



4th January 2019 11am Cranworth Room

AGENDA

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 (SW)
Sarah Abercrombie (SA)
Ella Meecham (EM)

Apologies:

Jenni Turner

Supporting documents for the meeting are here:

https://www.dropbox.com/sh/8s5fcovemomw9rv/AAAaq8MMo_QdZPx_bh9dNkGJBa?dl=0

(these are indicated in blue text - if you have any difficulties accessing these I will email them directly to you).

1. Apologies, introductions and [minutes](#) from last meeting (17th October 2018).
 - EM introduced herself to the trustees.
 - JT had sent apologies (teaching commitments)
 - The trustees thanked SE for the [paper](#) he had prepared regarding action point 6 from the last meeting concerning rebranding of the NLAf as Pathmakers. KM said this should be considered alongside setting up a communications subgroup

for the NLAf which would cover promotion for both the NLAf and Pathmakers. The new NLAf/Pathmakers subgroup (comprised of 2 or 3 people perhaps) would put together a joint communications strategy.

It was agreed that both ideas (rebranding and setting up a communications group) would go to the NLAf under a single report for the NLAf to vote on (a majority vote would decide each issue) at the 30th January meeting. Assuming a positive outcome, the meeting would be asked who would be interested in joining the communications subgroup which would first meet after 3rd April 2019 NLAf meeting.

ACTIONS: ALL to review SE's [paper](#) and suggest additions to make the case for rebranding to the NLAf by Thursday 10th January (send to him).

SW to draft report for NLAf meeting on 30th January (for review by KM, SE, MS) amalgamating the rebranding and setting up of the communications subgroup. The report would include a job description/skill set for members of the new communications group.

- SW said that she had 'retrofitted' the NANSA audits so that the Pathmakers logo now appears on the front of each of the [5 publications](#).

ACTION: SW to ask the NCC webteam to upload the revised documents to the NCC website (Trails part)

- The minutes were agreed

2. LIFT OFF bid – presentation/discussion (SA/ ALL)

- The ESF (European Social Fund) team at NCC had suggested to JJ that Pathmakers put in a bid to the LIFT fund.
- SA ran through the proposal (see [presentation](#)) which was to manage 2, three month placements for up to 20 referrals with local SMEs (small to medium enterprises = businesses). The referrals would gain skills in team work, practical outdoor maintenance (but **not** with equipment that would require special training such as brush cutters or chainsaws), production of interpretation, walk leader training etc. The SME would gain accreditation. Budget in total is £70,000 of which 50% would be funded by ESF. NCC inkind contribution was £10,000. JJ said that £15,000 could be made available

to Pathmakers from NCC (agreed by committee that this could be used to help Pathmakers become established);

- GS requested that Equal Lives should be considered as a partner/placement organisation
- NCC would help with claims if successful
- Bid needs to be submitted by 11th January
- KM said that the trustees would have to be careful not to be overstretched, with all the other things going on (HLF; Jenni Turner's student projects; NLAf meetings etc)
- JJ said that NCC had an excellent person in mind (EM) to second to Pathmakers (on an FTA – fixed term appointment basis) to undertake the project co-ordinator role. PH suggested that SA should check with ESF that an appointment could be made without the need for an external recruitment campaign and SA agreed to do this. JJ felt that Pathmakers trustees were more comfortable with an NCC secondment rather than directly employing the co-ordinator
- SE had concerns about risk management should the secondee resign. JJ felt that the risk was manageable
- SE felt that a measure of financial contingency should be built into the project. JJ said that this was inherent rather than show as a separate entity but that it would be possible to have 2 versions of the budgeting: the official one for the bid, and 2nd version for Pathmakers trustees
- SE and KM were concerned that a mechanism was needed urgently to view the financial interplay between the full range of projects under consideration. SA said that Martin Talbot (NCC Environment Projects Team) would be able to help with this.
- The trustees were keen on the project but agreed that it could only go ahead if the Pathmakers agreed financial reserve did not dip below £10,000: this figure is a necessary 'cushion' and should not be eaten into.

ACTIONS: SA to check with ESF that secondment of project co-ordinator to Pathmakers could be made without the need for external recruitment

SA to ask Martin Talbot to prepare a spreadsheet showing the financial interplay between all the Pathmakers projects.

SA to prepare a 2nd budget for Pathmakers trustees showing how contingency has been built into the finances for the project and to demonstrate that the Pathmakers reserve would not be used.

3. Update on Geovation (EM)

- EM updated the trustees with her work on the Geovation project (see [presentation – to be uploaded](#)) which has involved organising and running a number of walks in Taverham, Drayton and Costessey on the Marriott's Way, recruiting people who are not active and finding out from them more about the characteristics of a smartphone app that would be needed to encourage them to 'go solo' (i.e. finding their own walks, encouraging others). She has explored potential walk apps that could be considered for the next phase of the project (more money from Ordnance Survey would be required). One is 'Go Jauntily' which is also a Geovation start up project and seemed particularly relevant. The app could include a social link and could have 'share my walk' as an option
- SE asked for a financial report on Geovation expenditure.

ACTION: Sophie Cabot to send through a financial report on Geovation expenditure/indicative expenditure to SE

4. [Swannington Upgate](#) project EM/ALL

DEFERRED

5. HLF 'Our Heritage' and 'Resilient Heritage' (and funding for volunteer coordinator as identified by PROW subgroup) (KM / MS / SA)

- KM updated the meeting on the HLF Resilient Heritage bid (see [presentation](#)) which she is now taking forward for Pathmakers with reduced budget, shorter timespan, no staff co-ordinator. The bid is to be submitted by 18th January.
- The Our Heritage bid (heritage of local walks) has been deferred.

6. 1220 - 1225 Financial report (see [report](#)) – SE

- The trustees agreed that the report represented a true assessment of Pathmakers finances.
- The trustees agreed that the reserve should remain at £10,000.

7. [Action Plan](#)

DEFERRED

8. Update from trustees who attend NLAf subgroup meetings – opportunities for Pathmakers? (AM; MS)

DEFERRED

9. 1240 – 1245 UEA student projects update

****PLEASE NOTE CORRECTED DATES – the UEA 'pitch' will take place on 21st January at 12 to 1pm; the students will visit the host organisation w/c 11th February 2019; students submit 2 progress reports and arrange meetings by early May 2019

- The trustees had received a copy of the 8 UEA students' Environmental Consultancies outlines developed with officers at NCC Environment team which the students will undertake for Pathmakers and NCC Environment Team and a table pairing the consultancy projects with a Pathmakers trustee.
- Several trustees expressed interest in attending the UEA meeting on 21st January at 12 noon to pitch the Pathmakers/NCC projects. SW agreed to find out about parking arrangements.
- It was agreed that once students had been allocated to the 8 projects, Pathmakers trustees would attend meetings with the students arranged with NCC lead officers (i.e. at County Hall) if possible.

ACTION: SW to update trustees with dates for meetings at County Hall (between NCC Environment Team and students) when arranged

10. Funding for Horsey Dunes- GS

- GS had requested that Pathmakers considered the opportunity to improve access for all at Horsey Dunes. An access audit (improvements for several stretches of permissive access at the southern (Horsey Mill) end of the dunes had been prepared by Russell Wilson's team previously. GS felt that Pathmakers could potentially take this forward with Friends of Horsey Seal and Natural England and bid for money to make access for all improvements.
- GS wondered if windfarm cable routes could help with funding: SW had enquired about Hornsea community projects. Nothing available yet, but possible to register for updates:
<http://hornseaproject3.co.uk/en/Contact-us>
<https://twitter.com/GrantScape1>
- Just outside the Mick George Community fund (landfill) area probably
<http://www.grantscape.org.uk/fund/mick-george-community-fund/>
- Vattenfall (contact Sue Falch-Lovesey susan.falch-lovesey@vattenfall.com) could also be a potential funder for Pathmakers, although NOT for a project at Horsey (outside

their area) as they are seeking to build good community relationships in areas likely to be affected by their Vanguard windfarm cable route (particularly Happisburgh and Bacton) – not a community fund as such. Sue offered to come in to present to Pathmakers at a future date.

- JJ suggested that it might also be possible to put forward a bid for access for all improvements at Horsey funded by the HLF our Heritage fund.

11. Date of next meeting was set at 8th March 2019 at 1030 to 1300 at County Hall. Cranworth room at County Hall has been booked