

## Navigation Committee

### AGENDA

Thursday 14 June 2018

2.00pm

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|---|---------|
| 1. <b>To receive apologies for absence</b>  |         |
| 2. <b>To note whether any items have been proposed as matters of urgent business</b>  |         |
| 3. <b>To receive declarations of interest</b>   |         |
| 4. <b>Public Question Time</b><br>To note whether any questions have been raised by members of the public   |         |
| 5. <b>To receive and confirm the minutes of the Navigation Committee meeting held on 19 April 2018</b>  | 3 – 14  |
| 6. <b>Summary of Actions and Outstanding Issues following Discussions at Previous Meetings</b><br>Report by Administrative Officer (herewith)                             | 15 – 17 |
| 7. <b>Current Issues</b><br>Open forum – Members are asked to notify the Governance Team at least three days in advance of the meeting of issues they would like to raise |         |
| 8. <b>Broads Angling Services Group Donation Proposal</b><br>Item for discussion as proposed at the last meeting.<br>Presentation by Kelvin Allen.                        |         |
| 9. <b>Frequency of Meetings, Workshops and Site Visits</b><br>Report by Chief Executive (herewith)  | 18 – 22 |
| 10. <b>River Wensum Strategy</b><br>Report by Senior Waterways and Recreation Officer (herewith)  | 23 – 31 |
| 11. <b>Planning Application with Navigation Implications: BA/2018/0149/FUL Broadlands Marina, Oulton Broad</b><br>Report by Planning Officer (herewith)                   | 32 – 35 |

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| 12. <b>Annual Income and Expenditure Report: 2017/18</b><br>Report by Chief Financial Officer (herewith)  | 36 – 39 |
| 13. <b>Construction, Maintenance and Environment Work Programme Progress Update</b><br>Report by Head of Construction, Maintenance & Environment (herewith) | 40 – 45 |
| 14. <b>Chief Executive’s Report</b><br>Report (herewith) – For information only   | 46 – 53 |
| 15. <b>Items for Future Discussion</b>  |         |
| 16. <b>Date of next meeting depending on outcome of Item 9:</b>   |         |
| (i) Potential Site Visit 6 September 2018   |         |
| (ii) The date of the next meeting – Thursday 25 October 2018<br>at Yare House, 62-64 Thorpe Road, Norwich commencing<br>at 2.00pm                           |         |

## Navigation Committee

Minutes of the meeting held on 19 April 2018

### Present:

Mrs Nicky Talbot – in the Chair

Mr K Allen

Mr A Goodchild

Mr S Sparrow

Mr J Ash

Mr M Heron

Mr M Whitaker

Ms L Aspland

Mr J Knight

Mr B Wilkins

Mr M Bradbury

### In Attendance:

Mr S Birtles – Head of Safety Management

Mrs L Burchnall – Head of Ranger Services

Mr A Clarke – Senior Waterways and Recreation Officer

Mr D Harris – Solicitor and Monitoring Officer

Dr D Hoare – Head of Construction, Maintenance and Environment

Miss S Mullarney – Administrative Officer

Dr J Packman – Chief Executive

Ms M-P Tighe – Director of Strategic Services

### Also Present:

Jacquie Burgess and Lana Hemsall

### 1/1 To receive apologies for absence

Apologies for absence were received from Greg Munford.

### Recordings

The Chair announced that the meeting would be recorded and that the copyright remains with the Authority; however a copy of the recording could be requested.

James Knight declared that he would be making his own recording.

### 1/2 To note whether any items have been proposed as matters of urgent business

No items had been proposed as matters of urgent business.

### 1/3 Appointment of Chair

The Chief Executive invited nominations for the appointment of the Chair to the Committee.

Brian Wilkins proposed, seconded by Kelvin Allen that Nicky Talbot be appointed as Chair until 11 April 2019. As there were no other nominations forthcoming, it was

RESOLVED

That Nicky Talbot be appointed Chair of the Navigation Committee.

### **Nicky Talbot in the Chair**

#### **1/4 Appointment of Vice-Chair**

The Chair invited nominations for the appointment of the Vice Chair to the Committee.

The only nomination was proposed by Nicky Talbot, seconded by Alan Goodchild that Brian Wilkins be appointed as Vice Chair until 11 April 2019 and accordingly it was

RESOLVED

that Brian Wilkins be appointed as Vice Chair of the Navigation Committee until 11 April 2019.

#### **1/5 To receive Declarations of Interest**

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

#### **1/6 Public Question Time**

No public questions were raised.

#### **1/7 To receive and confirm the minutes of the Navigation Committee meeting held on 22 February 2018**

The minutes of the meeting held on 22 February were signed by the Chairman as a correct record of the meeting.

#### **1/8 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 Chief Executive informed Members that a meeting had been arranged for 25 April with Professor Tom Williamson regarding the Staithes report.

In relation to the swing bridges Members were notified that the Broads Authority concurred with the Navigation Committees preference for replacement bridges.

The Chief Executive told Members that Network Rail had initially informed the Broads Authority that the swing bridges would not open between 9am and 4pm today (19 April 2018) due to the predicted hot temperature however they had since

said they would open. The Chief Executive said that a better system was needed to notify boat owners of any closures.

The Chief Executive thanked Simon Sparrow and the Solicitor and Monitoring Officer for their efforts in pursuing the reopening of Trowse Bridge, it was reported that Network Rail would be spending £100,000 to open the swing bridge. However it was added that Network Rail didn't have the available funds this year to install a sprinkler system at Reedham and Somerleyton swing bridges. Members were informed that feedback from the Environment Agency was that they had no issue with using sprinklers to cool the bridges; the Chief Executive said that the Authority needed to continue to press Network Rail to make this provision to open the bridges.

One Member asked if there was an update regarding the enforcement at Barnes Brinkcraft. The Head of Ranger Services told Members that the Head of Planning had written to the landowners following the recommendations of the Navigation Committee at the 14 December 2017 meeting, she said the landowners had responded saying that they didn't find the recommendations acceptable. The Head of Planning has since replied to the landowners advising them that the Navigation Committee would be consulted on any planning application they submitted. Officers are continuing to negotiate to find an ongoing mutually acceptable solution. There has been no further correspondence from the landowner.

The Head of Ranger Services informed Members that Rangers were monitoring the site daily, and noted that there was a problem with lack of signage; she confirmed that it was the responsibility of the boatyard to supply this. She further added that the Authority was working with the Broads Hire Boat Federation regarding the restriction on the length of boats using the moorings but that Rangers were acting quickly in response to any longer boats mooring at the site. It was explained that navigation byelaws could be enforced if there was an issue with restrictions of the width of the navigation area.

Members noted the report.

## **1/9 Appointment of Two Co-opted Members**

Members received a report which sought the views and the recommendations of the Navigation Committee on the appointment of two co-opted members to serve on the full Authority until 17 May 2019 as set out in Section 1(3)(c) of the Norfolk and Suffolk Broads Act 1988 as amended.

Schedule 4, paragraph 4(3) of the Norfolk and Suffolk Broads Act 1988 further states that the Committee shall elect a chairman from among those of its members who are members of the Authority and may, if it thinks fit, appoint one of its members to be vice-chairman. With this in mind, given that Nicky Talbot had been elected Chair of the Committee, she would need to take up one of the seats on the Authority.

Nicky Talbot proposed, seconded by Max Heron that Brian Wilkins be appointed as a Member of the Broads Authority until 17 May 2019. There were no other nominations, therefore it was

## RESOLVED

That Nicky Talbot and Brian Wilkins be recommended to the Broads Authority for appointment as the co-opted Members to the Broads Authority until 17 May 2019.

### **1/10 Current Issues**

Members asked for information on the process involved for an upcoming swimming event on the river Waveney.

The Senior Waterways and Recreation Officer explained that officers were aware of an increase in the number of events and have since taken steps to make a formal process for this. An event organiser package has been created and is issued to those who contact the Broads Authority about events; it sets out clearly what is expected of the event organisers before the Authority agrees to the event.

Concerning the specific event on the river Waveney, the Senior Waterways and Recreation Officer stated that the organiser had been extremely co-operative and has supplied all of the information required. The event is running from Burgh St Peter to Beccles on Sunday 1 July and the organisers have been advised to liaise with others in the area to ensure there is minimal conflict. He said that he is very confident the organisers can support the event plan provided and noted that they are still being advised in terms of safety elements for the event.

Members were also informed that there were no other water based events using that stretch of the river planned for the date of the swimming event and that the organisers had been in contact with clubs that fish on the Waveney; swimmers were aware to avoid the angling platforms. It was added that Beccles Amateur Sailing Club has no formal regattas for the event date.

The Head of Ranger Services stated that other users of the river had been consulted and mentioned that the organisers were working with the Beccles Charter Weekend organising team. She said that as part of the process the Rangers are able to provide information on the traffic in the area and any affect the event may have on the navigation; she added that they don't anticipate closing the river. She said 50 swimmers were expected and a staggered start would be implemented and that signage would be used to advise boaters on how to proceed. As a matter of process a Notice to Mariners would be issued.

The Head of Ranger Services stressed that the event had not yet been officially approved. The Senior Waterways and Recreation Officer added that the event was well organised and he was confident that it would be supported. He said that the Broads Authority would attend the safety and event plan workshop that is being held for the swimmers.

The race was expected to start at 8.15am with swimmers entering the water at 8.10am. The first swimmers were expected to finish at Beccles Quay at 11.15am. James Knight declared an interest at this point as he said the race would be starting at the Waveney River Centre.

In response to a Member sharing concerns from anglers that it would be dangerous for swimmers in streamer weed, the Head of Ranger Services confirmed that a cut of the area has been coordinated before the race takes place. She added that Rangers would be patrolling the event.

Another Member asked that the Navigation Committee receive a report on how the event goes. The Head of Ranger Services said that the event would be reviewed as standard practice but agreed to notify the Committee of the outcome of the event.

## **1/11 Hoveton Great Broad**

As proposed at the last Navigation meeting on 22 February 2018, Hoveton Great Broad was presented as an item for discussion. Brian Wilkins presented Members with a history of the Broad and outlined the legal position. The presentation included photographs of the Broadland landscape including Hoveton Great Broad, history of Hoveton Great Broad, water transport on the Broads and existing access arrangements to Hoveton Great Broad. A synopsis of activity to re-open Black Horse Broad was also shared with the Committee. The Committee was presented with a series of questions to consider if the Broad was reopened. He added that there was a strong case for reopening the broad, and mentioned that it was the largest of the closed broads and provided sailing opportunities.

The Chair thanked Brian for his time and opened the discussion up to the Committee.

Kelvin Allen declared an interest in the item as he has angling colleagues who fish on the Broad with express permission of the landowner with boats that are owned and provided by the landowner, that do not affect the rights of navigation. The Member further described the great ecological importance of the Broad and said opening it could affect the tranquil environment it provided for nature to thrive. He added that there was evidence that it was a significant area for certain fish species in the Bure and reopening it could have ramifications on breeding.

Another Member challenged this claim because he said evidence suggests that areas that thrive with ecological diversity do so with access to the navigation. He further added that it wasn't known that it was considered an artificial waterway when it was closed; he said he considered the closure of the Broad to be unlawful at the time.

A Member reiterated the importance of the biodiversity of the Broad and said it was important to understand some of the unique habitats that were in the Broad. The Head of Construction, Maintenance and Environment replied that the vegetation communities developed on the deep peat of the middle Bure were of national significance and said that any proposals in this area would need a test of the environmental impacts. Following a question about the Broad being considered an

artificial water body, the Head of Construction, Maintenance and Environment said that it was classified under the Water Framework Directive as a heavily modified water body. He said the Environment Agency had a very specific definition of artificial water body.

Another Member commented that if boats were sailing through the broads they didn't think it would make much of a difference based on their experience of Wroxham Broad. They further asked how much public money had been spent on the Broad. Officers confirmed that just over £4 million was due to be spent; this included funding from LIFE, a European funding source, and the Heritage Lottery Fund.

One Member questioned if the Broad was considered to be in adjacent waters; after reading the Act they considered it was and asked if this would change anything. The Chief Executive said that having discussed the matter with the Collector of Tolls their view was that it didn't meet the criteria for adjacent waters and did not think such a designation would make a difference. The Member then read the section of the act relating to the definition of adjacent water for the information of the Committee.

The Chair concluded that this had been a helpful information session for Members and she thanked Brian Wilkins for his presentation.

#### **1/12 Navigation Income and Expenditure: 1 April 2017 to 28 February 2018 Actual and 2017/18 Forecast Outturn**

Members received a report which provided the Committee with details of the actual navigation income and expenditure for the eleven month period to 28 February 2018, and provided a forecast of the projected expenditure at the end of the financial year (31 March 2018).

There were no further updates following the report. However the Chief Executive noted that the income from tolls and the Tourist Information Centres and Yacht Stations was above that budgeted for and that expenditure was as predicted.

One Member commented that the Chief Financial Officer does a stunning job with the reports and asked that this comment be fed back.

Members noted the report.

#### **1/13 Boating Safety Management Group**

Members received the notes of the Boating Safety Management Group meeting held on 12 March 2018.

One Member referred to a particular rowing incident and said that a boat representative for rowing interests would be attending the next BSMG meeting to discuss this.



Another Member commented that the incident report appeared gender biased and noted the high number of mooring incidents involving women. The Head of Ranger Services replied that this was because they weren't typically helming the vessels. It was commented that the training was directed at the helm and the lead hirer and that more information was needed to be directed at the rest of the crew. One Member discussed the possibility of the Broads Hire Boat Federation publishing an interactive guide on mooring which could be directed at crews.

One Member raised the issue of including understanding tidal flows and the obvious tell-tale signs to spot in the training. The Head of Safety Management said that guidance had been issued in the past about using the most able bodied person in the mooring role; he added that this and information on tidal flows could be incorporated into the interactive package. The Chief Executive added that Acle Bridge would be a good place to alert people of the tidal flows if they were going further downstream.

Another Member applauded the initiative of the Waterside Safety Training Day with the RNLi and staff at riverside pubs, he said that providing people on the bank who understand what they should be doing would help reduce accidents.

The Chair updated Members of the Committee of the Boat Safety Scheme Advisory Committee meeting she attended in March. She reported that there was a concern about the increase in tenanted boats particularly in London and that they needed to be represented in forums like the BSS Advisory Committee.

She added that the Committee was concerned with and debated the liability of BSS examiners. She said it was agreed to promote better information on the website about what the requirements were for boat safety. It was reported that boat accidents were down nationally, however there was some concerns with boaters potentially blocking access to the boats, particularly narrow boats.

The Head of Safety Management added in relation to the Boat Safety Scheme that there was a new risk review on carbon monoxide and the potential risk to 3<sup>rd</sup> parties.

A Member explained that there was some concern in the industry regarding the Hire Boat Code as it had not yet been seen. The Head of Safety Management responded that he was pushing to get the code out for consultation. The Senior Waterways and Recreation Officer explained that following attending the Association of Inland Navigation Authorities Committee he anticipated that this was imminent.

The Member added that they were committed to fitting carbon monoxide detectors and urged that this was made compulsory. The Head of Safety Management said that this would be looked at in the next meeting but stressed that there must be evidence to support in order to implement.

Members noted the report.

## **1/14 Safety Audit 2017 Report**

The Committee received a report providing details of the incidents reported from April 2017 to January 2018.

The Head of Safety Management noted that deaths and fires were down. He said the Authority was continuing to deliver the water safety messages and had been working closely with partners to promote the free RNLI community responder programme to pubs and businesses.

A Member queried the increase in cases requiring hospital treatment. The Head of Safety Management noted the rise and believed it was due to precautions.

The Chair explained that the statistics involving anti-social behaviour incidents would be accumulated throughout the year. The Head of Safety Management confirmed that this would be presented to the Navigation Committee in the next annual safety audit report as well as at the Boat Safety Management Group.

Members noted the report.

#### **1/15 Broads Authority Safety Management System Internal Audit Findings**

The Head of Safety Management said that the hydrographic survey had been completed last year and the only recommendation was to review the sediment management strategy. He proposed to provide the Navigation Committee with a summary of results for the schedule of audits at the end of the year but said he would raise any particular issue with the Chair.

Members noted the report

#### **1/16 Construction, Maintenance and Environment Work Programme Progress Update**

The Committee received a report which set out the progress made in the delivery of the 2018/19 Construction, Maintenance and Environment Section work programme.

The report included the dredging progress for 2017/18 April 2017 to end of February 2018. In addition to the report the Head of Construction, Maintenance and Environment updated Members with the planned dredging work for the next 3 to 4 months. He reminded Members that the delivery for the 2018/2019 programme was part of the ongoing 5 year plan.

Members were informed that the team was currently preparing for work on the River Waveney downstream of Beccles. He added that the dredging team was working with BESL again to top up the flood banks in this area. There was also planned work on the mid Bure near Horning; it was mentioned that the area was targeted this year as it was popular with sailors. It was further explained that there was an opportunity to fill in a setback area at Oby Mill later in the year.

The Head of Construction, Maintenance and Environment described the rake dredging on the lower Bure at Bure Mouth. He said that this had removed the large shoals that had built up on the true right bank downstream of the old railway bridge.

The Head of Construction, Maintenance and Environment discussed in more detail the timelines, dredge volume and the choice for the dredging work planned for the coming year. In regards to table 1 in the report he said that a variation from the original programme reported in October 2017 was required with a revised annual volume of 40,000m<sup>3</sup> to be removed in 2018/19. With the inclusion of the CANAPE funded work at Hickling, the Authority were at the point in the current 5 year plan where harder to achieve projects were being tackled, hence the need to reduce volume for just this one year. With a finite number of staff days, budget and fixed time windows for carrying out specific dredging projects, the quality of projects had to be favoured over simple bulk quantity. He explained that a sizeable amount of resources was required to restore the sites where mud had already been removed. It was further explained that at Postwick tip 15,000m<sup>3</sup> of sediment needed to be moved within the site before more dredging could take place.

Furthermore, in regards to Hickling, Members were informed that there wouldn't be a lot of sediment moved this coming year as time and labour was required in setting up the CANAPE project; however this would facilitate the removal of sediment over the next 3 years as part of the project. The total volume of sediment capacity to be created within the restored reedbed area at Hickling will be 19,000m<sup>3</sup>. This would enable the Authority to bring all the marked channel area into the waterways specification of 1.5m.

The Head of Construction, Maintenance and Environment gave Members an update on other areas in the work programme. He said that the work at Ludham Bridge to replace the fendering had been completed by the County Council and there was a range of mooring refurbishments. New stainless steel mooring sign frames had been installed with more planned for later in the year.

Members were invited to ask questions relating to the report. One Member queried the status of the 24 hour moorings at Burgh Castle and suggested that there was an opportunity to include the landowner of the piece of land next to Burgh Castle Marina in the discussions and suggested pontoons could go in there. The Head of Construction, Maintenance and Environment noted that the mooring was a high priority but had unsafe conditions; he said that currently negotiations had only been with the landowner of the moorings and the Environment Agency. The Chief Executive added that he was pursuing re-piling of Burgh Castle with the Environment Agency and that this had been positive.

A Member commented on siltation and said more strategic effort was needed to look into a long term solution. He mentioned silt traps at the Upper Wensum. Another Member discussed the concerns of the NSBA and the down turn in the total cubic metre output of silt in the coming year. He said he understood the complexities involved, including the additional complexities of Hickling, but noted that 50,000m<sup>3</sup> remained the target for the Authority to achieve and he looked forward to the Authority's best efforts in achieving this when and where possible.

One Member said that he had been in communication with the Environment Agency and confirmed they had committed to reinstating the Pymnesium Working Group to establish management practices to support the project.

Members noted the report.

#### **1/17 Chief Executive's Report**

This report summarised the current position in respect of a number of important projects and events, including decisions taken during the recent cycle of committee meetings.

The Chief Executive provided Members with an update on Acle Bridge. He thanked members for their feedback and help and said that an agreement had been reached with the mobile operator Madisons; they are due to start on site on 12 May. He added that the brief for the architectural design competition would go out on 20 April 2018.

The Chief Executive said that following feedback, it was proposed that £1,000 +VAT would be paid to each shortlisted designer. He added that he was also incorporating the suggestion that more time was needed between the shortlisting and the stage 2 presentation. Following a Member's suggestion he said the brief make it clear that the £750,000 would be the total cost of the project. The brief would also include information on sustainability and demonstrate to the public the issues around water management. He said that the document would be circulated to Members.

Members noted the report.

#### **1/18 Items for future discussion**

One Member suggested investigating the potential for an additional voluntary toll payment. Another Member responded that this was attempted last year with Love the Broads however commented that it wasn't successful. The Chief Executive said that this idea had previously been discussed with the toll review group. He added that if an option was included on toll accounts for an additional contribution it would need to specify what project the additional income would fund. The Chief Executive suggested a discussion paper on the practical issues and suggestions relating to this item could be brought to the Committee.

***Agenda item 21 To receive and confirm the exempt minutes of the Navigation Committee meeting held on 22 February 2018 was dealt with at this point.***

#### **1/19 GDPR Implementation**

***This item was discussed after item 21.***

The Solicitor and Monitoring Officer presented Members with awareness training on the General Data Protection Regulations.

Members in attendance for the briefing: Mat Bradbury, Linda Aspland, Simon Sparrow, Kelvin Allen, Max Heron, John Ash, Alan Goodchild, Brian Wilkins, Nicky Talbot.

**1/20 Exclusion of the Public**

It was resolved that the public be excluded 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

**1/21 To receive and confirm the exempt minutes of the Navigation Committee meeting held on 22 February 2018**

The exempt minutes from the Navigation Committee meeting held on 22 February 2018 were signed by the Chairman as a correct record of the meeting.

The Chair informed Members that the next scheduled Navigation Committee meeting on Thursday 14 June 2018 may be replaced with a site visit.

The meeting concluded at 4.30 pm

Chairman

Code of Conduct for Members

**Declaration of Interests**

Committee: Navigation Committee

Date of Meeting: 19 April 2018

| Name<br>Please Print | Agenda/<br>Minute<br>No(s) | Nature of Interest<br>(Please describe the nature of the interest) | Please tick<br>here if the<br>interest is a<br>Prejudicial<br>interest |
|----------------------|----------------------------|--|--|
| M Whitaker           | 8-17                       | As previous declarations   |  |
| B Wilkins            |                            | As previous declarations   |  |
| J Knight             | 8-7                        | As previous declarations   |  |
| M Bradbury           |                            | As previous declarations   |  |
| L Aspland            |                            | As previous declarations   |  |
| S Sparrow            | 8-17                       | As previous declarations   |  |
| K Allen              | 8-17                       | As previous  |  |
| Max Heron            | 8-17                       | As previous declarations   |  |
| John Ash             |                            | As previously declared   |  |
| A Goodchild          | 8-17                       | As previously declared   |  |
| N Talbot             | 8-17                       | As previously declared   |  |

**Summary of Actions and Outstanding Issues Following Discussions at Previous Meetings**  
Report by Administrative Officer

| <b>Date of Meeting and Minute No</b>  | <b>Discussion</b>   | <b>Responsible Person</b>                        | <b>Summary of Actions and Outstanding Issues</b>   |
|---|---|--|--|
| <p>20 April 2017<br/>Minute 1/8<br/><b>Summary of Actions and Outstanding Issues following Discussions at Previous Meetings</b></p> | <p>Prof Williamson had been chased for the Staithes report and the Authority hoped to receive the maps by the end of April.</p> | <p>Senior Waterways &amp; Recreation Officer</p> | <p>The photographs of the maps available at the public record office have been received and the draft staithes report has been sent to all parish councils in the Broads with a request for comments and for parish councils to provide any additional information they hold.</p> <p>Comments received from Parish Councils will be reviewed by BA officers and Professor Williamson and the document amended as necessary prior to publication. Photographs received from UEA will also be published.</p> <p>Meeting taking place with Prof Williamson on 25 April to agree the amendments required to the report prior to preparing a final version for publication.</p> |
| <p>19 October 2017<br/>Minute 2/17<br/><b>Items for future discussion</b></p>   | <p>Network Rail Whole Life Strategy for swing bridges and replacing Trowse</p>  | <p>Chief Executive</p>                           | <p>The Authority is in dialogue with Network Rail and met on Wed 14<sup>th</sup> of February. Prior to the Navigation Committee meeting on 22 February 2018 Members received copies of the multi-criteria</p>  |

| <b>Date of Meeting and Minute No</b>   | <b>Discussion</b>   | <b>Responsible Person</b> | <b>Summary of Actions and Outstanding Issues</b>  |
|--|---|---------------------------|---|
|  | Swing Bridge with a fixed bridge.                         |                           | <p>analysis reports relating to various options for the replacement or refurbishment of the Somerleyton and Reedham Swing Bridges. This was discussed as a confidential item and the views of the Navigation Committee were presented to the Broads Authority on 16 March 2018. Members concurred with the views of the Navigation Committee and it was resolved that Network Rail be informed that the Authority favoured the option of construction of a new moveable bridge – for both bridges.</p> <p>A letter has been sent to Network Rail informing the company of the Authority’s decision. The letter asked for a timescale for installing a sprinkler system on the two bridges to mitigate the effects of extreme hot weather.</p> |
| <p>14 December 2017<br/>Minute 3/10<br/><b>Unauthorised Development with Navigation Implications</b></p> | Unauthorised development at Barnes Brinkcraft in Hoveton. | Head of Planning          | <p>The Committee received a report regarding an unauthorised development at Barnes Brinkcraft in Hoveton. The Navigation Committee welcomes investment to provide improved mooring provision but has grave reservations about any encroachment on the navigation of the river and that the Planning Committee take this into account when seeking to resolve the matter with the landowner.</p> <p>Following protracted negotiations, The landowners have now agreed a scheme in line with that which the Navigation Committee had been prepared to</p>   |



| Date of Meeting and Minute No | Discussion | Responsible Person | Summary of Actions and Outstanding Issues  |
|-------------------------------|------------|--------------------|--|
|                               |            |                    | <p>support and it is anticipated that an appropriate planning application will be submitted shortly. The Navigation Committee will be consulted on any planning application it submits.</p> <p>The provision of signage is also being discussed and Rangers are monitoring the situation regularly to ensure that the navigation channel is not being encroached and the situation is being managed proactively.</p> |

## **Frequency of Meetings, Workshops and Site Visits**

Report by Chief Executive

**Summary:** At the Broads Authority meeting on 18<sup>th</sup> May it was decided to reschedule the meetings of the Authority so that there are four formal meetings a year to make space for additional workshops and site visits in line with the recommendations of the Peer Review team.

The views of the Committee are sought on reducing the number of meetings of the Navigation Committee to four per annum supplemented by attendance at workshops and site visits.

### **1 Introduction**

1.1 At the Broads Authority meeting on 18 May 2018 proposals developed with the members of the Financial Scrutiny and Audit Committee were adopted which involved:

- Moving to a quarterly cycle of meetings – four meetings of the Authority per annum; the timetable set to meet the key business deadlines. (Meetings of the Navigation Committee to be determined following this meeting)
- Creating more informal opportunities for members and officers to interact through a minimum of four site visit/workshops for all members of the Authority in addition to the quarterly business meetings.

1.2 These changes were made in response to: (i) the report of the peer review team and the reference to creating more opportunities for informal engagement between members and officers; and (ii) the reduction in support staff; (iii) alignment of meetings to the annual business cycle which is summarised in Table 1 overleaf.

1.3 Appendix 3 of the agreement between the Authority and the RYA and British Marine states:

*“The Navigation Committee will continue to operate as a separate committee, meeting 6 times a year with the ability to require additional meetings, in exceptional circumstances, (after discussions between the Chairman of the Authority, the Chairman of the Navigation Committee and the Chief Executive) or at the request of the full Authority. The number of meetings per year may be reduced from time to time with the agreement of the Navigation Committee.”*

1.4 There may be occasions when the views of the Committee may be required between meetings, for instance where there are planning applications with navigation implications. This could be done by using modern electronic methods and consultation through the Chairman and Vice-Chairman of the Committee.

Table 1. Broads Authority business cycle – essential elements

| <b>Audit and Risk Committee</b>   | <b>Navigation Committee</b>  | <b>Broads Authority</b>  |
|---|--|--|
| <b>July</b><br>Draft Statement of Accounts<br>Annual Governance Statement<br>Risk Register<br>Partnerships Review<br>Data Protection Officer Report<br>Feedback from Auditors | <b>July</b>  | <b>July Annual Meeting:</b><br>Appointment of Chair and Vice-Chair<br>Appointment of committees and representation on outside bodies<br>Statement of Accounts<br>Annual Governance Statement<br>Annual Reports (Waiver of Standing Orders, BLAF etc.)                      |
|   | <b>October</b><br>Tolls Setting  | <b>November</b><br>Tolls Setting   |
| <b>December</b><br>Draft Budget<br>Annual Investment Strategy   | <b>January</b><br>Draft Budget   | <b>February</b><br>Business Plan including Financial Strategy & Strategic Priorities for following year<br>Budget for next Financial Year<br>Annual Investment Strategy  |
| <b>March</b><br>Approve Audit Plans – internal and external   | <b>April</b><br>Consultation on Appointment of 2 Members to the Broads Authority<br>Appointment of Chair and Vice-Chair<br>Annual Safety Audit | <b>May</b><br>Appointment of 2 co-opted Members to BA <i>from the Navigation Committee</i><br>Annual reports from the last financial year including:<br>Carry forwards of expenditure<br>Waivers to Standing Orders<br>Annual Safety Audit<br>Summary of Formal Complaints |
|   | <b>Standing Items</b><br>Summary of Progress against previous decisions<br>Income and Expenditure and Forecast Outturn<br>Exercise of powers   | <b>Standing Items</b><br>Summary of progress against previous decisions<br>Progress on Strategic Priorities<br>Income and Expenditure and Forecast Outturn<br>Port Marine Safety Code items to raise   |

Note: Broads Authority meetings also include key items on strategy and policy including planning for adoption. Navigation Committee meetings also include consultation on any significant new or amended policy, plan and strategy and planning applications with a potentially significant effect on the use of the navigation area.

1.5 The timetable for all the Broads Authority meetings is attached at Appendix 1. This was approved by the Authority at its meeting on 18 May 2018, subject to the views of the Navigation in relation to its meetings.

1.6 The views of the Committee are sought on implementing the change to four meetings per annum.

Background papers: Report to the Broads Authority 18 May 2018  
Author: John Packman  
Date of report: 31 May 2018  
Broads Plan Objectives: N/A

Appendices: Appendix 1 - Draft Committee Timetable 2018/19

## REVISED DRAFT Committee Timetable 2018/2019

|  | 2018       |                 |           |           |     |           |                    |            |     | 2019      |           |            |                    |            |                             |           |
|--|------------|-----------------|-----------|-----------|-----|-----------|--------------------|------------|-----|-----------|-----------|------------|--------------------|------------|-----------------------------|-----------|
|  | Day        | Time            | Jun       | July      | Aug | Sept      | Oct                | Nov        | Dec | Jan       | Feb       | Mar        | Apr                | May        | June                        | July      |
| Planning   | Fri        | 10.00 am        | 22        | 20        | 17  | 14        | 12                 | 9          | 7   | 11        | 8         | 8          | 5                  | 3 and 31   | 28                          | 19        |
| <i>Planning Cttee Site Visit * provisional if required</i> | <i>Fri</i> | <i>10.00 am</i> | <i>8*</i> | <i>6*</i> |     | <i>7*</i> | <i>5*&amp; 26*</i> | <i>30*</i> |     | <i>4*</i> | <i>1*</i> | <i>29*</i> | <i>26*</i>         | <i>24*</i> | <i>14 Or 21 Design Tour</i> |           |
| Broads Forum /Workshop                                     |            |                 |           |           |     |           | 17                 |            |     |           |           | 25         |                    |            |                             |           |
| Local Access Forum   | Wed        | 2.00 pm         |           |           |     | 5         |                    |            | 5   |           |           | 13         |                    |            | 5                           |           |
| Navigation Committee                                       | Thurs      | 2.00 pm         | 14        |           |     | 6         | 25                 |            | 13  | 17        | 24        |            | 11 to avoid Easter |            | 13                          |           |
| Audit and Risk Committee                                   | Tues       | 2.00 pm         |           | 24        |     |           |                    |            | 11  |           |           | 5          |                    |            |                             | 23        |
| <b>BROADS AUTHORITY</b>                                    | Fri        | <b>10.00 am</b> |           | <b>27</b> |     | <b>28</b> |                    | <b>23</b>  |     |           | <b>1</b>  |            |                    | <b>17</b>  |                             | <b>26</b> |
| Parish Forum   |            |                 |           |           |     | 19        |                    |            |     |           |           | 20         |                    |            |                             |           |
| Member Site Visit/ Workshop                                | Thurs      |                 |           | <b>13</b> |     | <b>28</b> |                    |            |     |           |           | <b>22</b>  |                    |            |                             | <b>4</b>  |
| New Members Induction Day                                  |            |                 |           |           |     |           |                    |            |     |           |           |            |                    |            |                             |           |

|               |  |
|---------------|--|
| Bank Holidays | 27 August 2017, Tues and Wed 25, 26 December 2018/<br>Tues 1 January 2019, 6 and 27 May 2019 |
| Good Friday   | 19 April 2019  |
| Easter Monday | 22 April 2019  |

**River Wensum Strategy**  
Report by Senior Waterways and Recreation Officer

**Summary:** This report provides members with an update on progress with the River Wensum Strategy (RWS) since the public consultation on the proposed strategy took place in 2017. A final version of the strategy has now been produced which takes account of the responses received during the consultation. Overall the final version of the strategy has not been fundamentally changed from the draft version which was supported by the Navigation Committee at its meeting on the 7<sup>th</sup> of September 2017. The final version of the Strategy still includes policies and proposals that seek to enhance navigation and boating access to the River Wensum. The Strategy is due to be adopted by the partners by the end of Summer 2018 and will be delivered over a ten year period.

## **1 Introduction**

- 1.1 The River Wensum Strategy Partnership (RWSP) was created in December 2014 to develop a strategy for the River Wensum in Norwich in order to maximise its potential for regeneration, in particular by encouraging greater access on land and water to the river corridor, enhancing its natural and built environment and biodiversity value, and by stimulating business and economic activity on the river. The RWSP is led and project managed by Norwich City Council and the strategy partners are the Broads Authority, Norfolk County Council, the Environment Agency, and the Wensum River Parkway Partnership. The strategy area covers the River Wensum from Hellesdon Mill in the west to Whitlingham Country Park in the East.
- 1.2 The purpose of this report is to present the final version of the River Wensum Strategy to the Navigation Committee for information. The RWS is a long term strategy to facilitate positive change in the river corridor, particularly by improving access and facilities which will allow for increased activity on the river and help to change perceptions of the city as a visitor destination in the southern Broads.

## **2 The final strategy**

- 2.1 The final strategy is the culmination of sustained partnership working by the partners in the River Wensum Strategy Partnership since late 2014. All the partners have contributed to the development of the strategy through regular Working Group and Project Board meetings. The RWSP carried out two public and stakeholder consultations first on issues and opportunities for the river corridor (in 2015) and then on a draft strategy document (in 2017). There

was a very positive level of response from the public consultation demonstrating a strong public interest in the strategy from local residents, key public bodies, local businesses and stakeholder groups. The Navigation Committee considered and supported the draft strategy at its meeting on the 7<sup>th</sup> of September 2017.

- 2.2 While the revised strategy has taken on board many of the consultation responses overall it has not fundamentally changed from the draft version which was published in 2017. It has the same key themes as the draft strategy: **management and partnership working, access for walking and cycling, waterways access, and environmental enhancements**, with the overall aim of regenerating the river corridor. In terms of delivery, the revised strategy emphasises the importance of working in partnership with key stakeholders to implement policies and proposals, and the importance of seeking external project funding. The final strategy document is included at Appendix 2, the initial action plan can be seen at Appendix 3 and an executive summary is set out at Appendix 1 to this report.
- 2.3 However, there have been some minor changes to the document in particular to stress that its focus is not just on the city centre but also on the river upstream of New Mills. This is reflected by the fact that the document identifies a number of potential projects in the upstream area of the Wensum. Other changes highlight the importance of the natural and built environment, including the historic environment in the river corridor, and inclusion of assessment criteria for potential projects. Greater reference is also added into the strategy to encourage the active participation of local communities and stakeholders in project delivery where appropriate.
- 2.4 The strategy and action plan include all the policies and projects intended to encourage greater boating activity that were previously supported by the Navigation Committee. These include projects to provide various short stay moorings and demasting moorings, the construction of canoe access points, the re-establishment of mooring at the upstream end of the Norwich Yacht Station and enhancing the slipway at Friars Quay. The strategy also seeks to provide benefits for anglers and the Broads Authority is working with the Broads Angling Services Group to ensure that angling enhancements will be included in the action plan.
- 2.5 The revised strategy provides a clear vision and set of objectives for the River Wensum corridor, and proposes a set of policies and projects that will help to bring about sustainable regeneration of the river corridor for the benefit of the RWS partners, residents, businesses and visitors to the city. It will help to:
- Attract external investment: the strategy will act as a basis for funding bids; its emphasis on working closely with key partners and stakeholders is likely to improve access to funding opportunities.
  - Support growth: Delivery of enhanced green infrastructure along the river corridor will support the major housing and employment growth planned for the city centre and east Norwich.



- Support the local economy: a more accessible river corridor with a high quality public realm will help boost the local economy, both by providing a backdrop more attractive to the relocation and creation of business in the creative sector and also by attracting tourists and visitors with benefits to Norwich's shopping, heritage and visitor attractions.
- Reduce inequalities: the strategy has potential health and recreational benefits for existing communities adjacent to the river, some of which suffer from high levels of deprivation and health inequalities.
- Address management and maintenance of the river corridor. More streamlined management of the river corridor will help to deal with issues such as illegal mooring more quickly. There is also potential for involving volunteers and local communities in project delivery, which has the potential for reducing management and maintenance costs.

### 3 Conclusions

- 3.1 The strategy partners propose to adopt the strategy over the period June to September 2018 and deliver the identified improvements to the river corridor over a ten year period. The action plan identifies a range of projects that are likely to be deliverable in the short to medium term as resources allow. Some projects will require external funding and this is currently being looked at in detail by the RWSP. Potential sources of project funding include Community Infrastructure Levy (CIL), Anglian Water and the Heritage Lottery Fund. The action plan will also be reviewed on an annual basis and any new projects suggested will be assessed against a project prioritisation matrix.
- 3.2 The strategy has the potential to deliver significant improvements for recreational access to the River Wensum corridor and increase the profile of the city of Norwich as a boating and canoeing destination. The strategy will be taken to the Broads Authority meeting on the 27<sup>th</sup> of July for adoption.

|                         |  |
|-------------------------|--|
| Background paper:       | None   |
| Report author:          | Adrian Clarke  |
| Date of report:         | 4 June 2018  |
| Broads Plan Objectives: | TR1/TR3/NA4  |
| Appendices:             | Appendix 1 – River Wensum Strategy Executive Summary<br><a href="#">Appendix 2 – River Wensum Final Strategy</a><br><a href="#">Appendix 3 – River Wensum Strategy Initial Action Plan</a> |

## Appendix 1

### Executive summary

#### **About the River Wensum**

The River Wensum runs through the heart of Norwich and was once the centre of city life and industry. However as the city has changed the focus of activity has moved away from the river. Now very little activity is currently evident on the river itself or on the open spaces beside it.

But the river is now cleaner and greener than in the past. It now enjoys much improved public access, with 11km of riverside walk created since the 1970s and three new bridges built since 2001. It is a short walk from one of the most vibrant city centres in the country, and adjacent to Norwich University of the Arts. It runs through the most historic part of the city centre with many nearby notable landmarks including Norwich Cathedral, The Halls, Fye Bridge and Bishop's Bridge.

A thriving riverside environment with improved access and a high quality public realm has the potential to greatly benefit the city and wider Norwich area. The River Wensum Strategy is a long-term strategy aimed at facilitating change and regeneration in the river corridor by helping to change perceptions of the city as a visitor destination, improving the quality of life, and acting as an economic driver to attract external investment and contribute to Norwich's regeneration.

#### **About the River Wensum Strategy Partnership**

A new partnership has been established to develop a strategy to revitalise the River Wensum. The River Wensum Strategy Partnership (RWSP) is led by Norwich City Council working alongside the Broads Authority, Norfolk County Council, the Environment Agency, and the Wensum River Parkway Partnership.

The RWSP has consulted with other stakeholders and the public to help it shape a 10 year strategy and a 3 year action plan. It is anticipated that a final strategy will be adopted by the RWSP members in mid 2018.

## The strategy vision

The strategy covers the River Wensum corridor from the city council boundary at Hellesdon in the west to Whitlingham Country Park in the east. The vision is to:

***‘Breathe new life into the river by enhancing it for the benefit of all and increasing access to, and greater use of, this important asset. An enhanced river corridor, with its unique natural and historic environment, will once again play an important part in the growth and vitality of the city, strengthening the visitor economy and helping to give the city a competitive advantage in attracting inward investment’.***

The objectives are for delivering the vision are:

- improving the management of the river corridor and its surroundings for the benefit of the city, residents of the wider Norwich area, and visitors;
- increasing access to, and use of, the area by all, including enhanced connectivity with the Norfolk Trails network;
- enhancing the natural environment, biodiversity and green infrastructure;
- enhancing the city’s environmental, cultural and historic offer in a manner which maximises the attractiveness of the area as a location to do business;
- enhancing the historic environment, ensuring its long term conservation where practicable, and making the most of the unique and significant heritage assets within the river corridor;
- addressing social deprivation and inequalities;
- maximising the efficiency of public expenditure in the river corridor, where possible reducing the pressure on stretched public sector budgets; and
- identifying and exploiting external funding opportunities including private sector investment.

## The draft strategy proposals:

### Management

A well-managed river corridor, with effective joint working between partners, is a pre-requisite for the regeneration of the river corridor and to maximise benefits to the city and wider area. Management proposals (set out in section three) include:

- Clarification of Partners’ roles and responsibilities to make it easier for stakeholders and the public to know who to contact.
- Establishment of delivery arrangements including a delivery board to oversee day-to-day management of the river, and a strategic board to oversee implementation and monitoring, involving joint working with key delivery partners.

- Working with local stakeholder groups and those who live and work in the vicinity of the river to help deliver the strategy.
- Ensuring that ongoing maintenance is addressed fully for all projects and proposals to make sure that they do not add to ongoing public maintenance expenditure.

### **Access and leisure**

A key strategy theme is increasing access to the river corridor, including enhancing connectivity with the Norfolk Trails network (section four), and encouraging greater leisure and commercial use of the river itself (section five). Proposed access measures will encourage increased use of the river corridor by commuters and leisure users, and help to create the conditions for local businesses to thrive through increased footfall and activity including event and festivals, whilst supporting health initiatives which encourage activity.

Proposals include:

- Completion of the riverside walk between New Mills and Trowse Swing Bridge, including construction of the key 'missing link' of the Riverside Walk between Duke's Palace and St George's Street
- Improvements to the accessibility of the Riverside Walk downstream of New Mills making it accessible for people of all ages and abilities, and enhanced signage between the river and key tourist and visitor locations including the city centre
- An improved cycle crossing of the Barn Road roundabout to encourage greater commuting and leisure usage of the Marriott's Way and the Riverside Walk
- Enhanced links with the Broads network at Whitlingham Country Park in the longer term
- Enhancement of existing, and creation of new, river infrastructure. This includes an improved slipway at Friar's Quay and enhanced moorings at the Yacht station. New short-stay visitor moorings are proposed in a number of locations including Quayside and between Carrow Bridge and Lady Julian Bridge. The strategy also encourages improved canoeing infrastructure including new canoe access points at New Mills
- Enhancement of angling access and fish habitat
- Promotion of river events and trails including a proposed river festival.

### **Environment**

The strategy aims to improve the natural and historic environment, the public realm and open spaces near to the river (section six). The river is a wildlife corridor and its sensitive enhancement has the potential to improve ecology and biodiversity in the heart of the city. Proposals include:

- Improvements to water quality in specific stretches of the river including a proposal to reduce the levels of oils and fats entering the river from food related businesses in the Magdalen Street/Fye Bridge Street area
- Protection and enhancement of biodiversity of the river and riverbanks including proposals for floating vegetation platforms; a biodiversity enhancement and non-invasive species management plan to manage non-native species; and an eel pass at New Mills to assist with migration of this protected species (which has now been installed)
- Improvements to open spaces adjacent to the river to maximise their use for leisure and recreation as well as enhancing biodiversity and heritage features where appropriate.
- Conserve and where possible enhance the historic environment and individual designated and non-designated heritage assets along the riverbank.

### **Ideas for the future**

The strategy also identifies some potential projects as opportunities for the future (section seven), which may be developed in the strategy lifetime as opportunities arise. These include the historic New Mills pumping house, the medieval Boom Towers and city walls/wooded ridge in east Norwich, Mary Chapman Court riverside site in the northern city centre, and Wensum Park. These potential opportunities require detailed investigation in order to establish feasibility and costings.

### **Action plan and funding**

The strategy aims to facilitate regeneration of the river corridor in the longer term, but includes an action plan with a number of projects considered capable of delivery in the short to medium term (approximately three years) to kick-start the process of positive change. The action plan also includes an assessment of potential project suggestions in order to identify additional projects for future delivery. It is a living document and will be updated as required.

The strategy proposes working with external partners and relevant stakeholders and community groups to attract funding to the river corridor. Potential sources of project funding for action plan projects include Community Infrastructure Levy (CIL), Anglian Water, and the Water Mills and Marshes Landscape Partnership. Other sources of funding will be applied for as projects develop.

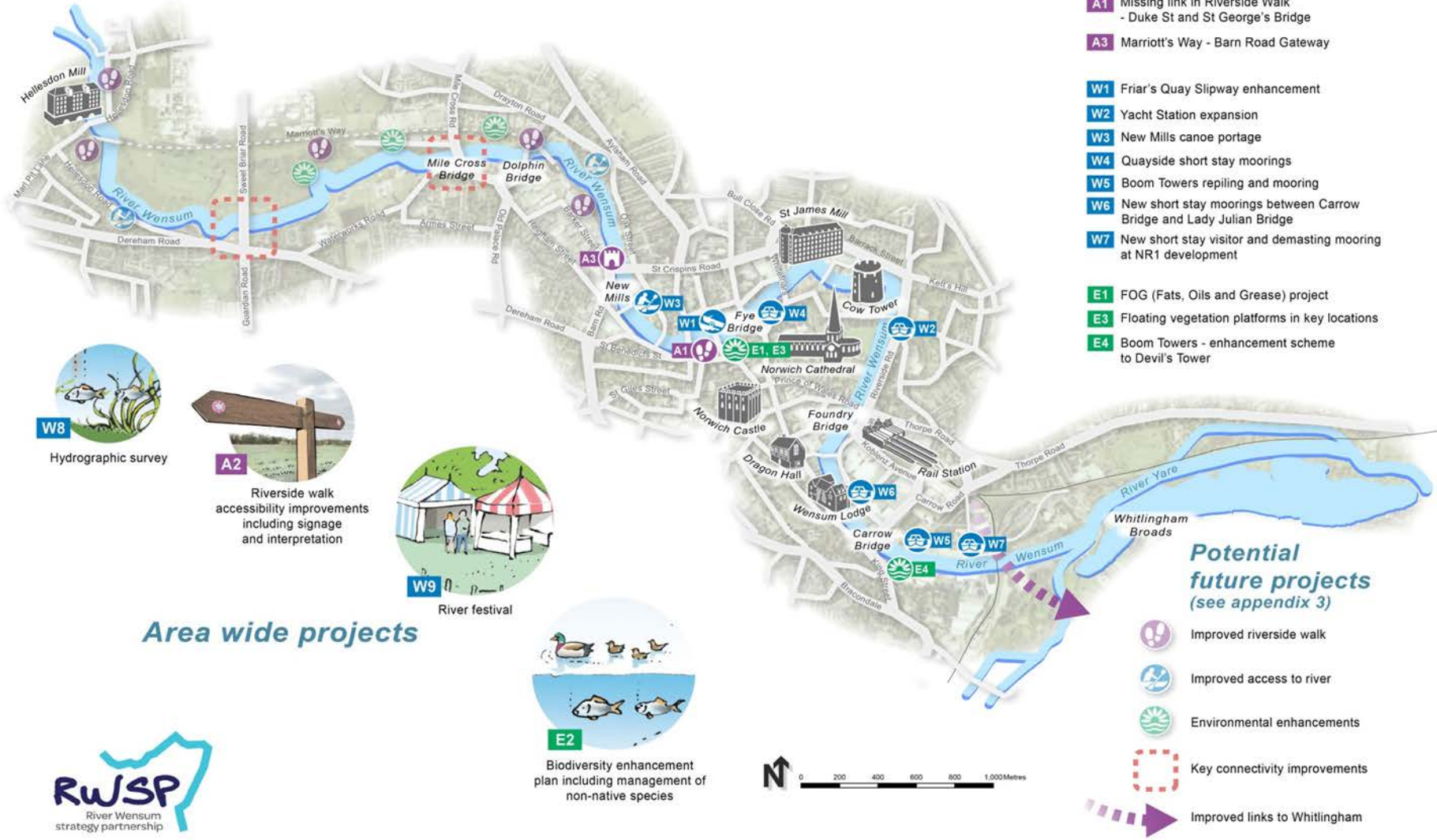
### **Strategy benefits**

The strategy will have a range of economic, social, environmental and heritage benefits including:

- Increased access to the river corridor and an enhanced public realm for the benefit of residents, businesses and visitors

- Boosting the local economy by providing an environment conducive to the establishment and growth of various creative businesses and by attracting tourists and visitors with benefits to Norwich's shopping, heritage and visitor attractions
- Improved green infrastructure to support the delivery of major housing growth planned for the city centre and east Norwich areas
- Providing health and recreational benefits for the existing communities adjacent to the river, some of which suffer from high levels of deprivation and health inequalities
- Improved natural environment and biodiversity in the river corridor, acting as a green lung in the heart of the city
- Identification of funding opportunities and potential for private sector investment, through focused attention on the river.

# Summary of projects & key opportunities



**W8** Hydrographic survey



**A2** Riverside walk accessibility improvements including signage and interpretation



**W9** River festival



**E2** Biodiversity enhancement plan including management of non-native species

## Area wide projects



## Site specific projects

- A1** Missing link in Riverside Walk - Duke St and St George's Bridge
- A3** Marriott's Way - Barn Road Gateway
- W1** Friar's Quay Slipway enhancement
- W2** Yacht Station expansion
- W3** New Mills canoe portage
- W4** Quayside short stay moorings
- W5** Boom Towers repiling and mooring
- W6** New short stay moorings between Carrow Bridge and Lady Julian Bridge
- W7** New short stay visitor and demasting mooring at NR1 development
- E1** FOG (Fats, Oils and Grease) project
- E3** Floating vegetation platforms in key locations
- E4** Boom Towers - enhancement scheme to Devil's Tower

## Potential future projects (see appendix 3)

- Improved riverside walk
- Improved access to river
- Environmental enhancements
- Key connectivity improvements
- Improved links to Whittingham

**Planning Application with Navigation Implications**  
Report by Planning Officer

BA/2018/0149/FUL, Mooring pontoons to provide 70 private and 15 visitor moorings as an extension to the existing Broadlands Marina on the southern side of Oulton Broad; removal of 30 moorings and a section of jetty; creation of additional reedbed, and reinstatement of slipway and pump out facilities.

**Summary:** A planning application (BA/2018/0149/FUL) has been submitted to the Broads Authority for the installation of additional mooring pontoons at an existing marina. The proposal includes servicing the reinstatement of slipway and pump out facilities, and the creation of additional reedbed.

## **1 Background**

- 1.1 Broadlands Marina is situated on the southern side of Oulton Broad, adjacent to Tubby's Marina, and at the northern end of Broadland Holiday Village. The marina comprises 3 concrete jetties which project out from the quayside by approximately 62 metres, to the west of which is a slipway adjacent to which is a further jetty which is initially concrete with the remainder in timber, projecting out by approximately 78 metres. The existing marina provides moorings for up to 77 boats. Immediately west of the marina is a mooring cut within an area of reedbed which features steel piling in a visibly poor state, the land around the edges is overgrown, and there does not appear to be an obvious access to this area. A further 70 metres to the west is a further mooring cut within the reedbed, this area is not piled and it is not clear how this area is accessed. Within the submitted planning statement under paragraph 2.2.1 it is asserted that the two reedbed mooring areas provide up to 30 moorings.
- 1.2 Access via land to the marina is through Broadland Holiday Village, with parking provided at the northern end of the site within a designated car park. The site features a small sales office with decking area sited next to the access to the timber jetty.

## **2. The Planning Application**

- 2.1 This application is for the installation of an area of pontoons covering an area of 94 metres (east to west) by 57 metres (south to north), sited to the immediate west of the existing marina. Access to the pontoons is via the concrete jetty which currently leads to the timber jetty, with the timber section of the jetty removed to make space for the pontoons, this would remove 12 existing moorings.



- 2.2 The proposed pontoon comprises an access walkway at a length of 88 metres which runs roughly parallel to the land, perpendicular to which are three sections of pontoon at a length of 54.5 metres, each section providing up to 24 private moorings demarcated by finger jetties, along with 2 visitor berths at the top end. The total number of private moorings in this section would be 70 private moorings and 6 visitor berths.
- 2.3 The projection of the pontoons into the broad beyond the northernmost element of the existing marina is 16.6 metres.
- 2.4 A further section of pontoon mooring is proposed to the northern end of the existing marina, accessed via the central of the three jetties, this comprises two pontoons projecting northwards by 15 metres and would provide 9 visitor berths.
- 2.5 In total 150 moorings would be provided at the marina, this comprises the 70 newly created private pontoon moorings, 15 newly created visitor berths, and 65 provided by the existing moorings. The application includes the removal of 42 existing moorings, so the net increase of mooring provision would be 55.
- 2.6 The application includes the provision of pump out facilities, located next to the two proposed visitor mooring pontoons, and the re-instatement of slipway facilities. Electric hook-up facilities would be provided to the new moorings. The two areas of existing mooring within the reed bed area would be forsaken and those sections planted with reeds.
- 2.7 Oulton Broad provides a powerboat racing exclusion zone, the proposed moorings maintain a separation at a minimum of 11.2 metres to the exclusion zone.
- 2.8 Planning policy DP16 permits new moorings where they would contribute to the network of facilities around the Broads system in terms of the location and quality and where they would not have a negative impact on navigation (and subject to other planning concerns such as landscape and ecology).
- 2.9 The comments of the Navigation Committee on the planning application would be welcomed.

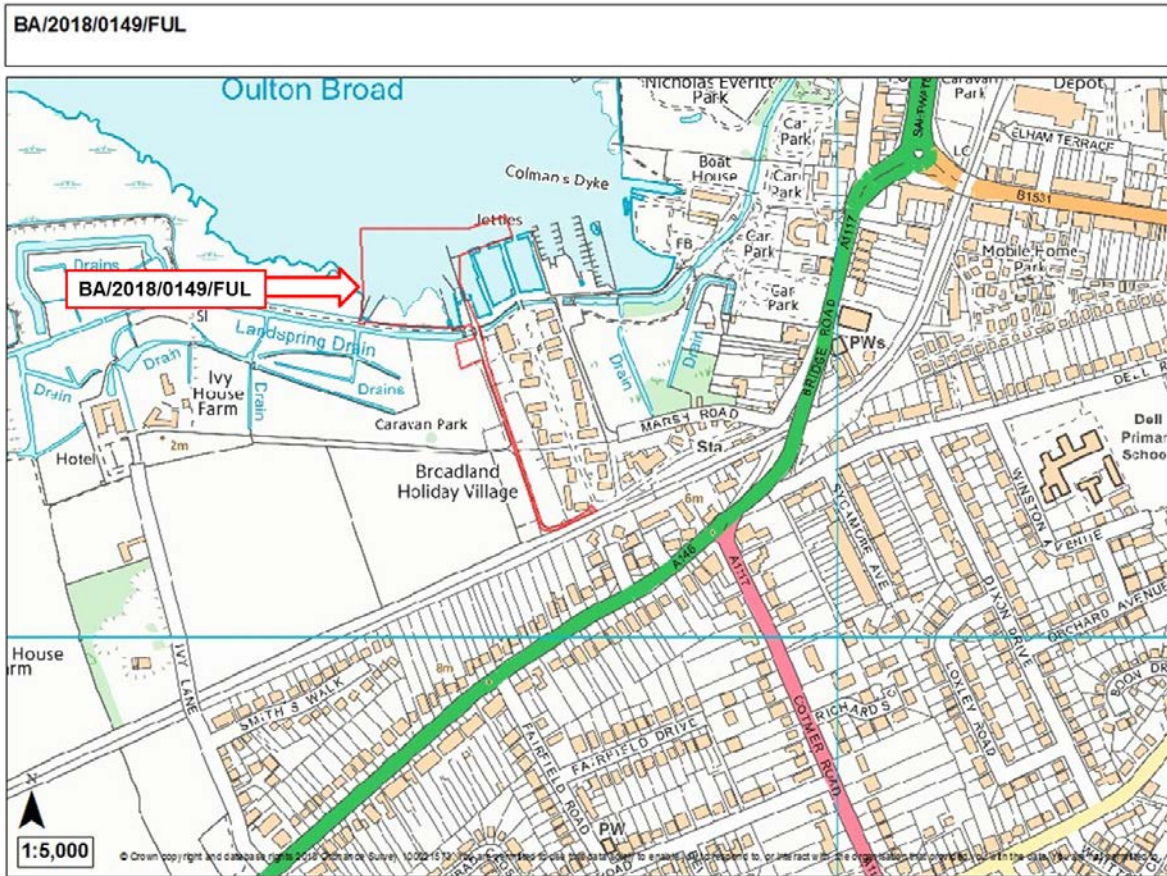
### **3. Other information**

- 3.1 There are marinas to the east of the subject site with jetties projecting into the broad on approximately the same line as at the subject site. In addition there are a number of mooring buoys a short distance north of the proposed pontoons, the closest of which is approximately 5.6m from the pontoons.

### **4. Conclusion**

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

Background papers: BA/2018/0149/FUL  
Author: Nigel Catherall  
Date of report: 30 May 2018  
Broads Plan Objectives: None  
Appendices: APPENDIX 1 - Location Plan



**Annual Income and Expenditure Report: 2017/18**  
Report by Chief Financial Officer

**Summary:** This report sets out a summary of the Authority's income and expenditure for the 2017/18 financial year, analysed between National Park and Navigation funds. Original and Latest Available Budget information is provided for comparison.

## **1 Introduction**

- 1.1 The Broads Authority Act 2009 requires the Authority to prepare a report as soon as reasonably possible after the end of each financial year describing the navigation income received by it and the navigation expenditure incurred by it in that year.

## **2 Actual Income and Expenditure 2017/18**

- 2.1 The table in Appendix 1 sets out the Authority's income and expenditure attributed to General (National Park Grant) and Navigation funds for the financial year ended 31 March 2018. To the extent that they are included within the Authority's Statement of Accounts, these figures are subject to audit and formal approval by the Authority's external auditors. For comparative purposes, the Original and Latest Available Budget (LAB) figures are also shown. This information is published on the Authority's website.
- 2.2 The actual outturn for 2017/18 was a surplus of £50,493 for Navigation compared with a budgeted LAB deficit for the year of £8,915. The original budget was for a surplus of £766. The final forecast outturn reported to the Committee was a surplus of £81,313. (Item 12, 19/04/2018).
- 2.3 Total core income for the year was £3,260,730, which was £81,230 above budget, principally due to favourable variances within the Hire Craft Tolls, Private Craft, Short Visit Tolls and interest budget lines.
- 2.4 There has been some considerable success in bringing in additional, unbudgeted income during the year, and this has had an impact on the overall Directorate figures (additional income above budget of £56,366 for Operations and £12,099 for Strategic Services). Some expenditure has also been funded from the Authority's earmarked reserves. Items funded from the Plant, Vessels & Equipment Reserve include; linkflotes (£78,086), replacement of two vehicles (£12,735), concrete pump deposit (£6,300). It also includes some income from the sale of old equipment (£5,597). Items funded from the Premises Reserve include; the repairs to Irstead Boat House (£5,374) and the

Dockyard Billet (£14,134). The Property Reserve includes income from the land rental at Mutford lock (£1,538).

2.5 Total net navigation expenditure in 2017/18 was £3,210,237.

### **3 Summary**

3.1 The total Navigation surplus for 2017/18 was higher than budgeted but lower than forecast. The reason for the variance against forecast is due to legal fees including a higher number of navigation prosecutions than originally budgeted for and the creation of a Computer Software Reserve. This reserve was created to reduce the pressure on future years' budgets when expensive software requires replacement such as the Microsoft Office licences in 2018/19. Annual contributions for future years will need to be considered at the next budget setting. As a result the balance of the navigation reserve at the end of 2017/18 was £367,662. This is above the recommended minimum reserve balance of 10% at 11.5%. The higher than predicted balance will help cushion any fluctuations that may arise in the 2018/19 toll collection.

Background Papers: Nil

Author: Emma Krelle  
Date of Report: 25 May 2018

Broads Plan Objectives: None

Appendices: APPENDIX 1 – Navigation Actual Income and Expenditure 2017/18

### The Broads Authority – General and Navigation Income and Expenditure 2017/18

The Broads Authority Act 2009 requires the Authority to prepare a report as soon as reasonably possible after the end of each financial year describing the navigation income received by it and the navigation expenditure incurred by it in that year. The table below sets out the Authority's income and expenditure attributed to general (National Park Grant) and navigation funds for the financial year ended 31 March 2018. These figures are derived from the annual Statement of Accounts which is subject to audit and formal approval by the Authority's external auditors, Ernst & Young. For comparative purposes, the final approved budget figures are also shown.

Further details are available on request from the Chief Financial Officer, Yare House, 62-64 Thorpe Road, Norwich NR1 1RY or by email from emma.krelle@broads-authority.gov.uk.

**The Draft Statement of Accounts for 2017/18 are due to be audited 29 May to 8 June 2018 with the Final Statement of Accounts due to be considered by the Authority on 27 July 2018**

| DIRECTORATE                         | Original Budget 2017/18 |                    |                    | Latest Available Budget 2017/18 |                    |                    | Actual Income and Expenditure 2017/18 |                    |                    |
|-------------------------------------|-------------------------|--------------------|--------------------|---------------------------------|--------------------|--------------------|---------------------------------------|--------------------|--------------------|
|                                     | General                 | Navigation         | Consolidated       | General                         | Navigation         | Consolidated       | General                               | Navigation         | Consolidated       |
| <b>INCOME</b>                       |                         |                    |                    |                                 |                    |                    |                                       |                    |                    |
| National Park Grant                 | (3,299,595)             | -                  | (3,299,595)        | (3,299,595)                     | -                  | (3,299,595)        | (3,299,595)                           | -                  | (3,299,595)        |
| <i>Navigation Charges</i>           |                         |                    |                    |                                 |                    |                    |                                       |                    |                    |
| Hire Craft Tolls                    | -                       | (1,073,400)        | (1,073,400)        | -                               | (1,073,400)        | (1,073,400)        | -                                     | (1,116,132)        | (1,116,132)        |
| Private Craft Tolls                 | -                       | (2,040,000)        | (2,040,000)        | -                               | (2,040,000)        | (2,040,000)        | -                                     | (2,070,213)        | (2,070,213)        |
| Short Visit Tolls                   | -                       | (39,800)           | (39,800)           | -                               | (39,800)           | (39,800)           | -                                     | (43,816)           | (43,816)           |
| Other Toll Income                   | -                       | (18,800)           | (18,800)           | -                               | (18,800)           | (18,800)           | -                                     | (19,280)           | (19,280)           |
| Interest Received                   | (7,500)                 | (7,500)            | (15,000)           | (7,500)                         | (7,500)            | (15,000)           | (11,289)                              | (11,289)           | (22,577)           |
| <b>INCOME TOTAL</b>                 | <b>(3,307,095)</b>      | <b>(3,179,500)</b> | <b>(6,486,595)</b> | <b>(3,307,095)</b>              | <b>(3,179,500)</b> | <b>(6,486,595)</b> | <b>(3,310,884)</b>                    | <b>(3,260,730)</b> | <b>(6,571,613)</b> |
| <b>OPERATIONS</b>                   |                         |                    |                    |                                 |                    |                    |                                       |                    |                    |
| Construction & Maintenance Salaries | 424,038                 | 744,102            | 1,168,140          | 424,038                         | 744,102            | 1,168,140          | 399,923                               | 721,583            | 1,121,506          |
| Equipment, Vehicles & Vessels       | 149,250                 | 348,250            | 497,500            | 150,451                         | 351,050            | 501,500            | 156,912                               | 366,128            | 523,040            |
| Water Management                    | 35,000                  | 112,500            | 147,500            | 35,000                          | 112,500            | 147,500            | 34,776                                | 109,671            | 144,447            |
| Land Management                     | 54,000                  | -                  | 54,000             | 54,000                          | -                  | 54,000             | 44,033                                | -                  | 44,033             |
| Practical Maintenance               | 75,000                  | 368,700            | 443,700            | 75,000                          | 371,265            | 446,265            | 74,657                                | 430,926            | 505,583            |
| Rangers Salaries                    | 249,368                 | 374,052            | 623,420            | 252,289                         | 378,432            | 630,721            | 256,565                               | 384,848            | 641,413            |
| Ranger Services                     | 36,748                  | 122,622            | 159,370            | 36,748                          | 122,622            | 159,370            | 40,222                                | 136,094            | 176,316            |
| Safety                              | 43,919                  | 84,671             | 128,590            | 43,919                          | 84,671             | 128,590            | 54,514                                | 87,226             | 141,740            |
| Volunteers                          | 41,880                  | 27,920             | 69,800             | 41,880                          | 27,920             | 69,800             | 39,423                                | 26,282             | 65,705             |
| Operational Premises                | 81,451                  | 136,719            | 218,170            | 78,856                          | 130,664            | 209,520            | 68,270                                | 102,948            | 171,218            |
| Management & Admin                  | 76,212                  | 41,828             | 118,040            | 78,855                          | 43,130             | 121,985            | 72,516                                | 38,823             | 111,340            |
| Operations Income                   | (144,922)               | (73,043)           | (217,965)          | (144,922)                       | (73,043)           | (217,965)          | (184,540)                             | (129,409)          | (313,949)          |
| <b>OPERATIONS TOTAL</b>             | <b>1,121,944</b>        | <b>2,288,321</b>   | <b>3,410,265</b>   | <b>1,126,113</b>                | <b>2,293,312</b>   | <b>3,419,425</b>   | <b>1,057,272</b>                      | <b>2,275,120</b>   | <b>3,332,392</b>   |
| <b>STRATEGIC SERVICES</b>           |                         |                    |                    |                                 |                    |                    |                                       |                    |                    |
| Development Management              | 335,270                 | -                  | 335,270            | 338,120                         | -                  | 338,120            | 340,436                               | -                  | 340,436            |
| Strategy & Projects Salaries        | 282,320                 | 26,635             | 308,955            | 282,320                         | 26,635             | 308,955            | 295,620                               | 27,224             | 322,844            |
| Biodiversity Strategy               | 10,000                  | -                  | 10,000             | 10,400                          | -                  | 10,400             | 10,845                                | -                  | 10,845             |
| Strategy & Projects                 | 121,700                 | -                  | 121,700            | 121,700                         | -                  | 121,700            | 135,705                               | -                  | 135,705            |
| Human Resources                     | 77,048                  | 53,542             | 130,590            | 77,638                          | 53,952             | 131,590            | 67,471                                | 46,887             | 114,358            |
| Waterways & Recreation Strategy     | 38,710                  | 47,210             | 85,920             | 38,710                          | 47,210             | 85,920             | 38,608                                | 44,152             | 82,760             |
| Project Funding                     | 105,500                 | -                  | 105,500            | 105,500                         | -                  | 105,500            | 104,418                               | 1,013              | 105,431            |

| DIRECTORATE                                  | Original Budget 2017/18 |                  |                  | Latest Available Budget 2017/18 |                  |                  | Actual Income and Expenditure 2017/18 |                  |                  |
|--|-------------------------|------------------|------------------|---------------------------------|------------------|------------------|---------------------------------------|------------------|------------------|
|  | General                 | Navigation       | Consolidated     | General                         | Navigation       | Consolidated     | General                               | Navigation       | Consolidated     |
| Communications                               | 247,517                 | 80,813           | 328,330          | 260,647                         | 80,813           | 341,460          | 260,572                               | 81,479           | 342,051          |
| Visitor Centres & Yacht Stations             | 305,805                 | 135,765          | 441,570          | 305,805                         | 135,765          | 441,570          | 295,273                               | 137,463          | 432,736          |
| Collection of Tolls                          | -                       | 128,550          | 128,550          | -                               | 128,550          | 128,550          | -                                     | 137,656          | 137,656          |
| ICT  | 204,256                 | 100,604          | 304,860          | 204,256                         | 100,604          | 304,860          | 236,095                               | 116,285          | 352,380          |
| Management & Admin                           | 146,392                 | 65,953           | 212,345          | 146,392                         | 65,953           | 212,345          | 138,716                               | 62,580           | 201,296          |
| Strategic Services Income                    | (248,679)               | (58,856)         | (307,535)        | (248,679)                       | (58,856)         | (307,535)        | (340,385)                             | (70,955)         | (411,340)        |
| <b>STRATEGIC SERVICES TOTAL</b>              | <b>1,625,839</b>        | <b>580,216</b>   | <b>2,206,055</b> | <b>1,642,809</b>                | <b>580,626</b>   | <b>2,223,435</b> | <b>1,583,372</b>                      | <b>583,784</b>   | <b>2,167,157</b> |
| <b>CHIEF EXECUTIVE</b>                       |                         |                  |                  |                                 |                  |                  |                                       |                  |                  |
| Legal  | 79,477                  | 27,503           | 106,980          | 79,477                          | 27,503           | 106,980          | 61,886                                | 51,496           | 113,382          |
| Governance                                   | 83,375                  | 41,065           | 124,440          | 108,375                         | 41,065           | 149,440          | 111,635                               | 45,489           | 157,124          |
| Premises Head Office                         | 171,602                 | 70,091           | 241,693          | 171,602                         | 70,091           | 241,693          | 173,056                               | 70,685           | 243,741          |
| Finance & Insurance                          | 176,840                 | 164,840          | 341,680          | 176,840                         | 164,840          | 341,680          | 180,137                               | 166,311          | 346,449          |
| Asset Management                             | 67,173                  | 74,937           | 142,110          | 68,463                          | 78,352           | 146,815          | 59,689                                | 66,307           | 125,997          |
| Chief Executive                              | 67,059                  | 43,911           | 110,970          | 67,059                          | 43,911           | 110,970          | 69,527                                | 45,535           | 115,062          |
| Chief Executive Income                       | (19,550)                | (2,670)          | (22,220)         | (19,550)                        | (2,670)          | (22,220)         | (24,845)                              | (9,679)          | (34,524)         |
| <b>CHIEF EXECUTIVE TOTAL</b>                 | <b>625,976</b>          | <b>419,677</b>   | <b>1,045,653</b> | <b>652,266</b>                  | <b>423,092</b>   | <b>1,075,358</b> | <b>631,087</b>                        | <b>436,144</b>   | <b>1,067,230</b> |
| <b>PROJECTS &amp; CORPORATE ITEMS</b>        |                         |                  |                  |                                 |                  |                  |                                       |                  |                  |
| Heritage Lottery Fund                        | 50,000                  | -                | 50,000           | 50,000                          | -                | 50,000           | 80,343                                | -                | 80,343           |
| CANAPE                                       | -                       | -                | -                | -                               | -                | -                | 9,646                                 | 9,646            | 19,292           |
| Pension Lump Sum Payments                    | 36,000                  | 24,000           | 60,000           | 36,000                          | 24,000           | 60,000           | 36,000                                | 24,000           | 60,000           |
| Apprenticeship Levy                          | 10,080                  | 6,720            | 16,800           | 10,080                          | 6,720            | 16,800           | 1,025                                 | 683              | 1,708            |
| <b>Contributions from Earmarked Reserves</b> |                         |                  |                  |                                 |                  |                  |                                       |                  |                  |
| Property                                     | -                       | (6,500)          | (6,500)          | -                               | (6,500)          | (6,500)          | -                                     | 1,538            | 1,538            |
| Plant, Vessels & Equipment                   | (39,300)                | (91,700)         | (131,000)        | (39,300)                        | (91,700)         | (131,000)        | (46,033)                              | (91,524)         | (137,557)        |
| Premises                                     | (18,000)                | (42,000)         | (60,000)         | (18,865)                        | (41,135)         | (60,000)         | (9,640)                               | (19,508)         | (29,149)         |
| Planning Delivery Grant                      | (63,500)                | -                | (63,500)         | (63,500)                        | -                | (63,500)         | (11,075)                              | -                | (11,075)         |
| Section 106 Agreements                       | -                       | -                | -                | -                               | -                | -                | (7,550)                               | -                | (7,550)          |
| Heritage Lottery Fund                        | -                       | -                | -                | -                               | -                | -                | (30,282)                              | -                | (30,282)         |
| Upper Thurne                                 | -                       | -                | -                | -                               | -                | -                | 2,660                                 | -                | 2,660            |
| Catchment Partnership                        | -                       | -                | -                | -                               | -                | -                | 3,890                                 | -                | 3,890            |
| CANAPE                                       | -                       | -                | -                | -                               | -                | -                | (9,646)                               | (9,646)          | (19,292)         |
| <b>CORPORATE ITEMS TOTAL</b>                 | <b>(24,720)</b>         | <b>(109,480)</b> | <b>(134,200)</b> | <b>(25,585)</b>                 | <b>(108,615)</b> | <b>(134,200)</b> | <b>19,338</b>                         | <b>(84,811)</b>  | <b>(65,473)</b>  |
| <b>NET EXPENDITURE</b>                       | <b>3,349,039</b>        | <b>3,178,734</b> | <b>6,527,773</b> | <b>3,395,603</b>                | <b>3,188,415</b> | <b>6,584,018</b> | <b>3,291,068</b>                      | <b>3,210,237</b> | <b>6,501,305</b> |
| <b>(SURPLUS) / DEFICIT</b>                   | <b>41,944</b>           | <b>(766)</b>     | <b>41,178</b>    | <b>88,508</b>                   | <b>8,915</b>     | <b>97,423</b>    | <b>(19,815)</b>                       | <b>(50,493)</b>  | <b>(70,308)</b>  |

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

Report by Head of Construction, Maintenance & Environment

**Summary:** This report sets out the progress made in the delivery of the 2017/18 Construction, Maintenance and Environment Section work programme to date. The final volumes for the 2017/18 dredge programme are also presented.

**1 Dredging and Waterways Specification**

- 1.1 The progress of the Construction, Maintenance, Plant & Equipment and Environment & Design teams work programmes is described in this report. The detailed breakdown in Appendix 1 gives the full year's figures for the dredging programme. A total of 58,540 m<sup>3</sup> of dredged sediment was removed from the prioritised sites. This represents 110% of the programmed target of 53,000 m<sup>3</sup>.
- 1.2 Project planning and habitat mitigation work has been undertaken to establish forward dredging re-use sites in a setback area at Oby and downstream of Beccles on the Waveney. A planning application has been submitted by the Environment & Design team for restoration of reedswamp habitat in Hickling Broad, which will utilise sediment dredged from the marked channel. The details of this planning application can be found via the Planning Portal under reference BA/2018/0173/FUL.
- 1.3 Dredging on the Lower Bure is currently on-going and has progressed to downstream of Marina Quays. An off-loading location is being utilised near Herringby, with a concrete pump placing the sediment directly at the base of the floodbank. This work on the Lower Bure has been extended in time as the sites for placing the dredged material have proven very workable and the material will be put to good use in topping up the floodbanks. The current work on the Lower Bure is planned to finish in mid-July, from where this dredging crew will move to the Waveney downstream of Beccles. This work on the Waveney will again use a concrete pump to move the sediment to the floodbank where it will be allowed to dry and be re-used.
- 1.4 The forward dredging plan for 2018/19 was outlined at the last Navigation Committee and caused concern with one member as the predicted volume to be removed was lower than in previous years. The reduction in the planned quantity for this year is to allow the sediment disposal sites, used in 2017/18, to be restored in 2018/19, allowing the dredged sediments to be re-used. Given the greater than planned volumes achieved in 2017/18, some of this



reduction in 2018/19 is clearly offset as inter annual variation; as different projects bring different challenges and rewards. The general rule of thumb since 2007 has been that approximately 50,000 m<sup>3</sup> removal from the navigation per year would be sufficient to maintain navigable depths. This volume of sediment removal also allows steady inroads to achieving the desired Waterways Specification depths across the Broads.

- 1.5 Since 2007, advances in both the hydrographic surveying technology used, and the Authority's improved ability to process the vast amount of data generated through our Geographical Information System (GIS) has showed that simply dredging a set volume per year is not the most effective way to produce tangible benefits for waterway users. Since 2007 the plant & equipment used by the Authority to achieve the dredging programme has also undergone a wholesale transformation. The old barge mounted grab cranes used for dredging have been entirely replaced by long reach hydraulic 360 excavators mounted on modular linkfloat pontoons. This transition has radically enhanced the Authority's flexibility, particularly in re-use of the sediment and ensuring ecological impacts at these locations are minimised. In terms of gaining riparian landowners agreement and meeting all the waste and environmental regulations, the ability of the Authority to positively use the sediment has become paramount at each dredging project location. To reflect the changes in project planning and design requirements for dredging work, as well as the technical ability to meet these challenges, a refresh of the Sediment Management Strategy is required. Officers have identified this need and have an initial scoping meeting planned for this June. Timescales for the review will be reported after this meeting.
- 1.6 In support of Suffolk Wildlife Trust's expansion of their Carlton Marshes reserve and Heritage Lottery Fund project, the Authority is in talks to secure opportunities to use dredged sediment to create habitat and strengthen floodbanks at the site. This arrangement will enable significant dredging in Oulton Broad and on-going prospects for sediment re-use in the Lower Waveney. Details are being discussed with a planning application by the Broads Authority expected in early 2019.
- 1.7 The sediment settlement lagoons at Hickling where this winter's mudpumping occurred are continuing to dry out. Surface water has been pumped out and plans with the landowner for spreading in the early autumn are being prepared.

## **2 24 hour moorings**

- 2.1 At Herringfleet staff have completed extensive timber replacement with 90m of new capping and waling. Several mooring posts have been replaced and the new style of safety ladders with removable handles installed. The new ladders allow easier replacement as and when the top handles get damaged (a frequent occurrence)
- 2.2 Reactive repairs ahead of the main season included several others sites having the new style safety ladders installed. Ten mooring locations also

needed to have multiple mooring posts renewed or replaced. Reactive repairs at Ranworth was required to the capping and waling, where 30 m of frontage onto the broad were damaged. Contractors have also replaced five sections of capping that had been damaged at How Hill.

- 2.3 At St Benets 20m of capping and waling are to be replaced so the site is serviceable for the summer. This interim repair is ahead of larger refurbishment work planned for the 2018 winter period.
- 2.4 The grass mowing season on the moorings in in full swing with all sites having had two cuts already.
- 2.5 At Acle Bridge moorings structural assessment and investigative work is being carried out with test excavations behind the piling carried out to establish the state of the piling and tie rods. A larger refurbishment project is planned for the mooring this winter, but the scope of this depends on the conditions found.

### **3 Water plant management**

- 3.1 Across the Upper Thurne the first weed cut in the channels has been completed, including Somerton Dyke, Waxham Cut, Catfield Dyke and the marked channel through Hickling Broad. Following this work the weed harvester in the northern rivers then moves to the Bure to start cutting on the 28<sup>th</sup> May. Cutting on the Waveney at Beccles starts on the same date, with a planned move into Whitlingham Great Broad set for the 18<sup>th</sup> June.
- 3.2 The first (of three) planned hydroacoustic surveys at Hickling Broad for water plants was carried out in early May. The next ones are planned for August and October. The total area covered by plants across the broad was 46%. This is in line with growth recorded last year, if not a little greater. Mapping of the densest areas of growth will be produced in due course.
- 3.3 The presence of stonewort plants at survey points in May was also found to be above the 60% threshold for commencing the experimental cutting of stonewort in the test plots established last year. Given the abundance of the plants, application to Natural England for consent to repeat the experimental cutting has been submitted. Given the satisfactory outcomes of the cutting last year, the Authority is applying for two years' worth of cutting, to enable sufficient data to be gathered.

### **4 Markers and gauge boards**

- 4.1 All the gauge boards in the Great Yarmouth area, along the Lower Bure to Breydon Bridge have been replaced for new ones. Also repairs to the gauge boards at St Olaves and Haddiscoe Cut have been carried out.

### **5 Overall work programme allocations**

- 5.1 Table 1 shows the actual number of work days spent on navigation work by construction and maintenance team last year (2017/8) and that planned for

this coming year (2018/19). The annual target allocations for navigation, conservation and recreation work are 70, 20 and 10% respectively. As described previously, this allocation of staff time matches that for revenue budgets. Actual achievement in 2017/18 was 75, 18 and 7%. It has been a typical feature that navigation work is often over its set allocation, as the range of recreation work is relatively restricted, and the breadth of navigation work is much greater. Over the past five years, conservation work is usually on or very near target.

5.2 Of particular note for the coming year 2018/19, the proportion of time planned to be spent on dredging work is slightly higher than last year. This is a reflection of the amount of site restoration work and preparation for the Hickling enhancement project. The trend in increasing demand and requirement for weed harvester work across the system was a significant jump last year. The allocation planned for this coming year may need to be increased to meet demand. Given the relatively fixed number of work days available to cover all the navigational requirements, the challenge of meeting these competing demands is as great as ever.

| Work Area            | 2017/18 Actuals |                       | 2018/19 Planned |                        | Comparison |
|----------------------|-----------------|-----------------------|-----------------|------------------------|------------|
|                      | Days            | % of Actual Nav Total | Days            | % of Planned Nav Total |            |
| Dredging/restoration | 1736            | 55                    | 1794            | 61                     | +58 days   |
| Moorings             | 527             | 17                    | 566             | 19                     | +39 days   |
| Other reactive works | 329             | 10                    | 188             | 6                      | -144 days  |
| Weed harvester       | 184             | 6                     | 111             | 4                      | -73 days   |
| Reactive moorings    | 139             | 4                     | 60              | 2                      | -79 days   |
| Riverside trees      | 107             | 3                     | 184             | 6                      | +77 days   |
| Channel markers      | 67              | 2                     | 10              | <1                     | -57 days   |
| Other dredging       | 49              | 1.5                   | 0               | 0                      | -49 days   |
| Signs & boards       | 35              | 1                     | 7               | <1                     | -28 days   |
| Obstruction removal  | 17              | 0.5                   | 10              | <1                     | -7 days    |

|                        |      |  |      |  |  |
|------------------------|------|--|------|--|--|
| <b>TOTAL NAV DAYS</b>  | 3190 |  | 2930 |  |  |
| <b>OVERALL % split</b> | 75%  |  | 70%  |  |  |

Background papers: Nil

Author: Dan Hoare  
Date of report: 25 May 2018

Broads Plan ref: 2.1; 2.3; 3.1; 3.2; 4.2; 6.1  
Appendices: APPENDIX 1 – Dredging Progress 2017/18

## Dredging Progress 2017/18 (April 2017 to end February 2018)

| Project Title   | Project Element  | Active BA dredging weeks<br>Completed (to end Jan / Planned) | Volume Removed m <sup>3</sup> |               | Annual project Cost <sup>a</sup> | Actual project cost (Apr-Jul) |
|---|--|--|-------------------------------|---------------|----------------------------------|-------------------------------|
|   |  |  | Planned                       | Actual        | Planned                          | Actual                        |
| <b>Haddiscoe Cut</b>  | Reedham End (Mar)  | 1 / 1  | 500                           | 670           | 5,600                            | 3,870                         |
| <i>Completed. Sediment into setback areas on the River Yare upstream of Reedham</i>   |  |  |                               |               |                                  |                               |
| <b>Lower Bure</b>   | Phase 1. Stokesby to Three Mile House (Apr-Sep);<br>Phase 2. Three Mile House to Marina Quay (Sep-Jan) | 47/ 36   | 18,000                        | 23,520        | 222,400                          | 245,440                       |
| <i>Use of ronds again for dewatering and a second location using a concrete pump to move sediment to the folding behind the floodbank</i> |  |  |                               |               |                                  |                               |
| <b>Oulton Broad</b>   | Phase 1 - North Bay (Apr-Aug); Phase 2 - North Bay (Sep-Oct)   | 22 / 22  | 16,000                        | 20,750        | 104,800                          | 100,000                       |
| <i>Completed. Suffolk Wildlife Trust setback area and Authority's own sediment lagoon filled at Horseshoe Point</i>                       |  |  |                               |               |                                  |                               |
| <b>Bure Mouth</b>   | Use of plough dredging to clear bars (March 2018)  | Contractor   | 2,000                         | 2,700         | 15,000                           | 16,930                        |
| <i>Completed. Fishermans Quay to Bure Mouth shoals cleared to 1.8 m depth</i>   |  |  |                               |               |                                  |                               |
| <b>Hickling Broad</b>   | Mudpumping marked channel in North Bay (Nov-Feb)   | Contractor   | 6,000                         | 4,900         | 69,300                           | 66,560                        |
| <i>Completed. Hickling Staithe and northern section of marked channel in the North Bay mudpumped to 1.5 m</i>                             |  |  |                               |               |                                  |                               |
| <b>Limekiln Dyke</b>  | Gaye's Staithe to Neatishead Staithe (Nov-Jan)   | 7 / 12   | 3,500                         | 3,500         | 33,300                           | 14, 770                       |
| <i>Completed. Sidecasting material to the bank clear of trees last year</i>   |  |  |                               |               |                                  |                               |
| <b>River Chet</b>   | Shoals near Hardley Flood (Nov-Jan)  | 5 / 12   | 4,000                         | 2,500         | 22,300                           | 14,520                        |
| <i>Completed. Sidecasting to provide additional material onto the weak/low sections of riverbank</i>                                      |  |  |                               |               |                                  |                               |
| <b>Mid Bure</b>   | Thurne Mouth (Mar)   | 0 / 4  | 3,000                         | -             | 28,400                           | 10,630                        |
| <i>Deferred until April 2018 targeting shoals in and around Horning</i>   |  |  |                               |               |                                  |                               |
| <b>Site restoration</b>   | Rockland, Acle, Hickling   | -  | -                             | -             | 21,190                           | 50,930                        |
| <i>Restoration of dredge sites from work in 2016/17. Rockland Dyke restoration completed</i>  |  |  |                               |               |                                  |                               |
| <b>TOTAL</b>  |  | <b>82 / 87</b>   | <b>53,000</b>                 | <b>58,540</b> | <b>522,290</b>                   | <b>523,640</b>                |

<sup>a</sup> –project costs includes staff time for all elements (pre-works ecological mitigation, site set-up, active dredging & site restoration); BA plant; & budgetary expenditure (equipment hire, survey costs, contractor costs, mitigation works, materials & consumables etc); within the reporting period.

## **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. BA Follow up: 18 May 2018**

Contact Officer/Broads Plan Objective: Sandra Beckett

#### **1.1. Member Appointments**

The Authority appointed Mr Haydn Thirtle as Vice-Chairman of the Authority until its Annual meeting in July 2018 and accepted the Navigation Committee's recommendation to appoint your Chairman, Nicky Talbot and Vice-Chairman, Brian Wilkins as the two co-opted members on the Authority.

#### **1.2. Strategic Direction Strategic Priorities and Annual Business Plan**

As part of the report on progress on strategic priorities, the Authority received the six monthly Newsletter providing the progress on implementing the Broads Plan 2017, as well as the Annual Business Plan. These may be viewed from the website:

[Strategic-Direction-Priorities-Annual-Business-Plan-180518](#)

The report also included an update on CANAPE  
[CANAPE-update-180518](#)

#### **1.3. Peer Review Action Plan:**

##### **1.3.1 Review of the Authority's Governance Structure [Report-on-Peer-Review-180518](#)**

This provides a more detailed report on the decision made at the Authority's meeting on 18 May 2018, when Members considered proposals on governance arrangements for the Authority in response to the recommendations from the Peer Review and the subsequent discussions by Members at your meetings on 30 January and 8 March 2018. The proposals were developed by the Chief Executive with Members of the Financial Scrutiny and Audit Committee with the aim of streamlining the Authority's business and taking account of the Peer Review team's feedback.

Following a lengthy discussion when all members were given the opportunity to give their views on the six proposals, the majority agreed that the proposals were sound and should be embraced as they were a culmination and development of their own deliberations. They therefore resolved that the proposals be adopted on the basis that the arrangements will be reviewed in a year's time.

Members will have received a report earlier in the agenda on the first two proposals where your views have been requested in respect of the Navigation Committee meetings.

The Proposals adopted involved:

- Moving to a quarterly cycle of meetings – four meetings of the Authority per annum; the timetable set to meet the key business deadlines. (Meetings of the Navigation Committee to be determined following this meeting)
- Creating more informal opportunities for members and officers to interact through a minimum of four site visit/workshops for all members of the Authority in addition to the quarterly business meetings.
- The Financial Scrutiny and Audit Committee to be re-purposed to the Audit and Risk Committee with amended Terms of Reference.
- Using a more formal and open process for the annual appointment of Chairs and Vice-Chairs, Committee membership and outside bodies through nomination forms and expressions of interest, in advance of the Annual meeting in July.
- Establishing a Chairs Group comprising the Chairs and Vice-Chairs to support the Chair, steer the organisation and work with and support the Chief Executive. (This will not be a decision making group and items for business may be referred by any Member and added to the next business agenda if appropriate).
- Adopting a less formal process as part of the Local Resolution Procedure in the Code of Conduct to resolve members issues quicker and avoid them escalating.

The draft timetable for the Authority's meetings as well as the Audit and Risk Committee and Planning Committee was also accepted.

### 1.3.2 **Broader Engagement**

Another aspect of the Peer Review was to carry out more work around stakeholder engagement and for the Authority to look outwards and understand how it can play a role in more strategic and collaborative discussions with partners, the Local Authorities and the LEP. In the report on progress on Strategic Direction, this detailed how the Chairman and Chief Executive have set up a programme of regular meetings and site meetings with our constituent Local Authorities; the Chief Executive has had a very productive meeting with the CEO of New Anglia and agreed to meet on a quarterly basis; and officers meet regularly with our statutory

partners and other bodies with key accountability for, or influence in, delivering the Local Plan.

#### 1.4. **Future Arrangements for the Broads Forum**

As part of reviewing stakeholder engagement, the Authority carried out a survey of the Broads Forum stakeholder organisations about the Broads Forum's effectiveness. The findings of this were presented to an open Forum meeting on 26 April 2018 and proposals put forward based on the feedback received. The views of the Forum together with the findings from the survey were presented to the Authority on 18 May 2018.

Members concluded that the present format for the Broads Forum had run its course and the time was right for change given that there was a strong desire for this and to extend its role. Therefore it was agreed

- to retain the Broads Forum as one of many mechanisms for engaging with stakeholder organisations and move to twice yearly Broad Forum Workshops, each focussing on a key issue facing the Broads;
- All organisations represented on the Broads Forum to be invited, together with Authority Members and Officers; and experts and partner organisations with relevance to the issue under discussion also to attend.

[Future-of-the-Broads-Forum-180518](#)

#### 1.5. **Health and Safety**

The reports submitted to this Committee in April were received and noted by the Authority. With reference to the Internal and External Audit reports it was agreed that in future the findings from both of these would be summarised and provided in an annual report to the full Authority.

#### 1.6. **Use of Technology: GIS Interface, Data Gathering and Monitoring.**

The Authority received an interesting presentation on the progress being made through the use of technology to increase the efficiency in data gathering and monitoring the functions of the Authority. This highlighted the application of the two main software systems GIS (Geographical Information Systems) and DMS (Document Management Systems) and their integration to achieve a more consistent and comprehensive approach. In the first instance this has been used in data gathering and monitoring the Authority's assets and has been developed with the Rangers. It has been instrumental in helping to prioritise the work, not only for construction staff but also other staff within the Authority. It is hoped that such a system can be extended in the future for other areas, although the complexities and resources required need to be recognised.

## 2. **Acle Bridge Site**

The Architectural Competition was launched on 20 April 2018 with the



deadline of 29 May 2018 for submissions of initial Design Proposals. The response has been overwhelming and has resulted in 95 submissions. Up to 10 members volunteered to help indicate their preference in the long list and this took place on 4 June 2018. The Judging Panel will have met on 6 June 2018 to decide on the short list. The Interviews and presentations to the Panel will take place on Thursday 5 July 2018 and the announcement of the winning design with a presentation will take place at the Broads Authority meeting on 27 July 2018.

### **3. Ranger Update**

Apart from a few remaining dykes the adjacent waters checks have been completed. The last few areas will be completed at the start of June following the Whitsun holiday. As usual the checks have resulted in a number of Notice of Contraventions being produced which the Tolls team will follow up.

At the same time, Rangers have also been issuing Notices for non-display of registration numbers. With the removal of toll plaques the display of registration numbers is now essential to enable the Ranger team to carry out the necessary tolls checks. While questions have been raised, most boaters understand the need to comply and are working to meet the Byelaw requirement. This will be followed up over the next few months.

Joint working with Broads Beat and Boatyards continues with regards to dealing with antisocial behaviour. Broads Beat officers have continued with their 'meet and greet' programme where officer time allows. Weekly Ranger late patrols (past 7pm) are ongoing targeting weekends, Bank Holidays and events such as Regatta's. Each team has a number of Super Safety Days planned, running into the evening located on busy moorings to look at a number of issues including boat safety, speeding, etc. The first of the new automatic speed signs are in use at key locations and feedback on its effectiveness is positive.

The team has, however, been called to investigate and deal with a number of reports of antisocial behaviour, particularly over the Bank Holiday weekends when the weather has been sunny. Unfortunately a very small number of people behaving improperly can cause wider problems for other users. Recording of incidents is ongoing and patterns and trends will be reviewed as we go through the season.

### **4. Navigation Patrolling and Performance Targets**

Contact Officer/Broads Plan Objective: Lucy Burchnall/4.3

The report of the significant use of powers by the rangers is displayed in Appendix 1 and reflects the busy period. Appendix 2 shows the average navigation/countryside splits for three months are higher on the navigation side as would be expected during the summer when patrolling is a priority.

**5. Sunken and Abandoned Vessel Update**

Contact Officer/Broads Plan Objective: Lucy Burchnall/4.3

The sunken and abandoned update is contained in Appendix 3. There has been a high number of vessels sinking on the River Waveney over the last period however this has been linked to high water levels over this period as well as issues with abandoned vessels sinking.

**6. Planning Enforcement Update**

Contact Officer/Broads Plan Objective: Cally Smith/None

There are no further enforcement matters with navigation implications to report.

|                         |  |
|-------------------------|--|
| Background papers:      | None   |
| Author:                 | Sandra Beckett/Sarah Mullarney                   |
| Date of report:         |  |
| Broads Plan Objectives: | Multiple   |
| Appendices:             | APPENDIX 1 - Rangers Exercise of Powers Analysis |
|                         | APPENDIX 2 - Ranger Duties                       |
|                         | APPENDIX 3 - Sunken and Abandoned Vessels        |

## APPENDIX 1

| Rangers Exercise of Powers Analysis<br><i>(Bracketed figures are running totals, April 2018 to March 2019)</i> |                              |                |  |  |                        | Date: <b>APRIL 2018</b>     |                                       |                                       |
|--|------------------------------|----------------|--|--|------------------------|-----------------------------|---------------------------------------|---------------------------------------|
|  | 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 |
| <b>Verbal Warnings</b>   |                              |                |  |  |                        |                             |                                       |                                       |
| Care & Caution   | 2 ( 2 )                      | 1 ( 1 )        | 3 ( 3 )                                    | 10 ( 10 )                                |                        |                             | 4 ( 4 )                               |                                       |
| Speed  | 148 ( 148 )                  | 121 ( 121 )    | 72 ( 72 )                                  | 41 ( 41 )                                | 39 ( 39 )              | 3 ( 3 )                     | 7 ( 7 )                               | 17 ( 17 )                             |
| Other  | 7 ( 7 )                      | 5 ( 5 )        | 1 ( 1 )                                    | 8 ( 8 )                                  | 10 ( 10 )              | 4 ( 4 )                     | 3 ( 3 )                               |                                       |
| <b>Blue Book Warnings</b>  |                              |                |  |  |                        |                             |                                       |                                       |
| Care & Caution   | 1 ( 1 )                      |                |  | 1 ( 1 )                                  |                        |                             |                                       |                                       |
| Speed  | 6 ( 6 )                      | 2 ( 2 )        | 1 ( 1 )                                    | 1 ( 1 )                                  |                        | 1 ( 1 )                     | 1 ( 1 )                               | 1 ( 1 )                               |
| Other  | 1 ( 1 )                      | 3 ( 3 )        | 5 ( 5 )                                    | 1 ( 1 )                                  |                        | 1 ( 1 )                     | 1 ( 1 )                               |                                       |
| Special Directions   | 60 ( 60 )                    |                | 30 ( 30 )                                  |  |                        |                             | 2 ( 2 )                               |                                       |
| <b>Launch Staffed (by Ranger)</b>  |                              |                |  |  |                        |                             |                                       |                                       |
| Launch Staffed (by Ranger)   | 25 ( 25 )                    | 22 ( 22 )      | 25 ( 25 )                                  | 21 ( 21 )                                | 21 ( 21 )              | 11 ( 11 )                   | 22 ( 22 )                             | 30 ( 30 )                             |
| Best Value Patrol Targets Percentage Compliance  | 100% ( 100% )                | 100% ( 100% )  | 100% ( 100% )                              | 100% ( 100% )                            | 100% ( 100% )          | 100% ( 100% )               | 100% ( 100% )                         | 89% ( 89% )                           |
| Volunteer Patrols  |                              |                |  | 1 ( 1 )                                  |                        |                             |                                       |                                       |
| IRIS Reports   | 6 ( 6 )                      | 4 ( 4 )        | 10 ( 10 )                                  | 4 ( 4 )                                  | 9 ( 9 )                | 7 ( 7 )                     | 10 ( 10 )                             | 12 ( 12 )                             |
| Broads Control Total Calls   | <b>TOTAL 4,140 ( 4,140 )</b> |                |  | <b>Telephone 3,222 ( 3,222 )</b>         |                        |                             | <b>VHF 918 ( 918 )</b>                |                                       |

Total Time Allocated/Actual Ranger Team

| Broads Authority Corporate     | Work Area                     | Annual Allocation | Actual Days To Date |
|--------------------------------|-------------------------------|-------------------|---------------------|
| Corporate Time                 | Training                      | 134               | 19.86               |
|                                | Broads Control                | 39                | 8.51                |
|                                | Team meetings / work planning | 349               | 67.03               |
|                                | Partnership working           | 82                | 13.78               |
|                                | Assisting other sections      | 94                | 9.76                |
|                                | Annual Leave                  |                   | 58.51               |
|                                | Off Work Sick                 |                   | 9.32                |
|                                | Time in Lieu                  |                   | 0.61                |
| Premises Maintenance           | Billets and boatsheds         | 19                | 2.64                |
| Vessel & Equipment Maintenance | Launch - General              |                   | 2.43                |
|                                | Trailers - General            |                   | 0.14                |
|                                | Vehicle Maintenance           |                   | 1.08                |
|                                | Other equipment repair        |                   | 4.05                |
|                                | <b>Total</b>                  | <b>717</b>        | <b>197.73</b>       |

| Navigation             | Work Area                    | Annual Allocation | Actual Days To Date |
|------------------------|------------------------------|-------------------|---------------------|
| Navigation Maintenance | Patrolling                   | 1356              | 270.03              |
|                        | Escorts                      | 35                | 4.39                |
|                        | Prosecution files            | 0                 | 8.51                |
|                        | Bankside tree management     | 101               | 0.95                |
|                        | Obstruction removal          | 29                | 2.43                |
|                        | Channel markers & buoys      | 41                | 2.97                |
|                        | Signs & boards maintenance   | 73                | 9.59                |
|                        | Adjacent Waters              |                   | 32.94               |
| Mooring Maintenance    | Reactive mooring maintenance | 129               | 7.50                |
|                        | <b>Total</b>                 | <b>1764</b>       | <b>339.32</b>       |

|                   |     |
|-------------------|-----|
| Actual Percentage | 82% |
|-------------------|-----|

| Conservation, Rec, C'side          | Work Area                    | Annual Allocation | Actual Days To Date |
|------------------------------------|------------------------------|-------------------|---------------------|
| Conservation                       | Fen management               | 14                | 0.00                |
|                                    | Lake / Riverbank restoration | 10                | 0.00                |
|                                    | Invasive Species Control     | 33                | 0.00                |
|                                    | Other conservation work      | 202               | 0.74                |
|                                    | Pollution Response           |                   | 0.00                |
| Recreation/Countryside Maintenance | Visitor Site maintenance     | 185               | 26.15               |
|                                    | Whitlingham Country Park     | 300               | 43.89               |
| Public engagement                  | Public footpath work         | 14                | 0.00                |
|                                    | Education work               | 20                | 2.03                |
|                                    | <b>Total</b>                 | <b>778</b>        | <b>72.80</b>        |

|                   |     |
|-------------------|-----|
| Actual Percentage | 18% |
|-------------------|-----|

|                   |             |               |
|-------------------|-------------|---------------|
| <b>Team total</b> | <b>3259</b> | <b>609.86</b> |
|-------------------|-------------|---------------|

## Sunken and Abandoned Vessels

| Description    | Location found               | Action  | Notice Affixed | Result   |
|----------------|------------------------------|---|----------------|--|
| Sunken cruiser | River Yare Old River Thorpe. | Vessel sunk at owners moorings  | No             | Not affecting the navigation owner will raise in due course                  |
| Sunken Cruiser | Oulton Broad                 | Harbour Master liaising with owner  | No             | Not affecting the navigation Oulton Broad Harbour Master liaising with owner |
| Sunken yacht   | Geldeston                    | Liaising with owner   | No             | Authority liaising with owner  |
| Motor Cruiser  | Beccles                      | Vessel sunk at 24 hour mooring  | No             | Vessel raised and disposed of using removal of wreck powers                  |
| Sports Vessel  | Beccles                      | Abandoned vessel notice issued. Vessel moved to Somerlayton moorings to be removed to Dockyard but found sunk | Yes            | Authority will raise and dispose of.   |
| Motor Cruiser  | Waxham Cut                   | Abandoned Vessel notice Issued  | Yes            | Deadline 14 <sup>th</sup> June   |
| Sports Vessel  | Beccles Marsh                | Removed from mooring  | Yes            | Vessel pending disposal  |