

Navigation Committee

16 April 2026

Agenda item number 16

Committee timetable of meetings - 2026/27

Report by Head of Governance

Purpose

To review the Navigation Committee dates for 2026/27, following the approval of the committee calendar by the Authority at its meeting on 27 February 2025.

Broads Plan context

Theme C – “Maintaining and enhancing the navigation”. The role of the Navigation Committee is to advise the Authority on matters relating to strategic management of the waterways.

1. Introduction

- 1.1. Members are asked to review the Navigation Committee meeting dates for 2026/27, included in the committee calendar at Appendix 1. The calendar was approved by the Broads Authority on 27 February 2026, subject to consultation with the Navigation Committee.
- 1.2. During the drafting of the committee calendar both the Chair of the Authority and the Chair of the Navigation Committee were consulted.

2. 2025/26 committee timetable

- 2.1. The calendar runs from August 2026 to the annual meeting in July 2027, and takes account of public holidays. There are four proposed Navigation Committee meetings in the year.
- 2.2. Members of the Committee are also invited to attend all Broads Authority site visits and workshops etc. This year’s tolls briefing is set for 7 October 2025 (time to be confirmed). The Members’ annual site visit in 2026 is scheduled for 12 August 2026.
- 2.3. At the Navigation Committee meeting on 3 April 2025, it was agreed that the June Navigation Committee was been removed from the calendar, thereby reducing the number of meetings from five to four per year. It was agreed, however, if it became clear that a substantive item needed to be brought to the Committee in between April and September, an additional meeting would be convened.

- 2.4. As a reminder to Members, it has previously been agreed that urgent items, including consideration of planning applications that arise outside of the scheduled Navigation Committee meetings, can be dealt with in the following way:

'in the event of a planning application requiring the views of the Navigation Committee, that members of the Navigation Committee be sent the details of the application and make any comments to the Chair and Vice Chair. Subject to the comments that come in, the Chair and Vice Chair would determine whether there needed to be a formal consultation or not; and if a formal consultation was required, they would determine this could be via electronic means rather than meeting face to face.' ([Navigation Committee minutes 14 June 2018](#)).

3. Member development training days

- 3.1. As set out in the [Protocol on Member and Officer relations in the Broads Authority](#), it is expected that all Members and Co-Opted Members attend appropriate training courses, briefing sessions and events arranged or sponsored by the Authority.
- 3.2. In line with the financial timetable, the Member training on Finance and the Statement of Accounts is scheduled for 14 July 2026 at 2pm, prior to the Risk, Audit and Governance Committee meeting on 21 July 2026 and the Annual Meeting on 24 July 2026. This online training session is open to all Members and Co-Opted Members.
- 3.3. Other training and briefing events will be organised during the year, as necessary.

4. Conclusion

- 4.1. Under the Authority's adopted [Terms of Reference for Committees](#), the power to approve the annual timetable of Authority and committee meetings is reserved to the Broads Authority.
- 4.2. It should be noted that meeting dates and times may be subject to change.

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[Broads Plan](#) strategic objectives: Theme C

Appendix 1 – Broads Authority committee calendar 2026/2027

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Committee meetings	Day	Time	Jul 2026	Aug 2026	Sep 2026	Oct 2026	Nov 2026	Dec 2026	Jan 2027	Feb 2027	Mar 2027	Apr 2027	May 2027	Jun 2027	Jul 2027
Broads Authority	Fri	10am	24		25		27			26			14		23
Broads Local Access Forum	Wed	10am					18						19		
Navigation Committee	Thu	10am			3		5		21			15			
Planning Committee	Fri	10am	3	7	11	9	6	4	15	12	12	9	7	4	2
Risk, Audit and Governance Committee	Tue	10am	21				24			23					20
Standards Committee (as and when necessary)		10am									11				
Member annual site visit	Thu			12											1
Planning Design Quality Tour	Wed				16										
Tolls briefing	Tue	Tbc (pm)				6									
Bank holidays				31				25 28	1		26 29		3 31		