

## Navigation Committee

### AGENDA

Thursday 13 June 2019

2.00pm

	Page
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> 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 11 April 2019</b>	3 – 10
6. <b>Summary of Actions and Outstanding Issues following Discussions at Previous Meetings</b> Report by Administrative Officer	11 – 12
7. <b>Chief Executive's Report and Current Issues</b> Report – Members are asked to notify the Governance Team at least three days in advance of the meeting of issues they would like to raise.	13 – 18
8. <b>Planning Application with Navigation Implications</b> BA/2018/0149/FUL: Mooring pontoons to provide 54 private moorings as an extension to the existing Broadlands Marina on the southern side of Oulton Broad; provision of 4 new visitor moorings, removal of 30 private moorings and a section of jetty; creation of additional reedbed, and reinstatement of slipway and pump out facilities (revised scheme) Report by Planning Officer	19 – 22
9. <b>The Port Marine Safety Code</b> <b>Safety Management System: Stakeholder Hazard Review 2019</b> Report by Head of Safety Management	23 – 34

	Page
10. <b>Guidance Notes for those Conducting Works within the Navigation Area Documentation Review Consultation</b> Report by Rivers Engineer	35 – 36
11. <b>General Direction for Escorts and Large Vessel Movement</b> Report by Head of Ranger Services	37 – 44
12. <b>Broads Integrated Access Strategy and Action Plan</b> Report by Senior Waterways and Recreation Officer	45 – 73
13. <b>Feedback on Navigation Committee Appointment Process</b> Report by Chief Executive and Administrative Officer	74 – 80
14. <b>Annual Income and Expenditure Report: 2018/19</b> Report by Chief Financial Officer	81 – 84
15. <b>Construction, Maintenance and Environment Work Programme Progress Update</b> Report by Head of Construction, Maintenance & Environment	85 – 89
16. <b>To note the date of the next meeting – Thursday 5 September 2019 at Dockyard, Griffin Lane, Thorpe St Andrew, Norwich, commencing at 2.00pm</b>	
17. <b>Exclusion of the Public</b> The Committee is asked to consider excluding the public from the meeting under section 100A of the Local Government Act 1972 for consideration of the item below on the grounds that it involves the likely disclosure of exempt information as defined by Paragraph 3 of Part 1 of Schedule 12A to the Act as amended, and that the public interest in maintaining the exemption outweighs the public benefit in disclosing the information	
18. <b>To receive and confirm the exempt minutes of the Navigation Committee meeting held on 11 April 2019</b>	90 – 91
19. <b>Launch Replacement Programme Update</b> Update by Head of Ranger Services	
20. <b>Mooring Priorities</b> Report by Director of Operations	92 – 100

## **Navigation Committee**

Minutes of the meeting held on 11 April 2019

### **Present:**

Mrs Nicky Talbot – Chairperson

Mr K Allen

Mr M Bradbury

Mr S Sparrow

Mr J Ash

Mr W Dickson

Mr A Thomson

Ms L Aspland

Mr G Munford

Mr P Thomas

Mr M Barnes

### **In Attendance:**

Ms N Beal – Planning Policy Officer (item 11)

Mrs L Burchnall – Head of Ranger Services (item 17)

Miss S Mullarney – Administrative Officer

Dr J Packman – Chief Executive

Mr R Rogers – Director of Operations

Ms C Smith – Head of Planning (item 11)

Also in attendance:

Haydn Thirtle.

### **1/1 To receive apologies for absence**

Apologies for absence were received from Andy Hamilton.

### **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.

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

No items were proposed as a matter of urgent business.

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

The Chief Executive reported that nominations for the Chair had been invited in line with the new procedure adopted following the 18 May 2018 Broads Authority meeting.

Nicky Talbot had been proposed by John Ash and seconded by Linda Aspland.

No other nominations had been received so it was

**RESOLVED**

That Nicky Talbot be appointed Chair of the Navigation Committee.

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

The Chief Executive reported that nominations for Vice Chair had been received for Simon Sparrow, proposed by Nicky Talbot and seconded by Linda Aspland.

No other nominations had been received so it was

RESOLVED

That Simon Sparrow be appointed Vice Chair of the Navigation Committee.

**Nicky Talbot in the Chair**

**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 17 January 2019**

The minutes of the meeting held on 17 January 2019 were signed by the Chair 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.

**Staithe Report**

Members were informed that Officers were chasing Somerton Boat Dyke Trust for confirmation that any issues with the report had been resolved. It was hoped to complete and make the report public soon.

**Network Rail**

Network Rail has asked the Authority to identify with local boating organisations high impact days where demands of particular groups of boats are at their highest. Network Rail has agreed to do their best on these days and will reposition crews closer to the bridges to better react to the high demand for bridge operation.

Members were informed that Network Rail had commissioned Atkins to carry out an Asset Management Plan to look at the cost for replacement and major refurbishment of Somerleyton and Reedham swing bridges. This was due to be completed by the end of March 2019.

One Member asked for an update on Trowse swing bridge. The Chief Executive said that it was currently not working but Network Rail had indicated that they have been examining how the computer system could be bypassed to enable the bridge to swing.

### **Burgh Castle**

The Director of Operations gave an update, explaining that alternate mooring solutions were being investigated.

### **Registration Marks**

Both the Chief Executive and the Chair thanked the Head of Ranger Services and the River Cruiser Class for meeting to discuss the issue. Members were informed that a compromise had been agreed on the display of registration marks on river cruisers. Vessels of a class designed specifically and exclusively for use on the Broads will not be required to display their registration marks on the stern provided the vessel is clearly marked on the stern with its registered name. Registration marks must be displayed both sides of vessel near the bow. Vessels with a long counter stern which are unable to display either registration marks or the registered name on the stern must display registration marks both sides of vessel near the bow.

The Chief Executive added that this revised wording had been agreed for the guidance to make the requirements for the river cruiser class clearer. Members were also informed that the Captain of the River Cruiser Class had written to all members of the River Cruiser Class to encourage all owners to meet the obligations set out in the byelaws.

One Member commented that the compromise suggested certain vessels were not following the same guidance. Officers responded that the important factor was that the Rangers were able to identify individual boats in order to carry out their duties. Clear sight of the name would enable them to do this and implement the byelaws.

The Head of Ranger Services agreed with the River Cruiser Class and the Rangers that they were comfortable that they would be able to identify the vessels. The situation is to be monitored over the season. The Chief Executive thanked the Committee for its support.

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 22 May 2020 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 Navigation 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.

Bill Dickson proposed, seconded by Linda Aspland that Simon Sparrow be appointed as a Member of the Broads Authority until 22 May 2020. No other nominations were received, therefore it was

**RESOLVED**

That Nicky Talbot and Simon Sparrow be recommended to the Broads Authority for appointment as the co-opted Members to the Broads Authority until 22 May 2020.

## **1/10 Chief Executive's Report and Current Issues**

### **Acle Moorings refurbishment**

Members were informed that the refurbished café and shop was due to open on Tuesday 16 April 2019. In response to a member question regarding the proposed Education and Visitor Centre, the Chief Executive said the focus for recent months had been to refurbish the moorings, transfer the ownership of the public toilets and work with the catering contractor, in terms of the longer term plans vehicular access to the site was being assessed and options for financing the project were being examined.

### **PMSC Hazard Log-Stakeholder Review**

The Chair thanked the Head of Safety Management and the other participants in the Review for a worthwhile exercise.

### **Marina Quays**

Members were informed that a revised application for Marina Quays had been submitted. The original application was presented at the 6 September 2018 Navigation Committee meeting and Members had no 'in principle' objection. However, there were a number of planning concerns which resulted in the application being withdrawn. Members were advised that the new application has no changes that may affect navigation so there was no need to re-consult the Navigation Committee.

Members noted the report.

## **1/11 Local Plan for the Broads - adoption**

The report outlined the processes of the Examination of the Local Plan for the Broads. Members were informed that the Inspector's report had not been

received in time for the meeting. It was hoped this would be available for review at the next Planning Committee meeting. This would subsequently be presented to the Broads Authority for adoption.

Navigation Committee Members would be informed when the report was available.

Members noted the report.

#### **1/12 Navigation Income and Expenditure: 1 April 2018 to 28 February 2019 Actual and 2018/19 Forecast Outturn**

The report informed members of the actual Navigation Income and Expenditure for the eleven month period to 28 February 2019 and provided a forecast of the projected expenditure at the end of the financial year.

The Chief Executive reported that the income was above what was budgeted and expenditure was on track. He added that the Navigation reserves were projected to be above the minimum reserve rate of 10% at the end of the year.

In response to a Member's question regarding legal expenditure and the difference between the budget and forecast outturn in the report, the Chief Executive clarified that the budget had not reflected actual expenditure and there had been little change in the actual legal costs attributed to navigation over the last two years. He explained that the two main legal costs for navigation expenditure were a proportion of the salary of the Solicitor and Monitoring Officer, legal costs associated with leases and property and prosecutions. It was explained that nplaw would continue to undertake the Authority's prosecution work and Birketts the remaining legal work. The Chief Executive stressed that the Authority had to enforce the Authority's byelaws but legal action was a last resort and issues such as the non-payment of tolls were often resolved before they reached court. The budget would be amended going forward to reflect the actual expenditure of 2018/19, with costs being ascribed to Navigation or National Park budgets dependent on where the costs fall.

The Member further questioned the legal services value for money stating that the Committee needed to be able to explain where toll payers money was going. One member responded that there would be no incentive to pay for tolls if the Authority didn't prosecute those who refused to pay. Another member agreed that prosecutions could not be selective. The Chief Executive reiterated this and said every opportunity was given for compliance. The Chair concluded that the Broads Authority needed legal advice on these matters and said Members had seen evidence of prosecutions in various reports presented to the Navigation Committee.

Members noted the report.

### **1/13 Safety Audit 2018 Report**

Members noted the details of incidents reported during 2018. Members commented on the steady trend of numbers of people falling into the water. The Director of Operations explained that the incidents listed weren't all attended by the Broads Authority.

Members discussed what information was captured for each incident and the possible causes for the incidents. One member highlighted that context was needed for the figures in the report, he said that it was a relatively small percentage of incidents for the proportion of vessels on the Broads. The Director of Operations added that referrals for medical advice were on the increase which would account for the trend of incidents requiring hospital treatment.

Members noted the report.

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

Members were provided with an update on the progress of the work programme for the Construction, Maintenance and Environment teams.

One member asked for an update on the tree shears, the Director of Operations said that they were proving to be more efficient in removing the bankside scrub and tree but that additional kit might be needed to be purchased in the future to speed up the clearing up process.

Members noted the report.

### **1/15 Navigation Committee Timetable of Meetings 2019/20**

The Committee Timetable for 2019/20 had been approved at the 22 March 2019 Broads Authority meeting subject to the views of the Navigation Committee. Members were asked to review the Navigation Committee meetings for the coming year.

There were no objections to the Navigation Committee meeting dates for 2019/2020.

### **1/16 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



## **1/17 Launch Replacement Programme**

Members were advised of the next phase of delivering the Launch Replacement Programme following discussion at the previous Navigation Committee meeting.

Members discussed the proposal for some members to attend the Seawork International Trade Show in June. It was suggested that a small group attend the show on Tuesday 11 June and all members to meet as scheduled on 13 June. The Chair and Vice Chair proposed to represent the Committee at the site visit. Mike Barnes also volunteered to attend the trade show.

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

The next meeting of the Navigation Committee would be held on Thursday 13 June 2019 at the Dockyard, Griffin Lane, Thorpe St Andrew, Norwich, NR7 0SL commencing at 2pm.

The meeting concluded at 3.30pm

Chairman

## Code of Conduct for Members

**Declaration of Interests**

Committee: Navigation Committee

Date of Meeting: 11 April 2019

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
John Ash		As previously declared.	
Bill Dickson			
Linda Aspland		As previously declared.	
Mike Barnes		As previously declared.	
Alan Thomson			
Matthew Bradbury		As previously declared.	
Nicky Talbot		None to declare re agenda. Toll payer.	
Simon Sparrow		Toll payer, hire boat operator, resident.	
Greg Munford		Chief Exec Richardsons Leisure Ltd President British Marine Resident in Authority area No specific interests.	

**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>
20 April 2017 Minute 1/8 <b>Summary of Actions and Outstanding Issues following Discussions at Previous Meetings</b>	Prof Williamson had been chased for the Staithes report and the Authority hoped to receive the maps by the end of April.	Senior Waterways & Recreation Officer	Final changes to the Staithes report have been sent to Professor Williamson taking account of consultations and discussions with Parish Councils. Professor Williamson is currently working on these changes.
19 October 2017 Minute 2/17 <b>Items for future discussion</b>	Network Rail Whole Life Strategy for swing bridges and replacing Trowse Swing Bridge with a fixed bridge.	Chief Executive	<p>Officers met Network Rail on 24 April 2019 and discussed the need for good functionality from the swing bridges.</p> <p>Officers also discussed the need for accurate information from the signallers regarding the bridge openings and when the bridges are non-functional. Network Rail agreed to share more information and quicker. The meeting also addressed navigational aids and the need to retain the system of displaying flags on the bridges.</p> <p>The next meeting is planned for October 2019 to review the performance of the swing bridges during the summer period.</p>

Date of Meeting and Minute No	Discussion	Responsible Person	Summary of Actions and Outstanding Issues
17 January 2019 Minute 5/9 <b>Planning Application with Navigation Implications: BA/2018/0466/FUL – Land at Burgh Castle – BFAP Compartment 34</b>	Lease arrangements and re-piling at Burgh Castle for the reinstatement of free 24 hour moorings.	Director of Operations	<p>The previous Burgh Castle mooring will not be re-piled by the Environment Agency, with no date given for any potential action from the Agency.</p> <p>Officers are continuing to negotiate for an alternative mooring site in this location and are currently assessing a sites piles and developing costs to ascertain the viability of developing a new mooring site. See item 20 of the agenda.</p>

## **Chief Executive's Report and Current Issues**

<b>Purpose:</b>	The purpose of this report is to brief the Committee on significant matters relating to the maintenance and management of the waterways and to provide an opportunity for members of the Committee to raise any such issues.
-----------------	--

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

- 1.1 At the 17 May 2019 Broads Authority meeting members appointed Nicky Talbot and Simon Sparrow as members of the Broads Authority until 22 May 2020.

### **2. Local Plan for the Broads**

- 2.1 Members formally adopted the Broads Local Plan at its meeting on 17 May 2019. This is now the development plan for the Broads and supersedes the Core Strategy (2007), the Development Management DPD (2011), and the Sites Specifics Local Plan as well as the saved policy from the 1997 Local Plan. It will be used to determine planning applications in the area and can be found on the Broads Authority website: [Local Plan for the Broads](#)

### **3. Appointment of Monitoring Officer**

- 3.1 At the 17 May 2019 Broads Authority meeting members endorsed the appointment of Steven Bell as the Authority's Monitoring Officer. This followed consultation with the Chair of the Authority and the Chair of the Audit and Risk Committee.

### **4. Purchasing Electric Vans**

- 4.1 The Authority purchased a Renault Zoe electric car last year which to date has been very popular with staff and reliable. Officers are now examining the options for the Authority's vans. In the context of rising public concern about the impacts of climate change officers recommend the purchase of electric powered vans rather than diesel or petrol powered vehicles as a viable option. There are a number on sale which have a sufficient range to make them appropriate for servicing the needs of the Broads Authority. The initial capital cost of purchase for an electric commercial vehicle is higher than for the equivalent petrol or diesel model and there will be some costs, part of which is recoverable by way of Government Grant, towards installing charging points. However, there is a strong argument to support such a purchase if the organisation is to continue to lead by example on environmental matters.

There are sufficient funds in the Vehicle Replacement Reserve (in Plant Vessels and Equipment Reserve) for the purchase of the two vans currently being considered. The forward plan for vehicle replacement and the level of contribution into the reserve will need reviewing to take electric vehicles into account.

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

Contact Officer/Broads Plan Objective: Lucy Burchnall/4.3

- 5.1 The report of the significant use of powers by the rangers is displayed in Appendix 1 and reflects the busy period. The Ranger Team is now using a mobile tracking app to record patrolling achieved against their targets (best value points). 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.
- 5.2 Appendix 3 sets out the report of prosecutions since the last meeting.

## **6. Sunken and Abandoned Vessel Update**

Contact Officer/Broads Plan Objective: Lucy Burchnall/4.3

- 6.1 The sunken and abandoned update is contained in Appendix 4. Four vessels have been removed since the last report and a further four are planned for removal when the dredging kit is available in the area to help with this.

## **7. Planning Enforcement Update**

Contact Officer: Cally Smith/None

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

Background papers: None

Author: John Packman, Lucy Burchnall and Sarah Mullarney

Date of report:

Broads Plan Objectives: Multiple

Appendices:

APPENDIX 1 - Rangers Exercise of Powers Analysis

APPENDIX 2 - Ranger Duties

APPENDIX 3 - Report of prosecutions dealt with in court during March to May 2019

APPENDIX 4 - Sunken and Abandoned Vessels

# APPENDIX 1

Rangers Exercise of Powers Analysis							Date:	APRIL 2019 - MAY 2019
	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	Norwich and Upper Yare	Reedham, Chet & Middle Yare	Oulton Broad and Upper/Middle Waveney	Breydon Water, Lower Waveney and Yare
Patrol area checkpoints achieved (See Fig. 1 for details)								
Percentage targets achieved	100%	100%	81%	81%	100%	100%	67%	99%
Verbal Warnings								
Care & Caution	7	7	8		4			
Speed	291	117	95	29	14	29	29	
Other	7	16	12					
Blue Book warnings								
Care & Caution				1	2			1
Speed	1	1			1	2		
Other		5	2		4	6	1	
Special Directions	18		83			7	12	
Launch Staffed (by Ranger)	52	47	58	34	47	50	46	61
Volunteer Patrols		1					1	
IRIS Reports	5	12	6	5	6	7	3	11
Broads Control Total Calls	TOTAL 6,555			Telephone 5,027		VHF 1,528		

## Total Time Allocated/Actual Ranger Team

UP TO 20 MAY 2019

Broads Authority Corporate	Work Area	Annual Allocation	Actual Days To Date
Corporate Time	Training	134	26.72
	Broads Control	362	53.92
	Team meetings / work planning	377	58.28
	Partnership working	76	7.67
	Assisting other sections	76	7.47
Premises Maintenance	Billets and boatsheds	25	0.34
Vessel & Equipment Maintenance	Launch - General		1.22
	Trailers - General		0.00
	Vehicle Maintenance		0.81
	Other equipment repair		1.22
<b>Total</b>		1050	157.64

Navigation	Work Area	Annual Allocation	Actual Days To Date
Navigation Maintenance	Patrolling	1299	269.12
	Escorts	51	14.73
	Prosecution files	0	4.39
	Bankside tree management	66	2.23
	Obstruction removal	28	1.35
	Channel markers & buoys	41	2.64
	Signs & boards maintenance	70	1.82
	Adjacent Waters	107	25.64
Mooring Maintenance	Reactive mooring maintenance	121	4.26
<b>Total</b>		1783	326.18

Actual Percentage	80%
-------------------	-----

Conservation, Rec, C'side	Work Area	Annual Allocation	Actual Days To Date
Conservation	Fen management	140	3.78
	Lake / Riverbank restoration	90	1.15
	Invasive Species Control	20	0.00
	Other conservation work	217	6.89
	Pollution Response		0.27
Recreation/Countryside Maintenance	Visitor Site maintenance	214	34.43
	Whitlingham Country Park	282	33.72
	Public footpath work	14	1.22
Public engagement	Education work	28	2.16
<b>Total</b>		1005	83.61

Actual Percentage	20%
-------------------	-----

<b>Team total</b>	3838	567.43
-------------------	------	--------



**Report of prosecutions dealt with in court during March to May 2019****Navigation Offences**

4 Offences, 2 of speeding on the Wensum and 2 for care and caution. The Magistrates found the defendant guilty on all four offences. Fines were imposed to the navigation offences £300 each with no separate penalty imposed against the 2 speeding offences. Full costs of £686.26 were ordered and a £30 victim surcharge applied.

### Sunken and Abandoned Vessels Current Position as at May 2019

Description	Location found	Action	Notice Affixed	Result
Motor Cruiser	River Yare Old River Thorpe.	Vessel sunk at owners moorings	No	Not affecting the navigation
Motor Cruiser	Deal Ground, Yare	Vessel sunk	No	Marked with yellow posts. Liaising with owner.
Motor Cruiser	Oulton Broad	Harbour Master unable to trace owner, Broads Authority will be lifting when equipment is in the area summer 2019	No	
Motor Cruiser	Somerleyton	Vessel sunk at mooring. Marked. Broads Authority to raise and look to claim costs back from owner	No	Vessel removed
Yacht	Geldeston	Broads Authority to raise in liaison with owner	No	Liaising with owner
Motor cruiser	Geldeston	As above	No	Liaising with owner
Yacht	Rockland	BA to raise and remove June 2019	Yes	
Aux Yacht	Dockyard	Abandoned vessel notice expired. To be removed from navigation	Yes	Vessel removed
Motor Cruiser	Sutton/Stalham cut	Liaising with owner, not in the navigation	No	
Motor Cruiser	Trowse, Yare	Vessel sunk, marked as a hazard, Broads Authority raised vessel April 2019	No	Vessel removed
Motor Cruiser	Surlingham, Yare	Vessel sunk, chasing owners to remove	No	Vessel removed

### **Planning Application with Navigation Implications**

BA/2018/0149/FUL: Mooring pontoons to provide 54 private moorings as an extension to the existing Broadlands Marina on the southern side of Oulton Broad; provision of 4 new visitor moorings, removal of 30 private moorings and a section of jetty; creation of additional reedbed, and reinstatement of slipway and pump out facilities (revised scheme).

**Purpose:** A planning application (BA/2018/0149/FUL) was submitted to the Broads Authority in May 2018 for the installation of additional mooring pontoons at an existing marina. The scheme has now been revised to reduce the projection of the pontoons and the number of moorings.

The proposal includes 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 The application as submitted (submission version) was for the installation of an area of pontoons sited to the immediate west of the existing marina. This was presented to the Navigation Committee at the 14 June 2018 meeting, the minutes of which show that whilst Members were in favour of additional moorings, they concluded that the proposal as presented interfered with the reasonable use of or enjoyment of the navigation area by other persons or

vessels or persons exercising a public right of navigation. The minutes also show that the Chair concluded that the applicant would need to have a look at how far out they were proposing to put the moorings and return with a revised proposal.

- 2.2 The applicant has since revised the proposal as recommended (revised version). The length of the mooring pontoons has been reduced, and whereas before there were three pontoons of equal length, it is now proposed that the pontoon furthest from the existing moorings is shorter than the other two. In addition, the section of pontoon mooring proposed to the northern end of the existing marina has been removed.
- 2.3 The distance east to west (parallel to the land) of the proposed mooring area remains unchanged at 94 metres, the maximum distance north to south has been reduced from 56.5 metres to 47.5 metres. 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.
- 2.4 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. The first two pontoons are at a length of 45.5 metres, each section providing up to 20 private moorings demarcated by finger jetties. The third pontoon is at a length of 36.5 metres providing up to 14 private moorings demarcated by finger jetties. The total number of private moorings in this section would be 54 private moorings.
- 2.5 The projection of the pontoons into the broad beyond the northernmost element of the existing marina is 7.5 metres. Oulton Broad provides a powerboat racing exclusion zone, the proposed moorings maintain a separation at a minimum of 28.7 metres to the exclusion zone.
- 2.6 Four visitor berths are proposed to the northern end of the existing marina, these would be in place of four existing private berths.

	Submission version	Revised version
Total area covered	94m x 56.5m	94m x 47.5m
Maximum projection of pontoons	54.5m	45.5m
Projection beyond existing marina	16.6m	7.5m
Separation to race exclusion zone	11.2m	28.7m
Total number of moorings	170	123
Net increase in moorings	43	16
Number of visitor moorings	15	4

- 2.7 In total 123 moorings would be provided at the marina, this comprises the 54 newly created private pontoon moorings, four 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 16.
- 2.8 The application includes the provision of pump out facilities, located next to the proposed visitor moorings, 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.
- 2.9 Planning policy DM16 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).

### **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 22.5m 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:	29 May 2019
Broads Plan Objectives:	None
Appendices:	APPENDIX 1 - Location Plan

BA/2018/0149/FUL 5000



**The Port Marine Safety Code  
Safety Management System: Stakeholder Hazard Review 2019**  
Report by Head of Safety Management

**Purpose:** This report details the outcome of the Safety Management System Stakeholder Hazard Review.

The Committee is invited to note the report and Members' views are sought on the recommendations in Section 7.

## **1 Introduction**

- 1.1 The Broads Authority, as a Competent Harbour Authority under the Pilotage Act 1987, is required to comply with the duties and responsibilities set out in the Port Marine Safety Code (PMSC)<sup>1</sup>.
- 1.2 The Code requires that all harbour authorities base their powers, policies, plans and procedures on a Formal Safety Assessment (FSA) and that they maintain a Safety Management System to ensure that risks are reduced to a level which is as low as reasonably practicable (ALARP).

## **2 Background**

- 2.1 In May 2003, the Broads Authority undertook a detailed Formal Safety Assessment<sup>2</sup> which identified 28 hazards and proposed risk reduction measures. The outcome of the Assessment was documented in a Hazard Log.
- 2.2 In 2007, the Authority published a Safety Management System (SMS)<sup>3</sup> to meet the needs of the PMSC. There have been a number of updates over the years, the current version is Issue 7. The SMS recommended that the Hazard Log be reviewed by a stakeholder group every three years and for the log to kept under constant review by officers and the Boat Safety Management Group.

---

<sup>1</sup> Port Marine Safety Code, DETR, ISBN 1 85112 365 2, dated November 2016

<sup>2</sup> Broads Authority Navigational Formal Safety Assessment, 328S116, Issue 1.2, dated May 2003

<sup>3</sup> Broads Authority Port Marine Safety Code Safety Management System, Issue 7, dated March 2018

- 2.3 The previous stakeholder review was in February 2016, the Hazard Log was reviewed and amended. A report was brought to this committee in April 2016 and an update on the actions from that review are set out in appendix 1.
- 2.4 The objective of this report is to document the process by which the hazards were reviewed and updated, and to present a summary of significant changes to the hazards.

### **3 PMSC Update to the Risk Assessment Process**

- 3.1 A recent change to the PMSC guide to good practice has introduced an additional category which must be considered with reviewing hazards and their impact.
- 3.2 The new guidance recommends that each scenario (hazard) be assessed against the likelihood and impact on four categories rather than the three previously identified. The four categories are:

People, Property (assets), Environment and Port Business (reputation).
- 3.3 The newly identified categories are set out in Appendix 2, and the Safety Management System will be updated to reflect this change.
- 3.4 This change in process meant that all of the previously identified hazards to be re-assessed to include the new categories. To facilitate this change new software has been purchased to manage this process and the data, therefore the reporting output looks somewhat different from the method previously used, however the risk management principles are the same.
- 3.5 The stakeholder group reviewed the scenario for each hazard; both for the worst-case outcome and the most likely outcome and are scored against each of the four categories in terms of the likelihood of any scenario occurring and the severity of any such an event. Following this assessment an overall numerical score was generated for the hazard as a whole.
- 3.6 The method by which this assessment is carried out, and the definitions of probability, severity and risk classification, are set out in appendix 2.

### **4 Review Meeting**

- 4.1 A Stakeholder Hazard Review was held on 13 March 2019 at Broads Authority Dockyard, Norwich.
- 4.2 The meeting brought together a group of suitably qualified and experienced people to discuss and update the hazards. The invitees are listed in Table 1 below.



**Table 1 – Attendees at Hazard Review Meeting**

<b>Name</b>	<b>Representing</b>	<b>Attended (Y/N)</b>
Nicky Talbot	Broads Authority member Navigation Committee Chair, Boat Safety Management Group Chair	Y
John Tibbenham	Norfolk and Suffolk Boating Association	Y
Colin Dye	Broads Hire Boat Federation	Y
	Potter Heigham Bridge Pilots	N
	ABP Lowestoft Port	N
	East Port Company	N
Julian Barnwell	Eastern Rivers Ski Club	Y
	River Cruiser Class	N
Jim Miller	Representative from Rowing interests	Y
	Broads Angling Services Group	N
Paul Mitchelmore	Environment Agency	Y
Annika Richardson	Broadland Environmental Services Ltd	Y
Barry Tyrell	Lowestoft and Oulton Broads Motor Boat Club	Y
Keith Bacon	Broads Local Access Forum	Y
	Broads Canoe Hire Network	N
Rob Rogers	Director of Operations, BA	Y
Steve Birtles	Head of Safety Management, BA and PMSC Designated Person	Y
Lucy Burchnell	Head of Ranger Services, BA	Y
Dan Hoare	Head of Construction, Maintenance and Environment BA	Y
Monty Smedley	ABPmer	Y
Adrian Clarke	Senior Waterways and Recreation Officer, BA	Y
Sonja Edgar	Administrative Officer, BA	Y

- 4.3 The objective of the meeting was to review all the hazards, capture updates, re-categorise against new requirements and to identify any new hazards or omissions. The attendance of a cross-section of interested parties allowed the hazard assessment and mitigating action to be agreed.

## 5 Summary of Changes

- 5.1 Table 2 below provides an overview listing of all 58 hazards, new hazards are marked with **yellow** shading. Hazards which have been declared dormant are **greyed** out. All hazards are considered to be managed to an “as low as reasonably practicable” level.

**Table 2 – Hazards**











	ID	Scenario Name	Risk Score	
✓	CM0014	Members of public: Swimming	2.19	●
✓	CM0022	Other crisis management: Medical emergencies	2.88	●
✓	CM0023	Other crisis management: Water borne diseases	3.81	●
✓	CM0041	Other crisis management: Mass Fish Kill	3.25	●
✓	CM0045	Shoreside infrastructure: Power Lines	2.75	●
✓	CM0046	Shoreside Infrastructure: Countryside furniture and structures	2.13	●
✓	CM0047	Shoreside environmental: Livestock in Fields	1.56	●
✓	CM0048	Shoreside user activity: Angling	0.75	●
✓	CM0049	Shoreside environmental: Fire	3.38	●
✓	CM0050	Shoreside environmental: Litter and fly tipping	2	●
✓	CM0051	Shoreside environmental: Giant Hog Weed and other hazardous species	3.75	●
✓	CM0052	Shoreside user activity: Motorised Vehicles and Bicycles	2.44	●
✓	CM0053	Shoreside environmental: Trees and Vegetation	3.38	●
✓	CM0054	Shoreside user activity: Fall from height	2.13	●
✓	CM0055	Shoreside environmental: Ground conditions	2.19	●
✓	CM0056	Shoreside environmental: Adverse Weather	2	●
✓	CM0057	Shoreside infrastructure: Slips trips and falls	3.06	●

✓	EP0006	Boat wash: Powered craft speeding creating excess wash	3.88	●
✓	EP0037	Other environmental: Carbon Monoxide poisoning	4.88	●
✓	EP0038	Impacts on Wildlife / Habitats: Non-Native invasive species	3.75	●
✓	EP0039	Water pollution: Cargo	3.75	●
✓	NS0003	Collision: Commercial vessel and a recreational vessel	3.31	●
✓	NS0004	Collision: Commercial ferry and a recreational vessel	3.5	●
✓	NS0005	Collision: Powered craft	4.13	●
✓	NS0007	Collision: Collision with recreational craft and hire vessel	4.81	●
✓	NS0008	Grounding/Stranding: Recreation vessel grounding	1	●
✓	NS0009	Contact with structure: Recreational vessel contact with mooring or infrastructure	4.19	●
✓	NS0010	Other nautical safety: Event Management of Sailing Racing Event	4	●
✓	NS0011	Other nautical safety: Event management of unpowered vessel racing event, rowing/paddling	2.94	●
✓	NS0012	Other nautical safety: Angling	2.75	●
✓	NS0013	Contact with structure: Potter Heigham and Wroxham low bridges	2.25	●
✓	NS0015	Other nautical safety: Event management open water swimming events	2.5	●
✓	NS0016	Contact with structure: Other bridges & layby moorings	4.25	●
✓	NS0017	Other nautical safety: Powerboat Racing	3.88	●
✓	NS0018	Collision: Water skiing and Wakeboarding	3.13	●
✓	NS0019	Other nautical safety: Boat embarkation and disembarkation	4	●
✓	NS0020	Collision: Sailing Yachts/Dinghies	3.75	●
✓	NS0021	Capsizing/Listing: Capsizing of unpowered recreational craft	3.19	●
✓	NS0024	Collision: Boat testing / demonstrating at high speed	3.56	●
✓	NS0025	Contact with structure: Natural obstructions to navigation - vegetation	2.13	●
✓	NS0026	Other nautical safety: Passage of Gt. Yarmouth & Breydon Water	4.25	●

✓	NS0027	Collision: Collision with Dredging and River Maintenance Works	2.25	●
✓	NS0029	Other nautical safety: Extreme Weather	4.88	●
✓	NS0033	Other nautical safety: Wild Fowling (Gun Punting)	1.94	●
✓	NS0034	Collision: Rowing coaching vessels	2.81	●
✓	NS0036	Fire/Explosion: Any vessel	5.56	●
✓	NS0040	Other nautical safety: Water plants, Hickling Broad	2.25	●
✓	NS0042	Contact with floating object: Large volume of floating debris	3	●
✓	NS0043	Collision: non-powered vessel - paddleboard, canoe, rowing skiff	3.13	●
✓	PE0044	Port Infrastructure Delay: Mutford Lock	3.56	●
✓	NS0030	Collision: Kite Surfing	1.75	●
✓	NS0032	Other nautical safety: Punting (Skipped)	1.75	●
✓	NS0031	Collision: Ringo's and inflatable equipment capable of carrying persons towed at speed	1.25	●
✓	NS0035	Collision: Trawling on Breydon Water	1.81	●

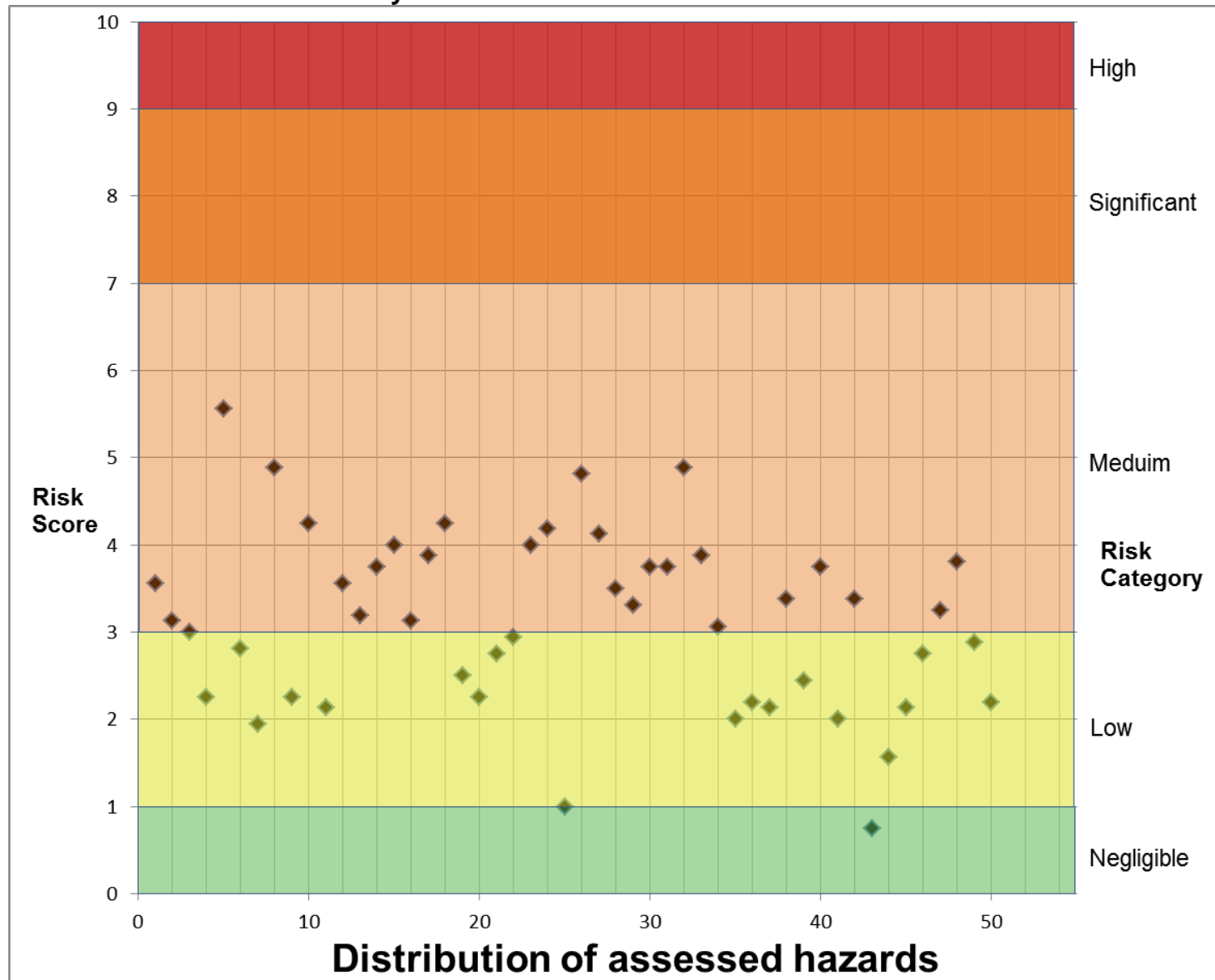
Number of Scenarios listed = 50

Average Risk Assessment Score = 3.14

Key	
Symbol showing the status of the hazard scenario:	Symbol showing the level of each hazard scenario:
 - Incomplete assessment	 - High Risk
 - Review needed	 - Significant Risk
 - Review within 28 days	 - Medium Risk
 - Complete in-date	 - Low Risk
	 - Negligible Risk
	 - Un-assessed

5.2 Of the fifty-four recorded hazards, none are in the significant and high risk category, twenty nine are medium risk category, twenty one are in the low and negligible risk category and four are retired. The hazards are distributed by Risk Classification as shown in **Error! Reference source not found.**3 below.

**Table 3 – Hazard distribution by assessment**



## **6 Updated Hazard Log**

- 6.1 The discussions and decisions of the meeting were recorded and documented in a database, a summary of which is set out in Table 3. A full copy of the Hazard Log is available on request.
- 6.2 The Hazard Review Action Plan is set out in Appendix 1.
- 6.3 The Boat Safety Management Group will monitor progress of the hazard Review Action plan and updates will be brought to this committee.
- 6.4 The updated Hazard Log will be rolled into a formal update of the Broads Authority Safety Management System (SMS) later in the summer of 2019. Other changes to the SMS include:
- Updates to Hazard identification and risk assessment
  - Reference to Diving Policy and permits
  - Other minor editorial corrections

## **7 Recommendations and Conclusions**

- 7.1 It is concluded that of the fifty active Hazards fifty have been declared ALARP.
- 7.2 It is proposed to recommend to the Broads Authority that the Hazard Review Action Plan 2019 (Appendix 3) is implemented.

Background papers:	Nil
Author:	Steve Birtles
Date of report:	22 May 2019
Broads Plan Objectives:	C 4.3
Appendices:	APPENDIX 1 – 2015/16 Hazard Review Action Plan – Update APPENDIX 2 – Risk Categories and Criteria APPENDIX 3 – 2019 Hazard Review Action Plan

Issue 1		Date	March 2016		APPENDIX 1		
2015/16 Hazard Review Action Plan - Update							
Hazard		Description	Action	Action	Target Compl Date	Progress to Date	Completed
Cat	No.						
B	002	Powered Craft Speeding	Fines and prosecutions need to be publicised more to deter.	LB	Oct 2016	Prosecutions are highlighted in the Broadsheet magazine issued twice yearly	Yes
B	003	Inexperienced Helmsmen	Additional signage to be considered on the Lower Yare to warn of shelving near to bank	SB/LB	Aug 2016	Additional signage installed on the River Yare on the approach to Breydon Water	Yes
B	033	Man Made Obstructions	River Chet channel markers recommendation from the group to remove the channel markers as now vegetation is established on the bankside the marker posts are now a greater hazard than the bank.  BA to approach Environment agency to remove	SB/MW	May 2016	Following negotiations with BESL and the Environment Agency, the Broads Authority removed all of the Channel Markers from the River Chet in 2017.	Yes
B	010	Bridges	Consideration to be given to additional advance warning signage on the approach to some bridges due to reduced visibility/ sight line	SB/LB	June 2016	Additional signage installed at Ludham bridge	Yes
B	026	Obstructions to Navigation	Due to the increase in weeded areas on some Broads it was recommended to contact Canoe England for guidance	AC	June 2016	Contact made with Canoe England but no advice offered.	Yes






## Risk Categories and Criteria




	People	Environment	Property	Business/Reputation
5	Multiple fatalities	Major (Has the potential to cause catastrophic and/or widespread damage - Tier 3, requires major external assistance)	Major (> £10 million)	Major (National media coverage, Significant change in stakeholder confidence, Impact lasting more than three months, attracts regulators attention /comment, Major Business disruption and impact)
4	Single fatality	Significant (Has the potential to cause significant damage and impact - Tier 2, pollution control measures from external organisations required)	Serious (£1m - £10m)	Serious (Local, regional media coverage, Moderate change in stakeholder confidence, Impact lasting between one and three months, Moderate business disruption)
3	Serious injury(s) (MAIB/RIDDOR reportable injury)	Minor (An incident that results in pollution with limited/local impact - Tier 1, Harbour Authority pollution controls measures deployed)	Moderate (£100,000 - £1m)	Moderate (Negative local publicity. Moderate damage to reputation. Moderate loss of revenue, £750,000 - £4m)
2	Minor injury(s)	No Measurable Impact (An incident or event occurred, but no discernible environmental impact - Tier 1 but no pollution control measures needed)	Minor (£0-£100,000)	Minor (Local complaint/recognition, Minimal change in stakeholders 'confidence, impact lasting less than 1 week. Minor business disruption)
1	No injury	None (No incident - or a potential incident/near miss)	None	None

Likelihood	
Very Unlikely	1:50 years
Unlikely	1:25 years
Occasionally	1:10 years
Probably	1:5 years
Likely	> 1 per year



## Risk Categories and Criteria

Risk Category	Risk Banding	Meaning
High and Significant Risk Score 6.00 to 10  	Intolerable Region	These risks require urgent attention and should be the focus of regular reviews. Any suitable risk control measures that are identified should be seriously considered for implementation. Such risks cannot be declared ALARP, a means of reducing or avoiding the risk must be found and implemented.
Medium Risk Score 3.00 to 5.99 	ALARP Region	These risks require review to ensure that they can be satisfactorily weighed against the time, trouble, cost and physical difficulty in taking further measures to reduce them. <b>Important Note:</b> It is incorrect to say that a risk in this region “is ALARP”. In fact, it means the risk <i>has the potential to be declared ALARP</i> , on the basis of the level of risk and the mitigations identified and implemented.
Low and Negligible Risk Score 0 to 2.99  	Broadly Acceptable Region	These risks require occasional review (e.g. annually) to ensure that they remain under control and that they remain within the Broadly Acceptable region. They do not require demonstration of ALARP.

Issue 1		Date	May 2019				
2019 Hazard Review Action Plan							
Hazard		Description	Action	Resp	Target Compl Date	Progress to Date	Completed
Cat	No.						
Med 	NS0003	Collision: Commercial vessel and a recreational vessel	Develop General Direction to all commercial vessels over a certain size to require notification, escort and pilot	LB	Dec 2019		
Med 	NS0007 and NS0043	Collision: Collision with recreational craft and hire vessel and Collision: non-powered vessel - paddleboard, canoe, rowing skiff	Update Hire boat licensing to include unpowered boats including sail following release of the national hire boat code	SB	April 2020		
Med 	CM0050	Shore side environmental: Litter and fly tipping	Develop and publish a port waste management plan for the Broads area.	SB	May 2020		

**Guidance Notes for those Conducting Works within the Navigation Area  
Documentation Review Consultation**  
Report by Rivers Engineer

**Purpose:** This report summarises the officer review of the guidance notes for those conducting works within the public navigation area of the Broads. The guidance has been simplified, updated and reformatted with the aim of improving the user interface and providing a more streamlined process. Comments on the draft document are requested.

## **1 Requirement for Works Licence**

- 1.1 Anyone conducting works in or adjacent to the navigation area which are likely to interfere with navigation, are required to obtain a Works Licence from the Broads Authority. This includes works such as replacement of quay heading, dredging, installation of pontoons or jetty's, and tree removal. The only exemptions from this requirement are renewals of works in place before April 1989 or works being carried out by Statutory Undertakers, e.g. Environment Agency, Network Rail, Water Companies, who are exempt from the works licence process and fee, but do still have to adhere to our general directions and provide similar information about the works proposed.
- 1.2 Those wishing to undertake works of this nature are required to complete an on-line application form, submit a fee and provide additional information to permit an understanding of the nature of the works to be carried out.

## **2 Current Situation**

- 2.1 Guidance notes are available on the Broads Authority website to provide applicants with a range of information to consider when making an application. This document is the foundation stone on what 'Work Licences' are granted upon. The present document is extremely long running to 64 pages in length and was last reviewed in 2010. As such, some of the general information i.e. contact data, addresses, and referencing contained within this document is either obsolete or has been superseded.
- 2.2 A fundamental content review of this document has been undertaken by officers in recent months, including updates to relevant sections and reformatting. The document is now available for committee scrutiny, please follow referenced link below.

### 3 Schedule for the review process

- **June 18 – Nov 18**  
Inter department review of existing information contained in documentation – *Completed*
- **Nov 18 – April 19**  
Updating Guidance Notes for those Conducting Works within the Navigation Area – *Completed*.
- **Apr 19 – May 19**  
Internal scrutiny of draft document – *Completed*
- **June 19**  
Navigation Committee consultation on draft document
- **Sept 19**  
Confirmation of final version
- **Sept 19**  
Document update on Authority website

### 4 Consultation procedure

- 4.1 The Guidance Notes for those Conducting Works within the Navigation Area document needs to be a comprehensive guide to works within the Broads area, therefore Navigation Committee members are asked to review appendix 1 for any outdated content or inaccuracy.

Author: Adrian Sewell  
Date of report: 28 May 2019  
Appendices: Appendix 1 - [Guidance Notes for those Conducting Works within the Navigation Area](#)

**General Direction for Escorts and Large Vessel Movement**  
Report by Head of Ranger Services

**Purpose:** This report sets out the requirement and process for putting in place a General Direction to control the movement and mooring of floating plant and equipment in the Navigation Area.

Members advice is sought on who else should be consulted as part of this General Direction. (as listed in Appendix 3)

**1. The Navigation Works Guidance**

- 1.1. The document sets out a number of conditions relating to the movement and mooring of tugs, pontoons, barges or other floating plant within the navigation area. These conditions are set out in Appendix 1 and are in place to ensure, as far as possible, the safe passage of large equipment as well as protecting moored vessels and other vessels navigating. These conditions have been a requirement on the Broads for at least 20 years.
- 1.2. The movement of large equipment around the system is a significant risk which the conditions help to control. While the conditions have been frequently reviewed they remain largely unchanged as they represent the best working practice developed over years of this type of vessel movement around the system.
- 1.3. The conditions were originally issued pursuant to Section 11 (3) of Norfolk and Suffolk's Broads Act 1988 which relates to the works licence and also to Paragraph 18 (1) of Schedule 5 which allows the Navigation Officer the ability to give directions for certain purposes including regulating mooring and the manner in which vessels can be navigated.
- 1.4. While Section 11 (3) is still relevant, Para 18 was rescinded in the 2009 Broads Act. The Navigation Officer still has the powers to regulate vessels in certain circumstances however this now needs to be done through either a Special or General Direction as set out in the 2009 Act (see Appendix 2).
- 1.5. While the Authority can currently enforce the conditions through a works licence, a General Direction would need to be put in place to continue to be able to enforce the conditions relating to the movement of tugs, barges and other floating plant which fall outside of the works licence requirement. This would include vessels undertaking works outside of the works licence and movement of vessels between sites.

- 1.6. Schedule 1 of the Broads Act 2009 sets out the procedure required to put in place a General Direction (see Appendix 3). It sets out a number of statutory consultees to be involved in the process and requires an independent person to be appointed to oversee the process. The independent person is to be determined.

Author: Lucy Burchnall  
Date of report: 30 May 2019

Broads Plan ref: 4.3  
Appendices:

- |            |   |
|------------|---|
| Appendix 1 | Extract from the Broads Authority Navigation Works Guidance<br>7.3 Towing, Escorts and Pilotage |
| Appendix 2 | Extract from the Broads Act 2009<br>Part 2, 4 - General directions to vessels                   |
| Appendix 3 | Extract from the Broads Act 2009<br>SCHEDULE 1- Procedures as to general directions             |

## Extract from the Broads Authority Navigation Works Guidance

### **7.3 Towing, Escorts and Pilotage**

The conditions set out below are issued pursuant to appendix 3 S.11 (3) of Norfolk and Suffolk's Broads Act 1988 and the Broads Authority Act 2009.

These conditions apply to all persons responsible for the management or navigation of floating plant being used in connection with the Works and shall apply in every case where tugs, pontoons, barges (propelled or non-propelled) or other floating plant are moved, moored or used within the Navigation Area of the Broads Authority.

These conditions do not apply to the movement by a self-propelled vessel, which is less than 20 meters overall length and less than 6 meters beam, or to a movement by any vessel which is limited to shifting berth within an immediate worksite.

Owners of vessels over 20 meters must contact the Broads Authority at least 35 days in advance of the planned vessel movement to enquire if a pilotage service is required.

The conditions are without prejudice to any Direction, which may be given in respect of any particular vessel movement.

- (a) The Broads Authority must be given seven days' notice by telephone to Broads Control, Norwich (Tel 01603 756056) of every movement of a tug, barge, dredger or pontoon or other floating plant, stating the expected time and place of departure, intended route and destination, particulars and dimensions of the vessel(s) concerned and intended towing arrangements, etc.
- (b) Movements must be undertaken under escort of a Broads Authority patrol launch (or more than one launch if the Authority deems it necessary). Vessel movements should not commence until Broads Authority launches are ready and in attendance and have indicated that the movement may commence. The function of the Broads Authority patrol launch is to warn other craft of the vessel movement, to control movements of other vessels (including crossing particular areas/ reaches as appropriate) and to ensure observance of navigation byelaws and regulations. Safe navigation of the vessel under movement will remain the responsibility of the person in charge of it.
- (a) No movements will be allowed during darkness, fog or high winds. Again, circumstances will dictate decisions and even if a movement has been agreed the Ranger undertaking the escort can cancel the planned movement for weather, traffic or other factors. Escort of large vessels or rigs in high summer can necessitate up to three Broads Authority vessels, one ranging far ahead, one in front of the escorted vessel and one behind to prevent vessels overtaking.

- (d) All escorts will be charged at the Broads Authority standard rate per vessel/staff member. If the vessel to be escorted is of sufficient size the services of the Broads Authority mud pilot may be required. The current charge for the mud pilot is £200 per single passage.
- (e) Where any barge, pontoon, dredger or other floating plant of a length greater than 20 meters or beam greater than 6 meters is being towed astern by another vessel, there shall be connected also astern, a stern tug capable of effectively assisting and steering the forward vessel and keeping the towed vessel under proper control.
- (f) No vessel or tug and tow, whether towing astern, or alongside or pushing ahead, in which any of the vessels involved exceeds 20 meters length or 6 meters beam shall navigate through Reedham Railway Swing Bridge or Somerleyton Railway Swing Bridge with a following tide without the express authorisation of an officer of the Authority given in respect of that particular passage.
- (g) No barge, pontoon or other floating plant shall be moved by towing alongside if the overall width of towed and towing vessel so connected exceeds 8.00 meters (See Navigation Byelaw 27).
- (h) Vessels must comply as appropriate with Broads Authority Navigation, Speed Limits, Registration and Vessel Dimension Byelaws.
- (i) All vessels under movement which require to be escorted by a Broads Authority patrol launch pursuant to these conditions must be provided with VHF Marine Band Radio (multi-channel) in order to communicate with Broads Authority launches. It is strongly advised that mobile telephones are also carried.

Persons responsible for vessels movements are reminded that those in charge of other vessels may not be experienced navigators and may be surprised to meet substantial items of floating plant under movement. Allowance must be made for this and additional care taken in carrying out manoeuvres, communicating with other vessels, etc.



## Extract from Broads Act 2009

## Part 2, 4 - General directions to vessels

- (1) The Authority may give directions under this section (“general directions”) in respect of vessels in, or proposing to enter, or leaving, the navigation area for the purpose of promoting or securing conditions conducive to the ease, convenience or safety of navigation and the safety of persons and property in the navigation area.
- (2) Without prejudice to the generality of subsection (1) the Authority may give general directions for any of the following purposes—
  - (a) for designating areas, routes, fairways or channels in the navigation area which vessels are to use, or refrain from using, for movement, mooring or anchorage;
  - (b) for securing that vessels move only at certain times, or during certain periods;
  - (c) for limiting the speed of motor vessels;
  - (d) for requiring the use of any equipment (including engines) forming part of or carried on the vessel;
  - (e) for prohibiting or regulating
    - (i) entry into the navigation area by a vessel which for any reason would be or would be likely to become a danger to other vessels or to persons or property, in or near the navigation area; or
    - (ii) entry into, or navigation within, any designated fairway or channel during any temporary obstruction thereof;
  - (f) for prohibiting or regulating entry into or movement in the navigation area by vessels at times of poor visibility due to the weather or to the presence of dust or smoke, or at times of high winds;
  - (g) for requiring the master of a vessel to give to the navigation officer information relating to the vessel or the qualifications of the master reasonably required by the navigation officer for effecting any of the purposes of this subsection;
  - (h) for prescribing the action to be taken in relation to vessels which have become adrift, or sunk, or run aground;
  - (i) so far as is necessary for the safety of navigation, for requiring or regulating the use of tugs in relation to a vessel.
- (3) Subject to subsections (4) and (5), a general direction may apply
  - (a) to all vessels or to a class of vessels designated, or the designation of which is provided for, in the direction; or
  - (b) to the whole of the navigation area or to a part designated, or the designation of which is provided for, in the direction; or
  - (c) at all times, or at times designated, or the designation of which is provided for, in the direction,

and every direction under this section shall specify the extent of its application in relation to the matters referred to in paragraphs (a), (b) and (c).

- (4) A general direction relating to any matter referred to in subsection (2)(e) or (f) shall not apply to any pleasure craft.
- (5) A general direction relating to any matter referred to in subsection (2)(g) shall not require the master of a pleasure craft to give information as to his qualifications except where the craft is one in relation to which qualifications for masters are required by or under general legislation.
- (6) The Authority may revoke or amend any general direction.

Extract from the Broads Act 2009

SCHEDULE 1- Procedures as to general directions

1. In this Schedule “the statutory consultees” means—
  - (a) Associated British Ports;
  - (b) the Great Yarmouth Port Authority;
  - (c) the navigation committee;
  - (d) the British Marine Federation, the Inland Waterways Association and the Royal Yachting Association; and
  - (e) such other bodies (if any) appearing to the Authority to represent boating interests as the Authority considers appropriate.
2. The Authority from time to time following consultation with the statutory consultees shall appoint a suitable person to act as the independent person for the purposes of this Schedule, and references in this Schedule to the independent person are references to the person so appointed.
3. The Authority shall consult the statutory consultees upon any proposal to give, amend or revoke a general direction and except in a case of emergency shall do so before giving notice of the proposal under paragraph 4.
4. Not less than 42 days before giving, amending or revoking a general direction or in a case of emergency as soon as is reasonably practicable the Authority shall—
  - (a) publish notice of its intention to do so once in a newspaper circulating in the area of the Broads and on the Authority’s website; and
  - (b) give notice of its intention to do so to the statutory consultees.
5. Any notice published under paragraph 4—
  - (a) shall state a place where copies of the direction and any proposed amendment to it may be obtained and a place at which such copies may be inspected;
  - (b) shall state that representations may be made to the Authority in writing during the said period of 42 days or such longer period as may be specified in the notice;

and except in a case of emergency the Authority shall not give, amend or revoke the direction until it has considered all such representations as are made during the period stated in the notice.
6. In addition to the requirements of paragraph 4, notice of the giving of a general direction or of the amendment or revocation of a general direction may be given in any manner considered by the Authority to be appropriate.

7. If any of the statutory consultees within the period allowed for in accordance with paragraph 5(b) objects to the giving, revoking or amending of a general direction the Authority shall refer the matter to the independent person.
8. As soon as reasonably practicable after an objection is referred to the independent person under paragraph 7 the independent person shall invite the Authority and statutory consultee by which the objection was made to put their case by way of written representations.
9. Following receipt of any representations made under paragraph 8 the independent person shall as soon as reasonably practicable provide the Authority and the statutory consultee by which the objection has been made with a report containing his conclusions on the direction and on the objection.
10. Except in an emergency the Authority shall consider the report of the independent person provided under paragraph 9 before giving, revoking or amending any general direction.

**Broads Integrated Access Strategy and Action Plan**  
Report by Senior Waterways and Recreation Officer

**Purpose:** This report provides members with details of the draft Broads Integrated Access Strategy and Action Plan.

Comments from members are invited, particularly with regard to the mooring element of the Action Plan, in advance of further consultation and the adoption of the revised Strategy.

## **1 Background**

1.1 Historically, the strategic management of access in the Broads was based on standalone plans that focused on a single type of access, such as moorings, slipways or rights of way. The consultation exercise for the Broads Plan 2011 identified a need to consider and develop the network of access provision in a more holistic manner. In 2013 the Authority adopted its first integrated access Strategy which sought to achieve this aim.

1.2 The Strategy is now being reviewed following the adoption of the Broads Plan 2017. In the Broads Plan, the long-term aim for tourism, recreation and access states that:

“The value of the Broads as a place for escape, adventure, enjoyment, inspiration and reflection for people of all ages and abilities is recognised and treasured. The area continues to offer a wide range of high quality, distinctive and memorable activities and events on water and on land, in suitable locations and in harmony with the special status and qualities of the Broads National Park and its communities. The long-standing tradition of boating remains integral to the Broads recreational offer, alongside other popular pursuits of angling, walking, cycling and experiencing the rich natural and Cultural assets of this wetland landscape. Year-round tourism is managed at environmentally and socially sustainable levels, contributing to a thriving local economy and secure employment base and meeting green tourism business standards. Physical access on land and between land and water is managed sensitively to maximise the social, educational and health benefits of open space to all, while ensuring the resource itself is not degraded. Where possible, improvements have been made to the network, connectivity and use of access routes, linked to visitor destination points and sustainable transport.”

1.3 The key strategic action identified in the Plan for access is for the “development and implementation of schemes to upgrade and improve the network of access points and routes (where adverse effects can be

prevented) that are linked to visitor facilities and include easier access for people with mobility and sensory needs.”

## **2 Achievements of the Integrated Access Strategy 2013**

2.1 The original Integrated Access Strategy delivered a range of access improvements in the Broads which have been well received by users, visitors and local residents. These include:

- New visitor moorings and safety moorings
- New canoe launch sites and the promotion of canoe trails
- New angling platforms
- New permissive access routes linked to moorings and visitor destinations
- New public rights of way
- Phase 1 of the 3 Rivers Way shared use (cycling and walking) route in partnership with Norfolk County Council.

## **3 Scoping and Consultation**

3.1 The draft Strategy, at Appendix 1 to this report, takes account of the aims in the Broads Plan and has been written following consultation with the Broads Local Access Forum (BLAF) which advises the Authority and other organisations on improving public access and open air recreation and enjoyment of the area. The BLAF advised officers on the scope of the strategy, its objectives, guiding principles and the content of the draft strategy action plan. Public consultation also took place through the first Broads Engage workshop on the subject of accessing the Broads which was held in November 2018. The input from the workshop was used to map out priority areas for moorings and land based access.

3.2 In addition to consulting the BLAF and Broads Engage, discussions took place with Norfolk County Council (NCC) during the development of the new Norfolk Access Improvement Plan (NAIP) to ensure that shared access goals are identified in both strategic documents.

3.3 The Broads Authority also considered the Strategy at its meeting on 17 May 2019 and resolved unanimously that the Draft Broads Integrated Access Strategy and Action Plan be noted and endorsed for further consultation including the Navigation Committee.

## **4 Draft Integrated Access Strategy**

4.1 The Strategy seeks to deliver access improvements in the Broads by following a number of guiding principles and through the following strategic objectives:

(1) To improve links between land and water and to the water's edge

(2) To improve access links to local facilities, settlements and visitor destination points

**(3) To improve access for all in the Broads**

(4) To encourage sustainable travel choices such as public transport, walking, cycling and non-powered boating, and improve links between public transport provision, visitor destination points and access routes

**(5) To deliver the River Wensum Strategy through the River Wensum Strategy Partnership**

**(6) To encourage provision of access routes that relieve visitor pressure on internationally designated sites, avoid disturbance of protected species and help to accommodate growth**

(7) To provide appropriate information on access and interpretation about recreational sites.

4.2 Three new objectives have been added to the Strategy during the consultation. Objective 3, the aim to improve access for all, is identified in the Broads Plan's strategic action for access and NCC has also identified this as a priority for partnership working with the Authority. Objective 5, the delivery of the River Wensum Strategy (RWS) was suggested by the BLAF and a number of individual access projects suggested at the Broads Engage workshop are included in the RWS action plan. The Authority is also a member of the RWS partnership and adopted the RWS in 2018. Objective 6, relating to the provision of access routes to relieve visitor pressure on sensitive sites and species and accommodate growth, was suggested by the BLAF and also raised at the Broads Engage event.

## **5 Funding**

5.1 It is important to recognise that, with reduced resources following the 2010 Comprehensive Spending Review, the Broads Authority is not in a position to lead on the delivery of all the potential access improvements identified in this document. Cuts in public sector budgets across the board mean that effective collaboration and partnership working between agencies and local communities will be essential if projects are to be realised.

5.2 The new NAIP presents a significant opportunity for partnership working with NCC. The NAIP recognises the importance of the Broads for recreation in the county. It also identifies a need to work with the Broads Authority to improve access in the National Park. This is reflected throughout the statement of actions in the NAIP which includes the aims of identifying shared objectives for access development in the Broads with the Broads Authority and developing joint action plans to deliver projects across the themed areas of the NAIP.

5.3 Officers will therefore seek to develop partnership projects with NCC and other partners for delivery through this strategy. The Suffolk Rights of Way Improvement Plan (ROWIP) presents similar opportunities for partnership

working and the Broads Authority will also seek to identify projects that deliver shared access goals in Suffolk.

## **6 Strategy Action Plan**

- 6.1 The Strategy will be delivered through an initial outline three-year action plan (see appendix 2 Moorings Action Plan and Appendix 3 Land-Based Access Action Plan) and subsequently through a detailed annual action plan of priority projects which will be delivered as resources allow.
- 6.2 The Land Based Action Plan takes account of suggestions made at the Broads Engage event and includes a number of projects that had been prioritised by the BLAF and were already in development. Further assessment of projects and themes suggested at the Broads Engage workshop will be carried out to identify viable projects for the future.
- 6.3 Future action plan development will be informed by the guiding principles for project prioritisation and the overarching objectives which are set out in the Strategy. The Broads Authority will use these to assess which access projects it is able to support and promote.

## **7 Moorings**

- 7.1 The Moorings Action Plan takes account of suggestions made at the Broads Engage event. The priority areas identified for mooring provision were also informed by a GIS gap analysis which assessed cruising time between mooring sites and discussions with the Norfolk and Suffolk Boating Association, the Broads Hire Boat Federation and an officer working group.
- 7.2 The priority areas for mooring provision identified in the Action Plan are:
- River Waveney between St Olave's and Breydon Water - 24-hour moorings/safety moorings required
  - Breydon Water/ Breydon Bridge - Review of safety moorings at bridges required
  - Middle River Bure – South Walsham/Upton Marshes/Thurne Mouth and Oby Marshes - 24-hour mooring required
  - Upper River Thurne between Hickling and Martham - 24-hour mooring required
  - Ludham Bridge - Demasting moorings required
  - River Wensum, Norwich in area of riverside - short stay mooring for access to shops and demasting moorings at Trowse Railway Bridge required.

## **8 Conclusions**

- 8.1 This Strategy aims to provide leadership and guidance on the principles that all those working towards improving access provision in the Broads should take into consideration when developing access projects. The Strategy also



aims to influence the local and regional policy agenda by ensuring that the benefits of recreation in the Broads are recognised in the local and regional policy and strategic framework and are given adequate weight in the planning process.

- 8.2 The Strategy provides a framework for the development of recreational access in the Broads. The Broads Authority will play a key role in the delivery of the aims of the Strategy; in part by direct delivery of projects on the ground but also by supporting and encouraging the initiatives of partners and providing guidance to community groups and local businesses. The strategy and its action plan should be seen as a living document which will evolve to take account of changing priorities, ongoing consultation on project development and opportunities over time.
- 8.3 By adopting this approach to access management officers hope to demonstrate that access can be successfully integrated with conservation, land management, economic development and health initiatives. Closer working with partner organisations and community groups will also lead to more joined up public sector working and consequently better access provision in the Broads. Members are invited to comment on the draft of the Strategy text and the action plan attached to this report in advance of further consultation.

Background papers: Nil

Author: Adrian Clarke  
Date of report: 29 May 2019

Broads Plan Objectives: 6.1

Appendices: APPENDIX 1 – Draft Integrated Access Strategy for the Broads  
APPENDIX 2 – Moorings Action Plan 2019-21  
APPENDIX 3 – Land Based Access Action Plan



## Integrated Access Strategy for the Broads

<u>Contents</u>	<u>Page</u>
Executive summary	2
Review of Broads Integrated Access Strategy 2013	3
Strategic aim	4
Scope	5
Guiding principles	6
Strategic objectives	7
Implementation	11
Evaluation	12
Project information and guidance	12
Appendix 1: Strategy and policy context	13
Appendix 2: Glossary	16

## Executive summary

The Broads is the UK's premier wetland, internationally recognised for its landscape, nature conservation and cultural features and a member of the UK National Park family. More than seven million people a year visit the area to enjoy a range of outdoor activities from boating, walking, angling and cycling to wildlife watching, photography and visiting historic and cultural assets such as mills and churches. The area has more than 200km of inland, navigable, lock-free waterways and over 300km of public rights of way, including three county long distance trails and part of the England Coast Path.

The strategic action for access identified in the Broads Plan 2017 that informs this strategy is for the “development and implementation of schemes to upgrade and improve the network of access points and routes (where adverse effects can be prevented) that are linked to visitor facilities and include easier access for people with mobility and sensory needs.”

In line with the Broads Plan, this integrated access strategy seeks to meet the following key objectives:

- (1) To improve links between land and water and to the water's edge
- (2) To improve access links to local facilities, settlements and visitor destination points
- (3) To improve access for all in the Broads
- (4) To encourage sustainable travel choices such as public transport, walking, cycling and non-powered boating, and improve links between public transport provision, visitor destination points and access routes
- (5) To deliver the River Wensum Strategy through the River Wensum Strategy Partnership
- (6) To encourage provision of access routes that relieve visitor pressure on internationally designated sites, avoid disturbance of protected species and help to accommodate growth
- (7) To provide appropriate information on access to recreational opportunities and interpretation about recreational sites.

The Broads Authority will continue to work with partners and local communities towards the objectives of this strategy, seeking to make the best use of shared knowledge and resources. The strategy will be delivered through an outline three-year action plan and subsequently a detailed annual action plan of priority projects which will be monitored in line with the Broads Plan review process.

For more information, contact:  
[broads@broads-authority.gov.uk](mailto:broads@broads-authority.gov.uk)  
Broads Authority

## **Review of Broads Integrated Access Strategy 2013**

Historically, the strategic management of access in the Broads was based on standalone plans that focused on a single type of access, such as moorings, slipways or rights of way. The consultation exercise for the Broads Plan 2011 identified a need to consider and develop the network of access provision in a more holistic manner.

Following the adoption of the Broads Plan, the Broads Authority consulted a wide range of user groups and bodies and developed an Integrated Access Strategy which was adopted in 2013.

Since its adoption the Integrated Access Strategy has delivered a range of access improvements in the Broads including:

- New visitor moorings and safety moorings
- New canoe launch sites and the promotion of canoe trails
- New angling platforms
- New permissive access routes linked to moorings and visitor destinations
- New public rights of way
- Phase 1 of the 3 Rivers Way shared use (cycling and walking) route in partnership with Norfolk County Council

The Strategy is now being reviewed following the adoption of the Broads Plan 2017. Consultation on the strategy review has taken place with the Broads Local Access Forum, and through an open public consultation event called Broads Engage on the subject of accessing the Broads which was held in November 2018.

Since the Broads Engage event Norfolk County Council has adopted the new Norfolk Access Improvement Plan (NAIP) in 2019. The NAIP recognises the importance of the Broads for recreation in the county. It also identifies a need to work with the Broads Authority to improve access in the National Park. This is reflected throughout the statement of actions in the NAIP which includes the aims of identifying shared objectives for access development in the Broads with the Broads Authority and developing joint action plans to deliver projects across the themed areas of the NAIP.

In particular the NAIP presents opportunities for partnership working with the County Council in the following areas:

- Improving access for all
- Provision of cycle routes
- Provision of bridleways and shared use routes
- Provision of routes to improve network connectivity
- Access to water
- Provision of green infrastructure to deal with growth
- Development and promotion of circular walks from hubs linked to the Norfolk Trails

The Suffolk Rights of Way Improvement Plan (ROWIP) presents similar opportunities for partnership working and the Broads Authority will also seek to identify projects that deliver shared access goals in Suffolk.

Following cuts in funding from central government the ability of local authorities to fund access projects has reduced. The Broads Authority has limited funds to deliver capital works for access projects and a reduced capacity to maintain access infrastructure. The Broads Authority will therefore seek opportunities to work with partner organisations and other local authorities, including parish councils, to prioritise and fund projects that meet the aims and objectives of this Integrated Access Strategy, as resources allow.

### **Strategic aim**

The Broads is renowned as the UK's premier wetland – a mosaic of interconnected rivers, shallow lakes, fens, marsh, woodland and agricultural land set between the urban surrounds of Norwich, Great Yarmouth and Lowestoft. A member the UK National Parks family, the Broads has a range of national and international designations in recognition of its landscape, nature conservation and cultural features. It is a popular recreational destination, with over 200km of lock-free rivers and open water bodies, an extensive public rights of way network and a rich variety of natural, historic and cultural assets to be explored and enjoyed.

Adequate and appropriate provision of public access points, routes and services is vital to sustainable recreation and tourism. This strategy aims to manage and develop the access network in the Broads in an integrated way considering how individual access points and routes fit into the overall network of access provision in the Broads. The strategy will also take account of other strategies and plans covering interrelated themes such as sustainable tourism, growth, landscape and cultural heritage, angling, water space management and public transport.

In the Broads Plan, the long-term aim for tourism, recreation and access states that:

“The value of the Broads as a place for escape, adventure, enjoyment, inspiration and reflection for people of all ages and abilities is recognised and treasured. The area continues to offer a wide range of high quality, distinctive and memorable activities and events on water and on land, in suitable locations and in harmony with the special status and qualities of the Broads National Park and its communities. The long-standing tradition of boating remains integral to the Broads recreational offer, alongside other popular pursuits of angling, walking, cycling and experiencing the rich natural and Cultural assets of this wetland landscape. Year-round tourism is managed at environmentally and socially sustainable levels, contributing to a thriving local economy and secure employment base and meeting green tourism business standards. Physical access on land and between land and water is managed sensitively to maximise the social, educational and health benefits of open space to all, while ensuring the resource itself is not degraded. Where possible, improvements have been made to the network, connectivity and use of access routes, linked to visitor destination points and sustainable transport.”

The key strategic action identified in the Plan that informs this strategy is for the “development and implementation of schemes to upgrade and improve the network of

access points and routes (where adverse effects can be prevented) that are linked to visitor facilities and include easier access for people with mobility and sensory needs.”

This strategy is also informed by Defra’s 8 Point Plan for England’s National Parks which states that National Park Authorities with the Environment Agency and Natural England will champion integrated management of the natural environment, showcasing the benefits that designated landscapes can bring and realising the immense potential for outdoor recreation in National Parks. Further, Defra’s 25 Year Environment Plan includes the joint aims of connecting people with the environment to improve health and wellbeing and creating more green infrastructure.

## Scope

The scope of the integrated access strategy is:

- A review and mapping on GIS<sup>1</sup> of all current available baseline data on access provision in the Broads, covering:
  - Moorings
  - Public rights of way
  - Permissive paths
  - Slipways and other launching facilities
  - Staithes (landing stages)
  - Ferries
  - Angling access points
  - Public transport links
  - Private transport facilities
  - Land designated as open access land under the CROW Act 2000
  - National Nature Reserves and Local Nature Reserves
  - Land protected by conservation designations
- A review of the previous strategy action plan and the outputs from the Broads Engage workshop held in November 2018 to identify viable projects that meet strategy objectives.
- This strategy also takes account of other relevant local and regional strategies for interrelated topics such as recreation (including the Norfolk and Suffolk rights of way improvement plans), climate change adaptation, landscape and cultural heritage, community health and wellbeing, local transport and biodiversity.

The mapping and strategy review work will inform:

- The identification of priority sites for new or improved access provision.

---

<sup>1</sup> A Geographic Information System (GIS) analyses and displays (e.g. through diagrams and mapping) geographically referenced information.

- The development of access hubs where it would be appropriate to focus access provision. Access hubs are locations where a range of recreational facilities and local amenities are linked together and easily accessible from the public transport network.
- GIS mapping of priority sites for access development including moorings, permissive paths and public rights of way, potential easy access routes, canoe launch sites and slipways.
- The development of an outline three-year action plan and subsequently a detailed annual action plan identifying key activities and priority projects for improving access in the Broads.

This strategy provides the framework to deliver the long-term aim for sustainable, integrated access in the Broads. It is for anyone with an interest in access in the Broads including users, landowners and managers and stakeholders. Actions will be guided by the following guiding principles and strategic objectives, and informed by the GIS mapping and gap analysis.

## **Guiding principles**

The following principles will be used to help guide the development and delivery of access projects in the Broads.

### Landscape and environmental impact

The Broads is treasured as a place for escape, quiet enjoyment, inspiration and reflection. It is important that access provision is managed in ways that maximise opportunities for visitor enjoyment without degrading this natural or cultural resource. Project proposals for new or improved access provision will need to demonstrate that negative impacts on the environment and designated sites can be minimised. Projects that have the potential to affect Natura 2000 designated sites will therefore be assessed to ensure compliance with the requirements of the Habitats Regulation 1994. Where possible, access schemes should be designed to deliver biodiversity and habitat improvements.

### Climate change resilience and adaptation

Project design should consider the potential impacts of climate change, including changes in water levels. For example, when designing mooring projects, it may be appropriate to consider installing pontoon moorings that adapt to changes in tide levels, rather than piled moorings that are set at a fixed height.

### Partnership working and community involvement

Where possible, project proposals should demonstrate partnership and community involvement in planning, delivery and ongoing maintenance liability. Stakeholders will be consulted on the scope and design of project proposals to maximise opportunities for collaborative working. This will also foster the development of a wider range of local stakeholder groups and public sector interests willing to be involved in access provision and the future maintenance of projects.

### Multiple benefits

Project proposals should, where possible, provide multiple benefits for users with differing interests, needs and abilities (e.g. creating a new mooring to link to the existing rights of way network and local facilities, or improving surfaces and removing barriers to open up an access point or route to people with mobility problems). The project design process should therefore consider how project plans could maximise user benefit, foster the economic and social wellbeing of local communities and deliver additional gains for biodiversity, landscape and cultural heritage.

### Quality and sustainability standards

Project proposals should seek to conserve and enhance the character of the area through the use of materials and construction techniques appropriate to a member of National Parks UK. Projects should also demonstrate a sustainable approach to materials use and be supported with robust and well documented plans for the future management of the project.

## **Strategic objectives**

The key objectives for meeting the long-term aim for integrated access in the Broads are:

- (1) To improve links between land and water and to the water's edge
- (2) To improve access links to local facilities, settlements and visitor destination points
- (3) To improve access for all in the Broads
- (4) To encourage sustainable travel choices such as public transport, walking, cycling and non-powered boating, and improve links between public transport provision, visitor destination points and access routes
- (5) To deliver the River Wensum Strategy through the River Wensum Strategy Partnership
- (6) To encourage provision of access routes that relieve visitor pressure on internationally designated sites, avoid disturbance of protected species and help to accommodate growth
- (7) To provide appropriate information on access and interpretation about recreational sites.

The strategy also aims to ensure that the benefits of access and recreation in the Broads are recognised in local and regional planning policy frameworks and given adequate weight in the planning process.

### Objective 1: To improve links between land and water and the water's edge

In some areas there are gaps in mooring provision, or limited opportunities for boaters to access the wider countryside from mooring locations. In other cases, people are unable to see or get to the water's edge or onto the water because of a lack of land access routes and/or facilities such as slipways and canoe portages.



#### Priorities:

- Improve access points between land and water, including visitor moorings, demasting moorings, safety moorings, isolated moorings, canoe portages and slipways. (The strategy will apply the principles set out in the Broads Authority's Mooring Strategy 2009 as regards mooring provision)
- Improve links from moorings to land-based facilities and visitor destinations
- Improve pedestrian access to the water's edge and alongside water for the purposes of walking, angling (including angling platforms) and bird watching
- Extend access to new areas of navigable water space where appropriate
- Protect, and where possible reinstate, ferries and staithes
- Identify appropriate locations where improved car parking would benefit users (e.g. at slipways)

#### Objective 2: To improve access links to local facilities, settlements and visitor destination points

There are areas where improved access links to destination sites such as designated open access land, nature reserves and sites of historic or cultural interest would be beneficial, enabling people to experience and appreciate the special qualities of the Broads. The provision of a well-connected, maintained and functional access network will also contribute to the sustainability of the environment, communities and the local economy.

#### Priorities:

- Determine where access improvements to land designated as open access land under the CROW Act 2000 would be appropriate
- Identify and promote the development of new access routes to improve the connectivity of the existing public access network, including rights of way, permissive paths and long-distance routes
- Identify potential new bridleway routes that will allow riders to avoid dangerous road riding
- Develop new access routes through the Water, Mills and Marshes Landscape Partnership Scheme to form Mills Trails
- Establish/re-establish and promote circular routes from key access hubs
- Work with Norfolk County Council to deliver key Green Infrastructure projects that accommodate growth in Norwich and the Broads and relieve visitor pressure on sensitive sites
- Work with Norfolk County Council on the completion of the 3 Rivers Way and other strategic cycle routes in the Broads
- Identify opportunities for new or improved access to designated sites and visitor destination points, e.g. National Nature Reserves and historic buildings

#### Objective 3: To improve access for all in the Broads

Provision of safe, barrier free access is key to encouraging and enabling people of all ages and abilities to experience the Broads' countryside and waterways. Sometimes only minor works are required to make routes and access points easily accessible to a wide range of users

including people with disabilities, the elderly and families with small children. The nature of the Broads' landscape also lends itself to the provision of "access for all". The provision of a range of easy access routes linked to hubs will also contribute to the health and well-being of local communities in the Broads.

Priorities:

- Audit the access network in the Broads to identify and map routes where minor works can be carried out to deliver National Parks England's "Miles without Stiles" targets and remove barriers from the Trails in the Broads
- Identify and map priority routes for carrying out works to improve "access for all" including for people with sensory needs
- Identify works required to improve priority routes (surface, signage, infrastructure) for potential partnership funding bids
- Explore the potential for providing all-terrain vehicles for hire and changing places at key strategic hubs
- Provide appropriate information on sites to encourage new users

Objective 4: To encourage sustainable travel choices such as public transport, walking, cycling and non-powered boating, and improve links between public transport provision, visitor destination points and access routes

The strategy places emphasis on sustainable travel choices such as public transport, walking and cycling. With the vast majority of visitors to the Broads currently using private cars, it is vital to consider how recreational access can be linked to public transport and car use minimised to make it more sustainable. Improving links to visitor facilities and services also boosts local economic development and tourism generally.

Priorities:

- Identify the key access hubs that will be promoted by the Broads Authority
- Identify opportunities to improve access hubs and existing links between facilities and public transport provision
- Identify opportunities to provide new shared use routes suitable for horse riding, cycling and walking
- Encourage and support the development of cycle hire facilities and routes in new locations for the benefit of boaters and land-based visitors
- Encourage and support the development of canoe trails with appropriate facilities in suitable areas
- Encourage local transport authorities and others to maintain, improve and promote public transport provision in and to the Broads

Objective 5: To deliver the River Wensum Strategy through the River Wensum Strategy Partnership (RWSP)

The River Wensum Strategy was adopted by the RWSP in 2018. Aside from the Broads Authority, the RWSP includes Norwich City Council, Norfolk County Council, the

Environment Agency and the Norwich Society. The strategy is a ten-year project that seeks to improve access in the River Wensum corridor (on land and water) and connections between the key access routes that run out of Norwich into the Broads. The strategy also aims to help deliver the Broads Sustainable Tourism Strategy's aim of encouraging and promoting the use of the southern Broads.

Priorities:

- Work through the RWSP to provide new moorings and boat launching facilities to encourage recreational use of the Wensum and Yare
- Work through the RWSP to encourage the completion of the riverside walk in Norwich city centre
- Work through the RWSP and local planning process to encourage marina development downstream of Trowse swing bridge
- Work through the RWSP to encourage links between the riverside walk and Whitlingham Country Park

Objective 6: To encourage provision of access routes that relieve visitor pressure on internationally designated sites, avoid disturbance of protected species and help to accommodate growth

The Broads has a high number of sites and species that are protected under international and European legislation like the EU Habitats Directive and Birds Directive. Some sites and species are particularly sensitive to visitor pressure. Visitor pressure is also likely to increase from growth in the Norwich area. It is therefore important that adequate access routes, green infrastructure and suitable alternative sites are made available in the Broads area or close to it to relieve this pressure.

Priorities:

- Audit known sensitive sites to assess the viability of providing alternative routes at their periphery to avoid disturbance
- Encourage appropriate provision of green infrastructure routes and sites through the local planning process and Greater Norwich Infrastructure Plan
- Work with the county councils through the NAIP and Suffolk ROWIP to prioritise and agree shared goals for route creation and management

Objective 7: To provide appropriate information on access to recreational opportunities and interpretation on recreational sites

Easily available, up-to-date information on public access to land and water and to natural, historic and cultural assets and other attractions helps people to learn about, and get the most from their visit to, the Broads. Good information and interpretation on the Broads landscape also encourages responsible tourism, safeguarding the environment that people have come to enjoy.

## Priorities:

- Provide information on how to access recreational opportunities, using sustainable travel options wherever possible
- Improve information and interpretation available at moorings and access hubs, on nearby facilities and visitor destination points
- Coordinate and promote information on walking, cycling, horse riding and canoeing routes and trails in the Broads
- Develop codes of conduct for various recreational activities and locations in the Broads to promote environmentally responsible behaviour

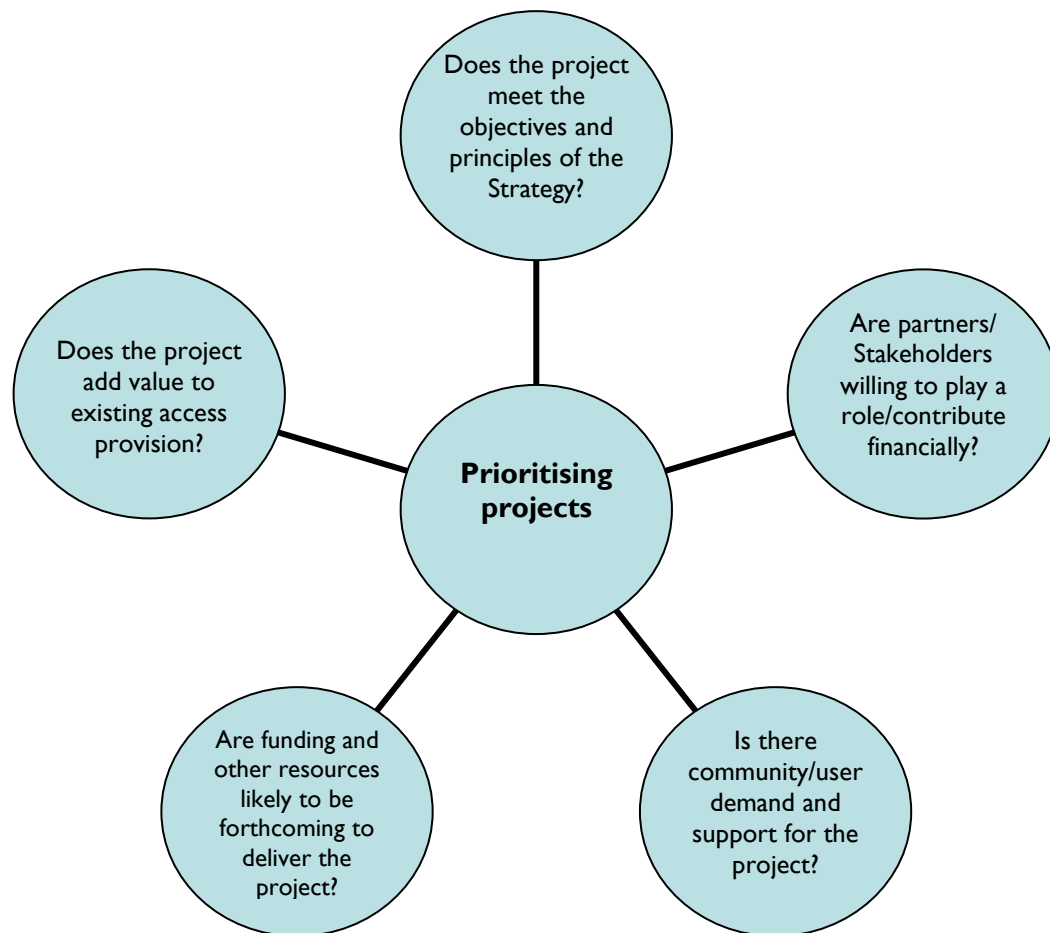
## Implementation

Given the current constraints on funding across local government, the Broads Authority will work in collaboration with partner organisations and local communities to deliver the long-term aim and objectives of this integrated access strategy, seeking to make the best use of shared knowledge and resources.

The Broads Authority will develop partnership projects with other local authorities, including parish councils to prioritise and fund projects that meet the aims and objectives of this Integrated Access strategy, as resources allow. The Authority will also agree shared goals for access provision with Norfolk County Council through the new NAIP.

Project proposals from the Broads Engage workshop and BLAF have been recorded on GIS and additional initiatives for access improvements will be added to this list. From this, the Authority will prepare an outline three-year action plan and subsequently a detailed annual action plan of priority projects which will be delivered as resources allow. They will also provide guidance and support to partners and communities in project development and delivery.

The objectives and guiding principles of this strategy, along with the GIS mapping and gap analysis, will be used to assess and prioritise project proposals. The Authority will consult stakeholders, local communities and its standing consultative committees (Navigation Committee, and Broads Local Access Forum) as required in the initial and ongoing stages of project development. Further development of projects and funding allocation will be assessed through the Authority's internal project development processes.



## Evaluation

The Integrated Access Strategy provides a broad framework for the development of the recreational access network in the Broads. The strategy is a ‘living’ document that will evolve over time to take account of changing priorities, circumstances and opportunities. Delivery of the strategy will be monitored and evaluated in line with, and to inform, the Broads Plan review process. Annual progress reports will be taken to the Broads Local Access Forum and reported to the Navigation Committee and Broads Authority.

## Project information and guidance

For advice on project development, please contact [broads@broads-authority.gov.uk](mailto:broads@broads-authority.gov.uk). Information on the Integrated Access Strategy and its action plan is also available on the Broads Authority website [www.broads-authority.gov.uk](http://www.broads-authority.gov.uk)

### Broads Authority

The Broads Authority is a Special Statutory Authority established under the Norfolk and Suffolk Broads Act 1988 with a duty to manage the Broads for the purposes of:

- Conserving and enhancing the natural beauty, wildlife and cultural heritage of the Broads;
- Promoting opportunities for the understanding and enjoyment of the special qualities of the Broads by the public; and
- Protecting the interests of navigation.

In managing the area, the Authority must also have regard to:

- The national importance of the Broads as an area of natural beauty and one which affords opportunities for open-air recreation;
- The desirability of protecting the natural resources of the Broads from damage; and
- The needs of agriculture and forestry and the economic and social interests of those who live or work in the Broads.

The Authority also has the duty to maintain the navigation area for the purposes of navigation to such standard as appears to it to be reasonably required, and take such steps to improve and develop it as it thinks fit.

### Broads Plan

The Broads Plan is the key strategic plan for the management of the Broads. It is subject to review every five years. The current plan, adopted in 2017, has three key principles:

- Principle 1  
Where there are likely threats of serious or irreversible damage to the environment, as a precaution, cost effective measures are taken to prevent environmental degradation in the absence of full scientific certainty of the outcome of such threats.  
Such precautionary action is based on assessment of the costs and benefits of action, taking into account both the proportionality between the costs and benefits and the degree of certainty in their calculation, and transparency in decision making. Gaps in knowledge are addressed by research and, where feasible, precautionary measures taken while such knowledge is outstanding;
- Principle 2  
We seek to understand and respect the complexity and biological limits of our ecosystems, and conserve their structures to maintain their health and productivity. Management is at a local scale, while recognizing the direct or indirect effects on wider, interconnected ecosystems and the public goods and services they provide.

We manage for long-term, multiple benefits, not just for short-term or single interest gains.

- Principle 3

We plan and work in partnership to make the best use of shared knowledge and resources and to avoid duplication of effort. People are involved from an early stage, and throughout, in decisions that may interest or affect them. Decisions are supported with robust evidence, including scientific and local knowledge, innovation and best practice.

## Planning policy

This long-term aim set out in the Broads Plan is supported in the Broads Local Plan, which sets out planning policy guidance for the Broads. Two policies are especially relevant in the Broads Local Plan (2018):

### Policy MODSP8 Getting to and around the Broads

Improvements to transportation to access facilities, services and settlements within the Broads will be sought in a manner and at a level which is compatible with sustainability objectives and the special qualities of the Broads:

Integration between all modes of transport will be sought to encourage the community and visitors to arrive and travel within the Broads via sustainable modes of transport.

Within the area, particular improvements required include:

- i) The improvement of access to and views of the waterside by the introduction of additional footpaths and cycle ways;
- ii) The promotion of access to enjoy the built, historic and cultural landscape; and
- iii) The creation of links to/from settlements.

### Policy MODSP9 Recreational access around the Broads

Safe recreational access to both land and water and between the water's edge and the water will be protected and improved through:

- i) Developing the Public rights of Way (PRoW) network in line with the recommendations of the Norfolk and Suffolk Rights of Way Improvement Plans, Cycling and Walking Delivery Plan and the Broads Integrated Access Strategy;
- ii) Developing and/or improving access to other areas of the Broads from land and water, where appropriate;
- iii) Identifying and safeguarding potential crossing points of land and water;
- iv) Protecting and improving moorings, staithes and slipways;
- v) Creating new moorings and slipways where there is good road access and provision for parking;
- vi) Protecting and creating waterside spaces for informal recreation; and
- vii) Incorporating and developing appropriate measures for disabled people.

## Broads Local Access Forum

The Broads Local Access Forum (BLAF), established as a statutory body under Sections 94 and 95 of the Countryside and Rights of Way Act 2000, advises the Broads Authority and other organisations on improving public access and contributing to opportunities for open air recreation and enjoyment of the area. In providing advice, the BLAF must have regard to the needs of land management; the conservation of the natural beauty of the area; and the management and maintenance of recreational access, whilst balancing this against the needs of nature conservation, agriculture, the interests of landowners and managers, navigation and countryside management projects in the Broads.

The BLAF vision states:

*The Broads is an unrivalled wetland of natural diversity, heritage and special character. It is a place where people come to explore, enjoy and find spiritual refreshment. Access to the Broads should be clear and easy to use, respectful of wildlife and land management, meet users' needs and promote responsible and harmonious behaviour. The Broads Local Access Forum will champion access improvements and management, represent a wide range of interests and contribute to sustainability for environment, communities and the economy.*



## Appendix 2: Glossary

Access hub	Location where a range of recreational facilities and local amenities are linked together and easily accessible from the public transport network.
CROW Act 2000	The Countryside and Rights of way act 2000
Local Nature Reserve	Places with wildlife or geological features that are of special interest locally designated under the National Parks and Access to the Countryside Act 1949
Mooring	Site formally managed for the purposes of mooring vessels
National Nature Reserve	Nationally important sites for nature conservation designated under the National Parks and Access to the Countryside Act 1949
Permissive path	A permissive path (sometimes called a 'concessionary path') is a path which the landowner permits the public to use, with the intention that it should not become a Public Right of Way.
Right of way	A public path recorded on the definitive map of public rights of way
Slipway	A ramp leading from the land into the water from which boats are launched.
Staithe	Any land which is adjacent to a waterway and which the inhabitants of the locality are entitled to use as a landing place.

### Integrated Access Strategy Moorings Action Plan 2019 - 21

This Action plan is informed by suggestions made at the Broads Engage Workshop held in Nov 2018, discussions at the regular Broads Authority/NSBA/BHBF liaison meeting and the recommendations of a Broads Authority officer working group.

Priority areas for mooring provision in the next 3 years have been identified as:

1. Waveney between St Olaves and Breydon Water - 24-hour moorings/safety moorings
2. Breydon Water/ Breydon Bridge - Review of safety moorings at bridges required
3. Middle Bure - SouthWalsham/Upton Marshes/Thurne Mouth and Oby Marshes - 24-hour mooring
3. Waveney between Burgh St Peter and Blundeston Marshes - 24-hour mooring
4. Upper Thurne between Hickling and Martham - 24-hour mooring
5. Ludham Bridge - Demasting moorings
6. Norwich in area of riverside - short stay mooring for access to shops and demasting moorings at Trowse Railway Bridge

No	Location	Mooring Type/Proposal	Year	Justification	
1	Lower Waveney/Burgh Castle	Investigate possibility of providing a 24-hour mooring on the lower Waveney/Burgh Castle on piled edge if a suitable site can be identified. Also consider viability of pontoon moorings.	2019/20	High number of requests from boaters, NSBA, BHBF. Also raised at Broads Engage access workshop. BA has stated the site is a priority. Scores highly in IAS terms as a site here would provide access for boaters to the Angles Way.	
2	Breydon Water	Review layby pontoon mooring provision in lower Breydon at Breydon Bridge.	2019/20	Request for additional pontoon or dolphin safety moorings x 2 in area of Breydon Bridge by NSBA through liaison meeting. Also raised at Broads Engage access workshop.	
3	Ludham Bridge	Investigate possibility of providing demasting moorings with EA/other landowners	2019/20	High number of requests from boaters, NSBA, BHBF. Also raised at Broads Engage access workshop.	
3	Norwich	Work with Norwich City Council and Norwich City Football Club to provide moorings required under Section 106 agreement immediately upstream of Trowse Railway Bridge	2019/20	High number of requests from boaters. Identified in adopted River Wensum Strategy. Norwich City Football Club required to provide moorings under Section 106 agreement with Norwich City Council/Norfolk County Council	
5	Middle Bure - Upton/South Walsham Marshes/Oby	Investigate possibility of providing a 24-hour mooring on piled edge if a suitable site can be found.	2020	High number of requests from boaters, NSBA/BHBF. Also raised at Broads Engage access workshop. Scores highly in IAS terms as the true right bank provides access to the Weavers Way and the true left bank provides access to the NWT Upton Marshes Reserve.	
6	Waveney upstream of Somerleyton	Trial provision of dolphin type mooring with no land access.	2020	Suggested at Broads Engage Access workshop as a means of providing additional moorings at low cost.	
7	Norwich	Short Stay visitor mooring	2020/21	High number of requests from boaters. Also raised at Broads Engage access workshop. Identified in adopted River Wensum Strategy.	
8	Peto's Marsh	Provide pontoon moorings at Peto's Marsh Carlton Colville (Oulton Dyke and Carlton Marshes River Waveney).	2021	Required under MoU between Broads Authority and Suffolk Wildlife Trust. Also scores highly in IAS terms as the moorings will provide access to the SWT reserve/gateway to the Broads.	

## General Access Proposals

Ref	Location	Proposed Access Enhancement	Key Partners	Justification	Target Timescale	Comments
1	Broads	Identify key access hubs for provision of improved access facilities/infrastructure and establishment and promotion of circular routes	BA/NCC/SCC/Parish Councils/EA/Wildlife Trusts	Promotion of hubs suggestion raised at Broads Engage workshop and advocated by BLAF	2019	
2	Broads	Audit access network to identify routes where barriers can be removed or minor works carried out to improve access for all.	BA/NCC/SCC/EA/Parish Councils	National Parks England reports on the length of access routes in parks that are barrier free "Miles without Stiles". Significant numbers of stiles and gates in the Broads are not required for stock control and are unauthorised structures.	2020/21	
3	Broads	Identify and map priority routes for carrying out improvement works (surfacing, infrastructure, signage) to improve access for all. Prioritise routes from hubs.	BA/NCC/SCC/Parish Councils/EA/Wildlife Trusts	Prioritised by BLAF (George Saunders) and at Broads Engage workshop. NCC have also identified partnership working with BA in this area to be a priority.	2020	
4	Broads	Develop partnership projects to carry out works required on routes identified in proposal 3.	BA/NCC/SCC/Parish Councils/EA/Wildlife Trusts	As above	2021	
5	Broads	Identify potential new routes alongside rivers or providing views of rivers and Broads.	BA/NCC/SCC/Parish Councils/EA/Wildlife Trusts	Prioritised by BLAF and in Broads Plan/Broads Local Plan. Also raised at Broads Engage workshop.	2021	
6	Broads	Identify gaps in network connectivity caused by loss of permissive paths after removal of access payments through HLS.	BA/NCC/SCC/Parish Councils/EA/Wildlife Trusts/Landowners	Raised at Broads Engage workshop and prioritised by BLAF. Also recognised as a priority in the NAIP.	2021	
7	Broads	Audit access network to identify potential routes that would relieve visitor pressure on sensitive sites.	BA/NCC/SCC/Wildlife Trusts/NE/EA	Prioritised by BLAF/NCC	2020/21	
7	Broads	Identify priority Bridleway creations/shared use routes for establishing circular horse riding routes/routes that would allow riders to avoid dangerous road riding.	BA/NCC/SCC/PC's/BHS/Landowners		2020	
8	Broads	Identify priority route creations for linking moorings to PRoW/access network	BA/NCC/SCC/PC's	Prioritised by BLAF raised at Broads Engage workshop	2021	
9	Broads	Encourage establishment of ferries/water taxi/river bus		Prioritised by BLAF. Raised at Broads Engage workshop	ongoing	

## APPENDIX 3

10	Broads	Investigate viability of all routes and projects suggested through Broads Engage workshop	BA/County Councils/District Councils/Parish Councils/Wildlife Trusts/EA/NE	BA undertook to do this during Broads Engage process.	2021
11	Broads	Encourage provision of key green infrastructure routes and SANGS to accommodate growth through GNIP including Broadland Way/Green Loop.	BA/NCC/SCC/District Councils	BA member of GNGB. Prioritised by BLAF	Ongoing

## Rivers Ant and Thurne

Ref	Location	Proposed Access Enhancement	Key Partners	Justification	Target Timescale	Comments
1	Clayrack Marshes	Phase 1 Access For All path from How Hill Staithe to Skeleton Mill - resurfacing path in granite. Phase 2 Skeleton Mill to Boardman's Mill - also a priority but surfacing has not yet deteriorated to the extent that it needs replacing.	N/A	Previous trial mesh path intended to provide easy access failed. Popular site for people with mobility problems and Nancy Oldfield Trip Boat. Raised at Broads Engage workshop and identified as priority site to provide improved surfacing.	2019	
2	Clayrack Marshes	Open permissive Path from Boardman's Mill to Sharp Street once bridge works completed by EA. Install new signage. Install people counter to gather evidence of use levels.	N/A	Signage required to establish walking route from Sharp Street to Ludham Bridge. People counter needed to obtain evidence base showing likely levels of use if path extended to Irstead Holmes.	2019	Path established 2018. Waiting for transfer of bridge from EA before it can be opened.
3	Public Footpath?, Ludham	Negotiate removal or replacement of gates which are in poor condition	BA/NCC	High priority path on promoted walk from How Hill to St Benet's Abbey.	2019	
4	Catfield (Swim Coots) and Hickling Broad	Work with NWT to provide new access providing views of Hickling Broad	BA/NWT/NCC/Landowners	Raised by BLAF at meeting attended by NWT and at Broads Engage workshop.	2019/20	
5	Potter Heigham	Negotiate public path creation to fill gap in public footpath true right bank River Thurne between Horsefen Bank and High's Mill.	BA/EA/NCC	Identified by BLAF as priority route creation.	2021	
6	Barton	Seek to negotiate public right of way linking Fen Lane Barton to Moy's Mill. Consider signage advising walkers about sensitive birds in Fen.	BA/NCC/Landowner	Identified by BLAF as a priority route creation. Will also provide alternative circular walk to relieve numbers of walkers entering Barton Fen Open Access Land.	2020	

## River Bure

Ref	Location	Proposed Access Enhancement	Key Partners	Justification	Target Timescale	Comments
1	Hoveton	Work with Parish Council/ Broads Charitable Trust/Roys to develop enhancement project for Hoveton Riverside Park	BA/PC/BCT/Roys	Raised at Broads Engage workshop. Identified by Broads Charitable Trust as potential funding project.	2021	
2	Hoveton	Seek to create public right of way from Hoveton Viaduct Mooring to Station	BA/NCC/Landowners	Raised at Broad Engage workshop.	2019/20	
3	Acle	Seek to improve access from Acle village to Acle Bridge and route connectivity in the Acle/Upton/Fishley/Damgate area to develop circular walk	BA/NCC/Parish Council	Raised at Broads Engage workshop. Identified by BLAF	2021	
4	Horning/Potter Heigham	Work with NCC to seek funding for Phases 2 and 3 of the 3 Rivers Way	BA/NCC/3RW Assoc/Sustrans	Prioritised by BLAF. Raised at Broads Engage workshop. Prioritised by NCC in NAIP and in Cycling and Walking Action Plan	2021	

## Rivers Yare and Chet

Ref	Location	Proposed Access Enhancement	Key Partners	Justification	Target Timescale	Comments
1	Hardley Flood	Work with NCC to carry out hydraulic modelling and feasibility study for reinstating Wherryman's Way on Hardley Flood bank of River Chet	BA/NCC/SNDC	Prioritised by BLAF. Raised at Broads Engage. BA already working with NCC on feasibility.	2019/20	
2	Halvergate/Freethorpe/Reedham	Work through Water, Mills and Marshes LPS to create bridleway links to form Mills Trail	BA/NCC/Parish Councils	Prioritised by BLAF. Identified project in Water, Mills and Marshes LPS. Raised at Broads Engage workshop	2019/20	
3	Reedham	Encourage PC to re-establish prmissive path on Wherrymans Way	BA/NCC/Parish Council	Prioritised by BLAF. Raised at Broads Engage workshop	2019/20	
4	Langley	Work with NCC to explore possibility of riverbank route for Wherryman's Way (Beauchamp Arms-Langley Dyke)	BA/NCC/Landowners	Prioritised by BLAF. Raised at Broads Engage workshop	2021	
5	Bramerton to Surlingham	Work with NCC to improve Wherrymans Way from Bramerton Common to Surlingham Ferry	BA/NCC	Prioritised by BLAF. Route realignment required.	2020	
6	Whitlingham	Work with Whitliham Charitable Trust to improve public canoe access to River Yare	BA/WCT	Prioritised by BLAF. Raised at Broads Engage event.	2020/21	
7	Whitlingham	Work with BASG/Whitlingham Charitable Trust to explore possibility of increasing angling access	BA/BASG/WCT	Prioritised in Broads Angling Strategy	2019/20	

## River Waveney

Ref	Location	Proposed Access Enhancement	Key Partners	Justification	Target Timescale	Comments
1	Ellingham	Provide canoe launch on true right bank downstream of weir	BA/RWT/EA/Landowners	Prioritised by BLAF/Raised at Broads Engage workshop	2019/20	
2	Geldeston Lock	Canoe launch location to be determined	BA/RWT/EA/Landowners	Prioritised by BLAF. Raised at Broads Engage workshop.	2020	
3	Geldeston	Legally establish public right of way on old railway line.	BA/EA	Commitment from EA at time of flood defence compartment works.	2021	
4	Beccles	Work with Beccles Town Council to improve easy access and signage on Beccles Marsh Trail	Beccles Town Council	Raised at Broad Engage workshop.	2021	
5	Herringfleet	Negotiate permissive path from mooring to Smock Mill.	BA/Landowner	Prioritised by BLAF. Raised at Broads Engage workshop.	2019/20	
6	Burgh Castle/Belton	Seek to establish access to Black Mill and Caldecott Mill through Water Mills and Marshes LPS	BA/NCC/Landowners	Raised at Broad Engage workshop. Identified as project in Water, Mills and Marshes LPS.	2019/20	
7	Belton	Work with NCC to develop use of disused railway line to improve access to Belton Common Open Access land and links to Waveney Forest.	BA/NCC/Landowners	Prioritised by BLAF. Raised at Broads Engage workshop.	2021	
8	Oulton Broad/Carlton Marshes	Work with SCC and SWT to create shared use route from Oulton Broad to Burgh St Peter Ferry crossing.	BA/SCC/SWT	Prioritised by BLAF. Raised at Broads Engage workshop. Preliminary discussions BA/SCC/SWT have already taken place.	2021	



## River Wensum

Ref	Location	Proposed Access Enhancement	Key Partners	Justification	Target Timescale	Comments
1	New Mills	Build canoe launches upstream and downstream of New Mills	River Wensum Strategy Partnership	BLAF/British Canoeing /Local Canoe Clubs/EA	2019	
2	Marlpit Paddock	Encourage and facilitate provision of Canoe launch at Hellesdon through RWSP.	River Wensum Strategy Partnership	Identified in adopted River Wensum Strategy action plan	2019/20	
2	Duke's Palace Bridge/Blackfriars' Bridge Norwich	Missing link on riverside walk. Priority project in River Wensum Strategy. Work through RWSP to formalise status of riverside walk through Norwich and improve access for all.	River Wensum Strategy Partnership	Identified in adopted River Wensum Strategy action plan and GNIP	2019	
3	Norwich		River Wensum Strategy Partnership	Identified in adopted River Wensum Strategy Action Plan	2021	
4	Norwich	Identify and promote formal angling areas in River Wensum Strategy project area.	River Wensum Strategy Partnership	Identified in Broads Angling strategy supported by RWSP	2021	

**Feedback from Navigation Appointment Process**  
Report by Chief Executive and Administrative Officer

**Purpose:** Following the recent appointments to the Navigation Committee a few areas for improvement were highlighted in the appointment process. The Committee is asked for its views on the bodies which should be consulted on the appointments. Other matters are for the Committee's information.

**1. Introduction**

- 1.1. The recent recruitment of co-opted members to the Navigation Committee was a successful process and the overall standard of the candidates who applied was extremely high. As a four yearly process it is important to review the procedures followed now and address any areas for improvement. These can be adopted for the next recruitment in four years' time.
- 1.2. The appointment process for co-opted members follows due process and adopts the guidance on public appointments. [The Norfolk and Suffolk Broads Act 1988](#) specifies certain requirements when appointing members to the Navigation Committee.

**2. Process**

- 2.1. The recent recruitment process was initiated due to the term period for the previous cohort of co-opted members ceasing on 31 March 2019.
- 2.2. Members of the Navigation Committee were informed of the commencement of the appointment process at the 6 September 2018 Navigation Committee meeting. The eight vacancies were advertised on the Broads Authority website and a job advert was placed on the Eastern Daily Press job page. The vacancies were also advertised in the September 2018 edition of Broadcaster which was sent to all registered toll payers.
- 2.3. The application documentation was made available on the Broads Authority website and included a job description and person specification. The deadline for applications was the end of October 2018.
- 2.4. In November the appointment panel met to shortlist the applications received. The panel consisted of one of the Broads Authority's independent persons who acted as the panel chair, the Chief Executive of British Marine, the President of the Norfolk and Suffolk Boating Association, and the Broads Authority Chair.

- 2.5. Interviews were held across three days and consisted of each applicant giving a short presentation on a topic of their choosing.
- 2.6. The Norfolk and Suffolk Broads Act 1988 categorises the types of organisations that are to be consulted on the appointments:
- a) two shall be appointed after consultation with such bodies appearing to the Authority to represent the owners of pleasure craft available for hire or reward as it considers appropriate;
  - b) one shall be appointed after consultation with such bodies appearing to it to represent nationally the owners of private pleasure craft as it considers appropriate;
  - c) one shall be appointed after consultation with such bodies appearing to it to represent the owners of private pleasure craft which use any part of the Broads as it considers appropriate;
  - d) two shall be appointed after consultation with such bodies appearing to it to represent persons who are likely to be required to pay ship, passenger or goods dues imposed by it as it considers appropriate;
  - e) one shall be appointed after consultation with such bodies appearing to it to represent other users of the navigation area as it considers appropriate.
  - f) one shall be appointed after consultation with the Great Yarmouth Port Authority.
- 2.7. The user organisations identified in Appendix A were contacted for their involvement in the process. Those that responded were sent a list of the shortlisted candidates for comment.
- 2.8. The panel met to determine their recommendations for the eight appointments to the Navigation Committee, considering the comments received from the user organisations.
- 2.9. Members of the Navigation Committee were consulted on the recommended appointments at the 17 January 2019 Navigation Committee meeting. Those members involved in the appointment process did not participate in the discussion.
- 2.10. The appointments were confirmed at the 1 February 2019 Broads Authority meeting.

### **3. Areas for improvement**

- 3.1. Members of the panel and the existing co-opted members were contacted for their feedback on the recent appointment process. Their responses have been incorporated into the areas identified below as requiring improvement.

### 3.2. Consultation with user organisations

- 3.2.1. Of the 30 organisations contacted nine responded that they wished to be included in the consultation, and only six of these returned comments on the shortlist sent to them. It has been noted by one of the members of the panel that in previous years of recruitment only a minority of the user organisations has ever participated in the consultation process.
- 3.2.2. For the recent consultation, the user organisations that responded were sent a list of the shortlisted names; feedback the panel received from the consultees has said that this was insufficient information and can be confusing if the applicants have similar names.
- 3.2.3. It also became apparent that some of the user organisations had disbanded since the appointment process was conducted in 2014. These changes are displayed as tracked changes in Appendix A.

### 3.3. Great Yarmouth Port Authority

- 3.3.1. Correspondence with the Great Yarmouth Port Authority revealed that they had an outdated understanding of the Navigation Committee appointment process. It is worth noting that this is the only organisation referred to by name in the Norfolk and Suffolk Broads Act 1988.

### 3.4. Consultation with the Navigation Committee

- 3.4.1. The Norfolk and Suffolk Broads Act 1988 states that the committee is to be consulted before appointing any member of the Navigation Committee. Four of the existing members were involved in the recent appointment process and so were unable to participate in the consultation. This left minimal members to consult on the shortlist. This raises the question, at what point in the process is it most appropriate to consult the Committee on its own appointments. It is always likely that existing members of the Committee will be applicants, so the number of members available for consultation will be an issue at any stage.

### 3.5. Other feedback received

- 3.5.1. Feedback from the panel has suggested making provisions for panel member absences. The suggestion was to include a relevant substitute to replace an appointed panel member depending on when the unavailability is known. However, the panel would proceed without a substitute if the absence was unforeseen.
- 3.5.2. It has also been suggested that precise dates of interviews be published to applicants to avoid issues with applicant absences.
- 3.5.3. Feedback received from an existing co-opted member has suggested that the process for co-opted members re-applying for appointment be clarified.

## 4. Recommendations

- A. The Members of the Navigation Committee are asked for their views on the list of user organisations to be consulted on the appointments and officers then provide a revised list to the Broads Authority for approval. Officers will re-write the detailed instructions for the process clarifying when in the process this consultation is conducted and what information the organisations receive on the candidates. This is likely to require an amendment to the application form requesting consent from the applicants for their data to be shared with these organisations.
- B. Improved communication with Great Yarmouth Port Authority about the appointment process. Membership and/or staff of the Great Yarmouth Port Authority and other user organisations could change in a four-year period, communication needs to be maintained during this period to ensure understanding of the processes. In the case of the Great Yarmouth Port Authority this could be achieved with the co-opted member appointed under category f.
- C. The recommendation of one of the Panel Members is accepted, that given the very limited involvement of the Great Yarmouth Port Authority (GYPA) in management of the Broads, particularly since the transfer of responsibility for Breydon Water, it is also recommended to the Authority that their right of GYPA to consultation be reviewed when the 1988 Norfolk and Suffolk Broads Act is next amended.
- D. To confirm that the Navigation Committee is consulted on the appointments at the shortlisting stage.

## 5. Conclusion

- 5.1. The recommendations in this report are for information only, any additional comments from members of the Navigation Committee will be presented to the Broads Authority to adopt any changes for future appointments. A copy of the appointment process is included at Appendix B.

Background papers:	None
Author:	John Packman/Sarah Mullarney
Date of report:	28 May 2019
Broads Plan Objectives:	None
Appendices:	Appendix A - List of user organisations consulted Appendix B – Navigation Committee Co-opted Member Appointment Process



## List of organisations to be consulted on the appointments to the Navigation Committee and the relevant paragraph under Section 9 of the 1988 Norfolk and Suffolk Broads Act

~~Anglers Angling~~ Trust (E)  
 Association of Freight Transport (D)  
~~British Canoe Union~~ (B)  
 British Marine Federation (A, D)  
 British Marine Federation – East Anglia (D)  
 British Rowing (B)  
 British Waterski (B)  
 Broads Angling ~~Strategy Services~~ Group (E)  
 Broads Canoe Hire Association (A)  
 Broads Hire Boat Federation (A, D)  
 Broads Reed and Sedge Cutters Association (D, E)  
~~Canoe England~~~~British Canoeing~~ (E)  
 Chamber of Shipping (D)  
 East Anglian Waterways Association (C)  
 Eastern Region Rowing Council (C, D)  
 Eastern Rivers Ski Club (C, D)  
 Great Yarmouth Port Authority (F)  
 Great Yarmouth Port Users Association (D)  
 Hickling Windsurfers (E)  
 Hoseasons Holidays Ltd (A, D)  
 Inland Waterways Association (B)  
 Inland Waterways Association – Eastern Region (C, D)  
 National Association of Boat Owners (B)  
~~Norfolk Anglers Conservation Association~~ (E)  
 Norfolk and Suffolk Anglers' Consultative Council (E)  
 Norfolk and Suffolk Boating Association (C, D)  
 Norfolk and Suffolk Pleasure Boat Owners Association (A, D)  
 Norfolk Broads Day Boat Owners Association (A)  
 Passenger Boat Association (D)  
 Royal Yachting Association (B)  
 RYA – Eastern Region (D)  
 Sport England (E)  
 Suffolk County Amalgamated Angling Association (E)  
 Transport on Water Association (D)  
 UK Windsurf Association (E)

### Categories:

A = such bodies appearing to the Authority to represent the owners of pleasure craft available for hire or reward as it considers appropriate;

B = such bodies appearing to it to represent nationally the owners of private pleasure craft as it considers appropriate;

C = such bodies appearing to it to represent the owners of private pleasure craft which use any part of the Broads as it considers appropriate;

D = such bodies appearing to it to represent persons who are likely to be required to pay ship, passenger or goods dues imposed by it as it considers appropriate;

E = such bodies appearing to it to represent other users of the navigation area as it considers appropriate; and

F = after consultation with the Great Yarmouth Port Authority.

## Navigation Committee Co-opted Member Appointment Process

Date	Task	Notes
Aug/Sept	Prepare Documentation	<ul style="list-style-type: none"> <li>• Application Form</li> <li>• Notes for Guidance</li> <li>• Appointment Process</li> <li>• Job Description</li> </ul>
Aug/Sept	Contact Selection Panel Members re process: <ul style="list-style-type: none"> <li>• BA Independent Person (Panel Chair)</li> <li>• British Marine</li> <li>• NSBA</li> <li>• BA Chair</li> </ul>	
September	Advertise Vacancies	EDP – job advert Navigation Committee page/BA job vacancy page Broadcaster
October	Deadline for receipt of applications	Applications to be sent to <a href="mailto:committees@broads-authority.gov.uk">committees@broads-authority.gov.uk</a>
November	Shortlisting by Selection Panel	Day to be arranged for selection panel to meet to shortlist received application forms.
November	Interviews	
December	Consultation with user organisations on recommendations	Letters to be sent to all user organisations to ask if they wish to be involved in the consultation process.  Those that wish to be consulted to be sent a list of the shortlisted candidates for comment.  These comments are forwarded to the selection panel for consideration as part of their recommendations for appointment.

**Navigation Committee Co-opted Member Appointment Process**

<b>Date</b>	<b>Task</b>	<b>Notes</b>
<b>January</b> <b>Navigation Committee</b>	Navigation Committee – consultation on appointments	A report goes to Navigation Committee with a list of the recommended candidates for appointment.  Any potential new members are invited to attend this meeting to meet the existing members and to observe proceedings.
<b>March</b> <b>Broads Authority</b>	Appointments confirmed by Broads Authority	Co-opted members are officially appointed at the BA meeting.
<b>April</b> <b>Navigation Committee</b>	Appointed Co-opted Members attend first Navigation Committee Meeting	The first Navigation Committee meeting prior to the annual Broads Authority meeting. This enables the Navigation Committee to appoint a Chair and Vice Chair and recommend two co-opted members to the Broads Authority.



**Annual Income and Expenditure Report: 2018/19**  
Report by Chief Financial Officer

**Purpose:** This report sets out a summary of the Authority's income and expenditure for the 2018/19 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 2018/19**

- 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 2019. 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 2018/19 was a surplus of £72,604 for Navigation compared with a budgeted LAB deficit for the year of £3,053. The original budget was for a deficit of £2,798. The final forecast outturn reported to the Committee was a surplus of £44,445. (Item 12, 11/04/2019).
- 2.3 Total core income for the year was £3,377,822, which was £39,522 above budget, principally due to favourable variances within the Hire Craft Tolls, Private Craft 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 £52,980 for Operations and £9,649 for Strategic Services).
- 2.5 Total net navigation expenditure in 2018/19 was £3,305,218.

## **3 Earmarked reserves**

- 3.1 The earmarked reserves has funded the following expenditure:

- Property Reserve includes the cost of the HRO's for the transfer of Mutford Lock (£4,000) less rental income from land at Oulton Broad (£2,000).
- Plant, Vessels & Equipment Reserve includes the replacement cost of four vehicles (£34,130) and replacement crane and clamshell bucket (£29,400). It also includes income from the sale of surplus assets (£9,183).
- Premises Reserve includes the refit costs for Dockyard Wet Shed (£16,310) and John Fox Cottage (£8,400).
- CANAPE Reserve has funded the project expenditure less the grant reimbursement.
- Computer Software Reserve has covered the cost of the new Microsoft Office licences.

3.2 After the year end transfer of interest the closing position on the earmarked reserves is as follows:

	<b>Balance at 1 April 2018</b>	<b>In-year movements</b>	<b>Balance at 31 March 2019</b>
	£	£	£
Property	(334,135)	(27,124)	(361,259)
Plant, Vessels and Equipment	(193,430)	(58,752)	(252,182)
Premises	(64,990)	(11,159)	(76,149)
CANAPE	(36,129)	(3,525)	(39,654)
Computer Software	(13,302)	9,513	(3,789)
<b>Total</b>	<b>(641,986)</b>	<b>(91,047)</b>	<b>(733,033)</b>

## 4 Summary

4.1 The total Navigation surplus for 2018/19 was higher than budgeted and forecast. The reason for the variance against forecast is due to small-scale savings within all budgets (individually less than £10,000). As a result, the balance of the navigation reserve at the end of 2018/19 was £425,985. This is above the recommended minimum reserve balance of 10% at 12.9%. The higher than predicted balance will help cushion any fluctuations that may arise in the 2019/20 toll collection.

Background Papers: Nil

Author: Emma Krelle

Date of Report: 31 May 2019

Broads Plan Objectives: None

Appendices: APPENDIX 1 – Navigation Actual Income and Expenditure 2018/19

# The Broads Authority – General and Navigation Income and Expenditure 2018/19

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 2019. 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 2018/19 are due to be audited 15 to 26 July 2019 with the Final Statement of Accounts due to be considered by the Authority on 26 July 2019

DIRECTORATE	Original Budget 2018/19			Latest Available Budget 2018/19			Actual Income and Expenditure 2018/19		
	General	Navigation	Consolidated	General	Navigation	Consolidated	General	Navigation	Consolidated
<b>INCOME</b>									
National Park Grant	(3,356,348)	-	(3,356,348)	(3,356,348)	-	(3,356,348)	(3,356,348)	-	(3,356,348)
Navigation Charges									
Hire Craft Tolls	-	(1,149,300)	(1,149,300)	-	(1,149,300)	(1,149,300)	-	(1,159,858)	(1,159,858)
Private Craft Tolls	-	(2,121,800)	(2,121,800)	-	(2,121,800)	(2,121,800)	-	(2,134,006)	(2,134,006)
Short Visit Tolls	-	(40,900)	(40,900)	-	(40,900)	(40,900)	-	(42,475)	(42,475)
Other Toll Income	-	(18,800)	(18,800)	-	(18,800)	(18,800)	-	(22,956)	(22,956)
Interest Received	(7,500)	(7,500)	(15,000)	(7,500)	(7,500)	(15,000)	(18,526)	(18,526)	(37,053)
<b>INCOME TOTAL</b>	<b>(3,363,848)</b>	<b>(3,338,300)</b>	<b>(6,702,148)</b>	<b>(3,363,848)</b>	<b>(3,338,300)</b>	<b>(6,702,148)</b>	<b>(3,374,874)</b>	<b>(3,377,822)</b>	<b>(6,752,696)</b>
<b>OPERATIONS</b>									
Construction & Maintenance Salaries	428,772	755,238	1,184,010	429,156	754,854	1,184,010	423,687	741,155	1,164,842
Equipment, Vehicles & Vessels	135,450	316,050	451,500	139,050	324,450	463,500	146,314	341,399	487,714
Water Management	5,000	98,000	103,000	5,000	98,000	103,000	4,719	87,333	92,052
Land Management	54,000	-	54,000	54,000	-	54,000	50,953	-	50,953
Practical Maintenance	75,000	429,200	504,200	75,000	429,200	504,200	85,871	434,181	520,052
Rangers Salaries	269,672	404,508	674,180	269,672	404,508	674,180	265,428	398,142	663,570
Ranger Services	31,992	116,888	148,880	31,992	116,888	148,880	42,703	135,868	178,571
Safety	59,032	101,358	160,390	59,032	101,358	160,390	57,831	98,480	156,311
Volunteers	45,810	30,540	76,350	45,810	30,540	76,350	44,625	29,750	74,376
Operational Premises	91,851	116,319	208,170	95,511	124,859	220,370	96,012	131,655	227,667
Management & Admin	81,914	40,346	122,260	81,914	40,346	122,260	76,179	37,521	113,700
Operations Income	(124,200)	(61,300)	(185,500)	(124,200)	(61,300)	(185,500)	(131,640)	(114,280)	(245,921)
<b>OPERATIONS TOTAL</b>	<b>1,154,293</b>	<b>2,347,147</b>	<b>3,501,440</b>	<b>1,161,937</b>	<b>2,363,703</b>	<b>3,525,640</b>	<b>1,162,681</b>	<b>2,321,205</b>	<b>3,483,886</b>
<b>STRATEGIC SERVICES</b>									
Development Management	478,715	4,091	482,805	478,715	4,091	482,805	421,179	4,108	425,286
Strategy & Projects Salaries	240,131	19,269	259,400	83240,131	19,269	259,400	239,426	19,252	258,677
Biodiversity Strategy	10,000	-	10,000	10,000	-	10,000	11,118	-	11,118

Strategy & Projects	53,240	1,800	55,040	53,240	1,800	55,040	90,682	2,849	93,531
Human Resources	79,479	55,231	134,710	80,398	55,870	136,268	71,731	49,847	121,577
Waterways & Recreation Strategy	39,490	47,990	87,480	39,490	47,990	87,480	39,313	45,264	84,578
Project Funding	105,500	-	105,500	105,500	-	105,500	101,691	1,043	102,734
Communications	227,668	74,362	302,030	227,668	74,362	302,030	248,638	74,488	323,127
Visitor Centres & Yacht Stations	297,145	139,065	436,210	297,145	139,065	436,210	306,796	134,491	441,287
Collection of Tolls	-	134,180	134,180	-	134,180	134,180	-	128,184	128,184
ICT	206,956	101,934	308,890	206,956	101,934	308,890	224,444	110,547	334,992
Management & Admin	149,403	67,472	216,875	149,403	67,472	216,875	146,013	65,807	211,820
Strategic Services Income	(265,500)	(60,000)	(325,500)	(265,500)	(60,000)	(325,500)	(371,734)	(69,649)	(441,383)
<b>STRATEGIC SERVICES TOTAL</b>	<b>1,622,227</b>	<b>585,393</b>	<b>2,207,620</b>	<b>1,623,147</b>	<b>586,031</b>	<b>2,209,178</b>	<b>1,529,296</b>	<b>566,231</b>	<b>2,095,527</b>
<b>CHIEF EXECUTIVE</b>									
Legal	80,951	28,229	109,180	80,951	28,229	109,180	39,571	55,621	95,192
Governance	83,583	41,168	124,750	83,583	41,168	124,750	78,763	38,794	117,556
Premises Head Office	180,122	73,571	253,693	180,122	73,571	253,693	186,238	76,069	262,307
Finance & Insurance	192,200	169,960	362,160	192,200	169,960	362,160	195,460	172,785	368,245
Asset Management	64,407	72,674	137,080	64,407	72,674	137,080	71,188	65,087	136,276
Chief Executive	67,736	44,354	112,090	67,736	44,354	112,090	70,996	46,484	117,480
Chief Executive Income	(19,683)	(2,827)	(22,510)	(19,683)	(2,827)	(22,510)	(22,362)	(7,823)	(30,185)
<b>CHIEF EXECUTIVE TOTAL</b>	<b>649,315</b>	<b>427,128</b>	<b>1,076,443</b>	<b>649,315</b>	<b>427,128</b>	<b>1,076,443</b>	<b>619,855</b>	<b>447,017</b>	<b>1,066,872</b>
<b>PROJECTS &amp; CORPORATE ITEMS</b>									
Heritage Lottery Fund	76,400	-	76,400	76,400	-	76,400	124,804	-	124,804
CANAPE	30,904	30,904	61,807	30,904	30,904	61,807	56,927	56,927	113,855
Pension Lump Sum Payments	45,600	30,400	76,000	45,600	30,400	76,000	45,600	30,400	76,000
Apprenticeship Levy	1,500	1,000	2,500	1,500	1,000	2,500	1,466	978	2,444
<b>Contributions from Earmarked Reserves</b>									
Property	-	(8,000)	(8,000)	-	(8,000)	(8,000)	-	(2,000)	(2,000)
Plant, Vessels & Equipment	(39,930)	(63,570)	(103,500)	(39,930)	(63,570)	(103,500)	(34,658)	(54,347)	(89,005)
Premises	(3,600)	(8,400)	(12,000)	(10,860)	(25,340)	(36,200)	(10,547)	(24,710)	(35,257)
Planning Delivery Grant	(75,925)	-	(75,925)	(75,925)	-	(75,925)	-	-	-
Heritage Lottery Fund	(26,400)	-	(26,400)	(26,400)	-	(26,400)	(74,804)	-	(74,804)
Upper Thurne	-	-	-	-	-	-	(97)	-	(97)
Catchment Partnership	-	-	-	-	-	-	(11,476)	-	(11,476)
CANAPE	(904)	(904)	(1,807)	(904)	(904)	(1,807)	(26,927)	(26,927)	(53,855)
Computer Software	-	-	-	-	-	-	(19,402)	(9,556)	(28,958)
<b>CORPORATE ITEMS TOTAL</b>	<b>7,645</b>	<b>(18,570)</b>	<b>(10,925)</b>	<b>385</b>	<b>(35,510)</b>	<b>(35,125)</b>	<b>50,886</b>	<b>(29,235)</b>	<b>21,651</b>
<b>NET EXPENDITURE</b>	<b>3,433,480</b>	<b>3,341,098</b>	<b>6,774,578</b>	<b>3,434,783</b>	<b>3,341,353</b>	<b>6,776,136</b>	<b>3,362,718</b>	<b>3,305,218</b>	<b>6,667,936</b>
<b>(SURPLUS) / DEFICIT</b>	<b>69,632</b>	<b>2,798</b>	<b>72,430</b>	<b>84</b>	<b>3,053</b>	<b>73,988</b>	<b>(12,156)</b>	<b>(72,604)</b>	<b>(84,760)</b>

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

Report by Head of Construction, Maintenance & Environment

<b>Purpose:</b>	This report sets out the progress made in the delivery of the 2019/20 Construction, Maintenance and Environment Section work programme to date. The final dredging figures for the 2019/20 are also detailed in Appendix 2.
-----------------	---

**1 Achieving Waterways Specification for navigation**

- 1.1 The detailed breakdown in Appendix 1 gives the volumes for the dredging programme to the end of April 2019. A total of 1,760 m<sup>3</sup> of dredged sediment has been removed from the prioritised sites. This figure represents 4% of the programmed target of 44,000 m<sup>3</sup> for 2019/20. The 2007 Sediment Management Strategy stated a bulk volume dredging target of 50,000 m<sup>3</sup> per annum. Since then, improvements in the accuracy of hydrographic data gathering and more detailed modelling of the Waterways Specification across the whole of the Broads, has meant that simply removing large volumes is not the most effective way to improve navigation conditions. In 2019/20 the Authority is tackling some complex projects in areas that will bring direct benefits to users. As such, this means the total volume dredged will differ from the previous rigid target of 50,000 m<sup>3</sup>.
- 1.2 In April, the active dredge site has been at Fleet Dyke, South Walsham, with sediment taken to the setback areas around Horning Hall at Ant Mouth. BESL has been busy using previously deposited sediment from these setback areas to top up the flood banks in this area.
- 1.3 At Hickling Broad, all the major plant and equipment has been demobilised. The silt curtain, marker buoys and warning signs have been put out to protect the structure over the summer. We will return this autumn to start filling the retained area within the ring of geotextile tubes.
- 1.4 Progress preparing for projects to be started this winter (2019/20) is going well. Waxham Cut is awaiting the results of reptile surveys before submitting the Habitats Risk Assessment to Natural England in June. Tyler's Cut has a signed agreement with a neighbouring landowner for bankside spreading of the arisings. At Peto's Marsh, preparation has started with some excavator work and general setting out of the site.

- 1.5 Appendix 2 gives the final summary of the projects included in the 2019/20 dredging programme. Of the original target of 40,000 m<sup>3</sup>, a final total of 41,780 m<sup>3</sup> was actually achieved. This figure represents 104% of the programmed target of 40,000 m<sup>3</sup> for 2019/20. The additional volumes of sediment were gained from dredging in the Lower Bure. Slightly more time was spent in this area than planned, but it was particularly productive, with large volumes of sediment and relatively close areas for sediment re-use on the adjacent ronds. Additional contractor time was also available within the annual budget, so shoals at the upstream end of Breydon Water were also able to be dredged.

## **2 Maintaining safe public mooring facilities**

- 2.1 Hoveton Viaduct 24-hour moorings were opened for the Easter holiday period. Contractors completed 110 metres of new piling, mooring posts and path at the downstream end of this mooring. Some remaining snagging issues were identified and planned to be completed by the middle of May.
- 2.2 On Oulton Dyke, the Dutch Tea Garden 24-hour moorings have been receiving a full refurbishment on the timber capping and waling. Safety ladder installation and upgrades have also been carried out at Deep Dyke mooring at Hickling Broad. In early April, ahead of the Easter holidays, all of the Authority's electric charging pillars on the 24-hour moorings received their annual electrical service and safety checks.

## **3 Our resources**

- 3.1 This month we welcome Matt Hicks to the Plant & Equipment Team, who starts as an Operations Fitter. We also say goodbye to Mark Tomlinson, the Senior Environment Officer, who leaves us to lead a team of freshwater ecologists at a national consultancy firm.
- 3.2 After a busy winter period with all the large vessels and pontoons in heavy usage, some much needed refit time for some of the wherries and linkflotes is planned. Iona was lifted at Cox's Boatyard for installation of a new propeller. Linkflote set 1 is being lifted at Alicat's facility in Great Yarmouth for blast cleaning and repainting.
- 3.3 At the Thorpe Dockyard, ahead of creating a suitable surface capable of supporting the largest lifts with the Andes crawler crane, a suite of geotechnical testing has been carried out. The design of the piling on the river frontage, and crucially its anchoring into the ground away from the river, is not sufficient on its own to support these maximum loads. Using the planned monies drawn from reserves this year, the proposal is to create a concrete pad with concrete filled steel case piles driven into the dense substrate below the peat. Extending the sites capability to enable lifting of the small wherries, workboats and tugs, this will save budget, increase our operational flexibility and reduce vessel downtime.

## 4 Managing water plants

- 4.1 The first weed harvesting vessel out on the system this year has been deployed to the Upper Thurne. Cutting at Somerton Dyke, Waxham Cut and Catfield Dyke are usually the first locations that require cutting and are planned for a cut by the end of May. Other sites to follow are typically the Bure, upstream of Belaugh, the Ant upstream of Wayford Bridge, The Wensum upstream of Trowse rail bridge and the Waveney upstream of Beccles. The exact programme is then guided through the season as reports of excessive growth are fed back from Rangers in these locations.
- 4.2 The first survey of the extent and height of water plants across Hickling Broad has been carried out in early May. The results will be mapped and shared to guide users. Further surveys using hydroacoustic equipment are planned for August and October. As per the consented plan for Hickling, any required cutting within the marked channel through Hickling is restricted to the period June to August inclusive.
- 4.3 The 2019 summer season sees the final year of very detailed monitoring of the trial stonewort cut areas on the west of Hickling Broad. This experimental site was cut in 2017, with regular monitoring since then. The interim report at the end of 2018 showed little significant impact from the cutting when compared to similarly monitored non-cut areas. Given no stonewort cutting happened in 2018, as plant heights did not reach high enough to cut, the agreement with Natural England, Environment Agency and Norfolk Wildlife Trust, was that no cutting should happen in 2019 either. This scenario gives the ideal opportunity to evaluate the ecological impact of a one-off cut, over several years of detailed monitoring. Repeating the trial cut again in 2019 would not provide any additional evidence of long-term impact from the 2017 cut. A final report for this trial will be produced in winter 2019/20.
- 4.4 The final report for the 2018 annual water plant report is now available and can be accessed via the following link: [The Broads Annual Water Plant Monitoring 2014 – 2018](#).
- 4.5 In addition to the specific results from the broads surveyed for water plants in 2018, the report provides the first medium term (five year) analysis of trends (2014 to 2018) since the revised “point” survey method was adopted. Information on the abundance and species present in the section of navigable channels that are routinely cut for navigation purposes, is also presented.

Background papers: [2018 Annual water plant report](#)

Author: Dan Hoare  
Date of report: 28 May 2019

Broads Plan ref: 2.1; 2.3; 3.1; 3.2; 4.2; 6.1

Appendices: Appendix 1 – Dredging Progress 2019/20  
Appendix 2 – Annual Dredging Summary 2018/19

## Dredging Progress 2019/20 (April 2019)

Project Title	Project Element	Active BA dredging weeks Completed / Planned	Volume removed m <sup>3</sup>		Annual project cost <sup>a</sup> £	
			Planned	Actual	Planned	Actual
<b>Hickling</b>	Dredging of marked channel & habitat creation (Oct - Feb)	0 / 22	8,000	0	149,670	7,220
<i>CANAPE funded project; filling the lagoon areas created within the geotextile tubes</i>						
<b>Tyler's Cut</b>	Dilham Staithe and 600m downstream (Nov - Dec)	0 / 17	3,000		40,330	10
<i>Sidecasting to north bank</i>						
<b>Mid Bure</b>	a) South Walsham Fleet Dyke (Apr - May) b) Oby to Acle Bridge (Jun - Aug)	0 / 22	13,000	1,760	126,640	8,790
<i>Setback areas at Horning Hall and Oby</i>						
<b>Oulton Broad</b>	Dredging in North Bay (Aug - Sep)	0 / 9	6,000	0	51,680	210
<i>Sediment into setback area at Horseshoe Point</i>						
<b>Waxham Cut</b>	Dredging & sidecast (Nov - Jan)	0 / 13	4,000	0	38,090	40
<i>Sidecasting onto the eastern bank from Horsey Mere to Brograve Mill (subject to various consents being gained)</i>						
<b>Waveney</b>	Beccles to Stanley Carrs (Apr - Jul)	0 / 16	8,000	0	102,550	3,000
<i>Sediment onto folding along the Suffolk bank</i>						
<b>Lower Bure</b>	Plough dredge (Mar)	Contractor	2,000	0	10,000	
<i>Priority shoals in lower Bure and Breydon Water</i>						
<b>Site Restoration</b>	Stokesby, Lower Bure & Postwick Tip	-	-	-	43,540	2,240
<i>Rond restoration after sediment has dried on the Bure; moving dried sediment out of the "wet cell" at Postwick Tip</i>						
<b>Site Preparation</b>	Peto's Marsh, Calrton Marshes	-	-	-	15,860	150
<i>Construction of new cross wall in preparation for sediment re-use in 2020-2022 for dredging from Oulton Broad</i>						
<b>TOTAL</b>		<b>4 / 99</b>	<b>44,000</b>	<b>1,760</b>	<b>568,360</b>	<b>21,660</b>



## Annual Dredging Summary 2018/19 (April 2018 to end March 2019)

Project Title	Project Element	Active BA dredging weeks Completed (to end Mar / Planned)	Volume Removed m <sup>3</sup>		Annual project Cost <sup>a</sup>	Actual project cost (Apr-Mar)
			Planned	Actual	Planned	Actual
<b>Lower Bure</b>	a) Three Mile House to Marina Quays (Apr-Aug) b) Marina Quays to Yacht Station (Sep-Nov)	37 / 32	14,000	20,920	£184,400	£245,870
<i>All completed</i>						
<b>Mid Bure</b>	a) Horning to Thurne Mouth (May-Jul) b) South Walsham Fleet dyke (Feb-Mar 2019)	20 / 33	18,000	12,000	£190,450	£94,310
<i>All dredged material being from mid Bure currently being placed in setbacks near Horning Hall. Setback area at Oby has been prepared for usage June 2019 onwards</i>						
<b>Breydon Water</b>	Bar upstream of Breydon Bridge (Sept 2018)	1 / 1	500	300	£1,300	£1,300
<i>Mechanical dredging with excavator completed as an urgent safety hazard</i>						
<b>Hickling Broad</b>	Mudpumping marked channel in North Bay (Oct-Feb)	16 / 16	5,500	5,860	£148,850	£94,450
<i>CANAPE funded project underway</i>						
<b>Lower Bure</b>	Plough dredge (Mar)	Contractor	2,000	3,000	£9,500	£9,000
Contract for plough dredging to tackle priority shoals on Lower Bure near Yacht Station, and Breydon Water near Turntide Jetty						
<b>Site restoration</b>	Rockland, Hickling, Stokesby	-	-	-	£42,590	£36,750
<i>All completed apart from Hickling ploughing of pumped sediment, which has been deferred til late spring 2019 when soil is dry enough</i>						
<b>TOTAL</b>		<b>74 / 82</b>	<b>40,000</b>	<b>41,780</b>	<b>£577,090</b>	<b>£481,680</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.