

Norfolk Local Access Forum

Item No.

Report title:	Norfolk Local Access Forum procedures
Date of meeting:	11 October 2017
Responsible Officer:	Steve Miller, Assistant Director Culture and Heritage
Strategic impact To improve coordination and planning of agenda topics and responses to consultations for the Norfolk Local Access Forum enabling more timely advice to the County Council	

Executive summary

Recommendations:

- 1. To agree an annual forward planning procedure for agenda items**
- 2. To agree a system for coordinating and responding to consultations**
- 3. To agree a system for further actions such as letters with advice, comments or requests**

1. Proposal (or options)

- 1.1. That forward planning for agenda items are part of the County Council Committee Management System CMIS and it is used for forward planning for the year. The system is flexible and allows for changes and updates, so the Chair and Vice-Chair would be able to adjust, add and change items as needed. NLAF members would feed in their suggestions to the Chair who can arrange for any additions or changes. The plan can be circulated in advance of each meeting to keep NLAF members informed.

That consultations are circulated to NLAF members as they arrive. Individual responses to be sent by NLAF members to the NLAF Chair with a copy to the NLAF Coordinator a week prior to the deadline and the Chair/ Coordinator to compile a response.

Further actions coming out of NLAF meetings or sub-group meetings requiring a letter being sent to other organisations including local and national government departments or further documentation to be recorded by the NLAF coordinator with a copy circulated to NLAF members. Any responses from the action to be recorded and circulated to NLAF members.

2. Evidence

- 2.1. Example of Agenda Items from Members (See Appendix A for annual plan):
- NCC PROW Reporting System – problems with tracking
 - Enforcement – NCC policy of enforcement for non-compliance of land-owners on PROW

Consultations which have been received since last meeting July:

- NERC Act 2006 - Call for Evidence – deadline 11th September 2017
- Coordinated NLAF response sent commenting on role of Natural England (see appendix x)

- River Wensum Strategy – deadline 15th September 2017
- Greater Thetford Partnership Community Group – walking and cycling routes investigation – deadline 8th September 2017
- Titchwell Nature Reserve – Review of Direction – deadline 5th September 2017
- Holme Dunes – Review of Direction – deadline 29th August 2017
- Holme Bird Observatory – Review of Direction – deadline 4th September 2017

Follow up items:

- Chair's letter to Minister concerning Permissive Access
- Chair's letter to Natural England concerning arrangements for National Conference
- Vice-Chairs meeting with NCC Waste Officer re fly tipping

3. Financial Implications

3.1. None to County Council

4. Issues, risks and innovation

4.1. None to County Council

5. Background

5.1. Currently agendas are decided in the month before the meeting occurs. However there are issues/ topics such as consultation procedures which can be planned into agendas ahead and provide a more balanced and effective programme for the meetings as well as helping Council officers prepare and plan their workload – so a coherent forward plan is advised.

Many consultations arrive with relatively short consultation periods (typically 4 – 6 weeks) and it is not possible to present them to the NLAF at a meeting for a full discussion. It is therefore necessary to have a system of circulation to NLAF members.

Follow up to items agreed at meetings are not always recorded and tracked so that members can easily see what has resulted. It is often not appropriate to have a full agenda item for follow up but a system of recording and updating members about them would be helpful.

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 : Sarah Abercrombie **Tel No. :** 01603 224461

Email address : Sarah.abercrombie@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.