

Broads Local Access Forum

Agenda 11 March 2020

2.00pm

Yare House, Thorpe Road, Norwich, NR1 1RY

Introduction

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

Items for discussion

5. **Consultation on BLAF constitution** (Pages 11-34)
Feedback from Head of Construction, Maintenance and Environment
6. **Setting the agenda** (Pages 35-36)
Report by Head of Construction, Maintenance and Environment

Other matters

7. Any other business
8. To note the date of the next meeting – **Wednesday 3 June 2020** at 2.00pm at Yare House, 62/64 Thorpe Road, Norwich

Broads Local Access Forum membership

Member	Address	Phone number	Email	Interest
Kelvin Allen	9 Landseer Drive Downham Market PE38 9NG	01366 384458	kelvinallen@btinternet.com	Broads Authority
Linda Aspland	Quercus 229 Norwich Road Wroxham NR12 8SL	01603 951814	linda.aspland@icloud.com	Waterborne recreational users / Paddle sports
Keith Bacon	Woodcroft Wood Street Catfield NR29 5DF	01692 581314	keithbacon@keme.co.uk keithbacon@broadsland.net	Archaeology and landscape heritage
Louis Baugh	Neatishead Hall Neatishead NR12 8XX	07785 224589	lbaugh@netcom.co.uk	Landowners and managers
Harry Blathwayt	20 Broad Reaches Ludham NR29 5PD	01692 678644	Harry.blathwayt@north-norfolk.gov.uk	Local Authority (District Council) / Tourism and local business
Liz Brooks	Heronway Norwich Road Ludham NR29 5QD	01692 678674	ejb553@gmail.com	Equestrian riding and driving
Robin Buxton	Speedwell House South Burlingham Road Lingwood NR13 4ET	01493 750102	robin.buxton@ukgateway.net	Landowners and managers/ Tourism and local businesses
Michael Flett	33 Broad Reaches Ludham NR29 5PD	01692 678560	mikeandjeanne@btinternet.com	Local Authority (Parish Councils)
Tony Gibbons	19 Blithewood Gardens Sprowston NR7 8PS	01603 400973	tonygibbons.ndaa@gmail.com	Angling

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

Kylie Moos – Broads Local Access Forum Secretary

Yare House, 62-64 Thorpe Road, Norwich, NR1 1RY

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Broads Local Access Forum

Minutes of the meeting held on 04 December 2019

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Present

Keith Bacon – in the Chair, Kelvin Allen, Linda Aspland, Harry Blathwayt, Liz Brooks, Robin Buxton, Michael Flett, Tony Gibbons, Tim Harris, Dawn Hatton, Peter Mason, John Murray, Steve Read, Christopher Yardley.

In attendance

Kylie Moos – Administrative Officer, Marie-Pierre Tighe – Director of Strategic Services, Lewis Treloar – Waterways and Recreation Officer, Matt Gooch – Suffolk Wildlife Trust, Ken Hawkins – Norfolk Local Access Forum.

1. Apologies for absence and welcome

Apologies received from Louis Baugh, Julie Brociek-Coulton, Richard Webb, Dan Hoare.

Marie-Pierre Tighe welcomed new member Tim Harris, new Administrative Officer Kylie Moos, Matt Gooch from Suffolk Wildlife Trust and Ken Hawkins from the Norfolk Local Access Forum.

Tim Harris introduced himself, noting his experience and interests in conservation and heritage.

2. Declarations of interest

None declared.

3. Election of Chairman and Vice Chairman

Keith Bacon was nominated for the position of Chairman of the Broads Local Access Forum. There were no other nominations. Members voted unanimously to appoint Keith Bacon to this role.

Michael Flett was nominated for the position of Vice Chairman of the Broads Local Access Forum. There were no other nominations. Members voted unanimously to appoint Michael Flett to this role.

4. Minutes of the last meeting

The minutes of the meeting held on 4 September 2019 were approved as a correct record and signed by the Chairman.

5. Matters arising from the minutes

How Hill footpath

Broads Authority Rangers have been checking regularly that boats are not mooring at the ‘no mooring’ signs near Clay Rack Mill. Members confirmed that there had been an improvement since the Ranger checks had been taking place and there were no boats moored there at the moment.

River Wensum Strategy

Lewis Treloar attended the River Wensum Strategy Group meeting on 28 November 2019 at Norwich City Council and confirmed that five projects had been completed by the Broads Authority.

It was noted that no one in the Broads Local Access Forum was personally involved.

Staithe Report

Copy available online, to be discussed at agenda point 9.

Reedham permissive footpath

Lewis Treloar attended a meeting with Reedham Parish Council. The Broads Authority and Norfolk County Council are supporting the Parish. Catherine Webb from Norfolk County Council is looking for evidence from the archive centre.

If a permissive path cannot be agreed and the public right of way records can be confirmed, then a creation order for this section of path would need to be created.

The Forum were pleased with the Broads Authority's support in this matter.

The Forum agreed to send Lewis Treloar contacts of people who remember the footpath, to ask them to provide statements.

Ken Hawkins agreed to take a copy of the map to the Norfolk Local Access Forum to get user evidence.

Norfolk FWAG

Lewis Treloar had received the data from Mike Edwards from Norfolk Farming and Wildlife Advisory Group. He is now investigating how to establish 10 permissive footpaths. The process has progressed well for one footpath where the landowners' solicitors are reviewing the lease agreement.

Mooring and angling priorities

The Forum noted that some mooring signs were not consistent across the Broads with regard to angling restrictions. The fishing season runs from 16 June to 14 March.

It was agreed to leave the sign at St Benet's as it is now.

6. Consultation on BLAF Constitution

The Chair noted the unusual situation of the Broads Local Access Forum in dealing with Norfolk and Suffolk County Councils as Highways Authorities, as well as the Broads Authority as a Special Statutory Authority and member of the UK National Parks family. A member noted that the Forum could reflect on putting more emphasis on people living in the Broads.

Forum members agreed that the consultation should take place from 11 December 2019 to 5 February 2020. Responses will need to be submitted by email to BLAF@broads-authority.gov.uk.

Broads Authority members will receive a copy of the consultation by email. Parish councils will be made aware of the consultation dates.

Forum members requested that copies of the Norfolk and Suffolk Local Access Forums' constitutions are included in the email for comparison.

Officers will present the outcome from the consultation at a future BLAF meeting.

7. Carlton Marshes Nature Reserve

Matt Gooch, Broads Reserves Warden from Suffolk Wildlife Trust, gave a presentation on the Carlton Marshes project and the routes around the reserve.

In April 2018, Suffolk Wildlife Trust (SWT) received a grant of £4.1 million from the Heritage Lottery Fund (HLF) for the project, which will focus on habitat restoration, wetland creation and improved access to all. Highlights of the project include:

- New and improved boardwalks, trails, viewing structures due to open in May 2020.
- New visitor centre opening in spring 2020 to include toilets, changing places, shop and café.
- Updating paths with type 1 aggregate to improve accessibility.
- Purchase of an additional 348 acres surround Carlton Marshes to assist with the target of 1,000 acres of wildness in the Broads.
- Once the project is completed annual visitors are expected to rise from 55,000 to 120,000.

Small sections of land around Carlton Marshes are the responsibility of the Environment Agency as a flood defence, but on privately owned land. Following the flood defence work carried out by BESL on behalf of the Environment Agency, a number of footpaths and bridleways no longer serve their purpose to the public at Carlton Marshes. These changes to the public rights of way have yet to be legally formalised.

Together with the change of land ownership to SWT, this creates an opportunity to improve the routes, including creating a bridleway linking the nature reserve centre to the ferry crossing on the River Waveney.

The Forum agreed to give full support to the project to create a bridleway to link the nature reserve to the ferry, and recommend this to the Broads Authority.

8. Visit to Aston Rowant National Land Access Centre

Lewis Treloar and Forum members Tim Harris and Steve Read visited the Aston Rowant National Land Access Centre for a presentation on access to bridleways and footpaths. They presented to the group their findings:

- If using a gate, gap or stile, the most accessible or least restrictive option should be selected.
- It is a good thing to remove barriers when possible.
- Many of the structures used in the past may no longer serve the same purpose, that is to contain cattle, and landowners should regularly review whether the structures are still required and remove them where possible.
- Adjustments to existing structures can be beneficial, such as using yellow paint to help those with visual impairments and installing RADAR locks at kissing gates.

Working with Norfolk County Council, work has already commenced to remove gates on Wherryman's Way.

Comments and answers to questions

- Changes have been made recently to the Highways Act 1980, Section 147 with the aim to have structures that are easy to use for as many people as possible.
- If too many structures are removed it could attract motorbikes travelling at dangerous speeds. Motorbike inhibitors can be installed to deter this.
- Landowners would be responsible for the cost of removing and installing and updating structures, in line with access guidance.
- Locked gates have previously been used to prevent fly tipping and restricting vehicle access to staithes. Each gate would need careful consideration before any adjustments were made.

9. Update on publicly accessible slipways and launching points

The list of publicly accessible slipways and launching points was reviewed by the Forum and it was noted that Ludham Bridge slipway is to be added to the list.

The Forum agreed to email any amendments to the list to Lewis Treloar.

Staithes Report

The final version of the Staithes Report, which covers the history of 85 staithes, has been reviewed by Forum members and the following observations were made:

- The report is very informative; however, it was written by an historian and must be used for information purposes only, it does not examine current ownership nor should it be used for legal guidance.
- It is a good starting point for any issues that may arise from staithes in the future, but does not detail all staithes within the Broads National Park. There are approximately a further 50 staithes that could be used for future reports.
- Prior to Professor Tom Williamson's report there had only been a small staithes report, written in 1986, of which Keith Bacon had a copy.

- With Professor Williamson's staithe report now published, the information on staithe is available for the public. There is concern that the number of public staithe available is decreasing, but the staithe report is a starting point to start further investigation on specific staithe.

The Chair agreed to circulate a copy of a previous staithe report from 1986 to forum members.

The Forum agreed for the Chair to contact the Environment Agency for its opinion as a follow-up to the publication of the staithe report.

10. Any other business

Footpath extinguishment

Lewis Treloar explained the situation regarding the PROWs diverted as a consequence of the Broadland Flood Alleviation Project, and the need to extinguish the previous routes.

The preparation of Public Path Extinguishment Orders was under way for the PROWs that have been diverted and for which new Dedication Agreements were in place. This concerned PROWs at Stokesby with Herringby, Cantley and Mautby.

A member noted a concern should any angling rights change as a result of the paths being relocated. It was confirmed that the process for extinguishment orders included a full consultation, which members could respond to.

11. Date of next meeting

The next meeting of the Broads Local Access Forum would be held on Wednesday 11 March 2020 at 2.00pm at Yare House, 62 – 64 Thorpe Road, Norwich

The meeting ended at 16:20.

Signed by

Chairman

Summary of progress

Outstanding actions	Meeting date	Assigned to
Contact the Environment Agency asking their opinion as a follow-up from the publication of the staithe report	04/12/2019	BLAF Chair
Circulate a copy of a previous staithe report from 1986 with forum members	04/12/2019	BLAF Chair
Present the outcome from the consultation at a future BLAF meeting.	04/12/2019	BA Officers
Circulation of Reedham Permissive Footpath maps with NLAF	04/12/2019	Ken Hawkins
Forum members to provide feedback and suggestions on amendments to the Broads Local Access Constitution	04/09/2019	BLAF members

Completed 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
Discuss matter related to signs wording with Tony Gibbons	04/09/2019	Dan Hoare
BA officer to attend a meeting with Reedham parish council and report back to the Forum	04/09/2019	Lewis Treloar
Organise a trip to the Aston Rowant Centre	04/09/2019	Lewis Treloar
Circulate Broads data on permissive footpaths	04/09/2019	Mike Edwards

Broads Local Access Forum

11 March 2020

Agenda item number 5

Consultation on BLAF Constitution

Report by Head of Construction, Maintenance & Environment

Summary

The Broads Local Access Forum (BLAF) Constitution has been reviewed, principally to ensure consistency with Local Access Forums (England) Regulations 2007 and closer constitutional alignment with county LAFs. The current BLAF Constitution was subject to consultation with BLAF members, Broads Authority members, parish councils and Norfolk and Suffolk LAFs. This report details responses received and the proposed changes to the Constitution, including Terms of Reference.

Recommendation

To endorse the updated Broads Local Access Forum Constitution and recommend that the Broads Authority adopts the Constitution.

1. Introduction

- 1.1. Local Access Forums were established under sections 94 and 95 of the Countryside and Rights of Way Act 2000 and are governed by [the Local Access Forums \(England\) Regulations 2007](#).
- 1.2. The Broads Local Access Forum (BLAF) advises the Broads Authority about making improvements to public access for outdoor recreation and sustainable travel. The BLAF can set its own priorities depending on local issues, and can also respond to consultations and draft policy documents.
- 1.3. The current BLAF Constitution (Appendix 1) was written using the Local Access Forums (England) Regulations 2002 and is therefore out of date. Over this period, the county Local Access Forum (LAF) constitutions have been updated, leaving the BLAF Constitution in need of revision. At the BLAF meeting in December 2019, members agreed that the Constitution should go out for consultation for a period of 8 weeks.

2. Consultation

- 2.1. The consultation ran from 11 December 2019 to 5 February 2020. The responses received are in Appendix 2.
- 2.2. The BLAF Constitution has been amended, taking account of the consultation responses and to be more closely aligned with county LAFs and the [Guidance on Local Access](#)

[Forums in England](#). The proposed revision is in Appendix 3, showing track changes. For ease of reading, Appendix 4 is a clean revised version with track changes accepted.

- 2.3. A proposal to circulate BLAF documentation to BLAF members by email to improve efficiency has been introduced at section 6.2 (iii).

3. Conclusion

- 3.1. The current BLAF Constitution states under article 7.1 that “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.”
- 3.2. The Forum is therefore asked to consider the proposed revisions to the BLAF Constitution as set out in Appendix 3.

Authors: Dan Hoare, Lewis Treloar

[Broads Plan](#) objectives: 6.1

Date of report: 12 February 2020

Appendix 1 – [BLAF Constitution \(2009\)](#)

Appendix 2 – Responses to the Constitution consultation

Appendix 3 – Proposed BLAF Constitution revision (in track change)

Appendix 4 – Proposed BLAF Constitution revision (clean version)

Appendix 2 – Responses to Constitution consultation

Name	Organisation	Comment	BA responses	Proposed changes
Richard Starling	Somerton Parish Council	Somerton Parish Council suggests that the Broads Local Access Forum should always use the latest and up to date regulations i.e. Local Access Forums (England) Regulations 2007.	Agree	Amend document to bring up to date
Martin Sullivan	Norfolk Local Access Forum	2.1(viii) expand along the lines of "To promote closer liaison and understanding between the various interest bodies and organisations which have an interest in access to the Broads and its catchment area, and in particular with Norfolk and Suffolk LAFS".	Agree	Included as 1.3.d)
		4.1 (a) "In addition, Norfolk and Suffolk LAFs will each be invited to nominate one of their members to participate in all Broads LAF business, and who will be treated as if a member in all respects save voting rights".	Agree	Included as 4.10
Marie-Pierre Tighe	Broads Authority	The regulations 2002 in the introduction is out-of-date. It should be replaced by referencing LAF regulations 2007.	Agree	Updated
		Section 1. Purpose – the existing 3 sections are out-of-date in terms of the latest wording used in the 2007 regulations. I would suggest replacing the 3-existing paragraph by a paragraph about section 94 of the CROW Act (see introduction of Norfolk LAF constitution).	Agree	Updated

Name	Organisation	Comment	BA responses	Proposed changes
		Generally, Norfolk LAF constitution is clearer and up-to date. I would suggest using their document as a starting point for redrafting the Broads LAF constitution.	Agree	See changes below
		For example, Section 2. ToR – the Norfolk LAF ToR are clearer. I would suggest replacing this section by adapting the corresponding section from Norfolk LAF constitution, i.e by replacing “Norfolk” by “Broads” and amending bullet b) to say: The Forum gives advice to Section 94(4) bodies as follows: Broads Authority, Norfolk County Council, district and borough councils in or adjacent to the Broads, Government Departments such as Defra, the Planning Inspectorate and the Highways Agency, Natural England, The Forestry Commission, English Heritage, Sports England, parishes and town councils in or adjacent to the Broads. These bodies should have regard in the Forum’s advice in carrying out their functions.	Agree	Amended to similar wording
		Section 4. Membership- section 4.1. The number of members should be amended to reflect the 2007 Regulations: replace “between 17 and 22 members” by “at least ten and not more than 22 representatives”.	Agree	Amended
		Section 6. Section 6.3 is not an accurate description of the Broads Authority role – for example BA officers’ role is not to prepare BLAF work programme. Again, I would use Norfolk LAF (section 5) instead.	Agree	Role deleted

Name	Organisation	Comment	BA responses	Proposed changes
		It would be useful to include links to LAF Regulations 2007 and Revised Guidance 2007.	Agree	Added to bottom of appendix
		It would be helpful to include a paragraph about the quorum (see item 1 of Norfolk LAF appendix).	Agree	Added as an appendix
		It would be helpful to include a paragraph about how voting takes place (see item 2 of Norfolk LAF appendix).	Agree	Added as an appendix
		It would be helpful to include a paragraph about substitutes (see item 4 of Norfolk LAF appendix).	Agree	Added as an appendix
Lewis Treloar	Broads Authority	Section 3 Principles - The forum will not be asked to consider individual rights of way matters. It appears to me that this is a large part of what the BLAF advises on and therefore should be removed.	Agree	Removed
		Section 3 - 3.2 - Members should be encouraged to propose their own items for discussion and create the agenda	Agree	Added



The Broads Local Access Forum

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.~~

Section 94 of the Countryside and Rights of Way Act 2000 (CROW Act) requires local authorities and National Park authorities to establish advisory bodies known as Local Access Forums (LAFs) to advise decision-making organisations about improvements to public access for outdoor recreation and sustainable travel. Forums operate in accordance with the provisions of the Act and the Local Access Forums (England) Regulations 2007.

The constitution applies these regulations for the Broads Local Access Forum (BLAF). Forum members are given technical and administrative support by the Broads Authority officers to enable them to undertake their advisory role as effectively as possible.

~~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.~~

1. Terms of Reference

1.1. 2.4 The Broads Local Access Forum members are volunteers appointed to the Forum by the Broads Authority (the appointing body) to represent a range of local interests. will have the following terms of reference:

1.2. The Forum gives advice to Section 94(4) bodies as follows: The Broads Authority; Norfolk County Council; Suffolk County Council; District and Borough councils within the Broads executive area; Government Departments e.g Defra, Planning Inspectorate; Highways England; Natural England; Forestry Commission; Environment Agency; Sports England; and Parish and town councils within the Broads Authority executive area. These bodies should have regard in carrying out their functions, to any relevant advice given to them by the Forum.

1.3. The advice which the Forum gives falls within one or more of the following categories:

- a) Improvement of public access to land in the area for the purposes of open-air recreation and the enjoyment of the area;
- b) Issues relating to public access to water;
- c) The promotion and appropriate use of opportunities for all types of user to enjoy access to the countryside;
- d) 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, and in particular with Norfolk and Suffolk LAFs.

1.4. The Broads Local Access Forum is a statutory consultee for:

- a) Draft maps showing open country and registered common land;
- b) Byelaws affecting access land;
- c) The appointment of access wardens on access land;
- d) Directions that would restrict or exclude long-term access;
- e) Rights of way improvement plans;
- a)f) Dog control orders which apply to access land.

- ~~(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.~~

1.52.2 In providing advice, the Forum will have regard to the duties of the Broads Authority as set-up in the legislation, including:

a) The needs of land management;

b) Conserving and enhancing the natural beauty, wildlife and cultural heritage of the Broads;

c) Promoting opportunities for understanding and enjoyment of the special qualities of the Broads by the public~~Balancing the needs of recreational access against the needs of nature conservation and the navigation;~~

a)d) Protecting the interests of navigation.

~~(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;~~
- ~~(i) the desirability of protecting the natural resources of the Broads from damage; and~~
- ~~(ii) the needs of agriculture and forestry and the economic and social interest of those who live or work in the Broads.~~

32 Principles

- ~~32.1 The chair will set the agenda, taking into account eligible proposals from Mmembers of the Forum propose items to the Chair for discussion at future meetings which will set the agenda. If there are no items of business to consider, the Chair may cancel a meeting as long as it does not contravene principle 2.5 below. 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.~~
- ~~32.2 The Forum will produce an annual report to the Broads Authority. Members of the Forum should may propose items for discussion at future meetings which will set the agenda.~~
- ~~3.3 The Forum will produce an annual report to the Broads Authority. The annual report will:~~
- ~~set out the occasions and issues on which the Forum has provided guidance in the preceding year, and indicate to whom advice was given.~~
- ~~include such information as the Forum thinks fit.~~
- ~~32.43 In addition T the advice or comments of the Forum will be reported to and taken into account by the appropriate committee(s) of the Authority bodies as set-out in section 1.3. in the decision making process.~~
- ~~32.54 The Forum will meet at least twice a year.~~

43 Membership

- ~~43.1 The Forum will comprise of at least 10 and not more than 22 representatives between 17 and 22 members appointed by the Broads Authority in accordance with The Local Access Forums (England) Regulations 2007. Under 3(5) of the Regulations, membership of the Forum is representative of the drawn from the following groups:~~
- ~~a) users of local rights of way or the right conferred by section 2(1) (rights of public in relation to access land);~~

- b) owners and occupiers of access land or land over which local rights of way subsist; or
- c) any other interests especially relevant to the authority's area.

4.2. Members of the Forum shall be appointed for not less than one and not more than three years.

4.3. The appointment of a member of the Forum shall be determined by the Broads Authority and notified to **the applicant** in writing.

4.4. A member of the Forum may resign by giving notice in writing.

4.5. The Broads Authority shall terminate the appointment of a member of the Local Access Forum in the following circumstances:

- a) If a member has become a district or county council member and therefore exceeds our permitted number of representatives as per The Local Access Forum Regulations 2007 Part 2 S3(4)
- b) If a member without consent of the Broads Authority, failed to attend all meetings for one year.
- c) If a member has failed to declare an interest in any matter brought up at a meeting.
- d) Where two **F**orums merge.

4.6. The Broads Authority may re-appoint a person who ceases to be a member of the Local Access Forum.

4.7. The Forum will appoint a Chairman and Vice Chairman **on an annual basis**. The Forum must ensure that they are not drawn from the same interest group referred to in paragraph 4.1

4.8. The length of time served as the Chairman and Vice-Chairman is for the Forum to determine, but must not extend over the maximum term of their appointment as a Forum member (see 6(5) and 4(2) of the Regulations).

4.9. Officers of the Broads Authority, where appropriate, will attend meetings, present reports and answer queries. The Forum may also invite other persons to attend and participate but they will not have the option to vote.

4.1.4.10. Norfolk and Suffolk LAFs will each be invited to nominate one of their members to participate in all BLAF business, and who will be treated as if a member in all respects save voting rights.

- ~~recreational users of the countryside (RoW and access land);~~
- (i) ~~landowners, occupiers and land managers working in the countryside and making economic gain from it; and~~
- ~~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.~~

~~2.5. Declarations of Interest~~ **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.~~

~~3.6.~~ **5 Access to Meetings and Documents**

~~6.1.0 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.~~

~~6.1. 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.~~

~~4.1.6.2.~~ **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.

~~4.2.6.3.~~ **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.

~~4.3.6.4.~~ **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.

~~4.7.~~ **6 The Role of the Broads Authority**

~~1.4. 6.1 The Broads Authority will support the Local Access Forum by providing secretarial support.~~

7.1. The Broads Authority will support the Local Access Forum by providing administrative support.

~~4.1.7.2. Broads The secretariat~~ Authority officers will ~~have~~ provide the following functions:

- (i) arranging a venue for Forum meetings;
- (ii) organising and advertising meetings;
- (iii) preparing the agenda upon receipt from the Chair, compiling supporting documents, and with subsequent and commissioning and distributing distribution of papers by e-mail;
- (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.

~~1.1. 6.3 The Broads Authority will also support the Forum by:~~

~~1.2.~~

~~4.3.7.3.~~ preparing an outline work programme for the Forum;

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

2.8. 7 Amendments

2.1.8.1. 7.1 Any amendments to the Constitution, 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.

REFERENCE DOCUMENTS

1. The Local Access Forums (England) Regulations 2007
2. Guidance on Local Access Forums in England (Revised guidance 2007)

Appendix – BLAF Rules

1. Quorum

The minimum number of members that must be present at any of the BLAF meetings to make the proceedings valid is 7.

2. Voting in Meetings

- a. Will be a show of hands.
- b. Every issue will be determined by simple majority of the votes cast at the meeting.
- c. Every member of the Forum has one vote on each issue except for:-
 - The Chairman of the meeting, who has a second or casting vote; and
 - Any members from other Local Access Forum groups, who may not vote (See 4.10).

3. Substitutes

Members of the Forum cannot appoint substitutes to represent them in their absence from meetings.

4. Minutes

The Chairman will sign the minutes of the proceedings at the next suitable meeting.

5. Record of Attendances

Each member attending a meeting of the Forum must, with a view to securing the recording of his or her attendance, sign the attendance sheet provided by the Administrative Officer for that purpose. If any member arrives after the attendance sheet has been circulated, they must intimate their presence to the Administrative Officer.

6. Public Questions

- a. A person resident in the Broads Authority executive area or within close proximity to this boundary may attend meetings of the Forum and, by giving ~~two~~four working days notice, may ask any question on any matter in respect of the Forum's Terms of Reference.
- b. Any questions submitted in time will be included on the agenda and will be the subject of response by the Chairman.
- c. If the person asking the question is not present at the meeting, the answer as reported at the meeting will be sent by post or email to the questioner following the meeting.
- d. The number of questions which may be asked by any one person at any one meeting will be limited to one.

7. Chairman's Ruling

The ruling of the Chairman as to the construction or application of these rules or as to any proceedings of the Forum will be final for the purposes of the meeting at which it is given.

8. Allocation of Duties

The Chairman (with Broads Authority officer support) will:-

- appoint and convene sub-groups with responsibility for replying to incoming correspondence subject to there being:-
 - at least one representative from each category of interest appointed where practicable
 - at least seven-day's notice of proposed response to all Forum representatives to allow them to comment
- grant responsibility to individual representatives for maintaining contact with Broads Authority committees, Local Access Forums, Liaison Groups, etc.
- grant responsibility to categories of interest to invite speakers and arrange training
- submit the agenda to the administrative officer at least a month before the date of the next main meeting
- sign outward correspondence

9. Changes to these Rules

The Forum may change the rules in this Appendix (as long as they still comply with the Regulations) by a simple majority. Similarly, the Forum may add new rules of procedure.

Broads Local Access Forum constitution

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2020

Broads Local Access Forum

c/o Broads Authority

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Norwich NR1 1RY

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Supported by the Broads Authority

Section 94 of the Countryside and Rights of Way Act 2000 (CROW Act) requires local authorities and National Park Authorities to establish advisory bodies known as Local Access Forums (LAFs) to advise decision-making organisations about improvements to public access for outdoor recreation and sustainable travel. Forums operate in accordance with the provisions of the Act and the Local Access Forums (England) Regulations 2007.

The constitution applies these regulations for the Broads Local Access Forum (BLAF). Forum members are given technical and administrative support by the Broads Authority officers to enable them to undertake their advisory role as effectively as possible.

1. Terms of reference

- 1.1. The Broads Local Access Forum ('the Forum') members are volunteers appointed to the Forum by the Broads Authority (as the appointing body) to represent a range of local interests.
- 1.2. The Forum gives advice to Section 94(4) bodies as follows: Broads Authority; Norfolk County Council; Suffolk County Council; District and Borough Councils within the Broads Authority executive area; Government Departments (e.g. Defra, Planning Inspectorate); Highways England; Natural England; Forestry Commission; Environment Agency; Sports England; and parish and town councils within the Broads Authority executive area. These bodies should have regard, in carrying out their functions, to any relevant advice given to them by the Forum.
- 1.3. The advice the Forum gives falls within one or more of the following categories:
 - a. Improvement of public access to land in the area for the purposes of open-air recreation and the enjoyment of the area;
 - b. Issues relating to public access to water;
 - c. The promotion and appropriate use of opportunities for all types of user to enjoy access to the countryside;
 - d. Promoting 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, and in particular with Norfolk and Suffolk LAFs.
- 1.4. The Forum is a statutory consultee for:
 - a. Draft maps showing open country and registered common land;
 - b. Byelaws affecting access land;
 - c. The appointment of access wardens on access land;
 - d. Directions that would restrict or exclude long-term access;
 - e. Rights of way improvement plans;
 - f. Dog control orders which apply to access land.

- 1.5. In providing advice, the Forum will have regard to the duties of the Broads Authority as set up in the legislation, including:
 - a. Conserving and enhancing the natural beauty, wildlife and cultural heritage of the Broads;
 - b. Promoting opportunities for understanding and enjoyment of the special qualities of the Broads by the public;
 - c. Protecting the interests of navigation.

2. Principles

- 2.1. The Chair will set the agenda, taking account of eligible proposals from members of the Forum. If there are no items of business to consider, the Chair may cancel a meeting as long as it does not contravene principle 2.4 below.
- 2.2. The Forum will produce an annual report to the Broads Authority.
- 2.3. The advice or comments of the Forum will be reported to by the appropriate bodies as set out in section 1.3.
- 2.4. The Forum will meet at least twice a year.

3. Membership

- 3.1. The Forum will comprise at least 10 and not more than 22 representatives, appointed by the Broads Authority in accordance with The Local Access Forums (England) Regulations 2007. Under 3(5) of the Regulations, membership of the Forum is representative of the following groups:
 - a. users of local rights of way or the right conferred by section 2(1) (rights of public in relation to access land);
 - b. owners and occupiers of access land or land over which local rights of way subsist;
or
 - c. any other interests especially relevant to the Broads Authority's executive area.
- 3.2. Members of the Forum shall be appointed for not less than one and not more than three years.
- 3.3. The appointment of a member of the Forum shall be determined by the Broads Authority and notified to the applicant in writing.
- 3.4. A member of the Forum may resign by giving notice in writing.
- 3.5. The Broads Authority shall terminate the appointment of a member of the Local Access Forum in the following circumstances:

- a. If a member has become a district or county council member and therefore exceeds our permitted number of representatives as per The Local Access Forum Regulations 2007 Part 2 S3(4).
 - b. If a member, without consent of the Broads Authority, failed to attend all meetings for one year.
 - c. If a member has failed to declare an interest in any matter brought up at a meeting.
 - d. Where two Forums merge.
- 3.6. The Broads Authority may reappoint a person who ceases to be a member of the Local Access Forum.
- 3.7. The Forum will appoint a Chair and Vice Chair on an annual basis. The Forum must ensure that they are not drawn from the same interest group referred to in paragraph 3.1.
- 3.8. The length of time served as the Chair and Vice-Chair is for the Forum to determine, but must not extend over the maximum term of their appointment as a Forum member (see 6(5) and 4(2) of the Regulations).
- 3.9. Officers of the Broads Authority, where appropriate, will attend meetings, present reports and answer queries. The Forum may also invite other persons to attend and participate but they will not have the option to vote.
- 3.10. Norfolk and Suffolk LAFs will each be invited to nominate one of their members to participate in all BLAF business, and who will be treated as if a member in all respects save voting rights.

4. Declarations of interest

- 4.1. 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.

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's 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's head office for at least two years after the meeting. Copies of a list of any background papers for the report must also be available for inspection, 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 Forum by providing administrative support.
- 6.2. Broads Authority officers will provide the following functions:
 - i. arranging a venue for Forum meetings;
 - ii. organising and advertising Forum meetings;
 - iii. preparing the agenda on receipt from the Chair, compiling supporting documents, and distributing agenda papers by email;
 - 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. liaising between the Forum and the appointing authority and neighbouring Local Access Forums;
 - ii. communicating the Forum's advice to relevant authorities and bodies;
 - iii. providing ongoing support and advice to the Forum and its members;
 - iv. ensuring that the Forum's advice is made available to the relevant Broads Authority committees, Broads Authority members and officers; and
 - v. promoting the Forum's work through press releases, on its website or on social media as required.

7. Amendments

- 7.1. Any amendments to the Constitution must be agreed by the Broads Authority following consultation with the Forum.

Reference documents

1. [The Local Access Forums \(England\) Regulations 2007](#)
2. [Guidance on Local Access Forums in England \(Revised guidance 2007\)](#)

Appendix – BLAF rules

1. Quorum

The minimum number of members that must be present at any of the BLAF meetings to make the proceedings valid is seven (7).

2. Voting in meetings

- Will be by a show of hands.
- Every issue will be determined by simple majority of the votes cast at the meeting.
- Every member of the Forum has one vote on each issue, except for:
 - The Chair of the meeting, who has a second or casting vote; and
 - Any members from other Local Access Forum groups, who may not vote (see paragraph 3.10).

3. Substitutes

Members of the Forum cannot appoint substitutes to represent them in their absence from meetings.

4. Minutes

The Chair will sign the minutes of the proceedings at the next suitable meeting.

5. Record of attendance

Each member attending a meeting of the Forum must, with a view to securing the recording of his or her attendance, sign the attendance sheet provided by the Administrative Officer for that purpose. If any member arrives after the attendance sheet has been circulated, they must intimate their presence to the Administrative Officer.

6. Public questions

A person resident in the Broads Authority executive area or within close proximity to this boundary may attend meetings of the Forum and, by giving four working days' notice, may ask any question on any matter in respect of the Forum's Terms of Reference.

Any questions submitted in time will be included on the agenda and will be the subject of response by the Chairman.

If the person asking the question is not present at the meeting, the answer as reported at the meeting will be sent by post or email to the questioner following the meeting.

The number of questions which may be asked by any one person at any one meeting will be limited to one.

7. Chair's ruling

The ruling of the Chair as to the construction or application of these rules or as to any proceedings of the Forum will be final for the purposes of the meeting at which it is given.

8. Allocation of duties

The Chair (with Broads Authority officer support) will:

- Appoint and convene sub-groups with responsibility for replying to incoming correspondence, subject to there being:
 - at least one representative from each category of interest appointed where practicable; and
 - at least seven days' notice of proposed response to all Forum representatives to allow them to comment.
- Grant responsibility to individual representatives for maintaining contact with Broads Authority committees, Local Access Forums, Liaison Groups, etc.
- Grant responsibility to categories of interest to invite speakers and arrange training
- Submit the agenda to the administrative officer at least a month before the date of the next main meeting
- Sign outward correspondence

9. Changes to these rules

The Forum may change the rules in this Appendix (as long as they still comply with the Regulations) by a simple majority. Similarly, the Forum may add new rules of procedure.

Broads Local Access Forum

11 March 2020

Agenda item number 6

Setting the agenda

Report by Head of Construction, Maintenance & Environment

Summary

The process of setting the agenda for Broads Local Access Forum (BLAF) meetings needs to be open, inclusive and as participatory as possible for all BLAF members. To make sure all members have an opportunity to raise items of business for the agenda, a revised administrative workflow for agenda setting is proposed.

Recommendation

To approve the proposed administrative process for setting the BLAF agenda.

1. Introduction

- 1.1. The Broads Local Access Forum (BLAF) Constitution sets out the principles by which it advises the Broads Authority on improvements to public access. However, the detail of the administrative process provided by the Broads Authority to help the BLAF Chair set the agenda is not covered. This report sets out a proposed workflow so all members are clear on the agenda setting deadlines, roles and responsibilities.
- 1.2. BLAF meetings are an inclusive environment in which members, and the interests they represent, have equal opportunity to suggest topics for discussion. To achieve this, items for the agenda need to be raised as early as possible. This allows time for the Chair to prioritise items of business, and for participants to prepare supporting material or presentations by the agenda deadlines.
- 1.3. A proposed administrative workflow for agenda setting is in Table 1. The duties of the BLAF Secretary are provided by the Broads Authority.

Author: Dan Hoare

Date of report: 13 February 2020

[Broads Plan](#) objectives: 6.1

Appendix 1 - administrative workflow for BLAF meetings

Appendix 1 – administrative workflow for BLAF meetings

Time relative to meeting date	Action	By	To
6 weeks before meeting	Call for agenda items	BLAF Secretary	BLAF members, BA officers
4 weeks before meeting	Agenda agreed	Chair in liaison with BA lead officers	BLAF Secretary
2 weeks before meeting	<ol style="list-style-type: none"> 1. Deadline for submission of agenda reports and supporting material 2. Final agenda prepared 	<ol style="list-style-type: none"> 1. Contributing BLAF members, BA officers 2. BLAF Secretary in liaison with Chair 	<ol style="list-style-type: none"> 1. BLAF Secretary 2. n/a
At least 1 week before meeting	Agenda and supporting material sent out and made available online and at BA head office	BLAF Secretary	BLAF members, BA officers, public
At least 4 working days before meeting	Confirmation of receipt of any Public Questions	BLAF Secretary	Chair
Day of meeting	Minute taking	BLAF Secretary	n/a
Within 2 weeks following meeting	Draft minutes produced	BLAF Secretary	Chair
Within 4 weeks following meeting	<ol style="list-style-type: none"> 1. Draft minutes checked by Chair 2. Draft minutes distributed 	BLAF Secretary	<ol style="list-style-type: none"> 1. Chair 2. BLAF members, BA officers