

Norfolk Local Access Forum

Date: 16 October 2019
Time: 10.30am
Venue: Edwards Room, County Hall

Persons attending the meeting are requested to turn off mobile phones.

Membership:

Mr Martin Sullivan (Chairman)
Mr Ken Hawkins (Vice-Chairman)

Mr Chris Allhusen
Mr Andy Brazil
Cllr Julie Brociek-Coulton
Mr Vic Cocker
Mrs Hilary Cox
Mr Geoff Doggett
Miss Bethan Edmunds
Mr Mike Edwards
Mrs Brigid Fairman

Mr Simon Fowler
Mrs Donna Gibling
Mr David Hissey
Mrs Suzanne Longe
Mrs Elizabeth Meath Baker
Miss Louise Rout
Mr Paul Rudkin
Cllr Beverley Spratt

Cycling and Walking Champion: Cllr Andrew Jamieson

****Please note that there will be some training for NLAf members on planning responses after the Local Access Forum meeting****

**For further details and general enquiries about this Agenda please contact the
Committee Officer:**

Nicola Ledain on 01603 223053 or email committees@norfolk.gov.uk

Under the Council's protocol on the use of media equipment at meetings held in public, this meeting may be filmed, recorded or photographed. Anyone who wishes to do so must inform the Chairman and ensure that it is done in a manner clearly visible to anyone present. The wishes of any individual not to be recorded or filmed must be appropriately respected.

A g e n d a

1 To receive apologies and details of any substitute members attending

2 Election of Chair

3 Election of Vice-Chair

4 Minutes

To confirm the minutes of the meeting held on 9 July 2019.

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5 Members to Declare any Interests

If you have a **Disclosable Pecuniary Interest** in a matter to be considered at the meeting and that interest is on your Register of Interests you must not speak or vote on the matter.

If you have a **Disclosable Pecuniary Interest** in a matter to be considered at the meeting and that interest is not on your Register of Interests you must declare that interest at the meeting and not speak or vote on the matter

In either case you may remain in the room where the meeting is taking place. If you consider that it would be inappropriate in the circumstances to remain in the room, you may leave the room while the matter is dealt with.

If you do not have a Disclosable Pecuniary Interest you may nevertheless have an **Other Interest** in a matter to be discussed if it affects, to a greater extent than others in your division

- Your wellbeing or financial position, or
- that of your family or close friends
- Any body -
 - Exercising functions of a public nature.
 - Directed to charitable purposes; or
 - One of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union);

Of which you are in a position of general control or management.

If that is the case then you must declare such an interest but can speak and vote on the matter.

6 To receive any items of business which the Chairman decides should be considered as a matter of urgency

7 Public Question Time

Fifteen minutes for questions from members of the public of which due notice has been given. Please note that all questions must be received

by the Committee Team (committees@norfolk.gov.uk) by **5pm Friday 11 October 2019**. For guidance on submitting a public question, view the Constitution at www.norfolk.gov.uk/what-we-do-and-how-we-work/councillors-meetingsdecisions-and-elections/committees-agendas-and-recent-decisions/ask-aquestion-to-a-committee

8 Local Member Issues/Questions

Fifteen minutes for local member to raise issues of concern of which due notice has been given. Please note that all questions must be received by the Committee Team (committees@norfolk.gov.uk) by **5pm on Friday 11 October 2019**.

9 Feedback from events attended by NLAF Members

Verbal report from members of the NLAF

10 NLAF Subgroups' report (Permissive Access; PROW; NAIP; Vision and Ideas; Joint Communications)

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Report by the Assistant Director, Culture and Heritage

Chris Walton
Head of Democratic Services
County Hall
Martineau Lane
Norwich
NR1 2DH

Date Agenda Published: 8 October 2019

BROADS LAF DATES

4 December 2019, 2-4pm Yare House, 62-64 Thorpe Road, Norwich NR1 1RY
11 March 2020, 2-4pm
3 June 2020, 2-4pm

SUFFOLK LAF DATES

24 October 2019 Venue TBC



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Norfolk Local Access Forum
Minutes of the Meeting Held on 09 July 2019
at 10.30am in the Oddfellows Hall, Sheringham.

Member:

Martin Sullivan - Chairman
Ken Hawkins – Vice-Chairman
Victor Cocker
Hilary Cox
Mike Edwards
Brigid Fairman
Donna Gibling
David Hissey
Suzanne Longe
Elizabeth Meath Baker

Representing:

Motorised Vehicles
Walking
Walking
Health and Wellbeing
Land Ownership
Equestrian
Sport and Outdoor Recreation
Cycling
Equestrian
Rural / local business / economy

Officers Present:

Sarah Abercrombie	Green Infrastructure Team Leader (Projects)
Gemma Harrison	Green Infrastructure Officer
Ella Meecham	Marriott's Way Heritage Trail Project Trainee
Matt Hayward	Lead project Officer
Su Waldron	Project Officer (Green Infrastructure)
Russell Wilson	Senior Trails Officer (Infrastructure)
Matt Worden	Area Manager (South)
Nicola LeDain	Committee Officer

1. Apologies for Absence

- 1.1 Apologies were received from Chris Allhusen, Andy Brazil, Geoff Doggett, Bethan Edmunds, Simon Fowler, Louise Rout, Paul Rudkin, Cllr Andrew Jamieson.
- 1.2 It was requested that as the walking and cycling champion, Cllr Andrew Jamieson be invited to submit a written report for each meeting if he were unable to attend.

2. Minutes of the last meeting

- 2.1 The minutes of the meeting held on 3 April 2019 were confirmed as a true record and signed by the Chair.

3. Declarations of Interest

- 3.1 There were no interests declared.

4. Urgent Business

- 4.1 There was no urgent business.

5. Public Question Time

- 5.1 No public questions were received.

6. Local member Issues / Questions

There were no member questions received.

7. Feedback from Events

- 7.1 Ken Hawkins reported that he had attended meetings of the Broads LAF and Suffolk LAF. There had been staff resignations from the Broads Authority who were also part of the BLAF and this had created some concern with members of the BLAF. The Forum were investigating the public access in the staithes in the Broads Area.
- 7.2 The Suffolk LAF meeting had taken place in April and they were focusing their attention on the Network Rail proposals to close level crossings. Their Public Rights of way Improvement Plan was out for consultation until 20th September.

8. NLAF's subgroups' report (Permissive Access; PROW; NAIP)

- 8.1 The NLAF received the annexed report (7) which summarised the activities since the last NLAF meeting by the NLAF's three subgroup: The Public Rights of Way (PROW) subgroup; the Permissive Access subgroup and the Norfolk Access Improvement Plan (NAIP) subgroup. 3 members asked to join the PROW subgroup: Brigid Fairman; David Hissey; Simon Fowler.
- 8.2 The NLAF:
- i). **NOTED** the positive report of the first parish council seminar and **ENDORSED** the plans for the second one;
 - ii). **AGREED** the proposed response regarding public rights of way affected by the route of the Long Stratton bypass;
 - iii). **AGREED** the proposed response regarding the Thickthorn junction crossing;
 - iv). **AGREED** to support the recommendation made by the Broads LAF to the Broads Authority for the creation of a Public Right of Way at Reedham to resolve problems of access along a key section of the Wherryman's Way;
 - v). **SUPPORTED** the letter sent by Worcestershire LAF to Defra seeking postponement of the deadline of 1st January 2026 as specified in the CROW Act 2000 and agreed to send their own letter along similar lines;
 - vi). **NOTED** work to promote the effective permissive access scheme at Bradenham;
 - vii). **NOTED** revisions to terms of reference (or new terms of reference) for the various subgroups

9. Pathmakers Project

- 9.1 The Forum received the annexed report (9) which updated the NLAF on recent activity by the Pathmakers.

- 9.2 As presented in the report, it was agreed that Kate MacKenzie and Simon Fowler would be two of the five NLAf's appointed Pathmakers Trustees. There were still vacancies on Pathmakers and there was concern that the time commitment could be a factor in individuals not applying from within NLAf. However, Pathmakers trustees do not have to be NLAf members.
- 9.3 The NLAf:
- (i) **NOTED** the Pathmakers Annual Report and Financial Statement (2017/18)
 - (ii) **AGREED** the proposed Pathmakers/NLAf members (as identified in this report) who would sift trustee applications (selection panel)
 - (iii) **AGREED** that the selection panel would have delegated authority to make trustee appointments subject to full NLAf approval
 - (iv) **NOTED** other updates presented in the report

10. National Trail Annual Report (Norfolk)

- 10.1 The Forum received the annexed report (10) which highlighted the work carried out by the National Trail Partnership in Norfolk over the past 12 months (2017 – 2018). This annual report is produced for Natural England and reflects the highlights of the development of the National Trail over the period.
- 10.2 The Forum heard that there had been a huge jump in footfall over some of the Trails. A factor of this was more and improved monitoring with data counters to be able to value the economic impact of the trail. Nationally, the monitoring differed as there were different management models and approaches. Some trails fell into more than one highway authorities which made it slightly more complicated.
- 10.3 As part of the national meeting of the Chairs of the regional Trails Partnerships, a working party had been created to lobby Government to explain why funding for trials needed to be long term.
- 10.4 The NLAf:
- i). **NOTED** the National Trail Annual Report (Norfolk) and outputs.
 - ii). **ENDORSED** the work of the National Trail Partnership in Norfolk and the ongoing delivery of the National Trail in Norfolk

11. Greenways Project

- 11.1 The Forum received the annexed report (11) which provided an update for the NLAf on the Recycling Norfolk's Disused railways, which was now known as the Greenways project including an update on the results of the public consultation on pilot route proposals following assessments by Sustrans and Active Norfolk.
- 11.2 A desk based feasibility study would take place for the Holt to Fakenham route in year one. With regards to the link to Wells, a full review had taken place about how it could be improved. It was hoped that the miniature railway line would co-exist alongside the proposed route.
- 11.3 There was a phased approach for the Weavers Way routes from Kings Lynn to Fakenham and Kings Lynn to Hunstanton to use the existing public rights of way network. The initial phases could take 3-5 years.

- 11.4 There was a discussion around the benefits of the green pilgrimage project and it was hoped that it would result in more sustainable tourism in Walsingham.
- 11.5 The NLA **NOTED** the opportunities presented in the feasibility studies (Weavers' Way – Aylsham to Stalham; King's Lynn to Fakenham; King's Lynn to Hunstanton) and feasibility review of the whole disused railway network across Norfolk.

12. Establishing the Definitive Line (Wherryman's Way Case Study)

- 12.1 The Forum received the annexed report (12) which highlighted the actions taken by Officers in ensuring the completeness and accuracy of the definitive Map and delivering a number of key outputs from the Norfolk Access Improvement Plan (NAIP).
- 12.1 The Norfolk Local Access Forum **NOTED** the report and endorsed the approach taken by Officers:
- i). To align Public Rights of Way on the Definitive Line;
 - ii). To remove all barriers to access (or to install measures that provide the least restrictive access to the countryside);
 - iii). To support "access for all" routes being developed throughout the county as a priority action
 - iv). To support the use of the countryside for all users.

13. Countryside Access Arrangements Update

- 13.1 The Forum received the annexed report (13) which outlined the work in terms of the volumes of customer queries received and responded to. The paper also highlighted other key areas of work.
- 13.2 The Forum heard that cutting was now not taking place if wild flowers were present; they were left to bloom and seed. The cut on trails would take place at the end of July.
- 13.3 The Local Access Forum **NOTED** the progress made to date since the Countryside Access Officer posts were introduced.

14. Major Infrastructure Projects

- 14.1 The NLA **NOTED** the annexed report (14) which informed them of any major infrastructure projects including Nationally Significant Infrastructure Projects (NSIP) which impacted on public rights of way.
- 14.2
- i). The NLA **AGREED** the drafted protocol regarding their input on schemes and projects affecting PROW that arise through the planning system and welcomed the offer of training;
 - ii). The NLA **AGREED** recommendations from the PROW subgroup regarding the updated list of major infrastructure projects and agreed draft responses (from the PROW subgroup) to the following schemes: A47/ Thickthorn bridge; Long Stratton bypass; Western Link; others (as identified by the PROW subgroup).

15. Appointment of Chair / Vice-Chair – process and timeline

- 15.1 The Forum received the annexed report (15) which outlined the process in place for appointing the Chair and Vice-Chair of the Norfolk Local Access Forum.
- 15.2 It was suggested that having to immediately chair a meeting straight after being elected made it hard for the Chair to be fully prepared and may be discouraging individuals from applying to be Chair so the term of office could start after the meeting in which the Chair was elected.
- 15.3 The NLAF **AGREED** the process and timeline for the 2019 appointment of the Forum's Chair and Vice-chair positions.

16. Meetings Forward Plan

- 16.1 The NLAF received the annexed report (16) which set out the Forum forward plan for future meetings.
- 16.2 The Forum heard that a replacement for George Saunders in his capacity of 'access for all' representative was being sought.
- 16.3 The NLAF **AGREED** the forward plan and considered items for future inclusion.

Dates of future meetings:

16 October 2019	10:30am	Edwards Room
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The meeting closed at 12:30pm

**Martin Sullivan, Chairman,
Norfolk Local Access Forum**



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Norfolk Local Access Forum

Report title:	NLAF Subgroups' Report (Permissive Access; PROW; NAIP; Vision and Ideas; Joint Communications)
Date of meeting:	16 October 2019
Responsible Chief Officer:	Steve Miller (Assistant Director, Culture and Heritage)
Strategic impact Activities since the last Norfolk Local Access Forum (NLAF) meeting by the NLAF's five subgroups are summarised.	

Executive summary

This report summarises activities since the last NLAF meeting by the NLAF's five subgroups: The Public Rights of Way (PROW) subgroup; the Permissive Access subgroup; the Norfolk Access Improvement Plan (NAIP) subgroup; Vision and Ideas subgroup; Joint Communications subgroup.

Recommendations:

- (i) **NLAF to note minutes from all subgroup meetings**
- (ii) **2nd Parish Paths seminar to take place on 28th October 2019 at Narborough Community Centre at 2pm**
- (iii) **NLAF supports the PROW subgroup's recommendation regarding resources for DMMO claims**
- (iv) **NLAF supports the PROW subgroup's recommendation to write to Norfolk MPs regarding the 2026 deadline**
- (v) **NLAF asks NCC to look into concerns regarding a conflict between the Road Traffic Act and Property Law**

1. Proposal (or options)

1.1. PRoW subgroup

The group met on 23rd September 2019. See Appendix 1 for minutes.

Main points:

- (i) 2nd Parish Paths seminar to take place on October 28th 2019 at Narborough Community Centre at 2pm
- (ii) Handling of Definitive Map Modification Orders (DMMOs) by NCC was discussed, leading to a recommendation that the NLAF should advise NCC that more resource is needed in order to respond in a timely way to existing and anticipated new applications
- (iii) The group recommended that the NLAF should support sending a letter to MPs regarding the 2026 deadline. A letter had been drafted by Ken Hawkins (Appendix 2)
- (iv) The group also recommended that the NLAF should ask NCC to look into concerns (also expressed by other LAFs) regarding a conflict between the Road Traffic Act 1988s34 and Property Law.

1.2. **Permissive Access subgroup.**

Work is ongoing to promote the successful Bradenham scheme.

1.3. **NAIP subgroup**

The group met on 26th September 2019. See Appendix 3 for minutes

Communications aspects of the NAIP were discussed on 7th August 2019 (see Joint Communications subgroup).

Main points:

- (i) Re NAIP reporting for the NLAF: the NAIP would be considered as a programme (similar to other large, complex project); use Red Amber Green status ratings to judge whether projects which contribute to NAIP objectives are delivering; a top level report (one side of A4 for each NAIP of the 8 themes) would be prepared for the NLAF subgroup on a quarterly basis to enable the group to review delivery.
- (ii) Next subgroup meeting date: 19th December

1.4. **Joint Communications subgroup**

See Appendix 4 for discussions on NAIP and wider NLAF/ Pathmakers communications.

Main points:

- (i) Proposal to set up a database of Norfolk parish magazine editors to enable news stories from the NLAF to be emailed through
- (ii) NCC communications team happy to help with promotion for projects that have NCC involvement

Next subgroup meeting tbc (1st two weeks of November proposed)

1.5. **Vision and Ideas subgroup**

The group is scheduled to meet on 31st October 2019 – see draft agenda (Appendix 5).

Russell Wilson had sent through Trails survey data for the group to consider.

2. Evidence

2.1. Please see introduction

3. Financial Implications

3.1. None as a result of this report

4. Issues, risks and innovation

4.1. None

5. Background

5.1. Please see proposal

Officer Contact

If you have any questions about matters contained in this paper or want to see copies of any assessments, eg equality impact assessment, please get in touch with:

Officer name : Ken Hawkins Tel No. : 01603 222810

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NORFOLK LOCAL ACCESS FORUM
Public Rights of Way Subgroup Minutes

Date: Monday 23 September 2019 **Time:** 2pm - 4pm

Venue: County Hall - wait for escort in reception area

Meeting rooms 1 and 2, Floor 7

Sub group members	
Keith Bacon (KB)	CPRE Norfolk, Broads LAF
Neil Cliff (NC)	U3A
Vic Cocker (VC)	Norfolk Local Access Forum
Brigid Fairman (BF)	Norfolk Local Access Forum
Simon Fowler (SF)	Norfolk Local Access Forum
Ken Hawkins (KH)	Norfolk Local Access Forum
David Hissey (DH)	Norfolk Local Access Forum
Andrew Logan (AL)	Pathmakers
Ann Melhuish (AM)	Norfolk Horse Driving Club
Paul Cowley (PC)	Pathmakers
Ian Mitchell (IM)	The Ramblers
Martin Sullivan (MSu)	Norfolk Local Access Forum
Ian Witham (IW)	Open Spaces Society
NCC staff invited	
Sarah Abercrombie (SA)	
Su Waldron (SW)	
Russell Wilson (RW)	
Matt Worden (MW)	
Michelle Sergeant (MSg)	
Mike Auger (MA)	
Susie Lockwood (SL)	
WSP	
Zeyna Soboh	
Hattie Gibbs	

Supporting documents available on Dropbox here

<https://www.dropbox.com/sh/9zroky1qvmpjpep/AABB6mhz5LH0nOh-Zhb-yuoma?dl=0> .

1	Introductions and apologies for absence All present briefly introduced themselves. Apologies received from MSu, VC, MW, KB Not present: DH, IW
2	Minutes of the meeting on 24 June 2019 (Appendix 1) Minutes were approved
3	Matters arising from the minutes, not otherwise on the agenda
3.1	3.2 <u>Norfolk: A World Class Environment</u> SW said that Norfolk County Council was working with Suffolk County

Council on a 25 Year Environment Plan. This is a partnership initiative involving a wide range of stakeholders with a direct interest in protecting and enhancing the environment. This work will produce targets that will aim to not just arrest the current pattern of environmental decline but seek to leave both counties in a better state, in line with the ambitions outlines in the government's own 25 year Environment Plan for the whole nation.

3.2 5.2 Somerset County Council - Adopt-a-Path Information (SW)

SW had made enquiries. Following the meeting, she reported back:

- Somerset have run their scheme for over 2 years now. Currently managed by Jake Taylor, their Volunteer and Trails Officer – contact via rightsofway@somerset.gov.uk 01823 358250
- People sign up to the scheme and are issued with secateurs and gloves. Asked to walk their chosen route 4 times a year .Secateurs funded out of maintenance budget
- Promoted via Walkers are Welcome, Ramblers, parish councils etc. Leaflet and website <https://somersetnewsroom.com/2019/05/16/growing-need-for-adopt-a-path-volunteers/>
- At the end of the year, all volunteers report on their estimated volunteer hours
- All volunteers contacted personally each year
- Scheme has reduced number of problems reported via the regular fault-reporting system
- Targets areas where there are issues
- Currently 111 volunteers
- Other volunteers act as a parish path liaison officers – issued with a toolkit including waymarkers, folding saw – they act as a bridge between SCC and parish councils. Report back to parish once a year.
- Strimmer volunteers get training and SCC loans the parish council a strimmer.

3.3 Any other matters arising

4 NLAF Minutes of the meeting on 9 July 2019 (Appendix 2) were noted. Regarding the definitive line case study, RW confirmed that he would report on further work in due course.

5 Partnership and Community Working

5.1 Parish Council seminars

To note that the second seminar will be held from 1.30pm (registration) to 5pm on 28 October 2019 at Narborough Community Centre, Chalk Lane, Narborough PE32 1SR. See Appendix 3 for further information.

5.2 Issues from represented organisations (CPRE, OSS, The Ramblers, U3A)
To consider any issues. No additional issues were raised.

6 Countryside Access arrangements

6.1 General update: report to follow (MW/RW)

- RW said that there had been good progress with the CRM reporting system, but there had been an unforeseen delay with graphical presentation of the information stemming from PowerBI. KH asked that for the future, production times be set in relation to meeting dates to

ensure that subgroup members could consider the report in advance of the meeting, so as to enable informed comment to be made to the following NLAf meeting.

Trails textual part of the report is attached.

6.2 Major Infrastructure Projects

- 1 To note that NLAf approved the proposed protocol; training has been arranged for NLAf members at the forthcoming meeting.
- 2 Norwich Western Link (NWL): presentation (attached) from Susie Lockwood, Stakeholder and Engagement Manager and Zeyna Soboh, Graduate Transport Planning Engineer (WSP)
 - 3.9 mile dual carriageway with viaduct over the River Wensum between A47 and A1067
 - 85% funded by government. Construction expected 2022. Road open in 2025.
 - Work programme dovetails with existing Highways England dualling of the A47
 - Survey has been set up with parishes affected by the proposed route
 - PROW subgroup were invited to an event on 18th October 3pm to 5pm at County Hall (Colman Room) to explore options associated with all minor road and PROW intersections with the proposed road route
 - RW suggested other user groups were also invited
 - KH thanks WSP for attending
- 3 To consider a response to any current issues
 - RW and IM had responded to a consultation (Pentney) – but this hadn't come through to the NLAf

6.3 Earsham footbridge Update (RW)

- SW said that Shaun Dean (Bridges Manager) has reported that 'Norfolk County Council are planning to replace the bridge next financial year (June 2020). Works are currently programmed to start in June subject to land and other consents being secured and the availability of funding'

6.4 Any other issues

NC asked if there is a date for the public inquiry at Thompson. MSg said the date would be generated by the PINS system. [Note after the meeting: the inquiry date is 7 April 2020.]

7 Claims for lost paths ('2026')

7.1 DMMO applications To consider a request to NLAf from David Ormerod (Appendix 4). The subgroup received a response from Lawrence Malyon (Appendix 5) and also a spreadsheet prepared by IM (Appendix 6) with analysis from KH showing current applications.

- NC expressed thanks to Lawrence Malyon regarding his reply to the NLAf regarding David Ormerod's letter, and his and ongoing work on DMMOs.
- The meeting felt they had a role to highlight resourcing issues experienced by NCC with regard to the registration and logging of DMMO claims.

	<ul style="list-style-type: none"> • SF felt that the 2026 cut off date for registration of claims should be extended • KH felt that it was important that the NCC website reflected accurately claims which have been registered to avoid duplication of effort • It was agreed to recommend to NLAF that it should advise the County that more resource is needed in order to respond in a timely way to existing and anticipated new applications. <p>7.2 <u>Worcestershire LAF</u> To note that NLAF agreed to support Worcestershire LAF's concern (Appendix 7), and also sought the support of other LAFs at the Eastern Region LAFs' meeting. Although NLAF had also agreed to write to Defra, MSu had not done this yet, partly awaiting additional information, and partly having come to the view that this would be wasted effort. He had instead drafted a letter re 2026 which he proposed should go to Norfolk MPs Appendix 8</p> <ul style="list-style-type: none"> • The meeting approved this approach and agreed to recommend to NLAF that a letter along these lines be prepared and sent.
8	Reports from NCC Officers To consider any other updating information of relevance to the sub group.
8.1	RW asked that all faults on PROW were reported via the official CRM reporting system. SW to ask MSu to contact those who are known regularly to use other ways of reporting). IM requested that at the next Parish Paths seminar, Maria Thurlow demonstrates the CRM reporting system live.
9	Any other business
10	Dates of next meetings It was noted that NLAF dates for 2020 had been fixed: 22 January, 22 April, 8 July, 7 October. Subgroups need to meet about 16 days earlier to allow time for any reports to be prepared and submitted in good time. The following dates for the PROW subgroup were agreed: 16th December 2019 2pm to 4pm 16th March 2020 2pm to 4pm 15th June 2020 2pm to 4pm 7th September 2020 2pm to 4pm All at County Hall

To Norfolk Members of Parliament

It is now universally recognised that access to the countryside is a major contributor to public health and well being, both physical and mental. The greater and easier the access, the more the public is likely to take exercise and reduce the future burden on our National Health Service (as well as bringing other economic benefits).

One significant means of ensuring the greatest level of access lies in the recognition of public rights of way which have escaped formal registration, and are at risk of being lost. At present, members of the public can request this registration through a legal process based on either or both of historical evidence or long public use. But the route using historical evidence is, in a few years' time, due to be closed¹.

This threat is prompting increased and increasing activity in preparing and submitting claims before the deadline, putting pressure on Highway Authorities (such as Norfolk County Council) which have to process them².

In order to avoid these rising costs, the NLAF is calling (1) for the 2026 deadline to be withdrawn (or at least significantly deferred), so as to reduce the pressure on generating fresh claims over a short timescale; (2) for the simplifications proposed in the Deregulation Act to be implemented as soon as possible; and (3) for Highway Authorities to be given increased funding to deal with the existing backlog of claims.

We would ask that you bring this matter to the attention of the necessary government departments **to be added**, and raise a parliamentary question **to consider suggesting the question** on this matter.

Yours etc

¹ The National Parks and Access to the Countryside Act (1949) required all local authorities in England and Wales to establish a Definitive Map - as its name suggests, this would be the legally authoritative map of public rights of way. It took more than 30 years before every area's Definitive Map was produced, and it was widely felt that many were incomplete and/or inaccurate. The Countryside and Rights of Way Act 2000 (The CROW Act) established a cut off date of 1 January 2026 for claims to be made, on the basis of historical evidence, to add routes to these Definitive Maps; accepting the likely magnitude of the task to enable all potential claims to be made and evaluated, the Countryside Agency set up the *Discovering Lost Ways* project in 2001, but this was abandoned in 2007 by Natural England (the successor to the Countryside Agency). The following year, Defra agreed that the processes by which paths were added to the Definitive Map should be reviewed, and established a Stakeholder Working Group to simplify them. This Group reached a consensus on the many controversial issues in 2010, producing 32 recommendations in its *Stepping Forward* report. These were eventually incorporated in the Deregulation Act 2015 (which applied to England only), but have yet to be implemented. There are currently moves in Wales to abandon the 2026 deadline.

² A person wishing to make a claim that a particular route should be recognised as a public right of way submits a case to their Highway Authority. Having established that the case presented meets the basic criteria for a submission, the Highway Authority publishes a Definitive Map Modification Order (DMMO). There are then legally prescribed processes and timescales by which the Order can be examined and challenged. Where there is challenge, the matter is determined by the Planning Inspectorate, either by exchange of correspondence or through a public hearing where there is significant contention. The

Planning Inspectorate will then either confirm or reject the Order. In September 2019, a count of claims in progress with Norfolk County Council showed some 71 applications apparently active, with another 20 submitted but not yet recorded on the Council's website, and including 9 which had apparently been completed but remain on the website. It is evident to the NLA that the current staff resource is unable to keep on top of the present level of applications. We do not believe that Norfolk is atypical - it has a staff of two/three full time equivalents working on DMMOs, and currently processing between 5 and 10 per year.
numbers to be verified

NORFOLK LOCAL ACCESS FORUM**Norfolk Access Improvement Plan Subgroup OUTCOMES****Date:** Thursday 26th September 2019 **Time:** 10am to 12 noon**Venue:** County Hall - wait for escort in reception area

Sub group members	
Martin Sullivan (CHAIR)	Norfolk Local Access Forum
David Hissey	Norfolk Local Access Forum
Geoff Doggett	Norfolk Local Access Forum
Keith Bacon	Broads Local Access Forum
Ken Hawkins	Norfolk Local Access Forum
Paul Rudkin	Norfolk Local Access Forum
Vic Cocker	Norfolk Local Access Forum
NCC staff	
Mike Auger (MA)	
Su Waldron (SW)	

Background documents available on Dropbox [here](https://www.dropbox.com/sh/v2p4ue8ktk4alac/AAAr_BgSWHEFnH0UULPucmjpa?dl=0)
https://www.dropbox.com/sh/v2p4ue8ktk4alac/AAAr_BgSWHEFnH0UULPucmjpa?dl=0

1	Apologies Vic Cocker; Mike Auger
2	Minutes of previous meetings (7th August – NAIP communications; 21st May 2019) (Refer to Appendix 1 and 2)
2.1	GD suggested that the NLA Forum could contribute to a photo library, sending in photos of subjects that avoided the issue of permissions (such as problem issues of relevance/ landscapes etc.) for use in NLA Forum publications. SW to find out from NCC comms on standards (size of photos etc) and best way to share resource.
2.2	KH asked about the summary version of the NAIP and new presentation with more pictures. SW to create summary and review NAIP presentation
3	Monitoring of the NAIP Delivery Plan for 2019/20 and reporting Overview – SW, Proposals Appendix 3 ; Delivery Plan spreadsheet with filters = Appendix 4 . Example theme report summaries.
3.1	SW gave an overview of new proposals from NCC Environment Team

regarding reporting on NAIP objectives which would consider the NAIP as a programme (similar to other large complex projects), use Red Amber Green (RAG) status ratings to judge whether projects were delivering and to compile a top level report (one side of A4 for each NAIP theme), capturing: RAG status; Justification (for status); Highlights over the reporting period (quarterly). This would allow the NAIP subgroup to review the plan without getting bogged down in too much detail (although that is all available) and to highlight where things are occurring (and where they're not).

See presentation and Appendix 3 and NAIP delivery plan with filters plus example theme report summaries.

ACTIONS: NCC to work out how to apply a RAG rating to services ('business as usual') to feed into the process

3.2 The meeting welcomed the proposal.

GD suggested that services (delivering NAIP objectives) could be reported by exception (i.e. highlighted when something not expected was happening).

KH felt that this would work unless there was a divergence of opinion, citing examples such as enforcement, where NCC might consider they were meeting a target, but user groups might disagree. NAIP subgroup had a role to highlight lack of NCC resources going into the work. The group should also scrutinise promises to deliver various things (such as miles of new path).

SW said that if there were KPIs and targets for services, it should be possible to determine whether targets were being met.

KH /PR thought the subgroup could cross check the SOA for gaps (in delivering specific objectives) – use spreadsheet.

GD said each project would have a PID (Project Initiation Document) if the subgroup wanted to delve into detail.

ACTION: SW to progress work and to prepare NAIP overview theme reports (format as presented) asap for group to review and certainly before next meeting (19th Dec), seeking help from with NCC Environment to create service RAG or top level reporting detail.

3.3 Wider discussion:

DH asked about RAG status of projects. SW said this was often budget related.

PR asked what individual members of the subgroup should do – individual responsibilities; what should be done by the group with the information. GD said each member should RMID (Read, Mark and Inwardly Digest)

<p>summary reports. KH said he also expected to ACO (And Comment On). GD said the subgroup were scrutineers. MS said a report should be made back to the NLAF (via the Subgroups' Report presented to each meeting) and this should contain summary information and recommendations from the group, but would not include detailed information (this could be requested by NLAF members if interested).</p> <p>KH felt that the NAIP was being seen as an essential planning tool, built into day to day processes.</p> <p>MS concluded that the subgroup were happy with the proposals and gave thanks to MA for help with developing it.</p> <p>ACTION: SW to pass thanks to MA</p>	<p>4 Promotion for the NAIP and Delivery Plan Agree priorities for communication to feed into the Communications Group.</p> <p>4.1 GD returned to the idea of hyperlocal promotion via parish magazine editors broached at the previous communications group meeting. SW said there is an NCC database of parish clerks available and wondered if a survey could be sent to them to fill out online to capture details/ deadlines of editors of parish magazines (could export information as a spreadsheet).</p> <p>4.2 See last meeting for ideas of things that would be promoted to parish magazine contacts.</p> <p>GD said it would be essential to target communications and to write creatively.</p> <p>DH wondered if something could be done monthly?</p> <p>4.3 SW had quote for 2nd print run of NAIP for libraries as agreed at the previous NAIP meeting. GD suggested shopping around a bit more for a more competitive quote, and advised more than one copy at each library if possible (so one could be loaned out).</p> <p>GD suggested A2 posters for the NAIP in libraries – would need some thought on eye-catching wording (sizzle)</p> <p>KB suggested it should go into libraries in Beccles, Bungay and Wisbech (over the border)</p> <p>ACTION: SW get further quotes for NAIP printing and see if budget will stretch to 100 copies (extras for 3rd parish seminar etc) and to arrange for copies to go to Norfolk libraries/border libraries</p> <p>ACTION: SW look into A2 poster for libraries</p>
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5	Any other business
5.1	<p>The NLAF is now 3 members down.</p> <p>MS said the list of applicants from the last recruitment would be used to see if there are people not appointed who could fit one of the vacant user group places. The following were suggested: Peter James at South Norfolk Ramblers; U3A; Natalie Baverstock (Stalham town council) = all abilities access</p>
5.2	<p>PR said that he had difficulty reviewing the large spreadsheet on a tablet and wondered if NCC could provide him with a laptop computer.</p> <p>GD echoed this and wondered if NCC ever disposed of old IT equipment that could be passed to volunteers working for the Council.</p> <p>ACTION: SW to find out</p>
6	<p>Dates and timing of future meetings (to feed in to NLAF meetings – see NLAF meetings schedule for 2020)</p> <p>NAIP subgroup: 19th December 2019 at 10am, County Hall</p> <p>Communications subgroup: SW to doodle for date 6,7,8, 13, 14 November,</p>

Appendices

1. Minutes of NAIP subgroup (21st May 2019)
2. Minutes of meeting to discuss NAIP communications (7th August 2019)
3. Proposal: reporting on NAIP
4. 2019 – 2020 NAIP Delivery Plan spreadsheet

NORFOLK LOCAL ACCESS FORUM

Exploratory meeting with NCC comms to look at communications for the Norfolk Access Improvement Plan (NAIP)

Date: Wednesday 7th August **Time:** 10 am to 11am

Venue: County Hall meeting room 6, floor 7

Present: Hugo Douglas-Deane (NCC Communications); Geoff Doggett (NLAF); Martin Sullivan (NLAF); Paul Rudkin (NLAF); Su Waldron (NCC)	
1	Introductions - ALL All gave brief introductions on their involvement with the NLAF and Pathmakers. HDD went through his role and team – part of very large NCC Communications Department reporting directly to Andrew Proctor
2	NAIP and Delivery plan- background – SW/ ALL <ul style="list-style-type: none"> • Ran through NAIP presentation (used at the Parish Paths seminar) • Referred to Delivery Plan (not in detail) • MS said he had been disappointed that the NAIP hadn't been promoted when first approved. NAIP subgroup had highlighted the need to promote stories, projects and initiatives (sizzle) in NAIP context as they arose • PR happy to help with NAIP monitoring • HDD asked for clarification on the difference between Pathmakers and the NLAF – MS ran through each organisation's remit • HDD said Cllr Andy Grant is now the NCC Cabinet Member for the Environment (previously was Cllr Martin Wilby)
3	Communication/ promotion for the NAIP - ALL Discussion on promotion e.g. <ul style="list-style-type: none"> • GD felt that innovation was needed to promote specific projects and activities that deliver NAIP objectives and put forward 3 suggestions: <ul style="list-style-type: none"> ○ To investigate/ create a database of Norfolk parish magazine editors, complete with publication dates to enable articles/ news stories to be directly emailed through. SW/HDD said NCC had a list of all parish clerks in Norfolk which could help gather the information. Hyper-local information – which could be presented on a website page via map with location pins (e.g. see www.waveneyheritage.org for example). HDD said that he would need an Excel list of email addresses of editors to be able to contact them directly. PR wondered if NALC (Norfolk Association of Local Councils) already had a database of editors ACTION: SW to find out if NALC (Norfolk Association of Local Councils) already had a database of editors. ○ To create a media partnership with other organisations to promote NLAF/ NAIP e.g. Norfolk Wildlife Trust (Tern), the Norfolk Coast Partnership (Coast Guardian); the Broads

Authority; and to input regularly to NCC publications with a wide readership such as Your Norfolk.

ACTION:

- To seek support of three patrons to raise the profile of countryside access in Norfolk e.g. Stephen Fry; Viscount Coke; Paul Heiney) etc

ACTION:

- Hooks for NAIP that NCC comms can help promote:
 - Parish Paths seminars – next one due October. 3rd one due in 2019. GD – potential to use South Norfolk Council Offices for South area event?
ACTION: SW to note South Norfolk Council offices as potential venue for 3rd Parish Paths seminar.
SW? to draft press release to promote seminar, outcomes, NAIP reference
- Other wider NLAFF/Pathmakers projects
 - Walking Festival
ACTION: Ella/ Kate MacKenzie to advise
 - Lift Off (Pathmakers)
ACTION: SW to send HDD Ella Meecham's project update – and HDD to follow up with her if further info needed over further potential news story
 - Community Friends Walks (project now delivered)
 - Pathmakers 'Paving the Way' (if clear NCC angle)
- HDD advised that specific stories/ hooks will be will see if anything can be included in the October Your Norfolk. HDD developing Your Norfolk Extra – the online version of the magazine.
- HDD can help with promotion for the NLAFF and any Pathmakers projects that have a clear NCC involvement. Hooks for communication will be needed with the NAIP referred to, but not the focus of the communication
- New graphic/ picture focussed NAIP presentation needed to enable experienced and willing NLAFF communicators to promote the NAIP to local groups (e.g. GD, others e.g David Hissey). Would need to feed into
ACTION: SW to draft new NAIP generic presentation for HDD to improve
- Summary version of NAIP needed (specific/ general audience?)
ACTION: SW to draft for HDD to view/ suggest improvements
- TOR and membership of the NLAFF/ Pathmakers Communications subgroup noted with suggestion that further members were included: a representative from NCC Comms team (HDD); Ella Meecham (Norfolk Trails)

4 Next steps

- Send notes to NAIP subgroup / members of comms group absent from meeting
- NAIP subgroup meeting due 26th September. Review progress

Attachments – all available via dropbox here:

https://www.dropbox.com/sh/h3gg8nbgaso413l/AADtrdjV2nBehhOq_ZQsBsVVa?dl=0

NAIP presentation

[NAIP link](#)

Delivery Plan ([spreadsheet](#))

[Parish Seminar pack](#)

[NAIP s/g TOR](#)

[Comms s/g TOR](#)

Norfolk Local Access Forum PROW Group : Vision and Ideas sub group

Second meeting to be held on 31st October 2019 at 1030 at County Hall
(Meeting room 8, South Wing)

AGENDA

1. Notes on Outcomes of First meeting held on Thursday 16th May
(circulated by e-mail from Su Waldron on 27th June)
2. Quantifying the benefits of the PROW network.
 - Updates on any new results from walks monitors etc RW
 - Agreement on per capita benefit to be applied to NCC PROW network
(MENE value: Health value: Natural capital value)
 - Methodology for calculating indicative numbers of NCC PROW network users
 - Measurement of health benefits of PROW network
 - Source of benefits and who gains commercially.
3. A vision for the maintenance and development of the PROW network.
Appendix 1) . Discussion of issues in para.6 and 7.
4. Possible approaches for NLAf endorsement and external and internal marketing of the PROW and Trails network and its benefits (Appendix 2) .

Appendix 1. Vision

1. The value of the PROW network to its users and to the community is likely to be substantially in excess of the costs of maintenance. The sub group is aware that the benefits of the Norfolk trails network is over £17m per annum based on a value of £23 per visit for the Norfolk Coast path and £6 per visit for the other trails. To extrapolate this to the PROW network requires information on numbers using the paths and agreed per capita benefits including those for health. Item 2 of the agenda addresses these points . However it will not be difficult to prove that the benefits are substantially in excess of a maintenance and management budget of approx. £500k per annum. It would be helpful to know the exact source of the benefits so that we know who is benefitting financially from the activity.
2. The expenditure on maintenance of PROW assets appear to be driven by budget constraints on operational expenditure which operate regardless of benefits. There is no information available on the optimal level of expenditure needed which might be obtained if an Asset Management Plan approach involving measures of asset condition and remediation were to be adopted. The pragmatic approach which is being applied is to fix a sum of money available for maintenance (around £350k per annum) and then to programme and prioritise its use according to problems uncovered either by staff carrying out maintenance work or through the on line problem reporting mechanism which relies mainly on third party detection of issues. Each year a decrement is applied to the budget . External sources of funding are available for new trails or for projects to improve accessibility for users with mobility problems. The overall effectiveness of this pragmatic approach, in terms of continued ease of access to the network and ability to use it without blockages or without users losing confidence in their ability to complete their walks , is not measured and is largely a matter of perception.
3. Unfortunately the perception among many regular users is that standards are falling on the PROW network although there is still a largely positive and appreciative perception of the Trails network.

4.The problem with the approach of decremental budgeting for the PROW network is that the focus of user comment is around situations where there is a negative situation or problem and hence perception of the PROW network fails to reflect its many positive aspects.

5.Working with NCC the NLAF have produced an Access Improvement Plan which sets out objectives for attainment of a well maintained and accessible network . NLAF are seeking ways of communicating this plan to key users and the community generally . Endorsing the plan and the capacity and benefits of the PROW network, which is beneficial for tourism, health, communities and the Norfolk brand is part of NLAF's role. Some outline suggestions for the segmentation of the PROW user base and key messages for marketing to the appropriate audience are put forward in Appendix 2. These marketing ideas are indicative that branding opportunities are available and could attract increased access to the network.

6.The question is whether the positive benefits which NLAF can endorse and which can be realised in practice will be matched by expenditure on the PROW network which will ensure that the asset can deliver the claims for it. How can the benefits be monetised to ensure that this happens.? There will be opportunities for sponsorship or delivery through Pathfinders or some other voluntary body but there is also a need for a shift in the strategy of NCC to manage its expenditure on the asset to reflect the benefits which are being marketed.

7.If NLAF are able to attract funding or sponsorship for themed Activities such as Walking Norfolk's 300 or Norfolk for Walking is there a quid pro quo which NCC can offer to attract sponsors and which would indicate support for the PROW network ?

Appendix 2 .

The following table offers up some ideas which might be adopted to market activities based around the PROW network and which might then be used to attract external funding or sponsorship from walking organisations, equipment and retail companies, hotels and individuals against a quid pro quo commitment to the network from NCC.

Audience	Medium	Message
Visitors	Web/ NCC Pubn	Big Sky strolls.Themed walks.
Locals	Web/Parish	Footpath therapy
Walkers	Web	Walking Norfolk's 300 Themed walks.
All	Web	Norfolk for walking
Councillors	Papers/PC	Small investment/Big returns
Developers	Press/ Web	Sustainable Sponsorship
Landowners	Press/Journals	Share and Care paths
Ramblers etc.	Letter to Area	Modest annual support
Public	Press/Web	Silver boot members

Created by Bobbie Matulja on Wed, 21st Aug 2019 at 6.48pm

Concerns have been raised at the last two Worcestershire LAF (WLAF) meetings about the increased use of vehicles on bridleways and footpaths. The problem is particularly (but not solely) associated with planning applications for new developments or changes of use where vehicular use by landowners and visitors to their premises is permitted under Property Law, where the amount of vehicular use will increase significantly. These proposals often use the historic access via a footpath or bridleway that may be upgraded but will not be adopted as a publically maintained road.

The Road Traffic Act 1988 Section 34 states that vehicular use of PRow is an offence 'without Lawful Authority', but the Act does not define what lawful authority is or where it rests with respect to planning applications which will increase the level of vehicular use. For example - a farm estate accessed along a 400 metre lane footpath with several other footpaths terminating on it applies for an additional 20 parking spaces for business use. We suspect that our local authorities have difficulty in deciding just what is 'Lawful Authority', and that they invariably avoid the issue by issuing planning applicants with an 'Informative' referring to the RTA 1988 S.34.

Other implications of using bridleways and footpaths as access roads are:

- a. Possible conflicts between the Road Traffic Act and landowners' rights under Property Law, particularly where no landowner is known or where a sole 'right' is sold to multiple new landowners/users.
- b. Possible conflicts with the policy requirements of National Planning Policy Framework paragraph 98 and the Highways Act 1980 s.130 which require Local Authorities to 'enhance and protect' PRow.'
- c. Possible conflicts with the recent policy thrust in Statutes that introduced additional restrictions on the driving of vehicles on PRow - eg. Countryside and Rights of Way Act 2000 (s.47 & s.48) which significantly reduced allowable vehicular usage, and with the Natural Environment and Rural Communities Act 2006 (s.66 & s.67) which limited the claiming or creation of PRow with vehicular rights.
- d. Who becomes responsible for the future maintenance and safety of these new accesses?
- e. Potential maintenance costs to the PRow Authority caused by vehicle damage to the PRow surface.

WLAF wrote to Defra on May 9th 2019 advising that the Road Traffic Act Section 34 needed to be clarified and/or amended to reflect modern circumstances and practices. We requested that guidance is published on the interpretation of 'Lawful Authority' with respect to the acceptable vehicular use of PRow under RTA 1988 S.34. Defra replied on May 21st advising that the issue is 'a local matter and is the responsibility of Worcestershire County Council'; that "some buildings or property have private access rights over certain paths and these should be specified in planning permissions, house transfer documents etc." and that neither Defra nor the Department for Transport "has any plans to review current policy". WLAF has just sent a further letter to Defra dated August 20th 2019 querying their advice and asking them to consider issuing formal advice to local authorities on this issue.

Copies of our initial letter dated May 9th 2019, Defra's response to it and this latest letter have all been uploaded to this folder. WLAF would like to know if other LAFs have similar concerns about the increasing use of vehicles on PROW - and if they do, whether they write in support of the discussions WLAF have had with Defra?

Hilary Winter Tue, 27th Aug 2019

Thank you Bobbie. Interesting. I will bring your papers to the attention of the Devon Chair and our local authority.

John Sugden Tue, 17th Sep 2019

I understand the problem, but it seems to me that the law is clear enough. S34 of the Road Traffic Act is not just about public paths - it applies to all land other than public vehicular highways. Lawful authority means the owner allows the vehicle to be driven there. This might be by implied invitation (eg when you drive onto a supermarket car park) or because the owner has no choice if there is a private right of way for vehicles over his land. But I can't see that this has anything to do with planning. If a planning application will cause the intensification of vehicular use of any highway, including a public path, then this is a material consideration and could justify an application being rejected. But obviously this will depend on the circumstances. In my experience the problem often arises from lack of communication between the highways and PROW staff of the HA - the planners consult and a highway engineer fails to understand that a private vehicular road may still be a public highway.

Walter Michael (Mike) Everitt Wed, 25th Sep 2019

The law does not seem clear to our Local Authorities, be they planners or the highway/PROW authority. They invariably respond to planning applications that involve significant increases in vehicular usage of footpaths and bridleways for access to new developments of many houses by advising the applicant to satisfy themselves that they have 'Lawful Authority'. There is an obvious conflict between the Road Traffic Act and Property Law and applicants are allowed to choose for themselves without further checks or discussions which law applies. The Road Traffic Act requirement was originally introduced in the 1930s, apparently with the intention of limiting vehicle use on footpaths and bridleways whilst protecting historic access rights to isolated houses etc. The wording of 'Lawful Authority' has not changed since then but is now being circumvented by developers due to the conflict with Property Law. Central Government guidance is needed.

John Sugden Wed, 25th Sep 2019

There is no question of the applicant being able to choose which law applies - they both do. A valid planning permission does not override highway law - for example an applicant may be given permission to build a house on a right of way but cannot do

so without a separate closure or diversion order. Where a development involves increased vehicular use of a public path then the planning authority has to consider whether the effect on the public is enough to reject the application. But if it is decided to grant the application then it cannot go ahead if the use of the path is unlawful. It seems to me proper that the planners should point this out to the applicant, but they are not required to adjudicate on whether the use is lawful or not. I still think the 1930 Act is clear enough - use would be unlawful if it were to constitute a trespass at civil law. But this itself can become very obscure and justifies the planners standing well back. I can think of an example from our LAF area. Farmer A's farm was accessed by a private road over farmer B's land, which was also a public footpath. A applied to convert his farm into a golf course with obvious intensification of use of the access road - the application was granted. But B said that A's right of access was by way of a deed of easement that specified that the right was only to be exercised for agricultural purposes - I assume he was right as the development was never able to be carried out. It would thus appear that a vehicle driven to A's farm for any non-agricultural purpose would contravene the 1930 Act as well as being a trespass against B.

Bobbie Matulja Thu, 26th Sep 2019

I see what you are saying, John - but your example was only refused permission because of a valid objection from Farmer B. When we discussed this issue at Worcestershire LAF, we were concerned that if the applicant is able to simply tick a box on a Planning Application form indicating that he has "lawful authority", it might be possible for path users to bring legal action against him in future years. Specially having seen what has just happened to Boris Johnson - who thought he had "lawful authority" to prorogue Parliament - at the Supreme Court!!

Walter Michael (Mike) Everitt Sun, 29th Sep 2019

I offer the following thoughts on John Sugden's comments made on 25 Sept: 1. A specific purpose of the 1930s, and now 1988 Road Traffic Act Section 34 appears to have been to limit the legal level of vehicular use of footpaths and bridleways whilst allowing historic access rights to isolated houses etc. Without those existing historic access rights there would have been no need in the 1930s for this specific restriction in Section 34 covering footpaths and bridleways. Illegal vehicular use of such land could have been dealt with under Trespass Law. However Property Law appears to now being used to allow current owners of 'historic access rights' unlimited authority to extend or dispose of those 'access rights' to as many new users as they wish. Thus, while both Laws may apply, there seems to be a conflict in what they were or are trying to achieve – hence the request for interpretation of the Law or policy guidance. 2. There are many examples of structures having been built on PROWs without a Diversion or Closure Order being approved – the Law is either overlooked or ignored! Moreover, once built, Local Authorities rarely take enforcement action against the owner due to cost and resources issues, possible emotive public opinion or due to the restrictions imposed by the Highways Act 1980 Section 130A Notices (4). 3. It is not being suggested that Planning Authorities 'adjudicate' on whether use is lawful or not but that they do have a responsibility to check that applicants have

lawful authority. Such a requirement would appear to be no different to applicants having to certify on planning applications about the ownership of development land. After all, Planning Authorities do have a requirement under the National Planning Policy Framework to 'protect and enhance' PROWs as well as guidance in Defra Circular 1/09 that PROW impacts are a material planning consideration. 4. If applicants do not have to certify or provide evidence of lawful authority, how are Authorities or the public to know if vehicular usage is lawful or not and thus if the law is being broken or ignored? There does not appear to be any public register or other source of lawful vehicular access rights on footpaths and bridleways to advise them.

Norfolk Local Access Forum

Report title:	Pathmakers
Date of meeting:	16 October 2019
Responsible Chief Officer:	Steve Miller (Assistant Director, Culture and Heritage)
Strategic impact Pathmakers Charitable Incorporated Organisation is the charitable arm of the Norfolk Local Access Forum. Each of the NLAFs subgroups includes a Pathmakers trustee member.	

Executive summary

An update on Pathmakers is provided for the full NLAf membership.

Recommendations:

1. **NLAf to note 3 further trustee appointment to Pathmakers**
2. **NLAf to note updates from the recent Pathmakers meetings and to offer support for Pathmakers activities**

1. Proposal (or options)

1.1. Trustee recruitment

- (i) NLAf appointments to Pathmakers (3 year term)
 At the July 9th 2019 NLAf meeting, 2 NLAf trustee appointment were approved for a 3 year term: Kate MacKenzie (previous NLAf member and previous Pathmakers trustee) and Simon Fowler (NLAf member). Their appointments were confirmed to them in writing. They were appointed to the following roles with Pathmakers: Simon Fowler (legal expert for the trust); Kate MacKenzie (administration, governance and operations management for the trust).
- (ii) Pathmakers direct trustee appointments (3 year term except financial role which is 4 years)
 Three 'meet the trustees' meetings between new and existing trustees were held in mid July to early August as the final stage of the recruitment process. Subsequently, Pathmakers made the following trustee appointments: Paul Cowley (23rd July) (leading on project management); Andrew Logan (13th August) (community engagement and volunteering); Charles Auger (22nd July) (financial management) – 4 year appointment.
- (iii) Ex-officio trustees
 Martin Sullivan (Chair of the NLAf) (leadership and strategy)
 John Jones (Head of NCC Environment Team) (leadership and strategy)
- (iv) Vacancies
 There are 3 trustee vacancies (NLAf appointments to Pathmakers) (roles in : marketing and communications; fundraising). Members of the NLAf are most welcome to apply and are asked to promote the vacancies widely.

1.2. **Pathmakers AGM and meeting 24 June 2019**

- (i) Minutes of the Pathmakers meeting held on 24th June 2019 are appended (Appendix 1)
- (ii) Changes to the Charitable Objectives and number of trustees had been approved and registered with the Charities Commission
- (iii) 5 reports had been received from UEA students (environmental consultancy)
- (iv) Lift Off and Paving the Way (HLF) projects were discussed – see separate lines of this report.

1.3. **Pathmakers meeting 23rd September 2019**

- (i) Minutes of the Pathmakers meeting held on 23rd September 2019 are appended (Appendix 2)
- (ii) Lift Off and Paving the Way (HLF) projects were discussed – see separate lines of this report

1.4. **Lift Off**

- (i) The LiftOff project is underway with monthly Internal Officers' Group meetings taking place monthly to which the Pathmakers trustees are invited
- (ii) Programme of work trials established – see <https://tockify.com/pathmakers/monthly>
- (iii) Trustees are developing a survey of local businesses within the project area <https://www.smartsurvey.co.uk/s/LiftOffBusiness/> to better understand challenges faced recruiting and retaining staff in rural Norfolk. This will boost volunteer hours on the project.
- (iv) Update from Ella Meecham (Project Officer) to Pathmakers appended (Appendix 3)
- (v) Project referrals (participants on Lift trials) still needed

1.5. **Paving the Way (HLF)**

- (i) Trustees agreed at their meeting on 23rd September that the project would commence in January 2020
- (ii) Trustees will meet on 18th November to discuss project start up in detail

2. Evidence

- 2.1. Please see proposal

3. Financial Implications

- 3.1. LiftOff and Paving the Way involve external funds awarded to Pathmakers

4. Issues, risks and innovation

- 4.1. Pathmakers is itself innovative: it is believed to be the only example of a charity set up by a Local Access Forum.

5. Background

- 5.1. Please see proposal

Officer Contact

If you have any questions about matters contained in this paper or want to see copies of any assessments, eg equality impact assessment, please get in touch with:

Officer name : Martin Sullivan

Tel No. : 01603 879741

Email address : martinsullivan4x4@yahoo.co.uk



If you need this report in large print, audio, braille, alternative format or in a different language please contact 0344 800 8020 or 0344 800 8011 (textphone) and we will do our best to help.



AGM 24th June 2019 at 1030 followed by meeting

OUTCOMES

Invitees:

Trustees:

Martin Sullivan (MS) (Chair); Ann Melhuish (AM); John Jones (JJ); Kate MacKenzie (KM);

Cc Jenni Turner (JT)

Guests

Su Waldron (SW)
Sarah Abercrombie (SA)
Sophie Cabot (SC)
Ella Meecham (EM)

Supporting documents uploaded to Dropbox: access them here:

<https://www.dropbox.com/sh/mwgptwdl7pq3btp/AAD4n9c8XBdWeCCuiZKJpHvJa?dl=0>

(if you have any difficulties accessing these I will email them directly to you).

AGM – attended by trustees and SW

Item and recommendation		
Item	Time	
1.	1030	Appointment of Pathmakers Chair KM proposed that MS was Chair, seconded by AM. MS accepted

2. 1035 Votes of thanks
 - 1040 • Jenni T who has resigned from Pathmakers owing to teaching commitments was thanked for all her significant contribution to Pathmakers projects over the past 3 years
 - Tribute to GS – arrangements ongoing
 - Thanks to Julie Berry for doing the financial audit for the end of year
3. 1040 Trustees declaration
 - 1045 • all confirmed their ongoing eligibility to act as Pathmakers trustees. Signed declaration [here](#).
4. 1045 Trustee agreement on 2 resolutions concerning alterations to the charitable objectives and number of charity trustees.
 - 1050 • Trustees signed the 2 resolutions
 - [Alteration to charitable objectives \(PENDING permission\)](#)
 - [Alteration to number of charity trustees](#)
 - SW to send off signed copies to the Charities Commission within 15 days. The alteration to the charitable objectives is subject to permission to proceed from the Charities Commission. Permission has been sought (awaiting response)
5. 1050 Report of activities 2018 - 2019 (Trustees Annual Report - TAR) – for submission to the Charities Commission.
 - 1100 The trustees agreed the [Pathmakers Annual Report 2018 – 2019](#) which was signed off by the Chair.
6. 1100 Financial report for year end March 31st 2019.
 - 1110 The trustees agreed the [Pathmakers financial report for 2018 – 2019](#) which had been checked over by Julie Berry. The report was signed off by the Chair.

SW to submit Pathmakers TAR and financial report to the Charities Commission
7. 1110 Trustee recruitment programme (covered here rather in later meeting)
 - 1115 • Deadline extended to 30th June
 - SW had sent out emails and registered the opportunity widely to promote the recruitment (to/via: NCC Environment Team; direct emails to National Trust, New Anglia, local nature conservation/environment bodies, Norfolk AONB team, Visit Norfolk, CPRE, CLA, UEA business school and school of accountancy and school of landscape history; registration with Voluntary Norfolk; registration with Honorary Treasurers' Forum; registration with Institute for Chartered Accountants;

further personal contacts) and had received excellent advice from CAN.

- SW said that there were 5 completed applications with 3 further applications partially completed plus 2 ex-officio members. One completed application only was from a current NLAF member
- KM expressed concern that not more of the NLAF had applied but it was agreed that this could be because many were new to their NLAF member role.
- There was discussion on the best way forward to complete the recruitment. It was agreed that the selection panel would comprise the two ex-officio trustees (JJ and MS) plus SW which would cover NLAF and Pathmakers representation. KM and AM felt they should not take part in the selection as their own applications would be under consideration.
- Selection procedure had been agreed [in outline previously](#): that selection panel would review applications assessing the suitability of candidates on the basis of their experience and skills. A scoring mechanism or other such method of systematically assessing applications would be adopted by the selection panel to agree trustee appointments.
- After discussion it was agreed that further extension of the recruitment deadline (beyond 30th June) was not desirable. However, JJ would still approach Pamela Abbott (NWT) and MS would approach Hilary Cox to ask if either were interested in becoming trustees – for consideration if there were still gaps in the trustee complement
- Date for review of applications was set for 2nd July at 2pm.
- Timeline (SW – done after meeting, and put into NLAF report for 9th July meeting):
 - 30/6/2019: end of recruitment
 - 2/7/2019: selection panel to agree appointments (subject to NLAF approval)
 - 9/7/2019 or 16/10/2019: NLAF meeting – approve appointments
 - 10/7/2019 (or 17/10/2019): appointment letters issued
 - 1/9/2019 (tbc): induction for new trustees
 - September (tbc): trustees attend LiftOff IOG
 - September (tbc): trustees attend first Pathmakers meeting (about 1 month prior to October NLAF meeting)
-

Meeting attended by the trustees plus EM, SA, SC, SW

8. 1115 Minutes of the last meeting (8th March 2019)
-
1120

- KM had agreed to send through headings for a new cash flow spreadsheet to help keep track of Pathmakers finances. **KM to send through to MS (as interim treasurer).**
 - **Still outstanding: Pathmakers activities registered on the Charities Commission website. Could follow once charitable objectives have been updated.**
 - **Action Plan for 2019 / 2020– outstanding.** SW to address (covered under this meeting)
 - EM had circulated the Geovation "[Community Friends' Walks](#)" project report which the trustees were very pleased with. One of the main recommendations was the use of the 'Go Jauntly' walking app (platform app rather than developing something bespoke) to encourage participation in outdoor walks: this recommendation has already been taken forward by the Marriott's Way project. Project is on the agenda (see later in notes)
9. 1120 Review of the business plan and action plan for 2019 / 2020
-
- 1125
- Meeting looked at the draft business plan/[action plan](#) last updated in June 2018.
 - **SW to add achievements to the plan for 2018/19 using information from the TAR**
 - **SW to create new plan for 2019/20**
 - SA advises applying for further £30,000 from Geovation fund to develop Community Friends Walks further
 - Liftoff would be completed by 2020
 - SA had applied for further funding for Pathmakers
 - KM said Pathmakers profile would be critical to get a better flow of income to the charity
 - It was noted that the start of the HLF Resilient Heritage project would dovetail well with the appointment of new trustees
 - KM said she was concerned that the trustees' time should not be overcommitted
10. 1125 UEA student projects
-
- 1130
- 5 reports had been received: Greenways; Marriott's Way; Pushing Ahead; SAIL; Walsingham with one further report outstanding (Rackheath green infrastructure). One project report had been deleted by UEA
 - Trustees still felt they hadn't had sufficient involvement with the projects
 - **SW to summarise main findings for each project**
 - **SW to send report for Walsingham to Elizabeth Meath-Baker**
11. 1130 LiftOff update
-
- 1155
- EM gave a [presentation](#) on progress with the project to date with LiftOff
 - Referrals have begun

- Hosting organisation agreements signed with NWT, Norfolk Archaeological Trust; Ringsfield Hall and Salhouse Broad
 - JJ recommended including the Norfolk Windmills' Trust
 - 7 applicants will commence work trails w/c 1st July 2019
 - KM was keen to visit EM on one of the early worktrials – EM to send details
 - 1st project claim would be made this week
 - Trustee were reminded to record their time volunteered on Liftoff. This can be done electronically via monthly sheets – link emailed out e.g.
https://www.smartsurvey.co.uk/s/TIME_JUNE2019 AM requested paper copies – SW to arrange.
 -
12. 1155 Community Friends' Walks - next steps
- 1210
- EM/SC to send report to Geovation
 - SC to pull out material suitable to promote digitally.
 - KM to write endorsement from trustees
 - Potential commercial angle
13. 1210 Paving the Way for Pathmakers
- 1225
- £29,200 funding from HLAF for the project. Project must start within 6 months of funding
 - Project will need to commence in October 2019, running through to September 2020
 - JJ keen to look into a 2nd HLF bid – ideas discussed as follows:
 - Swannington Upgate boardwalk (original idea was seeking Biffa funding) – however, there had been some issues regarding ownership of land
 - Easy Rambles (SAIL link) which would include a walks booklet
 - KM and SA would work up project ideas prior to October Pathmakers meeting
14. 1225 AOB
- 1230
- Pathmakers had received a letter from HMRC regarding registering for charitable recognition to enable it to claim charitable exemptions. SW to run past Julie Berry to find out what implications this might have.
15. DONM
- 23rd September 2019 at 11am. Meeting Room 1, Floor 2, County Hall



OUTCOMES Pathmakers meeting

23rd September at 11am, County Hall Room 1 Floor 2 (coffee at 1030)

Invitees:

Trustees:

Martin Sullivan (MS) (Chair); John Jones (Chair) (JJ); Kate MacKenzie (KM); Simon Fowler (SF); Paul Cowley (PC); Andrew Logan (AL); Charles Auger (CA)

Guests (NCC)

Su Waldron (SW)
Sarah Abercrombie (SA)
Sophie Cabot (SC)
[Ann Melhuish (AM)]
Ella Meecham (EM)

Apologies

Martin Sullivan (MS)
Ella Meecham (EM)

Supporting documents:

<https://www.dropbox.com/sh/d8c1tgt9t5k23do/AAAWnnoXz6bD3LjO6CvqyVQ5a?dl=0>

AGENDA

Item number	Time	Item
1	1100 - 1105	<i>Welcome, apologies. Actions arising from last meeting. Vote of thanks to Ann Melhuish (who is no longer a trustee) – MS/ALL</i>

- Martin had sent apologies – unable to attend due to ill health
- The meeting thanked AM for her input to Pathmakers over past years.
- Actions from last meeting. Still outstanding:
 - SW to summarise main findings for each UEA student consultancy project;
 - Other things covered under current agenda.

LiftOff update and trustee activities/ time contribution
Expenditure forecast.

EM update
 SC/EM/ALL

SC updated the meeting on progress with LiftOff :

- Referrals still needed (participants on Lift Trials) for October;
- SA asked if MAP (Mancroft Advice Project) was involved. SC confirmed it was;
- Tockify calendar
<https://tockify.com/pathmakers/monthly> includes dates of work trials. The trustees asked for it to be updated so that they could see what was arranged with a view to attending some sessions.
ACTION: SC/EM to update Tockify calendar with dates for October/November.
Trustees to confirm which trials they could attend (PC keen to participate in at least one event)
- Access audits arising from work trials will be made available to participating host businesses (and 'owned' by Pathmakers);
- First aid training to take place for participants in October
- SC had contacted NCC Lift team for advice on claim. Possible to submit a project change request e.g. to reduce direct activity expenditure (no longer necessary because EM has been doing more herself).
- CA asked if the project length could be extended. SC: not unless NCC remains a Lift partner beyond February.
ACTION: SC to revise budget and circulate to trustees.
- Excellent that trustees had attended the recent internal IOG (Internal Officers' Group) meeting for the project.
- Project had taken time to get going. SC said that to reach projected volunteer time target trustees would need to put in around 9 hours per month (volunteer time from other organisations could be sought);

ACTION: EM to look at 'Friends of' groups to increase

volunteer hours on the project. Trustees to record time on the project on timerecording sheets.

- Trustees working on survey of businesses for the project
<https://www.smartsurvey.co.uk/s/LiftOffBusiness/> and agreed to spend time outside the meeting developing this for the project. 'Carrots' for businesses are: (i) help with [signing up to become a disability confident employer](#) and (ii) help with registration as a '[mindful employer](#)'.
- KM had already phoned two businesses. CA had explored the use of TripAdvisor. AL had phoned Bewilderwood.

ACTION: trustees to share list of businesses amongst themselves to prevent duplication of effort and to work out how to manage their efforts. SW to provide full editing rights to Pathmakers Dropbox folder for the trustees to help.

- SC suggested that NCC Economic Development team could help with a database of business contacts.

ACTION: SC to put trustees in touch with Economic Development team

ACTION: SC to look into promotion of survey via other means.

- Trustees asked if the next IOG meeting (scheduled for 23rd October at 2.30) could be altered.

ACTION: SW/SC to send a doodle poll to find alternative date.

- Trustees agreed that their Lift timesheets would record 1.5 hours against the project for this meeting and 1 hour for Pathmakers business.

[HLF- Paving the Way](#). Sign permission to start form. Agree date for start up meeting – SA/ALL

- New trustees were happy with the project and agreed to the proposed new start date for the project to January 2020
- Trustees agreed that MS should sign the permission to start form.
- Trustee bank signatories need to be finalised.

ACTION: MS/ CA – finalise bank signatories

ACTION: MS to sign permission to start form. SA to send off to HLF.

Business Plan and 2019 – 2020 Action Plan - ALL
Cash flow

- | | | |
|---|----------------|---|
| 4 | 1145 -
1215 | <ul style="list-style-type: none">• Trustees happy with 2019-20 action plan, which reflects HLF/ LiftOff etc• JJ explained that Pathmakers feeds into each NLAF meeting and that Pathmakers is represented on each of the NLAF's subgroups.• Development of business plan/ refinement of action plan to follow as part of the HLF 'Paving the Way' project. |
|---|----------------|---|

ACTION: SW to share Terms of Reference for the Norfolk Local Access Forum's subgroups.

HMRC letter. Amazon Smile. MS

- | | | |
|---|----------------|---|
| 5 | 1215 -
1220 | <ul style="list-style-type: none">• HMRC letter. SF recommended that Pathmakers should register with HMRC as indicated in their letter although as Pathmakers doesn't currently trade, there are no tax implications at the moment. |
|---|----------------|---|

ACTION: MS/ CA to register Pathmakers with HMRC

Treasurer's report and signatories for the Pathmakers bank account - confirmation MS/CA

- | | | |
|---|----------------|--|
| 6 | 1220 -
1225 | <ul style="list-style-type: none">• CA confirmed he is working with MS on the Pathmakers bank mandate and signatories.• CA said MS was working on the treasurer's report• KM suggested that as part of the HLF project, Pathmakers could consider purchase of an accounting package. |
|---|----------------|--|

ACTION: MS to circulate treasurer's report

Indemnity insurance for trustees – SF to lead

- | | | |
|---|----------------|--|
| 7 | 1225 -
1230 | <ul style="list-style-type: none">• SF recommended that Pathmakers takes out trustee professional indemnity insurance. |
|---|----------------|--|

ACTION: SW to investigate

- | | | |
|---|----------------|---|
| 8 | 1230 -
1240 | <p><u>UEA student reports</u> (collated). Agreement on involvement with next year's programme – ALL</p> |
|---|----------------|---|

- SW explained the background to the scheme, and the way it works between NCC Environment Team, Pathmakers and UEA
- Trustees were very interested in the scheme and would like to be involved again.

ACTION SW to circulate the UEA brief (student consultancy) and presentation given to 'pitch' this year's consultancy projects

9 1240 -
 1250

George Saunders - *legacy* CHAIR

ACTION: defer until next meeting – for MS to lead AOB and DONM (and Paving the Way meeting)

3 trustee vacancies (10 is maximum number: there are currently 7 trustees).

Specific areas of expertise sought:

- communications and marketing;
- fund-raising

10 1250 -
 1300

ACTION: ALL trustees to ask appropriate contacts to consider joining Pathmakers to further strengthen the group.

SW to contact BLAF to find out if any of their members would be interested in joining Pathmakers.

Next meeting: HLF start up: 18th November 10am to 3pm – County Hall (meeting room 2, floor 3). Lunch to be provided.



Pathmakers

Connecting Norfolk countryside & communities

LIFT OFF Project Update

Pathmakers Meeting 23.9.2019

Referral Agencies

- Referrals are still being recieved by **On Track** and **Fakenham Connect** and **North Norfolk Job Centre Offices**.
- Referrals have slowed in recent weeks and need to push recruitment for the second stage of the project, so if anyone has any suggestions or contacts for referral organisations please get in touch!!

Host Business Sites

Hosting organisation Agreements signed with:

- **Norfolk Wildlife Trust.**
- **Norfolk Archaeological Trust**
- **Ringsfield Hall Eco education centre**
- **Salhouse Broad**

Since the last Pathmakers update hosting agreements have been confirmed with..

- **Salle Moore Farm**
- **Sculthorpe Moor Hawk and Owl Trust Reserve** who have just been successful in a funding application to carry out a large access improvement project and are happy for the work trial volunteers to help out with the practical work.

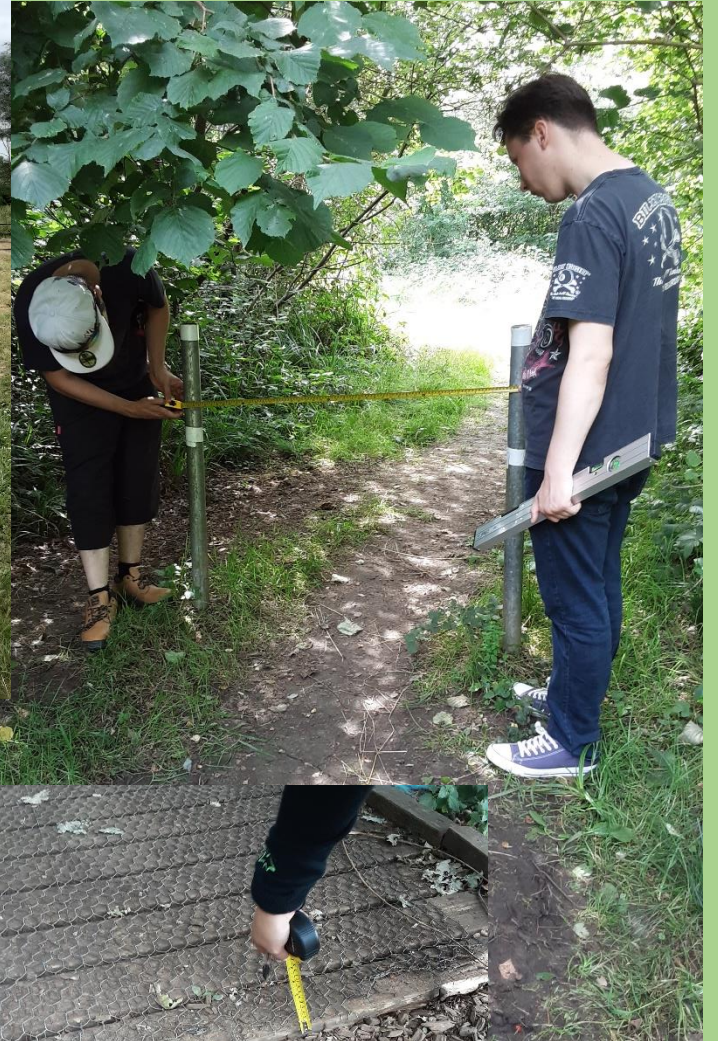
Ella is also in the process of organising some training workshops for the host business sites including bid writing and project management. This was a request by one of the sites to help better their chances of being successful when applying for funding to do carry out much needed access improvement works.

Participants

- We have had 13 applicants to the project in total
- Some have left the project and one participant has gone on to receive a full time apprenticeship!
- Ella is currently working with 6 regular individuals, divided into two small groups dependent on their geographical location.
- Later applicants will be included on second work trial stage beginning in October, with the first group having the option to continue throughout the duration of the project.
- Ella is in the process of booking the current participants onto First Aid training in October and some online E – Learning courses through UK Rural Skills.

Access Audits

- Access audits have been completed at:
- **NWT** Foxley Wood and Holme Dunes
- **NAT** St Benets Abbey, Burgh Castle and Caistor Roman Town
- Salhouse Broad
- Ringsfield Hall
- And Sculthorpe Moor Access audit set to go ahead 26th September, with future dates to be put onto Tockify. Anyone who would like to come along email ella.meecham@norfolk.gov.uk to confirm times etc.
- Audits are now being written up with the participants as part of the work trials and will help to develop their I.T skills, and includes using design and mapping software.
- Audit findings will be presented to the host business sites once these are complete.



Norfolk Local Access Forum

Report title:	Countryside Access Arrangements
Date of meeting:	16 October 2019
Responsible Chief Officer:	Steve Miller (Assistant Director, Culture and Heritage)
Strategic impact To address the concerns raised by the Local Access Forum with regards to Public Rights of Way Management and delivering the service in an economic and cost-effective way.	

Executive summary

At the July 2017 Local Access Forum (NLAF), it was agreed that at each future meeting, a summary of the work the Countryside Access Officers and Environment teams would be provided. At the October 2017 NLAF it was agreed that this report should be presented to the PROW sub-group prior to being brought to NLAF.

This paper highlights this work in terms of the volumes of customer queries received and responded to. The paper also highlights other key areas of work

Recommendations:

That the Local Access Forum notes the progress made to date since the Countryside Access Officer posts were introduced

1. Proposal (or options)

- 1.1. Since 1 April 2017, there is a single point of contact within each Highways Area office being responsible for their local rights of way issues. By having the officer within the Area office, they are more “on the ground” and better placed to deal with the operational reactive issues that occur when managing rights of way. They are supported by the wider Highways Area team staff. In addition, the Norfolk Trails team sits within the Environment Service at County Hall and carries out strategic and developmental aspects of developing the countryside access network.

2. Evidence

- 2.1. The information below summarises the performance information available for the complete months since the last report.

The new CRM defect reporting system went live 22nd Thursday March 2018. Defect notes are being made visible to the public in the automatic update emails sent when third party defects have been inspected & more status options available on tablets under the ‘No Defect’ category, as previously reported. Minor updates continue to be made to CRM to enhance operation and feedback elements.

The provision of additional information appears to have led to a decrease in follow up requests.

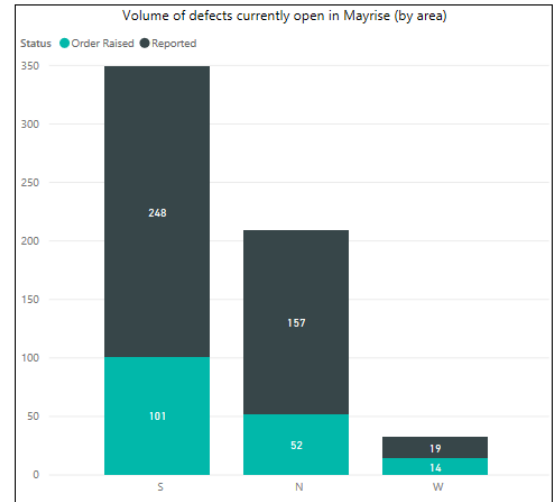
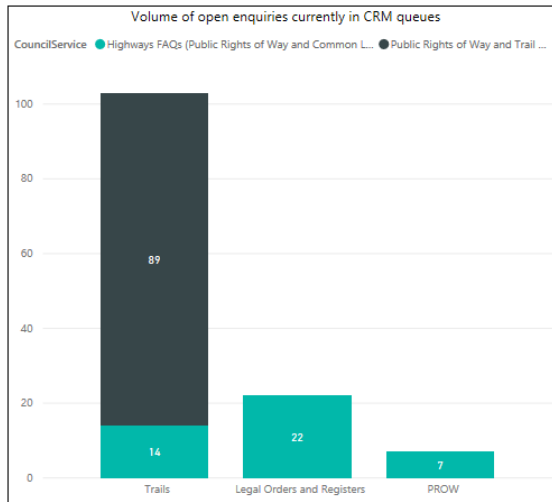
A new report has been prepared to display the relevant PROW/Trails information and is attached below

2.2.

Active Enquiries

This page provides a snapshot of the customer reported defects and FAQs that are currently open in Mayrise and CRM.

The graph below reflects what is currently open in the team Queues in CRM. You will notice that some queues have both FAQs and defects. This is because before April 2019 Trails defects were managed within CRM. Defects registered on PROWs (and Trails from April 2019 onward) all automatically 'leave' CRM and are sent through to Mayrise. You can see the open PROW & Trail customer reported defects that are in Mayrise in the graph to the right. Anything with the status 'reported' indicates the defect is awaiting investigation.



PROW and Trail Defect Report

The information presented on this page looks at PROW and Trail defects reports. PROW & Trail defect reports are sent to Mayrise mobile tablets for investigation by the relevant team.

Alter the Report Date Range in the top right hand corner to see FAQs received over a different time period.

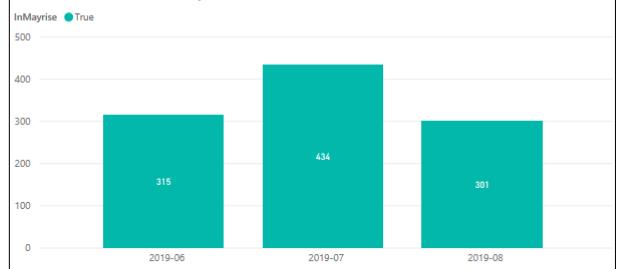
Volume of PROW/Trail defects by type

Description/Fault	N	S	W	Total
PROW - Overgrown surface -e.g. grass/weeds	142	117	30	289
PROW - Overgrown hedge/tree	49	55	17	121
PROW - Crops/ploughing affecting footpath	64	28	8	100
PROW - Damaged or missing sign	54	37	9	100
PROW - Obstruction -e.g. building works, fences, ditches, locked gate	1	47	19	72
Trail - Overgrown surface -e.g. grass/weeds	36	10	5	51
Trail - Damaged or missing sign	18	17	2	37
PROW - Gate/Barrier	14	15	2	31
PROW - Surface condition	17	8	6	31
Trail - Overgrown hedge/tree	2	16	8	30
PROW - Tree dangerous/fallen	9	9	5	23
PROW - Bridge	4	16	2	22
PROW - Misleading sign	16	3	1	20
PROW - Illegal / Vehicle Use	11	6	1	17
Trail - Obstruction -e.g. building works, fences, ditches, locked gate	1	10	4	16
PROW - Stile damaged/too/high/other	8	6	1	14
Trail - Surface condition	11	2	1	14
Trail - Tree dangerous/fallen	6	4	2	12
Trail - Crops/ploughing affecting footpath	6	3	1	9
PROW - Steps damaged/other	5	2	1	7
Trail - Bridge	1	7	1	7
Trail - Gate/Barrier	1	5	1	7
Trail - Illegal / Vehicle Use	4	2	1	7
Trail - Misleading sign	3	1	1	4
PROW - Animal(s)	2	1	1	3
Trail - Steps damaged/other	1	1	2	3
Trail - Animal(s)	1	1	1	2
Trail - Flooded Path	1	1	1	1
Total	5	559	380	106

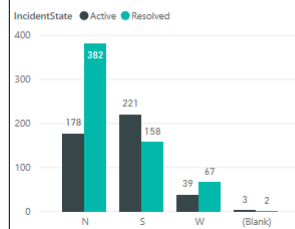
Report Date Range

Last Months (Calendar)

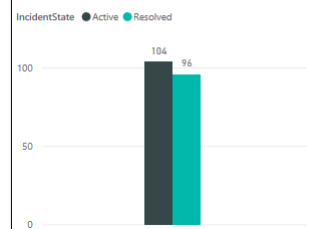
PROW and Trail defects received by month

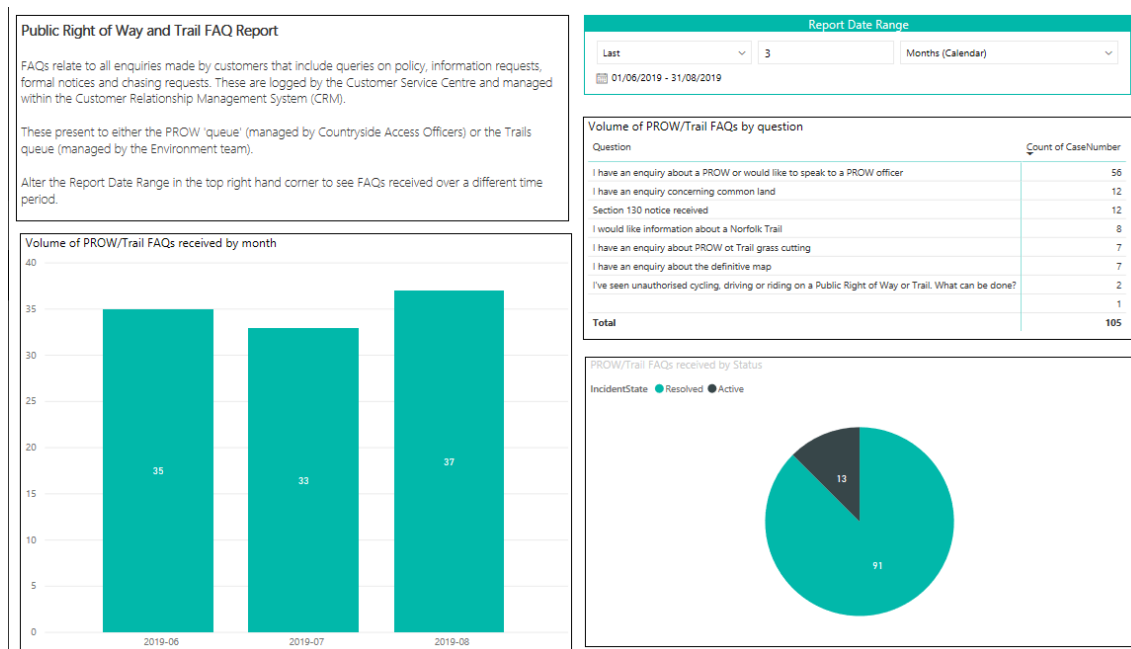


PROW Defects by Status (in Mayrise)



Trails Defects by Status





In summary:

The Mayrise system of logged requests for service had at 12th September 2019 424 open issues.

Most enquiries received continue to be regarding damaged or missing signs, non-reinstatement, obstructions, overgrown surface, overgrown hedges/ trees and surface condition.

As of the 12th September 2019

The Norfolk Trails Team had 103 open CRM issues.

Highways had 7 open CRM issues

These figures do not reflect the substantial volume of reports and correspondence still received through direct email communication from members of the public.

2.3. In addition to the numbers above, there have been a number of enforcement notices sent out to landowners since April 2019. The following have been issued:

- 135 number Section 131A, 134-137 Non-reinstatement Notices issued. The majority are resolved without recourse to further enforcement.
- Since April 2019, 13 Section 130's (obstructions) and No s56 (out of repair) notices have been received by NCC. It is noted that a total of 58 notices were received in 2018-19.

It should be noted that processing these s130/56 legal notices is time consuming for NCC staff. As part of a legal process with set timescales, regardless of priority considerations it has an adverse effect on staff resources. Recent surveys of local authority PROW services indicate that across the country the *average* number of s130/56 notices served on any authority is only approximately 2 per yr.

These issues remain ongoing and being actively monitored and pursued with landowners.

2.4. In terms of other progress, key highlights include:

- The second partial cut has begun for 2019 with no major changes from previous cuts.
- We are now in our last year with the current cutting contractors.
- New cutting contract to be written and put out for tender for later in this year. Amalgamation of Highways and Trails cutting contract for practical and efficiency purposes by 2020.
- Capital fund: Remainder of £200k allocation has been earmarked for schemes that will take place this financial year. In addition, a small sum has been allocated to the purchase of 20 gates to offer to landowners willing to improve access, i.e. upgrade from stiles to gates.
- Work to repair the collapsed drainage pipe and surface of Poringland BR6 has been successfully completed.

Norfolk Trails team Countryside Access arrangements update

Management update:

2nd cut across the network has been completed – Issues on the little Ouse with Forestry Commission removing fallen trees. This has now been cut and issues resolved.

Reactive tree works across the network.

Circular routes signage installation

- Castle Acre circular walk
- Pickenham circular walk
- Acle Circular walk at
- Alborough Circular walk



Wells floodbank resurfacing work completed by the Environment Agency

Sandscaping work completed by partnership around the Bacton gas terminal.



Before works



After works have been completed

Diversion route removed now sand scaping project has been completed.

Access improvements:



The last stile on the National Trail has been removed. This has made the National Trail obstacle free for the first time.

Bridges at ditch crossings have been improved at Blickling

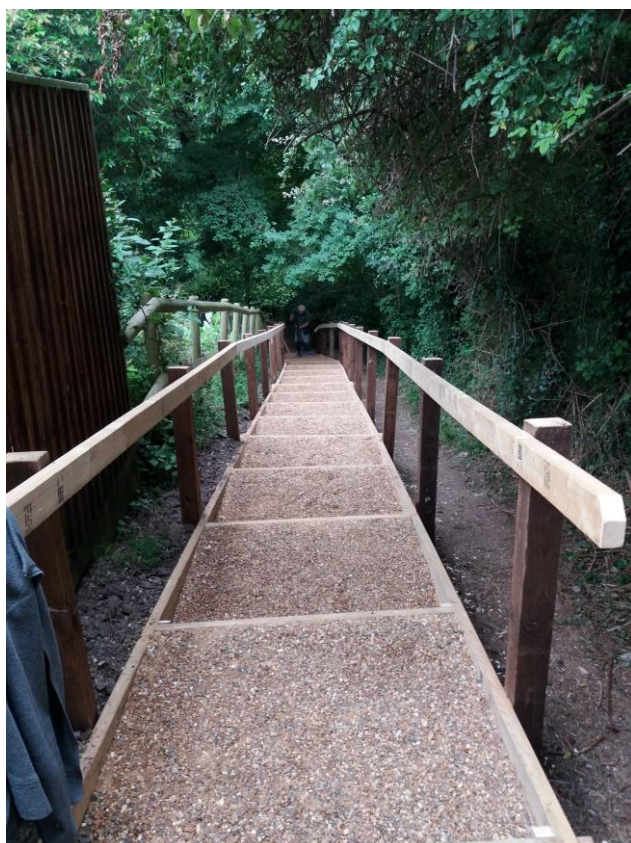


Ditch crossing before improvement



Ditch crossing after improvement

The trails team worked with the Ramblers to improve the steps at Dunburgh to improve accessibility



3. Financial Implications

3.1. None arising from this report

4. Issues, risks and innovation

4.1. None

5. Background

5.1. Please see evidence section

Officer Contact

If you have any questions about matters contained in this paper or want to see copies of any assessments, eg equality impact assessment, please get in touch with:

Officer name : Russell Wilson **Tel No. :** 01603 223383

Email address : Russell.wilson@norfolk.gov.uk

Officer name : Matt Worden **Tel No. :** 01603 819801

Email address : Matt.worden@norfolk.gov.uk

Local Access Forum

Report title:	Major Infrastructure Projects and Planning
Date of meeting:	16 October 2019
Responsible Officer:	Steve Miller (Assistant Director, Culture and Heritage)
<p>Strategic impact</p> <p>Major infrastructure projects (including Nationally Significant Infrastructure Projects (NSIP)) in Norfolk carry implications for the public rights of way (PRoW) network.</p> <p>Recommendations</p> <p>(i) That the NLAF notes the table of major infrastructure projects in Norfolk.</p> <p>(ii) That the NLAF makes good use of training in effective planning responses</p>	

Executive summary

A table of major infrastructure projects in Norfolk (including Nationally Significant Infrastructure Projects (NSIP)) which impact on public rights of way has been made available to the NLAF by NCC Environment Team (**Appendix 1**).

The NLAF will receive brief training in making effective planning responses during the current meeting (see separate report).

The PROW subgroup received an update on the Norwich Western Link at their recent meeting (see Subgroups' Report)

1. Introduction

- 1.1. A number of Nationally Significant Infrastructure Projects (NSIP) are planned in Norfolk. The implications for the PRoW network have been listed by NCC Environment team and made available to the NLAF (**Appendix 1**).

2. Evidence

- 2.1. Please see introduction

3. Financial Implications

- 3.1. None associated with this report

4. Issues, risks and innovation

- 4.1. None associated with this report

5. Background

- 5.1. Please see introduction

Officer Contact

If you have any questions about matters contained in this paper or want to see copies of any assessments, eg equality impact assessment, please get in touch with:

Officer name : Mike Auger

Tel No. : 01603 223057

Email address : Mike.auger@norfolk.gov.uk



If you need this report in large print, audio, braille, alternative format or in a different language please contact 0344 800 8020 or 0344 800 8011 (textphone) and we will do our best to help.

Summary of Nationally Significant Infrastructure Projects (NSIPs) and other Major Strategic Projects impacting on Norfolk

September 2019

1.	Summary of NSIP Proposals – September 2019	
	Proposal (Applicant)	Status / Note
1.1.	Hornsea Project Three Offshore (2.4 GW) Wind farm and ancillary onshore grid connection (Orsted); <ul style="list-style-type: none"> Landfall Weybourne; Booster Station at Little Barningham; Grid connection at Norwich Main 	Examination Hearings formally closed on 2/4/19 Next Stages: <ul style="list-style-type: none"> Examining Authority (Planning Inspectorate) have three months from the close of the hearings to make a recommendation to the Secretary of State (SoS) (i.e. by beginning of July 2019). The SoS has a further three months to make a decision on the proposal (i.e. by the beginning of October 2019); Onshore construction could start in late 2020 / early 2021.
1.2.	Norfolk Vanguard Offshore Wind Farm and ancillary onshore grid connection (Vattenfall) (1.8 GW) <ul style="list-style-type: none"> Landfall at Happisburgh; Grid Connection at Necton 	Examination Hearings formally closed on 10/6/19 Next Stages: <ul style="list-style-type: none"> Examining Authority (Planning Inspectorate) have three months from the close of the hearings to make a recommendation to the Secretary of State (SoS) (i.e. by beginning of September 2019). The SoS has a further three months to make a decision on the proposal (i.e. by the beginning of December 2019); Onshore construction could start in late 2020 / early 2021
1.3.	Boreas (1.8 GW) offshore wind Farm	This scheme is approximately 12 months behind the Norfolk Vanguard project (sister project) and uses much of the same proposed onshore infrastructure, for example: shared landfall point; cable route/ducts; and grid connection point. <ul style="list-style-type: none"> S42 PEIR consultation took place November 2018. DCO Submission (Section 56 consultation) due in the Summer 2019.

	Highway Projects	
1.4.	Blofield to North Burlingham Dualling Scheme Highways England	<ul style="list-style-type: none"> • S56 DCO – Consultation Spring 2019; • Construction start date to be confirmed.
1.5.	A47 / A11 Thickthorn Junction Improvement Highways England	<ul style="list-style-type: none"> • S42 consultation on PEIR – Runs between 3/6/19 – 11/7/19; • S56 DCO Consultation – not known, but more likely to be late 2019; • Construction start date estimated to be later 2021
1.6.	A47 North Tuddenham to Easton Dualling Scheme Highways England	<ul style="list-style-type: none"> • S42 (PEIR) Consultation – delayed • 56 DCO Consultation – not known, but more likely to be early 2020; • Construction start date estimated to be towards the end of the 2021/2022 financial year.
1.7.	Vauxhall Junction (NSIP Uncertain)	A decision expected by HE in Summer 2019 as to whether to progress as an NSIP
1.8.	Third River Crossing – Great Yarmouth Norfolk County Council	<p>NCC received confirmation (26/2/18) that the Secretary of State has accepted the section 35 application for the project to be considered nationally significant and therefore follow the DCO process. Key dates are:</p> <ul style="list-style-type: none"> • Examination in Public during summer/autumn 2019. • Approval of DCO by Secretary of State in summer 2020. • Start of works on site October 2020 (as set out in Outline Business Case submission to DfT).
1.9.	Norwich Western Link (NWL) Norfolk County Council	<p>Non-statutory public consultation on options held between 26 Nov 2018 – 18 January 2019. Preferred Route Option expected in July 2019.</p> <p>Development and submission of an outline business case by the end of 2019.</p> <p>Approval process is to be confirmed, but if it is via a DCO this will be subject to a section 35 application (similar to 3rd River Crossing above).</p> <p>Statutory process expected during 2021 and first half of 2022; and construction start date expected late 2022.</p>

Norfolk Local Access Forum

Report title:	SCRAP Campaign and Fly-tipping Data Update
Date of meeting:	16 October 2019
Responsible Chief Officer:	Steve Miller – Assistant Director, Culture and Heritage
Strategic impact A co-ordinated initiative is in place to tackle the illegal dumping of waste in Norfolk to reduce the financial and environmental impact on the county.	

Executive summary

All Norfolk's authorities agreed a co-ordinated approach against fly-tipping and launched the SCRAP campaign in early 2019 which also involves the Police, Environment Agency and Broads Authority. SCRAP stands for Suspect, Check, Refuse, Ask, Paperwork.

Recommendations:

To continue the co-ordinated delivery of the SCRAP campaign and the detailed review and assessment of local data to help inform decisions about initiatives and policy.

1. Introduction

- 1.1. A report was presented to NLAFF in February 2018 about a joint work plan across all Norfolk councils and other stakeholders to address fly-tipping in the county.

Since this report an anti-fly tipping communications campaign called SCRAP, which stands for Suspect, Check, Refuse, Ask, Paperwork, has been developed which is based on an award winning and successful campaign delivered in Hertfordshire. It was launched in Norfolk in early 2019 and is currently preparing phase three of delivery and this report updates NLAFF on the programme so far.

All District Councils within Norfolk continue to proactively investigate incidents of illegally dumped waste (fly-tipping) occurring within their districts. They use measures ranging from investigations, enforcement action including prosecutions, advice, surveillance and signage. Data on the clearance of fly-tipping is provided by the district councils and unaudited data is now available for 2018/19. This report gives an update on the recent figures.

2. Evidence

2.1 SCRAP Campaign Progress

The SCRAP anti fly-tipping campaign launched in January 2019, using the model of the successful Hertfordshire campaign to bring all Norfolk's local authorities together to work on the issue together for the first time. It is delivered by the Norfolk Waste Enforcement Group as a working partnership with the Police, Environment Agency and Broads Authority together with the Norfolk Waste Partnership and the campaign has the support of the CLA and NFU.

After the campaign launch the focus has been communications including social media to inform householders of their duties and responsibilities and to support

them in explaining how to check that those disposing of their waste are reputable businesses.

The next stage of the campaign is to reinforce to businesses their waste Duty of Care, and to highlight successful prosecutions to deter others from taking the risk to fly-tip.

We are working with Trusted Trader to add suitable businesses to its register and the SCRAP fly-tipping campaign is highlighted on the Norfolk Waste Partnership website here: www.norfolkrecycles.com/scrapflytipping.

2.2 **SCRAP Campaign Timeline**

The campaign timetable is shown in the table below.

Event	Description
County Council recommendation	In September 2018 it was agreed by Committee to develop a co-ordinated approach to fight fly-tipping.
Norfolk Waste Partnership recommendation	In late September 2018 the Partnership Board agreed to deliver a co-ordinated approach via the Norfolk Waste Enforcement Group.
Campaign launch	SCRAP was launched 31 Jan 2019 with an event in Norwich and countywide press coverage.
Roadshows	After the launch one event was held in each district from February to March 2019, with varying degrees of engagement and useful use of advertisements in local press, council magazines as well as social media posts and websites.
SCRAP social media campaigns	<p>Phase 1 (23/01/2019- 12/03/2019) focused on steps householders can take to ensure their waste is dealt with compliantly.</p> <p>Phase 2 (10/06/19- 03/08/2019) included additional detail about implications for being caught under Householder Duty of Care and some business posts.</p> <p>Phase 3 (15/08/2019 - 06/10/2019) develops on business Duty of Care and will evolve into prosecutions messages.</p>

2.3 **Fly-tipping In Norfolk**

Fly-tipping data can be volatile, with numerous compounding factors having an influence and large swings being normal, with overall trends being influenced by the status of the wider economy. Meaningful analysis is limited unless a view is taken across a wide geographical area and a reasonable time span.

In the last three years 2016/17 had the highest number of fly-tips in Norfolk. In line with national figures the number of fly-tips decreased in 2017/18 then increased in 2018/19.

The recorded fly-tip incidents in Norfolk in recent years are detailed in the table below.

Authority	2016/17	2017/18	2018/19
Breckland	1,060	804	1,009
Broadland	436	421	515
Great Yarmouth	7,993	6,407	1,555

King's Lynn and West Norfolk	1,980	1,512	1,460
North Norfolk	495	521	569
Norwich City	5,264	4,804	5,290
South Norfolk	680	836	888
Total	17,908	15,305	11,286
Total excl. Great Yarmouth*	9,915	8,898	9,731

**In 2017/18 Great Yarmouth standardised its method for recording fly-tips and stopped including side waste, causing a large reduction in their data from 2018/19. The total excluding Great Yarmouth data is presented above for fair comparison across the years.*

2.4 **Reported Fly-tips of Construction and Demolition Type Waste**

Incidents of fly-tipped Construction and Demolition type waste were higher two years ago than since the change to charges for such waste in April 2019 as shown in the table below.

Construction & Demolition Waste fly-tips only			
Authority	2016/17	2017/18	2018/19
Breckland	68	65	87
Broadland	99	53	75
Great Yarmouth	197	245	47
King's Lynn and West Norfolk	136	100	144
North Norfolk	44	34	69
Norwich City	195	172	107
South Norfolk	46	4	15
Total	785	673	544
Total excl. Great Yarmouth	588	428	497

3. **Financial Implications**

- 3.1. The costs of fly tipping clearance from public land falls to Norfolk's seven waste collection authorities, the district councils. The costs for disposal of this waste is covered by Norfolk County Council in its role as a waste disposal authority.

When the SCRAP campaign was launched the latest data at the time for 2016/17 showed that total cost was around £1.2m with around £400,000 of that cost paid by the County Council.

The activities undertaken as part of the SCRAP campaign have been at minimal cost, as the communications artwork have been modified versions of materials produced by Hertfordshire County Council for national use. Minor costs incurred have made use of existing revenue budgets for members of NWEA (seven District Councils, Norfolk County Council and the Environment Agency).

4. **Issues, risks and innovation**

- 4.1. Using an award winning and successful campaign to bring all Norfolk's authorities and other partners together in a co-ordinated campaign for the first time was innovative.

The intention continues that improved reporting on the illegal dumping of waste, the shared campaigns to prevent it and assessing best practice regarding the delivery of other suitable approaches will all help reduce the problem on both

public and private land.

Maintaining a strong online presence and extending the activities further, with shared learning to improve prosecution outcomes, will continue to keep the campaign effective and in the spotlight.

The risk of not continuing this co-ordinated action is that the number of incidents of illegal dumping will continue to rise in line with national and regional increases being seen in recent years and campaigns would be delivered locally in a disjointed and ineffective manner.

5. Background

5.1 Change to Recycling Centres Charges for DIY Waste

Charges for DIY type construction and demolition waste and preparatory works can be made at Recycling Centres as in legislation this type of material it is not classified as household waste.

Norfolk's Recycling Centres have charged for DIY type Construction and Demolition waste for over 15 years, with a weekly free allowance for small amounts of this type of material from householders limited to one bag or item a week.

The change to the charges in April 2018 was only delivered after the results of a full public consultation were considered and in preference to closing Recycling Centres or reducing opening hours further. The change ended the small free allowance of one bag a week. This also brought the service in line with legislation and the approach of other councils across the country. The costs are not set to generate a surplus and are only set to cover the cost of providing the service.

To keep the service convenient and competitive the pricing structure was also simplified in 2018 - to make it easier for residents to price up their options. At the same time the pay as you throw option was extended to all 20 Recycling Centres to make it more convenient as previously residents with large volumes had to visit one of the seven larger sites to pay for disposal. Payments also shifted to cards in 2018 for security reasons and to deter illegal practice.

Despite the widely expressed concerns there is no indication that total fly-tips in Norfolk have increased compared to the years before the policy was changed as shown in the table above.

Officer Contact

If you have any questions about matters contained in this paper or want to see copies of any assessments, eg equality impact assessment, please get in touch with:

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Local Access Forum

Report title:	Coastal Treasures
Date of meeting:	16 October 2019
Responsible Chief Officer:	Steve Miller (Assistant Director, Culture and Heritage)
Strategic impact Sustainable routes benefit leisure and tourism, the environment and levels of traffic congestion.	

Executive summary

An update is provided for the NLAF on the Coastal Treasures project which provides new ways to access heritage in the coastal area between King's Lynn and Burnham Overy, and inland in north-west Norfolk.

Recommendations:

That the NLAF notes work to establish circular routes to promote sustainable tourism.

1. Proposal (or options)

- 1.1. In July 2017, Norfolk County Council was awarded funding from the Government's Coastal Communities Fund for the Coastal Treasures project.

Coastal Treasures promotes sustainable tourism and new ways of accessing the wealth of heritage features in the coastal area between King's Lynn and Burnham Overy, and beyond into inland north-west Norfolk.

A series of circular routes have been researched and created by Norfolk County Council to produce a range of local routes which can be accessed by both local residents and visitors to the area.

A PRESENTATION WILL BE GIVEN AT THE MEETING

2. Evidence

- 2.1. To collate and evaluate the success of the project a series of business workshops have been held which have then been evaluated to provide feedback on the impact this work has had on local businesses. In addition, the trails team are currently running through a data collation process where additional data counters have been installed in the coastal treasures area and face to face surveys are currently being undertaken. Once complete it is proposed to bring this information back to the local access forum for information.

3. Financial Implications

- 3.1. The County Council successfully applied for funding from the Government's Coastal Communities Fund which has fully funded the project

4. Issues, risks and innovation

- 4.1. Coastal Treasures has been successful in delivering several innovations as part

of the development and delivery of the project.

A major area of innovation has been the collaboration between the Trails team and Norfolk Museum Service. Trainees were appointed to both teams. These trainees have worked together to create researched, curated historical content to each walk which the trail trainees have installed on the ground. This has been the start point for all the information produced for each route contained within the Coastal Treasures book.

As part of the project, a major exhibition 'Journeys' was created at Lynn Museum (running until June 2020). A fully-booked 'Seahenge' festival was held in King's Lynn in November 2018. A programme of guided walks and outreach is also ongoing.

Website improvement – the Coastal Treasures project has its own section of the Norfolk trails website which highlights each of the routes and the research which sits behind the routes.

Visit West Norfolk App – all of the Coastal Treasures routes are loaded onto the app and are available for download for visitors to the area.

Drone images – currently a trainee is undertaking drone training and will be able to collate some filmed images for the routes which will be able to be added to the website highlighting the routes to new visitors.

5. Background

- 5.1. This project was to mirror the stretch 4 coastal access and create circular routes from the next stretch of coastal access from Hunstanton through to Sutton Bridge. This stretch is currently being developed by Natural England.

Officer Contact

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Norfolk Local Access Forum

Report title:	Meetings Forward Plan
Date of meeting:	16 October 2019
Responsible Chief Officer:	Steve Miller (Assistant Director, Culture and Heritage)
Strategic impact The Norfolk Local Access Forum advises the Council on access to the countryside.	

Executive summary

A plan for agenda items for future NLAF meetings has been prepared.

Recommendations:

That the NLAF agrees (and puts forward further suggestions) proposals/timings for future agenda items

1. Proposal (or options)

- 1.1. Suggested agenda items for future NLAF meetings are brought to the meeting for agreement and timetabling (Appendix 1). This spreadsheet of proposals is maintained by NCC officers and the plan will feed into the Department's Forward Plans for Committees ('Other' committees).

2. Evidence

- 2.1. A spreadsheet of forward meeting items suggestions has been prepared to facilitate meeting arrangements.

3. Financial Implications

- 3.1. None as a result of this report

4. Issues, risks and innovation

- 4.1. None as a result of this report

5. Background

- 5.1. see proposal

Officer Contact

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Norfolk Local Access Forum
22nd January 2020
Meetings Forward Plan REPORT
Sub-groups REPORT (Permissive Access; PROW; NAIP; V and I; Communications)
Pathmakers REPORT
Countryside Access Arrangements REPORT
[Add minutes and meeting dates BLAF/ Suffolk LAF to agenda]
Feedback from conferences and events attended by NLAF members
Major infrastructure projects
Water based activity report (tbc)
25 year plan for the Environment (tbc)
Path widths standards (for new paths arising from development) (tbc)
Equestrian tourism (places where riders/visitors can park/ride on trails) Mapping resource (tbc)
Update - data counters and footfall on Norfolk Trails (tbc)
LCWIP (tbc)
SAIL (tbc)
Cycling and Walking Strategy (tbc)
Ash Die Back/ Tree Disease/ Climate Change (tbc)
Water, Mills and Marshes (tbc)
Windfarm Routes (tbc)
Access for all (tbc)