

## Navigation Committee

Minutes of the meeting held on 20 April 2017

### Present:

Mrs N Talbot (Chairman)

Mr K Allen	Sir Peter Dixon	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 & Recreation Officer  
Ms E Guds – Administrative Officer (Governance)  
Mr D Harris – Solicitor & Monitoring Officer  
Dr D Hoare – Head of Construction, Maintenance and Environment  
Ms E Krelle – Chief Financial Officer  
Ms A Leeper – Asset Officer  
Ms A Long – Director of Planning and Resources  
Ms S Mullarney – Administrative Officer (Governance)  
Dr J Packman – Chief Executive  
Mr R Rogers – Director of Operations

### Also Present:

Prof J A Burgess, Chairman of the Authority  
Mr B Dickson – Member

### 1/1 To receive apologies for absence

Apologies for absence were received from Greg Munford and Alan Goodchild.

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. The confidential part of the meeting would not be recorded.

James Knight declared that he would make his own recording.

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

No items had been proposed as matters of urgent business.

### **1/3 Appointment of Chair**

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

Brian Wilkins proposed, seconded by Max Heron that Nicky Talbot be appointed as Chairman until 19 April 2018. As there were no other nominations forthcoming, it was

RESOLVED

that Nicky Talbot be appointed as Chairman of the Navigation Committee.

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

Nicky Talbot thanked Michael Whitaker for his time as Chairman and thanked Members for their support whilst she substituted as Chair in Michael's absence.

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

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

The Chair proposed, seconded by Peter Dixon that Brian Wilkins be appointed as Vice Chairman until the 19 April 2018. As no other nominations were forthcoming it was

RESOLVED

that Brian Wilkins be appointed as Vice Chairman of the Navigation Committee until 19 April 2018.

### **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 23 February 2016**

A member enquired about whether it was appropriate for the names of members to be referenced in the minutes. The Solicitor and Monitoring Officer referred to the definitive guidance on the preparation of minutes in a reference book entitled 'Knowles on Local Authority Meetings'. This makes clear that "minutes are brief notes of the proceedings of a meeting that in particular record the decisions made." They should be precise and concise, complete, self-contained and decisive. The

Authority's practice is that the names of individual members are only included in the minutes when Members had made a declaration or specifically asked for their name to be referenced. The Solicitor and Monitoring Officer said he would look into the format of the minutes in more detail.

The minutes of the meeting held on 23 February 2017 were confirmed as a correct record and signed by the Chairman.

#### **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.

One Member enquired about the Staithes report and whether the Authority could press for the maps to be forwarded from the author of the report. The Senior Waterways and Recreation Officer hoped to receive the maps by the end of April. He further confirmed that he had invited Professor Williamson to speak at a Navigation Committee meeting in the future.

Members noted the report.

#### **1/9 Appointment of Two Co-opted Members to the Broads Authority**

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 18 May 2018 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 Mrs Talbot had been elected Chair of the Committee, she would need to take up one of the seats on the Authority.

The Chair proposed, seconded by Peter Dixon that Brian Wilkins be appointed as Co-opted Member to the Broads Authority until 18 May 2018. No other nominations were forthcoming. 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 18 May 2018.

## **1/10 Mooring Strategy Update**

At the last meeting of the Committee a number of questions arose concerning the provision of moorings. This report provided Members with an update on the Authority's mooring strategy and the action plan to maintain the Authority's moorings that was adopted by the Broads Authority in November 2014. The Committee reviewed the existing policy principles with active debate to ensure that the Authority is mindful of its responsibilities to users of the waterways.

The report prompted a discussion about encouraging visitors to the Southern Broads which included a suggestion of short breaks to the area. The trial of stern on moorings at the Ferry Inn at Horning was raised and confirmed that it had not been successful for the reasons discussed at the meeting in February. It also raised concerns about the proposal to trial stern on moorings at Bramerton.

The Committee was made aware that the BSMG group was strongly against any suggestion of any stern mooring at Bramerton and proposed that there be no new stern on mooring in designated rowing areas. The Head of Ranger Services clarified that the suggestion of a trial at Bramerton and Brundall had come from the Broads Hire Boat Federation and the NSBA. Officers expected that an evaluation of the potential for stern on mooring at Bramerton was likely to conclude it to be difficult and unsafe.

The discussion moved on to the potential for additional moorings at busy sites such as at Ranworth Broad. The NSBA and BHBF had had discussions with the Ranworth Estate and it was clear the proposal for more free 24 hour moorings at Ranworth Staithe was not supported by the Estate. The Committee also discussed the reasons for the concentration of hire boats on the northern rivers and issues about crossing Breydon Water.

Officers undertook to review suggestions made at the meeting such as the possibility of free 48 hour rather than 24 hour moorings during off peak times on the southern rivers, the remapping of third party moorings as well as examining the existing policy principles as part of the review of the Integrated Access Strategy which would commence later in 2017.

Members wished to see more detail in the schedules of moorings in the Appendices to the paper. The Senior Waterways and Recreation Officer agreed to circulate a table listing the name, length and an indication of the level of use of each mooring to the members of the Committee.

Members noted the report.

## **1/11 Navigation Income and Expenditure 1 April to 31 December 2016 Actual and 2016/17 Forecast Outturn**

The Members received a report providing them with details of the actual navigation income and expenditure for the eleven month period to 28 February 2017, and provides a forecast of the projected expenditure at the end of the financial year (31 March 2017).

It was reported that the collection of tolls for 2017/18 was going well. 9184 private boats had been tolled by 19 April, up from 9117 at 19 April 2016. 72.9% of the budgeted income from private tolls had been received. This was ahead of the position at the same time last year.

The issue of above average tolls increases had been raised with tolls staff by approximately 20 private owners of larger boats.

The Chief Financial Officer confirmed that the Draft Statement of Accounts would be completed by the end of May.

Members noted the report.

## **1/12 Boating Safety Management Group**

Members received the notes of the Boating Safety Management Group meeting held on 27 February 2017 and discussed the safety of paddle boarding on the Broads. It was suggested for the Authority to be more pro-active about the management of paddle boarding and to have a policy in place.

The Chair had asked for the Committee to be kept up-to-date about any issues and policies that arise in regards to paddle boarding. The Head of Safety Management informed Members that a concessionary toll for the Broads Authority Paddle Scheme (BAPS) meant that a discounted toll was available. Members were further informed that conditions had been drafted with BAPS operators to introduce paddle boards into the scheme. One of the proposed conditions currently being consulted upon was a requirement for hirers to be qualified. There are recognised qualifications from the British Stand Up Paddle Board Association and Associations of Surf Instructors.

The Head of Safety Management confirmed that the Authority had no regulation specific to private boarders but that paddle boarding had come up at the PMSC hazard review. NSBA had been present and issues had been discussed by the stakeholders present at the review meeting.

Members noted the report.

## **1/13 Safety Audit 2016 Report**

The Committee received a report providing details of the incidents reported from April 2016 to end of March 2017. There had been eight deaths in 2016, three resulting from Cardiac Arrest, two from carbon monoxide poisoning and three not thought to be suspicious.

Given the large numbers of visitors and users of the Broads these figures demonstrated that serious incidents were a rare occurrence.

Members noted the report.

## **1/14 Construction, Maintenance and Environment Work Programme Progress Update**

The Committee received a report which set out the progress made in the delivery of the 2016/17 Construction, Maintenance and Environment Section work programme. It was noted that due to the complexity of some projects there was a shortfall of total dredged volume output, 38750m<sup>3</sup> to end Feb, compared with the target of 50,000m<sup>3</sup> per annum.

The Head of Construction Maintenance and Environment highlighted that prior to the Authority carrying out any cutting of water plants in Hickling Broad, consent was required from Natural England. This included the development of an Appropriate Assessment against the Conservation (Habitats & Species) Regulations with supporting evidence of no significant effect on the protected features of the site.

A member reported that aquatic plant growth in the Hickling sailing area was earlier than ever and more prolific than anyone can remember at this point in mid-April. It was explained that due to the mild winter and early sun in April, Aquatic growth within Hickling had not 'died back' as hard as expected in other years, meaning aquatic plants already had a strong presence in the water.

Members queried the trigger level for cutting in the marked channel, further cutting trials in the agreed sailing area, and the proportion of the protected Stoneworts and of the more common Milfoil. A meeting of relevant officers and members of the Upper Thurne Working Group (UTWG) would be held on 15<sup>th</sup> May explaining the Broads Authority's decision on making process in regards to managing aquatic plant growth in Hickling.

Members noted the report.

## **1/15 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.

Members noted the report.

## **1/16 Current Issues**

One Member was prompted to inform the Committee of difficulties in navigating his boat into central Norwich and how after attempting to communicate with Network Rail he was informed that the swing bridge at Trowse was unable to be opened.

When it was proposed by one Member that a date would be provided at the next meeting for the availability of higher resolution depth charts online it was explained that the GIS Support Officer was currently busy working on the Broads Tourism website which was a priority but that the request by the Member was noted.

One Member mentioned that the Broads Outdoor Festival was being launched next week at the Waveney River Centre and encouraged Members to attend.

**1/17 Items for future discussion**

No items for future discussion were identified.

**1/18 To note the date of the next meeting**

The next meeting of the Committee would be held on Thursday 15 June 2017, however following discussion with the Chair the meeting has subsequently been replaced by a site visit to the River Wensum.

The next Committee meeting will be held on Thursday 7 September 2017 at Yare House, 62-64 Thorpe Road, Norwich commencing at 2pm.

**1/19 Exclusion of the Public**

RESOLVED

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

Members of the Public left the meeting

**Summary of Exempt Minutes**

**1/20 To receive and confirm the exempt minutes of the Navigation Committee meeting held on 23 February 2017 (herewith)**

The Exempt minutes of the meeting held on 23 February 2017 were confirmed as a correct record and signed by the Chairman.

**1/21 Mooring Priorities for 2017/2018**

The Members received an exempt report updating them on the decisions taken at the last meeting of the Broads Authority regarding the competing priorities between the purchase, leasing and repair of three important moorings for 2017/18.

The meeting concluded at 4.40 pm

Chair

Code of Conduct for Members

**Declaration of Interests**

Committee: Navigation Committee

Date of Meeting: 20 April 2017

Name Please Print	Agenda/ Minute No(s)	Nature of Interest (Please describe the nature of the interest)	Please tick here if the interest is a Prejudicial interest
Michael Whitaker	10-21	Toll payer, Hire Boat Operator, Chair BHBF, resident	
Simon Sparrow	10-21	Toll Payer, hire boat operator, resident	
James Knight	10-21	Toll payer, Hire Boat Operator and Yacht Club Member	
Brian Wilkins	10-21	Chair NSBA, all issues	
Max Heron	10-21	Toll payer, landowner, Member British RC, NRC, Chair Whitlingham Boathouses	
Nicky Talbot	10-21	Toll Payer, Member of NSBA and NBYC	
Matthew Bradbury	10-21	Toll Payer, BCU Member	
John Ash	10-21	Toll Payer, Chairman and Director of WYCCT,	
Kelvin Allen	10-21	Chair of BASG	
Linda Aspland	10-21	Hunter fleet, Toll payer, NBYC Committee, local resident	
Peter Dixon	14	Weed growth at Hickling	