

Navigation Committee

AGENDA

Thursday 19 April 2018

2.00pm

	Page
1. To receive apologies for absence	
2. To note whether any items have been proposed as matters of urgent business	
3. Appointment of Chair	
4. Appointment of Vice-Chair	
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 22 February 2018	3 – 13
8. Summary of Actions and Outstanding Issues following Discussions at Previous Meetings Report by Administrative Officer (herewith)	14 – 15
9. Appointment of Two Co-opted Members to the Broads Authority Report by Chief Executive (herewith)	16
10. Current Issues Open forum – Members are asked to notify the Governance Team at least three days in advance of the meeting of issues they would like to raise	
11. Hoveton Great Broad Item for discussion as proposed at the last meeting. It is suggested that Members might want to read the report considered by the Committee on 23 October 2014 on this subject: Legality of Closed Broad	

	Page	
	<u>Minutes of the 23 October 2014 meeting, item 2/11 Legality of Closed Broad</u>	
12.	Navigation Income and Expenditure: 1 April 2017 to 28 February 2018 Actual and 2017/18 Forecast Outturn Report by Chief Financial Officer (herewith)	17 – 27
13.	Boating Safety Management Group Notes of meeting held on 12 March 2018 (herewith)	28 – 32
14.	Safety Audit 2017 Report Report by Head of Safety Management (herewith)	33 – 38
15.	Broads Authority Safety Management System Internal Audit Findings Report by Head of Safety Management (herewith)	39 – 44
16.	Construction, Maintenance and Environment Work Programme Progress Update Report by Head of Construction, Maintenance & Environment (herewith)	45 – 49
17.	Chief Executive’s Report Report (herewith) – For information only	50 – 58
18.	Items for Future Discussion	
19.	GDPR Implementation Presentation by Solicitor and Monitoring Officer	
20.	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	
21.	To receive and confirm the exempt minutes of the Navigation Committee meeting held on 22 February 2018	59 – 60

Navigation Committee

Minutes of the meeting held on 22 February 2018

Present:

Mrs Nicky Talbot – in the Chair

Mr K Allen

Mr M Heron

Mr M Whitaker

Mr J Ash

Mr J Knight

Mr B Wilkins

Ms L Aspland

Mr S Sparrow

In Attendance:

Ms N Beal – Planning Policy Officer (Minute 10)

Mr S Birtles – Head of Safety Management

Mrs L Burchnall – Head of Ranger Services

Ms M Hammond – Planning Officer (Minute 11)

Mr D Harris – Solicitor and Monitoring Officer

Dr D Hoare – Head of Construction, Maintenance and Environment

Ms E Krelle – Chief Financial Officer

Miss S Mullarney – Administrative Officer

Dr J Packman – Chief Executive

Mr G Papworth – Planning Assistant (Minute 12)

Mrs C Smith – Head of Planning (Minute 10-12,14)

Ms M-P Tighe – Director of Strategic Services

Also Present:

Jacquie Burgess and Bill Dickson.

4/1 To receive apologies for absence

Apologies for absence were received from Peter Dixon, Alan Goodchild, and Greg Munford.

The Chair noted that this would have been Peter Dixon's last Navigation Committee meeting. She thanked Peter on behalf of the Committee for his work and diligent support.

Recordings

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

James Knight declared that he would be making his own recording.

Variation in the Order of the Agenda

The Chairman announced in accordance with Standing Order Item 5(1) (c) that she proposed to vary the order of the Agenda to take item 15 after agenda item 6.

4/2 To note whether any items have been proposed as matters of urgent business

No items had been proposed as matters of urgent business.

4/3 To receive Declarations of Interest

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

4/4 Public Question Time

No public questions were raised.

4/5 To receive and confirm the minutes of the Navigation Committee meeting held on 14 December 2017

The minutes of the meeting held on 14 December 2017 were signed by the Chairman as a correct record of the meeting.

4/6 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.

Agenda item 15 Current Issues was dealt with at this point.

4/7 Navigation Income and Expenditure: 1 April to 31 December 2017 Actual and 2017/18 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 2017, and provided a forecast of the projected expenditure at the end of the financial year (31 March 2018).

The Chief Financial Officer provided Members with a verbal update of the figures up to 31 January 2018. She said that the actual Navigation Income and Expenditure had a favourable variance, of £23,054. She added that the CANAPE reserve was set up at the end of January, resulting in a small decrease to the total reserve balance which is now £649,656.

Members noted the report.

4/8 Powerboat Racing Review 2017

Members received a report on the background to powerboat racing at Oulton Broad. The Head of Safety Management informed Members that at the Annual Power Boat Racing Review meeting the incidents reported for the previous year

were all considered normal racing incidents and the group were content with how they were handled.

Members were informed that the fixture list for the 2018 racing season included an extra Sunday, however this was still within the agreed total of 20 sessions.

Members noted the report.

4/9 Broads Authority Safety Management System Audit Findings and Update

Members were presented with the findings from the recent external audit of the Authority's Safety Management System and the proposed update to SMS.

The Chair thanked the Head of Safety Management for the comprehensive review and thorough report.

The Head of Safety said that the audit was carried out in September 2017 and that the recommendations and timescales set had been responded to.

One Member questioned the comments of the auditor on how safety was documented. The Head of Safety Management responded that this was in relation to Members receiving training for the hazard review about risk assessment. He said that he had taken the view to issue the training as part of the hazard review process when brought to the Navigation Committee in order to refresh Members on risk assessment.

Another Member asked what the timescale for further updates to the system was. The Head of Safety Management clarified that every 3 years the Broads Authority has to formally write to the Maritime and Coastguard Agency (MCA) to tell them that the Authority is complying with the Port Marine Safety Code; this is due at the end of March 2018. He added that the system has been updated to reflect the audit findings and that the updated SMS report would be presented at the 16 March Broads Authority meeting for Members to sign off

Members noted the report.

4/10 Broads Local Plan – update, comments received and residential moorings nominations for consideration

The Committee was provided with an update on the progress of the Local Plan and the comments received on the policies that have navigation relevance.

The Planning Policy Officer informed Members that the pre submission consultation in January was the last stage before the Broads Local Plan was submitted to the Planning Inspector to assess. She also updated Members on some further comments that had been received, these would result in changes to the plan, however it was for the Inspector to agree these changes.

One Member said that he was surprised by the comments made by Norwich City Council. The Planning Policy Officer said that the Wensum Strategy had suggested

the river in the city was the ideal location for residential moorings which would suggest a change to policy.

Members discussed issues with anti-social behaviour and the links to residential moorings in particular at Loddon and Chedgrave. One Member stated that it couldn't be assumed that all residential boats were more anti-social than non-residential boats because of a few isolated incidents.

The Planning Policy Officer said that the comments received relating to this issue were also concerned with the upkeep of the boats and Members pointed out that not all residential boats are run down and that some non-residential boats are run-down. The Planning Policy Officer added that they couldn't legislate through planning applications to deal with anti-social behaviour or upkeep of boats, but only use conditions to limit the size, number and scale of the vessel.

Members of the committee also commented on the proposals by Norwich City Council. In response to the proposal that residential moorings be placed on main river channels in the city one Member queried the safety issues of this suggestion. They added that it would be an additional hazard if a boat was in a tidal area and moored to the quay heading rather than using floating pontoons which were safer for getting on and off boats in tidal waters. Members also stated that management practices would more likely be in place within a basin or boatyard which could be applied to residential moorings.

The Planning Policy Officer further asked Members for their views on the nominations for residential moorings. In regards to the suggestion that the current allocation of 10 residential moorings at Loddon Marina be reduced to 5 in an effort to reduce the potential for future anti-social behaviour incidents one Member said that unless it could be demonstrated that there was a link between the number of residential moorings and anti-social behaviour incidents then the number should stay as it is (10). Another Member commented that reducing the allocated residential moorings could reduce the moorings for short term stays but the Planning Policy Officer said that the moorings that would be replaced are private rented moorings.

In reference to the Horning nomination, one Member queried the suitability of the access road, [Ropes Hill off Lower Street] and highlighted that additional use of the track in winter would affect the use of the track in the summer.

A Member questioned why St Olaves was considered unacceptable whilst Somerleyton was acceptable for residential moorings as St Olaves was more accessible by road. The Planning Policy Officer explained that this was because of the impact on navigation and the lack of services and facilities at the site. She confirmed that the moorings were proposed to be on the New Cut. Regarding the St Olaves site, a member gave his view that from a navigation perspective, there is no difference between residential and non-residential moorings. He pointed out that boats have been moored on the New Cut at that location historically, and he understood that the only reason that this is not currently the case is the condition of the quay heading. In his view he considered St Olaves to be at least as suitable as Somerleyton for residential moorings, and possibly better. Another Member

questioned what parking facilities were available at both sites noting this would have an impact. The Planning Policy Officer informed Members that the site at Somerleyton would be reconfigured to accommodate parking and that there was an area under the bridge at St Olaves that would be suitable for additional parking.

Members were informed that the views of the Navigation Committee would be passed on to the Planning Committee at their meeting on 2 March 2018. The Plan was then to be considered at the March Broads Authority meeting. It was hoped the plan would be adopted this calendar year.

4/11 Planning Application with Navigation Implications: Variation of condition 2: approved plans, and removal of conditions 7: ramp sections, and 9: archaeology of permission BA/2014/0407/FUL. Hoveton Marshes, Horning Road, Hoveton

Kelvin Allen declared an interest in this item and would not participate in the discussion.

Members were presented with a variation to an application that had recently been considered at the 2 February Planning Committee. The application amendments included changes from a canoe trail to a guided boat trail, and the inclusion of an electric boat trip. The application also states a change to the method used to remove sediment by excavator and depositing on the banks adjacent rather than mud pumping. It has also been proposed to alter the structure that accesses the water to accommodate the electric boat. The Planning Committee voted to approve the application subject to the comments of the Navigation Committee.

Members noted that the application had no navigation implications and questioned why the committee was being asked to consider it. The Chair informed Members that the report was presented in order to keep the Committee informed of changes, as the application was considered at a previous Navigation Committee meeting.

One Member queried why the landowner was making a change from canoe to electric boats. The Planning Officer said that it would make the boat trips more accessible to the public as well as being easier to manage.

Members disagreed with the use of public money on a private estate and the failure in the application to reconnect the public staithe on Hudsons Bay. It was added that the part of the scheme to improve Wroxham Island was withdrawn by the applicant.

The Head of Planning informed Members that the Committee's comments would be reported to the Planning Committee but said that if they wished for the application to be reconsidered by the Planning Committee there would need to be clear justification for review. She added that some Members of the Planning Committee shared the views of the Navigation Committee.

The Chief Executive said that the views of the Navigation Committee would be recorded but as there were no navigation implications regarding the site it would be inappropriate for the committee to request that the application be reconsidered.

It was RECOMMENDED by,
8 votes for, 0 against, and 1 abstention that,

The Navigation Committee is disappointed that the revised application still fails to meet with the Broads Authority's primary purposes. The long term aspiration of the Navigation Committee is for Hoveton Great Broad to be reopened to the navigation in an appropriate manner and at the earliest convenient opportunity. The proposals have no adverse impact on the existing maintained navigation.

The Committee was informed that it was Maria Hammond's last day with the Authority; the Chairman, on behalf of the Navigation Committee, thanked Maria for her help.

4/12 Planning Application with Navigation Implications: Floating pontoon with access ramp/walkway and removal of 3 mooring posts; BA/2017/0491/HOUSEH; Clearwater, Broadview Road, Lowestoft

Members were presented with an application with navigation implications at Clearwater, Broadview Road, to remove the existing mooring posts and replace them with a floating pontoon. Members were informed that the furthest point of the pontoon would be 4.2 metres; a reduction from the existing 6 metres for the mooring posts.

One Member enquired if the mooring configuration proposed in the application would affect the total encroachment into the navigation area if boats moored side on. The Planning Officer confirmed that this had not been specified but that it a condition could be added.

Another Member questioned the use of the moorings adding that it would be more detrimental if longer boats used the moorings causing a significant intrusion into the navigation area. He further asked how this would be controlled. The Planning Officer reiterated that a condition could be included specifying side on moorings. Another Member stated that this condition would only be needed during times of racing so suggested the application specify no stern on mooring at certain times. The Head of Ranger Services reminded Members that management of specific conditions needed to be considered.

Members agreed that the Committee's comments to the Planning committee on the proposal should be, that no stern on moorings should be included as a condition to the planning application, but agreed that double side-on mooring would be acceptable.

4/13 Construction, Maintenance and Environment Work Programme Progress Update

The Committee received a report which set out the progress made in the delivery of the 2017/18 Construction, Maintenance and Environment Section work programme.

The report included the dredging progress for 2017/18 (April 2017 to end January 2018)

The Head of Construction, Maintenance, and Environment provided an update to the report, he said that it had been difficult to acquire tree shears on a short hire basis for trial purposes for this financial year so the trial had been deferred until September 2018.

He further added that the Electric Eel dyke route at How Hill has been cleared out with an excavator.

Members were also updated on fendering problems at Ludham Bridge. It was explained that the temporary repairs carried out by Norfolk County Council had narrowed the opening. The Head of Construction, Maintenance, and Environment said that the work to get the bridge open again was a priority and that the proposed contractors were due to start next week. Members thanked officers for their vigilance in prioritising the work at Ludham Bridge.

Members were made aware that a concrete pump was being used to remove the sediment at Herringby, in a similar procedure to that at Hickling. One Member praised the Authority in the great achievement of the work at Hickling and was encouraged that the dredging work involving spreading the sediment back into the surrounding farmland could be utilised.

Members noted the report.

4/14 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.

The Chief Executive updated the committee on Acle Bridge, reporting that the working group had their first meeting on 14 February to look at possible services for the site.

Members were also provided with a verbal update on the unauthorised development at Barnes Brinkcraft which was discussed at the previous Navigation Committee meeting. The Head of Ranger Services confirmed that she had since met with the land owner at the site to understand the operational needs of the business. Several proposals for the site had been developed using comments from Norfolk Broads Direct, and the skippers of the trip boats.

The Chair noted the positive line of communication with the boatyard but commented that there were still safety concerns.

Members discussed the issues with the area and the impact the encroachment into the river the pontoons were having. One Member commented on the issues with implementing conditions as the initial application was already deviated from. Members welcomed any proposals that would reduce the river restriction.

The option favoured by the Navigation Committee involved removing the third finger pontoon, creating space whilst keeping within the existing encroachment line.

The Head of Planning told Members that planning permission was required to remove land and install a pontoon. In order to put the pontoon in a different place the applicant would need to apply to vary the permission.

In response to a question about monitoring the arrangements, the Head of Ranger Services said that signage would need to be used to enforce no moorings as larger boats would be hazardous to the area but noted that the business owner didn't have shorter boats.

Members discussed the risks of stern on moorings and the damage this would cause to other boats. The Chair said that the committee would like to see the revised proposal that is presented to Planning Committee.

Members were advised that officers would report the recommendation of the Committee to Barnes Brinkcraft advising them to submit an application. This would then be considered by the Planning Committee. The Navigation Committee would also be formally consulted.

Members discussed the benefits of a trial that included a third pontoon, to be done through the use of temporary permission. If the trial proved there were no problems the applicant would be invited to make the permission permanent. The Chair asked for this to be monitored over the summer period. The Head of Planning said the committee needed to consider how to resolve the problem if the trial evidenced continuing problems.

The Committee agreed that its views were that the land owner should be presented with the second option, removing the third pontoon, but because of the safety concerns advised it be used on a trial basis with temporary permission given; if no problems occurred then the applicant could be advised to submit a further application making the revised scheme permanent.

The Head of Planning concluded that they could start monitoring now but advised that a 1 year temporary permission would be considered at the 27 April Planning Committee meeting at the earliest. The Navigation Committee requested to be kept informed over the course of the year and asked that the Head of Ranger Services report back over the season what measures were in place.

4/15 Current Issues

This item was discussed after item 6.

Due to the confidential nature of the item to be discussed it was

RESOLVED

that the public be excluded from the meeting under Section 100A of the Local Government Act 1972 for further consideration of the item on the grounds that it

involved the likely disclosure of exempt information as defined by Paragraphs 3 and 5 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. The audio recording was suspended and those Members making their own recordings were also asked to stop recording.

Members received reports from Network Rail containing exempt information. They discussed the different options presented in these reports.

The reports would be further discussed at the 16 March Broads Authority meeting when the views of the Committee would be considered.

The public were invited back into the meeting and the audio recording resumed.

The Chair informed the Committee that she had been invited to attend the Boat Safety Scheme Committee meeting on 5 March 2018. Members were asked to let the Chair know of any issues to be reported at the BSS meeting. The Chair said she would feedback to the Committee at the next meeting.

4/16 Items for future discussion

One Member asked for the reopening of Hoveton Broad to be considered for future discussion.

Whether Hoveton Broad constitutes adjacent waters if only used by the landowner was suggested by another Member as a topic of discussion.

4/17 To note the date of the next meeting

The next meeting of the Committee would be held on Thursday 19 April 2018 at Yare House, 62-64 Thorpe Road, Norwich commencing at 2pm.

4/18 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

Members of the public leave the meeting.

4/19 To receive and confirm the exempt minutes of the Navigation Committee meeting held on 14 December 2017

The exempt minutes from the Navigation Committee meeting held on 14 December 2017 were signed by the Chairman as a correct record of the meeting.

The meeting concluded at 4.38 pm

Chairman

Code of Conduct for Members

Declaration of Interests

Committee: Navigation Committee

Date of Meeting: 22 February 2018

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
M Whitaker	6-18	As previous declarations	
J Knight	6-18	As previous declarations	
S Sparrow	6-18	As previous declarations	
M Heron	6-14	Landowner, toll payer, Member BR/NRC/NSBA/RCE	
J Ash		As previously declared	
K Allen	6-18	As previous	
B Wilkins		As previous	
L Aspland		As previous	
N Talbot	6-18	As previous	

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
<p>20 April 2017 Minute 1/8 Summary of Actions and Outstanding Issues following Discussions at Previous Meetings</p>	<p>Prof Williamson had been chased for the Staithes report and the Authority hoped to receive the maps by the end of April.</p>	<p>Senior Waterways & Recreation Officer</p>	<p>The photographs of the maps available at the public record office have been received and the draft staithes report has been sent to all parish councils in the Broads with a request for comments and for parish councils to provide any additional information they hold.</p> <p>Comments received from Parish Councils will be reviewed by BA officers and Professor Williamson and the document amended as necessary prior to publication. Photographs received from UEA will also be published.</p> <p>Meeting taking place with Prof Williamson on 25 April to agree the amendments required to the report prior to preparing a final version for publication.</p>
<p>19 October 2017 Minute 2/17 Items for future discussion</p>	<p>Network Rail Whole Life Strategy for swing bridges and replacing Trowse</p>	<p>Chief Executive</p>	<p>The Authority is in dialogue with Network Rail and met on Wed 14th of February. Prior to the Navigation Committee meeting on 22 February 2018 Members received copies of the multi-criteria</p>

Date of Meeting and Minute No	Discussion	Responsible Person	Summary of Actions and Outstanding Issues
	Swing Bridge with a fixed bridge.		analysis reports relating to various options for the replacement or refurbishment of the Somerleyton and Reedham Swing Bridges. This was discussed as a confidential item and the views of the Navigation Committee were presented to the Broads Authority on 16 March 2018. Members concurred with the views of the Navigation Committee and it was resolved that Network Rail be informed that the Authority favoured the option of construction of a new moveable bridge – for both bridges.

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 17 May 2019 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 18 May 2018. The term of this appointment is for one year as agreed at the Broads Authority meeting on 19 May 2017.

1.3 Schedule 4 Section 4 (3) of the Broads Act states that:

“The Committee shall elect a chairman from among those of its members who are members of the Authority and may, if it thinks fit, appoint one of its members to be vice chairman”

1.4 On this basis the Chairman of the Navigation Committee has to be one of the two members appointed to the Authority if she/he is not already a member of the Authority.

1.5 The Committee is now invited to recommend two appointees to serve on the full Authority until 17 May 2019.

Background papers: None

Author: Sarah Mullarney
Date of report: 5 April 2018

Broads Plan Objectives: None

Appendices: None

**Navigation Income and Expenditure:
 1 April 2017 to 28 February 2018 Actual and 2017/18 Forecast Outturn
 Report by Chief Financial Officer**

Summary: This report provides the Committee with details of the actual navigation income and expenditure for the eleven month period to 28 February 2018, and provides a forecast of the projected expenditure at the end of the financial year (31 March 2018).

1 Introduction

1.1 This report provides a summary of the Income and Expenditure for the Navigation Budget up until 28 February 2018, 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 2018

	Profiled Latest Available Budget	Actual Income and Expenditure	Actual Variance
Income	(3,171,020)	(3,247,706)	+ 76,686
Operations	2,079,410	2,003,901	+ 75,510
Strategic Services	533,519	515,823	+ 17,696
Chief Executive	397,661	391,654	+ 6,008
Projects, Corporate Items and Contributions from Earmarked Reserves	(106,608)	(67,912)	- 38,696
Net (Surplus) / Deficit	(267,037)	(404,241)	+ 137,203

2.1 Core navigation income is above the profiled budget at the end of month eleven. The overall position as at 28 February 2018 is a favourable variance of £137,203 or 51.38% difference from the profiled LAB. This is principally due to:

- An overall favourable variance of £75,867 within toll income:
 - Hire Craft Tolls £42,732 above the profiled budget.
 - Private Craft Tolls £29,301 above the profiled budget.
- An underspend within Operations budgets relating to:

- Construction and Maintenance Salaries is under profiled budget by £19,597 due to a number of vacancies throughout the year.
- Water Management is under profile by £45,909 due to two contracts being delayed, both are scheduled for delivery by 31 March 2018.
- Practical Maintenance is over profile by £48,294 due to timing differences on the profile originally set. This is due to Acle Bridge being purchased.
- Ranger Services is under profile by £16,452 due to additional income and small underspends within salaries and expenditure.
- Premises is under profile by £36,478 due to timing differences around the Dockyard Wet Shed repairs.
- An underspend within Strategic Services budgets relating to:
 - Visitor Centres and Yacht Stations is under profile by £11,254 due salary savings and increased income.
 - Collection of Tolls is over profiled budget by £13,310 due to timing differences.
- An underspend within Chief Executive budgets relating to:
 - Legal is over profile by £14,383 due to the higher proportion of outsourced work relating to Navigation.
 - Asset Management is under profile by £16,290 due to savings on the property contract and additional income.
- An adverse variance within Reserves relating to the timing differences around the Dockyard Wet Shed repairs and Mutford Lock.

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 2017/18. 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 2017/18 (surplus)	Item 12 27/01/17	(766)
Approved carry-forwards from 2016/17	Item 11 19/05/17	8,995
Virement from ASS to OMA to reflect actual admin support	CEO approved	(474)
Virement from STR to VEH to use apprenticeship grant to purchase apprentice vehicle	Director approved	1,160
LAB at 28 February 2018		8,915

3.2 The LAB therefore provides for a navigation deficit of £8,915 in 2017/18 as at 28 February 2018.

4 Overview of Forecast Outturn 2017/18

- 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 2018, the forecast outturn indicates:
- The total forecast income is £3,255,232, or £75,732 more than the LAB.
 - Total expenditure is forecast to be £3,173,919.
 - The resulting surplus for the year is forecast to be £81,313.
- 4.3 The forecast outturn expenditure reflects the following changes from the LAB as shown in Table 3. The forecast surplus represents a favourable variance of £90,228 against the LAB.

Table 3 – Adjustments to Forecast Outturn

	£
Forecast outturn deficit per LAB	8,915
Adjustments reported 22/02/18	(46,878)
Decrease to Construction and Maintenance salaries following vacancies throughout the year	(25,600)
Increase to Visitor Services & Yacht Station Income to reflect actuals	(9,000)
Decrease to Asset Management expenditure to reflect savings on Property Services Contract and additional income	(8,750)
Forecast outturn surplus as at 28 February 2018	(81,313)

- 4.4 The main reason for the difference between the forecast outturn and the LAB is the increase in hire and private craft toll income and a number of other savings within a variety of budgets.

5 Reserves

Table 4 – Navigation Earmarked Reserves

	Balance at 1 April 2017	In-year movements	Current reserve balance
	£	£	£
Property	(305,051)	(31,500)	(336,551)
Plant, Vessels and Equipment	(199,010)	3,696	(195,314)
Premises	(85,753)	12,621	(73,132)

CANAPE	-	(41,625)	(41,625)
Total	(589,815)	(56,808)	(646,623)

5.1 Items funded from the Property reserve at the end of February include the income from Mutford Lock land rental. Items funded from the Plant, Vessel and Equipment reserve include the linkflotes, a replacement vehicle for the Construction and Maintenance team and an electric replacement pool vehicle. The Premises reserve has funded the initial works at the Dockyard Wet Shed and Irstead Billet.

6 Summary

6.1 The current forecast outturn position for the year suggests a surplus within the navigation budget which would result in a navigation reserve balance of approximately £407,000 at the end of 2017/18 (before any year-end adjustments). This would mean the Navigation Reserve would be above the recommended 10% at 12.7%. Year-end transfers of interest to the earmarked reserves will mean that it will fall to approximately 12.5%. This will be highly dependent on the actual level of interest received.

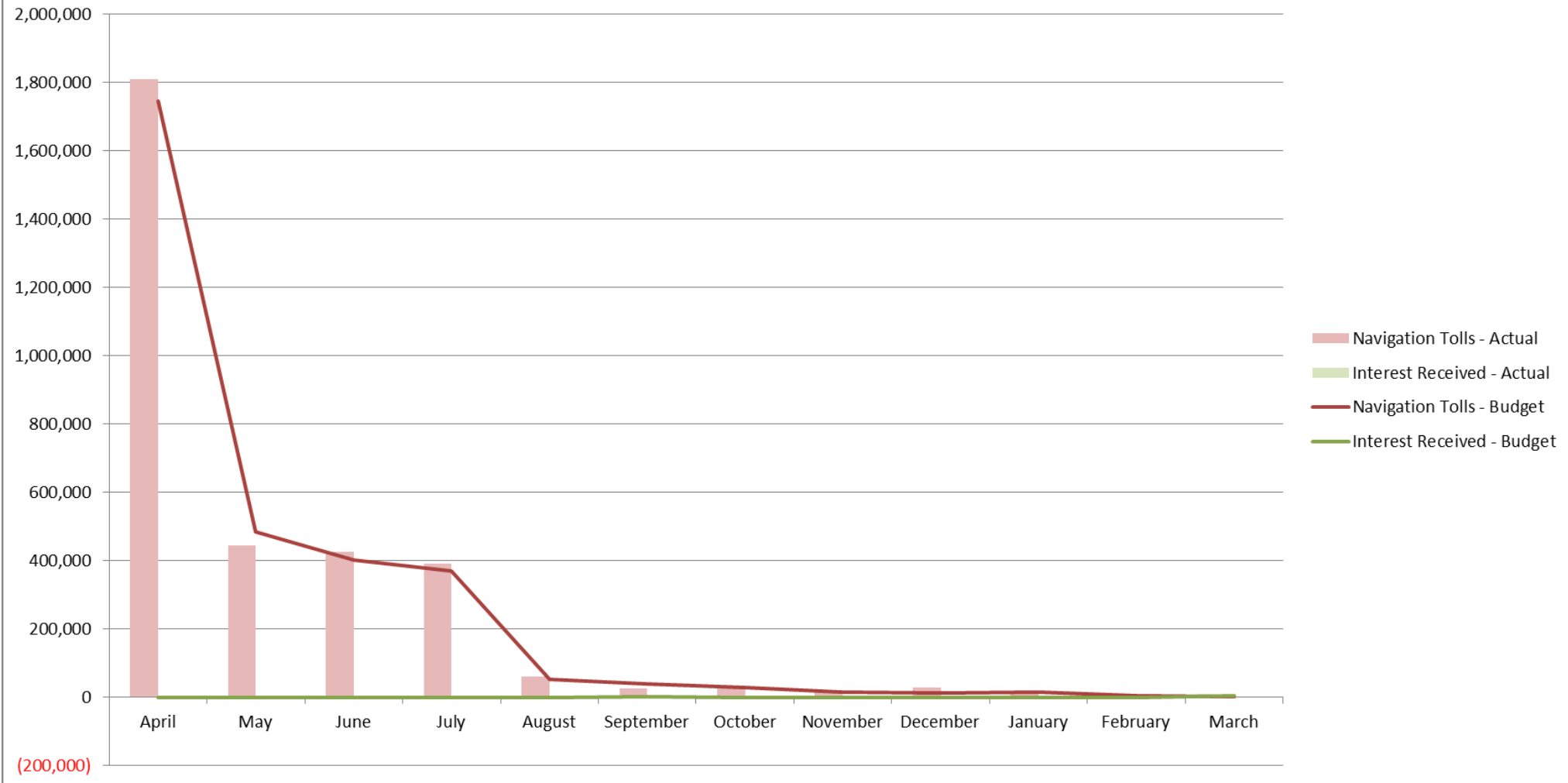
Background Papers: Nil

Author: Emma Krelle
Date of Report: 4 April 2018

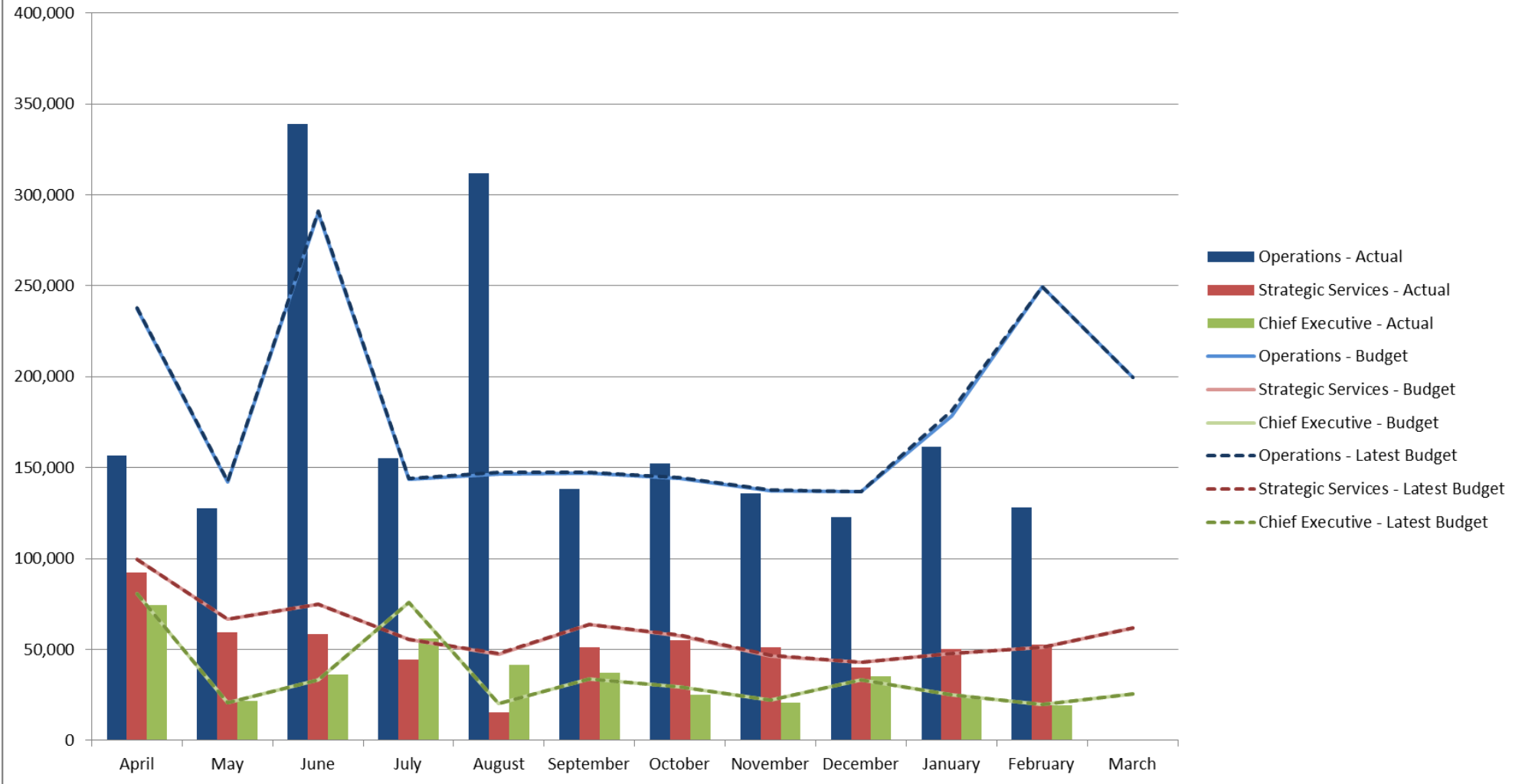
Broads Plan Objectives: None

Appendices: APPENDIX 1 – Navigation Actual Income and Expenditure Charts to 28 February 2018
APPENDIX 2 – Financial Monitor: Navigation Income and Expenditure 2017/18

Navigation Actual Core Income against Original Budget



Navigation Net Actual Expenditure against Original and Latest Budget



To 28 February 2018

Budget Holder (All)

Row Labels	Values				
	Original Budget (Navigation)	Budget Adjustments (Navigation)	Latest Available Budget (Navigation)	Forecast Outturn (Navigation)	Forecast Outturn Variance (Navigation)
Income	(3,179,500)		(3,179,500)	(3,255,232)	+ 75,732
National Park Grant	0		0	0	+ 0
Income	0		0	0	+ 0
Hire Craft Tolls	(1,073,400)		(1,073,400)	(1,116,132)	+ 42,732
Income	(1,073,400)		(1,073,400)	(1,116,132)	+ 42,732
Private Craft Tolls	(2,040,000)		(2,040,000)	(2,070,500)	+ 30,500
Income	(2,040,000)		(2,040,000)	(2,070,500)	+ 30,500
Short Visit Tolls	(39,800)		(39,800)	(39,800)	+ 0
Income	(39,800)		(39,800)	(39,800)	+ 0
Other Toll Income	(18,800)		(18,800)	(18,800)	+ 0
Income	(18,800)		(18,800)	(18,800)	+ 0
Interest	(7,500)		(7,500)	(10,000)	+ 2,500
Income	(7,500)		(7,500)	(10,000)	+ 2,500
Operations	2,288,320	4,992	2,293,312	2,303,912	- 10,600
Construction and Maintenance Salaries	744,102		744,102	718,502	+ 25,600
Income	(3,094)		(3,094)	(3,094)	+ 0
Salaries	747,196		747,196	721,596	+ 25,600
Expenditure			0		+ 0
Equipment, Vehicles & Vessels	348,250	2,800	351,050	351,050	+ 0
Income			0		+ 0
Expenditure	348,250	2,800	351,050	351,050	+ 0
Water Management	112,500		112,500	112,500	+ 0
Income			0		+ 0
Expenditure	112,500		112,500	112,500	+ 0
Land Management	0		0	0	+ 0

Row Labels	Original Budget (Navigation)	Budget Adjustments (Navigation)	Latest Available Budget (Navigation)	Forecast Outturn (Navigation)	Forecast Outturn Variance (Navigation)
Income	0		0	0	+ 0
Expenditure	0		0	0	+ 0
Practical Maintenance	358,200	2,565	360,765	390,765	- 30,000
Income	(10,500)		(10,500)	(10,500)	+ 0
Expenditure	368,700	2,565	371,265	401,265	- 30,000
Ranger Services	446,274	4,380	450,654	450,654	+ 0
Income	(76,278)		(76,278)	(76,278)	+ 0
Salaries	374,052	4,380	378,432	378,432	+ 0
Expenditure	148,500		148,500	148,500	+ 0
Pension Payments			0		+ 0
Safety	75,671		75,671	82,671	- 7,000
Income	(9,000)		(9,000)	(2,000)	- 7,000
Salaries	45,046		45,046	45,046	+ 0
Expenditure	39,625		39,625	39,625	+ 0
Volunteers	27,520		27,520	26,720	+ 800
Income	(400)		(400)	(400)	+ 0
Salaries	19,920		19,920	19,920	+ 0
Expenditure	8,000		8,000	7,200	+ 800
Premises	135,119	(6,055)	129,064	129,064	+ 0
Income	(1,600)		(1,600)	(1,600)	+ 0
Expenditure	136,719	(6,055)	130,664	130,664	+ 0
Operations Management and Administration	40,685	1,302	41,987	41,987	+ 0
Income	(1,143)		(1,143)	(1,143)	+ 0
Salaries	34,828	1,302	36,130	36,130	+ 0
Expenditure	7,000		7,000	7,000	+ 0
Strategic Services	580,216	410	580,626	570,279	+ 10,347
Development Management	0	0	0	0	+ 0
Income	0		0	0	+ 0
Salaries	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	+ 0
Pension Payments			0		+ 0
Strategy and Projects Salaries	26,635		26,635	26,635	+ 0
Income	0		0	0	+ 0
Salaries	24,835		24,835	24,835	+ 0
Expenditure	1,800		1,800	1,800	+ 0
Strategy and Projects			0		+ 0
Expenditure			0		+ 0
Biodiversity Strategy	0	0	0	0	+ 0
Income			0		+ 0
Expenditure	0	0	0	0	+ 0
Human Resources	53,542	410	53,952	53,952	+ 0
Income			0		+ 0
Salaries	29,147		29,147	29,147	+ 0
Expenditure	24,395	410	24,805	24,805	+ 0
Waterways and Recreation Strategy	47,210		47,210	47,210	+ 0
Salaries	38,210		38,210	38,210	+ 0
Expenditure	9,000		9,000	9,000	+ 0
Project Funding	0		0	0	+ 0
Income			0		+ 0
Expenditure	0		0	0	+ 0
Pension Payments			0		+ 0
Communications	80,813	0	80,813	80,813	+ 0
Income	(1,360)		(1,360)	(1,360)	+ 0
Salaries	71,673		71,673	71,673	+ 0
Expenditure	10,500	0	10,500	10,500	+ 0
Pension Payments			0		+ 0
Visitor Centres and Yacht Stations	75,765		75,765	66,765	+ 9,000
Income	(60,000)		(60,000)	(69,000)	+ 9,000

Row Labels	Original Budget (Navigation)	Budget Adjustments (Navigation)	Latest Available Budget (Navigation)	Forecast Outturn (Navigation)	Forecast Outturn Variance (Navigation)
Salaries	111,765		111,765	111,765	+ 0
Expenditure	24,000		24,000	24,000	+ 0
Collection of Tolls	128,550		128,550	131,930	- 3,380
Salaries	115,850		115,850	119,230	- 3,380
Expenditure	12,700		12,700	12,700	+ 0
ICT	100,604		100,604	99,597	+ 1,007
Salaries	59,849		59,849	59,849	+ 0
Expenditure	40,755		40,755	39,749	+ 1,007
Strategic Services Management and Administration	67,097		67,097	63,377	+ 3,720
Income	(458)		(458)	(458)	+ 0
Salaries	43,785		43,785	40,065	+ 3,720
Expenditure	23,769		23,769	23,769	+ 0
Chief Executive	419,677	3,415	423,092	414,342	+ 8,750
Legal	27,503		27,503	27,503	+ 0
Income			0		+ 0
Salaries	15,503		15,503	15,503	+ 0
Expenditure	12,000		12,000	12,000	+ 0
Governance	41,065	0	41,065	41,065	+ 0
Salaries	23,938		23,938	23,938	+ 0
Expenditure	17,127	0	17,127	17,127	+ 0
Chief Executive	43,911		43,911	43,911	+ 0
Salaries	43,911		43,911	43,911	+ 0
Expenditure			0		+ 0
Asset Management	72,267	3,415	75,682	66,932	+ 8,750
Income	(2,670)		(2,670)	(4,670)	+ 2,000
Salaries	23,562	(1,775)	21,787	21,787	+ 0
Expenditure	51,375	5,190	56,565	49,815	+ 6,750
Finance and Insurance	164,840		164,840	164,840	+ 0
Income	(3,245)		(3,245)	(3,245)	+ 0

Row Labels	Original Budget (Navigation)	Budget Adjustments (Navigation)	Latest Available Budget (Navigation)	Forecast Outturn (Navigation)	Forecast Outturn Variance (Navigation)
Salaries	74,085		74,085	74,085	+ 0
Expenditure	94,000		94,000	94,000	+ 0
Premises - Head Office	70,091		70,091	70,091	+ 0
Income			0		+ 0
Expenditure	70,091		70,091	70,091	+ 0
Projects and Corporate Items	30,720		30,720	48,565	- 17,845
Partnerships / HLF	0		0	23,845	- 23,845
Income	0		0	(5,180)	+ 5,180
Salaries	0		0	5,180	- 5,180
Expenditure	0		0	23,845	- 23,845
Corporate Items	30,720		30,720	24,720	+ 6,000
Expenditure	6,720		6,720	720	+ 6,000
Pension Payments	24,000		24,000	24,000	+ 0
Contributions from Earmarked Reserves	(140,200)	865	(139,335)	(163,180)	+ 23,845
Earmarked Reserves	(140,200)	865	(139,335)	(163,180)	+ 23,845
Expenditure	(140,200)	865	(139,335)	(163,180)	+ 23,845
Grand Total	(766)	9,682	8,915	(81,313)	+ 90,228

Boat Safety Management Group

Notes of the meeting held on 12 March 2018

at Dockyard Meeting Room commencing at 9.30am

Present: Nicky Talbot (BA Navigation Committee - Chair), Colin Dye (BHBF), Tony Howes (BHBF), Les Mogford (NSBA), John Tibbenham (NSBA) Steve Birtles (BA), Andy Ellson (BA), Sarah Mullarney (BA – minutes), Rob Rogers (BA), Sue Stephenson (BA)

1.	Welcome and Apologies	Apologies were received from Stuart Carruthers (RYA), James Buck (Peel Ports), and Sian Johnson (Peel Ports). Andy Ellson was attending on behalf of Lucy Burchnall, and Sue Stephenson was attending on behalf of Dan Hoare.	ACTION
2.	Minutes of the Last Meeting	The minutes of the meeting held on 18 September 2017 were agreed as a correct record subject to the following amendment: Minute 9. Incidents at Sailing Regattas, Paragraph 3, first line: 'LB confirmed there were 5 or 6 river races every year.' to read 'LB confirmed there were many races every year.'	
3.	Matters Arising from the Minutes of the Last Meeting	See 'Actions Update' document.	
4.	Hire Boat Code Licencing Conditions	SB gave a verbal update on the Hire Boat Code Licencing Conditions. Members were informed that in order to ensure stability the test had been reviewed to make it simpler, and cost effective. The previous version was implemented by the Broads Authority, however the Environment Agency and Canal & River Trust didn't feel they could use the test for their operators. Members were made aware that the Hire Boat Code had been completed and would be passed to the Association for Inland Navigation Authorities to sign off. It would then be made public for consultation. SB to update Members with dates of the consultation. SB discussed the x3 different tests: ISO 12217; Inland Waterways small passenger boats; and MCA Code. It was confirmed that retesting would not be required for currently licensed boats, but new boats going into fleets would need to take 1 of the 3 new tests. One Member queried the requirement for unpowered crafts. SB said that the code had been extended to cover sailing boats over 6 metres in length but doesn't include manually powered boats or sail boats under 6 metres.	

Boat Safety Management Group

		The new code is to be implemented by 1 April 2019.	
5.	Safety Audit Interim 2017 Report	<p>SB confirmed that the Safety Audit Interim 2017 report was until the end of February 2018. It was reported that there was one boat related death and two fires. There had also been a rise in the number of people taken to hospital for treatment, however it is not clear if this rise is due to more severe incidents or higher rates of precaution.</p> <p>SB said that it was difficult to create a benchmark against other navigational areas but that national drowning statistics could be used to determine how the Broads fares nationally.</p> <p>Members discussed anti-social behaviour and the Chair asked that a table be included in future reports to show these incidents.</p> <p>RR explained that anti-social behaviour could be classed differently by different bodies, he referred to the discussions of the anti-social behaviour group as some Members considered speeding as anti-social behaviour.</p> <p>The Chair said it would be useful to be able to demonstrate that the measures that had been put in place were reducing incidents.</p> <p>One Member asked how many significant and criminal incidents there were. AE stated that the Broads Authority were not always involved with incidents and that it was not in the Rangers remit to deal with anti-social behaviour. He added that boat companies were to be informed of any reported incidents that the BA were aware of.</p> <p>Members were conscious of the negative image over publicisation of anti-social behaviour incidents would have and agreed not to raise it to a disproportionate level.</p> <p>SB said that future reports to the BSMG would include incidents where there were either public order offences or criminal incidents.</p>	
6.	Boat Insurance Audit	<p>SB explained that the figures in the report had been updated since they were presented to the Navigation Committee meeting on 22 February 2018.</p> <p>SB said that of the 300 boats included in the audit 90.3% were compliant. He added that there were various reasons for those that weren't.</p> <p>It was noted that there was an awareness issue and the Broads Authority needed to do more to publicise the requirement for insurance. SB added that Broadsheet would be used to achieve this.</p>	

Boat Safety Management Group

		<p>One Member said that considering there are 10,500 registered boats, 10% was a high number of boats without insurance.</p> <p>Another Member responded that compared to road users the compliance percentage was very high.</p> <p>A Member said that if a boat is stopped for any reason they should be in a position to provide details of their insurance. AE said that the insurance information wasn't accessible by Rangers but that they are able to issue a notice asking for boat owners to produce their insurance details within 28 days.</p> <p>SB added that the audit was an assurance that insurance is in place for the majority of boat owners, he confirmed that self declaration had been an agreed way forward.</p> <p>Another Member stated that pursuit by admin means was too complex and that a clear message needed to be sent to toll payers that measures would be taken to ensure boats are insured.</p> <p>SB said that production of insurance would be included in the Broads Authority's correspondence with boat owners regarding expired Boat Safety Schemes. He said that if the BSS was out of date and the boat owner has a toll then this was a proportionate approach in asking for insurance information. This was to be introduced next season, 2018/19.</p> <p>The Chair confirmed that it had been agreed at the Navigation Committee meeting that the audit would be completed again in 3 years time.</p>	
7.	<p>Broads Authority Safety Management System Internal Audit findings</p>	<p>SB reported the findings of the recent audit of the Hydrographoc Policy included in the Authority's Safety Management System.</p> <p>The findings showed that the policy was well evidenced and showed the survey's influence on the dredging programme.</p> <p>It was noted that the Sediment Management Strategy needs to be reviewed.</p> <p>Members noted the report.</p>	
8.	<p>Rowing Incidents</p>	<p>Due to LB's absence, Rowing Incidents will be deferred to the next meeting.</p> <p>The Chair said that the rowing clubs would need to be kept informed of any areas that may be of interest to the rowing clubs; SB responded that there was no new representative for rowing interest but said he would enquire if they wanted to appoint someone to the group.</p>	

Boat Safety Management Group

9.	Escort Policy Update	<p>SB explained that the Escort Policy outlined procedures for moving of equipment as Rangers were required to escort operators for this purpose.</p> <p>AE confirmed that the draft policy was currently being looked at, the deadline was in a couple of weeks time.</p> <p>SB said that LB would contact the BSMG group if views were required before the next meeting.</p> <p>The Chair added that it would be worth touching base with the NSBA to keep them informed of any issues e.g. large boats being escorted round the navigation area.</p>	
10.	Speed Limit Lower Bure and Waveney	<p>SB informed Members that the Broads Authority had moorings on the lower Waveney and lower Bure but stated that there were no speed limits. AE added that speed limit signs were used in the area but the Authority was unable to prosecute. SB said that navigation byelaws were in place to enable the area to be policed using care and caution byelaw.</p> <p>It was noted that there had been no reports of significant speeding in the area.</p> <p>One Member said that he would like to see speed limits at Breydon, he added that there was an area further east of the area that could be used for boat tests. Another Member commented that it was the only area that sea going boats could be tested.</p> <p>SB stated that there were no issues with the boat test areas and that the Authority had a good relationship with the boatyards, and were kept well informed when boat tests were being carried out.</p> <p>AE emphasised that boat owners would go elsewhere onto the river system to test their engines if the only place private boat owners go was restricted.</p> <p>Another Member commented on the difficulty in identifying boats as the registration numbers are too small. He said if people are unable to identify a boat they would be less likely to report it. RR advised that boats could be identified by description as well and said it was always worth ringing Broads Control or reporting the incident.</p> <p>SB said there were no disproportionate issues with speeding in these areas.</p> <p>It was resolved that at this time speed limit proposals did not need to be progressed but that if speeding in the area required action it would be brought to the group again to reconsider.</p>	
11.	To Note	PMSC Notices to Mariners	

Boat Safety Management Group

		<p>Notice No. 2. Mutford Lock Notice No.4 Ludham Bridge (ncc repairs) Notice No. 3 Oulton Broad - Power boat racing</p> <p>Safety Alerts 1 fire related death on the canal at Stone in Staffordshire from a log burning stove. Advice regarding alarms has been pushed out.</p> <p>Navigation warnings for Excess Speed and Wash The Chair noted that the data provided demonstrated that the Broads Authority were on top of dealing with cases of excess speed and wash.</p> <p>Incidents None reported as these were included in the interim report.</p> <p>Operations Update SS updated Members on the Operations team schedule. She said that the Hickling mudpumping finished next week. Members were informed that dredging on the lower Bure would carry on through April and into the Summer. Dredging on the mid Bure at Horning would be starting soon, with Waveney starting in the summer. The next phase at Hickling would be starting in October.</p> <p>SS informed Members that 3,000 metres of tree work had been completed, she noted that this was down due to requiring landowner permission to complete the work as well as the sinking of a work boat. SS added that 4,000 metres had been allocated in next years work programme; the prioritisation of which was to be determined next month.</p> <p>RR added that maps were available on the Authority's website which identified the tree clearance priority areas.</p>	
12.	Any Other Business	None.	
13.	Date of Next Meeting	9.30am Monday 1 October 2018 Dockyard meeting room	

Safety Audit 2017 Report
Report by Head of Safety Management

Summary: This report gives details of the incidents reported from April 2017 to January 2018, including an analysis of data since 1993.

1 Introduction

1.1 The reporting period is from 1 April 2017 to the end of March 2018. The report is limited to the Broads Authority's area of marine responsibility. Notable incidents are listed below.

2 Summary of Incidents Reported

2017	Incident Details	Hazard Log Category
16/04	Fire on board an abandoned vessel.	Fire
16/4	Female sustains injury to leg – disembarked grounded vessel on Breydon Water.	Injury
24/4	Fire on unoccupied vessel moored at Broadlands Holiday Park, Oulton Broad.	Fire
4/5	Elderly Female fell from hire vessel into river. Taken to hospital, mild hypothermia. Resumed holiday same day.	Fallen in.
13/5	Female tripped while disembarking hire cruiser. Suspected broken wrist.	Embarkation/ Disembarkation
17/5	Female fell and slipped on a bank while disembarking. Suspected broken ankle. Rangers and air ambulance attended.	Embarkation/ Disembarkation
23/5	Coastguard attended a casualty on board a hire vessel with a suspected broken wrist. No further details.	Injury
25/6	Female fell into river Bure from hire vessel. Suffered chest pains. Taken to hospital.	Fallen In
27/6	17 yr. old fell overboard at Wroxham Broad. Sustained mild head injury. Attended hospital, released same day.	Fallen In
1/7	Coastguard and Hemsby Rescue extract casualty with head injury from hire vessel at Cockshoot mooring.	Injury
7/7	Hemsby Rescue and Fire Service attend a male fallen overboard at Salhouse. Assessed by ambulance service and returned to boat. Minor injuries.	Fallen In

8/7	Coastguard assisted Ambulance service to extract a casualty with a broken leg from a yacht. Transferred to hospital.	Injury
9/7	Male injured leg when he was sitting on front of day boat that collided with a cruiser. Made his own way to hospital.	Injury
15/7	Male fell into river at Womack Dyke. Female entered to rescue. Both recovered. Ambulance later took him to hospital when he became unconscious.	Fallen In
16/7	Female fell from hire boat while disembarking. Taken to hospital in taxi.	Embarkation/ Disembarkation
17/7	Coastguard and Hemsby Rescue assist Ambulance service – 89yr old female with leg bleed on bank of R. Thurne.	Injury
18/7	Canoeist suffers cardiac arrest in R. Waveney. Transported to hospital.	Medical
21/7	Coastguard and Ambulance attend female with breathing difficulties moored at Gays Staithe. Casualty remained on vessel.	Medical
24/7	86 yr. old woman fallen from a vessel and dislocated shoulder. Coastguard/Ambulance/Ranger attends. Transported to hospital.	Embarkation/ Disembarkation
1/8	Male fell from private vessel at Sutton Staithe. Transferred to hospital with possible broken cheek bone.	Fallen In
1/8	Female suffers damage to teeth after a collision between hire vessel and sailing vessel.	Injury
3/8	Female fell from hire vessel while mooring at Acle. Severe partial severed foot sustained due to foot in propeller.	Injury
3/8	Person on board a trip boat suffered a stroke in the Horning area. Transferred to Hospital.	Medical
8/8	Child fallen in river Wensum at Norwich Yacht Station. No injuries.	Fallen In
9/8	Female injures ankle disembarking hire vessel in Wroxham. Taxi to hospital.	Embarkation/ Disembarkation
24/8	15 yr. old fell in whilst mooring at Norwich Yacht Station. No injuries.	Fallen In
25/8	Male had a seizure and struggling for breath on board hire boat, R. Bure.	Medical
26/8	Female tripped and fell in river at Reedham Quay. No Injuries.	Fallen In
29/8	Male fell into river Bure at Acle whilst walking his dog. Minor injuries.	Fallen In
01/09	Person fell on hire vessel – broken leg.	Injury
03/09	Elderly male unconscious on hire vessel.	Injury

03/09	Female fell in hire vessel. Back injuries.	Injury
05/09	Woman rescued from R Wensum at Norwich Yacht Station.	Fallen In
07/09	Male with chest pains.	Medical
09/09	Male with Heart Attack on hire vessel.	Fatality
09/09	Person fell into water from vessel banged head refused treatment.	Fallen in
19/09	Female fell whilst mooring – broken arm.	Injury
01/10	Vulnerable person in river.	Jumped in
05/10	Female fell in vessel - numerous injuries.	Injury
05/10	Female fell – Head injuries.	Injury
17/10	Male fell from day boat.	Injury
31/10	Child fell into river from vessel – recovered.	Fallen in
02/11	Person fell from vessel from mooring.	Fallen in
25/11	Person fell into river whilst walking.	Fallen in
30/11	Woman jumped into river at NYS refused to get out. Weather and water very cold.	Jumped in
21/12	Male suffered hernia whilst walking by river.	Injury
04/01/18	Man fell into river boarding vessel.	Disembarkation
09/01	Vessel fire. R Yare. No injuries.	Fire
07/02	Man jumped in to river at Fye Bridge St.	Jumped in
10/03	Female with severe infection on hire boat at Irstead. Ambulance attended	Medical
10/03	Suicidal female in water at Wroxham. Police and CG in attendance	Jumped in
14/03	Body of female found in river at Beccles. Police, ambulance and CG attended	Unexplained death
29/03	Male jumped into river at Hoveton. Police attended, mental health issues	Jumped in
30/03	Female slipped on uneven quay heading at Ranworth and fell in. Minor bruising.	Fallen in

3 Conclusion

- 3.1 The incidents to date do not appear to be dissimilar to those presented in previous years. Records show that incidents requiring medical treatment have increased.
- 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.

4 Looking Forward

- 4.1 The National Water Safety Forum's UK Drowning Prevention Strategy was launched in 2016 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.
- 4.3 The Authority is currently working with the RNLI, Lowland Search and Rescue and Broadsbeat to help a launch of the RNLI Community responder programme.
- 4.4 There will be 12 Super Safety Days and Evenings this year where Rangers will provide information and advice on Carbon Monoxide, Tolls, Life jackets, and general safety related issues.
- 4.5 Following the recent Boat Safety Management Group meeting where this report was debated it has been requested that future reports include specific details that relate to “anti-social behaviour” incidents.

Background papers:	Previous annual incident reports
Author:	Steve Birtles/ Clive Rushworth
Date of report:	9 April 2018
Appendices:	Appendix 1 – Table 1 Analysis of Death/Injuries Since 1993 Appendix 2 – Table 2 Analysis of Fire and Explosions Since 1993

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	2017		
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	1		
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	2	1		
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	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	1		
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	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	0		
Terminal Illness																			1	0	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	2	1		
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	12		
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	36		
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	3		
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	4		
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	8		
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	5		
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	12		
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	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	0		
Heart attack																			3	5	1	2	1	5	3		

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	2017
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	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	2
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	0
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	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	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	0
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	2
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	1
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	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	0

Broads Authority Safety Management System Internal Audit Findings
Report by Head of Safety Management

Summary: This report sets out findings from the recent audit of the implementation of the Hydrographic Policy contained in the Authority's Safety Management System.

1 Background

- 1.1 The Broads Authority, as a Competent Harbour Authority under the Pilotage Act 1987, is required to comply with the duties and responsibilities set out in the Port Marine Safety Code (PMSC)¹.
- 1.2 The Code requires that all harbour authorities base their powers, policies, plans and procedures on a Formal Safety Assessment (FSA) and that they maintain a Safety Management System to ensure that risks are reduced to a level which is as low as reasonably practicable (ALARP).
- 1.3 In 2016, the Authority published a Safety Management System (SMS)² to meet the needs of the updated PMSC.
- 1.4 The SMS requires that the Authority is monitored and audited to ensure that it continues to meet the requirements of the SMS

2 Audit

- 2.1 The Audit was carried out by the PMSC designated person and took place on the 17th May 2017.
- 2.2 The scope of the Audit was to obtain evidence that each element of the Hydrographic Policy was being delivered in accordance with the policy.
- 2.3 The Audit reviewed version 6 of the Safety Management System which was issued in April 2016.

3 Audit Report

- 3.1 The report which sets out the audit findings and recommendations is set out in Appendix 1

¹ Port Marine Safety Code, dated December 2012

² Broads Authority Port Marine Safety Code Safety Management System, Issue 6, dated April 2016

4 Next Steps

- 4.1 The Audit findings will be reported to the Broads Authority, the duty holders, for consideration.

Background papers: None

Author: Steve Birtles
Date of report: 27 March 2018

Appendices: APPENDIX 1- Hydrographic Policy audit 2017

Internal Audit Report of PMSC SMS Hydrographic Policy
April 2016

Reference SMS version 6 published

Audit conducted by Steve Birtles, Head of Safety Management and PMSC Designated Person

Date of Audit 17 May 2017	Staff involved: Dan Hoare, Head of Construction Maintenance and the Environment Tom Hunter, Rivers Engineer
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Requirement	Comment	Evidence	Recommendation	Priority
Maintain a 5 year programme of hydrographic surveys, conducted in accordance with Broads Authority specification, of the navigation area, covering the navigable extents of the Broads;	<p>Surveys previously supplied by BESL 2005 to 2009, survey done in 2011 of the entire length of the River Bure and associated broads. Then 3 year survey contract developed and budget allocated.</p> <p>All of the entire network has been surveyed in line with the 5 year rolling programme</p> <p>Annual post dredging surveys are included in the dredging contract to verify finished depths.</p>	Programme of surveys, planned and achieved.	None	

Requirement	Comment	Evidence	Recommendation	Priority
<p>Use the outcome of the surveys to prioritise and inform the dredging programme detailed in the Sediment Management Strategy Action Plan, in accordance with the waterways specification;</p>	<p>Survey data mapped into the Authority's GIS system and Autocad – output non-compliance area when compared against the Waterways specification from the Sediment management strategy. This gives a very basic priority which is further refined when additional considerations are made from the matrix in the Sediment Management Strategy is applied which considers additional criteria such as available disposal areas, reported groundings, boat traffic, etc. Clear method of prioritisation on scoring from the Sediment Management Strategy Action plan. This output feeds into the 5 year dredging programme</p>	<p>Priority Matrix, Sediment Management Strategy Action plan. 5 year Dredging Programme</p>	<p>The Sediment Management Strategy and action plan needs to be reviewed and updated to recognise new data, change in some drivers, disposal cost and opportunities and dredging methods etc.</p> <p>A new action plan will further influence the development of the dredging programme going forward.</p>	<p>Med</p>

Requirement	Comment	Evidence	Recommendation	Priority
<p>Mark safe channels in areas of particular danger, but with due regard for conservation of the natural beauty of the area;</p>	<p>Marked Channels exist on Barton, Hickling, and Rockland Broads, the Lower Bure and Yare and on Breydon Water.</p> <p>Some Lower Bure marks have been added in response to shoals developing. Temporary Marker buoys have been installed on occasion as posts become damaged on Breydon Water.</p> <p>Constant consultation with the RSPB regarding any works on Breydon water with a longer term management plan for Breydon water being developed with Natural England.</p>	<p>GIS and physical identification.</p>	<p>None</p>	
<p>Ensure that those conducting hydrographic surveys, whether Broads Authority employees or third party contractors, are appropriately equipped, trained and competent to undertake the work;</p>	<p>The tender process for selecting contractors sets out the specification for the surveys and competencies of contractors.</p> <p>Tender evaluation process assesses the contractor's competencies via a weighted scoring system. The evaluation process also includes price, technical specifications, methodology etc. to select the most suitable contractor.</p>	<p>Evaluation process document</p>	<p>None</p>	

Requirement	Comment	Evidence	Recommendation	Priority
Maintain forecast tidal data information via the Broads Authority website, and at yacht stations and visitor centres	<p>Forecast Tidal data is published on the Broads Authority Website, also in hardcopy "Tide Tables" available from the Tolls Department of at Tourist information centres.</p> <p>Tide Tables are published in the free visitor newspaper "Broadcaster" available throughout the Broads</p>	<p>Tide Tables 2017-18</p> <p>Broadcaster</p> <p>BA Website view</p>	None	
Publish Hydrographic survey data and cruising notes on the Broads Authority Website	Hydrographic survey data and cruising notes are displayed on the Broads Authority website	http://www.broads-authority.gov.uk/boating/navigating-the-broads/water-depths	None	

**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 2017/18 Construction, Maintenance and Environment Section work programme to date. A selection of images illustrating the work sites and tasks will be presented during the meeting.

1 Construction Team work programme update

- 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 2018, 51,890 m³ of dredged sediment has been removed from the prioritised sites. This represents 98% of the programmed target of 53,000 m³.
- 1.2 Dredging on the Lower Bure is currently occurring between Three Mile House and Marina Quays. An off-loading location has been set up near Herringby, utilising a concrete pump to place the sediment directly at the base of the floodbank. On this stretch of river, the floodbank is at too great a distance from the river edge to reach with excavators. This work on the Lower Bure has been extended in time as the sites for placing the dredged material have proven very workable and the material will be put to good use in topping up the floodbanks.
- 1.3 Project planning and habitat mitigation work has been undertaken to establish forward dredging re-use sites in a setback area at Horning on the Bure (near Ant Mouth) and downstream of Beccles on the Waveney.
- 1.4 The first equipment purchases funded through the CANAPE Interreg North Sea Region project have been completed. The Authority now has its own concrete pump for moving sediment from wherries to the land. A new metal frame and access walkway to support the vibrating screener that sits above the concrete pump is being designed and fabricated prior to the units first usage on site.
- 1.5 The forward dredging plan for 2018/19 is summarised in Table 1. The complexity of the Hickling Broad Enhancement project set-up and time required to set up the geotextile bags, as well as the numerous site restoration requirements falling in this year, means that a lower total volume of sediment removal is planned for 2018/19 than in previous years.

Table 1 – 2018/19 forward dredging plan

River	Dredge Location	Timescale	Volume m³
Bure	Three Mile to Marina Quays	Apr - Jun	8,000
Bure	Horning to Thurne Mouth	Apr – mid Jun	3,000
Bure	Oby to Acle	Mid Jun - Aug	2,000
Waveney	Aldeby to Burgh St Peter	Jul - Oct	11,000
Upper Thurne	Hickling Broad	Oct - Feb	5,000
Chet	Loddon to Pye's Mill	Nov-Feb	3,000
Bure	Marina Quays to Yacht Station	Mar 2018	8,000
River	Restoration Site	Timescale	
Bure	Stokesby ronds	May	
Yare	Postwick Tip	July	
Upper Thurne	Hickling mudpump lagoons	Sept	
Yare	Rockland Short Dyke	Sept	
		TOTAL	40,000

2 Maintenance Team work programme update

- 2.1 Work has been completed at Hoveton St John to replace the timberwork on the quay near the TIC and improve the footpath and on-site drainage. The Dinky Dyke at Ranworth Staithe has also had new timber capping and waling installed on the eastern side, to complete the whole dyke following other work over the previous two years. Other 24 hour mooring sites that have had repairs to the capping and waling timberwork are Rockland Staithe, Langley Staithe and Dilham Staithe. Topping up of wood chip surfaced moorings on the Ant and Bure was completed before Easter, as was gravel topping up at Geldeston and the Dutch Tea Gardens on Oulton Dyke. Filling of voids behind the piling at Haddiscoe demisting mooring and Boundary Farm was required. These sites with high tidal ranges required more significant import of crushed aggregate to bring them back to specification. Some capping and mooring posts were replaced at Worlingham.
- 2.2 The first phase of installation of the new design 24 hour mooring signs has been completed. Ten of the new look stainless steel sign frames have been installed. A further ten stainless steel frames are planned for install in spring 2018.
- 2.3 All of the electric charging points now have the new larger access windows and card recycling boxes installed on the pillars. This completes the transition to the new metering system and pillar modifications to support this switch.

- 2.4 Across Breydon Water, 14 replacement marker posts have been installed where old wooden posts had either snapped, rotted or simply disappeared. The work was carried out by a Yarmouth based firm, Technical Marine Services Ltd, who have a large work vessel with a crane able to remove and replace posts.
- 2.5 Norfolk County Council's contractors have replaced the fendering through under Ludham Bridge. The new hardwood fendering was successfully installed through the bridge hole in time for the Easter holidays. A temporary restriction to river traffic was put in place during working hours. The contractors opened up at lunchtime, and other times when there was a natural break in their work, so the few vessels on the river at that time were not overly disrupted. The wherry Maud made a successful passage through the bridge and had no issues with the width offered by the new fendering. Some remaining work to rebuild the top of the collapsed concrete retaining walls of the downstream bridge abutments will take place after the Easter holidays.
- 2.6 Due to the very poor condition and continuing deterioration of the piling at Burgh Castle 24 moorings, this site has been closed to the public and the lease agreement terminated with the landowner. All Authority signs have been removed and the supply to the electricity pillar disconnected.

3 Environment & Design Team work programme update

- 3.1 Mudpumping in a section of the marked channel of Hickling Broad and the access to Hickling Staithe has been completed. The contractor, Inland Dredging, achieved their contracted 4,900 m³ from priority areas identified in the area near Hickling village. All of the pumped sediment is now dewatering in lagoons on agricultural land. The final dredge volume removed was determined by the Environmental Permit that will allow the Authority to spread the material for arable benefit. Depending on weather and ground conditions, the lagoon walls and spreading of the sediment is aimed to take place before the end of September 2018. If a greater amount time is required for dewatering, the agreement with the landowner allows for this. Environment Officers will continue to monitor the site.
- 3.2 At the Thorpe ranger billet at the Dockyard piling and foundations for the replacement boatshed has been completed to the satisfaction of local Building Control officers. The erection of the steel framed shed will occur in mid April.

4 Plant and Equipment Team work programme update

- 4.1 Both weed harvesters (Megan and Harris) have had full services and Harris a very comprehensive refit of replaceable parts. Megan also now sports a new front conveyor. All of which should lead to an efficient cutting season and less on-site maintenance for the fitter team.
- 4.2 The full suite of launches, visitor trip boats and small dory's have all passed through the workshops at the Dockyard for their annual services and repairs

before the start of the season. The services on ranger launches Ant and Martin Broom were both completed, including a new gear box and prop shaft coupling on the latter.

Background papers: Nil

Author: Dan Hoare
Date of report: 26 March 2018

Broads Plan ref: 2.1; 2.3; 3.1; 3.2; 4.2; 6.1
Appendices: APPENDIX 1 – Dredging Progress 2017/18

Dredging Progress 2017/18 (April 2017 to end February 2018)

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
Haddiscoe Cut	Reedham End (Mar 2017)	1 / 1	500	670	5,600	3,870
<i>Completed. Sediment into setback areas on the River Yare upstream of Reedham</i>						
Lower Bure	Phase 1. Stokesby to Three Mile House (Apr-Sep); Phase 2. Three Mile House to Marina Quay (Sep-Jan)	43/ 36	18,000	21,470	222,400	212,860
<i>Use of ronds for dewatering and a second location using a concrete pump to move sediment to the folding behind the floodbank</i>						
Oulton Broad	Phase 1 - North Bay (Apr-Aug); Phase 2 - North Bay (Sep-Oct)	22 / 22	16,000	20,750	104,800	100,000
<i>Completed. Suffolk Wildlife Trust setback area and Authority's own sediment lagoon filled at Horseshoe Point</i>						
Bure Mouth	Use of plough dredging to clear bars (Oct)	Contractor	2,000	-	15,000	7,830
<i>Work to be completed in March 2018</i>						
Hickling Broad	Mudpumping marked channel in North Bay (Nov-Feb)	Contractor	6,000	3,000	69,300	40,640
<i>Mudpumping continued into March 2018. £30k from NPG.</i>						
Limekiln Dyke	Gaye's Staithe to Neatishead Staithe (Nov-Jan)	7 / 12	3,500	3,500	33,300	13,260
<i>Completed. Sidecasting material to the bank clear of trees last year</i>						
River Chet	Shoals near Hardley Flood (Nov-Jan)	5 / 12	4,000	2,500	22,300	14,520
<i>Completed. Sidecasting to provide additional material onto the weak/low sections of riverbank</i>						
Mid Bure	Thurne Mouth (Mar 2018)	0 / 4	3,000	0	28,400	6,890
<i>Site set up for dredging in May 2018</i>						
Site restoration	Rockland, Acle, Hickling	-	-	-	21,190	45,710
<i>One bank completed at Rockland, remaining to be completed in 2018. Acle complete. Hickling on-going.</i>						
TOTAL		78 / 87	53,000	51,890	522,290	445,580

^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: 16 March 2018

Contact Officer/Broads Plan Objective: Sandra Beckett

1.1. Tesco Project: Water Sensitive Farming

Contact Officer/ Broads Plan Objective: Neil Punchard/ A1.1, B2.2, C3.2

At the Authority meeting on 16 March, Neil Punchard, the Broadland Catchment Partnership Officer provided a report and presentation on the progress being made on the Catchment Partnership and in particular the Water Sensitive Farming (WSF) pilot partnership project between Tesco and the Authority undertaken in 2017. The approach which involved farmer to farmer liaison rather than the standard method of offering advice has been very well received being based on voluntary co-operation and good practice guidelines. It appeared effective in engaging with the "harder to reach" farming community as well as improving relationships with those already engaged with sustainable farming and protection of local water bodies. The project has been built on work already being undertaken and it has been progressed with the facilitation of a member of the Authority, Louis Baugh. This project has demonstrated that the key components for considering when to undertake or not undertake a project are often dependent on being opportunistic and the personalities involved. The report may be viewed at

[BA-Tesco-Project-160318](#)

1.2. Strategic Direction: Strategic Priorities 2017/18

Contact Officer: John Packman/Maria Conti

The Authority received the final progress report on the Strategic Priorities for this last year 2017/18 and was pleased to note the considerable achievements on the major projects in addition to the Authority's regular maintenance and routine work. The major themes linked to the Authority's Broads Plan will be carried through as the Strategic Priorities for 2018/19.

[Strategic-Direction2017-18-ba160318](#)

1.3. Broads Local Plan – Submission

Contact officer: Natalie Beal

The Authority agreed to the Broads Local Plan being submitted to the

Planning Inspectorate. The views of the Navigation Committee and endorsed by the Planning Committee especially in relation to residential moorings were accepted. The Local Plan has now been submitted to the Planning Inspector and copies together with all the Submission documents have been distributed to appropriate locations throughout the Broads area and all consultees notified. The Authority expects to receive questions on matters and issues within three weeks of the submission by this Committee's meeting date. It is anticipated that the Hearing will take place 10 weeks following the submission but this could be open ended.

Until the new plan is adopted, [the current policies](#) as set out in the Core Strategy, Development Management DPD and Sites Specifics Local Plan will be used to determine planning applications alongside the National Planning Policy Framework.

The NPPF review is currently out for consultation but the examination of the Authority's Local Plan will be conducted under the current NPPF. A report on the proposed changes to the NPPF and its potential implications for the Broads is to be brought to the next Planning Committee on the 27 April 2018.

<http://www.broads-authority.gov.uk/planning/planning-policies/development/future-local-plan/examination-of-the-local-plan-for-the-broads-2018>

1.4. **Acle Bridge Site**

Contact Officer/ Broads Plan objectives: John Packman/Multiple

Since the last meeting, three other members expressed an interest in joining the Working Group and this was agreed at the Authority's meeting on 16 March 2018. The Group is now comprised of: Linda Aspland, James Bensly, Mathew Bradbury, Bill Dickson, Lana Hemsall, Bruce Keith, James Knight, Nicky Talbot, and Haydn Thirtle.

As you will be aware, Members of the working group had their first meeting on site on 14 February 2018 and this was followed by another meeting on 8 March 2018 to which all members were then invited and various options were put forward. Since that meeting officers were able to examine some of the options before the Authority meeting and provided some advice on 16 March 2018.

The Authority agreed an outline list of key components for the development list of facilities to be considered as part of the architectural brief for a potential design, with the exception of a marina and day boat operation. Members then agreed to conduct a design competition to work up some initial design ideas for the site and architects are being invited to participate. Details of the process are now being worked up.

As agreed, the Authority is in the process of having discussions with potential operators for a quality mobile café operator for this 2018 season.

The mobile operator appointed will be required to undertake not to sell alcohol during this coming season. Any updates will be provided at the meeting.

[Acle-Bridge-Site-ba160318](#)

1.5. **Peer Review Update**

Contact Officer: John Packman

Following the workshop with all members and co-opted members on 8 March to discuss, review and comment on a potential work programme to address the issues raised by the Peer Review, Officers are using the ideas from that to develop an Action Plan and this will be brought to the next Authority meeting in May. The report will focus on a number of options relating to governance.

1.6. **Broads Authority Safety Management System External Audit Findings and SMS Update**

Contact Officer: Steve Birtles

The report and recommendations from this Navigation Committee's last meeting on 22 February 2018 were supported by the Authority on 16 March 2018 and the Safety Management System version 7 was adopted. The Authority continues to support the ongoing development of detailed supporting operational procedures.

1.7. **Pilot Agri-Environment Scheme for the Broads**

Contact Officer/ Broads Plan objectives Simon Hooton/Andrea Kelly/Neil Punchard B2

An expression of interest for a pilot agri-environment scheme for the Broads (post Brexit) has been submitted to Defra at the end of February 2018, in accordance with the Authority's agreement in January. This has built on the Authority's valuable past experience as well as the Government's Environment Plan and the Food and Farming Consultation paper from the Oxford Farming conference.

[Pilot-agri-environment-scheme-ba160318](#)

2. **Planning Application with navigation implications.**

Contact Officer/Broads Plan objectives: Nigel Catherall/ multiple

The Planning Committee on 2 March 2018, considered the planning application (BA/2017/0369/FUL) from **St Olaves Marina, Becces Road, St Olaves** for mooring pontoons with bank cut back on the River Waveney frontage together with demasting, visitor and service moorings. Members welcomed and endorsed the comments from the Navigation Committee of 14 December 2017 and were pleased that the applicant had addressed the concerns raised by the previous application. The Committee approved the application subject to conditions and Informatives. Full details may be

viewed from Public access on the Authority's website using the application number above.

[Planning-public-access](#)

3. Unauthorised Development with Navigation Implications

The owners of the site at Barnes Brinkcraft have been notified in writing following the recommendations of the Navigation Committee at the 22 February 2018 meeting. No planning application has been received as of the date of this report. Any additional updates will be provided verbally at the 19 April 2018 meeting.

4. Navigation Patrolling and Performance Targets

Contact Officer/Broads Plan Objective: Lucy Burchnall/4.3

The report of the significant use of powers by the rangers is displayed in Appendix 1. During the 2017/18 year the rangers undertook 6,278 verbal warnings, down from 8,194 the previous year. A total of 260 written warnings were issued. Appendix 3 sets out the report of prosecutions since the last meeting. Over the last year a total of five people have been prosecuted for navigation offences, including speeding, care and caution and no insurance.

The average navigation/countryside splits for the year it set out in Appendix 2. The figures show a 64% Navigation, 36% Countryside split. This slight variance in the planned programme was due to staff illness along with recruitment and training which was unplanned.

5. Sunken and Abandoned Vessel Update

Contact Officer/Broads Plan Objective: Lucy Burchnall/4.3

The sunken and abandoned update is contained in Appendix 4. As with the last report, the high rainfall combined with the recent snowfall has led to a number of vessels sinking over this period. All of which have been recovered or are in the process of being recovered in liaison with the owners.

6. Planning Enforcement Update

Contact Officer/Broads Plan Objective: Cally Smith/None

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

Background papers: None

Author: Sandra Beckett/Sarah Mullarney

Date of report:

Broads Plan Objectives: Multiple

Appendices:

- APPENDIX 1 - Rangers Exercise of Powers Analysis
- APPENDIX 2 - Ranger Duties
- APPENDIX 3 - Report of prosecutions dealt with in court during
December 2017 to February 2018
- APPENDIX 4 - Sunken and Abandoned Vessels

APPENDIX 1

Rangers Exercise of Powers Analysis <i>(Bracketed figures are running totals, April 2017 to March 2018)</i>						Date: Feb-Mar 2018		
	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 (113)	2 (69)	(91)	2 (144)	(1)		(26)	3 (25)
Speed	64 (2787)	20 (997)	11 (591)	20 (542)	(110)	(134)	(239)	4 (131)
Other	1 (55)	2 (64)	(23)	1 (70)	(13)	(9)	(37)	(7)
Blue Book Warnings								
Care & Caution	1 (11)	(5)	(4)	(2)			(1)	(10)
Speed	1 (93)	(23)	(8)	(10)	(5)	(4)	(12)	(4)
Other	(19)	(9)	1 (5)	(7)	(2)	(12)	(10)	(4)
Special Directions	(81)	(98)	(5)		(1)	(17)	(258)	
Launch Staffed (by Ranger)	37 (294)	35 (197)	13 (210)	22 (75)	6 (127)	24 (133)	27 (212)	33 (301)
Best Value Patrol Targets Percentage Compliance	100% (100%)	100% (100%)	100% (100%)	100% (100%)	100% (97%)	100% (94%)	100% (98%)	100% (95%)
Volunteer Patrols	3 (12)	(16)	(8)	2 (3)	(22)	(9)	(10)	
IRIS Reports	8 (119)	4 (60)	4 (43)	1 (31)	7 (73)	3 (60)	8 (43)	5 (84)
Broads Control Total Calls	TOTAL 4,538 (35,543)			Telephone 3,984 (31,214)		VHF 554 (6,374)		

APPENDIX 2

Total Time Allocated/Actual Ranger Team

Broads Authority Corporate	Work Area	Annual Allocation	Actual Days To Date
Corporate Time	Training	137	137.08
	Broads Control	39	101.08
	Team meetings / work planning	461	452.43
	Partnership working	66	37.62
	Assisting other sections	94	54.12
	Annual Leave		373.24
	Off Work Sick		106.76
	Time in Lieu		29.83
Premises Maintenance	Billets and boatsheds	19	32.80
Vessel & Equipment Maintenance	Launch - General		23.11
	Trailers - General		5.27
	Vehicle Maintenance		12.03
	Other equipment repair		44.90
Total		816	1410.28

Navigation	Work Area	Annual Allocation	Actual Days To Date
Navigation Maintenance	Patrolling	1256	1213.08
	Escorts	28	29.80
	Prosecution files		36.08
	Bankside tree management	81	74.22
	Obstruction removal	29	28.41
	Channel markers & buoys	35	13.31
	Signs & boards maintenance	78	31.96
	Adjacent Waters		52.29
Mooring Maintenance	Reactive mooring maintenance	129	20.71
Total		1636	1499.86

Actual Percentage	64%
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Conservation, Rec, C'side	Work Area	Annual Allocation	Actual Days To Date
Conservation	Fen management	14	8.14
	Lake / Riverbank restoration	36	40.22
	Invasive Species Control	33	10.06
	Other conservation work	158	187.06
	Pollution Response		8.24
Recreation/Countryside Maintenance	Visitor Site maintenance	243	296.48
	Whitlingham Country Park	294	260.96
Public engagement	Public footpath work	11	3.38
	Education work	10	18.04
Total		799	735.59

Actual Percentage	36%
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Team total	3251	3745.72
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APPENDIX 3

Report of prosecutions dealt with in court during December 2017 to February 2018			
Defendant	Offence	Court	Result
Mr Whitaker	Non Payment of Tolls	Norwich Magistrates	Fined £25 Costs awarded £75 Victim surcharge £30 Compensation £154.20
Mr Cognard	Non Payment of Tolls	Norwich Magistrates	Fined £100 Costs awarded £150 Victim surcharge £30 Compensation £411.20
Mr Jones	Non Payment of Tolls	Norwich Magistrates	Fined £25 Victim surcharge £30 Compensation £102
Mr Greenstreet	Non Payment of Tolls	Norwich Magistrates	Fined £220 Costs awarded £150 Victim surcharge £30 Compensation £154.10
Mr Jones	Non Payment of Tolls Overstaying No insurance Not complying with request for information	Great Yarmouth Magistrates	Fined £880 Costs awarded £246 Victim surcharge £44 Compensation £120
Mr Norris	Navigation Offences (care and caution)	Great Yarmouth Magistrates	Fined £500 Costs awarded £150 Victim surcharge £50
Mr Morris	Non Payment of Tolls	Great Yarmouth Magistrates	Fined £440 Costs awarded £150 Victim surcharge £44 Compensation £160
Mr Bell	Non Payment of Tolls	Great Yarmouth Magistrates	Fined £440 Costs awarded £150 Victim surcharge £44 Compensation £321.25

Sunken and Abandoned Vessels

Description	Location found	Action	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
Sunken Cruiser	Oulton Broad	Harbour Master liaising with owner	No	Not affecting the navigation Oulton Broad Harbour Master liaising with owner
Sunken yacht	Geldeston	Liaising with owner	No	Authority liaising with owner
Abandoned sport vessel	Beccles	Ongoing investigations failed to find owner. Abandoned vessel notice affixed	Yes	Vessel removed from location pending disposal by Authority.
Motor Cruiser	Beccles	Vessel sunk at 24 hour mooring	No	Authority liaising with owner
Dinghy	North Quay, Oulton	Vessel sunk at owners moorings	No	Owner aware and will raise
Motor cruiser	North Quay, Oulton	Vessel sunk at owners moorings	No	Raised by owner