



Norfolk County Council

Norfolk Local Access Forum

Date: Wednesday, 03 April 2019

Time: 10:30

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

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

Membership

Martin Sullivan (Chairman)	Phoebe Gale
Ken Hawkins (Vice-Chairman)	Donna Gibling
Chris Allhusen	Andy Grant
Andy Brazil	David Hissey
Victor Cocker	Andrew Jamieson (NCC Walking and Cycling Member Champion)
Geoff Doggett	Suzanne Longe
Bethan Edmunds	Elizabeth Meath Baker
Mike Edwards	Louise Rout
Brigid Fairman	Paul Rudkin
John Fisher	George Saunders
Simon Fowler	

**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. To confirm the minutes of the meeting held on 30 January 2019

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3. **Declarations of Interest**

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.

4. **Any items of business the Chairman decides should be considered as a matter of urgency**

5. **Public QuestionTime**

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 29 March 2019**. For guidance on submitting a public question, view the Constitution at www.norfolk.gov.uk/what-we-do-and-how-we-work/councillors-meetings-decisions-and-elections/committees-agendas-and-recent-decisions/ask-a-question-to-a-committee

6. Feedback from Events	
Feedback from NLAF members who have attended events on behalf of the NLAF	
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11. New NLAF subgroups (Communications; Vision and ideas)	Page 55
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14. Meetings Forward Plan	Page 73
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BLAF and Suffolk LAF Meeting Dates

Organisation	Date	Venue	Time
BLAF	5 June 2019	Yare House, 62 – 64 Thorpe Road, Norwich NR1 1RY	2pm
SLAF	25 April 2019	Mildenhall Cricket Club, Mildenhall, Suffolk IP28 7QJ	2pm
SLAF	25 July 2019	TBC	TBC
SLAF	24 October 2019	TBC	TBC

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

Date Agenda Published: 27 March 2019



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Norfolk Local Access Forum
Minutes of the Meeting Held on 30 January 2019
at 10.30am in the Edwards Room, County Hall.

Member:

Martin Sullivan - Chairman
Chris Allhusen
Tim Bennett
Victor Cocker
Geoff Doggett
Mike Edwards
Ken Hawkins
David Hissey
Andrew Jamieson
Ann Melhuish
Kate Mackenzie
Pat Holtom
Paul Rudkin
George Saunders
Jean Stratford

Representing:

Motorised vehicle access / cycling
Land ownership / management / farming
Walking / Conservation
Walking
Conservation / voluntary sector / water-based activities
GI and planning / conservation / sustainability
Walking / cycling
Cycling / public transport / health and wellbeing
Walking and Cycling Champion
Equestrian / all-ability access / sport and recreation
Voluntary Sector / Walking
Rural and local business / walking / tourism
Walking / GI and planning
All-ability access / health & wellbeing / voluntary sector
Education / Walking / Voluntary Sector

Officers Present:

Sarah Abercrombie
Andrew Hutcheson

Green Infrastructure Team Leader (Projects)
Environment Manager (Green Infrastructure, Advice
and Strategy)
Project Officer (Green Infrastructure)
Area Manager (South)

Su Waldron
Matt Worden

1. Apologies for Absence

- 1.1 Apologies were received from Cllr Julie Brociek-Coulton, Cllr Fabian Eagle and Russell Wilson.

2. Minutes of the last meeting

- 2.1 The minutes of the meeting held on 24 October 2018 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 The Chairman accepted two pieces of urgent business as they were time sensitive.

- 1) Proposed Diversion of the Brettenham Byway Open to All Traffic under Highways Act 1980 s116/117

The NLAF had a few concerns regarding this proposal, one being that the grid references were not correct and the type of proposed fencing that would be used. The Chairman suggested a site visit, and this would be organised with those who were interested after the meeting.

- 2) Greenways

The Chairman had attended an event for this. NLAF had raised in the consultation that it hadn't mentioned horse riders. It was confirmed by Officers that that it was key that the Greenways included use by horse riders as it was important to get horses off the road.

5. Public Question Time

- 5.1 No public questions were received.

The agenda order was amended as follows;

16. Coastal Access In Norfolk

- 16.1 The NLAF received the annexed report regarding the England Coast Path which is Natural England's responsibility for implementing.
- 16.2 The Forum heard from Diana Curtis via teleconference that Natural England were taking on board points regarding the consultation process and the report writing made by the NLAF regarding the consultation on the Coast Path between Hunstanton and Weybourne.
- 16.3 The NLAF felt that members of the public that were not represented by a statutory group were disenfranchised from the consultation and this was a flaw.
- 16.4 The NLAF agreed to invite Natural England to the next meeting of the NLAF in April.

6. Sub-Groups (Permissive Access, PROW, NAIP)

- 6.1 The NLAF received the report which summarised activities since the last NLAF meeting by the NLAF's three subgroups.
- 6.2 The NLAF expressed considerable disappointment at the response of the County Council regarding the Transport Management Plan.
- 6.3 Parish Councils should be engaged regarding permissive paths to increase user pressure.
- 6.4 It was also suggested that a working group would be set up and that it was discussed at the next meeting along with the new 'visions and ideas' subgroup.

- 6.5 The Forum **RESOLVED**;
- (i) that the NLAF considers a proposal from the PROW subgroup to set up a working group to explore the value of the PROW network to Norfolk (health, economy etc.)
 - (ii) that details of a new permissive access scheme developed in Bradenham are noted and promoted by the NLAF.
 - (iii) that the NLAF endorses the NAIP which has now been completed with timely and helpful assistance from the NAIP subgroup.

7. NLAF Annual Report

- 7.1 The NLAF received the annexed report which outlined the annual report of its activities.
- 7.2 The NLAF **AGREED** the report.

8. Pathmakers Update

- 8.1. The NLAF received the report which provided them with an update on the work of Pathmakers since the last NLAF meeting.
- 8.2 The NLAF **NOTED** the update from Pathmakers and offered support for their ongoing work.

9. NLAF Recruitment Update

- 9.1 The NLAF received the annexed report which outlined the recruitment process that the NLAF were undertaking.
- 9.2 There was a short discussion about the requirement to include skills suitable for Pathmakers into the NLAF specification. After putting it to the vote, it was **AGREED** that it should be included.
- 9.3 The NLAF **NOTED** progress to recruit and review membership of the Norfolk Local Access Forum.

10. Proposals to set up an NLAF Communications Subgroup

- 10.1 The NLAF expressed concerns about the rebranding of the NLAF to become Pathmakers as they felt they were separate bodies. It was suggested that Pathmakers needed to be independent and not be blurred through the identity of the NLAF. However, they could have the same communications group.
- 10.2 A communications strategy could be written on a page of A4 and Geoff Doggett offered to put something together to make a start.
- 10.3 The NLAF **AGREED**;
- (i) set up a communications group which will operate for Pathmakers and the NLAF;
 - (ii) identify NLAF members and Pathmakers trustees who would sit on the new

communications group to develop a joint communications plan;

11. Countryside Access Arrangements

- 11.1 The NLAF received the report which summarised the work undertaken by the Countryside Access Officers and Environment teams. It highlighted the work in terms of customer queries received and responded to. The paper also highlighted other areas of work.
- 11.2 The Area Manager reported that 'Fix my Street' was being used frequently instead of the Norfolk County Council application when reporting problems with public rights of way etc. This required the data to be manipulated in order for it to be put into the CRM which added extra work.
- 11.3 The Forum heard that there was disparity of variances in the report which had to be managed. One of the causes was the that districts were unevenly distributed with public rights of way, the south-east having the greatest number and more smaller public rights of way.
- 11.4 The NLAF **NOTED** the progress made to date since the Countryside Access Officer posts were introduced.

12. Major Infrastructure Projects

- 12.1 The NLAF received the report which identified the major infrastructure projects planned in Norfolk, their current status and their implications for the Public Rights of Way.
- 12.2 The NLAF suggested that the public rights of way (PROW) sub-group could be a better forum for detailed discussion about the infrastructure projects.
- 12.3 The NLAF suggested that there should be a written protocol for response to the consultations. This was **AGREED** by the Forum and taken forward.
- 12.4 Comments made by NCC to planning applications were available on the Planning Inspectorate website and the relevant planning authority website.
- 12.5 The NLAF **NOTED** PROW implications associated with current major infrastructure projects and plans and requests a protocol (and sufficient detail) from NCC Environment Team to allow the NLAF to make timely comments on projects.

13. Norfolk Access Improvement Plan (NAIP) signoff)

- 13.1 The NLAF received the annexed report which requested the NLAF to sign off the NAIP. The NAIP replaced the Rights of Way Improvement Plan 2007-2017.
- 13.2 Thanks were expressed to the NAIP sub-group and Officers who had worked on the NAIP.

- 13.3 It was hoped that the NAIP would now be publicised appropriately and the Communications department would be approached.
- 13.4 The NLAF **AGREED**;
- (i) To sign off the plan and recommend to the EDT Committee approval of the plan.
 - (ii) To thank the members of the NAIP subgroup for their involvement with production of the plan;
 - (ii) That the NAIP subgroup would become a monitoring group for the Statement of Actions and Annual Delivery Plan

14. Greenways Project

- 14.1 The NLAF received the annexed report which updated on the Recycling Norfolk's Disused railways, now known as the Greenways Project. There was also an update on the public consultation on the pilot route proposals.
- 14.2 The NLAF heard that as part of the feasibility study, access was being reviewed. It was agreed that horses needed to leave the highways, and hopefully the project would incorporate either bridleway or restricted byway if the width allowed.
- 14.3 The consultation had been well received and the proposals had met people's expectations. As part of the consultation, other routes were being looked at. £350k had been agreed for this financial year and the same had recently been agreed for the following year.
- 14.4 The heritage along the routes had been included as part of the feasibility studies. Officers were in touch with heritage organisations and it was hoped to replicate what had been achieved along Marriott's Way and Weavers Way.
- 14.5 There was huge support for the project and it would be possible to leave the possibility open for rail use at some point in the future.
- 14.6 The NLAF **NOTED** 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.

15. Green Infrastructure Team Introductions

- 15.1 The NLAF received the annexed report which outlined the two new roles that had been developed at NCC. The Officers were present at the meeting.
- 15.2 There was a short discussion about how the roles could help and work alongside the NLAF. The NLAF also heard from the Officers about their day to day roles and the practical side of the role.
- 15.3 The NLAF **NOTED** the remit of the new officers who would develop a protocol to permit greater involvement by the NLAF with filtered planning applications involved public rights of way.

17. Events Attended

- 17.1 The NLAF received the annexed report which outlined events attended by members of the Forum.
- 17.2 As a result of members attending these events, the following resolutions were made.
- 17.3 The NLAF **AGREED**;
- (i) That the NLAF is kept informed by NCC Environment Team of development of the Norfolk 25-year plan for the environment and invited to input to plans where appropriate
 - (ii) that the NLAF notes new advances in digital technology that could have a bearing on the business of the Forum.

18. Meetings Forward Plan

- 18.1 The NLAF received the forward plan which suggested items for agendas for the forthcoming meetings.
- 18.2 The NLAF **AGREED** the report.

Dates of future meetings:

17 July 2019	10:30am	Edwards Room
16 October 2019	10:30am	Edwards Room

The meeting closed at 12:45pm

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



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Norfolk Local Access Forum

Report title:	NLAF subgroups' report (Permissive Access; PROW; NAIP)
Date of meeting:	3 April 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 three subgroups are summarised.	

Executive summary

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

Recommendations:

That the NLAF:

- (i) requests an update on the Greenways project at the July meeting as recommended by the PROW subgroup**
- (ii) considers a recommendation by the PROW subgroup to send a formal letter to the Legal Orders and Registers Team requesting an update on the Pockthorpe Lane, Thompson case**
- (iii) notes the date for the first parish council seminar**
- (iv) confirms that the NAIP subgroup has delegated authority to work with NCC officers outside NLAF meetings on the annual delivery plan 2019 / 2020 and monitoring mechanism.**
- (v) notes progress with permissive access schemes.**

1. Proposal (or options)

- 1.1. The **PROW subgroup** met on the 11th January 2019 (See **Appendix 1** for minutes from the meeting).

The subgroup recommended that Matt Hayward should be invited back to the NLAF meeting in July to report back on the Greenways project.

The subgroup was concerned about the length of time taken by NCC to send a referral document concerning the Pockthorpe Lane, Thompson case to the Planning Inspectorate for determination and recommended that a formal letter was sent in by the NLAF to Legal Orders and Registers Team requesting an update and timescale.

The first parish council seminar would take place mid week at North Walsham at the Atrium during half term (27th to 31st May 2019) from 2pm to 4pm.

- 1.2. **Permissive Access subgroup**

A presentation on the Bradenham permissive scheme which has established 12 km of permissive footpath will be made to the NLAF at this meeting.

PRESENTATION

- 1.3. **NAIP subgroup**

The NAIP was endorsed by the NCC Environment Development and Transport Committee at their meeting on 8th March 2019 and has been formally adopted by

the Council. It has been uploaded to the NCC website:

<https://www.norfolk.gov.uk/out-and-about-in-norfolk/public-rights-of-way/norfolk-access-improvement-plan>

NCC would like the NLAf to confirm that it is happy for the NAIP subgroup to have delegated authority to agree the annual delivery plan and monitoring mechanism for 2019/ 20 outside main NLAf meetings. NCC asks that the subgroup meets in May to do this.

The terms of reference for the subgroup are attached (**Appendix 2**)

2. Evidence

- 2.1. Pockthorpe Lane, Thompson is a complex case where access rights are being contested. NCC has made an order for BOAT (Byway Open to All Traffic) for part of the route. The order has attracted landowner objections. The case which is an NCC 'own motion' will be submitted to the Planning Inspectorate for resolution once the paperwork has been approved by NPLAW.

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. 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

Email address : ken-hawkins@tiscali.co.uk

Officer name : Chris Allhusen **Tel No. :** 01603 222810

Email address : chris@bradenhamhall.co.uk

Officer name : Martin Sullivan **Tel No. :** 01603 222810

Email address : martinsullivan4x4@yahoo.co.uk



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NORFOLK LOCAL ACCESS FORUM

Public Rights of Way Subgroup Minutes

Date: Monday 11th March 2019 **Time:** 2pm - 4pm

Venue: County Hall

Present	
Neil Cliff (NC)	U3A
Vic Cocker (VC)	Norfolk Local Access Forum
Ken Hawkins (KH) (Chair)	Norfolk Local Access Forum
Keith Bacon (KB)	CPRE and Broads Local Access Forum
Ann Melhuish (AM)	Pathmakers
Ian Mitchell (IM)	The Ramblers
Martin Sullivan (MS)	Norfolk Local Access Forum
Officers in attendance	
Andy Hutcheson (AH)	
Sarah Abercrombie (SA)	
Michelle Sergeant (MSg)	
Matt Worden (MW) (from 5.1)	
Su Waldron (SW)	
1 Introductions and apologies for absence	
The following were absent from the meeting: Ian Witham and Helen Leith.	
2 Minutes of the meeting on 7th January 2019	
The minutes were approved as a correct record.	
3 Matters arising from the minutes, not otherwise on the agenda	
3.1	Re previous minutes 3.1 The NAIP had been approved by the Environment, Development and Transport committee on 8 th March.
3.2	Re previous minutes 4.3. AH updated the meeting on plans to develop a 25 year plan for the environment. The intention is for the plan to be developed jointly with Suffolk CC. Draft plan to be available by December 2019. Plan has split responsibility across 2 areas: baseline information on the environment (to enable gains in biodiversity to be measured) and policy drivers from central and local government. VC asked if landowners were involved – yes, FWAG and NFU are involved There will be another public seminar asking for feedback probably in December 2019. Draft to could come back to the NLAF in the summer. SW to add to meetings forward plan.
3.3	Any other matters. VC had attended the Fakenham consultation on the Greenways project and felt this project should also report back to the NLAF again. AH agreed to ask M Hayward to attend the July NLAF.
4 LAF Minutes of the meeting on 30th January. The minutes will be circulated shortly.	
4.1	A joint communications group for NLAF/Pathmakers will be set up – report

	to go to NLAf meeting on 3 rd April to agree members and terms of reference.
4.2	NLAf recruitment Details of full membership to be circulated shortly by SW/ Nicola LeDain (Committee Officer)
5	Partnership and Community Working
5.1	<u>Volunteer Co-ordinator role</u> SA said that a bid had gone into the HLF to develop organisational resilience by Pathmakers but a volunteer co-ordinator role had not yet been identified by Pathmakers. NC requested an update of Pathmakers' achievements to date. MS said that key things were: the development of a 600m boardwalk at Burgh Castle; disability audits; Community Friends Walks at Marriott's Way; Geovation.
5.2	<u>Vision and ideas group</u> Will be taken forward at the April NLAf meeting when the new members were present.
5.3	<u>Parish Council seminars</u> Proposals (circulated) were discussed, including timing and venue. It was agreed that the first seminar (north / east countryside officer patch) would take place from 2 to 4 mid week at North Walsham (Atrium, half term, 27 th to 31 st May 2019) and would be treated as a learning exercise for the other 2 seminars. ACTION: SW to book Atrium. KH/ SW to work on fine-tuning for agenda.
5.4	To consider any issues from represented organisations (CPRE, OSS, The Ramblers, U3A). NC reported that the U3A had noted a great improvement in signage and footpaths in good order and thanked MW and RW. KB said that the BLAF was due to meet on Wednesday 13 th March 2019. AH said that Martin Caplin would be attending from Norfolk Trails to give an update on Weavers Way issues (Reedham, Hardley Flood). KB said it would be helpful to have clarity over responsibility for floodbank maintenance when the BESL flood alleviation programme ends next year. It was believed that the Environment Agency were ceasing cutting on flood banks next year, which would have implications for rights of way along the banks. A question was raised about their no longer protecting river banks, but this was thought to be related to the recent transfer of responsibility of short lengths of inland waters to other bodies, and of no major significance. MS said he had arranged a visit to the Brettenham BOAT to view Natural England plans for a diversion and would report back.
6	Countryside Access arrangements
6.1	<u>General update</u> MW / RW had circulated a report ahead of the meeting which included visuals from the Power BI system (visualises information from the CRM defect reporting system). The Mayrise CRM system can directly order work for faults under specific criteria from the contractor saving time and money

('job management system'). It was also noted that Power BI was a standard Microsoft application, potentially enabling people outside NCC to analyse the data. The meeting was impressed with the visuals and the defect journey graphic played during the meeting.

MW was not planning general media release to promote use of CRM at this stage. Nevertheless, MW emphasised that reporting through the online system was very efficient, whereas reports received through other means (eg by phone or through *FixMyStreet*) took considerable additional staff time. VC said that KH had written a piece in the local Ramblers magazine to ask people to use CRM to report issues which was very much welcomed.

Under 2.2 of MW's report, KH asked for more details on the numbers of S130/56 legal notices served on NCC (very high levels reported for Norfolk against lower levels elsewhere). MW later sent details through which are as follows: "The data was from IPROW surveys of local authorities. I am not a member so do not have access to them but from what I have been told the information was collated from about 50+ local authorities across the Country with many receiving no notices. The average worked out at 2."

Thanks were expressed to MW and RW for their report.

6.2 Major infrastructure projects

AH said that he had arranged a meeting with David White (who heads the Green Infrastructure Projects team that deals with planning application responses) and Stephen Faulkner to discuss a protocol to engage the NLAF in a timely manner with projects that impact PROW, including the timescales needed for responses to be made.

VC welcomed this: he is concerned that without this, then the NLAF could lose the opportunity to comment. He requested maps of where schemes are, and good narrative to enable the NLAF understand the implications. He felt it was very important to the credibility of the NLAF to enable them to input.

Action : AH to report back on meeting with David White and Stephen Faulkner.

6.3 Online reporting system See 6.1

6.4 Earsham footbridge

AH reported back on progress to date. Bridge removal and replacement will be very expensive but costs will be shared with Suffolk CC. Re-routing the path had been considered but the landowner was not in favour and enforcement (of this option) could fail. He further noted that the design is challenging and access difficult, and thought it would take until summer 2020 to resolve.

6.5 TAMP

The PROW subgroup was disappointed with the response not to review criteria for responses to PROW issues.

6.6 England Coast Path.

Diana Curtis to return to the 3rd April NLAF to update the NLAF on progress.

6.7 Pockthorpe Lane

NC had been in contact with Lawrence Malyon at Legal Orders team (and is on the email list to receive updates on the case directly). He felt that a considerable time had elapsed between the last communication and wanted

	<p>to know what was happening. NC requested that the NLAf wrote to NCC to find out what the delay is with progressing the case.</p> <p>SW to ask Legal Orders and Registers Team for an update and to forewarn them that the NLAf may send in a formal letter requesting an update on the case.</p>
6.8	<p><u>Cley FP4</u></p> <p>NC was unhappy that the footpath does not lie on the definitive line on the map (which is on top of the flood defences – a 6 foot high wall). NC was unhappy that the practical route which is in use is along the highway at Cley. MW said the issue was for the Environment Agency to resolve, and it was noted that the Agency had provisionally scheduled work here for the coming financial year.</p>
6.9	<p><u>Beachamwell</u></p> <p>In addressing concerns raised about obstructions on paths in Beachamwell, MW said that landowners had been given incorrect information by NCC and a DMMO was underway to correct the line of the path on the definitive map. KH noted the need to ensure that steps needed to be taken to prevent wrong information being given in any other cases.</p>
6.10	<p><u>TTRO</u></p> <p>Advance notice was requested by MS concerning Temporary Traffic Regulation Orders. MW said that although it would be good for the NLAf to be informed of any necessity to close routes in advance, in practice, it would be too difficult to circulate this to the NLAf in all cases: all TTROs are on the NCC website. Nonetheless, AH agreed to discuss with colleagues whether this could be done in significant cases.</p>
6.11	<p><u>Any other issues</u></p> <p>KB – Honing and Dilham. It was reported that a member of NCC staff had indicated that work would be of low priority as this was a dead end path, but the path in fact provided a route to access land (a common).</p> <p>AM – Redhill Lane, Watton leading to Bodney Camp. Issues about blockages. MW to investigate</p>
7	<p>Claims for lost paths ('2026')</p> <p>NC expressed concern that there would be inadequate resources (at NCC) to deal with 2026 cases</p>
8	<p>Reports from NCC Officers</p> <p>MSg reported good recent results through her post and Gemma's, with 2 proposed large developments now including public footpaths. If planning applications affect PROW, NCC will comment on them.</p> <p>GH and MSg will provide firm information from the highway authority (NCC) to the relevant planning authority.</p> <p>Meetings due to be set up with planning authorities to ensure they have access to best practice (with respect to PROW) so they can include this in planning responses (includes the Broads Authority)</p> <p>MSg offered a written report to the next PROW s/g on her activities, which was welcomed.</p>
9	<p>Any other business - none</p>
10	<p>Dates of next meetings</p>

1400 on Mondays 24 June and 23 September 2019.

Terms of Reference: NAIP subgroup (of NLAF)	
Date of revision	March 2018
Purpose of group	<p>1. To act as a 'task and finish' group to advise Norfolk County Council on the production and delivery of the new Norfolk Access Improvement Plan (NAIP), effective from 2018.</p> <p>The NAIP 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).</p> <p>2. To assist with the launch event of the consultation</p> <p>3. To review remarks and comments raised following the consultation period, and where necessary, incorporate into the final version.</p> <p>4. Work with officers to agree annual delivery plans and monitor the progress of the NAIP over its 10 year lifetime.</p> <p>Statement of Actions themes are to achieve:</p> <ul style="list-style-type: none"> • A well-managed access network; • A well-connected access network • A well-protected natural and historic environment • A well-promoted access network • A well-informed access network • A community-led access network • A healthy access network • A valuable access network
Agenda	<p>Monitor NAIP</p> <p>Monitor Annual Delivery Plan</p> <p>Create future Delivery Plans</p>
Membership	<p>Martin Sullivan (Chair)</p> <p>Ken Hawkins</p> <p>Paul Rudkin</p> <p>David Hissey</p> <p>Geoff Doggett</p> <p>Vic Cocker</p> <p>Keith Bacon</p>

Support	<p>NCC staff from Norfolk Trails and Highways to attend as needed to enable fruitful discussion to take place</p> <p>Sarah Abercrombie</p> <p>Russell Wilson</p> <p>Andy Hutcheson</p> <p>Matt Worden</p> <p>David White</p> <p>Su Waldron</p>
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Norfolk Local Access Forum

Report title:	Coastal access in Norfolk
Date of meeting:	3 April 2019
Responsible Officer:	Steve Miller – Assistant Director, Culture and Heritage
<p>Strategic impact</p> <p>Natural England is responsible for implementing the England Coast Path which is a new National Trail around all of England's coast.</p> <p>The NLAF is a statutory consultee regarding establishing the England Coast Path in Norfolk. NCC (Norfolk Trails) is responsible for establishing the route on the ground.</p>	

Executive summary

In May 2018, the NLAF made a detailed representation to Natural England concerning the coastal access report for the Norfolk coast between Weybourne and Hunstanton in which they raised a number of concerns including the consultation process, access restrictions and route establishment budget.

Natural England have agreed to attend the meeting to update the NLAF with progress with implementing the England Coast Path in Norfolk and with regard to specific concerns raised by the NLAF, especially concerning loss of access rights in areas.

Recommendations:

That the NLAF notes the updates provided by Natural England and agrees on any further action required.

1. Proposal (or options)

- 1.1. The Forum asked for an update on progress to address the concerns they raised earlier this year (in response to Natural England's consultation) on coastal access associated with establishing the England Coast Path in Norfolk (between Weybourne and Hunstanton), especially significant loss of access rights in areas.

2. Evidence

- 2.1. Please see executive summary.

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. Please see executive summary.

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 : Diana Curtis, Natural
England

Tel No. : 020 802 66762

Email address : Diana.curtis@naturalengland.org.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.

Norfolk Local Access Forum

Report title:	Pathmakers projects
Date of meeting:	3 April 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:

That the NLAf:

- (i) notes changes to the Pathmakers constitution (charitable purposes, number of trustees)**
- (ii) notes updates on LIFT OFF, Paving the Way and Community Friends Walks and offers support for Pathmakers ongoing work**
- (iii) members adopt a simple online time recording system to record their time volunteered for the NLAf**

1. Proposal (or options)

- 1.1. One Pathmakers meeting took place since the last NLAf meeting (see **Appendix 1** for minutes).

Key points arising from this meeting were:

- (i) there were two trustee resignations.
- (ii) the 3 terms of appointment for 3 current trustees (excluding resignations) had expired
- (iii) a protocol and timetable for appointment of ‘nominated’ trustees (those appointed by the NLAf) had been drafted (subject to checking by NPLAW)
This is presented to the NLAf for their agreement in a separate report.
For reference, the Pathmakers constitution is available here:
<https://tinyurl.com/y45dkcz9>
- (iv) an alteration to Pathmakers charitable purposes widening the geographical area covered was agreed by the trustees. (**Appendix 2**)
- (v) the trustees agreed to increase the number of trustees on the board to 10 (from 8). These 2 extra trustees would be ‘appointed’ trustees i.e. appointed directly by Pathmakers (not the NLAf) – see Pathmakers constitution
- (vi) Pathmakers had received funding for LIFTOFF from the European Social Fund with a total project budget of £69,791.40. The project will enable small or medium-size rural businesses offer work experience, work trials and internships (Lift trials) to improve their recruitment and employment practices for those who might face barriers to finding work in the environmental sector
- (vii) Pathmakers had applied for £30,000 from the HLF for Paving the Way to improve Pathmakers resilience through a programme of learning visits, strengthening governance and investment in trustee skill development
- (viii) Pathmakers received an update on the Geovation project Community

Friends Walks, which will prepare the way for developing a smartphone app to encourage people find local walking routes

(ix) A simple time recording system was agreed for the recording of trustee time spent on LIFTOFF (an important part of 'in-kind' payment by Pathmakers on the project) – see <https://www.smartsurvey.co.uk/s/NLAFandPATHMAKERSTIME/>

2. Evidence

2.1. Please see proposal

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. 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



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Appendix 1



8th March 2019 at 1030

OUTCOMES

Invitees:

Trustees:

Martin Sullivan (MS) (Chair); Ann Melhuish (AM); George Saunders (GS);
Seamus Elliott (SE); John Jones (JJ) ; Pat Holtom (PH); Kate MacKenzie (KM);
Jenni Turner (JT); Pat Holtom (PH)

Guests

Su Waldron
Sarah Abercrombie
Sophie Cabot

Apologies: Seamus; Jenni; Pat

Supporting documents uploaded to Dropbox: access them here:

<https://www.dropbox.com/sh/j0hrep7ig5dhid8/AADEEGG0v-JPUIjke2AzX0b0a?dl=0>

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

Item and recommendation		
Item	Time	
1.	1030	Apologies and minutes from last meeting (5 minutes) (ALL) Trustee resignations (Pat and Seamus). <ul style="list-style-type: none">KM has prepared a list of headings for the new cash-flow spreadsheet that will keep track of Pathmakers finances. KM to send through to SA.There were two trustee resignations : Pat and Seamus.

Both were thanked in absentia for their significant work to develop Pathmakers over the past 3 years.

- MS had also received an email from Jenni Turner indicating her intention to resign owing to teaching commitments.

MS agreed to speak with JT to ask her if she could continue (with input via electronic means if unable to attend meetings) until new trustees were appointed (by July 2019). She would remain in touch with Pathmakers via the student consultancy projects in any case.

2. 1035 Protocol for appointment of trustees by the NLAF (appointing body) to Pathmakers. (20 minutes) (ALL)

- SW explained that a protocol for appointment of trustees was required in advance of the next NLAF meeting and circulated a SmartSurvey online draft application <https://www.smartsurvey.co.uk/s/NK653/> which included skills which were being sought for Pathmakers.

ALL to send SW comments / improvements by 11/3/2019

All current Pathmakers trustee 3 year terms of appointment had expired with the exception of KM's which runs to October 2019. It was agreed that AM and GS would continue as volunteers with Pathmakers until July and would re-apply (if they wish to) to remain a trustee. MS and JJ remain trustees in their ex-officio capacity

- The timetable for recruitment was proposed as follows:
 - By 10/3/2019: agreement of draft protocol regarding the recruitment of nominated trustees (those appointed by the NLAF)
 - 3/4/2019: adoption of protocol by NLAF
 - 8/4/2019 to 31/5/2019: recruitment period, advertising vacancies etc
 - 6/6/2019: selection panel appoints nominated Pathmaker trustees. Letters of appointment issued
 - 9/7/2019: endorsement of nominated Pathmaker trustee appointments
 - Subsequently: appointment of further trustee(s) by Pathmakers (current constitution provides for the appointment of one trustee, this could be increased)
- JJ proposed that the number of appointed trustees (those appointed by Pathmakers directly) would be increased to 3 (from one). This was agreed. The Pathmakers trustee complement would therefore comprise 10 trustees:
 - 3 appointed trustees (those directly appointed by Pathmakers)
 - 5 nominated trustees (those appointed by the NLAF)

- 2 ex officio trustees (chair of the NLAf and manager of NCC Environment Team)

??? to check proposal with Mike Garwood (NPLAW) and then make the necessary alterations to reflect this with the Charities Commission (see also action point regarding the charitable objectives)

- A report would be prepared for the forthcoming NLAf meeting which captured the above points: timeline; skills; online application;

3. 1055 Pathmakers charitable objectives: agreement on change (JJ) (5 minutes)

JJ proposed that the Pathmakers charitable objectives were widened slightly as follows (green text added) to take account of cross-border paths such as Angles Way and organisations that Pathmakers seeks to engage with which have a wider geographical remit such as the LEP.

1. For the public benefit, the advancement of health and wellbeing of residents of, and visitors to Norfolk and adjacent areas by promoting, raising awareness of, improving and creating countryside access for outdoor recreation in the area of Norfolk and adjacent areas.

2. For the public benefit, the advancement of improvement to the environment in the Norfolk countryside and adjacent areas for the benefit of, residents of, and visitors to Norfolk and adjacent areas by the promotion of, assisting and organising projects to conserve and improve the areas of countryside the public can access environment.

- The above amendments to the charitable objectives were agreed. ?? to contact the Charities Commission and register the amendments.

[Pathmakers activities registered on the Charities Commission website](#)

NOT DISCUSSED

4. 1100 LIFT bid. Progress. (SC) (30 minutes)

- SC updated the meeting with progress with Lift Off (European Social Fund) bid (see briefing note, project plan and budget on dropbox).
- The project will allow small businesses to offer work experience to people who might otherwise face barriers to employment and allow rural businesses to gain accreditation as a Mindful Employer or Disability Confident Employer. Trustees have identified roles within the project (see project work plan)

- Work experience would include site survey work to assess access limitations and plotting walking opportunities.
- There is a Project Initiation meeting on Monday 11th March at which the funding agreement will be signed between Pathmakers and the ESF. Prior to that, the following documents must be in place which include:
 - A delivery partner agreement (setting out what NCC will provide)
 - A secondment agreement (seconding staff to Pathmakers from NCC)
- SC showed the trustees further details of the budget and match funding requirement.
 - The total project expenditure will be £69,791.40
 - Total grant request is £34,895.70
 - Match funding required is £34,895.7 composed of £9,000 Pathmakers own funds, partner funds of £15,000 (NCC) and volunteer time contribution of £10,905
- The trustees were happy with arrangements and agreed their (or identified other) committed volunteer time contribution on the project
- SW had prepared an online time-recording form (which will also be used by the NLAf) which the trustees will use to record time:
<https://www.smartsurvey.co.uk/s/NLAfandPATHMAKERSTIME/>
- MS will attend the meeting on 11th March with the ESF at County Hall to sign the funding agreement on behalf of Pathmakers.
- SA reported that she had identified £32,000 worth of match funding and had applied for all of it on behalf of Pathmakers. If successful it would mean that Pathmakers did not have to use its reserve funds.
- JJ said that the rural businesses involved with Lift Off would be useful stakeholders for Pathmakers going forward
- MS agreed to talk with SE over Pathmakers financial arrangements to ensure that bank account details for Pathmakers were fully accessible (interim arrangements) – with AM and MS acting as signatories
- SC said a number of interim policies had been required: so Pathmakers now has interim : Safeguarding, Health and Safety, and GDPR policies

5. 1130 Update on Geovation (SC) (10 minutes)

- SC ran through a draft report prepared by Ella Meecham which contains a number of recommendations regarding the requirements for an app that will help people access trails in their local environment.
- The best provider to develop the app is Go Jauntly (a Geovation start up) which could deliver an app which met

- key criteria including: Android/apple; free; doesn't use data allowance; social media links
- Full report to follow

The trustees thanked Ella for her excellent work on the project
 SC to circulate full Geovation report

6. 1140 [Resilient Heritage application](#) (SA / KM) (10 minutes)

Bid has been submitted – awaiting outcome. SA had suggested that Pathmakers would arrange a walk for people who play the lottery as part of the bid.

Our Heritage HLF application

JJ recommended that Horsey dunes was not taken forward (too many complications). Would be better to wait for the Lift Off project to generate better ideas for partnership projects (e.g. with NWT).

7. 1150 [Financial report](#) and arrangements going forward (10 minutes) (SE)

- Query over invoice received from NCC for the Geovation work (£12,000 invoiced – should have been £10,000). SC has investigated – was due to the addition of VAT by mistake – will be re-issued.
- It was agreed that MS would be interim treasurer now that SE has resigned
- Cash flow spreadsheet was needed by Pathmakers to keep track of cash flow within and between projects to ensure that Pathmakers remains solvent. SA to ask Martin Talbot to prepare a cash flow statement for Pathmakers for the next 12 months.
- MS will visit SE re hand over of financial affairs.

8. 1200 [Action Plan](#) (10 minutes)

- Meeting did not look review the plan in detail.
- SW to draft delivery plan for 2019 / 2020 (taking account of NAIP statement of actions) to take to NLAF meeting: to include: recruitment of new trustees, role of the board; projects agreed; student projects

9. 1210 Update from trustees who attend NLAF subgroup meetings – opportunities for Pathmakers? (AM; MS) (10 minutes)

No meetings had taken place – no updates

10. 1220 [UEA student projects update](#) – JT (10 minutes)

It was agreed that trustees that projects allocated to trustees who had resigned would be covered as follows:

- Understanding what is needed to create an effective and useful new access and biodiversity network in Rackheath (David White) – KM (replacing SE)
- Understanding effectiveness of campaigns to promote incentives to increase active travel in Norwich and Great Yarmouth (Matt Hayward) – MS (replacing SE)
- Understanding the impact on wellbeing from journeying to visit the shrines and village at Walsingham (Charlotte Watts) – MS (replacing PH)
- Understanding the use of Norfolk Trails and PROW in an area with an aging population (Charlotte Watts) – KM (replacing PH)

SW to let NCC leads know about the changes

11. 1225 Next meeting will be on Tuesday 4th June 2019 at 1030

Appendix 2

Widening Pathmakers charitable purposes to take account of cross-border paths such as Angles Way and organisations that Pathmakers seeks to engage with which have a wider geographical remit such as the LEP, was agreed by the trustees on 8th March 2019.

Alterations to the original charitable purposes indicated in green.

1. For the public benefit, the advancement of health **and wellbeing** of residents of, and visitors to Norfolk **and adjacent areas** by promoting, raising awareness of, improving and creating countryside access for outdoor recreation in the area of Norfolk **and adjacent areas**.
2. For the public benefit, the advancement of improvement to the environment in **the Norfolk countryside Norfolk and adjacent areas** for the benefit of, residents of, and visitors to Norfolk **and adjacent areas** by the promotion of, assisting and organising projects to conserve and improve the **areas of countryside the public can access environment**.

Norfolk Local Access Forum

Report title:	Recruitment of Pathmakers trustees by the NLAF (draft protocol for agreement)
Date of meeting:	3 April 2019
Responsible 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

Details on the recruitment of trustees to Pathmakers by the NLAF is provided

Recommendations:

That the NLAF:

(i) agrees the protocol drafted by Pathmakers regarding the NLAF's recruitment of trustees to Pathmakers

(ii) agrees to promote the recruitment and to make personal approaches to those they feel would make good Pathmakers trustees

1. Proposal (or options)

1.1. At the Pathmakers meeting on 8th March 2019 (see report on Pathmakers projects, Appendix 1 for minutes), the trustees used key skill areas required by the trust to shape a recruitment process for new trustee appointments.

This process now must be agreed by the NLAF (as the appointing body for 5 trustees).

The NLAF is asked to agree the protocol for the recruitment of trustees to Pathmakers <https://www.smartsurvey.co.uk/s/NK653/> (see also Appendix 1) and to agree the timeline which is as follows:

- 3/4/2019: adoption of protocol by NLAF
- 8/4/2019 to 31/5/2019: recruitment period, advertising vacancies etc
- 6/6/2019: selection panel appoints nominated Pathmaker trustees. Letters of appointment issued (subject to NLAF approval)
- 9/7/2019: endorsement of nominated Pathmaker trustee appointments by the NLAF

The NLAF are also asked to promote the recruitment (including making personal approaches to those they feel would be particularly suited to the role of Pathmakers trustee). An advertisement has been drafted (**Appendix 2**)

Existing Pathmakers trustees are welcome to re-apply.

The recruitment will result in the appointment of 5 trustees by the NLAF and 3 by Pathmakers.

2. Evidence

- 2.1. Under the Pathmakers constitution <https://tinyurl.com/y45dkcz9> the NLAF is the appointing body of 5 trustees to Pathmakers. These are 'nominated' trustees. Pathmakers can make one direct trustee appointment (this will be altered to 3 trustee appointments under revisions to the constitution – see Pathmakers projects report). The appointments made by Pathmakers are 'appointed' trustees.

There are 2 ex-officio trustees (by virtue of their office): Head of Environment at NCC and Chair of NLAF. The total number of trustees will be 10.

Trustees of Pathmakers do not have to be members of the NLAF although they can be (the Chair of the NLAF is an exception with automatic appointment to Pathmakers).

Pathmakers is looking to appoint trustees who will commit to the development of Pathmakers who are:

- Passionate about improving countryside access in Norfolk and conserving and enhancing the natural environment that is publically accessible from the countryside access network
- enthusiastic with excellent communication skills
- interested in the public rights of way access network, as a user, or in another capacity and in broadening its use, value and appeal to a wide audience
- interested in Norfolk's natural environment and built and archaeological heritage
- knowledgeable about the charitable sector and its legal and operating framework.

Pathmakers is looking for skills in:

- leadership and strategy (visioning)
- financial management
- marketing and communications
- fund-raising (including grant applications)
- administration, governance and operations management
- community engagement and volunteering
- legal operating framework for small charities
- project management

All trustees appointed will agree to act as advocates for Pathmakers and will take on responsibility for relationship development within a specified area / stakeholder group / organisation including drawing on further expertise available through the Norfolk Local Access Forum in areas such as:

- Diversity and inclusion (all abilities access to the countryside)
- UEA (relevant areas of research such as landscape history)
- Rural economy (local businesses)
- Land owners

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. 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



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Pathmakers

Connecting Norfolk countryside & communities

Appendix 1

Pathmakers trustee recruitment v4

1. Pathmakers trustee recruitment - the opportunity

Trustee recruitment

Pathmakers CIO (charity registration 1161475) is a small charity with 10 trustees which makes improvements to countryside access in Norfolk and adjacent areas for public benefit.

It was set up by the Norfolk Local Access Forum ([NLAF](#)), a statutory body that advises Norfolk County Council and other organisations about making improvements to public access to land in Norfolk for outdoor recreation.

Whilst the NLAF is an advisory body, Pathmakers, as a Charitable

Incorporated Organisation can directly address inequalities in the provision of countryside access opportunities by seeking funding for improvements such as boardwalks which make it possible for those with limited mobility to benefit. It can also help address societal inequalities, e.g. by arranging work experience in practical land management skills of relevance to countryside access or that improve the natural environment for those who might experience difficulties in getting work in the sector.

The Norfolk Local Access Forum is looking to recruit 5 trustees to Pathmakers who will help shape the charity over the next 3 years as it enters an exciting phase of project development and delivery. We are looking for people who are passionate about: improving countryside access in Norfolk; and conserving and enhancing the natural environment that is publically accessible from paths and trails in the county.

New trustees will have demonstrable skills and experience (or the desire to acquire them) that will help Pathmakers in the following areas :

Leadership and strategy (visioning)

Financial management

Marketing and communications

Fund raising (including grant applications)

Administration, governance and operations management

Community engagement and volunteering

Legal operating framework for small charities

Project management

All trustees appointed will ensure that Pathmakers is solvent, well run and meets its charitable outcomes for public benefit and act as advocates for Pathmakers, strengthening relationships with other relevant sectors, local organisations and charities.

Trustees volunteer at least one day per month (8 hours) on their work for the charity, will commit to existing Pathmakers projects and will be appointed for a term of 3 or 4 years. There are 4 meetings each year, normally held at County Hall.

Appointment to Pathmakers will suit both those with experience gained through a career spanning many years and younger professionals keen to develop translatable skills.

The closing date for applications is 31st May 2019. If you have any queries, please contact: nlaf@norfolk.gov.uk

Pathmakers charitable objectives

1. For the public benefit, the advancement of health and wellbeing of residents of, and visitors to Norfolk and adjacent areas, by promoting, raising awareness of, improving and creating countryside access for outdoor recreation in the area of Norfolk and adjacent areas.
2. For the public benefit, the advancement of improvement to the environment for the benefit of residents of, and visitors to, Norfolk and adjacent areas by the promotion of, assisting and organising projects to conserve and improve the environment

Further information about Pathmakers and this recruitment can be downloaded [here](#).

Role of a Pathmakers trustee

Pathmakers trustees are passionate about improving countryside access in Norfolk and to conserve and enhance the natural environment that is publically accessible from paths and trails across the county.

Trustees agree to:

act as advocates for Pathmakers, strengthening relationships with other local organisations and charities

volunteer at least one day per month (8 hours) on their work for the charity

commit to existing Pathmakers projects which are currently (2019):

Community Friends Walks, a £10,000 initiative funded by Ordnance Survey to prepare the way for developing an app to encourage people to find local walking routes:

Lift Off, a £69,000 project part-funded by the European Social Fund (ESF) to help develop practical countryside management skills in those who face barriers to finding work in the environment sector and to help participating small businesses who offer placements, the opportunity to become accredited as 'mindful employers' and 'disability confident' employers.

An application for £30,000 to the Heritage Lottery Fund ('Paving the Way') to improve Pathmakers resilience through a programme of learning visits, strengthening governance and investment in trustee skill development [submitted]

bring their energy, skills and knowledge to an assigned areas of responsibility within the charity which is commensurate with their background, interests and experience, which they will lead and develop for Pathmakers. This will involve scrutinising papers, leading discussions, focusing on key issues, and providing advice and guidance requested by the board of trustees. The charity has 2 titled roles which are the positions of: Chair and Treasurer.

contribute to regular Pathmakers reports back to the NLAF (4 per year)

safeguard the good name and values of Pathmakers

be collectively responsible for the actions of the charity and other trustees

Ensure the effective and efficient administration of the charity

Contribute actively to meetings and read papers in preparation

Ensure the financial stability of the organisation and proper accounting and investment of the charity's funds

We encourage applicants from a diversity of backgrounds to apply in line with the Norfolk Local Access Forum's adopted [Equality, Diversity and Inclusion Policy](#) and expect trustees to commit to enhancing equal opportunities during their work with Pathmakers.

Privacy and data protection notice

Your responses to this recruitment will be confidential. We will process personal data according to the General Data Protection Regulations (GDPR) (Regulation (EU) 2016/679), the Data Protection Act 2018 and under Norfolk County Council's data protection policy and guidelines.

We will hold your personal data for the purposes of recruitment to Pathmakers.

Please read our adopted privacy notice for further information as to how your data is used and your rights which you will find [here](#).

2. Personal Details

1. Name *

2. Title

3. Home address *

Address line 1

*

Address line 2

*

Address line 3

*

Address line 4

*

Postcode

*

4. Phone number(s) *

5. Email address *

3. Your background

6. Length of residence in Norfolk OR length of interest in Norfolk (in years)

7. Occupation

8. Any professional qualifications

4. Person requirements

We are looking to recruit trustees with a good many of the following attributes:

enthusiastic and proactive with excellent communication skills

interested in the countryside access network (as a user or in another capacity), in its care and in broadening its use and appeal to a wide audience commensurate with Pathmakers charitable objectives and the aspirations of the [Norfolk Access Improvement Plan 2019 - 2029](#)

interested in Norfolk's natural environment and built and archaeological heritage and in helping to address the challenges and opportunities it faces from the county's growth agenda

interested in areas closely related to countryside access including: health, heritage, natural environment, education, land ownership, tourism, all-abilities access

knowledgeable about the charitable sector (legal and reporting framework)

9. Please describe which attributes (described above) you meet, how you acquired these attributes and how you will apply them to benefit Pathmakers *

5. Areas of responsibility

Areas of responsibility

Pathmakers will recruit trustees to lead on a number of key areas essential for the effective running of the charity. Trustees will develop these assigned roles, drawing on further expertise available through the Norfolk Local Access Forum (NLAf) to do this.

All trustees are expected to act as advocates for Pathmakers.

Key trustee areas of responsibility are:

Leadership and strategy

Takes the lead on developing a strategic vision for Pathmakers working closely with the NLAf to turn actions identified in the [Norfolk Local Access Improvement Plan](#) into tangible projects.

Finance

Supervises financial affairs, ensures proper accounts are kept

Complies with financial reporting requirements, reports regularly to the board of trustees, keeps the board aware of its financial responsibilities

Ensures that the accounts are independently examined (and audited if required) prior to the annual submission to the Charities Commission

Complies with financial regulatory frameworks within a not-for-profit context

Marketing and communications

Develops and implements a marketing and communications plan

Broadens awareness of Pathmakers and increase its visibility across a wide audience base

Develops Pathmakers digital presence (website and social media)

Fund raising

Raises funds to help Pathmakers achieve its objectives through:

applications for grant funding or

other mechanisms such as crowd-funding or

charitable giving initiatives or

other suitable means agreed with the board of trustees

Administration, governance and operations management

Designs, implements and manages processes that ensure Pathmakers runs smoothly including:

HR strategies including safeguarding vulnerable people

Policies which include for example, governance, inclusion, safeguarding

Community and volunteering

Develops a volunteering policy for the NLAF/ Pathmakers

Legal

Ensures that Pathmakers operates within its legal framework

Project management

Ensures Pathmakers projects stay on track

10. Which area of responsibility are you best qualified to represent and develop on the Pathmakers board of trustees? Please indicate up to three areas you feel you are best suited to, marking 1 against your best area, 2 for the next and 3 for the next.

	choice
Leadership and strategy	<input type="text"/>
Finance*	<input type="text"/>
Marketing and communications	<input type="text"/>
Fund raising	<input type="text"/>
Administration, governance and operations management	<input type="text"/>
Community engagement and volunteering	<input type="text"/>
Legal	<input type="text"/>
Project management	<input type="text"/>

Please explain how you gained experience in the areas you have ticked above and how you will apply it to benefit Pathmakers. The appointment to the finance role will be for a 4 year term whilst all other roles will be for 3 or 4 years

6. Advocacy for Pathmakers

Advocacy

All trustees appointed will act as advocates for Pathmakers and will take on responsibility for relationship development within a specified area / stakeholder group / organisation (drawing on further expertise available through the Norfolk Local Access Forum), for example:

Diversity and inclusion (all-abilities access to the countryside)

Research (e.g. UEA)

Rural economy (local businesses)

Land ownership

Other (please explain)

11. Please tell us how you will help with relationship development for Pathmakers, indicating which stakeholder group / organisation / area you could lead on.

7. Eligibility to act as a trustee of Pathmakers

Rules of appointment

See Pathmakers [constitution](#) for the full rules of appointment.

If you are appointed as a trustee of Pathmakers, you must adhere to the following rules of appointment. Please read through the full rules of appointment carefully before you indicate your eligibility to become a trustee of Pathmakers. The [Essential Trustee](#) also contains very useful information about conditions that apply to all charity trustees.

Trustees must remain committed to the purpose and values of Pathmakers

Trustees must remain eligible to act as a charity trustee at all times. This will be confirmed by declaration annually
<https://www.gov.uk/government/publications/confirmation-of-charity-trustee-eligibility>

Trustees are appointed for a term of 3 years (4 years for the trustee who will lead on financial management) after which they can seek reappointment

Trustees must disclose any personal interests in any matter to be discussed

Trustees will act in an individual capacity (i.e. they will not represent the views of any other organisation)

Trustees will work constructively with other trustees to agree collective decisions

Trustees must commit time to attend meetings, training and to contribute to outputs and advocacy for Pathmakers

Trustees may have their appointment terminated by the NLAF because of prolonged unauthorised absences from meetings for a period of one year, or for failing to declare a direct or indirect interest in a matter under consideration

Trustees must not behave in any manner that might bring Pathmakers into disrepute

Trustees may resign by notifying the charity in writing, giving notice of 3 months

Trustees should volunteer at least one day per month (8 hours) on their work for the charity

Trustees must commit to existing Pathmakers projects which are currently (2019): Community Friends Walks; LIFT OFF; Paving the Way HLF application to develop organisational resilience

Trustees must safeguard the good name and values of Pathmakers

Trustees must be collectively responsible for the effective and efficient administration of the charity

Trustees must ensure the financial stability of the organisation and proper accounting and investment of the charity's funds

Trustees must contribute actively to meetings and read papers in preparation

12. Please confirm your eligibility to act as a trustee of Pathmakers (if appointed) *

☐ I confirm my eligibility to act as a trustee of Pathmakers

8. Other information to support your application

13. Why have you applied to be a trustee of Pathmakers? Please tell us what motivated you to apply to become a Pathmakers trustee. *

14. Are you happy to undertake training occasionally to widen your understanding of issues dealt with by Pathmakers

☐ yes

☐ no

15. How long do you wish to serve as a trustee of Pathmakers? Please note, we require the trustee appointed to lead on financial management to serve for a 4 year term. *

☐ Three years

☐ Four years

**16. Are you a member of a local or national group with interests in the countryside?
Please indicate which if so.**

17. Please use this text box for any further information to support your application.

9. Declaration

18. Please confirm that the information you have supplied as part of this recruitment is accurate *

☐ I confirm that the information I have supplied on this form is accurate to the best of my knowledge

Pathmakers Trustee recruitment

Pathmakers (CIO), charity 1161475 is a small charity with 8 trustees which improves access to the countryside in Norfolk. Already successful in delivery projects such as an all-abilities boardwalk at Burgh Castle*, the charity is now entering an exciting period of development as it takes on further initiatives to encourage more people from a wide range of backgrounds to benefit from getting out into the countryside.

* <https://www.norfolk.gov.uk/news/2017/06/celebration-this-week-as-boardwalk-officially-opens-at-burgh-castle-near-great-yarmouth>

The charity is closely associated with the Norfolk Local Access Forum (NLAF) www.norfolk.gov.uk/nlaf which set up Pathmakers in 2015. Although differing in structure (the NLAF is a statutory advisory group whilst Pathmakers as a Charitable Incorporated Organisation is able to undertake a more proactive role) the aims of both are the same: namely to pursue improvements to countryside access in Norfolk.

Pathmakers requires 5 new trustees with the right skills, passion and experience who will commit up to 8 hours each month on Pathmakers business and attend around 4 meetings each year to drive the charity forward over the next 3 years. Advocacy and fund-raising will be key to Pathmakers success over this period.

We are looking to appoint trustees who will commit to the development of Pathmakers who are:

- Passionate about improving countryside access in Norfolk and conserving and enhancing the natural environment that is publically accessible from the countryside access network
- enthusiastic with excellent communication skills
- interested in the public rights of way access network, as a user, or in another capacity and in broadening its use, value and appeal to a wide audience
- interested in Norfolk's natural environment and built and archaeological heritage
- knowledgeable about the charitable sector and its legal and operating framework.

We are looking for skills in:

- leadership and strategy (visioning)
- financial management
- marketing and communications
- fund-raising (including grant applications)
- administration, governance and operations management
- community engagement and volunteering
- legal operating framework for small charities

- project management

All trustees appointed will agree to act as advocates for Pathmakers and will take on responsibility for relationship development within a specified area / stakeholder group / organisation including drawing on further expertise available through the Norfolk Local Access Forum for example:

- Diversity and inclusion (all abilities access to the countryside)
- Research (e.g. UEA)
- Rural economy (local businesses)
- Land owners
- Other

New trustees will commit to existing projects which include:

- Community Friends Walks, an initiative funded by Ordnance Survey to prepare the way for developing an app to encourage people to find local walking routes;
- LIFT OFF, a project part funded by the European Social Fund (ESF) to help develop practical countryside management skills in those who have been out of employment for some time;
- An application for funding to the Heritage Lottery fund to improve Pathmakers resilience (through a programme of learning visits, strengthening governance and investment in trustee skill development)

Being a Pathmakers trustee is a prestigious and worthwhile role and is likely to appeal to both those with experience gained through a career spanning many years and younger professionals keen to develop translatable skills. If you are interested in joining Pathmakers, please complete an application online here: [smartsurvey link]

Further information about this opportunity can be downloaded here: [dropbox link]

Recruitment closes on 31st May 2019. A selection panel comprising representatives from the NLAf and existing 'ex officio' Pathmakers trustees will review and agree appointments which will be confirmed (subject to full NLAf approval) by 10th June 2019.

If you have any queries, please contact nlaf@norfolk.gov.uk

Norfolk Local Access Forum

Report title:	New NLAF subgroups (Communications; Vision and ideas)
Date of meeting:	3 April 2019
Responsible Chief Officer:	Steve Miller – Assistant Director, Culture and Heritage
Strategic impact Addresses the need for improved communication and awareness raising of the NLAF and Pathmakers and the need to develop a vision to value the PRoW network.	

Executive summary

The NLAF agreed at its last meeting (30th January 2019) to set up two working groups (Communications; and Vision and Ideas).

Recommendation:

That the NLAF discusses and agrees terms of reference and membership for the two groups.

1. Proposal (or options)

- 1.1. The NLAF agreed at its last meeting (30th January 2019) to set up two working groups and to agree terms of reference and membership of the two groups at the 3rd April meeting:
 - (i) one to explore how the value to Norfolk of the wider PROW network could be recognised and developed (Vision and Ideas subgroup)
 - (ii) one to work on a joint Pathmakers and NLAF communications plan to ensure that the work of both is better understood and promoted (Communications subgroup)

2. Evidence

2.1. Communications subgroup (Pathmakers and NLAF)

At the last NLAF meeting, the trustees of Pathmakers, the charitable wing of the NLAF, reported the need for better promotion of Pathmakers, which they considered could be most effectively achieved by developing a joint communications plan with the NLAF (the plan would cover promotion of both organisations). Although differing in structure (the NLAF is a statutory advisory group whilst Pathmakers as a Charitable Incorporated Organisation is able to undertake a more proactive role) the aims of both are the same: namely, to seek improvements in countryside access in Norfolk.

The trustees proposed:

- (i) that a joint communications group is set up to work on a joint Pathmakers/NLAF communications plan that would ensure that the work of the NLAF and Pathmakers is better understood and promoted. The plan will cover joint branding; joint or linked website; linked annual review; joint awareness raising; joint relationship-building with stakeholders.

It was agreed at the January NLAF meeting to set up the subgroup.

Geoff Doggett outlined the steps necessary to develop a joint communications strategy (**Appendix 1**) to provide the background for discussions.

Visions and Ideas subgroup

The PRoW subgroup identified the need for a Vision and Ideas subgroup at their meeting in January.

The group could draw on data from NCC Environment Team projects such as: Green Pilgrimage; Staying Active and Independent Longer (SAIL); research with UEA on valuing cycling and walking and their benefits to health and for the visitor economy; to help them develop a vision for the PROW network.

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. 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 222810

Email address : martinsullivan4x4@yahoo.co.uk

Ken Hawkins

Kate MacKenzie

Geoff Doggett



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.

Proposal : Geoff Doggett. Developing a joint communications plan for Pathmakers and the NLAf

Norfolk Local Access Forum and Pathmakers - Communications Planning

The steps are:

- Identify the purpose of your communication.
- Identify your audience.
- Plan and design your message.
- Consider your resources.
- Plan for obstacles and emergencies.
- Strategize how you'll connect with the media and others who can help you spread your message.
- Create an action plan.

Identify Purpose of our communications

- Launch of new project?
- Fundraising?
- Launch of new plan?
- New people?
- Engagement with specific policies?
- Formation of new working group(s)?

Identify our audiences

- Local gov
- Central gov
- Education/schools/colleges
- Parish Councils
- Residents
- Businesses
- Organisations
- Landowners

Plan & design the message

- Write as a press release for print, broadcast and electronic media
- Brevity
- Punchiness
- Illustrations
- Who from?
- References

- Get it checked for accuracy

Consider resources

- Is funding (e.g. for agencies) required?
- Who is the best writer in the team?
- Illustration sourcing
- Time
- Is any signoff required? Who, how, when?

Plan for obstacles and emergencies

- Contact person & info always available
- What if media don't publish it?
- Is the message an urgent one? Flooding etc?

Build media contacts database

- Who knows the editor or journo?
- Invite in for briefing if big story
- Control embargoes and deadlines

Feed back results

- Makes comms objective
- Allows changes of strategy
- Keeps all members involved
- Solicit new ideas

Make a comms plan

- Timetable regular press releases and events
- Who does what
- Adjust as new information and ideas come forward

Local Access Forum

Report title:	Countryside Access arrangements update
Date of meeting:	3 April 2019
Responsible 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 note the progress made to date since the Countryside Access Officer posts were introduced.

1. Introduction

- 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. Performance

- 2.1. The information below summarises the performance information available for the complete months since the last report in September 2018.

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.

PROW and Trail Defect Report

The information presented on this page looks at PROW and Trail defects reports. Countryside Access Officers (CAOs) receive PROW defect reports on tablets for investigation and in the Customer Relationship Management (CRM) System if the defect is on a trail. CAOs review these and reallocate to the Trails team queue for action if required.

Volume of PROW/Trail defects by type

Description/OffFault	C	N	S	W	Total
PROW - Animal(s)		2	6		8
PROW - Bridge		8	13	1	22
PROW - Crops/ploughing affecting footpath		21	31	3	55
PROW - Damaged or missing sign		45	49	14	108
PROW - Flooded Path			2	2	4
PROW - Gate/Barrier	1	12	13	7	33
PROW - Illegal / Vehicle Use		3	2	3	8
PROW - Misleading sign		12	6	1	19
PROW - Obstruction -e.g. building works, fences, ditches, locked gate		21	28	5	54
PROW - Overgrown hedge/tree		18	7	2	27
PROW - Overgrown surface -e.g. grass/weeds		18	18	5	41
PROW - Steps damaged/other		1	2	2	5
PROW - Stile damaged/too high/other		6	5		11
PROW - Surface condition		8	11	3	22
PROW - Tree dangerous/fallen		8	9	1	18
Trail - Bridge		1	2		3
Trail - Crops/ploughing affecting footpath		3	3		6
Trail - Damaged or missing sign		11	9		20
Trail - Flooded Path		1			1
Trail - Gate/Barrier		5	2	1	8
Trail - Illegal / Vehicle Use		1	1		2
Trail - Misleading sign		2			2
Trail - Overgrown hedge/tree	1	7		1	9
Trail - Overgrown surface -e.g. grass/weeds		1			1
Trail - Steps damaged/other			1		1
Trail - Surface condition		8	8	7	23
Trail - Tree dangerous/fallen		4	2		6
Trail - Obstruction -e.g. building works, fences, ditches, locked gate		4	3	2	9
Total	1	231	234	60	527

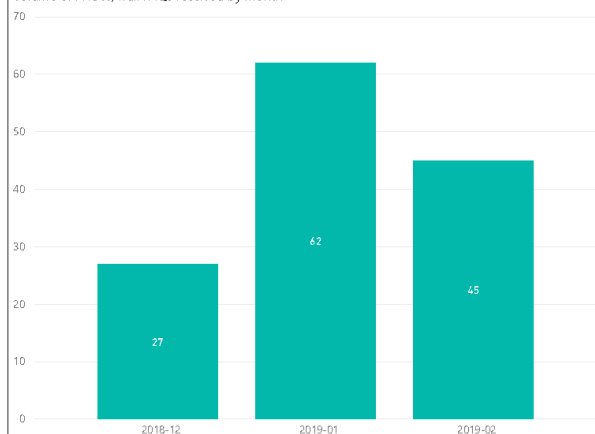
Public Right of Way and Trail FAQ Report

FAQs relate to all enquiries made by customers that include queries on policy, information requests, formal notices and chasing requests. These are logged by the Customer Service Centre and managed within the Customer Relationship Management System (CRM).

These present to either the PROW 'queue' (managed by Countryside Access Officers) or the Trails queue (managed by environment).

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

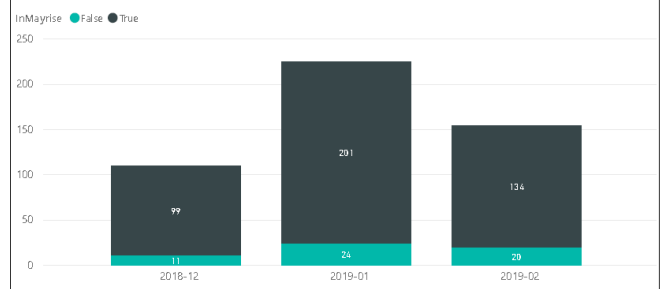
Volume of PROW/Trail FAQs received by month



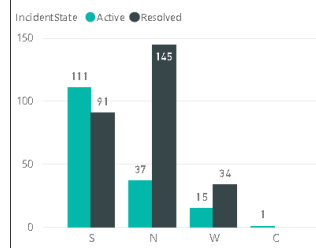
Report Date Range

Last 3 Months (Calendar) 12/1/2018 - 2/28/2019

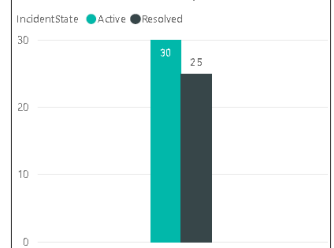
PROW and Trail defects received by month



PROW Defects by Status (in HMS)



Trails Defects by Status



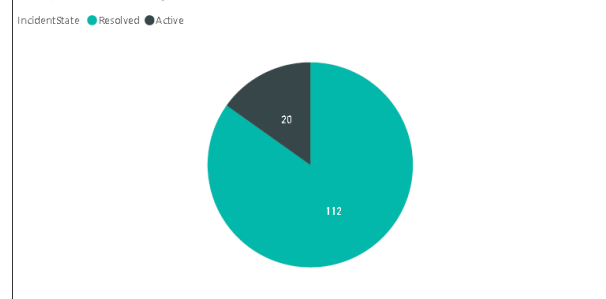
Report Date Range

Last 3 Months (Calendar) 12/1/2018 - 2/28/2019

Volume of PROW/Trail FAQs by question

Question	Count of CaseNumber
I have an enquiry about a PROW or would like to speak to a PROW officer	68
I have an enquiry about PROW or Trail grass cutting	27
I have an enquiry concerning common land	15
I would like information about a Norfolk Trail	12
I have an enquiry about the definitive map	7
	2
I've seen unauthorised cycling, driving or riding on a Public Right of Way or Trail. What can be done?	1
Other	1
Total	134

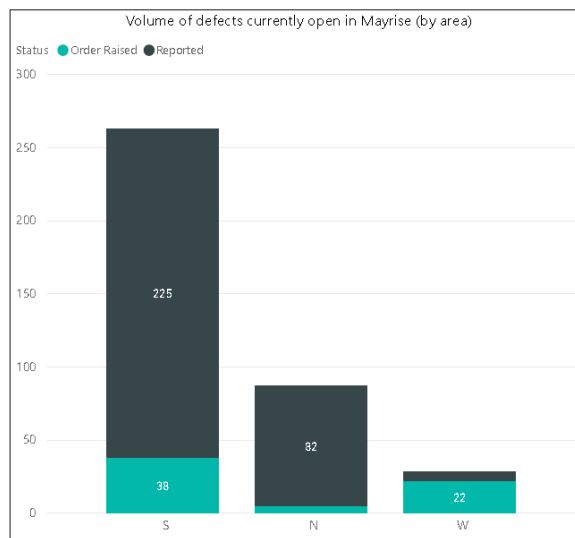
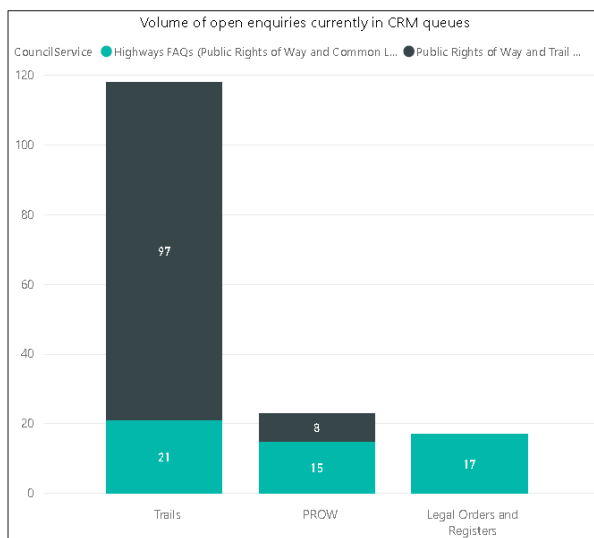
PROW/Trail FAQs received by Status



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 Trails defects are still currently managed within CRM. Defects registered on PROW's will automatically 'leave' CRM and be sent through to Mayrise. You can see the open PROW customer reported defects that are in Mayrise in the graph to the right. Anything with the status 'reported' indicates the defect is awaiting investigation.



In summary:

The Mayrise system of logged complaints had at 28th February, 247 open issues.

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

The Norfolk Trails Team had at 28th February 2019, 128 open CRM issues. The Norfolk Trails Team had at 20th December 2018, 284 open CRM issues. This shows an additional closure rate of over 50%. These reports are often historic and do not relate to current issues which is why a focus is on dealing with current issues which is currently running at over 80% closure rate.

Highways has at 28th February, 28 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.

2.2.

In addition to the numbers above, there have been a number of enforcement notices sent out to landowners since April 2018. The following have been issued:

- 181 number Section 131A, 134-137 Non-reinstatement Notices sent
- 57 Section 130's (obstructions) and s56 (out of repair) received and issued (enforcement against NCC).

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.

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

- Information on the budget including the lengths and frequency of grass cutting was asked to be included in the regular report. In 2017 820 km of PRoW were cut in June and July with a second cut of some of the routes (490 km) completed in September and October. In 2018-19 the initial cut was for 840 km. and the second (partial) cut was just under 500km.
- CAO's have been reviewing feedback from contractors over the winter and making minor adjustments for 2019 season. Essentially the 2019 programme will run unchanged from 2018 but work will progress towards amalgamation of this and the Trails cutting contract for practical and efficiency purposes by 2020
- Landowner data from The Rural Payments Agency (RPA) regarding DEFRA grant aid and "cross compliance" requirements is now live and can be used by CAO's along with Land Registry searches to identify the majority of landowners.
- Money for PRoW capital improvement work schemes has been approved, a total of £200,000 over 2 years. Schemes for 2018/19 totalling £120,000 have been largely completed. Improvement works have been carried out on well used paths in village settings. (E.G. South Walsham FP1 surface improvements are underway : Cromer FP19 surface improvement is in for Easter 2019: Hunstanton FP10 riverside scheme is progressing with a physical route now restored. The route is now being fenced to protect walkers. The footpath will remain closed until the end of April to allow some vegetation regeneration but is hoped to be open for May Bank Holiday 2019)
- Bids for 2019/20 PRoW capital improvements have been submitted for the remaining £80,000.
- CAO's are also allocated £15,000 annually for small scale improvements, usually for urban paths, and a small number of surface improvement schemes have been carried out across the County as a result. (E.G. West Winch FP3 well used local route to shops and the school has been widened over February 2019 half term).
- County Councillors are allocated monies for small scale locally approved highway improvements and some of these have included PROW improvements. (E.G. Widening out of overgrown Restricted Byways within Downham Market.)
- Highways also operate a Parish Partnership scheme where Parish Councils can co-fund small scale parish highway improvements such as informal trod footways along road verges. PROW improvements are eligible (E.G. Snettisham FP18 path surfacing and bridge replacement due May/June 2019)

Norfolk Trails team Countryside Access arrangements update

Management update:

Significant tree works completed on Marriott's Way at Drayton to allow future surface works to commence

Reactive tree works across the trails network, responding to feedback from users.
Continuation of *Chalara* tree management

Engagement:

Discover England project delivered 3 business workshops during the winter at Hunstanton, Cromer and Great Yarmouth.
Coastal Treasures delivered 3 business workshops in the coastal treasures area during February these were at Hunstanton, Snettisham and Thornham
Series of 9 engagement events held for recycling the railways project which had an attendance in total of over 450 people

Access improvements:

New signage installed on Cockthorpe circular
New signage installed on Blakeney circular
New town signage installed through Aylsham, Stalham and North Walsham
New signage installed on Bath Hills
New kissing gate installed on Bath Hills
Completion of Angles Way signage that now is complete between Beccles and Great Yarmouth – 30 miles of signage improvement.

Reporting update:

Trails team to migrate to the same reporting and management system as Highways during March 2019. Significant resource has been allocated to this work during the past 3 months and during the year prior to that.

Promotion:

Google Trekker completed and press release timed for March 2019. Final data check and image clarification being undertaken by team currently
Coastal Treasures book currently in final draft of production – expected print run to be completed by Easter 2019
Boudiccas way leaflets produced and distributed

3. Financial Implications

- 3.1. None arising from this report

4. Issues, risks and innovation

- 4.1. None

5. Background

- 5.1. The background information to this paper is covered by the preceding paper on Public Rights of Way Maintenance, presented to this Committee.

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 : **Matt Worden**
 Russell Wilson

Tel No. : 01603 819801

Email address : matt.worden@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.

Norfolk Local Access Forum

Report title:	Major Infrastructure Projects
Date of meeting:	3 April 2019
Responsible Chief Officer:	Steve Miller – Assistant Director, Culture and Heritage
Strategic impact Major infrastructure projects (including Nationally Significant Infrastructure Projects (NSIP)) in Norfolk carry implications for the public rights of way (PRoW) network.	

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 prepared by NCC Environment Team.

Recommendations:

That the NLAF notes PROW implications associated with current major infrastructure projects and plans and agrees which schemes it wishes to be formally be consulted on.

1. Proposal (or options)

- 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). Opportunities for NLAF involvement (by registering as a formal consultee) are indicated.

The PROW subgroup of the NLAF discussed the new list at their meeting on 11th March 2019 and noted that NCC Environment Team was in the process of developing a protocol with input from NCC planners to allow timely input by the NLAF on other schemes and projects.

2. Evidence

- 2.1. An updated list of current major infrastructure projects with PROW implications has been collated by NCC Green Infrastructure Team (Appendix 1)

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. See Evidence

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: Andrew Hutcheson

Tel No.: 01603 222767

Email address: Andrew.hutcheson@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.

Appendix 1

March 2019: Update on Major Infrastructure Projects and PRow

Compiled by Dr David White, 06th March 2019

Project	Current Status	PRow Implications	NLAF involvement
Hornsea Project Three – Offshore Wind farm and ancillary onshore grid connection (Orsted; 2.4 GW)	<p>Nationally Significant Infrastructure Project (NSIP)</p> <p>Examination first hearing session held in December 2018; End date of examination on 02/04/2018.</p> <p>Second round of questions received by Planning Inspectorate in March 2019.</p> <p>Second round of Hearings scheduled for 27th and 28th March 2019.</p>	<p>The project interacts with PRow at 30 locations, including the England Coast Path, Peddars Way, Marriott's Way, 18 Public Footpaths, 9 bridleways, and two restricted bridleways, Regional Cycle Route 30, and National Cycle Route 1.</p> <p>In almost all cases, with the notable exception of the England Coast Path at Weybourne, the cable will be laid under PRow using horizontal directional drilling. Where there will be an interface between users of these routes and construction traffic, management measures will be put in place in accordance with the Construction Traffic Management Plan. There will be no permanent closures of any PRow.</p> <p>No additional PRow related matters have arisen following First Rd of questions.</p>	
Norfolk Vanguard - Offshore Wind Farm and ancillary onshore	<p>NSIP</p> <p>Preliminary Examination Meeting was held on 10/12/18.</p>	The project interacts with PRow at 45 locations, including Weavers Way, Paston Way, Marriott's Way, Wensum Way, three public bridleways, three restricted	

Project	Current Status	PRow Implications	NLAF involvement
grid connection (Vattenfall; 1.8 GW)	<p>Examination hearings will take place w/c 04/02/19</p> <p>Second round of questions received by Planning Inspectorate 28th Feb 2019. NCC has responded</p>	<p>bridleways, Regional Cycle Route 30, Regional Cycle Route 33, and National Cycle Routes 1 and 13.</p> <p>Disruption to any PRow will be managed by the Principal Contractor to ensure safe access for members of the public. Management methods will be agreed in advance with the Local Authority and detailed within the final Code of Construction Practice (CoCP). Methods available include appropriately fenced (unmanned) crossing points, manned crossing points, and temporary alternative routes. There will be no permanent closures of any PRow.</p> <p>Inspectorate asked a single Second Rd Question in relation to PRow: <i>“Horizontal Directional Drilling is not proposed at the crossings of two further Norfolk Trails, the Wensum Way and Weaver’s Way, nor the majority of the crossing points of the general Public Rights of Way (PRow) network. Do you agree that the County Council as the Highways Authority should be the relevant local authority to agree the management of PRow’s including the Trails network?”</i></p>	

Project	Current Status	PRoW Implications	NLAF involvement
Boreas - Offshore Wind Farm and ancillary onshore grid connection (Vattenfall; 1.8 GW)	NSIP c.12 months behind Norfolk Vanguard S42 PEIR consultation concluded on 11.12.18.	The project will use the same cable corridors as the Vanguard Project. Additional impacts on PRoW are likely to be minimal.	
EAOW One and Two	NSIP Section 42 consultation will commence in late January 2019.	Landfall of electricity cables and grid connection will be in Suffolk. No impacts on Norfolk PRoW are likely.	
Blofield to North Burlingham Dualling Scheme (Highways England Scheme)	NSIP NCC formally responded to the S42 (PEIR) Consultation on 12.10.18. S56 DCO – Consultation anticipated Spring 2019.	<p>Burlingham FP3 has been identified as being directly affected by the proposed scheme, as has a section of permissive footpath that forms part of Burlingham Woodland walks.</p> <p>The A47 currently bisects two potential routes, Blofield FP4a to Blofield FP4 and Burlingham FP1 to Burlingham FP3. Due to no formal crossing points and high volume of traffic, the A47 the road acts as a barrier to not motorised users.</p> <p>The proposed scheme includes the provision of a new route in the form of a combined footway/cycleway between Blofield and North Burlingham via the existing A47 and the proposed Blofield Overbridge. The current permissive path which runs parallel to the existing A47 at North Burlingham will be provided to the south of proposed alignment of the A47 and a new access track to the south of the proposed A47 will provide a connection</p>	If the NLAF agrees it would like to be formally consulted on the scheme it needs to contact Highways England to be placed on the list of consultees.

Project	Current Status	PRow Implications	NLAF involvement
		between the proposed Blofield Overbridge and Burlingham FP3.	
A47 / A11 Thickthorn Junction Improvement (Highways England Scheme)	NSIP S42 consultation on PEIR delayed. Unclear as to new timetable	There is an existing crossing for non-motorised users at this junction and Highways England is anticipating retaining this feature which is a well-used facility. Issues and opportunities for PRow will become apparent in due course as Highways England further develops plans.	If the NLAF agrees it would like to be formally consulted on the scheme it needs to contact Highways England to be placed on the list of consultees.
A47 North Tuddenham to Easton Dualling Scheme (Highways England Scheme)	NSIP S42 (PEIR) Consultation anticipated Spring 2019 but may be delayed	There are PRow in the general area of the current 'preferred option'. Issues and opportunities for PRow will become apparent in due course as Highways England further develops plans.	If the NLAF agrees it would like to be formally consulted on the scheme it needs to contact Highways England to be placed on the list of consultees.
Third River Crossing – Great Yarmouth (Norfolk County Council Scheme)	NSIP Section 42 statutory consultation ended 09.12.18 DCO submission anticipated March 2019; Examination anticipated during summer/ autumn 2019. Approval by Secretary of State anticipated 2020.	No PRow directly affected. The plans for the new bridge includes opportunities for walking and cycling improvements to help improve links for non-motorised users through the settlement.	If the NLAF agrees it would like to be formally consulted on the scheme it needs to contact Norfolk County Council (Highways, major schemes team) to be placed on the list of consultees.
Norwich Western Link (Norfolk County Council Scheme)	Maybe a NSIP (yet to be agreed) Formal consultation on 4 routes on-going (closes 18.01.18);	Currently no route has been selected. There are some public rights of way in the general areas under consideration. Issues and opportunities for PRow will become	If the NLAF agrees it would like to be formally consulted on the scheme it needs to contact Norfolk County Council (Highways, major

Project	Current Status	PRow Implications	NLAF involvement
	Preferred solution expected June 2019.	apparent as the County Council and its main contractor develop plans.	schemes team) to be placed on the list of consultees.
Long Stratton Bypass (Developer-funded Scheme)	Planning application to be determined by South Norfolk Council Planning application submitted, decision expected in coming months.	Six public rights of way will be intersected by the proposed bypass. PRow will be dealt with as part of the planning application. There are evolving plans that include one 'at grade' crossing at the southern end of the bypass for pedestrians, and two bridges for non-motorised users. The planning application includes the creation of circular walks. Norfolk County Council are undertaking the legal orders process.	A paper will be brought to the NLAF on PRow aspects at the July meeting by Environment Team

Norfolk Local Access Forum

Report title:	Meetings Forward Plan
Date of meeting:	3 April 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

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.

Appendix 1

Norfolk Local Access Forum	Report Title	Lead officer
3rd April 2019		
Meetings Forward Plan REPORT	Norfolk Local Access Forum Plan for future	Andy Hutcheson/Russell Wilson
Sub-groups REPORT (Permissive Access; PROW; NAIP) including presentation on Bradenham/FWAG permissive access partnership	Subgroups report - REPORT	Ken Hawkins/Chris Allhusen/Martin Sullivan
Pathmakers REPORT	Pathmakers REPORT	Martin Sullivan
Countryside Access Arrangements REPORT	Countryside Access Arrangements - REPORT	Matt Worden/Russell Wilson
Major infrastructure projects (and protocol for effective / timely NLAF feedin)		Andy Hutcheson
Setting up 2 new subgroups - a joint communications sub Group (with Pathmakers) and a group to explore the value of the PROW network to the economy /health. Identification of members		Geoff Doggett / Kate MacKenzie / Pat Holtom /Ken Hawkins
Permissive Access (Bradenham/FWAG partnership) (possibly part of Sub-groups report)		Chris Allusen / Mike Edwards
NE - coastal access - presentation		Diana Curtis (Natural England)
Appointment of Pathmakers trustees (protocol)		
Welcome new NLAF members		
LCWIP (tbc)		
SAIL (tbc)		
[Cycling and Walking Strategy (tbc)]		Andy Hutcheson
Ash Die Back/ Tree Disease/ Climate Change (tbc)		Anne C/ Tom RG
Water, Mills and Marshes REPORT and presentation (tbc)		Will Burchnall (Broads Authority)
Coastal Treasures (tbc)		Alison Yardy
Windfarm Routes (tbc)		David White?
Feedback from conferences and events attended by NLAF members		
[Add minutes and meeting dates BLAF/ Suffolk LAF to agenda]		
Venue for July meeting		
9th July 2019		
Meetings Forward Plan REPORT	meetings - REPORT	Andy Hutcheson/Russell Wilson
Sub-groups REPORT (Permissive Access; PROW; NAIP)	Subgroups report - REPORT	Ken Hawkins/Chris Allhusen/Martin Sullivan
Pathmakers REPORT	Pathmakers REPORT	Martin Sullivan
Countryside Access Arrangements REPORT	Countryside Access Arrangements - REPORT	Matt Worden/Russell Wilson
[Add minutes and meeting dates BLAF/ Suffolk LAF to agenda]		
Feedback from conferences and events attended by NLAF members		
Major infrastructure projects		
Appointment of Chair/Vice Chair - prepare for voting at October meeting		
Water based activity report (tbc)		
Norfolk Commons (Wildlife in Common)		Geoff Doggett suggestion - talk from Gemma Walker at NWT
Fly tipping (tbc)		Rachel Stewart
Update Greenways project (Matt Hayward) - PROW s/g asked		Matt Hayward
25 year plan for the Environment PROW s/g asked	Draft plan to come back to NLAF for comment	AH
16th October 2019		
Meetings Forward Plan REPORT	Norfolk Local Access Forum Plan for future meetings - REPORT	Andy Hutcheson/Russell Wilson
Sub-groups REPORT (Permissive Access; PROW; NAIP)	Subgroups report - REPORT	Ken Hawkins/Chris Allhusen/Martin Sullivan
Pathmakers REPORT	Pathmakers REPORT	Martin Sullivan
Countryside Access Arrangements REPORT	Countryside Access Arrangements - REPORT	Matt Worden/Russell Wilson
[Add minutes and meeting dates BLAF/ Suffolk LAF to agenda]		
Feedback from conferences and events attended by NLAF members		
Major infrastructure projects		

