

**Navigation Committee**

**AGENDA**

**Thursday 11 April 2019**

**2.00pm**

	Page
1. <b>To receive apologies for absence</b>	
2. <b>To note whether any items have been proposed as matters of urgent business</b>	
3. <b>Appointment of Chair</b> Nominations for Chair have been received for:  <b>Nicky Talbot</b> proposed by John Ash, seconded by Linda Aspland	
4. <b>Appointment of Vice Chair</b> Nominations for Vice Chair have been received for:  <b>Simon Sparrow</b> proposed by Nicky Talbot, seconded by Linda Aspland	
5. <b>To receive declarations of interest</b>	
6. <b>Public Question Time</b> To note whether any questions have been raised by members of the public	
7. <b>To receive and confirm the minutes of the Navigation Committee meeting held on 17 January 2019</b>	3 – 11
8. <b>Summary of Actions and Outstanding Issues following Discussions at Previous Meetings</b> Report by Administrative Officer	12 – 14
9. <b>Appointment of Two Co-opted Members to the Broads Authority</b> Report by Chief Executive	15
10. <b>Chief Executive's Report and Current Issues</b> Report – Members are asked to notify the Governance Team at least three days in advance of the meeting of issues they would like to raise.	16 – 24

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11. <b>Local Plan for the Broads – adoption</b> Report by Planning Policy Officer	25 – 29
12. <b>Navigation Income and Expenditure: 1 April 2018 to 28 February 2019 Actual and 2018/19 Forecast Outturn</b> Report by Chief Financial Officer	30 – 40
13. <b>Safety Audit 2018 Report</b> Report by Head of Safety Management	41 – 49
14. <b>Construction, Maintenance and Environment Work Programme Progress Update</b> Report by Head of Construction, Maintenance & Environment	50 – 55
15. <b>Navigation Committee Timetable of Meetings 2019/2020</b> Report by Chief Executive	56 – 57
16. <b>Exclusion of the Public</b> The Committee is asked to consider excluding the public from the meeting under section 100A of the Local Government Act 1972 for consideration of the item below on the grounds that it involves the likely disclosure of exempt information as defined by Paragraph 3 of Part 1 of Schedule 12A to the Act as amended, and that the public interest in maintaining the exemption outweighs the public benefit in disclosing the information	
17. <b>Launch Replacement Programme</b> Report by Head of Ranger Services	58 – 63
18. <b>To note the date of the next meeting – Thursday 13 June 2019 at Yare House, 62-64 Thorpe Road, Norwich commencing at 2.00pm</b>	

## Navigation Committee

Minutes of the meeting held on 17 January 2019

### Present:

Mrs Nicky Talbot – Chairperson

Mr K Allen

Mr A Goodchild

Mr S Sparrow

Mr J Ash

Mr G Munford

Mr B Wilkins

Ms L Aspland

### In Attendance:

Mrs L Burchnall – Head of Ranger Services (item 11 & 13)

Mr D Harris – Solicitor and Monitoring Officer

Mr B Housden – Head of IT and Collector of Tolls (item 12)

Ms E Krelle – Chief Financial Officer (item 11 & 12)

Miss S Mullarney – Administrative Officer

Dr J Packman – Chief Executive

Mr R Rogers – Director of Operations

Ms R Sainsbury – Planning Officer (item 9 & 10)

Also in attendance:

Haydn Thirtle – Broads Authority Chairman

Kevin Marsh – Agent for planning applicants

Recommended candidates for appointment to the Navigation Committee – Alan Thomson, Andrew Hamilton, Mike Barnes, and Paul Thomas.

### 5/1 To receive apologies for absence

Apologies for absence were received from Matthew Bradbury, Bill Dickson and Max Heron. The Chair had received comments on the agenda from Bill Dickson and Max Heron. These were read out at the relevant items and formed part of the discussion.

### Announcements

The Chair announced that Michael Whitaker had resigned from the Navigation Committee. The Chair thanked Michael for his work on the Navigation Committee and as Chairman. She said he was an invaluable colleague and a true representative of the Broads who would be missed.

The Chair also offered thanks to Alan Goodchild and Brian Wilkins who were attending their last meeting. She said their input to the committee had been invaluable. She further thanked Brian for his great assistance to her as Chairman. The Chair announced that she had personally thanked Max Heron, who was not in attendance at the meeting, but whose term was also coming to an end. She said he had been a very helpful Navigation Committee member. She wished all departing members all the best for the future.

The Chair welcomed the candidates recommended for appointment to the Navigation Committee who attended the meeting to observe proceedings.

The Head of Ranger Services introduced two new Rangers, Rich Keeble and Tobi Radcliff who had recently joined the team and would be based at Irstead covering the upper Bure.

Members were made aware that a report on the Power Boat Racing Review meeting, scheduled for Monday 21 January 2018, would be sent to Navigation Committee members electronically after this date. The Committee are consulted on the fixture dates for the 2019 period.

### **Recordings**

The Chair announced that the meeting would be recorded and that the copyright remains with the Authority; however, a copy of the recording could be requested.

#### **5/2 To note whether any items have been proposed as matters of urgent business**

No items were proposed as a matter of urgent business.

#### **5/3 To receive Declarations of Interest**

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

#### **5/4 Public Question Time**

No public questions were raised.

#### **5/5 To receive and confirm the minutes of the Navigation Committee meeting held on 25 October 2018**

The minutes of the meeting held on 25 October 2018 were signed by the Chairman as a correct record of the meeting.

#### **5/6 Summary of Actions and Outstanding Issues following Discussions at Previous Meetings**

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

The Chief Executive said that it was hoped the Staites report would be published at the beginning of February.

Members noted the report.

#### **5/7 Chief Executive's Report and Current Issues**

### **Carbon Monoxide Alarm Requirements**

At the 23 November 2018 Broads Authority meeting, members unanimously resolved to delegate decision to the Chief Executive, in consultation with the Chairs of the Navigation Committee and Broads Authority, to adopt the new requirement. The Chief Executive explained that this had occurred and the implementation date was 1 April 2019. He said that there was local interest for this new requirement but a national scheme has also been adopted.

### **Broads Engage**

One member said the first Broads Engage workshop was a good session and asked for the timescales for the Access Strategy and Updated Mooring Strategy. The Director of Operations said that the strategies are to be updated this year.

Another member commented on the expectations from the workshop and asked what the process would be for the Navigation Committee to review the prioritisation of the suggested moorings, he added that budget constraints would need to be considered. The Director of Operations clarified that the Broads Engage workshop was an initial engagement step in the process. He confirmed that there would be opportunities for the Navigation Committee to review any new moorings proposed in the strategies. Further feedback on the Accessing the Broads, Broads Engage workshop would be made available.

Members noted the report.

## **5/8 Consultation on the Appointments to the Navigation Committee**

Several members declared an interest in this item as they were involved in the appointment process and, they would not be commenting on this item. The Monitoring Officer gave them special dispensation to remain in the room. The declarations are outlined in Appendix 1.

The Solicitor and Monitoring Officer introduced a report written by the Selection Panel Chair for the Navigation Committee Appointments; it outlined the appointment process for selecting co-opted members to serve on the Navigation Committee for the next term period. He explained other organisations were consulted as part of the process and that their views had been taken into account. The Solicitor and Monitoring Officer said that the Authority had recently received correspondence from the Great Yarmouth Port Authority (GYPA) in regard to category F. He said that the Authority was in consultation with them and hoped to resolve any issues. A member suggested the category F appointed member continue to monitor GYPA developments.

As stated in the Broads Act, the Navigation Committee is to be consulted on the appointment process, before the Broads Authority confirm the appointments at the 1 February meeting. Members noted the report and the candidates recommended for appointment.

## **5/9 Planning Application with Navigation Implications: BA/2018/0466/FUL – Land at Burgh Castle – BFAP Compartment 34**

The Chair introduced Kevin Marsh, agent for the applicants for the planning applications being presented for items 9 & 10.

The Planning Officer outlined an application for the installation of new piling in front of existing at land at Burgh Castle, in order to maintain the long term integrity of this section of flood defences. She informed the committee that the width of the river at this point was 50m and the development was not intended to impede the navigable channel in any way. Members were informed that the works would take six weeks to complete and it was intended to start work as soon as the application was approved to avoid impacting on the holiday season.

The Director of Operations gave a verbal update regarding the lease for the Burgh Castle moorings. He said that the Broads Authority had negotiated a new lease with the new landowner and stated that he would be speaking to the Environment Agency the following day regarding the site and he would update members on the outcome of the conversation.

Members commented on the necessity for free moorings at Burgh Castle, noting the distance between moorings across Breydon, and the importance of visitors to the Roman fort.

Members supported the application. The views of the committee will form part of the application process.

#### **5/10 Planning Application with Navigation Implications: BA/2018/0475/FUL – Land downstream of Ludham Bridge**

The Planning Officer outlined an application for rollback of 35 metres of flood bank on land downstream of Ludham Bridge. The purpose of the works was to provide an appropriate standard of flood defence to this part of the compartment, reducing the risk of piling or bank failure during a flood event. Members were informed that the encroachment into the river would be 650mm. The works were planned to commence as soon as the planning application was approved and was expected to take six to eight weeks to complete.

One member requested that the build out be kept to a minimum, noting the narrowness of the river and sharp bend and bridge near the site.

Members supported the application. The views of the committee will form part of the application process.

#### **5/11 Launch Replacement Programme**

The Head of Ranger Services explained that the needs of the current launches had changed due to the varying tasks of the Rangers. Members were informed of the current state of the patrol launches and the need for replacements in the future which would be fit for purpose.

Members discussed the criteria for the new launches as outlined in the report and it was noted that it would be challenging to find a suitable work boat that was as distinctive and recognisable as the current patrol launches.

Members discussed the financial contribution for new launches and the budget considerations for the longer term. The Chief Executive explained that in order to prepare for the long term replacement of the launches, it had been proposed to adjust the contribution to the Vessel Replacement Fund for 2020/21 and 2021/22. He added that finances were in a better position than when this contribution was reduced in 2016. The Chair clarified that the money contribution for replacement launches would mean that this couldn't be spent on other projects.

The Chief Executive explained that the preference was to purchase an off the shelf craft as opposed to creating something new, he added that the budget for this was no more than £120,000. The Chief Financial Officer added that selling the old boats would generate some income which would go back into the reserves for future replacement launches. Members considered that the budget would affect the design and materials for the boats with one member advising using an aluminium mould.

In response to a member question about the purchasing of electric powered craft, the Director of Operations said that this would be considered. He added that experience had shown that electric vessels were not reliable, however he noted the continuous improvements to the technology.

Members were in support of the pragmatic approach in considering a wide range of alternatives when replacing the launches. The views of the committee would be taken into consideration as part of the replacement policy. The Chief Executive concluded that further research would be presented to the committee at a future meeting.

## **5/12 Navigation Finance**

The Chief Financial Officer presented members with the Navigation Income and Expenditure: 1 April to 30 November 2018 Actual and 2018/19 Forecast Outturn, and gave a verbal update on the December figures. She explained that there was a favourable variance to the end of December of £62,739 and that the tolls for private crafts was above what was expected so the forecast would be adjusted in the coming months. It was further explained that there had been a saving within the legal budget from an adjustment to working patterns resulting in an increase to surplus.

Members were also informed that the reserves had increased to £731,481, this was due to the first CANAPE claim being paid at the end of December; the shares to the partners had also been distributed.

The Chief Financial Officer presented the draft budget for 2019/20 and financial strategy to 2021/22, she explained that the budget incorporated the

2.6% increase in navigation charges as adopted by the Broads Authority at the 23 November 2018 meeting. It was added that the budget maintained existing services. In terms of the sensitivity analysis members were informed that the key risk was boat numbers.

In response to a Member's comment, the Chief Financial Officer clarified that the forecast reserve for 2018/19 was 11%, however due to the deficit in 2019/20 this would be brought back to 10%. She reiterated to members that there was no flexibility for additional projects.

One member queried the cost of Mutford Lock, the Chief Financial Officer stated that annual contributions were made into the property reserve within the earmarked reserves. She further added that the rent received from Mutford Lock is put back into the reserves.

Another member questioned legal costs and whether the potential of more prosecutions had been considered for next year's budget. The Chief Financial Officer explained that there was a change in the percentage split for legal expenditure. She said £35,750<sup>1</sup> was allocated for next year. The Chief Executive added that the aim was to increase compliance and to avoid legal costs and said ignoring offences would have a severe impact on the Authority's income. He said it was also an expectation of toll payers that the Authority enforce its powers.

The Head of IT and Collector of Tolls noted the number of factors resulting in prosecutions but said that since the Authority had stopped printing paper toll plaques procedures had been more efficient.

The views of the Navigation Committee will inform the final draft budget which is to be considered by the Broads Authority at the 1 February 2019 meeting.

Members noted the report.

### **5/13 Display of Registration Marks**

Brian Wilkins did not participate in the discussion of this item after receiving advice from the Monitoring Officer that it would be inappropriate as he had lobbied Navigation Committee members on this subject.

Members were consulted on the Broads Authority's current policy of the display of registration marks. The Head of Ranger Services explained that since the removal of paper toll plaques it was critical that vessels could be identified from the registration number displayed on the stern of the boat. She said that the Broads Authority had asked Rangers to enforce the requirement and that this had been published in the Broadsheet newsletter. 2018 was the first year that notices were being issued for non compliance of visible registration marks. The Head of Ranger Services said that Officers had had several meetings with the NSBA regarding issues raised over the guidance.

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<sup>1</sup> This is the correct figure, as confirmed following the meeting.



She added that rowing clubs had been consulted on the matter and advised that the display of the British Rowing number was satisfactory.

*Simon Sparrow leaves*

Members discussed various issues raised with the display of registration marks. In response to a member question the Head of Ranger Services clarified that if it is physically impossible to apply stern markings then it is not a requirement, however this is not the case with the majority of river cruisers. The Director of Operations said officers and rangers were able to advise boaters how best to display registration marks.

One member asked if there was an alternative for boaters who didn't want to cover decorative designs on their boats. Officers confirmed that the registration number could be applied in a variety of ways including being painted on, the essential requirement was to clearly display it on the vessel as per the guidance.

Another member expressed concerns with the possible costs of enforcement and whether this had been considered in terms of the budget for legal fees. The Chief Executive said that prosecution would only be considered at the end of the process and that the proposal was to provide people with more time to comply, he reiterated that it was a legal requirement to display registration marks. The Head of Ranger Services added that through discussions with other organisations it was hoped they would continue to encourage their members to comply.

One member stressed the importance of face to face engagement with stakeholders to alleviate any concerns over the matter. She offered to accompany the Head of Ranger Services with these discussions.

In general members were in support of Officers providing more time for compliance and recognised that the law was enforceable. Several members emphasised the Authority's duty to enforce the byelaws and the boater's responsibility to adhere to these regardless of personal preference. The Head of Ranger Services explained that if members agreed to the proposal, the process of checking for compliance would be started again from 1 April 2019 for those who had already received enforcement notices.

It was proposed by Alan Goodchild, seconded by Greg Munford that it be

RECOMMENDED by 5 votes in favour, and 2 abstentions

That the Broads Authority

*provide a further reminder of the need to comply with the guidance in the February Broadsheet and to give all boat owners until the end of April to comply before taking further enforcement action. This would be prior to the first main Ranger inspection of the year in May when they check that tolls are paid and boat marks displayed.*

#### **5/14 Boat Census 2018 Report**

The Director of Operations introduced a report on the results of the 2018 Boat Census. It was noted that there was a drop in boat movements compared to previous years as well as a drop in the number of private and hire crafts recorded.

Members commended the value of the boat census, commenting on the useful information produced, and were in support of continuing the process. The majority of members were in favour of moving to a 5-yearly interval in recognition of the amount of work required. The Director of Operations said he would investigate this further.

Members noted the report.

#### **5/15 Construction, Maintenance and Environment Work Programme Progress Update**

Members were provided with an update on the progress of the work programme for the Construction, Maintenance and Environment teams. The Director of Operations said that there was good progress at Hickling for the CANAPE project.

It was reported that bank and tree clearance was underway. A member asked if Officers had seen any significant difference with the recently purchased tree shears, the Director of Operations said the process had been improved with more being cut than could be processed. Officers were looking at how to improve this process. It was explained that the purchase of 2 more NATO floats was required

Members noted the report.

#### **5/16 To note the date of the next meeting**

In acknowledgment of his last meeting, Brian Wilkins stated that it had been an honour to serve on the committee, he said the challenges had been great and he had been pleased to be involved. Alan Goodchild added that he wished all the new members good luck in their term.

The Chief Executive thanked the departing members for their time on the committee and their welcomed insights. The Chairman of the Broads Authority added that he was appreciative of the skills and knowledge these members had brought to the Authority and thanked them for their work.

The next meeting of the Navigation Committee would be held on Thursday 11 April 2019 at Yare House, 62-64 Thorpe Road, Norwich commencing at 2pm.

The meeting concluded at 16:10pm

Chairman

## Code of Conduct for Members

**Declaration of Interests**

Committee: Navigation Committee

Date of Meeting: 17 January 2019

Name Please Print	Agenda/ Minute No(s)	Nature of Interest (Please describe the nature of the interest)	Please tick here if the interest is a Prejudicial interest
Alan Goodchild	7-15		
Greg Munford		As previously declared	
Linda Aspland	8	As previously declared	
Kelvin Allen		As previously declared	
John Ash	8	As previously declared	
Simon Sparrow	8	As previously declared	
Brian Wilkins	13	As previously declared as Chairman of NSBA	
Nicky Talbot	8 & 13	Appointee and Boat Owner	

**Summary of Actions and Outstanding Issues Following Discussions at Previous Meetings**  
Report by Administrative Officer

<b>Date of Meeting and Minute No</b>	<b>Discussion</b>	<b>Responsible Person</b>	<b>Summary of Actions and Outstanding Issues</b>
20 April 2017 Minute 1/8 <b>Summary of Actions and Outstanding Issues following Discussions at Previous Meetings</b>	Prof Williamson had been chased for the Staithes report and the Authority hoped to receive the maps by the end of April.	Senior Waterways & Recreation Officer	Currently waiting for confirmation on text from Somerton Boat Dyke Trust. Publication will take place as soon as this is received.
19 October 2017 Minute 2/17 <b>Items for future discussion</b>	Network Rail Whole Life Strategy for swing bridges and replacing Trowse Swing Bridge with a fixed bridge.	Chief Executive	Officers met with Network Rail on 13 February 2019. <ul style="list-style-type: none"> <li>• High Impact Days – key dates from clubs and organisation (wanting to transit under the swing bridges) have been shared with Network Rail. This allows them to make provisions in the event of a mechanical failure.</li> <li>• Network Rail Guide- NR operations team to develop a ‘user guide’ to assist boaters with information about swing bridges, communication with bridges, and reporting problems.</li> <li>• Atkins have been appointed as the consultants to carry out the Asset Management Plan. The report will cover</li> </ul>

Date of Meeting and Minute No	Discussion	Responsible Person	Summary of Actions and Outstanding Issues
			<p>CP6 to CP25 (100 years) A summary of the report will be shared with the Broads Authority once completed.</p> <ul style="list-style-type: none"> <li>• Broads Authority Rangers have been commissioned to undertake a condition survey of NR Trinity House marks.</li> <li>• Date of next liaison meeting 24 April 2019</li> </ul>
<p>17 January 2019 Minute 5/9 <b>Planning Application with Navigation Implications: BA/2018/0466/FUL – Land at Burgh Castle – BFAP Compartment 34</b></p>	<p>Lease arrangements and re-piling at Burgh Castle for the reinstatement of free 24 hour moorings.</p>	<p>Director of Operations</p>	<p>Members supported the planning application for the installation of new piling at land at Burgh Castle.</p> <p>The Environment Agency’s National Capital and Revenue programme has been over committed and therefore money is being reclaimed from existing and future projects. As a result, the Burgh Castle re-piling project has been halted.</p> <p>Alternative locations for moorings in this location are being investigated as this remains a key location for the Broads Authority to provide a safe mooring for vessels waiting to transit Breydon Water.</p>
<p>17 January 2019 Minute 5/13 <b>Display of Registration Marks</b></p>	<p>The legal requirement for river cruiser class to display registration marks on the stern of the vessel.</p>		<p>Following the recommendation of the Navigation Committee, the February edition of Broadsheet published the requirement for all boat owners to comply with the registration mark guidance by 1 April 2019.</p> <p>The Head of Ranger Services met with</p>

<b>Date of Meeting and Minute No</b>	<b>Discussion</b>	<b>Responsible Person</b>	<b>Summary of Actions and Outstanding Issues</b>
			representatives of the River Cruise Club regarding this issue and has agreed a way forward with them which provides greater clarity on the requirements and meets the needs of the Rangers when upholding the Authority's byelaws.

**Appointment of Two Co-opted Members to the Broads Authority**  
Report by Chief Executive

**Purpose:** This report seeks the views and the recommendations of the Navigation Committee on the appointment of two co-opted members to serve on the Authority until 22 May 2020 as set out in Section 1 (3)(c) of the Norfolk and Suffolk Broads Act 1988 as amended.

**1 Introduction**

1.1 The membership of the Broads Authority, as set out in Section 1 of the Broads Act, includes

“two members appointed by the Authority from those members of its Navigation Committee (established under section 9 of this Act) who are not already members of the Authority.”

1.2 Brian Wilkin’s appointment to the Navigation Committee ended on 31 March 2019. Nicky Talbot’s appointment to the Authority will cease on 17 May 2019.

1.3 Schedule 4 Section 4 (3) of the Broads Act states that:

“The Committee shall elect a chairman from among those of its members who are members of the Authority and may, if it thinks fit, appoint one of its members to be vice chairman”

1.4 On this basis the Chairman of the Navigation Committee has to be one of the two members appointed to the Authority if she/he is not already a member of the Authority.

1.5 The Committee is now invited to recommend two appointees to serve on the Authority until 22 May 2020.

Background papers:	None
Author:	John Packman/Sarah Mullarney
Date of report:	1 April 2019
Broads Plan Objectives:	None
Appendices:	None

## **Chief Executive's Report and Current Issues**

**Purpose:** The purpose of this report is to brief the Committee on significant matters relating to the maintenance and management of the waterways and to provide an opportunity for members of the Committee to raise any such issues.

### **1. Acle Moorings refurbishment**

Contact Officer: Rob Rogers

The project to refurbish a 60 metre section of the moorings at the Acle Bridge site was completed ready for the forthcoming season. This included constructing a new raised path for use at higher tides and fitting new timber, mooring posts, safety chains and ladders. Further work on the mooring is scheduled next year during the winter of 2019/20, including the installation of electric charging points and repiling work and raising the rest of the quay heading.

An operator for the café/shop on the site has been appointed who has made some significant improvements to the building.

The transfer of the ownership of the public toilets from Great Yarmouth Borough Council has been completed. Over the next few weeks the Authority will be carrying out some management of the trees on the site to remove overhanging limbs.

### **2. PMSC Hazard Log-Stakeholder Review**

Contact Officer: Steve Birtles

The 3 yearly review of hazards on the Broads was completed by stakeholders at a workshop held at the Broads Authority Dockyard on 13 March 2019. Over the forthcoming weeks the output from the workshop will be input into a recently purchased risk management software suite. This is a significant piece of work which will be completed for review by the Navigation Committee at its June meeting before being incorporated into an updated Safety Management System.

### **3. Navigation Patrolling and Performance Targets**

Contact Officer/Broads Plan Objective: Lucy Burchnall/4.3

The report of the significant use of powers by the rangers is displayed in Appendix 1. During the 2018/19 year the rangers undertook 6,147 verbal warnings, which is in line with 6,278 the previous year. A total of 257



written warnings were issued, again comparable with 260 last year. Appendix 3 sets out the report of prosecutions since the last meeting. Over the last year a total of five people have been prosecuted for navigation offences, including speeding, care and caution and no insurance.

The average navigation/countryside splits for the year it set out in Appendix 2. The figures show a 66% Navigation, 34% Countryside split. This slight variance in the planned programme was due to staff illness along with recruitment and training which was unplanned.

A copy of the planned ranger duties for 2019/20 is included in Appendix 5. Please note this is still being finalised. Further details splitting these duties down by area can be provided. The ranger teams for 2019/2020 and the areas covered by them is attached in Appendix 6. We are recruiting for the vacancy which will bring us back up to full strength ahead of the main summer season.

#### **4. Sunken and Abandoned Vessel Update**

Contact Officer/Broads Plan Objective: Lucy Burchnall/4.3

The sunken and abandoned update is contained in Appendix 4. We are in discussion with the owners in all instances and will be using our powers to remove those vessels which are causing an obstruction over the next month.

#### **5. Planning Enforcement Update**

Contact Officer: Cally Smith/None

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

Background papers:	None
Author:	John Packman
Date of report:	
Broads Plan Objectives:	Multiple
Appendices:	APPENDIX 1 - Rangers Exercise of Powers Analysis APPENDIX 2 - Ranger Duties APPENDIX 3 - Report of prosecutions dealt with in court during APPENDIX 4 - Sunken and Abandoned Vessels APPENDIX 5 - Planned Ranger Duties 2019/20 APPENDIX 6 - Ranger Areas 2019/20

APPENDIX 1

Rangers Exercise of Powers Analysis <i>(Bracketed figures are running totals, April 2018 to March 2019)</i>						Date: Feb-Mar 2019		
Launch Patrol Areas	Wroxham Launch	Irstead Launch	Ludham Launch	Ludham 2 Launch	Norwich Launch	Hardley Launch	B.St.Peter Launch	Breydon Launch
	Wroxham and Upper Bure	Ant	Hickling, P.Heigham, Upper Thurne & Womack	Lower Thurne, Lower Bure & South Walsham	Norwich and Upper Yare	Reedham, Chet & Middle Yare	Oulton Broad and Upper/Middle Waveney	Breydon Water, Lower Waveney and Yare
<b>Verbal Warnings</b>								
Care & Caution	( 39 )	( 15 )	( 24 )	( 114 )	( 1 )		( 8 )	( 14 )
Speed	( 2307 )	3 ( 1173 )	( 495 )	( 545 )	( 364 )	( 138 )	5 ( 206 )	( 125 )
Other	( 74 )	( 63 )	( 32 )	( 54 )	( 40 )	( 46 )	( 26 )	( 4 )
<b>Blue Book Warnings</b>								
Care & Caution	( 5 )	( 6 )	( 1 )	( 1 )			( 1 )	( 6 )
Speed	( 33 )	( 19 )	( 7 )	( 6 )	( 4 )	( 8 )	( 5 )	( 5 )
Other	( 7 )	( 41 )	( 19 )	( 7 )	( 19 )	( 12 )	1 ( 5 )	( 4 )
Special Directions	( 153 )	( 103 )	( 103 )	( 63 )	( 3 )		( 383 )	( 8 )
<b>Launch Staffed (by Ranger)</b>								
	35 ( 290 )	18 ( 236 )	3 ( 206 )	( 92 )	36 ( 230 )	( 148 )	31 ( 234 )	36 ( 298 )
<b>Best Value Patrol Targets Percentage Compliance</b>	100% ( 100% )	100% ( 100% )	79% ( 90% )	88% ( 97% )	100% ( 98% )	83% ( 93% )	56% ( 65% )	60% ( 66% )
<b>Volunteer Patrols</b>	3 ( 34 )	( 34 )	( 30 )	( 33 )	( 30 )	( 30 )	( 30 )	( 30 )
<b>IRIS Reports</b>	3 ( 108 )	1 ( 88 )	1 ( 65 )	( 54 )	( 77 )	( 52 )	1 ( 93 )	( 103 )
<b>Broads Control Total Calls</b>	<b>TOTAL 2,857 ( 37,842 )</b>			<b>Telephone 2,605 ( 30,404 )</b>		<b>VHF 252 ( 7,438 )</b>		

## APPENDIX 2

UP TO 18 MARCH 2019

### Total Time Allocated/Actual Ranger Team

Broads Authority Corporate	Work Area	Annual Allocation	Actual Days To Date
Corporate Time	Training	134	168.34
	Broads Control	39	84.99
	Team meetings / work planning	349	418.65
	Partnership working	82	59.76
	Assisting other sections	94	49.86
Premises Maintenance	Billets and boatsheds	19	22.53
Vessel & Equipment Maintenance	Launch - General		22.40
	Trailers - General		2.70
	Vehicle Maintenance		10.91
	Other equipment repair		30.17
<b>Total</b>		<b>717</b>	<b>870.32</b>

Navigation	Work Area	Annual Allocation	Actual Days To Date
Navigation Maintenance	Patrolling	1356	1358.98
	Escorts	35	43.48
	Prosecution files	0	30.81
	Bankside tree management	101	33.68
	Obstruction removal	29	13.78
	Channel markers & buoys	41	15.88
	Signs & boards maintenance	73	40.85
	Adjacent Waters		70.64
Mooring Maintenance	Reactive mooring maintenance	129	36.69
<b>Total</b>		<b>1764</b>	<b>1644.80</b>

Actual Percentage	64%
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Conservation, Rec, C'side	Work Area	Annual Allocation	Actual Days To Date
Conservation	Fen management	14	153.84
	Lake / Riverbank restoration	10	105.74
	Invasive Species Control	33	0.14
	Other conservation work	202	62.47
	Pollution Response		4.80
Recreation/Countryside Maintenance	Visitor Site maintenance	185	181.59
	Whittingham Country Park	300	242.84
Public engagement	Public footpath work	14	1.01
	Education work	20	16.22
<b>Total</b>		<b>778</b>	<b>768.64</b>

Actual Percentage	36%
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<b>Team total</b>		<b>3259</b>	<b>3776.50</b>
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## Report of prosecutions dealt with in court during December 2018 to March 2019

<b>Non-payment of Tolls</b>
Motor boat "Samantha" 534Y, The Magistrates imposed £440 fine, costs of £150, victim surcharge of £44.00 and made a compensation order of £172.12
Motor boat "White Lady" 311S, The Magistrates imposed £220 fine, costs of £150, victim surcharge of £30.00 and made a compensation order of £172.12.
Motor boat "Barvis" 1088Y, The Magistrates imposed £220 fine, costs of £150, victim surcharge of £30.00 and made a compensation order of £185.40.
Motor boat "Ninetoes" 365H, Magistrates made a compensation order for the toll £185.36 but imposed no further financial penalty or costs.
Motor boat/barge "Strenuous" 457D, The Magistrates imposed £220 fine for failing to pay annual toll but no separate penalty for the failure to notify offence. A compensation order of £569.32 and costs order of £150 were made and £30 victim surcharge applied.
Motor boat "First Dream" 292W The Magistrates imposed £220 fine, made a compensation order of £158.88 and costs order of £150 and £30 victim surcharge applied.
Motor boat "Riska" 993E, Received a £220 fine, ordered to pay £150 costs and compensation of £423.68.
Motor boat "Norfolk Lady" 338S, The Court imposed a £150 fine being given credit for early plea, ordered costs of £150 and compensation of £370.72.
Motor boat "Enigma" 1106Y, Magistrates imposed a £400 fine, orders for costs of £150 and compensation of £158.88 were made and a £40 victim surcharge applied.
Motor boat "Canto di Vino" 174S, Magistrates imposed a £400 fine, orders for costs of £150 and compensation of £185.36 were made and a £40 victim surcharge applied
Motor boat "Bream Finder" 240R, Magistrates imposed a £400 fine, orders for costs of £150 and compensation of £105.92 were made and a £40 victim surcharge applied. A 28 day collection order was made.

<p>Unregistered/unnamed motor boat, navigated Beccles Town Reach A £400 fine was imposed with no separate penalty for the failing to register offence, an order for costs of £150 was made and a £40 victim surcharge applied.</p>
<p>Motor boat 'Cindy' 957Y, Magistrates £100 fine for each of the two offences, ordered costs £150 and compensation of £132.40. Victim Surcharge of £30 applied.</p>
<p>Motor vessel 'White Heather' 479A, Magistrates imposed £100 fine, compensation order of £317.76 and costs order of £150. The victim surcharge of £30 applied.</p>
<p><b>Navigation Offences</b></p>
<p>Hirer was sentenced to £300 fine for failure to navigate with care and caution and £200 failing to stop after an incident. Costs of £500 were also awarded, with £30 victim surcharge applied</p>
<p>Speeding vessel on Barton. The Magistrates imposed £120 fine after credit applied for the early guilty plea, contribution towards costs £100 due to limited means. Victim surcharge of £30 was applied</p>
<p>Jet Ski incident on Breydon and Lower Waveney – both helms were fined £50 for each of the 17 offences (£850), costs of £260 each, victim surcharge of £30 applied to each</p>
<p>Speeding vessel on Barton Broad, failure to provide information – owner was fined £180, ordered to pay a contribution towards prosecution costs of £528 and a victim surcharge of £30</p>
<p>Speeding vessel in Norwich – helm fined £660, costs of £160 and victim surcharge of £66.</p>

## Sunken and Abandoned Vessels Current Position as at March 2019

Description	Location found	Action	Notice Affixed	Result
Motor Cruiser	River Yare Old River Thorpe.	Vessel sunk at owners' moorings	No	Not affecting the navigation
Motor Cruiser	Deal Ground, Yare	Vessel sunk	No	Marked as hazard. Liaising with owner.
Motor Cruiser	Oulton Broad	Harbour Master unable to trace owner, BA will be lifting when equipment is in the area summer 2019	No	
Motor Cruiser	Somerleyton	Vessel sunk at mooring. Marked as hazard. BA to raise and look to claim costs back from owner	No	
Yacht	Geldeston	BA to raise in liaison with owner	No	Liaising with owner
Motor cruiser	Geldeston	As above	No	Liaising with owner
Yacht	Rockland	BA to raise and remove April 2019	Yes	
Aux Yacht	Dockyard	Abandoned vessel notice expired. To be removed from navigation	Yes	
Motor Cruiser	Sutton/Stalham cut	Liaising with owner, not in the navigation	No	
Motor Cruiser	Trowse, Yare	Vessel sunk, marked as a hazard, BA to raise April 2019	No	

Total Time Allocated/Actual Ranger Team

APPENDIX 5

Broads Authority Corporate	Work Area	Annual Allocation	Actual Days To Date
Corporate Time	Training	134	0.00
	Broads Control	41	0.00
	Team meetings / work planning	377	0.00
	Partnership working	76	0.00
	Assisting other sections	76	0.00
	Annual Leave		0.00
	Off Work Sick		0.00
	Time in Lieu		0.00
Premises Maintenance	Billets and boatsheds	25	0.00
Vessel & Equipment Maintenance	Launch - General		0.00
	Trailers - General		0.00
	Vehicle Maintenance		0.00
	Other equipment repair		0.00
	<b>Total</b>	<b>729</b>	<b>0.00</b>

Navigation	Work Area	Annual Allocation	Actual Days To Date
Navigation Maintenance	Patrolling	1299	0.00
	Escorts	51	0.00
	Prosecution files	0	0.00
	Bankside tree management	66	0.00
	Obstruction removal	28	0.00
	Channel markers & buoys	41	0.00
	Signs & boards maintenance	70	0.00
	Adjacent Waters		0.00
Mooring Maintenance	Reactive mooring maintenance	121	0.00
	<b>Total</b>	<b>1676</b>	<b>0.00</b>

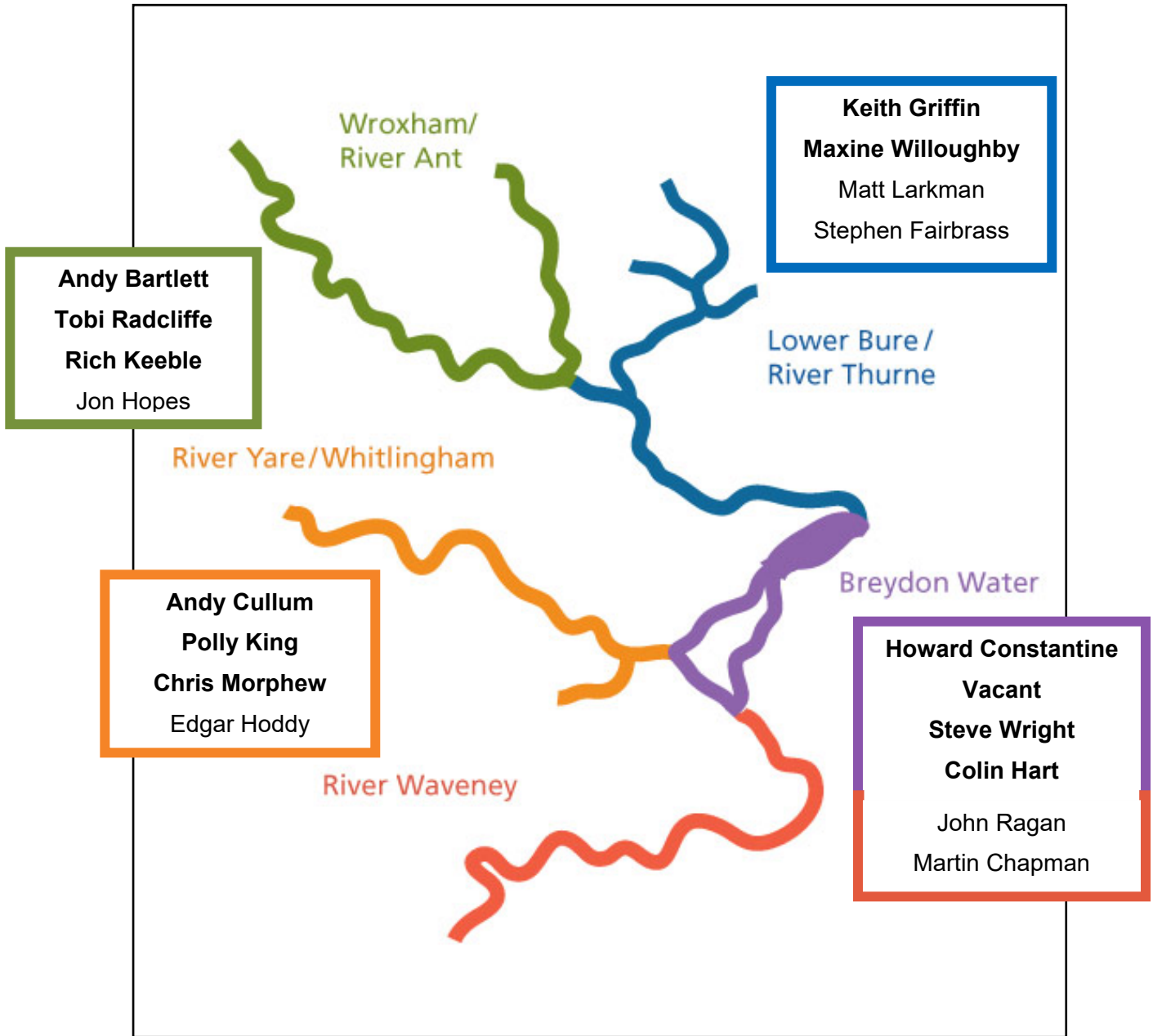
Actual Percentage	62%
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Conservation, Rec, C'side	Work Area	Annual Allocation	Actual Days To Date
Conservation	Fen management	140	0.00
	Lake / Riverbank restoration	90	0.00
	Invasive Species Control	20	0.00
	Other conservation work	217	0.00
	Pollution Response		0.00
Recreation/Countryside Maintenance	Visitor Site maintenance	214	0.00
	Whitlingham Country Park	282	0.00
	Public footpath work	14	0.00
Public engagement	Education work	28	0.00
	<b>Total</b>	<b>1005</b>	<b>0.00</b>

Actual Percentage	38%
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<b>Team total</b>	<b>3410</b>	<b>0.00</b>
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Ranger Areas 2019/20



Senior Rangers (line managers)  
 // Northern Teams – Andy Ellson  
 // Southern Teams – Graeme Hewitt

Winter weekend Rangers (all areas)  
 Jon Hopes  
 David Paddick

**Bold = full time Rangers**, standard = summer seasonal Rangers



**Local Plan for the Broads - adoption**  
Report by Planning Policy Officer

**Purpose:** The Examination of the Local Plan for the Broads is nearly over. This report summarises the process to date and highlights the main changes to the Local Plan that were recently the subject of consultation. The Inspector's Report had not been received at the time of writing so it will be reported orally.

## **1. Introduction**

- 1.1. This report outlines for Members the process to date, explains the examination of the Local Plan and highlights the main changes. By the time of the meeting, the Authority will have received the draft/fact check version of the Inspector's Report and its contents will be reported at the meeting.

## **2. The Local Plan process to date**

- 2.1. The first stage of the Local Plan production process included the production of a timeline for producing the Local Plan (called the **Local Development Scheme**<sup>1</sup> or LDS), a review and update to the **Statement of Community Involvement**<sup>2</sup> (SCI) and consultation on the **Sustainability Appraisal (SA) Scoping Report**.<sup>3</sup>
- 2.2. The next stage of the Local Plan was the **Issues and Options**<sup>3</sup> consultation. This consultation stage ran for 8 weeks from 15 February to 8 April 2016. This included issues that the Local Plan could address as well as setting out options for ways to address that particular issue. The responses to the Issues and Options consultation informed the Preferred Options version of the Local Plan.
- 2.3. The next stage of the Local Plan was the **Preferred Options**<sup>3</sup> consultation. This consultation stage ran for 9 weeks from 5 December 2016 to 3 February 2017. This version of the Local Plan included draft policies and supporting text. The comments received informed the Publication version of the Local Plan.

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<sup>1</sup> LDS: [http://www.broads-authority.gov.uk/\\_data/assets/pdf\\_file/0003/1011468/Broads-Local-Plan-LDS-August-2017.pdf](http://www.broads-authority.gov.uk/_data/assets/pdf_file/0003/1011468/Broads-Local-Plan-LDS-August-2017.pdf)

<sup>2</sup> SCI: [http://www.broads-authority.gov.uk/\\_data/assets/pdf\\_file/0006/576609/Final-Adopted-Statement-of-Community-Involvement-November-2014.pdf](http://www.broads-authority.gov.uk/_data/assets/pdf_file/0006/576609/Final-Adopted-Statement-of-Community-Involvement-November-2014.pdf)

<sup>3</sup> See this webpage for previous stages of the Local Plan process: <http://www.broads-authority.gov.uk/planning/planning-policies/development/future-local-plan/previous-stages>

- 2.4. The **Publication**<sup>3</sup> version of the Local Plan included the final versions of the policies and supporting text. This was subject to consultation. This consultation stage ran for 8 weeks from 9 November 2017 to 5 January 2018. The Publication Local Plan, supporting documents and consultation responses were **submitted** to the Planning Inspector in March 2018.
- 2.5. The **Examination**<sup>4</sup> of the Local Plan (discussed in more detail in section 3 of this report) took place between March 2018 and March 2019 and **public hearings** were held in June and September 2018. There was a consultation on the **proposed modifications**<sup>5</sup> to the Local Plan and this was held between January and March 2019. The responses to this consultation were sent to the Inspector who then produced her **report** (see section 4 of this report).

### 3. The Examination (including Modifications Consultation)<sup>4</sup>

- 3.1. The Examination process included the following stages:
- i) The Authority appointed a Programme Officer to act as the main contact point for all interested parties, including the Broads Authority itself.
  - ii) The Inspector asked the Authority and interested stakeholders, a series of questions to help her understanding of the Local Plan.
  - iii) Hearings were held in public in June and September 2018, attended by those wishing to partake in discussions on various aspects of the Local Plan.
  - iv) As a result of the hearings, the Inspector asked the Authority to complete a number of tasks to provide further explanation into parts of the Local Plan as well as to further justify particular parts of the Local Plan.
  - v) The Inspector highlighted areas of the Plan that required Main Modifications to ensure the final plan was sound. The Authority identified some additional modifications and changes to the Policies Maps to reflect factual matters or to improve the way in which the Local Plan reads, but which did not affect the policy fundamentally.
  - vi) All these changes were assessed through the Sustainability Appraisal process as well as being subject to Habitats Regulation Assessment. These concluded that the changes were acceptable in respect of those assessments.
  - vii) A marked version of the Local Plan was then published for a seven week consultation from 28 January to 15 March 2019. Responses were collated and sent to the Inspector.

### 4. The Inspector's Report

- 4.1. At the time of writing this report, the Inspector's Report had not been received. The draft/fact check version of the Inspector's Report should have been

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<sup>4</sup> The various examination documents can be found here: <http://www.broads-authority.gov.uk/planning/planning-policies/development/future-local-plan/examination-of-the-local-plan-for-the-broads-2018>

received by the date of the meeting and the contents will be reported orally to Navigation Committee.

## **5. Main changes to the Local Plan**

- 5.1. The following lists the main changes to the Local Plan as a result of the consultation responses received at the Publication stage as well as a result of the Examination process. Any changes as a result of the consultation on the Modifications Local Plan will be reported at the meeting.
- a) There is a new Major Development policy (DM1) to reflect the approach of the NPPF that Major Development might not be appropriate in National Parks or the Broads.
  - b) The Plan was updated generally to future proof in line with the 2018 NPPF although the Local Plan has been examined under the 2012 NPPF.
  - c) In the Employment policies section, the reference to A1 (shops) is removed because, on reflection, this was considered too permissive.
  - d) Policy DM28: Development on waterside sites in employment or commercial use, including boatyards has been re-written/re-ordered to make the policy clearer. No major changes to the intention of the policy.
  - e) Policy DM33: Moorings, mooring basins and marinas. The approach to the requirements for contribution of visitor moorings aspect of this policy has been clarified.
  - f) Housing section: General improvements to reflect fact as well as clarification of what the housing target for the Local Plan is.
  - g) Policy MODDM34: Affordable housing. The main change reflects the new NPPF as well as clarifying the off-site contribution aspect and the fact that North Norfolk District is a designated rural area so can set affordable housing contributions at a lower threshold than the NPPF allows.
  - h) Policy MODDM37: New residential moorings. This policy has had the most significant changes. First of all, there are changes to allow residential moorings in principle in Norwich (rather than just in Marinas and Boatyards) subject to other aspects of the policy. This change means that the wording of other parts of the policy then needed clarifying. The development boundary aspect is expanded to allow residential moorings in marinas and boatyards that are within walking distance of three out of a list of key services. These changes potentially enable more areas to be policy compliant for residential moorings. All residential moorings arising from this policy or allocations now have a requirement to produce a management plan.
  - i) Policy MODDM43: Design. There was a drafting error and now the policy is correct (as well as not referring to an old standard relating to design); it did refer to a requirement for 5% of units on schemes of 20 or more requiring accessibly and adaptable design., but it should have been 20% of schemes of 5 or more.
  - j) Policy MODDM51 – Retail development in the Broads. This is a new policy and is required to be a general retail policy for such land uses in the Broads.
  - k) Policy MODBEC1: Former Loaves and Fishes, Beccles. The policy is amended to be more flexible by stating acceptable uses.

- l) Brundall policies – some of these policies said that residential moorings, in principle, are acceptable in this area. However, because of the highway’s constraints of the narrow road and level crossing, Norfolk County Council would not support residential moorings here and therefore reference has been removed.
- m) Policy MODHOR9: Horning Residential Moorings (Ropes Hill). A new allocation for around 6 residential moorings.
- n) Policy MODOUL3 - Oulton Broad District Shopping Centre. This policy has been changed to be consistent with Waveney Council’s version to ensure consistency and to reflect the fact that Waveney’s examination advanced more quickly than the Broads Authority’s.
- o) Policy PUBSOL2 is removed as the property has permission for a house.
- p) Policy MODSOM1: Somerleyton Marina Residential Moorings. New allocation for around 10 residential moorings.
- q) Policy MODSSA47: Road schemes on the Acle Straight (A47T). Policy rewritten to address Norfolk County Council’s concerns, but the overall approach has not changed.
- r) Appendices - housing and residential moorings trajectory – updated to better reflect monitoring and potential delivery dates of allocations and extant permissions.
- s) Appendices – inclusion of a list of Parishes in the Broads as well as a map.
- t) Appendices – reference to parking standards and open space standards of our Districts.

## **6. Supporting documents**

- 6.1. The Sustainability Appraisal (SA) was revised to reflect and assess the modifications to the Local Plan. Similarly, the Habitats Regulations Assessment (HRA) was also revised to assess the modifications to the Local Plan.
- 6.2. Any changes as a result of the Inspector’s Report will also be assessed using the SA and HRA process.

## **7. Adoption of the Local Plan**

- 7.1. If the Inspector’s Report concludes the Local Plan is sound, the intention is for the Local Plan to be presented to the Authority for adoption, at the meeting on 17 May 2019.

## **8. Next Steps**

- 8.1. Following Planning Committee, the Local Plan for the Broads will be taken to the Authority for Final Adoption. From that point, the policies in the Core Strategy, Development Management DPD and Sites Specifics Local Plan as well as the saved policy from the 1997 Local Plan will be superseded and no longer valid when determining planning applications.

- 8.2. Once the Authority agrees to adopt the Local Plan, there are some regulatory process requirements that need to be completed, such as informing stakeholders of the adoption and placing notices in the press. The Authority is aware of the steps required and these will be undertaken in an appropriate and timely manner.
- 8.3. It is important to note that any person who is aggrieved by the adoption of the Local Plan for the Broads may make an application to the High Court under Section 113 of the Planning & Compulsory Purchase Act 2004, on the grounds that the document is not within the appropriate power and/or a procedural requirement has not been complied with. Any such application must be made promptly and no later than 6 weeks after the date on which the Local Plan for the Broads is adopted.

## **9. Financial**

- 9.1. The Authority is yet to receive the final invoice for the costs of the Planning Inspector, but anticipates the cost to be in the region of £60,000. This cost has been budgeted for.
- 9.2. The Local Plan for the Broads will need to be printed and made available at the usual libraries and Council Offices around the Broads. This is likely to cost around £4,000. The printing cost will be met from the Planning Policy budget.
- 9.3. A press advert will be required to advertise the adoption of the Local Plan and it is estimated that this could cost in the region of £500.

Background papers: None

Author: Natalie Beal  
Date of report: 29 March 2019

Appendices: None

**Navigation Income and Expenditure:  
1 April 2018 to 28 February 2019 Actual and 2018/19 Forecast Outturn**  
Report by Chief Financial Officer

**Purpose:** The purpose of this report is to inform the Committee of the actual Navigation Income and Expenditure for the eleven month period to 28 February 2019, and provides a forecast of the projected expenditure at the end of the financial year (31 March 2019).

**1 Introduction**

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

**2 Overview of Actual Income and Expenditure**

Table 1 – Actual Navigation I&E by Directorate to 28 February 2019

	<b>Profiled Latest Available Budget</b>	<b>Actual Income and Expenditure</b>	<b>Actual Variance</b>
Income	(3,331,301)	(3,363,022)	+ 31,721
Operations	2,118,416	2,087,754	+ 30,662
Strategic Services	539,413	511,472	+ 27,941
Chief Executive	401,542	410,169	- 8,627
Projects, Corporate Items and Contributions from Earmarked Reserves	(35,370)	(33,860)	- 1,510
<b>Net (Surplus) / Deficit</b>	<b>(307,300)</b>	<b>(387,487)</b>	<b>+ 80,187</b>

2.1 Core navigation income is above the profiled budget at the end of month eleven. The overall position as at 28 February 2019 is a favourable variance of £80,187 or 26.09% difference from the profiled LAB. This is principally due to:

- An overall favourable variance of £25,873 within toll income:
  - Hire Craft Tolls is £10,558 above the profiled budget.
  - Private Craft Tolls is £11,305 above the profiled budget.
  - Other Toll Income is £4,011 above the profiled budget.

- An underspend within Operations budgets relating to:
  - Construction and Maintenance Salaries is under profiled budget by £12,387 due to a vacancy which was filled in January. The forecast has been adjusted to reflect this.
  - Water Management is under profiled budget by £26,426 due timing differences at the end of February. It should be noted anticipated Contractor work for March will not be completed and will result in an underspend. The forecast has been adjusted to reflect this.
  - Practical Maintenance is over budget by £38,031 due to outstanding VAT invoices (£25,000) which have been received in March. The contractor had originally submitted application for payment requests which meant the VAT could not be reclaimed. It is anticipated that this budget will be underspent at year end. The forecast has been adjusted to reflect this.
  - Ranger Services is under the profiled budget by £21,224 due to additional income received.
  - Safety is under the profiled budget by £11,146 due to timing differences.
- An underspend within Strategic Services budgets relating to a number of small variances within various budgets.
- An overspend within Chief Executive relating to:
  - Legal Services is over the profiled budget by £18,291. The salary costs for the solicitor in 2018/19 are split 67:33% National Park: Navigation. Legal costs for contractors are split between National Park and Navigation on the basis of actual costs incurred. The budgeted division did not reflect the actual expenditure which was in line with previous years. The forecast has been adjusted to reflect this.
  - Asset Management is under the profiled budget by £11,119 due to timing differences.

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 2018/19. The LAB is based on the original budget for the year, with adjustments for known and approved budget changes such as carry-forwards and budget virements. Full details of movements from the original budget are set out in Appendix 2.

**Table 2 – Adjustments to Navigation LAB**

	<b>Ref</b>	<b>£</b>
Original navigation budget 2018/19 (deficit)	Item 1 26/01/18	2,798
Approved carry-forwards from 2017/18	Item 12 18/05/18	639
Virement from RIV to EAD for holiday cover	Director approved	(384)
<b>LAB at 28 February 2019</b>		<b>3,053</b>

3.2 The LAB therefore provides for a navigation deficit of £3,053 in 2018/19 as at 28 February 2019.

#### 4 Overview of Forecast Outturn 2018/19

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

4.2 As at the end of February 2019, the forecast outturn indicates:

- The total forecast income is £3,375,486, or £37,186 more than the LAB.
- Total expenditure is forecast to be £3,331,041.
- The resulting surplus for the year is forecast to be £44,445. This would result in the Navigation reserve balance of approximately £412,000 (12.3%).

4.3 The forecast outturn expenditure reflects the following changes from the LAB as shown in Table 3. The forecast surplus represents a favourable variance of £47,498 against the LAB.

Table 3 – Adjustments to Forecast Outturn

	<b>£</b>
<b>Forecast outturn deficit per LAB</b>	<b>3,053</b>
Adjustments reported 17 January 2019	(12,626)
Increase to Private Craft Income	(12,316)
Increase to Short Visit Toll Income	(1,163)
Increase to Other Toll Income	(3,778)
Increase to Investment Income	(2,500)
Decrease to Construction and Maintenance Salaries following a vacancy	(7,700)
Increase to Equipment, Vehicles and Vessels Expenditure	4,900
Decrease to Water Management Expenditure	(15,000)
Decrease to Practical Maintenance Expenditure	(5,000)
Increase to Premises Dockyard Expenditure	2,800
Increase to Yacht Station Income	(6,000)
Decrease to Legal Salaries to reflect new working arrangement	(4,365)
Increase to Legal expenditure to reflect actual split	15,250
<b>Forecast outturn surplus as at 28 February 2019</b>	<b>(44,445)</b>

4.4 The main reason for the difference between the forecast outturn and the LAB is the increase in income and savings within expenditure.



## 5 Reserves

Table 4 – Navigation Earmarked Reserves

	Balance at 1 April 2018	In-year movements	Current reserve balance
	£	£	£
Property	(334,135)	(22,962)	(357,097)
Plant, Vessels and Equipment <sup>1</sup>	(193,430)	(51,323)	(244,753)
Premises	(64,990)	(10,290)	(75,280)
CANAPE	(36,129)	8,452	(27,677)
Computer Software	(13,302)	9,556	(3,746)
<b>Total</b>	<b>(641,986)</b>	<b>(66,567)</b>	<b>(708,553)</b>

- 5.1 Items funded from the Property Reserve include the cost of the Harbour Revision Orders relating to the transfer of Mutford Lock. The Plant, Vessel and Equipment Reserve includes the cost of the Dockyard crane and clamshell and four replacement vehicles. The Premises Reserve has continued to fund the works at the Dockyard Wet Shed and the repairs to the John Fox Cottage. The CANAPE Reserve contains the expenditure relating to the project. The Computer Software Reserve has funded the new Microsoft Office licences.

## 6 Summary

- 6.1 The current forecast outturn position for the year suggests a surplus within the navigation budget which would result in a navigation reserve balance of approximately £412,000 at the end of 2018/19 (before any year-end adjustments). This would mean the Navigation Reserve would be marginally above the recommended minimum of 10% at 12.3%. Year-end transfers of interest to the earmarked reserves will mean that it will fall to approximately 12.1%. This will be highly dependent on the actual level of interest received and the closing balances on the earmarked reserves.

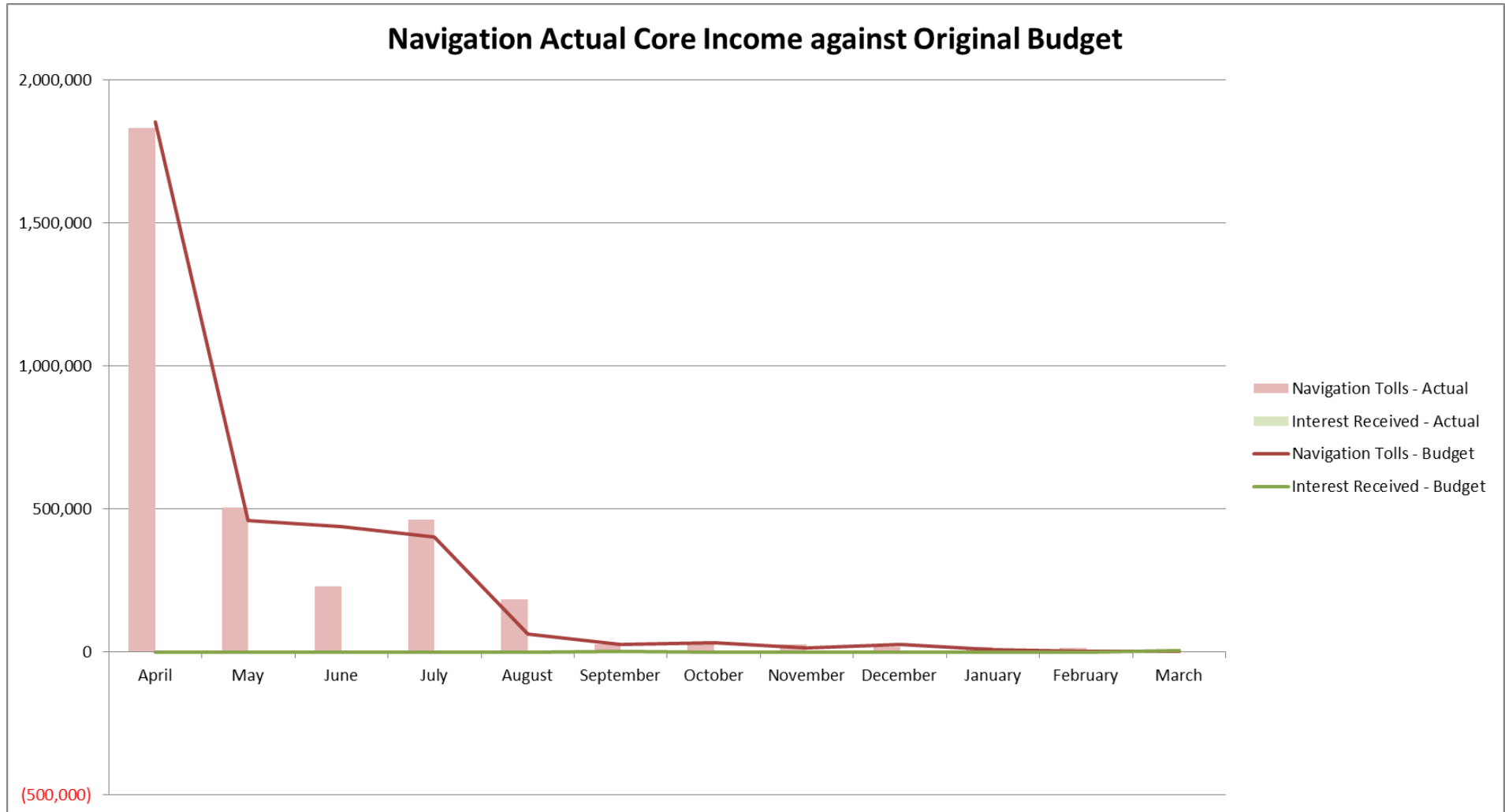
Background Papers: Nil

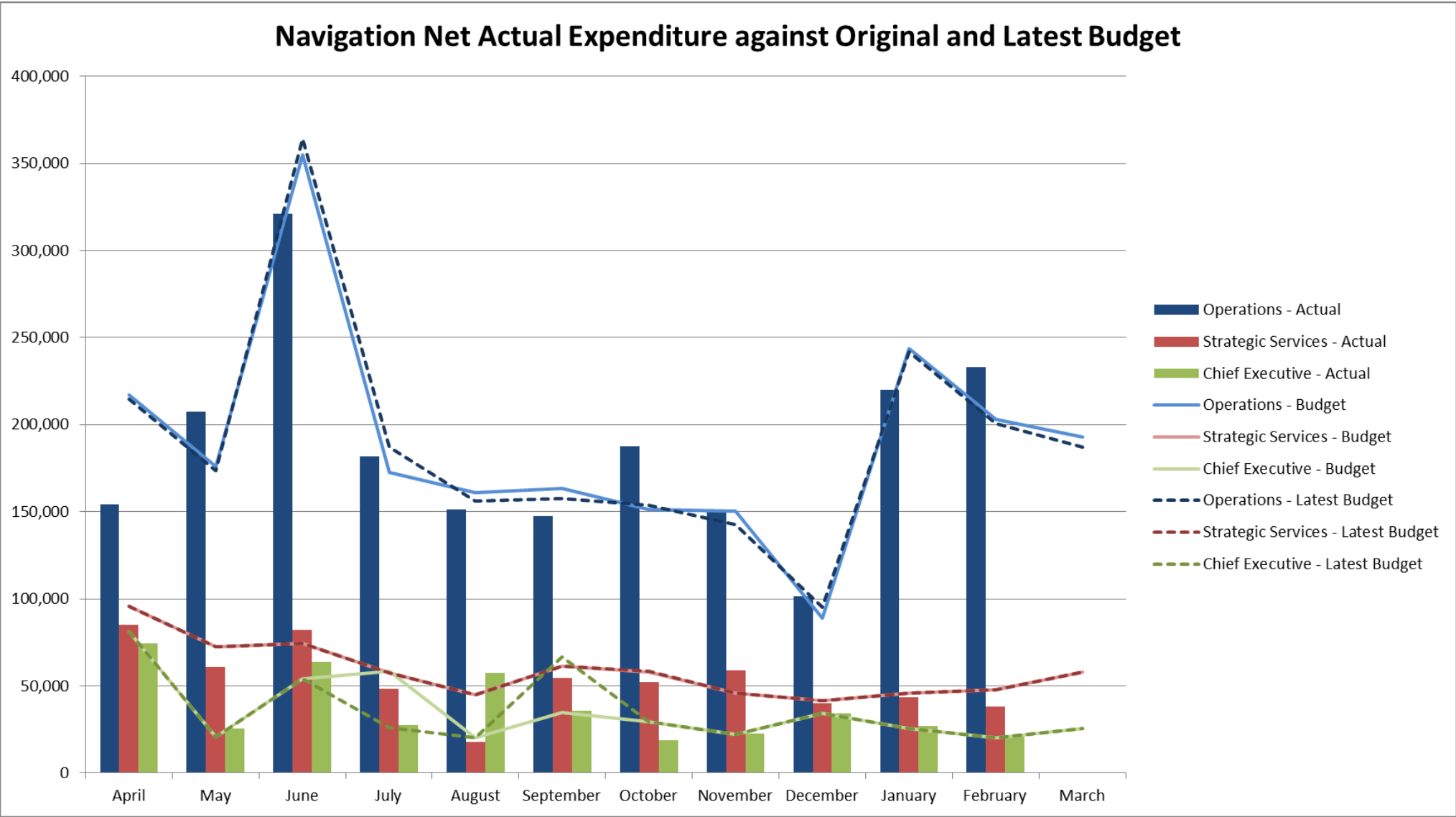
Author: Emma Krelle  
Date of Report: 28 March 2019

Broads Plan Objectives: None

Appendices: APPENDIX 1 – Navigation Actual Income and Expenditure Charts to 28 February 2019  
APPENDIX 2 – Financial Monitor: Navigation Income and Expenditure 2018/19

<sup>1</sup> Includes launch replacement fund of £47,307





**To 28 February 2019**

Budget Holder (All)

Values					
Row Labels	Original Budget (Navigation)	Budget Adjustments (Navigation)	Latest Available Budget (Navigation)	Forecast Outturn (Navigation)	Forecast Outturn Variance (Navigation)
Income	(3,338,300)		(3,338,300)	(3,375,486)	+ 37,186
National Park Grant	0		0	0	+ 0
Income	0		0	0	+ 0
Hire Craft Tolls	(1,149,300)		(1,149,300)	(1,159,229)	+ 9,929
Income	(1,149,300)		(1,149,300)	(1,159,229)	+ 9,929
Private Craft Tolls	(2,121,800)		(2,121,800)	(2,134,116)	+ 12,316
Income	(2,121,800)		(2,121,800)	(2,134,116)	+ 12,316
Short Visit Tolls	(40,900)		(40,900)	(42,063)	+ 1,163
Income	(40,900)		(40,900)	(42,063)	+ 1,163
Other Toll Income	(18,800)		(18,800)	(22,578)	+ 3,778
Income	(18,800)		(18,800)	(22,578)	+ 3,778
Interest	(7,500)		(7,500)	(17,500)	+ 10,000
Income	(7,500)		(7,500)	(17,500)	+ 10,000
Operations	2,347,147	16,556	2,363,703	2,341,158	+ 22,545
Construction and Maintenance Salaries	755,238	(384)	754,854	745,104	+ 9,750
Income	(2,836)		(2,836)	(4,886)	+ 2,050
Salaries	758,074	(384)	757,690	749,990	+ 7,700
Expenditure			0		+ 0
Equipment, Vehicles & Vessels	316,050	8,400	324,450	329,350	- 4,900
Income			0		+ 0
Expenditure	316,050	8,400	324,450	329,350	- 4,900
Water Management	98,000		98,000	83,000	+ 15,000
Income			0		+ 0
Expenditure	98,000		98,000	83,000	+ 15,000

Row Labels	Original Budget (Navigation)	Budget Adjustments (Navigation)	Latest Available Budget (Navigation)	Forecast Outturn (Navigation)	Forecast Outturn Variance (Navigation)
Land Management	0		0	0	+ 0
Income	0		0	0	+ 0
Expenditure	0		0	0	+ 0
Practical Maintenance	418,700		418,700	413,700	+ 5,000
Income	(10,500)		(10,500)	(10,500)	+ 0
Expenditure	429,200		429,200	424,200	+ 5,000
Ranger Services	470,996		470,996	470,996	+ 0
Income	(78,612)		(78,612)	(78,612)	+ 0
Salaries	404,508		404,508	404,508	+ 0
Expenditure	145,100		145,100	145,100	+ 0
Pension Payments			0		+ 0
Safety	101,358		101,358	101,358	+ 0
Income	(2,000)		(2,000)	(2,000)	+ 0
Salaries	43,213		43,213	43,213	+ 0
Expenditure	60,145		60,145	60,145	+ 0
Volunteers	30,140		30,140	30,140	+ 0
Income	(400)		(400)	(400)	+ 0
Salaries	20,180		20,180	20,180	+ 0
Expenditure	10,360		10,360	10,360	+ 0
Premises	116,319	8,540	124,859	127,659	- 2,800
Income			0		+ 0
Expenditure	116,319	8,540	124,859	127,659	- 2,800
Operations Management and Administration	40,346		40,346	39,851	+ 495
Income	(779)		(779)	(779)	+ 0
Salaries	37,000		37,000	37,000	+ 0
Expenditure	4,125		4,125	3,630	+ 495
Strategic Services	585,393	639	586,032	581,900	+ 4,131
Development Management	4,091	0	4,091	4,091	+ 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
Salaries	4,091	0	4,091	4,091	+ 0
Expenditure	0	0	0	0	+ 0
Pension Payments			0		+ 0
Strategy and Projects Salaries	21,069		21,069	21,069	+ 0
Income	0		0	0	+ 0
Salaries	19,269		19,269	19,269	+ 0
Expenditure	1,800		1,800	1,800	+ 0
Biodiversity Strategy	0		0	0	+ 0
Income			0		+ 0
Expenditure	0		0	0	+ 0
Human Resources	55,231	639	55,870	53,718	+ 2,153
Income	0		0	(2,153)	+ 2,153
Salaries	30,836		30,836	30,836	+ 0
Expenditure	24,395	639	25,034	25,034	+ 0
Waterways and Recreation Strategy	47,990		47,990	47,990	+ 0
Income			0		+ 0
Salaries	38,990		38,990	38,990	+ 0
Expenditure	9,000		9,000	9,000	+ 0
Project Funding	0		0	0	+ 0
Expenditure	0		0	0	+ 0
Pension Payments			0		+ 0
Communications	74,362		74,362	74,362	+ 0
Income	(208)		(208)	(208)	+ 0
Salaries	64,070		64,070	64,070	+ 0
Expenditure	10,500		10,500	10,500	+ 0
Visitor Centres and Yacht Stations	79,065		79,065	73,065	+ 6,000
Income	(60,000)		(60,000)	(66,000)	+ 6,000

Row Labels	Original Budget (Navigation)	Budget Adjustments (Navigation)	Latest Available Budget (Navigation)	Forecast Outturn (Navigation)	Forecast Outturn Variance (Navigation)
Salaries	115,065		115,065	115,065	+ 0
Expenditure	24,000		24,000	24,000	+ 0
Collection of Tolls	134,180		134,180	124,900	+ 9,280
Salaries	121,480		121,480	112,200	+ 9,280
Expenditure	12,700		12,700	12,700	+ 0
ICT	101,934		101,934	115,235	- 13,301
Salaries	62,185		62,185	62,185	+ 0
Expenditure	39,749		39,749	53,050	- 13,301
Strategic Services Management and Administration	67,472		67,472	67,472	+ 0
Income	(219)		(219)	(219)	+ 0
Salaries	43,922		43,922	43,922	+ 0
Expenditure	23,769		23,769	23,769	+ 0
Chief Executive	427,128		427,128	456,794	- 29,666
Legal	28,127		28,127	52,012	- 23,885
Income	(102)		(102)	(2,102)	+ 2,000
Salaries	16,229		16,229	11,864	+ 4,365
Expenditure	12,000		12,000	42,250	- 30,250
Governance	41,168		41,168	41,168	+ 0
Salaries	24,041		24,041	24,041	+ 0
Expenditure	17,127		17,127	17,127	+ 0
Chief Executive	44,354		44,354	44,354	+ 0
Salaries	44,354		44,354	44,354	+ 0
Expenditure			0		+ 0
Asset Management	69,949		69,949	69,949	+ 0
Income	(2,725)		(2,725)	(2,725)	+ 0
Salaries	21,299		21,299	21,299	+ 0
Expenditure	51,375		51,375	51,375	+ 0
Finance and Insurance	169,960		169,960	175,741	- 5,781

Row Labels	Original Budget (Navigation)	Budget Adjustments (Navigation)	Latest Available Budget (Navigation)	Forecast Outturn (Navigation)	Forecast Outturn Variance (Navigation)
Income	(2,965)		(2,965)	(2,965)	+ 0
Salaries	77,045		77,045	77,045	+ 0
Expenditure	95,880		95,880	101,661	- 5,781
Premises - Head Office	73,571		73,571	73,571	+ 0
Income			0		+ 0
Expenditure	73,571		73,571	73,571	+ 0
Projects and Corporate Items	62,304		62,304	62,304	+ 0
Partnerships / HLF	30,904		30,904	30,904	+ 0
Income	(131,546)		(131,546)	(131,546)	+ 0
Salaries	21,980		21,980	21,980	+ 0
Expenditure	140,470		140,470	140,470	+ 0
Corporate Items	31,400		31,400	31,400	+ 0
Expenditure	1,000		1,000	1,000	+ 0
Pension Payments	30,400		30,400	30,400	+ 0
Contributions from Earmarked Reserves	(80,874)	(16,940)	(97,814)	(111,115)	+ 13,301
Earmarked Reserves	(80,874)	(16,940)	(97,814)	(111,115)	+ 13,301
Expenditure	(80,874)	(16,940)	(97,814)	(111,115)	+ 13,301
<b>Grand Total</b>	<b>2,798</b>	<b>255</b>	<b>3,053</b>	<b>(44,445)</b>	<b>+ 47,498</b>



**Safety Audit 2018 Report**  
Report by Head of Safety Management

**Purpose:** This report gives details of the incidents reported during 2018 from April 2018 to March 2019, including an analysis of deaths and personal injury since 1997.

**1 Introduction**

1.1 The reporting period is from 1 April 2018 to the 31 March 2019. The report is limited to the Broads Authority's area of marine responsibility. Notable incidents are listed below.

**2 Summary of Incidents Reported**

<b>2018</b>	<b>Incident Details</b>	<b>Hazard Log Category</b>
6/4	Fire on board vessel at Oulton Broad Yacht Station. 1 person on board (pob). No injuries	Fire
22/4	Hirer fell from vessel while coming into mooring. Hospitalised with broken ribs and punctured lung	Embarkation/Disembarkation
23/4	Male fell over mooring post stump at Horning staithe. Ruptured stomach, requires surgery	Injury
24/4	3 persons rescued from Wensum by Fye Bridge. Female with medical problems taken to hospital.	Jumped in
4/5	Fell while mooring, hit ribs/chest on mooring post. Taken to hospital with bruising but able to resume holiday	Embarkation/Disembarkation
7/5	Male fell on vessel and dislocated shoulder. Hospitalised.	Injury
14/5	Female suffered cut to hand from mooring rope at Great	Injury

	Yarmouth Yacht Station. Wound treated in at hospital	
17/5	Female fell onto quay at Norwich Yacht Station. Injury to elbow, treated at hospital	Embarkation/Disembarkation
21/5	Female crushed leg while mooring at Ranworth and fell into water. Airlifted to hospital with double open leg fracture	Embarkation/Disembarkation
27/5	Male fell while mooring at St Benets, suffering facial injuries. Treated in hospital but able to resume holiday same day	Embarkation/Disembarkation
29/5	Male collapsed on vessel at Hoveton viaduct. Taken to hospital	Medical
30/5	Male damaged ankle while mooring at Ludham Bridge. Taken to hospital	Embarkation/Disembarkation
2/6	Carbon monoxide poisoning on vessel at Somerleyton. 4 pob required hospital treatment	Medical
4/6	Fatality of male from suspected cardiac arrest on vessel at Hoveton	Fatality
4/6	Child fallen in at Norwich Riverside. Uninjured	Fallen in
10/6	Female jumped into river from Wroxham Bridge. Taken to hospital	Jumped in
16/6	Male transferred to hospital from vessel at Acle	Medical
17/6	Male transferred to hospital from vessel at Ludham Bridge	Medical
17/6	Child transferred to hospital from vessel at Thurne Dyke	Medical
24/6	Person in water at Norwich Yacht Station. Refused medical attention	Fallen in
1/7	Fire on vessel at Hoveton caused by electrical fault. Pob not injured	Fire
2/7	Male fell on vessel at Reedham Quay. Broken thumb, in hospital overnight	Injury

3/7	Person transferred to hospital from vessel at Wroxham	Medical
5/7	2 persons fell into river from vessel at Great Yarmouth Yacht Station. Assisted out by BA Quay Attendant. Not injured	Fallen in
9/7	Person transferred to hospital from vessel at St Olaves. Diabetic coma	Medical
12/7	Female transferred to hospital from vessel at Acle Bridge. Breathing difficulties	Medical
13/7	Male transferred to hospital from vessel at Somerleyton. Cardiac arrest	Medical
14/7	Male jumped into river in Norwich. Assisted out. Refused medical treatment	Jumped in
18/7	Male transferred to ambulance from trip boat "Southern Comfort". Chest pains	Medical
20/7	10 yr old boy fell into river at Reedham. Assisted out, uninjured	Fallen in
24/7	Female fell in to river at Great Yarmouth Yacht Station. Uninjured	Fallen in
30/7	Male fell in to river at Hoveton while stepping on to vessel	Embarkation/Disembarkation
1/8	Female injured when caught leg in mooring rope of departing vessel. Serious leg injury, taken to hospital	Embarkation/Disembarkation
4/8	Female fell on vessel at Woodbastwick. Back injury. Hospital not required	Injury
4/8	Suicidal female pulled from river at Wroxham	Jumped in
7/8	Child fell from vessel at Reedham Quay. Assisted ashore by BA Quay Attendant. Not injured	Fallen in
8/8	Female fell from vessel as leaving Great Yarmouth	Embarkation/Disembarkation

	Yacht Station. Assisted to safety ladder. Not injured	
10/8	Female fell from boat as mooring at Reedham Quay. Fractured wrist, able to resume holiday	Embarkation/Disembarkation
13/8	Female fell from vessel while mooring at Great Yarmouth Yacht Station. Assisted from water by BA Quay Attendant. Not injured	Embarkation/Disembarkation
13/8	Male fell from vessel while mooring at St Benets. Assisted ashore by Ranger. Not injured	Embarkation/Disembarkation
19/8	Male found in water by Bishops Bridge. Assisted by BA Quay Attendant and passer-by. CPR given, taken to hospital	Fallen in
23/8	Female fell from vessel while mooring on River Bure. Bruised ribs	Embarkation/Disembarkation
27/8	Drunk male fell into river opposite Norwich Yacht Station. Not injured	Fallen in
27/8	Male fell from vessel while mooring at Norwich Yacht Station. Not injured	Embarkation/Disembarkation
30/8	Female fell from vessel under power on Lower Bure. Recovered by crew and taken to Great Yarmouth Yacht Station to ambulance	Fallen in
31/8	Suicidal female in river at Wroxham. Detained under Mental Health Act	Jumped in
12/9	Female injured back, leg and arms jumping from vessel at Berney Arms. Taken by BA launch to waiting ambulance	Embarkation/Disembarkation
12/9	Male transferred to ambulance from vessel at Horning Swan	Medical
13/9	Person injured by cleat on quay at Reedham. Taken to hospital	Injury
15/9	Body of missing person found near Haven Bridge	Fatality

16/9	Body recovered from river near Whitlingham in apparent suicide	Fatality
17/9	Female injured stepping off boat at Potter Heigham. Treated at hospital for cut to leg	Embarkation/Disembarkation
19/9	Male on vessel at Hoveton viaduct with chest pains	Medical
20/9	Male transferred to ambulance from vessel at Stalham. Treated in hospital	Medical
21/9	Male with medical condition fell into river at Acle. Unable to get himself out. Assisted out by HMCG. Not injured	Fallen in
26/9	Female fell in river at Sutton Staithe. Unconscious, taken to hospital	Fallen in
27/9	Male fell in to river at Reedham while mooring. Assisted out by BA Quay Attendant. Cut to arm. Treated on site by ambulance	Embarkation/Disembarkation
3/10	Male with chest pains on vessel on River Ant. Assessed on scene but hospital treatment not required	Medical
4/10	Male with chest pains on vessel on Breydon Water. Taken to hospital by car	Medical
9/10	Female suffered cardiac arrest on vessel at Acle. Transferred to hospital	Medical
21/10	Male suffered suspected stroke on vessel at Potter Heigham. Taken to hospital	Medical
24/10	17 sea cadets and 4 Instructors in distress following grounding on Breydon Water. 1 person taken to hospital	Medical
30/10	Drunk male drove car into river at Horning Ferry. Recovered from water and taken to hospital	Fallen in
1/11	Male fell from vessel while mooring at Acle Bridge. Head	Embarkation/Disembarkation

	and leg injury, taken to hospital by ambulance	
18/11	Boat fire on wild mooring near Barton Turf. Vessel burnt out and sunk	Fire
5/12	Male suffered cardiac arrest on vessel at Thorpe Island. Transferred to hospital by ambulance	Medical
5/2	Male jumped into river from Vauxhall Bridge. Taken to hospital	Jumped in
15/12	Male injured knee on vessel at Barton Turf. Taken to hospital	Injury
29/12	Boat fire at Beccles 24 hour mooring. 1 pob not injured	Fire
6/1	Explosion and fire on vessel at Griffin Marine. 1 pob taken to hospital with broken leg	Explosion/Fire
26/1	Male fell into water while boarding vessel at Hoveton. Died in hospital	Fatality
14/3	Female requiring medical attention – diabetic- on broken down vessel. Transferred to ambulance	Medical
24/3	Person slipped and fell in water while broken down vessel being prepared for tow. Uninjured	Fallen in
26/3	Casualty with suspected broken ribs following fall on board hire cruiser. Taken by ambulance to hospital	Injury
28/3	Female fell on board vessel at South Quays Marina, Horning. Leg injury. Taken by ambulance to hospital.	Injury
27/3	Male fell into water after scull hit by another vessel. Minor injuries, hospital treatment not required.	Fallen in

### 3 Conclusion

- 3.1 The incidents to date do not appear to be dissimilar to those presented in previous years. Records show that incidents requiring medical treatment have increased.

3.2 As with previous years evidence suggests that disembarkation and falling in remains to be the main area of activity which results in injury and potential for drowning.

3.3 The Broads Hire Boat Federation has agreed to ensure that their members bring to the attention of the customers of the need to take care when getting off and on their boats.

#### **4 Looking Forward**

4.1 The National Water Safety Forum's UK Drowning Prevention Strategy was launched in 2016 at Westminster which calls for organisations to work together to deliver safety messages and encourage participation. The strategy aims to reduce accidental drowning in the UK by 50% by 2026.

4.2 The Broads Authority will continue to work with stakeholder groups to assist in the delivery of the strategy initially to continue to promote the "Wear it" campaign and to raise awareness of everyday risk in, on and around water by sharing information.

4.3 There will be 10 Super Safety Days and Evenings this year where Rangers will provide information and advice on Carbon Monoxide, Tolls, Life jackets, and general safety related issues.

Background papers: Previous annual incident reports

Author: Steve Birtles/Clive Rushworth/Nikki Jones

Date of report: 31 March 2019

Appendices: Appendix 1 – Table 1 Analysis of Death/Injuries Since 1997  
Appendix 2 – Table 2 Analysis of Fire and Explosions Since 1997

**TABLE 1**  
**Analysis of Death/Injuries Since 1997**

	1997	1998	1999	2000	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018
<b>Death</b>																						
No of deaths on or from boats	1	3	2	1	3	2	6	0	0	2	0	0	0	2	4	2	0	2	1	5	1	2
Reported deaths not related to boating	2	1	4	4	2	3	1	0	7	2	1	1	3	3	3	8	2	5	4	2	1	2
<b>Cause of death</b>																						
Severe injury	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0
Heart Attack	0	0	1	1	0	1	0	0	0	1	0	1	2	2	1	5	0	1	1	3	1	1
Drowning	0	4	5	1	3	3	5	0	4	3	0	0	0	1	3	2	0	5	3	0	0	3
Asphyxiation/CO poisoning	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2	0	0
Terminal Illness															1	0	0	0	0	0	0	0
Not Known	2	0	0	1	0	0	2	0	3	0	1	0	1	2	2	0	0	1	0	2	1	0
Reports of people inadvertently entering in the water See footnote.	4	8	2	5	1	4	15	16	12	23	29	17	34	20	17	18	12	22	19	21	12	23
<b>No of persons reported as requiring hospital treatment</b>	8	7	9	8	7	7	18	2	4	13	12	11	22	30	17	15	19	14	13	30	36	49
Head	4	1	3	2	1	1	1	1	3	1	1	5	3	3	1	3	3		2	7	3	4
Arm/hand	6	0	0	1	3	1	1	1	0	1	6	4	1	4	4	2	4	1	0	3	4	6
Leg/foot	4	2	4	1	2	2	2	2	1	3	7	5	7	8	3	6	4	3	4	9	8	8
Torso, ribs, chest, back	2	0	1	4	1	1	2	0	1	4	3	0	2	4	2	0	2	2	2	1	5	8
Not described	0	0	0	0	0	0	10	2	1	4	0	0	8	10	2	2	5	1	4	6	12	13
Asphyxiated/CO poisoning	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	2	0	0	0	4
Burns/Scalds	1	4	1	1	0	2	1	0	0	1	1	0	1	2	1		1	2	0	0	0	0
Heart attack															3	5	1	2	1	5	3	10

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



**TABLE 2**  
**Analysis of Fire and Explosions Since 1997**

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

**Construction, Maintenance and Environment Work Programme  
Progress Update**

Report by Head of Construction, Maintenance & Environment

**Purpose:** This report sets out the progress made in the delivery of the 2018/19 Construction, Maintenance and Environment Section work programme to date. The plan for dredging and subsequent re-use of the sediment for 2019/20 is also detailed in Appendix 2.

**1 Achieving Waterways Specification for navigation**

- 1.1 The detailed breakdown in Appendix 1 gives the volumes for the dredging programme to the end of February 2019. A total of 36,350 m<sup>3</sup> of dredged sediment has been removed from the prioritised sites. This figure represents 91% of the programmed target of 40,000 m<sup>3</sup> for 2018/19.
- 1.2 Since the last report, dredging work on the South Walsham Fleet Dyke has commenced. Just over 3,000 m<sup>3</sup> of sediment has been removed up to the end of February, with all this material having been placed in a setback area at Ant Mouth near Horning Hall.
- 1.3 In Hickling Broad, all of the area planned to be dredged along the approach to Catfield Dyke has been completed. The geotextile tubes have been filled to the designer's specification and these now form the outer ring of what will eventually form the new reedswamp area at Chara Bay. Active dredging stopped in Hickling Broad on 21 March when water temperature rose above the 8.0 °C ecological safeguard threshold. This water temperature was set to protect against the potential for works to stimulate algae, particularly *Prymnesium parvum*, which can be toxic to fish. The environmental and ecological monitoring will continue on a fortnightly basis for six weeks and then monthly until works start again later this autumn. *Prymnesium* monitoring has shown that the population has remained at low levels over the whole winter, both in the main broad and near the Pleasureboat Inn and boat yard.
- 1.4 In early February the Authority's work at Hickling was featured on BBC Countryfile's "Winter Special". A cold days filming produced some great drone footage of the site, some novel camera angles with a Go-Pro strapped to the excavator arm during dredging and presenter Matt Baker discussing the work with the head of Construction, Maintenance and Environment.
- 1.5 The plan of dredging locations for 2019/20 is given in Appendix 2. On the mid Bure, work started in February 2019 on Fleet Dyke at South Walsham and

continues into May 2019; a new setback area has been prepared to receive sediment at Oby, with dredging taking place between Oby and Acle. On the River Waveney, shoals downstream of the A146 road bridge towards Aldeby will be dredged, with the arising placed on the folding of the Suffolk bank. This team will then move to Oulton Broad in August and September to dredge on the north side of the marked channel from North Bay towards Mutford Lock. Over the winter, the second phase of the CANAPE funded work at Hickling features heavily. The focus of this work will be filling of the future reed bed area contained within the geotextile bags. At Tylers Cut, material will be side cast onto the north bank, from Dilham Staithe to a point roughly 300m downstream of the entrance to Dilham marina. At Waxham Cut, a different configuration of pontoon and hired excavator will be required to tackle the narrow channel and have sufficient reach to place sediment beyond the footpath. Several consents to carry out this work remain to be gained, so updates will be provided on this particular project.

- 1.6 The timeline in 2019/20 for the refresh and restructuring of the contents and scope of the current Sediment Management Strategy has been developed. From April to December 2019 officers will be drawing together key information and data, with a view to consulting on a draft version in March 2020 at the earliest.

## **2 Maintaining safe public mooring facilities**

- 2.1 Piling contractors have finished driving all the replacement metal piling at Hoveton Viaduct 24 hour moorings. They have completed 110 metres of new piling and mooring posts at the downstream end of this mooring. Remaining tasks to be completed before the end of March includes adding new drainage behind the piles, laying a new compacted aggregate footpath and new timber capping and waling.
- 2.2 At Neatishead Staithe 24 hour mooring two new electric points have been installed and are fully operational for public use. At Acle Bridge moorings, the most upstream 60 m of this stretch was in poor condition. The timber quay heading was refurbished with a slightly raised aggregate footpath laid behind and new mooring posts installed. In February, mooring post replacements at Whiltingham country park moorings and repairs to the capping at Paddy's Lane mooring and St Benets were also completed. At Potter Heigham Bridge Green access to some of the river edge is restricted until the spring as we waiting for grass to establish on the new raised area. The raised levels have removed the unnecessary drop in level behind the piling and will reduce the waterlogging experienced along the front. At Belaugh moorings the timber quay heading was replaced as well as repairs to the concrete pad for the safety ladder.

## **3 Our resources**

- 3.1 In a large team there is always some turnover of staff and this month we welcome two new Operations Technicians to the construction and maintenance teams. Nick Turner is a former apprentice who starts with the

maintenance team. Tim Sanderson has swapped roles from being a fitter at the Dockyard, and joins the Construction Team.

- 3.2 The annual winter refit work on the weed harvesters, two of the ranger launches, the Electric Eel and the ranger RIB has been completed at the Dockyard. Ra has also received a refresh of its timberwork with the old varnish stripped and now teak oiled for a more easily maintainable but durable finish.
- 3.3 A clear out of old or surplus plant and equipment at the Dockyard has seen us sell ten of the original link flote pontoons from the May Gurney acquisition. Two of the older crawler cranes that were beyond economic repair and their associated storage containers of redundant parts were also scrapped. The space will be utilised to formalise other storage of aggregate, timber and steel piles.

#### **4 Managing riverside trees**

- 4.1 At Tyler's Cut near Dilham, a stretch of overhanging alder trees that have been causing issues for the past few years have been cut back. This work has been in partnership with a landowner who will also receive dredging's on their land later this year during dredging of Tyler's Cut.
- 4.2 The Broadsword volunteer group have been led by staff working on the River Ant near How Hill, at Neatishead and sections of the Bure near Belaugh. Staff were also involved in clearing willow on the edge of Oulton Dyke. Extensive work with contractors was carried out along stretches at Brundall on the Yare, Dunburgh on the Waveney and Wroxham on the Bure.

#### **5 Working with nature**

- 5.1 The next major project initiated by the Authority, at the Suffolk Wildlife Trust (SWT) land at Peto's Marsh, at the confluence of Oulton Dyke and the River Waveney, was granted planning consent at the March Planning Committee. The project aim is to develop just over one hectare of new reedbed at river level, which will complement the bold vision of habitat creation at the Carlton Marshes Nature Reserve. For the Authority to construct this reedbed habitat, roughly 20,000 m<sup>3</sup> of sediment is required, which shall be sourced from Oulton Broad over the next four years. As additional elements of the project with SWT, the Authority is intending to develop public mooring locations on Oulton Dyke and on the River Waveney, which will connect up with the land-based visitor access infrastructure being implemented by the Trust.
- 5.2 The survey season for reptiles starts in April, so black corrugated mats have been put out at future dredge sites to check for presence of these sensitive species. The warm sheltered conditions provided by the mats attract reptiles present, so they can be monitored and relocated, if necessary. Sites include the banks along Waxham Cut, the River Waveney downstream of Beccles and at Postwick Tip.

5.3 An interim assessment of the stonewort/water plant cutting trial plots in Hickling Broad was shared with partner organisations. There is one growth season remaining of the three year trial. Cutting of ten experimental areas happened in 2017 when plant growth was high. Regular monitoring of plant height, coverage over the bed and the species present has continued since then. The early summary is that some impact on overall coverage was still observable a year later, but not at highly significant level. The results of the third year will allow final conclusions to be drawn and the results shared more widely. If anyone is keen to have a look at the statistics and trends at this stage, please let me know.

## **6 Other navigation works around the Broads**

6.1 The Authority contracted a local operator to carry out a litter pick from the river between Trowse Bridge and Postwick Mooring. Mooring post repairs were carried out at Hoveton Riverside Park at the mooring/launching spot for the trip-boat Liana.

Background papers: [Navigation Works Licence Guidance](#)

Author: Dan Hoare  
Date of report: 27 March 2019

Broads Plan ref: 2.1; 2.3; 3.1; 3.2; 4.2; 6.1  
Appendices: Appendix 1 – Dredging Progress 2018/19  
Appendix 2 – Forward dredging plan for 2019/20

## Dredging Progress 2018/19 (April 2018 to end February 2019)

Project Title	Project Element	Active BA dredging weeks Completed (to end Feb / Planned)	Volume Removed m <sup>3</sup>		Annual project Cost <sup>a</sup>	Actual project cost (Apr-Feb)
			Planned	Actual	Planned	Actual
<b>Lower Bure</b>	a) Three Mile House to Marina Quays (Apr-Aug) b) Marina Quays to Yacht Station (Sep-Nov)	37 / 32	14,000	20,920	£184,400	£245,870
<i>All completed</i>						
<b>Mid Bure</b>	a) Horning to Thurne Mouth (May-Jul) b) South Walsham Fleet dyke (Feb-Mar 2019)	17 / 33	18,000	10,150	£190,450	£75,310
<i>All dredged material being from mid Bure currently being placed in setbacks near Horning Hall. Setback area at Oby has been prepared for usage June 2019 onwards</i>						
<b>Breydon Water</b>	Bar upstream of Breydon Bridge (Sept 2018)	1 / 1	500	300	£1,300	£1,300
<i>Mechanical dredging with excavator completed as an urgent safety hazard</i>						
<b>Hickling Broad</b>	Mudpumping marked channel in North Bay (Oct-Feb)	12 / 16	5,500	5,280	£148,850	£65,360
<i>CANAPE funded project underway</i>						
<b>Lower Bure</b>	Plough dredge (Mar)	Contractor	2,000	0	£9,500	0
Contract for plough dredging to tackle priority shoals on Lower Bure near Yacht Station, and Breydon Water near Turntide Jetty						
<b>Site restoration</b>	Rockland, Hickling, Stokesby	-	-	-	£42,590	£33,710
<i>All completed apart from Hickling ploughing of pumped sediment, which has been deferred until late spring 2019 when soil is dry enough</i>						
<b>TOTAL</b>		<b>67 / 82</b>	<b>40,000</b>	<b>36,650</b>	<b>£577,090</b>	<b>£421,550</b>

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

## Forward dredging plan for 2019/20

Project Title	Project Element	Active BA dredging weeks Completed / Planned	Volume removed m <sup>3</sup> £		Annual project cost <sup>a</sup> £	
			Planned	Actual	Planned	Actual
<b>Hickling</b>	Dredging of marked channel & habitat creation (Oct - Feb)	0 / 22	8,000		149,670	
<i>CANAPE funded project; filling the lagoon areas created within the geotextile tubes</i>						
<b>Tyler's Cut</b>	Dilham Staithe and 600m downstream (Nov - Dec)	0 / 17	3,000		40,330	
<i>Sidecasting to north bank</i>						
<b>Mid Bure</b>	a) South Walsham Fleet Dyke (Apr - May) b) Oby to Acle Bridge (Jun - Aug)	0 / 22	13,000		126,640	
<i>Setback areas at Horning Hall and Oby</i>						
<b>Oulton Broad</b>	Dredging in North Bay (Aug - Sep)	0 / 9	6,000		51,680	
<i>Sediment into setback area at Horseshoe Point</i>						
<b>Waxham Cut</b>	Dredging & sidecast (Nov - Jan)	0 / 13	4,000		38,090	
<i>Sidecasting onto the eastern bank from Horsey Mere to Brograve Mill (subject to various consents being gained)</i>						
<b>Waveney</b>	Beccles to Stanley Carrs (Apr - Jul)	0 / 16	8,000		102,550	
<i>Sediment onto folding along the Suffolk bank</i>						
<b>Lower Bure</b>	Plough dredge (Mar)	Contractor	2,000		10,000	
<i>Priority shoals in lower Bure and Breydon Water</i>						
<b>Site Restoration</b>	Stokesby, Lower Bure & Postwick Tip	-	-	-	43,540	
<i>Rond restoration after sediment has dried on the Bure; moving dried sediment out of the "wet cell" at Postwick Tip</i>						
<b>Site Preparation</b>	Peto's Marsh, Calrton Marshes	-	-	-	15,860	
<i>Construction of new cross wall in preparation for sediment re-use in 2020-2022 for dredging from Oulton Broad</i>						
<b>TOTAL</b>		<b>0 / 99</b>	<b>44,000</b>	<b>0</b>	<b>568,360</b>	<b>0</b>

**Navigation Committee Timetable of Meetings 2019/2020**  
Report by Chief Executive

**Purpose:** Following the adoption of the 2019/2020 Committee Calendar at the 22 March 2019 Broads Authority meeting, Navigation Committee members are asked to review the timetable for the coming year's Navigation Committee meetings.

## **1 Introduction**

- 1.1 Members are asked to review the Navigation Committee meeting dates for the 2019/2020 timetable attached at appendix 1. (Note the next meeting is scheduled for June 13<sup>th</sup> 2019). This timetable was approved at the 22 March 2019 Broads Authority meeting subject to consultation with the Navigation Committee.
- 1.2 The timetable runs until the annual Broads Authority meeting in July 2020 and takes account of public holidays. There are five proposed Navigation Committee meetings in a year. Members of the Navigation Committee are also invited to attend all Broads Authority site visits including the Planning Committee Design Tour.
- 1.3 It has previously been agreed that urgent items including consideration of planning applications that arise outside of the scheduled meeting times can be dealt with in the following way; after consultation with the Chair and Vice-Chair details of such items would be sent to all members of the Committee for comment and the Chair and Vice Chair would subsequently determine if a formal consultation was required, and whether this needed to be face to face or could be done electronically.
- 1.4 Members will see from the exempt report at item 17 that there is a suggestion that the next meeting in June be replaced with a site visit.

Background papers: [Frequency of Meetings, Workshops and Site Visits report](#) to the 14 June 2018 Navigation Committee  
Author: John Packman  
Date of report: 21 March 2019  
Broads Plan Objectives: N/A

Appendices: Appendix 1 - Draft Committee Timetable 2018/19



## DRAFT Committee Timetable 2019/2020

	2019								2020							
	Day	Time	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug
Planning	Fri	10.00 am	19	16	13	11	8	6	10	7	6	3	1 & 29	26	17	
<i>Planning Cttee Site Visit * provisional if required</i>	<i>Fri</i>	<i>10.00 am</i>	<i>5*</i>	<i>2*</i>	<i>6*</i>	<i>4*</i>	<i>1/29</i>		<i>24*</i>	<i>21*</i>	<i>27*</i>	<i>17*</i>	<i>15*</i>	<i>12*</i>	<i>10*</i>	
Broads Engage (tbc depending on topics)																
Parish Forum (tbc)					18						18					
Local Access Forum	Wed	2.00 pm			4			4			11			3		
Navigation Committee	Thu	2.00 pm			5	31			16			23		11		
Audit and Risk Committee	Tue	2.00 pm	23				12				3				21	
<b>BROADS AUTHORITY</b>	<b>Fri</b>	<b>10.00 am</b>	<b>26</b>				<b>22</b>		<b>31</b>				<b>22</b>		<b>24</b>	
<b>BA Business if required + Member Site Visit Workshop</b>					<b>27</b>						<b>20</b>					
<b>Member Annual Site Visit</b>	<b>Thu</b>		<b>4</b>												2?	
New Members Induction Day	Wed															
Bank Holidays					26 Aug 2019, Christmas Wed 25 & Thurs 26 Dec, Wed 1 Jan											
Good Friday Easter Monday					10 April 2020, 13 April 2020											
Spring and Summer					4 May and 25 May 2020, 31 August 2020											