

Chief Executive's Report

<p>Summary: This report summarises the current position in respect of a number of important projects and events, including any decisions taken during the recent cycle of committee meetings.</p>
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1 BA Follow up: From 24 March 2017

Contact Officer/Broads Plan Objective: Sandra Beckett/None

1.1 Appointment to the Navigation Committee

Contact Officer/Broads Plan Objective: David Harris

At its meeting on 24 March 2017, the Authority appointed Mr Simon Sparrow to the Navigation Committee on the recommendation of the interview panel. Interviews of the 4 short listed candidates approved by the Navigation Committee at its meeting on 23 February, took place on 1 March 2017. The panel made their selection of Mr Sparrow after considered discussions, based on the consensus view of the whole panel.

1.2 Broads Plan 2017 Adoption

Contact Officer/Broads Plan Objective: Andrea Long

The Broads Plan 2017 was formally adopted by Members at the Broads Authority meeting on 24th March. This followed two years of work by the Broad Authority and its partners including two rounds of full public consultation. The Plan is supported by Sustainability Appraisal and Habitats Regulations Assessment. The Plan provides the strategic vision for the Broads over the next 5 years and identified the key priorities and projects that will be delivered in the Broads over the period up to 2022. All comments received as a consequence of the consultation exercises have been assessed and appropriate changes were made to the Plan. The Plan will be formally launched in May 2017 and updates on progress will be reported to Broads Authority meetings in May and November each year. The plan covers all areas of work in the Broads and is split into 8 key themes:

- Managing water resources and flood risk
- Sustaining landscapes for biodiversity and agriculture
- Maintaining and enhancing the navigation
- Conserving landscape character and the historic environment
- Building 'climate smart' communities
- Offering distinctive recreational experiences
- Raising awareness and understanding
- Connecting and inspiring people

There is a brief introductory section providing the context and background for each theme and the key projects and areas of work including, delivery partners and targets are identified for each.

1.3 **Education and Volunteer Strategies**

Contact Officers/Broads Plan Objectives: Maria Conti/Nick Sanderson/Beth Williams (Section H of the New Plan)

The Authority also adopted the Education and Volunteer Strategies for 2017 – 2022 both of which are in conformity with the Broads Plan and its high level strategic direction as well as having strong links with the project themes in the Broads Landscape Partnership Scheme, Water Mills and Marshes.

[Broads-education-and-volunteer-strategies](#)

1.4 **Landscape Partnership Scheme**

Contact Officer/Broads Plan Objectives: Will Burchnall/ Multiple

As Members are aware, one of the key strategic priorities for this year is the Landscape Partnership Project: Water Mills and Marshes. The Project Manager for the Landscape Partnership Scheme provided the Authority with an interesting presentation on the progress in preparing the development phase of the Heritage Lottery Fund (HLF) bid for the project to be submitted in May 2017. A decision on the proposed implementation phase will be due in October and if successful the delivery phase will commence in January 2018 with completion in December 2022. Specific reference was made to the excellent data, analysis and interpretive material provided by the innovative scanning device particularly for the Mills project as well as the work on the Landscape Character Assessment. Officers were in the process of obtaining final confirmation including financial commitments from those partners already signed up for the 38 projects and £4.5 million programme.

The Authority fully endorsed the excellent progress being made and supported the submission to the HLF. Details of various supporting documents may be found on the Authority's website

[Summary-HLFBid](#)

[Access-report](#)

[Heritage-skills-and-training-report](#)

[Learning-Interpretation-Audience-Development-Report](#)

1.5 **New Flood Risk Supplementary Planning Document (SPD)**

Contact Officer/Broads Plan Objective: Natalie Beal (Section E of New Plan)

Another document adopted by the Authority at its meeting on 24 March 2017 was the new Supplementary Planning Document relating to flood

risk. This replaces the SPD produced in 2008, seeks to clarify and expand on Policy DM29 of the adopted Development Management Policies Development Plan Document. It is designed to increase awareness of the nature of flood risk in the Broads area, give advice to developers and others about the Authority's approach to the issue of development and flood risk and to stress the need to maintain a high standard of design in new waterside development. The SPD has been produced in association with the Environment Agency and Lead Local Flood Authorities and was the subject of consultation in November to December 2016.

All of these documents may be viewed on the Authority's website.

[FloodRiskSPD](#)

1.6 Broads Authority Act 2009: Amendment to Licensing Conditions for Small Passenger Boats

Contact Officer/ Broads Plan Objective: Steve Birtles/

At its meeting on 24 March 2017, the Authority adopted amended licensing conditions for the operation of small passenger boats following consultation with a number of organisations and individuals including the Chair of the Navigation Committee. Since the Authority introduced a licensing scheme in 2012 for small passenger craft carrying no more than 12 passengers, legislation has been superseded and the conditions have been amended to reflect these changes and clear up any anomalies with the scheme relating to hire boats and to address references to the Inland Waters Small Passenger Boat Code (IWSPBC) developed by the Maritime Coastguard Agency (MCA) and the Association of Inland Waterways (AINA). These conditions are effective from 1 April 2017.

(Details may be found from the Authority's website.)

[Licensingforsmallpassengercraft](#)

1.7 Peer Review

Contact Officer/Broads Plan Objective: John Packman/multiple

On 24 March 2017, the Authority agreed to undertake a Peer Review of its governance arrangements following discussions at the previous Authority meeting on 27 January 2017 and detailed consideration by the Financial Scrutiny and Audit Committee in February 2017. On its recommendations, the Authority agreed that the review will be designed to be in line with the National Park Authority Peer Assessments (NPAPA) process to meet the specific needs of the Broads Authority, of which the Authority had been subject to in 2005 and 2011. On this occasion, the process will be administered by the Local Government Association. The outline arrangements of the Peer Review team, the scope and terms of reference as well as approach and output have been accepted by the LGA. The Peer Review team will be comprised of representatives from external bodies that understand the Broads Authority and English National Parks to include:

Member peers

- (i) A county or district councillor who is also a member of an English National Park Authority;
- (ii) A Member of an English National Park Authority appointed by the Secretary of State

Officer peers

- (iii) A Chief Executive of a local authority with part of his/her area within an English National Park
- (iv) A Chief Executive of an English National Park Authority who will lead the team

Independent peer

- (v) One of the Authority's independent persons

Members recognised that it would have considerable resource implications for staff and therefore would have implications for work programmes. However, it was considered that it was important in identifying areas for improvement, resetting certain standards and perceptions as well as the relationship with Local Authorities and help consolidate the views and roles of all Members.

Further details are available under the Authority's Committee papers on the website.

[PeerReview](#)

2 Mutford Lock

Contact Officer/Broads Plan Objective: Tom Hunter

2.1 Lock Dewatering Study

- 2.1.1 The Broads Authority is aware that parts of the lock walls are original masonry work dating from 1828 and in poor condition. Significant repairs below water level are expected to be required in the future and so the Broads Authority is building up a contingency fund for possible major work.
- 2.1.2 The balance of the contingency fund is currently £295,311 and the target is £500,000. However the likely cost of major repair work is not well defined. Therefore work is being undertaken to establish the likely costs involved to inform decisions on budgeting and programming proactive repairs.
- 2.1.3 De-watering the lock could be a significant part of any major repair cost and therefore the Authority contracted a ground investigation Specialist and appointed an engineering consultant, Canham Consulting, to design

and cost an outline scheme. A dewatering scheme involving cofferdams, prefabricated and reusable dam sections together with a strutting system in the lock chamber, surveys and urgent repairs is being developed and the initial estimated cost is within the target value of the contingency fund. The Consultant is due to issue a final report, but this is a good indication that the current management of the contingency fund and target is appropriate.

- 2.1.4 Once the final report is received, officers will start to investigate likely repair scenarios and costs to establish the feasibility and suitability of proactive repairs. Members will be updated in due course and any consideration of investing in proactive repairs will need to be made in conjunction with a review of the status of the Harbour Revision Order which at present is yet to be fully completed.

2.2 Operating Agreement

- 2.2.1 Sentinel Leisure Trust (SLT) currently operate the lock on behalf of the Broads Authority (BA) and the lifting bridges on behalf of Suffolk County Council (SCC). Following a request by SLT in 2015 for higher operating fees, the Authority has drafted a joint service level agreement with SCC to put us in a more robust position to manage the whole operation of the lock should any issues or operating changes occur in the future.
- 2.2.2 The current annual total cost of the lock and bridge operation is £34,574. Following a cost review SLT have priced the total operating fee in accordance with the joint agreement at £37,747. With consideration given to the hours of operation (approximately 2700 hours per year) and staff requirements both SCC and the BA have concluded that the revised total cost still represents good value.
- 2.2.3 The issue to be fully resolved is the split of the total cost between the BA and SCC. Currently SCC covers 80% of the total cost with the BA covering 20% and recovering some of the income from passage fees.
- 2.2.4 During the review of costs SLT suggested that 67% of the active staff time is associated with the operation of the lock and 33% associated with the operation of the bridges. Adopting this split would be a major shift in the apportioned cost and cannot be managed within the current BA budget allocation for the lock. Therefore in the interest of progressing a robust joint agreement and cooperation a compromise position has been agreed for 2017/18, whereby the total cost will be equally split, but with the BA continuing to receive the passage fee income. The current, suggested and proposed costs are summarised in the following table.

	Current cost 2016		Costs based on SLT estimated staff time split		Proposed cost 2017/18	
	£	%	£	%	£	%
BA	7,012	20	25,165	67	18,874	50
SCC	27,562	80	12,582	33	18,874	50
	34,574		37,747		37,747	

- 2.2.5 This is a significant increase for the BA, but can be managed within the 2017/18 allocated budget. It has been agreed that SLT will record active hours on the operation and maintenance of the lock and bridges and a review and negotiation will be undertaken in November to agree an appropriate cost split with SCC with a view to a longer term joint agreement.

3 **Navigation Patrolling and Performance Targets**

Contact Officer/Broads Plan Objective: Lucy Burchnall/NA4.3

The report of the significant use of powers by the rangers is displayed in Appendix 1. During the 2016/17 year the rangers undertook 8,194 verbal warnings, up from 7,757 the previous year. A total of 345 written warnings were issued. One person has been prosecuted for overstaying with three more cases regarding other navigation offences, including speeding, waiting to be heard. These figures confirm the team's views that lower level offences were more prevalent this year while the more serious speeding and care and caution offences were reduced.

Regarding tolls, 722 reports were issued, up on 578 the previous year which may be due to the earlier adjacent waters check completed by the team (following the changes to the display of tolls). Over the period 27 people were prosecuted for tolls offences, this is up from 15 the previous year. The list of cases that have been heard at court is listed in Appendix 2

The average navigation/countryside splits for the year it set out in Appendix 3. The figures show a 62% Navigation, 38% Countryside split. This slight variance in the planned programme was due to a number of navigation incidents and work on court cases which came in late in the year and were not planned.

4 **Sunken and Abandoned Vessel Update**

Contact Officer/Broads Plan Objective: Lucy Burchnall/NA4

The sunken and abandoned vessel update is contained in Appendix 4. A total of 9 abandoned or sunk vessels have been removed from the system this year with a further 6 in progress. None of the vessels are causing an obstruction or are leaking any pollutants.

5 **Planning Enforcement Update**

Contact Officer/Broads Plan Objective: Cally Smith/None

Following queries raised by a member, it was agreed to provide regular updates on the position regarding relevant planning enforcement actions. There are no outstanding enforcement actions with navigation implications to report to this meeting.

Background papers: None

Author: Sandra Becket / Esmeralda Guds

Date of report: April 2017

Broads Plan Objectives: Multiple

Appendices:

APPENDIX 1 -	Ranger's Exercise of Powers Analysis
APPENDIX 2 -	Report of prosecutions dealt with in court during January 2017 to March 2017
APPENDIX 3 -	Ranger Team Activity
APPENDIX 4 -	Sunken and Abandoned Vessels

Rangers Exercise of Powers Analysis (Bracketed figures are running totals, April 2016 to March 2017)							Date: Jan-Mar 2017	
	Wroxham Launch	Irstead Launch	Ludham Launch	Ludham 2 Launch	Norwich Launch	Hardley Launch	B.St.Peter Launch	Breydon Launch
Launch Patrol Areas	Wroxham and Upper Bure	Ant	Hickling, P.Heigham, Upper Thurne & Womack	Lower Thurne, Lower Bure & South Walsham	Norwich and Upper Yare	Reedham, Chet & Middle Yare	Oulton Broad and Upper/Middle Waveney	Breydon Water, Lower Waveney and Yare
Verbal Warnings								
Care & Caution	1 (73)	(29)	(34)	(124)	(128)		(9)	(23)
Speed	36 (3376)	(1840)	5 (682)	(654)	(148)	(135)	1 (212)	15 (174)
Tolls offences	(9)	(44)	(14)	(88)	(112)		(4)	(3)
Other	11 (68)	(39)	(37)	(83)	(15)	(5)	(24)	(8)
Blue Book Warnings								
Care & Caution	(18)	(6)	(2)	(1)	(1)			(1)
Speed	1 (84)	(33)	1 (9)	(9)	(17)	(4)	(7)	(5)
Other	(18)	2 (19)	(11)	(2)	(9)	2 (16)	(13)	1 (14)
Reports for Prosecutions		(1)			(1)			(1)
Special Directions	1 (3)	(143)	7 (10)	(4)		(68)	(155)	(20)
Toll Compliance Reports								
Non Payment	(129)	1 (129)	(78)	(26)	9 (121)		(127)	5 (59)
Non Display	(22)	(5)	(11)	(2)	(1)		(9)	(3)
28 Day request for information	(1)	1 (1)	(1)				1 (8)	
BSS Hazardous Boat Inspections		(1)			1 (2)			1 (2)
Enter Vessels Under BSS					1 (2)			1 (1)
Launch Staffed (by Ranger)	30 (260)	20 (173)	14 (184)	5 (129)	6 (147)	9 (142)	14 (161)	17 (260)
Country Site Inspection Reports Percentage Compliance	100% (100%)	100% (100%)	(Combined figure)	100% (100%)	(Combined figure)	100% (100%)	100% (92%)	n/a
Best Value Patrol Targets Percentage Compliance	100% (100%)	100% (100%)	100% (100%)	100% (97%)	100% (97%)	100% (100%)	100% (95%)	100% (94%)
Volunteer Patrols	5 (12)	4 (24)	8 (14)	3 (6)		1 (9)	(1)	
IRIS Reports	2 (125)	3 (78)	2 (48)	(27)	6 (62)	2 (41)	(69)	(82)
Broads Control Total Calls	TOTAL 5,859 (37,010)			Telephone 5,348 (31,303)		VHF 511 (5,707)		

APPENDIX 2

Report of prosecutions dealt with in court during January 2017 to March 2017			
Defendant	Offence	Magistrates Court	Result
Mr Trotman	Overstaying on 24hour mooring	Great Yarmouth	Fined £500 Costs awarded £150 Victim surcharge £50
Mr Lowton	Non- payment of tolls	Great Yarmouth	Fined £750 Costs awarded £150 Victim surcharge £50
Mr Moate	Non- payment of tolls	Norwich	Fined £100 Costs awarded £75 Compensation £150.42
Mr Woodcraft	Non- payment of tolls	Norwich	Fined £220 Costs awarded £150 Compensation £109.54
Mr Waterfield	Non- payment of tolls	Great Yarmouth	Fined £400 Costs awarded £150 Victim surcharge £40 Compensation £238.95
Mr Moore	Non- payment of tolls Not registered	Great Yarmouth	Fined £400 Costs awarded £150 Victim surcharge £40 Compensation £200.83
Mrs Pryke	Non- payment of tolls	Great Yarmouth	Fined £400 Costs awarded £150 Victim surcharge £40 Compensation £277.07

RANGER TEAM ACTIVITY

as at 31st March 2017

	Navigation Activity								Countryside Activity							
March 2017	Nav Patrol Launch	Nav Patrol Foot/Road	Incident Working	Admin - Navigation	Training (Navigation)	Escort	Moorings Maintenance	Bank work	Country Patrol	Country Maintenance	Admin - Country	Training (Countryside)	Equipment Maintenance	Tree/Ground work	Group Activities	Education/School Visit
Percentage Total	13.45%	2.55%	0.10%	0.07%	0.80%	0.62%	2.08%	1.17%	1.52%	9.89%	0.02%	0.29%	4.93%			1.16%
Wroxham team	33%	4%	35%	100%	52%	29%	20%	76%	11%	32%			37%			
Thurne team	6%	8%			48%					9%			2%			41%
Yare team	16%	18%	65%			71%			54%	36%		8%	32%			59%
Waveney team	22%	4%					47%		20%	9%	100%	92%	20%			
Breydon team	17%	56%					33%		16%	8%			8%			
Control Officer																
	23%								14%							

Month Percentages	
Navigation	53%
Country	47%
Total	100%
Time Off not included	

	General Support													Time Off			
	/	WL	Bank Work - Split	WL			ML Martin Broom refit	42721			RH	PT		Time off in Lieu (not accurate)	Breaks (not including un-notified breaks)		Sick
Percentage Total	5.86%	1.29%	1.01%	2.98%	3.00%	1.66%	0.29%	18.72%	0.11%	0.21%	1.41%	0.30%	6.12%	0.51%	1.89%	15.76%	0.25%
Wroxham team	1%	12%	47%	20%		50%		31%			4%	13%	20%	50%	26%	21%	
Thurne team		12%		11%	18%	10%		14%					7%	50%	5%	27%	
Yare team	2%	6%		33%	27%	12%	86%	23%	16%	50%	12%	30%	32%		16%	31%	100%
Waveney team		40%		4%	17%	10%		13%	84%	50%	40%	30%			7%		
Breydon team	5%	30%		4%	17%			5%			23%		4%		2%	8%	
Control Officer	93%				10%	3%					2%				34%		
	6%	1%	41%											17%			

Percentage with apportioned split	
Year to date (Apr - Mar)	
Navigation	62%
Country	38%
Total	100%
Time Off not included	

Team percentages equal team contribution to activity

APPENDIX 4**Sunken and Abandoned Vessels**

Description	Location found	Action	Abandoned /Sunken Notice Affixed	Result
Sunken cruiser	River Yare Old River Thorpe.	Vessel sunk at owners moorings	No	Not affecting the navigation owner will raise in due course
Abandoned Cruiser	Hickling	Vessel abandoned on Hickling Broad	Yes	Investigating ownership claims, boat being stored at BA Dockyard
Sunken catamaran	Oulton Broad	Vessel located and marked with yellow posts	No	Will be removed when dredging rig is in area April 2017
Pedalo	North Channel Oulton Broad	No owner found, no markings or registration	No	Taken to water sports centre Oulton broad and removed from water
Auxiliary Yacht	Pyes Mill	Overstaying on 24 hour moorings. Investigations into ownership reached dead end	Yes	Vessel moved to Waveney, notice for information fixed to vessel and Ranger team monitoring.
Motor Cruiser	Pyes Mill	Overstaying on 24 hour moorings. Investigations into ownership reached dead end	Yes	Vessel will be removed when notice period ends
Motor Cruiser	Pyes Mill	Overstaying on 24 hour moorings. Investigations into ownership reached dead end	Yes	Vessel will be removed when notice period ends