Navigation Committee

03 April 2025
Agenda item number 16

Committee timetable of meetings 2025/26

Report by Senior Governance Officer

Purpose

To review the Navigation Committee dates for 2025/26, following the approval of the committee calendar by the Authority at its meeting on 24 January 2025.

Broads Plan context

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

1. Introduction

1.1. Members are asked to review the Navigation Committee meeting dates for 2025/26, included in the committee calendar at Appendix 1. The calendar was approved by the Broads Authority on 24 January 2025, subject to consultation with the Navigation Committee.

1.2. During the drafting of the committee calendar both the Chair of the Authority and the Chair of the Navigation Committee were consulted.

2. 2025/26 committee timetable

2.1. The calendar runs from August 2025 to the annual meeting in July 2026, and takes account of public holidays. There are four proposed Navigation Committee meetings in the year.

2.2. Members of the Committee are also invited to attend all Broads Authority site visits and workshops etc. This year's tolls briefing is set for 7 October 2025 (time to be confirmed). The members' annual site visit in 2026 is scheduled for 3 July.

2.3. The Navigation Committee meeting for January is usually held in the first full week of business following the Christmas break which means that reports are written in the early part of December. To ensure that committee reports contain the latest information, the Navigation Committee date for January has been moved to later in the month, on 22 January 2026. In addition, with there being no substantive items, the June 2026 Navigation Committee has been removed from the calendar, thereby reducing the

number of meetings from five to four per year. If, however, it becomes clear that a substantive item needs to be brought to the Committee in between April and September, an additional meeting would be convened.

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

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

3.   Conclusion

3.1.   Under the Authority's adopted Terms of Reference for Committees, the power to approve the annual timetable of Authority and committee meetings is reserved to the Broads Authority.

3.2.   It should be noted that meeting dates and times may be subject to change.

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Date of report: 06 March 2025

Background papers: none

Broads Plan strategic objectives: C1-C4

Appendix 1 – Committee calendar 2025/26

Appendix 1 - Broads Authority committee calendar 2025/26

Committee meetings	Day	Time	Jul 2025	Aug 2025	Sep 2025	Oct 2025	Nov 2025	Dec 2025	Jan 2026	Feb 2026	Mar 2026	Apr 2026	May 2026	Jun 2026	Jul 2026
Broads Authority	**Fri**	10am	25		19		28			27			15		24
Broads Local Access Forum	Wed	10am			3		19				4			3	
Navigation Committee	Thu	10am			4		6		22			16			
Planning Committee	Fri	10am	18	15	12	10	7	5	16	13	13	10	8	5	3
Risk, Audit and Governance Committee	Tue	10am	22				25			24					21
Standards Committee (as and when necessary)		10am									12				
Heritage Asset Review Group (member group)	Fri	10am				3					6			19	
Member annual site visit	Thu		3												2
Tolls briefing	Tue	tbc				7									
Bank holidays				25				25 26	1			3 6	4 25		