

Navigation Committee

Agenda 13 April 2023

10.00am

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

John Packman, Chief Executive – Tuesday, 04 April 2023

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

Introduction

1. To receive apologies for absence

2. **Appointment of Chair**

Nominations for Chair have been received for:

Simon Sparrow, proposed by Leslie Mogford, seconded by Greg Munford.

Alan Goodchild, proposed by Mark Collins, seconded by Peter Dixon.

3. **Appointment of Vice Chair**

Nominations for Vice Chair have been received for:

Peter Dixon, proposed by Alan Goodchild, seconded by Mark Collins.

4. To receive declarations of interest

5. To note whether any items have been proposed as matters of urgent business

6. Public question time – to note whether any questions have been raised by members of the public

7. **To receive and confirm the minutes of the Navigation Committee meeting held on 12 January 2023** (Pages 3-22)

8. **Summary of actions and outstanding issues following discussion at previous meetings** (Pages 23-27)

9. **Appointment of two co-opted members to the Broads Authority** (Page 28)
Report by Senior Governance Officer

Reports for information

10. **Chief Executive's report and current issues** (Pages 29-37)
Report by Chief Executive
11. **Safety on the Broads update** (Pages 38-56)
Report by Director of Operations
12. **Channel marker policy** (Pages 57-59)
Report by Head of Ranger Services
13. **Construction, Maintenance, and Ecology work programme – progress update** (Pages 60-66)
Report by Head of Construction, Maintenance, and Ecology
14. **Income and expenditure update** (Pages 67-83)
Report by Director of Finance
15. **Committee calendar 2023/24 - Navigation Committee dates** (Pages 84-86)
Report by Senior Governance Officer

Other matters

16. **To note the date of the next meeting – Thursday 8 June 2023 at 10.00am at the King's Centre, 63-75 King Street, Norwich, NR1 1PH.**

Navigation Committee

Minutes of the meeting held on 12 January 2023

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Present

Nicky Talbot – in the Chair, Linda Aspland, Mike Barnes, Harry Blathwayt, Andy Hamilton, Leslie Mogford, Greg Munford, Michael Scott, Simon Sparrow, Paul Thomas and Alan Thomson

Officers in attendance

Dan Hoare – Head of Construction, Maintenance & Ecology, Bill Housden – Collector of Tolls, Linda Ibbitson-Elks – Head of Safety Management, Emma Krelle – Director of Finance, Rob Leigh – Head of Communications, John Packman - Chief Executive, Rob Rogers - Director of Operations, Cally Smith – Head of Planning (for item 9), Sara Utting – Senior Governance Officer and Tom Waterfall – Senior Communications Officer

Others in attendance

Bill Dickson - Chair of the Broads Authority; Mark Collins, Peter Dixon, Alan Goodchild, Bob Neate, Remus Sawyer and Daniel Thwaites – recommended candidates to the Navigation Committee and Ben Falat for item 4

1. Apologies and welcome

The Chair welcomed everyone to the meeting, including the five new members who were being recommended for appointment to the Navigation Committee wef 1 April 2023, and were in attendance to observe the proceedings.

Apologies were received from Stephen Bolt.

Openness of Local Government Bodies Regulations 2014

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

East Coast Floods – commemorative event

A member referred to the forthcoming 70th anniversary of the East Coast floods in 1953 when 307 UK lives had been lost, with a further 224 UK lives lost at sea, and a grand total of 2,551 lives across the UK, Netherlands, Belgium and Germany. A Commemoration event would be taking place on 29 January at Sea Palling church at which the Bishop of Norwich would be leading the commemorations for the lost lives. With global warming and rising sea levels, the Member felt that the Committee should be conscious of all of this in its deliberations.

2. Declarations of interest

Members declared interests as set out in Appendix 1 to these minutes and in addition to those already registered.

Having declared a Disclosable Pecuniary Interest in agenda item 8, Andy Hamilton, Greg Munford and Simon Sparrow advised that they had been granted a dispensation by the Monitoring Officer to participate/speak and vote on that item.

3. Matters of urgent business

No items were proposed as a matter of urgent business.

4. Public question time

Two questions had been received from Ben Falat, Chair of the Norfolk & Suffolk Boating Association. It was confirmed that Members had received a copy of the questions and supporting statements and therefore, Mr Falat was invited to read out just his questions. The Chair provided the Authority's response as set out in Appendix 2 to these Minutes.

5. Minutes of last meeting

The minutes of the meeting held on 20 October 2022 were signed by the Chair as a correct record of the meeting.

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

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

A member referred to the lack of mention in the report on the issue of staithe; he recalled at a previous Navigation Committee that this had been referred elsewhere for consideration approximately four years ago but had not seen the outcome report. The Head of Construction, Maintenance & Ecology responded that the work had been completed, with the staithe report published on the Authority's website. Any subsequent action would be picked up by the Broads Local Access Forum (BLAF), although no particular projects or ideas for those staithe had been brought forward by those members since. One of the Authority members appointed to BLAF confirmed that the report had been received by BLAF but no subsequent issues had arisen to be dealt with. He considered that the report should be presented again to BLAF to enable a re-appraisal.

7. Chief Executive's report and current issues

Members received the report on significant matters relating to the maintenance and management of the waterways. The Chief Executive (CE) reported at the meeting that, since the report had been written, the Authority had received some significant news. Defra had confirmed it would be awarding the Broads Authority a capital grant of £1.3m to be used to improve the bio-diversity in the Broads. This was a first for the Authority and was extremely welcome. In the main, the grant would be used to purchase equipment, such as a Truxor, which would enable staff to access the very wet and difficult areas to manage them. Last year,

improved water quality, together with a warm summer, resulted in water plants growing more rapidly. Currently, the Authority had to rely on equipment which had been purchased second hand and this funding would enable the purchase of a new water plant cutting machine which would be welcomed by navigators. He concluded by thanking Defra and highlighting the benefits the machinery would bring to staff, volunteers and partner organisations such as the Norfolk Wildlife Trust and RSPB.

In response to questions, the CE advised that the equipment would only be used by existing staff, not volunteers. The Head of Construction, Maintenance and Ecology (HCME) prioritised staffing for the maintenance of navigation and these were multi-skilled staff who were able to remove trees, repair moorings, operate the weed harvester and replace posts such as at Breydon water etc. However, resources were limited and there was a continual pressure, which was at the heart of the tolls-setting, boat owners wanted more and more from the Broads Authority. The HCME prioritised and scheduled work, for example dredging which was planned over a five-year period to allow for the necessary consents and agreements, as well as managing sudden events such as removing trees damaged by storms, alongside the regular repairing of moorings. The brand-new machinery would require work to be re-planned and re-programmed but the effects of climate change would also need to be taken into consideration. The HCME added that the availability of three machines would allow for staff to better manage increased water plant growth and having a brand-new machine provided long-term security and an assurance that a minimum level of service could be provided to users of the navigation system every year.

A member commented that, with the same amount of equipment and people, less work could be carried out and that people did not necessarily want more but just the same. He considered toll-payers were concerned that navigation was not being maintained. The CE responded that he had been referring to the comments received from surveys: they wanted more patrolling, more dredging etc. Currently, the Authority had responsibility for maintaining over 60 moorings which was the highest number for many years. The member responded that there should be KPIs to demonstrate this and particularly for those moorings which were not in use. The HCME advised that the Waterways and Recreation Officer would be reviewing moorings and assimilate the Moorings Strategy into the Integrated Access Strategy. This would look at issues such as their distribution, length, capacity and location etc. to ensure needs were being met which would hopefully resolve a lot of the issues and queries received from the public. A member added that the perception of less linear length of moorings could be due to the increased size of boats which took up more space, resulting in less mooring.

The report was noted.

8. Proposed draft budget and charges for 2023-24 in the navigation area and adjacent waters

The Chief Executive presented his report, supplemented by a presentation, seeking the Committee's views on the draft budget for the coming financial year, the navigation charges

in the navigation area and adjacent waters, and other charges. The final decision would be made by the Broads Authority at its meeting on 20 January 2023.

The CE also referred to the numerous pieces of correspondence which he and/or the Chair of the Committee had received in relation to this matter, as follows:

- Tony Howes, Secretary of the Hire Boat Federation
- Margaret Kilner, Commodore of the Yare Sailing Club
- Simon Philips, Honorary Secretary of the Yare Valley Sailing Club
- Jo Farrow, Vice-Captain of the River Cruiser Class and in a personal capacity as tollpayer
- Philip Martin, Honorary Secretary of East Anglian Cruising Club
- Owen Keane, personal tollpayer
- Colin Chettleburgh, personal tollpayer
- Ted Hill, Vice-Commodore Royal Norfolk & Suffolk Yacht Club

A summary of the issues raised was as follows:

1. Concern over the proposed increase in charge for using Mutford Lock from £15 to £17 and the adverse effect this would have on local yacht clubs.
2. Concern over expectation that toll-payers will bear a higher proportion of the Authority's overheads.
3. The increase in costs would discourage people from boating and reduce the number of boats.
4. The additional money being used to prop up non-navigational activities.
5. The proposed new charges for mooring at Ranworth and Reedham equate to a 3% increase so, taken with the 13% increase in tolls, equated to a 16% increase.
6. There should be a more moderate increase or stage the proposed increase over 2-3 financial years.
7. Recommend a short-term raid on reserves rather than raising the tolls by so much.
8. The proposed charges for mooring at Ranworth and Reedham would put users off and therefore have a detrimental effect on shore-based businesses at those locations and at Reedham could have unsafe consequences.
9. It was an attempt to use current inflationary factors to justify a considerable increase in navigation contributions to the Authority's shared costs, rather than being realistic about the services which could actually be funded and the functions which could and should be performed.

The CE advised that, in recent years, officers had refined the process for the setting of tolls: all members of the Authority, and the co-opted Members of the Navigation Committee, had been invited to a briefing/workshop in early October as the inflation figure for August was used as a guide together with the number of registered boats as at the end of September, to indicate what the future income might be. Members had received a presentation, similar to today's, on the key ideas and pressures and the report before the Committee today reflected members' input. Inflation had a big impact on the Authority plus a salary increase of 2% had been budgeted for and the Authority had no control over the figure which had been agreed

through the local government settlement scheme (flat rate of £1,925 which equated to an increase overall of 6.2%). Staffing made up 65-70% of the Authority's total costs; the price of materials and fuel had all increased as well as the utility bills. Conversely, the real value of the NP Grant had continued to decline, which was accelerated by increases in inflation. In 2009/10, the grant was £4.4m which meant if you took into account inflation, it should be £6.5m today but only £3.2m had been awarded, which equated to a flat cash settlement plus there was the pressure of increased inflation on top.

A number of years ago, a Resource Allocation Working Group (RAWG), comprising a group of members, had looked at how the balance of shared costs should fall, noting there were some obvious categories such as planning service (NP) and dredging (navigation) but a lot fell between the two and consideration was given as to how to distribute the shared costs. As there was concern over the level of tolls, the RAWG had deliberately used its discretion to see whether some NP grant could be used to underpin some Navigation activity. A classic example was the yacht stations where 25% of the costs were now borne by the NP Grant as opposed to 100% by navigation expenditure previously. However, the on-going reduction in the value of NP Grant had reached a point where there was a need to review and correct the allocations for the shared costs, and these were detailed in the committee report.

Added to this were the rapid increase in External Audit fees and continuing loss of weekly hire craft: the majority of toll income came from just two classes, with approx. 55% of all toll income from private motor boats and 23% from weekly hired cruisers. Boat numbers for the past ten years were detailed in the appendix to the report. It was worth highlighting that the weekly hire had dropped from 800 to 660 vessels and so a loss of nearly 200, each currently paying approx. £1,800-£2,000 resulted in a huge loss of income. Therefore, at the briefing, two options had been looked at which would maintain existing services, including the reallocation of shared costs.

A 10% increase in tolls would mean existing requirements would be met but the Authority would not be able to continue to fund the additional patrolling by Rangers, previously agreed by the Authority. The CE referred to the two tragic accidents which had occurred at Gt Yarmouth, together with the increased issues during Covid, a result of the increase in visitors to the Broads, following which it had been agreed to increase the Ranger profile to ensure they were patrolling for the majority of their time and visible to users. This had been in place for the past two years and, whilst it was not possible to directly link with safety, the Authority had received improved positive feedback.

A 13% increase was required to maintain services including the additional safety provision and this had been unanimously been supported at the briefing in October so this was why a 13% increase was being proposed. There had been huge uncertainty in October with issues such as pension costs (the Norfolk Pension Fund was revalued every three years) and this was why the decision had been delayed to January. It had been feared the Authority's costs would increase

but thankfully this had not materialised since the member briefing and so the information before members today had not changed since then.

The CE provided more detailed information on the current situation as follows:

- The number of boats on the Broads was at a record high and therefore, this made a relatively positive position.
- Interest rates were higher than anticipated.
- However, additional costs for fuel and materials together with inflation and increased salary costs, resulted in the level of outturn being broadly as predicted.
- Closing Reserves were forecast to be lower than budgeted for at year end.
- Minimum level of reserves was set at 10% of navigation budget and National Park was £100k + 10%. Whilst the Authority was above those minimum levels, it had been using its reserves which was why the report referred to the need for a balanced budget.
- Due to other pressures, it was likely another flat cash settlement from Defra would be received and not just for this year but going forward.
- Capital funding welcome, but doesn't help with revenue costs.
- Predicting a loss of 15 hire boats equating to £20,000 loss in toll income.
- Private boat numbers hard to predict and so no provision had been made for either an increase or a decrease. During the 2009/10 recession boat numbers were anticipated to fall but they actually increased.
- If increase of 13% was implemented, some toll-payers might give up their boats or, alternatively, in the current economic conditions might take the opportunity to use their boat more rather than holidaying abroad.
- Budgeting was quite difficult as minor variations in some factors can lead to quite significant differences, therefore adopted cautious approach and the Authority did not over-commit itself.
- Whilst inflation was likely to fall going forward other costs were likely to remain high such as energy costs.
- Yare House was the Authority's biggest overhead – a range of alternatives had been explored but it had been decided this was the best site for the offices and so the decision had been made to significantly reduce floorspace. This was an ambitious plan but reflected the increase in staff working from home. Trials had proven successful: staff adapted and were well supported by the IT infrastructure.
- Increase to charges at yacht stations from £13 to £16.
- Pre-payment cards for electricity had recently been amended to take account of increased charges.
- Increase to charges for Mutford Lock in line with inflation. The costs of maintenance and risks were huge, with 900 users, and so there was no way navigation charges could recover the costs. It was questionable if this increase to £17 would deter users.
- Looked at mooring locations to see if charges could be applied. Under pressure from the neighbouring landowner at Ranworth to charge, which had been resisted for a number of years. The Authority owned the site and the advice was it could apply charges. Currently, for locations where the Authority provided a service a fee was

charged to go towards offsetting the costs. Ranworth was a good example as it was very popular which meant it could be difficult to moor at during peak periods with boats competing for spaces. Staff at the Ranworth Visitors Centre could take on a strong navigation role and assist people with mooring and some of the costs met from proposed mooring charges.

- At Reedham there was a seasonal staff member and they received many positive plaudits every year. It was a difficult place to moor and tested boaters. An overnight fee of £10 was unlikely to put people off from mooring or adversely impact on local businesses. It was understood one of the Public Houses already charged for mooring.
- £4.26m to be raised from tolls, equating to 13% increase.
- Shared costs – switching costs from NP to navigation otherwise would have to strip out a lot of NP work. Acknowledged this will also impact on navigation.
- Looking at private boat numbers as at 1 November 2022, the number of smaller craft has grown rapidly, ie kayaks and canoes and whilst this was a positive move, it did not result in much of an increase in income.
- Ongoing decline in weekly hire boat numbers – approx. 50 years ago around 2,000 significantly reduced to approx. 673 from ten years ago. Some of this was positive, ie businesses restructuring and older boats had been replaced with boats which attracted more hirers. Loss of boats had a big impact on income.
- Rather than focus on the percentage figure, which presented a distorted view, should look at in terms of cash, eg a small sailing craft would pay an additional £6 p/a.
- Tolls were structured to favour smaller boats and the focus on sustainable boating meant that sailing boats pay less than the equivalent size of motor boats.
- Biggest contributors were motor boats so biggest cash increases came from the bigger craft.
- Hire boats pay a higher fee as they used the system more than most private boats.
- Some private boat owners may feel the increase more than others, for example pensioners. Considered to be a hobby so the reduction in boat numbers may not be as significant as anticipated.
- Canals and River Trust, despite receiving grant-aid for its navigation, had agreed a 13% increase. Environment Agency was able to cross-subsidise its navigation costs from different budgets.
- The Authority was budgeting for a deficit of £55,320 in navigation Reserves.
- One suggestion was to raid the Reserves even more but this would expose the Authority to greater risk plus the Auditors would expect the Authority to rebuild those Reserves at some point which would mean an impact on tolls in the future.
- The toll was a relatively small part of the total costs of owning and running a boat – insurance, maintenance and mooring costs were significantly higher in proportion. Considered that for many the small increase in cash amounts would not put people off from continuing to own a boat and enjoy the Broads.
- The fleet consisted of a large number of smaller boats and therefore the cash impact on most of users would be relatively small. Accepted that the cash increase for a large motor cruiser would be considerably higher.

- Accepted this was a contentious and difficult issue but presented it in an honest and open way so members fully understand the pressure officers are facing to ensure the Authority maintains the fantastic work it is doing on behalf of toll-payers and looking after the Broads.

The Chair thanked the CE for his very thorough presentation and said the Authority welcomed the views of its toll-payers. She reminded Members that they had received the briefing back in October and so much of what was presented today would not be new to them.

A member commented that the pressure had been generated by Defra in not increasing the NP Grant which was disappointing but the Authority needed to cut back otherwise the situation of flat-cash settlements would continue. Regards the split, whilst he found it useful, he considered that there was a degree of judgement and opinion involved. In addition, he agreed that the split between NP and navigation was artificial but it was not possible to completely separate navigation costs from NP costs. For example, incoming tourists from day hire boats would be a NP element but conversely took up Rangers' time, costed to navigation.

The CE responded that he would like those people who had made representations to the Broads Authority to also contact their local MP to lobby Defra with the decline in NP Grant which was outrageous. Defra should fund the Authority for both National Park and navigation functions, recognising the huge amount of value from tourism to the local economy, whilst looking after this precious place. Regarding the split, the aim was to try and keep the tolls down but officers had reached the point where this was no longer possible. Navigation was the dominating element, compared to National Park function. That was partly down to the fact that navigation was inherent in the special qualities of this National Park and how people enjoyed it and also down to the reduction in income. The Broads Authority was doing less on NP side. The Authority was very focussed on what it could and couldn't do because of reductions in funding. The split was artificial as all navigation was National Park 2nd purpose "enjoyment and understanding of the special qualities" therefore justified some NP funding to support the management of these waterways.

The member asked about the plans for reducing costs and increasing revenue, to which the CE responded that officers were looking into the ability to raise additional revenue. Discussions had taken place with Defra. A NP example would be under the Water Mills and Marshes project where staff had developed specialist skills and knowledge in repairing windmills. Norfolk County Council had money to repair windmills and it might be a possibility that the Broads Authority could act as a contractor for the repair of windmills, covering not only its costs but making a profit. Similarly, on the navigation side, staff had expertise in managing the Broads that no-one else had such as dredging, maintenance of moorings etc. Some of this resource could potentially be used in a commercial way in the Broads such as for the Environment Agency or even private businesses. The difficulty was around the legislative requirements and would probably require a separate trading company being set up taking into consideration legal advice and clearly the views of the Navigation Committee. The Member then asked what action had been taken to cut costs as this was not visible to

members or the public. The CE referred to the office accommodation and the decision to drastically reduce the floorspace which was not an easy decision and would affect both staff and Members.

The comment was made by a Member that the average increase would equate to 14 pence a day in cash terms which he considered to be a small amount. Boat maintenance was a much higher cost and he did not consider that such a small increase would have an effect, as next year the level of inflation would be much lower so this year's increase would be short-term issue.

Another member commented that tolls had historically risen above inflation, stating that inflation from 2017 to 2022 was about 22% but tolls had risen by 39%. The Authority had taken on a number of capital items recently, such as Peto's Marsh, and so there had been above-inflation increases previously but were justified by gaining something material. This year it was just to stay still. For the larger hire boat yards, this would be a big increase and could potentially result in the loss of one or two jobs which was a concern. Inflation was forecast to fall to approx. 2-3% by the end of 2023 and questioned if this would allow for any movement in the toll increase.

A Member thanked the Chair for the response to the question regarding levies for local authorities, commenting that councils should not be required to subsidise people's hobbies. There were a number of issues which were not the fault of the Authority, such as the war in Ukraine, Brexit etc plus other inflationary pressures. He referred to the Internal Drainage Boards increasing their charges by 13% and the figure for inflation for construction was currently at 21%. Whilst he did not necessarily like the idea of having to pay more, he acknowledged it would be a small additional cost and therefore expressed his support for a 13% increase.

Whilst acknowledging the unanimous support for the additional Seasonal Rangers, a Member commented that he did not feel there was a correlation with a reduction in accidents and instead this was down to the videos and improved hand-over arrangements. He also referred to the increased number of paddleboarders and the risk they posed due to irresponsible behaviour by a number of them which he put down to lack of knowledge/ability. He felt there should be patrols 7 days a week to deal with some of those issues. In relation to the costs of boat ownership, he commented that there were other cruisers besides river cruisers, such as historic vessels. These were made of timber and the Mahogany and Teak were no longer available, for good environmental reasons, and the substitute materials were considerably more expensive. He considered that the increase in tolls could be the last straw for such boat owners and would result in a loss to that part of the fleet. For those cruisers which were 50+ years old, the Authority should consider them in the same way as the built heritage and keep a register etc.

A member referred to the quoted fuel costs in comparison to the price paid at the pumps and questioned if this was because officers were using HVO. The HCME responded that the base price for diesel had gone up by approx. 40% and the costs quoted were for the total amount of fuel used in a particular budget and not the unit price. Vehicles using HVO were costed

under a different budget for the fuel. HVO was 30-35% more than the base price for diesel and was not entitled to a rebate. Some equipment was on rebated red but this was exclusively for agricultural purposes (fen harvester and land drainage management) with transporting of construction and dredging vehicles unable to use rebated HVO. The Member commented that he considered the use of HVO to be a luxury which the Authority should review, particularly as the money was currently not available. The HCME responded that the Authority could get rebated red HVO which was used in the tugs and barges.

It was noted that a member had drawn up a long list of questions to ask at the meeting and consequently it was agreed that the Chief Executive would respond via email and share with all members of the committee.

Alan Thomson proposed, seconded by Michael Scott and

It was resolved by 9 members voting for, one against and one abstention to support the draft budget for 2023/24; the navigation charges in the navigation area and adjacent waters, and the other charges for 2023/24 as outlined in the report.

The Committee adjourned at 11.45am and reconvened at 12pm when all of the members listed above were present.

Simon Sparrow and Paul Thomas left the room for the next item.

9. Consultation on appointments to the Navigation Committee

Members received the report by the Chair of the selection panel, consulting the Committee on the recommended appointments to the Navigation Committee with effect from 1 April 2023, in accordance with the provisions of the Norfolk and Suffolk Broads Act 1988.

As part of its deliberations, the panel took the view that participating in the annual member review process was an important part of a member's continual professional development as a member of the Committee. Therefore, it was also recommending that the terms of appointment for all newly appointed members should include the requirement to have an annual review, carried out by the Chair of the Navigation Committee, and this would be taken into account as part of any future re-appointment to the committee.

All appointments would be for a four-year term, with the exception of Simon Sparrow who was being recommended for a two-year term, making a total of eight years.

It was noted the final decision would be made by the Broads Authority at its meeting on 17 March 2023.

The Chair commented that she was pleased to see a combination of new and familiar faces, together with a good cross-section of private and hire boat owners.

Nicky Talbot proposed, seconded by Harry Blathwayt and

It was resolved unanimously to support:

i) the following appointees be appointed to serve on the Navigation Committee:

Category A

Daniel Thwaites and Simon Sparrow

Category B

Peter Dixon

Category C

Mark Collins

Category D

Bob Neate

Category E

Remus Sawyer

Category F

Alan Goodchild

ii) the terms of appointment for all newly appointed members of the Navigation Committee should include the requirement to have an annual review, carried out by the Chair of the Navigation Committee and this would be taken into account as part of any future re-appointment to the committee.

Simon Sparrow and Paul Thomas re-joined the meeting.

10. East Norwich – update on redevelopment masterplan

The Head of Planning presented her report, supplemented by a presentation, providing an update on the stage 2 work for the East Norwich regeneration area, which included costs and viability and also sought the Committee's views on a number of issues as detailed in paragraph 3.2 of the report.

A draft Delivery Strategy had been prepared which considered three main elements: infrastructure requirements; costs and funding, and sequencing and timings. These elements were all linked and changes in one would affect the others. The total cost of the infrastructure was calculated at £153m at May 2022 with the costs applied proportionately across the development/developers. In addition, there were abnormal site costs and, added to the infrastructure costs, these totalled £225m. The Strategy did not specify whether the new bridges over the River Wensum would be fixed or opening structures and this detail would be a matter for any planning application. The different impacts and costs associated with both a fixed and opening bridge were set out in the costs and funding section of the Delivery Strategy. The report also included information and costings on the other bridges being proposed as well as the two marinas.

A number of members expressed the view that the bridges over the River Wensum must remain as an opening bridge, acknowledging the legal obligation on the Broads Authority to protect the interests of navigation. It must be recognised that Norwich was still a port, even

though it was not currently used as such, but this could easily change with a change in circumstances. A fixed bridge would limit the height of any boats wishing to access the city by river. A member expressed concern at the proposal to build housing immediately next to the aggregate plant at the Deal Ground site which was noisy, dusty and smelly, and adjacent to the railway sidings on the Utilities Site, and that residents would have a poor quality of life. He also suggested finding alternatives to the bridges over the railways, such as routes crossing the railway tracks.

Overall, Members felt they were unable to comment in detail on certain aspects due to the lack of information available, such as the marina. There was also concern that the marina might be removed from the proposals to finance the provision of open bridges.

Regarding moorings, a Member questioned if these would be provided by the Broads Authority or if the developer would take the opportunity to receive revenue from these sites. He was concerned at the potential impact on Norwich Yacht Station and the consequential financial impact on the toll-payers by the provision of additional mooring facilities in that area. Another Member commented that, based on the sketchy details provided of the proposed moorings, they would be unsuitable for hired craft and would be for residents only. He suggested the provision of pontoon moorings along the River Wensum from Carrow Road Bridge to Foundry Bridge on the city side which could be managed by Norwich Yacht Station on behalf of the Broads Authority.

A Member said the Authority should encourage waterside development between Carrow Road Bridge and Trowse Bridge, seeing it as an opportunity to bring something back to that area, particularly the riverbank in front of Norwich City Football Club. He was sceptical about the provision of a marina.

The report was noted.

11. Construction, maintenance and ecology work programme – progress update

Members received the report of the Head of Construction, Maintenance & Ecology (HCME) and Ecology & Design Supervisor providing an update on the Authority's management activities to maintain public navigation, develop mooring facilities for public use and demonstrate the effective use of available resources in managing the Broads waterways.

A member queried the final cost for the dredging working for the River Waveney, which was showing as over twice the projected cost, despite only a small increase in the amount of sediment removed. The HCME agreed to investigate and report back.¹

A member reported that Potter Heigham bridge was remained closed to road traffic due to a perforation in the decking. He emphasised the need to maintain navigation underneath the

¹ The HCME subsequently advised that there was an error in table 1 of the report – 13 weeks were originally planned but 23 weeks were completed, therefore costs were more than in the original baseline. This would be corrected in the next report.

bridge whilst repairs were being carried out. He considered that this provided an opportunity to improve the area as a whole, making it a more attractive pedestrianised area. It appeared that the damage to the bridge was due to heavy traffic.

The report was noted.

12. Boat Safety Management Group update

Members received the report of the Head of Safety Management (HSM) providing an update on significant matters discussed at Boat Safety Management Group meetings.

The report was noted.

13. Powerboat racing review

Members received the report of the Head of Safety Management (HSM) on the management of powerboat racing on Oulton Broad for the 2022 race season and the proposed race schedule for 2023.

In response to a Member's reference to the accidents which had occurred, the HSM advised that the events had a very good safety record, particularly for the speed with which incidents were dealt with and, based on the type of sport, it was inevitable there would be incidents. No casualties required hospitalisation, with first aid and immediate treatment being provided, if required, onsite. The Chair commented that this was very reassuring.

The report was noted.

14. Date of next meeting

The next meeting of the Navigation Committee would be held on Thursday 13 April 2023 at the King's Centre, 63-75 King Street, Norwich, NR1 1PH commencing at 10am.

Closing remarks

As this was the Chair's last meeting of the committee, she took the opportunity to thank the members whose term of office would end on 30 March 2023, with this being their last Navigation Committee meeting. She thanked them all for their contributions, which she greatly appreciated and referred to the various site visits etc which the Committee had undertaken, as well as challenges posed by issues such as remote meetings, which had demonstrated the Committee's "can do" attitude and adaptability. She thanked Members for contributing their time, from reading the committee papers, attending meetings, working with officers to resolve navigation issues. There was a good team approach which meant the Committee's views were considered by the full Authority to the benefit of users and visitors to the Norfolk and Suffolk Broads. She concluded that she would be leaving the Committee in good hands.

The Chair of the Authority added that he considered this Committee was one of the most effective there had been, with its recommendations being recognised consistently as well

considered and effective as part of the Authority's decisions. As Chair, he appreciated and welcomed the contributions to the sound management of the Broads; the Committee worked well together with both Members and officers. He commended the Chair, being the first female Chair of the Committee, acknowledging the time, effort and commitment she had given. He concluded by thanking all those Members who would be leaving the Committee and welcomed the new appointees who would be joining the Committee shortly.

The Vice-Chair of the Committee then thanked the Chair for her service and commended her chairing of the meetings.

The meeting ended at 1pm

Signed

Chair

Appendix 1 – Declaration of interests: Navigation Committee, 12 January 2023

| Member | Agenda/minute | Nature of interest |
|--|---------------|---|
| Linda Aspland, Mike Barnes, Harry Blathwayt, Andy Hamilton, Leslie Mogford, Michael Scott, Simon Sparrow, Nicky Talbot, Paul Thomas and Andy Thomson | 8 | Private toll-payer. The Members' Code of Conduct allowed for these members to participate and vote. |
| Andy Hamilton, Greg Munford and Simon Sparrow | 8 | Hire boat operator. Disclosable pecuniary interest. Granted a dispensation by MO to participate and vote. |
| Simon Sparrow and Paul Thomas | 9 | One of the recommended candidates. Left the room for this item. |
| Leslie Mogford and Simon Sparrow | 10 | Owner of a boat which would be affected by the loss of a swing bridge into the city of Norwich. |
| Mike Barnes | | Member of NSBA and EAC |
| Harry Blathwayt | | Member of the Wherry Trust and Old Gaffers Association. |

Appendix 2 – Public Question Time: Navigation Committee, 12 January 2023

Review of BA Budget proposals for 2023/24 Public Question-1

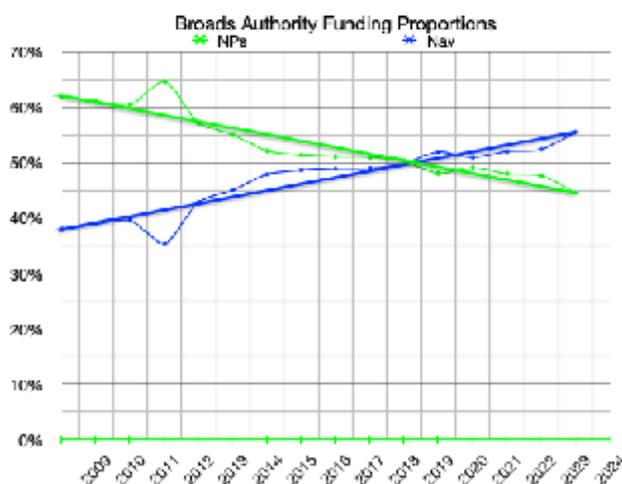
Attached graph, taken from online public available data, represents a history of funding the BA between DEFRA (NPs) & Tolls (Nav), including Trend-lines.

In 2008 the funding ratio was **62:38** towards the greater NP grant;

Parity was achieved in 2018; since then central government grant has remained a, “flat cash settlement”, with nil recognition of increasing cost for salaries, materials et al.

This ratio has been in reversal for some years and for 2023/24 is reversed into **45:55**.

This is simply NOT EQUITABLE, for the funding shortfall of the BA as a whole to become increasingly borne by Toll-Payers.



- (i) In order to revert to 2018 ratios either central government must step-in with its own **13%** increase, and zero onto Tolls, or BA's running costs need to reduce by **£440k**.
- (ii) In order to revert to 2010 ratios either central government must step-in with its own **36%** increase, and zero onto Tolls, or BA's running costs need to reduce by **£1.24m**.

It is suggested that the “Luxury” of maintaining a split-site, purely on basis of the convenience to bus & rail is no longer tenable within current financial climate (Reference Budgets Art 5.3 (page-31)).

A potential “Spend-to-Save”, might be to initiate a new offices installation at the existing Griffin Lane site and wholly to give up the Yare House facility.

Question-1 :-

- (a) Considering annual funding shortfall of **£(hundreds-of-thousands)**, even potentially rising to **£1.2m** against 2010 levels, does Navigation Committee subscribe to the continued ‘luxury’ of maintaining split-site offices when perhaps single-site provision could be effected at Griffin Lane ... as a spend-to-save ?
- (b) If negative, then will NavCom advise The Authority soonest, with a strongest statement that more stringent strategies should be considered which relatively do not so much pain the Navigators ?

Funding Sources:

At inception of The Broads Bill 1985 it was envisaged that, "Around three-quarters of [BA]'s non-navigation income will come through [DEFRA] and the remainder will be met by the eight local Authorities ...".

This provision still rests within the latest version of The Broads Act (see Appendix) and is tied to appointments to BA (non-elected) by the eight local Councils (locally elected) requiring a majority vote by these appointees within the general vote; with additionally, "... Central government, in making its appointments, will ensure a balance is maintained in the national interest between the representation of navigation, recreation and conservation ...".

The due local councils' provision appears never to have been taken-up.

Extract from gov.uk.Broads Act (Latest) Art.14:-

Authority's power to make levies on participating authorities.

- (1) The Authority may, in respect of each financial year beginning after it is established, make levies on each of the participating authorities—
 - (a) to meet that part of the Authority's estimated expenditure in that financial year for which provision is not otherwise made;
 - (b) to enable it to discharge in that financial year any liabilities for the discharge of which provision is not otherwise made; and
 - (c) to meet contingencies, and provide an adequate working balance, during that financial year.
- (2) In determining any amount to be raised for any financial year by way of levy under this section, the Authority shall not be required to treat any reserve which is maintained by it as available to be applied by it during that year.
- (3) In determining the amount which it requires to raise by way of levy under this section for any financial year, the Authority shall determine the aggregate amount which it so requires to raise.
- (4) Norfolk County Council shall contribute 30 per cent. of that aggregate amount and the seven other participating authorities shall each contribute 10 per cent.
- (10) No resolution of the Authority relating to the amount to be levied under this section, in respect of any financial year, shall be valid unless at least **[F1five]** of the members of the Authority who voted in favour of the resolution were appointed as such members by one or other of the participating authorities.

Question-2 :-

- (a) **What consideration has The Authority made for addressing its Statutory provision to encourage a due annual levy from local councils against its estimated expenditures ?**
- (b) **Has BA ever taken up this provision ?**
- (c) **If negative, is this simply due to (*the inherent representational pre-determination of ...*) being unable to raise the requisite five appointee votes ?**
- (d) **If negative on any count, will NavCom proceed to advise The Authority to seek attempted remedy ?**

Questions submitted by Ben Falat and response from Nicky Talbot, Chair on behalf of the Authority

Question 1:

- (a) Considering annual funding shortfall of £(hundreds-of-thousands), even potentially rising to £1.2m against 2010 levels, does Navigation Committee subscribe to the continued 'luxury' of maintaining split-site offices when perhaps single-site provision could be effected at Griffin Lane ... as a spend-to-save?**

High levels of inflation on the Authority's costs and the ongoing reduction in the value of the National Park Grant are putting pressure on the organisation. We are conscious of the impact on our toll payers and are working hard to reduce our overheads and increase other sources of income in order to maintain the services we deliver to the public and keep tolls down. The fact that the Canal and Rivers Trust has raised its charges by a similar amount indicates the pressures on the sector as a whole.

The potential of moving the Authority's offices to the Dockyard at Thorpe was considered when we first acquired the site. Unfortunately, it isn't possible.

The Dockyard provides the deep-water base for the heavy plant and equipment used to maintain the Broads and houses the Construction, Maintenance, Fitter and Ranger Teams including Broads Control which we have recently relocated from Yare House.

The site has no mains water (water supplied by a private borehole) and no mains sewage (provided by an anaerobic digestion plant). The main limiting factor is the very poor road access with a narrow bridge hole prone to flooding.

Creating a suitable Head Office at this location would require major capital investment to upgrade utilities, communications, infrastructure and critically the access to the site which would be very difficult.

- (b) If negative, then will NavCom advise The Authority soonest, with a strongest statement that more stringent strategies should be considered which relatively do not so much pain the Navigators?***

Rapidly increasing costs in the essential components for maintaining the waterways: steel, wood, aggregate and fuel for the plant are putting huge pressure on navigation expenditure. Staff costs have also risen at over 6% when, like many authorities, we had budgeted for a 2% increase. At the same time the number of weekly hired cruisers is continuing to fall reducing our income from that important sector.

The Broads Authority is making significant changes to reduce its overheads by radically reducing its occupation at Yare House and increasing its non-tolls income to reduce the impact on navigation charges.

A 10% increase in tolls would be feasible next year if the additional patrolling by Rangers ceased. The additional cover in the summer was a response to safety concerns following accidents at Great Yarmouth and in the briefing held for Members in October there was a reluctance to cut back on this.

Feedback from navigators is that Broads Authority priorities should focus on dredging, aquatic plant management, mooring provision, mooring upkeep and bank side management and these areas are prominent within the work programme and the 2023/24 Budget.

The Authority continues to seek cost-saving measures and alternative grant funding to supplement our valuable work in the Broads. A good example of this is a recent capital grant, secured from Defra late in 2022.

Budget Review Q2

Question 2:

(a) What consideration has The Authority made for addressing its Statutory provision to encourage a due annual levy from local councils against its estimated expenditures?

Prior to 1989, the Broads Authority received most of its funding from the constituent authorities and the Countryside Commission. Section 14 of the Norfolk and Suffolk Broads Act makes provision for the Authority to make levies on each of the participating local authorities and the three main sources of income for the Broads Authority from 1 April 1989 were Grants from the Department of Environment, Constituent Authority Grant, Tolls and Work Licences.

2004/05 was the first year when levies from constituent authorities stopped as Defra started to pay 100% of grants to National Park Authorities. There is no longer an option for the Broads Authority to levy the constituent local authorities.

(b) Has BA ever taken up this provision?

The response to question 2a explains that levies were applied from 1 April 1989 to 31 March 2004.

(c) If negative, is this simply due to (the inherent representational pre-determination of ...) being unable to raise the requisite five appointee votes?

(d) If negative on any count, will NavCom proceed to advise The Authority to seek attempted remedy?

The response to Questions 2c and 2d is that the National Park Grant is paid directly from DEFRA and the Authority works closely with DEFRA officials to secure the maximum funding possible, disappointingly the National Park grant will be a 'flat cash' settlement which represents a real term reduction in funding.

Navigation Committee

13 April 2023

Agenda item number 8

Summary of actions and outstanding issues following discussions at previous meetings

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

| Title | Meeting date | Lead officer | Summary of actions | Progress so far | Target date |
|-------|--------------|--------------|--------------------|---|-------------|
| | | | | <p>Jul 2020: Trowse Rail Bridge Working Group continuing to meet. Next phase of project is to meet with Train Services Director for Southeastern - meeting to include spokespeople from working group, incl. John Packman. Further updates provided when meeting date confirmed.</p> <p>Sep 2020: BA written officially to Norfolk County Council regarding Haven Bridge, Great Yarmouth.</p> <p>Dec 2020: Update provided in CEO report (14/01/2021): Authority officers are involved in meetings to discuss the future of Trowse Swing Bridge and the development opportunities in East Norwich presented by three large brownfield sites, namely the Carrow Works, the Deal Ground and the Utilities Site. The Chief Executive and Director of Operations are members of a working group looking at the Trowse Bridge (along with Network Rail, Abellio Greater Anglia, Norfolk County Council, Norwich City Council and New Anglia). The Head of Planning and the Senior Planning Officer sit on another group looking at the development sites. There is an important relationship between the two issues and our officers are making sure that navigation interests are considered.</p> <p>Mar 2021: Director of Operations met with Network Rail (NR) to discuss the multi-million pound refurbishment of the swing bridges (Reedham, Somerleyton & Oulton due to commence in 2022. The NR scheme will see the lifting and turning mechanisms replaced to make the operation of opening and closing the swing bridges more reliable. At the start up meeting, the BA asked if the thermal expansion to the bridges in warm weather could also be addressed. This is being considered by NR. The BA is working with NR on communications, work planning and managing the navigation.</p> <p>July 2021: Director of Operations met with Network Rail contractors undertaking the swing bridge refurbishment to discuss the initial navigational requirements of the works. The refurbishment has been further complicated by the timing of the track closure, which will coincide with the school Easter holidays in 2022. The BA continues to advise on construction and navigational matters.</p> <p>Sep 2021: Network Rail's repair work of the swing bridges delayed to October 2022. Design work to commence beginning October 2021.</p> <p>Mar 2022: Dialogue with Network Rails Contractor for the swing bridge refurbishment programmes continues (Murphy's). A date of October 2022 has been agreed for the contractors access and they are planning on 2 x 52hr weekend works and a 16 day blockade. During this time the swing bridge will operate but with 2 x set opening times daily, these will be published nearer the date.</p> | |

| Title | Meeting date | Lead officer | Summary of actions | Progress so far | Target date |
|----------------------------|--------------|--------------|--|---|-------------|
| | | | | <p>May 2022: Senior Operations Officers continue to work with Murphy's to facilitate the delivery of this 10 million pound refurbishment of Reedham & Somerleyton Swing Bridges. Dates of the works have been shared with navigators and regular information will be supplied as the work dates get nearer.</p> <p>Sept 2022: The contractors (Murphy's) reported that due to mechanical parts coming from the Ukraine, a change to the work program is required. Swing Bridge works will start in September with weekend closures. Main works will commence in March 2023. A NTM has been issued and swing bridge openings have been agreed during work periods.</p> <p>Oct 2022: The initial phase of the swing bridge refurbishments have been completed, this work was making space within the existing plant room to accommodate the updated mechanical opening gear. Phase two is being planned and will commence in 2023 when parts are available to install.</p> <p>Mar 2023: Recent update from Murphy's (Network Rail's contractors) is that the next phase of the refurbishment has been delayed until November 2023. Swing Bridges will operate (on demand) with no further restrictions in place until the work program commences again in Nov. No explanation has yet been given as to why the delay; the Director of Operations is chasing more information.</p> | |
| Carrow Road Bridge Repairs | 15/04/2021 | John Packman | Briefing provided at Navigation Committee meeting in April, outlining Norfolk County Council's proposals for the repair of Carrow Road bridge. Further information is awaited from the County Council. | <p>10 Jun 2021: report on the Carrow Road bridge repairs presented to members with the Norfolk County Council (NCC) options report.</p> <p>The Navigation Committee is of the view that NCC's proposal to carry out a minimal repair to Carrow Road bridge, effectively welding it shut so it is unable to open to tall vessels, is totally unacceptable. It would be contrary to NCC's legal obligations under the Norwich Corporation Act 1920, which are to maintain and operate the bridge to allow vessels that require passage to pass. In our view, officers should refuse any Works Licence application for this superficial repair work and NCC should be encouraged to perform repairs in a way that maintains navigation rights to this historic and important gateway to Norwich, in accordance with the legislation. The Broads Authority would like to work with NCC to find a solution that meets the statutory obligations of both organisations.</p> <p>Aug 2021: The Chief Executive and Director of Operations met with officers of Norfolk County Council on 17 August to discuss the road bridge repairs following the report to Navigation Committee and NCC wanting to temporarily seal the bridge close for 5 years. The BA is offering collaborative working to find an agreeable solution that protects the rights of navigation.</p> | 10/06/2021 |

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

| Title | Meeting date | Lead officer | Summary of actions | Progress so far | Target date |
|-------|--------------|--------------|--------------------|---|-------------|
| | | | | <p>Mar 2023: The new Licensing for Non-Powered Paddle Craft has been introduced to the 2023/24 tolls year. We are working with operators on teething issues around capacity numbers, but no major issues reported.</p> | |

Date of report: 28 March 2023

Navigation Committee

13 April 2023

Agenda item number 9

Appointment of co-opted members to the Broads Authority

Report by Senior Governance Officer

Purpose

To recommend the appointment of two co-opted members to the Broads Authority until 9 May 2024, as required by 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 1988](#) (“the Act”) includes: “two members appointed by the Authority from those members of its Navigation Committee (established under section 9 of this Act) who are not already members of the Authority.”
- 1.2. Nicky Talbot and Simon Sparrow were appointed to serve on the Authority for 2022/23.

2. Nominations

- 2.1. [Schedule 4, Section 4 \(3\) of the 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.”
- 2.2. On this basis, the Chair of the Navigation Committee **must** be one of the two members appointed to the Authority, if they are not already a Broads Authority member.
- 2.3. The Committee is invited to recommend two appointees to serve on the Authority until 9 May 2024. The appointments will be approved at the 12 May 2023 Broads Authority meeting.

Author: Sara Utting

Date of report: 21 March 2023

Navigation Committee

13 April 2023

Agenda item number 10

Chief Executive's report and current issues

Report by Chief Executive

Purpose

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

Broads Plan context

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

Contents

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1. Introduction

- 1.1. At the Broads Authority meeting on 17 March, Members approved the Annual Business Plan for 2023/24 and noted the progress made on the delivery of the strategic priorities update for 2022/23. The progress made in the delivery of the capital programme was reported. Under the Financial Performance and Direction report the Chief Financial Officer reported the unexpected and very late additional funding from Defra of £440,000. Following a recommendation from the Audit and Risk Committee it was agreed to place this in an earmarked reserve to allow time to consider how best to use this one of funding. The Change Control Notice specifically states: “For the avoidance of doubt this additional grant amount is intended to support the cost associated with undertaking national park purposes and may not be used to support costs incurred in

relation to navigation functions”. The Authority also approved the appointments to the Navigation Committee.

- 1.2. This is a busy time of the year for the Tolls Team and income received to date is in line with previous years.

2. Navigation patrolling and performance targets

- 2.1. The report of the significant use of powers by the rangers is displayed in Appendix 1. The low figures reflect the quieter period over the winter months. The average navigation/countryside splits for the year it set out in Appendix 2. The figures show a 73% Navigation, 27% Countryside split. This slight variance in the planned programme is due to staff absence.

3. Sunken and abandoned vessel update

- 3.1. Rangers continue to work with vessel owners to raise sunken vessels across the system. One vessel recently sunk on the Yare has been quickly raised.

4. Planning enforcement update

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

Author: John Packman

Date of report: 30 March 2023

[Broads Plan](#) strategic actions: C4

Appendix 1 – Rangers exercise of powers analysis

Appendix 2 – Ranger duties total time allocated and actual days

Appendix 3 – Sunken and abandoned vessels current position as at 23 March 2023/03/2023

Appendix 4 – Prosecutions dealt with in court for non-payment of tolls since 12/01/2023 12 January 2023

Appendix 1 – Rangers exercise of powers analysis January – March 2023

Table 1

| Verbal warnings | Wroxham launch Wroxham and upper Bure | Irstead launch Ant | Ludham launch Hickling, Potter Heigham, upper Thurne | Ludham launch 2 lower Thurne and lower Bure | Norwich launch Norwich and upper Yare | Hardley Launch Reedham, Chet and middle Yare | Burgh St Peter launch Oulton Broad and upper/middle Waveney | Breydon launch Breydon water, lower Waveney and Yare |
|------------------------|---|------------------------------|--|---|---|--|---|--|
| Care and caution | | | | | | | | |
| Speed | 7 | | | | | | | |
| Other | 4 | | | | | | | |

Table 2

| Written warnings | Wroxham launch | Irstead launch | Ludham launch | Ludham launch 2 | Norwich launch | Hardley Launch | Burgh St Peter launch | Breydon launch |
|-------------------------|-----------------------|-----------------------|----------------------|------------------------|-----------------------|-----------------------|------------------------------|-----------------------|
| Care and caution | 1 | | | | | | | |
| Speed | | | | | | | | |
| Other | 1 | 6 | | 4 | | | | |
| Special directions | | | | | | | | |

Table 3

| Launch patrols | Wroxham launch | Irstead launch | Ludham launch | Ludham launch 2 | Norwich launch | Hardley Launch | Burgh St Peter launch | Breydon launch |
|--------------------------|----------------|----------------|---------------|-----------------|----------------|----------------|-----------------------|----------------|
| Launch staffed by ranger | 18 | 14 | 9 | 4 | 17 | 13 | 6 | 12 |
| Volunteer patrols | | 5 | | | | | 2 | |
| IRIS reports | 4 | 1 | 1 | | 2 | 2 | 2 | |

Table 4

Broads Control total calls (Jan-March 2023)

| Contact method | Number of calls |
|----------------|-----------------|
| Telephone | 3313 |
| VHF | 205 |
| Total | 3519 |

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

Table 1

Broads Authority corporate duties

| Work area | Annual allocation (days) | Actual days to date |
|------------------------------|--------------------------|---------------------|
| Training | 134 | 120.51 |
| Broads Control | 362 | 372.43 |
| Team meetings, work planning | 356 | 376.51 |
| Partnership working | 76 | 36.55 |
| Assisting other sections | 76 | 48.99 |
| Billets and boatsheds | 25 | 14.73 |
| Launch – general | | 27.64 |
| Trailers - general | | 1.08 |
| Vehicle maintenance | | 5.61 |
| Other equipment repair | | 13.99 |
| Total | 1029 | 1018.04 |

Table 2

Navigation duties

| Work area | Annual allocation (days) | Actual days to date |
|------------------------------|--------------------------|---------------------|
| Patrolling | 2136 | 1835.63 |
| Escorts | 49 | 28.85 |
| Prosecution files | | 8.38 |
| Bankside tree management | 53 | 42.03 |
| Obstruction removal | 36 | 13.51 |
| Channel markers and buoys | 25 | 25.14 |
| Signs and boards maintenance | 34 | 41.45 |
| Adjacent waters | 100 | 73.38 |
| Reactive mooring maintenance | 104.5 | 17.50 |
| Total | 2537.5 | 2085.86 |

Table 3

Conservation, recreation, countryside maintenance

| Work area | Annual allocation (days) | Actual days to date |
|-----------------------------|---------------------------------|----------------------------|
| Fen management | 195 | 164.97 |
| Lake, riverbank restoration | 126 | 143.58 |
| Invasive species control | 22.5 | 13.51 |
| Other conservation work | 148 | 67.50 |
| Pollution response | | 2.23 |
| Visitor site maintenance | 209 | 294.54 |
| Public engagement | 301 | 65.57 |
| Public footpath work | 44 | 15.57 |
| Education work | 69 | 12.97 |
| Total | 1114.5 | 780.45 |

Team total up to 20 March 2023

Percentage Navigation: 73%

Percentage National Park: 27%

Appendix 3 – Sunken and abandoned vessels current position as at 23 March 2023

| Description | Location found | Action | Notice affixed | Result |
|---------------|------------------------|---|----------------|------------------------------|
| Motor Cruiser | Old River Yare, Thorpe | Vessel sunk at owners moorings | No | Not affecting the navigation |
| Motor Cruiser | Sutton/Stalham cut | Not able to raise hull with dredging rig. Vessel marked | No | Not affecting the navigation |
| Motor Cruiser | River Yare | Vessel Sunk at owners mooring | No | Chasing insurance details |
| Motor Cruiser | River Yare | Sunk | No | Raised by owner |

Appendix 4 – Prosecutions dealt with in court for non-payment of tolls since 12 January 2023

| Type of vessel | Vessel name | Fined | Costs awarded | Victim surcharge | Compensation |
|-----------------|-------------|-----------|---------------|------------------|--------------|
| Motor | | £440.00 | £180.00 | £44.00 | £316.26 |
| Houseboat | | £220.00 | £210.00 | £66.00 | £133.00 |
| Houseboat | | | | | £276.00 |
| Auxiliary Yacht | | £220.00 | £180.00 | £30.00 | £128.80 |
| Motor | | £80.00 | | £34.00 | £346.38 |
| Sailing | | | | | £46.00 |
| Motor | | £220.00 | £210.00 | £66.00 | £90.36 |
| Motor | | £220.00 | £180.00 | £30.00 | £210.84 |
| Motor | | £220.00 | £190.00 | £34.00 | £286.14 |
| Auxiliary Yacht | | £220.00 | £210.00 | £34.00 | £167.10 |
| Auxiliary Yacht | | £220.00 | £190.00 | £34.00 | £100.26 |
| Auxiliary Yacht | | £220.00 | £190.00 | £34.00 | £167.10 |
| Motor | | £440.00 | £190.00 | £44.00 | £240.96 |
| Motor | | £1,000.00 | £260.00 | £100.00 | £632.52 |
| Motor | | £120.00 | £190.00 | £34.00 | £496.98 |
| Sailing | | | | | £156.40 |
| Motor | | £220.00 | £190.00 | £44.00 | £331.31 |

| Type of vessel | Vessel name | Fined | Costs awarded | Victim surcharge | Compensation |
|-----------------|-------------|---------|---------------|------------------|--------------|
| Motor | | £220.00 | | | £120.48 |
| Motor | | £220.00 | £190.00 | £34.00 | £647.58 |
| Houseboat | | £330.00 | £190.00 | £34.00 | £284.64 |
| Motor | | £220.00 | £190.00 | £34.00 | £165.66 |
| Motor | | £220.00 | £190.00 | £34.00 | £240.96 |
| Auxiliary Yacht | | £220.00 | £190.00 | £34.00 | £211.96 |
| Motor | | £120.00 | | £34.00 | £316.26 |
| Motor | | £220.00 | £190.00 | £34.00 | £210.84 |
| Auxiliary Yacht | | £220.00 | £190.00 | £34.00 | £110.40 |
| Motor | | £220.00 | £190.00 | £34.00 | £48.60 |

Navigation Committee

13 April 2023

Agenda item number 11

Safety on the Broads- update

Report by the Director of Operations

Purpose

To update the Navigation Committee on the recent improvements, changes and additions to the safety management of the Broads' waterways and how these measures are bringing improvements for our users.

Broads Plan context

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

1. Introduction

- 1.1. Safety has always been a strategic priority for the Broads Authority. The organisation is a competent Harbour Authority, operating under the Port Marine Safety Code (PMSC). We maintain a dedicated Safety Management System (SMS) and both the PMSC and SMS systems are independently audited basis regularly to ensure compliance.
- 1.2. We are also a licensing authority, utilising powers under the Broads Authority Act 2009 and the Public Health Acts Amendment Act 1907, relating to vessels let for hire, and we collate and review safety incidents on our waters and review these through the Boat Safety Management Group (BSMG).
- 1.3. The Chair of the Navigation Committee is appointed as the Lead Member for Safety and they have direct access to the Head of Safety Management. They also chair the Boat Safety Management Group on behalf of the Authority. Safety is a standing item on the Broads Authority meeting agenda and the Authority operates an internal Safety Committee, to allow a review of incidents and accidents, and to bring changes where needed. The Safety Committee has representatives from each directorate and a Management Team representative to ensure full compliance across all areas of the Authority's work.

2. Incident Reviews

- 2.1. After the British Government relaxed national lockdown restrictions (4 July 2020) outdoor activities significantly increased across the UK and the Broads' waterways became a popular choice for many families who were still unable to access foreign holidays.

- 2.2. This popularity saw an increase in first-time pleasure boat hirers, increased day-boat hires and a huge rise in entry-level water sports like stand-up paddle-boarding, canoeing and kayaking. This surge of users to our waterways also saw an increase in reported waterway incidents and tragically an increase in boat-related fatalities. (*Fatality involving the Diamond Emblem 1, August 2020, and fatality on the River Bure September 2020*).

3. Actions

- 3.1. At the March 2022 Broads Authority, a paper "[Safety on the Broads](#)" was presented providing an update on safety actions to date, and these included:
- Increased Ranger staff and patrols between April & November maintaining a 7-day launch presence on the network to encourage safety. The additional patrolling days started in the 2020/21 season.¹
 - Increased the Hire Boat Licensing Officer time from 1 day a week to 3 days to allow for more auditing, investigation and licensing compliance checks. Effective from December 2021.
 - Delivered a suite of free online instructional videos, developed in conjunction with the Broads Hire Boat Federation, RNLI, Maritime Coastguard Agency, and the British Canoeing to provide free safety advice and instruction. These free videos have been viewed thousands of times and are available via this link [Broads Authority - YouTube](#)
 - Increased the number of 'Super Safety Events' where random spot checks are conducted for vessels on our waters. These multi-agency events help educate and inform boaters on a variety of safety issues from boat handling, and speed as well as looking for vessel defects, non-wearing of buoyancy aids and hazardous boat issues.
 - Developed closer ties with third-party organisations relating to hiring boats and safety, with regular meetings with Broads Hire Boat Federation, RYA, British Marine, and the Norfolk & Suffolk Boating Association, as well as Broadbeat, the Coastguard and the Drowning Prevention Forums.
- 3.2. The March 2022 report also made further recommendations to fully adopt the Code for the Design, Construction and Operation of Hire Boats (Hire Boat Code) in full and to adopt the Quality Accredited Boatyard Scheme (the QAB, administered by British Marine) into the Broads Authority Hire Boat Licensing Conditions from 1 April 2023².

¹ 2023/24 agreed navigation charges allow for the additional seasonal Rangers and the Senior Compliance Ranger posts to continue

² The addition of the QAB to Hire Boat Licensing was a recommendation made to the Broads Authority by the Marine Accident Investigation Branch (MAIB) upon the conclusion of their investigation in Diamond Emblem 1. Section 5 [MAIBInvReport 5/2022 - Diamond Emblem 1 - Very Serious Marine Casualty \(publishing.service.gov.uk\)](#)

4. Further Actions

- 4.1. As part of the Broads Authority's continuous improvements to the health and safety of our waterway users we have also introduced:
- A new licensing requirement for all operators letting for hire non-powered craft ([Broads Authority December 2022](#))
 - Introduction of a Hire Boat Questionnaire (2021/22), conducted by Rangers on randomly selected Hirers to gauge key aspects of their hire experience from hand-over to their confidence at the helm.

5. Hire Boat Questionnaire Results 2021/2022

- 5.1. During the 2021/22 season Rangers were tasked to undertake the Hire Boat Questionnaire at Super Safety Events and at other random times when an opportunity existed. The purpose of the questions is to gauge key aspects from the helm of the hire craft, such as how often they hire vessels, whether have they seen the safety videos, did they get a handover, what was the duration of the handover and how confident do they feel to helm the vessel.
- 5.2. During **2021/22** 724 questionnaires were completed. The questionnaire will be utilised again during the 2023/24 season.
- 5.3. The full results are in the appendices. Highlights to report are:
- 30% who participated were first-time hirers, and 27% questioned had over 6 previous hiring experiences.
 - 74% had viewed the online safety videos, with 64% having watched the videos before collecting their hired vessel.
 - 88% had received a copy of the Broadcaster and were signposted to the pages relating to safety on the Broads.
 - The handover duration lasted between 20-30 minutes for 40%, with 20% receiving a handover of between 30 and 45 minutes.
 - 12% reported that they did not receive an in-water trial of their vessel ³
 - During hand-over, good percentages were recorded against key aspects of boat handling, for example, judging speed, passing under low bridges, person overboard procedures, use of life jackets and mooring against the tide and stern on.

6. Conclusion

³ Under the new Hire Boat Code even experienced helms will have to demonstrate competence during a compulsory in-water trial.

- 6.1. Health and safety improvements on our waters cannot be proven by a recognisable metric or statistics, so making direct comparisons to the raft of improved safety measures and online instructional material brought into our safety management systems and incident rates cannot be made.
- 6.2. We have not seen a repeat of the tragic fatalities experienced in 2020; we know the reassurance provided to waterway users by a Ranger on patrol and the added engagement via safety events, improving licensing requirements and better processes by Hire Operators at hand-over has on boat user's knowledge and confidence.
- 6.3. Through our incident logs we know the commonest reported incidents continues to be slips, trips and falls; these incidents are significantly higher when mooring or disembarking a mooring, and we still observe a high number of people on the water without personal floatation devices. Work to mitigate and reduce these incidents continues. The gentle waterways of the Broads are a safe and enjoyable environment for users. The Broads Authority, in conjunction with key partners, is proactive in finding mitigations to safety issues and we continue to monitor, review and adapt when incidents occur.

Author: Rob Rogers

Date of report: 08 March 2023

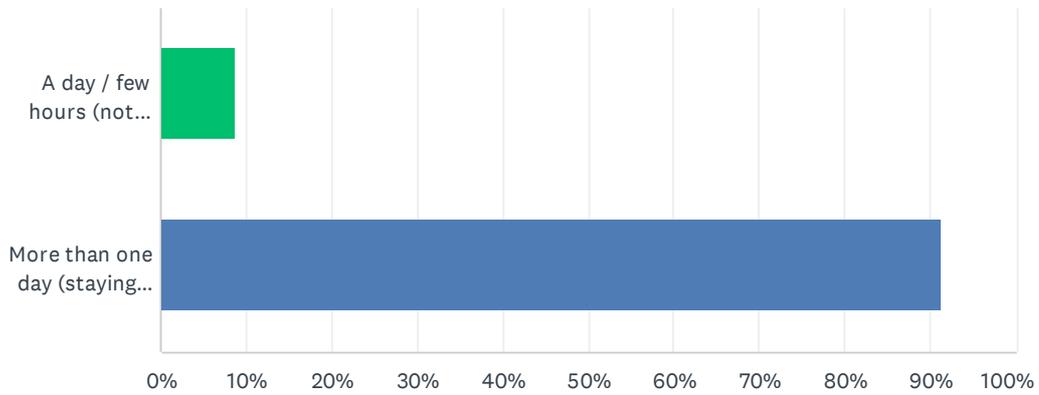
Background papers: links provided within the report

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

Appendix 1 – Broads Boat Hirers Survey 2022

Q1 Are you hiring a boat for:

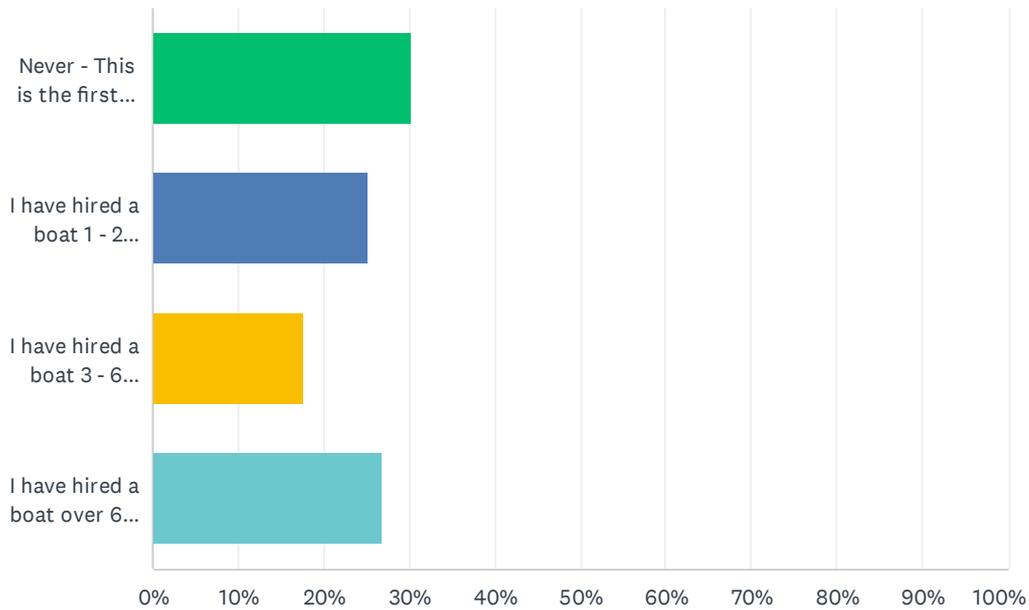
Answered: 721 Skipped: 9



| ANSWER CHOICES | RESPONSES | |
|---|-----------|-----|
| A day / few hours (not staying in the boat overnight) | 8.74% | 63 |
| More than one day (staying overnight in the boat) | 91.26% | 658 |
| TOTAL | | 721 |

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

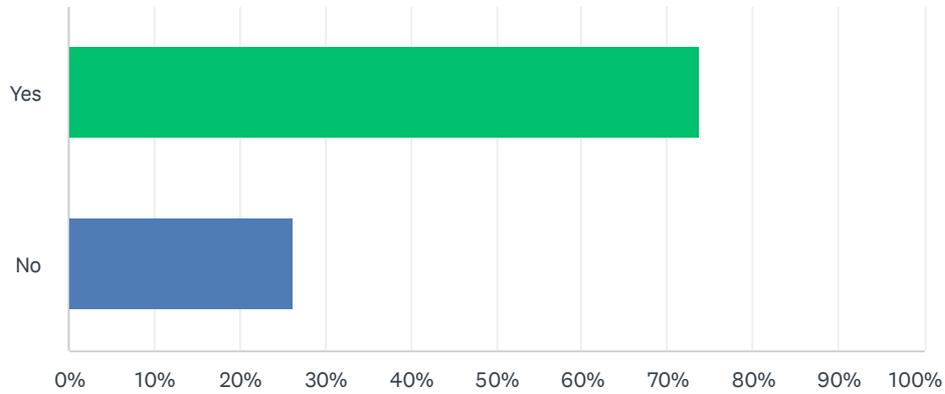
Answered: 722 Skipped: 8



| ANSWER CHOICES | RESPONSES | |
|--|-----------|------------|
| Never - This is the first time I have hired a boat on the Broads | 30.33% | 219 |
| I have hired a boat 1 - 2 times before | 25.07% | 181 |
| I have hired a boat 3 - 6 times before | 17.73% | 128 |
| I have hired a boat over 6 times before | 26.87% | 194 |
| TOTAL | | 722 |

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

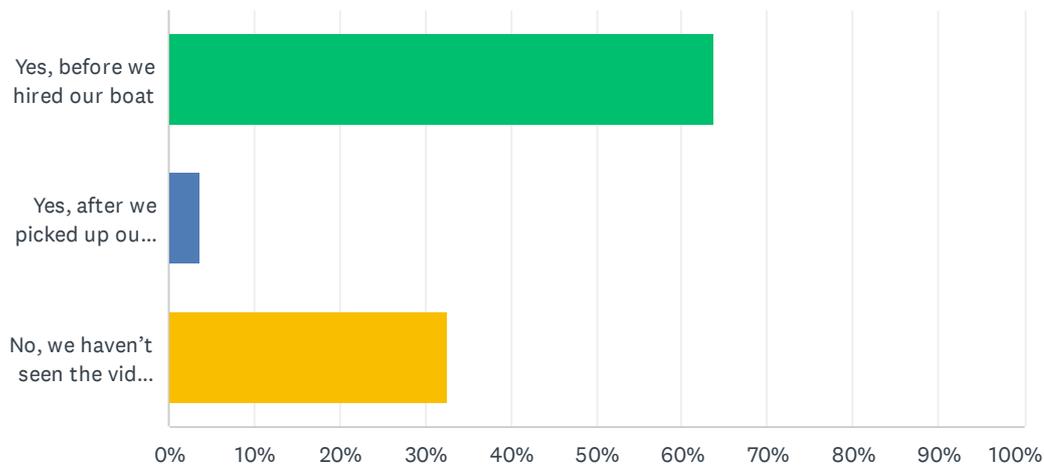
Answered: 721 Skipped: 9



| ANSWER CHOICES | RESPONSES | |
|----------------|-----------|-----|
| Yes | 73.79% | 532 |
| No | 26.21% | 189 |
| TOTAL | | 721 |

Q4 Have you watched the Broads Authority animated safety videos?

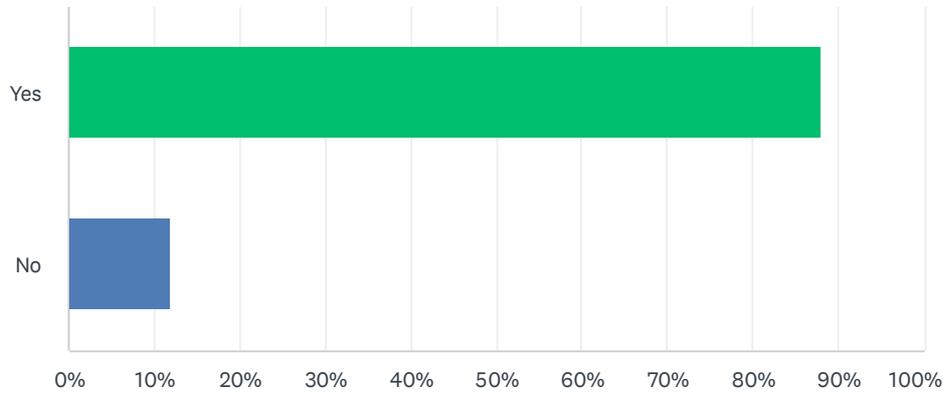
Answered: 723 Skipped: 7



| ANSWER CHOICES | RESPONSES | |
|------------------------------------|-----------|------------|
| Yes, before we hired our boat | 63.76% | 461 |
| Yes, after we picked up our boat | 3.60% | 26 |
| No, we haven't seen the videos yet | 32.64% | 236 |
| TOTAL | | 723 |

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

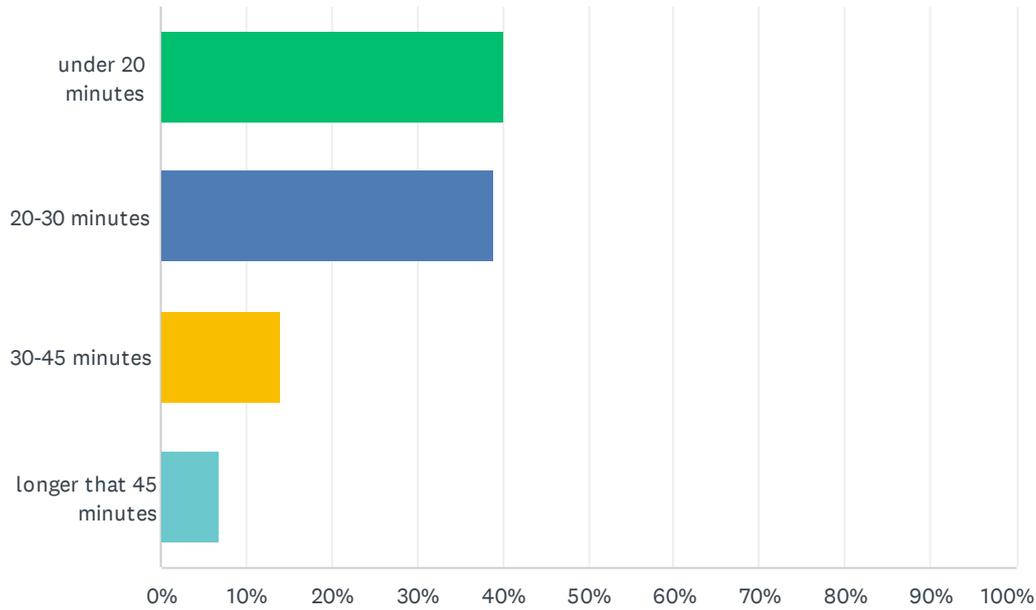
Answered: 721 Skipped: 9



| ANSWER CHOICES | RESPONSES | |
|----------------|-----------|-----|
| Yes | 88.07% | 635 |
| No | 11.93% | 86 |
| TOTAL | | 721 |

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

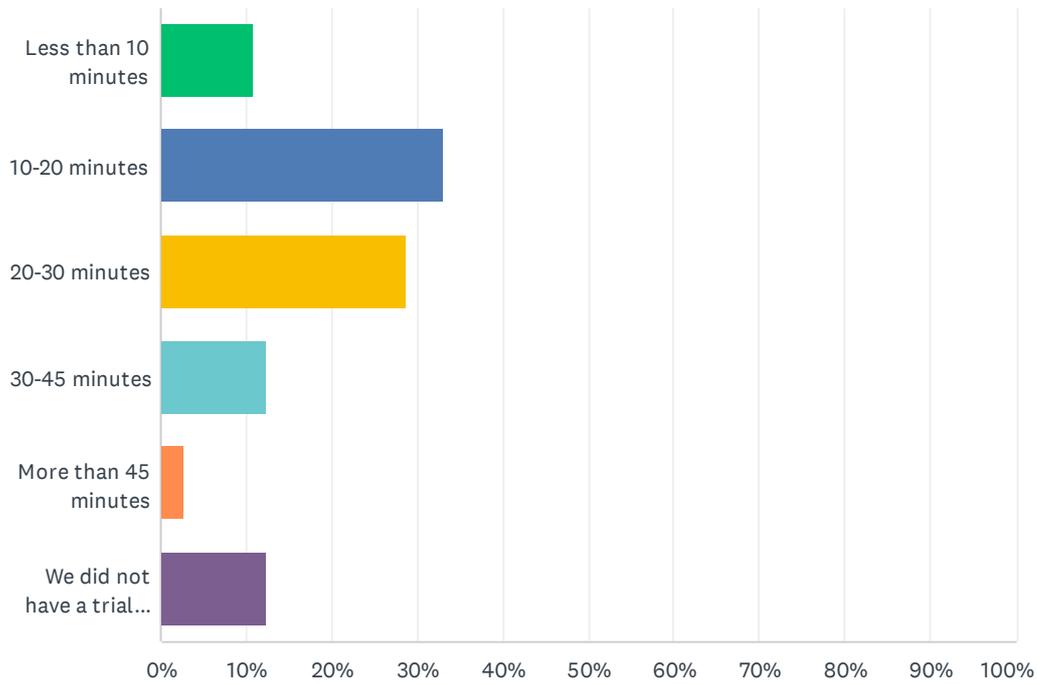
Answered: 722 Skipped: 8



| ANSWER CHOICES | RESPONSES |
|------------------------|------------|
| under 20 minutes | 40.17% 290 |
| 20-30 minutes | 38.92% 281 |
| 30-45 minutes | 14.13% 102 |
| longer that 45 minutes | 6.79% 49 |
| TOTAL | 722 |

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

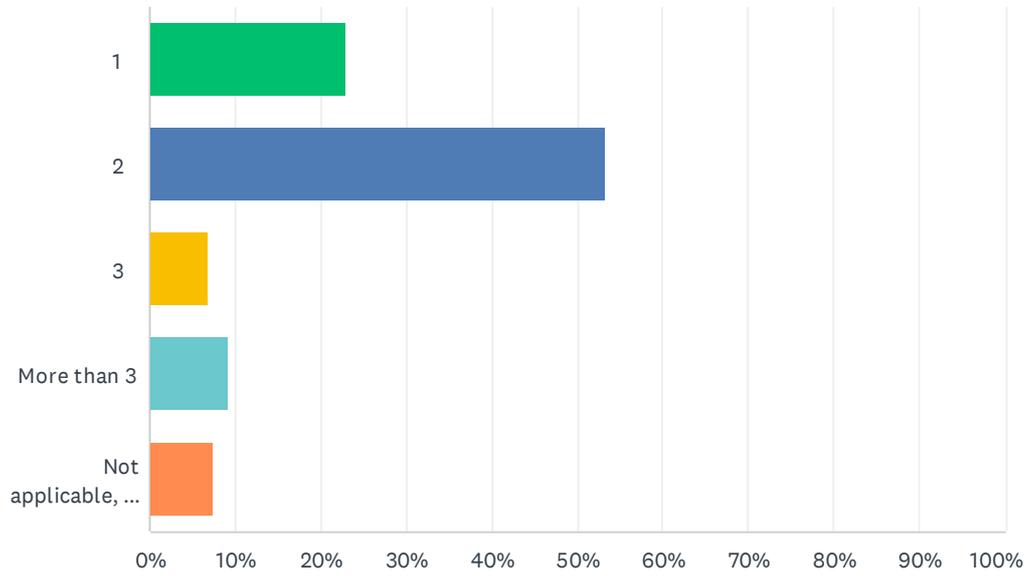
Answered: 722 Skipped: 8



| ANSWER CHOICES | RESPONSES | |
|--|-----------|------------|
| Less than 10 minutes | 10.80% | 78 |
| 10-20 minutes | 32.96% | 238 |
| 20-30 minutes | 28.81% | 208 |
| 30-45 minutes | 12.33% | 89 |
| More than 45 minutes | 2.77% | 20 |
| We did not have a trial run (for example because you were experienced boaters or were only hiring a dayboat) | 12.33% | 89 |
| TOTAL | | 722 |

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

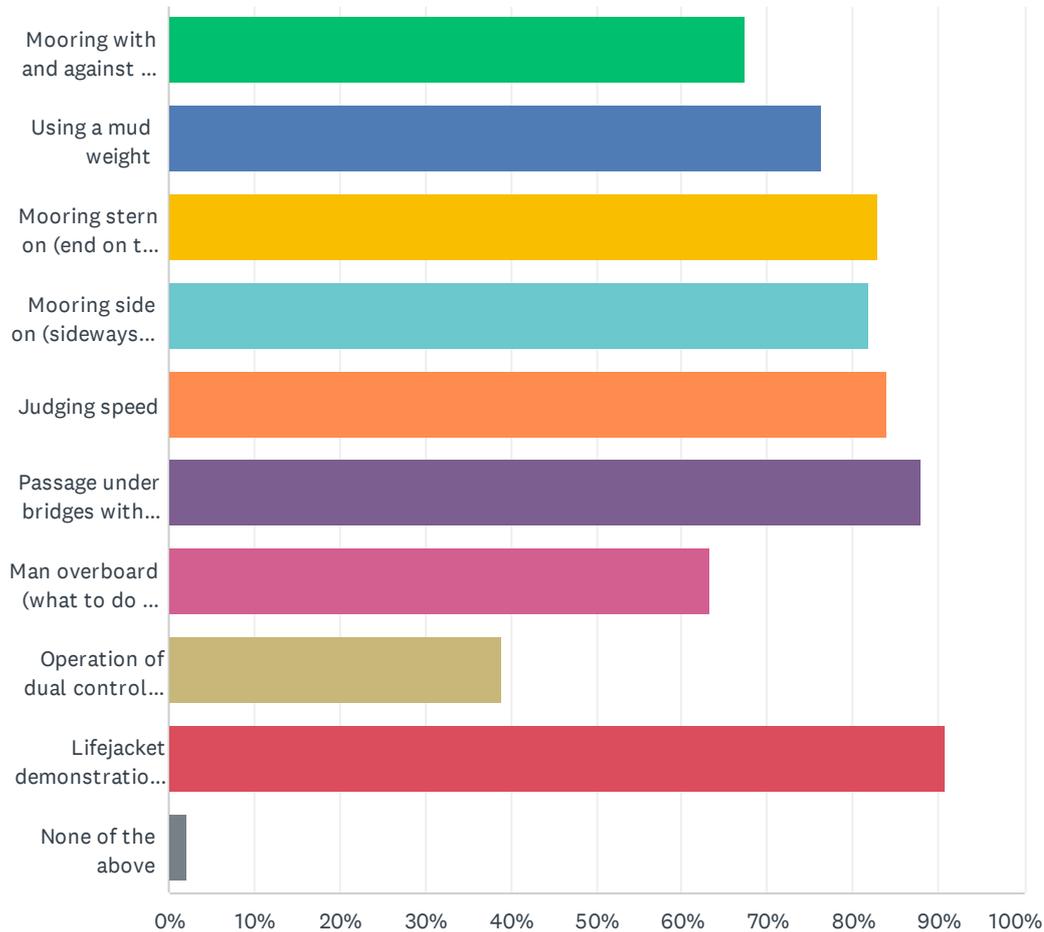
Answered: 722 Skipped: 8



| ANSWER CHOICES | RESPONSES | |
|---|-----------|------------|
| 1 | 23.13% | 167 |
| 2 | 53.32% | 385 |
| 3 | 6.93% | 50 |
| More than 3 | 9.14% | 66 |
| Not applicable, we did not have a trial run | 7.48% | 54 |
| TOTAL | | 722 |

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

Answered: 724 Skipped: 6

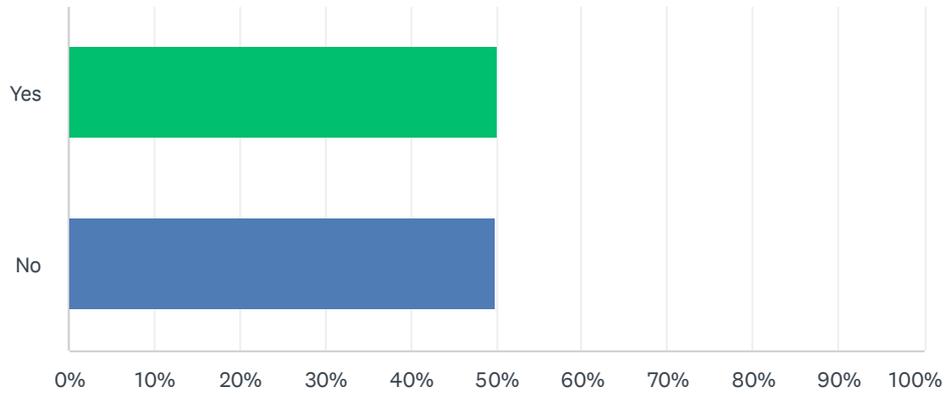


Broads Hirers Survey 2022 (Ranger Version)

| ANSWER CHOICES | RESPONSES | |
|---|-----------|-----|
| Mooring with and against the tide. | 67.40% | 488 |
| Using a mud weight | 76.38% | 553 |
| Mooring stern on (end on to the mooring) | 82.87% | 600 |
| Mooring side on (sideways to the mooring) | 81.91% | 593 |
| Judging speed | 83.98% | 608 |
| Passage under bridges with particular reference to air draft (the space needed for your boat to pass under a bridge safely) | 87.98% | 637 |
| Man overboard (what to do if someone falls into the water) | 63.26% | 458 |
| Operation of dual control and method of switching | 39.09% | 283 |
| Lifejacket demonstration – how to fit it correctly and when to wear it | 90.88% | 658 |
| None of the above | 2.21% | 16 |
| Total Respondents: 724 | | |

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

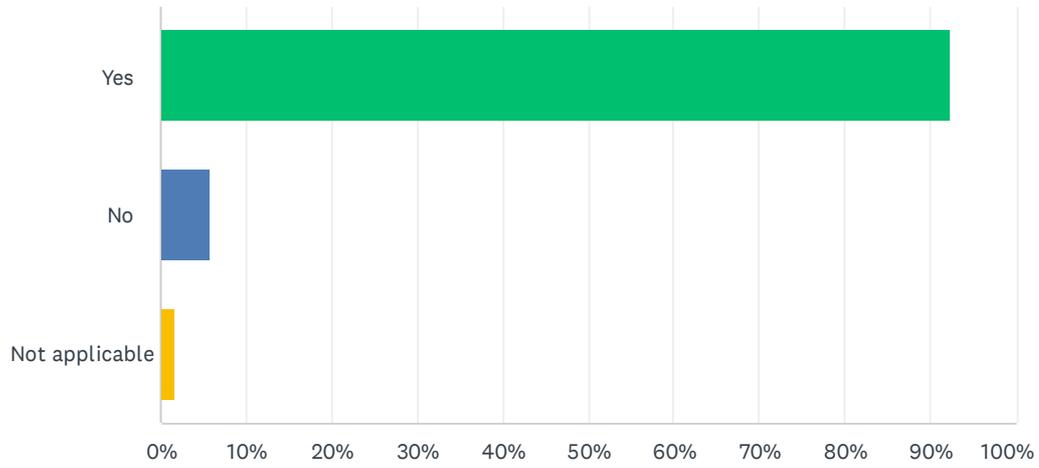
Answered: 723 Skipped: 7



| ANSWER CHOICES | RESPONSES | |
|----------------|-----------|-----|
| Yes | 50.07% | 362 |
| No | 49.93% | 361 |
| TOTAL | | 723 |

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

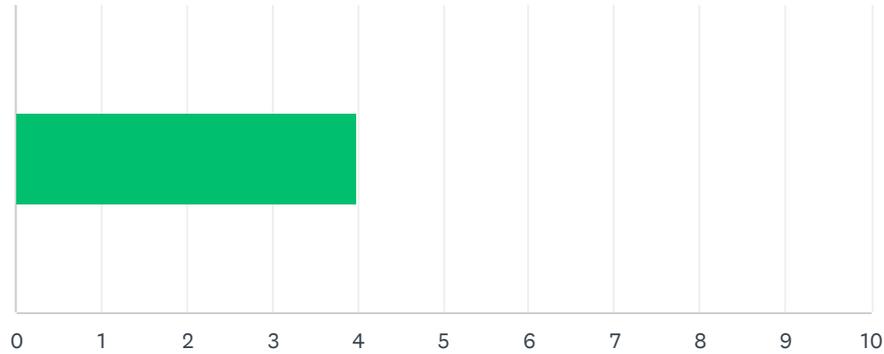
Answered: 722 Skipped: 8



| ANSWER CHOICES | RESPONSES | |
|----------------|-----------|------------|
| Yes | 92.38% | 667 |
| No | 5.82% | 42 |
| Not applicable | 1.80% | 13 |
| TOTAL | | 722 |

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

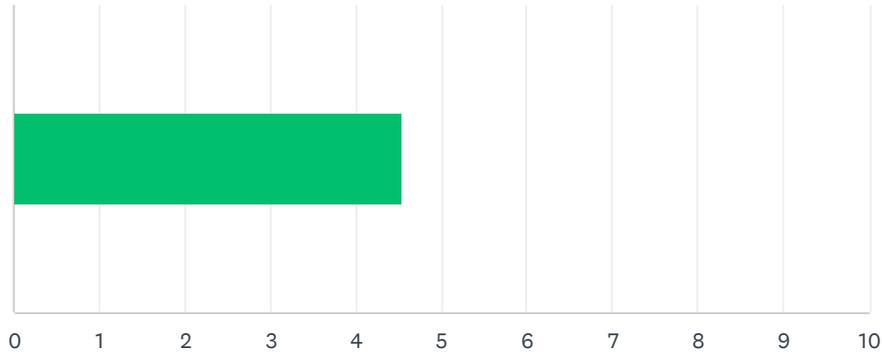
Answered: 691 Skipped: 39



| ANSWER CHOICES | AVERAGE NUMBER | TOTAL NUMBER | RESPONSES |
|------------------------|----------------|--------------|-----------|
| | 4 | 2,755 | 691 |
| Total Respondents: 691 | | | |

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

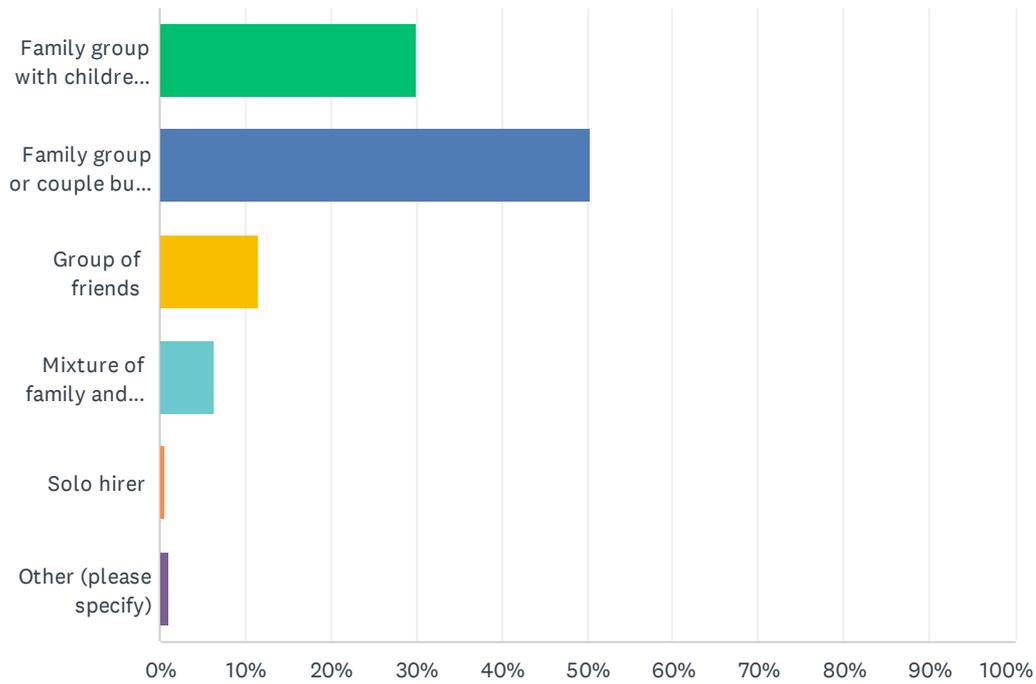
Answered: 720 Skipped: 10



| ANSWER CHOICES | AVERAGE NUMBER | TOTAL NUMBER | RESPONSES |
|------------------------|----------------|--------------|-----------|
| | 5 | 3,265 | 720 |
| Total Respondents: 720 | | | |

Q15 Which best describes your group?

Answered: 724 Skipped: 6



| ANSWER CHOICES | RESPONSES | |
|---|-----------|------------|
| Family group with children under 16 years old | 29.97% | 217 |
| Family group or couple but no children under 16 years old | 50.41% | 365 |
| Group of friends | 11.46% | 83 |
| Mixture of family and friends | 6.49% | 47 |
| Solo hirer | 0.69% | 5 |
| Other (please specify) | 0.97% | 7 |
| TOTAL | | 724 |

Navigation Committee

13 April 2023

Agenda item number 12

Channel marker and Aids to Navigation policy

Report by Lucy Burchnall

Purpose

To make members aware of the new Channel marker and Aids to Navigation policy within the Safety Management System Document.

Broads Plan context

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

1. Introduction

- 1.1. The Broads Authority, as Duty Holder for the Broads, has developed a Safety Management System (SMS) in accordance with the requirements of the Port Marine Safety Code. The purpose of the SMS is to document the arrangements put in place by the Broads Authority to ensure, as far as reasonably practicable, the safety of those using or working on the Broads. At a recent audit of Aids to Navigation (AtoN) on the Broads by Trinity House (UK's General Lighthouse Authority) it was recommended the information on channel markers and AtoN within the SMS document be updated to include a policy on how the Authority will manage these assets.

2. Management of channel markers and Aids to Navigation

- 2.1. The draft wording for the channel markers and Aids to Navigation Policy is set out in Appendix 1 for members information. The policy does not change the approach the Authority takes for management of channel markers but adds more detail into the SMS document to allow for better review and auditing of these procedures. The SMS document is reviewed annually and subject to internal and external audits.

Author: Lucy Burchnall

Date of report: 24 March 2023

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

Appendix 1 – Channel marker and Aids to Navigation Policy

Appendix 1

Management of Channel Markers and Aids to Navigation (AtoN)

Several areas of the navigation are marked, either by posts or buoys, to clearly define the safe navigable channels in accordance with the Waterways Management Strategy. This includes marking the maintained channels across shallow Broads, examples being Rockland Broad, Hickling Broad and Breydon Water.

There are 3 different categories of channel markers:

- Channel markers recognised by Trinity House. These are the channels posts on Breydon water, which was formerly under the Great Yarmouth Port jurisdiction, transferred to the Authority in 2012.
- Channel markers to mark new flood defence works, installed on behalf of the Environment Agency to protect these areas.
- Other channel markers, including those marking navigable channels on narrow Broads, not inspected by Trinity House.

The Broads Authority has developed a Geographic Information System (GIS) based Asset Management System to regulate the management of navigation channels. The system will flag up planned regular inspections and maintenance as it becomes due and allows Rangers to record observed problems with navigation channel markings. If an issue is reported against an ATON which falls under the responsibility of Trinity House an email is generated to the Head of Ranger Services who is then responsible for adding the defect to the Trinity House defect reporting system, PANAR.

When assessing which type of mark is suitable at each location the Authority takes into consideration the category of water, likely conditions on the stretch of water, distance marks need to be seen from and type and amount of river traffic. Usually, posts are installed in preference to buoys. This is because buoys can often be pulled out of position by wind, tide or by vessels.

Posts on Breydon historically had caps with white tops. Some of the older posts, which have not yet been replaced still have the caps on. The caps are being phased out as new posts are installed. This is because the new metal posts are easier to maintain without the caps which have been lifted by high tides in the past. The Authority and Trinity House have a list of the posts with and without the caps. These lists are updated as the posts are replaced.

Cable and Gas crossing signs are also included as AtoN. All of the cable crossing signs are listed with Trinity house and checked annually as part of this. The signs are the responsibility of the organisation who are responsible for the hazard, so for electrical cable crossings these are the responsibility of UKPN.

It is the Broads Authority Policy that it will:

- Carry out annual visual checks on each channel marker and cable and gas crossing signs, as well as recording defects seen as part of routine patrolling by the Ranger team. Issues will be recorded and the defect rectified or controlled (such as a temporary replacement) within the defined timescales.
- For those AtoN which fall under the responsibility of Trinity House, keep an up to date record of these AtoNs and report any defects to Trinity House using their defect reporting system, PANAR (LARS from April 2023).

- Ensure AtoN availability targets as set by Trinity house are met.
- Keep the Channel markers and AtoN policy under review if any defects occur and also as part of a five-year review to determine if the amount and type of marks is sufficient or if any can be removed if no longer required.

Marking hazards

The Broads Authority has a duty to mark hazards within the navigation. On the Broads the locally recognised method of doing this is via a yellow post or buoy. The type of mark is determined by the conditions in which it is being deployed and the length of time it is anticipated it will need to remain in place. Hazards can include sunken vessels, trees fallen in the river and hazardous piling. In areas where the hazard has a significant impact on the channel, orange flashing lights may also be deployed to ensure anyone navigating after dark is able to clearly see it (as set out in the works licence guidance).

Rangers undertake checks on the marks as part of routine patrolling to ensure they are in position until the hazard has been removed.

Navigation Committee

13 April 2023

Agenda item number 13

Construction Maintenance Ecology work programme progress update

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

Purpose

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

Broads Plan context

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

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

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

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

Contents

| | | |
|----|--|---|
| 1. | Maintaining water depths for navigation | 1 |
| 2. | Maintaining safe public mooring facilities | 2 |
| 3. | Our resources | 3 |
| 4. | Water plant management | 4 |

1. Maintaining water depths for navigation

1.1. The detailed breakdown in Appendix 1 gives progress and volumes for the dredging programme for 2022/23 to the end of February 2023 (April 2022 to end February 2023). A total of 38,030 m³ of dredged sediment was removed from the prioritised sites. This figure represents 136% of the programmed target of 29,750 m³ for the year. The additional sediment volume dredged has largely been due to a significant change in the

work programme which saw a team remain at Oulton Broad instead of starting a new project on the Upper Bure.

- 1.2. Since the previous report to Navigation Committee, dredging in Malthouse Broad has been completed. A team were able to spend a few additional weeks in this area and dredged some shoals on the main River Bure. This team then moved up to the River Ant, to finish off dredging at Sutton Staithe, which has now been completed. The main bulk of the dredging is now on the main River Ant between Wayford Bridge and Barton Turf, as well as sections of Stalham Dyke. This is planned to carry on through into the summer of 2023. Individual shoals and shallow areas have been identified from the hydrographic surveys. Targeted removal of sediment is the approach being taken in this project, which has a fixed capacity for receiving dredgings at the re-use site. [Notice to Mariners](#).
- 1.3. This campaign of dredging at Oulton Broad is progressing well, although some internal damage to the pump which is used to offload the dredgings has paused activity for about two weeks. Some large nails got through the screener and ended up running down the sides of the rams, so the seals and cylinders needed replacement/repair with the supplier. [Notice to Mariners](#).
- 1.4. The forward dredging programme for 2023/24 is shown in Table 1

Table 1. Forward dredge programme for 2023/24

| Dredge location | Date range |
|---|--|
| Upper Ant – upstream of Barton Broad to Wayford Bridge & Stalham Dyke (bankside re-use u/s Hunsett Mill) | April – September (with break during school summer holidays) |
| Oulton Broad (pumped re-use to Peto’s marsh) | April – July (continuation from 2022/23) |
| Upper Bure – u/s Wroxham Bridge (pumped re-use to adjacent agricultural land) | October - March |
| Haddiscoe Cut (sidecast to Yare setback) | November - February |

2. Maintaining safe public mooring facilities

- 2.1. The contractor installation of new steel sheet piling to replace part of the quay heading at Neatishead Staithe 24-hour mooring has been successful. 84 m of 158 m total mooring length have been replaced. The completion date was set back due to difficult ground conditions, so the revised re-opening of the site for public mooring had to be delayed by a fortnight until 17 April.

2.2. The forward 24 hour mooring repiling and timber refurbishment programme for 2023/24 is shown in Table 2.

Table 2. 24 hour mooring re-piling and refurbishment programme for 2023/24

| Mooring location | Date range |
|--|--------------------|
| River Ant - Horning Marshes (replacement horizontal barge boards and timber refurbishment) | April - June |
| River Yare - Commissioners cut (timber refurbishment on 30m plus repairs) | July |
| River Bure – Ranworth (timber refurbishment on 50m) | November |
| River Yare – Cantley (timber refurbishment on 50m) | December - January |
| River Ant – Dilham (timber repairs) | February |
| River Thurne – Womack Dyke (timber repairs) | March |

3. Our resources

3.1. The capital spending plans for the additional Defra grant to support the management of SSSIs and species recovery in the Broads have been concluded. The final list of new plant, vessels and machinery includes: -

- 18 tonne long reach excavator (JCB JS180)
- water plant harvester (Berky 6520)
- tractor, with lifting forks and low loader trailer (140 H.P New Holland tractor & 24’ trailer)
- amphibious “aqua tractor” with cutting heads, bucket, rake and mud-pump attachments (Truxor T50)
- 14 tonne standard reach excavator (JCB 140X LC)
- 13 m barge / multi-purpose workboat (ABC Boats)
- Road towable and site-use fuel bowsers
- Selection of chainsaws and brushcutters

3.2. The availability of this equipment will help deliver the year round operational work programme and add efficiencies into several work areas. Entirely new items such as the tractor with front loader and the Truxor amphibious vehicle open new opportunities for managing sites in different ways and to sensitively manage for biodiversity and achieve all the Authority’s duties.

4. Water plant management

- 4.1. The plan for the new water plant harvester is to have two vessels located in the northern rivers during the cutting season (one in the Upper Thurne and one for the Bure and Ant) and one covering the southern rivers. This will reduce the vessel travel time in the north, as the operator can switch between vessels as plant growth demands, without spending time relocating a slow moving vessel between different locations. As water plant growth has been very vigorous over the past three years, having one harvester in this area will enable a greater frequency of cutting.
- 4.2. The forward water plant management programme for 2023/24 is shown in Table 3.

Table 3. Areas within the routine water plant cutting programme for 2023/24

| Water plant management location | Date range |
|--|--|
| River Thurne (Hickling Broad & Catfield Dyke) | June to September |
| River Thurne (West Somerton to Martham Ferry; Waxham Cut) | April to October |
| River Bure (Coltishall Lock to Caen Meadow) | The programme commences in April (depending on plant growth) with re-visits again prioritised according to plant growth. |
| River Ant (Tyler's Cut) | |
| River Waveney (Geldeston Lock to Beccles) | |
| River Yare/Wensum (New Mills to Whitlingham Broad) | |

- 4.3. The annual Broads water plant survey report for 2022 has been completed and is available [here](#). The report presents and discusses the findings from the annual water plant surveys carried out during 2022, which covered 25 Broads with a total of 596 survey points, in addition to looking back at the 40 years of the surveys history. The results from monitoring in the areas routinely managed by the water plant harvesters and the hydroacoustic surveys of Hickling Broad are also presented.
- 4.4. The main findings of the 2022 water plant survey report were:
- 64% (16/25) of the Broads surveyed showed an increase in plant abundance. 24% (6/25) Broads showed a decrease and 8% (2/25) showed very little change. This continues the trend of increasing plant growth and overall abundance recorded over the past five years.
 - The Broads directly connected to the Bure River recorded an increase in plant abundance. The general clarity of the water in the river and how far this extended downstream of Wroxham Bridge was also of note.
 - Stonewort's were the dominant water plant group across the Upper Thurne broads were also present in nine other Broads surveyed.

- Hickling Broad had at its peak growth in October 2022. At this time approximately 85% of the bed of the broad was covered with water plants. This is the greatest coverage of water plants recorded in Hickling using hydroacoustic survey methods since this approach was adopted in 2012.

Author: Dan Hoare, Sue Stephenson

Date of report: 28 March 2023

Background papers: [2022 Broads Annual Water Plant Survey Report](#)

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

Appendix 1 – Dredging figures 2022-23 (April 2022 to end February 2023)

Appendix 1 –Dredging figures 2022-23 (April 2022 to end February 2023)

| Project title Dredge site and sediment re-use location | Active Broads Authority dredging weeks completed/ planned | Planned volume removed m³ | Actual volume removed m³ | Planned annual project cost ¹ | Actual project cost |
|---|--|---|--|---|------------------------------------|
| River Ant Sutton Broad to u/s Hunsett Mill (May-Jul) | 11/20 | 12,000 | 7,240 | 120,090 | 77,570 |
| <i>Phase 1 COMPLETE – delayed start owing to consenting issues; early completion in order to install marker posts in Barton Broad Phase 2 – early commencement (Feb) whilst river traffic low</i> | | | | | |
| River Waveney Oulton Broad to Peto’s Marsh (May ‘22 – July ‘23) | 23/13 | 10,000 | 18,650 | 50,780 | 182,480 |
| <i>ONGOING – delays owing to pump breakdowns; extended to end March 2023; revised planned volume of 17,500m³</i> | | | | | |
| River Bure Malthouse Broad to Ant mouth setbacks (Oct-Feb) | 15/9 | 6,750 | 9,830 | 98,390 | 61,380 |
| <i>COMPLETE – Replacement project for Upper Bure (Belaugh to Wroxham)</i> | | | | | |
| River Bure Plough dredging Lower Bure (Mar) | Contractor | 1,000 | 2,000 | 5,000 | 6,000 |
| <i>COMPLETE</i> | | | | | |
| River Yare | 2/0 | 0 | 310 | | |

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

| Project title Dredge site and sediment re-use location | Active Broads Authority dredging weeks completed/ planned | Planned volume removed m³ | Actual volume removed m³ | Planned annual project cost ¹ | Actual project cost |
|--|--|---|--|---|------------------------------------|
| <i>COMPLETE - Opportunistic removal of sediment from the bar at the entrance to Hardley Dyke and Haddiscoe Cut</i> | | | | | |
| Site Restoration Beccles, Raveningham, Hardley Flood | - | - | - | 13,020 | 17,810 |
| Future site preparation Survey, mitigation & set-up | - | - | - | 9,960 | 7,060 |
| Dredging support activities Maintenance of ancillary dredging kit, etc | - | - | - | - | 27,300 |
| Total | 51/50 | 29,750 | 38,030 | 297,240 | 379,600 |

Navigation Committee

13 April 2023

Agenda item number 14

Navigation income and expenditure 1 April to 28 February 2023

Report by Director of Finance

Purpose

To present the actual Navigation income and expenditure for the eleven-month period to 28 February 2023, and provide a forecast of the projected expenditure at the end of the financial year (31 March 2023).

Contents

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1. Introduction

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

2. Overview of Navigation actual income and expenditure

Table 1

Actual Navigation income and expenditure by Directorate to 28 February 2023

| Directorate | Profiled Latest Available Budget £ | Actual income and expenditure £ | Actual variance £ |
|---|---|--|--------------------------|
| Income | (3,752,008) | (3,847,659) | + 95,651 |
| Operations | 2,851,505 | 2,556,528 | + 294,977 |
| Strategic Services | 303,805 | 318,418 | - 14,613 |
| Finance & Support Services | 704,827 | 683,201 | + 21,626 |
| Projects, Corporate Items and Contributions from Earmarked Reserves | (208,898) | 23,926 | - 232,824 |
| Net (Surplus) / Deficit | (100,769) | (265,586) | + 164,817 |

- 2.1. Core Navigation income is above the profiled budget at the end of month eleven. The overall position as at 28 February 2023 is a favourable variance of £164,817 or an 163.6% difference from the profiled LAB. This is principally due to:

- An overall favourable variance of £95,651 within income:
 - Hire Craft is £16,584 above the profiled budget.
 - Private Craft is £28,889 above the profiled budget.
 - Short Visit and Other Toll income is £9,561 above the profiled budget.
 - Investment income is £40,617 above the profiled budget.
- An underspend within Operations relating to:
 - Construction, Maintenance and Ecology salaries is over the profiled budget by £14,684 due to the implemented pay rise being above the 2% budgeted.

- Equipment, Vehicles and Vessels is under the profiled budget by £143,563 due to delays in expenditure from the earmarked reserves.
 - Water Management is over the profiled budget by £10,562 due to the hydrographic survey being ahead of profile.
 - Practical Maintenance is under the profiled budget by £109,826 due to timing differences on Neatishead mooring repairs.
 - Ranger Services is under the profiled budget by £39,586 due to timing differences on salaries and expenditure. The salaries variance is due to the implemented pay rise being above the 2% budgeted. This is offset by the timing differences on launch repairs and maintenance and expenditure from the earmarked reserves.
 - Premises is under the profiled budget by £33,932 due to delays in Dockyard expenditure from the earmarked reserves.
 - An underspend within Strategic Services relating to a number of small underspends within most areas.
 - An underspend within Finance and Support Services relating to:
 - Asset Management is under the profiled budget by £24,194 due to timing differences on lease payments and expenditure from the earmarked reserves being delayed.
 - An adverse variance within reserves relating to:
 - Premises reserve is under the profiled budget due to delays in Dockyard expenditure being transferred to 2023/24.
 - Plant, Vessels and Equipment reserve is under the profiled budget due to delays in equipment and vehicle replacements being transferred to 2023/24.
- 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 2022/23. The LAB is based on the original budget for the year, with adjustments for known and approved budget changes such as carry-forwards and budget virements. Full details of movements from the original budget are in Appendix 2.

Table 2

Adjustments to Navigation LAB

| Item | Authorisation reference | Amount £ |
|--|---|----------------|
| Original budget 2022/23 – deficit | Broads Authority 28/01/22 Agenda item number 9 | 137,119 |
| Approved budget carry-forwards | Broads Authority 13/05/22 Agenda item number 9 | 75,000 |
| Virement between Vessels & Equipment and Practical Maintenance | Director & CEO Approved 01/03/23 | (6,000) |
| LAB as at 28 February 2023 | n/a | 206,119 |

- 3.2. The LAB therefore provides for a navigation deficit of £206,119 in 2022/23 as at 28 February 2023. This will be balanced through the use of reserves.

4. Overview of forecast outturn 2022/23

- 4.1. Budget holders have been asked to comment on the expected income and expenditure at the end of the financial year in respect of all budget lines for which they are responsible.
- 4.2. As at the end of August 2022, the forecast indicates there has been no change compared to the LAB:
- The total forecast income is £3,849,872.
 - Total expenditure is forecast to be £4,021,937.
 - The resulting deficit for the year is forecast to be £172,065.
- 4.3. The forecast outturn reflects the following changes from the LAB as shown in Table 3. The forecast deficit represents a favourable variance of £34,054 against the LAB.

Table 3

Adjustments to Forecast Outturn

| Item | Amount £ |
|--------------------------------------|----------|
| Forecast outturn deficit per LAB | 206,119 |
| Amounts previously reported 12/01/23 | (5,433) |
| Increase to Hire Craft Tolls | (1,982) |
| Increase to Investment Income | (7,500) |
| Increase to Electric Card Income | (5,250) |

| Item | Amount £ |
|--|----------------|
| Decrease to expenditure | (13,889) |
| Forecast outturn deficit as at 28 February 2023 | 172,065 |

5. Reserves

Table 4

Navigation Earmarked Reserves

| Reserve name | Balance at 1 April 2022 £ | In-year movements £ | Current reserve balance £ |
|------------------------------|---------------------------|---------------------|---------------------------|
| Property | (476,457) | (26,955) | (503,412) |
| Plant, Vessels and Equipment | (362,576) | (103,501) | (466,077) |
| Premises | (125,777) | (35,000) | (160,777) |
| CANAPE | (238,136) | 38,655 | (199,481) |
| Computer Software | (101,638) | (6,600) | (108,238) |
| Total | (1,304,584) | (133,401) | (1,437,985) |

- 5.1. Both the Property and the Plant, Vessels and Equipment reserve contain income from land rental at Oulton Broad and the proceeds from vehicle and equipment disposals. The Plant, Vessels and Equipment reserve has funded the purchase of two new vehicles.

6. Conclusion

- 6.1. The forecast outturn position for the year suggests a deficit within the Navigation budget, which would result in a Navigation Reserve balance of approximately £675,000 at the end of 2022/23 (before any year-end adjustments). This would mean the Navigation Reserve would be above the recommended 10% at 16.7%. Year-end transfers of interest to the earmarked reserves and the first instalment to repay the National Park loan, will mean it will fall to approximately 14.8%. This will be highly dependent on the level of interest received.

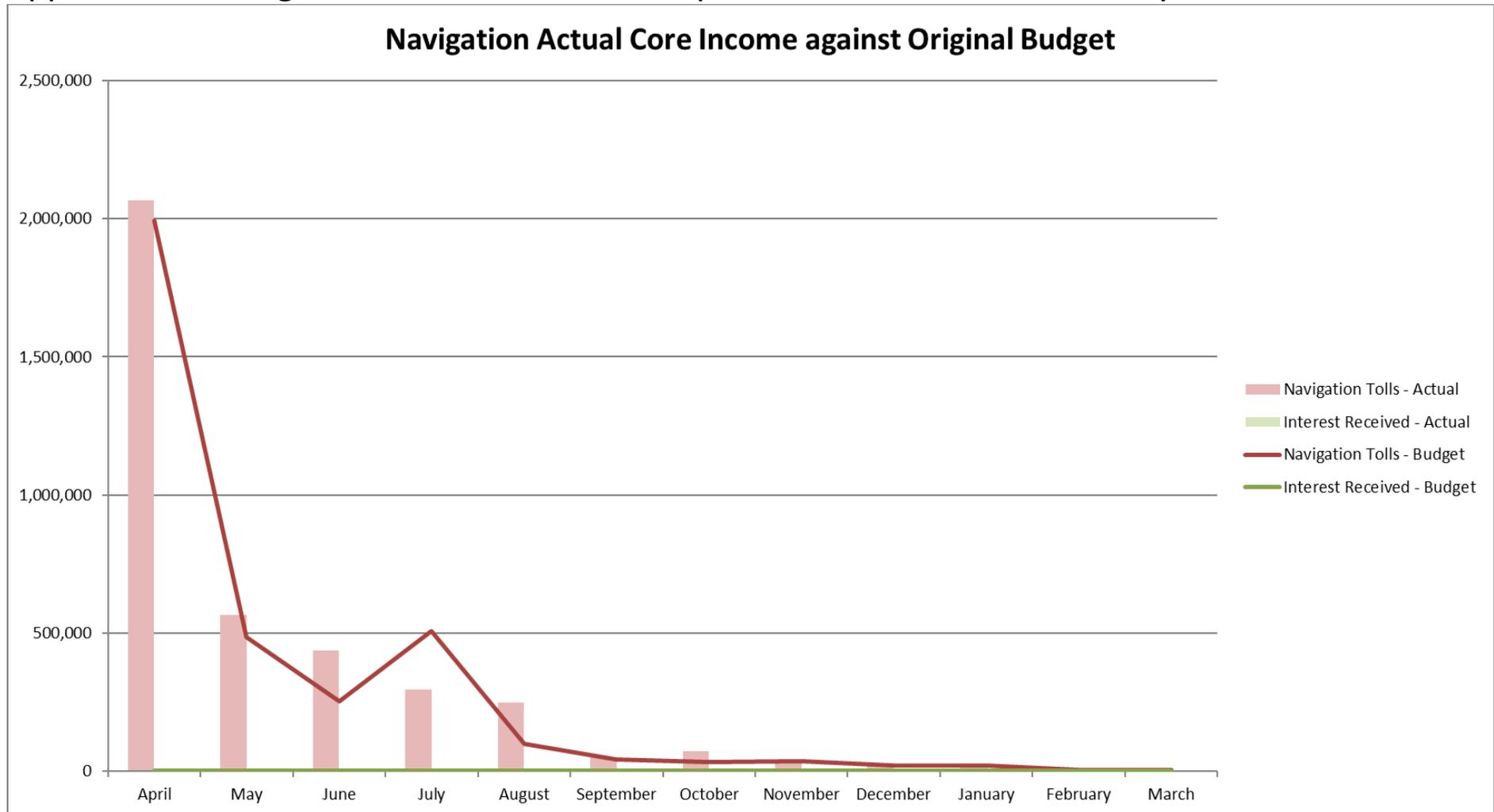
Author: Emma Krelle

Date of report: 28 March 2023

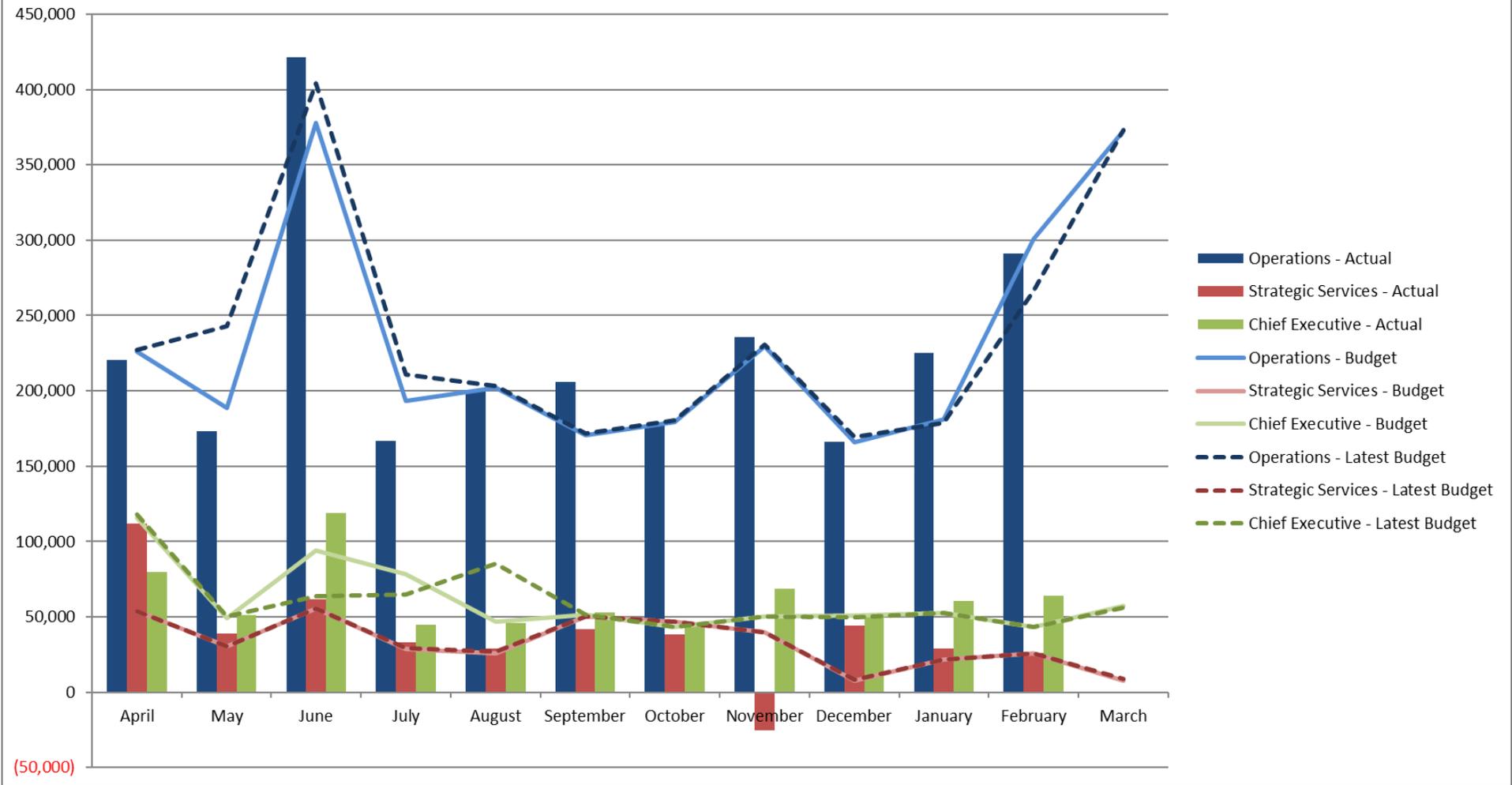
Appendix 1 – Navigation actual income and expenditure charts to 28 February 2023

Appendix 2 – Financial monitor: Navigation income and expenditure 2022/23

Appendix 1 – Navigation actual income and expenditure charts to 28 February 2023



Navigation Net Actual Expenditure against Original and Latest Budget



Appendix 2 – Financial monitor: Navigation income and expenditure 2022/23

Table 1

Income

| Row Labels | Original budget (Navigation) £ | Budget adjustments (Navigation) £ | Latest Available Budget (Navigation) £ | Forecast outturn (Navigation) £ | Forecast outturn variance (Navigation) £ |
|---------------------|-----------------------------------|---|--|------------------------------------|--|
| Total Income | (3,758,390) | 0 | (3,758,390) | (3,849,872) | + 91,482 |
| National Park Grant | 0 | 0 | 0 | 0 | + 0 |
| Hire Craft Tolls | (1,186,000) | 0 | (1,186,000) | (1,200,782) | + 14,782 |
| Private Craft Tolls | (2,489,000) | 0 | (2,489,000) | (2,516,200) | + 27,200 |
| Short Visit Tolls | (48,000) | 0 | (48,000) | (48,000) | + 0 |
| Other Toll Income | (32,390) | 0 | (32,390) | (32,390) | + 0 |
| Interest | (3,000) | 0 | (3,000) | (52,500) | + 49,500 |

Table 2
Operations

| Row Labels | Original budget (Navigation) £ | Budget adjustments (Navigation) £ | Latest Available Budget (Navigation) £ | Forecast outturn (Navigation) £ | Forecast outturn variance (Navigation) £ |
|--|-----------------------------------|---|--|------------------------------------|--|
| Total Operations | 3,027,532 | 69,000 | 3,096,532 | 2,900,424 | + 196,109 |
| Construction and Maintenance Salaries | 865,960 | 0 | 865,960 | 897,584 | - 31,624 |
| Salaries | 867,190 | 0 | 867,190 | 897,639 | - 30,449 |
| Expenditure | (1,230) | 0 | (1,230) | (55) | - 1,175 |
| Equipment, Vehicles & Vessels | 511,452 | 13,999 | 525,451 | 382,731 | + 142,720 |
| Income | (9,590) | 0 | (9,590) | (9,800) | + 210 |
| Expenditure | 521,042 | 13,999 | 535,041 | 392,531 | + 142,510 |
| Water Management | 76,840 | 0 | 76,840 | 76,840 | + 0 |
| Expenditure | 76,840 | 0 | 76,840 | 76,840 | + 0 |
| Land Management | 0 | 0 | 0 | 0 | + 0 |
| Income | 0 | 0 | 0 | 0 | + 0 |
| Expenditure | 0 | 0 | 0 | 0 | + 0 |
| Practical Maintenance | 413,865 | 55,001 | 468,866 | 448,191 | + 20,675 |
| Income | (11,000) | 0 | (11,000) | (16,675) | + 5,675 |
| Expenditure | 424,865 | 55,001 | 479,866 | 464,866 | + 15,000 |
| Waterways and Recreation Strategy | 30,050 | 0 | 30,050 | 31,210 | - 1,160 |

| Row Labels | Original budget (Navigation) £ | Budget adjustments (Navigation) £ | Latest Available Budget (Navigation) £ | Forecast outturn (Navigation) £ | Forecast outturn variance (Navigation) £ |
|------------------------|-----------------------------------|---|--|------------------------------------|--|
| Income | 0 | 0 | 0 | 0 | + 0 |
| Salaries | 21,050 | 0 | 21,050 | 22,210 | - 1,160 |
| Expenditure | 9,000 | 0 | 9,000 | 9,000 | + 0 |
| Project Funding | 1,089 | 0 | 1,089 | 1,089 | + 0 |
| Income | 0 | 0 | 0 | 0 | + 0 |
| Expenditure | 0 | 0 | 0 | 0 | + 0 |
| Pension Payments | 1,089 | 0 | 1,089 | 1,089 | + 0 |
| Ranger Services | 786,212 | 0 | 786,212 | 746,743 | + 39,469 |
| Income | 0 | 0 | 0 | 0 | + 0 |
| Salaries | 606,599 | 0 | 606,599 | 615,179 | - 8,580 |
| Expenditure | 179,438 | 0 | 179,438 | 131,389 | + 48,049 |
| Pension Payments | 175 | 0 | 175 | 175 | + 0 |
| Safety | 84,035 | 0 | 84,035 | 91,035 | - 7,000 |
| Income | (1,000) | 0 | (1,000) | (1,000) | + 0 |
| Salaries | 59,303 | 0 | 59,303 | 61,918 | - 2,615 |
| Expenditure | 25,732 | 0 | 25,732 | 30,117 | - 4,385 |
| Premises | 133,133 | 0 | 133,133 | 99,827 | + 33,306 |
| Income | (2,450) | 0 | (2,450) | (3,570) | + 1,120 |

| Row Labels | Original budget (Navigation) £ | Budget adjustments (Navigation) £ | Latest Available Budget (Navigation) £ | Forecast outturn (Navigation) £ | Forecast outturn variance (Navigation) £ |
|---|-----------------------------------|---|--|------------------------------------|--|
| Expenditure | 135,583 | 0 | 135,583 | 103,397 | + 32,186 |
| Operations Management and Administration | 48,371 | 0 | 48,371 | 48,648 | - 277 |
| Salaries | 45,566 | 0 | 45,566 | 45,843 | - 277 |
| Expenditure | 2,805 | 0 | 2,805 | 2,805 | + 0 |
| Premises - Head Office | 76,525 | 0 | 76,525 | 76,525 | + 0 |
| Income | 0 | 0 | 0 | 0 | + 0 |
| Expenditure | 76,525 | 0 | 76,525 | 76,525 | + 0 |

Table 3
Strategic Services

| Row Labels | Original budget (Navigation) £ | Budget adjustments (Navigation) £ | Latest Available Budget (Navigation) £ | Forecast outturn (Navigation) £ | Forecast outturn variance (Navigation) £ |
|---------------------------------------|-----------------------------------|---|--|------------------------------------|--|
| Total Strategic Services | 332,861 | 0 | 332,861 | 342,682 | - 9,822 |
| Development Management | 4,484 | 0 | 4,484 | 4,576 | - 92 |
| Income | 0 | 0 | 0 | 0 | + 0 |
| Salaries | 4,484 | 0 | 4,484 | 4,576 | - 92 |
| Expenditure | 0 | 0 | 0 | 0 | + 0 |
| Pension Payments | 0 | 0 | 0 | 0 | + 0 |
| Strategy and Projects Salaries | 10,231 | 0 | 10,231 | 9,988 | + 243 |
| Income | 0 | 0 | 0 | 0 | + 0 |
| Salaries | 10,231 | 0 | 10,231 | 9,988 | + 243 |
| Expenditure | 0 | 0 | 0 | 0 | + 0 |
| Biodiversity Strategy | 0 | 0 | 0 | 0 | + 0 |
| Income | 0 | 0 | 0 | 0 | + 0 |
| Expenditure | 0 | 0 | 0 | 0 | + 0 |
| Human Resources | 61,750 | 0 | 61,750 | 70,475 | - 8,725 |
| Income | 0 | 0 | 0 | (259) | + 259 |
| Salaries | 37,704 | 0 | 37,704 | 46,687 | - 8,984 |

| Row Labels | Original budget (Navigation) £ | Budget adjustments (Navigation) £ | Latest Available Budget (Navigation) £ | Forecast outturn (Navigation) £ | Forecast outturn variance (Navigation) £ |
|---|-----------------------------------|---|--|------------------------------------|--|
| Expenditure | 24,047 | 0 | 24,047 | 24,047 | + 0 |
| Volunteers | 29,320 | 0 | 29,320 | 30,132 | - 812 |
| Salaries | 21,560 | 0 | 21,560 | 22,372 | - 812 |
| Expenditure | 7,760 | 0 | 7,760 | 7,760 | + 0 |
| Communications | 83,710 | 0 | 83,710 | 85,944 | - 2,234 |
| Income | 0 | 0 | 0 | 0 | + 0 |
| Salaries | 73,435 | 0 | 73,435 | 75,669 | - 2,234 |
| Expenditure | 10,275 | 0 | 10,275 | 10,275 | + 0 |
| Visitor Centres and Yacht Stations | 110,343 | 0 | 110,343 | 106,088 | + 4,255 |
| Income | (69,450) | 0 | (69,450) | (69,450) | + 0 |
| Salaries | 146,955 | 0 | 146,955 | 142,700 | + 4,255 |
| Expenditure | 32,838 | 0 | 32,838 | 32,838 | + 0 |
| Strategic Services Management and Administration | 33,023 | 0 | 33,023 | 35,480 | - 2,457 |
| Salaries | 33,885 | 0 | 33,885 | 36,342 | - 2,457 |
| Expenditure | (862) | 0 | (862) | (862) | + 0 |
| Strategy and Projects | 0 | 0 | 0 | 0 | + 0 |
| Expenditure | 0 | 0 | 0 | 0 | + 0 |

Table 4

Finance & Support Services

| Row Labels | Original budget (Navigation) £ | Budget adjustments (Navigation) £ | Latest Available Budget (Navigation) £ | Forecast outturn (Navigation) £ | Forecast outturn variance (Navigation) £ |
|---|-----------------------------------|---|--|------------------------------------|--|
| Total Finance & Support Services | 766,562 | 0 | 766,562 | 757,837 | + 8,725 |
| National Park Grant | 0 | 0 | 0 | 0 | + 0 |
| Expenditure | 0 | 0 | 0 | 0 | + 0 |
| Legal | 26,000 | 0 | 26,000 | 24,000 | + 2,000 |
| Income | (4,000) | 0 | (4,000) | (6,000) | + 2,000 |
| Expenditure | 30,000 | 0 | 30,000 | 30,000 | + 0 |
| Governance | 82,487 | 0 | 82,487 | 76,114 | + 6,373 |
| Salaries | 57,110 | 0 | 57,110 | 56,215 | + 895 |
| Expenditure | 25,377 | 0 | 25,377 | 19,899 | + 5,478 |
| Chief Executive | 49,558 | 0 | 49,558 | 49,043 | + 515 |
| Salaries | 49,162 | 0 | 49,162 | 48,648 | + 515 |
| Expenditure | 396 | 0 | 396 | 396 | + 0 |
| Asset Management | 72,886 | 0 | 72,886 | 66,602 | + 6,285 |
| Income | (3,000) | 0 | (3,000) | (3,000) | + 0 |
| Salaries | 21,587 | 0 | 21,587 | 22,302 | - 716 |
| Expenditure | 54,300 | 0 | 54,300 | 47,300 | + 7,000 |

| Row Labels | Original budget (Navigation) £ | Budget adjustments (Navigation) £ | Latest Available Budget (Navigation) £ | Forecast outturn (Navigation) £ | Forecast outturn variance (Navigation) £ |
|------------------------------|-----------------------------------|---|--|------------------------------------|--|
| Finance and Insurance | 211,369 | 0 | 211,369 | 218,939 | - 7,570 |
| Salaries | 117,310 | 0 | 117,310 | 118,770 | - 1,460 |
| Expenditure | 94,059 | 0 | 94,059 | 100,169 | - 6,110 |
| Collection of Tolls | 193,760 | 0 | 193,760 | 195,220 | - 1,460 |
| Salaries | 182,760 | 0 | 182,760 | 184,220 | - 1,460 |
| Expenditure | 11,000 | 0 | 11,000 | 11,000 | + 0 |
| ICT | 130,502 | 0 | 130,502 | 127,918 | + 2,584 |
| Salaries | 0 | 0 | 0 | 0 | + 0 |
| Expenditure | 66,845 | 0 | 66,845 | 68,073 | - 1,228 |

Table 5

Projects and Corporate items

| Row Labels | Original budget (Navigation) £ | Budget adjustments (Navigation) £ | Latest Available Budget (Navigation) £ | Forecast outturn (Navigation) £ | Forecast outturn variance (Navigation) £ |
|---|-----------------------------------|---|--|------------------------------------|--|
| Total Projects and Corporate Items | 25,622 | 0 | 25,622 | 26,421 | - 799 |
| Partnerships / HLF | (27,341) | 0 | (27,341) | (27,341) | + 0 |
| Income | (46,891) | 0 | (46,891) | (46,891) | + 0 |
| Salaries | 14,945 | 0 | 14,945 | 15,250 | - 305 |

| Row Labels | Original budget (Navigation) £ | Budget adjustments (Navigation) £ | Latest Available Budget (Navigation) £ | Forecast outturn (Navigation) £ | Forecast outturn variance (Navigation) £ |
|------------------------|-----------------------------------|---|--|------------------------------------|--|
| Expenditure | 4,605 | 0 | 4,605 | 4,300 | + 305 |
| Corporate Items | 52,962 | 0 | 52,962 | 53,761 | - 799 |
| Expenditure | 2,162 | 0 | 2,162 | 2,961 | - 799 |
| Pension Payments | 50,800 | 0 | 50,800 | 50,800 | + 0 |

Table 6

Contributions from earmarked reserves

| Row Labels | Original budget (Navigation) £ | Budget adjustments (Navigation) £ | Latest Available Budget (Navigation) £ | Forecast outturn (Navigation) £ | Forecast outturn variance (Navigation) £ |
|--|-----------------------------------|---|--|------------------------------------|--|
| Total contributions from Earmarked Reserves | (257,067) | 0 | (257,067) | (5,426) | - 251,641 |
| Earmarked Reserves | (257,067) | 0 | (257,067) | (5,426) | - 251,641 |
| Expenditure | (257,067) | 0 | (257,067) | (5,426) | - 251,641 |

Table 7

Net (Surplus) / Deficit

| Row Labels | Original budget (Navigation) £ | Budget adjustments (Navigation) £ | Latest Available Budget (Navigation) £ | Forecast outturn (Navigation) £ | Forecast outturn variance (Navigation) £ |
|--------------------|---|--|---|--|---|
| Grand Total | 137,119 | 69,000 | 206,119 | 172,065 | + 34,055 |

Navigation Committee

13 April 2023

Agenda item number 15

Committee calendar 2023/24- Navigation

Committee dates

Report by Senior Governance Officer

Purpose

To review the Navigation Committee dates for 2023/24, following the approval of the committee calendar by the Authority at its meeting on 17 March 2023.

Broads Plan context

Theme C – “Maintaining and enhancing the navigation”. The role of the Navigation Committee is to advise the Authority on matters relating to strategic management of the waterways.

1. Introduction

- 1.1. Members are asked to review the Navigation Committee meeting dates for 2023/24, included in the committee calendar at Appendix 1. The calendar was approved by the Broads Authority on 17 March, subject to consultation with the Navigation Committee.

2. 2023/24 committee timetable

- 2.1. The calendar runs from August 2023 to the annual meeting in July 2024, and takes account of public holidays. There are five proposed Navigation Committee meetings in the year.
- 2.2. Members of the Committee are also invited to attend all Broads Authority site visits and workshops etc. The members’ annual site visit is scheduled for 6 July.
- 2.3. As a reminder to Members, it has previously been agreed that urgent items, including consideration of planning applications that arise outside of the scheduled Navigation Committee meetings, can be dealt with in the following way:

'in the event of a planning application requiring the views of the Navigation Committee, that members of the Navigation Committee be sent the details of the application and make any comments to the Chair and Vice Chair. Subject to the comments that come in, the Chair and Vice Chair would determine whether there needed to be a formal consultation or not; and if a formal consultation was required, they would determine

this could be via electronic means rather than meeting face to face.' ([Navigation Committee minutes 14 June 2018](#))

3. Meeting location

- 3.1. As well as in-person meetings, there is also the option for the Navigation Committee to meet remotely, subject to consultation with the Chair and Vice-Chair of the Committee. This was resolved by members at the [19 November 2021 Broads Authority meeting](#).
- 3.2. It should be noted that meeting dates and times may be subject to change.

Author: Sara Utting

Date of report: 20 March 2023

[Broads Plan](#) strategic objectives: C1-C4

Appendix 1 – Committee calendar 2023-2024.docx

Broads Authority committee calendar 2023/2024

| Committee meetings | Day | Time | Jul 2023 | Aug 2023 | Sep 2023 | Oct 2023 | Nov 2023 | Dec 2023 | Jan 2024 | Feb 2024 | Mar 2024 | Apr 2024 | May 2024 | Jun 2024 | Jul 2024 |
|--|-----|------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|
| Audit and Risk Committee | Tue | 10am | 25 | | | | 21 | | | | 12 | | | | 23 |
| Broads Authority | Fri | 10am | 28 | | 22 | | 24 | | 26 | | 15 | | 10 | | 26 |
| Member annual site visit | Thu | | 6 | | | | | | | | | | | | 4 |
| Broads Local Access Forum | Wed | 10am | | 30 | | | 29 | | | | 6 | | | 5 | |
| Navigation Committee | Thu | 10am | | | 7 | | 2 | | 11 | | | 11 | | 6 | |
| Planning Committee | Fri | 10am | 21 | 18 | 15 | 13 | 10 | 8 | 5 | 2 | 1 22 | 26 | 24 | 21 | 19 |
| Planning Committee site visit (provisional dates if required) | Fri | 10am | 7 | | 1 29 | 27 | 24* | | 19 | 16 | | 12 | | 7 | 5 |
| Heritage Asset Review Group (member group) | Fri | 10am | | | 8 | | | 15 | | | 8 | | | 14 | |
| Bank holidays | | | | 28 | | | | 25 26 | 1 | | 29 | 1 | 6 27 | | |

*will be rescheduled if needed

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