

Navigation Committee

AGENDA

Thursday 14 December 2017

2.00pm

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1.	To receive apologies for absence	
2.	To note whether any items have been proposed as matters of urgent business	
3.	To receive declarations of interest	
4.	Public Question Time To note whether any questions have been raised by members of the public	
5.	To receive and confirm the minutes of the Navigation Committee meeting held on 19 October 2017	3 – 10
6.	Summary of Actions and Outstanding Issues following Discussions at Previous Meetings Report by Administrative Officer (herewith)	11 – 12
7.	Navigation Budget 2018/19 and Financial Strategy 2020/21 Report by Chief Financial Officer (herewith)	13 – 22
8.	Navigation Income and Expenditure: 1 April to 31 October 2017 Actual and 2017/18 Forecast Outturn Report by Chief Financial Officer (herewith)	23 – 33
9.	Boat Insurance Audit Report by Head of Safety Management (herewith)	34 – 38
10.	Unauthorised Development with Navigation Implications Report by Planning Officer (Compliance and Implementation) (herewith)	39 – 45
11.	Planning matter with Navigation Implications: Article 4 Directions restricting permitted development rights Report by Planning Officer (herewith)	46 – 51

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12.	Planning Application with Navigation Implications: BA/2017/0369/FUL, Mooring pontoons with bank cutback on the River Waveney frontage together with demasting, visitor and service moorings Report by Planning Officer	52 – 55
13.	Construction, Maintenance and Environment Work Programme Progress Update Report by Head of Construction, Maintenance & Environment (herewith)	56 – 60
14.	Chief Executive's Report Report (herewith) – For information only	61 – 67
15.	Current Issues Open forum	
16.	Items for Future Discussion	
17.	To note the date of the next meeting – Thursday 22 February 2018 at Yare House, 62-64 Thorpe Road, Norwich commencing at 2.00pm	
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	
19.	To receive and confirm the exempt minutes of the Navigation Committee meeting held on 19 October 2017	68
20.	Review of legal position concerning Mutford Lock Report by Solicitor and Monitoring Officer	69 – 74

Navigation Committee

Minutes of the meeting held on 19 October 2017

Present:

Nicky Talbot (Chairman)

Mr K Allen	Mr A Goodchild	Mr B Wilkins
Mr J Ash	Mr J Knight	Mr M Whitaker
Sir Peter Dixon	Mr S Sparrow	

In Attendance:

Mr S Birtles – Head of Safety Management
Mrs L Burchnall – Head of Ranger Services
Ms A Cornish – Planning Officer
Mr D Harris – Solicitor and Monitoring Officer
Dr D Hoare – Head of Construction, Maintenance and Environment
Mr B Housden – Head of IT and Collector of Tolls
Mr T Hunter – Rivers Engineer
Miss S Mullarney – Administrative Officer (Governance)
Dr J Packman – Chief Executive
Mr R Rogers – Director of Operations
Ms M-P Tighe – Director of Strategy and Sustainable Communities

Also Present:

Prof J Burgess – Chairman of the Authority

2/1 To receive apologies for absence

Apologies for absence were received from Linda Aspland, Matthew Bradbury, Max Heron, and Greg Munford.

Max Heron had forwarded comments regarding several agenda items, these formed part of the discussion.

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.

2/2 To note whether any items have been proposed as matters of urgent business/ Variation in order of items on the agenda

No items had been proposed as matters of urgent business.

2/3 To receive Declarations of Interest

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

2/4 Public Question Time

No public questions were raised.

2/5 To receive and confirm the minutes of the Navigation Committee meeting held on 07 September 2017

The minutes of the meeting held on 07 September 2017 were signed by the Chairman as a correct record of the meeting.

2/6 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.

The Chief Executive updated Members that comments had been received from Parish Councils on the Staithes report and following this the intention was to meet with Professor Williamson in early November with the expectation that the report would be published late November, early December.

Members noted the report.

2/7 Proposed Navigation Charges for 2018/19 in the Navigation Area and Adjacent Waters

Members received a report on the proposed toll charges for 2018/19. The Committee was asked for its views on the level of charges in the Navigation Area and adjacent waters for 2018-19, and the proposal that the Authority stops printing adhesive toll plaques permanently other than for short visit tolls.

The views of the committee were sought on the basis that no changes were necessary to the amended structure for tolls implemented on 1st April 2017 and that navigation charges could be increased at the same rate for the hire fleet and the private fleet. A range of alternatives for additional work and associated increases in charges were presented for the Committee to consider.

Members were made aware that since the report the consumer price index (CPI) had risen from 2.9% to 3%. The retail price index (RPI) remained at 3.9% The Chief Executive informed Members that other inland navigation authorities had exchanged information on their proposed toll charges; the Canal and River Trust intended to raise charges by 3%, and the indications were that the Environment Agency planned to raise charges on the Thames by 5.7%, the Anglian region by 7%, and 10% for the Medway.

The Chief Executive summarised that the Authority was in a better position financially than anticipated due to an increase in private motor boats and hire boats,

however whilst the income was higher so too was the expenditure due to the purchase of Acle Bridge. He added that provisions needed to be made for inflation and identified that to continue the current services a minimum increase of 1% was needed.

Members agreed that the increase in boat owners was encouraging but noted that it couldn't be relied on that the increase would continue.

The majority of Members supported an increase in the level of patrolling. One Member suggested utilising volunteers for this purpose. The Head of Ranger Services explained that they would need to carefully consider when and where an increase in patrolling was required and highlighted that they couldn't expect volunteers to be available for evening and weekend work. She added that there was an active volunteer programme but they would still require Rangers to supervise volunteers.

One Member referred to the Insight Track research, conducted in 2014, the need for safety was highlighted as well as reducing anti-social behaviour. It was added that this could be dealt with effectively with added patrolling and the use of safety signs. Members agreed on the benefit and effectiveness of the safety signs.

In relation to additional bankside tree and scrub management one Member suggested volunteers could be used for this to break the backlog without any additional cost to the Authority. Another Member proposed a 10 year plan be developed to formally engage with landowners and Natural England to avoid negotiating every time tree removal is required.

The Head of Construction, Maintenance, and Environment explained that there was already a plan in place, consented by Natural England and the Environment Agency; this was on a 5 year basis, the maximum time allowed for planning purposes. He further explained that the Authority only has statutory powers to remove trees over water and the navigation area, landowner permission is required for trees on land.

One Member queried if more could be done to remove trees from the river and suggested that if tree shearing equipment was purchased this would provide a different way of working. It was emphasised that landowners agreement would need to be gained for the use of the kit on land as well as taking into account potential hazards and the physical impact any new kit would have on staff.

Members further discussed using additional income for dredging as an appropriate way to help with the backlog of work.

One Member inquired about the decision to review the increase for passenger boat tolls. Following a discussion it was explained that the Tolls Working Group had unanimously decided not to review this. It was confirmed that passenger boat tolls would be included as part of the overall review after 3 years of the implementation of the new structure.

In relation to the toll plaques the Chief Executive described the benefits of the application developed by students from the University of East Anglia on a placement at the Broads Authority. The app was used by Rangers on a mobile device and enabled them to quickly and effectively check toll and safety certificates for any boat. This has made boat checks less invasive as well as applications being processed faster. A Member suggested that Tolls receipts be sent out electronically, unless Tide Table were ordered.

Following discussions, Brian Wilkins proposed, seconded by Peter Dixon, and it was

RECOMMENDED by 6 votes to 3 against

That the Navigation Committee recommends that the charges be raised as an across the board percentage on last year's rates of 3% to include the provision of the purchase of procurement of safety signs, hydraulic shears and maximising the output of ground tree clearing and dredging.

The Committee agreed unanimously to the proposal that the Authority stops printing adhesive toll plaques permanently, other than for short visit tolls.

2/8 Mutford Lock

Members received a report which provided an update on the Harbour Revision Order (HRO) for Mutford Lock and the estimated annual and capital costs.

The Rivers Engineer informed Members that the HRO was ready for submission and highlighted the estimated cost of £500,000 to £1,000,000 worth of maintenance on the Lock but stressed that not all of the maintenance was required now and some of the work could be completed over a longer timeframe. He added that further work would need to be completed to explore what maintenance needs to be carried out on the lock.

Members voiced concerns of the expense involved and asked for clarification of the risks involved if the HRO was not continued. The Chief Executive stated that once the HRO gets final approval, the Broads Authority would have a legal obligation to maintain the Lock.

Members discussed the role of the other organisations with one Member suggesting the lock could be a heritage asset for the Broads Authority.

Several Members queried what the risks of continuing with the HRO would be; the Solicitor and Monitoring Officer advised having a closed session so that he could offer Members advice on the legal implications.

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 and 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 and the audio recording was suspended. Members consulted on the advice in the closed session.

The Solicitor provided Members with an outline of the legal implications. Following further discussion it was agreed that further investigations of the legal implications be made prior to a recommendation being made to the full authority.

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

2/9 Asset Management Update

Members received a report which gave an update on the development of the Asset Management Plan, the outcome of the internal audit and an update on the status of mooring provision and piling strategy. Members were pleased with the report and it was noted that the outcome of the internal audit was 'reasonable assurance'.

Members noted the report.

2/10 Boat Test Area Review

A report reviewing the management of Boat Test Areas was presented to Members. It was proposed not to change the current management.

One Member said that he had received reports of small dinghies on the river Yare experiencing wash by boats travelling at some speed. The Member advised the boaters to report this to Broads Control. This advice was reiterated by the Head of Safety Management who confirmed that boat testing was reported to Broads Control in advance so that they had a clear log of when tests were carried out. He added that there is an agreement with boat yards to do a slow speed run before the high speed test to make sure there are no small boats present.

Members noted the report.

2/11 Broads Authority Commercial Paddling Scheme

Members were presented with an updated scheme which included conditions for paddle boarding. The Head of Safety Management explained that paddle boards fall under navigation bylaws so the authority has powers to regulate their activity. Although it was added that whilst it was a requirement for buoyancy aids to be supplied to paddle board users, the Authority did not have the powers to make people wear them.

One Member asked about the perception of control and management and if it was adequate. The Head of Ranger Services said individual paddle boarders are entitled to use the navigation providing they follow the bylaws etc. However, conditions can be set for events and a standard guidance for events has been

produced. If Ranger Services are not happy that adequate safety measures have been put in place for events they won't permit them.

2/12 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 Head of Construction, Maintenance and Environment informed Members that it was the end of the weed cutting season and explained that there had been strong water plant growth over the course of the year which was an increasing burden on staff time and equipment.

One Member commented that Hickling was a huge challenge this year for users, with poor sailing conditions and stranded hired electric day boats, and suggested altering priorities allocating more resources for this activity.

The Head of Construction, Maintenance, and Environment responded that the broad was currently in a phase of recovery and in terms of water quality and ecological targets under the water framework directive the plant growth is a success story in the Broads. He added that the stonewort cutting trials required at least three seasons of cutting before they had robust conclusions that could be reported back to Natural England.

Another Member informed the committee that the Environment Agency had secured funding to start tracking fish across the northern broads enabling them to monitor their impact and understand the wider movements of fish. The Chair commented that it would be interesting to share the results.

Members were also updated on CANAPE; the project would be focussing on Hickling and an area of sediment reuse had been identified. Another round of consultations with partners was being completed to identify any changes to priorities. Work aimed to start this time next year.

2/13 Planning Applications with Navigation Implications: Thorpe River Green, Thorpe St Andrews – Change of use to mixed used moorings

Photos of the site and a plan for the planning application for a change of use to mixed used moorings at Thorpe River Green were presented to Members. The Planning Officer confirmed that the moorings would provide commercial short stay and private moorings. There would be no stern on moorings or double moorings. Boats would be moored directly to posts without pontoons.

Several Members expressed the opinion that single mooring would be essential for this site; the Planning Officer stated that this could be added as a condition to any planning permission that may be granted. Similarly a Member queried what was meant by private moorings, the Planning Officer said that it was not residential and would be specified as such in any planning permission that may be granted.

The Planning Officer stated that as the site was previously leased to the Broads Authority for short stay moorings that the safety measures including grab chains and ladders were already in place. Members views were sought before the application was brought to the Planning Committee.

Members approved the mixture of moorings proposed for the site.

2/14 Navigation Income and Expenditure: 1 April to 31 August 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 five month period to 31 August 2017, and provided a forecast of the projected expenditure at the end of the financial year (31 March 2018).

Members noted the report.

2/15 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.

Member's noted the report.

2/16 Current Issues

No current issues were reported.

2/17 Items for future discussion

A Member queried whether the Authority had been consulted about Greater Anglia's new infrastructure plan particularly in regards to replacing Trowse Swing Bridge with a fixed bridge. He also referred to the minutes of the 15 December 2016 meeting and the mention of a Network Rail Whole Life Strategy for swing bridges. The Chief Executive confirmed that the Authority was in dialogue with Network Rail and that they hoped to discuss it with the company in November. Members were made aware that a paper would be provided when more information was available.

2/18 To note the date of the next meeting

The next meeting of the Committee would be held on Thursday 14 December at Yare House, 62-64 Thorpe Road, Norwich commencing at 2pm.

The meeting concluded at 16:06 pm

Chairman

APPENDIX 1

Code of Conduct for Members

Declaration of Interests

Committee: Navigation Committee

Date of Meeting: 19 October 2017

Name Please Print	Agenda/ Minute No(s)	Nature of Interest (Please describe the nature of the interest)	Please tick here if the interest is a Prejudicial interest
Simon Sparrow	All	Hire boat operator, Toll payer, resident	
Michael Whitaker	6-14	Toll payer, Hire boat operator, Chair BHBF, resident	
James Knight	6-14	Toll payer, HBO, NBYC, BHBF, Director 2 Broads Holiday Businesses	
Kelvin Allen	6-14	Director BASG	
Alan Goodchild	6-14	Director GMS, Toll payer, Land owner, Chair British Marine Commercial	
Peter Dixon	13	Member of Planning Committee	
John Ash	All	Director, Trustee of WYCCT	
Brian Wilkins	All	Chair NSBA	
Nicky Talbot	All	NBYC, NSBA, Toll payer	

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
20 April 2017 Minute 1/8 Summary of Actions and Outstanding Issues following Discussions at Previous Meetings	Prof Williamson had been chased for the Staithes report and the Authority hoped to receive the maps by the end of April.	Senior Waterways & Recreation Officer	<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>
07 September 2017 Minute 1/9 Riverside Tree and Scrub Management	Tree Management Plan	Director of Operations	<p>The Navigation Committee requested access to the information provided in the presentation about Riverside Tree & Scrub Management, given by the Environment and Design Supervisor; this is now available on the website:</p> <p>http://www.broads-authority.gov.uk/looking-after/managing-land-and-water/riverside-tree-and-scrub-management/_nocache</p>

Date of Meeting and Minute No	Discussion	Responsible Person	Summary of Actions and Outstanding Issues
			This includes an explanation on how riverbank management is prioritised as well as maps which detail which areas of which riverbank will be managed and when. These maps give very clear priorities to areas in a colour coded manner.
19 October 2017 Minute 2/17 Items for future discussion	Network Rail Whole Life Strategy for swing bridges and replacing Trowse Swing Bridge with a fixed bridge.	Chief Executive	The Authority is in dialogue with Network Rail and was due to meet in November. This meeting was cancelled by Network Rail and is to be rescheduled. A paper will be provided to Members when more information is available.

Navigation Budget 2018/19 and Financial Strategy to 2020/21
Report by Chief Financial Officer

Summary: This report seeks the views of the Committee on the draft navigation income and expenditure budget for 2018/19, which has been prepared as part of a draft consolidated budget for the Authority. The draft budget is based on the overall 3% increase in navigation charges as formally adopted by the Authority on 24 November 2017 following the recommendations of the Committee.

1 Introduction

- 1.1 An outline of the draft navigation budget for 2018/19 was presented to the Committee at its meeting of 19 October 2017 in order to inform the setting of navigation charges for 2018/19. Following the Authority's subsequent decision on 24 November 2017 to apply an overall increase in tolls, this report now sets out an updated draft budget for 2018/19 alongside the draft financial strategy to 2020/21.
- 1.2 The views of the Committee are sought to inform preparation of the final draft budget which is due to be considered by the Authority in January 2018.

2 Overview of 2017/18 Forecast Outturn

- 2.1 Members will recall that consultation on a draft navigation budget for 2017/18, which provided for a surplus of £143, was undertaken with the Committee on 15 December 2016. Further work in late 2016/17 identified some additional efficiencies for navigation and a final original budget for 2017/18 providing for a navigation surplus of £766 was approved by the Authority on 27 January 2017. This original budget has subsequently been adjusted for the approved carry forwards and virements approved during the year giving a latest available budget (LAB) deficit of £8,916.
- 2.2 The current predictions for navigation income in 2017/18 are for an overall increase of £64,961. This incorporates the increase to both private and hire boat income of approximately £62,461 and a small increase in interest income.
- 2.3 Navigation expenditure is ahead of target following the purchase of Acle Bridge which means that the forecast outturn position for 2017/18 anticipates a surplus within the navigation budget of £27,192. This would result in a navigation reserve balance of approximately £353,000 at the end of the year, and £348,000 after year-end adjustments. This balance equates to 10.8% of

net expenditure and is above the recommended level of 10%. The budget takes into account this forecast outturn position.

3 2018/19 Budget Proposals

- 3.1 The draft navigation budget is set out in Appendix 1, alongside indicative figures for national park budgets, and the financial strategy to 2020/21 to provide context. The format of the budget is in line with the monitoring presented to Committee through the financial year and reflects the Authority's organisational structure.
- 3.2 In line with the previously reported financial strategy, the draft budget takes account of the following factors:
1. 1.5% provisional increase to staff pay
 2. Restoration of Postwick Tip
 3. Mutford Lock operating costs
 4. Speed signs and bankside tree clearance equipment
 5. CANAPE Project
- 3.3 Total core navigation income for 2018/19 is budgeted to be £3,338,431, including £2,121,800 for private craft tolls and £1,149,337 for hire craft tolls. This income takes account of the latest available data for boat numbers. Net navigation expenditure is budgeted at £3,334,324. After taking into account the transfer of £3,750 of interest to earmarked reserves, this will result in a budget surplus of £357 in 2018/19, with the result that reserves at the end of March 2019 are projected to be £348,503 (10.5% of net expenditure for the year).
- 3.4 Table 1 sets out an overview of the proposed 2018/19 budget, which is provided in more detail in Appendix 1.

Table 1 – Draft 2018/19 Budget

	2018/19		
	National Park	Navigation	Consolidated
	£	£	£
National Park Grant	(3,356,348)	0	(3,356,348)
Navigation Tolls	0	(3,330,931)	(3,330,931)
Other income	(7,500)	(7,500)	(15,000)
Total Income	(3,363,848)	(3,338,431)	(6,702,279)
Operations	1,139,171	2,295,250	3,434,420
Planning and Resources	1,584,139	580,311	2,164,450
Chief Executive	639,520	427,363	1,066,883
Corporate Items	47,100	31,400	78,500
Total Expenditure	3,409,929	3,334,324	6,744,253
Net (Surplus) / Deficit	46,081	(4,107)	41,974

Opening Reserves (Forecast)	(982,212)	(348,147)	(1,330,359)
(Surplus) / Deficit for the year	46,081	(4,107)	41,974
Interest transfer	3,750	3,750	7,500
Closing Reserves (Forecast)	(932,381)	(348,503)	(1,280,885)

4 Operations

- 4.1 The Operations budget has seen an increase to staff costs to reflect the provisional 1.5% pay increase. The Equipment, Vehicles and Vessels budget has been increased by inflation to cover increased fuel costs. The Practical Maintenance budget has been increased to incorporate extra costs for the operation of Mutford Lock and the bankside tree clearance equipment. The Safety budget has been increased to purchase more speed signs. The Volunteer budget has been increased to allow clothing to be replaced with the Columbia branded items. A new budget line has been added for the CANAPE project which includes the continued contribution of £30,000 per annum for the Hickling vision and the cost of a Project Manager. The rest of the costs relating to the project will be financed through a specific earmarked reserve. The Property budget has increased to reflect the first contribution required by the Asset Management Strategy as agreed in January 2017. This budget makes no ongoing contribution to the Field base running costs as it's assumed that the sale will be completed by the end of this Financial Year. Small scale savings identified in 2017/18 have also been incorporated into 2018/19. In other areas of the budget the provision represents the level of funding required to enable a continuation of the levels of service delivered in the current year.
- 4.2 As with previous years it is however important to recognise that the Operations budget has no capacity to take on additional projects or ad-hoc work in 2018/19.

5 Planning and Resources

- 5.1 As with the Operations budget staff costs have increased in the Planning and Resources Directorate for the same reasons. Similarly to Operations there is little capacity to take on additional projects or other ad-hoc work. In other areas of the budget the provision represents the level of funding required to enable a continuation of the levels of service delivered in the current year.

6 Chief Executive

- 6.1 As with Operations and Planning and Resources staff costs have increased for the same reasons. The Finance and Insurance budget has increased to reflect the change in Insurance Premium Tax.

7 Central and Shared Costs and Cost Apportionment

- 7.1 There have been no changes to the apportionments for 2018/19 and all other apportionments are consistent with the principles agreed by the Resources Allocation Working Group.
- 7.2 Full details of apportionments by budget line for 2018/19 are set out in Appendix 1. The overall split of proposed net expenditure in 2018/19 is 51% national park and 49% navigation, which is entirely consistent with the forecast split of income standing at 51% to 49% for the same period.
- 7.3 Table 2 below provides further details of central and shared costs. These should not be seen as being synonymous with overheads, but have been identified in line with those areas specifically examined for apportionment by the Resource Allocation Working Group. As such they reflect costs across the Authority that are included within the budgets of both the Operations and Planning and Resources directorates, and from the Chief Executive's section.

Table 2 – Central and Shared Costs

	2018/19			2019/20			2020/21		
	National Park	Navigation	Consolidated	National Park	Navigation	Consolidated	National Park	Navigation	Consolidated
	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s
Share of central and shared costs	1,425	936	2,361	1,444	950	2,394	1,461	962	2,423
Pension contribution lump-sum	47	31	79	57	38	96	70	47	117
Total	1,472	968	2,439	1,501	988	2,490	1,531	1,008	2,540
Percentage split of central and shared costs	60%	40%	100%	60%	40%	100%	60%	40%	100%
Total core income	(3,364)	(3,338)	(6,702)	(3,424)	(3,424)	(6,848)	(3,483)	(3,509)	(6,991)
Central and shared costs as percentage of core income	44%	29%	36%	44%	29%	36%	44%	29%	36%

- 7.4 Central and shared costs have been defined in line with the work of the Resource Allocation Working Group to include: operational property; finance and insurance; communications; collection of tolls; ICT; legal; head office, office expenses and pool vehicles; directorate management and administration costs; human resources and training; governance and member's allowances; and the chief executive, all of which play a vital role in

supporting the delivery of front line services. Central and shared costs also include the lump sum pension contribution which is made annually to reduce the Authority's share of the pension deficit as calculated by the pension fund actuary. As a percentage of income, central and shared costs are broadly static and remain at the same level as 2017/18.

8 Assumptions used for the Budget and Financial Strategy

8.1 The following key assumptions have been applied in developing the draft budget and financial strategy:

- Navigation tolls will be collected in line with the budget and boat numbers will remain the same;
- Salary increases from 2018/19 onwards have been based on a provisional increase of 1.5% over the next three years whilst NJC negotiations continue;
- The forecast outturn position for 2017/18 will be delivered in line with budget holders' projections; and
- The continued provision of £60,000 per annum split equally between National Park and Navigation for the implementation of the Hickling vision.

8.2 A detailed sensitivity analysis for some of these key assumptions is set out below.

Table 3 – Budget Sensitivity Analysis

Assumption	Change in assumption	Approximate financial impact of change £ (+/-)
National Park budget for 2017/18 will be delivered in line with forecast outturn.	1% under / over-spend against National Park budget.	34,000
Navigation budget for 2017/18 will be delivered in line with forecast outturn.	1% under / over-spend against Navigation budget.	32,000
Overall salary increase of 1.5% in 2018/19.	1% change in salary inflation.	42,000
Boat numbers and distribution remain as predicted in 2018/19.	1% change in navigation toll income.	33,000
National Park Grant in line with current allocations and no further reduction applied in 2018/19.	1% change in National Park Grant allocation.	34,000

9 Earmarked Reserves

9.1 The Authority's earmarked reserves strategy for the period 2018/19 – 2020/21 is set out in Appendix 2. The strategy details the actual balance of earmarked reserves at the end of October 2017, planned expenditure until the end of the

financial year, and also provides an analysis of movements in reserves split between national park and navigation in all years to 2020/21.

- 9.2 Navigation earmarked reserves stand at £657,437 at the end of October 2017 and are forecast to reduce slightly (to £603,190) by the end of the financial year.
- 9.3 Appendix 2 reflects the contributions to reserves allowed for in the budget and financial strategy set out in Appendix 1. Planned expenditure from reserves is itemised within Appendix 2 and includes in 2018/19:
- Replace four vehicles;
 - Replace Dockyard Crane and clamshell bucket;
 - Structural Study of Mutford Lock
 - John Fox Cottage refurbishment; and
 - CANAPE project expenditure.
- 9.4 Planned expenditure from earmarked reserves in 2019/20 and 2020/21 includes the replacement of two vehicles at an estimated total cost of £16,000 (with £5,280 relating to navigation), a new Wherry estimated total cost of £107,000 (with £74,900 relating to navigation) and replacement of RB22 at a total cost of £20,000 (with £14,000 relating to navigation).
- 9.5 Taking account of all these items, the forecast balance of navigation earmarked reserves at the end of 2020/21 is £1,052,118, although it should be noted that expenditure plans for 2019/20 and beyond are likely to be refined again when the financial strategy for 2019/20 is developed next year.

10 Summary

- 10.1 The draft budget presented here incorporates the navigation charges for 2018/19 and is designed to allow the Authority to continue to deliver priority navigation activities at the required level, whilst also making prudent provision for asset maintenance over the life of the strategy and beyond. Minor adjustments have also been made to reflect the latest staffing forecasts. As a result of all these factors there is no capacity within the budget for additional projects.
- 10.2 The National Park part of the budget shows a deficit for the next three years. This will be funded from the National Park Reserve resulting in a reserve balance of £885,571 at the end of 2020/21. This balance will be £463,349 above the recommended level. Longer term predictions indicate that the National Park side of the budget will return to a surplus from 2022/23 onwards.
- 10.3 It is important to recognise that the budget as a whole is highly sensitive to changes in salary inflation, as a result of the significant proportion of the budget that is made up of staff costs. The budget is based on a 1.5% increase in salaries for the period April 2018 to March 2021, however there remains considerable uncertainty in respect of the likely award.

10.4 The surplus of £4,107 allowed for in the 2018/19 budget continues to maintain the navigation reserve above the 10% minimum at 10.5%. This is slightly higher than previously reported in October due to the additional savings made. Details of these can be found in the Income and Expenditure report. As in previous years it remains the case that the indicative tolls increases in 2019/20 and beyond will need to be revisited during next year's budget setting process to ensure they remain appropriate. This could be as a result of any variations from current assumptions or changes in outturn figures for 2017/18.

Background Papers:	Nil
Author:	Emma Krelle
Date of Report:	1 December 2017
Broads Plan Objectives:	None
Appendices:	APPENDIX 1 – Draft Budget 2018/19 and Financial Strategy to 2020/21 APPENDIX 2 – Earmarked Reserves to 2020/21

Row Labels	2016/17			2017/18						2018/19			2019/20			2020/21			2018/19 Apportionment	
	National Park 2016/17 (Actual)	Navigation 2016/17 (Actual)	Consolidated 2016/17 (Actual)	National Park 2017/18 (Latest Available Budget)	Navigation 2017/18 (Latest Available Budget)	Consolidated 2017/18 (Latest Available Budget)	National Park 2017/18 (Forecast Outturn)	Navigation 2017/18 (Forecast Outturn)	Consolidated 2017/18 (Forecast Outturn)	National Park 2018/19 (Budget)	Navigation 2018/19 (Budget)	Consolidated 2018/19 (Budget)	National Park 2019/20 (Budget)	Navigation 2019/20 (Budget)	Consolidated 2019/20 (Budget)	National Park 2020/21 (Budget)	Navigation 2020/21 (Budget)	Consolidated 2020/21 (Budget)	National Park	Navigation
Income																				
Income																				
National Park Grant	(3,243,802)	0	(3,243,802)	(3,299,595)	0	(3,299,595)	(3,299,595)	0	(3,299,595)	(3,356,348)	0	(3,356,348)	(3,414,078)	0	(3,414,078)	(3,472,800)	0	(3,472,800)	100%	0%
Hire Craft Tolls	0	(1,053,842)	(1,053,842)	0	(1,073,400)	(1,073,400)	0	(1,115,861)	(1,115,861)	0	(1,149,337)	(1,149,337)	0	(1,178,070)	(1,178,070)	0	(1,207,522)	(1,207,522)	0%	100%
Private Craft Tolls	0	(1,977,048)	(1,977,048)	0	(2,040,000)	(2,040,000)	0	(2,060,000)	(2,060,000)	0	(2,121,800)	(2,121,800)	0	(2,174,845)	(2,174,845)	0	(2,229,216)	(2,229,216)	0%	100%
Short Visit Tolls	0	(44,214)	(44,214)	0	(39,800)	(39,800)	0	(39,800)	(39,800)	0	(40,994)	(40,994)	0	(42,019)	(42,019)	0	(43,069)	(43,069)	0%	100%
Other Toll Income	0	(21,917)	(21,917)	0	(18,800)	(18,800)	0	(18,800)	(18,800)	0	(18,800)	(18,800)	0	(18,800)	(18,800)	0	(18,800)	(18,800)	0%	100%
Interest	(7,385)	(7,385)	(14,771)	(7,500)	(7,500)	(15,000)	(10,000)	(10,000)	(20,000)	(7,500)	(7,500)	(15,000)	(10,000)	(10,000)	(20,000)	(10,000)	(10,000)	(20,000)	50%	50%
Income Total	(3,251,187)	(3,104,405)	(6,355,593)	(3,307,095)	(3,179,500)	(6,486,595)	(3,309,595)	(3,244,461)	(6,554,056)	(3,363,848)	(3,338,431)	(6,702,279)	(3,424,078)	(3,423,734)	(6,847,812)	(3,482,800)	(3,508,607)	(6,991,407)	50%	50%
Income Total	(3,251,187)	(3,104,405)	(6,355,593)	(3,307,095)	(3,179,500)	(6,486,595)	(3,309,595)	(3,244,461)	(6,554,056)	(3,363,848)	(3,338,431)	(6,702,279)	(3,424,078)	(3,423,734)	(6,847,812)	(3,482,800)	(3,508,607)	(6,991,407)	50%	50%
Net Expenditure																				
Operations																				
Construction and Maintenance Salaries	405,775	713,039	1,118,814	425,364	747,196	1,172,560	425,364	747,196	1,172,560	430,160	757,420	1,187,580	436,752	766,568	1,203,320	442,846	774,054	1,216,900	36%	64%
Construction and Maintenance Salaries (Income)	0	0	0	0	(1,326)	(3,094)	(4,420)	(1,326)	(3,094)	0	(4,530)	(1,738)	(2,922)	(4,660)	(1,782)	0	(3,008)	(4,790)	37%	63%
Equipment, Vehicles and Vessels	157,562	442,020	599,581	111,150	259,350	370,500	111,150	259,350	370,500	111,600	260,400	372,000	111,600	260,400	372,000	111,600	260,400	372,000	30%	70%
Equipment, Vehicles and Vessels (Income)	(2,563)	(5,981)	(8,544)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0%	0%
Water Management	38,838	116,290	155,127	35,000	112,500	147,500	35,000	112,500	147,500	5,000	98,000	103,000	5,000	84,900	89,900	5,000	84,900	89,900	5%	95%
Water Management (Income)	(13,074)	(5,000)	(18,074)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0%	0%
Land Management	62,898	0	62,898	54,000	0	54,000	54,000	0	54,000	54,000	0	54,000	54,000	0	54,000	54,000	0	54,000	100%	0%
Land Management (Income)	(90,240)	0	(90,240)	(90,000)	0	(90,000)	(90,000)	0	(90,000)	(90,000)	0	(90,000)	(90,000)	0	(90,000)	(90,000)	0	(90,000)	100%	0%
Practical Maintenance	79,061	349,331	428,392	75,000	364,765	439,765	75,000	394,765	469,765	75,000	421,200	496,200	75,900	381,200	457,100	75,900	381,200	457,100	15%	85%
Practical Maintenance (Income)	0	(11,652)	(11,652)	0	(10,500)	(10,500)	0	(10,500)	(10,500)	0	(10,500)	(10,500)	0	(10,500)	(10,500)	0	(10,500)	(10,500)	0%	100%
Ranger Services	272,851	513,449	786,300	272,688	476,532	749,220	272,688	476,532	749,220	286,324	498,386	784,710	294,172	510,158	804,330	303,016	523,424	826,440	36%	64%
Ranger Services (Income)	(20,750)	(46,305)	(67,055)	(17,252)	(25,878)	(43,130)	(17,252)	(25,878)	(43,130)	(18,702)	(28,053)	(46,755)	(19,036)	(28,554)	(47,590)	(19,372)	(29,058)	(48,430)	40%	60%
Safety	52,502	74,754	127,255	43,919	84,671	128,590	43,919	84,671	128,590	42,870	95,230	138,100	44,437	86,513	130,950	44,688	87,132	131,820	31%	69%
Safety (Income)	(473)	(1,595)	(2,068)	0	(9,000)	(9,000)	0	(9,000)	(9,000)	0	(2,000)	0	(2,000)	0	(2,000)	0	(2,000)	0	0%	100%
Volunteers	39,259	26,173	65,432	41,880	27,920	69,800	40,680	27,120	67,800	45,654	30,436	76,090	41,604	27,736	69,340	44,736	29,824	74,560	60%	40%
Volunteers (Income)	(309)	(206)	(514)	(600)	(400)	(1,000)	(600)	(400)	(1,000)	(600)	(400)	(1,000)	(600)	(400)	(1,000)	(600)	(400)	(1,000)	60%	40%
PRISMA	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0%	0%
PRISMA (Income)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0%	0%
CANAPE	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0%	0%
CANAPE (Income)	0	0	0	0	0	0	0	0	0	51,870	51,870	103,740	52,955	52,955	105,910	53,310	53,310	106,620	50%	50%
Operational Property	57,806	108,719	166,525	63,451	94,719	158,170	63,451	94,719	158,170	88,251	107,919	196,170	88,251	107,919	196,170	88,251	107,919	196,170	45%	55%
Operational Property (Income)	(19,205)	(2,327)	(21,532)	(18,400)	(1,600)	(20,000)	(18,400)	(1,600)	(20,000)	0	0	0	0	0	0	0	0	0	0%	0%
Operations Management and Admin	52,533	66,860	119,393	78,855	43,130	121,985	78,855	43,130	121,985	82,953	40,857	123,810	85,954	42,336	128,290	89,257	43,963	133,220	67%	33%
Operations Management and Admin (Income)	(1,026)	(1,306)	(2,332)	(2,322)	(1,143)	(3,465)	(2,322)	(1,143)	(3,465)	(1,645)	(810)	(2,455)	(1,722)	(848)	(2,570)	(1,782)	(878)	(2,660)	67%	33%
Operations Total	1,071,445	2,336,262	3,407,707	1,071,408	2,159,168	3,230,575	1,070,208	2,195,368	3,265,575	1,139,171	2,295,250	3,434,420	1,154,575	2,252,506	3,407,080	1,175,758	2,276,972	3,452,730	33%	67%
Planning and Resources																				
Development Management	364,761	0	364,761	338,120	0	338,120	338,120	0	338,120	347,710	0	347,710	354,990	0	354,990	361,210	0	361,210	100%	0%
Development Management (Income)	(128,024)	0	(128,024)	(80,000)	0	(80,000)	(80,000)	0	(80,000)	(80,000)	0	(80,000)	(70,000)	0	(70,000)	(60,000)	0	(60,000)	100%	0%
Strategy and Projects Salaries	341,640	58,055	399,695	320,530	63,045	383,575	320,530	63,045	383,575	304,749	62,041	366,790	308,813	62,997	371,810	313,559	63,961	377,520	83%	17%
Strategy and Projects	260,510	4,202	264,711	58,200	1,800	60,000	58,200	1,800	60,000	63,200	1,800	65,000	58,200	1,800	60,000	58,200	1,800	60,000	97%	3%
Strategy and Projects (Income)	(131,137)	0	(131,137)	(3,500)	0	(3,500)	(3,500)	0	(3,500)	(3,000)	0	(3,000)	(3,000)	0	(3,000)	(3,000)	0	(3,000)	100%	0%
Biodiversity Strategy	16,274	0	16,274	10,400	0	10,400	10,400	0	10,400	10,000	0	10,000	10,000	0	10,000	10,000	0	10,000	100%	0%
Biodiversity Strategy (Income)	(8,814)	0	(8,814)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0%	0%
Waterways and Recreation Strategy	65,770	6,242	72,012	500	9,000	9,500	500	9,000	9,500	500	9,000	9,500	34,000	25,500	59,500	500	9,000	9,500	5%	95%
Project Funding	343,514	0	343,514	177,291	0	177,291	177,291	0	177,291	155,500	0	155,500	105,500	0	105,500	105,500	0	105,500	100%	0%
Project Funding (Income)	(218,333)	0	(218,333)	(21,791)	0	(21,791)	(21,791)	0	(21,791)	0	0	0	0	0	0	0	0	0	0%	0%
Sustainable Development Fund	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0%	0%
Communications	235,965	63,113	299,078	263,407	82,173	345,580	263,407	82,173	345,580	232,741	74,240	306,980	236,627	75,853	312,480	240,684	77,546	318,230	76%	24%
Communications (Income)	(20,264)	(488)	(20,752)	(2,760)	(1,360)	(4,120)	(2,760)	(1,360)	(4,120)	(5,549)	(29)	(5,578)	(5,630)	(30)	(5,660)	(5,727)	(33)	(5,760)	99%	1%
Visitor Centres and Yacht Stations	312,779	128,493	441,272	315,805	135,765	451,570	305,305	135,765	441,070	301,355	135,795	437,150	300,633	135,608	436,240	305,388	138,683	444,070	69%	31%
Visitor Centres and Yacht Stations (Income)	(171,128)	(64,050)	(235,178)	(177,500)	(60,000)	(237,500)	(177,500)	(60,000)	(237,500)	(177,500)	(60,000)	(237,500)	(177,500)	(60,000)	(237,500)	(177,500)	(60,000)	(237,500)	75%	25%
Collection of Tolls	0	114,433	114,433	0	128,550	128,550	0	131,930	131,930	0	133,560	133,560	0	136,720	136,720	0	138,570	138,570	0%	100%
Collection of Tolls (Income)	0	(340)	(340)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0%	0%
ICT	184,946	85,689	270,635	204,256	100,604	304,860	202,213	99,597	301,810	206,313	101,617	307,930	208,256	102,574	310,830	210,226	103,544	313,770	67%	33%
Human Resources	64,205	44,617	108,822	77,638	53,952	131,590	77,638	53,952	131,590	79,255	55,075	134,330	80,352	55,838	136,190	81,544	56,666	138,210	59%	41%
Human Resources (Income)	(3,398)	(2,362)	(5,760)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0%	0%
Planning and Resources Management and Admin	122,562	53,970	176,533	123,115	54,255	177,370	114,435	50,535	164,970	122,708	54,132	176,840	125,705	55,445	181,150	127,256	56,135	183,390	69%	31%
Planning and Resources Management and Admin (Income)	(9,187)	(3,937)	(13,124)	(1,068)	(458)	(1,525														

Year	Earmarked Reserves	Property Reserve - TOTAL	Plant, Vessels and Equipment Reserve - TOTAL	Premises Reserve - TOTAL	Other Earmarked Reserves - TOTAL	HLF	CANAPE	Total Earmarked Reserves - National Park	Total Earmarked Reserves - Navigation	GRAND TOTAL Earmarked Reserves
	Balance 01 April 2017	(429,005)	(214,671)	(178,942)	(476,513)	(92,936)	0	(802,252)	(589,815)	(1,392,066)
2017/18	Contributions to Reserves to 31/08/17									
	Vessels and Equipment (VES000451)	0	(92,000)	0	0			(27,600)	(64,400)	(92,000)
	Sales of Dockyard Assets (VES000552)	0	(2,552)	0	0			(766)	(1,786)	(2,552)
	Vehicles (VEH000451)	0	(22,000)	0	0			(6,600)	(15,400)	(22,000)
	Vehicles (VEH000552)	0	(957)	0	0			(287)	(670)	(957)
	Mutford Lock (MLK000451)	(25,000)	0	0	0			0	(25,000)	(25,000)
	Mutford Lock Income (MLK000552)	(1,000)	0	0	0			0	(1,000)	(1,000)
	Launches (LAU000451)	0	(15,000)	0	0			0	(15,000)	(15,000)
	Ranger Vehicles (RAN000451)	0	(13,000)	0	0			(5,200)	(7,800)	(13,000)
	Dockyard Site (PRM009451)	0	0	(30,000)	0			(9,000)	(21,000)	(30,000)
	Pool Vehicles (PCP000451)	0	(14,000)	0	0			(9,380)	(4,620)	(14,000)
	Pool Vehicles (PCP000552)	0	(2,775)	0	0			(1,859)	(916)	(2,775)
	Asset Management for Countryside sites (SIM000451)	(46,000)	0	0	0			(46,000)	0	(46,000)
	Potter Heigham Chalet Income (UTE000451)	0	0	0	(19,000)			(19,000)	0	(19,000)
	Upper Thurne Enhance Monies Recd (UTE000552)	0	0	0	(2,057)			(2,057)	0	(2,057)
	Heritage Lottery Fund Income (HLF61X552)	0	0	0	0	(30,732)		(30,732)	0	(30,732)
	Heritage Lottery Fund (HLF000451)	0	0	0	0	(50,000)		(50,000)	0	(50,000)
	Contributions from Reserves to 31/08/17									
	Local Plan Inspection (POL000450)	0	0	0	7,575			7,575	0	7,575
	Mutford Lock costs from dewatering options (MLK000450)	(5,000)	0	0	0			0	(5,000)	(5,000)
	Replace CM&E AU07 WRP (VEH000450)	0	13,990	0	0			4,197	9,793	13,990
	Norfolk CC Archaeology SLA (CUL000450)	0	0	0	3,500			3,500	0	3,500
	Linkflotes (VES000450)	0	111,552	0	0			33,466	78,086	111,552
	Heritage Lottery Fund costs (HLFXXX450)	0	0	0	0	47,672		47,672	0	47,672
	Section 106 CFR (DVM000450)	0	0	0	7,550			7,550	0	7,550
	Catchment Partnership (CAT000450)	0	0	0	2,600			2,600	0	2,600
	Relocate Dockyard Wet Shed	0	0	2,452	0			735	1,716	2,452
	Irtsead Boathouse Repairs (BHB000450)	0	0	8,957	0			3,583	5,374	8,957
	Actual Balance 31 October 2017	(506,005)	(251,413)	(197,533)	(476,345)	(125,996)	0	(899,855)	(657,437)	(1,557,292)
	Contributions to Reserves to 31/03/18									
	Mutford Lock Rent (MLK000451)	(1,000)	0	0	0			0	(1,000)	(1,000)
	Heritage Lottery Fund Income (HLF61X552)	0	0	0	0	(136,773)		(136,773)	0	(136,773)
	CANAPE Income (CANXXX552)	0	0	0	0		(36,173)	(18,087)	(18,087)	(36,173)
	Contributions from Reserves to 31/03/18									
	Local Plan Inspection	0	0	0	0			0	0	0
	Mutford Lock costs from dewatering options (MLK000450)	5,000	0	0	0			0	5,000	5,000
	Replace AO58 RJZ (PCP000450)	0	12,000	0	0			8,040	3,960	12,000
	Relocate Dockyard Wet Shed	0	0	48,898	0			14,670	34,229	48,898
	Concrete pump 10% deposit (VES000450)	0	9,000	0	0			2,700	6,300	9,000
	Heritage Lottery Fund costs (HLFXXX450)	0	0	0	0	143,373		143,373	0	143,373
	Catchment Partnership (CAT000450)	0	0	0	7,990			7,990	0	7,990
	Set up CANAPE reserve	26,000	32,500	32,500	0		(91,000)	0	0	0
	CANAPE Expenditure (CANXXX450)	0	0	0	0		47,690	23,845	23,845	47,690
	Forecast Balance 01 April 2018	(476,005)	(197,913)	(116,135)	(468,355)	(119,396)	(79,483)	(854,097)	(603,190)	(1,457,287)
2018/19	Contributions to Reserves to 31/03/19									
	Vessels and Equipment (VES000451)	0	(92,000)	0	0			(27,600)	(64,400)	(92,000)
	Vehicles (VEH000451)	0	(22,000)	0	0			(6,600)	(15,400)	(22,000)
	Mutford Lock (MLK000451)	(25,000)	0	0	0			0	(25,000)	(25,000)
	Mutford Lock Rent (MLK000552)	(2,000)	0	0	0			0	(2,000)	(2,000)
	Launches (LAU000451)	0	(18,000)	0	0			0	(18,000)	(18,000)
	Ranger Vehicles (RAN000451)	0	(13,000)	0	0			(5,200)	(7,800)	(13,000)
	Dockyard Site (PRM009451)	0	0	(30,000)	0			(9,000)	(21,000)	(30,000)
	Pool Vehicles (PCP000451)	0	(14,000)	0	0			(9,380)	(4,620)	(14,000)
	Asset Management for Countryside sites (SIM000451)	(46,000)	0	0	0			(46,000)	0	(46,000)
	Building repairs (PRM000451)	0	0	(50,000)	0			(36,000)	(14,000)	(50,000)
	Potter Heigham Chalet Income (UTE000451)	0	0	0	(19,000)			(19,000)	0	(19,000)
	Heritage Lottery Fund (HLF000451)	0	0	0	0	(50,000)		(50,000)	0	(50,000)
	Heritage Lottery Fund Income (HLF61X552)	0	0	0	0	(793,046)		(793,046)	0	(793,046)
	CANAPE (CAN000451)	0	0	0	0		(60,000)	(30,000)	(30,000)	(60,000)
	CANAPE Income (CANXXX552)	0	0	0	0		(219,132)	(109,566)	(109,566)	(219,132)
	Norfolk Rivers Trust (CAT000552)	0	0	0	(15,000)			(15,000)	0	(15,000)
	Contributions from Reserves to 31/03/19									
	Norfolk CC Archaeology SLA (CUL000450)	0	0	0	3,500			3,500	0	3,500
	Replacement of two Yare House pool vehicles (Kangoo & Focus AO58 OXC & AO58 RJV) (PCP000450)	0	24,000	0	0			16,080	7,920	24,000
	Replacement of EU63 LUJ & AO06 XPF (Vans) for CM&E (VEH000450)	0	37,500	0	0			11,250	26,250	37,500
	Replacement of Dockyard Crane, plus clamshell bucket (VES000450)	0	42,000	0	0			12,600	29,400	42,000
	Structural engineer study on major repairs to Mutford Lock (MLK000450)	10,000	0	0	0			0	10,000	10,000
	John Fox Cottage refurbishment (PRM009450)	0	0	12,000	0			3,600	8,400	12,000
	Local Plan Inspection and cost of objections (POL000450)	0	0	0	72,425			72,425	0	72,425

Year	Earmarked Reserves	Property Reserve - TOTAL	Plant, Vessels and Equipment Reserve - TOTAL	Premises Reserve - TOTAL	Other Earmarked Reserves - TOTAL	HLF	CANAPE	Total Earmarked Reserves - National Park	Total Earmarked Reserves - Navigation	GRAND TOTAL Earmarked Reserves
	Heritage Lottery Fund costs (HLFXXX450)	0	0	0	0	819,446		819,446	0	819,446
	CANAPE Expenditure (CANXXX450)	0	0	0	0		220,939	110,470	110,470	220,939
	Creyke roller (CAT000450)	0	0	0	15,000			15,000	0	15,000
	Forecast Balance 01 April 2019	(539,005)	(253,413)	(184,135)	(411,430)	(142,996)	(137,676)	(946,118)	(722,536)	(1,668,655)
2019/20	<u>Contributions to Reserves to 31/03/20</u>									
	Vessels and Equipment (VES000451)	0	(92,000)	0	0			(27,600)	(64,400)	(92,000)
	Vehicles (VEH000451)	0	(22,000)	0	0			(6,600)	(15,400)	(22,000)
	Mutford Lock (MLK000451)	(25,000)	0	0	0			0	(25,000)	(25,000)
	Mutford Lock Rent (MLK000451)	(2,000)	0	0	0			0	(2,000)	(2,000)
	Launches (LAU000451)	0	(18,000)	0	0			0	(18,000)	(18,000)
	Ranger Vehicles (RAN000451)	0	(13,000)	0	0			(5,200)	(7,800)	(13,000)
	Dockyard Site (PRM009451)	0	0	(30,000)	0			(9,000)	(21,000)	(30,000)
	Pool Vehicles (PCP000451)	0	(14,000)	0	0			(9,380)	(4,620)	(14,000)
	Building repairs (PRM000451)	0	0	(50,000)	0			(36,000)	(14,000)	(50,000)
	Asset Management for Countryside sites (SIM00451)	(46,000)	0	0	0			(46,000)	0	(46,000)
	Potter Heigham Chalet Income (UTE000451)	0	0	0	(19,000)			(19,000)	0	(19,000)
	Heritage Lottery Fund Income (HLF61X552)	0	0	0	0	(561,928)		(561,928)	0	(561,928)
	CANAPE (CAN000451)	0	0	0	0		(60,000)	(30,000)	(30,000)	(60,000)
	CANAPE Income (CANXXX552)						(153,093)	(76,547)	(76,547)	(153,093)
	<u>Contributions from Reserves to 31/03/20</u>									
	Replace Wherry Onward (VES000450)	0	107,000	0	0			32,100	74,900	107,000
	Replacement of Yare House pool vehicles (two Smart) (PCP000450)	0	16,000	0	0			10,720	5,280	16,000
	Heritage Lottery Fund costs (HLFXXX450)	0	0	0	0	588,328		588,328	0	588,328
	CANAPE Expenditure (CANXXX450)	0	0	0	0		116,219	58,110	58,110	116,219
	Forecast Balance 01 April 2020	(612,005)	(289,413)	(264,135)	(430,430)	(116,596)	(234,550)	(1,084,115)	(863,013)	(1,947,129)
2020/21	<u>Contributions to Reserves to 31/03/21</u>									
	Vessels and Equipment (VES000451)	0	(92,000)	0	0			(27,600)	(64,400)	(92,000)
	Vehicles (VEH000451)	0	(22,000)	0	0			(6,600)	(15,400)	(22,000)
	Mutford Lock (MLK000451)	(25,000)	0	0	0			0	(25,000)	(25,000)
	Mutford Lock Rent (MLK000451)	(2,000)	0	0	0			0	(2,000)	(2,000)
	Launches (LAU000451)	0	(18,000)	0	0			0	(18,000)	(18,000)
	Ranger Vehicles (RAN000451)	0	(13,000)	0	0			(5,200)	(7,800)	(13,000)
	Dockyard Site (PRM009451)	0	0	(30,000)	0			(9,000)	(21,000)	(30,000)
	Pool Vehicles (PCP000451)	0	(14,000)	0	0			(9,380)	(4,620)	(14,000)
	Building repairs (PRM000451)	0	0	(50,000)	0			(36,000)	(14,000)	(50,000)
	Asset Management for Countryside sites (SIM00451)	(46,000)	0	0	0			(46,000)	0	(46,000)
	Potter Heigham Chalet Income (UTE000451)	0	0	0	(19,000)			(19,000)	0	(19,000)
	Heritage Lottery Fund Income (HLF61X552)	0	0	0	0	(463,837)		(463,837)	0	(463,837)
	CANAPE (CAN000451)	0	0	0	0		(60,000)	(30,000)	(30,000)	(60,000)
	CANAPE Income (CANXXX552)	0	0	0	0		(139,673)	(69,837)	(69,837)	(139,673)
	<u>Contributions from Reserves to 31/03/21</u>									
	Heritage Lottery Fund costs (HLFXXX450)	0	0	0	0	490,237		490,237	0	490,237
	Replace RB22(66) (VES000450)	0	20,000	0	0			6,000	14,000	20,000
	CANAPE Expenditure (CANXXX450)	0	0	0	0		137,904	68,952	68,952	137,904
	Forecast Balance 01 April 2021	(685,005)	(428,413)	(344,135)	(449,430)	(90,196)	(296,319)	(1,241,380)	(1,052,118)	(2,293,498)

**Navigation Income and Expenditure:
1 April to 31 October 2017 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 seven month period to 31 October 2017, 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 31 October, 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 31 October 2017

	Profiled Latest Available Budget	Actual Income and Expenditure	Actual Variance
Income	(3,121,770)	(3,189,063)	+ 67,293
Operations	1,347,754	1,440,309	- 92,555
Planning and Resources	372,626	339,286	+ 33,340
Chief Executive	297,629	292,365	+ 5,264
Projects, Corporate Items and Contributions from Earmarked Reserves	(90,527)	(61,056)	- 29,471
Net (Surplus) / Deficit	(1,194,289)	(1,178,160)	- 16,129

- 2.1 Core navigation income is above the profiled budget at the end of month seven. The overall position as at 31 October 2017 is an adverse variance of £16,129 or 1.35% difference from the profiled LAB. This is principally due to:
- An overall favourable variance of £67,405 within toll income:
 - Hire Craft Tolls £42,461 above the profiled budget.
 - Private Craft Tolls £27,679 above the profiled budget.
 - An overspend within Operations budgets relating to:
 - Equipment, Vehicles and Vessels is over profile by £15,826 due repair expenditure being ahead of profile.

- Water Management is under profile by £33,324 due to an outstanding invoice for the Hydrographic survey and contractor availability on the dredging plough contract.
- Practical Maintenance is over profile by £165,748 due to timing differences on the profile originally set. This is due to Acle Bridge being purchased.
- Premises is under profile by £28,101 due to timing differences around the Dockyard Wet Shed repairs.
- An underspend within Planning and Resources budgets relating to:
 - Visitor Centres and Yacht Stations is under profile by £15,071 due to higher than predicted income and salary savings.
- A favourable variance within Chief Executive budgets relating to:
 - Asset Management is under profile by £11,817 due to timing differences.
- An adverse variance within Reserves relating to the timing differences around the Dockyard Wet Shed repairs.

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 31 October 2017		8,915

3.2 The LAB therefore provides for a navigation deficit of £8,915 in 2017/18 as at 31 October 2017.

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 October 2017, the forecast outturn indicates:

- The total forecast income is £3,244,461 or £64,961 more than the LAB.
- Total expenditure is forecast to be £3,217,269.
- The resulting surplus for the year is forecast to be £27,192.

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 £36,107 against the LAB.

Table 3 – Adjustments to Forecast Outturn

	£
Forecast outturn deficit per LAB	8,915
Adjustments reported 19/10/17	(24,887)
Increase to Private Craft Toll income	(5,000)
Increase to Interest Income	(2,500)
Decrease to Planning Management and Admin following vacancy	(3,720)
Forecast outturn surplus as at 31 October 2017	(27,192)

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)	(31,000)	(336,051)
Plant, Vessels and Equipment	(199,010)	(22,713)	(221,723)
Premises	(85,753)	(13,909)	(99,663)
Total	(589,815)	(67,622)	(657,437)

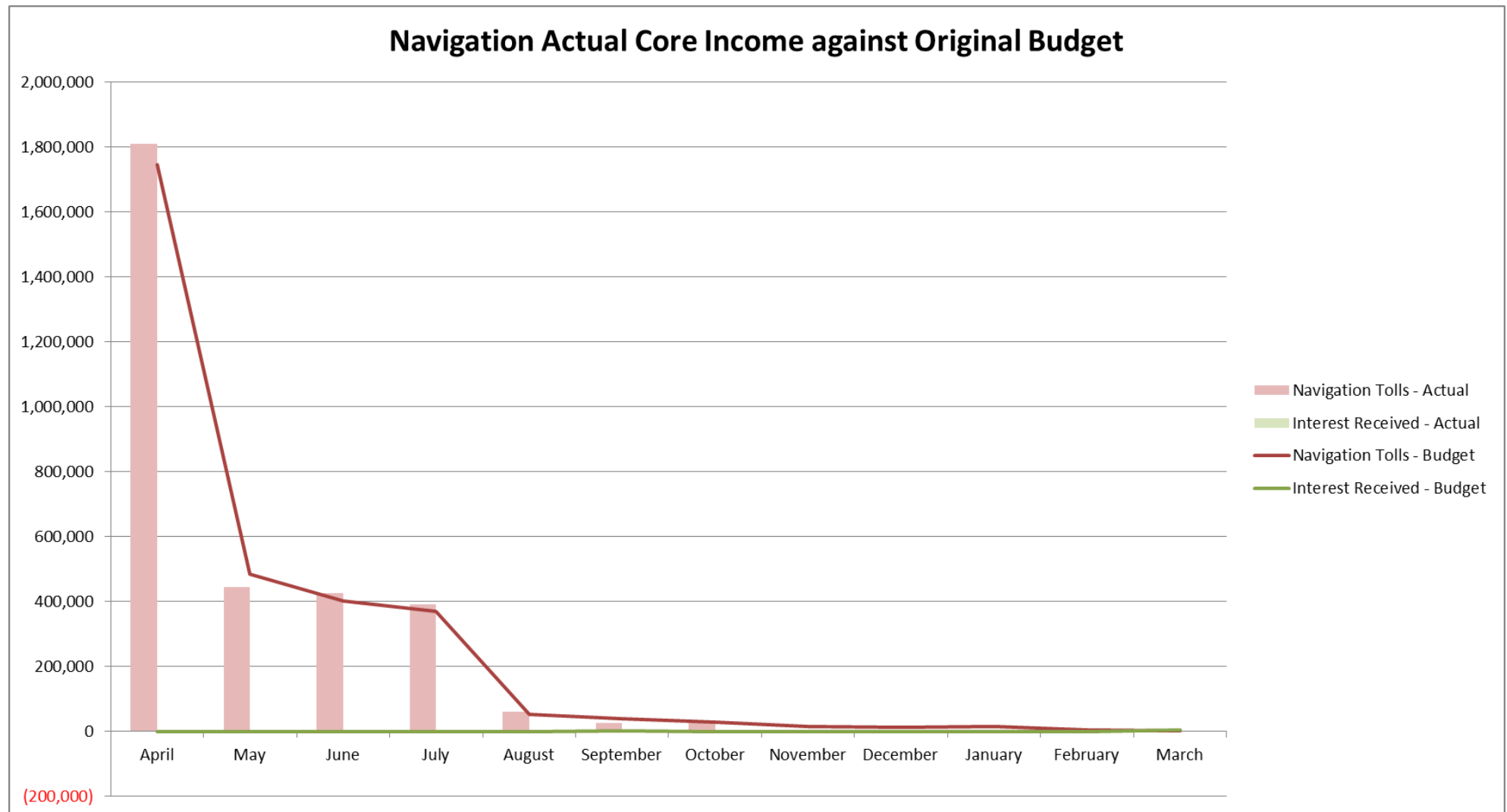
5.1 Items funded from the Property reserve at the end of October include the repairs to Irstead Billet. Items funded from the Plant, Vessel and Equipment reserve include the linkflotes and a replacement vehicle for the Construction and Maintenance team. The Premises reserve has funded the initial electric works at the Dockyard Wet Shed.

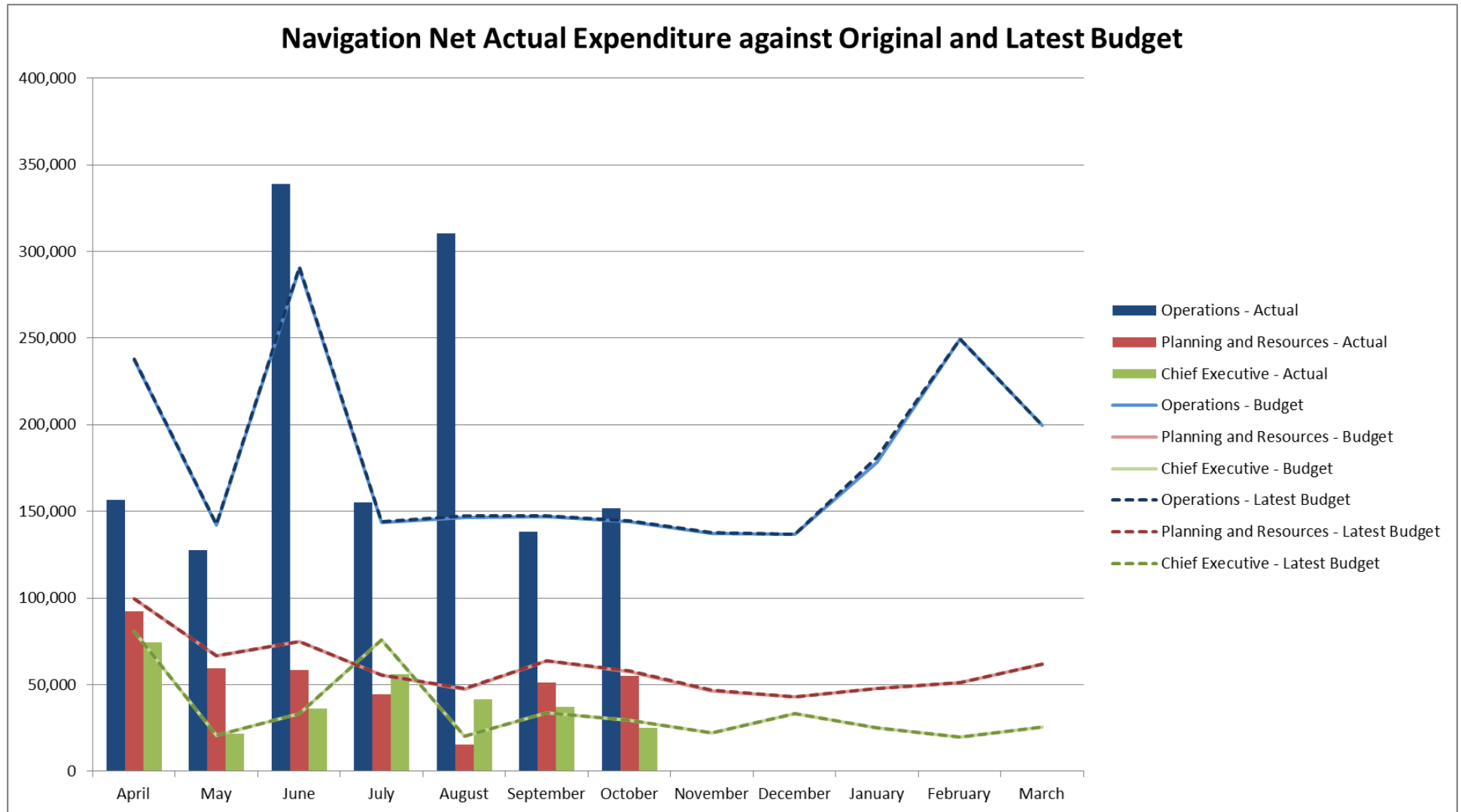
- 5.2 The Authority will shortly be required to set up an additional reserve to cash flow the CANAPE project. This will smooth out the timing differences between expenditure and reimbursement from the EU. This was previously outlined by the Director of Operations in December 2016. In order to do this it will require a temporary loan over the life of the project from the other earmarked reserves and will be repaid once the final claim has been received. As has been previously agreed the CANAPE project will be funded 50% National Park and 50% Navigation. It is estimated that £91,000 will be required with the Navigation share being funded from Plant, Vessels and Equipment and Premises. The impact on the earmarked reserves is outlined in the budget report under agenda item number 7.
- 5.3 In order to progress the works at Hickling the Authority is looking to purchase a concrete pump for £90,000. This will allow dredged materials to be set further back. Typically this type of equipment would have been hired at a cost of £750 per week for a period of three to four months a year. Under the CANAPE project it allows depreciation to be claimed against capital equipment. If such a purchase was made now the depreciation could be maximised over the life of the project. A concrete pump would be expected to have a useful life of 7 - 10 years and would therefore save money in the long run. In order to fund the purchase a 10% deposit of £9,000 would be financed from the Plant, Vessels and Equipment reserve with the remaining deposit funded from the hire savings. The remaining balance would be funded by hire purchase over 5 years using the existing hire budget.

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 £353,000 at the end of 2017/18 (before any year-end adjustments). This would mean the Navigation Reserve would be above the recommended 10% at 11%. Year-end transfers of interest to the earmarked reserves will mean that it will fall to approximately 10.8%. This will be highly dependent on the actual level of interest received.

Background Papers:	Nil
Author:	Emma Krelle
Date of Report:	30 November 2017
Broads Plan Objectives:	None
Appendices:	APPENDIX 1 – Navigation Actual Income and Expenditure Charts to 31 October 2017 APPENDIX 2 – Financial Monitor: Navigation Income and Expenditure 2017/18





To 31 October 2017

Budget Holder

(All)

Row Labels	Values				
	Original Budget (Navigation)	Budget Adjustments (Navigation)	Latest Available Budget (Navigation)	Forecast Outturn (Navigation)	Forecast Outturn Variance (Navigation)
Income	(3,179,500)		(3,179,500)	(3,244,461)	+ 64,961
National Park Grant	0		0	0	+ 0
Income	0		0	0	+ 0
Hire Craft Tolls	(1,073,400)		(1,073,400)	(1,115,861)	+ 42,461
Income	(1,073,400)		(1,073,400)	(1,115,861)	+ 42,461
Private Craft Tolls	(2,040,000)		(2,040,000)	(2,060,000)	+ 20,000
Income	(2,040,000)		(2,040,000)	(2,060,000)	+ 20,000
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	2,329,512	- 36,200
Construction and Maintenance Salaries	744,102		744,102	744,102	+ 0
Income	(3,094)		(3,094)	(3,094)	+ 0
Salaries	747,196		747,196	747,196	+ 0
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
Planning and Resources	580,216	410	580,626	579,279	+ 1,347
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
Biodiversity Strategy	0	0	0	0	+ 0
Income			0		+ 0
Expenditure	0	0	0	0	+ 0
Strategy and Projects			0		+ 0
Expenditure			0		+ 0
Human Resources	53,542	410	53,952	53,952	+ 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
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	75,765	+ 0
Income	(60,000)		(60,000)	(60,000)	+ 0
Salaries	111,765		111,765	111,765	+ 0
Expenditure	24,000		24,000	24,000	+ 0

Row Labels	Original Budget (Navigation)	Budget Adjustments (Navigation)	Latest Available Budget (Navigation)	Forecast Outturn (Navigation)	Forecast Outturn Variance (Navigation)
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
Planning and Resources 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	423,092	+ 0
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	75,682	+ 0
Income	(2,670)		(2,670)	(2,670)	+ 0
Salaries	23,562	(1,775)	21,787	21,787	+ 0
Expenditure	51,375	5,190	56,565	56,565	+ 0
Finance and Insurance	164,840		164,840	164,840	+ 0
Income	(3,245)		(3,245)	(3,245)	+ 0
Salaries	74,085		74,085	74,085	+ 0
Expenditure	94,000		94,000	94,000	+ 0

Row Labels	Original Budget (Navigation)	Budget Adjustments (Navigation)	Latest Available Budget (Navigation)	Forecast Outturn (Navigation)	Forecast Outturn Variance (Navigation)
Premises - Head Office	70,091		70,091	70,091	+ 0
Expenditure	70,091		70,091	70,091	+ 0
Projects and Corporate Items	30,720		30,720	24,720	+ 6,000
Partnerships / HLF	0		0	0	+ 0
Income	0		0	0	+ 0
Salaries	0		0	0	+ 0
Expenditure	0		0	0	+ 0
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)	(139,335)	+ 0
Earmarked Reserves	(140,200)	865	(139,335)	(139,335)	+ 0
Expenditure	(140,200)	865	(139,335)	(139,335)	+ 0
Grand Total	(766)	9,682	8,915	(27,192)	+ 36,107

Boat Insurance Audit
Report by Head of Safety Management

Summary: This report sets out the results from a recent audit of a sample of private boat owner's third party insurance compliance.
The committee's views are sought on the results of the audit and the proposal set out in 5.

1 Introduction

- 1.1 In 2010 the Broads Authority, after consultation with the Navigation Committee, set requirements for boat owners to hold compulsory third party liability insurance in place to a value of £2,000,000.
- 1.2 This requirement is applicable to all vessels on the navigation and adjacent waters although the following exemptions were agreed.
 - Any unpowered vessels in the navigation or adjacent waters which are less than 6 sq. meters in block area
 - Any unpowered visiting vessel in the navigation area or adjacent waters 4m or less in length
- 1.3 To satisfy this provision the Authority requires boat owners to make a declaration that they have the relevant insurance in place when paying their toll, be it an annual or short visit toll. See Appendix 1.
- 1.4 The method of self-declaration was agreed during the development of the Broads Authority Act 2009 and forms part of the legal agreement between the Broads Authority, the Royal Yachting Association and British Marine.
- 1.5 An audit of insurance was carried out in 2015 which sampled 100 private boat owners to validate the effectiveness of the self-declaration process and to validate whether the correct insurance was in place at the time of declaration.
- 1.6 Following the first audit the Navigation Committee requested that a subsequent audit be completed in 2 years but with a larger sample size.

2 Sample Selection

- 2.1 A sample size of 300 was selected for this audit, confirmed independently as a statistically robust sample size. The sample has been taken at 50 records each month from March to August.

- 2.2 Hire and small passenger boats were excluded from the sample as their insurance provision is checked during routine audits. The tolls database was used to select private vessels that required insurance and had been issued with a current toll in the relevant month of the survey period.
- 2.3 A random number was allocated to each entry for each completed month, the data sorted into order and the first 50 records selected from each month for the survey.
- 2.4 The sample selected over the 6 month period, 300 records, delivered a range of vessels breaking down as follows:

45	Auxiliary Yachts
20	Day boats
172	Motor boats
43	Outboard powered dinghies
18	Sailing boats
2	Rowing Boats

3 Process

- 3.1 Boat owners were contacted requesting a copy of their insurance covering the period of their declaration that insurance was in place.
- 3.2 Returns were assessed on three criteria:
- was insurance in place at the time of the declaration
 - was the level of cover as prescribed by the Authority
 - was the insurance in accordance with the provisions of the 2009 Act

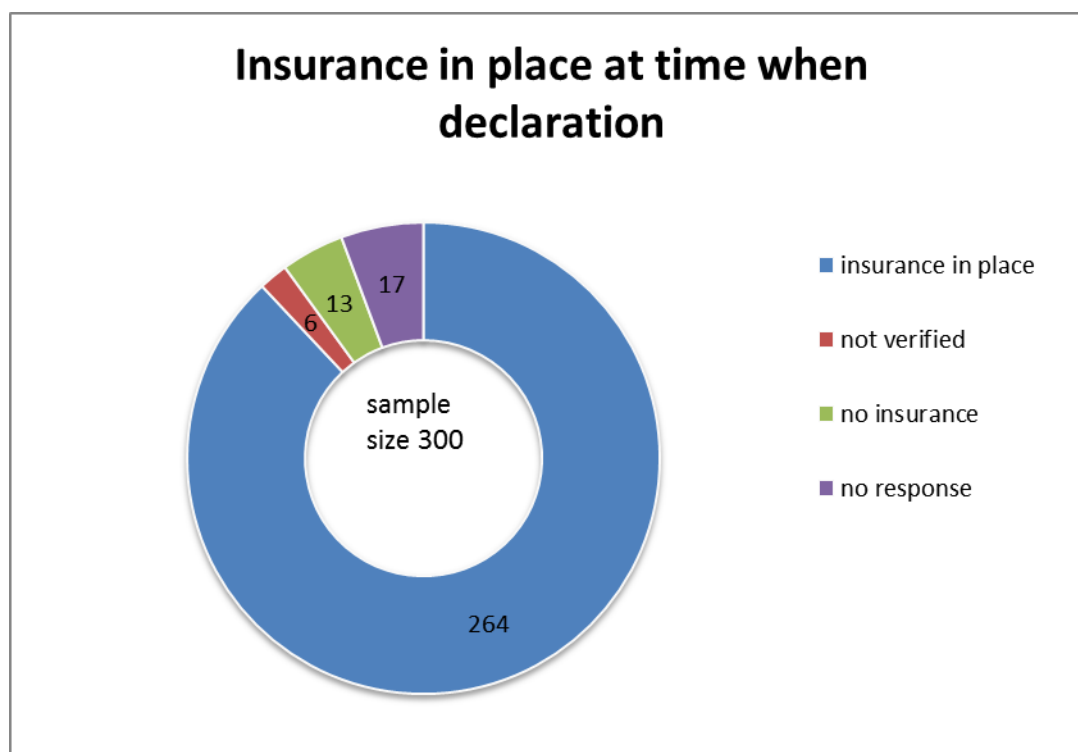
4 Results

- 4.1 Following a number of letters and other communications the following data has emerged to date.
- 264 boat owners had policies that were fully compliant – 88% of the sample size.
 - 6 not verified, Boat owners said they had insurance but no documentation was forthcoming.
 - 17 boat owners have not responded to the request.
 - 13 Boat owners confirmed they had no insurance in place when the declaration was made.
- 4.2 All policies presented complied with the requirements of the 2009 Act.
- 4.3 All of the policies presented had either the minimum or more cover required by the Authority.
- 4.4 Of the 13 Boats without insurance at time of declaration
- 7 have insurance in place now

- 3 out of the water and not in use
- 3 owner confirmed that insurance was not in place

4.5 The non-compliant boats break down as follows

- 7 outboard powered dinghies
- 1 auxiliary yacht
- 1 day boat
- 4 motor cruisers



4.6 The Authority has powers under the provisions of the Broads Authority Act 2009 to formally request information relating to insurance from boat owners. Some boat owners who have not co-operated with the requests made during the audit have been issued with formal notice under Section 21 of the Broads Authority Act 2009. Officers will continue to follow up on the remaining 17 boats where owners have not responded to date and issue notices to the 6 boat owners where the documentation has not been verified.

4.7 The survey has only tested a sample of boat owners who have paid a toll for their boat. The status of insurance for boat owners that have not been through the tolls process is unknown and may likely deliver a different result.

5 Conclusion

5.1 The verification of boat insurance has provided a valuable exercise and of the 283 boats where owners have responded an overwhelming majority have the appropriate insurance in place.

- 5.2 The results present a relatively static position regarding compliance when compared with the results from the previous insurance audit in 2015.

2015 – 87% of boats complaint, sample size 100

2017 – 88% of boats complaint, sample size 300

- 5.3 As the results of the last two audits are relatively similar members views are sought on the frequency of future insurance audits.

Background papers: Boat Insurance Audit- Navigation Committee
3 September 2015

Author: Steve Birtles / Laura Milner
Date of report: 08 November 2017

Broads Plan Objectives: 4.3 - Implement, promote and monitor measures to maintain and improve safety and security for navigation and boats.

Appendices: Appendix 1 - Insurance declaration

Broads Authority

Yare House, 62-64 Thorpe Road, Norwich, NR1 1RY
Tel 01603 610734



Broads Authority
The Broads - a member of the
National Park family

Broads Authority – Insurance Declaration

To be completed by owners of:-

- (a) Powered vessels
- (b) Unpowered vessels with a block area of 6 or more square metres

Owners Name/s.....

Address.....

.....

Broads Authority Reference Number (if known) BA.....

I/We declare that there is in force a policy of insurance which:-

- (a) Covers the owner of the vessel/s named below

NameRegistration Number.....

.....

.....

and such other persons as are authorised by the owner to have control of the vessel(s) in respect of any liability which may be incurred by the owner, or any such other person, resulting from the presence of the vessel(s) in the navigation area or adjacent waters, in respect of death of, or bodily injury to, any person or any damage to property; and

- (b) Is for a minimum sum of £2,000,000 (two million pounds); and
- (c) Is issued by an insurer authorised under the Financial Services and Markets Act 2000 to carry on in Great Britain or in Northern Ireland insurance business of a relevant class or who has corresponding permission under the law of another member state of the European Community.

Signature.....**Date**

The insurance policy need not cover:-

- employers liability
- damage to the vessel itself or goods carried on it
- any liability to a person in respect of damage to property in their custody or control
- any contractual liability

Block area is calculated by multiplying the length of the vessel by the breadth of its full beam at its widest part, in each case to include the length or breadth of any fixed fendering.

Unauthorised Development with Navigation Implications
Report of Planning Officer (Compliance and Implementation)

Summary: Works at Barnes Brinkcraft in Hoveton has not been in accordance with the approved drawings, which has resulted in encroachment into the navigation area from a build-out and vessels moored to an incorrectly located pontoon.

Officers are seeking the views and advice of Committee on the impact of the unauthorised development on the navigation area and the possible actions available set out in section 4 of the report.

1 Background

- 1.1 In July 2017 planning permission was granted at the Barnes Brinkcraft site in Hoveton for works described as 'Replacement of 158m of quay heading, removal of 280 square metres of land, installation of pontoons, widening of access track and removal of storage shed' (BA/2017/0155/FUL). Details of the planning application can be found on the Broads Authority website using the planning application reference number or by this [link](#). The works relevant to this report involved the removal of a peninsula of land which ran parallel to the river and enclosed a mooring basin, the effect of which was to turn the mooring basin enclosed on four sides into a mooring bay enclosed on three sides. It was then proposed to bisect this new bay with a pontoon positioned parallel to the river which would facilitate moorings either side via finger pontoons, which would increase the capacity of the site.
- 1.2 The drawings submitted with the application showed the proposed arrangement, including the location of the new pontoon and the mooring layout and it was clear that this would not result in vessels encroaching further into the river than they had done previously. Some Members may recall that a barge had been moored on the riverfront here for a number of years and the outer extent of this (i.e. the river side) was taken as the furthest extent of encroachment into the river.

2 The current position

- 2.1 The works to implement the planning permission commenced in September 2017, initially with the clearance of the basin, the removal of the peninsula of land and the renewal of the quay heading. The works have not, however, been completed in accordance with the planning permission as follows:

- a. A spit of land downstream of the basin, which runs perpendicular to the river and separates this mooring basin from another mooring basin, has been extended out into the river by approximately 1.2m; and
- b. The new pontoon has been located approximately 4.2m closer to the river than proposed on the approved drawing; and
- c. The configuration of the moorings on the new pontoon is not as shown on the approved drawing.

These are illustrated by the photographs in Appendix 1

- 2.2 The operator has explained in respect of (a) that the land has been restored to a previously existing extent, the former land having been removed at some point in the past by a previous owner. In respect of the pontoon at (b), it should be noted that it is 0.5m narrower than permitted and that the approved drawing shows the guide piles located to the front (riverside) of the pontoon, whilst on site they are located to the rear.
- 2.3 The cumulative effect of the above changes is that the navigation channel has been narrowed, both by the encroachment of the extended land and the encroachment effect of vessels mooring on the new pontoon. The extent of the encroachment by moored vessels will depend on their length, however as the pontoon is approximately 3.7m further forward (taking account of its reduced width) than previously shown, there remains potential for encroachment by vessels of an average length. It should be noted that initially vessels of up to 10.5m in length were being moored on the new pontoon, but when advised of the issues the operator moved these and limited the length to 7.5m.

3 The issues

- 3.1 The River Bure immediately downstream of Wroxham Bridge is one of the busiest parts of the navigation area, with hire boat yards, day boat operators, private and commercial moorings and large passenger trip boats all operating from here and sharing the water space. There are also visitor facilities locally and Broads Authority 24 hour moorings, which makes the area attractive to boaters. The navigable width downstream of the entrance to the Broads Tours site to the bend varies from 31m (measured land to land directly opposite the southern end of the Peninsula Cottages development) to 16.4m (measured vessel to vessel directly opposite The Sail Loft holiday accommodation building). The average width is around 22m and it is noted that the area in question in this report is one of the narrowest sections and the distance between the moored boat on the opposite (Wroxham) bank and previously moored barge was measured at 18.3m. It is also noted that clear passage upstream is constrained by the bridge, which is narrow and not, in any case, passable by all craft at all stages of the tide and this generates turning movements.

- 3.2 In addition to the physical constraints represented by the bridge and river width, and the sheer volume of users here, it is also noted there is a slight bend in the river at the area in question which reduces visibility (particularly upstream) and means that the passenger trip boats need to swing out to manoeuvre. Manoeuvring is already compromised by the moored boats on the Wroxham side of the river, which have increased in number and size over the years. The new pontoon is located at the mid-point of the bend, so any additional encroachment has a particularly significant impact as this creates a pinch point.
- 3.3 Finally, it should also be noted that the nature of the uses here, particularly the three day boat operators within the vicinity of the bridge, means that there is likely at any time to be a high percentage of inexperienced helms manoeuvring.
- 3.4 Given all the above circumstances, the potential for conflict between users is high and the maintenance of a clear navigation is important in reducing and managing these risks.

4 Views of the Navigation Officer

- 4.1 The Broads Authority's Head of Ranger Services is also the Navigation Officer for the Broads and her views are as follows:
- 4.2 As set out in section 3 'Issues' above, this area is one of the busiest stretches of water on the Broads with the greatest range of craft using the area including trip boats, a range of private craft, yachts, hire boats, day boats along with canoes and paddleboards. This location has a high number of hire craft and while each helm would have undergone an induction by the hire company for many navigating this stretch this will be their first experience of helming a vessel. In addition, the bridge immediately upstream of the location means boats use this area for turning, either waiting to access the bridge or turning to head back downstream.
- 4.3 Due to the high level of traffic in the area and the already narrow channel any encroachment into the river represents a real hazard to those boats navigating. Reduction in the width will lead to bunching of traffic and reduced room for manoeuvrability. Those vessels particularly at risk are smaller unpowered vessels such as canoes or even day boats who could find themselves trapped by larger vessels but smaller collisions and minor injuries are also likely under these conditions.
- 4.4 In addition, the area of new development is situated on a bend in the river. This means that vessels, particularly the larger trip boats, need room to swing out to navigate round the bend. This requires a greater width of river than on a straight section.
- 4.5 The Authority's Head of Safety Management views are as follows:

- 4.6 The issues relating to the safety of the navigation and those using it are well represented above; the development currently has potential to increase the risk of collision between users and moored boats in the immediate area. It is therefore incumbent upon the Authority to take appropriate action to reduce this risk to a level which is acceptable.

5 The Options

- 5.1 Officers are considering how to address and resolve the above issues. It is clear that the development as constructed is not in accordance with the approved plans.
- 5.2 In determining the approach to this matter there is a range of options which may be appropriate. These could range from requiring the removal of the unauthorised development to agreeing an amendment to the approved permission to allow the retention of the pontoon subject to a restriction on the length of vessels which can be moored. The matter of the build-out of the spit of land will form part of the consideration, but may be an independent issue.
- 5.3 There is provision within the planning legislation for the Authority to serve a Breach of Condition Notice (BCN) where development has taken place which is not in accordance with a planning condition; a BCN will require the discrepancy to be remedied. There is no right of appeal against a BCN, but in serving it the LPA must be satisfied that it is justified and proportionate to the breach.
- 5.4 There is also provision within the planning legislation for the Authority to serve an Enforcement Notice (EN) where unauthorised development has taken place. An EN will specify the actions which need to be undertaken to remedy the breach, which might include a complete removal of the unauthorised development. There is a right of appeal against an EN and in serving one the Authority must be satisfied that the development is not acceptable and would not be granted planning permission as one of the statutory grounds of appeal against an EN is that planning permission should be granted (the ground (a) appeal).
- 5.5 The Authority has an adopted Enforcement Plan which sets out its approach to unauthorised development. One of the guiding principles of the Enforcement Plan, set out at paragraph 37, is around using negotiation as a primary tool to achieve one of the following outcomes:
- To apply for retrospective planning permission if the development is acceptable and would have got planning permission in the first place; or
 - To amend the development so it is acceptable and then apply for retrospective planning permission if the development is capable of being acceptable; or
 - To amend the development so it is in accordance with the approved plans if the amendments are acceptable.

5.6 It identifies that requiring the removal of the unauthorised development or the cessation of the unauthorised use should be pursued only where the development is unacceptable and incapable of being made acceptable.

5.7 The approach which will be taken by the Authority will be dependent on the intrinsic acceptability or unacceptability of the development which has taken place, and whether amendments can be made.

6 Conclusion

6.1 While the Authority welcomes the continued investment by one of the largest hire boat operators in the site the encroachment of this unauthorised development into the navigation area is a matter of concern and the comments of the Navigation Committee are welcomed.

Background papers:	BA/2017/0155/FUL
Author:	Cally Smith, Tony Risebrow, Lucy Burchnall, Steve Birtles
Date of report:	29 November 2017
Broads Plan Objectives:	None
Appendix 1:	Photographs of unauthorised development

APPENDIX 1





**Planning matter with Navigation Implications:
Article 4 Directions restricting permitted development rights
Report by Planning Officer**

Summary: The Authority has existing Directions which restrict the use of moorings for retail sales from vessels. It is necessary to review these and consider whether to retain, amend or remove them.
Member's views are sought on the proposals.

1 Background

- 1.1 The planning team has been reviewing several of its planning policies, procedures and provisions as it is appropriate to do periodically. Members will be aware of the outcomes of some of this work, for example the ongoing work on the Local Plan, whilst other work will have solely internal impacts.
- 1.2 As part of this work we have been looking at the Article 4s which restrict permitted development rights in the Broads and this report covers this topic. Planning permission is required for any development, with development defined in s55(1) of the Town and Country Planning Act 1990 as:
- “the carrying out of building, engineering, mining or other operations in, on, over or under land, or the making of any material change in the use of any buildings or other land”.*
- 1.3 The definition of development is very broad, so in order to prevent the planning system getting bogged down dealing with large numbers of applications for very minor development, the law introduces the concept of ‘permitted development rights’ whereby planning permission is automatically granted for certain types of development. The permitted development rights are set out in The Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended), which explains the rights and the limitations and the conditions which apply.
- 1.4 While permitted development rights automatically allow development subject to certain restrictions/conditions, there is a contrary provision which can remove permitted development rights. This is known as an Article 4 Direction and enables a Local Planning Authority (LPA) to withdraw permitted development rights by serving a Direction under Article 4 of the Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended). The effect of this is that the development specified in the Direction which would usually benefit from permitted development rights would now require express planning permission from the LPA.

- 1.5 An Article 4 Direction gives the LPA the ability to manage development which would not otherwise require planning permission and to consider developments in detail, including taking into account the views of the local community and other consultees, before the development can proceed. As permitted development rights are set nationally, there may be particular local circumstances which mean some types of development can have a greater impact in some areas than others. National Parks, the Broads, Areas of Outstanding Natural Beauty and Conservation Areas do benefit from some additional controls and exemptions from permitted development rights. However, Article 4 Directions provide an additional mechanism to respond in the interests of protecting amenities and landscapes.
- 1.6 For a landowner or user, the withdrawal of permitted development rights means that, where Article 4 Directions are served, planning permission is required for the specified development in the specified area when it would not otherwise be required. This does not mean that planning permission will not be granted, but that it is necessary to submit an application and allow the LPA to consider and consult on the proposal. There is currently no fee to pay for such applications or indeed any subsequent appeals following a refusal of planning permission.
- 1.7 There has previously been no comprehensive review of the existing Article 4 Directions. It is good practice to review these periodically and to consider which should be retained and which should be cancelled. It is also appropriate to consider periodically whether any of the existing Directions should be extended and whether any new Directions are necessary.
- 1.8 There are 24 existing Directions within (or partly within) the Broads area and these have mostly been inherited from the constituent district and borough councils prior to the Authority being established. The one which is the subject of this report covers retail sales from moorings and applies to 23 moorings. A summary table of all the Article 4 Directions is attached at Appendix 1.
- 1.9 When reviewing these existing Directions it is necessary to look at each in turn and consider the factors which justified its making, the continued relevance of these and any current factors, plus whether any alternative controls are available. This review is being undertaken in a phased approach and the existing Directions which are proposed to be retained unamended were presented to the Planning Committee on 3 March 2017. At that meeting the Planning Committee resolved to consult the Navigation Committee in the review of the Direction covering retail sales from moorings.

2 Existing position

- 2.1 The nationally set permitted development rights allow for the temporary change of use of land for up to 28 days in a calendar year (with a few exceptions). This would allow for a mooring to be used for a vessel selling goods. If this were to occur for more than 28 days in a calendar year in any location, planning permission would be required.

2.2 The existing Article 4 Direction was served in 1972/73 and removes this permitted development right at the locations listed below, with the precise areas defined on plans. This means that any retail sales from vessels moored at these locations for any length of time (that would constitute development) requires planning permission. In all other parts of the Executive Area, such activity can be undertaken for up to 28 days before a planning application is required. The permitted development right and this associated Direction only covers the planning requirement, other restrictions on use of moorings or the permissions of landowner still apply.

2.3 The existing Direction covers defined areas at the following locations:

- Wayford Bridge
- Stalham and Sutton Staithes
- Barton Turf
- Limekiln Dyke
- Ludham Bridge
- Hickling Staithe
- Martham
- Potter Heigham Bridge
- Womack Water
- Thurne Dyke
- Belaugh
- Coltishall
- Wroxham/Hoveton
- Horning
- Ranworth
- South Walsham Broad
- Acle Bridge
- Acle Dyke
- Stokesby
- Thorpe St Andrew
- Chedgrave and Loddon
- Reedham Ferry
- Reedham

2.4 These are generally around staithes and visitor moorings, including some Broads Authority 24 hour moorings.

3 Navigation Issues

3.1 The origins of the Direction, issued over 40 years ago, are unknown. There is no current issue with retail sales from moored vessels, however this may be as a result of the Direction as around 5 or 6 enquiries about trading from moorings are received each year and the enquirers are normally discouraged by the need to apply for planning permission. There are no byelaws which specifically cover this matter, although the operators would need to demonstrate how they would trade safely and without impacting on

navigation; they would also be bound by the 24 hour restriction at Broads Authority moorings.

- 3.2 In accordance with the *Town and Country Planning (General Permitted Development) Order 1995* (GPDO), Article 4 Directions can only be served if it is expedient that the specified development should only take place if planning permission is granted for it on application. The Planning Practice Guidance goes on to say that the use of Article 4 Directions should be limited to situations where it is necessary to protect local amenity or the well-being of the area.
- 3.3 The sale of goods from moored vessels for up to 28 days in a calendar year is unlikely to present any specific planning issues and it needs to be considered whether the Town and Country Planning legislation is the appropriate means by which to manage this activity. Guidance on the use of Article 4 Directions emphasises that their use should be limited to situations where it is necessary to protect the local amenity or wellbeing of the area and that regular reviews should make certain the reasons for the Direction are still valid and unnecessary Directions should be cancelled.
- 3.4 Officers consider this Direction to be an important mechanism in dealing with sales at moorings and ensuring the availability of moorings for visiting boats. There is concern that if this Direction were to be removed in total or from some of the individual sites, there would be no other means to manage this. However, there are some sites where this is less of an issue and the ability to temporarily allow sales from moored vessels may be of some benefit to visitors.

4 Consultation

- 4.1 Members' views are requested on whether the existing Direction removing permitted development rights for retail sales from the moorings listed at paragraph 2.3 should be removed or retained.
- 4.2 Removing the existing Direction would have the effect of reinstating the permitted development right and allowing retail sales from these moorings for up to 28 days in a calendar year. The use of the moorings would remain subject to any other planning or land owner/manager provisions. Any proposal to remove the Direction would be subject to a public consultation process.
- 4.3 Retaining the Direction would maintain the status quo and there must be justifiable planning reasons for doing so.

5 Conclusions

- 5.1 Members views are sought on whether to remove or retain the existing Article 4 Direction; a planning mechanism which prevents retail sales from 23 mooring sites throughout the Broads.

Author:	Maria Hammond
Date of report:	30 November 2017
Broads Plan Objectives:	None
Appendices:	Appendix 1 – Existing Article 4 Directions in the Broads Authority Area

APPENDIX 1

Existing Article 4 Directions in the Broads Authority area

	<u>Direction</u>	<u>Area</u>
i	Retail sales from moored vessels	23 moorings
ii	Householder permitted development rights, including outbuildings and boundary treatments	Beccles
		Bungay
iii	Temporary uses of land	Brundall Riverside
iv	Holding of markets, motor and motorcycle racing and clay pigeon shooting	Haddiscoe Marshes
		Church Road, Hoveton
		Gillingham Swan Motel
v	Erection of boundary treatments	Crabbetts Marsh, Horning
		Boathouse Lane, Oulton
		Anchor Street, Coltishall
		Nobbs Loke, Wayford
		Oulton Marsh
		Riverside Park, St Olaves
		Holly Lodge in Wroxham
vi	Caravans, camping and temporary uses	Surlingham and Bramerton
		Horsey, Winterton and Sea Palling
		Crabbetts Marsh, Horning
		Anchor Street, Coltishall
vii	Agricultural development	Smallburgh
		Limpenhoe
viii	Works to unadopted streets	Gillingham Dam
ix	Forestry development	Anchor Street, Coltishall
x	Travelling shows and camping	Laundry Cottages, Bramerton
		Halvergate

**Planning Application with Navigation Implications:
BA/2017/0369/FUL, Mooring pontoons with bank cutback on the River
Waveney frontage together with demasting, visitor and service moorings**
Report by Planning Officer

Summary: A planning application (BA/2017/0369/FUL) has been submitted to the Broads Authority for the installation of mooring pontoons along with a set back of the existing bank so that the riverside edge of the pontoons matches the edge of the existing bank. The proposal includes servicing berths, visitor berths, and a demasting berth.

The committee's views on the proposals are sought.

1 Background

1.1 St Olaves Marina is a large marina situated at the confluence of the River Waveney and the Haddiscoe New Cut, in the southern half of the Broads system. The marina comprises two basins extending to approximately 1.8ha, a boat sales area, washrooms building, reception and office building and extensive areas of hardstanding for car parking, boat storage and marine maintenance activities. In total the site covers an area of approximately 5ha, with the number of boats moored in the marina basin limited by a s106 Agreement dated 2001 to 80 although the site has space for a considerable number more in dry storage on the land. There are currently no moorings along the River Waveney frontage of the site.

1.2 In 2015 planning permission was refused 116m of floating pontoon and 48m of piled frontage to the south of the pontoon, including 22m of visitor/demasting moorings at the southern end of the piled frontage (BA/2014/0205/FUL) The application was refused for the following reasons:

- Through the introduction of an engineered edge in the form of quay heading and the resulting loss of natural reeded river bank habitat, the application would have an adverse impact on protected species and protected habitats. As such the development is contrary to criterion 'b' of policy DP16 of the adopted Broads DM DPD in respect of ecological impacts.
- Through the introduction of an engineered edge in the form of quay heading and the resulting loss of natural reeded river bank habitat, the application would have an adverse impact on the landscape character of the protected landscape of the Broads. As such the development is contrary to criterion 'b' of policy DP16 of the adopted Broads DM DPD in respect of landscape impacts.
- The application does not provide new visitor moorings or, in lieu of visitor moorings, demasting moorings, as required by criterion 'h' of policy DPI 6.

As such the development cannot be considered to accord with criterion 'h' of Policy DP16.

- The proposal would result in the reduction of the width of the river as a result of the pontoon and the use thereof and would consequently have a negative impact on navigation. As such, the development is contrary to criterion 'a' of Policy DP16 of the adopted Broads DM DPD In respect of navigation impacts.

Adopted Broads Development Management DPD (2011)

[DEVELOPMENTPLANDOCUMENT](#)

1.3 The current application differs from the previous application in the following respects:

- The existing riverbank on the River Waveney frontage would be cut back by 2.5m for a length of 115m, with mooring pontoons at a width of 2.5m to the front of the new bank line, therefore the reduction in the width of the river would be limited to the width of any vessel mooring at the pontoons.
- The newly created riverbank would be planted with reed.
- Visitor berths would be provided for a length of 20m, with servicing berths for a length of 20m, and demasting berth for a length of 20m.

2 The Planning Application

- 2.1 This application is for the installation of 115m of floating pontoons along the River Waveney (eastern) frontage of the marina site, with a cut back of the existing riverbank by 2.5m for the entire length of floating pontoons. The submitted plans show an existing reeded bank at an angle of 45 degrees with a flood wall behind to a height of 0.6m, this would be replicated 2.5m behind its existing position, and the bank allowed to regenerate with reeds. The newly created bank would be piled at the water line, vertical guide poles for the pontoons would be driven into the riverbank to the front of the piled bank, and pontoons would be sited adjacent to the guide poles. The pontoons would be accessed via a ramp which is designed to rise and fall along with the pontoons. The moorings would be private moorings, as defined by policy DP16.
- 2.2 Immediately south of the mooring pontoons would be a section of riverbank that would be piled along the existing bank line for a length of 60m to provide visitor mooring for a length of 20m, servicing berths for a length of 20m, and demasting berth for a length of 20m.
- 2.3 Whilst it is noted that the mooring pontoons and piled riverbank would not reduce the existing width of the river, the navigable width would be reduced by virtue of boats utilising the proposed moorings.
- 2.4 Planning policy DP16 permits new moorings where they would contribute to the network of facilities around the Broads system in terms of the location and quality and where they would not have a negative impact on navigation (and subject to other planning concerns such as landscape and ecology).

- 2.5 The comments of the Navigation Committee on the planning application would be welcomed.

3 Other information

- 3.1 There are residential moorings on the opposite side of the river which, in addition to some mooring cuts primarily opposite the proposed 60m of piled riverbank, allow for vessels to be moored along the piled riverbank.

4 Conclusion

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

Background papers: BA/2017/0369/FUL

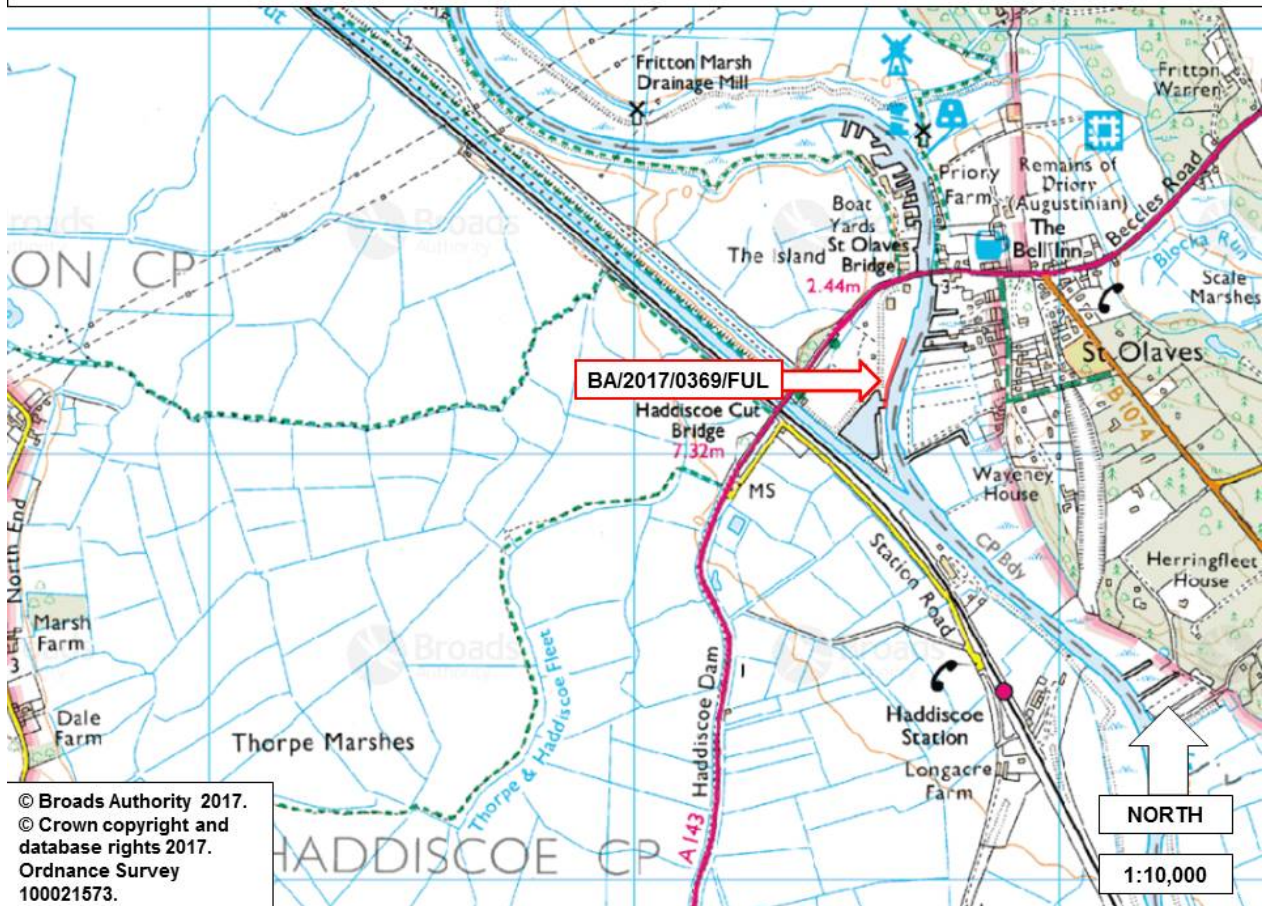
Author: Nigel Catherall
Date of report: 30 November 2017

Broads Plan Objectives: None

Appendices: APPENDIX 1 - Location Plan

APPENDIX 1

BA/2017/0369/FUL - St Olaves Marina



**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 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 October 2017, 35,070 m³ of dredged sediment has been removed from the prioritised sites. This represents 66% of the programmed target of 53,000 m³.
- 1.2 Dredging on the Lower Bure between Stokesby and Runham has continued throughout October. Dredging has been carried out at numerous shoals between Runham and Mautby. As the dredging moves further downstream, a new off-loading location is being set up near Herringby that will come into operation in early December. At Oulton Broad work in North Bay continued through to the end of October when the lagoon area at Horseshoe Point was filled.
- 1.3 Two new projects have started in November, with 34 channel marker posts being removed on the river Chet and maintenance dredging along Limekiln Dyke, Neatishead. The marker post removal on the Chet is on the section between Chet Mouth and the wherry staithe near Hardley Flood. Some disruption to boat traffic is expected. For more information please see http://www.broads-authority.gov.uk/_data/assets/word_doc/0016/1016611/NTM-10-of-2017-River-Chet.dotx. The requirement for the temporary marker posts has long since passed with the successful re-establishment of the reeded river ronds following flood management work on the banks. The work is being completed with financial support from the Environment Agency. At Limekiln Dyke, the dredging is to restore the waterways specification depth between Gaye's Staithe and Neatishead Staithe. This work has required closure of Limekiln Dyke. More information can be found here http://www.broads-authority.gov.uk/_data/assets/word_doc/0005/1016609/NTM-9-of-2017-Limekiln-Dyke.dotx

- 1.4 A brand new JCB long reach excavator was acquired in November bringing the excavator fleet involved in dredging work up to four machines. The Authority can now plan and deliver two separate dredging tasks where an excavator on floats is required for the active dredging and another at the offload/sediment re-use point.
- 1.5 Fen maintenance work has been completed at Anglian Water's Whitlingham Marsh, with excavator work to clear roughly 400 m of dyke, creation of a new dyke crossing point and cutting of open fen by the Softrack harvester. In areas of previous scrub removal, the stump grinder head purchased last year was also used to remove the high stumps. This work will enable easier, quicker and safer cutting by the harvester in future years.

2 Maintenance Programme Update

- 2.1 Timber refurbishment at Coltishall Common 24 hour mooring has started and this site is the first of the planned refurbishment tasks over this winter. Further work is planned including at Hoveton St John, Belaugh, Ranworth on the Bure and Commissioners Cut on the Yare.
- 2.2 Aquatic Plant cutting finally ended on the 25th October this year, with the last cut happening across the usual sites in the Upper Thurne. A total of 185 individual work days (37 working weeks) were spent by staff on the two vessels cutting water plants in the public navigation this season. This compares to 140 work days (28 weeks) in 2016, and 110 work days (22 weeks) in 2015. The trend in increasing work time devoted to water plant management has been growing steadily as water quality and clarity improves across the system. The additional trial cutting of stoneworts in Hickling only took two days this year, so the bulk of the work was on the public navigation.
- 2.3 Riverside tree management work has also begun with teams of staff and contractors working to achieve the desired river edge conditions in priority areas at Waxham Cut and numerous other sections on the Waveney, Bure and Ant. Annual work on the popular sailing reaches upstream of Horning has also continued with volunteer groups, with scrub removal on the Woodbastwick Marshes the focus this year. Broadsword activities are similarly focussed on the River Ant between How Hill and Irstead over this winter. The specification to be achieved from all this work aims over the long term to reduce tree height and overhang in the zone immediately adjacent to the river edge. Retention of habitat features important for fish and birds is an important part of the long term plan, with identification of habitat areas built in to the planning, so that their location does not impact on normal navigational access. The full 5 year plan and maps of prioritised sites, as consented by Natural England and the Environment Agency, is now available on the Authority's public webpages <http://www.broads-authority.gov.uk/looking-after/managing-land-and-water/riverside-tree-and-scrub-management/ nocache>
- 2.4 During October and November, the majority of the Maintenance Team have been engaged in various fen management tasks across a range of sites. Scrub clearance has been carried out at Common Fen, Smallburgh; Hall Fen,

Irstead; Burgh Common, Fleggburgh; and Hulver Ground, Horning. The proportion of the construction and maintenance team's time to be spent on the various conservation tasks over the course of a year is set at 20%. The current running total is 19.5%, which is in line with planned work allocation.

- 2.5 The three new Practical Environment & Conservation apprentices have completed much of their initial training requirements, including use of chainsaw, brush cutter and RYA II powerboat handling. The site work so far with their Operations Technician mentors has included mooring repair work, fen management and footpath cutting.

3 Environment & Design Team update

- 3.1 Monitoring of the stonewort cutting trials in Hickling Broad was completed up to mid-October. No conclusions can be drawn after one years' worth of monitoring, other than that the cutting was successful and the monitoring techniques were effective in gathering the data required. The cutting and monitoring will be repeated for the next two years with the aim of establishing the impact repeat cutting has on the stonewort plant community. In terms of the water plant species surveys carried out across many of the Broads each year, two surveys were undertaken at Hickling this year (June and July) to help assess the water plant growth. There was six weeks between each separate survey and in that time the abundance of spiked water milfoil doubled and intermediate stonewort more than doubled. The ability of these species to grow rapidly and colonise across the bed of the Broad during good growing conditions is highlighted. Looking back over the last five years the results show an increase in the abundance of intermediate stonewort in Hickling Broad. This species is unique in the UK to the Upper Thurne area and of significant national conservation importance. The monitoring work carried out this year to map the distribution and growth of the water plants in Hickling and the impacts of cutting have involved 50 days of Environment Officer time.
- 3.2 Preparation for the mudpumping from the marked channel in Hickling this winter is still progressing. The dewatering lagoons have been constructed and the final Environmental Permitting for the final land spreading is awaited. The earliest potential start is mid January 2018 for a contractor working for 8-10 weeks. Part of the scope of works includes dredging down the channel to the public staithe between the Pleasureboat Inn and the boatyard. Direct consultation with local stakeholders will be held in December, and once details are confirmed the impacts on navigational access will be publicised through a notice to mariners.
- 3.3 Work is also due this winter for the replacement of the Thorpe ranger launch billet at the Dockyard. The most favourable quotes in terms of cost and longevity have been for a steel clad structure to replace the existing asbestos containing cement sheet one. Planning consent will be required and will be submitted in early December.

Background papers:	Nil
Author:	Dan Hoare
Date of report:	29 November 2017
Broads Plan Objectives:	2.1; 2.3; 3.1; 3.2; 4.2; 6.1
Appendices:	APPENDIX 1 – Dredging Progress 2017/18

APPENDIX 1

Dredging Progress 2017/18 (April 2017 to end October 2017)

Project Title	Project Element	Active BA dredging weeks Completed (to end Oct / Planned)	Volume Removed m ³		Annual project Cost ^a	Actual project cost (Apr-Oct)
			Planned	Actual	Planned	Actual
Haddiscoe Cut	Reedham End (Mar)	1 / 1	500	670	5,600	3,870
<i>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-Dec)	27 / 36	18,000	13,650	222,400	114,330
<i>Use of ronds again 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	93,140
<i>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	2,610
<i>Subject to consent decision from Natural England for the submitted 10 year plan for navigation channel management in Breydon Water SSSI</i>						
Hickling Broad	Mudpumping marked channel in North Bay (Nov-Feb)	Contractor	6,000	-	69,300	30,010
<i>Use of sediment for arable benefit. Awaiting issue of the Environmental Permit from the Environment Agency. £30k from NPG.</i>						
Limekiln Dyke	Gaye's Staithe to Neatishead Staithe (Nov-Jan)	0 / 12	3,500	-	33,300	230
<i>Sidecasting material to the bank clear of trees last year</i>						
River Chet	Shoals near Hardley Flood (Jan-Mar)	0 / 12	4,000	-	22,300	630
<i>Sidecasting to provide additional material onto the weak/low sections of riverbank</i>						
Mid Bure	Thurne Mouth (Mar)	0 / 4	3,000	-	28,400	2,500
<i>Priority shoals in Thurne Mouth area</i>						
Site restoration	Rockland, Acle, Hickling	-	-	-	21,190	27,420
<i>Restoration of dredge sites from work in 2016/17. Rockland Dyke restoration completed</i>						
TOTAL		50 / 87	53,000	35,070	522,290	274,740

^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: 24 November 2017

Contact Officer/Broads Plan Objective: Sandra Beckett/None

1.1. Proposed Navigation Charges for 2018/19 in the Navigation Area and Adjacent Waters

Whilst examining the proposed navigation charges for 2018/19, the Authority gave careful consideration to the views and recommendations of this Committee. The Authority fully supported the views of the Committee and agreed to raise the charges in the Navigation Area and Adjacent Waters for 2018-19 by 3% across the board, in line with the current rate of inflation (CPI), as set out for the main categories in Table 8 of the report to the Authority, using the additional funding to purchase the new equipment for bankside tree and scrub management and additional safety signs. It was also agreed that in light of the successful two year trial, the Authority stops printing adhesive toll plaques permanently, other than for short visit tolls.

The Authority noted that dispensing with the display of toll plaques for annual tolls had enabled a quicker turn round for processing tolls and freeing up staff-time for monitoring. This together with the Phone App for Rangers for toll and boat safety compliance being checked had proved invaluable. It had also enabled the Authority to review the staffing arrangements and instead of employing 2 full time staff and two seasonal members of staff, the Authority is able to employ three full time staff which will ensure continuity of skill set and provide a small financial saving as well allow staff to deal with matters out of season which it has otherwise been unable to tackle.

[Report-to-Broads-Authority-on-Navigation-Charges](#)

1.2. Strategic Direction

As part of the regular updates on the Authority's strategic priorities, Members were provided with presentations on the Water, Mills and Marshes, landscape partnership project, which had been successful in its bid for HLF funding (£2.44 million) for the total £3.96 million over the five years of the project; an update on the £5.5 million CANAPE project as well as progress on the Authority's communications and social

media interaction. Members expressed delight at the securement of funds for such ambitious and exciting projects and were fully aware of the impact this would have on the Authority's resources. However, they recognised that they would be significant in carrying out its strategic priorities and delivering the Broads Plan as well as having undefinable and possibly unforeseen benefits.

1.3. Financial Performance and Direction

In addition to the regular updates on the Authority's finances the Chief Financial Officer provided Members with a presentation on the considerations for the Authority's budget for 2018/19 and the Draft Financial Strategy for 2018/19 – 2020/21. The Authority will be considering next year's budget at its January meeting.

1.4. Engagement with Key Stakeholders and the Role of the Broads Forum

As a result of some of the recommendations from the Peer Review, as well as a decline in traditional forms of communication and the growth of electronic means of doing so it is considered opportune to review the way in which the Authority engages with its stakeholders. As a means of starting this process, a discussion was initiated with the Broads Forum on 2 November and the various points raised were provided in a report to the Broads Authority for initial discussion. The views expressed and the matter of engagement will be part of the discussions to be held at the Authority's Member Away Day on 30 January 2018.

[Engagement-with-key-stakeholders](#)

2. 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. Figures for the Hardley Launch are low for October due to this launch being used to cover the Breydon area while the Spirit of Breydon had work undertaken. During this time the lower Yare area was covered by the Norwich launch and also by road where possible. The range of duties undertaken by the ranger team is set out in Appendix 2. Average navigation/countryside splits are still higher on the navigation side however with the planned work now starting on the countryside sites this figure is now moving in line with the target of 60:40.

The report detailing the cases dealt with at Magistrates Court are shown in Appendix 3. These are the first of the results through for this season's offences with more currently being processed by both tolls and the ranger team.

3. Sunken and Abandoned Vessel Update

Contact Officer/Broads Plan Objective: Lucy Burchnall/4.3

As shown in Appendix 4, of the two sunken vessels remaining, one is being dealt with by the Oulton Broad Harbour Master and the other is the responsibility of the landowner but does not pose a navigation or pollution threat.

4 Planning Applications with Navigation Implications: Thorpe River Green, Thorpe St Andrews – Change of use to mixed used moorings

The Planning Committee on 10 November 2017 granted planning permission for Thorpe Town Council's application to divide the mooring provision at Thorpe River Green into different use zones for commercial, short stay and private lease. The views of the Navigation committee were taken into account. The various uses of the moorings were considered acceptable and, the activity was not considered to have an adverse effect on either the navigation of this stretch of the river or the character of the Conservation Area. Permission was granted subject to conditions that there should be no residential moorings, stern on mooring or double mooring.

5 Planning Enforcement Update

Contact Officer/Broads Plan Objective: Cally Smith/None

No matters currently under action which have a waterways element.

Background papers:	None
Author:	Sandra Beckett/Sarah Mullarney
Date of report:	December 2017
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 April 2017 to August 2017
	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: OCTOBER 2017	
	Wroxham Launch	Irstead Launch	Ludham Launch	Ludham 2 Launch	Norwich Launch	Hardley Launch	B.St.Peter Launch	Breydon Launch
Launch Patrol Areas	Wroxham and Upper Bure	Ant	Hickling, P.Heigham, Upper Thurne & Womack	Lower Thurne, Lower Bure & South Walsham	Norwich and Upper Yare	Reedham, Chet & Middle Yare	Oulton Broad and Upper/Middle Waveney	Breydon Water, Lower Waveney and Yare
Verbal Warnings								
Care & Caution	5 (103)	1 (67)	6 (90)	(142)	(1)		3 (23)	(20)
Speed	75 (2708)	106 (977)	49 (573)	(521)	14 (96)	4 (134)	2 (234)	(125)
Other	4 (49)	3 (62)	(22)	(68)	6 (7)	1 (9)	(30)	(7)
Blue Book Warnings								
Care & Caution	(10)	2 (5)	(4)	(2)			(1)	(10)
Speed	2 (92)	(23)	(8)	(10)	1 (4)	(4)	2 (10)	(4)
Other	(19)	2 (9)	1 (4)	(7)	(2)	(12)	2 (5)	(4)
Special Directions	9 (72)	41 (98)				(17)	(258)	
Launch Staffed (by Ranger)	27 (202)	18 (122)	28 (155)	9 (121)	22 (120)	8 (77)	19 (145)	31 (214)
Best Value Patrol Targets Percentage Compliance	100% (100%)	100% (100%)	100% (100%)	100% (100%)	100% (96%)	26% (89%)	87% (97%)	66% (91%)
Volunteer Patrols	2 (6)	8 (16)	1 (7)	(1)	(22)	(9)	(10)	
IRIS Reports	3 (106)	5 (41)	(32)	(25)	1 (53)	2 (53)	1 (26)	11 (72)
Broads Control Total Calls	TOTAL 3,458 (26,771)			Telephone 2,876 (21,690)		VHF 582 (5,081)		

APPENDIX 2

Total Time Allocated/Actual Ranger Team

Up to 13 November 2017

Broads Authority Corporate	Work Area	Annual Allocation	Actual Days To Date
Corporate Time	Training	137	85.73
	Broads Control	39	47.50
	Team meetings / work planning	461	276.89
	Partnership working	66	22.15
	Assisting other sections	94	28.89
	Annual Leave		265.98
	Off Work Sick		92.70
	Time in Lieu		24.83
Premises Maintenance	Billets and boatsheds	19	18.61
Vessel & Equipment Maintenance	Launch - General		4.80
	Trailers - General		0.81
	Vehicle Maintenance		7.50
	Other equipment repair		16.76
Total		816	893.15

Navigation	Work Area	Annual Allocation	Actual Days To Date
Navigation Maintenance	Patrolling	1356	1151.61
	Escorts	28	18.78
	Prosecution files	0	26.45
	Bankside tree management	81	26.62
	Obstruction removal	29	18.07
	Channel markers & buoys	35	2.84
	Signs & boards maintenance	78	12.80
	Adjacent Waters		52.29
Mooring Maintenance	Reactive mooring maintenance	129	12.47
Total		1736	1321.94

Actual Percentage	77%
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Conservation, Rec, C'side	Work Area	Annual Allocation	Actual Days To Date
Conservation	Fen management	14	2.94
	Lake / Riverbank restoration	36	0.95
	Invasive Species Control	33	2.06
	Other conservation work	158	23.28
	Pollution Response		4.93
Recreation/Countryside Maintenance	Visitor Site maintenance	143	189.05
	Whitlingham Country Park	294	145.36
	Public footpath work	11	3.24
Public engagement	Education work	10	17.03
Total		699	388.83

Actual Percentage	23%
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Team total	3251	2603.92
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Report of prosecutions dealt with in court during April 2017 to August 2017			
Defendant	Offence	Court	Result
Mr Sheales	Non Payment of Tolls	Great Yarmouth Magistrates	Fined £220 Costs awarded £150 Victim surcharge £30 Compensation £115.65
Mr Bennett	Non Payment of Tolls	Norwich Magistrates	Fined £150 Costs awarded £150 Victim surcharge £30 Compensation £167.05
Mr Eady	Non Payment of Tolls	Norwich Magistrates	Fined £100 Costs awarded £100 Victim surcharge £30 Compensation £218.45
Mr Willis	Non Payment of Tolls No Registration Certificate	Great Yarmouth Magistrates	Fined £200 Costs awarded £150 Compensation £257.83
Mr Gordon	Non Payment of Tolls	Great Yarmouth Magistrates	Compensation £247.20
Mr Walker	Withdrawn		Toll and legal costs of £90 paid
Mr Richardson	Non Payment of Tolls	Norwich Magistrates	Fined £220 Costs awarded £150 Compensation £346.95
Mr Starling	Non Payment of Tolls	Norwich Magistrates	Fined £220 Costs awarded £150 Compensation £526.85

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	Area Ranger team monitoring
Sunken Cruiser	Beccles	Ranger team investigated, not hazard or pollution threat. Owner aware	No	Vessel removed by owner