

Summary of Actions and Outstanding Issues Following Discussions at Previous Meetings
Report by Administrative Officer

Date of Meeting and Minute No	Discussion	Responsible Person	Summary of Actions and Outstanding Issues
<p>15 December 2016 Minute 4/6 Summary of Actions and Outstanding Issues following Discussions at Previous Meetings</p>	<p>A programme to be provided for water depth signage at Irstead Shoals.</p>	<p>Head of CME</p>	<p>The Rivers Engineer has designed a sign and draft wording placed upon it. The sign & wording is being consulted upon and once interested parties are in agreeance the signage will be erected. This is expected to be in place prior to the start of the season. (updated 7/02/17).</p> <p>30/3/17 – Signs have been made and are ready to install. Proposed location is How Hill and Irstead Billet. Installation will be by the end of April 2017.</p> <p>19/05/17 – Due to full commitment of operations staff on programmed works, the signs are not yet installed. A contractor has therefore been lined up to do this in June.</p> <p>23/08/17 - Irstead shoal signage is now in place, two signs, one upstream and one downstream, giving a water depth reading over the Shoals.</p>
<p>20 April 2017 Minute 1/7</p>	<p>The Solicitor and Monitoring Officer</p>	<p>Solicitor and Monitoring</p>	<p>The Solicitor and Monitoring Officer has reviewed the good practice guide for minute taking (Knowles</p>

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To receive and confirm the minutes of the Navigation Committee meeting held on 23 February 2016	said he would review best practice in the format for the Minutes	Officer	on Local Authority Meetings) with its focus on minutes being brief, self-contained and decisive. The draft minutes from the last meeting continue to follow that advice. There is no standard practice by local authorities in naming individual contributors in a discussion.
20 April 2017 Minute 1/8 Summary of Actions and Outstanding Issues following Discussions at Previous Meetings	Prof Williamson had been chased for the Staithes report and the Authority hoped to receive the maps by the end of April.	Senior Waterways & Recreation Officer	The photographs of the maps available at the public record office have been received and the draft staithes report has been sent to all parish councils in the Broads with a request for comments and for parish councils to provide any additional information they hold. Professor Williamson will then assess any information provided by parish councils and amend the report as necessary with a view to publishing a final version by the end of the year.
20 April 2017 Minute 1/10 Mooring Strategy Update	Members requested more detail in the schedules of moorings in Appendix 2.	Senior Waterways & Recreation Officer	Following a request by the Navigation Committee and Broads Forum, on 2 June 2017 all Members were emailed an updated table detailing the mooring usage, changes to lengths of moorings, and comments giving pertinent information for the mooring.
20 April 2017 Minute 1/16 Current Issues	Update on hydrographic survey mapping	GIS Officer	The hydrographic survey data has been processed. The PDF's on the website have been updated and the figures have been sent to Rivers Engineer.