

Navigation Committee

Agenda 07 September 2023

10.00am

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

John Packman, Chief Executive – Thursday, 31 August 2023

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. To receive declarations of interest
3. To note whether any items have been proposed as matters of urgent business
4. Public question time – The following question has been received from a Mr Bill Clark of the Yare Sailing Club regarding bankside management:

“Does the committee agree that maintaining the navigation should include protecting the rivers and broads from bankside ecological succession that makes the navigation unsuitable for sailing vessels?”

5. **To receive and confirm the minutes of the Navigation Committee meeting held on 08 June 2023** (Pages 3 - 13)
6. **Summary of actions and outstanding issues following discussion at previous meetings** (Pages 14 - 19)

Reports for information

7. **Chief Executive’s report and current issues** (Pages 20 - 29)
Report by Chief Executive
8. **Navigation Committee Priorities** (Pages 30 - 31)
Report by Chief Executive
9. **Construction, Maintenance, and Ecology work programme – progress update** (Pages 32 - 37)

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

10. **Riverside tree management** (Pages 38 - 51)
Report by Head of Construction, Maintenance and Ecology
11. **Income and expenditure** (Pages 52 - 68)
Report by Director of Finance

Other matters

12. **To note the date of the next meeting – Thursday 02 November 2023 at 10.00am at Yare House, 62-64 Thorpe Road, Norwich, NR1 1RY**
13. **Exclusion of the Press and public**

The Authority is asked to consider exclusion of the Press and public from the meeting under Section 100A of the Local Government Act 1972 for the consideration of the item below on the grounds that it involves the likely disclosure of exempt information as defined by Paragraph 3 (information relating to the financial or business affairs of any particular person (including the authority holding that information)) of Part 1 of Schedule 12A to the Local Government Act 1972 as amended by the Local Government (Access to information) (Variation) Order 2006, and that the public interest in maintaining the exemption outweighs the public benefit in disclosing the information.

Exempt reports

14. **Bridge Broad lease** (Pages 69 - 72)
Report by Director of Operations
15. **Update on mooring leases** (Pages 73 - 76)
Report by Director of Operations

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

Navigation Committee

Minutes of the meeting held on 08 June 2023

1.	Apologies and welcome	2
	Openness of Local Government Bodies Regulations 2014	2
2.	Declarations of interest	2
3.	Matters of urgent business	2
4.	Public question time	2
5.	Minutes of last meeting	3
6.	Summary of actions and outstanding issues following discussions at previous meetings	3
7.	Chief Executive's report and current issues	3
8.	Water plant management	4
9.	Construction, Maintenance and Ecology work programme – progress update	5
10.	New Tolls system	6
11.	Safety at Great Yarmouth	7
12.	Annual income and expenditure	7
13.	Progress report on charging at Ranworth moorings	7
14.	Local plan issues and options consultation – responses	8
15.	Date of next meeting	8
	Appendix 1 – Declaration of interests: Navigation Committee, 08 June 2023	9
	Appendix 2 – Public Question Time, Navigation Committee, 08 June 2023	10

Present

Alan Goodchild – in the Chair, Harry Bathwayt, Stephen Bolt, Mark Collins, Peter Dixon, Leslie Mogford, Bob Neate, Remus Sawyerr, Daniel Thwaites.

In attendance

Natalie Beal – Planning Policy Officer (item 14), Dan Hoare – Head of Construction, Maintenance and Ecology, Bill Housden – Head of IT and Collector of Tolls, Emma Krelle – Director of Finance, Rob Leigh – Head of Communications, John Packman - Chief Executive, Rob Rogers - Director of Operations, Sara Utting – Senior Governance Officer, Lorraine Taylor – Governance Officer.

Also In attendance

Estelle Culligan – Monitoring Officer, Bill Clark for Item 4

1. Apologies and welcome

The Chair welcomed everyone to the meeting.

Apologies were received from Greg Munford, Michael Scott, Simon Sparrow, Paul Thomas.

Openness of Local Government Bodies Regulations 2014

The Chair 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 formal record of the meeting. He 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.

2. Declarations of interest

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

3. Matters of urgent business

No items were proposed as a matter of urgent business.

4. Public question time

An email had been received from Bill Clark with three questions. Mr Clark was invited to read out his letter and questions. The Chair provided the Authority's response as set out in Appendix 2 to these Minutes.

Mr Clark was invited to ask a further question following the statement that was read out by the Chair. Mr Clark said that it was important to draw the committee's attention to the history of the Broads and to look at past aerial views of the area, for example in 1999 where it shows large areas where there are no trees.

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

The Head of Construction, Maintenance and Ecology (HCME) replied that woodland had increased over time and had been doing so in areas such as the River Ant since the 1920s. Trees were actively removed and managed in fen habitats under agri-environment schemes and on edges of rivers where they endanger or pose a significant obstruction to the navigation.

The Chair stated that the committee would take into consideration all of Mr Clark's points.

5. Minutes of last meeting

The minutes of the meeting held on 13 April 2023 were signed by the Chair as a correct record of the meeting.

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

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

A member asked whether there was there a deadline date for companies to achieve their QAB qualifications. The Director of Operations (DO) replied that a few companies were having to be reassessed and therefore they will have a grace period to achieve this. All other companies had complied.

7. Chief Executive's report and current issues

Members received the report. The Chief Executive (CE) commented that all equipment had now been purchased from the capital funding from DEFRA, and the new water-plant harvester had proved to be invaluable.

The CE reported that, following the request from the Broads Local Access Forum (BLAF), all recommendations noted in the paper regarding risk to waterways users from water borne disease had been adopted by the Authority at their meeting in May 2023, and that the Broads Authority (BA) continued to work with the Environment Agency (EA) to support actions to improve water quality. It was decided by BA members that the BA should not start testing the water.

A member noted that the comments were mainly around sewage and faecal matter, however they wondered what happened in respect of farm effluent going into rivers and whether there were any controls in place. The CE replied that this was part of the issue debated by the BA because there was a combination of things that come off the land into the water, including nitrogenous fertiliser and other chemicals. These were issues but are not as significant as in other parts of the country, such as the River Wye, where phosphate pollution is problematic. The BA reinforced its view not to encourage people to swim in the rivers.

8. Water plant management

The Head of Construction, Maintenance and Ecology (HCME) introduced his report and presented a few slides to update the members on water plant management, especially in Hickling Broad in relation to the stonewort cutting trial. He noted that staff time had steadily increased in maintaining the marked channels and river reaches. For example, there had already been 6 days' work for weed cutting on Hickling Broad this year so far, compared to a total of 12.5 in the whole of last year.

A member thanked the HCME and asked whether there was a connection between dredging and growth of stonewort in Hickling Broad. The HCME replied that in advance of dredging, any negative impact on plant growth had to be considered; therefore, water quality and ecological monitoring had been put in place. Removal of the loose sediment could have had a beneficial impact on the growth of stonewort in the area.

The member replied that they had spoken to landowners and businesses adversely affected by the growth of stonewort and that they would be open to more cutting. He had lobbied Natural England (NE) in this respect, and asked if landowners were to agree to a wider area of weed cutting, could the Broads Authority (BA) help? The HCME replied that those conversations were in train at present.

A member asked where the cuttings from this trial were stored and the HCME replied that all cuttings went onto Norfolk Wildlife Trust (NWT) land and that they had been helpful in identifying which areas were suitable. The member then asked whether the cuttings were something that could be used in agriculture and the HCME confirmed that conversations were being had in relation to the potential for cuttings to be used for this purpose.

A member said that the results of the trial were positive, however, in trying to build biodiversity in freshwater, diversity was an important factor and created stability in an ecosystem, moving forward felt that the cutting regime was leading to a monoculture of stonewort and was not helpful from a biodiversity point of view. The member asked whether the current management could be reviewed to try and refine what was to be achieved and, in their mind, would mean an increase in the channel to allow sailing boat racing regattas to be held on the Broad and would seem to be at very little cost to the ecosystem.

The HCME replied in that the designation of Hickling Broad in terms of its SSSI status was dependent on the stonewort beds, so increasing biodiversity in this particular case was a negative thing. Introduction of other plants makes the stonewort beds less viable, therefore increasing biodiversity in this case would not be something that anyone would look to achieve.

A member asked whether the increased amount of cutting and putting the arisings on the banks would lead to nutrients leaching back into the water, and had the BA looked at alternative uses. The HCME replied that they worked closely to the Environment Agency (EA) guidance regarding leaching, so there was no real impact at present as long as the cuttings were not heaped too high.

A member asked, in terms of navigation, whether there was an end goal or if the BA was just focusing the dredging on the marked channel as there were several users that wanted to go beyond this channel. The HCME replied that they were working toward the vision of less nutrients in the water which would result in plant growth of less strength. Therefore, this would be a positive in the accessibility beyond marked channels and smaller crafts would have access to more of the Broad.

A member suggested that a preliminary plan was made that showed what an improved and wider channel would look like and produce a map, which could be put on the table to NWT and NE. The Director of Operations (DO) replied that there were other issues at Hickling Broad including Prymnesium, for which costly mitigation measures must be taken. The widening of the channel, which was artificially deep, would create the problem of disposing the material. The BA has had to invest heavily in creating areas using European funding, where it is possible to dispose of this material. The issue was that the space is limited, therefore if the channel were to be widened there would be a significant cost and it would need to be looked at as to who is going to pay.

The Chair asked whether there was any data on the water depth in the 1950s where there was less growth, compared with now, to which the HCME responded that the BA did not have any apart from anecdotal data.

HCME summarised the discussion. In conclusion, Hickling was a test case and other Broads were following, with other areas of the Broads now beginning to experience similar issues. The BA needed to consider what the priorities were regarding water plant management across the whole of the Broads, and what could reasonably be done, and if there was more to be done, how this would be resourced.

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

The Head of Construction, Maintenance and Ecology (HDME) summarised his report and gave a presentation giving a breakdown on time and resource allocation on various operational requirements such as dredging, water plant management, mooring maintenance, and repairs, etc.

A member asked a question regarding the rumoured loss of moorings at Langley Dyke and Loddon. The Director of Operations (DO) said that the lease for Langley Dyke was still under negotiation with the owner. The Chief Executive (CE) advised that as this topic was not on the agenda, it would not be appropriate to discuss today, without giving the required public notice. However, a report could be included on the agenda for the next Navigation Committee meeting.

A member asked a general question on moorings in respect of the Integrated Access Strategy and the provision of a mooring for every 30 minutes of cruising time. If this strategy, year by year, was achieved, would the cost of maintaining and purchasing moorings plateau? The CE said that this may not be the case as boats were becoming bigger and therefore taking up a

greater area of a mooring. Therefore, the need for moorings could increase as the boats get bigger. This would be a strategic issue to discuss at a future meeting. The HCME said that the scope of the Integrated Access Strategy was currently being reviewed and would be presented to the Navigation Committee in due course, it would also be circulated to stakeholders and user groups.

The Chair wanted to pass on his thanks regarding the quality of dredging, repairs and refurbishment on quay headings and congratulate the teams involved in this work.

10. New Tolls system

Members received the report concerning the functional capability of the proposed replacement toll system. The Head of ICT and Collector of Tolls (HICTCT) drew members' attention to the two elements on which he was seeking members' views. The first was the proposal to allow private boat owners to spread the cost of their tolls. Currently, only hire boat operators were able to do this as their costs were quite considerable.

The second issue was around the issue of toll payers selling their boat part way through the year after the toll had been purchased and the tolls not being transferrable or refundable.

About the first issue, the Broads Authority (BA) was looking for members views about the introduction of monthly payments, which was raised by some toll payers. It would impact cashflow and was likely to incur additional costs to the BA, including for handling missed payments. It was anticipated that it would require additional charges for those opting to spread their payment. The HICTCT said that views were also sought from the members on the minimum cost for eligibility for boat owners to spread the cost of their tolls. The initial idea was for the cost to be spread over four months, starting on 1st April each year.

The members discussed this topic at length and there were several suggestions on how the facility of spreading the costs could work, including working with a factoring company which would remove risk to the BA and ensure that the money was received at the start of the boating season.

A member said that the current system worked and did not think that there was any need to change it, and that if the proposed scheme required additional administration, existing toll payers would end up having to pay more.

A number of questions were asked around whether it would be possible that when a boat is sold, the owner gets a refund or the toll could be transferred to their new boat. The view was that when a boat was sold, the toll went with the boat, and that was part of the negotiation. For boat owners, April being the biggest outlay as all payments were due, including moorings, boat yard costs, tolls etc. another question was raised whether the BA could change the toll year.

Following the discussions, the Chief Executive (CE) said that the members had given the BA a lot to think about, and summarised members feedback that the reasoning behind sticking

with the existing system that was in place was because it was cheap and efficient, and moving away from that could result in an increase in charges.

Action: The HICTCT to investigate whether it is possible to use a factoring company and will report back to the Navigation Committee in due course.

11. Safety at Great Yarmouth

Members received the report, and the Director of Operations (DO) reiterated that safety was a key priority and a standing item on both the Broads Authority (BA) and Navigation committees' agendas.

The vice-Chair said that he had read the MAIB report in detail, and as a volunteer ranger and someone who navigated the Broads, he has seen first-hand what changes had been made following the report by the Broads Authority (BA). He stated that he was very impressed with the changes made by the BA to improve safety.

The Chair thanked the DO for the report.

A member commented that the BA should keep an eye on developments with the railway bridge at Great Yarmouth. The bridge was one of the biggest issues river users had and it might be worth presenting the case of raising the bridge about 1ft as a safety feature. The Chair replied that he thought that this was an excellent point and should be noted.

12. Annual income and expenditure

Members received the report of the Director of Finance (DF). The DF commented that the figures were draft on the basis that they were subject of a forthcoming audit, however, the Broads Authority (BA) were still waiting to hear when the audit would be.

A member asked the DF whether the navigation reserve noted in point 4.3 of the report was an entirely separate thing from the navigation earmarked reserves. The DF confirmed that they were separate.

The DF said that the BA were going to hold a training session for all members on 18 July, an invite would go out in due course. Although the training is focused on the Statement of Accounts, it also covers how the finances worked and how the reports members received throughout the year turned into the statement of accounts.

13. Progress report on charging at Ranworth moorings

Members received the report. The Head of Communications (HC) gave an update on the mooring charges and said that in general the introduction of charges had been successful. As of 7 June 2023, after just 9 and half weeks, the Broads Authority (BA) had collected 2,431 mooring fees totalling just under £14,000. This indicated that income for this year would be higher than first thought. The HC said that there had been a higher turnover of boats, freeing up spaces for overnight mooring, and in turn had benefited businesses in Ranworth. Visitors

had been particularly appreciative of the help with mooring and the HC thanked all the staff working at Ranworth.

In response to questions, the HC confirmed that no fees would be levied in the winter months, and the BA would look to publicising later in the year the success and benefits brought to the community. Regarding any knock-on effect for adjacent quays and moorings further up the Broad, the HC advised that that he was not aware of any issues.

A member commented that from a hire boat perspective, the charging at Ranworth had been reasonably well received, especially because of the availability of moorings and the help with mooring.

A member commented that there was a clear success at Ranworth, and asked if the BA were considering bringing forward charging at Reedham. The Chief Executive (CE) replied that the BA was waiting to finalise the arrangements with Broadland District Council.

The vice-Chair commented that the BA should be pursuing those boatowners who had not paid the mooring fees. The HC confirmed that this was the case.

14. Local plan issues and options consultation – responses

The Planning Policy Officer (PPO) summarised the report advising that the topics that were of particular interest to the Navigation Committee are highlighted.

Regarding item 2.1 in the report, there was some discussion on replacement quay headings and putting new quay headings in front of existing versus in line or behind due to the encroachment into the navigation area over time. A member commented that it would be difficult to write a policy on every situation and that it may need to be considered on a case-by-case basis.

15. Date of next meeting

The next meeting of the Navigation Committee would be held on 7 September 2023, venue to be confirmed, commencing at 10am.

The meeting ended at 12.40pm.

Signed

Chairman

Appendix 1 – Declaration of interests: Navigation Committee, 08 June 2023

Member	Agenda/minute	Nature of interest
Harry Blathwayt	8	Ward member for Hickling
Peter Dixon	8	Resident of Hickling and Member of River Cruiser Class Committee. "Other Registerable Interest". Report was for information only.

Appendix 2 – Public Question Time, Navigation Committee, 08 June 2023

Question: Regarding the state of the Navigation on the River Waveney

Following the Ray Perryman Memorial Race held on May 27th 2023, a number of people have raised concerns over the desperate condition of the River Waveney.

This was the 40th running of the race. Originally it was held at the end of Oulton Regatta however because of the proliferation of SCRUB and WOODLAND particularly above Burgh St Peter it was moved in the early 2000s to a date and time when the tide would assist the boats because it had become impossible to navigate the river under sail against any flow of tide.

This year, 27th of May, it was found that despite a moderate breeze the river Waveney has become so badly degraded by trees and scrub that it is practically impossible to sail from Somerleyton to Beccles even with a fair tide. The race was won by Farthing. Farthing is one of the largest yachts on the Broads with a sail area of over a thousand sq ft. Not a normal sailing boat by any stretch of the imagination. Other sailing boats were limited to drifting through the woodland on the tide.

I wrote to Dr Packman in September 2020 raising my concern over the rate at which this area of navigation was deteriorating.

My Question is. 1. Is the committee aware of the condition of the Waveney?

2. Is the committee concerned to maintain this river as a navigation for sailing boats?

I understand that this area has been the subject of a succession of 5-year plans. Given that it is evident to all that these plans have comprehensively failed to conserve the river and its environs,

3. Will the committee recommend that in future the plans will include an input from members of the sailing community?

Response by the Chair on behalf of the Authority:

Thank you, Mr Clark, for your three questions.

The management of trees and scrub adjacent to the waterways is an important safety issue for navigation and an activity on which the Authority expends considerable resources, both in Ranger time and the Maintenance Team. In recent years we have increased the length of riverbank managed through mechanisation and the purchase of tree shears.

The Authority does not recognise your description of the River Waveney. We continue to maintain and where possible add to the network of free 24-hour moorings, dredge to the specification agreed with the Navigation Committee and remove trees that are a hazard to navigation. It is well managed but as with the Broads as a whole there are conflicting views amongst stakeholders regarding the importance and value of that vegetation.

In response to your specific questions.

1. Is the committee aware of the condition of the Waveney?

The Navigation Committee receives regular reports on a range of parameters for the waterways and details of the work undertaken to maintain the rivers including the Waveney.

2. Is the committee concerned to maintain this river as a navigation for sailing boats?

The Authority maintains the river Waveney for navigation by all boats but this has to be undertaken in a wider context and the wholesale removal of trees and scrub from the landscape, implied in the question, to facilitate sailing would not only be inappropriate and create an adverse public reaction, but the Authority doesn't have the powers, agreements and consents or the resources to carry it out.

Tree and scrub growth within the Broads Authority executive area is largely a matter for private landowners, on whose land the trees are growing. Where the Authority has a statutory role to act, as defined in the Broads Act 2009, Part 3, section 39 (1), the Authority may remove overhanging or dead trees where they endanger or pose a significant obstruction to the navigation.

Trees and scrub along the river valleys are important corridors for wildlife, provide shelter for spawning fish and are appreciated by the boating community.

One of the potential reports for a future meeting of the Committee is to brief new Members on the Authority's agreed policy on the management of vegetation adjacent to the river.

3. Will the committee recommend that in future the plans will include an input from members of the sailing community?

The Navigation Committee, which represents all users, is consulted on plans, policies and strategies that have a significant impact on the enjoyment of the navigable rivers. Public consultation is undertaken on major policy documents such as the Broads Plan and the Broads Local Plan. Officers would be happy to meet with the representatives of the River Cruiser Class to discuss this matter or any other concerns they have.

Officers will provide you with a written briefing on the Authority's approach to managing tree and scrub across the whole of the Broads, a copy of which has also been sent to the Vice-Captain of the River Cruiser Class.

Navigation Committee

07 September 2023

Agenda item number 6

Summary of actions and outstanding issues following discussions at previous meetings

Title	Meeting date	Lead officer	Summary of actions	Progress so far	Target date
Network Rail Swing Bridge £10 million Refurbishment program	19/10/2017	John Packman	Network Rail Whole Life Strategy planning for swing bridges and replacing Trowse Swing Bridge with fixed bridge.	<p>As expected, swing bridges expanded in July's high temperatures, with periods when they could not open. Somerleyton affected more than Reedham, which is kept cooler by prevailing wind. Following consultation with key user groups, 'High Impact' days (when groups on organised dates and higher usage of swing bridges expected) shared with Network Rail (NR), who had engineering staff on standby to respond to mechanical issues on these key dates. Officers continue to liaise with NR and communicate issues as they arise. Next meeting planned for Oct review performance of swing bridges during summer period.</p> <p>Oct 2019: Need for display of red flags at bridges and Christmas and Boxing Day cover raised at meeting with local NR manager in Oct. Following consultation with NSBA and other stakeholders, officers reinforced importance of retaining red flags and agreed, based on last year's evidence, that bridge operators do not need to be on duty on Christmas Day and Boxing Day.</p> <p>7 Jan 2020: Meeting held with NR, who are to examine business case for any replacement at Trowse bridge. Resignalling of whole system commences in February.</p> <p>4 Feb 2020: BA in phone discussion with Network Rail re Trowse - update to be provided at agenda item 11.</p> <p>May 2020: Following sensor replacement works at Somerleyton, Reedham & Oulton, Network Rail believes operational reliability of these bridges will be improved. As we enter Summer 2020 we will monitor opening and breakdowns to ascertain this reliability. BA and</p>	

Title	Meeting date	Lead officer	Summary of actions	Progress so far	Target date
				<p>NR continue to discuss swing bridge issues. BA also in Working Group with Norfolk County Council, Norwich City Council, LEP, NR and Greater Anglia working on Trowse Bridge issues and gathering wider support and funding for replacement/ better operational reliability of this bridge.</p> <p>Jul 2020: Trowse Rail Bridge Working Group continuing to meet. Next phase of project is to meet with Train Services Director for Southeastern - meeting to include spokespeople from working group, incl. John Packman. Further updates provided when meeting date confirmed.</p> <p>Sep 2020: BA written officially to Norfolk County Council regarding Haven Bridge, Great Yarmouth.</p> <p>Dec 2020: Update provided in CEO report (14/01/2021): Authority officers are involved in meetings to discuss the future of Trowse Swing Bridge and the development opportunities in East Norwich presented by three large brownfield sites, namely the Carrow Works, the Deal Ground and the Utilities Site. The Chief Executive and Director of Operations are members of a working group looking at the Trowse Bridge (along with Network Rail, Abellio Greater Anglia, Norfolk County Council, Norwich City Council and New Anglia). The Head of Planning and the Senior Planning Officer sit on another group looking at the development sites. There is an important relationship between the two issues and our officers are making sure that navigation interests are considered.</p> <p>Mar 2021: Director of Operations met with Network Rail (NR) to discuss the multi-million pound refurbishment of the swing bridges (Reedham, Somerleyton & Oulton due to commence in 2022. The NR scheme will see the lifting and turning mechanisms replaced to make the operation of opening and closing the swing bridges more reliable. At the start up meeting, the BA asked if the thermal expansion to the bridges in warm weather could also be addressed. This is being considered by NR. The BA is working with NR on communications, work planning and managing the navigation.</p> <p>July 2021: Director of Operations met with Network Rail contractors undertaking the swing bridge refurbishment to discuss the initial</p>	

Title	Meeting date	Lead officer	Summary of actions	Progress so far	Target date
				<p>navigational requirements of the works. The refurbishment has been further complicated by the timing of the track closure, which will coincide with the school Easter holidays in 2022. The BA continues to advise on construction and navigational matters.</p> <p>Sep 2021: Network Rail's repair work of the swing bridges delayed to October 2022. Design work to commence beginning October 2021.</p> <p>Mar 2022: Dialogue with Network Rails Contractor for the swing bridge refurbishment programmes continues (Murphy's). A date of October 2022 has been agreed for the contractors access and they are planning on 2 x 52hr weekend works and a 16 day blockade. During this time the swing bridge will operate but with 2 x set opening times daily, these will be published nearer the date.</p> <p>May 2022: Senior Operations Officers continue to work with Murphy's to facilitate the delivery of this 10 million pound refurbishment of Reedham & Somerleyton Swing Bridges. Dates of the works have been shared with navigators and regular information will be supplied as the work dates get nearer.</p> <p>Sept 2022: The contractors (Murphy's) reported that due to mechanical parts coming from the Ukraine, a change to the work program is required. Swing Bridge works will start in September with weekend closures. Main works will commence in March 2023. A NTM has been issued and swing bridge openings have been agreed during work periods.</p> <p>Oct 2022: The initial phase of the swing bridge refurbishments has been completed; this work was making space within the existing plant room to accommodate the updated mechanical opening gear. Phase two is being planned and will commence in 2023 when parts are available to install.</p> <p>Mar 2023: Recent update from Murphy's (Network Rail's contractors) is that the next phase of the refurbishment has been delayed until November 2023. Swing Bridges will operate (on demand) with no further restrictions in place until the work program commences again in Nov. No explanation has yet been given for the delay. The Director of Operations is chasing more information.</p>	

Title	Meeting date	Lead officer	Summary of actions	Progress so far	Target date
				<p>May 2023: Works completed to date on the swing bridges include:</p> <ul style="list-style-type: none"> • Installed a beam in the control box that houses the swing bridge machinery. This will make the building strong enough for a temporary opening to be made in the wall. The opening will allow the old and heavy machinery to be moved out and replaced with modern equipment during the next stage of the project. • Carried out much-needed, extensive brickwork repairs to reinforce the control box. • Completed a full renewal and upgrade of the electrical system. • Upgraded and replaced the manual winch system. This allows the bridge to be swung open manually by the bridge operator if there are problems with the machinery, keeping trains and boat users moving. <p>Network Rail now expects further work on Reedham and Somerleyton swing bridges to take place in late 2023 and 2024. Boat users will be advised of any changes to the usual operation of the bridges via the Broads Authority.</p> <p>Aug 2023: No further update.</p>	
Carrow Road Bridge Repairs	15/04/2021	John Packman	Briefing provided at Navigation Committee meeting in April, outlining Norfolk County Council's proposals for the repair of Carrow Road bridge. Further information is awaited from the County Council.	<p>10 Jun 2021: report on the Carrow Road bridge repairs presented to members with the Norfolk County Council (NCC) options report. The Navigation Committee is of the view that NCC's proposal to carry out a minimal repair to Carrow Road bridge, effectively welding it shut so it is unable to open to tall vessels, is totally unacceptable. It would be contrary to NCC's legal obligations under the Norwich Corporation Act 1920, which are to maintain and operate the bridge to allow vessels that require passage to pass. In our view, officers should refuse any Works Licence application for this superficial repair work and NCC should be encouraged to perform repairs in a way that maintains navigation rights to this historic and important gateway to Norwich, in accordance with the legislation. The Broads Authority would like to work with NCC to find a solution that meets the statutory obligations of both organisations.</p> <p>Aug 2021: The Chief Executive and Director of Operations met with officers of Norfolk County Council on 17 August to discuss the road bridge repairs following the report to Navigation Committee and NCC wanting to temporarily seal the bridge close for 5 years. The BA is</p>	10/06/2021

Title	Meeting date	Lead officer	Summary of actions	Progress so far	Target date
				<p>offering collaborative working to find an agreeable solution that protects the rights of navigation.</p> <p>Oct 2021: No further update from NCC. RR and JP to arrange a future meeting with NCC (as reported at NC211021)</p> <p>Dec 2021: Norwich City Council, Norfolk County Council and The Broads Authority met on 8 December to discuss the works proposal submitted for licensing. It was a positive meeting with all partners understanding the different issues each organisation faced with the proposed construction method. Norfolk County Council officers agreed to re-look at road deck construction methods and the timing of the repairs to see if these can better link with the City Council's planned route improvements and still maintain the ability to open the Carrow Bascule bridge. An update was made in the Chief Executive's report, item 7 on the 13 January 2022 Navigation Committee agenda.</p> <p>Mar 2022: Following discussion between the Broads Authority and Norfolk County Council a report to 7 March County Council Cabinet meeting will contain the following short statement:</p> <p>Carrow Bridge, Norwich In last year's Highway Capital Report, the need to establish a longer-term solution for Carrow Bridge was highlighted. Discussions are ongoing with key partners, including the Broads Authority, to agree short-term and longer-term options for improvement at this sensitive part of the transport network. The programme of ongoing maintenance works continues on a regular basis.</p> <p>March 2023: The Authority has not received any further communications from NCC of additional repairs to Carrow Bridge.</p> <p>Aug 2023: No further update.</p>	
Health and safety improvements to Hire Boat Licensing Conditions	14/04/2022	Linda Ibbitson-Elks	<p>To make British Marine's Quality Accredited Boatyard (QAB) Scheme a mandatory aspect of the Broads Authority Licensing Conditions.</p> <p>Agreed by Authority on 13/5/2022.</p>	<p>We have been working with British Marine and speaking to hire boat operators to ensure they are QAB accredited or working towards accreditation by 1st April 2023.</p> <p>Dec 2022: The Safety Team regularly meets with British Marine to monitor progress. BM now have 3 trained local QAB Assessors operating in Norfolk & Suffolk. The Authority Hire Boat Licensing Officer will be contacting Hire Operators who have not yet started the</p>	01/04/2023

Title	Meeting date	Lead officer	Summary of actions	Progress so far	Target date
				<p>QAB process to remind them of the need to be accredited before the 2023 toll year starts.</p> <p>At the Broads Authority Committee meeting the Navigation Committees' recommendation to accept commercial licensing (paddle licensing) was accepted. This new licensing will move commercial operators from the BAPS and make it a hire boat condition for any operator letting paddle craft for hire to be licensed.</p> <p>March 2023: The new Licensing for Non-Powered Paddle Craft has been introduced to the 2023/24 tolls year. We are working with operators on teething issues around capacity numbers, but no major issues reported.</p> <p>May 2023: All hire boat operators within the Broads have either been awarded the QAB or are working towards the British Marine standards. We have also had a good response from hirers of non-powered craft, with the new licensing requirements introduced from 1 April 2023. The Hire Boat Officer will be carrying out a series of ad hoc checks over the summer of 2023 with hire companies to observe the hand-overs and show-outs to ensure adherence to the standards is maintained.</p> <p>August 2023: The Hire Boat Licensing Officer has been busy carrying out spot-checks to all hire boat operators over the summer months, paying particular attention to handovers and in-water trials.</p> <p>This item is now complete.</p>	

Date of report: 23 August 2023

Navigation Committee

07 September 2023

Agenda item number 7

Chief Executive's report and current issues

Report by Chief Executive

Purpose

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

Broads Plan context

Theme C: Maintaining and enhancing the navigation

Recommended decision

To note the report.

Contents

1.	Broads Authority Annual Meeting	1
2.	Navigation patrolling and performance targets	2
3.	Sunken and abandoned vessel update	2
4.	Planning enforcement update	2
	Appendix 1 – Rangers exercise of powers analysis 1 st June – 13 th August 2023	4
	Appendix 2 – Ranger duties: total time allocated and actual days	6
	Appendix 3 – Sunken and abandoned vessels current position as at 15 August 2023	8
	Appendix 4 – Prosecutions dealt with in court for non-payment of tolls since 08 June 2023	9
	Appendix 5 – Prosecutions dealt with in court for navigation offences since 08 June 2023	10

1. Broads Authority Annual Meeting

- 1.1. The Authority held its Annual Meeting on 28 July 2023. Bill Dickson was re-appointed Chairman of the Authority and Tristram Hilborn Vice-Chairman. The meeting resolved to join the Race to Zero campaign. This is a global initiative aimed at addressing climate change by mobilising various stakeholders to achieve net-zero greenhouse gas

emissions. It was launched in 2020 in collaboration with the COP26 Presidency and is aligned with the Paris Agreement's goal of limiting global warming to well below 2 degrees Celsius above pre-industrial levels. The UN Race to Zero Campaign is coordinated by the United Nations Framework Convention on Climate Change (UNFCCC) Secretariat. Further information can be found at <https://unfccc.int/climate-action/race-to-zero-campaign>.

1.2. The Authority adopted the following five strategic priorities for 2024/25:

- Responding to climate change (Broadland Futures Initiative)
- Biodiversity crisis response
- Local Plan for the Broads
- Farming in Protected Landscapes (FiPL)
- Tolls system replacement

1.3. In January 2024 the Authority will be reducing its overheads by shrinking its occupation of Yare House, vacating the whole of the first floor and relocating into the rear of the 2nd floor together with a re-arrangement of the layout on the ground floor. The works to facilitate these changes will be funded from the additional National Park Grant received at the end of the last financial year.

2. Navigation patrolling and performance targets

2.1. The report of the significant use of powers by the rangers is displayed in Appendix 1 and reflects the busy period. Appendix 2 shows the average navigation/countryside splits are higher on the navigation side as would be expected during the summer when patrolling is a priority. There have been 2 successful prosecutions for overstaying on 24-hour moorings. One of these cases a fine was also issued for not having valid insurance. Details re set out in Appendix 5.

3. Sunken and abandoned vessel update

3.1. The sunken and abandoned update is contained in Appendix 3. As with the last report we are continuing to deal with a number of vessels which have sunk on the River Yare, but progress has been made in each of these cases.

4. Planning enforcement update

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

Author: John Packman

Date of report: 29 August 2023

[Broads Plan](#) strategic actions: C1, C2, C3, C4

Appendix 1 – Rangers exercise of powers analysis

Appendix 2 – Ranger duties total time allocated and actual days

Appendix 3 – Sunken and abandoned vessels current position as at 15 August 2023
15/08/2023

Appendix 4 – Prosecutions dealt with in court for non-payment of tolls since 08/06/2023

Appendix 5 – Prosecutions dealt with in court for navigation offences since 08/06/2023
08 June 2023

Appendix 1 – Rangers exercise of powers analysis 1st June – 13th August 2023

Table 1

Verbal warnings	Wroxham launch Wroxham and upper Bure	Irstead launch Ant	Ludham launch Hickling, Potter Heigham, upper Thurne	Ludham launch 2 lower Thurne and lower Bure	Norwich launch Norwich and upper Yare	Hardley Launch Reedham, Chet and middle Yare	Burgh St Peter launch Oulton Broad and upper/middle Waveney	Breydon launch Breydon water, lower Waveney and Yare
Care and caution	89	10	25	19	5	9		1
Speed	1134	514	206	104	74	86	92	23
Other	53	6	4	1	126	22		28

Table 2

Written warnings	Wroxham launch	Irstead launch	Ludham launch	Ludham launch 2	Norwich launch	Hardley Launch	Burgh St Peter launch	Breydon launch
Care and caution	2	1	1	1				1
Speed	20	1		4		1	1	
Other	5	19	2	1		4	8	
Special directions		17	48		9		50	

Table 3

Launch patrols	Wroxham launch	Irstead launch	Ludham launch	Ludham launch 2	Norwich launch	Hardley Launch	Burgh St Peter launch	Breydon launch
Launch staffed by ranger	74	74	65	60	74	67	72	74
Volunteer patrols	1							
IRIS reports	5	4	3	7	3	5	6	12

Table 4

Broads Control total calls

Contact method	Number of calls
Telephone	6250
VHF	961
Total	7211

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

Table 1

Broads Authority corporate duties

Work area	Annual allocation (days)	Actual days to date
Training	122	157.64
Broads Control	362	146.79
Team meetings, work planning	318	100.81
Partnership working	76	10.34
Assisting other sections	76	22.74
Billets and boatsheds	25	6.89
Launch – general		2.23
Trailers - general		1.55
Vehicle maintenance		2.84
Other equipment repair		2.84
Total	979	454.66

Table 2

Navigation duties

Work area	Annual allocation (days)	Actual days to date
Patrolling	2136	1030.41
Escorts	44	4.46
Prosecution files		5.95
Bankside tree management	108	9.05
Obstruction removal	26	4.80
Channel markers and buoys	30	8.04
Signs and boards maintenance	34	16.01
Adjacent waters	96	39.32
Reactive mooring maintenance	100.5	9.19
Total	2574.5	1127.23

Table 3

Conservation, recreation, countryside maintenance

Work area	Annual allocation (days)	Actual days to date
Fen management	146	0.54
Lake, riverbank restoration	100	
Invasive species control	32.5	2.97
Other conservation work	145	23.99
Pollution response		0.74
Visitor site maintenance	194	92.67
Public engagement	97	34.19
Public footpath work	38	4.12
Education work	69	3.85
Total	821.5	163.07

Team total up to 13 August 2023

Percentage Navigation: 87%

Percentage National Park: 13%

Appendix 3 – Sunken and abandoned vessels current position as at 15 August 2023

Description	Location found	Action	Notice affixed	Result
Motor Cruiser	Old River Yare, Thorpe	Vessel sunk at owners moorings	No	Not affecting the navigation
Motor Cruiser	Sutton/Stalham cut	Hull only, marked with yellow posts	No	Not affecting the navigation
Motor Cruiser	River Yare, Thorpe	Vessel Sunk at owners mooring	No	Insurance company Aware, deadline of 6 weeks given
Motor Cruiser	River Yare, Trowse	Vessel sunk behind rail bridge wooden fenders	Yes	Will be raised at next spring low water
Motor Cruiser	River Yare, Cantley	Vessel sunk at BA 24-hour mooring.	No	Vessel raised and removed by owner
Yacht	Womack Water	Sunk at owners mooring	Yes	Will be raised at next spring low water
Aux yacht	Womack Water	Abandoned	Yes	24 th Aug Deadline
Motor Cruiser	Daisy Broad	Vessel caught fire and sunk	No	Insurance company will raise

Appendix 4 – Prosecutions dealt with in court for non-payment of tolls since 08 June 2023

Type of vessel	Fined	Costs awarded	Victim surcharge	Compensation
Auxiliary Yacht	£440.00	£496.00	£176.00	£245.08
Motor	£220.00	£195.00	£88.00	£180.72
Motor	£220.00	£195.00	£88.00	£225.90
Motor	£440.00	£195.00	£176.00	£180.72
Motor	£440.00	£210.00	£176.00	N/A Failure to Register
Motor	£220.00	£205.00	£88.00	£271.08
Motor	£220.00	£195.00	£88.00	£165.66
Motor	£200.00	£240.00	£80.00	£301.20

Appendix 5 – Prosecutions dealt with in court for navigation offences since 08 June 2023

Type of vessel	Offence	Fined	Costs awarded	Victim surcharge	Compensation
Motor Vessel	Overstaying (4 occasions)	£800	£410.00	£320	n/a
Motor Vessel	Overstaying (7 occasions) and no insurance	£1,000 overstaying £400 no insurance	£804.00	£560	n/a

Navigation Committee

07 September 2023

Agenda item number 8

Navigation Committee Priorities

Report by Chief Executive

Purpose

On 8 June 2023, Members of the Committee and officers discussed the key strategic issues that need to be addressed at future committee meetings. Eight were identified and these have been worked up into a draft programme for the Committee to consider.

Broads Plan context

C1 - Maintain navigation water depths to defined specifications, reduce sediment input and dispose of dredged material in sustainable and beneficial ways

C2 - Maintain existing navigation water space and develop appropriate opportunities to extend access for various types of craft

C3 - Manage water plants and riverside trees and scrub, and seek resources to increase operational targets

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

1. Introduction

- 1.1. Following the discussion on 8 June between members and officers, it was agreed that the following eight issues should be the Committee's key strategic priorities:

- Integrated Access Strategy
- Port of Norwich
- Tolls
- Future of the hire boat industry.
- Paddleboard sports
- Bankside vegetation/water plant management
- Balance in practical operations
- Sustainable boating

- 1.2. Table 1 - Proposed timetable for discussion by the Committee.

Priority	Description of key stages	Timescale
Integrated Access Strategy (IAS)	The number, location, and maintenance of the network of over 60 free 24-hour moorings will be examined as part of the IAS review. Initial consultation had been widened and ends on midday 18 September 2023. Report to the Committee on the feedback.	2/11/2023
Port of Norwich and concerns re potential new bridges associated with East Norwich Development	Officers will bring regular reports to the Navigation Committee as and when necessary, or when an item needs consultation.	As and when necessary
Tolls – charges for 2024/25 New on-line tolls software	Briefing for all Members Consultation with the Navigation Committee Decision by the Broads Authority Strategic Priority for this and next year Scoping work complete. Currently engaged on pre-market engagement on upgrade of internal system. Progress report on viability of updating internal system to the latest software.	13/10/2023 2/11/2023 24/11/2023 11/1/2024
Future of the hire boat industry	Commission study to review 2001 report and examine the prospects for the industry going forward and what actions could be taken to encourage. Stage 1 – Discuss with the Broads Hire Boat Federation Prepare a brief for the work and consult the Committee on the content.	30/8/2023
Paddleboard sports	Prepare a report for the Committee on the trends and issues.	11/04/2024
Bankside vegetation/water plant management	Water plant management report delivered to June 2023 meeting. River side tree management report on the agenda for this meeting	8/06/2023 7/09/2023
Balance in practical operations	Operational report at this meeting provides an update on practical work. Key issue for discussion with Members at the Tolls Briefing and November Committee meeting concerns the proportion of expenditure on dredging, channel marking, maintenance of moorings, patrolling and plant cutting in 2024/25.	7/09/2023 13/10/2023 2/11/2023
Sustainable boating	Report on potential upgrade for electric charging posts.	2/11/2023

Author: John Packman

Date of report: 14 August 2023

[Broads Plan](#) strategic objectives: C1, C2, C3, C4

Navigation Committee

07 September 2023

Agenda item number 9

Construction Maintenance and Ecology work programme progress update

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

Purpose

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

Broads Plan context

C1: Maintain navigation water depths to defined specifications, reduce sediment input, and dispose of dredged material in sustainable and beneficial ways.

C2: Maintain existing navigation water space and develop appropriate opportunities to extend access for various types of craft.

C3: Manage water plants, riverside trees and scrub, and seek resources to increase operational targets.

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

Recommended decision

To note the report.

Contents

1.	Maintaining water depths for navigation	2
2.	Maintaining safe public mooring facilities	2
3.	Water plant management	4
4.	Channel marking	4
	Appendix 1 – Annual dredging progress 2023-24 (April 2023 to end July 2023)	5

1. Maintaining water depths for navigation

- 1.1. The detailed breakdown in Appendix 1 gives progress and volumes for the dredging programme for 2023/24 (April 2023 to end July 2023). A total of 22,740 m³ of dredged sediment was removed from the prioritised sites. This figure represents 57% of the programmed target of 40,050 m³ for the year.
- 1.2. Dredging on the River Ant, which carried on to this July from the previous year was completed largely to plan. Refinements to the mapping and weekly work instructions to the team on site resulted in an improved ability to track productivity and progress. Since the dredging equipment had to work its way gradually into the more width-restricted and shallow areas at Stalham, the timing in the season meant that the final section towards Stalham staithe was not possible this year. This work has been programmed for winter 2024/25 when more notice time can be given to the businesses and private moored boats in that area, so the dredging pontoon and wherries can gain safe access. Overall, the River Ant dredging campaign, from Barton Broad to Stalham, including Sutton Broad in late spring 2022, has been very successful. A total of 23,130m³ has been dredged during this time. The landowner and the Broads IDB have been valuable partners at the sediment re-use site, where the material has been used to strengthen the riverbank. Final restoration and reshaping of the re-use site will occur in 2024/25.
- 1.3. At Oulton Broad the total duration of this campaign has been extensive, starting in June 2019 when sediment was placed in the dedicated re-use location at Horseshoe Point. Since then, the team have been filling the reedbed habitat creation area at Peto's marsh. The mechanical issue with the concrete pump has been resolved and productivity has increased, with all work due to end and demobilisation from site programmed for September.
- 1.4. The autumn 2023 project is dredging on the Upper Bure. The lagoon to receive the sediment is due for construction in October, with dredging starting in November.

2. Maintaining safe public mooring facilities

- 2.1. The replacement of 137 metres of timber quay heading and horizontal barge boards at Horning Marshes 24-hour mooring was completed ahead of the program. The project did receive some enquiries as to the timing of the project, from mid-April to mid-June. The design of this type of quay heading is such that it requires prolonged periods of Operation Technicians working manually below the normal water line. This is quite unlike vertical sheet piling which is usually driven from above by machinery. Due to water levels, winter working is not safe at this site. Equally, any disruption to mooring provision in the busiest period for river traffic between July to September would be damaging for local businesses. Given that part of the 24-hour mooring was open throughout the works and the publicly available moorings on the opposite bank were unimpacted, the timing selected was optimal for this project. The learning point to take

from this project is that this type of project planning decision needs to be communicated ahead of the project.

- 2.2. A comprehensive structural survey methodology of the Authority's piled assets has been tested over the past two years and has been applied across approximately two-thirds of the existing assets. Those sites remaining to be surveyed over the next two years have the newest piling. Condition scoring of the piling at sites is based on criteria including surface condition of the piling material; visible hazards; condition of the connectivity between piles; tie rod condition; vertical angle; "straightness" of the horizontal piling line; thickness of the piling material; and land deformation/slippage behind the piling. Initial results show that several smaller 24-hour moorings require re-piling in the next few years (subject to lease agreements where applicable, available budgets and works scheduling) such as Catfield Staithe, Potter Heigham – Repps Bank, and Wroxham Castle Staithe. The bigger projects on the near horizon are the repiling of the three separate moorings between Heigham Sound and Hickling Broad. These are all currently of the vertical "trench" sheet steel piles.
- 2.3. In recent years, the cost per linear metre of like-for-like replacement of steel piles by contractors has more than doubled. The price of raw materials has increased, and all other costs passed on by contractors have increased. The Authority is at a critical point in terms of the future asset management strategy to be adopted for this type of mooring infrastructure. The previous assessment of the future replacement costs of piled assets was back in 2009. This is due to be repeated as part of the Integrated Access Strategy (IAS) due for final reporting in March 2024. Consultation on the initial stages of the strategy review has started. A summary of the completed Stage 1 consultation on the values, principles and aims of the IAS is planned for the November Navigation Committee meeting.
- 2.4. We are considering options to demonstrate the best value for structural elements. One option is to bring the piling installation work in-house. Some technical and practical skills and experience already exist within the construction and maintenance teams for this type of work. The Authority already owns and operates most of the large plant and equipment needed to carry out such projects. Additional training and hands-on experience will be required by the teams, as well as the hire of specialist pile-driving equipment. The in-house delivery option will require some further development over the next two years.
- 2.5. The second option is to review the actual design and type of mooring provision at Authority-managed 24hr moorings. Where the numbers of users visiting specific moorings are low and/or where land access and connectivity to public footpaths, local amenities and services is restricted, the necessity of vertical piled edges needs to be reviewed. Alternate designs that potentially offer cheaper mooring options per linear metre include floating pontoons and timber dolphins. The further exploration and assessment of cost implications, safety, desirability and accessibility of such options will be included as part of the refreshed Integrated Access Strategy.

3. Water plant management

- 3.1. The introduction of the new water plant cutter into the fleet has been successful. Three rounds of cutting have already been completed in the Upper Thurne this season. The total volumes of plant material removed have been high in all locations. The additional areas within Rockland and Bargate Broad are now routinely cut.

4. Channel marking

- 4.1. Current work planned for March 2024 includes replacement of up to 30 of the older wooden posts or those entirely missing, with new steel posts in Breydon Water. The potential exists for the continuation of this work in April 2024 to add another 20 posts and extend this project into the new financial year 2024/25, although this decision awaits further confirmation of budget allocation to this task. The additional posts would be the final stage to replace all the previous wooden posts with steel.

Author: Dan Hoare, Sue Stephenson

Date of report: 14 August 2023

[Broads Plan](#) strategic actions: C1, C2, C3, C4

Appendix 1 – Annual dredging progress 2023-24 (April 2023 to end July 2023)

Appendix 1 – Annual dredging progress 2023-24 (April 2023 to end July 2023)

Project title Dredge site and sediment re-use location	Active Broads Authority dredging weeks completed/ planned	Planned volume removed m³	Actual volume removed m³	Planned annual project cost ¹	Actual project cost
River Ant River Ant - Wayford to Barton (Apr '23 - Jul '23)	18/17	12,230	12,990	£115,740	£102,200
<i>COMPLETE – lower actual cost was due to slightly lower staff numbers needed to achieve the targets than planned</i>					
River Waveney Oulton Broad (Apr '23 – Aug '23)	18/16	7,600	9,750	£98,430	£75,940
<i>ONGOING – lower actual cost so far has been down to slightly lower staff numbers needed to achieve the targets than planned</i>					
River Bure Coltishall to Hoveton Viaduct (Oct '23 – Mar '24)	0/30	13,630	0	£176,510	£5,480
<i>Planned start date delayed owing to mobilisation restrictions. Costs so far are all related to project planning costs and site set up</i>					
River Yare Haddiscoe Cut (Nov '23 – Jan '24)	0/13	6,590	0	£80,630	£220
<i>There will be some reduction in dredging duration on this project owing to the extension of time at Oulton</i>					
Site restoration Hardley Flood (<i>yet to be fully completed</i>)	-	-	-	£8,800	£1,180

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

Project title Dredge site and sediment re-use location	Active Broads Authority dredging weeks completed/ planned	Planned volume removed m³	Actual volume removed m³	Planned annual project cost ¹	Actual project cost
Future site preparation Survey, mitigation & set-up	-	-	-	£6,810	£1,790
Dredging support activities Maintenance of ancillary dredging kit, etc	-	-	-	-	£6,710
Total	36/76	40,050	22,740	486,920	193,520

Navigation Committee

07 September 2023

Agenda item number 10

Riverside tree management

Report by Head of Construction, Maintenance & Ecology

Purpose

To describe the navigational issues posed by riverside trees and scrub to waterways users, the prioritisation of management actions by the Broads Authority, the consenting and permitting processes involved and how riverside trees are managed.

Broads Plan context

C3 - Manage water plants and riverside trees and scrub and seek resources to increase operational targets.

- Carry out annual tree and scrub management regimes in accordance with agreed criteria and Area Ranger strategies for managing hazards to navigation from trees on private land.

B1 - Restore, maintain, and enhance rivers and broads and use monitoring evidence to trial and implement further innovative restoration techniques.

- Seek funding to develop and implement river and broad restoration, maintenance and enhancement works for aquatic communities (incl. fish) at priority sites to meet WFD and SSSI objectives.
-

Contents

1.	Introduction	2
2.	Legislative background	2
3.	Where riverside tree management occurs	4
4.	Permissions	5
5.	Management specifications	5
6.	2017/18-2021/22 riverside tree management plan achievements	7
7.	Areas prioritised for management 2022-2027	8
8.	Financial implications	9

Navigation Committee, 07 September 2023, agenda item number 10		1
--	--	---

9.	Risk implications	9
10.	Conclusion	10

1. Introduction

- 1.1. The presence of tree and scrub vegetation in the Broads is subject to a variety of often conflicting stakeholder views and objectives. In the lower reaches of the Broads rivers, with wide tidal reedbed ronds, tree growth is naturally restricted. Further up the river valleys, with drier banks and elevated land, tree growth adjacent to the river and in surrounding land is far more prevalent. The presence of trees are significant landscape features along the Broadland rivers, as defined in the [Broads Landscape Character Assessment](#) e.g. River Waveney Area 5, page 100: “The landscape texture is made all the more varied by the reed lined course of the Waveney allied to the extensive blocks of carr woodland creating local variations in light and shade”.
- 1.2. There are numerous benefits to navigation from management of trees and scrub overhanging and adjacent to river channels. These include maintaining navigable width across the river, particularly important for sailing vessels who may need to tack and use the full width available. Safety considerations range from obstructions and direct collision hazards from branches where vessels, including sails and sheets may become entangled. Maintenance of clear sight lines around river bends is also important for all waterways users, as preparing for hazards or other river traffic benefits from having as much forewarning as possible. Trees can also be managed to promote clear wind and therefore maintain good sailing conditions.
- 1.3. The river corridors of the Broads contain a variety of habitats, with trees and scrub occupying a significant proportion. This wooded environment provides valuable habitat for birds, fish, bats, and otter; forms an important landscape resource; and contributes to ecosystem services in the form of carbon storage. Some management of riverside trees and scrub is required in order to maintain navigation use and safety, however, the needs of navigation need to be balanced with the other values and interests as noted above. This balance can be achieved through effective prioritisation, consultation, and sensitive working practices.

2. Legislative background

- 2.1. Where riverside tree growth in the Broads impacts on navigational access within the public navigation area, then the approach on management of tree and scrub growth is initiated. The navigation area is defined in the [Norfolk and Suffolk Broads Act 1988 \(legislation.gov.uk\)](#) part 2, paragraph 8, as “those stretches of the rivers Bure, Yare and Waveney, and their tributaries, branches and embayments (including Oulton Broad) which, at the passing of this Act, were in use for navigation by virtue of any public right of navigation”. The Broads Authority’s approach to riverside tree management is

outlined in the [Waterways Management Strategy & Action-Plan 2022-27 \(www.broads-authority.gov.uk\)](https://www.broads-authority.gov.uk), section 4.3.

- 2.2. Tree and scrub growth within the Broads Authority executive area is largely a matter for private landowners, on whose land the trees are growing. Where the Authority has a statutory role to act, as defined in the [Broads Act 2009](#), Part 3, section 39 (1), the Authority may remove overhanging or dead trees where they pose an immediate significant hazard to waterways users or pose a significant obstruction to the navigation. Where the Authority seeks to manage riverside trees on private land for purposes other than managing immediate safety hazards, agreement with the landowner is sought, along all other required statutory permits.
- 2.4. The conservation designation of many of the SSSI/SAC/SPA (also called designated sites) which contain land adjacent to rivers in the Broads include wet woodland communities as designated features. The wet woodland features have targets monitored by Natural England for an increase in abundance and/or an increase in the geographic range of this type of woodland. The government target condition for SSSI's is "Favourable – recovering". Where riverside tree management occurs in the designated sites, the Authority is required to gain assent from the regulator, Natural England. This requirement is driven by elements of the [Wildlife and Countryside Act 1981 \(legislation.gov.uk\)](#), [Countryside and Rights of Way Act 2000 \(legislation.gov.uk\)](#) and [The Conservation of Habitats and Species Regulations 2017 \(legislation.gov.uk\)](#). The ecological impacts of such navigational maintenance works need to be assessed for the potential to cause damage to, or affect the condition of, a designated site. Appropriate controls, monitoring and ecological mitigation are therefore required to be put into place by the Authority. Within the Authority, this role is carried out by the Ecology & Design team, with support from Ranger Services. This integrated approach ties in with also achieving some of the biodiversity objectives for the Broads, see [Broads Biodiversity & Water Strategy 2019.pdf \(www.broads-authority.gov.uk\)](#).
- 2.5. Before carrying out tree management adjacent to rivers anywhere in the Broads, statutory permits are required from Environment Agency, Forestry Commission; and near designated conservation sites, Natural England. Planning Development also has a role to play in tree management, with several areas of the broads adjacent to rivers having "Conservation Area" status. This statutory planning function has a direct control over how trees are managed, as well as Tree Preservation orders on individual trees or areas of trees. The Authority is a statutory consultee when landowners apply for felling licences from the Forestry Commission. The Authority's response to such applications is typically formed from navigation, biodiversity, access and recreation considerations.

3. Where riverside tree management occurs

- 3.1. The prioritisation of how the Authority deploys its resources to manage riverside trees is outlined on the Authority's webpage [Riverside tree and scrub management](#). As outlined in the [Waterways Management Strategy & Action Plan 2022-27](#), the aim of riverside tree management is not the wholesale removal of trees from the Broadland rivers, but rather the maintenance of a diversity of growth, which reduces the impact on safety and navigation.
- 3.2. The approach to categorising and prioritising riverside tree and scrub management is repeated at the start of each five-year plan. Each river valley is surveyed by a Ranger and an Ecologist to determine the types of habitats present and the work required to meet objectives for safety and navigation. Notes were also taken regarding ecological features such as trees with bat potential and other points of conservation interest.
- 3.3. The key elements used for the prioritisation process are outlined in Table 1. All criteria have an equal weighing. To ensure consistency, all sections of river have a score allocated for all criteria. Lowest overall score is highest priority location.
- 3.4. Table 1. Prioritisation criteria and scoring methodology used for river stretches.

Prioritisation criteria	Scoring methodology
Sailing intensity	1 = Very Busy 2 = Moderate 3 = Relatively low
General boat usage	1 = Very Busy 2 = Moderate 3 = Relatively low
Presence of moorings	1 = Present 2 = Absent
Position of river stretch (bends or straight)	1 = Bend 2 = Straight
Density of riverside growth	1 = Dominates bank nearly all length 2 = Frequent 3 = Patchy
Width of channel impacted by tree encroachment	1 = High 2 = Moderate 3 = Relatively low
Works on the opposite or adjacent bank	1 = Present 2 = Absent

- 3.5. The prioritisation has been used to produce maps showing those areas that require management within the next 5 years. Programming the management of individual

stretches depends on the urgency of any safety issues and the method by which the management is to occur. For example, those stretches that are tackled using the Authority's excavator mounted tree shears tend to be grouped along a single river, to reduce travel time and mobilisation costs.

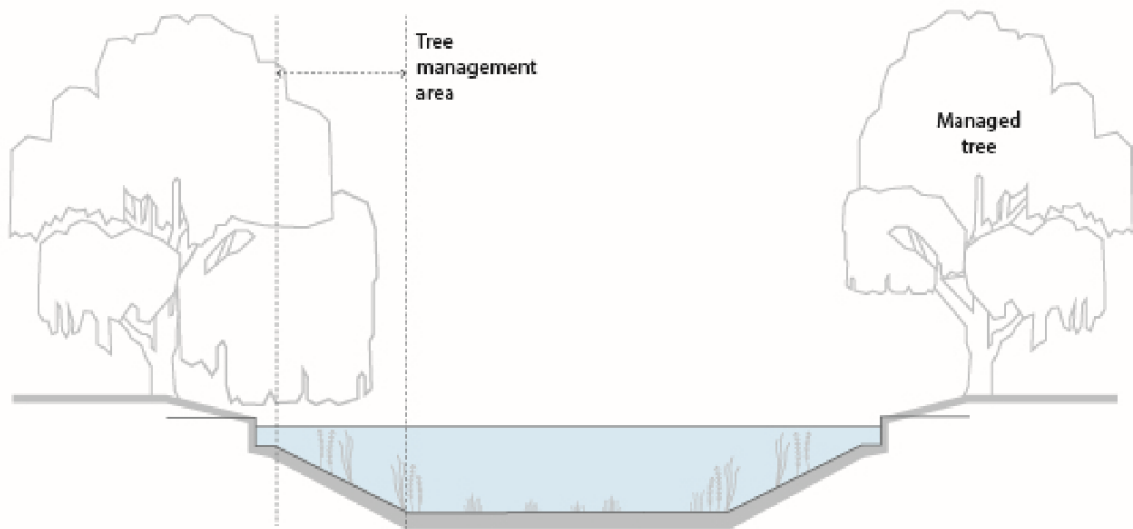
4. Permissions

- 4.1. To consider the potential impacts of works within a site that has designated features of European importance, the Broads Authority is required to produce a Habitat Risk Assessment (HRA) Screening document. This describes the features for which the site is designated and considers whether the proposed works are likely to have a significant effect upon those features. If this exercise concludes that a significant effect is likely, an Appropriate Assessment is then required.
- 4.2. Consent is also required from the Environment Agency in the form of a Water Framework Directive (WFD) Assessment and formal application is required for permission to use herbicide near water (Aqherb01).
- 4.3. To date, an HRA has been produced and submitted to Natural England with the Authority concluding that the specific works proposed through the five-year plan are not likely to have a significant effect on the European interest features. This conclusion is based upon the scale of the works and specification and methodologies for working, as described in section 5.
- 4.4. Once assent from Natural England has been gained, individual landowners are contacted to request permission for the Broads Authority to undertake the work on their land. A formal agreement is drawn up between both parties detailing the works, specific methodology, liabilities and expected timescale.
- 4.5. Consultation may also be required with Broads Authority planning officers where trees fall within planning Conservation Areas and/or have Tree Preservation Orders (TPO).

5. Management specifications

- 5.1. Part of the permissions process includes detailed discussion with statutory regulators (Natural England, Forestry Commission and the Environment Agency) regarding the works specification and practical methodology. The following points summarise the permitted approach.
- 5.2. Trees and scrub will be managed in a zone to a maximum width of 3 m from the river edge. This is agreed through consultation with the Forestry Commission (FC) as the distance back from the water's edge that the FC determine is within the exemption for the Authority from a felling licence requirement, as part of its duty to maintain navigational safety.

- 5.3. Within managed zones, occasional trees and scrub that overhang the river will be retained for the benefit of birds and spawning and overwintering fish; the retained amount should total 20% of the linear distance of the managed stretch.
- 5.4. Some mature trees are to be retained (particularly where there are no significant safety hazards and contain deadwood and features of use to invertebrates, bats and fungi).
- 5.5. The occasional young or semi-mature alder and/or oak are to be retained, in the spaces between other retained mature/veteran specimens, to provide replacement specimens for the future.
- 5.6. Within the zone 1 m landward of the bank edge, trees with a 15 cm diameter or greater, a maximum of 50% of the cut stumps can be treated with herbicide. Of particular importance, and not to be treated, are those stumps with roots coming out from the bank which offer spawning potential and refuge areas for fish.
- 5.7. Within the remaining 2 m strip (1 m to 3 m back from the river edge), all cut stumps can be treated with herbicide, but the occasional mature tree stump should not be treated, or young 5 to 10-year old trees should not be felled. This is to provide future specimen trees to replace existing mature trees.
- 5.8. Figure 1 shows the zone where trees overhanging the navigation can be managed to remove obstructions to navigation.
- 5.9. Figure 1. Example river profile where overhanging trees are identified for management

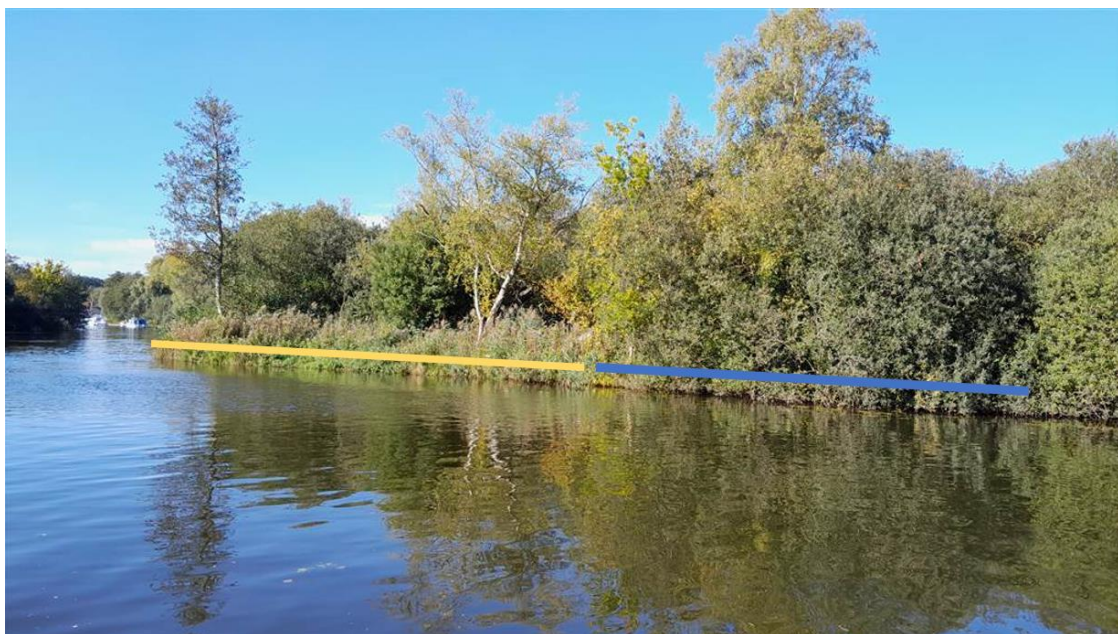


- 5.1. To direct staff and contractors working on site, a method statement is produced for operations in each area. An example is given in Appendix 1 for the River Yare. The method statement covers instructions and maps for the operators including type and location of trees to fell, herbicide treatment, non-working zones, working procedure, disposal of cut arisings and ecological notes.

- 5.2. As a general background to how the Authority's own teams, Authority's contractors and any third parties are expected to operate in the Broads, the Environmental Standard Operating Procedure are available on the website. See ESOP 27 – Riverside tree and scrub removal [Environment standard operating procedures \(broads-authority.gov.uk\)](https://broads-authority.gov.uk/environmental-standard-operating-procedures).

6. 2017/18-2021/22 riverside tree management plan achievements

- 6.1. Over the 2017/18 - 2021/22 plan period, the Authority managed approx. 3000m of riverbank year-on-year. This consistency was achieved through detailed planning of locations, availability of fixed revenue budgets each year for contractor support, and planned allocation of staff time (operations technicians and rangers). Over the five-year duration of this plan, a total of 15,603 m of riverbank has been managed. This was comprised of River Ant (4,163 m), River Bure (6,175 m), River Thurne (656 m), River Waveney (1,826 m), and River Yare (2,783m).
- 6.2. Figure 2 shows the impact of tree management on a short stretch of inside bend looking upstream on the River Ant, one year after the works had been completed. The original condition of the bankside tree growth was as in the section marked with the blue line. In the area marked in yellow all the overhanging trees were removed, most tree stems up to 3 m distance back from the water's edge were also removed, with two semi-mature trees retained, as per the specification (see section 5 of this report). Only the inside bend was managed in this location to improve sightlines for those travelling upstream. The width of the river and the extent of overhang of the trees in the blue area wasn't sufficient to programme that work in at that time.
- 6.3. Figure 2. Tree management on a short stretch of inside bend on the River Ant (yellow area – managed; blue area – unmanaged)

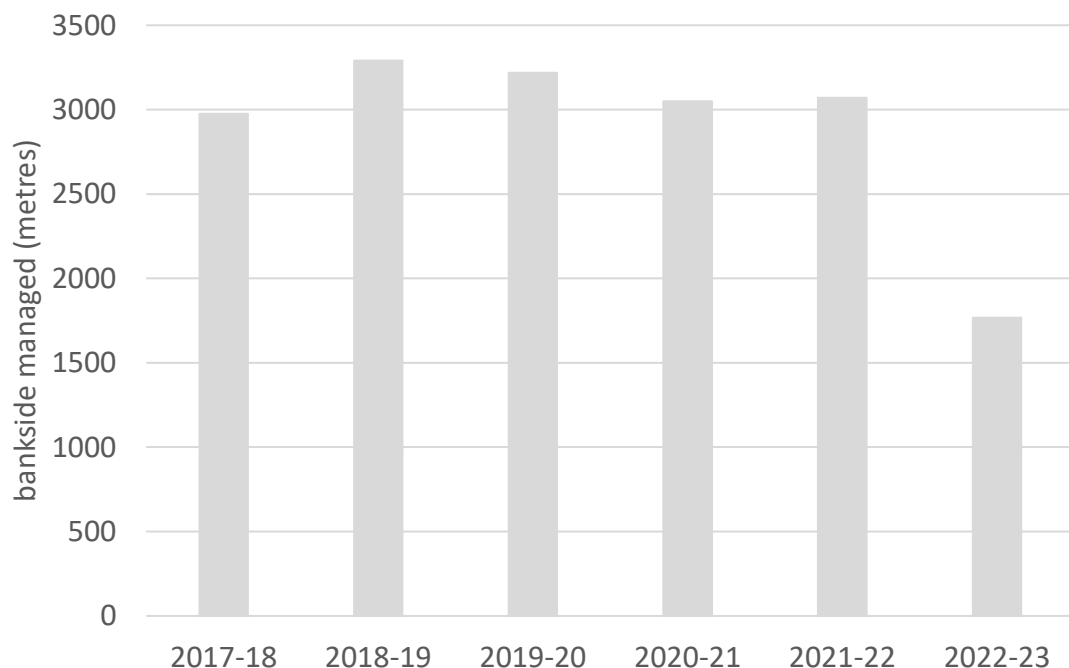


- 6.4. As shown in Figure 2 (yellow area) that many areas of tree growth in the Broads extend much further back from the river than the 3m work on; sometimes several hundreds of metres. In these locations, tree management of the very river edge is purely for managing navigational hazards. Any project considering increasing the overall wind conditions of the stretch through major woodland clearance would be an entirely different project approach, with far more consideration of ecological benefits and impacts, as well as very different funding and overall project costs.

7. Areas prioritised for management 2022-2027

- 7.1. Maps are in the links showing areas prioritised for management in [Year 1 \(2022/23\)](#) and the [full five year programme \(2022 - 2027\)](#). Year 1 was completed over the winter 2022/23. Year 2 (2023/24) has been planned, assent from Natural England and herbicide usage permits from the Environment Agency gained, and now final agreements with individual landowners are being chased. For Years 2 - 5 (2024/25, 2025/26, 2026/27), these are subject to final operational work planning, staff and cash budget resource allocation and obtaining further landowner permissions in new areas. For each winters work programme, final decisions will be made over the preceding summer as to the exact stretches that will be managed and when. As part of this process all areas of completed management will be recorded. Any prioritised stretches that do not get managed within the proposed year (for weather, tidal or other reasons) will be re-programmed.

- 7.2. Figure 2. Total length of riverside tree management per winter season since 2017/18



- 7.3. In Figure 2 the 2022/23 length of riverside managed was lower than previous years. Given that significant resources had been invested to tackle the main bulk of the prioritised areas in the previous five years, some reduction in effort was possible. At the

same time, other areas of navigational workloads have increased, such as for water plant management, so the balance of operations technician's time spent on these different work categories has had to be adjusted. Equally, the ranger team time has to be balanced across all of their duties, which also include riverside tree management.

8. Financial implications

- 8.1. As is shown in Figure 2, in any one year increased or reduced resource can be allocated to tasks, such as riverside tree management. Given that staff number (rangers and operations technicians) are fixed, and revenue budgets available for contractors are fixed each year, then the one area which can be adjusted is the proportion of time spent on any one work area. As water plant management is increasing year on year, and the future requirement to carry out more piling (channel markers and mooring refurbishment) in-house is likely, then some reciprocal area of work is required to be reduced. As dredging takes up typically over 60% of operations technicians' time in any year, this is the area that has capacity to be reduced, whilst still achieving the highest priorities for maintenance of waterways specifications. Some flexibility in time allocation between ranger and operation technician teams can also be used to balance allocations on waterways maintenance activities, such as tree management.

9. Risk implications

- 9.1. Within the Operations Directorate Risk Register riverside tree management is relevant to the following risks.
- 9.2. Loss of navigation due to engineering or environmental issue (Performance). Initial risk level "medium". Controls implemented to manage this risk includes: -
- Regular patrols to identify hazards. Reports to Control followed up on promptly.
 - Operations teams with skills and equipment to remove hazards in a prompt manner
- Residual risk following these controls is "medium".
- 9.3. Ecological degradation (Reputation). Initial risk level "high" – controls implemented to manage this risk includes: -
- Regular review of Environmental Standard Operating Procedures to ensure work processes cover all significant hazards to the environment.
 - Complete the actions listed in the [Waterways Management Strategy & Action Plan 2022-27](#) – (see Table 6. Riverside tree management objectives, page 40)
- Residual risk following these controls is "medium".

10. Conclusion

- 10.1. The riverside tree management work involves active input from Authority staff, volunteers and contractors. Over the past five-year plan period, typically 3,000 m of riverbank were managed each year. This work has focussed on the areas of most significant safety concern, as well as maintenance of river width in the busiest and most popular areas. The spatial information used for prioritising works is relatively well known and is not subject to frequent change, such as areas popular for sailing. As with all the Authority's practical work, any increase in staff time spent on any one work areas has a matching decrease in another. As such, achieving an appropriate balance across all waterways' management activities is a continuous process which is regularly reported to the Navigation Committee.
- 10.2. For each consecutive year, final decisions will be made over the summer as to the exact stretches that will be managed the following winter and how they are best managed in terms of resource. As part of this process, all areas of completed management will be recorded and any stretches that do not get managed within the proposed year will be re-programmed
- 10.3. If changes to the current approach to riverside tree management are required, it is proposed that there will be prior consultation with the Navigation Committee. Equally, if the Committee has any queries or suggestions to changes in the approach, such discussion is welcomed.

Author: Dan Hoare

Date of report: 18 August 2023

[Broads Plan](#) strategic objectives: C3, B1

Appendix 1 – Example Method Statement for a riverside tree management project

Appendix 1 - Example Method Statement for a riverside tree management project

Task:	Riverside Tree & Scrub Management - Rangers: Yare	
Job Code:	Site Location:	Grid Reference:
NAVRTM	Workings Corner Bank: 269	TG 26942 07901– TG 26799 08010
Proposed Start Date:	Proposed Duration:	Completion Date
October 2021	4 days	February 2022
Main contact for task:	Jonathan Cook	

Description of Works (Methodology & Sequence of work):

1. Description of works and sequence (Use **Additional Maps & Drawings** overleaf);

Overnight mooring is to be confirmed with Ecologist before work starts. Overnight mooring at Commissioner's Cut BA 24 Hour mooring.

See Map 1.1 (page 4) for overview of work required. Work requires tree management within 3m zone from river edge.

Detailed methodology for entire work area:

- The section of river for tree and scrub management (shown on map 1 & 2) is upstream from the Dockyard approximately 775m on the inside of a 90-degree bend. It runs along the bank for approximately 205m.
- Bramble and dog rose to be retained.
- Large mature specimens to be retained, in particular oak & ash with ecological features such as cavities, crevices, dead wood etc (seek advice from Ecologists). Marked Trees to keep.
- Some large willows will only require some uplifting of limbs leaning towards the river.
- Stumps cut as close as possible to ground level.
- Stumps cut at a shallow angle to prevent run off of Roundup, only apply enough solution to cover cut surface.

Detailed methodology for Zone 1 (within 1m of the bank edge, immediately next to the river) see map 1.1

- Remove 80% of overhanging vegetation.
- 20% of overhanging vegetation to be retained. (For example, 150m length of riverbank 30m would be retained). To be agreed and marked with Ecologist.
- Overhanging trees to be retained where sections of riverbank have inlets, not on the corner apex. Please discuss with Ecologists. These to be marked with tape.
- Mature trees to be retained, some limbs removed to uplift from water. These will be marked with tape, please discuss with Ecologist.
- Trees with a diameter less than 15cm to be treated with Roundup ProActive 360.

- For trees with a diameter greater than 15cm only 50% of these to be treated with Roundup ProActive 360.
- Only 50% of stumps to be treated along the bank edge (1m zone) with roundup Pro Active 360.
- Trees with a good roots system that enter the water to be left untreated.

Detailed methodology for Zone 2 remaining 2m strip (from 1m zone to 3m limit) see map1.1

- Between retained mature trees leave 2-3 young trees (5 to 10 years in age with a height of 5m to 8m), please seek advice from Ecologist. To be agreed and marked with Ecologist.
- The remaining trees to be felled, treating with Roundup ProActive 360, except for 2 or 3 untreated stumps between retained mature trees (preferably Oak/Alder).

Stumps Treatment Protocol

- Treat using Roundup ProActive 360 (glyphosate).
- Applied at a rate of 1:20 (50ml a litre) solution, to fully cover cut surfaces.
- Stumps need to be treated within 20 minutes, preferably 10minutes of initial cut to allow absorption of herbicide.
- If substantial rainfall is forecast in the next 12 hours do not treat. Return and recut surface then apply treatment.
- Horticultural dye should be used in mix to identify treated and untreated stumps.

Processed Wood

- Cord wood to be cut in lengths which can be handled by 2 persons.
- Cord wood is to be left in habitat piles on the landward edge of the management zone, not in the cleared area. Stacks of cord wood not to exceed waist height, (approximately 1.2m)
- Sufficient time should be allowed for processing material.
- Brash to be stacked in neat piles no higher than chest height (1.5m)

Operational Details (Access, Egress, Materials, Plant, Equipment & Storage):

2. Directions to site;

To Dockyard: On the A1042 Great Yarmouth road heading from Great Yarmouth into Norwich cross over the small roundabout just after the Bridge, follow the road and take the next left onto Griffin Lane just past the old Griffin Pub. The road leads all the way to the Dockyard under the railway bridge, then through the gates.

3. Directions to work areas;

Head upstream from the BA Dockyard for approximately 775m, the work starts on the inside of the bend and goes for around 205m.

4. Work area specific hazards listed;

Vessels traveling along the river, high tides

5. Temporary works identified;

Signage will be required to make oncoming vessels aware of tree management.

6. Explicit instructions if fires are planned!; and

No Fires

7. Way out

Return via the direction to the site.

Risk & COSHH Assessments:	Completed by Contractor
Consents Obtained:	AqHeb01 to be Obtained
Contractors Details:	
Plant/Materials Required:	Boat, winch, chainsaw
Biosecurity or Waste requirements:	Killer Shrimp, <i>Dikerogammarus villosus</i> , is evident in the Broads. Check any equipment that has been in the water before moving off-site. Clean and dry before using on another site.
Site Welfare Requirements: (Portaloo if >5 working days)	<i>(NB: Tarps can be collected from Dockyard for shelter)</i>
Arrangements for the Public:	Signage required to make public and vessels aware of works ahead. Traffic control maybe required when felling large trees that may impede vessels using the river.
Other Site Contact Details or Information:	

	Signature	Date
Ecologist		17/06/22
Supervisor		27/06/2022

Map 1.1 WCB

Scale: 1:1,250

Working Zones

Zone 1:
1m width, brash to
be cleared and 50%
tree stumps treated

Zone 2: 2m width

Wood & Brash
Piles



© Crown copyright and database rights 2022 Ordnance Survey 100021573. You are permitted to use this data solely to enable you to respond to, or interact with, the organisation that provided you with the data. You are not permitted to copy, sub-licence, distribute or sell any of this data to third parties in any form.

Navigation Committee

07 September 2023

Agenda item number 11

Income and expenditure

Report by Director of Finance

Purpose

To present the actual Navigation income and expenditure for the four-month period to 31 July 2023, and provide a forecast of the projected expenditure at the end of the financial year (31 March 2024).

Recommended decision

To note the report.

Contents

1.	Introduction	2
2.	Overview of actual income and expenditure	2
3.	Latest Available Budget	3
4.	Overview of forecast outturn 2023/24	4
5.	Reserves	5
6.	Conclusion	5
	Appendix 1 – Navigation actual income and expenditure charts to 31 July 2023	6
	Appendix 2 – Financial monitor: Navigation income and expenditure 2023/24	8

1. Introduction

- 1.1. This report gives a summary of the income and expenditure for the Navigation budget up until 31 July, any amendments to the Latest Available Budget (LAB), Forecast Outturn (predicted year end position) and the movements on the earmarked reserves.

2. Overview of actual income and expenditure

Table 1

Actual Navigation income and expenditure by Directorate to 31 July 2023

Directorate	Profiled Latest Available Budget £	Actual income and expenditure £	Actual variance £
Income	(3,932,280)	(3,799,621)	- 132,659
Operations	1,254,195	1,141,376	+ 112,819
Strategic Services	146,222	153,899	- 7,677
Finance & Support Services	452,636	449,996	+ 2,640
Projects, Corporate Items and Contributions from Earmarked Reserves	(127,959)	(54,585)	- 73,374
Net (Surplus) / Deficit	(2,207,186)	(2,108,935)	- 98,251

- 2.1. Core Navigation income is below the profiled budget at the end of month four. The overall position as at 31 July 2023 is an adverse variance of £98,251 or a 4.45% difference from the profiled LAB. This is principally due to:
- An overall adverse variance of £132,659 within income:
 - Hire Craft Tolls is £90,125 below the profiled budget (Note: this includes some outstanding hire boat split payments which were received in early August).
 - Private Craft is £49,612 below the profiled budget.
 - Short Visit and Other Toll income is £7,908 above the profiled budget.
 - Investment income is £830 below the profiled budget.
 - An underspend within Operations relating to:
 - Construction, Maintenance and Ecology salaries is £17,508 under the profiled budget due to the 5% budgeted pay award not being agreed by the unions.

- Equipment, Vehicles and Vessel is under the profiled budget by £34,061 due to delays in expenditure from the earmarked reserves which has been slightly offset by the overspend on fuel.
- Ranger Services is under the profiled budget by £25,418 due to the 5% budgeted pay award not being agreed by the unions.
- Premises is under the profiled budget by £22,214 due to delays in expenditure at the Dockyard from the earmarked reserves.
- An overspend within Strategic Services relating to:
 - Visitor Services is above the profiled budget by £16,909 due to the lease at Reedham Quay not being finalised so charging cannot commence. This is offset by the underspend on salaries due to the 5% budgeted pay award not being agreed by the unions.
- An underspend within Finance and Support Services relating to:
 - Legal Services is over the profiled budget by £12,605 due to increased costs for Reedham Quay lease and Monitoring Officer recharges.
 - ICT is under the budget by £11,548 due to delays in expenditure from the earmarked reserves and timing differences on hardware replacements.
- An adverse variance within reserves relating to:
 - Premises reserve is under the profiled budget due to delays on Dockyard expenditure.
 - Plant, Vessels and Equipment is under the profiled budget due to timing differences on vehicle and equipment replacements.

2.2. The charts at Appendix 1 provide a visual overview of actual income and expenditure compared with both the original budget and the LAB.

3. Latest Available Budget

3.1. The Authority's income and expenditure is monitored against the Latest Available Budget (LAB) for 2023/24. The LAB is based on the original budget for the year, with adjustments for known and approved budget changes such as carry-forwards and budget virements. Full details of movements from the original budget are in Appendix 2.

Table 2

Adjustments to Navigation LAB

Item	Authorisation reference	Amount £
Original budget 2023/24 – deficit	Broads Authority 20/01/23 Agenda item number 11	55,320
LAB as at 31 July 2023	n/a	55,320

3.2. The LAB therefore provides for a navigation deficit of £55,320 in 2023/24 as at 31 July 2023.

4. Overview of forecast outturn 2023/24

- 4.1. Budget holders have been asked to comment on the expected income and expenditure at the end of the financial year in respect of all budget lines for which they are responsible.
- 4.2. As at the end of July 2023, the forecast indicates there has been no change compared to the LAB:
- The total forecast income is £4,256,132.
 - Total expenditure is forecast to be £4,389,710.
 - The resulting deficit for the year is forecast to be £133,578.
- 4.3. The forecast outturn reflects the following changes from the LAB as shown in Table 3. The forecast deficit represents an adverse variance of £78,258 against the LAB.

Table 3

Adjustments to Forecast Outturn

Item	Amount £
Forecast outturn deficit as per LAB	55,320
Decrease to Hire Craft Tolls	23,451
Decrease to Private Craft Tolls	47,527
Increase to Insurance costs	7,280
Forecast outturn deficit as at 31 July 2023	133,578

5. Reserves

Table 4

Navigation Earmarked Reserves

Reserve name	Balance at 1 April 2023 £	In-year movements £	Current reserve balance £
Property	(514,394)	(25,796)	(540,190)
Plant, Vessels and Equipment	(482,308)	(78,495)	(560,803)
Premises	(164,294)	(27,300)	(191,594)
CANAPE	(231,693)	34,966	(196,727)
Computer Software	(110,605)	(6,600)	(117,205)
Total	(1,503,294)	(103,225)	(1,606,519)

- 5.1. As in previous years, the Authority's contributions to the reserves have all been made in full at the end of quarter one. This has resulted in some reserves showing increased balances at the end of July. These will reduce as planned purchases take place throughout the year.
- 5.2. The Property reserve contains the income from land rental at Oulton Broad. The Plant, Vessels and Equipment reserve has funded three new vehicles.

6. Conclusion

- 6.1. The forecast outturn position for the year suggests a deficit within the Navigation budget, which would result in a Navigation Reserve balance of approximately £478,000 at the end of 2023/24 (before any year-end adjustments). This would mean the Navigation Reserve would be above the recommended 10% at 10.9%. Year-end transfers of interest to the earmarked reserves and closure of the CANAPE reserve mean it will rise to approximately 12%. This will be highly dependent on the level of interest received.

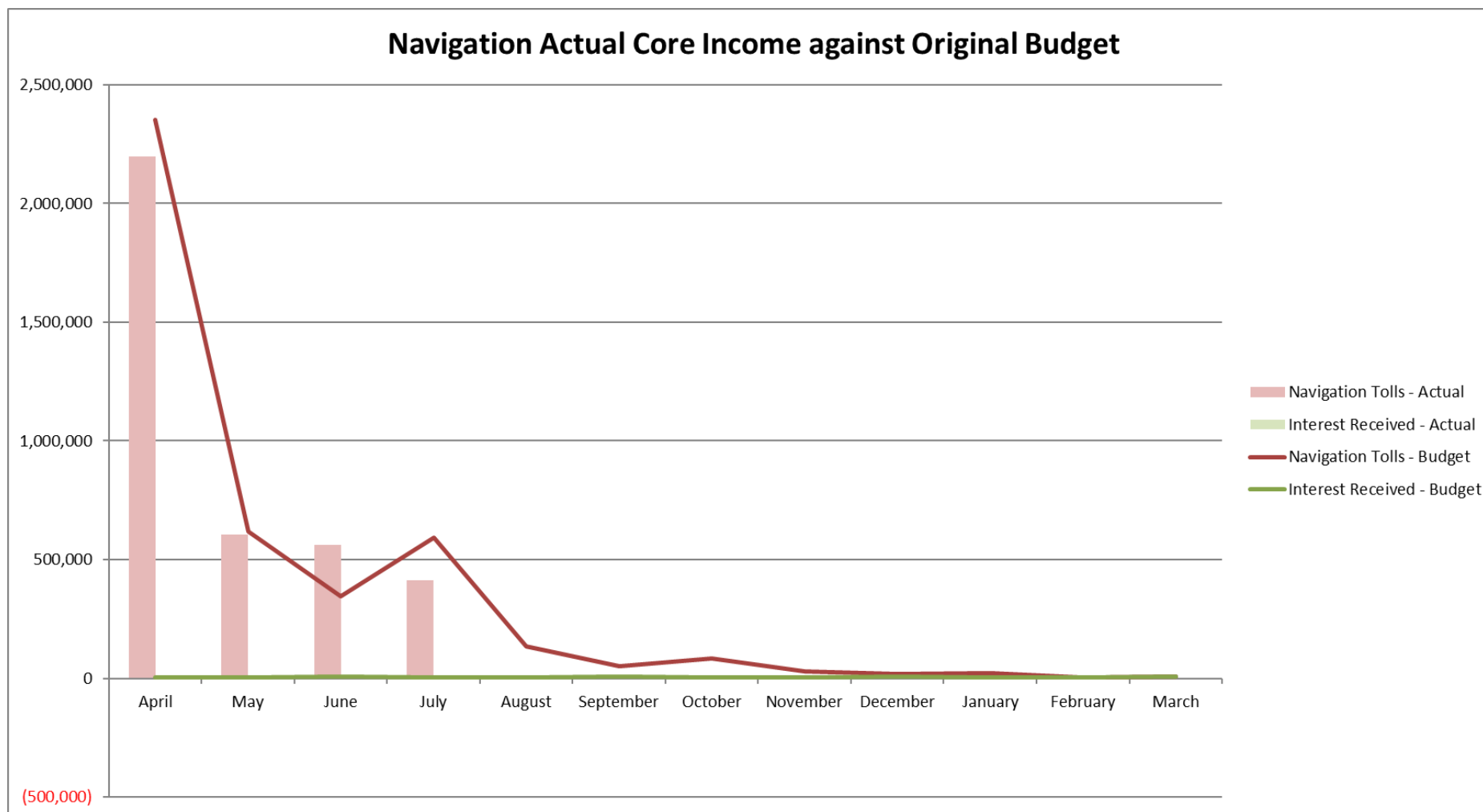
Author: Emma Krelle

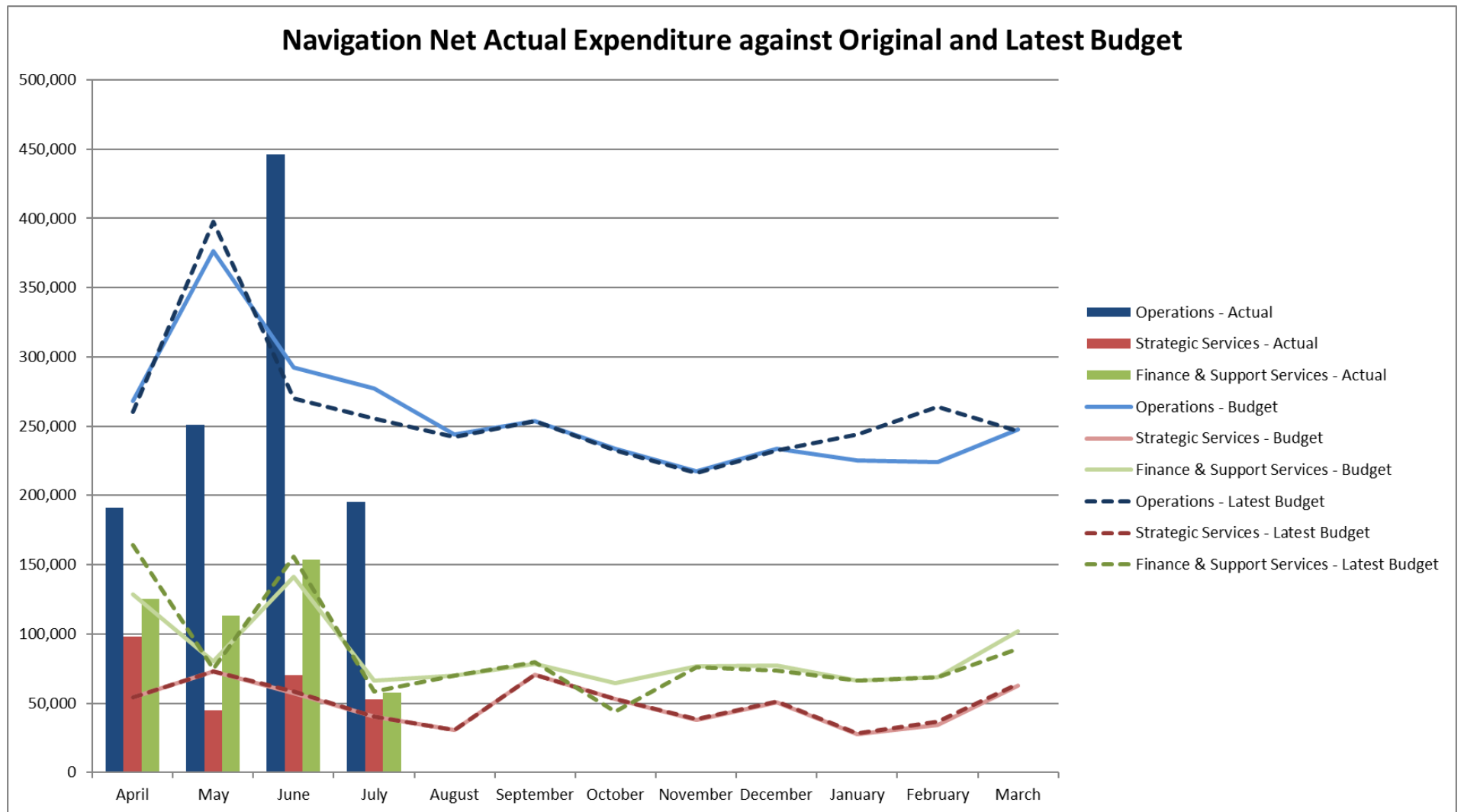
Date of report: 18 August 2023

Appendix 1 – Navigation actual income and expenditure charts to 31 July 2023

Appendix 2 – Financial monitor: Navigation income and expenditure 2023/24

Appendix 1 – Navigation actual income and expenditure charts to 31 July 2023





Appendix 2 – Financial monitor: Navigation income and expenditure 2023/24

Table 1

Income

Row Labels	Original budget (Navigation) £	Budget adjustments (Navigation) £	Latest Available Budget (Navigation) £	Forecast outturn (Navigation) £	Forecast outturn variance (Navigation) £
Total Income	(4,327,110)	0	(4,327,110)	(4,256,132)	- 70,978
National Park Grant	0	0	0	0	+ 0
Income	0	0	0	0	+ 0
Hire Craft Tolls	(1,333,000)	0	(1,333,000)	(1,309,549)	- 23,451
Income	(1,333,000)	0	(1,333,000)	(1,309,549)	- 23,451
Private Craft Tolls	(2,844,000)	0	(2,844,000)	(2,796,473)	- 47,527
Income	(2,844,000)	0	(2,844,000)	(2,796,473)	- 47,527
Short Visit Tolls	(55,000)	0	(55,000)	(55,000)	+ 0
Income	(55,000)	0	(55,000)	(55,000)	+ 0
Other Toll Income	(32,610)	0	(32,610)	(32,610)	+ 0
Income	(32,610)	0	(32,610)	(32,610)	+ 0
Interest	(62,500)	0	(62,500)	(62,500)	+ 0
Income	(62,500)	0	(62,500)	(62,500)	+ 0

Table 2
Operations

Row Labels	Original budget (Navigation) £	Budget adjustments (Navigation) £	Latest Available Budget (Navigation) £	Forecast outturn (Navigation) £	Forecast outturn variance (Navigation) £
Total Operations	3,272,853	22,435	3,295,288	3,295,288	+ 0
Construction and Maintenance Salaries	974,116	0	974,116	974,116	+ 0
Salaries	974,116	0	974,116	974,116	+ 0
Expenditure	0	0	0	0	+ 0
Equipment, Vehicles & Vessels	538,769	0	538,769	538,769	+ 0
Income	(700)	0	(700)	(700)	+ 0
Expenditure	539,469	0	539,469	539,469	+ 0
Water Management	84,000	0	84,000	84,000	+ 0
Expenditure	84,000	0	84,000	84,000	+ 0
Land Management	0	0	0	0	+ 0
Income	0	0	0	0	+ 0
Expenditure	0	0	0	0	+ 0
Practical Maintenance	351,575	0	351,575	351,575	+ 0
Income	(56,185)	0	(56,185)	(56,185)	+ 0
Expenditure	407,760	0	407,760	407,760	+ 0
Waterways and Recreation Strategy	31,960	0	31,960	31,960	+ 0

Row Labels	Original budget (Navigation) £	Budget adjustments (Navigation) £	Latest Available Budget (Navigation) £	Forecast outturn (Navigation) £	Forecast outturn variance (Navigation) £
Income	0	0	0	0	+ 0
Salaries	23,960	0	23,960	23,960	+ 0
Expenditure	8,000	0	8,000	8,000	+ 0
Project Funding	1,125	0	1,125	1,125	+ 0
Expenditure	0	0	0	0	+ 0
Pension Payments	1,125	0	1,125	1,125	+ 0
Ranger Services	912,122	22,435	934,557	934,557	+ 0
Income	0	0	0	0	+ 0
Salaries	789,592	0	789,592	789,592	+ 0
Expenditure	122,330	22,435	144,765	144,765	+ 0
Pension Payments	200	0	200	200	+ 0
Safety	96,953	0	96,953	96,953	+ 0
Income	(500)	0	(500)	(500)	+ 0
Salaries	68,643	0	68,643	68,643	+ 0
Expenditure	28,810	0	28,810	28,810	+ 0
Premises	192,156	0	192,156	192,156	+ 0
Income	(1,820)	0	(1,820)	(1,820)	+ 0
Expenditure	193,976	0	193,976	193,976	+ 0

Row Labels	Original budget (Navigation) £	Budget adjustments (Navigation) £	Latest Available Budget (Navigation) £	Forecast outturn (Navigation) £	Forecast outturn variance (Navigation) £
Operations Management and Administration	90,078	0	90,078	90,078	+ 0
Salaries	86,418	0	86,418	86,418	+ 0
Expenditure	3,660	0	3,660	3,660	+ 0

Table 3

Strategic Services

Row Labels	Original budget (Navigation) £	Budget adjustments (Navigation) £	Latest Available Budget (Navigation) £	Forecast outturn (Navigation) £	Forecast outturn variance (Navigation) £
Total Strategic Services	400,106	6,927	407,033	407,033	+ 0
Development Management	4,921	0	4,921	4,921	+ 0
Income	0	0	0	0	+ 0
Salaries	4,921	0	4,921	4,921	+ 0
Expenditure	0	0	0	0	+ 0
Pension Payments	0	0	0	0	+ 0
Strategy and Projects Salaries	28,181	0	28,181	28,181	+ 0
Income	0	0	0	0	+ 0
Salaries	28,181	0	28,181	28,181	+ 0
Expenditure	0	0	0	0	+ 0
Biodiversity Strategy	0	0	0	0	+ 0
Expenditure	0	0	0	0	+ 0
Human Resources	77,669	0	77,669	77,669	+ 0
Salaries	49,013	0	49,013	49,013	+ 0
Expenditure	28,656	0	28,656	28,656	+ 0
Volunteers	20,347	0	20,347	20,347	+ 0

Row Labels	Original budget (Navigation) £	Budget adjustments (Navigation) £	Latest Available Budget (Navigation) £	Forecast outturn (Navigation) £	Forecast outturn variance (Navigation) £
Salaries	16,702	0	16,702	16,702	+ 0
Expenditure	3,645	0	3,645	3,645	+ 0
Communications	90,148	0	90,148	90,148	+ 0
Income	0	0	0	0	+ 0
Salaries	81,388	0	81,388	81,388	+ 0
Expenditure	8,760	0	8,760	8,760	+ 0
Visitor Centres and Yacht Stations	139,012	6,927	145,939	145,939	+ 0
Income	(197,010)	0	(197,010)	(197,010)	+ 0
Salaries	267,442	0	267,442	267,442	+ 0
Expenditure	68,580	6,927	75,507	75,507	+ 0
Strategic Services Management and Administration	39,828	0	39,828	39,828	+ 0
Salaries	39,078	0	39,078	39,078	+ 0
Expenditure	750	0	750	750	+ 0

Table 4

Chief Executive

Row Labels	Original budget (Navigation) £	Budget adjustments (Navigation) £	Latest Available Budget (Navigation) £	Forecast outturn (Navigation) £	Forecast outturn variance (Navigation) £
Total Finance & Support Services	1,019,937	0	1,019,937	1,027,217	- 7,280
Legal	24,000	0	24,000	24,000	+ 0
Income	(6,000)	0	(6,000)	(6,000)	+ 0
Expenditure	30,000	0	30,000	30,000	+ 0
Governance	124,718	0	124,718	124,718	+ 0
Salaries	93,318	0	93,318	93,318	+ 0
Expenditure	31,400	0	31,400	31,400	+ 0
Chief Executive	52,652	0	52,652	52,652	+ 0
Salaries	52,256	0	52,256	52,256	+ 0
Expenditure	396	0	396	396	+ 0
Asset Management	78,394	0	78,394	78,394	+ 0
Income	(3,135)	0	(3,135)	(3,135)	+ 0
Salaries	23,994	0	23,994	23,994	+ 0
Expenditure	57,535	0	57,535	57,535	+ 0
Finance and Insurance	271,886	0	271,886	279,166	- 7,280
Income	0	0	0	0	+ 0

Row Labels	Original budget (Navigation) £	Budget adjustments (Navigation) £	Latest Available Budget (Navigation) £	Forecast outturn (Navigation) £	Forecast outturn variance (Navigation) £
Salaries	150,086	0	150,086	150,086	+ 0
Expenditure	121,800	0	121,800	129,080	- 7,280
Collection of Tolls	208,680	0	208,680	208,680	+ 0
Salaries	198,080	0	198,080	198,080	+ 0
Expenditure	10,600	0	10,600	10,600	+ 0
ICT	214,748	0	214,748	214,748	+ 0
Salaries	107,520	0	107,520	107,520	+ 0
Expenditure	107,228	0	107,228	107,228	+ 0
Premises – Head Office	44,860	0	44,860	44,860	+ 0
Expenditure	44,860	0	44,860	44,860	+ 0

Table 5

Projects and Corporate items

Row Labels	Original budget (Navigation) £	Budget adjustments (Navigation) £	Latest Available Budget (Navigation) £	Forecast outturn (Navigation) £	Forecast outturn variance (Navigation) £
Total Projects and Corporate Items	11,783	0	11,783	11,783	+ 0
Partnerships / HLF	8,500	0	8,500	8,500	+ 0
Income	0	0	0	0	+ 0
Salaries	0	0	0	0	+ 0
Expenditure	8,500	0	8,500	8,500	+ 0
Corporate Items	3,283	0	3,283	3,283	+ 0
Expenditure	3,283	0	3,283	3,283	+ 0

Table 6

Contributions from earmarked reserves

Row Labels	Original budget (Navigation) £	Budget adjustments (Navigation) £	Latest Available Budget (Navigation) £	Forecast outturn (Navigation) £	Forecast outturn variance (Navigation) £
Total contributions from Earmarked Reserves	(322,250)	(29,362)	(351,612)	(351,612)	+ 0
Earmarked Reserves	(322,250)	(29,362)	(351,612)	(351,612)	+ 0
Expenditure	(322,250)	(29,362)	(351,612)	(351,612)	+ 0

Table 7

Net (Surplus) / Deficit

Row Labels	Original budget (Navigation) £	Budget adjustments (Navigation) £	Latest Available Budget (Navigation) £	Forecast outturn (Navigation) £	Forecast outturn variance (Navigation) £
Grand Total	55,320	0	55,320	133,578	- 78,258