



## NORFOLK LOCAL ACCESS FORUM

Date: **Wednesday 12 October 2016**

Time: **10:30am**

Venue: **Cranworth Room, County Hall, Norwich**

### Membership:

Stephen Agnew  
Chris Allhusen (Vice-Chairman)  
Tim Bennett  
Julie Brociek-Coulton  
Rebecca Champion  
Helen Chester  
Victor Cocker  
Hilary Cox  
Geoff Doggett  
Mike Edwards  
Seamus Elliott  
Ken Hawkins

David Hissey  
Pat Holtom  
Kate Mackenzie  
Ann Melhuish  
Ian Monson  
Fiona Prevett  
Paul Rudkin  
George Saunders  
Graham Sillett  
Jean Stratford  
Martin Sullivan (Chairman)

**For further details and general enquiries about this Agenda  
please contact Nicola LeDain, Committee Officer:  
on 01603 223053  
or email [committees@norfolk.gov.uk](mailto:committees@norfolk.gov.uk)**

## A G E N D A

### 1. Welcome and Introductions

### 2. Apologies

### 3. Minutes

(Page 4)

To confirm the minutes of the meeting held on 6<sup>th</sup> July 2016.

### 4. 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:

- your well being or financial position
- that of your family or close friends
- that of a club or society in which you have a management role
- that of another public body of which you are a member to a greater extent than others in your ward.

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

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

### 6. Public Question Time

Ten 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 Officer by 5pm on **Friday 7 October 2016**. Please submit your question(s) to the person named on the front of this agenda.

### 7. NLA Forward Plan

(Page 9)

Report by the Trails Officer (Development)

### 8. Report from Working Groups

- a) Countryside Access Improvement Plan Working Group

(Page 19)

- b) Permissive Access Working Group (Page 25)  
c) Public Rights of Way User Group (Page 29)

**9. Pathmakers (Page 36)**

Report by the Trails Officer (Development)

**10. Delivery of Coast Access (Page 38)**

Report by the Senior Trails Officer (Infrastructure)

**11. NLAF Website (Page 40)**

Report by the Trails Officer (Development)

**12. Dates of future meetings**

|                           |         |                             |
|---------------------------|---------|-----------------------------|
| Wednesday 18 January 2017 | 10.30am | Cranworth Room, County Hall |
| Wednesday 19 April 2017   | 10.30am | Edwards Room, County Hall   |
| Wednesday 5 July 2017     | 10.30am | Cranworth Room, County Hall |
| Wednesday 11 October 2017 | 10.30am | Cranworth Room, County Hall |

Date Agenda Published: 4 October 2016

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



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## NORFOLK LOCAL ACCESS FORUM

Minutes of the Meeting held on 6 July 2016  
at 10.30am at County Hall, Norwich

### Present:

Martin Sullivan (Chairman)  
Chris Allhusen  
Rebecca Champion  
Victor Cocker  
Hilary Cox  
Geoff Doggett  
Mike Edwards  
Ken Hawkins  
David Hissey  
Pat Holtom  
Kate MacKenzie  
Ann Melhuish  
Fiona Prevett  
Paul Rudkin  
George Saunders  
Jean Stratford

### Representing:

Motorised vehicle access / cycling  
Land ownership / management / farming  
Walking / Health and Wellbeing / geology  
Walking  
Norfolk Cycling and Walking/National Trails Partnership  
Conservation / voluntary sector  
GI and planning / conservation / sustainability  
Walking / cycling  
Cycling / public transport  
Economic development / walking  
Voluntary sector / walking  
Equestrian / all-ability access  
Walking / cycling / health and wellbeing  
Walking / GI and Planning  
All-ability access / health and wellbeing / voluntary sector  
Youth and education / walking / voluntary sector

### Officers Present:

Andrew Hutcheson  
Kirsty Webber-Walton  
Russell Wilson  
Nicola LeDain

Countryside Manager (Trails and Projects)  
Trails Officer (Development)  
Senior Trails Officer (Infrastructure)  
Committee Officer

### 1. Welcome and Introductions

- 1.1 The Chair welcomed everyone to the meeting.

### 2. Apologies

- 2.1 Apologies were received and accepted from Helen Chester, Julie Brociek-Coulton, Stephen Agnew, Tim Bennett, Seamus Elliott, Ian Monson and Graham Sillett.

### 3. Minutes

- 3.1 The minutes of the meeting held on 20<sup>th</sup> April 2016 were regarded as an accurate record and signed by the Chair, subject to an amendment at 13.2 which reflected that the walking emphasis in the Cycling and Walking Action Plan was on promoted routes rather than the local walking network as a whole.

### 4. Declarations of Interest

- 4.1 Paul Rudkin declared an interest that he had been involved with the planning of the Northern Distributor Route which was being discussed at item 7.
- 5. Items of Urgent Business**
- 5.1 There were no items of urgent business.
- 6. Public Question Time**
- 6.1 The Board received a comment from a member of the public who expressed concern at the recent planning application for Whitwell Station. He commented that the application had been withdrawn and that he hoped the Local Access Forum would explore fully the proposals if they were to be submitted again.
- 7. Northern Distributor Route (NDR) Progress**
- 7.1 The Forum received the annexed presentation (7) from the Community Liaison and Communications Officer which presented a progress update with regards to the development of the NDR.
- 7.2 It was confirmed that bridleways rather than restricted byways were planned as had been agreed several months ago.
- 7.3 The Forum asked if the slides could be distributed and feedback could be given directly to the Communications Officer, John Birchall.
- 7.4 The Forum **NOTED** the NDR proposals as given in the presentation. It was **AGREED** that the Forum were kept up to date with the addition of the west part of the NDR and once reports had been taken to the EDT committee they were shared with the Forum.
- 8. Parish Paths Seminar**
- 8.1 The Forum received the annexed report (8) from a Forum member which updated the Board on the conclusions and the feedback received from the Parish Paths seminar that had taken place.
- 8.2 It was suggested that there were a lot of issues which had been raised which could be easily answered. An action plan would help ensure that answers were given in a certain timescale.
- 8.3 The Forum were alerted to the existence of a frequently asked question section on the Highways section of the Norfolk County Council website which could answer some of the raised issues.
- 8.4 There was a short discussion around signposting Parish Councils to the information and it was suggested that the Forum could communicate via the Norfolk Association of Local Councils who hold a database of Parish Council's email addresses.
- 8.4 It was **AGREED** that officers from Highways Maintenance and the Trails team would answer the queries that applied to them.

## **9. NLA Forward Planning**

9.1 The Forum received the annexed report (9) from the Chair which outlined the way forward for the Forum.

9.2 The Forum **NOTED** the forward plan.

## **10. Countryside Access Improvement Plan (CAIP) Working Group**

10.1 The Forum received the annexed report (10) from the Chair which outlined the terms of reference for the CAIP working group. An amended terms of reference had been circulated before the meeting which is attached to these minutes as an appendix.

10.2 It was suggested that water and water based activities were added to the terms of reference.

10.3 Subject to the amendment, the Forum **AGREED** the terms of reference of the CAIP working group.

## **11. Permissive Access Working Group**

11.1 The Forum received the annexed report (11) which outlined the terms of reference for the permissive access working group as well as the approach for taking forward the work necessary to assess the network and to liaise with landowners where permissive routes make up a valuable part of the network.

11.2 The Forum heard that there had been a delay of the information being provided from DEFRA which has meant that a freedom of information request had to be submitted. The Forum were aware that landowners would only engage with the process if they wanted to and this would be the initial stage of the process. Signage would then be introduced. Norfolk County Council were investigating the legalities of the process.

11.3 The Forum **AGREED** the terms of reference and in doing so **AGREED** the permissive access approach adopted by the Working Group.

## **12. PRoW Users Group**

12.1 The Forum received the annexed report (12) which provided the proposed Terms of Reference and the draft minutes of the last meeting.

12.2 The Forum **AGREED** that the NLA adopt the PROW Working Group as a user sub-group at the next meeting and that the Terms of Reference would be agreed and presented to the LAF for approval at the next meeting.

## **13. Auditing the Boudicca Way**

13.1 The Forum received the annexed report and presentation (13) which explained the audit of Boudicca Way by a power chair user.

13.2 The maintenance of Boudicca Way would involve three cuts per year.

13.3 The Forum **NOTED** the report.

#### **14. Report back from Joint LAF**

14.1 The Forum received the annexed report (14) from the Senior Trails Officer (Infrastructure) which updated the Forum on the work of the Joint Local Access Forum with Suffolk.

14.2 It was felt that the meeting had been very successful and provided a useful place to meet colleagues. It was suggested that it would be a good arena to discuss the coast path.

14.3 The Forum **NOTED** the report and supported the further work with colleagues in Suffolk and Essex.

#### **15. National Trail Partnership Update**

15.1 The Forum received a verbal update from the Countryside Manager (Trails and Projects) which informed the Forum that Natural England were discussing future savings for National Trails and how this could impact the Local Access Forum. The Forum would be updated regularly with information.

#### **16. Cycling and Walking Action Plan**

16.1 The Forum received the annexed report (16) from the Countryside Manager (Trails and Projects) which informed the Forum that the public consultation for the Norfolk Cycling and Walking Action Plan had closed and what the next steps would be.

16.2 The Forum **NOTED** the report.

#### **17. Access Enforcement**

17.1 The Forum received the annexed report (17) which informed the Forum of the on-going approach to encourage landowners to fulfil their legal responsibilities to provide public access across their land where rights exist.

17.2 The Maintenance Projects Manager confirmed that highways had taken over the management of this from 2012. Until the present time, the officers had been working centrally; however this was due to change with localisation.

17.3 The Forum **NOTED** the report.

Meeting ended at 1pm.

#### **CHAIRMAN**



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# Countryside Access Improvement Plan (CAIP) Working Group

## Terms of Reference

June 2016

### **Purpose:**

To function as a “Task and Finish” group to steer the development of the new Countryside Access Improvement Plan (effective 2017).

### **Membership:**

Core membership consists of members of the Norfolk Local Access Forum.

- Martin Sullivan (Chair)
- Ken Hawkins
- Pat Holtom
- Paul Rudkin
- Seamus Elliott
- David Hissey
- Geoff Doggett
- Helen Chester

Support from Norfolk County Council Officers will be provided by:

- Kirsty Webber-Walton (Trails Officer, Development)
- Matt Worden (Maintenance Projects Manager)
- David White (Senior Green Infrastructure Officer)
- Andrew Hutcheson (Countryside Manager, Trails and Projects)

### **Responsibilities:**

The Chair of the CAIP working group is also Chair of the NLAF and will consist of a term of one year.

The working group will take a “task and finish” approach and adhere to a clear timescale.

The working group will develop a clear vision for the Countryside Access Improvement Plan in order that it may fulfil its purpose effectively.



# Norfolk Local Access Forum

Item No. 7.

|   |   |
|---|---|
| <b>Report title:</b>  | <b>NLAF Forward Plan</b>                                      |
| <b>Date of meeting:</b>   | <b>12 October 2016</b>  |
| <b>Responsible Chief Officer:</b>   | <b>Kirsty Webber-Walton<br/>(Item led by Martin Sullivan)</b> |
| <b>Strategic impact</b><br>The NLAF Forward Plan will recognise goals and projects identified by working groups and by Pathmakers that need to be raised with the LAF as timing dictates. |   |

## Executive summary

Please refer to the forward plan documents attached (LAF and EDT)

- CAIP action plan will feed in to the forward plan.
- LAF forward plan takes a similar style to the Environment, Development and Transport Committee forward plan.
- To be reviewed by the NLAF quarterly (will be discussed at pre-LAF meetings).
- Forward plan “talks to” the LAF strategic planning document which includes SMART objectives to examine how successful the LAF is at improving local public access.
- The forward plan will follow the financial calendar year to fit neatly with the CAIP and LAF annual review.

**Recommendations: NLAF agrees the forward plan for the remainder of the 2016-17 financial year (what items are likely to need considering at the January 2017 meeting?)**

## Officer Contact

If you have any questions about matters contained in this paper please get in touch with:

**Officer Name: Kirsty Webber-Walton Tel No: 01603 222764**

**Email address:** [kirsty.webber-walton@norfolk.gov.uk](mailto:kirsty.webber-walton@norfolk.gov.uk)



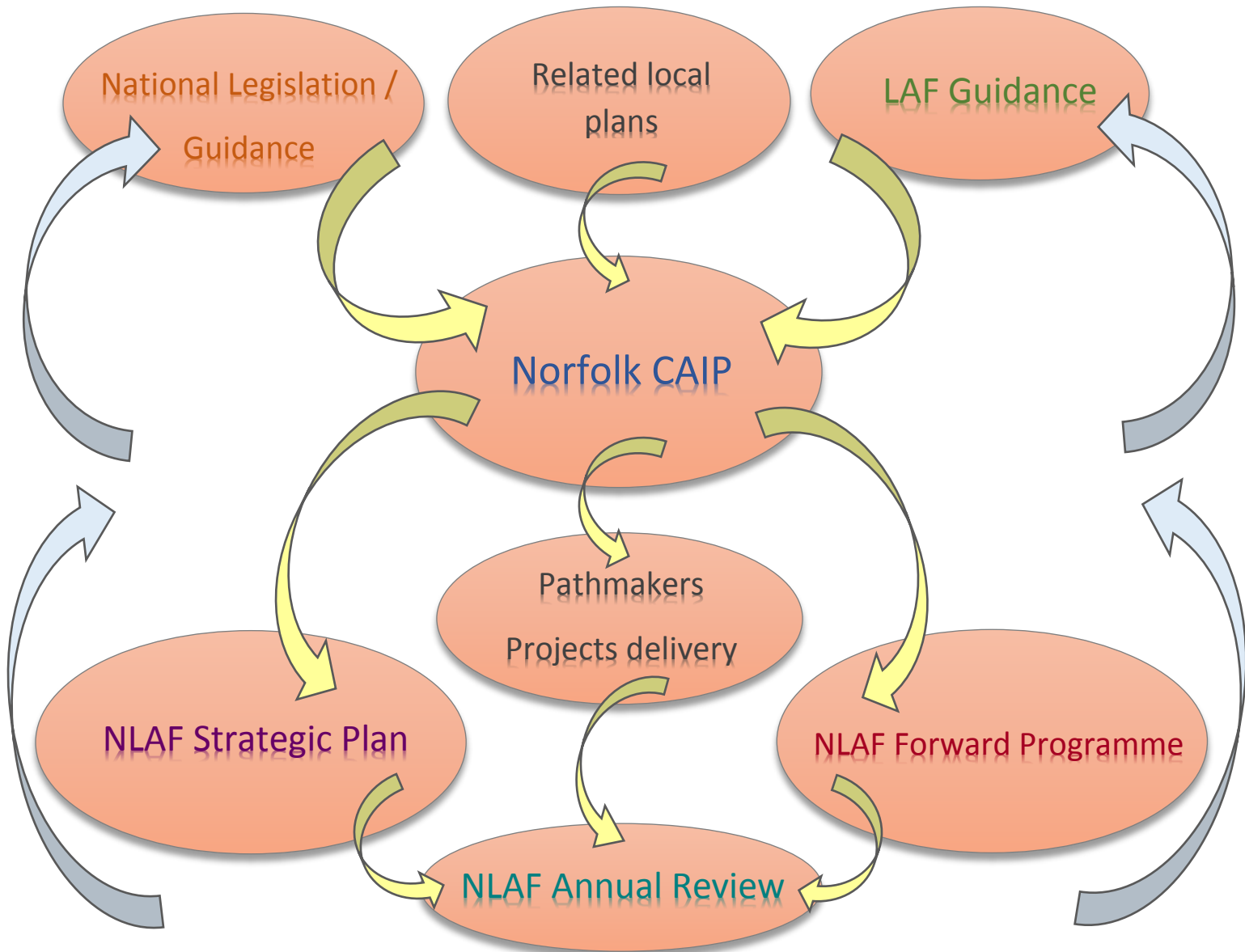
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|   |  |  |                                |
|---|--|--|--------------------------------|
| <b>NLAF Forward Programme (2016/2017)</b> |  |  |                                |
|   |  |  |                                |
| <b>Issue/Decision</b>                     | <b>Implications for other committees or partners</b> | <b>Requested action</b>  | <b>Lead officer/LAF member</b> |
| <b>12-Oct-16</b>                          |  |  |                                |
| <b>1</b> NLAF Forward Plan                | None   | LAF to agree and accept the Forward Plan and consider items for January 2017 LAF meeting | Kirsty WW/Martin Sullivan      |
| <b>2</b> Working Groups                   |  |  |                                |
| <b>a</b> CAIP Working Group               |  | LAF to agree approach and proposed consultees  | Kirsty WW/Martin Sullivan      |
| <b>b</b> Permissive Access Group          | FWAG   | LAF to consider and agree Pathmakers project   | Chris Allhusen                 |
| <b>c</b> PRoW Group                       |  | LAF to agree the Terms of Reference  | Ken Hawkins                    |
| <b>3</b> Pathmakers                       | Norfolk Trails                                       | Burgh Castle accessible boardwalk project - LAF invited to ask questions                 | Martin Sullivan                |
| <b>4</b> Coastal Access                   | None   | For information only   | Russell Wilson                 |
| <b>5</b> Website/members' profiles        | None   | For information only   | Kirsty WW                      |
| <b>Jan-17</b>                             |  |  |                                |
| <b>1</b> NLAF Forward Plan                |  |  |                                |
| <b>2</b> Working Groups                   |  |  |                                |
| <b>a</b> CAIP Working Group               |  |  |                                |
| <b>b</b> Permissive Access Group          |  |  |                                |
| <b>c</b> PRoW Group                       |  |  |                                |
| <b>3</b> Pathmakers                       |  |  |                                |
| <b>4</b> Coastal Access                   |  |  |                                |
| <b>5</b>                                  |  |  |                                |
| <b>6</b>                                  |  |  |                                |
| <b>7</b>                                  |  |  |                                |
| <b>8</b>                                  |  |  |                                |
| <b>9</b>                                  |  |  |                                |
| <b>10</b>                                 |  |  |                                |

## Norfolk Local Access Forum

### Strategic Planning

The relationship between planning documents



The infographic shows the following:

- The broad relationship between national guidance and legislation; local planning and delivery; review of progress; and feedback; and so the process re-circulates.
- The CAIP is informed by government guidance and legislation, national LAF feedback and local plans which affect access or are affected by access.
- The CAIP, as an overarching plan, informs NLAf's priorities (strategic plan) and therefore the forward programme for quarterly LAF meetings; plus projects that may be taken forward by Pathmakers.
- Both the NLAf's work programme and the CAIP will be reviewed by the NLAf on an annual basis (based on the financial calendar – April-March) – this fits with the review schedule for National LAF reports and is a logical timescale.
- All plans “talk” to each other and will be live.
- The strategic plans will be updated in accordance with each other on a regular basis; at regular weekly intervals
- The strategic plans are underpinned by working plans which will guide delivery and monitor progress.
- All plans are SMART in nature with strategic priorities, milestones and timescales, tasks, measures, responsibilities and the required resource identified.
- The visual formatting of the planning documents make it easy to identify where work should be taking place in preparation for upcoming milestones.

## Work programme for service committees

These are the items that service committees may need to consider or make a decision on.

### Environment, Development and Transport Committee

| Issue/Decision  | Implications for other service committees? | Requested committee action (if known)  | Lead Officer   |
|---|--|--|--|
| <b>8 July 2016</b>  |  |  |  |
| Verbal update/feedback from Members of the Committee regarding Member Working Groups or bodies that they sit on | None                                       | To receive feedback.   | Members  |
| Forward Plan  | None                                       | To review the Committee's forward plan and agree any amendments/additions.   | Business Support and Development Manager (Sarah Rhoden)      |
| Decisions taken under delegated authority   | None                                       | To note the decisions taken under delegated authority  | Business Support and Development Manager (Sarah Rhoden)      |
| Performance management report   | Link to Ec Dev Sub-Committee               | Comment on performance and consider areas for further scrutiny.  | Business Intelligence and Performance Analyst (Daniel Harry) |
| Finance monitoring  | None                                       | To review the service's financial position in relation to the revenue budget, capital programme and level of reserves. | Finance Business Partner (Andrew Skiggs)                     |
| Appointments to Internal and External Bodies  | None                                       | To consider appointments to internal and external bodies   | Head of Democratic Services (Chris Walton)                   |
| Broadband and Mobile Phones – update from Member Working Group  | Link to Economic Development Sub-Committee | To note the work of the Member Working Group.  | Chair of the Working Group (Cllr Marie Strong)               |

## Work programme for service committees

These are the items that service committees may need to consider or make a decision on.

| Issue/Decision   | Implications for other service committees?               | Requested committee action (if known)   | Lead Officer  |
|--|--|---|---|
| Transport for Norwich (TfN) and NDR update report (plus presentation)            | None   | To receive an update on key projects completed as part of TfN, and an update of progress on the NDR (now in its construction phase).<br>To see comments and feedback from Committee on project delivery and progress. | Major Projects Manager (David Allfrey)                        |
| Norwich Western Link Project   | None   | To receive an update following a review of the project options and agree whether to take the project forward and agree the next steps and funding for delivering the project.   | Major Projects Manager (David Allfrey)                        |
| Re-establishment of the Greater Norwich Development Partnership (GNDP) Board     | None   | To consider recommendations from the GNGB.  | Principal Planner (Phil Morris)                               |
| Flood & Water Management Team Funding Policy                                     | None   | To consider and adopt a Funding Policy for the Flood & Water Management Team which sets out an evidenced and risk based approach to responding to community flood mitigation needs.                                   | Flood & Water Team Manager (Graham Brown)                     |
| Risk Management report   | No – each Committee received a report on risk management | Review and comment on the risk information and consider any areas of risk that require a more in-depth analysis.  | Chief Internal Auditor (Adrian Thompson)                      |
| Norfolk Waste Partnership Development Plan and update from Waste Advisory Group. | None   | To consider the future work plan for the Norfolk Waste Partnership.   | Assistant Director Environment and Planning (David Collinson) |
| Ash Die Back (Chalara) – Management of NCC estate                                | None   | To consider an update on the position in Norfolk.   | Head of Environment (John Jones)                              |
| Highway Parish Partnership Programme-unparished wards                            | None   | To consider/approve proposals to extend the programme to include unparished wards   | Highways Maintenance Manager (Nick Tupper)                    |

## Work programme for service committees

These are the items that service committees may need to consider or make a decision on.

| Issue/Decision  | Implications for other service committees?   | Requested committee action (if known)  | Lead Officer   |
|---|--|--|--|
| <b>16 September 2016</b>  |  |  |  |
| Verbal update/feedback from Members of the Committee regarding Member Working Groups or bodies that they sit on | None   | To receive feedback  | Members  |
| Update from Economic Development Sub Committee  | None   | To note  | Acting Assistant Director Economic Dev and Strategy (Vince Muspratt) |
| Forward Plan  | None   | To review the Committee's forward plan and agree any amendments/additions.   | Business Support and Development Manager (Sarah Rhoden)              |
| Decisions taken under delegated authority   | None   | To note the decisions taken under delegated authority  | Business Support and Development Manager (Sarah Rhoden)              |
| Performance management  | Link to Ec Dev Sub-Committee   | Comment on performance and consider areas for further scrutiny.  | Business Intelligence and Performance Analyst (Daniel Harry)         |
| Finance monitoring  | None   | To review the service's financial position in relation to the revenue budget, capital programme and level of reserves.                           | Finance Business Partner (Andrew Skiggs)                             |
| Norfolk Energy Futures  | No. This report came from the recommendations of the EDT Strategic Review Working Group. | To review progress and, if a clear return on investment has not been delivered, consider ceasing the service in its current form.                | Assistant Director Environment and Planning (David Collinson)        |
| Broadband and Mobile Phones – update from Member Working Group  | Link to Economic Development Sub-Committee   | To note the work of the Member Working Group.  | Chair of the Working Group (Cllr Marie Strong)                       |
| Opportunities to increase commercial activity for the highways service  | None   | To consider information on options and implications for potential business models for highway services, including the risks and benefits to NCC. | Highways Maintenance Manager (Nick Tupper)                           |

## Work programme for service committees

These are the items that service committees may need to consider or make a decision on.

| Issue/Decision  | Implications for other service committees?                                  | Requested committee action (if known)   | Lead Officer   |
|---|---|---|--|
| Feasibility of changes to the use of the B1111 Garboldisham – Roudham by HGV traffic                            | May help to determine the case for a wider review of HGV routes in Norfolk. | Feasibility Study including traffic surveys and options to remove traffic through the village of East Harling, and the consequent impacts on other routes.                          | Team Manager Network Management) Dave Stephens                       |
| Norfolk Cycling & Walking Action Plan   | None  | To consider the results of the public consultation and approve the final Cycling & Walking Action Plan.   | Countryside Manager (Andrew Hutcheson and Cllr Hilary Cox)           |
| Risk management   | No – each Committee receives a report on risk management                    | Review and comment on the risk information and consider any areas of risk that require a more in-depth analysis.  | Chief Internal Auditor (Adrian Thompson)                             |
| Ash Die Back (Chalara) – Management of NCC estate   | None  | To consider an update on the position in Norfolk.   | Head of Environment (John Jones)                                     |
| Flood & Water Management Team Funding Policy  | None  | To consider and adopt a Funding Policy for the Flood & Water Management Team which sets out an evidenced and risk based approach to responding to community flood mitigation needs. | Flood & Water Team Manager (Graham Brown)                            |
| Buses Bill - update on new legislation  | None  | Update on the new Buses Bill and potential opportunities and implications.  | Assistant Director Highways and Transport (Tracy Jessop)             |
| <b>14 October 2016</b>  |   |   |  |
| Verbal update/feedback from Members of the Committee regarding Member Working Groups or bodies that they sit on | None  | To receive feedback.  | Members  |
| Update from Economic Development Sub Committee  | None  | To note   | Acting Assistant Director Economic Dev and Strategy (Vince Muspratt) |



## Work programme for service committees

These are the items that service committees may need to consider or make a decision on.

| Issue/Decision  | Implications for other service committees?               | Requested committee action (if known)  | Lead Officer   |
|---|--|--|--|
| Forward Plan  | None   | To review the Committee's forward plan and agree any amendments/additions.   | Business Support and Development Manager (Sarah Rhoden)              |
| Decisions taken under delegated authority   | None   | To note the decisions taken under delegated authority  | Business Support and Development Manager (Sarah Rhoden)              |
| Finance monitoring  | None   | To review the service's financial position in relation to the revenue budget, capital programme and level of reserves. | Finance Business Partner (Andrew Skiggs)                             |
| <b>11 November 2016</b>   |  |  |  |
| Verbal update/feedback from Members of the Committee regarding Member Working Groups or bodies that they sit on | None   | To receive feedback.   | Members  |
| Update from Economic Development Sub Committee  | None   | To note  | Acting Assistant Director Economic Dev and Strategy (Vince Muspratt) |
| Forward Plan  | None   | To review the Committee's forward plan and agree any amendments/additions.   | Business Support and Development Manager (Sarah Rhoden)              |
| Decisions taken under delegated authority   | None   | To note the decisions taken under delegated authority  | Business Support and Development Manager (Sarah Rhoden)              |
| Finance monitoring  | None   | To review the service's financial position in relation to the revenue budget, capital programme and level of reserves. | Finance Business Partner (Andrew Skiggs)                             |
| Risk management   | No – each Committee receives a report on risk management | Review and comment on the risk information and consider any areas of risk that require a more in-depth analysis.       | Chief Internal Auditor (Adrian Thompson)                             |

## Work programme for service committees

These are the items that service committees may need to consider or make a decision on.

| Issue/Decision                | Implications for other service committees? | Requested committee action (if known)                           | Lead Officer   |
|-------------------------------|--|---|--|
| Performance management report | Link to Ec Dev Sub-Committee               | Comment on performance and consider areas for further scrutiny. | Business Intelligence and Performance Analyst (Daniel Harry) |

# Norfolk Local Access Forum

Item No. 8a.

|  |   |
|--|---|
| <b>Report title:</b>   | <b>Countryside Access Improvement Plan (CAIP)</b>             |
| <b>Date of meeting:</b>  | <b>12 October 2016</b>  |
| <b>Responsible Chief Officer:</b>  | <b>Kirsty Webber-Walton<br/>(Item led by Martin Sullivan)</b> |
| <b>Strategic impact</b><br>The Countryside Access Improvement Plan 2017-2027 will set out our goals for improving Norfolk's countryside access for the next 10 years. It follows the expiry of the current Rights of Way Improvement Plan 2007-2017 and will consider the wider aspects of countryside access to meet today's strategic requirements and the breadth of the network on the ground. |   |

## Executive summary

The CAIP sub-group met on 15<sup>th</sup> September.

Items discussed:

- Clarification of CAIP purpose and agreed title. There was discussion about the guidance for ROWIPs from 2007 and more about how we should incorporate the wider aspects of access to the countryside. It was felt that the 2007 document does not reflect changes in countryside access. The review addresses the wider aspects of countryside access. Officers have contacted Natural England and it seems they are not against the scope being enlarged. Indeed other counties are also incorporating the wider elements of access.
- The title came under a lot of discussion and the eventual agreement was Norfolk Access Improvement Plan (NAIP). However, since the meeting it has been raised that the loss of the word 'Countryside' from the title does not indicate what the document is about; "access" is far too general a term. Further discussion since has led to this being brought before the NLAF to decide. The options are:
  1. Norfolk Countryside Access Improvement Plan (NCAIP) 2017-2027
  2. Norfolk Countryside Access Improvement Plan (NCAIP) 2017-2027  
*(incorporating) Rights of Way Improvement Plan*
  3. Norfolk Access Improvement Plan (NAIP) 2017-2027
  4. Norfolk Access Improvement Plan (NAIP) 2017-2027  
*(incorporating) Rights of Way Improvement Plan*

All options will see the context explained in the introduction so it will become immediately clear what the plan is about. However, the title is the first thing people will read so it is important that it reflects the document appropriately.

- Attached is a document from Ken Hawkins which sets out his views based on the following titles:
  1. Norfolk Countryside Access Improvement Plan 2017-2027
  2. Norfolk Access Improvement Plan with a subheading *Rights of Way Improvement Plan* (perhaps preceded by the word '*incorporating*')

- Brief explanation was made about Pathmakers and the Burgh Castle Project, as well as the search for other projects and funding.

Minutes of the CAIP sub-group meeting are attached to this report.

**Recommendations: LAF agree the title of our new “Rights of Way Improvement Plan 2017-2027” by way of a vote.**

## Officer Contact

If you have any questions about matters contained in this paper please get in touch with:

**Officer Name: Kirsty Webber-Walton Tel No: 01603 222764**

**Email address:** [kirsty.webber-walton@norfolk.gov.uk](mailto:kirsty.webber-walton@norfolk.gov.uk)



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| Norfolk Countryside Access Improvement Plan 2017-2027   |   | Norfolk Access Improvement Plan with a subheading of Rights of Way Improvement Plan 2017-2027 (perhaps preceded by the word 'incorporating') |  |
|---|---|--|--|
| pro   | con   | pro  | con  |
| similar to what many (but not all) other authorities are doing                                    | it's not all about what most people understand by 'countryside' - fails to include coast, water bodies (especially the Broads), routes for local journeys or routes to help people travel through or around heavily developed areas - all of which also appear on the Defra guidance web page | more fully reflects what the content should be, as defined by the Defra guidance (in the full document, not just the web page)               | could lead to uncertainty - access to what? - though the context in which it will be found will normally make this clear, and the subheading will assist in this process |
| title has been used internally for the last year or so  | it moves further away from the statutory 'core' of the document, which is to present the Rights of Way Improvement Plan   | includes specific reference to rights of way, which Defra guidance makes clear is the focus of the statutory requirement                     |  |
| countryside access is first on the list of issues to be considered on the Defra guidance web page | encourages people to consider the Plan solely in terms of the title - will the Plan improve access to the countryside? - when the purpose is wider than this  |  |  |

**CAIP working group meeting**  
**15<sup>th</sup> September 2016 at 1030**

**Present:** Kirsty Webber Walton (KWW); Russell Wilson (RW); David Hissey (DH); Geoff Doggett (GD); Pat Holtom (PH); Martin Sullivan (MS); Ken Hawkins (KH); Paul Rudkin (PR).

**Apologies:** David White; Seamus Elliott; Helen Chester; Matt Worden; Andrew Hutcheson

**Note taker:** Su Waldron/Kirsty Webber-Walton

**Chair:** Martin Sullivan

**Agenda**

1. Welcome
2. Clarification on CAIP purpose (or agreed title)
3. Agree title
4. Feedback on content
5. Links with Pathmakers
6. Thoughts for formatting and presentation
7. Next steps
8. Time and date for next meeting

**Notes:**

**1. Welcome**

The Chair welcomed everyone to the meeting

**2. Clarification on CAIP purpose (or agreed title)**

CAIP Action Plan (spreadsheet)

- Discussion around the CAIP action plan (spreadsheet) in which themes are coloured with objectives listed within each.
- PH suggested that any aspirational ideas should be removed to simplify the document.
- PR suggested that these should not be lost however, as others could potentially deliver them.
- KH said given that the CAIP covers the next 10 years, it will be important to identify actions needed first, with follow up actions for later on.

Historical aspects of the CAIP

- RW explained that in 2007, when every local authority was asked to create an improvement plan for rights of way. This did not cover all recent developments in terms of access which it was now important to address (such as coastal access). Therefore, the new plan should be flexible enough to bring in new legislation and new types of user.

#### What the new CAIP should include

- The meeting agreed that an executive overview summary was needed written for a general non-expert audience.
- The meeting agreed that the one CAIP document only was required produced by NCC containing all information required. This would comprise two parts:
  - One that is front-facing and prefaced by the executive overview (aimed at a general public audience – a colourful, strategic document). A thematic approach would be used to organise and present the information which would also include clear prioritisation of actions.
  - One with more technical detail and clear actions which would not be for public consumption – the spreadsheet.
- The new CAIP would be made available to all organisations involved with local access to give opportunity for others to align their work with the plan.
- It was agreed that the next meeting would be to sign off the plan.
- KH felt that it was important to make clear what was a necessity (under government guidance on the production of a CAIP) and what was extra.
- There are 3 subgroups reporting to the NLAf. This current CAIP subgroup would have a key role in monitoring development of the Action Plan which would be reviewed annually (but the group would report quarterly to the NLAf).
- PH had concerns that there were 45 recommendations for action in the CAIP strategic review document – it would be important to prioritise these.
- PR referred to his noting the need for 3 sections (a need priority; who is responsible and links to other projects – lending credibility).
- RW said that the plan needed to correlate with his staff plans and appraisals. If the group meets regularly RW can endeavour to put resource into priorities agreed but clear lines of communication would be needed.
- KWW stressed the need for all members of the CAIP group to be proactive but also to communicate.

### **3. Agree title**

- GD preferred Norfolk Access Improvement Plan (NAIP).
- KH felt that not all access is to the countryside, and also therefore preferred NAIP.
- DH disagreed: he considered that the remit of the plan was to give people access to the countryside in a safe manner and preferred Countryside Access Improvement Plan (CAIP).
- MS proposed (and PH seconded) that the plan was named the NAIP and this was carried by 4 votes (KH; GD; PH; MS) in agreement, to 1 vote (DH) not in agreement. PR did not have a view either way. The NLAf would be informed that the title was now NAIP.

### **4. Feedback**

- Feedback on the current draft had been provided. This would be integrated by KWW into the plan which will be circulated prior to the next meeting.
- GD asked about consultees of the draft and asked if NWT had been approached for comments as there are 1300 County Wildlife Sites (CWS) and some do permit public access.

- PR reminded the meeting that an email had gone out to all consultees asking for input but KWW said that little feedback had been received. GD said that this did not absolve our responsibility to talk to other 'big players' across Norfolk and he will talk to NWT directly.
- GD asked about chapter on Open Access – he thought this should be split (his piece on water bodies access was different to land access).
- RW said that the Executive Summary should include information about other organisations with an access remit including: NWT, RSPB and National Trust.
- KH asked whether there was a need to commission more copy for: access for all; children/young people; landownership and management. RW suggested it would be best to put a placeholder where information would lie rather than trying to populate everything from the outset.
- GD felt there was no need to replicate information that is well known (e.g. on access and health). PR said that the health angle could provide a source of funding – RW said that the Department for Culture, Media and Sport had indeed got a new strategy and this should be included in the NAIP.
- PR/KWW said that the best way forward would be to include background at the start of each chapter including relevant legislation and government policy drivers.
- KH suggested that a practical mechanism for prioritisation was needed, which should include input from RW in addition to those at the meeting (early, middle, late categories over the 10 year plan).
- RW said that his starting point was budget, therefore the way forward should be (i) to agreed content of the NAIP; (ii) look at Trails Section delivery plan work (which is driven by external funding) and where this is taking place – often geographical constraints (iii) draw up feasible list of projects and priorities also in liaison with Pathmakers which might be able to find further resources.
- KWW said that seeking funding for work was a priority action.

## **5. Pathmakers links**

- MS explained that Pathmakers has secured a small project (to construct a DDA compliant boardwalk at Burgh Castle). RW explained more about how this would work: Pathmakers will deliver the project using staff seconded from Norfolk Trails. Money came from WREN to NCC – full funding available. Good model for other projects.
- RW has collated a further list of projects that Pathmakers can tap into (all worked up and audited) outwith what NCC statutory obligations.
- KH asked about Pathmakers. MS said it was independent of NCC. RW said that Pathmakers had the potential to second employees potentially for bid writing.

## **6. Formatting and presentation**

- Already covered.

## **7. Next steps**

- Already covered.

## **8. Date of next meeting:** 19<sup>th</sup> October at 2pm

The next meeting will focus on identifying the priorities, getting a clear picture about funding and looking at cross-links with Pathmakers.



# Norfolk Local Access Forum

Item No. 8b.

|  |   |
|--|---|
| <b>Report title:</b>   | <b>Permissive Access Working Group</b>                          |
| <b>Date of meeting:</b>  | <b>12 October 2016</b>  |
| <b>Responsible Chief Officer:</b>  | <b>Russell Wilson (Item led by Chris Allhusen/Mike Edwards)</b> |
| <b>Strategic impact</b> <p>Maintaining an accessible network partly depends on the availability of permissive routes. Many of these routes were provided by landowners receiving grants from Natural England's Higher Level Stewardship scheme. However, funding for permissive access will be gradually withdrawn over the next few years; fully by 2020.</p> <p>The public benefit of such routes in many locations is evident as not only might the permissive section make up a useful circular route but the ability to use a route allows people to benefit their physical and mental wellbeing by being more active, more often.</p> <p>A working group has been set up that will help to undertake the work necessary to assess the network and liaise with landowners where permissive routes make up a valuable part of the network.</p> |   |

## Executive summary

The Permissive Access Group is working on a scheme to try and persuade Landowners to retain, or if they have already been lost, to re-create some of the paths and bridleways that were Permissive Access routes under Countryside Stewardship (CS). The new CS schemes have no provision for public access.

We are working with Norfolk FWAG (who wrote many of the original CS schemes) to produce a scheme that will involve the local Parish Councils (PC), Norfolk FWAG, Birketts Solicitors and the Landowner. We feel it is important that any agreement has legitimacy; hence the involvement of the PC, who not only would bring local ownership to the scheme, but also a conduit to funding.

It has become apparent to us and FWAG, that the vast majority of landowners would not consider a scheme unless there is level of payment. This is due to a number of factors, but primarily –

1. The hassle involved in dealing with the public. However keen a landowner is to provide access, there are always some members of the public trying to upset them.
2. Under the new CS schemes, access is not allowed on field margins, so additional land has to be provided, drilled with grass and kept mown – this we suggest was two or three meters wide to allow mowing.
3. Many landowners who currently have a CS scheme which does provide access, will either be unsuccessful in bidding for a new one, or unwilling to do so; thus the same issue of the provision of land applies. The uptake of the new CS scheme has not been good.

The funding of our schemes, estimated to be in the region of £1,200 to set up and perhaps 20p/meter per annum, is naturally the potential sticking point. Parish Councils have access to Community Infrastructure Levies (CIL) (if their District Council run one – most currently do not), funds from Section 106 agreements between the District Council and Developers or their own precept levy. If the local population want a route badly

enough, they should be able to persuade the PC to help fund it! In this case, the PC should be encouraged to contact NLAF or FWAG.

The way the scheme is envisaged working is that, on agreement by a landowner that he or she is interested, FWAG would arrange a visit with them to identify the required routes, discuss widths and mapping. This would then be discussed with the local PC and funding hopefully agreed. A simple agreement would then be drawn up by Birketts between the landowner and the PC. Once signed, this could then be submitted to Norfolk County Council for inclusion on the county access website.

We are currently working on the final version of the FWAG Leaflet and letter that will be sent to landowners of lapsing schemes.

On the suggestion of Norfolk Ramblers I have written to Peter Melchett to ask his opinion on the above scheme, if he is interested and whether or not he would require payment for any access provided. Norfolk Ramblers believe he is keen to retain some of his access, but we will have to wait until a reply is received.

Does the LAF consider this approach the best way forward?

**Recommendations: Does the LAF consider the above approach to be the best way forward?**

## Officer Contact

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

If you have any questions about matters contained in this paper please get in touch with:

**Officer Name: Russell Wilson   Tel No: 01603 223383**

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## **Permissive Access Working Group**

**5<sup>th</sup> August 2016, 2pm**

**Room 1, Floor 6, County Hall**

### **AGENDA**

#### **1. Welcome**

- The Chair welcomed all to the meeting.

#### **2. Legal agreement discussion**

- The purpose of an agreement document was discussed.
- The group **agreed** that the voluntary agreement could be signed off by the NLA.

#### **3. FWAG concept**

- The NLA should take a joint approach with FWAG.
- We should include both logos on the letter to landowners.
- Feedback on the proposed approach should come via FWAG from landowners.
- FWAG have support from Anglia Farmers.
- Bring Heidi in on the permissive meetings.
- Organise a half day workshop
- **ACTION:** Chris to redraft letter and we get it sent out.
- **ACTION:** Organise another meeting with Heidi Smith from FWAG.
- **ACTION:** Develop a brief for FWAG.
- FWAG could be the voice and the vehicle for communications with landowners.
- Produce a joint leaflet.

#### **4. Prioritising paths and contacting landowners**

- Contact landowners whose schemes are due to expire first and get their feedback.
- **ACTION:** Mike to contact NE and find out if they have the historic permissive access routes/agreements.

## **5. Any other business**

- **ACTION:** Chris to contact Martin to discuss Pathmakers to take forward project – invite to next meeting.

## **6. Date for next meeting**

- TBC

### **Next steps:**

- Chris re-drafts letter and Cc to Heidi. Chris will email.
- Obtain FWAG approval.
- Send letters out.
- Meet with Heidi and agree a brief (involve Martin Sullivan in next meeting).
- FWAG follow up letters and obtain feedback.
- Feedback is assessed and interest level established.
- Develop voluntary agreement that gives visibility to permissive provision.

# Norfolk Local Access Forum

Item No. 8c.

|   |   |
|---|---|
| <b>Report title:</b>  | <b>ProW Users Working Group</b>                       |
| <b>Date of meeting:</b>   | <b>12 October 2016</b>                                |
| <b>Responsible Chief Officer:</b>   | <b>Kirsty Webber-Walton (Item led by Ken Hawkins)</b> |
| <b>Strategic impact</b><br>The PROW sub-group has emerged out of the regular liaison meetings that were taking place between the Ramblers, Open Spaces Society, Campaign for the Protection of Rural England Norfolk and Norfolk County Council. Its purpose is to examine and address issues around the use of public rights of way and to strategically advise on their development and improvement; ultimately reporting back to the LAF with advice proposed. |   |

## Executive summary

The Local Access Forum is asked to note the following items arising from the discussions at the meeting of the PROW subgroup on 2 September 2016.

### Terms of reference

The proposed terms of reference (attached) are recommended for approval by the LAF.

### Maintenance and enforcement issues

A number of actions are in hand, including the planned web publication of a revised guidance document for farmers and land managers, but concerns remain at the gap between NCC's assertion that it is meeting its legal obligations and the public perception (Norfolk remains close to the bottom of the league table in the National Highways and Transport Network Survey regarding satisfaction with public rights of way). No specific actions were proposed from the subgroup but suggests this should be monitored on a regular basis.

### Partnership and community working

The subgroup supports action by the LAF to respond to the call from the Parish Paths Seminar for support for the development of Footpath Wardens in parishes across the county.

### Online reporting system

The subgroup was impressed with the presentation showing the planned new online system, though it is disappointing that it seems still not to be operational. Work continues to make the online reporting system operational.

**Recommendations: The LAF approve the Terms of Reference for the PROW subgroup as attached to this report.**

## **Officer Contact**

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

If you have any questions about matters contained in this paper please get in touch with:

**Officer Name: Kirsty Webber-Walton Tel No: 01603 222764**

**Email address:** [kirsty.webber-walton@norfolk.gov.uk](mailto:kirsty.webber-walton@norfolk.gov.uk)



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**Purpose** - to collect and provide informed user comment on policies and procedures affecting the PRoW network and associated routes (eg Trails), avoiding close focus on particular path problems except as illustrations of overall issues, with the aim of agreeing changes which

- increase the usable network mileage, and/or
- improve the condition of the network, and/or
- promote the use of the network, and/or
- enable the network to be maintained more effectively.

**Agenda** - issues referred from LAF, issues generated from PRoW User Group members, issues brought by staff.

**Membership** - designated LAF members, plus representation from CPRE, OSS, The Ramblers, U3A (reflecting the current concerns which mainly centre around footpath use). Additional input could be sought from cycling, horse riding, carriage driving and mpv use (1) as needed for specific issues, and (2) to the extent that such expertise was not available from LAF members of the Group.

**Support** - NCC staff to attend as needed to enable fruitful discussion to take place.

**Continuity** - current agenda items to be carried forward:

- NCC's enforcement policy and procedure,
  - practical implications of the Cycling and Walking Action Plan, and
  - parish conference (now called Parish Paths Seminar).
- also tracking implementation of past items:
- financial and other benefits from PRoW network usage,
  - enabling beneficial practices and funding affecting Trails to be spread to PRoW,
  - priority hierarchy in resource allocation, and
  - Norfolk is a Walkers' County launch.

## Community and Environmental Services Minutes of Meeting

### Public Rights of Way.

Held o: Friday 2<sup>nd</sup> September 2016

Time: 14:30

Venue: Rooms 1 & 2, Floor 6

| Present                    |  | Post Title                                  |
|----------------------------|--|---|
| Alex Cliff (AC)            |  | Project Support Engineer (Highways)         |
| Ken Hawkins (KH)           |  | Norfolk Local Access Forum                  |
| Jean Stratford (JS)        |  | Norfolk Local Access Forum                  |
| Graham Sillett (GS)        |  | Norfolk Local Access Forum                  |
| John Jones (JJ)            |  | Countryside & Coastal Manager (Environment) |
| Andy Hutcheson (AH)        |  | Countryside Manager (Trails & Projects)     |
| Nick Tupper (NT)           |  | Head of Highways                            |
| Kirsty Webber-Walton (KWW) |  | Trails Officer (Development)                |
| Russell Wilson (RW)        |  | Senior Trails Officer (Infrastructure)      |

| Item | Minute   | Action by |
|------|--|-----------|
|      | <b>Apologies</b><br>Matt Worden; Ian Witham; Helen Chester |           |

### 1.0 Welcome & Introductions

*History of PRow Workshops and subgroup.*

- Ken discussed the history of the PRow workshops and progress to date.
- This group is now a sub-group of the Norfolk Local Access Forum (NLAF).
- Historically, the group has had a strong walkers' focus although it is not restricted to other users in future.

### 2.0 Terms of Reference

*Terms of reference had been circulated.*

- JJ confirmed that Trails and Highways will continue to support the PRow group.
- JS requested that the group be productive and proactive.
- Terms of Reference were **AGREED** by the group.

### 3.0 Issues from PRow Workshop 24 June 2016

*Minutes from 24 June workshop had been circulated.*

- Network Rail crossings – update – detailed discussions had



taken place at 3 meetings with Network Rail – their funding was limited for this work although aim was to make a targeted approach at specific sites.

- ADEPT: Rights of Way Managers look at this.
- Will have to wait for update from Network Rail.

#### **4.0 Maintenance and enforcement issues**

4.1 Papers from Matt Worden and Ken Hawkins had been circulated.

4.2 In the discussion, it was generally agreed:

- Needs some resolution.
- The key is what is available on the ground.
- Status of reports – people want to know where things are in the reporting process.
- Timescales are currently quite long.
- Responsibility of enforcement by NCC – public perceptions are negative.
- “Repeat offenders” are an issue.
- How to tackle – comms via CLA and NFU
- Do people know how to report issues with footpaths?
- Publicity to direct people to the information they need.

4.3 Contributions from The Ramblers’ Big Pathwatch were discussed:

- Big Pathwatch is about to relaunch. Was it useful for the Council?
- Coverage was varied – some areas were better covered than others.
- Resource intensive – a lot of capacity required; repetitive data entry.
- A summary per path would be a useful tool. Discussion to be pursued separately.
- ExeGesis work to look at how data is migrated into the Council’s Highway system.
- Ramblers to contact Matt or Alex.

4.4 Discussion continued about enforcement

- High profile enforcement – is there potential to identify a case that could create a publicity splash – to filtrate a message to landowners?
- The revised guide was in draft form at present.
- Develop understanding about legal process. RW and NT reported on the notices served, and the desire to develop relationships: many paths were inspected only every 5 years, so it was important to flag up problem areas.
- Would the public feedback on progress on enforcement? In response to a suggestion that The Ramblers or OSS might undertake reviews of landholder action, it was stated that NCC Teams schedule in re-inspection at the relevant legally specified times.
- Need to avoid implications around identifying individual landowners in the Press – Press might not pick up the story anyway.

## 5.0 Partnership and community working

*Draft of responses to points raised by participants at the Parish Paths Seminar had been circulated; attention was focused on actions required of LAF.*

- 34, 37, 41: Footpath Warden Scheme – is there scope for developing this and taking it to LAF?
  - Put link to “volunteers” page in this section.
  - JJ suggested Pathmakers assist with this.
  - Potential to bid for EU funding such as European Social Fund (ESF).
  - Trails run a volunteer programme – there is an important financial value of volunteer contribution.
- 48: Information was available on the NCC FAQs page, which was being augmented

KWW  
MS

## 6.0 Cutting Programme

- Liaison between NCC and Ramblers is good.
- Issues – can be addressed by the Ramblers especially in periods of high vegetative growth.
- JJ suggested that the voluntary input is recognised and celebrated – report to LAF.
- Some network maintenance by the Ramblers is paid for.

## 7.0 CAIP

*KWW delivered presentation.*

- The group were updated on where the CAIP development process is.
- Participants were invited to discuss dialogue opportunities between sub-groups.
- Group **AGREED** that notes be circulated to PRoW group so they are aware of progress and are able to feed in accordingly.
- It was suggested that land ownership should be added as a topic.

KWW

## 8.0 Officers Update Reports

### 8.1 Trails/PRoW co-ordination - John Jones and Nick Tupper

- The group was informed of the new approach to Highways/Trails management as the organisational structure is further developed.
- Focus on locality development.
- Joined up approach is vital: it was suggested that references to ‘Trails’ and ‘PRoW’ would fade away.
- “3-area” structure, aligned with District boundaries.
- 3 area officers.
- Single reporting system – issues passed out for action.
- Option to go out to staff in autumn – implementation in April 2017.
- The ambition is to improve peoples’ opportunity to gain access to the countryside.
- Highways and Environment have merged.
- Locality development is focused on delivering outcomes.

- There will be one cutting contract for PRow and Trails.

## **8.2** *AC delivered presentation re: Online reporting system*

- Test version – decision to be made on 6<sup>th</sup> September and will then go live.
- AC ran through the presentation as to how the new reporting system works.
- It was suggested that the page confirming the location of the issue reported show an OS grid reference, not just northing and easting.
- It was also noted that users might need to be advised to click on the exact location of the issue at the start, as this was used by the system to locate the problem (previously, users selected anywhere on the path and advised the precise location separately).
- The ability to add a photograph was in development.

## **8.3** *Norfolk Cycling and Walking Strategy and Action Plan update*

- Report is now available on the consultation and action plan and will be circulated to members.
- Has been reported back to the cycling and walking group.
- This will be parked for a few months while DfT produces new guidance (due autumn).
- Action plan will be published on the website.

**KWW**

## **8.4** *Definitive map and definitive statement on line*

- Thanks were given for the work done to get these online.

## **8.5** *Permissive routes update*

It was noted that the original plan had not been possible, and a joint initiative between the LAF and Farming & Wildlife Advisory Group (FWAG) was being developed, but may require payment to landowners, and would probably take longer than anticipated to put in place.

## **9.0 AOB**

It was noted that issues around 2026 would need consideration at a future meeting.

## **10.0 Date of next meeting**

KH wanted to try to fix a time/date that enables all members to attend.

**KH**

**Copy for information:**

# Norfolk Local Access Forum

Item No. 9.

|  |   |
|--|---|
| <b>Report title:</b>   | <b>Pathmakers</b>   |
| <b>Date of meeting:</b>  | <b>12 October 2016</b>  |
| <b>Responsible Chief Officer:</b>  | <b>Kirsty Webber-Walton<br/>(Item led by Martin Sullivan)</b> |
| <b>Strategic impact</b><br>Pathmakers is the charitable arm of the Local Access Forum with a remit to improve access to the countryside and for communities realise the benefits of this e.g. better physical and mental wellbeing. In addition, environmental conservation forms a significant part of countryside access which is taken in to consideration when looking at project opportunities. |   |

## Executive summary

Pathmakers last met on 5<sup>th</sup> September 2016.

The main items discussed were:

- A training session for the Trustees will be organised, so each can understand the legal aspects. The cost will be £250.
- The website **www.pathmakers.org.uk** has been purchased (please log on as often as you can to move this up the 'hit list'.
- The Parish Survey resulted in 29 responses, and resulted in significant detail. A summary will be forwarded on to NALC to ask if these reflect wider concerns about the state of PRow.
- The Walking Festival in October was discussed and a pull up banner and possibly Polo Shirts will be obtained for this event. It was also agreed that we would look at greater involvement in 2017.
- Discussion also took place around possible sources of funding which are to be investigated.

Pathmakers has been **awarded work** to install the Burgh Castle Disability Discrimination Act compliant boardwalk. This has been enabled by the secondment of Norfolk Trails staff to carry out the work – hopefully with the support of volunteers. Full funding came from WREN to NCC. We hope that this can be used as a model for future projects.

Perhaps more importantly it will enable us to gain publicity and help with any future funding applications.

Finally, I would ask you to approve the appointment of Pat Holton and Kate Mackenzie as Trustees.

### Recommendations:

- **The LAF note the report and have the opportunity to ask questions following a short presentation.**
- **The LAF approve the appointments of Pat Holtom and Kate Mackenzie to the Pathmakers Trustees.**

## Officer Contact

If you have any questions about matters contained in this paper please get in touch with:

**Officer Name: Kirsty Webber-Walton Tel No: 01603 222764**

**Email address:** [kirsty.webber-walton@norfolk.gov.uk](mailto:kirsty.webber-walton@norfolk.gov.uk)



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# Norfolk Local Access Forum

Item No. 10.

|   |                                   |
|---|-----------------------------------|
| <b>Report title:</b>  | <b>Delivery of Coastal Access</b> |
| <b>Date of meeting:</b>   | <b>12 October 2016</b>            |
| <b>Responsible Chief Officer:</b>   | <b>Russell Wilson</b>             |
| <b>Strategic impact</b>   |                                   |
| NCC is responsible for making the England Coast Path available and accessible on the ground in agreement with Natural England and relevant landowners etc. This will also happen in liaison with local communities. |                                   |

## Executive summary

The following provides an update of what stage practical works are and some information about the launch event.

### Signage:

- Timber/Bespoke: Timber signage has been installed between Winterton and Sea Palling. Any outstanding and/or additional installations will be completed during early October.
- Town/Urban Signage: Roadside pointers have been delivered and installed at locations in Gorleston and Great Yarmouth, supplemented in some locations by waymark stickers (outstanding sticker signage to be carried out during October). NCC Streetworks will assist with the installation of additional posts to facilitate the urban signage at agreed locations in Great Yarmouth and Gorleston. Date for works to be advised.
- Heritage Signage: To be installed at St George's by NCC Streetworks. Date for works to be advised.
- Interpretation Notices: All notices advising of alternative routes affixed to uprights. Advisory notices adjacent to farmland/livestock to be affixed to new infrastructure.
- Roundel stickers for use on the alternative route through Hopton Holiday Village to be attached to existing Park infrastructure.

### Vegetation Cutting Contract:

The route between Sea Palling and Horsey has been inspected for future vegetation management. The cutting contract detail will specify the length of cut in metres, the width of cut required, machinery to be used and a brief description of works including access points, etc. Accompanying map extracts will also be produced to sit next to the specification.

Following email correspondence with Great Yarmouth Borough Services (GYBS), an overgrown section of the route at West Quay in Gorleston (adjacent to Riverside Road) has now been cleared of all encroaching side vegetation. At a recent meeting GYBS have agreed to maintain this small section, ie carrying out weed control, as part of their general

maintenance regime.

#### Gorleston Steps:

The Environment Agency has confirmed that as works will be carried out on a redundant defence, a permit will not be required. Quotes for the installation/construction of 3 small pre-cast staircase systems have been requested from local contractors.

#### Infrastructure Works:

Vegetation/Line Clearance: The mechanised cut at Sea Palling/Waxham was completed between 13-15 September creating new access at the foot of the dune. The tractor carried out 2 full cuts through dense blackthorn and brambles to leave a 2-3 metre wide corridor, which was followed by a manual tidy up and a controlled burn of the brash on site using sledges.

#### Launch Event:

Invitations have been circulated and responses are being collated. A second visit was arranged to view St George's to discuss the layout, preferred point of access for guests and other general requirements.

The catering will be supplied by "The Patio", a small café situated opposite St George's – the Patron regularly caters for events at the Theatre. Menus have been discussed and the number of guests/final requirements will be confirmed by 14 October.

A selection of professional photographs suitable for use at the launch event have been forwarded to NE. Additional photographs of the recent clearance works plus any other new installation works will also be shared.

**Recommendations: The LAF note the report.**

## Officer Contact

If you have any questions about matters contained in this paper please get in touch with:

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# Norfolk Local Access Forum

Item No. 11

|  |                             |
|--|-----------------------------|
| <b>Report title:</b>   | <b>NLAF Website</b>         |
| <b>Date of meeting:</b>  | <b>12 October 2016</b>      |
| <b>Responsible Chief Officer:</b>  | <b>Kirsty Webber-Walton</b> |
| <b>Strategic impact</b><br>Developing the NLAF's web presence is important to improve approachability and visibility to the public. The communication channel between the LAF and the general public needs to be opened up and promoted more widely. |                             |

## Executive summary

In order to increase the "visibility" of the NLAF and enhance the ability to promote it, members' profiles are being added to the corporate website pages at [www.norfolk.gov.uk/nlaf](http://www.norfolk.gov.uk/nlaf) in accordance with the permissions given by individual members when they were (re)appointed.

However, the NCC corporate committee pages are not user friendly and do not make for a strong LAF presence. The corporate web team will not allow us to duplicate information that already exists on the website and so we are restricted to the CMIS system.

Being an independent committee with its own identity and strong remit, the LAF deserves a better positioning in the public web arena. This would require externalisation.

The LAF are asked their opinion on this and how it might link to the Pathmakers web presence.

**Recommendations: LAF note the website update (CMIS) and discuss the merit in externalising the LAF website to strengthen its presence.**

## Officer Contact

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

If you have any questions about matters contained in this paper please get in touch with:

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