

Navigation Committee

Agenda 15 April 2021

2.00pm

This is a remote meeting held under the Broads Authority's [Standing Orders on Procedure Rules for Remote Meetings](#).

Participants: You will be sent a link to join the meeting. The room will open at 1.00pm and we request that you **log in by 1.30pm** to allow us to check connections and other technical details.

Members of the public: We will publish a live stream link two days before the meeting at [Navigation Committee - 15 April 2021 \(broads-authority.gov.uk\)](#). The live stream will be suspended for any exempt items on the agenda. Please email committees@broads-authority.gov.uk with any queries about this meeting.

Introduction

1. To receive apologies for absence
2. **Appointment of Chair**
Nominations for Chair have been received for:
Nicky Talbot proposed by Simon Sparrow, seconded by Greg Munford and others.
3. **Appointment of Vice Chair**
Nominations for Vice Chair have been received for:
Simon Sparrow proposed by Nicky Talbot, seconded by Greg Munford and others
4. To receive declarations of interest
5. To note whether any items have been proposed as matters of urgent business
6. Public question time – to note whether any questions have been raised by members of the public
7. **To receive and confirm the minutes of the Navigation Committee meeting held on 14 January 2021** (Pages 3-9)
8. **Summary of actions and outstanding issues following discussion at previous meetings** (Pages 10-11)
9. **Appointment of two co-opted members to the Broads Authority** (Pages 12)
Report by Governance Officer

Reports for information

10. **Chief Executive's report and current issues** (Pages 13-22)
Report by Chief Executive
11. **Construction, Maintenance, and Ecology work programme – progress update** (Pages 23-30)
Report by Head of Construction, Maintenance, and Ecology
12. **Navigation income and expenditure 1 April to 28 February 2021 actual and 2020/21 forecast outturn** (Pages 31-46)
Report by Chief Financial Officer
13. **Annual Safety Audit 2020** (Pages 47- 54)
Report by Head of Safety Management
14. **Power boat racing review** (Pages 55-58)
Report by Director of Operations
15. **Committee calendar 2021/22 – Navigation Committee dates** (Pages 59-62)
Report by Governance Officer

Other matters

16. **To note the date of the next meeting – Thursday 10 June 2021 at 2.00pm**

Navigation Committee

Minutes of the meeting held on 14 January 2021

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Present

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

In attendance

Natalie Beal – Planning Policy Officer (item 12), Dan Hoare – Head of Construction, Maintenance and Environment, Essie Guds – Governance Officer (meeting moderator), Bill Housden – Collector of Tolls, Linda Ibbitson Elks – Head of Safety Management, Emma Krelle - Chief Financial Officer, Sarah Mullarney - Governance Officer, John Packman - Chief Executive, Rob Rogers - Director of Operations, Sara Utting – Governance Officer (meeting moderator).

1. Apologies for absence

No apologies had been received.

Remote meeting standing orders and recording

The Chair welcomed everyone to this meeting of the Navigation Committee, which was being held remotely under the Standing Orders for remote meetings adopted by the Broads Authority on 22 May 2020. The meeting was being live streamed and recorded, with the live stream accessible from the Authority's website. The Broads Authority retained the copyright of the recording and the minutes remained the formal record of the meeting.

Announcements

The Chair announced that it was Kelvin Allen's last Navigation Committee meeting. Kelvin had served 8 years as a Broads Authority member. She thanked him for his contribution and for keeping members informed about angling and the challenges of the fishing community using the Broads. She wished him best for the future.

2. Declarations of interest

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

3. Matters of urgent business

No items were proposed as a matter of urgent business.

4. Public question time

No public questions were raised.

5. Minutes of last meeting

The minutes of the meeting held on 22 October 2020 were approved as a correct record and would be signed by the Chair.

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 Broads Authority (BA) is working closely with Network Rail and other partners on issues around the future of Trowse bridge, and Somerleyton, Reedham and Oulton Broad bridges.

One member mentioned the UK Heritage Harbour Initiative, which proposed that historic ports and harbours in the UK be recognised as 'Heritage Harbours'. CEO to investigate if this would be useful for the port of Norwich.

Moorings

It was reported that the Environment Agency had acquired resources for repiling at Burgh Castle moorings, which commenced on Tuesday 12 January. The Authority was in further discussions with the landowner regarding the lease. The approach to Breydon Water was critical and provided somewhere safe for vessels to moor up. The Authority would decline the alternative moorings at Belton Reach.

The report was noted.

7. Chief Executive's report and current issues

The Chief Executive (CEO) informed members that good progress was being made with the 9 online safety videos developed by Archant and the Broads Hire Boat Federation (BHBF). He thanked Greg Munford and Richardsons for their support with the project and said it was important to get the videos out in a timely manner for visitors and private boat owners to view.

It was explained that using the existing Richardsons/Archant animated videos was a cost effective and speedy method. The material was of a generic interest that would be adapted and anonymised for use on the Authority's website before the start of the 2021 season.

One member queried how boat yards would be expected to use the videos, and if it would impact the Marine Accident Investigation Branch (MAIB) report. The CEO said the Authority was still in discussion with the MAIB and reminded members that the lead inspector had indicated that any action taken by the Authority in advance of the report being published could be considered in the report. He explained that the ambition was for all Broads' operators to use the videos in the handover material shared with visitors, details of which would be discussed with the BHBF. It was hoped that Rangers could gather feedback on the handover procedure and usefulness of the videos at a future Super Safety Day.

One member commented that the videos may not be relevant for day boat operators and suggested they be used in addition to the safety videos already provided by some operators. He said handover forms can request visitors declare they have watched the videos. Another

member said the animations would be enjoyable to watch and reinforced the message of a safe and enjoyable visit.

Members thanked the Broads Authority's Head of Communications, Director of Operations and the rest of the team for their work on the project.

The report was noted.

8. Construction, maintenance and ecology work programme progress update

Work programme

The Head of Construction, Maintenance, and Ecology (CME) reported that some developmental projects had been deferred until next year due to the current lockdown restrictions. Maintaining safety and conditions on the navigation had continued as planned. He thanked the CME and Ranger teams for their work with this.

Aquatic plant cutting trial at Hickling

The final report on the stonewort cutting trial at Hickling Broad concluded that there was evidence it had a negative impact. Actions arising from the outcome of the trial included raising awareness with the public of the impact of stonewort growth and where it could be found, as well as what the marked channels meant and how they were managed. The Head of CME said this may require additional signage, which would be explored with the Ranger team. He added that the sailing and windsurfing clubs in the area identified modifications that were available to certain vessels and sailboards that could mitigate the impact of sailing in weedy conditions outside the marked channel, however this was not possible for all types of vessels.

The Authority had a strong commitment to cutting the marked channel to maintain a safe route through the Broad and would explore the cutting of common species that occur on the channel edges with the landowner. However, it was noted that this would require additional Authority resource and further agreement from Natural England.

One member commented that there were reports last summer of boats getting fouled with water plants when in the marked channel.

Dredging

Dredging work in Hickling on Catfield Dyke needed to be extended for an additional four weeks, so the closure would be in place until 26 February 2021.

In response to a member question about the dredging reported in Appendix 1 of the report being under budget and completed in a shorter time for some of the individual projects, the Head of CME explained that the team had worked efficiently. He said that the volumes of sediment removed from the Waveney was more than in the plan. Staff time was included in the total project cost and as a fixed resource for the year; any staff time saved in one project is made available for other dredging project work.

Floating pennywort

A lot of floating pennywort was found and removed from the Ant by the Authority's Rangers and Operation Technicians at the end of last year. The invasive species can grow quickly and the Head of CME said it was a demand on staff time but required quick action in order to eradicate. The Authority was not alone in organising and co-ordinating the response to the floating pennywort and external funding routes were being explored.

One member commented on a report that suggested that the ebb at Yarmouth would be hampered by 37% by the Great Yarmouth Third River Crossing and asked how this would affect river levels in the Broads system. The Head of CME said that the 37% was the width of the river taken up by the abutments of the planned bridge. He explained that the modelling didn't demonstrate whether there would be an impact upstream of Great Yarmouth but that the issue had been raised as part of the consultation. The Environment Agency would be considering such impacts further.

The report was noted.

9. Draft budget 2021/22 and Financial Strategy to 2023/24

The Chief Financial Officer (CFO) reported that the actual variance at the end of November was a favourable variance of £148,391, mainly due to the improvement in toll income. At the end of December, private income was £2,214,901 and hire income was £1,105,681. This was a deficit of £122,418 compared to the annual budget.

Deferred projects have been incorporated into the 2021/22 draft budget as well as the 4% navigation charge increase and safety package. It was explained that the budget also considered a 2% pay increase for staff, however it was noted that the National Joint Council had not entered into negotiations yet. If this was not implemented then it would create an approximate consolidate saving of £97,750 (£45,000 relating to Navigation). The forecast would be adjusted accordingly in 2021/22.

An adjustment would be made to the Plant, Vessel and Equipment earmarked reserve at the end of the financial year to correct the split between Navigation and National Park. The CFO said due to the improvement in income, the previously cancelled contributions to earmarked reserves would be reinstated at the end of the year. A member suggested delaying committing to this spend until the Authority had a better understanding of the impacts of the Covid-19 pandemic.

The CFO noted that there would be a review of the reserve levels during 2021/22 to make sure it was adequate for any future lockdown restrictions. If income and expenditure continued as projected, the reserves would remain above the recommended 10% at 11.2%.

The report was noted.

10. Tolls enforcement

The Authority has sought legal advice on how to shorten the tolls enforcement process for the small number of toll payers who persistently fail to pay their tolls on time. After the initial notice, offenders would receive one final letter, streamlining the process and reducing the resources required of the small Tolls team. The final stage of the process involved taking legal action.

The Collector of Tolls explained that it was a criminal offense not to pay the navigation charges, adding that the number of people taken to court was relatively small. One member suggested highlighting the implications of not paying a toll in Broad Sheet, the toll payer newsletter. The Collector of Tolls added that individuals were made aware of this before a summons was issued.

The Chair asked that feedback on the new process be reported to a future Navigation Committee meeting.

The report was noted.

11. Changes to Hire Boat Licencing Conditions

The Head of Safety Management (HoSM) outlined a review of the risk management system, and the introduction of a formal process to consistently measure compliance of the hire boat licencing conditions for all types of hire boat operators. The risk-based approach would use a traffic light system to identify those operators who were not compliant. The new system would allow for an annual inspection of those that were failing to meet the conditions.

A member queried the accessibility of a traffic light system for people suffering from colour vision deficiency. The HoSM said wording would be provided as well.

In response to a member question it was clarified that hire boat operators would be notified of their initial assessment ranking. There were also no current plans to make the assessment information public. Minor issues would be addressed in writing, whereas major issues would require additional visits and a set timescale for the operator to become compliant. The HoSM said the aim was to work with hire boat operators and provide information and advice where necessary.

A member asked whether the red category was enough for operators most at risk. The CEO said formal action would be taken if an operator was seriously failing.

Another member discussed incorporating mandatory viewing of the safety videos into the audit process to make a more robust system. The CEO said evidencing whether hirers had watched the videos had been discussed with the BHBF. The preference was for this to be included as part of the handover process, requiring hirers to sign a declaration form that they had watched and understood the material. Alternatively, they would be asked to view the videos on arrival before proceeding with the hire.

The Director of Operations cautioned making viewing the videos too prescriptive, recognising that operators targeted their handover processes to the ability of the hirer. The CEO said the videos were not designed to replace the existing handover and 'show out' procedures but to enhance them.

In response to a member question about the inclusion of these procedures in the hire boat licence, the CEO explained that revisions to the Hire Boat Code were in development. He said the expectation for the coming year was that all hire boat yards implemented a comprehensive handover procedure and 'show out'. The Authority was in discussion with the BHBF regarding this.

Members were in support of the proposed hire boat licencing conditions framework. The report was noted.

12. Residential Moorings Guide – final draft

The Planning Policy Officer introduced the final draft of the residential moorings guide and said it had been designed to implement the residential moorings policy of the Local Plan. It was noted that there was one permitted scheme in the Broads.

There were no further comments from the Committee.

The final draft Residential Moorings guide would be presented to the Planning Committee and then the Broads Authority for adoption.

13. Date of next meeting

The next meeting of the Navigation Committee would be held on Thursday 15 April 2021 starting at 2pm.

The meeting ended at 3.30pm.

Signed

Chairman

Appendix 1 – Declaration of interests: Navigation Committee, 14 January 2021

Member	Agenda/minute	Nature of interest
Kelvin Allen	8	Chairman Broads Angling Services Group
Greg Munford	11	Hire boat operator
Simon Sparrow	11 12	Hire boat operator Residential mooring

Navigation Committee

15 April 2021

Agenda item number 8

Summary of actions and outstanding issues following discussions at previous meetings

Title	Meeting date	Lead officer	Summary of actions	Progress so far	Target date
Network Rail Whole Life Strategy	19/10/2017	John Packman	Network Rail Whole Life Strategy planning for swing bridges and replacing Trowse Swing Bridge with fixed bridge.	<p>May 2020: Following sensor replacement works at Somerleyton, Reedham & Oulton, Network Rail believes operational reliability of these bridges will be improved. As we enter Summer 2020 we will monitor opening and breakdowns to ascertain this reliability. BA and NR continue to discuss swing bridge issues. BA also in Working Group with Norfolk County Council, Norwich City Council, LEP, NR and Greater Anglia working on Trowse Bridge issues and gathering wider support and funding for replacement/ better operational reliability of this bridge.</p> <p>July 2020: Trowse Rail Bridge Working Group continuing to meet. Next phase of project is to meet with Train Services Director for Southeastern - meeting to include spokespeople from working group, incl. John Packman. Further updates provided when meeting date confirmed.</p> <p>Sept 2020: BA written officially to Norfolk County Council regarding Haven Bridge, Great Yarmouth.</p> <p>Dec 2020: Update provided in CEO report (14/01/2021): Authority officers are involved in meetings to discuss the future of Trowse Swing Bridge and the development opportunities in East Norwich presented by three large brownfield sites, namely the Carrow Works, the Deal Ground and the Utilities Site. The Chief Executive and Director of Operations are members of a working group looking at the Trowse Bridge (along with Network Rail, Abellio Greater Anglia, Norfolk County Council, Norwich City Council and New Anglia). The Head of Planning and the Senior Planning Officer sit on another group looking at the development sites. There is an important relationship between the two issues and our officers are making sure that navigation interests are considered.</p> <p>Mar 2021: Director of Operations met with Network Rail to discuss a multi-million pound refurbishment of the swing bridges (Reedham, Somerleyton & Oulton) due to commence in 2022. The NR scheme will see the lifting and turning mechanisms replaced to make the operation of opening and closing the swing bridges more reliable. At the start up meeting the BA asked if the thermal expansion to the bridges in warm weather could also be addressed. This is currently being considered by Network Rail. The BA are working with NR on communications, work planning and managing the navigation.</p>	
Planning application with navigation implications:	17/01/2019	Rob Rogers	Lease arrangements and repiling at Burgh Castle for reinstatement of free 24-hour moorings.	Following exempt paper considered at Navigation Committee and Broads Authority, officers presented landowner with series of options on alternative Burgh Castle mooring site, based on recommendations in exempt report.	

Title	Meeting date	Lead officer	Summary of actions	Progress so far	Target date
BA/2018/0466/FUL – Land at Burgh Castle – BFAP Compartment 34				<p>16 Jan 2020: Members supported 99-year lease agreement, including BA taking on full responsibility for piling structure.</p> <p>21 Jan 2020: Management Team agreed 99-year lease at peppercorn rent and for BA to take full responsibility for piling structure at Burgh Castle moorings.</p> <p>27 May 2020: Development and improvements at Belton Reach (new name for Burgh Castle's moved mooring location) progressing from operational planning perspective, but project deferred to 2021/2022 due to Covid-19 impact on funding issues.</p> <p>15 Dec 2020: Following funding review by Environment Agency, plans to pile original Burgh Castle mooring site reinstated - EA negotiating site access with landowner with view to start pilings works this winter. Separate negotiation taking place between BA and landowner to agree terms of lease for site to enable operation as BA 24-hour free mooring.</p> <p>30 Mar 2021: Environment Agency contractors on site and re-piling of Burgh Castle underway. Summary discussions held with landowner's Solicitor and draft lease for site under consideration.</p>	
Feedback on Navigation Committee appointment process	13/06/2019	John Packman	Areas identified for improvement in co-opted member appointment process; members discussed list of user organisations consulted as part of process, for feedback to officers.	Member feedback suggested grouping organisations by interest rather than consulting large list of individual organisations. Any formal changes to process will be presented to the Broads Authority to adopt for future appointments.	01/09/2022
Safety by the water - draft guide	05/09/2019	Natalie Beal	Draft guide being produced to support Broads Local Plan. Members suggested guide be reviewed by BA solicitor for advice on adding disclaimer at beginning of document.	Navigation Committee feedback will be reported to Planning Committee; final draft guide will be shared with Navigation Committee for review before guide is adopted by BA. To be reported to future Navigation Committee.	
Landscapes Review	16/01/2020	John Packman	Navigation Committee asked to comment on BA's proposed response to Landscapes Review (Glover report) - to be reported to BA meeting on 31 Jan 2020.	<p>31 Jan 20: BA report on Landscapes Review Proposal 27: A new financial model – more money, more secure, more enterprising; "unnecessary complexities, such as the requirement for the Broads Authority to account for income and expenditure from National Park Grant separately ... should be addressed." BA draft response is that it would be a Government decision whether to combine the finances and the BA would await the Government's response.</p> <p>Dec 2020: Still awaiting Government response.</p>	

Date of report: 26 March 2021

Navigation Committee

15 April 2021

Agenda item number 9

Appointment of two co-opted members to the Broads Authority

Report by Governance Officer

Purpose

To recommend the appointment of two co-opted members to the Broads Authority until 13 May 2022, as set out in Section 1 (3)(c) of the Norfolk and Suffolk Broads Act 1988 as amended.

1. Introduction

- 1.1. The membership of the Broads Authority, as set out in Section 1 of the Broads Act, includes: “two members appointed by the Authority from those members of its Navigation Committee (established under section 9 of this Act) who are not already members of the Authority.”
- 1.2. Nicky Talbot and Simon Sparrow were appointed to serve on the Authority until 22 May 2020. This was extended until 14 May 2021, following the cancellation of the 2020 annual general meeting.
- 1.3. Schedule 4 Section 4 (3) of the Broads Act states that: “The Committee shall elect a chairman from among those of its members who are members of the Authority and may, if it thinks fit, appoint one of its members to be vice chairman.”
- 1.4. On this basis, the Chair of the Navigation Committee must be one of the two members appointed to the Authority, if they are not already a Broads Authority member.
- 1.5. The Committee is invited to recommend two appointees to serve on the Authority until 13 May 2022.

Author: Sarah Mullarney

Date of report: 25 March 2021

Navigation Committee

15 April 2021

Agenda item number 10

Chief Executive's report and current issues

Report by Chief Executive

Purpose

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

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1. Response to Covid-19 emergency

- 1.1. Guidance issued from the Government on the 'Roadmap out of lockdown' has been difficult to interpret, particularly for the use of day boats. The relevant boating organisations have been working together to offer consistent advice, and the

Authority's website is updated regularly with the latest information. A large number of visitors are expected in the area over the summer.

2. Mutford Lock

- 2.1. The Statutory Instrument was laid in Parliament on 21 January for the transfer of Mutford Lock. This came into force on 19 February, meaning the transfer is now finally complete. This constitutes a significant change, with Mutford Lock now in the Authority's ownership and part of its navigation area.

3. Carrow Road Bridge repairs

- 3.1. Carrow Road Bridge was constructed in 1923 to carry the A147 (Carrow Road) Norwich Ring Road over the River Wensum. The bridge has a single leaf bascule rolling lifting span which, when open, allows tall vessels to pass on their way to the Port of Norwich. The bridge has a 4.27m (14ft) clearance at average high water.
- 3.2. In 1995, the bridge deck was waterproofed with Acme plywood deck panels, a propriety system with a panel surface having a high-skid resistant coating pre-applied. This decking system is now failing, with most of the original (1995) panels being replaced through maintenance carried out under emergency weekend road closures. These bridge deck repairs and weekend closures are becoming more frequent and expensive.
- 3.3. Norfolk County Council, the owner of the bridge, published a report to its Cabinet on 8 March regarding the bridge's future maintenance. The report indicates that the Council proposes to carry out major repairs to the bridge deck, and at the same time fix the bridge into position, during the summer of 2022. According to the report, sealing the bridge shut will minimise disruption to highways users and reduce Council maintenance costs. Section 2.2.7 of the report states that "the bridge will be unable to open to enable tall vessels to pass through and therefore, given the limit of navigation, is only proposed as a temporary solution".
- 3.4. The Council has a legal duty to open the bridge to river traffic, and members may have significant concerns about a proposal that would prevent the bridge from lifting, even in the short-term. The fact that there has been a very limited number of times when the bridge has been lifted for boats in recent years does not reflect the demand for larger boats to access the port of Norwich.
- 3.5. The Broads Authority welcomed the Council's intention to consult it on options for repairing the bridge and the costs involved, and looks forward to seeing these.
- 3.6. Officers met with the Council following publication of the report, and it became clear that the information the Authority would need to come to a view on this matter would not be available in time for today's Navigation Committee. We have therefore agreed with the Council's officers that we will bring a detailed report to the next meeting.

4. Safety videos

- 4.1. The boating essentials videos have been completed and are available to view on the Broads Authority website at [Boating essentials \(broads-authority.gov.uk\)](https://broads-authority.gov.uk), and YouTube channel [Broads Authority - YouTube](#).

5. Boat Safety Management Group meeting – 1 March 2021

- 5.1. The Boat Safety Management Group (BSMG) were informed of a fatality that occurred on Saturday 27 February 2021 at Horsted Mill, on the west bank, just outside of the Broads Authority navigation footprint. Rangers were involved in looking for a craft in the water but none was found.
- 5.2. Members discussed the number of reported incidents, which were lower than normal from October 2020 – February 2021 due to the lockdown restrictions.
- 5.3. It was also reported to the group that the Hire Boat Code was due to be launched by 1 April 2021 with compliance requirements to be implemented for 2022.
- 5.4. Since the BSMG meeting on 1 March, the practical training for hire boat operators on Breydon Water has been delivered. A very successful training event delivered by Broads Authority Rangers and Quay Assistants, supported by MCA and the RNLI. Feedback from attendees has been excellent and due to further demand another training day has been requested.

6. Navigation patrolling and performance targets

- 6.1. Rangers have continued to patrol over the latest lockdown period in line with winter targets (Appendix 2). The figures for exercise of powers (Appendix 1) are very low, reflecting the amount of river traffic currently permitted to use the navigation. Overall this year, the patrolling figures are much higher than normal, as a result of the Covid-19 pandemic that has restricted some National Park elements of the role such as events and education with school groups, and higher use of the waterways over the summer. There were a number of successful prosecutions over this period for navigation offences (Appendix 5).

7. Sunken and abandoned vessel update

- 7.1. The latest position on abandoned and sunken vessels is at Appendix 3. There were a number of vessels sunk in the Thorpe area over this period due to high water levels and boats not being visited regularly. Two of these had to be dealt with quickly, as they were in the navigation channel causing a hazard.

8. Planning enforcement update

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

Author: John Packman

Date of report: 31 March 2021

Appendix 1 – Rangers exercise of powers analysis January – March 2021

Appendix 2 – Ranger duties total time allocated and actual days

Appendix 3 – Sunken and abandoned vessels current position as at 25 March
2021 25/03/2021

Appendix 4 – Prosecutions dealt with in court for non-payment of tolls since 14/01/2021

Appendix 5 – Prosecutions dealt with in court for navigation offences since 01/01/2021 14
January 2020

Appendix 1 – Rangers exercise of powers analysis January – March 2021

Table 1

Verbal warnings	Wroxham launch Wroxham and upper Bure	Irstead launch Ant	Ludham launch Hickling, Potter Heigham, upper Thurne	Ludham launch 2 lower Thurne and lower Bure	Norwich launch Norwich and upper Yare	Hardley Launch Reedham, Chet and middle Yare	Burgh St Peter launch Oulton Broad and upper/middle Waveney	Breydon launch Breydon water, lower Waveney and Yare
Care and caution	0	0	0	0	0	0	0	0
Speed	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0

Table 2

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

Table 3

Launch patrols	Wroxham launch	Irstead launch	Ludham launch	Ludham launch 2	Norwich launch	Hardley Launch	Burgh St Peter launch	Breydon launch
Launch staffed by ranger	34	27	32	26	32	23	17	34
Volunteer patrols	0	0	0	0	0	0	0	0
IRIS reports	4	2	1		9	4	3	

Table 4

Broads Control total calls

Contact method	Number of calls
Telephone	4059
VHF	251
Total	4310

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

Table 1

Broads Authority corporate duties

Work area	Actual days to date
Training	260.26
Broads Control	311.79
Team meetings, work planning	634.23
Partnership working	13.82
Assisting other sections	34.90
Billets and boatsheds	28.38
Launch – general	27.36
Trailers - general	1.42
Vehicle maintenance	7.50
Other equipment repair	24.30
Total	1343.96

Table 2

Navigation duties

Work area	Actual days to date
Patrolling	1245.71
Escorts	62.70
Prosecution files	41.96
Bankside tree management	169.76
Obstruction removal	16.49
Channel markers and buoys	9.59
Signs and boards maintenance	50.41
Adjacent waters	68.16
Reactive mooring maintenance	31.55
Total	1696.33

Table 3

Conservation, recreation, countryside maintenance

Work area	Actual days to date
Fen management	96.18
Lake, riverbank restoration	48.92
Invasive species control	8.11
Other conservation work	39.12
Pollution response	9.05
Visitor site maintenance	247.16
Public engagement	0.54
Public footpath work	5.34
Education work	0.34
Total	454.76

Team total up to 22 March 2021

Percentage Navigation: 79%

Percentage National Park: 21%

Appendix 3 – Sunken and abandoned vessels current position as at 25 March 2021

Description	Location found	Action	Notice affixed	Result
Motor Cruiser	River Yare, old River Thorpe	Vessel Sunk at owners mooring	No	Not affecting the navigation
Motor Cruiser	Sutton/Stalham Cut	Liaising with the landowner, vessel not in the navigation channel	No	Landowner to remove top section.
Workboat	River Yare, Thorpe Island	Vessel sunk at mooring	No	Liaising with owner to raise
Motor Cruiser	Thorpe	Sunken vessel	Yes	Vessel removed
Motor Cruiser	Drifting at Reedham	Abandoned vessel	Yes	Vessel removed
Motor Cruiser	River Yare, Thorpe Island	Vessel sunk at mooring	Yes	Vessel removed
Yacht	River Yare, Thorpe Island	Vessel sunk at mooring	Yes	Vessel removed
Motor Cruiser	River Yare, Thorpe Island	Vessel sunk at mooring	Yes	Notice issued

Appendix 4 – Prosecutions dealt with in court for non-payment of tolls since 14 January 2020

Type of vessel	Vessel name	Fined	Costs awarded	Victim surcharge	Compensation
Houseboat	Silver Dawn	£350.00	£182.00	£35.00	£83.50
Auxiliary Yacht	Fogster	-	£232.40	-	N/A toll paid prior to court hearing
Motor Boat	Forlorn Hope	£440.00	£190.00	£44.00	£117.48
Dory	Unregistered Vessel	£440.00	£166.00	£44.00	£69.90
Motor Boat	Unregistered Vessel	-	-	-	£153.78
Motor Boat	Lola	-	£160.00	-	£461.34

Appendix 5 – Prosecutions dealt with in court for navigation offences since 01 January 2021

Type of vessel	Vessel name	Fined	Costs awarded	Victim surcharge	Compensation
Speed Boat	Yeah Buoy	£650	£400	£65	
Bayliner Speed Boat	Disco Volante	£1000	£500	£100	
Speed Boat	Beaver Las Vegas	£800	£464	£80	
Speed Boat	Blue un- named	£990	£1045	£33	

Navigation Committee

15 April 2021

Agenda item number 11

Construction Maintenance and Ecology work programme – progress update

Report by Head of Construction, Maintenance and Ecology

Purpose

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

Broads Plan context

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

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1. Maintaining water depths for navigation

- 1.1. The detailed breakdown in Appendix 1 gives the volumes for the annual dredging programme to the end of February 2021. A total of 42,590 m³ of dredged sediment has been removed from the prioritised sites. This figure represents 103% of the programmed target of 41,400m³ for 2020/21.

- 1.2. Since the new year, the dredging of identified shoals in Haddiscoe Cut has been completed. While the team was in the area, they also dug out the bar that rapidly accumulates on the downstream side of Bure Mouth. The final phase of dredging to complete the CANAPE project work at Hickling Broad is ongoing, with just over 10,000 m³ of sediment placed within the lagoon created by the geotextile bags. Dredging to waterways specification between Candle Dyke and Martham Ferry on the River Thurne has been completed. While the team were in the area, many of the bungalows on this stretch took up the offer of dredging out their boat cuts, for a contribution towards the cost of the work. All of the dredged material from the River Thurne has been used in the Chara Bay reedbed creation. Half the length of Catfield Dyke from the Broad, towards the 24 hour moorings, was also dredged with the Authority's mudpump sending the sediment to the Chara Bay reedbed. The planting to be placed on the geotextile bags has had to be deferred until September 2021 due to persistent high water levels in February and March this year.
- 1.3. The dredge work plan for April 2021 to March 2022 is in Appendix 2. The long reach excavators on pontoons are required for the planting of reed rhizomes on the CANAPE project reedbed in Hickling in autumn 2021, this deployment of heavy plant and equipment gives a further opportunity to continue dredging to bring the River Thurne upstream of Martham Ferry in line with waterways specification depth. The Ecology & Design Team are working up a detailed project and environmental mitigation plan, as working with Norfolk Wildlife Trust (as landowner), Environment Agency and Natural England is required whilst operating in this Protected Site. Water quality, water plants, fish and over-wintering waterfowl will need to be considered during this project. Updates on the project plan will be provided.
- 1.4. Other dredging projects planned for 2021/22 are on the River Chet, with material to be placed along the currently closed public footpath. The long term plan is to rebuild the surface of the footpath, whilst the Authority's Waterways & Recreation Officer and Norfolk County Council seek funding for other engineering works that will enable the footpath to reopen. The upper section of the River Waveney near Geldeston is to be tackled, with sediment disposal being planned onto the Authority's small parcel of land near the Lock's Inn. Oulton Broad dredging is planned for the summer, with preparations for the filling of the area within Peto's Marsh currently on-going.

2. Maintaining safe public mooring facilities

- 2.1. The first phase of refurbishment of the timber capping at How Hill 24-hour mooring has been completed. Additional 100 metre sections will be completed over the next two years, to prevent disruption at this popular location. At the time of writing, the Authority is still awaiting final confirmation of the wording of the lease agreement with the landowner at St Benet's 24-hour mooring, although agreement in principle has been settled. Negotiations between the landowner and Broadland Environmental Service Ltd (BESL) are ongoing regarding the future of the steel sheet piling. The tender process for the procurement of a contractor to carry out the timber refurbishment

works was successfully completed by the Authority. Works were due to start in March 2021. The contractor is poised to start work in April, as soon as assurances on the lease agreement between the Authority and the landowner are confirmed.

3. Our resources

- 3.1. After 17 years of service to the Authority, Shaun Taylor, an Operations Technician in the Maintenance Team retired in March. Eloise Dey, Trainee Technician, was successful in the subsequent recruitment to fill this vacancy and starts as an Operations Technician as of 1 April.
- 3.2. The equipment replacement programme, as funded through reserve budget and a Public Works Loan Board loan, was completed for the 20/21 financial year. As previously reported, five steel “NATO” work pontoons were delivered back in the autumn. A new, 20 tonne, JCB 12 metre long reach excavator is also due for delivery in mid April. The 18 tonne JCB excavator with extra wide “bog” tracks that has been used for fen management work over the past 15 years was sold earlier in the year. The fen work will be carried out in the future by a combination of the larger long reach excavators and the 13 tonne, standard reach Doosan excavator.
- 3.3. Electrification of the vehicle fleet continues. The Plant & Equipment Team has put a new all-electric Vauxhall Vivaro van into active use, based from the Dockyard. Within the Construction Team, a mild hybrid Ford Transit is being used. The latter offers fuel efficiencies from a diesel engine.
- 3.4. To other explore ways reduce the carbon budget of the operational work of the Authority, a trial of a diesel replacement is set to start in April. A supply of Hydrotreated Vegetable Oil (HVO) has been secured and various plant and vessels will be run on this to check for any running issues with the older engines in use. As the fuel is certified as a direct diesel replacement, even capable of being mixed in the same tank, few issues are expected. The fuel gives a 90% reduction in carbon dioxide emissions, so could potentially be a very positive route whilst other technological developments are brought to the marine and heavy plant engine markets, such as hydrogen fuel cells. As ever in the Broads, supply logistics are a major challenge, with the Authority ideally being one of many customers bulk purchasing in the Norfolk/Suffolk area to make the cost per litre more attractive. For a review of HVO usage see [HVO and GTL – alternative fuels with few drawbacks | Environment \(commercialfleet.org\)](https://www.commercialfleet.org/environment/hvo-and-gtl-alternative-fuels-with-few-drawbacks/). If any yards, or those operating heavy plant are keen to discuss supply options, then please get in touch.
- 3.5. At the Thorpe Dockyard site, the Authority’s partnership with Boat Safety Scheme (BSS), to develop a national centre for training BSS examiners is well underway. A selection of test vessels are now in position which have been prepared with safety “errors” waiting for would be examiners to discover and learn from. The first round of training is planned for late June 2021.

4. Managing water plants

- 4.1. Following a meeting of the Upper Thurne Working Group in November, a sub-group was formed to discuss and plan actions to ensure recreational boating impacts of water plant growth were managed in a sustainable way. Actions agreed to be followed up by the Authority were:
- Investigate feasibility of limited cutting of milfoil areas on the edges of the channel and 10 m radius around marker posts (Ecologists to monitor growth and seek assent from Natural England)
 - Increase boater awareness, seek to install signage alerting users of risk of water plants outside the marked channel
 - Share with the clubs the dates when the cutter is in Hickling
 - Deploying additional buoys during the summer toward Pleasure Boat Dyke entrance and between marker posts where dense plant beds are immediately adjacent to the marked channel
 - Arrange a scientific peer review of the 2020 stonewort cutting report
- 4.2. The final report of the 2020 Broads Annual Water Plant survey is available here https://www.broads-authority.gov.uk/_data/assets/pdf_file/0028/377641/The-Broads-Annual-Water-Plant-Monitoring-Report-2020.pdf

5. Other navigation works

- 5.1. The intended completion of the Waterways Management Strategy and Action Plan has been delayed due to COVID. One key piece of progress has been the successful update of the “mean low water” levels used across the Broads. Mean low water level is the computer model baseline from which water depths from the annual hydrographic survey are compared to and from which the Waterways Specification compliance is reported from. These levels have now been calculated using Environment Agency river level data, including locations not previously incorporated into the previously used model.
- 5.2. This update of the modelled surface has improved the accuracy of the total volume of sediment identified as being outside the Waterways Specification and therefore highlighted as requiring dredging. For example, in the River Wensum through Norwich, previous mean low water level was based on limited data extrapolated from Brundall, generating 7,400 m³ of sediment requiring dredging. With additional water level data included from the head of navigation at New Mills, the sediment volume required to meet Waterways Specification changes to 4,400 m³. On the River Waveney between Oulton and Beccles, where good provision of water level data has always been available, there was less than a 5% reduction in calculated sediment volume. Across all the navigable Broads and Rivers, the greater accuracy of the mean low water level model has reduced total sediment volume identified as requiring dredging from

1,010,000 m³ to 640,000 m³. This type of accurate information is critical for prioritising dredging projects and ensuring value for money when expensive resources are to be deployed. More detailed information is available if members of the committee are interested.

- 5.3. Due to Haven Bridge being closed, the Authority's contractor planned for installing and replacing marker posts on Breydon Water has not been able to start work before the start of the season. To ensure safety in this area, the Authority's Construction Team work programme has been reviewed, with the decision taken to mobilise the Authority's own staff and equipment to carry out this task. This will mean a reduction in the planned amount of dredging activity in 2021/22. All of the staff time however remains on priority navigation tasks. 2021/22 is also a year in which several dredging sites are due for the final restoration phase to be completed. Typically these sites require staff time and excavators to reshape the sediment to the required final design.

Author: Dan Hoare

Date of report: 30 March 2021

Background papers: [The Broads Annual Water Plant Monitoring Report 2020](#)

[HVO and GTL – alternative fuels with few drawbacks | Environment \(commercialfleet.org\)](#)

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

Appendix 1 – Dredging progress 2020-21

Appendix 2 – Dredging Plan 2021-22

Appendix 1 - Dredging progress 2020-21

Project title	Active Broad Authority dredging weeks completed/ planned	Planned volume removed m ³	Actual volume removed m ³	Planned annual project cost ¹	Actual project cost
River Bure – COMPLETED South Walsham & Acle to Oby (Apr-May)	6/8	2,000	4,605	40,703	36,820
River Waveney – COMPLETED Oulton Broad to Peto's Marsh (May-Sept)	13/20	8,500	7,655	110,104	88,730
River Yare – COMPLETED Prioritised shoals between Trowse & Cantley (Jun-Sept)	16/15	6,400	8,570	114,507	95,590
River Thurne River Thurne sites & Catfield Dyke to Chara Bay (Oct-Mar)	20/19	8,000	10,520	150,664	83,750
River Yare – COMPLETED Haddiscoe Cut to Raveningham (Nov-Dec)	10/20	8,500	8,240	106,990	62,900
River Thurne, Waxham Cut – COMPLETED Sidecast (Jan-Feb)	6/7	6,000	3,000	26,862	10,590

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.

Project title	Active Broads Authority dredging weeks completed/ planned	Planned volume removed m³	Actual volume removed m³	Planned annual project cost ¹	Actual project cost
Lower Bure Plough dredge (Mar)	Contractor	2,000	0	10,000	0
Site restoration Waxham Cut (Phase 1), Tyler's Cut	-	-	-	12,000	13,250
Site preparation Peto's Marsh, Carlton Marshes	-	-	-	16,000	8,550
Total	71/89	41,400	42,590	587,830	400,180

Appendix 2 – Dredging Plan 2021/22

Project title	Active dredging weeks completed/ planned	Planned volume removed m ³	Actual volume removed m ³	Planned annual project cost ²	Actual project cost
River Waveney Beccles to Geldeston (June-Sept)	/17	6,000		121,260	
River Waveney Oulton Broad to Peto's Marsh (May-Aug)	/13	6,000		119,230	
River Thurne Martham to Somerton, sediment to Hickling (Sept-Jan)	/13	3,490		85,480	
River Chet Loddon to Hardley Flood bank (Nov to Feb)	/15	8,000		112,360	
Site Restoration Beccles, Oby Mill, Rockland Short Dyke, Six Mile House, Waxham Cut	-	-		19,340	
Total	/58	23,490		457,670	

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

15 April 2021

Agenda item number 12

Navigation income and expenditure 1 April to 28 February 2021 actual and 2020/21 forecast outturn

Report by Chief Financial Officer

Purpose

To present the actual Navigation income and expenditure for the eleven-month period to 28 February 2021, and provide a forecast of the projected expenditure at the end of the financial year (31 March 2021).

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1. Introduction

- 1.1. This report gives a summary of the income and expenditure for the Navigation budget up until 28 February, any amendments to the Latest Available Budget (LAB), Forecast Outturn (predicted year end position) and the movements on the earmarked reserves.

2. Overview of actual income and expenditure

Table 1

Actual Navigation income and expenditure by Directorate to 28 February 2021

Directorate	Profiled Latest Available Budget £	Actual income and expenditure £	Actual variance £
Income	(3,512,328)	(3,370,613)	- 141,715
Operations	2,334,813	1,877,691	+ 457,122
Strategic Services	283,432	276,020	+ 7,412
Chief Executive	636,700	584,039	+ 52,661
Projects, Corporate Items and Contributions from Earmarked Reserves	(90,532)	(35,887)	-54,645
Net (Surplus) / Deficit	(347,915)	(668,750)	+ 320,835

- 2.1. Core Navigation income is below the profiled budget at the end of month eleven. The overall position as at 28 February 2021 is an adverse variance of £320,835 or 92.2% difference from the profiled LAB. This is principally due to:
- An overall adverse variance of £141,715 within income:
 - Hire craft tolls is £94,712 behind the profiled budget.
 - Private craft tolls is £18,236 behind the profiled budget.
 - Short visit and other toll income is £21,907 behind the profiled budget.
 - Investment income is £6,860 behind the profiled budget to the fall in interest rates.
 - An underspend within Operations relating to delayed practical works expenditure at Breydon, St Benet's Abbey and due to COVID-19 restrictions. At the time of writing negotiations with contractors on start dates were ongoing which will mean some of the forecast will not be met and an underspend will continue at year end. This will result in the relevant budget holders submitting carry forwards to transfer the underspend to the next financial year.

- An underspend within Strategic Services relating to reduced numbers of volunteers being able to be out as a result of COVID-19.
 - An underspend within Chief Executive relating to delayed expenditure following COVID-19. These mainly relate to legal and professional fees on prosecutions, lease arrangements and bank charges which at this stage are considered timing differences.
 - An adverse variance within reserves relating to delayed capital expenditure caused by COVID-19, with some of the expenditure being transferred to 2021/22.
- 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 2020/21. The LAB is based on the original budget for the year, with adjustments for known and approved budget changes such as carry-forwards and budget virements. Full details of movements from the original budget are in Appendix 2.

Table 2

Adjustments to Navigation LAB

Item	Authorisation reference	Amount £
Original navigation budget 2020/21	Broads Authority 31/01/2020 Agenda item number 12	45,402
Approved carry-forward from 2019/20	Broads Authority 22/05/2020 Agenda item number 9	88,491
LAB as at 28 February 2021	n/a	133,893

- 3.2. The LAB therefore provides for a navigation deficit of £133,893 in 2020/21 as at 28 February 2021.

4. Overview of forecast outturn 2020/21

- 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 February, the forecast indicates that:
- The total forecast income is £3,393,100.
 - Total expenditure is forecast to be £3,419,702.

- The resulting deficit for the year is forecast to be £26,602.

4.3. The forecast outturn remains unchanged from the last report to the committee in January.

5. Reserves

Table 3

Navigation Earmarked Reserves

Reserve name	Balance at 1 April 2020 £	In-year movements £	Current reserve balance £
Property	(393,440)	(1,962)	(395,402)
Plant, Vessels and Equipment	(310,245)	86,808	(223,437)
Premises	(89,966)	0	(89,966)
CANAPE	(155,922)	49,374	(106,548)
Computer Software	(7,184)	309	(6,875)
Total	(956,757)	134,529	(822,228)

5.1. Items funded from the Plant, Vessel and Equipment reserve include two replacement vehicles, a second hand JCB telehandler, mini excavator and NATO floats.

6. Conclusion

6.1. The forecast outturn position for the year suggests a deficit within the Navigation budget although this is likely to reduce further for the reasons set out in paragraph 2.1, for the Operations variance. The current forecast deficit of £26,602 would result in a Navigation Reserve balance of approximately £516,600 at the end of 2020/21 (before any year-end adjustments). This would mean the Navigation Reserve would be above the recommended 10% at 15.1%. Year-end transfers of interest to the earmarked reserves mean it will fall to approximately 14.9%. This will be highly dependent on the level of interest received.

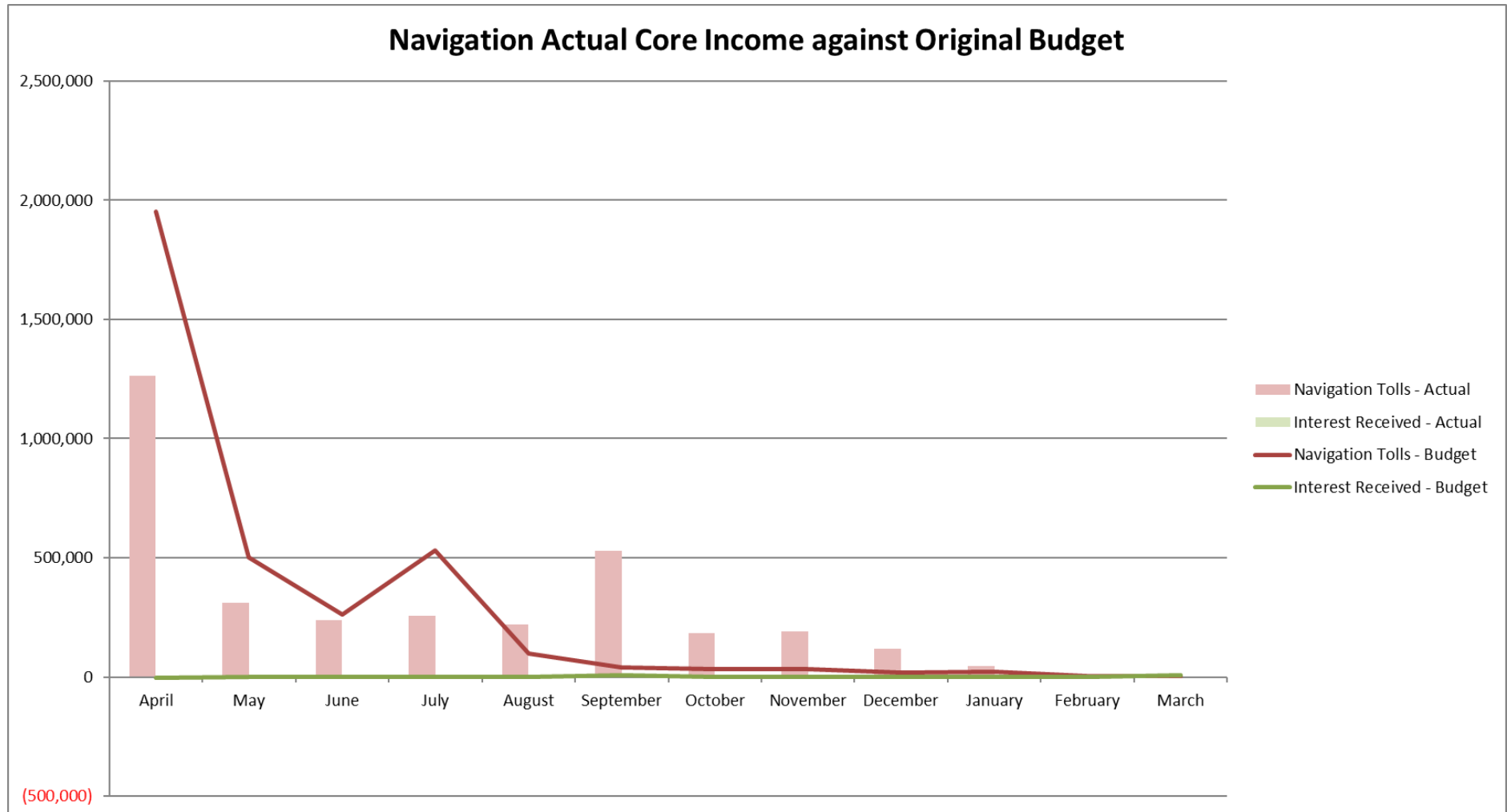
Author: Emma Krelle

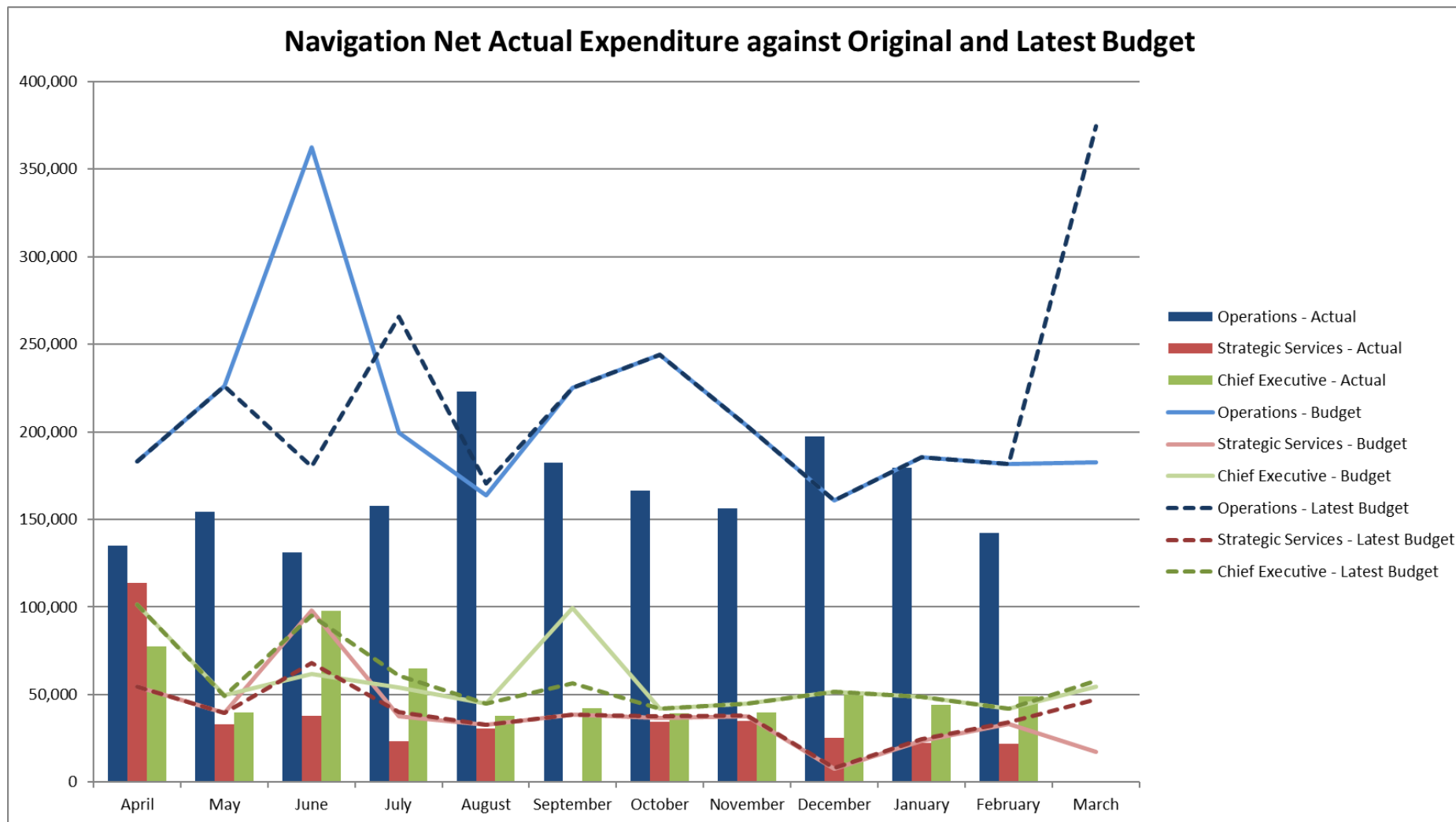
Date of report: 26 March 2021

Appendix 1 – Navigation actual income and expenditure charts to 28 February 2021

Appendix 2 – Financial monitor: Navigation income and expenditure 2020/21

Appendix 1 – Navigation actual income and expenditure charts to 28 February 2021





Appendix 2 – Financial monitor: Navigation income and expenditure 2020/21

Table 1

Income

Row Labels	Original budget (Navigation) £	Budget adjustments (Navigation) £	Latest Available Budget (Navigation) £	Forecast outturn (Navigation) £	Forecast outturn variance (Navigation) £
Income	(3,525,600)	0	(3,525,600)	(3,393,100)	- 132,500
National Park Grant	0	0	0	0	+ 0
Income	0	0	0	0	+ 0
Hire Craft Tolls	(1,199,000)	0	(1,199,000)	(1,106,000)	- 93,000
Income	(1,199,000)	0	(1,199,000)	(1,106,000)	- 93,000
Private Craft Tolls	(2,244,000)	0	(2,244,000)	(2,214,000)	- 30,000
Income	(2,244,000)	0	(2,244,000)	(2,214,000)	- 30,000
Short Visit Tolls	(43,000)	0	(43,000)	(43,000)	+ 0
Income	(43,000)	0	(43,000)	(43,000)	+ 0
Other Toll Income	(19,100)	0	(19,100)	(19,100)	+ 0
Income	(19,100)	0	(19,100)	(19,100)	+ 0
Interest	(20,500)	0	(20,500)	(11,000)	- 9,500
Income	(20,500)	0	(20,500)	(11,000)	- 9,500

Table 2
Operations

Row Labels	Original budget (Navigation) £	Budget adjustments (Navigation) £	Latest Available Budget (Navigation) £	Forecast outturn (Navigation) £	Forecast outturn variance (Navigation) £
Operations	2,636,347	82,938	2,719,285	2,460,333	+ 258,952
Construction and Maintenance Salaries	812,328	0	812,328	797,478	+ 14,850
Salaries	812,328	0	812,328	797,478	+ 14,850
Expenditure	0	0	0	0	+ 0
Equipment, Vehicles & Vessels	375,760	0	375,760	307,510	+ 68,250
Income	0	0	0	0	+ 0
Expenditure	375,760	0	375,760	307,510	+ 68,250
Water Management	98,670	13,000	111,670	94,980	+ 16,690
Income	0	0	0	0	+ 0
Expenditure	98,670	13,000	111,670	94,980	+ 16,690
Land Management	0	0	0	0	+ 0
Income	0	0	0	0	+ 0
Expenditure	0	0	0	0	+ 0
Practical Maintenance	421,260	69,938	491,198	348,715	+ 142,483
Income	(9,000)	0	(9,000)	(9,000)	+ 0
Expenditure	430,260	69,938	500,198	357,715	+ 142,483

Row Labels	Original budget (Navigation) £	Budget adjustments (Navigation) £	Latest Available Budget (Navigation) £	Forecast outturn (Navigation) £	Forecast outturn variance (Navigation) £
Waterways and Recreation Strategy	27,180	0	27,180	27,300	- 120
Income	0	0	0	0	+ 0
Salaries	18,180	0	18,180	18,300	- 120
Expenditure	9,000	0	9,000	9,000	+ 0
Project Funding	1,067	0	1,067	1,067	+ 0
Expenditure	0	0	0	0	+ 0
Pension Payments	1,067	0	1,067	1,067	+ 0
Ranger Services	560,656	0	560,656	620,723	- 60,067
Income	0	0	0	0	+ 0
Salaries	430,956	0	430,956	489,723	- 58,767
Expenditure	129,010	0	129,010	130,310	- 1,300
Pension Payments	690	0	690	690	+ 0
Safety	88,319	0	88,319	77,515	+ 10,804
Income	(1,500)	0	(1,500)	(1,500)	+ 0
Salaries	43,411	0	43,411	41,682	+ 1,729
Expenditure	46,408	0	46,408	37,333	+ 9,075
Premises	132,237	0	132,237	65,737	+ 66,500
Income	(700)	0	(700)	(700)	+ 0

Row Labels	Original budget (Navigation) £	Budget adjustments (Navigation) £	Latest Available Budget (Navigation) £	Forecast outturn (Navigation) £	Forecast outturn variance (Navigation) £
Expenditure	132,937	0	132,937	66,437	+ 66,500
Operations Management and Administration	43,794	0	43,794	44,233	- 439
Salaries	41,154	0	41,154	41,593	- 439
Expenditure	2,640	0	2,640	2,640	+ 0
Premises - Head Office	75,075	0	75,075	75,075	+ 0
Income	0	0	0	0	+ 0
Expenditure	75,075	0	75,075	75,075	+ 0

Table 3

Strategic Services

Row Labels	Original budget (Navigation) £	Budget adjustments (Navigation) £	Latest Available Budget (Navigation) £	Forecast outturn (Navigation) £	Forecast outturn variance (Navigation) £
Strategic Services	300,548	5,553	306,101	316,292	- 10,191
Development Management	4,244	0	4,244	4,274	- 31
Income	0	0	0	0	+ 0
Salaries	4,244	0	4,244	4,274	- 31
Expenditure	0	0	0	0	+ 0
Pension Payments	0	0	0	0	+ 0
Strategy and Projects Salaries	8,809	0	8,809	8,453	+ 356
Salaries	8,719	0	8,719	8,385	+ 334
Expenditure	90	0	90	68	+ 23
Biodiversity Strategy	0	0	0	0	+ 0
Income	0	0	0	0	+ 0
Expenditure	0	0	0	0	+ 0
Human Resources	57,084	0	57,084	56,467	+ 617
Salaries	32,087	0	32,087	38,438	- 6,351
Expenditure	24,998	0	24,998	18,030	+ 6,968
Volunteers	29,392	0	29,392	23,524	+ 5,868

Row Labels	Original budget (Navigation) £	Budget adjustments (Navigation) £	Latest Available Budget (Navigation) £	Forecast outturn (Navigation) £	Forecast outturn variance (Navigation) £
Salaries	19,292	0	19,292	19,424	- 132
Expenditure	10,100	0	10,100	4,100	+ 6,000
Communications	78,473	5,553	84,026	84,498	- 472
Income	0	0	0	0	+ 0
Salaries	67,973	0	67,973	68,445	- 472
Expenditure	10,500	5,553	16,053	16,053	+ 0
Visitor Centres and Yacht Stations	90,053	0	90,053	106,418	- 16,365
Income	(68,700)	0	(68,700)	(44,304)	- 24,396
Salaries	132,840	0	132,840	131,940	+ 900
Expenditure	25,913	0	25,913	18,782	+ 7,130
Strategic Services Management and Administration	32,493	0	32,493	32,658	- 165
Salaries	31,293	0	31,293	31,533	- 240
Expenditure	1,200	0	1,200	1,125	+ 75

Table 4

Chief Executive

Row Labels	Original budget (Navigation) £	Budget adjustments (Navigation) £	Latest Available Budget (Navigation) £	Forecast outturn (Navigation) £	Forecast outturn variance (Navigation) £
Chief Executive	694,432	0	694,432	681,975	+ 12,457
Legal	27,500	0	27,500	27,500	+ 0
Income	(2,500)	0	(2,500)	(2,500)	+ 0
Expenditure	30,000	0	30,000	30,000	+ 0
Governance	96,670	0	96,670	85,322	+ 11,349
Income	0	0	0	0	+ 0
Salaries	56,635	0	56,635	53,209	+ 3,425
Expenditure	40,036	0	40,036	32,112	+ 7,923
Chief Executive	48,370	0	48,370	48,245	+ 125
Salaries	46,490	0	46,490	46,835	- 345
Expenditure	1,880	0	1,880	1,410	+ 470
Asset Management	83,284	0	83,284	76,428	+ 6,856
Income	(2,000)	0	(2,000)	(2,000)	+ 0
Salaries	20,799	0	20,799	20,943	- 144
Expenditure	64,485	0	64,485	57,485	+ 7,000
Finance and Insurance	183,810	0	183,810	184,375	- 565

Row Labels	Original budget (Navigation) £	Budget adjustments (Navigation) £	Latest Available Budget (Navigation) £	Forecast outturn (Navigation) £	Forecast outturn variance (Navigation) £
Salaries	82,520	0	82,520	83,085	- 565
Expenditure	101,290	0	101,290	101,290	+ 0
Collection of Tolls	146,440	0	146,440	147,380	- 940
Salaries	135,240	0	135,240	136,180	- 940
Expenditure	11,200	0	11,200	11,200	+ 0
ICT	108,359	0	108,359	112,726	- 4,368
Salaries	64,304	0	64,304	64,753	- 449
Expenditure	44,055	0	44,055	47,974	- 3,919

Table 5

Projects and Corporate items

Row Labels	Original budget (Navigation) £	Budget adjustments (Navigation) £	Latest Available Budget (Navigation) £	Forecast outturn (Navigation) £	Forecast outturn variance (Navigation) £
Projects and Corporate Items	87,894	0	87,894	57,169	+ 30,725
Partnerships / HLF	38,494	0	38,494	7,769	+ 30,725
Income	(50,655)	0	(50,655)	(49,830)	- 825
Salaries	14,145	0	14,145	14,245	- 100
Expenditure	75,003	0	75,003	43,353	+ 31,650
Corporate Items	49,400	0	49,400	49,400	+ 0
Expenditure	1,400	0	1,400	1,400	+ 0
Pension Payments	48,000	0	48,000	48,000	+ 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) £
Contributions from Earmarked Reserves	(148,219)	0	(148,219)	(96,069)	- 52,150
Earmarked Reserves	(148,219)	0	(148,219)	(96,069)	- 52,150
Expenditure	(148,219)	0	(148,219)	(96,069)	- 52,150

Table 7

Net (Surplus) / Deficit

Row Labels	Original budget (Navigation) £	Budget adjustments (Navigation) £	Latest Available Budget (Navigation) £	Forecast outturn (Navigation) £	Forecast outturn variance (Navigation) £
Grand Total	45,402	88,491	133,893	26,601	+ 107,292

Navigation Committee

15 April 2021

Agenda item number 13

Annual Safety Audit 2020

Report by Head of Safety Management

Purpose

To present the annual review of marine incidents.

Broads Plan context

4.3: Implement, promote and monitor measures to maintain and improve safety and security for the navigation and boats.

1. Annual Marine incidents

- 1.1. Appendix 1 gives details of the main marine incidents reported during the period April 2020 to March 2021, including an analysis of deaths and personal injury since 1995. When considering the large number of visitors to the Broads, especially during the Coronavirus pandemic where we have seen many new visitors, the analysis demonstrates that the Broads continues to be a safe place for boating and boating-related activities.
- 1.2. The Authority has continued to highlight the message of personal responsibility for safety in its publications, and Rangers brief boat users on key safety messaging. However, during 2020/21 we have seen an increase in deaths on or from boats, and an increase of persons entering the water.
- 1.3. Notable points are:
 - 7 reported fatalities, 5 on or from boats, and 2 reported deaths not related to boating.
 - 27 reported incidents of persons inadvertently entering the water, a 59% increase from the previous safety report. Where gender had been reported, it was noted that there were more females entering the water than males.
 - Boat fires continue to remain at a low level, as in previous years.
- 1.4. Due to the increase of new visitors to the Broads in 2020, and the number of fatalities and incidents involving persons entering the water, the Authority has developed and implemented a safety package for the 2021/22 season. This involves investing in five additional Rangers to increase the level of patrolling of the busy waterways and a

package of animated safety videos targeted at visitors hiring boats, particularly to help those that are new to boating. The videos have been introduced with the support from the Broads Hire Boat Federation, British Marine, HM Coastguard, Broads Beat, RNLI, Royal Yachting Association and the Aweigh Application. The links to the videos will be sent by the Hire Boat Operators to their customers prior to their arrival and they will check that they have been viewed during the handover process. The online videos can be found in the following link: [Boating essentials \(broads-authority.gov.uk\)](https://broads-authority.gov.uk/boating-essentials).

- 1.5. A training event took place at Great Yarmouth Yacht Station on 17 March 2021 for handover hire boat staff, and 57 people attended from 5 boat yards. The training was led by the Ranger Team with input and assistance from the Maritime and Coastguard Agency (MCA), Royal National Lifeboat Institution (RNLI) and Broads Beat. The training covered the main hazards in the more tidal areas, focusing on the key knowledge boaters need to be aware of. It also highlighted the role of the Ranger team, MCA and RNLI on Breydon Water. The RNLI and MCA also covered the water side responder course, which included use of a throwline. The feedback the Authority received from the attendees was excellent. There are plans to hold another course in early April, with a date to be confirmed.
- 1.6. In summary the incident rate within the Broad's executive area has seen an upward trend, with the highest increases being observed as members of the public inadvertently entering the water. Factors for this are varied but a large contributor was following the capsizing of smaller vessels like kayaks and canoes. Again, the increase in entry level vessels, has been attributed to the Coronavirus pandemic and the Government restrictions. The Authority is currently looking at actions and measures which will address some of these issues, as well as reinforcing the message about wearing the correct safety equipment.

Author: Linda Ibbitson-Elks

Date of report: 24 March 2021

[Broads Plan](#) objectives 4.3

Appendix 1 – Annual Marine Incident Statistics

Appendix 1 – Annual Marine Incident Statistics

The reporting periods are from the 1st April 2020 to March 2021. The report is limited to the Broads Authority's executive area for marine responsibility. Notable incidents are listed below.

Table 1

Summary of incidents reported.

2020	Incident details	Hazard log category
5/4	Elderly male fell from vessel at Potter Heigham	Embarkation/Disembarkation
11/4	Female jumped in at Wroxham. Mental health issues	Jumped in
13/5	Male rescued after capsizing sailing dinghy Oulton Broad	Fallen in
16/5	Male fell from boat at Loddon	Fallen in
19/5	Medical evacuation in Brundall. Hospitalised.	Medical
20/5	Female injured on sailing vessel on Hickling.	Injury
30/5	Rescued following capsized dinghy at Thurne	Fallen in
19/6	Male drowned in Wensum near Norwich Yacht Station	Fatality
24/6	Male injured following engine fire. Burns to legs	Fire/injury
27/6	Medical evacuation from vessel – cardiac.	Medical
30/6	Fire on vessel at Horning – minor burns	Fire/injury
4/7	Male rescued from water at Norwich Yacht Station	Fallen in
7/7	Male injured working on pontoon when hit by hire cruiser at Great Yarmouth	Injury
8/7	Male rescued from water at Great Yarmouth while mooring	Embarkation/Disembarkation
12/7	Medical evacuation from vessel at Malthouse Broad	Medical
12/7	Medical evacuation following fall on vessel at Thurne Dyke	Injury
13/7	Medical evacuation following fall from vessel at How Hill while mooring.	Embarkation/Disembarkation

2020	Incident details	Hazard log category
26/7	Female collapsed on vessel moored at Reedham Quay – medical evacuation	Medical
28/7	2 males rescued from water at Malthouse Broad following dinghy capsize	Fallen in
30/7	3 persons rescued from water at Norwich Yacht Station following canoe capsize	Fallen in
4/8	Medical evacuation following fall into water while mooring at St Benets	Embarkation/Disembarkation
8/8	Male rescued from water at Acle Bridge	Fallen in
10/8	6 persons rescued following dayboat sinking near Black Horse Broad	Fallen in
19/8	Female died following incident at Great Yarmouth – trapped under boat	Fatality
30/8	Female injured leg following fall at Ludham Bridge	Embarkation/Disembarkation
1/9	Male suffered head injury travelling under Ludham Bridge	Injury
1/9	Medical evacuation following fall down steps on hire cruiser on Breydon Water.	Injury
2/9	Female rescued from water at Great Yarmouth Yacht Station	Fallen in
2/9	Female injured leg jumping from vessel in boatyard	Embarkation/Disembarkation
6/9	Male drowned after falling from vessel at Loddon	Fatality
9/9	Female suffered leg injury while mooring at Thurne Dyke	Embarkation/Disembarkation
12/9	Female injured when falling from vessel at Barton Turf	Embarkation/Disembarkation
15/9	Male died from injuries after hit by propeller on River Bure near Yarmouth	Fatality
20/9	Male injured leg falling off vessel while mooring at St Benets	Embarkation/Disembarkation
24/9	Female injured leg while mooring at Ludham Bridge	Embarkation/Disembarkation

2020	Incident details	Hazard log category
24/9	2 persons injured on boat when hit by another boat at How Hill	Injury
27/9	Female injured leg while mooring at Berney	Injury
27/9	Male injured leg falling on boat at Stokesby	Injury
27/9	Male rescued from water after falling from boat at Stokesby	Fallen in
10/10	Female injured falling down steps on vessel at Horning	Injury
10/10	Female rescued from water while mooring at Boundary Farm	Fallen in
14/10	Medical evacuation from vessel – male with breathing difficulties	Medical
23/10	2 males and dog rescued from water following dinghy capsize at Rockland	Fallen in
4/11	Female rescued from river near Thorpe St Andrew after entering water after dog	Jumped in
16/11	Vulnerable female rescued from water at Wroxham	Jumped in
21/11	Vulnerable female rescued from water at Wroxham	Jumped in
5/12	Fatality on board vessel moored at Acle Bridge - suspected suicide	Fatality
20/2	Body found in water at Bells Boatyard, Brundall – suspected suicide	Fatality
24/2	Medical evacuation from vessel at Horning	Medical

Analysis of death/injuries since 1995

Death	1995	1996	1997	1998	1999	2000	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020
No of deaths on or from boats	3	1	1	3	2	1	3	2	6	0	0	2	0	0	0	2	4	2	0	2	1	5	1	2	1	5
Reported deaths not related to boating	4	-	2	1	4	4	2	3	1	0	7	2	1	1	3	3	3	8	2	5	4	2	1	2	2	2

Cause of death	1995	1996	1997	1998	1999	2000	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020
Severe injury	1	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	2
Heart Attack	0	0	0	0	1	1	0	1	0	0	0	1	0	1	2	2	1	5	0	1	1	3	1	1	1	0
Drowning	2	1	0	4	5	1	3	3	5	0	4	3	0	0	0	1	3	2	0	5	3	0	0	3	2	3
Asphyxiation/C O poisoning	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2	0	0	0	0
Terminal Illness																	1	0	0	0	0	0	0	0	0	0
Not Known	4	0	2	0	0	1	0	0	2	0	3	0	1	0	1	2	2	0	0	1	0	2	1	0	0	1
Reports of people inadvertently entering in the water ¹	3	2	4	8	2	5	1	4	15	16	12	23	29	17	34	20	17	18	12	22	19	21	12	23	17	27
No of persons reported as requiring hospital treatment	0	9	8	7	9	8	7	7	18	2	4	13	12	11	22	30	17	15	19	14	13	30	36	49	33	35

¹ Reports where someone inadvertently found themselves in the water. It does not include capsizes of sailing dinghies etc, or from any other contact water sports where entry into the water is predictable

Nature of injuries	1995	1996	1997	1998	1999	2000	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020
Head	2	0	4	1	3	2	1	1	1	1	3	1	1	5	3	3	1	3	3		2	7	3	4	5	3
Arm/hand	2	1	6	0	0	1	3	1	1	1	0	1	6	4	1	4	4	2	4	1	0	3	4	6	7	5
Leg/foot	3	5	4	2	4	1	2	2	2	2	1	3	7	5	7	8	3	6	4	3	4	9	8	8	11	9
Torso, ribs, chest, back	1	0	2	0	1	4	1	1	2	0	1	4	3	0	2	4	2	0	2	2	2	1	5	8	2	2
Not described	1	1	0	0	0	0	0	0	10	2	1	4	0	0	8	10	2	2	5	1	4	6	12	13	8	10
Asphyxiated/CO poisoning	1	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	2	0	0	0	4	0	0
Burns/Scalds	0	1	1	4	1	1	0	2	1	0	0	1	1	0	1	2	1		1	2	0	0	0	0	0	2
Heart attack																	3	5	1	2	1	5	3	10	0	4

Analysis of fire and explosions since 1995

Fire and explosions	1995	1996	1997	1998	1999	2000	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020
Number of incidents	7	2	5	4	6	3	4	2	2	0	2	22	8	4	4	3	3	1	1	1	0	2	2	5	1	2
Vessels involved (Private)	5	1	3	4	3	2	2	2	1	0	1	18	10	4	2	2	2	1	1	3	0	1	2	5	1	2
Vessels involved (Hire)	3	1	2	0	3	1	2	0	1	0	1	4	1	0	2	1	1	0	0	0	0	1	0	0	0	0
Prime cause LPG	2	0	0	2	0	1	1	0	2	0	0	0	1	0	0	1	0	0	1	0	0	0	0	0	0	0
Prime cause Petrol	2	0	1	1	1	0	0	1	0	0	0	1	2	0	0	0	2	1	0	1	0	0	0	1	0	0
Prime cause Electrical	0	0	2	0	0	1	1	1	0	0	1	0	1	2	2	1	1	0	0	0	0	1	0	1	0	0
Prime cause Other	3	2	2	1	5	1	2	0	0	0	1	21	4	2	2	1	0	0	0	2	0	1	2	3	1	2
No of vessels total loss	3	1	2	0	1	2	2	2	0	0	0	20	6	2	1	0	2	1	0	0	0	0	1	2	0	0
No of injuries from fires requiring hospital treatment	2	0	1	3	1	0	0	2	2	0	0	1	1	0	0	2	1	0	1	0	0	0	0	1	0	2
No of fatalities	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Navigation Committee

15 April 2021

Agenda item number 14

Power boat racing review

Report by Director of Operations

Purpose

This report seeks the Committee's views on the management of powerboat racing on Oulton Broad and on the fixture list for the 2021 season.

Broads Plan context

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

1. Introduction

- 1.1. The Broads Authority is obliged by the Port Marine Safety Code to carry out risk assessments of all boating activities and marine operations on its waters, and to make sure risks associated with any activity are managed so they are as low as reasonably practicable.
- 1.2. The Formal Safety Assessment (FSA) identified 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 review of 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 - 2020

- 2.1. 2020 was the first year since the war that the club could not go ahead with planned racing activity, due to the Covid-19 pandemic. It was decided on safety grounds, in advance of the National Authority's decision, that Lowestoft and Oulton Broad Motor Boat Club (LOBMBC) would not race. The decision was made in March 2020 for the safety of participants, members and the public.

- 2.2. A questionnaire was distributed by LOBMBC to its officials for feedback on a returning to racing for the 2021/22 season. The feedback was in support of a new season of racing, as long as guidelines and Covid-19 Risk Assessments were in place and reviewed against Government guidance.
- 2.3. No incidents or accidents occurred in 2020, due to Covid-19 restriction cancelling all meeting dates. It is noted that incidents from the 2019 racing season were reduced from previous years, and the incidents that occurred were not serious in nature.

3. Risk implications

- 3.1. A new Risk Assessment has been developed and reviewed, and it was found that no changes needed to be applied. A Covid-19 Risk Assessment has also been circulated to members. This will continue to be revised along with Government guidelines and distributed to members when updated and before racing dates.
- 3.2. The Broads Authority is in direct contact with the navigation department at Defra and, at the moment, 12 April is the earliest date that the boat clubs can reopen.
- 3.3. The international race weekend event is planned for 17 & 18 July, and will be the biggest event LOBMBC has ever carried out. It has been rolled over from 2020 when originally planned. Recent correspondence has been sent to LOBMBC stating the need for guarantees that all competitors can travel restriction free in terms of quarantine, and this is to be provided 60 days in advance of the event. However, the LOBMBC has high involvement with several European countries, where levels of Covid-19 are increasing. Currently this is going to be very difficult, and the LOBMBC is considering moving the event to early September. The focus is on keeping all safe and following the current Government roadmap guidelines.
- 3.4. In previous seasons, the number of requested race days has totalled 20, and the same number has been requested for the 2021 season. This breaks down to 3 Mondays, 13 Thursdays, 1 Saturday and 3 Sundays. The National Championships are planned for the Spring Bank Holiday weekend, but this is subject to change.

4. Financial implications

- 4.1. In the 2019 season, 427 boats raced, at a toll of £5.34 a day, giving a total income of £2,284.45 from a racing craft toll fee.
- 4.2. A Notice to Mariners for the racing events is required and needs to be advertised one month before the first race, with all costs being with LOBMBC.

5. Conclusion

- 5.1. Powerboat racing is an exciting and highly enjoyed calendar event within the Broads. Collaboration between all parties to make sure health and safety of all is paramount,

and we are content that Covid-19 mitigation measures are being considered and reviewed prior to putting on the race dates.

Author: Rob Rogers

Date of report: 31 March 2021

[Broads Plan](#) strategic actions: 4.3

Appendix 1 – Power boat racing - proposed 2021 fixture dates

Appendix 1 – Power boat racing - proposed 2021 fixture dates

	Day / Date	Start time	Comments
1	Monday 3 rd May	12 noon	May Bank Holiday
2	Thursday 13 th May	6pm	
3	Thursday 20 th May	6pm	
4	Thursday 27 th May	6pm	
5	Sunday 30 th May	12 noon	National Championship
6	Monday 31 st May	12 noon	National Championship
7	Thursday 10 th June	6pm	
8	Thursday 17 th June	6pm	
9	Thursday 24 th June	6pm	
10	Thursday 1 st July	6pm	
11	Thursday 8 th July	6pm	
12	Thursday 15 th July	6pm	
13	Saturday 17 th July	12 noon	UIM WC Event
14	Sunday 18 th July	12 noon	UIM WC Event
15	Thursday 29 th July	6pm	
16	Thursday 5 th August	5:30pm	
17	Thursday 12 th August	5:30pm	
18	Thursday 19 th August	5:30pm	
19	Monday 30 th August	4pm	Lions Gala Day
20	Sunday 12 th September	12 noon	Battle of Britain

Navigation Committee

15 April 2021

Agenda item number 15

Committee calendar 2021/22- Navigation

Committee dates

Report by Governance Officer

Purpose

To review the Navigation Committee dates for 2021/22 and the change in meeting time, following the approval of the committee calendar at the Broads Authority meeting on 19 March 2021.

1. 2021/22 committee timetable

- 1.1. Members are asked to review the Navigation Committee meeting dates for 2021/22, included in the committee calendar at Appendix 1. The calendar was approved by the Broads Authority on 19 March, subject to consultation with the Navigation Committee.
- 1.2. The calendar runs from August 2021 to the annual meeting in July 2022, and takes account of public holidays. There are five proposed Navigation Committee meetings in the year.
- 1.3. Members of the Committee are also invited to attend all Broads Authority site visits, including the Planning Committee Design Tour. The members' annual site visit is usually held in early July, and a provisional date for 2021 is 8 July, dependent on Government Covid-19 restrictions being lifted. The Planning Design Tour is scheduled on a two-yearly basis, with the next tour due in 2021. A date is to be confirmed.
- 1.4. As a reminder to members, it has previously been agreed that urgent items, including consideration of planning applications that arise outside of the scheduled Navigation Committee meetings, can be dealt with in the following way:

'in the event of a planning application requiring the views of the Navigation Committee, that members of the Navigation Committee be sent the details of the application and make any comments to the Chair and Vice Chair. Subject to the comments that come in, the Chair and Vice Chair would determine whether there needed to be a formal consultation or not; and if a formal consultation was required, they would determine this could be via electronic means rather than meeting face to face.' ([Navigation Committee minutes 14 June 2018](#))

2. Change of time

- 2.1. The dates for all committees in 2021/22 follow a similar pattern to previous years, but it is proposed to move Navigation Committee, Broads Local Access Forum (BLAF) and Audit and Risk Committee (ARC) meetings to 10am, in line with Broads Authority and Planning Committee meetings. BLAF and ARC members were notified of the change at their March meetings.

3. Conclusion

- 3.1. It should be noted that meeting dates and times may be subject to change and are dependent on the flexibility granted to the Broads Authority and Local Authorities to hold remote meetings during Covid-19 restrictions.

Author: Sarah Mullarney

Date of report: 25 March 2021

Appendix 1 – Committee calendar 2021/22

Appendix 1 - Broads Authority committee calendar 2021/2022

Committee meetings	Day	Time	Jul 2021	Aug 2021	Sep 2021	Oct 2021	Nov 2021	Dec 2021	Jan 2022	Feb 2022	Mar 2022	Apr 2022	May 2022	Jun 2022	Jul 2022
Audit and Risk Committee	Tue	10am	20		21					8					12
Broads Authority (*BA business/member workshop/site visit)	Fri	10am	23		24*		19		28		18*		13		15
Member annual site visit	Thu		8												7
Broads Local Access Forum	Wed	10am			1			1			9			8	
Navigation Committee	Thu	10am			2	21			13			14		9	
Planning Committee	Fri	10am	16	13	10	8	5	3	7	4	4	1 29	27	24	22
Planning Committee site visit (provisional dates if required)	Fri	10am	2		3	1 22	26		21	18		8		10	1
Bank holidays				30				27 28	3			15 18	2	2 3	

Other meetings	Day	Time	Jul 2021	Aug 2021	Sep 2021	Oct 2021	Nov 2021	Dec 2021	Jan 2022	Feb 2022	Mar 2022	Apr 2022	May 2022	Jun 2022	Jul 2022
Broads Engage (public event)	Tbc	Tbc													
Heritage Asset Review Group (member group)	Fri	10am			17			17			11			17	
Parish Forum (public event)	Tbc	Tbc				13					16				
Bank holidays				30				27 28	3			15 18	2	2 3	