

# Navigation Committee

## Agenda 16 January 2020

2.00pm

Dockyard, Griffin Lane, Norwich, NR7 0SL

### Introduction

1. To receive apologies for absence
2. To receive declarations of interest
3. To note whether any items have been proposed as matters of urgent business
4. Public question time – to note whether any questions have been raised by members of the public
5. **To receive and confirm the minutes of the Navigation Committee meeting held on 31 October 2019** (Pages 3-9)
6. **Summary of actions and outstanding issues following discussions at previous meetings** (Pages 10-11)

### Reports for information

7. **Chief Executive's report and current issues** (Pages 12-19)  
Report by Chief Executive
8. **British Marine work on emissions and green boating**  
Presentation by Ross Wombwell, British Marine
9. **Navigation finance** (Pages 20-46)
  - navigation income and expenditure 1 April to 31 October 2019 actual and 2019/20 forecast outturn
  - draft budget 2020/21 and financial strategy to 2022/23Report by Chief Financial Officer
10. **Powerboat racing** (Pages 47-50)  
Report by Head of Safety Management
11. **Construction, Maintenance, and Environment work programme – progress update** (Pages 51-56)  
Report by Head of Construction, Maintenance, and Environment

## Other matters

12. To note the date of the next meeting – **Thursday 23 April 2020** at 2.00pm at the Dockyard, Griffin Lane, Norwich
13. Exclusion of the public  
The Authority is asked to consider exclusion of the public from the meeting under Section 100A of the Local Government Act 1972 for the consideration of the item below on the grounds that it involves the likely disclosure of exempt information as defined by Paragraphs 1, 2, 3 and 4 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.
14. **Moorings provision – update** (Pages 57-68)  
Report by Director of Operations

# Navigation Committee

## Minutes of the meeting held on 31 October 2019

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## **Present**

Nicky Talbot – in the Chair, Kelvin Allen, Linda Aspland, Matthew Bradbury, Greg Munford, Mike Barnes, Andy Hamilton, Alan Thomson, Harry Blathwayt, Leslie Mogford.

## **In attendance**

Maria Conti – Head of Governance, Bill Housden – Head of IT and Collector of Tolls, Emma Krelle - Chief Financial Officer, John Packman - Chief Executive, Rob Rogers - Director of Operations.

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

Apologies were received from John Ash and Simon Sparrow.

## **Recordings**

The Chair announced that the meeting would be recorded and that the copyright remains with the Authority. A copy of the recording could be requested from the Governance team.

## **Welcome**

The Chair welcomed Leslie Mogford to his first Navigation Committee meeting.

## **2. To receive declarations of interest**

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

## **3. To note whether and items have been proposed as matters of urgent business**

No items were proposed as a matter of urgent business.

## **4. Public question time**

No public questions were raised.

## **5. Minutes of Navigation Committee meeting held on 5 September 2019**

The minutes of the meeting held on 5 September 2019 were signed by the Chair as a correct record of the meeting.

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

The Chief Executive gave an update of issues recently presented to the Committee.

With regard to the Network Rail Whole Life Strategy, he reported that Authority officers met with Network Rail (NR) management in October. The Authority had consulted the Committee, the NSBA and other interested parties about the need for NR bridge control cover on

Christmas Day and Boxing Day. There had been no demand for the bridges to swing last year and the feedback unanimously agreed it was unnecessary for NR to provide the service this year. NR is replacing the existing contacts on the bridges with electronic contacts, which should help the reliability of bridge opening. From February, the bridge signal box staff will act as bridge operators only, with signalling being operated from Colchester. NR has agreed they will provide contact numbers so boaters can call them when at the bridges. The Authority is awaiting NR's business case for bridge replacement.

Members felt it was important that NR recognised the unique position of the region in having four swing bridges, and the significance to the Broads' navigation. The Chair noted that if the boating community had any issues regarding the bridges, they were advised to contact NR directly so they had a record of incidents affecting boaters, as well as incidents interrupting the rail service. The Authority agreed to provide contact details on the Broads Authority website so people can do this.

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

The final report of the Landscapes Review of National Parks and AONBs, led by Julian Glover, was published in October. The Chief Executive reported that the initial response from the National Park Authorities was generally good, but that Government was unlikely to consider the report within the next year.

At their meeting on 27 September, the Broads Authority adopted a Climate Change Emergency Statement for the Broads. It includes an aim to make the Authority carbon neutral by 2030 and reduce all carbon emissions to zero by 2040, working with stakeholders to reduce emissions from domestic, travel and other sources in and around the Broads. The Authority's officers are working with local authorities and parish councils on this issue.

The Chief Executive commented that while the carbon emissions from boating were a relatively small part of overall emissions for the area, boating businesses and tourism operators should be encouraged to see where carbon reductions could be made. It was noted that the technology to move away from using fossil fuels in boats was some way off, and hybrid engines were still relatively costly. A mid- to long-term strategy would also need to find ways to improve the supporting infrastructure, encourage visitors to travel to the area in more sustainable ways, and give boating businesses time to plan for change. It was noted that new generations of visitors would demand more environmentally friendly services. A member added that, as an internationally protected landscape, the Broads was in a strong and positive position to promote sustainability.

## **8. Proposed navigation charges for 2020/21 in the navigation area and adjacent waters**

The Chief Executive, Chief Financial Officer and Head of IT & Collector of Tolls introduced the report formally consulting the Navigation Committee on the level of charges for the navigation

area and adjacent waters for 2020/21. The Tolls Review Group (TRG) had considered the level of charges at their meeting on 4 October.

Members were presented with background information on the tolls setting process, recent and projected boat numbers, and current pressures on the navigation expenditure. They were asked for their feedback on three options, as set out in [para 4.4. of the report](#). They were also asked to consider the potential for additional expenditure for three projects, namely pontoons at Peto's Marsh, online safety training for boat users, and a repeat sample survey conducted in 2014 of private boat owners.

In summary, Option 1 recommended a 1.8% toll increase across the board, and Option 2 added the cost of the pontoons and safety training projects, meaning a 3.4% increase across the board. Option 3 took Option 2 and increased the costs for unpowered, hybrid and electric vessels at a lower rate (+1%) than those using diesel and petrol (+3.6%). Linked to Option 3, members were asked what more the Authority could do to encourage sustainable boating.

The Chair asked each member for their views on the options and proposed additional projects. She also read out comments from the NSBA and from members not at today's meeting.

- Members supported Option 1 to increase tolls by 1.8% to maintain existing services and taking account of a reduction of ten hired motor cruisers and the proposed toll change for electric auxiliary yachts.
- Members agreed with the TRG's recommendation that the structure of the charges should be amended so that electric powered auxiliary yachts pay the same as unpowered sailing boats.
- It was noted that the NSBA supported Option 1 combined with Option 3, but did not support Option 2.
- Members had varying views on Option 3 to have a lower toll increase for unpowered, electric and hybrid vessels. It was felt the technology was still limited at this stage, and electric boats were unlikely to be the longer-term solution to sustainable vessel propulsion. In general, members recommended an across the board toll increase.

Members had the following feedback on the potential additional expenditure set out in para 4.1 of the report.

- Pontoons to provide access for boats at Peto's Marsh (£30,000): Members supported this project, which would provide access to one of the biggest attractions in the southern broads. However, they did not think it should be fully funded through tolls. It was suggested a 0.5% toll increase could be used to part fund the project (around 50%), with other sources raising the remainder, such as contactless card donation posts at the mooring or online crowd funding. One member felt the concept of donations, albeit voluntary, at one mooring and not at others was not in line with the Mooring Strategy. Another member asked if the pontoon, as a public access facility, could be funded through the Heritage Lottery Fund award to Suffolk Wildlife Trust for

the wider Peto's Marsh project, but it was noted this was not possible within the funding criteria.

**Members agreed to recommend a 2.3% increase across the board (1.8% + 0.5%), with the trialling of contactless/online donations at various locations and other potential sources of funding used to raise the remaining £15,000.**

- Online safety training for boat users (£20,000): Members felt this online tool would be ineffective in reducing the number of boating accidents, because most hirers would not use it. An alternative could be to post more boat safety information on social media platforms such as Facebook and Twitter. It was suggested that private boat owners should not be asked to fund the cost of this training through tolls, and the hire boat industry could look at their own systems to see what could be improved. It was pointed out that safe and courteous boating behaviour benefited everyone using the waterways.

**The Chief Executive agreed to take members' views back to the Broads Hire Boat Federation.**

- Repeat sample survey of private boat owner views (£30,000): **Members agreed with the TRG's view that this survey was not a priority.**

A member asked why the recommended toll increase was always 'previous year plus an increase' and whether future efficiencies might lead to a variable budget. Another suggested a thorough review of the longer-term budget setting for the navigation to get more out of a flexible tolls system. The Chief Financial Officer responded that officers use a zero-based budget process to assess expenditure for the following year, and individual budget holders are required to submit requests for expenditure split between 'essential' and desirable'.

**In summary, the Chair noted the Committee's support for Option 1, with an additional 0.5% increase to part fund the Peto's Marsh pontoons project.** The Chief Executive agreed to send the feedback from today's meeting back to Committee members to check before taking it to the Broads Authority on 22 November.

## 9. Construction, maintenance and environment work programme: progress update

Members received a progress update for the construction, maintenance and environment work programme. The Director of Operations pointed out that this year's dredging programme target of 44,000m<sup>3</sup> was lower than the usual 50,000m<sup>3</sup> target, because the dredging was being focused on difficult/hard-to-reach areas, based on the results of hydrographic surveys. A member felt it would be helpful to communicate this to the public, alongside more information generally to give people a better understanding on how funds were being spent.

## 10. Date of next meeting

The next meeting of the Navigation Committee would be held on **Thursday 16 January 2020** at the Dockyard, Griffin Lane, Thorpe St Andrew, Norwich, NR7 0SL commencing at 2pm.

## 11. Exclusion of the public

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

The public left the meeting and the recording was suspended.

## 12. Exempt minutes of Navigation Committee meeting held on 5 September 2019

The exempt minutes of the meeting held on 5 September 2019 were signed by the Chair as a correct record of the meeting.

The meeting ended at 4.28pm

Signed

Chairman



# Appendix 1

## Declaration of interests Navigation Committee, 31 October 2019

<b>Member</b>	<b>Agenda/minute</b>	<b>Nature of interest</b>
Mike Barnes	8	As declared and toll payer
Kelvin Allen	8	Chair, BASG C/C
Linda Aspland	8	Toll payer, none otherwise
Harry Blathwayt	8	Toll payer
Alan Thomson	8	Toll payer
Andy Hamilton	8	Toll payer
Greg Munford	8	CEO, Richardsons Leisure Ltd President, British Marine
Matthew Bradbury	8	British Canoeing member Toll payer
Nicky Talbot	8	Toll payer

# Navigation Committee

16 January 2020

Agenda item number 6

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

Report by Administrative Officer

Title	Meeting date	Lead officer	Summary of actions	Progress so far	Target date
Staithe report	20/04/2017	Lewis Treloar	Prof Williamson had been chased for the Staithe report and the Authority hoped to receive the maps by the end of April.	Members of the Broads Local Access Forum (BLAF) discussed the action plan for the final Staithe Report at their meeting on 4 December. They were not content that there were only 90 staithe in the report, as opposed to a number closer to 150. It was suggested BLAF members give the BA Waterways & Recreation Officer a full list of all staithe and their known ownership, so he can add it as an annex to the report. Members also plan to write to the	12/03/2020

Title	Meeting date	Lead officer	Summary of actions	Progress so far	Target date
				Environment Agency to find out which staithe the EA is responsible for.	
Network Rail Whole Life Strategy	19/10/2017	John Packman	Network Rail Whole Life Strategy for swing bridges and replacing Trowse Swing Bridge with a fixed bridge.	A meeting is planned involving Network Rail on 7 January 2020, which will provide an opportunity for an update on the progress with the investigations for the swing bridges.	
Planning application with navigation implications: BA/2018/0466/FUL – Land at Burgh Castle – BFAP Compartment 34	17/01/2019	Rob Rogers	Lease arrangements and repiling at Burgh Castle for the reinstatement of free 24 hour moorings.	An update is provided in the exempt report on this agenda.	
Safety by the water guide	05/09/2019	Natalie Beal	Draft Safety by the Water Guide to help implement Broads Local Plan. Members suggested the guide be reviewed by the BA's solicitor for advice on constructing a disclaimer at the beginning of the document.	The comments of the Navigation Committee will be reported to the Planning Committee. The final guide will then be shared with Navigation Committee members for review before it is adopted by the Broads Authority.	

Author: Sarah Mullarney

Date of report: 12 December 2019

# Navigation Committee

16 January 2020

Agenda item number 7

## Chief Executive's report and current issues

Report by Chief Executive

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### Purpose

This report briefs the Committee on significant matters relating to the maintenance and management of the waterways and provides an opportunity for members to raise any such issues.

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## 1. Proposed navigation charges for 2020/21 in the navigation area and adjacent waters

- 1.1. At the Broads Authority meeting on 22 November, members reviewed the proposed navigation charges for 2020/21, considering the recommendations of the Tolls Review Group and the Navigation Committee.

- 1.2. At their meeting on 31 October, Navigation Committee members had supported an across the board increase of 2.3% to allow for an extra £15,000 to fund 50% of the Peto's Marsh 24-hour mooring. After that meeting, officers explored the means of raising funds suggested by the Committee, but none proved value for money. Broads Authority members were of the view that the provision of moorings at Peto's Marsh should be completed in one phase, coinciding with the opening of the Carlton Marshes new centre next summer, and supported raising funds to cover the full cost. They also supported a differential increase for unpowered, electric and hybrid craft to indicate a direction of travel in response to the challenges posed by climate change.
- 1.3. The Broads Authority resolved:
  - i. That there should be a differential increase in tolls such that unpowered, electric and hybrid craft have lower increases than diesel or petrol-powered craft.
  - ii. That the level of tolls be increased by 2.9% with an increase of just 1% for unpowered, hybrid and electric craft.
  - iii. The increase to allow for £30,000 to cover the full cost of providing mooring at Peto's Marsh.
  - iv. To change the structure of the tolls such that electric powered auxiliary yachts pay the same as sailing boats.

## 2. Climate change emergency update

- 2.1. Following the adoption of the Climate Change Emergency Statement for the Broads at the Broads Authority meeting on 27 September, an action plan is being developed to cover the next 10 years and establish key performance indicators to track progress. The Authority's main aim is to reduce its carbon emissions, as well as achieving net negative carbon emissions across the Broads through influencing and collaboration work. Officers have been meeting with other Local Authorities and working with the UEA to advance understanding and means of reducing carbon emissions.

## 3. Landscapes Review

- 3.1. The [Landscapes Review Final Report](#) was published on 21 September 2019. It contains 27 ambitious proposals, some of which would require changes to the primary legislation, the creation of new bodies and substantial additional resources.
- 3.2. The report makes no specific recommendations regarding the Authority's navigation responsibilities, though of relevance to the Navigation Committee are references to reformed governance (Proposal 26 on pages 140–141 of the report); a new financial model (Proposal 27 on page 142); and the Sandford Principle (Proposal 23 on page 135).
- 3.3. The Chairs and Chief Executives of the English National Park Authorities have identified four key areas they think should be taken forward as priorities: responding to climate

change; nature recovery; the future of farming, and National Parks for everyone. These are all of great interest to the Broads Authority.

- 3.4. For the Navigation Committee, responding to climate change may be of particular interest. In recent meetings the Committee has discussed alternative methods of propulsion to replace diesel and petrol in boats. The Authority funded the major Ecoboat Project in 2005. Technology has developed since then, perhaps to the point where we should put renewed focus into exploring alternative propulsion methods.

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

- 4.1. The report of the significant use of powers by the Rangers is in Appendix 1, and the range of duties undertaken by the Ranger Team in Appendix 2. While average navigation/countryside splits are still higher on the navigation side, with planned work now underway on the countryside sites this figure is moving into line with the 60:40 target.

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

- 5.1. The sunken and abandoned update is in Appendix 3. In most cases, the Authority is working with owners to raise these vessels.

## **6. Planning enforcement update**

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

Author: John Packman

Date of report: 18 December 2019

[Broads Plan](#) objectives

Appendix 1 – Rangers exercise of powers analysis

Appendix 2 – Ranger duties total time allocated and actual days

Appendix 3 – Sunken and abandoned vessels current position as at 12 December 2019

Appendix 4 – Prosecutions dealt with in court for non-payment of tolls from 12 December 2019

## Appendix 1 – Rangers exercise of powers analysis

**Table 1**

Verbal warnings

Verbal warnings	Wroxham launch Wroxham and upper Bure	Irstead launch Ant	Ludham launch Hickling, Potter Heigham, upper Thurne	Ludham launch 2 lower Thurne and lower Bure	Norwich launch Norwich and upper Yare	Hardley Launch Reedham, Chet and middle Yare	Burgh St Peter launch Oulton Broad and upper/middle Waveney	Breydon launch Breydon water, lower Waveney and Yare
Care and caution	64	45	27	1	9	0	0	4
Speed	2557	825	616	97	89	113	170	62
Other	57	136	85	1	14	2	5	1

**Table 2**

Written warnings

Written warnings	Wroxham launch	Irstead launch	Ludham launch	Ludham launch 2	Norwich launch	Hardley Launch	Burgh St Peter launch	Breydon launch
Care and caution	8	1	1	1	2	0	0	2
Speed	40	10	17	9	2	3	0	4
Other	13	22	11	0	12	20	1	1
Special directions	297	1	200	8	6	65	302	17

**Table 3**

Launch patrols

Launch patrols	Wroxham launch	Irstead launch	Ludham launch	Ludham launch 2	Norwich launch	Hardley Launch	Burgh St Peter launch	Breydon launch
Launch staffed by ranger	229	178	231	106	178	149	157	231
Volunteer patrols	0	5	0	0	0	0	3	0
IRIS reports	44	38	34	33	51	39	34	73

**Table 4**

Broads Control total calls

Contact method	Number of calls
Telephone	23860
VHF	5788
<b>Total</b>	<b>29648</b>



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

**Table 1**

Broads Authority corporate duties

Work area	Annual allocation (days)	Actual days to date
Training	134	105.3
Broads Control	362	263.55
Team meetings, work planning	377	255.32
Partnership working	76	32.64
Assisting other sections	76	41.25
Billets and boatsheds	25	7.4
Launch – general	0	9.59
Trailers - general	0	1.69
Vehicle maintenance	0	2.57
Other equipment repair	0	9.12
<b>Total</b>	<b>1050</b>	<b>728.43</b>

**Table 2**

Navigation duties

Work area	Annual allocation (days)	Actual days to date
Patrolling	1299	1161.93
Escorts	51	51.08
Prosecution files	0	35.74
Bankside tree management	66	10.74
Obstruction removal	28	20.20
Channel markers and buoys	41	14.93
Signs and boards maintenance	70	15.57
Adjacent waters	107	76.76
Reactive mooring maintenance	121	22.43
<b>Total</b>	<b>1783</b>	<b>1409.39</b>

**Table 3**

Conservation, recreation, countryside maintenance

<b>Work area</b>	<b>Annual allocation (days)</b>	<b>Actual days to date</b>
Fen management	140	77.50
Lake, riverbank restoration	90	25.61
Invasive species control	20	4.12
Other conservation work	217	22.47
Pollution response	0	0.41
Visitor site maintenance	214	142.26
Whitlingham Country Park	282	194.22
Public footpath work	14	6.55
Education work	28	14.66
<b>Total</b>	<b>1005</b>	<b>487.80</b>

**Team total up to 3 December 2019**

Percentage Navigation: 74%

Percentage National Park: 26%

### Appendix 3 – Sunken and abandoned vessels current position as at 12 December 2019

Description	Location found	Action	Notice affixed	Result
Motor Cruiser	River Yare Old River Thorpe.	Vessel sunk at owner's moorings	No	Not affecting the navigation
Motor Cruiser	Deal Ground, Yare	Vessel sunk	No	Marked with yellow posts. Liaising with owner.
Motor Cruiser	Sutton/Stalham cut	Liaising with owner, not in the navigation	No	Monitoring
Motor Cruiser	River Yare Old River, Thorpe	Assistance offered to owner	No	Monitoring, not affecting navigation

### Appendix 4 – Prosecutions dealt with in court for non-payment of tolls from 12 December 2019

Type of vessel	Vessel name	Fined	Costs awarded	Victim surcharge	Compensation
Motor Boat	Cindy	£1,000.00	£150.00	£100.00	£135.90
Motor Boat	Rosina	£450.00	£150.00	£45.00	£312.57

# Navigation Committee

16 January 2020

Agenda item number 9

## Navigation finance

Report by Chief Financial Officer

### Purpose

To inform the Committee of:

- i. the actual Navigation Income and Expenditure for the seven-month period to 31 October 2019, and provide a forecast of the projected expenditure at the end of the financial year (31 March 2020); and
- ii. to consult on the preparation of the Draft Budget for 2020/21 and Financial Strategy to 2022/23 prior to its consideration by the Broads Authority on 31 January 2020.

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## 1. Introduction

- 1.1. This report covers two items, Navigation Income and Expenditure and the draft budget.
- 1.2. Sections 2 to 5 provide a summary of the Income and Expenditure for the Navigation Budget up until 31 October, any amendments to the Latest Available Budget (LAB), Forecast Outturn (predicted year end position) and the movements on the earmarked reserves.
- 1.3. Section 6 onwards contains the updated draft budget for 2020/21 and the draft financial strategy to 2021/22. An outline of the draft budget for 2020/21 was presented to the Committee at its meeting on 31 October 2019 to inform the setting of navigation charges for 2020/21. This is based on the 2.9% increase in navigation charges for powered vessels and 1% increase for unpowered, hybrid and electric vessels. The Authority formally adopted the charges on 22 November 2019.

## 2. Overview of actual income and expenditure

**Table 1**

Actual Navigation Income and Expenditure by Directorate to 31 October 2019

Directorate	Profiled Latest Available Budget £	Actual income and expenditure £	Actual variance £
Income	(3,358,927)	(3,363,407)	+ 4,480
Operations	1,448,862	1,386,505	+ 62,357
Strategic Services	195,006	182,646	+ 12,360
Chief Executive	442,318	400,517	+ 41,801
Projects, Corporate Items and Contributions from Earmarked Reserves	(13,317)	38,295	- 51,612
<b>Net (Surplus) / Deficit</b>	<b>(1,286,058)</b>	<b>(1,355,444)</b>	<b>+ 69,386</b>

- 2.1. Core navigation income is above the profiled budget at the end of month seven. The overall position as at 31 October 2019 is a favourable variance of £69,386 or a 5.4% difference from the profiled LAB. This is principally due to:
  - An overall favourable variance of £4,480 within income.

- An underspend within Operations relating to:
  - Equipment, Vehicle and Vessels is under the profiled budget by £10,604 due to increased income from the hire and sale of the tug Cannonbrook. There is also timing differences on expenditure. The income from Cannonbrook has been added to the earmarked reserve. This is offset by the corresponding Plant, Vessel and Equipment reserve variance.
  - Practical Maintenance is above the profiled budget by £17,608 due to the Breydon channel markers being completed ahead of schedule.
  - Ranger Services is under the profiled budget by £15,919 due to a number of variances across all budgets.
  - Premises is under the profiled budget by £30,896 due to a timing difference on the concrete pad work at the dockyard being completed. This is offset by the corresponding Premises reserve variance.
- An underspend within Strategic Services relating to a number of small variances across all budgets.
- An underspend within Chief Executive relating to:
  - Legal is under the profiled budget by £19,628 due to salary savings.
  - Asset Management is under the profiled budget by £12,256 due to timing differences on lease payments and consultancy.
- An adverse variance within reserves relating to timing differences within the Premises reserve and the Plant, Vessels and Equipment reserve.

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 2019/20. 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

Item	Authorisation reference	Amount £
Original navigation budget 2019/20 (deficit)	Broads Authority 01/02/19 Agenda item number 12	16,830
Approved carry-forwards from 2018/19	Broads Authority 17/05/19 Agenda item number 12	6,189
Transfer from Strategy and Projects Salaries to Construction and Maintenance Salaries	Broads Authority 27/09/19 Agenda items number 9	3,098
Transfer from Strategy and Project Salaries to Governance Salaries	Broads Authority 27/09/19 Agenda items number 9	8,552
Transfer from Strategy and Projects to Development Management	Broads Authority 27/09/19 Agenda items number 9	(2,380)
<b>LAB as at 31 October 2019</b>	n/a	<b>32,289</b>

3.2. The LAB therefore provides for a navigation deficit of £32,289 in 2019/20 as at 31 October 2019.

## 4. Overview of forecast outturn 2019/20

- 4.1. Budget holders have been asked to comment on the expected income and expenditure at the end of the financial year in respect of all budget lines for which they are responsible.
- 4.2. As at the end of October 2019, the forecast indicates there has been no change compared to the LAB:
- The total forecast income is £3,448,750.
  - Total expenditure is forecast to be £3,431,203.
  - The resulting surplus for the year is forecast to be £17,547.
- 4.3. The forecast outturn reflects the following changes from the LAB as shown in Table 3. The forecast surplus represents a favourable variance of £49,836 against the LAB.

**Table 3**

## Adjustments to Forecast Outturn

Item	Amount £
Forecast outturn deficit per LAB	32,289
Adjustments reported 31 October 2019	(38,057)
Decrease to Construction & Maintenance salaries following a vacancy	(2,780)
Decrease to Strategy & Projects salaries following a vacancy	(1,179)
Decrease to Volunteer Services salaries following a vacancy	(2,120)
Decrease to Strategic Services Management & Admin salaries following a vacancy	(2,700)
Decrease to Finance salaries following a vacancy	(3,000)
<b>Forecast outturn surplus as at 31 October 2019</b>	<b>(17,547)</b>

## 5. Reserves

**Table 4**

## Navigation Earmarked Reserves

Reserve name	Balance at 1 April 2019 £	In-year movements £	Current reserve balance £
Property	(361,126)	(26,462)	(387,588)
Plant, Vessels and Equipment	(252,089)	(80,220)	(332,309)
Premises	(76,121)	(33,775)	(109,896)
CANAPE	(40,238)	(34,154)	(74,392)
Computer Software	(3,787)	(3,300)	(7,087)
<b>Total</b>	<b>(733,361)</b>	<b>(177,911)</b>	<b>(911,272)</b>

5.1. Items funded from the Plant, Vessels and Equipment reserve include a fuel barge. The Premises reserve has funded the initial design work for the concrete pad. The CANAPE reserve contains the expenditure relating to the project. A claim for 50% of expenditure between 1 January and 30 June 2019 has been submitted, with reimbursement expected the beginning of January 2020.

## 6. 2020/21 Budget Proposals

6.1. The draft budget is set out in Appendix 3 and the financial strategy to 2022/23 to provide context.



- 6.2. As with the 2019/20 Budget it has been prepared on a zero budget basis. This makes no assumptions of the automatic rollover of previous years' budgets. Budget holders are sent a template in July to consider expenditure for the next financial year in line with strategic direction previously agreed with members. It takes into consideration priorities around dredging, moorings and plant cutting agreed in the relevant strategies and is split between essential and desirable expenditure. This is then reviewed by Management Team in September to ensure requests are in line with expectations. It provides the baseline information for the Tolls Working Group to consider in October prior to making recommendations around the level of navigation charges required.
- 6.3. The draft budget takes account of the following factors:
- A provisional 2% pay increase for staff and increased pension costs. This is subject to the National Joint Council (NJC) finalising the pay deal for 2020/21 onwards.
  - The loss of ten boats in the hire fleet, this accounts for approximately £11,500.
  - Interest on deposits remain at a similar level to 2019/20.
  - National Park Grant remains at 2019/20 level. This is subject to confirmation from DEFRA.
  - Maintaining the target of 50,000m<sup>3</sup> removal of dredged material per annum.
  - The installation of pontoons at Peto's Marsh.
  - Maintaining the Navigation reserve at 10% of net expenditure.
- 6.4. Total core navigation income for 2020/21 is budgeted to be £3,525,600, including £1,199,000 for hire craft tolls and £2,244,000 for private craft tolls. This income takes account of the latest available data for boat numbers. Net navigation expenditure is budgeted at £3,570,558. This will result in a budget deficit of £44,958, which is balanced by the higher level of reserves at the end of 2019/20. After taking into account the transfer of £10,250 of interest to earmarked reserves, reserves at the end of March 2021 are forecast to be £376,312, 10.5% of net expenditure for the year.
- 6.5. Table 5 sets out an overview of the proposed 2020/21 budget, which is provided in more detail in Appendix 3.

**Table 5**

Draft 2020/21 Budget

Source	National Park £	Navigation £	Consolidated £
National Park Grant	(3,414,078)	0	(3,414,078)
Navigation Tolls	0	(3,505,100)	(3,505,100)
Other Income	(20,500)	(20,500)	(41,000)
<b>Total Income</b>	<b>(3,434,578)</b>	<b>(3,525,600)</b>	<b>(6,960,178)</b>
Operations	1,432,396	2,503,178	3,935,574
Strategic Services	1,268,041	336,518	1,604,559
Chief Executive	737,861	651,462	1,389,323
Corporate Items	104,100	79,400	183,500
<b>Total Expenditure</b>	<b>3,542,398</b>	<b>3,570,558</b>	<b>7,112,956</b>
<b>Net (Surplus) / Deficit</b>	<b>107,820</b>	<b>44,958</b>	<b>152,778</b>
<b>Opening Reserves (Forecast)</b>	<b>(1,011,630)</b>	<b>(431,520)</b>	<b>(1,443,150)</b>
(Surplus) / Deficit for the year	107,820	44,958	152,778
Interest transfer	10,250	10,250	20,500
<b>Closing Reserves (Forecast)</b>	<b>(893,560)</b>	<b>(376,312)</b>	<b>(1,269,872)</b>

## 7. Operations

7.1. The Operations Budget has seen an increase to staff costs to reflect the provisional 2% pay increase which is currently being negotiated by the NJC. Staff costs have also been updated to reflect the triennial valuation results for the pension costs. The Equipment, Vehicles and Vessels budget has been increased to cover the cost of replacing the JCB 2010 excavator on a Finance Lease. The Practical Maintenance budget has been increased to incorporate the extra costs for the Pontoons at Peto's Marsh. The Ranger Services budget has seen a decrease to income following the loss of staff recharges to Whitlingham Charitable Trust. The contribution to the launch replacements within the Plant, Vessel and Equipment Reserve has been increased as per recommendations discussed with members on 17/01/19. Small scale savings identified in 2019/20 have also been incorporated into 2020/21. In other areas of the budget the provision represents the level of funding required to enable continuation of the levels of service delivered in the current year.

- 7.2. As with previous years, however, it is important to recognise that the Operations budget has no capacity to take on additional projects or ad-hoc work in 2020/21.

## **8. Strategic Services**

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

## **9. Chief Executive**

- 9.1. As with the Operations and Strategic Services, staff costs have increased for the same reasons. The Legal budget has seen a reduction following the decision not to replace the Solicitor post and outsourcing the work. The Collection of Tolls budget has seen an increase to reflect the year round cover now provided. Again, there remains little capacity for additional work.

## **10. Central and Shared Costs and Cost Apportionment**

- 10.1. Cost apportionments have remained the same as those for 2019/20 and are consistent with the principles agreed by the Resources Allocation Working Group. Full details of apportionments by budget line for 2020/21 are set out in Appendix 3.
- 10.2. The overall split of proposed net expenditure in 2020/21 remains 50% national park and 50% navigation, whilst income is split 49% and 51%. The 1% movement reflects the uncertainty around the National Park grant which has been budgeted at the same level as 2019/20. Confirmation from DEFRA on the future year(s) is expected before 31 March 2020. A reduction in grant will require planning for future years (2021/22 onwards) to ensure National Park Reserves remain at the recommended levels.
- 10.3. Table 6 below provides further details of central and shared costs. These should not be seen as synonymous with overheads, but have been identified in line with those areas specifically examined by the Resource Allocation Working Group. As such they reflect costs across the Authority that are included within the budgets of both Operations and Strategic Services directorates, and from the Chief Executive's section.

**Table 6**

## Central and Shared Costs

Cost/Percentage split	2020/21 National Park £000s	2020/21 Navigation £000s	2020/21 Consolidated £000s	2021/22 National Park £000s	2021/22 Navigation £000s	2021/22 Consolidated £000s	2022/23 National Park £000s	2022/23 Navigation £000s	2022/23 Consolidated £000s
Share of central and shared costs	1,535	999	2,534	1,554	1,017	2,571	1,575	1,034	2,609
Pension contribution lump-sum	74	49	123	76	51	127	78	52	130
<b>Total</b>	<b>1,609</b>	<b>1,048</b>	<b>2,657</b>	<b>1,630</b>	<b>1,068</b>	<b>2,698</b>	<b>1,653</b>	<b>1,086</b>	<b>2,739</b>
Percentage split of central and shared costs	61%	39%	100%	60%	40%	100%	60%	40%	100%
Total core income	(3,435)	(3,526)	(6,961)	(3,429)	(3,627)	(7,056)	(3,429)	(3,700)	(7,129)
Central and shared costs as a percentage of core income	47%	30%	38%	48%	29%	38%	48%	29%	38%

10.4. Central and shared costs have been identified in line with the work of the resource Allocation Working Group to include; operational property, finance and insurance; communications, collection of tolls; ICT; legal; head office; office expenses and pool vehicles; directorate management and administration costs; human resources and staff training; governance and member's allowances; and the chief executive. All of 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 2019/20 (Navigation percentage split of central and shared costs 40%, central and shared costs as a percentage of core income 29%).

## 11. Assumptions used for the Budget and Financial Strategy

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

- Navigation tolls will be collected in line with the budget and boat numbers will remain as forecast;
- Salary increases from 2020/21 onwards are based on a provisional increase of 2%, subject to negotiations with the NJC;
- Staffing levels will remain at 100% of budget. Staff turnover may result in timing differences between vacancy and appointment. Where these savings arise the forecast will be adjusted accordingly;
- The forecast outturn position for 2019/20 will be delivered in line with budget holders' projections; and
- The continued provision until 2021/22 of £60,000 split equally between National Park and Navigation for the implementation of the Hickling vision.

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

**Table 7**

Budget Sensitivity analysis

<b>Assumption</b>	<b>Change in assumption</b>	<b>Approximate financial impact of change £ (+/-)</b>
National Park budget for 2019/20 will be delivered in line with forecast outturn	1% under/overspend against National Park budget	35,000
Navigation budget for 2019/20 will be delivered in line with forecast outturn	1% under/overspend against Navigation budget	34,000
Overall salary increase of 2% in 2020/21	1% change in salary inflation	47,000
Boat numbers and distribution remain as predicted in 2020/21	1% change in navigation toll income	34,000
National Park Grant in line with current allocations and no further reduction applied in 2020/21	1% change in National Park Grant allocation	34,000

## 12. Earmarked Reserves

- 12.1. The Authority's earmarked reserve strategy for the period 2020/21 to 2022/23 is set out in Appendix 4. The strategy details the actual balance of earmarked reserves at the end of October 2019, planned expenditure until the end of the financial year, and also provides an analysis of movements in reserves split between national park and navigation in all years to 2022/23.
- 12.2. Navigation earmarked reserves stand at £911,272 at the end of October 2019 and are forecast to decrease slightly (to £860,968) by the end of the financial year.
- 12.3. Appendix 4 reflects the contributions to reserves allowed for in the budget and financial strategy set out in Appendix 3. Planned expenditure from reserves is itemised within Appendix 2 and includes in 2020/21:
- Replace mini digger, Sanderson Telehandler and NATO floats;
  - Replace three vehicles;
  - Dockyard slip-way piling and wash down area; and
  - CANAPE project expenditure.
- 12.4. Planned expenditure from earmarked reserves in 2021/22 and 2022/23 includes the continued CANAPE project expenditure, replacement of eleven vehicles at an estimated cost of £212,545 (with £139,052 relating to navigation), replacement of JCB JS220 (2017) at an estimated cost of £105,000 (with £73,500 relating to navigation), replacement of a ranger launch at an estimated cost of £100,000 (with £100,000 relating to navigation) and the replacement of a wherry at an estimated cost of £120,000 (with £84,000 relating to navigation).
- 12.5. Taking account of all these items, the forecast balance of navigation earmarked reserves at the end of 2022/23 is £929,848, although it should be noted that expenditure plans for 2021/22 and beyond are likely to be refined again when the financial strategy for 2021/22 is developed later on this year.
- 12.6. In 2022/23 the CANAPE project will have been completed. Any surplus balance will need to be redistributed 50:50 between national park and navigation reserves. The exact amount is currently difficult to forecast given the uncertainty surrounding the exchange rate so the figure included in Appendix 4 should not be seen as absolute. Members will need to consider how a potential surplus could be distributed. Options on the Navigation side could include increasing the moorings/piling part of the property reserves or creating a new reserve to provide match funding for future projects.

## 13. Summary

- 13.1. The draft budget presented here incorporates the navigation charges for 2020/21 and is designed to allow the Authority to continue to deliver priority navigation activities at the required level, whilst making prudent provision for asset maintenance over the life

of the strategy and beyond. Minor adjustments have also been made reflecting the latest staffing forecasts. As a result of all these factors there is no capacity within the budget for additional projects.

- 13.2. The National Park part of the budget shows a deficit for the next three years. This will be funded from the National Park Reserve resulting in a reserve balance of £893,560 at the end of 2020/21. Whilst the outcome of a new settlement remains uncertain figures for 2021/22 onwards should be viewed with a high degree of uncertainty. The impact of any change (positive or negative) will need careful consideration to make sure expenditure is sustainable.
- 13.3. It is important to recognise that the budget as a whole is highly sensitive to changes in salary inflation, as a result a significant proportion of the budget is made up of staff costs. The budget is based on a 2% increase in salaries for period April 2020 to March 2023. There continues to be uncertainty about the likely award.
- 13.4. The deficit of £44,958 allowed for in the 2020/21 budget continues to maintain the navigation reserve at 10%. As in previous years, it remains the case that the indicative tolls increases in 2021/22 and beyond will need to be revisited during next year's budget setting process to ensure they remain appropriate. This could be as a result of any variations from current assumptions or changes to outturn figures for 2019/20.

Author: Emma Krelle

Date of report: 10 December 2019

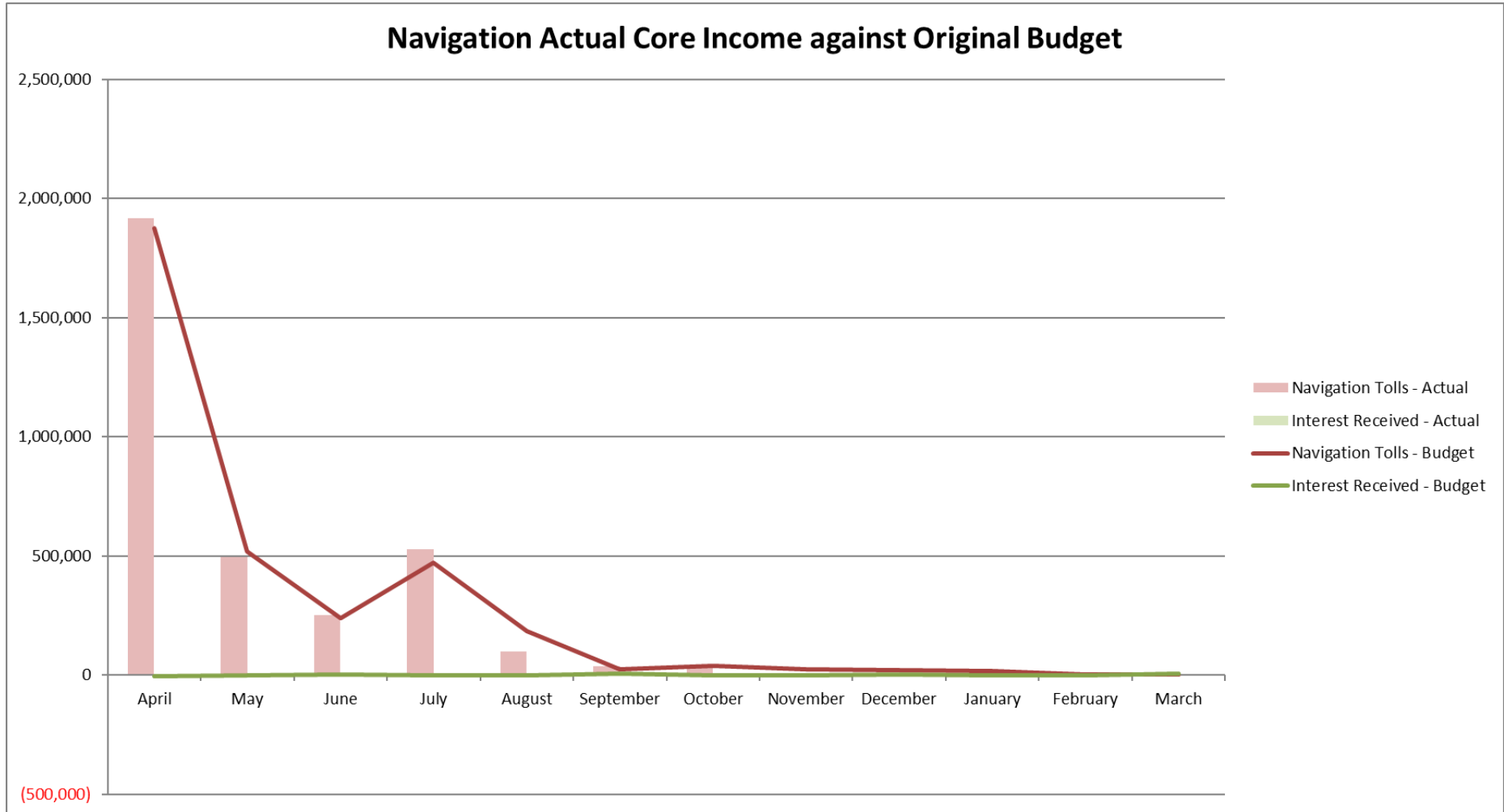
Appendix 1 – Navigation actual income and expenditure charts to 31 October 2019

Appendix 2 – Financial monitor: Navigation income and expenditure 2019/20

Appendix 3 – Draft Budget 2020/21 and Financial Strategy to 2022/23

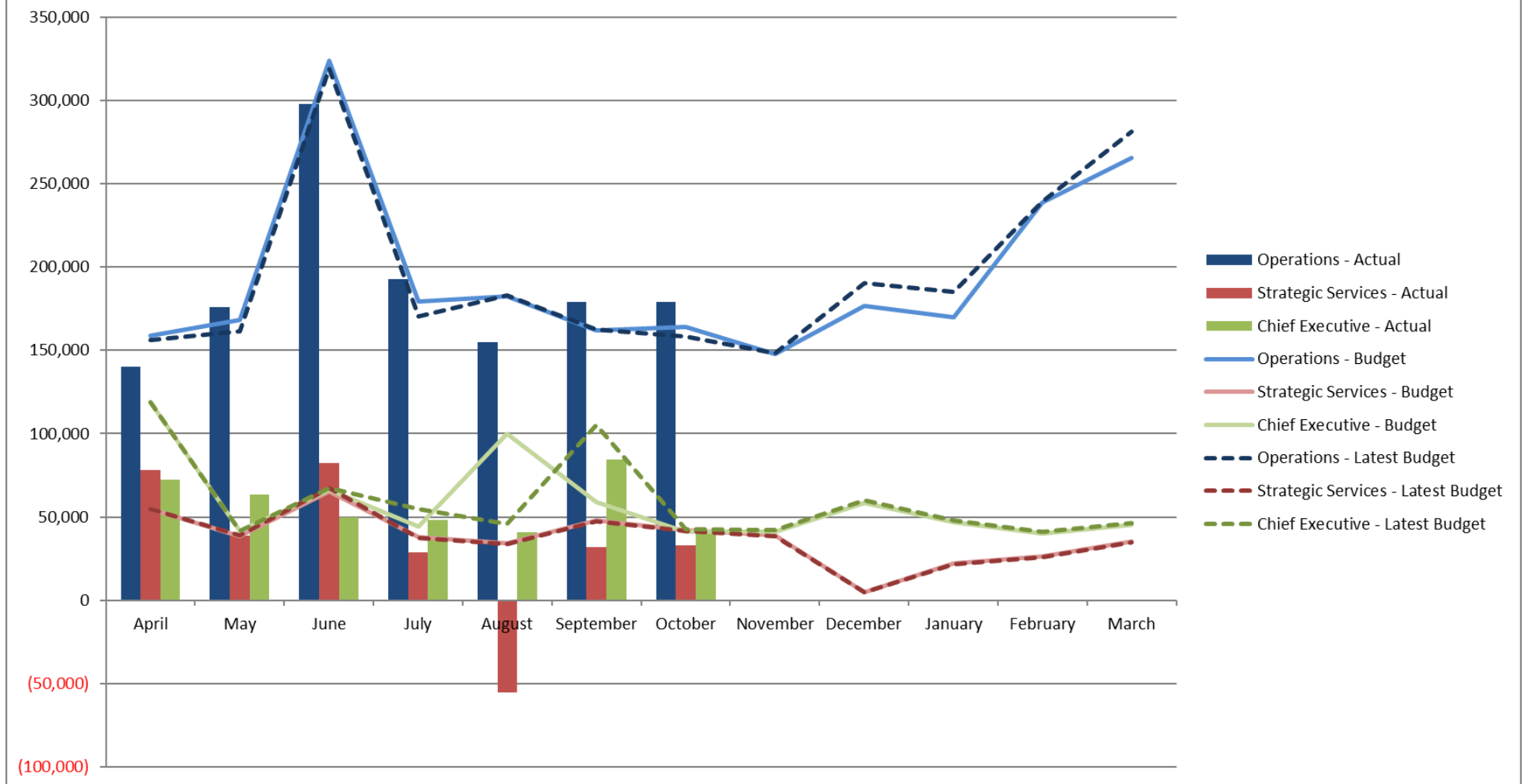
Appendix 4 – Earmarked Reserves to 2022/23

# Appendix 1 – Navigation actual income and expenditure charts to 31 October 2019





### Navigation Net Actual Expenditure against Original and Latest Budget



## Appendix 2 – Financial monitor: Navigation income and expenditure 2019/20

**Table 1**

Income

Row Labels	Original budget (Navigation) £	Budget adjustments (Navigation) £	Latest Available Budget (Navigation) £	Forecast outturn (Navigation) £	Forecast outturn variance (Navigation) £
<b>Total Income</b>	<b>(3,440,000)</b>	<b>0</b>	<b>(3,440,000)</b>	<b>(3,448,750)</b>	<b>+ 8,750</b>
National Park Grant	0	0	0	0	+ 0
Hire Craft Tolls	(1,189,000)	0	(1,189,000)	(1,179,000)	- 10,000
Private Craft Tolls	(2,175,000)	0	(2,175,000)	(2,185,000)	+ 10,000
Short Visit Tolls	(42,000)	0	(42,000)	(42,000)	+ 0
Other Toll Income	(19,000)	0	(19,000)	(19,000)	+ 0
Interest	(15,000)	0	(15,000)	(23,750)	+ 8,750

**Table 2**  
Operations

Row Labels	Original budget (Navigation) £	Budget adjustments (Navigation) £	Latest Available Budget (Navigation) £	Forecast outturn (Navigation) £	Forecast outturn variance (Navigation) £
<b>Total Operations</b>	<b>2,498,141</b>	<b>18,470</b>	<b>2,516,611</b>	<b>2,500,461</b>	<b>+ 16,150</b>
<b>Construction and Maintenance Salaries</b>	782,842	5,633	788,475	785,695	+ 2,780
Salaries	786,014	5,633	791,647	788,867	+ 2,780
Expenditure	(3,172)	0	(3,172)	(3,172)	+ 0
<b>Equipment, Vehicles &amp; Vessels</b>	317,800	3,885	321,685	321,685	+ 0
Income	0	0	0	0	+ 0
Expenditure	317,800	3,885	321,685	321,685	+ 0
<b>Water Management</b>	119,470	0	119,470	119,470	+ 0
Income	0	0	0	0	+ 0
Expenditure	119,470	0	119,470	119,470	+ 0
<b>Land Management</b>	0	0	0	0	+ 0
Income	0	0	0	0	+ 0
Expenditure	0	0	0	0	+ 0
<b>Practical Maintenance</b>	400,500	0	400,500	400,500	+ 0
Income	(10,700)	0	(10,700)	(10,700)	+ 0
Expenditure	411,200	0	411,200	411,200	+ 0

Row Labels	Original budget (Navigation) £	Budget adjustments (Navigation) £	Latest Available Budget (Navigation) £	Forecast outturn (Navigation) £	Forecast outturn variance (Navigation) £
<b>Waterways and Recreation Strategy</b>	48,980	0	48,980	35,610	+ 13,370
Salaries	39,980	0	39,980	26,610	+ 13,370
Expenditure	9,000	0	9,000	9,000	+ 0
<b>Project Funding</b>	0	0	0	0	+ 0
Expenditure	0	0	0	0	+ 0
Pension Payments	0	0	0	0	+ 0
<b>Ranger Services</b>	504,724	0	504,724	504,724	+ 0
Income	(60,000)	0	(60,000)	(60,000)	+ 0
Salaries	420,756	0	420,756	420,756	+ 0
Expenditure	143,008	0	143,008	143,008	+ 0
Pension Payments	960	0	960	960	+ 0
<b>Safety</b>	77,793	8,951	86,745	86,745	+ 0
Income	(3,300)	0	(3,300)	(3,300)	+ 0
Salaries	44,153	0	44,153	44,153	+ 0
Expenditure	36,940	8,951	45,891	45,891	+ 0
<b>Premises</b>	133,637	0	133,637	133,637	+ 0
Income	(700)	0	(700)	(700)	+ 0
Expenditure	134,337	0	134,337	134,337	+ 0

<b>Row Labels</b>	<b>Original budget (Navigation) £</b>	<b>Budget adjustments (Navigation) £</b>	<b>Latest Available Budget (Navigation) £</b>	<b>Forecast outturn (Navigation) £</b>	<b>Forecast outturn variance (Navigation) £</b>
<b>Operations Management and Administration</b>	39,709	0	39,709	39,709	+ 0
Salaries	38,155	0	38,155	38,155	+ 0
Expenditure	1,554	0	1,554	1,554	+ 0
<b>Premises - Head Office</b>	72,686	0	72,686	72,686	+ 0
Income	(70)	0	(70)	(70)	+ 0
Expenditure	72,755	0	72,755	72,755	+ 0

**Table 3**  
Strategic Services

Row Labels	Original budget (Navigation) £	Budget adjustments (Navigation) £	Latest Available Budget (Navigation) £	Forecast outturn (Navigation) £	Forecast outturn variance (Navigation) £
<b>Total Strategic Services</b>	<b>311,680</b>	<b>(1,934)</b>	<b>309,746</b>	<b>303,747</b>	<b>+ 5,999</b>
<b>Development Management</b>	4,171	0	4,171	4,171	+ 0
Income	0	0	0	0	+ 0
Salaries	4,171	0	4,171	4,171	+ 0
Expenditure	0	0	0	0	+ 0
Pension Payments	0	0	0	0	+ 0
<b>Strategy and Projects Salaries</b>	21,848	(7,722)	14,126	12,947	+ 1,179
Income	0	0	0	0	+ 0
Salaries	19,756	(5,742)	14,014	12,835	+ 1,179
Expenditure	2,093	(1,980)	113	113	+ 0
Pension Payments	0	0	0	0	+ 0
<b>Biodiversity Strategy</b>	0	0	0	0	+ 0
Expenditure	0	0	0	0	+ 0
<b>Human Resources</b>	55,235	6,189	61,424	61,424	+ 0
Salaries	31,332	0	31,332	31,332	+ 0
Expenditure	23,903	6,189	30,092	30,092	+ 0

<b>Row Labels</b>	<b>Original budget (Navigation) £</b>	<b>Budget adjustments (Navigation) £</b>	<b>Latest Available Budget (Navigation) £</b>	<b>Forecast outturn (Navigation) £</b>	<b>Forecast outturn variance (Navigation) £</b>
<b>Volunteers</b>	30,936	0	30,936	28,816	+ 2,120
Salaries	20,696	0	20,696	18,576	+ 2,120
Expenditure	10,240	0	10,240	10,240	+ 0
<b>Communications</b>	79,286	0	79,286	79,286	+ 0
Income	0	0	0	0	+ 0
Salaries	66,073	0	66,073	66,073	+ 0
Expenditure	13,213	0	13,213	13,213	+ 0
<b>Visitor Centres and Yacht Stations</b>	86,940	0	86,940	86,940	+ 0
Income	(68,700)	0	(68,700)	(68,700)	+ 0
Salaries	130,703	0	130,703	130,703	+ 0
Expenditure	24,938	0	24,938	24,938	+ 0
<b>Strategic Services Management and Administration</b>	33,264	(401)	32,864	30,164	+ 2,700
Salaries	32,181	0	32,181	29,481	+ 2,700
Expenditure	1,083	(401)	683	683	+ 0

**Table 4**

## Chief Executive

Row Labels	Original budget (Navigation) £	Budget adjustments (Navigation) £	Latest Available Budget (Navigation) £	Forecast outturn (Navigation) £	Forecast outturn variance (Navigation) £
<b>Total Chief Executive</b>	<b>665,420</b>	<b>11,759</b>	<b>677,179</b>	<b>658,242</b>	<b>+ 18,937</b>
<b>Legal</b>	52,722	0	52,722	35,750	+ 16,972
Income	0	0	0	0	+ 0
Salaries	16,972	0	16,972	0	+ 16,972
Expenditure	35,750	0	35,750	35,750	+ 0
<b>Governance</b>	76,077	11,759	87,836	87,836	+ 0
Income	0	0	0	0	+ 0
Salaries	37,448	11,759	49,208	49,208	+ 0
Expenditure	38,628	0	38,628	38,628	+ 0
<b>Chief Executive</b>	47,026	0	47,026	47,026	+ 0
Salaries	45,241	0	45,241	45,241	+ 0
Expenditure	1,785	0	1,785	1,785	+ 0
<b>Asset Management</b>	71,535	0	71,535	71,535	+ 0
Income	(4,364)	0	(4,364)	(4,364)	+ 0
Salaries	21,101	0	21,101	21,101	+ 0
Expenditure	54,798	0	54,798	54,798	+ 0



Row Labels	Original budget (Navigation) £	Budget adjustments (Navigation) £	Latest Available Budget (Navigation) £	Forecast outturn (Navigation) £	Forecast outturn variance (Navigation) £
<b>Finance and Insurance</b>	175,607	0	175,607	166,967	+ 8,640
Income	0	0	0	0	+ 0
Salaries	80,550	0	80,550	77,550	+ 3,000
Expenditure	95,057	0	95,057	89,417	+ 5,640
<b>Collection of Tolls</b>	135,860	0	135,860	142,535	- 6,675
Salaries	123,360	0	123,360	130,035	- 6,675
Expenditure	12,500	0	12,500	12,500	+ 0
<b>ICT</b>	106,593	0	106,593	106,593	+ 0
Salaries	63,578	0	63,578	63,578	+ 0
Expenditure	43,016	0	43,016	43,016	+ 0

**Table 5**

Projects and Corporate items

Row Labels	Original budget (Navigation) £	Budget adjustments (Navigation) £	Latest Available Budget (Navigation) £	Forecast outturn (Navigation) £	Forecast outturn variance (Navigation) £
<b>Total Projects and Corporate Items</b>	<b>51,067</b>	<b>0</b>	<b>51,067</b>	<b>46,435</b>	<b>+ 4,633</b>
<b>Partnerships / HLF / CANAPE</b>	12,587	0	12,587	7,955	+ 4,633
Income	(67,375)	0	(67,375)	(67,375)	+ 0
Salaries	23,170	0	23,170	18,538	+ 4,633
Expenditure	56,792	0	56,792	56,792	+ 0
<b>Corporate Items</b>	<b>38,480</b>	<b>0</b>	<b>38,480</b>	<b>38,480</b>	<b>+ 0</b>
Expenditure	1,280	0	1,280	1,280	+ 0
Pension Payments	37,200	0	37,200	37,200	+ 0

**Table 6**

Contributions from earmarked reserves

Row Labels	Original budget (Navigation) £	Budget adjustments (Navigation) £	Latest Available Budget (Navigation) £	Forecast outturn (Navigation) £	Forecast outturn variance (Navigation) £
<b>Total contributions from Earmarked Reserves</b>	<b>(69,477)</b>	<b>(12,836)</b>	<b>(82,313)</b>	<b>(77,681)</b>	<b>- 4,633</b>
<b>Earmarked Reserves</b>	<b>(69,477)</b>	<b>(12,836)</b>	<b>(82,313)</b>	<b>(77,681)</b>	<b>- 4,633</b>

Row Labels	Original budget (Navigation) £	Budget adjustments (Navigation) £	Latest Available Budget (Navigation) £	Forecast outturn (Navigation) £	Forecast outturn variance (Navigation) £
Expenditure	(69,477)	(12,836)	(82,313)	(77,681)	- 4,633

**Table 7**

Net (Surplus) / Deficit

Row Labels	Original budget (Navigation) £	Budget adjustments (Navigation) £	Latest Available Budget (Navigation) £	Forecast outturn (Navigation) £	Forecast outturn variance (Navigation) £
<b>Grand Total</b>	<b>16,830</b>	<b>15,459</b>	<b>32,289</b>	<b>(17,547)</b>	<b>+ 49,836</b>



## Appendix 4 – Earmarked Reserves to 2022/23

Year	Earmarked Reserves	Property Reserve - TOTAL	Plant, Vessels and Equipment Reserve - TOTAL	Premises Reserve - TOTAL	Other Earmarked Reserves - TOTAL	HLF	CANAPE	Total Earmarked Reserves - National Park	Total Earmarked Reserves - Navigation	GRAND TOTAL Earmarked Reserves	
	<b>Balance 01 April 2019</b>	<b>(569,750)</b>	<b>(275,190)</b>	<b>(195,326)</b>	<b>(593,558)</b>	<b>(89,706)</b>	<b>(80,476)</b>	<b>(1,070,645)</b>	<b>(733,361)</b>	<b>(1,804,006)</b>	
2019/20	<u>Contributions to Reserves to 30/09/19</u>										
	Vessels and Equipment (VES000451)	0	(92,000)	0	0			(27,600)	(64,400)	(92,000)	
	Vehicles (VEH000451)	0	(22,000)	0	0			(6,600)	(15,400)	(22,000)	
	Mutford Lock (MLK000451)	(25,000)	0	0	0			0	(25,000)	(25,000)	
	Mutford Lock Rent (MLK000552)	(1,462)	0	0	0			0	(1,462)	(1,462)	
	Launches (LAU000451)	0	(18,000)	0	0			0	(18,000)	(18,000)	
	Ranger Vehicles (RAN000451)	0	(13,000)	0	0			(5,200)	(7,800)	(13,000)	
	Dockyard Site (PRM009451)	0	0	(30,000)	0			(9,000)	(21,000)	(30,000)	
	Pool Vehicles (PCP000451)	0	(14,000)	0	0			(9,380)	(4,620)	(14,000)	
	Pool Vehicles (PCP000552)	0	0	0	0			0	0	0	
	Asset Management for Countryside sites (SIM00451)	(46,000)	0	0	0			(46,000)	0	(46,000)	
	Building repairs (PRM000451)	0	0	(50,000)	0			(36,000)	(14,000)	(50,000)	
	Potter Heigham Chalet Income (UTE000451)	0	0	0	(21,000)			(21,000)	0	(21,000)	
	Upper Thurne Monies Recd (UTE000552)	0	0	0	0			0	0	0	
	Heritage Lottery Fund (HLF000451)	0	0	0	0			0	0	0	
	Heritage Lottery Fund Income (HLFXX552)	0	0	0	0		(103,752)	(103,752)	0	(103,752)	
	CANAPE (CAN000451)	0	0	0	0			(30,000)	(30,000)	(60,000)	
	CANAPE Income (CANXX552)	0	0	0	0			(53,256)	(26,628)	(53,256)	
	Income from sale of dockyard asses (VES000552)	0	(9,143)	0	0			(2,743)	(6,400)	(9,143)	
	Planning Policy underspend M12 (POL000451)	0	0	0	0			0	0	0	
	Catchment Partnership (CAT000451)	0	0	0	(31,280)			(31,280)	0	(31,280)	
	Catchment Partnership Monies Recd (CAT000552)	0	0	0	0			0	0	0	
	Computer Software (ICT000451)	0	0	0	(10,000)			(6,700)	(3,300)	(10,000)	
	Asset Management underspend M12 (ASS000451)	0	0	0	0			0	0	0	
	Section 106 (DVM000552)	0	0	0	(5,000)			(5,000)	0	(5,000)	
	UK Communications Team underspend M12 (UKC000541)	0	0	0	0			0	0	0	
	<u>Contributions from Reserves to 30/09/19</u>										
	Replacement of EU63 LUJ & AO06 XPF (Vans) for CM&E (VEH000450)	0	3,000	0	0			900	2,100	3,000	
	Pool Vehicles (PCP000450)	0	0	0	0			0	0	0	
	Replacement of Dockyard Crane, plus clamshell bucket (VES000450)	0	49,000	0	0			14,700	34,300	49,000	
	Relocate Dockyard Wet Shed (PRM009450)	0	0	1,750	0			525	1,225	1,750	
	John Fox Cottage refurbishment (PRM009450)	0	0	0	0			0	0	0	
	Heritage Lottery Fund costs (HLFXX450)	0	0	0	0		341,375	341,375	0	341,375	
CANAPE Expenditure (CANXX450)	0	0	0	0			22,474	22,474	44,949		
Catchment Partnership expenditure (CAT000450)	0	0	0	24,802			24,802	0	24,802		
Policy Planning (POL000450)	0	0	0	44,311			44,311	0	44,311		
Planning Officer (Compliance & Implementation) (DVM000450)	0	0	0	17,500			17,500	0	17,500		
Section 106 (DVM000450)	0	0	0	420			420	0	420		
	<b>Actual Balance 31 October 2019</b>	<b>(642,212)</b>	<b>(391,333)</b>	<b>(273,576)</b>	<b>(573,804)</b>	<b>147,917</b>	<b>(148,783)</b>	<b>(970,520)</b>	<b>(911,272)</b>	<b>(1,881,792)</b>	
2019/20	<u>Contributions to Reserves to 31/03/20</u>										
	Mutford Lock Rent (MLK000552)	(538)	0	0	0			0	(538)	(538)	
	Catchment Partnership income (CAT000552)	0	0	0	(15,000)			(15,000)	0	(15,000)	
	Heritage Lottery Fund Income (HLF61X552)	0	0	0	0	(516,128)		(516,128)	0	(516,128)	
	CANAPE Income (CANXX552)	0	0	0	0		(81,493)	(40,746)	(40,746)	(81,493)	
	UK Communications Team underspend M12 (UKC000451)	0	0	0	(25,897)			(25,897)	0	(25,897)	
	<u>Contributions from Reserves to 31/03/20</u>										
	Replace Wherry Onward with fuel barge, mini digger & nato floats (VES000450)	0	8,000	0	0			2,400	5,600	8,000	
	Replacement of Yare House pool vehicles (two Smart) (PCP000450)	0	27,500	0	0			18,425	9,075	27,500	
	Additional Electric Van (PCP000450)	0	17,625	0	0			11,809	5,816	17,625	
	Dockyard Site Development (PRM009450)	0	0	43,250	0			12,975	30,275	43,250	
	Replacement of CMS Peugeot Bipper AP11 EPO (VEH000450)	0	19,050	0	0			5,715	13,335	19,050	
	Planning Officer (Compliance & Implementation) (DVM000450)	0	0	0	12,500			12,500	0	12,500	
	Catchment Partnership (CAT000450)	0	0	0	15,163			15,163	0	15,163	
	Heritage Lottery Fund costs (HLFXX450)	0	0	0	0		282,049	282,049	0	282,049	
CANAPE Expenditure (CANXX450)	0	0	0	0			27,487	27,487	54,974		
	<b>Forecast Balance 01 April 2020</b>	<b>(642,750)</b>	<b>(319,158)</b>	<b>(230,326)</b>	<b>(587,038)</b>	<b>(86,162)</b>	<b>(175,302)</b>	<b>(1,179,769)</b>	<b>(860,968)</b>	<b>(2,040,737)</b>	

Year	Earmarked Reserves	Property Reserve - TOTAL	Plant, Vessels and Equipment Reserve - TOTAL	Premises Reserve - TOTAL	Other Earmarked Reserves - TOTAL	HLF	CANAPE	Total Earmarked Reserves - National Park	Total Earmarked Reserves - Navigation	GRAND TOTAL Earmarked Reserves	
2020/21	<u>Contributions to Reserves to 31/03/21</u>										
	Vessels and Equipment (VES000451)	0	(92,000)	0	0			(27,600)	(64,400)	(92,000)	
	Vehicles (VEH000451)	0	(22,000)	0	0			(6,600)	(15,400)	(22,000)	
	Mutford Lock (MLK000451)	(25,000)	0	0	0			0	(25,000)	(25,000)	
	Mutford Lock Rent (MLK000552)	(2,000)	0	0	0			0	(2,000)	(2,000)	
	Launches (LAU000451)	0	(30,000)	0	0			0	(30,000)	(30,000)	
	Ranger Vehicles (RAN000451)	0	(13,000)	0	0			(5,200)	(7,800)	(13,000)	
	Dockyard Site (PRM009451)	0	0	(30,000)	0			(9,000)	(21,000)	(30,000)	
	Pool Vehicles (PCP000451)	0	(14,000)	0	0			(9,380)	(4,620)	(14,000)	
	Building repairs (PRM000451)	0	0	(50,000)	0			(36,000)	(14,000)	(50,000)	
	Asset Management for Countryside sites (SIM00451)	(46,000)	0	0	0			(46,000)	0	(46,000)	
	Computer Software (ICT000451)	0	0	0	(10,000)			(6,700)	(3,300)	(10,000)	
	Potter Heigham Chalet Income (UTE000451)	0	0	0	(21,000)			(21,000)	0	(21,000)	
	Catchment Partnership (CAT000451)	0	0	0	(33,110)			(33,110)	0	(33,110)	
	Heritage Lottery Fund Income (HLF61X552)	0	0	0	0	(496,163)		(496,163)	0	(496,163)	
	CANAPE (CAN000451)	0	0	0	0		(60,000)	(30,000)	(30,000)	(60,000)	
	CANAPE Income (CANXXX552)	0	0	0	0		(101,309)	(50,655)	(50,655)	(101,309)	
	UK Communications Team (Income)	0	0	0	(118,800)			(118,800)	0	(118,800)	
	<u>Contributions from Reserves to 31/03/21</u>										
	Replace mini digger, Sanderson Telehandler & NATO Floats x 5 (VES000451)	0	68,000	0	0			20,400	47,600	68,000	
	Replace AO12 DWY, AO12 DWX & AO12 KFJ (VEH000450)	0	66,500	0	0			19,950	46,550	66,500	
	Slip-way piling and hardstanding wash down area (PRM009450)	0	0	45,000	0			13,500	31,500	45,000	
	Planning Officer (Compliance & Implementation) (DVM000450)	0	0	0	34,300			34,300	0	34,300	
	Potter Heigham Staither alterations (UTE000450)	0	0	0	8,000			8,000	0	8,000	
	Catchment Partnership (CAT000450)	0	0	0	83,440			83,440	0	83,440	
	UK Communications Team (UKC000450)	0	0	0	114,060			114,060	0	114,060	
	Heritage Lottery Fund costs (HLFXXX450)	0	0	0	0	496,163		496,163	0	496,163	
CANAPE Expenditure (CANXXX450)	0	0	0	0		90,006	45,003	45,003	90,006		
<b>Forecast Balance 01 April 2021</b>	<b>(715,750)</b>	<b>(355,658)</b>	<b>(265,326)</b>	<b>(530,148)</b>	<b>(86,162)</b>	<b>(246,605)</b>	<b>(1,241,160)</b>	<b>(958,489)</b>	<b>(2,199,650)</b>		
2021/22	<u>Contributions to Reserves to 31/03/22</u>										
	Vessels and Equipment (VES000451)	0	(92,000)	0	0			(27,600)	(64,400)	(92,000)	
	Vehicles (VEH000451)	0	(38,000)	0	0			(11,400)	(26,600)	(38,000)	
	Mutford Lock (MLK000451)	(25,000)	0	0	0			0	(25,000)	(25,000)	
	Mutford Lock Rent (MLK000451)	(2,000)	0	0	0			0	(2,000)	(2,000)	
	Launches (LAU000451)	0	(30,000)	0	0			0	(30,000)	(30,000)	
	Ranger Vehicles (RAN000451)	0	(13,000)	0	0			(5,200)	(7,800)	(13,000)	
	Dockyard Site (PRM009451)	0	0	(30,000)	0			(9,000)	(21,000)	(30,000)	
	Pool Vehicles (PCP000451)	0	(15,000)	0	0			(10,050)	(4,950)	(15,000)	
	Building repairs (PRM000451)	0	0	(50,000)	0			(36,000)	(14,000)	(50,000)	
	Asset Management for Countryside sites (SIM00451)	(46,000)	0	0	0			(46,000)	0	(46,000)	
	Computer Software (ICT000451)	0	0	0	(10,000)			(6,700)	(3,300)	(10,000)	
	Potter Heigham Chalet Income (UTE000451)	0	0	0	(21,000)			(21,000)	0	(21,000)	
	Catchment Partnership (CAT000451)	0	0	0	(33,720)			(33,720)	0	(33,720)	
	CANAPE (CAN000451)	0	0	0	0		(60,000)	(30,000)	(30,000)	(60,000)	
	Heritage Lottery Fund Income (HLF61X552)	0	0	0	0	(448,900)		(448,900)	0	(448,900)	
	CANAPE Income (CANXXX552)	0	0	0	0			0	0	0	
	UK Communications Team (Income)	0	0	0	(121,095)		(75,500)	(196,595)	0	(196,595)	
	<u>Contributions from Reserves to 31/03/22</u>										
	Replacement of AO12 TXS, AO12 TXU & AP12 GUA (VEH000450)	0	57,300	0	0			17,190	40,110	57,300	
	Replacement of AU12 OMA & AU12 OMB (RAN000450)	0	40,000	0	0			16,000	24,000	40,000	
	Replace JCB JS220 (2017) (VES000450)	0	105,000	0	0			31,500	73,500	105,000	
	Replacement of M/L Yare (LAU000450)	0	100,000	0	0			0	100,000	100,000	
	Catchment Partnership (CAT000450)	0	0	0	33,720			33,720	0	33,720	
	Heritage Lottery Fund costs (HLFXXX450)	0	0	0	0	491,981		491,981	0	491,981	
	CANAPE Expenditure (CANXXX450)	0	0	0	0		109,000	54,500	54,500	109,000	
	UK Communications Team (UKC000450)	0	0	0	101,470			101,470	0	101,470	
<b>Forecast Balance 01 April 2022</b>	<b>(788,750)</b>	<b>(241,358)</b>	<b>(345,326)</b>	<b>(580,773)</b>	<b>(43,081)</b>	<b>(273,105)</b>	<b>(1,376,964)</b>	<b>(895,429)</b>	<b>(2,272,394)</b>		
2022/23	<u>Contributions to Reserves to 31/03/23</u>										
	Vessels and Equipment (VES000451)	0	(92,000)	0	0			(27,600)	(64,400)	(92,000)	
	Vehicles (VEH000451)	0	(38,000)	0	0			(11,400)	(26,600)	(38,000)	
	Mutford Lock (MLK000451)	(25,000)	0	0	0			0	(25,000)	(25,000)	
	Mutford Lock Rent (MLK000451)	(2,000)	0	0	0			0	(2,000)	(2,000)	
	Launches (LAU000451)	0	(30,000)	0	0			0	(30,000)	(30,000)	
	Ranger Vehicles (RAN000451)	0	(13,000)	0	0			(5,200)	(7,800)	(13,000)	
	Dockyard Site (PRM009451)	0	0	(30,000)	0			(9,000)	(21,000)	(30,000)	
	Pool Vehicles (PCP000451)	0	(15,000)	0	0			(10,050)	(4,950)	(15,000)	
	Building repairs (PRM000451)	0	0	(50,000)	0			(36,000)	(14,000)	(50,000)	
	Asset Management for Countryside sites (SIM00451)	(46,000)	0	0	0			(46,000)	0	(46,000)	
	Computer Software (ICT000451)	0	0	0	(10,000)			(6,700)	(3,300)	(10,000)	
	Potter Heigham Chalet Income (UTE000451)	0	0	0	(21,000)			(21,000)	0	(21,000)	
	Catchment Partnership (CAT000451)	0	0	0	(34,410)			(34,410)	0	(34,410)	
	Heritage Lottery Fund Income (HLF61X552)	0	0	0	0	(157,159)		(157,159)	0	(157,159)	
	<u>Contributions from Reserves to 31/03/23</u>										
	Replacement of AO12 URK, AO12 DWP & AU12 OCN, (VEH000450)	0	57,945	0	0			17,384	40,562	57,945	
	Replacement wherry (VES000450)	0	120,000	0	0			36,000	84,000	120,000	
	Replacement of AO12 URF, AO12 TXV & AO12 URE (RAN000450)	0	57,300	0	0			22,920	34,380	57,300	
	Catchment Partnership (CAT000450)	0	0	0	34,410			34,410	0	34,410	
	Heritage Lottery Fund costs (HLFXXX450)	0	0	0	0	200,240		200,240	0	200,240	
	CANAPE Expenditure (CANXXX450)	0	0	0	0		11,380	5,690	5,690	11,380	
	UK Communications Team (UKC000450)	0	0	0	50,262			50,262	0	50,262	
	Closure of CANAPE reserve & repayment of loan	(26,000)	(32,500)	(32,500)	0		91,000	0	0	0	
	<b>Forecast Balance 01 April 2023</b>	<b>(887,750)</b>	<b>(226,613)</b>	<b>(457,826)</b>	<b>(561,511)</b>	<b>0</b>	<b>(170,725)</b>	<b>(1,374,578)</b>	<b>(929,848)</b>	<b>(2,304,426)</b>	

# Navigation Committee

16 January 2020

Agenda item number 10

## Powerboat racing

Report by Head of Safety Management

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### Purpose

This report seeks the Committee's views on the management of powerboat racing on Oulton Broad and on the fixture list for the 2020 season.

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## 1. Introduction

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

## 2. Annual review – 2019

- 2.1. Seven racing incidents were recorded for the 2019 season, a decrease on the previous year. All incidents were reviewed and Authority officers and the CPBA were both content with the findings and mitigation measures in place.
- 2.2. The risk assessment has been updated and was reviewed at the meeting, where it was agreed that no further changes were currently required.
- 2.3. As a result, no further changes are needed to the Management Plan for powerboat racing for the 2018 racing season. The Authority will continue to work with the Oulton

Broad harbour master and the powerboat club to make sure two patrols are provided for safe transit of the broad for other users during powerboat racing events, and where necessary to restrict boat movements while a race is underway.

### 3. Fixture list for 2020 LOBMBC powerboat racing season

3.1. On an annual basis, the LOBMBC requests permission from the Broads Authority for 20 race dates per season. A breakdown of requested days and dates from 2005 to 2020 is in Table 1. A Notice to Mariners is published in the local press, and a public notice is prominently displayed at the Club and at the Oulton Broad Yacht Station setting out the purpose for which the powers of the closure are to be exercised and relevant dates.

**Table 1**

Breakdown of requested days/dates from 2009 to 2020

Season	Number of Thursday evenings	Number of Saturdays	Number of Sundays	Number of Mondays	Total
2009 Season	15	0	2	3	20
2010 Season	15	0	2	3	20
2011 Season	15	0	2	3	20
2012 Season	15	0	2	3	20
2013 Season	15	0	2	3	20
2014 Season	15	0	2	3	20
2015 Season	15	0	2	3	20
2016 Season	15	0	2	3	20
2017 Season	15	0	2	3	20
2018 Season	13	1	3*	3	20
2019 Season	15	0	2	3	20
2020 Season	14	1	3*	2	20

\* Increased under special request in order to host OSY400 world championships

3.2. The dates for all proposed events were circulated by the club to all relevant parties, and to date no objections have been raised. The Boat Safety Management Group was consulted on the proposed 2020 fixture list and raised no objections. The requested dates for the 2020 season are in Appendix 1.

### 4. Financial implications

4.1. To verify the number of race craft taking part at each event, the local Ranger will visit the clubhouse to log the number of race craft tolls due at each event.



- 4.2. The 2019 season showed an increase on previous years in the number of boats racing. There were 427 boats, at a toll of £5.34 per day, a total income of £2,280.18 from the racing craft toll.
- 4.3. In the 2020 season, LOBMBC will make payments of the racing craft toll of £5.50 for each boat racing per day. They will continue to provide safety patrolling cover, and therefore there will be no need for them to contribute to the cost of the Authority launch and Ranger.

Author: Steve Birtles

Date of report: 28 November 2019

[Broads Plan](#) objectives: 4.3

Appendix 1 – Fixture list for 2020 LOBMBC powerboat racing season

## Appendix 1 – Fixture list for 2020 LOBMBBC powerboat racing season

Day	Date	Time
Thursday	7 May	6.00pm
Thursday	14 May	6.00pm
Thursday	21 May	6.00pm
Sunday	24 May	12.00 noon
Monday	25 May	12.00 noon
Thursday	4 June	6.00pm
Thursday	11 June	6.00pm
Thursday	18 June	6.00pm
Thursday	25 June	6.00pm
Thursday	2 July	6.00pm
Thursday	9 July	6.00pm
Thursday	16 July	6.00pm
Saturday	18 July	12.00 noon
Sunday	19 July	12.00 noon
Thursday	30 July	6.00pm
Thursday	6 August	5.30pm
Thursday	13 August	5.30pm
Thursday	20 August	5.30pm
Monday	31 August	4.00pm
Sunday	13 September	12.00 noon

# Navigation Committee

16 January 2020

Agenda item number 11

## Construction Maintenance and Environment work programme – progress update

Report by Head of Construction, Maintenance and Environment

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### Purpose

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

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### Contents

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2.	Maintaining safe public mooring facilities	2
3.	Our resources	2
4.	Managing riverside trees	2
5.	Other navigation works	3
	Appendix 1 – Dredging progress 2019/20 (2019 April to end November 2019)	5

## 1. Maintaining water depths for navigation

- 1.1. The detailed breakdown in Appendix 1 gives the volumes for the annual dredging programme to the end of November 2019. A total of 23,130 m<sup>3</sup> of dredged sediment has been removed from the prioritised sites. This figure represents 53% of the programmed target of 44,000 m<sup>3</sup> for 2019/20.
- 1.2. Dredging started once again in Hickling Broad for Phase 2 of the EU Interreg funded CANAPE project, with the restoration of the reedbed at Chara Bay. This winter will see roughly half of the lagoon area filled with sediment and reeds planted along the top of the geotextile bags. Dredging through the marked channel of Hickling Broad has been completed, and dredging has moved to Heigham Sound and Deep Dyke. In January,

Catfield Dyke will also be dredged using the Authority's mud pump. A full closure of Catfield Dyke is required for this task, as advised in the recent [Notice to Mariners](#).

- 1.3. Other dredging work this winter includes work at Tyler's Cut, which at the time of writing has been completed. Remaining work over winter 2019/20 includes returning to [South Walsham](#) earlier than originally planned, to carry on with dredging from the Fleet Dyke into priority areas within the outer broad. A return was planned in March 2020, but this can now be brought forward by at least two months. Prioritisation of this work is two-fold, in that the dredging is required to meet Waterways Specifications and the setback area where the sediment is being placed is required by BESL/EA for future floodbank work near the mouth of the River Ant.

## 2. Maintaining safe public mooring facilities

- 2.1. A tender process has been opened to re-pile a 110-metre length of Acle Bridge 24-hour moorings. This work is aimed to start early next year with completion due in the spring.
- 2.2. Refurbishment of the capping and waling timbers at Neatishead turning basin and Paddy's Lane 24-hour mooring will be carried out this winter by contractors. At South Walsham slipway and Irstead Staithe 24-hour mooring, minor repairs to furniture and fittings have been completed.
- 2.3. Following tree inspections by staff, the appointment of tree surgery contractors has been arranged for hazard removal at Paddy's Lane, Horning Marshes and Wayford Bridge moorings.

## 3. Our resources

- 3.1. This year's three apprentices have completed all the planned training as part of their Practical Environmental and Conservation Apprenticeship, which we run in partnership with Easton & Otley College. All three are now working day-to-day with Operations Technicians on all tasks across the work programme.
- 3.2. Programmed vessel refits this winter include the workboat Didler, the Authority's mud pump, two ranger launches and the two weed harvesters. In addition, the Plant and Equipment team have been fitting several new engines to vessels. These include a hydraulic engine for the welfare vessel, a new diesel engine for the ranger launches Spirit of Breydon and ML Yare.

## 4. Managing riverside trees

- 4.1. Planned tree management at prioritised locations on the [River Ant](#) has been completed.
- 4.2. Planned [tree management at prioritised locations](#) on the River Ant and Bure has started by staff and volunteers. The tree shears are to be used on a number of stretches of the River Yare between Bramerton and Brundall this winter, removing overhanging growth

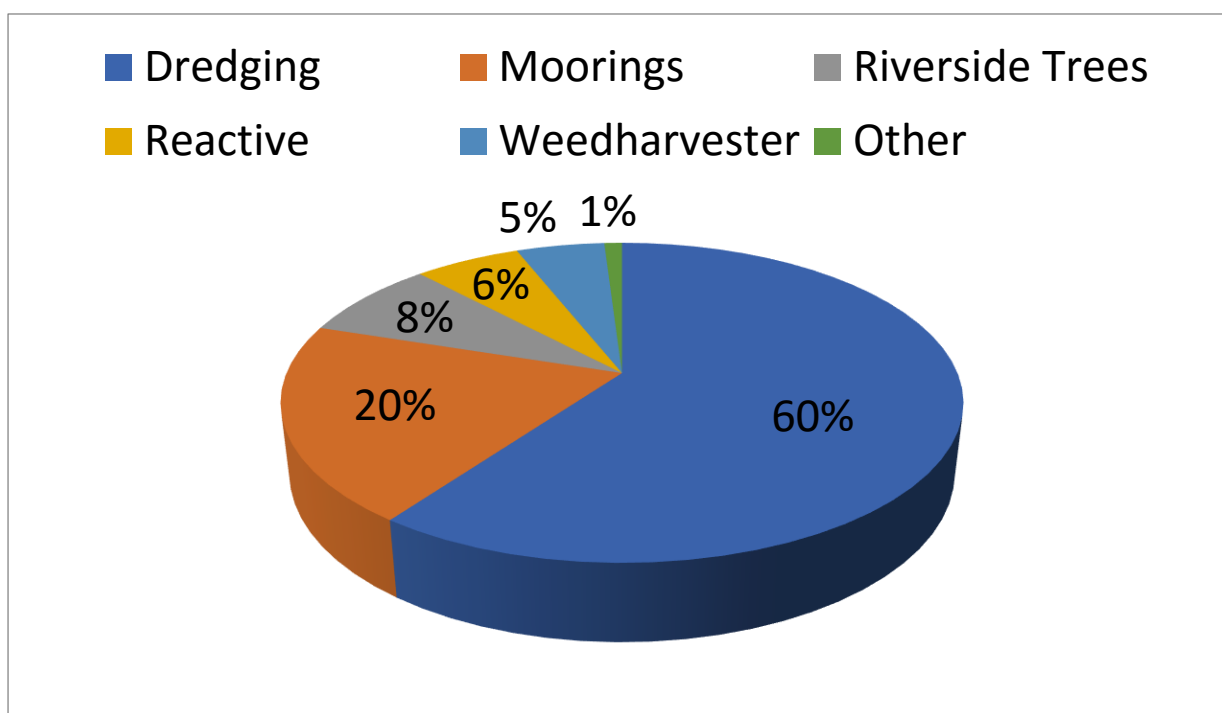
and tree removal. On the River Waveney, contractors are lined up for two stretches upstream of Beccles.

## 5. Other navigation works

- 5.1. The overall allocation of the Construction and Maintenance teams' time on navigation tasks is divided between five main categories. In ranked order of total person days allocated for 2019/20, the categories are dredging, 24-hour mooring maintenance, riverside tree management, reactive repairs & maintenance, and water plant management. Figure 1 shows the proportions of these allocations. The time spent on navigation tasks is 70% of the total available time for the Construction and Maintenance teams. The other 30% is divided between 20% for conservation tasks (fen management, lake restoration, invasive species control, etc.) and 10% for recreational management tasks (public rights of way cutting, visitor site and TIC maintenance, etc.). 'Other' in figure 1 includes maintenance of signs and boards, wreck and obstruction removal, maintenance of ranger billets and replacement of channel markers.

**Figure 1**

Percentage of Construction and Maintenance staff time allocated to navigation tasks in 2019/20



- 5.2. Following the open tendering process for hydrographic surveying across the Broads for the next three years, the successful surveying firm has been appointed. The round of surveys lined up for the end of this winter includes the whole of the River Waveney and Oulton Broad, as well as the marked channel through Hickling and Heigham Sound. The high density data gained through these surveys, will allow accurate calculation and mapping of sediment volumes falling outside the Waterways Specifications. Given that surveys are not planned until March 2020 (the optimal time due to fewer water plants

and low boat traffic), reporting on compliance and updating the dredging priorities will take place in early summer 2020. This times in with preparing the dredge plans and budget requirements for 2021/22 in late summer 2020.

Author: Dan Hoare

Date of report: 9 December 2019

Background papers:

[Notice to Mariners: Closure of Catfield Dyke, Hickling Broad](#)

[Notice to Mariners: Dredging work on South Walsham Broad and disposal operations at Horning Hall, River Ant](#)

[Riverside tree and scrub management](#)

[Broads Plan](#) objectives: 2.1, 2.3, 3.1, 3.2, 4.2, 6.1

Appendix 1 – Dredging progress

## Appendix 1 – Dredging progress 2019/20 (2019 April to end November 2019)

Project title	Active BA dredging weeks completed/ planned	Planned volume removed m <sup>3</sup>	Actual volume removed m <sup>3</sup>	Planned annual project cost <sup>1</sup>	Actual project cost
<b>Hickling Broad</b> a) Dredging of marked channel & habitat creation (Oct - Feb)	4/22	8,000	1,360	149,670	32,750
<b>Tyler's Cut, Dilham</b> a) Dilham Staithe and 600m downstream (Nov - Dec)	4/17	3,000	3,000	40,330	13,630
<b>Mid-Bure</b> a) South Walsham Fleet Dyke (Apr - May) b) Oby to Acle Bridge (Jun - Aug)	22/22	13,000	10,440	126,640	110,720
<b>Oulton Broad</b> Dredging in North Bay (Aug - Sep)	3/9	6,000	1,200	51,680	26,230

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

<b>Project title</b>	<b>Active BA dredging weeks completed/ planned</b>	<b>Planned volume removed m<sup>3</sup></b>	<b>Actual volume removed m<sup>3</sup></b>	<b>Planned annual project cost <sup>2</sup></b>	<b>Actual project cost</b>
Waxham Cut Dredging & sidecast (Nov - Jan)	4/13	4,000	1,560	38,090	27,630
<b>Waveney</b> Beccles to Stanley Carrs (Apr - Jul)	10/16	8,000	5,570	102,550	85,340
<b>Lower Bure</b> Plough dredge (Mar)	Contractor	2,000	0	10,000	0
<b>Site restoration</b> Stokesby, Lower Bure & Postwick Tip	-	-	-	43,540	33,240
<b>Site preparation</b> Peto's Marsh, Carlton Marshes	-	-	-	15,860	12,340
<b>Total</b>	<b>47/99</b>	<b>44,000</b>	<b>23,130</b>	<b>578,360</b>	<b>341,880</b>

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