

Navigation Committee

AGENDA

Thursday 10 December 2015

2.00pm

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1.	To receive apologies for absence	
2.	To note whether any items have been proposed as matters of urgent business	
3.	To receive Declarations of Interest	
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 22 October 2015	3 – 14
6.	Summary of Actions and Outstanding Issues following Discussions at Previous Meetings Report by Administrative Officer (herewith)	15 – 16

CONSULTATIONS

7.	Draft Budget 2016/17 and Financial Strategy 2018/19 Report by Head of Finance (herewith)	17 – 26
8.	Broads Local Plan: Issues and Options Report by Planning Policy Officer (herewith)	27 – 32
9.	Review of the Broads Sustainable Tourism Strategy Report by Tourism and Promotion Officer (herewith)	33 – 34
10.	Boat Safety Scheme for Hire Boats Report by Head of Safety Management (herewith)	35 – 38
11.	Review of Waste Facilities Report by Asset Officer (herewith)	39 – 48

12.	Broadland Flood Alleviation Project: Planning Application for Piling Removal Works and the Installation of Erosion Protection in Compartment 37 Upton Dyke Report by Senior Waterways and Recreation Officer (herewith)	Page 49 - 54
UPDATES		
13.	Waterways Specification Revisions Report by Rivers Engineer and Environment and Design Supervisor (herewith)	55 – 66
14.	Mooring Action Plan update Report by Senior Waterways and Recreation Officer and Rivers Engineer/ Asset Officer (herewith)	67 – 71
15.	Navigation Income and Expenditure: 1 April to 31 October 2015 Actual and 2015/16 Forecast Outturn Report by Head of Finance (herewith)	72 – 82
16.	Construction, Maintenance and Environment Work Programme Progress Update Report by Head of Construction, Maintenance and Environment (herewith)	83 – 88
17.	Chief Executive's Report Report (herewith) – For information only	89 – 101
18.	Current Issues Open forum	
19.	Items for Future Discussion	
20.	To note the date of the next meeting – Thursday 25 February 2016 at Yare House, 62-64 Thorpe Road, Norwich commencing at 2.00pm	

Navigation Committee

Minutes of the meeting held on 22 October 2015

Present:

Mr M Whitaker (Chairman)

Mr K Allen

Mr M Bradbury

Mr M Heron

Mr J Ash

Mr W Dickson

Mr J Knight

Ms L Aspland

Mr P Durrant (2/10 – 2/19)

Mrs N Talbot

In Attendance:

Mr S Birtles – Head of Safety Management

Mr A Clarke – Senior Waterways and Recreation Officer

Ms E Guds – Administrative Officer (Governance)

Mr B Hanson – Tourism and Promotion Officer

Mr B Housden – Head of ICT/ Collector of Tolls

Ms A Macnab – Planning Officer

Ms L Marsh – Head of Communications

Dr J Packman – Chief Executive

Mr R Rogers – Head of Construction, Maintenance and Environment

Mr A Vernon – Head of Ranger Services

Mrs T Wakelin – Director of Operations

Also Present:

Prof J Burgess –Chairman of the Authority

Lana Hemsall – Vice-Chair of the Planning Committee

Tony Howes - Member of the public.

2/1 To receive apologies for absence

The Chairman welcomed everyone to the meeting and apologies for absence were received from Alan Goodchild, Peter Dixon and Brian Wilkins.

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

No items had been proposed as matters of urgent business

Phil Durrant had notified the Chair he would not be able to attend the meeting until after 3 pm and therefore it was decided to change the running order of the Agenda to allow him to be present for agenda item 7, Navigation Charges.

2/3 To receive Declarations of Interest

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

2/4 Public Question Time

There were no public questions.

2/5 To receive and confirm the minutes of the meetings held on 3 September 2015

The minutes of the meeting held on 3 September 2015 were confirmed as a correct record and signed by the Chairman.

2/6 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 updated members that negotiations over 24 hour moorings at Thurne Mouth and Boundary Farm were still underway and a further meeting with the landowner and his wife was scheduled for Friday.

Members noted the report.

Agenda item 2/9 was dealt with at this point

2/7 Navigation Charges 2016/17 (this item was considered after 2/11)

Members received a report which sought their views on next year's navigation charges. It identified a number of pressures on income and expenditure together with options. Trends in boat numbers and the results from the Authority's stakeholder research were used to inform the analysis.

The Chief Executive identified that the following pressures for 2016/17 were:

- The current exceptionally low level of inflation
- Last year's lowest ever increase in navigation charges of 1.7%
- Decline in hire boat numbers
- Increased operational activity
- Increased employment costs
- Meeting the costs of the Hickling Broad project
- The costs of maintaining Mutford Lock
- Cuts in National Park Grant

In response to whether the Authority had looked beyond next year in relation to trends in hire boat numbers the Chief Executive answered that it had not but the expectation was that some of the smaller yards would continue to close and of the larger yards investing in new boats while selling off older boats to fund their investment.

The Chief Executive clarified that a simple multiplier of 3 had not been used in paragraph 4.3 but that it would seem prudent to make allowance for the potential loss of £20,000 of hire boat income in 2016/17 from a further decline in hire boat numbers.

He also highlighted that the decision to take over the practical work formerly performed by May Gurney meant that while more practical work was achieved for the same costs it reduced flexibility because there was a higher proportion of fixed costs which meant that the cash budgets were relatively small.

The Director of Operations reminded members that the Stakeholder Survey carried out by Insight Track suggested that the fleet within the hire boat industry was relatively stable as the same number of operators that predicted an increase in the size of their fleets was matched by those indicating a decrease and the majority would stay the same. So overall it appeared to be a very balanced picture.

A member asked about changes in the dredging programme for 2015/16 noting that the Hickling Project has taken the place of work elsewhere and therefore questioned why additional budget was needed. The Director of Operations explained that whilst staff time was incorporated in the dredging programme, additional budget was required for the purchase of silt curtains, purchase of materials and hire of equipment.

Another member questioned how it related to the work programmed for 2014/15. The Director of Operations responded that the water management budget (dredging) was underspent in 2014/15 by £21,000 because the work had been deferred but as this was a late change it had not been reflected in the budget for 2015/16 which had already been set.

One member commented that the budget was balanced so did not believe that having a low increase of 1.7% would put pressure on forthcoming years. The Chief Executive explained that the Authority's three year Financial Strategy had been based on 3% per annum increase in charges and that last year's low increase of 1.7% would have impact on subsequent years.

Some members supported this view and one added that the 1.7% increase on tolls last year got the Authority to a balanced budget however did not include certain expenditures. He continued that the Authority would need to be cautious of big swings in tolls as the cumulative impact would be significant.

The Member questioned whether toll increases should pay for fixed operational costs when the National Park Grant went down. The Director of Operations responded that a detailed report on the subject had been considered by the Navigation Committees in September 2014. A number of options had been considered and the Committee supported the approach of increasing the allocation of operational work to navigation because it provided increased practical work in managing the navigation.

A Member pointed out that the report did not suggest any means of accruing funds from other sources, i.e. sponsors. The Chief Executive responded he had learned recently that working with the Norfolk Rivers Trust had been successful in a bid to the World Wide Fund for Nature for funding provided by Coca Cola. In addition the Authority was awaiting the outcome of its bid to the Heritage Lottery Fund for £2.6million and is also seeking funding from Europe through the MULTIPLE bid, which would mean working with UK and European partners for the Hickling project. He added that the Authority would continue to look for a range of funding opportunities.

One Member commented that the Authority should certainly take the low inflation into account but did not think it should be a restricting factor. He said he was not in favour of cancelling any of the projects and did not see how the Authority could be required to take on more while not being able to commit to the projects already on the programme. He continued that the Authority would have a clear case for a 6.5% toll increase as long as they could show the public what they would receive in return. He did query however if a 6.5% increase in tolls this year would mean a further increase next year.

The Chief Executive responded that a 6.5% increase would definitely simplify matters because as explained earlier, it would have a positive cumulative impact for following years.

In relation to the Reserves a member suggested that the Authority should set a reasonable figure and set its demands accordingly. Other members agreed and suggested that the Reserves might not need to meet the 10% immediately but that this could be achieved gradually over more than one year.

Another member stated that the Authority would need to make brave and bold decisions in order to achieve what stakeholders expected them to accomplish. However while doing this he suggested the Authority should be responsive to the Hire Boat Industry's needs and supported them by reducing the multiplier slightly.

He suggested the multiplier for hired cruisers should be reduced from 2.62 to 2.55. Officers indicated that a quick calculation indicated that this would mean an effective increase of around 5.8% for private craft and about 2.3% for the hired cruisers.

A Member commented that although he welcomed this view, the majority of the Hire Boat companies had already set their budgets and hire prices for next year which meant they would need to absorb the majority of the increase themselves. He said it would therefore be useful if talks about the level of toll could take place earlier in the year.

Although members would prefer to see all projects completed, when having to compromise, the majority of members were in favour of dropping the removal of the hazards created by the Dickey Works.

Although not averse to a general increase in tolls, one member did not believe that it was appropriate to change the multiplier without evidence of the impact and whilst the Tolls Working Group was considering the future direction.

After careful consideration members

RECOMMENDED TO THE BROADS AUTHORITY BY 8 VOTES TO 1

to raise tolls such that toll income increases overall by 4.5% while reducing the multiplier for hired motor cruisers from 2.62 to 2.55 and to adopt the work programme in Option 3, which involved not proceeding with the hazard removal at the Dickey Works.

2/8 Boat Safety Scheme for Hire Boats

Members received a report which set out the recently launched consultation on proposed changes to the Boat Safety Scheme (BSS) requirements for hire boats. Members' views were sought on the proposed changes and the draft Broads Authority response to the BSS consultation set out in Appendix 1.

The Director of Operations informed members that the Authority is a consultee for the Boat Safety Scheme and draft responses were set out in Appendix 1. Once the new BSS requirements came into force the Authority would adopt them as construction standards.

The Head of Safety Management confirmed that in relation to question 7 the requirement of a visual indication concerning the risk of the swing of the tiller arm would only be applicable to narrow boats and said he would amend the consultation response to clarify this.

In relation to question 9, the Chair suggested that rather than having a Crew Area and Access Limitation Label visible from each helm position, to have a warning label on the areas which were off limits. The Head of Safety Management responded that this was a requirement which was part of the Hire Boat Code already and was mainly aimed at small day boats with potentially more stability issues and therefore the ability to put the boat in danger. He explained that the new BSS was a tie up between what was required following the Hirer Safety review and the four yearly independent inspections would also check whether those Hire Boat Code requirement elements were being met.

Members noted the report.

2/9 Planning Application with Navigation Implications: Generation Park (This item was considered following item 2/6)

A planning application had been submitted for the redevelopment of the Utilities Site in Norwich, known as Generation Park. Members received a report which set out the details of the application, explained which matters

had been applied for in Outline and in Full and identified which aspects of the development the Broads Authority would be responsible for determining.

The Planning Officer informed Members that the joint site visit with the City Council on 2 October 2015 was attended by members of the Planning Committee and James Knight, representing the Navigation Committee.

Members received a presentation on the Generation Park application site outlining mooring sites and the implications of moorings in the different zones. They were informed that generating extra moorings by creating a marina could not be justified because of the cost and therefore a marina was not included in the scheme. She continued that dredging would be necessary in places to enable the creation of the riverside moorings but that this would not happen until much further into the process.

In response to a comment that launching for canoes and small craft in Zone 3 should be made available to residents as well as non-residents, the Planning Officer said it was planned that the canoe launch would be open to everyone. However, she explained it would be difficult to launch a canoe when not residing on site as the vehicular access would be strictly limited.

A member who was not present at the meeting but had forwarded his comments to the Chair believed that if dredging and disposal of contaminated material was required the developer should cover the full cost. The Planning Officer confirmed that the developer would cover full cost of dredging.

One member queried the height and width of the restriction that would be caused by the bridge in relation to the restriction currently caused by the rail bridge. The Planning Officer confirmed that even with the bridge in a closed position it would restrict navigation to a lesser extent than the railway bridge.

Although appreciating the suggested moorings in Zone 1 and 2 some members questioned whether this would be enough and believed a closer look into the possibility of moorings in Zone 3 was needed. It was queried whether the Authority could afford to miss an opportunity of having a developer willing to provide moorings so questioned whether the trees were worth saving. Furthermore, they did not believe that clearing a strip of vegetation along the river would have a significant effect on the woodland behind it.

In relation to Zone 3 not providing enough space for pontoons and/or moorings, a member commented that the required 75% navigable width of the river was only a guideline and the actual width of the river and the space needed to safely navigate was more important.

One Member responded that he was supportive of no moorings in Zone 3 as it would make navigating the river bend located in this zone easier. He added that especially members from the Rowing Club and the Canoe Club were in favour of no moorings in Zone 3 because of the boating activity along this stretch of the river.

A different member commented that a marina would be an exciting new hub which would attract visitors and said he was disappointed that the plans for the marina were not being pursued.

In response to these comments the Planning Officer explained that when developing the river edge the aim was for the riverbank to fit in with its surroundings and achieve a sense of change through the different zones from urban to natural. She said that from an ecological and landscape point of view it was important to keep the end of Zone 3 green.

In relation to having to abandon the plans for a marina she responded that the development site was covered with pipes and wires and therefore only very few pockets where development was feasible were available. Unfortunately these development pockets were not suitable for the marina. She informed members that the Waterspace Management Plan which was submitted in support of the application on the website would provide more detailed information should members be interested.

She further reminded the Committee that the Authority had pushed for moorings as the original plans did not include any.

The majority of the members believed that the Generation Park development proposals struck a good balance overall between ecological, landscape and economic needs and agreed with the officer's comments in regards to:

- the construction of a swing or fixed bridge
- the provision of moorings in Zones 1 and 2; although a number of Members sought reconsideration of mooring in Zone 3
- there being no suitable location in the site for a marina
- the need for dredging at a later stage

2/10 Demasting Moorings

Members received a report which provided them with a summary of the results of a survey of demasting mooring provision in the Broads navigation area carried out by officers in summer 2014. The report also identified suggested priority sites for the provision of new demasting moorings, sought members' views as to whether the sites identified in the report would be the correct ones for prioritisation and also whether budget should be allocated for the provision of new demasting moorings.

The Senior Waterways and Recreation Officer reminded members that when identifying priority sites the Authority did not only need to consider the availability of demasting moorings but also the tide, height of the bridge and what kind of and how many visitors use the moorings.

He highlighted that Ludham was a priority site because currently there were no official moorings, and moorings at St Olaves, because of the strong tide and current, were considered to be essential for safety reasons. He continued

that Acle had dropped from 2nd to 3rd priority place as it has pub moorings on the true right bank and more further downstream. He continued that one of the problems was the cost of £13,000 per site.

Members in general agreed with the chosen priority sites and recognised that, due to restricted funds, choices would have to be made.

It was highlighted that informal demasting took place at many sites and the Director of Operations informed members that at Granary Staithe the landowner had allowed demasting moorings which would be mentioned in the Green Book so the sailing public would be aware of the fact.

A Member suggested that although moorings with the ability to disembark were favourable, having something in place in certain locations where one can moor at the riverbank, i.e. at Ludham would be useful. The Senior Waterways and Recreation Officer confirmed that there would be areas and opportunities where this would be possible.

Members noted the report.

2/11 Review of Sustainable Tourism Strategy

Members received a report which set out the rationale for, and the process of, reviewing the Strategy and Action Plan for Sustainable Tourism in the Broads 2011-15 and the key aims in producing a new strategy and action plan for the next five years.

The Tourism and Promotion Officer stressed that the Sustainable Tourism Strategy was for the Broads and not just for the Broads Authority and highlighted that tourism was a serious business for the Broads and drives its economy.

He commented that The Tourism Company had been chosen to help with the revision of the current strategy and with help of other stakeholders, to develop a new strategy.

He informed members that a stakeholder workshop on the strategy revision had been scheduled for 10 November 2015. He continued to say that the strategy was due to be completed February next year.

Phil Durrant entered the meeting.

In response to how funding for The Tourism Company was being generated the Tourism and Promotion Officer said the £15,000 cost was funded by the Broads Authority, with a further £4,000 set aside for printing etc. He added that the original Strategy was £26,000 and therefore he believed the Authority was getting good value for money. It was confirmed that none of the funding was coming from Navigation expenditure.

Members noted the report.

Agenda item 2/7 was dealt with at this point

2/12 Navigation Income and Expenditure 1 April to 31 August 2015 Actual and 2015/16 Forecast Outturn

The Committee received a report with details of the actual navigation income and expenditure for the five month period to 31 August 2015, and provided a forecast of the projected expenditure at the end of the financial year (31 March 2016).

The Head of Finance explained that it had been previously agreed that if more up to date information was available this would be provided verbally. The latest figures up until the end of September 2015 indicated that the overall actual variance was now a favourable variance of £85,164. Although the £85,000 sounded like a large variance this was due to delay of invoices on the new wherry and the delay of going out to tender for the new launch following changes to the procurement regulations.

In response to a member enquiring if the process allowed the Authority to accrue from one year to the end, the Head of Finance said the Authority only did accruals at the end of the Financial Year. However to assist budget holders and the new year end deadlines from 2017/18 it was being investigated to record outstanding purchase orders on the accounts package. It was hoped that outstanding commitments (purchase orders) would be incorporated into the monitor report.

Members noted the report.

2/13 Construction, Maintenance and Environment Work Programme Progress Update

Members received a report which set out the progress made in the delivery of the 2015/16 Construction, Maintenance and Environment Section work programme.

Members were directed to the Draft 2016/2017 Dredging Programme and were invited to comment upon the priorities presented.

One of the members enquired whether there was a reason the Authority did not use suction methods when clearing the navigation channels. The Head of Construction, Maintenance and Environment responded that mud pumping would only be efficient when you have a large area of land to dispose of the sediment. Mud Pumping techniques still only pump 30% solid material, meaning a lot of water also gets pumped, hence the large area of land required to dry the sediment before beneficial re-use can take place.

Another member asked about the depth of the dykes at Rockland and was advised that they were about 1.2m deep.

One member commended the Authority on taking on three apprentices and this approach encouraged a younger workforce learning the trade.

Some Members expressed their disappointment with the landowner's decision not to allow visitors to use the Cockshoot Boardwalk, although access to the fishing platforms for anglers was still granted. The Chief Executive responded that the Authority shared their disappointment and said that feedback from the Norfolk Wildlife Trust supported the Authority's position regarding the site. However he said that access to Cockshoot Broad was important and the Authority would continue to promote use of the moorings.

Members noted the report.

2/14 Chief Executive's Report

The Committee received a report which summarised the current position in respect of a number of projects and events, including decisions taken during the recent cycle of committee meetings.

The Chair reminded members of the Parish Forum at Hickling on Monday 26 October 2015.

A Member enquired about the waste disposal issue and whether there would be a workshop. The Director of Operations indicated that a report on waste would be brought to the next meeting in December to seek the Committee's guidance on the way forward.

One member suggested that waste compounds could be sponsored to which the Chief Executive responded that the costs of waste collection rather than the provision of the compound itself was the major expense.

Members noted the report.

2/15 Current Issues

There were no current issues members wished to discuss.

2/16 Items for future discussion

One Member suggested a report on water levels as it was unclear whether mean water levels were rising and said that this had an effect on bridge clearance, fen management and salinity. The Chief Executive responded that officers were investigating whether this topic might be the subject for research by a UEA student.

One member updated the committee that, now a pump had been installed at Somerton by the Water Management Alliance, in the case of a prymnesium outbreak the Environment Agency would be able to respond more

immediately with fish refuge area. He further mentioned that fishing at the Upper Thurne had been at its best for 20 years.

Another member enquired about an update on the moorings strategy. The Director of Operations responded that a meeting was scheduled with BESL and the Environment Agency about piling removal on the river Chet and would ask for a progress report on landowners taking over responsibility for moorings. An update report would then be brought to a subsequent Committee meeting

2/17 To note the date of the next meeting

The next meeting of the Committee would be held on Thursday 10 December 2015 at Yare House, 62-64 Thorpe Road, Norwich commencing at 2pm.

2/18 Exclusion of the Public

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

Members of the public left the meeting

2/19 To receive and confirm the exempt minutes of the Navigation Committee meeting held on 3 September 2015

The exempt minute of the meeting held on 3 September 2015 was confirmed as correct and signed by the Chairman.

One Member requested that when possible discussions about sensitive planning matters should be held in private. He was particularly concerned about strategic mooring provision east of Norwich. The Chief Executive explained that there was a very clear and specific legal test as to when an agenda item could be discussed in closed session.

The meeting concluded at 5.05 pm

Chairman

Code of Conduct for Members

Declaration of Interests

Committee: Navigation Committee

Date of Meeting: 22 October 2015

Name Please Print	Agenda/ Minute No(s)	Nature of Interest (Please describe the nature of the interest)
Kelvin Allen		Member of the Broads Angling Strategy Group
John Ash	2/7	Toll Payer and Trustee Director of WYCCT
Linda Aspland		Member of NBYC and NSBA, Toll Payer
Mr B Dickson	2/7	toll payer and property owner
Mr J Knight	2/6 – 2/14	Hire Boat Operator, Toll Payer, Director of Broads Holiday Businesses
Mr M Heron	2/6 – 2/13	Toll Payer, Landowner, Member of British Rowing, Norwich RC, NSBA, RCC, Chair Whitlingham Boathouses
	2/7	Trustee and Director, Whitlingham Boathouses Foundation Ltd (no remuneration or expenses) Director, Whitlingham Boathouses Ltd (dormant; no remuneration or expenses)
Mrs N Talbot		Toll Payer, NSBA Member and Member of NBYC
Mr M Whitaker	2/6 – 2/14	Toll payer, Hire Boat Operator, BHBF Chairman

Navigation Committee

10 December 2015

Agenda Item No 6

Summary of Actions and Outstanding Issues Following Discussions at Previous Meetings

Report by Administrative Officer

Date of Meeting and Minute No	Discussion	Responsible Person	Summary of Actions and Outstanding Issues
26 February 2015 Minute 4/6 Summary of Actions and Outstanding Issues Following Discussions at Previous Meetings	Update in relation to negotiations over 24hr moorings at Thurne Mouth and Boundary Farm	Head of Planning	Following a decision at the Broads Authority meeting on 20 March 2015, paperwork has been formalised and was with landowner for agreement. Discussions with the landowner are still ongoing and members will be updated at the meeting.
4 June 2015 Minute 6/18 Marine Management Organisation	Report summarised the licensing requirements of the Marine Management Organisation (MMO)	Director of Operations	Issue discussed with the South East Harbourmasters Group and agreed that, whilst other parts have similar issues, it is not universal, so individual member to make own representations. CEO has written to the Chief Executives of the MMO.
3 September 2015 Minute 1/9 St Olaves Marina, Beccles Road, St Olaves	Head of Planning would be looking at S106 Agreements to prevent issues arising again.	Head of Planning	A process is in place for new S106 Agreements. The old S106 Agreements are being checked when they are scanned from paper. An agreement on the works required at St. Olaves has been reached but still looking for an agreement on who will do and/or pay for the works.

Date of Meeting and Minute No	Discussion	Responsible Person	Summary of Actions and Outstanding Issues
3 September 2015 Minute 1/21 Pre-application Discussions on Land East of Norwich	Members briefed about the principle of the construction of two fixed bridges at Trowse	Direction of Operations	Network Rail are developing options for Trowse Bridge remediation within “Norwich in 90” and regular meetings are being held to review and progress the options. Aim is to bring a report to the Committee in February or April.

Please note that feedback on other items e.g. Navigation Charges, Tolls Review Group, Strategic Priorities etc are provided in Item 17 Chief Executive's Report.

Draft Budget 2016/17 and Financial Strategy to 2018/19

Report by Head of Finance

Summary: This report seeks the views of the Committee on the navigation income and expenditure budget for 2016/17, which has been prepared as part of a consolidated budget for the Authority. The budget is based on an overall 4.5% increase in navigation charges as formally adopted by the Authority on 20 November 2015 following the recommendation of the Committee.

1 Introduction

- 1.1 An outline of the draft navigation budget for 2016/17 was presented to the Committee at its meeting of 22 October 2015 in order to inform the setting of navigation charges for 2016/17. Following the Authority's subsequent decision on 20 November 2015 to apply an overall increase in tolls of 4.5%, in line with the recommendations of this Committee, this report now sets out an updated draft budget for 2016/17 alongside the financial strategy to 2018/19.
- 1.2 The views of the Committee are sought to inform preparation of the final draft budget which is due to be considered by the Authority in January 2016.

2 Overview of 2015/16 Forecast Outturn

- 2.1 Members will recall that consultation on a draft navigation budget for 2015/16, which provided for a surplus of £57,303, was undertaken with the Committee on 11 December 2014. Further work in late 2014/15 identified some additional efficiencies for navigation and a final original budget for 2015/16 providing for a navigation surplus of £55,804 was approved by the Authority on 23 January 2015. This original budget has subsequently been adjusted for the carry forwards and additional budget for Hickling giving a latest available budget (LAB) surplus of £25,709.
- 2.2 The current predictions for navigation income in 2015/16 are for overall decrease of £27,094. This incorporates a reduction in hire boat income of approximately £21,836, offset by a small increase for private craft and a decrease in interest income. As at 1 November 2015, boat figures show hire motor cruises reducing by 20 and private motor cruises 32 up on the 1 November 2014 figure.
- 2.3 Navigation expenditure is similarly broadly on target, however there is a number of small adverse variances within expenditure which mean that the forecast outturn position for 2015/16 anticipates a small deficit within the navigation budget of £11,518. This would result in a navigation reserve

balance of approximately £267,000 at the end of the year, and £264,000 after year-end adjustments. This balance equates to 8.7% of net expenditure and is therefore below the recommended level of 10%. The budget takes into account this forecast outturn position and makes proposals which will look to restore the balance of the navigation reserve in 2017/18.

3 2016/17 Budget Proposals

- 3.1 The draft budget is set out in Appendix 1, and the financial strategy to 2018/19 to provide context. The format of the budget is in line with the monitoring presented to Committee through the financial year and reflects the Authority's organisational structure. Volunteer costs have been transferred from Operations to Planning and Resources from 2015/16 onwards, reflecting the revised structure.
- 3.2 In line with the previously reported financial strategy, the draft budget takes account of the following four key factors:
1. Ongoing and sustained pressure on National Park Grant
 2. Resourcing the Asset Management Plan
 3. Allocation of Practical Work
 4. Reductions in Central Costs
- 3.3 Total core navigation income for 2016/17 is budgeted to be £3,119,839, including £1,972,000 for private craft tolls and £1,079,000 for hire craft tolls. This income takes account of the latest available data for boat numbers, and the impact of the overall 4.5% increase in tolls approved by the Authority at its meeting 20 November 2015 following the recommendations of the Committee. Net navigation expenditure is budgeted at £3,099,680. After taking into account the transfer of £5,000 of interest to earmarked reserves, this will result in a budget surplus of £15,159 in 2016/17, with the result that reserves at the end of March 2017 are projected to be £278,779 (9% of net expenditure for the year).
- 3.4 Table 1 sets out an overview of the proposed 2016/17 budget, which is provided in more detail in Appendix 1.

Table 1 – Draft 2016/17 Budget

	2016/17		
	National Park	Navigation	Consolidated
	£	£	£
National Park Grant	(3,188,952)	0	(3,188,952)
Navigation Tolls	0	(3,091,089)	(3,091,089)
Other income	(10,000)	(28,750)	(38,750)
Total Income	(3,198,952)	(3,119,839)	(6,318,791)
Operations	1,020,415	2,138,295	3,158,710
Planning and Resources	1,860,424	750,344	2,610,768

Chief Executive	292,989	156,241	449,230
Corporate Items	82,200	54,800	137,00
Total Expenditure	3,256,028	3,099,680	6,355,708
Net (Surplus) / Deficit	57,076	(20,159)	36,917
Opening Reserves (Forecast)	(994,692)	(263,619)	(1,258,312)
(Surplus) / Deficit for the year	57,076	(20,159)	36,917
Interest transfer	5,000	5,000	10,000
Closing Reserves (Forecast)	(932,616)	(278,779)	(1,211,395)

4 Operations

- 4.1 The Operations budget incorporates the second stage of changes to the apportionment of practical works (mainly affecting Construction and Maintenance salary budgets), which will enable additional navigation activity to be delivered in 2016/17. The Water Management budget which incorporates the Dredging and Lake Restoration activities have been increased for the additional works at Hickling as previously agreed. The Practical Maintenance budget which incorporates Mutford Lock, Electric Charging Pillars, Moorings maintenance and repair, Notice Boards, Other Navigation works and Site maintenance has seen a decrease. This reflects the removal of the Dickey Works plus the increased maintenance costs for Mutford Lock agreed in September. In other areas the budget represents the level of funding required to enable a continuation of the levels of service delivered in the current year.
- 4.2 It is however important to recognise that the Operations budget has no capacity to take on additional projects or ad-hoc work in 2016/17.

5 Planning and Resources

- 5.1 There has been one change within the Planning and Resources area of the navigation budget when compared to 2015/16. This principally relates to the Volunteer costs now falling as part of Strategy and Projects. Similarly to Operations there is little capacity to take on additional projects or other ad-hoc work.

6 Central and Shared Costs and Cost Apportionment

- 6.1 Apportionments between Navigation and National Park have been adjusted within the Operations directorate to reflect the agreed apportionment for practical works endorsed by the Committee and subsequently approved by the Broads Authority last year. In addition the apportionment of Legal budgets has been adjusted to reflect the latest actual split of activity (legal costs are always apportioned in line with actual use). All other apportionments are

consistent with the principles agreed by the Resources Allocation Working Group.

- 6.2 Full details of apportionments by budget line for 2016/17 are set out in Appendix 1. The overall split of proposed net expenditure in 2016/17 is 51% national park and 49% navigation, which is entirely consistent with the forecast split of income standing at 51% to 49% for the same period.
- 6.3 Table 2 below provides further details of central and shared costs. These should not be seen as being synonymous with overheads, but have been identified in line with those areas specifically examined for apportionment by the Resource Allocation Working Group. As such they reflect costs across the Authority that are included within the budgets of both the Operations and Planning and Resources directorates, and from the Chief Executive's section.

Table 2 – Central and Shared Costs

	2016/17			2017/18			2018/19		
	National Park	Navigation	Consolidated	National Park	Navigation	Consolidated	National Park	Navigation	Consolidated
	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s
Share of central and shared costs	1,286	908	2,194	1,296	916	2,212	1,308	926	2,233
Pension contribution lump-sum	82	55	137	100	67	167	122	82	204
Total	1,368	962	2,331	1,396	983	2,379	1,430	1,007	2,437
Percentage split of central and shared costs	59%	41%	100%	59%	41%	100%	59%	41%	100%
Total core income	(3,199)	(3,120)	(6,319)	(3,204)	(3,182)	(6,386)	(3,209)	(3,245)	(6,454)
Central and shared costs as percentage of core income	43%	31%	37%	44%	31%	37%	45%	31%	38%

- 6.4 Central and shared costs have been defined 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 training; governance and member's allowances; and the chief executive, all of which 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 2015/16.

7 Budget Assumptions

7.1 The following key assumptions have been applied in developing the draft budget:

- Navigation tolls will be collected in line with budget and a overall increase applied for 2016/17 with the reduction in the multiplier between Hire Craft and Private Craft from 2.62 to 2.55;
- Based on information from the Broads Hire Boat Federation it has been assumed that hire boat numbers will continue to decrease at a rate of 20 per annum, and it is therefore thought prudent to budget for a reduction in annual Hire Boat income of £20,000 per annum (note from the Stakeholder survey, 6 of the 25 yards who responded indicated that their fleets will decline over the next five years);
- Continuation of the discretionary support provided to the hire boat industry in terms of the staged payments facility and early payment discount. This is where there is an annual hire tolls liability of £1,300 or more. For bills between £1,300 and £4,000 there is an option to pay in two instalments and for those above £4,000 four payments was provided as an option. To encourage payment in full on or before 1 April, which makes the administration much simpler, a 2% discount was provided. This process continues to work extremely well and received a positive response from the industry. The cost of the discount provided, in terms of lost revenue, was £11,797.33;
- National Park Grant will continued be received in line with 2015/16 allocations, this follows on from the Autumn Statement announcement that National Parks would be protected. However it is recognised that there remains significant pressure on expenditure and future savings will be required;
- Salary increases have been from 2016/17 onwards based on the public sector indications of 1% over the next three years;
- Changes to National Insurance arrangements as a result of the cessation of the contracted out rate for the state second pension will go ahead from 2016/17 onwards;
- Pension lump sum deficit will continue to increase at 22% per annum, although the next triennial valuation will set the contribution for the next three years from 1 April 2017; and
- The forecast outturn position for 2015/16 will be delivered in line with budget holders' projections.

7.2 A detailed sensitivity analysis for some of these key assumptions is set out below.

Table 3 – Budget Sensitivity Analysis

Assumption	Change in assumption	Approximate financial impact of change £ (+/-)
National Park budget for 2015/16 will be delivered in line with forecast outturn.	1% under / over-spend against National Park budget.	32,000
Navigation budget for 2015/16 will be delivered in line with forecast outturn.	1% under / over-spend against Navigation budget.	30,000
Overall salary increase of 1% in 2016/17.	1% change in salary inflation.	40,000
Boat numbers and distribution remain as predicted; overall increase in navigation tolls income 4.5% 2016/17.	1% change in navigation toll income.	31,000
National Park Grant in line with current allocations and no further reduction applied in 2016/17.	1% change in National Park Grant allocation.	32,000

8 Earmarked Reserves

8.1 The Authority's earmarked reserves strategy for the period 2016/17 – 2018/19 is set out in Appendix 2. The strategy details the actual balance of earmarked reserves at the end of October 2015, planned contributions and 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 2018/19.

8.2 Navigation earmarked reserves stand at £810,802 at the end of October 2015 and are forecast to reduce slightly (to £620,440) by the end of the financial year.

8.3 Appendix 2 reflects the contributions to reserves allowed for in the budget and financial strategy set out in Appendix 1. Planned expenditure from reserves is itemised within Appendix 2 and includes in 2016/17:

- Replace four vehicles;
- Repairs to Irstead Boat house;
- Dockyard old workshop refurbishment; and
- Contribution to the Three Rivers Way cycle scheme partnership with Norfolk County Council.

8.4 Significant planned expenditure from earmarked reserves in 2017/18 and 2018/19 includes the replacement of five operational vehicles at an estimated total cost of £62,000 (with £28,680 relating to navigation), a new Wherry estimated total cost of £107,000 (with £64,200 relating to navigation) and the

relocation of the Dockyard Wet Shed estimated to total cost of £60,000 (with £42,000 relating to navigation).

- 8.5 Taking account of all these items, the forecast balance of navigation earmarked reserves at the end of 2018/19 is £884,560, although it should be noted that expenditure plans for 2017/18 and beyond are likely to be refined again when the financial strategy for 2017/18 is developed next year.

9 Summary

- 9.1 The draft budget presented here incorporates the 4.5% increase in navigation charges for 2016/17 and is designed to allow the Authority to continue to deliver priority navigation activities at the required level, whilst also making prudent provision for asset maintenance over the life of the strategy and beyond. Minor adjustments have also been made to reflect the latest staffing forecasts. As a result of all these factors there is no capacity within the budget for additional projects.
- 9.2 The National Park part of the budget shows a deficit for the next three years. This will be funded from the National Park Reserve resulting in a reserve balance of £674,995 at the end of 2018/19. This balance will be £241,919 above the recommended level. However it is noted that this strategy of using reserves is not sustainable in the long term and detailed work over this period will be necessary to identify savings for future years.
- 9.3 It is important to recognise that the budget as a whole is highly sensitive to changes in salary inflation, as a result of the significant proportion of the budget that is made up of staff costs. The budget is based on a 1% increase in salaries for the period April 2016 to March 2019, however there remains considerable uncertainty in respect of likely future year awards.
- 9.4 The surplus of £20,159 allowed for in the 2016/17 budget is essential to start to restore the balance of the navigation reserve and provide some flexibility to respond to any higher than anticipated salary inflation in future years. It remains the case that the indicative tolls increases in 2017/18 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 in outturn figures for 2015/16 and the recommendations from the Toll Review Working Group.

Background Papers: Nil

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Date of Report: 27 November 2015

Broads Plan Objectives: None

Appendices: APPENDIX 1 – Draft Budget 2016/17 and Financial Strategy to 2018/19
APPENDIX 2 – Earmarked Reserves to 2018/19

Row Labels	2014/15			2015/16						2016/17			2017/18			2018/19			2016/17 Apportionment	
	National Park 2014/15 (Actual)	Navigation 2014/15 (Actual)	Consolidated 2014/15 (Actual)	National Park 2015/16 (Latest Available Budget)	Navigation 2015/16 (Latest Available Budget)	Consolidated 2015/16 (Latest Available Budget)	National Park 2015/16 (Forecast Outturn)	Navigation 2015/16 (Forecast Outturn)	Consolidated 2015/16 (forecast Outturn)	National Park 2016/17 (Budget)	Navigation 2016/17 (Budget)	Consolidated 2016/17 (Budget)	National Park 2017/18 (Budget)	Navigation 2017/18 (Budget)	Consolidated 2017/18 (Budget)	National Park 2018/19 (Budget)	Navigation 2018/19 (Budget)	Consolidated 2018/19 (Budget)	National Park	Navigation
Income																				
Income																				
National Park Grant	(3,245,393)	0	(3,245,393)	(3,188,952)	0	(3,188,952)	(3,188,952)	0	(3,188,952)	(3,188,952)	0	(3,188,952)	(3,188,952)	0	(3,188,952)	(3,188,952)	0	(3,188,952)	100%	0%
Hire Craft Tolls	0	(1,073,763)	(1,073,763)	0	(1,090,525)	(1,090,525)	0	(1,068,689)	(1,068,689)	0	(1,079,000)	(1,079,000)	0	(1,085,475)	(1,085,475)	0	(1,092,112)	(1,092,112)	0%	100%
Private Craft Tolls	0	(1,833,042)	(1,833,042)	0	(1,869,042)	(1,869,042)	0	(1,871,284)	(1,871,284)	0	(1,972,000)	(1,972,000)	0	(2,021,300)	(2,021,300)	0	(2,071,833)	(2,071,833)	0%	100%
Short Visit Tolls	0	(41,521)	(41,521)	0	(38,363)	(38,363)	0	(38,363)	(38,363)	0	(40,089)	(40,089)	0	(41,092)	(41,092)	0	(42,119)	(42,119)	0%	100%
Other Toll Income	0	(17,908)	(17,908)	0	(18,750)	(18,750)	0	(18,750)	(18,750)	0	(18,750)	(18,750)	0	(18,750)	(18,750)	0	(18,750)	(18,750)	0%	100%
Interest	(9,726)	(9,726)	(19,452)	(17,500)	(17,500)	(35,000)	(10,000)	(10,000)	(20,000)	(10,000)	(10,000)	(20,000)	(15,000)	(15,000)	(30,000)	(20,000)	(20,000)	(40,000)	50%	50%
Income Total	(3,255,119)	(2,975,960)	(6,231,079)	(3,206,452)	(3,034,180)	(6,240,632)	(3,198,952)	(3,007,086)	(6,206,038)	(3,198,952)	(3,119,839)	(6,318,791)	(3,203,952)	(3,181,617)	(6,385,569)	(3,208,952)	(3,244,813)	(6,453,765)	51%	49%
Income Total	(3,255,119)	(2,975,960)	(6,231,079)	(3,206,452)	(3,034,180)	(6,240,632)	(3,198,952)	(3,007,086)	(6,206,038)	(3,198,952)	(3,119,839)	(6,318,791)	(3,203,952)	(3,181,617)	(6,385,569)	(3,208,952)	(3,244,813)	(6,453,765)	51%	49%
Net Expenditure																				
Operations																				
Construction and Maintenance Salaries	492,858	567,975	1,060,833	459,760	628,981	1,088,740	459,760	628,981	1,088,740	428,835	693,215	1,122,050	437,026	704,644	1,141,670	444,137	715,403	1,159,540	38%	62%
Equipment, Vehicles and Vessels	142,986	374,766	517,752	109,230	268,570	377,800	109,230	268,570	377,800	112,650	262,850	375,500	112,650	262,850	375,500	112,650	262,850	375,500	30%	70%
Equipment, Vehicles and Vessels (Income)	(201)	(5,085)	(5,286)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0%	0%
Water Management	(1,270)	55,618	54,348	5,000	101,200	106,200	5,000	101,200	106,200	35,000	112,500	147,500	35,000	112,500	147,500	35,000	112,500	147,500	24%	76%
Water Management (Income)	0	(150)	(150)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0%	0%
Land Management	133,737	0	133,737	54,000	0	54,000	57,400	0	57,400	57,000	0	57,000	54,000	0	54,000	54,000	0	54,000	100%	0%
Land Management (Income)	(124,950)	0	(124,950)	(90,000)	0	(90,000)	(111,000)	0	(111,000)	(95,000)	0	(95,000)	(90,000)	0	(90,000)	(90,000)	0	(90,000)	100%	0%
Practical Maintenance	26,017	357,473	383,490	29,000	357,200	386,200	29,000	357,200	386,200	75,000	343,200	418,200	75,000	367,200	442,200	75,000	367,200	442,200	18%	82%
Practical Maintenance (Income)	0	(10,517)	(10,517)	0	(7,000)	(7,000)	0	(7,000)	(7,000)	0	(7,000)	0	(7,000)	0	(7,000)	0	(7,000)	(7,000)	0%	100%
Ranger Services	271,563	457,227	728,790	251,964	444,946	696,910	251,964	444,946	696,910	259,144	455,716	714,860	263,852	462,778	726,630	269,148	470,722	739,870	36%	64%
Ranger Services (Income)	(63,021)	2,275	(60,746)	(14,000)	(21,000)	(35,000)	(14,000)	(21,000)	(35,000)	(14,000)	(21,000)	(35,000)	(14,000)	(21,000)	(35,000)	(14,000)	(21,000)	(35,000)	40%	60%
Safety	21,677	60,411	82,088	22,592	69,326	91,918	22,592	69,326	91,918	23,087	70,513	93,600	23,245	70,905	94,150	23,404	71,286	94,690	25%	75%
Safety (Income)	0	(489)	(489)	0	(9,000)	(9,000)	0	(9,000)	(9,000)	0	(9,000)	(9,000)	0	(9,000)	(9,000)	0	(9,000)	(9,000)	0%	100%
Asset Management	50,082	71,490	121,572	40,842	68,939	109,780	40,842	68,939	109,780	47,717	74,564	122,280	43,229	70,892	114,120	43,476	71,094	114,570	39%	61%
Asset Management (Income)	(11)	(9)	(20)	(550)	(450)	(1,000)	(550)	(450)	(1,000)	(550)	(450)	(1,000)	(550)	(450)	(1,000)	(550)	(450)	(1,000)	55%	45%
Volunteers	40,876	17,517	58,393	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0%	0%
Volunteers (Income)	(175)	(75)	(250)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0%	0%
PRISMA	0	84,869	84,869	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0%	0%
PRISMA (Income)	0	(10,523)	(10,523)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0%	0%
Operational Property	88,090	88,701	176,791	60,960	87,211	148,170	60,960	87,211	148,170	54,251	93,919	148,170	54,251	93,919	148,170	54,251	93,919	148,170	37%	63%
Operational Property (Income)	(2,521)	(1,411)	(3,932)	(9,814)	(853)	(10,667)	(9,814)	(853)	(10,667)	(18,400)	(1,600)	(20,000)	(18,400)	(1,600)	(20,000)	(18,400)	(1,600)	(20,000)	92%	8%
Operations Management and Admin	55,140	70,179	125,319	56,113	71,417	127,530	56,113	71,417	127,530	55,682	70,868	126,550	56,421	71,809	128,230	57,200	72,800	130,000	44%	56%
Operations Total	1,130,877	2,180,242	3,311,119	975,096	2,059,486	3,034,581	957,496	2,059,486	3,016,981	1,020,415	2,138,295	3,158,710	1,031,724	2,178,447	3,210,170	1,045,316	2,198,725	3,244,040	32%	68%
Planning and Resources																				
Development Management	280,212	0	280,212	301,882	0	301,882	301,882	0	301,882	309,550	0	309,550	316,820	0	316,820	322,940	0	322,940	100%	0%
Development Management (Income)	(78,850)	0	(78,850)	(60,000)	0	(72,762)	(60,000)	0	(72,762)	(70,000)	0	(70,000)	(60,000)	0	(60,000)	(60,000)	0	(60,000)	100%	0%
Strategy and Projects Salaries	344,447	59,553	404,000	315,184	77,072	392,256	315,183	77,073	392,256	320,167	76,434	396,600	324,947	77,483	402,430	328,532	78,438	406,970	81%	19%
Strategy and Projects	89,047	0	89,047	40,000	0	40,000	40,000	0	40,000	76,400	3,600	80,000	78,220	3,780	82,000	80,040	3,960	84,000	96%	5%
Strategy and Projects (Income)	(24,646)	(388)	(25,034)	(21,500)	0	(21,500)	(21,500)	0	(21,500)	(3,500)	0	(3,500)	(3,500)	0	(3,500)	(3,500)	0	(3,500)	100%	0%
Biodiversity Strategy	57,196	0	57,196	25,791	0	25,791	25,791	0	25,791	10,000	0	10,000	10,000	0	10,000	10,000	0	10,000	100%	0%
Biodiversity Strategy (Income)	0	0	0	(10,000)	0	(10,000)	(10,000)	0	(10,000)	0	0	0	0	0	0	0	0	0	0%	0%
Legal	87,594	12,176	99,770	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0%	0%
Waterways and Recreation Strategy	1,127	8,383	9,510	500	9,000	9,500	500	14,133	14,633	500	9,000	9,500	500	9,000	9,500	500	9,000	9,500	5%	95%
Project Funding	122,381	26,970	149,351	174,500	0	174,500	174,500	0	174,500	324,500	0	324,500	187,500	0	187,500	124,500	0	124,500	100%	0%
Project Funding (Income)	(22,489)	0	(22,489)	(19,000)	0	(19,000)	(19,000)	0	(19,000)	(169,000)	0	(169,000)	(32,000)	0	(32,000)	(19,000)	0	(19,000)	100%	0%
Sustainable Development Fund	46,940	0	46,940	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0%	0%
Volunteers	0	0	0	13,200	8,800	22,000	13,200	8,800	22,000	12,000	8,000	20,000	12,000	8,000	20,000	12,000	8,000	20,000	60%	40%
Volunteers (Income)	0	0	0	(600)	(400)	(1,000)	(600)	(400)	(1,000)	(600)	(400)	(1,000)	(600)	(400)	(1,000)	(600)	(400)	(1,000)	60%	40%
Finance and Insurance	174,075	148,091	322,166	172,769	158,151	330,920	172,769	158,151	330,920	174,875	162,875	337,750	176,290	164,290	340,580	178,430	166,430	344,860	52%	48%
Communications	240,564	78,387	318,951	197,782	62,048	259,830	197,782	62,048	259,830	193,645	62,105	255,750	194,573	63,218	257,790	197,291	64,399	261,690	76%	24%
Communications (Income)	(2,198)	0	(2,198)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0%	0%
Visitor Centres and Yacht Stations	309,621	122,559	432,180	328,050	130,470	458,520	328,050	130,470	458,520	321,500	125,550	447,050	325,535	127,695	453,230	325,623	127,628	453,250	72%	28%
Visitor Centres and Yacht Stations (Income)	(183,044)	(65,942)	(248,986)	(161,750)	(56,250)	(218,000)	(161,750)	(56,250)	(218,000)	(172,500)	(60,000)	(232,500)	(172,500)	(60,000)	(232,500)	(172,500)	(60,000)	(232,500)	74%	26%
Collection of Tolls	0	113,771	113,771	0	116,740	116,740	0	116,740	116,740	0	122,230	122,230	0	123,610	123,610	0	125,930	125,930	0%	100%
ICT	187,710	73,406	261,116	185,845	91,535	277,380	197,235	97,145	294,380	184,538	90,892	275,430	187,084	92,146	279,230	188,947	93,063	282,010	67%	33%
Head Office, Office Expenses and Pool Vehicles	209,588	89,905	299,493	239,220	102,628	341,848	227,830	97,018	324,848	227,830	97,018	324,848	227,830	97,018	324,848	227,830	97,018	324,8		

Year	Earmarked Reserves	Property Reserve - National Park	Property Reserve - Navigation	Property Reserve - TOTAL	Plant, Vessels and Equipment Reserve - National Park	Plant, Vessels and Equipment Reserve - Navigation	Plant, Vessels and Equipment Reserve - TOTAL	Premises Reserve - National Park	Premises Reserve - Navigation	Premises Reserve - TOTAL	Other Earmarked Reserves - National Park	Other Earmarked Reserves - Navigation	Other Earmarked Reserves - TOTAL	STEP	PRISMA	Total Earmarked Reserves - National Park	Total Earmarked Reserves - Navigation	GRAND TOTAL Earmarked Reserves
2013/ 2014/15																		
	Balance 31 March 2014	(76,081)	(492,019)	(568,100)	(77,425)	(139,857)	(217,282)	(78,729)	(59,994)	(138,723)	(621,240)	0	(621,240)	(7,983)	(244,953)	(861,458)	(936,823)	(1,798,281)
	Balance 31 March 2015	(76,081)	(506,508)	(582,589)	(38,114)	(200,966)	(239,080)	(90,729)	(77,994)	(168,723)	(463,794)	0	(463,794)	0	(170,648)	(668,717)	(956,115)	(1,624,833)
	Balance 01 April 2015	(76,625)	(510,131)	(586,756)	(38,387)	(202,403)	(240,790)	(91,378)	(78,552)	(169,930)	(424,080)	0	(424,080)	0	(171,869)	(630,470)	(962,954)	(1,593,424)
2015/16	Contributions to Reserves to 31/10/15																	
	Vessels and Equipment (VES000451)	0	0	0	(4,600)	(41,400)	(46,000)	0	0	0	0	0	0	0	0	(4,600)	(41,400)	(46,000)
	Vehicles (VEH000451)	0	0	0	(3,850)	(7,150)	(11,000)	0	0	0	0	0	0	0	0	(3,850)	(7,150)	(11,000)
	Mutford Lock (MLK000451)	0	(12,500)	(12,500)	0	0	0	0	0	0	0	0	0	0	0	0	(12,500)	(12,500)
	Mutford Lock Rent (MLK000451)	0	(962)	(962)	0	0	0	0	0	0	0	0	0	0	0	0	(962)	(962)
	Launches (LAU000451)	0	0	0	0	(7,500)	(7,500)	0	0	0	0	0	0	0	0	0	(7,500)	(7,500)
	Ranger Vehicles (RAN000451)	0	0	0	(2,600)	(3,900)	(6,500)	0	0	0	0	0	0	0	0	(2,600)	(3,900)	(6,500)
	Dockyard Site (PRM009451)	0	0	0	0	0	0	(5,250)	(9,750)	(15,000)	0	0	0	0	0	(5,250)	(9,750)	(15,000)
	Pool Vehicles (PCP000451)	0	0	0	(4,690)	(2,310)	(7,000)	0	0	0	0	0	0	0	0	(4,690)	(2,310)	(7,000)
	PRISMA Income (PRS607451)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Section 106 Income (DVM000451)	0	0	0	0	0	0	0	0	0	(31,666)	0	(31,666)	0	0	(31,666)	0	(31,666)
	Contributions from Reserves to 31/10/15																	
	Transfer PRISMA balance (PRI to VES)	0	0	0	0	0	0	0	0	0	0	0	0		14,905	0	0	0
	PRISMA external shared project mgmt costs (PRS)	0	0	0	0	0	0	0	0	0	0	0	0			0	14,905	14,905
	Fit out 2nd launch hull (LAU000450)	0	0	0	0	0	0	0	0	0	0	0	0			0	0	0
	Mutford Lock bearings repair (MLK000450)	0	31,219	31,219	0	0	0	0	0	0	0	0	0			0	31,219	31,219
	Turntide Jetty repiling (Code MMR000450)	0	18,912	18,912	0	0	0	0	0	0	0	0	0			0	18,912	18,912
	Document Management System (ICT000450)	0	0	0	0	0	0	0	0	0	313	0	313			313	0	313
	Grant Finder licence (PMA000450)	0	0	0	0	0	0	0	0	0	3,108	0	3,108			3,108	0	3,108
	Acorn Profiler Software (TEL000450)	0	0	0	0	0	0	0	0	0	469	0	469			469	0	469
	Purchase of Linkflotes (VES000450)	0	0	0	9,430	84,870	94,300	0	0	0	0	0	0			9,430	84,870	94,300
	Land Purchases (Codes DRD000450)	0	57,100	57,100	0	0	0	0	0	0	0	0	0			0	57,100	57,100
	Replace CM&E Van YC09 WJD (VEH000450)	0	0	0	5,183	9,625	14,807	0	0	0	0	0	0			5,183	9,625	14,807
	3rd Wherry (TBC) (VES000450)	0	0	0	11,305	20,994	32,299	0	0	0	0	0	0			11,305	20,994	32,299
	Project Officer (SPS000450)	0	0	0	0	0	0	0	0	0	19,111	0	19,111			19,111	0	19,111
	Norfolk CC Archaeology SLA (CUL000450)	0	0	0	0	0	0	0	0	0	3,500	0	3,500			3,500	0	3,500
	Cockshoot replacement cancelled	0	0	0	0	0	0	0	0	0	0	0	0			0	0	0
	Habitats Regulation Assessment (BPL, POL & TOU000450)	0	0	0	0	0	0	0	0	0	0	0	0			0	0	0
	Broads Plan (BPL000450)	0	0	0	0	0	0	0	0	0	0	0	0			0	0	0
	Local Plan (POL000450)	0	0	0	0	0	0	0	0	0	713	0	713			713	0	713
	Sustainable Tourism Strategy (TOU000450)	0	0	0	0	0	0	0	0	0	4,967	0	4,967			4,967	0	4,967
	Planning injunction costs (DVM000450)	0	0	0	0	0	0	0	0	0	0	0	0			0	0	0
					0	0	0	0	0	0	0	0	0			0	0	0
	Actual Balance 31/10/15	(76,625)	(416,362)	(492,987)	(28,210)	(149,174)	(177,384)	(96,628)	(88,302)	(184,930)	(423,565)	0	(423,565)	0	(156,963)	(625,028)	(810,801)	(1,435,829)
	Contributions to Reserves to 31/03/16																	
	Vessels and Equipment (VES000451)	0	0	0	(4,600)	(41,400)	(46,000)	0	0	0	0	0	0	0	0	(4,600)	(41,400)	(46,000)
	Vehicles (VEH000451)	0	0	0	(3,850)	(7,150)	(11,000)	0	0	0	0	0	0	0	0	(3,850)	(7,150)	(11,000)
	Mutford Lock (MLK000451)	0	(12,500)	(12,500)	0	0	0	0	0	0	0	0	0	0	0	0	(12,500)	(12,500)
	Mutford Lock Rent (MLK000451)	0	(1,038)	(1,038)	0	0	0	0	0	0	0	0	0	0	0	0	(1,038)	(1,038)
	Launches (LAU000451)	0	0	0	0	(7,500)	(7,500)	0	0	0	0	0	0	0	0	0	(7,500)	(7,500)
	Ranger Vehicles (RAN000451)	0	0	0	(2,600)	(3,900)	(6,500)	0	0	0	0	0	0	0	0	(2,600)	(3,900)	(6,500)
	Dockyard Site (PRM009451)	0	0	0	0	0	0	(5,250)	(9,750)	(15,000)	0	0	0	0	0	(5,250)	(9,750)	(15,000)
	Pool Vehicles (PCP000451)	0	0	0	(4,690)	(2,310)	(7,000)	0	0	0	0	0	0	0	0	(4,690)	(2,310)	(7,000)
	PRISMA Income (PRS607451)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
					0	0	0											
	Contributions from Reserves to 31/03/16																	
	Transfer PRISMA balance (PRI to VES)	0	0	0	0	(156,964)	(156,964)	0	0	0	0	0	0	0	156,964	0	0	0
	PRISMA external shared project mgmt costs (PRS)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Fit out 2nd launch hull (LAU000450)	0	0	0	0	75,000	75,000	0	0	0	0	0	0	0	0	0	75,000	75,000
	Mutford Lock bearings repair (MLK000450)	0	56,001	56,001	0	0	0	0	0	0	0	0	0	0	0	0	56,001	56,001
	Turntide Jetty repiling (Code MMR000450)	0	26,088	26,088	0	0	0	0	0	0	0	0	0	0	0	0	26,088	26,088
	Document Management System (ICT000450)	0	0	0	0	0	0	0	0	0	24,687	0	24,687			24,687	0	24,687
	Grant Finder licence (PMA000450)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Purchase of Linkflotes (VES000450)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Land Purchases (Codes DRD000450)	0	66,150	66,150	0	0	0	0	0	0	0	0	0	0	0	0	66,150	66,150
	Replace CM&E Van YC09 WJD (VEH000450)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	3rd Wherry (TBC) (VES000450)	0	0	0	28,361	52,670	81,031	0	0	0	0	0	0	0	0	28,361	52,670	81,031
	Project Officer (SPS000450)	0	0	0	0	0	0	0	0	0	5,889	0	5,889			5,889	0	5,889
	Norfolk CC Archaeology SLA (CUL000450)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Cockshoot replacement cancelled	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Habitats Regulation Assessment (BPL, POL & TOU000450)	0	0	0	0	0	0	0	0	0	15,000	0	15,000			15,000	0	15,000
	Broads Plan (BPL000450)	0	0	0	0	0	0	0	0	0	5,000	0	5,000			5,000	0	5,000
	Local Plan (POL000450)	0	0	0	0	0	0	0	0	0	39,287	0	39,287			39,287	0	39,287
	Sustainable Tourism Strategy (TOU000450)	0	0	0	0	0	0	0	0	0	15,033	0	15,033			15,033	0	15,033
	Planning injunction costs (DVM000450)	0	0	0	0	0	0	0	0	0	20,000	0	20,000			20,000	0	20,000
		0	0	0	0	0	0	0	0	0	0	0	0			0	0	0
	Forecast Balance 01 April 2016	(76,625)	(281,661)	(358,286)	(15,589)	(240,727)	(256,316)	(101,878)	(98,052)	(199,930)	(298,669)	0	(298,669)	0	0	(492,761)	(620,440)	(1,113,200)

Year	Earmarked Reserves	Property Reserve - National Park	Property Reserve - Navigation	Property Reserve - TOTAL	Plant, Vessels and Equipment Reserve - National Park	Plant, Vessels and Equipment Reserve - Navigation	Plant, Vessels and Equipment Reserve - TOTAL	Premises Reserve - National Park	Premises Reserve - Navigation	Premises Reserve - TOTAL	Other Earmarked Reserves - National Park	Other Earmarked Reserves - Navigation	Other Earmarked Reserves - TOTAL	STEP	PRISMA	Total Earmarked Reserves - National Park	Total Earmarked Reserves - Navigation	GRAND TOTAL Earmarked Reserves
2016/17	<u>Contributions to Reserves to 31/03/17</u>																	
	Vessels and Equipment (VES000451)	0	0	0	(27,600)	(64,400)	(92,000)	0	0	0	0	0	0	0	0	(27,600)	(64,400)	(92,000)
	Vehicles (VEH000451)	0	0	0	(6,600)	(15,400)	(22,000)	0	0	0	0	0	0	0	0	(6,600)	(15,400)	(22,000)
	Mutford Lock (MLK000451)	0	(25,000)	(25,000)	0	0	0	0	0	0	0	0	0	0	0	0	(25,000)	(25,000)
	Mutford Lock Rent (MLK000451)	0	(2,000)	(2,000)	0	0	0	0	0	0	0	0	0	0	0	0	(2,000)	(2,000)
	Launches (LAU000451)	0	0	0	0	(15,000)	(15,000)	0	0	0	0	0	0	0	0	0	(15,000)	(15,000)
	Ranger Vehicles (RAN000451)	0	0	0	(5,200)	(7,800)	(13,000)	0	0	0	0	0	0	0	0	(5,200)	(7,800)	(13,000)
	Dockyard Site (PRM009451)	0	0	0	0	0	0	(9,000)	(21,000)	(30,000)	0	0	0	0	0	(9,000)	(21,000)	(30,000)
	Pool Vehicles (PCP000451)	0	0	0	(9,380)	(4,620)	(14,000)	0	0	0	0	0	0	0	0	(9,380)	(4,620)	(14,000)
	Asset Management for Countryside sites (SIM00451)	(46,000)	0	(46,000)	0	0	0	0	0	0	0	0	0	0	0	(46,000)	0	(46,000)
	Launch sale (LAU000451)	0	0	0	0	(12,000)	(12,000)											
	Potter Heigham Chalet Income (UTE000451)	0	0	0	0	0	0	0	0	0	(19,000)	0	(19,000)	0	0	(19,000)	0	(19,000)
	<u>Contributions from Reserves to 31/03/17</u>																	
	Norfolk CC Archaeology SLA (CUL000450)	0	0	0	0	0	0	0	0	0	3,500	0	3,500			3,500	0	3,500
	Replace AP56 EJM - Pool Van (PCP000450)	0	0	0	8,040	3,960	12,000	0	0	0	0	0	0	0	0	8,040	3,960	12,000
	Replace DU11 EFL - Rangers (RAN000450)	0	0	0	10,800	7,200	18,000	0	0	0	0	0	0	0	0	10,800	7,200	18,000
	Replace CM&E AO06 XPF / DU61 NUX (VEH000450)	0	0	0	9,900	23,100	33,000	0	0	0	0	0	0	0	0	9,900	23,100	33,000
	Irstead Boat House repairs (BHB000450)	0	0	0	0	0	0	12,000	18,000	30,000	0	0	0	0	0	12,000	18,000	30,000
	Old workshop refurbishment (PRM009450)	0	0	0	0	0	0	9,600	14,400	24,000	0	0	0	0	0	9,600	14,400	24,000
	3 Rivers way cycle scheme	0	0	0	0	0	0	0	0	0	65,000	0	65,000	0	0	65,000	0	65,000
	Re-thatch John Cobbs Cottage costs unknown	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Forecast Balance 01 April 2017	(122,625)	(308,661)	(431,286)	(35,629)	(325,687)	(361,316)	(89,278)	(86,652)	(175,930)	(249,169)	0	(249,169)	0	0	(496,701)	(709,000)	(1,205,700)
2017/18	<u>Contributions to Reserves to 31/03/18</u>																	
	Vessels and Equipment (VES000451)	0	0	0	(27,600)	(64,400)	(92,000)	0	0	0	0	0	0	0	0	(27,600)	(64,400)	(92,000)
	Vehicles (VEH000451)	0	0	0	(6,600)	(15,400)	(22,000)	0	0	0	0	0	0	0	0	(6,600)	(15,400)	(22,000)
	Mutford Lock (MLK000451)	0	(25,000)	(25,000)	0	0	0	0	0	0	0	0	0	0	0	0	(25,000)	(25,000)
	Mutford Lock Rent (MLK000451)	0	(2,000)	(2,000)	0	0	0	0	0	0	0	0	0	0	0	0	(2,000)	(2,000)
	Launches (LAU000451)	0	0	0	0	(15,000)	(15,000)	0	0	0	0	0	0	0	0	0	(15,000)	(15,000)
	Ranger Vehicles (RAN000451)	0	0	0	(5,200)	(7,800)	(13,000)	0	0	0	0	0	0	0	0	(5,200)	(7,800)	(13,000)
	Dockyard Site (PRM009451)	0	0	0	0	0	0	(9,000)	(21,000)	(30,000)	0	0	0	0	0	(9,000)	(21,000)	(30,000)
	Pool Vehicles (PCP000451)	0	0	0	(9,380)	(4,620)	(14,000)	0	0	0	0	0	0	0	0	(9,380)	(4,620)	(14,000)
	Asset Management for Countryside sites (SIM00451)	(46,000)	0	(46,000)	0	0	0	0	0	0	0	0	0	0	0	(46,000)	0	(46,000)
	Potter Heigham Chalet Income (UTE000451)	0	0	0	0	0	0	0	0	0	(19,000)	0	(19,000)	0	0	(19,000)	0	(19,000)
	<u>Contributions from Reserves to 31/03/18</u>																	
	Local Plan Inspection	0	0	0	0	0	0	0	0	0	60,000	0	60,000	0	0	60,000	0	60,000
	Norfolk CC Archaeology SLA (CUL000450)	0	0	0	0	0	0	0	0	0	3,500	0	3,500	0	0	3,500	0	3,500
	Replace CM&E Van (VEH000450)	0	0	0	3,600	8,400	12,000	0	0	0	0	0	0	0	0	3,600	8,400	12,000
	Replace Wherry Onward (VES000450)	0	0	0	42,800	64,200	107,000	0	0	0	0	0	0	0	0	42,800	64,200	107,000
	Relocate Dockyard Wet Shed	0	0	0	0	0	0	18,000	42,000	60,000	0	0	0	0	0	18,000	42,000	60,000
	Forecast Balance 01 April 2018	(168,625)	(335,661)	(504,286)	(38,009)	(360,307)	(398,316)	(80,278)	(65,652)	(145,930)	(204,669)	0	(204,669)	0	0	(491,581)	(749,620)	(1,241,200)
	<u>Contributions to Reserves to 31/03/19</u>																	
	Vessels and Equipment (VES000451)	0	0	0	(27,600)	(64,400)	(92,000)	0	0	0	0	0	0			(27,600)	(64,400)	(92,000)
	Vehicles (VEH000451)	0	0	0	(6,600)	(15,400)	(22,000)	0	0	0	0	0	0			(6,600)	(15,400)	(22,000)
	Mutford Lock (MLK000451)	0	(25,000)	(25,000)	0	0	0	0	0	0	0	0	0			0	(25,000)	(25,000)
	Mutford Lock Rent (MLK000451)	0	(2,000)	(2,000)	0	0	0	0	0	0	0	0	0			0	(2,000)	(2,000)
	Launches (LAU000451)	0	0	0	0	(15,000)	(15,000)	0	0	0	0	0	0			0	(15,000)	(15,000)
	Ranger Vehicles (RAN000451)	0	0	0	(5,200)	(7,800)	(13,000)	0	0	0	0	0	0			(5,200)	(7,800)	(13,000)
	Dockyard Site (PRM009451)	0	0	0	0	0	0	(9,000)	(21,000)	(30,000)	0	0	0			(9,000)	(21,000)	(30,000)
	Pool Vehicles (PCP000451)	0	0	0	(9,380)	(4,620)	(14,000)	0	0	0	0	0	0			(9,380)	(4,620)	(14,000)
	Asset Management for Countryside sites (SIM00451)	(46,000)	0	(46,000)	0	0	0	0	0	0	0	0	0			(46,000)	0	(46,000)
	Potter Heigham Chalet Income (UTE000451)	0	0	0	0	0	0	0	0	0	(19,000)	0	(19,000)			(19,000)	0	(19,000)
	<u>Contributions from Reserves to 31/03/19</u>																	
	Norfolk CC Archaeology SLA (CUL000450)	0	0	0	0	0	0	0	0	0	3,500	0	3,500			3,500	0	3,500
	Replacement of three Yare House pool vehicles (one Kan	0	0	0	24,120	11,880	36,000	0	0	0	0	0	0			24,120	11,880	36,000
	Peugeot Boxer dropside for CM&E	0	0	0	5,600	8,400	14,000	0	0	0	0	0	0			5,600	8,400	14,000
		0	0	0	0	0	0	0	0	0	0	0	0			0	0	0
	Forecast Balance 01 April 2019	(214,625)	(362,661)	(577,286)	(57,069)	(447,247)	(504,316)	(89,278)	(86,652)	(175,930)	(220,169)	0	(220,169)	0	0	(581,141)	(884,560)	(1,465,700)

Broads Local Plan: Issues and Options
Report by Planning Policy Officer

Summary:	This report introduces the Broads Local Plan Issues and Options Stage. This is the first stage in the preparation of a draft Local Plan and highlights the key topics which future planning policies will be required to cover. It also outlines some options for the direction of that planning policy. Local Planning Authorities are required to undertake public consultation at specific stages of plan preparation and it is anticipated that the Issues and Options will be the subject of a public consultation beginning in February 2016, after consideration by the full Authority in January. The views of Navigation Committee Members are requested on the navigation aspects of the draft options.
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1 Introduction

- 1.1 Local Planning Authorities are required to prepare a Local Plan which will define planning policies within its local planning authority area. These are given significant weight when deciding planning applications as all decisions are required to be made in accordance with the policies unless there are strong material reasons not to. Local plans must be positively prepared, justified, effective and consistent with national policy
- 1.2 The National Planning Policy Framework (NPPF) (The Framework) states that every local planning authority in England should have a clear, up to date Local Plan, which conforms to the Framework, meets local development needs, and reflects local people's views of how they wish their community to develop. The process should fully involve everyone who has an interest in the document or area and they should have had the chance to comment.
- 1.3 The Broads Authority has three adopted Planning Policy documents: The Core Strategy, Development Management Document and the Sites Specifics Local Plan. Some of the policies have existed since 2007 and are not fully in line with Government policy now. As such, we are reviewing all our current policies and looking into new issues as we produce a new and up to date Local Plan.
- 1.4 For the avoidance of doubt, until the new Local Plan is adopted, the existing adopted and saved policies are in place and will be used in determining planning applications.

2 The Issues and Options Stage

- 2.1 This is the first stage of producing a Local Plan. The document identifies issues and discusses potential options to address that issue. The purpose of the consultation is to ensure that all potential issues have been covered and to seek views on the appropriate approaches to those issues.
- 2.2 At this stage, there is no policy content. Potential policy content is discussed at a high level. It is for the next stage of the Local Plan (Preferred Options) to come up with potential policy wording.
- 2.3 The following table shows the Local Plan production process.

Broads Local Plan Process

Sustainability Appraisal and Habitats Regulation Assessment	1: Identify issues	Review existing policies and identify any gaps in policies.
	2: Collect evidence	Research that will inform and influence the Local Plan.
	3: Consult (Issues and Options)	The Authority will inform stakeholders and the public that the Local Plan is being produced and ask for views on what the plan should cover. Minimum of 6 week consultation period.
	4: Prepare Draft Plan	The evidence and comments received help produce a draft Local Plan.
	5: Consult (Preferred Options)	The Authority will consult with stakeholders and the public on the draft Local Plan for a minimum of 6 weeks.
	6: Improve Plan	The Authority will take on board comments received and any further evidence as they improve the Local Plan.
	7: Publish Plan (Publication)	The plan is available for stakeholders and the public to comment on for a minimum of 6 weeks. (Regulation 19)
	8: Submit	The Authority will assess the comments received. If it considers that the Local Plan is sound, it can submit the Plan to the Planning Inspectorate. If the Authority wishes to improve the plan, then stages 6 and 7 are repeated.
	9: Examine	The Plan is examined by an independent Planning Inspector. There may be Public Hearings.
	10: Adopt	If the independent Planning Inspector finds the Local Plan sound, the Plan can be adopted by the Authority. If the Inspector does not find the Local Plan sound, the process goes back to stage 6.

3 About the Issues and Options

- 3.1 Whilst the document is 150 pages long, this is an early stage on the production of the Local Plan and Members have the opportunity to input. Any relevant comments that are made will be incorporated into the document which will go out to public consultation in early 2016.

- 3.2 This report identifies some particular issues that could be of interest to Navigation Committee. Page numbers refer to the page of the Issues and Options document:

Challenges and Opportunities – Page 20

This section sets out a SWOT analysis (Strength, Weaknesses, Opportunities and Threats) of the Broads.

Climate Change – Page 45

The low-lying and coastal nature of the Broads and the dominance of water in the landscape make it particularly vulnerable to the effects of climate change and sea level rise. To address the issue of Climate Change, the following options are discussed.

- Option 1: Roll forward existing policy CS8.
- Option 2: Climate Change Ready and Carbon Reduction guide that covers adaptation, resilience and mitigation.
- Option 3: Scoping of development type and scale. Would scope out need for further action relating to climate change to reflect type and scale of development.
- Option 4: Require an assessment as part of applications showing how Climate Change mitigation and adaptation have been incorporated into the design of the proposal.
- Option 5: community or landscape scale mitigation or adaptation. Could be a monetary contribution to a pot.

The Broads Economy – Page 138

This section identifies that the main economies in the Broads are agriculture, tourism and boat related industries. One particular issue discussed by the document is on the subject of boatyards. The Authority is aware of the potential for boatyards to operate some functions away from the water. The options discussed to address these sites if vacated are:

- Option 1: no change to the existing policy approach (DP20)
- Option 2: Less restrictive policy which would allow other uses on these sites
- Option 3: Seek to retain sites in employment use. Similar to DP20, but would allow any employment use rather than just relating to boat yards.
- Option 4: Promote starter units if buildings become redundant.

Tourism – Page 143

Tourism is important to the Broads and the Authority is seeking to address tourism further through the Local Plan.

- Option 1: No new policy.
- Option 2: Seek to retain tourist facilities (General presumption of protecting, retaining and enhancing tourist facilities in the Broads).

The views of the Navigation Committee on ways to support and diversify the tourism base of the Broads would be welcome.

Residential Moorings – Page 90 and 163

The Authority's current approach is set out in DP25. A main requirement of this policy is for the proposal to be within or adjacent to a development boundary. This requirement means that services and facilities that people

tend to use (like GPs, shops and pharmacies) are easily accessible. The Sites Specifics Local Plan identifies some areas that do not have development boundaries, but are suitable for residential moorings because of the facilities and services nearby. The call for residential moorings seeks other areas of the Broads which meet the criteria of DP25 but may not have development boundaries.

Navigation – Page 145

This section refers to the Riverbank Stabilisation Guide and Moorings Design Guide. This section also discusses the current policy approach as set out in DP16 which sets a requirement for at least 10% or 2 in number of new moorings to provide visitor short stay moorings for the public to use. The options are:

- Option 1: no change to the policy
- Option 2: no policy relating to the provision of visitor moorings as part of a scheme.
- Option 3: improve the existing policy (to include a threshold as well as consider a figure for payment in lieu of moorings)

Safety by the Water – Page 148

To date there is no adopted policy direction relating to safety by the water. Accessible safety equipment such as lifebuoys and throw lines are essential just in case they are needed to help someone who is in the water. The Authority wishes to explore the possibility of enshrining safety by water in planning policy

- Option 1: No Policy.
- Option 2: Guidance addressing safety features to consider.
- Option 3: Policy covering detail of safety equipment to be provided at different developments.

4 Sustainability Appraisal

- 4.1 The term “sustainability appraisal” is used to describe a form of assessment that considers the social, environmental and economic effects of implementing a particular plan or planning policy document.
- 4.2 Accompanying the Issues and Options document is an interim Sustainability Appraisal which is also on the subject of consultation. It is not a full appraisal as the Issues and Options document does not have any policy content to assess. This interim stage gives a broad assessment of the impact of a general policy approach.

5 Consultation

- 5.1 The Authority is required to do the following activities to advertise the consultation of the Local Plan:
- a) Write/Email to specific statutory consultees (like Natural England and the Environment Agency).

- b) Write/Email to other consultees the Authority considers should be consulted (such as local groups and others who have expressed an interest in the Local Plan – e.g NSBA, BHBF).
- c) A formal notice in the newspaper.
- d) Place hard copies in accessible venues around the Broads Executive Area and beyond (such as libraries and District Council Offices).
- e) Place the document on the Authority's website.

5.2 At the time of writing, other ways to advertise the consultation are being considered. Some activities could include the options listed below. Firmer proposals will be discussed at Planning Committee with the final proposal discussed and agreed by the Authority at its meeting on 22 January 2016.

- a) A summary leaflet with accessible language for the public to read if they do not want to read the entire document.
- b) An on-line questionnaire to enable the public to give their views.
- c) A short You Tube video aimed at 16 to 24 year olds.
- d) Liaison with Parish Council regarding including the consultation in their Parish newsletters.
- e) An explanatory leaflet about the Broads Plan and Broads Local Plan.
- f) Open days held at venues around the Broads, such as supermarkets.
- g) Un-manned exhibitions.

5.3 It is intended that where relevant, these events and activities will be used to gauge views on the Broads Plan and Broads Local Plan.

6 Links with the Broads Plan

6.1 The Broads Plan is the management plan for the Broads. It is another statutory plan and is being reviewed currently. With similar names, there is great potential for confusion between the Broads Plan and the Broads Local Plan.

6.2 The Authority is consulting on the first versions of these two plans at the same time. That way the Authority can highlight both documents but explain the difference between the two documents. There is also potential to share costs and time during the consultation stage by using the same letters to advertise both consultations for example. As both Plans are statutory plans they will both need to be accompanied by Sustainability Appraisals which will share a number of sustainability objectives.

6.3 The Broads Plan (management plan) has a shorter production process so it is unlikely that later stages of both plan's productions will coincide. But the officers working on the plans will ensure that they continue to liaise to ensure consistency.

7 Next Steps

7.1 The Issues and Options version of the Local Plan will be taken to Planning Committee for their consideration on 8 January 2016.

- 7.2 Following Planning Committee, the Issues and Options will be taken to the Authority on 22 January 2016 for its consideration. If the Authority agrees, the Issues and Options will then be published for public consultation for 8 weeks. Beginning on the 15 or 22 February 2016. When the consultation ends, the comments will be considered and reported back to members in due course.

8 Conclusion

- 8.1 The Issues and Options of the Local Plan is the first stage of producing a new Local Plan for the Broads. It identifies issues and considers options to address that issue. This report seeks to explain the process as well as highlight particular issues that might be of particular interest to Navigation Committee members.

Background papers:	None
Author:	Natalie Beal
Date of report:	23 November 2015
Broads Plan Objectives:	Multiple
Appendices:	APPENDIX A - The Broads Local Plan - Issues and Options APPENDIX B - Interim Sustainability Appraisal Both appendices can be accessed here: http://www.broads-authority.gov.uk/broads-authority/committees/navigation-committee/navigation-committee-10-december-2015

Review of the Broads Sustainable Tourism Strategy

Report by Tourism Promotion Officer

<p>Summary: This report updates members on the review of the Strategy and Action Plan for Sustainable Tourism in the Broads, first reported to the Navigation Committee at its October meeting.</p>
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1 Background

- 1.1 The 2011-15 strategy and associated action plan was adopted by the Broads Authority in 2011. Based on extensive research and consultation, it existed as a destination management plan for use by all those with an interest in the area to enhance, manage and promote sustainable tourism in the Broads.
- 1.2 As reported to the October meeting of this Committee, a review is now underway to look ahead to the next five years 2016 – 2020.

2 Progress To Date

- 2.1 Following the appointment of The Tourism Company as consultants for the strategy to ensure impartiality for the benefit of stakeholders and to address lack of resources within the Authority to carry out the work, good progress has been made. The Tourism Company has outlined the work it has done to date as below:
 - Inception meeting with Lorna Marsh (Head of Communications) and Bruce Hanson (Tourism Promotion Officer), with a follow up meeting with the Chairman of Broads Tourism
 - Consideration of the policy context and background for the strategy. This has included looking at the current work of Visit England in revising their Strategic Framework for Tourism in England. We have also considered the more local level and wider policy context, such as Natural England's National Character Area Profile, the BA's current strategic priorities, fit with the Broads Plan, etc.
 - Investigation and analysis of evidence on tourism performance and from surveys of visitors and stakeholders, using a variety of sources, including: STEAM Multi Area Comparison 2009-2013; Licensed boat numbers 2006-2015; Boat census 2014; BHBF hirers survey 2012; Broads Authority stakeholder research 2015
 - Conducting a further on-line survey of tourism business (land and water based) specifically for this work, which resulted in over 25 completed responses providing a lot of additional evidence

- Individual meetings with a range of Broads Authority personnel, including the Chairman, Chief Executive and staff responsible for communications, visitor services, access and recreation projects, heritage landscapes, ecology, education etc.
- Direct consultation, through face to face meetings or scheduled phone interviews, with key organisations (including Visit Norwich, Visit Norfolk, Norfolk County Council, Natural England, Norfolk Wildlife Trust, Broads Hire Boat Federation) and with a number of individual tourism businesses (including hire boat operators and land based businesses). NB This consultation is not yet complete and is ongoing.
- Familiarisation site visits to a number of locations in the Broads to supplement and update on our existing widespread knowledge of the area.
- Attendance and discussion at Broads Tourism Executive Committee meeting.
- Running a stakeholder workshop in Woodbastwick on November 10th 2015, attended by some 40 participants, with significant discussion on key issues and priorities for action.

3 Conclusion

- 3.1 Significant progress has been made and there has been active engagement with a wide range of stakeholders. The work is following the predicted timeline, on target and as planned.
- 3.2 A first draft of the strategy will be delivered to the Broads Authority meeting on 22 January 2016 for member comments before being sent out for stakeholder consultation. As part of the consultation process the draft will be considered by the Navigation Committee at its meeting on 25 February 2016 for comments to be taken into account in developing the final version of the strategy.

Background:	None
Author:	Bruce Hanson
Date of Report:	24 November 2015
Broads Plan Objectives:	TR2
Appendices:	None

Boat Safety Scheme for Hire Boats
Report by Head of Safety Management

Summary: This report sets out the results of the consultation on proposed changes to the Boat Safety Scheme requirements for hire boats. Members' views are sought on the proposal set out at 6.3 and that the committee nominate a member to the Authority for the Standards Appeal Panel.

1 Background

- 1.1 The current Boat Safety Scheme (BSS) hire boat requirements are based on 2002 BSS standards which were replicated in the Broads Authority Boat Safety Standards Byelaws 2006 and subsequently adopted by the Authority in 2009.
- 1.2 Minor variations to the requirements relating to private boats have since been included but until now the standards applicable to hire boats have remained unchanged.
- 1.3 As the currently proposed changes differ materially from the standards as set out in the Broads Authority Boat Safety Standards Byelaw 2006 the Authority is required to consult prior to adopting any changes to the standards.

2 Consultation

- 4.1 Whilst the Boat Safety Scheme has a requirement to consult those likely to be affected before implementation, the Broads Authority is also required to consult such bodies as appear to represent boating interests on its intention to impose construction standards.
- 4.2 A notice setting out the Broads Authority consultation was published in the Eastern Daily Press on the 9 September 2015 setting out the proposed changes and signposting the Boat Safety Scheme as the administrators of the consultation.
- 4.3 Letters were sent to the Royal Yachting Association, the Broads Hire Boat Federation, the Norfolk and Suffolk Boating Association and the British Marine Federation setting out the consultation and the details of how to respond.
- 4.4 All licensed hire boat operators have also been advised of the consultation.

- 4.5 The consultation closed on the 13 November 2015, nationally 36 responses have been received and assessed.
- 4.6 The Boat Safety Management Group was consulted on the proposed changes at its meeting on the 15 September 2015. The group was supportive of the proposed changes.
- 4.7 The Broads Hire Boat Federation also submitted a response which is largely supportive of the proposed changes.

5 Consultation Conclusions

- 5.1 The consultation has been carried out on behalf of the Boat Safety Scheme and the Broads Authority; as such this paper only considers the responses relating to the Broads Authority consultation.
- 5.2 There were seven responses to the consultation from operators, organisations or individuals that relate to the Broads Authority Area.
- 5.3 These responses were largely supportive of the proposed changes however there were two significant areas which had registered concern:-
- The proposal for a crew limitation label
 - The proposed implementation date
- 5.4 The proposal for a crew limitation label is a requirement of the newly developed but yet to be confirmed update to the Hire Boat Code and this specific requirement will be subject to a consultation relating to the Hire Boat Code content and implementation. If after consultation the requirement for the label exists in the Hire Boat Code the Boat safety scheme examiners will be required to check that the label is in situ and is legible.
- 5.5 The proposed implementation is from 1 April 2016 and representations were made which reflected the unrealistic expectation that all fleets would implement changes over the winter 2015/16 when maintenance programmes had already been set.

6 Next Steps

- 6.1 The responses to the national consultation are being considered by the Boat Safety Scheme internal committees and a final decision on the content and implementation of the proposed changes will be considered at the Boat Safety Scheme Management Committee on the 15 December 2015.
- 6.2 Given the proposed implementation timescale has had significant representation at the national level it is likely that the Boat Safety Scheme will revise the implementation date to 1 April 2017, this additional time will allow operators to schedule any necessary works and also allow for the BSS to train examiners and have systems in place in a timely manner.

6.3 It is **proposed** that providing there are no material changes to the proposed requirements that the Authority adopt the Boat Safety Scheme requirements for Hire Boats to be implemented from 1 April 2017.

6.4 It is further **proposed** that these changes be promoted by the Broads Authority for voluntary adoption in the intervening period.

7 Construction Standards Appeals Panel

7.1 The Broads Authority Act 2009 provides for the establishment of a Standards Appeals Panel to decide on:

- (a) any question as to whether a vessel complies with any Boat Safety standards;
- (b) any question as to whether any Boat Safety standard is applicable to the vessel;
- (c) any question as to the reasonableness of a Boat Safety standard; and
- (d) any question as to whether a vessel fails materially to comply with any standards applicable to the vessel.

7.2 The Act provides that the Standards Appeals Panel comprise

- (i) at least one member appointed by the Authority;
- (ii) two persons appointed by such bodies as appear to the Authority to represent boating interests and from persons having knowledge or experience of the standards.

7.3 It is previously been agreed by the Authority that

- (a) the Authority appoint one member under (i) to be a member of the Navigation Committee;
- (b) the RYA and the BMF be invited each to appoint a member under (ii);
- (c) a representative from the Boat Safety Scheme examiners be appointed to externally advise the Panel.

In each case substitutes will be allowed. The appointee under (a) will chair the panel.

7.4 It is **proposed** that the Navigation Committee nominate a member of the committee to the Authority for the Standards Appeal Panel.

7.5 It is **proposed** that the Panel be re-established in spring 2016, to allow training and briefing to be undertaken with new members.

- 7.6 This Panel would review cases referred to it and the Panels determination to any question referred to it will be final.
- 7.7 A report of the Panel's work would be presented annually to the Authority

Background papers:	Boat Safety Scheme for Hire Boats, Navigation Committee, 10 October 2015
Author:	Steve Birtles
Date of report:	23 November 2015
Broads Plan Objective:	NA4.2
Appendices:	None

Review of Waste Facilities
Report by Asset Officer

Summary: This report sets out the current position in relation to waste facilities throughout the Broads Authority's area and seeks members guidance on the conclusion set out in Section 6.

1 Background

- 1.1 Changes in the Controlled Waste Regulations introduced on 1 April 2012 now specify that boat waste, where the boat is used for self-catering accommodation, is now classified as commercial waste rather than before when it was classified as household waste. The local authorities also confirm that waste from other vessels which do not come under this definition, although not specifically stated in the regulations, will be treated by them as commercial waste.
- 1.2 Under the new regulations it is designated that "the polluter" has to pay for the cost of both the collection and disposal of the waste and Norfolk County Council has confirmed that they will be charging the local authorities for the services backdated to 1 April 2012.
- 1.3 This resulted in the local authorities reviewing their provision of waste facilities over the Broads area.
- 1.4 A position paper regarding the provision of waste facilities was produced in conjunction with the Norfolk Waste Partnership and the local authority officer liaison group but unfortunately the Broads Authority was not initially consulted or included in the preparation of the document. The paper sets out the policy in regard to future provision for local authorities.
- 1.5 A meeting was held on 8 September 2014 at the request of the Broads Authority where representatives from all of the local authorities, Norfolk County Council and the Broads Hire Boat Federation were in attendance. The local authorities confirmed what facilities would be provided and those that would be withdrawn, and so together with facilities provided by Boatyards/marinas a map and list of waste provision sites has been produced and distributed (Appendix 1).

2 Consultation

- 2.1 Further to ongoing concerns from members and industry representatives, it was agreed that the Authority should closely monitor the situation and seek

information from stakeholders as to waste facilities and any changing pattern of behaviour which could then be considered by members at a workshop. A consultation pack (Appendix 2) requesting information on waste provision and feedback on complaints received regarding waste issues was sent out on 16 July 2015 to 129 local businesses including Boatyards, marinas, local authorities and stakeholders. Seventeen replies were received although five were a nil return.

- 2.2 No specific information on complaints received, with only one yard saying that they had received many complaints from hirers who would otherwise flytip their rubbish in the Burgh Castle area. The main elements of the information requested and general comments have been noted in a spreadsheet (Appendix 3). A further complaint had been received from Stokesby Parish Council, although they did not submit any information on receipt of the consultation pack.

3 Gaps in Future Provision

- 3.1 With the planned removal of further facilities by the end of 2015 it is likely that the facilities at Ranworth would become even more heavily used.
- 3.2 Whilst provision on the river Yare appears reasonable, the river Waveney is poorly served, with no facilities downstream of Burgh St Peter, and other facilities only at the Yacht Stations at Oulton Broad and Beccles. However, the major difficulty here is no moorings with good access to enable bin lorry's to service facilities.
- 3.3 The Broads Authority at the December 2014 meeting agreed to support the ongoing provision of replacement rubbish facilities at Ranworth, on the basis that the Broads Authority as landowner was liable at a cost of approximately £3,000 p.a.

4 Current Position

- 4.2 The Authority has noticed an increase in volume of refuse disposal at Great Yarmouth Yacht Station and Norwich Yacht Station over the last season at an additional £1,000 p.a. and it is expected that this trend will continue.
- 4.3 We are continuing to monitor the waste issue and are continue to liaise with the local authorities on a regular basis.
- 4.4 The Asset Officer has attended a Westminster briefing "Recycling and Waste Management under the New Government" in October to ensure the Authority is up to date regarding current political issues and future trends regarding waste management.
- 4.5 The rangers report that during 2015 there have been no significant complaints or issues of fly tipping in any of the sites.

4.4 The table below shows the past/current and immediate future position on waste facility provision in the Broads area:

Local Authority	Position in 2014	Withdrawn facilities	Position in 2015
Great Yarmouth	Withdrew all facilities	<ul style="list-style-type: none"> – Bell PH, St Olaves – Burgh Castle Marina – Repps Riverbank – Staithe Road, Repps – Thurne Staithe East & West bank – Bridge Stores, Acle – Stokesby – Somerton Staithe East & West bank 	No change by Great Yarmouth Borough Council but additional trade waste facilities now provided at Acle Bridge Stores and small bin provided at Repps riverbank.
North Norfolk	Consulted on intended removal for the majority of current provision – not undertaken	<ul style="list-style-type: none"> – Horning Ferry 	It is still their intention to withdraw all the current facilities by the end of the year, with the exception of 3 sites <ul style="list-style-type: none"> – Hoveton Riverside Rd – Neatishead – Irstead
Broadland	Consulted on withdrawal of 5 facilities - withdrawn	<ul style="list-style-type: none"> – Reedham Ferry – Ranworth, – South Walsham Car park – Upton Boat Dyke – Salhouse Broad 	No change
South Norfolk	Withdrew 6 waste facilities	<ul style="list-style-type: none"> – Bramerton – Waveney Inn – Beauchamp Arms – Langley Dyke 	Bramerton provision re-instated
Norwich	Do not provide boat waste facilities	N/A	No change
Waveney	Do not provide boat waste facilities	N/A	No change

5 Provision of Information

5.1 In order to avoid fly tipping as a result of boaters being unaware of the location of facilities, information has been produced for inclusion in the skippers manual which is placed on each hire boat, published on the Broads Authority and local authority websites, and included in relevant Broads Authority publications to ensure that the boating public are aware of the locations for waste facility provision.

- 5.2 Information signs are being placed at Broads Authority moorings to provide information on the location of the nearest sites both upstream and downstream of each mooring to aid boaters.

6 Conclusion

- 6.1 Members guidance was sought at their last meeting whether a workshop was still a priority, and it was agreed that this report would be considered in the first instance. Given the lack of complaints received and any budgetary provision being made, it is proposed that the position regarding waste facilities continue to be closely monitored over the next year. This will enable officers to see whether any further issues arise and that consideration be given to a further project in future for a more comprehensive waste facility provision in future years should the need be determined and budget available. Members' views are sought on this proposed approach.

Background papers: Nil

Author: Angie Leeper









Date of report: 9 November 2015

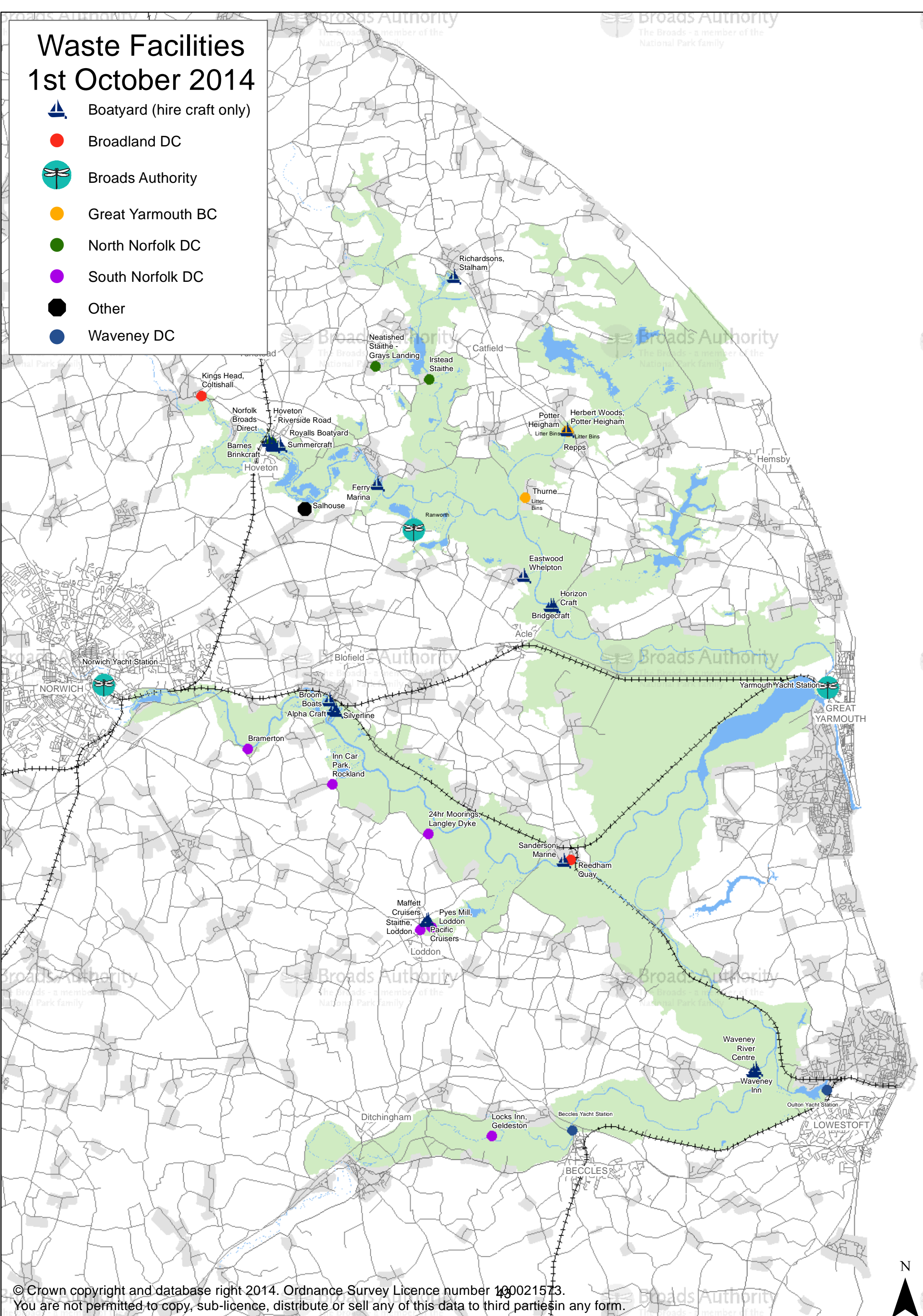
Broads Plan Objectives: TR2.2

Appendices: Appendix 1 – Waste facility provision map
Appendix 2 – Consultation pack
Appendix 3 – Consultations responses

Waste Facilities

1st October 2014

-  Boatyard (hire craft only)
-  Broadland DC
-  Broads Authority
-  Great Yarmouth BC
-  North Norfolk DC
-  South Norfolk DC
-  Other
-  Waveney DC



Marina
Boatyard

16 July 2015

Dear Sir/Madam

Re: Waste Facilities

At a recent meeting with the Broads Hire Boat Federation it was agreed that the Broads Authority would seek to collate information regarding waste facilities and related issues in the Broads, as this issue is considered a high priority by the industry. I have set out below some background to this topic, and enclose a copy of a recent Navigation Committee Report for your information.

As a result of changes in the Controlled Waste Regulations introduced on 1 April 2012 local authorities reviewed the provision of waste facilities across the Broads area and a number of facilities were subsequently removed. Facilities provided have been confirmed and a map and list of waste provision sites has been produced by boatyards, marinas, and local authorities. The map and list have also been enclosed.

To avoid fly tipping and to ensure that boaters are fully aware of the location of waste facilities, this information is published on Broads Authority and local authority websites, and is included in the hire boat operators' skippers manual, which is placed on each hire boat.

To ascertain whether more comprehensive waste facilities are required in future years it is also proposed that the situation is monitored during the coming summer period, to see whether issues arise at other sites due to the reduction of facilities in some areas. In order to assist with this process I would be grateful if you would provide information about any bins provided by your boatyard/marina on the enclosed Information Form.

I would also like to know of any complaints received from customers regarding waste facilities and would be grateful if you would record these on the Complaints Form provided.

Please return both forms to the Broads Authority by 1st November 2015. If you would like to return either of these forms via email please contact Jo Eames (Jo.Eames@broads-authority.gov.uk). Please note that we would like these forms returned even if you have no bins on site and no complaints to report as this is also useful information.

The information will be collated with data from the Broads Authority and local authorities, and it is intended to be reviewed at a stakeholder workshop in the Winter. All data provided which may be commercially sensitive will be treated confidentially.

Yours faithfully,

Trudi Wakelin

Trudi Wakelin
Director of Operations

Enc

Strategic Review of Waste Facilities Report to the Navigation Committee
Navigation Committee Minute
Map of Waste Facilities
List of Waste Facilities
Information Form
Complaints Form

Waste Facilities Complaints Form

CONFIDENTIAL

Name of Boatyard/Marina _____

Date	Private or Hire User?	Location of Complaint (facility/site)	Description of Complaint	Description of Resolution	Any Other Comments

WASTE FACILITIES INFORMATION FORM

Name of Boatyard/Marina: _____

Please indicate the number of bins provided:				
General:	Paper:	Bottle Bank:	Recycling:	Sanitary:
Where are these facilities located?				
General:				
Paper:				
Bottle Bank:				
Recycling:				
Sanitary:				
Please indicate the size/number of bins provided (e.g. 1100L x 2):				
General:	Paper:	Bottle Bank:	Recycling:	Sanitary:
How often are the bins emptied or collected?				
General:	Paper:	Bottle Bank:	Recycling:	Sanitary:
Who is the waste contractor?				
General:	Paper:	Bottle Bank:	Recycling:	Sanitary:
How much does this service cost per unit/collection?				
General:	Paper:	Bottle Bank:	Recycling:	Sanitary:
How does this compare with the service provided last year?				
General:	Paper:	Bottle Bank:	Recycling:	Sanitary:
Any other comments:				

Thank you for taking the time to complete this form. This information will help the Broad Authority to assess waste facilities in your area.

	Waveney River Centre	Marthan Ferry Boatyard	Horizon Craft, Acle	Fencraft	South Quays Marina	Galleon Storage & Mooring	Anchor Moorings, Coltishall	Topcraft	H E Hipperson	Southgates, Horning	St Olaves Marina	Goodchild Marine	Bank Boats	Oulton Broad Day Boats	Hunters Yard	Coxs Boatyard	Silverline Marine
General Bin Provision	7	x	1	1	1	1	x	x	1	2	3	x	x	x	x	2	2
Paper		x	1	x	x	x	x	x	1	x	x	x	x	x	x	x	1
Bottle Bank	1	x	x	x	x	x	x	x	2	x	x	x	x	x	x	x	1
Recycling	7	x	x	x	1	x	x	x	1	x	x	x	x	x	x	x	1
Sanitary	20	x	x	x	x	x	x	x	x	x	5	x	x	x	x	x	x
Dog Bin	x	x	x	x	x	x	1	x	x	x	x	x	x	x	x	x	x
Waste Contractor	Biffa	Glazewing	G W White	Norse	NNDC	V C Cooke	n/a	n/a	Waveney DC	x	Cookes	x	x	n/a	n/a	NNDC	Veolia

No feedback on complaints received were fed back but general comments received are listed below

There are no bins provided for boats. They use our skips but this costs us as a company as we pay commercial rate for the disposal of rubbish, and hire baots fly tip if not allowed to use our commercial bins

These bins are provided for mooring customers and hire boats purchasing diesel/ pump outs and water

We have no waste facilities

We have all private boats and they take their waste home with them We have a red doggy bin which is emptied by myself regualry. Passing holiday cruisers stop and use it also

The bins provided are not commercial and are provided by NNDC for residents

The bins provided are for our marina customers only. There are bins on the Staithe for the public

We have not completed the form as our bins are not for public use

We do not provide any facilities

Facilities provided are mainly used by paying customers although some visiting boat owners use the facilities without payment although this does prove difficult with ever increasing charges

Our facilities are predominantly used by our paying customers but there will eb some visiting boat owners and hirers who use the waste facilities without payment (we do not charge for daytime mooring) We simply accept this, though it bewcomes harder as collection and disposal charges go up each year. If Council services are withdrwan it is inevitable that more of this boat waste will end up in our bins. We also provide 2 dog bins, which are again trated as a public facilitiy by dog owners.

We only hire out dayboats and canoes, and have signage to 'respectfully request customers to take their litter home. They actually generate very little waste.We do feel that as business rates are so high, with little being received, that councils should provide facilities.

Broadland Flood Alleviation Project:
Planning Application for Piling Removal Works and the Installation of Erosion
Protection in Compartment 37 (Upton Dyke)
Report by Senior Waterways and Recreation Officer

Summary: This report provides members with a summary of Broadland Environmental Services Ltd (BESLs) planning application proposals for the removal of piling and installation of erosion protection in Upton Dyke which is situated in Compartment 37 on the true right bank of the River Bure.

1 Background

- 1.1 Earthbank flood defence works were completed in Compartment 37 on the true right bank of the River Bure between Acle Bridge and Upton Dyke in 2010. In Upton Dyke the works carried out amounted to the construction of a new rollback floodbank some 8m back from the piled edge of the boat dyke.
- 1.2 Monitoring carried out by BESL has shown that the rollback floodbanks in Compartment 37 have now established and are providing main line flood defence for the compartment. As in other compartments, once the new banks have established, consideration is given as to whether it would be appropriate to remove the piling that provided the erosion protection for the old floodbanks. The removal of piling in the Broadland Flood Alleviation (BFAP) project area requires the granting of a further planning application by the Broads Authority and BESL has now submitted an application for the removal of the piling in Upton Dyke. No other piling is identified for removal in the planning application for Compartment 37 which is the subject of this report.

2 BESL's Planning Application for Piling Removal in Compartment 37 (Upton Dyke)

- 2.1 As mentioned in paragraph 1.2 above the only piling identified for removal in the planning application is in Upton Dyke. The location of these works and the detailed cross sections of the proposals are shown on the plans at Appendix 1.
- 2.2 BESL has surveyed the piling in the dyke and assessed that it is in poor condition and likely to deteriorate further to the extent that it would become a potential hazard to navigation. The Broads Authority has also recently surveyed the piling and reached the same conclusions.
- 2.3 BESL is proposing to remove approximately 584m of piling on the right hand bank of the dyke and reprofile the bank to encourage reed growth. The normal approach taken to dealing with the removal of piling is to extract the

piles from the river bed and to reprofile the bank from the toe of the pile line. In this case, however, BESL is proposing to drive the piles into the bed of the dyke to a depth below the dredge specification for the dyke so that they do not create a navigation hazard. Should the piles fail to drive successfully they will be extracted from the bed in line with BESLs usual methodology for piling removal. This approach was adopted successfully in Compartment 22 on the River Chet and does give greater stability for the reprofiled bank than the usual method of extracting the piles. The depth the piles would be driven to would be agreed with officers and a sonar survey undertaken after the works to ensure that no remnant piles or other hazards remain on the bed of the dyke.

- 2.4 In this application BESL is also proposing to install erosion protection in the form of a coir (coconut fibre) blanket along a 239m length of the bank after it has been reprofiled. This design is shown in detail on the plans at Appendix 1.

3 Current Use of Upton Dyke

- 3.1 Upton Dyke is a narrow boat dyke leading to a parish staithe at the head of the dyke where there is also a slipway and public car park. The Eastwood Whelpton Boatyard is also situated at the head of the dyke and parish moorings are located on the opposite side of the dyke to the bank which BESL is proposing to reprofile.
- 3.2 The width of the Dyke varies between 9 and 12 metres along most of its length widening out to approximately 20 metres at its head. This is quite narrow for navigation and there are a significant number of boats moored on the parish mooring side which restrict the width and other boat movements originating from the Eastwood Whelpton Yard and slipway.

4 Summary of Officers' Comments

- 4.1 Officers have some concerns about BESL's proposals for the Dyke particularly with regard to bank stability and erosion rates. As mentioned Upton Dyke is a narrow dyke and the existence of a pile line gives boaters a defined edge as a visual reference when navigating in the dyke. If the piling is removed there is a risk of inexperienced boaters grounding or hitting the reprofiled bank as there is such a confined width and this gives rise to some concerns about the stability of the bank and the likelihood of vegetation establishing to define the edge of the dyke. Also the removal of the piled edge is likely to have an effect on sedimentation rates in the dyke.
- 4.2 BESL has responded to these concerns in the application by stating that, although narrow, Upton Dyke is relatively straight and therefore it is highly unlikely that erosion would be caused by shear stresses. Further, it argues that as boats are effectively restricted from going fast in the dyke because of its width and coir matting erosion protection is proposed for the narrowest section, there is little risk of erosion from flow or boat wash. Additionally BESL has emphasised that the approach outlined in the planning application

is the usual approach it adopts with regard to piling in front of rollback floodbanks and the methodology set out in the application has been used successfully elsewhere in the project area. BESL has also confirmed it will adopt an erosion monitoring protocol that has been previously agreed with the Broads Authority which includes a commitment to carry out dredging or contribute to the Broads Authority's costs should erosion take place beyond defined trigger levels.

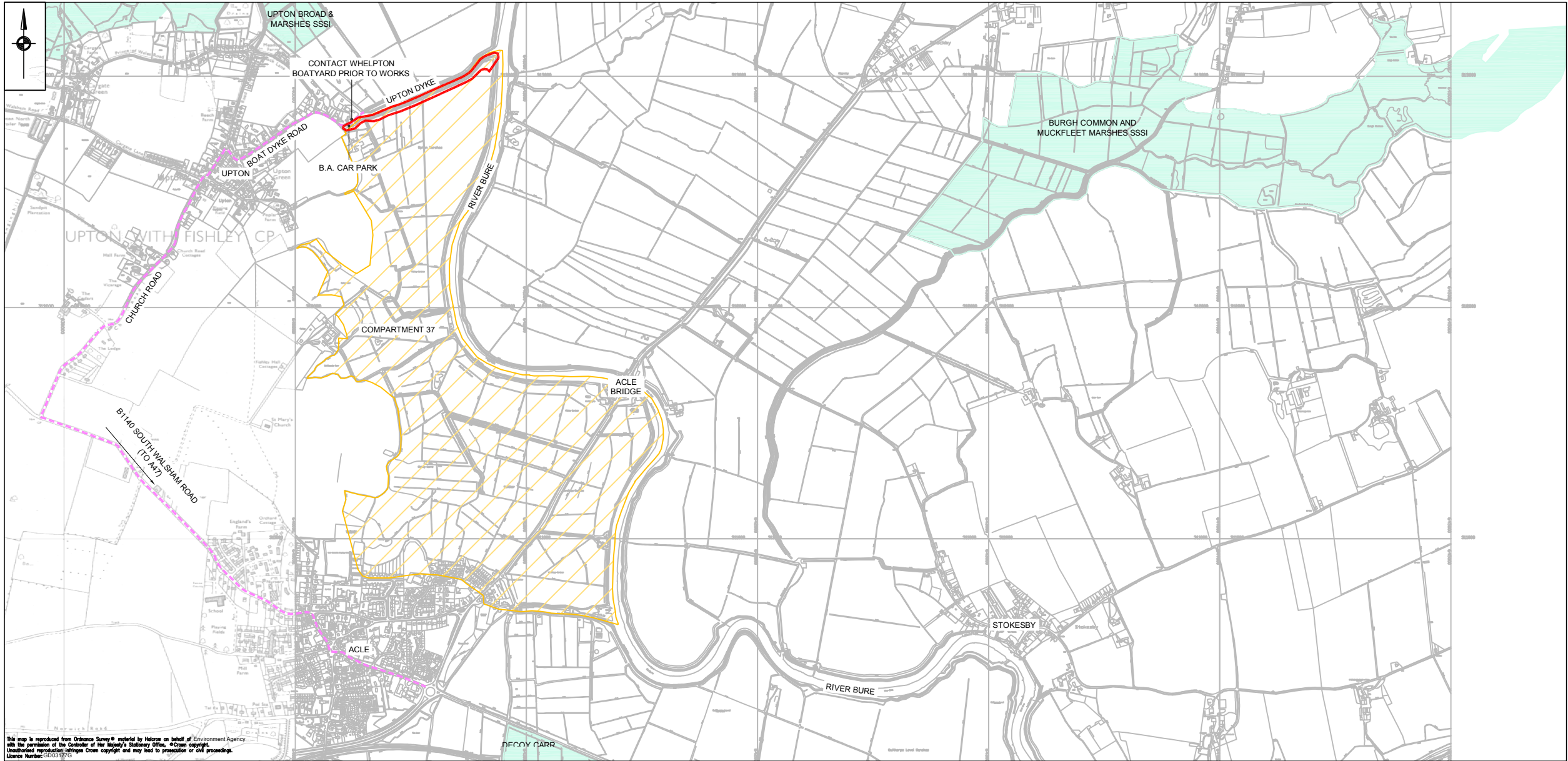
- 4.3 While taking note of these comments officers still consider that in the long term piling removal will result in greater sedimentation rates in the dyke and consequently the need for more frequent dredging. Moreover, the installation of coir matting is in itself a cause for concern. If boats collide with the matting there is a risk that it will become unpinned and unravel as coir matting is not as robust as other forms of erosion protection. This would then place the reprofiled edge at risk. The preferred option would therefore be for the dyke to remain piled on both sides.
- 4.4 However, in deciding how to respond to the planning application consultation consideration must be given to the fact that the piling is deteriorating in condition and will eventually all have to be replaced or removed completely to prevent navigation obstructions and hazards occurring. The piling in question is partly owned by the Environment Agency and partly owned by a private landowner neither of whom is willing to maintain the piling. The Environment Agency considers that there is no flood defence benefit or wider public benefit for maintaining the piling and feels that as the costs of repiling would be excessive there can be no justification for using public money to maintain a piled edge to the dyke. In these circumstances it is extremely unlikely that any other funding will be available for maintaining the piling in Upton Dyke.

5 Conclusions

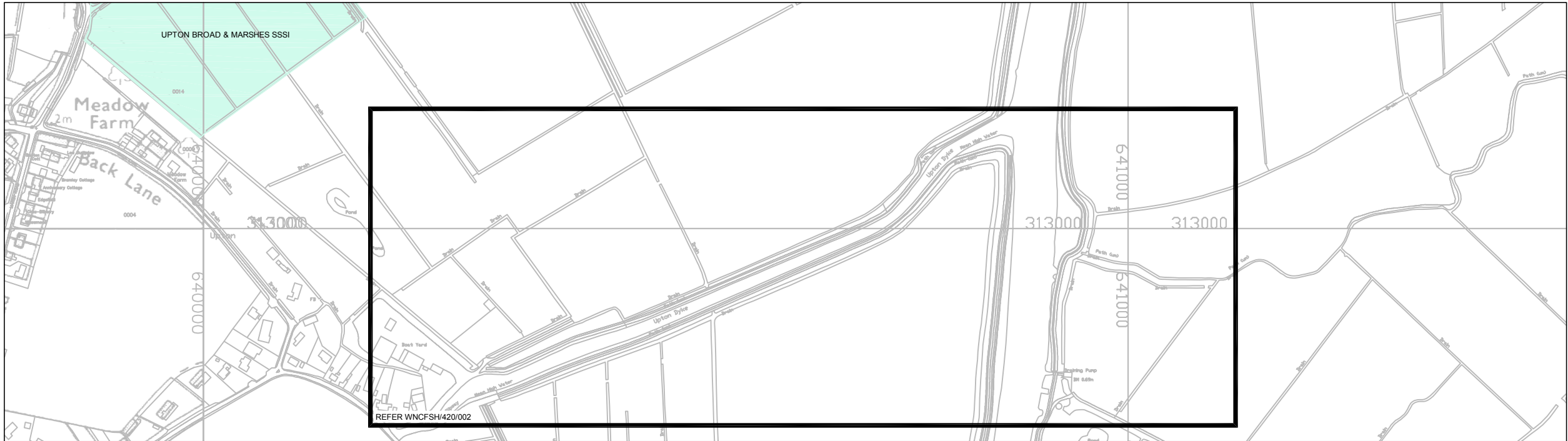
- 5.1 Given these concerns officers would like the advice of the Committee on how to respond to the planning application consultation. Officers feel that piling removal in Upton Dyke is a different situation to piling removal on the edge of a relatively wide river. As mentioned previously in this report the majority of the dyke is narrow and in our view this presents an increased risk of boats grounding or impacting the natural edge that would be created after the piling is removed. This could result in erosion from the bank and the deposition of that material in the bed of the dyke and in turn the need for dredging to maintain access to the Parish Staithe and boatyard.
- 5.2 Members' comments are therefore welcomed as to whether this risk could be mitigated by requiring further conditions to be placed on any planning permission granted for the piling removal. For example a requirement for the submission of an agreed mitigation plan to deal with any problems with the erosion protection, failure of the reprofiled edge, poor vegetation establishment and dredging.

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Background papers:	Nil
Author:	Adrian Clarke
Date of report:	25 November 2015
Broads Plan Objectives:	CC3.4
Appendices:	APPENDIX 1 – Compartment 37 detailed maps.



LOCATION OF WORKS
SCALE 1:10000



LOCATION OF WORKS
SCALE 1:2500

- Key:**
- COMPARTMENT BOUNDARY
 - PLANNING BOUNDARY
 - SSSIs
 - MAIN ACCESS ROUTES

- List of drawings:**
- 001 - LOCATION PLAN AND ACCESS ROUTES
 - 002 - PILING REMOVAL DETAILED PLAN
SHEET 1 OF 1

FOR
PLANNING
PURPOSES
ONLY

Rev	By	Chkd	Apprd	Date	Description
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Client
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A Joint Venture Company of
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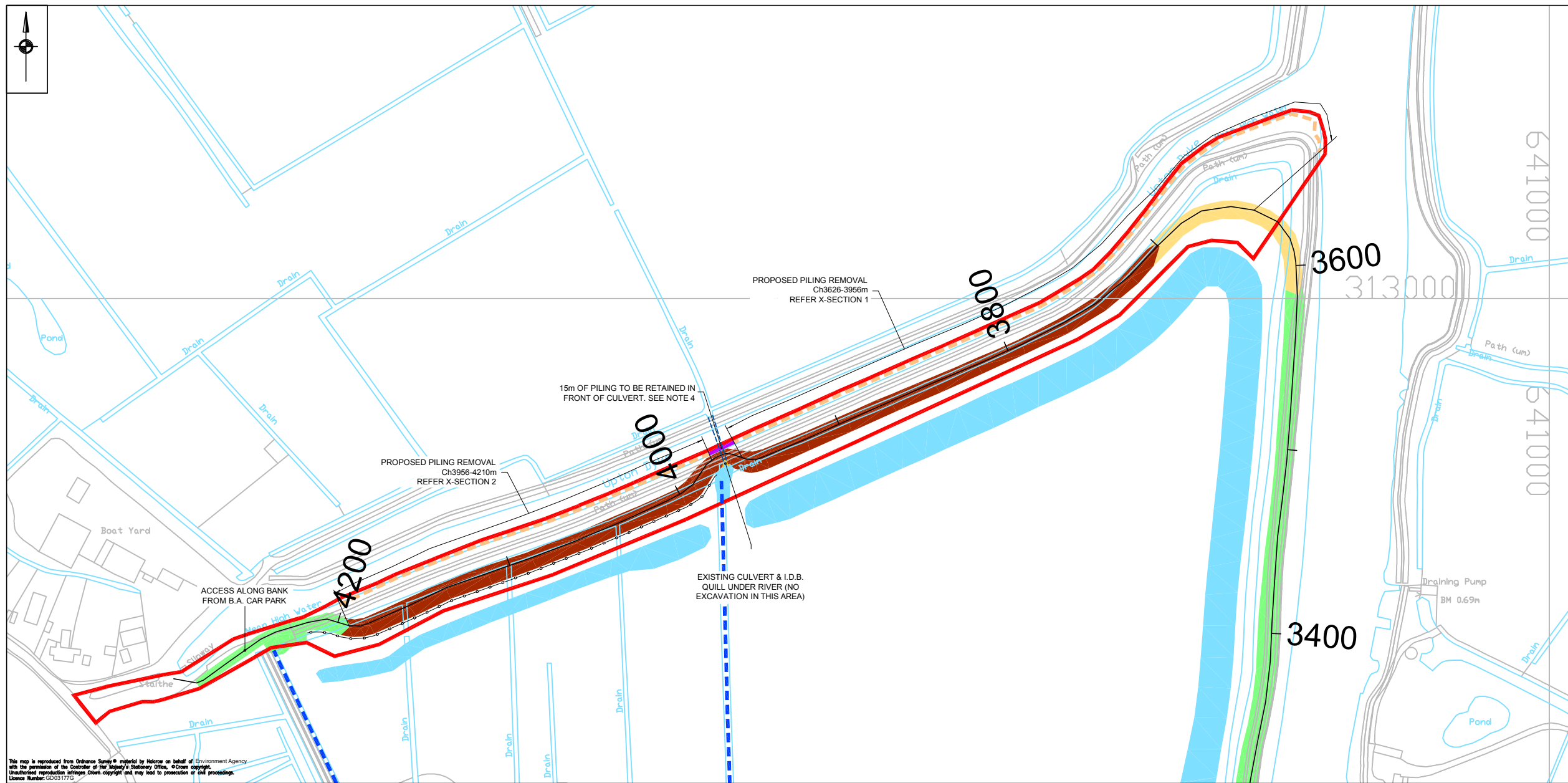
Project
BROADLAND FLOOD ALLEVIATION PROJECT

Drawing
COMPARTMENT 37
RIVER BURE
PILING REMOVAL
LOCATION PLAN AND ACCESS

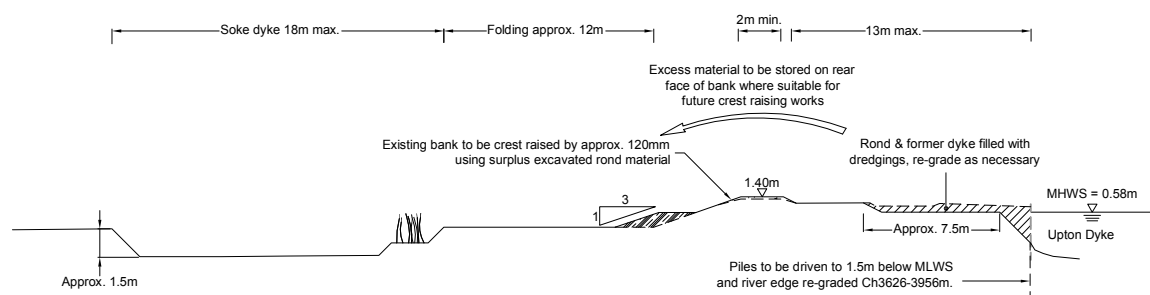
Drawn by: L MERSEY Date: 02/10/15
Checked by: J HALLS Date: 02/10/15
Approved by: K MARSH Date: 05/10/15

Drawing No. WNCFSH/420/001
Revision 0

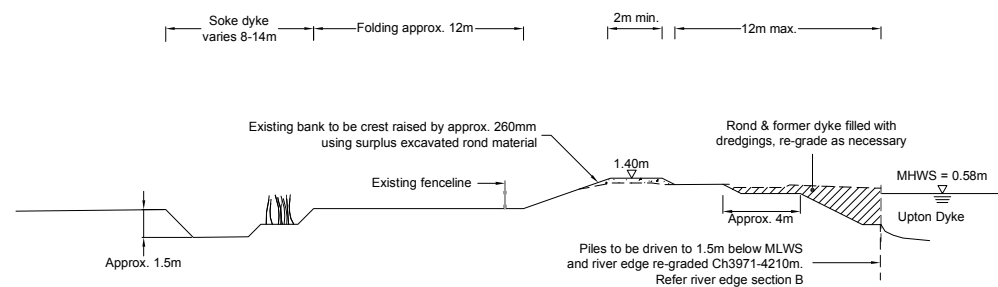
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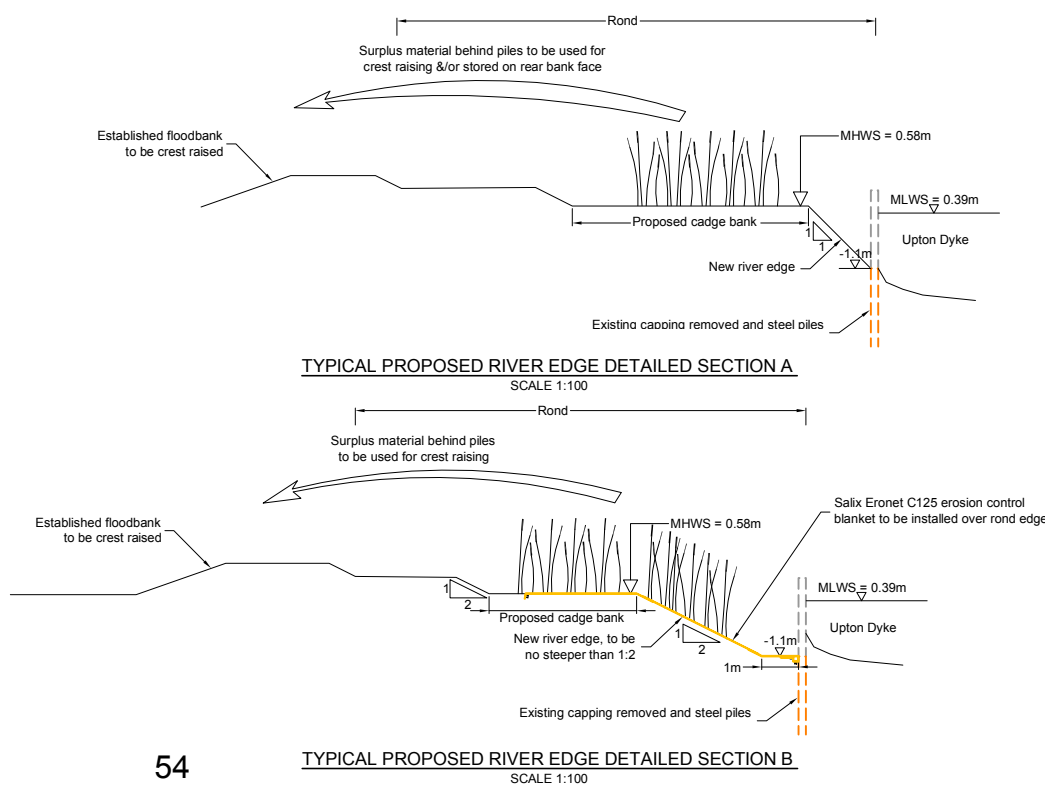
PLAN OF WORKS
SCALE 1:1250



PROPOSED PILING REMOVAL & CREST RAISING
SETBACK & ROLLBACK BANKS Ch3626 - 3956m
SCALE 1:200



PROPOSED PILING REMOVAL & CREST RAISING
ROLLBACK BANK Ch3971 - 4210m
SCALE 1:200



TYPICAL PROPOSED RIVER EDGE DETAILED SECTION A
SCALE 1:100

TYPICAL PROPOSED RIVER EDGE DETAILED SECTION B
SCALE 1:100

- Key:**
- PLANNING BOUNDARY
 - ESTABLISHED STRENGTHENED BANK
 - ESTABLISHED SETBACK BANK
 - ESTABLISHED ROLLBACK BANK
 - ESTABLISHED SOKE DYKE
 - FENCELINE
 - PILES TO BE REMOVED
 - IDB MAIN DRAIN

- Notes:**
- ALL DIMENSIONS IN MILLIMETRES UNLESS NOTED OTHERWISE.
 - ALL LEVELS IN METRES ABOVE ORDNANCE DATUM.
 - NO DIMENSIONS TO BE SCALED FROM THIS DRAWING.
 - PILES TO BE RETAINED AT CULVERT. THESE WILL BE REPAIRED/REPLACED AS NECESSARY.

FOR
PLANNING
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Rev	By	Chkd	Apprd	Date	Description

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Project
BROADLAND FLOOD ALLEVIATION PROJECT

Drawing
COMPARTMENT 37
RIVER BURE
PILING REMOVAL
DETAILED PLAN 1 OF 1

Drawn by: L MERSEY	Date: 28/10/15
Checked by: J NORRIS	Date: 28/10/15
Approved by: K MARSH	Date: 28/10/15

Drawing No. WNCFSH/420/002	Revision 0
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Drawing Scale: AS SHOWN AT A1

Waterways Specification Revisions

Report by Rivers Engineer and Environment and Design Supervisor

Summary: In several localised areas of the Broads navigation, achieving compliance with waterways specification depths stated in the Sediment Management Strategy is an issue. These areas include:

- River Ant at Irstead
- River Chet at Pyes Mill
- River Bure at Coltishall

In each area natural bed material (typically sand and gravel) is within the ideal navigation envelope. This report considers the different factors affecting each site and suggests appropriate means of managing the issues. In some cases a revision to the current waterways specification depth is proposed.

Particular attention is made to the River Ant at Irstead where committee members and boat users have expressed most concern.

Consideration has also been made to the appropriateness of the current waterways specification depth for Hickling Broad outside the marked channel. This follows recent core samples identifying the level of the natural substrate. In this case no revisions are proposed.

1 Introduction

- 1.1 The Broads Authority's Sediment Management Strategy (2007) outlines the generic ideal navigation envelope for the Broads. This includes a waterway specification depth developed through consultation with key users. The generic navigation envelope is shown below.

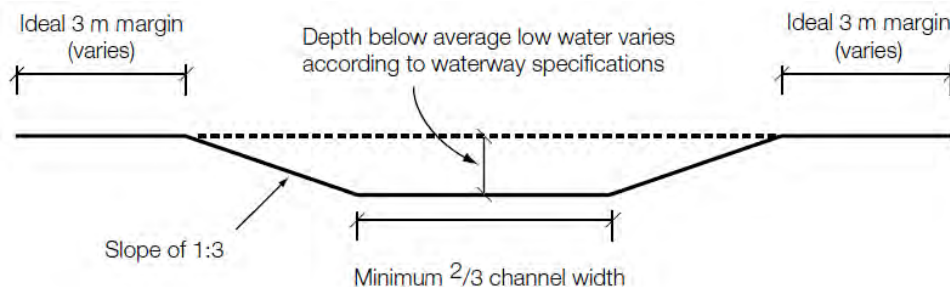


Figure 1: Ideal navigation envelope

- 1.2 It is important to maintain a margin where river width allows, ensuring that banks are not undercut and allow for reeded edges to develop, proving a

good buffer against erosion. However, the full depth specification should be achieved for a minimum of two thirds of the river width.

- 1.3 For all navigation areas, the navigation envelope is compared to the actual surveyed bed profile to map compliance and calculate dredge volumes. This information along with other considerations of the prioritisation matrix (i.e. level of boat use, disposal suitability etc.) is then used to develop a targeted dredging programme each year.
- 1.4 This approach works well for the vast majority of navigation areas, where non-compliant areas of the bed have accumulated sediments. The Broads Authority's dredging equipment is well suited to this and maintenance dredging of this nature is consistent with the principles of the Authority's Sediment Management Strategy.
- 1.5 Removal of the natural bed constitutes capital dredging which is not promoted by the Strategy and cannot be managed within standard regulatory permits or within standard exemptions.
- 1.6 There is however some localised areas where the bed has not previously been dredged to the waterways specification depth and natural bed material is within the ideal navigation envelope. These areas include the River Ant at Irstead Shoals, the River Chet at Pyes Mill and the River Bure upstream of Coltishall Common.
- 1.7 These areas have not historically been dredged deeper as the natural bed consists of harder material such as sand and gravel.
- 1.8 Members were alerted to this issue at the meeting in June 2015, and asked for further details to help in the consideration. This report sets out the issues and baseline data for each site and recommends proportionate measures balancing the scale of the issue with the practicalities and costs.

2 River Ant, Irstead Shoals

2.1 Current Waterways Specification & Mean Low Water

- 2.1.1 The current waterways specification depth for the River Ant at Irstead is 1.8m below mean low water. The ideal navigation envelope as outlined in the Sediment Management Strategy is shown below.

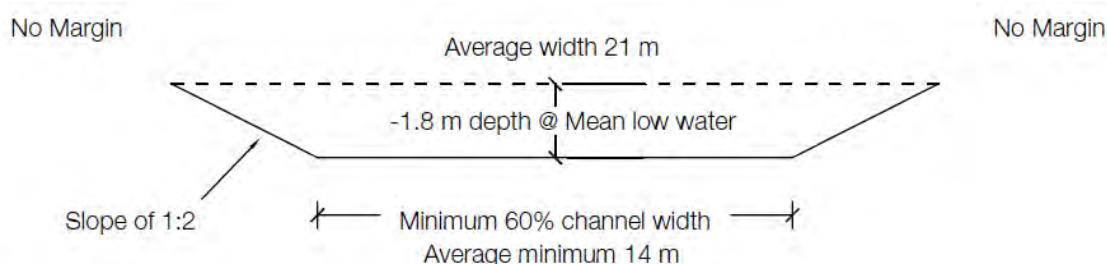


Figure 2: Downstream of Barton Broad to Ant Mouth

2.1.2 This depth is relative to an assumed 'mean low water' which for the River Ant at Irstead is 0.26mOD (relative to ordnance datum Newlyn). This figure has been checked against Environment Agency water level data from Barton Broad (2006 to 2011) and recent Broads Authority monitoring at Irstead Billet (July 2015 to date).

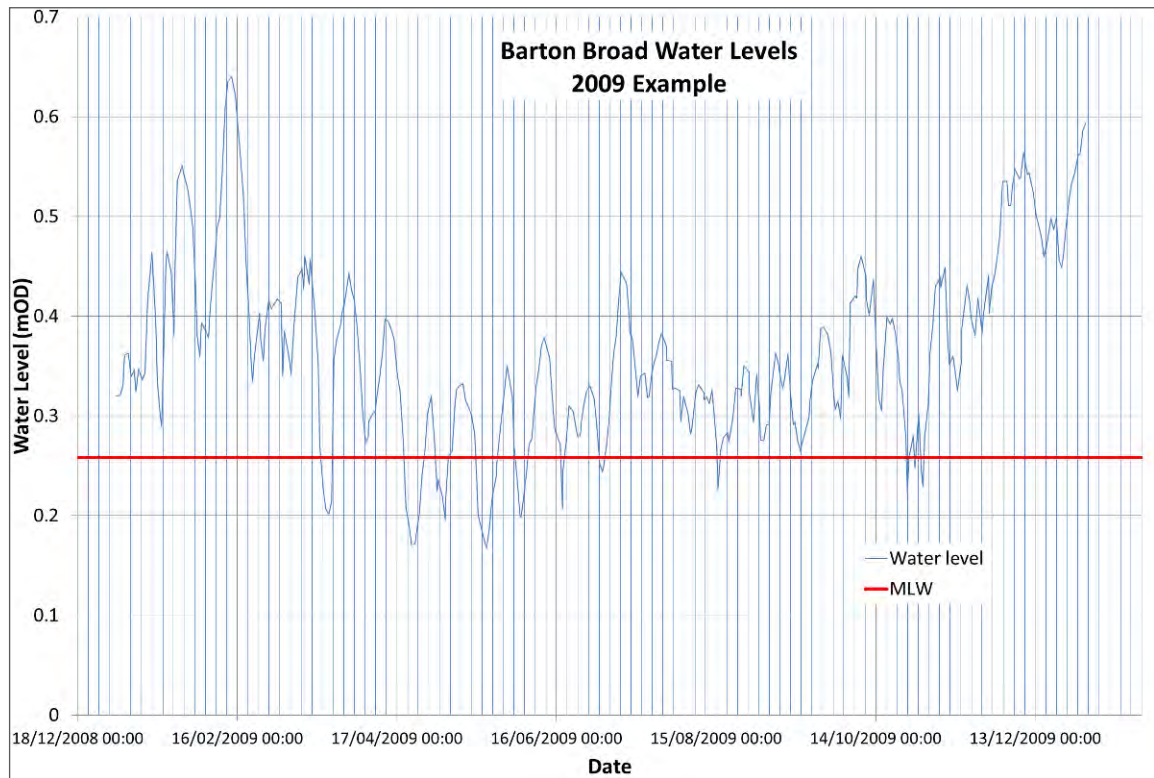


Figure 3: Water level during 2009 (typical example year)

2.1.3 These data sets suggest a water level of 0.26mOD lies approximately on the 10th percentile of water levels experienced at Irstead (i.e. 90 percent of the time the water level at Irstead is higher than 0.26mOD). Therefore this assumed mean low water value is a reasonable representation of typical low water and a reasonable reference level for measuring water depth.

2.1.4 It must however be noted that water levels at Irstead are influenced more significantly by climatic conditions than tide. Therefore periods of low or high water can typically last for period of several days rather than a few hours as experienced in more tidal reaches.

2.2 Compliance and Scale of the Issue

2.2.1 Between the most upstream and downstream property at Irstead Shoals the river bed is almost 100 percent non-compliant with the waterways specification depth of 1.8m below mean low water (MLW).

2.2.2 With reference to recent survey data and manually checked cross sections, the bed level through Irstead Shoals is fairly uniform and almost entirely between 1.3m and 1.8m below MLW. The worst area being just upstream of

the staithe where the river is narrowest (16m wide) and the bed level is consistently between 1.3m and 1.5m below MLW.

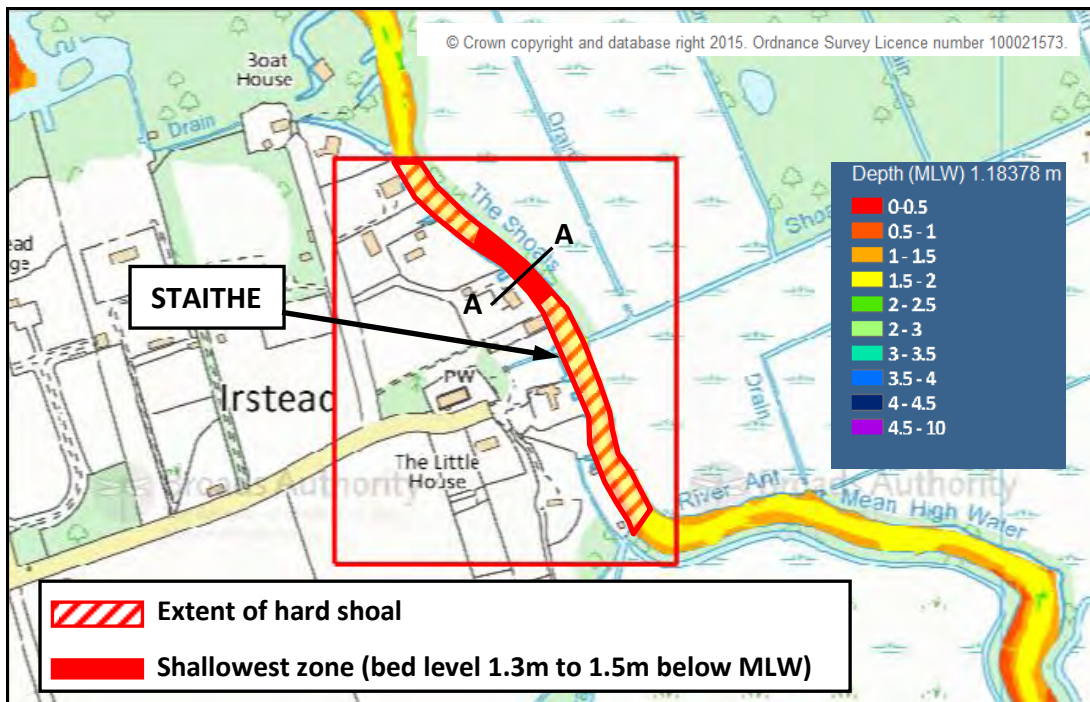


Figure 4: Irstead Shoals extent

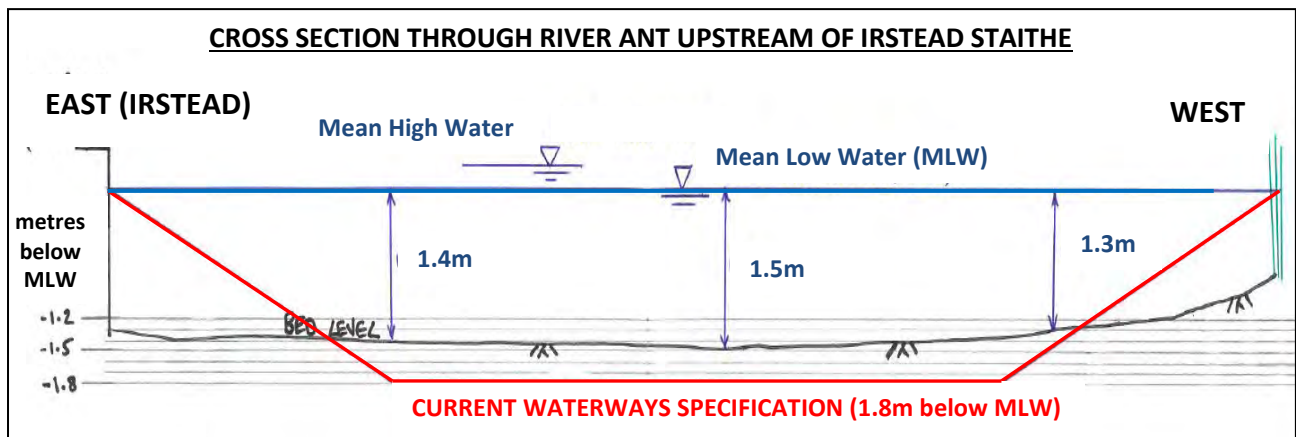


Figure 5: Cross section A-A (shallowest cross section)

2.2.3 Samples of the bed material were taken at several cross sections though the river at Irstead. The core samples recovered dense sand and gravel underlying a thin layer of organic matter and zebra mussel shells throughout the Shoals. In some localised areas particularly near the staithe pure fine sand was also found. This hard granular bed material appeared to dip under peat to the east of the river and became increasingly clayey and deeper upstream of the Shoals with an increasing thickness of accumulated silt on top.

2.2.4 The sand and gravel deposits recovered in the samples are consistent with the extent of the natural crag formation deposits (sand and gravel) mapped by

the British Geological Survey. This material has clearly provided a good site for the establishment of a village, but it is also a reason why the river has not previously been dredged deeper and remains shallow as the name 'Irstead Shoals' suggests.

2.3 Officer View

- 2.3.1 The navigation reach through Irstead Shoals is a busy section used by all types of broads vessels subject to maximum dimension bylaws.
- 2.3.2 Ideally dredging work through the Shoals could be undertaken to achieve the waterways specification depth within the ideal navigation envelope. Options for dredging have been considered including a central deeper channel.
- 2.3.3 Removing sand and gravel material at Irstead Shoals would be a capital dredging activity. Although such deepening is permitted under the Broads Act, this does not absolve the Broads Authority from requiring other permits and permissions relating to capital dredging which would be time consuming in preparation and costly.
- 2.3.4 Much of the Irstead bank is retained by timber piling which is unlikely to penetrate far into the hard bed. Dredging in the river channel could present undermining issues, which was reported by a local resident to have been a problem during a dredging attempt in the 1950's.
- 2.3.5 The Broads Authority plant and equipment is set up for mechanical dredging which is suited to accumulated silts and cohesive material. Our newer excavators with the right choice of bucket are capable of dredging sand and gravel; however production (rate of removal) would be severely reduced multiplying the cost of a typical dredging operation and locating a deposition location is always a major issue.
- 2.3.6 For the reasons outlined above dredging to deepen Irstead Shoals is not recommended. However there is scope to greatly improve information provided to waterways users to provide a better understanding of depths and real time assessment of water levels (and thus available depth).
- 2.3.7 Officers met with committee members Brian Wilkins and John Ash to discuss the approach to assessing water levels, dredge depths and site specific concerns. Dredging solutions were discussed including a deeper central channel; however it was agreed that improving local signage and published hydrographic information would be an appropriate approach. It is therefore proposed that:
 - (i) The published hydrographic chart for Irstead is improved to show more precise depth contours.
 - (ii) Consideration is given to providing simple water depth board, installed alongside the Ludham Bridge gauge board and similarly at Barton Broad to indicate available water depth through the Shoals. These

- depth gauge boards will however need to be clear and distinct from the bridge gauge boards, in order to avoid confusion particularly for hirers.
- (iii) The waterways specification depth through Irstead Shoals is revised to 1.5m below mean low water to better reflect the level of the natural bed and calculate required dredge volumes. This reflects the 5ft central depth as published by Hamilton's in 1978.
 - (iv) Any areas of the bed remaining within the revised navigation envelope (shallower than 1.5m below MLW) are to be targeted in subsequent dredging work in the area with due consideration made to any adjacent piling.

3 River Chet, Pyes Mill

3.1 Current Waterways Specification & Mean Low Water

- 3.1.1 The current waterways specification depth for the River Chet is 1.5m below mean low water. The ideal navigation envelope as outlined in the Sediment Management Strategy is shown below.

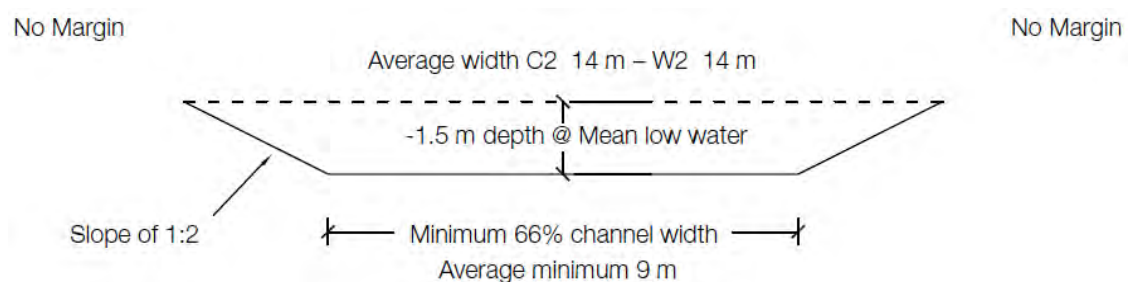


Figure 6: Loddon to River Yare

- 3.1.2 This depth is relative to an assumed 'mean low water' which for the River Chet at Pyes Mill is -0.08mOD. Data from Environment Agency water level monitoring at Reedham and Cantley (closest monitoring sites) has been checked however low water readings from these monitors appeared onerous (little variation in low water readings). Recent dredging work on the Chet using temporary gauge boards has provided good confidence that -0.08mOD does represent a good low water on the Chet and is not often exceeded.
- 3.1.3 It must however be noted that water levels on the River Chet are influenced predominantly by tide. Therefore periods of low water typically last for just a few hours.
- #### 3.2 Compliance and Scale of the Issue
- 3.2.1 Depth compliance in the River Chet is an ongoing issue. It is a small tidal river with effectively a dead end at Loddon and inputs from arable land directly upstream. This results in a significant siltation rate and therefore a regular dredging requirement.
- 3.2.2 The vast majority of the River Chet has been dug into soft ground to a level compliant with the waterways specification. Although the siltation rate is an

issue it can be dredged to the required depth. The exception is mainly localised to the Pyes Mill area where hard bed material has presented a problem to dredging.

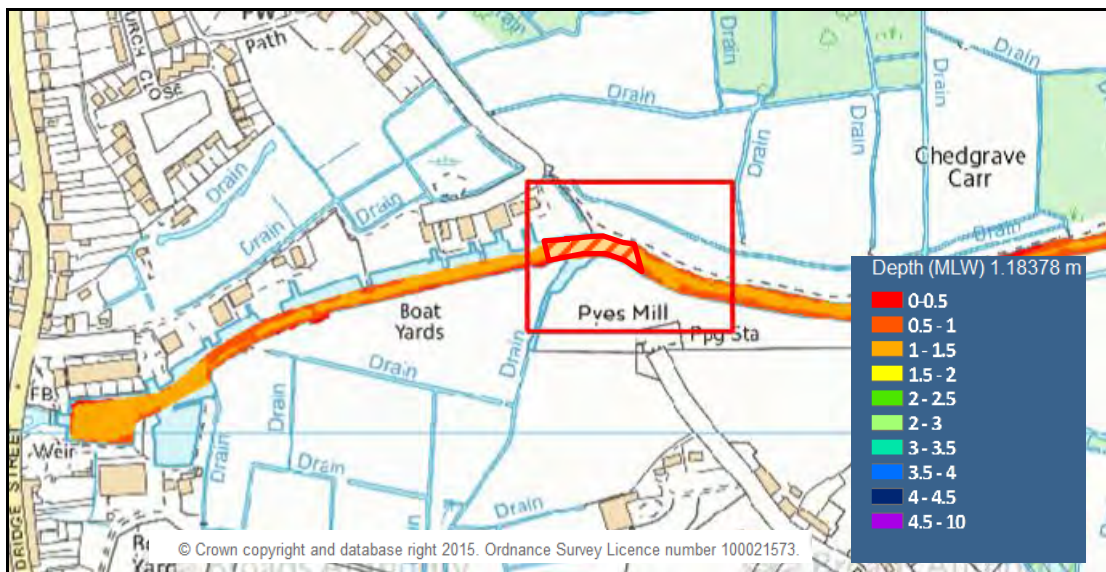


Figure 7: Pyes Mill, extent of hard bed

3.2.3 Samples of the bed material were taken at and close to Pyes Mill. The core samples recovered dense sand and gravel underlying a layer of sandy silt on a cross section between Pits Lane and Pyes Mill Road. The level of the natural sand and gravel bed was typically at or slightly above the waterways specification depth of 1.5m below MLW.

3.3 Officer View

3.3.1 The navigation along the Chet to Loddon Basin and local boatyards is well used and maintaining the navigation channel is important.

3.3.2 At Pyes Mill the natural hard bed is close to the waterways specification depth. The issue with compliance is primarily related to accumulated sediment and the high siltation rate. The hard bed at this location does however present an unforgiving bed for deeper draught vessels at low or very low water.

3.3.3 Due to the significant tidal range of the River Chet, depth issues at Pyes Mill are relatively short lived and awaiting the tide at Chedgrave Common or Pyes Mill moorings is an option.

3.3.4 Given these considerations, work to further dredge the hard material is not proposed nor is a revision to the waterways specification depth. The recommendation of this report is to improve information on the hydrographic charts and guidance notes on the Authority's public website.

4 River Bure, Coltishall

4.1 Current Waterways Specification & Mean Low Water

4.1.1 The current waterways specification depth for the River Bure at Coltishall is 1.5m below mean low water. The ideal navigation envelope as outlined in the Sediment Management Strategy is shown below.

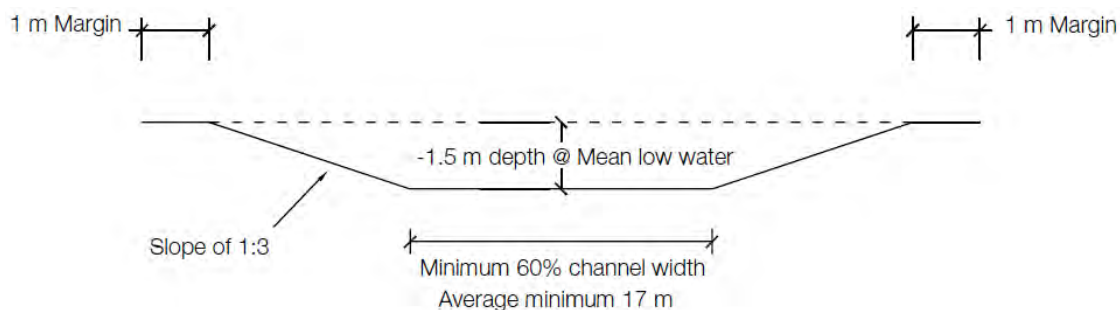


Figure 8: Horstead to Wroxham

4.1.2 This depth is relative to an assumed 'mean low water' which for the River Bure at Coltishall is 0.34mOD. Data from Essex and Suffolk Water's water level monitoring at the Belaugh intake (closest monitoring site) has been checked and a graph of this data is shown below.

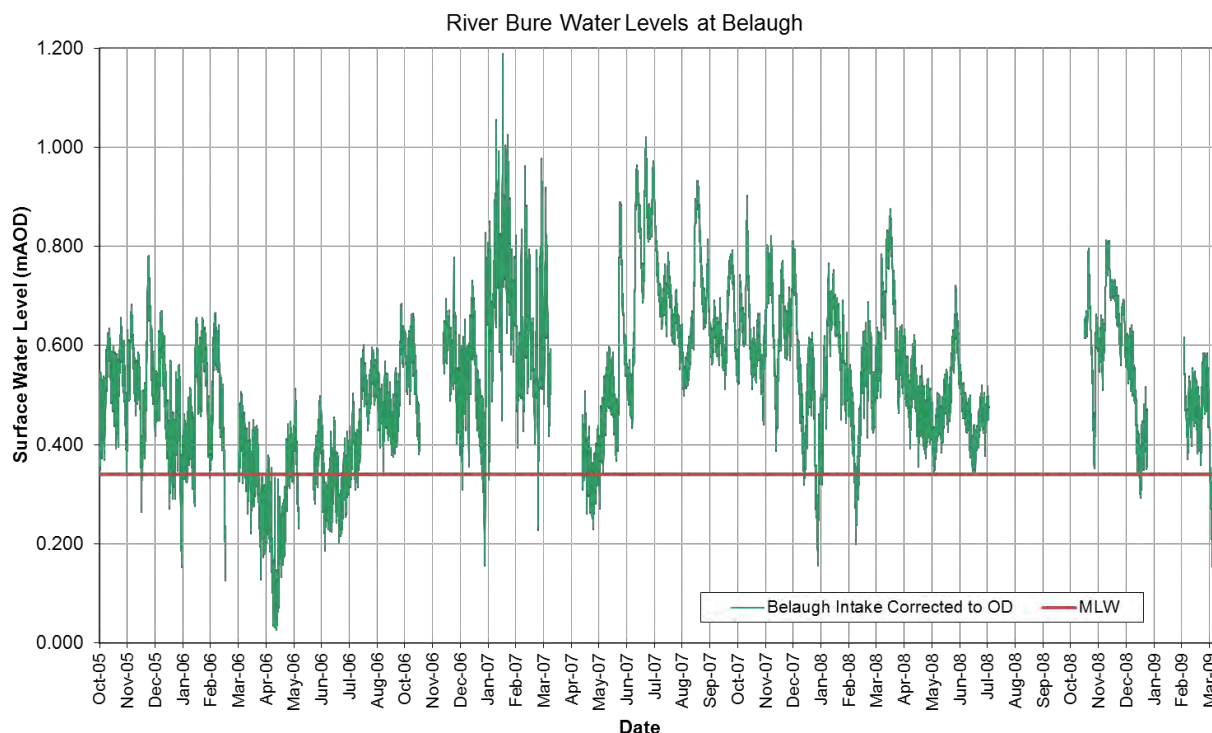


Figure 9: Water level monitoring at Belaugh

4.1.3 This data sets suggest a water level of 0.34mOD lies approximately on the 10th percentile of water levels experienced at Coltishall. Therefore this

assumed mean low water value is a reasonable representation of typical low water and a reasonable reference level for measuring water depth.

- 4.1.4 It must however be noted that, like the Ant at Irstead, water levels at Coltishall are influenced more significantly by climatic conditions than tide. Therefore periods of low or high water can typically last for period of several days rather than a few hours as experienced in more tidal reaches.

4.2 Compliance and Scale of the Issue

- 4.2.1 Most of the upper reaches of the River Bure navigation are situated on natural sand and gravel deposits. Therefore the bed of the river is typically sand and gravel with accumulations of silt above.
- 4.2.2 The road bridge at Wroxham limits the size of vessel on the upper Bure and therefore although the river is shallow in a number of places, reports of groundings and other depth issues are not common.
- 4.2.3 The focus of this report with regard to the Bure is the canal section between The Mead at Coltishall (where the river forks) and the head of navigation at the lock.

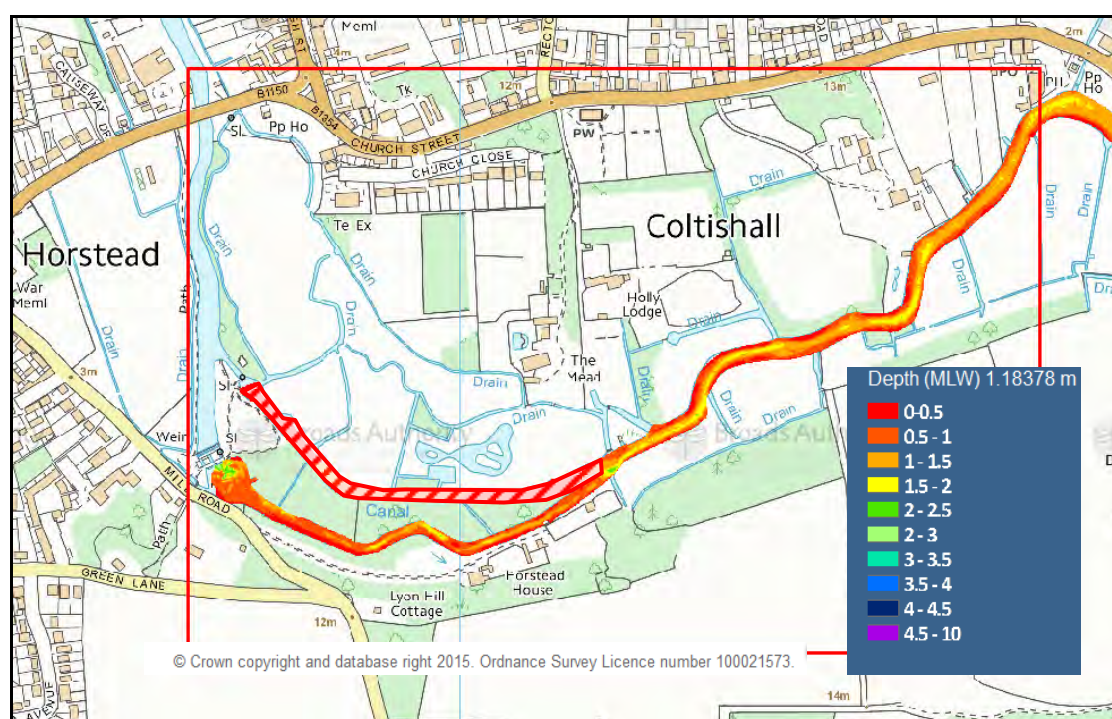


Figure 10: Coltishall Lock canal

- 4.2.4 Recent dredging work in this narrow section improved depths by the removal of organic matter and silt, but compliance with the waterways specification depth was not possible due to the presence of sand and gravel at a depth of approximately 1.2m below MLW.

4.3 Officer View

- 4.3.1 The navigation along the canal section between the lock and The Mead is not a busy part of the waterway and generally visited by smaller vessels.
- 4.3.2 Due to the difficult access, limited width and trees, mobilising large dredging equipment to deal with the hard bed is not a feasible option or considered best value. Smaller equipment as recently used could not effectively dredge the harder material.
- 4.3.4 Given these considerations it is recommended that the waterways specification depth for this section is revised to 1.2m below mean low water and that information on the hydrographic charts and guidance notes is updated make this clear to users. This is consistent with the information contained in Hamilton's Guide published 1978.

5 Hickling Broad, outside the channel

- 5.1 The current Waterways Specification depth for Hickling Broad is 1.5 m within the marked channel and 1.3 m outside the marked channel. This is documented in the Sediment Management Strategy Action Plan 2010/11 in "Appendix 3 Sediment Removal Tables", which includes a full list of Waterway Specification depths and dredge volumes.
- 5.2 From the latest hydrographic survey in Hickling Broad the dredge volume required to meet the 1.3 m specification in the areas outside the marked channel is 267,300 m³.
- 5.3 In 2015 an extensive sediment coring exercise was conducted by Broads Authority Environment Officers, across the whole of Hickling Broad, to determine the nature of the underlying substrate and record depths of accumulated lake sediments. In total 67 sediment cores were collected and the depths of each layer of different lake sediment type and natural underlying substrate was recorded. The base of the cores was composed of either peat or marine clay. Above that, various layers of lake sediment showed the development of the lake from an early wetland habitat post peat-extraction, through clear water conditions dominated by submerged water plants, to modern eutrophic conditions with higher accumulation of organic matter.
- 5.4 The survey shows that across all but a very few naturally deeper patches in the centre of the Broad, the natural substrate is at or about 1.3 m beneath mean low water level. Figure 11 shows mapped depths of the natural substrate, with contours calculated between points of similar depth. Caution must be used in interpreting natural substrate depths towards the edge of the broad, as the mapping software was forced to assume a zero depth at the water's edge.
- 5.5 The survey supports and corroborates the current Waterway Specification of 1.3 m outside the marked channel. Hickling Broad is one of the more

shallowly dug broads, and has not developed the relatively deep accumulations of lake sediment; such is in the Bure broads.

- 5.6 The survey in Hickling Broad has helped identify where accumulated sediment is deepest and confirmed the lowest depths to which maintenance dredging can be carried out.

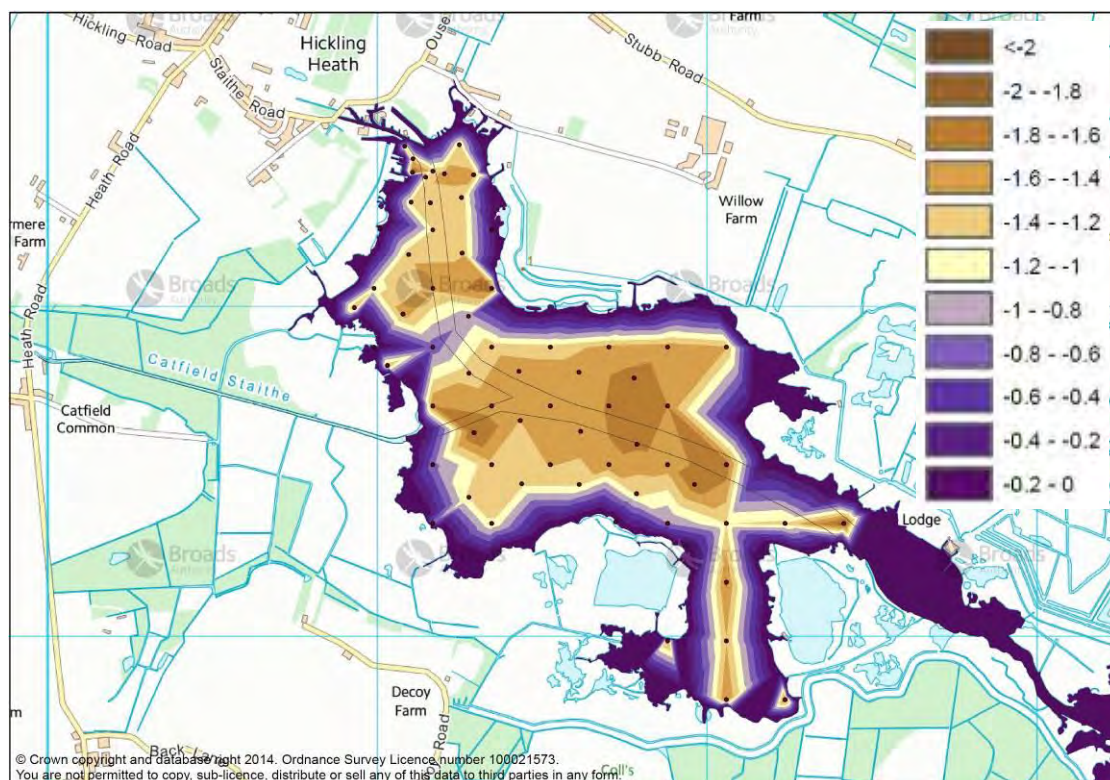


Figure 11: Map of the natural substrate depth below mean low water in Hickling Broad. Scale in metres.

6 Conclusions

- 6.1 The Sediment Management Strategy promotes well managed maintenance dredging. This is well suited and achievable for the vast majority of the Broads navigation areas where the ideal navigation envelope and waterways specification depth is within the profile of the natural bed. There are however some localised areas where compliance with the waterways specification depth is an issue due to a natural and shallow bed of sand and gravel. Removal of such material has significant cost and operation implications as well as additional regulation.
- 6.2 Officers have considered each location where this has been raised as a concern. Revision to waterways specification depths are proposed where appropriate and it is suggested that local signage and published information can be improved to provide more precise information to users. They are summarised in the following table.

River Ant at Irstead	a) Revise the waterways specification depth to 1.5m below mean low water b) Improve guidance notes and level of detail shown on hydrographic chart on Broads Authority website to identify affected area c) Consider installation of depth gauge boards at Ludham Bridge and Barton Broad indicating water depth though Irstead
River Chet at Pyes Mill	a) No revision to waterways specification depth b) Improve guidance notes and indicate hard bed area on hydrographic chart on Broads Authority website
River Bure at Coltishall (canal section leading to the lock)	a) Revise the waterways specification depth to 1.2m below mean low water b) Update guidance notes on Broads Authority website
Hickling Broad, outside marked channel	a) No revisions to waterways specification depths required

- 6.3 With reference to the Hamilton's Guide it is interesting to note that recommended revised specifications are consistent with information provided in the 1970's when boating was at its height.
- 6.4 Looking forward, the Authority is the sponsor for a PhD studentship at the UEA which will include research into flood modelling for the Broads and saline incursion taking into account climate change. This work will be undertaken over the next five years and could present a good opportunity to consider scientifically the implications of any increase in water levels from isostatic change and potential sea level rise from climate change.
- 6.5 Members comments and views are welcomed.

Background papers: Sediment Management Strategy 2007, Broads Authority
<http://www.broads-authority.gov.uk/looking-after/managing-land-and-water/Dredging/sediment-management-strategy>

 Sediment Management Strategy Action Plan 2010/11
http://www.broads-authority.gov.uk/_data/assets/pdf_file/0003/419241/SMS_Action_Plan_2010-11_May_2010_Final.pdf

 Navigation Committee Report: Construction, Maintenance and Environment Work Programme, 6 June 2015

Author: Tom Hunter, Dan Hoare

Date of report: 23 November 2015

Broads Plan Objectives: NA1.1

Appendices: None

Mooring Action Plan update
Report by Senior Waterways and Recreation Officer

Summary: This report provides members with an update on the action plan to maintain the Authority's moorings that was previously considered by the Navigation Committee in 2014 and adopted by the Broads Authority at its meeting on the 21 November 2014. The report sets out the current programme to repile the Authority's mooring assets, identifies that the continued inclusion of a number of sites in the programme is subject to the successful conclusion of lease negotiations and considers how the action plan should be adapted if lease negotiations are unsuccessful.

1 Background

- 1.1 The Broads Authority originally published a mooring strategy in 2006. The need for a strategy to guide the provision of Broads Authority free 24-hour moorings was identified as a priority in the best value review of navigation and supported through the public consultation for the Broads Plan 2004. The original strategy was developed with the guidance of a steering group formed of Broads Authority members and wider consultation was undertaken with a formal consultation group which included representatives from the Authority's partners and stakeholders.
- 1.2 The 2006 strategy was reviewed in 2009 and in 2013 the Authority adopted an Integrated Access Strategy (IAS) for the Broads which sought to make improvements to the connectivity and use of access facilities on both land and water. The overarching objective principle of the mooring strategy: "to maintain as a minimum the present number of moorings available for visitor use" was included in the IAS aims and objectives. Since the adoption of the mooring strategy in 2006 and the IAS in 2013 the Authority has significantly increased the length of free moorings it provides and therefore the Authority's asset management liabilities have also increased considerably.
- 1.3 In response to this fact the Authority produced an asset management strategy in January 2014 for the future management and maintenance of all its assets.
- 1.4 Since then the Authority has reviewed the Asset Management Strategy and also reviewed the level of mooring provision that it is appropriate for the Authority to continue to provide. This review was informed by a member workshop which concluded that, if possible, the Authority should continue to maintain a policy of no net reduction in mooring length although a number of sites were identified by the workshop as not being a high priority to maintain. It should be noted that while there was some appetite for trying to increase

the number of free moorings the mooring workshop did not recommend that the Authority should seek to take on new mooring sites if the acquisition of those sites would result in an increase in its piling responsibilities. But members did consider that the Authority should consider acquiring sites if there was no piling liability connected to them. Subsequently the Navigation Committee was consulted on an action plan for the maintenance of the Authority's mooring assets and the action plan was adopted by the Broads Authority at its meeting on the 21 November 2014. Additionally an annual budget of £150,000 was allocated to cover the costs of maintaining the Authority's piled assets into the future.

- 1.5 In October 2015 the Navigation Committee also considered a report on demasting mooring provision and identified that the high priority sites for demasting mooring provision were at St Olave's Bridge, Ludham Bridge and Acle Bridge. However the Committee did not recommend that budget should be allocated to provide facilities at these sites.

2 Need for a review of the asset management action plan for piled sites

- 2.1 A number of things have changed since the adoption of the action plan and officers consider that a review of the plan should be carried out. First, a number of the sites identified for repiling in the action plan have been subject to lease negotiations since the plan was adopted and will no longer be maintained as moorings by the Authority. For example the landowner of the moorings at Woodbastwick and Perci's Island has given the Authority notice to terminate those leases so they will need to be removed from the action plan. Additionally a number of sites are subject to ongoing lease negotiations and the continued inclusion of these sites in the action plan is dependent on the successful renegotiation of those leases.
- 2.2 Members will recall that they gave officers strong advice that the Authority should not considered entering leases that required the payment of annual fees higher than those recommended by our property advisers and this clear advice is informing our negotiations on those leases. The table at Appendix 1 identifies the mooring sites where action is required regarding repiling or lease renegotiation up to 2027. The sites highlighted in red on the table are those where the Authority's lease will definitely come to an end and those highlighted in amber are those that will be subject to lease renegotiation.
- 2.3 Second, the assessment that £150,000 annually was the figure required to maintain the status quo was based on the typical contractor costs and prices for steel and materials in 2013/14. It is considered advisable that these costs should be regularly reviewed to take account of changes in tender prices received by the Authority and significant fluctuations in the price of steel to ensure that the budget is sufficient for the future.
- 2.4 It should also be recognised that the piling at a number of sites including Burgh Castle, Cantley, and Somerleyton is the responsibility of the Environment Agency (EA). Further, the EA is currently seeking to pass on liability for piling that is no longer required for flood defence purposes to the

owners of the land behind the piling frontage. Members had requested an update as to how those negotiations were proceeding and officers have therefore asked the EA if it would be possible to provide some information about the amount of piling that will be transferred to private landowners and what its plans are for carrying out maintenance or repiling works at 24-hour mooring sites like Cantley and Burgh Castle where it has confirmed that it will still retain responsibility for the piling.

- 2.5 Clearly the Authority needs to ensure that its asset management plan is able to adapt to changing circumstances. Officers will therefore annually review the proposed repiling programme having taken account of the outcome of the various lease negotiations and the EAs proposals for sites.

3 Provision of New Moorings

- 3.1 As mentioned in paragraph 1.4, previous advice from members was that, while the Authority should attempt to increase the number of moorings it provides, the Authority should not seek to acquire sites for the development of new moorings that would add to its asset management liabilities. In practice this means that only piled sites where the piling will remain the responsibility of the EA or others can be considered for the development of new moorings. Given that members also consider that, as a minimum, the Authority should seek to maintain its current number of moorings there is clearly a need to identify possible new sites to replace any that are lost due to failure to negotiate appropriate lease terms. Moreover, the recent stakeholder surveys commissioned by the Authority also highlighted the importance of moorings for boat owners, the hire boat industry and visitors. Officers have therefore initially taken the approach of identifying sites that would improve mooring provision but not add to the repiling burden for members to consider.
- 3.2 However, it should be recognised that if sites are lost because of lease issues the Authority would also lose the responsibility for repiling those sites. This does give some potential for taking on new sites that come with repiling responsibilities but only if they replace any lost sites on a like for like basis. The difficulty is that in many cases officers will not know the outcome of lease negotiations for some time and therefore this assessment can only be carried out on a case by case basis as lease negotiations are concluded.
- 3.3 Having considered potential sites, officers have identified two possible locations for the development of new moorings which would give the Authority no additional piling maintenance liability. These are at Rockland Short Dyke and Berney Arms. In the case of Rockland a mooring in Short Dyke would add to the number of visitor mooring on the southern rivers and if a greater length of mooring were managed by the Authority at Berney Arms it would allow for the management of the site to ensure that moorings are available for vessels waiting to cross Breydon Water. In both cases the landowner is willing to consider giving a lease to the Authority and officers would therefore recommend that formal negotiations should take place to see if there is scope for acquiring the sites. At Rockland officers consider that a lease for approximately 150m of frontage should be considered while at Berney Arms it

would be possible to consider leasing a greater length as the site is already managed as a mooring so minimal works would be required to set it up as a Broads Authority 24-hour mooring.

4 Conclusions

- 4.1 It is crucial that the Authority's asset management action plan for piled sites is reviewed regularly if the Authority is to continue to provide quality visitor moorings at an acceptable level. This report identifies ways in which the plan can be adapted to respond to changing circumstances and identifies potential sites for mooring development.

Background papers: Nil

Authors: Adrian Clarke
Date of report: 28 November 2015

Broads Plan Objectives: NA5, TR2

Appendices: Appendix 1 Asset management action plan for piled sites up to 2027

APPENDIX 1

Asset	Length	Life end	Lease end	Action date	Piling - Program me Year	Workshop priority	Comments
Deep Dyke	193	2018	Oct-14	Oct-14	2019	1	Currently negotiating new lease - repile 2018
Deep Go Dyke	112	2022	Oct-14	Oct-14	2021	2	Currently negotiating new lease
White Slea	25	2022	Oct-14	Oct-14	2022	2	Currently negotiating new lease, Potential to not repile but replace with pontoons
Cockshoot Dyke	149	2015	Oct-14	Jul-15	2016	1	Repile 2015 - re-negotiate lease
Loddon Staithe	82	2050	Man Agr	Oct-15	2054	1	SNDC cost
Hoveton Viaduct	319	2015	Sep-19	Nov-15	2017	2	Currently negotiating reduced length obligation to pile
Barton Turf	41	2040	Jun-26	Nov-15	2036	1	Renegotiating new lease
Paddy's Lane	156	2045	holding	Nov-15	2044	1	Currently re-negotiating lease
Bramerton Common	188	2045	Jun-16	Nov-15	2042	1	Currently re-negotiating lease
Rockland St Mary Staithe	81	2050	holding	Jul-15	2052	2	Awaiting outcome of negotiations with RSPB re Rockalnd Short Dyke
Ludham Bridge demasting	20	2015	Licence	2015	2016	1	No licence granted - exited from site
Boundary Farm (Extension), Oby	150	2025		2015	2023	1	Awaiting outcome of negotiations for new 99year lease - currently closed
Boundary Farm, Oby	150	2025		2015	2024	1	Awaiting outcome of negotiations for new 99year lease - currently closed
Thurne Mouth	118	2025	F/H	2015	2025	1	Awaiting outcome of negotiations for new 99year lease - currently closed
Catfield Staithe	36	2030	Nov-16	Nov-16	2027	3	
Thorpe Green	226	2032	Jan-17	Jan-16	2030	3	Give notice to terminate lease
Norwich Yacht Station	507	2025	Man Agr	Mar-16	2027	1	Negotiating with NCC now for next season
Great Yarmouth Yacht Station	535	2030	Man Agr	Mar-16	2028	1	Negotiating with GYBC now for next season
Woodbastwick	93	2019	Jul-16	2016	2020	2	Lease expires - land owner has given notice to terminate
Horning Island/Percis Island	49	2038	Jul-16	2016	2036	2	Lease expires - land owner has given notice to terminate
Aldeby Hall Staithe	44	2045	Mar-17	Jul-16	2041	2	
Cantley	131	2023	Mar-17	Mar-17	2022	1	EA cost as part of flood defences
Burgh Castle	139	2015	Dec-17	Dec-17	2018	1	Annual licence for 5 years- piling at EA cost
Horning Marshes	225	2060	Nov-19	Jan-19	2060	1	Check EA position
Horning Parish Staithe	101	2045	Mar-20	Jul-19	2041	1	
Brundall Church Marsh	40	2042	Jan-21	Jul-20	2039	1	
Somerleyton	140	2053	Jul-25	Jan-25	2055	1	Part EA cost
Ranworth Staithe Dinghy Dyke	50	2019	F/H	2020	2020	1	Timber piling
<i>Ludham Fieldbase basin</i>	80	2020	F/H	2020	2021	1	
Potter Heigham Dinghy Park	60	2020	F/H	2021	2021	1	Replace with dolphins
Potter Heigham Demasting	15	2022	2085	2022	2022	1	Check EA position
Dilham Staithe	50	2023	F/H	2023	2022	2	
Worlingham Staithe	30	2025	F/H	2023	2023	1	
Chedgrave Common	39	2040	2023	2023	2036	2	
Turntide Jetty	102	2025	F/H	2025	2025	1	Removal of hazards
Potter Heigham Repps Bank	145	2025	2085	2026	2026	1	negotiate with EA
Potter Heigham Martham Bank	144	2025	2085	2027	2027	1	negotiate with EA

**Navigation Income and Expenditure:
1 April to 31 October 2015 Actual and 2015/16 Forecast Outturn
Report by Head of Finance**

Summary: This report provides the Committee with details of the actual navigation income and expenditure for the seven month period to 31 October 2015, and provides a forecast of the projected expenditure at the end of the financial year (31 March 2016).

1 Introduction

- 1.1 This report provides a summary of the Income and Expenditure for the Navigation Budget up until 31 October. It includes any amendments to the Latest Available Budget (LAB), Forecast Outturn (predicted year end position) and the movements on the earmarked reserves.

2 Overview of Actual Income and Expenditure

Table 1 – Actual Navigation I&E by Directorate to 31 October 2015

	Profiled Latest Available Budget	Actual Income and Expenditure	Actual Variance
Income	(2,970,801)	(2,941,599)	- 29,202
Operations	1,593,031	1,475,949	+ 117,082
Planning and Resources	477,159	449,167	+ 27,993
Chief Executive	89,388	93,839	- 4,451
Projects, Corporate Items and Contributions from Earmarked Reserves	(308,396)	(176,958)	- 131,438
Net (Surplus) / Deficit	(1,119,619)	(1,099,603)	- 20,016

- 2.1 Core navigation income is behind of the profiled budget at the end of month seven. The overall position as at 31 October 2015 is an adverse variance of £20,016 or 1.79% difference from the profiled LAB. This is principally due to:
- An overall adverse variance of £26,668 within toll income:
 - Hire Craft Tolls £21,836 below the profiled budget.
 - Private Craft Tolls £1,849 above the profiled budget.
 - An underspend within Operations budgets relating to:

- Construction and Maintenance salaries are under profiled budget by £11,563 following a long term vacancy which has been used to fund the apprentices. This will decrease over the coming months.
- Equipment, Vehicles and Vessels is under profiled budget by £32,597 due to delayed billing on the 3rd Wherry
- Water Management is above the profiled budget by £17,316 due to the Hydrographic survey being completed ahead of profile.
- Practical Maintenance is under profile by £10,192 due to timing differences.
- Ranger Services is under profiled budget by £62,242 due to the delayed letting of the launch tender following changes in procurement legislation. This is partially offset by the salary overspend.
- An underspend within Planning and Resources budgets relating to:
 - A number of small variances within all budgets but mainly relating to Yacht Stations on income and expenditure (£10,130).
- An adverse variance within Reserves relating to:
 - The delayed completion on the land purchase (£17,351) at Acle (sale completed 3/11/15).
 - The delayed Wherry billing and the delayed letting of the launch contract (£114,087).

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 2015/16. 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 set out in Appendix 2.

Table 2 – Adjustments to Navigation LAB

	Ref	£
LAB previously reported	Nav 22/10/15 Item 12	(22,209)
Virement from DRD to VES to cover cost of screener purchase	Director approved	(3,500)
LAB at 31 October 2015		(25,709)

3.2 The LAB therefore provides for a reduced navigation surplus of £25,709 in 2015/16 as at 31 October 2015.

4 Overview of Forecast Outturn 2015/16

4.1 Budget holders have been asked to comment on the expected expenditure at the end of the financial year in respect of all budget lines for which they are

responsible. It must be emphasised that these forecast outturn figures should be seen as estimates and it is anticipated that they will continue to be refined and clarified through the financial year.

4.2 As at the end of October 2015, the forecast outturn indicates:

- The total forecast income is £3,007,086, or £27,094 less than the LAB
- Total expenditure is forecast to be £3,018,604
- The resulting deficit for the year is forecast to be £11,518

4.3 The forecast outturn expenditure reflects the following changes from the LAB as shown in Table 3. The forecast surplus represents an adverse variance of £37,227 against the LAB.

Table 3 – Adjustments to Forecast Outturn

	£
Forecast outturn surplus per LAB	(25,709)
Adjustments reported 22/10/15	26,873
Decrease forecast Private Craft Toll income	5,825
Increase forecast Hire Craft Toll income	(471)
Increase in Legal Costs for High Court Appeal	5,000
Forecast outturn deficit as at 31 October 2015	11,518

4.4 The main reason for the difference between the forecast outturn and the LAB is the approval of the Hickling project and the change in predictions for navigation toll income, which are based on the latest actual income figures. There is an overall decrease of £27,094 in forecast toll income for the year.

5 Reserves

Table 4 – Navigation Earmarked Reserves

	Balance at 1 April 2015	In-year movements	Current reserve balance
	£	£	£
Property	(510,132)	93,769	(416,363)
Plant, Vessels and Equipment	(202,403)	53,229	(149,174)
Premises	(78,552)	(9,750)	(88,302)
PRISMA	(171,869)	14,905	(156,964)
Total	(962,956)	152,153	(810,802)

5.1 Items funded from the Property reserve include the repairs to Mutford Lock, the Wherry deposit, Turntide Jetty and the Land purchase at Potter Heigham.

6 Summary

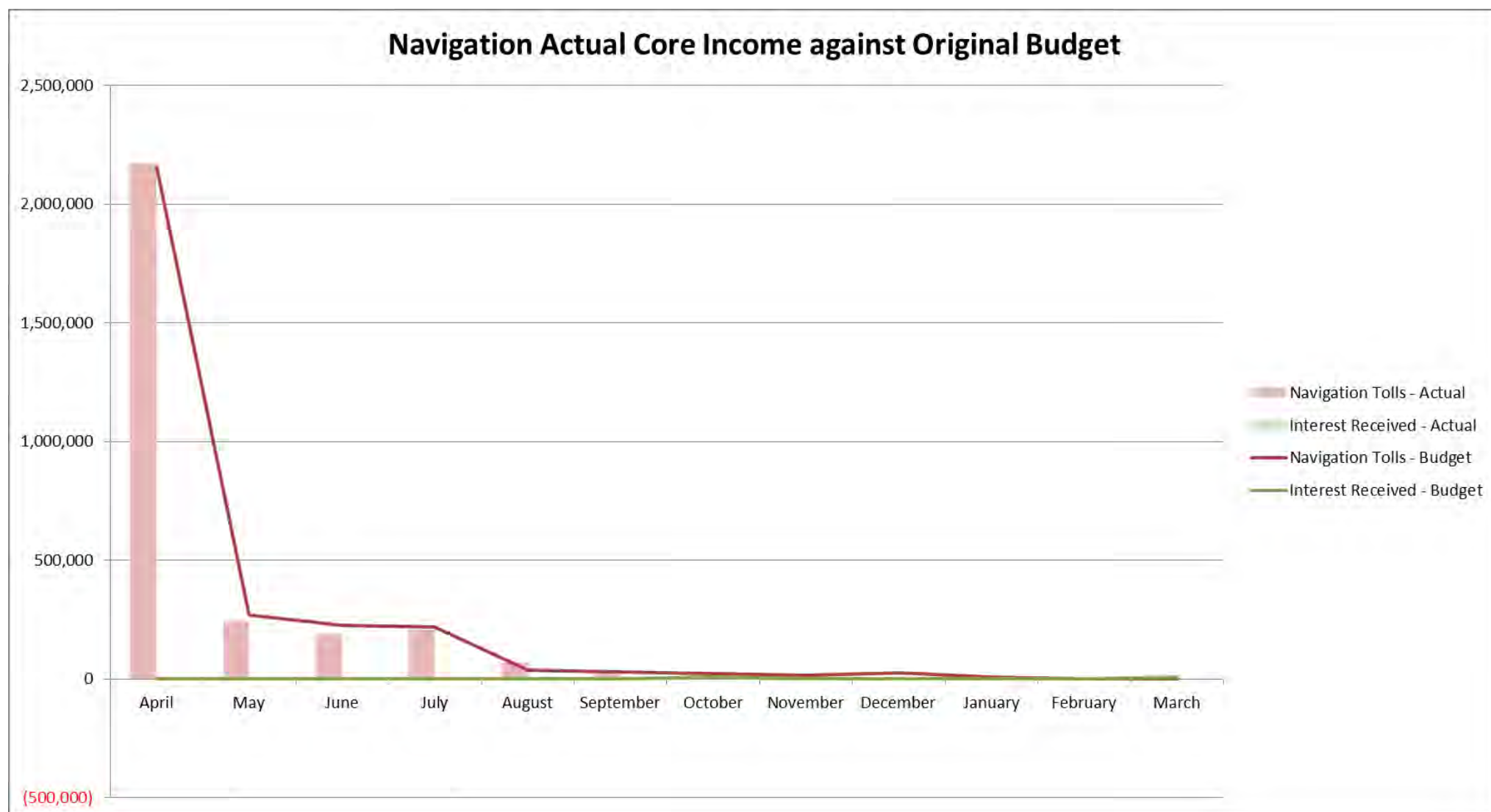
- 6.1 The current forecast outturn position for the year suggests a deficit within the navigation budget which would result in a navigation reserve balance of approximately £268,620 at the end of 2015/16 (before any year-end adjustments). This would mean the Navigation Reserve would be below the recommended 10% at 8.9%. This will need to be taken into account when reviewing the future financial strategy to try and restore this.

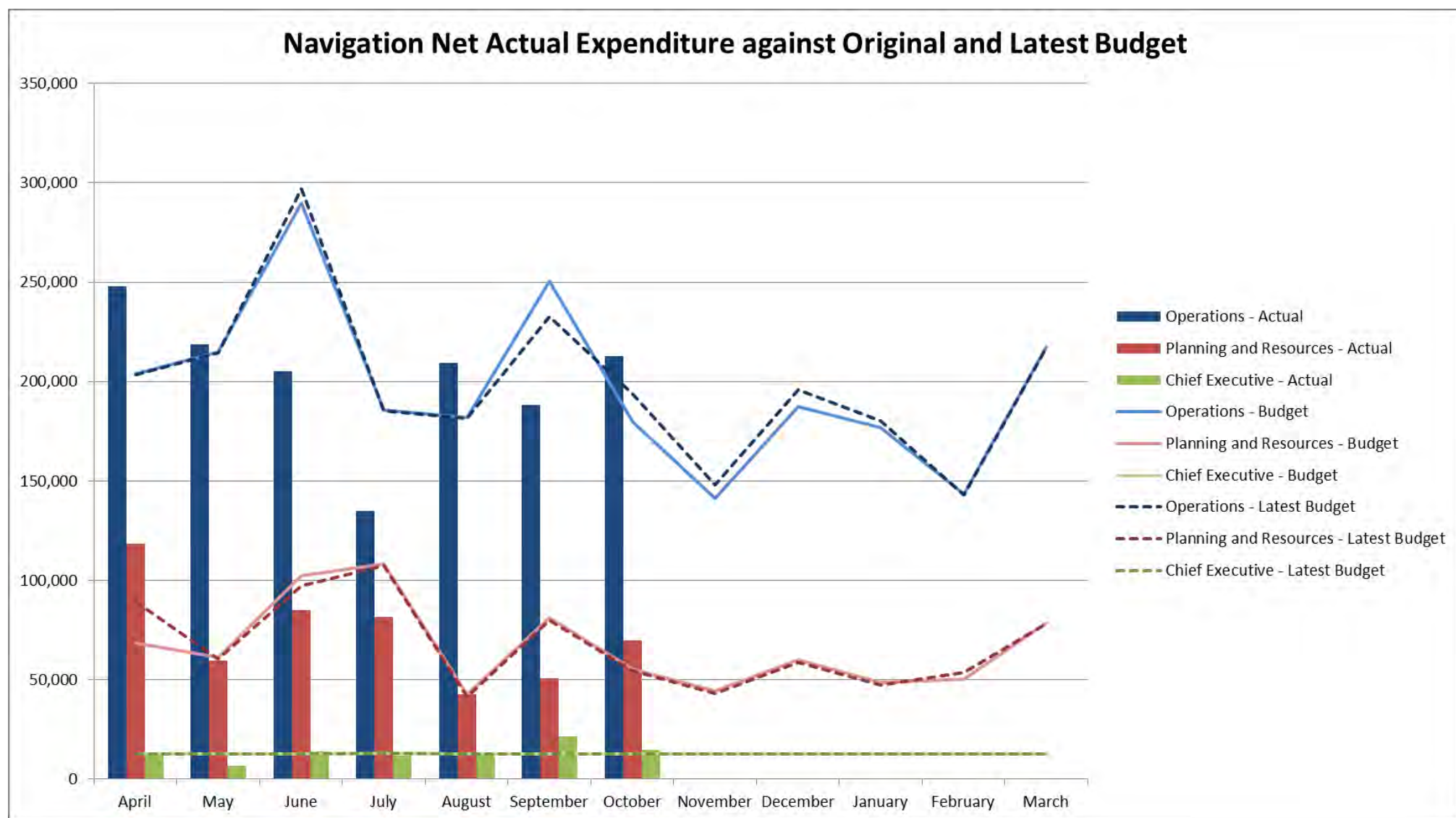
Background Papers: Nil

Author: Emma Krelle
Date of Report: 26 November 2015

Broads Plan Objectives: None

Appendices: APPENDIX 1 – Navigation Actual Income and Expenditure
Charts to 31 October 2015
APPENDIX 2 – Financial Monitor: Navigation Income and
Expenditure 2015/16





To 31 October 2015

Budget Holder

(All)

Row Labels	Values				
	Original Budget (Navigation)	Budget Adjustments (Navigation)	Latest Available Budget (Navigation)	Forecast Outturn (Navigation)	Forecast Outturn Variance (Navigation)
Income	(3,034,180)		(3,034,180)	(3,007,086)	- 27,094
National Park Grant	0		0	0	+ 0
Income	0		0	0	+ 0
Hire Craft Tolls	(1,090,525)		(1,090,525)	(1,068,689)	- 21,836
Income	(1,090,525)		(1,090,525)	(1,068,689)	- 21,836
Private Craft Tolls	(1,869,042)		(1,869,042)	(1,871,284)	+ 2,242
Income	(1,869,042)		(1,869,042)	(1,871,284)	+ 2,242
Short Visit Tolls	(38,363)		(38,363)	(38,363)	+ 0
Income	(38,363)		(38,363)	(38,363)	+ 0
Other Toll Income	(18,750)		(18,750)	(18,750)	+ 0
Income	(18,750)		(18,750)	(18,750)	+ 0
Interest	(17,500)		(17,500)	(10,000)	- 7,500
Income	(17,500)		(17,500)	(10,000)	- 7,500
Operations	2,459,058	107,415	2,566,473	2,542,638	+ 23,836
Construction and Maintenance Salaries	628,981		628,981	628,981	+ 0
Salaries	628,981		628,981	628,981	+ 0
Expenditure			0		+ 0
Equipment, Vehicles & Vessels	455,975	1,495	457,470	433,635	+ 23,836
Income			0		+ 0
Expenditure	455,975	1,495	457,470	433,635	+ 23,836
Water Management	167,500	18,700	186,200	186,200	+ 0
Income			0		+ 0
Expenditure	167,500	18,700	186,200	186,200	+ 0
Land Management	0		0	0	+ 0
Income	0		0	0	+ 0

Row Labels	Original Budget (Navigation)	Budget Adjustments (Navigation)	Latest Available Budget (Navigation)	Forecast Outturn (Navigation)	Forecast Outturn Variance (Navigation)
Expenditure	0		0	0	+ 0
Practical Maintenance	395,200	87,220	482,420	482,420	+ 0
Income	(7,000)		(7,000)	(7,000)	+ 0
Expenditure	402,200	87,220	489,420	489,420	+ 0
Ranger Services	498,946		498,946	498,946	+ 0
Income	(21,000)		(21,000)	(21,000)	+ 0
Salaries	347,346		347,346	347,346	+ 0
Expenditure	172,600		172,600	172,600	+ 0
Pension Payments			0		+ 0
Safety	60,326		60,326	60,326	+ 0
Income	(9,000)		(9,000)	(9,000)	+ 0
Salaries	40,771		40,771	40,771	+ 0
Expenditure	28,555		28,555	28,555	+ 0
Asset Management	68,489		68,489	68,489	+ 0
Income	(450)		(450)	(450)	+ 0
Salaries	17,564		17,564	17,564	+ 0
Expenditure	51,375		51,375	51,375	+ 0
Volunteers	25,868		25,868	25,868	+ 0
Income	(400)		(400)	(400)	+ 0
Salaries	17,468		17,468	17,468	+ 0
Expenditure	8,800		8,800	8,800	+ 0
Premises	86,357		86,357	86,357	+ 0
Income	(853)		(853)	(853)	+ 0
Expenditure	87,211		87,211	87,211	+ 0
Operations Management and Administration	71,417		71,417	71,417	+ 0
Income			0		+ 0
Salaries	64,417		64,417	64,417	+ 0
Expenditure	7,000		7,000	7,000	+ 0
Planning and Resources	715,417	9,900	725,317	730,450	- 5,133

Row Labels	Original Budget (Navigation)	Budget Adjustments (Navigation)	Latest Available Budget (Navigation)	Forecast Outturn (Navigation)	Forecast Outturn Variance (Navigation)
Development Management	0	0	0	0	+ 0
Income	0		0	0	+ 0
Salaries	0		0	0	+ 0
Expenditure	0	0	0	0	+ 0
Pension Payments			0		+ 0
Strategy and Projects Salaries	18,439	0	18,439	18,439	+ 0
Income	0	0	0	0	+ 0
Salaries	18,439	0	18,439	18,439	+ 0
Expenditure	0	0	0	0	+ 0
Biodiversity Strategy	0	0	0	0	+ 0
Income	0		0	0	+ 0
Expenditure	0	0	0	0	+ 0
Strategy and Projects	3,265	0	3,265	3,265	+ 0
Income	0	0	0	0	+ 0
Salaries	3,265	0	3,265	3,265	+ 0
Expenditure	0	0	0	0	+ 0
Waterways and Recreation Strategy	43,160		43,160	48,293	- 5,133
Salaries	34,160		34,160	34,160	+ 0
Expenditure	9,000		9,000	14,133	- 5,133
Project Funding	3,740		3,740	3,740	+ 0
Income	0		0	0	+ 0
Salaries	3,740		3,740	3,740	+ 0
Expenditure	0		0	0	+ 0
Pension Payments			0		+ 0
Partnerships / HLF	0		0	0	+ 0
Expenditure	0		0	0	+ 0
Finance and Insurance	158,151		158,151	158,151	+ 0
Income			0		+ 0
Salaries	64,151		64,151	64,151	+ 0

Row Labels	Original Budget (Navigation)	Budget Adjustments (Navigation)	Latest Available Budget (Navigation)	Forecast Outturn (Navigation)	Forecast Outturn Variance (Navigation)
Expenditure	94,000		94,000	94,000	+ 0
Communications	62,048	0	62,048	62,048	+ 0
Income			0		+ 0
Salaries	50,048		50,048	50,048	+ 0
Expenditure	12,000	0	12,000	12,000	+ 0
Visitor Centres and Yacht Stations	74,220		74,220	74,220	+ 0
Income	(56,250)		(56,250)	(56,250)	+ 0
Salaries	106,470		106,470	106,470	+ 0
Expenditure	24,000		24,000	24,000	+ 0
Collection of Tolls	116,740		116,740	116,740	+ 0
Salaries	104,040		104,040	104,040	+ 0
Expenditure	12,700		12,700	12,700	+ 0
ICT	87,245	9,900	97,145	97,145	+ 0
Salaries	43,784		43,784	43,784	+ 0
Expenditure	43,461	9,900	53,361	53,361	+ 0
Premises - Head Office	73,819		73,819	73,819	+ 0
Expenditure	73,819		73,819	73,819	+ 0
Planning and Resources Management and Administration	74,589		74,589	74,589	+ 0
Income			0		+ 0
Salaries	39,420		39,420	39,420	+ 0
Expenditure	35,169		35,169	35,169	+ 0
Chief Executive	153,001		153,001	158,001	- 5,000
Human Resources	45,727		45,727	45,727	+ 0
Income			0		+ 0
Salaries	21,332		21,332	21,332	+ 0
Expenditure	24,395		24,395	24,395	+ 0
Legal	27,596		27,596	32,596	- 5,000
Income			0		+ 0
Salaries	15,596		15,596	15,596	+ 0

Row Labels	Original Budget (Navigation)	Budget Adjustments (Navigation)	Latest Available Budget (Navigation)	Forecast Outturn (Navigation)	Forecast Outturn Variance (Navigation)
Expenditure	12,000		12,000	17,000	- 5,000
Governance	39,531		39,531	39,531	+ 0
Salaries	21,645		21,645	21,645	+ 0
Expenditure	17,886		17,886	17,886	+ 0
Chief Executive	40,147		40,147	40,147	+ 0
Salaries	40,147		40,147	40,147	+ 0
Expenditure			0		+ 0
Projects and Corporate Items	44,800		44,800	44,800	+ 0
PRISMA			0		+ 0
Expenditure			0		+ 0
Corporate Items	44,800		44,800	44,800	+ 0
Pension Payments	44,800		44,800	44,800	+ 0
Contributions from Earmarked Reserves	(393,900)	(87,220)	(481,120)	(457,285)	- 23,836
Earmarked Reserves	(393,900)	(87,220)	(481,120)	(457,285)	- 23,836
Expenditure	(393,900)	(87,220)	(481,120)	(457,285)	- 23,836
Grand Total	(55,804)	30,095	(25,709)	11,518	- 37,227

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

Report by Head of Construction, Maintenance and Environment

Summary: This report sets out the progress made in the delivery of the 2015/16 Construction, Maintenance and Environment Section work programme.

1 Construction Programme Update 2015/16

- 1.1 The progress of the Construction and Maintenance work programme is described in this report. As previously reported verbally to members, a further detailed breakdown shows that up to the end of October, 32,915m³ of sediment has been removed from the Rivers and Broads, and the details of quantities and costs achieved so far are set out in Appendix 1. This represents 66% of the programmed target of at least 50,000m³.
- 1.2 The main focus for some of the Construction Team and the Fitting Team has been mobilising plant and equipment up to Hickling prior to starting the priority dredging. Two complete sets of link flote (9 in each set) have needed escorting from various locations up to Potter Heigham where they are broken down into individual components and pushed through the small bridge hole, to be re-assembled the other side. One set will contain the concrete pump, needed to push the dredge sediment into the far reaches of the Duck island lagoon and the other set will allow the Doosan Long Reach Excavator to sit and dredge at the top end of the Broad. Other key equipment needed for this project is the moon-pool to reduce the amount of fluidised sediment in and around the dredge site and the long lengths of silt curtain encasing the lagoon to reduce over spill and fluidised sediment affecting the main water body.
- 1.3 At the time of this report, water temperature, one of the key elements imposed by Natural England as Pymnesium mitigation, is still well over the 8 degrees limit set, with current readings still just above 10 degrees. In the planning for this dredging we built in a contingency window as the long range forecasts predicted that ambient air temperatures could remain mild, we predict that to achieve the dredging volume planned we will require a ten week dredging programme in what was a 16 week window of opportunity. We are hopeful that in the week commencing 23 November water temperatures will have fallen sufficiently to allow us to start work, which allows us to complete before 29 February 2016. (Note: Work started at the end of the week beginning 23 November as predicted.)
- 1.4 The second dredging crew has also relocated from the Lower Yare at Seven Mile House, to the middle Bure at Acle. As you travel over Acle Bridge

(heading towards Billockby) you can see the dredging site, utilising Grab 10, on the right and the disposal area, in the setback channel next to the Bridge, on the left. This area will take approximately ten weeks to complete and we predict approx. 4,500m³ of sediment to be removed

- 1.6 The JCB160 Fen Excavator has de-mobilised from the RSBP Reserve at Sutton Fen, where it was carrying out contract work to maintain water control dykes and relocated to Whitlingham. Here it will be carrying out contract work for Anglian Water on areas of marsh that they maintain for habitat. The JCB work at Whitlingham follows closely behind vegetation management work carried out under contract by our Softrak Mk II Fen Harvester. This machine has also now moved locations to Suffolk Wildlife Trust land at Carlton Marshes Nature Reserve.

2 Maintenance Programme Update 2015/16

- 2.1 At this time of year the Maintenance Teams are fully engaged in carrying out conservation tasks, reactive navigational tasks and routine maintenance, below is a selection of works:
- 2.2 Reactive works to repair damaged safety chain at Rockland has been completed, with replacement chain and cleats. Damage to the timber quay heading at Hoveton Viaduct mooring is ongoing with 50m of rotten and split timber being replaced. Snapped and missing mooring posts at Horning Marshes mooring have been replaced and Geldeston moorings required topping up of the aggregate surface to remove depressions and level the uneven surface.
- 2.3 Electric Charging points, damaged when a vessel disembarked without disconnecting, have been replaced at Rockland and Bramerton mooring. The pillars are designed to 'trip' when this type of incident occurs so although the pillar and mooring looked unsightly after the damage, the area was safe.
- 2.4 Conservation works have been taking place at How Hill, the nature trail has been cut as the mild autumn meant grass continued to grow and whilst the mowers were on site fen management of compartments on Hall Fen were also conducted, this is part of the management agreement for this site.
- 2.5 The Sensory Garden at How Hill has now been completed, with the benches and sculpture added to the raised planters. The gardens design had to be tweaked with willow panel fences to surround the garden after attention from the local rabbit and deer population. This project was funded by income received from the Airwick promotion and continues the tradition of having a botanical garden within the grounds of Toad Hole Cottage at How Hill.

3 Environment Team Programme Update 2015/16

- 3.1 Environment Officers have been taking water samples at various fen sites as part of the ongoing monitoring needed to ensure that the Fen Harvester (Softtrak MK II) is not damaging sensitive fen land site. Water samples are taken around the area where arisings are deposited to test if any leachate is impacting upon the fen.
- 3.2 Following on from the data collection gathered on the annual water plant survey, Environment Officers have been busy plotting this information onto our Geographical Information System (GIS). This data is especially important this year as the survey data from Hickling is helping to shape ideas and locations where dredged sediment can be re-used in a beneficial way, without damaging re-emerging Chara and Holly-leafed Naiad beds.
- 3.3 The Design Teams bank stabilisation project on the River Bure at Anchor Street has been completed. This project used Nico-Span as a retaining structure with sediment dredged from the channel to infill the void behind. The 108m³ of sediment will be allowed to partially dry before being planted with reed, sedge and other indigenous river bank species to create a natural looking edge. Monitoring will continue to assess the stability of the fabric and sediment and this will help us develop the technique in other areas where bank erosion can be restored.
- 3.4 A fish habitat survey is being conducted, using methodology developed and agreed by Natural England (NE), to ascertain the key areas used by spawning fish at Hickling Broad. This work will be needed as we enter into the detailed planning stages of which areas to progress for edge protection, or island creation. The methodology developed and agreed by NE was used in its assessments for Hoveton Great Broad and NE will be a Statutory Consultee for any planning permission at Hickling so keeping to a recognised methodology is important.

4 Fitters

- 4.1 The Fitter Team has been heavily involved with the plant and equipment needed to dredge Hickling. The Screener, needed to filter out debris before it enters the concrete pump, has needed modifying to allow it fit with the feed hopper. The power pack to operate the spud legs on the dredging rig has needed rigging with hydraulic hoses and a special housing fabricated to protect the generator from potential theft and vandalism. As well as the equipment modifications, the link flotes have needed safety railings fabricated and erecting, a pulley system fabricated for the spud legs and the welfare units added to the flotes and gas certificated.
- 4.2 The wherry Iona has been lifted from the water and shot blasted back to steel ready for painting. When built the paint finish was not to the required standard, but due to operational demands and delays from the vessel's builder in agreeing a solution, it was not corrected. Using money retained from the original contract, it was decided to repaint Iona in-house and she has

been repainted to the correct specification and is back in the water at Hickling ready to transport sediment to Duck Island deposition site. .

- 4.3 With the onset of winter the in-house Fitting Team starts the Motor Launch refit programme and as a savings measure the team will refit four launches at the Griffin Lane Dockyard and four go out to external contractors. The Motor Launch schedule is as follows:

In-House Fitters	Cox's Boatyard
Motor Launch Ant – Nov 2015	Motor Launch Chet – Nov 2015
Motor launch Waveney – Dec 2015	Motor Launch Wensum – Dec 2015
Patrol Boat Spirit of Breydon – Jan 2016	Motor Launch Charles Collier – Jan 16
Motor Launch Martin Broom – Feb 2016	Motor launch Yare – Feb 2016

Background papers: Nil

Author: Rob Rogers

Date of report: 19 November 2015

Broads Plan Objectives: NA1.1

Appendices: APPENDIX 1 – Dredging Programme 2015/16

Dredging Progress 2015/16 (April 2015 to end October 2015)

APPENDIX 1

Project Title	Project Element	Active BA dredging weeks Completed (to end Oct/Planned	Volume Removed m ³		Annual project cost	Actual project cost ¹ (Apr-Oct)
			Planned	Actual	Planned	Actual
River Ant	Irstead to Barton Broad	3/4	1,500	1,030	£24,340	£18,520
<i>Completed mid May 2015</i>						
River Chet	Pye's Mill to Loddon Basin	7/4	1,000	2,900	£10,810	£18,650
<i>Completed mid May 2015. Additional volume near Loddon Basin removed</i>						
Upper Bure	Coltishall Lock	5/8	2,000	900	£29,570	£25,520
<i>Total sediment removed 1,600 m³ over 2014/15 and 2015/16 years. Sediment spread for agricultural benefit in Oct 2015</i>						
Upton Dyke	Restoration work on setback filled in 2014/15	NA	NA	NA	£7,000	£560
<i>Completed at end of May 2015 using staff rather than contractors.</i>						
Mid Bure	Thurne Mouth to Horning Hall	19/12	8,000	12,500	£80,070	£104,630
<i>Filling setback areas upstream of Ant Mouth. Autumn phase completed. Returning after Hickling dredging complete.</i>						
Mid Bure	Thurne bank rond restoration	NA	NA	NA	£10,550	£7,280
<i>Re-profiling rond upstream of Thurne White Mill completed September 2015 with BA plant</i>						
Oulton Broad	Oulton Broad	12/14	10,000	10,170	£73,090	£69,080
<i>Completed 24 August 2015.</i>						
Mid Bure	Acle to Stokesby	0/10	7,000	0	£56,150	£6,640
<i>Use of setbacks near Acle Bridge agreed. Works to start mid November 2015.</i>						
Upper Yare	Whitlingham bends	0/8	4,500	0	£53,500	£2,620
<i>Deferred to summer 2016 following progression of dredging at Hickling. Mid Bure dredging also extended in 2015.</i>						
Lower Yare	Seven Mile House to Berney Arms	8/10	5,000	5,230	£50,330	£30,410
<i>Project extended by four weeks. New end date of mid November.</i>						

Upper Bure	Belaugh to Coltishall	Contractors	1,500	185	£28,000	£19,740
<i>Only one bank stabilisation site of the original three could be carried out in 2015/16. Anchor Street site completed Oct 2015.</i>						
Hickling Broad	Navigation channel in NW corner and approaches to Catfield Dyke	0/10	3,500	0	£90,000	£7,300
Natural England assent gained, earliest start date 2 nd November, subject to environmental conditions						
TOTAL		54/80	50,000	32,915	£513,410	£310,950

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

Chief Executive's Report

<p>Summary: This report summarises the current position in respect of a number of important projects and events, including any decisions taken during the recent cycle of committee meetings.</p>
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1 Navigation Charges 2016/17

Contact Officer/ Broads Plan Objective: John Packman/Bill Housden/ None

- 1.1 At the Authority's meeting on 20 November 2015, members received a report on the proposed navigation charges for 2016/17 and considered the recommendations made by the Navigation Committee at its meeting on 22 October 2015. Since that meeting, it had been possible to update the data for the number of boats registered on the Broads and projected income for the current year. Members accepted that with the lowest ever increase of 1.7% for the current year 2015/16 plus the pressures for more practical work and the delivery of the dredging of Hickling Broad, this meant that an above inflationary increase was necessary. Members accepted that a rise in income of 4.5% as proposed by the Navigation Committee would enable almost all the work programme to be delivered whilst maintain reserves which would equal 8.7% of expenditure at a level just below the recommended level. The Authority agreed that the proposed reduction in the hire boat multiplier for motor cruisers would give some relief to the industry reducing the increase charge for a 48m² boat from £57.69 to £32.50 (2.5%) and bringing it closer to the £26.18 (5.4%) cash increase for the same sized private boat.
- 1.2 The Authority had received a letter from the NSBA and considered the points made in turn. Members supported the recommendations of the Navigation Committee accepting that the Committee had been well informed and the debate robust. They could not see any justification for not accepting the recommendation and in conclusion the Authority resolved that navigation charges for 2016/17 be raised such that overall navigation income from tolls rises by 4.5% to meet the costs of the additional activity set out in the report to the Navigation Committee on 22 October and that the multiplier for weekly hired boats be reduced from 2.62 to 2.55. They did not consider that the decision would fetter the deliberations of the Tolls Review Group.

2 Tolls Review Group 2016 – 6 November 2015

Contact Officer/Broads Plan Objective: John Packman/Bill Housden/ None

- 2.1 At the Authority's meeting on 20 November 2015 Members considered the Terms of Reference of the Tolls Review Group following recommendation from the Group when it met on 6 November 2015. These were approved subject to an amendment to take account of the fact that the Group was specifically charged with examining the structure of tolls and that it would be making recommendations to the Financial Scrutiny and Audit Committee in the first instance prior to consultation with the Navigation Committee (these are attached at Appendix 1). At the second meeting of the Group they noted the outcomes from the Previous Reviews and lessons learnt. They reviewed the Principles and Criteria for Navigation Charges, noting those developed in 2005 and the more detailed set developed in 2012. It was agreed that these were not appropriate for the current structure. The Group decided to have a simpler set of principles and criteria and considered three overall arching main ones. The Group received two papers:

- (i) an outline analysis of the different charges on the components of the Fleet and the impacts these would have;
- (ii) An Analysis with outline costs of three Different Qualities of Service: Budget, Current and Exemplar.

These provided the basis for detailed discussion on options but the Group was very aware that the current level of service had been produced as a result of the last 5 years of discussions and agreement by the Navigation Committee and the Financial Scrutiny and Audit Committee and Broads Authority on its strategies. At present the Group will use the current level of service to review how the tolls operate. The TRG will examine other options only if given the mandate to do so and with guidance from the Navigation Committee.

- 2.2 The third meeting of the Group is due to be held on 1 December 2015.

3 Strategic Priorities 2016/17

Contact Officer/ Broads Plan Objectives: John Packman/Maria Conti/ Multiple

- 3.1 At the Authority's meeting on 20 November, the Authority considered the Strategic Priorities for 2016/17. In recognising that those for 2015/16 would be of a longer term nature than a year, members agreed that these be continued into 2016/17. These included the Broads Plan Review, the Broads Landscape Partnership Project, the Hickling Broad Enhancement Project, Promoting the Broads, and the Stakeholder Action Plan including focusing on engagement through Parish Forums and workshops. They also agreed that the Strategic Priorities for 2016/17 should include Climate Change and Sea Level rise as well as the Comprehensive Spending Review.

4 Broads Plan Review

Contact Officer/ Broads Plan Objectives: Maria Conti/ None

- 4.1 The review of the Broads Plan is a Strategic Priority for the Broads Authority in 2015/16. It is anticipated that the revised Plan, which will cover the period 2017-22, will be adopted in March 2017. Members of the Broads Authority and Navigation Committee attended a workshop on 7 October to begin scoping strategic areas of focus for the next plan period. Focusing as much as possible on high level aspirational strategy, members considered future desired benefits for the Broads; the actions or activities by end users that would create these benefits; and projects and results that would enable the identified uses. The output from this workshop, together with other early stage discussion with stakeholders and partners, is being refined for the first draft plan for public consultation. Latest progress will be reported verbally to this meeting.

5 Mooring Guide and Riverbank Stabilisation Guide

Contact Officer/Broads Plan Objective: Natalie Beal/ NA1.5, TR2.2, NA5.2

- 5.1 Members will recall that you received an update on the Mooring Design Guide at your meeting on 22 October 2015 within the Chief Executive's Report. At the Authority's meeting on 20 November, the Guide was endorsed and formerly adopted. Members welcomed the revised guides and considered that they were very positive, well-structured documents that would help to inform strategies for the future. The Guide may be viewed from the Authority's website. [MooringDesignGuide](#) and [StabilisationGuide](#)

6 Water Skiing on Breydon Water

Contact Officer/Broads Plan Objective: Steve Birtles/NA4.5

- 6.1 The implementation of the recommendations of the water Ski Review panel will be deferred as negotiations regarding mitigation measures are ongoing with Natural England. Arrangements for water skiing on Breydon Water will not change for the season 2016/17.

7 Navigation Patrolling and Performance Targets

Contact Officer/Broads Plan Objective: Adrian Vernon/NA4.3

- 7.1 The report of the significant use of powers by the rangers is displayed in Appendix 2. The lower figure for the Upper Thurne launch patrol targets reflects the fact that the team was down one member of staff and that they undertook some practical tasks from a workboat during the middle of the month. The average navigation/ countryside splits for the months have started to even out and the averages from April are now 67%/33%. The mooring inspection target compliance figure for the period is 100%.

7.2 There were two navigation byelaw cases at court during October the results of which are shown in Appendix 3

8 Sunken and Abandoned Vessel Update

Contact Officer/Broads Plan Objective: Adrian Vernon/NA4

8.1 The sunken and abandoned update is contained in Appendix 4. A concerted effort will be made during the winter period to remove the longstanding sunken vessels providing the right equipment is available.

9 Planning Enforcement Update

Contact Officer/Broads Plan Objective: Adrian Vernon and Cally Smith/None

9.1 Following queries raised by a member, it was agreed to provide regular updates on the position regarding relevant planning enforcement actions. These details are included at Appendix 5.

10 Launch Replacement Contract

Contact Officer/Broads Plan Objective: Adrian Vernon/ None

10.1 Following the BA tendering process a successful boatyard has been selected for the fitting out of a new Broads Authority patrol launch using the same hull and superstructure type as ML Charles Collier and ML Martin Broom. One of the older launches will be sold which will mean a net price just over budget will be achieved for the new contract which will be let as soon as possible. The boatyard is located in the Broads and has a proven record with the Broads Authority having built one patrol launch in the past and having also successfully undertaken the launch refit contract. The new launch should be ready for the main 2016 season, and the costs will be split over 15/16 and 16/17 in accordance with the agreed contract payment schedule. This is a delay on the original programme, as a result of new procurement regulations requiring a retendering process to be undertaken.

Background papers: None

Author: Sandra Becket / Esmeralda Guds

Date of report: December 2015

Broads Plan Objectives: Multiple

Appendices: APPENDIX 1 – Tolls Review Group Terms of Reference
APPENDIX 2 - Report on the Significant Exercise of Powers by the Rangers during October – November 2015
APPENDIX 3– Prosecution during November 2014
APPENDIX 4– Report of Sunken and Abandoned Vessels
APPENDIX 5– Planning Enforcement Update

APPENDIX 1

Tolls Member Working Group

Role and Terms of Reference

Membership of the Group

Prof J A Burgess	Joint-chairman	Secretary of State BA member, Chair BA, toll payer
Mr M Whitaker	Joint-chairman	Chair Navigation Committee, BA member, Chair BHBF, toll payer
Mrs N Talbot	Co-opted member	Navigation Committee, NSBA, toll payer
Mr B Dickson	Co-opted member	Navigation Committee, toll payer
Mr L Baugh	BA member	Secretary of State BA member, Finance Scrutiny and Audit Committee
Mr K Allen	BA member	Secretary of State BA member
Mr P Durrant	BA member (until 31.03.16)	Secretary of State BA member, Navigation Committee

Role

A Task and Finish Member working group to review the current structure of the Navigation Charges and develop a set of recommendations so that it will be fit-for purpose for the next 5 year period; and to produce a set of recommendations to be scrutinised by the Financial Scrutiny and Audit Committee in July prior to going to the Navigation Committee and decision by the Broads Authority in September 2016 so that any agreed changes can be incorporated into decisions made by the Broads Authority in November 2016 with a view to implementation in April 2017.

Terms of reference

- (i) To be cognizant of the Authority's three main purposes and statutory duties. The Review is to be informed by and linked to the strategic issues identified in the Broads Plan (2016-21) and other strategies including Sustainable Tourism (2016-21), Mooring Strategy/ Sediment Strategy/Asset Management Strategy.

- (ii) To develop a structure for the collection of tolls which is fair and reasonable and which will provide the basis for setting toll charges on a 3 year cycle.
- (iii) To review the processes, outputs and outcomes of previous Tolls Reviews (2005, 2009, 2012), taking forward unresolved issues such as the fixed and variable charging, fixed multipliers between different parts of the fleet, and the frequency/uncertainties associated with setting navigation charges.
- (iv) To develop a small range of options-for-change which are modelled/tested and their intended/unintended consequences fully considered
- (v) To call for evidence from a range of stakeholder groups, including those directly involved in previous Tolls Reviews and other interested parties, and to invite presentations to the Group as and when required.
- (vi) To report to the Navigation Committee and the Authority on progress on a regular basis.

Broads Authority Purposes:

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

While having regard to:

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

BA/TRG/SAB/Approved by Broads Authority on 20 November 2015

Report on Exercise of Powers by Authorised Officers – Report to be completed for every Navigation Committee

Rangers Exercise of Powers Analysis (Bracketed figures are running totals. April 2015 to October 2015)							Date: OCTOBER 2015	
	Wroxham Launch	Irstead Launch	Ludham Launch	Ludham 2 Launch	Norwich Launch	Hardley Launch	B.St.Peter Launch	Breydon Launch
Launch Patrol Areas	Wroxham and Upper Bure	Ant	Hickling, P.Heigham, Upper Thurne & Womack	Lower Thurne, Lower Bure & South Walsham	Norwich and Upper Yare	Reedham, Chet & Middle Yare	Oulton Broad and Upper/Middle Waveney	Breydon Water, Lower Waveney and Yare
Verbal Warnings								
Care & Caution	(84)	1 (19)	(1)	4 (172)		(1)	1 (18)	1 (24)
Speed	240 (2892)	100 (1102)	35 (691)	37 (892)	30 (330)	15 (96)	17 (204)	17 (150)
Tolls offences	10 (49)	21 (145)	1 (43)	7 (187)	3 (60)	(2)	1 (12)	1 (4)
Other	7 (34)	5 (66)	5 (17)	7 (145)	6 (40)	9 (53)	(21)	(4)
Blue Book Warnings								
Care & Caution	(15)	(4)	(3)	(1)	(1)		(1)	(12)
Speed	6 (88)	5 (23)	(13)	(34)	1 (6)	(1)	1 (8)	(9)
Other	2 (11)	2 (12)	(3)	(7)	(2)	(3)	(12)	(6)
Reports for Prosecutions		(2)			1 (4)			(7)
Special Directions	4 (4)	(95)					19 (277)	(29)
Toll Compliance Reports								
Non Payment	2 (75)	3 (111)	(9)	(63)	7 (105)	(5)	(57)	(46)
Non Display	3 (6)	1 (21)	(4)	(18)	1 (1)		(34)	(2)
28 Day request for information	(1)	(1)	(2)	(3)			(2)	
BSS Hazardous Boat Inspections			(1)	(2)				1 (1)
Enter Vessels Under BSS				(2)				
Launch Staffed (by Ranger)	27 (185)	18 (122)	16 (144)	7 (128)	16 (110)	18 (106)	18 (150)	31 (206)
Country Site Inspection Reports Percentage Compliance	100% (100%)	100% (100%)	(Combined figure)	100% (92%)	(Combined figure)	100% (100%)	100% (97%)	n/a
Best Value Patrol Targets Percentage Compliance	100% (100%)	82% (82%)	61% (91%)	100% (96%)	91% (90%)	100% (100%)	94% (96%)	73% (76%)
Volunteer Patrols	1 (5)	5 (26)	5 (8)	(3)		(8)	(7)	
IRIS Reports	9 (120)	9 (75)	(44)	3 (59)	5 (75)	1 (27)	2 (66)	3 (116)
Broads Control Total Calls	TOTAL 3,269 (26,489)			Telephone 2,692 (20,979)		VHF 577 (5,510)		

RANGER TEAM ACTIVITY

as at 01 December

	Navigation Activity								Countryside Activity							
October 2015	Nav Patrol Launch	Nav Patrol Foot/Road	Incident Working	Admin - Navigation	Training (Navigation)	Escort	Moorings Maintenance	Bank work	Country Patrol	Country Maintenance	Admin - Country	Training (Countryside)	Equipment Maintenance	Tree/Ground work	Group Activities	Education/School Visit
Percentage Total	24.41%	1.00%	0.76%	0.55%	0.83%	0.58%	1.96%	5.05%	1.69%	2.57%	0.68%		5.43%	0.73%	0.67%	0.96%
Wroxham team	28%	24%	32%	3%	39%		32%	16%	20%	28%	25%		25%		30%	42%
Thurne team	11%	10%	24%	82%		26%	41%	51%	18%	23%			26%		36%	37%
Yare team	22%	17%	29%	15%	14%	22%	5%	20%	42%	29%	47%		24%	79%	34%	21%
Waveney team	9%				10%	40%	4%	1%			35%		7%	21%		
Breydon team	25%	9%	6%		38%	12%	10%	8%		0%			14%			
Control Officer																
	39%								8%							
	General Support												Time Off			
	Broads Control	Travel Time	Activity Unknown	Training - Split	Meeting - Staff	Meeting - Public	Admin - Split	Admin - Volunteer	Training - (Volunteers)	Public Relations Event	Site Visit third party	Other Task	Time off in Lieu (not accurate)	Breaks (not including un-notified breaks)	Annual Leave	Sick
Percentage Total	6.96%	3.81%	5.64%	0.19%	1.43%	0.55%	8.65%	0.44%	0.16%	0.41%	0.35%	1.21%	1.41%	1.33%	18.96%	0.61%
Wroxham team		33%	27%	33%	10%		9%	13%	61%		22%	5%	43%	3%	13%	33%
Thurne team	7%	17%	21%	35%	26%	9%	13%		39%		22%	44%	29%	7%	23%	
Yare team		21%	10%		4%	7%	24%	87%		51%	42%	49%		9%	10%	67%
Waveney team		11%	0%		3%		9%			10%			14%		22%	
Breydon team		12%	3%		12%		5%				15%		14%	10%	17%	
Control Officer	74%													46%		
	6%	4%	25%										23%			

Month Percentages	
Navigation	66%
Country	34%
Total	100%
Time Off not included	

Percentage with apportioned split	
Year to date (Apr - Mar)	
Navigation	67%
Country	33%
Total	100%
Time Off not included	

Team percentages equal team contribution to activity

APPENDIX 3

Report of prosecutions dealt with in court during October 2015

Place	Defendant	Offence	Magistrates Court	Result
Breydon Water	M. Worship	(1) Vessel to be navigated with care and caution.	Great Yarmouth	(1) Fined £666 Costs awarded £150 Victim surcharge £66 Court costs £150
River Bure	H. Renshaw-Smith	(1) Safe Speed (2) Vessel to be navigated with care and caution.	Great Yarmouth	(1) No separate penalty (2) Fined £660 Costs awarded £150 Victim surcharge £60 Court costs £150

APPENDIX 4

Sunken and Abandoned Vessels

Description	Location found	Action	Abandoned /Sunken Notice Affixed	Result
Sunken and abandoned wooden sailing cruiser	River Yare, Trowse	No known owner	Yes	Vessel not raised by owner. Deadline expired and BA team will raise and remove when the programme allows
Sunken and abandoned aft cockpit cruiser hull	River Yare. New Cut Thorpe	No known owner found	Yes	Deadline expired and BA team will raise and remove when the programme allows
Sunken small dinghy	River Wensum near Colsany bridge	Recently changed owner enquiries in hand to establish new owner	No	Awaiting result of enquiries.
Sunken cruiser	River Yare Old River Thorpe.	Vessel sunk at owners moorings	No	Not affecting the navigation owner will raise in due course
Sunken wooden cruiser	River Yare Norwich.	Vessel sunk at moorings owner to raise	No	Not affecting the navigation owner will raise in due course

Abandoned Small fibreglass cruiser	River Bure Upton	Vessel found drifting by police.	Yes	Vessel taken to Ranger billet. Enquiries to trace an owner in hand.
Abandoned Small fibreglass cruiser	River Wensum Norwich	Vessel found drifting after strong winds.	No	Vessel taken to Ranger billet. Enquiries to trace an owner in hand.
Sunken Wooden Cabin Cruiser	River Wensum Norwich	Vessel sunk at moorings.	Will be issued by end of November.	Vessel sunk again and owner has failed to raise it.

Enforcement Update

This table shows the updates on enforcement matters relating to Navigation matters currently under consideration since the last Navigation Committee on 22 October 2015

Committee Date	Location	Infringement	Action taken and current situation
5 December 2008 5 March 2010 16 July 2010	“Thorpe Island Marina” West Side of Thorpe Island Norwich (Former Jenner’s Basin)	Unauthorised development	<ul style="list-style-type: none"> • .Enforcement Notices served on 7 November 2011 on landowner, third party with legal interest and all occupiers. Various compliance dates from 12 December 2011 • Appeal lodged on 6 December 2011 • Public Inquiry took place on 1 and 2 May 2012 • Decision received on 15 June 2012. Inspector varied and upheld the Enforcement Notice in respect of removal of pontoons, storage container and engines but allowed the mooring of up to 12 boats only, subject to provision and implementation of landscaping and other schemes, strict compliance with conditions and no residential moorings. • Challenge to decision filed in High Court 12 July 2012 • High Court date set for 26 June 2013 • Planning Inspectorate reviewed appeal decision and agreed it was flawed and therefore to be quashed • “Consent Order” has been lodged with the Courts by Inspectorate • Appeal being reconsidered –Planning Inspector Site Visit 28 January 2014 • Hearing took place on 8 July 2014 • Appeal allowed in part and dismissed in part on 20 October 2014. Inspector determined that the original planning permission had been abandoned, but granted planning permission for 25 vessels, subject to conditions (Similar to previous decision above except in terms of vessel numbers). • Planning Contravention Notices issued to investigate

Committee Date	Location	Infringement	Action taken and current situation
			<p>outstanding breaches on site.</p> <ul style="list-style-type: none"> • Challenge to the Inspector's Decision filed in the High Courts on 28 November 2014 • Acknowledgement of Service filed 16 December 2014. • Section 73 application submitted to the Authority to amend 19 of 20 conditions on the permission granted by the Inspectorate. Application not validated. • Appeal against non-determination submitted to PINS in respect of Section 73 application. Not accepted. • Section 288 challenge submitted in February 2015. • High Court Hearing on 19 May 2015 • Decision received on 6th August – case dismissed on all grounds and costs awarded against the appellant. Inspector's decision upheld • Authority granted to seek a Planning Injunction subject to legal advice • Challenge to High Court decision filed in Court of Appeal on 27 August 2015 • Planning Committee on 9 October 2015 gave authority to seek a Planning Injunction to cover all breaches, suspended in respect of that still under challenge, and for direct action to be taken in respect of the green container • Leave to appeal against High Court decision refused on 9 October 2015 • Request for oral hearing to challenge Court of Appeal decision filed 2015 • Date for the oral hearing challenging the Court of Appeal decision confirmed for 3 February 2015 • pre-injunction notification letters provided to all those with an interest in the site within the Thorpe island basin and along the river