



**Norfolk County Council**

# **Norfolk Local Access Forum**

**Date: Wednesday, 30 January 2019**

**Time: 10:30**

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

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

## **Membership**

Martin Sullivan (Chairman)

Ken Hawkins (Vice-Chairman)

Chris Allhusen

Tim Bennett

Julie Brociek-Coulton

Victor Cocker

Geoff Doggett

Fabian Eagle

Mike Edwards

Seamus Elliot

David Hissey

Pat Holtom

Kate Mackenzie

Ann Melhuish

Paul Rudkin

George Saunders

Jean Stratford

## **Ex-Officio Member (Non-Voting):**

Andrew Jamieson: Norfolk County Council Cycling and Walking Member Champion

**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

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

2. To confirm the minutes from the Norfolk Local Access Forum Meeting held on 24 October 2018.

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3. **Declarations of Interest**

If you have a **Disclosable Pecuniary Interest** in a matter to be considered at the meeting and that interest is on your Register of Interests you must not speak or vote on the matter.

If you have a **Disclosable Pecuniary Interest** in a matter to be considered at the meeting and that interest is not on your Register of Interests you must declare that interest at the meeting and not speak or vote on the matter

In either case you may remain in the room where the meeting is taking place. If you consider that it would be inappropriate in the circumstances to remain in the room, you may leave the room while the matter is dealt with.

If you do not have a Disclosable Pecuniary Interest you may nevertheless have an **Other Interest** in a matter to be discussed if it affects, to a greater extent than others in your division

- Your wellbeing or financial position, or
- that of your family or close friends
- Any body -
  - Exercising functions of a public nature.
  - Directed to charitable purposes; or
  - One of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union);

Of which you are in a position of general control or management.

If that is the case then you must declare such an interest but can speak and vote on the matter.

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

5. **Public QuestionTime**

Fifteen minutes for questions from members of the public of which due notice has been given.

Please note that all questions must be received by the Committee Team ([committees@norfolk.gov.uk](mailto:committees@norfolk.gov.uk)) by **5pm Friday 25 January 2019**. For guidance on submitting a public question, view the Constitution at [www.norfolk.gov.uk/what-we-do-and-how-we-work/councillors-meetings-decisions-and-elections/committees-agendas-and-recent-decisions/ask-a-question-to-a-committee](http://www.norfolk.gov.uk/what-we-do-and-how-we-work/councillors-meetings-decisions-and-elections/committees-agendas-and-recent-decisions/ask-a-question-to-a-committee)

<b>6. NLAf subgroups report (Permissive Access; PRoW; NAIP)</b>	<b>Page 10</b>
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<b>7. NLAf Annual report</b>	<b>Page 21</b>
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<b>18. Meetings Forward Plan</b>	<b>Page 95</b>
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**Chris Walton**  
**Head of Democratic Services**  
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Date Agenda Published: 23 January 2019



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**Norfolk Local Access Forum**  
**Minutes of the Meeting Held on 24 October 2018**  
**at 10.30am in the Edwards Room, County Hall.**

**Member:**

Martin Sullivan - Chairman  
Tim Bennett  
Victor Cocker  
Geoff Doggett  
Seamus Elliott  
Ken Hawkins  
Ann Melhuish  
Kate Mackenzie  
Paul Rudkin  
George Saunders  
Jean Stratford

**Representing:**

Motorised vehicle access / cycling  
Walking / Conservation  
Walking  
Conservation / voluntary sector / water-based activities  
Sport and outdoor recreation / cycling  
Walking / cycling  
Equestrian / all-ability access / sport and recreation  
Voluntary Sector / Walking  
Walking / GI and planning  
All-ability access / health & wellbeing / voluntary sector  
Education / Walking / Voluntary Sector

**Officers Present:**

Sarah Abercrombie  
Andrew Hutcheson

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

Su Waldron  
Matt Worden

**1. Apologies for Absence**

- 1.1 Apologies were received from Chris Allhusen, Cllr Fabian Eagle, Mike Edwards, Cllr Julie Brociek-Coulton, Cllr Andrew Jamieson, David Hissey, Pat Holtom and Russell Wilson.

**2. Election of Chairman**

- 2.1 Martin Sullivan was duly elected as Chairman for the ensuing year.

**3. Election of vice-Chairman**

- 3.1 Ken Hawkins was duly elected as vice-Chairman for the ensuing year.
- 3.2 The Chairman thanked the outgoing vice-Chairman, Chris Allhusen, for his contribution and work as vice-Chairman.

**4. Minutes of the last meeting**

- 4.1 The minutes of the meeting held on 18 July 2018 were confirmed as a true record and signed by the Chair.

- 4.2 The dates of Suffolk LAF and Broads LAF would be circulated and put on forthcoming agendas.

## **5. Declarations of Interest**

- 5.1 There were no interests declared.

## **6. Urgent Business**

- 6.1 The Environment Manager updated the NLAF with details of Norfolk: a World Class Environment – a conference which would be held on 12<sup>th</sup> December 2018 at Kings Centre, King Street, Norwich. The free Conference would bring together stakeholders from the environment, farming and tourism sectors to explore the challenges and opportunities which should be addressed locally in response to the Government's 25-year Environment Plan and NLAF members were encouraged to register. Martin Sullivan indicated his intention to attend.

## **7. Public Question Time**

- 7.1 No public questions were received.

## **8. Response from EDT Committee to NLAF re definitive Map Modification Orders (DMMOs)**

- 8.1 The NLAF received the report which further clarified the response which had been given at the last NLAF meeting from the Chairman of the Environment, Development and Transport Committee regarding the DMMOs policy.
- 8.2 The NLAF expressed disappointment that the policy would be not be revised.
- 8.3 The NLAF **NOTED** the response, with disappointment.

## **9. Sub-Groups (Permissive Access, PROW, NAIP)**

- 9.1 The NLAF received the report which summarised activities since the last NLAF meeting by the NLAF's three subgroups.
- 9.2 Members suggested that the Bradenham route was publicise in the hope that it would encourage others to do the same.
- 9.3 The Forum noted that the PROW sub-group had postponed the Parish Seminars due to time constraints and delays with finalising the NAIP.
- 9.3 The Forum **RESOLVED**;
- i. That the NLAF thanks members of the NAIP subgroup for their work to analyse comments received during the consultation and notes the revised timetable for production of the plan which will now be brought to the NLAF on 30 January 2019.

- ii. That recommendations concerning alterations to the Council's Transport Asset Management Plan (PROW section) are put forward by the NLAF to the Council for consideration (covered in next report).
- iii. That details of a new permissive access scheme developed in Bradenham are noted.

## **10. Transport Asset Management Plan (PROW Section)**

- 10.1 The NLAF received the report which outlined the changes to the Transport Asset Management Plan which the NLAF proposed.
- 10.2 The Area Manager (South) would discuss the request with the Assistant Director in conjunction with Norfolk Trails. It was hoped that the outcome could be discussed with the Public Rights of Way sub-group before the Forum if timescales allowed.
- 10.3 The NLAF **RESOLVED** to request Norfolk County Council to amend its Transport Asset Management Plan priorities to issues affecting the rights of way network, as outlined in the report.

## **11. Pathmakers Update**

- 11.1. The NLAF received the report which provided them with an update on the work of Pathmakers since the last NLAF meeting.
- 11.2 The NLAF queried why the reserves were high relative to the day to day running of Pathmakers.
- 11.3 The NLAF **NOTED** the update from Pathmakers and offered support their ongoing work.

## **12. Economic Benefit of Norfolk Trails (including tourism element)**

- 12.1 The NLAF received the report and accompanying presentation which highlighted the footfall data for Norfolk Trails and how the information is being used to create an economic model to quantify the financial impact of the Norfolk Trails to the county's economy.
- 12.2 As part of the presentation, the Forum heard that the economic annual value of the trail network in 2017-218 was £12,171,662. There had been 519,841 visitors, and 54% spent money as part of their visit. £23.41 was the average amount spent per visitor.
- 12.3 Some Members expressed concern at the drop of numbers in usage of Angles Way and suggested it may need publicity and marketing investment to increase the numbers again. It would be possible to analyse the individual counters to discover the exact position of the decrease of numbers, as it is a long stretch.
- 12.4 The Forum heard that 60% of Angles Way was situated in Suffolk who do not use counters in the same way as Norfolk, and 50% of the usage of Angles Way was in the Great Yarmouth vicinity, so it would be best to look around this area to discover which parts were not being used as much. The Broads Authority had expressed an interest in investing in Angles Way and discussions were ongoing.

- 12.5 There were a number of projects being looked at which would create a payback scheme. This would enable people to contribute to Public Rights of Way.
- 12.6 The NLA **NOTED** work ongoing to create a model to quantify the economic benefit of the managed Norfolk Trails network.

### **13. NLA Annual Report**

- 13.1 The NLA received the report which highlighted the activities of the Forum between 1 April 2017 and 31 March 2018.
- 13.2 The Forum were concerned that the report did not include all of the activities that had taken place in that period. It was suggested that all members could add their views onto the document.
- 13.3 The NLA **AGREED** that the Annual report document be circulated to all members, with comments returned to Officers to include as they felt necessary.

### **14. Countryside Access Arrangements**

- 14.1 The NLA received the report which summarised the work undertaken by the Countryside Access Officers and Environment teams. It highlighted the work in terms of customer queries received and responded to. The paper also highlighted other areas of work.
- 14.2 The NLA heard that it was hoped the new circular walks would be completed by August / September.
- 14.3 The NLA **NOTED** the progress made to date since the Countryside Access Officer posts were introduced.

### **15. Major Infrastructure Projects**

- 15.1 The NLA received the report which identified the major infrastructure projects planned in Norfolk, their current status and their implications for the Public Rights of Way.
- 15.2 It was suggested that it may be beneficial to have interpretation boards sited on the Rights of Way to inform people of the work that was being undertaken. Officers confirmed that negotiations were on-going and this could be an option.
- 15.3 The NLA heard that early conversations were being held with Natural England regarding the third bridge crossing in Great Yarmouth. Details would come back to the NLA with the negotiated outcomes.
- 15.4 The NLA **RESOLVED** to note the PROW implications associated with current major infrastructure projects and plans and considered its response to the issue and opportunities presented.



## 16. Meetings Forward Plan

- 16.1 The NLAF received the forward plan which suggested items for agendas for the forthcoming meetings.
- 16.2 It was hoped by the NLAF that one of the meetings in 2019 would take place outside of County Hall.
- 16.3 There would be a water-based activity report brought to the NLAF in July.
- 16.4 The NLAF **AGREED** the report.

### Dates of future meetings:

30 January 2019	10:30am	Cranworth Room
3 April 2019	10:30am	Edwards Room
17 July 2019	10:30am	Edwards Room
16 October 2019	10:30am	Edwards Room

The meeting closed at 12:35pm

**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)</b>
<b>Date of meeting:</b>	<b>30 January 2019</b>
<b>Responsible Chief Officer:</b>	<b>Steve Miller – Assistant Director, Culture and Heritage</b>
<b>Strategic impact</b> Activities since the last NLAF meeting by the NLAF's three subgroups are summarised. The NLAF is a strategic body which provides advice on access to the countryside	

## Executive summary

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

### Recommendations:

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

## 1. Proposal (or options)

- 1.1. The **PROW subgroup** met on the 7 January 2019 (See **Appendix 1** for minutes from the meeting).

Following a discussion on the benefit of Norfolk trails to the Norfolk economy (presentation to the Forum in October), the group agreed that it would recommend to the NLAF that it should set up a working group to explore how the value to Norfolk of the wider PROW network could be recognised and developed.

- 1.2. **Permissive Access subgroup**

The following update had been circulated to the NLAF by the chair of the Permissive Access subgroup concerning the Bradenham permissive scheme:

"The new Bradenham Scheme is now up and running! The Parish Council signed it off last month and we now have 12 kilometres of permissive footpath access around Bradenham. I have put up the new map boards in the old HLS holders and published it in the December edition of the village magazine. The scheme set up costs were about £1,300 which the PC will pay as well as an annual cost based on £600 per hectare of 2-metre-wide paths. In our case this is only £368 per annum as we are mowing the blackcurrant headlands anyway. However, a payment of £600 per annum would provide for 5 kilometres of paths! Mike Edwards and I met this morning to discuss publicity and he is going to draw up a press release to try and get something into the EDP etc., as well as contacting relevant landowners. I would also like to get something onto Radio Norfolk. We can then follow this up with a spring visit and more publicity. I have had a couple of enquiries from other landowners & parishes as well.

Vic, it would be good if the Ramblers could publicise it as that may persuade others to follow.

Do let me know if you have any queries or comments and I am quite happy to talk to anyone interested to discuss any possible schemes.

Kind regards,  
Chris”

There has been good publicity and an article in the EDP

<https://www.edp24.co.uk/business/farming/bradenham-hall-farms-agreement-secures-permissive-footpaths-1-5827753>

1.3. The NAIP subgroup

The group had met in December (**Appendix 2**). The timetable for completion of the document was noted. It was agreed that the NLAF would receive an update on the annual action plan derived from the NAIP at all future meetings.

**2. Evidence**

2.1. Please see proposal and appendices

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

**Date:** Monday 7 January 2019    **Time:** 2pm - 4pm

**Venue:** County Hall

<b>Present</b>	
Neil Cliff (NC)	U3A
Vic Cocker (VC)	Norfolk Local Access Forum
Ken Hawkins (KH)	Norfolk Local Access Forum
Jean Stratford (JS)	Norfolk Local Access Forum
<b>Officers in attendance</b>	
Andy Hutcheson (AH)	
Sarah Abercrombie (SA)	
Michelle Sergeant (MSg)	
Su Waldron (SW)	
<b>1</b>	<p><b>Introductions and apologies for absence</b></p> <p>Apologies from Ian Mitchell; Martin Sullivan; Matt Worden; Russell Wilson; Ann Melhuish.</p> <p>The group introduced themselves to MSg. MSg outlined her remit as Green Infrastructure Officer (Access) which involves scrutinising planning applications for access issues to ensure that these are tackled through the planning process. There are 3 officers who have this role: MSg; Gemma Harrison and Sarah Leece. AH said that in due course it would be possible to provide statistics for the group on numbers of applications commented on, and perhaps the extent to which the comments were implemented.</p>
<b>2</b>	<p><b>Minutes of the meeting on 17 September 2018</b></p> <p>The minutes were approved as a correct record.</p>
<b>3</b>	<p><b>Matters arising from the minutes, not otherwise on the agenda</b></p> <p>3.1 3.1 NAIP: it was noted that the current timetable is for approval by NLAF on 30 January, by EDT on 8 March, and for publication thereafter.</p> <p>3.2 4.1 Definitive Map Modification Orders: it was reported that the NLAF had noted 'with disappointment' that the Council had declined to review its default neutral stance on Definitive Map Modification Orders.</p> <p>3.3 4.2 Parish Council powers of enforcement: it was noted that Matt Worden had circulated a document listing Parish Council powers on 8 October 2018.</p> <p>3.4 5.1 Norfolk Trails Newsletter: it was noted that this had been circulated by Su Waldron on 8 October 2018. The Marriott's Way e-newsletter had also been circulated to the group as a "one-off", with members invited to subscribe if they wished.</p> <p>3.5 5.1 Volunteer Co-ordinator role and support for the parish seminars: SA/SW confirmed that Pathmakers was still taking forward the bid to the Resilient Heritage Fund of the Heritage Lottery Fund and that the intention remained that the parish seminars could be delivered through the project.</p>
<b>4</b>	<p><b>LAF Minutes of the meeting on 24 October 2018.</b> The minutes had been circulated.</p>

#### 4.1 12 Economic Benefit of Norfolk Trails.

KH asked how the data could be used to benefit PROW in Norfolk. AH suggested that the NLAF could request a figure showing the current level of investment made by NCC on PROW and how this compares with similar authorities (benchmarking).

KH noted that the PROW budget was comparatively small, but that the benefits accrued to other budgets, suggesting a need to demonstrate the value and benefits of PROW to those other budget holders, to see if some additional funding could be drawn in to the PROW and Trails budgets.

VC was concerned that any assessment didn't lead to a 'Beeching analysis' of the network. Complexity and locality of the PROW network are key attributes.

NC asked about payback schemes. AH / SA said this is where visitors pay a small extra charge when using local services for example, which goes toward Norfolk Trails / the National Trail upkeep in Norfolk.

**ACTION:** a comment would be made to the NLAF that the PROW subgroup welcomes the report on Economic Benefits of Norfolk Trails, and requests that the NLAF supports and explores use of the information.

#### 4.2 15 Major Infrastructure Projects and access (NLAF considered Norfolk Vanguard, Hornsea Project Three, A47 works, Great Yarmouth 3rd river crossing, Norwich Western Link and Long Stratton Bypass).

An updated list of projects had been circulated to the group (and would go to the next NLAF meeting).

VC had looked through all the projects on the lists and felt that the NLAF should be involved with more detail concerning access rights associated with each of the major projects so it could fulfil its statutory function and prepare advice for NCC. KH said that the NLAF has an agreed protocol for dealing with issues that arise between meetings so timing (of consultations) should not be an impediment. However, a mechanism was needed to ensure that the NLAF could make timely comments on projects.

In the discussion, AH noted that Highways England (HE) had established a budget to which NCC could bid for cycling and walking improvement projects that were in proximity of the HE network.

**ACTION:** NLAF to request appropriate levels of detail from NCC Environment Team on projects involving access to allow the NLAF to comment where appropriate. NCC to advise how this could be arranged (to ensure the NLAF were consulted on appropriate schemes and not overloaded).

#### 4.3 6.1 Norfolk: A World Class Environment

NC asked for more information on the event held on 12<sup>th</sup> December 2018. AH said that key stakeholders were present at the event (such as NWT,

Broads Authority, NCC etc) and the driver had come from the Rural Strategy for Norfolk, recognising that one of Norfolk's key assets is its natural environment.

AH said that NCC Environment Team were progressing the idea of a Norfolk 25 year plan for the environment (mirroring the national plan), and were also working with Suffolk. VC asked if the NLAF could be involved as a partner and the answer was 'yes'.

A report will be made to the NLAF (30<sup>th</sup> January meeting) by Pat Holtom who had attended the event.

**ACTION:** add to the report for the NLAF on the World Class Environment event recommendation that the NLAF is involved in developing the 25 year plan for the environment with NCC Environment Team.

**ACTION:** AH to put the NLAF onto the mailing list for updates on developing the 25 year environment plan for Norfolk.

## **5 Partnership and Community Working**

### **5.1 Volunteer Co-ordinator role**

Covered earlier under 3.5

### **5.2 Vision and ideas group**

KH asked AH for an update on developing a vision to value the PROW network (see last meeting – 17<sup>th</sup> September 2018 point 5.2).

AH said that the Marriott's Way HLF project was engaging the local community and that other projects such as the EU funded 'BIDREX' project and the Recycling the Railways project (now renamed as the Greenways project - see 6.9 of these minutes) would also help.

However, AH felt that the NLAF should set up their own working group to explore how the value to Norfolk of the PROW network could be recognised and developed.

**ACTION:** NLAF to be requested to set up a Vision and Ideas working group.

### **5.3 Parish Council seminars**

KH suggested that the first of these should take place in June 2019 (to allow time for the NAIP to be fully available) and requested SW/SA to make arrangements (find date, book venue etc.) at The Atrium in North Walsham.

### **5.4 To consider any issues from represented organisations (CPRE, OSS, The Ramblers, U3A).**

NC requested further information on Pockthorpe Lane: why has the part of the route not under dispute been removed from the definitive map (what was the process by which it had been removed)? SW said she would ask Legal Orders and Registers Team for advice.

**ACTION:** SW to contact Legal Orders and Registers re Pockthorpe Lane

**6 Countryside Access arrangements**

6.1 General update

The meeting briefly reviewed the report which had been prepared by MW and RW's team. KH asked for an update on the bridge closure on the Marriott's Way. AH said that a temporary fix was being applied and the long-term repair would go out to tender (framework contractor).

6.2 Online reporting system

It was reported that a demonstration of the new Power BI report may be given at the NLAF.

KH said that the online reporting system had undergone great improvement and was much more user friendly than hitherto and felt it was worthy of formal 'launch' with a press release.

**ACTION:** SW to ask Maria Thurlow/MW whether the reporting system could be formally launched with a media release

6.3 Earsham footbridge

AH said that options were still under consideration. Removal of the collapsed bridge would be required regardless.

6.4 Transport Asset Management Plan: It was noted that a response to the requests for amendments to the TAMP was awaited.

**ACTION:** MW to provide response to the group/NLAF

6.5 England Coast Path: It was noted that Natural England had accepted an invitation to attend the next NLAF meeting to report on progress with the comments made on the Weybourne to Hunstanton section. It was thought that this would also provide opportunity to receive an update about the impact of the recent ruling at the Court of Justice of the European Union in the matter of People Over Wind, requiring NE to take its proposals through a further assessment process, adding to the time needed to get approval.

6.6 National Highways and Transport Network Survey

Deferred as MW was absent

**ACTION:** MW to provide update or defer to next PROW meeting

6.7 Cley FP4

**ACTION:** MW to provide update or defer to next PROW meeting

6.8 Beachamwell issues

**ACTION:** MW to provide update or defer to next PROW meeting

6.9 Any other issues

Recycling the railways (Greenways)

AH gave an update on the Recycling the Railways project using information from a report to the EDT committee in November

<http://norfolkcc.cmis.uk.com/norfolkcc/Meetings/tabid/128/ctl/ViewMeetingPublic/mid/496/Meeting/1408/Committee/18/Default.aspx> (see minutes [here](#))

The meeting looked at the maps showing the opportunities (including new circular loops) in the feasibility studies: Weavers' Way (Aylsham to Stalham; King's Lynn to Fakenham; King's Lynn to Hunstanton).

VC thought it would be good to add in areas where people using the new routes (along disused railway lines) could see the view to add value to their experience. AH said it was the intention to factor this in to allow users to connect with their locality.

VC said how difficult it is to get out of Fakenham for a walk and AH assured him this was being looked at carefully.

JS said she had walked the permissive access along the disused line between Fakenham to Wells.

AH said the project was looking at re-instating the line between Fakenham and Walsingham although not much of the route is in public ownership.

VC said the new ideas should integrate with public transport well.

KH said there had been a recent documentary series 'Walking Britain's lost railways' on Channel 5 and wondered if the programme could be encouraged to film in Norfolk if it planned a second series?

## **7 Claims for lost paths ('2026')**

A recent Guardian article was noted -

<https://www.theguardian.com/world/2018/dec/04/memory-lanes-the-ramblers-trying-to-save-10000-lost-footpaths> - which had prompted more local interest.

KH had requested a list of outstanding DMMO applications and whether NCC was adopting any procedure to prioritise them. Legal Orders and Registers team had responded as follows:

"All our current registered applications to modify the definitive map and statement of public rights of way can be [viewed on our website](#) and includes information on receipt and registration as well as what stage the application is in (such whether we have decided to make an Order or not).

We deal with applications in order of receipt, however, if a case is more complex or controversial for various possible reasons it may not be resolved as quickly as a more simple case received afterwards as the complex case will often take longer to complete.

We still operate a policy where we may prioritise a case if it is threatened by developers but we have rarely needed to do so. We have discussed the possibility of prioritising cases that include user evidence if we are inundated with applications as a result of the 2026 deadline. We would do this as it is not best to have user evidence cases waiting for too long a time as valuable witnesses could move away from the area while the application is waiting. As things stand though we have not reached a stage where we are having to do this."



<b>8</b>	<b>Reports from NCC Officers</b> There was no other updating information of relevance to the sub group.
<b>9</b>	<b>Any other business</b> - none
<b>10</b>	<b>Dates of next meetings</b> 1400 on Mondays 11 March, 24 June and 23 September 2019.

## NORFOLK LOCAL ACCESS FORUM

### NAIP Subgroup Agenda

**Date:** 22<sup>nd</sup> November 2018 **Time:** 1130 - 1330

**Venue:** Colman Room, County Hall, NCC NR1 2SG

<b>Sub group members</b>	
Martin Sullivan (MS) - CHAIR	Norfolk Local Access Forum
Ken Hawkins (KH)	Norfolk Local Access Forum
Pat Holtom (PH)	Norfolk Local Access Forum
Paul Rudkin (PR)	Norfolk Local Access Forum
Seamus Elliott (SE)	Norfolk Local Access Forum
David Hissey (DH)	Norfolk Local Access Forum
Geoff Doggett (GD)	Norfolk Local Access Forum
Keith Bacon (KB)	Broads Local Access Forum
<b>Invited</b>	
Russell Wilson (RW)	Senior Trails Officer, NCC
Andy Hutcheson (AH)	Countryside Manager, NCC
Su Waldron (SW)	Project Officer, NCC
Sarah Abercrombie	Green Infrastructure Manager, NCC
Matt Worden (MW)	Support Manager Highway Operations (NCC)
David Jacklin	Highway Engineer South (NCC)

Apologies: Pat Holtom; Paul Rudkin; Seamus Elliott; Geoff Doggett; Matt Worden; Andy Hutcheson; Russell Wilson

Item	What	Who
<b>1.</b>	Notes from <a href="#">last Meeting</a>  Notes were agreed	<b>MS</b>
<b>2.</b>	<a href="#">Review</a> of progress with documents (text and Statement of Actions). Help sought from officers and NAIP s/group  SW updated the meeting with work to integrate comments received during consultation.  Group agreed to help with ensuring priorities identified for user groups were all captured within the SOA. SW to email group with specific user group categories to look at for group to identify relevant SOA numbers where that action should be reflected. – TABLE ATTACHED.	<b>SW/SA</b>
<b>3.</b>	Community-led access network <a href="#">Statement of Actions Theme</a>	<b>ALL</b>

	<p>Group agreed generic / collective terms should be used for community groups in SOA</p> <p>KH said it was important that the need to co-ordinate volunteers was adequately reflected in actions.</p> <p>KH suggested that some actions (throughout all the actions in the SOA) should be monitored on a more frequent basis that annually</p> <p>The meeting agreed that the subgroup would email any additions re Community-led SOA to SW</p>	
<b>4.</b>	<p>List of partners for final comments</p> <p>Document would be sent to Broads Authority only for any final comments</p>	<b>ALL</b>
<b>4.</b>	<p><a href="#">Timetable</a></p> <p>Text amends completed by 10<sup>th</sup> December.  SOA amends completed by 10<sup>th</sup> December  Designed document completed by 20<sup>th</sup> December  NAIP subgroup proof read document by 7<sup>th</sup> January  NAIP subgroup sign off document on 7<sup>th</sup> January  Report for NLAF for NAIP completed by 14<sup>th</sup> January  NLAF meeting signing off NAIP 30<sup>th</sup> January  EDT committee meeting endorsing NAIP 8<sup>th</sup> March 2019  Final amends and accessible versions produced by mid-March  Plan put to use by NLAF on 3<sup>rd</sup> April NLAF meeting</p>	<b>SW/SA/ ALL</b>
<b>5.</b>	<p>Annual Action Plan 2018/2019 and review mechanism</p> <p>Meeting agreed that the plan would be reviewed prior to NLAF meetings by the NAIP subgroup – which would become a monitoring group (with new members following the NLAF recruitment).</p> <p>A report would go to the NLAF for each meeting.</p>	<b>ALL</b>
<b>5.</b>	<p>AOB and date of next meeting (if required)</p> <p>DH said that weblinks should be fixed if broken during</p>	<b>ALL</b>

	<p>plan's life</p> <p>Title of plan should remain 2018 – 2028 (despite going into use in 2019)</p> <p>DONM – 1300 on 7<sup>th</sup> January 2019 IF REQUIRED</p>	
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# Norfolk Local Access Forum

<b>Report title:</b>	<b>NLAF Annual Report</b>
<b>Date of meeting:</b>	<b>30 January 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 is required to prepare an annual report of its activities. The NLAF annual report will be submitted to Natural England as a record of the Forum's activities between April 1 2017 and 3 March 2018.	

## Executive summary

A draft of the Annual Report using the standard Natural England template was taken to the NLAF meeting in October 2018 but deemed an incomplete record of the Forum's activities. Further detail has been added and the Forum is now asked:

- (i) whether the revised Annual Report brought to the current meeting is now adequate to send to Natural England (or what further is needed to make it so);
- (ii) whether for next year, the nature of the information captured (and the way it is presented) could be improved to allow the Forum to promote its activities to key stakeholders in a more accessible format.

**Recommendations:** (i) that the NLAF agrees the revised version of the Annual Report of its activities between April 1 2017 and March 31 2018(ii) that the NLAF agrees how (and in what formats) it should present future records of its activities; (iii) that the NLAF agrees that production of any agreed formatted / 'glossy' Annual Report should be a function of a new joint NLAF and Pathmakers Communications Group as part of an integrated awareness-raising campaign.

## 1. Proposal (or options)

- 1.1. The Annual Report of the Forum's activities (2017/2018) has been revised (Appendix 1). The Pathmakers Annual Review (Appendix 2) could be appended to the report as further evidence of the Forum's activities.
- 1.2. The Forum needs to agree how it wishes to present future records of its activities. This could be achieved through a joint NLAF/Pathmakers Communications group operating in an integrated fashion on behalf of both organisations.

## 2. Evidence

- 2.1. Under the LAF Regulations (2007), Local Access Forums are required to produce an annual report on the discharge of their functions which shall be published by the LAF's appointing authority and sent to Natural England within 21 days of publication. This is described in the guidance on Local Access Forum's in England (2007):

"The report need not be over-detailed but should briefly set out the main issues and occasions on which the forum gave advice during the year and indicate the bodies to whom advice was given.

The report may also:

- Review how effective the Forum was in meeting its own criteria for measuring success or effectiveness and completing its forward work programme;

- Identify the forum members and the interests they represent;
- Give information on the meetings held and the main issues discussed;
- Give information on any training events held;
- Summarise any feedback received from section 94(4) bodies;
- Identify issues which posed a particular challenge for the forum
- Address other issues relevant to the work of the forum.

Appointing authorities are encouraged to make annual reports widely available and may wish to supplement them with additional material on the authority's own work, including information on how the forum's advice has been of assistance."

### **3. Financial Implications**

3.1. None from this report

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

4.1. None from this report

### **5. Background**

5.1. Please see evidence

### **Officer Contact**

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

**Officer name :** 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.

# Local Access Forum Annual Review Form

## April 2017 to March 2018

Appendix 1

Name of LAF	Norfolk Local Access Forum
Name of LAF Chair	Martin Sullivan
Name of LAF Secretary	Chris Walton
The period this report relates to is between April 2017 and March 2018	

Total number of LAF members (October 2018)	17
Number of members representing users of public rights of way or access land	9
Number of members representing owners and occupiers of access land or land over which PROW subsist	1
Number of members representing other interests	7

Number of full LAF meetings held	4	Number of sub-group meetings held	8
Number of working groups led by others	0	Number of training days provided by the Appointing Authority	1*
How many km of PROW have been improved due to LAF input?	***	How much funding did the LAF (or an associated body) raise?	£10,000
How many extra volunteer hours were committed to public access (not including LAF committee meetings)?			**463 hours

In addition to NLAF meetings, over the reporting period the NLAF's charity, Pathmakers held 7 full meetings including an AGM and one communications meeting (Pathmakers Annual Review is appended to this document) and directed the launch of the Burgh Castle Boardwalk on 14<sup>th</sup> June 2017 to which the full NLAF membership was invited.

\* The April NLAF meeting was held at Burgh Castle village hall to permit members to view progress with boardwalk project

\*\*Time estimate of volunteer hours **not** including LAF committee meetings:

- (i) Pathmakers meetings and Burgh Castle boardwalk launch: 212 hours
- (ii) Pathmakers trustee involvement with Geovation involved 3 day attendance at an event in London to pitch for funding from Ordnance Survey: 81 hours (conservative estimate).
- (iii) the NLAF was represented at the LAF National Forum in June: 15 hours
- (iv) Subgroup meetings: 8 meetings: 135 hours
- (v) Work on the Norfolk Access Improvement Plan: 20 hours (conservative estimate)

\*\*\* Direct improvement has been made at Burgh Castle where 600 metres of new boardwalk was installed.

**Partners your LAF worked with during 2017/18** (click on a box or type 'x')

Local Nature Partnerships	<input type="checkbox"/>	Local Enterprise Partnerships	<input type="checkbox"/>
Health and Wellbeing Boards	<input type="checkbox"/>	LEADER funding Local Action Groups*	<input checked="" type="checkbox"/>

\*Norfolk Local Access Forum member Pat Holtom is chair of the Waveney Valley LAG.

**LAF achievements/making a difference?**<sup>1</sup> Please give examples to illustrate how your LAF has improved public access to land for the purpose of open air recreation and the enjoyment of the area. Do you think your LAF has made a difference to public access in your area via its discussions and actions?

# Local Access Forum Annual Review Form

## April 2017 to March 2018

The Norfolk Local Access Forum (NLAF) has a keen and dedicated membership and benefits from good support from Norfolk County Council officers and democratic services staff.

It has 3 subgroups: Public Rights of Way; Permissive Access; Norfolk Access Improvement Plan (NAIP)

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.

Over the course of this year, the NLAF has made many significant achievements:

1. Pathmakers launched a significant all-access 600metre boardwalk at Burgh Castle Roman Fort near Great Yarmouth in June 2017

[http://www.norfarchtrust.org.uk/sites/default/files/Pathmakers%20Burgh%20Castle%2014\\_s.pdf](http://www.norfarchtrust.org.uk/sites/default/files/Pathmakers%20Burgh%20Castle%2014_s.pdf) and between 1<sup>st</sup> April 2017 and March 31<sup>st</sup> 2018, held 7 full meetings.

2. Pathmakers continued to look for appropriate opportunities to improve public access and started an application to the Resilient Heritage Lottery Fund to develop trustee skills. It was successful with a £10,000 bid to the Ordnance Survey's 'Geovation' fund in December 2017 to explore use of Trails and Public Rights of Way by communities/users that need to become more active. Over 3 intense days, Pathmakers developed their pitch for 'Community Friends Walks', a walking scheme making use of Ordnance Survey data that matches people with local knowledge with those with inactive lifestyles. Judges awarded fund for 7 out of 10 ideas which they believed had the most potential for success as a sustainable business model. The £10,000 prize money is being used to pilot the Community Friends' Walks model on the northern edge of Norwich where the Marriott's Way long distance trail passes through the Mile Cross and Drayton communities.

3. A closer working relationship between the NLAF and Pathmakers has been developed with Pathmakers trustees becoming members of each of the 3 NLAF subgroups.

4. Planning for the new Norfolk Access Improvement Plan (NAIP) – Norfolk's new Rights of Way Improvement Plan - got underway and the subgroup advising Norfolk County Council on content and production held 4 meetings over the period of this report. Consultation on the new draft plan took place over a 12 week period starting on 14<sup>th</sup> March 2018 <https://norfolk.citizenspace.com/consultation/naip/> . The NAIP incorporates the Council's vision for cycling and walking (Norfolk Cycling and Walking Action Plan).

5. The NLAF was represented at the Local Access forum National Conference on 21<sup>st</sup> June 2017, hearing from a range of speakers on topics from statutory access to health and the natural environment.

6. The NLAF continues to work closely with the Norfolk County Council Highways, Definitive Map team and Norfolk Trails.

7. Planning for a parish paths seminar by the PROW subgroup (which will increase the effectiveness of total input into path monitoring and maintenance and build up a network of people interested in monitoring and maintaining publically available paths) is well underway.

8. Access audits of walks on the Weavers' Way long distance trail was part funded by



# Local Access Forum Annual Review Form

**April 2017 to March 2018**

Pathmakers (with Norfolk Trails), leading to 5 new publications which describe with clear text and photos what access difficulties might be encountered on each of the routes to allow users decide if the walks are suitable for them e.g <https://www.norfolk.gov.uk/out-and-about-in-norfolk/norfolk-trails/access-tested-walks>

9. The NLAF provided valuable user feedback which directly led to improvements in NCC's fault-reporting and tracking system for Public Rights of Way. The system now allows users to track progress with faults reported, through to resolution.

**What activity did your LAF undertake to help record historical PROW before 2026?**

At their April 2017 meeting the NLAF agreed to support the establishment of a first point of contact for co-ordination of claims.

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<sup>1</sup> These achievements form an important part of the national annual report that is submitted to Defra/Minister and help to promote the work and good practice of LAFs

# Local Access Forum Annual Review Form

## April 2017 to March 2018

Please add numbers to the following differentiating between formal consultations and general advice given by the LAF on particular subjects. If a consultation covered more than one subject area, please count separately.

	Consultations	Advice	Optional Detail
Green Infrastructure strategies	1		River Wensum Strategy  Green infrastructure plan for Norfolk described to NLAF at a meeting by NCC Environment team.
Transport (LTP, traffic management, rail, DfT, Highways Agency)			Norfolk Cycling and Walking Plan presentation at NLAF meeting
Water / Coast (slipways, flood defence, EA, shoreline)			
Public open space (public space protection orders)			
Dog control/exclusion/on leads/fouling orders			
Fly tipping			Presentation from Waste Reduction Officer on fly tipping
Planning applications /Housing development schemes			
Land use and planning matters (e.g. informal advice on land development)			
Local development frameworks and planning strategies			
PROW creation, diversion or closure - number of each	1	1	Thompson case (advice from Legal Orders and Registers Team sought)
Recording lost ways/historical rights - working towards the 2026 cut-off	1	1	The Chair of the PROW subgroup (Ken Hawkins) is the point of contact for the co-ordination of claims. One complex claim submitted by PROW subgroup members (Helen Chester, Ian Witham, June 2017)
Right of Way Improvement Plan review (= Norfolk Access Improvement Plan NAIP)	1	1	Extensive text supplied for the document draft by NLAF members, and assistance provided by the NAIP subgroup.  Public consultation on draft plan March 14 <sup>th</sup> for 12 weeks.
Route improvements (to PROW and other multi-user/cycling/horse-riding/walking routes)	1	1	Response to the CTC regarding access for cyclists to public paths (April 2017)

# Local Access Forum Annual Review Form

April 2017 to March 2018

Promotion of access, open air recreation and the enjoyment of the area			Planning underway through the PROW subgroup for parish seminars
Vehicular access and issues relating to motorised use of PROW	1		Communication on white roads
Parish Council or other grant schemes			
Access for people with reduced mobility	1		Audits commissioned by Pathmakers for Weavers' Way
Commons, village greens			
Open Access land restrictions	2		Stone curlew and Stanta
Coastal Access/National Trails	4		Updates provided by Norfolk Trails team on the National Trails at each NLAF meeting
NNR dedication			
Greenspace including Country Parks and Local Nature Reserves	1		Examples of SANGS (suitable alternative natural greenspace) in Norfolk to meet daily recreational needs of residents presented to NLAF.
Nature conservation (including SSSIs)	3		Titchwell nature reserve – review of direction Holme Dunes – Review of direction Holme Bird Observatory – review of direction Presentation to NLAF on impact of recreation on internationally designated wildlife sites in Norfolk.

# Local Access Forum Annual Review Form

April 2017 to March 2018

Agri-environment scheme issues (HLS and new Countryside Stewardship) e.g. expiring permissive access agreements, effects of land management options on public access etc.	1	1	Select Committee call for evidence on the NERC Act 2006. the NLAF drew attention to the need for rural grant programmes for economic and rural protection post Brexit – especially in relation to funding permanent improvements to England's recreational access infrastructure.  The Chair wrote to the Minister concerning the loss of permissive access through changes to the Countryside Stewardship scheme.
Forestry and woodland			
Natural England	1		Role of Natural England. Response commenting on the role of Natural England

Any other LAF activity (please specify):

**What are your top priorities for the year ahead?**

**Recruitment to fill member vacancies and ensure that there is a good spread of interests and skills to help fulfil the NLAF's remit and Pathmakers aspirations. Completion of the rights of way improvement plan (Norfolk Access Improvement Plan), Statement of Actions and Delivery plan and the making use of it as a blueprint for action. Supporting Pathmakers.**

**Do you foresee any issues or challenges that may affect your LAFs operation and/or its ability to deliver improvements to public access in the coming year?**

**The NLAF has been proactive in its approach to funding, having set up Pathmakers.**

**Is there any particular support or training that you need to deliver your priorities or work program for next year?**

# **Local Access Forum Annual Review Form**

## **April 2017 to March 2018**

Support to develop Pathmakers.

Summarise any feedback received from section 94(4) bodies<sup>2</sup>

Comments from the Appointing Authority

Many thanks are due to the all volunteers of the NLAF for their diligence, energy and commitment throughout the year and especially to those who have taken on extra responsibilities or roles such as chairing and organizing meetings and through involvement with Pathmakers.

Comments from LAF Chair

We have a strong membership with mixed interests in access to the countryside. During this period, we have unfortunately had three resignations, all regrettably due to changes in their employment or moving home out of Norfolk.

NCC will begin a recruitment drive in the coming months with a refreshed LAF in the new year. We hope to find further diversification in the new membership, by looking, for example, for members with in interest in the hospitality business.

Our thanks go to the officers and staff on Norfolk County Council for their continued support and administrative help, without such we would we would not be in the very good position we are today.

# Local Access Forum Annual Review Form

## April 2017 to March 2018

Any other comments

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<sup>2</sup> The Countryside and Rights of Way Act, 2000, Section 94(4) specifies that it is the function of a local access forum, as respects to the area for which it is established, to advise the appointing authority; the local highway authority; other bodies exercising functions under CROW Act Part 1 (Natural England, Forestry Commission and English Heritage) and such other bodies as may be prescribed. These other bodies are set out in the LAF Regulations 2007, paragraph 21, and include: any conservation board established by the Secretary of State, any parish or town council in the area covered by the LAF, and Sport England.



## Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	1 <sup>st</sup>	April	2016		31	March	2017

### 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		
2	Seamus Elliott	Treasurer		
3	Ann Melhuish	Trustee		
4	George Saunders	Trustee		
5	Jenni Turner	Trustee		
6	John Jones	Trustee		
7	Kate MacKenzie	Trustee		
8	Pat Holtom	Trustee		
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

#### 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
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)

**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.

Welcome pack available for new trustees with contents as follows:

1. Background
2. Structure and governance
3. Trustee board and meetings
4. Appendices:
  - a. Constitution (governing document)
  - b. Registration certificate
  - c. Standing Financial Instructions
  - d. Statement of Accounts
  - e. Annual report
  - f. Signed Trustee declaration
  - g. Trustee Indemnity Insurance
  - h. Policies and Procedures

Further sections will be added as necessary



**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 purpose2

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 currently undergoing refreshment, which guides improvements to the countryside access network for public benefit.
- 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 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.

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

**Pathmakers activities to the year ending 31<sup>st</sup> March 2018:**

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 2017 and 31<sup>st</sup> March 2018 Pathmakers held 7 full meetings (finance reports prepared by the Treasurer for each):
  - April 19<sup>th</sup> 2017;
  - June 6<sup>th</sup> 2017;
  - July 5<sup>th</sup> 2017
  - October 11<sup>th</sup> 2017 (including AGM for 2016/17);
  - November 21<sup>st</sup> 2017 (workshop meeting to prepare for a bid to the Heritage Lottery Fund which included an audit of trustee skills)
  - January 16<sup>th</sup> 2018
  - 9<sup>th</sup> March 2018
- 10<sup>th</sup> January 2018 – communications group meeting
- A reserve of £10,000 was agreed at the July meeting
- Pathmakers email accounts set up for Martin Sullivan and Seamus Elliott

**Public benefit**

**Burgh Castle all abilities boardwalk**

- Burgh Castle all abilities boardwalk was launched by Pathmakers on June 14<sup>th</sup> 2017 at an event from 2pm to 4.30pm for invited guests drawn from:
  - Disabled access groups;
  - Norfolk County Council;
  - Norfolk Trails;
  - Great Yarmouth District Council;
  - The local residential care home
  - Nature conservation;
  - Norfolk Archaeological Trust
  - The local community;
  - Countryside Access groups;
  - The Norfolk Local Access Forum;
  - Active Norfolk;
  - Pathmakers trustees;
  - WREN.
- The boardwalk was funded by WREN and delivered by Pathmakers (contractor) working in partnership with Norfolk Trails and the Norfolk Archaeological Trust. The boardwalk forms part of the Angles Way long distance path managed Norfolk Trails. There are stunning broadland views from the path, but prior to the construction of the boardwalk it was very difficult for wheelchairs to use because it was narrow, boggy and rutted. The boardwalk enhances access for visitors, allowing even those with limited mobility to enjoy a circular

route and benefit from being outdoors.

- The launch event itinerary was developed with the Norfolk Archaeological Trust (which owns the site) and included:
  - welcome talks at Burgh Castle village hall,
  - presentation of certificates to 6 Norwich City College students on a vocational learning course who volunteered time on the Burgh Castle access project who developed practical skills alongside the Pathmakers construction team
  - Ribbon cutting at the north end of the boardwalk by local celebrity, author, naturalist and environmental teacher, Mark Cocker;
  - A walk along the boardwalk to the south end with informal guided tours through the Fort
  - Celebration cake and refreshments at the village hall.
- In addition to the 600m boardwalk, the Burgh Castle project delivered:
  - An accessibility audit leaflet (detailed access information)
  - A leaflet to promote the boardwalk
  - Connection with other access paths at Burgh Castle, providing the opportunity for disabled visitor to complete a circuit around the site.
- Trustees were trained in Construction Design Method (CDM)
- The project used 50 tonnes of timber, 28,000 nails and 5,000 screws
- Pathmakers Chair Martin Sullivan volunteered 3 days to help
- Ecological assessment of the boardwalk concluded that there were no impacts anticipated once operation, and precautionary mitigation instructions were followed during construction to minimise adverse impact on overwintering wild fowl on Breydon Water (a Special Area of Conservation and Site of Special Scientific Interest).

#### **Funding bids**

- August 2017: Expression of Interest submitted to the Postcode Community Trust for funding for Holme Dunes disabled access improvements. A grant total of £20,000 was sought. The application was unsuccessful but the bid could be re-submitted under another Postcode Lottery Trust (the Postcode Local Trust).
- Trustee workshop held on November 21<sup>st</sup> 2017 to explore how to increase resilience for Pathmakers. Sessions included: audit of trustee skills and skills deemed necessary to develop Pathmakers (to feed into a funding bid to increase resilience)
- December 2017: expression of interest submitted to the Heritage Lottery fund (Resilient Heritage) which will fund trustees training and co-ordinator role. Initial feedback positive. Full bid will be submitted in 2018/19
- December 2017: successful bid made to the Ordnance Survey's Geovation fund (innovative use of spatial data and mapping) for a project to explore use of Trails and Public Rights of Way by communities/users that need to become more active. Phase 1 of the project (£10,000) will be delivered by Marriott's Way Heritage Lottery Project (in Hellesdon and Mile Cross communities in Norwich). The idea is to create a walking group scheme that matches people with local knowledge of walks with those that have inactive lifestyles. 3 Trustees attended the Geovation 'camp' in London in February to pitch for the funding.

**Student Consultancy projects**

- December to April 2018. Pathmakers trustee and UEA lecturer Jenni Turner arranged for 5 undergraduate students to undertake a research consultancy project for Pathmakers as part of their degree. The students worked on a specific aspect of the project (5 aspects/location) and focussed on evaluating path useage, with outputs that will be particularly useful to support funding bids made by Pathmakers. The projects were developed with support from Norfolk County Council's Environment Team.

**Closer working relationship between Pathmakers and the Norfolk Local Access Forum (NLAF)**

- The need for a closer working relationship with the NLAF and its subgroups (to take full advantage of proactive opportunities offered by Pathmakers) emerged from the Pathmakers meeting/workshop on 21<sup>st</sup> November. The NLAF meeting of February 7<sup>th</sup> 2018 endorsed the idea which has been achieved by named Pathmakers trustees becoming members of each of the NLAF subgroups as follows:
  - (i) PROW subgroup: Ann Melhuish (Pathmakers trustee) would join the group (Martin Sullivan, Chair of Pathmakers is already a member of the group)
  - (ii) Permissive Access subgroup: Kate MacKenzie and Ann Melhuish (Pathmakers trustees) would join the group (Martin Sullivan, Chair of Pathmakers is already a member of the group)
  - (iii) NAIP: Pat Holtom; Seamus Elliott and Martin Sullivan (Pathmakers trustees) are already members of the group.

## Section E

## Financial review

**Brief statement of the charity's policy on reserves**

A reserve of £10,000 was agreed

**Details of any funds materially in deficit**

No funds are in deficit

### Further financial review details (Optional information)

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

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

Annual Financial Statement (2017 – 18) and Barclays Account Statement appended

## Section F

## Other optional information

## Section G

## Declaration

The trustees declare that they have approved the trustees' report above.


Signed on behalf of the charity's trustees

Signature(s)

Full name(s)

Position (eg Secretary, Chair, etc)

Date

	
Martin Sullivan	
Chair	

10/7/18



# Pathmakers

Connecting Norfolk countryside & communities

## Report for Annual General Meeting on 10 July 2018

### Financial Report for year ending 31 March 2018

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 2017 to 31 March 2018.
4. The Income and Expenditure for the year is as follows:

Total Income	£23,512.50
Total Expenditure	£16,559.65
Balance at year end	£10,708.65
5. The Balance sheet report for year ending 31 March 2018 is therefore as follows:

Balance brought forward at 1 April 2017	£ 3,755.80
Surplus / deficit for the period	£ 0.00
Balance carried forward	£ 10,708.65
Interest	£ 0.00
Cash at bank at 31/3/17	£ 10,708.65
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



Pathmakers

Charity number 1161475 | Improving Countryside Access Together in Norfolk

Registered address: Environment Team Norfolk County Council | Floor 6 County Hall | Norwich | NR1 2SG

Working name: Pathmakers



# Pathmakers

Connecting Norfolk countryside & communities

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 activity was specifically aligned to the Burgh Castle Boardwalk project and the associated launch event.
- £256.56 payment for photography at the launch is still outstanding and will appear in next year's accounts.
- £96.25 is due to be returned from the £200 allocated to S Waldron for consumables for the Burgh Castle launch – this will appear in the next year's accounts.
- £1,500 was spent on an audit conducted by NANSA (the results of which have yet to be considered by Pathmakers).
- £686.50 was 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 - this will be reviewed at the AGM on 10 July 2018).

Julie Berry, Finance Officer, Communities and Environment at NCC has audited the Accounts in July 2018 and has said there are no issues to report.



Pathmakers

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Working name: Pathmakers



# Pathmakers

Connecting Norfolk countryside & communities

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 10/7/18

Seamus Elliott (Treasurer)

Date 10/7/18



Pathmakers

Charity number 1161475 | Improving Countryside Access Together in Norfolk

Registered address: Environment Team Norfolk County Council | Floor 6 County Hall | Norwich | NR1 2SG

Working name: Pathmakers





# Norfolk Local Access Forum

<b>Report title:</b>	<b>Pathmakers update</b>
<b>Date of meeting:</b>	<b>30 January 2019</b>
<b>Responsible Chief 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 notes the update from Pathmakers and offers support for their ongoing work**

## 1. Proposal (or options)

- 1.1. Two Pathmakers meetings have taken place since the last NLAf meeting. Minutes from the meetings are attached (see Appendix 1 and Appendix 2).

## 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)



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**Outcomes: Pathmakers meeting October 17<sup>th</sup> 2018 at 11am  
Colman Room, County Hall**

**Present:**

Trustees:

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

Apologies:

Pat Holtom

Guests

Su Waldron

Sarah Abercrombie

Supporting documents for the meeting are here:

<https://www.dropbox.com/sh/fenk35cpdrf4en9/AAAJLLiN9YLIi2JzLaJ0QhMa?dl=0>

1. The minutes from the last meeting were agreed.
  - Re the NANSA audits, SE asked if the leaflets would be printed (and could be put into visitor centres). SW said they are only pdfs. The trustees expressed concern that the Pathmakers logo was not more prominent on the leaflets. JJ said that all aspects of the funding and partnership arrangement between Norfolk Trails and Pathmakers should have been made more clearly at the outset which would have led to clear and shared understanding of what each party would expect. A better website for Pathmakers would help promote the booklets in the future.

**ACTION: SW to ask Russell Wilson about a more prominent 'retrofit' acknowledgement for Pathmakers on the leaflets and**

to find out if an introduction on the Norfolk Trails website to the leaflets could be added (and include acknowledgement of Pathmakers as a funding partner).

SW to ask RW/SA re further promotion for Pathmakers via the NANSA audit work

MS to present the work to the NLAf at a future meeting

- There was a discussion about working between the NLAf and Pathmakers, and with Norfolk Trails:
  - i. MS had concerns about lack of co-ordination between Norfolk Trails and Pathmakers
  - ii. JJ said that Pathmakers should make sure it was distinct from Norfolk Trails – not closely associated
  - iii. KM said there should be better communication amongst Pathmakers trustees.
  - iv. MS asked if there were sufficient trustees on Pathmakers?
  - v. SE said that in future, trustees should be assigned and be responsible for specific areas (of work)
  - vi. JJ said that the NLAf subgroups should feed in projects to Pathmakers based on their priorities (in practice, this would be the PROW subgroup and Permissive Access subgroup)
- 2. HLF Resilient Heritage. The meeting looked at the 'journey' leading to preparation of the bid including feedback from the visit to the HLF on 25<sup>th</sup> September (JJ, KM).
  - GS expressed concern that although Pathmakers identified possible projects at the outset, nothing much had arisen – has Pathmakers stalled?
  - KM said that as a group the trustees don't work effectively as a team.
  - JJ said that links with the NLAf should be strengthened even further.
  - SE expressed concerns about the levels of engagement by the NLAf – some NCC Councillors never attend meetings (Fabian Eagle).
  - KM felt that the wider NLAf had a role in helping with advocacy and public profile for Pathmakers
  - KM suggested that the NLAf/Pathmakers needed a diary of public events coming up that they could attend to represent NLAf/Pathmakers.

- KM felt that the discussion with Kate Brown at HLF had picked up that the co-ordinator post role was not clearly defined – a better hook for their work was needed.
- The meeting agreed that Pathmakers would take forward 2 bids together to the HLF as recommended by Kate Brown: re-worked Resilient Heritage Project; an Our Heritage Project.
- It was agreed that the revised Resilient Heritage bid would contain all the areas identified, but omit the Project Co-ordinator role.

#### ACTIONS:

JJ to set up face to face meeting re letters from the NLA not responded to.

?? to set up and manage a diary of public events

SW: tockify calendar set up

#### 3. HLF – Our Heritage

- A draft idea for the Our Heritage project (Discovering the Way) which stemmed from an idea by SA/JJ and worked into a EOI (with MS agreement) by SW was discussed. The draft involved a researcher post that would work with other local groups in an organised way to record known but unrecorded paths which were omitted from the Definitive Map to meet the 2026 legal cut off for new Definitive Map Modification Orders.
- KM/JJ felt that the idea of paths as heritage in their own right was good, but as presented the bid might not be suitable for the fund because it was not specific to a local community and did not deliver sufficient community benefit. As written it also did not give the trustees opportunities for training or development (i.e. it didn't complement the Resilient Heritage bid sufficiently).
- KM agreed to lead on taking the bid forward and would ensure that it was fully shaped by the trustees. JJ suggested that the project looked at the walking heritage of a specific market town which would have a big population that could benefit.
- JJ offered to set up a meeting with Tom Williamson/Sarah Spooner at the UEA School of History to explore collaboration on the project, which would concentrate on the heritage of paths in a specific local community, raising the profile of access to the countryside, with potential secondary benefits of researching a lost path for the 2026 deadline. Attention would be given to the development of dementia-friendly walks, and GS requested that the project included aspects of all abilities access. JJ, KM and MS would attend the meeting with Tom Williamson.

- The bid would complement the Resilient Heritage application by providing opportunities for the trustees to develop skills in: working with communities; working with volunteers; developing all abilities access; developing a portfolio of projects etc (themes that would match aspirations in the Resilient Heritage bid)
- SE suggested that Paul Rudkin at the NLAF might be a good contact (interest in history – Godwick Hall??)
- It was agreed that SW could ask the HLF for clarification on whether there was a funding stream that would be appropriate to fund a project based on lost paths (and 2026).

#### 4. Trustee to lead on HLF

**ACTION: KM agreed to lead on the HLF Our Heritage Project;**

**ACTION: JJ to set up meeting with Tom Williamson**

**MS to lead on the Resilient Heritage Project**

#### 5. Financial report

- SE was thanked for his financial report and for updating the SIFs as agreed.

#### 6. Rebranding of NLAF (as Pathmakers)

- Pathmakers agreed to recommend to the NLAF that it is rebranded as Pathmakers (promotion would use the Pathmakers logo but not the footer with the Charity Number)

**ACTION: SE agreed to prepare the argument for NLAF rebranding and to enlist all the trustees to help canvass support for the idea ahead of the NLAF meeting at which it would be discussed (January 30<sup>th</sup>)**

#### 7. Action Plan – deferred to a future meeting

#### 8. SAIL update – deferred to a future meeting

#### 9. Updates from Trustees who attend NLAF subgroup meetings

- MS said that the PROW subgroup had requested that Pathmakers looked into funding a volunteer co-ordinator post. It was agreed that the trust would concentrate on the HLF applications for the present time (which would help with the co-ordinator post in long term)

#### 10. UEA student projects

- JT offered a 2nd tranche of student projects. JJ suggested one to complement work by Kerry Turner at UEA (valorising walking and cycling)
- KM offered a project based on a pan-European initiative called BOSS (Benefits and value of outdoors).

**ACTION : JJ and KM to send details to JT**

11. DONM – altered to 4<sup>th</sup> January 2018 at 11am, Cranworth Room, County Hall



**4<sup>th</sup> January 2019 11am Cranworth Room**

**AGENDA**

**Invitees:**

Trustees:

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

Guests

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

Apologies:

Jenni Turner

**Supporting documents for the meeting are here:**

[https://www.dropbox.com/sh/8s5fcovemomw9rv/AAAaq8MMo\\_QdZPx\\_bh9dNkGJBa?dl=0](https://www.dropbox.com/sh/8s5fcovemomw9rv/AAAaq8MMo_QdZPx_bh9dNkGJBa?dl=0)

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

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



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

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

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

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

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

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

- The minutes were agreed

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

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

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

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

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

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

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

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

ACTION: Sophie Cabot to send through a financial report on Geovation expenditure/indicative expenditure to SE
4. [Swannington Upgate](#) project EM/ALL  
**DEFERRED**
5. HLF 'Our Heritage' and 'Resilient Heritage' (and funding for volunteer coordinator as identified by PROW subgroup) (KM / MS / SA)
  - KM updated the meeting on the HLF Resilient Heritage bid (see [presentation](#)) which she is now taking forward for Pathmakers with reduced budget, shorter timespan, no staff co-ordinator. The bid is to be submitted by 18<sup>th</sup> January.
  - The Our Heritage bid (heritage of local walks) has been deferred.
6. 1220 - 1225 Financial report (see [report](#)) – SE
  - The trustees agreed that the report represented a true assessment of Pathmakers finances.
  - The trustees agreed that the reserve should remain at £10,000.
7. [Action Plan](#)  
**DEFERRED**
8. Update from trustees who attend NLA subgroups meetings – opportunities for Pathmakers? (AM; MS)

## DEFERRED

### 9. 1240 – 1245 UEA student projects update

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

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

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

### 10. Funding for Horsey Dunes- GS

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

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

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

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

# Norfolk Local Access Forum

<b>Report title:</b>	<b>NLAF recruitment update</b>
<b>Date of meeting:</b>	<b>30 January 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 is an independent statutory advisory body that gives advice to Section 94(4) (CROW Act) bodies including Norfolk County Council about making improvements to public access to land for outdoor recreation.	

## Executive summary

Norfolk County Council is currently seeking to recruit 5 new members to the Norfolk Local Access Forum and to invite 15 current members whose terms of office end in March 2019 to seek reappointment.

Supplementary skill areas of benefit to Pathmakers (the NLAF's charitable arm) including leadership, financial management, fund-raising, communications and advocacy will be taken into account during selection of members.

The closing date for applications is 31 January 2019 after which a panel will meet to agree appointments. An induction meeting will take place on 20 March 2019 for new members who will attend their first full NLAF meeting on April 3, 2019.

### Recommendations:

**That the NLAF notes progress to recruit and review membership of the Norfolk Local Access Forum**

## 1. Proposal (or options)

- 1.1. See executive summary.

## 2. Evidence

- 2.1. See background

## 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. Norfolk County Council is the appointing body to the Norfolk Local Access forum and organises the recruitment and appointment of members. The Forum has 22 members drawn from:

- Users of local rights of way or open access land (e.g. walkers, horse riders, cyclists and carriage drivers);
- Owners and occupiers of access land or land over which local rights of way subsist; or
- Any other interests especially relevant to Norfolk.

A reasonable balance of interests is represented on the Forum to avoid dominance by any single interest group.

The term of office lasts for a period of 3 years after which members are asked to reapply.

Currently there are 5 vacancies on the Forum.

Norfolk County Council has advertised the current recruitment via a press notice, social media, direct emails to parish clerks, via NALC, via existing NLAF members, newsletters and to other relevant contacts and bodies.

Supporting documentation for the recruitment has been prepared.

All information and a link to the online recruitment form can be found here:

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

### **Timeline for current recruitment/review of members**

#### **10 December 2018**

Application process opens (for new applicants and existing members)

Advertisement placed in local paper, promotion by current Norfolk Local Access Forum/Pathmakers/Norfolk Trails etc.

#### **31 January 2019**

Deadline for receipt of applications

#### **5 February 2019**

Assessment and scoring of applications. Selection panel\* meets to agree recommendations to the EDT Committee. Recommendations sent to EDT Committee.

#### **8 March 2019**

EDT Committee meeting. Appointments approved.

#### **9 March 2019**

Successful applicants notified and invited to the Norfolk Local Access Forum meeting on 3<sup>rd</sup> April 2019

#### **20 March 2019**

Induction for new members

#### **\*Selection Panel**

The Selection Panel comprises representatives from NCC Environment Team and the current Norfolk Local Access Forum Chair and Vicechair. The panel will review the applications for membership of the Forum, assessing the suitability of candidates on the basis of their experience and interest in outdoor access and their ability to make an informed and constructive contribution to improving access provision in Norfolk. The Chair and Vicechair will step away from the meeting when their own applications are under consideration.

The panel will then make recommendations on the appointments to the Environment Development and Transport Committee (the Council's committee with delegated authority to make the appointments).

Supplementary skill areas of benefit to Pathmakers (the Norfolk Local Access Forum's charity) including leadership, financial management, fund-raising, communications and advocacy will be taken into account during selection of

members.

## **Officer Contact**

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

**Officer name :** Andrew Hutcheson      **Tel No. :** 01603 222767

**Email address :** [andrew.hutcheson@norfolk.gov.uk](mailto:andrew.hutcheson@norfolk.gov.uk)



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# Norfolk Local Access Forum

<b>Report title:</b>	<b>Proposal to set up an NLAF communications subgroup</b>
<b>Date of meeting:</b>	<b>30 January 2019</b>
<b>Responsible Chief Officer:</b>	<b>Steve Miller – Assistant Director, Culture and Heritage</b>
<b>Strategic impact</b> Addresses the need for improved communication and awareness raising of the NLAF and Pathmakers work.	

## Executive summary

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

The trustees propose:

- (i) that a joint communications group is set up to work on a joint Pathmakers/NLAF communications plan that would ensure that the work of the NLAF and Pathmakers is better understood and promoted. The plan will cover joint branding; joint or linked website; linked annual review; joint awareness raising; joint relationship-building with stakeholders.
- (ii) that the NLAF re-brands to align its name with Pathmakers CIO to become Pathmakers Local Access Forum (Norfolk).

### **Recommendations:**

**That the NLAF agrees to:**

- (i) set up a communications group which will operate for Pathmakers and the NLAF;**
- (ii) identify NLAF members and Pathmakers trustees who would sit on the new communications group to develop a joint communications plan;**
- (ii) re-brand to become Pathmakers, Local Access Forum (Norfolk).**

## **1. Proposal (or options)**

- 1.1. That the NLAF agrees to set up a communications group which will operate for Pathmakers and the NLAF and to re-brand to become Pathmakers Local Access Forum (Norfolk).

Members /trustees will be identified to sit on the new joint communications group. Ideally they should have the following attributes (or willingness to develop them):

- Excellent written, verbal and graphic communication skills
- Confident at presenting ideas
- Audience-minded
- Persuasive
- Good networking skills
- Experience / awareness of social and digital media (and web) and how it

can be applied

- Experience/ awareness of campaigning and marketing
- Leadership / Team working

## **2. Evidence**

- 2.1. Please see Executive summary, proposal and background

## **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. The Constitution of NLAF (dated June 2018) sets out that Section 94 of the Countryside and Rights of Way Act 2000 (CROW Act) requires local authorities and National Park authorities to establish bodies to advise about making improvements to public access for outdoor recreation and sustainable travel. This includes improvement of public access (whether on foot or by horse, cycle, mechanically propelled vehicle or any other lawful means) to land in the area for the purposes of open-air recreation and the enjoyment of the area.

As well as delivering its statutory services on Public Rights of Way, Norfolk County Council has developed an enhanced initiative called Norfolk Trails, which is largely project funded. It became evident that there were still many opportunities to develop the access network which were not being addressed, such as access for those not currently using and engaging local communities in the management of their local routes.

Following a strategic review of Norfolk's Rights of Way Improvement Plan, NLAF agreed in 2013 to set up a safe and sustainable "not for profit arm" to fund improvements to countryside access in Norfolk. It would do this by applying for external funding (some of which is beyond the limitations of the public sector) for specific schemes. This was developed into a registered Charitable Incorporated Organisation known as Pathmakers in 2015.

Pathmakers came about to begin to bridge the gap between the LAF's aims for improvement to access, the capacity communities have and the limitations the public sector has to make improvements on the ground. A priority of Pathmakers is to raise awareness of its work which is guided by the priorities and the strategic intentions determined by the LAF. The majority of the Trustees are members of the NLAF and all are appointed by it. Pathmakers reports to every meeting of the LAF. Pathmakers has a Memorandum of Understanding with NCC. Overall, therefore, the LAF is effectively the charity's umbrella organisation.

Up to now the projects delivered by Pathmakers include the development of a Boardwalk at Burgh Castle, the completion of access audits to various trails and the securing of "Geovation" resources to develop increased activity levels through what is known as Community Friends Walks. Further funding bids underway involve HLF 'Our Heritage' and 'Resilient Heritage' projects (which includes funding for a volunteer coordinator as identified by PROW subgroup of the LAF) and a LIFT bid.

The effectiveness of both the LAF and Pathmakers depends upon their public profiles, reputations and successes. As neither are widely known across Norfolk

at present, it raises the obvious question of whether bringing the two closer together would have symbiotic benefit. There are already examples of LAFs in other counties which choose another operating name (e.g. Shropshire Great Outdoors Strategy Board) which choose another operating name.

Such a course would not necessarily have to change the operating arrangements of the charity.

The benefits of pursuing such a course would be:

- To improve the profile and visibility of both organisations;
- To enhance the ability of the charity to secure or to raise resources;
- To provide better opportunities to achieve the strategic objectives of the LAF;
- To provide more resources to assist the charity at key times.

## **Officer Contact**

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# Norfolk Local Access Forum

<b>Report title:</b>	<b>Countryside Access arrangements update</b>
<b>Date of meeting:</b>	<b>30 January 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.

	Actual defect showing on systems as of 20/12/18	
Area	Mayrise defects Active	CRM's
North	107	10
South	201	13
West	1	0
<b>TOTAL</b>	<b>233</b>	<b>35</b>

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

The Norfolk Trails Team had at 20<sup>th</sup> December 2018, 284 open CRM issues

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

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

It should be noted that processing these s130/56 legal notices is time consuming for NCC staff. As part of a legal process with set timescales, regardless of priority considerations it has an adverse effect on staff resources. Recent surveys of local authority PROW services indicate that across the country the *average* number of s130/56 notices served on any authority is only approximately 2 per yr.

These issues remain ongoing and being actively monitored and pursued with landowners.

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

- Cutting contract has been updated and was sent out to the contractors in April (2018-19 financial year). The first (primary) cut was completed but there were some delays in completion, in part due to the density of the vegetation encountered. The issue was compounded in North and East as commencement relied on completion of the Trails first cut.
- Information on the budget including the lengths and frequency of grass cutting was asked to be included in the regular report. In 2017 820 km of PROW were cut in June and July with a second cut of some of the routes (490 km) completed in September and October. In 2018-19 the initial cut was for 840 km. and the second (partial) cut was just under 500km.
- CAO's will be reviewing feedback from contractors over the winter and making minor adjustments for 2019 season. Essentially the 2019 programme will run unchanged from 2018 but work will progress towards amalgamation of this and the Trails cutting contract for practical and efficiency purposes by 2020

- Landowner data from The Rural Payments Agency (RPA) regarding DEFRA grant aid and “cross compliance” requirements is still with the I.T department at the current time. This data is hoped to strengthen the enforcement process and will be updated annually. For data protection purposes this data can only be accessed by CAO’s and can only be used for PROW enforcement issues, not as a general landownership database
- Money for PROW capital improvement work schemes has been approved a total of £200,000 over 2 years. Schemes for 2018/19 totalling £120,000 have been largely completed. Improvement works have been carried out in Blakeney and Cromer on well used paths in village settings.  
The Hunstanton FP10 riverside scheme is progressing with a physical route now restored. The route will soon be fenced off from the golf course with protective netting to protect walkers. The footpath will remain closed until March/April to allow some vegetation regeneration but is hoped to be open for the summer.
- Bids for 2019/20 PROW capital improvements have been submitted for the remaining £80,000.
- CAO’s are also allocated £15,000 annually for small scale improvements, usually for urban paths, and a small number of surface improvement schemes have been carried out across the County as a result.

#### Norfolk Trails team Countryside Access arrangements update

Norfolk trails have procured a cutting contract which ensures the management of the long distance routes across Norfolk. These routes are cut three time annually with each cut totalling 393,794m. In addition to this additional works are carried out by the contractors as required which has added an additional 5,488m to the cutting contract. The additional cuts are in direct response to customer comments and feedback thereby ensuring the overall quality of our routes are improved or maintained. These additional cuts feed into modifications to the standard specification between years.

Highlights from the past 3 months include:

- New signage on the Angles Way installed between Beccles and Burgh Castle
- Design Work to improve signage and accessibility of linear Trails and circular routes in and around Great Yarmouth, including Angles Way, Wherryman’s Way, Weavers Way and Norfolk Coast Path.
- Access improvements to Weavers Way Circular Walk No10 (Acle), with 2 Stiles replaced with kissing gates, and signage planned as part of a HLF funded project.
- Reactive treework across the trails network including on circular walks and health walks.
- *Proactive* treework on *Chalara* and *Armillaria mellea* infected stands of *Fraxinus excelsior* on the Boudicca Way, Marriot’s Way, Weavers Way and Pingo Trail.
- All *Coastal Treasures* circular walks now installed: these 12 walks in West Norfolk include new signage throughout, as well as new structures such as bridges and kissing gates where appropriate. These
- Partnership work between National Trail team and Environment agency to resurface 1 mile of the Norfolk Coast Path between Cley and Cley Beach
- Partnership work between National Trail team and Norfolk Wildlife Trust to rebuild Pingo Trail boardwalks on Thompson Common.

The next three month work programme includes further development of signage and accessibility projects around Great Yarmouth, work on the National Trail circular walks that haven't fallen into the framework of projects such as *Coastal Treasures* and *Explore More Coast* over recent years, with a view to developing a definitive guidebook to these routes. Repairs to vehicle-damaged sections of Peddars Way and realignment/rollback of Coastal Access subject to coastal erosion will also feature in the coming months. The *Coastal Treasures* Project will see the official launch of its new walks at Easter, with an accompanying guidebook to highlight West Norfolk's history and heritage.

### **3. Financial Implications**

- 3.1. None arising from this report

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

- 4.1. None arising from this report

### **5. Background**

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

### **Officer Contact**

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# Norfolk Local Access Forum

<b>Report title:</b>	<b>Major Infrastructure Projects</b>
<b>Date of meeting:</b>	<b>30 January 2019</b>
<b>Responsible Chief Officer:</b>	<b>Steve Miller – Assistant Director, Culture and Heritage</b>
<b>Strategic impact</b> Major infrastructure projects (including Nationally Significant Infrastructure Projects (NSIP)) in Norfolk carry implications for the public rights of way (PRoW) network.	

## Executive summary

A table of major infrastructure projects in Norfolk (including Nationally Significant Infrastructure Projects (NSIP)) which impact on public rights of way has been prepared by NCC Environment Team.

### Recommendations:

**That the NLAF notes PROW implications associated with current major infrastructure projects and plans and requests a protocol (and sufficient detail) from NCC Environment Team to allow the NLAF to make timely comments on projects.**

## 1. Proposal (or options)

- 1.1. A number of Nationally Significant Infrastructure Projects (NSIP) are planned in Norfolk. The implications for the PRoW network have been listed by NCC Environment team and made available to the NLAF (Appendix 1).

The PROW subgroup of the NLAF discussed the new list at their meeting on 7<sup>th</sup> January 2019 and considered that the NLAF should have greater involvement with access implications associated with major projects and requested a mechanism (and more detail) from NCC Environment Team to ensure that it could make timely comments.

## 2. Evidence

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

## 3. Financial Implications

- 3.1. None associated with this report

## 4. Issues, risks and innovation

- 4.1. None associated with this report

## 5. Background

- 5.1. See Evidence

## Officer Contact

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



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## Appendix 1

## Jan 2019: Update on Major Infrastructure Projects and PRow

Compiled by Dr David White, January 2019

Project	Current Status	PRow Implications
<b>Hornsea Project Three</b> – Offshore Wind farm and ancillary onshore grid connection (Orsted; 2.4 GW)	<p><b>Nationally Significant Infrastructure Project (NSIP)</b></p> <p>Examination first hearing session held in December 2018; End date of examination on 02/04/2018.</p> <p>NCC comments sent to Planning Inspectorate (PINS) on 9/7/18; Local Impact Report submitted</p>	<p>The project interacts with PRow at 30 locations, including the England Coast Path, Peddars Way, Marriott's Way, 18 Public Footpaths, 9 bridleways, and two restricted bridleways, Regional Cycle Route 30, and National Cycle Route 1.</p> <p>In almost all cases, with the notable exception of the England Coast Path at Weybourne, the cable will be laid under PRow using horizontal directional drilling. Where there will be an interface between users of these routes and construction traffic, management measures will be put in place in accordance with the Construction Traffic Management Plan. There will be no permanent closures of any PRow.</p>
<b>Norfolk Vanguard</b> - Offshore Wind Farm and ancillary onshore grid connection (Vattenfall; 1.8 GW)	<p><b>NSIP</b></p> <p>Preliminary Examination Meeting was held on 10/12/18.</p> <p>Examination hearings will take place w/c 04/02/19</p>	<p>The project interacts with PRow at 45 locations, including Weavers Way, Paston Way, Marriott's Way, Wensum Way, three public bridleways, three restricted bridleways, Regional Cycle Route 30, Regional Cycle Route 33, and National Cycle Routes 1 and 13.</p> <p>Disruption to any PRow will be managed by the Principal Contractor to ensure safe access for members of the public. Management methods will be agreed in advance with the Local Authority and detailed within the final Code of Construction Practice (CoCP). Methods available include appropriately fenced (unmanned) crossing points, manned crossing points, and temporary alternative routes. There will be no permanent closures of any PRow.</p>
<b>Boreas</b> - Offshore Wind Farm and ancillary onshore	<p><b>NSIP</b></p> <p>c.12 months behind Norfolk</p>	<p>The project will use the same cable corridors as the Vanguard Project.</p>

grid connection (Vattenfall; 1.8 GW)	Vanguard  S42 PEIR consultation concluded on 11.12.18.	Additional impacts on PRow are likely to be minimal.
<b>EAOW One and Two</b>	<b>NSIP</b> Section 42 consultation will commence in late January 2019.	Landfall of electricity cables and grid connection will be in Suffolk. No impacts on Norfolk PRow are likely.
<b>Blofield to North Burlingham Dualling Scheme</b>  (Highways England Scheme)	<b>NSIP</b> NCC formally responded to the S42 (PEIR) Consultation on 12.10.18.  S56 DCO – Consultation anticipated Spring 2019.	Burlingham FP3 has been identified as being directly affected by the proposed scheme, as has a section of permissive footpath that forms part of Burlingham Woodland walks. The A47 currently bisects two potential routes, Blofield FP4a to Blofield FP4 and Burlingham FP1 to Burlingham FP3. Due to no formal crossing points and high volume of traffic, the A47 the road acts as a barrier to not motorised users.  The proposed scheme includes the provision of a new route in the form of a combined footway/cycleway between Blofield and North Burlingham via the existing A47 and the proposed Blofield Overbridge. The current permissive path which runs parallel to the existing A47 at North Burlingham will be provided to the south of proposed alignment of the A47 and a new access track to the south of the proposed A47 will provide a connection between the proposed Blofield Overbridge and Burlingham FP3.
<b>A47 / A11 Thickthorn Junction Improvement</b>  (Highways England Scheme)	<b>NSIP</b> S42 consultation on PEIR delayed. Unclear as to new timetable	There is an existing crossing for non-motorised users at this junction and Highways England is anticipating retaining this feature which is a well-used facility. Issues and opportunities for PRow will become apparent in due course as Highways England further develops plans.
<b>A47 North Tuddenham to</b>	<b>NSIP</b>	There are PRow in the general area of the current 'preferred option'. Issues and opportunities for PRow will become

<b>Easton Dualling Scheme</b> (Highways England Scheme)	S42 (PEIR) Consultation anticipated Spring 2019 but may be delayed	apparent in due course as Highways England further develops plans.
<b>Third River Crossing – Great Yarmouth</b> (Norfolk County Council Scheme)	<b>NSIP</b>  Section 42 statutory consultation ended 09.12.18  DCO submission anticipated March 2019;  Examination anticipated during summer/ autumn 2019. Approval by Secretary of State anticipated 2020.	No PRow directly affected. The plans for the new bridge includes opportunities for walking and cycling improvements to help improve links for non-motorised users through the settlement.
<b>Norwich Western Link</b> (Norfolk County Council Scheme)	Maybe a <b>NSIP</b> (yet to be agreed)  Formal consultation on 4 routes on-going (closes 18.01.18); Preferred solution expected early 2019.	Currently no route has been selected. There are some public rights of way in the general areas under consideration. Issues and opportunities for PRow will become apparent as the County Council and its main contractor develop plans.
<b>Long Stratton Bypass</b> (Developer-funded Scheme)	<b>Planning application</b> to be determined by South Norfolk Council  Planning application submitted, decision expected in coming months.	Six public rights of way will be intersected by the proposed bypass. PRow will be dealt with as part of the planning application. There are evolving plans that include one 'at grade' crossing at the southern end of the bypass for pedestrians, and two bridges for non-motorised users. The planning application includes the creation of circular walks.  Norfolk County Council are undertaking the legal orders process.

# Norfolk Local Access Forum

<b>Report title:</b>	<b>Norfolk Access Improvement Plan (NAIP) - signoff</b>
<b>Date of meeting:</b>	<b>30 January 2019</b>
<b>Responsible Chief Officer:</b>	<b>Steve Miller – Assistant Director, Culture and Heritage</b>
<b>Strategic impact</b> The Norfolk Access Improvement Plan 2019 – 2029 (NAIP) replaces the Rights of Way Improvement Plan 2007 – 2017 fulfilling the statutory duty for Norfolk County Council as county Highway Authority, to review and publish a Rights of Way Improvement Plan every 10 years under the Countryside and Rights of Way Act 2000	

## Executive summary

The Norfolk Access Improvement Plan and Statement of Actions 2019 – 2029 has been completed <https://tinyurl.com/yb9a35tu> with assistance from members of the NAIP subgroup who have helped update the draft to reflect comments received during consultation.

### Recommendations:

- (i) That the NLAf signs off the plan <https://tinyurl.com/yb9a35tu>
- (ii) That the NLAf thanks the members of the NAIP subgroup for their involvement with production of the plan;
- (ii) That the NAIP subgroup becomes a monitoring group for the Statement of Actions and Annual Delivery Plan.

## 1. Proposal (or options)

- 1.1. That the NLAf signs off the plan which will go to the NCC Environment Development and Transport committee for their endorsement on 8 March 2019. Once endorsed the plan will be widely promoted.

## 2. Evidence

- 2.1. Please see minutes from the NAIP subgroup for minutes of their last meeting (NLAf subgroups' report Appendix 1).

## 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/executive summary

## Officer Contact

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## NORFOLK LOCAL ACCESS FORUM

### NAIP Subgroup Agenda

**Date:** 22<sup>nd</sup> November 2018 **Time:** 1130 - 1330

**Venue:** Colman Room, County Hall, NCC NR1 2SG

<b>Sub group members</b>	
Martin Sullivan (MS) - CHAIR	Norfolk Local Access Forum
Ken Hawkins (KH)	Norfolk Local Access Forum
Pat Holtom (PH)	Norfolk Local Access Forum
Paul Rudkin (PR)	Norfolk Local Access Forum
Seamus Elliott (SE)	Norfolk Local Access Forum
David Hissey (DH)	Norfolk Local Access Forum
Geoff Doggett (GD)	Norfolk Local Access Forum
Keith Bacon (KB)	Broads Local Access Forum
<b>Invited</b>	
Russell Wilson (RW)	Senior Trails Officer, NCC
Andy Hutcheson (AH)	Countryside Manager, NCC
Su Waldron (SW)	Project Officer, NCC
Sarah Abercrombie	Green Infrastructure Manager, NCC
Matt Worden (MW)	Support Manager Highway Operations (NCC)
David Jacklin	Highway Engineer South (NCC)

Apologies: Pat Holtom; Paul Rudkin; Seamus Elliott; Geoff Doggett; Matt Worden; Andy Hutcheson; Russell Wilson

Item	What	Who
<b>1.</b>	Notes from <a href="#">last Meeting</a>  Notes were agreed	<b>MS</b>
<b>2.</b>	<a href="#">Review</a> of progress with documents (text and Statement of Actions). Help sought from officers and NAIP s/group  SW updated the meeting with work to integrate comments received during consultation.  Group agreed to help with ensuring priorities identified for user groups were all captured within the SOA. SW to email group with specific user group categories to look at for group to identify relevant SOA numbers where that action should be reflected. – TABLE ATTACHED.	<b>SW/SA</b>
<b>3.</b>	Community-led access network <a href="#">Statement of Actions Theme</a>	<b>ALL</b>

	<p>Group agreed generic / collective terms should be used for community groups in SOA</p> <p>KH said it was important that the need to co-ordinate volunteers was adequately reflected in actions.</p> <p>KH suggested that some actions (throughout all the actions in the SOA) should be monitored on a more frequent basis that annually</p> <p>The meeting agreed that the subgroup would email any additions re Community-led SOA to SW</p>	
<b>4.</b>	<p>List of partners for final comments</p> <p>Document would be sent to Broads Authority only for any final comments</p>	<b>ALL</b>
<b>4.</b>	<p><a href="#">Timetable</a></p> <p>Text amends completed by 10<sup>th</sup> December.  SOA amends completed by 10<sup>th</sup> December  Designed document completed by 20<sup>th</sup> December  NAIP subgroup proof read document by 7<sup>th</sup> January  NAIP subgroup sign off document on 7<sup>th</sup> January  Report for NLAF for NAIP completed by 14<sup>th</sup> January  NLAF meeting signing off NAIP 30<sup>th</sup> January  EDT committee meeting endorsing NAIP 8<sup>th</sup> March 2019  Final amends and accessible versions produced by mid-March  Plan put to use by NLAF on 3<sup>rd</sup> April NLAF meeting</p>	<b>SW/SA/ ALL</b>
<b>5.</b>	<p>Annual Action Plan 2018/2019 and review mechanism</p> <p>Meeting agreed that the plan would be reviewed prior to NLAF meetings by the NAIP subgroup – which would become a monitoring group (with new members following the NLAF recruitment).</p> <p>A report would go to the NLAF for each meeting.</p>	<b>ALL</b>
<b>5.</b>	<p>AOB and date of next meeting (if required)</p> <p>DH said that weblinks should be fixed if broken during</p>	<b>ALL</b>



	<p>plan's life</p> <p>Title of plan should remain 2018 – 2028 (despite going into use in 2019)</p> <p>DONM – 1300 on 7<sup>th</sup> January 2019 IF REQUIRED</p>	
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# Norfolk Local Access Forum

<b>Report title:</b>	<b>Greenways project</b>
<b>Date of meeting:</b>	<b>30 January 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 public consultation on pilot route proposals.

### 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) (Appendix 1)

## 2. Evidence

- 2.1. See report presented to the EDT Committee (Appendix 1)

## 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 EDT report, officers have set up a consultation which will have 8 public exhibitions at locations close to the areas looked at as part of the detailed feasibility studies. A website has also been set up with key project information and this is available on [www.norfolk.gov.uk/greenways](http://www.norfolk.gov.uk/greenways).

Landowner letters have also been sent out to key landholder on and close to the routes. From these the project has over 20 responses and this feedback will be incorporated into the final reports due the end of March 19.

## 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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# Environment, Development and Transport Committee

<b>Report title:</b>	<b>Update on Recycling Norfolk's Disused Railways</b>
<b>Date of meeting:</b>	<b>9 November 2018</b>
<b>Responsible Chief Officer:</b>	<b>Tom McCabe – Executive Director, Community and Environmental Services</b>
<b>Strategic impact</b> Bringing disused railways, and other under-used parts of the transport network, back into full-use as cycling and walking routes will have significant benefits. Health, the rural economy, the environment and traffic congestion could all be improved through this action. The <a href="#">Norfolk Cycling &amp; Walking Strategy</a> establishes the target of quadrupling the level of cycling and walking to work in Norfolk market towns by 2025 and sets out to make Norfolk a top cycling and walking destination for leisure and tourism by 2025. These ambitious targets will facilitate economic growth and will protect Norfolk's natural beauty. Cycling and walking routes have multiple benefits including health, mental-wellbeing, economy, increased biodiversity, alleviation of congestion and air quality improvements.	

## Executive summary

### ***What have we done***

The Recycling Norfolk's Disused Railways project is on target in delivering its output of **three detailed feasibility studies** and an **overall network feasibility review** of the whole disused railway network across Norfolk. The detailed feasibility studies are:

- Weavers' Way (Aylsham to Stalham)
- King's Lynn to Fakenham
- King's Lynn to Hunstanton

**An essential element of the studies is to identify external funding opportunities to bring these routes into fruition. Six months into the project, we have secured our first funding of £1,000,000 from the Rural Development Programme for England for improvements to the Weavers' Way.**

The three detailed desk based feasibility studies are well underway with initial route checks completed, ground investigations are also underway and the highways design teams are currently producing detailed designs for the highways elements of these routes.

In consultation with our project partner, Sustrans, and utilising national best practice we have recommend that these routes use the name **Greenways**. This terminology will not only indicate that the routes facilitate the travel needs of people, but that they also underpin the ecological networks around the county helping the movement of plant and animal species. Greenway is an internationally recognised term and we believe its use will help secure external funding for the implementation of the proposed routes.

A core aspect of the project is engagement with key stakeholders and landowners along the routes. Engagement with landowners has begun, and we have been identifying alternative routes to use when it is not possible to gain landowner agreement.

As part of the project we have also been engaging with heritage railway groups to discuss the aims of the project. We have already been proactive in contacting these to assure them the feasibility would not impact on the current heritage railways in Norfolk with the

focus on the project to secure the land from encroaching developments. We have already had a productive meeting with a representative from the heritage railways in Norfolk will continue to engage with them as the project continues.

As part of the initial report submitted to the P&R committee, it was set out how the project would work with the UEA to ensure that we have a robust way of valuing the benefits the routes will bring. Work is underway with the UEA to develop an evaluation toolkit that can be used on these routes as well as other Green Infrastructure links. This will be tested on existing Green Infrastructure on the Marriott's Way and Bure Valley Railway and also the potential route of the Broadland Way. This will benefit the project by estimating the value of creating the "Green Loop" around Norwich and will provide a valuation methodology that will be used for the final feasibility studies

### **Next Steps**

We have gathered enough information on the three pilot routes that we are in a position to conduct a public consultation to provide potential routes and get feedback on the routes and also how best these could be used by the communities.

We want to continue to progress the feasibility studies for completion by the end of March 2019 and will use feedback from the public consultation and stakeholder engagement to develop these.

### **Recommendations:**

It is recommended that the EDT Committee:

- 1. Note the development of the feasibility work and support the bid for a capital contribution to the project;**
- 2. Agree public consultation on the pilot route proposals;**
- 3. Agree the use of the term Greenway to refer to these types of facility in the future.**

## **1. Introduction**

- 1.1. The Recycling Norfolk's Disused Railways project was taken to the Policy and Resources Committee in January 2018 and approval was given for funding of the initial feasibility work. Officers started working on the project in the current financial year with the feasibility study split into two sections. One is focusing on detail on the three disused railways
  - Weavers' Way
  - King's Lynn to Fakenham
  - King's Lynn to Hunstanton
- 1.2. The second will focus on a wider network feasibility study provided a desk based assessment of the wider routes and standardised designs that can be replicated across the entire network.
- 1.3. A part of the project work is estimating the value of two existing cycleway footpaths: The Marriott's Way and the Bure Valley Path. This will then provide a methodology to apply to the wider network.

## **2. Overall Network Feasibility Review**

### **2.1. RDPE**

A key outcome of the Network Feasibility study is to identify external funding sources for the routes and to develop successful bids. As part of this project we have already had a successful bid for the RDPE Growth Programme for £1,000,000

## 2.2. **Green Loop**

We are also conducting a detailed valuation of the Marriott's Way, the Bure Valley Railway and the potential Broadlands Way. The loop is linked to areas of growth. When fully operational it will help to mitigate the impact of housing growth on nearby designated landscapes, particularly the Broads Authority Area and protected sites such as Natura 2000, SPA, SAC and SSSI. As such the Green Loop performs a fundamental spatial planning function in facilitating housing growth. These three routes will create a Green Loop around Norwich and provide a long distance walking and cycling route connecting communities North of Norwich. It will also be an important visitor destination, boosting rural tourism in this part of Norfolk. As part of the UEA valuation toolkit, potential changes to sections of the Green Loop will be tested as a pilot.

## 2.3. **Greenways as a Concept**

When designing the walking and cycling routes we are using Greenway management concepts developed with our Sustrans partners. Greenways provide wildlife networks that run alongside the cycling and walking routes but with minimum maintenance. There are clear environmental benefits through the linking of habitats that otherwise may be isolated. Greenways also allow for a range of economic, educational and social activities on the route to provide a key sense of place and are a known visitor draw.

Using best practice from the Lawton report "Making Space for Nature: A review of England's Wildlife Sites and Ecological Network", we will meet the aspiration for More, Bigger, Better and Joined up wildlife habitats.

## 2.4. **More, new wildlife sites**

Currently, many railway verges are shaded by overhanging trees or dominated by bramble, nettles or gorse. Managing these margins more deliberately according to adjoining habitat types or soil types, will increase the biodiversity and can also reduce management costs eg. replacing self-sown sycamore or ash trees with grassland or by creating bare sandy soil for solitary bees and wasps.

## 2.5. **Bigger, existing site**

There is huge potential to increase the area in hectares (ha) of UK priority habitats for conservation. Extending lengths of grassland, hedgerows, ponds, orchards, bare ground will create bigger areas of these habitats, particularly if the adjoining land has the same habitat type.

## 2.6. **Better ecological management and strategy**

The current management of habitats along the disused railways is minimal and not generally focussed. Our management strategy will be to consult with conservation stakeholders and landowners to select the most beneficial habitat or species for each area. Management will be tailored to those species / habitats, and the results from monitoring the success of the work will be fed back into the wider conservation effort in Norfolk.

## 2.7. **Joined up wildlife sites**

Disused railway lines by their nature form long corridors, usually bordered by grass, plants, trees, farmland, woodland, and grazing meadows /marsh.

By choosing the most appropriate habitat to maintain along each section of disused railway line, we will be connecting sites designated for nature conservation and allowing flora and fauna that is common to each site to spread between the two. This is very important ecologically, as some plants and animals require connection to populations from further afield for breeding, or may require a male/ female plant for germination.

## 2.8. **Desk based feasibility study**

To begin the project we have created a desk based feasibility study, using best practice from existing feasibility studies from both the highways and environment teams. Once this was developed it was piloted and refined on the three pilot studies. This will inform the feasibility studies for the remaining 22 routes identified across Norfolk.

The desk based feasibility studies create detail on potential routes for each section, market towns and villages connected, places of employment, education, retail and leisure.

## 2.9. **Prioritisation of the routes**

All potential routes have had an initial overview and have been prioritised for detailed desk based study. This has been achieved by looking at which have the largest amount of railway track bed present and also the routes that can connect to existing trails. We have also been prioritising routes that currently do not possess much cycling and walking provision. One of the focus areas is the Great Yarmouth area and we are investigating what we can be done to improve the current provision and also how this can link into other new green infrastructure on the network.

## 2.10. **Wider uses of the Greenways**

At the turn of the 20th Century, Norfolk had over 400 miles of Railway but by the 1970's around 300 miles of this had been closed.

Much of the land previously used by the railways has been built on. However 5 sections are in use by heritage railways:

- North Norfolk Railway- running from Holt to Sheringham
- Mid- Norfolk Railway- between Wymondham and Worthing
- Bure Valley Railway- between Aylsham and Wroxham
- Wells and Walsingham Light Railway- between Wells-next-the-Sea and Walsingham
- Whitwell and Reepham Railway- Based at Whitwell Station on the Marriott's Way

2.11. The project looks to secure the disused railways from encroaching development, especially around North Walsham and King's Lynn, with heritage railways potentially being able to co-exist on the greenways as is currently done on the Bure Valley Railway and the Whitwell and Reepham Railway.

## 2.12. **GIS Mapping**

The entire network has been mapped on our GIS system so we are able to create detailed maps for each section of our feasibility studies. These have been created in detail so they can be reused for ground investigations.

## 2.13. **Engagement of Key Stakeholders**

As part of the project we have been engaging with key stakeholders to provide insight into the development of the project and also gain advocacy on the project:

- Key Internal Stakeholders: Economic Development Team, Public Health
- Key Council Partners, Active Norfolk, Natural England
- Heritage Railway representatives

We will progress our engagement with key stakeholders to build advocacy for the project prior to and during the public consultation.

## 2.14. **Alignment to Government Strategy**

A key part of the Network Feasibility study has identified current and potential alignment to existing and new government strategy. We have developed our

overall design principles from the Government's "**A Green Future: Our 25 Year Plan to Improvement the Environment**", with a particular focus on Chapter 3 "Connecting people with the environment to improve health and wellbeing." With this review we are using the following design principles:

- Maintain and enhance the current ecosystem
- Linking population areas to Green spaces to improve access to green spaces
- Using the Green spaces to help improve Health and Wellbeing
- Ensuring children can use the Green Infrastructure.

2.15. We have also reviewed the DFT Guidance for Shared use routes for pedestrians and cyclists and Public Health's "Improving access to green spaces" report to ensure that the routes are:

- Safe for all to walk and ride
- Include accessible sections on each of the routes so people with mobility issues can make use of the green infrastructure

2.16. We also will ensure alignment to the Agricultural Plan 2018 to provide opportunity for landowners to benefit from the new infrastructure.

This bill will provide new financial assistance powers that will allow the Secretary of State to provide financial assistance in connection with:

- Managing land or water in a way that protects or improves the environment
- Supporting public access to and enjoyment of the countryside, farmland or woodland and better understanding of the environment
- Managing land or water in a way that maintains, restores or enhances cultural heritage or natural heritage

2.17. **National Planning Policy Framework**

As part of the overall network feasibility study we are ensuring that we align to the National Planning Policy Framework with a particular focus on how the new Greenway infrastructure can both increase the cycling and walking network and conserve and enhance the natural environment. With the overall network feasibility looking at routes that are both in the Broads and the North Norfolk Area of Outstanding Natural Beauty we will seek the closest alignment to the National Planning Policy Framework.

### **3. Public Consultation**

We have started gathering the information required for the public consultation for the three routes including graphical overviews of the routes, photography along the route, the economic business case for the route as well as information on the heritage and ecology along the route.

3.1. For the public consultation we propose to have meetings in each of the locations where the routes go through including King's Lynn, Fakenham, Hunstanton, Aylsham and North Walsham.

3.2. To ensure the maximum amount of community feedback we will look at providing information:

- Online via Citizenspace web portal
- Face to Face via public exhibitions
- Stakeholder Engagement with landowners, Charities (e.g. RSPB, National Trust) and Key Partners

3.3. If approved we would look to undertake the public consultation from mid November with public exhibitions throughout December and January and the initial consultation ending mid February to allow the findings to be included in the



final detailed feasibility studies to be completed the end of March 2018

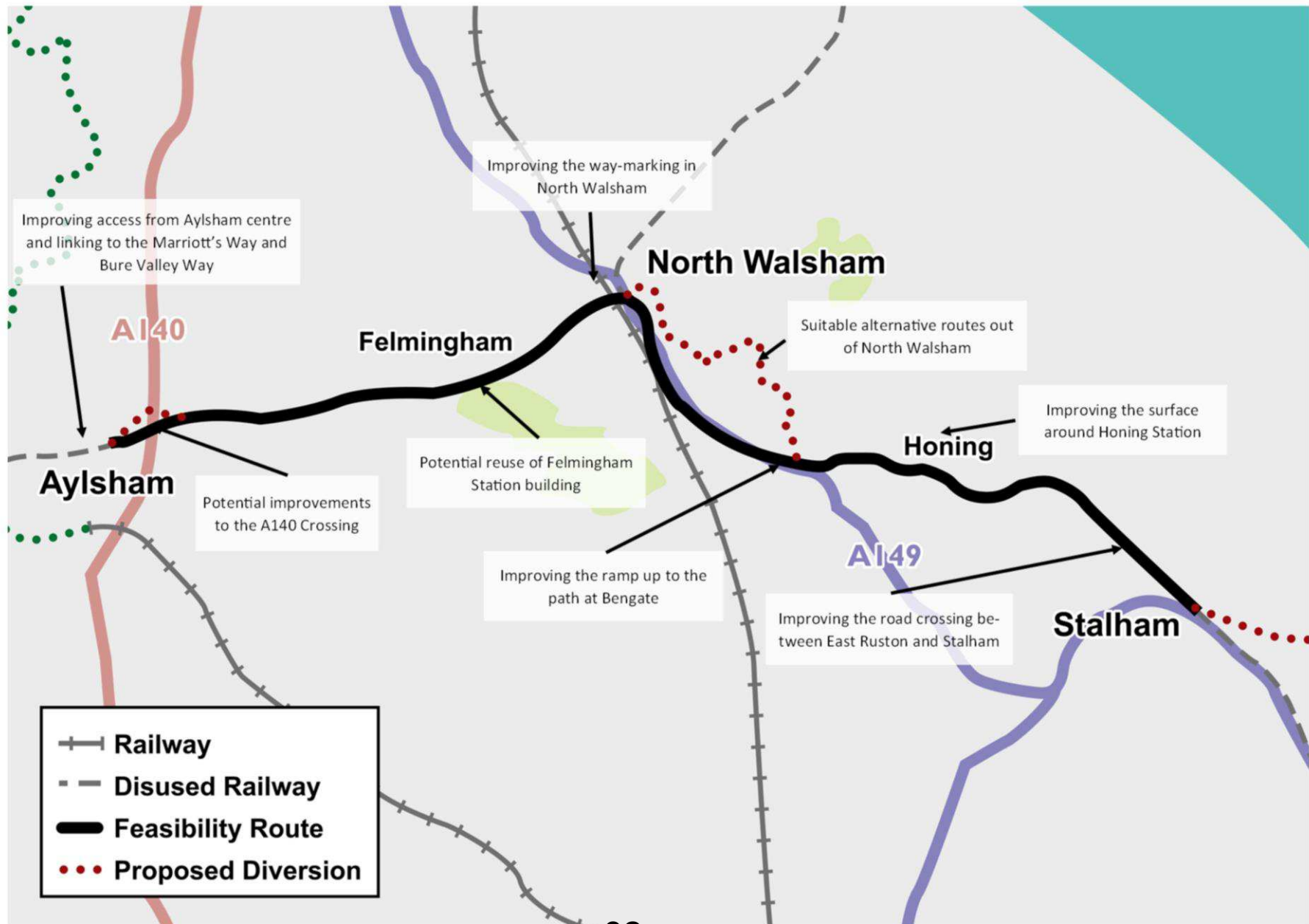
## **4. Update on the Detailed Feasibility Studies**

### **4.1. Three Detailed Desk Based feasibility**

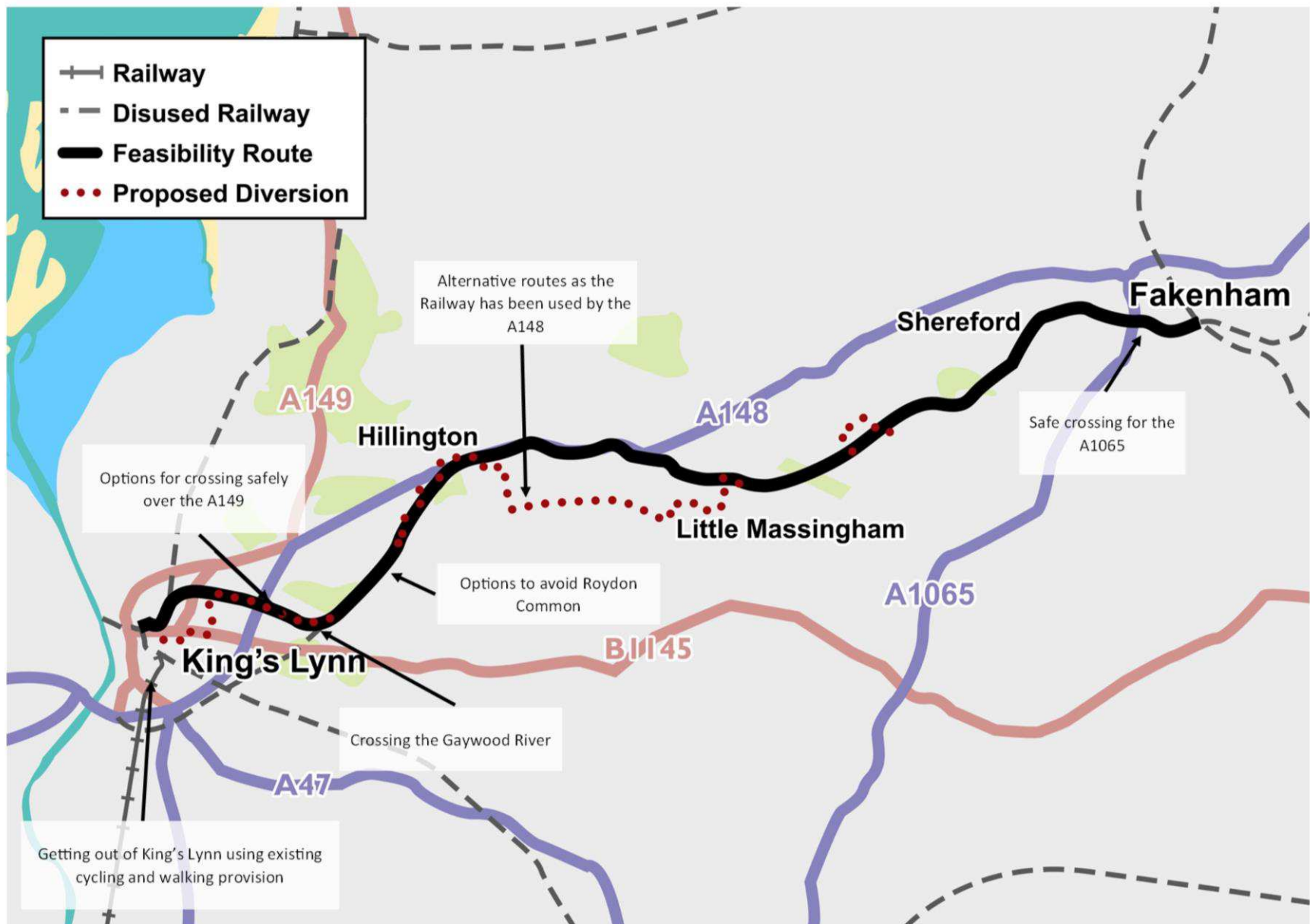
For all three of the pilot routes, detailed desk based feasibility has been completed. This includes collating information from various datasets, creating detailed GIS maps of the routes and highlighting the demographic, heritage and ecological attributes along the route.

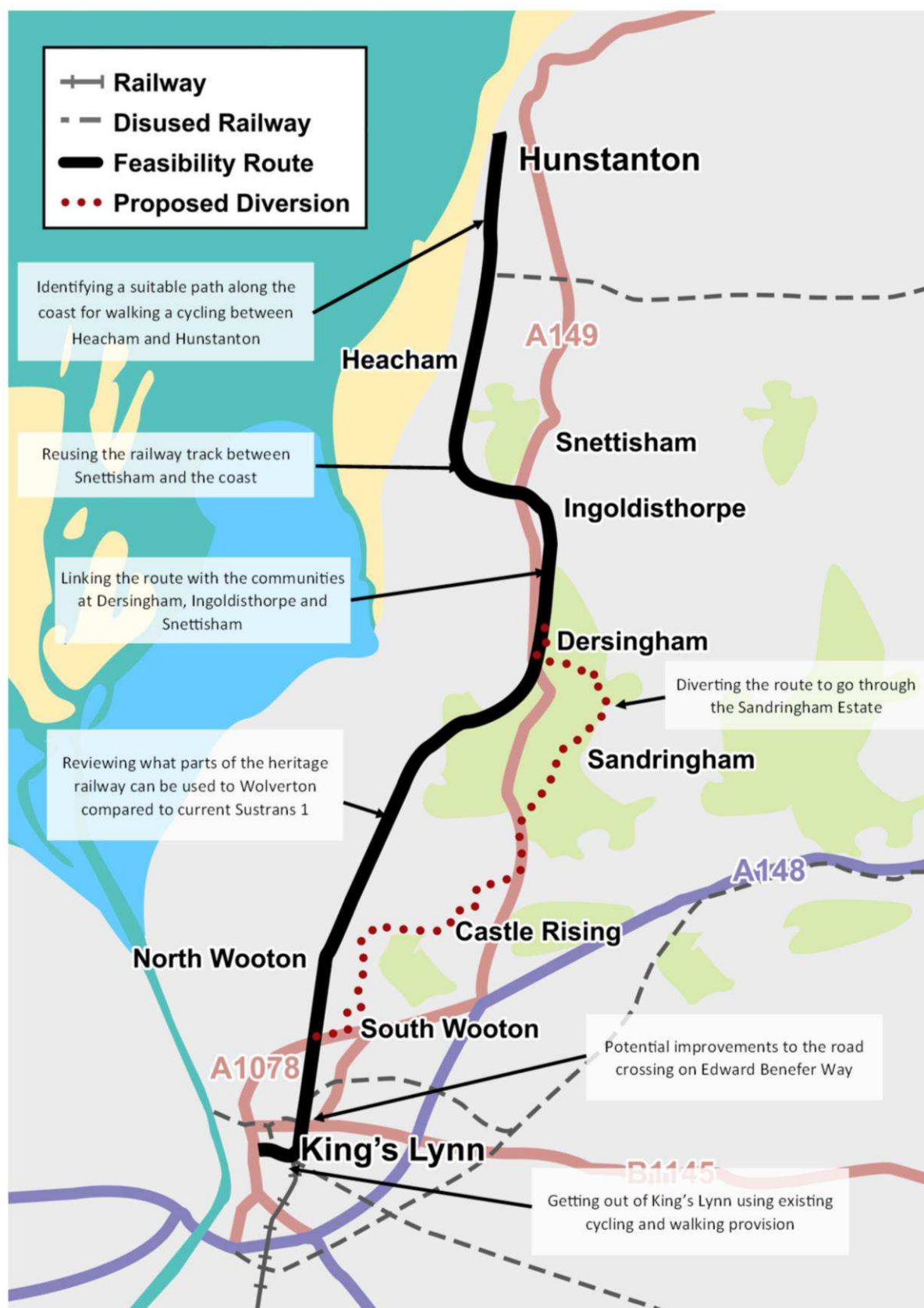
Below are maps providing an overview of the routes and key areas of investigation we are looking at when producing the detailed feasibility studies.

4.2. Figure 2: Overview of the Weaver Way- Aylsham to Stalham



4.3. Figure 3: Overview of the King's Lynn to Fakenham



**Figure 4: Overview of King's Lynn to Hunstanton****Ground Investigations**

Following the desk based feasibility, ground investigations have been made on all three routes. These have been to investigate the current route, where accessible, and identify potential alternative routes and highlight key highways infrastructure required - for example, waymarking in urban areas and crossing of busy roads.

As result of the three feasibility studies and ground investigations we have identified

key sections of the routes to prioritise for development.

4.7. **Weavers' Way**

On the Weavers' Way there are two existing station sites at Felmingham and Honing which can be redeveloped to benefit the local communities. These are both on land owned by Norfolk County Council and as part of the detailed feasibility reports we will make recommendations on how these can be improved for the communities at Aylsham and North Walsham, utilising standalone bids with learning from existing Marriott's Way projects.

4.8. **King's Lynn to Fakenham**

The potential King's Lynn to Fakenham route is not achievable using the current network. A key barrier to this route is getting out of King's Lynn and crossing over the A149 and part of the feasibility will be focused on different options to overcome this. The A148 has also been built over the route of some of the railway so alternatives using existing public rights of way have been identified.

4.9. **King's Lynn to Hunstanton**

The King's Lynn to Hunstanton route has some of the greatest opportunities to link the communities along the route but also provides some of the largest challenges of the project. Due to the nature of the Site of Scientific Special Interest at Dersingham bog we are looking to divert the route via Sandringham estate. Initial conversations with the estate have been positive about this move. At Heacham and Hunstanton a large amount of the railway has been built on so we are focusing on creating a route that would run alongside the seafront instead of following the exact route of the disused railway.

4.10. **Heritage and Ecology**

From our ground based feasibility study we have been gathering more detailed information on the heritage and ecology present on the routes to complement the desk based feasibility and also provide narrative overviews of the routes that could be used for public engagement to the routes.

4.11. **Landowner communications**

For all of the routes the landowners have been identified and prioritised for each of the routes with initial Landowner communication beginning at the start of October.

4.12. **Detailed Highways Design**

Highways have been briefed on all three routes and gateway meetings have been completed for the highways infrastructure design. This will provide a detailed overview of the infrastructure work required on each section of the route and detailed costs for the route. Highways are also working on creating standardised surface options that can be reused across Norfolk and also standardised highways interactions for road crossings.

**5. Work for rest of the project**

- 5.1. Detailed project plans have been created for each Quarter. The project team meet every week to update on project progress and a full team meeting occurs at the end of each quarter to review the outputs of the quarter and key actions for the next quarter as set out in figure 5.

**Fig 5: Key Outputs for the Project**

Qtr.	Outputs
Q1 April-June 2018	Set up of the Project
	Creation of Template for Feasibility checklists
	Completion of the Feasibility Checklists for pilot routes
Q2 July- September 2018	Begin Landowner Engagement
	Begin ground Investigations of the Routes
	Begin highways detailed design
	Begin co-work with UEA
	Communication plan completed
	Begin Stakeholder communications
Q3 October – December 2018	Complete Ground Investigations
	Continue Stakeholder communications
	Gain wider public feedback
	Final UEA Report completed
Q4 January – March 2019	Completion of Detailed Highways design
	Completion of Detailed Feasibility studies
	Completion of Network Feasibility study

- 5.2. If the project was to continue for next financial year we would look to undertake detailed design for prioritised schemes from the Overall Network Feasibility study and oversee the delivery of the Weavers' Way RDPE project.

## 6. Financial implications

- 6.1. A main focus for the project is to identify external funding opportunities and ensure that information is gathered for and aligned to the outputs for the project. With £1,000,000 of RDPE money secured for Weaver's way against a project spend of £164,640 this clearly proves the value of the project.
- 6.2. To allow us to continue this work and identify further funding opportunities, we have submitted a capital bid for future Norfolk County Council funding for £350,000 as per the current year. This would allow us to complete a further five detailed feasibility studies on priority routes identified as part of this year's wider feasibility work.
- 6.3. We are already looking for other opportunities for funding for application once the feasibility studies are complete and have already had meetings with Sport England and the New Anglia LEP to discuss the project. We will continue to engage with potential funders and partners as the project continues.

### 6.4. Overview of Current Spend of Project

Item	Current Spend	Forecast Spend
Project Management Costs for the Detailed Feasibility design costs	£94,140	£180,000
Highways design for the 3X detailed feasibility routes	£60,000	£60,000
UEA Valuation Study	£6,000	£25,000
Sustrans Consultation	£4,500	£20,000
Public Consultation	-	£35,000
Landholder Engagement	-	£30,000
<b>TOTAL</b>	<b>£164,640</b>	<b>£350,000</b>



## **7. Background**

- 7.1. The original Policy and Resources Committee paper on Recycling Norfolk's Disused Railways is available online on [this link](#).

### **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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# Norfolk Local Access Forum

<b>Report title:</b>	<b>Green Infrastructure Team Introductions</b>
<b>Date of meeting:</b>	<b>30 January 2019</b>
<b>Responsible Chief Officer:</b>	<b>Steve Miller – Assistant Director, Culture and Heritage</b>
<b>Strategic impact</b> Planning applications carry implications for the continuity of the public rights of way network in Norfolk	

## Executive summary

Two officers from the Green Infrastructure Team at NCC Environment team will attend the meeting to introduce themselves to the NLAF. These are new roles at NCC and the officers' remit includes working with district planning authorities to scrutinise planning applications for issues that affect public rights of way to ensure that any problems are identified and tackled at the outset through the planning process. The officers will also work on major infrastructure projects that impact on public rights of way and will develop a protocol (and provide sufficient detail about individual schemes) to allow the NLAF to make timely comments / provide advice on appropriate applications/projects.

**Recommendations:** That the NLAF notes the remit of the new officers who will develop a protocol to permit greater involvement by the NLAF with filtered planning applications involving public rights of way (see also Major Infrastructure Projects report).

### 1. Proposal (or options)

- 1.1. Please see executive summary

### 2. Evidence

- 2.1. Please see executive summary. Please note that this report relates to the Major Infrastructure Projects report brought to this meeting.

### 3. Financial Implications

- 3.1. None as a result of this report

### 4. Issues, risks and innovation

- 4.1. None as a result of this report

### 5. Background

- 5.1. Please see executive summary and Major Infrastructure Projects report.

## 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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# Norfolk Local Access Forum

<b>Report title:</b>	<b>Coastal access in Norfolk</b>
<b>Date of meeting:</b>	<b>30 January 2019</b>
<b>Responsible Officer:</b>	<b>Steve Miller – Assistant Director, Culture and Heritage</b>
<b>Strategic impact</b> Natural England is responsible for implementing the England Coast Path which is a new National Trail around all of England's coast.  The NLAF is a statutory consultee regarding establishing the England Coast Path in Norfolk. NCC (Norfolk Trails) is responsible for establishing the route on the ground.	

## Executive summary

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

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

### Recommendations:

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

## 1. Proposal (or options)

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

## 2. Evidence

- 2.1. Please see executive summary.

## 3. Financial Implications

- 3.1. None as a result of this report.

## 4. Issues, risks and innovation

- 4.1. None as a result of this report.

## 5. Background

- 5.1. Please see executive summary.

## Officer Contact

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

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# Norfolk Local Access Forum

<b>Report title:</b>	<b>Events attended</b>
<b>Date of meeting:</b>	<b>30 January 2019</b>
<b>Responsible Chief Officer:</b>	<b>Steve Miller – Assistant Director, Culture and Heritage</b>
<b>Strategic impact</b> One of Norfolk's key assets is its outstanding natural environment.	

## Executive summary

Norfolk Local Access Forum requested feedback from two events attended recently by members of the Forum:

- (i) Norfolk: a World Class Environment conference held on 12 December 2018. The conference feeds into development of a Norfolk 25-year plan for the environment. The NLAFF was represented by Pat Holtom.
- (ii) Government Digital Technology Congress: Development in a Digital World (November 1, 2018). The NLAFF was represented by Paul Rudkin.

### Recommendations:

- (i) That the NLAFF is kept informed by NCC Environment Team of development of the Norfolk 25-year plan for the environment and invited to input to plans where appropriate**
- (ii) that the NLAFF notes new advances in digital technology that could have a bearing on the business of the Forum.**

## 1. Proposal (or options)

- 1.1. The NLAFF PROW subgroup recommended that the NLAFF is kept informed of development of the Norfolk 25-year plan for the environment by NCC Environment Team and invited to input to the plan.
- 1.2. That new advances in digital technology are noted by the Forum

## 2. Evidence

- 2.1. See Appendix 1 (graphic summarising outcomes from the World Class Norfolk event)

## 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. (i) Norfolk: a World Class Environment conference.  
The conference was organised by NCC Economic Development Team and brought together stakeholders from the environment, farming and tourism sectors to explore the challenges and opportunities which should be addressed locally in response to the government's 25-year plan for the Environment. The conference was well attended by local organisations including NCC, NWT, Broads Authority etc and included presentations from NCC Environment Team staff.

5.2. (ii) Government Digital Technology Congress

The congress was organised by the Cabinet Office and Innovate UK at Government Digital Technology and involved speakers on improving the experience for citizens, businesses and users within the public sector.

### **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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**Officer name :** Paul Rudkin

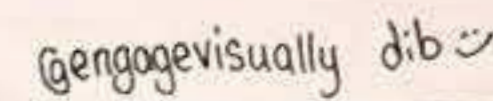
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# Norfolk Local Access Forum

<b>Report title:</b>	<b>Meetings Forward Plan</b>
<b>Date of meeting:</b>	<b>30 January 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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If you need this report in large print, audio, braille, alternative format or in a different language please contact 0344 800 8020 or 0344 800 8011 (textphone) and we will do our best to help.

# Appendix 1

Norfolk Local Access Forum	Report Title	Lead officer
<b>30th January 2019</b>		
Meetings Forward Plan REPORT	meetings - REPORT	Martin Sullivan
Sub-groups REPORT (Permissive Access; PROW; NAIP)	Subgroups report - REPORT	Ken Hawkins/Chris Allhusen/Martin Sullivan
Pathmakers REPORT	Pathmakers REPORT	Martin Sullivan
Countryside Access Arrangements REPORT	Countryside Access Arrangements - REPORT	Matt Worden/Russell Wilson
Major infrastructure projects (report on PROW and access related planning)	Major Infrastructure Projects	Andy Hutcheson
[Add minutes and meeting dates BLAF/ Suffolk LAF to agenda]		
Feedback from conferences and events attended by NLAf members		
Annual Report	NLAf Annual Report 2017/18	Martin
NAIP (sign off)	NAIP (sign off)	Andy Hutcheson
Green Infrastructure Team Public Rights of Way roles and responsibilities (GH and MS) - flag up relevant cases		
Recruitment of new NLAf members (update) and training date for newcomers		Sarah/Su/Nicola
Greenways project		Andy Hutcheson
Proposal to set up communications subgroup (which would cover communications for Pathmakers and the NLAf)		Kate MacKenzie
<b>3rd April 2019</b>		
Meetings Forward Plan REPORT	Norfolk Local Access Forum Plan for future	Andy Hutcheson/Russell Wilson
Sub-groups REPORT (Permissive Access; PROW; NAIP)	Subgroups report - REPORT	Ken Hawkins/Chris Allhusen/Martin Sullivan
Pathmakers REPORT	Pathmakers REPORT	Martin Sullivan
Countryside Access Arrangements REPORT	Countryside Access Arrangements - REPORT	Matt Worden/Russell Wilson
Major infrastructure projects		Andy Hutcheson
[Add minutes and meeting dates BLAF/ Suffolk LAF to agenda]		
Feedback from conferences and events attended by NLAf members		
Welcome new NLAf members		
LCWIP		
SAIL		
Appointment/refresh membership of Pathmakers trustees		Martin?
[Cycling and Walking Strategy (tbc)]		Andy Hutcheson
Ash Die Back/ Tree Disease/ Climate Change (tbc)		Anne C/ Tom RG
Water, Mills and Marshes REPORT and presentation (tbc)		Will Burchnall (Broads Authority)
Coastal Treasures (tbc)		Alison Yardy
Windfarm Routes (tbc)		David White?
NE - coastal access (tbc)		
<b>17th July 2019</b>		
Meetings Forward Plan REPORT	meetings - REPORT	Andy Hutcheson/Russell Wilson
Sub-groups REPORT (Permissive Access; PROW; NAIP)	Subgroups report - REPORT	Ken Hawkins/Chris Allhusen/Martin Sullivan
Pathmakers REPORT	Pathmakers REPORT	Martin Sullivan
Countryside Access Arrangements REPORT	Countryside Access Arrangements - REPORT	Matt Worden/Russell Wilson
[Add minutes and meeting dates BLAF/ Suffolk LAF to agenda]		
Feedback from conferences and events attended by NLAf members		
Major infrastructure projects		
Appointment of Chair/Vice Chair - prepare for voting at October meeting		
Water based activity report		



Norfolk Local Access Forum	Report Title	Lead officer
<b>16th October 2019</b>		
Meetings Forward Plan REPORT	Norfolk Local Access Forum Plan for future meetings - REPORT	Andy Hutcheson/Russell Wilson
Sub-groups REPORT (Permissive Access; PROW; NAIP)	Subgroups report - REPORT	Ken Hawkins/Chris Allhusen/Martin Sullivan
Pathmakers REPORT	Pathmakers REPORT	Martin Sullivan
Countryside Access Arrangements REPORT	Countryside Access Arrangements - REPORT	Matt Worden/Russell Wilson
[Add minutes and meeting dates BLAF/ Suffolk LAF to agenda]		
Feedback from conferences and events attended by NLAF members		
Major infrastructure projects		