

# Navigation Committee

## Agenda 21 October 2021

10.00am

Conference Room 1, King's Centre, 63-75 King Street,  
Norwich, NR1 1PH

John Packman, Chief Executive – Thursday, 14 October 2021

### Introduction

1. To receive apologies for absence
2. To receive declarations of interest
3. To note whether any items have been proposed as matters of urgent business
4. Public question time – to note whether any questions have been raised by members of the public
5. **To receive and confirm the minutes of the Navigation Committee meeting held on 2 September 2021 (Pages 2-8)**
6. **Summary of actions and outstanding issues following discussion at previous meetings (Pages 9-10)**

### Reports for information

7. **Proposed navigation charges for 2022/2023 in the navigation area and adjacent waters (Pages 11-40)**  
Report by Chief Executive, Chief Financial Officer and Collector of Tolls
8. **Chief Executive's report and current issues (Pages 41-48)**  
Report by Chief Executive
9. **Construction, Maintenance, and Ecology work programme – progress update (Pages 49-52)**  
Report by Head of Construction, Maintenance, and Ecology

### Other matters

10. **To note the date of the next meeting – Thursday 13 January 2022 at 10.00am**

# Navigation Committee

## Minutes of the meeting held on 02 September 2021

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## **Present**

Nicky Talbot – in the Chair, John Ash, Linda Aspland, Stephen Bolt, Harry Blathwayt, Andrew Hamilton, Leslie Mogford, Greg Munford, Simon Sparrow, Paul Thomas.

## **In attendance**

Dan Hoare – Head of Construction, Maintenance and Ecology (until item 10), Emma Krelle - Chief Financial Officer (item 10), Sarah Mullarney - Governance Officer, John Packman - Chief Executive (until item 9), Rob Rogers - Director of Operations.

## **1. Apologies for absence**

Apologies were received from Mike Barnes, Matthew Bradbury and Alan Thomson.

Comments regarding agenda item 8 were received from Mike Barnes and Alan Thomson. These were read out by the Chair and formed part of the discussion.

## **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 from the Governance team.

## **Welcome**

The Chair welcomed Stephen Bolt who was attending his first Navigation Committee meeting.

## **2. Declarations of interest**

There were no additional declarations of interest to declare.

## **3. Matters of urgent business**

No items were proposed as a matter of urgent business.

## **4. Public question time**

No public questions were raised.

## **5. Minutes of last meeting**

The minutes of the meeting held on 10 June 2021 were signed by the Chair as a correct record of the meeting.

## **6. Summary of actions and outstanding issues following discussions at previous meetings**

Members received a report summarising the progress of issues that had recently been presented to the Committee.

The Chief Executive (CEO) reported that Network Rail's repair work of the swing bridges had been delayed. The design work was due to take place at the end of September/beginning of October; however, the main works would not take place until October 2022.

It was also reported that Network Rail had provided bridge contact information to allow the public to contact swing bridge operators directly. The Authority would promote and distribute the phone numbers and VHF radio channel: [Bridge heights and openings \(broads-authority.gov.uk\)](https://www.broads-authority.gov.uk)

One member asked about the status of Carrow Bridge, noting a sign at the site informing of its closure. The CEO explained that this was for replacing the top plates as a short-term fix; the substantial repair work was not currently programmed.

**The report was noted.**

## 7. Chief Executive's report and current issues

The Chief Executive explained that legal advice had been sought on whether non-decision-making committees could meet remotely; members were asked for their views on holding some Navigation Committee meetings via an online platform. Members supported this approach and a balance in holding the more contentious meetings that require debate (such as reviewing the navigation charge proposals) as ones that be conducted in person.

A member asked whether there was the possibility for hybrid meetings with members able to join remotely. The CEO responded that it was not currently possible, however it was an option the Authority would explore. A report would be presented to members at a future Broads Authority proposing a new way of working.

### FiPL

Members were updated on the Farming in Protected Landscapes (FiPL) scheme. Five grants for the Broads were approved by the Land Management Board on 24 August. The CEO said the applications would make a difference to the landscape and trialling of new ways of farming.

### Carrow Road Bridge repairs

At the last Navigation Committee meeting held on 10 June, members had recommended not granting a works licence to Norfolk County Council (NCC) for repair works at Carrow Road Bridge. In response to a member question, the CEO explained that subsequent legal advice obtained by the Authority had supported the Committee's recommendation, and he and the Director of Operations had since met with the NCC Director of Highways and Waste. It was reported that NCC intended to submit a works licence with the understanding that this would be refused by the Authority. Officers had written to NCC to share their surprise at this decision.

### Staff

A member commented on the analysis of ranger time reported in the CEO report, noting how busy the Ranger and Tolls teams had been. He suggested they be rewarded for going above

and beyond. The CEO responded that more work and potentially more prosecutions were being generated from having more Rangers patrolling the network. He said the Authority would need to address the impact on the Tolls team as the scale of work far exceeded the team's capacity. He said it was difficult to reward any particular group of staff as the whole Authority was stretched. However, he said the staff needed to be celebrated as all teams were delivering more than expected. The member said the committee would support this.

### **Safety**

The Director of Operations reported that Rangers had been conducting surveys with hire boat users and the majority had fed back that they were happy with the handover they'd received. Minor safety issues had occurred over the season; however, the number of reported incidents were no more than expected and included slips, trips and falls. The Director of Operations noted that wild swimming was an area of concern that had seen an increase. This would be reviewed by the Boat Safety Management Group at their meeting in October.

**The report was noted.**

## **8. Waterways Management Strategy and Action Plan 2022/23 to 2026/21 (consultation draft)**

The Head of Construction, Maintenance and Ecology (CME) explained to members that the Broads Authority's waterways management aims were unchanged, and the purpose of the Waterways Management Strategy was to collate all of the current practices into one strategy. It incorporated the changes in methodology and new data that had been acquired. Members were presented with the five key areas.

### **Update of mean low water level (MLW)**

Members were presented with updated data of the mean low water (MLW) levels. This was refreshed using Environment Agency river level data from the past 17 years up to 2020. It was noted that the methodology for obtaining the new MLW value was different and wasn't a robust means of comparing trends of water levels over time.

A recognised methodology had been used for calculating the revised MLW, giving confidence in the new baseline and allowed officers to better target areas and a better use of resources. In response to a member question, the Head of CME said that it was also possible to continue to monitor and verify the data on a 5-yearly basis.

The MLW baseline was used to calculate how much sediment there was below this level which in turn was used to calculate how much sediment to dredge in different areas of the network in order to meet the Authority's waterways specifications. Typically, the 2020 revised baseline level was slightly higher than previously recorded in 1993, resulting in less total dredge volume required to meet depth targets.

A member queried if the build-up of sediment in the lower reaches was the reason why the water levels had increased, noting the difficulty with vessels passing under Potter Heigham bridge and the perception that this was a result of a build-up of sediment. Officers responded

that model work from the Environment Agency suggested there was no correlation between accumulated sediment in the lower Bure and the water depths at Potter Heigham bridge. It was noted that the Authority had been actively dredging the lower Bure over the last 5 years.

Members discussed Potter Heigham Bridge and the long term impact an increase in water levels and pressure had on structural assets around the Broads.

The Head of CME said predicting longer term trends and impacts of sea level rise fell within the remit of the Broadland Futures Initiative (BFI). This group were focussing on the wider impact on water levels in the Broads as a result of climate change, sea level rise, and wetter winters. Research had shown that the water levels at Potter Heigham had been higher over the last two winter periods. The Head of CME said this was an impact of heavy rainfall and the aquifers in the wider Broads catchment being fully saturated, as well as tidal conditions.

One member commented that there should be more reference in the strategy to rising sea levels and the effect this had on the Broads waterways, such as air draft under bridges. The Head of CME noted the comments.

### **Revision of waterways specifications inside and outside marked channels**

Members were shown examples of different waterway specifications for the Broads. It was explained that the waterways specifications were the depths that were dredged to. The revision inside and outside of the marked channels was proposed to reflect the volume of sediment.

The Head of CME said it was not proposed to set specifications for outside the marked channels at Heigham, Martham, and Bargate Broads as there was no navigational benefit to dredging outside the marked channels. However, it was proposed to conduct a survey at Bargate Broad to see what the water depths were. There was an increase in aquatic plant growth in the area so the survey would be used to set a clear specification for the defined marked channel.

A member queried potential bank erosion when dredging outside the marked channel adding it was an issue found with estuaries; the Head of CME explained that the Authority had never dredged outside the channel at Breydon. Members were reminded of a study commissioned to examine the water and sediment flows through the area which found it to be a largely self-scouring system that naturally flushed the sediment through and the channel position was stable.

In response to a member question it was clarified that the increase of pluvial flood events had invariably resulted in some sediment entering the river network via the pump drained marshes, however this sediment source is not known to be more significant than direct soil run-off elsewhere in the catchment.

### **Revision to Breydon-Lower Yare commercial waterways specification**

The strategy proposed to change the waterway specification for Breydon Water to Cantley to 2m low water level.

Members discussed the long-term benefits in maintaining a channel depth of 4m in regards to commercial use of the waterways. It was noted that the propellers of larger vessels helped maintain the required depth, however the return of commercial shipping in the immediate future was currently unlikely. A member commented that the challenges with using diesel road vehicles could see a reappearance of commercial transport using the waterways. A member asked whether the depth could revert back to 4m if there was a need for commercial use in the future. Members would be informed if a change in depth was required for this purpose.

### **Revision of waterways specifications – above and below the water**

The revisions to the waterways specifications above and below the water aimed to redefine the river profile that was managed by the Authority. This included a change to the slope to the edge of the river from a ratio of 1:3 to an easier to manage 1:2 slope. It was also proposed to continue the rotational management of overhanging trees in areas with issues concerning safety, visibility, and habitat preservation.

### **Introducing internal carbon pricing**

The Head of CME discussed the difficulty in justifying the financial aspect of achieving zero emissions as a response to the climate emergency. The strategy suggested using an internationally recognised methodology of incorporating the societal and environmental costs of carbon being emitted when reviewing fuel pricing. When adding carbon costs to the cost of fuel, the more expensive, greener fuel options were more, or equally, economically advantageous.

The Head of Construction, Maintenance and Ecology (CME) concluded that the response to the Waterways and Management Strategy was not a public consultation; he said the strategic objectives were already set and member input was required on the operational aspects and deployment of resources. Further member response could be emailed to the Head of Construction, Maintenance and Ecology by Friday 17 September.

**The views of the Navigation Committee would be reported to the Broads Authority at the 24 September meeting.**

## **9. Construction, Maintenance and Ecology work programme progress update**

Members were informed that there was extra resource from the Kickstart placements, with three more placements being advertised. A member commended the scheme and asked what the prospect of employment was following the placements. The Head of CME said the scheme was still underway but said the individuals were keen and engaged in the work. The Director of Operations added that the scheme is accompanied with a grant for training which benefits the individuals.

**The report was noted.**

## 10. Navigation Income and Expenditure 1 April to 30 June 2021 actual and 2021/22 forecast outturn

The Chief Financial Officer (CFO) reported the income figures for the end of August. There was an expected surplus of £97,000 for private craft and £57,000 for hire craft. She said options for utilising the surplus included completing projects before the end of this financial year, or banking the money for use on a new tolls system in future years. The CFO explained that a specification would need to be developed for a new tolls system, however, due to staff changes within the IT team, there could be a delay in implementing the system. Members would be involved in the system review as part of the wider toll setting process.

The minimum reserve policy would also be reviewed in light of the pandemic, to assess whether 10% was still appropriate. Options for spending the surplus monies would be reported to members.

In response to a member's concern, the CFO clarified that the navigation income and expenditure were recorded separately.

The Chair stated that the Authority was in a better position financially than expected and noted that not as many hire boats had been lost from the network as predicted.

**The report was noted.**

## 11. Date of next meeting

The next meeting of the Navigation Committee would be held on Thursday 21 October 2021 commencing at 10am.

The Chair reminded members of the navigation charges briefing session for members to be held on 28 September.

The meeting ended at 11.38am

Signed

Chairman



# Navigation Committee

21 October 2021

Agenda item number 6

## Summary of actions and outstanding issues following discussions at previous meetings

Title	Meeting date	Lead officer	Summary of actions	Progress so far	Target date
Network Rail Whole Life Strategy	19/10/2017	John Packman	Network Rail Whole Life Strategy planning for swing bridges and replacing Trowse Swing Bridge with fixed bridge.	<p><b>Dec 2020:</b> Update provided in CEO report (14/01/2021): Authority officers are involved in meetings to discuss the future of Trowse Swing Bridge and the development opportunities in East Norwich presented by three large brownfield sites, namely the Carrow Works, the Deal Ground and the Utilities Site. The Chief Executive and Director of Operations are members of a working group looking at the Trowse Bridge (along with Network Rail, Abellio Greater Anglia, Norfolk County Council, Norwich City Council and New Anglia). The Head of Planning and the Senior Planning Officer sit on another group looking at the development sites. There is an important relationship between the two issues and our officers are making sure that navigation interests are considered.</p> <p><b>Mar 2021:</b> Director of Operations met with Network Rail (NR) to discuss the multi-million pound refurbishment of the swing bridges (Reedham, Somerleyton &amp; Oulton due to commence in 2022. The NR scheme will see the lifting and turning mechanisms replaced to make the operation of opening and closing the swing bridges more reliable. At the start up meeting, the BA asked if the thermal expansion to the bridges in warm weather could also be addressed. This is being considered by NR. The BA is working with NR on communications, work planning and managing the navigation.</p> <p><b>July 2021:</b> Director of Operations met with Network Rail contractors undertaking the swing bridge refurbishment to discuss the initial navigational requirements of the works. The refurbishment has been further complicated by the timing of the track closure, which will coincide with the school Easter holidays in 2022. The BA continues to advise on construction and navigational matters.</p> <p><b>Sep 2021:</b> Network Rail's repair work of the swing bridges delayed to October 2022. Design work to commence beginning October 2021.</p>	
Planning application with navigation implications: BA/2018/0466/FUL – Land at Burgh Castle – BFAP Compartment 34	17/01/2019	Rob Rogers	Lease arrangements and re piling at Burgh Castle for reinstatement of free 24-hour moorings.	<p>Following exempt paper considered at Navigation Committee and Broads Authority, officers presented landowner with options on alternative Burgh Castle mooring site, based on recommendations in exempt report.</p> <p><b>16 Jan 2020:</b> Members supported 99-year lease agreement, including BA taking on full responsibility for piling structure.</p> <p><b>21 Jan 2020:</b> Management Team agreed 99-year lease at peppercorn rent and for BA to take full responsibility for piling structure at Burgh Castle moorings.</p> <p><b>27 May 2020:</b> Development and improvements at Belton Reach (new name for Burgh Castle's moved mooring location) progressing from operational planning perspective, but project deferred to 2021/22 due to Covid-19 impact on funding issues.</p>	30/06/2021

Title	Meeting date	Lead officer	Summary of actions	Progress so far	Target date
				<p><b>15 Dec 2020:</b> Following funding review by Environment Agency, plans to pile original Burgh Castle mooring site reinstated - EA negotiating site access with landowner with view to start pilings works this winter. Separate negotiation taking place between BA and landowner to agree terms of lease for site to enable operation as BA 24-hour free mooring.</p> <p><b>30 Mar 2021:</b> Environment Agency contractors on site and repiling of Burgh Castle underway. Summary discussions held with landowner's solicitor and draft lease for site under consideration.</p> <p><b>17 May 2021:</b> Environment Agency completed piling and installing new timber to pile tops. BA sorting lease details with landowner, so when site works are finished it can reopen mooring site - projected timescale is late June 2021.</p> <p><b>July 2021:</b> Re-piling of Burgh Castle mooring completed. The legal agreement between the BA and the landowner is with the landowner's Solicitor. The BA is awaiting the completed document and the site can then be re-opened as a BA 24 hour mooring.</p>	
Landscapes Review	16/01/2020	John Packman	Navigation Committee asked to comment on BA's proposed response to Landscapes Review (Glover report) - to be reported to BA meeting on 31 Jan 2020.	<p><b>31 Jan 20:</b> BA report on Landscapes Review Proposal 27: A new financial model – more money, more secure, more enterprising; "unnecessary complexities, such as the requirement for the Broads Authority to account for income and expenditure from National Park Grant separately ... should be addressed." BA draft response is that it would be a Government decision whether to combine the finances and the BA would await the Government's response.</p> <p><b>Dec 2020:</b> Still awaiting Government response.</p> <p><b>May 2021:</b> Written Ministerial Statement expected in late May/early June.</p> <p><b>24 Jun 2021:</b> <a href="#">Ministerial Statement</a> released. The Government will address the Landscape Review's recommendations in full and consult on draft proposals later this year.</p>	
Carrow Road Bridge Repairs	15/04/2021	John Packman	Briefing provided at Navigation Committee meeting in April, outlining Norfolk County Council's proposals for the repair of Carrow Road bridge. Further information is awaited from NCC.	<p><b>10 Jun 2021:</b> report on the Carrow Road bridge repairs presented to members with the Norfolk County Council (NCC) options report.</p> <p>The Navigation Committee is of the view that NCC's proposal to carry out a minimal repair to Carrow Road bridge, effectively welding it shut so it is unable to open to tall vessels, is totally unacceptable. It would be contrary to NCC's legal obligations under the Norwich Corporation Act 1920, which are to maintain and operate the bridge to allow vessels that require passage to pass. In our view, officers should refuse any Works Licence application for this superficial repair work and NCC should be encouraged to perform repairs in a way that maintains navigation rights to this historic and important gateway to Norwich, in accordance with the legislation. The Broads Authority would like to work with NCC to find a solution that meets the statutory obligations of both organisations.</p> <p><b>Aug 2021:</b> The Chief Executive and Director of Operations met with officers of Norfolk County Council on 17 August to discuss the road bridge repairs following the report to Navigation Committee and NCC wanting to temporarily seal the bridge close for 5 years. The BA is offering collaborative working to find an agreeable solution that protects the rights of navigation.</p>	10/06/2021

Date of report: 06 October 2021

# Navigation Committee

21 October 2021

Agenda item number 7

## Proposed navigation charges for 2022/23 in the navigation area and adjacent waters

Report by Chief Executive, Chief Financial Officer and Collector of Tolls

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### Purpose

This report consults the Committee on the proposed navigation charges for next year, 2022/23. It follows a briefing for all Members on the 28 September and takes account of the comments made. The report looks at income and expenditure for 2021/22, the challenges for the coming year, the need for a replacement on-line tolls system and the repayment to National Park Reserves of the funding provided earlier this year. Members are asked to consider the various options in the paper.

### Broads Plan Context

Aspiration 4 is to maintain a safe, open navigation and reduce pressures on busy or vulnerable areas, with a strategic action to implement, promote and monitor measures to maintain and improve safety and security for the navigation and boats.

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## 1. Introduction

- 1.1. Last year the Authority increased resources towards public safety on the water by using National Park Grant Reserves to fund more patrolling and the production of videos for visitors to the Broads. Without the contribution from National Park Reserves the level of tolls required would have been 7% rather than the 4% implemented, to maintain services and provide for the urgent safety provisions. This investment appears to pay off and there have been very few serious incidents on the water this year.

## 2. Navigation Income and Expenditure 2021/22

- 2.1. After all the difficulties resulting from COVID this has been an exceptionally good year for boating on the Broads. The number of hire boats has not fallen as far as anticipated and the number of private boats has increased. Appendix 1 contains the boat numbers as of 30 September. The result has been a significant increase in Navigation income – see Table 1.

**Table 1**

Toll income to 30 September 2021

Income	Private Boats	Hired Boats
Actual	£2,352,700	£1,193,100
Budget	£2,303,000	£1,131,000
Current surplus	£49,700	£62,100
Predicted surplus as at 31/03/2022	£126,900	£62,100

- 2.2. The current income forecast for the end of the financial year is a surplus of £189,000. This provides the Authority with a real opportunity to plan for the future and the long-term needs of the Authority in its role of maintaining the waterways.

## 3. Challenges

- 3.1. There are a number of significant pressures on the Authority's navigation expenditure, particularly in light of rising inflation:

- Rising inflation

- In the 12 months to August 2021, CPI rose by 3.2%, CPIH by 3%, and RPI by 4.8% - Released 15 September 2021 by the [ONS](#).
- Unknown pay increases 2021/22 and 2022/23 – the working assumption is the budget is +2% p.a.
- Big increases in material costs – fuel, timber, steel etc.
- Health and Social Care Levy
  - Additional Employer National Insurance for health and social care costs [announced in September 2021](#)- the cost to the Authority is estimated as £33,000 in 2022/23 and £49,000 in 2023/24.

3.2. There is also a high degree of uncertainty. This includes but is not limited to:

- COVID-19 crisis – We are not out of the woods yet.
- Domestic holidays in the UK are likely to remain strong although there also appears to be a cautious return to international leisure travel in recent weeks
- Hire Boat industry has had a good year in 2021 following a delayed start to the season caused by COVID restrictions. Forward bookings for 2022 appear to be healthy.
- Continuing investment in new hire boats but a decline in overall numbers. Weekly hired cruisers reduced by 7 this year. We do not know how many there will be next year but a fall of c 40 boats is predicted.
- Uncertainty around how many of the additional private motor-boats are likely to remain.

## 4. Need for Replacement On-Line Tolls System

- 4.1. The current on-line computer system revolutionised the payment of tolls in 2011 and was funded from a Government scheme called Implementing Electronic Government. It has served the Authority well but now needs replacing and updating to meet the expectations of toll payers.
- 4.2. Whilst the specification needs fully developing this will only be the third time a new system has been installed in the Authority's history. Looking at the costs of when the last system was installed in 2011 a provisional estimate of £250,000 has been made as a starting point.
- 4.3. In order to fund a project of this scale, the option could be to utilise some of the capital receipts reserve that exist from the sale of the Ludham Fieldbase. The total balance on

the reserve is £405,000 which can only be spent on capital expenditure or the repayment of debt. The Navigations share is 40% (£162,000).

- 4.4. Given that Navigation income has performed better than expected some of the forecast £189,000 surplus could be put aside in the earmarked reserves to help reach the £250,000. This would involve placing £88,000 into the IT Computer Software reserve which could then be drawn down in future years once the full cost and specification was known. A small proportion of the surplus income would be used to offset some of the previous forecast adjustments notified to the Committee in September. The remainder would then be used to help reduce the percentage increase required for 2022/23.
- 4.5. Table 2 below sets out the forecast position if the £88,000 is placed into the earmarked reserve.

**Table 2**

Forecast outturn

Income and Expenditure	Latest Available Budget 2021/22 £	Forecast Outturn 2021/22 £
Income	(3,503,650)	(3,688,900)
Expenditure	3,803,116	3,908,131
(Surplus)/Deficit	299,466	219,231
Transfer of interest to earmarked reserves	3,375	1,500
Opening Reserves	894,535	894,535
Closing Reserves	591,694	673,804
Reserves as % of Expenditure	15.6%	17.2%

## 5. National Park Grant

- 5.1. On 31 March 2021 £250,000 was transferred from National Park Reserves to Navigation Reserves after securing permission from DEFRA given the exceptional circumstances related to the COVID-19 pandemic. This was essential at the time of budgeting, when income was forecast to remain low, however because of the much higher level of income received since April this transfer can be repaid. The most likely outcome from the Comprehensive Spending Review is a flat cash settlement for National Parks for the next three years, in real terms a decline in funding. Given the high level of navigation income for the current year and the good prospects for next summer it would be appropriate to transfer back to the National Park Reserves the contribution made and two options have been discussed.

- 5.2. Option 1 – Repayment of £25,000 per annum over 10 years
- 5.3. Option 2 – Repayment of £50,000 per annum over 5 years.

## 6. Hire Boat Licensing

- 6.1. Public safety on the water continues to be a top priority for the Authority and last year additional resources were used for the production of safety videos for visitors and increased patrolling by Rangers. Both of these have had a positive impact and the proposed expenditure for future years assumes that the higher level of patrolling will be maintained. The content of the safety videos will be reviewed in the light of the feedback that has been received during the first season of their use. Amendments will need to be made and potentially new videos added.
- 6.2. In July 2003 10 people aboard a day hire boat (Breakaway V) capsized and inverted without warning at Horning Hall, with one person losing their life. The DTI's Marine Accident Investigation Branch report, which followed the investigation into the accident, recommended that the licensing powers available to local authorities should be used. The introduction of a Broads-wide Licensing Scheme was one of the key objectives of the Broads Authority Bill.
- 6.3. Last year following two very serious incidents on the Broads, and a Marine Accident Investigation Branch (MAIB) investigation, officers identified deficiencies in the current hire boat licensing system and concluded that it required strengthening. Currently a Hire Boat Licensing Officer is employed for 1 day per week to carry out hire boat licensing inspections, audits, visit and advise new businesses as well as dealing with hire boat licensing, BAPS inspections, enquiries and complaints. This has proved to be insufficient and it is essential that this is increased if the Authority's oversight of the industry is to be fit for purpose. For example, officers are of the view that operators should be audited on an annual basis as a minimum rather than every three years.
- 6.4. The Hire Boat Code is being updated and following the MAIB investigation into the Diamond Emblem 1 incident, additional changes have been recommended. These will come into force from 1 April 2022.
- 6.5. In recent years the Authority has seen an increase in start-up Hire Boat Operators (mainly paddle sports) which provide an offering all year around. These new start-up companies need a high proportion of the HBLO time to ensure that the health and safety and other rules associated with hiring are complied with and that high safety standards are maintained.
- 6.6. A new traffic light system for the auditing of hire boat operators is being developed which includes more visits to potentially failing operators to ensure standards are met and improvements carried out. Time will be needed for subsequent visits to monitor progress.
- 6.7. The Authority also has the duty to implement a regime that has the ability and capacity to investigate when breaches of the hire boat code are reported. Under the current

arrangements the Authority's ability to respond is limited and can be delayed. Being able to react faster will improve standards.

- 6.8. The costs of implementing the licensing regime are met from licensing income. Currently the charges are £18 for the operator and £5 per vessel. It costs £6,510 to provide an officer one day a week which compares to the income raised year to date of £6,812.
- 6.9. At the Briefing Members supported an increase in Hire Boat Officer time and two options were presented to Members:
- A. 1 Hire Boat Licensing Officer for 5 days a week (£36,130) or
  - B. 1 Hire Boat Licensing Officer for 3 days a week (£21,140)
- 6.10. Given the volume of work associated with the new Hire Boat Code and the high priority given by the Authority to public safety, particularly remembering the responsibilities that Members of the Authority carry as the Duty Holder for the Port Marine Safety Code, a significant increase in the time available is justified.

**Table 3**

Current and Indicative charges

Charge	Current	Hire Boat Officer 3 days	Hire Boat Officer 5 days
Hire Boat Licence	£18	£25	£35
Vessel costs	£5	£17	£29

It is difficult to find comparators but hackney carriage licences are similar and for example Norwich City Council charges £123 per annum and East Suffolk Council £316.

- 6.11. There are currently 1,078 boats within the Scheme with 79 operators. The largest operator has 235 licensed. Members are asked for their views on the scale of Hire Boat Operator time required and the charging regime.

## 7. Sustainable Boating

- 7.1. The Broads Authority has been a leading exponent of sustainable boating, operating the first solar-powered passenger boat in the UK, installing a network of electric charging points and providing discounts for private and hire boats which are powered by the wind, electric or hybrid technology.
- 7.2. Given the priority given to de-carbonisation by the Government, in the year when it is hosting COP 26, and the policies in the Broads Plan, the question arises as to whether the Authority should be doing more to encourage private and hire boat owners to move away from diesel and petrol engines.



- 7.3. While the technology for zero carbon weekly hired cruisers is still in its infancy and the subject of a successful grant application to fund a research programme with Hethel Engineering and the industry, the technology for electric day boats is tried and tested and has been operating on the Broads for many years.
- 7.4. Hiring a small boat for a few hours is one of the most accessible ways for a member of the public to get on to the water. On fine days they are hugely popular. Appendix 2 gives a list of operators with a breakdown between the different forms of propulsion and shows that of the 322 day-boats only 64 are electric. The Authority has, for a number of years, given a lower toll for electric day hire boats. The current charge is £551.21 for an 11m<sup>2</sup> day hired boat (£50.11 per m<sup>2</sup>), reduced to £377.41 (£34.31 per m<sup>2</sup>) for an electric day boat – roughly a 30% reduction. The cost of a new electric powered day boat is in the order of £30,000 and retrofitting an electric engine is also an expensive process. The tolls differential cannot offset that scale of investment but the Authority can send a clear indication of its intention to further encourage the industry to move towards electrification by increasing the differential further, promoting electric day boats to the public and setting a target date for all electric day hire boat fleet.
- 7.5. **Option – Sustainable Boating – Electric Day Hire Boats**  
As an encouragement for hire boat operators, the charges for electric day boats could be further reduced in relation to the diesel and electric craft of the same size. So, for example the charges for day hire boats could be raised to £54.30 per square metre (an 8.36% increase) while the charge for an electric day boat could be reduced to £26 per square metre (a 24.2% reduction). There is no net cost of this change to the Authority's income.
- 7.6. This raises a much bigger question about the long-term sustainability of boating on the Broads and officers are proposing to bring a report on this issue to the Committee in the future.

## 8. Pressures on Staff

- 8.1. The impact of the last 18 months on staff cannot be under estimated. Most have gone beyond the call of duty to keep services ticking over and have faced considerable pressure. In previous years officers have presented options for additional areas of expenditure but this year it is proposed to keep increases to a minimum and only to fund existing commitments. The purchase of additional speed control signs has been suggested. These have been a success and it proposed to see if the costs of two additional signs – c £6,000 – can be found from existing budgets.
- 8.2. The Tolls and Finance Teams have been under particular pressure for a number of years, working evening and weekends, to try to keep on top of the number of new boat registrations, managing the Authority's finances, producing the Statement of Accounts and processing additional external grant funding. The current position is unsustainable and so the following changes are being proposed to cope with the workload.

- (i) In view of the growing pressure over several years on the Tolls Team it is proposed to recruit an additional Tolls Assistant at a cost to Navigation £31,280 (100% Navigation).
- (ii) It is proposed to strengthen the Finance Team with the appointment of a Senior Finance Officer (cost to Navigation £22,130 – 50%).
- (iii) The Head of Governance part-time post, vacated by the previous post holder, is being replaced at a lower grade by a post of Senior Governance Officer for five days a week (cost to Navigation £574 – 33%).
- (iv) The additional responsibility of the Chief Financial Officer in line managing the Tolls, IT and Governance Teams, is recognised through a change to Director of Finance (cost to Navigation £6,475 – 50%).

8.3. The net cost of these changes to Navigation Expenditure is £60,460.

8.4. This is in part offset by a £4,700 saving on insurance costs (47% Navigation).

## 9. Options Analysis

9.1. There are potentially a very large number of options that could be generated from the alternatives set out above. The discussion was started with members at the briefing on 28 September. Taking on board the feedback from Members at the Briefing, officers are proposing that:

- (i) £88,000 are used from this year's additional income towards the costs of the replacement on-line tolls system. This is a crucial piece of infrastructure for the Authority and a more modern system would make the process of payment more straightforward and efficient for toll payers.
- (ii) The number of hours a Boat Licensing Officer is employed are increased to 3 or 5 days a week. This is a self-funding option and does not impact the overall level of tolls charged to Private Boat owners.
- (iii) Further encouragement to electric day hire boats is provided by increasing the discount as set out above.

9.2. The other item raised at the Member Briefing was whether the transfer back to National Park Reserves of the £250,000 should be made over five or ten years. The difference between Option 1, repayment over 10 years and Option 2, repayment over 5 years is 0.2% and the implications of that is set out below. The shorter repayment period will be beneficial to the Authority's ability to continue to deliver on its climate change and biodiversity recovery work.

**Table 4**

Proposed charges for 2022/23 – Hired craft

No	Category	Current charge	Option 1 +3.4%	Option 2 +3.6%
1.	Weekly hired motor craft	£32.75 per m <sup>2</sup>	£33.86	£33.93
2	Weekly hired motor craft – electric and hybrid	£22.54 per m <sup>2</sup>	£23.31	£23.35
3.	Day hired – petrol/diesel	£50.11 per m <sup>2</sup>	£54.30 (+8.36%)	£54.42 (+8.60%)
4	Day hired Electric	£34.31 per m <sup>2</sup>	£26.00 (-24.22%)	£26.00 (-24.22%)
5.	MCA Passenger Boats and small passenger boats	£43.10 per m <sup>2</sup>	£44.57	£44.65
6.	Hired Motorised Sailing Craft – diesel	£26.58 per m <sup>2</sup>	£27.48	£27.54
7.	Hired Sailing Boats & Hired Motorised Sailing - electric	£19.44 per m <sup>2</sup>	£20.10	£20.14
8.	Hired Houseboats	£16.60 per m <sup>2</sup>	£17.16	£17.20
9.	Hired Rowing, canoes etc.	£72.94	£75.42	£75.57

**Table 5**

Proposed charges for 2022/23 – Private craft

No	Category	Current charge	Option 1 +3.4%	Option 2 +3.6%
10.	Private Motor Boats - petrol & diesel	£14.54 per m <sup>2</sup>	£15.03	£15.06
11.	Private Motor Boats Electric	£11.11 per m <sup>2</sup>	£11.49	£11.51
12	Private Motorised Sailing Craft - petrol & diesel	£10.75 per m <sup>2</sup>	£11.12	£11.14
13.	Private Sailing Boats & Private Motorised Sailing Craft - electric	£8.88 per m <sup>2</sup>	£9.18	£9.20

14.	Private Houseboats	£5.72 per m <sup>2</sup>	£5.91	£5.93
15.	Private Rowing, canoes etc.	£36.47	£37.71	£37.78

**Table 6**

Impact of proposed charges for typical sized vessels

<b>Vessels</b>	<b>Number of vessels (30 Sep 2021)</b>	<b>Current charge</b>	<b>Option 1 +3.4%</b>	<b>Option 2 +3.6%</b>
5 m <sup>2</sup> Private sailing craft	452	£44.40	+£1.50	+£1.60
11 m <sup>2</sup> Private sailing craft	127	£97.68	+3.30	+£3.52
5 m <sup>2</sup> Private motor boats	724	£72.70	+£2.45	+£2.60
15 m <sup>2</sup> Private motor boats	257	£218.10	+£7.35	+£7.80
22 m <sup>2</sup> Private motor boats	327	£319.88	+£10.78	+£11.44
38 m <sup>2</sup> Private motor boats	116	£552.52	+£18.62	+£19.76
12 m <sup>2</sup> Day hired boats – petrol/diesel	71	£601.32	+£50.28 (+8.36%)	+51.72 (+8.60%)
38 m <sup>2</sup> Weekly hired motor craft	55	£1,244.50	+£42.18	+£44.84
48 m <sup>2</sup> Weekly hired motor craft	61	£1,572.00	+£53.28	+£56.64

## 10. Social, economic and environmental implications

10.1. Previous toll payer surveys show that the Authority's tolls account for less than 10% of the typical costs of owning a boat. While boat ownership may be seen by some as a luxury, we know that this is not always the case. COVID has had serious impacts on many people in ways that cannot yet be fully measured or appreciated. However, it is

fair to say that many people face uncertainty regarding their financial security. Our community of private boat owners is diverse in nature and some may face difficult decisions regarding their continuing boat ownership. The resulting effect on private boat numbers in the Broads cannot be predicted.

- 10.2. Bookings for next year's hire boat holidays are strong and the urgent need to improve safety on the Broads is a compelling argument for an increase in the time spent on hire boat licensing.

## 11. Financial implications

- 11.1. Despite the impact of COVID-19 private boat numbers have increased and contrary to the initial forecast the number of hire boats has not decreased by as much as expected. This has meant that reserves have remained above the recommended minimum of 10% and the proposals set out above look to maintain the Navigation reserve just above this over the three-year period of the medium-term financial strategy.
- 11.2. While it had been anticipated that the minimum level of reserves would be reviewed during 2021/22 this work has not been completed due to other pressures. The 10% minimum has been in place for a number of years, and until COVID-19 remained adequate. It is proposed that for the purpose of setting the 2022/23 this remains the case. A fundamental review will then be carried out and members consulted if the recommendation is that this should be increased.
- 11.3. The rising costs of inflation has an impact on the Authority's expenditure plans. As with previous years, budget holders' requests have started from a zero base with no expectation of automatic rollover of last year's budgets. All requests are reviewed by the Directors and then jointly by Management Team. The expenditure requested is deemed to be a fair and achievable reflection of the service to be delivered.
- 11.4. Members will note from the tables below that expenditure will run at a deficit but this will be balanced by the higher level of reserves over the life of the strategy. By year three it is planned to return to a surplus position.
- 11.5. The impact of the two options can be found in table 7 and 8 below.

**Table 7**

Draft 2022/23 Navigation Budget 3.4% Increase

Income and expenditure	2022/23	2023/24	2024/25
Income	(3,735,900)	(3,868,400)	(4,007,900)
Expenditure	3,826,623	3,918,655	4,004,235
(Surplus)/Deficit	90,723	50,255	(3,665)

Income and expenditure	2022/23	2023/24	2024/25
Transfer of interest to earmarked reserves	1,500	3,750	7,500
Repayment of NP transfer	25,000	25,000	25,000
Opening Reserves	(673,804)	(556,581)	(477,577)
Closing Reserves	(556,581)	(477,577)	(448,742)
Reserves as % of Expenditure	14.5%	12.2%	11.2%

**Table 8**

Draft 2022/23 Navigation Budget 3.6% Increase

Income and expenditure	2022/23	2023/24	2024/25
Income	(3,743,900)	(3,883,400)	(4,030,900)
Expenditure	3,826,623	3,918,655	4,004,235
(Surplus)/Deficit	82,723	35,255	(26,665)
Transfer of interest to earmarked reserves	1,500	3,750	7,500
Repayment of NP transfer	50,000	50,000	50,000
Opening Reserves	(673,804)	(539,581)	(450,577)
Closing Reserves	(539,581)	(450,577)	(419,742)
Reserves as % of Expenditure	14.1%	11.5%	10.5%

## 12. Risk implications

12.1. The setting of tolls is always challenging. The impacts from COVID and Brexit are likely to be felt for many years to come by the public and the Authority. The cautious approach to boat numbers in 2022/23 means that this year's increase has not been relied upon and that the proposals remain in line with inflation.

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Date of report: 11 October 2021

[Broads Plan](#) strategic actions: 4

Appendix 1 – Boat Numbers at 30 September 2021

Appendix 2 – Hire Boat Operator Day Boats and fuel types

Appendix 3 – Proposed Navigation Charges 2022/23

## Appendix 1 – Boat Numbers at 30 September 2021

**Table 1**

Hire Boat

Class of Hire Boat	2019	2020	2021	Change 2020 on 2019	Change 2021 on 2020
Motor Cruisers	801	736	729	-65	-7
Auxiliary Yachts	44	37	45	-7	8
<b>All cabin hire boats</b>	<b>845</b>	<b>773</b>	<b>774</b>	<b>-72</b>	<b>1</b>
Day Launches	297	262	322	-35	60
Outboard Dinghies	8	4	5	-4	1
Passenger Vessels MCA	6	5	6	-1	1
Passenger Vessels SPB	7	4	8	-3	4
<b>Total Motor Boats</b>	<b>1,163</b>	<b>1,048</b>	<b>1,115</b>	<b>-115</b>	<b>67</b>
Sailing Craft	87	74	88	-13	14
Rowing Craft	193	174	228	-19	54
Houseboats	26	19	27	-7	8
<b>Total</b>	<b>1,469</b>	<b>1,315</b>	<b>1,458</b>	<b>-154</b>	<b>143</b>

**Table 2**

Private Boats

Class of Private Boat	2019	2020	2021	Change 2020 on 2019	Change 2021 on 2020
Motor Cruisers	5,024	4,875	5,179	-149	304
Auxiliary Yachts	1,097	945	1,038	-152	93
Day Launches	549	540	569	-9	29
Outboard Dinghies	1,039	1,023	1,115	-16	92
Workboats	153	141	138	-12	-3
Passenger Vessels SPB	23	13	19	-10	6
<b>Total Motor Boats</b>	<b>7,885</b>	<b>7,537</b>	<b>8,058</b>	<b>-348</b>	<b>521</b>
Sailing Craft	1,010	834	913	-176	79
Rowing Craft	1,531	1,778	2,034	247	256
Houseboats	47	45	52	-2	7



Class of Private Boat	2019	2020	2021	Change 2020 on 2019	Change 2021 on 2020
Total Unpowered Boats	2,588	2,657	2,999	69	342
Total	10,473	10,194	11,057	-279	863

## Appendix 2 - Hire Boat Operator Day Boats

**Table 1**

Day Boat Fuel Types

Operator	Diesel/Petrol	Electric	Total
1	39	3	42
2	28	6	34
3	24	5	29
4	23	3	26
5	20	0	20
6	4	12	16
7	13	1	14
8	14	0	14
9	5	7	12
10	11	0	11
11	8	1	9
12	6	1	7
13	0	6	6
14	1	5	6
15	6	0	6
16	4	2	6
17	5	0	5
18	1	4	5
19	4	0	4
20	4	0	4
21	4	0	4

Operator	Diesel/Petrol	Electric	Total
22	2	2	4
23	3	0	3
24	3	0	3
25	2	0	2
26	1	1	2
27	0	2	2
28	0	2	2
29	2	0	2
30	1	0	1
31	1	0	1
32	1	0	1
33	1	0	1
34	1	0	1
35	1	0	1
36	1	0	1
37	1	0	1
38	1	0	1
39	1	0	1
40	1	0	1
41	1	0	1
42	1	0	1
43	1	0	1
44	1	0	1
45	0	1	1
46	1	0	1
47	1	0	1
48	1	0	1
49	1	0	1
50	1	0	1
51	1	0	1

<b>Operator</b>	<b>Diesel/Petrol</b>	<b>Electric</b>	<b>Total</b>
<b>Total</b>	<b>258</b>	<b>64</b>	<b>322</b>

## Appendix 3 - Schedule Showing 3.4% and 3.6% Increase in Charges for 2022/23

**Table 1**

Category 1 - Weekly hired motor craft

Size in Metre <sup>2</sup>	Number of craft (30 Sep 2021)	Toll 2021/22 £	+3.4% Difference in cash (£) terms	+3.6% Difference in cash (£) terms
12	13	393.00	13.32	14.16
13	1	425.75	14.43	15.34
15	9	491.25	16.65	17.70
17	1	556.75	18.87	20.06
18	4	589.50	19.98	21.24
19	6	622.25	21.09	22.42
20	11	655.00	22.20	23.60
21	10	687.75	23.31	24.78
22	18	720.50	24.42	25.96
23	7	753.25	25.53	27.14
25	6	818.75	27.75	29.50
26	10	851.50	28.86	30.68
27	8	884.25	29.97	31.86
28	33	917.00	31.08	33.04
29	14	949.75	32.19	34.22
30	21	982.50	33.30	35.40
31	11	1015.25	34.41	36.58
32	11	1048.00	35.52	37.76
33	16	1080.75	36.63	38.94
34	15	1113.50	37.74	40.12
35	20	1146.25	38.85	41.30
36	17	1179.00	39.96	42.48
37	38	1211.75	41.07	43.66
38	55	1244.50	42.18	44.84
39	37	1277.25	43.29	46.02

Size in Metre <sup>2</sup>	Number of craft (30 Sep 2021)	Toll 2021/22 £	+3.4% Difference in cash (£) terms	+3.6% Difference in cash (£) terms
40	25	1310.00	44.40	47.20
41	16	1342.75	45.51	48.38
42	24	1375.50	46.62	49.56
43	10	1408.25	47.73	50.74
44	51	1441.00	48.84	51.92
45	3	1473.75	49.95	53.10
46	46	1506.50	51.06	54.28
47	10	1539.25	52.17	55.46
48	61	1572.00	53.28	56.64
49	4	1604.75	54.39	57.82
50	27	1637.50	55.50	59.00
51	23	1670.25	56.61	60.18
52	29	1703.00	57.72	61.36
54	3	1768.50	59.94	63.72

**Table 2**

Category 2 - Weekly hired motor craft electric

Size in Metre <sup>2</sup>	Number of craft (30 Sep 2021)	Toll 2021/22 £	+3.4% Difference in cash (£) terms	+3.6% Difference in cash (£) terms
40	1	901.60	30.80	32.40
41	1	924.14	31.57	33.21
48	3	1081.92	36.96	38.88

**Table 3**

Category 3 - Day hired boats

Size in Metre <sup>2</sup>	Number of craft (30 Sep 2021)	Toll 2021/22 £	+3.4% Difference in cash (£) terms	+3.6% Difference in cash (£) terms
5	2	250.55	20.95	21.55
6	9	300.66	25.14	25.86
7	1	350.77	29.33	30.17

Size in Metre <sup>2</sup>	Number of craft (30 Sep 2021)	Toll 2021/22 £	+3.4% Difference in cash (£) terms	+3.6% Difference in cash (£) terms
8	18	400.88	33.52	34.48
9	25	450.99	37.71	38.79
10	42	501.10	41.90	43.10
11	49	551.21	46.09	47.41
12	71	601.32	50.28	51.72
13	20	651.43	54.47	56.03
14	7	701.54	58.66	60.34
15	8	751.65	62.85	64.65
16	1	801.76	67.04	68.96
17	2	851.87	71.23	73.27
21	3	1052.31	87.99	90.51

**Table 4**

Category 4 – Day hired electric boats

Size in Metre <sup>2</sup>	Number of craft (30 Sep 2021)	Toll 2021/22 £	+3.4% Difference in cash (£) terms	+3.6% Difference in cash (£) terms
7	5	240.17	-58.17	-58.17
8	1	274.48	-66.48	-66.48
9	3	308.79	-74.79	-74.79
10	16	343.10	-83.10	-83.10
11	16	377.41	-91.41	-91.41
12	7	411.72	-99.72	-99.72
13	1	446.03	-108.03	-108.03
14	4	480.34	-116.34	-116.34
15	6	514.65	-124.65	-124.65
17	1	583.27	-141.27	-141.27
19	2	651.89	-157.89	-157.89
21	2	720.51	-174.51	-174.51

**Table 5**

Category 5 - MCA passenger boats and small passenger boats

Size in Metre <sup>2</sup>	Number of craft (30 Sep 2021)	Toll 2021/22 £	+3.4% Difference in cash (£) terms	+3.6% Difference in cash (£) terms
5	1	215.50	7.35	7.75
8	1	344.80	11.76	12.40
9	1	387.90	13.23	13.95
16	1	689.60	23.52	24.80
23	2	991.30	33.81	35.65
31	1	1336.10	45.57	48.05
37	1	1594.70	54.39	57.35
72	2	3103.20	105.84	111.60
84	1	3620.40	123.48	130.20
89	2	3835.90	130.83	137.95
98	1	4223.80	144.06	151.90

**Table 6**

Category 6 - Motorised sailing craft for hire

Size in Metre <sup>2</sup>	Number of craft (30 Sep 2021)	Toll 2021/22 £	+3.4% Difference in cash (£) terms	+3.6% Difference in cash (£) terms
13	1	345.54	11.70	12.48
16	3	425.28	14.40	15.36
17	1	451.86	15.30	16.32
18	2	478.44	16.20	17.28
19	1	505.02	17.10	18.24
21	4	558.18	18.90	20.16
22	1	584.76	19.80	21.12
23	4	611.34	20.70	22.08
24	3	637.92	21.60	23.04
25	9	664.50	22.50	24.00
26	4	691.08	23.40	24.96

Size in Metre <sup>2</sup>	Number of craft (30 Sep 2021)	Toll 2021/22 £	+3.4% Difference in cash (£) terms	+3.6% Difference in cash (£) terms
29	1	770.82	26.10	27.84
30	2	797.40	27.00	28.80
34	1	903.72	30.60	32.64
35	2	930.30	31.50	33.60

**Table 7**

Category 7 - Sailing boats and electric motorised sailing craft for hire

Size in Metre <sup>2</sup>	Number of craft (30 Sep 2021)	Toll 2021/22 £	+3.4% Difference in cash (£) terms	+3.6% Difference in cash (£) terms
5	61	97.20	3.30	3.50
8	1	155.52	5.28	5.60
10	2	194.40	6.60	7.00
11	12	213.84	7.26	7.70
12	1	233.28	7.92	8.40
13	1	252.72	8.58	9.10
14	2	272.16	9.24	9.80
16	10	311.04	10.56	11.20
22	4	427.68	14.52	15.40

**Table 8**

Category 8 - Houseboats for hire

Size in Metre <sup>2</sup>	Number of craft (30 Sep 2021)	Toll 2021/22 £	+3.4% Difference in cash (£) terms	+3.6% Difference in cash (£) terms
22	1	365.20	12.32	13.20
23	2	381.80	12.88	13.80
24	1	398.40	13.44	14.40
28	2	464.80	15.68	16.80
29	2	481.40	16.24	17.40
31	1	514.60	17.36	18.60
34	1	564.40	19.04	20.40



Size in Metre <sup>2</sup>	Number of craft (30 Sep 2021)	Toll 2021/22 £	+3.4% Difference in cash (£) terms	+3.6% Difference in cash (£) terms
35	2	581.00	19.60	21.00
36	5	597.60	20.16	21.60
39	3	647.40	21.84	23.40
40	2	664.00	22.40	24.00
41	1	680.60	22.96	24.60
43	4	713.80	24.08	25.80

**Table 9**

Category 9 - Rowing boats, canoes etc. for hire

Size in Metre <sup>2</sup>	Number of craft (30 Sep 2021)	Toll 2021/22 £	+3.4% Difference in cash (£) terms	+3.6% Difference in cash (£) terms
All	229	72.94	2.48	2.63

**Table 10**

Category 10 - Private motor boats

Size in Metre <sup>2</sup>	Number of craft (30 Sep 2021)	Toll 2021/22 £	+3.4% Difference in cash (£) terms	+3.6% Difference in cash (£) terms
5	724	72.70	2.45	2.60
6	252	87.24	2.94	3.12
7	182	101.78	3.43	3.64
8	153	116.32	3.92	4.16
9	151	130.86	4.41	4.68
10	192	145.40	4.90	5.20
11	255	159.94	5.39	5.72
12	247	174.48	5.88	6.24
13	149	189.02	6.37	6.76
14	184	203.56	6.86	7.28
15	257	218.10	7.35	7.80
16	236	232.64	7.84	8.32
17	110	247.18	8.33	8.84

Size in Metre <sup>2</sup>	Number of craft (30 Sep 2021)	Toll 2021/22 £	+3.4% Difference in cash (£) terms	+3.6% Difference in cash (£) terms
18	149	261.72	8.82	9.36
19	117	276.26	9.31	9.88
20	130	290.80	9.80	10.40
21	208	305.34	10.29	10.92
22	327	319.88	10.78	11.44
23	276	334.42	11.27	11.96
24	107	348.96	11.76	12.48
25	87	363.50	12.25	13.00
26	102	378.04	12.74	13.52
27	112	392.58	13.23	14.04
28	182	407.12	13.72	14.56
29	133	421.66	14.21	15.08
30	125	436.20	14.70	15.60
31	86	450.74	15.19	16.12
32	58	465.28	15.68	16.64
33	102	479.82	16.17	17.16
34	120	494.36	16.66	17.68
35	111	508.90	17.15	18.20
36	62	523.44	17.64	18.72
37	93	537.98	18.13	19.24
38	116	552.52	18.62	19.76
39	95	567.06	19.11	20.28
40	68	581.60	19.60	20.80
41	98	596.14	20.09	21.32
42	71	610.68	20.58	21.84
43	47	625.22	21.07	22.36
44	27	639.76	21.56	22.88
45	19	654.30	22.05	23.40

Size in Metre <sup>2</sup>	Number of craft (30 Sep 2021)	Toll 2021/22 £	+3.4% Difference in cash (£) terms	+3.6% Difference in cash (£) terms
46	76	668.84	22.54	23.92
47	27	683.38	23.03	24.44
48	26	697.92	23.52	24.96
49	17	712.46	24.01	25.48
50	13	727.00	24.50	26.00
51	13	741.54	24.99	26.52
52	13	756.08	25.48	27.04
53	4	770.62	25.97	27.56
54	16	785.16	26.46	28.08
55	10	799.70	26.95	28.60
56	1	814.24	27.44	29.12
57	3	828.78	27.93	29.64
59	2	857.86	28.91	30.68
60	6	872.40	29.40	31.20
62	7	901.48	30.38	32.24
63	3	916.02	30.87	32.76
64	3	930.56	31.36	33.28
66	1	959.64	32.34	34.32
67	3	974.18	32.83	34.84
68	1	988.72	33.32	35.36
69	3	1003.26	33.81	35.88
70	2	1017.80	34.30	36.40
74	1	1075.96	36.26	38.48
75	1	1090.50	36.75	39.00
76	2	1105.04	37.24	39.52
78	1	1134.12	38.22	40.56
79	1	1148.66	38.71	41.08
80	1	1163.20	39.20	41.60

Size in Metre <sup>2</sup>	Number of craft (30 Sep 2021)	Toll 2021/22 £	+3.4% Difference in cash (£) terms	+3.6% Difference in cash (£) terms
85	1	1235.90	41.65	44.20
86	2	1250.44	42.14	44.72
105	2	1526.70	51.45	54.60

**Table 11**

Category 11 - Electric private motor boats

Size in Metre <sup>2</sup>	Number of craft (30 Sep 2021)	Toll 2021/22 £	+3.4% Difference in cash (£) terms	+3.6% Difference in cash (£) terms
5	189	55.55	1.90	2.00
6	14	66.66	2.28	2.40
7	15	77.77	2.66	2.80
8	14	88.88	3.04	3.20
9	11	99.99	3.42	3.60
10	3	111.10	3.80	4.00
11	4	122.21	4.18	4.40
12	4	133.32	4.56	4.80
13	7	144.43	4.94	5.20
14	1	155.54	5.32	5.60
15	4	166.65	5.70	6.00
16	3	177.76	6.08	6.40
18	1	199.98	6.84	7.20
19	1	211.09	7.22	7.60
20	1	222.20	7.60	8.00
21	2	233.31	7.98	8.40
22	3	244.42	8.36	8.80
28	1	311.08	10.64	11.20
30	1	333.30	11.40	12.00
31	1	344.41	11.78	12.40
39	1	433.29	14.82	15.60

**Table 12**

Category 12 - Motorised sailing craft

Size in Metre <sup>2</sup>	Number of craft (30 Sep 2021)	Toll 2021/22 £	+3.4% Difference in cash (£) terms	+3.6% Difference in cash (£) terms
6	8	64.50	2.22	2.34
7	23	75.25	2.59	2.73
8	42	86.00	2.96	3.12
9	22	96.75	3.33	3.51
10	63	107.50	3.70	3.90
11	75	118.25	4.07	4.29
12	89	129.00	4.44	4.68
13	58	139.75	4.81	5.07
14	62	150.50	5.18	5.46
15	66	161.25	5.55	5.85
16	60	172.00	5.92	6.24
17	102	182.75	6.29	6.63
18	53	193.50	6.66	7.02
19	20	204.25	7.03	7.41
20	62	215.00	7.40	7.80
21	39	225.75	7.77	8.19
22	21	236.50	8.14	8.58
23	14	247.25	8.51	8.97
24	7	258.00	8.88	9.36
25	14	268.75	9.25	9.75
26	14	279.50	9.62	10.14
27	7	290.25	9.99	10.53
28	6	301.00	10.36	10.92
29	4	311.75	10.73	11.31
30	2	322.50	11.10	11.70
31	1	333.25	11.47	12.09
35	1	376.25	12.95	13.65

Size in Metre <sup>2</sup>	Number of craft (30 Sep 2021)	Toll 2021/22 £	+3.4% Difference in cash (£) terms	+3.6% Difference in cash (£) terms
37	2	397.75	13.69	14.43

**Table 13**

Category 13 - Private sailing craft and electric motorised sailing craft

Size in Metre <sup>2</sup>	Number of craft (30 Sep 2021)	Toll 2021/22 £	+3.4% Difference in cash (£) terms	+3.6% Difference in cash (£) terms
5	452	44.40	1.50	1.60
6	69	53.28	1.80	1.92
7	45	62.16	2.10	2.24
8	98	71.04	2.40	2.56
9	30	79.92	2.70	2.88
10	41	88.80	3.00	3.20
11	141	97.68	3.30	3.52
12	42	106.56	3.60	3.84
13	14	115.44	3.90	4.16
14	20	124.32	4.20	4.48
15	6	133.20	4.50	4.80
16	3	142.08	4.80	5.12
17	10	150.96	5.10	5.44
18	9	159.84	5.40	5.76
19	6	168.72	5.70	6.08
20	3	177.60	6.00	6.40
21	8	186.48	6.30	6.72
23	3	204.24	6.90	7.36
24	1	213.12	7.20	7.68
25	1	222.00	7.50	8.00
27	2	239.76	8.10	8.64
28	1	248.64	8.40	8.96
32	1	284.16	9.60	10.24

Size in Metre <sup>2</sup>	Number of craft (30 Sep 2021)	Toll 2021/22 £	+3.4% Difference in cash (£) terms	+3.6% Difference in cash (£) terms
33	1	293.04	9.90	10.56
34	1	301.92	10.20	10.88
36	1	319.68	10.80	11.52
38	1	337.44	11.40	12.16
40	1	355.20	12.00	12.80
45	1	399.60	13.50	14.40

**Table 14**

Category 14 - Private houseboats

Size in Metre <sup>2</sup>	Number of craft (30 Sep 2021)	Toll 2021/22 £	+3.4% Difference in cash (£) terms	+3.6% Difference in cash (£) terms
11	2	62.92	2.09	2.31
13	2	74.36	2.47	2.73
17	1	97.24	3.23	3.57
19	3	108.68	3.61	3.99
20	2	114.40	3.80	4.20
22	1	125.84	4.18	4.62
25	1	143.00	4.75	5.25
26	1	148.72	4.94	5.46
28	3	160.16	5.32	5.88
29	1	165.88	5.51	6.09
31	1	177.32	5.89	6.51
32	1	183.04	6.08	6.72
33	3	188.76	6.27	6.93
35	2	200.20	6.65	7.35
36	2	205.92	6.84	7.56
38	2	217.36	7.22	7.98
40	3	228.80	7.60	8.40
41	3	234.52	7.79	8.61

Size in Metre <sup>2</sup>	Number of craft (30 Sep 2021)	Toll 2021/22 £	+3.4% Difference in cash (£) terms	+3.6% Difference in cash (£) terms
42	1	240.24	7.98	8.82
43	2	245.96	8.17	9.03
44	1	251.68	8.36	9.24
45	1	257.40	8.55	9.45
46	1	263.12	8.74	9.66
48	2	274.56	9.12	10.08
49	1	280.28	9.31	10.29
50	1	286.00	9.50	10.50
52	1	297.44	9.88	10.92
61	2	348.92	11.59	12.81
62	1	354.64	11.78	13.02
69	1	394.68	13.11	14.49
81	1	463.32	15.39	17.01
104	1	594.88	19.76	21.84
110	1	629.20	20.90	23.10

**Table 15**

Category 15 - Private rowing boats, canoes etc.

Size in Metre <sup>2</sup>	Number of craft (30 Sep 2021)	Toll 2021/22 £	+3.4% Difference in cash (£) terms	+3.6% Difference in cash (£) terms
All	2034	36.47	1.24	1.31



# Navigation Committee

21 October 2021

Agenda item number 8

## Chief Executive's report and current issues

Report by Chief Executive

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### Purpose

To give a briefing on significant matters relating to the maintenance and management of the waterways, and allow members to raise any such issues.

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### 1. BSMG update – 4 October 2021

- 1.1. The Boat Safety Management Group met on Monday 4 October.
- 1.2. The Group heard how safety measures (additional patrolling, safety videos and a new Compliance Ranger) have been effective in spreading the safety messages. As we near the season end more work will be done to look at data and collate the responses from the Hirers' questionnaires and these figures will be reported to Members.
- 1.3. Due to increased patrolling by maintaining a '7-day ranger presence' we have seen an increase in the reporting of speeding and other minor boating issues (poor handling, high jinks and novice errors due to wind and tide), but the tragedies experienced in 2019/20 have not re-occurred.

- 1.4. The Group discussed the increase in Stand-Up Paddle boarding and identified that more work is needed to provide guidance and safety instruction to this sector. The Broads Authority has already added a Stand-Up Paddle Board video to the suite online and we are planning on providing better signage at launching points aimed at paddle sports.
- 1.5. Finally, the winter works programme of routine maintenance carried out by Rangers on the Broads was discussed and it was explained that due to a possible extension to the season (anecdotal rumours of hire booking going well into November) that some of this work would be delayed. The Authority has a contingency plan in place to address this extended season if it materializes.

## **2. Navigation patrolling and performance targets**

- 2.1. The latest update on the significant use of powers by the Rangers is shown in Appendix 1, and reflects the continued busy period into September. Appendix 2 shows the average navigation/countryside splits up to 27 September. As noted in the last report, while the percentage of time spent on patrolling and other navigation work is typically higher in the summer, this year the percentage is above average. Patrolling is considered a priority task while boat numbers remain high, and some of the countryside tasks have been deferred to accommodate this.

## **3. Sunken and abandoned vessel update**

- 3.1. The latest position on abandoned and sunken vessels is shown in Appendix 3. A further vessel has sunk in Thorpe since the last report and we have issued a request for information notice to determine ownership details. If this is not successful we will issue either a sunken or abandoned vessel notice in line with normal procedures.

## **4. Planning enforcement update**

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

Author: John Packman

Date of report: 07 October 2021

[Broads Plan](#) strategic actions

Appendix 1 – Rangers exercise of powers analysis

Appendix 2 – Ranger duties total time allocated and actual days

Appendix 3 – Sunken and abandoned vessels current position as at 01 October 2021  
October 2021

Appendix 4 – Prosecutions dealt with in court for non-payment of tolls since 20 August 2021  
20 August 2021

## Appendix 1 – Rangers exercise of powers analysis August – September 2021

**Table 1**

<b>Verbal warnings</b>	<b>Wroxham launch</b> Wroxham and upper Bure	<b>Irstead launch</b> Ant	<b>Ludham launch</b> Hickling, Potter Heigham, upper Thurne	<b>Ludham launch 2</b> lower Thurne and lower Bure	<b>Norwich launch</b> Norwich and upper Yare	<b>Hardley Launch</b> Reedham, Chet and middle Yare	<b>Burgh St Peter launch</b> Oulton Broad and upper/middle Waveney	<b>Breydon launch</b> Breydon water, lower Waveney and Yare
Care and caution	40	5	77	24	4	37		4
Speed	1137	628	167	204	21	5	68	40
Other	60	67	13	10	13			3

**Table 2**

<b>Written warnings</b>	<b>Wroxham launch</b>	<b>Irstead launch</b>	<b>Ludham launch</b>	<b>Ludham launch 2</b>	<b>Norwich launch</b>	<b>Hardley Launch</b>	<b>Burgh St Peter launch</b>	<b>Breydon launch</b>
Care and caution	3	3					1	1
Speed	25	5	5	2		2	1	1
Other	8	15	1	1	1	13		
Special directions	17						94	

**Table 3**

Launch patrols	Wroxham launch	Irstead launch	Ludham launch	Ludham launch 2	Norwich launch	Hardley Launch	Burgh St Peter launch	Breydon launch
Launch staffed by ranger	61	58	49	57	48	60	47	61
Volunteer patrols	1		2				2	
IRIS reports	7	11	9	6	4	6	5	9

**Table 4**

Broads Control total calls

Contact method	Number of calls
Telephone	5574
VHF	1128
<b>Total</b>	<b>6702</b>

## Appendix 2 – Ranger duties: total time allocated and actual days

**Table 1**

Broads Authority corporate duties

Work area	Annual allocation (days)	Actual days to date
Training	134	44.59
Broads Control	362	194.02
Team meetings, work planning	356	173.01
Partnership working	76	11.99
Assisting other sections	76	33.11
Billets and boatsheds	25	11.35
Launch – general		8.82
Trailers - general		0.54
Vehicle maintenance		2.97
Other equipment repair		4.19
<b>Total</b>	<b>1029</b>	<b>484.59</b>

**Table 2**

Navigation duties

Work area	Annual allocation (days)	Actual days to date
Patrolling	2136	1260.47
Escorts	49	25.20
Prosecution files		10.20
Bankside tree management	53	2.23
Obstruction removal	36	10.68
Channel markers and buoys	25	4.66
Signs and boards maintenance	34	23.65
Adjacent waters	100	59.19
Reactive mooring maintenance	104.5	6.72
<b>Total</b>	<b>2537.5</b>	<b>1403</b>

**Table 3**

Conservation, recreation, countryside maintenance

Work area	Annual allocation (days)	Actual days to date
Fen management	195	14.53
Lake, riverbank restoration	126	4.32
Invasive species control	22.5	12.56
Other conservation work	148	29.09
Pollution response		1.82
Visitor site maintenance	209	190.34
Public engagement	301	42.47
Public footpath work	44	8.11
Education work	69	11.69
<b>Total</b>	<b>1114.5</b>	<b>314.93</b>

**Team total up to 27 September 2021**

Percentage Navigation: 82%

Percentage National Park: 18%

## Appendix 3 – Sunken and abandoned vessels current position as at 01 October 2021

Description	Location found	Action	Notice affixed	Result
Motor Cruiser	River Yare, old River Thorpe	Vessel sunk at owners' moorings	No	Not affecting navigation
Motor Cruiser	Sutton/Stalham Cut	Landowner has removed top section of vessel. Hull is marked and an assessment made if this can be raised by the dredging rig when it is next in the area.	No	Top section removed by landowner
Workboat	River Yare, old River Thorpe	Vessel sunk at owner's moorings	No	Working with owner to raise
Motor Boat	River Yare, old River Thorpe	Sunken vessel, owner unknown	Request for Information Notice issued	Awaiting response to Notice

## Appendix 4 – Prosecutions dealt with in court for non-payment of tolls since 20 August 2021

Type of vessel	Vessel name	Fined	Costs awarded	Victim surcharge	Compensation
Motor boat	Maid of Clava	£500	£0	£50	£265.52



# Navigation Committee

21 October 2021

Agenda item number 9

## Construction Maintenance and Ecology work programme progress update

Report by Head of Construction, Maintenance & Ecology, and Ecology & Design Supervisor

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### Purpose

To give an update on the Broads Authority's management activities to maintain the public navigation, develop mooring facilities for public use and demonstrate the effective use of available resources.

### Broads Plan context

Construction, Maintenance and Ecology (CME) activities contribute to multiple objectives, in particular to Aspirations 3, 4 and 6 to manage sediment sustainably, maintain a safe open navigation, and maintain the access network and visitor facilities.

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## 1. Maintaining water depths for navigation

- 1.1. The detailed breakdown in Appendix 1 gives the total volumes for the annual dredging programme for the whole of 2021/22 to the end of August 2021. A total of 13,560 m<sup>3</sup> of dredged sediment was removed from the prioritised sites. This figure represents 58% of the programmed target of 23,490 m<sup>3</sup> for this year.
- 1.2. The summer dredge campaign in the River Waveney was completed for the sections of main river dredged from Beccles to Geldeston. A slightly greater volume was removed than predicted from the main river areas, and this meant that the capacity in the sediment storage area was reached before any dredging could be carried out along the stretch of Geldeston Dyke towards the boatyard. The plant and equipment were subsequently moved to the Upper Thurne to complete the final phase of the Chara Bay project funded through CANAPE, the EU funded Interreg project. The work here is largely focussed on topping up the sediment on top of the geotextile bags prior to planting with reed rhizomes gained from the restoration of an old dyke on Norfolk Wildlife Trust land along Deep Dyke. Dredging in Oulton Broad has been extended until mid-October which accounts for the later start date. We are also on track for achieving more dredge volume than planned, as productivity has been good over the summer months.

- 1.3. The two remaining projects of dredging upstream of Martham Ferry to Somerton Staithe [NTM 08 2021 - Dredging Upper Thurne](#) and on the River Chet between Loddon and Hardley Flood [NTM 09 2021 - Dredging River Chet](#) are on track with the project planning with start dates of mid-October and early November respectively.

## 2. Maintaining safe public mooring facilities

- 2.1. At Commissioners Cut, 24 hour mooring, the tender for repiling from the existing Standing List of Contractors is due to close on 8 October. A new design and site layout aims to widen the Cut by two metres, to allow mooring on either side for the entire length of the mooring. Works are due to be completed by the end of February 2022, subject to successful tendering and installation processes.

## 3. Our resources

- 3.1. Two Trainee Operations Technicians, who had previously been Apprentices up to September 2020, have been successfully appointed to permanent positions within the CME section. Becky Rimmer has started as an Operations Technician following the retirement of Malcolm Farrow from the Maintenance Team. Emily Leonard has also started in a new role of Project Support Officer, working across the Construction, Maintenance, Ecology and Fitter teams to bring additional resource for project planning and implementation across a range of navigation, conservation and recreational work.
- 3.2. In August, we took delivery of a new heavy duty boat trailer with hydraulic legs. This new piece of kit adds flexibility to our repair and maintenance capabilities at the Dockyard. The trailer enables all our launches, small/mid-sized work boats and water plant harvesters to be moved and then positioned so that the trailer can be removed and used elsewhere. Vessels can now be moved to different parts of the dockyard, into the workshops or covered work tent, for maintenance, painting or repair.
- 3.3. Appendix 2 gives the planned proportion of Operations Technicians' time to be spent on the different navigation work types through 2021/22 and the progress reported up to the end of August 2021. As expected, dredging work has continued and forms the bulk of work directed at managing the waterways. Water plant cutting total days over the summer is possibly going to be slightly less than planned come the end of the season, so some of this time can be released for the mooring maintenance work over the winter.

Author: Dan Hoare, Sue Stephenson

Date of report: 07 October 2021

[Broads Plan](#) strategic actions: 2.1; 2.3; 3.1; 3.2; 4.2; 6.1

Appendix 1 – Annual dredging figures 2021-22

Appendix 2 – Percentage of operational staff time spent on navigation work types

## Appendix 1 – Annual dredging figures 2021-22

Project title	Active Broad Authority dredging weeks completed/ planned	Planned volume removed m <sup>3</sup>	Actual volume removed m <sup>3</sup>	Planned annual project cost <sup>1</sup>	Actual project cost
<b>River Waveney</b> Beccles to Geldeston (June-Sept)	13/17	6,000	6,910	121,260	85,060
<b>River Waveney</b> Oulton Broad to Peto's Marsh (May-Aug)	13/13	6,000	6,650	119,230	94,770
<b>River Thurne</b> Martham to Somerton, sediment to Hickling (Sept-Jan)	0/13	3,490	0	85,480	40
<b>River Chet</b> Loddon to Hardley Flood bank (Nov-Feb)	0/15	8,000	0	112,360	770
<b>Site Restoration</b> Waveney - Beccles, Rockland Short Dyke, Bure - Six Mile House	-	-	-	19,340	5,020
<b>Total</b>	<b>26/58</b>	<b>23,490</b>	<b>13,560</b>	<b>457,670</b>	<b>185,660</b>

<sup>1</sup> project costs include 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.

## Appendix 2 – Percentage of operational staff time spent on navigation work types (2021-22) to end August 2021

Navigation work type	Staff days planned (2021-2022) Days	Staff days planned (2021-2022) % of annual total	Staff days worked (April 2021 to end August 2021) Days	Staff days worked (April 2021 to end August 2021) % of annual total
Dredging	1843	60.5	702	23.0
Mooring maintenance & repairs	626	20.6	193	6.0
Riverside tree management	180	5.9	0	0
Aquatic plant cutting	230	7.6	131	4.0
Other navigation works	165	5.4	127	4.0
<b>Total</b>	<b>3044</b>		<b>1153</b>	