

# Norfolk Local Access Forum

Date: **Wednesday, 07 February 2018**

Time: **10:30**

Venue: **Edwards Room, County Hall, Martineau Lane, Norwich, Norfolk, NR1 2DH**

## SUPPLEMENTARY AGENDA

6. **Remit and relationship between the NLAF and Pathmakers** (Page **A2**)  
A report by the Assistant Director, Heritage and Culture
8. **Joint action to tackle fly-tipping (illegal dumping of waste, IDOW)** (Page **A8**)  
A report by the Assistant Director, Culture and Heritage.

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# Norfolk Local Access Forum

Item No. 6

<b>Report title:</b>	<b>Remit and relationships between NLAF, its subgroups and Pathmakers (CIO) - proposal</b>
<b>Date of meeting:</b>	<b>7 February 2018</b>
<b>Responsible Officer:</b>	<b>Steve Miller, Assistant Director Culture and Heritage</b>
<b>Strategic impact</b> NCC and trust/charity working strengthens partnerships. As an independent charity, Pathmakers can raise income, allowing the NLAF to be more proactive in its approach to countryside access improvements.	

## Executive summary

**Pathmakers is the charitable arm of the Norfolk Local Access Forum (NLAF). To take full advantage of proactive opportunities offered by Pathmakers, there should be a closer working relationship between it and the NLAF subgroups.**

Pathmakers held a workshop on 21 November 2017 to discuss mechanisms to improve organisational capacity. One of the outcomes was to establish a closer working relationship between Pathmakers and the NLAF to take advantage of the proactive opportunities offered by Pathmakers.

## 1. Proposal (or options)

### 1.1. Proposals and recommendations as follows:

1. That the NLAF agrees that there should be a closer working relationship between Pathmakers and the NLAF to take full advantage of the proactive opportunities offered by Pathmakers. This would be achieved by named Pathmakers trustees becoming members of each of the NLAF subgroups (PROW subgroup; Permissive Access subgroup; NAIP subgroup) as follows:
  - (i) PROW subgroup: Ann Melhuish (Pathmakers trustee) would join the group (Martin Sullivan, Chair of Pathmakers is already a member of the group)
  - (ii) Permissive Access subgroup: Kate MacKenzie and Ann Melhuish (Pathmakers trustees) would join the group (Martin Sullivan, Chair of Pathmakers is already a member of the group)
  - (iii) NAIP: Pat Holtom; Seamus Elliott and Martin Sullivan (Pathmakers trustees) are already members of the group.
2. That the NLAF agrees to the revised membership of the subgroups as indicated above and that any changes to membership of a group between NLAF meetings will be delegated to the Chairman and reported back to the NLAF at the next meeting.
3. That the NLAF requests that each NLAF subgroup reviews its Terms of Reference to (a) reflect their new membership (b) update their purpose so that proactive opportunities offered by Pathmakers are fully accommodated
4. That a short discussion at the next pre-NLAF Chairs' meeting (Chair/Vice Chair of NLAF and Chairs of subgroups) takes place to review the sub groups'

terms of reference and make any further recommendations about the working arrangements to the next NLA

5. That each subgroup has a standing agenda item at NLA meetings

6. That trustees engage directly with relevant members of the NLA to strengthen the relationship between the two groups taking account of NLA members' areas of interest of particular relevance to Pathmakers.

7. That the NLA organises an 'away day' for Pathmakers trustees and NLA members to launch the new way of engagement between the 2 groups.

## **2. Evidence**

Evidence for these recommendations stemmed from a Pathmakers workshop held on 21<sup>st</sup> November 2017 to explore how to ensure that the organisation has all the skills it needs to be successful. The event included an audit of trustees' skills; explored funds to help develop Pathmakers; discussed ideas to develop the bid to the Heritage Lottery Fund (Resilient Heritage Fund); and explored its relationship with the NLA and its subgroups.

The need for a closer working relationship with the NLA and its subgroups was identified (trustee membership of PROW, Permissive Access and NAIP subgroups.)

A follow up meeting to develop the ideas to strengthen the links between Pathmakers and the NLA took place with the Chairs of the NLA and its subgroups on 13 December 2017 (present: Martin Sullivan; Chris Allhusen; Kate MacKenzie; Ken Hawkins; Andy Hutcheson; Sarah Abercrombie; Hollie Adams; Su Waldron – apologies, Russell Wilson).

## **3. Financial Implications**

3.1. There are no financial implications.

## **4. Issues, risks and innovation**

4.1. No issues identified or risk identified.

## **5. Background**

5.1. Constitution for the NLA subgroups' existing Terms of Reference (see Appendix 1).

## **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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## Terms of Reference : NLAF subgroups

### PROW SUB-GROUP

June 2016

**Purpose** - to collect and provide informed user comment on policies and procedures affecting the PROW network and associated routes (eg Trails), avoiding close focus on particular path problems except as illustrations of overall issues, with the aim of agreeing changes which

- ☐ increase the usable network mileage, and/or
- ☐ improve the condition of the network, and/or
- ☐ promote the use of the network, and/or
- ☐ enable the network to be maintained more effectively.

**Agenda** - issues referred from LAF, issues generated from PROW User Group members, issues brought by staff.

**Membership** - designated LAF members, plus representation from Broads LAF, CPRE, OSS, The Ramblers, U3A (reflecting the current concerns which mainly centre around footpath use). Additional input could be sought from cycling, horse riding, carriage driving and mpv use (1) as needed for specific issues, and (2) to the extent that such expertise was not available from LAF members of the Group.

**Support** - NCC staff from Norfolk Trails and Highways to attend as needed to enable fruitful discussion to take place.

**Continuity** - current agenda items to be carried forward:

- ☐ NCC's enforcement policy and procedure,
  - ☐ practical implications of the Cycling and Walking Action Plan, and
  - ☐ parish conference (now called Parish Paths Seminar).
- also tracking implementation of past items:
- ☐ financial and other benefits from PROW network usage,
  - ☐ enabling beneficial practices and funding affecting Trails to be spread to PROW,
  - ☐ priority hierarchy in resource allocation, and
  - ☐ Norfolk is a Walkers' County launch.

# Countryside Access Improvement Plan (CAIP) Working Group

## Terms of Reference

June 2016

### **Purpose:**

To function as a “Task and Finish” group to advise Norfolk County Council on the production and delivery of the new Countryside Access Improvement Plan (CAIP); effective from 2017.

The CAIP is a statutory document that each Highway and National Park Authority has a duty to produce according to the Countryside and Rights of Way Act (2000).

### **Work themes covered:**

- Green Infrastructure and Planning
- Health and Wellbeing
- Access for All
- Community Engagement and Volunteering
- Children and Young People
- Economic Partnership and Business Engagement
- Historic Environment
- Environment, Biodiversity and Conservation
- Coastal and Open Access
- Cycling
- Horse Riding and Carriage Driving
- Mechanically Propelled Vehicles

### **Membership:**

Core membership consists of members of the Norfolk Local Access Forum.

- Martin Sullivan (Chair)
- Ken Hawkins
- Pat Holtom
- Paul Rudkin
- Seamus Elliott
- David Hissey
- Geoff Doggett
- Helen Chester

Support from Norfolk County Council Officers will be provided by:

- Kirsty Webber-Walton (Trails Officer, Development)
- Matt Worden (Maintenance Projects Manager)
- David White (Senior Green Infrastructure Officer)
- Andrew Hutcheson (Countryside Manager, Trails and Projects)

**Responsibilities:**

The Chair of the CAIP working group is also Chair of the NLAF and will consist of a term of one year.

The working group will take a “task and finish” approach and adhere to a clear timescale.

The working group will develop a clear vision for the Countryside Access Improvement Plan in order that it may fulfil its purpose effectively.

## NLAF

### Permissive Access Working Group

#### Terms of Reference

June 2016

**Purpose:**

To function as a “Task and Finish” group to retain as much of Norfolk’s permissive network as possible through liaising with landowners whose permissive access agreements are coming to an end.

**Membership:**

Core membership consists of members of the Norfolk Local Access Forum (NLAF).

☐ Chris Allhusen (Chair)

☐ Victor Cocker

☐ Mike Edwards

☐ Kate Mackenzie

☐ Helen Chester

Support from Norfolk County Council Officers will be provided by:

☐ Kirsty Webber-Walton (Trails Officer, Development)

☐ Russell Wilson (Senior Trails Officer, Infrastructure)

**Responsibilities:**

The working group will take a “task and finish” approach.

The working group will address first those routes whose agreements are due to end imminently and in particular, those routes identified as a priority for the local access network.

The working group will operate to clear timescales based upon the end-dates of permissive access agreements that are currently in place.

The working group will operate until liaison with all landowners is complete and the permissive network is established.

The working group (the Chair) will act as a point of contact for landowners with regards to their permissive access routes.

The working group will provide a template for concessionary path agreements between landowners and Norfolk County Council which will be “signed off” by Norfolk County Council’s legal team.

Correspondence to landowners will be signed by the Chair of the NLAF.

# Norfolk Local Access Forum

Item No. 8

<b>Report title:</b>	<b>Joint action to tackle fly-tipping (the illegal dumping of waste, IDOW)</b>
<b>Date of meeting:</b>	<b>7 February 2018</b>
<b>Responsible Officer:</b>	<b>Steve Miller, Assistant Director, Culture and Heritage</b>
<b>Strategic impact</b> This work will help inform the Council and the Local Access Forum about the work being carried out in Norfolk to tackle the illegal dumping of waste. To involve and inform partners and identify actions to reduce the incidents of illegally dumped waste going forward.	

## Executive summary

Following a meeting with the Norfolk Local Access Forum (NLAF) at County Hall in March 2017 to discuss the problem of fly-tipping on private land, the County Council approached all seven District Councils within Norfolk. Since then we have been working together to establish what actions are currently being taken to tackle the illegal dumping of waste in Norfolk and to agree a co-ordinated work plan through the Norfolk Waste Enforcement Group (NWE) to help reduce this problem.

### Recommendations:

The Norfolk Local Access Forum to:

- **note the report and presentation**
- **actively contribute to tackling the problem of fly-tipping on private land.**

## 1. Proposal (or options)

- 1.1 All District Councils within Norfolk currently 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. The action taken must be proportionate and is reliant on the level of evidence available.

NWE has been reconvened to address the more recent upward trend in the number of incidents of fly-tipping which is being seen nationally and regionally. The group would benefit from the support of partners including NLAF in its proposed work plan. The group has highlighted a number of action points for the coming year.

## 2. Evidence

- 2.1 There were 17,908 recorded incidents of illegal dumping of waste in Norfolk in 2016/17. The three largest categories **by type of land** were:
- council land (6,886 incidents).
  - back alleyways (6,424 incidents).
  - the highway (3,159 incidents).



Incidents occurring on footpaths and bridleways amounted to 1,067.

The three largest categories **by waste type** were:

- household waste (10,791 incidents).
- black bags of household waste (2,660 incidents).
- white goods (1,182 incidents).

### **3. Financial Implications**

- 3.1. The precise nature of the activities covered by the work plan will determine the costs which will be funded by the targeted use of existing revenue budgets for members of NWEG (seven District Councils, Norfolk County Council and the Environment Agency), whilst seeking to secure grant support or alternative funding from other stakeholders or working with them to deliver programmes of work and initiatives to reduce cost.

The costs of developing campaign materials can also be kept to a minimum through effective use of existing resources that have been developed nationally and that can be used locally with minimal changes required.

### **4. Issues, risks and innovation**

- 4.1. The intention is that improved reporting on the illegal dumping of waste, 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.

A Government waste crime consultation running until the end of March 2018 provides an opportunity for stakeholders to contribute to the development of Government policy, for example on the use of Fixed Penalty Notices.

The risk of not taking 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.

### **5. Background**

- 5.1 Fly tipping is a criminal offence under Section 33 of the Environmental Protection Act 1990. Both the Environment Agency and the District Councils have a range of enforcement powers available to them to act against waste crime offences. However, enforcement is only one option; education is just as important. Officers from the seven District Councils, County Council and Environment Agency across Norfolk have formed a group called The Norfolk Waste Enforcement Group (NWEG) designed to share good practice, develop educational materials and run joint campaigns.

Whilst the District Councils will arrange removal of fly tipping from public land they are under no obligation to remove fly tipping from private land. This is the responsibility of the land owner. All incidents of fly tipping regardless of their location can be investigated.

## **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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