

Summary of Progress/Actions Taken following Decisions of Previous Meetings

Date of Meeting/ Minute No.	Authority Decision(s)	Responsible Officer(s)	Summary of Progress/ Actions Taken
18 January 2013 Minute 4/8(4) (Broads Local Access Forum Minute 1/9) Ludham Bridge Footpath link to St Benets	<ul style="list-style-type: none"> • Formal agreement with landowner to be signed. 	Senior Waterways and Recreation Officer	<p>Formal footpath agreements all completed. Accommodation works in progress prior to opening of footpath for this season.</p> <p>Works complete. Awaiting new signed lease agreement with new landowner.</p>
23 January 2015 Minute 4/18 Chief Executive Report Network Rail: Consultation document: Anglia Route Study, Long Term Planning Process	Proposed Response to Network Rail to be circulated to members for comment prior to being submitted to Network Rail by deadline of 3 February 2015.	Director of Operations	<p>The final Anglia Route Study Report has now been published.</p> <p>The document, part of the Long Term Planning Process (LTPP), considers the potential outputs required by the railway network within the Anglia Route in Control Period 6 (2019 – 2024), as well as further ahead up to the year 2043. It offers the funders sets of choices as to how these outputs might be met, having regard to value-for-money, affordability and efficient delivery.</p> <p>In the study under Appendix B Option Assessment, option 3 states the option to double the single track section over Trowse Bridge and Trowse Lower Junction.</p> <p>High level feasibility study being undertaken by</p>

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			Network Rail. Meeting to discuss short term mitigation measures held on 10 June 2016. Area Director agreed to report proposals to Broads Authority by the middle of July.
20 March 2015 Minute 5/27 Lease of Moorings on River Thurne	<ul style="list-style-type: none"> • That the principles for the lease of moorings at Oby on the River Thurne be supported • The Chief Executive delegated to finalise the details and signing of the lease 	Head of Planning/Asset officer	<p>The completed lease papers are with the landowner for agreement and signature.</p> <p>Footpath diversion agreed by Planning Committee on 1 May 2015 out for consultation. Footpath Diversion Order confirmed 28 August 2015.</p> <p>Planning application considered on 27 May 2016 and approved.</p> <p>Awaiting signed agreement from landowner.</p>
15 May 2015 Minute 6/2(3) And Minute 1/9 13 May 2016 Minute 6/8 Member Allowances	<ul style="list-style-type: none"> • Query relating to Member Allowances for National Parks and the Broads relating to Care • Matter to be raised directly with Ministers and at the September Conference on Women in Public Services (to be attended by Jacquie Burgess) 	Solicitor and Monitoring Officer	<p>Matter has been followed up with Defra. There appears no prospect of a change in the legislation to enable the Authority to pay allowances for care.</p> <p>The Solicitor will investigate the matter further, querying compliance with the Human Rights Act and Equalities legislation.</p>
25 September 2015 Minute 2/10 Strategic Direction	<ul style="list-style-type: none"> • That a fixed term Tolls Review Working Group comprising six members be established to 	Chairman / Collector of Tolls/Chief Executive	The Group has met on 9 occasions: 5 October, 6 November, 1 December 2015, 15 January 2016 and 25 February 2016, 21 March 2016, 13

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<p>Tolls Review Working Group</p> <p>20 November 2015 Minute 3/13</p>	<p>include the Chairman of the Authority and the Chairman of the Navigation Committee in addition to four other members to be confirmed by the Chairman of the Authority. The Working Group to review the current tolls structure so as to make recommendations to the Authority thereafter</p> <ul style="list-style-type: none"> Tolls Review Member Working Group established - Jacquie Burgess, Michael Whitaker joint Chairman. Kelvin Allen, Louis Baugh, Bill Dickson, Nicky Talbot and Phil Durrant and Terms of Reference agreed 		<p>April 2016, 6 May and 23 May 2016.</p> <p>The Group has taken account of the Lessons learnt from the 4 previous Tolls Reviews, and the Tolls Workshop held on 23 September 2015.</p> <p>The Group presented their initial thoughts and principles to a Members Workshop on 21 April 2016.</p> <p>A Workshop for the key Stakeholders was held on Tuesday 14 June 2016 6 – 8pm. The TRG presented the principles to provide a framework for a proposed new structure for setting the Navigation Charges and provided an outline of the potential structure.</p> <p>Key Stakeholders to consult their respective organisations and provide feedback to TRG by 31 July 2016. FSAC to consider feedback. Report to be prepared for 8 September Navigation Committee and recommendations to be submitted to BA meeting on 30 September 2016</p>
<p>25 September 2015 Minute 2/26 Marine Management Organisation Licensing of Works in the Broads</p>	<ul style="list-style-type: none"> That the principle of the joint working position with the MMO (as outlined in Appendix 1 to the report) to reduce the regulatory burden on third party applicants in the Broads 	<p>Director of Operations</p>	<p>Issue discussed with South East Harbour Masters Group, and agreed that whilst other ports/ harbours face similar issues it is not universal, so individual members to make own representations. Letter sent to MMO CEO. Further information sent as requested.</p>

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	<p>wishing to carry out construction works in or next to the navigation, be accepted</p> <ul style="list-style-type: none"> • That the Authority continues to oppose direct discharge into the navigation area other than in the lower reaches of the system as appropriate where specific conditions will be imposed • That where appropriate to allow the direct discharge into the navigation area that the conditions set out in Appendix 3 to the report be applied • That the Authority continue negotiations seeking discussions at a higher level in order to seek resolution and greater recognition from the MMO of the Authority's status as a Harbour Authority and the area's special qualities 		<p>Unsatisfactory response received from MMO, further letter sent to CEO.</p> <p>Response has now been received and MMO has agreed to meet to explore the issues in more detail, still awaiting confirmation of date.</p>
<p>20 November 2015 Minute 3/9 Fen Management, Strategic Priorities, Opportunities and Fen Survey</p>	<ul style="list-style-type: none"> • Contents of report noted • Programme of Work under MultiPLE Intereg North Sea regional bid to be further considered for a potential future more focused bid • Continue to work with partners to agree a programme of work 	<p>Senior Ecologist</p>	<p>CANAPE: bid was submitted end of March 2016, decision expected in September.</p> <p>Fen survey: Broads partners (BA, EA, NE, NWT) identified options for taking the Fen Survey forward and are now seeking the necessary support.</p>

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	for the fen survey and seek necessary funding		
22 January 2016 Minute 4/13 Broads Plan Review: First Consultation Draft Broads Plan 2017	<ul style="list-style-type: none"> Subject to feedback and any subsequent amendments, Draft Plan to be published for public consultation in February 2016 for period of at least 8 weeks 	Strategy and Projects Officer	First draft Plan public consultation carried out (15 Feb-8 April); consultation responses being analysed. Revised draft plan to be published for consultation in July. Action complete
22 January 2016 Minute 4/14 Broads Local Plan: Issues and Options Consultation	<ul style="list-style-type: none"> Broads Local Plan Issues and Options document approved for consultation in February 2016 		Broads Forum received a report on 4 February 2016. Document distributed for public consultation from 15 February 2016. Action complete
18 March 2016 Minute 5/13A Item of Urgent Business Toll Plaques: Options for moving to a paperless solution	<ul style="list-style-type: none"> Paperless system replacing toll plaques to be trialed for the coming year and its performance evaluated in the Autumn 2016 	Chief Executive/Collector of Tolls	Following the decision at the meeting on 18 March, when the problems relating to the Toll plaques was explained, the Authority stopped sending out Plaques for those vessels registering/renewing their toll. The owners of the 4,250 vessels who had already been issued with a plaque were advised not to display this, this year and were informed of the Authority's decision. There are a number of issues relating to the registration marks and the Authority is working to resolve these.

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<p>13 May 2016 Minute 6/9 Business Plan 2016/17 Adopted</p>	<ul style="list-style-type: none"> • that the additional challenges identified in Section 2 of the report and as identified in the Chief Executive's presentation are noted . That these be considered in the Autumn when the necessary information is available • that the development of a robust smart Risk Register be fully embedded in policy papers to take account of the challenges identified and provide guidance on priority and strengthen fund raising possibilities • that a Longer term strategy to seek funding may be developed • that a report be prepared for the next meeting on Communications to consider the Authority's capacity and requirements for dealing with press, social media as well as the development and refreshment of the Broads Tourism website. (See minute 6/16) 	<p>Chief Executive/ Management Team</p>	<p>Ongoing</p> <p>Risk Register regularly updated and is a standing item for Financial Scrutiny and Audit Committee.</p> <p>Item on the Agenda – See External Funding Opportunities re 20 March 2015 above.</p> <p>Report on Communications to be considered by Members in September 2016</p>
<p>13 May 2016 Minute 6/10</p>	<ul style="list-style-type: none"> • that the Judge's ruling on the 	<p>Chief Executive/Solicitor</p>	<p>Awaiting decision on leave to appeal to Court</p>

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Broads National Park: Outcome of the Judicial Review	<p>Judicial Review Hearing and the confirmation it provided for the legality of the decision the Authority took in January 2015 be welcomed</p> <ul style="list-style-type: none"> that the leave to appeal to the High Court by Mr Harris be noted 		of Appeal by Mr Harris
13 May 2016 Minute 6/11 National Park Plan	<ul style="list-style-type: none"> contents of the National Park Plan noted together with the Authority's contribution subject to the addition of "access by foot" in Point 8 Health and Wellbeing in National Parks at (xvii) delivery of the relevant items in the National Parks Plan be considered alongside the new Broads Plan in the autumn 	Head of Strategy and Projects/ Strategy and Projects Officer	<p>Relevant items in the Pan will be considered through relevant strategies e.g as part of the Broads Plan and review of Volunteers and Education Strategy</p> <p>Action Complete</p>
13 May 2016 Minute 6/16 Guidance from Members' Annual Review	<p>Key points raised by Members be noted as follows:</p> <p>Governance</p> <p>(a) To note that in line with the Internal Audit recommendations, the Code of Conduct for Members, training for Members including the induction of new Members and the Complaints procedures will</p>	<p>Chief Executive/ Management Team</p> <p>Solicitor and Monitoring Officer</p>	<p>The Solicitor is undertaking a Review of the Code of Conduct and a Draft revision is included on this agenda at No.16.</p> <p>Detailed guidance on Code to go into a Members' Handbook to be prepared later in the year.</p>

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	<p>be reviewed this summer.</p> <p>(b) a common understanding be built amongst all members about the role, responsibilities and duties of being a Member, whether appointed by the Secretary of State, a local authority or by the Broads Authority.</p> <p>(c) To consider whether it would be appropriate to seek agreement from the local authorities to time limit the appointment of any individual Member on the same basis as the Secretary of State and Navigation Members.</p> <p><i>To ensure that the Local Authorities are informed of the skill sets required of a member to be appointed to the Broads Authority and for them to be mindful of consistency where possible.</i></p> <p>Planning</p> <p>(a) To ensure that all Members have a thorough knowledge of the Authority's responsibilities as the local planning authority for an area that has an equivalent status to that of a National Park.</p>		<p>This to be included in the Members Induction Programme. (Member Training Programme Workshop on Governance etc scheduled for 29 September 2016.)</p> <p>Regular training sessions provided to members.</p>

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	<p>Communications (a) that the Chief Executive review the level of staffing in the Communications Team to consider how the Authority can be more proactive in the press, PR and social media. (Recommendation (v) of Minute 6/9)</p> <p>Workshops and Site Visits (a) That the Chairman and Chief Executive review and come back with proposals to the next meeting on how the Authority manages its business to streamline the arrangements to reduce the number of meetings in order to increase the number of workshops, briefings and site visits.</p>		<p>Report to be provided to the September meeting.</p> <p>Report to be brought to future Broads Authority meeting.</p> <p>The following workshops and training sessions are scheduled:</p> <ul style="list-style-type: none"> • The Waste Review meeting for members has been arranged for 15 July 2016 10.00 – 12.00 in the Waveney room • Annual Site Visit: 21 July 2016 at How Hill • Workshop on Governance/ Role of Members/Chairing Skills for all members on 29 September 2016 • Statement of Accounts (date to be confirmed)
<p>13 May 2016 Minute 6/8 Waste Disposal Review</p>	<p>Correspondence with Norman Lamb MP. Norfolk Waste Partnership</p>		<p>Feedback from Members.</p> <p>Meeting of Norfolk Waste Partnership held on 13 June. Norfolk County Council and one of District Officers to attend and provide presentation to the Waste Disposal Workshop on 15 July 2016.</p>

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13 May 2016 Minute 6/9b The Berney Arms (Exempt Item)	(i) that the Chief Executive and Management Team explore and investigate the details of the property, particularly the moorings further. (ii) that the Chairman, Vice-Chairman and Chairman of the Financial Scrutiny and Audit Committee in consultation with others as required, be given delegated authority to take action and pursue the matter if considered appropriate.	Chief Executive/Management Team in consultation with Chairman.	Investigations undertaken. No further action recommended.