

Summary of Progress/Actions Taken following Decisions of Previous Meetings

Date of Meeting and Minute No.	Authority Decision(s)	Responsible Officer(s)	Summary of Progress/ Actions Taken
<p>13 July 2012 Minute 1/13 21 September 2012 Minute 2/16 Update on Transfer of Responsibilities for Breydon Water and the Lower Bure</p>	<ul style="list-style-type: none"> • The Authority agreed to proceed with the immediate maintenance and management issues by authorising officers to: <ul style="list-style-type: none"> – develop a tender and award a contract for the hydraulics/sediment modelling of Breydon Water so that the role of the Turntide Jetty in particular can be assessed (at a cost of up to £60,000); – purchase a more appropriate vessel for patrolling Breydon Water and the Lower Bure in the region of £100,000 to £120,000; and – install lay by moorings at Breydon Bridge (approx 	<p>Chief Executive and Director of Operations</p>	<p>Matters being progressed.</p> <p>Contract for hydraulics/sediment modelling of Breydon Water awarded and now proceeding. Workshop held on 18 April to report on draft outputs.</p> <p>“Spirit of Breydon” in action</p> <p>Design of layby moorings ongoing, user</p>

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	<p>£50,000).</p> <ul style="list-style-type: none"> • That officers exercise discretion in accordance with the Authority's adopted Enforcement Policy in dealing with any breaches of the current arrangements. • That the view that officers are taking in regard to charges for jet skis transiting the Lower Bure be noted and endorsed. 		<p>consultation took place in January prior to finalising design and location. Feasibility and costs are now being investigated before final preferred option is confirmed</p>
<p>16 March 2012 Minute 4/34 Removal of Unsafe Vessel</p>	<ul style="list-style-type: none"> • That the Authority, having taken all reasonable steps to obtain compliance with the Construction Standards, agrees in principle to exercise the powers set out in Section 20 of the Broads Authority Act 2009 in respect of the unsafe vessel. • That the Chief Executive be authorised to remove this unsafe vessel from the Broads navigation area and 	<p>Director of Operations and Head of Safety Management</p>	<p>Letter sent to local authorities to investigate alternative options. Legal advice received, notice served.</p> <p>Following the issue of the notice to remove and to ultimately destroy the vessel the owner has rapidly made the vessel compliant with the BSS safety requirements and a BSS certificate has been issued. No further action to remove the vessel is proposed as the desired position has been achieved.</p>

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	adjacent waters in the interests of public safety and the safety of the owner subject to legal advice and negotiations with other appropriate organisations after the necessary steps had been taken.		
<p>21 September 2012 Minute 2/13 The Role of the Broads Authority in Tourism</p>	<ul style="list-style-type: none"> • That the Authority continues its direct role in promoting tourism in the Broads working in partnership with the business grouping Broads Tourism, as described in the report. • Establishment of new post located within Communications Team to focus on the promotion and marketing of the Broads and to work in close cooperation with Broads Tourism and other relevant organisations. • Further consideration to be given to the level of project funding to be allocated in 	<p>Chief Executive/ Director of Planning and Resources</p>	<p>Members agreed to support a new Tourism post at meeting on 21 September 2012.</p> <p>Broads Tourism consulted on job description before recruitment to new post.</p> <p>Navigation Committee considered report at meeting of 11 October 2012.</p> <p>Issue being followed up with RYA and BMF.</p>

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	<p>future years in close co-operation with Broads Tourism and other funding bodies and organisations including Norfolk and Suffolk County Councils in line with the Broads Sustainable Tourism Strategy and the Broads Plan.</p> <ul style="list-style-type: none"> Navigation Committee to be further consulted on the funding arrangements involving navigation expenditure for the new post in the Communications Team. 		
<p>21 September 2012 Minute 2/15 Site Specific Policies Development Plan Document – Review of Consultation and Approval of Development Plan Document Submission</p>	<ul style="list-style-type: none"> Contents of Consultation Report noted. Draft Proposed Site Specific Policies DPD approved for formal publication and submission to examination for eventual adoption subject to inclusion of amendments to Model Policy as tabled. 	<p>Director of Planning and Resources/ Planning Policy Officer</p>	<p>Consultation took place between 1 November and 13 December 2013.</p> <p>Consultation now closed. No significant issues raised as a consequence.</p> <p>New Planning Policy Officer recruited and in post from 1 April 2013. Formal Submission delayed to accommodate this and to allow for final legal check to take place.</p>

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	<ul style="list-style-type: none"> • Authority delegated to Chief Executive to: <ul style="list-style-type: none"> – make minor amendments to proposed Sites DPD in advance of publication; – finalise supporting documents; and – finalise the format of proposed adopted policies map. • Authority delegated to Chief Executive in consultation with Chairman of BA and Planning Committee, or, if time allows, to Planning Committee to suggest to Inspector conducting the examination any minor changes to the Proposed DPD required to address matters arising during publication or examination, unless these raise significant issues not previously considered by the Authority. 		

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21 September 2012 Minute 2/18 Whitlingham Country Park Byelaws	<ul style="list-style-type: none"> That the Authority proceeds to make the byelaws as attached to the report as Appendix 1 subject to technical amendments as required by the Solicitor for submission. 	Solicitor	An advert was placed in the EDP on 21 December 2012 advising on the intention for the Byelaws to be made, with a one month window for representations to be made to Defra. Sealed copy of the Whitlingham Country Park Byelaws 2012 and a further copy sent to Defra for confirmation by the Secretary of State on 29 January 2013. No response received. Further hasteners have been sent in February and April 2013. Awaiting confirmation from Defra.
23 November 2012 Minute 3/10 Growth and Infrastructure Bill	<ul style="list-style-type: none"> That the approach taken by National Parks England as supported by the Chairman be endorsed. That the proposals being put forward by National Grid be noted and officers continue to work with its neighbouring authorities to respond to these. 	Chairman/ Chief Executive/Director of Planning and Resources	Following representations made by ENPAA during debate in Committee in the Lords on the Growth and Infrastructure Bill, the NPAs participated in discussions on preparing the Code of Best Practice on siting broadband cabinets and overhead wires. The Bill received Royal Assent on 26 April 2013.
18 January 2013 Minute 4/8(4) (Broads Local Access Forum Minute 1/9)	<ul style="list-style-type: none"> Formal agreement with landowner to be signed 	Senior Waterways and Recreation Officer	All landowners in agreement in principle. One landowner has yet to agree the terms of the permissive footpath agreement. Officers continuing to follow up and a further

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Ludham Bridge Footpath link to St Benets			meeting is to take place with the landowner and his agent.
18 January 2013 Minute 4/9 Whitlingham Country Park: Next Stage of Development	<ul style="list-style-type: none"> • That a small task and finish member working group be set up to work with the Whitlingham Trustees and officers on developing the ideas for the expansion of the educational and visitor facilities at the site. • That in addition to those Authority members on the Whitlingham Charitable Trust, Louis Baugh and Peter Dixon be appointed to the member working group to steer the Authority's input and report back to the Authority as it develops. 	Director of Operations	<p>Meeting with Whitlingham Charitable Trust, members and key partners held on 20 March 2013.</p> <p>All parties agreed to the next two stages: development of the overall vision; and Commissioning of an architect to design facilities to be provided in new building either adjacent to or within the Flint Barn or on the Plant site.</p> <p>Visioning sub group meeting held on 23 April 2013</p> <p>First meeting of the Member Group arranged for 10 May 2013 following BA meeting to consider draft Vision Statement</p>
18 January 2013 Minute 4/30 (Exempt) Purchase of Moorings	<ul style="list-style-type: none"> • That the proposed purchase of the site for the protection and enhancement of 24 hour moorings be approved in accordance with the costs set out in the report. 	Director of Operations/ Asset Officer	Agreement in principle has been achieved with the landowner, but is awaiting resolution of wider development plans.

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	<ul style="list-style-type: none"> That the dredging disposal site reserve account specified within the report be used to fund the purchase. 		
<p>22 March 2013 Minute 5/10 Financial Performance and Direction</p> <p>Premises Strategy</p>	<ul style="list-style-type: none"> Reports and recommendations relating to Financial Planning and Budgeting, Earmarked Reserves Strategy and Asset Management, Annual Investment Strategy and Standing Tender List(Piling Contracts) Noted and approved. Premises Strategy – decision on extending a lease term for the Ludham Base deferred for officers to carry out further investigations and report back to the Authority 	<p>Head of Finance</p> <p>Asset Officer</p>	<p>Ongoing</p> <p>The opportunity to lease the Fieldbase has been re-advertised taking members comments into account. A report will be brought back to BA in July.</p>
<p>22 March 2013 Minute 5/13 Equality Strategy</p>	<ul style="list-style-type: none"> Equality Policy Adopted Code of Conduct for Members to be updated Lead Member to be appointed Equalities Working Group to be set up 	<p>Head of Human Resources/ Head of Governance and Executive Assistant/Solicitor</p>	<p>Item on Agenda</p> <p>Presentation to be given at this meeting.</p> <p>Lead Member Appointments will be made during the Annual meeting in July 2013.</p>

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	<ul style="list-style-type: none"> • Members to receive briefing on Equality Policy on induction 		
<p>22 March 2013 Minute 5/14 Breydon Water and Water Ski Zone Designation Update</p>	<ul style="list-style-type: none"> • Assessment in Section 3 of report endorsed. • that subject to any further comments from Natural England officers be delegated to: <ul style="list-style-type: none"> ○ designate a zone for water skiing on Breydon Water for a trial period of at least one year commencing from 1 April 2013 as set out in Appendix B of the report to the January 2013 meeting. ○ that the proposed zone would be used for water skiing and a form of wakeboarding including/or involving manoeuvres and momentarily leaving the surface of the water, for the trial period of one 	<p>Director of Strategy and Resources</p>	<p>Feedback from Natural England (NE) received on the Appropriate Assessment in accordance with the Habitats Regulations in which NE have recommended additional control measures to allow waterskiing on Breydon Water. Permit conditions to include NE recommendations are in final development and waterskiing may commence in the next few weeks.</p>

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<p>22 March 2013 Minute 5/16 Broads Climate Change Adaptation Plan</p>	<p>Report noted – Programme of Engagement (Appendix 1 of Report) endorsed.</p> <ul style="list-style-type: none"> • First Phase: Information sharing -building awareness and considering impact on special qualities of Broads • Second Phase: Working with stakeholders on understanding and reviewing implications • Third Phase: Devising a framework for change • Fourth Phase: publishing a plan 	<p>Head of Strategy and Projects</p>	<p>Climate Change Adaptation Panel agreed way forward at meeting on 9 April. BA to lead, but with close partner support, on programme of closer engagement with priority stakeholders to work together on how to cope with the changing environment over the next 12 months</p>
<p>22 March 2013 Minute 5/18 Terms of Reference of Committees</p>	<ul style="list-style-type: none"> • Revised Terms of Reference of Committees and Scheme of Powers Delegated to Officers adopted subject to ensuring wording concerning powers reserved to Navigation Committee [1(1) particularly (ii) (a) to (g)]exactly the same as that in Norfolk and Suffolk Broads Act 1988 as amended by the 	<p>Head of Governance and Executive Assistant</p>	<p>Documents amended and placed on website Terms of Reference</p>

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	2009 Act.		
22 March 2013 Minute 5/21 Department of Transport (DfT) Funding for Cycling in National Parks	<ul style="list-style-type: none"> To Investigate with Norfolk County Council the feasibility of a bid for funding being submitted with an appropriate matching funding sum from the Authority 	Head of Strategy and Projects	DfT have relaxed some of their matching funding requirement. Norfolk County Council led bid, but with wide range of support, on target for submission by deadline.