

NORFOLK LOCAL ACCESS FORUM

NAIP Subgroup Agenda

Date: 22nd November 2018 **Time:** 1130 - 1330

Venue: Colman Room, County Hall, NCC NR1 2SG

Sub group members	
Martin Sullivan (MS) - CHAIR	Norfolk Local Access Forum
Ken Hawkins (KH)	Norfolk Local Access Forum
Pat Holtom (PH)	Norfolk Local Access Forum
Paul Rudkin (PR)	Norfolk Local Access Forum
Seamus Elliott (SE)	Norfolk Local Access Forum
David Hissey (DH)	Norfolk Local Access Forum
Geoff Doggett (GD)	Norfolk Local Access Forum
Keith Bacon (KB)	Broads Local Access Forum
Invited	
Russell Wilson (RW)	Senior Trails Officer, NCC
Andy Hutcheson (AH)	Countryside Manager, NCC
Su Waldron (SW)	Project Officer, NCC
Sarah Abercrombie	Green Infrastructure Manager, NCC
Matt Worden (MW)	Support Manager Highway Operations (NCC)
David Jacklin	Highway Engineer South (NCC)

Apologies: Pat Holtom; Paul Rudkin; Seamus Elliott; Geoff Doggett; Matt Worden; Andy Hutcheson; Russell Wilson

Item	What	Who
1.	Notes from last Meeting Notes were agreed	MS
2.	Review of progress with documents (text and Statement of Actions). Help sought from officers and NAIP s/group SW updated the meeting with work to integrate comments received during consultation. Group agreed to help with ensuring priorities identified for user groups were all captured within the SOA. SW to email group with specific user group categories to look at for group to identify relevant SOA numbers where that action should be reflected. – TABLE ATTACHED.	SW/SA
3.	Community-led access network Statement of Actions Theme	ALL

	<p>Group agreed generic / collective terms should be used for community groups in SOA</p> <p>KH said it was important that the need to co-ordinate volunteers was adequately reflected in actions.</p> <p>KH suggested that some actions (throughout all the actions in the SOA) should be monitored on a more frequent basis that annually</p> <p>The meeting agreed that the subgroup would email any additions re Community-led SOA to SW</p>	
4.	<p>List of partners for final comments</p> <p>Document would be sent to Broads Authority only for any final comments</p>	ALL
4.	<p>Timetable</p> <p>Text amends completed by 10th December. SOA amends completed by 10th December Designed document completed by 20th December NAIP subgroup proof read document by 7th January NAIP subgroup sign off document on 7th January Report for NLAF for NAIP completed by 14th January NLAF meeting signing off NAIP 30th January EDT committee meeting endorsing NAIP 8th March 2019 Final amends and accessible versions produced by mid-March Plan put to use by NLAF on 3rd April NLAF meeting</p>	SW/SA/ ALL
5.	<p>Annual Action Plan 2018/2019 and review mechanism</p> <p>Meeting agreed that the plan would be reviewed prior to NLAF meetings by the NAIP subgroup – which would become a monitoring group (with new members following the NLAF recruitment).</p> <p>A report would go to the NLAF for each meeting.</p>	ALL
5.	<p>AOB and date of next meeting (if required)</p> <p>DH said that weblinks should be fixed if broken during</p>	ALL

	<p>plan's life</p> <p>Title of plan should remain 2018 – 2028 (despite going into use in 2019)</p> <p>DONM – 1300 on 7th January 2019 IF REQUIRED</p>	
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