

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>23 September 2011 Minute 1/12</p> <p>Broads Climate Change Adaptation Approach</p>	<ul style="list-style-type: none"> • Approach in preparing “Preliminary Draft” endorsed and structure and content of approach and methodology approved. • Subject to modifications, Preliminary Draft to be sent to Defra as part of first round of reporting under the Climate Change Act 2008. • BA, as lead organisation, working closely with others to proceed to next stage of consultation, developing the incremental approach to involving a wider set of people representing the central interests in the Broads. 	<p>Head of Strategy and Projects</p>	<p>Consultants appointed to design stakeholder engagement plan. First workshop with Advisory Panel and guests held on 12 September. Insufficient interest for a more extensive stakeholder workshop and so the consultants will be undertaking telephone interviews instead. Final report due December 2012.</p>
<p>18 November 2011 Minute 2/10</p>	<ul style="list-style-type: none"> • Key recommendations and themes contained in the 	<p>Senior Ecologist</p>	<p>Broads Biodiversity Group working on individual recommendations from the audit</p>

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Biodiversity Audit and Tolerance Sensitivity Mapping for the Broads	report accepted and to be developed by the Broads Biodiversity Group working through the Conservation Partnership and Broads Plan.		which are being delivered. Broads Biodiversity Group are working together to refresh the existing Broads Biodiversity Action Plan and key habitat strategies into a single strategy that will set the forward direction for landscape-scale, cross-habitat biodiversity and conservation. Final report due March 2013.
18 March 2011 Minute 5/22 and 24 June 2011 Minute 7/15 16 March 2012 Minute 4/17 The Localism Act	<ul style="list-style-type: none"> Update on positions. Potential fee charges being set by the Authority to be discussed at a future meeting. 	Director of Planning and Strategy	Pilot assessment of potential fee charges carried out in association with Planning Advisory Service/CIPFA during July 2011. Awaiting Government guidelines. Announcement had been expected in April 2012. No change. Government announcement in Spring 2012 indicated 15% increase on fees across the board. No local fee setting opportunities. Introduced on 1 October 2012.
18 November 2011 Minute 2/11 (18 May 2012 Minute 5/15) 21 September 2012 Minute (2/17)	<ul style="list-style-type: none"> Decision by Government noted: on direct elections, current membership and composition of BA and review of consultative arrangements. Approach and timetable on 	Chief Executive	Review of good practice in other organisations undertaken as the first stage in the Broads Authority's review of consultative arrangements. Review of Planning Committee procedures

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<p>Governance Review</p>	<p>review of consultative arrangements including review of Committees as well as scheme of delegations to officers in respect of planning applications adopted.</p> <ul style="list-style-type: none"> • January/February – review of good practice. • March - Members Workshop with independent facilitator. • Members Working Group of Chairs of Committee to consider proposals for July BA meeting. <p>November 2011</p> <ul style="list-style-type: none"> • that the Member Working Party should consist of: Chairs of the Authority, Planning, Finance and Audit, Navigation and Standards Committees, the Local Access and Broads Forums. 		<p>and scheme of delegation in respect of planning applications approved by Authority March 2012.</p> <p>Internal interviews with staff with outward facing roles completed. Preliminary thoughts on effectiveness of existing community engagement methods compiled. Preliminary views from parish councils sought.</p> <p>Independent consultant appointed.</p> <p>Telephone survey completed. Consultants report being finalised. Parish Council Questionnaires returned by 7 September 2012.</p> <p>Additional member plus Vice-Chairman of Authority appointed to Member Working Group in light of there no longer being a Standards Committee.</p> <p>Workshop for BA Members, Broads Forum, BLAF and Navigation Committee on 3 October considered the results of the survey and consultations undertaken so far. Member Working Group met following workshop to consider future options – 15</p>

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			<p>October 2012. Broads Forum to consider – 22 November 2012.</p> <p>Member working Group to meet in early January 2013.</p> <p>Report to Broads Authority meeting – 18 January 2013.</p>
<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 	<p>Chief Executive and Director of Operations</p>	<p>Matters being progressed.</p> <p>Tender deadline extended</p> <p>Authority approved purchase of vessel Aqua Bell Trojan 33 with necessary fit out works at a total cost of £115,267.42 for primary purpose of patrolling Breydon Water and Lower Bure at its meeting on 21</p>

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	<p>£120,000; and</p> <ul style="list-style-type: none"> – install lay by moorings at Breydon Bridge (approx £50,000); • that officers exercise discretion in accordance with the Authority's adopted Enforcement Policy in dealing with any breaches of the current arrangements; and • that the view that officers are taking in regard to charges for jet skis transiting the Lower Bure be noted and endorsed. 		September 2012. Order now placed and delivery expected December 2013.
<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; and 	<p>Director of Operations and Head of Safety Management</p>	<p>Letter sent to local authorities to investigate alternative options.</p> <p>Being progressed, legal advice being sought on the process prior to serving notices.</p>

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	<ul style="list-style-type: none"> that the Chief Executive be authorised to remove this unsafe vessel from the Broads navigation area and 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>13 July 2012 Minutes 1/5 and 1/16 21 September 2012 Minute 2/3 Register of Members Interests</p>	<ul style="list-style-type: none"> That the Register of Members Interests continues to include membership of Lobby Groups, membership of Clubs and Societies and Gifts and Hospitality (value of £25 or over) and includes toll paying; that all interests on the register which are relevant to an agenda item are declared at meetings; that the code of conduct is amended; that there are no other additional interests to be 	<p>Head of Governance and Executive Assistant</p>	<p>Code of Conduct has been amended.</p> <p>Members requested to provide details of their Interests to be registered.</p> <p>Briefing note provided by Solicitor for members at 21 September meeting.</p> <p>Code of Conduct for Planning Committee Members and Officers updated for 12 October 2012.</p>

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	included on the Register of Member Interests.		
21 September 2012 Minute 2/12 Premises Strategy	<ul style="list-style-type: none"> • Previous decisions noted: • Re Relocation to Yare House: Lease and Tenants Fit out Works contract signed on 6 September 2012. • Chief Executive to inform Defra Estates of date Authority intends to relocate dependent on precise date of completion of Tenants Fit Out Works and lease commencement date. • Contract for workshop at Griffin Lane Dockyard signed 22 August 2012 - project completion expected April 2013. 	Chief Executive/ Head of Governance and Executive Assistant/Director of Operations	The Authority is planning to relocate to Yare House on 3 December 2012. Defra have been advised.
21 September 2012 Minute 2/13 The Role of the Broads Authority in Tourism	<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 	Chief Executive/ Director of Planning and Strategy	Members agreed to support a new Tourism Post at meeting of 21 September 2012. Detailed Job Description in progress to be followed by recruitment. Navigation Committee considered report at meeting of 11 October 2012

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	<p>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;</p> <ul style="list-style-type: none"> • further consideration to be given to the level of project funding to be allocated in 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; • Navigation Committee to be further consulted on the funding arrangements involving navigation expenditure for the new post in the Communications Team. 		
21 September 2012 Minute 2/15	<ul style="list-style-type: none"> • Contents of Consultation Report Noted. 	Director of Planning and Strategy/ Planning	Consultation to take place between 1 November and 13 December 2013.

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Site Specific Policies Development Plan Document – Review of Consultation and Approval of Development Plan Document Submission	<ul style="list-style-type: none"> • 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. • Authority delegated to Chief Executive to: • 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, 	Policy Officer	

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	unless these raise significant issues not previously considered by the Authority.		
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	Amendments to the Draft Byelaws are being represented to Defra.
21 September 2012 Minute 2/29 Wayford Mill	<p>That the Solicitor be instructed to take the necessary steps required as set out in the report:</p> <ul style="list-style-type: none"> • to demonstrate that breaches of planning control are not to be tolerated and should not result in personal advantage; • to end the considerable expense and officer time in dealing with the on-going breaches of planning control; and • to secure restoration of the mill in accordance with the 2001 Agreement. 	Solicitor/Director of Planning and Strategy	Solicitor instructed.