

Navigation Committee

Agenda 11 June 2020

2.00pm

This is a remote meeting held under the provisions of [The Local Authorities and Police and Crime Panels \(Coronavirus\) \(Flexibility of Local Authority and Police and Crime Panel Meetings\) \(England and Wales\) Regulations 2020 no. 392](#)

Participants: You will be sent a link to join the meeting. The room will open at 1.30pm and we request that you log in by 1.45pm at the latest to allow us to check connections and other technical details.

Members of the public: To observe the meeting (as a non-participant) we will publish a Live Stream link 2 days before the meeting. Please use the following email for any queries about the meeting: committees@broads-authority.gov.uk

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 16 January 2020** (Pages 3-11)
6. **Summary of actions and outstanding issues following discussion at previous meetings** (Pages 12-16)

Navigation matters

7. **Chief Executive's report and current issues** (Pages 17-23)
Report by Chief Executive
8. **Construction, Maintenance and Environment work programme progress update** (Pages 24-29)
Report by Head of Construction, Maintenance and Environment

9. **Planning application with navigation implications: BA/2020/045/COND Piling left bank of Haddiscoe Cut, North of Haddiscoe Dam (A143), Northern River Edge, NR31 9HX**
(Pages 30-32)
Report by Senior Planning Officer

Reports for information

10. **Trowse Rail Bridge** (Pages 33-38)
Report by Director of Operations
11. **Annual income and expenditure 2019/2020** (Pages 39-46)
Report by Chief Financial Officer

Other matters

12. **To note the date of the next meeting – Thursday 3 September 2020 at 2.00pm** (venue to be determined)
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. **To receive the Exempt Minutes from the meeting held on 16 January 2020** (Pages 47-48)
15. **Hire boat industry – financial position** (Pages 49-52)
Report by Chief Executive, Chief Financial Officer, and Collector of Tolls

Navigation Committee

Minutes of the meeting held on 16 January 2020

1.	To receive apologies for absence	2
	Welcome	2
	Recordings	2
	Chair announcement	2
2.	To receive declarations of interest	2
3.	To note whether and items have been proposed as matters of urgent business	2
4.	Public question time	2
5.	Minutes of the Navigation Committee meeting held on 31 October 2019	3
6.	Summary of actions and outstanding issues following discussions at previous meetings	3
	Network Rail	3
7.	Chief Executive's report and current issues	3
	Navigation charges for 2020/21	3
	Landscape review	4
8.	British Marine work on emissions and green boating	5
9.	Navigation finance	6
	Navigation income and expenditure	6
	Draft budget	6
10.	Powerboat racing	7
11.	Construction, maintenance and environment work programme progress update	7
12.	Date of next meeting	7
13.	Exclusion of the public	7
14.	Moorings provision – update	8
	Appendix 1 – Declaration of interests Navigation Committee, 16 January 2020	9

Present

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

In attendance

Emma Krelle - Chief Financial Officer, Sarah Mullarney - Administrative Officer, Angie O'Connor – Asset Officer, John Packman - Chief Executive, Rob Rogers - Director of Operations.

Also, in attendance

Ross Wombwell – British Marine

1. To receive apologies for absence

Apologies were received from John Ash and Simon Sparrow.

Welcome

The Chair welcomed Ross Wombwell, Head of Technical Services, British Marine to the meeting.

Recordings

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

Chair announcement

The Chair reported the sad news that Arthur Hindley, a former Broads Authority member of staff had passed away. Arthur had worked with the Port and Haven Commissioner and was a Senior Rivers Inspector for the Broads Authority. Members expressed their condolences.

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 the Navigation Committee meeting held on 31 October 2019

The minutes of the meeting held on 31 October 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

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

Network Rail

The Chief Executive provided an update on the meeting with Network Rail on 7 January 2020.

Trowse bridge – It was reported that it would be some time before any specific action was taken at Trowse bridge; Network Rail will be examining the business case for any replacement.

Reedham and Somerleyton – The re-signalling of the whole system commences in February. The role of the signal box operator will be solely to open the bridges. After the work is complete, the phone number for the signalling boxes will be made available by Network Rail so the bridge operators can be contacted directly.

One member asked if the bridges would remain open or closed during the re-signalling work, the Chief Executive said he would find out and inform members.

Members noted the report.

7. Chief Executive's report and current issues

Navigation charges for 2020/21

The Chief Executive reported back to the committee following the 22 November 2019 Broads Authority decision for the navigation charges for 2020/21. Broads Authority members shared the views of the Navigation Committee for the installation of pontoons at Peto's Marsh, but preferred the option to do this in 1 year to coincide with the opening of the new visitor centre. Officers had explored the suggestion to install donation posts to help fund the moorings, however evidence suggested the cost of running the donation posts would be unlikely to be met by the income.

One member queried the existing commitment to provide pontoons at Peto's Marsh and asked why the Navigation Committee wasn't consulted on this as part of the mooring priorities. He suggested that matters of joint funding projects in the future be brought to the Committee in a timely fashion. The Chief Executive explained that there was no commitment for the pontoon's to be delivered next financial year, however members had seen it as a good opportunity to provide additional moorings. He added that there was an arrangement with the Suffolk Wildlife Trust, as part of the whole project, to use dredged material from Oulton

Broads for the landscaping of the Peto's Marsh site as well as to strengthen the banks. This was an overall benefit for the navigation and provided a solution to an ongoing issue for the Authority.

It was noted that the Navigation Committee had been previously consulted on arrangements at Peto's Marsh in 2018, before some members had joined the committee. The Chair concluded that in the future, discussions about potential projects would be at an earlier stage with all members, to guide the tolls working group.

Members were also informed of the Broads Authority decision to include a differential toll for unpowered, hybrid and electric vessels. The Chief Executive said members felt this wouldn't be sufficient to enable people to make an immediate switch, but was a signal that the Broads Authority was taking climate change seriously, and a signal to toll payers that alternative forms for propulsion were needed in the long run. In response to a member question about hybrid vessels, the Chief Executive said that there was a specific category for hybrid hire boats but new categories may need to be added if other hybrid crafts emerged.

Members discussed electric charging points, and how they were used. It was noted that the existing network would need to expand to support an increase in electric boats; members discussed where this electricity would come from and how it would be funded. No additional income was gained from the electric charging posts as the Authority could only charge at cost.

The Chief Executive explained that the Authority was currently evaluating existing moorings to determine how many had charging points, how many had the potential for charging points, and how close they all were to mains electricity. He said a report on this would be brought to the Navigation Committee in the future. The Chief Executive also mentioned discussions with Hethel innovation centre regarding developing a standalone system to provide electric charging for locations away from the grid. He said the project was at an early stage but would be the first in the country. Members were in support of the Authority leading the way on innovation and said it was important to encourage sustainable transport and develop best practice.

One member said it was important to promote alternative propulsion, not just electric. The Chief Executive agreed and said the important partnership with British Marine was looking at how different propulsion systems would be serviced and supported.

The Chief Executive added that he had been exploring connections with Orkney's, and how the Authority could learn from the work they were doing such as their hydrogen powered ferry. He said the committee would be kept informed on this.

Landscape review

The Chief Executive summarised that the landscape review had few direct implications for navigation. The draft report for the 31 January 2020 Broads Authority meeting had been circulated to all members for comment.

Some members disagreed with the landscape review recommendation to combine the National Park grant and navigation finances. One member said this would simplify the

finances and that costs associated with the use of navigation should come out of the navigation budget. The Chief Financial Officer explained that the Authority currently submits consolidated accounts to Defra and it was noted that the split makes the finances complicated to manage. The Chief Executive concluded that it would be a Government decision whether to combine the finances and said the Authority would wait for the Government's response.

Members noted the report.

8. British Marine work on emissions and green boating

Ross Wombwell gave a presentation on the work of British Marine in reducing emissions and future green boating. It was explained that the objective of the Government's Clean Air Strategy was to have zero emissions by 2050. The Department for Transport's recent call for evidence would ensure that the Government had the right data to know what needed to change for the maritime sector.

The Clean Maritime Plan, looking at the future for vessels operating in UK waters, sets the Government expectation that by 2025 all vessels operating in UK waters will maximise the use of energy efficient options; new vessels ordered for use on UK waters will be designed with zero emission propulsion capability; and zero emission commercial vessels will be in use on UK waters.

To meet these expectations the industry was looking at alternative propulsions; solutions included pure electric systems, Gas to liquids (GTL), pure biodiesel, traditional and alternative hybrids. It was noted that these propulsions also needed to manage upgrades to existing vessels, and Government help was needed to develop propulsion technologies.

Ross Wombwell discussed the differences between the automobile and marine sectors, noting that the marine sector couldn't affect change as quickly. Members were informed that British Marine were in communication with the Government about a full life cycle analysis. He said a long-term strategy was needed to establish how existing vessels transitioned to zero emissions, how this was done within the existing infrastructure, and what the cost of these changes would be. He further explained the difficulty for alternative propulsion systems to be certified as safe and said a change in legislation was required to introduce the right safety standards for new technologies.

Ross Wombwell concluded that expectations for the 2025 target should be managed, and consideration was needed for who would be responsible for changes and how they would be funded. He said alternative propulsion should be encouraged and standardised to create the ability for safe use as quickly as possible.

The Chair thanked Ross for his presentation.

9. Navigation finance

Navigation income and expenditure

The Chief Financial Officer provided members with an update on the figures to the end of November 2019. The actual variance for navigation income and expenditure by directorate had increased to £78,332. The increase variance was due to toll income being ahead of profile. There was no change to the latest available budget or forecast. The earmarked reserves had decreased slightly to £885,797 due to the purchase of the electric van.

Draft budget

The Chief Financial Officer explained that the draft budget incorporated the toll increases and the installation of pontoons at Peto's Marsh. The main adjustment for the Operations budget was to cover the deposit for a new replacement JCB, and it considered the loss of staff recharges to Whittingham Charitable Trust. It was explained that the decrease in the Chief Executive directorate was due to not recruiting to the solicitor post.

The Chief Financial Officer highlighted that there was uncertainty with the pay negotiations, but said the budget made provisions for a 2% pay increase. It was explained that the budget assumes all posts are filled. She added that it was also unknown what the National Park grant would be from 1 April 2020. Members were reassured that the projections maintained the navigation reserves at 10%.

Members discussed member understanding of how the budgets were formed, and toll payer perception of annual toll increases. One member noted that any projects would require an increase in tolls, and suggested the Navigation Committee be involved earlier in the budget review process to advise Officers on priorities. Another member commented that earlier sight of the desirable projects would help toll payers embrace increases. The Chief Executive supported exploring options earlier in the process but said the information on income and expenditure wasn't known until autumn, creating a narrow window for review.

Members agreed that the tolls were good value for money comparative to other navigation authority charges, for example Environment Agency charges will increase by 7.5% a year for the next three years, and discussed how to better communicate with toll payers. It was noted that finance information was publicly available in committee papers and the Broad Sheet publication, with the latter being sent to all toll payers with their toll account. Another member commented on the importance of the monthly briefings enabling people to directly access the information.

A member said rather than listening to a small number of toll payers, members needed perspective of the 10,000 toll payers. The Chief Executive added that the independent sample survey in 2014 of toll payers was very useful and showed that the majority of private boat owners were content. It was suggested this be conducted again soon.

In response to a member question about utilising the extra navigation reserves for projects, it was explained that the reserves were maintained at 10%. Where the reserves were above this level at the end of the financial year it would reduce the amount needed in tolls next year.

The Chief Financial Officer further explained that it was difficult to find solely navigation projects, especially where they were split between navigation income and the National Park grant; whilst the navigation charges could be changed, the National Park grant was set by the Government.

The Chair concluded that there was an opportunity going forward to think more about how to get the message across in the future.

Members noted the report.

10. Powerboat racing

Members were made aware that Steve Birtles, Head of Safety Management, had retired before Christmas.

The Director of Operations introduced a report on the powerboat racing fixture dates for the 2020 racing season.

Members had no comments on the Powerboat racing dates proposed for 2020. Members noted the report.

11. Construction, maintenance and environment work programme progress update

The Director of Operations gave an update on the work programme for the construction, maintenance and environment teams.

It was noted that the highest percentage of construction and maintenance staff time allocated to navigation tasks in 2019/20 was for dredging.

Members were informed of the boardwalk installed at Hoveton; constructed from recycled plastic, it has a 50-year lifespan, and the plastic could be recycled again once finished with.

Members noted the report.

12. Date of next meeting

The next meeting of the Navigation Committee would be held on **Thursday 23 April 2020** at the Dockyard, Griffin Lane, Thorpe St Andrew, Norwich, NR7 0SL commencing at 2pm.

13. 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 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.

The public left the meeting and the recording was suspended.

14. Moorings provision – update

Members received an update on the Authority's strategy for the provision of moorings, previously reviewed by the Navigation Committee at the 13 June 2019 meeting.

The meeting ended at 4:20pm.

Signed

Chairman

Appendix 1 – Declaration of interests Navigation Committee, 16 January 2020

Member	Agenda/minute	Nature of interest
Alan Thomson	-	As previously declared
Mike Barnes	-	As previously declared, toll payer
Kelvin Allen	-	As previously declared, toll payer
Leslie Mogford	-	As previously declared
Andy Hamilton	-	As previously declared
Harry Blathwayt	-	As previously declared
Greg Munford	-	As previously declared
Matthew Bradbury	-	As previously declared
Linda Aspland	-	As previously declared

Navigation Committee

11 June 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
Staithes report	20/04/2017	Lewis Treloar	Prof Williamson had been chased for the Staithes report and the Authority hoped to receive the maps by the end of April.	The staithes report is complete with further investigative work continuing by the Broads Local Access Forum (BLAF) to ascertain whether more staithes could be added to the list. The last BLAF meeting was postponed so no update has been received. The next BLAF meeting is on 3 June 2020.	03/06/2020
Network Rail Whole Life Strategy	19/10/2017	John Packman	Network Rail Whole Life Strategy for swing bridges and replacing Trowse	May 2020: Following sensor replacement works at Somerleyton, Reedham and Oulton, Network Rail believes the operational reliability of these bridges	

Title	Meeting date	Lead officer	Summary of actions	Progress so far	Target date
			Swing Bridge with a fixed bridge.	will be improved. As we enter into Summer 2020 we will monitor opening and breakdowns to ascertain this reliability. The Authority and Network Rail continue to discuss swing bridge issues. The Authority is part of a Working Group with Norfolk County Council, Norwich City Council, LEP, Network Rail and Greater Anglia working on the issues at Trowse Bridge and gathering wider support and funding for a replacement/ better operational reliability of this bridge. A further update is at item 10 on this agenda.	
Planning application with navigation implications: BA/2018/0466/FUL – Land at Burgh Castle – BFAP Compartment 34	17/01/2019	Rob Rogers	Lease arrangements and re-piling at Burgh Castle for the reinstatement of free 24 hour moorings.	Following the exempt paper considered at Navigation Committee and Broads Authority, officers have presented the landowner with a series of options on the alternative Burgh Castle mooring site, based upon the recommendations in the exempt report. We await the landowner's response.	

Title	Meeting date	Lead officer	Summary of actions	Progress so far	Target date
				<p>19/12/20: Exempt Paper (16 Jan Nav Com) will update Members on status at Burgh Castle.</p> <p>16/01/20: Members supported 99-year lease agreement, including the Broads Authority taking on full responsibility for the piling structure.</p> <p>21/01/20: Management Team agreed 99-year lease at peppercorn rent and for Broads Authority to take full responsibility for the piling structure at Burgh Castle moorings.</p> <p>27/05/20: Development and improvements at Belton Reach (new name for Burgh Castle's moved mooring location) are progressing from an operational planning perspective, although the budget for this project has now been deferred to 2021/2022 due to Covid-19 funding issues.</p>	
Feedback on Navigation Committee appointment process	13/06/2019	John Packman	Areas for improvement with the co-opted member appointment process were identified. Members discussed the list of user	Member feedback has suggested grouping the organisations by interest rather than consulting a large list of individual organisations. Any formal changes to the process will be presented	01/09/2022

Title	Meeting date	Lead officer	Summary of actions	Progress so far	Target date
			organisations consulted as part of the process. Members were asked to provide feedback on this list to officers.	to the Broads Authority to adopt for future appointments.	
Safety by the water guide	05/09/2019	Natalie Beal	A draft Safety by the Water Guide has been produced to help implement the Broads Local Plan. Members suggested that the guide be reviewed by the Broads Authority's solicitor for advice on constructing a disclaimer to appear at the beginning of the document.	The comments of the Navigation Committee will be reported to the Planning Committee. The final guide will be shared with Navigation Committee members for review before it is adopted by the Broads Authority. This will be reported to Navigation Committee at a future date.	
Landscape review	16/01/2020	John Packman	Navigation Committee members were asked to comment on the draft Landscapes Review - response report for 31 January 2020 Broads Authority meeting.	Broads Authority report 31/01/20 on Landscapes Review Proposal 27: A new financial model – more money, more secure, more enterprising; "unnecessary complexities, such as the requirement for the Broads Authority to account for income and expenditure from National Park Grant separately ... should be	

Title	Meeting date	Lead officer	Summary of actions	Progress so far	Target date
				addressed." Broads Authority draft response is that it would be a Government decision whether to combine the finances and the Broads Authority would await the Government's response.	
Mooring priorities - update	16/01/2020	Rob Rogers	Members made recommendations on the mooring updates previously reviewed by the Committee at the 13 June 2019 Navigation Committee meeting.	Lease negotiations of new and existing sites progressing.	

Author: Sarah Mullarney

Date of report: 29 May 2020

Navigation Committee

11 June 2020

Agenda item number 7

Chief Executive's report and current issues

Report by Chief Executive

Purpose

The 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.

Contents

1. Responding to the COVID-19 emergency	1
2. Procedure and actions for remote meetings held under the Coronavirus Act 2020	2
3. Navigation patrolling and performance targets	2
4. Sunken and abandoned vessel update	3
5. Planning enforcement update	3
Appendix 1 – Rangers exercise of powers analysis – April 2020	4
Appendix 2 – Ranger duties: total time allocated and actual days – April 2020	5
Appendix 3 – Sunken and abandoned vessels current position as at 28 May 2020	6
Appendix 4 – Prosecutions dealt with in court for non-payment of tolls and navigation Offences from 28 May 2020	7

1. Responding to the COVID-19 emergency

- 1.1. Members will be aware from regular briefings of the steps the Authority has taken in responding to the current crisis: ensuring that staff and volunteers are safe, maintaining services and the upkeep of the waterways and lobbying for support for local tourism businesses and the hire boat industry in particular. We have also tried to keep private boat owners and hire boat companies informed of the implications of the changes in Government guidance.

- 1.2. The decision to keep the essential health and safety and maintenance work going proved to be a critical in allowing private boating to recommence on 13 May. Since that date some of the loss in the Authority's private boat income has been recovered but as of 31 May private boat income stands at around £383,000 below where it would be expected to be in a normal year and hire boat income remains at virtually zero. The Authority is very concerned about the impact of the restrictions on local companies and the consequential impact on the Authority's own financial position.
- 1.3. The Authority's officers continue to work closely with Government officials on a timetable for the removal of the remaining restrictions: especially those related to private boat owners staying on their vessels overnight and the ability of the hire industry to restart.
- 1.4. The high level of uncertainty and rapid change involved in responding to the crisis places considerable pressure on the managers of local companies and the Authority's officers. Members will be given an update at the meeting of discussions with Defra officials both on the timetable for the removal of further restrictions to boating on the Broads and the availability of financial assistance to the Authority.

2. Procedure and actions for remote meetings held under the Coronavirus Act 2020

- 2.1. At the Broads Authority on 22 May, members agreed temporary Standing Orders for the conduct of any remote meeting of the Broads Authority and its sub-committees held under the provisions of [The Local Authorities and Police and Crime Panels \(Coronavirus\) \(Flexibility of Local Authority and Police and Crime Panel Meetings\) \(England and Wales\) Regulations 2020 no. 392](#) ('the Regulations'), made under section 78 of the Coronavirus Act 2020.
- 2.2. The Authority agreed to defer the Annual Meeting scheduled for July 2020, with all appointments from the 2019 Annual Meeting continuing, including the appointment of two co-opted members to the Authority. A decision on when to hold the Annual Meeting will be reviewed at the Authority's meeting in September.

3. Navigation patrolling and performance targets

- 3.1. During the COVID-19 lockdown period, the Authority has put in place a safe system of working to enable the Ranger team to continue with patrolling and other essential maintenance tasks around the system. When not working on essential tasks, Rangers have been completing plans for future projects, collecting data and updating risk assessments, shown in Appendix 2 as team meetings and work planning. The exercise of powers in April was limited to a small number of isolated cases due to the very low numbers of vessels moving at this time. There was one prosecution relating to Navigation offences on the River Yare at Reedham, and a further case is awaiting a court date.

4. Sunken and abandoned vessel update

- 4.1. The sunken abandoned vessels are at Appendix 3. There are two sunken vessels on the system, following work over the winter to raise and remove as many as possible ahead of the new season.

5. Planning enforcement update

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

Author: John Packman

Date of report: 01 June 2020

[Broads Plan](#) objectives

Appendix 1 – Rangers exercise of powers analysis – April 2020

Appendix 2 – Ranger duties: total time allocated and actual days – April 2020

Appendix 3 – Sunken and abandoned vessels current position as at 28 May 2020

Appendix 4 – Prosecutions dealt with in court for non-payment of tolls and navigation
Offences from 28 May 2020 to 28 May 2020

Appendix 1 – Rangers exercise of powers analysis – April 2020

Verbal warnings: No verbal warnings reported during this period.

Table 1

Written warnings	Wroxham launch	Irstead launch	Ludham launch	Ludham launch 2	Norwich launch	Hardley Launch	Burgh St Peter launch	Breydon launch
Care and caution	0	0	0	0	0	0	0	0
Speed	0	0	0	0	1	0	0	0
Other	0	0	0	0	0	0	0	0
Special directions	0	0	0	5	0	0	0	0

Table 2

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	18	20	18	15	21	23	19	5
Volunteer patrols	0	0	0	0	0	0	0	0
IRIS reports	1	1	1		1	1	3	1

Broads Control total calls

Telephone: 2984

VHF: 0

Appendix 2 – Ranger duties: total time allocated and actual days – April 2020

Table 1

Broads Authority corporate duties

Work area	Actual days to date
Training	30.20
Broads Control	48.85
Team meetings, work planning	156.01
Partnership working	1.82
Assisting other sections	6.08
Billets and boatsheds	1.82
Launch – general	0.27
Trailers - general	0
Vehicle maintenance	0.61
Other equipment repair	0.61
Total	246.27

Table 2

Navigation duties

Work area	Actual days to date
Patrolling	146.42
Escorts	9.80
Prosecution files	2.84
Bankside tree management	3.04
Obstruction removal	2.30
Channel markers and buoys	0.41
Signs and boards maintenance	7.09
Adjacent waters	0
Reactive mooring maintenance	2.97
Total	174.87

Table 3

Conservation, recreation, countryside maintenance

Work area	Actual days to date
Fen management	1.42
Lake, riverbank restoration	0.61
Invasive species control	0
Other conservation work	3.04
Pollution response	0.68
Visitor site maintenance	53.18
Public engagement	0
Public footpath work	1.01
Education work	0
Total	59.94

Team total up to 20 May 2020

Percentage Navigation: 74%

Percentage National Park: 26%

Appendix 3 – Sunken and abandoned vessels current position as at 28 May 2020

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	Sutton/Stalham cut	Liaising with owner, not in the navigation	No	Monitoring

Appendix 4 – Prosecutions dealt with in court for non-payment of tolls and navigation Offences from 28 May 2020

Type of vessel	Vessel name	Fined	Costs awarded	Victim surcharge	Compensation
Houseboat	Silver Dawn	£300	£150	£30	£81.75
Houseboat	Titch	£150	£150	£30	£179.85
Aux Yacht	Fogster	£440	£150	£44	£130.65
Motor Cruiser	Asterion	£440	£150	£44	£312.57
Day Boat	Tinker II	£300	£150	£32	£135.90
Motor Cruiser	Cobalt	£400	£150	£40	£285.39
Motor Cruiser	Silver Leaf	£300	£150	£32	£244.62
Motor Cruiser	White Lady	£280	£150	£32	£176.67
Aux Yacht	Sea Wyvern	£220	£150	£32	£100.50
Motor Cruiser	Cocktails and Dreams	£200	£773.68	£32	£0

Navigation Committee

11 June 2020

Agenda item number 8

Construction, Maintenance and Environment work programme progress update

Report by Head of Construction, Maintenance and Environment

Purpose

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

Contents

1.	Maintaining water depths for navigation	1
2.	Maintaining safe public mooring facilities	2
3.	Our resources	3
4.	Managing water plants	3
5.	Other navigation works	4
	Appendix 1 – Dredging progress 2020-2021 (April 2020 to end March 2021)	5
	Appendix 2 – Dredging summary 2019-2020 (April 2019 to end March 2020)	6

1. Maintaining water depths for navigation

- 1.1. The detailed breakdown in Appendix 1 gives the volumes for the annual dredging programme for the first month (April) of the 2020/2021 work planning year. A total of 2,930m³ of dredged sediment has been removed from the prioritised sites. This figure represents 7% of the programmed target of 41,400m³ for 2020/2021. Staff working on the dredging projects have been able to socially distance effectively and have continued to be active throughout the COVID-19 lockdown period.
- 1.2. So far in the 2020/2021 reporting year, dredging on the River Bure in April has been focussed on the entrance to South Walsham Broad from Fleet Dyke, and then to shoals on the main river between Oby and Acle. The set of machinery from the Bure will then travel round the River Yare to start work near Trowse. The second set of dredging

equipment has been serviced following its work over the winter at Hickling; then is destined for work on Oulton Broad. Dredging in Oulton, working from Oulton dyke towards Mutford Lock will continue for a planned 20 weeks, taking this seasons operation through until September.

- 1.3. Appendix 2 gives the summary of the dredging programme over the whole of the 2019/2020 reporting year. Overall a successful year was had, with the total dredged volume being within one large wherry load of the predicted target. The completion of Phase One of the three-year CANAPE project at Hickling Broad was an important milestone to reach. The planned volume of sediment to be placed in the lagoon area for the reedbed creation was exceeded. This will help next winter (2020/2021) as we now have reached 15,620m³ of the 19,000m³ requirement to complete the habitat creation.
- 1.4. Also in the Upper Thurne, Phase One of a two-year project to dredge the length of Waxham Cut was also completed. The sediment was successfully removed and placed along the back of the floodwall to provide some additional strength to this structure.
- 1.5. In terms of the reporting approach taken here, the contents of the Appendices have developed over many years of different Navigation Committee requests and queries. The one area that shows greatest variation between original plan and actually completed is the project costings. As highlighted in the footer of the Appendices, the project costs include staff time for all work elements (including pre-works ecological mitigation, site set-up, active dredging & site restoration); use of Authority owned plant; & budgetary expenditure (including equipment hire, survey costs, contractor costs, mitigation works, materials & consumables etc); within the reporting period. The variation between planned and actual costs is dependent upon many factors, which come into play through the year.
- 1.6. The revenue (cash) budgets requested each year have a sophisticated monthly monitoring process and significant variation from the forecast is rare. The majority of the variation in the actual project costs comes down to the number and duration of staff deployed on any one particular project. In 2019-2020 the cost of staff (including on-costs of daily transport, workwear, PPE, training etc) on the dredging programme accounted for roughly 63% of the total programme cost. Whereas at the start of a planning year, if cautious (high) predictions are made about number of staff or duration of work and the actual number to complete the work is lower, then the projects show a significantly lower actual cost. To ensure reporting of planned and actual is aligned more closely, some improved predictions can be used on the staff resource requirement and any variation that occurs can be tracked in these reports to Navigation Committee through the year.

2. Maintaining safe public mooring facilities

- 2.1. Through April COVID-19 restrictions have delayed some of the contractor work on the Authority's 24-hour moorings. The re-piling at Acle Bridge 24 hr mooring had a two-month delay but has now resumed. Similarly, the refurbishment of capping timbers at

Paddy's Lane 24 hr mooring was delayed due to material supply issues, but has since been completed.

- 2.2. Staff have worked to complete the replacement of timber capping at the downstream end of Somerleyton 24 hr mooring; installation of new signage at Horning Parish Staithe; replace the path at Cantley 24 hr mooring; remove a fallen tree blocking the River Waveney at Geldeston; replaced and made safe 100 metres of mooring grass path edge with additional topsoil and turf at Bramerton 24 hr mooring; plus, a huge number of smaller repairs and rectifications of reported defects at 24 hr mooring sites. This period of maintenance during lockdown has enabled the moorings to be opened immediately following the easing of some lockdown rules regarding recreational access.
- 2.3. Given the uncertainty over the financial impacts of COVID-19 on revenue budgets available for maintenance work, one identified project that is currently on hold is progress with the new 24 hr mooring at Belton Reach. This location replaces the old Burgh Castle 24 hr mooring. The Rivers Engineer is continuing with compiling the project plan and construction detail but we await further information before being able to confirm a date for starting work on the ground.

3. Our resources

- 3.1. In a similar manner to the Operations Technicians who have been active around the Broads during lockdown, the Plant & Equipment Team have been busy at the Dockyard progressing refits and repairs to a range of essential kit. Work completed includes replacement engine and repainting the tug Bantam; fitting out the new, as yet unnamed, welfare barge; stripping out and servicing the mud pump; replacing steel sections of a dumb lighter to be brought into active usage on work sites; and a range of routine servicing of trailers, power tools, mowers, chainsaws and brush-cutters.
- 3.2. Staff changes in the last period has seen some changes within the Operations Technicians. Glen Owen has retired and Nick Turner and Tim Sanderson have moved on to other employment. Two new starters, Neil Brewster and returning apprentice Jack Kean have both begun their induction period. Recruitment for one Operations Technician post has been put on hold until the financial position post COVID-19 becomes clearer.

4. Managing water plants

- 4.1. Water clarity throughout April was exceptional, so water plant growth has responded accordingly. The first cut of the year has happened at Somerton/Martham on the Thurne and upstream of Belaugh on the Bure. A return trip to Somerton is planned prior to visiting the River Ant. Cutting the southern rivers typically start later in June.
- 4.2. Like dredging the challenge for water plant cutting is often not the removal of material from the river but what to do with the arisings. The Environment Agency has granted permission for the Authority to offload cut plants on an extended section of their bank

near Martham. However, as the total volume of material removed from the River Thurne has also increased, this only just provides space for the material cut between Somerton 24 hour mooring and Martham Ferry. Where margins of the river edge can be left unmanaged this retains valuable habitat, particularly through the section upstream of Dungeons Corner. This stretch is home to some rare species that occur nowhere else in the Broads and the area is heavily protected for its conservation value. As ever the management challenge is about working to seek solutions that preserve all the rights and characteristics of those using the Broads water space.

- 4.3. To help visitors and regular users alike, articles explaining the water plant management work that gets carried out in the Broads have been published in this seasons Broadsheet (front page) https://www.broads-authority.gov.uk/data/assets/pdf_file/0025/264751/Broad-Sheet-Feb-2020.pdf and the Broadcaster (pages 30-31) <https://edition.pagesuite.com/html5/reader/production/default.aspx?pubname=&edid=7b9d4321-8dee-4ce8-aa11-3c7fc1916c9f>.

5. Other navigation works

- 5.1. A project team, including the Waterways & Recreation Officer has been brought together to draft the contents of a Waterways Management Strategy and Action Plan. This document aims to review and update the 2007 Sediment Management Strategy, but embrace the new ways of working developed in the intervening 13 years. These include different ways of dredging and moving sediment; greater accuracy and coverage of hydrographic surveys and the other critical waterways maintenance activities of water plant cutting and riverside tree management. Through considering all the maintenance requirements of the “navigable envelope”, or river cross section, including the river margin and bankside environment, this heavily operationally focussed strategy and action plan aims to provide clarity on what the Authority aims to achieve through its waterway’s management activities. The strategy will not seek to duplicate or cross-over with the existing Biodiversity & Water Strategy, or the Integrated Access Strategy. The timeline for consultation with stakeholders in November 2020, coming for discussion at Navigation Committee in December 2020.

Author: Dan Hoare

Date of report: 28 May 2020

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

Appendix 1 – Dredging progress 2020-2021 (April 2020 to end March 2021)

Appendix 2 – Dredging summary 2019-2020 (April 2019 to end March 2020)

Appendix 1 – Dredging progress 2020-2021 (April 2020 to end March 2021)

Project title	Active Broads Authority dredging weeks completed/ planned	Planned volume removed m ³	Actual volume removed m ³	Planned annual project cost ¹	Actual project cost
River Bure South Walsham & Acle to Oby (Apr - May)	3/8	2,000	2,930	40,703	18,890
River Waveney Oulton Broad to Peto's Marsh (May - Sep)	0/20	8,500	0	110,104	4,980
River Yare Prioritised shoals between Trowse & Cantley (Jun – Sep)	0/15	6,400	0	114,507	600
River Thurne - Waxham Cut Sidecast (Nov - Dec)	0/7	6,000	0	26,862	200
River Thurne River Thurne sites & Catfield Dyke to Chara bay (Oct-Feb) <i>Plus 4 weeks for planting geotextile bags</i>	0/19	8,000	0	150,664	4,230
River Yare Haddiscoe Cut to Raveningham (Nov-Feb)	0/20	8,500	0	106,990	0
Lower Bure Plough dredge (Mar)	Contractor	2,000	0	10,000	0
Site restoration Waxham Cut (Phase 1), Tyler's Cut, 6 Mile House	-	-	-	12,000	1,640
Site preparation Peto's Marsh, Carlton Marshes	-	-	-	16,000	200
Total	3/89	41,400	3,000	587,830	30,740

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

Appendix 2 – Dredging summary 2019-2020 (April 2019 to end March 2020)

Project title	Active Broads Authority dredging weeks completed/planned	Planned volume removed m ³	Actual volume removed m ³	Planned annual project cost ²	Actual project cost
Hickling Broad a) Dredging of marked channel & habitat creation (Oct - Feb)	19/22	8,000	9,760	149,670	84,900
Tyler's Cut, Dilham a) Dilham Staithe and 600m downstream (Nov - Dec)	4/17	3,000	3,000	40,330	19,590
Mid-Bure a) South Walsham Fleet Dyke (Apr - May) b) Oby to Acle Bridge (Jun - Aug)	34/22	13,000	19,710	126,640	166,550
Oulton Broad Dredging in North Bay (Aug - Sep)	3/9	1,200	1,200	51,680	25,490
Waxham Cut Dredging & sidecast (Nov - Jan)	7/13	4,000	4,700	38,090	38,960
Waveney Beccles to Stanley Carrs (Apr - Jul)	10/16	8,000	5,570	102,550	82,530
Lower Bure Plough dredge (Mar)	Contractor	2,000	0	10,000	0
Site restoration Stokesby, Lower Bure & Postwick Tip	-	-	-	43,540	33,750
Site preparation Peto's Marsh, Carlton Marshes	-	-	-	15,860	15,600
Total	77/99	44,000	43,930	578,360	467,370

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.

Navigation Committee

11 June 2020

Agenda item number 9

Planning application with navigation implications: BA/2020/045/COND Piling left bank of Haddiscoe Cut, North of Haddiscoe Dam (A143), Northern River Edge NR31 9HX

Report by Senior Planning Officer

Purpose

A planning application BA/2019/0167/FUL was submitted in May 2019 for driving/removal/maintenance of piling and re-grading 126m of the river's edge. Permission was granted in July 2019 and Condition 6 was imposed to clarify that the permission did not convey any mooring use. Application BA/2020/0045/COND was submitted in February 2020 for removal of Condition 6 of permission BA/2019/0167/FUL.

1. Background

- 1.1. Haddiscoe Cut is a short, straight canal which links the River Yare to the River Waveney, and was originally constructed to reduce journey times between Lowestoft and Norwich. The site is situated to the west of St Olaves Marina and the A143 trunk road flyover.
- 1.2. The site in question is on the north side of the cut, immediately to the west of the bridge. Land access is available under the flyover.
- 1.3. The 2019 application sought permission for a length of 126m of piles and associated tie rods to be installed on the landward side of the existing failed piles, with the failed piles subsequently removed. The works were part of the Broadland Flood Alleviation Project and had been required for some time as the existing piling was on the Broads Authority list of hazardous piling. These works have since been carried out.
- 1.4. This site is not currently used for mooring and nor has it been in recent years. A number of barges were moored here previously on the nearby Environment Agency piling, but these did not have planning permission and the Broads Authority received regular complaints about them. The only moorings with planning permission on this stretch are the Broads Authority de-masting moorings either side of the bridge. These were

required under a s106 legal agreement relating to the mooring basin and were constructed jointly by the Broads Authority and the landowners.

- 1.5. The Application Form submitted under BA/2019/0167/FUL stated that the site was currently used for mooring. Following discussions between the Planning Officer and the agent, it was concluded that any historical mooring use there might have been had ceased and there was no existing mooring use. The poor condition of the piling had contributed to this. It was agreed with the agent to include a condition restricting mooring, and the following wording was agreed:

The planning permission hereby granted is for the installation of piling only and does not convey any mooring use. The piling shall not be used for the mooring of vessels at any time.

Reason: For the avoidance of doubt and to ensure that the width of the channel is not hindered by the mooring of vessels in this narrow section of river.

- 1.6. As part of the Local Plan process, the site was submitted for consideration on behalf of the owner as a site for residential moorings. The Inspector did not agree that the site was suitable for an allocation for this use so it was not included in the Local Plan.

2. The planning application

- 2.1. The current planning application has been submitted to remove Condition 6 of BA/2019/0167/FUL. Justification for this within the application is that there is an historical mooring use that they are simply resurrecting.
- 2.2. There is a formal process for establishing historical use of land and this involves the submission of an application for Certificate of Lawfulness for Existing use (CLUED). The agent has been advised that this would be the most appropriate method to demonstrate this claimed historical use and, if a CLUED were to be granted, there would then be a case for removing Condition 6.
- 2.3. The comments of the Navigation Committee on the planning application would be welcomed.

3. Conclusion

- 3.1. Member's views on any matters of relevance to navigation are sought and will be considered as part of the planning process.

Author: Cheryl Peel

Date of report: 01 June 2020

Background papers: BA/2019/0167/FUL

[Broads Plan](#) objectives

Appendix 1 - location map

Appendix 1 – Location map



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Navigation Committee

11 June 2020

Agenda item number 10

Trowse Rail Bridge

Report by Director of Operations

Purpose

To update Members on progress by partner organisations on potential solutions for Trowse Rail Bridge and the content of the agreed Position Statement. The Trowse Rail Working Group is made up of the Broads Authority, New Anglia Local Enterprise Partnership, Norfolk County Council, Norwich City Council, Greater Anglia and Network Rail.

1. Introduction

- 1.1. Trowse Rail Bridge carries train services into Norwich from outside the county. The single-track bridge crosses the River Wensum on the approach to Norwich Station. It is the only opening (swing) rail bridge in the country that carries an overhead electrical power supply.
- 1.2. The rail bridge is already a constraint to rail traffic. It is at a pinch point on the network, having a notable effect on train punctuality into Norwich. The height of the rail bridge is also a constraint to larger vessels wishing to navigate to the port of Norwich, with 2.74m clearance measurements given at average high water.
- 1.3. Network Rail is required by law (British Rail (Trowse Bridge) Act 1985) to open the bridge on demand to allow vessels to access the historic port of Norwich. The Act states that the bridge “shall open for the passage of vessels on request at any time of day or night, except when engines or carriages shall be about to pass over the new bridge.”
- 1.4. The frequency of rail services makes ‘opening on demand’ difficult, in terms of finding a time when train services would not be affected. In practice, and because of the technical issues in operating this bridge, an opening can be arranged with seven days’ notice, and with an opening on a Sunday at around 4am.

2. Wider opportunity

- 2.1. Immediately adjacent to Trowse Rail Bridge, there are development sites with enormous potential for mixed-use housing and employment opportunities (Deal Ground, Carrow Works and Utilities Site). These brownfield sites could form a new sustainable quarter of the city with good transport links, and deliver around 4,000 new homes and 6,000 new jobs.

- 2.2. Access to the sites to the east of the railway bridge is constrained by the rail bridge, which hinders vehicular, pedestrian and cycle access to the sites from the city centre. The local authorities are working with the development industry to bring forward opportunities, but planning is made more difficult by uncertainty about whether a scheme to replace Trowse Rail Bridge will come forward, the timing of this, and whether options involving a fixed bridge will be favoured.

3. Financial implications

- 3.1. The Broads Authority recognises that, if Trowse Rail Bridge was to be considered for improvement, there are cost differences between a fixed bridge and an opening bridge as well as implications for the navigation. With the recent removal of the old Thai Floating Restaurant (Vagabond) and the Sea Scouts Training base (The Lord Nelson), the need for the bridges to open has been further reduced.
- 3.2. The Authority is working within the partnership to find mitigation measures that would facilitate improvements to this structure and its operation.
- 3.3. Rail service providers recognise the need for additional and quicker services between Norwich and London. There is also a wider ambition for improving the frequency of Norwich to Cambridge services; the introduction of new services on East West Rail, which will connect Norwich via Cambridge to Bedford, Milton Keynes, Oxford and beyond; and improvements to the Midlands and the north (via Peterborough). An upgrade to the Trowse Rail Bridge is not seen as necessary for any of these improvements. However, the bridge is likely to be a constraint if the combination of improvements to routes into Norwich is considered.

4. Options

- 4.1. The 'do nothing' approach is not favoured by the majority of the working group, as it does not address any of the issues. Therefore, possible solutions are:
- a twin track fixed rail bridge
 - a twin track opening bridge
 - two single track fixed bridges

5. Next steps

- 5.1. The working group has prepared a Position Statement (Appendix 1) outlining the issues each group member faces from the Trowse Rail Bridge. A meeting is being requested with Network Rail's Anglia Route Director.
- 5.2. Network Rail has an investment programme running between 2019 and 2024 to carry out major infrastructure projects in our region. So far, these have included renewing the signalling system at Cambridge, track replacement to increase capacity between Kings Lynn and Cambridge and replacing Victorian signalling and track sensors between

Norwich, Great Yarmouth and Lowestoft. The aim is to get Trowse Rail Bridge into this programme.

Author: Rob Rogers

Date of report: 21 May 2020

[Broads Plan](#) objectives: 10.1

Appendix 1 - Draft Position Statement

Appendix 1 - Position Statement: Trowse Rail Bridge

What's the problem?

1. Trowse Rail Bridge carries all train services into Norwich from outside the county. The bridge, across the River Wensum on the approach to Norwich Station, is a single-track opening bridge. It is the only opening rail bridge that carries an overhead power supply in the country. The bridge is already a constraint to rail traffic but not a significant problem to the current services operated if everything is running to time. It does however present performance issues in other circumstances. The bridge is a pinch point on the network, having a notable effect on punctuality of arrivals into Norwich, as well as affecting timetabling and frequency of services and potentially presenting a risk to resilience of the rail network in and out of Norwich.
2. Network Rail is required by law to open the bridge for passing river traffic (British Railways (Trowse Bridge) Act 1985). This is to allow vessels to access to the historic port of Norwich. The Act states the bridge "shall open...for the passage of vessels on request at any time of the day or night except when engines or carriages shall be about to pass over the new bridge". Current frequencies of rail services make it difficult to find times to open the bridge when train services would not be obstructed. Opening is restricted (after giving seven days' notice) to a Sunday at 4am.
3. Immediately adjacent to the bridge are development sites with enormous potential for mixed-use housing and employment opportunities. These brownfield sites could form a new sustainable quarter of the city with good, clean transport links and deliver 4,000 new homes and 6,000 new jobs. Access to the sites to the east of the railway bridge is constrained by the current railway bridge which hinders vehicular, pedestrian and cycle access to the sites from the city centre. The local authorities are working with the development industry to bring forward the opportunities, but planning is made more difficult given uncertainties about whether a scheme to replace Trowse Rail Bridge will come forward; the timing of this; and whether options involving a fixed bridge will be favoured.
4. Local stakeholders recognise (as well as the franchise commitment for additional services between Norwich and London and the desire for these to be quicker) that east-west connectivity is a challenge. Local stakeholders recognise the ambition to improve the frequency of Norwich to Cambridge services; introduction of new services on East West Rail, which will connect Norwich via Cambridge to Bedford, Milton Keynes, Oxford and beyond; and improvements to the Midlands and the north (via Peterborough). Trowse Rail Bridge is not seen as being required for any of these individual improvements. However, the bridge is likely to prove a constraint if the combination of improvements to other routes into Norwich is also considered.
5. The local stakeholders including the Broads Authority recognise that if Trowse Rail Bridge were to be considered for improvement, there are cost differences between a fixed bridge and an opening bridge. The Broads Authority wants to work with partners to find

mitigation measures that would facilitate improvements to this structure and its operation. Norwich is an historic port and the Broads Authority is the Harbour Authority. The Authority recognises that the port is unlikely to be operational in the same way that it has been in previous years.

What are the desired outcomes?

6. Rail outcomes

Rail improvements at Trowse could help deliver further franchise commitments and future service aspirations as set out in paragraph 4 and have a notable effect on punctual arrivals in Norwich (Paragraph 1). This in turn could help drive modal shift and deliver the clean growth agenda. A new Trowse Bridge could also provide improved rail performance and increased speed limits on the line. An improved junction at Trowse could provide additional growth delivered by more frequent and timely services.

7. Regeneration outcomes

There is a significant opportunity for the regeneration of the Deal Ground, Utilities and Carrow Works sites where 4,000 new homes and 6,000 new jobs could be delivered. The sites have huge potential and are easily reached from Norwich city centre and the rail station by walking, cycling and public transport. This provides the potential not only for a new highly sustainable quarter of the city of remarkable environmental quality but also to significantly improve access to the Broads for the City's population.

The redevelopment of the brownfield sites offers unique opportunities for rare and significant plots of land. The existing biodiversity in the River Wensum will be able to be enhanced through this redevelopment, along with the establishment of a 'green grid' of characterful landscape spaces. The creation of a marina down-stream of the Trowse Rail Bridge offers flood mitigation measures as well as port uses and the potential to transform the space into an area comparable to the Quayside buildings at Royal Williams Yard in Plymouth. A marina and other measures to improve navigation upstream has the potential to benefit navigation to a far greater extent than keeping the bridge open.

8. Transport outcomes

The development of the sites provides many benefits to the highway network if planned and delivered in a coordinated way. A new Trowse Bridge provides potential for enhanced links to the development sites including under the approaches to the bridge on both sides of the River Wensum significantly improving access to, and unlocking, important areas of brownfield land.

New river crossings have the potential to cut traffic congestion in an area where the inner ring road meets the outer ring road, which also happens to be the shortest route into Norwich City Centre from the Southern Bypass and a route regularly used for public transport. If fixed-bridge solutions were adopted management and maintenance of two existing cycle/footway bridges and the existing road crossing could be streamlined.

What are the options available?

9. There are a number of options available as well as the do-nothing, which is not considered to provide a solution. These include: a twin track fixed rail bridge; a twin track opening bridge; and two single track fixed bridges.
10. Network Rail intends to carry out a feasibility study. Local partners agree there is merit in an early piece of work to understand the constraints that an improvement at Trowse could help to unlock. It is local partners' view that this needs to be done now, in advance of the programmed Network Rail study into Norfolk and Suffolk connectivity. Local partners also consider that agreement needs to be reached about which of the bridge options needs to be considered. Reducing the numbers of options at the outset should lead to cost and time-savings in the feasibility work.
11. A fixed rail bridge provides the significant advantages of:
 - Being less costly to develop and deliver
 - Removes ongoing maintenance issues associated with an opening bridge
 - Allows fixed bridges to the development sites to be planned for and provided, making it more likely that regeneration can come forward
 - Potentially removes the need for existing road and cycle/pedestrian bridges to open, reducing maintenance liabilities.
12. A preliminary business case could also look at value for money and the wider economic benefits of a scheme at Trowse Rail Bridge.

Why now?

13. Progress on the rail studies is needed now to confirm that improvements to Trowse Bridge will be required. Once it is confirmed that 'do-something' will be needed agreement can be reached about which options should be looked at. If consensus can be reached on the options, with appropriate mitigation, this will enable local partners to make progress on planning the infrastructure required to open-up the development sites, as well as reducing the time and cost of the rail studies. Doing this now will give impetus to redevelopment of the sites and minimise the risk that this rare opportunity for redevelopment of the city is lost.
14. Taking forward work on the rail study now is also crucial to avoid Trowse Bridge becoming a blockage to future rail service improvements. Given the complexities of the matter these issues will take some time to resolve and it is critical that they are understood now so that the necessary feasibility and business case work can be started. This will avoid unnecessary delay to bringing forward improvements required to unlock rail service improvements to Norwich.

Navigation Committee

11 June 2020

Agenda item number 11

Annual income and expenditure 2019/2020

Report by Chief Financial Officer

Purpose

To inform the Committee of the summary of the Authority's income and expenditure for the 2019/20 financial year, analysed between National Park and Navigation funds. Original and Latest Available Budget information is provided for comparison.

Contents

1.	Introduction	1
2.	Actual Income and Expenditure 2019/20	1
3.	Earmarked reserves	2
4.	Summary	3
	Appendix 1 – General and Navigation income and expenditure 2019/20	4

1. Introduction

- 1.1. The Broads Authority Act 2009 requires the Authority to prepare a report as soon as reasonably possible after the end of each financial year describing the navigation income received by it and the navigation expenditure incurred by it in that year.

2. Actual Income and Expenditure 2019/20

- 2.1. The tables in Appendix 1 sets out the Authority's income and expenditure attributed to General (National Park grant) and Navigation funds for the financial year ended 31 March 2020. To the extent that they are included within the Authority's Statement of Accounts, these figures are subject to audit and formal approval by the Authority's external auditors. For comparative purposes, the Original and Latest Available Budget (LAB) figures are also shown. This information is published on the Authority's website.

- 2.2. The actual outturn for 2019/20 was a surplus of £136,028 for Navigation compared with a budgeted LAB deficit for the year of £32,289. The original budget was for a deficit of £16,830. The final forecast outturn was a surplus of £25,252.
- 2.3. Total core income for the year was £3,459,691, which was £19,691 above budget, principally due to favourable variances within the Private Craft and the interest budget lines.
- 2.4. There has been some considerable success in bringing in additional, unbudgeted income during the year, and this has had an impact on the overall Directorate figures (additional income above budget of £24,343 for Operations and £9,217 for Chief Executive).
- 2.5. Total net navigation expenditure in 2019/20 was £3,323,662.

3. Earmarked reserves

- 3.1. The earmarked reserves have funded the following expenditure:
 - Property Reserve includes rental income from land at Oulton Broad (£2,000).
 - Plant, Vessels & Equipment Reserve includes the replacement cost of two vehicles (£41,461), fuel barge, mini digger and NATO floats (£57,410). It also includes income from the sale of surplus assets (£9,243).
 - Premises Reserve includes the site development costs for the Dockyard (£31,958).
 - CANAPE Reserve has funded the project expenditure less the grant reimbursement.
- 3.2. After the year end transfer of interest the closing position on the earmarked reserves is as follows:

Table 1

Navigation earmarked reserves

Reserve Name	Balance at 1 April 2019 £	In-year movements £	Balance at 31 March 2020 £
Property	(361,126)	(32,314)	(393,440)
Plant, Vessels and Equipment	(252,089)	(58,156)	(310,245)
Premises	(76,121)	(13,845)	(89,966)
CANAPE	(40,238)	(115,684)	(155,922)
Computer Software	(3,787)	(3,397)	(7,184)
Total	(733,361)	(223,396)	(956,757)

4. Summary

- 4.1. The total Navigation surplus for 2019/20 was higher than budgeted and forecast. The main reason for the considerable variance between the forecast and actual position was due to a number of projects being delayed due to the COVID-19 outbreak. As a consequence there were a higher number of carry forward requests than in previous years. These were considered and approved by the Broads Authority on 22 May 2020, totalling £88,491. These will be added to the 2020/21 budget.
- 4.2. There were also a number of savings that had been reported throughout the year which increased the surplus. As a result, the balance of the navigation reserve at the end of 2019/20 was £543,200. This is above the recommended minimum reserve balance of 10% at 16.3%. The higher than predicted balance will fund the carry forwards resulting in a predicted year-end balance of 10.9% if income and expenditure are in line with the latest available budget. This is highly sensitive to the relaxation of COVID-19 measures to enable the hire industry to recommence in 2020/21.

Author: Emma Krelle

Date of report: 26 May 2020

Appendix 1 – General and Navigation income and expenditure 2019/20

Appendix 1 – General and Navigation income and expenditure 2019/20

The Broads Authority Act 2009 requires the Authority to prepare a report as soon as reasonably possible after the end of each financial year describing the navigation income received by it and the navigation expenditure incurred by it in that year. The table below sets out the Authority's income and expenditure attributed to general (National Park Grant) and navigation funds for the financial year ended 31 March 2020. These figures are derived from the annual Statement of Accounts which is subject to audit and formal approval by the Authority's external auditors, Ernst & Young. For comparative purposes, the final approved budget figures are also shown.

Further details are available on request from the Chief Financial Officer, Yare House, 62-64 Thorpe Road, Norwich NR1 1RY or by email from emma.krelle@broads-authority.gov.uk.

The Draft Statement of Accounts for 2019/20 are due to be audited 18 May to 12 June 2020 with the Final Statement of Accounts due to be considered by the Authority during the Autumn of 2020.

Table 1

Income

Income Type	Original Budget General £	Original Budget Navigation £	Original Budget Consolidated £	Latest Available Budget General £	Latest Available Budget Navigation £	Latest Available Budget Consolidated £	Actual Income General £	Actual Income Navigation £	Actual Income Consolidated £
National Park Grant	(3,414,078)	0	(3,414,078)	(3,414,078)	0	(3,414,078)	(3,414,078)	0	(3,414,078)
Hire Craft Tolls	0	(1,189,000)	(1,189,000)	0	(1,189,000)	(1,189,000)	0	(1,179,951)	(1,179,951)
Private Craft Tolls	0	(2,175,000)	(2,175,000)	0	(2,175,000)	(2,175,000)	0	(2,195,215)	(2,195,215)
Short Visit Tolls	0	(42,000)	(42,000)	0	(42,000)	(42,000)	0	(39,790)	(39,790)
Other Toll income	0	(19,000)	(19,000)	0	(19,000)	(19,000)	0	(20,227)	(20,227)
Interest received	(15,000)	(15,000)	(30,000)	(15,000)	(15,000)	(30,000)	(24,507)	(24,507)	(49,014)
Income Total	(3,429,078)	(3,440,000)	(6,869,078)	(3,429,078)	(3,440,000)	(6,869,078)	(3,438,585)	(3,459,691)	(6,898,276)

Table 2

Operations

Expenditure Type	Original Budget General £	Original Budget Navigation £	Original Budget Consolidated £	Latest Available Budget General £	Latest Available Budget Navigation £	Latest Available Budget Consolidated £	Actual Expenditure General £	Actual Expenditure Navigation £	Actual Expenditure Consolidated £
Construction & Maintenance Salaries	442,678	782,842	1,225,520	465,212	788,475	1,253,687	454,190	780,939	1,235,129
Equipment, Vehicles & Vessels	136,200	317,800	454,000	137,865	321,685	459,550	139,886	326,401	466,288
Water Management	6,500	119,470	125,970	6,500	114,470	120,970	4,939	103,819	108,759
Land Management	54,160	0	54,160	54,160	0	54,160	44,308	0	44,308

Expenditure Type	Original Budget General £	Original Budget Navigation £	Original Budget Consolidated £	Latest Available Budget General £	Latest Available Budget Navigation £	Latest Available Budget Consolidated £	Actual Expenditure General £	Actual Expenditure Navigation £	Actual Expenditure Consolidated £
Practical Maintenance	85,000	411,200	496,200	85,000	416,200	501,200	90,747	352,637	443,384
Waterways & Recreation Strategy	40,480	48,980	89,460	36,980	48,980	85,960	26,662	32,633	59,296
Rangers Salaries	281,144	421,716	702,860	281,144	421,716	702,860	281,469	422,203	703,672
Ranger Services	33,872	143,008	176,880	33,872	143,008	176,880	35,028	153,519	188,547
Safety	52,207	81,093	133,300	70,380	90,045	160,425	52,764	73,932	126,696
Project Funding	100,000	0	100,000	100,000	0	100,000	101,843	1,069	102,912
Operational Premises	99,573	134,337	233,910	99,573	134,337	233,910	99,123	137,402	236,525
Premises Head Office	178,125	72,755	250,880	178,125	72,755	250,880	189,597	77,441	267,038
Management & Admin	80,621	39,709	120,330	80,621	39,709	120,330	84,817	41,775	126,592
Operations Income	(143,070)	(74,770)	(217,840)	(143,070)	(74,770)	(217,840)	(205,015)	(99,113)	(304,128)
Operations Total	1,447,489	2,498,141	3,945,630	1,486,361	2,516,611	4,002,972	1,400,359	2,404,659	3,805,018

Table 3

Strategic Services

Expenditure Type	Original Budget General £	Original Budget Navigation £	Original Budget Consolidated £	Latest Available Budget General £	Latest Available Budget Navigation £	Latest Available Budget Consolidated £	Actual Expenditure General £	Actual Expenditure Navigation £	Actual Expenditure Consolidated £
Development Management	521,444	4,171	525,615	544,779	4,171	548,950	573,132	4,196	577,328
Strategy & Projects Salaries	227,534	19,756	247,290	172,975	14,014	186,989	169,704	12,774	182,478
Biodiversity Strategy	7,670	0	7,670	7,670	0	7,670	54,860	0	54,860
Strategy & Projects	126,123	2,093	128,215	109,603	113	109,715	83,851	86	83,937
Human Resources	79,485	55,235	134,720	88,390	61,424	149,814	83,893	58,298	142,191
Volunteers	46,404	30,936	77,340	46,404	30,936	77,340	35,598	23,732	59,331

Expenditure Type	Original Budget General £	Original Budget Navigation £	Original Budget Consolidated £	Latest Available Budget General £	Latest Available Budget Navigation £	Latest Available Budget Consolidated £	Actual Expenditure General £	Actual Expenditure Navigation £	Actual Expenditure Consolidated £
Communications	244,960	79,286	324,245	244,960	79,286	324,245	333,230	73,597	406,827
Visitor Centres & Yacht Stations	333,720	155,640	489,360	333,720	155,640	489,360	374,728	151,968	526,696
Management & Admin	77,616	33,264	110,880	76,682	32,864	109,545	70,250	30,107	100,357
Strategic Services Income	(296,870)	(68,700)	(365,570)	(296,870)	(68,700)	(365,570)	(441,982)	(65,136)	(507,118)
Strategic Services Total	1,368,085	311,680	1,679,765	1,328,312	309,746	1,638,058	1,337,263	289,624	1,626,887

Table 4

Chief Executive

Expenditure Type	Original Budget General £	Original Budget Navigation £	Original Budget Consolidated £	Latest Available Budget General £	Latest Available Budget Navigation £	Latest Available Budget Consolidated £	Actual Expenditure General £	Actual Expenditure Navigation £	Actual Expenditure Consolidated £
Legal	63,708	52,722	116,430	63,708	52,722	116,430	42,316	34,229	76,545
Governance	157,368	76,077	233,445	181,243	87,836	269,079	175,077	84,923	260,000
Finance & Insurance	198,128	175,607	373,735	198,128	175,607	373,735	199,597	169,273	368,870
Collection of Tolls	0	135,860	135,860	0	135,860	135,860	0	138,720	138,720
ICT	216,417	106,593	323,010	216,417	106,593	323,010	205,413	101,173	306,586
Asset Management	63,586	75,899	139,484	63,586	75,899	139,484	69,403	75,402	144,805
Chief Executive	71,804	47,026	118,830	71,804	47,026	118,830	72,586	47,548	120,134
Chief Executive Income	(21,176)	(4,364)	(25,540)	(21,176)	(4,364)	(25,540)	(38,172)	(13,581)	(51,753)
Chief Executive Total	749,834	665,420	1,415,254	773,709	677,179	1,450,888	726,220	637,687	1,363,907

Table 5
Projects and Corporate Items

Expenditure Type	Original Budget General £	Original Budget Navigation £	Original Budget Consolidated £	Latest Available Budget General £	Latest Available Budget Navigation £	Latest Available Budget Consolidated £	Actual Expenditure General £	Actual Expenditure Navigation £	Actual Expenditure Consolidated £
Heritage Lottery Fund	3,544	0	3,544	3,544	0	3,544	77,913	0	77,913
CANAPE	12,587	12,587	25,174	12,587	12,587	25,174	(53,578)	(53,578)	(107,155)
Pension Lump Sum Payments	55,800	37,200	93,000	55,800	37,200	93,000	55,800	37,200	93,000
Apprenticeship Levy	1,920	1,280	3,200	1,920	1,280	3,200	1,677	1,118	2,795
Cyber crime	0	0	0	36,000	0	36,000	36,000	0	36,000
WRE	0	0	0	15,000	0	15,000	15,000	0	15,000
Projects and Corporate Items Total	73,851	51,067	124,918	124,851	51,067	175,918	132,812	(15,260)	117,553

Table 6

Contributions from reserves

Reserve Name	Original Budget General £	Original Budget Navigation £	Original Budget Consolidated £	Latest Available Budget General £	Latest Available Budget Navigation £	Latest Available Budget Consolidated £	Actual Expenditure General £	Actual Expenditure Navigation £	Actual Expenditure Consolidated £
Property	0	2,000	2,000	0	2,000	2,000	0	2,000	2,000
Plant, Vessels & Equipment	(34,110)	(57,390)	(91,500)	(53,949)	(70,226)	(124,175)	(33,373)	(56,255)	(89,628)
Premises	(13,500)	(31,500)	(45,000)	(13,500)	(31,500)	(45,000)	(9,587)	(22,370)	(31,958)
Planning Delivery Grant	(102,425)	0	(102,425)	(102,425)	0	(102,425)	(77,811)	0	(77,811)
Section 106 Agreements	0	0	0	0	0	0	(60,419)	0	(60,419)
Heritage Lottery Fund	(3,544)	0	(3,544)	(3,544)	0	(3,544)	(77,913)	0	(77,913)
Upper Thurne	0	0	0	0	0	0	2,932	0	2,932
Catchment Partnership	(46,465)	0	(46,465)	(49,965)	0	(49,965)	(46,099)	0	(46,099)
CANAPE	17,413	17,413	34,826	17,413	17,413	34,826	83,578	83,578	167,155
Contribution from reserves Total	(182,631)	(69,477)	(252,108)	(205,970)	(82,313)	(288,283)	(218,692)	6,952	(211,741)

Table 7

Net (Surplus)/Deficit

(Surplus)/Deficit	Original Budget General £	Original Budget Navigation £	Original Budget Consolidated £	Latest Available Budget General £	Latest Available Budget Navigation £	Latest Available Budget Consolidated £	Actual Expenditure General £	Actual Expenditure Navigation £	Actual Expenditure Consolidated £
Grand Total	27,551	16,830	44,381	78,186	32,289	110,475	(60,624)	(136,028)	(196,652)