

Chief Executive's Report

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

1 Bridges Update

Contact Officer/Broads Plan Objective: Angie Leeper/NA5

- 1.1 Whilst Trowse bridge remains in manual operation only, the other bridges have had minimal failures since the last meeting. Works are also progressing with the installation of electronic signs to improve the communications between the bridges and boaters.

2 Hire Boat Code Development and BA Licencing Conditions

Contact Officer/Broads Plan Objective: Steve Birtles/NA4.2

- 2.1 The development of the revised Hire Boat Code has slipped on its proposed timetable and as such this will have an impact on the revision of the Authority's existing Hire Boat Licence conditions. The Boat Safety Management Group recently considered the slippage and have recommended to the Authority that implementation of any changes to the existing hire boat licence regime should be deferred until April 2016. The proposed timescale would allow for a considered consultation with the hire boat industry and also allow operators to make necessary changes over the quiet period of the 2015 winter. This is particularly relevant as the new version of the Hire boat code and therefore the Authority's licence conditions will capture unpowered vessels such as auxiliary yachts, other sail boat and row boats let for hire vessels which are not currently subject to licence conditions. Members' agreement is sought for this approach.

3 Surveys Update

Contact Officer/Broads Plan Objective: Adrian Clarke/TR2

- 3.1 The four stakeholder surveys commissioned by the Authority are almost completed. Field work on the private boat owner survey is now finished as is the field work for the residents and visitor surveys. Final survey work is now being concluded on the hire boat operator survey and the online survey for private boat owners is currently being publicised in the latest edition of Broadsheet. Insight Track the company carrying out the work for the Authority is now processing the data and a detailed report will be brought to the Navigation Committee later in the year.

4 Hoveton Great Broad

Contact Officer/Broads Plan Objective: Andrea Long/BD3, BD4, TR1.1 and TR1.6

- 4.1 The Navigation Committee considered the planning application for the Hoveton Great Broad Restoration Project on 4 September 2014. Comments from the Navigation Committee were forwarded to the Planning Committee, which met on 12 September 2014 to consider the application. The Planning Committee approved the application subject to a number of conditions including: the provision of the detailed design of fish barriers and protective fencing and the method statement for their installation and removal within a maximum of ten years in accordance with a monitoring plan; and the location and method of siting the pipeline and its removal on cessation of use.
- 4.2 The Broads Authority received a report on the Hoveton Great Broad Restoration Project on 26 September 2014, when members considered whether to support Natural England's applications for external funding for the proposed project. The Authority was also briefed on the wider, non-planning related comments from the Navigation Committee's meeting on 4 September 2014. During the Broads Authority meeting, members recognised the major contribution that the Hoveton Great Broad Restoration Project would provide in the delivery of objectives for the Authority's Biodiversity and Water Strategy. However, the Broads Authority was also cognisant of the views of the Navigation Committee and indeed supported that the project should also be able to achieve better public access to the project area to meet one of the Broads Authority's purposes: promoting opportunities for the understanding and enjoyment of the special qualities of the Broads by the public. The Broads Authority therefore supported Natural England's application for external funding conditional on the achievement of better public access to the project area. This conditional support will encourage Natural England to achieve better public access to the project area with the landowner and the outcome of such engagement is awaited.

5 Operations Directorate Allocations Options

Contact Officer/Broads Plan Objective: Trudi Wakelin/None

- 5.1 During its meeting on 26 September 2014 the Authority adopted option 2 for the apportionment of costs for practical work for the Operations Directorate as recommended by the Navigation Committee on 4 September 2014. The transfer of construction and maintenance activities within the Operations salary budgets will support the delivery of priority navigation activities from 2015/16.

6 Branding the Broads

Contact Officer/Broads Plan Objective: John Packman/PE1

- 6.1 During its meeting on 26 September 2014 the Broads Authority considered a proposal for the Authority and other organisations to make greater and more explicit use of the National Park identity. The proposal did not involve any change in the legal name or status of the area; nor would it affect any of the Broads Authority's functions and responsibilities as set out in the Norfolk and Suffolk Broads Act 1988 as amended. The proposal would not formally make the Broads Authority a National Park Authority.
- 6.2 In order to capitalise on the status of the area as a national park the Authority welcomed and supported further exploration of the term 'Broads National Park' to promote the area's special qualities and encourage more visitors to Norfolk and Suffolk. The use of the new branding would be confirmed after the Authority has consulted widely to establish: the level of support for a more consistent use of the term the Broads National Park as a branding exercise; how other organisations would propose using the term the Broads National Park; and what actions the Broads Authority might need to take to support and help other organisations use the Brand.
- 6.3 The Broads Authority will hold a Members' Seminar to review the responses to the consultation including those from the Surveys in the New Year in order to provide recommendations to staff on how to proceed before bringing the final decision paper to the Authority. Over the next three months, officers will work up a strategy for delivering the brand and guidelines for local corporate sponsorship consistent with the UK initiative, which can be brought into effect if the Authority decides to proceed.
- 6.4 The original proposal was to consult the Navigation Committee in October on this matter. However, following consultation with the Chairman and Vice-Chairman it was agreed to formally consult the Navigation Committee on this matter in December to allow Committee members time to discuss the consultation document with various navigation stakeholders.

7 Navigation Committee Appointment Process Update

Contact Officer/Broads Plan Objective: John Organ/None

- 7.1 Members will wish to note that the Navigation Committee appointment process is now underway. The Broadsheet, being circulated from 17 October 2014, advertises the appointment process, inviting all Toll Payers to apply. An advert has also been placed in the EDP and on the Broads Authority's website. The Authority is also consulting the relevant organisations, identified as one of the bodies appearing to the Authority to represent a group of users of the Broads navigation area (see Section 9 of the 1988 Norfolk and Suffolk Broads Act) and

as endorsed by the Navigation Committee on 4 September 2014, inviting them to put forward nominations for membership of the Committee.

- 7.2 The deadline for applications is Thursday 11 December 2014 and interviews will be held on 15 and 16 January 2015.
- 7.3 The Navigation Committee will be consulted on the recommendations for co-opted member appointments at its meeting on 26 February 2015. At this meeting it will also be necessary for the Navigation Committee to be consulted on the appointment of two co-opted members to the Broads Authority. The appointment of the eight co-opted members and the appointment of two co-opted members to the full Authority will be made by the Broads Authority on 20 March 2015. It should be noted that the appointment of the two co-opted members to the full Authority will be interim appointments, subject to confirmation following the consultation of the Navigation Committee on 23 April 2015; which will be the first meeting following the appointment of the new co-opted members. The Navigation Committee on 23 April 2015 will also need to appoint a new Chairman.

8 Openness of Local Government Bodies Regulations 2014

Contact Officer/Broads Plan Objective: John Organ/None

- 8.1 The Openness of Local Government Bodies Regulations 2014 came into force on 6 August 2014. There are five parts to the Regulations, some of which apply to the Broads Authority as detailed below.
- 8.2 The Authority is required to allow any member of the public to take photographs, film and audio-record the proceedings, and report on all public meetings. The new regulations do not permit oral commentary to be provided during a meeting and the Chairman should ensure that members of the public who actively object to being filmed are not to be filmed, without undermining the broader transparency of the meeting.
- 8.3 The new Regulations do not change the public's right of access to meetings of the Broads Authority, its committees and any sub-committees it may form. Similarly, the regulations do not change the right of the Broads Authority to exclude members of the public from meetings for exempt business as set out in Schedule 12A to the Local Government Act 1972.
- 8.4 The Regulations require that the written record of the Authority's meetings must reflect certain information. The agenda papers and minutes to the Authority's meetings already provide the level of information required by the Regulations, so no change is required.
- 8.5 The most significant requirement for the new Regulations is that the decision-making officer must produce a written record of any decision if it would otherwise

have been taken by the relevant local government body, or a committee, sub-committee of that body or a joint committee in which that body participates, but it has been delegated to an officer of that body by a general or express authorisation. These requirements only apply to certain decisions and do not apply to many administrative and operational decisions that officers may make. At its meeting on 26 September 2014, the Authority agreed which decisions would require a written record to be produced and written records for these decisions will be published on the Authority's website with immediate effect.

9 Navigation Patrolling and Performance Targets

Contact Officer/Broads Plan Objective: Adrian Vernon/NA4.3

- 9.1 As can be seen from the figures in Appendix 1, August and September were busy months. The rangers were busy assisting the public and investigating a number of byelaw infringement complaints. The yacht station at Great Yarmouth had its busiest day for years during the August Bank Holiday week which gives an indication of the boat traffic during that period. The overall percentage figures for the 60% / 40% split is 73% and 27% for the period which reflects the higher navigation requirements in the summer.
- 9.2 There was one prosecution for overstaying at Hoveton Viaduct moorings, the result is shown in Appendix 2.

10 Sunken and Abandoned Vessel Update

Contact Officer/Broads Plan Objective: Adrian Vernon/NA4

- 10.1 There is one sunken vessel awaiting raising and disposal when a BA rig is next in the area (see Appendix 3).

11 Planning Enforcement Update

Contact Officer/Broads Plan Objective: Adrian Vernon and Cally Smith/None

- 11.1 Following queries raised by a member it was agreed to provide regular updates on the position regarding relevant planning enforcement actions. These details are included at Appendix 4.

Background papers:	None
Author:	John Organ
Date of report:	October 2014
Broads Plan Objectives:	Multiple
Appendices:	APPENDIX 1 –Report on the Significant Exercise of Powers by the Rangers during August - September 2014 APPENDIX 2 – Report of Prosecutions dealt with in Court during September 2014 APPENDIX 3 – Report of Sunken and Abandoned Vessels APPENDIX 4 – Planning Enforcement Update

Rangers Exercise of Powers Analysis (Bracketed figures are running totals, April 2014 to September 2014)							Date: AUGUST & SEPTEMBER 2014	
	Wroxham Launch	Irstead Launch	Ludham Launch	Ludham 2 Launch	Norwich Launch	Hardley Launch	B.St.Peter Launch	Breydon Launch
Launch Patrol Areas	Wroxham and Upper Bure	Ant	Hickling, P.Heigham, Upper Thurne & Womack	Lower Thurne, Lower Bure & South Walsham	Norwich and Upper Yare	Reedham, Chet & Middle Yare	Oulton Broad and Upper/Middle Waveney	Breydon Water, Lower Waveney and Yare
Verbal Warnings								
Care & Caution	19 (102)	(35)	43 (60)	47 (107)			10 (13)	11 (50)
Speed	1217 (2799)	123 (310)	124 (406)	196 (448)	59 (105)	31 (212)	100 (294)	89 (207)
Tolls offences	56 (173)	(75)	8 (30)	38 (98)	8 (20)	(2)	3 (32)	16 (31)
Other	16 (42)	(3)	3 (11)	32 (70)	4 (4)	4 (20)	4 (24)	(4)
Blue Book Warnings								
Care & Caution	1 (3)		1 (2)	1 (1)		1 (1)	(4)	1 (12)
Speed	40 (88)	3 (8)	(9)	4 (13)	9 (13)	1 (6)	5 (15)	4 (10)
Other	1 (6)	2 (3)	1 (2)	(10)	1 (4)	5 (11)	7 (7)	2 (4)
Reports for Prosecutions	(1)							(1)
Special Directions	11 (29)					48 (67)	53 (276)	(38)
Toll Compliance Reports								
Non Payment	40 (133)	42 (66)	(84)	4 (44)	19 (55)	2 (64)	16 (82)	2 (21)
Non Display	4 (24)	(13)	(1)	5 (6)	2 (4)		27 (79)	(4)
28 Day request for information							1 (2)	(1)
BSS Hazardous Boat Inspections	(2)			1 (1)	(1)			1 (2)
Enter Vessels Under BSS	(1)				(1)			
Launch Staffed (by Ranger)	59 (173)	40 (89)	30 (101)	45 (116)	35 (86)	32 (104)	34 (114)	61 (178)
Country Site Inspection Reports Percentage Compliance	100% (100%)	75% (58%)	(Combined figure) 20% (14%)		(Combined figure) 44% (48%)		25% (38%)	n/a ()
Best Value Patrol Targets Percentage Compliance	148% (149%)	55% (46%)	101% (93%)	145% (127%)	93% (78%)	141% (151%)	75% (84%)	75% (81%)
Volunteer Patrols	1 (5)	1 (1)	(1)	(3)			2 (3)	
IRIS Reports	44 (109)	14 (26)	5 (22)	16 (38)	18 (56)	10 (33)	14 (31)	34 (83)
Broads Control Total Calls	TOTAL 9,396 (25,828)			Telephone 6,550 (17,928)		VHF 2,846 (7,900)		

RANGER TEAM ACTIVITY

as at 12 October

	Navigation Activity								Countryside Activity							
August 2014	Nav Patrol Launch	Nav Patrol Foot/Road	Incident Working	Admin - Navigation	Training (Navigation)	Escort	Moorings Maintenance	Bank work	Country Patrol	Country Maintenance	Admin - Country	Training (Countryside)	Equipment Maintenance	Tree/Ground work	Group Activities	Education/School Visit
Percentage Total	28.74%	2.17%	0.58%	5.78%	0.50%	0.85%	1.32%	1.00%	3.45%	3.74%	1.30%	0.17%	1.74%	0.36%	1.09%	0.01%
Wroxham team	21%	21%	3%	39%			23%		22%	22%	19%		27%			
Thurne team	20%	23%	33%	9%	60%	11%	32%	57%	19%	37%	28%	100%	39%		14%	100%
Yare team	16%	7%	5%	18%			43%	21%	43%	32%	27%		13%	50%	66%	
Waveney team	9%	2%	16%	7%			14%		15%	7%	18%		14%	50%	20%	
Breydon team	33%	40%	43%	24%			46%	10%	1%				8%			
Control Officer																
	44%								11%							

Month Percentages	
Navigation	72%
Country	28%
Total	100%
Time Off not included	

	General Support												Time Off			
	Broads Control	Travel Time	Activity Unknown	Training - Split	Meeting - Staff	Meeting - Public	Admin - Split	Admin - Volunteer	Training - (Volunteers)	Public Relations Event	Site Visit third party	Other Task	Time off in Lieu (not accurate)	Breaks (not including un-notified breaks)	Annual Leave	Sick
Percentage Total	7.19%	6.16%	3.77%		2.71%	0.21%	7.42%	0.02%	0.87%	1.42%	1.82%	0.71%	2.09%	1.72%	10.14%	0.99%
Wroxham team	8%	25%	26%		23%		15%	100%	2%		43%	13%	11%	20%	18%	38%
Thurne team	3%	18%	14%		19%		11%		22%	11%	10%	12%	11%	22%	27%	
Yare team	31%	8%	7%		21%	37%	13%		7%	45%	17%	67%	3%	26%	11%	
Waveney team	4%	16%	9%		15%	17%	9%		30%	11%	6%		11%	1%	13%	
Breydon team	4%	26%	5%		4%	29%	6%		13%	13%	18%	9%	43%	1%	22%	
Control Officer	45%												22%	23%	9%	70%
	8%	6%	21%										15%			

Percentage with apportioned split	
Year to date (Apr - Mar)	
Navigation	73%
Country	27%
Total	100%
Time Off not included	

Team percentages equal team contribution to activity

RANGER TEAM ACTIVITY

as at 12 October

	Navigation Activity								Countryside Activity							
September 2014	Nav Patrol Launch	Nav Patrol Foot/Road	Incident Working	Admin - Navigation	Training (Navigation)	Escort	Moorings Maintenance	Bank work	Country Patrol	Country Maintenance	Admin - Country	Training (Countryside)	Equipment Maintenance	Tree/Ground work	Group Activities	Education/School Visit
Percentage Total	27.82%	2.93%	0.25%	3.70%	0.08%	0.03%	1.05%	1.35%	3.61%	3.41%	0.44%	0.35%	3.45%	0.31%	0.92%	0.80%
Wroxham team	19%	24%	25%	31%			24%	23%	11%	21%	13%		29%		50%	22%
Thurne team	27%	13%	32%	22%	53%		28%	42%	34%	17%	12%		25%		19%	58%
Yare team	15%	24%	11%	8%	24%		21%	17%	42%	34%	40%		19%	50%	39%	20%
Waveney team	9%	16%	19%	11%			9%		1%	20%	27%	16%	12%	50%	4%	
Breydon team	30%	5%	13%	27%	24%	100%	18%	17%	11%	6%	8%	84%	14%		13%	
Control Officer																
	40%								11%							

Month Percentages	
Navigation	71%
Country	29%
Total	100%
Time Off not included	

	General Support												Time Off			
	Broads Control	Travel Time	Activity Unknown	Training - Split	Meeting - Staff	Meeting - Public	Admin - Split	Admin - Volunteer	Training - (Volunteers)	Public Relations Event	Site Visit third party	Other Task	Time off in Lieu (not accurate)	Breaks (not including un-notified breaks)	Annual Leave	Sick
Percentage Total	7.41%	5.19%	2.45%		3.43%	0.87%	7.92%	0.17%	0.29%	2.56%	0.40%	0.33%	2.50%	1.34%	13.34%	1.32%
Wroxham team	13%	16%	12%		23%	10%	20%	14%		14%	20%	41%	7%	36%	23%	95%
Thurne team	7%	22%	25%		20%	3%	15%	66%	21%	15%	54%		30%	4%	6%	
Yare team	31%	9%	11%		15%	8%	16%			10%			34%	11%	21%	
Waveney team		19%	4%		4%	5%	7%	20%	38%	20%			17%	2%	11%	
Breydon team		19%	28%		13%		9%		41%	38%	13%		11%	3%	26%	5%
Control Officer	44%													30%	8%	
	8%	5%	22%										18%			

Percentage with apportioned split	
Year to date (Apr - Mar)	
Navigation	73%
Country	27%
Total	100%
Time Off not included	

Team percentages equal team contribution to activity

APPENDIX 2

Report of a prosecution dealt with in court during September 2014

Place	Offence	Magistrates Court	Result
Hoveton	(1) 2 counts of overstaying on a 24 hour mooring.	Norwich	Pleaded guilty (1) Fined £100 (2) Fined £100 Costs £150. Victim surcharge £20

APPENDIX 3

Sunken and abandoned vessels.

Description	Location found	Action	Abandoned /Sunken Notice Affixed	Result
Wooden Sailing cruiser	River Yare Trowse	No known owner.	yes	Vessel not raised by owner. Deadline expired and BA team will raise and remove when the programme allows

Enforcement Update

This table shows the updates on enforcement matters relating to Navigation matters currently under consideration since the last Navigation Committee on 4 September 2014.

Committee Date	Location	Infringement	Action taken and current situation
5 December 2008 5 March 2010 16 July 2010	"Thorpe Island Marina" West Side of Thorpe Island Norwich (Former Jenner's Basin)	Unauthorised development	<ul style="list-style-type: none"> • .Enforcement Notices served on 7 November 2011 on landowner, third party with legal interest and all occupiers. Various compliance dates from 12 December 2011 • Appeal lodged on 6 December 2011 • Public Inquiry took place on 1 and 2 May 2012 • Decision received on 15 June 2012. Inspector varied and upheld the Enforcement Notice in respect of removal of pontoons, storage container and engines but allowed the mooring of up to 12 boats only, subject to provision and implementation of landscaping and other schemes, strict compliance with conditions and no residential moorings. • Challenge to decision filed in High Court 12 July 2012 • High Court date set for 26 June 2013 • Planning Inspectorate reviewed appeal decision and agreed it was flawed and therefore to be quashed • "Consent Order" has been lodged with the Courts by Inspectorate • Appeal being reconsidered –Planning Inspector Site Visit 28 January 2014 • Hearing took place on 8 July 2014 – awaiting Inspector's report
28 March 2013	Former drainage dye adjacent to Newlands Caravan Site	Unauthorised installation of mooring platform	<ul style="list-style-type: none"> • Authority given for the serving of an Enforcement Notice for the removal of the platform and restoration of the site, with a period of compliance of three months; and that in the event of non-compliance, authority be given for prosecution(in consultation

Committee Date	Location	Infringement	Action taken and current situation
			<p>with the Solicitor).</p> <ul style="list-style-type: none"> • Enforcement Notices served on 30 August 2013 • Appeal in progress with Public Inquiry date set for 13 May 2014 • Appeal withdrawn on 8 May 2014 • Revised compliance period of 3 months for removal of structure and four months for the removal of materials, giving compliance dates of 8 August and 8 September 2014. • Unauthorised mooring platform removed and therefore compliance achieved.