

Navigation Committee

Agenda 03 April 2025

10.00am

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

John Packman, Chief Executive – Thursday, 27 March 2025

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**
A nomination for Chair has been received for:
Alan Goodchild proposed by Mark Collins, seconded by Peter Dixon
3. **Appointment of Vice-Chair**
A nomination for Vice-Chair has been received for:
Peter Dixon proposed by Alan Goodchild, seconded by Mark Collins
4. To receive declarations of interest (see [Appendix 1](#) to the Agenda for guidance on your participation having declared an interest in the relevant agenda item)
5. To note whether any items have been proposed as matters of urgent business
6. **To receive and confirm the minutes of the Navigation Committee meeting held on 9 January 2025** (Pages 3 - 13)
7. **Summary of actions and outstanding issues following discussion at previous meetings** (Pages 14 - 17)
8. **Appointment of two co-opted members to the Broads Authority**
Report by Senior Governance Officer (Pages 18 - 19)

Reports for information

9. **Abandoned and sunken vessels and financial implications** (Pages 20 - 27)
Report by Director of Operations

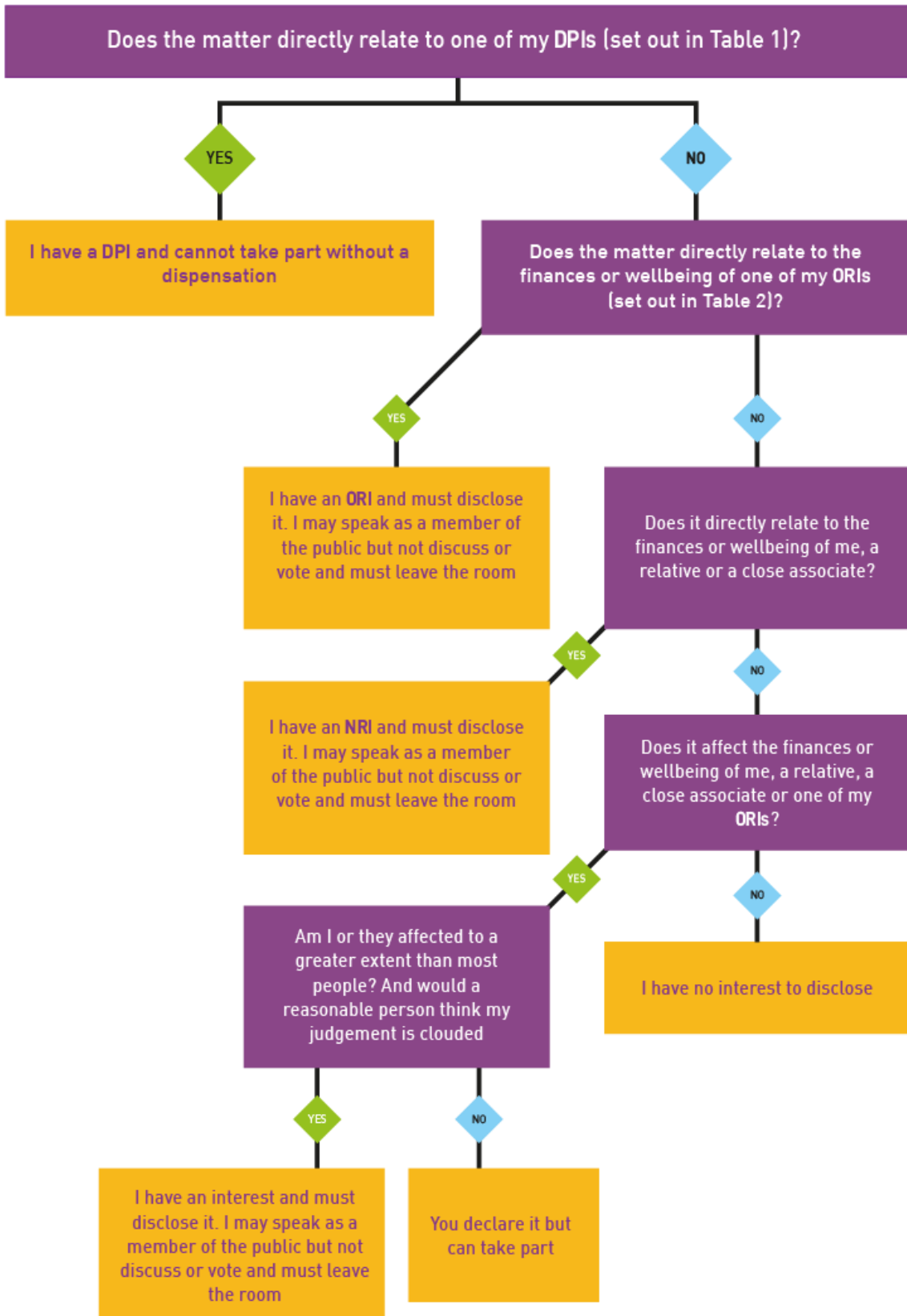
10. **Report on Surveys by Rangers 2024** (Pages 28 - 32)
Report by Head of Safety Management
11. **Chief Executive's report and current issues** (Pages 33 - 43)
Report by Chief Executive
12. **Income and expenditure** (Pages 44 - 60)
Report by Director of Finance
13. **Construction, Maintenance, and Ecology work programme – progress update** (Pages 61 - 66)
Report by Head of Construction, Maintenance, and Ecology, and Ecology & Design Supervisor
14. **2024/25 Health and Safety Review and internal audit recommendations** (Pages 67 - 73)
Report by Head of Safety Management
15. **Oulton Broad Power Boat racing dates for 2025** (Pages 74 - 76)
Report by Head of Safety Management
16. **Committee timetable of meetings 2025/26** (Pages 77 - 79)
Report by Senior Governance Officer

Other matters

17. Other items of business
Items of business which the chairman decides should be considered as a matter of urgency pursuant to section 100B (4)(b) of the Local Government Act 1972
18. **To note the date of the next meeting – Thursday 5 June 2025 at 10.00am Yare House, 62-64 Thorpe Road, Norwich, NR1 1RY**

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

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



Navigation Committee

Minutes of the meeting held on 09 January 2025

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

Present

Alan Goodchild – in the Chair, Harry Blathwayt, Stephen Bolt, Mark Collins, Peter Dixon, Tony Grayling, Bob Neate, Simon Sparrow, and Daniel Thwaites.

In attendance

Lucy Burchnall - Head of Ranger Services, Dan Hoare – Head of Construction, Maintenance and Ecology, Emma Krelle – Director of Finance, John Packman - Chief Executive, Rob Rogers - Director of Operations, Lorraine Taylor – Governance Officer, Sara Utting – Senior Governance Officer.

1. Apologies and welcome

The Chair welcomed everyone to the meeting.

Apologies were received from, Leslie Mogford, Remus Sawyerr, Michael Scott, Paul Thomas.

Openness of Local Government Bodies Regulations 2014

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

Chair's announcements

The Chair commented that some Members were not responding to committee meeting invitations and asked that all Members respond in a timely manner.

The Chair advised that it was Simon Sparrow's last meeting as his term of office ended on 31 March 2025. He personally wanted to thank Simon for his contributions in committee meetings and added that he had been very constructive in his approach and it was much appreciated.

2. Declarations of interest

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

3. Matters of urgent business

No items were proposed as a matter of urgent business.

4. Minutes of last meeting

The minutes of the meeting held on 7 November 2024 were signed by the Chair as a correct record of the meeting.

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

Members received a report summarising the progress of issues that had recently been presented to the Committee. The Chief Executive (CE) commented that Haven Bridge was the only item where there had been a significant update and this was covered in the Chief Executive's report.

A Member commented that on the new on-line software for tolls item, the report stated that the Authority was looking for a 'go-live' date of early January and asked the CE for an update. The CE said that there were a few details to finalise around the reporting side, and the hope was that it would be live very soon.

6. Chief Executive's report and current issues

Members received the report of the Chief Executive (CE). The CE said that there had been ongoing difficulties with Haven Bridge and that before Christmas there had been discussions between Peel Ports and the Port Users Group concerning a proposed fee for lifting the bridge. A letter, dated 19 December 2024, had been sent to the Port Users Group from Great Yarmouth Port Authority which indicated that the proposed lift charge would not be applied for 2025. The wider issue of the operation of the bridge and its lifting remained outstanding and was still being negotiated. Members would be aware that there had been discussions between the County Council and Peel Ports about that issue. The letter from the Port Authority indicated that it had asked the Great Yarmouth Port Company to have meaningful discussions about improving the availability of bridge lifting. The CE added that it was difficult to underestimate the importance of having the bridge in operation regularly and easily for users.

The CE said that the Authority had carefully programmed work for Mutford Lock in February so that it would not clash with repairs due to be carried out on Haven Bridge in January. The CE said that these were the only two routes to the sea from the Broads and both needed to be operating efficiently for users. The CE added that the Authority would continue to work closely with the Port Users Group and put pressure on Peel Ports to come to a reasonable solution such that the bridge opens in a timely way.

A Member commented that he very much welcomed the CE's comments and said that it was good to see progress. He added that it was important that the committee saw that access from the Broads to the North Sea was a fundamental right of navigation. The Member stressed that pressure should be kept on Peel Ports and the Port Authority by the Broads Authority to recognise that there were a number of boaters who wished to have unrestricted access to and from the North Sea.

A Member asked how the work to Mutford Lock was to be paid for. The CE said that Mutford Lock was the Broads Authority's largest asset and largest liability and that there was a reserve fund in case there was a major issue or repairs were needed. The reserve fund currently stood

at ~£450,000. The essential work that was due to be undertaken in February would cost £125,000 and this would be funded from that reserve.

A Member asked whether Breydon Bridge and Herring Bridge was operated by Peel Ports. The Head of Ranger Services (HRS) replied that Breydon Bridge was operated by Peel Ports on behalf of the Highways Agency. The Chair said that he believed that the operation of Herring Bridge would shortly be up for tender. The CE said that in an ideal world, the operation of all three bridges would be co-ordinated by one organisation and added that the HRS and the Head of Construction, Maintenance and Ecology (HCME) worked closely with Peel Ports to try and co-ordinate things as best as possible.

A Member commented on the possible tender in relation to the operation of Herring Bridge and said that it was important that the Broads Authority had input into that tender, i.e. what the nature of the tender was and whether the Authority could influence it in terms of how often the bridge would open and how it co-ordinated with other bridges.

7. Proposed budget 2025/26 and financial strategy 2027/28

Members received the report of the Director of Finance (DF). The DF said that the report covered two items: the actual figures to the end of October 2024 and the proposed budget. The DF said that at the time of writing the report, the figures for November 2024 were not available, and therefore provided a verbal update. The DF referred Members to table 1 of the report and said that the variance at the end of November was £290,140 which was an increase of £79,445. There was no change to the latest available budget or the forecast at the end of November. December figures were being worked on following the Christmas break, however, the total variance on the hire and private craft tolls had increased by £815 at the end of December.

The DF said that the budget was based on the 5.9% increase on tolls for 2025/26 and assumptions were made about the toll increases for 2026/27 of 3.5%, and 2027/28 of 1%. This was based on current boat numbers and assumptions around pay increases, negotiated by the NJC, which meant that the Broads Authority had no control over what any settlement would be. The DF said that the figures would be revisited throughout the coming year and the Authority would always look at savings that could be made or where expenditure could be cut. The DF referred Members to paragraph 6.3 and the factors taken into consideration and said that the pay increase was a significant part of the budget and said that salaries formed 68% of the navigation budget, compared to 72% for 2024/25.

The DF said that table 5 of the report provided a high-level overview of the 2025/26 budget, whilst Appendix 3 provided it by reporting summary level. Paragraphs 7, 8 and 9 of the report provided details by directorate which highlighted where there had been increases and decreases. Ranger patrolling had been adjusted to maximise patrolling in the busy season. Table 6 of the report provided details of the central costs with the forecast for 2024/25 and the budget for 2025/26 to 2027/28. The DF said that Members would notice that for 2024/25 the central costs as a percentage of income for National Parks was higher due to the delayed

works of the Yare House alterations and the lease which was completed in the summer of 2024.

The DF referred Members to paragraph 11 which set out the key assumptions. The DF explained that where staff vacancies arose, there was often a timing difference between when the person exited the post and when the new person could take up the post. This would lead to a variance which would then be adjusted in the forecast. All vacancies required Management Team approval to recruit.

The DF referred Members to paragraph 12 which set out the Navigation Earmarked Reserves and provided Members with an update on paragraph 12.2. The work at Mutford Lock was scheduled to go ahead at a cost of £125,000 which meant that the forecast Earmarked Reserve balance at the end of March 2025 would be £1,207,835. This was, however, subject to approval by the Broads Authority on 24 January 2025. This would also update the balance of the reserves at the end of 2027/28, in paragraph 12.5, to £1,130,178.

The DF said that despite the projected small deficit in the budget, the Authority looked to maintain the 10% minimum reserve over the three years and, as previously stated, savings and cost reductions continued to be investigated during 2025/26.

A Member commented that the committee had been asked to take the decision on the level of tolls for 2025/26 with the understanding that this would result in some reduction in activity, and therefore asked what those reductions would be. The DF said that it would be under the Operations section and it would be a reduction to Ranger Services. The Chief Executive (CE) said that there was another element to this, in that there was increased income for managing some conservation sites. This enabled a change in the balance of work allocation for some technicians from Navigation to National Parks from 70/30 to 60/40 which effectively meant a 24% reduction in the dredging operation. The Head of Ranger Services (HRS) had planned a small reduction in patrolling in some areas, but it would still be more than previously happened some years ago.

In response to a question on whether there would be one further repayment to the National Park reserves after this financial year, the DF confirmed this was correct.

A Member referred to Appendix 3 of the report and commented that costs grew at a faster pace than income and that this was not sustainable for the future and asked to what extent was this a one-off. The DF said that part of the reason why it looked like there was a higher increase in costs was because of the payment holiday taken in respect of the 2024/25 earmarked reserves and this had been reinstated for 2025/26. Part was also the budgeted salary increase of 4%. In addition, the DF said that as part of savings made in 2024/25 projects had been delayed and these would be undertaken in 2025/26.

A Member commented that in central costs for 2024/25 in paragraph 10 of the report the split between National Parks and Navigation was 61/39, but for 2025/26 it was 50/50 and asked what the basis for the change in split was. The DF said that 2024/25 looked abnormal because of the works completed on Yare House was 100% National Park and because that

work would not be repeated the split on central costs would revert to 50/50 as in previous years.

A Member asked how realistic the 4% projected pay rise in the budget was. The DF responded that the Unions would put forward a suggested rise to the NJC employment panel and this would be followed by some negotiation. Prior to a couple of years ago, the pay rise was always a percentage, but in the last two years it had been a flat cash award across the board. In 2024/25 the pay award was £1,290 across the board, which equated to approximately 4%. The DF said that the pay negotiations for 2025/26 had not started, however, 4% was considered to be prudent, but it could be as low as 2%. If the award was less than 4%, it would be good for the navigation budget as this could potentially lower any toll increase in the following year. The CE said that in terms of any salary increase, the DF had always been prudent and that the 2024/25 pay award was lower than had been budgeted. The DF reminded Members that employers' National Insurance costs were due to increase from 1 April 2025, however, the Authority had asked Defra for clarification on whether the Authority would receive any help on this.

A Member asked whether there was a stable head count from budget period to budget period. The DF said that for 2024/25 the staffing figure was 126 FTE and for 2025/26 it would be 123 FTE.

A Member asked whether the statement in paragraph 6.3 that expenditure had "been reduced in line with the 5.9% toll agreed" was correct. The DF confirmed that expenditure had decreased in terms of Ranger Services.

A Member asked whether the Authority was doing enough about a longer-term financial strategy for the management of the Broads and whether there was an opportunity to look at bigger picture scenarios over how the Broads would be paid for over the next five to ten years, as well as diversification of funding. The CE said that this report was a three-year plan and commented that the level of uncertainty going forward was so great, he did not think scenario planning would be of use to the Authority. One of the big unknowns in relation to Navigation was what boat numbers would be over the next few years which was why the Authority had made provisions for reduced income for private boats this year. It was not known, however, whether the Authority had made enough provision. It would, therefore, be difficult to have meaningful discussions over the timescale the Member proposed and reiterated that there was no Government funding to support the navigation side of the Authority's operation. The CE said that the Authority did look at external funding, however, big funding opportunities such as the National Lottery did not support the provision of statutory duties, such as the maintenance of the navigation. Previously, the Authority had access to European funding, however, this was no longer available and other sources of funding were much more limited. The CE said that the Authority had recently taken legal advice regarding the maintenance of the navigation and the present legal framework significantly constrained what the Authority was able to do. He added that Defra had expressed the intention to modify the current legislation for National Parks and the Broads

Authority which might give the Authority a wider remit under a General Power of Competence. This would bring the Authority in line with Local Authorities.

The CE said that in terms of using the Authority's resources for private work there were legal restrictions on this at present. In addition, if the Authority were to undertake private work, it would not have the resources to carry out programmed work on the navigation. The CE said this was the reason why the Authority had taken the position that maintenance of the navigation was a public good and there ought to be funding from the public purse.

The DF added that although the report covered a period of looking forward for three years, it was part of a five-year look-forward.

A Member commented that when discussing toll increases in previous meetings, one of the consequences was that cuts would need to be made and asked for clarification on the figures in relation to cuts to Ranger Services and dredging. The CE said that in terms of cuts to Ranger Services, it would be 3 FTE posts. In addition, there would be a significant shift in projects from Navigation to National Park which would result in less dredging.

A Member commented that National Parks were not getting their fair share of Green Infrastructure and Recreational impact Avoidance and Mitigation Strategy (GI RAMS) income as Councils were spending their GI RAMS money on other areas such as country parks which they controlled. He explained that GI RAMS was a surcharge on development which was spent on mitigation of the impacts of new developments, and added that as access to the Broads National Park was through navigation and that there should be an argument that the Authority should apply for GI RAMS income for navigation.

A Member asked whether there was any possibility of accessing alternative funding such as the Heritage Lottery Fund. The CE said that the 50% of the Water, Mills and Marshes project was funded by the Heritage Lottery. He added that the Authority had a good record with the National Lottery and it was hoped to capitalise on that with the proposed Landscape Connections bid.

8. Consultation on proposed General Direction

Members received the report of the Head of Ranger Services (HRS) which included a summary of the background to this proposal. The HRS said that the Authority was now at the point where statutory consultees were being asked to comment on the General Direction. As one of the statutory consultees, the purpose of the paper was to ask Members of the Navigation Committee for their comments on the proposal. Members had been circulated a report from Marico Marine prior to the meeting which looked at whether the navigational risks could be managed without pilotage. The report confirmed that there was no significant increase in risk by the removal of the pilotage service.

A Member asked whether the Authority needed to remain a Competent Harbour Authority and also asked whether there was a cost attached to retaining this status. The HRS said that there was no cost to maintaining this; the cost was only in relation to the pilotage service itself. If, however, commercial activity was to restart, the Authority could look to remove the

General Direction and look to provide a pilotage service to support that. The General Direction basically made the pilotage service dormant.

A Member commented that the Pilotage Act applied to commercial vessels only and asked if the Authority was intending to apply this to commercial vessels only. The HRS confirmed that the General Direction would apply to all vessels over 24m, however, it did not restrict vessels coming into the Broads; it was requiring them to complete a risk assessment before they did so. The HRS said that it would apply more to commercial vessels as there were few non-commercial vessels that large.

A Member asked whether, in terms of the risk assessment, was there any criteria around that. The HRS said that the Authority would develop a proforma similar to the passage plan that it already had. This would include bridges, tide times, time of departure, time of year etc., and would allow the Authority to determine whether there would be anything needed to be put in place. The HRS said that most of the time a launch escort would be required, not for the vessel itself but for the other boats on the water.

A Member questioned why an application must be completed 42 working days prior to the date of arrival. The HRS said that most applications would be processed quicker than 42 working days, however, if a pilotage service was required or a more substantial risk assessment was needed, it would allow the Authority the maximum time to put those measures in place. For larger vessels, the timescale was realistic in terms of getting bridges opened and feasibility in terms of loading and unloading.

A Member asked whether there would be a cost incurred for the risk assessment and could the Authority recover any costs from the applicant. The HRS said that the risk assessment would be done in-house and for vessels that needed pilotage, the Authority would look to recover any costs associated. The Director of Operations reminded Members that any vessel would need to pay tolls.

Stephen Bolt proposed, seconded by Tony Grayling.

It was resolved unanimously to support the proposed General Direction to restrict vessels from over 24m in length entering the Broads, subject to a risk assessment to see if such vessels could safely be accommodated without a pilot.

9. Consultation on the appointment to the Navigation Committee

Members received the report of the Senior Governance Officer (SGO). The SGO said that as mentioned earlier in the meeting, Simon Sparrow's term of office ended on 31 March 2025. The Authority had undertaken a recruitment process to fill the resulting vacancy which would take effect from 1 April 2025 for a four year term, subject to approval by the Authority.

Harry Blathwayt proposed, seconded by Simon Sparrow.

It was resolved unanimously to recommend to the Broads Authority that Susan Cadamy be appointed to the Navigation Committee wef 1 April 2025.

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

Members received the report of the Head of Construction, Maintenance and Ecology (HCME) who highlighted some of the key issues. In terms of dredging, the HCME confirmed that the work on the Upper Bure had been completed as planned in partnership with the landowner for spreading the sediment for arable benefit. Working with the IDB, sediment from dredging the Ant had been placed on a private landowner's riverbank to maintain a floodbank along that section.

Water plant management figures for 2024 were set out in the report in section 3. The HCME commented that water plant management had more than doubled in the last ten years due to water quality improvement. Riverside tree management had now started and the team was focused on identified sections of the rivers Yare and Bure.

Repairs to Mutford Lock was a significant project which was due to commence in February, programmed to avoid a clash with the work to be carried out on Haven Bridge during January. The HCME said that the last time the gates were lifted out was in 1993, and as this was not a frequent activity for the Authority they had, therefore, developed a relationship with the Canals and Rivers Trust (CRT) who lifted out approximately 150 lock gates each year, and the Authority would benefit from the CRT's experience. The HCME confirmed that Notices to Mariners had been issued.

The HCME said that in terms of staffing, the 2025/26 work programme would be updated for the next Navigation Committee meeting. However, with the shift from Navigation work to National Park, this would equate to 405 days less work on Navigation next year.

A Member commented that at present the dredging figure set out in paragraph 1.1 was only 47% of target and to achieve the remaining 53% in four months was rather tight and asked if the HCME had a sense of what the actual dredging figures would be at the end of the year. The HCME replied that the forecast outturn of dredging would be less than 100% at the end of the year. This was partially due to the work on the Upper Bure at Bridge Broad where it was decided not to dredge, and in other areas the dredging specification was perhaps too ambitious. The HCME said that the Authority was not yet in a position to review waterways specifications, however, this would be done at the end of the current cycle of the Waterways Management Strategy.

A Member asked for clarification around the Lower Bure and additional costs of dredging for dealing with some shoals which was mentioned in the Director of Finance's report, and commented that there was no reference to that in the HCME's report. The HCME said that the forward plans for 2025/26 would be presented at the April meeting of the Navigation Committee.

A Member commented that he had seen a report that volunteers were being asked to remove Pennywort by hand in Northamptonshire and Cambridgeshire rivers and added that he was worried that untrained personnel removing Pennywort could mean the potential spread of this invasive plant and should be done by professionals. The Member asked that, if the Broads Authority had any influence, it should ask that the removal of Pennywort was carried out by professionals. The HCME said that the Authority did have an influence on this in Norfolk. The Ecology team were members of a steering group with Natural England, the IDB and the Environment Agency in terms of species management. Where there was Floating Pennywort on the River Ant, the Authority did engage volunteers but they were led and directed by members of the Ecology team. The Head of Ranger Services said that all the invasive species signs had just been renewed around the system to reinforce that message. In addition, the Rangers spoke to people who were using the water where invasive species were present.

There was a discussion on the widening of the channel on Hickling Broad. The CE suggested that this subject could be brought back to a future meeting of the Navigation Committee to be discussed, with the benefit of an officer report setting out the facts.

A Member commented that he welcomed a review of the Waterways Specification and said that there should be a discussion in the form of a workshop about the subject with Members of the Navigation Committee to ensure that dredging was done effectively to make the most of the budget available. The HCME replied that when the Waterways Strategy was first introduced, it was in conjunction with the Sediment Management Strategy in 2007. Prior to that there was a consultation phase, a workshop etc. The next window to do this would be before the current Strategy ended in 2027. The Member commented that this should be done sooner rather than later.

A Member asked whether the Authority could look at Heritage Lottery funding for the work on Mutford Lock. The Chief Executive said that this could be looked into.

11. Date of next meeting

The next meeting of the Navigation Committee would be held on 3 April 2025 at Yare House, 62-64 Thorpe Road, Norwich, NR1 1RY, commencing at 10am.

The meeting ended at 11:19am.

Signed

Chairman

Navigation Committee

03 April 2025

Agenda item number 7

Summary of actions and outstanding issues following discussions at previous meetings

Title	Meeting date	Lead officer	Summary of actions	Progress so far	Target date
Network Rail Swing Bridge £10 million refurbishment programme	19/10/2017	John Packman	Network Rail Whole Life Strategy planning for swing bridges.	<p>Historical updates (date range October 2019 to April 2024) have been removed. All historical updates can be found in previous versions of the Summary of Actions and Outstanding Issues available via the committee papers on the Broads Authority website.</p> <p>April 2024: Network Rail confirmed that the work to the Somerleyton and Reedham swing bridges was complete. Work included extensive brickwork repairs to reinforce the control boxes, a full upgrade to the electrical system, a full upgrade and replacement of the manual winch system to enable the bridge to be swung open manually by the bridge operator if there was a problem with the machinery, and replacement of the navigation lights. What was not clear was whether, as part of the scheme, the lifting equipment and jacks within the control box had been completed and the Authority was waiting to receive confirmation from Network Rail.</p> <p>Network Rail had been unable to go ahead with the Oulton swing bridge repairs as they were more substantial than first thought.</p> <p>May 2024: Network Rail have confirmed that they are continuing to look at ways in which, in the long term, they might be able to address the issue of the two Swing Bridge thermally expanding and not being operable in very hot weather. However, these are likely to entail structural works and will require additional funding, so they do not currently have a timeline for this.</p> <p>For the time being, they have instead undertaken a smaller, though still significant, set of works. Together with a consistent maintenance regime, these will prevent the bridges from deteriorating and make failures less likely.</p> <p>June 2024: As agreed in Navigation Committee meeting on 06/06/2024, historic updates have been removed up until April 2024 updates.</p> <p>March 2025: No updates to report.</p>	

Title	Meeting date	Lead officer	Summary of actions	Progress so far	Target date
Carrow Road Bridge Repairs	15/04/2021	John Packman	Briefing provided at Navigation Committee meeting in April 2021, outlining Norfolk County Council's proposals for the repair of Carrow Road bridge. Further information is awaited from the County Council.	<p>Historical updates (date range October 2019 to April 2024) have been removed. All historical updates can be found in previous versions of the Summary of Actions and Outstanding Issues available via the committee papers on the Broads Authority website.</p> <p>April 2024: It is understood that some repairs have been carried out and the bridge was fit for purpose at present.</p> <p>June 2024: No further update. As agreed in Navigation Committee meeting on 06/06/2024, historic updates have been removed up until April 2024 updates.</p> <p>August 2024: Norfolk County Council reported that repairs were due to take place to the Bridge on 22 August 2024.</p> <p>September 2024: The council carried out urgent repairs to the surface of the road.</p> <p>March 2025: No update to report.</p>	10/06/2021
New on-line tolls software	07/09/2023	Bill Housden	Strategic Priority for 2023 and 2024. Scoping work complete.	<p>September 2023: Currently engaged on pre-market engagement on upgrade of internal system.</p> <p>Progress report on viability of updating internal system to the latest software due in January 2024.</p> <p>October 2023: Progress report on viability of updating internal system to the latest software due in January 2024.</p> <p>December 2023: Schedule of works received to upgrade internal system to latest software version. Meeting has taken place to discuss possible future cloud hosting and costs of hosting have been requested. Printing and database adhoc reporting for cloud based hosting under investigation.</p> <p>March 2024: Costings for upgrading the internal tolls system for cloud hosting have been received along with costs for reworking the existing online payment application. This work, which replicates current functionality in a supported & secure environment is scheduled for the period April to June 2024.</p> <p>April 2024: A contract had been let for the upgrade of the internal system software for cloud hosting this underpins the online tolls system, and this part of the project is planned to be completed by end of June 2024.</p> <p>May 2024: Work on upgrading the internal system to the latest software version is progressing well.</p> <p>August 2024: Upgraded internal system is undergoing testing, and work has started on the replacement public facing annual toll payment site.</p> <p>October 2024: The online payment site is progressing and testing is ongoing.</p>	24/01/2024

Title	Meeting date	Lead officer	Summary of actions	Progress so far	Target date
				<p>December 2024: We are at a critical point of this project and very close to completion of the first phase. Every effort is being made to enable a go live date in early January, however there remains a risk that the go live date might have to be delayed.</p> <p>March 2025: The new system went live in February. See 'Chief Executive's report and current issues' for further update.</p>	
Funding the waterways of the Broads National Park	11/01/2024	John Packman	To track the progress on making the case for central Government funding to support the maintenance of the Broads waterways.	<p>January 2024: The paper was presented to the committee on 11 January 2024 and received unanimous support to endorse the paper for adoption by the Broads Authority. On 26 Jan. 2024, the Broads Authority unanimously endorsed the paper and supported the Chair in writing to the Secretary of State for the Environment.</p> <p>March 2024: Funding paper sent to the Minister and a response received on 18 March.</p> <p>April 2024: As reported at the Navigation Committee on 11 April, the Minister confirmed that the Government remained committed to supporting the vital role Protected Landscapes play in protecting our precious wildlife, and the importance they have for tourism, the regional economy, and public access. The Minister was optimistic that a more sustainable funding model for our Protected Landscapes could be developed.</p> <p>June 2024: As discussed at the Navigation Committee meeting held on 6 June 2024, the Chair would write to the Minister again following the General Election.</p> <p>August 2024: Broads Authority Chair has written to the new Minister.</p> <p>November 2024: No reply received from the Minister, however, the Chair and Chief Executive are trying to set up a meeting with the Minister in the near future to discuss the issue face-to-face.</p> <p>March 2025: No response to date. Officers raised the matter on 13 January as part of the Defra Annual Review.</p>	
Haven Bridge	06/06/2024	John Packman	The Great Yarmouth Ports Leisure Users meeting on 2 April had a long discussion regarding the problems with the Haven Bridge. There is a dispute between Peel Ports and Norfolk County Council regarding opening the bridge which is having an adverse impact on commercial and private boat owners based in the Broads.	<p>June 2024: The Chief Executive has been in touch with the CEO at Norfolk County Council to help facilitate a way forward between the two parties - Norfolk County Council and Peel Ports.</p> <p>July 2024: Temporary arrangements agreed by Peel Ports and Norfolk County Council have allowed the bridge to open. The Monitoring Officer has written to the Great Yarmouth Port Authority reminding it of its statutory duties.</p> <p>August 2024: Response received from Great Yarmouth Port Authority and meeting to be arranged to discuss Haven Bridge.</p>	

Title	Meeting date	Lead officer	Summary of actions	Progress so far	Target date
				<p>September 2024: Great Yarmouth Port Authority wrote to the Chief Executive to defer the meeting until they have had their AGM on 18 September.</p> <p>14 November 2024: Meeting with users on lifting arrangements. Peel Ports proposed that charges be introduced for lifting the bridge and the Port Users Group would formulate a response to that proposal.</p> <p>January 2025: A letter, dated 19 December 2024, had been sent to the Port Users Group from Great Yarmouth Port Authority which indicated that the proposed lift charge would not be applied for 2025. The wider issue of the operation of the bridge and its lifting remained outstanding.</p> <p>March 2025: The Chief Executive and Monitoring Officer met with Peel Ports on 19 February and covered a range of issues.</p>	

Date of report: 19 March 2025

Navigation Committee

03 April 2025

Agenda item number 8

Appointment of two 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, 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. Alan Goodchild and Peter Dixon were appointed to serve on the Authority for 2024/25.

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 15 May 2026. (Note: the end date is subject to the member remaining qualified. For example, if the Chair of the committee changes in April 2026 or the member ceases to be a member of the Navigation Committee).
- 2.4. The appointments will be approved at the 9 May 2025 Broads Authority meeting.

Author: Sara Utting

Date of report: 05 March 2025

Background papers: none

[Broads Plan](#) strategic objectives: n/a

Navigation Committee

03 April 2025

Agenda item number 9

Abandoned and sunken vessels and financial implications

Report by Director of Operations

Purpose

To update the Navigation Committee members on the financial risks that abandoned and sunken vessels have on the navigation budget, existing mitigations and progress in removing non-compliant vessels from broads' waters.

Broads Plan context

Theme C2 – Maintain existing water space

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

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1. Introduction

- 1.1. The Norfolk and Suffolk Broads Act 1988, Section 10(1)(a) states: *The Authority shall maintain the navigation area for the purposes of navigation to such a standard as appears to it to be reasonably required: and*

(b) take such steps to improve and develop as it thinks fit.

Schedule 5(12) (1) states: *The Authority may raise, remove or destroy any vessel which has been sunk, stranded or abandoned, ¹{or which is unserviceable}*

- 1.2. On 7 November 2024, a [Navigation Committee paper](#) (agenda item 9) described the terminology, highlighted the concern of unserviceable vessels and the increasing trend in non-compliant vessels.
- 1.3. The powers bestowed in Section 10 and Schedule 5(12) of the Norfolk and Suffolk Broads Act 1988 mean the Authority has discretion when it comes to removing wrecked vessels, and the Senior Ranger Team uses several factors to assist them in deciding on appropriate actions.
 - i. The position of the wreck within the navigation area;
 - ii. The risk to other navigators striking the wreck;
 - iii. The pollution risk (for example, from oils, fuels or the vessel contents)
 - iv. The safety of those involved in the recovery; and,
 - v. The degree of specialists required, for example, a dive team, suitably sized cranes and other plant and equipment (e.g. airbags).
- 1.4. We exercise the powers under paragraph 12 of Schedule 5 of the Norfolk and Suffolk Broads Act 1988 (Removal of wrecks). The Broads Authority uses a 28-day² removal of wreck process, issuing a Sunken Vessel Notice (SVN). This process explains that the Authority intends to remove and dispose of the vessel after 7 days from the date of this notice. It also explains that the Authority can recover expenses incurred in raising, removing, storing, disposing, or destroying vessels. This notice allows the registered owner to remove the vessel within the notice period.
- 1.5. The process of raising sunken vessels can be broken into three categories:
 - i. Smaller vessels. These have usually taken on water or are submerged near moorings or land and can generally be handled quickly by the Rangers. These vessels can typically be pumped out and raised with minimal resources.
 - ii. Our in-house team can recover larger vessels or those in deeper waters. The recovery will be planned based on the availability of necessary equipment (e.g., 360 excavators, Nato floats, cranes, etc.). This scheduling depends on the urgency of the recovery; it may be carried out during regular operations or before a scheduled construction project.
 - iii. Vessels in deeper waters. Those requiring a more specialised approach, whether due to size, difficult tidal conditions, or a skills factor, will require the

¹ As amended by Schedule 7 of The Broads Act 2009

² If the risk to navigators is high, we can use a shortened notice period, usually 14 days

engagement of external contractors with the necessary expertise and equipment.

- 1.6. In **every case** of a sunken vessel, the navigation hazard will be marked with the most appropriate means to warn other navigators, and these hazard marks will be checked and maintained until the hazard is removed.

2. Sunken vessel notification trends

- 2.1 Table 1 shows the trend of abandoned, sunken or unserviceable vessels dealt with by the Ranger Team.

Table 1

	Abandoned	Sunken	Unserviceable	Other*
2023	8	8	0	3
2024	15	6	3	5
2025 (to date)	0	4	5	0

*where we have not issued a notice but taken on responsibility for a vessel after illness, police involvement, etc.

3. Insurance

- 3.1. For a vessel to be classified as 'Compliant' to be on broads' waters, it requires:

- i. a current toll for the class of vessel;
- ii. correctly displayed Registration Marks;
- iii. a valid Boat Safety Scheme Certificate (If applicable); and,
- iv. insurance.

- 3.2. The insurance requirement is laid out in the Broads Authority Act 2009 Section 14(2), which states:

(2) The owner or master of a vessel to which this section applies shall not keep, let for hire or use the vessel in the navigation area or on adjacent waters unless there is in force about the vessel a policy of insurance complying with the requirements of Schedule 3.

Schedule 3(1) states:

A policy required under section 14(2) shall insure the owner of the vessel and such other person, persons or classes of persons (if any) as is or as are authorised by the owner to have control of the vessel, in respect of any liability which may be incurred by the owner, or any such other person, resulting from the presence of the vessel in the navigation area or on adjacent waters, in respect of death of, or bodily injury to, any person or any damage to property.

4. Current list of vessels

- 4.1. Table 2 contains the current list of vessels and comments on the actions being taken (as of 18 February 2025).

Table 2

Vessel Name	Location	Comments	Estimate costs
Tauri 1288B	River Yare	Divers have assessed the wreck and quotes received for 3rd party contractors to recover.	Tauri & La Bergere combined quote of £72,000.
La Bergere 276F	River Yare	Recovery is required as in the navigation channel, working with the registered owner to recover costs.	
Windrush M392	River Yare	C&M crews recovered, no scrap value.	In-house recovery £900
Black & Blue (day boat)	River Yare	Recovered to dockyard. Awaiting disposal, no scrap value.	In-house recovery £900
Aziz 458Y	River Yare	Sunken near timber dolphins is making a recovery challenging—a possible recovery with a workboat Shoveller is possible.	In-house recovery £1,200
Loch Leven T102	River Yare	C&M crews will recover using Dredging Grab and dispose.	In-house recovery £1,200

- 4.2. Table 3 identifies vessels already recovered in 2025.

Table 3

Vessel Name	Location	Comments	Estimate costs
Triggers Broom	Dockyard	Sunken Vessel Notice	Awaiting crushing at the dockyard
Fait Rien	Dockyard	Sunken Vessel Notice	Awaiting crushing at the dockyard
USV	Dockyard	Sunken Vessel Notice	Awaiting crushing at the dockyard

5. Cost of living crisis and the effect on boat owners

- 5.1. A further worrying trend, a tactic that the Ranger Team has noticed has increased, is the 'gifting' of a vessel to another person. This 'gifting' happens when a vessel is no longer wanted or affordable (due to costs of mooring, maintenance, running costs, general upkeep, etc) and the craft has little to no resale value. In these cases, the vessel is 'gifted', and in some instances, these are given into the possession of existing non-compliant boaters, who add the craft to their flotilla of non-compliant boats or who accept the 'gifted' craft and abandon their existing, but worse conditioned vessel in favour of the gifted vessel.
- 5.2. Another method deployed to pass on unwanted vessels is using social media sites like eBay Marketplace to advertise the vessel as 'free' and other social sites where crafts are advertised for a few hundred pounds if the buyer collects. These tend to be local craft to the Broads.
- 5.3. We have also had a recent case where a marina providing private moorings moved a vessel from its basin to a Broads Authority 24-hour mooring because the vessel owner had failed to pay their berthing fees. Despite the local Rangers knowing where the vessel had been privately moored for many years and after contacting the registered owner (who was living abroad at the time the vessel was moved), we were unable to provide definitive proof that the marina company had moved the vessel, leaving the Authority with the responsibility for dealing with the abandoned vessel. The current estimate of time and expense in removing this large vessel from the 24-hour mooring to a safe location is £4,000.

6. Existing mitigations

- 6.1. All vessels deemed to be wrecked (as defined by the Norfolk and Suffolk Broads Act 1988 Section 12(1)) will require Ranger resources and Ranger time to resolve, and the level of input is dependent on several factors:
 - i. Is the vessel compliant (tolled, BSS, insured, correct Registration Marks)?
 - ii. Can the registered keeper be identified and contacted?
 - iii. Can the vessel be pumped out and re-floated using equipment onboard Ranger launches?
 - iv. Was the wreck discovered during a Ranger patrol, or was the Authority notified via the owner/member of the public?
 - v. The vessel construction material.
- 6.2. If the steps above are completed, the local Ranger Team will often deal with the situation as part of their everyday tasks and report to Broads Control once the wreck is recovered and returned to its home berth or owner.

- 6.3. However, an increasing trend with wrecked vessels is the number of these wrecks Rangers are dealing with, where the results of the enquiries in the steps above are unclear, and extra diligence is required to solve the problem. We see the River Yare as a hot spot for wrecked vessels (see Table 2 above), and the block size and weight of wrecked vessels are increasing.
- 6.4. This trend means the Authority's existing equipment (used for waterway maintenance and dredging) is not rated to lift the vessels; in deeper waters like the River Yare, we need specialist divers to survey the wrecks before recovery, and we need to bring in contractors with specialised airbags and lifting capabilities to recover these wrecks.
- 6.5. The Authority uses the '*Unserviceable Vessel*' powers to prevent known vessels from sinking and becoming a more expensive problem in the waterways; the ranger service is already using these revised powers effectively.

7. Financial risks

- 7.1. The recovery of a wreck does not have a consistent and stable costing as many factors need to be considered, such as size, location, depth of water, the duration of the downed vessel, the level of staff and equipment required to recover it or the need to employ specialist contractors, including divers and applying the strict health and safety all these actions require, as well as tides and weather conditions. Other factors, such as time to locate the owner, liaising with insurance companies or more punitive enforcement actions, such as debt recovery, all add to the removal of wreck time and cost.
- 7.2. Using Rangers and equipment commonly found on a launch, the historic wreck recovery fees can be circa £400 - £500. If the wreck requires additional inputs from Construction & Maintenance teams and equipment, the costs typically increase to around £600 - £1,000. However, this does not factor in the disruption and time lost on the programmed tasks and projects that these crews have been moved away from and does not include the expensive mobilisation costs to get equipment and plant to the wreckage site and back again. Finally, the high costs of needing specialist contractors and dive teams can quickly add up to £40,000 - £80,000 just for recovery, still leaving disposal fees.
- 7.3. In **ALL** cases, the Authority looks to recover costs from the registered vessel owner. If the wreck has residual value after recovery, we can sell the recovered vessel to recoup losses. In some cases, we pursue debt recovery through the court process, but obtaining a 100% cost recovery is rare, meaning the navigation budget bears the brunt of this navigational safety requirement.

8. An option to reduce the financial burden

- 8.1. Given the high recovery costs and the scarce and expensive vessel disposal opportunities offered to broads' users, the Navigation Committee is asked to consider a potential scheme to reduce the high recovery time and expense.

Amnesty/Buy-back Scheme – Within a period of the Authority's choosing, allow vessel owners to bring their unwanted craft to the Dockyard. They can be officially handed over to the Authority and disposed of, ensuring correct breakage and disposal protocols are maintained. This scheme would allow unwanted vessels to be disposed of responsibly. This scheme could be offered free of charge or at a small fee. Once the vessel had been handed over, it could be assessed for spare parts or salvage opportunities. The benefits of this scheme are:

- i. Proactive cost savings as the vessel would be dealt with whilst afloat;
 - ii. Timesaving as an investigation into ownership would be removed;
 - iii. Over time, this approach would slowly remove unserviceable vessels from the network; and,
 - iv. Provide a service to vessel owners who no longer want the expense of a vessel's upkeep and provide responsible disposal opportunities.
- 8.2. Where vessels are offered for low resale values (for example, free or between £100 - £500, as seen on social media sites), provide a scheme whereby the Authority could consider purchasing the vessel (after considering its retail value). This would allow us to take charge of the vessel and prevent it from becoming a 'wrecked vessel,' entering the non-compliant boating community, or becoming a 'never-completed project.' Again, these vessels could be stripped for parts before being scrapped at the dockyard facility.
- 8.3. As demonstrated in this report, the upward trend is for more vessels to fall into the unserviceable or wrecked category, resulting in ever-increasing costs to the navigation budget. Without a proactive strategy, the costs to the Authority of recovering wrecked (sunken or abandoned) vessels are forecast to increase, taking the much-needed navigation income away from river maintenance and moorings and dealing reactively with non-compliant vessels.
- 8.4. The increase in wrecked vessels is not just a Broads Authority issue, with many UK waterways reporting increases. On 21 February, the BBC News (online service) reported on the problem faced in Cornwall [Registration 'would help deal with abandoned boats in Cornwall' - BBC News](#). The BBC online News covered the removal of wrecks by Bath and Northeast Somerset Council [Relief over plans to remove sinking boats from Bath river - BBC News](#)

Author: Rob Rogers

Date of report: 05 March 2025

Background papers: [Navigation Committee papers, 7 November 2024, Removal of Wrecks
Broads Plan](#) strategic objectives: Theme C

Navigation Committee

03 April 2025

Agenda item number 10

Report on Surveys by Rangers 2024

Report by Head of Safety Management

Purpose

To provide the Committee with the 2024 results from Ranger Surveys carried out on hirers of paddle craft and hired motor vessels.

Broads Plan context

Theme C: Maintaining and enhancing the navigation. C4 – Maintain and improve safety and security standards and user behaviours on the waterway.

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1. Introduction

- 1.1. During the 2021/22, 2022/23 and 2023/24 seasons, Rangers were tasked to undertake the Hire Boat Questionnaire at Super Safety Events and at other random times when an opportunity existed. This data gathering was made possible due to the ongoing additional resource we had available from the Assistant Rangers. The purpose of the questions was 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.
- 1.2. The questionnaire was developed specifically to gather data relating to the hired vessels' helms competence, as anecdotally there was a perception that hirers were largely inexperienced and the handover instruction was often not adequate, following a surge in new waterway users post-Covid.

1.3. In the 2024/25 season, Rangers were again tasked to undertake the Hire Boat survey.

2. Hire Paddle Craft Survey results

2.1. During the summer season, 86 hired paddle craft users were surveyed; the questions followed those asked of other hire vessels and the key results are summarised as follows:

Broads Paddle Hirers Survey Result main findings from this year’s Ranger Survey have been compared to the previous year survey in the table below.

Question	2023% responses (sample size 150)	2024% responses (sample size 86)
Did you review the free animated online videos - Yes	24%	13%
Trail run/show out duration less than 10 minutes	33%	34%
Trail run/show out duration between 10-20 minutes	49%	43%
Trail run/show out duration more than 20 minutes	18%	6%
Percentage of hirers not receiving a trial run	0%	17%
Were the dangers of boating with alcohol consumption discussed with you? – Yes	44%	29%

2.2. Main statistical analysis of interest follows from comparing the years 2023 and 2024:

- In 2024, 69% (58 people) did not receive a recommendation to watch the online free animated safety videos. Also, in 2024, 13% (11% less than last year) confirmed they had watched the free animated online videos.
- A question was asked testing the licensing requirement for any person hiring a paddle craft to be given a trial run to demonstrate their basic competency. Of those responding, 43% (36 people) were provided with a 10-20 minute on-water trial. They were advised on waterway safety and protocol (keeping to the right, what to do if a capsizes, wearing buoyancy aid, and safe passage through bridges).
- 17% (14 people) had no on-water trial or ‘show out’. They confirmed in responses that they were given information on the following, which are stated here with the averaged percentages that those people received this information (keeping to the

right 95%, what to do if a capsizes 62%, wearing buoyancy aid 98%, safe passage through bridges 39%)

- 78% were advised on the best places to paddle and areas to avoid (busy or heavy boat numbers).
- A reduction from 44% of respondents in 2023 to 29% in 2024 confirmed that the dangers of boating with alcohol consumption had been discussed with them.
- When asked about confidence to control the paddle craft when first setting off, 37% were very confident. This improved to 49% after the initial time spent on the water.
- When asked “which best describes your group?”
 1. 6% were ‘lone’ paddlers.
 2. 28% were family groups (including children under 16)
 3. 34% were family groups (no children under 16)
 4. 28% were friends

3. Hired Paddle Survey Conclusions

- 3.1. This is the second year of results, so analysis between the two is useful to ascertain any trends and patterns and to build up a better picture of safety in an area where participation is increasing.
- 3.2. The paddling video was updated with added safety advice in 2023. Through the work of the Safety and Communications Teams, we will continue to do more work to publicise the online animated safety videos within the paddle hire sector.
- 3.3. During the licensing in 2025/26, the Hire Boat Licensing Officer will work with Paddle Hire Companies to further ensure that show-outs and in-water trails are provided to hirers, especially since 17% of respondents were not offered this essential element. Focusing on the dangers of boating and alcohol consumption will also be important in communications with yards hiring such vessels.
- 3.4. The last part of the survey asks paddlers to state what further improvements they would like, and these follow commonly raised topics like more pontoon moorings, more places to stop and get out to explore, specific signage for paddlers specifically regarding distance to the next village or stopping area and increased areas just for paddleboarders. Paddle UK visited the Broads in the summer of 2024 and favourably audited the trails, signage and launch points. These aspects of the paddle survey are being monitored and considered for any potential improvements including as part of the Integrated Access Strategy.

4. Broads Hire Craft Survey 2024/25

- 4.1. Results from this year’s Ranger Survey have been compared to the 2022/23 surveys in the table below.

Question	2022% responses (sample size 724)	2023% responses (sample size 427)	2024% responses (sample size 558)
First Time Hirers	30%	28%	29%
Did you review the free animated online videos	74%	80%	68%
Did you get a Broadcaster, and were you directed to safety pages?	80%	87%	84%
Handover duration was between 20-30 minutes	40%	43%	38%
Handover duration 30-45 between minutes	20%	16%	19%
Percentage of hirers not receiving a trial run	12%	10%	13%
Were the dangers of boating with alcohol consumption discussed with you? – Yes	50%	51%	55%

- 4.2. The 2024 survey results are similar in most cases in percentages compared to the previous two years, with some factors that are nearly static and minor differences between what is required and expected for yards and their hirers. The statistics show there is a good spread of information supplied and demonstrated at handover on key boat handling issues, like judging speed, passing under low bridges, person overboard drills, and advice on personal flotation aids. There is room for improvement and to continue emphasising the importance of these areas.
- 4.3. It is important that the statistics on the messaging concerning alcohol and boating continue to be disseminated and improved, as this is shown to be a significant factor in some of the reported incidents and accidents. The Hire Boat Licensing Officer will be continuing to include information on these topics during site visits to hire yards and facilities. In addition, our communications team will include information relating to these highlighted factors in social media posts throughout the season.

5. Conclusion

- 5.1. The Rangers' surveys are a health check of the competence and understanding of hired vessel helms on our waters, and the results help to counter anecdotal stories of inexperienced hirers being 'let loose' on our waterways.

- 5.2. For 2025, the agreed and confirmed reduction in ranger team staff will impact the Authority's ability to collect these surveys practically in the field. Work is currently underway, so they will continue to be available online and promoted via other means, including QR codes on leaflets in Broads Authority tourist information centres.
- 5.3. A continuing concern remains that the 2024 survey shows that 13% of helms reported having no 'show-out', which is slightly higher than the previous two years. This demonstration of competence under the Hire Boat Code is critical and a compulsory element regardless of experience. For the 2025 season, the Hire Boat Licensing Officer will again be picking up this issue, paying particular reference to hire companies during spot checks, especially when a no-show-out is identified. Rangers and field staff working with the boating public will continue to be vigilant and proactive and report such issues whenever they become aware of them.
- 5.4. Additional safety communication opportunities are being deployed, such as new floating keyrings that will be distributed to all boatyards and recommended wearing lifejackets. The Norfolk Water Safety Forum, which the Authority works closely with, will also be carrying out lifejacket usage promotion with boatyard staff in key areas during 2025.
- 5.5. At the Great Yarmouth Yacht Station, where some of the most demanding boating conditions can be experienced, significant new safety signage will be installed, and important safety information will also be distributed in a leaflet to all site users.
- 5.6. Attributing metrics to health and safety on Broads' waters is problematic as significant and multiple factors influence boating incidents and accidents. The safety measures brought in following lessons learnt from past incidents demonstrate that safety awareness remains generally at a good level. The Broads Authority will continue to play its part to educate, inform and enforce safety. The Hire Boat Licensing Officer and Rangers will maintain seasonal on-the-spot health checks on hire companies as well as licensing audits on hire boat and hire paddle craft operators in 2025. We will plan to do a repeat run of the 'Fast Water Training' in 2026 at Great Yarmouth Yacht Station for all hire operators as a refresher from recent previous years and to maintain skills.

Author: Matt Dane

Date of report: 17 March 2025

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

Navigation Committee

03 April 2025

Agenda item number 11

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

All strategic actions under Theme C: Maintaining and enhancing the navigation.

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1. Updated Tolls On-Line System

- 1.1. The updated tolls on-line system was delivered on time and at a modest cost of £7,750 with a total project cost of £28,600 which covered the upgrade of the core system, its initial assessment and configuration of the cloud environment. It means that the Authority has a supported environment, ensuring reliability & performance, high availability and enhanced security, removing the need to maintain and replace multiple on-premises servers. The new system makes it easier for toll payers to pay on-line. Every printed toll account had a unique 8-digit reference number on it which, when used in conjunction with their Broads Authority reference number, allows boat owners to instantly create an online account and to pay their tolls. The previous system required a PIN letter to be printed, enveloped, franked, and posted out, that process and related costs is now redundant.
- 1.2. There are considerable administrative and cost advantages to the Authority from on-line payments. For example, while it costs £1.23 to post an individual toll reminder, all online accounts were emailed out at a total cost of 86 pence.
- 1.3. As of 13 March, 315 additional owners had signed up to Tolls Online since the new system went live. 1,698 payments have been processed, 1,058 (62.3%) of those were online payments. Online payment is up 49% on the same period last year.
- 1.4. A couple of issues have arisen this year: requests for staged payments and the charges for hired picnic boats.
- 1.5. **Staged Payments**

The Broads Authority has not offered staged payments for all private boat owners because of the increased administrative cost, risk of defaulted/non-payments and the charge being payable in full on all vessels on the water for more than 28 days in a season.
- 1.6. We recognise the financial pressures that some of our owners are under. Up until now when there are exceptional circumstances such as severe financial or personal problems, we will work with boat owners to achieve compliance in a timely manner and have offered to spread the cost over a period of three months from April to June.
- 1.7. The issue was last discussed with Committee in June 2023 when the members did not support offering staged payments to all private owners.
- 1.8. Having given the matter careful consideration, the Authority is now prepared to offer a three-stage payment schedule to those that have requested this facility because of financial hardship. The payments will be due on 1 April, 1 May and 1 June, and subject to the addition of an administrative fee of £25 per year. This fee will help to offset some of the increased costs of collecting staged payments.
- 1.9. This arrangement will be for an initial trial year, and we will report back to the Committee on its performance.

1.10. Picnic Boats

One of the more recent developments in the hire boat industry has been the development of picnic style day boats. Picnic boats often include a toilet, hot and cold running water, a sink, a kettle and hob. Their primary use is as a day boat and they are charged the day boat toll.

1.11. This issue of the charges for day boats and hired motor cruisers was discussed in the 2005 Tolls Review. The charges for motor cruisers were reduced in recognition of the importance of vessels serving as the primary accommodation for a Broads holiday and the decline in their numbers.

1.12. The Tolls Team have identified a few boats that appear to be incorrectly registered as motor cruisers rather than day boats and they will be following this up during the year.

2. National Park Grant

2.1. At the time of writing the Authority was still waiting for formal notification of its National Park Grant for 2025/26. The indications are that there will be a reduction in revenue grant offset in part by a capital allocation. This may provide an opportunity for investment in improving facilities for the boating public.

3. Navigation patrolling and performance targets

3.1. The report of the significant use of powers by the Rangers is in Appendix 1, and the range of duties undertaken by the Ranger Team in Appendix 2. While average navigation/ countryside splits are still higher on the navigation side, with planned work now underway on the countryside sites this figure is moving into line with the 80:20 target.

4. Sunken and abandoned vessel update

4.1. There have been a relatively large number of vessels sunk over this period, many being vessels left in wild moorings and either filled with rain or caught up during high tides, leading them to sink. Ownership details for the vessels are being pursued where possible. Where the owners of a sunken vessel are known, we have worked with them to raise the vessels.

4.2. There are two vessels requiring external contractor to raise due to the size of the vessels. As with the other vessels, we will seek to recover the costs for removal from the owners.

5. Planning enforcement update

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

Author: John Packman

Date of report: 18 March 2025

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 17/03/2025

Appendix 4 – Prosecutions dealt with in court for non-payment of tolls since 09/01/2025

Appendix 5 – Prosecutions dealt with in court for navigation offences since 09/01/2025 09
January 2025

Appendix 1 – Rangers’ exercise of powers analysis

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	76	53	14	60	24	2	34	
Speed	1736	699	408	334	150	80	171	44
Other	241	88	15	19	153	15	33	36

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	3			1			3
Speed	35	1		4	4	2	3	1
Other	17	26	5	3	2	22	10	5
Special directions	46	10	1		25	60	191	89

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	214	211	198	197	205	191	204	214
Volunteer patrols			2				3	
IRIS reports	19	8	7	10	9	17	8	26

Table 4

Broads Control total calls

Contact method	Number of calls
Telephone	18,498
VHF	2,538
Total	21,036

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

Table 1

Broads Authority corporate duties

Work area	Annual allocation (days)	Actual days to date
Training	122	93.65
Broads Control	362	277.30
Team meetings, work planning	318	302.14
Partnership working	76	15.68
Assisting other sections	76	37.91
Billets and boatsheds	25	16.55
Launch – general		8.48
Trailers - general		1.69
Vehicle maintenance		5.41
Other equipment repair		9.73
Total	979	768.53

Table 2

Navigation duties

Work area	Annual allocation (days)	Actual days to date
Patrolling	2136	1740.59
Escorts	44	27.50
Prosecution files	0	20.07
Bankside tree management	108	48.34
Obstruction removal	26	13.45
Channel markers and buoys	30	17.06
Signs and boards maintenance	34	32.97
Adjacent waters	96	72.77
Reactive mooring maintenance	100.5	42.30
Total	2574.5	2015.05

Table 3

Conservation, recreation, countryside maintenance

Work area	Annual allocation (days)	Actual days to date
Fen management	146	45.95
Lake, riverbank restoration	100	0.00
Invasive species control	32.5	1.28
Other conservation work	145	64.86
Pollution response		2.09
Visitor site maintenance	194	146.72
Public Engagement	97	59.26
Public footpath work	38	11.25
Education work	69	2.84
Total	821.5	334.26

Team total up to 04 March 2025

Percentage Navigation: 86%

Percentage National Park: 14%

Appendix 3 – Sunken and abandoned vessels current position as at 17 March 2025

Description	Location found	Action	Notice affixed	Result
Motor Cruiser	Old River Yare, Thorpe	Vessel sunk at owners moorings	No	Not affecting the navigation
Motor Cruiser	Sutton/Stalham cut	Hull only, marked with yellow posts	No	Hazard removed as part of reedbed creation project
Motor Cruiser	River Yare, Trowse	Vessel sunk behind rail bridge wooden fenders	Yes	Will be raised at next spring low water
Motor Cruiser	Polkeys Mill, Lower Yare	Vessel sunk in channel. Divers engaged to remove vessel	Yes	Vessel scheduled to be removed from 24/03/25
Sailing Barge	Berney Arms	Vessel sunk just outside channel. Removing while equipment in area for vessel above.	Yes	As above
Motor Cruiser	Cantley	Vessel sunk at mooring	No	Raised by owners using insurance
Motor cruiser	Wensum, downstream of rail bridge	Vessel sunk at mooring, marked with buoys	No	Waiting for kit to be in area to remove
Motor cruiser	Thrope Island, Yare	Vessel sunk at mooring	Yes	Vessel raised and recovered
Dayboat	Beauchamp Arms River Yare	Vessel sunk on wild mooring	Yes	Vessel raised and recovered
Auxiliary Yacht	Langley Dyke, River Yare	Vessel sunk at wild mooring	Yes	Waiting for kit to be in area to remove

Appendix 4 – Prosecutions dealt with in court for non-payment of tolls since 09 January 2025

Type of vessel	Fined	Costs awarded	Victim surcharge	Compensation
Sailing	£440.00	£220.00	£176.00	£197.26
Motor	£120.00	£100.00	£48.00	£332.46
Sailing	£220.00	£200.00	£88.00	£169.20
Motor	£220.00	£200.00	£88.00	£424.81
Motor	£220.00	£200.00	£88.00	£221.64
Auxiliary Yacht	£220.00	£200.00	£88.00	£163.92
Motor	£220.00	£200.00	£88.00	£313.99
Sailing x2	£660.00	£200.00	£264.00	£124.08 & £90.24
Motor	£220.00	£200.00	£88.00	£443.28
Motor + Not Registered	£440.00	£200.00	£176.00	£277.05
Aux Yacht + Motor	£440.00	£200.00	£176.00	£163.92 & £387.87
Aux Yacht + Not Registered	£660.00	£200.00	£264.00	£300.57
Motor	£220.00	£200.00	£88.00	£277.05
Motor + Not Registered	£440.00	£200.00	£176.00	£240.11
Motor	£440.00	£200.00	£176.00	£221.64
Motor	£220.00	£200.00	£88.00	£221.64
Sailing x2	£660.00	£200.00	£264.00	£124.08 & £90.24

Appendix 5 – Prosecutions dealt with in court for navigation offences since 09 January 2025

Type of vessel	Offence	Fined	Costs awarded	Victim surcharge	Compensation
Dayboat	Failing to navigate with care and caution, navigating whilst under the influence of alcohol or drugs	£120	£540	£96	£0
RIB	Speed	£440	£450	£176	£0
Sports boat	Speeding	£80	£200	£32	£0
Sports boat	Speeding	£300	£270	£120	£0

Navigation Committee

03 April 2025

Agenda item number 12

Income and expenditure

Report by Chief Financial Officer

Purpose

To present the actual Navigation income and expenditure for the three-month period to 31 January 2025 and provide a forecast of the projected expenditure at the end of the financial year (31 March 2025).

Contents

1.	Introduction	2
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1. Introduction

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

2. Overview of actual income and expenditure

Table 1

Actual Navigation income and expenditure by Directorate to 31 January 2025

Directorate	Profiled Latest Available Budget £	Actual income and expenditure £	Actual variance £
Income	(4,598,307)	(4,494,015)	- 104,292
Operations	2,865,474	2,183,325	+ 682,149
Strategic Services	414,361	436,304	- 21,943
Finance & Support Services	1,000,296	890,828	+ 109,468
Projects, Corporate Items and Contributions from Earmarked Reserves	(494,232)	(118,298)	- 375,934
Net (Surplus) / Deficit	(812,408)	(1,101,856)	+ 289,448

2.1. Core Navigation income is below the profiled budget at the end of month ten. The overall position as at 31 January 2025 is a favourable variance of £289,448 or a 35.63% difference from the profiled LAB. This is principally due to:

- An overall adverse variance of £104,292 within income:
 - Hire Craft Tolls is £35,351 below the profiled budget.
 - Private Craft Tolls is £101,333 below the profiled budget.
 - Short Visit Tolls and Other Toll income is £1,291 below the profiled budget.
 - Investment income is £33,683 above the profiled budget.
- An underspend within Operations relating to:
 - Construction, Maintenance and Ecology salaries is £48,082 under the profiled budget due to the budgeted pay award (£1,925 per Full Time Equivalent (FTE))

being less (£1,290 per FTE) than what was agreed by the unions. The forecast has been updated to reflect this.

- Equipment, Vehicle and Vessels is £199,084 under the profiled budget due to capital items that were originally due to be funded from the earmarked reserves being funded from DEFRA capital grant. There has also been income that has been transferred to the earmarked reserves as a result of selling old equipment and vehicles, this had not been budgeted for.
- Practical Maintenance is £161,018 under the profiled budget partly due to timing issues and the delays of work at Potter Heigham and Martham. The forecast has been updated for this. There has also been delays in the electric charging pillar work that was being funded by a grant, this is likely to be deferred to 2025/26.
- Ranger Services is £241,525 under the profiled budget on salaries due to the pay award. The Ranger launch replacement has been delayed until 2025/26. There have also been timing differences on the launch repairs.
- Safety is £16,511 under the profiled budget due to delays in the Head of Safety Management post being filled. The new post holder started in September and the forecast has been adjusted to reflect the vacancy.
- An overspend within Strategic Services relating to:
 - Visitor Services is £43,335 above the profiled budget due to charging at Reedham Quay not commencing due to delays with the lease.
- An underspend within Finance and Support Services relating to:
 - Asset Management is £19,224 under the profiled budget due to a vacancy between June and August for the Asset Officer. The forecast has been updated to reflect this. There is also a timing difference on expenditure.
 - Finance and Insurance is £36,207 under the profiled budget due to a timing difference on external audit costs and salaries as a result of the pay award and vacancies at the start of the financial year.
 - Collection of Tolls is £11,674 under the profiled budget due to the pay award and a timing difference on printing costs.
 - ICT is £48,515 under the profiled budget due to timing differences on the tolls replacement system and the finance system coming in under budget.
- An adverse variance within reserves relating to:
 - Plant, Vessels and Equipment is under the profiled budget due to the equipment now being funded via the DEFRA capital grant.

- Property is over the profiled budget due to the mooring work being invoiced ahead of profile.
 - Computer Software is under the profiled budget due to minimal spend so far on the upgrade to the tolls system and the finance system coming in under budget.
- 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 2024/25. 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 2024/25 surplus	Broads Authority 26/01/24 Agenda item number 10	(114,294)
Carry forward requests	Broads Authority 10/05/24 Agenda item number 10	27,080
LAB as at 31 January 2025	n/a	(87,214)

- 3.2. The LAB therefore provides for a navigation surplus of £87,214 in 2024/25 as at 31 January 2025.

4. Overview of forecast outturn 2024/25

- 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 January 2025, the forecast indicates that:
- The total forecast income is £4,552,918.
 - Total expenditure is forecast to be £4,386,176.
 - The resulting surplus for the year is forecast to be £166,742.
- 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 £79,528 against the LAB.

Table 3

Adjustments to Forecast Outturn

Item	Amount £
Forecast outturn surplus as per LAB	(87,214)
Adjustments reported 09/01/25	(122,742)
Increase to Hire Craft income	(1,753)
Decrease to Private Craft income	3,174
Increase to Investment income	(30,000)
Increase to Ranger expenditure for removal of wrecks	71,793
Forecast outturn surplus as at 31 January 2025	(166,742)

5. Reserves

Table 4

Navigation Earmarked Reserves

Reserve name	Balance at 1 April 2025 £	In-year movements £	Current reserve balance £
Property	(618,681)	48,417	(570,264)
Plant, Vessels and Equipment	(492,192)	6,947	(485,245)
Premises	(217,434)	2,920	(214,514)
Computer Software	(127,533)	21,552	(105,981)
Total	(1,455,840)	79,836	(1,376,004)

- 5.1. The Property reserve contains the income from land rental at Oulton Broad and the piling at Reys bank. The Plant, Vessels and Equipment reserves contains the income from the sale of the old vehicles, JCBs and trailers. It has also funded four vehicles. The Premises Reserve has funded the final items for Reedham Quay hut replacement and feasibility reports for the Dockyard solar project. The Computer Software reserve has funded the work on the new tolls and finance systems.

6. Conclusion

- 6.1. The forecast outturn position for the year suggests a surplus within the Navigation budget, which would result in a Navigation Reserve balance of approximately £697,000 at the end of 2024/25 (before any year-end adjustments). This would mean the Navigation Reserve would be above the recommended 10% at 15.9%. Year-end

transfers of interest to the earmarked reserves mean it will fall to approximately 12.7%. This will be highly dependent on the level of interest received.

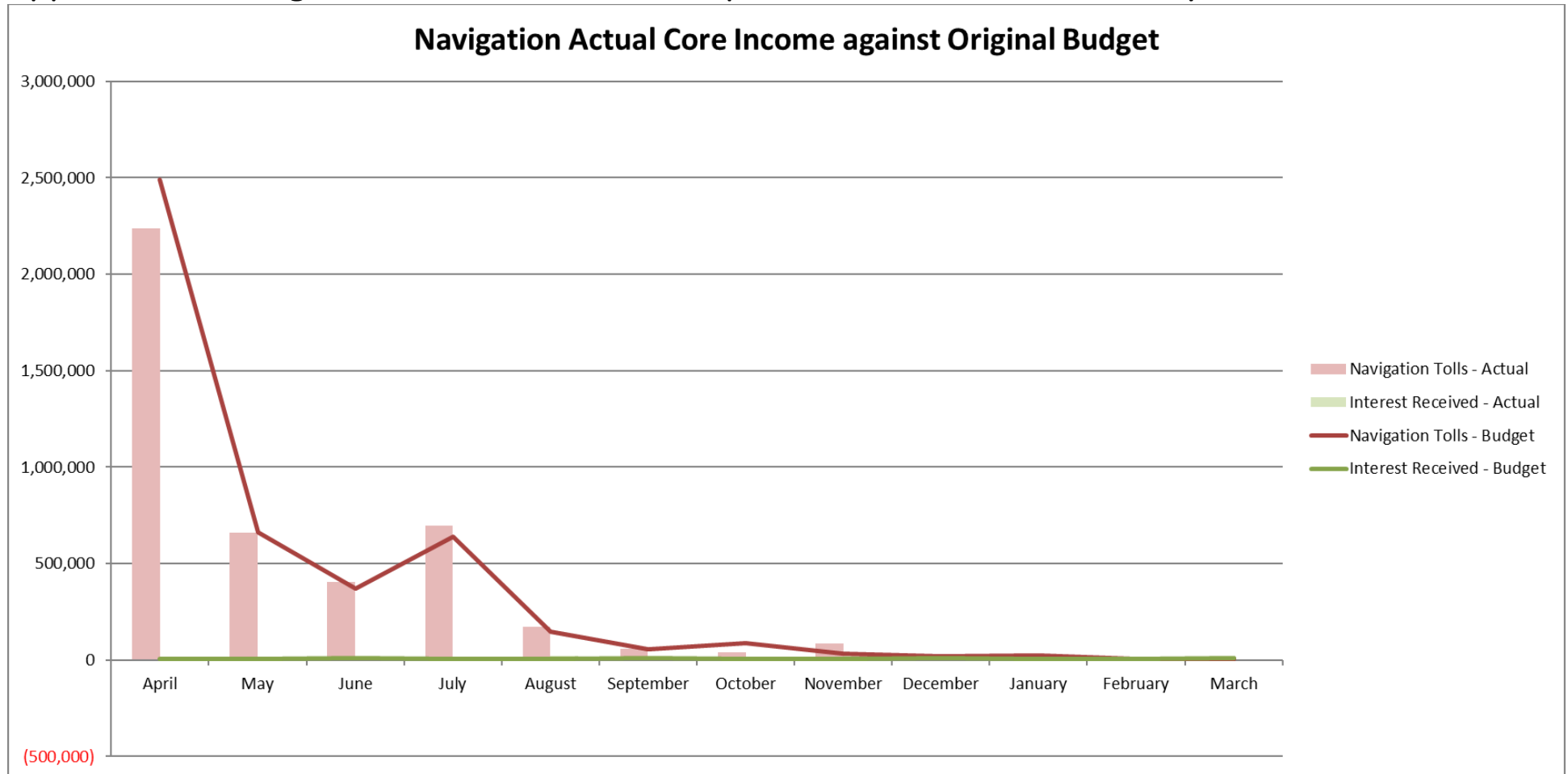
Author: Emma Krelle

Date of report: 06 March 2025

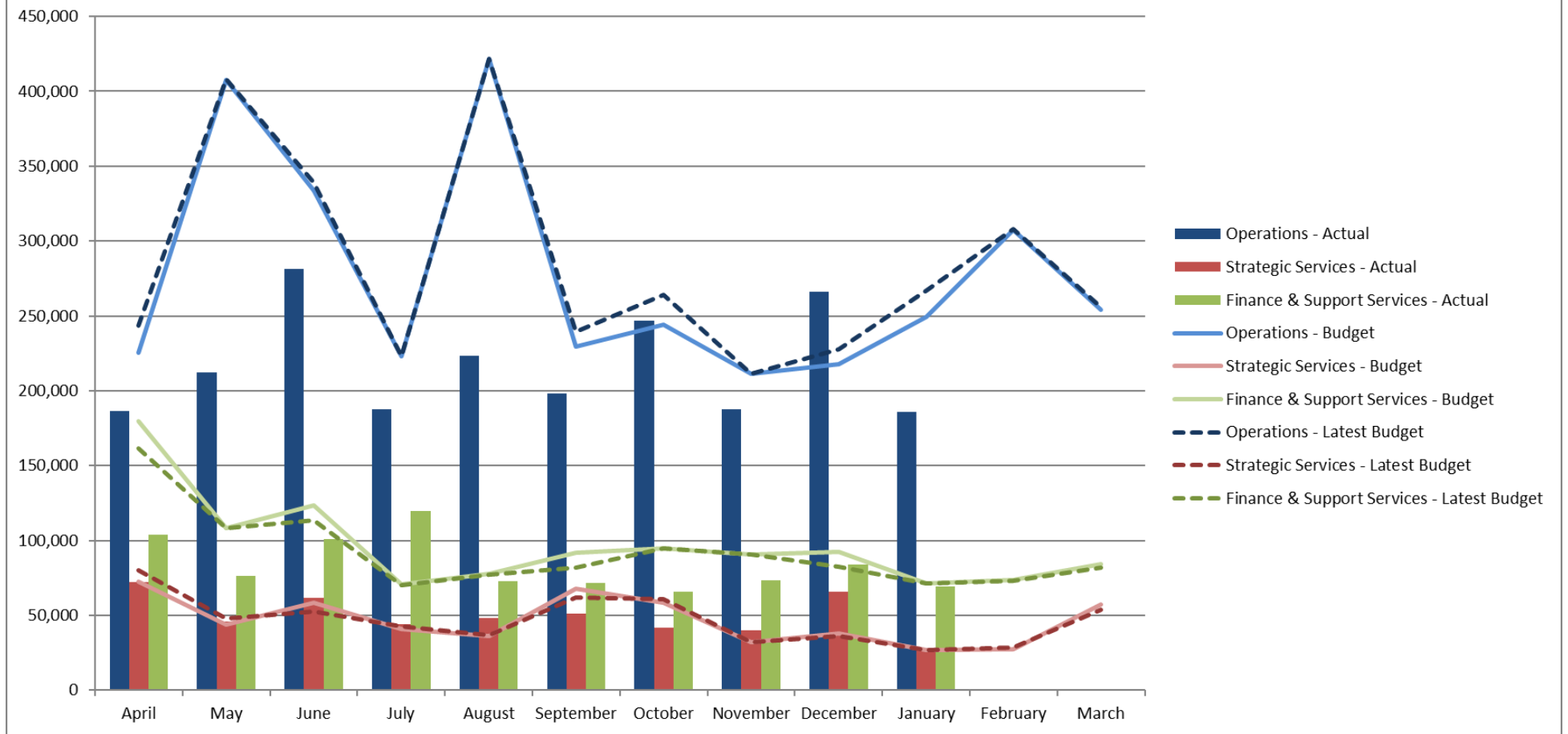
Appendix 1 – Navigation actual income and expenditure charts to 31 January 2025

Appendix 2 – Financial monitor: Navigation income and expenditure 2024/25

Appendix 1 – Navigation actual income and expenditure charts to 31 January 2025



Navigation Net Actual Expenditure against Original and Latest Budget



Appendix 2 – Financial monitor: Navigation income and expenditure 2024/25

Table 1

Income

Row Labels	Original budget (Navigation) £	Budget adjustments (Navigation) £	Latest Available Budget (Navigation) £	Forecast outturn (Navigation) £	Forecast outturn variance (Navigation) £
Total Income	(4,624,930)	0	(4,624,930)	(4,552,918)	- 72,012
National Park Grant	0	0	0	0	+ 0
Hire Craft Tolls	(1,436,000)	0	(1,436,000)	(1,405,312)	- 30,688
Private Craft Tolls	(3,006,000)	0	(3,006,000)	(2,904,676)	- 101,324
Short Visit Tolls	(60,000)	0	(60,000)	(60,000)	+ 0
Other Toll Income	(32,930)	0	(32,930)	(32,930)	+ 0
Interest	(90,000)	0	(90,000)	(150,000)	+ 60,000

Table 2
Operations

Row Labels	Original budget (Navigation) £	Budget adjustments (Navigation) £	Latest Available Budget (Navigation) £	Forecast outturn (Navigation) £	Forecast outturn variance (Navigation) £
Total Operations	3,408,924	157,330	3,566,255	3,424,129	+ 142,125
Construction and Maintenance Salaries	1,041,095	0	1,041,095	1,006,392	+ 34,703
Salaries	1,041,095	0	1,041,095	1,006,392	+ 34,703
Expenditure	0	0	0	0	+ 0
Equipment, Vehicles & Vessels	430,780	0	430,780	430,780	+ 0
Income	(840)	0	(840)	(840)	+ 0
Expenditure	431,620	0	431,620	431,620	+ 0
Water Management	75,000	0	75,000	75,000	+ 0
Expenditure	75,000	0	75,000	75,000	+ 0
Land Management	0	0	0	0	+ 0
Income	0	0	0	0	+ 0
Expenditure	0	0	0	0	+ 0
Practical Maintenance	366,825	152,080	518,905	418,905	+ 100,000
Income	(26,425)	(38,025)	(64,450)	(64,450)	+ 0
Expenditure	393,250	190,105	583,355	483,355	+ 100,000
Waterways and Recreation Strategy	31,530	0	31,530	31,100	+ 430

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	25,130	0	25,130	24,700	+ 430
Expenditure	6,400	0	6,400	6,400	+ 0
Ranger Services	1,192,875	0	1,192,875	1,205,095	- 12,220
Income	0	0	0	0	+ 0
Salaries	842,525	0	842,525	782,952	+ 59,573
Expenditure	350,150	0	350,150	421,943	- 71,793
Pension Payments	200	0	200	200	+ 0
Safety	99,780	0	99,780	82,955	+ 16,825
Income	(500)	0	(500)	(500)	+ 0
Salaries	72,190	0	72,190	50,365	+ 21,825
Expenditure	28,090	0	28,090	33,090	- 5,000
Premises	76,888	5,250	82,138	82,138	+ 0
Income	(1,820)	0	(1,820)	(1,820)	+ 0
Expenditure	78,708	5,250	83,958	83,958	+ 0
Operations Management and Administration	94,152	0	94,152	91,764	+ 2,388
Salaries	90,492	0	90,492	89,664	+ 828

Row Labels	Original budget (Navigation) £	Budget adjustments (Navigation) £	Latest Available Budget (Navigation) £	Forecast outturn (Navigation) £	Forecast outturn variance (Navigation) £
Expenditure	3,660	0	3,660	2,100	+ 1,560
Project Funding	0	0	0	0	+ 0
Pension Payments	0	0	0	0	+ 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	482,086	0	482,086	493,156	- 11,070
Development Management	5,126	0	5,126	5,049	+ 77
Income	0	0	0	0	+ 0
Salaries	5,126	0	5,126	5,049	+ 77
Expenditure	0	0	0	0	+ 0
Pension Payments	0	0	0	0	+ 0
Strategy and Projects Salaries	29,287	0	29,287	28,859	+ 427
Income	0	0	0	0	+ 0
Salaries	29,287	0	29,287	28,859	+ 427

Row Labels	Original budget (Navigation) £	Budget adjustments (Navigation) £	Latest Available Budget (Navigation) £	Forecast outturn (Navigation) £	Forecast outturn variance (Navigation) £
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	84,408	0	84,408	83,587	+ 821
Income	0	0	0	0	+ 0
Salaries	51,720	0	51,720	50,899	+ 821
Expenditure	32,688	0	32,688	32,688	+ 0
Volunteers	22,577	0	22,577	18,770	+ 3,807
Salaries	18,122	0	18,122	14,315	+ 3,807
Expenditure	4,455	0	4,455	4,455	+ 0
Communications	96,141	0	96,141	94,646	+ 1,495
Income	0	0	0	0	+ 0
Salaries	86,496	0	86,496	85,001	+ 1,495
Expenditure	9,645	0	9,645	9,645	+ 0
Visitor Centres and Yacht Stations	202,523	0	202,523	223,225	- 20,702
Income	(143,960)	0	(143,960)	(123,960)	- 20,000
Salaries	277,903	0	277,903	278,605	- 702

Row Labels	Original budget (Navigation) £	Budget adjustments (Navigation) £	Latest Available Budget (Navigation) £	Forecast outturn (Navigation) £	Forecast outturn variance (Navigation) £
Expenditure	68,580	0	68,580	68,580	+ 0
Strategic Services Management and Administration	42,024	0	42,024	39,018	+ 3,006
Salaries	40,704	0	40,704	38,253	+ 2,451
Expenditure	1,320	0	1,320	765	+ 555
Strategy and Projects	0	0	0	0	+ 0
Expenditure	0	0	0	0	+ 0

Table 4

Finance and 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	1,157,763	0	1,157,763	1,137,279	+ 20,484
National Park Grant	0	0	0	0	+ 0
Expenditure	0	0	0	0	+ 0
Legal	35,000	0	35,000	35,000	+ 0
Income	(5,000)	0	(5,000)	(5,000)	+ 0
Expenditure	40,000	0	40,000	40,000	+ 0

Row Labels	Original budget (Navigation) £	Budget adjustments (Navigation) £	Latest Available Budget (Navigation) £	Forecast outturn (Navigation) £	Forecast outturn variance (Navigation) £
Governance	132,947	0	132,947	131,484	+ 1,462
Salaries	101,557	0	101,557	99,431	+ 2,125
Expenditure	31,390	0	31,390	32,053	- 663
Chief Executive	53,696	0	53,696	52,985	+ 711
Salaries	53,301	0	53,301	52,589	+ 711
Expenditure	396	0	396	396	+ 0
Asset Management	76,606	0	76,606	69,982	+ 6,624
Income	(4,135)	0	(4,135)	(4,135)	+ 0
Salaries	25,466	0	25,466	18,842	+ 6,624
Expenditure	55,275	0	55,275	55,275	+ 0
Finance and Insurance	318,119	0	318,119	309,792	+ 8,327
Salaries	159,768	0	159,768	151,441	+ 8,327
Expenditure	158,351	0	158,351	158,351	+ 0
Collection of Tolls	228,380	0	228,380	220,270	+ 8,110
Salaries	215,880	0	215,880	207,770	+ 8,110
Expenditure	12,500	0	12,500	12,500	+ 0
ICT	262,695	0	262,695	260,646	+ 2,050
Income	0	0	0	0	+ 0

Row Labels	Original budget (Navigation) £	Budget adjustments (Navigation) £	Latest Available Budget (Navigation) £	Forecast outturn (Navigation) £	Forecast outturn variance (Navigation) £
Salaries	119,750	0	119,750	117,701	+ 2,050
Expenditure	142,945	0	142,945	142,945	+ 0
Premises – Head Office	50,320	0	50,320	57,120	- 6,800
Income	0	0	0	0	+ 0
Expenditure	50,320	0	50,320	57,120	- 6,800

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	4,263	0	4,263	4,263	+ 0
Partnerships / HLF	0	0	0	0	+ 0
Income	0	0	0	0	+ 0
Salaries	0	0	0	0	+ 0
Expenditure	0	0	0	0	+ 0
Corporate Items	4,263	0	4,263	4,263	+ 0
Expenditure	4,263	0	4,263	4,263	+ 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	(542,400)	(130,250)	(672,650)	(672,650)	+ 0
Earmarked Reserves	(542,400)	(130,250)	(672,650)	(672,650)	+ 0
Expenditure	(542,400)	(130,250)	(672,650)	(672,650)	+ 0

Table 7

Net (Surplus) / Deficit

Row Labels	Original budget (Navigation) £	Budget adjustments (Navigation) £	Latest Available Budget (Navigation) £	Forecast outturn (Navigation) £	Forecast outturn variance (Navigation) £
Grand Total	(114,294)	27,080	(87,214)	(166,742)	+ 79,528

Navigation Committee

03 April 2025

Agenda item number 13

Construction, Maintenance and Ecology work programme progress update

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

Purpose

To provide the Committee with 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.

Broads Plan context

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

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

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

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

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1. Introduction

- 1.1. The detailed breakdown in Appendix 1 gives progress and volumes for the dredging programme for 2024/25 (April 2024 to end January 2025). A total of 21,910 m³ of dredged sediment was removed from the prioritised sites. This figure represents 60% of the programmed target of 36,630 m³ for the year.
- 1.2. Stalham Staithe dredging was completed. Phase 2 of dredging at Rockland Broad in the marked channel and Fleet Dyke connecting to the River Yare has also been resumed. Following this, dykes connecting Bargate Broad to the main river, and the nominal channel between the two dykes across the southern edge of the broad will be dredged. Once dredging has been completed and prior to the first water plant cut of the year, marker buoys will be placed to mark the maintained channel.

2. Maintaining safe public mooring facilities

- 2.1. North Cove 24 hour mooring has had a complete timber refurbishment and is open to the public. Work is currently on-going for a complete timber refurbishment at Cantley 24 hour mooring, which is partially closed to boats during the works. See Boating News page for more information [Update - Temporary Partial Closure of Cantley 24h Mooring](#)
- 2.2. Work has started to replace the timber piling at Ranworth Staithe, on the section at the western end where the trip boats depart from.
- 2.3. Aggregate topping up is a regular feature of the Maintenance team work in the lead up to the start of the Easter holidays. Ensuring that the surfacing at each mooring is durable, safe and complying with our standard specifications is an important aspect of the start of each season. As happens each year, but particularly so in the past few years, many of the moorings which sit closer to the water surface have been prone to repeat over-topping and washout of the path material. A recent review of mooring locations and surfacing material has concluded that we need to move to compacted crushed aggregate at the downstream Wroxham Island and Irstead Staithe 24 hour moorings. The continual wash out and collapse of the mooring surface means the less durable woodchip needs to be replaced with the harder wearing aggregate finish, to ensure on-going user safety and efficiency of maintenance.
- 2.4. For the more detailed reports on the minor mooring maintenance work completed, these are included in the Chief Executive's regular public [Broads Briefings](#).

3. Riverside Tree Management

- 3.1. A total of 1913 metres of riverbank has completed this winter. The breakdown was 418m on the River Ant, 503m on the River Bure, and 992m on the River Yare. See the maps here for where this work was planned and took place [Riverside tree & scrub management Plan](#). The initial target was 2421m for autumn/winter 2024/25, however one of the stretches on the Ant was removed from the programme due to the discovery of a natal otter holt. The single stretch on the River Waveney, was deferred to 2025/26

due to staff and contractor capacity issues. Given that just over 400m of additional tree management work was carried out in the previous year (2023/24), progress for the full five year programme is on track. For the full five year programme, see maps here [Riverside tree & scrub management five-year plan](#).

4. Channel markers

- 4.1. In 2015 new steel sheet piles were installed along the functionally required portion of Turntide Jetty, located at the confluence of the rivers Yare and Waveney at the top end of Breydon Water. This repiling was carried out following a review of the structure and what works were needed to secure the river training function in the long-term. The older timber portion of the structure was retained at the time, despite the decision not to replace that end portion in the future. Its structural condition has been regularly monitored since then and the potential hazard to navigation has been marked accordingly.
- 4.2. The most recent structural inspections have shown continued deterioration of the timber structure, to the point where individual timbers of significant size have become very loose. The risk of large timbers breaking off is now unacceptable, so work is planned for the Construction Team to mobilise in April 2025 and remove all of the remaining timber structure from the end of Turntide Jetty.
- 4.3. Once the timber structure has been removed a review of the channel markers leading up to and around the remaining piled part of Turntide Jetty will be carried out.

5. Our resources

- 5.1. At Mutford Lock one of the gates (comprised of two leaves) on the freshwater side of the lock have been lifted out completely for inspection and repair. A penstock sluice on one of the leaves had failed completely and the other was in very poor condition, so both needed replacing prior to the start of the coming season. As this work could not take place in-situ, it has required a closure of the lock, as detailed in the [Notice to Mariners](#). The work was planned to avoid the busiest parts of the season and also avoid the planned maintenance period on the bridges in Great Yarmouth, which would have effectively closed the Broads to larger vessels coming from or heading out to sea.
- 5.2. The crane lift of the gates was supported by a dive team who secured the lifting strops underwater. The dive team were also able to inspect the lock wall and fixing points in the areas normally covered by the wooden gates. Guidance and training from a team of lock specialists from the Canal & Rivers Trust (CRT) has supported this work. Application of the CRT standard lock gate inspection and condition assessment has been carried out and shared. Detailed analysis of the gate timber condition using a resistograph was carried out. This is a device that measures the resistance of wood to detect decay, cracks, voids, and cavities. Accurate measurement and drawing of the gates dimensions and construction have also been carried out and recorded for future use, as none were transferred when the Authority took on the site ownership.

- 5.3. The required repairs have all been completed. These have included: fitting brand new penstock sluice valves (which control water flow to equalise the water levels either side of the gates); recasting a new iron shoe to retain the base of the front post of one of the gate leaves; attach a protective GRP panel at the wind/water line on the two leaves, where some decay of the tropical hardwood has just started to occur; and remove, blast and recoat the handrails on the two gates.
- 5.4. The gates were reinstalled on March 14. After that, a few days were used to reconnect the hydraulics and electrics, run tests, and make sure everything was working properly. The lock is now operational, and the work was finished earlier than planned.
- 5.5. Through this process, the expertise, confidence and knowledge gained by the Authority team and our local contractors has increased immensely. As these repairs are to just one set of four gates, we are well set for the on-going inspection and carrying out any additional or larger maintenance works in the future.

Author: Dan Hoare & Sue Stephenson

Date of report: 11 March 2025

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

Appendix 1 – Annual dredging progress 2024/25 (to end January 2024)

Appendix 1 – Planned percentage of operational staff time to be spent on all work types (year April 2025 – March 2026)

Appendix 1 – Annual dredging progress 2024/25 (to end January 2024)

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 cost¹	Actual project cost
River Bure (continuation from 2023/24) Juby's Farm to Hoveton Viaduct	28/27	17,900	12,810	£190,710	£198,850
<i>Lagoon re-use site NB: Planned volume includes Bridge Broad (2,870m³) which is no longer part of the work programme</i>					
River Yare Rockland Broad (channels & dykes)	17/26	13,500	8,850	£190,020	£101,480
<i>Rockland Short Dyke & Postwick Marshes re-use sites & Postwick Tip. Running December to March</i>					
River Ant Stalham Dyke	1/3	830	250	£37,140	£11,360
<i>Hunsett Mill re-use site; work completed December 2024</i>					
River Yare Bargate Broad	0/4	2,400	0	£45,150	£2,820
<i>Postwick Marshes re-use & Postwick Tip. Running in February 2025 concurrently with Rockland dredging</i>					
River Thurne Catfield Dyke	0/4	2,000	0	£27,350	£1,030
<i>Deferred to 2025/26 due to delays in completing the Upper Bure project</i>					
Site restoration	-	-	-	-	£3,750
Future site preparation Survey, mitigation & set-up	-	-	-	-	£3,640
Dredging support activities	-	-	-	-	£5,500
Total	46/64	36,630	21,910	490,370	328,430

Appendix 2 – Planned percentage of operational staff time to be spent on all work types (year April 2025 – March 2026)

Work type	Staff days planned - Days	Staff days planned - % of annual total
Navigation	2433	51
<i>Dredging</i>	<i>1124</i>	<i>46</i>
<i>Mooring maintenance & repairs</i>	<i>849</i>	<i>35</i>
<i>Riverside tree management</i>	<i>43</i>	<i>2</i>
<i>Water plant cutting</i>	<i>225</i>	<i>9</i>
<i>Other navigation works¹</i>	<i>192</i>	<i>8</i>
Recreation²	399	8
Conservation³	1213	25
Corporate⁴	751	16
Total	4796	100

1 – includes raising & disposal of wrecks, channel markers & buoys, gaugeboards & signage

2 - National Park funded work to facilitate public access and visitor services.

3 – National Park funded work to carry out priority fen management and other biodiversity restoration projects

4 – Corporate and other activities supporting work across all Authority duties, such as training and premises maintenance (60:40 split Navigation:National Park)

Navigation Committee

03 April 2025

Agenda item number 14

2024/25 Health and Safety Review and internal audit recommendations

Report by Head of Safety Management

Purpose

To present the annual review of marine incidents in 2024/25 and the recommended annual safety audit programme for 2025/26.

Broads Plan context

Broads Plan Theme C4 – Maintain and improve safety and security and user behaviours on the waterways.

1. Annual Marine Incidents

- 1.1. Appendix 1 gives details of the marine incidents reported from 1 April 2024 to 31 December 2024, including an analysis of deaths and personal injury since 1998.
- 1.2. The Authority highlights the importance of personal responsibility in safety publications. Rangers continue to educate boat users on key safety messaging at Super Safety Events and when observing issues whilst patrolling the waterways.
- 1.3. Notable points from 1 April 2024 to 31 December 2024 reported incidents:
 - 6 reported fatalities from April to December plus 1 additional reported fatality in the same year but prior to April. Four of these were not related to boating
 - 14 reported incidents of persons inadvertently entering the water,
- 1.4. 3 incidents (5 vessels) included boat fires.
- 1.5. From April to December 2024, there were 14 incidents of people inadvertently entering the water, compared to 9 incidents in 2023 over the same period, representing an increase of 5. Capsizing, falling in either from a vessel whilst mooring or departing, and falling in from the bank/ quay heading are the main areas represented for incidents in these figures.
- 1.6. Authorities and partners are continuing to reinforce the safety messaging of personal awareness, a slow and steady speed on approach to moorings, using provided grab

rails, and wearing a life jacket when mooring and moving around a vessel, which has been maintained from the previous year.

- 1.7. The licensing of non-powered hire craft was introduced in 2023/24, which required the operators to provide a formal handover and an ‘in-water’ trial to all hirers. Paddle sports are a growing trend in our waters and an area where more safety education is needed; the Hire Boat Licensing Officer will continue to promote safety awareness in line with this during 2025.
- 1.8. The Hire Boat Licensing Officer carried out a series of annual ‘Spot Checks’ during the 2024 summer season to ensure that hire boat operators complied with the licensing requirements and monitored handovers and ‘in-water’ trials. These seasonal checks will continue in the 2025/26 season.

2. Annual internal safety audit programme 2025/26

2.1. The Head of Safety Management has identified three internal safety audits in Table 1 below to be carried out in the coming year. This programme is to ensure that the Broads Authority’s Safety Management System is working effectively and to introduce changes as deemed necessary to maintain and improve the current safety standards.

2.2. Table 1

Internal safety audit programme 2025/26

Internal audit	Aims and objectives
COSHH (Control of Substances Hazardous to Health) code of practice and compliance.	To review and ensure that there is a consistent approach to compliance with COSHH across the Authority. To develop and implement a new system of recording and documenting safety data sheets and internal assessments.
Condition monitoring processes.	To audit and ensure consistency in our internal inspection and reporting approach regarding condition monitoring on our 24-hour moorings and Yacht Stations.
Broad Authority driving at work.	To audit internal driving at work processes and systems. To determine that suitable control measures are in place and to reduce the risk of accidents and incidents to as low as reasonably possible whilst improving driving skills.

Author: Matt Dane

Date of report: 03 March 2025

[Broads Plan](#) strategic objectives: Broads Plan Theme C4 – Maintain and improve safety and security and user behaviours on the waterways.

Appendix 1 – Annual safety audit 1 April 2024 to 31 December 2024

Appendix 1 - Annual safety audit 1 April 2024 to 31 December 2024

The reporting period is from 1 April 2024 to 31 December 2024. The report is limited to the Broads Authority's area of marine responsibility. Notable incidents are listed below.

2024	Incident Details	Hazard Log Category
9/4/24	Sailing vessel capsized on River Ant. 5 persons in water, no injuries.	Falling in/capsize
11/4/24	Person fell from private vessel near Horning. Taken to hospital.	Falling in
12/4/24	The person suffered the injury when they fell while working on the boat.	Injury
28/4/24	Person fell in at Hardley Cross while mooring	Falling in
7/5/24	Person suffered head injury when they fell from boat while mooring at GYYS	Injury
10/5/24	Body found in river near Brundall	Fatality
30/5/24	2 persons in water following capsizing of sailing vessel in high winds on River Ant	Falling in/capsize
5/6/24	Body found in water at Great Yarmouth	Fatality
7/6/24	The person holding the baby fell into a moored boat. No injuries	Falling in
4/7/24	Person fell from vessel while mooring at GYYS. Admitted to hospital	Falling in
5/8/24	Fire at Walkin Cruisers, Loddon. 3 vessels alight, two sank	Fire
11/8/24	Hire cruiser struck quay heading near Langley Dyke and sank	Sinking
18/8/24	Body recovered from Wroxham Broad	Fatality
20/8/24	Person fell from hire cruiser moored at GYYS. Recovered from water but declared deceased at scene.	Fatality

21/8/24	Person suffered cardiac arrest on vessel moored at Ranworth. Deceased.	Fatality
08/09/24	Boat fire to private vessel at Sutton Staithe. Vessel sunk at mooring	Fire
22/09/24	2 persons in water following capsize of canoe from wash of speeding boat. Assisted out, not injured.	Falling in/Capsize
23/09/24	63-Year-old male left shoulder dislocation after falling from hire boat 842G at St Benet's whist attempting to moor. Taken to A/E by Ambulance	Injury
24/09/24	Herbert Woods staff member collapsed on Quay side and fell into water. Life jacket deployed. Retrieved from water CPR given, declared deceased by Ambulance staff	Fatality
27/09/2024	A person fell in at Acle Bridge after slipping on wet quay heading while leaving mooring. Coast Guard attended; medical assistance was not required.	Falling in
20/10/2024	Fell in dyke from boat at Ranworth. No injuries.	Falling in
29/10/2024	Slipped and hit head in the boat while disembarking. Head Injury taken to James Paget	Injury
06/12/2024	Vessel 1228B sunk river Yare, near Reedham	Sunk
12/12/2024	Boat Fire at Horning Ferry Marina. Minor damage, no pollution or injury	Fire
19/12/2024	Vessel taking on water with 2POB. Wroxham broad. Attended to by Hemsby lifeboat. No injuries. Vessel recovered	Near sinking

TABLE 1

Analysis of Death/Injuries Since 1998

	1998	1999	2000	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024
Death																											
No of deaths on or from boats	3	2	1	3	2	6	0	0	2	0	0	0	2	4	2	0	2	1	5	1	2	1	5	3	2	3	3
Reported deaths not related to boating	1	4	4	2	3	1	0	7	2	1	1	3	3	3	8	2	5	4	2	1	2	2	1	2	1	1	4
Cause of death																											
Severe injury	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	2	0	0	0	0
Heart Attack	0	1	1	0	1	0	0	0	1	0	1	2	2	1	5	0	1	1	3	1	1	1	0	1	1	1	2
Drowning	4	5	1	3	3	5	0	4	3	0	0	0	1	3	2	0	5	3	0	0	3	2	3	0		1	4
Asphyxiation/CO poisoning	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2	0	0	0	0	0	0	0	0
Terminal Illness														1	0	0	0	0	0	0	0	0	0	1	0	1	0
Not Known	0	0	1	0	0	2	0	3	0	1	0	1	2	2	0	0	1	0	2	1	0	0	1	3	0	0	0
Reports of people inadvertently entering in the water See footnote.	8	2	5	1	4	15	16	12	23	29	17	34	20	17	18	12	22	19	21	12	23	17	27	24	11	9	14
No of persons reported as requiring hospital treatment	7	9	8	7	7	18	2	4	13	12	11	22	30	17	15	19	14	13	30	36	49	33	35	35	19	15	19
Head	1	3	2	1	1	1	1	3	1	1	5	3	3	1	3	3		2	7	3	4	5	3	1	4	3	4
Arm/hand	0	0	1	3	1	1	1	0	1	6	4	1	4	4	2	4	1	0	3	4	6	7	5	2	5	3	
Leg/foot	2	4	1	2	2	2	2	1	3	7	5	7	8	3	6	4	3	4	9	8	8	11	9	12	6	3	3
Torso, ribs, chest, back	0	1	4	1	1	2	0	1	4	3	0	2	4	2	0	2	2	2	1	5	8	2	2	6	1	1	1
Not described	0	0	0	0	0	10	2	1	4	0	0	8	10	2	2	5	1	4	6	12	13	8	10	10	3	3	11
Asphyxiated/CO poisoning	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	2	0	0	0	4	0	0	0	0	0	0
Burns/Scalds	4	1	1	0	2	1	0	0	1	1	0	1	2	1	0	1	2	0	0	0	0	0	2	1	0	0	0
Heart attack														3	5	1	2	1	5	3	10	0	4	2		3	

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

TABLE 2
Analysis of Fire and Explosions Since 1999

	1999	2000	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024
Number of incidents	6	3	4	2	2	0	2	22	8	4	4	3	3	1	1	1	0	2	2	5	1	2	4	0	3	2
Vessels involved (Private)	3	2	2	2	1	0	1	18	10	4	2	2	2	1	1	3	0	1	2	5	1	2	3	0	3	4
Vessels involved (Hire)	3	1	2	0	1	0	1	4	1	0	2	1	1	0	0	0	0	1	0	0	0	0	1	0	0	0
Prime cause LPG	0	1	1	0	2	0	0	0	1	0	0	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0
Prime cause Petrol	1	0	0	1	0	0	0	1	2	0	0	0	2	1	0	1	0	0	0	1	0	0	0	0	0	0
Prime cause Electrical	0	1	1	1	0	0	1	0	1	2	2	1	1	0	0	0	0	1	0	1	0	0	1	0	1	1
Prime cause Other	5	1	2	0	0	0	1	21	4	2	2	1	0	0	0	2	0	1	2	3	1	2	3	0	2	0
No of vessels total loss	1	2	2	2	0	0	0	20	6	2	1	0	2	1	0	0	0	0	1	2	0	0	0	0	3	4
No of injuries from fires requiring hospital treatment	1	0	0	2	2	0	0	1	1	0	0	2	1	0	1	0	0	0	0	1	0	2	0	0	0	0
No of fatalities	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Navigation Committee

03 April 2025

Agenda item number 15

Oulton Broad Power Boat racing dates for 2025

Report by Head of Safety Management

Purpose

This report seeks the Committee's views on the management of power boat racing on Oulton Broad and on the fixture list for the 2025 season in Appendix 1.

Broads Plan context

This review contributes to objective C4 - Maintain and improve safety and security standards and user behaviour on the waterways.

1. Introduction

- 1.1. The Broads Authority is obliged by the Port Marine Safety Code to carry out risk assessments of all boating activities and marine operations on its waters and ensure that risks associated with any activity are managed as low as reasonably practicable.
- 1.2. The Formal Safety Assessment (FSA) identified powerboat racing on Oulton Broad as a priority for more detailed consideration. The recommendations for powerboat racing included considering closing the broad during racing events and ensuring an adequate exclusion area and buffer zone around the race circuit.
- 1.3. The Authority works closely with the Lowestoft and Oulton Broad Motorboat Club (LOBMBC), Oulton Broad Parish Council (OBPC), and the newly formed Circuit Power Boat Association (CPBA) on the Management Plan, including reviewing risk assessments and operating procedures.
- 1.4. The Management Plan continues to deliver the successful, safe management of powerboat racing at the site.

2. Annual Review 2024

- 2.1. The LOBMC reported losing 25% of its events during 2024 due to poor weather or a lack of officials' availability.
- 2.2. Four incidents were recorded for the 2024 Season. One minor injury was sustained to the driver's left knee as they banged it on their race craft gear stick on the way out. The

individual was checked over by the ambulance crew. LOBMC reviewed all four incidents and received a response from rescue crews in under 30 seconds.

3. Financial implications

- 3.1. In the 2024 season, 321 boats raced at a toll of £7.27 a day, giving a total income of £2,333.67 from a racing craft toll fee.
- 3.2. A Notice to Mariners for the racing events is required and is advertised one month before the first race, all costs for this are from LOBMC.

4. Conclusion

- 4.1. Power boat racing is an exciting and highly enjoyed calendar event within the Broads. Collaboration between all parties to make sure health and safety of all is paramount, and we are content that all necessary measures have been considered and reviewed prior to putting on the race dates.

Author: Matt Dane

Date of report: 24 February 2025

[Broads Plan](#) strategic objectives: C4

Appendix 1 – Power boat racing – proposed 2025 race schedule

Appendix 1 - Proposed 2025 race schedule

	Date	Start time (evening events finish by lighting up time)	Comments
1.	Sunday 4 th May	12 noon- 6pm	Club Race, North Bay Course
2.	Monday 5 th May	12 noon- 6pm	Club Race
3.	Thursday 15 th May	6pm	
4.	Thursday 22 nd May	6pm	
5.	Sunday 25 th May	12 noon- 7.30pm	National event
6.	Monday 26 th May	12 noon- 7.30pm	National event
7.	Thursday 5 th June	6pm	
8.	Thursday 12 th June	6pm	
9.	Thursday 19 th June	6pm	
10.	Thursday 26 th June	6pm	
11.	Thursday 3 rd July	6pm	
12.	Thursday 10 th July	6pm	
13.	Saturday 19 th July	10am- 7.30pm	WC/Euro Championships, North Bay Course
14.	Sunday 20 th July	12 noon- 7.30pm	WC/Euro Championships, North Bay Course
15.	Thursday 24 th July	6pm	
16.	Thursday 31 st July	6pm	
17.	Thursday 7 th August	5.30pm	
18.	Thursday 14 th August	5.30pm	
19.	Monday 25 th August (TBC)	4pm	Lions Gala event
20.	Sunday 14 th September	12 noon- 6pm	(North Bay course)

Navigation Committee

03 April 2025

Agenda item number 16

Committee timetable of meetings 2025/26

Report by Senior Governance Officer

Purpose

To review the Navigation Committee dates for 2025/26, following the approval of the committee calendar by the Authority at its meeting on 24 January 2025.

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 2025/26, included in the committee calendar at Appendix 1. The calendar was approved by the Broads Authority on 24 January 2025, subject to consultation with the Navigation Committee.
- 1.2. During the drafting of the committee calendar both the Chair of the Authority and the Chair of the Navigation Committee were consulted.

2. 2025/26 committee timetable

- 2.1. The calendar runs from August 2025 to the annual meeting in July 2026, and takes account of public holidays. There are four 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. This year’s tolls briefing is set for 7 October 2025 (time to be confirmed). The members’ annual site visit in 2026 is scheduled for 3 July.
- 2.3. The Navigation Committee meeting for January is usually held in the first full week of business following the Christmas break which means that reports are written in the early part of December. To ensure that committee reports contain the latest information, the Navigation Committee date for January has been moved to later in the month, on 22 January 2026. In addition, with there being no substantive items, the June 2026 Navigation Committee has been removed from the calendar, thereby reducing the

number of meetings from five to four per year. If, however, it becomes clear that a substantive item needs to be brought to the Committee in between April and September, an additional meeting would be convened.

- 2.4. 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. Conclusion

- 3.1. Under the Authority's adopted [Terms of Reference for Committees](#), the power to approve the annual timetable of Authority and committee meetings is reserved to the Broads Authority.
- 3.2. It should be noted that meeting dates and times may be subject to change.

Author: Sara Utting

Date of report: 06 March 2025

Background papers: none

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

Appendix 1 – Committee calendar 2025/26

Appendix 1 - Broads Authority committee calendar 2025/26

Committee meetings	Day	Time	Jul 2025	Aug 2025	Sep 2025	Oct 2025	Nov 2025	Dec 2025	Jan 2026	Feb 2026	Mar 2026	Apr 2026	May 2026	Jun 2026	Jul 2026
Broads Authority	Fri	10am	25		19		28			27			15		24
Broads Local Access Forum	Wed	10am			3		19				4			3	
Navigation Committee	Thu	10am			4		6		22			16			
Planning Committee	Fri	10am	18	15	12	10	7	5	16	13	13	10	8	5	3
Risk, Audit and Governance Committee	Tue	10am	22				25			24					21
Standards Committee (as and when necessary)		10am									12				
Heritage Asset Review Group (member group)	Fri	10am				3					6			19	
Member annual site visit	Thu		3												2
Tolls briefing	Tue	tbc				7									
Bank holidays				25				25 26	1			3 6	4 25		