

# Norfolk Local Access Forum

Date: 9 July 2019

Time: 10.30am

Venue: Oddfellows Hall, 4 Lifeboat Plain, Sheringham NR26 8BG

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

## Membership:

Mr Martin Sullivan (Chairman)  
Mr Ken Hawkins (Vice-Chairman)

Mr Chris Allhusen  
Mr Andy Brazil  
Cllr Julie Brociek-Coulton  
Mr Vic Cocker  
Mrs Hilary Cox  
Mr Geoff Doggett  
Miss Bethan Edmunds  
Mr Mike Edwards  
Mrs Brigid Fairman

Mr Simon Fowler  
Miss Phoebe Gale  
Mrs Donna Gibling  
Mr David Hissey  
Mrs Suzanne Longe  
Mrs Elizabeth Meath Baker  
Miss Louise Rout  
Mr Paul Rudkin  
Cllr Beverley Spratt

Cycling and Walking Champion: Cllr Andrew Jamieson

**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](mailto: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

*Please note there will be a moments silence at the beginning of the meeting to remember former member of the Local Access Forum; George Saunders.*

**1 To receive apologies and details of any substitute members attending**

**2 Minutes**

To confirm the minutes of the meeting held on 3 April 2019.

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**3 Members to Declare any Interests**

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 To receive any items of business which the Chairman decides should be considered as a matter of urgency**

**5 Public Question Time**

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](mailto:committees@norfolk.gov.uk)) by **5pm Thursday 4 July 2019**. For guidance on submitting a public question, view the Constitution at [www.norfolk.gov.uk/what-we-do-and-how-we-work/councillors-meetingsdecisions-and-elections/committees-agendas-and-recent-decisions/ask-aquestion-to-a-committee](http://www.norfolk.gov.uk/what-we-do-and-how-we-work/councillors-meetingsdecisions-and-elections/committees-agendas-and-recent-decisions/ask-aquestion-to-a-committee)

## **6 Local Member Issues/Questions**

Fifteen minutes for local member to raise issues of concern of which due notice has been given. Please note that all questions must be received by the Committee Team ([committees@norfolk.gov.uk](mailto:committees@norfolk.gov.uk)) by **5pm on Thursday 4 July 2019**.

## **7 Feedback from events attended by NLAF Members**

Verbal report from members of the NLAF

## **8 NLAF Subgroups' report**

Report by the Assistant Director, Culture and Heritage

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## **9 Pathmakers**

Report by the Assistant Director, Culture and Heritage

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## **10 National Trail Annual Report (Norfolk)**

Report by the Assistant Director, Culture and Heritage

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## **11 Greenways Project**

Report by the Assistant Director, Culture and Heritage

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## **12 Establishing the Definitive Line (Wherryman's Way Case Study)**

Report by the Assistant Director, Culture and Heritage

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## **13 Countryside Access Arrangements**

Report by the Assistant Director, Culture and Heritage

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## **14 Major Infrastructure Projects and Planning**

Report by the Assistant Director, Culture and Heritage

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## **15 Appointment of Chair / Vice-Chair – process and timeline**

Report by the Assistant Director, Culture and Heritage

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## **16 Meetings Forward Plan**

Report by the Assistant Director, Culture and Heritage

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**Chris Walton**  
**Head of Democratic Services**  
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Martineau Lane  
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NR1 2DH

Date Agenda Published: 1 July 2019



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**Norfolk Local Access Forum**  
**Minutes of the Meeting Held on 03 April 2019**  
**at 10.30am in the Edwards Room, County Hall.**

**Member:**

Martin Sullivan - Chairman  
Ken Hawkins – Vice-Chairman  
Chris Allhusen  
Andy Brazil  
Victor Cocker  
Bethan Edmunds  
Mike Edwards  
Brigid Fairman  
Cllr John Fisher  
Simon Fowler  
Phoebe Gale  
David Hissey  
Cllr Andrew Jamieson  
Suzanne Longe  
Elizabeth Meath Baker  
  
Paul Rudkin

**Representing:**

Motorised Vehicles  
Walking  
Land ownership  
Voluntary Sector  
Walking  
Nature Conservation  
Land Ownership  
Equestrian  
Norfolk County Council  
Walking  
Youth / Education  
Cycling  
Walking and Cycling Champion  
Equestrian  
Rural / local business / economy  
Tourism  
Walking

**Officers Present:**

Sarah Abercrombie	Green Infrastructure Team Leader (Projects)
Diana Curtis	Natural England
Andrew Hutcheson	Environment Manager (Green Infrastructure, Advice and Strategy)
Su Waldron	Project Officer (Green Infrastructure)
Russell Wilson	Senior Trails Officer (Infrastructure)
Matt Worden	Area Manager (South)
Nicola LeDain	Committee Officer

**1. Apologies for Absence**

- 1.1 Apologies were received from Geoff Doggett, Donna Gibling, Cllr Andy Grant and George Saunders, Louise Rout, Cllr Andy Grant

**2. Minutes of the last meeting**

- 2.1 The minutes of the meeting held on 30 January 2019 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 There was no urgent business.

## 5. Public Question Time

- 5.1 No public questions were received.

## 6. Feedback from Events

- 6.1 Ken Hawkins reported that he had attended meetings of the Broads LAF and Suffolk LAF. It had been discussed at the Broads LAF that Worcester LAF had raised the issue with the Secretary of State about the backlog of the map modification orders. There had been positive enthusiasm expressed for joint working with whoever was interested. The Suffolk LAF had different priorities compared the NLAF mainly around level crossings and Network Rail, and Sizewell C; a proposed new nuclear power station in Suffolk.
- 6.2 The Chairman had attended a site visit to Brettenham Heath as discussed at the last meeting, along with two former members of the NLAF; Ann Melhuish and Jean Stratford.

## 7. NLAF's subgroups' report (Ppermissive Access; PROW; NAIP)

- 7.1 The NLAF received the annexed report (7) which summarised the activities since the last NLAF meeting by the NLAF's three subgroup: The Public Rights of Way (PROW) subgroup; the Permissive Access subgroup and the Norfolk Access Improvement Plan (NAIP) subgroup. 3 members asked to join the PROW subgroup: Brigid Fairman; David Hissey; Simon Fowler
- 7.2 The Forum heard from the Chairman of the Public Rights of Way subgroup that they were recommending the NLAF send a formal letter to the Legal Team at NCC asking why the Pockthorpe Lane case was taking so long and if they could provide an update.
- 7.3 The Parish Seminar would be held on 29<sup>th</sup> May 2019 at North Walsham. More details would be circulated to the NLAF in due course.
- 7.4 The Permissive Access subgroup reported that the focus had been around stewardship. There had been significant progress made by the subgroup and the NLAF expressed their thanks to the members for putting it together. It was suggested that lobbying should be done to bring back a permissive scheme once the Brexit dust had settled
- 7.5 The Forum heard that the Environment, Transport and Development Committee had approved the NAIP on 8<sup>th</sup> March 2019.
- 7.6 **The NLAF;**  
(i) **AGREED** to request an update on the Greenways project at the July meeting as recommended by the PROW subgroup  
(ii) **AGREED** to send a formal letter to the Legal Orders and Registers Team requesting an update on the Pockthorpe Lane, Thompson case as recommended by the PROW subgroup  
(iii) **NOTED** the date for the first parish council seminar

(iv) **AGREED** that the NAIP subgroup delegate authority to work with NCC officers outside NLAF meetings on the annual delivery plan 2019 / 2020 and monitoring mechanism.

(v) **NOTED** progress with permissive access schemes.

## 8. Coastal Access

- 8.1. The Forum welcomed Diana Curtis from Natural England to the meeting to answer queries regarding the coastal access report for the Norfolk coast between Weybourne and Hunstanton. The NLAF had previously made a number of concerns on the report including the consultation process, access restrictions and route establishment budget.
- 8.2. The report compiled by Natural England was at the determination stage. The Secretary of State would consider the proposals and representations and approve or approve it with conditions. Natural England were in the process of responding to all objections submitted.
- 8.3. In response to questions, Natural England acknowledged the difficulty of accessing the reports and submitting comments.
- 8.4. The final costings were unknown as the final proposals had not been finalised so the infrastructure needed was unknown.
- 8.5. The NLAF asked Natural England that there were kept informed of the progress between NLAF meetings, especially regarding the funding.
- 8.6. Since the original report was compiled, changes had been made such as the access restrictions on the salt marsh at Wells. It had been appreciated that the area was used locally and manged and therefore signage would be used rather than going through a formal process to manage the public safety.
- 8.7. The NLAF **NOTED** the updates provided by Natural England.

## 9. Pathmakers Project

- 9.1. The Forum received the annexed report (9) which updated the NLAF on recent activity by the Pathmakers.
- 9.2. The NLAF suggested speaking to the respective Forums of neighbouring counties of Suffolk, Cambridgeshire and Lincolnshire as it would be courteous to inform them that the geographical area of the Pathmakers had been widened. The NLAF were also informed that they worked with closely on any specific issues that affect them.
- 9.3. The NLAF:
  - (i) **NOTED** changes to the Pathmakers constitution (charitable purposes, number of trustees)
  - (ii) **NOTED** updates on LIFT OFF, Paving the Way and Community Friends Walks and offers support for Pathmakers ongoing work
  - (iii) **AGREED** that members adopt a simple online time recording system to record their time volunteered for the NLAF and Pathmakers. A link would be circulated each month e.g. [www.smartsurvey.co.uk/s/TIME\\_APRIL2019](http://www.smartsurvey.co.uk/s/TIME_APRIL2019) etc

## **10. Recruitment of Pathmakers Trustees**

- 10.1 The Forum received the annexed report (10) which outlined the details of the recruitment of trustees to Pathmakers.
- 10.2 Officers encouraged anyone who was interested to either speak informally to Officers / Chairman or apply directly.
- 10.3 The NLAF:
  - (i) **AGREED** the protocol drafted by Pathmakers regarding the NLAF's recruitment of trustees to Pathmakers
  - (ii) **AGREED** to promote the recruitment and to make personal approaches to those they feel would make good Pathmakers trustees

## **11. New NLAF Subgroups (Communications and Vision and Ideas)**

- 11.1 The Forum received the annexed report (11) which outlined the need for improved communication and awareness raising of the NLAF and Pathmakers and therefore the need to create new subgroups.
- 11.2 The Chairman explained the idea of the new subgroups and the reason behind the creation of them. If any members of the NLAF were interested in joining the groups they should let Officers know. Meetings would be arranged in due course.
- 11.3 The NLAF **AGREED** the creation of two new subgroups. The terms of reference would be brought to the July meeting.

## **12. Countryside Access Arrangements Update**

- 12.1 The Forum received the annexed report (12) which outlined the work in terms of the volumes of customer queries received and responded to. The paper also highlighted other key areas of work.
- 12.2 The Forum heard that online reporting system is the most efficient and effective way of reporting problems. However, users often use other means such as 'fix my street' which can therefore cause problems as NCC had to manipulate that data to put it into the one application.
- 12.3 The Local Access Forum **NOTED** the progress made to date since the Countryside Access Officer posts were introduced.

## **13. Major Infrastructure Projects**

- 13.1 The NLAF received the annexed report (13) which informed them of any major infrastructure projects including Nationally Significant Infrastructure Projects (NSIP) which impacted on public rights of way.

- 13.2 It was suggested that the protocol for informing the NLAF on planning matters was explored. The NLAF could apply to be statutory consultee on a number of applications but this would need further discussion.
- 13.3 The NLAF **NOTED** the PROW implications associated with current major infrastructure projects and plans and agrees which schemes it wishes to be formally be consulted on.

#### **14. Meetings Forward Plan**

- 14.1 The NLAF received the annexed report (14) which set out the Forum forward plan for future meetings.
- 14.2 It was suggested that communication was an ongoing agenda item.
- 14.3 Promoting equestrian riding in Norfolk from an economic point of view was suggested to be a future agenda item.
- 14.4 It was suggested that volunteer time was looked at in a future meeting as there was considerable time being invested into trails and rights of way by local communities.
- 14.5 The NLAF **AGREED** the forward plan and considered items for future inclusion.

#### **Dates of future meetings:**

9th July 2019	10:30am	Oddfellows Hall, Sheringham
16 October 2019	10:30am	Edwards Room

The meeting closed at 12:32pm

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



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# Norfolk Local Access Forum

<b>Report title:</b>	<b>NLAF subgroups' report (Permissive Access; PROW; NAIP; Vision and Ideas; Joint Communications)</b>
<b>Date of meeting:</b>	<b>9 July 2019</b>
<b>Responsible Chief Officer:</b>	<b>Steve Miller – Assistant Director, Culture and Heritage</b>
<b>Strategic impact</b> Activities since the last Norfolk Local Access Forum (NLAF) meeting by the NLAF's five subgroups are summarised.	

## Executive summary

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

### Recommendations:

That the NLAF:

- (i) That the NLAF notes the positive report of the first parish council seminar and endorses the plans for the second one;
- (ii) that the NLAF adopts and submits the proposed response regarding public rights of way affected by the route of the Long Stratton bypass;
- (iii) that the NLAF adopts and submits the proposed response regarding the Thickthorn junction crossing;
- (iv) that the NLAF agrees to support the recommendation made by the Broads LAF to the Broads Authority for the creation of a Public Right of Way at Reedham to resolve problems of access along a key section of the Wherryman's Way;
- (v) that the NLAF supports the letter sent by Worcestershire LAF to Defra seeking postponement of the deadline of 1<sup>st</sup> January 2026 as specified in the CROW Act 2000 and agrees to encourage similar action from other LAFs;
- (vi) the NLAF notes work to promote the effective permissive access scheme at Bradenham;
- (vii) That the NLAF notes revisions to terms of reference (or new terms of reference) for the various subgroups

## 1. Proposal

- 1.1. The **PROW subgroup** met on the 24 June 2019 (See **Appendix 1** for minutes from the meeting). Main points below:
  - 1.1.1. The first parish paths seminar had taken place at North Walsham on 29th May 2019 aiming to explore practical ways in which Norfolk County Council, parish and town councils and local volunteers can work together for the benefit of public paths (summary report Appendix 2) with good attendance and positive feedback
  - 1.1.2. A protocol recommending how the NLAF should tackle responses to plans affecting Public Rights of Way had been drafted by NCC Environment Team -

see Major Infrastructure Projects report. The subgroup recommended endorsement by the full NLAf.

- 1.1.3. There was detailed discussion of footpaths affected by the route of the Long Stratton bypass and the group agreed a draft response to be endorsed and submitted by the full NLAf (Appendix 3)
- 1.1.4. There was discussion of the new crossing proposed at the A11 Thickethorn roundabout and the group agreed a draft response to be endorsed and submitted by the full NLAf (Appendix 4)
- 1.1.5. A formal recommendation had been made by the Broads LAF to the Broads Authority for the creation of a Public Right of Way at Reedham to resolve problems of access along a key section of the Wherryman's Way. It was agreed to recommend that NLAf support this action.
- 1.1.6. It was noted that Worcestershire Local Access Forum had submitted formal advice to Defra seeking postponement of the 2026 deadline due to Worcestershire County Council's inability to clear the current backlog of Definitive Map Modification Orders in time (Appendix 5). The PROW subgroup recommended that the NLAf supported this approach.
- 1.2. **Permissive Access subgroup**  
Work is ongoing to promote the successful Bradenham scheme (e.g. at the Parish Paths Seminar)
- 1.3. **NAIP subgroup**  
The NAIP subgroup met on 21/5/2019 (see **Appendix 6** for minutes)  
Main points:
  - (i) Terms of reference for the group were revised (**Appendix 7**)
  - (ii) A reporting mechanism for progress with NCC projects delivering the NAIP was agreed which would work through an existing highlight reporting system. This will require agreement by Senior Officers at NCC Environment Team.
- 1.4. **Joint Communication subgroup**  
The joint NLAf and Pathmakers subgroup met on 1/5/2019 (see **Appendix 8** for minutes)  
Main points:
  - (i) Terms of reference for the group were agreed (**Appendix 9**)
  - (ii) Priorities for communication were Pathmakers projects and the NAIP
  - (iii) A further meeting date was set (June), but later postponed.
- 1.5. **Vision and Ideas subgroup**  
The Vision and Ideas subgroup met on 16/5/2019 (**Appendix 10**)  
Main points:
  - (i) Terms of reference for the group were agreed. (**Appendix 11**) The group seeks to quantify the benefits of the access network and to explore how this can be translated into brand-gains or monetary advantage. Benchmarking could help.

## **2. Evidence**

2.1. Please see introduction

## **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:

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## Appendix 1

### NORFOLK LOCAL ACCESS FORUM Public Rights of Way Subgroup Minutes

**Date:** Monday 24<sup>th</sup> June 2019 **Time:** 2pm - 4pm

**Venue:** County Hall

<b>Present</b>	
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
Simon Fowler (SF)	Norfolk Local Access Forum
Brigid Fairman (BF)	Norfolk Local Access Forum
David Hissey (DH)	Norfolk Local Access Forum
<b>Officers in attendance</b>	
Sarah Abercrombie (SA)	
Michelle Sergeant (MSg)	
Su Waldron (SW)	
Russell Wilson (RW)	
<b>Apologies</b>	
Matt Worden (MW)	NCC
Andy Hutcheson (AH)	NCC

<b>1</b>	<b>Introductions and apologies for absence</b> The following were absent from the meeting: Ian Witham and Helen Leith.
<b>2</b>	<b>Minutes of the meeting on 11<sup>th</sup> March 2019</b> The minutes were amended to reflect a change to the first paragraph in 8 to read "MSg reported good recent results through her post and Gemma's, with 2 proposed large developments now slightly altered in design to incorporate the existing PROW on the definitive alignment. If planning applications affect PROW, NCC will comment on them.". With this change, the minutes were approved as a correct record.
<b>3</b>	<b>Matters arising from the minutes, not otherwise on the agenda</b>
3.1	Re previous minutes 3.1 The NAIP has been approved and published at <a href="https://www.norfolk.gov.uk/naip">https://www.norfolk.gov.uk/naip</a> .
3.2	4.3 <u>Norfolk: A World Class Environment</u> We await a draft plan to review.
3.3	6.1 <u>s130/56 legal notices served on NCC</u> IPROW has confirmed that there are about 140 highway authorities responsible for public rights of way, excluding central London. Of the 64 authorities responding on s130As, two received five, one ten and Norfolk twenty (data for the year ending 31 March 2018).

- 4 LAF Minutes of the meeting on 3<sup>rd</sup> April 2019.** The minutes will be circulated shortly.
- 4.1 KH asked if any other subgroup chairs present had anything to report of relevance to the meeting.
1. VC reported that the Vision and Ideas group had: looked at benefits derived from the PROW network; were considering if it might be possible to apply an asset management approach to the network; and felt that there was a job to do regarding promotion of the wider network to inform councillors and the public. A further meeting was scheduled for September
  2. MS reported that Pathmakers (not a subgroup) was still actively seeking new trustees and had set up Facebook and Instagram accounts
  3. MS reported that the NAIP subgroup had met to review delivery mechanisms for the plan

## **5 Partnership and Community Working**

### **5.1 Parish Council seminars**

1. A report on the first parish seminar which took place at North Walsham on 29<sup>th</sup> May 2019 was received and Su Waldron thanked for its preparation.
2. It was generally thought that the event had gone well and achieved its aims. KH was keen to build on the seminar, to fix any problems and roll out a 2<sup>nd</sup> one as soon as feasible this side of Christmas. Comments made were: timings need to be improved; leave out some NAIP details; grouping neighbouring parishes worked well; good to have all the data available; and next one could start earlier at 1.45pm. After discussion, the meeting decided
  - the west area should be tackled next - AM recommended Narborough village hall as a good venue – BF agreed
  - similar timings would be used, starting a little earlier and ending a little later
  - a weekday not in half term would be tried
  - September was proposed
  - it would be useful to try to get firm commitments of planned action from participants

**ACTION: SW to investigate booking at Narborough village hall**

3. NC noted that a parish partnerships scheme had been in operation in Bedford which had helped fund local parish schemes.

### **5.2 Somerset County Council – Adopt-a-Path**

The meeting looked at a leaflet on a scheme in Somerset. NC was very enthusiastic planned to take it to U3A and Ramblers' meetings to find out if they would support it.

MS was asked if Pathmakers could help – perhaps with funding a leaflet? He noted that the issue was finding funders to match the project requirements.

VC thought a sponsor was essential – and NC thought the sponsor should be NCC. RW noted that such an initiative should be considered in the context of the NAIP.

ACTION: SW agreed to get more information about how the scheme operated.

5.3 Issues from represented organisations (CPRE, OSS, The Ramblers, U3A)

NC reported some issues with paths not reinstated or impassable at Foulsham, Baconsthorpe and Felbrigg. It was accepted that the current system of responding to reports from the public when there were problems was the best that could be achieved, especially within current resources, and that the effort should be in maximising the efficiency of this system while continuing to argue for increased resources (as the NLAF was doing).

RW recommended that all issues mentioned by NC were reported via CRM, as this enabled early response and action.

**6 Countryside Access arrangements**

6.1 General update

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) – available for PROW only so far.

KH felt it was important to establish how quickly faults are resolved, which he knew Matt Worden was aware of.

In discussing the report, it was noted that there was a tendency to consider only the problems, while the report also mentioned several improvements, and thanks were given for those. On a similar basis, RW said he was hoping it would be possible to build in compliments to the system so that good news (i.e. no problems reported) could be registered.

**Thanks were expressed to MW and RW for their report.**

6.2 Major infrastructure projects

1. A protocol for adoption by the NLAF had been drafted by NCC Environment Team recommending how the NLAF should tackle responses arising through the planning system. The protocol was accepted for recommendation to NLAF with one minor amendment (Appendix 1). Training (planning response) had been offered by the Head of Planning for the NLAF at the October NLAF meeting.

**Action : Recommend that protocol is adopted by the NLAF**

2. Long Stratton Bypass response. The meeting went through all the footpaths affected by the new bypass to agree the responses that would be proposed to the NLAF. IM had looked at the plans in detail in making the Ramblers' response. There was a question over whether the road was to be dualled or just single carriageway. The proposals are in Appendix 2.

3. Thickthorn junction

It was agreed that the proposal in Option 4 should be supported. It was not clear whether the suggestion made by Paul Rudkin regarding re-purposing the existing footbridge would be feasible.

<p>6.3</p> <p>6.4</p> <p>6.5</p> <p>6.6</p> <p>6.7</p> <p>6.8</p> <p>6.9</p>	<p><u>Online reporting system</u> MS reported some difficulties with returning to what he'd written originally. KH recommended contacting Maria Thurlow directly.</p> <p><u>Earsham footbridge</u> AH absent from meeting – no update available</p> <p><u>England Coast Path, Weybourne to Hunstanton</u> Diana Curtis from Natural England attended the NLAF meeting on 3 April, reporting that, in the light of representations made, NE had undertaken further site visits and was reviewing access to spreading room, taking into account nature conservation issues. The report was awaiting response from the Secretary of State.</p> <p><u>Pockthorpe Lane</u> NC reported that he was very satisfied that the Modification Order had been submitted to the Planning Inspectorate on Thursday 18<sup>th</sup> April.</p> <p><u>Dersingham Woodland consultation.</u> The group was pleased with the response made on behalf of the NLAF by MSg.</p> <p><u>Great Yarmouth Borough Council Planning Application Ref: 06/17/0745/F</u> The group noted the response made by MSg following an enquiry concerning a footpath at Belton and felt that there was nothing further they could add. It was agreed that the issues raised within this situation did not raise concerns of major significance or principle and similar situations would not need to be brought to the subgroup or NLAF.</p> <p><u>Any other issues</u> KB reported that a formal recommendation had been made by the Broads LAF to the Broads Authority for the creation of a Public Right of Way at Reedham to resolve problems of access along a key section of the Wherryman's Way. It was agreed to recommend that NLAF support this action.</p>
<p>7</p> <p>7.1</p> <p>7.2</p>	<p><b>Claims for lost paths ('2026')</b></p> <p>1. The subgroup received a summary of current claims which KH had compiled from the NCC website. The report didn't indicate how many determinations had been made so KH said he would run the report again on a regular basis.</p> <p>2. KH said that Wales were considering dropping the 2026 deadline, and that a group of organisations including The Ramblers and OSS had written to Michael Gove asking for its postponement.</p> <p>Huddle: DH had downloaded a letter from Worcestershire LAF regarding 2026 claims. Group agreed that they would recommend that the NLAF supported the approach by writing in to the Environment Secretary.</p> <p>NLAF endorsement would be first, then the subgroup would work up a detailed response.</p>
<p>8</p>	<p><b>Reports from NCC Officers</b></p> <p>The group agreed they were happy to endorse RW's report on establishing the definitive footpath line on the Wherryman's Way (and elsewhere).</p>

<b>9</b>	<b>Any other business</b> KB reported that two key members of Broads Authority staff, and their manager, who had supported the Broads LAF had recently left and he was concerned about future support for the LAF.
<b>10</b>	<b>Date of next meeting</b> 1400 on 23 September 2019.

EVENT EVALUATION TEMPLATE: Parish Paths Seminar May 2019	
1. Name of event	Parish Paths Seminar
2. Date of event	29 <sup>th</sup> May 2019, The Atrium, North Walsham High
3. Event lead and department	Norfolk Local Access Forum –Public Rights of Way (PROW) subgroup and Community and Environmental Services (CES) Team. Many people involved with the seminar but key people involved were: Ken Hawkins, Martin Sullivan (NLAF) , Su Waldron (CES)
4. Event objectives (as set out in planning)	<p>The purpose of the seminar was to explore practical ways in which Norfolk County Council, parish and town councils and local volunteers can work together for the benefit of public paths (primarily Public Rights of Way and promoted routes).</p> <p>A further consideration was to evidence ways in which Pathmakers can fundraise/ be involved / to improve countryside access at a community level (funding things that NCC cannot).</p> <p>The event was the first of 3: two further events will cover the remaining Countryside Access officer areas (south and west)</p>
5. Event structure	<p>The event sought to achieve the above objectives through the provision of:</p> <ul style="list-style-type: none"> <li>• an information pack;</li> <li>• presentations;</li> <li>• facilitated interactive exploratory breakout sessions (8 tables of parishes which are geographically close or close-ish neighbours) who were asked to work together to discuss and prioritise a number of suggestions to (i) make parish PROW easier to use and enjoyable for local people, and (ii) to increase community involvement with local parish PROW;</li> <li>• general networking opportunities – the chance to meet NCC staff and other neighbouring parishioners/ councillors.</li> </ul> <p>The break-out sessions have been evaluated using Smartsurvey software.</p> <p>A report will be drawn up for all parishes attending on next steps they can consider to make improvements they have indicated are most needed (this will be at the conclusion of all the 3 parish seminar events).</p>

# EVENT EVALUATION TEMPLATE: Parish Paths Seminar May 2019

<p><b>6. Measures of success</b></p> <p>(indicate how your event performed against objectives. Provide evidence).</p>	<ol style="list-style-type: none"> <li>1. General atmosphere and levels of interest and involvement at event</li> <li>2. Standard of interactive feedback sessions – drawing conclusions</li> <li>3. Feedback forms – satisfaction with: venue; information provided; organisation; presentations;</li> <li>4. Opinion of those engaged with organisation and running of the event.</li> </ol>
<p><b>7. target audiences</b></p> <p>(Enter number of attendees; think about original target audiences and whether you managed to attract the people you set out to; were there particular guests who could be useful in the future?)</p>	<ol style="list-style-type: none"> <li>1. Email invitation was sent out to 222 parishes in the North/East Countryside Access Area officer 'patch' (Sarah Price) (143 emails – as some clerks cover more than one parish). Registration was by sending in the booking form to <a href="mailto:nlaf@norfolk.gov.uk">nlaf@norfolk.gov.uk</a></li> <li>2. 52 people attended with representation from 24 parishes:</li> <li>3. Aylmerton, Aylsham town council, Beeston Regis, Belaugh, Belton, Blofield, Booton, Briston, Buxton with Lamas, Caister on Sea, Colby and Banningham, Cromer town council, East and West Beckham, Felmingham, Great Massingham, Haveringland, Hethersett, Horsford, Horstead and Coltishal, Horstead with Stanninghall, Hoveton, Knapton, Ludham, Martham</li> <li>4. Norfolk County Councillors with appropriate geographical remit were made aware of the event and one attended.</li> <li>5. There was interest from parishes outside the area covered by the seminar (picked up from NALC newsletter??)</li> <li>6. The event was very well supported by NCC officers: Sarah Abercrombie; Matt Worden; Sarah Price; Gemma Harrison; Emily Smith; Russell Wilson; Andy Hutcheson; Su Waldron</li> <li>7. The event was well supported by the NLAF; Ken Hawkins; Martin Sullivan (and Suzanne Longe attended as delegate)</li> <li>8. Three Pathmakers trustees attended : Martin Sullivan; Kate MacKenzie; Ann Melhuish</li> </ol>
<p><b>8. Publicity</b></p> <p>(what channels were used to promote the event internally and externally and where publicity was ultimately gained. What channels were most successful?)</p>	<p>Event was by invitation and targeted at parish councils. All parish clerks in the area were emailed with a formatted pdf invitation attached to enable them to promote within their parish.</p> <p>The event was also promoted by NALC (via their newsletter) and via the Parish Training Partnership.</p>

EVENT EVALUATION TEMPLATE: Parish Paths Seminar May 2019	
	<p>The event was posted onto the NLAf's Twitter account and re-tweeted by Pathmakers</p> <p>Internally (i.e. within NCC), all NCC Councillors within the area were made aware of the seminar and invited to attend. The NLAf were all made aware of the event. The event was promoted by the Ramblers.</p>
<p><b>9. Feedback</b></p> <p>(indicate how you gained feedback from attendees and those involved with the event organisation and provide a summary of the results – qualitative or quantitative)</p>	<p>Feedback was by Smartsurvey  <a href="http://www.smartsurvey.co.uk/s/parish_paths">www.smartsurvey.co.uk/s/parish_paths</a></p> <p>Paper copies of the evaluation form were included in the information packs and a link to the online form was emailed the day after the event to all who attended.</p>
<p><b>10. Long term legacy</b></p> <p>(indicate how have or will develop links made via the event to generate long-term benefit)</p>	
<p><b>11. Lessons</b></p> <p>(what was the most and least successful parts of the event? What lessons have you learnt that will enable you to deliver a better event)</p>	<ol style="list-style-type: none"> <li>1. Appoint a Master of Ceremonies to keep timekeeping and give instructions</li> <li>2. Allow more time for presentations</li> <li>3. Allow more time for interactive discussions</li> <li>4. Allow more time for questions</li> <li>5. Say that presentations will be made available for delegates at the outset so people don't need to take notes</li> <li>6. Consider earlier start time to allow for refreshments e.g. 1330 for 1345 start and 1615 finish to give more session time.</li> <li>7. Stress the value of the evaluation forms at the outset – please complete and return</li> <li>8. Re-visit the questions on the evaluation form to ensure that it covers the most valuable learning points</li> <li>9. Consider a further refreshment/ comfort break</li> <li>10. Book a venue which comes with crockery! And a large teapot plus good kitchen facilities (the layout was slightly less than ideal in this regard at The Atrium)</li> <li>11. Consider extending the length of the session to avoid rushing (add question to feedback to find out for sure if this would have helped)</li> <li>12. Essential to have knowledgeable staff on hand (we did) – credibility would be damaged without this</li> <li>13. School venue was generous in terms of accommodation but not to everyone's taste (hard chairs!). Only possible to use it in holidays</li> </ol>



EVENT EVALUATION TEMPLATE: Parish Paths Seminar May 2019

	<ol style="list-style-type: none"> <li>14. Café style seating not to everyone's taste – consider seats in alternative configuration for the presentations part of the meeting??</li> <li>15. Good to have adjacent parishes on the same table to allow for networking</li> <li>16. Seek advice from comms team with design of interactive session (survey) to get the most out of the session (e.g. to address issues where parishes on a single table might have had different needs)</li> <li>17. KH suggests changing the interactive session form to present as just a list and capturing how many reps say which of them they would consider doing in say the next 12 – 24 months. This would avoid the potential difficulty that each parish operates in different circumstances making a consensus difficult</li> <li>18. Consider asking parishes participating to complete the interactive survey thinking beforehand (independently)</li> <li>19. Simplify presentations or reduce reliance on them – less text</li> <li>20. Parishes do not all have the same levels of understanding when it comes to ROW.</li> <li>21. Organise refreshments more professionally – some people didn't like the pump thermos flasks</li> <li>22. KH suggests regarding the evaluation form to reduce to one A4 sheet, combining questions 4 and 5 (rate the usefulness of the content but then list the elements separately so that people can say one was good and another poor). 6 and 7 are 'nice to have' but could be omitted to reduce space. 8 could be omitted and ditto 10.</li> </ol>
<p><b>12. Summary</b></p> <p>(indicate what you feel were the main achievements of this event and how it has contributed positively to the work of the NLAF/NCC )</p>	<ol style="list-style-type: none"> <li>1. Good opportunity to learn from parishes at first hand</li> <li>2. Good opportunity to evidence opportunities for Pathmakers for future funding bids</li> <li>3. Parishes do not all have the same levels of understanding when it comes to ROW</li> <li>4. High levels of interest in the seminar</li> <li>5. Subjective feedback (by survey) received from 17 participants gave the following results*:             <ol style="list-style-type: none"> <li>a. * scores: 1 is poor and 10 is excellent</li> <li>b. People were generally satisfied with the venue (16 people scored it 7 or above)</li> <li>c. People were generally satisfied with the organisation of the event (15 scored it 7 or above). Poor session time-keeping was identified as an issue</li> <li>d. People were fairly satisfied with the structure of the event (13 people scoring 7 or above). There was considerable variation in scores with one person marking it 1</li> </ol> </li> </ol>

## EVENT EVALUATION TEMPLATE: Parish Paths Seminar May 2019

	<ul style="list-style-type: none"> <li>e. People were content with the content (16 people scored 7 or above)</li> <li>f. People felt the seminar was useful to their parish (with 15 people scoring 7 or above)</li> <li>g. Subjective answers indicated the permissive access presentation went down particularly well and participants were appreciative of the information packs.</li> <li>h. People also liked the opportunity to make contact with people in other (neighbouring) parishes to potentially 'join forces' to tackle PROW issues</li> <li>i. Two respondents indicated they would appreciate a current map of PROW annually for their parish</li> </ul> <p>6. Breakout discussion groups could probably have done with more time.</p> <ul style="list-style-type: none"> <li>a. Facilitators did a good job of encouraging participants to capture comments but inevitably the conversations on the tables got diverted – meaning some tables didn't score all of the 12 options presented reducing the completeness of overall conclusions</li> <li>b. The scoring went from 1 (highest priority) to 5 (lowest priority) – might have been better to invert the scoring system</li> <li>c. Creation of permissive access, access for all, finding funding for PROW and creating local links, appointing footpath wardens, engaging young people and establishing friends networks were the top priorities identified (highest or next highest priorities for between 5 to 7 parishes).</li> <li>d. Claims for unregistered paths and phone apps were also considered a priority by 4 parishes (highest or next highest priority)</li> <li>e. Lower priorities were the provision of information, equipment and training and parish events.</li> </ul>
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## REPORT APPENDICES

Appendix 1: Event invitation

Appendix 2: Agenda

Appendix 3: Timeline

Appendix 4: Break out session questions

Appendix 5: Breakout session summary evaluation

## Appendix 6: Feedback from attendees

# Invitation

to a Parish Paths Seminar

29th May 2019

2pm to 4pm

The Atrium, North Walsham High School, Spenser  
Avenue, North Walsham, NR28 9HZ



- Our seminar is for local parishes in north Norfolk, Broadland and Great Yarmouth and will explore how communities can play a greater role in caring for their local rights of way.
- As custodians of village life and rural values, local people and parish and town councils are uniquely placed to suggest what could be done in order to make their rights of way easy to use and enjoyable.
- The seminar will explore how these local resources and skills can be harnessed to complement the work of Norfolk County Council as highway authority with a duty to assert and protect the rights of the public to the use and enjoyment of all highways for which it is responsible.
- The seminar has been organised by the Norfolk Local Access Forum, a statutory body set up by Norfolk County Council under the Countryside and Rights of Way Act 2000. The Forum's role is to advise on the improvement of public access to Norfolk's varied and beautiful landscape for the purposes of open-air recreation and enjoyment.

To reserve a place at the seminar, please complete the booking form and return to [nlaf@norfolk.gov.uk](mailto:nlaf@norfolk.gov.uk).

If you have any queries, please contact [nlaf@norfolk.gov.uk](mailto:nlaf@norfolk.gov.uk)



# Appendix 2 - Agenda

c/o Floor 6 Community & Environmental Services | County Hall | Norwich, NR1 2SG

E-mail: [nlaf@norfolk.gov.uk](mailto:nlaf@norfolk.gov.uk) | [www.norfolk.gov.uk/nlaf](http://www.norfolk.gov.uk/nlaf)

## **AGENDA Parish Paths Seminar (north Norfolk)**

**29<sup>th</sup> May 2019 2pm to 4pm**

**The Atrium, North Walsham High School, Spenser Avenue,  
North Walsham, NR28 9HZ**

- |             |   |
|-------------|---|
| <b>1330</b> | <b>Registration and tea/ coffee</b>   |
| <b>1400</b> | <b>Welcome</b><br>Martin Sullivan, Ken Hawkins  |
| <b>1405</b> | <b>Norfolk Access Improvement Plan</b><br>Andy Hutcheson  |
| <b>1415</b> | <b>Demonstration of Reporting Process, Norfolk County Council</b><br>Maria Thurlow  |
| <b>1425</b> | <b>Permissive paths from a parish perspective</b><br>Chris Allhusen   |
| <b>1435</b> | <b>Pathmakers</b><br>Kate MacKenzie, Martin Sullivan  |
| <b>1445</b> | <b>Highlights of local volunteer activity and opportunities to get involved</b><br>Russell Wilson and Ken Hawkins   |
| <b>1505</b> | <b>2026 – unrecorded Public Rights of Way</b><br>Gemma Harrison   |
| <b>1510</b> | <b>Breakout discussion and ideas groups to prioritise suggestions to</b><br>(i) make parish Public Rights of Way easy to use and enjoyable for local people<br>(ii) Increase community involvement with local parish Public Rights of Way |
| <b>1540</b> | <b>Feedback, discussion and dispersal</b><br>Suggestions for improvements for future seminars   |
| <b>1600</b> | <b>End</b>  |

Supported by

Appendix 3 - timeline for parish paths seminar

Timeline: Parish Paths Seminar			week commencing								
What	Who	Notes	08/04/2019	15/04/2019	22/04/2019	29/04/2019	06/05/2019	13/05/2019	20/05/2019	27/05/2019	03/06/2019
Agenda and planning										EVENT 29/5/2019 a	
Finalise agenda, timings and what each item will cover in outline. Clear offer and purpose for event	ALL										
Confirm agenda leads and how interactive workshop will work	ALL										
Prepare notes to help with any facilitation for the working group sessions	SW with input										
Identify/agree pack contents	ALL										
Presentations created for: Welcome; Reporting system and resources; Permissive paths; Pathmakers; Highlights of local volunteer activity	MS; MW & RW; CA; SA; KH & RW										
										EVENT 29/5/2019 a	
Invitation										EVENT 29/5/2019 a	
Design invitation and covering email	SW										
Design promotional poster	SW										
Create booking form	SW										
Agree questions to prompt thinking for interactive workshop sessions - email with invitation	KH, PROW s/g, SW										
Instructions on directions to Atrium	SW										
Compile and agree email address list	SW with input										
Send invitation with booking form, questions to prompt thinking for workshop and directions to mailing list	SW										
Keep track of responses	SW										
										EVENT 29/5/2019 a	
Feedback sheet										EVENT 29/5/2019 a	
Design feedback sheet or online smartsurvey	SW										
										EVENT 29/5/2019 a	
Information pack										EVENT 29/5/2019 a	
Definitions (what are PROW etc.)											
Neighbourhood plans - creating											
Norfolk Trails volunteers handbook											
Access audits??											
Website links: e.g. : CRM and fault reporting; Norfolk Trails; Norfolk mapping browser; Norfolk Heritage Explorer; NLAF member information; NAIP and Action Plan 2019/20; species recording (Norfolk Biodiversity Information Service all species survey); Pathmakers											
Walkers are Welcome accreditation											
Funding for PROW e.g. CIL - community CIL; parish partnerships scheme. How to apply, what for etc.											
Creation of permissive access - e.g. case studies											
2026 deadline											
Events coming up: Walking Festival; Broads Outdoors Festival											
Broads Authority input?? E.g. new agri-environmental scheme to replace stewardship											
										EVENT 29/5/2019 a	
Event										EVENT 29/5/2019 a	
Create name badges				SW							
Print off agenda				SW							
Purchase consumables (refreshment)				SW							
Print off delegate pack contents				SW							
										EVENT 29/5/2019 a	
Venue										EVENT 29/5/2019 a	
Check venue, parking, setting up arrangements etc beforehand	SW			SW							

# Appendix 4 - Breakout session questions

## Break Out Discussion sessions – Parish Paths Seminar, North Walsham, 29<sup>th</sup> May 2019

### Public Rights of Way: what would make a difference in your parish?

#### Instructions:

Please discuss and prioritise the following suggestions which you feel would (i) make parish Public Rights of Way **in your parish** easy to use\* and enjoyable for local people in your community (ii) increase community involvement with local parish Public Rights of Way.

\*(by users such as walkers, cyclists and horse riders etc.)

It would be great if you could consider other access in your parish in your discussions, even if not Public Rights of Way.

**We will collate the responses and send you further information following the seminar with our thoughts on how to help turn your ideas into action.**

Please note, any Norfolk County Council future involvement will be resource dependent.

TABLE NUMBER .....

Which parishes do you represent: please list:

.....

.....

.....

.....

supported by



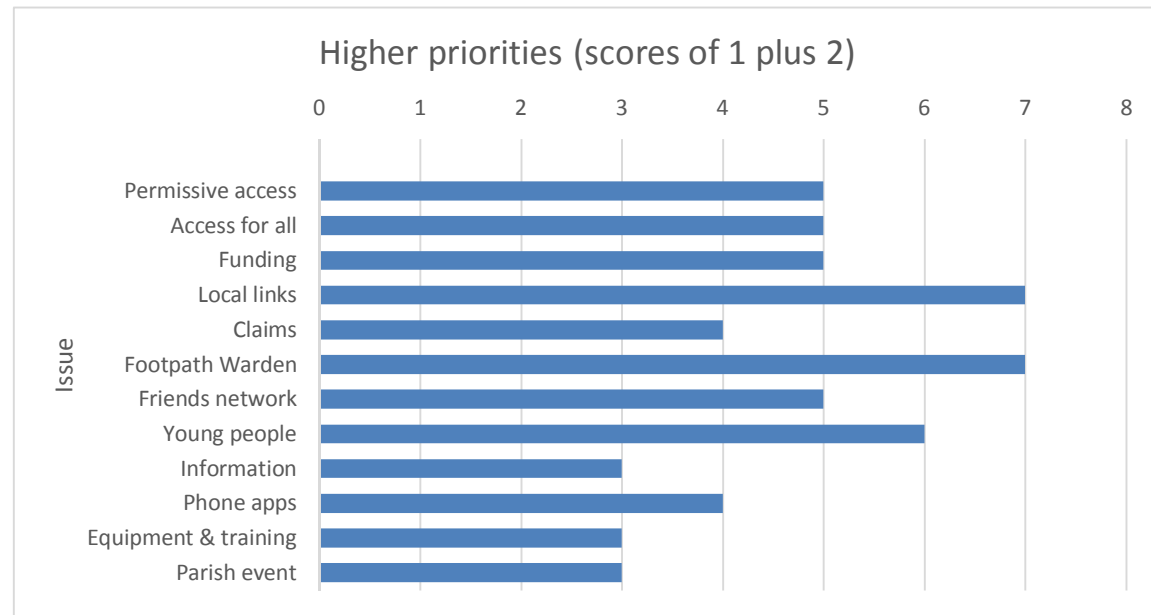
Suggestion	<b>What priority would you give this suggestion for your parish?</b> 1 = very important 2 = important 3 = neutral 4 = not important 5 = not important at all	<b>Please explain why a priority (or not!) and provide more details</b>
1. Appoint a footpath warden		
2. Set up a 'friends of' community volunteer network to tackle PROW issues.		
3. Create new permissive access (with willing landowner)		
4. Improve Access for All		
5. Join forces with a neighbouring parish to tackle PROW issues		

6. Equipment and training for management of parish paths (e.g. vegetation and surface management)		
7. Information about Public Rights of Way and suitability for different users		
8. Incentivising use of local paths by the younger generation		
9. Phone apps to encourage local people to explore their local Public Rights of Way		
10. Register a claim for a lost (historic) path (2026 deadline) to create more access e.g. where the Definitive Map indicates unrecorded paths that don't continue across a parish boundary		
11. Funding for your parish to enable you make improvements to your local Public Rights of Way		

12. Run a parish event to enthuse local people about the benefits of their local Public Rights of Way		
13. OTHER		

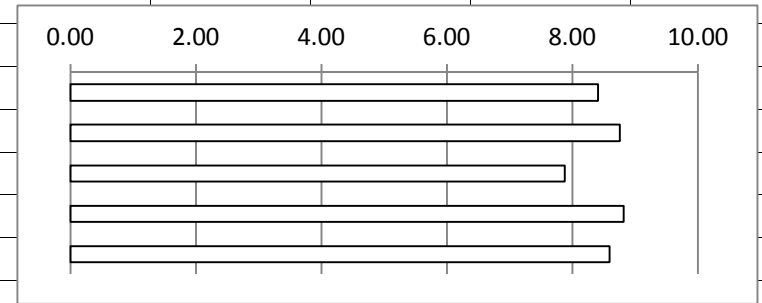
# Appendix 5 - Breakout session summary evaluation

Issue	High		Priority		Low	
	1	2	3	4	5	
Permissive access	4	1				
Access for all	4	1				
Funding	4	1				
Local links	5	2				
Claims	3	1	1			
Footpath Warden	4	3	1			
Friends network	3	2	1	1		
Young people	3	3	1	1		
Information	2	1	3			
Phone apps	3	1	1		1	
Equipment & training	2	1	1	1		
Parish event	1	2	2		1	



## Appendix 6 - Feedback from attendees (summary)

Issue	Rating										Average						
	Poor									Good							
	1	2	3	4	5	6	7	8	9	10		0.00	2.00	4.00	6.00	8.00	10.00
Venue						1	4	4	3	5	8.41						
Organisation						2	1	4	2	8	8.76						
Structure	1				2	1	1	3	4	5	7.88						
Content					1		1	4	4	7	8.82						
Useful					1	1	2	3	3	7	8.59						



## General

The NLAF supports other representations that, as a major project cutting across several rights of way in a populous and well used area, it is appropriate that more than minimal efforts be made to ensure continuing ease of use of those routes. It believes that this could appropriately include an additional bridge or bridges in some locations, and/or consideration of 'at grade' crossings where there can be a central refuge and good sight lines.

It also believes that every opportunity should be taken to improve existing paths by upgrading footpaths to bridleways wherever possible, and create new ones to a standard which can be used not only by pedestrians and wheelchair users, but also cyclists and, wherever possible, horse riders.

## Long Stratton Footpath 7

The NLAF is concerned that the proposed new route 7A-7aB is convoluted and the latter part duplicates the existing and retained FP6. Assuming it is not possible to create a direct link from 7B to 7J, it suggests consideration of a bridge as near to this line as possible.

## Long Stratton Footpath 13

The NLAF proposes that, rather than a route being established round the north of the roundabout, it be placed to the south. This could then enable the route 13D-13A-13E to continue across the roundabout and continuing east along Edge's Lane. This route could also be more easily upgraded to 'all access' and cycling standard.

## Long Stratton Footpaths 15 and 16

The NLAF considers that the lengthy diversion to get between 16A and 16B is not acceptable and could tempt walkers to make an informal crossing. Ideally, it would like to see a bridge (suitable for pedestrians, wheelchair users, cyclists and, if possible, horse riders) here, or a well signed at grade crossing.

## Long Stratton Footpath 21

The plan here is unclear. The NLAF would propose that a footway of the requisite standard be made from 21A to the roundabout, linking to 21D and onwards, also to 26J. The route 21A to 26H should also be retained as a route.

## Long Stratton Footpath 26

The NLAF sees this diversion as just about acceptable for users of FP26, though doubts that users of the proposed new route to 26A, who are planning to travel further east, will go south to 26E, when this only leads them back to Parkers Lane which they could have gained at 26N.

## Final comments

At a time when the health benefits of exercise are at last being more fully recognised, it is crucial that the desire for short term savings is not allowed to prevent long term benefits. The plan as it stands creates considerable barriers to

potential (and current) users of the rights of way network in this area, so should be modified, even at increased cost, to retain and build in those benefits for the future.

The NLAF welcomes and supports the proposed new bridge in Option 4, and the intention to make it suitable for use by walkers, cyclists and horse riders (and therefore also by wheelchair users). A suggestion has been made that it should be investigated whether the old bridge could be re-used in a new location.



# Worcestershire Local Access Forum

January 28<sup>th</sup> 2019

Wildlife and Countryside Team  
Department for Environment, Food and Rural Affairs

Dear Sirs,

## WORCESTERSHIRE LOCAL ACCESS FORUM Backlog of DMMO applications at Worcestershire County Council

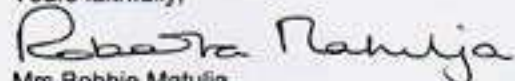
This letter constitutes formal advice from the Worcestershire Local Access Forum (WLAF) as a body listed under Section 94(4) of the Countryside and Rights of Way Act 2000.

Comments were made at a WLAF Rights of Way Improvement Plan Service Delivery Subgroup on November 1<sup>st</sup> 2018 and endorsed by the full LAF on January 24<sup>th</sup> 2019 about Worcestershire County Council's inability to clear the current backlog of DMMO applications before the 2026 cut-off date. The specific issues are as follows:-

1. Due to staff cuts, Worcestershire County Council advises their internal performance target for processing public path diversions, creation agreements and DMMOs from initial assessment to Order stage has been reduced from 11 per year in 2017-18 to 8 for 2018-19.
2. There is no individual target for DMMO applications, and the County Council tends to prioritise diversions and creation agreements associated with planning applications because these have much tighter timescales.
3. The County Council's ability to meet the reduced target of 8 Orders per year will be impacted by the complexity and mix of applications.
4. The current number of outstanding DMMO applications is 58, and some of these are more than 10 years old.
5. User groups have been reluctant to submit new DMMO applications until the Deregulation Act Guidance comes into force, **which is now at least 3 years overdue**. The equestrian community - which I represent - was advised in 2017 that it would be preferable to submit applications that will pass the new Basic Evidential Test. Either way, WLAF expects a significant number of new DMMO applications to be made between now and 2026, which will compound the problem.
6. We understand that some tracks with unrecorded rights will be exempt from the cut-off (for example, if they appear on the List of Streets). However, until the Guidance comes into force, it will be difficult for user groups to identify and target the ones that are most at risk. We estimate that at least 50 or 60 tracks with unrecorded rights will be lost in Worcestershire alone.

WLAF is concerned that because very little government time has been spent on the Deregulation Act Guidance in the last 2-3 years, most Highway Authorities will be unable to clear their backlog before 2026. In a climate where staff resources have been squeezed to breaking point, we are asking your department to extend the deadline.

Yours faithfully,



Mrs Bobbie Matulija  
Chairman, Worcestershire Local Access Forum  
Cc: Andy Mackintosh, Access and Rights of Way Team Senior Specialist, Natural England

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### Secretary:

C/O Worcestershire Countryside Service, The Countryside Centre, Worcester Woods Country Park,  
Wildwood Drive, Worcester, WR5 2LG

Contact: Kirsten Stiles Tel: 01905 845617

nb: the Local Access Forum is a statutory body which is independent of Worcestershire County Council

### NORFOLK LOCAL ACCESS FORUM

#### Norfolk Access Improvement Plan Subgroup **DRAFT OUTCOMES**

**Date:** Tuesday 21<sup>st</sup> May 2019 **Time:** 2pm to 4pm

**Venue:** County Hall - wait for escort in reception area

<b>Sub group members</b>	
Martin Sullivan (CHAIR) - present	Norfolk Local Access Forum
David Hissey - present	Norfolk Local Access Forum
Geoff Doggett	Norfolk Local Access Forum
Keith Bacon	Broads Local Access Forum
Ken Hawkins - present	Norfolk Local Access Forum
Paul Rudkin	Norfolk Local Access Forum
Vic Cocker	Norfolk Local Access Forum
<b>NCC staff</b>	
Sarah Abercrombie (SA) - present	
Andy Hutcheson (AH)	
Su Waldron (SW) - present	
Russell Wilson (RW)	
Matt Worden (MW)	

<b>1</b>	<b>Apologies</b> Apologies received from GD, PR, RW and AH
<b>2</b>	<b>Terms of reference</b> MS agreed to continue as chair for the group Amended TOR were accepted. 'Delegated authority' of the group from the NLAF was accepted to mean 'getting on with it'. Contentious issues would be referred to the NLAF. Group will function as scrutineers of the NAIP.  <b>Appended: NAIP subgroup TOR</b>
<b>3</b>	<b>NAIP Delivery Plan for 2019/20 – information and reporting</b>  Meeting reviewed the spreadsheet collated by SW which shows current NCC projects against Statement of Action (SOA) objectives (which NAIP objectives will be delivered through the project).  <b>Appended: NAIP delivery plan</b>
3.1	KH thought it would necessary to filter the information – could be via the 8 SOA themes.  SA suggested adding to existing reporting structures within NCC to report on projects that will deliver NAIP objectives (ESOG Highlight reports – adding in a box to the standard report template on how the project has contributed to the NAIP). If thought through, this should not be onerous for NCC staff to complete on a monthly basis.

<p><b>Action: SW/ SA to meet with AH to discuss practicalities</b></p> <p>Appended: standard NCC project highlight reporting template</p>	
3.2	<p>Scheduling of reporting – meeting agreed that reporting would be on a quarterly basis and would feed into NLAF meetings:</p> <ul style="list-style-type: none"> <li>a. Q1 – April, May, June (feed into October NLAF)</li> <li>b. Q2 – July, August, September (feed into January NLAF)</li> <li>c. Q3 – October, November, December (feed into April NLAF)</li> <li>d. A4 – January, Feb, March (feed into July NLAF)</li> </ul> <p>However, this scheduling would mean that reports are up to 6 months behind the information so it might be necessary to consider moving NLAF meeting dates for 2020 to fit the cycle better.</p> <p><b>Action : Review suggestion to move NLAF meeting dates at a future meeting (once the monitoring/ reporting has been tried out)</b></p>
3.3	<p>Group also felt that they could play an important role highlighting areas where SOA objectives are not being met or where funding for something they consider is important is not available on an ongoing basis (e.g. Walking Festival; adequate signage for byways)</p>
<b>4</b>	<p><b>Promotion for the NAIP and Delivery Plan</b></p>
4.1	<p>Important not to rush communications – better to wait (6months or so) so that actions are apparent – ‘hook’ for promotion.</p> <p><b>Communications group would help with promotion but the strategy and direction would be directed by the NAIP subgroup.</b></p> <p><b>Action: Send regular instruction to Communications group on priorities for promotion</b></p>
4.2	<p>Abridged version of the NAIP would be helpful – for easy digestion. 12 pages. Key themes, summary etc</p>
4.3	<p>Potential for a follow up event (akin to the Stakeholder consultation event – for the same audience) to promote progress</p>
4.4	<p>DH – keen to put together a PowerPoint presentation for the NAIP to be used by NLAF members to promote the NAIP (if they had capacity and were willing to do this).</p> <p><b>Action: SW to circulate current NAIP presentation for consideration / adaptation</b></p>
4.5	<p>A paper copy of the NAIP document should go into every Norfolk library</p>

<b>Action : SW to arrange</b>	
<b>5</b>	<b>Any other business</b> <b>Nil</b>
<b>6</b>	<b>Dates and timing of future meetings</b>  Date set for 26 <sup>th</sup> September 2019 at 10am County Hall (meeting room 8, South Wing)

<b>Terms of Reference: NAIP subgroup (of NLAF)</b>	
<b>Date of revision</b>	May 2019
<b>Purpose of group</b>	<p>The Norfolk Access Improvement Plan 2019 - 2029 is a statutory document that each Highways Authority has a duty to produce under the Countryside and Rights of Way Act (2000).</p> <p>The NAIP subgroup has delegated authority from the Norfolk Local Access Forum (NLAF) to work with Norfolk County Council officers outside NLAF meetings on the annual Delivery plans and monitoring the progress of the NAIP over its 10 year lifetime. The subgroup will report back to the NLAF at every meeting.</p> <p>The NAIP subgroup will make recommendations to the NLAF /Pathmakers joint Communications Subgroup over publicising and promoting the NAIP and Delivery plan.</p>
<b>Agenda</b>	<p>Monitor NAIP</p> <p>Monitor Annual Delivery Plan</p>
<b>Membership</b>	<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>
<b>Support</b>	<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>

**NORFOLK LOCAL ACCESS FORUM & Pathmakers  
Joint Communications Subgroup Agenda**

**Date:** Wednesday 1<sup>st</sup> May 2019 **Time:** 2pm - 4pm

**Venue:** County Hall - wait for escort in reception area

<b>Sub group members</b>	
Ann Melhuish (AM)	Pathmakers
Martin Sullivan (MS)	Norfolk Local Access Forum, Pathmakers
Geoff Doggett (GD)	Norfolk Local Access Forum
John Jones (JJ)	Pathmakers
Kate MacKenzie (KM)	Pathmakers
Paul Rudkin (PR)	Norfolk Local Access Forum
Phoebe Gale (PG)	Norfolk Local Access Forum
<b>NCC staff</b>	
Sarah Abercrombie (SA)	
Andy Hutcheson (AH)	
Su Waldron (SW)	
Ella Meecham (EM)	

Supporting documents (underlined in notes) are available on Dropbox here:

<https://www.dropbox.com/sh/91525tideou61he/AACDxJ0QVRjLvR6ZW9yquYxPa?dl=0>

<b>1</b>	<b>Welcome, apologies</b> Apologies were received from John Jones and Phoebe Gale
1.1	Members introduced themselves: KM: current Pathmakers trustee and previous member of the NLAf. Previously manager at TCV AM: current Pathmakers trustee and previous member of the NLAf. Parish councillor and carriage driver GD: current NLAf member. Lives in south Norfolk. Keen sailor and on access to the countryside via Norfolk's waterways (coast, river). Trustee of the Waveney CIC. PR: current NLAf member. Extensive input to the NAIP – keen to see this implemented. Previously a chartered planner with expertise in green infrastructure, planning and heritage. Keen walker (walks for health). Member of NAIP subgroup which will monitor the NAIP MS: current NLAf member and Pathmakers trustee (chair of both). MPV user, originally from the Midlands but long Norfolk association EM: Norfolk Trails. Delivered Community Friends Walks for Pathmakers. Now assigned to Lift Off (3 days for 1 year, seconded to Pathmakers) SA: Senior Projects Officer, Environment team. Developed the Community



<p>Friends Walks and Lift Off bids for Pathmakers</p> <p>SW: Project Officer, Environment Team. Administrator / Co-ordinator for NLAf and Pathmakers</p>	
<b>2</b>	<b>Agree Chair and Terms of Reference</b>
2.1	GD agreed to chair the meeting and will confirm before the next meeting if he is able to do this for the longer term.
2.2	Draft <a href="#">Terms of Reference</a> /Purpose for the group were discussed. It was agreed that they were suitable for the time being but may need changing once the group has got underway further.
<b>3</b>	<b>Priorities to promote / develop. Discussion and agreement</b>
3.1	<p><a href="#">NAIP</a> and <a href="#">Delivery Plan</a></p> <p>PR: the NAIP subgroup will meet on May 21<sup>st</sup> – so difficult to pre-empt communications and messaging (what success looks like etc) for the plan until after then.</p> <p>GD: the NAIP is a large document – important to ‘sell the sizzle, not the sausage’</p> <p>GD: would like to meet Hugo Douglas-Deane (HDD), NCC communications officer contact for the NLAf (over promotion for the NAIP and other NLAf communications) who could potentially attend some meetings.</p> <p><b>ACTION: GD to set up meeting with HDD (SW happy to attend)</b></p> <p>David Hissey (NLAf member who also worked on the NAIP) has suggested that once messaging/ target audiences etc. for the NAIP communications have been agreed, other members could potential help with promotion (e.g. using PowerPoint).</p>
3.2	<p><u>Pathmakers projects: <a href="#">LIFTOFF</a>; Geovation (Community Friends Walks)</u></p> <p>MS: introduced the background to Geovation, LiftOff and the 1<sup>st</sup> Pathmakers project to deliver a 600metre boardwalk at Burgh Castle. All projects are exciting, innovative and will provide an excellent platform to promote NLAf/ Pathmakers.</p> <p><u>Community Friends Walks</u></p> <p>KM/ EM / MS explained that Community Friends Walks had been funded by the Ordnance Survey (£10,000 to Pathmakers) to prepare the way for developing a smartphone app to encourage people find local walking routes. Project based on communities in Mile Cross using the Marriott’s Way and paid for EM time. Further funding will be applied for to develop the idea through the ‘Go Jauntly’ app.</p> <p><u>Lift Off</u></p> <p>£69,000 project over 12 months part funded by the European Social Fund to enable small or medium-size rural businesses offer work experience, work trials and internships (Lift trials) and to improve their recruitment and employment practices for those who might face barriers to finding work in the environment sector. EM said that the project will deliver access audits for placement partners. Referrals will come from Norwich Dragons, YMCA, West Norfolk Mind etc. Celebration event planned at the end of the project</p> <p><u>Pathmakers HLF – resilient heritage (Paving the Way)</u></p>

£30,000 project to the HLF to improve Pathmakers resilience through a programme of learning visits, strengthening governance and investment in trustee skill development

### 3.3 Mechanisms: websites, social media

Pathmakers and NLAf both have twitter and websites

[@NorfolkLAF](#); [@Pathmakers\\_CIO](#)

[www.norfolk.gov.uk/nlaf](http://www.norfolk.gov.uk/nlaf); [www.pathmakers.org.uk](http://www.pathmakers.org.uk)

EM has supplied text about LiftOff for Pathmakers website. EM: would also be good to develop a blog for LiftOff

NLAf website(s) are more limited (hosted by NCC – information on meetings/ members held on CMIS committee system)

**ACTIONS:** SW to look at needs for Pathmakers website content and divide up for content development amongst the group/ officers. To review at next meeting

**ACTION:** EM to look at setting up Instagram for Pathmakers and possibly another Facebook account for Pathmakers (the original account seems to have disappeared??)

### 3.4 Other

GD felt that the proposal to adopt the same name for Pathmakers and the Norfolk Local Access Forum was worth re-visiting (it would help develop a stronger brand), although rejected at the January NLAf meeting.

**ACTION:** discuss again at the next Comms meeting

GD initiated a discussion about recognising George Saunders' significant and long-term contribution to the NLAf, to Pathmakers and to access for all in Norfolk. A fitting memorial would be a plaque at the Burgh Castle Boardwalk and rename the boardwalk in his name.

**ACTION:** EM offered to approach Caroline Davison at the Norfolk Archaeological Trust which owns Burgh Castle about renaming the boardwalk 'the George Saunders boardwalk' or the 'George Saunders memorial boardwalk' or similar.

**ACTION:** Pathmakers /NLAf to consider any further actions to commemorate and celebrate George's life. (SW to put on agendas for both meetings)

GD raised the possibility of NLAf / Pathmakers involvement with the Norfolk Walking Festival <https://www.norfolk.gov.uk/out-and-about-in-norfolk/norfolk-trails/walking-and-cycling-festival> in future years (this year 2019 it has funding from the Coastal Communities Fund). EM said that Ben Grapes and Sam Holden in Trails were working on managing the festival this year. All agreed that it could represent an excellent opportunity for



Pathmakers / NLAF and there would be the potential to include accessible walks (e.g. through SAIL). Suffolk runs an excellent and well-promoted and profit-making Walking Festival.

**ACTION:** EM to flag up with Norfolk Trails that NLAF/ Pathmakers would be interested in becoming involved with the Norfolk Walking Festival.

#### **4 Communications Planning**

##### **4.1 Developing a communications plan – first steps (GD)**

###### Media database

GD went through his bullet points on creating a communications plan and offered to create a media contacts database for NLAF/Pathmakers– the precursor needed for media releases. (Cross-check with Hugo DD at NCC).

**ACTION:** GD to create a media contacts database

###### Radio

GD also asked the group who would be prepared to be interviewed on radio if/ when the opportunity arose?

MS: yes

GD: yes

**ACTION:** MS offered to contact Countryfile to invite them to visit the NLAF/ Pathmakers

###### Embed communications into other meetings

The group agreed that 10 minutes of all NLAF/ Pathmakers meeting should be devoted to communications.

**ACTION:** SW to add comms to all meeting agendas

###### Social media

**ACTION:** PG to advise

###### Develop common messages/ statistics

**ACTION:** at the next meeting, continue thinking to evolve a simple plan and develop a monitoring method.

##### **4.2 Developing social media**

EM keen to get tweeting for Lift Off etc.

**ACTION:** PG to advise on overarching social media plan.

##### **4.3 Marketing for Pathmakers (fund-raising)**

Ideas would have to flow from Pathmakers in the first instance for the comms group to look at.

4.4	<p><b>ACTION:</b> return to this at next/ subsequent meeting(s)</p> <p>Timeline - who, what, when, why, roles and responsibilities</p> <p><b>ACTION:</b> return to this at next/ subsequent meeting – or via email</p>
<b>5</b>	<p><b>Any other business</b></p> <p>Group will report back to the NLAF by circulating full minutes of their meetings to the NLAF members directly following a meeting (to encourage reading). Any issues arising would be picked up at the next NLAF meeting.</p> <p><b>ACTION:</b> SW to circulate Comms group minutes to the full NLAF.</p> <p><b>ACTION:</b> SW to ask PG how we can ensure we use her talents (especially social media) which she has so kindly offered to help develop communications for the NLAF/ Pathmakers</p>
<b>6</b>	<p><b>Dates and timing of future meetings</b> (schedule to allow feed in to NLAF meetings)</p> <p><b>DONM:</b> 4<sup>th</sup> June 2pm County Hall</p>

#### Appendices

1. GD presentation: NLAF/Pathmakers communications planning
2. Report from January 2019 NLAF meeting: Proposal to set up a NLAF communications subgroup
3. Draft Terms of Reference for the group

<b>Terms of Reference: Joint communications group (NLAF AND Pathmakers)</b>	
Date of revision	May 2019
Purpose of group	<ul style="list-style-type: none"> <li>• To improve the profile and visibility of both Pathmakers and the Norfolk Local Access Forum</li> <li>• To enhance the ability of Pathmakers to secure funding/ resources</li> <li>• To showcase the work of the NLAF and Pathmakers</li> <li>• To promote Pathmakers projects</li> <li>• To promote the Norfolk Access Improvement Plan and its annual delivery plan</li> </ul>
Membership	<p>Designated LAF and Pathmakers members</p> <p>Current members:</p> <p>Ann Melhuish (Pathmakers)  Martin Sullivan (Pathmakers, NLAF)  Geoff Doggett (NLAF)  John Jones (Pathmakers)  Kate MacKenzie (Pathmakers)  Paul Rudkin (NLAF)  Phoebe Gale (NLAF)</p>
Support	<p>NCC staff from Norfolk Trails and Highways to attend as needed to enable fruitful discussion to take place. E.g.</p> <p>Sarah Abercrombie  Andy Hutcheson  Su Waldron</p>

### NORFOLK LOCAL ACCESS FORUM

#### Vision and Ideas Subgroup OUTCOMES

**Date:** Thursday 16<sup>th</sup> May 2019 **Time:** 2.30 pm – 4.30pm

**Venue:** County Hall - wait for escort in reception area

<b>Sub group members</b>	
Suzanne Longe (SL)	Norfolk Local Access Forum
Ken Hawkins (KH)	Norfolk Local Access Forum
Vic Cocker (VC)	Norfolk Local Access Forum
[Martin Sullivan (MS)]	Norfolk Local Access Forum
<b>NCC staff</b>	
Andy Hutcheson (AH)	
Su Waldron (SW)	
Russell Wilson (RW)	

<b>1</b>	<b>Apologies</b> Andrew Hutcheson sent apologies
<b>2</b>	<b>Agree Chair and Terms of Reference - ALL</b> KH proposed that VC was Chair. VC accepted.
<b>3</b>	<b>Asset Management Planning approach to PROW (VC)</b> (i) RW gave an overview of the economic value of the Weavers' Way (recent report prepared) (ii) benefits are wider than the economy – e.g. health benefits associated with outdoor recreation (iii) Visitor spend was greater than expected for Weavers' Way: the Natural England 'MENE' value for a 'green' path (£6 per visit) (i.e. away from the coast) (iv) RW said that there are other measures to valorise the benefit of linear paths including natural capital assessments (v) KH said we want to see benefits put back into maintenance (into Trails and PROW budgets) (vi) Although there is further work to be done on the benefits of the PROW network, research already available suggests that annual benefits will exceed cost of maintenance by a significant multiple. On the cost side of the equation it was important to avoid the point where continuous salami slicing damaged the perceived reliability of the network. Ascertaining the appropriate level of expenditure could involve an Asset management approach similar to that developed by Kent CC which was briefly discussed. If it was clear that NCC was spending at an appropriate level then there was an opportunity for NLAF to recognise this along with the health and social benefits to enhance the branding of the Norfolk network and NCC's stewardship. (vii) Trails in good condition can be marketed (viii) Is it possible to benchmark investment (e.g. by NCC compared with

	<p>other local authorities with a similar PROW stock)?</p> <p>(ix) RW thought that it would be complex to benchmark the Norfolk access network – need to take account of many factors including length of network, agriculture, population, land area etc.</p> <p>(x) lack of signs can be an issue</p>
<b>4</b>	<p><b>The way forward – priorities and approach - ALL</b></p> <p>(i) the meeting thought that it would be necessary to think strategically/ politically – focus on headline figures and background and look at ways to raise profile of Trails/PROW with Councillors</p> <p>(ii) SL thought important to tap into developer money for paths where new developments are happening (e.g. North Walsham)</p> <p>(iii) could consider a visitor payback scheme (like ‘Love the Broads’) but SA said that these can be costly to run</p> <p>(iv) ACTION: SA to circulate UEA study on value of outdoor recreation</p> <p>(v) Concentrate on better understanding of the PROW network as an asset before developing messaging etc (for Communications group to take forward?). Further work by RW and team using counters on the PROW network would add further enlightenment</p> <p>(vi) KH thought absolute figures would not be possible or necessary</p>
<b>5</b>	<b>Any other business</b>
<b>6</b>	<p><b>Dates and timing of future meetings</b> (schedule to allow feed in to NLAF meetings)</p> <p>No further dates set but it is intended to hold a further meeting in the autumn when more information is available</p>

## Appendices

1. PROW subgroup minutes recommending setting up a Vision and Ideas subgroup to explore the value of the PROW network to Norfolk (health, economy etc) – see point 5.2 and point 4.1
2. NLAF report (24<sup>th</sup> October) plus supporting appendices:
  - a. Insight Track Norfolk Trails Research (Coastal Path)
  - b. The Value of Coastal Access – Aideen Moylan Dissertation
  - c. MENE coast report
3. Draft Terms of Reference for the group
4. Link to the Norfolk Access Improvement Plan <https://www.norfolk.gov.uk/-/media/norfolk/downloads/out-and-about/public-rights-of-way/norfolk-access-improvement-plan.pdf>
5. Kent County Council Asset Management Plan
6. The economic and social value of walking in England (Ramblers Association) 2003

<b>Terms of Reference: Vision and Ideas subgroup</b>	
Date of revision	May 2019
Purpose of group	<ul style="list-style-type: none"> <li>• To support the NCC NAIP 2019 – 2029 future needs and priorities</li> <li>• To quantify the benefits of the access network using criteria established for the Norfolk Trails network to establish the benefit to cost ratio</li> <li>• To explore ways in which the products can be better defined and the benefits of these can be translated by the NLAF into publicity and brand-gains for NCC and whether monetary benefits can also be derived</li> <li>• To establish by benchmarking a systematic approach which regards the network as an asset and identifies optimal and least cost methods of maintaining it having regard to risk to uses and NCC (review after the Parish Paths seminar)</li> </ul>
Membership	<p>Designated LAF members</p> <p>Current members:</p> <p>Vic Cocker Martin Sullivan Suzanne Longe Ken Hawkins</p>
Support	<p>NCC staff from Norfolk Trails and Highways to attend as needed to enable fruitful discussion to take place. E.g.</p> <p>Sarah Abercrombie Andy Hutcheson Su Waldron</p>

# Local Access Forum

<b>Report title:</b>	<b>Pathmakers</b>
<b>Date of meeting:</b>	<b>9 July 2019</b>
<b>Responsible Officer:</b>	<b>Steve Miller, Assistant Director, Culture and Heritage</b>
<b>Strategic impact</b> 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 the Pathmakers Annual Report and Financial Statement (2017/18)**
- (ii) Agrees the proposed Pathmakers/NLAF members (as identified in this report) who will sift trustee applications (selection panel)**
- (iii) Agrees that the selection panel will have delegated authority to make trustee appointments subject to full NLAF approval**
- (iv) Notes other updates presented in the report**

## **1. Introduction**

### **1.1. George Saunders**

Pathmakers trustees were very sorry at the passing away of George Saunders on the 14 April 2019 after a short illness. George had been a trustee since the outset of Pathmakers (then known as “Improving Countryside Access Together”). Plans are underway for a fitting memorial to George to recognise his impressive contribution as a Pathmakers trustee and NLAF member in improving access for all in Norfolk

### **1.2. Pathmakers AGM and joint communications meeting**

Pathmakers met on 24 June 2019 (AGM and meeting). Minutes will be made available at the next NLAF meeting (October).

The Pathmakers Annual Report (2017/18) is attached (**Appendix 1**)

The Pathmakers Annual Financial Statement (2017/18) is attached (**Appendix 2**)

Pathmakers trustees held a communications subgroup meeting jointly with NLAF members (1 May 2019). Outputs from this meeting are covered in the report to this meeting from the NLAF subgroups.

### **1.3. Trustee recruitment**

Recruitment for trustees to reappoint members whose terms of appointment had expired and to recruit and replace trustees (to bring the total number of trustees to 10) in line with the protocol agreed at the last NLAF meeting (4 April 2019) was undertaken.

- 1.3.1. The NLAF is the appointing body of 5 nominated trustees to Pathmakers. Pathmakers can make 3 trustee appointments directly. There are 2 ex officio trustees (by virtue of the office they hold: the NLAF Chair and Head of Environment at NCC).
- 1.3.2. Recruitment ran from 10 April to 31 May 2019. Emails promoting the opportunity were sent to parish clerks, to NALC, NLAF members. The opportunity was additionally promoted via Do-it! Pathmakers and NLAF Twitter, Norfolk Biodiversity Information Service newsletter and personal contacts.
- At the end of this period, there had been 2 applications (in addition to 2 existing members who wished to re-apply and the 2 ex officio trustees). The recruitment period was therefore extended to 30 June with further promotion to/via: NCC Environment Team; direct emails to National Trust, New Anglia, local nature conservation/environment bodies, Norfolk AONB team, Visit Norfolk, CPRE, CLA, UEA business school and school of accountancy and school of landscape history; registration with Voluntary Norfolk; registration with Honorary Treasurers' Forum; registration with Institute for Chartered Accountants; further personal contacts. To date (24 June) this has generated a total of 7 full applications (including ex officio) with 3 further applications in the pipeline and 2 further enquiries.
- 1.3.3. The recruitment timeline was revised as follows (some dates to be confirmed):
- 30/6/2019: end of recruitment
  - 2/7/2019: selection panel to agree appointments (subject to NLAF approval)
  - 9/7/2019 or 16/10/2019: NLAF meeting – approve appointments
  - 10/7/2019 (or 17/10/2019): appointment letters issued
  - 1/9/2019 (tbc): induction for new trustees
  - September (tbc): trustees attend LiftOff IOG
  - September (tbc): trustees attend first Pathmakers meeting (about 1 month prior to October NLAF meeting)
- 1.3.4. The selection panel will comprise John Jones (Pathmakers); Martin Sullivan (NLAF and Pathmakers) with administrative support from Su Waldron. It is proposed that this group will have delegated authority to review applications and make the trustee appointments, subject to subsequent full NLAF approval.
- 1.4. **Alteration to charitable objectives**  
Changes to Pathmakers' charitable objectives were brought to the last NLAF meeting for information. Pathmakers was advised that they required permission from the Charities Commission before formally resolving to amend the charitable objectives. Permission has been requested and the trustees signed a formal resolution agreeing the changes. (subject to permission) at the AGM on 24 June 2019 (**Appendix 3**)
- 1.5. **Alteration to the number of appointed trustees**  
The trustees signed a formal resolution agreeing to increase the number of appointed trustees to 3 (from 1) bringing the total number of trustees to 10 at the AGM on 24 June 2019 (**Appendix 4**)



## 1.6. **LiftOff**

Since the last meeting, the Pathmakers LiftOff project has commenced. Progress report from Pathmakers Project Officer Ella Meecham in summary:

- (i) referrals have begun for those who will participate in the work trials with 7 participants signed up
- (ii) hosting organisations signed up to date are: Norfolk Wildlife Trust; Norfolk Archaeological Trust; Ringsfield Hall; Salhouse Broad.
- (iii) workplan created for the first worktrial which will take place at Hickling Broad and Caistor Roman town
- (iv) Social media promotion and updates

## 1.7. **Paving the Way (HLF)**

Pathmakers received £28,200 funding from the HLF for their Resilient Heritage project to help the trustees develop a sustainable model for the future. It will develop the skills of trustees to enable them to forge new relationships, test out ideas and build organisational capacity.

Activity is due to start in September 2019, with the project completed by June 2020.

## 1.8. **Community Friends' Walks**

Pathmakers received the Community Friends Walks project report from Pathmakers Project Officer Ella Meecham giving recommendations on the best walking app to use to encourage more people with inactive lifestyles to adopt a healthier lifestyle. The project was based on the Marriott's Way in Hellesdon.

Community Friends' Walks was funded by a £10,000 grant awarded to Pathmakers by Ordnance Survey.

## 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](mailto: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.



## Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	1 <sup>st</sup>	April	2018		31	March	2019

### Section A Reference and administration details

<b>Charity name</b>	Pathmakers (CIO)
<b>Other names charity is known by</b>	Previously known as "Improving Countryside Access Together in Norfolk (ICAT Norfolk)"
<b>Registered charity number (if any)</b>	1161475
<b>Charity's principal address</b>	c/o Floor 6, County Hall
	Norwich
	Norfolk
<b>Postcode</b>	NR1 2SG

#### Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Martin Sullivan	Chair		Ex officio
2	Seamus Elliott	Treasurer	1/4/2018 – 8/3/2019	NLAF
3	Ann Melhuish	Trustee		NLAF
4	George Saunders	Trustee		NLAF
5	Jenni Turner	Trustee		Pathmakers
6	John Jones	Trustee		Ex officio
7	Kate MacKenzie	Trustee		NLAF
8	Pat Holtom	Trustee	1/4/2018 – 8/3/2019	NLAF
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#### Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

## Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

## Name of chief executive or names of senior staff members (Optional information)

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# Section B Structure, governance and management

## Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Constitution (Foundation Model)
How the charity is constituted (eg. trust, association, company)	Charitable Incorporated Organisation (CIO)
Trustee selection methods (eg. appointed by, elected by)	Appointment by the Norfolk Local Access Forum (NLAF) (5 trustees) Direct appointment by Pathmakers (CIO) (1 trustee)

## Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

1. Pathmakers is the charitable arm of the Norfolk Local Access Forum (NLAF) a statutory forum with 22 members that advises Norfolk County Council and other organisations about making improvements to public access to land in Norfolk for outdoor recreation.
  - a. 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.
  - b. The NLAF appoints 5 trustees to Pathmakers (nominated trustees) whilst Pathmakers makes one direct trustee appointment (appointed trustees). There are 2 ex officio trustees: The Chair of the NLAF and Manager of Norfolk County Council Environment Team. Trustees are appointed for a 3 year term
  - c. Pathmakers uses a 'foundation' model for its constitution which means the only voting members are its trustees
2. Policies and procedures. Pathmakers has the following policies
  - a. Environment Policy (2019)
  - b. Equality Policy (2019)
  - c. Standing Financial Instructions (reviewed 2019)
  - d. Sustainability Policy (2019)
  - e. Interim Safeguarding Policy (2019)
  - f. Draft Health and Safety Policy (2019)
  - g. Employment – NCC secondment
  - h. Employment – direct employment
3. Pathmakers require trustees to sign an annual declaration of eligibility to act as trustees
4. Insurance is arranged as required (by projects etc)

**Summary of the objects of the charity set out in its governing document**

**Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)**

**Charitable purpose 1**

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

**Charitable purpose 2**

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

- Pathmakers is the charitable arm of the Norfolk Local Access Forum (NLAF) a statutory committee which provide strategic advice and direction on improving recreational public access to the countryside.
- Pathmakers objectives align with the Norfolk Access Improvement Plan, a 10 year vision to improve countryside access which was adopted and published by Norfolk County Council in March 2019.
- Pathmakers mission is to make a lasting and worthwhile difference to the quality of public countryside access in Norfolk. To achieve this, Pathmakers works with local communities, landowners and other partners: (i) to develop projects that improve access locally; (ii) to generate or raise funds to invest in all-abilities access project to benefit all types of user (iii) to improve the biodiversity of the countryside paths or that can be accessed from the access network
- Pathmakers delivers benefits for all but is particularly keen to reduce inequality by improving access to the countryside for: the elderly; those with young families; those with chronic health conditions including physical and mental disabilities.

We confirm that the trustees have had regard to the Charity Commission's guidance on public benefit.

**Additional details of objectives and activities (Optional information)**

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

Pathmakers trustees are all volunteers who give at last 8 hours per month to the work of the charity. In practice, this figure is often substantially more.

### Summary of the main achievements of the charity during the year

#### Pathmakers activities to the year ending 31<sup>st</sup> March 2019:

Pathmakers has continued to make progress during the year as it develops activities to improve access to the countryside, particularly for those who are disabled or experiencing other barriers to access.

#### Governance and meetings

- Between 1<sup>st</sup> April 2018 and 31<sup>st</sup> March 2019 Pathmakers held full meetings as follows:
  - 23<sup>rd</sup> May 2018;
  - 10<sup>th</sup> July 2018;
  - 17<sup>th</sup> October 2018;
  - 4<sup>th</sup> January 2019
  - 8<sup>th</sup> March 2019
- Reports were drawn up to summarise Pathmakers activities for each of the 4 Norfolk Local Access Forum (NLAF) meetings held during the year (18<sup>th</sup> April 2018; 18<sup>th</sup> July 2018; 24<sup>th</sup> October 2018; 30<sup>th</sup> January 2018)
- A financial was prepared for each meeting by the Treasurer

#### Public benefit

##### Community Friends' Walks

- Pathmakers gained £10,000 funding from Ordnance Survey through 'Camp Geovation' (February 2018) for 'Community Friends Walks', to develop a walking app to encourage people who don't exercise much adopt a more healthy lifestyle.
- Community Friends Walks was delivered in north Norwich (Mile Cross and Hellesdon – both low-income areas with low levels of physical activity) on the Marriott's Way long distance trail
- Ella Meecham was employed by Pathmakers to deliver the project which involved:
  - Organising 6 led walks on the Marriott's Way targeting those with inactive lifestyles
  - Testing existing walking smartphone / apps on tablets loaned from the Digital Inclusion Project run by Norwich City Council on the led walks
  - Gauging reaction to access tested walks booklets (Pathmakers funded a number of similar booklets for walks on the Weavers' Way in 2017/18)
  - Gathering feedback from potential users of the app, particularly those who might have difficulties using app technology at two events
  - Analysing feedback from walk/event participants
  - Creating a list of requirements for a Community Friends Walks walking app to reach those with physical and mental barriers to getting outside
  - Exploring which existing walking apps represent the 'best fit' for the Community Friends Walking app.
  - Making a conclusion about the way forward: the Go Jauntly app was identified as the best match. This app uses

photographs rather than maps to guide users along a route.

#### Paving the Way (Heritage Lottery Fund (HLF) application)

- An expression of interest was made previously to the HLF for funding to improve organisational resilience by investing in training and site visit learning for the trustees and through the development of a robust business model and effective communications (including social media and web presence)
- Two trustees attended a meeting in Cambridge with the Heritage Lottery Fund to get feedback on developing ideas to enable the bid to be refined before submission (25<sup>th</sup> September 2018)
- The bid was re-worked to reduce the budget (£29,200) and submitted in February 2019, receiving funding in March 2019.
- Trustees were allocated specific lead areas.
- A part time administrator (0.2 FTE) will be employed to manage the project budget and to plan and manage training events, consultancy contracts and other meetings and activities.
- Trustee time will count as 'in kind' contribution towards the project

#### LIFT (European Social Fund (ESF) bid

- A bid was submitted to the ESF to the Local Investment for Future Skills (LIFT) fund by Pathmakers for 'LiftOff', a project to enable small or medium-sized rural businesses to offer work experience and work trials to people who might otherwise face barriers to developing careers in the sector..
- The total grant requested from the ESF was £34,895 with match funding coming from £9,000 of Pathmakers' own funds, partner funding of £15,000 (Norfolk County Council) and volunteer time contribution valued at £10,905.
- The project will make arrangements with local placement organisations and recruit participants through referral. Placements will provide practical training across a number of skill areas of benefit to Pathmakers and the host organisations including making countryside access audits.

#### Student Consultancy projects

- December to April 2019. Following the success of the same programme last year, Pathmakers trustee and UEA lecturer Jenni Turner arranged for 7 undergraduate students to undertake a research consultancy project for Pathmakers as part of their degree course. The aim of the consultancy was (i) to provide resources for Pathmakers (and NCC Environment Team) to support funding applications leading to improved countryside access; (ii) to evaluate the potential for expansion of pathways for walking, cycling and access for all and improved take-up of opportunities especially by those who are not active.
- The consultancy reports together support the use of paths to deliver improved mental and physical health, improved awareness and appreciation of the landscape, improvements for biodiversity, safe and enjoyable access to the countryside and sustainable and healthy commutes to work. The projects were developed with support from Norfolk County Council's Environment Team.
- 7 reports were submitted:

– North Norwich (Marriott's Way): Understanding barriers to

access / physical activity with focus on use of technology as a tool to increase physical activity for health benefits

- Green Loop (proposed 50 mile route for cycling around the top of Norwich): Understanding local needs of the route
- Great Yarmouth and Norwich: understanding the effectiveness of campaigns to promote active travel
- What is needed to create an effective and useful new access and biodiversity network?
- Perception of wildlife corridors – does it improve how users value the route?
- Impacts on wellbeing to journeying sustainably to visit the shrines at Walsingham
- Understanding the use of Norfolk Trails and Public Rights of Way by an aging population

### **Training**

FSI training on fundraising was attended by the Treasurer.

### **Communication for Pathmakers**

At the January full Norfolk Local Access Forum meeting (30<sup>th</sup> January 2019) it was agreed to set up a joint communications group to operate jointly for the NLAFF and Pathmakers.

### **Trustees**

- With the exception of the ex officio trustees and one other trustee, all Pathmakers trustees 3 year term of appointment expired in 2018.
- Two trustees resigned from Pathmakers in March
- A recruitment process to refresh trustees and recruit new trustees was put to the Norfolk Local Access Forum (appointing body for 5 trustees under the constitution ('nominated' trustees). This was agreed at the NLAFF meeting on 3<sup>rd</sup> April 2019
- Pathmakers trustees agreed at their meeting of 8<sup>th</sup> March to increase the number of trustees to 10 (from 8) with the 2 further appointments to be made directly by Pathmakers (appointed trustees). The constitution will be amended to reflect this.

### **Charitable objectives**

- Pathmakers trustees resolved to widen the charitable objectives of the trust at their meeting of 8<sup>th</sup> March 2019 to (i) extend the geographical remit of the charity to include adjacent areas to Norfolk (such as Suffolk, Cambridgeshire and Lincolnshire) in order to accommodate projects that extend across county borders and to align better with potential partner organisations with a similar geographical span and (ii) extend its remit to include improvements to the wider environment (from just areas of the countryside that the public can access).
- These alterations were agreed by the Norfolk Local Access Forum (3<sup>rd</sup> April 2019).
- The changes requires permission from the Charities Commission before they can be formally resolved by Pathmakers.

<b>Section E</b>	<b>Financial review</b>
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<b>Brief statement of the charity's policy on reserves</b>	A reserve of £10,000 was agreed previously
<b>Details of any funds materially in deficit</b>	No funds are in deficit

<b>Further financial review details (Optional information)</b>	
<p>You <b>may choose</b> to include additional information, where relevant about:</p> <ul style="list-style-type: none"> <li>the charity's principal sources of funds (including any fundraising);</li> <li>how expenditure has supported the key objectives of the charity;</li> <li>investment policy and objectives including any ethical investment policy adopted.</li> </ul>	Annual Financial Statement (2018 – 19) and Barclays Account Statement appended

<b>Section F</b>	<b>Other optional information</b>
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<b>Section G</b>	<b>Declaration</b>
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The trustees declare that they have approved the trustees' report above.

**Signed on behalf of the charity's trustees**

<b>Signature(s)</b>		
<b>Full name(s)</b>	Martin Sullivan	
<b>Position (eg Secretary, Chair, etc)</b>	Chair	
<b>Date</b>		



**Report for Annual General Meeting on 24 June 2019**  
**Financial Report for year ending 31 March 2019**

1. This is the annual financial report for Pathmakers which is a Charitable Incorporated Organisation (number 1161475).
2. The activity of Pathmakers is determined by the Business Plan 2015 -2020 (dated 21 January 2015) and the decisions made and recorded by Trustees.
3. All of Pathmakers finances are contained and recorded in a Community Account with Barclays Bank. Account statements are produced on-line - these detail all the transactions (receipts and payments) which took place between 1 April 2018 to 31 March 2019.
4. The Income and Expenditure for the year is as follows:

Total Income	£ 10,096.25
Total Expenditure	£ 936.56
Balance at year end	£ 19,868.34
5. The Balance sheet report for year ending 31 March 2019 is therefore as follows:

Balance brought forward at 1 April 2018	£ 10,708.65
Surplus / deficit for the period	£ 0.00
Balance carried forward	£ 19,868.34
Interest	£ 0.00
Cash at bank at 31 March 2019	£ 19,868.34
6. Trustees agreed on 2 June 2017 to set a working reserve of £10,000.0

7. Trustees agreed that Pathmakers would not register for VAT at present as the threshold for registering is an annual turnover of £85,000.
8. No cash in hand has been held by any Trustee or individual working on behalf of Pathmakers during the year.
9. Payments have all been made against a decision of Trustees or an order or an invoice. All payments were authorised by the Treasurer and one other Trustee (normally Martin Sullivan or Ann Melhuish).

#### 10. Notes

- Most of the expenditure was as a result of attending the Geovation event in London.
  - £256.56 payment for photography at the Boardwalk launch.
  - £96.25 was returned from the £200 allocated to S Waldron for consumables for the Burgh Castle launch.
  - £10,000 was received after the successful bid at Geovation workshop
  - £686.50 travel & hotel expenses were received from Ordnance Survey for attending Geovation workshop in London.
11. Pathmakers operates within a Financial Management and Control Procedures document which was approved at the AGM meeting on 18 January 2017 – and reviewed at the AGM on 10 July 2018.

Julie Berry, Finance Officer, Communities and Environment at NCC has audited the Accounts in June 2019 and has said there are no issues to report.

We approve these accounts and confirm that we have been made available all relevant records and information for their presentation.

Martin Sullivan (Chair of Trustees).....Date.....

John Jones (Trustee) ..... Date.....

Please note the acting treasurer Seamus Elliot resigned as a Trustee on 1<sup>st</sup> April 2019

### Written resolution on changes to the constitution of Pathmakers (CIO)

ITEM 4 (a) of Agenda of the Annual General Meeting of Pathmakers held on 24<sup>th</sup> June 2019:  
AMENDING CIO CONSITUTION

THAT with effect from and conditional upon receipt of the written consent of the Charities Commission the Constitution of Pathmakers (CIO) be amended by deleting clause Number 3 and replacing it with the following new clause number 3 (**alterations shown in red**):

#### 3. Object(s)

Charitable purpose 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**.

Charitable purpose 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 **environment** ~~areas of countryside the public can access~~.

#### DECLARATION – agreement to the above changes to clause 3

Signed:

Date:

Trustee 1.....  
Trustee 2.....  
Trustee 3.....  
Trustee 4.....  
Trustee 5.....

Notes: A copy of this resolution will be delivered to the Charities Commission within 15 days of it being passed.

### **Written resolution on changes to the constitution of Pathmakers (CIO)**

ITEM 4 (b) of Agenda of the Annual General Meeting of Pathmakers held on 24<sup>th</sup> June 2019:  
AMENDING CIO CONSITUTION

THAT with effect from the conclusion of this meeting the Constitution of Pathmakers (CIO) be amended by deleting clause Number 9 and replacing it with the following new clause number 9 (alterations shown in red):

### **9. Charity trustees**

#### **(1) Functions and duties of charity trustees**

The charity trustees shall manage the affairs of the CIO and may for that purpose exercise all the powers of the CIO. It is the duty of each charity trustee:

(a) to exercise his or her powers and to perform his or her functions in his or her capacity as a trustee of the CIO in the way he or she decides in good faith would be most likely to further the purposes of the CIO; and

(b) to exercise, in the performance of those functions, such care and skill as is reasonable in the circumstances having regard in particular to:

(i) any special knowledge or experience that he or she has or holds himself or herself out as having; and,

- (ii) if he or she acts as a charity trustee of the CIO in the course of a business or profession, to any special knowledge or experience that it is reasonable to expect of a person acting in the course of that kind of business or profession.

## (2) Eligibility for trusteeship

(a) Every charity trustee must be a natural person.

(b) No individual may be appointed as a charity trustee of the CIO:

- if he or she is under the age of 16 years; or
- if he or she would automatically cease to hold office under the provisions of clause [12(1)(e)].

(c) No one is entitled to act as a charity trustee whether on appointment or on any re-appointment until he or she has expressly acknowledged, in whatever way the charity trustees decide, his or her acceptance of the office of charity trustee.

[(d) At least one of the trustees of the CIO must be 18 years of age or over. If there is no trustee aged at least 18 years, the remaining trustees may only act to call a meeting of the charity trustees, or appoint a new charity trustee.]

(3) Number of charity trustees

(a) There should be:

Not less than 0 nor more than 3 appointed trustees;  
2 ex officio trustees; and  
Not less than 1 nor more than 5 nominated trustees.

(b) There must be at least [three] charity trustees. If the number falls below this minimum, the remaining trustee or trustees may act only to call a meeting of the charity trustees, or appoint a new charity trustee.

(c) The maximum number of charity trustees that can be appointed is as provided in sub-clause (a) of this clause. No trustee appointment may be made in excess of these provisions.

~~(4) First charity trustees~~

~~The first charity trustees are as follows, and are appointed for the following terms—~~

~~..... for 3 years~~  
~~..... for 2 years~~  
~~..... for 1 years"~~

**DECLARATION – agreement to the above changes to clause 9**

**Signed:**

**Date:**

Trustee 1.....



Trustee 2.....  
Trustee 3.....  
Trustee 4.....  
Trustee 5.....

Notes: A copy of this resolution will be delivered to the Charities Commission within 15 days of it being passed.

# Local Access Forum

<b>Report title:</b>	<b>National Trail Annual Report (Norfolk)</b>
<b>Date of meeting:</b>	<b>9 July 2019</b>
<b>Responsible Chief Officer:</b>	<b>Steve Miller, Assistant Director, Culture and Heritage</b>
<b>Strategic impact</b> Effective management of the National Trail in Norfolk. Active implementation of the Norfolk Access Improvement Plan	

## Executive summary

This report highlights the work carried out by the National Trail Partnership in Norfolk over the past 12 months (2017 – 2018). This annual report is produced for Natural England and reflects the highlights of the development of the National Trail over the period.

### Recommendations:

**(i) That the Local Access Forum notes the National Trail Annual Report (Norfolk) and outputs.**

**(ii) That the Norfolk Local Access Forum endorses the work of the National Trail Partnership in Norfolk and the ongoing delivery of the National Trail in Norfolk**

## 1. Proposal (or options)

- 1.1. The proposal is that the Local Access Forum notes the National Trail Partnership's Annual Report (Norfolk) for 2017 – 2018 (Appendix 1) and endorses the ongoing work being carried out by Norfolk Trails as part of work to manage the National Trail in Norfolk.

The creation of local delivery groups for National Trails in England is part of the New Deal arrangement endorsed by Natural England -

<http://publications.naturalengland.org.uk/file/6315301>

Under the arrangement these groups each produce an annual report that goes to each area's Local Access Forum to enable them to review work being done across the National Trail.

## 2. Evidence

- 2.1. The National Trail Partnership in Norfolk produces an annual report which is derived from the quarterly meetings that the National Trail partnership hold on a quarterly basis. At each one of the meetings a different aspect of the National Trails New Deal formula is reported on.

### National Trails Quality Standards in England from April 2013

Management Principles	Experience	Enhancement	Engagement	Economy
	Enable as many people as possible to enjoy a wide variety of walking and riding experiences along National Trails and through the English landscape	Make constant improvement to the Trail and its associated routes. Contribute to the enhancement of the landscape, nature and historic features within the trail corridor.	Build and sustain a community of interest in caring for the Trail and the landscape through which it passes.	Creates opportunities for local businesses to benefit from the use of Trails.

The new deal focusses around the 4 E's and allows a structured approach to be followed.

### **3. Financial Implications**

- 3.1. As part of this annual report the annual economic data report is included to highlight the economic and health benefits of the National Trail to the Norfolk population and visitors.

The data counter report is very similar to last years in terms of global numbers but it needs to be noted that all of the portable counters have been moved from the coast path which means that footfall (or recorded footfall) has increased across the past 12 months.

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

- 4.1. Looking forward the Norfolk Trails team have identified sections of the National Trail that need further investment and are currently carrying out habitat assessments and working with landowners to search for solutions to these issues.

Once done these will be brought back to the National Trail partnership in the first instance before being brought back to the local access forum.

### **5. Background**

- 5.1. Each of the National Trail partnerships produces an annual report which is then collated by Natural England into a compilation report covering all National Trails in England.

Appendix 2: Compilation Annual Report for National Trails in England.

### **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 :** Russell Wilson                      **Tel No. :** 01603 223383

**Email address :** Russell.wilson@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.



## Peddars Way and Norfolk Coast Path



Annual Report 2018 / 2019



## Chair's report

It is a pleasure to introduce the Annual Report for 2018/19 following on from the previous achievements. The team has continued to work hard, delivering an excellent product within the economic constraints forced upon them.

I know this to be true as, in summer 2018, I dedicated ten days to walking and cycling around Norfolk's perimeter. During that time, I saw and experienced first-hand all the good and not so good stretches that encapsulate Norfolk Trails.

Signage is excellent, rapport with the local communities is strong and I was able to offer a detailed report of stretches that needed some attention. These stretches have since had work carried out on them, with some works still ongoing.

Plans for 2019/20 include circular walks off The Peddars Way, which I hope to experience myself later this year.

Keep up the good work everyone.



## **Introduction**

Peddars Way and the Norfolk Coast Path are managed by Norfolk County Council as part of the Norfolk Trails brand, and the work carried out on these trails is exemplar of countryside access improvement approaches that provides a template for work across the rest of the Norfolk Trails portfolio.

This annual report is produced by Norfolk's National Trail Partnership and is aimed at highlighting and reflecting upon some of the work that has been undertaken by the Partnership throughout the National Trail and its associated circular walks.

Norfolk's National Trail Partnership has been created as part of the Natural England New Deal for National Trails and has created a local delivery team for the national Trail in Norfolk.



*National Trail Partnership members at Burnham Deepdale managed and run by one of the partners.*

The partnership is made up of a combination of local businesses, landowners, charities and councillors, as well as members of the Norfolk Trails team and wider Environment Team at Norfolk County Council. The partnership meets quarterly and the meetings are structured around the new deal with each of the key quality standards being discussed at individual meetings. The partnership agendas are discussed with the chair beforehand and often guest speakers or presentations are invited along to present on topics and projects that are of interest to the Partnership.

## National Trails Quality Standards in England from April 2013

Management Principles	Experience	Enhancement	Engagement	Economy
	Enable as many people as possible to enjoy a wide variety of walking and riding experiences along National Trails and through the English landscape	Make constant improvement to the Trail and its associated routes. Contribute to the enhancement of the landscape, nature and historic features within the trail corridor.	Build and sustain a community of interest in caring for the Trail and the landscape through which it passes.	Creates opportunities for local businesses to benefit from the use of Trails.

This report will focus on the highlights under the New Deal arrangement and will not cover daily and routine management and maintenance such as managing the grass and vegetation cutting contract, dealing with customer comments and reports, managing fallen trees and daily work activities.

## Experience

### Coastal Treasures Project



*Coastal Treasures heritage circular routes*

Norfolk County Council have been successful in securing over £300,000 for creation of a series of circular walks associated with the National Trail and also running along the proposed next stretch of Coastal Access between Hunstanton and Sutton Bridge. These 16 new circular walks and cycle routes have benefited from improved signage and access improvements throughout.

These circular walks use both the Peddars Way and Norfolk Coast path as a linear spinal route from which they branch off. These circular walks are heritage focussed and all have a different story to tell about the area allowing people to experience a really wide range of different walks and landscapes as well as learning about the stories behind the landscapes.

To support the walks the National Trail team have produced a 120 page book which includes details of each walk and maps to support these walks. All of the historic/heritage content has been researched and supported by the Norfolk Museums service. 3,000 books are being printed to launch the new circular walks and this is being supported by a series of activities throughout 2019/2020.

An element of the coastal Treasures project is a display at the Kings Lynn Museum throughout 2019 artefacts from the British Museum's collection to support the exhibition. This is the first time that the National Trail has been so closely associated with the Museums service and the project offers members of the public the chance to walk the landscape and then learn about the peoples and forces that shaped it by following up with a museum visit.





*Great torc from the Snettisham hoard on display at the Kings Lynn Museum*

The pieces from the British Museum will allow members of the public to walk through the landscape on each of the circular walks and then to take a trip to the museum to see the artefacts on display.

In addition to each of the walks and supporting information, additional interpretation boards are being installed to tell the story of the landscape.



*Heritage circular routes signage and map*



*View on the Ringstead circular walk*

## Google Trekker

The whole of the Norfolk Coast Path and Peddars Way has been walked using the Google Trekker and these images went live on Google Maps during March 2019. This allows a brand new audience a chance to see the National Trail first hand, and to plan their visit without having to worry about access as they can virtually check the route before they start walking.



*Norfolk Trails staff walking the Holkham bay stretch of the Norfolk Coast Path*

This is the first time Norfolk has been able to offer any “virtual” access to any countryside walks.



### **New interpretation panels, Stretch 2 of Coastal Access**

Part of the role of the National Trail is to guide people into landscapes important for their wildlife and natural beauty, allowing them to experience and enjoy the area through which they are walking. By providing a well-managed, well-signposted, single route the National Trail manages access in a way that minimises recreational impact on sensitive sites.



*Added interpretation allowing people to enjoy the landscape responsibly*

The signage helps support members of the public to access the stretch of the National Trail between Winterton-on-Sea and Sea Palling and to view the resident seal colony responsibly and to support the volunteer groups that help with managing the visitor pressures on the seal colony.

## Peddars Way



*Horse riding on Peddars Way*

Peddars Way has been subject to reactive work throughout the year and a series of surface improvements will be carried out during 2019/2020 to improve the experience for walkers, cyclists and horse riders alike. The National Trails officer has developed a programme of access improvements and following an initial trial will be rolled out across the Peddars Way. This improvement work has been based on best practise from across the national trails family and is expected to significantly improve the experience of users.

In addition to the creation of new circular walks on the National Trail as part of the Coastal Treasures project significant additional work has been undertaken on existing circular walks with obstructions being removed, new signage installed and surface improvements completed.

## Enhancement

The Norfolk Coast path runs along the Norfolk coastline and the trail has been extended from Cromer to Hopton-on-Sea: referred to as Coastal access Stretch 1 and Stretch 2, this stretch of the Norfolk Coast Path is part of the England Coast Path.

A range of assets managed by the Environment Agency have been replaced or improved upon in the Coastal Margin on Stretch 1 and Stretch 2. Part of Norfolk's National Trail Partnership, the Environment Agency reports back quarterly on works it has undertaken to support Coastal Access. Such works are an important improvement to the Norfolk Coast Path itself, as well as in the Coastal Margin, and highlights the power of organisations working together through the National Trail Partnership.



*Before the work was carried out*



*After the work has been completed*

The stepped boardwalk shown above creates a high quality route through the dunes at Sea Palling, running between the Norfolk Coast Path, and its alternative route (used during bird nesting and high tides). As well as high-quality access between village and beach, this work reduces the impact of footfall on the dune system. Environment Agency works on the Happisburgh – Winterton frontage alone are worth in the region of £25,000.

Access work such as those described above, as well as resurfacing floodbanks (where coincident with the Norfolk Coast Path), and grass cutting had a value of approximately £150,000 in 2018/2019.





*Cley Beach Road floodbank before access work carried out by the environment agency*



*Access improvement work underway on site*

This physical access work on the Norfolk Coast Path has resulted in easier walking along these stretches by all users of the National Trail.

This physical access work runs from Morston through to Cley floodbank and as a result over the past 3 years has improved access for over 8 miles of the National Trail in this area.

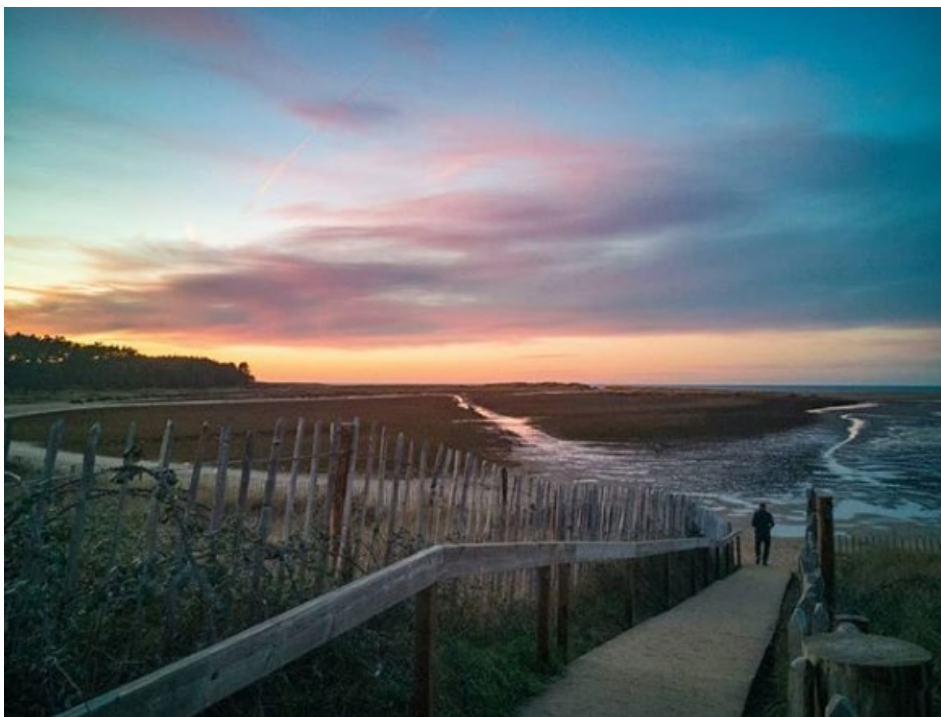


*During Construction*



*Immediately following construction*

The Norfolk Trails team responded to an emergency failure on one of the boardwalks on the National Trail. Removing and constructing a new boardwalk access ramp down onto the “Nations Favourite Beach” at Holkham. This stretch of the National Trail is incredibly popular and the team completed construction work within a 5-day window before the start of the school summer holidays.



*View across Holkham Beach from the new boardwalk construction*



### **Pingo Trail Boardwalks**

Working in Partnership with the Norfolk Wildlife Trust, Norfolk Trails replaced some old, rotted boardwalks on the Pingo Trail (a National Trail Circular walk) on Thompson Common. Norfolk Trails provided the materials and design, with Norfolk Wildlife Trust carrying out the work, saving both organisations money through cooperation.



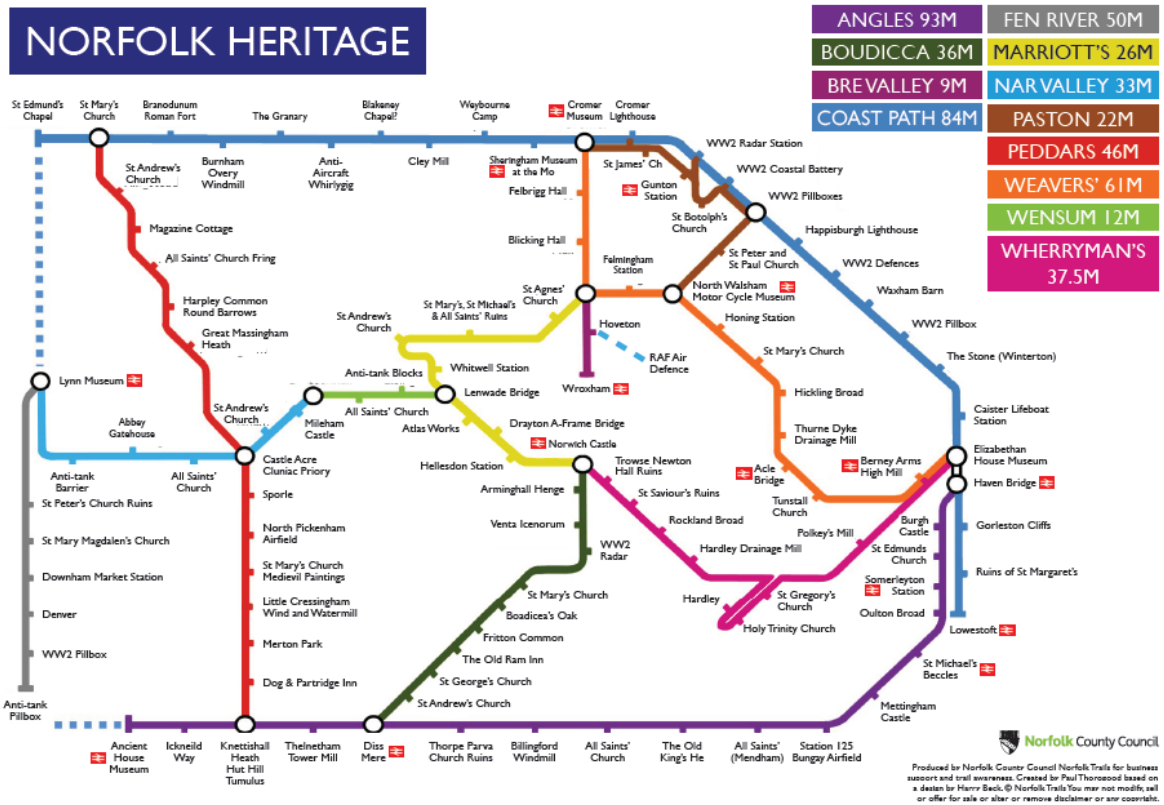
# Engagement

## Volunteering

During 2018/19, we have continued with two main strands of organised volunteering: Practical volunteers and volunteer rangers. These are highlighted in the Volunteer monitoring spreadsheet. Though volunteering days total only 48, the cost of these has been nothing, as they have been worked into existing work plans to boost output, rather than organising volunteer days for their own sake. The quality of volunteer work has been exceptionally high, and we hope to train more volunteer rangers in the coming years to reflect the growing number of circular walks that we manage. Below, from left to right: Val Clayton on a rare east-west walk of her 'patch', Matthew Mulligan enjoying a frosty morning of clearing wind-blown trees, and Mark Hurrell, 'building bridges in the local community'.



## 'Tube' Maps



*Norfolk heritage tube map*

Following on from the success last year of the tube-style walking map for Norfolk, the trails team followed the same design principals to create a heritage themed tube map which, rather than show locations of walks, showed the heritage assets close to each of the linear Norfolk Trails.

This heritage map is a perfect match for the Norfolk Trails tube map and together, they provide a great way of interpreting the Norfolk landscape for trail users.

## Business Workshops

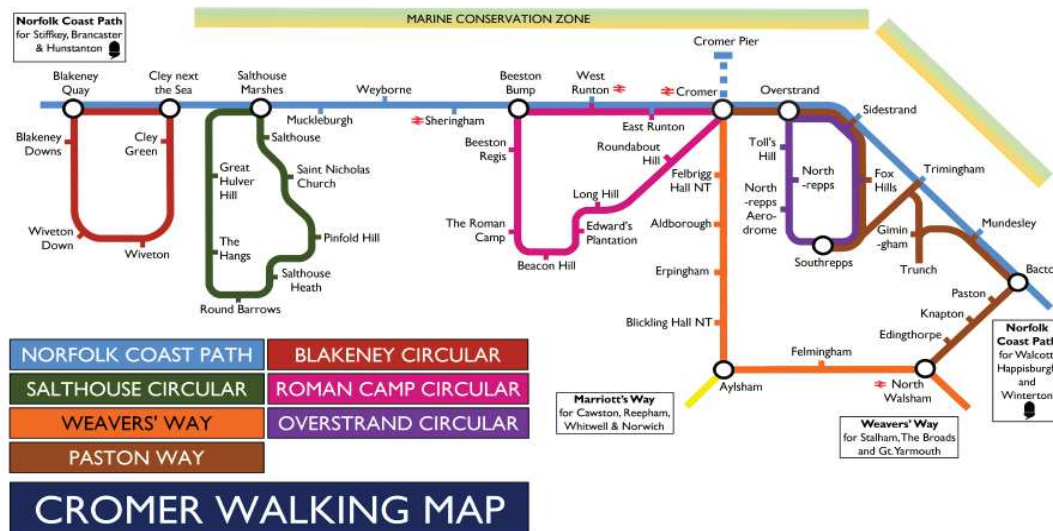
Two externally-funded projects, England's Great Walking Trails (EGWT) and Coastal Treasures, have both supported a series of business workshops to engage local businesses in promoting their business to trail users.

The EGWT business workshops ran during November and these were aimed at trying to cover the 84 miles of the Norfolk Coast Path. The EGWT workshops were followed by three additional workshops as part of the Coastal treasure project which ran during February and March and these were focussed on just the Coastal Treasures area.



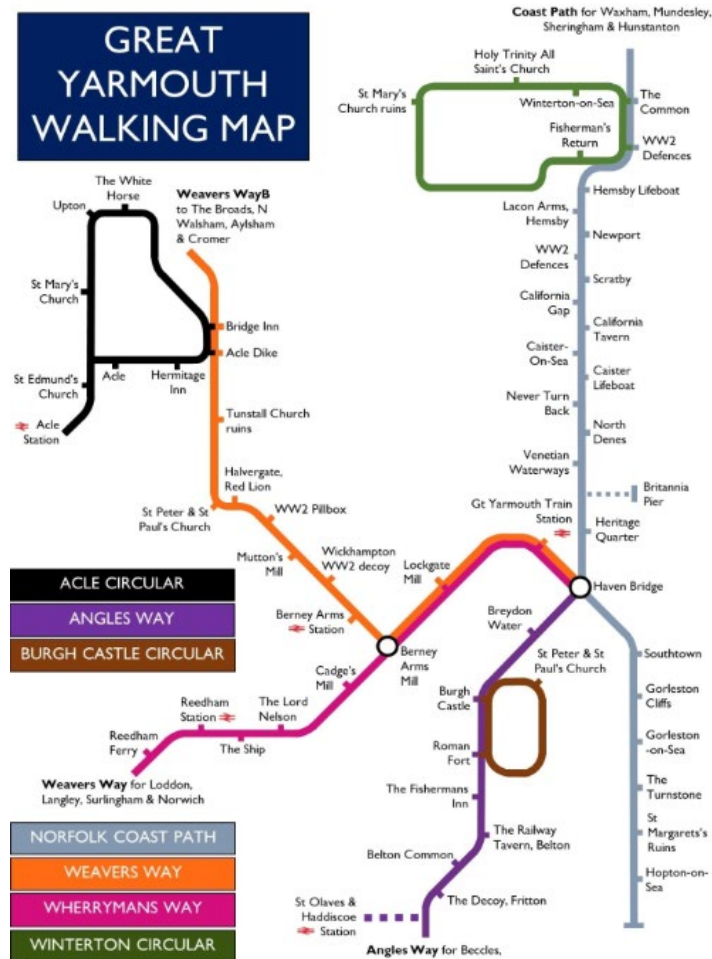
*Coastal Treasures business workshop held at Snettisham*





Norfolk County Council  
Produced by Norfolk County Council Norfolk Trails for business support and trail awareness.  
Created by Paul Thompson based on a design by Herry Bask. © Norfolk Trails.  
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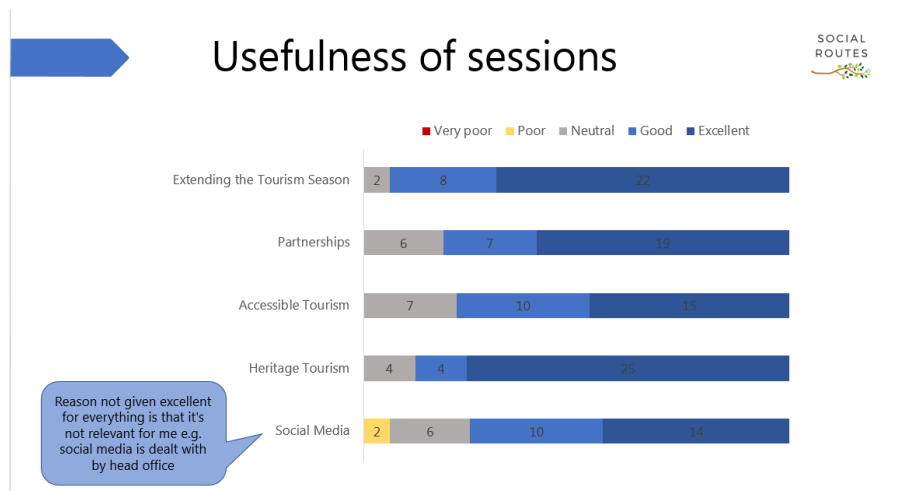
The Discover England Fund had 32 attendees across the three workshops. These were held in Hunstanton, Cromer and Great Yarmouth.



To support these business workshops the Trails team created a series of 'Tube' maps for the locality showing rather than the whole Norfolk network but the local circular routes to those areas. These have also been used by the businesses to showcase local walks in the areas for businesses attending these workshops.

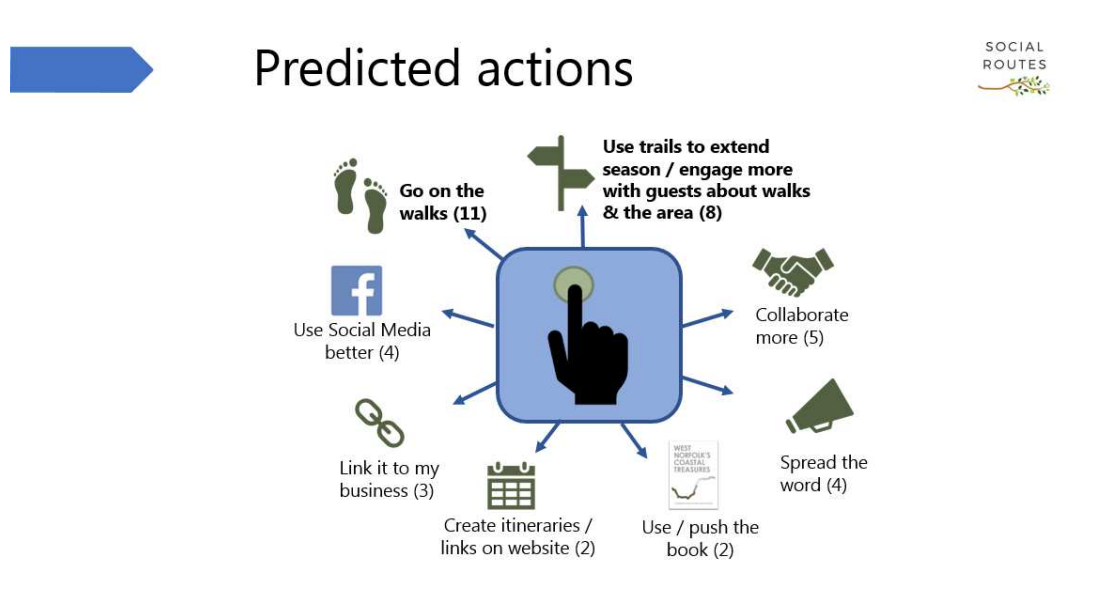
The tube maps were given out along with details of local walks and information on how to use the National Trail to support local businesses





*Feedback from the coastal treasures workshop*

The feedback from the Coastal Treasures workshops has been overwhelmingly positive, with no negative feedback on the usefulness of the sessions. The section on heritage tourism was really well received with the majority of attendees scoring this as excellent.



*Proposed actions following attendance at the Coastal Treasures Workshops*

The Coastal Treasures business workshops were attended by 38 businesses and these businesses were asked to offer feedback on both the workshops and the proposed actions they were to undertake as a result of the workshops they had attended.

These businesses will be contact during the summer to see if the business workshops had actually affected their business positively and to allow the National Trail team to assess the economic impact that the business engagement had on the local economy.

## Economy

The EGWT project included the Norfolk Coast Path as one of the seven routes to be showcased to highlight the walking opportunities in the UK.



*As part of this work, National Trail Officer, Jack, attended the Fiets and Wunderbars event in Utrecht to promote the National Trail to European visitors.*



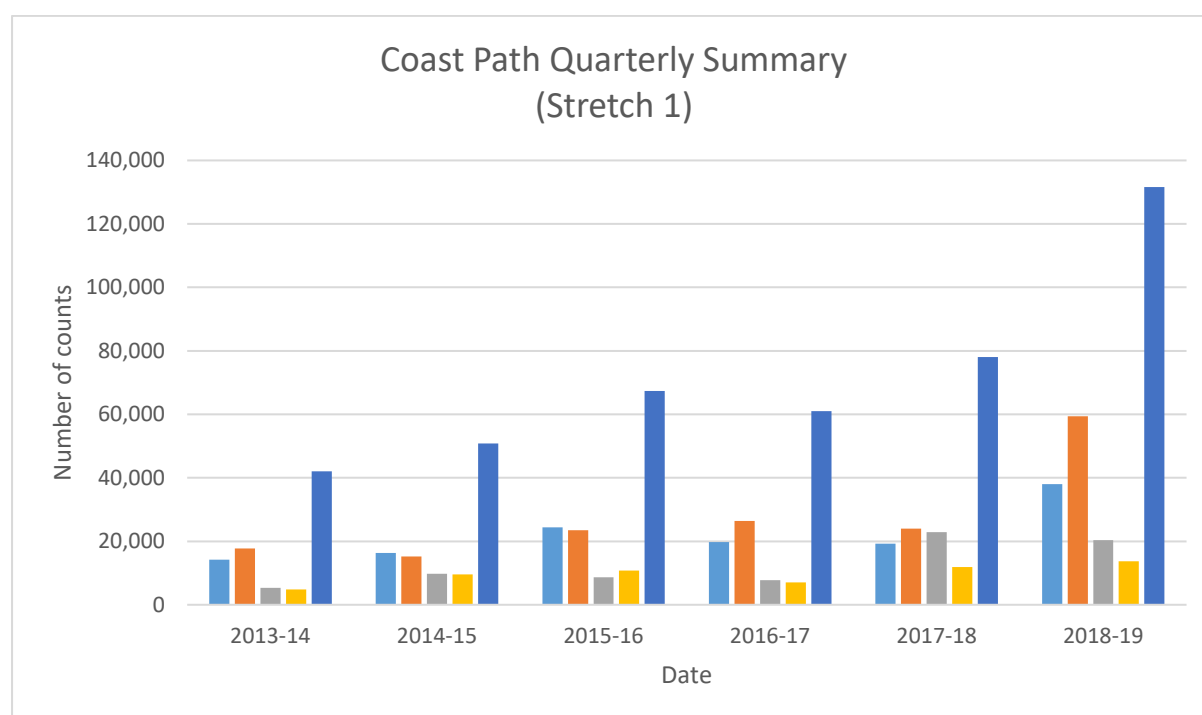
## National Trail Economic report

The National Trail economic report is split into two sections looking at the Peddars way and at the coast path separately

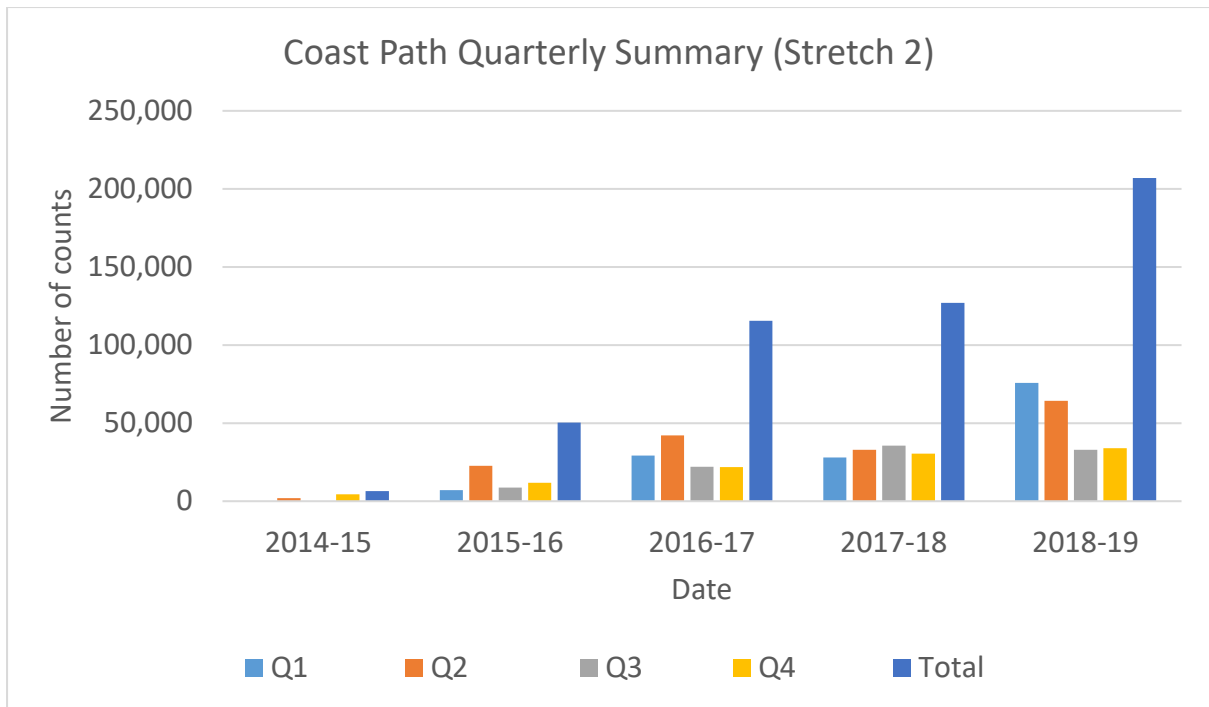
During 2017/2018 the Norfolk Trails team installed three portable data counters on the National Trail and these were used to assist with the creation of the previous national trail Norfolk Coast path report. During 2018/2019 the data counters have been better able to report usage through more proactive management, repositioning and fewer failures. This has resulted in the permanent data counters reporting an increased footfall on the previous year at permanent locations with the exclusion of portable data counters.

Also new data counters have been installed on the stretch between Kings Lynn and Hunstanton to monitor footfall as part of the Coastal Treasures project.

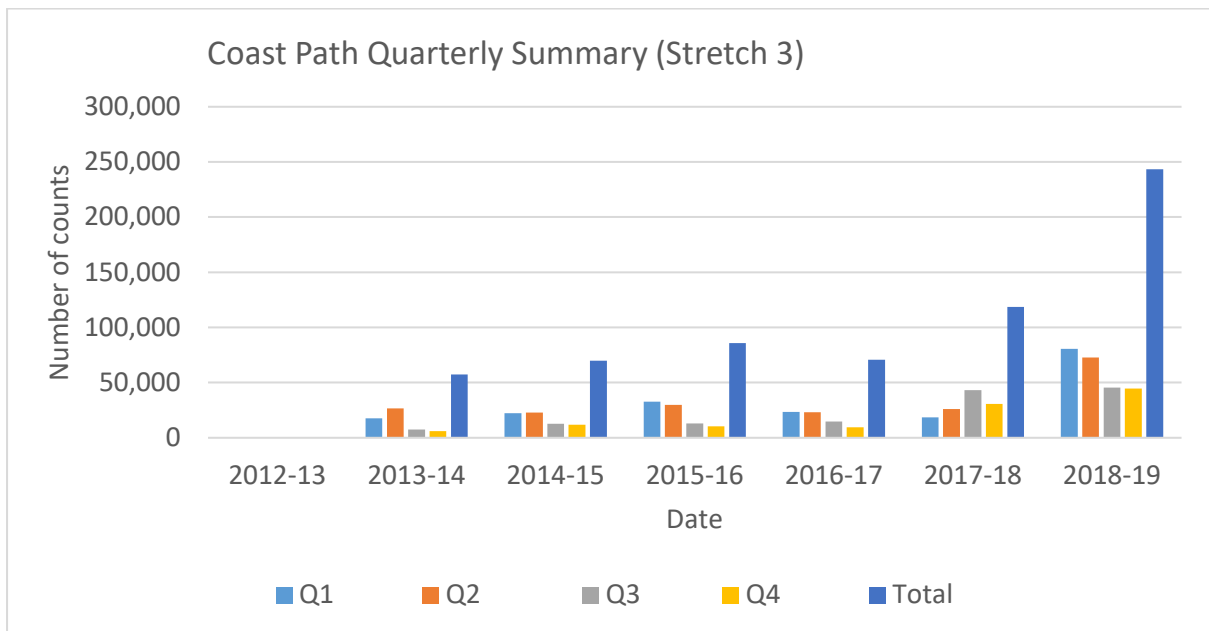
The increase in permanent fixed counters also reflects more people using the new stretches of the coast path and a maturation of new coastal access.



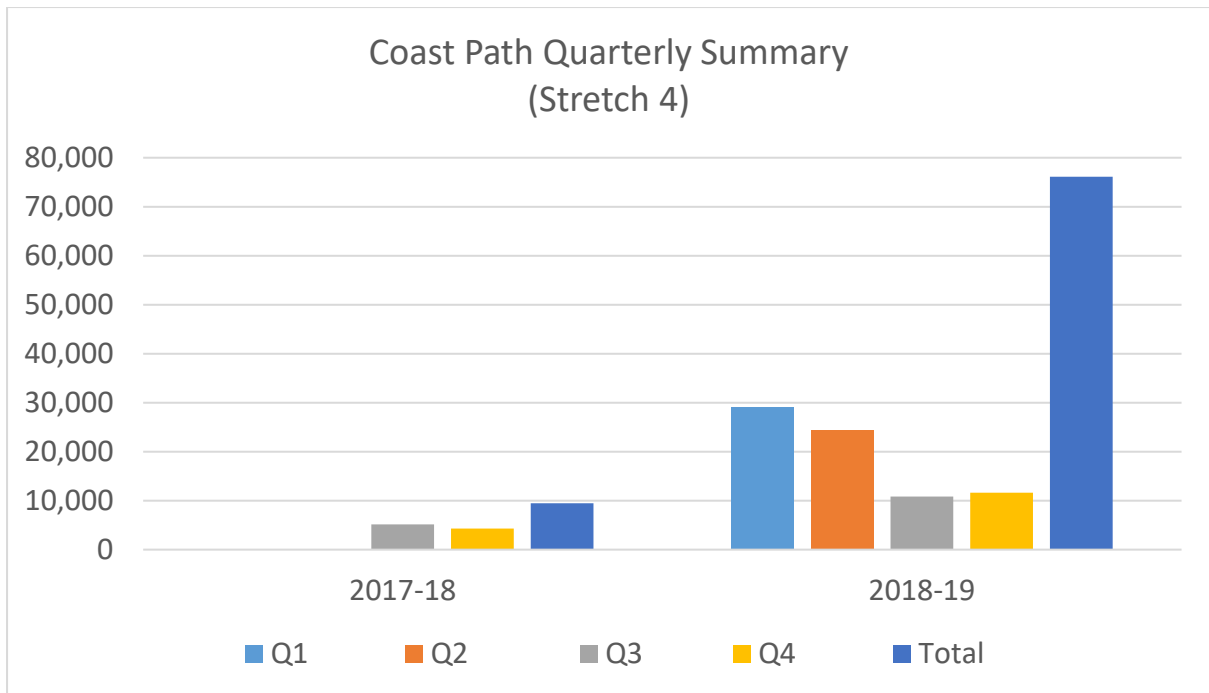
Coastal Access stretch 1 which covers the section between Weybourne and Sea palling



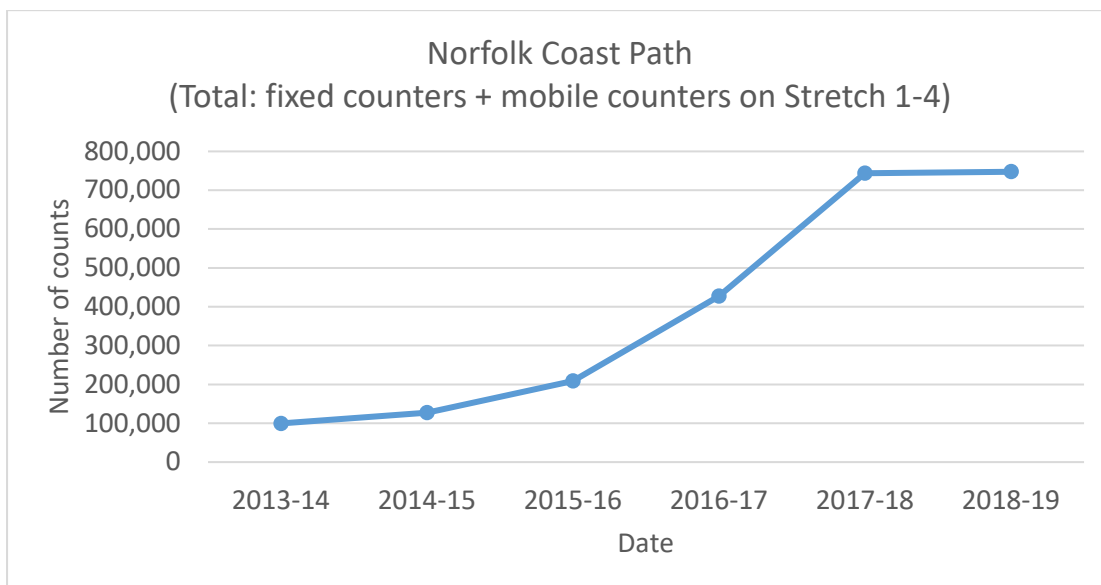
Coastal access stretch 2 which covers the section between Sea palling and Hopton on sea



Coastal access stretch 3 which covers the stretch between Hunstanton and Weybourne



Stretch 4 which covers the stretch between Kings Lynn and Hunstanton – we have installed data counters at Heacham, Castle Rising etc to get some base use numbers

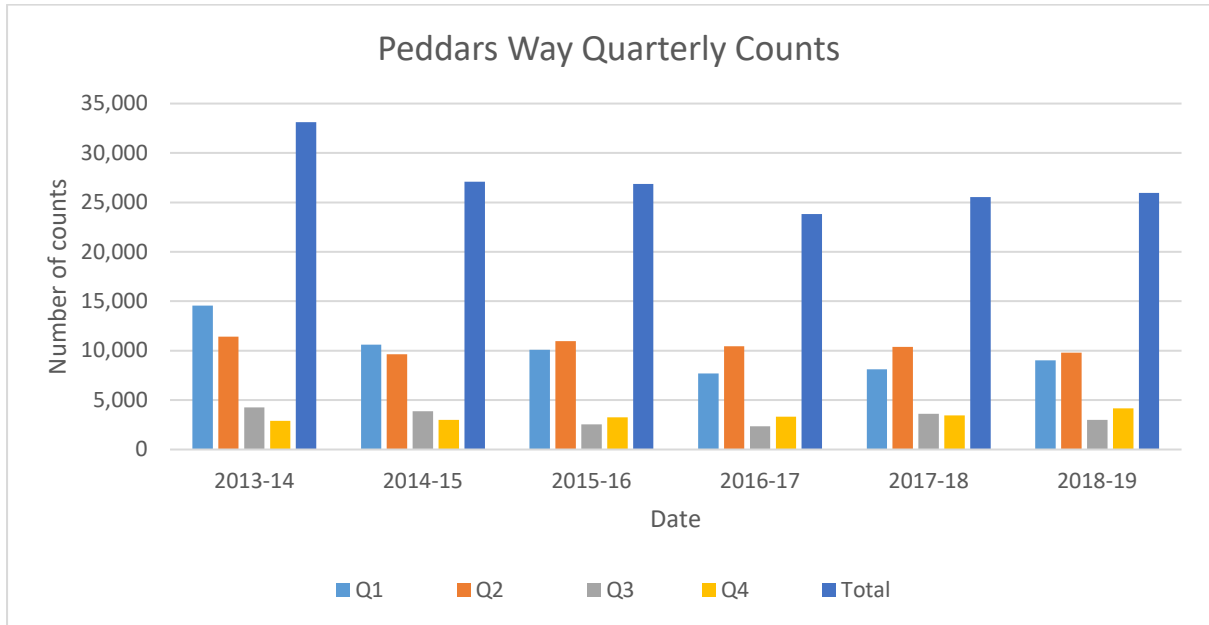


Total data count for the Norfolk Coast path

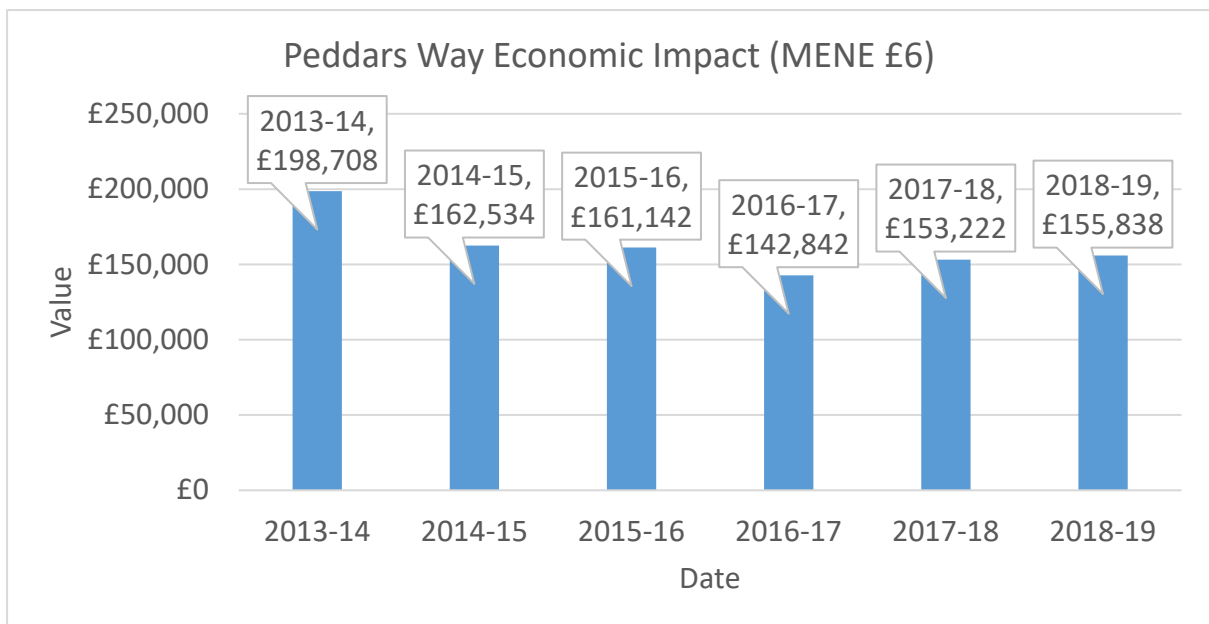
<b>Norfolk Coast Path</b> <b>(Total: fixed counters + mobile counters on Stretch 1-4) Economic Impact</b> <b>(MENE £18)</b>					
Quarterly Total (Actual)	Q1	Q2	Q3	Q4	Total
<b>2012-13</b>	£0	£0	£0	£0	£0
<b>2013-14</b>	£572,544	£795,888	£231,012	£193,518	£1,792,962
<b>2014-15</b>	£693,828	£721,926	£405,846	£467,640	£2,289,240
<b>2015-16</b>	£1,167,282	£1,449,702	£545,796	£595,980	£3,758,760
<b>2016-17</b>	£2,592,664	£2,673,074	£1,672,069	£747,828	£7,685,635
<b>2017-18</b>	£1,382,112	£3,785,040	£4,662,342	£3,562,398	£13,391,892
<b>2018-19</b>	£4,976,586	£4,470,678	£2,059,758	£1,949,040	£13,456,062

Economic benefit for the Norfolk coast path using the MENE methodology

## Peddars way



Overall data count for the Peddars way over the 2013-2019 time period



Total economic benefit from the Peddars Way

## **Overall total economic benefit of the National Trail**

Stretches 1-4 combined multiplied by £18

Norfolk Coast path	<b>£13,456,062</b>
--------------------	--------------------

Peddars Way	<b>£155,838</b>
-------------	-----------------

**Total Economic benefit based on MENE analysis £13,611,900**

Total economic benefit based on Norfolk economic analysis

Stretches 1-4 multiplied by £23.41 (insight track analysis)

Norfolk Coast Path	<b>£17,500,356.19</b>
--------------------	-----------------------

Peddars Way	<b>£155,838</b>
-------------	-----------------

**Total economic benefit based on insight track analysis**  
**£17,656,194.19**

## **Health benefit of the National Trail**

The health benefit is derived from the HEAT analysis (health economic assessment tool) analysis. The figures included are the annual health benefits provided by the National Trail.

Norfolk Coast Path	<b>£30,747,000</b>
--------------------	--------------------

Peddars Way	<b>£1,699,000</b>
-------------	-------------------

**Total HEAT analysis £32,446,000**

## **Overall benefit of the National Trail**

**£32,446,000** HEAT benefit annually

**£17,656,194.19** economic benefit annually

**£50,102,194.19** Total annual economic benefit



# National Trails Annual Report 2017/18

[www.gov.uk/natural-england](http://www.gov.uk/natural-england)

NATIONAL TRAIL 





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# 1 Summary

This report provides an overview of what has been achieved by the English National Trails in the 2017/18 financial year based on information supplied to Natural England by individual trails as part of their annual reporting. Although trails receive central government support specifically for maintenance, this is also used to lever in considerable amounts of additional funding to support wider objectives. This report therefore highlights successes and achievement across the full range of activities National Trails undertake and contribute to in England.

## In summary:

- National Government maintenance funding enabled leverage of an additional £1.5 million to support development across all 13 trails and open sections of the England Coast Path.
- The England Coast Path continued to develop with new partnerships being formed across the country to support its ongoing management.
- Trails are being well maintained and promoted, and continue to receive high levels of positive feedback from users and other national stakeholders.
- Trail Partnerships are working together to support better representation at the national level whilst continuing to take active roles in the management of individual trails.
- National funding initiatives are supporting wider promotional work to maximise the trails contributions to tourism initiatives, including those aimed at overseas visitors.

# 2 What are National Trails

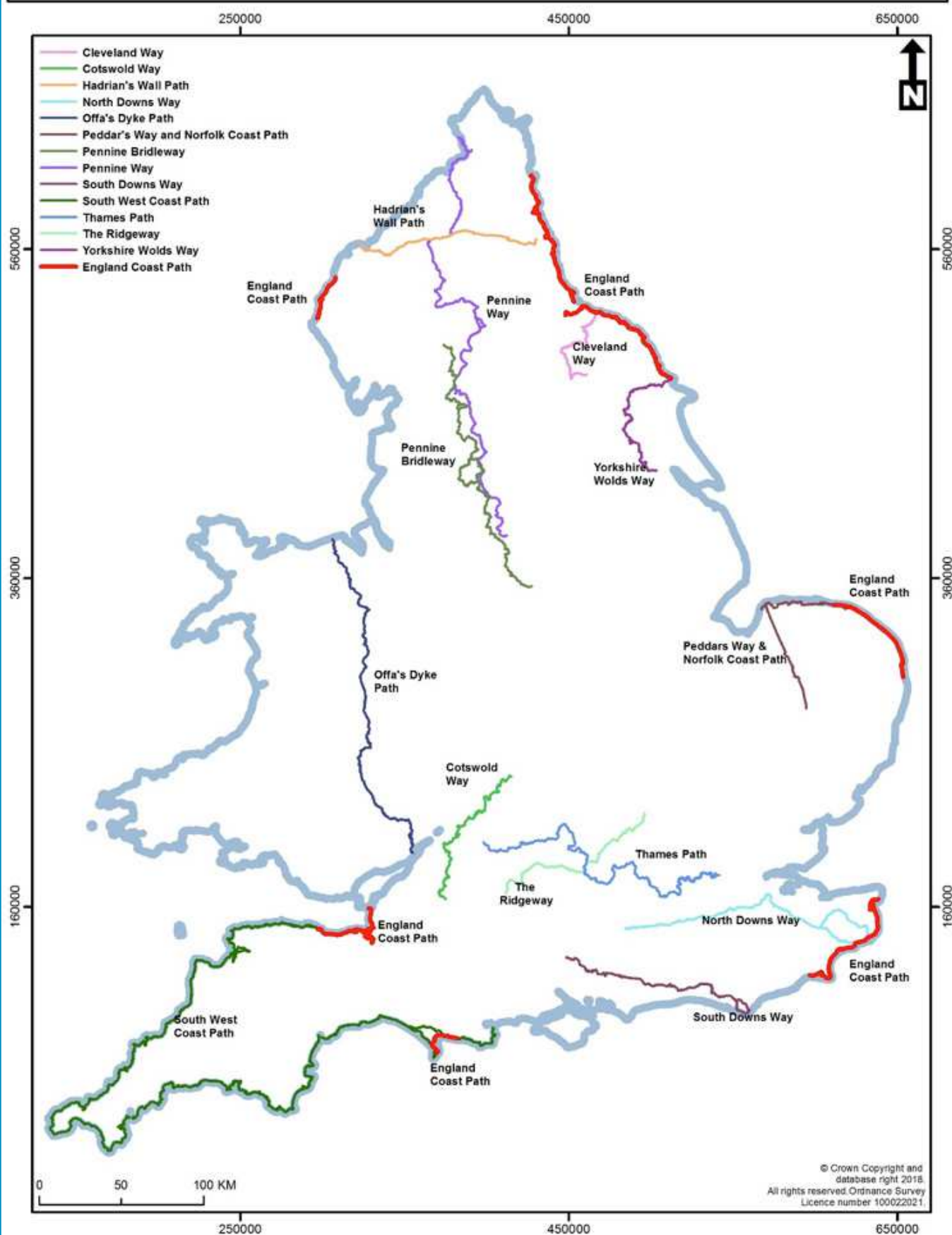
National Trails are outstanding long distance routes that provide access to our finest countryside. All can be used by walkers, some can be cycled or used by equestrians.

They are managed to an agreed set of Quality Standards and are waymarked with the distinctive acorn symbol – a symbol of the quality of the trails.

National Trails are popular, at least 70 million visits are made each year to places passed through by a National Trail. Visitors include local people, day visitors and international visitors to England. The total welfare value of all National Trails in England is currently estimated at £348 million<sup>1</sup>.

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<sup>1</sup> TNS (2013) Monitor of Engagement with the Natural Environment National Trails Report



National Trail	Length		Website visitors		Change from previous year
	Miles	Km	2016/17	2017/18	
<b>Cleveland Way</b>	109	175	60,820	70,481	+16%
<b>Cotswold Way</b>	102	164	150,323	161,045	+7%
<b>England Coast Path<sup>2</sup></b>	302	486	44,044	56,160	+28%
<b>Hadrian's Wall Path</b>	84	135	123,331	132,766	+8%
<b>Norfolk Coast Path<sup>3</sup></b>	78	126	67,018	66,707	-0.5%
<b>Peddars Way</b>	49	79			
<b>North Downs Way</b>	153	246	60,712	59,747	-2%
<b>Offa's Dyke Path</b>	177	285	79,473	85,482	+8%
<b>Pennine Bridleway</b>	205	330	34,350	30,523	-11%
<b>Pennine Way</b>	268	429	103,279	114,874	+11%
<b>South Downs Way</b>	100	160	184,614	188,009	+2%
<b>South West Coast Path<sup>4</sup></b>	630	1014	48,906	46,108	-6%
<b>Thames Path</b>	184	294	126,397	219,103	+73%
<b>The Ridgeway</b>	87	139	101,920	174,859	+72%
<b>Yorkshire Wolds Way</b>	79	127	39,523	73,053	+85%

During the period covered by this report no new stretches of ECP were opened although 57 outstanding stretches of ECP were in various stages of development. The total length available for use and designated as England Coast Path as at April 2018 was 507km/314 miles.

<sup>2</sup> The England Coast Path is opening in sections. Some sections are also part of existing National Trails, for example the Norfolk Coast Path and the coastal section of the Cleveland Way.

<sup>3</sup> Peddars Way & Norfolk Coast Path National Trail was opened in 1986 and has been promoted as a single trail. As the England Coast Path develops and extends the Norfolk Coast Path the two sections of the trail are developing their own identities and are being promoted as two trails by Norfolk County Council.

<sup>4</sup> The South West Coast Path has its own website, the figures here are from the SWCP pages on the family website.

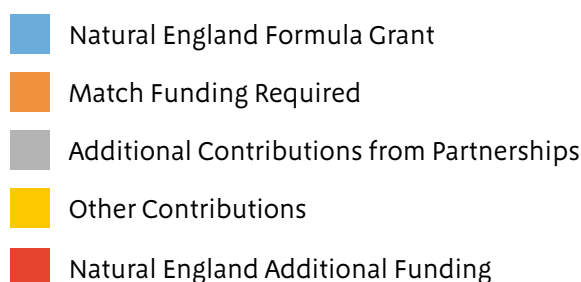
### 3 Funding National Trails



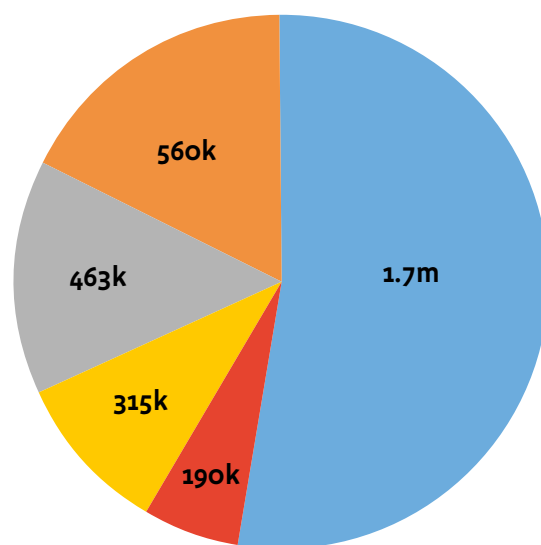
*I enjoyed the walk and wanted to thank you and your team for the way the path is maintained. Thanks for a job well done<sup>5</sup>.*



National Trails receive grant funding from Natural England to deliver the National Trail Quality Standards which are structured around four key areas of benefit: Experience, Engagement, Enhancement, and Economy<sup>6</sup>. The funding is allocated using a nationally agreed formula and the amount (which is matched at a minimum required rate of 3:1 by local authority and local partnership contributions) sustains the trails in good condition and provides the basis around which all additional development works take place. Using this basic amount as leverage, many trails are able to exceed the minimum required matched funding rate, providing the ability to carry out additional activities over and above maintenance. On all of the trails approved before the **England Coast Path** the funding is used to employ a lead officer who is instrumental in securing this additional funding. The continued success of trails in the area of income generation remains dependent on the continuity of grant funding from central government.



**Total Budget £3,228,000**



- During the year the **South Downs Way** was particularly successful in attracting funding from other sources including £60,000 (to be spent 2018/19 and 2020/21 over three years) from the Gatwick Airport Authority for access improvement schemes and £75,000 in the first five months working with the British Mountaineering Council as part of their 'Mend Our Mountains - Make One Million' campaign. The aim is to raise £120,000 to be spent on four surface improvement projects.

<sup>5</sup> Emailed comment received by the Cleveland Way National Trail officer.

<sup>6</sup> Commonly referred to as the four E's and set out fully in the [New Deal Document](#)



- Trails are also instrumental in attracting expenditure in the local economy. Analysis of the end to end survey statistics for **the Ridgeway** revealed that 42% of walkers included visits to nearby towns and villages as part of their trip, and that using B&Bs was the most popular form of accommodation (52% spending £50 or more per night).



New signage on the Ridgeway between local towns and villages making it easier for trail users to access local services

- During 2017/18 the National Trail Team in Norfolk worked with Insight Track<sup>7</sup> to carry out a survey and report looking at a wide range of usage of **the Norfolk Coast Path**. The new report analysed over 3,000 surveys of trail users along the route and highlighted the value in encouraging people to use the National Trail for overnight stays and long distance walking where an average spend figure of £53.90 per person was recorded.
- During this reporting year the trails were collectively successful in securing £28.6k from HLF Resilience Fund to look at options for their future organisation and governance. At the time of writing, consultants<sup>8</sup> have been working with the trails and a full details will be included in the next annual report.
- The **Yorkshire Wolds** way saw the benefits from the first year of sponsorship from the Wold Top Brewery, resulting in over £1,000 being provided for the National Trail in 2017/18.

<sup>7</sup> Norfolk based market research company.

<sup>8</sup> Red Kite Environment.

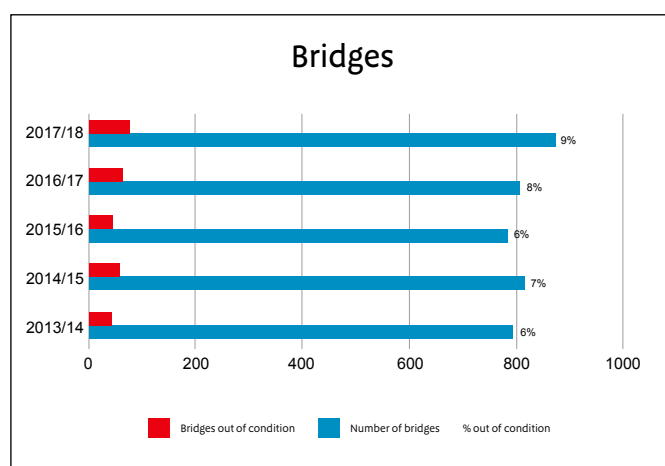
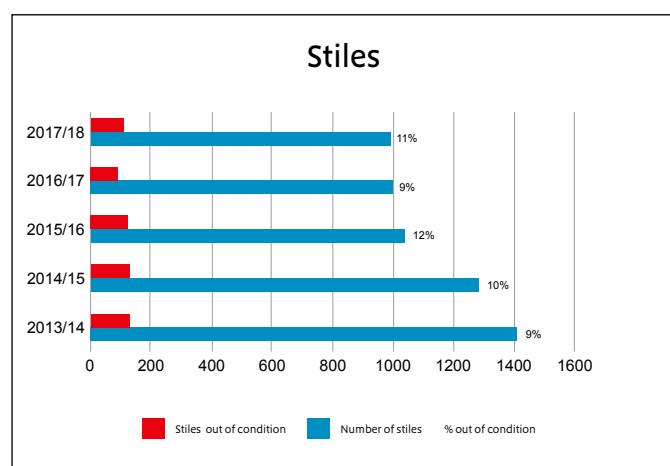
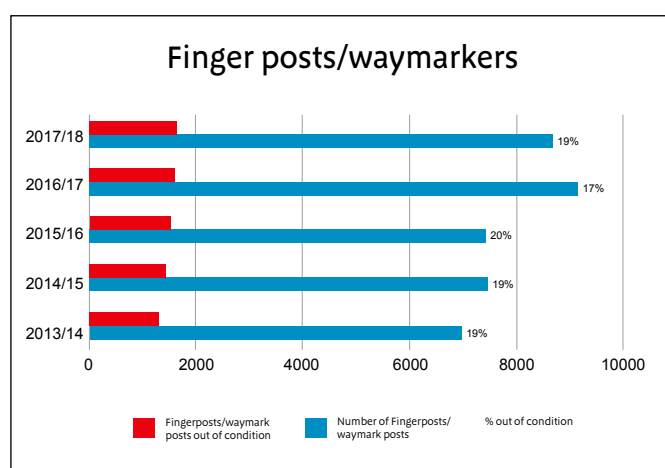
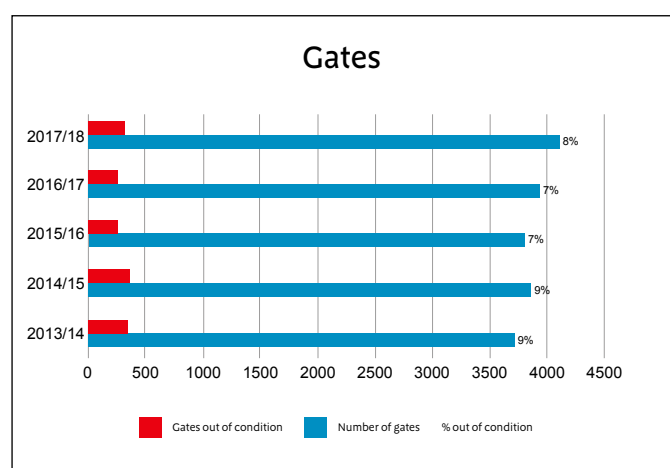
## 4 Looking After the Trails



*I finished the Yorkshire Wolds Way walk south to north on Friday and what a relatively unknown gem it is! Well signed throughout and everyone we met was friendly and the landscape quite stunning in places<sup>9</sup>.*



Managers and volunteers continued to report on trail condition to Natural England and the graphs overleaf show the various types and number of infrastructure items that were recorded and the proportion marked as being out of condition in relation to the numbers overall. Data from the last five years along with anecdotal evidence from trail managers indicates that proportionately the number of out of condition items has remained relatively low throughout the monitoring period.



The single largest project undertaken on the **Norfolk Coast Path** last year was the work to improve access on 'Beeston Bump' near Sheringham. The work was aimed at improving access to the highest point on the National Trail and enhancing the environment by repairing the scarring that had occurred on this well-known geological feature.

<sup>9</sup> Emailed comment received by the Yorkshire Wolds Way management team.

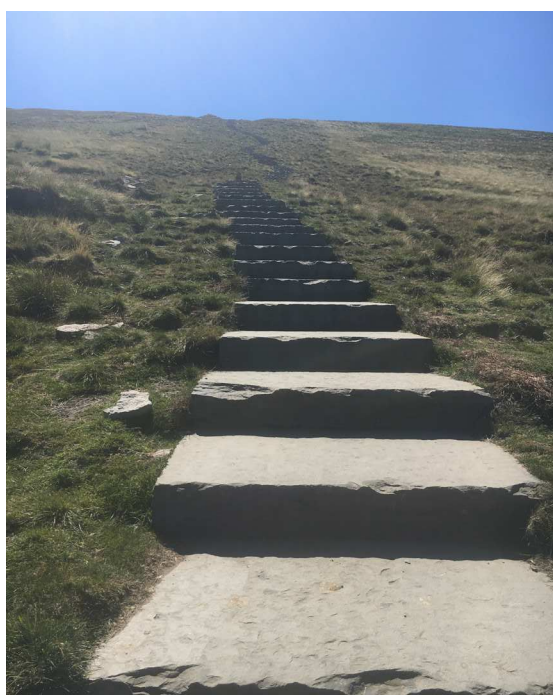


As well as undertaking all of the practical work the National Trails team organised all of the assenting, consenting and preparation processes prior to the delivery of materials to site, which for the first time ever on a Norfolk trail was carried out by helicopter.

Action has been taken by the Thames Path Trail Partnership to address issues on the London stretch of the Trail and for the first time following a comprehensive survey of **the Thames Path** in London, the partnership now has a detailed understanding of the condition of the trail through London. In addition conversations have started with London authorities to address specific issues, including site meetings with Tower Hamlets and River Thames Society to investigate claims about the trail being gated, locked and/or signs covered over, from Tower Bridge to Canary Wharf.



Work being undertaken using a helicopter at Beeston Hill in Norfolk



Stone flagging on the Pennine Way, Pen-Y-Ghent

On the **Pennine Way** on the Pen-y-Ghent northern slope, works were completed to install large stone blocks on the most heavily eroded part of the slope. Years of erosion had caused serious damage to this particular section, and by adopting a different approach to resurfacing the Yorkshire Dales National Park Authority were able to construct a sustainable yet user friendly walking surface. This has also vastly improved and enhanced the surrounding landscape/ environment.



## 5 Accessibility



*As lovely as ever in this morning's sunshine 19 miles run, South Norwood to Caterham. Hot, hilly and fun ☺<sup>10</sup>.*



The interpretation centre inside the Sill

In July 2017, the Sill, a 14m state-of-the-art visitor centre, opened in Northumberland close to the route of the **Hadrian's Wall Path**. The centre is designed to enable more people to experience the landscapes, culture and heritage of Northumberland National Park and the surrounding areas, and it provides the perfect location for people of all ages to explore and enjoy some of the region's most spectacular unspoilt scenery. The centre's proximity to the National Trail provides a fantastic opportunity for visitors to access the routes most popular section which follows the Great Whin Sill landscape feature.

During April and May **the Thames Path** National Trail held 'Introduction to the Thames Path' sessions with two year three classes in East Oxford. Each class included children from a wide range of ethnic groups, with approximately a quarter of pupils learning to speak English. The session was designed to fit in with their geography curriculum and included a two mile walk along **the Thames Path** showing the children different features and nature along the way, Feedback from both staff and parents was very positive and in the children's view the session was 'awesome'.

The **Cleveland Way** Adoption Scheme has had an incredibly successful year with all 25 sections of the route having now been adopted by a range of individuals, families, businesses, local groups and charities. This resulted in the scheme winning the Best Project in the National Park UK Volunteer Awards and the scheme was the main feature on a Cleveland Way focussed edition of the BBC's Countryfile programme.



The Beaumont family receiving the adoption scheme award

<sup>10</sup> Comment submitted to the North Downs Way via their twitter account.

## 6 Partnerships

“

*What an exceptional year, exhilarating, exciting and expensive but worth every penny of every step<sup>11</sup>.*

”

All of the trails approved prior to the development of the **England Coast Path** have fully functioning partnerships and work has continued with local authorities across England to look at how this successful management model can be developed to engage a wider community of interest in helping to look after open sections of the **England Coast Path**.

Autumn 2017 saw the achievement of a long held objective to move the route of the **Thames Path** at Inglesham, off the road and on to the approved line next to the River Thames.



The approved route now completely accessible along the River Thames at Inglesham

The development represents close working between members of the trail partnership and local landowners and has been widely praised by local walking groups and users. The Wiltshire Ramblers reported on the completed work via their website.

---

<sup>11</sup> Annual Report summary comment from Hillary Cox, Chair of the Norfolk Trails Partnership.

*We would like to thank Swindon Borough Council's rights of way team and the Thames Path National Trail Partnership for their efforts in bringing this about. Walkers will no longer have to endure a mile-long stretch of road verge beside the busy A361. The new route provides lovely views of the tranquil river.*

Through its links with pilgrimage and the recent spike in worldwide pilgrimage activity the **North Downs Way** has both a domestic and international appeal. The trail has benefitted from these links through working closely with the Church and the Pilgrims Way and other faith-based organisations along the trail.

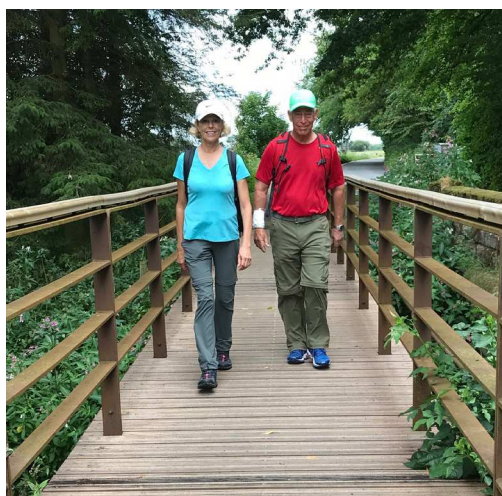
During February and March four very successful business workshops were held to raise awareness of the **England Coast Path** in Somerset attracting almost 70 attendees. These were extremely well received as in addition to drawing attention to the new business opportunities, participants were also provided with relevant and useful information. A short video was also made for those unable to attend the actual events:

<http://www.visitsomerset.co.uk/business/business-support/training>

Excellent feedback was received including this comment from a local accommodation provider:

*Thank you so much again for the opportunity to attend the excellent workshop. It was fantastic to hear how the Somerset section of the path had been developed, which is even better for us than we had imagined.*

Seven National Trails teamed up with Marketing Peak District and Derbyshire to develop a project promoting walking trails to visitors from Germany, the Netherlands, France and the US. With funding from the Discover England Fund<sup>12</sup> three to 14 night itineraries, will be designed to promote walking holidays in England. These will combine the stunning scenery offered by the National Trails with the warm hospitality offered by English pubs and accommodation providers. Information including the ability to book will be provided on a new website which will link with the existing National Trails website [www.nationaltrail.co.uk](http://www.nationaltrail.co.uk)



New bridge in the Rickerby Park area of Carlisle

Trail management arrangements for the **South West Coast Path** (SWCP) continued to evolve, with greater integration between the SWCP Team and the SWCP Association, delivering reduced costs and increased effectiveness.

Many large scale projects have been undertaken by the trails this year including the installation of new infrastructure. This bridge on the **Hadrian's Wall Path** was in need of complete replacement following storm Desmond<sup>13</sup>

<sup>12</sup> A national government grant scheme managed by Visit England.

<sup>13</sup> A weather storm which occurred in Dec 2015 and badly affected southern Scotland, the north of England, Wales and Northern Ireland.



## 7 Volunteer Data

“

*Please could you thank all the volunteers for the very helpful signposting all along the Trail. It made the walk so much more enjoyable as all the signs are so re-assuring and save the need to keep checking the map<sup>14</sup>.*

”

Volunteers continue to provide significant support for the trails, with all trails benefiting from some form of volunteer activity. Similarly the new stretches of **England Coast Path** are encouraging and enabling volunteer engagement at the earliest opportunity.

During this year the Trail Watchers Scheme was launched on the **England Coast Path** in Somerset, inviting people to ‘adopt’ and monitor a short stretch of trail.

Kent Countryside Access Wardens undertook 64 visits/inspections along the **England Coast Path** in their county.



Volunteers clearing steps on the Folkestone to Dover section of the North Downs Way and Barugh cub scouts helping out with path clearance works on the Pennine Way at Black Hill

The **Pennine Way** People project has run again successfully in 2017/18. ‘The volunteer ‘Champions’ have continued to engage well in surveying and attending work parties which includes work to help with way marking using waymark discs. Cemex quarries have again dedicated their staff to helping with maintenance in Teesdale and have donated stone for surfacing.

<sup>14</sup> National Trails feedback form received by the Cotswold Way Team.

## 8 Protecting Landscapes

“

*The hike was the most beautiful and enjoyable hike I have ever done. I have thanked my friends in Dursley profusely for recommending it to me. The people I met along the way were all very kind but I mostly enjoyed the solitude and nonstop beauty of the countryside’ – Cotswold Way<sup>15</sup>.*

”

84% of the length of the National Trails lie within national or international designations for landscape and nature conservation. Good management of the trails helps to protect and enhance these important sites.

Repairs to the trail on Boulsworth Hill on the **Pennine Bridleway** were seen as a priority by both Lancashire Council and the Trail Partnership and an 800 metre length was repaired. Original Packhorse Stone cobbles were uncovered and made features of the improved path.

Natural England’s grant funding was matched by funds from the Lancashire Environment Fund (£30K); which were awarded on the basis of the projects wildlife creation and historic significance. The path was given a SSSI grade grass seed mix so once properly established it will fit in well with the landscape.



Repairs to the trail on Boulsworth Hill on the Pennine Bridleway

During the summer of 2017 Oxford University undertook research to assess the quality of the trail corridor along the **Ridgeway** by flying a drone along its entire length. Trail volunteers and the Trail Officer assisted in this survey and further support was provided in February 2018 to allow experimental plots to be set up to investigate management techniques applied along the trail to best conserve chalk grassland biodiversity.

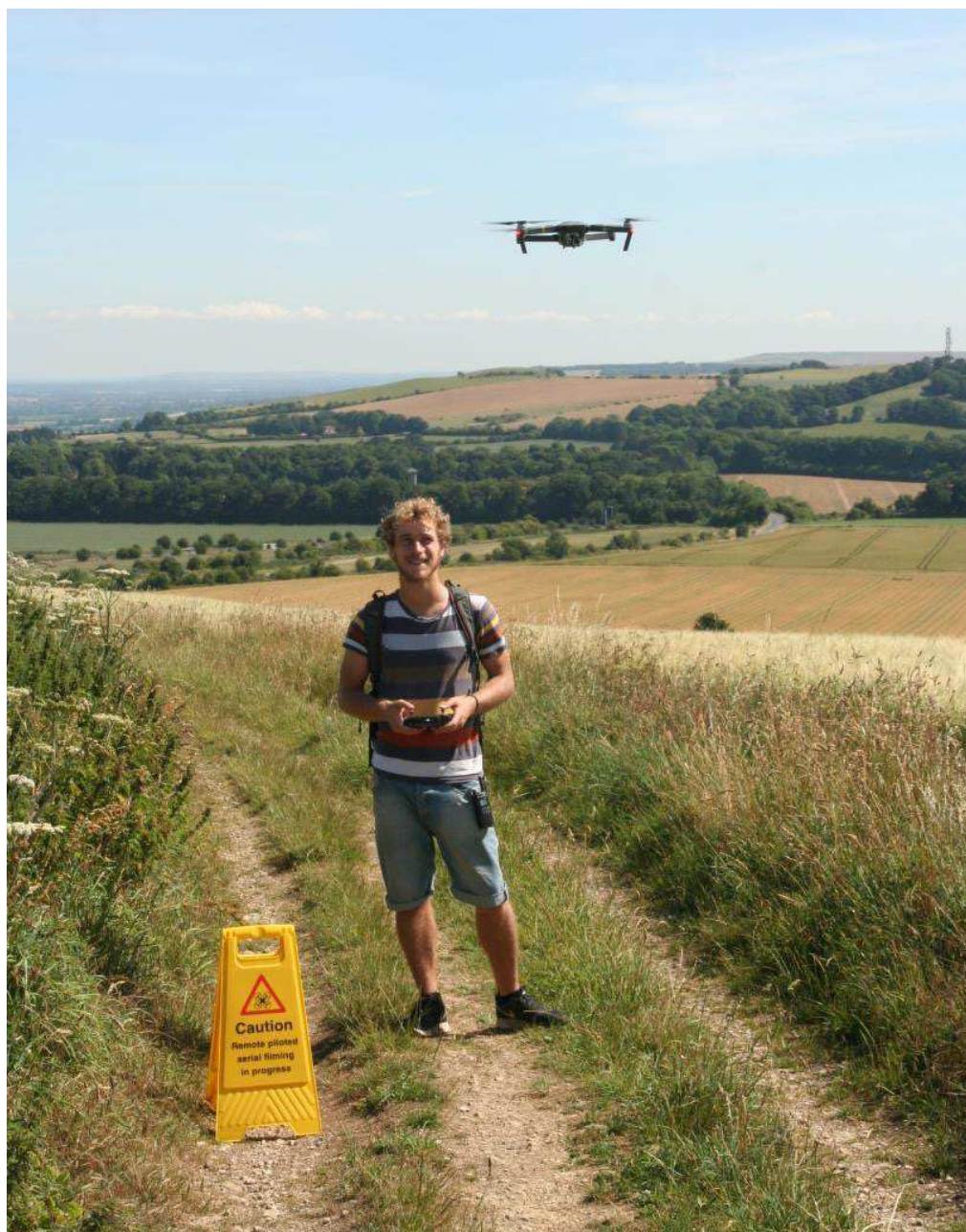
Two major projects are now taking place in 2017/18 on the Offa’s Dyke Monument, all visible parts of which are designated as a Scheduled Monument.

<sup>15</sup> Comment from a completed Cotswold Way National Trail feedback form submitted in July 2017.



The first will build momentum for new research into Offa's Dyke, Wat's Dyke and their landscape contexts and following on from an inaugural conference on 28 April 2017, there has been two further Offa's Dyke Conservation events in 2017/18.

The second project has been the Offa's Dyke Conservation Management Plan, a piece of work commissioned and paid for by Cadw<sup>16</sup> and Historic England in partnership with the Offa's Dyke Association. This will provide a snapshot of the state of the monument in 2017 and is intended to be a springboard for a new collaborative project and funding bid.



**Oxford University student capturing drone footage of the Ridgeway summer 2017**

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<sup>16</sup> The Welsh Government's historic environment service

## 9 Promoting National Trails

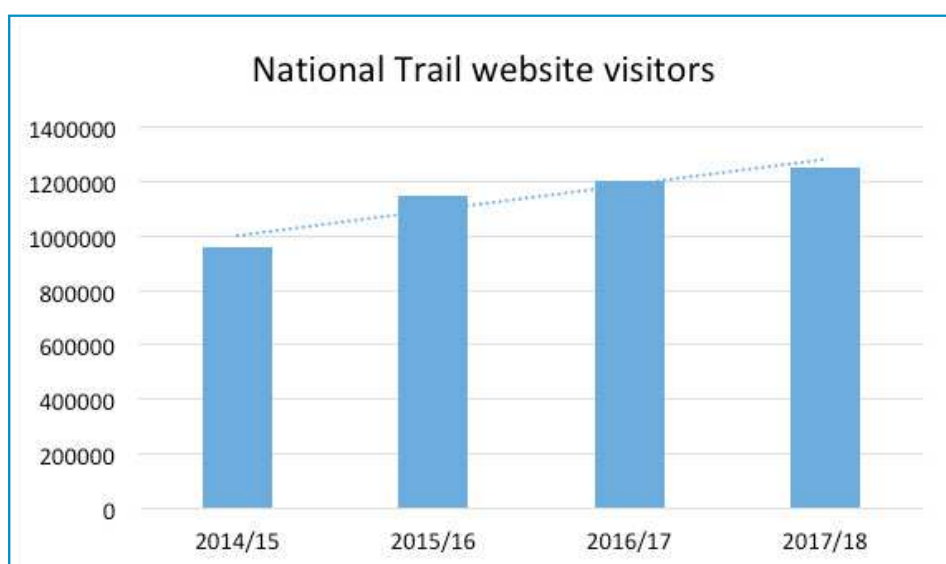


*I just love the website by the way it's easy to use and is packed with really useful information. It's hugely inspirational actually. Thanks to you and your team for maintaining it<sup>17</sup>.*



Throughout 2017/18 Walk Unlimited, the official promoter of the National Trail Family continued working to promote the brand and trail through the National Trail Family website [www.nationaltrail.co.uk](http://www.nationaltrail.co.uk). This website remains the main source of information on the National Trails and was developed at the end of March 2017 to better reflect the requirements of the **England Coast Path**. These changes enabled users to more easily find information relevant to a specific stretch of coast.

The graph below shows the unique visitors to the National Trail website for the past 4 financial years. During that time visits have increased by over 30%.



Of the 1,712 people who responded to a survey question 'How would you rate the National Trail website':

- 38% said **Excellent it provided everything that I needed**
- 54% said **Good, it was helpful**
- 6% said **OK, it was OK**
- 2% said **Poor, it didn't meet my needs or expectations**

This indicates a high rate of satisfaction with the service being provided.

<sup>17</sup> Website comment received by Walk Unlimited.

During the reporting period various trails have paid for specific enhancements to the website to reflect individual trail partnership aspirations and activities e.g.

- **The Ridgeway, Thames Path and North Downs Way** paid for printed completion certificates
- **The Pennine Way** paid to add four accessible routes to the website
- All trails benefitted from Natural Resources Wales and Glyndwr's Way funding changes to the accommodation listings so they appear in trail order
- **The Pennine Bridleway** paid for a page to show the Google Trekker imagery
- **The South Downs Way** paid to redirect all donations to their Trust
- **The Norfolk Coast Path** paid for changes to the mapping on the website
- **The Thames Path** paid for an event calendar

All trails continued to add information and news items throughout the year with the **Cotswold Way** team undertaking a detailed review of their webpages which included updating circular walks, adding attractions and events and adding hostel and campsite details.

Working both independently and with the trails, Walk Unlimited operated various schemes to generate income towards maintaining the website and also in support of the individual trails. These included:

- Donations from the public and events
- Trail beers
- Selling old signs
- Official guides and maps
- Affiliate schemes
- Merchandise
- Holiday operator schemes



During the year, attention was drawn to the **Ridgeway** and its unique characteristics by the comedian and musician Bill Bailey. Bill walked the Trail in aid of Cancer Research UK, from east to west, and his efforts were covered by Countryfile. Bill also spoke at the **Ridgeway** joint forum with the North Wessex Downs AONB held in October.



## 10 The Future for National Trails

Looking ahead 2018/19 will see the full benefits of the Discover England Funding including the further development of the National Trails website to offer a range of walking holiday itineraries focusing on travellers from Europe which will be booked on line. Work will also be undertaken to improve the consistency of out of condition recording providing more accurate assessments of trail condition from year to year. Volunteer data will also be captured in a way that allows for the total value of this contribution across the whole country to be better expressed in terms of a cost/benefit ratio.

Following the launch of A Green Future: Government's 25 Year Plan to Improve the Environment on Thursday 11 January 2018 we will continue to look at how National Trails can support the ambition over the plan period to leave our environment in a better state than we found it. A Green Future complements Natural England's own strategy Conservation 21 (originally launched in 2016) which includes putting people at the heart of the environment as one of its key themes. Something National Trails are extremely well placed to do.



**Lord Gardiner meeting volunteers and wardens at Walltown on the Hadrian's Wall Path**

Front cover image: Walkers on the Cotswold Way near Hailes Abbey. © Graham Medley

Page 7: © Sarah Wright

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# Norfolk Local Access Forum

<b>Report title:</b>	<b>Greenways project</b>
<b>Date of meeting:</b>	<b>9 July 2019</b>
<b>Responsible Chief Officer:</b>	<b>Steve Miller – Assistant Director, Culture and Heritage</b>
<b>Strategic impact</b> Bringing disused railways and other under-used parts of the transport network into full use as cycling and walking routes will benefit health, the rural economy, the environment and levels of traffic congestion.	

## Executive summary

An update is provided for the NLAF on the Recycling Norfolk's Disused Railways, now known as the Greenways project including an update on the results of the public consultation on pilot route proposals following assessments by Sustrans and Active Norfolk

### Recommendations:

**That the NLAF notes the 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.**

## 1. Proposal (or options)

- 1.1. See report presented to the Environment, Development and Transport Committee (EDT) on November 18 2018 (agenda item 9:  
[http://norfolkcc.cmis.uk.com/norfolkcc/DelegatedDecisions/tabid/67/ctl/ViewCMIS\\_DdecisionDetails/mid/391/Id/29ee00fb-15c7-4258-8eba-38b3ef07274d/Default.aspx](http://norfolkcc.cmis.uk.com/norfolkcc/DelegatedDecisions/tabid/67/ctl/ViewCMIS_DdecisionDetails/mid/391/Id/29ee00fb-15c7-4258-8eba-38b3ef07274d/Default.aspx)

## 2. Evidence

- 2.1. See report presented to the EDT Committee (see Proposal above)

## 3. Financial Implications

- 3.1. Funding secured for feasibility studies

## 4. Issues, risks and innovation

- 4.1. Please see report

## 5. Background

- 5.1. Following the public consultation and landholder engagement we have worked with Sustrans to put together detailed feasibility and also Active Norfolk on the community benefits. This work is being incorporated into the wider Green Infrastructure strategy across Norfolk and also when suitable Local Cycling and Walking Infrastructure Plans (LCWIPS)

## Officer Contact

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# Norfolk Local Access Forum

<b>Report title:</b>	<b>Establishing the Definitive Line (Wherryman's Way case study)</b>
<b>Date of meeting:</b>	<b>9 July 2019</b>
<b>Responsible Chief Officer:</b>	<b>Steve Miller – Assistant Director, Culture and Heritage</b>
<b>Strategic impact</b> This report highlights the actions taken by NCC staff in ensuring the completeness and accuracy of the Definitive Map and delivering a number of key outputs from the Norfolk Access Improvement Plan (NAIP).	

## Executive summary

This report highlights the actions taken by NCC to improve access and signage on the Wherryman's Way and to realign the route on the Definitive Line and to deliver a number of key outputs from the Norfolk Access Improvement Plan (NAIP).

### Recommendations

**That the Norfolk Local Access Forum notes the report and supports and endorses the approach taken by NCC Officers:**

- a. To align Public Rights of Way on the Definitive Line;**
- b. To remove all barriers to access (or to install measures that provide the least restrictive access to the countryside);**
- c. To support "access for all" routes being developed throughout the county as a priority action**
- d. To support the use of the countryside for all users.**

## 1. Proposal

- 1.1. The proposal is that the Norfolk Local Access Forum supports the actions of NCC officers in effectively managing the Public Rights of Way (PROW) network throughout Norfolk in accordance with NCC's agreed approach detailed in the Executive Summary of the Norfolk Access Improvement Plan (NAIP – [www.norfolk.gov.uk/naip](http://www.norfolk.gov.uk/naip)) which incorporates Norfolk's Rights of Way Improvement Plan:

"Our vision is to

- Manage the countryside access network so it meets the varying demands place upon it
- Increase public, economic and environmental benefit associated with PROW
- Involve communities
- Act pragmatically and collaboratively with respect to responsibilities and resources
- Increase investment in the countryside access network"

NCC officers as a matter of course look to improve accessibility to all routes and prevent barriers to access being erected. Access improvements are built into

any access audits to ensure that accessibility has been included in the thinking around future investment in the PROW network.

- 1.2. Improvements to access are referenced throughout the NAIP as follows:
  1. Statement of Actions Theme 1 (well managed Access Network) 1.4: target of creating a number of stile-free routes.
  2. Statement of Actions Theme 2 (Well Connected Access Network) overview target is to increase the number and length of all-abilities routes connecting people and places by 10 routes and 100 kilometres by 2029
  3. Section 8.3.2: we will make use of our powers under the Highways Act 1980 Section 147 to encourage landowners to replace stiles, steps and bridges with structures that can be used by those with disabilities
- 1.3.
  1. To date all access obstructions have been removed from:
    - a. Peddars Way
    - b. Boudicca's Way
  2. Work is ongoing on the Norfolk Coast Path and the Wherryman's Way to improve access throughout the length of the trail. This is in addition to works already being procured for the Weavers' Way and Marriott's Way

## **2. Evidence**

- 2.1. The evidence for the proposal is based on the legal structure that sits behind the usage of PROW throughout the county: the Definitive Maps and statements. During the normal course of work, NCC staff are often faced with resolving longstanding issues over the correct alignment of routes of the public rights of way. This then triggers a series of actions which have been highlighted to explain the process.

A check is made on the Definitive Map and accompanying statement to see if there is a cross-correlation between the current walked route and the information held by the Legal Orders and Registers team. Often these differ and in these cases the Definitive Map and statement is the information source which is used to ensure correct alignment and classification of the ROW.

- 2.2. By using this source information officers have confidence in delivering the network on the Definitive line. This also helps ensure that problems are resolved once which will save both time and resource for the Council going forward. There are no alternative options unless the original mapping has been recorded incorrectly or mapped incorrectly. Once the correct line has been agreed with the Definitive Map team NCC officers are able to seek external funding to invest capital resources on establishing a suitable route with appropriate surfacing which promotes useage from all elements of the community

## **3. Financial Implications**

- 3.1. The financial implications of this work varies from location to location. Ultimately by resolving ROW anomalies the officers will be working to save NCC budget both in the short and long term.

The cost of managing infrastructure effectively will ultimately save NCC money as using the Definitive line for installation of infrastructure is the single best option for NCC. As the Highway Authority for Norfolk the Definitive Line needs to be maintained and effectively managed ensuring long term access to the

countryside.

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

- 4.1. Theme 2 within the NAIP is creating a “Well connected Access Network”. The target by 2029 is to increase the number and length of all ability routes.

The Boudiccas way work was commenced a period of years ago when ex-member of the Local Access Forum George Saunders completed an access audit for the Boudiccas way which highlighted access issues on the route. Since that point the Norfolk Trails team have been carrying out a series of works along the whole route which has resulted in improving surfaces, removing stiles, installing new signage and re-aligning the route back onto the Definitive line.

This programme of works has now started on the Wherryman's Way and starting from either end, Norwich and Great Yarmouth, to improve access to the route through a number of smaller access projects aimed at improving access, signage, promotion and realigning the route on the Definitive Line.

## **5. Background**

- 5.1. see proposal

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# Local Access Forum

<b>Report title:</b>	<b>Countryside Access arrangements update</b>
<b>Date of meeting:</b>	<b>9 July 2019</b>
<b>Responsible Officer:</b>	<b>Steve Miller, Assistant Director, Culture and Heritage</b>
<b>Strategic impact</b> 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 22<sup>nd</sup> 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.

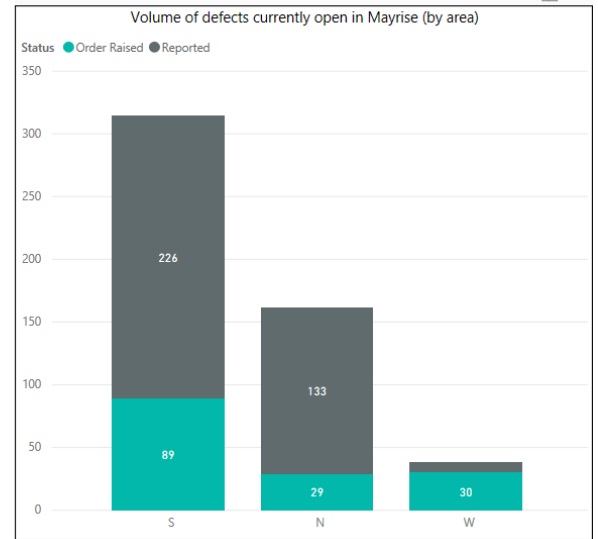
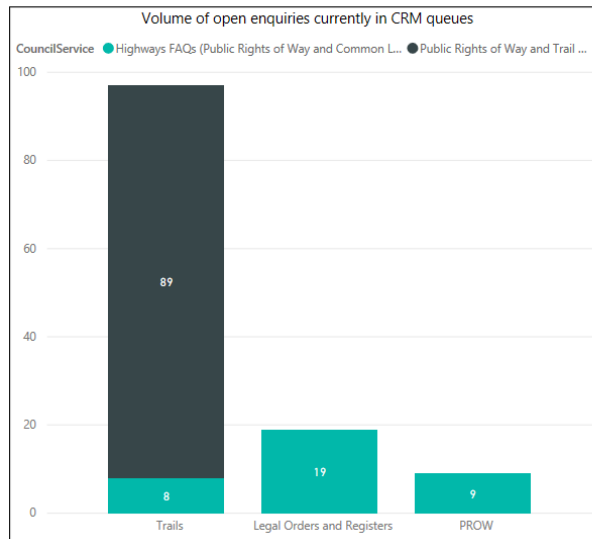
The provision of additional information appears to have led to a decrease in follow up requests.

A new report has been prepared to display the relevant PROW/Trails information and is attached below.

## 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 before April 2019 Trails defects were managed within CRM. Defects registered on PROWs (and Trails from April 2019 onward) all automatically 'leave' CRM and are sent through to Mayrise. You can see the open PROW & Trail customer reported defects that are in Mayrise in the graph to the right. Anything with the status 'reported' indicates the defect is awaiting investigation.



### PROW and Trail Defect Report

The information presented on this page looks at PROW and Trail defects reports. PROW & Trail defect reports are sent to Mayrise mobile tablets for investigation by the relevant team.

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

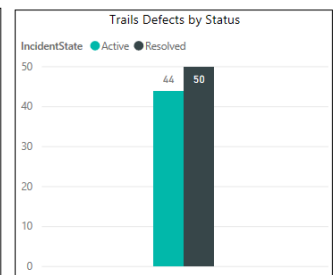
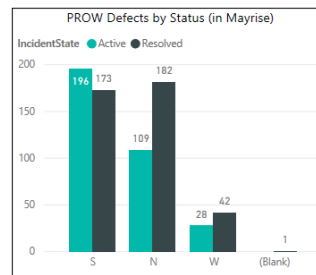
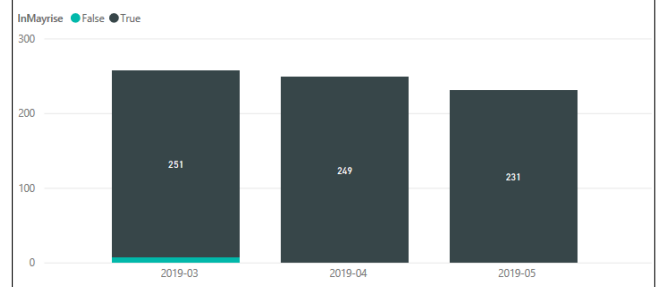
**Volume of PROW/Trail defects by type**

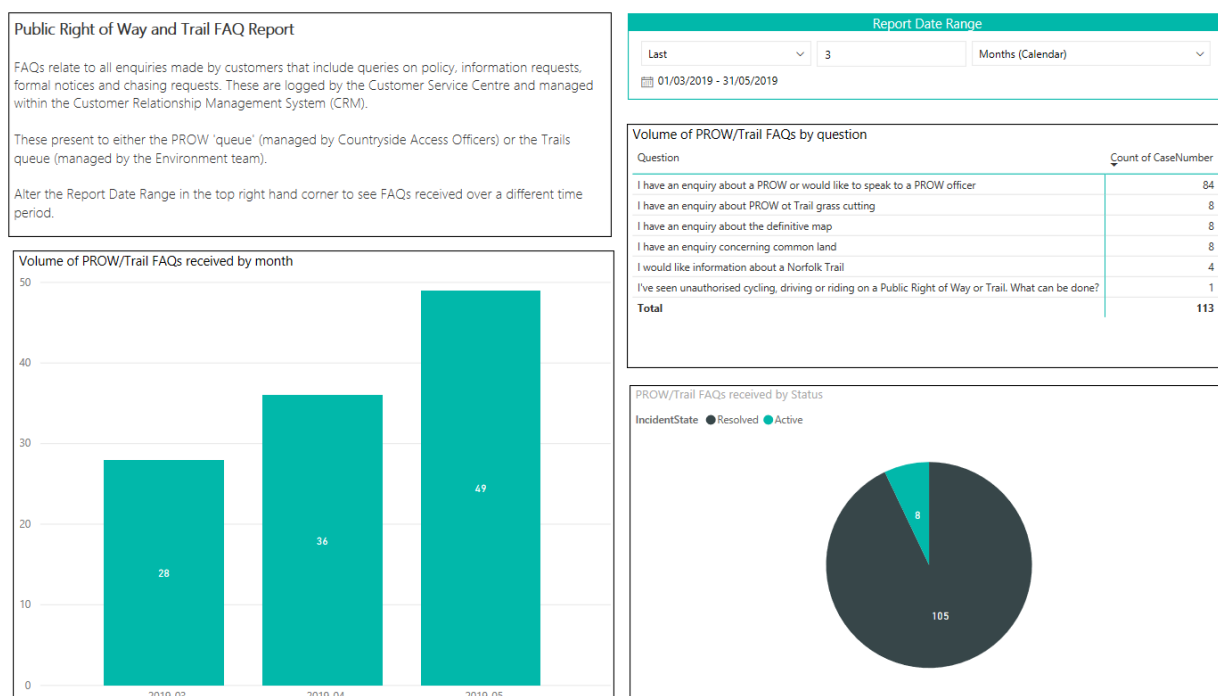
DescriptionOfFault	N	S	W	Total
PROW - Damaged or missing sign	45	101	8	154
PROW - Obstruction -e.g. building works, fences, ditches, locked gate	29	57	11	97
PROW - Crops/ploughing affecting footpath	48	32	9	89
PROW - Overgrown surface -e.g. grass/weeds	35	24	9	68
PROW - Gate/Barrier	19	18	4	41
PROW - Surface condition	13	22	6	41
PROW - Misleading sign	12	17	5	34
PROW - Overgrown hedge/tree	13	19	2	34
Trail - Damaged or missing sign	17	9	1	27
PROW - Bridge	1	19	3	23
PROW - Tree dangerous/fallen	10	8	4	22
Trail - Surface condition	10	5	3	18
PROW - Stile damaged/too/high/other	6	9	1	15
PROW - Animal(s)	5	4	1	10
Trail- Obstruction -e.g. building works, fences, ditches, locked gate	6	3	1	10
Trail - Illegal / Vehicle Use	2	7	0	9
Trail - Crops/ploughing affecting footpath	3	2	3	8
Trail - Overgrown surface -e.g. grass/weeds	1	4	3	8
PROW - Flooded Path	3	2	1	6
PROW - Illegal / Vehicle Use	3	3	0	6
PROW - Steps damaged/other	2	3	0	5
Trail - Bridge	2	2	0	4
Trail - Dirty sign	2	2	0	4
Trail - Gate/Barrier	2	1	1	4
Trail - Overgrown hedge/tree	2	1	1	4
Trail - Tree dangerous/fallen	3	1	0	4
Trail - Misleading sign	2	1	0	3
Trail - Steps damaged/other	1	1	1	3
Trail - Animal(s)	2	0	0	2
Trail - Flooded Path	1	0	0	1
<b>Total</b>	<b>3</b>	<b>303</b>	<b>374</b>	<b>754</b>

**Report Date Range**

Last  Months (Calendar)

### PROW and Trail defects received by month





In summary:

The Mayrise system of logged requests for service had at 13<sup>th</sup> June 2019 367 open issues.

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

As of the 13<sup>th</sup> June 2019

The Norfolk Trails Team had 97 open CRM issues.

Highways had 15 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 2019. The following have been issued:
- 75 number Section 131A, 134-137 Non-reinstatement Notices issued. The majority are resolved without recourse to further enforcement.
  - Since April 2019, No Section 130's (obstructions) or s56 (out of repair) notices have been received by NCC. It is noted that a total of 58 notices were received in 2018-19.

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:

- 2019 cutting contracts now commencing (June 2019). Total cutting largely equivalent to last year although minor alterations have been made.
- We are now in our last year with the current cutting contractors.
- New cutting contract to be written and put out for tender for later in this year. Amalgamation of Highways and Trails cutting contract for practical and efficiency purposes by 2020.
- Capital fund: Remainder of £200k allocation has been earmarked for schemes that will take place this financial year. In addition, a small sum has been allocated to the purchase of 20 gates to offer to landowners willing to improve access, i.e. upgrade from stiles to gates.
- Hunstanton FP10 job now complete and path reopened adjacent to River Hun. Much improved walking surface.
- Snettisham PC partnership scheme included trial of kit bridge (steel and recycled plastic) in a difficult to access location. Successfully installed by Highway Works Team. Ideal for 5 to 6 m spans and long life span twice that of timber structures.
- Cromer FP19 – improved path surface installed over Easter 2019 to provide better walking surface between Roughton Road and Norwich Road where there are two schools.
- South Walsham FP1 – a short section of improved surface was installed between the tarmac surface of Fleet Road and the stone surface dyke edge footpath to bring the wet muddy section through a woodland edge up to a similar standard
- Parish Path Seminar was held on the 29<sup>th</sup> May 2019 in North Walsham organised by the Norfolk Local Access Forum and supported by Highways, Norfolk Trails and Environment Team staff as well as NLAFF volunteers.

#### Norfolk Trails team Countryside Access arrangements update

##### Management update:





Cutting contract under way across the trails network. As part of this cutting contract I have asked the contractors to carry out additional clearance of fallen trees as they come across any blocking the right of way. This then addresses issues before they are reported and in a proactive fashion.



This cutting programme links into the cutting regime of the environment agency along the Norfolk Coast path to ensure that we maximise the benefits of the grass cutting programme.



*Cutting contractor tree clearance on the Little Ouse path*

To date the contractors have removed over 22 fallen trees from across the network. this has been done ahead of many of these being reported thereby proactively managing the network and reducing any complaints or issues.

#### Replacement of the stolen signage between Horsey and Winterton.

Work has been ongoing in installing signage on the National Trail. New larger signage has been installed on major road crossings to highlight both the trail crossing the road



but also as a way of promoting the trail to drive by road users. There are 7 new supersize signs and an additional 19 elements of statutory signage



*Start finish point in Hunstanton*



*A1065 crossing at castle acre*

Promotion:

Coastal Treasures book created and circulated

### **3. Financial Implications**

3.1. None arising from this report

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

4.1. None

### **5. Background**

5.1. none

#### **Officer Contact**

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# Local Access Forum

<b>Report title:</b>	<b>Major Infrastructure Projects and Planning</b>
<b>Date of meeting:</b>	<b>9 July 2019</b>
<b>Responsible Officer:</b>	<b>Steve Miller, Assistant Director, Culture and Heritage</b>
<p><b>Strategic impact</b></p> <p>Major infrastructure projects (including Nationally Significant Infrastructure Projects (NSIP)) in Norfolk carry implications for the public rights of way (PROW) network.</p> <p><b>Recommendations</b></p> <p>(i) That the NLAF agrees the protocol drafted regarding their input on schemes and projects affecting PROW that arise through the planning system and welcomes the offer of training;</p> <p>(ii) That the NLAF agrees recommendations from the PROW subgroup regarding the updated list of major infrastructure projects and agrees draft responses (from the PROW subgroup) to the following schemes: A47/ Thickthorn bridge; Long Stratton bypass; Western Link; others (as identified by the PROW subgroup) – see Subgroups' Report to this meeting.</p>	

## Executive summary

<p>A table of major infrastructure projects in Norfolk (including Nationally Significant Infrastructure Projects (NSIP)) which impact on public rights of way has been made available to the NLAF by NCC Environment Team (<b>Appendix 1</b>).</p> <p>The NLAF (through the PROW subgroup) will bring suggested NLAF responses to the meeting.</p> <p>A protocol with input from NCC planners has been drawn up to make general recommendations about how the NLAF can most effectively input to schemes and projects arising through planning. The NLAF has been offered brief training in making effective planning responses at their October meeting.</p>
---

## 1. Introduction

- 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**).
- 1.2. The PROW subgroup of the NLAF welcomed a protocol to help better understand opportunities available to them to comment on schemes arising through the planning system which affect PROW. This was drawn up by NCC Environment Team (**Appendix 2**) and discussed at the PROW subgroup meeting on 24 June 2019.

## 2. Evidence

- 2.1. Please see introduction

## 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. Please see introduction

#### **Officer Contact**

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## Summary of Nationally Significant Infrastructure Projects (NSIPs) and other Major Strategic Projects impacting on Norfolk

June 2019

1.	Summary of NSIP Proposals – June 2019	
	Proposal (Applicant)	Status / Note
1.1.	<b>Hornsea Project Three</b> Offshore (2.4 GW) Wind farm and ancillary onshore grid connection (Orsted); <ul style="list-style-type: none"> <li>Landfall Weybourne;</li> <li>Booster Station at Little Barningham;</li> <li>Grid connection at Norwich Main</li> </ul>	<b>Examination Hearings formally closed on 2/4/19</b> <b>Next Stages:</b> <ul style="list-style-type: none"> <li>Examining Authority (Planning Inspectorate) have three months from the close of the hearings to make a recommendation to the Secretary of State (SoS) (i.e.by beginning of <b>July 2019</b>).</li> <li>The SoS has a further three months to make a decision on the proposal (i.e. by the beginning of <b>October 2019</b>);</li> <li><b>Onshore construction</b> could start in late 2020 / early 2021.</li> </ul>
1.2.	<b>Norfolk Vanguard</b> Offshore Wind Farm and ancillary onshore grid connection (Vattenfall) (1.8 GW) <ul style="list-style-type: none"> <li>Landfall at Happisburgh;</li> <li>Grid Connection at Necton</li> </ul>	<b>Examination Hearings formally closed on 10/6/19</b> <b>Next Stages:</b> <ul style="list-style-type: none"> <li>Examining Authority (Planning Inspectorate) have three months from the close of the hearings to make a recommendation to the Secretary of State (SoS) (i.e.by beginning of <b>September 2019</b>).</li> <li>The SoS has a further three months to make a decision on the proposal (i.e. by the beginning of <b>December 2019</b>);</li> <li><b>Onshore construction</b> could start in late 2020 / early 2021</li> </ul>
1.3.	<b>Boreas (1.8 GW)</b> offshore wind Farm	This scheme is approximately 12 months behind the Norfolk Vanguard project (sister project) and uses much of the same proposed onshore infrastructure, for example: shared landfall point; cable route/ducts; and grid connection point. <ul style="list-style-type: none"> <li><b>S42 PEIR consultation</b> took place November 2018.</li> <li><b>DCO Submission</b> (Section 56 consultation) due in the Summer 2019.</li> </ul>

	Highway Projects	
1.4.	<b>Blofield to North Burlingham Dualling Scheme</b> Highways England	<ul style="list-style-type: none"> <li>• S56 DCO – Consultation Spring 2019;</li> <li>• Construction start date to be confirmed.</li> </ul>
1.5.	<b>A47 / A11 Thickthorn Junction Improvement</b> Highways England	<ul style="list-style-type: none"> <li>• S42 consultation on PEIR – Runs between 3/6/19 – 11/7/19;</li> <li>• S56 DCO Consultation – not known, but more likely to be late 2019;</li> <li>• Construction start date estimated to be later 2021</li> </ul>
1.6.	<b>A47 North Tuddenham to Easton Dualling Scheme</b> Highways England	<ul style="list-style-type: none"> <li>• S42 (PEIR) Consultation – delayed</li> <li>• 56 DCO Consultation – not known, but more likely to be early 2020;</li> <li>• Construction start date estimated to be towards the end of the 2021/2022 financial year.</li> </ul>
1.7.	<b>Vauxhall Junction (NSIP Uncertain)</b>	A decision expected by HE in Summer 2019 as to whether to progress as an NSIP
1.8.	<b>Third River Crossing – Great Yarmouth</b> Norfolk County Council	<p>NCC received confirmation (26/2/18) that the Secretary of State has accepted the section 35 application for the project to be considered nationally significant and therefore follow the DCO process. Key dates are:</p> <ul style="list-style-type: none"> <li>• Examination in Public during summer/autumn 2019.</li> <li>• Approval of DCO by Secretary of State in summer 2020.</li> <li>• Start of works on site October 2020 (as set out in Outline Business Case submission to DfT).</li> </ul>
1.9.	<b>Norwich Western Link (NWL)</b> Norfolk County Council	<p>Non-statutory public consultation on options held between 26 Nov 2018 – 18 January 2019. Preferred Route Option expected in July 2019.</p> <p>Development and submission of an outline business case by the end of 2019.</p> <p>Approval process is to be confirmed, but if it is via a DCO this will be subject to a section 35 application (similar to 3<sup>rd</sup> River Crossing above).</p> <p>Statutory process expected during 2021 and first half of 2022; and construction start date expected late 2022.</p>

## Appendix 2

Draft proposal (for agreement with NLAF) regarding their input on schemes and projects arising through the planning system that impact on PROW

May 2019

I added text in red (after thought)

Proposal	priority
NJ = Nick Johnson; SF = Stephen Faulkner; MS – Michelle Sergeant; GH – Gemma Harrison; DW – Dave White; SW – Su Waldron	
NLAF responds in its own capacity to consultations on emerging district Local Plans and emerging Neighbourhood plans on access issues: NCC (SF) to provide the NLAF (via SW) with a list of key dates for input to these across the 7 districts	1
NCC provides NLAF with regular updates (to feed into PROW subgroup meetings) on progress (statistics) regarding NCC responses made by the Green Infrastructure Access Officers on district and county planning applications affecting PROW (GH, MS). <b>NLAF encouraged to respond in their own capacity in cases which will support / complement the NCC response</b>	1
<p>NLAF responds in its own capacity to consultations on major schemes (Nationally Significant Infrastructure Projects - NSIPs) and other major road schemes that are not NSIP that affect PROW.</p> <p>To achieve this, NCC (DW with feed in from SF) to provide the NLAF with a list prior to each PROW subgroup meeting of NSIP/ and other non-NSIP major road schemes (such as the Long Stratton bypass) that impact PROW to enable the NLAF to register as a consultee for schemes it wishes to respond to.</p> <p>NLAF to agree (with its members) which schemes it wishes to respond to and how to use volunteer time available to make its response.</p> <p>SW to provide interface between NCC and the NLAF, finding out more on particular schemes if required by the NLAF.</p>	1
NLAF to consider input to the Greater Norwich Development Plan on access issues (may be complex).	3
Training for NLAF to be provided by NCC on planning (and how to make effective responses) at the October NLAF meeting (16 October at 1030 at County Hall) - NJ	1

# Local Access Forum

<b>Report title:</b>	<b>Appointment of Chair &amp; Vice Chair – process and timeline</b>
<b>Date of meeting:</b>	<b>9 July 2019</b>
<b>Responsible Officer:</b>	<b>Steve Miller, Assistant Director, Culture and Heritage</b>
<b>Strategic impact</b> The Local Access Forum advises decision-making organisations in Norfolk about making improvements to public access for outdoor recreation. The Chair and Vice Chair positions play a key leadership role to ensure the Forum operates effectively in accordance with its statutory role and constitution.	

## Executive summary

Election of the Chair and Vice-Chair of the Norfolk Local Access Forum will take place at the October NLAf meeting (16<sup>th</sup> October 2019).

Members interested in either role are invited to fill out an expression of interest which will be circulated beforehand. The process is outlined in the report below.

**Recommendation: That NLAf members note the process and timeline for the annual appointment of the Forum's Chair and Vice Chair positions.**

## 1. Introduction

1.1. The NLAf will use the following process to appoint to the positions of Chair and Vice Chair (adopted in 2018):

1. Role description for Chair and Vice Chair of the Norfolk Local Access Forum is attached (**Appendix 1**)
2. Members interested in either role to complete an expression of interest outlining skills and interests of relevance to the role (**Appendix 2**).
3. Expressions of interest to be circulated to all NLAf members
4. Based on the summaries, NLAf members propose or second their candidate of choice for the 2 positions
5. Nomination and proposers/ seconders circulated before the meeting
6. Vote taken at the 16<sup>th</sup> October 2019 meeting
7. The Chair and Vice Chair roles to be representative of different interest groups if possible
8. The Chair role will be appointed to first, and any remaining candidates with the same interest area could be ineligible for the Vice Chair position
9. Timeline for the appointment process is attached (**Appendix 3**)

## 2. Evidence

2.1. Please see introduction

## 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 introduction

#### **Officer Contact**

If you have any questions about matters contained in this paper or want to see copies of any assessments, eg equality impact assessment, please get in touch with:

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### **Role description and duties: Chair and Vice Chair of the Norfolk Local Access Forum (NLAF)**

The Norfolk Local Access Forum advises decision-making organisations in Norfolk about making improvements to public access for outdoor recreation and sustainable travel. This includes advice for Norfolk County Council; district and borough councils within Norfolk; Government Departments e.g. Defra and MOD as well as the Planning Inspectorate and the Highways Agency; Natural England; the Forestry Commission; English Heritage; Sport England; the Norfolk Coast AONB Conservation Board; parish and town councils in Norfolk.

Norfolk County Council is the recruiting body to the NLAF.

The NLAF has set up an independent charity - Pathmakers (CIO) – which has a legal identity and can make direct improvements to access (or seek funding for access improvements). The NLAF makes trustee appointments to Pathmakers. Under the NLAF constitution, at its first meeting after 1 August in each calendar year (or as agreed), the Forum appoints a Chair and Vice Chair.

**The Chair of the NLAF has a key leadership role to play to ensure that the Forum operates effectively in accordance with its statutory role and constitution, ensuring that there is full participation at meetings; that all relevant matters are discussed; and that effective decisions are made and actions carried out. The Chair will decide whether to allow observers or members of the public to participate in discussions on specific agenda items. Outside Forum meetings, the Chair (and Vice-chair) work with NCC support staff to prepare the work programme and annual report, to finalise meeting agendas, agree training and logistics and to deal with matters that arise between meetings.**

**The Chair of the NLAF is automatically eligible to be a trustee of Pathmakers.**

**The Vice Chair of the Norfolk Local Access Forum deputises for the Chair at NLAF meetings if the Chair is absent.**

**The Vice Chair of the NLAF shall assist the Chair with their duties (see role description for Chair) and shall attend and participate in NLAF agenda-setting meetings.**

**The Vice Chair of the NLAF is NOT automatically eligible to be a trustee of Pathmakers although could become so if appointed by the NLAF.**

Under the LAF Regulations, in making these appointments, the Forum must ensure so far as practicable that they are not at any one time both drawn from the same interests:

(i) users of local rights of way (e.g. walkers, horse riders, cyclists and carriage drivers);

(ii) owners and occupiers of access land or land over which local rights of way subsists; or

(iii) any other interests especially relevant to the Norfolk (such as tourism, active recreation, nature or landscape conservation, coastal issues, education, heritage, health, public transport, community safety and other business interests).

(NB they may both represent 'other interests' providing they do not represent the same interest).

## **Details**

The NLA Chair shall:

- (a) Play an active role in all aspects of preparing agendas for meetings in consultation with NLA members and with support from NCC officers, authoring reports for agenda items as necessary, submitting the agenda to the NCC administrative officer at least a month before the date of the meeting;
- (b) Ensure that NLA meetings are run efficiently and that discussion and decision-making is democratic and fully participative;
- (c) Ensure that there is a clear decision (where required) following discussion of each agenda item;
- (d) Check minutes produced from each meeting and those of the Forum's 3 subgroups (which are: Public Rights of Way; Permissive Access; Norfolk Access Improvement Plan);
- (e) Hold the casting vote at meetings in the event of any split decisions;
- (f) Ensure that an annual NLA report is produced;
- (g) Recognise the validity of the views of others, seek consensus and to ensure the NLA retains independence from the views of any particular organisation;
- (h) Have definable interests in Norfolk;
- (i) Be representative of access land, rights of way users, owners or occupiers of land or other related interests relevant to Norfolk;
- (j) Actively seek the views of the interest groups s/he is linked with and to publicise and act as an active advocate for the Forum overall
- (k) Attend all NLA meetings (4 meetings annually in January; April; January and October);
- (l) Be willing to serve in office for a period of 12 months (or as constrained by the maximum term of his/her appointment as a Forum member);
- (m) Deal with emails and sign outward Forum correspondence;
- (n) Act as an ex officio trustee of Pathmakers (CIO), the charitable arm of the NLA although this is not obligatory;
- (o) Make Pathmakers aware of suitable opportunities to improve access that arise through the work of the Forum;

- (p) At his/her discretion, permit members of the public to participate in discussions at meetings of the Forum on specific agenda items
- (q) Appoint and convene further sub-groups (outside the 3 already in place) which will have responsibility for replying to specific incoming correspondence, subject to there being:
  - a. At least one representative from each category of interest appointed where practicable;
  - b. At least seven days' notice of proposed response to all Forum representatives to allow them to comment;
- (r) Grant responsibility to individual members for maintaining contact with committees, local access forums, liaison groups etc.
- (s) Grant responsibility to members to invite speakers in their categories of interest.
- (t) Perform any further duties and responsibilities as required under the NLAF constitution and relevant legislation

### Expression of interest in the role of Chair/Vice Chair of the Norfolk Local Access Forum

*If you would like to be considered for the role of either Chair or Vice Chair of the NLAF, please complete the right hand column of the table below.*

*All expressions of interest received will be circulated to the NLAF to enable members to propose their candidate of choice for each of the 2 positions.*

*Nominations and proposers will be circulated before the NLAF meeting in October and a vote will be taken at the meeting to elect the Chair and Vice Chair.*

Your Name	
Position interested in (Chair or Vice Chair or either)	
<p>Interest area category that you represent:</p> <p>(i) Users of local rights of way (e.g. walkers, horse riders, cyclists and carriage drivers) OR</p> <p>(ii) Owners and occupiers of access land or land over which local rights of way subsists; OR</p> <p>(iii) Any other interests especially relevant to Norfolk (such as tourism, active recreation, nature or landscape conservation, coastal issues, education, heritage, health, public transport, community safety and business interests – <i>please indicate which of these interests you will represented</i>).</p>	
Other skills you could bring to Pathmakers (e.g. finance; sponsorship; fund-raising; bid writing)	
Personal statement – why you would like to be considered for the role of NLAF Chair or Vice-Chair. (Please include any further skills and interests you will bring to the role.)	

## Appendix 3

What	Who	WEEK COMMENCING			
		23/09/2019	30/09/2019	07/10/2019	14/10/2019
Role descriptions and skills summary template circulated to the NLAf by email.	NLD / SW	by 23/9/2019			
NLAf members interested in either position (Chair or Vicechair) apply (send in their skills summary (and what they could bring to the role))	NLAf to send to NLD		by 4/10/2019		
Full set of summaries circulated (or made available) to the full NLAf	NLD / SW		by 7/10/2019		
NLAf members propose/nominate their candidate of choice for the 2 positions	NLAf to send to NLD			by 11/10/2019	
Summary of nominations and proposers circulated to all NLAf	NLD / SW			by 14/10/2019	
Vote taken at the 24th October meeting (NB Chair and Vicechair must be representative of different interest groups). New Chair in post for that meeting and thereon (for appointment period of 1 year)	NLAf				16/10/2019

# Norfolk Local Access Forum

<b>Report title:</b>	<b>Meetings Forward Plan</b>
<b>Date of meeting:</b>	<b>9 July 2019</b>
<b>Responsible Chief Officer:</b>	<b>Steve Miller – Assistant Director, Culture and Heritage</b>
<b>Strategic impact</b> 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:

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NLAF  
forward meeting agenda plan

<b>Norfolk Local Access Forum</b>
<b>16th October 2019</b>
Meetings Forward Plan REPORT
Sub-groups REPORT (Permissive Access; PROW; NAIP)
Pathmakers REPORT
Countryside Access Arrangements REPORT
[Add minutes and meeting dates BLAF/ Suffolk LAF to agenda]
Feedback from conferences and events attended by NLAF members
Major infrastructure projects
Equestrian tourism (places where riders/visitors can park/ride on trails) Mapping resource.
LCWIP (tbc)
SAIL (tbc)
[Cycling and Walking Strategy (tbc)]
Ash Die Back/ Tree Disease/ Climate Change (tbc)
Water, Mills and Marshes REPORT and presentation (tbc)
Coastal Treasures (tbc)
Windfarm Routes (tbc)
Update - data counters and footfall on Norfolk Trails
fly tipping
access for all - George Saunders