

Broads Authority

Agenda 25 September 2026

10.00am

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

Sarah Cowley, Chief Executive – Friday, 18 September 2026

Under the Openness of Local Government Bodies Regulations (2014), filming, photographing and making an audio recording of public meetings is permitted. These activities however, must not disrupt the meeting. Further details can be found on the [Filming, photography and recording of public meetings](#) page.

Introduction

1. To receive apologies for absence
2. Chairman's announcements and introduction to public speaking
Please note that public speaking is in operation with the Authority's [Public participation at meetings scheme](#)
3. Introduction of members and declarations of interest (see [Appendix 1](#) to the Agenda for guidance on your participation having declared an interest in the relevant agenda item)
4. To note whether any items have been proposed as matters of urgent business
5. Public question time – to receive questions raised by members of the public
6. **To receive and confirm the minutes of the Broads Authority meeting held on 24 July 2026** (Pages 4-17)
7. **Summary of actions and outstanding issues following decisions at previous meetings – to note the schedule** (Pages 18-22)

Strategy and policy

8. **Strategic priorities – update and draft strategic priorities for 2027/28** (Pages 23-36)
Report by Head of Governance
9. **Financial performance and direction** (Pages 37-54)
Report by Director of Resources
10. **Oil Spill Contingency Plan** (Pages 55-136)
Report by Head of Ranger Services

Governance

11. **Policy and Protocol Review** (Pages 137-145)
Report by Head of Governance

Reports for information

12. The Port, Marine and Facility Safety Code: To consider any items of business raised by the designated person in respect of the Port, Marine and Facility Safety Code

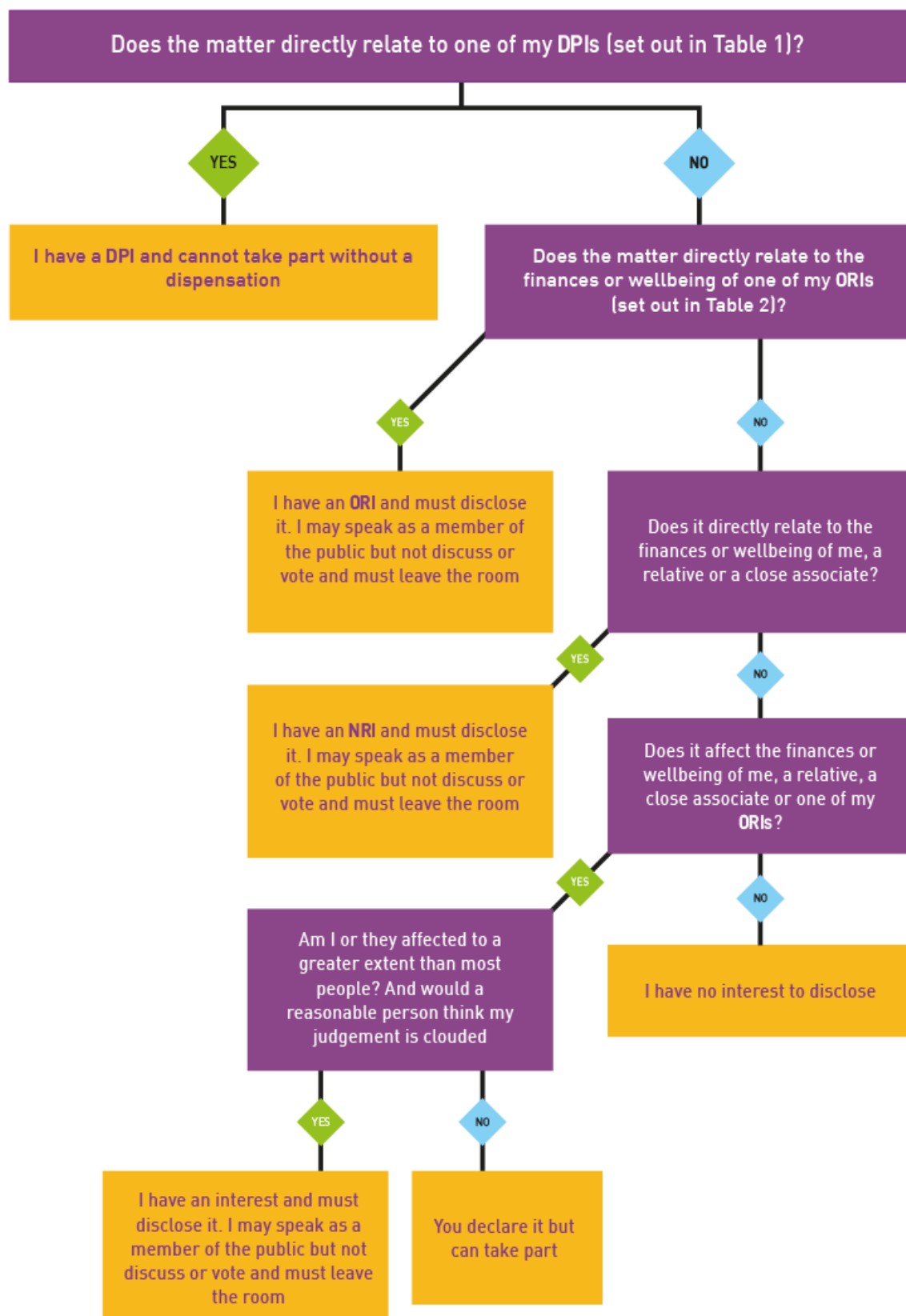
Minutes to be received

13. To receive the minutes of the following meetings:

16 April 2026 – Navigation Committee
3 July 2026 – Planning Committee
14. Other items of business
Items of business which the chairman decides should be considered as a matter of urgency pursuant to section 100B (4)(b) of the Local Government Act 1972
15. To answer any formal questions of which due notice has been given
16. To note the date of the next meeting/workshop – **Friday 27 November 2026** at 10.00am at the King's Centre, 63-75 King Street, Norwich, NR1 1PH
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 Paragraphs 1, 3 and 4 of Part 1 of Schedule 12A to the Act as amended, and that the public interest in maintaining the exemption outweighs the public benefit in disclosing the information.
18. **To receive the Exempt Minutes from the meeting on 24 July 2026** (Pages 146-148)
19. **Land Acquisition** (Pages 149-152)
Report by Director of Delivery

For further information about this meeting please contact the [Governance team](#)

Appendix 1 – Extract from the Local Government Association Model Councillor Code of Conduct



Broads Authority

Minutes of the meeting held on 24 July 2026

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Please note these are draft minutes and will not be confirmed until the next meeting.

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Present

Harry Blathwayt – in the Chair from item 3, Gary Champion, Tom Daly, Alan Goodchild, Tony Grayling, Gail Harris, James Harvey, Tristram Hilborn, Heather Hilburn, Martyn Hooton, Tim Jickells, Leslie Mogford, Tim Munday, Matthew Shardlow.

In attendance

Emma Krelle – Chief Executive/Director of Resources, Izabela Foley – Senior Accountant, Rob Leigh – Head of Communications (item 32), Andrea Long – Broads Plan Coordinator, Rob Rogers – Director of Delivery, Joseph Balaam – Governance Officer, Lorraine Taylor – Head of Governance/Monitoring Officer.

1. Welcome and apologies

The Chief Executive welcomed everyone to the meeting.

Openness of Local Government Bodies Regulations 2014

The Chief Executive explained that the meeting was being audio-recorded. All recordings remained the copyright of the Broads Authority and anyone wishing to receive a copy should contact the Governance Team. The minutes remained the record of the meeting. She added that the law permitted any person to film, record, photograph or use social media in order to report on the proceedings of public meetings of the Authority. This did not extend to live verbal commentary. The Chair needed to be informed if anyone intended to photograph, record or film so that any person under the age of 18 or members of the public not wishing to be filmed or photographed could be accommodated.

Apologies were received from Stephen Bolt, Peter Dixon and Siân Limpenny

Morgan Brobyn and Curig Johnston were absent.

2. Appointment of Chair

Harry Blathwayt was proposed by Tim Jickells and seconded by Tony Grayling

There being no other nominations Harry Blathwayt was appointed Chair of the Authority for the forthcoming year 2026/27.

Harry Blathwayt took the Chair.

3. Appointment of Vice-Chair to the Broads Authority

Tristram Hilborn was proposed by Tony Grayling and seconded by Harry Blathwayt

There being no other nominations Tristram Hilborn was appointed Vice-Chair of the Authority for the forthcoming year 2026/27.

4. Chairman's announcements

The Chair welcomed Gary Champion and Tom Daly to the Authority. The Chair asked members to ensure their emergency contact details were recorded on MyView. The Head of

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Governance said they would be able to add the details of any members who did not have access to MyView and requested members send updated contacts for inclusion by email.

5. Introduction of members and declarations of interest

Members indicated they had no further declarations of interest other than those already registered.

6. Items of urgent business

There were no items of urgent business.

7. Public question time

No public questions had been received.

8. Minutes of last meeting

The minutes of the meeting held on 15 May 2026 were approved as a correct record and signed by the Chair.

9. Summary of actions and outstanding issues

Members received the latest summary of actions and outstanding issues following decisions at previous meetings. The Chief Executive (CE) said two of the items on the report were completed. The Broads Peat project had come to an end, and the new Monitoring Officer had been appointed.

The report was noted.

10. Strategic priorities – Update July 2026

Members received the report of the Head of Governance (HoG). The HoG said a number of strategic priorities were set each year, influenced by the Broads Plan, with regular reports providing updates on these. There were no further updates to the report.

The report was noted.

11. Annual Governance Statement 2025/26 and Code of Corporate Governance 2026

Members received the report of the Head of Governance (HoG). The HoG said the Authority were required to publish the Annual Governance Statement 2025/26 and Code of Corporate Governance 2026 in line with Section 15 of The Accounts and Audit Regulations.

The HoG said the report was present to the Risk, Audit and Governance Committee on 21 July 2026, who recommended the document be approved. The HoG acknowledged that the Authority could improve on stakeholder engagement (appendix 1) which would be examined following the arrival of the new Chief Executive.

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A Member asked if the audit opinion of “reasonable” was considered a good classification. The HoG said this classification was good and added that a “substantial” classification was awarded to Tolls. The Director of Resources (DoR) added the result was positive.

A Member asked if the Authority would consider swimmers to be stakeholders. The HoG said they would be considered as stakeholders. The Director of Delivery (DoD) said the Authority did not recommend swimming in the Broads but was aware that it did happen, information on swimming in the Broads was available on the Authority’s website.

Martyn Hooton proposed, seconded by Matthew Shardlow.

It was resolved unanimously to approve the Annual Governance Statement 2025/26 and to note, subject to the implementation of improvements identified in the action plan, that the Authority’s systems of governance and internal control are considered to be adequate and effective.

12. Draft Statement of Accounts 2025/26

Members received the report of the Senior Accountant (SA). The SA said the report provided an update on the Broads Authority’s Statement of Accounts (SoA) for the year ending 31 March 2026. There were two major changes to the format of the report compared to previous years. The first of these changes was due to organisational restructuring and the removal of one of the directorates. The second concerned the indexation of non-investment assets. The SA explained this was due to changes to the CIPFA Code of Practice in 2025/26.

Since the surplus was reported at the Broads Authority meeting on 15 May 2026, the SA confirmed that it had increased by £3,148 and stood at £232,715. A summary of income and expenditure was available in table 1, the summary of adjustments in table 2 and detailed adjustments in table 3 of the report.

The SA said there was an error worth noting on page 88 of the combined papers which would be adjusted before producing the final statement. The document stated that the Authority received a National Park Grant of £4,423, however, the actual figure was £4,423,000.

The external auditor had advised the Authority that the audit opinion would likely be qualified except for. It was unlikely that the Authority would receive a clean unqualified opinion until 2027/28. The Director of Resources (DoR) explained this was due to an issue in local government audits which meant the Authority’s 2022/23 accounts were not audited. As a result, the opening balances of the 2023/24 accounts had not been verified. To rebuild assurance, the prior accounts from 2022/23 would need to be examined.

A Member commented that the audit opinion was frustrating as the Authority was proud of the accounts and hoped the Authority would be able to obtain a clean unqualified audit opinion in the future. The Member commented that the audit opinion was not a reflection on the good work of the finance team.

Please note these are draft minutes and will not be confirmed until the next meeting.

A Member asked if the audit opinion would have any impact on the Authority. The DoR said borrowing had potential to be impacted but added the issue was sector wide and did not anticipate any issues to arise from this.

A Member commented that the Risk, Audit and Governance Committee had thoroughly reviewed the Authority's accounts, with both internal and external auditors, and said it was unfortunate that the Authority could not achieve an unqualified opinion as the matter was beyond the Authority's control.

The DoR said the draft accounts were being audited and subject to change. The current intention was to sign off the accounts at the Broads Authority meeting in November.

A Member thanked the Senior Accountant and the finance team for the recent training they had arranged.

The report was noted.

13. Financial Performance and Direction

Members received the report of the Director of Resources (DoR). The DoR said the report consisted of two main parts that required members decision. The first of these was expenditure from the earmarked reserves to purchase a concrete pump screener in order to aid the dredging programme. Second, a waiver of standing orders relating to contracts for a navigation safety assessment to be carried out by ABPmer. The DoR said this had been brought to members as the Authority had previously used the services of ABPmer during the past year and as such the proposed work could have been considered a continuation of an existing contract.

A Member asked what the purpose of the screener was. The Director of Delivery (DoD) said the screener filtered oversized debris.

A Member asked for clarification on whether the works carried out by ABPmer were at an end or if future expenses would be anticipated. The DoD said the proposed contract was the start of a new phases in carrying out the required formal safety assessment in which the navigation risks to the Authority would be examined.

A Member asked if there were any other companies capable of completing the required work and queried whether a tender process would be appropriate. The DoD said there were no alternative providers.

Leslie Mogford proposed, seconded by Tim Munday.

It was resolved unanimously to:

- i. Approve the expenditure from the earmarked reserve.**
- ii. Approve the waiver of standing orders relating to contracts.**

14. National Park Funding Update

Members received the report of the Chief Executive (CE). The CE said the report provided members the first update on spending the allocated National Park funds provided by DEFRA. The CE said recruitment to additional posts had been progressing well and hoped a new Capital Projects Manager would be appointed soon.

The CE said a contract had been signed last week concerning the consultants for the SharePoint data management project, which had been funded by revenue funds from DEFRA. The CE highlighted the appendix on page 175 of the papers, which provided a full update

A Member asked if the Authority would be able to spend the funds allocated prior to the deadline. The CE said the Authority was currently on track and would review the position in September.

A Member asked for an update on the progress of the Haddiscoe depot. The Director of Delivery said the Authority was in discussions with the Environment Agency regarding this.

A Member was pleased to see planned expenditure in relation to renewable energy which included electric cycle hire and the installation of solar panels.

A Member asked if a land acquisition strategy would be developed. The CE said this was already covered in an existing Asset Management strategy.

The report was noted.

15. Broads Plan 2028 – Update

Members received the report of the Broads Plan Coordinator (BPC). The BPC informed Members there was a mistake in appendix 1, in which a comment had been presented twice. This version of the report was removed from the website and combined papers and replaced with an updated version on Friday 17 July 2026.

The BPC said the Authority was working towards a timetable to adopt the new Broads Plan at the November 2027 meeting. Section 2 of the report set out the DEFRA guidance on the production of management plans. There were ten steps in total, two of which had already been achieved.

The BPC highlighted the Broads Plan as being a plan for the Broads as a location rather than a plan for the Authority. The engagement of partner organisations and stakeholders would be essential to the success of the new plan. The comments from these organisations, in relation to the current Broads Plan, were detailed in appendix 1. Meetings with stakeholders were still ongoing, with previous meetings listed in section 2.5 of the report; appendix 2 and 3 represented comments received from these meetings. The BPC informed members additional meetings had been scheduled with partners who had not yet contributed. The BPC aimed to produce a document using qualitative analysis of commonly discussed themes. The BPC believed the themes of resilience and recovery would be a common theme and highlighted nature recovery, landscape recovery and climate change amongst key discussions.

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The BPC commented that partnering organisations had shown a greater interest in collaborating with the Broads Authority, compared with previous versions of the Broads Plan. Partners had shown a will for the Broads Plan to succeed, and the BPC was confident the Authority was in a good position to produce an effective Broads Plan within the outlined timetable.

A Member commented they enjoyed reading the report and attending the Broads Plan workshop. The Member asked for clarification on the relationship the Authority had with Anglian Water and the Strategic Pipeline Alliance (SPA). The BPC said Anglian Water was a separate partner organisation which had shown a willingness to contribute towards the Broads Plan. Anglian Water had recently discussed the issues of land management and water supply, abstraction and quality with the BPC; further cooperation with regard to the Broads Plan was expected in the future. The BPC added the SPA infrastructure project would help with the current drinking water issues.

A Member thanked the BPC for running the recent workshops and asked how the process would manage tensions between the aims of the Authority and various partners. The BPC said such tensions between organisations priorities were not uncommon when building the Broads Plan. The BPC hoped to discuss this with the new Chief Executive to establish the best structure to identify issues and work towards cooperative solutions. The BPC emphasised the complexity of such tensions and commented there would be no easy remedy.

A Member acknowledged the complexity of the task and hoped the various organisations would collaborate to achieve a common goal.

A Member was happy to see the inclusion of climate change analysis but was concerned aims such as rewilding, restoration and maintaining the Broads were not a long-term possibility. The Member asked whether consideration had been given to habitat change due to factors such as increased salinity. The BPC said the Broads Plan would need to address this issue. A Member added the Broadland Futures Initiative were examining various environmental models. The Member expected salinity to be a central theme in future models.

A Member thanked the BPC for running the Broads Plan workshops and believed the new Broads Plan should be built with consideration beyond the five-year period of the plan. A Member commented the vision of the plan should be an oil painting rather than a blueprint.

The Head of Governance asked members if they were content with receiving updates on the Broads Plan via the Summary of Progress report in circumstances when a full committee report was not necessary. The members indicated they were happy with this.

The report was noted.

16. Local Plan for the Broads

Members received the report of the Planning Policy Officer. The Head of Governance (HoG) said the Local Plan was submitted in February 2026 by the Head of Planning as a delegated decision. Since this time, a judicial review had commenced elsewhere in the country that

concerned the process in relating to submitting local plans. It had been common practice for local authorities to seek delegation to submit local plans following Regulation 19 consultations, however, the legal challenge accused this process of contradicting Environment Assessment Regulations. The report asked Members to endorse the Local Plan for the Broads in the event that the review concluded the process was contrary to Environment Assessment Regulations.

A Member asked if the legal review would impact the inspectors review carried out in September. The HoG said the inspectors review should not be impacted and the only implication would be that the Authority could be accused of failure to follow due process in the delegation decision. It was for this reason Members were asked to approve the Local Plan for the Broads.

Tim Jickells proposed, seconded by Tony Grayling.

It was resolved unanimously to:

- i. **Note the update; and**
- ii. **Confirm the decision to submit the Local Plan to the planning inspectorate.**

17. The making of Strumpshaw Neighbourhood Plan

Members received the report of the Planning Policy Officer. The Head of Governance (HoG) said the report on the adoption and making of the Strumpshaw Neighbourhood Plan had been presented to the Planning Committee on 7 July 2026. The plan had successfully completed its referendum and was ready to be made. The report requested members to approve the making of the Strumpshaw Neighbourhood Plan.

Martyn Hooton proposed, seconded by Matthew Shardlow.

It was resolved unanimously that the Authority would make/adopt the Strumpshaw Neighbourhood Plan.

18. Endorsing the Greater Norwich Green Infrastructure Supplementary Planning Document

Members received the report of the Planning Policy Officer. The Head of Governance (HoG) said the report detailed the Green Infrastructure Supplementary Planning Document (SPD) produced by the Greater Norwich authorities of Broadland District Council, Norwich City Council and South Norfolk District Council. The Planning Committee recommended that the Authority endorse the SPD at their meeting on 7 July 2026.

A Member added that endorsing the SPD was important as the Broads Authority could not discharge its housing responsibilities without the help of neighbouring councils.

Gary Champion proposed, seconded by Tim Jickells.

It was resolved unanimously to endorse the Greater Norwich Green Infrastructure Supplementary Planning Document.

19. Endorsing the Norwich City Council Affordable Housing SPD

Members received the report of the Planning Policy Officer. The Head of Governance (HoG) said Norwich City Council had adopted the SPD on 30 June 2026. The Planning Committee discussed the SPD at their meeting on 7 July 2026 and recommended the document for endorsement as the Local Plan for the Broads had regard to and deferred to affordable housing policies for its districts.

Gary Champion proposed, seconded by Tony Grayling.

It was resolved unanimously to endorse The Norwich City Council Affordable Housing Supplementary Planning Document.

20. Scheme of powers delegated to Chief Executive and other authorised officers – update to section 2(e) Planning and heritage

Members received the report of the Head of Governance (HoG). The HoG said an update to the scheme of delegation was required in order to provide clarification in planning decisions. The first of these changes related to planning applications submitted by or on behalf of the Authority which had previously been brought to the Planning Committee at the discretion of the Director of Delivery (DoD). A new clause 37(x) was proposed to capture the scenario and ensure applications made by or on behalf of the Authority be brought to the Planning Committee for approval.

A second change was proposed in relation to the delegation of response to consultation on planning matters. Clause 67 had been proposed in response to suggestion from the Vice-Chair of the Planning Committee and would introduce criteria to clarify when consultation response on both general planning matters and neighbourhood plans could be delegated. A further amendment to clause 66 was also recommended, stating consultations should be delegated to officers and be brought to the Planning Committee only when there would be a significant impact on the Broads.

The final proposed change was to clause 47. This clarified when matters of enforcement should be brought before the Planning Committee.

The HoG asked members to further approve amendments to Section 2 f, g and h of the document. The HoG said updates to officer titles would be needed as the title Head of Construction, Maintenance and Ecology had been changed to the Head of Operations; similarly, the role of Ecology and Design Supervisor had been renamed Ecology and Design Manager. The HoG further requested Members approve an amendment to Section 2(f) clause 73 and 77 to add the Head of Operations to the authorised officers.

A Member said applications from the Authority had always been brought to the Planning Committee for approval. The Member said the amendments proposed would not reduce the oversight of the committee but would streamline the process and reduce the time taken for officers to produce Planning Committee reports. The Member asked if it was possible to include the phrase or equivalent in brackets, following officers titles, to remove the need of approval for future amendments of this nature. The HoG said a clause could be included to address this, as job titles could change periodically.

A Member asked if there was a definition of “serious implications” for clause 66 and 67. The HoG said serious implications would include matters that would have an impact on or contradict the Authorities Local Plan.

Alan Goodchild proposed, seconded by Gail Harris

It was resolved unanimously to:

- i. Approve the revised Scheme of powers delegated to the Chief Executive and other authorised officers in relation to the Planning Committee as set out in paragraphs 2.3, 3.2, 3.5 and 4.2 of the report.**
- ii. Update 4.1 of the Code of Practice for members of the Planning Committee and officers to reflect the proposed change in clause 37 of the Scheme of powers delegated to the Chief Executive and other authorised officers.**
- iii. Approve amendments to officer job titles in section 2 f, g and h.**
- iv. Approve the addition of the Head of Operations to authorised officers under section 2(f) 73 and 77.**

21. Committee membership and member appointment 2026/27

Members received the report of the Head of Governance (HoG). The HoG said members were emailed prior to the meeting to assess their willingness to remain on the committees and outside bodies they had been appointed to. A number of vacancies had become available following the change in local authority members and these needed to be filled. The HoG specifically sought a volunteer to join the Standards Committee and said the Authority were still waiting for Norfolk County Council (NCC) to appoint their two representatives to the Authority. Tom Daly volunteered to join the Standards Committee.

A Member commented that the delay from NCC in appointing to outside bodies had been placing pressure on members to ensure committees remained quorate. The HoG confirmed correspondence had taken place with the Head of Democratic Services and it was hoped that they would appoint two members to the Authority shortly. However, she would contact the Norfolk County Council Monitoring Officer directly if appointments were not forthcoming.

A Member said that NCC had previously announced appointment to outside bodies would not be made for a period of six months following their election.

Please note these are draft minutes and will not be confirmed until the next meeting.

A Member asked how much officer time had been used while chasing NCC to fulfil their statutory responsibilities. The HoG said the biggest impact was on officer time. It has meant that some tasks were now having to be duplicated, such as induction sessions for all new members. This would normally be carried out as a group induction, but the delay meant that individual sessions would need to be held.

Martyn Hooton proposed, seconded by Gail Harris.

It was resolved unanimously that appointments to the Navigation Committee; Planning Committee; Risk, Audit & Governance Committee; Standards Committee; and the Broads Local Access Forum be made in accordance with Table 1, with the addition of the appointment of Tom Daly to the Standards Committee, and appointments to outside bodies as set out in Table 2.

22. Whitlingham Charitable Trust – appointment of Trustee

Members received the report of the Head of Governance (HoG). The HoG said the Authority were able to appoint four members as trustees to the Whitlingham Charitable Trust (WCT) for a period of three years, with the Authority currently having three trustees appointed. The HoG said the Authority and the Chair of WCT were happy for these trustees to remain in their roles for a further three years and the Broads Authority engaged in a recruitment process to appoint one further trustee.

The process sought to recruit a candidate with a marketing background and Nicola Blake emerged as the preferred candidate following candidate interviews. The Chair commented that all candidates were impressive and thanked them all for applying.

Harry Blathwayt proposed, seconded by Alan Goodchild.

It was resolved unanimously to agree to the appointment of Nicola Blake as Trustee to the Whitlingham Charitable Trust on behalf of the Authority, for a period of three years.

23. Items of business raised by the Designated Person in respect of the Port Marine Safety Code

There were no matters to report under this item.

24. Broads Local Access Forum annual report 2025/26

Members received the report of the Waterways and Recreation Officer. The Director of Delivery (DoD) said there were no further updates and the report showed that the Broads Local Access Forum had remained busy and active throughout the year.

A Member asked why there were eight vacancies on the forum. The Head of Governance said the report was written before the recruitment process had begun and all eight vacancies were now filled.

The report was noted.

25. Report on outside bodies – Whitlingham Charitable Trust 2025/26

Members received the report of Matthew Bradbury, Trustee of the Whitlingham Charitable Trust. The Head of Governance (HoG) said the report set out activities of the Trust throughout the year.

A Member commented that independent representatives were appointed by the Authority due to the potential and frequent crossover of aims between the Authority and Whitlingham Charitable Trust.

The report was noted.

26. Minutes to be received

Members received the minutes of the following meetings:

Broads Local Access Forum – 19 November 2025

Risk, Audit and Governance Committee – 24 February 2026

Planning Committee – 8 May 2026

27. Other items of business

The Chair said an item of business had been brought to their attention which required consideration as a matter of urgency. The Chair said the item involved the likely disclosure of exempt information as defined by Paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972 as amended. The Chair sought members approval to discuss this matter as an exempt item for inclusion as item 32 on the agenda. The members unanimously agreed to allow the addition of this item.

28. Formal questions

There were no formal questions of which notice had been given.

29. Date of next meeting

The next meeting of the Authority would be held on Friday 25 September 2026 at 10.00am at the King's Centre, 63-75 King Street, Norwich, NR1 1PH.

30. Exclusion of the public

The Authority **resolved** to exclude the public from the meeting under Section 100A of the Local Government Act 1972 for the consideration of the following items on the grounds that they involved the likely disclosure of exempt information as defined by Paragraph 3 and 4 of Part 1 of Schedule 12A to the Act as amended, and that the public interest in maintaining the exemption outweighs the public benefit in disclosing the information.

The public left the meeting and the recording was suspended.

Please note these are draft minutes and will not be confirmed until the next meeting.

31. Exempt minutes of last meeting

The exempt minutes of the last meeting held on 15 May 2026 were confirmed and would be signed by the Chair as a correct record of the meeting. A summary of the discussion was contained in the exempt minutes.

32. Item of urgent business

A summary of the discussion was contained in the exempt minutes.

The meeting ended at 12:00pm

Signed by

Chairman

Broads Authority

25 September 2026

Agenda item number 7

Summary of actions and outstanding issues following discussions at previous meetings

Title	Meeting date	Lead officer	Summary of actions	Progress so far	Target date
Haven Bridge	02/04/2024	Rob Rogers	The Great Yarmouth Ports Leisure Users meeting on 2 April had a long discussion regarding the problems with the Haven Bridge. There is a dispute between Peel Ports and Norfolk County Council regarding opening the bridge which is having an adverse impact on commercial and private boat owners based in the Broads.	Historical updates (date range April 2024 to March 2025) have been removed. All historical updates can be found in previous versions of the Summary of Actions and Outstanding Issues available via the committee papers on the Broads Authority website . March 2025: The Chief Executive and Monitoring Officer met with Peel Ports on 19 February and covered a range of issues. November 2025: A Port Users Group meeting will be held on 4 December 2025. December 2025: Norfolk County Council has given notice that Haven Bridge would be closed for two weeks from 1 December 2025 to carry out further repairs which included the replacement of barriers and repairs to the paths, parapets, and all timber blocks on the bridge deck. February 2026: Norfolk County Council has given notice that Haven Bridge would be closed for five nights from Monday 9 February 2026 to carry out resurfacing works. April 2026: On 1 April, the Broads Authority was notified by Peel Ports that Haven Bridge was non-operational until further notice. As at 21 April 2026, the bridge was operational. June 2026: Haven Bridge is operating as advertised, alongside Breydon Bridge by Peel Ports, the latest information can be found using this link: Bridge Information and Booking Bridge Lifts. Herring Bridge, operated by Norfolk County Council, can be booked for an opening using: Herring Bridge information and booking - Norfolk County Council. NCC will continue to	Ongoing

Title	Meeting date	Lead officer	Summary of actions	Progress so far	Target date
				manage the Herring Bridge until the 'snagging period' is over, with the ambition for Peel Ports to also take over the management of the Herring Bridge. September 2026: No updates to report.	
Landscapes Connections	24/01/2025	Andrew Farrell	To track the progress of the submission of an expression of interest to the National Lottery Heritage Landscape Connection Scheme and the subsequent development of an initial bid ready for submission at the end of 2025.	January 2025: Members authorised the submission of the expression of interest to the National Lottery Heritage Landscape Connection Scheme. March 2025: Further advice given from senior officers at the Heritage Fund on the timings of development funding application and Expression#LC of Interest. Initial application for development funding to cover officer costs to develop the Landscape Connections Partnership bid being in the next few weeks. April 2025: Work continues to develop the development funding application. This is incorporating recently arising needs to further develop our work to support small local heritage partner's organisational sustainability, which is one of the key funding priorities of the Heritage Fund. We are also having key conversations with partners around the needs to meet our cash-match funding needs next year. June 2025: Continuing to meet with Heritage Fund and partners to scope out overall project. Speaking with potential funders to cover initial match funding requirements for development stage. September 2025: An initial application for resilience funding to the Heritage Fund has been submitted to build capacity to support building the partnership. November 2025: We have been awarded a grant of £129,312 in resilience funding for a project titled "#LC Broads Heritage Partnership: A Vision for the Future". This funding will allow us to bring together the new partnership, through funded officer time, to develop and submit the first round bid to the Heritage Fund. We will be recruiting a new externally funded Partnership Develop Officer to lead in this work. In the first week of Nov. we hosted a visit with the regional director of the Heritage Fund and one of the Senior engagement managers where we discussed our plans for developing our schemes for the programme. February 2026: We have begun delivery of the project and have appointed a Partnership Development Officer to lead	Ongoing

Title	Meeting date	Lead officer	Summary of actions	Progress so far	Target date
				on this work. We have also appointed consultants to work with the partnership ,including ourselves, to identify gaps and needs within the partnership, potential funding opportunities and to develop the next phase of funding for the scheme. They will deliver a report evidencing the needs of the partners in the landscape which will be a foundational piece of evidence with our next funding bid. We have continued to meet with the engagment team from the Heritage Fund to discuss the development of our plans for the next phase. April 2026: On 5 March 2026, we held our first partnership workshop to begin the co-development of the next phase of theLandscape Connections project. On April 30th we held the second workshop with the partnership. These are funded by the Heritage Fund as part of the the #LC Broads Heritage Partnership: A Vision for the Future" project. Our consultants are identifying new stakeholders for the partnership to help us "Review and expand The Broads Authority's partnership network" which is one of the approved purposes of this funding. They will soon begin 1 to 1 support with selected partners to identify future areas of support to ensure the resilience of the partnership. We are currently developing a new partnership website that will become the digital home of this current Landscape Connections project, and the developing next phase. We are on track to complete this strand of funded work in October 2026. June 2026: To date we have held the first 3 workshops with one more to be held in July. These have all focused on the Heritage Fund's 4 strategic priorities around: Saving Heritage; Protecting the Envriionment; Inclusion, Access & Participation; and Organisational Sustainabliity. Our consultants have identified more than 300 organisations locally that have the potential to work with the project in the future. Some of these organisations have the potential to help us address identified partnership gaps around access and inclusion. We have received our mid-point evaluation report from our external evaluator, who has shown that we are on track to complete this intial phase of the project this autumn. We are still in discussions with the Heritage Fund,	

Title	Meeting date	Lead officer	Summary of actions	Progress so far	Target date
				and other supporting funders, in the development of the next phase of the scheme. The new website is under development and we have begun some early social media engagement to record and promote the ongoing partnership work. August 2026: In July we completed all four of the originally planned workshops with the new partnership. We have completed the interim claim to the Heritage fund and have now been paid the 80% of the grant total, with the remaining 20% of the grant to be paid upon completion of the project. This has allowed us to agree with the Heritage Fund to extend the project until January 12th, 2027 to allow for the total spend of the allocated grant. During this extension, we will be holding three additional partnership events, including: an inperson partnership workshop in Acle with a smaller cohort of local Heritage organisations identified by our consultants, an evaluation workshop to better incorporate our evaluative methodology [Theory-of-Change] within the partnership, and a launch event in November with the new partners for our Vision for Heritage in the Broads.	
Broads Plan progress update	24/07/2026	Lorraine Taylor	To track the process of the timetable and process for the development, consultation and publication of Broads Plan 2028. At the meeting on 24 July 2026, a progress update was provided and it was agreed by Members that regular updates would be provided through the Summary of Progress report to each meeting.	September 2026: One-2-One Meetings with key organisations at work in the Broads continued throughout August. These included NFU, Natural England, Norfolk Wildlife Trust, Suffolk Wildlife Trust, Anglian Water, and Nature City Norwich (Norwich City Council) . Meetings with Norfolk Farming and Wildlife Advisory Group (FWAG) and Environment Agency are still outstanding. A summary of the key issues arising from these meetings, once all have been concluded, will be published at the end of September/early October. General themes emerging include: a) a renewed commitment to partnership working and collaboration; b) a collective understanding that the impacts of climate change and sea level rise will be significant better understood during this period and that this may require new approaches;	31/12/2027

Title	Meeting date	Lead officer	Summary of actions	Progress so far	Target date
				c) Access in all its forms (to water, to land and to information) needs to be better represented in the new Plan; d) scope for better recognition in the plan of the variations between different geographical parts of the Broads; e) a general theme of resilience and recovery; and f) a renewed appetite for monitoring.	

Date of report: 02 September 2026

Broads Authority

25 September 2026

Agenda item number 8

Strategic priorities- update and draft strategic priorities for 2027/28

Report by Head of Governance

Purpose

The report sets out the latest progress in implementing the Authority's annual strategic priorities for 2026/27 and starts the process for considering next year's priorities.

Broads Plan context

The Broads Plan is a key part of the Authority's strategic framework.

Recommended decision

- i. To note the progress in implementing this year's strategic priorities; and
- ii. To consider the draft strategic priorities for 2027/28.

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1. Introduction

- 1.1. Each year the Broads Authority identifies a small set of strategic priorities, which focus on projects that have high resource needs or a very large impact on the Broads, or that are politically sensitive. Setting these priorities helps target the Authority's resources and make the most of partnership working and external funding opportunities. Priorities are set each financial year, although some large-scale projects carry across several years.

- 1.2. In addition, Defra has a requirement for National Park Authorities and the Broads Authority to provide quarterly updates on deliverables against the Business Plan, as part of its grant funding agreement. These update reports on our strategic priorities are used by officers to comply with that requirement.

2. Updates – 2026/27

- 2.1. The latest update on the agreed strategic priorities for 2026/27 is in Table 1 below.

Table 1

Strategic priorities 2026/27 – progress update

Defra/Gov priority BA strategic priority, aims and milestones	Progress	Lead officer
Potentially all 1. Start preparation of a replacement Broads Plan to cover the period 2028-2033 Aim: To implement the next steps of the Broads Plan preparation. Milestones: (i) Broads Plan – start preparation of a new plan to cover the period 2028-2033 (ii) April-July 2026: - Commission State of the Park Report - Prepare report summarising feedback - First Broads Plan Partnership workshop - Report progress to Broads Authority (iii) August-December 2026 – Draft Broads Plan (iv) January-March 2027 – Consult on emerging draft plan.	Status: On track (i) Consultant appointed to support the process. Letters issued week ending 17 April 2026 to partners, parish councils, local authorities and Natural England on the review of the current plan. (ii) Officers workshops; one stakeholder workshop; Broads Authority Member workshop; and a Navigation-specific workshop which included stakeholders and Navigation Committee members were held in June 2026. A delivery partner workshop was held in July 2026. For the partners that were not able to attend the workshop, the Broads Plan Coordinator will be contacting them individually for their input. (iii) Not yet due (iv) Not yet due	Chief Executive

Defra/Gov priority BA strategic priority, aims and milestones	Progress	Lead officer
2. Adoption of the Local Plan for the Broads Authority Aim: To facilitate the Local Plan Enquiry. Milestones: (i) Submit the Broads Local Plan for Local Plan Inquiry for independent inspection by a local plan inspector. (ii) Receipt of Matters, Issues and Questions. (iii) Examination hearings. (iv) Modifications consultation. (v) Receipt of Inspector's Report. (vi) Adoption of Local Plan.	Status: On Track (i) Completed 16 February 2026. (ii) August 2026. (iii) Scheduled for February 2027. (iv) TBC (v) TBC (vi) TBC	Planning Policy Officer
Protect communities from the dangers of flooding 3. Broadland Futures Initiative Aim: Responding to Climate Change and supporting the Broadland Futures Initiative Milestones: • Baseline modelling (BFI Product 34) report due in 2026/27 • Appraisal of the flood risk management action pathways using the modelling data and multi-criteria decision analysis	Status: On Track With two-thirds of the Broads below Mean Sea Level, living, working, and enjoying Broadland depend on flood risk management. The BFI Plan (due for completion by the Environment Agency (EA) in 2028) will be an adaptive pathway which will guide local planning, future decisions and investments, ensuring they are cost-effective, environmentally sustainable, technically feasible, and democratically agreed upon. 1. BFI newsletter #17 issued in June 2026. 2. Hydrological Modelling nearing completion – awaiting EA to complete.	Director of Delivery

Defra/Gov priority BA strategic priority, aims and milestones	Progress	Lead officer
	3. The Flood Risk management actions modelling also nearing completion. 4. The EA's Flood and Coastal Erosion Risk Management funding policy was updated in April 2026 5. Summary documents on BFI progress can be located Broadland Futures Initiative	
Improving landscapes for biodiversity and agriculture. Protecting landscape character and the historic environment. Connecting and inspiring communities. 4. Landscape Connections Aim: Develop partnership and submit development phase bid to the Heritage Lottery Fund to unlock up to £10m over 10 years. Milestones: (i) Deliver and complete initial landscape connections project (#LC Broads Heritage Partnership: A Vision for the Future) by October 2026. (ii) Submit expression of interest to Heritage Fund by Summer 2026. (iii) Submit bid to the Heritage Fund by end of November 2026.	Status: On Track (i) Work continues in the delivery of our initial funding from the Landscape Connections scheme (#LC Broads Heritage Project) which is laying the groundwork for the new partnership and co-creation of initial project ideas. We have agreed with the Heritage Fund to extend the project through mid-January to continue development work with the partnership, ensuring that we are able to fully spend our grant allocation. We have now completed the delivery of the first 4 planned workshops to facilitate the creation of our new vision for the future of Heritage in the Broads and are planning for an additional workshop this October. Our consultants have identified more than 300 local organisations that have a	Head of External Funding

Defra/Gov priority BA strategic priority, aims and milestones	Progress	Lead officer
	potential to work with the partnership in some capacity, which will help to address some of our identified partnership gaps around access and inclusion. We continue to work with partners to develop and write the partnership's <i>Vision for the Future</i>, which will form the basis of our next steps with the Heritage Fund. (ii) We continue to speak with investment officers at the Heritage Fund in preparation of submitting our EOI for the next phase of funding. We have been adapting our draft EOI to address some of the larger changes to the area including the recent drought and the future closure of the Cantley Sugar refinery. We continue to work with the Heritage Fund on the development of a new cohort of other landscapes which are developing bids to the scheme, as well as with other significant projects also receiving investment from the Heritage Fund. We are also supporting partners with some early externally funded pilot projects that will be incorporated into the larger scheme, these include	

Defra/Gov priority BA strategic priority, aims and milestones	Progress	Lead officer
	working with local universities and the University of Cambridge, including a major grant from the AHRC. (iii) We will be able to start on the next step for submission after the EOI stage.	
Responding to climate change and flood risk 5. Responding to Climate Change and Nature Recovery Aim: Implement the agreed Climate Action Plan and begin working towards incorporating the next plan in the Broads Plan from 2028. Broads Climate Action Plan, Broads Nature Recovery Action Plan, Protected Landscapes Targets and Outcomes Framework (PLTOF) and 30 by 30. Milestones: (i) Seek funding through the Clean Maritime Demonstration Competition (CDMC) and Zero Emission Vessels & Infrastructure (ZEVI) programmes for maritime decarbonisation (ii) Continue developing the CyclePods Cycle Charging network (iii) Use Green Infrastructure and Recreational Impact Avoidance and Mitigation Strategy (GIRAMS), Local EV	Status: On Track (i) The BA is a partner in a CMDC project submitted at the end of July. If funded, this project will trial hydrogen fuel cells as a way to power electric dredging equipment. (ii) The expansion of the CyclePODS network is still awaiting funding being available. (iii) Next target site is Ludham bridge, pending agreement with EA. This has been delayed by the process of transferring management of the moorings. (iv) The CDP report is in the process of being drafted, ready for submission. (v) Produced an EOI project programme for the Broads Biodiversity Partnership. Projects will be prioritised to align with the £64K budget for wildlife rich habitat delivery.	Sustainability Manager / Environment Policy Adviser

Defra/Gov priority BA strategic priority, aims and milestones	Progress	Lead officer
Infrastructure (LEVI) and other available funding to continue expanding the boat charging network (iv) Report and track progress via the Carbon Disclosure Project (CDP) reporting process. (v) Produce a programme of projects that meet wildlife rich habitat and 30 by 30 targets, including working with Broads Biodiversity Partners and purchasing land that meets criteria (vi) Identify key projects to take forward within the funding available (vii) Use additional Defra funds to deliver projects, reporting progress through the Broads Biodiversity Partnership (viii) Seek funding through the Peatland Sector Capacity, Lowland Water Fund and Paludiculture and Wetter Farming programmes (2026-2030) for peatland restoration and wetter crops, working with Broads Peat Partnership	(vi) Developing pond restoration and breeding wader habitat creation projects. (vii) Feasibility studies in relation to wetland creation and water treatment in the Ant valley are being developed. (viii) BA are a partner in a consortium bid for the Lowland Peat Water Discovery grant. The bid is being led by Norfolk FWAG and includes 9 sites in the Broads. If successful, the Broads Authority's role will be to act as Partnership Chair, provide strategic direction and high-level technical expertise, contribute site-specific knowledge, and support engagement with landowners across the project area. The result of the application will be known by late September 2026.	
Access for all 6. Access in the Broads Aim: Maximising benefits from Access for All and Active Travel England funding. Deliver the Broads	Status: On Track (i) Programme plan produced and submitted.	Waterways and Recreation Officer

Defra/Gov priority BA strategic priority, aims and milestones	Progress	Lead officer
Local Cycling, Walking, Wheeling Infrastructure Plan (LCWIP) in partnership with key stakeholders and the highway authority. Milestones: (i) Produce Active Travel England National Park Capability Fund programme plan (end May 2026) (ii) Identify by end June 2026 key Active Travel Projects to take forward within the funding available, with the inclusion of socio-economic access. (iii) Deliver programme of Access for All projects in line with the funding guidance, reporting progress through the Broads Local Access Forum (BLAF). (iv) April: Increase capacity for ATE Phase Two project management. (v) May: Establish ATE Steering group. (vi) June – December: Focussed active travel community public engagement events. (vii) Review Year 2 and deliver Year 3 Integrated Access Strategy. (viii) Identify and deliver Access for All projects and suitable sites in the Broads.	(ii) 3 routes selected following development of scoring matrix: UB2 - Hoveton Viaduct to Wroxham Bridge (Walking and wheeling); YA5 - Loddon Village to Pye's Mill (Walking and wheeling); UB1 - Wroxham to Acle (Walking, wheeling, cycling) (iii) Progress reported to BLAF 20 May 2026. Feedback form signage in place for paddle craft launch feedback with feedback being received and processed. Programme of works created and budgeted. Delivery of projects commencing. (iv) Active Travel Project Officer had been recruited but then left. The Broads Authority is currently in discussion with another authority regarding an alternative option of secondment for this post. (v) Steering Group established, second meeting held in July. (vi) To be organised when Active Travel Project Officer in post. (vii) Year 2 reviewed, feedback report to BLAF. Delivering on Year 3 objectives: attended Water Safety press morning, progress on zoomable/scrollable maps for angling and mooring provision, working with PaddleUK to	

Defra/Gov priority BA strategic priority, aims and milestones	Progress	Lead officer
(ix) Early 2027: Produce initial draft design schemes for active travel in the Broads in partnership with key stakeholders and the highway authority.	promote paddle routes, progressing moorings scoring matrix including gap analysis. (viii) First projects being delivered with additional areas of improvement being identified through creation of launch point networks plans and collation of proposed projects (Cary's Meadow staged plan and accessibility audit, Horstead portage improvements). (ix) August/ September 2026: contractors commencing feasibility and concept design for identified routes, to be completed by January 2027. Next stage: preliminary designs commencing January 2027.	
Protecting the interests of navigation 7. Maintenance of the navigation priorities Aim: Ensure the frameworks for decision-making and timely delivery of maintenance works are in place following consultation with key partners. Milestones: (i) Review of the Breydon and lower tidal rivers management plan (5-year consented plan for all	Status: On track (i) Consultation with Navigation Committee in April on a suitable approach for channel marking in the lower tidal rivers was completed. Selected post removal to be started in 2027/28 on the Lower Yare. (ii) Consultant has started, due for completion by end October. (iii) Riverside Tree Management programme refresh is in	Head of Operations

Defra/Gov priority BA strategic priority, aims and milestones	Progress	Lead officer
waterways management activities). (ii) Develop joint Maintenance Dredge Protocol with Peel Ports (GYHA). (iii) Riverside Tree Management Plan (5-year consented plan) is due for completion in 2026/27. Refresh and finalise next 5 year plan 2027/28 to 2031/32.	development and is aligned with the update of the overarching Waterways Management Strategy & Action Plan 2027/8-2031/2, which is due for adoption in April 2027.	
8. Information and Data Management Project Aim: Data migration to a cloud-based platform, improved information governance and compliance thereby moving from legacy on premise software to cloud solutions. Milestones: (i) Scope data migration project with Consultants. (ii) Review all data held, delete duplicates and ensure data is removed that we should no longer hold. (iii) Migrate Tolls documents from the on premise DMS to the cloud. (iv) Migrate the Planning system to the cloud.	Status: On Track (i) Report received from consultants in June. Contract awarded in August, project kick off meeting has taken place and weekly update meetings commenced first week of September. We are currently in a discovery and planning phase which will involve workshops with relevant stakeholders. This process is scheduled to complete by 1 December 2026. The following stage is to undertake a pilot migration of an existing SharePoint on premise site to SharePoint online. (ii) Ongoing process being undertaken by ICT support staff working with relevant data holders.	Head of ICT

Defra/Gov priority BA strategic priority, aims and milestones	Progress	Lead officer
	(iii) Once a contract is in place, the intention now is to move Planning Documents to SharePoint Online, followed by the Tolls documents. (iv) Cloud hosted system goes live week commencing 21 September 2026.	
Potentially all 9. Devolution and Mayoral Authority Aim: Continue to engage with the Broads Authority's constituent local authorities to make the most of the new governance structure for Norfolk and Suffolk. Milestones: (i) Confirmation of board amendments with new unitary councils and DEFRA (ii) Engagement with the new Mayor	Status: On track (i) A review of plans to streamline local government was announced on 7 September, to ensure the process is robust and aligns with the new government's plans. While the review takes place, the government has confirmed that local elections in May 2027 will go ahead on existing council boundaries in Norfolk and Suffolk. (ii) Mayoral elections have been delayed from 2026 to 2028 for the new strategic authority for Norfolk and Suffolk.	Chief Executive

3. Setting strategic priorities for 2027/28

- 3.1. The role of strategic priorities in our strategic "golden thread" is set out in appendix 1. The strategic priorities for 2027/28 will feed into the 2027/28 budget setting process.
- 3.2. Each year, a few of the many strategic priorities that the Authority undertakes are highlighted to provide Members with details on how these projects are being implemented and the progress thereon. The priorities listed for 2027/28 are not the only priorities that the Authority are working on. All actions are aligned with the long-

term aims of the Broads Plan. This document also forms part of the data provided to meet Defra requirements for tracking business plan deliverables.

3.3. Management Team reviewed the 2026/27 strategic priorities and felt that the current priorities should be carried forward through to 2027/28. Some of the priorities, such as Responding to Climate Change and Nature Recovery, which had a big impact on the Broads, would likely stay the same for a number of years. The draft Strategic Priorities for next year are listed below, for members' consideration:

- Broads Plan for 2028-2033
- Broadland Futures Initiative (BFI) - responding to climate change and supporting the BFI)
- Landscapes Connections
- Maintenance of the navigation priorities
- Adoption of the Local Plan for the Broads Authority
- Responding to Climate Change and Nature Recovery – to include the Clean Maritime Project development
- Access in the Broads
- Information and Data Management Project

3.4. It is important to remember that much of the Authority's resources is already committed into the future: in providing statutory services such as navigation safety and tolls, planning, and undertaking essential works such as maintenance of the waterways.

3.5. Members' views are welcome on the suggested priorities.

3.6. As part of the strategic priorities update report to the Authority in November, the agreed priorities for 2027/28 will be presented, together with expected milestones for reporting progress, wef April 2027.

4. Financial Risks

4.1. If the Authority fails to comply with any of its obligations in the Grant Funding Agreement, DEFRA may, at its discretion, reduce, suspend or terminate payments of grant, or require any part or all of the grant to be repaid.

4.2. Over-committing to additional work or priorities will have an adverse impact on the budget (see para. 2.4 above).

Author: Lorraine Taylor

Date of report: 08 September 2026

Background papers: none

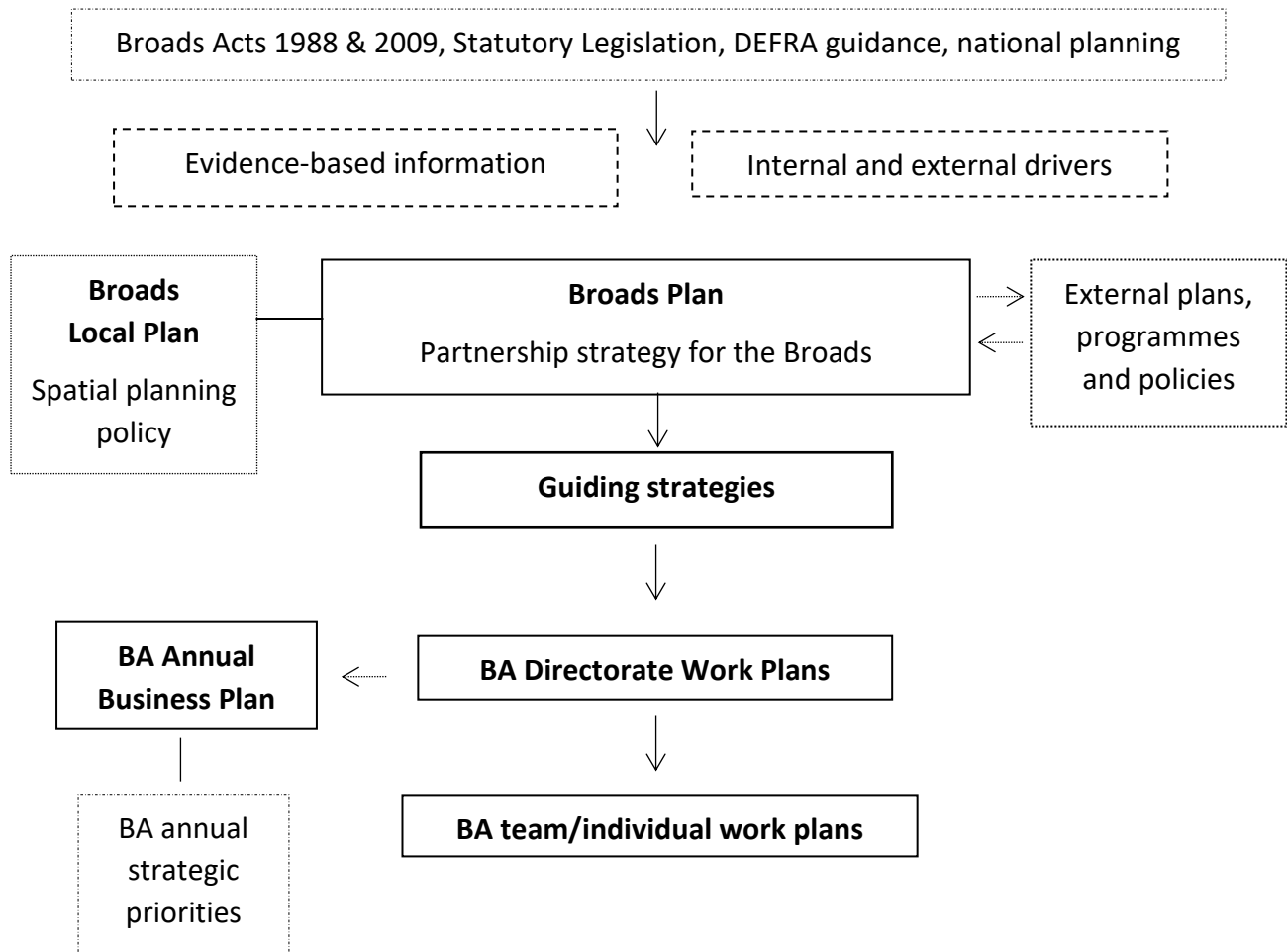
[Broads Plan](#) strategic objectives: All

Appendix 1 – ‘Golden thread’ strategic framework

Appendix 1 – ‘Golden thread’ strategic framework

Fig. 1

‘Golden thread’ strategic framework



Broads Authority

25 September 2026

Agenda item number 9

Financial performance and direction

Report by Director of Resources

Purpose

This report provides a strategic overview of current key financial issues and items for decision.

Broads Plan context

Financial performance underpins all the strategic objectives of the Broads Plan.

Recommended decision

Note the actual income and expenditure and prudential indicators.

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4.	Overview of forecast outturn 2026/27	5
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1. Introduction

- 1.1. This report covers two items: consolidated income and expenditure and quarter one prudential indicators for 2026/27.
- 1.2. Section 2 to 5 provides a summary of income and expenditure for the consolidated budget up until 31 August, any amendments to the Latest Available Budget (LAB), Forecast Outturn (predicted year end position) and the movements on the earmarked reserves.
- 1.3. Section 6 contains the prudential indicators.

2. Overview of actual income and expenditure

Table 1

Actual consolidated income and expenditure by directorate to 31 August 2026

Directorate	Profiled latest available budget £	Actual income and expenditure £	Actual variance £
Income	(7,708,777)	(7,810,635)	+ 101,858
Delivery	2,398,367	1,997,378	+ 400,989
Resources	1,595,407	1,289,092	+ 306,315
Chief Executive	484,300	411,764	+ 72,536
Projects, Corporate Items and Contributions from Earmarked Reserves	(291,658)	(89,578)	- 202,080
Net (Surplus) / Deficit	(3,522,361)	(4,201,979)	+ 679,618

- 2.1. Core income is above the profiled budget at the end of month five. The overall position as at 31 August 2026 is a favourable variance of £679,618 or a 19.3% difference from the profiled LAB. This is principally due to:
 - An overall favourable variance of £101,858 within income:
 - Hire Craft Tolls is £49,681 above the profiled budget.
 - Private Craft Tolls is £29,288 above the profiled budget.
 - Short Visit and Other Toll income is £9,301 above the profiled budget.
 - Investment income is £13,588 above the profiled budget.
 - An underspend within Delivery relating to:

- Development Management is £52,692 behind the profiled budget due to timing differences on the digital planning grant and Broads Plan expenditure.
- Construction, Maintenance and Ecology Salaries is £49,283 behind the profiled budget due to the timing differences on the pay award. This has been agreed by the Unions and will be paid in the October payroll and backdated to 1 April 2026.
- Equipment, Vehicles and Vessels is £26,049 above the profiled budget due to new wire rope for the Hitachi crane and the fen harvester flail head needing some unplanned repairs. Tools and equipment is also ahead due to an expansion of our Hand Arm Vibration Syndrome (HAVS) metering capabilities, so there are more units for staff to use and track HAVS.
- Water Management is £26,988 above the profiled budget due to timing difference on equipment hire, consultancy and professional fees. This has been partially offset by and underspend in contractor services.
- Practical Maintenance is £110,485 behind the profiled budget due to a timing difference on contractor services with various jobs starting in October and November.
- Waterways and Recreation Strategy is £110,021 behind the profiled budget due to timing differences on the grant funded projects for Access and Active Travel England.
- Ranger services is £107,294 behind the profiled budget due to a timing difference on the replacement Ranger launch and salaries. The pay increase has been agreed by the Unions and will be paid in the October payroll and backdated to 1 April 2026.
- Premises is £11,321 above the profiled budget due to timing differences.
- Project Funding is £23,746 behind the profiled budget due to timing differences.
- An underspend within Resources relating to:
 - National Park Grant expenditure is £292,803 behind the profiled budget due to timing differences on the capital purchases.
 - Finance and Insurance is £14,187 behind the profiled budget due to a saving following the insurance tender. There is also a timing difference on salary costs due to the pay award. This has been agreed by the Unions and will be paid in the October payroll and backdated to 1 April 2026. This has been offset by a timing difference on audit costs.
 - Premises Head Office is £32,541 above the profiled budget due to a timing difference on the lease and facilities management billing.

- An underspend within Chief Executive relating to:
 - Legal is £18,537 behind the profiled budget due to a timing difference on billing.
 - Communications is £30,945 behind the profiled budget due to unbudgeted grant income and a timing difference on consultants.
 - Visitor Centres and Yacht Stations is £23,151 behind the profiled budget due to a timing difference on the pay award. This has been agreed by the Unions and will be paid in the October payroll and backdated to 1 April 2026.
- An adverse variance within reserves relating to:
 - Property is above the profiled budget due to timing differences on Mutford Lock and contractor services.
 - Plant, Vessels & Equipment is above the profiled budget due to a timing difference on the Ranger launch replacement.
 - Premises is above the profiled budget due to timing differences on the works at the Dockyard and Buttles Barn.
 - Heritage Lottery is above the profiled budget due to a timing difference on the grant receipt.
 - Computer Software is above the profiled budget due to timing differences.
 - Upper Thurne is above the profiled budget due to timing differences on contractor works.

2.2. The charts at Appendix 1 provide a visual overview of actual income and expenditure compare 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 2026/27. The LAB is based on the original budget for the year, with adjustments for known and approved budget changes such as carry-forwards and budget virements. Full details of movements from the original budget are set out in Appendix 2.

Table 2

Adjustments to consolidated LAB

Item	Authorisation reference	Amount £
Original budget 2026/27 - deficit	Broads Authority 27/02/2026 Agenda item number 10	17,611
Approved budget carry-forwards	Broads Authority 15/05/2026	9,083

Item	Authorisation reference	Amount £
	Agenda item number 10	
Budget adjustments (salary assumptions, interest rate improvements, pool vehicles, insurance and visitor services income)	Broads Authority 15/05/2026 Agenda item number 10	(13,200)
LAB as at 31 August 2026	n/a	13,494

4. Overview of forecast outturn 2026/27

- 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. A summary of these adjustments are given in the table below:

Table 3

Adjustments to Forecast Outturn

Item	Amount £
Forecast outturn deficit as per LAB	13,494
Increase to Hire Craft income	(24,259)
Increase to Private Craft income	(32,536)
Increase to Investment income	(30,000)
Forecast outturn deficit as at 31 August 2026	(73,301)

5. Reserves

- 5.1. Earmarked reserve balances have increased following the annual contributions being made in full at the end of quarter one. Items funded from the Property reserve includes the income from land rental at Oulton Broad and site maintenance costs. The Plant, Vessels and Equipment has funded the new engine for the Spirit of Breydon ranger launch and income from the disposal of old equipment. The Premises reserve has funded repairs at How Hill boatshed and the upgraded vehicle chargers at Yare House. The Planning Delivery Grant reserve has funded the local plan costs and the cloud-based planning system upgrade. The Heritage Lottery Fund and Catchment Partnership reserve has funded the project costs.

Table 4

Consolidated earmarked reserves

Reserve name	Balance at 1 April 2026 £	In-year movements £	Current reserve balance £
Property	(906,736)	(125,104)	(1,031,840)
Plant, Vessels and Equipment	(1,049,947)	(203,761)	(1,253,708)
Premises	(504,514)	(47,214)	(551,728)
Planning Delivery Grant	(453,598)	57,421	(396,177)
Upper Thurne Enhancement	(319,246)	(20,068)	(339,314)
Heritage Lottery Fund	(11,968)	4,357	(7,611)
Catchment Partnership	(90,561)	(15,493)	(106,054)
Computer Software	(178,439)	(20,000)	(198,439)
Medium Term Planning	(441,287)	0	(441,287)
Total	(3,956,296)	(369,862)	(4,326,158)

6. Prudential Indicators

- 6.1. The Capital, treasury and investment strategy 2026/27, approved 27 February 2026, included the key prudential indicators necessary for an authority that has borrowing. The prudential indicators are designed to support and record local decision making in a publicly accountable manner. At the beginning of each year, estimates for the prudential indicators are set and agreed by members. In the past actual indicators were compared to the estimates once the annual accounts are produced in May each year. The updated code requires these prudential indicators to be reported quarterly and are set out in table 5 below.

Table 5

Prudential Indicators 2026/27

Prudential Indicator	Opening 01/04/26 £	Estimate 31/03/27 £	Q1 Actual £
Capital expenditure	0	1,692,033	162,241
Authorised limit for external debt	900,000	900,000	900,000
Operational Boundary	800,000	800,000	800,000
Capital Financing Requirement	601,738	537,780	585,873
Debt balance	602,378	539,416	586,513

7. Conclusion

- 7.1. The forecast position for the year suggests a deficit within the National Park and a surplus for the Navigation budget. This would result in a National Park Reserve balance of approximately £1,220,000 and a Navigation Reserve balance of £706,000 at the end of 2026/27 (before any year-end adjustments). This would mean that both reserves would be above the recommended levels, with National Park at 18.5% and Navigation at 15.1%. Year-end transfers of interest to the earmarked reserves and the final repayment of the National Park loan will mean National Park reduce to approximately 18.2% and Navigation reduce to 12.5%. This will be highly dependent on the level of interest received.

Author: Emma Krelle

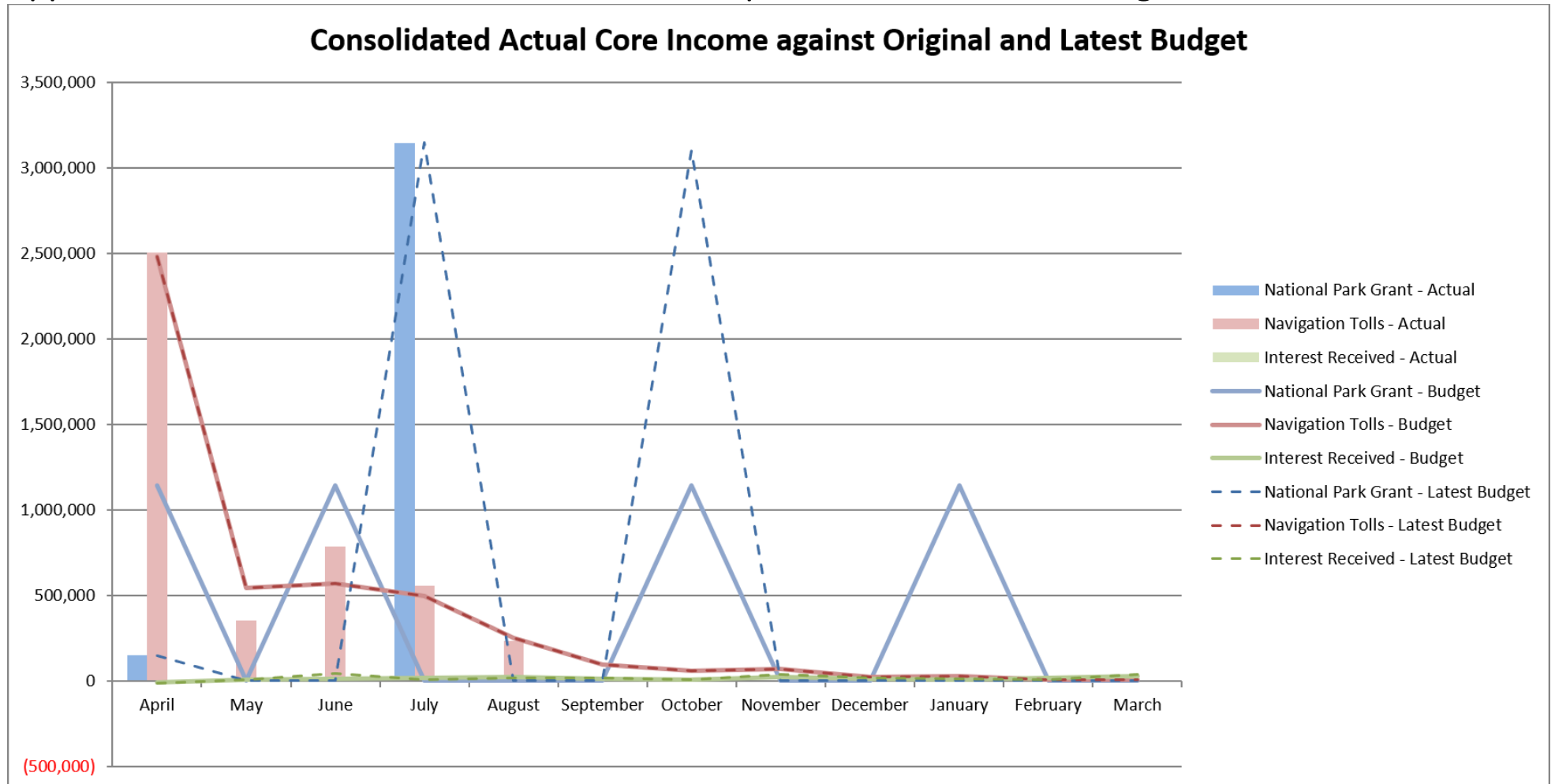
Date of report: 10 September 2026

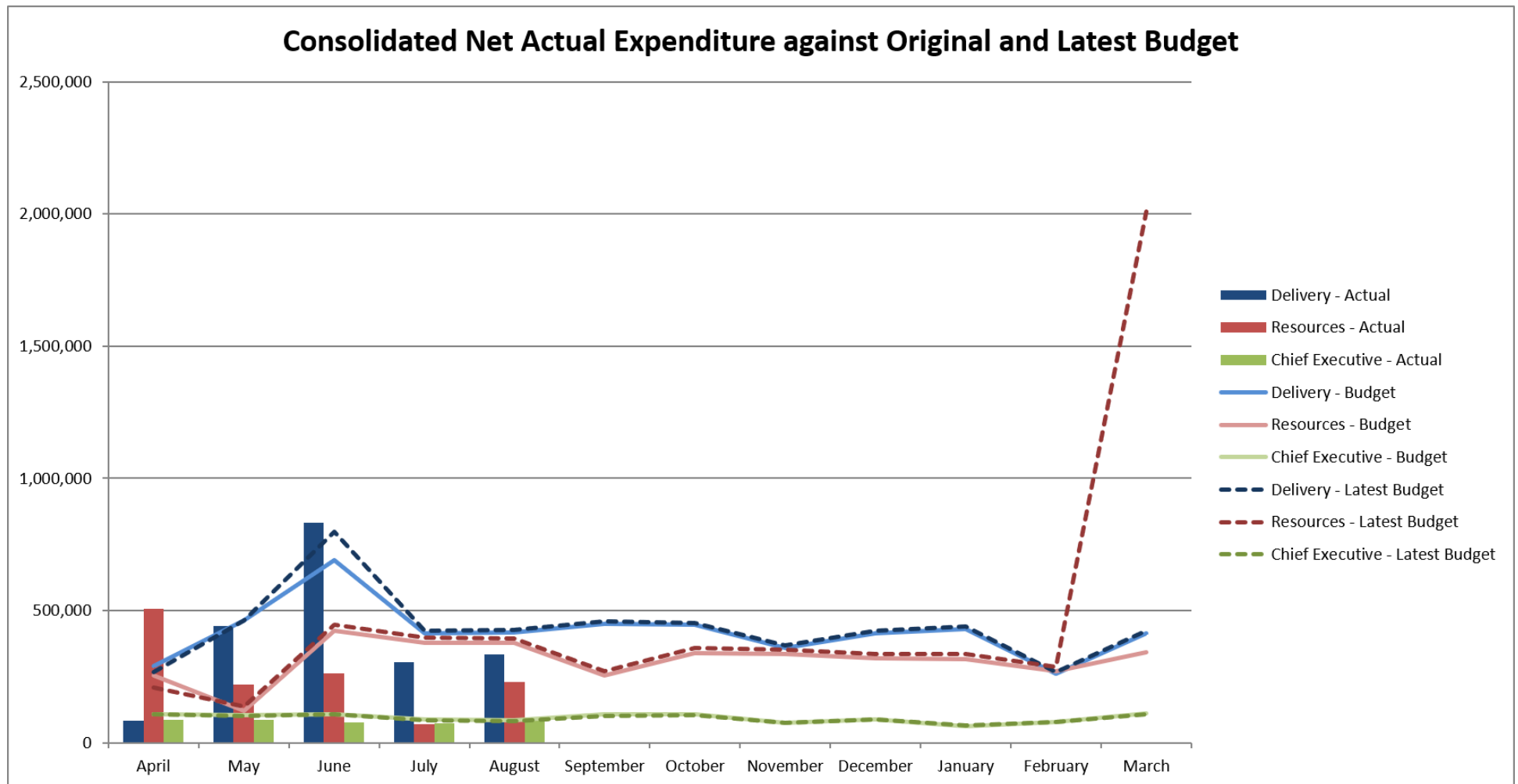
[Broads Plan](#) strategic objectives: All

Appendix 1 – Consolidated actual income and expenditure charts to 31 August 2026

Appendix 2 – Financial monitor: Consolidated income and expenditure 2026/27

Appendix 1 – Consolidated actual income and expenditure charts to 31 August 2026





Appendix 2 – Financial monitor: Consolidated income and expenditure 2026/27

Table 1

Income

Row labels	Original budget (Consolidated) £	Budget adjustments (Consolidated) £	Latest available budget (Consolidated) £	Forecast outturn (Consolidated) £	Forecast outturn variance (Consolidated) £
Total Income	(9,386,432)	(1,870,173)	(11,256,605)	(11,343,400)	86,795
National Park Grant	(4,574,078)	(1,827,173)	(6,401,251)	(6,401,251)	0
Hire Craft Tolls	(1,438,000)	0	(1,438,000)	(1,462,259)	24,259
Private Craft Tolls	(3,108,000)	0	(3,108,000)	(3,140,536)	32,536
Short Visit Tolls	(58,624)	0	(58,624)	(58,624)	0
Other Toll Income	(40,730)	0	(40,730)	(40,730)	0
Interest	(167,000)	(43,000)	(210,000)	(240,000)	30,000

Table 2

Delivery

Row labels	Original budget (Consolidated) £	Budget adjustments (Consolidated) £	Latest available budget (Consolidated) £	Forecast outturn (Consolidated) £	Forecast outturn variance (Consolidated) £
Total Delivery	5,100,200	165,368	5,265,568	5,265,568	0
Development Management	522,155	100,020	622,175	622,175	0
Income	(122,200)	0	(122,200)	(122,200)	0
Salaries	472,400	50,020	522,420	522,420	0
Expenditure	166,355	50,000	216,355	216,355	0
Pension Payments	5,600	0	5,600	5,600	0
Construction and Maintenance Salaries	1,640,810	23,570	1,664,380	1,664,380	0
Income	0	0	0	0	0
Salaries	1,640,810	23,570	1,664,380	1,664,380	0
Expenditure	0	0	0	0	0
Equipment, Vehicles & Vessels	442,000	0	442,000	442,000	0
Income	(2,000)	0	(2,000)	(2,000)	0
Expenditure	444,000	0	444,000	444,000	0
Water Management	88,200	0	88,200	88,200	0
Expenditure	88,200	0	88,200	88,200	0
Land Management	(110,160)	1,900	(108,260)	(108,260)	0

Row labels	Original budget (Consolidated) £	Budget adjustments (Consolidated) £	Latest available budget (Consolidated) £	Forecast outturn (Consolidated) £	Forecast outturn variance (Consolidated) £
Income	(221,935)	0	(221,935)	(221,935)	0
Expenditure	111,775	1,900	113,675	113,675	0
Practical Maintenance	530,475	3,868	534,343	534,343	0
Income	(17,925)	(35,660)	(53,585)	(53,585)	0
Expenditure	548,400	39,528	587,928	587,928	0
Waterways and Recreation Strategy	55,080	160	55,240	55,240	0
Income	(335,478)	(57,263)	(392,741)	(392,741)	0
Salaries	48,680	160	48,840	48,840	0
Expenditure	341,878	57,263	399,141	399,141	0
Ranger Services	b	25,090	1,385,570	1,385,570	0
Salaries	994,980	(3,410)	991,570	991,570	0
Expenditure	365,250	28,500	393,750	393,750	0
Pension Payments	250	0	250	250	0
Safety	131,470	10,280	141,750	141,750	0
Income	(350)	0	(350)	(350)	0
Salaries	98,220	280	98,500	98,500	0
Expenditure	33,600	10,000	43,600	43,600	0
Premises	215,900	0	215,900	215,900	0

Row labels	Original budget (Consolidated) £	Budget adjustments (Consolidated) £	Latest available budget (Consolidated) £	Forecast outturn (Consolidated) £	Forecast outturn variance (Consolidated) £
Income	(1,600)	0	(1,600)	(1,600)	0
Expenditure	217,500	0	217,500	217,500	0
Delivery Management and Administration	157,690	480	158,170	158,170	0
Salaries	155,990	480	156,470	156,470	0
Expenditure	1,700	0	1,700	1,700	0
Project Funding	66,100	0	66,100	66,100	0
Expenditure	50,000	0	50,000	50,000	0
Pension Payments	16,100	0	16,100	16,100	0

Table 3
Resources

Row labels	Original budget (Consolidated) £	Budget adjustments (Consolidated) £	Latest available budget (Consolidated) £	Forecast outturn (Consolidated) £	Forecast Outturn Variance (Consolidated) £
Total Resources	3,666,153	1,800,718	5,466,871	5,466,871	0
Strategy and Projects Salaries	165,840	620	166,460	166,460	0
Income	(402,349)	0	(402,349)	(402,349)	0
Salaries	260,320	1,500	261,820	261,820	0

Row labels	Original budget (Consolidated) £	Budget adjustments (Consolidated) £	Latest available budget (Consolidated) £	Forecast outturn (Consolidated) £	Forecast Outturn Variance (Consolidated) £
Expenditure	307,869	(880)	306,989	306,989	0
Strategy and Projects	0	0	0	0	0
Income	0	(172,555)	(172,555)	(172,555)	0
Salaries	0	0	0	0	0
Expenditure	0	172,555	172,555	172,555	0
Biodiversity Strategy	8,250	0	8,250	8,250	0
Expenditure	8,250	0	8,250	8,250	0
Human Resources	174,905	3,665	178,570	178,570	0
Salaries	112,650	350	113,000	113,000	0
Expenditure	62,255	3,315	65,570	65,570	0
Volunteers	60,310	150	60,460	60,460	0
Salaries	45,710	150	45,860	45,860	0
Expenditure	14,600	0	14,600	14,600	0
National Park Grant	1,420,058	1,827,173	3,247,231	3,247,231	0
Salaries	0	0	0	0	0
Expenditure	1,420,058	1,827,173	3,247,231	3,247,231	0
Finance and Insurance	698,175	(5,670)	692,505	692,505	0
Salaries	353,770	(8,870)	344,900	344,900	0

Row labels	Original budget (Consolidated) £	Budget adjustments (Consolidated) £	Latest available budget (Consolidated) £	Forecast outturn (Consolidated) £	Forecast Outturn Variance (Consolidated) £
Expenditure	344,405	3,200	347,605	347,605	0
Asset Management	187,750	(20,840)	166,910	166,910	0
Income	(6,430)	(21,000)	(27,430)	(27,430)	0
Salaries	52,480	160	52,640	52,640	0
Expenditure	141,700	0	141,700	141,700	0
Premises – Head Office	133,710	0	133,710	133,710	0
Expenditure	133,710	0	133,710	133,710	0
Collection of Tolls	229,580	660	230,240	230,240	0
Salaries	218,580	660	219,240	219,240	0
Expenditure	11,000	0	11,000	11,000	0
ICT	546,215	800	547,015	547,015	0
Salaries	261,740	800	262,540	262,540	0
Expenditure	284,475	0	284,475	284,475	0
Resources Management and Administration	41,360	(5,840)	35,520	35,520	0
Salaries	40,630	(5,840)	34,790	34,790	0
Expenditure	730	0	730	730	0

Table 4

Chief Executive

Row labels	Original budget (Consolidated) £	Budget adjustments (Consolidated) £	Latest available budget (Consolidated) £	Forecast outturn (Consolidated) £	Forecast Outturn Variance (Consolidated) £
Total Chief Executive	1,129,115	(21,450)	1,107,665	1,107,665	0
Legal	95,000	0	95,000	95,000	0
Income	(5,000)	0	(5,000)	(5,000)	0
Expenditure	100,000	0	100,000	100,000	0
Governance	206,805	640	207,445	207,445	0
Salaries	156,360	640	157,000	157,000	0
Expenditure	50,445	0	50,445	50,445	0
Chief Executive	140,750	(3,520)	137,230	137,230	0
Salaries	139,400	(3,520)	135,880	135,880	0
Expenditure	1,350	0	1,350	1,350	0
Communications	332,240	6,390	338,630	338,630	0
Income	(2,250)	0	(2,250)	(2,250)	0
Salaries	264,840	6,390	271,230	271,230	0
Expenditure	69,650	0	69,650	69,650	0
Visitor Centres and Yacht Stations	354,320	(24,960)	329,360	329,360	0
Income	(259,800)	(37,000)	(296,800)	(296,800)	0

Row labels	Original budget (Consolidated) £	Budget adjustments (Consolidated) £	Latest available budget (Consolidated) £	Forecast outturn (Consolidated) £	Forecast Outturn Variance (Consolidated) £
Salaries	512,620	7,040	519,660	519,660	0
Expenditure	101,500	5,000	106,500	106,500	0

Table 5

Projects and Corporate items

Row labels	Original budget (Consolidated) £	Budget adjustments (Consolidated) £	Latest available budget (Consolidated) £	Forecast outturn (Consolidated) £	Forecast Outturn Variance (Consolidated) £
Total Projects and Corporate Items	20,944	80	21,024	21,024	0
Partnerships / HLF	12,944	80	13,024	13,024	0
Income	(64,656)	0	(64,656)	(64,656)	0
Salaries	25,110	80	25,190	25,190	0
Expenditure	52,490	0	52,490	52,490	0
Corporate Items	8,000	0	8,000	8,000	0
Expenditure	8,000	0	8,000	8,000	0

Table 6

Contributions from earmarked reserves

Row labels	Original budget (Consolidated) £	Budget adjustments (Consolidated) £	Latest available budget (Consolidated) £	Forecast outturn (Consolidated) £	Forecast Outturn Variance (Consolidated) £
Total Contributions from Earmarked Reserves	(512,369)	(78,660)	(591,029)	(591,029)	0
Earmarked Reserves	(512,369)	(78,660)	(591,029)	(591,029)	0
Expenditure	(512,369)	(78,660)	(591,029)	(591,029)	0

Table 7

Net (Surplus) / Deficit

Row labels	Original Budget (Consolidated) £	Budget Adjustments (Consolidated) £	Latest Available Budget (Consolidated) £	Forecast Outturn (Consolidated) £	Forecast Outturn Variance (Consolidated) £
Grand Total	17,611	(4,117)	13,494	(73,301)	86,795

Broads Authority

25 September 2026

Agenda item number 10

Oil Spill Contingency Plan

Report by Head of Ranger Services

Purpose

To provide Members with the progress of the review of the Broads Authority Oil Spill Contingency Plan which has been prepared in line with national guidance.

Broads Plan context

C4 - Maintain and improve safety and security standards and user behaviour on the waterways

Recommended decision

To note the latest version of the Broads Authority Oil Spill Contingency Plan which has been prepared in line with national guidance.

1. Introduction

- 1.1. As the Statutory Harbour and Navigation Authority for the Broads, the Broads Authority are responsible for compliance with the Merchant Shipping (Oil Pollution Preparedness, Response and Co-operation Convention) Regulations 1998.
- 1.2. This Oil Spill Contingency Plan (OSCP) is intended to guide Broads Authority personnel and those of other responsible organisations through the processes required to manage an oil spill into waters within the navigable parts of the Norfolk and Suffolk Broads rivers system and the adjoining 'private' dykes, basins and adjacent waters.
- 1.3. The OSCP is reviewed every 5 years. The current plan is due for review before February 2027. The plan must go through a formal consultation process. The statutory consultees are included on page 7 of the Draft Plan attached to this report. The plan must have final approval from HM Coastguard Counter Pollution and Salvage Officer.
- 1.4. Members are asked to note the plan which has been prepared in line with national guidance.

Author: Lucy Burchnell

Date of report: 11 September 2026

[Broads Plan](#) strategic objectives: C4 - Maintain and improve safety and security standards and user behaviour on the waterways

Appendix 1 – Oil Spill Contingency Plan – UPDATED DRAFT

Oil Spill Contingency Plan – UPDATED DRAFT

Broads Navigation Area

August 2026

Version 5.3

Administration record

Issue	Modification	Approved
1	Formal Issue	Yes
2	Formal Issue 2006	Yes
2.1	Updated 2009	N/A
2.2	Updated 2010	N/A
3.0	Formal Issue 2011	Yes
3.1	Updated April 2015	N/A
3.2	Draft review document	17 July 2016
4.0	Formal Issue	20 November 2016
4.1	Updated December 2019	N/A
5.1	Draft review document	01 October 2021
5.2	Draft review document	21 December 2021
5.2	Formal Issue	31 st January 2022
5.3	Draft review of document	August 2026

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1. Introduction and Policy

1.1. Purpose of the Plan

This Oil Spill Contingency Plan is intended to guide Broads Authority personnel and those of other responsible organisations through the processes required to manage an oil spill into waters within the navigable parts of the Norfolk and Suffolk Broads rivers system (see Section 1.4) including Breydon Water, the lower reaches of the River Waveney and the lower reaches of the River Bure to a line across the River Yare at TG 51870781 and TG 51960786

This Oil Spill Contingency Plan does not apply to spillages occurring within waters which are under the navigational jurisdiction of the Great Yarmouth Port Authority. Spillages into those waters are dealt with under Great Yarmouth Port Authority's statutory Oil Spill Contingency Plan.

The statutory navigational jurisdiction of the Broads Authority extends to its 'Navigation Area' as defined by Norfolk and Suffolk Broads Act 1988. This includes the great majority of the main rivers and broads, but there are many side dykes, basins and some substantial areas of open water (e.g. Wroxham Broad) which are regarded as 'private water' outside the Authority's formal jurisdiction. Included in these 'private waters' are many boatyard and marina basins where boats are moored in large numbers and in which refueling and repairing operations take place and which are therefore at comparatively high risk of oil spillage. In such waters, whilst the Authority is the registration authority, the navigational byelaws do not extend to these waters. However, it is considered impractical to distinguish between these waters and the formal Navigation Area for the purposes of Oil Spill Contingency Planning. This Contingency Plan is intended to cover the formal public navigation and the adjoining 'private' dykes, basins and navigable waters.

1.2. Consultation

This Oil Spill Contingency Plan has been compiled in consultation with the following statutory bodies and authorities:

Environment Agency (EA)

Natural England (NE)

Marine Management Organisation (MMO)

Norfolk Resilience Forum

Great Yarmouth Port Company Ltd (GYPC) Peel Ports.

In addition, in view of the very high conservation value and importance of the Broads wetland ecosystem and the fact that much of the rivers system is contained within sites designated for their nature conservation importance (including designations as SSSI, SPA, SAC, Ramsar etc.) additional consultation has taken place with:

Royal Society for the Protection of Birds (RSPB)

Norfolk Wildlife Trust (NWT)

Suffolk Wildlife Trust (SWT)

National Trust (NT)

Water Management Alliance (WMA)

Essex and Suffolk Water (ESW)

East Suffolk Council

Suffolk County Council

The Broads are also an internationally important resource for boating recreation. Consultation has therefore taken place with:

British Marine Inland Association

Norfolk and Suffolk Boating Association

1.3. Habitat Regulations Assessment (HRA)

The Oil Spill Contingency Plan has been assessed in accordance with the EU Habitats Directive. The requirement to assess plans or projects is outlined in Article 6(3) and (4) of the European Communities (1992) Council Directive 92/43/EEC of the Conservation of Natural Habitats and of Wild Fauna and Flora (known as the 'Habitats Directive'), has been transposed into UK legislation by the [Conservation of Habitats and Species Regulations 2017 as amended](#). The Regulations are responsible for safeguarding designated European Sites and therefore protecting the habitats and species listed in the Annexes of the Directive.

The screening with Natural England has concluded that the Plan and respective actions contained would have no likely significant effect on the European sites within the Broads. As such, an assessment is not required.

1.4. Area of Application

This plan applies to the navigable sections of the Broads rivers and their navigable branches from their respective heads of navigation (listed below) to the boundary of the Broads Authority's jurisdiction with Great Yarmouth Port Authority:

River Bure: Horstead Lock to Bure Mouth Gt. Yarmouth.

River Ant: Dilham Staithe and Smallburgh Junction to Ant Mouth.

River Thurne: Hickling Staithe, Horsey Staithe, Waxham Bridge and West Somerton Staithe to Thurne Mouth.

River Yare: Trowse Mill to 100 metres downstream of Bure Mouth including Breydon Water.

River Wensum: New Mills Yard to Trowse Eye. River Chet: Loddon Basin to Chet Mouth.

River Waveney: Geldeston Lock to Turntide Jetty, Oulton Dyke and Oulton Broad.

The above waters comprise approximately 130 miles of tidal rivers and Broads.

1.5. Responsible Authority

The Broads Authority is pursuant to Norfolk and Suffolk Broads Act 1988 the Statutory Harbour and Navigation Authority for the waters to which this plan applies and is the authority responsible for compliance with the Merchant Shipping (Oil Pollution Preparedness, Response and Co-operation Convention) Regulations 1998.

1.6. Identification of the Roles and Responsibilities

Within the UK there is an adopted structure and procedure for response to marine oil spills, which clearly defines the roles and responsibilities of industry, UK Government (including environmental agencies) and local maritime authorities. Each statutory body has a designated area of jurisdiction within zones extending from the High Water mark to 200 nm or the UK Territorial Limit.

The competent national authority designated to oversee all matters pertaining to the OPRC convention under the Merchant Shipping Act 1995 and the Merchant Shipping and Maritime Security Act 1997 is the Maritime and Coastguard Agency (MCA).

1.6.1. Statutory Jurisdiction

Jurisdiction													
Authority	HWS	LW	1nm	3nm	6nm	12nm	200nm						
Port s	All operations within Port limits												
Local A ¹		out of Port limits											
MC A	Oil spill response, monitoring, advice												
MCA (HMCG)	Search and Rescue												
NE/JNCC ²	Conservation of the natural heritage												
MMO ³	Marine environment and fisheries protection												
EA ⁴	Water quality												
HMR&C	Import duty												

Local Authority¹	Has a duty of care (under the CCA, 2004) to prepare and implement an oil spill contingency plan for response to oil spillage on the coastline from HWS to LWS including out of port limits.
NE / JNCC²	Natural England requires to be notified up to 12nm. JNCC's remit extends from 12nm to
MMO³	Approves dispersants and their use in shallow water and advise on their use in deeper waters – e.g. at least 1 nm beyond the 20 meter contours.
EA⁴	Requires to be notified on water quality issues up to 3nm.

1.7. Document Control and Plan Revision

This plan is a controlled document, with numbered copies.

The distribution of numbered copies is as shown at Appendix I. All document holders are assigned a specific numbered copy.

Any changes in the situation, changes to the plan or other updates will be issued as amendments to all holders of the plan within three months of such change.

The plan will be reviewed annually or in light of lessons learned from exercises and incidents. The plan will be revalidated every five years, which will be accomplished in

co-operation with statutory consultees.

1.8. Cooperative working with Environment Agency

There is a potential overlap of responsibility for dealing with oil spilled into inland rivers and waterways between the harbour or navigation authority and the Environment Agency. The Broads Authority co-operates with and works closely with the Environment Agency in the event of any reported pollution incident. Based on past experience in such circumstances the Broads Authority and Environment Agency have evolved a joint understanding as to which organisation will be principally responsible for:

- Investigating reported oil spills.
- Putting in hand containment and clean-up operations.
- Enforcing oil pollution legislation by prosecution.

The Broads Authority accepts principal responsibility if the source of the spillage is 'marine' in nature including:

- Pollution/spillage coming from a vessel under way.
- Pollution from a vessel by discharge of oily bilge or other oily discharge whether moored or underway.
- Pollution/spillage from a vessel sinking, damaged or on fire.
- Spillage from a vessel during refueling operations.

The Environment Agency will be principally responsible for dealing with incidents emanating from an 'on-shore' source including:

- Pollution/spillage from vehicles, plant or machinery on land.
- Pollution/spillage from boats on land (e.g. in boatyards)
- Pollution/spillage from on-shore oil storage tanks/oil storage facilities.

1.9. Joint responses with Norfolk Fire & Rescue Services (NFRS)

Norfolk Fire and Rescue Service (NFRS) forms part of the wider joint response arrangements for pollution incidents affecting the Broads. Where a spill involves unknown or potentially hazardous substances, NFRS may be able to assist with initial hazard assessment and identification of chemicals involved, supporting safe working decisions by responders. NFRS response vehicles may also carry equipment that can assist with immediate containment actions, including fast tanks and drain blockers, which may be used to help prevent pollutants entering drains, surface water systems or watercourses while the source is made safe and further response arrangements are put in place.

NFRS may also be able to deploy additional pollution response equipment if Broads Authority

resources are exhausted or are insufficient for the scale of the incident. This support is includes deployment of equipment on behalf of the Environment Agency, subject to incident requirements and availability.

1.10. Description of the Broads Navigation and Navigational Activity

The Norfolk and Suffolk Broads system comprises six principal rivers: Bure, Ant, Thurne, Yare, Chet and Waveney. These are all tidal rivers, which drain to the sea through the Port of Great Yarmouth. There are no barriers, locks or other structures to prevent inward surges from the sea or to retain or control fluvial waters. (There is a sea lock at Mutford Lock, Oulton Broad, but this is a branch of the River Waveney. The main river discharges to sea unimpeded through Breydon Water and Great Yarmouth harbour).

The total length of navigable tidal rivers is approximately 130 miles (200 km). The tidal regime is semi-diurnal, although rainfall, wind and barometric conditions exert strong influence so that at times the tidal pattern can be heavily disguised or distorted. The fluvial regime is mainly ebb-dominated: the ebb stream runs in most places an hour or more, longer than the flood and usually more strongly. Time of high and low water is later the further up river, so that for example HW at Reedham is 2½ hours after Gt. Yarmouth, Acle about 3½ hours after, Norwich and Wroxham 4½ hours after and Coltishall and Stalham 5 hours after.

Tidal range is greatest at and near Great Yarmouth with Spring Tide range approximately 2.20 metres. The tidal range decreases further up river. At Norwich the extreme spring range is approximately 1.50 metres. In the northern part of the system (Rivers Bure, Ant, Thurne) tidal ranges are smaller, a matter of a few inches and frequently distorted or masked by rainfall and meteorological conditions. Tidal streams likewise are strongest in the lower reaches: streams of up to 4 knots are common in the lower reaches of the River Yare and the narrow stretches of the River Bure in Gt. Yarmouth. In the middle reaches (above Reedham on the Yare, St. Olaves on the Waveney and Acle on the Bure) streams seldom exceed 2 knots.

The rivers connect a number of larger open water bodies or shallow lakes – the “broads”. In some cases (e.g. Barton Broad) the main river flows through the broad, but most broads are connected to the main river by a side dyke. 12 broads are connected to the rivers system and open for navigation. A number of others are connected but are not open for navigation and some broads are not connected to the rivers system at all.

River and channel widths vary from around 70 metres in the widest reaches of the River Yare down to about 15 metres in the narrowest parts of the River Chet and some navigable dykes. Some private dykes and basin entrances are narrower.

The banks and channel edges of the rivers and broads also vary widely. In the lower reaches the rivers flow mainly between man-made flood embankments, the marshes beyond being lower than the rivers with marsh water levels being maintained by pumping into the rivers.

The area between the flood embankment and the river edge is known as the rond. Rond widths vary. In the lower reaches, where salt-water inundation is more common the ronds are of a salt-marsh nature, frequently with an exposed muddy foreshore at low water, and subject to ongoing erosion. Where, through prolonged tidal scour, wave action and exposure to boat wash the rond has been eroded, often on the outside of river bends, so far that the flood embankment is threatened, commonly steel sheet piling has historically been installed to contain the river and protect the flood embankment.

Further up river reduced tidal range and less frequent saltwater inundation makes for traditional Norfolk reed ronds, often with 'reedswamp' fronting them. These ronds and their fringing reed are of particularly high conservation and landscape importance. In many areas, however, historical erosion and declining water quality has resulted in loss of emergent reedswamp and undermining of the rond edge which has prompted 'hard' engineering treatments of the channel edge, including steel sheet piling, timber sheet piling, alder pole piling and various experimental bank treatments including fascine mattresses, gabions and geo-textile applications.

Further upriver again, in the upper reaches of the navigable system, incursion of scrub and trees into the historically open reed marsh landscape has led to the river banks being heavily treed, with overhanging vegetation, exposed tree roots, heavy erosion between trees and much fallen vegetation. In villages and settlements, river edging is mainly of timber or steel sheet piling.

Broads Authority Management and Presence around the Broads System

The Broads Authority is the statutory harbour and navigation authority and is also a special statutory authority with powers very similar to those of a national park authority. Because the Broads area developed very early as a major holiday destination, particularly for self-drive boating holidays and continues to be busy and heavily used for this purpose, as well as private recreational boating, the Authority has traditionally maintained a high level of patrolling presence of both river and shore-based staff.

The Authority's team of twelve full time Rangers, five seasonal Rangers and an Assistant Ranger together with voluntary Rangers operate eight patrol launches based at Wroxham, Irstead, Ludham (2 launches), Burgh Castle, Burgh St. Peter, Hardley and Thorpe St. Andrew. The Rangers patrol the Broads seven days weekly during summer season according to defined attendance/service levels. Winter season patrolling is also carried out on a less frequent basis. The patrol launches are equipped with on-board supplies of oil sorbent pads, sorbent booms, disposal bags and personal protective equipment, so as to be able to immediately commence containment and removal of minor spillages.

The Authority also operates a maintenance team who undertake general river maintenance projects. The works teams operate from well-equipped workboats similarly provided with sorbent booms, pads, disposal bags and personal protective equipment. The Authority also maintains one trailer-borne Rigid Inflatable Boat for rapid/emergency response and a shallow draught and highly maneuverable weed cutter/litter collection barge, which is

suitable for application and recovery of containment booms and sorbent booms, sheets etc. or deployment of skimming equipment.

Broads Control and Communications

The Authority's vessels when patrolling or engaged in river works, and the Authority's field staff maintain permanent contact with the Broads Control base at the Dockyard, Thorpe. Broads Control has a dedicated private VHF channel (Channel 33) for contact with Authority staff/vessels. All field staff/Rangers also carry mobile phones. The Broads Control number is also widely distributed to private and hire boats and local businesses.

In combination, any sighting of spilled oil can be quickly and easily reported to the Authority and will be investigated, either by boat or by land/vehicle, as appropriate. Any reported spillage during working hours would receive attendance or investigation usually within one hour. Outside of working hours (evenings and overnight, when risk of oil spillage is comparatively low) the Authority operates a standby system. The Coastguard and Environment Agency have the contact number for the standby manager for emergency call-out at these times.

The Authority maintains stocks of oil sorbent pads, sorbent booms, inflatable containment boom, disposal equipment, personal protective equipment and associated damage control gear at its Dockyard base in Thorpe as well as response kits on all the patrol vessels. (for full details see Section 10, Resources Directory).

Boating Activity

The Broads system is very heavily used by recreational craft, including large numbers of self-drive hire craft which include motor cruisers up to 14m length. Each year the Broads Authority registers approximately 11,000 recreational vessels. Annual boat registrations for 2025 were:

Vessel type	Number of boat registrations
Hire Motor Craft	995
Private Motor Craft	7,419
Hire Sailing Craft	73
Private Sailing Craft	722
Hire Rowing Craft	376
Private Rowing Craft	1,516
Hire Houseboats	27
Private Houseboats	68

There are also approximately 6 MCA Certificated Passenger Vessels of length up to approximately 25 meters operating mainly from Wroxham, Horning and Oulton Broad.

Additionally, there are various dredging pontoons, mud wherries, and workboats used for maintenance of the system operated by the Broads Authority from their dockyard at Thorpe. There are a handful of workboats operated by local piling and maintenance contractors.

2. Risk Assessment – Spillage from Vessels

2.1. Risk Assessment: Spillage from Vessels

Spillage from vessels may take place in the following principal circumstances:

2.2. Spillage While Refueling

There are over 24 locations around the Broads where vessels can refuel (all diesel) by hose from an onshore storage tank via a conventional dispenser pump. These are located in boatyards and marinas principally in the main boating centers. Established boatyard refueling facilities are listed in Appendix 5.

In all such locations delivery is via a conventional vehicle forecourt type hose and nozzle with automatic backpressure shut-off.

Most owners of larger inboard powered boats will refuel from boatyard or marina pumps. The prices charged for fuel can however be very high and a minority of owners, particularly those at un-serviced and low-cost moorings of which there are many round the system, may bring fuel in cans. There is a significant risk of spillage by fueling from cans. However, the difficulty of handling fuel in cans means that the maximum size is 25 litres, and in the worst case of a full open can being lost overboard that is the most that is likely to be lost. Even these small amounts of diesel can spread an oily iridescent sheen over a large area of water. If held into a corner or confined area by wind or stream or containment, diesel may pool in a slick, which may be possible to remove by use of sorbents or skimming equipment.

There will be immediate local damage and soiling to river edge vegetation etc., and possibly oiling to waterfowl if they are for any reason trapped in dense oil, but it will not cause severe lasting damage to the eco-system or habitats. In many cases refueling by can will be for small engines which use very modest amounts of fuel and where the containers used may very likely be 5 or 10 litre cans.

Some sailing yachts and a minority of small motor cruisers have inboard petrol engines. There are very few locations where boats may take petrol from onshore delivery pumps. The majority of such refueling will be by cans. However, restrictions on storage and transporting of petrol and on the size of container which can be filled at petrol service stations means that most such refueling will also be from 5 litre or 10 litre cans. The risks of pollution by spillage are correspondingly reduced. More significant is the risk of fire or explosion whilst filling petrol tanks from cans.

A possible area of concern is the frequent refueling from cans of dayboat hire operations, where intensive use of a number of boats from a single base location may lead to repeated very small spillages which may combine in dykes or still waters to make a discernible slick.

Experience over the past decade has indicated that spillages from refueling have very seldom if ever approached the worst case 25 litre volume. Individual spillages are frequent but they are almost always much smaller: seldom more than 0.5 litre.

In previous years, a particular cause of spillage has been mistaken filling of the fuel tank with a freshwater hose, leading to fuel being displaced and overflowing into the river. This is usually the result of inexperience on the part of boat hirers, despite the fact that hire craft fillers are clearly marked. The oil spilled comes out diluted with large quantities of water, so that it tends to spread widely in a thin iridescent sheen. Improvements in labelling and information given during the handover seem to have helped reduce these instances more recently.

2.3. Spillages Resulting from Fire, Explosion or Navigational Incident

Sinking or flooding of boats within the Broads occurs from time to time. On average about five to six sinkings happen each year. This is usually as a result of vessels not being secured properly to the bank, with vessels becoming 'hung-up' then sinking. On occasion the sinking may be the result of an inexperienced helmsmen colliding with riverbanks or, very occasionally, because of failure of watertight integrity of the hull. Experience has shown in these circumstances that there will be initial light pollution from oily bilge water and contents of engine drip trays, followed sometimes by a slow discharge of oil from the fuel tank vent pipe if that is submerged. Such spillage is usually easily dealt with by sorbent booms and sheets, and vessels are ordinarily recovered promptly and before significant amounts of oil have entered the river.

The majority of hire craft have diesel fuel tanks of between 120 litres and 240 litres capacity. The Broads, especially the rivers Yare and lower Waveney, are however also used by significant numbers of larger modern seagoing motor yachts, based mainly at Brundall and Oulton Broad. The largest of these may have two diesel tanks each of around 900 litres capacity. Such tanks are always of steel construction and are not integral to the hulls of the vessels, so that risk of breaching of tanks, including in the event of collision is very small.

Oil spillage may also take place as a consequence of fire or explosion. Historical records in the Broads indicate a consistent pattern wherein annually two or three vessels are the subject of major fires, which result in their becoming a total loss. Experience has shown that boat fires, even particularly violent fires, give rise only to moderate local pollution, wherein a small amount of oil pollution is mixed with charred material and debris, and which can be managed by containment booming around the affected vessel and the use of absorbent booms and sheets, together with manual removal of debris. Very seldom is there a large-scale escape of fuel oil from the vessel's tanks, although if the burned vessel sinks there may be slow leakage via vent pipes etc., and the condition of the wreck may be such that recovery or removal may be delayed.

2.4. Spillages from the Port of Great Yarmouth

The most significant spillage of oil into the navigable Broads system in the past decade has been from a bunkering incident in the Great Yarmouth Port area with oil entering the Broads system on an incoming tide. This risk from bunkering is covered in the Peel Ports Port of East Anglia OPRC Oil Spill Contingency Plan, along with vessel collision in the River Port which could also impact on the Broads area as follows:

- Bunkering Failure in River Port - Hose rupture, coupling failure, tank overflow or communication breakdown during ship-to-shore bunkering results in marine gas oil entering the water
 - Product and spill volume - Marine Gas Oil (MGO)- 500 litres–3 tonnes
 - Impact - Localised MGO pollution with visible sheen, contamination of river, environmental impact, potential migration toward connected waterways, Impact to business reputation
 - Prevention measures - Specialised bunker contractors, Bunker checklist & approval process. Communications. Operations cease in poor weather conditions. Spill response equipment close to hand. Code of practice.
 - Response strategies - Tier 1 recovery using the Port's stockpile; containment booming, sorbents, monitor and evaluate. Mobilise Tier 2 contractor if deemed appropriate.
- Vessel collides with another vessel or grounds within the River Port due to restricted manoeuvring space, tidal influence, mechanical failure or navigational error.
 - Product and Spill volume - Marine Gas Oil (MGO) - 10–80 tonnes MGO
 - Impact - Moderate pollution risk within confined river channel, with potential contamination, banks, moorings, commercial berths, potential migration toward connected waterways. Major environmental impact, disruption to navigation. Business reputation, Toxic odour impacting residents.
 - Prevention measures - Compulsory Pilotage >40m, MSMS, Publication of Bathymetric survey data vessel manoeuvrability. Soft seabed. Availability of tugs. Guidelines in place. Aids to navigation
 - Response strategies - Tier 1 recovery using the Port's stockpile - Immediate escalation to Tier 2 or 3; boom deployment for containment; recovery by nominated Tier 2 contractor

Both of these risks have been assessed as 'acceptable' by Peel Ports with the mitigation measures in place. The amount of oil entering the Broads system from such a spill would depend on the tide and other weather influences as well as measures already taken by the Port to control and spill.

2.5. Spillage from significant land-based sources

The Broads Authority does not have statutory power to regulate onshore oil storage facilities, but the Environment Agency does have such powers. All non-domestic non-waste (and non-agricultural) oil tanks above 200 liters are required to have secondary containment to contain any spill, including valves, filler pipes etc. The Environment Agency is responsible for enforcing these regulations.

A specific risk for land-based pollution was raised by Greater Anglia in relation to the Crown Point Rail Depot. The depot, which holds diesel, engine oil and waste oil on site, is next to the river Wensum, with several drains leading from the site into the river. Following a desktop exercise by Greater Anglia involving their response to a spill on site, this risk was assessed as part of the Authority's Tier 2 exercise. An additional booming point has been added at Whitingham to address this risk. There are stringent measures already in place at the depot to contain any spilled oil, including bunds and spill kits. The amount entering the watercourse would be small and in exceptional circumstances, such as flood conditions.

2.6. Summary of Risk Assessment

Very small spillages of less than 1.00 liters of oil or oil in water are frequent. Where these are isolated, wind or tidal streams usually disperse the oil such that containment or removal is not practicable. Prevention by education, good housekeeping and appropriate regulations is more relevant.

There is a comparatively high risk of spillage of up to about 25 litres of oil associated with refueling from cans.

There is a very much smaller risk of spillage of up to about 2,000 litres of oil in the event of a serious navigational incident to a large private motor yacht. Although historically no such large spillage has occurred, it remains a possibility and an adequate response procedure is required.

The risk of larger amounts of Marine Gas Oil entering the Broads system from the Port of Great Yarmouth has been assessed by Peel Ports to be 'extremely unlikely' with the existing control measures in place.

2.7. Tiered Response Strategy

The MCA Oil Spill Contingency Plan Guidelines require that the internationally recognised three-tier oil spill classification system form the basis of the response strategy.

Tier One:

Small operational spills that can be dealt with immediately utilising local resources. A Tier One spill is not likely to require resources held outside the area or mobilisation of external incident response arrangements (except for purposes of notification).

Tier Two:

Medium sized spills, which will be handled by Broads Authority personnel and nominated oil

spill response contractor or other external assistance and resources as detailed in this plan. The Authority has in place contracted Tier Two response cover with Ambipar Response Ltd.

Tier Three:

Larger spills or serious failure of containment which will require full involvement of other authorities and possible mobilisation of national stockpiles and resources. It is considered extremely unlikely that spillage from pleasure vessels or boatyards in the Broads could ever approach a Tier Three incident.

For the purpose of this OSCP the oil spill tiers are defined as:

Tier One: Up to 200 litres diesel/marine gas oil.

Tier Two: Up to 10,000 litres diesel/marine gas oil.

Tier Three: In excess of 10,000 litres diesel/marine gas oil.

2.8. Minor Spillages/De Minimis Provision

There will be a certain de minimis level of spillage, referring to the frequent very minor spillages which occur around the system, which cannot practicably prompt the mobilisation of this Oil Spill Contingency Plan. Given the ability of a small volume of oil to spread a visible iridescent sheen over a very large area of water it is always very difficult to judge the quantity of oil or oily water which has entered the river, dyke or basin. Also, the location and circumstances of the spillage greatly affect the visibility of the spill, the practicability of containment and removal, the likely speed of natural dispersion and biodegradation and the potential environmental consequences. However, it is concluded that any spill estimated to be of less than 5.00 litres of oil should be regarded as being too small to justify mobilization of this Oil Spill Contingency Plan.

For the avoidance of doubt: a spill of 5.00 litres or less may well be visible and capable of containment and removal. In those circumstances the practice is, and will continue to be, that Broads Authority staff (especially Rangers and Operations Maintenance Teams) will notify the spillage in accordance with this plan but will proceed promptly to deal with it, using the sorbent booms and pads carried on Authority vessels and back-up supplies (including containment boom) kept at the Authority's Dockyard.

2.7. Summary of hazards, risks and controls

Hazards and confounding factors	Main risks	Controls	Comments
Oil or fuel entering tidal rivers and broads	Pollution spread by tide, current and wind; contamination of water, banks, ronds and sensitive habitats.	Early reporting, containment at source where safe, use of booms and absorbents, and coordination with	The tidal nature of the Broads means oil can move quickly and may be difficult to recover once dispersed.

		statutory partners.	
Spills from vessels	Bilge discharge, refuelling incidents, vessel damage, sinking or fire leading to oil release.	Broads Authority response arrangements, investigation, containment and clean-up, with escalation where required.	Marine-source incidents are treated as a principal responsibility for the Authority within its navigation area.
Incident in Great Yarmouth port area, including bunkering incident or holed vessel	As above but likely on a larger scale.	Notification required from Peel Ports, tested in exercises.	Impacts will be tide and weather dependent. Joint response required from Port and Authority if oil enters Broads area.
On-shore pollution sources	Run-off or discharge from vehicles, plant, boatyards, storage tanks or oil facilities entering watercourses.	Environment Agency lead role where appropriate, joint working, drain protection and source control.	Land-based spills may still affect the navigation area and require close cooperation between responders.
Strong tidal streams and variable water levels	Rapid movement of pollutant, difficult boom deployment, changing access and recovery conditions.	Use local tidal knowledge, select suitable containment locations, and adapt deployment to water level and flow.	Lower reaches can experience stronger streams, while rainfall and weather may distort normal tidal patterns.
Narrow dykes, basins and private waters	Restricted access, concentrated pollution, high boat density and increased risk during refuelling or repair activity.	Include adjoining navigable waters in planning, prioritise access routes and use small-scale containment or absorbent equipment.	Although formal jurisdiction may vary, the plan treats these areas as relevant for practical contingency planning.
Sensitive banks, ronds, reedbeds and wetlands	Damage to habitats, difficult clean-up, disturbance to protected sites and long-term contamination.	Minimise intrusive clean-up, seek environmental advice, prioritise protection of sensitive locations and avoid unnecessary bank disturbance.	Reed ronds, broads and wetland margins are environmentally important and may be more vulnerable than hard-edged banks.

3. Environmental and Economic Impacts

3.1. Nature Conservation Designations

The Broads area is of extremely high international importance for nature conservation and hosts a very wide range of habitats and species many of which are protected under European law. This is reflected in the large number of designated nature conservation sites, which either form part of (such as Barton, Hickling Broads and Heigham Sound) or are adjacent or close to the navigable waterways (such as Martham, Cockshoot Broads as well as the fen, reedbed and grazing marsh).

In consultation with Natural England it has been concluded that the sites principally at risk in the event of an oil spill are those which are waterways or fen or reedbed in direct connection to the waterways and are 'undefended', that is not protected from inundation by flood embankments. 'Defended' sites, being those protected by flood embankments, would only generally be at risk if a serious oil spill coincided with a severe storm surge which involved widespread overtopping or breaching of the flood embankments, which would be an extremely unlikely event. However, there are several river water intakes that supply freshwater to designated wetlands, such as the Stracey intake on the Bure and South Fen intake on the Ant for example. Should these intakes be supplying water to these wetlands at the time of an oil spill these 'defended sites' would also be at risk of environmental degradation.

Natural England has identified the following designated sites as being potentially at risk from an oil spillage within the Broads Navigation system:

SSSIs:

Broad Fen, Dilham

Ant Broads and Marshes

Upper Thurne Broads and Marshes Bure Broads and Marshes

Burgh Common and Muckfleet Marshes Trinity Broads

Cantley Marshes

Yare Broads and Marshes Hardley Flood

Stanley and Alder Carrs

Sprat's Water and Marshes, Carlton Colville SSSI

Halvergate Marshes SSSI (directly the ronds only, indirectly the whole SSSI through the IDB intake))

All of the above SSSIs are components of the following European Sites:

The Broads SAC

Broadland SPA

Broadland Ramsar

Part of Breydon Water is also designated as a Local Nature Reserve by Great Yarmouth Borough Council:

Breydon Water SSSI

Breydon Water Ramsar

Breydon Water SPA

Maps and Citations for all of the above designated sites are at Appendix 4.

3.2. General Strategy

On every occasion when an oil spill affects or is likely to affect a designated conservation site or nature reserve Natural England and the organisation/land manager responsible for management of the site or reserve will be contacted and kept fully informed of the extent of the spill, of the consequences as they become apparent and of progress and proposed methods for dealing with the spill.

3.3. Environment Group

In the event of a more serious spill of Tier Two volume (over approximately 200 litres of oil spilled), whether or not the spill is directly threatening any designated conservation site, reserve or equivalent conservation interest to a SSSI 'sites of high conservation value', an immediate step would be to establish an Environment Group, the purpose of which would be to guide the Broads Authority and its appointed Tier Two response contractors through the process of oil recovery and clean-up with minimum immediate or prospective harm to the natural environment, wildlife and ecology.

The Environment Group would consist of officers of the Broads Authority (BA are SEG members but not core members so will be called upon when required), East of England Environment Group, Environment Agency, Public Health, and non-governmental conservation organisations whose property or interest might be threatened. The East of England Environment Group have already produced a Marine Pollution Contingency Plan which covers the area from Gibraltar Point to Kessingland. This included MMO, Environment Agency, Natural England, the Norfolk Wildlife Trust, Norfolk County Council, Royal Society for the Protection of Birds, Health Protection Agency, and the Maritime Coastguard Agency. This is a group ready set up in case of a spill.

3.4. Principal Strategy for Response, Containment and Clean-up

The area of operation of this plan is extremely large, with a very wide range of natural conditions and circumstances which may be encountered. It is not possible in this plan to

describe in detail the intended response and actions to be taken in particular scenarios or circumstances. However, it is possible to set down certain principles that should govern the actions taken in response to spills which might affect areas of high conservation value and designated areas.

- a) The aim will be to contain and limit the spread of oil with priority on preventing oil or its effects spreading into areas of high conservation value/designated areas.
- b) Booming and containment sites will, so far as is practicable, be chosen to give effect to this priority (see Appendix 6).
- c) Particular attention will be given to preventing oil from reaching locations where river water is abstracted for maintaining appropriate water levels in marsh dykes, or other conservation management purposes. If it is not possible to keep oil away from water abstraction pumps etc., steps will be promptly taken to ensure that abstraction is suspended while the threat of oil pollution remains. Priority will also be given to excluding oil from dykes which run into designated areas, nature reserves or other areas of conservation significance, especially where no water control structure exists. (examples being dykes connecting to the Reedham Marshes are of How Hill, Hoveton Great Broad to the main river, dykes draining into the north side of Ranworth and Malthouse Broads, the Dykes system around White Slea on Hickling and many other similar locations).
- d) The aim will be to remove as much as is possible of the oil from the environment by use of skimming equipment and absorbents. Use of chemical treatments or dispersants will not be appropriate.
- e) Removal of spilled oil will be undertaken by means which cause minimum damage to the natural environment. In particular, damage to ronds, reedbeds and reed fringes will be avoided. Access for oil recovery will be limited to locations which will minimise damage to the environment and to habitats. Emphasis will be placed on recovery of oil by vessels.
- f) Where removal of spilled oil would cause damage to the natural environment it may be preferable to allow it to degrade naturally. The Authority's response in such circumstances will be undertaken in consultation with the Environment Agency and relevant conservation organisations, having regard also to the effects of spilled oil and removal/clean-up operations on amenity, recreation and navigation.

The conduct and management of the clean-up and oil removal operation and the storage and disposal of oil removed will be undertaken in accordance with best practice and the terms of licences, conditions and directions issued by the Environment Agency.

4. Response in the Event of Oil Spill

4.1. Responsibility and Incident Control Arrangements

The response team will be led by the Navigation Officer or in their absence by the Head of Safety Management or Head of Operations and may involve the Operations team managers and Senior Rangers.

A Marine Response Centre will be established at the Broads Authority's Dockyard Office, Griffin Lane, Thorpe St Andrew, Norwich. For spills in the Great Yarmouth area a local base may be established at Great Yarmouth Yacht Station (summer only) or with Peel Ports as a joint control room (when appropriate).

The Navigation Officer (Head of Ranger Services), or in their absence the Head of Safety Management or Head of Operations, will act as Incident Controller/On Scene Commander.

Broads Authority Rangers will be involved as clean-up operators.

4.2. Environment Group

In the event of a more serious spill of Tier Two proportions (more than 200 litres of oil spilled) an Environment Group would be formed (see Section 3.3)

4.3. Dispersant Use

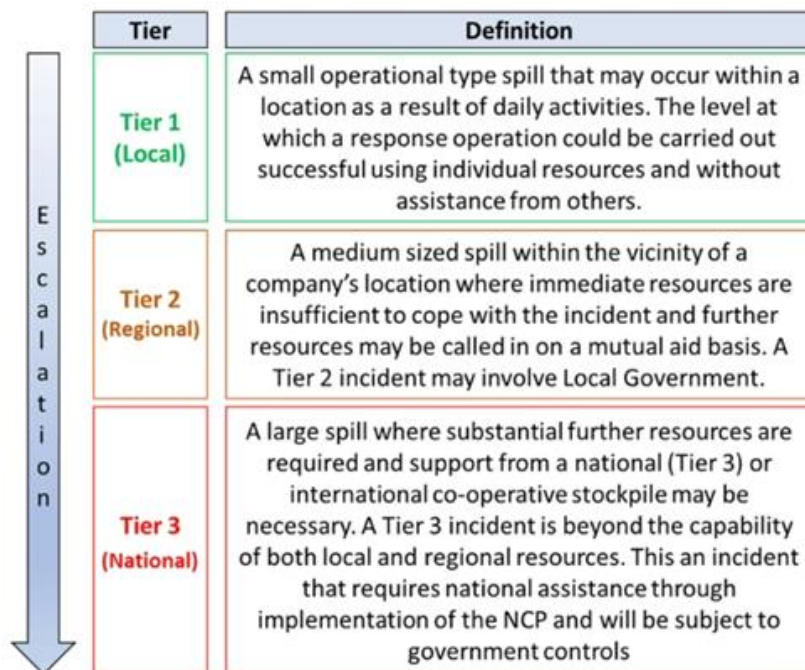
After due consultation dispersant would be used within the area covered by this plan only in circumstances when its use would be essential to avoid genuine risk to human health or safety. It would not be the Broads Authority's policy to allow the use of dispersant unless a genuine risk requiring its use could be established. Approval from MMO would be sought before applying dispersants unless urgent application were needed to avoid risk to public health or safety.

Under the terms of the Marine and Coastal Act 2009 and the Marine Licensing (Exempted Activities) Order 2011, it is a legal requirement that oil treatment products may only be used in English or Welsh waters if they have been formally approved for this purpose by MMO, in addition, specific permission from MMO must be obtained before any such products are used in shallow waters – these are defined as any area of the sea which is less than 20 meters deep, or within one nautical mile of such an area. This includes any use in tidal estuaries and rivers such as the Broads system.

4.4. Interface with other Contingency/Emergency Plans

This plan will be used in conjunction with Peel Ports, Port of East Anglia OSCP, Great Yarmouth Borough Council's OSCP, Environment Agency's Incident Plan, Norfolk Resilience Forum Coastal Pollution Plan, Suffolk Resilience Forum (SRF) Marine Plan and the East of England Environment Group which has been set up and would offer advice on a Tier 2 or 3 incident.

4.4.1 Oil Spill Tiered response



Tier	Definition
Tier 1 (Local)	A small operational type spill that may occur within a location as a result of daily activities. The level at which a response operation could be carried out successfully using individual resources and without assistance from others.
Tier 2 (Regional)	A medium sized spill within the vicinity of a company's location where immediate resources are insufficient to cope with the incident and further resources may be called in on a mutual aid basis. A Tier 2 incident may involve Local Government.
Tier 3 (National)	A large spill where substantial further resources are required and support from a national (Tier 3) or international co-operative stockpile may be necessary. A Tier 3 incident is beyond the capability of both local and regional resources. This is an incident that requires national assistance through implementation of the NCP and will be subject to government controls

4.5. Internal Alerting and Call-out Procedures

An initial spill report will come, in the first instance, to the Broads Authority Office. There is a possibility that reports could come from members of the public or boatyard staff, Environment Agency, Norfolk County Council offices, Suffolk County Council; East Suffolk Council or the Police. The information received must be passed immediately to the Head of Rangers Services, or in their absence, to the Head of Safety Management or Head of Operations. Police and HM Coastguard are provided with an out-of-hour phone number for the standby manager who can call the above staff. The lead officer will do their best to confirm the incident details and determine the level of clean-up operation necessary and the requirements as to whether to activate the Broads Authority Response Team. All calls and decisions made must be recorded, and an Oil Spill report form raised.

4.6. Communications and Reporting

Reporting of Oil Pollution

It is essential that all spills are reported by whatever means as quickly as possible.

- Responsibility for reporting of oil pollution rests with the Master in all cases involving a vessel and with the berth operator in the case of a berth or quayside incident. In cases involving a vessel alongside both parties are equally responsible.
- Any person either ashore or afloat, seeing oil pollution on the water within the Broad Authority's jurisdiction or liable to pose a threat to it, should report it whether or not the source is known.
- The Navigation Officer is responsible for ensuring statutory notifications are made.

Communications

Initially reports will be passed by telephone both landline and mobile (consideration should be given when using mobiles for security reasons). Broads Authority maintains VHF sets which would be issued to supervisors once a clean-up strategy had been established.

In the event of a clean-up operation a shift system will be instituted to ensure the office is manned on a 24-hour basis.

Records

It is essential that all events occurring during an incident are logged and recorded (sheet shown in Appendix 3). This will provide assistance if liability, compensation or reimbursement issues arise as a result of the incident. To achieve this, all key personnel must keep logs. Entries in the log should detail as a minimum, events, actions taken, communications with outside agencies, decisions made and points relevant to the operations.

These logs should be forwarded to the Navigation Officer once the incident has ended to form part of the final incident report and provide the basis for a 'wash-up' meeting.

4.7. Notification Matrix

Organisations to contact once notified of incident:

Role/Organisation	Action	Contact Details and Additional Information	Tier Level
HM Coastguard /MCA	Phone Email	Humber MRCC POLREP Email: zone10@hmcg.gov.uk	1-3
Environment Agency	Phone Email	0800 80 70 60 ics@environment-agency.gov.uk	1-3
Marine Management Organisation	Email	Email: dispersants@marinemanagement.org.uk	1-3
Natural England	Email	Email: marineincidents@naturalengland.org.uk	1-3

Organisations to contact as required:

Role/Organisation	Action	Contact Details and Additional Information	Tier Level
Eastern IFCA	Phone Email	01553 775321 mail@eastern-ifca.gov.uk	1-3
Ambipar	Phone	Emergency Line 0120 265355	1-3
County and District Councils	Phone Email	As per contact page	1-3
Peel Ports Great Yarmouth	Phone	24 Emergency Tel: 01493 335511 Email: gyharbouroffice@peelports.com	

4.8. Liaison Procedures with Other Agencies

Rapid passing of information to other affected agencies is essential for effective response.

Below are agencies concerned and their roles:

Department for Transport, MCA / CG

Co-ordinate maritime search & rescue

Primary contact in event of spill

Classification, categorisation & monitoring

UK Government response

Authority to co-ordinate response in accordance with the NCP

Responsible for mobilising government equipment for offshore & onshore clean up

Activate the Environment Group, establish MRCC if required

Environment Agency

Responsible for water quality in river & estuarine areas up to 3nm offshore

Waste disposal including oiled clean up materials regulations

Regulations for waste disposal, including contaminated clean up material

Natural England

Nature conservation including designated sites and features

Environmental appropriateness of proposed response actions

Monitoring environmental effectiveness of response actions

Marine Management Organisation

Responsible for the protection of the UK fisheries interests and marine environment

Authority for the approval and use of oil dispersants within English waters

Local Authorities

Coordinate local response for oil spill clean-up operations

HM Customs and Excise

Water Guard Department responsible for claiming Petroleum Revenue Tax from landed recovered oil

UK Petroleum Industry Association

Consultation & Technical information services

4.9. Partner Notification and Liaison

Partner	Notify / liaise when	Route	Purpose
Environment Agency (EA)	On-shore source Pollution entering watercourses	Agreed pollution reporting route Plan appendices /	Confirm lead role Coordinate response

	EA advice needed	contacts	Seek regulatory advice
Natural England (NE)	Designated habitats at risk Protected species affected SSSI / SPA / SAC / Ramsar sites	Environmental liaison route Usually via BA / EA coordination	Ecological advice Clean-up constraints Avoid further damage
MCA / HM Coastguard	Marine pollution report needed Vessel incident Escalation beyond local response	CG77 process Coastguard reporting route	Statutory notification Support escalation Maintain incident record
Great Yarmouth Port Company / Port Authority	Pollution within or near port waters Boundary / interface incident	Agreed port liaison contacts Plan notification routes	Confirm jurisdiction Coordinate containment Share vessel / tide information
Norfolk Fire and Rescue Service (NFRS)	Fire, rescue or explosion risk Unknown chemicals Drain blockers, fast tanks or extra kit needed	999 for emergencies Confirm control-room route for kit requests	Responder safety Chemical identification Deploy containment kit
Norfolk Resilience Forum / resilience partners	Major or multi-agency incident Public safety issue Wider community impact	Local resilience routes Emergency planning contacts	Multi-agency coordination Public information Welfare / infrastructure support
Local authorities, conservation bodies and land / water managers	Access or landowner input needed Habitat sensitivity Waste or public facility issue	Distribution list Local contacts Incident management structure	Secure access Coordinate site protection Support recovery

4.10. Operational Response

The operational response in the event of an oil spill incident will depend on a large number of factors:

- i. The seriousness of the spill: Tier One, Two or Three.
- ii. Location of the spill.
- iii. Wind, tide and natural conditions.
- iv. Whether there is risk to life or health of persons.
- v. Whether there is risk of pollution to nature conservation sites, nature reserves or important habitats.

- vi. The level of risk to creatures (especially birds/waterfowl and fish).
- vii. Whether there is risk of serious landscape damage or damage to property.
- viii. Whether there is risk to convenience or amenity of persons (including navigational convenience or amenity).
- ix. The type, extent and thickness of spilled oil.
- x. Whether containment and removal are possible.
- xi. Whether access is possible for oil recovery (from land or boat).
- xii. Practicality of temporary storage and onward licensed disposal.
- xiii. Whether wind or tide has caused or will cause the spillage to disperse or spread widely.
- xiv. Whether attempted containment/recovery will cause further environmental damage
- xv. Whether and how quickly the spilled oil will disperse or biodegrade through action of wind, tide, oxidation or, as appropriate, agitation.
- xvi. Particular weather or environmental conditions e.g. ice cover, very strong winds, extremes of heat or cold, surge conditions or very high fluvial flows etc.

With such a large range of potential factors and having regard to the very wide range of conditions and circumstances to be encountered throughout the Broads system it is not possible to prescribe in this plan a detailed operational response for every particular hypothetical spillage incident in any particular location.

It is possible however to plan for such events and to set out a range of operational response actions and the principles according to which they would be applied:

Oil Dispersants

It is not the Authority's policy to use oil dispersants.

Containment Booming

Where it is possible to contain spilled oil with prospect of being able to recover a significant part of the spillage the Authority will endeavour to do so.

Whether it is practicable or worthwhile to contain spilled oil depends on many factors including tidal streams and weather conditions, tidal rise and fall, the width of the waterway, accessibility and working space for assembling and deployment of booms and for recovery of oil, availability of relatively still water areas for deflection, containment and removal of oil, ability to secure and seal containment booms to banks, availability of space for temporary holding/storage tanks and effects on other persons including delays or closures to navigation.

Oil booming may be worthwhile in locations where recovery cannot practicably be achieved; to prevent or deflect oil from entering nature conservation designated areas, nature reserves, water abstraction points etc.

In very many instances, especially where relatively small amounts of oil have been spilled into the main river, tidal streams may have dispersed oil by the time the spill is investigated so that containment is no longer practicable and the oil may be lying so thinly on the water over so large an area that recovery using absorbents is not practicable or worthwhile. This widely dispersed but thin skim of oil usually manifests itself as the typical multi-coloured iridescent sheen, which is very obvious to the observer. Oil of this thickness will disperse and biodegrade by natural action, especially in warm and bright conditions and may be assisted in doing so by wind and wave action, or by artificial agitation by boat wash etc.

If the spillage is into a boatyard basin or side dyke it may not so quickly disperse by wind or tidal action. In these conditions it may, if it is disturbed and becomes mixed with water, take on a milky or opaque appearance (especially if it is lubricating or hydraulic transmission oil). Although this is less obvious than the coloured sheen, it may indicate a higher concentration or thickness and correspondingly greater prospect of containing and recovering significant amounts of oil. Likewise, spillages of diesel or marine gas oil into an undisturbed basin or still water dyke may result in the oil building up to considerable thickness on the water surface. In these circumstances it may be possible to install effective containment booms at the mouth of the basin or dyke to prevent the oil dispersing out into the main river (perhaps on turn of tide or change of wind), and also to prevent boats entering the oil with the effect of firstly breaking up the thick and hence easily removable oil, and secondly spreading oil by it attaching to their hulls.

In circumstances where oil has accumulated to considerable thickness removal by disc skimmer or oleophilic mop will be particularly effective.

Therefore, the Authority will install containment booms especially across the entrances of boatyard and marina basins and side dykes where that will operate to contain oil for removal and prevent spread of oil out into the rivers system.

While there are hundreds of side basins and small dykes where containment booming might become appropriate, there are a number of locations where frequency or intensity of boatyard and re-fueling activity suggests that preparation for emergency booming should be a priority (for example Hobro's Dyke, Brundall or Daisy Broad, Wroxham). Such locations are listed in Appendix 7.

Management of River Traffic

The Broads rivers are very heavily used by large numbers of recreational craft, both hire and private. Boat traffic census information indicates in excess of 1,000 boat movements per day (0900 to 1800) at busy locations in the northern part of the system in summer. Of these movements about 80% are self-drive hire craft of different kinds. Sustained delay or interruption to boating traffic on the main rivers can have severe operational and commercial consequences for boat hire operators and is therefore not to be undertaken lightly. Closures of the main rivers to navigation for dredging or river maintenance work usually takes place only out of season and after publication of Notices to Mariners, and is usually limited to overnight or very short period closures. However, the Authority has the powers to close the river to navigation in the event of emergency and those powers would be used in the event of a major oil spill, especially where:

- There might be risk to health or safety from continued boat traffic through the affected area.
- Cross-river containment booming was required to prevent a major spill entering or affecting a designated nature conservation area, nature reserve or important habitat.
- Cross-river containment booming was required to prevent a major spill entering or affecting a village or urban area where there was serious threat to the amenity of riverside residences or properties.
- Passage of vessels through the affected area might exacerbate the effects of the oil spillage (e.g. by effects of boat wash) or might hinder or delay clean-up operations.

It should be noted however that the Authority has no means of communicating directly with the majority of boats circulating in the system and that emergency closure of any section of the system can only be achieved by direct communication to vessels from the Authority's patrol launches. Closure for periods of more than a few hours can be communicated by social media email to boatyards and marinas (the Authority maintains an up to date contact list) and by direct leafleting of craft at moorings, especially those near the closed section.

It should be further noted that in the frequent case of small spillages of oil which have become well dispersed so as to be beyond practicable containment, the passage of vessels with attendant wash and agitation may be beneficial in promoting break up, dispersion and biodegradation of spilled oil.

Potential Temporary Waste Oil Storage Sites

There are a great many possibilities for siting temporary waste oil holding tanks, including over one hundred boatyard sites (subject to owners' permission) which all have good road access.

The Broads Authority also owns/operates over sixty public mooring areas, although not all these have road access.

There are also a large number of Riverside Pubs with good road access where, subject to permission of the proprietors, temporary oil storage tanks could be established in car parks etc.

Temporary waste oil holding tanks would need an exemption from the Environmental Permitting regulations. Any waste oil can be stored at the place it is produced under a non-waste framework directive (NWFD) 2 exemption which doesn't need to be registered.

4.11. Information to be obtained as initial Spill Report

Date: Time:

Name of person reporting incident:

Job title:

Details of company/organisation or address:

Call back number:

Location of incident:

Estimated quantity of spilled oil litres/tonnes

Type of oil spilled:

Action taken to prevent further spillage:

Other relevant information:

4.12. Action Sheet

In the event of a call out requirement, the following action sheets should be used as a check list to ensure proper cover of all aspects of response.

Navigation Officer (or deputy)

No.	Action	Refer to
1.	Obtain all available information. Ensure that an Incident Log has been started and POLREP Report Form filled in.	
2.	Determine initial level of manpower and equipment resource mobilisation required.	Tiered Response and Section 10
3.	Establish communication with all concerned parties and ensure that statutory reporting requirements have been carried out.	Statutory Notification Section 4.6 and 4.7
4.	Determine level of response that has been initiated and inform MCA, EA and NE of intended response. Determine level of response required from duty personnel.	Tiered Resources
5.	Contact/Call out Response Team personnel as appropriate.	Mobilisation Procedure
6.	Ensure that a sample of spilt oil is taken in accordance with the Police and Criminal Evidence Act, especially when the origin of the spill is unknown or legal proceedings are liable to be taken. This will ensure that it could be used in a court of law if required (e.g. continuity of evidence)	MCA's STOP Notice 4/2001

Tier 1 Spill Response

No.	Action	Refer to
7.	Call out additional personnel as required to handle spill notifications.	Statutory Notification Section 4.6
8.	Monitor situation. Obtain regular briefings from Clean-up Supervisor on progress of clean up.	

No.	Action	Refer to
9.	Determine likely impact of incident. Consider deployment of booms to shut off waterways. Complete and log a full report.	
10.	If it appears that the spill has escalated, proceed for Tier 2 incident.	

Tier 2 Incident

No	Action	Refer to
11.	Contact Response Contractor and agree primary level of response required.	Section 9
12.	Start and maintain an accurate log of all communications with contractor.	
13.	Establish communication link with the contractor's Response Manager and issue a call back number.	
14.	Determine extent of incident in terms of: - any casualties; - any safety hazard; - damage to facilities; - extent of pollution; - results of any actions taken so far.	
15.	Brief Response Supervisor of actions as appropriate.	
16.	Establish review/planning meetings. Continue normal communications and ad hoc briefings.	
17.	When incident stood down confirm incident closure with all agencies involved.	
18.	Complete incident log and ensure receipt of report from response supervisor.	

4.13. Escalation of Response

In the event that a response escalates to Tier 2 level, sufficient office-based personnel must be mobilised to establish a Marine Response Centre. A room must be made available to meet with personnel from external agencies.

The Navigation Officer will retain the position of on-Scene Commander unless any change is agreed with the Government Agencies involved.

If the response is likely to become protracted, the Navigation Officer must make arrangements for the Marine Response Centre to be managed and run according to the needs of the response team. This may entail providing catering and accommodation arrangements locally.

In the event that outside contractors are employed to assist with the clean-up, due notice must be taken of the Health and Safety Policy contained in Section 7 of this plan.

4.14. Broads Authority, Chief Executive

The Chief Executive should be ready to assist if deemed necessary by the Navigation Officer and must be in a position to make corporate decisions regarding media reporting, liaising with underwriters and agreeing contracts.

Chief Executive

No.	Action	Refer To
1.	Obtain briefing from Navigation Officer with situation report and then relocate to Head Office if required.	
2.	Assess incident in terms of: • people; • environment; • damage to facilities • disruption to business.	
3.	Approve outline response strategy.	Response Strategy
4.	Approve immediate and future contracted equipment requirements.	Tiered Resources Section 10
5.	Arrange initial public relations programme.	Utilise advice and pro-forma statement Section 8.3

No.	Action	Refer To
6.	Attend review meetings in Marine Response Centre.	

5. Waste Disposal Operations

5.1. Relevant Legislation

The safe handling and disposal of recovered oil is governed by relevant sections in the following legislation:

- a) Environmental Permitting Regulations 2016
- b) Hazardous Waste Regulations 2005

If oily waste material is produced as a result of a pollution incident then the polluting party (operator) has a duty of care to ensure that the waste is handled, transported and ultimately disposed of in an appropriate manner. If the material is to be handled by contractors then the operator (to reduce liabilities to a minimum) has to ensure that each contractor has the relevant waste transportation and disposal licenses.

Natural England should be consulted on any proposal to dispose of or store waste material to ensure that sensitive wildlife areas and designated/protected sites are not affected. The Environment Agency must also be consulted to ensure any storage of waste does not cause risk to the Environment and is within the Environmental Permitting requirements— see section 4.9.4.

It is vitally important that the waste streams are kept separate, rather than being mixed together to enable the waste to be recycled or reused effectively.

In addition, HMRC must be notified if recovered oil is brought ashore by dedicated oil recovery vessels. Landing should not be hindered by the absence of an official from HMRC; however, the Operator should maintain a careful log on quantity and nature of the recovered oil.

The options for waste disposal or treatment of material, be it oily liquids or oiled solids are:

- a) temporary store, clean, stabilise and then recover or re-use;
- b) temporary store and then take to appropriate disposal site for burial;
- c) take to a refinery/incinerator (mainly for oily liquids only);
- d) take to appropriate disposal site.

Each disposal option will be examined in turn with various points for consideration highlighted.

(a) Temporary Storage/Clean, Treat, Stabilise, Recover, Re-use

This option aims to store temporarily the material and then, slowly over the ensuing period, to clean it or stabilise it and then to recover or reuse it.

In most cases this is the best environmental option. It avoids the risk of changing what was

a marine oil pollution problem into an inland surface pollution problem or groundwater pollution problem.

From temporary storage the contaminated material can be stabilised with cement, lime, clay, organic binders, asphalt and composting. The characteristic of each product needs to be considered when determining the ultimate disposal route or any perceived end use. It is important to note that the treatment of wastes also comes under the waste management licensing system. Therefore, any strategy to deal with the waste in this manner can only be developed through close liaison with the local authority concerned and the Environment Agency.

(b) Temporary Storage

The reasons for constructing a temporary storage site are as follows:

1. There is no immediate disposal outlet for large quantities of oil/sand mixture or for oil/water mixtures and clean-up cannot be allowed or stopped.
2. The equipment used to clean beaches is usually labour intensive and therefore requires an immediate transfer area adjacent to the site to be provided.
3. The nature of the roads precludes high traffic densities.
4. The in-situ treatment of contaminated material is often preferable to removing large quantities of material from the shoreline.

Under the Environmental Permitting Regulations 2016, any waste oil can be stored at the place it was produced under a non-waste framework Directive (NWFD) 2 Exemption which does not need to be registered. <https://www.gov.uk/guidance/waste-exemption-nwfd-2-temporary-storage-at-the-place-of-production--2>.

Each site will have to be constructed in a specific manner. It is therefore essential that the construction of temporary storage sites be done through close liaison with the local authority concerned and the Environment Agency.

(c) Take to a Refinery/Incinerator (mainly for oily liquids only)

This material should be removed from site by a licensed waste handling company who will then arrange for its disposal in an appropriate manner. If there is suitable access, oily liquids produced from a shoreline clean-up operation can be removed from site by road tanker.

If the oily liquids are on-board a dedicated recovery vessel following an at sea containment and recovery operation then it can be transferred across the quay, at a suitable berth, to a road tanker or other suitable waste reception facility. Alternatively, this waste can be fed directly into the reception facility at a marine terminal of an oil refinery. It is the responsibility of the ship's Master to ensure that this waste is disposed of appropriately. However, the Broads Authority must confirm that any contractors have the necessary

licences and permits to handle and dispose of the waste. The disposal route should also be agreed with the Environment Agency to ensure it meets with their satisfaction.

(d) Direct to Appropriate Disposal Site

All disposal sites require an Environmental Permit. The permit is specific to the type of material that can be disposed of at the site. There are only a few sites that are permitted to receive organic or chemically polluting materials (includes oily waste). There will be a charge levied by the site operator for depositing material at the site. In addition, there is landfill tax/levy applied to all waste deposited in a landfill.

5.2. Hazardous Waste Transportation

Furthermore, waste oil is likely to be classified as a Hazardous Waste and should be treated as such until otherwise determined. It would therefore be subject to the Hazardous Waste Regulations (2005). Mixes of oil/sand and oil/seawater etc. would probably be considered as Hazardous Waste if the percentage of carcinogenic compounds is above 0.1%. It is therefore likely that oily beach materials and oil/water liquids would have to be handled as Hazardous Waste.

The transportation of Hazardous Wastes generally requires that the Environment Agency (EA) be informed before the waste is removed. This is done by filling in parts A, B and D of a Consignment Note, available from the EA website, which is sent to the Department responsible for the receiving facility. This should be done at least three clear working days before the waste is to be moved. <https://www.gov.uk/dispose-hazardous-waste> However, in the event of an “emergency” the EA may waive the requirement for pre-notification. The licensed waste carrier completes part C of the Consignment Note and takes it with the load to the receiving facility. The licensed operator of the receiving facility then signs the consignment note to say that they have accepted the load and that they are authorised to manage it properly.

The requirement for pre-notification generally does not apply to hazardous waste from ships. Therefore, oil recovered at sea by a dedicated Oil Recovery Vessel could be discharged within a harbour to an appropriate waste reception facility without having to pre-notify the EA. However, a consignment note will have to be supplied with each load sent for disposal.

To ensure that oily waste material is transported and disposed of in an appropriate manner, a licensed waste carrier and disposal company should be contracted. The Operator and Waste Disposal Company should then liaise with the EA to confirm that the disposal route identified meets with their satisfaction.

5.3. Disposal Plan

Waste Oil is classed as a hazardous waste, and should be treated as such. It would therefore be subject to the Hazardous Waste Regulations 2005. Mixes of oil/sand and oil/seawater may be considered hazardous waste if the percentage of carcinogenic compounds is above 0.1%. It is likely that oily beach materials and oil/water liquids would have to be handled as Hazardous waste.

It is not necessary to contact the Environment Agency before transport of hazardous waste. An appropriate contractor would be required to remove the waste from its initial storage site and they would then become the waste producer. All hazardous waste producers are required to register as a hazardous waste producer at the Environment Agency and the contractor should be asked to provide proof that they are registered.

A member of the Broads Authority should be present when the waste is removed to ensure that waste is removed appropriately.

5.4. Waste Disposal Action Checklist

Waste Generated from a Shoreline Clean-up Operation

(a) Temporary Storage/Clean, Treat, Stabilise, Recover, Re-use

1. Discuss requirement to establish temporary storage sites along the river bank with EA, Natural England (NE) and the Local Authority, when on or adjacent to an SSSI.
2. If agreed, identify temporary storage sites in close liaison with EA, NE and Local Authority.
3. Instruct Oil Spill Response Contractors to construct temporary storage sites. Area to be isolated, outlets and drains plugged, membrane laid, bunded area created, skips set or lagoons lined.
4. Confirm treatment methods and ultimate disposal with EA and Local Authority.
5. In close liaison with the Oil Spill Response Contractors agree course of action and assist with the necessary arrangements where necessary.

(b) Temporary Storage and then to Appropriate Disposal Site for Burial

6. Discuss requirement to establish temporary storage sites along the riverbank with EA, NE and the Local Authority.
7. If agreed, identify temporary storage sites in close liaison with EA, NE and Local Authority.
8. Instruct Oil Spill Response Contractors to construct temporary storage sites. Area to be isolated, outlets and drains plugged, membrane laid, bunded area created, skips set or lagoons lined.

9. Identify suitably licensed waste carrier to remove material from site.
10. Confirm with waste carrier the disposal route and ultimate disposal site. Liaise with EA to ensure that the disposal strategy is acceptable.
11. Ensure all associated paperwork, i.e. consignment notes, are retained and catalogued.

(c) Take to Refinery/Incinerator (mainly for oily liquids only)

12. Identify suitably licensed waste carrier to remove material from site.
13. Identify suitable facility to receive the waste.
14. Confirm with waste carrier the disposal route and ultimate disposal site. Liaise with the Regulator to ensure that the disposal strategy is acceptable.
15. Ensure all associated paperwork, i.e. consignment notes, are retained and catalogued.

(d) Direct Transportation to Appropriate Disposal Site for Burial

16. Identify suitably licensed waste carrier to remove material from site.
17. Confirm with waste carrier the disposal route and ultimate disposal site. Liaise with the EA to ensure that the disposal strategy is acceptable.
18. Ensure all associated paperwork, i.e. consignment notes, are retained and catalogued.

5.5. Bonn Agreement Oil Appearance Code

The quantity of spilt oil may be estimated using the following oil quantity table taken from the Bonn Agreement Oil Appearance Code (BAOAC). This should be used to estimate the amount of spilt product if direct information is not available. The table below details the BAOAC colours; calculation of the volume of spilt oil from the appearance of film on the water is as follows:

1. Estimate total size of the area as a square/ rectangle in km
2. Assess the area affected by the slick in km² calculated as a % of the total area
3. Estimate the area covered by each colour, calculated as a % of the total area affected
4. Multiply the area covered by each colour by the appropriate BAOAC
5. Adding all of the colour figures will give the total quantity of oil in m³ within the slick

The Bonn Agreement Oil Appearance Code (BAOAC)

Code	Description	Layer thickness interval (μm)	Volume per km^2 (1km by 1km)
1 	Sheen (Silver/ grey)	0.04 – 0.30	0.04 – 0.3m ³
2 	Rainbow	0.30 – 5.0	0.3 - 5m ³
3 	Metallic	5.0 – 50	5 - 50m ³
4 	Discontinuous true oil colour	50 – 200	50 – 200,000m ³
5 	Continuous true oil colour	200 and above	Over 200,000m ³

6. Training and Exercise Policy

6.1. Training Policy

In order to familiarise personnel in the use of this Oil Spill Contingency Plan and comply with MCA guidelines, Oil Spill Response training courses will be held for all appropriate employees of the Broads Authority and river operators with an identified role within the plan. In addition, there will also be awareness briefings with other river users and the Agencies who were involved in the consultation process.

After initial training, instruction will be specific; with the use of Tier 1 and Tier 2 oil spill response equipment located at the Dockyard and on-board the Broads Authority's launches. This will be tested and deployed using those personnel who will be responsible for operating this equipment in the event of a spill.

In order to meet the minimum levels as recommended in the MCA guidelines, the training and exercising of key personnel is detailed below.

Training in the use of this plan

Position	Timing	Type of Training
The Navigation Officer and Head of Safety Management, Head of Operations	At plan approval	MCA level 4p
Broads Authority designated staff	At plan approval plus annually	MCA level 1
Chief Executive	At plan approval	Contingency Plan Familiarisation briefing

6.2. Exercise Programme

To ensure that the Oil Spill Contingency Plan is "user friendly" and understood by all those involved in its use, communications and practical exercises will be undertaken on an annual basis.

The Navigation Officer will hold a record of all Personnel Training and Contingency Plan Exercises. Post exercise/incident reports to be forwarded to the Counter Pollution and Salvage Officer.

Exercises designed to evaluate the plan

Exercise Type	Frequency
Notification exercise	Twice per year
Mobilisation exercise	Twice per year
Table-top Exercise (may incorporate mobilisation and deployment of local response equipment)	Once per year
Incident Management Exercise (will incorporate mobilisation and deployment of resources up to Tier 2 level)	Once every 3 years

7. Health and Safety

7.1. Statutory Duties

Applicable Statutory Law and its Implications

The Health and Safety at Work etc. Act 1974 places a clear duty on all employers and persons responsible for premises to ensure that the workplace is safe and in the case of the employer, to have a safe system of work. This duty is placed regardless of whether the workers are employees; sub-contract workers, temporary workers or self-employed persons.

Implementation of the Management of Health and Safety at Work Regulations 1999 requires that all employers carry out suitable and sufficient Risk Assessments of all tasks to be undertaken in the workplace. Where five or more employees are employed then the Assessment is to be recorded and those at particular risk must be informed according.

These same regulations require that the employer executes a Safety Management System and that measurement of performance against standards is made. All employees must receive adequate training, information and supervision.

Additionally, there is a requirement for all employees to receive suitable and sufficient health surveillance to ensure that they are fit to carry out the work and that the work conditions do not cause them adverse effect.

The Provision and Use of Work Equipment Regulations 1998 requires that all equipment provided for use at work is safe and fit for purpose. The persons using the equipment must be adequately trained in its use and the operation must be properly supervised.

The Personal Protective Equipment Regulations 1992 requires that all equipment provided is fit for purpose and does not cause adverse effect. That all personnel are trained in its use and that all associated risks are recorded, controlled and pointed out to those affected.

The Manual Handling Regulations 1992 requires that all work where lifting, pulling and pushing is involved, is assessed and all risks to the health and safety of those involved are reduced to a level as low as reasonably practicable.

The Control of Substances Hazardous to Health Regulations 2002 requires that all substances to which a worker may be exposed, including dusts and gases, are properly assessed and the risks to health reduced to a safe and acceptable level.

7.2. Site Safety Assessment

To achieve a Safe Operation, those in charge of the Response must follow those generalised parts of the Contingency Plan, which apply in all circumstances.

Additionally, they must have available the means to prepare those elements of the plan which are Site and Response Specific.

The Site Safety Assessment is intended to prevent uncontrolled incidents occurring which may cause further damage to the environment or loss due to damage, injury or illness. The Site Safety Assessment should comprise the following sections:

- A. Site Survey
- B. Operations Analysis
- C. Site Control
- D. Logistics and Supplies
- E. Personnel.

Each section should be addressed and documented before work commences and the appropriate steps in place to ensure that requirements are adequately met.

(a) Site Survey

A Site Survey Form should be available, which when followed correctly will add all of those site unique details which assist in the decision making process and remind staff of essentials which might otherwise be omitted.

The Site Survey should address the safety of those personnel taking part in the clean-up as well as those members of the public who may also be involved.

The following list indicates a few of those subjects which should be addressed, assessed and reported in the survey. The list is by no means exhaustive.

- communications requirements;
- exposure to temperature;
- feasibility of handrails or ropes;
- hazards to the eyes;
- hazardous substances;
- lack of or shelter from weather;
- lighting conditions;
- machinery usage;
- noise levels;
- maneuverability;
- manual handling;

- pedestrian traffic;
- requirement to access confined spaces;
- sample collection;
- terrain surface and incline;
- vehicle traffic;
- visibility;
- water hazards.

(b) Operations Analysis

Having surveyed the site and assessed the aspects which are influenced by the terrain, water conditions, and other pertinent factors, the On-Scene Commander will assess the way in which the operation is to be conducted.

The intention to use the following facilities should be stated and the reasons for and priorities of each facility established.

- cranes;
- boats;
- breathing apparatus;
- dispersants
- fork lifts;
- hoses and pumps;
- low loaders;
- motor vehicles;
- raking and sweeping gear.

(c) Site Control

It is essential that those in charge of the spill clean-up have control of the site as soon as possible and before any significant part of the clean-up operation begins. Access to the site must be restricted to those personnel who are essential to the clean-up operation.

Arrangements must be made for the area to be barriered, closed and policed such that no one can enter the work area without reporting to the site supervisor. No workers should be allowed onsite until they have received the full vetting and briefing with respect to the Safety Plan.

(d) Logistics and Supplies

Specifically, with respect to safety, it should be ensured that the appropriate equipment, materials and substances are available at the required times.

Particular attention should be paid to the availability of the various sizes of the personal protective clothing and equipment required. This sometimes cannot be established until the members of the workforce have been detailed and their individual roles and tasks decided.

Consideration must be given for a prolonged clean-up operation, possibly stretching to 24-hour operations. In this case shelter, accommodation, feeding, refreshment, rest areas, sanitation and first aid must be available.

Where training has to be delivered prior to work commencing, the necessary instructors and equipment must be available before work commences. It is an error to allow experienced workers to commence work while others are waiting for training.

Protective Clothing. If the weather is at all inclement, the protective clothing issued to workers must be warm, water and chemical-proof. It should include coveralls, gloves, boots, eye protection and headgear. If the weather is warm, the use of the same protective clothing may be necessary, but the requirements for ventilation and cooling will be greater.

Personal Protective Equipment (PPE)

PPE includes;

- breathing apparatus including respirators;
- flotation suits and vests;
- gloves/gauntlets;
- protective clothing;
- goggles, visors and safety glasses;
- hard hats;
- insulated clothing;
- reinforced boots, shoes and gloves.

First Aid. The Health and Safety (First Aid) Regulations 1981, together with the New Code of Practice on First Aid lay down the requirements for trained first aiders and the equipment that must be provided. A foreshore clean-up is considered as a special circumstance and the appropriate extra provisions should be taken into account.

Personnel

Selection of personnel to carry out the clean-up must be dominated by safety considerations.

7.3. Safety on the Foreshore

During the execution of a foreshore Site Survey, access to the area to be cleaned must be carefully assessed. Account needs to be taken of low and high tides and the need for workers to access inlets, cliffs and terrain difficult to navigate. Tide tables should be consulted as well as the taking of advice from those with knowledge.

Where necessary and appropriate, the use of equipment such as handrails, ropes and ladders should be considered.

Where workers are, by necessity, required to work out of sight of one another, communication between them and the supervisor is essential.

The provision and use of Personal emergency Beacons and Distress Flares by appropriate personnel should be considered.

7.4. Safety on the Water

Agreements with the Coastguard should be reviewed and complied with. At the very least, they should be informed of the vessels operating in their area together with all necessary detail of vessel capability and persons on board (POB).

Protective Clothing. Workers operating from seagoing vessels should be equipped with harnesses which comply with:

- **BS EN 361** for full-body fall arrest harnesses- (belt-type harnesses are widely prohibited due to internal injury risks).
- **BS EN 355 & EN 358:** Standards covering shock-absorbing lanyards and work positioning/restraint systems.
- **ISO 12401:** International standard for deck safety harnesses and tethers used explicitly on seagoing vessels

They should, at all times, wear a self or automatic inflating lifejacket and should be protected by a survival suit.

7.5. Safe Operations

Risk Assessment

Hazard Identification. The identification of all hazards at a worksite or spill location is a singular task that should be done by involvement of the people who are expected to carry out the work. The supervisor responsible for co-ordinating the risk assessment should ensure that all hazards are identified before the next step in the process is attempted. A hazard is an object, place, processor circumstance with the potential to do harm in the form of injury, damage, delay or pollution.

7.6. Decontamination

Conditions requiring decontamination. Where workers have been wearing waterproof and protective clothing it is likely that the clothing will become contaminated by crude oil or chemicals that might have been used during the clean-up operation. The clothing needs to be cleaned to prevent further contamination.

Facilities for such cleansing should be made available either near to rest or feeding areas or close by, but clear of the work site

Personal hygiene practices on the job. Workers should be instructed on the dangers of ingesting hydrocarbons and chemicals through contact of contaminated equipment or clothing, such as gloves via the mouth and nose. Facilities for removing protective clothing and washing before consuming food or smoking should be made available.

Decontamination area drainage. The decontamination area where clothing and personal equipment is cleansed should be arranged so that cleansing water and contaminants are drained into tanks. Care should be taken to ensure that contaminated waste does not drain into either the normal drainage system or into the soil under the decontaminated area.

Disposal of contaminated clothing. Clothing which is not fully washable or capable of having all traces of contaminant removed may need to be disposed of safely. Such clothing may comprise Hazardous Waste. If incineration facilities do not exist at the site, the clothing may need to be delivered to the local authority or to a Hazardous Waste Contractor.

7.7. Health and safety regulations, likely to apply to major, clean-up operations

- First Aid at Work Regulations 1981
- Control of Noise at Work Regulations 2005
- Management of Health and Safety at Work Regulations 1999 Manual Handling Operations Regulations 1992
- Personal Protective Equipment at Work Regulations 1992 The Provision and Use of Work Equipment Regulations 1998
- Personal Protective Equipment at Work (Amendment) Regulations 2002
- The Control of Substances Hazardous to Health Regulations 2002
- Construction (Design and Management) Regulations 2015
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013

(NB each set of Regulations listed has a companion Approved Code of Practice or Guidance on Regulations.)

7.8. COSHH

Data sheets are available to all Broads Authority staff on our Sharepoint system .

8. Press and Public Information

8.1. Media and Information Policy

In the event of a pollution incident, it will be necessary for an efficient and comprehensive information service to be brought into action so as to:

- Deal professionally with the representatives of the media.
- Co-ordinate and release information to the general public regarding the pollution incident and the Broads Authority's response to it.
- Keep staff and Authority members informed of developments regarding the progress of the incident; insofar as it affects their responsibilities.
- Minimise the pressures on those directly concerned with combating the spill.

Responsibility for media relations will be dealt with by the Broads Authority's Public Relations Office (PRO). All enquiries are to be forwarded to the Broads Authority's PRO. No media interviews, soundbites or statements should be provided to the media without the involvement of the PRO. The only exception to this is the agreed 'holding statement' if the incident takes place out of normal working hours and all attempts to consult with members of the PRO have failed.

8.2. For guidance it would be expected as follows:

Tier 1 spill - Broads Authority involvement only

Tier 2 spill - Broads Authority, Ambipar (Tier 2 contractor), Local Authority's (as applicable)

Tier 3 spill - not applicable.

It is essential that the media are provided with a 'balanced' view of the incident and actions taken. Remarks like 'No comment' only increase rumour and fuel unnecessary speculation. Below is the format of an Initial Press Statement that can be used by a responsible Broads Authority representative pending full details becoming available and a press release issued. The statement should not be issued by non-members or the PRO unless the incident urgently requires it, it is out of normal working hours and all attempts to consult with members of the PRO have failed.

8.3. Initial Press Statement

"The Broads Authority confirms that an incident has occurred (*state where and give brief description*) at approximately (*give time*) hours today.

Emergency response procedures have been initiated and relevant authorities (*have been/are being*) advised. All support services are being co-ordinated through the Authority's incident response team and every possible effort is being made both to minimise risk to personnel at the scene and to contain and mitigate any effects.

Further information will be released, (*as it becomes available/at a press conference scheduled for time*) today".

9. Contact Directory

Broads Authority

Head Office, Yare House, Norwich, NR1 1RY

Reception Tel: 01603 610734

Broads Control: Yare House (9am to 6pm April to Oct, 9am to 5pm Nov to March)

Tel: 01603 756056

email: broads.control@broads-authority.gov.uk

Maritime and Coastguard Agency Operations Room (Humber)

Tel: 01262 672317

email: Zone10@hmcg.gov.uk

Environment Agency

Regional Control Room (24 hour) 0800 807060

email: incident@environment-agency.gov.uk

Marine Management Organisation

Emergency Contact dedicated Spill Response number

Tel: 0870 785 1050 If there is no reply call the 24hr Duty Room on: 0845 051 8486

email: info@marinemanagement.org.uk

Helpline: 0300 123 1032

Natural England

National Marine Incidents line Tel: 0300 060 1200

email marineincidents@naturalengland.org.uk

Peel Ports (Great Yarmouth Port Company)

Harbour Office Tel: 01493 335501

24 Emergency Tel: 01493 335511

email gyharbouoffice@peelports.com

HMRC

Tel: 0300 200 3700

Norfolk Resilience Forum

Tel: 01953 424 866

Email nrf@norfolk.pnn.police.uk

RSPB

Regional Office, 65 Thorpe Road, Norwich. NR1 1UD

Tel: 01603 660066

Strumpshaw Reserve Tel: 01603 715191

email strumpshaw@rspb.org.uk

Berney Marshes Reserve

Tel: 01493 700645

(if office not manned - for emergency ring Strumpshaw)

Norfolk Wildlife Trust

22 Thorpe Road, Norwich NR1 1RY

Tel: 01603 625540

email: info@norfolkwildlifetrust.org.uk

Ted Ellis Trust

Warden Wheatfen Reserve Tel: 01508 538036

Email: info@wheatfen.org

National Trust

Regional Headquarters at Blakeney

Tel 01263 740241

Warden Horsey

Tel: 07885 581 070

email: stephen.prowse@nationaltrust.org.uk

Norwich City Council

Customer Services: 0344 980 3333

Out of Hours: 01603 412180

North Norfolk District Council

Customer Services: Tel: 01263 513811

Out of Office Hours: Tel: 01223 849782

Broadland District Council

Customer Services: Tel: 01603 431133

Emergency Planning Manager Tel: 01603 430434

Out of Hours: Tel: 01603 705121

South Norfolk District Council

Customer Services: Tel: 01508 533701

Out of Hours: Tel: 0800 3896109

Great Yarmouth Borough Council

Customer Services: Tel: 01493 856100

Out of Hours: Tel: 01493 330369

East Suffolk Council

Customer Services: Tel: 0333 0162000

Out of Hours: Tel: 0800 4402516

Joint Emergency Planning Unit (JEPU)

Duty Officer 24/7 Tel: 01473 265376

emergency.planning@suffolk.gov.uk

Oil Spill Response Contractor (Tier

Two) Ambipar – **emergency response**

number Tel: (24hour) 01202 653558

Oily Waste Disposal Contractors

ZZRM-Customer Service Administration, ASCO UK

Tel: +44 1493 856 722

email: Technical.Sales@ascoworld.com

Offshore Supply Base, South Denes Road, Great Yarmouth, NR30 3LX

10. Resources Directory

Tier 1 - Resources held by Broads Authority:

Vessels

8 x River Patrol launches
1 x 4m RIB, 40 hp outboard
1 x 28' twin screw steel work barge
1 x 24' steel work barge
3 x 24' weed harvester/litter collecting barge
3 x 16m Wherries with open hold
2 x 18m Wherries with open hold
Tug Aberdour 10.5m
Tug Richard 9m
Tug Bantam 7.3m
0 cranes on pontoons (various locations on system).
4 x Land based crane at Dockyard. (only 1 of these could be loaded to pontoons)
5 x JCB excavators
1 x New Holland tractor with trailer (for agricultural use only)

Vehicles

Various including pick-up trucks, various sized vans

Oil Pollution Containment and Clean-up Equipment held by the Broads Authority

Containment boom

4 x 20m inflatable boom
2 x 10m inflatable boom
4 x 5 m inflatable booms

Sorbents

12 x 3m heavy duty sorbent booms
12 x 2m sorbent booms 12cm
150 x sorbent pads 46 x 46cm

Miscellaneous

Inflator for containment boom
50 x heavy duty oily waste disposal sacks
60 x light rubbish sacks
8 x oil sample bottles
Rond anchors and rope
50 x sandbags
Mudweights
Toolbox and miscellaneous hand tools
Telescopic floodlights/Floodlight stand

First Aid Kit

Assortment of manual and powered winches

2 x 'Oil Spill No Entry' signs

1 x red/white safety tape

Inflator for containment boom plus 12-volt adaptor

Ropes/shackles etc.

PPE

10 x Complete PPE kits

Coverall protective suits

Safety glasses

Rubber gloves

Leather gauntlets

Face masks

Ear defenders

100 x disposable rubber gloves

2 x First Aid Kits with eye wash

Handwipes

Miscellaneous tools

Torches / Batteries

Spot light. Flashing warning lights.

Patching/leak control equipment

2 x wreck buoys

Oil spill sample kit 2 x Buckets

First Aid Kit Mechanical hand Light on clamp Foot pump

Hand Saw Crow Bar Piston Air Pump

Sharps Container

Kits held on each of 8 Broads Authority patrol launches and 3 workboats

1x 3m sorbent boom 10cm diameter

1x sorbent pillow 40 x 8cm

10 sorbent sheets 46 x 46cm

1x nylon cord

2x heavy duty oily waste disposal sacks/ties

1x goggles

1x gloves

1x Instruction Sheet

Tier 2 equipment

Resources held by Tier 2 Response Contractor Ambipar Ltd for immediate deployment on call-out basis (on site 2 - 6 hours).

Equipment commensurate with Tier 2 responder. Exact equipment list to be reviewed at time of contract placement.

Appendix 1 – Plan distribution list

Distribution List	
Company	Copy Number
Broads Authority staff: • Chief Executive • Head of Safety Management • Head of Ranger Services (Navigation Officer) • Head of Operations • Director of Delivery • Head of Strategic Services	1 (Digital Copy)
MCA CPSO	2 (Digital copy)
MRCC Humber	3 (Digital copy)
Environment Agency	4 (Digital copy)
Great Yarmouth Port Authority	5 (Digital copy)
Peel Ports Great Yarmouth	6 (Digital copy)
Broadland District Council	7 (Digital copy)
South Norfolk Council	8 (Digital copy)
East Suffolk Council	9 (Digital copy)
North Norfolk District Council	10 (Digital copy)
Great Yarmouth Borough Council	11 (Digital copy)
Norfolk County Council	12 (Digital copy)
Norfolk Resilience Forum	13 (Digital copy)
Natural England	14 (Digital copy)
RSPB	15 (Digital copy)
Marine Management Organisation	16 (Digital copy)
Ambipar Response	17 (Digital copy)

Appendix 2 – Standard Pollution Report Form CG77

To MCGA – Humber
Copy to Agencies as required
From Broads Authority

Part 1 : Information which should be provided in an initial pollution report

A. Classification of report

(i) **doubtful**

(ii) **probable**

(iii) **confirmed**

(Delete as necessary)

B. Date: _____ **Time:** _____ **pollution observed**

Identity of observer/reporter _____

C. Position of pollution: _____
(by latitude and longitude if possible, state range and bearing from some prominent landmark)

Extent of pollution: _____ **Litres/barrels/tonnes**

Size of polluted area _____ **from:** _____
(from where sighted)

(estimated amount of pollution, e.g. size of polluted area, number of tonnes of oil spilled or number of containers. When appropriate position of observer)

D. Wind Speed _____ **knots; direction from:** _____

Tidal status at time pollution observed: _____ **after/before HW/LW**

E. Weather conditions and sea state:

_____ **sea state/ wave height** _____ **metres**

F. Characteristics of pollution:

Type: _____
(E.g. oil, crude, diesel, packaged bulk chemicals UN number if known, garbage)

Appearance: _____
(E.g. liquids, floating solid, liquid oil etc.)

G. Sources of pollution: _____
(from vessel or other undertaking)

Cause of pollution: _____

(Apparent deliberate or casualty. If the latter give a brief description. Where possible name, type, size and nationally and Port of Registry or polluting vessel. If vessel underway gives course speed and destination if known).

H. Details of other vessels in the area _____
(to be given if the polluter cannot be identified and the spill is considered to be of recent origin)

I. **Photograph taken** Yes / No
Sample taken for analysis Yes / No

J. **Remedial action taken, intended to deal with spillage:**

K. **Forecast of likely effect of pollution:** _____

L. **Names of those informed other than addresses:**

M. **Any other relevant information:** _____

(E.g. names of other witnesses, references to other instances of pollution)

Part 2 : Supplementary Information which should be provided Later
(this may be disregarded when POLREPS are for UK internal distribution only)

N. **Results of sample analysis:** _____

O. **Results of photographic analysis** _____

P. **Results of supplementary enquiries** _____

(E.g. inspection by surveyors, statements from ship's personnel etc.)

Q. **Results of mathematical models:** _____

Appendix 3 – Incident log sheet

Incident:

Date:

Name:

Location:

[illegible]

Appendix 4 – Broads wildlife and habitat importance and designations

1. Summary

The Broads is one of Europe's finest and important wetlands for nature conservation. It includes designated sites for nature conservation, including 28 Sites of Special Scientific Interest (SSSIs), which cover 24% of the Broads executive area. One-third of SSSIs are designated National Nature Reserves (NNRs) (Map 3). Virtually all SSSIs also have international designation under European Habitats and Birds Directives and Ramsar Convention (Map 4). For more on the legislation see section 3 in this Appendix.

The Broads, apart from having many designated sites for nature conservation, is also important for wildlife throughout its area, with land and water managed for both biodiversity and landscape. Often, hydrological connections between the waterways, fens and grazing marsh dykes will result in pollution in one part of the wetland affecting a wide area.

The Water Framework Directive establishes a framework for protection surface water, groundwater, and coastal and transitional waters. Targets are set to protect and improve the ecological status of the waterbodies.

2. Habitats

Maps 1 and 2 show the distribution of important habitats for nature conservation in the Broads.

2.1. Water and Reedswamp

There are 63 broads, of which 68% are directly connected to the rivers. Pollution from the river has been shown to affect these connected broads. Several of the broads and rivers are home to rare aquatic plants; some found nowhere else in the UK, such as holly-leaved naiad and intermediate stonewort.

2.2. Fens and Reedbeds

The Broads has the largest expanse of lowland species-rich fen in lowland Britain. Fens and reedbeds as part of the Broads wetland are in hydrological connection to the river water thus water quality is important for this habitat as it is for the open water itself.

2.3. Estuary

Breydon is an important salt marsh area with mud-flats which provide an internationally important staging post for migratory birds.

2.4. Grazing Marshes

These drained or grazing marshes, if managed correctly provide habitat to farmland birds, particularly waders and wildfowl. The grazing marsh dykes are important for aquatic plants and rare invertebrates such as snails. Water to supply these dykes can come from the river. This is the case for Halvergate Marshes Special Area of Conservation, (SAC) where river water is pumped into the grazing marsh dykes via the Stracey intake.

3. Legislation

3.1. International Legislation

Ramsar Convention: Or to give it its full title, the ‘Convention on Wetlands of International Importance, especially as Waterfowl Habitat’. This is a global convention, signed at Ramsar in Iran in 1971, and ratified by the UK in 1976. It has 3 main aims: designation of wetlands as Ramsar sites, ‘wise use’ of wetlands, and international co-operation.

3.2. EU legislation

Habitats Directive: To promote maintenance of biodiversity by requiring member states to take measures to maintain or restore habitats and species at ‘favourable conservation status’, with national governments reporting to the EU every 6 years. It includes designating a series of protected sites (Special Areas of Conservation SAC), which together with SPAs classified under the **Birds Directive** (see below), makes up an EU-wide network of sites (the **Natura 2000** series).

Birds Directive: Requires member states to take steps to protect listed bird species and the habitats on which they depend by classifying Special Protection Areas (SPA).

Both the Habitats and Birds Directives are enshrined in UK legislation under the Conservation (Natural Habitats &c) Regulations 1994, otherwise known as the ‘Habitats Regulations’.

Water Framework Directive: To establish a framework for protection of inland surface waters (and) groundwater. It aims to ensure all aquatic ecosystems, and, with regard to their water needs, all terrestrial ecosystems and wetlands meet ‘good status’ by 2015. The Directive requires member states to establish river basin districts and management plans, to be reviewed every 6 years.

3.3. UK legislation

Wildlife and Countryside Act 1981 (as amended): this underpins statutory nature conservation in the UK, and most significantly, makes provision for the notification by English Nature of Sites of Special Scientific Interest (SSSI), and where appropriate, National Nature Reserves managed by ‘approved bodies’ other than EN.

The Act is supplemented and amended by the **Countryside and Rights of Way Act 2000**, which strengthens protection of SSSIs by giving English Nature greater enforcement powers,

and makes provision for open public access to certain types of land (defined as mountain, moor, heath, and down). Section 28 places a duty on all public bodies, including the Broads Authority, to enhance the special interests of SSSIs.

The provisions of the 1995 Environment Act (Section 62) and 2000 CRow Act (Sections 85 and 97) confer statutory duties on 'relevant authorities', which include statutory agencies and local authorities, to have regard to the purposes of national parks, Areas of Outstanding Natural Beauty and the Broads.

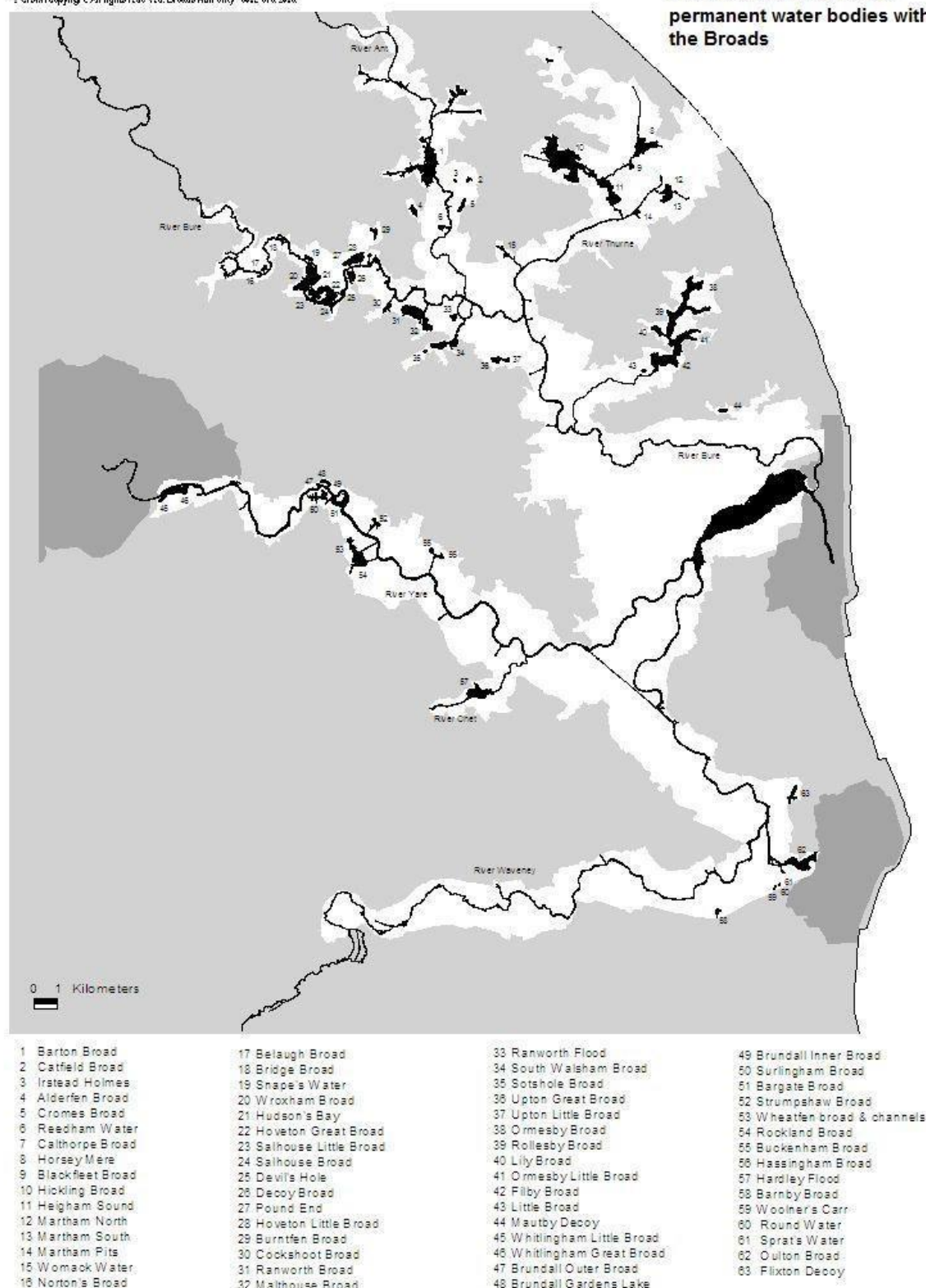
Map 1: location and condition of permanent water bodies within the Broads

Data Sources:

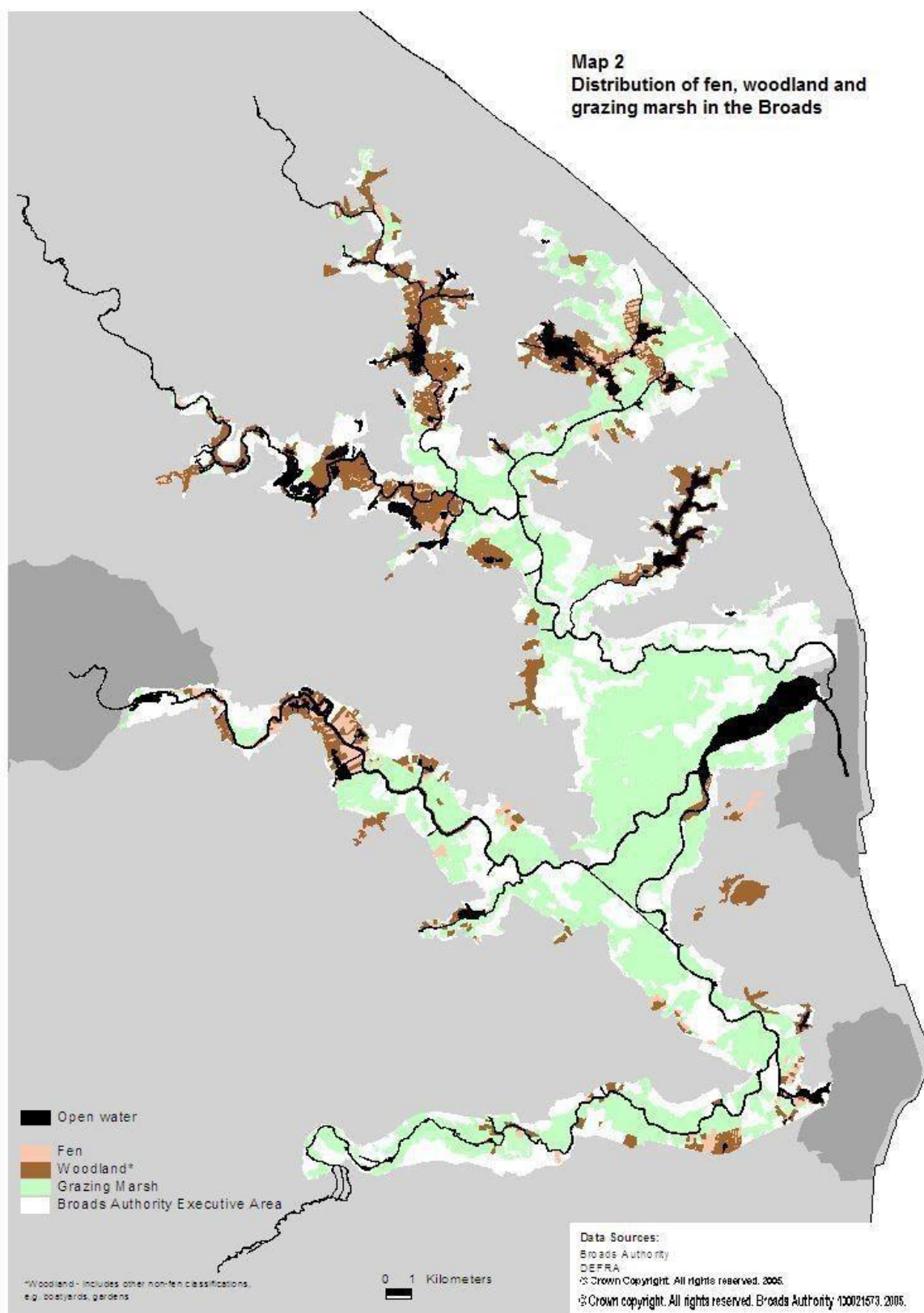
Broads Authority

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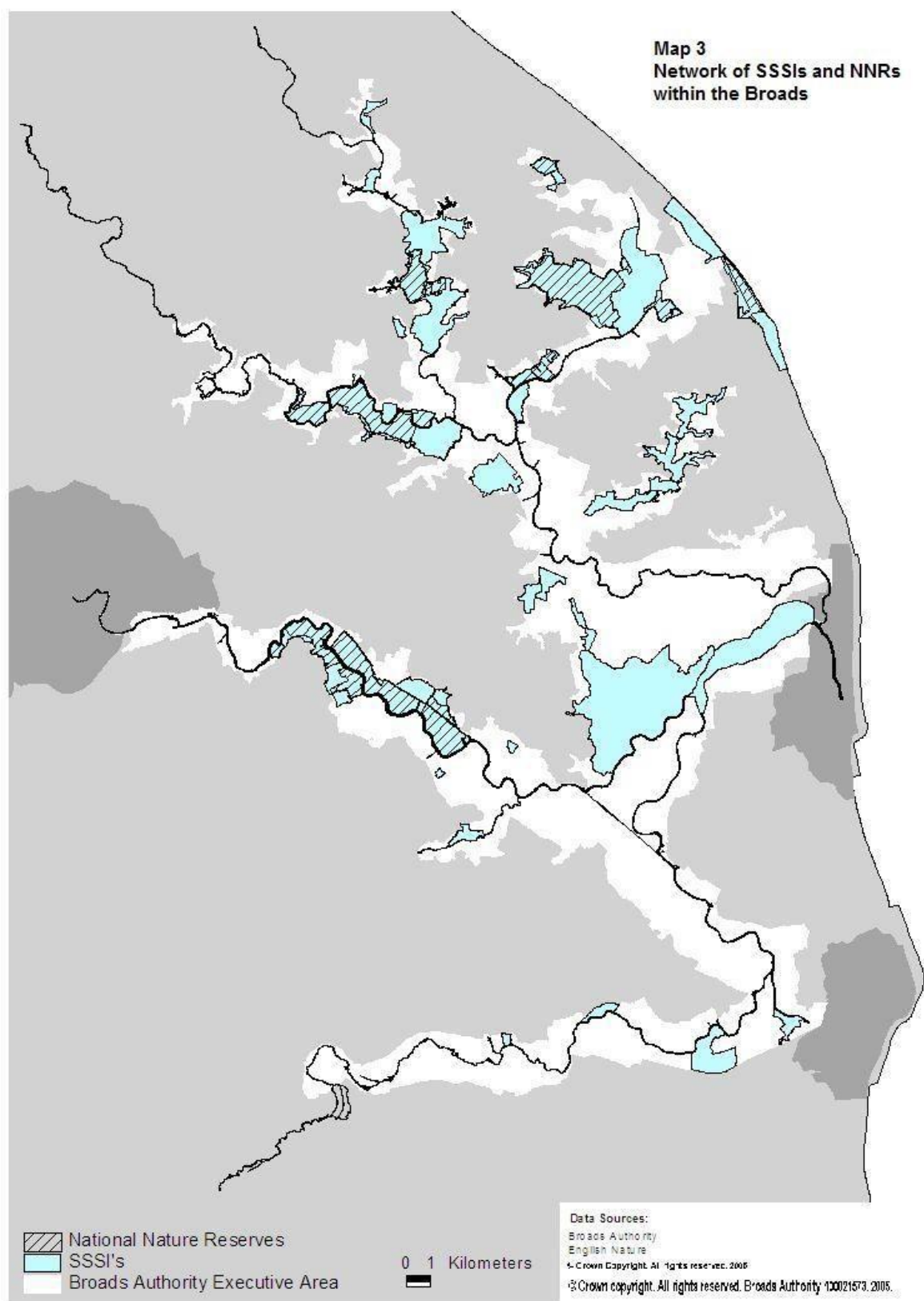
Map 1
Location and condition of
permanent water bodies within
the Broads



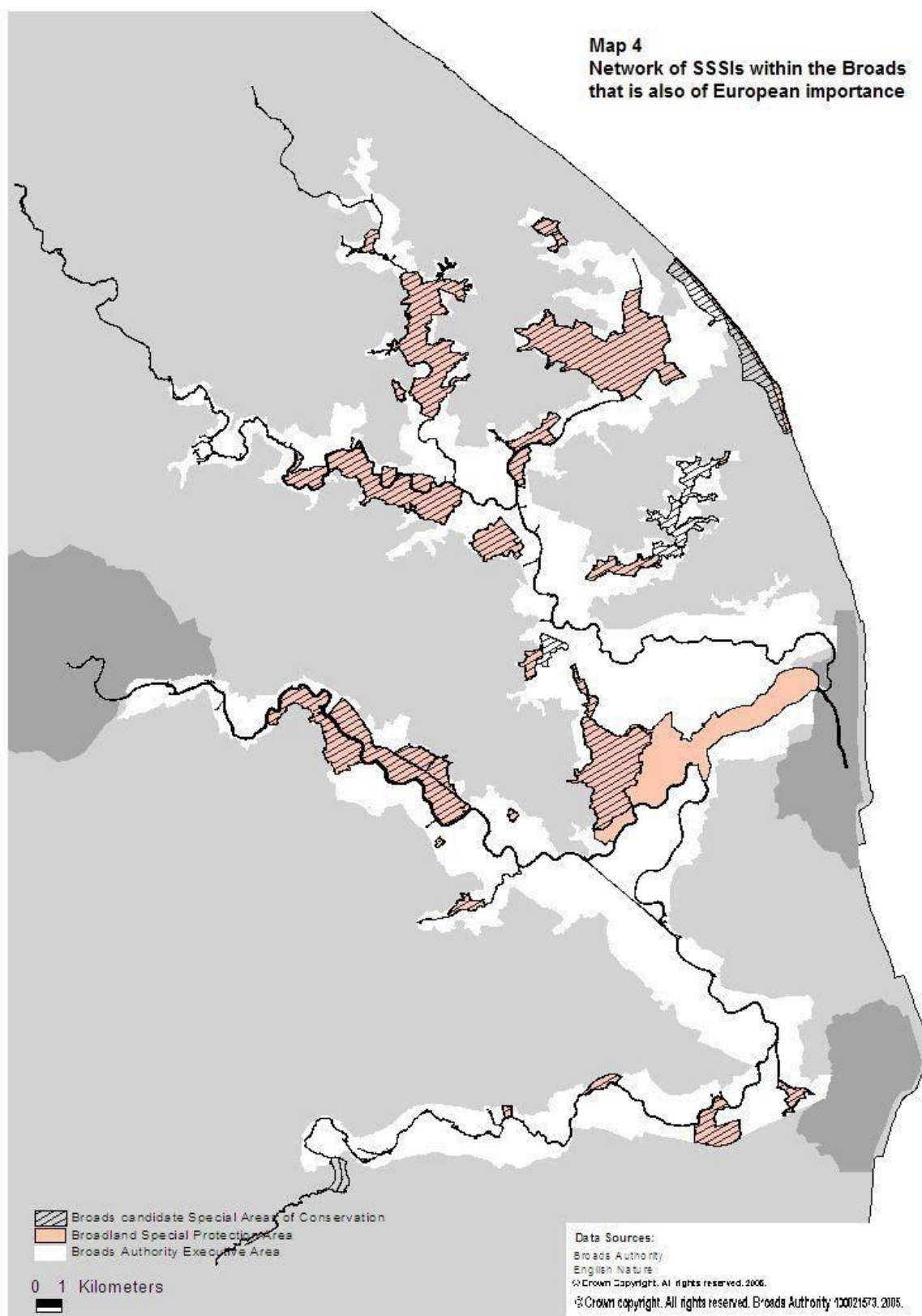
Map 2: Distribution of fen, woodland and grazing marsh in the Broads



Map 3: Network of SSSIs and NNRs within the Broads



Map 4: Network of SSSIs within the Broads that is also of European importance



Appendix 5 –Diesel retail outlets and toilet disposal facilities

August 2025

Location	Site	Diesel Retail	Pump Out	Chemical Toilet Disposal
Acle	Bridge Craft	Yes	Yes	No
Barton Turf	Cox's Boatyard	No	No	Yes
Beccles	Quayway Boats, Bridge Wharf	Yes	Yes	No
	Galleon Moorings, Puddingmoor	No	Yes	Yes
	H E Hipperson Limited, Waveney Wharf	Yes	Yes	No
Brundall	Broom Boats	Yes	Yes	No
	Brundall Bay Marina	No	No	Yes
	Swancraft	Yes	Yes	No
Burgh Castle	Goodchild Marine, Burgh Castle Yacht Station	Yes	Yes	No
Burgh St Peter	Waveney River Centre	Yes	Yes	Yes
Geldeston	Rowancraft Limited, Staithe Yard, Big Row	Yes	Yes	Yes
Hickling	Whispering Reeds	No	Yes	No
Horning	Boulter Marine	Yes	Yes	No
	Ferry Marina	Yes	Yes	No
	Southgates Boatyard	Yes	Yes	No
	Horning Village Marina (Southgates)	Yes	Yes	No

Location	Site	Diesel Retail	Pump Out	Chemical Toilet Disposal
Hoveton/Wroxham	Brinkcraft Limited Riverside Road Hoveton	Yes	Yes	No
	Bridge Broad Marina	No	Yes	No
	Norfolk Boat Sales, Riverside Road	Yes	Yes	No
	Sabena Marine	Yes	Yes	Yes
	Summercraft, Brimblelow Road	Yes	Yes	No
Loddon	Pacific Cruisers The Pits Chedgrave	Yes	Yes	No
Ludham	Ludham Bridge Boatyard	Yes	Yes	Yes
Martham	Martham Boats	Yes	Yes	Yes
Norwich	Norwich Yacht Station (April-October)	No	Yes	Yes
Oulton Broad	Broadlands Marina/Tingdene, Marsh Road	No	Yes	No
Potter Heigham	Herbert Wood	Yes	Yes	Yes
	Maycraft	No	Yes	Yes
South Walsham	Marine Tech	Yes	Yes	Yes
Stalham	Richardson's	Yes	Yes	Yes
	Stalham Marine Services	Yes	Yes	Yes
Sutton Staithe	Sutton Staithe Boatyard	Yes	Yes	No
Upton	Eastwood Whelpton	No	No	Yes

Appendix 6 – Strategic Oil Booming/Container Sites

The following are sites where oil booming might be deployed to prevent oil spreading into designated conservation sites, nature reserves or important habitats, or simply to prevent oil spreading under influence of wind or tide. The significance of each booming site is recited. In many cases booming would be for deflecting oil spills rather than containment/removal, because of the remoteness and difficulty of access for oil recovery.

Some sites would be operable only at certain times, especially because of strength of tidal stream or strong fluvial currents after heavy rainfall.

This schedule of sites is complimentary to Appendix 7, which indicates appropriate to contain oil near source, including sites at high risk due to proximity of boatyard operations, fueling etc.

River Bure

Wroxham: Wroxham Viaduct to Wroxham Viaduct BA Moorings

Boom diagonally across the river from viaduct piers to mooring frontage. To contain a major spill in Wroxham from spreading upriver on flood tide into the unspoiled reaches and Bridge Broad. Would close river to navigation but effect on traffic would be limited. Access to moorings for oil recovery not good but workable. There is available space for temporary oil storage tank. Tidal streams gentle and well sheltered.

Wroxham Broad North and South Entrances

To deflect a major spill in the main river near Wroxham from entering and polluting Wroxham Broad. Both entrances are fairly narrow. Tidal streams are gentle. Access for oil recovery is poor.

Salhouse Broad East and West Entrances

To deflect a major spill in the main river from entering Salhouse Broad.

Hoveton Great Broad Entrances

Upper entrance overgrown and difficult to boom. Lower entrance (opposite Woodbastwick Hall) better defined and more easily boomed. Potential to protect very large area of high conservation importance from pollution.

Hoveton Little Broad (Black Horse Broad) Dyke

Single narrow dyke, if boomed could prevent spillage entering Hoveton Little Broad or Pound End.

Ranworth Dam

Boom across mouth of Ranworth Dam to prevent oil from entering Malthouse Broad and Ranworth Broad from a spill in Main River. Significant disruption to navigation acceptable.

Ranworth Broad

Boom across entrance to Ranworth Broad to deflect spill in Malthouse Broad from entering Ranworth Broad.

South Walsham Fleet Dyke

Boom across mouth of Fleet Dyke to deflect oil in main river from entering the dyke and broad and the high grade marshes which take water from Fleet Dyke.

Boom diagonally across Fleet Dyke near entrance of South Walsham Broad to contain oil spilled into Broad from spreading to main river and marshes. Possibility of oil recovery at Environment Agency moorings: access poor but space available for temporary containment. Tidal streams gentle.

Great Yarmouth Yacht Station

Boom alongside any moored vessels to protect them from oil contamination. Chevron booming where possible.

Oil can be recovered at site if tide is favourable. Good storage areas available but venue are open to the public and closure should be considered. Tidal flow can be in excess of 4mph.

River Ant**Wayford Bridge**

Containment boom diagonally across river from Mr Cooks houseboat site immediately above the bridge to moorings opposite, to contain oil spilled downriver from entering North Walsham and Dilham Canal and Broad Fen or Dilham Arm. Gentle streams. Reasonable access to moorings for oil removal and space available for temporary oil storage tanks. Disturbance to navigation minimal.

Stalham Arm

Boom across mouth of Stalham Arm to deflect oil in Main River from entering Stalham Arm and Sutton Broad. Access for recovery very poor/impossible.

Barton Turf

Booms across main channel (south of Heater Island) and Paddy's Dyke to deflect oil spilled on Barton or in Upper Ant from entering Barton Turf.

Neatishead Arm

Boom across Gay's Staithe to north bank to prevent oil spilled in Barton Broad or main river from entering Limekiln Dyke, conversely to contain oil in Limekiln Dyke from entering Barton Broad, with good oil recovery possibilities at Gay's Staithe.

Irstead Staithe

Diagonal cross-river booming to contain oil at staithe. Possible to install boom for either flood or ebb tide use. I.e. to contain spills on Upper Ant or prevent spills in lower river spreading onto Barton Broad. Good oil recovery possibilities and access. Minimal disruption to navigation.

Ludham Bridge

Diagonal cross-river booming upriver at Ludham Bridge with fair access both sides for oil recovery on flood or ebb. Moderate tidal streams clear of bridge hole. Major disruption to navigation.

River Thurne**Waxham Cut**

Boom across mouth of cut to deflect oil from entering. Very little tide. Very poor access and no possibility of oil recovery from shore. Minimal navigation disruption.

Meadow Dyke

Booming possible at either end of dyke to contain oil to area of source, but access very poor and not practicable to recover oil from shore. Very moderate streams.

Candle Dyke/Thurne Junction

Possible deflecting booming site to prevent oil coming upriver from Potter Heigham from approaching Hickling/Horsey. Possible effective especially if used in conjunction with (a) a secondary containment/collection boom diagonally across river to the Eel Set by the Holt (or Candle Dyke) and (b) deflection boom at Martham Ferry to deflect oil for collection in Martham Ferry Dyke where access for recovery is good, thus minimising spread upriver towards Martham Broad. A further secondary collection boom might be installed at Dungeon Corner. Moderate navigational disruption but extremely high conservation priority.

Such a deflection/containment system would be even more effective if a diagonal cross-river boom from Broads Authority moorings, Martham Bank, to mooring basin on Broads Authority land immediately down river of bypass road bridge.

Potter Heigham

Flood tide containment boom diagonally across river from premises of former Bridge Hotel immediately upriver of bridge to Broads Authority frontage opposite with collection and removal from mooring basin at upriver end of Broads Authority frontage. Good access and still water in mooring basin. Moderate tidal stream. Ebb tide containment by diagonal cross river boom from Broads Authority moorings, Martham Bank, to mooring basin on Broads Authority land immediately down river of bypass road bridge.

Womack Water

Deflection boom across entrance of Womack Dyke to prevent oil in main river entering dyke,

with possible secondary deflection boom across dyke, deflecting oil into Broads Authority field base mooring basin for removal.

River Yare

Whitlingham Country Park/Thorpe Meadow

Diagonal booming across River Yare from Thorpe Marshes to piling at southern end of Whitlingham Country Park. Used on ebb tide for any spills from Norwich or Thorpe Island area. Containment and access from woodland car park at Whitlingham Country Park.

Thorpe Rail Bridges (Upper or Lower)

Boom installed across the bridges could prevent spill emanating from Thorpe Old River entering the main River Yare or vice versa. Access for oil recovery is poor, especially at lower bridge and streams can run moderately strongly. Effectiveness probably greatest if deployed as deflection booms to prevent main river pollution from entering the Old River.

Great Yarmouth

Underway Containment and Recovery (With support from Ambipar Response and vessels of opportunity, utilise purpose built containment and recovery systems to corral the slick along the Yare and in Breydon Water). Tidal flow can be in excess of 5 mph. See Appendix for plan

Surlingham Broad Dykes

Booms could be deployed across the mouths of both Surlingham Fleet Dyke (the short dyke at the downriver side of the broad) or Surlingham Birds Dyke (the longer dyke at the upriver, west end of the broad) These would be deflection booms to prevent main river oil spills from entering the broad. Shore access to both dykes for oil removal is very poor or impossible. A spill within Surlingham Broad would be contained with booms across the dykes and in this case would be essential also to deploy a boom across the dyke at the junction of Birds Dyke and the broad, which gives access to a very large area of marsh and reed bed and the creeks up to Surlingham Staithe. Disruption to navigation by closure would be minor.

Rockland Broad Dykes

Booms would be deployed across the mouths of Rockland Fleet Dyke (the longer upriver dyke and the short, downriver dyke to deflect main river oil from entering the broad and thence the dykes and reed beds of the Ted Ellis Wheatfen Reserve. This would be a high priority in view of the undefended and highly vulnerable nature of this very important reserve and its habitats.

Haddiscoe New Cut

It should be a primary aim to prevent oil spillage in the Yare entering the Waveney system and vice versa. It is therefore important to deploy containment booming in the Haddiscoe new cut to cope with oil passing in either direction. The Reedham end of the cut is not ideal; on the ebb the flow is mainly from Haddiscoe towards Reedham, leading to turbulence and strong streams at the Reedham junction. Access for oil removal is also extremely poor. A more appropriate place to deploy containment booming would be the vicinity of the Haddiscoe Flyover with diagonal cross river booming and oil removal from the moorings immediately west of the flyover, which has good road access and space for temporary tank storage.

River Waveney

Geldeston Locks

Possible deployment of containment boom across the main river beneath the footbridge near the Locks Inn (the head of navigation) with containment and removal from meadow opposite. Boom able to be deployed for both flood and ebb tide operation to contain oil from downstream entering the non-navigable river to Ellingham and up-river oil entering the navigable sections below Geldeston.

Geldeston Dyke

Deflection boom across mouth of Geldeston Dyke to prevent main river oil from entering the dyke and boatyard moorings.

Beccles Dam Bridge

Ebb tide containment boom using bridge fendering Gillingham side for securing, running diagonally across river to town side with deflection onto Loaves and Fishes Dyke for removal. Good access to dyke for oil removal and temporary storage. To contain oil spills emanating from Beccles and upriver. Strong stream may be experienced on spring ebbs or after rainfall. Moderate disruption to navigation.

Beccles Bypass Bridge

Diagonal cross river containment booming beneath Bypass Bridge to public bridge mooring frontages immediately downriver of bridge. Good access for oil removal but still water containment area and river subject to moderately strong streams on spring ebbs and after rainfall (2-3 knots).

Haddiscoe Environment Agency Depot

Possible deflection booming to deflect surface oil into New Cut for containment and removal adjacent to Haddiscoe Cut junction. Strong streams would require midstream anchors.

Appendix 7 – Oil Spill Booming – Potential Locations

Boatyards Basins/Mooring Dykes etc

The following are locations where there is an increased risk of oil spillage due to boatyard operations, refueling etc. and where containment booming could be effective to contain oil spills close to source and minimise spread of oil into the main river system.

This schedule is complimentary to Appendix 4 which indicates strategic containment or deflection booming sites where deployment might protect particular areas, including conservation designated sites, nature reserves etc.

River Bure

Wroxham

- Bridge Broad moorings/ Connoisseur Cruisers. Across entrance to broad/moorings
- Broads Tours/Faircraft Loynes mooring basin entrance
- Moores Boatyard basin entrance
- Powles Marina entrance
- Ashtons mooring basin entrance
- Barnes Brinkcraft basins upper and lower
- Daisy Broad entrance (from Beehive)
- Summercraft Boatyard/mooring dyke/Across entrance from Wildwood (Mr Royall)

Horning

- South Quays Marina
- Percivals mooring basin (opposite staithe)
- Burehaven moorings dyke
- Ferry Marina Dyke
- Woods Dyke
- Horning Pleasurecraft basin entrance

Cookshoot Dyke/South Walsham Broad/Boundary Farm Dyke/Oby Dyke/Upton Dyke

- R & J Russell boatyard basin

Acle

- Horizon Craft boatyard basin
- Anchor Craft/ Bridgecraft Dyke
- Acle Boat Dyke/Hermitage Dyke entrance

River Ant**Wayford Bridge**

- Wayford Marina upper basin
- Wayford marina middle basin
- Wayford Marina downstream dyke
- Smallburgh Staithe dyke
- Peter Linfords mooring dyke

Stalham

- Keir Bedwells Chapelfield mooring basin
- Broadsedge Upper Dyke/Lower Dyke/Mooring basin
- Stalham Yacht Services basin entrance
- Richardsons boatyard main basin entrance

Sutton Staithe

- Boatyard basin/Boatyard mooring basin

Barton Turf

- Coxs Boatyard moorings entrance
- Coxs Boatyard upper dyke (adjacent to staithe)

River Thurne**Horsey Staithe Dyke****Hickling**

- Pleasureboat Dyke
- Staithe Dyke
- Whispering Reeds Dyke

Martham Ferry Dyke**Martham Staithe Dyke****Potter Heigham**

- Repps (upper) staithe dyke/Phoenix Fleet
- Staithe Dykes/Herbert Woods Dayboats
- Broadshaven entrance
- Repps (lower) staithe dyke

Thurne

- (west bank) EACC mooring dyke

Thurne Dyke

- Inner end/Lambs moorings
- Entrance

River Yare**Thorpe**

- Reliance Boat dyke entrance

Thorpe/Whittlingham

- BA Commissioners Cut Mooring dyke

Thorpe/Griffin Lane

- Griffin Marine Dykes/Highcraft Boatyard dyke

Brundall Gardens

- J Broom boatyard dyke
- Brundall gardens marina/Linder boats basin entrance

Brundall

- Bells Marina entrance dyke
- Brooms upper (hirecraft) basin (adjacent to shop)
- Brooms middle (hirecraft) dyke
- Brooms marina entrance
- Hobro's dyke across mouth of dyke
- Brundall Bay Marina entrance

Rockland

- Boat dyke; across mouth of dyke

Langley Dyke

- Across mouth of dyke

Hardley Dyke

- Across mouth of dyke

Reedham

- Holly Farm mooring dyke/Yareside moorings

River Chet**Loddon**

- Princess Cruisers (Aston Boats) boatyard basin
- Mistral Craft to upper end Pyes Mill mooring (crossover)

River Waveney**Geldeston Locks**

- Downriver and Broads Authority moorings to centre island

Geldeston Dyke

- Rowan Craft; across rail bridge hole/ Rowan Craft; across bridge bypass channel
- Across mouth of dyke

Beccles

- Anglia Yacht Brokers Sales Dyke; across mouth of dyke
- Yacht Station; across Yacht Station dyke mouth
- Aston Boats; across boatyard basin entrance
- Hipperson Boatyard; across boatyard basin entrance

Burgh St Peter

- Waveney Yacht Centre, Staithe dyke, across mouth
- Waveney Yacht Centre, upper basin, across entrance
- Waveney Yacht Station, lower basin, across entrance

Oulton Broad

- Broadland Holiday village basin entrances

- Colemans Dyke entrance

Somerleyton

- Crown Cruisers basin. Across entrance

St Olaves

- St Olaves marina across entrance
- Alpha Craft boatyard across mouth of mooring dyke
- Castle Craft boatyard across mouth of mooring basin

Broads Authority

25 September 2026

Agenda item number 11

Policy and Protocol Review

Report by Head of Governance

Purpose

As part of its review process, the Policy on the use of Social Media (adopted January 2021) has been reviewed and updated, and the Monitoring Officer Protocol has been reviewed with no updates required.

Recommended decision

Members are asked to:

-
- i. Approve the amendments to the Policy on using Social Media; and
 - ii. Note that the Monitoring Officer Protocol has been reviewed and there are no changes required.
-

1. Introduction

- 1.1. The Authority's constitutional documents comprise various codes and protocols which govern the conduct of officers and Members in carrying out their duties. The Authority is required to review these documents on a regular basis.

2. Policy on using Social Media - Review

- 2.1. In response to the growing use of social media, the Broads Authority adopted policy guidance on social media in July 2017 to help guide members, officers and others on the appropriate use of social media when referencing or being affiliated with the Authority. At its meeting in [February 2021](#), the Broads Authority, following consultation with Birketts, the Monitoring Officer and the Head of Communications, adopted a revised Policy on using social media.
- 2.2. In July 2026, the Local Government Association (LGA) published its Model guidance for councils: elected members' use of social media. Following publication, a thorough review of the Broads Authority's Policy on using social media was undertaken by the Head of Governance, the Head of Communications, and the Communications Manager. The Authority's policy had already incorporated much of the LGA's model guidance, and some minor changes to wording and updating social media sites has been required. The

policy, however, did not include guidance on the steps Members can take to protect themselves and others when using social media.

- 2.3. Statistics from the LGA following a survey, revealed that 11 per cent of councillors had their private information exposed, while 64 per cent reported experiencing online abuse. This highlights the importance of the Authority working closely with Members to enhance their safety and strengthen their ability to manage challenging online situations.
- 2.4. The updated policy therefore includes a new section at page 6 on Safety, and can be found at Appendix 1 of this report with tracked changes highlighting the amended text and additions.

3. Monitoring Officer Protocol - Review

- 3.1. In [September 2023](#), the Authority adopted a [Monitoring Officer Protocol](#) which was based on examples common amongst local authorities and other National Parks.
- 3.2. As Members will be aware, the current arrangements are that the roles of Monitoring Officer is provided by the Head of Governance, and Deputy Monitoring Officer provided by external solicitors, Wilkin Chapman. However, the Protocol applies to the role and would, therefore, apply whether the role is carried out by an external consultant or internal employee of the Authority.
- 3.3. The Protocol has been reviewed by the Monitoring Officer and S.17 Officer and there are no changes needed, except for a change of job title from Director of Finance to Director of Resources as the S.17 Officer, and the removal of 'Senior Governance Officer' in section 2.1. The Protocol has also been reformatted to meet accessibility requirements.

4. Conclusion

- 4.1. Members are asked to approve the amendments to the Policy on using Social Media in line with the LGA's model guidance and note the minor changes to the Monitoring Officer Protocol following review.

Author: Lorraine Taylor

Date of report: 25 August 2026

Appendix 1 – Policy on using social media

Policy on using social media

Reviewed September 2026~~January 2021~~

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Purpose and scope

This policy guides the Broads Authority on the appropriate use of social media. The policy applies to:

- The professional use of social media on behalf of the Authority by its Communications Team
- The use of social media by Authority members (including co-opted members) and officers when referencing, or when identified as being affiliated with, the Authority; and
- The use of social media by consultants, interns, agency workers and casual workers engaged by the Authority when referencing the Authority.

When using social media to refer to or comment on the Authority's work, processes, or members or officers, you may well be acting in your capacity as an officer or member of the Authority, and if found to be so, this policy will apply to such use.

All members and officers must make sure they comply with this policy, which should be read with the following Authority documents, as relevant:

- Code of Conduct for Members

- Code of Conduct for Employees
- Protocol on Member and Officer Relations

Definition of social media

For the purposes of this policy, 'social media' means any type of online media that allows users to create and share content with others online, and to participate in social networking, discussion and interaction. This includes, but is not limited to:

- Social networking, such as Facebook, BlueSky, LinkedIn, ~~Google+ or Yammer~~
- ~~Microblogging, such as Twitter or Tumblr~~
- Photo sharing, such as Instagram, Snapchat, Pinterest or Flickr
- Video sharing, such as YouTube, Facebook Live, ~~Periscope~~ or Vimeo

This policy also covers private messaging through online channels such as Facebook, ~~Twitter~~ X and WhatsApp.

Members or officers with any questions about the general use of social media should contact the Communications Team for advice.

Broads Authority accounts

The Broads Authority has the following corporate social media accounts:

- Facebook: <https://www.facebook.com/BroadsAuthority/>
- ~~Twitter~~ X: Broads Authority (@BroadsAuth) / Xhttps://twitter.com/BroadsAuth
- ~~Instagram: #broadsauthority~~
- LinkedIn: Broads Authority

It also manages social media accounts on ~~various platforms~~ Facebook, X, and Instagram for the Broads National Park.

These accounts are managed and administered by the Communications Team and should be used for most Authority-related social media activity. Other corporate accounts should not be set up without prior consultation with the Communications Team.

Within a business context, carefully managed social media is essential in:

- Publicising and promoting activities that enhance the Authority's reputation, its services and the partners and communities it works with;
- Promoting and strengthening the Authority's brand;
- Responding to questions from the public, businesses and other interests;
- Clarifying or correcting unclear or misleading views or statements;

- Giving information and guidance, including advice in emergency situations;
- Engaging with the public about the services the Authority provides, and promoting their understanding and enjoyment of the Broads.

It takes a lot of time and effort to manage a social media account effectively and build up a good network of followers. It is important to maintain a consistent and professional approach across the Authority's social media channels.

The Communications Team will work with Authority colleagues to encourage good use of social media, and can provide guidance and training.

Rules for Broads Authority accounts

The Authority abides by the guidelines outlined in our Customer Service Standards when engaging with the public on social media, ensuring that all interactions are polite and professional.

We aim to respond to enquiries that require a response within a reasonable timeframe and/or forward these enquiries onwards to relevant officers where possible. However we do not guarantee responses to all enquiries/comments, particularly those which are spam or are deemed to have been made in bad faith.

Individual officers should not be named in Authority social media posts, particularly regarding sensitive topics. This is to avoid confrontation and the compromising of personal social media accounts with inappropriate followers or 'trolls' (people who post inflammatory, offensive or off-topic messages online).

All information and comments posted by the Authority will be seen as being associated with the organisation and will count as public statements on record. As such, they may be used as a reference at any time in the future.

The Communications Team will not post or disclose on social media:

- any politically sensitive or controversial information, or matters that could reasonably be considered as such; or
- confidential information gained by officers or members as part of their role, including personal information about people and confidential information relating to the Authority. This requirement will continue after the officer or member leave the Authority's employment or ceases to be a member.

Personal accounts

The following guidelines apply to all Authority officers, and to members whose personal social media accounts identify them as a member or co-opted member of the Authority.

If you use social media for personal use, and ~~have indicated~~ your profile indicates that you are an Authority member or officer, you should consider using a disclaimer that states that the opinions on your personal site are your own – for example, "The views expressed on this

site are my own and do not reflect the views of the Broads Authority” (or “the views of my employer”, as applicable).

Some members are also members of another authority or body, and their profile will indicate this. If this applies to you, you should make clear in what capacity you are expressing any views. Remember, even if you do not expressly state on social media that you are a member of the Authority, this policy will apply if a connection with the Authority can reasonably be made.

When posting content on social media, always be mindful of the impact your comments may have on the Authority’s reputation, and on its members and officers. You are personally responsible for the content you publish. What you publish may be around for a long time, so consider it carefully before publishing it.

Never disclose commercially sensitive, anti-competitive, private or confidential information, and be sensible about disclosing personal details.

Social media networks, blogs and other types of online content are monitored by journalists to generate press and media content or legal questions. You should refer such enquiries to the Head of Communications. The Communications Team will monitor social media and respond where appropriate ~~to if~~ inaccuracies or comments that could damage the Authority’s reputation are spotted. Individuals should refer any such content to the Communications Team rather than enter into online dialogue themselves.

You must make sure you comply with data protection legislation in your posts. For example, you may need to move a public discussion to private messaging (Facebook) or Direct Message (~~Twitter~~) when discussing personal details, or ask someone to contact you in a private way, such as by telephone or email.

The Authority will not tolerate any of the following activity on social media, if it can be connected to you as a member or officer of the Authority:

- Abusive or threatening behaviour;
- Posting inappropriate comments or material that could be regarded as discriminatory;
- Misleading or false statements that could adversely affect the Authority's reputation;
- Inciting or supporting the commission of crime or unlawful acts; or
- Sharing or liking any of the activities referenced in this paragraph, as this could suggest that you approve of such activities.

If you feel you have been subject to cyber-bullying, or feel offended by material posted or uploaded through any digital communication network, officers should inform their line manager and members should inform the Monitoring Officer. For your own protection, you may ‘block’, ‘hide’ or ‘ban’ abusive users.

You must consider carefully who you 'follow' or accept through ~~a~~ 'friend requests'. Accept a request only if you are sure it will not put you, as a member or officer, in the position of having a real or apparent conflict of interest.

If your online activities through social media are considered to be in breach of this policy, the Authority may require you to remove content that, in its reasonable opinion, breaches this policy.

Social media and the Code of Conduct for Members

S27(1) of the Localism Act 2011 say that a relevant authority must promote and maintain high standards of conduct by members and co-opted members of the authority. S27(2) of the Act says that in discharging its duty under subsection (1) a relevant authority must, in particular, adopt a code dealing with the conduct that is expected of members and co-opted members of the authority when they are "acting in that capacity."

If there is a complaint made against a member under the Authority's Code of Conduct (the Code) about their use of social media, it must first be decided if the post was made by the member while acting in their official role, or in their private capacity. This decision is fact specific, and will depend on the exact circumstances of each case. That is why it is not easy to give clear examples of what may, or may not be, "in capacity".

However, it is recommended that members are clear in their communications about whether they are posting ~~/tweeting,~~ etc in their official role or in a private capacity. If you are acting in your role as an Authority member when using social media, and posting accordingly, the Code will apply to you. The Code may also apply if you are using your personal social media to comment on the Authority's business, members or officers. While the Code is not there to police your freedom of expression or your personal social media accounts, it may be wise to take special care if you use a private account to comment on or disclose the Authority's business, make personal comments about other members or officers, or write about things that you know only through being a member. ~~An image of~~
~~Y~~our comment could be copied to a public group, for example.

Members should also bear in mind that if communications are made public, even if they are sent in a private capacity, the media and the wider general public may not make the distinction between what is in capacity, and what is not. Please also note the point about the use of disclaimers when using personal social media accounts, as explained above.

Legal issues

The use of social media can bring the same legal issues as the use of any other media. The key difference is that, with social media, breaches of the law can become apparent very quickly and to a potentially huge audience.

You should be familiar with legal risks, including:

- Breach of copyright by using a third-party image or written material without permission: Make sure you have permission to use any photographs, film, sound recordings or printed material that is not your own.
- Defamation: Writing something about an individual or body that is considered to harm reputation can, and does, lead to significant claims for damages in the courts.
- Breach of the Malicious Communications Act 1988 or section 127 of the Communications Act 2003: This includes sending messages designed to cause anxiety or distress, or of an offensive or menacing character. These are criminal offences.
- Unfair Trading Regulations: These prohibit fake blogs, falsely representing oneself as a customer and falsely advertising on social media sites.
- Making comments that suggest you are predetermined or biased in relation to a planning issue.
- Safeguarding: Do not take or use any photographs of children who appear to be under the age of 18 years without permission from a parent or guardian.
- Cyber-bullying: Although there is no legal definition of cyber-bullying in UK law, a number of existing laws can be applied to cyber-bullying and online harassment that could constitute a criminal offence. Never upload, post, link to or forward any abusive, obscene, discriminatory, harassing, derogatory or defamatory content. This includes posts about your colleagues, members of the public or the Broads Authority as an organisation.

Any such breaches could result in disciplinary or Code of Conduct action.

What happens if you make a mistake?

If you are aware that you have posted something inappropriate in relation to the Authority on a personal social media channel, it is important to be open and honest about your mistake, while also being quick to correct it.

Officers should tell their line manager immediately and consult with them and the Head of Communications to agree action to avoid ~~or minimise embarrassment or~~ reputational damage to the Authority. Members should contact the Head of Communications for advice.

Safety

This section outlines recommended steps Members can take to protect themselves and others when using social media.

Setting up your accounts securely:

- Use strong, unique passwords for each social media account.
- Avoid using your councillor or council email address to log in, as these may be publicly available.

- Enable two-factor authentication (2FA) on all platforms – this adds an extra layer of protection by asking for a code sent to your phone or email when you log in.
- Regularly review your security settings and update passwords if you suspect your account may have been compromised.

Protecting your privacy

- Maintain a clear boundary between your personal life and your public role.
- Review privacy and tagging settings on all platforms
- Avoid posting personal information such as your home address, phone number, date of birth or details about your family.
- Be mindful that friends, family and neighbours may not wish to have their information shared
- Where possible, avoid sharing information which may suggest that your home is currently unoccupied.

Staying alert

- Be alert to phishing* messages, suspicious links and fake accounts.
- Report any abusive, threatening or inappropriate behaviour to the social media platform and, where appropriate, to your council or the police.
- If you are concerned about your safety or receive repeated harassment, speak to the monitoring officer, community safety team or the police
- It is far safer to report concerns early, even if you are unsure whether they are serious.
- The Government has collection of security guidance for candidates which may also be useful.

*(a fraudulent communication, such as an email or text, designed to trick you into revealing sensitive information like passwords, credit card numbers, or other personal details).

Contacts

This version of the policy was adopted by the Broads Authority in January 2021. It will be reviewed regularly and may be withdrawn, amended, suspended or departed from at any time at the Authority's discretion.

For information or advice, please contact:

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