

Navigation Committee

Agenda 13 January 2022

10.00am

Remote meeting

John Packman, Chief Executive – Thursday, 06 January 2022

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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 21 October 2021** (Pages 3-9)
6. **Summary of actions and outstanding issues following discussion at previous meetings** (Pages 10-12)

Reports for information

7. **Chief Executive's report and current issues** (Pages 13-20)
Report by Chief Executive
8. **East Norwich Masterplan** (Pages 21-27)
Report by Head of Planning and briefing by Graham Nelson, Director of Place for Norwich City Council
9. **Construction, Maintenance, and Ecology work programme – progress update** (Pages 28-32)
Report by Head of Construction, Maintenance, and Ecology, and Ecology and Design Supervisor

10. **Draft budget 2022/23 and financial strategy to 2024/25** (Pages 33-60)
Report by Director of Finance
11. **AINA Code for the design, construction and operation of hire boats** (Pages 61-62)
Report by Head of Safety Management
12. **Power Boat racing review 2022** (Pages 63-65)
Report by Head of Safety Management

Other matters

13. **To note the date of the next meeting – Thursday 14 April 2022 at 10.00am**

Navigation Committee

Minutes of the meeting held on 21 October 2021

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Present

Nicky Talbot – in the Chair, Linda Aspland, Mike Barnes, Harry Blathwayt, Stephen Bolt, Andy Hamilton, Greg Munford, Simon Sparrow, Paul Thomas, Alan Thomson.

In attendance

Bill Housden – Collector of Tolls, Emma Krelle - Chief Financial Officer, Sarah Mullarney - Governance Officer, John Packman - Chief Executive, Rob Rogers - Director of Operations.

1. Apologies for absence

Apologies were received from John Ash, Mathew Bradbury and Leslie Mogford.

Comments regarding agenda item 7 were received from John Ash. 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.

2. Declarations of interest

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

Andy Hamilton, Greg Munford and Simon Sparrow declared a pecuniary interest in item 7. The Chair announced that the Monitoring Officer had granted a dispensation for these members to participate in the discussion and vote. This was in recognition of the importance to the Broads Authority of knowing and understanding the views of both private boat owners and hire boat operators when setting tolls, and in the knowledge that the Navigation Committee is consultative/advisory rather than decision making. The dispensation solely related to the Broads Authority Navigation Committee.

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 2 September 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 reported that publication of the Government's response to the Landscape Review was expected in December.

Members were informed that there was no further update relating to the Carrow Road Bridge repairs. The Chief Executive and Director of Operations would set up a meeting with Norfolk County Council.

The report was noted.

7. Proposed navigation charges for 2022/2023 in the navigation area and adjacent waters

Members received a summary of the proposed navigation charges for 2022/2023. The Chief Executive (CEO) thanked the Collector of Tolls and Chief Financial Officer for their work with the report. In addition to the member only 'tolls briefing' held on 28 September, the Chief Executive had consulted the Norfolk and Suffolk Boating Association (NSBA), and Broads Hire Boat Federation (BHBF) on the proposals. Their views were reported to members and formed part of the discussion.

The CEO gave members an overview of the decision that was taken last year. The use of the money from the National Park grant had allowed Broads Authority members to agree a 4% tolls increase, rather than 7%. There had been a stronger Ranger presence as a result of the implemented safety measures. However, the additional pressure on the tolls and finance teams had been growing which was no longer sustainable. Proposed changes to staff arrangements were reported to the committee as they affected the budget.

Income for the current year had consistently improved and was above what was expected. This was as a result of fewer hire boats being removed from the system than had been anticipated, and an increase in registrations for private boating especially paddle vessels. The Authority needed to consider how to make the most of this opportunity.

The CEO discussed the challenges faced by the Authority's navigation expenditure as outlined in the report. Rising inflation was a significant concern, as was the sourcing and growing costs of materials required for practical works. There were also potentially significant costs relating to pay increases and the additional Employer National Insurance. A further decline in number of hire boats was still predicted, and the effects on private boating was unknown. COVID-19 remained a real risk.

Need for replacement online tolls system

Members discussed the requirements for a replacement tolls system. The Collector of Tolls said expectations needed to be managed and options and costings for the new system would be presented to members as part of the scoping exercise. The difficulty would be finding the capacity to deliver a new system in a timely way; members were made aware that there was a vacancy in the IT team.

A member said it was important to communicate with toll payers why £250,000 was required towards the system. Members asked if an 'off the shelf' system could be modified for use. It was also suggested utilising systems used by other navigation authorities.

The Collector of Tolls explained that it would be difficult to purchase a system 'off the shelf' that would accommodate the legislation the Broads Authority works with. Registration of a toll included the inspection of the Boat Safety Scheme database; however, the database was not within the Authority's control and often included discrepancies. He added that the

systems used by the Canals and Rivers Trust (CRT) and Environment Agency would be reviewed as a starting point. It was noted that the £7million cost of the CRT system was outside the scope of what the Authority could invest.

Members queried the opportunity to incorporate differential pricing in the system for new registrations, and the historic boat class. The Collector of Tolls said this would add extra complexity but could be considered when scoping options for the new system. Wherries already received a special discount, but the Chief Executive added that there was difficulty in defining what was meant by 'historic'.

A member asked what the longevity of a new system would be and how the features would compare to the current system. The Collector of Tolls discussed longevity in terms of support for server technology and cyber security, noting the rapid advancements of technology. The last change to the tolls system introduced online payment for existing toll payers; which had been of great benefit to toll payers and the tolls team. However, this had identified an expectation for other transactions, such as short visit tolls, to be made in the same way. A mobile app was not being considered at this stage but would be investigated in the future. The CEO reiterated that expectations for the new system needed to be managed.

Members discussed the means for paddleboarders and wind surfers to licence their self rather than a board; a member commented that many had multiple boards and suggested a wristband system be used as proof of purchase of a toll. It was clarified that British Canoeing provided this option albeit via a membership sticker and card that could be displayed on a lanyard. British Canoeing membership in particular had increased dramatically, and it was noted that it needed to be clearer for Rangers to identify registered paddleboarders.

A member suggested a separate member session to assess the business requirements of the tolls system, noting that a different system may be required for annual tolls and one for short term tolls.

It was proposed to transfer £88,000 of the forecasted surplus with some of the capital receipt from the sale of the Ludham Field Base for investment of a replacement tolls system.

Members supported the proposal to place £88,000 into the earmarked reserves for the replacement tolls system.

National Park grant

Members discussed the benefits of the 5 year and 10-year repayment options presented in the report. The Chief Financial Officer's (CFO) preference was for the 5-year option as this would be more effective in offsetting the shortfall from the anticipated flat cash settlement for National Parks and the Broads Authority over the next 3 years.

It was explained that the £250,000 transfer in March 2021 was a one-off agreement with Defra and there was no expectation that the National Park reserves would be used to support the Navigation reserves in the future. The CFO said the tolls income was sustainable to support tolls expenditure. A member suggested the committee support option 2 (repayment of £50,000 per annum over 5 years) with the view that this could be changed to option 1

(repayment of £25,000 per annum over 10 years) if the Authority had a poor year over the next 12 months.

Members unanimously supported Option 2 – repayment of £50,000 per annum over 5 years.

Hire Boat licencing

Members were made aware that the current 1 day a week Hire Boat Licencing Officer post was not adequate time to support the annual traffic light system checks required for monitoring hire boat licencing. Feedback received from members at the tolls briefing and the NSBA and BHBF supported a 3 day per week Hire Boat Licencing Officer post. It was explained that the costs for this would be met by the hire boat licence charge.

Members discussed the need for an annual check. A member compared the checks to other navigation authorities that relied on self-declaration and suggested this would limit the burden on Authority staff. The CEO explained that the Broads Authority was the duty holder and part of the process included the audit and regular checks of operators to demonstrate to the Department of Transport that potential risks had been minimised. A member strongly supported the traffic light system and risk-based audit approach and observed that the better performing operators received less visits. He suggested contacting the Environment Agency who had a similar operation in place.

In response to a member question about the inclusion of new operators such as pop up paddleboard hirers, the Collector of Tolls stated that motorised boats were seen as the biggest risk when the legislation was first put in place. However, the 2009 Act allowed this to be extended to other unpowered craft. The Authority was looking to extend the licencing to recognise non-motorised boating activity and motor boat Airbnb rentals that weren't used for navigating.

Members unanimously supported an increase in Hire Boat Licencing Officer time to 3 days a week.

Sustainable Boating

Members were asked to consider if the Authority should be doing more in terms of indicating a preference for non-diesel, non-carbon producing propulsion. The CEO reported that the Broads Authority had obtained funding to investigate the electrification of the weekly hire fleet.

The report suggested offering a further discount to electric day boats to signal to the industry that electrification was the way forward. However, it was recognised that historically tolls had not been a big lever to deliver change. There were 64 recorded electric day boats in the network today compared to 34 in 1994. A member observed that day boats were a small element of hire boat operating businesses and the toll reduction penalised a sector who were unable to take advantage of the discount.

Members discussed the value of purchasing a new electric vessel vs the longevity of existing diesel vessels. It was noted that the production of new electric vessels included pollution from the manufacturing process. A member suggested promoting the use of alternative cleaner

burning fuels. Another member commented that sailing was the most sustainable form of boating and suggested this could be better promoted. Members also discussed the practicalities of converting to electric, recognising this would require an increase in power points at Broads Authority moorings to meet demand.

A member proposed the Authority host a workshop, including toll payers, to review sustainable boating in more details.

Members recommended making no amendments to the discounted charges for electric day boats and requested a focused briefing on sustainable boating next year to explore options in more detail.

Options analysis

Based on the committee's recommendations for the above proposals, members unanimously supported a 3.6% increase in navigation charges across the board for 2022/2023.

The views of the Navigation Committee would be reported to the Broads Authority at the 19 November 2021 meeting.

8. Chief Executive's report and current issues

Members were informed that a report on the safety measures implemented this year and the impacts of the additional Ranger facilities would be presented to a future Navigation Committee meeting. The Director of Operations explained that the increased Ranger patrols had resulted in more issues being identified on the network. This included speeding vessels, non-payment of tolls, and the need for prosecutions. It was noted that the increase in paddleboarders and other paddle crafts had also put additional pressures on the workloads of the tolls and finance teams.

A member said they had received positive feedback from hire boat users in response to the survey of the handover procedures. Another member commented that the Authority needed to remain cautious of the potential for serious incidents.

The report was noted.

9. Construction, Maintenance and Ecology work programme – progress update

In response to a member question, the Director of Operations explained that the dredging team would return to Geldeston Dyke once an alternative sediment storage area had been located.

The report was noted.

10. Date of next meeting

The next meeting of the Navigation Committee would be held on Thursday 13 January 2022 at 10am.

Members were informed that a report on remote meetings would be reported to the November Broads Authority. Legal advice sought by the Authority had indicated that consultative committee meetings could be held remotely. It was suggested that non-contentious meetings of the Navigation Committee take place remotely.

The meeting ended at 11.44.

Signed

Chairman

Appendix 1 – Declaration of interests: Navigation Committee, 21 October 2021

Member	Agenda item no	Nature of interest
Nicky Talbot	7	Private toll payer
Simon Sparrow	7	Pecuniary Interest. Private and business boat owner
Harry Blathwayt	7	Private toll payer
Andy Hamilton	7	Pecuniary Interest. Private and business toll payer
Alan Thomson	7	Private toll payer
Mike Barnes	7	Private toll payer
Linda Aspland	7	Private toll payer
Greg Munford	7	Pecuniary Interest. Chief Executive of Richardsons Leisure Ltd.
Paul Thomas	7	Private toll payer
Stephen Bolt	7	Private toll payer

Navigation Committee

13 January 2022

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>Dec 2020: 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>Mar 2021: Director of Operations met with Network Rail (NR) to discuss the multi-million pound refurbishment of the swing bridges (Reedham, Somerleyton & 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>July 2021: 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>Sep 2021: 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 repiling 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>16 Jan 2020: Members supported 99-year lease agreement, including BA taking on full responsibility for piling structure.</p> <p>21 Jan 2020: 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>27 May 2020: 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>15 Dec 2020: 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>30 Mar 2021: 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>17 May 2021: 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>July 2021: 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> <p>Dec 2021: A legal issue raised by the Environment Agency's legal department has delayed this process, which in turn has stalled the signing of the lease between the BA and the landowner. The BA are currently seeking clarification from the EA on how they wish to resolve the matter.</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>31 Jan 20: 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>Dec 2020: Still awaiting Government response.</p> <p>May 2021: Written Ministerial Statement expected in late May/early June.</p> <p>24 Jun 2021: Ministerial Statement released. The Government will address the Landscape Review's recommendations in full and consult on draft proposals later this year.</p> <p>Oct 2021: Government response expected to be published in Dec.</p> <p>Dec 2021: Government response delayed until January 2022.</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 the County Council.	<p>10 Jun 2021: 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>Aug 2021: 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> <p>Oct 2021: No further update from NCC. RR and JP to arrange a future meeting with NCC (as reported at NC211021)</p>	10/06/2021

Title	Meeting date	Lead officer	Summary of actions	Progress so far	Target date
				Dec 2021: Norwich City Council, Norfolk County Council and The Broads Authority met on 8 December to discuss the works proposal submitted for licensing. An update is made in the Chief Executive's report, item 7 on the 13 January 2022 Navigation Committte agenda.	

Date of report: 13 December 2021

Navigation Committee

13 January 2022

Agenda item number 7

Chief Executive's report and current issues

Report by Chief Executive

Purpose

To provide a briefing on significant matters relating to the maintenance and management of the waterways.

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1. Broads Authority 19 November 2021

- 1.1. The Broads Authority adopted the recommendations of the Navigation Committee to increase navigation charges for 2022/23 in the navigation area and adjacent waters by 3.6%. Members also resolved to transfer £88,000 of the additional navigation income to the IT Computer Software Reserve as a contribution towards the replacement of the tolls online system.
- 1.2. Members also agreed to repay the £250,000 transferred National Park Reserves at a rate of £50,000 per annum over 5 years. In order to fund an increase in the time of a Hire Boat Licencing Officer to three days a week, the Hire Boat Licence charges are to

be raised to £25 per operator and £17 per vessel. Members also supported the proposal to hold a workshop in 2022 to discuss sustainable boating on the Broads.

2. Barton Turf Staithe 24 hour mooring update

- 2.1. The Director of Operations continues to have on-going discussions with the Chairman of Barton & Irstead Parish Council regarding the lease of Barton Turf Staithe 24-hour mooring, and the arrangements for when the current agreement expires in September 2022.
- 2.2. The most recent offer from the Parish Councils requests that the Broads Authority takes on full structural responsibility, full maintenance liability, and pays a substantial yearly rent for a lease period of only seven years. This offer is not consistent with the principles agreed with the Navigation Committee on the leasing of moorings.
- 2.3. The retention of Barton Turf Staithe as a free 24 hour mooring is not a priority as per the Integrated Access Strategy and Gap Analysis and the high rent and short lease term on offer from the Parish Council puts the continuation of this small mooring site as a Broads Authority run mooring at risk. A long length of mooring is available close by.

3. Carrow Road Bridge repairs update

- 3.1. On the 8 December the Broads Authority met with Norfolk County Council and Norwich City Council to discuss the County Council's approach to carrying out the repairs on the road deck of Carrow Bridge. It was a positive meeting with all partners understanding the different issues each organisation faced with the proposed construction method.
- 3.2. In conclusion, Norfolk County Council officers agreed to re-look at road deck construction methods and the timing of the repairs to see if these can better link with the City Council's planned route improvements and still maintain the ability to open the Carrow Bascule bridge.

4. Navigation patrolling and performance targets

- 4.1. The latest update on the significant use of powers by the Rangers is shown in Appendix 1. Appendix 2 shows the average navigation/countryside splits up to end of November 2021. While average navigation/ countryside splits are still higher on the navigation side, with planned work now underway on the countryside sites this figure is moving into line with the target.

5. Sunken and abandoned vessel update

- 5.1. The abandoned and sunken vessel update is set out in Appendix 3. Two vessels have been raised over this period and a further abandoned vessel was claimed by the owner.

6. Prosecutions dealt with in court for non-payment of tolls

- 6.1. There are no further prosecution cases to report, however 16 cases have been submitted in the last couple of weeks with 14 more being prepared for submission.

7. Planning enforcement update

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

Author: John Packman

Date of report: 16 December 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 13 December 2021

Appendix 1 – Rangers exercise of powers analysis – October-November 2021

Table 1

Verbal warnings	Wroxham launch Wroxham and upper Bure	Irstead launch Ant	Ludham launch Hickling, Potter Heigham, upper Thurne	Ludham launch 2 lower Thurne and lower Bure	Norwich launch Norwich and upper Yare	Hardley Launch Reedham, Chet and middle Yare	Burgh St Peter launch Oulton Broad and upper/middle Waveney	Breydon launch Breydon water, lower Waveney and Yare
Care and caution	4		3	17	2			
Speed	363	68	39	88	34	13		12
Other	28	2	6		8	8		6

Table 2

Written warnings	Wroxham launch	Irstead launch	Ludham launch	Ludham launch 2	Norwich launch	Hardley Launch	Burgh St Peter launch	Breydon launch
Care and caution	1				1	1		1
Speed	6	2		5				
Other	2	6	1			8		
Special directions	13	21			2	12		

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	37	31	22	26	32	26	24	35
Volunteer patrols		5						
IRIS reports	6	2	3		5	4	2	6

Table 4

Broads Control total calls

Contact method	Number of calls
Telephone	3970
VHF	646
Total	4616

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	67.91
Broads Control	362	260.57
Team meetings, work planning	356	281.11
Partnership working	76	13.61
Assisting other sections	76	43.38
Billets and boatsheds	25	16.96
Launch – general		15.91
Trailers - general		2.23
Vehicle maintenance		4.26
Other equipment repair		10.95
Total	1029	716.89

Table 2

Navigation duties

Work area	Annual allocation (days)	Actual days to date
Patrolling	2136	1537.60
Escorts	49	30.14
Prosecution files		13.72
Bankside tree management	53	13.92
Obstruction removal	36	14.59
Channel markers and buoys	25	6.76
Signs and boards maintenance	34	29.93
Adjacent waters	100	60
Reactive mooring maintenance	104.5	10.57
Total	2537.5	1717.23

Table 3

Conservation, recreation, countryside maintenance

Work area	Annual allocation (days)	Actual days to date
Fen management	195	71.96
Lake, riverbank restoration	126	25.61
Invasive species control	22.5	14.05
Other conservation work	148	39.16
Pollution response		1.82
Visitor site maintenance	209	287.16
Public engagement	301	45.37
Public footpath work	44	8.24
Education work	69	16.22
Total	1114.5	509.59

Team total up to 06 December 2021

Percentage Navigation: 77%

Percentage National Park: 23%

Appendix 3 – Sunken and abandoned vessels current position as at 13 December 2021

Description	Location found	Action	Notice affixed	Result
Motor Cruiser	River Yare, old River Yare Thorpe	Vessel sunk at owners' moorings	No	Not affecting the 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 Yare, Thorpe	Vessel sunk at owners' moorings	No	Working with owner to raise
Motor Boat	River Yare, old River Yare, Thorpe	Sunken vessel	Yes	Vessel removed
Motor Cruiser	Dove House Farm, Lower Bure	Sunken Vessel	Yes	Vessel removed
Motor Cruiser	River Wensum	Sunken Vessel	No	Owner aware and looking to raise
Motor Cruiser	River Bure	Abandoned Vessel	Yes	Owner came forward

Navigation Committee

13 January 2022

Agenda item number 8

East Norwich Masterplan

Report by Head of Planning

Purpose

This report introduces the development of Stage 1 of the masterplan for East Norwich, which will be the subject of a briefing to members from Graham Nelson, Director of Place for Norwich City Council. It also outlines the key issues for navigation to be taken forward in Stage 2 and seeks members' views.

Broads Plan context

Aspiration 4 – Maintain a safe, open navigation

Aspiration 5 – enhancement of the Broads landscape character and distinctive built

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1. Introduction

- 1.1. The former Deal Ground and Utilities sites, downstream of Trowse Rail Bridge, and the adjacent Carrow Works site represent a major redevelopment opportunity in East Norwich. Members will be aware that a masterplan for the area is being developed by a consultant team on behalf the East Norwich Partnership. This is a partnership of stakeholders including Norwich City Council, Norfolk County Council, the Broads

Authority, Homes England, Network Rail and the landowners of the Deal, Utilities and Carrow Works sites.

- 1.2. This report will outline the work completed to date and explain the next stages.

2. Stage 1 of the Master Plan

- 2.1. The masterplanning process began in March 2021 and seeks to plan for the delivery of 4,000 new homes and create 6,000 new jobs. The East Norwich area is the subject of a specific policy in the emerging Greater Norwich Local Plan (GNLP), which allocates it for a residential led mixed-use development on this scale.
- 2.2. The masterplanning process has been informed by a robust and comprehensive evidence base which has fed into the development of concept masterplan options and ultimately into the preferred option stage 1 masterplan. This included desktop and site analysis of technical information and an extensive process of stakeholder engagement. The sites are subject to very significant constraints including flood risk, complex underground infrastructure particularly on the Utilities site, the adjacent mainline railway line and associated activities, and access to the sites which is most constrained on the Deal Ground and Utilities sites. There are also significant heritage assets predominantly on the Carrow Works site and these will affect development opportunities. There is also a County Wildlife Site on the Deal Ground and, of course, there is a statutory right of navigation on the river. All of these factors have affected the development potential in terms of what could be constructed and where.
- 2.3. The Stage 1 plan is the high-level masterplan based on a preferred option which has been developed taking account of all the above factors and which shows the potential locations for development. It proposes the creation of four neighbourhood areas across the sites comprising:
 - a mixed-use quarter at Carrow Works with leisure and retail premises;
 - housing, community and open space at The Villages on the former Deal Ground;
 - an extension to the Wensum waterfront with riverside activities at Waterside East, on the north bank of the river downstream of Carrow Bridge; and
 - a mixed-use area with a marina and housing at Waterside North on the north bank of the river downstream of Trowse rail bridge.
- 2.4. The sites would be linked by bridges over the Wensum and indicative locations are shown. The strategic infrastructure needs, as well as other abnormal costs and the impact of these on the deliverability and viability of the scheme, are also included in the masterplan. It has been the subject of two rounds of consultation and was agreed by Norwich City Council's Cabinet in November 2021. Norwich City Council set up the East Norwich Partnership in early 2020 and has a lead role in the Partnership and development of the masterplan as the majority of the site (and growth) is in its area. It has also made a significant financial contribution from the Towns Fund and has recently

acquired Carrow House. The Partnership has secured funding to date of £675,000 from partners including Homes England.

- 2.5. The Stage 1 masterplan is available to view online [East Norwich Masterplan stage 2: The emerging masterplan | Norwich City Council](#).
- 2.6. Members will receive a briefing on this from Graham Nelson, Director of Place for Norwich City Council.
- 2.7. Further information on the development can be found on Norwich City Council's website: [East Norwich Masterplan | Norwich City Council](#).

3. Stage 2 of the Master Plan

- 3.1. The next stage of the process is the Stage 2 plan, which will build on the Stage 1 preferred option masterplan. Outputs will include an Infrastructure Delivery Plan and refined Strategic Viability Assessment of the preferred option masterplan, informing a refined version of the masterplan which will form the basis of a draft supplementary planning document (SPD) for East Norwich. Stage 2 is proposed to be completed by Spring 2022.
- 3.2. As part of the development of Stage 2, the Broads Authority will need to make detailed comments on the proposals, including the opportunities for and impacts on navigation. It is essential that these are included at an early stage in order to inform the development of wider proposals.
- 3.3. The two key issues for the Broads Authority will be the bridges (because of their impact on the use of the river) and the marina. These issues are linked. The provision of moorings will also be an important consideration and this is also linked to the bridges and marina.

Bridges

- 3.4. Considering first the matter of the bridges, the Authority's position has always been that the historic right of navigation into the Port of Norwich must be protected. The three bridges constructed in recent years downstream of Foundry Bridge, which are the two pedestrian bridges (the Novi Sad/Friendship Bridge and the Lady Julian Bridge) and the Trowse Rail Bridge have all been required to be of an opening construction.
- 3.5. The railway bridge is the subject of specific legislation (1985 Trowse Bridge Act) and Section 25 (4) of the Act requires that it opens on request for the passage of vessels. Members will be aware that in practice this has not always been achieved, but the principle remains extant.
- 3.6. The masterplan does not provide any details of the construction or opening arrangements of any of the bridges, and this would be a matter for the developers in due course, however it is noted that the construction costs will have implications for viability, with higher costs having a greater impact. Realistically, it is likely that there

will be pressure from developers for the bridge(s) to be fixed, principally for reasons of cost.

Marina

- 3.7. Considering then the marina. Whilst the continued protection of the historic right of navigation is accepted, it is the case that river traffic into Norwich has declined very significantly over the last 30 years and there is now negligible commercial traffic, although there is a steady level of leisure use. It has previously been discussed whether a fixed bridge might be considered acceptable if alternative provision were to be made for navigators, and, if that principle were accepted, what such provision might look like, with a marina downstream of the first fixed bridge suggested as an option.
- 3.8. The Stage 1 masterplan indicates that a marina could be located on part of the Utilities site, downstream of Trowse railway bridge and opposite the confluence of the rivers Yare and Wensum at Trowse Eye. The marina shown measures approximately 130m deep and 35m wide. No information has been provided in respect of capacity, depth, ancillary areas or management and it appears from the plan that there is an access across the entrance, possibly in the form of a footpath. It is located on the edge of the East Norwich site, with proposed mixed-use development including housing and open space around it.
- 3.9. It is important to remember that the masterplan is indicative only and does not represent any firm proposals for development, showing instead what would be possible within the constraints, however it is useful to look at what has been drafted so that comments can be made which will be fed into the Stage 2 process. In preparing these comments, officers have discussed the indicative plan, the marina and its role in the masterplan with a consultant specialising in marina design.
- 3.10. In terms of location, there would be benefits from being located on the edge of the larger redevelopment site as there would be clearer access into the marina (away from vessels moored along the riverbank, discussed later), better security in a less public location, less potential for conflict with other users around, for example, noise and amenity and it would create an attractive gateway to both Norwich and the Broads. There are other marinas and public moorings within easy cruising distance (for example Bramerton Common at 1.5 hours, Brundall boatyards and village at 2 hours and Reedham village at 4 hours) and these links to other facilities would make it an attractive location both for a private mooring and for the visiting boater. Good access to the wider development and the city would be essential to make the most of these opportunities, particularly for the visitor. Visitor moorings here would offer an alternative to Norwich Yacht Station, and whilst this would inevitably displace some of that use, it would also attract other users who may be reluctant to navigate through and moor in the city centre.
- 3.11. Looking at the benefits for the East Norwich scheme, a marina on the eastern fringe would physically extend the interest and vitality of the development along the river, as well as increasing the diversity of uses. It would have the potential to add to the

scheme's attractiveness and reinforce its identity as a destination in its own right, which would in turn increase land values and improve viability.

- 3.12. As indicated, the marina would provide around 50 moorings and these would be best achieved off floating rather than fixed pontoons. Adopted Policy DM33 of the Local Plan for the Broads would require that 15% of these be provided as visitor moorings, which would mean 8 berths. However, if, as set out at 3.5 above, the marina was being offered as 'compensation' for the loss of access into the Port of Norwich it would be necessary to consider whether 8 was sufficient. This would need to be the subject of negotiation, but it should be noted that there are other opportunities for mooring within the scope of the masterplan, and this is discussed below. The point that needs to be made here is that the marina should offer both permanent and visitor moorings.
- 3.13. The indicative plan shows some sort of barrier over the entrance to the marina – possibly to carry a riverside footpath. There is no practical need for a lock or tide barrier here and free passage would be required. A draft of 1.5 – 2.0m at MLW would need to be maintained to accommodate the typical Broads boat, and this would involve regular dredging. The excavation spoil could be easily reused on site as ground works will be extensive.
- 3.14. The range and quality of land-based facilities would be important in creating an attractive operation, and a ratio of 1/3 water space to 2/3 land space is optimal. This would provide for 30 car parking spaces, turning and manoeuvring space for vehicles and trailers, hard standing for winter storage and open space and landscaping. A facilities building would be required and this should incorporate office space for the site operator, toilets for marina users (three each for male and female, plus one for disabled access), a shower block and a small laundry. Boatyard facilities such as workshop, pump out, crane and fuel would be very useful, but these are available locally so this would be a matter for the operator. Additional facilities such as a chandlery and café would also be welcome, as these would provide for berth holders and also attract visitors and new customers.
- 3.15. A marina could be operated by either a commercial operator, or, potentially, the Broads Authority. The indicated size is smaller than many commercial marinas, which usually have 100+ berths, but the presence of other moorings and marinas, plus the strength of the Broads boating holiday market and the proximity to Norwich would make this an attractive proposition for an operator. It has the potential to meet demand from a wider area to access the Broads boating market and create a facility with regional importance.

Moorings

- 3.16. In addition to the moorings that could be provided in a marina, there is potential for on-line moorings along the riverbank for part or all of the development. The length of the riverbank is approximately 600m on the north bank and approximately 700m on the south bank and whilst realistically it is unlikely that the entire length would be available

and/or suitable for a mooring (for example the area beside and under bridges), it offers nonetheless a useful opportunity to increase mooring provision.

- 3.17. There would be a number of issues to resolve around riverside moorings, including ownership and future maintenance liabilities, and this would influence how they were used (i.e. private or visitor) which would in turn affect management. There would be advantages in having visitor moorings on the riverbank, both for ease of mooring and to enable access to the leisure and retail facilities in the development, and potentially these could be managed in conjunction with the marina. The riverbed here is owned by Norwich City Council.
- 3.18. The masterplan indicates the possibility of a small basin downstream of Trowse railway bridge, intended primarily to increase flood plain capacity in this part of the site. This could potentially also be used for mooring, or as a base for dayboats and other craft, which would improve access to the water for the casual user and visitor and increase the attractiveness of the development.
- 3.19. The masterplan does not show provision for new slipways or other means of improving access to the water, but this level of detail will be picked up at Stage 2.

4. Next Steps

- 4.1. The Stage 2 process developing the concept in the Stage 1 masterplan is anticipated to run from November 2021 to March 2022. It will provide:
 - An infrastructure delivery plan and refined Strategic viability assessment;
 - A refined masterplan;
 - An evidence base to support planning applications and the allocation in the Greater Norwich Local Plan, and
 - A draft supplementary planning document (SPD) for East Norwich which will be taken forward as part of the GNLP.
- 4.2. One of the key issues at Stage 2 will be to look in greater detail at the timing of costs and receipts and to develop appropriate strategies for securing upfront investment and capturing long term value to repay that investment. This is the point at which the issue of the marina will arise and whether it can be agreed to represent appropriate compensation for the sterilisation of the Port of Norwich by the construction of a fixed bridge(s). If the principle is accepted, then the marina becomes part of the necessary infrastructure to unlock the wider development.
- 4.3. There will be further engagement on the draft SPD which will be subject to public consultation, expected in spring 2022.
- 4.4. For information the original masterplan brief includes a reference to a Stage 3, which is focused on the preparation of a detailed business case to unlock enabling funding to ensure the successful delivery of the overall scheme. Stage 3 falls outside the contract

with the consultant team, but the Stage 2 work described above will feed into this further anticipated stage of work.

5. Conclusion

- 5.1. The Stage 1 masterplan for East Norwich outlines the potential for a significant scale of development adjacent to the Broads. The key issues for the Authority will be the bridges and the marina shown on the indicative plan.
- 5.2. The views of the Navigation Committee are requested.

Author: Cally Smith

Date of report: 05 January 2022

[Broads Plan](#) strategic actions: 4.1, 5.1, 5.3

Appendix 1 – [East Norwich Masterplan stage 2: The emerging masterplan | Norwich City Council](#)

Navigation Committee

13 January 2022

Agenda item number 9

Construction Maintenance and Ecology work programme progress update

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

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.

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 November 2021. A total of 23,940m³ of dredged sediment was removed from the prioritised sites. This figure represents 102% of the programmed target of 23,490m³ for this year.
- 1.2. Dredging in Upper Thurne to complete the final phase of the Chara Bay project has been on-going since September. Sediment has been gained from shallow areas in Heigham Sound, which has all been placed on top of the geotextile bags and to provide a supporting slope in front of the bags, as per the construction drawings. The volume required to complete the design has been greater than predicted, so there has been an extension of the time spent dredging in this area. In October, a lost dyke was also restored on Norfolk Wildlife Trust land by the Construction Team. The arisings were used for their abundant reed rhizomes and roots, which have all been placed along the outer perimeter of the Chara Bay reedbed. Other established plants from a nursery, grown under contract for us on coir mats, have been placed around the reedbed structure to provide another means of establishing vegetation quickly. Floating and fixed fencing has been installed to reduce goose access and prevent damage to the young plants from their grazing activities.

- 1.3. Dredging in Oulton Broad was extended by an additional five weeks, which produced an additional 4,000m³ to the annual total. The remaining capacity within the reedbed creation site at Peto's Marsh will enable us to carry out two more dredging campaigns in and around Oulton Broad over the next two years. The planned dredging in the River Waveney between Beccles and Geldeston was completed and delivered for less total cost despite the project duration being longer, as fewer staff and vessels were required than anticipated to carry out the work effectively.
- 1.4. The two active projects being carried out in early 2022 include dredging upstream of Martham Ferry to Somerton Staithe [NTM 07 / 08 2021 UPDATE - Continued navigation restrictions due to dredging works on the Upper River Thurne](#) and on the River Chet between Loddon and Hardley Flood [NTM 09 2021 - Dredging River Chet](#) . At Martham Broad, sediment is to be used to build up and restore an eroded reedbed area on Norfolk Wildlife Trust land. On the River Chet the dredged sediment is being placed along the closed public right of way, from Chedgrave Common to just downstream of Hardley Flood. This work is in conjunction with Norfolk County Council Highways, who have received funding to replace the bridges that had eroded away along this stretch of footpath at Hardley Flood. The aim is that by the end of 2023, the riverbank path and bridges will be in place to allow re-connection of the public footpath along the River Chet between Chedgrave and Hardley.

2. Maintaining safe public mooring facilities

- 2.1. At Commissioners Cut 24 hour mooring, prices from the tender exercise for full replacement of all the steel piles and widening of the mooring cut were received. Unfortunately, the price per linear meter was at least twice that for which the Authority has ever paid for such mooring replacement work. Increases in steel, timber and fuel prices have pushed up costs for the original plan, far beyond acceptability. Further site investigations have revealed that a solution cheaper than fully replacing the steel piles is possible, but this does mean that widening the Cut is not going to be delivered in a way that achieves value for money, so has been dropped as an option. Alternate plans to maintain the existing piling line are being drawn up and a revision to the tender is to be released in January.
- 2.2. The transfer of ownership of a section of mooring at Berney Arms has been completed. This small section of the site named "Berney Arms 2" is now fully open as an Authority 24 hour mooring in addition to the existing longer section.
- 2.3. The Maintenance Team completed timber refurbishment to the quay heading at Rockland Staithe 24 hour mooring. 60 metres of new timber capping and waling were installed. At Sutton Staithe 24 hour mooring, 140 metres of new capping was fitted, as well as 30 new mooring posts. New mooring signs have been installed and some further work remains to be completed on the smaller detached section of mooring, called "Sutton Staithe 2", once site conditions improve in the new year.

3. Our resources

- 3.1. Two new Operations Technicians have been recruited (one permanent and one 12 month fixed term contract) following a retirement and a pause in the apprenticeship programme for a year. A Kickstarter work placement has also begun a six month position with the Maintenance Team to gain working experience and technical skills. The two Kickstarter placements in the Ecology and Fitter teams both completed their time with the Authority in December.
- 3.2. 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 November 2021. The staff time spent on water plant cutting has now ended for the year. The amount of cutting required to maintain specifications in the southern rivers was less during 2021 than in previous years. This did allow both cutting vessels to operate in the northern rivers for a short period. Overall total time spent in 2021 on water plant cutting was less than predicted.

4. Future working arrangements

- 4.1. The [Waterways Management Strategy](#) was adopted by the Broads Authority at its meeting on 24 September 2021. The document has a final stage of undergoing a Habitats Regulation Assessment (HRA), as per the requirements of the Conservation of Habitats & Species Regulations (2010). This work has been opened to tender and is expected to commence in early 2022. Once the independent HRA is completed, the strategy document will be uploaded to the Authority website.
- 4.2. The first year of training courses delivered at the Dockyard for Boat Safety Scheme assessors has been completed. The Boat Safety Scheme training team ran four week long courses with a total of 38 participants from all over the country. Trainees had theoretical training presented in the meeting room, backed up by hands-on experience in the nine vessels specifically set-up in a compound in the Dockyard. The vessels have a range of pre-arranged safety and maintenance issues "staged" to develop would be assessors skills and experience. In 2022 more course are planned, as per the lease agreement.

Author: Dan Hoare, Sue Stephenson

Date of report: 15 December 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 (2021-22) to end November 2021

Appendix 1 – Annual dredging figures 2021-22

Project title	Active Broad Authority dredging weeks completed/ planned	Planned volume removed m ³	Actual volume removed m ³	Planned annual project cost ¹	Actual project cost
River Waveney - completed Beccles to Geldeston (June-Sept)	13/17	6,000	6,910	121,260	87,370
River Waveney Oulton Broad to Peto's Marsh (May-Aug)	18/13	6,000	10,010	119,230	134,920
River Thurne Martham to Somerton, sediment to Hickling/Martham (Sept-Jan)	0/13	3,490	0	85,480	1,450
Heigham Sound to Chara Bay, Hickling (Sept-Dec)	10/0	0	5,520	0	CANAPE project costs
River Chet Loddon to Hardley Flood bank (Nov-Feb)	4/15	8,000	1,500	112,360	27,900
Site Restoration Waveney - Beccles, Rockland Short Dyke, Bure - Six Mile House	-	-	-	19,340	12,080
Total	45/58	23,490	23,940	457,670	263,720

¹ 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 November 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 November 2021) Days	Staff days worked (April 2021 to end November 2021) % of annual total
Dredging	1843	60.5%	1,072	35.2%
Mooring maintenance & repairs	626	20.6%	362	11.9%
Riverside tree management	180	5.9%	9	0.3%
Water plant cutting	230	7.6%	190	6.2%
Other navigation works	165	5.4%	148	4.9%
Total	3044		1781	

Navigation Committee

13 January 2022

Agenda item number 10

Draft budget 2022/23 and financial strategy to 2024/25

Report by Director of Finance

Purpose

To:

- i. inform the Committee of the actual Navigation income and expenditure for the eight-month period to 30 November 2021, and provide a forecast of the projected expenditure at the end of the financial year (31 March 2021);
 - ii. consult on the preparation of the Draft Budget for 2022/23 and Financial Strategy to 2024/25 prior to its consideration by the Broads Authority on 28 January 2022.
-

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1. Introduction

- 1.1. This report covers two items: Navigation Income and Expenditure and the draft budget.
- 1.2. Sections 2 to 5 give a summary of the income and expenditure for the Navigation budget up until 30 November, any amendments to the Latest Available Budget (LAB), Forecast Outturn (predicted year end position) and the movements on the earmarked reserves.
- 1.3. Section 6 contains the updated draft budget for 2022/23 and the draft financial strategy to 2024/25. The draft budget for 2022/23 was the basis of determining the navigation charges for 2022/23 considered by this committee on 21 October 2021. This is based on the 3.6% increase in navigation charges adopted formally by the Authority on 19 November 2021.

2. Overview of actual income and expenditure

Table 1

Actual Navigation income and expenditure by Directorate to 30 November 2021

Directorate	Profiled Latest Available Budget £	Actual income and expenditure £	Actual variance £
Income	(3,451,040)	(3,613,892)	+ 162,852
Operations	1,946,714	1,725,226	+ 221,488
Strategic Services	214,299	220,440	- 6,141
Chief Executive	527,951	476,910	+ 51,041
Projects, Corporate Items and Contributions from Earmarked Reserves	(106,647)	(21,895)	- 84,752
Net (Surplus) / Deficit	(868,723)	(1,213,211)	+ 344,488

- 2.1. Core Navigation income is above the profiled budget at the end of month eight. The overall position as at 30 November 2021 is a favourable variance of £344,488 or a 39.65% difference from the profiled LAB. This is principally due to:
 - An overall favourable variance of £162,852 within toll income:
 - Hire Craft Tolls is £63,087 above the profiled budget.

- Private Craft Tolls is £108,225 above the profiled budget.
- Short Visit Tolls is £10,519 behind the profile budget.
- Other Toll Income is £4,631 above the profiled budget.
- Investment income is £2,572 behind the profiled budget.
- An underspend within Operations relating to:
 - Construction and Maintenance Salaries is £20,766 behind the profiled budget due to 2% pay rise that was budgeted not being agreed by the National Joint Council (NJC) and the Unions, as well as some vacancies within the team.
 - Equipment, Vehicle and Vessels is £58,816 behind the profiled budget due to the availability of purchasing new equipment and vehicle replacements. With order times being so long this is likely to be deferred to 2022/23.
 - Water Management is £16,395 behind the profiled budget due to timing differences.
 - Practical Maintenance is £47,276 behind the profiled budget due to costs exceeding the available budget for Commissioners Cut and Dilham Mooring. Alternative options and timescales are being investigated.
 - Ranger Services is £62,206 behind the profiled budget due to the 2% pay rise that was budgeted not being agreed by the National Joint Council (NJC) and the Unions, to timing differences on the launch repairs and maintenance.
 - Premises is £12,174 behind the profiled budget due to reprioritising reserve expenditure plans which has meant some works have been deferred to 2022/23. This is so that solar panels for the Dockyard can be investigated.
- An overspend within Strategic Services relating to:
 - Human Resources is above the profiled budget by £11,901 due to staff cover.
- An underspend within Chief Executive relating to:
 - Legal expenditure is behind the profiled budget by £12,368 due to timing differences.
 - Finance and Insurance is behind the profiled budget by £16,737 due to vacancies and savings on the insurance tender.
 - ICT is behind the profiled budget by £15,052 due to timing differences.
- An adverse variance within reserves relating to:
 - Premises reserve is under the profiled budget due to the delays in the Dockyard expenditure which has been deferred to 2022/23.

- Property reserve is above the profiled budget due to the purchase of Berney Mill moorings 2.
 - Plant, Vessels and Equipment reserve is under the profiled budget due to the delays in equipment and vehicle replacements.
- 2.2. The charts at Appendix 1 provide a visual overview of actual income and expenditure compared with both the original budget and the LAB.

3. Latest Available Budget

- 3.1. The Authority's income and expenditure is monitored against the Latest Available Budget (LAB) for 2021/22. The LAB is based on the original budget for the year, with adjustments for known and approved budget changes such as carry-forwards and budget virements. Full details of movements from the original budget are in Appendix 2.

Table 2

Adjustments to Navigation LAB

Item	Authorisation reference	Amount £
Original navigation budget 2020/21 (deficit)	Broads Authority 29/01/21 Agenda item number 8	221,915
Approved carry-forwards	Broads Authority 30/04/21 Agenda item number 9	77,972
Transfer from Finance to HR payroll budget	CEO approved 15/06/21	(421)
LAB as at 30 November 2021	n/a	299,466

- 3.2. The LAB therefore provides for a navigation deficit of £299,466 in 2021/22 as at 30 November 2021.

4. Overview of forecast outturn 2021/22

- 4.1. Budget holders have been asked to comment on the expected income and expenditure at the end of the financial year in respect of all budget lines for which they are responsible.
- 4.2. As at the end of November 2021, the forecast indicates there has been no change compared to the LAB:
- The total forecast income is £3,688,900.
 - Total expenditure is forecast to be £3,892,721.
 - The resulting deficit for the year is forecast to be £203,821.

- 4.3. The forecast outturn reflects the following changes from the LAB as shown in Table 3. The forecast deficit represents a favourable variance of £95,646 against the LAB.

Table 3

Adjustments to Forecast Outturn

Item	Amount £
Forecast outturn deficit per LAB	299,466
Adjustments previously reported	(80,234)
Salary adjustments for vacancies	(3,998)
Insurance tender savings	(9,649)
Volunteer services savings	(1,764)
Forecast outturn deficit as at 30 November 2021	203,821

5. Reserves

Table 4

Navigation Earmarked Reserves

Reserve name	Balance at 1 April 2021 £	In-year movements £	Current reserve balance £
Property	(397,658)	(6,342)	(404,000)
Plant, Vessels and Equipment	(259,014)	(80,621)	(339,635)
Premises	(89,781)	(35,686)	(125,467)
CANAPE	(195,661)	49,972	(145,689)
Computer Software	(10,232)	(3,300)	(13,532)
Total	(952,346)	(75,977)	(1,028,323)

- 5.1. As in previous years, the Authority's contributions to the reserves have all been made in full at the end of quarter one. This has resulted in the reserves showing increased balances.
- 5.2. Items funded from the Plant, Vessels and Equipment reserve include two replacement Ranger vehicles, boat trailer and hydro acoustic equipment. The Property reserve has funded the purchase of Berney Mill moorings 2.

6. 2022/23 budget proposals

- 6.1. The draft budget is set out in Appendix 3 and the financial strategy to 2024/25 to provide context.

- 6.2. As in previous years the budget has been prepared on a zero-budget basis. This makes no assumptions of the automatic rollover of previous years' budgets. Budget holders are sent a template in July to consider expenditure for the next financial year in line with strategic direction previously agreed with members. It takes into consideration priorities around dredging, moorings and plant cutting agreed in the relevant strategies and is split between essential and desirable expenditure. This is then reviewed by Management Team in September to ensure requests are in line with expectations. It provides the baseline information for the Tolls briefing to consider in September prior to making recommendations around the level of navigation charges required.
- 6.3. The draft budget takes into account of the following factors:
- A provisional 2% pay increase for staff. It should be noted that the outcome for the 2021/22 remains unknown. For 2021/22 a provision for a 2% increase was included in the budget.
 - Additional Employer National Insurance for health and social care costs.
 - Rising inflation may reduce the scale of some of the planned projects.
 - Red diesel used in plant and equipment will no longer be entitled to reduced rate of tax from 1 April 2022.
 - Boat numbers will remain below 2021/22 levels.
 - National Park Grant remains at 2021/22 level. This is subject to confirmation from DEFRA.
 - £50,000 will be transferred from Navigation reserves annually to repay the £250,000 payment from National Park reserves.
 - Maintaining the Navigation reserve at 10% of net expenditure.
- 6.4. Total core Navigation income for 2022/23 is budgeted to be £3,758,390, including £1,186,000 for hire craft tolls and £2,489,000 for private craft tolls. This income takes account of the latest available data for boat numbers. Net Navigation expenditure is budgeted at £3,895,509. This will result in a budget deficit of £137,119, which is balanced by the use of funds from the Navigation reserve. After taking into account the transfer of £1,500 of interest to earmarked reserves, and the first instalment of the £50,000, reserves at the end of March 2023 are forecast to be £500,595, 12.9% of net expenditure for the year.
- 6.5. Table 5 sets out an overview of the proposed 2022/23 budget, which is provided in more detail in Appendix 3.

Table 5
Draft 2022/23 Budget

Source	National Park £	Navigation £	Consolidated £
National Park Grant	(3,414,078)	0	(3,414,078)
Navigation Tolls	0	(3,755,390)	(3,755,390)
Other Income	(3,000)	(3,000)	(6,000)
Total Income	(3,417,078)	(3,758,390)	(7,175,468)
Operations	1,663,813	3,027,533	4,691,346
Strategic Services	1,337,341	343,361	1,680,702
Chief Executive	876,213	759,562	1,635,775
Corporate Items	93,638	52,962	146,600
Contributions from earmarked reserves	(348,562)	(287,908)	(636,469)
Total Expenditure	3,622,443	3,895,510	7,517,953
Net (Surplus / Deficit	205,365	137,120	342,485
Opening Reserves (Forecast)	(753,212)	(689,215)	(1,442,427)
(Surplus) / Deficit for the year	205,365	137,120	342,485
Interest transfer	1,500	1,500	3,000
Contribution to National Park Reserve (General)	(50,000)	50,000	0
Closing Reserves (Forecast)	(596,347)	(500,595)	(1,096,942)

7. Operations

- 7.1. The Operations budget has seen an increase to staff costs to reflect the provisional 2% pay increase, subject to negotiations by the NJC. Vessels and Equipment has seen an increase due to rising costs of material required for repairs and maintenance and the change to tax rate on red diesel. Safety salaries have increased following the decision to increase Hire Boat Licensing from 1 day a week to 3 days a week. In other areas of the budget, the provision represents the level of funding required to enable services to be delivered.
- 7.2. As with previous years, however, it is important to recognise that the Operations budget has no capacity to take on additional projects or ad-hoc work in 2022/23.

8. Strategic Services

- 8.1. As with the Operations budget, staff costs have increased for the same reasons, and there is little capacity to take on additional projects or other ad-hoc work. In other areas of the budget, the provision represents the level of funding required to enable continuation of the levels of service delivered in the current year.

9. Chief Executive

- 9.1. Staffing budgets for Finance and Collection of Tolls have increased as outlined in the Navigation charges report. These changes will help reduce the growing pressure in tolls and strengthen the Finance team. In general staff costs have increased for the same reasons as Operations and Strategic Services.

10. Central and shared costs and cost apportionment

- 10.1. Cost apportionments remains broadly the same as those for 2021/22 and are consistent with the principles agreed by the Resources Allocation Working Group. Full details of apportionments by budget line for 2022/23 are set out in Appendix 3.
- 10.2. The overall split of estimated income and proposed net expenditure in 2022/23 remains broadly the same, 48% National Park and 52% Navigation.
- 10.3. Table 6 provides further details of central and shared costs. These should not be seen as synonymous with overheads, but have been identified in line with those areas specifically examined by the Resource Allocation Working Group. As such, they reflect costs across the Authority included within the budgets of both Operations and Strategic Services directorates, and from the Chief Executive section.

Table 6

Central and shared costs

Cost/Percentage split	2022/23 National Park £000s	2022/23 Navigation £000s	2022/23 Consolidated £000s	2023/24 National Park £000s	2023/24 Navigation £000s	2023/24 Consolidated £000s	2024/25 National Park £000s	2024/25 Navigation £000s	2024/25 Consolidated £000s
Share of central and shared costs	1,716	1,130	2,846	1,690	1,109	2,799	1,655	1,128	2,783

Cost/Percentage split	2022/23 National Park £000s	2022/23 Navigation £000s	2022/23 Consolidated £000s	2023/24 National Park £000s	2023/24 Navigation £000s	2023/24 Consolidated £000s	2024/25 National Park £000s	2024/25 Navigation £000s	2024/25 Consolidated £000s
Pension contribution lump-sum	94	53	147	122	79	201	126	82	208
Total	1,810	1,183	2,993	1,812	1,188	3,000	1,781	1,210	2,991
Percentage split of central and shared costs	60%	40%	100%	60%	40%	100%	60%	40%	100%
Total core income	(3,417)	(3,758)	(7,175)	(3,422)	(3,898)	(7,320)	(3,429)	(4,066)	(7,495)
Central and shared costs as percentage of core income	53%	31%	42%	53%	30%	41%	52%	30%	40%

10.4. Central and shared costs have been identified in line with the work of the Resource Allocation Working Group to include operational property, finance and insurance; communications; collection of tolls; ICT; legal; head office; office expenses and pool vehicles; directorate management and administration costs; human resources and staff training; governance and member's allowances; and the Chief Executive. All of these play a vital role in supporting the delivery of front-line services. Central and shared costs also include the lump sum pension contribution, which is made annually to reduce the Authority's share of the pension deficit as calculated by the pension fund actuary. As a percentage of income, central and shared costs are broadly static and remain at the same level as 2021/22 (Navigation percentage split of central and shared costs 42%, central and shared costs as a percentage of core income 33%).

11. Assumptions used for the budget and financial strategy

11.1. The following key assumptions have been applied in developing the draft budget and financial strategy:

- Navigation tolls will be collected in line with the budget and boat numbers will remain as forecast;
- Salary negotiations for 2021/22 will be in line with the 2% budgeted and increases from 2022/23 onwards are based on a provisional increase of 2%, subject to negotiations with the NJC;
- Staffing levels will remain at 100% of budget. Staff turnover may result in timing differences between vacancy and appointment. Where these savings arise, the forecast will be adjusted accordingly;
- The forecast outturn position for 2021/22 will be delivered in line with budget holders' projections;
- The Hire Boat Licensing Officer hours will be increased through Hire Boat Licensing fees; and
- 2022/23 will see the first instalment of £50,000 being transferred back to the National Park reserve.

11.2. A detailed sensitivity analysis for some of these key assumptions is set out below in table 7.

Table 7

Budget sensitivity analysis

Assumption	Change in assumption	Approximate financial impact of change £ (+/-)
National Park Budget for 2021/22 will be delivered in line with forecast outturn	1% under/overspend against National Park budget	36,000
Navigation Budget for 2021/22 will be delivered in line with forecast outturn	1% under/overspend against Navigation budget	39,000
Overall salary increase of 2% in 2022/23	1% change in salary inflation	51,000
Boat numbers and distribution remain as predicted in 2022/23	1% change in navigation toll income	37,000
National Park Grant in line with current allocations and no	1% change in National Park allocation	34,000

Assumption	Change in assumption	Approximate financial impact of change £ (+/-)
further reduction applied in 2022/23		

12. Earmarked reserves

- 12.1. The Authority's earmarked reserve strategy for the period 2022/23 to 2024/25 is set out in Appendix 4. The strategy details the actual balance of earmarked reserves at the end of November 2021, planned expenditure until the end of the financial year, and also provides an analysis of movements in reserves split between national park and navigation in all years to 2024/25.
- 12.2. Navigation earmarked reserves stand at £1,028,323 at the end of November 2021 and are forecast to increase (to £1,173,516) by the end of the financial year due to receipt of CANAPE grant income and the contribution of £88,000 towards the new toll system.
- 12.3. Appendix 4 reflects the contributions to reserves allowed for in the budget and financial strategy set out in Appendix 3. Planned expenditure from reserves is itemised within Appendix 2 and includes in 2022/23:
- Replace large mower (deferred from 2021/22), welfare barge, JCB JS160, Yanmar tracked carrier and JCB Tractor replacement;
 - Replace nine vehicles, three deferred from 2021/22;
 - Replacement of a ranger launch engine;
 - Dockyard solar power project; and
 - CANAPE project expenditure.
- 12.4. Planned expenditure from earmarked reserves in 2023/24 and 2024/25 includes the continued CANAPE project expenditure, replacement of six vehicles at an estimated cost of £105,820 (with £65,749 relating to navigation), replacement of a wherry at an estimated cost of £120,000 (with £84,000 relating to navigation) and replacement of Ranger launch at an estimated cost of £100,000 (with £100,000 relating to navigation).
- 12.5. Taking account of all these items, the forecast balance of navigation earmarked reserves at the end of 2024/25 is £1,269,650, although it should be noted that expenditure plans for 2023/2 and beyond are likely to be refined again when the Financial Strategy for 2023/24 is developed later on this year.
- 12.6. In 2023/24 the final payment from the CANAPE project will have been received. Any surplus balance will need to be redistributed 50:50 between national park and navigation reserves. The exact amount is currently difficult to forecast given the income is received in Euros and there is uncertainty surrounding the exchange rate, so the

figure included in Appendix 4 should not be seen as absolute. Officers are currently reviewing available options for the closing balance and this will be brought back to members at a future date. Options on the navigation side could include increasing the moorings/piling part of the property reserves or creating a new reserve to provide match funding for future projects.

13. Summary

- 13.1. The draft budget presented here incorporates the navigation charges for 2022/23 and is designed to allow the Authority to continue to deliver priority navigation activities at the required level, while making prudent provision for asset maintenance over the life of the strategy and beyond. Minor adjustments have also been made reflecting the latest staffing forecasts. As a result of all these factors, there is no capacity within the budget for additional projects.
- 13.2. The National Park part of the budget shows a deficit for the next three years. This will be balanced by using funds in the National Park Reserve, resulting in a reserve balance of £596,347 at the end of 2022/23. While the outcome of a new settlement is awaited, figures for 2022/23 onwards should be viewed with a high degree of uncertainty. The impact of any change (positive or negative) will need careful consideration to make sure expenditure is sustainable.
- 13.3. It is important to recognise that the budget as a whole is highly sensitive to changes in salary inflation, and as a result a significant proportion of the budget is made up of staff costs. The budget is based on a 2% increase in salaries for period April 2022 to March 2025. There continues to be uncertainty about the likely award.
- 13.4. The deficit of £137,120 allowed for in the 2022/23 budget will be balanced by using funds held within the Navigation reserve and will continue to maintain the reserve above the 10%. The impact of rising inflation should also not be underestimated and its effect on purchasing materials and energy. The investigations into solar power at the dockyard will mitigate some of these rising costs.
- 13.5. On both sides of the budget expenditure is being balanced via the use of reserves. Management Team considered a percentage cut to all budgets but felt this was not achievable due to statutory expenditure beyond the budget holders' control. The level of reserves held by the Authority provides a short-term solution to increasing costs and allows time to plan for achievable medium-term savings that will benefit both sides of the budget whilst maintaining appropriate minimum level of reserves.
- 13.6. As in previous years, it remains the case that the indicative tolls increase in 2023/24 and beyond will need to be revisited during next year's budget setting process to ensure they remain appropriate. This could be as a result of any variations from current assumptions or changes to outturn figures for 2021/22.

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Date of report: 22 December 2021

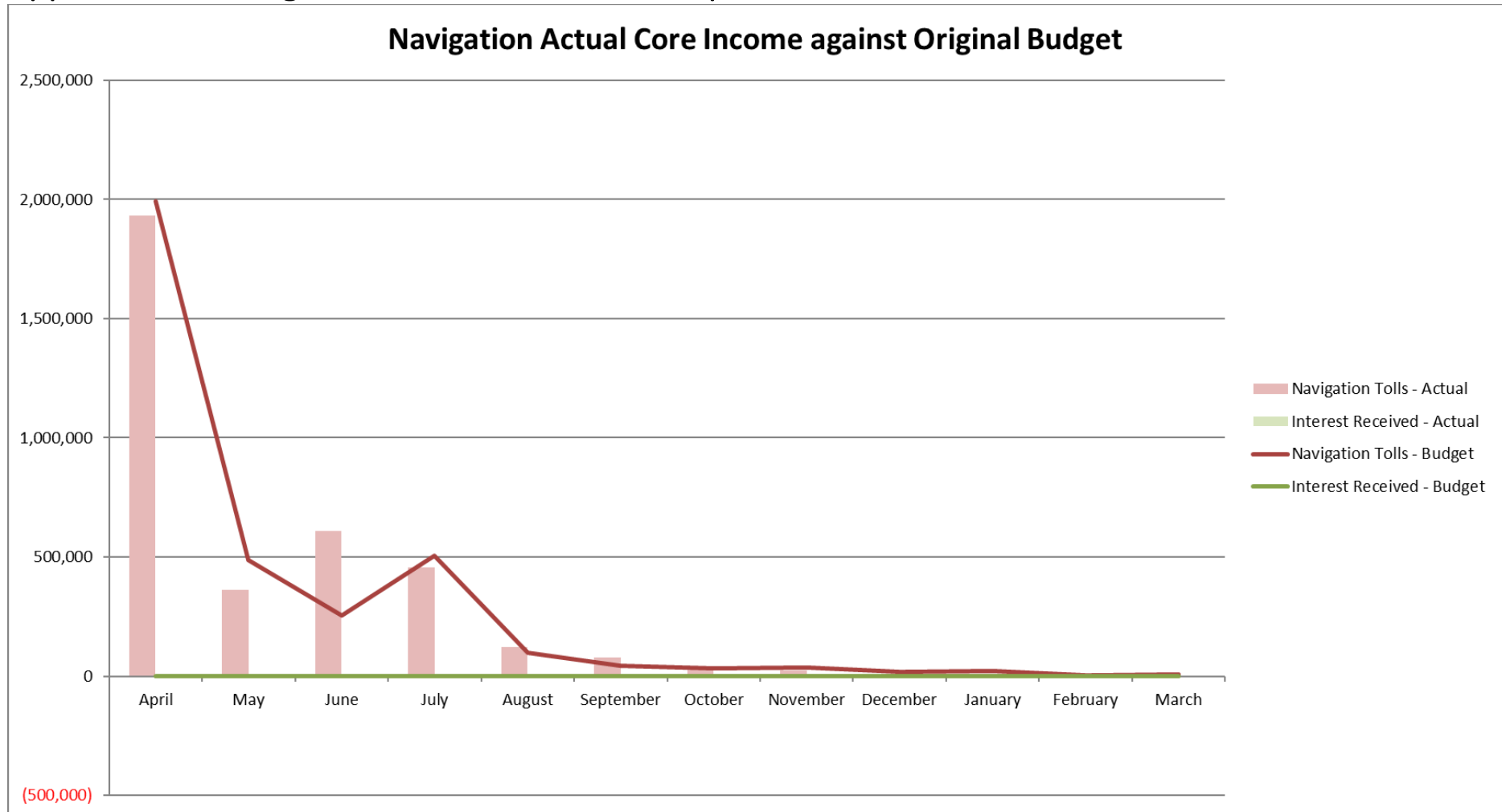
Appendix 1 – Navigation actual income and expenditure charts to 30 November 2021

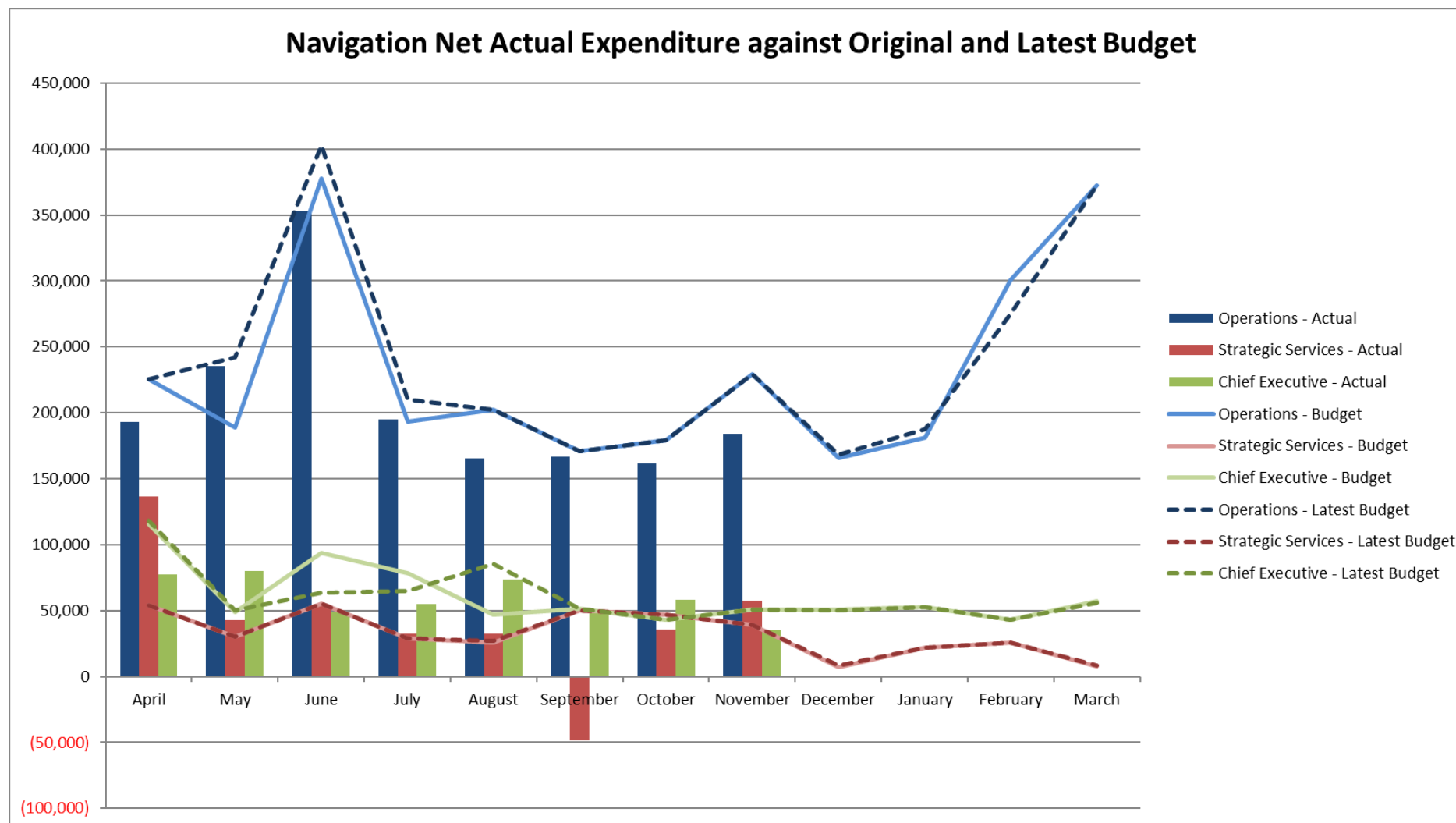
Appendix 2 – Financial monitor: Navigation income and expenditure 2021/22

Appendix 3 – 2022/23 Budget and Financial Strategy to 2024/25

Appendix 4 – Earmarked reserves 21/22 for budget

Appendix 1 – Navigation actual income and expenditure charts to 30 November 2021





Appendix 2 – Financial monitor: Navigation income and expenditure 2021/22

Table 1

Income

Row Labels	Original budget (Navigation) £	Budget adjustments (Navigation) £	Latest Available Budget (Navigation) £	Forecast outturn (Navigation) £	Forecast outturn variance (Navigation) £
Income Total	(3,503,650)	0	(3,503,650)	(3,688,900)	+ 185,250
National Park Grant	0	0	0	0	+ 0
Income	0	0	0	0	+ 0
Hire Craft Tolls	(1,131,000)	0	(1,131,000)	(1,193,100)	+ 62,100
Income	(1,131,000)	0	(1,131,000)	(1,193,100)	+ 62,100
Private Craft Tolls	(2,303,000)	0	(2,303,000)	(2,429,900)	+ 126,900
Income	(2,303,000)	0	(2,303,000)	(2,429,900)	+ 126,900
Short Visit Tolls	(45,000)	0	(45,000)	(45,000)	+ 0
Income	(45,000)	0	(45,000)	(45,000)	+ 0
Other Toll Income	(17,900)	0	(17,900)	(17,900)	+ 0
Income	(17,900)	0	(17,900)	(17,900)	+ 0
Interest	(6,750)	0	(6,750)	(3,000)	- 3,750
Income	(6,750)	0	(6,750)	(3,000)	- 3,750

Table 2
Operations

Row Labels	Original budget (Navigation) £	Budget adjustments (Navigation) £	Latest Available Budget (Navigation) £	Forecast outturn (Navigation) £	Forecast outturn variance (Navigation) £
Operations Total	2,900,656	77,500	2,978,156	2,872,771	+ 105,385
Construction and Maintenance Salaries	834,956	0	834,956	834,956	+ 0
Salaries	834,956	0	834,956	834,956	+ 0
Expenditure	0	0	0	0	+ 0
Equipment, Vehicles & Vessels	369,880	0	369,880	369,880	+ 0
Income	(6,090)	0	(6,090)	(6,090)	+ 0
Expenditure	375,970	0	375,970	375,970	+ 0
Water Management	95,135	0	95,135	95,135	+ 0
Expenditure	95,135	0	95,135	95,135	+ 0
Land Management	0	0	0	0	+ 0
Income	0	0	0	0	+ 0
Expenditure	0	0	0	0	+ 0
Practical Maintenance	394,836	77,500	472,336	472,336	+ 0
Income	(11,000)	0	(11,000)	(11,000)	+ 0
Expenditure	405,836	77,500	483,336	483,336	+ 0
Waterways and Recreation Strategy	28,290	0	28,290	28,290	+ 0

Row Labels	Original budget (Navigation) £	Budget adjustments (Navigation) £	Latest Available Budget (Navigation) £	Forecast outturn (Navigation) £	Forecast outturn variance (Navigation) £
Income	0	0	0	0	+ 0
Salaries	19,290	0	19,290	19,290	+ 0
Expenditure	9,000	0	9,000	9,000	+ 0
Project Funding	1,089	0	1,089	1,089	+ 0
Expenditure	0	0	0	0	+ 0
Pension Payments	1,089	0	1,089	1,089	+ 0
Ranger Services	837,448	0	837,448	737,448	+ 100,000
Income	(7,000)	0	(7,000)	(7,000)	+ 0
Salaries	588,028	0	588,028	588,028	+ 0
Expenditure	256,245	0	256,245	156,245	+ 100,000
Pension Payments	175	0	175	175	+ 0
Safety	92,113	0	92,113	86,728	+ 5,385
Income	(1,000)	0	(1,000)	(1,000)	+ 0
Salaries	43,735	0	43,735	47,425	- 3,690
Expenditure	49,378	0	49,378	40,303	+ 9,075
Premises	126,462	0	126,462	126,462	+ 0
Income	(2,450)	0	(2,450)	(2,450)	+ 0
Expenditure	128,912	0	128,912	128,912	+ 0

Row Labels	Original budget (Navigation) £	Budget adjustments (Navigation) £	Latest Available Budget (Navigation) £	Forecast outturn (Navigation) £	Forecast outturn variance (Navigation) £
Operations Management and Administration	45,372	0	45,372	45,372	+ 0
Salaries	42,567	0	42,567	42,567	+ 0
Expenditure	2,805	0	2,805	2,805	+ 0
Premises - Head Office	75,075	0	75,075	75,075	+ 0
Income	0	0	0	0	+ 0
Expenditure	75,075	0	75,075	75,075	+ 0

Table 3
Strategic Services

Row Labels	Original budget (Navigation) £	Budget adjustments (Navigation) £	Latest Available Budget (Navigation) £	Forecast outturn (Navigation) £	Forecast outturn variance (Navigation) £
Strategic Services Total	304,821	3,342	308,162	331,228	- 23,066
Development Management	4,361	0	4,361	4,361	+ 0
Income	0	0	0	0	+ 0
Salaries	4,361	0	4,361	4,361	+ 0
Expenditure	0	0	0	0	+ 0
Pension Payments	0	0	0	0	+ 0

Row Labels	Original budget (Navigation) £	Budget adjustments (Navigation) £	Latest Available Budget (Navigation) £	Forecast outturn (Navigation) £	Forecast outturn variance (Navigation) £
Strategy and Projects Salaries	8,845	0	8,845	8,845	+ 0
Income	0	0	0	0	+ 0
Salaries	8,800	0	8,800	8,800	+ 0
Expenditure	45	0	45	45	+ 0
Biodiversity Strategy	0	0	0	0	+ 0
Income	0	0	0	0	+ 0
Expenditure	0	0	0	0	+ 0
Human Resources	57,283	3,342	60,624	85,454	- 24,830
Income	0	0	0	0	+ 0
Salaries	33,185	0	33,185	58,015	- 24,830
Expenditure	24,097	3,342	27,439	27,439	+ 0
Volunteers	29,676	0	29,676	27,912	+ 1,764
Salaries	20,428	0	20,428	20,428	+ 0
Expenditure	9,248	0	9,248	7,484	+ 1,764
Communications	80,430	0	80,430	80,430	+ 0
Income	0	0	0	0	+ 0
Salaries	70,455	0	70,455	70,455	+ 0
Expenditure	9,975	0	9,975	9,975	+ 0

Row Labels	Original budget (Navigation) £	Budget adjustments (Navigation) £	Latest Available Budget (Navigation) £	Forecast outturn (Navigation) £	Forecast outturn variance (Navigation) £
Visitor Centres and Yacht Stations	90,263	0	90,263	90,263	+ 0
Income	(69,450)	0	(69,450)	(69,450)	+ 0
Salaries	134,025	0	134,025	134,025	+ 0
Expenditure	25,688	0	25,688	25,688	+ 0
Strategic Services Management and Administration	33,963	0	33,963	33,963	+ 0
Salaries	32,958	0	32,958	32,958	+ 0
Expenditure	1,005	0	1,005	1,005	+ 0
Strategy and Projects	0	0	0	0	+ 0
Income	0	0	0	0	+ 0
Salaries	0	0	0	0	+ 0
Expenditure	0	0	0	0	+ 0

Table 4

Chief Executive

Row Labels	Original budget (Navigation) £	Budget adjustments (Navigation) £	Latest Available Budget (Navigation) £	Forecast outturn (Navigation) £	Forecast outturn variance (Navigation) £
Chief Executive Total	733,553	(3,290)	730,263	813,232	- 82,969
Legal	32,500	0	32,500	32,500	+ 0
Income	(2,500)	0	(2,500)	(2,500)	+ 0
Expenditure	35,000	0	35,000	35,000	+ 0
Governance	82,139	0	82,139	78,044	+ 4,095
Salaries	56,021	0	56,021	51,926	+ 4,095
Expenditure	26,118	0	26,118	26,118	+ 0
Chief Executive	48,705	0	48,705	48,705	+ 0
Salaries	47,773	0	47,773	47,773	+ 0
Expenditure	932	0	932	932	+ 0
Asset Management	81,302	0	81,302	101,422	- 20,120
Income	(2,000)	0	(2,000)	(2,000)	+ 0
Salaries	21,020	0	21,020	21,020	+ 0
Expenditure	62,283	0	62,283	82,403	- 20,120
Finance and Insurance	191,521	(3,290)	188,231	173,102	+ 15,129
Salaries	85,230	0	85,230	79,750	+ 5,480

Row Labels	Original budget (Navigation) £	Budget adjustments (Navigation) £	Latest Available Budget (Navigation) £	Forecast outturn (Navigation) £	Forecast outturn variance (Navigation) £
Expenditure	106,291	(3,290)	103,001	93,352	+ 9,649
Collection of Tolls	152,530	0	152,530	152,530	+ 0
Salaries	141,330	0	141,330	141,330	+ 0
Expenditure	11,200	0	11,200	11,200	+ 0
ICT	144,857	0	144,857	226,930	- 82,073
Income	0	0	0	0	+ 0
Salaries	66,482	0	66,482	60,555	+ 5,927
Expenditure	78,375	0	78,375	166,375	- 88,000

Table 5

Projects and Corporate items

Row Labels	Original budget (Navigation) £	Budget adjustments (Navigation) £	Latest Available Budget (Navigation) £	Forecast outturn (Navigation) £	Forecast outturn variance (Navigation) £
Projects and Corporate Items Total	27,277	0	27,277	27,277	+ 0
Partnerships / HLF	(23,684)	0	(23,684)	(23,684)	+ 0
Income	(64,524)	0	(64,524)	(64,524)	+ 0
Salaries	14,540	0	14,540	14,540	+ 0

Row Labels	Original budget (Navigation) £	Budget adjustments (Navigation) £	Latest Available Budget (Navigation) £	Forecast outturn (Navigation) £	Forecast outturn variance (Navigation) £
Expenditure	26,300	0	26,300	26,300	+ 0
Corporate Items	50,960	0	50,960	50,960	+ 0
Expenditure	1,760	0	1,760	1,760	+ 0
Pension Payments	49,200	0	49,200	49,200	+ 0

Table 6

Contributions from earmarked reserves

Row Labels	Original budget (Navigation) £	Budget adjustments (Navigation) £	Latest Available Budget (Navigation) £	Forecast outturn (Navigation) £	Forecast outturn variance (Navigation) £
Total contributions from Earmarked Reserves	(240,742)	0	(240,742)	(151,787)	- 88,955
Earmarked Reserves	(240,742)	0	(240,742)	(151,787)	- 88,955
Expenditure	(240,742)	0	(240,742)	(151,787)	- 88,955

Table 7

Net (Surplus) / Deficit

Row Labels	Original budget (Navigation) £	Budget adjustments (Navigation) £	Latest Available Budget (Navigation) £	Forecast outturn (Navigation) £	Forecast outturn variance (Navigation) £
Grand Total	221,915	77,552	299,466	203,821	+ 95,646

Appendix 3 – 2022/23 Budget and Financial Strategy to 2024/25

Row Labels	2020/21			2021/22						2022/23			2023/24			2024/25			2022/23 Apportionment	
	National Park 2020/21 (Actual)	Navigation 2020/21 (Actual)	Consolidated 2020/21 (Actual)	National Park 2021/22 (Latest Available Budget)	Navigation 2021/22 (Latest Available Budget)	Consolidated 2021/22 (Latest Available Budget)	National Park 2021/22 (Forecast)	Navigation 2021/22 (Forecast)	Consolidated 2021/22 (Forecast)	National Park 2022/23 (Budget)	Navigation 2022/23 (Budget)	Consolidated 2022/23 (Budget)	National Park 2023/24 (Budget)	Navigation 2023/24 (Budget)	Consolidated 2023/24 (Budget)	National Park 2024/25 (budget)	Navigation 2024/25 (Budget)	Consolidated 2024/25 (Budget)	National Park	Navigation
Income																				
Income																				
National Park Grant	(3,414,078)	0	(3,414,078)	(3,414,078)	0	(3,414,078)	(3,414,078)	0	(3,414,078)	(3,414,078)	0	(3,414,078)	(3,414,078)	0	(3,414,078)	(3,414,078)	0	(3,414,078)	100%	0%
Hire Craft Tolls	0	(1,104,677)	(1,104,677)	0	(1,131,000)	(1,131,000)	0	(1,193,100)	(1,193,100)	0	(1,186,000)	(1,186,000)	0	(1,229,000)	(1,229,000)	0	(1,280,000)	(1,280,000)	0%	100%
Private Craft Tolls	0	(2,228,404)	(2,228,404)	0	(2,303,000)	(2,303,000)	0	(2,429,900)	(2,429,900)	0	(2,489,000)	(2,489,000)	0	(2,579,000)	(2,579,000)	0	(2,685,000)	(2,685,000)	0%	100%
Short Visit Tolls	0	(36,392)	(36,392)	0	(45,000)	(45,000)	0	(45,000)	(45,000)	0	(48,000)	(48,000)	0	(50,000)	(50,000)	0	(53,000)	(53,000)	0%	100%
Other Toll Income	0	(15,711)	(15,711)	0	(17,900)	(17,900)	0	(17,900)	(17,900)	0	(32,390)	(32,390)	0	(32,610)	(32,610)	0	(32,930)	(32,930)	0%	100%
Interest	(11,167)	(11,167)	(22,334)	(6,750)	(6,750)	(13,500)	(3,000)	(3,000)	(6,000)	(3,000)	(3,000)	(6,000)	(7,500)	(7,500)	(15,000)	(15,000)	(15,000)	(30,000)	50%	50%
Income Total	(3,425,245)	(3,396,351)	(6,821,597)	(3,420,828)	(3,503,650)	(6,924,478)	(3,417,078)	(3,688,900)	(7,105,978)	(3,417,078)	(3,758,390)	(7,175,468)	(3,421,578)	(3,898,110)	(7,319,688)	(3,429,078)	(4,065,930)	(7,495,008)	48%	52%
Income Total	(3,425,245)	(3,396,351)	(6,821,597)	(3,420,828)	(3,503,650)	(6,924,478)	(3,417,078)	(3,688,900)	(7,105,978)	(3,417,078)	(3,758,390)	(7,175,468)	(3,421,578)	(3,898,110)	(7,319,688)	(3,429,078)	(4,065,930)	(7,495,008)	48%	52%
Net Expenditure																				
Operations																				
Construction and Maintenance Salaries	491,566	814,335	1,305,901	515,704	854,246	1,369,950	515,704	854,246	1,369,950	538,100	888,240	1,426,340	528,654	884,766	1,413,420	542,664	909,096	1,451,760	38%	62%
Construction and Maintenance Salaries (Income)	0	0	0	0	0	0	0	0	0	(2,693)	(6,277)	(8,970)	0	0	0	0	0	0	30%	70%
Equipment, Vehicles and Vessels	131,280	306,319	437,599	158,730	370,370	529,100	127,907	298,449	426,355	219,404	511,942	731,345	187,806	438,214	626,020	140,850	328,650	469,500	30%	70%
Equipment, Vehicles and Vessels (Income)	(4,984)	(11,629)	(16,613)	(210)	(490)	(700)	(210)	(490)	(700)	(210)	(490)	(700)	(210)	(490)	(700)	(210)	(490)	(700)	30%	70%
Water Management	5,156	78,683	83,839	3,500	95,135	98,635	3,500	95,135	98,635	3,000	76,840	79,840	3,000	76,840	79,840	3,000	76,840	79,840	4%	96%
Water Management (Income)	0	(2,364)	(2,364)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0%	0%
Land Management	50,781	0	50,781	64,565	0	64,565	64,565	0	64,565	56,820	0	56,820	56,820	0	56,820	56,820	0	56,820	100%	0%
Land Management (Income)	(100,401)	0	(100,401)	(86,536)	0	(86,536)	(86,536)	0	(86,536)	(97,606)	0	(97,606)	(97,606)	0	(97,606)	(97,606)	0	(97,606)	100%	0%
Waterways and Recreation Strategy	0	4,800	4,800	0	9,000	9,000	0	9,000	9,000	3,000	9,000	12,000	3,000	9,000	12,000	3,000	9,000	12,000	25%	75%
Waterways and Recreation Strategy (Income)	0	(458)	(458)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0%	0%
Practical Maintenance	94,324	273,646	367,970	85,550	485,336	570,886	85,550	485,336	570,886	226,330	424,865	651,195	79,550	424,865	504,415	79,550	424,865	504,415	35%	65%
Practical Maintenance (Income)	0	(10,317)	(10,317)	0	(11,000)	(11,000)	0	(11,000)	(11,000)	0	(11,000)	(11,000)	0	(11,000)	(11,000)	0	(11,000)	(11,000)	0%	100%
Ranger Services	228,092	631,076	859,168	275,982	844,448	1,120,430	275,982	744,448	1,020,430	283,641	791,259	1,074,900	278,541	857,359	1,135,900	282,408	762,050	1,044,458	26%	74%
Ranger Services (Income)	(1,029)	(2,400)	(3,429)	0	(7,000)	(7,000)	0	0	0	0	0	0	0	(7,000)	(7,000)	0	0	0	0%	0%
Safety	34,756	75,870	110,626	55,407	93,113	148,520	36,982	87,728	124,710	38,395	85,035	123,430	39,114	86,846	125,960	55,057	96,483	151,540	31%	69%
Safety (Income)	(11,078)	(6,517)	(17,595)	0	(1,000)	(1,000)	0	(1,000)	(1,000)	0	(1,000)	(1,000)	0	(1,000)	(1,000)	0	(1,000)	(1,000)	0%	100%
Project Funding	15,243	1,087	16,330	61,011	1,089	62,100	61,011	1,089	62,100	11,011	1,089	12,100	11,011	1,089	12,100	11,011	1,089	12,100	91%	9%
Project Funding (Income)	45,759	0	45,759	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0%	0%
Operational Property	38,169	66,859	105,028	97,748	128,912	226,660	97,748	128,912	226,660	100,107	135,583	235,690	86,313	103,397	189,710	86,313	103,397	189,710	42%	58%
Operational Property (Income)	(1,369)	(3,195)	(4,564)	(1,050)	(2,450)	(3,500)	(1,050)	(2,450)	(3,500)	(1,050)	(2,450)	(3,500)	(1,050)	(2,450)	(3,500)	(1,050)	(2,450)	(3,500)	30%	70%
Operations Management and Admin	91,794	45,212	137,006	92,118	45,372	137,490	92,118	45,372	137,490	98,209	48,371	146,580	96,842	47,698	144,540	97,123	47,837	144,960	67%	33%
Operations Management and Admin (Income)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0%	0%
Head Office	216,832	74,408	291,240	183,805	75,075	258,880	183,805	75,075	258,880	187,355	76,525	263,880	187,355	76,525	263,880	187,355	76,525	263,880	71%	29%
Head Office (Income)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0%	0%
Operations Total	1,324,890	2,335,416	3,660,305	1,506,324	2,980,156	4,486,480	1,457,076	2,809,849	4,266,925	1,663,812	3,027,532	4,691,344	1,459,140	2,984,659	4,443,799	1,446,285	2,820,892	4,267,177	35%	65%
Strategic Services																				
Development Management	445,003	4,270	449,273	513,420	8,800	522,220	513,420	8,800	522,220	459,756	4,484	464,240	469,269	4,541	473,810	480,565	4,635	485,200	99%	1%
Development Management (Income)	(92,843)	0	(92,843)	(90,000)	0	(90,000)	(90,000)	0	(90,000)	(100,000)	0	(100,000)	(100,000)	0	(100,000)	(100,000)	0	(100,000)	100%	0%
Strategy and Projects Salaries	103,710	8,378	112,088	63,489	4,361	67,850	63,489	4,361	67,850	123,379	10,231	133,610	99,354	9,826	109,180	101,392	10,028	111,420	92%	8%
Strategy and Projects	123,239	0	123,239	101,080	45	101,125	101,080	45	101,125	68,890	0	68,890	71,050	0	71,050	71,950	0	71,950	100%	0%
Strategy and Projects (Income)	(23,000)	0	(23,000)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0%	0%
Biodiversity Strategy	12,371	24	12,395	11,270	0	11,270	11,270	0	11,270	11,900	0	11,900	11,900	0	11,900	11,900	0	11,900	100%	0%
Biodiversity Strategy (Income)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0%	0%
Environment Land Management System	33,185	0	33,185	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0%	0%
Environment Land Management System (Income)	(32,934)	0	(32,934)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0%	0%
Water Environment Grant	10,052	0	10,052	11,653	0	11,653	292,314	0	292,314	254,036	0	254,036	0	0	0	0	0	0	100%	0%
Water Environment Grant (Income)	(15,099)	0	(15,099)	(11,653)	0	(11,653)	(292,314)	0	(292,314)	(254,036)	0	(254,036)	0	0	0	0	0	0	100%	0%
Communications	244,504	77,670	322,175	258,527	80,430	338,957	258,527	80,430	338,957	307,946	83,710	391,656	260,327	84,074	344,400	265,193	86,027	351,220	79%	21%
Communications (Income)	(6,139)	0	(6,139)	0	0	0	0	0	0	(250)	0	(250)	0	(250)	0	(250)	0	(250)	100%	0%
UK NP Communications Team	127,977	0	127,977	117,100	0	117,100	117,100	0	117,100	152,320	0	152,320	55,900	0	55,900	0	0	0	100%	0%
UK NP Communications Team (Income)	(147,230)	0	(147,230)	(121,095)	0	(121,095)	(121,095)	0	(121,095)	(115,022)	0	(115,022)	0	0	0	0	0	0	100%	0%
Visitor Centres and Yacht Stations	266,311	148,140	414,451	286,418	159,713	446,130	299,918	159,713	446,130	349,678	190,293	539,970	345,923	174,878	520,800	351,143	177,968	529,110	65%	35%
Visitor Centres and Yacht Stations (Income)	(82,260)	(43,562)	(125,822)	(136,650)	(69,450)	(206,100)	(136,650)	(69,450)	(206,100)	(131,150)	(69,450)	(200,600)	(131,150)	(69,450)	(200,600)	(131,150)	(69,450)	(200,600)	65%	35%
Human Resources	79,855	55,492	135,347	87,240	60,624	147,864	122,970	85,454	208,424	88,860	61,750	150,610	89,993	62,537	152,530	91,568	63,632	155,200	59%	41%
Human Resources (Income)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0%	0%
Volunteers	31,342	20,894	52,236	44,514	29,676	74,190	41,868	27,912	69,780	43,980	29,320	73,300	45,396	30,264	75,660	46,860	31,240	78,100	60%	40%
Volunteers (Income)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0%	0%
Strategic Services Management and Admin	76,541	32,803	109,344	79,247	33,963	113,210	79,247	33,963	113,210	81,620	34,980	116,600	82,614	35,406	118,020	84,252	36,108	120,360	70%	30%
Strategic Services Management and Admin (Income)	0	0	0	0	0	0	0	0	0	(4,565)	(1,957)	(6,522)	0	0	0	0	0	0	70%	30%

Appendix 4 - Earmarked reserves 21/22 for budget

Year	Earmarked Reserves	Property Reserve - TOTAL	Plant, Vessels and Equipment Reserve - TOTAL	Premises Reserve - TOTAL	Other Earmarked Reserves - TOTAL	HLF	CANAPE	Total Earmarked Reserves - National Park	Total Earmarked Reserves - Navigation	GRAND TOTAL Earmarked Reserves
	National Park %					100%	50%			
	Actual Balance 1 April 2021 (incl interest)	(731,379)	(345,886)	(212,245)	(625,379)	(32,258)	(391,323)	(1,386,124)	(952,346)	(2,338,470)
2021/22	<u>Contributions to Reserves to 30/11/21</u>									
	Vessels and Equipment (VES000451)	0	(92,000)	0	0			(27,600)	(64,400)	(92,000)
	Vehicles (VEH000451)	0	(38,000)	0	0			(11,400)	(26,600)	(38,000)
	Mutford Lock (MLK000451)	(25,000)	0	0	0			0	(25,000)	(25,000)
	Mutford Lock Rent (MLK000451)	(1,462)	0	0	0			0	(1,462)	(1,462)
	Launches (LAU000451)	0	(30,000)	0	0			0	(30,000)	(30,000)
	Ranger Vehicles (RAN000451)	0	(13,000)	0	0			(3,900)	(9,100)	(13,000)
	Dockyard Site (PRM009451)	0	0	(30,000)	0			(9,000)	(21,000)	(30,000)
	Pool Vehicles (PCP000451)	0	(15,000)	0	0			(10,050)	(4,950)	(15,000)
	Building repairs (PRM000451)	0	0	(50,000)	0			(36,000)	(14,000)	(50,000)
	Asset Management for Countryside sites (SIM00451)	(46,000)	0	0	0			(46,000)	0	(46,000)
	Computer Software (ICT000451)	0	0	0	(10,000)			(6,700)	(3,300)	(10,000)
	Potter Heigham Chalet Income (UTE000451)	0	0	0	(21,000)			(21,000)	0	(21,000)
	Catchment Partnership (CAT000451)	0	0	0	(33,950)			(33,950)	0	(33,950)
	Heritage Lottery Fund Income (HLF61X552)	0	0	0	0	(58,513)		(58,513)	0	(58,513)
	CANAPE Income (CANXXX552)	0	0	0	0		20,376	10,188	10,188	20,376
	UK Communications Team (Income)	0	0	0	(133,516)			(133,516)	0	(133,516)
	<u>Contributions from Reserves to 30/11/21</u>									
	Replacement of AU12 OMA & AU12 OMB (RAN000450)	0	40,000	0	0			12,000	28,000	40,000
	£30,000 hydraulic boat cradle; £10,500 hydro acoustic kit; £31,000 NATO floats	0	37,756	0	0			11,327	26,429	37,756
	Dockyard slipway and wet dock pilling projects (PRM009450)	0	0	(980)	0			(294)	(686)	(980)
	Catchment Partnership (CAT000450)	0	0	0	13,952			13,952	0	13,952
	Heritage Lottery Fund costs (HLFXXX450)	0	0	0	0	182,295		182,295	0	182,295
	CANAPE Expenditure (CANXXX450)	0	0	0	0		79,568	39,784	39,784	79,568
	Section 106 payments	0	0	0	33,620			33,620	0	33,620
	UK Communications Team (UKC000450)	0	0	0	111,196			111,196	0	111,196
	Purchase of Berney Arms 2 moorings (MOO000450)	20,120	0	0	0			0	20,120	20,120
	Actual Balance 01 December 2021	(783,721)	(456,131)	(293,225)	(665,077)	91,523	(291,378)	(1,369,686)	(1,028,323)	(2,398,009)
	<u>Contributions to Reserves to 31/03/22</u>									
	Mutford Lock Rent (MLK000451)	(538)	0	0	0			0	(538)	(538)
	New Tolls system (COT000451)	0	0	0	(88,000)			0	(88,000)	(88,000)
	Heritage Lottery Fund Income (HLF61X552)	0	0	0	0	(202,825)		(202,825)	0	(202,825)
	CANAPE Income (CANXXX552)	0	0	0	0		(149,423)	(74,712)	(74,712)	(149,423)
	<u>Contributions from Reserves to 31/03/22</u>									
	3D Hydrographic Survey about and below waterline(MLK000450)	10,000	0	0	0			0	10,000	10,000
	Repairs to How Hill Boat Shed (BHB000450) (trf from 20/21)	0	0	25,000	0			18,000	7,000	25,000
	Catchment Partnership (CAT000450)	0	0	0	8,774			8,774	0	8,774
	Heritage Lottery Fund costs (HLFXXX450)	0	0	0	0	108,608		108,608	0	108,608
	CANAPE Expenditure (CANXXX450)	0	0	0	0		2,112	1,056	1,056	2,112
	UK Communications Team (UKC000450)	0	0	0	30,675			30,675	0	30,675
	Forecast Balance 01 April 2022	(774,259)	(456,131)	(268,225)	(713,629)	(2,694)	(438,689)	(1,480,110)	(1,173,516)	(2,653,627)
2022/23	<u>Contributions to Reserves to 31/03/23</u>									
	Vessels and Equipment (VES000451)	0	(92,000)	0	0			(27,600)	(64,400)	(92,000)
	Vehicles (VEH000451)	0	(38,000)	0	0			(11,400)	(26,600)	(38,000)
	Mutford Lock (MLK000451)	(25,000)	0	0	0			0	(25,000)	(25,000)
	Mutford Lock Rent (MLK000451)	(2,000)	0	0	0			0	(2,000)	(2,000)
	Launches (LAU000451)	0	(30,000)	0	0			0	(30,000)	(30,000)
	Ranger Vehicles (RAN000451)	0	(13,000)	0	0			(3,900)	(9,100)	(13,000)
	Dockyard Site (PRM009451)	0	0	(30,000)	0			(9,000)	(21,000)	(30,000)
	Pool Vehicles (PCP000451)	0	(15,000)	0	0			(10,050)	(4,950)	(15,000)
	Building repairs (PRM000451)	0	0	(50,000)	0			(36,000)	(14,000)	(50,000)
	Asset Management for Countryside sites (SIM00451)	(46,000)	0	0	0			(46,000)	0	(46,000)
	Computer Software (ICT000451)	0	0	0	(20,000)			(13,400)	(6,600)	(20,000)
	Potter Heigham Chalet Income (UTE000451)	0	0	0	(21,000)			(21,000)	0	(21,000)
	Catchment Partnership (CAT000451)	0	0	0	(20,870)			(20,870)	0	(20,870)
	Sale of old vehicles (VEH000552)	0	(13,000)	0	0			(3,900)	(9,100)	(13,000)
	CANAPE Income (CANXXX552)	0	0	0	0		(93,781)	(46,891)	(46,891)	(93,781)
	Heritage Lottery Fund Income (HLF61X552)	0	0	0	0	(588,143)		(588,143)	0	(588,143)
	UK Communications Team (Income)	0	0	0	(115,022)			(115,022)	0	(115,022)
	<u>Contributions from Reserves to 31/03/23</u>									
	Replacement of AO12 TXS, AO12 TXU, AP12 GUA, AO12 URK, AO12 DWP & AU12 OCN, (VEH000450) (TXS, TXU & GUA delayed from 21/22)	0	124,000	0	0			37,200	86,800	124,000
	Mowers (delayed from 21/22), Welfare barge, JCB JS160, Yanmar tracked carrier and JCB Tractor replacements (VES000450)	0	160,745	0	0			48,224	112,522	160,745
	Electrify launch engine (LAU000450)	0	22,000	0	0			0	22,000	22,000
	Replacement of AO12 URF, AO12 TXV & AO12 URE(RAN000450)	0	40,000	0	0			12,000	28,000	40,000
	Site maintenance (SIM000450)	146,780	0	0	0			146,780	0	146,780
	Dockyard solar panels (spend from 21/22 delayed & trf to solar project) (PRM009450)	0	0	45,980	0			13,794	32,186	45,980
	Yacht station (YHT000450)	0	0	25,000	0			25,000	0	25,000
	EXPERIENCE grant expenditure NCC (COM000450)	0	0	0	46,016			46,016	0	46,016
	Electric charging points at Potter (UTE000450)	0	0	0	18,000			18,000	0	18,000
	Catchment Partnership (CAT000450)	0	0	0	20,870			20,870	0	20,870
	Heritage Lottery Fund costs (HLFXXX450)	0	0	0	0	490,837		490,837	0	490,837
	CANAPE Expenditure (CANXXX450)	0	0	0	0		39,100	19,550	19,550	39,100
	UK Communications Team (UKC000450)	0	0	0	117,100			117,100	0	117,100

Appendix 4 - Earmarked reserves 21/22 for budget

Year	Earmarked Reserves	Property Reserve - TOTAL	Plant, Vessels and Equipment Reserve - TOTAL	Premises Reserve - TOTAL	Other Earmarked Reserves - TOTAL	HLF	CANAPE	Total Earmarked Reserves - National Park	Total Earmarked Reserves - Navigation	GRAND TOTAL Earmarked Reserves
	National Park %					100%	50%			
	Closure of CANAPE & HLF reserve & repayment of loan	(26,000)	(32,500)	(32,500)	0	100,000	91,000	0	0	0
	Forecast Balance 01 April 2023	(726,479)	(342,886)	(309,745)	(688,535)	(0)	(402,370)	(1,437,915)	(1,132,099)	(2,570,015)
2023/24	<u>Contributions to Reserves to 31/03/24</u>									
	Vessels and Equipment (VES000451)	0	(92,000)	0	0			(27,600)	(64,400)	(92,000)
	Vehicles (VEH000451)	0	(38,000)	0	0			(11,400)	(26,600)	(38,000)
	Mutford Lock (MLK000451)	(25,000)	0	0	0			0	(25,000)	(25,000)
	Mutford Lock Rent (MLK000451)	(2,000)	0	0	0			0	(2,000)	(2,000)
	Launches (LAU000451)	0	(30,000)	0	0			0	(30,000)	(30,000)
	Sale of old launch (LAU000552)	0	(7,000)	0	0			0	(7,000)	(7,000)
	Ranger Vehicles (RAN000451)	0	(13,000)	0	0			(3,900)	(9,100)	(13,000)
	Dockyard Site (PRM009451)	0	0	(30,000)	0			(9,000)	(21,000)	(30,000)
	Pool Vehicles (PCP000451)	0	(15,000)	0	0			(10,050)	(4,950)	(15,000)
	Building repairs (PRM000451)	0	0	(50,000)	0			(36,000)	(14,000)	(50,000)
	Asset Management for Countryside sites (SIM00451)	(46,000)	0	0	0			(46,000)	0	(46,000)
	Computer Software (ICT000451)	0	0	0	(20,000)			(13,400)	(6,600)	(20,000)
	Potter Heigham Chalet Income (UTE000451)	0	0	0	(21,000)			(21,000)	0	(21,000)
	Catchment Partnership (CAT000451)	0	0	0	(21,950)			(21,950)	0	(21,950)
	<u>Contributions from Reserves to 31/03/24</u>									
	Replacement of AO12 TXR, AO13 ABU, AO63 BHX & AV61 BWZ (VEH000450)	0	59,920	0	0			17,976	41,944	59,920
	Replacement wherry (VES000450)	0	120,000	0	0			36,000	84,000	120,000
	Replacement of M/L Yare (LAU000450) (delayed from 2021/22)	0	100,000	0	0			0	100,000	100,000
	Catchment Partnership (CAT000450)	0	0	0	21,950			21,950	0	21,950
	UK Communications Team (UKC000450)	0	0	0	55,900			55,900	0	55,900
	Forecast Balance 01 April 2024	(799,479)	(257,966)	(389,745)	(673,635)	(0)	(402,370)	(1,506,389)	(1,116,805)	(2,623,195)
2024/25	<u>Contributions to Reserves to 31/03/25</u>									
	Vessels and Equipment (VES000451)	0	(92,000)	0	0			(27,600)	(64,400)	(92,000)
	Vehicles (VEH000451)	0	(38,000)	0	0			(11,400)	(26,600)	(38,000)
	Mutford Lock (MLK000451)	(25,000)	0	0	0			0	(25,000)	(25,000)
	Mutford Lock Rent (MLK000451)	(2,000)	0	0	0			0	(2,000)	(2,000)
	Launches (LAU000451)	0	(30,000)	0	0			0	(30,000)	(30,000)
	Ranger Vehicles (RAN000451)	0	(13,000)	0	0			(3,900)	(9,100)	(13,000)
	Dockyard Site (PRM009451)	0	0	(30,000)	0			(9,000)	(21,000)	(30,000)
	Pool Vehicles (PCP000451)	0	(15,000)	0	0			(10,050)	(4,950)	(15,000)
	Building repairs (PRM000451)	0	0	(50,000)	0			(36,000)	(14,000)	(50,000)
	Asset Management for Countryside sites (SIM00451)	(46,000)	0	0	0			(46,000)	0	(46,000)
	Computer Software (ICT000451)	0	0	0	(20,000)			(13,400)	(6,600)	(20,000)
	Potter Heigham Chalet Income (UTE000451)	0	0	0	(21,000)			(21,000)	0	(21,000)
	Catchment Partnership (CAT000451)	0	0	0	(22,400)			(22,400)	0	(22,400)
	<u>Contributions from Reserves to 31/03/25</u>									
	Replacement of AO64 EAW (VEH000450)	0	23,400	0	0			7,020	16,380	23,400
	Replacement of AO13 ABF (PCP000450)	0	22,500	0	0			15,075	7,425	22,500
	Catchment Partnership (CAT000450)	0	0	0	22,400			22,400	0	22,400
	Forecast Balance 01 April 2025	(872,479)	(400,066)	(469,745)	(714,635)	(0)	(402,370)	(1,662,644)	(1,296,650)	(2,959,295)

Navigation Committee

13 January 2022

Agenda item number 11

AINA Code for the design, construction and operation of hire boats

Report by Head of Safety Management

Purpose

The report informs the committee of the mandatory implementation of the Hire Boat Code for the safe operation of all types of powered craft hired to members of the public within the navigational areas of the Broads.

Broads Plan context

This review contributes to objective 4.3 to promote and monitor safe navigation and boating.

1. Introduction

- 1.1. The Hire Boat Code outlines the standards for boats let for hire on inland waterways and carrying 12 people or less. The Hire Boat Code has been produced jointly by the Association of Inland Navigation Authorities and British Marine with support from the Maritime and Coastguard Agency. It provides the framework for continued safe business operations of hire boats on inland waterways, and clarifies the responsibilities of operators, navigation authorities and users. It also helps businesses by the consistent application of licensing and registration requirements in inland waterways in the UK.
- 1.2. The latest Hire Boat Code publication had been delayed to allow findings from the Marine Accident Investigation Branch (MAIB), investigation into the tragic event on the Diamond Emblem 1.
- 1.3. The Hire Boat Code was first published in 2009, with the latest version including a range of improvements with a new stability requirement, and improved handover procedures for the hired vessel's helm before the hirer takes control of the vessel.

2. Implementation

- 2.1. The Hire Boat Code will come into effect from 1 January 2022, and the adoption of the Hire Boat Code requirements will be through current licensing conditions made under the Broads Authority Act 2009 and associated legislation.

- 2.2. The Hire Boat Code is mandatory for those Navigation Authorities that have the necessary legal powers. This includes waters managed by the Canal and River Trust, the Broads Authority and the Environment Agency.
- 2.3. The Broads Authority as the Licensing Authority, will engage with the Hire Boat Operators to inform and assist them on how the revised Code needs to be implemented within the Broads navigational waterways.
- 2.4. As the Licensing Authority, we will require self-declaration that Hire Boat Operators agree to comply with the requirements of the Hire Boat Code through the annual toll application process.
- 2.5. We shall continue to check compliance with the Hire Boat Licensing Conditions and adopt and implement the Hire Boat Code through the licensing conditions. Under the review of hire boat licensing, we shall introduce a risk-based approach using a traffic light system to help Hire Boat Operators comply with the requirements and take appropriate action in cases of non-compliance.

3. Financial implications

- 3.1. Hire Boat Licensing has recently been reviewed by this committee and following the recommendation, the Broads Authority agreed to increase the Hire Boat Licensing Officer's hours from 1 day a week to 3 days, by applying a revised Hire Boat Licensing charge (£25 Hire Boat Licensing Charge and £17 per vessel within the scheme).

4. Conclusion

- 4.1. The Hire Code of Practice sets down the basic principles of safe operation for all types of craft hired to members of the public and makes clear the responsibilities of each of the parties involved. Hire operators and licensing authorities must be able to provide evidence of compliance with the Code.

Author: Linda Ibbitson-Elks

Date of report: 13 December 2021

[Broads Plan](#) strategic actions: 4.3

Appendix 1 – [Code for the Design, Construction and Operation of Hire Boats](#)

Navigation Committee

13 January 2022

Agenda item number 12

Power Boat racing review 2022

Report by Head of Safety Management

Purpose

This report seeks the Committee's views on the management of power boat racing on Oulton Broad and on the fixture list for the 2021 season in Appendix 1.

Broads Plan context

This review contributes to objective 4.3 to promote and monitor safe navigation and boating.

1. Introduction

- 1.1. The Broads Authority is obliged by the Port Marine Safety Code to carry out risk assessments of all boating activities and marine operations on its waters, and to make sure risks associated with any activity are managed so they are as low as reasonably practicable.
- 1.2. The Formal Safety Assessment (FSA) identified power boat racing on Oulton Broad as a priority for more detailed consideration. The recommendations for power boat racing included considering the closure of the broad during racing events, and ensuring an adequate exclusion area and good buffer zone around the race circuit.
- 1.3. The Authority works closely with the Lowestoft and Oulton Broad Motor Boat Club (LOBMBC), Oulton Broad Parish Council (OBPC) and the newly formed Circuit Power Boat Association (CPBA) on the Management Plan, including the review of risk assessment and operating procedures.
- 1.4. The Management Plan continues to deliver the successful safe management of power boat racing at the site.

2. Annual Review – 2021

- 2.1. Racing went ahead following the results of a questionnaire that was distributed by LOBMBC to its officials on a returning to racing for the 2021/22 season. The feedback was in support of a new season of racing for 2021 as long as guidelines and Covid-19 Risk Assessments were in place and reviewed against Government guidance.
- 2.2. There were 7 incidents in total recorded for the 2021 Season, 4 of which resulted in minor injuries and one which occurred on 5th August, where the driver received

injuries which required hospital treatment. All incidents/accidents were reviewed by LOBMBC.

- 2.3. The Broads Authority received an anonymous complaint from a spectator who witnessed the accident on 5th August complaining of safety issues. As a result of the accident, LOBMBC carried out an investigation and produced a comprehensive report to the Marine Accident Investigation Branch (MAIB). The Broads Authority is satisfied that all safety control measures as identified in the risk assessment were followed during the course of the racing.

3. Financial implications

- 3.1. In the 2021 season, 160 boats raced, at a toll of £5.72 a day, giving a total income of £915.20 from a racing craft toll fee.
- 3.2. A Notice to Mariners for the racing events is required and needs to be advertised one month before the first race, with all costs being with LOBMBC.

4. Conclusion

- 4.1. Power boat racing is an exciting and highly enjoyed calendar event within the Broads. Collaboration between all parties to make sure health and safety of all is paramount, and we are content that Covid-19 mitigation measures are being considered and reviewed prior to putting on the race dates.

Author: Linda Ibbitson-Elks

Date of report: 10 December 2021

[Broads Plan](#) strategic actions: 4.3

Appendix 1 – Power boat racing - proposed 2022 race schedule

Appendix 1 - Proposed 2022 race schedule

	Date	Start time	Comments
1.	Sunday 1 st May	12 noon	North Bay course
2.	Monday 2 nd May	12 noon	North Bay course
3.	Thursday 12 th May	6pm	
4.	Thursday 19 th May	6pm	
5.	Thursday 26 th May	6pm	
6.	Thursday 9 th June	6pm	
7.	Thursday 16 th June	6pm	
8.	Thursday 23 rd June	6pm	
9.	Thursday 30 th June	6pm	
10.	Thursday 7 th July	6pm	
11.	Thursday 14 th July	6pm	
12.	Thursday 21 st July	6pm	
13.	Saturday 23 rd July	11am	British Championship event
14.	Sunday 24 th July	12 noon	British Championship event
15.	Thursday 28 th July	6pm	
16.	Thursday 4 th August	5.30pm	
17.	Thursday 11 th August	5.30pm	
18.	Thursday 18 th August	5.30pm	
19.	Monday 29 th August (TBC)	12 noon	Lions Gala Day
20.	Sunday 11 th September	12 noon	Battle of Britain event (North Bay course)