

# Broads Local Access Forum

## Agenda 04 December 2019

2.00pm

Yare House, Thorpe Road, Norwich, NR1 1RY

### Introduction

1. **Apologies for absence and welcome**
2. **Declarations of interest**
3. **Election of Chairman and Vice Chairman**
4. **To receive and confirm the minutes of the Broads Local Access Forum meeting held on 4 September 2019** (Pages 4-10)
5. Matters arising from the minutes

### Items for discussion

6. **Consultation on BLAF constitution** (Pages 11-18)  
Report by Director of Strategic Services
7. **Idea for a new cycle route from Oulton Broad**  
Presentation from Suffolk Wildlife Trust
8. **Feedback following the visit to Aston Rowant National Land Access Centre**  
Feedback from members
9. **Update on publicly accessible slipways and launching points**  
See website: [Slipways and launching points](#)

### Other matters

10. **Any other business**  
Advance notice needed
11. **To note the date of the next meeting – Wednesday 11 March 2020 at 2.00pm at Yare House, 62/64 Thorpe Road, Norwich**

Broads Local Access Forum membership details included

## Broads Local Access Forum Membership

Member	Address	Phone number	Email	Interest
Kelvin Allen	9 Landseer Drive Downham Market PE38 9NG	01366 384458	<a href="mailto:kelvinallen@btinternet.com">kelvinallen@btinternet.com</a>	Broads Authority
Linda Aspland	Tbc	Tbc	<a href="#">tbc</a>	Waterborne recreational users / Paddle sports
Keith Bacon	Woodcroft Wood Street Catfield NR29 5DF	01692 581314	<a href="mailto:keithbacon@keme.co.uk">keithbacon@keme.co.uk</a> <a href="mailto:keithbacon@broadsland.net">keithbacon@broadsland.net</a>	Archaeology and landscape heritage
Louis Baugh	Neatishead Hall Neatishead NR12 8XX	07785 224589	<a href="mailto:lbaugh@netcom.co.uk">lbaugh@netcom.co.uk</a>	Landowners and managers
Harry Blathwayt	20 Broad Reaches Ludham NR29 5PD	01692 678644	<a href="mailto:Harry.blathwayt@north-norfolk.gov.uk">Harry.blathwayt@north-norfolk.gov.uk</a>	Local Authority (District Council) / Tourism and local business
Julie Brociek-Coulton	159 Angel Road Norwich NR3 3HX	07786 694325	<a href="mailto:jewills064@aol.com">jewills064@aol.com</a>	Broads Authority
Liz Brooks	Heronway Norwich Road Ludham NR29 5QD	01692 678674	<a href="mailto:ejb553@gmail.com">ejb553@gmail.com</a>	Equestrian riding and driving
Robin Buxton	Speedwell House South Burlingham Road Lingwood NR13 4ET	01493 750102	<a href="mailto:robin.buxton@ukgateway.net">robin.buxton@ukgateway.net</a>	Landowners and managers/ Tourism and local businesses
Michael Flett	33 Broad Reaches Ludham NR29 5PD	01692 678560	<a href="mailto:mikeandjeanne@btinternet.com">mikeandjeanne@btinternet.com</a>	Local Authority (Parish Councils)

Member	Address	Phone number	Email	Interest
Tony Gibbons	19 Blithewood Gardens Sprowston NR7 8PS	01603 400973	<a href="mailto:tonygibbons.ndaa@gmail.com">tonygibbons.ndaa@gmail.com</a>	Angling
Tim Harris	Catfield Hall Catfield NR29 5DB	01692 580220	<a href="mailto:tim@catfieldhall.com">tim@catfieldhall.com</a>	Nature conservation / Archaeology and landscape heritage
Dawn Hatton	c/o Broads Authority Yare House 62-64 Thorpe Road Norwich NR1 1RY	01603 433174	<a href="mailto:stock.dawn@gmail.com">stock.dawn@gmail.com</a>	Walking/People with disabilities/Access for all
Peter Mason	7 Brick Kiln Gardens Catfield Gt Yarmouth NR29 5DW	01692 583152	<a href="mailto:peter.mason51@sky.com">peter.mason51@sky.com</a>	Walking/Tourism and local business
John Murray	Tbc	Tbc	<a href="#">Tbc</a>	Walking / People with disabilities / Access for all
Steve Read	The Anchorage Broadview Road Oulton Broad Lowestoft NR32 3PL	07720 808715	<a href="mailto:stevereadcon@btinternet.com">stevereadcon@btinternet.com</a>	Walking/water borne recreational users
Richard Webb	9 Bek Close Norwich NR4 7NT	01603 505362	<a href="mailto:dickwebb@talktalk.net">dickwebb@talktalk.net</a>	Walking/sailing
Christopher Yardley	Thorpe Cloud Creak Road Burnham Thorpe PE31 8HW	01328 738705	<a href="mailto:Cj.yardley@tiscali.co.uk">Cj.yardley@tiscali.co.uk</a>	Waterborne recreational users/ nature conservation

**Kylie Moos** - Broads Local Access Forum Secretary  
Yare House, 62-64 Thorpe Road, Norwich, NR1 1RY  
01603 610734  
[BLAF@broads-authority.gov.uk](mailto:BLAF@broads-authority.gov.uk)

# Broads Local Access Forum

## Minutes of the meeting held on 04 September 2019

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## Present

Keith Bacon in the Chair, Linda Aspland, Louis Baugh, Harry Blathwayt, Liz Brooks, Robin Buxton, Mike Flett, Tony Gibbons, Peter Mason, John Murray, Steven Read, Richard Webb, Chris Yardley

## In attendance

Lottie Carlton – Administrative Officer, Dan Hoare – Head of Construction, Maintenance and Environment, Marie-Pierre Tighe – Director of Strategic Services, Louis Treloar – Waterways and Recreation Officer, Mike Edwards – Norfolk FWAG, Chris Ward – Reedham Parish Council, Ken Hawkins – Norfolk Local Access Forum.

## 1. Apologies for absence and welcome

**Apologies** received from Kelvin Allen, Dawn Hatton, Tim Harris.

The Chairman welcomed new members Linda Aspland, Harry Blathwayt, John Murray and Julie Brociek-Coulton, along with the new Waterways and Recreation Officer Lewis Treloar, Mike Edwards from Norfolk FWAG, Ken Hawkins from the Norfolk Local Access Forum, and Chris Ward from Reedham Parish Council.

New members introduced themselves with a short background on their experience and interests on access issues in the Broads.

## 2. Declarations of interest

No declarations of interest were declared at this point of the meeting. Louis Baugh and Keith Bacon declared an interest at item 4 as Trustees of the Broads Trust regarding the Trust's agreement to contribute funding to Reedham Parish Council towards the Reedham permissive footpath landowner agreement. Louis Baugh declared an interest at item 6 regarding his membership of FWAG and as a landowner under countryside stewardship.

## 3. Minutes of the last meeting

The minutes of 5 June 2019 were approved as a correct record and signed by the Chairman.

## 4. Matters arising

### How Hill footpath

Members reported that the newly opened How Hill footpath was very good. Some anglers reported boats mooring at the 'no mooring' sign near Clay Rack Mill.

**DH agreed to ask the Broads Authority Rangers to make checks on the 'no mooring' situation near Clay Rack Mill and report back.**

### River Wensum Strategy

Marie-Pierre Tighe will attend the River Wensum Strategy Steering Group meeting on 24 September 2019 at Norwich City Council.

## Staithes Report

The final version of the Staithes Report is now available to view online at [www.broads-authority.gov.uk/looking-after/managing-land-and-water/staithes-of-the-broads](http://www.broads-authority.gov.uk/looking-after/managing-land-and-water/staithes-of-the-broads). It includes minor amendments, satisfying parish and town council concerns.

**Forum members will discuss potential further work related to staithes at their next meeting.**

## Reedham permissive footpath

A small section of the Wherryman's Way long distance footpath is closed at Reedham for safety reasons. The Broads Local Access Forum gave formal advice to the Broads Authority that they should use their powers to force a public right of way creation order for this section of footpath. Following input from Reedham Parish Council, the Authority discussed this advice at their 26 July meeting and resolved to continue discussions with Norfolk County Council, Reedham Parish Council and the landowner.

Chris Ward, a representative from Reedham Parish Council, joined the meeting at this point to give an update to the Forum as follows:

- Meetings between Reedham Parish Council and the landowner began in 2017.
- A sub-committee now deals with negotiations on behalf of the parish council.
- Achievements include production of a draft agreement including formal specifications of required work, Environment Agency bespoke licences, £20k funding secured from four different sources including the Broads Trust, formal tendering and selection of a contractor, vegetation and dyke clearance and surface levelling, and offers to the land owner to purchase the land.
- Reedham residents have volunteered to carry out maintenance of the footpath.
- The only remaining area the landowner does not agree with is management of dogs off leads, due to concerns about livestock on adjoining land.
- A meeting is due on 17 October between Reedham Parish Council sub-committee and the landowner.

**The Broads Authority agreed for an officer to attend a meeting with Reedham Parish Council and report back to the Forum.**

## Comments and answer to questions

- Norfolk Local Access Forum discussed the issue and expressed support for a resolution to this matter.
- The Broads Authority and the Forum congratulated Reedham Parish Council on their efforts to date.

## 5. Broads Local Access Forum - terms of reference

Marie-Pierre Tighe gave a presentation on the Broads Local Access Forum's terms of reference and noted that the Forum's constitution needs to be refreshed to include up-to-date information. Any amendments would need to be agreed by the Broads Authority in consultation with the Forum.

Forum minutes are included in the Broads Authority agendas, and Authority members who are also Forum members can highlight any issues and report back to the Forum.

**Forum members agreed to provide feedback and suggestions on amendments to the Broads Local Access Forum constitution via email. A draft will be discussed at a future meeting.**

## 6. Norfolk FWAG presentation on local access agreements

Mike Edwards, Business Manager for Norfolk Farming and Wildlife Advisory Service (Norfolk FWAG), gave a presentation on local access agreements.

FWAG is a not-for-profit organisation that encourages farmers to carry out conservation measures on their farms. Norfolk FWAG and the Norfolk Local Access Forum have been working together to look at putting in access agreements on local paths that were permissive paths as part of farmers' agri-environment schemes.

As agri-environment schemes ended, permissive path agreements and financial support for their maintenance also ended. Following a spending review, the Government withdrew funding for new permissive path agreements as part of new agri-environment schemes. Some farmers still allow the public to use these previous permissive paths, while many others are lost to public access.

Norfolk FWAG is working on getting together locals, parish councils and landowners to review paths included in previous agri-environment schemes and soon to end schemes. The process involves highlighting paths which are, or were, popular with the public and then assisting with drafting new agreements and payments from the parish council to the landowner for maintenance and putting up signs, including a map of footpaths in the area, what can be seen, and dos and don'ts when using the paths. This method worked successfully in Bradenham and Swanton Morley.

Norfolk FWAG is also involved in the Test and Trial stage of new ELMS, Defra's proposals for new agri-environment schemes, after current schemes are due to end in 2024. It is hoped to persuade Defra of the importance of permissive access paths as part of such agreements. This fits with ELMS principles of 'public money for public goods'.

Norfolk FWAG is also looking into alternative options for keeping permissive paths open such as business sponsorship or permits to use schemes.

### Comments and answers to questions

- Footpaths seemed very wide in previous schemes due to management practices for field edges. There is no specific width requirement for local access agreements.

- This is an issue in other parts of the country but, as seen in the presentation statistics, Norfolk and Suffolk have more to lose, hence the reason Norfolk FWAG is piloting this work. The model can be used in other areas.
- Parish council payments to landowners will vary dependent on the length of path, where it is, what the footfall is and other considerations. The agreement is negotiated between the parish council and the landowner.
- The local access agreements are legally binding for 5 years, but protect the landowner property rights if a landowner sells the piece of land.
- Permissive path agreements were funded entirely from the UK treasury and not match-funded from the EU, which influenced the decision to not include permissive paths in newer schemes.
- While the two successful Norfolk FWAG schemes only involved footpaths, this does not preclude inclusion of bridleways in any future schemes. It is however dependent on securing landowner agreements.
- Parish councils can contact Norfolk FWAG or Norfolk LAF with any suggested areas. The number that can be taken on is dependent on contacts, expertise and officer time.
- So far there are no parishioner complaints regarding spending rate payer's money on footpath schemes.
- Paths which only exist for part of the year are not suitable for permissive path agreements.

**Mike Edwards agreed to circulate Broads data on permissive footpaths.**

## 7. Any other business

### Broads Authority 24-hour moorings – mooring and angling priorities

Broads Authority 24-hour mooring signs request anglers to give way to boaters mooring up. Formal adoption of this policy was made 14 years ago. It was noted that at a specific site this sign is at odds with other angling restrictions.

**Dan Hoare agreed to clarify with Tony Gibbons the matter of standard wording on 24-hour mooring signs and its applicability at all locations.**

### Aston Rowant National Land Access Centre visit

Staff at the centre have agreed to show Broads Local Access Forum members around the site. It is based in Oxfordshire and the journey time is approximately 2¾ hours from Norwich.

**Lewis Treloar agreed to organise a trip to the Aston Rowant Centre, should sufficient numbers be interested in going.**



## Canoes and kayak launch sites

As the Broads Authority does not own bank sides it cannot make a blanket ruling on where canoes and kayaks can launch. There is information on the Visit the Broads website highlighting hire centres and paddle guide maps for each area.

## 8. Date of next meeting

The next meeting of the Broads Local Access Forum is 04 December 2019 at 2.00pm at Yare House, 62 – 64 Thorpe Road, Norwich.

The meeting ended at 15:30.

Signed by

Chairman

## Summary of progress

Outstanding actions	Meeting date	Assigned to
Broads Authority Rangers to make checks on the no mooring situation near Clay Rack Mill and report back	04/09/2019	Dan Hoare
Discuss potential further work related to staithe at the 4 December meeting	05/06/2019	BLAF members
BA officer to attend a meeting with Reedham parish council and report back to the Forum	04/09/2019	Lewis Treloar
Forum members to provide feedback and suggestions on amendments to the Broads Local Access Constitution	04/09/2019	BLAF members
Circulate Broads data on permissive footpaths	04/09/2019	Mike Edwards
Discuss matter related to signs wording with Tony Gibbons	04/09/2019	Dan Hoare
Organise a trip to the Aston Rowant Centre	04/09/2019	Lewis Treloar

## Appendix 1 - Declaration of interests Broads Local Access Forum, 04 September 2019

Member	Agenda/minute	Nature of interest
Louis Baugh	4	Trustee of Broads Trust
Keith Bacon	4	Trustee of Broads Trust
Louis Baugh	7	Member of FWAG and landowner under countryside stewardship

# Broads Local Access Forum

04 December 2019

Agenda item number 6

## Consultation on BLAF Constitution

Report by Director of Strategic Services

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### Summary

A consultation on the Broads Local Access Forum (BLAF) Constitution is required before it can be amended.

### Recommendation

To approve the proposed period for the consultation.

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## 1. Introduction

- 1.1. At the September 2019 BLAF meeting, BLAF agreed that the Forum's constitution needed to be refreshed to include up-to-date information.

## 2. About BLAF Constitution

- 2.1. The Constitution explains the aims and responsibilities of the Forum. It is publicly available on the [Broads Local Access Forum webpage](#). The Constitution was last reviewed in November 2009 and some elements are out-of-date.
- 2.2. Section 7 states: "Any amendments to the Terms of Reference, Principles and Membership of the Forum, to reflect changing circumstances or legislation, must be agreed by the Broads Authority following consultation with the Forum."

## 3. Consultation

- 3.1. We propose to consult on the BLAF Constitution for a period of 8 weeks, likely to be from 11 December 2019 to 5 February 2020. An email will be sent to all BLAF Members and relevant Broads Authority officers on the first day of the consultation.
- 3.2. All representations should be in writing and sent to [blaf@broads-authority.gov.uk](mailto:blaf@broads-authority.gov.uk) before the last day of the consultation.

## 4. Next steps

- 4.1. We will log all representations on the Constitution. Any proposed changes to the Constitution will also be recorded. It is intended that the representations, together

with the proposed amended Constitution, will be presented at a future BLAF meeting for endorsement, and subsequently to the Broads Authority for adoption.

Author: Marie-Pierre Tighe

Date of report: 15 November 2019

Appendix 1 – [BLAF Constitution](#)

# Appendix 1 – BLAF Constitution



## **Broads Authority**

### **Broads Local Access Forum**

#### **Constitution**

This Constitution brings together the requirements of the Local Access Forums (England) Regulations 2002 and decisions made by the Broads Authority under these regulations.

#### **1 Purpose of the Forum**

- 1.1 Local Access Forums (LAFs) are statutory advisors to the appointing authorities (local highway authorities, national park authorities and the Broads Authority) on the improvement of public access to land within their area for open-air recreation and the enjoyment of the area (not just relating to rights of way issues).
- 1.2 A LAF is expected to advise on strategic and planning issues (e.g. local and structure plans) but not on individual cases.
- 1.3 In the first instance, the LAF will consider draft maps of open countryside, access land and registered common land due to be published by the Countryside Agency for the east of England in September 2003. It will also advise on issues to be considered in a rights of way improvement plan to be established by the highways authorities (Norfolk County Council and Suffolk County Council) by 2005.

#### **2 Terms of Reference**

- 2.1 The Broads Local Access Forum will have the following terms of reference:
  - (i) To be a statutory advisory body to provide guidance and advice to relevant authorities on the improvement of public access to the countryside of the Broads Executive Area and to contribute to opportunities for the enjoyment of the area.
  - (ii) To comment on draft maps of open countryside and registered common land for the Broads as will be produced by the Countryside Agency.

- (iii) To provide a consultative forum for and advising on issues relating to access land, exclusions, restrictions and the appointment of access wardens on land where new rights of access exist.
- (iv) To contribute (in an advisory capacity) to the development of Rights of Way Improvement Plans which cover any part of the Broads Executive Area, together with any other strategies or plans relating to rights of way and open access.
- (v) To advise on all other aspects of improvement of public access to land in the Broads for the purposes of open air-recreation.
- (vi) To advise on issues relating to public access to water.
- (vii) To advise on the promotion and appropriate use of opportunities for all types of user to enjoy access to the countryside.
- (viii) To promote closer liaison and understanding between the various interest bodies and organisations which have an interest in access to the Broads and its wider catchment area.

2.2 In providing advice, the Forum will have regard to:

- (i) the needs of land management;
- (ii) the conservation of the natural beauty of the area;
- (iii) the management and maintenance of recreational access whilst balancing this against the needs of nature conservation, agriculture, the interests of landowners and managers, navigation and countryside management projects within the Broads;
- (iv) the general duty of the Authority to manage the Broads for the purposes of:
  - (a) conserving and enhancing the natural beauty, wildlife and cultural heritage of the Broads;
  - (b) promoting opportunities for the understanding and enjoyment of the special qualities of the Broads by the public; and
  - (c) protecting the interests of navigation.

2.3 In providing such advice and comment the Forum shall also bear in mind the Authority's requirement to have regard to:

- (i) the national importance of the Broads as an area of natural beauty and one which affords opportunities for open-air recreation;
- (ii) the desirability of protecting the natural resources of the Broads from damage; and
- (iii) the needs of agriculture and forestry and the economic and social interest of those who live or work in the Broads.

### **3 Principles**

- 3.1 The Forum will consider strategic/significant issues only and will not be asked to consider detailed operational matters such as individual planning applications and individual rights of way matters such as diversions except where they may have significant strategic importance or implications for Broads Authority policy.
- 3.2 Members of the Forum may propose items for discussion at future meetings.
- 3.3 The Forum will produce an annual report to the Broads Authority. The annual report will:
  - (i) set out the occasions and issues on which the Forum has provided guidance in the preceding year, and indicate to whom advice was given.
  - (ii) include such information as the Forum thinks fit.
- 3.4 In addition the advice or comments of the Forum will be reported to and taken into account by the appropriate committee(s) of the Authority in the decision making process.
- 3.5 The Forum will meet at least twice a year.

### **4 Membership**

- 4.1 The Forum will comprise between 17 and 22 members appointed by the Broads Authority drawn from the following:
  - (i) recreational users of the countryside (RoW and access land);
  - (ii) landowners, occupiers and land managers working in the countryside and making economic gain from it; and
  - (iii) other interest groups relevant to the area and with access to it.

#### **4.2 Roles and Responsibilities of Members**

Members of the Broads Local Access Forum should:

- (i) be representative of access land and public rights of way users or other interests relevant to the Broads;
- (ii) provide an independent view rather than reflect the views of any particular organisation;
- (iii) support and pursue opportunities to publicise the work of the LAF, obtain feedback from their own organisations and the general public; and
- (iv) be willing to serve for an initial period of between one and three years.

#### 4.3 **Declarations of Interest**

A member of the Forum who is directly or indirectly interested in any matter brought up for consideration at a meeting of the Forum must disclose the nature of that interest to the Forum. Failure to do so may mean that the Broads Authority will terminate the member's appointment.

- 4.4 The appointment of a member of the Forum shall be determined by the Broads Authority and notified to him/her in writing.
- 4.5 Members of the Forum shall be appointed for not less than one and not more than three years.
- 4.6 A member of the Forum may resign by giving notice in writing.
- 4.7 The Broads Authority shall terminate the appointment of a member of the Local Access Forum in the following circumstances:
  - (i) if the Authority is satisfied that he or she has become a member of a District or County Council or national park authority and, as a result, regulation 4(2) of the Local Access Forums (England) Regulations 2002 is not complied with;
  - (ii) if, without the consent of the Broads Authority, he or she has been absent from all meetings of the forum during a period of one year; or
  - (iii) if the member has failed to comply with regulation 6(6) of Statutory Instruments 2002 No 1836 – The Local Access Forums (England) regulations 2002 or has failed to disclose an interest under paragraph 4.3.
- 4.8 The Broads Authority may re-appoint a person who ceases to be a member of the Local Access Forum.
- 4.9 The Chair will be a person appointed by the Forum who is able to command the respect of other members of the Broads Local Access Forum.
- 4.10 The Chair and Vice Chair will be appointed for a term of one year, at the first Forum meeting in each calendar year. In making these appointments, the



Forum must ensure so far as practical that they are not at any one time both drawn from the same interests referred to in paragraph 4.1.

- 4.11 The Chief Executive, together with other officers of the Authority as appropriate will, if available, attend meetings of the Forum to present reports and answer questions.
- 4.12 The Forum may, in respect of any particular matter or more generally, invite other persons or representatives of other organisations to attend meetings of the Forum and participate in discussions, but not to vote.

## **5 Access to Meetings and Documents**

- 5.1 Meetings of the Forum are open to the public subject to any power of exclusion to suppress or prevent disorderly conduct or other misbehaviour at a meeting.
- 5.2 Copies of the agenda and any reports for meetings must be open to inspection by members of the public at the Broads Authority offices Head Office at least three days before the meeting except:
  - (i) where the meeting is convened at shorter notice, the copies of the agenda and reports must be open to inspection from the time the meeting is convened; or
  - (ii) where an item is added to an agenda, copies of the document adding the item and the copies of any report for the meeting relating to the item, must be open to inspection from the time the item is added to the agenda.
- 5.3 An item of business may not be considered at a meeting unless these requirements are complied with, or by reason of special circumstances to be specified in the minutes, the Chair of the meeting is of the opinion that the item should be considered as a matter of urgency.
- 5.4 After the meeting of the Forum, the minutes, agenda and reports must be open to public inspection at the Broads Authority offices for at least two years after the meeting. There must also be available for inspection copies of a list of any background papers for the report, together with a copy of any documents included on that list.

## **6 The Role of the Broads Authority**

- 6.1 The Broads Authority will support the Local Access Forum by providing secretarial support.
- 6.2 The secretariat will have the following functions:
  - (i) arranging a venue for Forum meetings;

- (ii) organising and advertising meetings;
- (iii) preparing the agenda and commissioning and distributing papers;
- (iv) assisting the Chair in conducting meetings;
- (v) producing draft minutes of meetings;
- (vi) reimbursing members expenses for travel, subsistence and care of dependents where appropriate; and
- (vii) organising and providing training for members if deemed appropriate.

6.3 The Broads Authority will also support the Forum by:

- (i) preparing an outline work programme for the Forum;
- (ii) liaising between the Forum and the appointing authority and neighbouring Local Access Forums;
- (iii) communicating the Forum's advice to relevant authorities and bodies;
- (iv) providing on-going support and advice to the Forum and its members;
- (v) ensuring that the Forum's advice is made available to the relevant committees, Broads Authority members and officers; and
- (vi) promoting the Forum's work through press releases and on its website.

## **7 Amendments**

7.1 Any amendments to the Terms of Reference, Principles and Membership of the Forum, to reflect changing circumstances or legislation, must be agreed by the Broads Authority following consultation with the Forum.