

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	Formal footpath agreements all completed. Accommodation works in progress prior to opening of footpath for this season. Works complete. Lease agreement signed with new landowner. Signage to be installed with potential path opening in November.
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	Network Rail's consultants are currently drawing up final reports of the Multi Criteria Stakeholder Analysis consultation. The outcome will help inform consideration of the options for the renewal, replacement or repair of Somerleyton and Reedham bridges. The final reports are expected sometime in November 2016.
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	The completed lease papers are with the landowner for agreement and signature. Footpath diversion agreed by Planning Committee on 1 May 2015 out for consultation. Footpath Diversion Order confirmed 28 August 2015. Planning application considered by Committee

Date of Meeting/ Minute No.	Authority Decision(s)	Responsible Officer(s)	Summary of Progress/ Actions Taken
			<p>on 27 May 2016 and approved. Section 106 Agreement signed and permission issued.</p> <p>Negotiations with Landowner ongoing</p>
<p>15 May 2015 Minute 6/2(3) And Minute 1/9 13 May 2016 Minute 6/8 Member Allowances</p>	<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 Jacque Burgess) 	<p>Solicitor and Monitoring Officer</p>	<p>Matter has been followed up with Defra. The Chief Executive has recently been in touch with officials who are now investigating the matter.</p> <p>The Solicitor will investigate the matter further, querying compliance with the Human Rights Act and Equalities legislation.</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 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>Director of Operations</p>	<p>MMO has agreed to meet to explore the issues in more detail, still awaiting confirmation of date. Accord has been signed with PLA, and officers are chasing the draft accord with Broads Authority to be finalised, which will delegate some of the MMO decisions to the BA to streamline the process for third parties.</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 	<p>Senior Ecologist</p>	<p>CANAPE: bid was submitted end of March 2016, and this Expression of Interest stage has been successful. Deadline for full submission is end of January 2017. <i>See Agenda Item no 8 (Navigation Charges) and Item no 13 (Strategic Priorities).</i></p>

Date of Meeting/ Minute No.	Authority Decision(s)	Responsible Officer(s)	Summary of Progress/ Actions Taken
	to agree a programme of work for the fen survey and seek necessary funding		Fen survey: Broads partners (BA, EA, NE, NWT) identified options for taking the Fen Survey forward. BA successful in gaining £7,000 from NE. Contractor appointed to support the Senior Ecologist with the development of fen monitoring, research and management projects with partner organisations.
13 May 2016 Minute 6/10 Broads National Park: Outcome of the Judicial Review	<ul style="list-style-type: none"> • that the Judge's ruling on the Judicial Review Hearing and the confirmation it provided for the legality of the decision the Authority took in January 2015 be welcomed • that the leave to appeal to the High Court by Mr Harris be noted 	Chief Executive/Solicitor	Decision expected on Mr Harris's application for leave to appeal to the Court of Appeal expected October/November. Still Awaited.
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 be reviewed this summer.</p> <p>(b) a common understanding be built amongst all members</p>	<p>Chief Executive/ Management Team</p> <p>Solicitor and Monitoring Officer</p>	<p>The Authority adopted a revised Code of Conduct at its meeting on 30 September 2016. All members including co-opted Members are required to sign this.(Minute 2/18) before they can participate as a member.</p> <p>Detailed guidance on Code to go into a Members' Handbook to be prepared later in the year.</p>

Date of Meeting/ Minute No.	Authority Decision(s)	Responsible Officer(s)	Summary of Progress/ Actions Taken
	<p>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>Communications</p> <p>(a) that the Chief Executive review the level of staffing in the</p>		<p>This to be included in the Members Induction Programme.</p> <p>Regular training sessions provided to members. Session took place after Planning Committee meeting on 14 October 2016 which provided an update on legal issues including the framework within which the Authority works and the Housing and Planning Act.</p>

Date of Meeting/ Minute No.	Authority Decision(s)	Responsible Officer(s)	Summary of Progress/ Actions Taken
<p>30 September 2016 Minute 2/11</p>	<p>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>Director of Planning and Resources and Head of Communications reviewing the resources available to the Communications Team for report to January 2017 meeting</p> <p>The following workshops and training sessions have been scheduled and/or taken place.</p> <ul style="list-style-type: none"> • Statement of Accounts - to be arranged in Spring 2017 when new members confirmed and in time for next Statement of Accounts (2016/2017). • High Level Review on Flood Management for Coast and Broads – report commissioned by Broads Climate Change Partnership. Workshop – 3 November 2016, to consider ways forward • Priorities for next 5 years, Budget and Broads Business Plan development 2017/18 – confirmed for 8 December 2016. • Programme for member development to be reviewed – aim to allocate Training Days within the Timetable for meetings *for consideration in January 2017
<p>30 September 2016 Minute 2/16 Great Place Scheme</p>	<p>that the Authority submit an expression of interest under the Great Place Scheme in time for the deadline of 6 October 2016 and if successful the details and implications to be reviewed by the</p>	<p>Head of Strategy and Projects</p>	<p>An Expression of interest was submitted but we have not been encouraged to submit a full application. Contact made with the Great Yarmouth/Lowestoft bid (who will progress) to see how we can support them.</p>

Date of Meeting/ Minute No.	Authority Decision(s)	Responsible Officer(s)	Summary of Progress/ Actions Taken
	BA to ensure the Authority has sufficient resources to commit to a full scale project.		
30 September 2016 Minute 2/17 Updating the Enjoy the Broads Visitor Website	<ul style="list-style-type: none"> • Expenditure of £10,000 from the National Park Planning Delivery Grant budget for the redesign and updating of the content on the Enjoy the Broads visitor website approved; • Headscape be commissioned to help design the website in order to align the Enjoy the Broads Website with the National Parks portal. 	Chief Executive/ Head of Communications	Headscape engaged in design work and workshop carried out. Finished designs due by end of November 2016 for integration into the content management system and National Parks Portal. Invitation to quote for content work sent to eight consultants. Work scheduled to start late November/early December. Full website launch anticipated early March 2017.
30 September 2016 Minute 2/19 Appointments to the Navigation Committee	<ul style="list-style-type: none"> • Minor changes to the Appointments Procedures for 8 co-opted members to Navigation Committee adopted. • Current vacancy on Committee to be advertised for replacement in October with appointment running concurrently with existing appointments until March 2019. 	Chief Executive/ Solicitor and Monitoring Officer	Process for appointment of vacancy under category(d) commenced: Organisations being contacted and advertisement being prepared

Date of Meeting/ Minute No.	Authority Decision(s)	Responsible Officer(s)	Summary of Progress/ Actions Taken
30 September 2016 Minute 2/28 Water Sensitive Farming Project in Broads Catchment (Exempt)	<ul style="list-style-type: none"> • Principle of Project in association with major retailer supported • Outline details of Project as set out in report approved. • One year project as first phase or “proof of concept” approved to focus on providing a farm technology fund and latest practical information to all farmers who farm in the Catchment. 	Senior Ecologist	Project Management ongoing (contract, schedule etc) Project ‘Advice Group’ formed Advertising for Farm Liaison Officer post Site visit arranged for 25 November 2016