

Navigation Committee

AGENDA

Thursday 20 April 2017

2.00pm

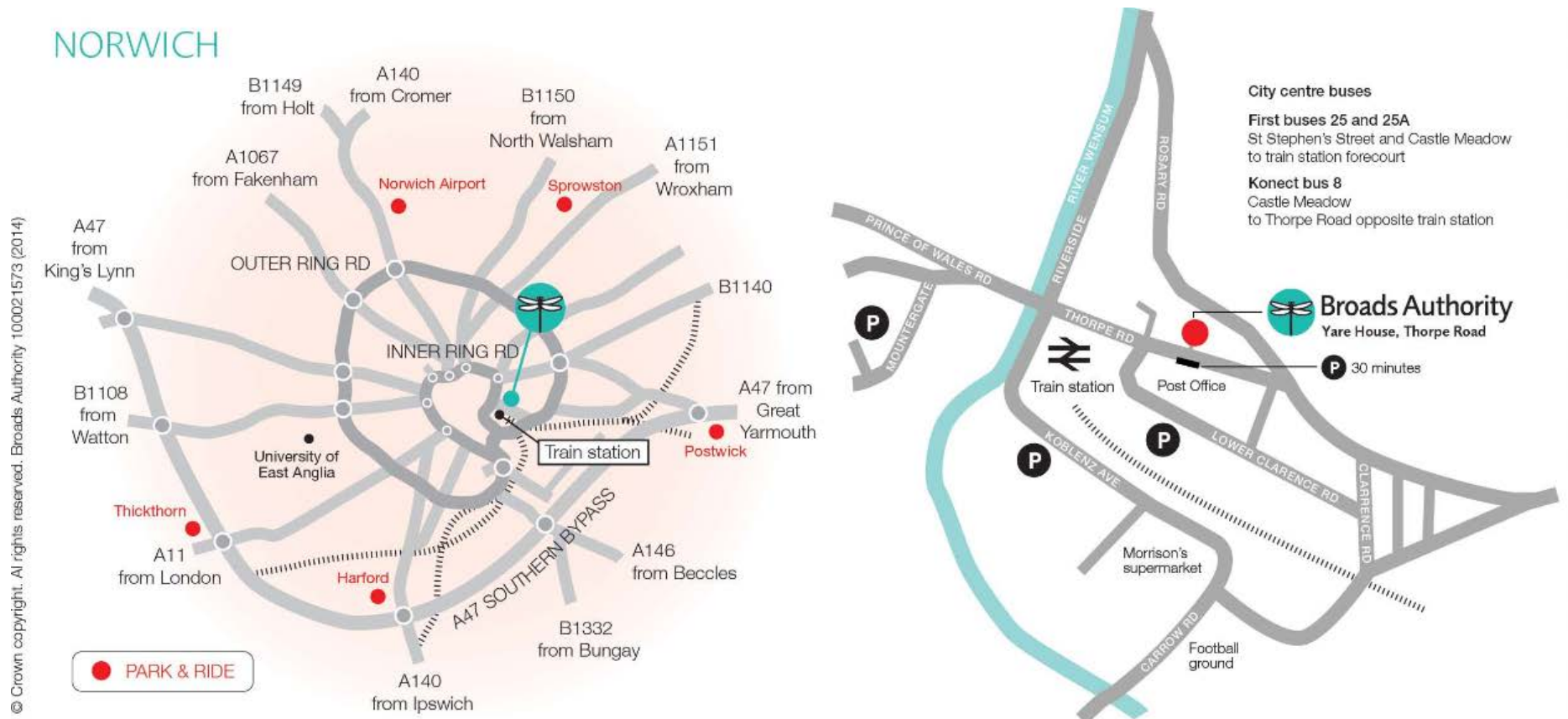
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1.	To receive apologies for absence	
2.	To note whether any items have been proposed as matters of urgent business	
3.	Appointment of Chairman	
4.	Appointment of Vice-Chairman	
5.	To receive declarations of interest	
6.	Public Question Time To note 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 23 February 2017 (herewith)	3 – 10
8.	Summary of Actions and Outstanding Issues following Discussions at Previous Meetings Report by Administrative Officer (herewith)	11
9.	Appointment of Two Co-opted Members to the Broads Authority Report by Chief Executive (herewith)	12
	UPDATES	
10.	Mooring Strategy Update Report by Senior Waterway & Recreation Officer (herewith)	13 – 20
11.	Navigation Income and Expenditure 1 April to 28 February 2017 and 2016/17 Forecast Outturn Report by Head of Finance (herewith)	21 – 31
12.	Boating Safety Management Group Notes of meeting held on 27 February 2017 (herewith)	32 – 40

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13.	Safety Audit 2016 Report Report by Head of Safety Management (herewith)	41 – 46
14.	Construction, Maintenance and Environment Work Programme Progress Update Report by Head of Construction, Maintenance and Environment (herewith)	47 – 50
15.	Chief Executive’s Report Report (herewith) – For information only	51 – 61
16.	Current Issues Open forum	
17.	Items for Future Discussion	
18.	To note the date of the next meeting – Thursday 15 June 2017 at Yare House, 62-64 Thorpe Road, Norwich commencing at 2.00pm	
19.	Exclusion of the Public The Committee is asked to consider excluding the public from the meeting under section 100A of the Local Government Act 1972 for consideration of the item below on the grounds that it involves the likely disclosure of exempt information as defined by Paragraph 3 of Part 1 of Schedule 12A to the Act as amended, and that the public interest in maintaining the exemption outweighs the public benefit in disclosing the information	
20.	To receive and confirm the exempt minutes of the Navigation Committee meeting held on 23 February 2017	62 - 63
21.	Mooring Priorities for 2017/2018 Report by Director of Operations	64 - 69

Parking at Yare House is very limited and is therefore only available for a short period of time for guests and occasional off site staff when they are required at head office for a restricted period.

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Navigation Committee

Minutes of the meeting held on 23 February 2017

Present:

Mrs N Talbot (Chairman)

Mr K Allen

Mr M Bradbury

Mr B Wilkins

Mr J Ash

Sir Peter Dixon

Ms L Aspland

Mr J Knight

In Attendance:

Mr S Birtles – Head of Safety Management

Mrs L Burchnall – Head of Ranger Services

Mr A Clarke – Senior Waterways & Recreation Officer

Ms E Guds – Administrative Officer (Governance)

Mr D Harris – Solicitor & Monitoring Officer

Ms E Krelle – Head of Finance

Ms A Leeper – Asset Officer

Ms A Long – Director of Planning and Resources

Dr J Packman – Chief Executive

Mr R Rogers – Director of Operations

Ms C Smith – Head of Planning

Also Present:

Prof J A Burgess, Chairman of the Authority

Mrs L Hemsall – Member

Mr V Thomson – Member

5/1 To receive apologies for absence

Apologies for absence were received from Michael Whitaker, Max Heron, Greg Munford and Alan Goodchild.

The Chair announced that the meeting would be recorded and that the copyright remains with the Authority. The confidential part of the meeting wouldn't be recorded and it was explained that this was in line with the approach other Authorities took. Also this would prove less problematic if a copy of the recording was requested.

James Knight declared that he would make his own recording.

5/2 To note whether any items have been proposed as matters of urgent business/ Variation in order of items on the agenda - *This item was considered following item 5/17*

The Chairman proposed that there should be a change in the running order of the agenda as she would like to include a matter of urgent business of a confidential nature which had arisen. The matter was urgent as the views of the Navigation Committee were required prior to the Authority making a decision at its meeting in March. She suggested that this be considered after Exclusion of the Public at the end of the Agenda.

5/3 To receive Declarations of Interest

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

5/4 Public Question Time

No public questions were raised.

5/5 To receive and confirm the minutes of the Navigation Committee meeting held on 15 December 2016

The Chair had received a comment in regards to minute 4/13 of the previous minutes that the duration of the new Co-opted Appointment to the Navigation Committee was still unclear.

The suggestion at the last meeting had been considered but following discussion with the Chair of the Authority it had been decided that as the recruitment process for appointees was time consuming, it would be more cost effective that the next appointment would be for two years. This will then allow the appointment to fall in line with the other appointees and end in March 2019.

When it was queried how a vacancy had become available on the Navigation Committee, it was explained that Bill Dickson, a Co-opted Member on the Navigation Committee, had successfully applied for and been appointed by Defra as a Secretary of State Appointee. This left a vacancy on the Navigation Committee.

The minutes of the meeting held on 15 December 2016 were confirmed as a correct record and signed by the Chairman subject to the following amendment:

Minute 4/8 Asset Management Strategy Buildings and Launches : Para 6 - '*what was essential maintenance work*' should read '*what was statutory compliance and essential maintenance work*'

Minute 4/5 To receive and confirm the minutes of the Navigation Committee meeting held on 27 October 2016 : Paragraph 2 – '*Members were made aware that*' should read '*Members noted the comment that*'

5/6 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.

Review of Waste Facilities

Members were updated about the waste disposal issues at Ludham and Horning, which were two of the five sites at risk. It had been agreed that if the parish councils leased the sites then North Norfolk District Council would collect the waste and Norfolk County Council would pay the disposal cost.

This outcome was welcomed by the Committee, though one Member wanted the Authority to continue working with other bodies towards resolving any outstanding waste issues. The Committee was reminded that the Authority had adopted a policy towards the management of waste which had identified a network of strategic sites identified at the waste workshop.

It was understood that none of the sites discussed at the workshop were now at risk. It was pointed out that the Authority was unable to resolve the waste issues unless it was prepared to pay for waste facilities. It was highlighted that a map with risk spots was available on the website. The policy towards waste was adopted in November 2016 and it was felt that it would be premature to review it again at this moment in time. It was explained that the sites in Great Yarmouth had not been identified in the workshop as strategically important and the Borough Council had agreed to provide a larger litter bin at Potter Heigham.

Members noted that the Authority had attended the Norfolk Waste Partnership meetings when invited and it was confirmed that the Broads Authority would feedback on waste issues as they arose.

The Head of Ranger Services explained the measures the Authority took to ensure that small boats such as sailing dinghies had paid a toll. This included working with sailing clubs and race organisers at regattas.

Members noted the report.

5/7 Broads Plan Review: Final draft for comment – Navigation and Recreation sections

The Broads Plan is the key strategic management plan for the Broads. The current Plan was adopted in May 2011, and its review is identified as a Strategic Priority for the Broads Authority in 2015/16. It is anticipated that the final Broads Plan 2017-22 will be adopted at the Broads Authority meeting in March 2017.

The Authority consulted on a first draft Plan in Spring 2016, and a revised draft Plan in Autumn 2016. Members received a report which introduced the Navigation and Recreation sections of the final draft Plan.

In response to a comment on staithes, Members were updated on the state of the report by Prof Tom Williamson at UEA. The report had been completed and would be published once all of the maps had been received. Members were reminded that the key policy document for the protection of staithes was the Broads Local Plan. However it was agreed to include a brief line about the importance of staithes in the Landscape and Historic Character context section of the Broads Plan.

One Member stated that the context section was helpful, but suggested that the Plan would benefit from more use of cross referencing, particularly cross referencing to the Conservation Section.

When it was queried whether note had been taken of previous comments on the Broads Plan, it was explained that after each consultation a summary of the responses was published on the Broads Authority website. An appendix with all the consultation responses would be included in the final draft of the report to the Broads Authority.

One Member raised a concern in regards to the headings 'Recreation' and 'Navigation' and how, in his opinion, they didn't have the same status as navigation was a primary purpose of the Authority. In response it was suggested that most use of the navigation area was for recreational purposes. It was confirmed that the Broads Plan is a plan for the Broads and not just the Broads Authority.

The Committee agreed they would like regular updates on the Recreation section of the plan.

A further comment was made about the pressures of moorings and how the Broads Plan did not reflect the potential risk of providing moorings in the future. It was also felt that the Broads Plan did not cover the waste facility issue and a suggestion for waste facilities to become a strategic objective was muted.

It was pointed out that both moorings and waste issues had been captured within the Plan, but that the aim was to keep the Broads Plan as brief and strategic as possible and that the Mooring Strategy addressed the mooring issue in more detail.

Members noted the report.

5/8 Powerboat Racing

Members received a report which outlined the background to powerboat racing on Oulton Broad.

Members supported the continuation of the management arrangement of powerboat racing currently in place and noted the fixture list for the 2017 season.

5/9 River Chet Condition Update including Water Level Monitoring

Members received a report which provided them with an update on the condition of the true left bank of the River Chet and the results of water level monitoring that the Broads Authority had been carrying out since May 2016. The report outlined the latest position regarding the proposed removal of the navigation channel markers that were installed between Chet Mouth and Hardley Wherry Staithe, after flood defence works were completed on the banks of the river.

It was highlighted that the development of a strategy for the future management of Hardley Flood bank of the River Chet was identified as a key project in the Broads Plan with regard to reducing sediment input into the system.

It was queried whether the presence of Hardley Flood and the sluices to and from it were relevant to the water levels in the River Chet. It was explained that the sluices and culverts were deteriorating and that the gaps in the bank would increase in size if this was not addressed. However, without additional hydraulic modelling the likely effect of this on water depth and flows in the river was uncertain. The water level monitoring carried out to date did not indicate that there was an issue with water depth and flows but this might change if the bank keeps deteriorating. A brief for further hydraulic modelling has been prepared with a view to commissioning a study on the likely effects of various future scenarios for the management of the bank.

Members welcomed the water level monitoring data, it provided good evidence for decision making.

Members were informed that the preferable outcome would be the re-opening of the Wherryman's Way Footpath along the bank after it had been decided what would be the best option for the gaps in the banks. It was proposed to bring a report to a future meeting when the additional hydraulic modelling required had been carried out.

Members noted the report and acknowledged that good progress had been made.

5/10 Navigation Income and Expenditure 1 April to 31 December 2016 Actual and 2016/17 Forecast Outturn

Members received a report which provided the Committee with details of the actual navigation income and expenditure for the nine month period to 31 December 2016, and provided a forecast of the projected expenditure at the end of the financial year (31 March 2017).

The Head of Finance was able to give a verbal update until the end of January 2017 and informed Members that the Actual Variance had risen from £90,245 to £99,444

The Latest Available Budget had remained the same and the responses for budget holders updates to the forecast outturn were due tomorrow on February 28th, so no updates were available for the meeting on this yet.

The Navigation earmarked reserves had reduced slightly to £686,077 due to the work which had started on the Irstead Boat House repairs.

Members noted the report.

5/11 Construction, Maintenance and Environment Work Programme Progress Update

The Committee received a report which set out the progress made in the delivery of the 2016/17 Construction, Maintenance and Environment Section work programme.

The Chief Executive mentioned that members of the CME team worked under severe weather conditions on a number of occasions.

Members noted the report.

5/12 Chief Executive's Report

This report summarised the current position in respect of a number of important projects and events, including decisions taken during the recent cycle of committee meetings.

In regards to the Horning Ferry Inn trials, Members supported the decision that the trials be discontinued. The trials revealed that due to traffic in the area, the location was unsuitable for stern on moorings. Members were informed that stern on moorings trials in other areas had worked where there were clear sight lines, more width in the river and less river traffic.

Members noted the report.

5/13 Current Issues

A Member enquired about the Network Rail Whole Life Strategy for bridges. They were advised that this had been delayed by Network Rail but would be brought to a future meeting when available.

5/14 Items for future discussion

No items for future discussion were identified.

5/15 To note the date of the next meeting

The next meeting of the Committee would be held on Thursday 20 April 2017 at Yare House, 62-64 Thorpe Road, Norwich commencing at 2pm.

5/16 Exclusion of the Public

RESOLVED

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

Members of the Public left the meeting

Summary of Exempt Minutes

5/17 Appointment to the Navigation Committee

The shortlisting of candidates for the current vacancy on the Navigation Committee had been undertaken. At this stage of the process the Navigation Committee was consulted as to whether the shortlisted candidates were suitable for interview.

Members noted the report.

Agenda item 5/2 was dealt with at this point

5/2 Priority Moorings

The Members received a verbal report containing exempt information concerning priority moorings for 2017/18. The Committee asked officers to develop a full business plan around this, for the Broads Authority to take a decision on in May 2017.

The meeting concluded at 4.40 pm

Chair

APPENDIX 1

Code of Conduct for Members

Declaration of Interests

Committee: Navigation Committee

Date of Meeting: 23 February 2017

Name Please Print	Agenda/ Minute No(s)	Nature of Interest (Please describe the nature of the interest)	Please tick here if the interest is a Prejudicial interest
James Knight		General interest as toll payer, Hire Boat Operator and Yacht Club Member	
Brian Wilkins		Anything relating to Navigation and private boat owners	
Nicky Talbot		Toll Payer, Member of NSBA and NBYC	
Matthew Bradbury		Toll Payer, BCU Member	
John Ash		Toll Payer, Chairman and Director of WYCCT,	
Kelvin Allen		Chair of BASG	
Linda Aspland		Hunter fleet, Toll payer, NBYC Committee, local resident	
Peter Dixon		Hickling Dredging / Restoration	

Navigation Committee

20 April 2017

Agenda Item No 8

Summary of Actions and Outstanding Issues Following Discussions at Previous Meetings

Report by Administrative Officer

Date of Meeting and Minute No	Discussion	Responsible Person	Summary of Actions and Outstanding Issues
10 December 2015 Minute 3/11 Review of Waste Facilities	The Committee agreed that apart from monitoring the position regarding waste facilities, further action was needed.	Director of Operations	30/03/2017 To protect at risk waste sites an agreement has now been reached to allow existing Broads Authority designates strategic sites to be protected. If possible the local authorities will lease for a peppercorn rent a small parcel of land to Parish Councils where a waste site will be located. This allows the County Council to pay for the Waste disposal and the District councils to pay for collection of the waste. This system has now been confirmed for Horning and Ludham has been agreed in principle.
15 December 2016 Minute 4/6 Summary of Actions and Outstanding Issues following Discussions at Previous Meetings	A programme to be provided for water depth signage at Irstead Shoals.	Head of CME	<p>The Rivers Engineer has designed a sign and draft wording placed upon it. The sign & wording is being consulted upon and once interested parties are in agreeance the signage will be erected. This is expected to be in place prior to the start of the season. (updated 7/02/17).</p> <p>30/3/17 – Signs have been made and are ready to install. Proposed location is How Hill and Irstead Billet. Installation will be by the end of April 2017.</p>

Appointment of Two Co-opted Members to the Broads Authority
Report by Chief Executive

Summary: This report seeks the views and the recommendations of the Navigation Committee on the appointment of two co-opted members to serve on the full authority until 18 May 2018 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 The two co-opted members of the Navigation Committee appointed to the Authority will cease their term on 19 May 2017. The term of this appointment is for one year as agreed at the Broads Authority meeting on 13 May 2016. The Committee is now invited to recommend two appointees to serve on the full Authority until 18 May 2018.

Background papers: None

Author: Essie Guds
Date of report: 5 April 2017

Broads Plan Objectives: None

Appendices: None

Mooring Strategy Update
Report by Director of Operations

Summary: At the last meeting of the Committee a number of questions arose concerning the provision of moorings. This report provides members with an update on the Authority's mooring strategy and the action plan to maintain the Authority's moorings that was adopted by the Broads Authority in November 2014.

The Committee is invited to confirm its support for the existing policy principles of:

- I. Maintaining the free use of Broads Authority unmanned moorings;
- II. The Authority should continue to maintain a policy of no net reduction in mooring length.
- III. High priority sites for demasting mooring provision at Ludham Bridge and Acle Bridge.
- IV. Should not enter leases for mooring sites that require the payment of annual fees higher than those recommended by our property advisers.
- V. It should not seek to acquire sites for the development of new moorings that would add to its asset management liabilities.
- VI. Taking on new sites that come with repiling responsibilities but only if they replace any lost sites on a like for like basis.
- VII. Focus on sites that are in priority areas identified in the gap analysis carried out for the Mooring Strategy and meet the aims of the Integrated Access Strategy.

1 Background

- 1.1 The Broads Authority originally published a mooring strategy in 2006 at which time the Authority provided 5,969m of moorings. The need for a strategy to guide the provision of Broads Authority free 24-hour moorings was identified as a priority in the best value review of navigation and supported through the public consultation for the Broads Plan 2004. The original strategy was developed with the guidance of a steering group formed of Broads Authority members and wider consultation was undertaken with a formal consultation group which included representatives from the Authority's partners and stakeholders.

- 1.2 The 2006 strategy was reviewed in 2009 and in 2013 the Authority adopted an Integrated Access Strategy (IAS) for the Broads which sought to make improvements to the connectivity and use of access facilities on both land and water. The overarching objective of the mooring strategy: *“to maintain as a minimum the present number of moorings available for visitor use”* and the other principles of the mooring strategy were carried forward into the IAS. Appendix 1 sets out these principles.
- 1.3 The adoption of the Mooring Strategy in 2006 and the IAS in 2013 has resulted in a significant increase in the length of moorings the Authority provides. Currently the Authority provides 7,535m of visitor and demasting moorings over 63 sites. They are listed in a table in Appendix 2
- 1.4 The consequence of this is that the Authority’s asset management liabilities have also increased considerably. In response to this fact the Authority produced an asset management strategy in January 2014 for the future management and maintenance of all its assets.
- 1.5 Since then the Authority has reviewed the Asset Management Strategy and also reviewed the level of mooring provision that it is appropriate for the Authority to continue to provide. This review was informed by a member workshop which concluded that, if possible, the Authority should continue to maintain a policy of no net reduction in mooring length although a number of sites were identified by the workshop as not being a high priority to maintain or repile. Two of these sites were Thorpe River Green and a section of the Hoveton Viaduct moorings. The Authority has given notice in respect of Thorpe River Green (January 2017), and agreed Heads of Terms for the lease at Hoveton Viaduct (March 2017).
- 1.6 It should be noted that while there was some appetite for trying to increase the number of free moorings provided by the Authority the mooring workshop recommended that the Authority should not seek to take on new mooring sites if the acquisition of those sites would result in an increase in its piling responsibilities. However, members did consider that the Authority should consider acquiring sites if there was no piling liability connected to them. Subsequently the Navigation Committee was consulted on an action plan for the maintenance of the Authority’s mooring assets and the action plan was adopted by the Broads Authority at its meeting on the 21 November 2014. Additionally an annual budget of £150,000 was allocated to the mooring budget to cover the costs of maintaining the Authority’s piled assets into the future. Any unspent funds at the end of year would be transferred to the earmarked reserve to help fund future purchases. To date there has not been any transfers.
- 1.7 In October 2015 the Navigation Committee also considered a report on demasting mooring provision and identified that the high priority sites for demasting mooring provision were at St Olave’s Bridge, Ludham Bridge and Acle Bridge. However the Committee did not recommend that budget should be allocated to provide facilities at these sites.

2 Review of the Asset Management Action Plan for Piled Sites

- 2.1 The Navigation Committee has given officers unequivocal advice that the Authority should not consider entering leases for mooring sites that require the payment of annual fees higher than those recommended by our property advisers. This advice is informing our lease negotiations and unfortunately has already resulted in the loss of the 24-hour moorings at Aldeby, Woodbastwick and Percis Island, Horning. Additionally a number of sites are currently, or will shortly be, subject to lease negotiations and the Committee recognised that the continued inclusion of these sites in the action plan was dependent on the successful renegotiation of those leases. The action plan was therefore reviewed by the Navigation Committee in December 2015 and the revised 10 year repiling programme that was supported at that meeting is shown in Appendix 3.
- 2.2 Another factor that has the potential to affect the repiling programme is that the Environment Agency (EA) is seeking to pass on liability for piling that is no longer required for flood defence purposes to the owners of the land behind the piling frontage. This has formed a major part of the discussions with the landowner at Thurne Mouth.
- 2.3 Clearly this means that the Authority needs to ensure that its Asset Management Plan is able to adapt to changing circumstances. Officers will therefore annually review the proposed repiling programme to take account of the outcome of the various lease negotiations, the EA's proposals, changes in contractor costs and prices for steel and materials.

3 Provision of New Moorings

- 3.1 As mentioned in paragraph 1.5, previous advice from members was that, while the Authority should attempt to increase the number of moorings it provides, it should not seek to acquire sites for the development of new moorings that would add to its asset management liabilities. In practice this means that only piled sites where the piling will remain the responsibility of the landowner can be considered for the development of new moorings.
- 3.2 But it should also be recognised that if sites are lost because of lease issues the Authority may also lose the responsibility for repiling those sites. This does give some potential for taking on new sites that come with repiling responsibilities but only if they replace any lost sites on a like for like basis. The difficulty is that in many cases officers will not know the outcome of lease negotiations for some time and therefore this assessment can only be carried out on a case by case basis as lease negotiations are concluded.
- 3.3 Having considered potential sites, officers have initially identified two possible locations for the development of new moorings which would give the Authority no additional piling maintenance liability while meeting the aims of the IAS. These are at Rockland Short Dyke and Berney Arms. In the case of Rockland the location is in an area with limited mooring availability and the development

of a mooring in this location would also be in accordance with one of the key objectives of the Broads Sustainable Tourism Strategy which states:

“Spreading benefits to all parts of the Broads: A number of parts of the Broads experience visitor congestion at certain times while others are under-visited. The imbalance between the northern and southern Broads should continue to be addressed.”

Providing new facilities like moorings in the southern rivers is essential if this aim is to be realised. As regards to Berney Arms, if a greater length of mooring were to be managed by the Broads Authority it would allow for the site to be managed to ensure that moorings are available for vessels waiting to cross Breydon Water. Lease negotiations for these sites are progressing well and if leases are successfully completed construction works at both sites will be programmed as soon as possible.

- 3.4 Other major mooring works have been completed to safety moorings on land purchased by the Authority at Scare Gap on the lower Bure, emergency mooring pontoons at Mautby and the complete refurbishment of the 24-hour moorings at Somerleyton. Also works have been completed on demasting moorings both upstream and downstream of the Haddiscoe Cut Bridge at St Olave's through a Section 106 Agreement with the landowner.

4 Mooring Maintenance and Repair

- 4.1 Aside from work on new moorings the Authority continues to carry out an ambitious programme of mooring and piling maintenance and repair works throughout the river system. Repairs are carried out to timber capping, mooring posts, path surfacing, timber piles and safety features at all the Authority's moorings on a regular basis to ensure that the sites are safe for public use. Major projects are also carried out like the replacement of Turntide Jetty at the confluence of the Rivers Waveney and Yare which was completed last year at a cost of £357,000.

5. Principle of Free 24 Hour Moorings

- 5.1 At the last meeting a number of members questioned whether the Authority should be extending the number of locations where a charge is levied for mooring.
- 5.2 One of the key principles of the Moorings Strategy has been to “Maintain free use of Broads Authority unmanned moorings”. Currently the Authority only charges for mooring at the two Yacht Stations at Norwich and Great Yarmouth which have Broads Authority staff in attendance and provide services such as showers and toilets.
- 5.3 This issue has been debated at length by the Committee in recent years: in 2006 when the Mooring Strategy was first adopted, in 2009 when the Strategy was reviewed, in 2013 when the Integrated Access Strategy was adopted and at the moorings workshop in November 2014. It has also been debated in relation to two specific sites, Ranworth and Reedham. On every occasion the Committee and the Authority has supported the current policy.

- 5.4 The officer view is that the current policy is the right one for the following reasons:
- (i) For most sites the cost of collecting mooring fees is likely to be outweighed by the costs of collection;
 - (ii) It could be seen as a deterrent to visitors to the Broads who have already paid significant amounts for the hire of a boat;
 - (iii) Private boat owners will quite correctly think that their toll should cover the cost of the provision and maintenance of moorings;
 - (iv) Landowners are likely to demand higher rents for the leasing of mooring sites if the Authority is levying a charge.

6. Conclusions

- 6.1 This report identifies that the Authority is working hard to maintain its moorings and also seeking opportunities to increase mooring provision in accordance with the principles of the Mooring Strategy and Integrated Access Strategy. It emphasises that officers are regularly reviewing the action plan for maintaining the Authority's assets and following members' advice regarding the need to continue to provide free moorings and not take on piling liabilities unnecessarily. Members' comments on the report are welcomed.

Background papers:	Nil
Authors:	John Packman, Rob Rogers, Adrian Clarke
Date of report:	3 April 2017
Broads Plan Objectives:	NA5, TR2
Appendices:	APPENDIX 1 Principles of 2006/9 Mooring Strategies APPENDIX 2 Lists of Broads Authority Moorings APPENDIX 3 Mooring Re-piling 10 year priorities

Mooring Strategy Update

Principles of 2006/9 Mooring Strategies

- Distribution of moorings – maximum 30 minutes cruising time between sites (“90 minutes for Country Park” moorings).
- Distribution of mooring types - Wild 21%, Rural 36%, Urban 4% Country Park 37%, Flagship 2%.
- Maintain free use of Broads Authority unmanned moorings.
- Protect and enhance existing sites/facilities including working in partnership regarding third party provision.
- Seek contributions/ establish charges for ancillary services e.g. water/ Ranger etc.
- Promote double alongside mooring at appropriate sites and review effectiveness of national schemes.
- Encourage sustainable development of boating and associated infrastructure to be consistent with Water Framework Directive (WFD) and planning policies.
- Ensure sites have no negative impact in environmentally sensitive localities.
- Encourage innovative mooring design to provide habitat opportunities and mitigate landscape impacts.
- Improve the dissemination of information to users, to include location of sites, facilities available and consider a Moorings Code to refer to behaviour.
- Mitigate user conflict through design and alternative provision, i.e. relocate angling to adjacent facilities.
- Strategy to be linked to Broads Flood Alleviation Project, Electric Charging Point strategy, angling strategy, slipway strategy and water related sport and recreation strategy (now the Integrated Access Strategy) to consider and encourage partnership development/ funding opportunities.
- Undertake Byelaw enforcement to discourage misuse.

Appendix 2

Broads Authority Moorings, Yacht Stations & Demastings

1	Aldeby (<i>unavailable March 2017</i>)	37	North Cove
2	Barton Turf	38	Norwich Yacht Station
3	Beccles South	39	Paddy's Lane Barton
4	Beccles North Bank	40	Polkey's Mill, River Yare
5	Belaugh Staithe	41	Postwick Wharf
6	Berney Arms Reach	42	Potter Heigham Bridge Green
7	Bramerton	43	Potter Heigham Demasting
8	Brundall Church Fen	44	Potter Heigham Dinghy Park
9	Burgh Castle	45	Potter Heigham Martham Bank
10	Cantley, RSPB Moorings	46	Potter Heigham Repps Bank
11	Catfield Staithe	47	Potter Heigham Staithe
12	Chedgrave	48	Ranworth
13	Cockshoot	49	Rockland St Mary Staithe
14	Coltishall Common	50	Scare Gap, Acle
15	Commissioners Cut	51	Somerleyton
16	Deep Dyke	52	St Benet's Abbey
17	Deep Go Dyke	53	St Olaves
18	Dilham Staithe	54	Stokesby
19	Dutch Tea Gardens, Oulton Dyke	55	Sutton Staithe
20	Gaye's Staithe	56	Wayford Bridge
21	Geldeston	57	West Somerton
22	Great Yarmouth Yacht Station	58	White Slea
23	Haddiscoe Demasting	59	Whitlingham Country Park
24	Hardley Cross	60	Womack Dyke
25	Herringfleet	61	Womack Island
26	Horning Marshes	62	Worlingham
27	Horning Staithe	63	Wroxham Island
28	Hoveton St John		
29	Hoveton Viaduct		
30	How Hill Staithe		
31	Irstead Staithe		
32	Langley Dyke		
33	Loddon Staithe		
34	Ludham Bridge de-masting		
35	Mutford Lock_demasting		
36	Neatishead		

Appendix 3

Mooring re-piling 10 year priorities

Mooring	Length	Life end	lease end	Programme Year	Workshop priority	Cost Estimate	Proposed Action Plan
Hoveton Viaduct	319	2018	Sep-19	2017	2	150000	Contractor - Repile steel - only half
Burgh Castle	139	2017	holding		1		EA cost - action still unclear
Boundary Farm, Oby	40	2017	F/H	2017	1	5000	Repair timber boards and possible installation of returns - BA Staff
Geldeston Lock Extension	20		F/H	2017		4000	BA staff - steel sheet at downstream end
<i>The Heater</i>	200		F/H	2018		50000	Remove timber pile remains (hazard) install new erosion protection
Deep Dyke	193	2020	Oct-14	2019	1	200000	Contractor - Repile steel 2018
Deep Go Dyke	112	2022	Oct-14	2020	2	112000	Contractor - Re-pile steel
White Sleas	25	2022	Oct-14	2020	2	25000	Contractor - Re-pile steel
<i>Ludham Fieldbase basin</i>	80	2021	F/H	2021	1	40000	contractor - repile timber - premises budget (being sold)
<i>Mutford Lock - Broad front piling</i>	40	2017	F/H	2021		50000	Not officially BA yet - needs doing as soon as HRO complete for River Tours purchase
<i>Turntide Jetty - End section</i>	102	2023	F/H	2022	1	200000	Contractor - Remove/mark piles or replace
Potter Heigham Martham Bank	144	2025	2085	2023	1	22500	BA Replace boards or Contractor - Re-pile steel if necessary
Potter Heigham Repps Bank	145	2025	2085	2023	1	22500	BA Replace boards or Contractor - Re-pile steel if necessary
Dilham Staithe	50	2025	F/H	2024	2	100000	Drainage issues, leaning piling - re-pile with stiffer sheets
<i>Tylers Cut - turning basin</i>			F/H	2024		50000	Remove steel pile remains (hazard) install new erosion protection
Horning Marshes	225	2025	Nov-19	2025	1	225000	Gaps between vertical timber piles - check EA position
Cantley	131	2027	Mar-17	2027	1	140000	30m new EA piling, 101m older piling - EA
<i>The Mud</i>	170	2027	F/H	2027		200000	Railway sleeper piling leaning but not currently a hazard
BA Mooring		Piling remains or less than 2 years life					
<i>BA piled asset (non mooring)</i>		2 to 5 year remaining servicable life					
Repeat re-piling		6 to 10 year remaining servicable life					

**Navigation Income and Expenditure:
1 April to 28 February 2017 Actual and 2016/17 Forecast Outturn
Report by Head of Finance**

Summary: This report provides the Committee with details of the actual navigation income and expenditure for the eleven month period to 28 February 2017, and provides a forecast of the projected expenditure at the end of the financial year (31 March 2017).

1 Introduction

1.1 This report provides a summary of the Income and Expenditure for the Navigation Budget up until 28 February. It includes any amendments to the Latest Available Budget (LAB), Forecast Outturn (predicted year end position) and the movements on the earmarked reserves.

2 Overview of Actual Income and Expenditure

Table 1 – Actual Navigation I&E by Directorate to 28 February 2017

	Profiled Latest Available Budget	Actual Income and Expenditure	Actual Variance
Income	(3,113,043)	(3,098,033)	- 15,010
Operations	2,222,531	2,082,216	+ 140,315
Planning and Resources	684,721	657,661	+ 27,060
Chief Executive	143,300	148,678	- 5,379
Projects, Corporate Items and Contributions from Earmarked Reserves	(163,148)	(131,566)	- 31,582
Net (Surplus) / Deficit	(225,639)	(341,043)	+ 115,404

2.1 Core navigation income is behind the profiled budget at the end of month eleven. The overall position as at 28 February 2017 is a favourable variance of £115,404 or 51.15% difference from the profiled LAB. This is principally due to:

- An overall adverse variance of £16,220 within toll income:
 - Hire Craft Tolls £25,158 below the profiled budget.
 - Private Craft Tolls £3,557 above the profiled budget.
 - Short Visit and Other Toll Income £5,382 above the profiled budget.
- An underspend within Operations budgets relating to:

- Practical Maintenance is under profile by £88,467 due to timing differences on the Cockshoot re-piling.
- Asset Management is under profile by £17,834 due to additional income being received and timing differences on the Property Consultancy invoicing.
- An underspend within Planning and Resources budgets relating to small variances within a number of budgets.

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 2016/17. The LAB is based on the original budget for the year, with adjustments for known and approved budget changes such as carry-forwards and budget virements. Full details of movements from the original budget are set out in Appendix 2.

Table 2 – Adjustments to Navigation LAB

	Ref	£
Original navigation budget 2016/17 (surplus)	Item 12 18/03/16	(16,160)
Approved carry-forwards from 2015/16	Item 13 13/05/16	181
Virement from OMA/SPS to ASS/DVM to cover admin restructure	CEO approved	(2,129)
Correct allocation of Rivers Engineer	-	20,502
LAB at 28 February 2017		2,394

3.2 The LAB therefore provides for a navigation deficit of £2,394 in 2016/17 as at 28 February 2017.

4 Overview of Forecast Outturn 2016/17

4.1 Budget holders have been asked to comment on the expected expenditure at the end of the financial year in respect of all budget lines for which they are responsible. It must be emphasised that these forecast outturn figures should be seen as estimates and it is anticipated that they will continue to be refined and clarified through the financial year.

4.2 As at the end of February 2017, the forecast outturn indicates:

- The total forecast income is £3,101,483, or £18,356 less than the LAB.
- Total expenditure is forecast to be £3,102,365.
- The resulting deficit for the year is forecast to be £882.

4.3 The forecast outturn expenditure reflects the following changes from the LAB as shown in Table 3. The forecast deficit represents an adverse variance of £1,512 against the LAB.

Table 3 – Adjustments to Forecast Outturn

	£
Forecast outturn deficit per LAB	2,394
Adjustments previously reported 23/02/17	12,407
Increase to Private Craft Toll income	(1,383)
Increase to Short Visit Toll Income	(3,696)
Increase to Other Toll Income	(1,599)
Increase to Vessel and Equipment Income	(119)
Decrease to Collection of Tolls Salaries	(4,500)
Decrease to Telephone Expenditure	(1,122)
Increase to Planning Management & Admin Income	(1,500)
Forecast outturn deficit as at 28 February 2017	882

4.4 The main reason for the difference between the forecast outturn and the LAB is the reduction in toll income which has been offset by savings in other budgets.

5 Reserves

Table 4 – Navigation Earmarked Reserves

	Balance at 1 April 2016	In-year movements	Current reserve balance
	£	£	£
Property	(283,309)	(31,500)	(314,809)
Plant, Vessels and Equipment	(283,108)	64,660	(218,448)
Premises	(98,908)	(14)	(98,922)
Total	(665,324)	33,146	(632,178)

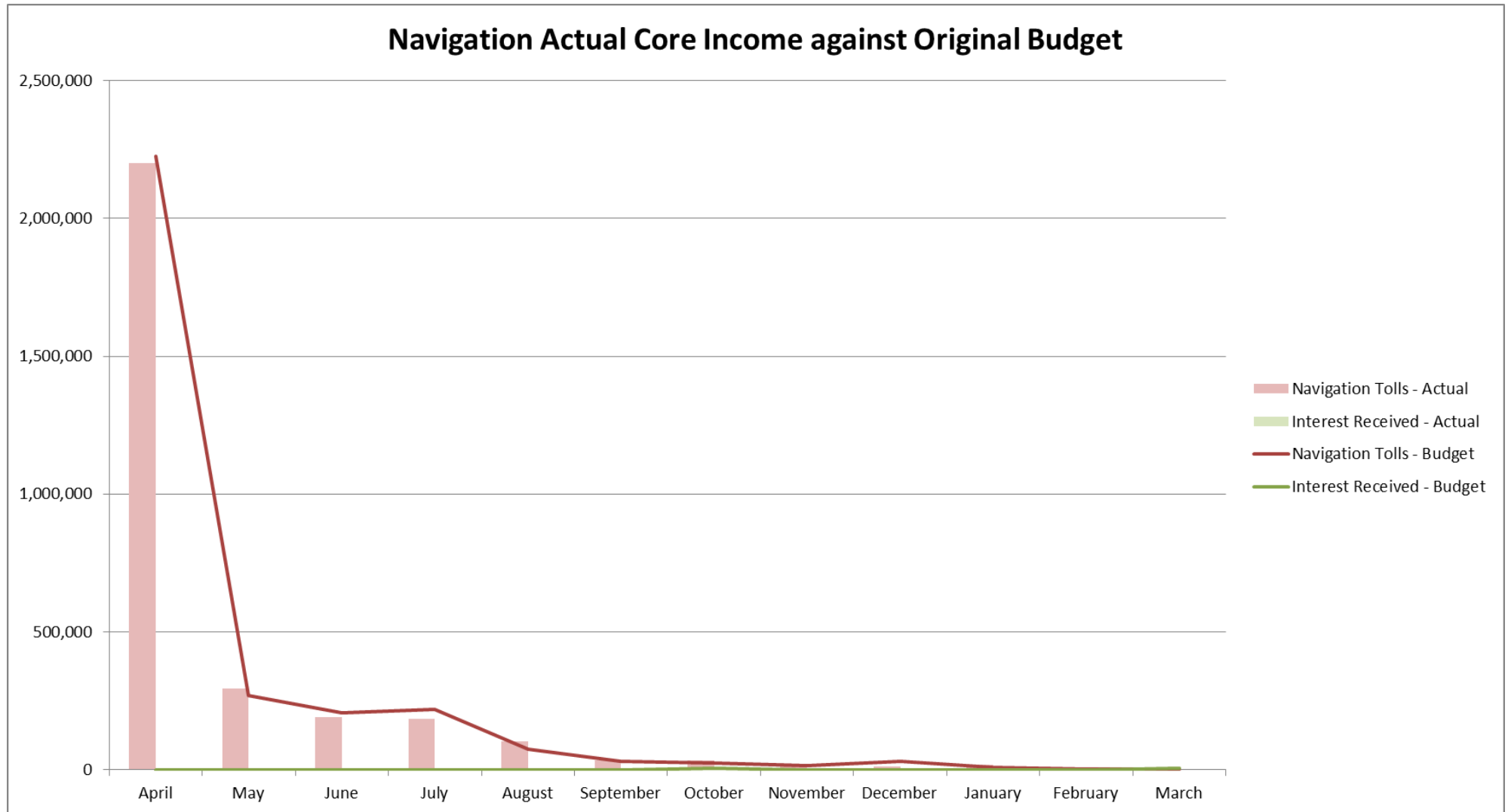
5.1 Items funded from the Plant, Vessel and Equipment include; the final instalments on the launch fit out, the 3rd Wherry, the first set of linkflotes, the second hand weed harvester and a replacement vehicle. Income from the sale of the Chet launch has also been credited to the reserve. The Premises reserve has funded the Dockyard old workshop refurbishment and the repairs to Irstead Boat House.

6 Summary

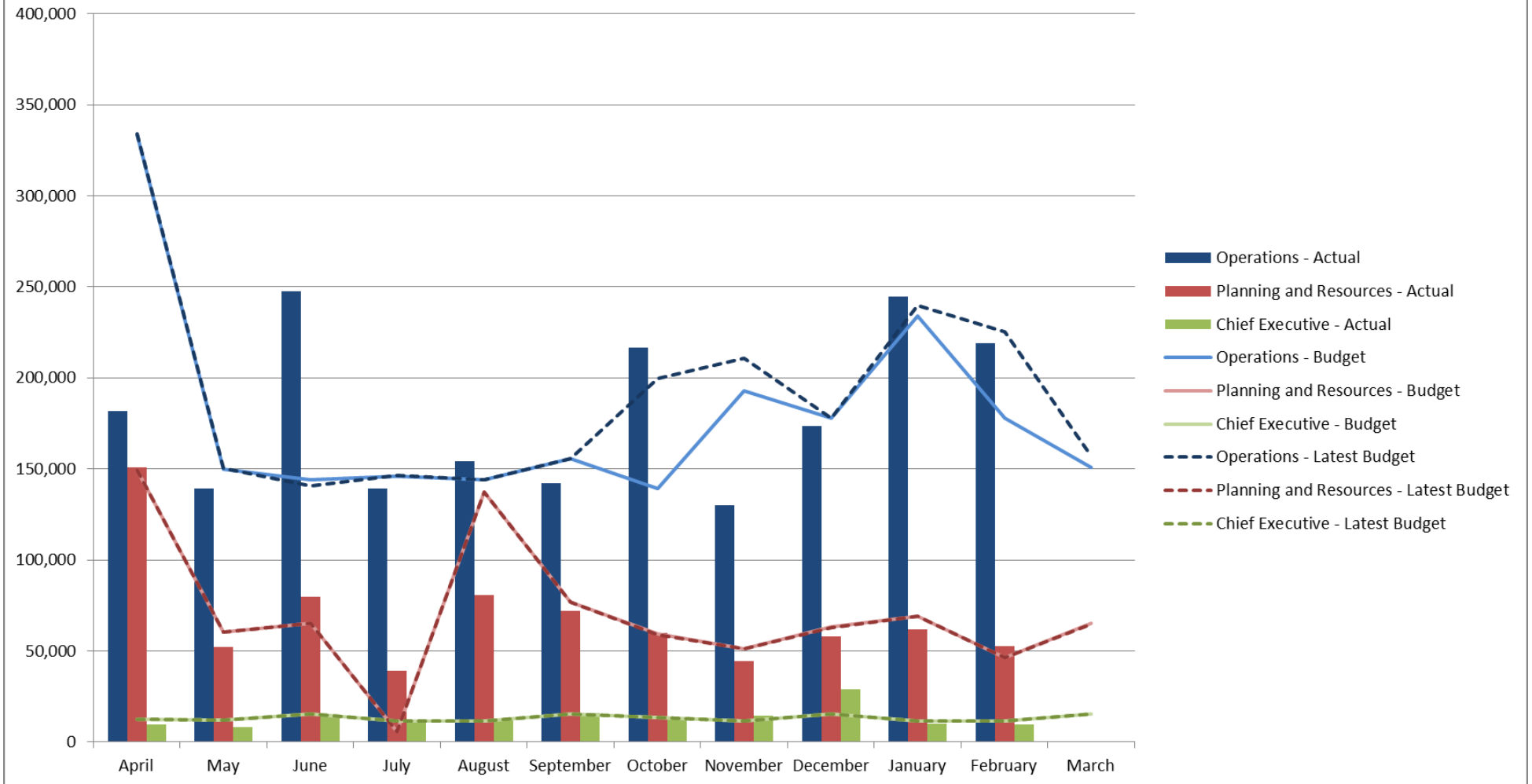
6.1 The current forecast outturn position for the year suggests a deficit within the navigation budget which would result in a navigation reserve balance of approximately £332,000 at the end of 2016/17 (before any year-end adjustments). This would mean the Navigation Reserve would be slightly above

the recommended 10% at 10.7%. Year-end transfers of interest to the earmarked reserves will mean that it will fall to approximately 10.5%. This will be highly dependent on the actual level of interest received.

Background Papers:	Nil
Author:	Emma Krelle
Date of Report:	27 March 2017
Broads Plan Objectives:	None
Appendices:	APPENDIX 1 – Navigation Actual Income and Expenditure Charts to 28 February 2017 APPENDIX 2 – Financial Monitor: Navigation Income and Expenditure 2016/17



Navigation Net Actual Expenditure against Original and Latest Budget



To 28 February 2017

Budget Holder

(All)

Row Labels	Values				
	Original Budget (Navigation)	Budget Adjustments (Navigation)	Latest Available Budget (Navigation)	Forecast Outturn (Navigation)	Forecast Outturn Variance (Navigation)
Income	(3,119,839)		(3,119,839)	(3,101,483)	- 18,356
National Park Grant	0		0	0	+ 0
Income	0		0	0	+ 0
Hire Craft Tolls	(1,079,000)		(1,079,000)	(1,053,842)	- 25,158
Income	(1,079,000)		(1,079,000)	(1,053,842)	- 25,158
Private Craft Tolls	(1,972,000)		(1,972,000)	(1,976,006)	+ 4,006
Income	(1,972,000)		(1,972,000)	(1,976,006)	+ 4,006
Short Visit Tolls	(40,089)		(40,089)	(43,786)	+ 3,697
Income	(40,089)		(40,089)	(43,786)	+ 3,697
Other Toll Income	(18,750)		(18,750)	(20,349)	+ 1,599
Income	(18,750)		(18,750)	(20,349)	+ 1,599
Interest	(10,000)		(10,000)	(7,500)	- 2,500
Income	(10,000)		(10,000)	(7,500)	- 2,500
Operations	2,256,313	134,946	2,391,259	2,372,221	+ 19,038
Construction and Maintenance Salaries	693,215	20,502	713,717	713,717	+ 0
Salaries	693,215	20,502	713,717	713,717	+ 0
Expenditure			0		+ 0
Equipment, Vehicles & Vessels	293,883	116,200	410,083	395,093	+ 14,991
Income	0		0	(469)	+ 469
Expenditure	293,883	116,200	410,083	395,562	+ 14,522
Water Management	112,500		112,500	112,500	+ 0
Income	0		0	(5,000)	+ 5,000
Expenditure	112,500		112,500	117,500	- 5,000
Land Management	0		0	0	+ 0
Income	0		0	0	+ 0

Row Labels	Original Budget (Navigation)	Budget Adjustments (Navigation)	Latest Available Budget (Navigation)	Forecast Outturn (Navigation)	Forecast Outturn Variance (Navigation)
Expenditure	0		0	0	+ 0
Practical Maintenance	344,200	0	344,200	342,700	+ 1,500
Income	(9,000)		(9,000)	(10,500)	+ 1,500
Expenditure	353,200	0	353,200	353,200	+ 0
Ranger Services	465,371		465,371	465,371	+ 0
Income	(33,000)		(33,000)	(33,000)	+ 0
Salaries	358,116		358,116	358,116	+ 0
Expenditure	140,255		140,255	140,255	+ 0
Pension Payments			0		+ 0
Safety	75,043		75,043	76,087	- 1,044
Income	(9,000)		(9,000)	(1,000)	- 8,000
Salaries	41,958		41,958	43,566	- 1,608
Expenditure	42,085		42,085	33,521	+ 8,565
Asset Management	92,114	1,296	93,410	90,939	+ 2,471
Income	(450)		(450)	(4,550)	+ 4,100
Salaries	18,689	1,296	19,985	21,614	- 1,629
Expenditure	73,875		73,875	73,875	+ 0
Premises	109,119		109,119	109,119	+ 0
Income	(1,600)		(1,600)	(1,600)	+ 0
Expenditure	110,719		110,719	110,719	+ 0
Operations Management and Administration	70,868	(3,052)	67,816	66,696	+ 1,120
Income	0		0	(1,120)	+ 1,120
Salaries	63,868	(3,052)	60,816	60,816	+ 0
Expenditure	7,000		7,000	7,000	+ 0
Planning and Resources	742,559	(373)	742,186	725,145	+ 17,041
Development Management	0	0	0	0	+ 0
Income	0		0	0	+ 0
Salaries	0	0	0	0	+ 0
Expenditure	0		0	0	+ 0

Row Labels	Original Budget (Navigation)	Budget Adjustments (Navigation)	Latest Available Budget (Navigation)	Forecast Outturn (Navigation)	Forecast Outturn Variance (Navigation)
Pension Payments			0		+ 0
Strategy and Projects Salaries	21,824	(373)	21,452	21,452	+ 0
Income	0		0	0	+ 0
Salaries	18,224	(373)	17,852	17,852	+ 0
Expenditure	3,600		3,600	3,600	+ 0
Biodiversity Strategy	0	0	0	0	+ 0
Income			0		+ 0
Expenditure	0	0	0	0	+ 0
Strategy and Projects	4,181	0	4,181	4,181	+ 0
Income	0		0	0	+ 0
Salaries	4,181		4,181	4,181	+ 0
Expenditure	0	0	0	0	+ 0
Waterways and Recreation Strategy	43,980		43,980	43,980	+ 0
Salaries	34,980		34,980	34,980	+ 0
Expenditure	9,000		9,000	9,000	+ 0
Project Funding	0		0	0	+ 0
Income	0		0	0	+ 0
Expenditure	0		0	0	+ 0
Pension Payments			0		+ 0
Partnerships / HLF	0		0	0	+ 0
Income	0		0	0	+ 0
Salaries	0		0	0	+ 0
Expenditure	0		0	0	+ 0
Volunteers	26,648		26,648	26,648	+ 0
Income	(400)		(400)	(400)	+ 0
Salaries	19,048		19,048	19,048	+ 0
Expenditure	8,000		8,000	8,000	+ 0
Finance and Insurance	162,875		162,875	167,980	- 5,105
Income			0		+ 0

Row Labels	Original Budget (Navigation)	Budget Adjustments (Navigation)	Latest Available Budget (Navigation)	Forecast Outturn (Navigation)	Forecast Outturn Variance (Navigation)
Salaries	68,875		68,875	69,750	- 875
Expenditure	94,000		94,000	98,230	- 4,230
Communications	63,605	0	63,605	63,605	+ 0
Income			0		+ 0
Salaries	51,605		51,605	51,605	+ 0
Expenditure	12,000	0	12,000	12,000	+ 0
Visitor Centres and Yacht Stations	65,835		65,835	65,835	+ 0
Income	(60,000)		(60,000)	(60,000)	+ 0
Salaries	101,835		101,835	101,835	+ 0
Expenditure	24,000		24,000	24,000	+ 0
Collection of Tolls	122,230		122,230	113,730	+ 8,500
Salaries	109,530		109,530	105,030	+ 4,500
Expenditure	12,700		12,700	8,700	+ 4,000
ICT	90,892	0	90,892	87,064	+ 3,828
Salaries	47,431		47,431	47,431	+ 0
Expenditure	43,461	0	43,461	39,633	+ 3,828
Premises - Head Office	73,819		73,819	70,091	+ 3,728
Expenditure	73,819		73,819	70,091	+ 3,728
Planning and Resources Management and Administration	66,669		66,669	60,579	+ 6,090
Income	0		0	(3,600)	+ 3,600
Salaries	41,070		41,070	41,070	+ 0
Expenditure	25,599		25,599	23,109	+ 2,490
Chief Executive	158,455	181	158,636	166,626	- 7,990
Human Resources	48,269	181	48,450	49,012	- 562
Income			0		+ 0
Salaries	23,874		23,874	24,436	- 562
Expenditure	24,395	181	24,576	24,576	+ 0
Legal	28,490		28,490	36,677	- 8,187
Income	0		0	(2,500)	+ 2,500

Row Labels	Original Budget (Navigation)	Budget Adjustments (Navigation)	Latest Available Budget (Navigation)	Forecast Outturn (Navigation)	Forecast Outturn Variance (Navigation)
Salaries	16,490		16,490	12,177	+ 4,313
Expenditure	12,000		12,000	27,000	- 15,000
Governance	40,686		40,686	39,927	+ 759
Salaries	22,800		22,800	22,800	+ 0
Expenditure	17,886		17,886	17,127	+ 759
Chief Executive	41,010		41,010	41,010	+ 0
Salaries	41,010		41,010	41,010	+ 0
Expenditure			0		+ 0
Projects and Corporate Items	54,800		54,800	54,800	+ 0
Corporate Items	54,800		54,800	54,800	+ 0
Pension Payments	54,800		54,800	54,800	+ 0
Contributions from Earmarked Reserves	(108,448)	(116,200)	(224,648)	(216,427)	- 8,222
Earmarked Reserves	(108,448)	(116,200)	(224,648)	(216,427)	- 8,222
Expenditure	(108,448)	(116,200)	(224,648)	(216,427)	- 8,222
Grand Total	(16,160)	18,554	2,394	882	+ 1,512

BROADS AUTHORITY

BOATING SAFETY MANAGEMENT GROUP

Notes of the meeting held on 27th February 2017 at the Dockyard

Present

Nicky Talbot (in the chair)	Broads Authority Navigation Committee
Tony Howes	Broads Hire Boat Federation (BHBF)
Colin Dye	Broads Hire Boat Federation (BHBF)
John Tibbenham	Norfolk & Suffolk Boating Association (NSBA)
Les Mogford	Norfolk & Suffolk Boating Association (NSBA)
Steve Birtles	BA Head of Safety Management
Lucy Burchnall	BA Head of Ranger Services
Adrian Clark	BA Senior Waterways and Recreation Officer
Chris Bailey	BA Administrative Officer Operations

1. Apologies

Apologies were received from Michael Whitaker (Broads Authority Lead Member for Safety), Stuart Carruthers (Royal Yachting Association), Colwyn Thomas (Water Safety Advisor for Whitlingham Boathouses) Rob Rogers (BA Director of Operations) and Tom Hunter (BA Rivers Engineer)

2. Minutes agreed

The notes of the meeting held 19 September 2016 were agreed as a correct record with Lucy Burchnall amended to read Head of Ranger Services.

3. Matter Arising

Speeding through Brundall - A member had previously expressed concern over the speed of both hired and private vessels travelling through Brundall. Andy Cullum had subsequently met with CD and it had been agreed that a 5mph sign would be located on one of the riverside chalets.

Props getting caught on erosion protection matting – A member referred to an email sent by Phil Ollier regarding an incident at Thurne Regatta in 2016. AC reported that he had not seen any emails from PO and was unaware of any loose matting. It was confirmed that if any loose matting was found the Authority would mark the area with yellow posts, as on the Chet, and report the location to Broadland Environmental Services Ltd (BESL) for them to cut.

4. Action Points

Rowing code of conduct formal handover – A handover event had been held with all clubs being invited to attend and larger registration numbers for display on coaching vessels had been issued.

Education programme to be developed on the use of CO alarms – SB confirmed that all the Rangers had been advised.

Lowestoft and Outlon Broad Motor Boat Club 2017 racing fixtures – The dates had been agreed by the Navigation Committee and would now be published and circulated.

CB

5. Bridges Policy

SB reported that there were several bridges in the Broads Authority area and the Authority had managed information and facilities relating to these bridges in a consistent manner. However there was no set policy in place and after consultation with officers the following policy had been developed for member's consideration.

Broads Authority Bridge Policy

In accordance with the Port Marine Safety Code the Authority has a duty to manage safety around bridges.

It is the Authority's Policy that it will:

- a) Publish bridge clearances in a consistent manner on the Authority's website, in the Authority's tide tables and its visitor publication the Broadcaster.
- b) Site gauge boards at both upstream and downstream sides of bridges indicating the current clearance under the bridge.
- c) Site advance gauge boards both upstream and downstream of bridges at an appropriate location.
- d) Provide advance signage of "bridge ahead" where sight lines are not adequate to present sufficient warning to users of the hazard of the bridge.
- e) Where feasible provide a de-masting mooring at each quadrant of fixed bridge to allow yachts to lower their masts prior to transit and to site these at a suitable distance to bridges to allow unpowered boats to be manoeuvred.
- f) Where tidal risk demands during the summer months provide a ranger patrol on Breydon Water seven days a week during the normal working day to provide advice and guidance.
- g) Review pilotage at bridges as part of the Hazard Review Process.

- h) Keep this policy under review as part of the planned monitoring and auditing of the Safety Management System.
- i) Act in a proportionate and timely manner to address any perceived shortfalls in this policy.

Members felt that it was a good and complete policy although concern was expressed that not all visitors to the Broads were aware of their vessel's air draft.

Discussion turned to a proposal to include within the policy a statement relating to the safety implications for any proposed development (e.g. a new boat house/housing) which could impact on safety at bridges. AC and SB to draft.

AC&SB

Additionally the wording 'de-masting moorings' should be amended to read 'de-masting facilities'.

SB

It was confirmed that the policy would be included in the next update to the Authority's Safety Management System which would be taken to the Navigation Committee before being adopted by the Authority

SB

A member reported that the Broads Hire Boat Federation (BHBF) was concerned with hirers getting into difficulties at Great Yarmouth and two years ago had investigated additional electronic variable signage being installed. At that time they had been unable to proceed. SB confirmed that he had continued investigating available options and had information for a less expensive system which could be installed upstream of Great Yarmouth Yacht Station (GYYS) to warn of bridge heights. A quotation was being developed for both mains and solar power signage and it was hoped that funding could be raised jointly with the BHBF. Members agreed that SB should continue with his investigations as the project had full support of the BHBF following a recent BHBF meeting

SB

6. Blue Light Policy

Member's views were sort on the draft Blue Light policy which had been developed to define Emergency Vehicle Definition and the times when a flashing blue light could be used. It was confirmed that the use of a flashing blue light would only be permitted by a defined vehicle and then only under certain circumstances which were responding to an emergency and at the scene of an emergency.

Members approved the policy which would be included in the Authority's Safety Management System at its next update

SB

7. Weed Risk Assessment Hickling

Improved water quality and warm summers had resulted in dense weed growth in some areas of Hickling Broad with the main area located in the

vicinity of the sailing club base. Members reviewed the draft risk assessment for the hazard of weed on Hickling Broad and noted that mitigation measures are in place as follows:

- The Authority had permission from Natural England to cut vegetation in the navigation channel only.
- Two hydro acoustic surveys were undertaken in June and September to monitor vegetation cover and abundance.
- The sailing and windsurfing clubs were informed of areas clear of weed.
- Survey results were shared with the sailing and windsurfing clubs.
- Rangers patrol the area.
- Position continually reviewed.

It was agreed that the wording be amended from 'navigation channel' to 'marked channel'.

SB

Members were content with the mitigations in place and considered the hazard to be managed to ALARP principles.

8. Horning Ferry Trial

During the 2016 summer season a trial had been undertaken for stern on mooring at the Ferry Inn at Horning to ascertain whether it was possible to safely increase mooring capacity. Agreed scope and conditions for the trial were established and Rangers monitored compliance with the conditions and information was collected from other users and commercial operators in the area.

It was noted that during busy times the narrowing of the river caused boats to bunch up which resulted in a number of collisions and significant problems being experienced by larger sailing vessels.

There was significant concern regarding the non-compliance of the agreed scope and conditions which had resulted in a considerable amount of Ranger time being spent on managing the trial despite numerous meetings being held with the Pub Manager in an effort to resolve the issues.

It was therefore decided the Authority would not continue the trial and that the mooring arrangements would revert back to those that had previously been accepted

It was reported that an Officer Working Group had considered looking at other sites within the Broads system for developing stern on moorings and it was confirmed that trials would be undertaken at Bramerton and Brundall during the 2017 season. It was noted that this had not been discussed at the last meeting of the Navigation Committee.

LB would be attending a meeting with Barton Turf Community Charities

regarding a proposal for stern on moorings at Barton Staithe and would let members know the outcome of the meeting.

LB

9. Safety Management System

SB reported that the Safety Management System would be updated at the turn of the year for adoption by the Authority May 2018. An external audit would be undertaken during September 2017 and it was anticipated that the results would be presented to the group at the September meeting.

The position was noted.

10. MAIB update – Love for Lydia

The Marine Accident Investigation Branch (MAIB) had conducted a number of tests following the double fatality on a petrol engine boat due to Carbon Monoxide (CO) poisoning from the boat's exhaust. Their draft report was currently out for consultation and the final report would be available at the end of April 2017. It was felt that it was not possible to raise specific issues with boat owners until the report was published. However it was agreed that general awareness could be raised through the rangers and other publications.

TH confirmed that some boat yards were in the process of fitting both smoke and CO alarms. A news update was being circulated to BHBF members via their newsletter and client guidance was being produced for both smoke and CO alarms. LB asked what advice was being given to hirers for when an alarm sounded and suggested that Broads Control should be informed if an alarm was heard on a boat moored next to them. It was confirmed that the operation of the alarms would be covered during the handover to the client, with information on where they were located and how to test them.

Members noted that CO alarms had been installed on all the Authority's boats and that the Rangers would be provided with alarms for sale to the public. It was confirmed that Boat Safety Scheme (BSS) examiners would also talk to boat owners regarding the dangers of CO.

It was suggested that a Ranger attends the NSBA annual general meeting in November to raise awareness about the dangers of CO poisoning and sailing clubs be advised that the Authority had some alarms for sale.

LB

11. Chet Channel Marker Posts

Officers had met with BESL and the Environment Agency to discuss the removal of the 37 channel markers on the river Chet. Costs of the removal would be split equally between the Authority and BESL. The Authority had already unsuccessfully attempted to remove a marker post

in 2015 using a barge mounted crane and a further trial would be undertaken during the summer months using a Long Reach 360 excavator mounted on floats. If this method was not successful a vibrating hammer would need to be hired to shake the posts out of the river bed which would increase the cost of removal.

Removal of the posts would be carried out between November 2017 and January 2018 to minimise the disruption to river users, although it was hoped that some of the markers may be removed from the river bank.

The position was noted.

12. Hire Boat Code

SB reported that the code was almost complete with the stability elements being slightly adjusted. In essence there was no change in the technical requirements of the stability testing but a web based facility had been developed which had been very complicated. This meant that there were further delays to the implementation of the Hire Boat Code Part 2 for unpowered vessels although it was confirmed that its development was projected in the Association of Inland Navigation Authorities (AINA) future work programme.

SB confirmed that he would keep members informed of the position.

SB

13. Standards Appeal Panel update

A meeting of the Standards Appeal Panel had been held after the Authority had received an appeal from a private boat owner following a BSS failure on their vessel. The Appeals Panel consisted of a Broads Authority member, British Marine Federation member and a member of the Royal Yachting Association.

It was noted that the panel reviewed and upheld the appeal with some additional mitigation measures in place.

14. PMSC Notice to Mariners/Safety Alerts/Navigation Warnings

PMSC Notice to Mariners

No. 8 of 2016 – Closure of Cockshoot Dyke 24hr Mooring, Monday 12th December 2016 until Friday 31st March 2017.

No. 2 of 2017 – Dredging work in Haddiscoe New Cut, Monday 13th February 2017 until Friday 31st March 2017.

No. 4 of 2017 – Access Restriction of Reedham and Somerleyton Swing Bridges, Friday 24th February 2017 until Monday 6th March 2017.

A member referred to part of Reedham Quay currently being tapped off

for repair. It was confirmed that this was the responsibility of Broadland District Council and therefore outside of the Authority's control. The Authority would not be manning the quay until 2nd April 2017. LB confirmed that she would look into the situation.

LB

Safety Alerts

There were no new safety alerts.

Navigation Warnings for Excess Speed and Wash

It was confirmed that this was now a standing item on the group's agenda. Members were informed that the information related to written warnings only and did not include verbal warnings and the presented information was in line with previous years. Rangers had confirmed that there was a marked improvement in a reduced speed of day boats fitted with speed indicators.

It was agreed that the excess speed and wash figures are put into a table in future reports and the data be split between the northern and southern rivers.

LB

15. Interim Safety Report

SB confirmed that as the reporting year ran from 01 April 2016 through to 31 March 2017 an interim safety report had been compiled with details to December 2016 and was limited to the Authority's area of marine responsibility. There had been seven fatalities during the period, five of which were on boats. Three people had suffered cardiac arrest and two had died of CO poisoning. It was noted that there was a rise nationally in CO poisoning.

Members discussed whether anything could be done regarding the cardiac arrest fatalities and it was confirmed that although a list had been produced of where defibrillators are available in various locations the list was constantly changing.

It was questioned whether incidents on the safety report could be compared with other similar boating areas and it was confirmed that whilst the BSS had the information it was not available for comparative use. However information could be obtained from the national Water Safety Forum's Water incident database (WAID).

Members were asked whether they felt it would be useful for the navigation warnings for excess speed and wash to be included in the safety report and it was felt this would be beneficial only if the speeding was featured in the incidents.

Members noted that the key issue was still getting on and off boats. Discussion turned to whether all incidents were recorded with doubt

being expressed over reporting from private boat owners. It was confirmed that boatyards notified Broads Control if there was an incident and that there was now better data sharing between the Authority and the Coastguard.

16. Any Other Business

Boat Safety Scheme Certificate for open boats – Members discussed the requirement for certification for small open boats which only had electricity from a battery to start the engine. It was confirmed that heating, lighting and appliances required a certificate with the principle being another system than the engine. It was agreed that the information available on the Boat Safety Scheme's website was not immediately clear and SB confirmed that he would raise the issue at the next BSS Technical Committee meeting.

SB

Additional signage on Breydon Water – It was confirmed that additional signage had been produced and would be located before Easter 2017. Two signs would be installed at Turn Tide Jetty with an additional post, on the left hand bank before Breydon bridge and at GYYS.

Vessel recovery on the Broads – A member reported that John Cressey was proposing restrictions on the distance he would travel to undertake recovery under the contract he held with the boatyards. The position was noted and it was confirmed that the Authority would, if it was safe to do so, assist a vessel to the nearest moorings.

Paddle boarding on the Broads – It was reported that the BHBF did not want any company offering paddle board rental to their hirers. Discussion ensued over the activity which was mostly undertaken by private individuals. It was confirmed that a very large event was scheduled to take place on the Broads which was very well organised and included world class athletes. Operators of paddle boards had asked if they could be included in the Broads Authority Paddle Scheme (BAPS) and had been considered a possibility as it would allow the Authority some control over the activity with the requirement to have an instructor with them. Members felt that it would be a good step to include paddle boarding within the BAPS scheme thus enabling guidelines to be established.

Width restrictions on the river Ant and river Chet – Members had previously discussed the possibility of additional signage advising beam restrictions at the mouth of the river Ant and Chet. The vessel dimension byelaws related to both the length and beam of a vessel and therefore signage could be confusing. It was noted that passage was permitted up to four times a year with prior written permission. LB did not feel there was a significant issue but that she would speak to the Rangers. It was reported that Hoseasons had 12' wide craft available for hire. Additionally there were two hire boats operating out of Brundall over the beam restriction and the operator was not a member of the BHBF. It was agreed that the Authority would ascertain how the operator would ensure

LB

that their clients were aware of the restrictions.

SB

Canoe Man – AC reported that he had been informed that the Canoe Man had rented pontoons at St. George's Bridge in Norwich and therefore it was likely that some form of canoeing activity would take place in Norwich. It was agreed that AC would monitor the situation and work with Norwich City Council (NCC).

AC

17. Date of Next Meetings

Monday 18 September 2017 at 09:30 at the Dockyard.

Safety Audit 2016 Report
Report by Head of Safety Management

Summary: This report gives details of the incidents reported from April 2016 to end of March 2017.

There have been 8 deaths in 2016, three resulting from Cardiac Arrest, two from CO Poisoning and three not thought to be suspicious.

Given the large numbers of visitors and users of the Broads these figures demonstrate that the most serious incidents are a rare occurrence.

1 Introduction

- 1.1 The reporting period is from 1 April 2016 to the end of March 2017. The report is limited to the Broads Authority's area of marine responsibility. Notable incidents are listed below.

2 Summary of Incidents Reported

2016	Incident Details	Hazard Log Category
06/04	Hire vessel attempted to navigate low bridge without the aid of the pilot. Damage to boat. No injuries to crew.	Bridges
07/04	Male collapsed on remote mooring due to injured leg.	Injury
08/04	Female fell in from rear of a hire cruiser, River Bure, Potter Heigham.	Fallen in
14/04	Male entered water to rescue his dog that had gone overboard. Sustained injuries to head and hip. Dog drowned.	Fallen in
28/04	Male suffers cardiac arrest on a dayboat, Horning. Fatality.	Fatality
11/05	Female slipped inside hire boat and broke hip at How Hill. Coastguard/Ambulance attended.	Injury
12/05	Male crew on trip boat falls in river whilst underway. North Cove.	Fallen in
16/05	2 people fell into water at NYS while mooring up.	Embarkation/Disembarkation
21/05	Man fell from roof of hire boat into cabin head first. Injuries. Air lifted to hospital.	Injury
21/05	Woman fell between 2 boats while	Embarkation/

	mooring. Crush injuries. Ambulance to hospital.	Disembarkation
23/05	Collision between 2 vessels at Hardley. Man injured when hitting the windscreen.	Collision
24/05	Hire vessel collision with Somerleyton Bridge.	Bridge
29/05	Fire in rear cabin of hire vessel on Breydon. No injuries, motor in Webasto heater caught fire.	Fire
09/06	2 Fatalities on a private vessel moored at Wroxham Island. CO poisoning.	Fatality
11/06	Male fell in at GYYS while mooring.	Embarkation/ Disembarkation
14/06	Hemsby Broads Lifeboat Callout: Casualty on board cruiser with broken ankle recovered from isolated mooring, Malthouse broad.	Injury
14/06	Hemsby Broads Lifeboat Callout: Male with suspected broken leg at Wroxham Bridge.	Injury
22/06	Hemsby Broads Lifeboat Callout: Casualty had suspected broken wrist, assisted from hire boat at Reedham Ferry.	Injury
22/06	Ambulance attends to a female with serious arm injuries after a fall from a boat nr. Acle.	Fallen in
23/06	Male fell from day boat whilst mooring, hitting head on post. Ambulance attended.	Embarkation/ Disembarkation
27/06	Male found in river after falling from a moving hire vessel late at night.	Fallen in
03/07	Male fell overboard at Reedham Quay. No Injuries.	Embarkation/ Disembarkation
23/07	Female cuts leg open while disembarking vessel. Attended hospital for stiches.	Embarkation/ Disembarkation
24/07	Young male fell from a vessel whilst mooring at GYYS. No injuries. No life jacket	Embarkation/ Disembarkation
24/07	Child falls from vessel into R. Bure, Decoy Staithe. Very shaken, advised hospital.	Embarkation/ Disembarkation
31/07	Male overboard while mooring at St Benets, R. Bure. No Injuries.	Embarkation/ Disembarkation
01/08	Male fell when disembarking hire boat. First aid to grazes.	Embarkation/ Disembarkation
02/08	Female fell into River Bure at GY, when vessel was leaving mooring.	Embarkation/ Disembarkation

	Ambulance attended. Bruises and shock.	
04/08	Pan fire on private vessel moored at Somerleyton. Fire Service attend. All persons OK.	Fire
04/08	Male injured leg when disembarking from dayboat, Horning. Ambulance attend.	Embarkation/ Disembarkation
20/08	Female breaks leg when disembarking vessel at Potter Heigham	Embarkation/ Disembarkation
21/08	Hire cruiser collision with Vauxhall Bridge. No injuries sustained.	Bridges
25/08	Collision between RIB at speed and moored vessel. 4 PoB in water, Female and child seriously injured. CPR administered. All persons taken to hospital.	Collision
31/08	Hire vessel stuck under Potter Heigham Bridge.	Bridges
07/09	Fatality – 69yr old male suffered cardiac arrest whilst moored on private vessel at Hoveton.	Fatality
09/09	Male suffers injury to leg from a moving prop, after jumping from a dayboat naked.	Injury
20/09	Female fell in river Bure whilst attempting to board a canoe.	Embarkation/ Disembarkation
22/09	Female injured shoulder after a fall in hire cruiser. Declined medical attention.	Injury
28/09	Male fell in River Bure from moving hire boat at GYYS. Assisted out and given first aid.	Fallen in
29/09	2 Fatalities discovered near Breydon Water. Not thought to be suspicious.	Fatality
29/09	Female suffered bleed to brain after falling and hitting her head in a moving hire vessel.	Injury
30/09	Male evacuated from hire vessel at Potter Heigham due to suspected heart attack. Broadsbeat on scene.	Medical Evac
30/09	Male collapsed on small boat at Wayford Bridge. Air Ambulance and Mundesley/Winterton Coastguard attend.	Medical Evac
02/10	Hire vessel attempted to pass Vauxhall Bridge without enough clearance. Vessel got stuck. BA crew assisted out. No injury/damage.	Bridges
02/10	Female sustained head injury when	Embarkation/

	disembarking hire vessel, Stokesby Ferry.	Disembarkation
12/10	Fatality – Male suffers cardiac arrest whilst on board hire vessel, moored at Womack.	Fatality
17/10	Female knocked unconscious and sustained back injury in collision	Collision
01/11	Person overboard and rescued at Pulls Ferry No further info.	Fallen in
02/03/2017	Fatality – Male body found in River Wensum, Fye Bridge area. Incident unexplained but not thought to be suspicious.	Fatality

3 Conclusion

- 3.1 The incidents to date do not appear to be dissimilar to those in presented in previous years. Although incidents requiring medical treatment seem to have increased on the last few years.
- 3.2 As with previous years evidence suggests that disembarkation and falling in remains to be the main area of activity which results in injury and potential for drowning.
- 3.3 There have been two boating related deaths from Carbon Monoxide poisoning this year. The Marine Accident Investigation Branch are investigating the incident and their report is due in April/May which will likely stimulate interest in the issue of Carbon Monoxide. Rangers have received additional training regarding Safety messages surrounding CO so that they can actively engage with the public on this issue.

4 Looking Forward

- 4.1 The National Water Safety Forum's UK Drowning Prevention Strategy was launched last year at Westminster which calls for organisations to work together to deliver safety messages and encourage participation. The strategy aims to reduce accidental drowning in the UK by 50% by 2026.
- 4.2 The Broads Authority will work with stakeholder groups to assist in the delivery of the strategy initially to continue to promote the "Wear it" campaign and to raise awareness of everyday risk in, on and around water by sharing information.

Background papers: Previous Annual reports
 Author: Steve Birtles/ Maxine Willoughby
 Date of report: 3 April 2017

Broads Plan Objectives: NA4.2

TABLE 1
Analysis of Death/Injuries Since 1993

	1993	1994	1995	1996	1997	1998	1999	2000	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016
Death																								
No of deaths on or from boats	2	2	3	1	1	3	2	1	3	2	6	0	0	2	0	0	0	2	4	2	0	2	1	5
Reported deaths not related to boating	1	3	4	-	2	1	4	4	2	3	1	0	7	2	1	1	3	3	3	8	2	5	4	3
Cause of death																								
Severe injury	0	0	1	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1	0
Heart Attack	0	2	0	0	0	0	1	1	0	1	0	0	0	1	0	1	2	2	1	5	0	1	1	3
Drowning	0	1	2	1	0	4	5	1	3	3	5	0	4	3	0	0	0	1	3	2	0	5	3	0
Asphyxiation/CO poisoning	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2
Terminal Illness																			1	0	0	0	0	0
Not Known	0	2	4	0	2	0	0	1	0	0	2	0	3	0	1	0	1	2	2	0	0	1	0	3
Reports of people inadvertently entering in the water See footnote.	0	0	3	2	4	8	2	5	1	4	15	16	12	23	29	17	34	20	17	18	12	22	19	21
No of persons reported as requiring hospital treatment	0	0	0	9	8	7	9	8	7	7	18	2	4	13	12	11	22	30	17	15	19	14	13	30
Nature of injuries																								
Head	0	0	2	0	4	1	3	2	1	1	1	1	3	1	1	5	3	3	1	3	3		2	7
Arm/hand	0	0	2	1	6	0	0	1	3	1	1	1	0	1	6	4	1	4	4	2	4	1	0	3
Leg/foot	0	0	3	5	4	2	4	1	2	2	2	2	1	3	7	5	7	8	3	6	4	3	4	9
Torso, ribs, chest, back	0	0	1	0	2	0	1	4	1	1	2	0	1	4	3	0	2	4	2	0	2	2	2	1
Not described	0	0	1	1	0	0	0	0	0	0	10	2	1	4	0	0	8	10	2	2	5	1	4	6
Asphyxiated/CO poisoning	0	0	1	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	2	0	0
Burns/Scalds	0	0	0	1	1	4	1	1	0	2	1	0	0	1	1	0	1	2	1		1	2	0	0
Heart attack																			3	5	1	2	1	5

Footnote: 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.

TABLE 2**Analysis of Fire and Explosions Since 1993**

	1993	1994	1995	1996	1997	1998	1999	2000	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016
Number of incidents	2	4	7	2	5	4	6	3	4	2	2	0	2	22	8	4	4	3	3	1	1	1	0	2
Vessels involved (Private)	2	3	5	1	3	4	3	2	2	2	1	0	1	18	10	4	2	2	2	1	1	3	0	1
Vessels involved (Hire)	0	0	3	1	2	0	3	1	2	0	1	0	1	4	1	0	2	1	1	0	0	0	0	1
Prime cause LPG	0	0	2	0	0	2	0	1	1	0	2	0	0	0	1	0	0	1	0	0	1	0	0	0
Prime cause Petrol	0	2	2	0	1	1	1	0	0	1	0	0	0	1	2	0	0	0	2	1	0	1	0	0
Prime cause Electrical	1	0	0	0	2	0	0	1	1	1	0	0	1	0	1	2	2	1	1	0	0	0	0	1
Prime cause Other	1	1	3	2	2	1	5	1	2	0	0	0	1	21	4	2	2	1	0	0	0	2	0	1
No of vessels total loss	0	1	3	1	2	0	1	2	2	2	0	0	0	20	6	2	1	0	2	1	0	0	0	0
No of injuries from fires requiring hospital treatment	0	1	2	0	1	3	1	0	0	2	2	0	0	1	1	0	0	2	1	0	1	0	0	0
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

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

Report by Head of Construction, Maintenance & Environment

Summary: This report sets out the progress made in the delivery of the 2016/17 Construction, Maintenance and Environment Section work programme during February and early March 2017.

1 Construction Programme updates 2016/17

- 1.1 The progress of the Construction and Maintenance work programme is described in this report. The detailed breakdown in Appendix 1 shows that up to the end of February 2017 with 38,750 m³ of sediment dredged at the prioritised sites. This represents 78% of the programmed target of at least 50,000m³.
- 1.2 As part of the enhancement project at Hickling Broad the planned dredging, reedswamp restoration and margin protection has now been completed. Agreement with Natural England and Norfolk Wildlife Trust was gained for an additional week of dredging into March was effectively used to finish the fill heights in the reedswamp restoration areas at Churchill's Bay and The Studio. A contractor with a small floating excavator then assisted in winning reed rhizome from an adjacent dyke, which was used to plant up the front face of both areas. 160 metres of wave barrier with goose guard netting on top has also been installed along the reed margin south of The Studio. This protection measure aims to trial an alternate way to promote vigorous reed margins in addition to the engineered reconstruction techniques employed using dredged sediment. This project has involved a high number of staff from the CM&E section working on various elements of the construction and monitoring work, often in challenging conditions.
- 1.3 Dredging at Rockland boat dyke and the small bar at the entrance to Langley dyke has also been completed. A total volume of 5,980 m³ was dredged from Rockland boat dyke itself and its entrance to the open broad. A much smaller but critical volume of 230 m³ was removed from the bar at the mouth of Langley Dyke. Much of the sediment at the start of the Rockland project near the broad was transported back to the Authority's licensed tip site at Postwick due to elevated mercury levels in the deeper sediments. The sediment in the boat dyke was however below threshold levels, so was able to be sidecast to a field and some taken to be used to strengthen the back of a floodbank along the Short Dyke.
- 1.4 Once the team had finished at Rockland, the Haddiscoe Cut was again targeted at the Reedham end. Sediment has been taken to fill a setback area between the swing bridge and the ferry.

- 1.5 For the first three weeks of February, the fen harvester was working at Burgh Common, contracted by the Poors Trust to achieve the levels of vegetation management expected, as part of their HLS agreement with Natural England.

2 Maintenance Programme Update 2016/17

- 2.1 Below are a few highlights of the projects and tasks undertaken by the Maintenance Team:
- 2.2 Refurbishment and repair work at the network of 24 hr moorings continues. Approximately 160 tonnes of aggregate has been used to fill voids behind the piling at Horning Marshes 24 hour mooring, where the soil and backfill has been progressively washed out and lost over the years. The areas were excavated and adequately lined with geotextile to prevent further loss in the future. Timber repiling has been carried out on one half of the moorings at Ranworth, in the small dinghy dyke and around towards the staithe frontage.
- 2.3 The first two weeks of February saw the finish of the annual programme of riverbank tree management. The focus area for staff and contractors this winter was along the River Bure at priority spots near Hoveton Broad and upstream of Wroxham. All work was carried out to the specifications Environment Officers had laid out, following consent for the work from both Natural England and the Environment Agency.
- 2.4 Major repairs to Irstead Billet started at the end of February. The Maintenance Team have re-piled the entire river frontage at the site and alongside the billet; contractors have installed protective “sleeves” over the supporting piles; a new storage shed is being installed; the timberwork and roof of the billet will be replaced; as well as a new access boardwalk. This is a significant investment, but completing all work at once has enabled best use of plant and materials transport to site.
- 2.5 An extension to the permissive path from How Hill staithe upstream towards Sharp Street has been started. Vegetation clearance along the floodbank folding has been completed and fence line to accommodate the path to meet up with Sharp Street needs to be moved. A “draw-bridge” style crossing over the dyke that separates the Authority’s land on the How Hill side and Sharp Street itself currently belongs to the Environment Agency, but discussions are underway to see if responsibility can be transferred to the Authority and gain full control of the structure and its operation.

3 Environment & Design Team update

- 3.1 Following completion of this winter’s riverbank tree management work, Environment Officers and Ranger teams are planning in April to review the mapping of the priority sites for reducing tree growth over and adjacent to the river. From this a detailed 5 year plan will be finalised and the consents from Natural England and Environment Agency applied for. From this landowners can be contacted and permissions gained for future years work.
- 3.2 The habitat risk assessment process to set the scope and conditions required to be able to carry out cutting a trial of water plants in Hickling Broad has started. Following the previous Appropriate Assessment that was completed

in 2000 for a similar trial, the methodology of cutting 20 x 20 m trial plots with an intensive monitoring programme has already been laid out. The trigger level of water plant coverage over the bed of the Broad to start the trial is 30% coverage. The water plants also need to be at a sufficient height above the bed (>50cm) to enable the cutting to be meaningful. This trial aims to provide some evidence of the impacts of cutting stoneworts and their subsequent growth, this evidence does not currently exist. To be able to demonstrate that the cutting activity has no significant effect on the plant community is the requirement and we have to prove this before any further or wider cutting could be considered.

- 3.3 Some joint work between the Rivers Engineer and Environment Officers to enable direct sediment placement on the reeded ronds in the lower river reaches has been progressed. An agreed working process that aims to temporarily store dredged arisings on the ronds, then re-use them for future floodbank work deals with the arisings. There is then also an opportunity to enhance the condition of the sites for commercial reed production, through liaison with landowners and local reed and sedge cutters. The first implementation of this process will be on the River Bure near Stokesby this spring.

Background papers: Nil

Author: Dan Hoare
Date of report: 04 April 2017

Broads Plan ref: NA1.1
Appendices: APPENDIX 1 – Dredging Progress 2016/17

Dredging Progress 2016/17 (April 2016 to end February 2017)

APPENDIX 1

Project Title	Project Element	Active BA dredging weeks Completed (to end Feb / Planned)	Volume Removed m ³		Annual project Cost ^a	Actual project cost (Apr-Feb)
			Planned	Actual	Planned	Actual
Mid Bure	Horning Church to Ranworth Dyke (Apr-mid Jun)	11/10	5,000	5,820	57,480	63,180
<i>Completed setback areas at Horning Hall</i>						
Bure Mouth	Contractor (April)	-	500	500	3,700	3,730
<i>Contractor completed plough/agitation dredging to clear a bar at Bure Mouth</i>						
Lower Waveney	Burgh Castle (Apr-May)	6/8	4,000	4,140	43,430	37,200
<i>Upstream and including Burgh Castle 24 hr moorings. Shoal at Burgh Flats not completed this year</i>						
Lower Yare	Seven Mile House to Berney Arms (June)	5/6	4,000	4,290	33,060	22,190
<i>Shoals planned for dredging were completed</i>						
Haddiscoe Cut	Haddiscoe and Reedham ends (End Jul–mid Nov)	14/16	14,000	6,410	94,790	105,100
<i>Completed the priority dredging at St Olaves & all along the island side of the Cut. Return to complete priority at the Reedham started end Feb</i>						
Yare - Whitlingham	Bends downstream of Whitlingham Broad (Aug-Oct)	9/12	5,000	6,200	61,100	19,180
<i>Completed the priority bends identified at Whitlingham. All material brought to Postwick Tip</i>						
Hickling	Marked channel north of Catfield channel (Nov-Jan)	13/15	6,000	5,180	129,250	136,080
<i>Completed. Total of 5,180 m³ dredged from marked channel. The two reedwamp restoration areas were completed.</i>						
Rockland Boat Dyke	Rockland and bar at Langley Dyke (Dec-Jan)	14/8	2,900	6,210	29,630	78,060
<i>Completed. Total of 5,980 m³ dredged from the boat dyke and its entrance and 230 m³ from the bar at the mouth of Langley Dyke</i>						
Limekiln Dyke	Gayes Staithe to Neatishead Staithe (Feb-Mar)	-/8	3,600		18,960	0
<i>CANCELLED FOR 2016/17 – Replacement equipment for Grab 7 and old Linkflotes will not be available before April 2017</i>						
Lower Bure	Bure Loop (Feb-Mar)	-/6	5,000	0	34,940	460
<i>Dredge site and re-use change to Stokesby starting in April 2017, as Lower Bure landowner issues couldn't be resolved in time for Feb 2017</i>						
TOTAL		72/95	46,400	38,750	506,340	465,180

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

Chief Executive's Report

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.

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