Basin removed</i>						
Upper Bure	Coltishall Lock	5/8	2,000	900	£29,570	£24,640
<i>Pumping completed end May 2015. Total sediment removed 1,600 m³. Mud due to be spread in October 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.</i>						
Mid Bure	Thurne Mouth to Horning Hall	17/12	8,000	11,270	£80,070	£95,060
<i>Dredging started mid May 2015, filling setback area upstream of Ant Mouth. Project extended.</i>						
Mid Bure	Thurne bank rond restoration	NA	NA	NA	£10,550	£5,240
<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	£68,280
<i>Completed 24th August 2015.</i>						
Mid Bure	Acle to Stokesby	0/10	7,000	0	£56,150	£2,380
<i>Use of setbacks near Acle Bridge agreed. Works to start mid November 2015.</i>						
Upper Yare	Whitlingham bends	0/8	4,500	0	£53,500	£2,620
<i>Deferred to summer 2016 following progression of dredging at Hickling. Mid Bure dredging also extended in 2015.</i>						
Lower Yare	Seven Mile House to Berney Arms	3/10	5,000	1,810	£50,330	£20,290
<i>Started September 2015.</i>						

Upper Bure	Belaugh to Coltishall	Contractors	1,500	0	£28,000	£2,970
<i>Sediment re-use in bank stabilisation schemes. Due to start November 2015</i>						
Hickling Broad	Navigation channel in NW corner and approaches to Catfield Dyke	0/8	3,500	0	£90,000	£6,320
Natural England assent gained, start date 2 nd November, subject to environmental conditions						
TOTAL		47/78	50,000	28,080	£513,410	£265,660

1 –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, contractor costs, mitigation works, materials & consumables etc); within the reporting period.

2- Broads Authority plant rates were re-calculated in September 2015 and have been applied to the project costs.

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

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