

Navigation Committee

Agenda 14 April 2022

10.00am

The Kings Centre, 63-75 King Street, Norwich, NR1 1PH

John Packman, Chief Executive – Thursday, 07 April 2022

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Introduction

1. To receive apologies for absence
2. **Appointment of Chair**
Nominations for Chair have been received for:
Nicky Talbot, proposed by Simon Sparrow, seconded by Linda Aspland
3. **Appointment of Vice Chair**
Nominations for Vice Chair have been received for:
Simon Sparrow, proposed by Nicky Talbot, seconded by Linda Aspland
4. To receive declarations of interest
5. To note whether any items have been proposed as matters of urgent business
6. Public question time – The following question has been received from a Mr Cowley
“given all the rising prices due to fuel, and inflation is the Broads Authority going to look at introducing quarterly or 6 monthly payments to help toll payers spread the cost over the year, rather than one instalment. Is this something the authority has considered?” A response will be provided by the Chair at the meeting.
7. **To receive and confirm the minutes of the Navigation Committee meeting held on 13 January 2022** (Pages 3-9)
8. **Summary of actions and outstanding issues following discussion at previous meetings** (Pages 10-12)
9. **Appointment of two co-opted members to the Broads Authority** (Page 13)
Report by Governance Officer

Reports for information

10. **Chief Executive's report and current issues** (Pages 14-22)
Report by Chief Executive
11. **Annual Safety Audit 2021/22** (Pages 23-85)
Report by Chief Executive
12. **Barton Turf Staithe** (Pages 86-89)
Report by Director of Operations
13. **Construction, Maintenance, and Ecology work programme – progress update** (Pages 90-96)
Report by Head of Construction, Maintenance, and Ecology
14. **Navigation income and expenditure 1 April to Feb 2022 actual and 2021/22 forecast outturn** (Pages 97-114)
Report by Director of Finance
15. **Committee Calendar 2022/23 – Navigation Committee dates** (Pages 115-117)
Report by Governance Officer

Other matters

16. **To note the date of the next meeting – Thursday 9 June at 10.00am**
17. **Exclusion of the public**
The Authority is asked to consider exclusion of the public from the meeting under Section 100A of the Local Government Act 1972 for the 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 Local Government Act 1972 as amended by the Local Government (Access to information) (Variation) Order 2006, and that the public interest in maintaining the exemption outweighs the public benefit in disclosing the information.
18. **Mooring rights** (Pages 118-122)
Report by Director of Strategic Services

Navigation Committee

Minutes of the meeting held on 13 January 2022

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Present

Simon Sparrow – in the Chair, Linda Aspland, Mike Barnes, Harry Blathwayt, Stephen Bolt, Mathew Bradbury, Andy Hamilton (from agenda item 8), Leslie Mogford (from agenda item 8), Greg Munford, Paul Thomas, Alan Thomson.

In attendance

Dan Hoare – Head of Construction, Maintenance and Ecology, Esmeralda Guds - Governance Officer, Linda Ibbitson-Elks – Head of Safety Management, Emma Krelle – Director of Finance, John Packman - Chief Executive, Rob Rogers - Director of Operations, Cally Smith – Head of Planning, Sara Utting – Senior Governance Officer.

Also in attendance

Graham Nelson – Executive Director of Development and City Services, Norwich City Council.

1. Apologies for absence

Apologies were received from Nicky Talbot and John Ash.

Recordings

The Chair announced the meeting would be conducted in accordance with the standing orders for procedures for remote meetings. The meeting was being live streamed and recorded, with the live stream accessible from the Authority's website. The Broads Authority retained the copyright of the recording and the minutes remained the formal record of the meeting.

2. Declarations of interest

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

3. Matters of urgent business

No items were proposed as a matter of urgent business.

4. Public question time

No public questions were raised.

5. Minutes of last meeting

The minutes of the meeting held on 21 October 2021 were approved as a correct record of the meeting and would be signed by the Chair.

6. Summary of actions and outstanding issues following discussions at previous meetings

Members received a report summarising the progress of issues that had recently been presented to the Committee.

The Chief Executive updated the Committee that officers were chasing the lease on Burgh Castle mooring which was with the landowner's solicitors. The Authority hoped to resolve this matter as soon as possible.

The publication of the Government's response to the Landscape Review was imminent. There would be a twelve-week consultation period and so a Landscape Review member workshop for all members and co-opted members would be arranged at the end of February.

The Chair asked about the delay on remedial work being done on the bridges by Network Rail. The Director of Operations explained that the work had been delayed until later this year when an agreement had been reached between the rail company and the track owner on when the possession order could take place.

Members noted the report.

7. Chief Executive's report and current issues

The Chief Executive introduced the report and commented that discussions with the Chair of Barton & Irstead Parish Council regarding the lease of Barton Turf Staithe 24-hour moorings were ongoing.

A member commented he fully endorsed the Authority's stance in regards to Barton Turf moorings. He agreed the Authority shouldn't be paying a high cost for leases for little return, as this was in line with the mooring strategy supported by the Navigation Committee. However, water facilities should be available so losing a water point was a concern. The Director of Operations responded that negotiations were still ongoing and that the Authority would explore other options to retain the water point if the mooring was lost.

Andy Hamilton joined the meeting.

The report was noted.

8. East Norwich Masterplan

The Head of Planning, and the Executive Director of Development and City Services (EDDCS) from Norwich City Council presented the covering report. The report introduced the development of Stage 1 of the masterplan for East Norwich and outlined the key issues for navigation to be taken forward in Stage 2.

Members views were sought on the development of the master plan, the emphasis of the river and the provision for navigation indicated within the plan and the principle of the fixed bridges.

Members welcomed the plan. They recognised that the plan linked in with the Broads Authority area and had potential for placemaking, such as at Whitlingham Country Park, benefitting tourism and enhancing navigation.

Recognising the access issues to the development site(s) a member suggested considering the river for commercial use for bringing in materials to the development site. The EDDCS

responded that, they would be happy to consider non-traditional routes of delivering materials via the river although this might not be required.

A member queried whether any consideration was given to Carrow Abbey, a valuable heritage asset. The EDDCS confirmed that it was the plan's objective to safeguard and secure public access to the Abbey.

It was clarified that the masterplan was carried out in advance of a planning consent consultation process. It was not a planning application, merely an indication of what could be achievable. Any decision made on fixed or lifting bridges would be received as part of a planning application. A member commented that he understood that consensus for opening bridges was needed early on in the process in order to maximize the prospect of this plan being successful and to be taken forward.

The masterplan as a whole would be dependent on having to construct new bridges to create linkages between the different sites (i.e. vehicle access). It was made clear that the type of bridge would affect the viability of the plan as fixed bridges were cheaper to construct and had less cost implications than opening bridges, both in terms of construction and maintenance and managing costs.

Leslie Mogford joined the meeting.

It was highlighted that the opening bridges don't open easily and that it wouldn't be unreasonable to set a fixed soffit height for any new fixed bridges so that access for navigation was not impeded any more than it was currently. One member pointed out that as it stands, getting from the Northern Broads to Norwich would require having to go through a fixed bridge anyway, so consideration should be given whom navigation would be kept open for. Members were asked to note that the principle of a fixed bridge would not apply to all bridges, like Breydon bridge or Somerleyton swing bridge, but was subject to specific circumstances and opportunities within the masterplan.

The Broad Authority's position was that the historic right of navigation into Norwich must be protected and that any new bridges should be opening bridges. The implications of a fixed bridge were sterilisation of the Port of Norwich; loss of historic right of navigation; impede access to high bridged and fixed mast craft and possible impact on Norwich Yacht Station. Members were asked to also keep in mind that the opening of Trowse rail bridge and Carrow bridge were governed by Acts of Parliament, which meant a considerable amount of legal work would be required to issue consent for a fixed bridge.

It was emphasised that the marina indicated in the masterplan was a mitigation for putting in a fixed bridge. Informal comments received from the Norfolk and Suffolk Boating Association (NSBA) said they would prefer the marina to be 100% visitor moorings. Although, the idea of maximizing the offer for visitors was supported, officers believed that revenue from private mooring would be required to make the marina viable.

The overall opinion of the Committee was that every effort should be made to preserve navigation into Norwich and to make sure that any new bridges could open.

Members believed that there was scope to make use of the river and that lifting bridges would support navigation and that without it there would be an overall loss of navigation areas. A member suggested that Heritage Harbour status could be investigated for Norwich as part of the overall development of the waterfront areas.

Members understood that the marina indicated in the masterplan was a mitigation for putting in a fixed bridge. However, the Committee was opposed to fixed bridges and believed that delivering boats to the centre of Norwich was more important than a marina.

Members did welcome the principle of redevelopment of the brown field land/Master Plan and the opportunity that it offers, however the general consensus was that Members were opposed to fixed bridges and would choose lifting bridges over a marina.

Graham Nelson left the meeting.

9. Construction, Maintenance and Ecology work programme – progress update

The Head of Construction, Maintenance and Ecology (CME) reported that the planned annual dredging volume total had been achieved ahead of schedule. This was mainly because the lagoon area, created as part of the Chara Bay project, took more sediment than previously calculated. In addition, the CME team spent less time than predicted on water plant cutting.

Commissioners Cut 24-hour mooring would stay closed until an affordable solution could be found. The Head of CME explained that complete replacement of all steel pilling wouldn't be cost effective. Maintaining the existing line and strengthening what was already in place would offer better value for money and allows the mooring to re-open. Work was going out for re-tender with the aim to start work in the spring.

In response to a question about progress being made on dredging Geldeston Dyke, the Head of CME responded that the focus on shoals in the main river and limited capacity at the dredge storage location, meant that the CME team hadn't managed to dredge that far up the river yet. It was highlighted that the Broads Authority's extent of navigation management responsibility was uncertain along Geldeston Dyke. A nominal division exists at the start of the straight dyke to the railway bridge, marked by a 3-mph sign. Through a local access arrangement, the Authority clears the water plants beyond its navigational limit along Geldeston Dyke. Dredging is a far more expensive activity, so members were asked to consider whether the Authority could afford to continue to extend the scope of its dredging responsibilities, bearing in mind the priorities and demands on resources it was facing.

The Head of CME confirmed that dredging in terms of volumes had been less than previous years, but explained, dredging was targeted where it would be most beneficial to users like areas of the river or broad which were shallow.

The report was noted.

10. Draft budget 2022/23 and financial strategy to 2024/25

The Director of Finance introduced the report which covered the actual Navigation income and expenditure up to 30 November 2021 and the Draft Budget for 2022/23.

At the end of December 2021, toll income was £184,000 above budget and the report showed a forecast at the end of November 2021 of £189,000 above budget. Members were updated that current predictions suggested that the forecast could be as much as £195,000 above budget.

There were no further updates to the December 2021 expenditure figures.

In regards to the draft budget, pay had been difficult to forecast. Members of staff making up 62% of the navigation side of the budget meant that pay negotiations could have a big impact on the budget.

Inflation and the cost of energy continued to increase and at the end of November the Consumer Price Index (CPI) was 4.6% and continued to rise. The CPI for December wouldn't be available until 19 January 2022.

It had been predicted that 20 hire boats would be removed from the network, however this did not occur which has contributed to a favourable variance on toll income for the 2021/22 budget. Next year's budget assumed, based on intelligence from the industry, that further boats would be removed.

Members noted that the Chief Executive Directorate had now been renamed as The Directorate of Finance and Support Services.

The report was noted.

11. AINA Code for the design, construction and operation of hire boats

The Head of Safety Management introduced the report and informed Members that the Hire Boat Code, introduced in 2009, had mandatory implementation for the safe operation of all types of powered craft hired to members of the public within the navigational areas of the Broads. A new code came into force on 1 January 2022.

The report was noted.

12. Powerboat racing review 2022

The Head of Safety Management introduced a report which covered the management of power boat racing on Oulton Broad, including a fixture list for the 2021 season.

Members had no comments on the proposed fixture dates.

The report was noted.

13. Date of next meeting

The next meeting of the Navigation Committee would be held on Thursday 14 April 2022 at 10am.

Signed

Chairman

Appendix 1 – Declaration of interests: Navigation Committee, 13 January 2022

Member	Agenda/minute	Nature of interest
Greg Munford	Item 11	Hire boat operator
Simon Sparrow	Item 8 and item 11	Owner of larger boat trying to get to Norwich and Hire boat operator

Navigation Committee

14 April 2022

Agenda item number 8

Summary of actions and outstanding issues following discussions at previous meetings

Title	Meeting date	Lead officer	Summary of actions	Progress so far	Target date
Network Rail Whole Life Strategy	19/10/2017	John Packman	Network Rail Whole Life Strategy planning for swing bridges and replacing Trowse Swing Bridge with fixed bridge.	<p>Dec 2020: Update provided in CEO report (14/01/2021): Authority officers are involved in meetings to discuss the future of Trowse Swing Bridge and the development opportunities in East Norwich presented by three large brownfield sites, namely the Carrow Works, the Deal Ground and the Utilities Site. The Chief Executive and Director of Operations are members of a working group looking at the Trowse Bridge (along with Network Rail, Abellio Greater Anglia, Norfolk County Council, Norwich City Council and New Anglia). The Head of Planning and the Senior Planning Officer sit on another group looking at the development sites. There is an important relationship between the two issues and our officers are making sure that navigation interests are considered.</p> <p>Mar 2021: Director of Operations met with Network Rail (NR) to discuss the multi-million pound refurbishment of the swing bridges (Reedham, Somerleyton & Oulton due to commence in 2022. The NR scheme will see the lifting and turning mechanisms replaced to make the operation of opening and closing the swing bridges more reliable. At the start up meeting, the BA asked if the thermal expansion to the bridges in warm weather could also be addressed. This is being considered by NR. The BA is working with NR on communications, work planning and managing the navigation.</p> <p>July 2021: Director of Operations met with Network Rail contractors undertaking the swing bridge refurbishment to discuss the initial navigational requirements of the works. The refurbishment has been further complicated by the timing of the track closure, which will coincide with the school Easter holidays in 2022. The BA continues to advise on construction and navigational matters.</p> <p>Sep 2021: Network Rail's repair work of the swing bridges delayed to October 2022. Design work to commence beginning October 2021.</p> <p>Mar 2022: Dialogue with Network Rail's Contractor for the swing bridge refurbishment programmes continues (Murphy's). A date of October 2022 has been agreed for the contractor's access and they are planning on 2 x 52hr weekend works and a 16 day blockade. During this time the swing bridge will operate but with 2 x set opening times daily; these will be published nearer the date.</p>	
Planning application with navigation	17/01/2019	Rob Rogers	Lease arrangements and repiling at Burgh Castle for reinstatement of free 24-hour moorings.	Following exempt paper considered at Navigation Committee and Broads Authority, officers presented landowner with options on alternative Burgh Castle mooring site, based on recommendations in exempt report.	30/06/2021

Title	Meeting date	Lead officer	Summary of actions	Progress so far	Target date
implications: BA/2018/0466/FUL – Land at Burgh Castle – BFAP Compartment 34				<p>16 Jan 2020: Members supported 99-year lease agreement, including BA taking on full responsibility for piling structure.</p> <p>21 Jan 2020: Management Team agreed 99-year lease at peppercorn rent and for BA to take full responsibility for piling structure at Burgh Castle moorings.</p> <p>27 May 2020: Development and improvements at Belton Reach (new name for Burgh Castle's moved mooring location) progressing from operational planning perspective, but project deferred to 2021/22 due to Covid-19 impact on funding issues.</p> <p>15 Dec 2020: Following funding review by Environment Agency, plans to pile original Burgh Castle mooring site reinstated - EA negotiating site access with landowner with view to start pilings works this winter. Separate negotiation taking place between BA and landowner to agree terms of lease for site to enable operation as BA 24-hour free mooring.</p> <p>30 Mar 2021: Environment Agency contractors on site and repiling of Burgh Castle underway. Summary discussions held with landowner's solicitor and draft lease for site under consideration.</p> <p>17 May 2021: Environment Agency completed piling and installing new timber to pile tops. BA sorting lease details with landowner, so when site works are finished it can reopen mooring site - projected timescale is late June 2021.</p> <p>Jul 2021: Re-piling of Burgh Castle mooring completed. The legal agreement between the BA and the landowner is with the landowner's Solicitor. The BA is awaiting the completed document and the site can then be re-opened as a BA 24 hour mooring.</p> <p>Dec 2021: A legal issue raised by the Environment Agency's legal department has delayed this process, which in turn has stalled the signing of the lease between the BA and the landowner. The BA are currently seeking clarification from the EA on how they wish to resolve the matter.</p> <p>Mar 2022: The legal work and finishing off construction works have been completed and the final assessment (carried out by the Ranger Team) is being hindered by high tides obscuring key elements to be checked. Once tides allow this final phase should see Burgh castle mooring open ready for the Easter school holidays.</p>	
Landscapes Review	16/01/2020	John Packman	Navigation Committee asked to comment on BA's proposed response to Landscapes Review (Glover report) - to be reported to BA meeting on 31 Jan 2020.	<p>31 Jan 20: BA report on Landscapes Review Proposal 27: A new financial model – more money, more secure, more enterprising; "unnecessary complexities, such as the requirement for the Broads Authority to account for income and expenditure from National Park Grant separately ... should be addressed." BA draft response is that it would be a Government decision whether to combine the finances and the BA would await the Government's response.</p> <p>Dec 2020: Still awaiting Government response.</p> <p>May 2021: Written Ministerial Statement expected in late May/early June.</p> <p>24 Jun 2021: Ministerial Statement released. The Government will address the Landscape Review's recommendations in full and consult on draft proposals later this year.</p> <p>Oct 2021: Government response expected to be published in Dec.</p> <p>Dec 2021: Government response delayed until January 2022.</p>	

Title	Meeting date	Lead officer	Summary of actions	Progress so far	Target date
				<p>Jan 2022: Landscapes review (National Parks and AONBs): government response - GOV.UK (www.gov.uk) published 15 January 2022.</p> <p>Feb 2022: Member workshop held on 24 February to review the Authority's response to the consultation.</p> <p>Mar 2022: Report to Broads Authority 18 March on response to consultation.</p>	
Carrow Road Bridge Repairs	15/04/2021	John Packman	Briefing provided at Navigation Committee meeting in April, outlining Norfolk County Council's proposals for the repair of Carrow Road bridge. Further information is awaited from the County Council.	<p>10 Jun 2021: report on the Carrow Road bridge repairs presented to members with the Norfolk County Council (NCC) options report.</p> <p>The Navigation Committee is of the view that NCC's proposal to carry out a minimal repair to Carrow Road bridge, effectively welding it shut so it is unable to open to tall vessels, is totally unacceptable. It would be contrary to NCC's legal obligations under the Norwich Corporation Act 1920, which are to maintain and operate the bridge to allow vessels that require passage to pass. In our view, officers should refuse any Works Licence application for this superficial repair work and NCC should be encouraged to perform repairs in a way that maintains navigation rights to this historic and important gateway to Norwich, in accordance with the legislation. The Broads Authority would like to work with NCC to find a solution that meets the statutory obligations of both organisations.</p> <p>Aug 2021: The Chief Executive and Director of Operations met with officers of Norfolk County Council on 17 August to discuss the road bridge repairs following the report to Navigation Committee and NCC wanting to temporarily seal the bridge close for 5 years. The BA is offering collaborative working to find an agreeable solution that protects the rights of navigation.</p> <p>Oct 2021: No further update from NCC. RR and JP to arrange a future meeting with NCC (as reported at NC211021)</p> <p>Dec 2021: Norwich City Council, Norfolk County Council and The Broads Authority met on 8 December to discuss the works proposal submitted for licensing. It was a positive meeting with all partners understanding the different issues each organisation faced with the proposed construction method. Norfolk County Council officers agreed to re-look at road deck construction methods and the timing of the repairs to see if these can better link with the City Council's planned route improvements and still maintain the ability to open the Carrow Bascule bridge. An update was made in the Chief Executive's report, item 7 on the 13 January 2022 Navigation Committee agenda.</p> <p>Mar 2022: Following discussion between the Broads Authority and Norfolk County Council a report to 7 March County Council Cabinet meeting will contain the following short statement: Carrow Bridge, Norwich, In last year's Highway Capital Report, the need to establish a longer-term solution for Carrow Bridge was highlighted. Discussions are ongoing with key partners, including the Broads Authority, to agree short-term and longer-term options for improvement at this sensitive part of the transport network. The programme of ongoing maintenance works continues on a regular basis.</p>	10/06/2021

Date of report: 18 March 2022

Navigation Committee

14 April 2022

Agenda item number 9

Appointment of two co-opted members to the Broads Authority

Report by Governance Officer

Purpose

To recommend the appointment of two co-opted members to the Broads Authority until 12 May 2023, as set out in Section 1 (3)(c) of the Norfolk and Suffolk Broads Act 1988 as amended.

1. Introduction

- 1.1. The membership of the Broads Authority, as set out in Section 1 of the Broads Act, includes: “two members appointed by the Authority from those members of its Navigation Committee (established under section 9 of this Act) who are not already members of the Authority.”
- 1.2. Nicky Talbot and Simon Sparrow were appointed to serve on the Authority until 13 May 2022.
- 1.3. Schedule 4 Section 4 (3) of the Broads Act states that: “The Committee shall elect a chairman from among those of its members who are members of the Authority and may, if it thinks fit, appoint one of its members to be vice chairman.”
- 1.4. On this basis, the Chair of the Navigation Committee must be one of the two members appointed to the Authority, if they are not already a Broads Authority member.
- 1.5. The Committee is invited to recommend two appointees to serve on the Authority until 12 May 2023. The appointments will be approved at the 13 May 2022 Broads Authority meeting.

Author: Sarah Mullarney

Date of report: 17 March 2022

Navigation Committee

14 April 2022

Agenda item number 10

Chief Executive's report and current issues

Report by Chief Executive

Purpose

To provide a briefing on significant matters relating to the maintenance and management of the waterways.

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1. Introduction

- 1.1. At the Broads Authority meeting on the 18th March the two main items were consideration of the Government's response to the Landscape Review (see below), and the revised Hire Boat Code which was considered at the last meeting of this Committee. The Authority resolved unanimously (by those permitted to vote) to approve the amended wording contained within the Authority's Hire Boat Licensing Conditions, such

that the Code for the Design, Construction and Operation of Hire Boats is incorporated in full.

2. Boat Safety Management Group – update

- 2.1. This group met on Monday 21 March 2022 and is chaired by Nicky Talbot (Chairperson for the Navigation Committee and the Broads Authority lead Member for Safety). The previous meeting was held on 4 October 2021.
- 2.2. The Group noted the outcome from the Port Marine Safety Code audit (Dec 2021) providing a Reasonable Assurance and the successful completion of the Broads Authority Oil Spill audit by the Maritime Coastguard Agency.
- 2.3. Standard items reviewing Navigational warnings and incidents were also reviewed with no new notable patterns or trends identified. Speeding remains the highest reported incident followed by slips, trips and falls.
- 2.4. The Boat Safety Group also noted the Broads Authority decision (Friday 18 March) to amend the Broads Authority Hire Boat Licensing Conditions to reflect version 2 (April 2021) of the 'Code for the Design, Construction and Operation of Hire Boats.'
- 2.5. The next Boat Safety Group meeting is in October 2022.

3. Response to Landscape Review

- 3.1. A member workshop was held on 24 February to which all Members were invited to consider the Authority's response to the 'Landscapes Review – response to Government consultation'. At the Authority meeting on 18th March Members commented that they had found the workshop very useful and it had prompted some very good discussions, and these were accurately reflected in the report. Although Members were not of the same opinion on every issue there was a large degree of agreement. The response will be submitted before the deadline of 9th April following a couple of meeting with Defra officials.

4. East Norwich Master Plan workshop update

- 4.1. Following a presentation at the 13 January 2022 Navigation Committee meeting, a site visit of Carrow Works and workshop on the East Norwich Master Plan was held for all members on 11 March. The East Norwich Regeneration Project Manager and Executive Director of Development and City Services for Norwich City Council were in attendance.

5. Navigation patrolling and performance targets

- 5.1. The report of the significant use of powers by the rangers is displayed in Appendix 1. The low figures reflect the quieter period over the winter months. The average navigation/countryside splits for the year it set out in Appendix 2. The figures show a 72% Navigation, 28% Countryside split. This slight variance in the planned programme is due to staff absence.

6. Sunken and abandoned vessel update

- 6.1. Rangers have again worked successfully with owners to raise a number of sunken vessels over this period. One vessel issued with an abandoned vessel notice has been raised and is being removed from the navigation.

7. Planning enforcement update

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

Author: John Packman

Date of report: 01 April 2022

[Broads Plan](#) strategic actions

Appendix 1 – Rangers exercise of powers analysis

Appendix 2 – Ranger duties total time allocated and actual days

Appendix 3 – Sunken and abandoned vessels current position as at 25 March 2022
25/03/2022

Appendix 4 – Prosecutions dealt with in court for non-payment of tolls since 16/12/2021
16 December 2021

Appendix 1 – Rangers exercise of powers analysis Jan-Feb 2022

Table 1

Verbal warnings	Wroxham launch Wroxham and upper Bure	Irstead launch Ant	Ludham launch Hickling, Potter Heigham, upper Thurne	Ludham launch 2 lower Thurne and lower Bure	Norwich launch Norwich and upper Yare	Hardley Launch Reedham, Chet and middle Yare	Burgh St Peter launch Oulton Broad and upper/middle Waveney	Breydon launch Breydon water, lower Waveney and Yare
Care and caution	-	-	-	-	1	-	-	-
Speed	-	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-	-

Table 2

Written warnings	Wroxham launch	Irstead launch	Ludham launch	Ludham launch 2	Norwich launch	Hardley Launch	Burgh St Peter launch	Breydon launch
Care and caution	-	-	-	-	1	-	-	-
Speed	-	-	-	-	-	-	-	-
Other	2	10	-	-	-	3	-	-
Special directions	-	-	-	-	-	-	-	-

Table 3

Launch patrols	Wroxham launch	Irstead launch	Ludham launch	Ludham launch 2	Norwich launch	Hardley Launch	Burgh St Peter launch	Breydon launch
Launch staffed by ranger	18	19	8	6	18	8	14	10
Volunteer patrols	-	-	-	-	-	-	2	-
IRIS reports	1	1			4		1	1

Table 4

Broads Control total calls

Contact method	Number of calls
Telephone	2761
VHF	172
Total	2933

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

Table 1

Broads Authority corporate duties

Work area	Annual allocation (days)	Actual days to date
Training	134	98.18
Broads Control	362	345.24
Team meetings, work planning	356	396.45
Partnership working	76	18.55
Assisting other sections	76	46.96
Billets and boatsheds	25	25.47
Launch – general	-	26.32
Trailers - general	-	2.77
Vehicle maintenance	-	6.89
Other equipment repair	-	22.91
Total	1029	989.73

Table 2

Navigation duties

Work area	Annual allocation (days)	Actual days to date
Patrolling	2136	1695.44
Escorts	49	35.68
Prosecution files	-	15.00
Bankside tree management	53	31.42
Obstruction removal	36	18.24
Channel markers and buoys	25	10.34
Signs and boards maintenance	34	44.19
Adjacent waters	100	60.00
Reactive mooring maintenance	104.5	11.79
Total	2537.5	1922.09

Table 3

Conservation, recreation, countryside maintenance

Work area	Annual allocation (days)	Actual days to date
Fen management	195	179.26
Lake, riverbank restoration	126	109.46
Invasive species control	22.5	14.05
Other conservation work	148	57.74
Pollution response	-	3.72
Visitor site maintenance	209	317.23
Public engagement	301	46.59
Public footpath work	44	9.12
Education work	69	16.22
Total	1114.5	753.39

Team total up to 07 March 2022

Percentage Navigation: 72%

Percentage National Park: 28%

Appendix 3 – Sunken and abandoned vessels current position as at 25 March 2022

Description	Location found	Action	Notice affixed	Result
Motor Cruiser	River Yare, old River Yare Thorpe	Vessel sunk at owners' moorings	No	Not affecting the navigation
Motor Cruiser	Sutton/Stalham cut	An assessment will be made if the hull can be raised by the dredging rig when it is in the area.	No	Not affecting navigation. Hull is marked, Rangers monitoring
Workboat	River Yare, old River Yare, Thorpe	Vessel sunk at owners' moorings	No	Raised
Motor Cruiser	River Wensum	Sunken Vessel	No	Owner aware and looking to raise
Motor Cruiser	River Yare, upstream of Trowse Eye	Sunken Vessel	Yes	Notice expired, vessel raised by Authority.
Workboat	River Wensum	Partially sunk	No	Working with owner to raise

Appendix 4 – Prosecutions dealt with in court for non-payment of tolls since 16 December 2021

Type of vessel	Vessel name	Fined	Costs awarded	Victim surcharge	Compensation
Motor Boat	Mystique	£220.00	£207.00	£34.00	£573.18
Motor Boat	Stephanie	£220.00	£207.00	£34.00	£174.48
Motor Boat	Dawncraft	£440.00	£365.20	£44.00	£218.10
Auxiliary Yacht	Miffy	£60.00	£170.00	£34.00	£139.75
Auxiliary Yacht	Windrush	£200.00	£224.00	£34.00	£161.25
Motor Boat	Flower of Life	£440.00	£250.00	£44.00	£261.72
Sailing	Zig Zag	£440.00	£207.50	£44.00	£150.96
Motor Boat	Kohaku	£440.00	£180.00	£44.00	£348.96
Houseboat	Silver Dawn	£700.00	£190.90	£70.00	£85.80
Motor Boat	Williams Secret	£220.00	£207.50	£34.00	£334.42
Motor Boat	Jodica	£220.00	£207.50	£34.00	£305.34
Motor Boat	Jay	-	£180.00	-	-
Motor Boat	Wild Rose	£220.00	£190.00	£22.00	£319.88
Yacht	The Jammy Dodger	£220.00	£190.00	£22.00	£319.88
Motor Boat	Shrunk in the Wash	£220.00	£190.00	£22.00	£319.88
Motor Boat	Outcast	£640.00	£190.00	£64.00	£122.20
Motor Boat	Coral Mist	£120.00	£170.00	£34.00	£334.42

Navigation Committee

14 April 2022

Agenda item number 11

Annual Safety Audit 2021/22

Report by Director of Operations, Head of Ranger Services, and Head of Safety Management

Purpose

This year's annual safety audit not only examines the accident statistics for the past year but also reviews the effectiveness of the 'package' of additional safety measures introduced by the Authority and the feedback from the new hire boat helm questionnaires. The Committee is asked for its view on whether the Authority should require in its licensing conditions all hire boat operators to achieve accreditation under British Marine's Quality Accredited Boatyard Scheme in time for the start of the 2023 season.

Broads Plan context

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

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1. Introduction

- 1.1. It is imperative that all those involved in safety on the Broads waterways learn from any accidents that take place on inland waters and continue to drive-up safety standards. The Department of Transport's Marine Accident Investigation Branch (MAIB) examined the capsizing of the Breakaway V on the River Bure on 19 July 2003. The findings of the investigation were instrumental in the Broads Authority promoting a Private Bill through Parliament to give it the powers to licence hire boats, introduce compulsory third-party insurance and other safety measures. While the Broads is generally a safe boating environment tragically in 2020/21 there were 5 reported fatalities, three related to boating, with one incident which is again the subject of a MAIB investigation.
- 1.2. Members will recall that the publication of the revised Hire Boat Code was delayed at the request of the MAIB following the tragic events of Ferry Marina's hired vessel 'Diamond Emblem 1', on 19 August 2020, when a woman sadly lost her life at Great Yarmouth.
- 1.3. On 27 October 2020, the Chief Inspector of Marine Accidents made the following recommendation to the Association of Inland Navigation Authorities:

2020/129 Revise the Code of Practice for Hire Boats to include:

"A requirement for in-water trial, before handover, to assess the competence of those expected to drive the boat, irrespective of their previous experience or length of hire of the vessel (3.3.4)."

AINA subsequently accepted that recommendation and the Code was amended accordingly.
- 1.4. At its last meeting the Broads Authority adopted the Hire Boat Code in full into its licensing conditions.
- 1.5. The Chief Executive, following consultation with key officers, has fed back comments on the factual content of the draft report into the accident to the Chief Inspector and the final report is expected to be published in the near future. Officers are of the view that this further MAIB investigation and the feedback from the hire boat helm questionnaires (see below) should prompt further action by the Authority, working with the industry, to raise safety standards.
- 1.6. This report examines the accidents for 2021/22, the effectiveness of the package of safety measures introduced last year and then considers the results from the hire boat helm questionnaires before considering whether the Authority should adopt British Marine's Quality Boatyard Accredited Boatyard Scheme into its hire boat licensing conditions.

2. Annual Review of Marine Accidents

- 2.1. Appendix 1 gives details of the main marine incidents reported during the period April 2021 to March 2022, including an analysis of deaths and personal injury since 1996. When considering the large number of visitors to the Broads, especially during the Coronavirus pandemic where we have seen many new visitors, the analysis demonstrates that the Broads continues to be a safe place for boating and boating related activities.
- 2.2. The Authority has continued to highlight the message of personal responsibility for safety in its publications, safety videos, training for handover hire boat staff and Rangers brief boat users on key safety messaging. During 2021/22 we have seen a slight reduction in deaths on or from boats, and of persons entering the water from the previous years.
- 2.3. Notable points are:
- 5 reported fatalities, 3 on or from boats, and 2 reported deaths not related to boating.
 - 24 reported incidents of persons inadvertently entering the water.
 - There has been a slight increase in boat fires, but fires continue to remain at a low level, as in previous years.
- 2.4. In summary, the incident rate within the Broad's executive area has seen a slight reduction in comparison to the previous safety report. This is encouraging but not a time for complacency and by continuously reinforcing safety messaging, it is hoped that we shall see a further reduction in incidents in the coming year.

3. Evaluation of Package of Safety Measures

- 3.1. At the 20 November 2020 meeting the Broads Authority meeting adopted a 'Package' of measures with the aim of enhancing safety on the Broads' waterways.

The package included:

- Increased Ranger staff and patrols between April & November, maintaining a 7-day launch presence on the network to encourage safety.
- Increased the Hire Boat Licensing Officer time from 1 day a week to 3 days.
- A suite of free online instructional videos, developed in conjunction with the Broads Hire Boat Federation, RNLI, Maritime Coastguard Agency, and British Canoeing to provide safety advice and information.
- An increased the number of 'Super Safety Events' where by random spot checks are conducted for vessels on our waters. These multi-agency events help educate boaters in a variety of safety issues from boat handling, speed, as well as looking for vessel defects, non-wearing of buoyancy aids and hazardous boating issues.

- Developed closer ties with relevant organisations through regular meeting with the Broads Hire Boat Federation, the Royal Yachting Association, British Marine, and The Norfolk and Suffolk Boating Association, as well as Broads Beat, Maritime Coastguard Agency and the Drowning Prevention Forum.
- 3.2. For the 2021/22 season The Broads Authority recruited four (4) additional seasonal Rangers to allow for a seven-day patrolling on-water presence, so that the public visibility of the Rangers increased. Although it is difficult to prove cause and effect the informal feedback suggested that the increased Ranger presence was beneficial in terms of safety and the reduction in boating safety incidents can in part be attributed to this.
 - 3.3. A new Senior Ranger role (Compliance & Safety) was also created to assist Rangers with the required and complex documentation and legal processes required to bring prosecutions for the most serious or repeat byelaw offenders. A formal prosecution is the last resort of the Broads Authority, and these are only progressed if other avenues to deal with the matter have failed or the offense is serious enough to move immediately to a criminal proceeding.
 - 3.4. Over the last 12 months there have been successful prosecutions for a speeding offence (a fine of £330, and full costs of £1,045 being awarded) and a 'care and caution' offence, failing to respond to a 'request for information' and obstruction resulting in a fine of £1,100, victim surcharge of £110 and costs of £764.
 - 3.5. These results demonstrate that the complex and exact prosecution processes are being successfully applied by the Rangers and the Legal Team (supplied by NPLaw) and that the local Magistrates have a good knowledge of the consequences on the area of byelaw offences and the seriousness of dealing with those who breach them.
 - 3.6. A key part of the Rangers' duties is not only to uphold byelaws but drive up boating standards and one way this is done is by 'Super Safety Events'. These Rangers lead events 'pop up' on busy or popular stretches of water and often include partnering organisations like the Coastguard, RNLI, Broads Beat and Drowning Prevention Organisations. A Super Safety Event gives the Authority engagement opportunities and allows for safety messaging and other safety checks to be randomly carried out (speeding, hazardous boat checks, life jacket education and other matters observed that require Ranger intervention) to good effect.
 - 3.7. Nine (9) animated safety videos were developed and have been viewed over 50,000 times on the Authority's YouTube channel during the 2021 season. Results from the Hire Boat Helm Questionnaire show that 62% of those who were asked had watched them, with 52% doing so prior to arriving for their holiday hire period.
 - 3.8. The Canals and Rivers Trust (CRT) and the Environment Agency (EA) have contacted the Broads Authority, praising the initiative and asking permission to use the scripts and animations in order to produce their own on-line safety programme.

- 3.9. The 2021 videos are currently being refreshed ready for the new season, with new content being added as well as amendments following feedback from partners and the public. A new animation is being added to educate visitors on how to deal with incidents and accidents and the contents of the paddlesports video is being significantly expanded as this is an increasingly popular activity on our waters.
- 3.10. An additional safety message is being promoted for 2022 is the ‘**Don’t go Overboard – boating and alcohol, don’t mix**’ campaign with logo merchandise being distributed to hospitality businesses and boatyards, this included beers mats and the popular floating keyrings. New signage is also being installed at popular paddlesport launching locations detailing safety elements to be aware of and informing that other craft are using the same water space.
- 3.11. The Authority will continue to use the Broadcaster visitor magazine as a vital way to communicate boating safety messages as we know that 87% of Hire Boat Questionnaire respondents had received a copy.

4. Hire Boat Helm Questionnaires

- 4.1. During the 2021 summer season Rangers asked hired craft helms, selected at random, to complete a questionnaire, these forms were also available from the Authority’s website and some hire companies signposted their customers to the feedback forms. The Broads Hire Boat Federation was consulted ahead of the roll out of the survey and contributed to the formulation of the questions posed to hirers. Please find the Broads Hirers Survey 2021 in appendix 2 and 3.
- 4.2. 588 responses were completed and the purpose of the questionnaire was to gauge key aspects of the hirers experience from confidence to helm the hired craft to their experience of the hand-over from their operators. The key headline findings are:
- 47% of responders reported that the on-board handover (demonstration of controls, functionality of equipment etc) was less than 20 minutes.
 - The majority of responders did have an ‘in-water’ trial, although 25% stated that they had had no in-water trial and a further 13% stated that the in-water trial was 10 minutes or less.
 - For those craft with dual helm controls (in cabin and from an elevated outside position) 31% said they had been shown how these controls work.
- 4.3. The importance of a comprehensive handover process and an in-water trial for all hired boats can be seen from the MAIB’s intervention in the review of the hire boat code. It is therefore concerning that **25% stated that they had had no in-water trial and a further 13% stated that the in-water trial was 10 minutes or less.**
- 4.4. The Hire Boat Helm questionnaires will be used during the 2022 season with Rangers again being set specific quotas to provide a good specimen sample of responses. The

information will assist the Authority in identifying areas where further improvements to hire boat operations is required.

5. British Marine Quality Accredited Boatyard Scheme (QAB)

- 5.1. British Marine is the trade association for the UK leisure, superyacht and small commercial marine industry. Its 1,500+ members come from a broad range of businesses including boat builders, chandlers, brokers, marinas, passenger boats and engineers.
- 5.2. British Marine operates the Quality Accredited Boatyard Scheme (QAB) and accreditation indicates that hire boat operators are committed to quality, providing recognition for their operations, and giving potential customers a label, they can trust. The Scheme provides clear expectations to customers when they are booking their hire boat experience. The clear criteria operators are assessed against provides a method of benchmarking, and can assist operators develop their businesses.
- 5.3. The Quality Accredited Boatyard scheme goes beyond health and safety criteria and assesses the Hire Operators on a number of factors such as booking processes, arrival and departure procedures and scores their website. But importantly it does focus on health and safety factors that are beyond the scope of what is applied by the Broads Authority as part of our Hire Boat Licensing process. For example, the QAB assesses the training of the Hire Operators staff in important areas like Handover (this includes the in-water trial), emergency processes and boat maintenance. A full comparison of the criteria assessed for a QAB accreditation from British Marine and the Hire Operators licensing requirements from the Broads Authority is enclosed in Appendix 4.
- 5.4. British Marine has provided the following statement regarding the proposal to incorporate QAB accreditation into the Broads Hire Boat Licensing Conditions.

“British Marine supports the proposal for the QAB scheme to be a licensing requirement for Hire Vessels operating on the Broads complementing the Broads Authority’s formal licensing inspections. The Scheme was developed by British Marine member Hire Operators and Visit England to provide a consistent level of customer service and safety on all inland hire operations by members of British Marine Inland Boating in 2014, and made a requirement of membership within that association.

It was designed to support both larger operations and those with a small number of boats. In 2018 it was extended by the British Marine Council to all hire operators within British Marine membership. This year all members of British Marine, within all associations, will be required to have a valid QAB examination, or have booked their examination, before they will be able to renew their membership.

The scheme has proved to be well supported by those experienced operators who have undertaken the examination and provides guidance and advice to new operators coming into the sector. The recent implementation of the Hire Boat Code has reinforced

the benefits of having a third-party assessment of operators safety management systems and can only be beneficial to overall customer safety”.

6. Financial Implications

- 6.1. The Quality Accredited Boatyard scheme is open to British Marine Members at a discounted rate and non-members at a competitive rate. The National Scheme has assisted many operators, large and small (small holiday property lets offering the use of a single motor boat) by providing them with advice and guidance on operating their ventures safely, with their customers in mind and helping drive up standards.

Costs	Member Fees	Non-Member Fees	Costs per year if spread over a three-year period
Initial QAB costs	£384	£492	£128/£164
Subsequent costs	£252	£324	£84/£108

7. Conclusion

- 7.1. The Broads Authority's Port Marine Safety Code (PMSC) [Port Marine Safety Code \(broads-authority.gov.uk\)](https://broads-authority.gov.uk) formalises the duties and responsibilities of Members and Officers, The Broads Authority is deemed to be a 'Competent Harbour Authority'. The additional safety measures implemented in 2021, following the events of 2020, are helping to drive up the safety within the Broads, but as always continuous improvements need to be made. The recent changes to the Hire Boat Code of Practice is a good example of this and the Broads Authority Safety Team will continue to work with the hire boat companies and safety organisations to ensure compliance and safety standards continue to see improvements.
- 7.2. Officers are of the view that the MAIB investigation and the feedback from the hire boat helm questionnaires should prompt further action by the Authority, working with the industry, to raise safety standards. One option is requiring all hire boat operators to achieve accreditation under British Marine's Quality Accredited Boatyard scheme. This would bring another independent set of eyes to review the safety arrangements for boats hired on the Broads and could support the Authority's existing licensing regime. The costs to the individual operators over three years are modest and it is supported by British Marine, the industry body. The Committee's view on this proposal is sought.

Author: Rob Rogers, Linda Ibbitson-Elks & Lucy Burchnall

Date of report: 29 March 2022

Background papers: [Broads Authority agenda item 9, 18/03/2022](#) and [Broads Authority agenda item 8, 20/11/2020](#)

[Broads Plan](#) strategic actions: Aspiration 4 to maintain a safe, open navigation and reduce pressures on busy or vulnerable areas, with a strategic action to implement, promote and monitor measures to maintain and improve safety and security for the navigation and boats

Appendix 1 – Annual Marine Incident Statistics

Appendix 2 - Ranger survey summary

Appendix 3 – Unprompted survey summary

Appendix 4 - Quality Accredited Boatyard scheme Vs Broads Authority Licensing criteria

Appendix 1 – Annual Marine Incident Statistics

The reporting periods are from the 1st April 2021 to 9 March 2022. The report is limited to the Broads Authority's executive area for marine responsibility. Notable incidents are listed below.

Table 1

Summary of incidents reported.

2021	Incident details	Hazard log category
10/4	Paddleboarder injured when fell in on Hickling	Fallen in
14/4	Person fell in at Reedham Quay	Fallen in
14/4	Boat fire on Barton Broad.	Fire
24/4	Person fell in and crushed at Ludham Bridge	Fallen in
28/4	Person fell on moorings at St Benets	Injury
30/4	Person injured when fell on vessel underway	Injury
1/5	Leg injury when mooring at Womack dyke	Embarkation/disembarkation
13/5	Boat fire at Brundall. No injuries	Fire
17/5	Leg injury when mooring at St Benets	Embarkation/disembarkation
19/5	Person injured when fell on vessel underway	Injury
20/5	Person injured when fell from yacht at Hunters Yard	Fallen in
23/5	Fatality on vessel at Thorpe Island	Fatality
24/5	Female injured when mooring at Acle Bridge	Embarkation/disembarkation
25/5	Fallen in at Ranworth. Not injured	Fallen in
2/6	Fallen on board moored vessel	Injury
3/6	Body recovered from old Yare near Carrow.	Fatality
11/6	Fallen on moored vessel	Injury
12/6	Fallen on moored vessel	Injury
15/6	Fallen in from vessel navigating after dark near Irstead	Fallen in
18/6	Fallen in from moored vessel at Potter Heigham	Fallen in
19/6	Leg injury when mooring at Horning Marshes	Embarkation/disembarkation
23/6	Injured by broken glass at Norwich Yacht Station	Injury
2/7	Injured when fell on slipway at Oulton Broad	Injury

2021	Incident details	Hazard log category
4/7	4 persons in water following canoe capsize on Barton	Fallen in
6/7	Fallen off moored boat onto quay	Injury
13/7	Fallen on moored boat at Hoveton	Injury
14/7	Fallen on moored boat at South Walsham	Injury
21/7	Fallen in river at Thorpe River Green	Fallen in
27/7	3 persons injured after trip boat collided with Thorpe River Green d/s bridge	Injury – bridge strike
28/7	Body found at Carys meadow	Fatality
2/8	Fallen on moored boat at Sutton Staithe	Injury
5/8	Fallen between quay and boat at Hickling	Fallen in
9/8	Injured by broken cleat at Reedham Quay	Injury
16/8	Injured when tripped over folded canopy on moored boat at Somerleyton	Injury
19/8	2 persons fallen in after canoe hit by sailing vessel under engine	Fallen in
22/8	Child fell in from moored boat at Norwich Yacht Station	Fallen in
22/8	Cardiac arrest on vessel at Broadsgate, Stalham	Fatality
1/9	Fallen in from moored boat at Broadsedge marina Stalham	Fallen in
1/9	Fallen in from moored boat at Hunters Yard, Womack	Fallen in
5/9	Injury to leg when jumped off boat while mooring at Ranworth Island	Embarkation/disembarkation
5/9	Fallen in from moored boat at Boundary Farm	Fallen in
7/9	Vessel in collision with St Olaves Bridge	Bridge strike
17/9	Injury to arm while mooring	Embarkation/disembarkation
19/9	Engine fire/smoke on hire boat. No injuries	Fire
29/9	Fallen in from moored boat Ludham Bridge – minor head injury	Fallen in
3/10	Persons in water following sinking boat near Belaugh. No injuries	Fallen in

2021	Incident details	Hazard log category
6/10	Back injury following fall on board moored vessel.	Injury
9/10	Leg injury following fall on board moored vessel	Injury
16/10	Fallen in while boarding vessel moored at Horning.	Embarkation/disembarkation
23/10	Injury to leg while mooring at Thurne Dyke	Embarkation/disembarkation
24/10	Fatality on board vessel at Richardsons boatyard.	Fatality
8/11	Shoulder injury following fall on board moored vessel at Brundall	Injury
18/11	Fire on board private vessel near Cantley. Minor burn to 1 person.	Fire

Analysis of death/injuries since 1996

Death	1996	1997	1998	1999	2000	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021
No of deaths on or from boats	1	1	3	2	1	3	2	6	0	0	2	0	0	0	2	4	2	0	2	1	5	1	2	1	5	3
Reported deaths not related to boating	-	2	1	4	4	2	3	1	0	7	2	1	1	3	3	3	8	2	5	4	2	1	2	2	2	2

Cause of death	1996	1997	1998	1999	2000	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021
Severe injury	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	2	0
Heart Attack	0	0	0	1	1	0	1	0	0	0	1	0	1	2	2	1	5	0	1	1	3	1	1	1	0	1
Drowning	1	0	4	5	1	3	3	5	0	4	3	0	0	0	1	3	2	0	5	3	0	0	3	2	3	0
Asphyxiation/CO poisoning	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2	0	0	0	0	0
Terminal Illness																1	0	0	0	0	0	0	0	0	0	1
Not Known	0	2	0	0	1	0	0	2	0	3	0	1	0	1	2	2	0	0	1	0	2	1	0	0	1	3
Reports of people inadvertently entering in the water ¹	2	4	8	2	5	1	4	15	16	12	23	29	17	34	20	17	18	12	22	19	21	12	23	17	27	24
No of persons reported as requiring hospital treatment	9	8	7	9	8	7	7	18	2	4	13	12	11	22	30	17	15	19	14	13	30	36	49	33	35	35

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

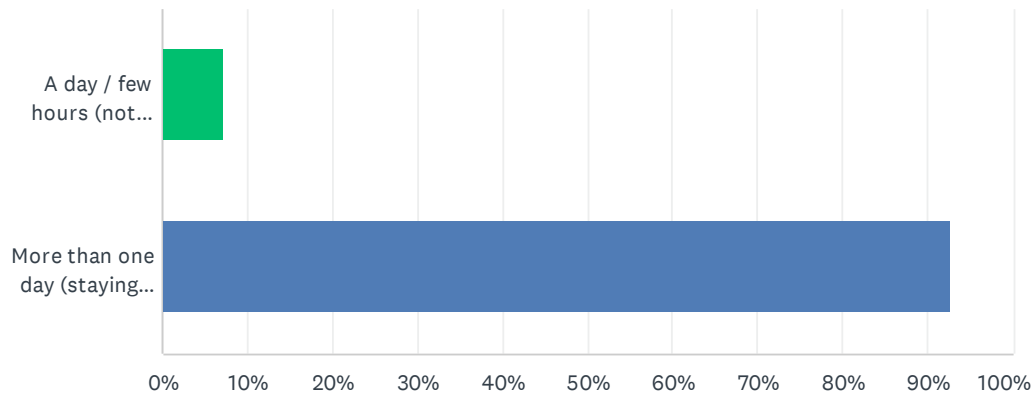
Nature of injuries	1996	1997	1998	1999	2000	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021
Head	0	4	1	3	2	1	1	1	1	3	1	1	5	3	3	1	3	3		2	7	3	4	5	3	1
Arm/hand	1	6	0	0	1	3	1	1	1	0	1	6	4	1	4	4	2	4	1	0	3	4	6	7	5	2
Leg/foot	5	4	2	4	1	2	2	2	2	1	3	7	5	7	8	3	6	4	3	4	9	8	8	11	9	12
Torso, ribs, chest, back	0	2	0	1	4	1	1	2	0	1	4	3	0	2	4	2	0	2	2	2	1	5	8	2	2	6
Not described	1	0	0	0	0	0	0	10	2	1	4	0	0	8	10	2	2	5	1	4	6	12	13	8	10	10
Asphyxiated/CO poisoning	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	2	0	0	0	4	0	0	0
Burns/Scalds	1	1	4	1	1	0	2	1	0	0	1	1	0	1	2	1		1	2	0	0	0	0	0	2	1
Heart attack																3	5	1	2	1	5	3	10	0	4	2

Analysis of fire and explosions since 1996

Fire and explosions	1996	1997	1998	1999	2000	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021
Number of incidents	2	5	4	6	3	4	2	2	0	2	22	8	4	4	3	3	1	1	1	0	2	2	5	1	2	4
Vessels involved (Private)	1	3	4	3	2	2	2	1	0	1	18	10	4	2	2	2	1	1	3	0	1	2	5	1	2	3
Vessels involved (Hire)	1	2	0	3	1	2	0	1	0	1	4	1	0	2	1	1	0	0	0	0	1	0	0	0	0	1
Prime cause LPG	0	0	2	0	1	1	0	2	0	0	0	1	0	0	1	0	0	1	0	0	0	0	0	0	0	0
Prime cause Petrol	0	1	1	1	0	0	1	0	0	0	1	2	0	0	0	2	1	0	1	0	0	0	1	0	0	0
Prime cause Electrical	0	2	0	0	1	1	1	0	0	1	0	1	2	2	1	1	0	0	0	0	1	0	1	0	0	1
Prime cause Other	2	2	1	5	1	2	0	0	0	1	21	4	2	2	1	0	0	0	2	0	1	2	3	1	2	3
No of vessels total loss	1	2	0	1	2	2	2	0	0	0	20	6	2	1	0	2	1	0	0	0	0	1	2	0	0	0
No of injuries from fires requiring hospital treatment	0	1	3	1	0	0	2	2	0	0	1	1	0	0	2	1	0	1	0	0	0	0	1	0	2	0
No of fatalities	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Q1 Are you hiring a boat for:

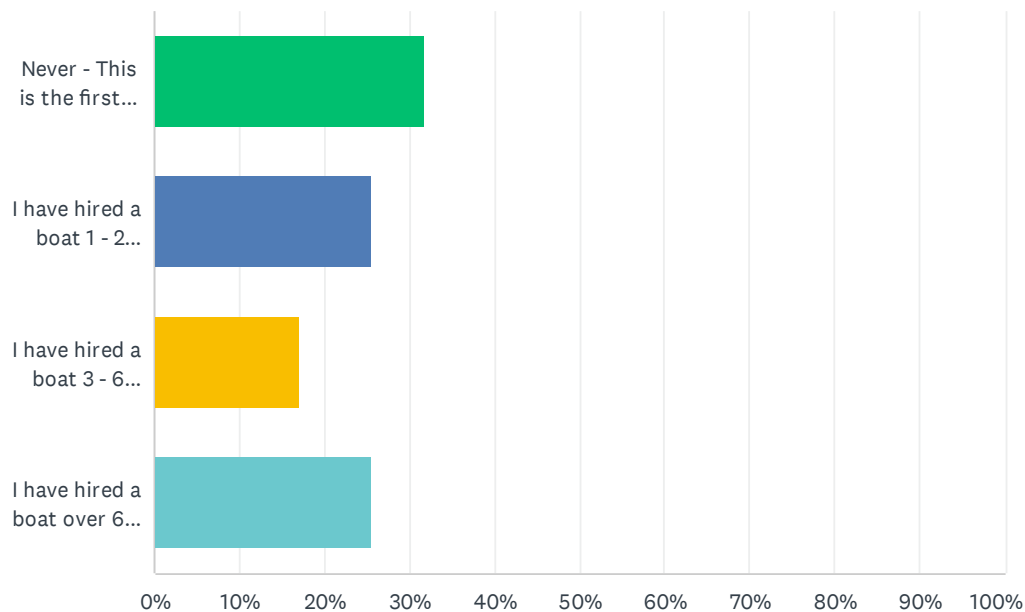
Answered: 427 Skipped: 13



ANSWER CHOICES	RESPONSES	
A day / few hours (not staying in the boat overnight)	7.26%	31
More than one day (staying overnight in the boat)	92.74%	396
TOTAL		427

Q2 How often have you hired a boat on the Broads before this occasion

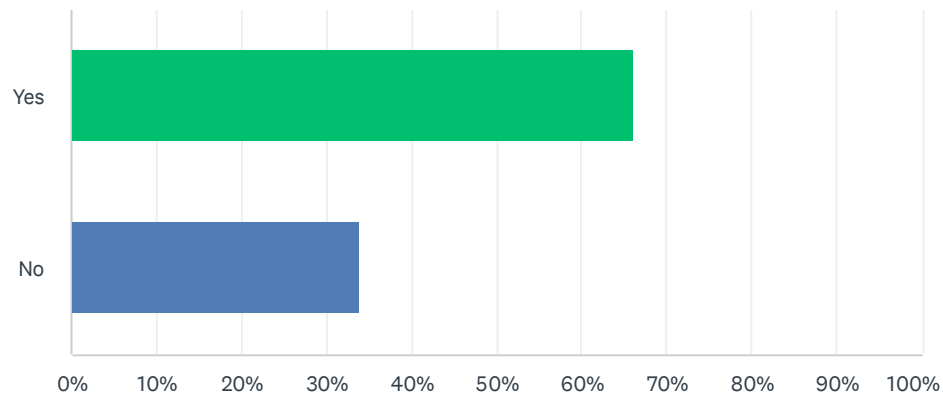
Answered: 427 Skipped: 13



ANSWER CHOICES	RESPONSES	
Never - This is the first time I have hired a boat on the Broads	31.85%	136
I have hired a boat 1 - 2 times before	25.53%	109
I have hired a boat 3 - 6 times before	17.10%	73
I have hired a boat over 6 times before	25.53%	109
TOTAL		427

Q3 Did your boat hirer recommend viewing the Broads Authority animated safety videos?

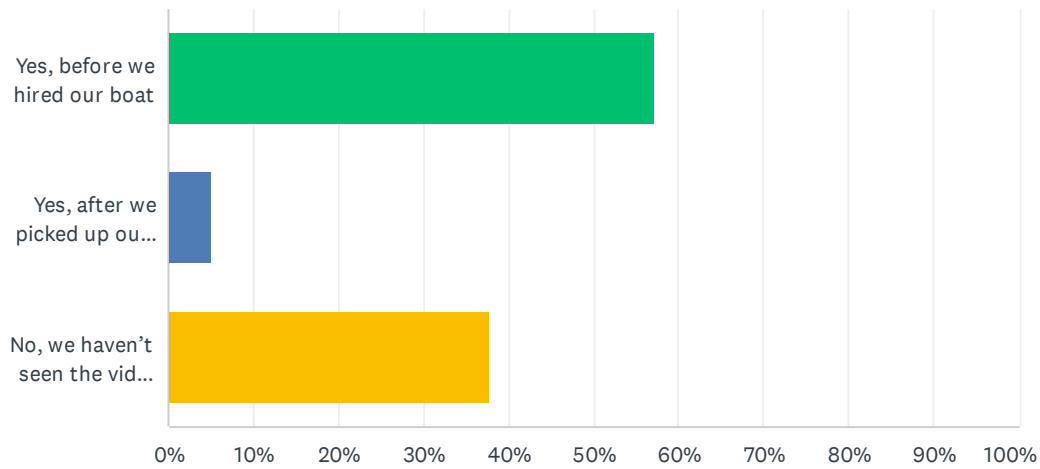
Answered: 427 Skipped: 13



ANSWER CHOICES	RESPONSES	
Yes	66.04%	282
No	33.96%	145
TOTAL		427

Q4 Have you watched the Broads Authority animated safety videos?

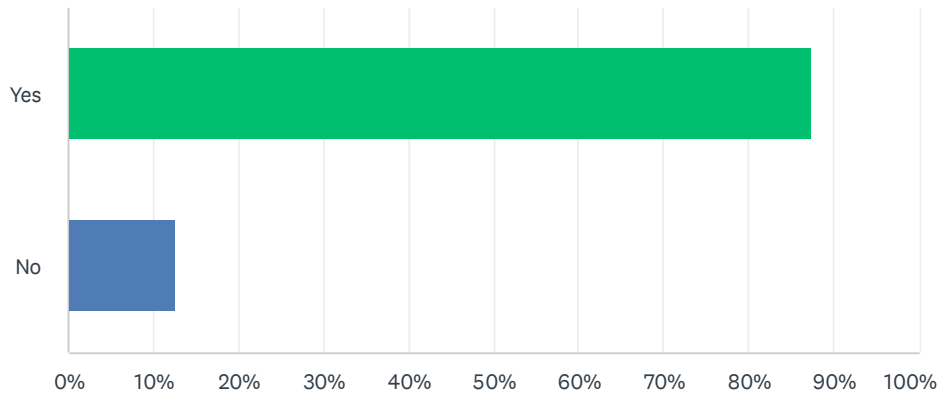
Answered: 427 Skipped: 13



ANSWER CHOICES	RESPONSES	
Yes, before we hired our boat	57.14%	244
Yes, after we picked up our boat	5.15%	22
No, we haven't seen the videos yet	37.70%	161
TOTAL		427

Q5 Did your boat hirer provide you with a copy of Broadcaster and point out the safety information it contains?

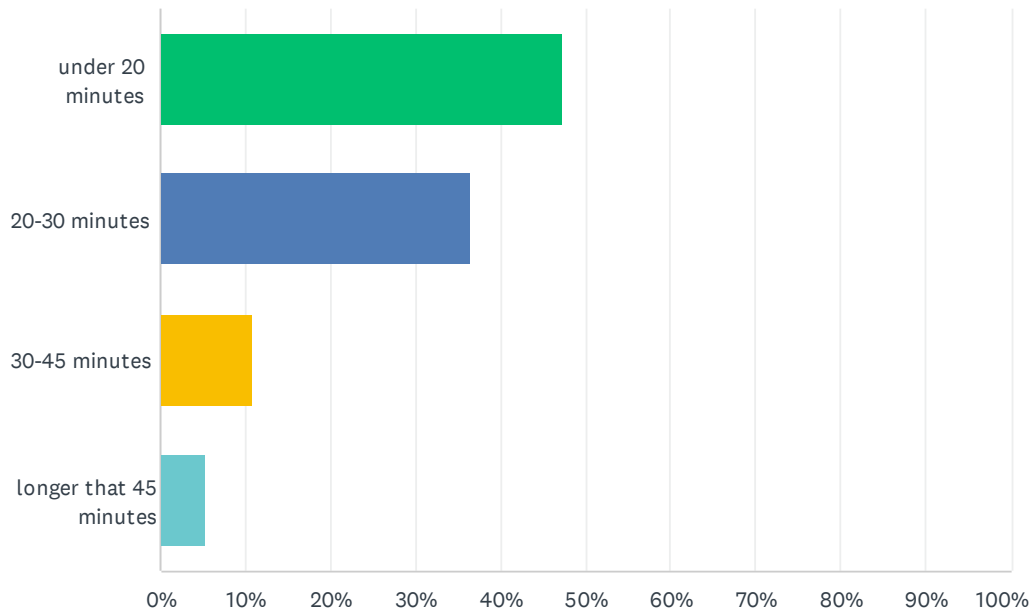
Answered: 428 Skipped: 12



ANSWER CHOICES	RESPONSES	
Yes	87.38%	374
No	12.62%	54
TOTAL		428

Q6 On your boat handover with your hirer, how long approximately did you spend onboard being shown how to operate the various onboard systems, not including the trial run?

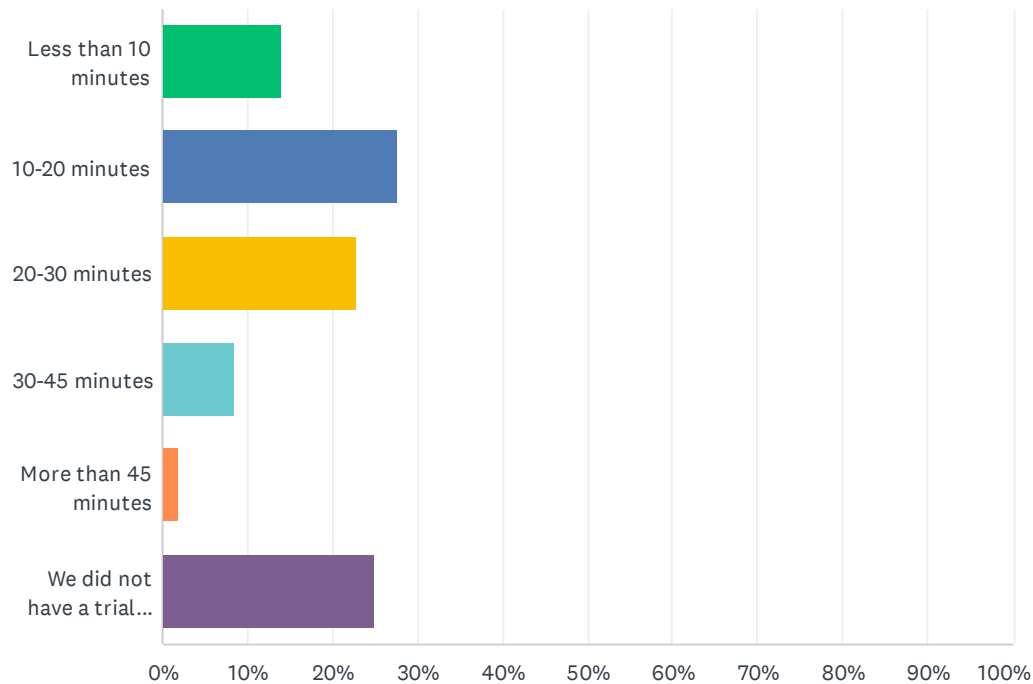
Answered: 427 Skipped: 13



ANSWER CHOICES	RESPONSES	
under 20 minutes	47.31%	202
20-30 minutes	36.53%	156
30-45 minutes	10.77%	46
longer that 45 minutes	5.39%	23
TOTAL		427

Q7 How long approximately did your trial run/show out last?

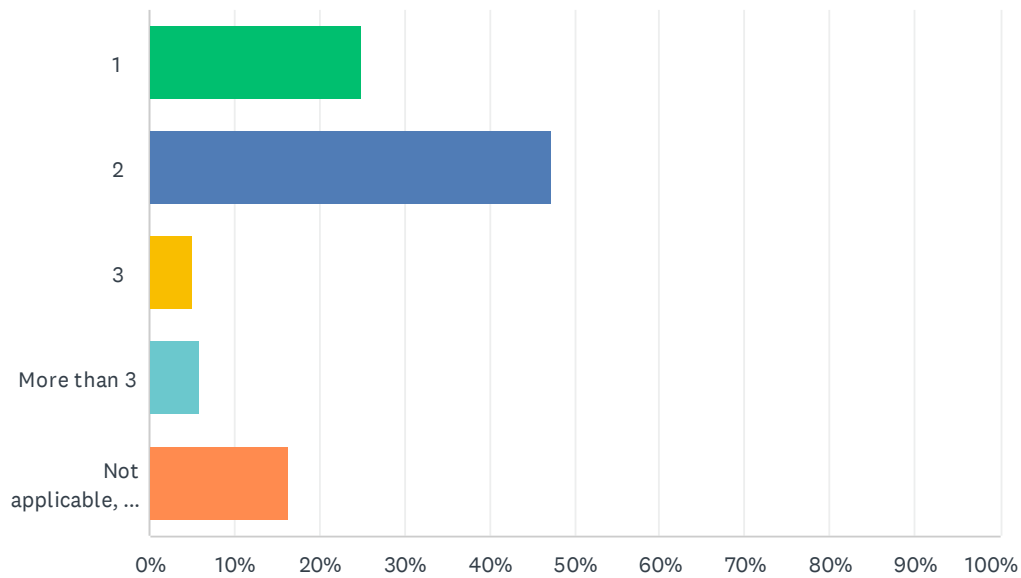
Answered: 429 Skipped: 11



ANSWER CHOICES	RESPONSES	
Less than 10 minutes	13.99%	60
10-20 minutes	27.74%	119
20-30 minutes	22.84%	98
30-45 minutes	8.62%	37
More than 45 minutes	1.86%	8
We did not have a trial run (for example because you were experienced boaters or were only hiring a dayboat)	24.94%	107
TOTAL		429

Q8 How many of your group were actively involved in the trial run/show out demonstration?

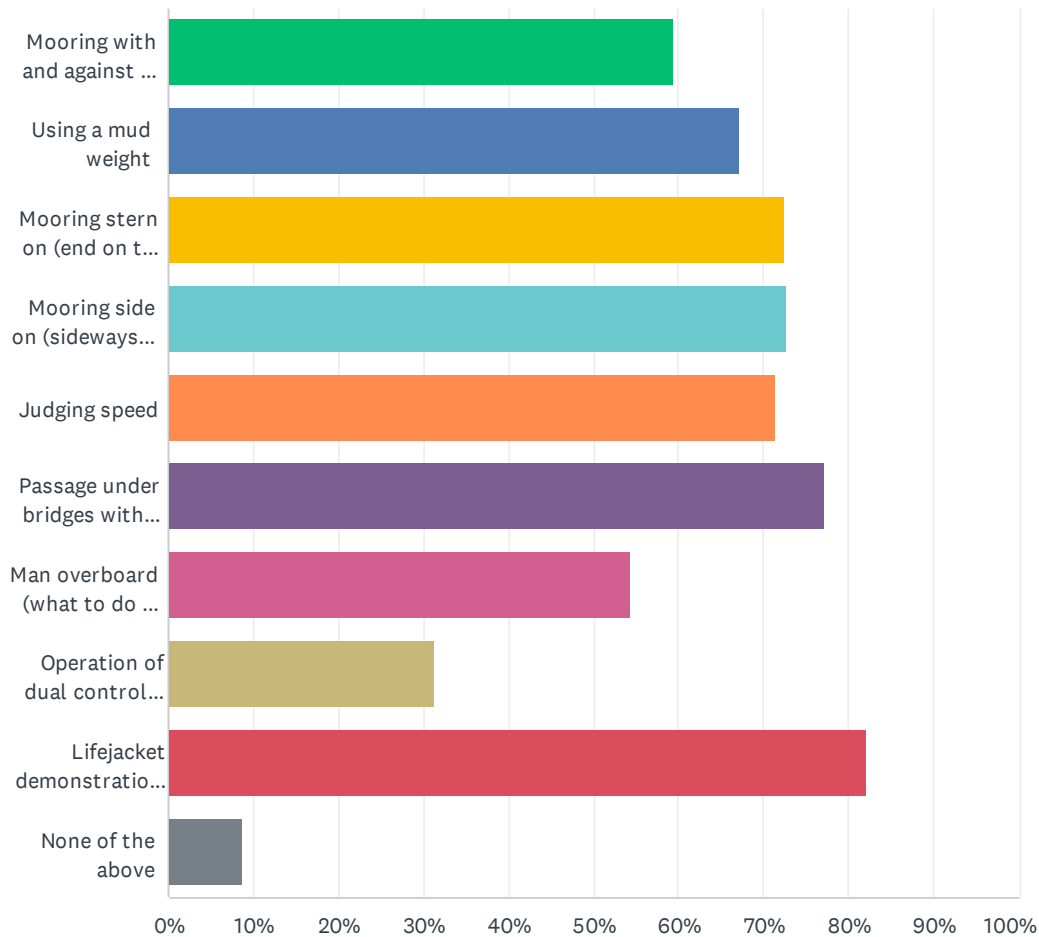
Answered: 428 Skipped: 12



ANSWER CHOICES	RESPONSES	
1	25.00%	107
2	47.43%	203
3	5.14%	22
More than 3	6.07%	26
Not applicable, we did not have a trial run	16.36%	70
TOTAL		428

**Q9 Thinking about your handover / trial run, did the yard staff member explain clearly how to control the boat in the following circumstances?
(please tick all those that apply)**

Answered: 425 Skipped: 15

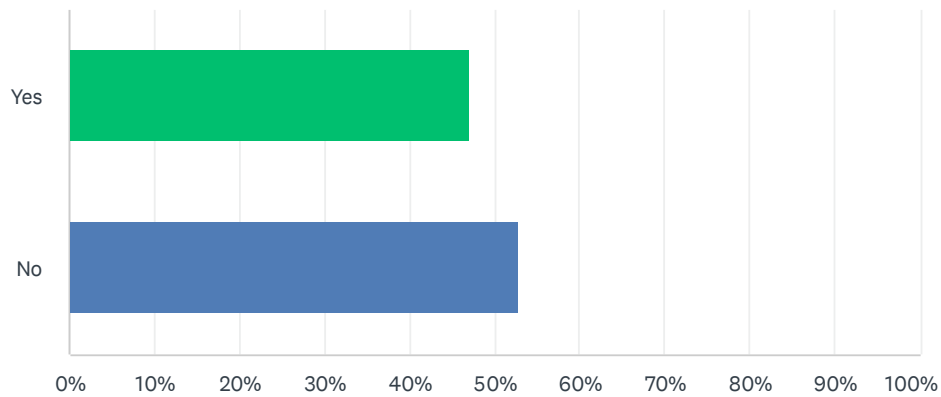


Broads Hirers Survey 2021 (Ranger Version)

ANSWER CHOICES	RESPONSES	
Mooring with and against the tide.	59.53%	253
Using a mud weight	67.06%	285
Mooring stern on (end on to the mooring)	72.47%	308
Mooring side on (sideways to the mooring)	72.71%	309
Judging speed	71.53%	304
Passage under bridges with particular reference to air draft (the space needed for your boat to pass under a bridge safely)	77.18%	328
Man overboard (what to do if someone falls into the water)	54.35%	231
Operation of dual control and method of switching	31.29%	133
Lifejacket demonstration – how to fit it correctly and when to wear it	82.12%	349
None of the above	8.71%	37
Total Respondents: 425		

Q10 Did the yard staff discuss the dangers of boating with alcohol consumption with you?

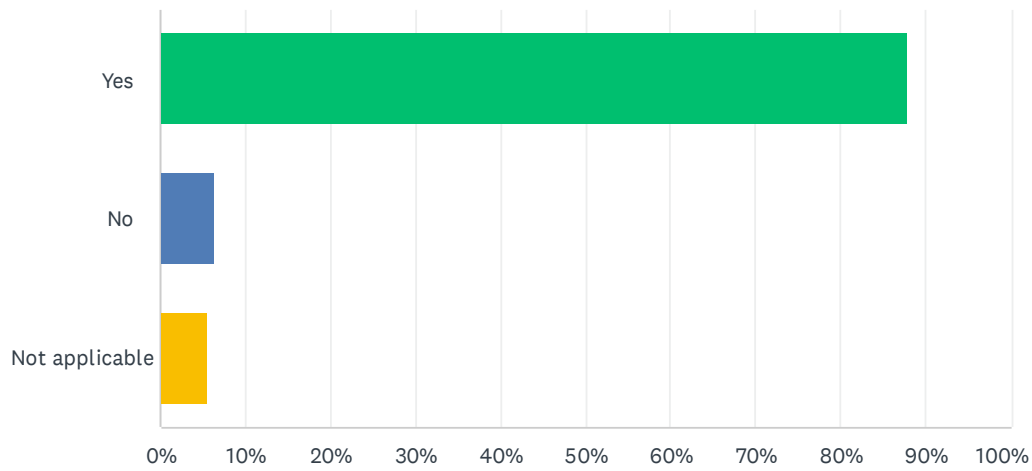
Answered: 430 Skipped: 10



ANSWER CHOICES	RESPONSES	
Yes	47.21%	203
No	52.79%	227
TOTAL		430

Q11 On completion of the trial run did you sign anything to say you were satisfied with your ability to handle the boat?

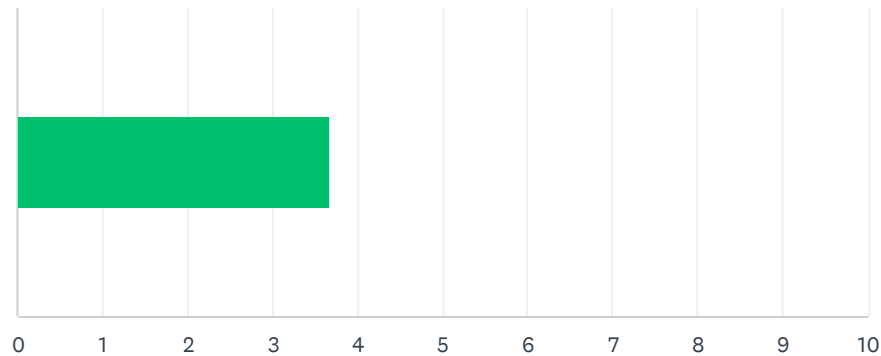
Answered: 431 Skipped: 9



ANSWER CHOICES	RESPONSES	
Yes	87.94%	379
No	6.50%	28
Not applicable	5.57%	24
TOTAL		431

Q12 How confident did you feel operating the boat when you first left the boatyard? 1 is not confident at all and 5 is very confident

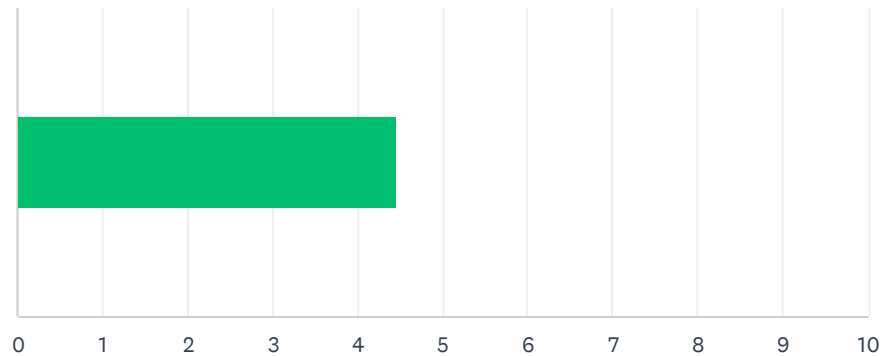
Answered: 412 Skipped: 28



ANSWER CHOICES	AVERAGE NUMBER	TOTAL NUMBER	RESPONSES
	4	1,512	412
Total Respondents: 412			

Q13 How confident do you feel operating the boat now? 1 is not confident at all and 5 is very confident

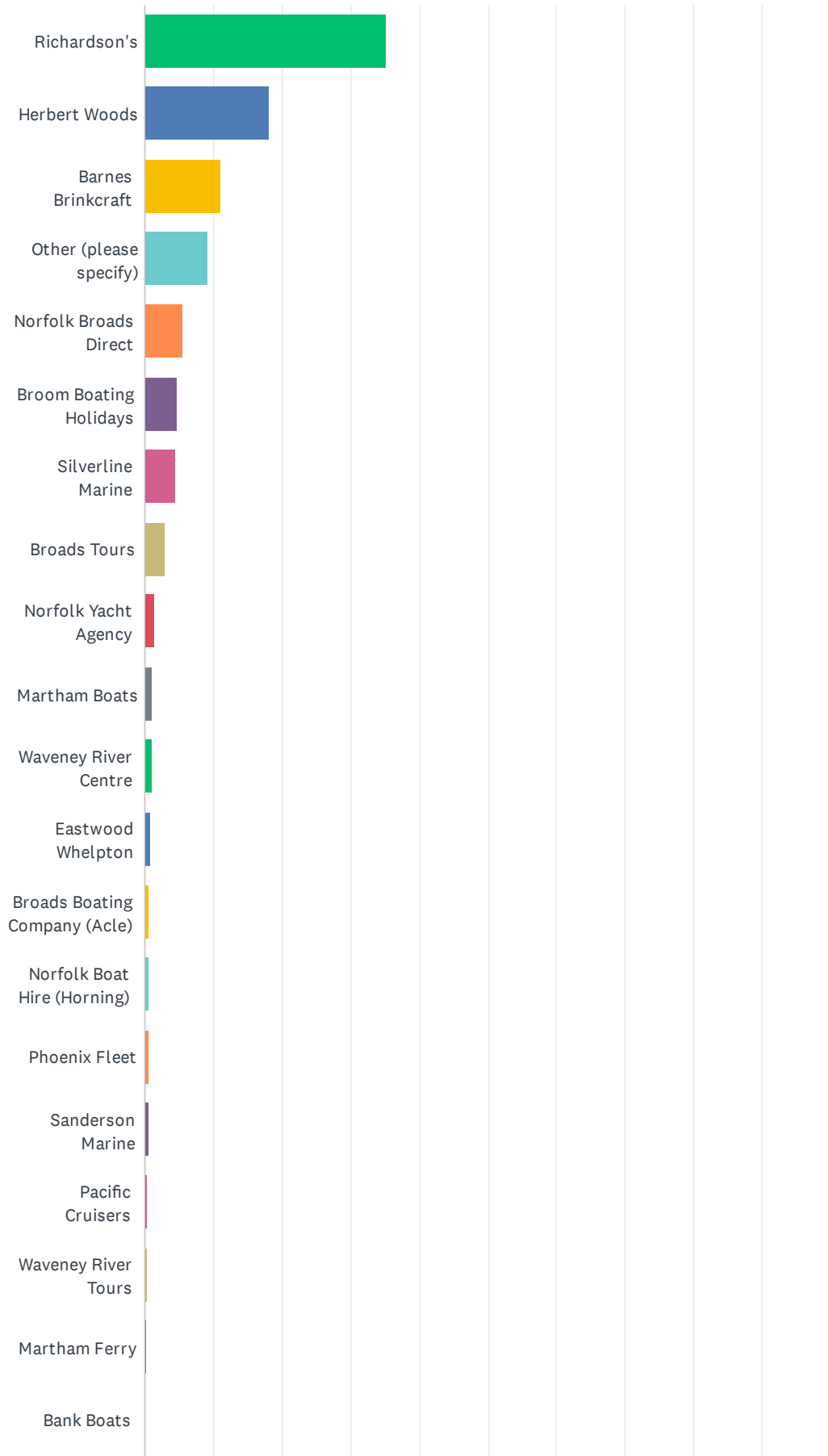
Answered: 428 Skipped: 12



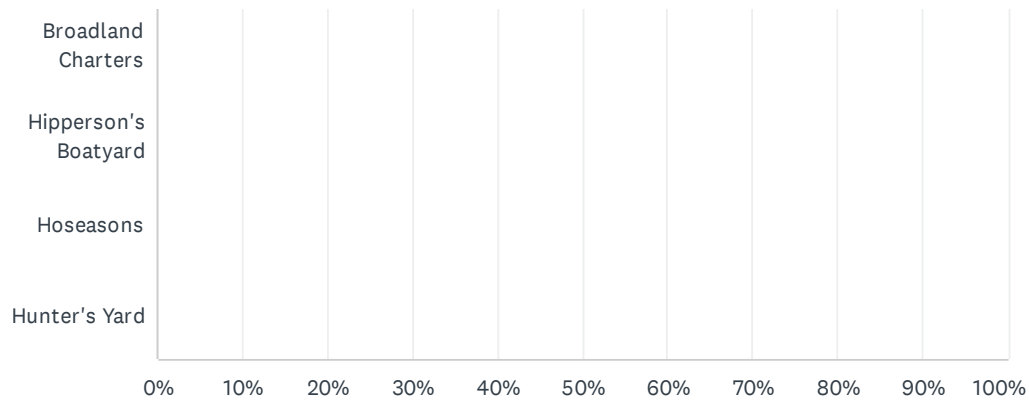
ANSWER CHOICES	AVERAGE NUMBER	TOTAL NUMBER	RESPONSES
	4	1,903	428
Total Respondents: 428			

Q14 Which yard did you hire your boat from?

Answered: 429 Skipped: 11



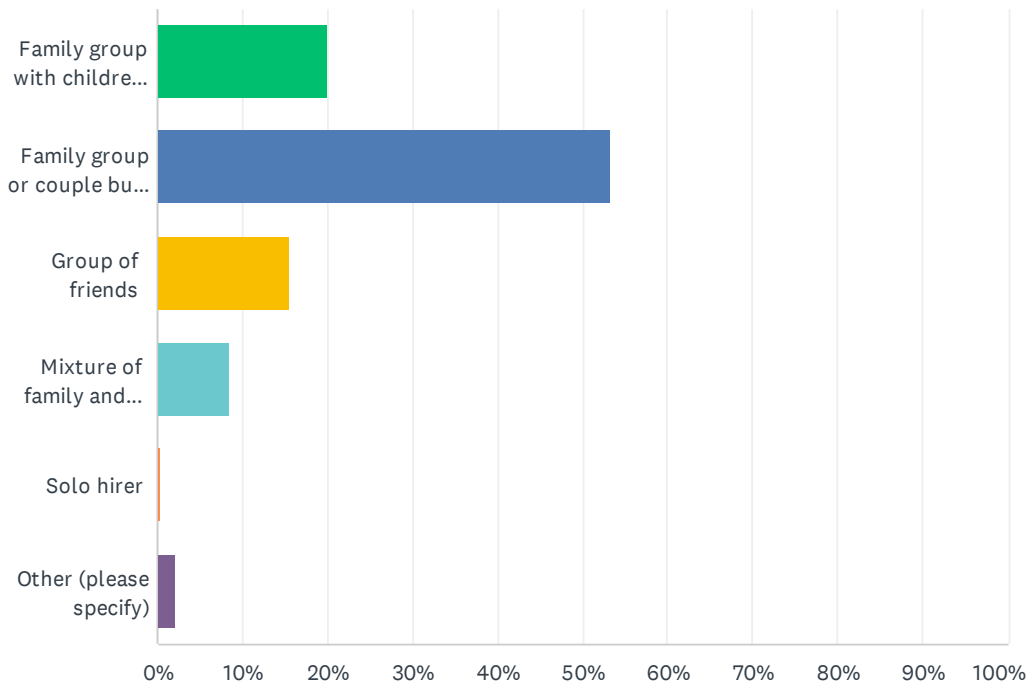
Broads Hirers Survey 2021 (Ranger Version)



ANSWER CHOICES	RESPONSES	
Richardson's	35.20%	151
Herbert Woods	18.18%	78
Barnes Brinkcraft	11.19%	48
Other (please specify)	9.09%	39
Norfolk Broads Direct	5.59%	24
Broom Boating Holidays	4.66%	20
Silverline Marine	4.43%	19
Broads Tours	3.03%	13
Norfolk Yacht Agency	1.40%	6
Martham Boats	1.17%	5
Waveney River Centre	1.17%	5
Eastwood Whelpton	0.93%	4
Broads Boating Company (Acle)	0.70%	3
Norfolk Boat Hire (Horning)	0.70%	3
Phoenix Fleet	0.70%	3
Sanderson Marine	0.70%	3
Pacific Cruisers	0.47%	2
Waveney River Tours	0.47%	2
Martham Ferry	0.23%	1
Bank Boats	0.00%	0
Broadland Charters	0.00%	0
Hipperson's Boatyard	0.00%	0
Hoseasons	0.00%	0
Hunter's Yard	0.00%	0
TOTAL		429

Q15 Which best describes your group?

Answered: 430 Skipped: 10



ANSWER CHOICES	RESPONSES	
Family group with children under 16 years old	20.00%	86
Family group or couple but no children under 16 years old	53.26%	229
Group of friends	15.58%	67
Mixture of family and friends	8.60%	37
Solo hirer	0.47%	2
Other (please specify)	2.09%	9
TOTAL		430

Q16 What other measures would like to see to improve boating safety on the Broads? (Leave blank if N/A)

Answered: 211 Skipped: 229

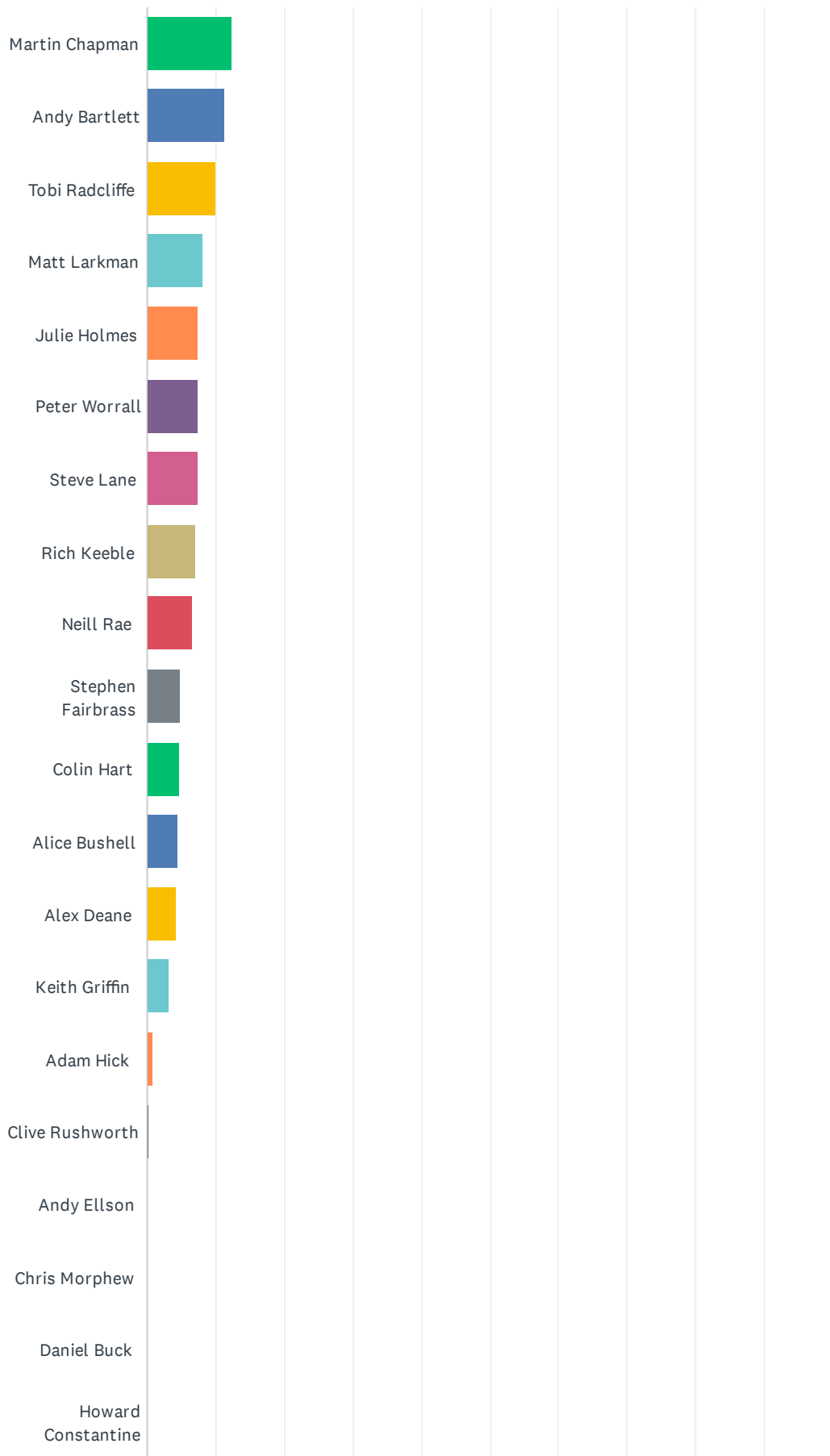
Q17 Please provide your details below if you wish to be entered into the prize draw to win a Columbia rucksack and beanie. Your personal data will only be used by the Broads Authority for the purposes of the free prize draw and will not be passed on to any other organisation. The draw will close on 31 October after which a winner will be drawn at random.

Answered: 223 Skipped: 217

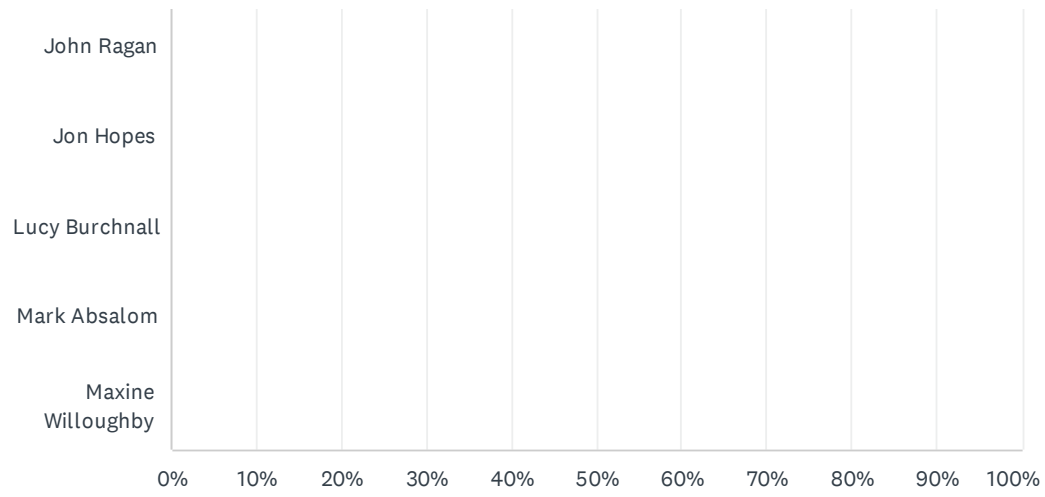
ANSWER CHOICES	RESPONSES	
Name	96.41%	215
Email address	91.93%	205
Telephone number	66.37%	148

Q18 Name of Ranger:

Answered: 432 Skipped: 8



Broads Hirers Survey 2021 (Ranger Version)



Broads Hirers Survey 2021 (Ranger Version)

ANSWER CHOICES	RESPONSES	
Martin Chapman	12.27%	53
Andy Bartlett	11.34%	49
Tobi Radcliffe	9.95%	43
Matt Larkman	8.10%	35
Julie Holmes	7.41%	32
Peter Worrall	7.41%	32
Steve Lane	7.41%	32
Rich Keeble	6.94%	30
Neill Rae	6.71%	29
Stephen Fairbrass	4.86%	21
Colin Hart	4.63%	20
Alice Bushell	4.40%	19
Alex Deane	4.17%	18
Keith Griffin	3.24%	14
Adam Hick	0.93%	4
Clive Rushworth	0.23%	1
Andy Ellson	0.00%	0
Chris Morpew	0.00%	0
Daniel Buck	0.00%	0
Howard Constantine	0.00%	0
John Ragan	0.00%	0
Jon Hopes	0.00%	0
Lucy Burchnell	0.00%	0
Mark Absalom	0.00%	0
Maxine Willoughby	0.00%	0
TOTAL		432

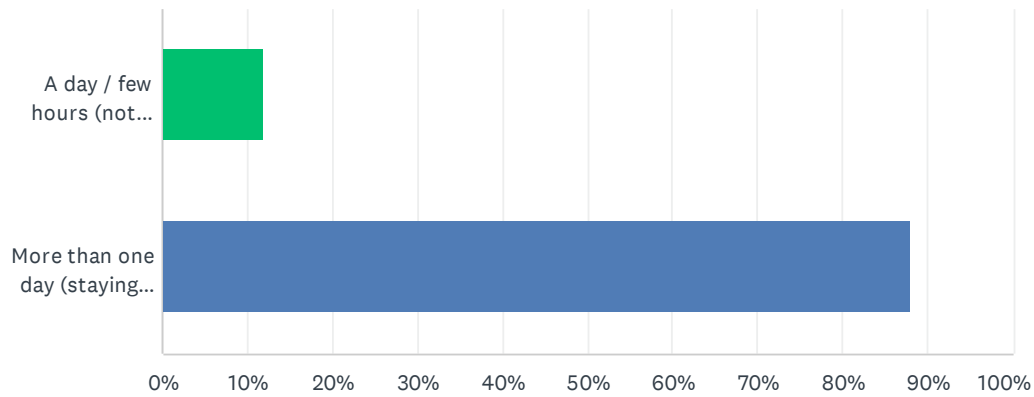
Q19 Today's date:

Answered: 434 Skipped: 6

ANSWER CHOICES	RESPONSES
Select date:	100.00% 434

Q1 Are you hiring a boat for:

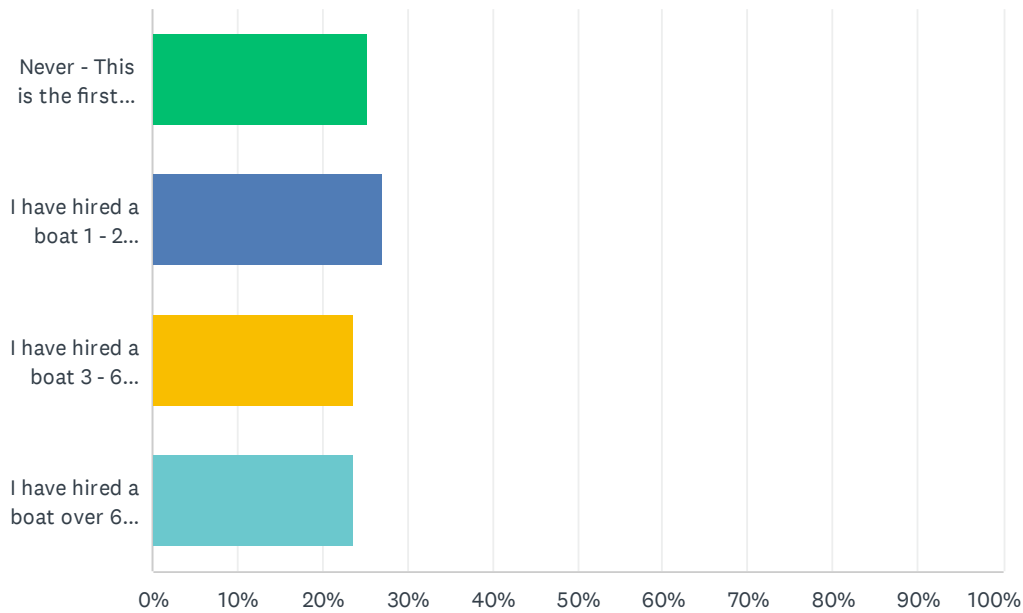
Answered: 59 Skipped: 0



ANSWER CHOICES	RESPONSES	
A day / few hours (not staying in the boat overnight)	11.86%	7
More than one day (staying overnight in the boat)	88.14%	52
TOTAL		59

Q2 How often have you hired a boat on the Broads before this occasion

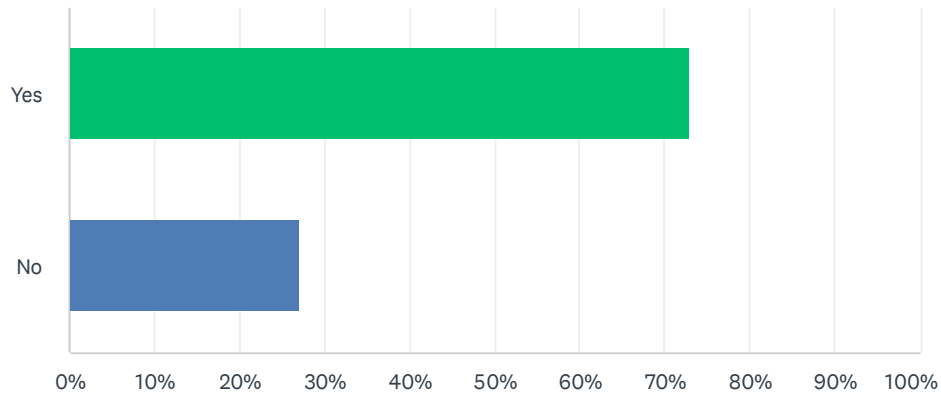
Answered: 59 Skipped: 0



ANSWER CHOICES	RESPONSES	
Never - This is the first time I have hired a boat on the Broads	25.42%	15
I have hired a boat 1 - 2 times before	27.12%	16
I have hired a boat 3 - 6 times before	23.73%	14
I have hired a boat over 6 times before	23.73%	14
TOTAL		59

Q3 Did your boat hirer recommend viewing the Broads Authority animated safety videos?

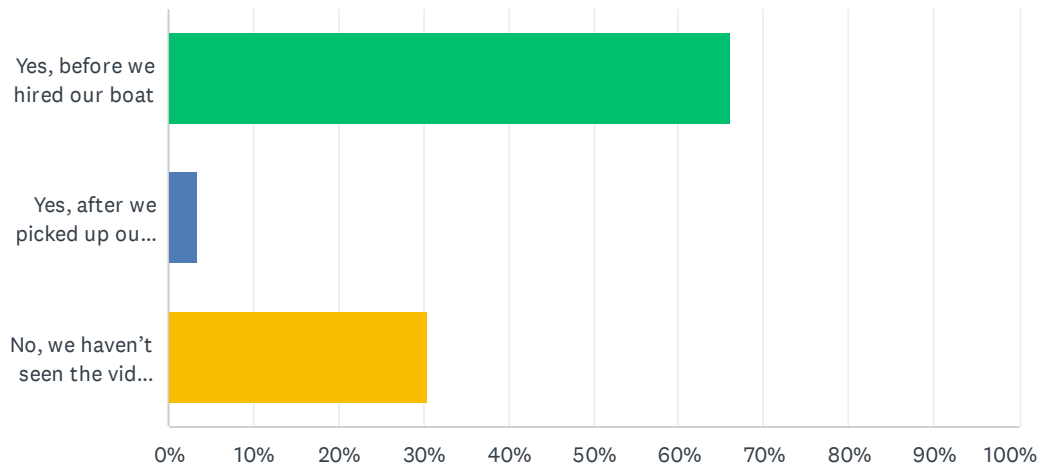
Answered: 59 Skipped: 0



ANSWER CHOICES	RESPONSES	
Yes	72.88%	43
No	27.12%	16
TOTAL		59

Q4 Have you watched the Broads Authority animated safety videos?

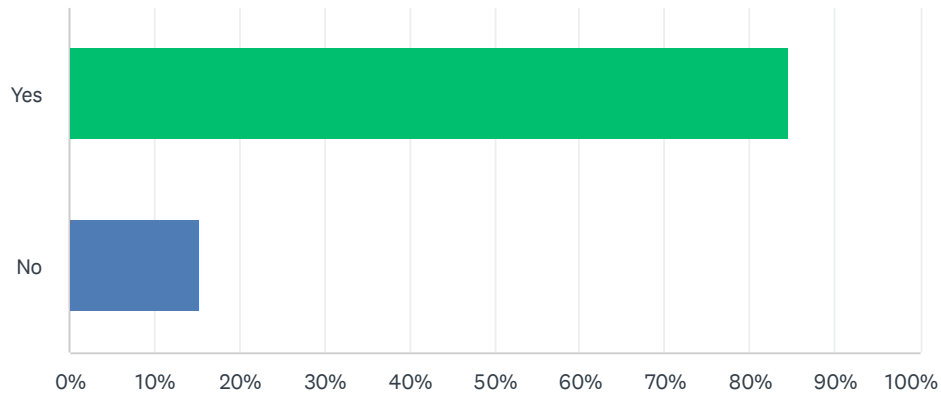
Answered: 59 Skipped: 0



ANSWER CHOICES	RESPONSES	
Yes, before we hired our boat	66.10%	39
Yes, after we picked up our boat	3.39%	2
No, we haven't seen the videos yet	30.51%	18
TOTAL		59

Q5 Did your boat hirer provide you with a copy of Broadcaster and point out the safety information it contains?

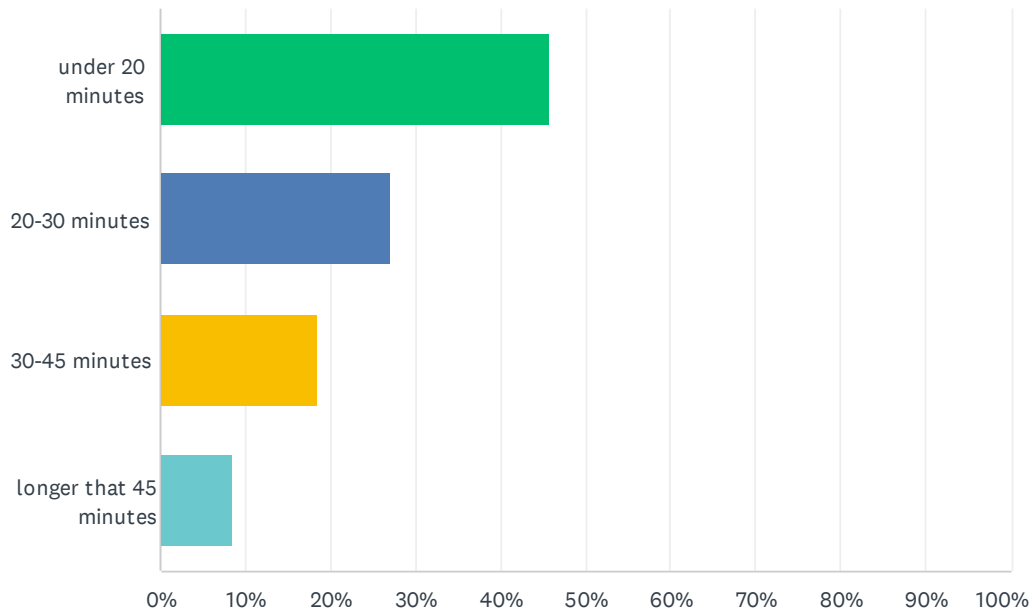
Answered: 59 Skipped: 0



ANSWER CHOICES	RESPONSES	
Yes	84.75%	50
No	15.25%	9
TOTAL		59

Q6 On your boat handover with your hirer, how long approximately did you spend onboard being shown how to operate the various onboard systems, not including the trial run?

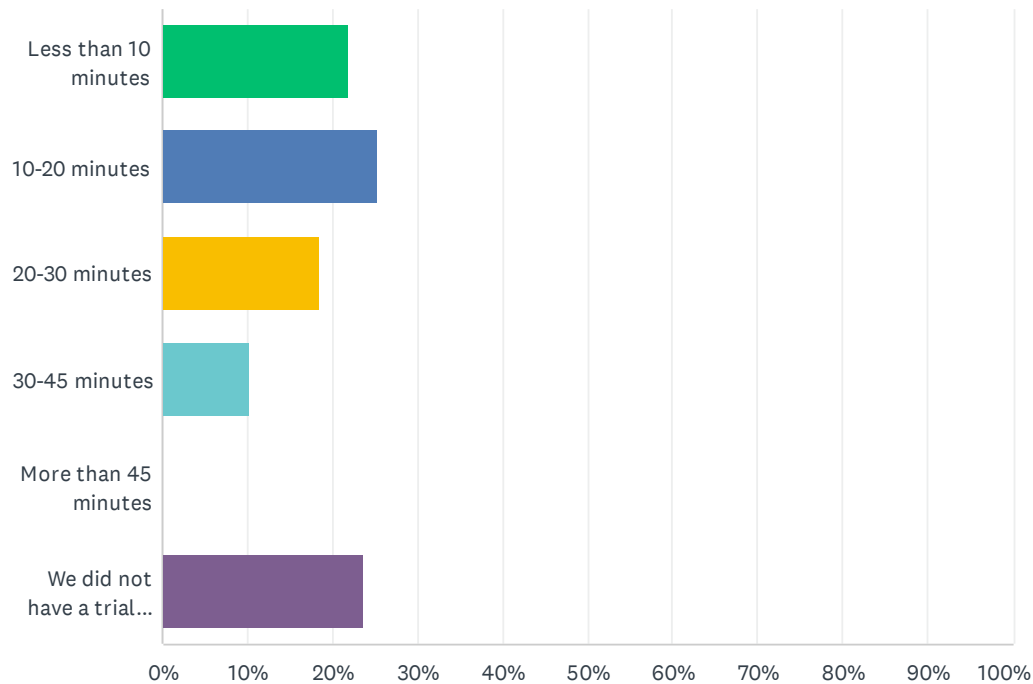
Answered: 59 Skipped: 0



ANSWER CHOICES	RESPONSES	
under 20 minutes	45.76%	27
20-30 minutes	27.12%	16
30-45 minutes	18.64%	11
longer that 45 minutes	8.47%	5
TOTAL		59

Q7 How long approximately did your trial run/show out last?

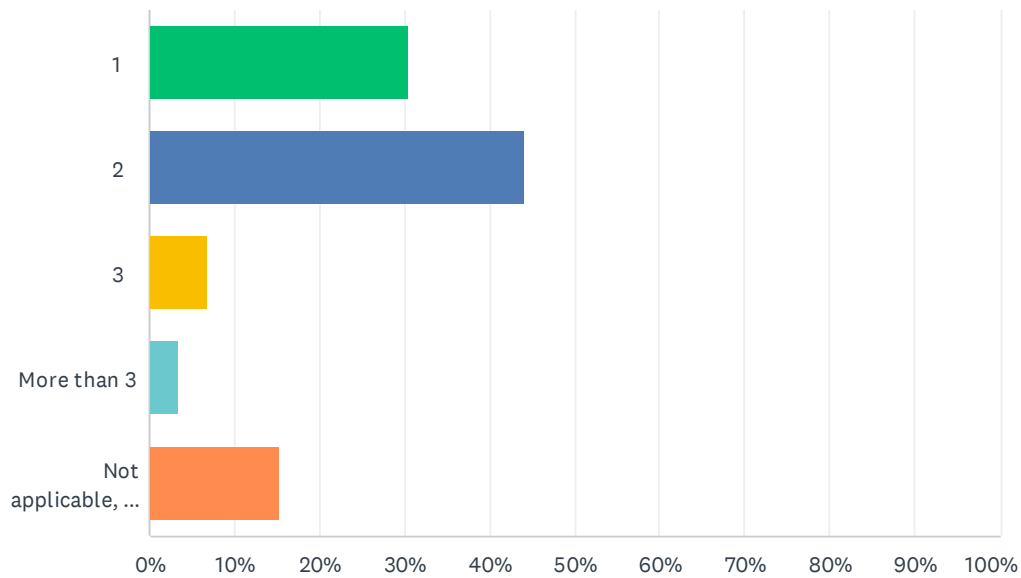
Answered: 59 Skipped: 0



ANSWER CHOICES	RESPONSES	
Less than 10 minutes	22.03%	13
10-20 minutes	25.42%	15
20-30 minutes	18.64%	11
30-45 minutes	10.17%	6
More than 45 minutes	0.00%	0
We did not have a trial run (for example because you were experienced boaters or were only hiring a dayboat)	23.73%	14
TOTAL		59

Q8 How many of your group were actively involved in the trial run/show out demonstration?

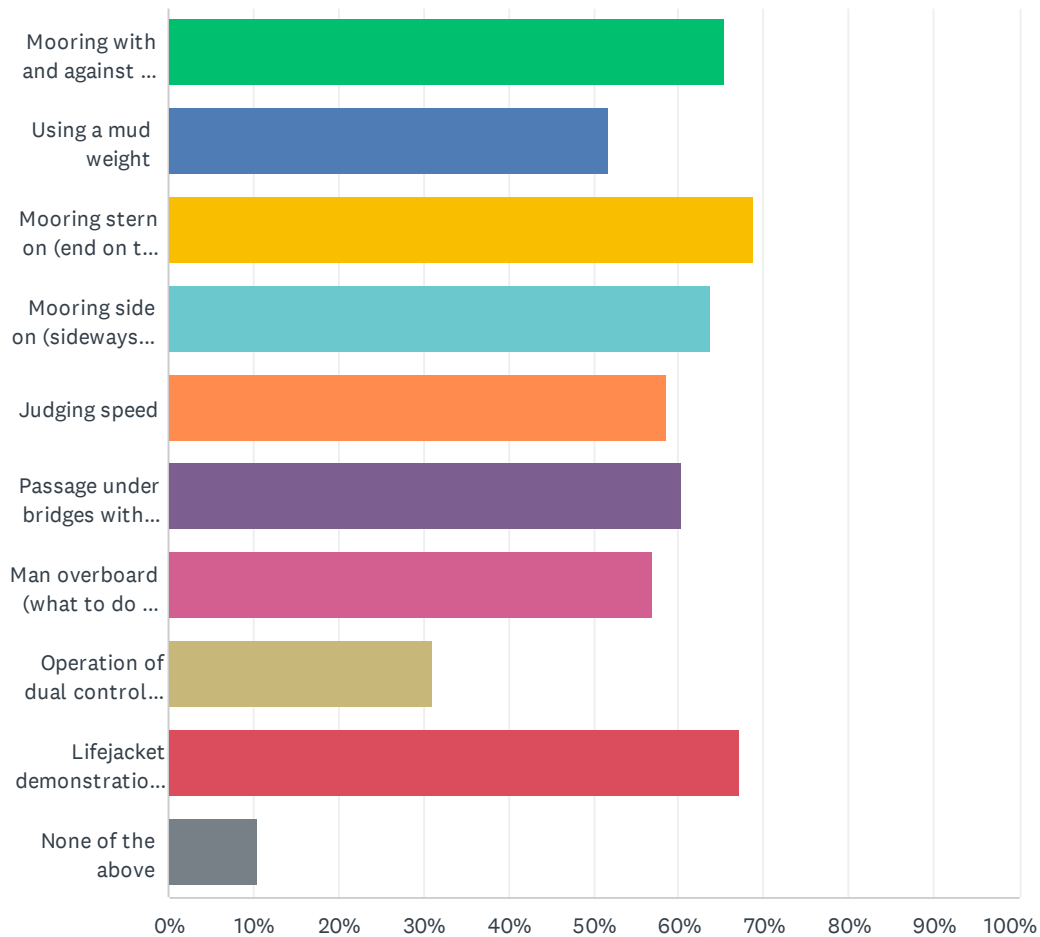
Answered: 59 Skipped: 0



ANSWER CHOICES	RESPONSES	
1	30.51%	18
2	44.07%	26
3	6.78%	4
More than 3	3.39%	2
Not applicable, we did not have a trial run	15.25%	9
TOTAL		59

**Q9 Thinking about your handover / trial run, did the yard staff member explain clearly how to control the boat in the following circumstances?
(please tick all those that apply)**

Answered: 58 Skipped: 1

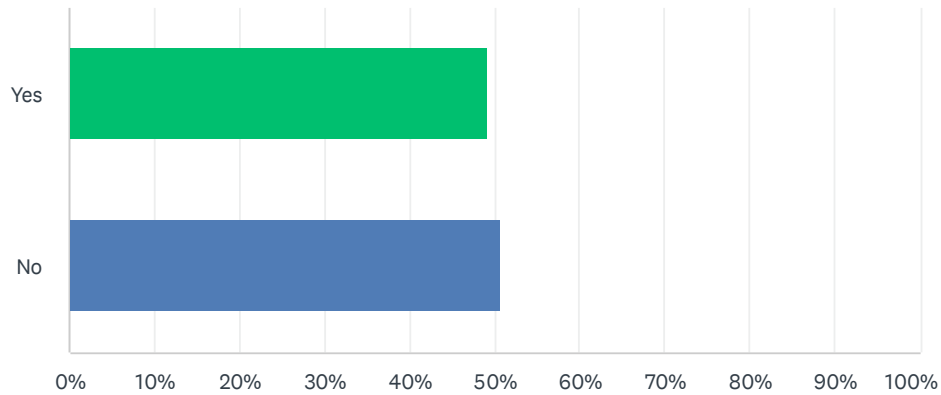


Broads Hirers Survey 2021

ANSWER CHOICES	RESPONSES	
Mooring with and against the tide.	65.52%	38
Using a mud weight	51.72%	30
Mooring stern on (end on to the mooring)	68.97%	40
Mooring side on (sideways to the mooring)	63.79%	37
Judging speed	58.62%	34
Passage under bridges with particular reference to air draft (the space needed for your boat to pass under a bridge safely)	60.34%	35
Man overboard (what to do if someone falls into the water)	56.90%	33
Operation of dual control and method of switching	31.03%	18
Lifejacket demonstration – how to fit it correctly and when to wear it	67.24%	39
None of the above	10.34%	6
Total Respondents: 58		

Q10 Did the yard staff discuss the dangers of boating with alcohol consumption with you?

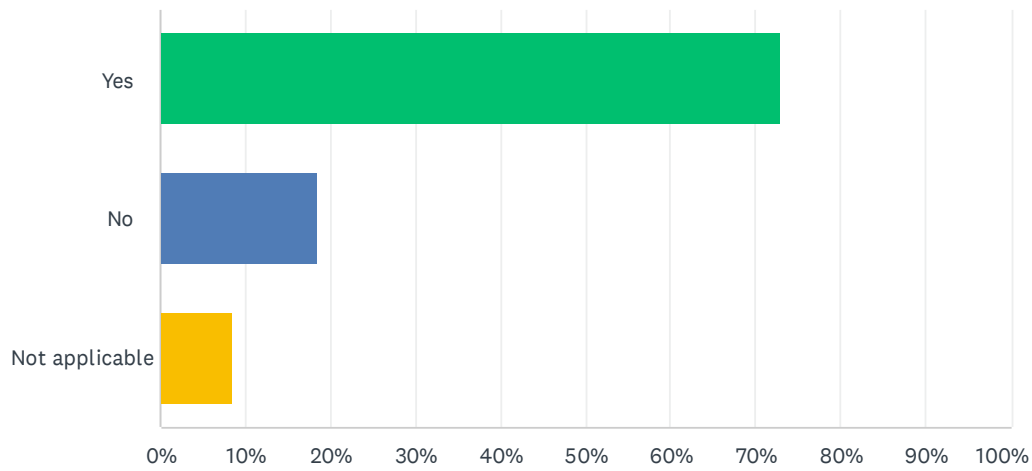
Answered: 59 Skipped: 0



ANSWER CHOICES	RESPONSES	
Yes	49.15%	29
No	50.85%	30
TOTAL		59

Q11 On completion of the trial run did you sign anything to say you were satisfied with your ability to handle the boat?

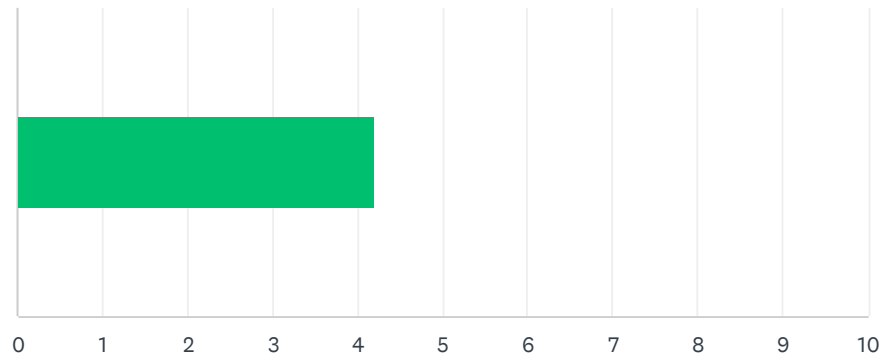
Answered: 59 Skipped: 0



ANSWER CHOICES	RESPONSES	
Yes	72.88%	43
No	18.64%	11
Not applicable	8.47%	5
TOTAL		59

Q12 How confident did you feel operating the boat when you first left the boatyard? 1 is not confident at all and 5 is very confident

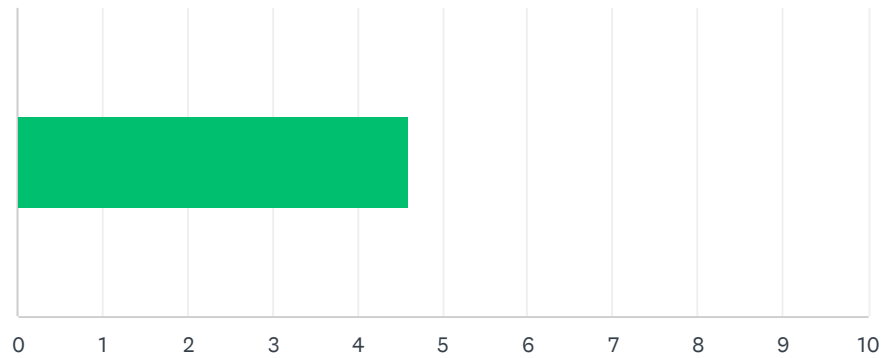
Answered: 58 Skipped: 1



ANSWER CHOICES	AVERAGE NUMBER	TOTAL NUMBER	RESPONSES
	4	244	58
Total Respondents: 58			

Q13 How confident do you feel operating the boat now? 1 is not confident at all and 5 is very confident

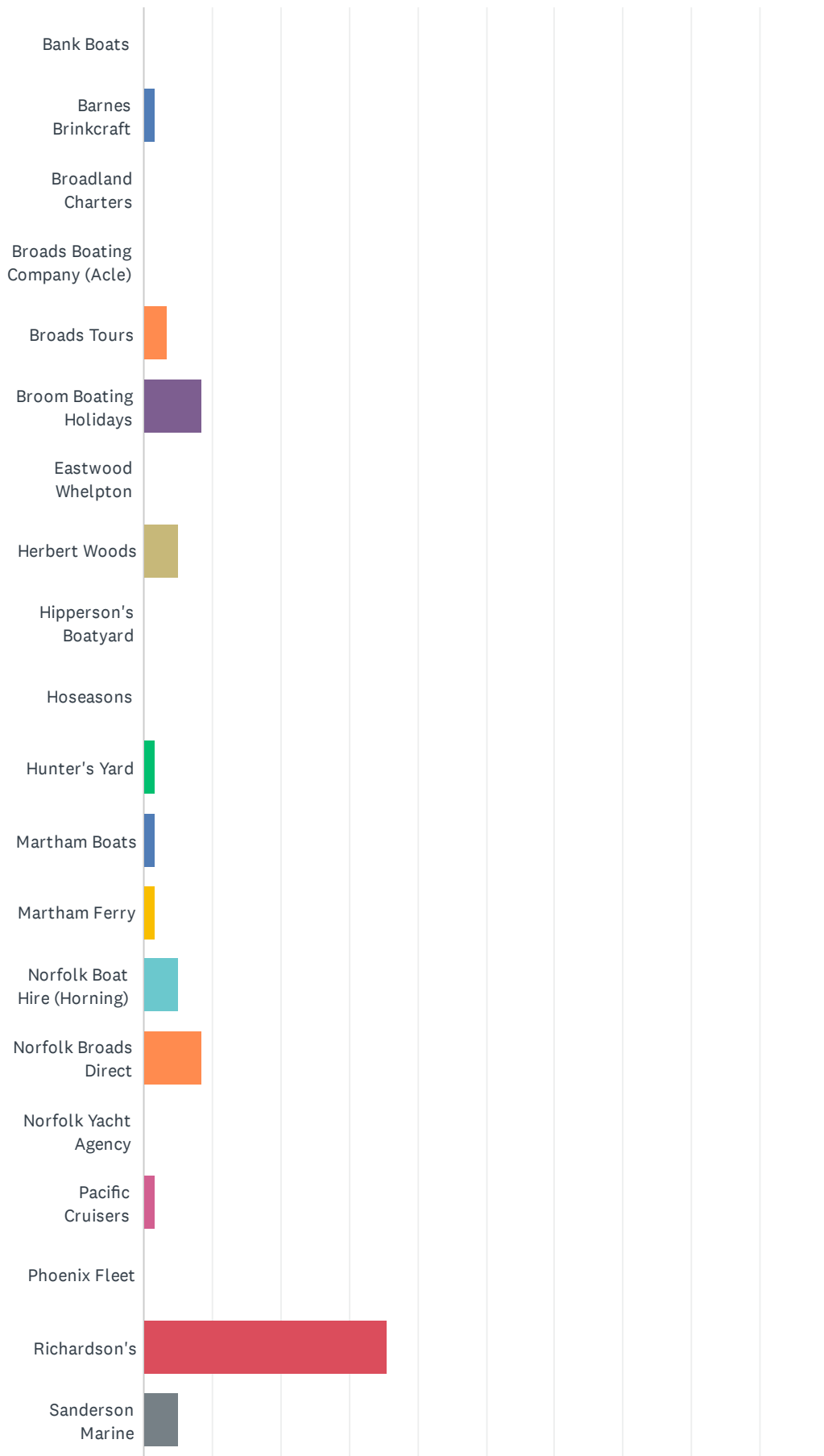
Answered: 57 Skipped: 2



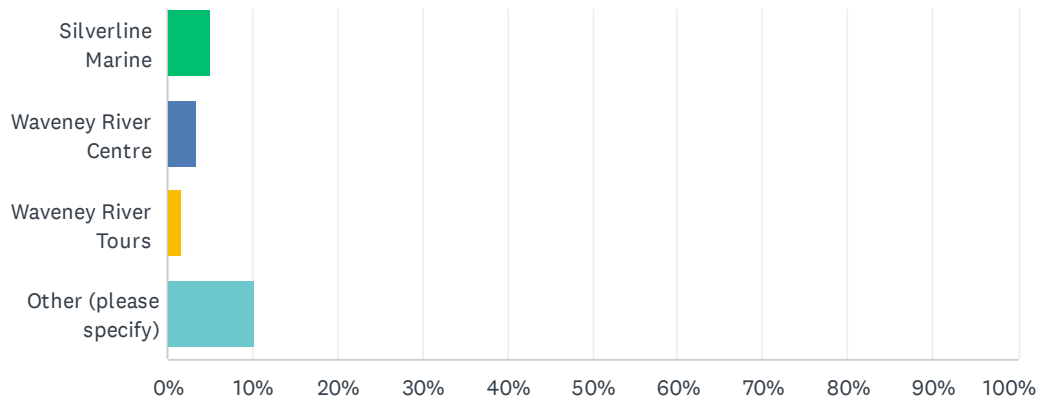
ANSWER CHOICES	AVERAGE NUMBER	TOTAL NUMBER	RESPONSES
	5	263	57
Total Respondents: 57			

Q14 Which yard did you hire your boat from?

Answered: 59 Skipped: 0



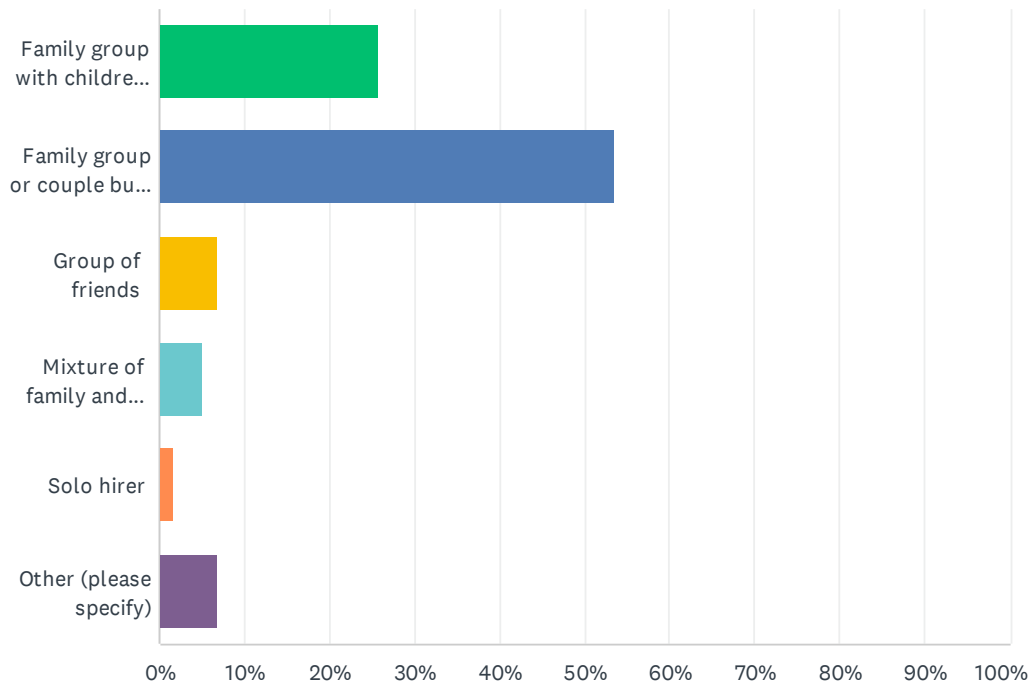
Broads Hirers Survey 2021



ANSWER CHOICES	RESPONSES	
Bank Boats	0.00%	0
Barnes Brinkcraft	1.69%	1
Broadland Charters	0.00%	0
Broads Boating Company (Acle)	0.00%	0
Broads Tours	3.39%	2
Broom Boating Holidays	8.47%	5
Eastwood Whelpton	0.00%	0
Herbert Woods	5.08%	3
Hipperson's Boatyard	0.00%	0
Hoseasons	0.00%	0
Hunter's Yard	1.69%	1
Martham Boats	1.69%	1
Martham Ferry	1.69%	1
Norfolk Boat Hire (Horning)	5.08%	3
Norfolk Broads Direct	8.47%	5
Norfolk Yacht Agency	0.00%	0
Pacific Cruisers	1.69%	1
Phoenix Fleet	0.00%	0
Richardson's	35.59%	21
Sanderson Marine	5.08%	3
Silverline Marine	5.08%	3
Waveney River Centre	3.39%	2
Waveney River Tours	1.69%	1
Other (please specify)	10.17%	6
TOTAL		59

Q15 Which best describes your group?

Answered: 58 Skipped: 1



ANSWER CHOICES	RESPONSES	
Family group with children under 16 years old	25.86%	15
Family group or couple but no children under 16 years old	53.45%	31
Group of friends	6.90%	4
Mixture of family and friends	5.17%	3
Solo hirer	1.72%	1
Other (please specify)	6.90%	4
TOTAL		58

Q16 What other measures would like to see to improve boating safety on the Broads? (Leave blank if N/A)

Answered: 34 Skipped: 25

Q17 Please provide your details below if you wish to be entered into the prize draw to win a Columbia rucksack and beanie. Your personal data will only be used by the Broads Authority for the purposes of the free prize draw and will not be passed on to any other organisation. The draw will close on 31 October after which a winner will be drawn at random.

Answered: 56 Skipped: 3

ANSWER CHOICES	RESPONSES	
Name	100.00%	56
Email address	100.00%	56
Telephone number	78.57%	44

Comparison Table of Requirements and audits as checked by the BM QAB scheme and by The Broads Authority upon licensing.

General Information

	QAB Scheme	Broads Licensing
Name of Boatyard / Operator/ Group:	Y	Y
Name of Person Completing this Pro-Forma:	Y	Y
Position:	Y	Y

Overview of the Boatyard

How many boats does the yard hire out for more than one night?	Y	y
How many day boats does the yard have for hire?	Y	y
What services are provided?	Y	N
Direct bookings	Y	N
Arrival and departure services	Y	N
Car parking	Y	N
Toilet facilities	Y	N
Housekeeping	Y	N
Emergency and maintenance services on the waterway	Y	N
Quayside services; fresh water, etc.	Y	N
How many staff do you employ?	Y	N
Reception		

Engineers	Y	N
Housekeeping	Y	N
Handover	Y	N
What staff training do you provide? Customer Service	Y	N
Accessibility	Y	N
Health & Safety	Y	N
Handover	Y	N
Boat Maintenance	N	N
Emergency Procedures	N	N
Other	Y	N

Do you have a documented Safety Management System in place?	Y	Y
Who in the company is the DP? Designated Person.	Y	N
Does the SMS include the below:		
Do you have Risk Assessments in place for all boatyard and hire operations?	Y	Y
Do you have a documented policy on risk assessment review with identified changes in circumstances which would trigger risk review?	Y	N
Who in the company is responsible for ensuring that all of the certification and licences are in place?	Y	Y
Are they all held at the boatyard?	Y	Y
If not, where?		

Does the boatyard operator have a valid Fire Risk Assessment document?	Y	Y
Does it include boats?		
Servicing of fire extinguishers	Y	Y
Do you have a valid boat licence for each hire boat?	Y	Y
Do you have a boat safety scheme certificate for each hire boat?	Y	Y
Do you have a valid Gas Safe certificate for each hire boat?	Y	Y
Do you have a valid Stability certificate for each boat?	Y	N
CRT by 1 st April 2023 Broads by 1 st October for Sailing vessels		
Do you have current public liability and employers (where appropriate) liability insurance?	Y	Y
Do you PAT test electrical equipment?	Y	Y
Do you have a documented Environmental Policy?	Y	Y
How do you ensure that every boat is in a safe condition for each hire?	Y	Y
Is this procedure documented?	Y	N
How do you keep customers to the boatyard away from potentially dangerous areas?	Y	Y
Where there are tunnels on routes are life jackets/buoyancy aids provided?	Y	Y
Do you have documented emergency procedures for likely incidents?	Y	N
Do you have a documented procedure for conveying information about navigation restrictions or other hazards to hirers.	Y	N
Do you have a documented procedure for reporting relevant incidents and	Y	N

accidents to the appropriate authority?		
Do you have a documented self audit process?	Y	N

Company Website and Brochure

Are any logos and awards displayed correctly?	Y	N
Are boat descriptions and facilities such as sleeping and bathroom arrangements clear on the website and the brochure?	Y	N
Is there a pictorial plan for each boat?	Y	N
Are other on-board arrangements and facilities clearly detailed	Y	N
Is the type of electricity supply on the boat detailed? Inverter fitted	Y	N
Are the terms and conditions of the business clearly laid out and easy to understand?	Y	N
Are the website search and booking functions easy to use?	Y	N
Is it easy to contact the yard with questions?	Y	N
Do any special offers advertised provide added value over and above the normal rate?	Y	N
Is customer feedback provided on the website?	Y	N
If an in-house grading scheme is operated, is it clear to potential customers that it is operated in-house and how a grading is achieved?	Y	N

In-House Boat Assessments (if relevant)

If an in-house boat assessment system is used, please give details	Y	N
If an in-house boat assessment is used, how often is each boat assessed?	Y	N
Is each boat measured against a clearly defined set of criteria?	Y	N

Does the in-house assessment process take account of quality as well as facilities?	Y	N
Is a clear explanation of the assessment scheme provided for customers?	Y	N
Is it made clear that this is an in-house scheme and is not connected to VisitEngland or British Marine?	Y	N

Office and Boatyard Procedures

Are guests able to check availability and fully complete a booking on-line?	Y	N
Are guests made aware of the Terms and Conditions at the time of the booking?	Y	N
Are on-line payments carried out securely?	Y	N
Can guests book by telephone or by post?	Y	N

Arrival and Departure Procedures

What information is sent out to guest pre-arrival?	Y	N
Is the address of the yard and clear directions to the site provided? Also public transport links?	Y	N
If on-site car parking is provided, is it clearly signposted, surface in good order, lit and secure?	Y	N
Is assistance or are trolleys provided to transport luggage to the boat?	Y	N
Is there a standard 'Welcome' procedure?	Y	N
Are staff well-presented and welcoming?	Y	N
In what conditions are customers expected to leave the boats and is this detailed?	Y	N
Are departure times from the boats clearly detailed?	Y	N
Are recycling facilities offered	Y	N

Customer Satisfaction Survey / Complaints Procedure

Is the complaints procedure clearly detailed and provided to customers via the website and /or in written material?	Y	N
How are complaints dealt with if they are raised during the holiday?	Y	N
How are complaints dealt with if they are raised following the holiday and departure from the boatyard?	Y	N
Are complaints monitored and analysed in order to identify weaknesses in procedures or individual boats? If so, how often?	Y	N
Is there any evidence of any measurable improvement to any aspect of the business as a result of customer complaints?	Y	N
Is a customer satisfaction survey operated?	Y	N
Are all customers invited to make comments?	Y	N
How are the results used?	Y	N
If boats are let on behalf of third party owners, is a written report provided to the owner in order to provide quality feedback and improvement points?	Y	N

Housekeeping

How does the company ensure a high standard of housekeeping throughout the fleet?	Y	N
Do housekeepers undergo training?	Y	N
Are there any supervisory staff?	Y	N
Are spot checks undertaken?	Y	N
Is the standard of housekeeping included in the customer satisfaction survey?	Y	N

Boat Maintenance

Do you keep maintenance logs for each hire boat?	Y	Y
How does the company ensure that every boat goes out in good working order every time?	Y	N
Are worksheets generated for mechanical and domestic defects? If yes, how are they generated?	Y	N
What is the servicing regime?	Y	N
Who is responsible and is the process well managed?	Y	N
What is the procedure for responding to breakdowns or emergencies on the water for one of your boats?	Y	N

Accessibility

Are there any accessible features on the website?	Y	N
Can deaf customers or those with hearing impairment communicate and book either on-line or via email? Are staff aware of the Type-Talk service?	Y	N
Are some boats a little more accessible than others and is this made clear in the information?	Y	N
Are staff trained to assist customers with special needs?	Y	N

Boat Handover & Customer Information

Handover Procedure	Y	Y
The Quality Audit Trail	Y	N

Navigation Committee

14 April 2022

Agenda item number 12

Barton Turf Staithe

Report by Director of Operations

Purpose

Navigation Members' views are sought on the suggested compromise offered by Barton Turf and Irstead Parish Council in relation to the renegotiated lease of moorings at Barton Turf Staithe.

Broads Plan context

6.1 Improved and new small craft launch facilities in place, linked to craft hire points and published trails; existing BA 24-hour free mooring network maintained and new moorings/stopping points (incl. wild/quiet moorings and commercial moorings) in place at priority locations.

1. Introduction

- 1.1. Barton Turf staithe mooring was created under an agreement with the Great Yarmouth Port & Haven Commissioners, 50 years ago. The agreement was that the Port & Haven Commissioners would pile and develop the staithe and it would be available as a free mooring for those using the broads. Under the Norfolk & Suffolk Broads Act 1989, this agreement transferred to the Broads Authority.
- 1.2. In 2017 we carried out a review of Broads Authority assets and identified the lease renewal date at Barton Turf Staithe (Sept 2022) and the Asset Officer contacted the Parish Council to start preliminary discussion as we are aware that lease negotiations can be protracted and have costly legal fees.
- 1.3. There is a Clause attached to Barton Turf Staithe: the registered title to the property contains a restriction in respect of the Charities Act and the lease needs to include a certificate to comply with the restriction (Local Government Act 1972 and Trustees Act 2000). Without this certification the landowner is unable to agree a long-term lease.

2. Barton Turf & Irstead Parish Council's previous position

- 2.1. At the 13 January 2022 Navigation Committee, members were updated on the current position; that the landowners, Barton Turf & Irstead Parish Council, were requesting a commercial rent (£1,350 per year), the Broads Authority accept the full maintenance and liability for the site and a lease duration of seven (7) years.

- 2.2. Members' views in January 2022 were that negotiations were to be continued, the mooring is small but provides a useful water point, but a commercial rent was unacceptable when included with full maintenance and liabilities for the site.

3. Current offer

- 3.1. As advised by the Navigation Committee, discussions with the Parish Council Chairman have continued and an understanding of the requirements from both sides has been established. The current offer from Barton Turf & Irstead Parish Council is:

- The Parish Council to retain the majority of the moorings (A to F on enclosed sketched map) site and change the use of that part of the site to a Parish mooring rather than a public mooring.
- The mooring ladder be moved to a position near to the water point.
- The Parish Council has requested that the Broads Authority applies for planning permission, on its behalf, for the change of use of the section of the moorings A to F to Parish moorings.
- A short section of approximately 18m (F to G on enclosed sketch) is leased to the Broads Authority, this section contains the water point, to remain as a free 24-hour mooring.
- The small 5m (G to H) return (adjacent to Cox's Boat Yard) also be leased to the Authority and reserved for the launching of kayaks, canoes and paddle boards. (This cannot be used as a mooring location as it would obstruct access and egress from the boat yard).
- The mooring lease duration would be for the seven (7) years (see 1.3 for reasoning).
- The Broads Authority to meet the legal costs for the final agreement.
- In return for the Broads Authority taking full maintenance and liability for the area under the proposed lease (F to H), the Parish Council would agree to charge no rental fees.

- 3.2. The section being offered under this proposal is in poor repair, the piles remain sound with a healthy estimated life of around 10 years, but new capping and waling, mooring posts, safety ladder and chain are required, along with path materials and geotextile membrane, plus fixings which is estimated to cost £5,000 (in-house costs).

- 3.3. The legal fees to draw up the lease agreement are between £800 - £1,000.

4. Risk implications

- 4.1. The main risk of this proposal relates to the need to apply for planning permission to change the use of the public moorings to parish moorings (i.e. private) as the development plan (which is the document which sets out the planning policies) has

strong policies to protect public moorings. The requirement for the Broads Authority to apply for planning permission to change the use on behalf of the Parish Council would put us in conflict with our own policies.

5. Conclusion

- 5.1. Navigation Committee members can see that negotiations have progressed with each side making compromises. This latest proposal does look to protect some public mooring spaces, preserve access to the water point and provide an access option for paddlesport launching. The issue around commercial rent has been removed and the shorter section on offer would not require capital sums to maintain/replace over the course of the seven (7) year lease.
- 5.2. The risks of this proposal are related to the change of use, from public to private mooring and the conflict with existing Broads Authority policies. There is a risk that planning permission would be refused.
- 5.3. The second issue is around the length of lease. The Authority could spend navigation money bringing the offered section up to a high Broads Authority 24-hour free mooring standard only for the lease to be terminated by the Landowner after seven years.

Author: Rob Rogers

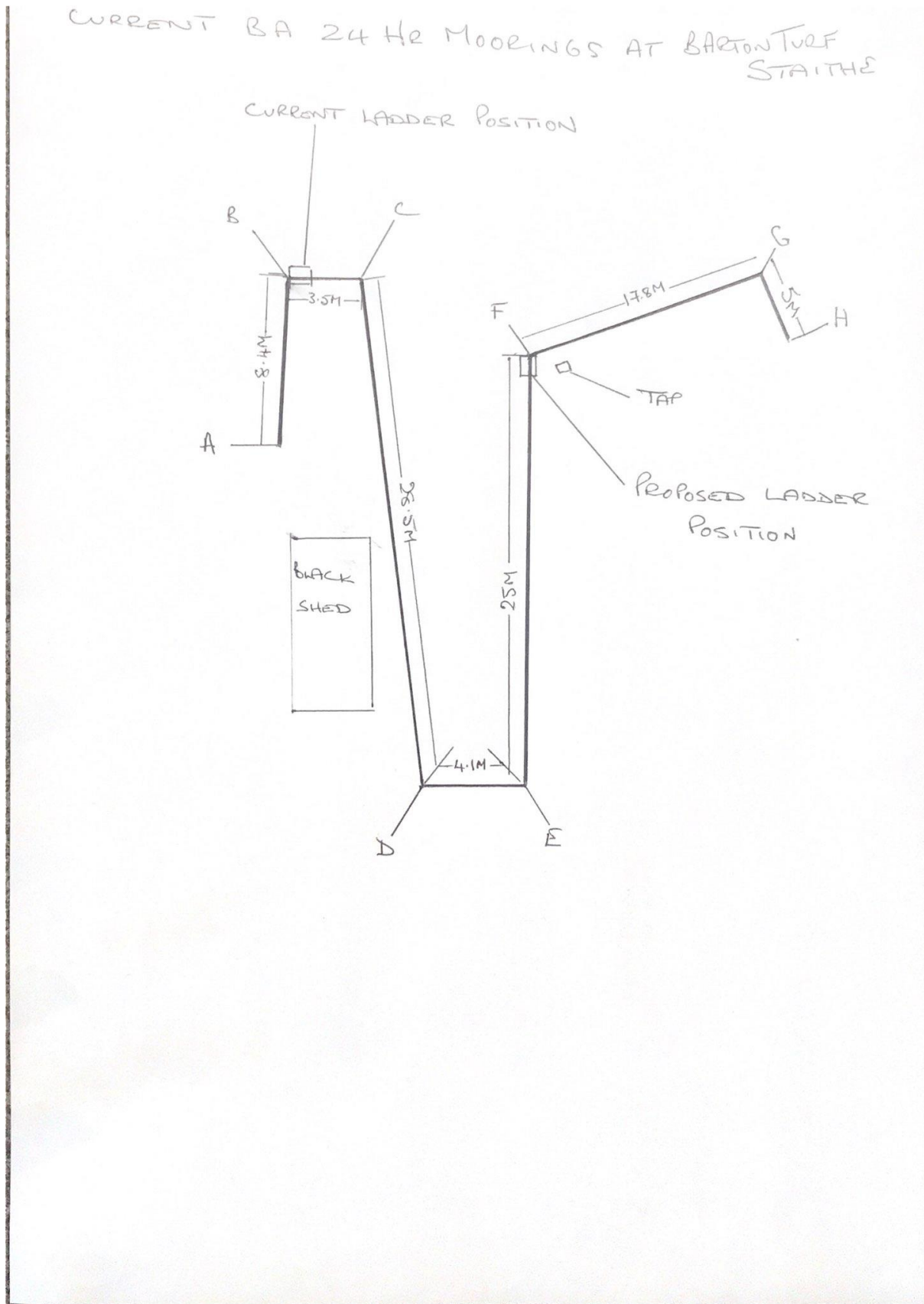
Date of report: 02 March 2022

Background papers: [Navigation Committee agenda item 7, 13 January 2022](#)

[Broads Plan](#) strategic actions: 6.1

Appendix 1 – Sketch drawing provided by Barton Turf and Irstead Parish Council

Appendix 1 – Sketch drawing provided by Barton Turf and Irstead Parish Council



Navigation Committee

14 April 2022

Agenda item number 13

Construction and maintenance and ecology work programme progress update

Report by Head of Construction, Maintenance & Ecology, and Ecology & Design Supervisor

Purpose

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

Broads Plan context

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

1. Maintaining water depths for navigation

- 1.1. The detailed breakdown in Appendix 1 gives the total volumes for the annual dredging programme for the whole of 2021/22 to the end of February 2022. A total of 30,720 m³ of dredged sediment has been removed from the prioritised sites. This figure represents 131% of the programmed target of 23,490 m³ for the 2021/22 year.
- 1.2. In Hickling Broad, dredging and planting to complete the final phase of the Chara Bay project has been completed. Perimeter fencing around the lagoon has been installed to reduce goose access and prevent damage to the young plants from their grazing activities. Additional sediment was also pumped into the previous reedbed restoration area at Churchill's Bay to counteract the settlement of sediment and give the existing reeds a greater chance of stronger establishment. This additional work in Hickling involved dredging 5,500 m³ which was over and above that originally planned.
- 1.3. At Martham Broad, sediment has been dredged from the channel through the broad to build up and restore an eroded reedbed area on Norfolk Wildlife Trust land adjacent to Martham South Broad.
- 1.4. On the River Chet dredged sediment has been placed along the closed public right of way, from Chedgrave Common to just downstream of Hardley Flood. Follow up work in the autumn of 2022 is planned to level off the sediment to facilitate the Norfolk

County Council project to install replacement footbridges and ultimately re-open the footpath.

- 1.5. Project planning for the next phase of dredging in Oulton Broad is well underway. Where the dredged material is to be placed, extensive mitigation work to prevent impacts on the water vole population at Peto's Marsh has been completed. An old dyke was needed to be filled with dredged sediment, which required water vole monitoring, trapping and relocation to happen before the sediment was moved. The Ecology Team worked alongside staff from Suffolk Wildlife Trust and our own Construction Team, to ensure the work all happened according to the plan and as per the Protected Species licensing conditions. A priority task for the Rivers Engineer by June 2022 is to produce a detailed project plan, setting out all the remaining phases of work at Peto's Marsh to create a 1 hectare reedbed. Dredged sediment will be used to establish the correct ground levels for the reedbed and for the construction of a new cross-wall flood embankment.
- 1.6. The forward dredging plan for 2022/23 is shown in Table 1. Three major projects are set for the forthcoming year. Dredging at Oulton Broad and the Peto's Marsh reedbed creation project continues. Priority dredging at Sutton Broad, matched with the opportunity to provide sediment for a landowner to strengthen a section of riverbank along the River Ant, sees the start of a new campaign over several years of activity in the River Ant. Similarly, on the upper Bure upstream of Wroxham, winter 2022/23 marks the first of two winter campaigns, with dredged sediment destined for agricultural reuse.

Table 1. Forward Dredging Plan – 2022/23

Site	Timescale	Volume (m ³)
River Waveney – Oulton Broad	April – September	10,000
River Ant – Sutton Broad	April – September	12,000
River Bure – Wroxham Viaduct to Juby's Farm	October – March	12,000
Lower River Bure – plough dredging	Jan – March	1,000
Total	-	35,000

2. Maintaining safe public mooring facilities

- 2.1. At Commissioners Cut 24 hour mooring, the tender to achieve the revised refurbishment has been successful with a contract issued. The contractor shall excavate behind the piling, straighten the piling line and strengthen the structure with new anchor ties. Structural work is due to be completed by the end of May. Follow up work by the Maintenance Team will bring the site back to public use in summer 2022 once the land has settled.

- 2.2. At How Hill 24 hour mooring, the second of three 100 m stretches of the timber capping and waling have been replaced by contractors. The final phase to complete the full timber refurbishment will be in winter 2022/23. Capping and waling has also been replaced at the Haddiscoe (East) demasting mooring.
- 2.3. A set of new boat waste bins and associated fenced compound has been created at Hoveton St John 24 hour mooring. This facility replaces the old bin store near the Hoveton Tourist Information Centre. North Norfolk District Council have funded the new bins, which are intended for waste from boats and not general public waste. Issues of repeat illegal disposal of domestic and commercial waste at the previous location, being easily reached by cars and vans, has hopefully reduced; whilst now providing boat users with more convenient and accessible waste and recycling facilities.
- 2.4. The succession of very high tides in January had impacted the path surfaces at many of the 24 hr moorings, especially in the lower river reaches. The maintenance team had an extended programme in February of topping up mooring path surfaces and repairing washed out areas behind the quay heading.

3. Riverside Tree Management

- 3.1. The initial five year riverside tree management plan and work programme ran from 2017 to 2022, see [Riverside tree and scrub management \(broads-authority.gov.uk\)](https://broads-authority.gov.uk/riverside-tree-and-scrub-management/). The work to this plan has now been completed. A brief summary is that over the five years, 15,600 m of riverbank has been managed to the specification set for each stretch. This total is broken down by rivers, as: -

- River Ant 4,160 m
- River Bure 6,180 m
- River Thurne 660 m
- River Waveney 1,820 m
- River Yare 2,780 m

- 3.2. Total length of riverside tree management between 2017-2022. This is broken down by year, as: -

- 2017-18 2,976 m
- 2018-19 3,290 m
- 2019-20 3,218 m
- 2020-21 3,050 m
- 2021-22 3,070 m

4. Our resources

- 4.1. Timmy Lamb our previous Construction Supervisor retired in February. Wayne Collins has stepped up from the Construction team to take on the role. The vacant Waterways & Recreation officer role has been appointed to, with the new starter joining in early May.
- 4.2. A design and build tender for a small motorised barge/workboat has been opened, see [Tender for the design and build of a small motorised work boat/barge - Contracts Finder](#). Specification is for a 20 tonnes (metric) load capacity, flat-bottomed vessel. Loads to be transported to support the work of the Construction Team, are likely to include a 3,000 litre bunded fuel tank and a small welfare unit. As a multi-purpose vessel, the open hold design will also be capable of moving bulk materials such as aggregate or timber.
- 4.3. Appendix 2 gives the planned proportion of Operations Technicians' time spent on the different navigation work types through 2021/22 and the progress reported up to the end of February 2022.
- 4.4. The planned percentage of the Construction and Maintenance teams time spent on the different navigation management work areas in 2022/23 is shown in Table 2. Dredging continues to occupy most time in the work programme at the same proportion to the previous year. The slight relative increase in mooring maintenance and other navigation works is due to planned reduction in Construction and Maintenance staff time on riverside tree management. The 2022-27 riverside tree management plan, due for finalisation by July 2022, sees contractors, use of the tree shears and ranger teams playing the major role in completing this regular annual set of tasks. One significant navigation project is the replacement of the older channel markers in Barton Broad, which is due to start in October 2022.

Table 2. Planned percentage of operational staff time on navigation work types (2022-23)

Navigation work type	Staff days planned (2022-2023) Days	Staff days planned (2022-2023) % of annual total
Dredging	1800	60%
Mooring maintenance & repairs	660	22%
Riverside tree management	85	3%
Water plant cutting	190	6%
Other navigation works	250	9%

Navigation work type	Staff days planned (2022-2023) Days	Staff days planned (2022-2023) % of annual total
Total	2985	100

5. Future working arrangements

- 5.1. The Habitat Risk Assessment for the Waterways Management Strategy is underway, with consultants carrying out this task for the Authority. Completion is due by the end of June, with assent for the strategy as a whole required from Natural England before final adoption of the strategy.
- 5.2. The removal of the fuel duty rebate on the use of “red” diesel for certain uses has impacted some of our road legal plant. The JCB Fastrack tractor and the telehandlers now need to use “white” diesel, which does not have the fuel duty rebate applied. All use for propulsion in vessels and fuel for excavators can continue to use the rebated fuel.
- 5.3. At the June 2022 Navigation Committee, the evaluation of the whole 2021/22 navigation work programme will be presented.

Author: Dan Hoare, Sue Stephenson

Date of report: 31 March 2022

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

Appendix 1 – Annual dredging figures 2021-22

Appendix 2 – Percentage of operational staff time spent on navigation work types (2021-22) to end February 2022

Appendix 1 – Annual dredging figures 2021-22 (to end Feb 2022)

Project title	Active Broads Authority dredging weeks completed/ planned	Planned volume removed m ³	Actual volume removed m ³	Planned annual project cost ¹	Actual project cost
River Waveney - completed Beccles to Geldeston (June-Sept)	13/17	6,000	6,910	121,260	89,650
River Waveney Oulton Broad to Peto's Marsh (May-Aug)	18/13	6,000	10,010	119,230	137,870
River Thurne Martham to Somerton, sediment to Hickling/Martham (Sept-Jan)	6/13	3,490	3,330	85,480	41,490
Heigham Sound to Chara Bay, Hickling (Sept-Dec)	10/0	0	5,520	0	CANAPE project costs
River Chet Loddon to Hardley Flood bank (Nov-Feb)	15/15	8,000	4,950	112,360	72,280
Site Restoration Waveney - Beccles, Rockland Short Dyke, Bure - Six Mile House	-	-	-	19,340	15,580
Total	61/58	23,490	30,720	457,670	356,870

¹ project costs include staff time for all elements (pre-works ecological mitigation, site set-up, active dredging & site restoration); BA plant; & budgetary expenditure (equipment hire, survey costs, contractor costs, mitigation works, materials & consumables etc); within the reporting period.

Appendix 2 – Percentage of operational staff time spent on navigation work types (2021-22) to end February 2022

Navigation work type	Staff days planned (2021-2022)	Staff days planned (2021-2022)	Staff days worked (April 2021 to end February 2022)	Staff days worked (April 2021 to end February 2022)
	Days	% of annual total	Days	% of annual total
Dredging	1843	60.5%	1,430	47%
Mooring maintenance & repairs	626	20.6%	478	15.7%
Riverside tree management	180	5.9%	115	3.7%
Water plant cutting	230	7.6%	191	6.3%
Other navigation works	165	5.4%	174	5.7%
Total	3044	100	2,388	78.4

Navigation Committee

14 April 2022

Agenda item number 14

Navigation income and expenditure 1 April to February 2022 actual and 2022/23 forecast outturn

Report by Director of Finance

Purpose

To present the actual Navigation income and expenditure for the eleven-month period to 28 February 2022, and provide a forecast of the projected expenditure at the end of the financial year (31 March 2022).

Contents

1.	Introduction	2
2.	Overview of actual income and expenditure	2
3.	Latest Available Budget	4
4.	Overview of forecast outturn 2021/22	4
5.	Reserves	5
6.	Conclusion	5
	Appendix 1 – Navigation actual income and expenditure charts to 28 February 2022	7
	Appendix 2 – Financial monitor: Navigation income and expenditure 2021/22	9

1. Introduction

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

2. Overview of actual income and expenditure

Table 1

Actual Navigation income and expenditure by Directorate to 28 February 2022

Directorate	Profiled Latest Available Budget £	Actual income and expenditure £	Actual variance £
Income	(3,497,288)	(3,693,073)	+ 195,785
Operations	2,592,619	2,229,856	+ 362,763
Strategic Services	282,418	289,970	- 7,552
Finance & Support Services	674,068	602,424	+ 71,644
Projects, Corporate Items and Contributions from Earmarked Reserves	(111,752)	(12,485)	- 99,267
Net (Surplus) / Deficit	(59,935)	(583,308)	+ 523,373

- 2.1. Core Navigation income is above the profiled budget at the end of month eleven. The overall position as at 28 February 2022 is a favourable variance of £523,373 or an 873.23% difference from the profiled LAB. This is principally due to:

- An overall favourable variance of £195,785 within income:
 - Hire Craft Tolls is £63,658 above the profile budget.
 - Private Craft Tolls is £130,948 above the profiled budget.
 - Short Visit Tolls is £279 above the profile budget.
 - Other Toll Income is £3,776 above the profiled budget.
 - Investment Income is £2,876 behind the profiled budget.
- An underspend within Operations relating to:
 - Construction & Maintenance Salaries is £23,663 behind the profiled budget due to 2% pay rise that was budgeted. The National Joint Council (NJC) has finally

agreed with a majority of the Unions a 1.75% increase which has been paid in March. There have also been some vacancies within the team.

- Equipment, Vehicle & Vessels is £71,949 behind the profiled budget due to the availability of purchasing new equipment and vehicle replacements. With order times being so long this has been deferred to 2022/23.
- Water Management is £15,376 behind the profiled budget due to changes to the programme throughout the year. There is a potential this budget will be approximately £5,000 underspent at year end pending the final project being completed.
- Practical Maintenance is £144,699 behind the profiled budget due to costs exceeding the available budget for Commissioners Cut and Dilham Mooring. This is expected to continue to year end as contractors are unable to deliver these revised projects until Summer 2022. This will result in a carry forward request being submitted.
- Ranger Services is £62,836 behind the profiled budget due to the 2% pay rise that was budgeted. The National Joint Council (NJC) has finally agreed with a majority of the Unions a 1.75% increase which has been paid in March. There is also an underspend on the launch repairs and maintenance due to the Spirit of Breydon refit being completed in-house. It has been agreed to transfer any underspend on launches to the Plant, Vessels and Equipment earmarked reserve at year end.
- Premises is £32,040 behind the profiled budget due to reprioritising Dockyard reserve expenditure plans which has meant some works have been deferred to 2022/23. This is so that solar panels for the Dockyard can be investigated. Also there are timing differences in other locations.
- An underspend within Strategic Services relating to:
 - Human Resources is £19,165 above the profiled budget due to staff cover.
- An underspend within Finance and Support Services relating to:
 - Legal is £10,677 behind the profiled budget due to timing differences.
 - Finance and Insurance is £19,712 behind the profiled budget due to vacancies and savings on the insurance tender.
 - ICT is £20,945 behind the profiled budget due to vacancies and the infrastructure project coming in less than expected. It has been agreed to transfer any underspend to the Computer Software earmarked reserve at year end.
- An adverse variance within reserves relating to:

- Premises reserve is under the profiled budget due to the delays in the Dockyard and How Hill Boatshed expenditure which has been deferred to 2022/23.
- Property reserve is under the profiled budget due to the delay in Mutford Lock 3D survey, this has been partly offset by the purchase of Berney Mill moorings 2.
- Plant, Vessels and Equipment reserve is under the profiled budget due to the delays in equipment and vehicle replacements. These have been deferred to 2022/23.

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 2021/22. The LAB is based on the original budget for the year, with adjustments for known and approved budget changes such as carry-forwards and budget virements. Full details of movements from the original budget are in Appendix 2.

Table 2

Adjustments to Navigation LAB

Item	Authorisation reference	Amount £
Original navigation budget 2021/22 (deficit)	Broads Authority 29/01/21 Agenda item number 8	221,915
Approved carry-forwards	Broads Authority 30/04/21 Agenda item number 9	77,972
Transfer from Finance to HR payroll budget	CEO approved 15/06/21	(421)
LAB as at 28 February 2022	n/a	299,466

3.2. The LAB therefore provides for a navigation deficit of £299,466 in 2021/22 as at 28 February 2022.

4. Overview of forecast outturn 2021/22

4.1. Budget holders have been asked to comment on the expected income and expenditure at the end of the financial year in respect of all budget lines for which they are responsible.

4.2. As at the end of February 2022, the forecast indicates:

- The total forecast income is £3,695,110.

- Total expenditure is forecast to be £3,869,818.
- The resulting deficit for the year is forecast to be £174,708.

4.3. The forecast outturn reflects the following changes from the LAB as shown in Table 3.
The forecast deficit represents a favourable variance of £124,758 against the LAB.

Table 3

Adjustments to Forecast Outturn

Item	Amount £
Forecast outturn deficit per LAB	299,466
Adjustments previously reported	(95,645)
Increased toll income	(6,210)
Increased other income	(11,570)
Salary savings for vacancies	(11,333)
Forecast outturn deficit as at 28 February 2022	174,708

5. Reserves

Table 4

Navigation Earmarked Reserves

Reserve name	Balance at 1 April 2021 £	In-year movements £	Current reserve balance £
Property	(397,658)	(6,842)	(404,500)
Plant, Vessels and Equipment	(259,014)	(89,291)	(348,305)
Premises	(89,781)	(35,686)	(125,467)
CANAPE	(195,661)	63,321	(132,340)
Computer Software	(10,232)	(3,300)	(13,532)
Total	(952,346)	(71,798)	(1,024,144)

5.1. Items funded from the Property reserve are the purchase of Berney Mill moorings 2.
The Plant, Vessels and Equipment reserve includes two replacement Ranger vehicles, a towed boat trailer and an aquatic echosounder system.

6. Conclusion

6.1. The forecast outturn position for the year suggests a deficit within the Navigation budget, which would result in a Navigation Reserve balance of approximately £720,000

at the end of 2021/22 (before any year-end adjustments). This would mean the Navigation Reserve would be above the recommended 10% at 18.5%. Due to the low level of interest earned so far, the year-end transfers of interest to the earmarked reserves mean the reserve will remain at approximately 18.5%. This will be highly dependent on the level of interest received.

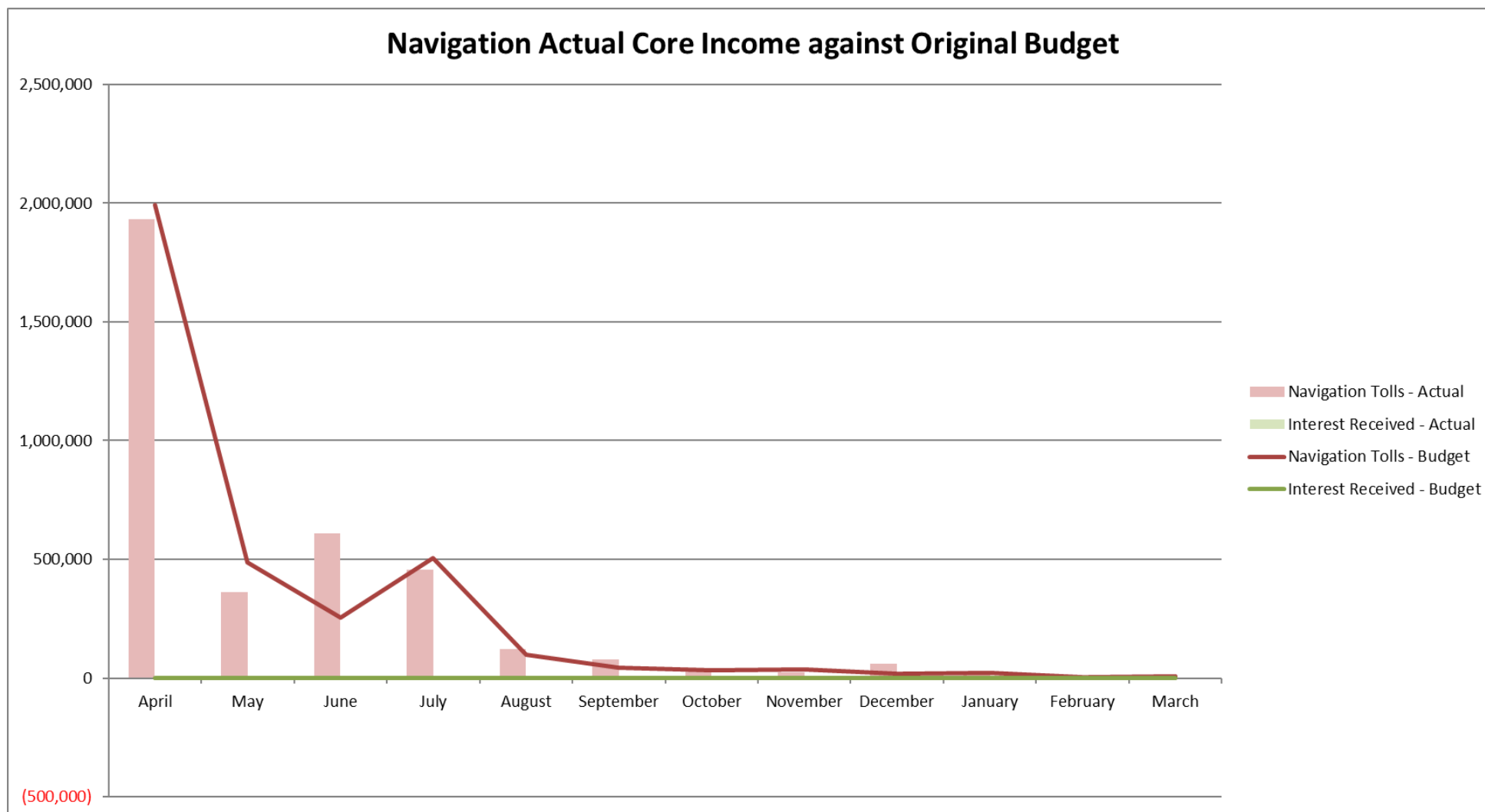
Author: Emma Krelle

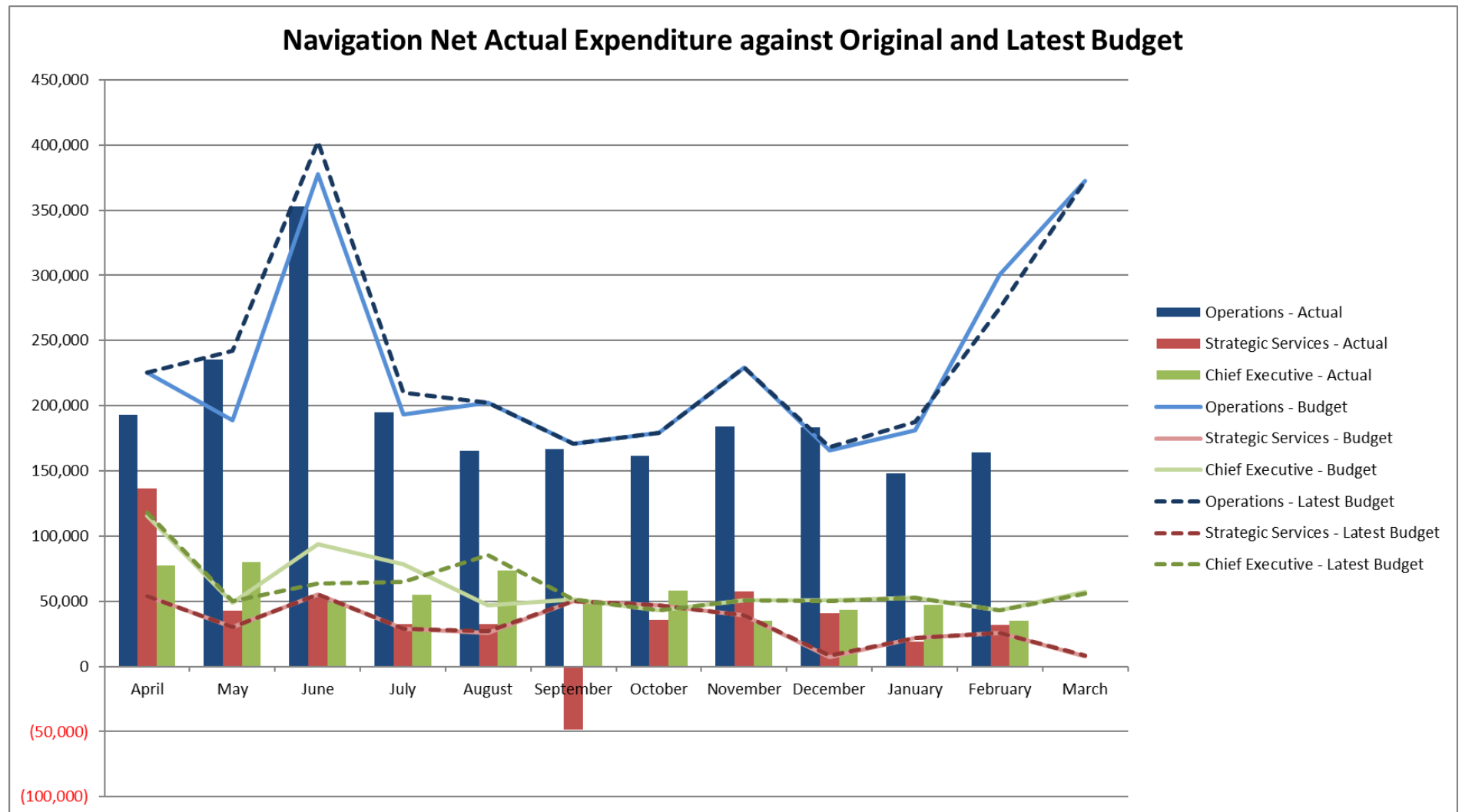
Date of report: 28 March 2022

Appendix 1 – Navigation actual income and expenditure charts to 28 February 2022

Appendix 2 – Financial monitor: Navigation income and expenditure 2021/22

Appendix 1 – Navigation actual income and expenditure charts to 28 February 2022





Appendix 2 – Financial monitor: Navigation income and expenditure 2021/22

Table 1

Income

Row Labels	Original budget (Navigation) £	Budget adjustments (Navigation) £	Latest Available Budget (Navigation) £	Forecast outturn (Navigation) £	Forecast outturn variance (Navigation) £
Total Income	(3,503,650)	0	(3,503,650)	(3,695,110)	+ 191,460
National Park Grant	0	0	0	0	+ 0
Hire Craft Tolls	(1,131,000)	0	(1,131,000)	(1,194,655)	+ 63,655
Private Craft Tolls	(2,303,000)	0	(2,303,000)	(2,434,555)	+ 131,555
Short Visit Tolls	(45,000)	0	(45,000)	(45,000)	+ 0
Other Toll Income	(17,900)	0	(17,900)	(17,900)	+ 0
Interest	(6,750)	0	(6,750)	(3,000)	- 3,750

Table 2
Operations

Row Labels	Original budget (Navigation) £	Budget adjustments (Navigation) £	Latest Available Budget (Navigation) £	Forecast outturn (Navigation) £	Forecast outturn variance (Navigation) £
Total Operations	2,900,656	77,500	2,978,156	2,759,625	+ 218,531
Construction and Maintenance Salaries	834,956	0	834,956	834,956	+ 0
Salaries	834,956	0	834,956	834,956	+ 0
Expenditure	0	0	0	0	+ 0
Equipment, Vehicles & Vessels	369,880	0	369,880	290,413	+ 79,468
Income	(6,090)	0	(6,090)	(8,036)	+ 1,946
Expenditure	375,970	0	375,970	298,449	+ 77,522
Water Management	95,135	0	95,135	95,135	+ 0
Expenditure	95,135	0	95,135	95,135	+ 0
Land Management	0	0	0	0	+ 0
Income	0	0	0	0	+ 0
Expenditure	0	0	0	0	+ 0
Practical Maintenance	394,836	77,500	472,336	468,916	+ 3,420
Income	(11,000)	0	(11,000)	(14,420)	+ 3,420
Expenditure	405,836	77,500	483,336	483,336	+ 0
Waterways and Recreation Strategy	28,290	0	28,290	21,832	+ 6,458

Row Labels	Original budget (Navigation) £	Budget adjustments (Navigation) £	Latest Available Budget (Navigation) £	Forecast outturn (Navigation) £	Forecast outturn variance (Navigation) £
Income	0	0	0	0	+ 0
Salaries	19,290	0	19,290	12,832	+ 6,458
Expenditure	9,000	0	9,000	9,000	+ 0
Project Funding	1,089	0	1,089	1,089	+ 0
Expenditure	0	0	0	0	+ 0
Pension Payments	1,089	0	1,089	1,089	+ 0
Ranger Services	837,448	0	837,448	737,448	+ 100,000
Income	(7,000)	0	(7,000)	(7,000)	+ 0
Salaries	588,028	0	588,028	588,028	+ 0
Expenditure	256,245	0	256,245	156,245	+ 100,000
Pension Payments	175	0	175	175	+ 0
Safety	92,113	0	92,113	86,728	+ 5,385
Income	(1,000)	0	(1,000)	(1,000)	+ 0
Salaries	43,735	0	43,735	47,425	- 3,690
Expenditure	49,378	0	49,378	40,303	+ 9,075
Premises	126,462	0	126,462	102,662	+ 23,800
Income	(2,450)	0	(2,450)	(5,250)	+ 2,800
Expenditure	128,912	0	128,912	107,912	+ 21,000

Row Labels	Original budget (Navigation) £	Budget adjustments (Navigation) £	Latest Available Budget (Navigation) £	Forecast outturn (Navigation) £	Forecast outturn variance (Navigation) £
Operations Management and Administration	45,372	0	45,372	45,372	+ 0
Salaries	42,567	0	42,567	42,567	+ 0
Expenditure	2,805	0	2,805	2,805	+ 0
Premises - Head Office	75,075	0	75,075	75,075	+ 0
Income	0	0	0	0	+ 0
Expenditure	75,075	0	75,075	75,075	+ 0

Table 3

Strategic Services

Row Labels	Original budget (Navigation) £	Budget adjustments (Navigation) £	Latest Available Budget (Navigation) £	Forecast outturn (Navigation) £	Forecast outturn variance (Navigation) £
Total Strategic Services	304,821	3,342	308,162	326,353	- 18,191
Development Management	4,361	0	4,361	4,361	+ 0
Income	0	0	0	0	+ 0
Salaries	4,361	0	4,361	4,361	+ 0
Expenditure	0	0	0	0	+ 0
Pension Payments	0	0	0	0	+ 0
Strategy and Projects Salaries	8,845	0	8,845	8,845	+ 0
Income	0	0	0	0	+ 0
Salaries	8,800	0	8,800	8,800	+ 0
Expenditure	45	0	45	45	+ 0
Biodiversity Strategy	0	0	0	0	+ 0
Income	0	0	0	0	+ 0
Expenditure	0	0	0	0	+ 0
Human Resources	57,283	3,342	60,624	85,454	- 24,830
Income	0	0	0	0	+ 0
Salaries	33,185	0	33,185	58,015	- 24,830

Row Labels	Original budget (Navigation) £	Budget adjustments (Navigation) £	Latest Available Budget (Navigation) £	Forecast outturn (Navigation) £	Forecast outturn variance (Navigation) £
Expenditure	24,097	3,342	27,439	27,439	+ 0
Volunteers	29,676	0	29,676	27,912	+ 1,764
Salaries	20,428	0	20,428	20,428	+ 0
Expenditure	9,248	0	9,248	7,484	+ 1,764
Communications	80,430	0	80,430	80,430	+ 0
Income	0	0	0	0	+ 0
Salaries	70,455	0	70,455	70,455	+ 0
Expenditure	9,975	0	9,975	9,975	+ 0
Visitor Centres and Yacht Stations	90,263	0	90,263	85,388	+ 4,875
Income	(69,450)	0	(69,450)	(69,450)	+ 0
Salaries	134,025	0	134,025	129,150	+ 4,875
Expenditure	25,688	0	25,688	25,688	+ 0
Strategic Services Management and Administration	33,963	0	33,963	33,963	+ 0
Salaries	32,958	0	32,958	32,958	+ 0
Expenditure	1,005	0	1,005	1,005	+ 0
Strategy and Projects	0	0	0	0	+ 0
Expenditure	0	0	0	0	+ 0

Table 4

Finance & Support Services

Row Labels	Original budget (Navigation) £	Budget adjustments (Navigation) £	Latest Available Budget (Navigation) £	Forecast outturn (Navigation) £	Forecast outturn variance (Navigation) £
Total Finance & Support Services	733,553	(3,290)	730,263	800,882	- 70,619
Legal	32,500	0	32,500	27,150	+ 5,350
Income	(2,500)	0	(2,500)	(7,850)	+ 5,350
Expenditure	35,000	0	35,000	35,000	+ 0
Governance	82,139	0	82,139	78,044	+ 4,095
Salaries	56,021	0	56,021	51,926	+ 4,095
Expenditure	26,118	0	26,118	26,118	+ 0
Chief Executive	48,705	0	48,705	48,705	+ 0
Salaries	47,773	0	47,773	47,773	+ 0
Expenditure	932	0	932	932	+ 0
Asset Management	81,302	0	81,302	94,422	- 13,120
Income	(2,000)	0	(2,000)	(2,000)	+ 0
Salaries	21,020	0	21,020	21,020	+ 0
Expenditure	62,283	0	62,283	75,403	- 13,120
Finance and Insurance	191,521	(3,290)	188,231	173,102	+ 15,129
Salaries	85,230	0	85,230	79,750	+ 5,480

Row Labels	Original budget (Navigation) £	Budget adjustments (Navigation) £	Latest Available Budget (Navigation) £	Forecast outturn (Navigation) £	Forecast outturn variance (Navigation) £
Expenditure	106,291	(3,290)	103,001	93,352	+ 9,649
Collection of Tolls	152,530	0	152,530	152,530	+ 0
Salaries	141,330	0	141,330	141,330	+ 0
Expenditure	11,200	0	11,200	11,200	+ 0
ICT	144,857	0	144,857	226,930	- 82,073
Income	0	0	0	0	+ 0
Salaries	66,482	0	66,482	60,555	+ 5,927
Expenditure	78,375	0	78,375	166,375	- 88,000

Table 5

Projects and Corporate items

Row Labels	Original budget (Navigation) £	Budget adjustments (Navigation) £	Latest Available Budget (Navigation) £	Forecast outturn (Navigation) £	Forecast outturn variance (Navigation) £
Total Projects and Corporate Items	27,277	0	27,277	27,277	+ 0
Partnerships / HLF	(23,684)	0	(23,684)	(23,684)	+ 0
Income	(64,524)	0	(64,524)	(64,524)	+ 0
Salaries	14,540	0	14,540	14,540	+ 0
Expenditure	26,300	0	26,300	26,300	+ 0
Corporate Items	50,960	0	50,960	50,960	+ 0
Expenditure	1,760	0	1,760	1,760	+ 0
Pension Payments	49,200	0	49,200	49,200	+ 0

Table 6

Contributions from earmarked reserves

Row Labels	Original budget (Navigation) £	Budget adjustments (Navigation) £	Latest Available Budget (Navigation) £	Forecast outturn (Navigation) £	Forecast outturn variance (Navigation) £
Total contributions from Earmarked Reserves	(240,742)	0	(240,742)	(44,319)	- 196,423
Earmarked Reserves	(240,742)	0	(240,742)	(44,319)	- 196,423

Row Labels	Original budget (Navigation) £	Budget adjustments (Navigation) £	Latest Available Budget (Navigation) £	Forecast outturn (Navigation) £	Forecast outturn variance (Navigation) £
Expenditure	(240,742)	0	(240,742)	(44,319)	- 196,423

Table 7

Net (Surplus) / Deficit

Row Labels	Original budget (Navigation) £	Budget adjustments (Navigation) £	Latest Available Budget (Navigation) £	Forecast outturn (Navigation) £	Forecast outturn variance (Navigation) £
Grand Total	221,915	77,552	299,466	174,708	+ 124,759

Navigation Committee

14 April 2022

Agenda item number 15

Committee Calendar 2022/23- Navigation

Committee dates

Report by Governance Officer

Purpose

To review the Navigation Committee dates for 2022/23 following the approval of the committee calendar at the 18 March 2022 Broads Authority meeting.

1. 2022/23 committee timetable

- 1.1. Members are asked to review the Navigation Committee meeting dates for 2022/23, included in the committee calendar at Appendix 1. The calendar was approved by the Broads Authority on 18 March, subject to consultation with the Navigation Committee.
- 1.2. The calendar runs from August 2022 to the annual meeting in July 2023, and takes account of public holidays. There are five proposed Navigation Committee meetings in the year.
- 1.3. Members of the Committee are also invited to attend all Broads Authority site visits, including the Planning Committee Design Tour. The members' annual site visit is scheduled for 7 July. The Planning Design Tour is scheduled on a two-yearly basis, with the next tour due in 2021. However, this was delayed due to the pandemic. A date for the rescheduled tour is to be confirmed.
- 1.4. As a reminder to members, it has previously been agreed that urgent items, including consideration of planning applications that arise outside of the scheduled Navigation Committee meetings, can be dealt with in the following way:

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

2. Meeting location

- 2.1. With the current high level of COVID infections committee meetings will continue to be held off site. There is also the option for the Navigation Committee to meet remotely, subject to consultation with the Chair and Vice-Chair of the committee. This was resolved by members at the 19 November 2021 Broads Authority meeting.
- 2.2. It should be noted that meeting dates and times may be subject to change.

Author: Sarah Mullarney

Date of report: 17 March 2022

Appendix 1 – Committee calendar 2022/23

Appendix 1 - Broads Authority committee calendar 2022/2023

Committee meetings	Day	Time	Jul 2022	Aug 2022	Sep 2022	Oct 2022	Nov 2022	Dec 2022	Jan 2023	Feb 2023	Mar 2023	Apr 2023	May 2023	Jun 2023	Jul 2023
Audit and Risk Committee	Tue	10am	26				15				14				25
Broads Authority (*BA business/member workshop/site visit)	Fri	10am	29		23*		18		27		17*		12		28
Member annual site visit	Thu		7												6
Broads Local Access Forum	Wed	10am		31			30				8			7	
Navigation Committee	Thu	10am			1	20			12			13		8	
Planning Committee	Fri	10am	22	19	16	14	11	9	6	3	3 31	28	26	23	21
Planning Committee site visit (provisional dates if required)	Fri	10am	1		2 30	28	25		20	17		14		9	7
Bank holidays				29				26 27	2			7 10	1 29		