

# Broads Local Access Forum

03 June 2020

Agenda item number 5

## Consultation on BLAF Constitution

Report by Head of Construction, Maintenance & Environment

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### 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.

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## 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BLAF Constitution (Appendix 1) was written using the Local Access Forums (England) Regulations 2002 and is therefore out of date.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 Tthe 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 Forums 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.

~~1.1.6.2. 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.

~~1.2.6.3. 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.

~~1.3.6.4. 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.

~~1.1.7.2.~~ Broads 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.~~

~~1.3.7.3.~~ 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

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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.