

Norfolk Local Access Forum

Date: **Wednesday, 18 July 2018**

Time: **10:30**

Venue: **British Trust for Ornithology Offices, The Nunnery,
Thetford, IP24 2PU,**

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

Membership

Martin Sullivan (Chairman)

Chris Allhusen (Vice-Chairman)

David Ansell

Tim Bennett

Julie Brociek-Coulton

Victor Cocker

Geoff Doggett

Fabian Eagle

Mike Edwards

Seamus Elliot

Ken Hawkins

David Hissey

Pat Holtom

Kate Mackenzie

Ann Melhuish

Paul Rudkin

George Saunders

Jean Stratford

Ex-Officio Member (Non-Voting):

Simon Eyre: 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

Under the Council's protocol on the use of media equipment at meetings held in public, this meeting may be filmed, recorded or photographed. Anyone who wishes to do so must inform the Chairman and ensure that it is done in a manner clearly visible to anyone present. The wishes of any individual not to be recorded or filmed must be appropriately respected.

A g e n d a

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

2. To confirm the minutes of the meeting held on 18 April 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

- 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.

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

5. **Public QuestionTime**

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

Please note that all questions must be received by the Committee Team (committees@norfolk.gov.uk) by **5pm Friday 13th July 2018**. For guidance on submitting public question, please view the Consitution at www.norfolk.gov.uk.

6. **Sub-groups (Permissive Access; PROW; NAIP)**
Report by Assistant Director Heritage and Culture

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7. **Pathmakers**
Report by Assistant Director Heritage and Culture

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16. Access aspects of the Brecks Fen Edge and Rivers (BFER)	Page 217
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17. Joint working between the local LAfs (Norfolk Suffolk and Broads)	Page 219
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Chris Walton
Head of Democratic Services
 County Hall
 Martineau Lane
 Norwich
 NR1 2DH

Date Agenda Published: 10 July 2018



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Norfolk Local Access Forum
Minutes of the Meeting Held on 18 April 2018
at 10.30am in the Edwards Room, County Hall

Member:

Martin Sullivan - Chairman
Chris Allhusen – vice-Chairman
Geoff Doggett
Mike Edwards
Seamus Elliott
Ken Hawkins
David Hissey
Pat Holtom
Ann Melhuish
Paul Rudkin
George Saunders
Jean Stratford

Representing:

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

Officers Present:

Sarah Abercrombie
Andrew Hutcheson

Su Waldron
Matt Worden
Russell Wilson

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

1. Apologies for Absence

- 1.1 Apologies were received from Tim Bennett, Cllr Julie Brociek-Coulton, Victor Cocker and Seamus Elliot.

2. Minutes of the last meeting

- 2.1 The minutes of the meeting held on 7 February 2018 were confirmed as a true record and signed by the Chair.

3. Declarations of Interest

- 3.1 There were no interests declared.

4. Items received as urgent business

- 4.1 There had been no items of urgent business received.

5. Public Question Time

5.1 No public questions were received.

6. NLAF Subgroups' updated Terms of Reference

- 6.1 The Forum received the report which included the terms of reference for the sub-groups of the NLAF; Public Rights of Way subgroup, NAIP subgroup, Permissive Access subgroup). The change reflected the closer working relationship between the Pathmakers (CIO) and the NLAF.
- 6.2 The Forum **AGREED** the terms of reference for each of its sub-groups and **NOTED** Pathmakers terms of reference.

7. NLAF Response to DEFRA Consultation

- 7.1 The Forum received the report which contained a draft response from NLAF to Defra on its consultation paper 'Health and Harmony; the future for food, farming and the environment in a Green Brexit'.
- 7.2 It was noted that County Councillors had been invited to an event the following week to express their views on the Defra consultation. The NLAF agreed that there was a need to submit a separate consultation to NCC as the needs and views would be slightly different.
- 7.3 The NLAF agreed to display their comments on Huddle to encourage other organisations to respond.
- 7.4 The Forum had a short discussion regarding the phrase 'public access' and 'public rights of way' as there had been confusion in a previous consultation. It was hoped that it would be clarified in the current consultation.
- 7.5 The NLAF **AGREED** that the draft response as noted in the report would be the final response sent to Defra.

8. Countryside Access Arrangements Update

- 8.1. The NLAF received the report which addressed 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.
- 8.2 The Area Manager for the south region reported that there had been improvements made to the web form which now gave context around the enquiries received. There were still some improvements to be made which would be carried out.
- 8.3 The Norfolk Trails Team Leader informed the members that a procurement exercise was currently underway for tablets which would be given to cutting contractors. This would give live information how cuttings were progressing. It would likely to increase reported issues but there would be more people who would be able to rectify the issues. It was also hoped that the parish councils would be able to see what stage the cuttings were at.

8.4 Members asked if the statistics could be more detailed, such as paragraph 2.1, to give a clearer picture as the timescale of a year was too wide. Some banding would be useful and this was agreed to be added.

8.5 The NLAF **NOTED**:

- The progress made to date since the countryside access posts were introduced.

9. Community Friends' Walks

9.1. The NLAF received the report from the chairman which reported that Pathmakers, the charitable arm of the Norfolk Local Access Forum had been awarded £10,000 through the Ordnance Survey's 'Geovation' Fund, to develop a business idea to develop an innovative pilot walking scheme referred to as "Community Friends' Walks".

9.2 The Forum heard that more grants could be available through this means as the scheme was developed. The initial £10k was awarded for the pilot project which was estimated as taking approximately 6 months, with further monies available for an additional year. Eventually it was hoped that it would be a buy in scheme with individuals paying through their personal budgets.

9.3 The geographic area was decided due to health inequalities; Mile Cross had stark and numerous health inequalities whereas Drayton had amount of cancer and heart disease. It was hoped that whereas Mile cross would be a 'push' approach, Drayton would be a 'gentle nudge' approach.

9.4 Members suggested applying to the heritage Lottery Fund for larger amounts as they were keen to fund walking for the community.

9.5 The NLAF **AGREED**:

- To offer continuing support for Pathmakers as it continued to develop "Community Friends Walks."

10. England Coast Path – Weybourne to Hunstanton

10.1 The NLAF received a presentation from the Norfolk Trails Team Leader explaining Natural England's proposals concerning the Weybourne to Hunstanton stretch of the England Coastal path.

10.2 It was explained during the presentation that any comments regarding the proposal needed to be fed back to Natural England as it was their process. Any comments should be about the reasonableness of the proposed route, not the legislation under which the process had been carried out.

10.3 Cllr Marie Strong expressed concern for some of the proposed changes concerning access on behalf of her constituents.

10.4 Some members of the Forum expressed the need in the consultation for terms to be public friendly in order for members of the public to be able to give their feedback.

10.5 The NLAF **AGREED**:

- To convene a working group to submit a response to Natural England on behalf of the NLAF by the deadline of 16 May 2018. The working group members would be Geoff Doggett, David Hissey, Martin Sullivan, Ken Hawkins. Cllrs Marie Strong, Hilary Cox and Andrew Jamieson would attend meetings of the subgroup.

11. Recycling the Railways


- 11.1 The NLAF received the report which updated them with progress of the feasibility project to bring disused railways, and other un-used parts of the transport network back into full-use as cycling and walking routes.
- 11.2 The Environment Manager informed the NLAF that current proposals would keep the land open (and not preclude the potential to reinstate train track in the future).
- 11.3 The intention was to publish the outcome of the feasibility project in March 2019.
- 11.4 The stretch through Hunstanton would take people from the Coastal Path inland to key visitor attractions.
- 11.5 The funding received as outlined in the report was being spent on three specific stretches with a fourth aspect of looking at the network as a whole.
- 11.6 The NLAF;
 - **AGREED** to endorse the feasibility project and that the members would take up opportunities to become involved with the project as it progressed.

Dates of future meetings:

18 July 2018	10:30	Cranworth Room, County Hall
24 October 2018	10:30	Edwards Room, County Hall

The meeting closed at 11:25pm

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

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Norfolk Local Access Forum

Item No.

Report title:	Sub-groups (Permissive Access; PROW; NAIP)
Date of meeting:	18 July 2018
Responsible Officer:	Steve Miller, Assistant Director, Culture and Heritage
Strategic impact Activities since the last NLAf meeting by the NLAf's 3 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 3 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 notes the date for the Parish Council seminar and
- (ii) agrees to taking forward a volunteer co-ordinator project.

1. Proposal

- 1.1 The PROW subgroup met on the 18 June 2018 (see Appendix 1 for minutes from the meeting).

Key points:

The first of 3 Parish Council seminar events would run on 23rd October 2018 in the afternoon in North Walsham (The Atrium).

A project to explore a volunteer co-ordinator role was put forward: this role was deemed key to developing successful volunteer activity.

- 1.2 The Permissive Access subgroup's Chair has established a permissive route at Bradenham and will update the meeting on the case study.

- 1.3 The NAIP subgroup met on the 22nd June 2018 (see Appendix 2 for minutes from the meeting) to discuss next steps with production of the NAIP following the end of the 12 week public consultation on the draft document. The NAIP is covered in more detail in further NLAf agenda item (at this meeting).

Key point:

Comments received during the consultation will be considered by the NAIP subgroup and integrated into the plan where appropriate and the plan will be completed for sign off at the 24th October 2018 NLAf meeting.

2. Evidence

- 2.1 See proposal (and Appendices).

3. Financial Implications

3.1 None.

4. Issues, risks and innovation

4.1 None.

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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NORFOLK LOCAL ACCESS FORUM
Public Rights of Way Subgroup Agenda
Date: Monday 18 June 2018 **Time:** 2pm - 4pm

Venue: County Hall

Sub group members	
Keith Bacon (KB)	CPRE Norfolk, Broads LAF
Neil Cliff (NC)	U3A
Vic Cocker (VC)	Norfolk Local Access Forum
Ken Hawkins (KH) (Chair)	Norfolk Local Access Forum
Ann Melhuish (AM)	Norfolk Local Access Forum, Pathmakers
Ian Mitchell (IM)	The Ramblers
Jean Stratford (JS)	Norfolk Local Access Forum
Martin Sullivan (MS)	Norfolk Local Access Forum
Officers in Attendance	
Matt Worden (MW)	
Andy Hutcheson (AH)	
Sarah Abercrombie (SA)	

1	Introductions and apologies for absence Apologies from Ann Melhuish, Ian Witham and Helen Leith
2	Minutes of the meeting on 19 March 2018 – the minutes were approved as a correct record
3	NLAF Minutes of the meeting on 18 April 2018 Minutes now circulated
4	Future work of the Public Rights of Way Subgroup 4.1 Re Partnership Working. NC commented on the value of volunteers and schemes such as the Parish Paths Partnerships run in Bedfordshire. VC pointed out that the perspective of volunteers is different to those of users of PROW. It was agreed that a volunteer coordinator was key to successful volunteer activity. Involvement of Parish and Town Councils would be valuable. 4.2 Re Strategic Vision for Norfolk. The value of PROW for walking and cycling to both the health of users and to the visitor economy is increasingly recognised. Communicating this to the wider public and key stakeholders is important with a clear agenda. 4.3 Re The Way Forward. 4.3.1 A seminar focussed on economic value and health benefits should be proposed with the aim of getting more people active and walking and attracting more people to Norfolk. 4.3.2 An “ideas” group to be proposed with representatives from tourism, health and NCC to consider a vision for Norfolk and the value of volunteering and the way forward for a volunteering scheme with a coordinator. 4.3.3 The Parish Paths Seminar should be used to engage Parish and Town Councils in the process
5	Matters arising from the minutes, not otherwise on the agenda
5.1	Staff family tree (4.1): An updated version of the Environment Staff Team

	plan is available
5.2	NAIP (4.2): Initial results from the Consultation feedback show 84 respondents, 65 individuals and 19 organisations (this will be further updated with details for the NAIP sub-group)
5.3	Pathmakers (4.3): Pathmakers will be involved in development of ideas, potential projects and funding for projects
5.4	Terms of reference (4.4): KH updated the NLAF had now adopted the PROW Sub-Group Terms of Reference
6	Countryside Access arrangements
6.1	General update: MW just returned from holiday – full report to follow for NLAF, including content from the Trails Team. It was confirmed that this report should come to the PROW Sub-Group before the NLAF.
6.2	Enforcement - Public footpaths through fields: MW explained that NCC talk to the landowner and encourage them to take action as a first step, followed by a letter if no action taken and this usually gets results. Legal action is only taken as a last resort as it is expensive and time consuming. It is also possible under the Highways Act for Parish Councils or users on foot to take direct action to provide access.
6.3	Online reporting system (minute 5.3): MW explained there are further improvements to the system and he will update as part of the NLAF report
6.4	Earsham footbridge (minute 5.4): AH explained that Norfolk Trails as part of their responsibility managing Angles Way, have been talking to the NCC Bridges Team. However replacement and decommissioning are expensive with no budget to fund it. They are doing an options appraisal and will report back to the next meeting.
6.5	The Ramblers' Pathwatch reports (minute 5.4): AH reported that these are useful and are being used to inform the creation of Norfolk Trails circular walks
6.6	Access seaward of the England Coast Path (minute 8.1): AH reported that Norfolk Trails have reviewed the signage for Trimmingham Footpath 8, where the footpath runs to the cliff edge, through 'spreading room', and have decided that the signs should stay as they are on health and safety grounds.
6.7	Thompson (Pockthorpe Lane to Sparrow Hill): MW is not aware that there have been any objections, though the Order is still open to comment.
6.8	Any other issues
	6.8.1 England Coast Path Stretch 3 Route Consultation. The NLAF has made a response as has Norfolk County Council. A key element of the response is the inadequacy of funding from Natural England for the creation of the proposed route.
	6.8.2 Issue at Stow Bedon. MW explained that discussions are ongoing with the land owner to resolve the issue.
7	Parish Council seminars - see minute 6
	To consider arrangements (see Appendix) It was agreed that an event in late October in the Atrium in North Walsham should be planned. Date to be confirmed (now 23 rd October 2018 in the afternoon).

8	Claims for lost paths ('2026')
8.1	The response to the LAF's request regarding the Council's approach to Definitive Map Modification Orders (minute 7.1) was received. The statistics provided suggested that there had not been a large negative impact on claims, though KB pointed out that the policy meant that there were no representations in the public interest. KH pointed out that the NLAF letter requested a review of the policy and this had not taken place. It was agreed to take it back to the NLAF to ask again for this review.
8.2	The response to the request regarding the logging of claims for Definitive Map Modification Orders (minute 7.2) was received. KB was concerned that in the run up to 2026 NCC will be very understaffed. There was also concern expressed that for those where there is evidence from users, if applications are logged and dealt with as they come in, users may no longer be alive to give evidence by the time a claim is brought forward. There should be some mechanism for prioritising these in a different way. AH commented that this is also subject to the Deregulation Bill which is yet to be defined in a Statutory Instrument.
9	Partnership and Community Working There were no issues from represented organisations (CPRE, OSS, The Ramblers, U3A).
10	Reports from NCC Officers There was no other updating information of relevance to the sub group.
11	Date of next meeting 17 September 2018, at 1400.

Appendix

Proposals for Parish Council seminars

Already agreed

- 3 events, one in each of the Highways management areas
- during 2018, originally agreed spacing to adjust subsequent events in light of experience of earlier ones
- information to be provided ahead of the meeting covering: definitions ('what are PRoW'); the volunteer handbook (based on the Norfolk Trails volunteers' handbook); parish path partnerships

Aim

- to build up a network of people interested in monitoring and maintaining publically available paths (primarily rights of way and promoted routes)

Attendance invited

- relevant LAF personnel
- NCC officer, including the Countryside Access Officers
- parish/town representatives (Clerks, Councillors, Footpath Wardens as appropriate)
- Trails volunteers
- The Ramblers, OSS, U3A, CPRE, WaW towns

Agenda content

- sources of information (to head off issues that can be resolved already)
- survey of current activity - by NCC, parishes/towns, The Ramblers, any others?
- review of action from 2016 Parish Paths Seminar report
- current volunteer network(s) and proposals to unify
- Pathmakers and HLF
- possible separate session/stand for registering specific issues
- the on line reporting system
- others?

Dates and venues

- to be agreed

NORFOLK LOCAL ACCESS FORUM

NAIP Subgroup Outcomes

Date: 22nd June 2018 **Time:** 1030 - 1230

Venue: County Hall Floor 6, Room 1

Sub group members	
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
Keith Bacon (KB)	Broads Local Access Forum
Invited	
Su Waldron (SW)	Project Officer, NCC
Sarah Abercrombie	Green Infrastructure Manager, NCC
Apologies	
Geoff Doggett (GD)	
Andy Hutcheson (AH)	Countryside Manager, NCC
Russell Wilson (RW)	Senior Trails Officer, NCC

Item	What	Who
1. (30 mins)	<p>Summary report (on the consultation)</p> <p>Responses from the Citizen Space consultation</p> <p>The meeting looked at:</p> <ul style="list-style-type: none"> (i) the draft report on the consultation exercise (ii) the Citizen Space Report (quantitative data) and (iii) the spreadsheet with many tabs, collating the subjective, qualitative information from the Citizen Space consultation. <p>Outcomes:</p> <p>1.1 The meeting agreed that the report on the consultation would be for NCC and the public and would demonstrate due process. The report should be short.</p> <p>1.2 Members of the NAIP subgroup kindly agreed to assist with looking through information received during the consultation to establish which comments would need addressing/integrated within the plan.</p> <p>Subgroup members agreed to help with topics/user groups as follows:</p> <p>David Hissey: Cyclists; active travel; young people</p> <p>Ken Hawkins: Walking; infrequent users</p>	

	<p>Pat Holtom: Business; Landowners; Environment; Access to water</p> <p>Paul Rudkin: Landowners; planners, historic environment; Access to water</p> <p>Seamus Elliott: Health and wellbeing, community; coastal</p> <p>Martin Sullivan: Equestrian; MPV; all abilities access</p> <p>All to look through their relevant tabs (as above) and evaluate each comment, assessing it as follows:</p> <p>(i) incorporate;</p> <p>(ii) reject;</p> <p>(iii) refer elsewhere;</p> <p>and a column for notes</p> <p>All agreed that in addition to the above that they would trawl the tabs of more generic information for further points of relevance to their allocated user group.</p> <p>SW to prepare a 'bespoke' spreadsheet for each person (and also including an extra column) to make it easy to make the comments (and to collate them afterwards).</p> <p>SW to send through paper copy of the NAIP document and spreadsheets to DH; KB and SE.</p> <p>SE said he would make his assessment on paper rather than using the spreadsheets.</p> <p>SW to send the Statement of Action spreadsheet through to each NAIP subgroup member as a direct attachment (reducing the filesize).</p> <p>PH/PR said they would like to work at County Hall on 29th June at 0930 to work together on the analysis of their topics/user groups and consult with relevant NCC officers as available. SW to arrange desking/computer etc.</p> <p>All other NAIP members said they would like access to a named NCC officer to consult for advice as they worked through the comments. SW to investigate and arrange.</p> <p>All to send through to SW their reviewed spreadsheets for collation.</p>	
2. (30 mins)	<p>Statement of Actions</p> <p>The meeting looked at comments from the Stakeholder</p>	

	<p>Engagement event which had been collated on the Statement of Actions spreadsheet and recommendations received from NCC officers/Public Health (appended).</p> <p>Outcomes</p> <p>2.1 NAIP subgroup members kindly agreed to look through all the tabs on the Statement of Actions spreadsheet (which incorporates comments captured during the Stakeholder Engagement event), checking the comments submitted during the event for further points relevant to their agreed topics/user groups.</p> <p>SW to supply the spreadsheet to each member of the group with further columns added to enable notes to be recorded.</p> <p>KH said it would be important to have a mechanism to flag up all comments dealt with to ensure that none had not been attended to).</p> <p>2.2 The meeting agreed to reconvene shortly to review progress and to tackle the Statement of Actions – 9am on 18th July at the BTO offices just prior to the NLAf meeting was agreed.</p>	
3. (20 mins)	<p>Targets for the Community-led access network Statement of Actions Theme</p> <p>Both KH and PR had kindly prepared some thoughts about the targets for the meeting and will send through to SW.</p> <p>The meeting agreed to return to the Statement of Actions at the next meeting.</p>	
4. (20 mins)	<p>Timeline</p> <p>The meeting agreed that it would not be possible to complete the analysis of the responses received within the planned timescale (which would have required the document to have been finished by 28th June to meet the deadline for paperwork for the 18th July NLAf meeting).</p> <p>Instead, the meeting agreed that the NAIP would be completed in time for sign off at the 24th October 2018 NLAf meeting (with EDT committee sign off on 9th November).</p>	

Recommendations – NAIP Statement of Actions (NCC Senior Officers and Public Health)

- 1) ANGst map to be redone with clearer indication of Trails and circuits superimposed
- 2) Simplify objectives on the SOA spreadsheet – too much detail
- 3) Plan needs a glossary – TAMP, CRM etc
- 4) Reconsider where education fits – could be moved to interpreting section
- 5) NAIP subgroup to focus on community access network
- 6) Senior officers to help with baseline figures.
- 7) Outputs to be renamed Outcomes throughout
- 8) Public Health: suggest using data and evidence from Active Norfolk (Norfolk Insight) to develop actions for geographical areas that could be tackled through the use of Trails/PROW

Help for NAIP subgroup (all tbc)

Who	Topics/user group	NCC help (all tbc)
MS	Equestrian; MPV; all abilities access	Russell
PR	Landowners; planners; historic environment; Access to water	David White/ Martin Horlock
PH	Business; Landowners; Environment; Access to water	Sarah A
SE	Health and wellbeing; Community; Coastal	Sarah A
KH	Walking; infrequent users	Russell
DH	Cyclists; Active Travel; Young people	Mike A

Norfolk Local Access Forum

Item No.

Report title:	Pathmakers
Date of meeting:	18 July 2018
Responsible Officer:	Steve Miller, Assistant Director, Culture and Heritage
Strategic impact Pathmakers is the charitable arm of the Norfolk Local Access Forum.	

Executive summary

An update on Pathmakers is provided for the full NLA Forum membership.

Recommendation:

That the NLA Forum notes the update from Pathmakers, and offers support for the work ongoing.

1. Proposal

- 1.1. Pathmakers held a meeting at the Marlpit Community Centre on 23rd May 2018 which included a site visit to Marriott's Way, where their project, "Community Friends Walks" funded through the Ordnance Survey 'Geovation' Fund will be delivered (through the NCC Marriott's Way HLF project). See Appendix 1 for the minutes from the meeting and Appendix 2 for an overview of the Community Friends Walks project.

2. Evidence

- 2.1. Please see Appendix 1 and Appendix 2

3. Financial Implications

- 3.1. None

4. Issues, risks and innovation

- 4.1. None

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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Agenda

23rd May at 1030 to 1300 Marlpit Community Centre

Invitees:

Trustees:

Martin Sullivan (Chair); Ann Melhuish; George Saunders; Seamus Elliott; Kate MacKenzie; Jenni Turner

Apologies: Pat Holtom; John Jones;

Guests

Sarah Abercrombie

Su Waldron

Sophie Cabot (Marriott's Way HLF project – and Geovation camp attendee)

1. 1030 – 1035 Minutes from previous meeting (ALL)

1.1. Re point 2.3 a report was still outstanding on the NANSA audits. SW to ask RW.

1.2. SE said that the Pathmakers FSI training on fundraising he'd attended had been excellent. The main take-out message had been that fundraising and marketing must be considered together and that Pathmakers must have a clear 'elevator speech' (getting the message across in 1 minute). SE happy to lead on a session (and to write a briefing note beforehand using information from the FSI training) to produce this key marketing tool: suggest using part of the forthcoming 10th July AGM to work on this jointly (all trustees)

1.3. Business cards. [Draft](#) for approval. GS suggested that the words 'registered charity number' were added. SW to get quote for printing. ALL to approve.

2. 1035 – 1040 [Treasurer's update](#) (SE)

2.1. SE asked SW to set up meeting with NCC auditor to help with auditing the financial report for 2017/18.

3. 1040 – 1045 Communications Group update (KM, GS, SE)

3.1. KM reported that the comms group would be meeting in the near future.

4. 1045 – 1050 GDPR

4.1. Not covered during meeting – **note for next meeting.**

5. 1050 – 1055 UEA Environment students' consultancy projects to support project development for Pathmakers (update) (JT)

5.1. JT gave summary updates on all Pathmakers student projects (executive summaries of each [here](#)).

5.1.1. Project 1: Eddie Wu (Fakenham). Had made a site visit and surveyed local residents. Most of those surveyed walked for up to 3 miles and reported a deficiency in opportunities to the north of Fakenham. Population did not want to see an increase in use of current paths but favoured more paths to the north, with circular walks up to 3 miles popular. 950 dwellings, with 2,000 further residents going in between existing town centre and the road ringing the town to the north. Challenges in getting people safely across the road. [Summary](#)

5.1.2. Project 2: East Lynn – Ben Plummer. Interviewed 50+ residents. 765 were active, but not necessarily on Norfolk Trails. Many realised they needed to be more active. Low awareness of opportunities afforded by trails noted, with better signage (and also maintenance) needed. [Summary](#)

5.1.3. Project 3: Schools in North Walsham area. Sian Poole. Problems in getting schools to respond. Schools contacts reported that lack of transport to get children to a trail is an issue - need to factor this in (significant barrier to engagement). Plus small children often need access to toilet facilities. However, potential to focus on aspects like wellbeing and the outside curriculum. [Summary](#)

5.1.4. Poringland and Framlingham Earl. Focus on cycling and investigating the use of trails for commuting. Concerns expressed about safety (what happens when you come off the trail in all the busy traffic of Norwich). Plus concerns about storage of bikes. [Summary](#)

5.1.5. Hunstanton – saga group. Jack Henry. Interviewed 51 people, 27% of whom said they would consider using the trails. Suggestion that the trails were incentivised – adding value to a trip eg birdwatching, or charity walking, coastal walks. [Summary](#)

5.1.6. JT said that the students would appreciate a 'thank you' from Pathmakers: **all trustees involved to do so as follows:**

SE to thank Sian Poole (Schools in North Walsham)

MS to thank Eddie Wu (Fakenham)

GS to thank Jack Henry (Hunstanton/Saga group)

AM to thank Ben Plummer (East Lynn)

PH to thank Emma Mumby (Poringland/Framlingham Earl)

All trustees to send through thanks to Jenni for her to pass on to the students

5.1.7. The trustees thanked JT very much for arranging the opportunity which would provide invaluable support for funding bids and hoped that there would be the chance to be involved with more student projects again next year.

6. 1055 – 1100 Coastal Communities Fund bid (SA) (update)

6.1. SA said that the Coastal Communities Fund bid had been submitted. Will find out more in July.

7. 1100 – 1110 HLF Resilient Heritage application. (SW). Agreement on trustee lead areas.

7.1. The trustees present agreed on areas they would lead on for the project as follows:

Area	Lead trustee
Finance	Seamus
Business planning	Pat
Fund raising	Seamus
Comms/awareness raising	George S and Martin
Managing and coordinating vol groups	Kate
Project development and management	John
Managing relationships with partners	Ann
Pathmakers role within the NAIP	John

7.2. Project plan and draft bid links

7.3. **SW to report back on progress with submission at the earliest opportunity.**

8. 1110 – 1130 Geovation project update "Community Friends' Walks" (SC/KM/MS/JJ).

8.1. SC went through details of the project outputs, budget (see next point for links to files). The project will gather sufficient evidence to enable a further bid to Geovation for money to develop the end-user app.

8.2. The trustees agreed (SE proposed and KM seconded) that the project would be delivered by NCC Environment Team through the Marriott's Way HLF project (Trails Trainee Ella Meecham would be appointed to undertake the work) and agreed the project plan and budget. SE asked who would be the overall leader for the project and SC confirmed that she would be. On behalf of all trustees present, MS signed the [appointment letter](#) and project outline. The trustees agreed the [budget](#). **SW to send off the project plan, appointment letter and budget to Geovation for them to release the funds to Pathmakers.**

8.3. SC said that trustees would be most welcome to undertake walk leader training through the project - **if interested, trustees should confirm to SC at the earliest opportunity.**

9. 1130 – 1230 Site visit/walk on Marriott's Way.

The trustees walked to Marriott's way from the Marlpit centre to view work in progress to clear vegetation from the site of Helledson Station. SC provided archaeological commentary.

10. 1230 – 1300 Refreshments (please bring your own lunch), AOB and DONM

10.1. DONM will be the Annual General Meeting, set up for Tuesday 10th July at 1030 to 1230 (Colman Room, County Hall).



|| May 23, 2018

OVERVIEW – COMMUNITY FRIENDS WALKS

1. Project Background and Description

Following the Geovation workshop in January where further work was done by Trustees on the Community Friends Walks idea. They proposed

- Pilot in a limited geographical area, already identified as being the Northern Norwich and Suburbs section of Marriott's Way.
- Identify and recruit 'Friends' organisations
- Review, and if required tailor, NCC accredited walk leader training
- Create a new, user friendly digital interface
- Work on NHS metrics/value demonstration in detail
- Develop a referral mechanism for individual 'Friends' and groups.

£10,000 was awarded to scope the project idea

2. Project Scope

This stage of the project will be to build the relationships required with external 'Friends' organisations, and to develop a concept and feasibility for a digital interface - a Pathmakers Community Friends App - using the Marriotts Way Trail and circular walks area to test the concept.

3. High-Level Requirements

The new application should include the following:

- Ability to allow users to access the application without unnecessary software or data use
- Ability to interface with other applications, including screen readers.
- Maximum consideration to usability/accessibility for a range of needs and abilities

4. Deliverables

A feasibility study for a Community Friends App with 6 tested study routes and a brief including branding for system designers

5. Implementation Plan

1. Pathmakers Trustees to research existing information with technical support from Norfolk County Council:
 - Norfolk Biodiversity Information Service – mapping of environmental infrastructure
 - Norfolk Trails – mapping of Trails and Circular routes

- Norfolk County Council GIS team – mapping of bus routes, highways, public rights of way
 - Active Norfolk – mapping of population, health needs
 - Existing Walking Apps
2. Appoint Officer
 3. Stakeholder workshop to develop concept and establish questions to be answered
 4. Consult with Geovation/ existing system designers to flesh out possibilities/ what they would need
 5. Select 6 circular routes and develop system to test routes with potential users
 6. Pathmakers Trustees to test routes with groups of users, identifying existing features both cultural and facilities such as cafes, bus stops, benches as well as gaps where potential improvements could be made
 7. Design brief for system designers with branding guidelines and get quotes
 8. Draft final report/ feasibility study
 9. Final seminar/workshop – present findings

6. Timeline

July 2018 Research existing offer

August 2018 Appoint Officer

September 2018 Stakeholder Workshop

October/ November test routes

Draft feasibility report

January 2019 Final workshop

APPROVAL AND AUTHORITY TO PROCEED

We approve the project as described above, and authorize the team to proceed.

Name	Title	Date

Approved By

Date

Approved By

Date

Norfolk Local Access Forum

Item No.

Report title:	Progress with the Norfolk Access Improvement Plan (NAIP)
Date of meeting:	18 July 2018
Responsible Officer:	Steve Miller, Assistant Director, Culture and Heritage
Strategic impact Under sections 60(3) and (4) of the Countryside and Rights of Way Act (2000) (CROW Act), Norfolk County Council (as Highway Authority for Norfolk) is required to create a Rights of Way Improvement Plan which sets out priorities for improving the rural and urban access network.	

Executive summary

The Norfolk Access Improvement Plan – “NAIP” (which incorporates Norfolk Rights of Way Improvement Plan) has been drafted to replace the previous 10 year plan, which was reviewed as required under the CROW Act.

Norfolk County Council consulted on the draft NAIP between 16th March 2018 and 15th June 2018. Comments were fed in through:

- (i) a structured stakeholder event, which focussed on the Statement of Actions and sought help with identifying gaps and opportunities for collaboration. This was by invitation only.
- (ii) a Citizen Space public survey www.norfolk.gov.uk/naip which focussed on future user need, but gave the opportunity for comments on all parts of the plan. The survey link was widely promoted and available to all. Direct email feedback was accepted.

Recommendation:

That the NLAF notes work on the Plan and agrees to a revised timetable for completing the document, with sign-off by the NLAF on 24th October and approval from the EDT committee to follow on 9th November 2018.

1. Proposal

- 1.1. Members of the NAIP subgroup have provided invaluable support and advice for work on the NAIP.

At the last meeting of the subgroup (22nd June), which took place just after the consultation had closed, it was apparent that more time would be needed to evaluate the comments and integrate them into the plan. It is proposed that further time is spend evaluating the comments received.

2. Evidence

2.1. Stakeholder event results summary

- 151 people were invited and responses indicated that 42 people would attend. There were 41 actual attendees, representing:
 - University of East Anglia
 - Deepdale Backpackers and Camping
 - Norfolk Cottages
 - Marriott's Way project
 - Broads Authority
 - North Norfolk District Council
 - Norfolk Cottages
 - Norfolk Local Access Forum/Pathmakers
 - Charles Burrell Centre
 - Active Norfolk
 - King's Lynn and West Norfolk Borough Council
 - NCC Public Health
 - Trail Riders Fellowship
 - The Ramblers
 - CPRE
 - Active Trails
 - Walk Norfolk
 - NCC Highways
 - NCC Environment Team
 - NCC Norfolk Trails
 - NCC Community and Environmental Services Planning
- One district planner attended
- Natural England; Broads Local Access Forum; Walk Norfolk were expected to attend;
- 116 comments were captured on Post-its against the 8 Statement of Action Themes – See Appendix 1

2.2. There were 102 responses to consultation, of which 18 were manually input into the survey software to capture their qualitative information (because the responses were made by email). Of the 84 who made their response online, 68 agreed (strongly agreed or agreed) with the aims of the Plan. See Appendix 2 for a summary report from the online consultation.

The NAIP subgroup are assessing the responses. A further meeting of the subgroup is scheduled for 18th July to review progress and agree on actions to complete the whole document.

3. Financial Implications

3.1. None.

4. Issues, risks and innovation

4.1. None.

5. Background

5.1. There are two parts to the NAIP

(i) a review of the many achievements of the previous plan (Norfolk's Rights of Way Improvement Plan 2007 – 2017) including recommendations on future user need; and

(ii) a 10 year Statement of Actions organised under 8 umbrella themes (aims) to achieve:

- a well-managed access network;
- a well-connected access network;
- a well-protected natural and historic environment;
- a well-promoted access network;
- a well-informed access network;
- a community access network;
- a healthy access network and
- a valuable access network.

Aims of the NAIP

The NAIP's aims are to:

- Manage the countryside access network so that it is better able to meet the varying demands place upon it;
- Increase public, economic and environmental benefit;
- Seek the active involvement of communities;
- Take a collaborative and pragmatic approach to responsibilities and resources; and
- Increase investment in the countryside access network.

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 : Sarah Abercrombie

Tel No. : 224461

Email address : Sarah.abercrombie@norfolk.gov.uk



If you need this report in large print, audio, braille, alternative format or in a different language please contact 0344 800 8020 or 0344 800 8011 (textphone) and we will do our best to help.

Norfolk Access Improvement Plan 2018 - 2028: Statement of Actions: THEME (vi) - A COMMUNITY-BASED ACCESS NETWORK									
(vi) A community led access network									
<i>We will increase the involvement of communities in the development of their local access network working with parish councils, volunteers and other community organisations.</i>									
Objective/Action	OUTCOME	Baseline	Monitoring	Resources	Who lead/ partner	Timetable	Contribution Other Plans/ Priorities	NOTES FROM STAKEHOLDER EVENT	STAR RATING (STAKEHOLDER EVENT)
1. Engage user groups and communities in the management of the network								I live near Drayton and have been surprised ow many neighbours do not know about the Marriott's Way (Rosalind Bark)	
1.1 Management and support for community access network	Number of events for Parishes/ Parish schemes		0 Annual report - feedback		Norfolk Trails, Highways, NLAF, Pathmakers			Don't forget the businesses in the community. Hilary Cox Help commuities by equipping them with the necessary skills to improve access and use local PROWS	
1.2 Support volunteer networks	Highways Team; Norfolk Trails Volunteers		2 Annual report - feedback		Norfolk Trails, Highways, NLAF, Pathmakers			TRF are ?? Volunteer group to provide byway repairs. Mark Lindley	
1.3 Develop other volunteer opportunities	Friends Schemes	?	Annual report - feedback		Norfolk Trails, NLAF Pathmakers			In Leeds, a local wood had a volunteer group and signed volunteer opportunites in the wood. Rosalind Bark Opportunity to create volunteer holidays (as per the National Trust) - partner with accommodation providers to implement (Lucy Downing)	
1.4 Users, volunteers and communities represented on the Norfolk Local Access Forum advising Norfolk County Council about countryside access in Norfolk	Norfolk Local Access Forum meetings		Attendance and minutes of meetings		Democratic Services, NLAF and Norfolk Trails				
2. Engage community groups in project development and delivery								Happy to help with introductions to community groups in Thetford area. Tom Fadden Need to engage businesses in key local ares to establish ideas for projects (Lucy Downing) It is VITAL to involve the community/users in all aspects of promotion and take on board both positive and negative views. Local Groups, parish coundils, local organisations (Hilary Cox)	**
2.1 Develop ideas for projects benefitting the local area	Number of project ideas		Annual report - feedback		NCC, Districts and Parishes, NLAF, Pathmakers			Green Pilgrimage project will help develop and understand local benefits Social and economic benefits CSLRGE (?) UEA Disused railways	

Norfolk Access Improvement Plan 2018 - 2028: Statement of Actions: THEME (vi) - A COMMUNITY-BASED ACCESS NETWORK									
<i>(vi) A community led access network</i> <i>We will increase the involvement of communities in the development of their local access network working with parish councils, volunteers and other community organisations.</i>									
Objective/Action	OUTCOME	Baseline	Monitoring	Resources	Who lead/ partner	Timetable	Contribution Other Plans/ Priorities	NOTES FROM STAKEHOLDER EVENT	STAR RATING (STAKEHOLDER EVENT)
2.2 Support an independent Charitable Organisation (Pathmakers) in developing and funding community projects	Pathmakers Business Plan Meetings		Review of plan Meeting minutes		Norfolk Local Access Forum, Pathmakers				
Pathmakers Projects developed and delivered with users and local communities	Number of projects developed and delivered		Project monitoring and evaluation		Norfolk Local Access Forum, Pathmakers, Users and Communities				

Norfolk Access Improvement Plan 2018 - 2028: Statement of Actions: THEME (ii) - A WELL CONNECTED ACCESS NETWORK									
(ii) A well connected access network.									
<i>We will develop an integrated green infrastructure network of routes and paths that provide opportunities for all users, improve accessibility of the network and develop opportunities to connect with places of natural and cultural heritage for visitors or for work/education/recreation for residents.</i>									
Objective/Action	OUTCOME	Baseline	Monitoring	Resources	Who lead/ partner	Timetable	Contribution Other Plans/ Priorities	NOTES FROM STAKEHOLDER EVENT	STAR RATING (STAKEHOLDER EVENT)
1. Provide more opportunities to walk, cycle and ride								Maximise the county farm assets to develop the structure. Michael Rayner (CPRE): Try to ensure connectivity of trails with public transport - Peddars Way is particularly poorly served	
1.1 Increase the number of multimodal routes + 10 - SA to help with this.	<ul style="list-style-type: none"> funding applications for route improvements funding applications for route creation increase the length of the network + 100 miles 	700 kms trails x PROW - walking x kms cycle routes x kms bridle ways		DoT Sustainable Transport Fund			Norfolk Cycling and Walking Strategy	Both 1.1 and 1.2 should be easily attainable. Ian Mitchell. ECP -major mileage (see target under 1.2)	
1.2 Increase the length of the network + 100 miles								More than number of ?? of miles than about areas of county that are underserved (Rosalind Bark)	
2. Connect up rural paths to provide "green corridors" increasing the resilience of wildlife populations.								This would be greatly aided around Norwich by establishment of a Green Belt on the green wedges model based on green corridors. Michael Rayner	
2.1 Improve the connectivity between routes; Improve natural capital, landscape connectivity and ecosystem services.	x green corridors Replace dead trees and those threatened by pests, diseases and climate change to create continuity of habitat and landscape features			Trees Outside Woods Project Ash Die Back Project	Environment Team, NCC			County Farms Connect fragmented routes by improving poor paths (poor surface and access) with other routes ie pths beside roads and quiet country lanes eg Aylsham to Marsham to Hevingham to Felthorpe to Marriott's Way to link a mid-circuit loop. Jenni Turner Link with King's Lynn Transport strategy being prepared currently (Phil Shreeve)	***
2.2 . Improve the connectivity with schools, work places, market towns, businesses, key attractions	Green infrastructure plans, local plans 100 x circular and link routes x schools, x work places, x market towns, x businesses, x attractions		Delivery of plans	Community Infrastructure Levy Section 107			The Norfolk Trails Plan the AONB Plan - Access and Recreation Strategy the Broads Authority Plan - Integrated Access Strategy Greater Norwich Infrastructure Plan - Green Infrastructure Priority Corridors	this would encourage partents/residents to leave their cars at home and cycle /walk to school, shops work Yes, great! Get the teachers involved and identify links to the curriculum - fulfils 'understanding' in the well-connected workstation. Measure by numbers of school activities using the paths. Jenni Turner	***
3. Establish priorities for claiming/ recording historic routes	<ul style="list-style-type: none"> applications to record historical routes (by 2026) 		Annual review	voluntary organisations and other applicants	NLAF/ Ramblers/ NCC	2018 - 2026		Developing cost effective routes, identifying benefits to the whole range of users/potential users. Putting systems in place to measure benefits. Danyel Hampson	

Norfolk Access Improvement Plan 2018 - 2028: Statement of Actions: THEME (ii) - A WELL CONNECTED ACCESS NETWORK									
<i>(ii) A well connected access network.</i> <i>We will develop an integrated green infrastructure network of routes and paths that provide opportunities for all users, improve accessibility of the network and develop opportunities to connect with places of natural and cultural heritage for visitors or for work/education/recreation for residents.</i>									
Objective/Action	OUTCOME	Baseline	Monitoring	Resources	Who lead/ partner	Timetable	Contribution Other Plans/ Priorities	NOTES FROM STAKEHOLDER EVENT	STAR RATING (STAKEHOLDER EVENT)
4. Establish a structure and procedure for Permissive Access to private land in Norfolk	Plan for gaps in network where Permissive Access needed		Annual review		NNC/ NLAF				

Norfolk Access Improvement Plan 2018 - 2028: Statement of Actions: THEME (vii) - A HEALTHY ACCESS NETWORK									
<p>(vii) A healthy access network</p> <p><i>We will improve the health and wellbeing of users through active travel initiatives and leisure use of the access network.</i></p> <p><i>We will develop support and projects for those who would benefit from additional physical activity as identified in the Norfolk Public Health Strategy, particularly those not currently using the network.</i></p>								<p>NADIA JONES REWORDING SUGGESTION: "We will improve the health and wellbeing of users through initiatives which promote and demonstrate the benefits of physical activity to those not currently using the network. We will develop support and projects for identified groups to prevent ill health through active travel and physical activity as a leisure option for local people where health inequalities are prevalent."</p>	
Objective/Action	OUTCOME	Baseline	Monitoring	Resources	Who lead/ partner	Timetable	Contribution Other Plans/ Priorities	NOTES FROM STAKEHOLDER EVENT	STAR RATING (STAKEHOLDER EVENT)
1. Demonstrate the health value of the network	x number of people from target groups active x number of people say they have improved health		To engage and monitor activities using: • EU Health Economic Assessment Tool (HEAT) with UEA • Active Travel - travel diaries with UEA • Physical activity - pedometers -UEA • Health questions (EQ-5DTM) with UEA	Pushing Ahead	NCC/ Active Norfolk/ UEA	2018-2020		<p>Rewording of the header for this theme is needed - Nadia Jones</p> <p>Introduce a Norfolk health mascot for families/kids to engage with and to help communicate messages to get outdoors.</p> <p>Green pilgrimage</p> <p>UEA can help with measuring Green Pilgrimage (Danyel Hampson)</p> <p>UEA - Green Pilgrimage (Danyel Hampson)</p> <p>Green Pilgrimage - to September 2019 (Danyel Hampson)</p> <p>Green Pilgrimage connects with disused railways project. (Danyel Hampson)</p> <p>Positive health benefit of morocycle trail riding (Mark Lindley)</p>	
2. Develop project applications for funding support/ increased access for target groups								Active Norfolk have data on prevelent issues that physical activity can contribute to improving. Provision around access cold be targetted based on priritoes identified through this data.	
2.1 Develop projects to improve access opportunities for people with physical disabilities	Improvements to routes	Mileage - increase + 10%		Various projects	NCC/ Active Norfolk/ Pathmakers	2018-2020		<p>Projects need to enable unstructured self-motivated use of countryside in order to achieve sustainable difference</p> <p>Clear signage on Angles Way from Great Yarmouth to Burgh Castle is needed - remove gates (George Saunders)</p> <p>Tyrell's Wood - needs an accessible bridge (George Saunders)</p>	
2.2 Develop projects to improve access opportunities for people with mild to moderate mental health issues including dementia	Dementia Walks	None	No and length	SAIL	NCC/ Active Norfolk/ Pathmakers	2018-2020		Target local residents with demographic data	

Norfolk Access Improvement Plan 2018 - 2028: Statement of Actions: THEME (vii) - A HEALTHY ACCESS NETWORK									
<p><i>(vii) A healthy access network</i></p> <p><i>We will improve the health and wellbeing of users through active travel initiatives and leisure use of the access network.</i></p> <p><i>We will develop support and projects for those who would benefit from additional physical activity as identified in the Norfolk Public Health Strategy, particularly those not currently using the network.</i></p>								<p>NADIA JONES REWORDING SUGGESTION: "We will improve the health and wellbeing of users through initiatives which promote and demonstrate the benefits of physical activity to those not currently using the network. We will develop support and projects for identified groups to prevent ill health through active travel and physical activity as a leisure option for local people where health inequalities are prevalent."</p>	
Objective/Action	OUTCOME	Baseline	Monitoring	Resources	Who lead/ partner	Timetable	Contribution Other Plans/ Priorities	NOTES FROM STAKEHOLDER EVENT	STAR RATING (STAKEHOLDER EVENT)
2.3 Develop projects to improve access opportunities for the elderly	Outdoor activities for older people	Number of participants 500; Baseline 71% elderly population inactive: SAIL reduce to 35%	Number participants; % elderly population no longer inactive	SAIL	NCC/ Active Norfolk/ Pathmakers	2018-2020		Need targetted approaches for health and isolation (comment seconded by Stephen Hulme)	
2.4 Develop projects to improve access opportunities for families with young children	Activities and events	Number of participants		Marriotts Way	NCC/ Active Norfolk/ Pathmakers	2018-2020		Drayton accessibility ramps (Rosalind Bark) Social prescribing link/ with promoting messages	*
2.5 Develop projects to improve access opportunities for young people	Activities and events	Number of participants		Pushing Ahead	NCC/ Active Norfolk/ Pathmakers	2018-2020		Local knowledge shared in communities Statement of actions - address health inequalities Develop projects through primary school contacts (Ian Mitchell)	*
2.6 Develop projects to improve access opportunities for Black, Asian and minority ethnic groups	tbc							Work with NNDC. Dementia walks.	
2.7 Develop projects to improve access for schools	Activities and events	Number of participants		Pushing Ahead	NCC/ Active Norfolk/ Pathmakers	2018-2020		Develop school trip opportunities and communicate out to schools in the county (walks, improvemets, rubbish, sculptures, free labour etc). Needs to start with primary schoooks, possibly leading an interesting route on school outinds (Ian Mitchell) Engage with schools based on curriculum - eg ecological surveys	

Norfolk Access Improvement Plan 2018 - 2028: Statement of Actions: THEME (vii) - A HEALTHY ACCESS NETWORK									
<p><i>(vii) A healthy access network</i></p> <p><i>We will improve the health and wellbeing of users through active travel initiatives and leisure use of the access network.</i></p> <p><i>We will develop support and projects for those who would benefit from additional physical activity as identified in the Norfolk Public Health Strategy, particularly those not currently using the network.</i></p>								<p>NADIA JONES REWORDING SUGGESTION: "We will improve the health and wellbeing of users through initiatives which promote and demonstrate the benefits of physical activity to those not currently using the network. We will develop support and projects for identified groups to prevent ill health through active travel and physical activity as a leisure option for local people where health inequalities are prevalent."</p>	
Objective/Action	OUTCOME	Baseline	Monitoring	Resources	Who lead/ partner	Timetable	Contribution Other Plans/ Priorities	NOTES FROM STAKEHOLDER EVENT	STAR RATING (STAKEHOLDER EVENT)
3. Promote Active Travel initiatives to school, work and for other regular journeys, including Personal Journey Planning (PJP)			<ul style="list-style-type: none"> Study (impact on children - UEA) 					<p>Promotion of Marriott's Way leaflets. Rosalind Bark.</p> <p>We need to understand key journeys made by people who can benefit most that can be done off-road. Residential to workplace</p> <p>Problems engaging with the health sector experineced by Planning. (Peter Jermany)</p> <p>Opportunity to engage with the King's Lynn Transport strategy currently being prepared (Peter Jermany)</p> <p>Active travel espeically for schools. ? ? New build estates must have walking and cycle routes. Hilary Cox</p>	*

Norfolk Access Improvement Plan 2018 - 2028: Statement of Actions: THEME (v) - A WELL INFORMED ACCESS NETWORK									
(v) A well informed access network <i>We will keep up to date web-based definitive and interactive maps and other access network information making best use of new technologies.</i>									
Objective/Action	OUTCOME	Baseline	Monitoring	Resources	Who lead/ partner	Timetable	Contribution Other Plans/ Priorities	NOTES FROM STAKEHOLDER EVENT	STAR RATING (STAKEHOLDER EVENT)
1. Maintain good standards of GIS data on the access network	Good management of spatial information and data								
1.1 Maintain the Norfolk Interactive Map of Public Rights of Way in Norfolk	Updates to PROW Interactive Map (norfolk.gov.uk/out-and-about-in-norfolk/public-rights-of-way/map-and-statement-of-public-rights-of-way-in-norfolk)	Interactive map of PROW on the NCC website	Annual report usage		NCC Highways	Annual		<p>also consider mapping products that are not online (Rosalind Bark)</p> <p>The interactive map is the most valuable tool for reporting path problems (Ian Mitchell)</p> <p>New system for reporting issues is better. Feedback when issues fixed.</p> <p>Routes digitised and downloadable as GPX files for use in GPS (Access routes). Stuart Smith.</p> <p>Issues with online access in rural Norfolk. Alternative approaches (Nadia Jones)</p> <p>Gamification? Needs to be well thought out. Nadia Jones</p>	*
1.2 .Maintain the Norfolk Trails interactive map showing promoted routes – long distance trails and circular routes	Updates to Trails Interactive Map maps.norfolk.gov.uk/trails/	Trails Interactive Map on the NCC website	Annual report usage		NCC Norfolk Trails	Annual		<p>Technology is wonderful but there is a large audience who don't engage that way. Newsletters and word of mouth is important (Tom Fadden)</p> <p>Resources that work with screen readers for people using assistive technology. Accessibility issues with technology. Independent living groups - info on access for all routes etc. Perhaps via ambassadors? Testing out technology for people using assistive technology eg screen readers.</p>	
1.3 Maintain the Definitive Map of PROW – showing the legal map base systems	Updates to the Definitive Map norfolk.gov.uk/out-and-about-in-norfolk/public-rights-of-way/map-and-statement-of-public-rights-of-way-in-norfolk/definitive-statements	Online version of the Norfolk Definitive Map of Public Rights of Way (copy of the legal documents)	Annual report usage		NCC Highways	Annual		<p>Definitive Map - linke to online TROs (Mark Linley)</p>	*
2. Link access data with other spatial data on natural and cultural heritage	Integration of access information with other mapping/datasets								
2.1 NBIS Designated Wildlife Sites	Updates of Wildlife Sites	Designated Wildlife Sites nbis.org.uk/designated-sites	Feedback from users					<p>All access to mapping in all forms is vital, including links to historic and wildlife sites. Hilary Cox</p>	

Norfolk Access Improvement Plan 2018 - 2028: Statement of Actions: THEME (v) - A WELL INFORMED ACCESS NETWORK									
(v) A well informed access network We will keep up to date web-based definitive and interactive maps and other access network information making best use of new technologies.									
Objective/Action	OUTCOME	Baseline	Monitoring	Resources	Who lead/ partner	Timetable	Contribution Other Plans/ Priorities	NOTES FROM STAKEHOLDER EVENT	STAR RATING (STAKEHOLDER EVENT)
2.2 Norfolk Historic Environment Database	Updates of Historic Environment Datasets	Norfolk Heritage Explorer heritage.norfolk.gov.uk/map-search	Feedback from users						
2.3 Googlemaps	360° views of Norfolk Trails using Googletrekker technology theverge.com/2013/6/27/4471740/google-invites-you-to-borrow-its-trekker-street-view-backpacks-and0		0 Feedback from users		Norfolk Trails/ Googlemaps	2018	GOOGLEMAPS google.co.uk/maps/@52.7773626,1.1661729,9.92z		
3. Link access data to individual businesses, attractions and accommodation	Integration of access information with other mapping/datasets (measure how many)							Create an online portal housing all resources (imagery, leaflet pdfs, documents etc. for businesses to access and use. Lucy Downing	****
3.1 PDF downloads of short and circular walks	Updates of businesses and links	Trails Short and Circular Walks norfolk.gov.uk/out-and-about-in-norfolk/norfolk-trails/short-and-circular-walks	Annual report usage	SAIL, Coastal Treasures Projects	NCC Trails	Annual			*
4. Link access data to other relevant Norfolk County Council, national and regional economic, health and planning data	Integration of access information with other mapping/datasets							Consider links with Norfolk Directory as go to place for social prescriptions (link to health and wellbeing)	
4.1 Active Norfolk map of health outcomes in Norfolk, with a layer for Norfolk Trails	Updates of relevant information; App for smartphones	Norfolk Insight/ Active Norfolk Active Map norfolkinsight.org.uk/dyna-microreports/activemap/atlas.html	Annual report usage	SAIL, Geovation	Active Norfolk, Pathmakers	Annual			
5. Link access data to studies that monitor engagement with the natural environment									
5.1 Input to the Natural England survey with information about the ways that people engage with the natural environment such as visiting the countryside, enjoying green spaces in towns and cities, watching wildlife and volunteering to help protect the natural environment.		Natural England MENE gov.uk/government/collect/ons/monitor-of-engagement-with-the-natural-environment-survey-purpose-and-results	Annual report usage		Natural England	Annual	MAGIC natureonthemap.naturalengland.org.uk/MagicMap.aspx	Publicising volunteer opportunities - newsletter, advertising, people aren't aware of opportunities	

Norfolk Access Improvement Plan 2018 - 2028: Statement of Actions: THEME (iv) - A WELL PROMOTED ACCESS NETWORK									
<i>(iv) A well promoted access network</i>									
<i>We will communicate Norfolk's outstanding countryside and the benefits of outdoor activity for all users, and develop a communications plan to reach key user groups (walkers, cyclists, horse-riders, motorised vehicle users, disabled users and new users).</i>									
Objective/Action	OUTCOME	Baseline	Monitoring	Resources	Who lead/ partner	Timetable	Contribution Other Plans/ Priorities	NOTES FROM STAKEHOLDER EVENT	STAR RATING (STAKEHOLDER EVENT)
1. To increase the use of the network								Create an online portal housing all resources (imagery, leaflet pdfs, documents etc. for businesses to access and use. Lucy Downing	
1.1 Increase the use of the network by key user groups (walkers, cyclists, horse-riders, motorised vehicle users, disabled users and new users) - Increased use of the network by 20%	Reports from Trails Counte	Nos users of Trails	Trails Counters Feedback from users	Users/ partners	NCC/ Trails/ Visit Norfolk/ Norfolk LAF	2018-2023		Promote directly to disabled people eg equal lives.Access groups (Norwich, Wymondham) and Independent living groups (Norwich, Thetford, Poringland.) Tom Fadden	*****
1.2 Increase use of the network by visitors from outside Norfolk in the UK and overseas	Reports from Projects		Trails Counters Feedback from users	Green Pilgrimage Project Coastal Treasures Project				How to publicise/target visitors TV programmes, (Countryfile, Spring Watch) all give a plug for Norfolk. The walking and cycling angle needs to be promoted a bit. Ian Mitchell	*
2. Raise awareness about the value of the network to stakeholders and a wider public	Parish Council events		Numbers at events Feedback from events		NCC/ NLAF			Awareness, not only of the economic value but of the long-term health/well being values. Hilary Cox	***
3. Promote the access network in a style appropriate to the audience, particularly taking advantage of modern technology	A Communications Plan identifying appropriate materials and communication channels for audiences					10 year communications plan		This has strong links with health and wellbeing theme. Consideraton needs to be made to reach those who can benefit most form physical activity/access for outdoors - those who won't think to seek these opportunites won't immediately understand the benefit	
3.1 Develop websites	Websites	NCC Trails Website NLAF Website Pathmakers Website Visit Norfolk/ DMO websites	Usage/ annual review	Projects	NCC/ NLAF	2018-2023		Diversity of promotionla material as many people do not have access to the internet. E.g. in libraries, local businesses, churches, WI groups etc.	*
3.2 Develop printed material	Print	Leaflets	Feedback/ annual review	Projects	NCC/ NLAF	2018-2023			
3.3 Develop press releases and media relationships	Press/ media		Response/ publications	Projects	NCC/ NLAF	2018-2023		positive promotion of MPV useage (Mark Lindley)	*
3.4 Develop social media presence	Social media	Trails Twitter and Facebook accounts	Followers/ Twitter/ Facebook reports	Projects	NCC/ NLAF	2018-2023			
3.5 Develop a photo and video library	Photo/ video library	Photos/ videos	Usage/ Review	Projects	NCC/ NLAF	2018-2023		for press, media and businesses to access and use	

Norfolk Access Improvement Plan 2018 - 2028: Statement of Actions: THEME (iv) - A WELL PROMOTED ACCESS NETWORK									
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Objective/Action	OUTCOME	Baseline	Monitoring	Resources	Who lead/ partner	Timetable	Contribution Other Plans/ Priorities	NOTES FROM STAKEHOLDER EVENT	STAR RATING (STAKEHOLDER EVENT)
3.6 Develop apps, audio visual products and augmented reality	Apps using new technology	Apps, audio visual products, augmented reality	Usage/ Review	Projects	NCC/ NLAF	2018-2023		<p>More information on trails, circular walks at access points, eg in Drayton, Marriott's Way</p> <p>All forms of media are vital to promote the network - a selection of all is necessary to reach all audiences (Hilary Cox)</p>	
3.7 Develop events	Events	Annual Walking and Cycling Festival	Attendance/ feedback	Projects	NCC/ NLAF	2018-2023		Walking festivals are a great way to bring people in	*
3.8 Develop accessible print and online versions of appropriate publications	Accessible versions	Appropriate print/ online versions	Usage/ Annual review	Projects	NCC/ NLAF	2018-2023		Include disabled people in the production of accessible documents. Speak to Equal lives as a starting point (Tom Fadden)	

Norfolk Access Improvement Plan 2018 - 2028: Statement of Actions: THEME (iii) - A WELL PROTECTED ENVIRONMENT									
(iii) A well protected environment.									
<i>We will provide access to and understanding about the natural and historic environment, managing the impact of visitors on protected sites.</i>									
Objective/Action	OUTCOME	Baseline	Monitoring	Resources	Who lead/ partner	Timetable	Contribution Other Plans/ Priorities	NOTES FROM STAKEHOLDER EVENT	STAR RATING (STAKEHOLDER EVENT)
1. Manage the impact of visitors on sensitive parts of the environment (including the historic environment)						?	Growth Plans Greater Norwich, Kings Lynn and Thetford	Educate the next generation about wildlife and countryside (Tom Fadden) Use KLWN habitat monitoring and mitigation payments fund - open for bids and protecting European sites - contact the Norfolk Coast Partnership (Peter Jermany)	*
1.1 provide access whilst protecting the historic environment	Well designed access that manages visitors effectively to protect the historic environment.	Sites where visitor impact is an issue	Annual reports on achievements relating to protecting the historic environment.	Plans for . NCC owned buildings and routes	NCC and District Councils	?			***
1.2 Provide access whilst protecting the natural environment	Well designed access that manages visitors effectively to protect the natural environment.	% of protected sites with adverse conservation condition attributable to access	Annual reports on achievements relating to protecting the natural environment.	Reports from Recreational Impacts - put in correct report title Project AONB Management Plan norfolkcoastaonb.org.uk/partnership/aonb-management-plan/377 Natural England report. MH to advise	NCC and District Councils Norfolk Coast Partnership	2014-2019	Growth Plans Greater Norwich, Kings Lynn and Thetford	volunteer opportunities for local residents and others to work on paths/routes (Rosalind Bark)	
1.3 Improve all abilities access to historic and natural environment	x number of natural/ historic sites with all abilities access	Number of NCC all access routes	numbers of people with limited mobility accessing sites	Externally funded projects;	NCC	10 years	Local Plans	Finding out the meaning and vlue of the differen attribute of the environment in rlation to different users and potential walkers. Danyel Hampson Bus links to access walks eg wheelchair (Stuart Smith, Karl Read). Rechard points along walks for wheelchair batteries (Stuart Smith, Karl Read).	*
1.4 Promote the use of public transport to access routes	Pushing Ahead pushingaheadnorfolk.co.uk/plan-a-journey	Better information on website for public transport. Promote Norfol Trails on buses and at bus stops	• Promotion of sustainable transport options	Externally funded projects;	Norfolk Trails, Highways Passenger Transport	2017-2019	Growth Plans Greater Norwich, Kings Lynn and Thetford	Greater connectivity with public transport with some county trails eg Peddar's Way (Michael Rayner)	**
1.5 Protect and enhance biodiversity on the access network	x species x habitats	x miles trails x local nature reserves x county wildlife sites	Develop and action management plans to achieve greater diversity of habitat and species biodiversity plans	Plans for NCC owned sites and routes AONB Management Plan Broads Management Plan	NCC and District Councils Norfolk Biodiversity Information Service Norfolk Wildlife Trust Broads Authority North Norfolk AONB Partnership	?		Creation of a Green Belt around Norwich on the 'green wedges' model would give greater long-term statutory protection for green corridors etc. Michael Rayner	*

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Objective/Action	OUTCOME	Baseline	Monitoring	Resources	Who lead/ partner	Timetable	Contribution Other Plans/ Priorities	NOTES FROM STAKEHOLDER EVENT	STAR RATING (STAKEHOLDER EVENT)
1.6 Improve the resilience to pests, diseases and climate change of connecting linear tree features	x species x linear features		Tree age class and species distribution more diverse	Norfolk CC Tree Policy Ash Die Back Project	NCC and District Councils	2018 - 2028	NCC 20 year ash dieback management strategy (in development)		
1.6 Develop shared goals for access improvement with Broads Local Access Forum (BLAF)	Joint Plan/s between NCC and Broads Authority, Norfolk Local Access Forum and Broads Local Access Forum	Individual Plans	Joint Plans	Broads Water, Mills and Marshes Project (broads-authority.gov.uk/looking-after/projects/water.-mills-and-marshes) Broads Integrated Access Strategy (broads-authority.gov.uk/looking-after/managing-land-and-water/recreation-and-tourism/access) Broads Plan (broads-authority.gov.uk/broads-authority/how-we-work/strategy)	Norfolk County Council Broads Authority	2017-2022			
2. Improve understanding about the local environment through information, education and advice								Improve understanding of local forestry eg Thetford Forest. Local people have little info. Nick Johnson QR codes for path users to use mobile phones to access information which can be edited and updated to keep it current. Cheaper and better than information boards along paths. Count hits of QR information (Jenni Turner)	**
2.1 Engage schools, promote the protection of the countryside and provide opportunities for those who find difficulty in learning in a classroom environment	Marriott's Way Heritage Project delivery		• Educational projects	Marriotts Way HLF	Norfolk Trails, stakeholders	2017-2020		I believe more could be done to work with schools, who will be using these routes in the future (Hilary Cox)	*
2.2 Increase the understanding of visitors and residents about sites	Reports from information, education and advice projects		x number of people with improved understanding about the natural and historic environment	Marriotts Way HLF Project; Mills Marshes Project; Fen Rivers Way Project	Norfolk County Council Broads Authority Suffolk County Council			I live in Drayton and many neighbours do not know about Marriott's Way (Rosalind Bark). Military heritage. Michael Rayner	***
3. Reduce the impact of climate change, flooding and other weather incidents on sites and access to sites	Plans		• NCC, Environment Agency, Broads Authority and District Council Flood Plans	Broads Flood Alleviation Project bfap.org/			Climate Change		

Norfolk Access Improvement Plan 2018 - 2028: Statement of Actions: THEME (iii) - A WELL PROTECTED ENVIRONMENT									
<i>(iii) A well protected environment.</i> <i>We will provide access to and understanding about the natural and historic environment, managing the impact of visitors on protected sites.</i>									
Objective/Action	OUTCOME	Baseline	Monitoring	Resources	Who lead/ partner	Timetable	Contribution Other Plans/ Priorities	NOTES FROM STAKEHOLDER EVENT	STAR RATING (STAKEHOLDER EVENT)
Protection of coastline, coastal communities, coast path	Eco-system based solutions		Kms/hectares of dune/ communities/ path protected	Endure	Norfolk County Council			contineu to support coast path access (signage, path, surfaces etc. Ian Mitchell Engage with Hunstanton Coastal Management Plans - currently being prepared (Peter Jermany) Contineu to work with other stakeholders in connection with coastal communities (Hilary Cox)	**
Look at comments received from the Bishop of Norwich									

Norfolk Access Improvement Plan 2018 - 2028: Statement of Actions: THEME (viii) - A VALUABLE ACCESS NETWORK									
(viii) A valuable access network We will maximise the economic benefits to Norfolk that are generated through the access network. We will do this by working with businesses, tourism agencies and Destination Management Organisations (DMOs) and others to maximise the benefits for the visitor economy.									
Objective/Action	OUTCOME	Baseline	Monitoring	Resources	Who lead/ partner	Timetable	Contribution Other Plans/ Priorities	NOTES FROM STAKEHOLDER EVENT	STAR RATING (STAKEHOLDER EVENT)
1. Work with businesses, tourism agencies and DMOs (Destination Management Organisations) and others to maximise the benefits for the visitor economy					*	*		Economics - in terms of savings too - 'eommute routes' between holiday accommodation and tourist sites/attractions/honey spots. Jenni Turner Contact Business groups. UEA Norwich Buseinss School. Alumni. Tom Fadden. Organise Trails rides (motor cycle) - revenue-generating; charity (local). Mark Lindley	***** (with partner and timetable with one star also)
1.1 Develop a supportive network of businesses linked to Norfolk Trails	x business networks established x businesses engaged		Minutes of meetings Annual review	National Trail, Coast Path, Coastal Treasures	NCC/ Norfolk Trails	2017-2019		Develop bridleway loops. Link in with current needs. Broads Authority Existing board working well. Enjoy being part of this (Jason Borthwick). Lucy Downing) Broads Authority to partner Norfolk Trails already link with local businesses along the route (Hilary Cox)	
1.2 Widen network to co-ordinate with other partners/ agencies	x Consultations, attendance at events		Feedback		Norfolk Local Access Forum		New Anglia Economic Strategy, Rural Development Plan	work with Pubs - especially ?? Adjacent to parks (Jenni Turner)	
2. Increase the number of visitors to the network by 20%									
2.1 Analyse data from route counters to measure the number of users	Reports on usage of Trails from route counters		Insight Track Report		NCC/ Norfolk Trails		LEP Economic Strategy	Measuring: UEA/C Serge (Danyel Hampson). UEA (Rosalind Bark) (to partner) Norfolk Trails already do 2.1 and 2.2 (Hilary Cox)	
2.2 Develop surveys to analyse the characteristics of users	Reports on feedback from users		Insight Track Report		NCC/ Norfolk Trails		LEP Economic Strategy	Measuring: UEA/C Serge (Danyel Hampson). UEA/C Serge (Danyel Hampson) - partners . Opportunities for undergraduates and masters students research projects on environmental valorisation (Rosalind Bark)	

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Objective/Action	OUTCOME	Baseline	Monitoring	Resources	Who lead/ partner	Timetable	Contribution Other Plans/ Priorities	NOTES FROM STAKEHOLDER EVENT	STAR RATING (STAKEHOLDER EVENT)
3. Establish a methodology demonstrating the economic value of the network								Evidence and data is important for future reference and promotion: people counters, survey's and website access are all good places to gain the information (Hilary Cox). UEA/C Serge (Danyel Hampson). UEA/C Serge (Danyel Hampson) - partners	
3.1 Develop systems for measuring the benefit of access to the environment								UEA/C Serge (Danyel Hampson) can help as a partner and with measuring	
3.2 Develop a system for measuring the natural capital and ecosystem services of the network								Cycle routes (Restricted byways) linking to visitor destination points - Tourism, business viability UEA/C Serge (Danyel Hampson) can help as a partner and with measuring	
4. Engage businesses and provide support packages such as training for promotion using the access network								Engage more private sector businesses. FSB. Business Forums, Tourism Businesses (Jason Borthwick)	*
4.1 Improve website content to show links between walks and businesses and other facilities	Website with links to businesses set up		Annual review website stats	National Trail, Coastal Treasures	NCC/ Norfolk Trails	2017-2019		Less time spent gathering data, spend more time engaging with businesses about access, possibilities and possible improvements (Jason Borthwick) Highlight accessible facilities and places of interest alongside access for all routes (and checked!) Stuart Smith Working with all stakeholders is an initial connection, but all levels are necessary (Hilary Cox)	*

Norfolk Access Improvement Plan 2018 - 2028: Statement of Actions: THEME (viii) - A VALUABLE ACCESS NETWORK									
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Objective/Action	OUTCOME	Baseline	Monitoring	Resources	Who lead/ partner	Timetable	Contribution Other Plans/ Priorities	NOTES FROM STAKEHOLDER EVENT	STAR RATING (STAKEHOLDER EVENT)
4.2 Promote the network with partners as part of the Visit Norfolk offer	Visit Norfolk Walking/ Cycling offers visitnorfolk.co.uk/		Annual review website stats		Visit Norfolk		LEP Economic Strategy	Have one place online where all businesses can access digital files for marketing (logos, images, documents etc). Lucy Downing House all visitor consumer information on tourism website instead of Council website (visit norfolk.co.uk) to increase reach to public. Lucy Downing Give the economic development teeth at all levels to impact positively on planning and business development (Jason Borthwick) Sponsorship by the private Sector (Lucy Downing; Jason Borthwick)	*
5. Provide services linking the network with local businesses including signage, mapping, social media, sponsorship and themed promotions									*
								Benefits from District Borough Tourism/Economic Development officers working with Norfolk countryside team (Peter Jermany)	
								Business champions who connect council teams/people with businesses to increase involvement - outreach! Lucy Downing	
								Create a paths route map tools, such as the AA route finder - visitors don't know localtions and routes of paths. Users follow using Sat Nav on phones. C App? Monitor uses?? Can add tourist information to th maps (Jenni Turner)	
								Share raw user and ?? Data with businesses, not mediated reports (Jason Borthwick). Use language that is more readable to businesses/tourism/marketing people (Jason Borthwick)	

Norfolk Access Improvement Plan 2018 - 2028: Statement of Actions: THEME (i) - A WELL MANAGED NETWORK									
(i) A well-managed access network. We will manage a well-signed and maintained network of multiuse routes efficiently and economically -both public rights of way and promoted Norfolk Trails - providing access to coastal, rural and urban areas.									
Objective/Action	OUTCOME	Baseline	Monitoring	Resources	Who lead/ partner	Timetable	Contribution Other Plans/ Priorities	NOTES FROM STAKEHOLDER EVENT	STAR RATING (STAKEHOLDER EVENT)
1 To improve the Highways and transport network	Highways and transport network improved	56 (national average 56) norfolk.gov.uk/what-we-do-and-how-we-work/policy-performance-and-partnerships/performance/roads-and-transport-performance/nht-network-survey	KPI (CURRENTLY 52, IMPROVED BY 5% OVER 10 YEARS OVER LIFE OF THE PLAN		NCC	10 years	TAMP; Norfolk Transport Strategy; Cycling and Walking strategy; local plans	More volunteers includig community groups. Fund-raisers? Raising awareness of member funding.	
1.1 Manage and improve signage	PROW and Trails maintained/ created; Signs replaced or installed. Ensure there is Public Right of Way sign where the public right of way meets a metalled road as a minimum (statutory requirement). A legible network (that people can find their way around)	find out what last 3 years complaints are relating to signs - ask Matt Worden (SW).	Monitoring of complaints specific to signage. Aim to reduce by 5% over the life of the plan.	Countryside Access Officers and Trails Officers	Highways and Trails Teams, NCC, NLAF/ PROW sub-group	Annual	TAMP (Manage and maintain the transport network to an appropriate standard), Norfolk Trails	Would like to see MPV signage on UCRs	*
1.2 Manage path surfaces and vegetation	PROW and Trails appropriately maintained	3,200 km Highways 700 kms Trails - need to check 700km - RW to confirm	Monitoring of complaints specific to management of path surfaces and vegetation. Aim to reduce by 5% over the life of the plan.	Countryside Access Officers and Trails Officers. Cutting contract	Highways and Trails Teams, NCC, NLAF/ PROW sub-group; Ramblers; parish councils and voluntary groups. NCC is lead partner	Annual	TAMP, Norfolk Trails	Local businesses donate materials to maintain local paths - through local councils. Local people provide labour. Needs proactive leader in local groups eg Sunday lunches Develop a network of wardens looking at maintaining local footpaths etc. Surface vegetation management is vital for continuous use (Hilary Cox)	*****
1.3 Create routes without barriers.	PROW and Trails maintained/ created; Barriers removed and replaced	x miles audited on Norfolk Trails - RW to advise	Annual report on numbers of barriers removed. Aim to remove barriers on 500 miles of Norfolk Trails and PROW over the timespan of the plan	Countryside Access Officers and Trails Officers; externally funded projects	Highways and Trails Teams, NCC, NLAF/ PROW sub-group, landowners and managers, Ramblers, Natural England	Annual	TAMP, Norfolk Trails	Construct smal length of paths to open up longer paths. ? Out to ensure wheelchair access . Active Trails comments	

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We will manage a well-signed and maintained network of multiuse routes efficiently and economically -both public rights of way and promoted Norfolk Trails - providing access to coastal, rural and urban areas.									
Objective/Action	OUTCOME	Baseline	Monitoring	Resources	Who lead/ partner	Timetable	Contribution Other Plans/ Priorities	NOTES FROM STAKEHOLDER EVENT	STAR RATING (STAKEHOLDER EVENT)
1.4 Manage linear landscape features containing trees	NCC Tree Policy used and adapted to embrace the special requirements of management of the PROW and Trails Network (safe and ecologically diverse network)	talk to TRG and AC over baseline figures	Trees inspected in line with policy. TRG/AC to come up with figures	Countryside Access Officers and Trails Officers. NCC aricultural and woodland officers; externally funded projects	Highways and Trails Teams; Defra; Norfolk Wildlife Trust, Natural England, Suffolk CC; National Trust, Woodland Trust; Forestry Commission	As per tree policy (1 - 5 yearly inspection)	NCC Tree Policy; Government's 25 year plan for the Environment; District Council local tree strategies; Norfolk 25 year plan for the environment	Link with King's Lynn and West Norfolk Tree Strategy (Peter Jermany)	
2. Maintain a robust system for managing PROW/ Trails records.	One system for managing PROW/Trails records	2 separate systems currently exist (CAMS and Yotta)	by March 2019 all records held on one system	NCC internal resources	NCC	Mar-19	contributes to other Council priorities e.g. TAMP		
2.1 Create an effective relationship with landowners to achieve results within statutory timescales	Improved relationship with landowners. Better managed network	2017/2018 112 number Section 134-137 Non-reinstatement Notices sent; 12 number Section 143 Removal Obstruction Notices sent	Number of complaints. Monitor numbers of S 134 notices issued to landowners	Countryside Access Officers and Trails Officers	Highways and Trails Teams, NCC	Annual	TAMP, Norfolk Trails Plan		
2.2 to address issues reported (where appropriate) - percentage of issues resolved increased to 75% over lifetime of the plan	Issues are resolved in a timely and effective manner.	1790 queries: 51% resolved (date) - SA to confirm date	% responded to in accordance with agreed timescales. (measured using the CRM reporting system)	Countryside Access Officers and Trails Officers	Highways and Trails Teams, NCC	Annual	NCC Customer Services Strategy; (Customer Relationship management System)	Not enough made in the Plan about the public reporting problems they find on PROW. This sytem has improved radically in the past year (Ian Mitchell)	
2.3 Maintain the definitive map for Norfolk	Definitive Map		Number of searches	Definitive Map Team	Highways Legal Orders	Annual	TAMP, Norfolk Trails		*
2.4 Record and manage changes to the definitive map	Public Path Orders, Modification Orders, deposits and declarations	1) 20 applications received in respect of '2026' routes (user group representatives and parish councils) 2) 'live' applications being dealt with 43 3) average number of applications annually 27	Numbers of applications received, being dealt with and actioned	Definitive Map Team	Highways Legal Orders	Annual	TAMP, Norfolk Trails		
3. Manage the National Trails (Peddars Way, Norfolk Coast Path, England Coast Path)	Maintain the Peddars Way/ Norfolk Coast Path/ England Coast Path route up to National Trail KPI standard Speak to RW publications.naturalengland.org.uk/publication/6238141?category=211280	Peddars Way complete; Norfolk Coast Path complete: England Coast Path: Norfolk Section 1 (Weybourne to Sea Palling) and Norfolk Section 2 (Sea Palling to Hopton) completed.	User Surveys, Annual Report to NE	Norfolk Trails	Norfolk National Trail Partnership	Annual	National Trail		* *
3.1 England Coast Path in Norfolk - see RW									



Your views on the draft Norfolk Access Improvement Plan (NAIP) 2018-2028: Summary report

This report was created on Wednesday 20 June 2018 at 13:45.

The consultation ran from 14/03/2018 to 15/06/2018.

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Question : How far do you agree or disagree that the NAIP is clear and easy to read? Please select one only:	19
Agreement with clarity	19
Question : If you have any suggestions about how we could make the NAIP clearer, please write these in the box below:	19
Suggestions on clarity	19
Question : If you have any comments about the draft NAIP 2018-2028 that you have not included elsewhere, please write these in the box below:	19
Other comments	19
Question 3: Are you...?	19
Gender	19
Question 4: How old are you?	20
Age	20
Question 5: Do you have any long-term illness, disability or health problem that limits your daily activities or the work you can do?	20
Disability	20
Question 7: How would you describe your ethnic background? Please select one only	21
Ethnicity	21
Ethnicity 2	21

Question 1: What is your name?

Name

There were **99** responses to this part of the question.

Question 2: What is your email address?

Email

There were **94** responses to this part of the question.

Question 3: What is the first part of your postcode? (e.g. NR4)

Postcode

There were **95** responses to this part of the question.

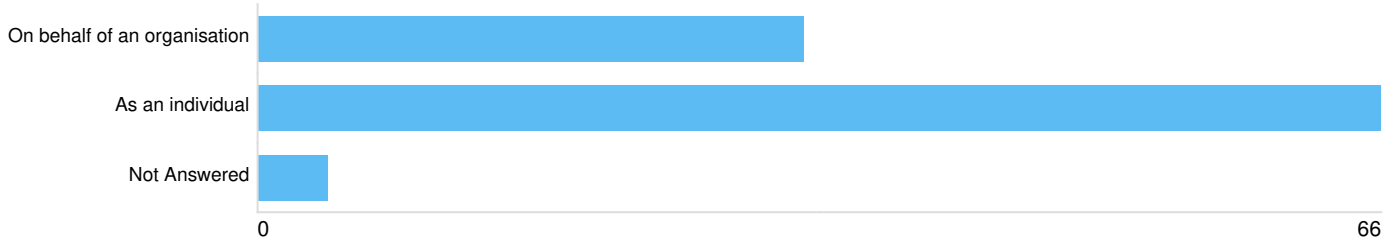
Question 4: What is your organisation?

Organisation

There were **70** responses to this part of the question.

Question 5: Are you responding ...? Please select one only:

How responding



Option	Total	Percent
On behalf of an organisation	32	31.37%
As an individual	66	64.71%
Not Answered	4	3.92%

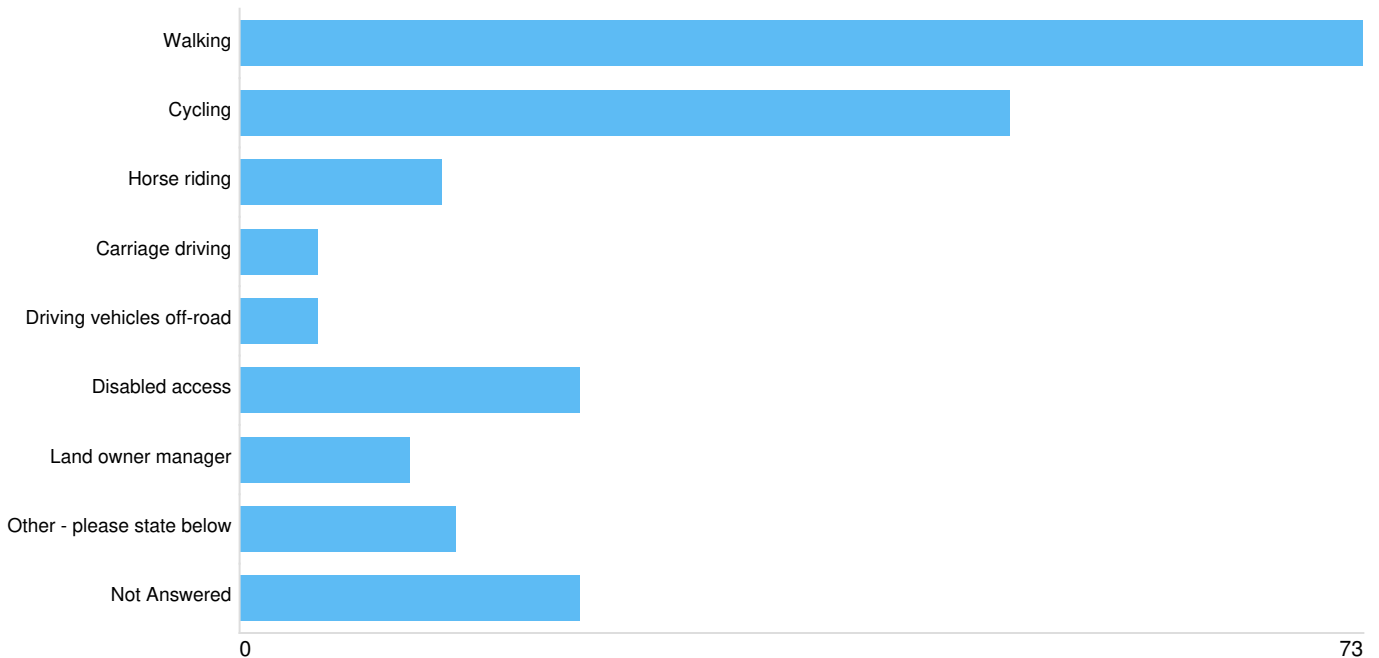
Question 6: Name of organisation (if responding on behalf of an organisation).

Name of organisation

There were **50** responses to this part of the question.

Question 7: What are you/your organisation's interests in relation to public rights of way and countryside access? Please select all that apply:

Interest



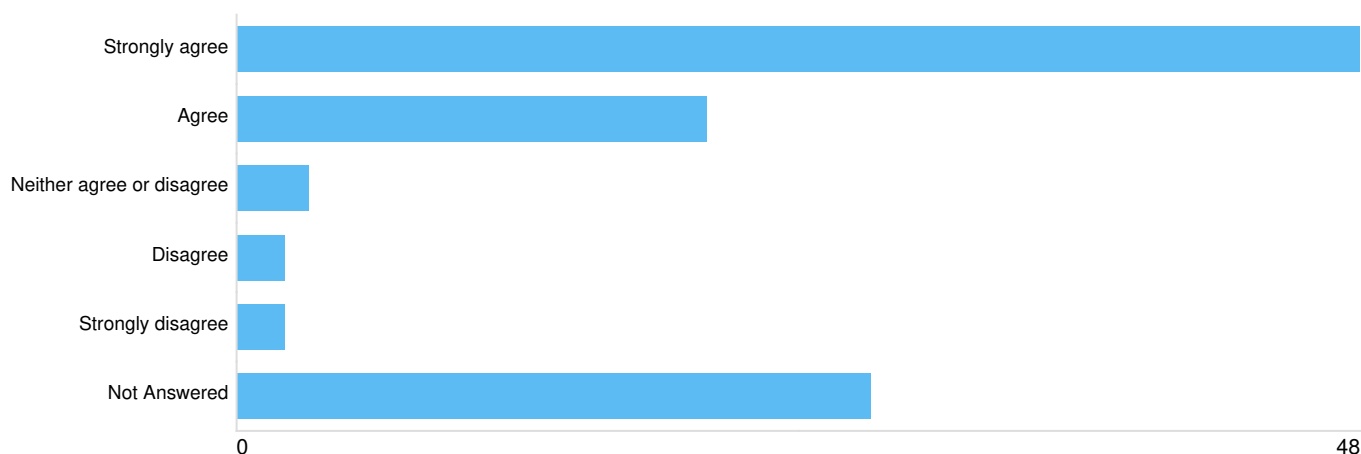
Option	Total	Percent
Walking	73	71.57%
Cycling	50	49.02%
Horse riding	13	12.75%
Carriage driving	5	4.90%
Driving vehicles off-road	5	4.90%
Disabled access	22	21.57%
Land owner manager	11	10.78%
Other - please state below	14	13.73%
Not Answered	22	21.57%

If other, please state here

There were **34** responses to this part of the question.

Question : How far do you agree or disagree with the aims of the Plan? Please select one only:

Agreement with aims



Option	Total	Percent
Strongly agree	48	47.06%
Agree	20	19.61%
Neither agree or disagree	3	2.94%
Disagree	2	1.96%
Strongly disagree	2	1.96%
Not Answered	27	26.47%

Question : If you disagree or strongly disagree with the aims please let us know why by writing in the box below:

Aims open question

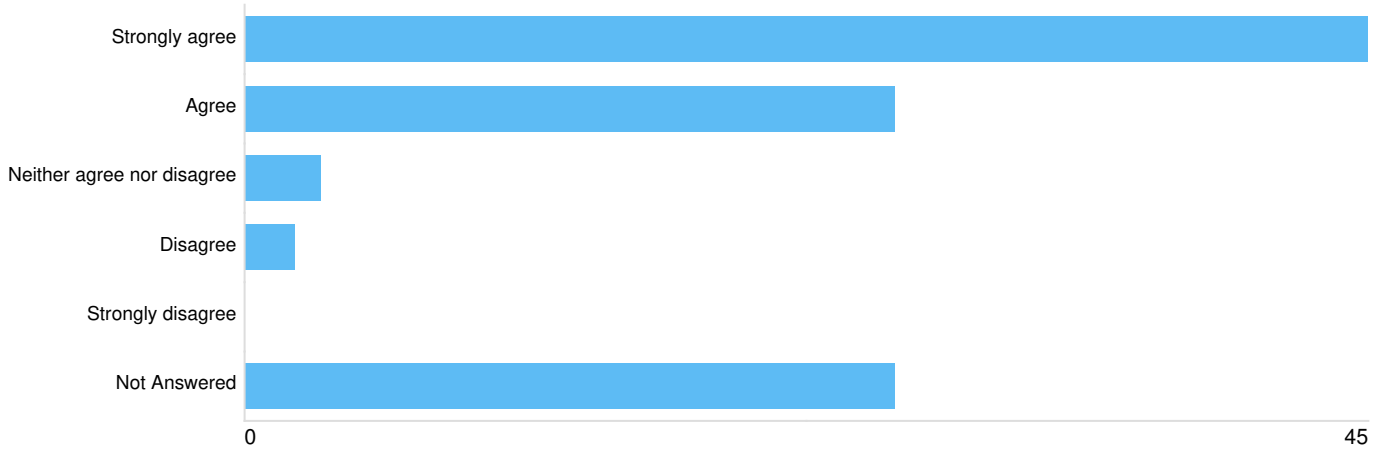
There were **14** responses to this part of the question.



Question : Our objectives

Question : How far do you agree or disagree that our objectives will help us meet our aims? Please select one only:

Agreement with objectives



Option	Total	Percent
Strongly agree	45	44.12%
Agree	26	25.49%
Neither agree nor disagree	3	2.94%
Disagree	2	1.96%
Strongly disagree	0	0%
Not Answered	26	25.49%

Question : If you disagree or strongly disagree that our objectives will help us meet our aims please let us know why by writing in the box below:

Objectives open question

There were **14** responses to this part of the question.

Question : If there are any achievements that we have missed and you think need included please write them in the box below:

Missing achievements

There were **25** responses to this part of the question.

Question : If you'd like to report an inaccuracy please tell us about it in the box below. Please tell us which section it occurs in so that we can easily find it.

Reporting inaccuracies

There were **14** responses to this part of the question.

Question : Walkers

Question : How far do you agree or disagree with the priority actions identified for walkers? Please select one only:

Agreement priorities walkers



Option	Total	Percent
Strongly agree	39	38.24%
Agree	29	28.43%
Neither agree nor disagree	2	1.96%
Disagree	4	3.92%
Strongly disagree	2	1.96%
Don't know	0	0%
Not Answered	26	25.49%

Question : If you disagree or strongly disagree, why do you say that? Please write in the box below:

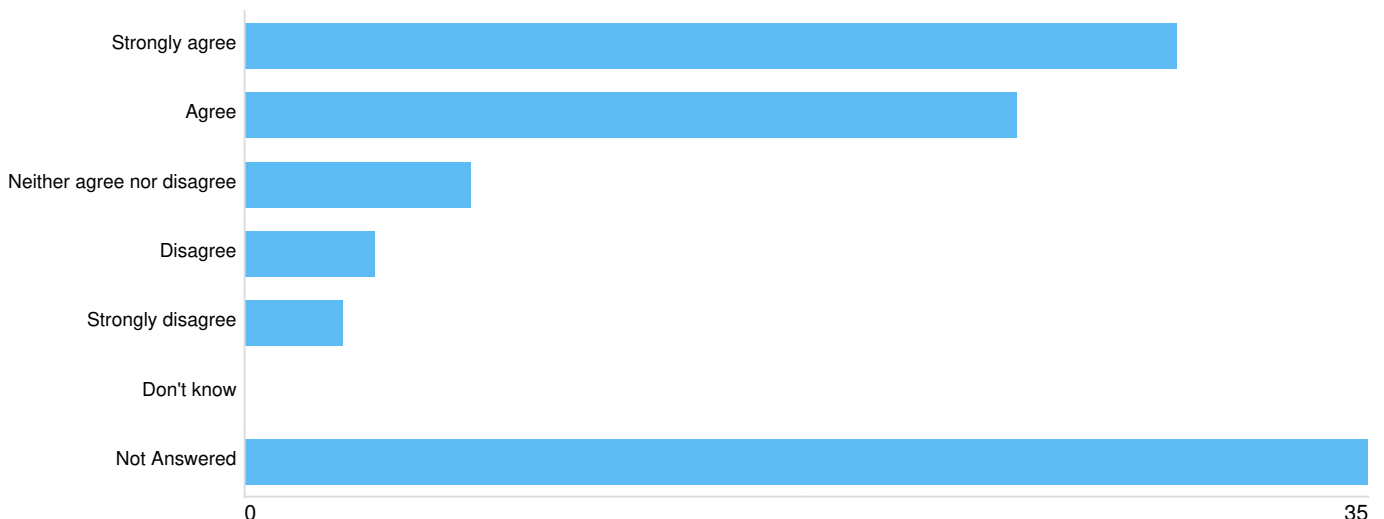
Open comments about walkers

There were **25** responses to this part of the question.

Question : Cyclists

Question : How far do you agree or disagree with the priority actions identified for cyclists? Please select one only:

Agreement priorities cyclists





Option	Total	Percent
Strongly agree	29	28.43%
Agree	24	23.53%
Neither agree nor disagree	7	6.86%
Disagree	4	3.92%
Strongly disagree	3	2.94%
Don't know	0	0%
Not Answered	35	34.31%

Question : If you disagree or strongly disagree, why do you say that? Please write in the box below:

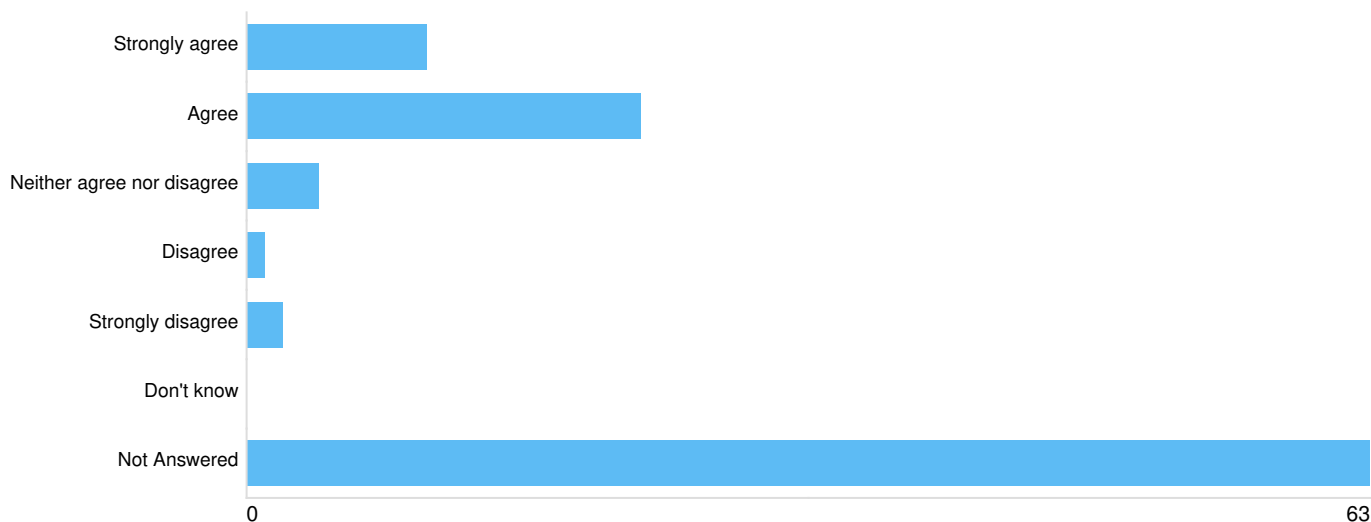
Open comments about cyclists

There were **19** responses to this part of the question.

Question : Equestrians

Question : How far do you agree or disagree with the priority actions identified for equestrians? Please select one only:

Agreement priorities equestrians



Option	Total	Percent
Strongly agree	10	9.80%
Agree	22	21.57%
Neither agree nor disagree	4	3.92%
Disagree	1	0.98%
Strongly disagree	2	1.96%
Don't know	0	0%
Not Answered	63	61.76%

Question : If you disagree or strongly disagree, why do you say that? Please write in the box below:

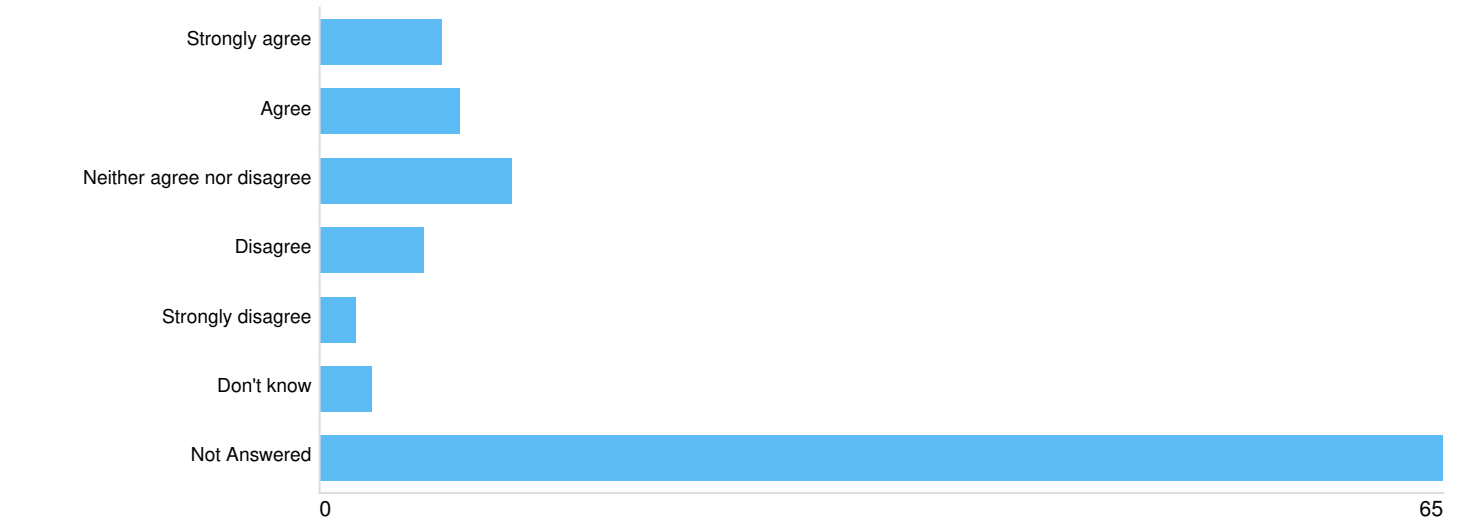
Open comments about equestrians

There were **9** responses to this part of the question.

Question : Drivers of mechanically propelled vehicles (MPV)

Question : How far do you agree or disagree with the priority actions identified for MPV? Please select one only:

Agreement priorities MPV



Option	Total	Percent
Strongly agree	7	6.86%
Agree	8	7.84%
Neither agree nor disagree	11	10.78%
Disagree	6	5.88%
Strongly disagree	2	1.96%
Don't know	3	2.94%
Not Answered	65	63.73%

Question : If you disagree or strongly disagree, why do you say that? Please write in the box below:

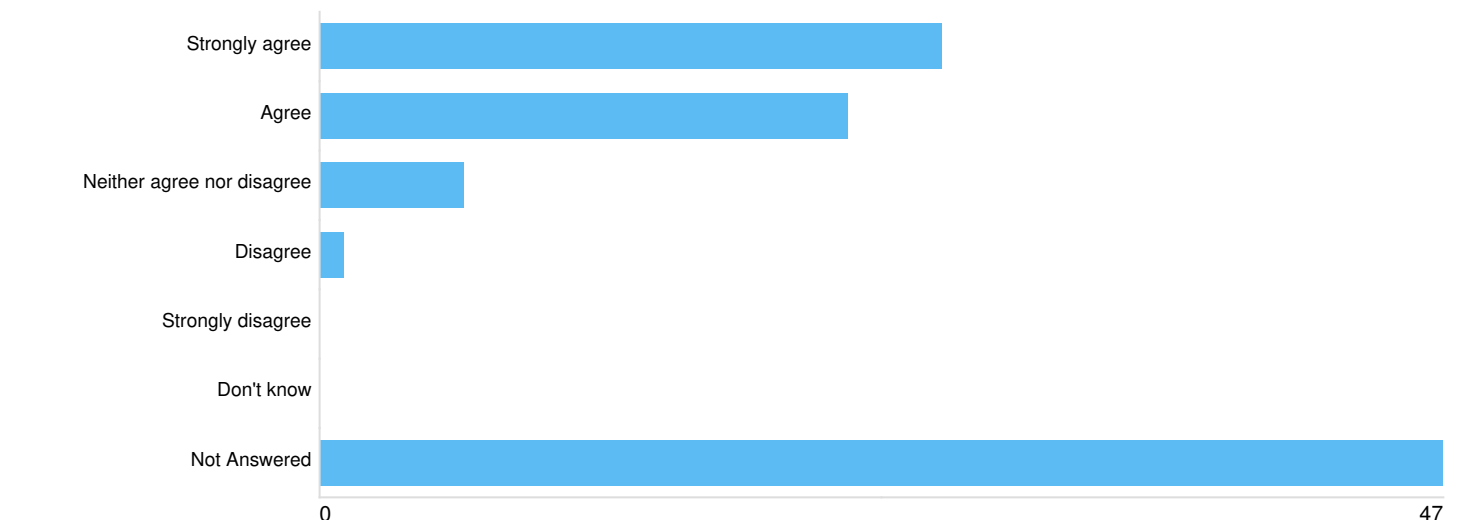
Open comments about MPV

There were 14 responses to this part of the question.

Question : All abilities access

Question : How far do you agree or disagree with the priority actions identified for all abilities access? Please select one only:

Agreement priorities all abilities access





Option	Total	Percent
Strongly agree	26	25.49%
Agree	22	21.57%
Neither agree nor disagree	6	5.88%
Disagree	1	0.98%
Strongly disagree	0	0%
Don't know	0	0%
Not Answered	47	46.08%

Question : If you disagree or strongly disagree, why do you say that? Please write in the box below:

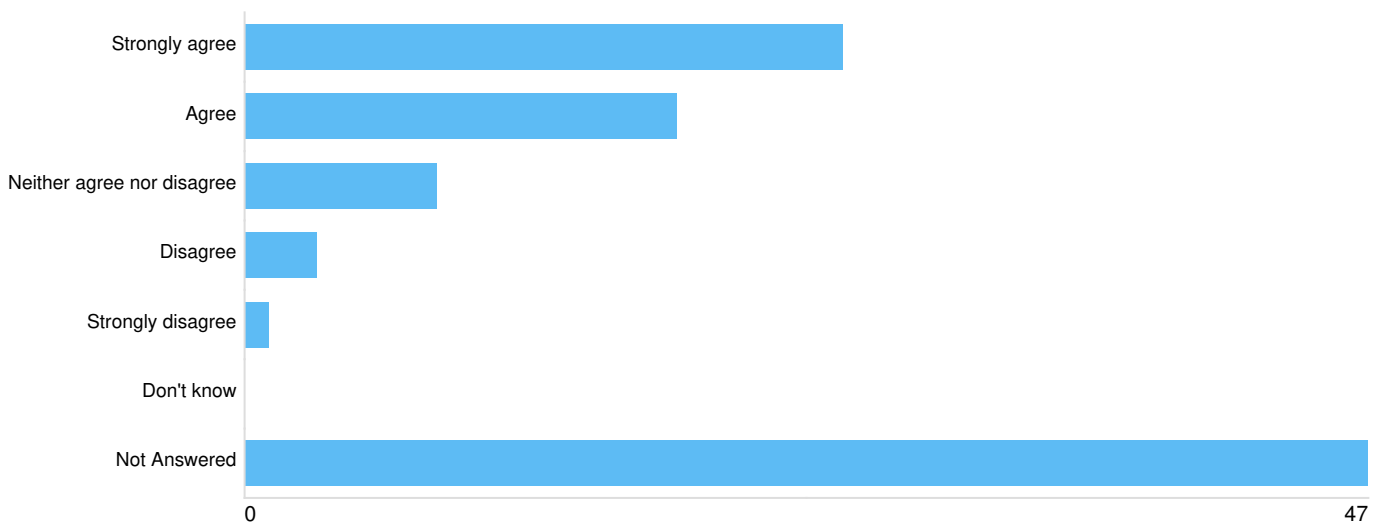
Open comments about all abilities access

There were **12** responses to this part of the question.

Question : Infrequent users

Question : How far do you agree or disagree with the priority actions identified for infrequent users? Please select one only:

Agreement priorities infrequent users



Option	Total	Percent
Strongly agree	25	24.51%
Agree	18	17.65%
Neither agree nor disagree	8	7.84%
Disagree	3	2.94%
Strongly disagree	1	0.98%
Don't know	0	0%
Not Answered	47	46.08%

Question : If you disagree or strongly disagree, why do you say that? Please write in the box below:

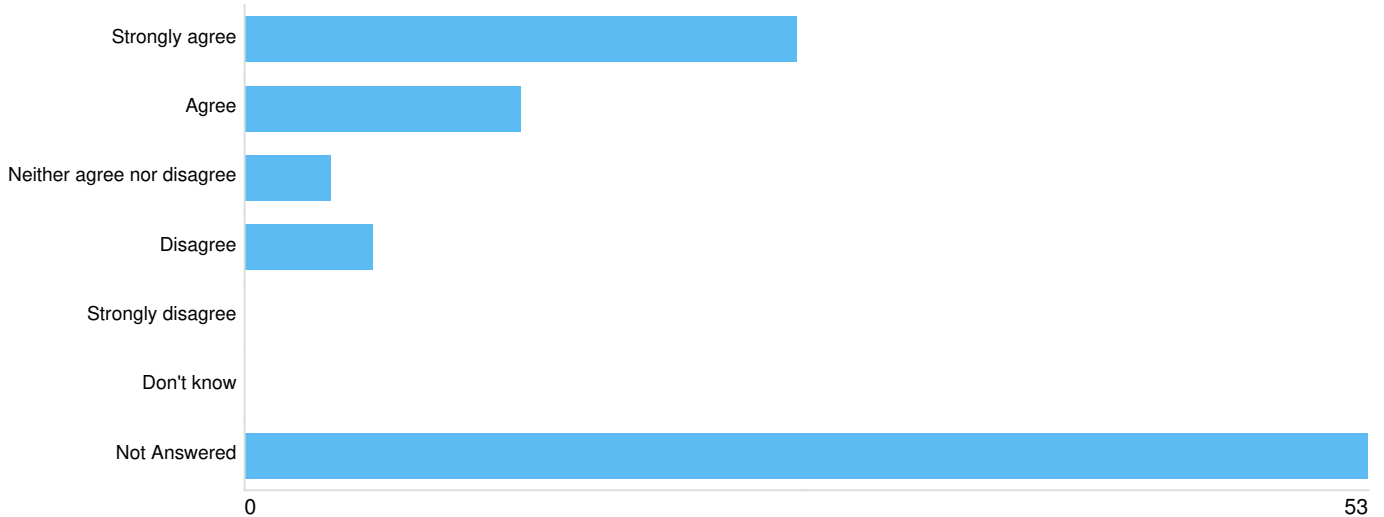
Open comments about infrequent users

There were **13** responses to this part of the question.

Question : Landowners

Question : How far do you agree or disagree with the priority actions identified for landowners? Please select one only:

Agreement priorities landowners



Option	Total	Percent
Strongly agree	26	25.49%
Agree	13	12.75%
Neither agree nor disagree	4	3.92%
Disagree	6	5.88%
Strongly disagree	0	0%
Don't know	0	0%
Not Answered	53	51.96%

Question : If you disagree or strongly disagree, why do you say that? Please write in the box below:

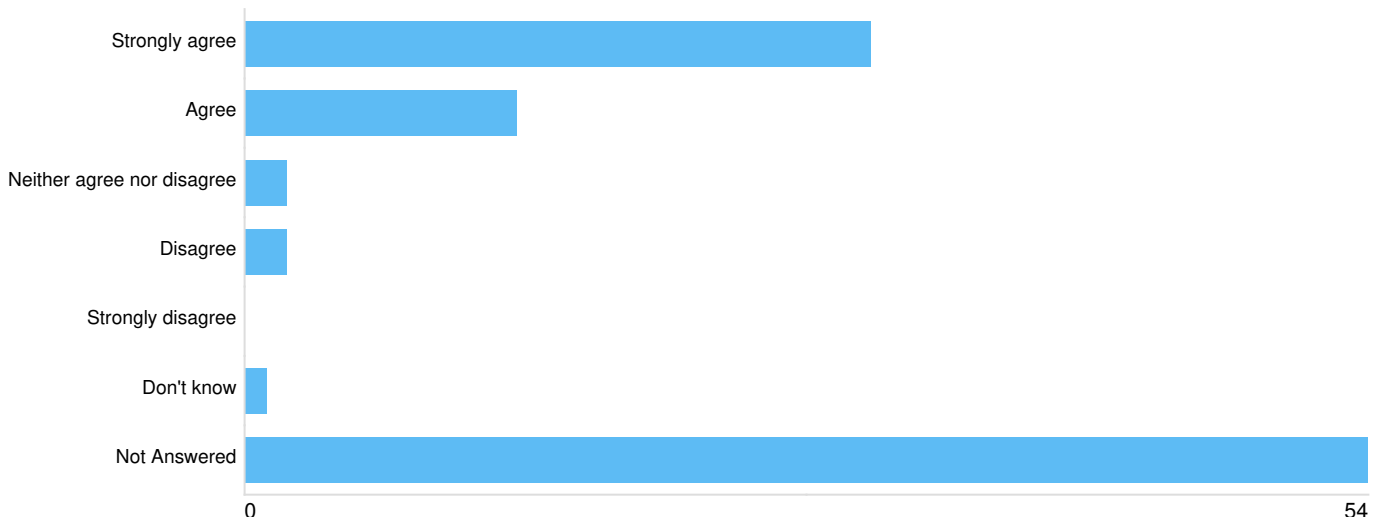
Open comments about landowners

There were **19** responses to this part of the question.

Question : Young people

Question : How far do you agree or disagree with the priority actions identified for children and young people? Please select one only:

Agreement priorities young people



Option	Total	Percent
Strongly agree	30	29.41%
Agree	13	12.75%
Neither agree nor disagree	2	1.96%
Disagree	2	1.96%
Strongly disagree	0	0%
Don't know	1	0.98%
Not Answered	54	52.94%

Question : If you disagree or strongly disagree, why do you say that? Please write in the box below:

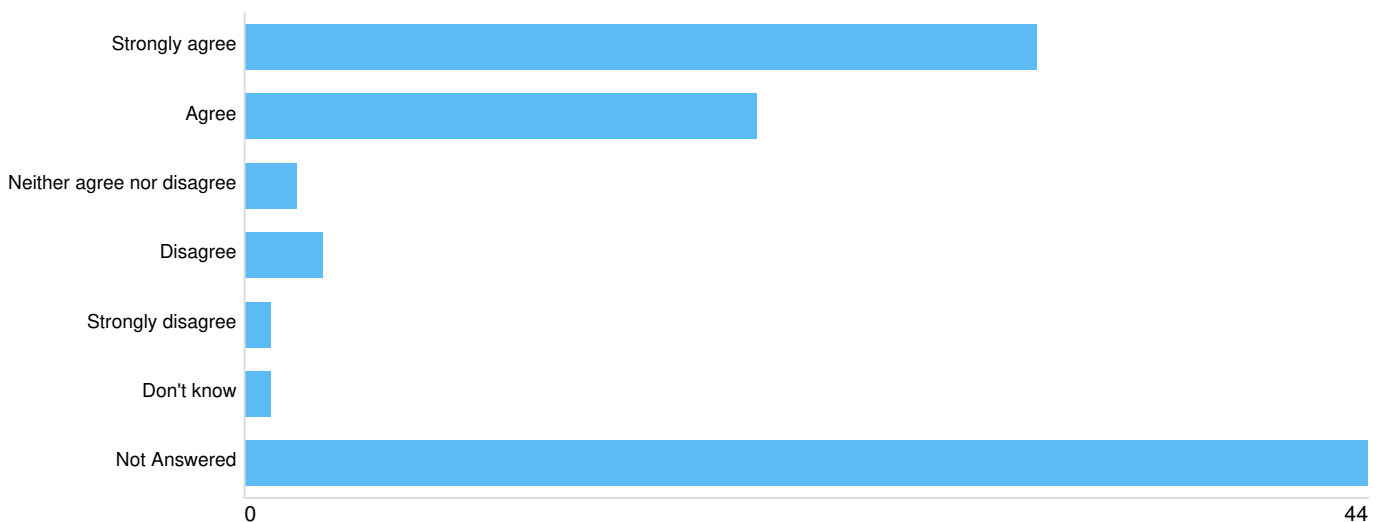
Open comments about young people

There were **12** responses to this part of the question.

Question : Health, mental illness, health and wellbeing

Question : How far do you agree or disagree with the priority actions identified for health, mental illness, health and wellbeing? Please select one only:

Agreement priorities ealth, mental illness, health and wellbeing



Option	Total	Percent
Strongly agree	31	30.39%
Agree	20	19.61%
Neither agree nor disagree	2	1.96%
Disagree	3	2.94%
Strongly disagree	1	0.98%
Don't know	1	0.98%
Not Answered	44	43.14%

Question : If you disagree or strongly disagree, why do you say that? Please write in the box below:

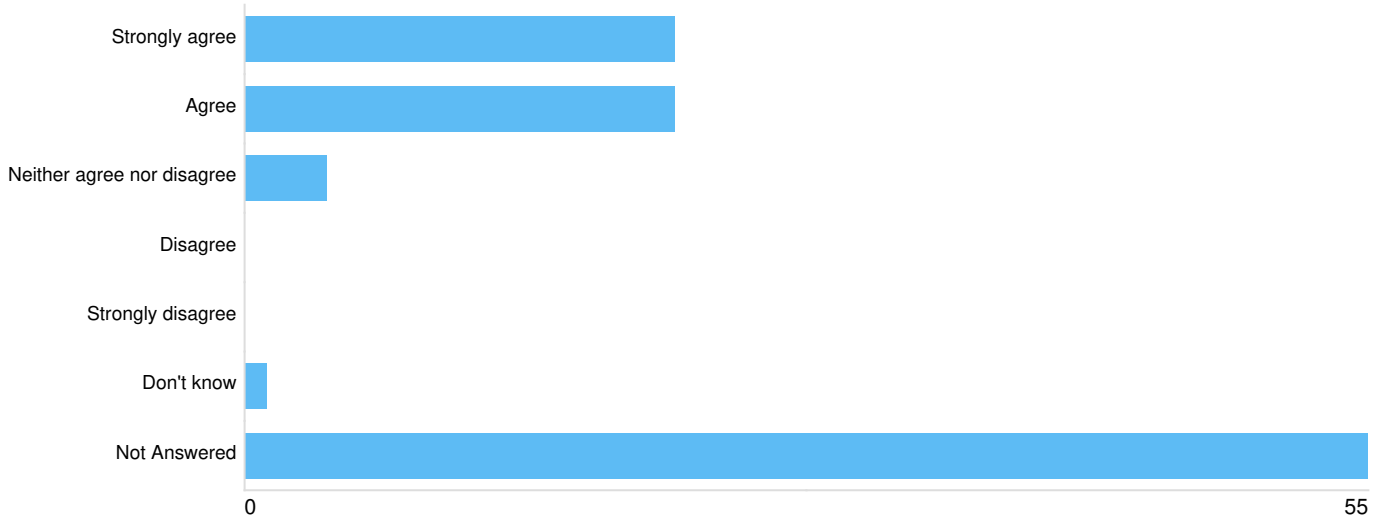
Open comments about health, mental illness, health and wellbeing

There were **13** responses to this part of the question.

Question : Businesses

Question : How far do you agree or disagree with the priority actions identified for businesses? Please select one only:

Agreement priorities businesses



Option	Total	Percent
Strongly agree	21	20.59%
Agree	21	20.59%
Neither agree nor disagree	4	3.92%
Disagree	0	0%
Strongly disagree	0	0%
Don't know	1	0.98%
Not Answered	55	53.92%

Question : If you disagree or strongly disagree, why do you say that? Please write in the box below:

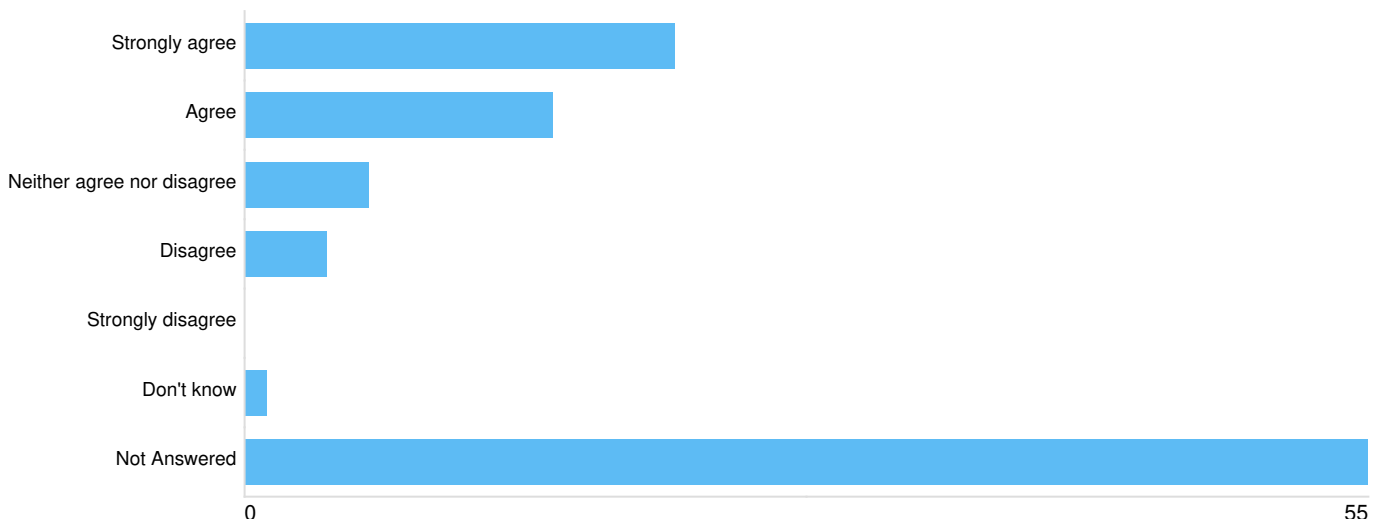
Open comments about businesses

There were 11 responses to this part of the question.

Question : Active travel

Question : How far do you agree or disagree with the priority actions identified for active travel? Please select one only:

Agreement priorities active travel



Option	Total	Percent
Strongly agree	21	20.59%
Agree	15	14.71%
Neither agree nor disagree	6	5.88%
Disagree	4	3.92%
Strongly disagree	0	0%
Don't know	1	0.98%
Not Answered	55	53.92%

Question : If you disagree or strongly disagree, why do you say that? Please write in the box below:

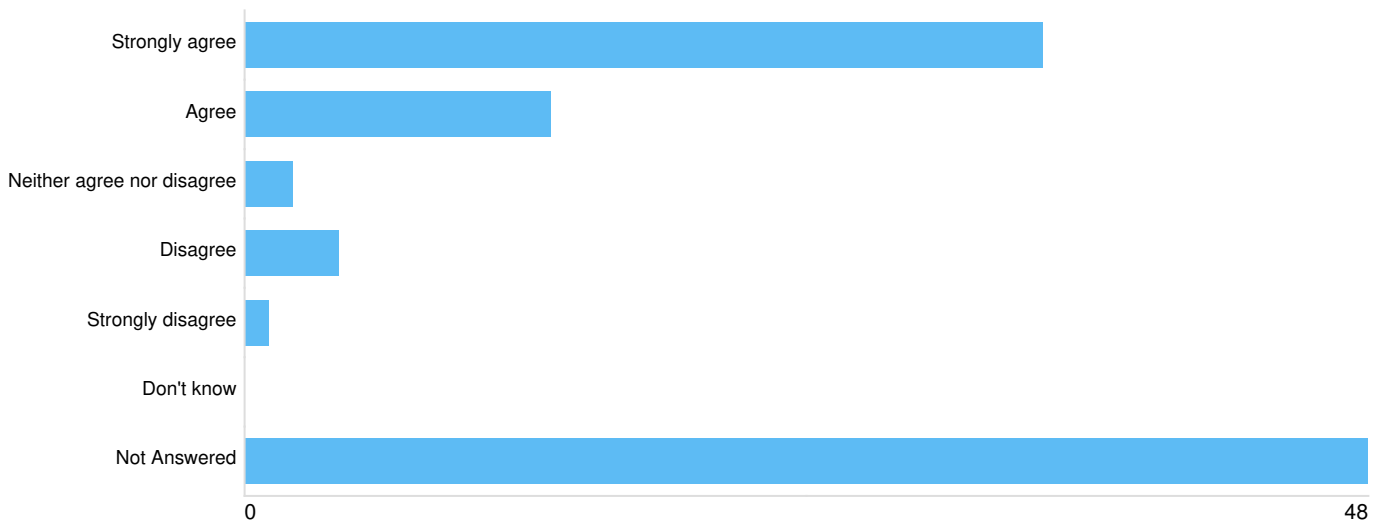
Open comments about active travel

There were **13** responses to this part of the question.

Question : Planners, growth, infrastructure

Question : How far do you agree or disagree with the priority actions identified for planners, growth and infrastructure? Please select one only:

Agreement priorities planners, growth and infrastructure



Option	Total	Percent
Strongly agree	34	33.33%
Agree	13	12.75%
Neither agree nor disagree	2	1.96%
Disagree	4	3.92%
Strongly disagree	1	0.98%
Don't know	0	0%
Not Answered	48	47.06%

Question : If you disagree or strongly disagree, why do you say that? Please write in the box below:

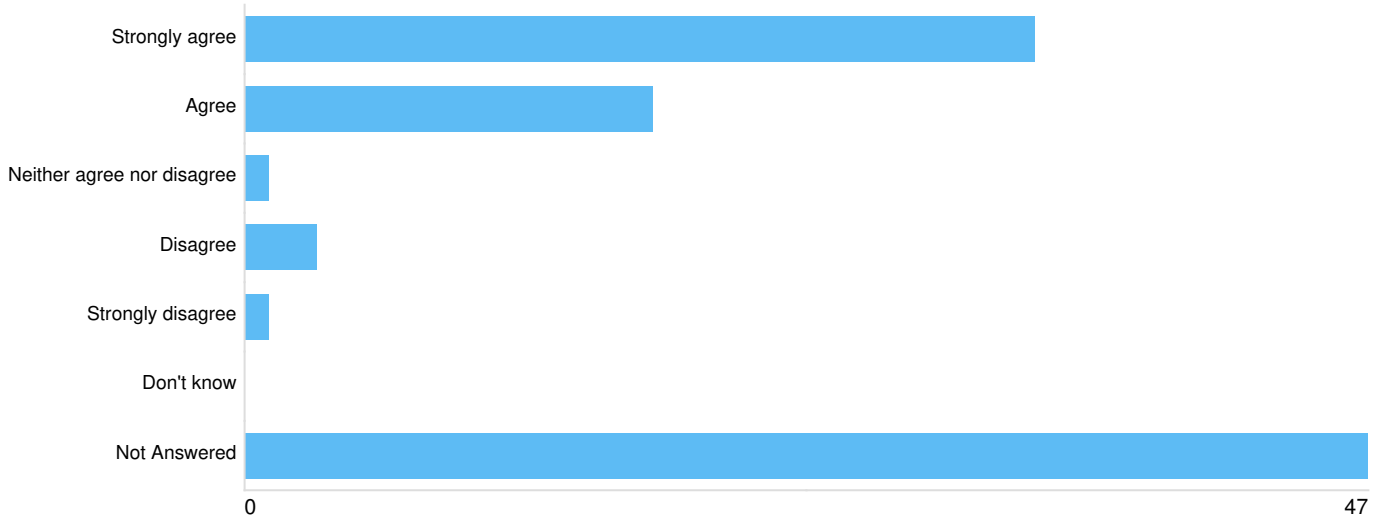
Open comments about planners, growth and infrastructure

There were **18** responses to this part of the question.

Question : Environment

Question : How far do you agree or disagree with the priority actions identified for environmental sector? Please select one only:

Agreement priorities environmental sector



Option	Total	Percent
Strongly agree	33	32.35%
Agree	17	16.67%
Neither agree nor disagree	1	0.98%
Disagree	3	2.94%
Strongly disagree	1	0.98%
Don't know	0	0%
Not Answered	47	46.08%

Question : If you disagree or strongly disagree, why do you say that? Please write in the box below:

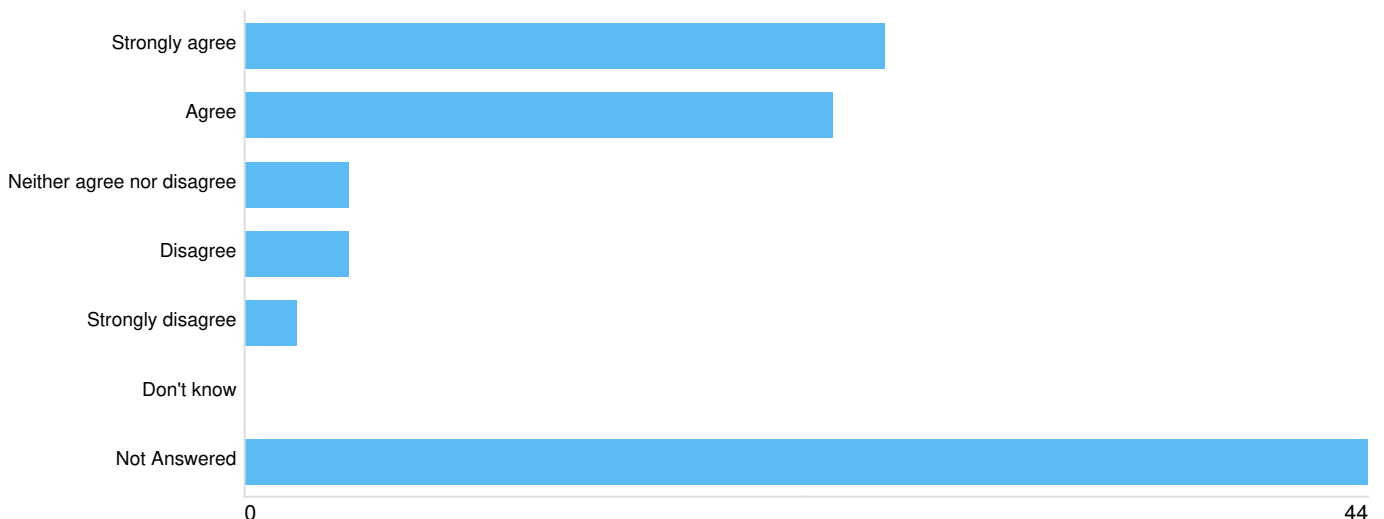
Open comments about environment sector

There were **12** responses to this part of the question.

Question : Community engagement

Question : How far do you agree or disagree with the priority actions identified for community engagement? Please select one only:

Agreement priorities community engagement



Option	Total	Percent
Strongly agree	25	24.51%
Agree	23	22.55%
Neither agree nor disagree	4	3.92%
Disagree	4	3.92%
Strongly disagree	2	1.96%
Don't know	0	0%
Not Answered	44	43.14%

Question : If you disagree or strongly disagree, why do you say that? Please write in the box below:

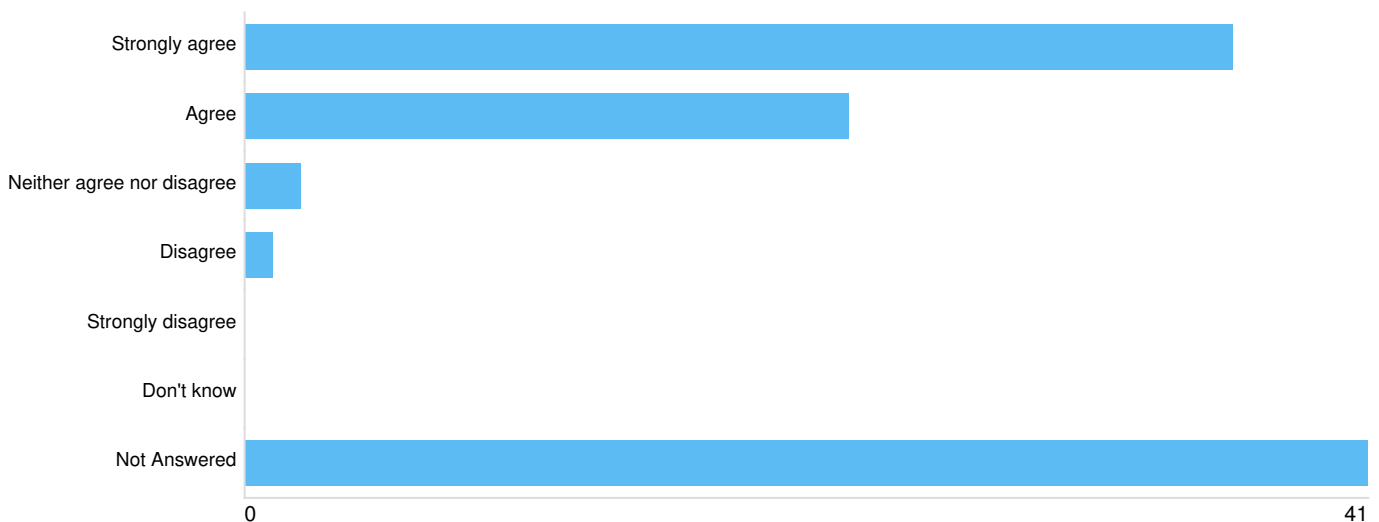
Open comments about community engagement

There were **13** responses to this part of the question.

Question : Historic environment

**Question : How far do you agree or disagree with the priority actions identified for the historic environment?
Please select one only:**

Agreement priorities historic environment



Option	Total	Percent
Strongly agree	36	35.29%
Agree	22	21.57%
Neither agree nor disagree	2	1.96%
Disagree	1	0.98%
Strongly disagree	0	0%
Don't know	0	0%
Not Answered	41	40.20%

Question : If you disagree or strongly disagree, why do you say that? Please write in the box below:

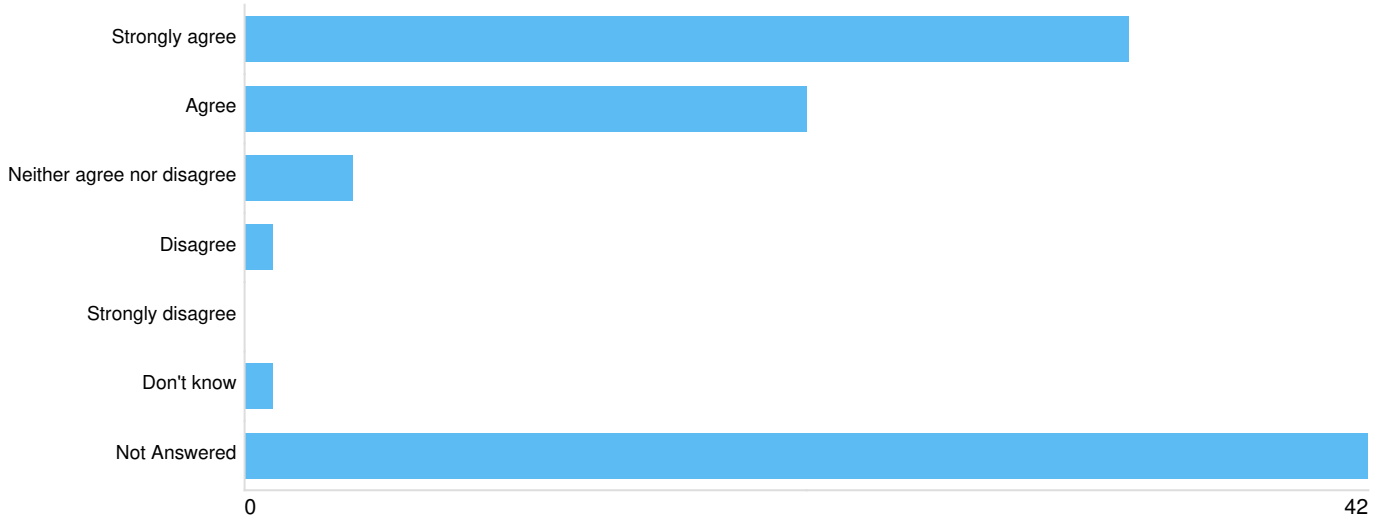
Open comments about historic environment

There were **10** responses to this part of the question.

Question : Coastal and open access

**Question : How far do you agree or disagree with the priority actions identified for coastal and open access?
Please select one only:**

Agreement priorities coastal and open accesss



Option	Total	Percent
Strongly agree	33	32.35%
Agree	21	20.59%
Neither agree nor disagree	4	3.92%
Disagree	1	0.98%
Strongly disagree	0	0%
Don't know	1	0.98%
Not Answered	42	41.18%

Question : If you disagree or strongly disagree, why do you say that? Please write in the box below:

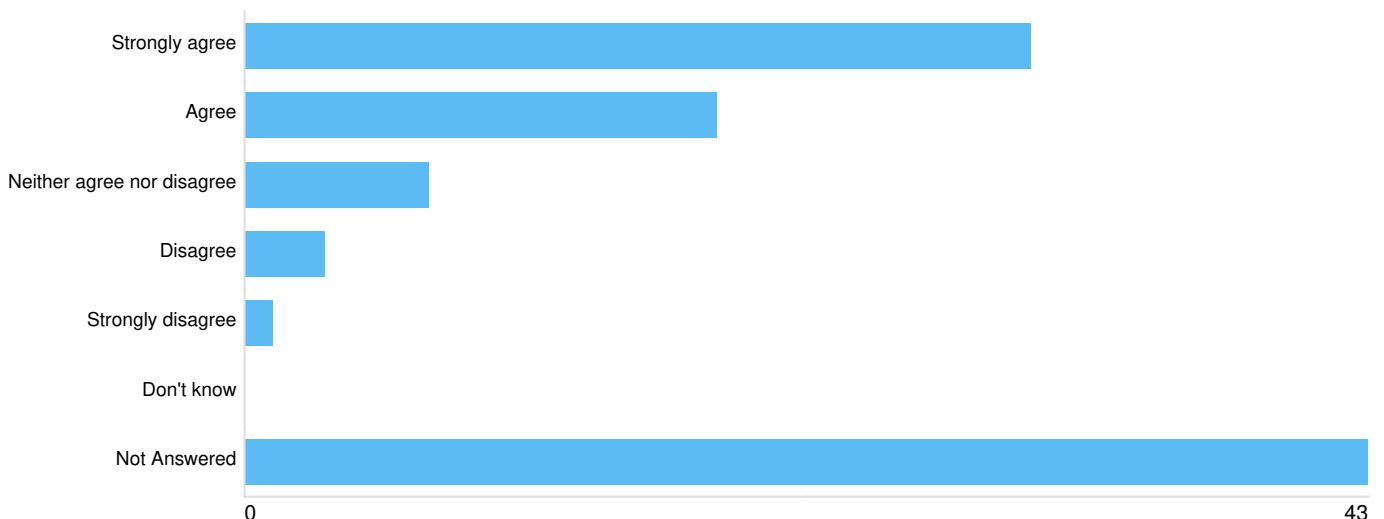
Open comments about coastal and open accesss

There were **9** responses to this part of the question.

Question : Access to water bodies

Question : How far do you agree or disagree with the priority actions identified for access to water bodies? Please select one only:

Agreement priorities access to water bodies



Option	Total	Percent
Strongly agree	30	29.41%
Agree	18	17.65%
Neither agree nor disagree	7	6.86%
Disagree	3	2.94%
Strongly disagree	1	0.98%
Don't know	0	0%
Not Answered	43	42.16%

Question : If you disagree or strongly disagree, why do you say that? Please write in the box below:

Access to water bodies

There were **13** responses to this part of the question.

Question Additions: If there are any actions you feel we should add please tell us about these below. Please tell us the objective the action falls under and who the lead/partner might be so we are able to follow your suggestions up.

Actions to add

There were **28** responses to this part of the question.

Question Changes: If there are any actions you feel we should change please tell us about these below. Please tell us the objective/action number and the change you would like us to make so that we can follow your suggestions up.

Actions to change

There were **27** responses to this part of the question.

Question Deletions: If there are any actions you feel we should delete please tell us about these below. Please tell us the objective/action number and why you think we should delete it so that we can follow your suggestions up.

Actions to delete

There were **7** responses to this part of the question.

Question Additions: If there are any actions you feel we should add please tell us about these below. Please tell us the objective the action falls under and who the lead/partner might be so we are able to follow your suggestions up.

Actions to add

There were **19** responses to this part of the question.

Question Changes: If there are any actions you feel we should change please tell us about these below. Please tell us the objective/action number and the change you would like us to make so that we can follow your suggestions up.

Actions to change

There were **10** responses to this part of the question.

Question Deletions: If there are any actions you feel we should delete please tell us about these below. Please tell us the objective/action number and why you think we should delete it so that we can follow your suggestions up.

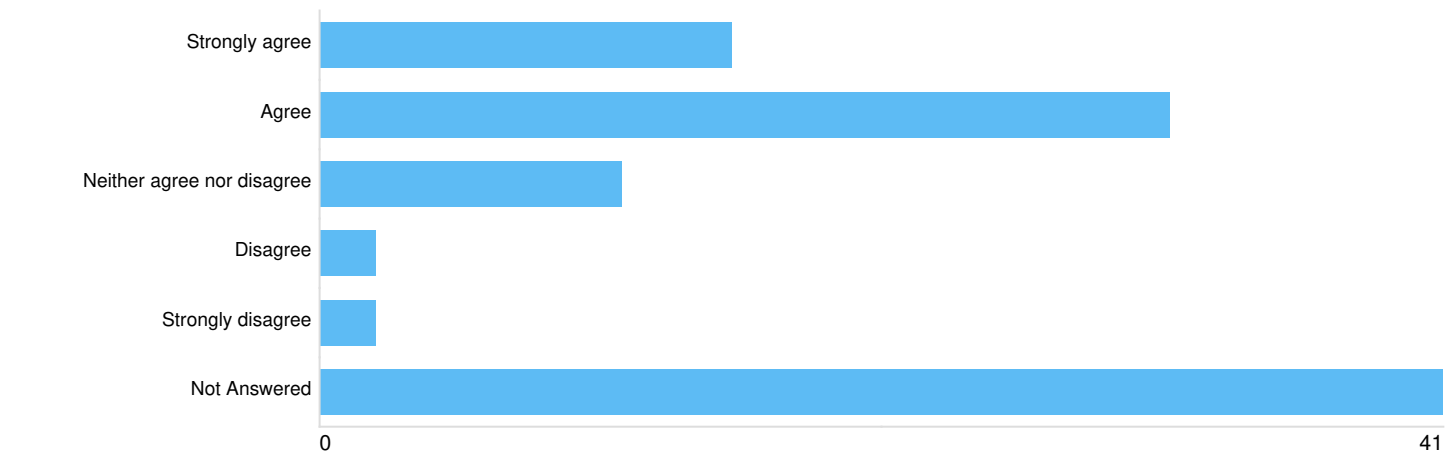
Actions to delete

There were **8** responses to this part of the question.



Question : How far do you agree or disagree that the NAIP is clear and easy to read? Please select one only:

Agreement with clarity



Option	Total	Percent
Strongly agree	15	14.71%
Agree	31	30.39%
Neither agree nor disagree	11	10.78%
Disagree	2	1.96%
Strongly disagree	2	1.96%
Not Answered	41	40.20%

Question : If you have any suggestions about how we could make the NAIP clearer, please write these in the box below:

Suggestions on clarity

There were **18** responses to this part of the question.

Question : If you have any comments about the draft NAIP 2018-2028 that you have not included elsewhere, please write these in the box below:

Other comments

There were **32** responses to this part of the question.

Question 3: Are you...?

Gender

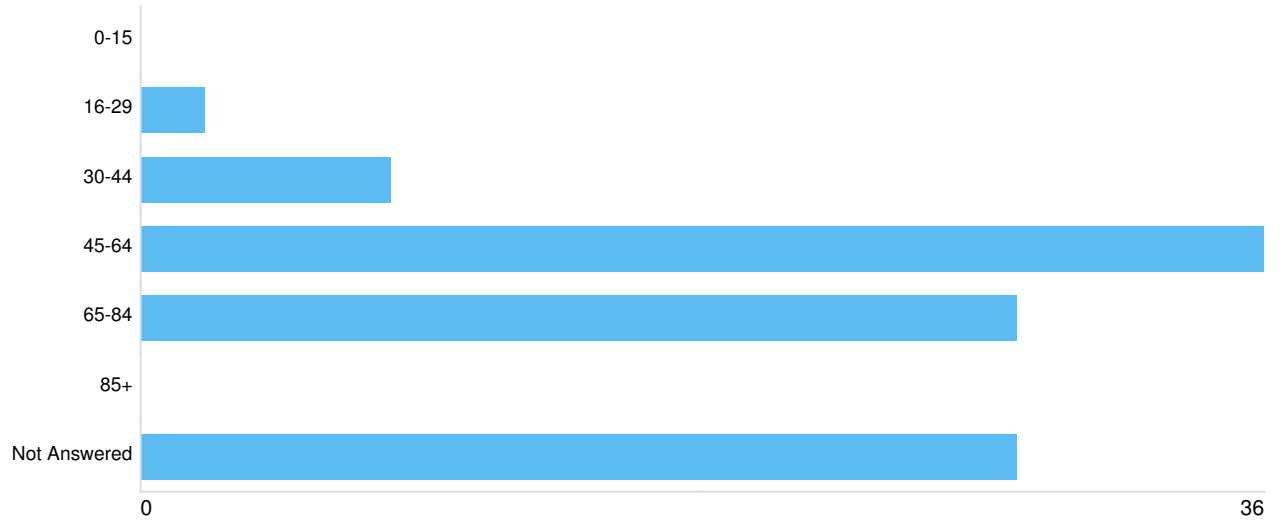




Option	Total	Percent
Male	41	40.20%
Female	33	32.35%
Not Answered	28	27.45%

Question 4: How old are you?

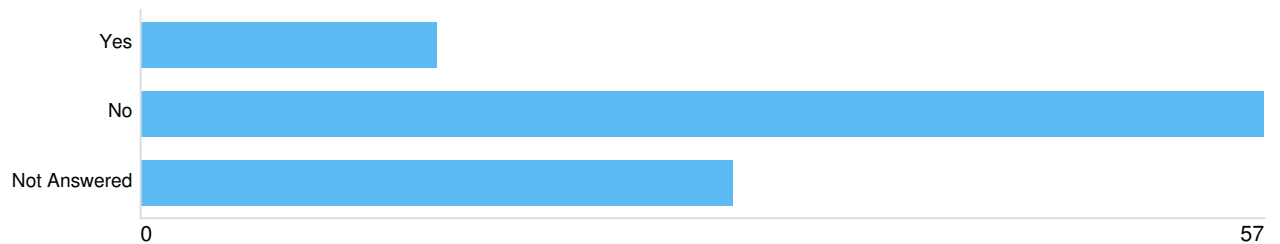
Age



Option	Total	Percent
0-15	0	0%
16-29	2	1.96%
30-44	8	7.84%
45-64	36	35.29%
65-84	28	27.45%
85+	0	0%
Not Answered	28	27.45%

Question 5: Do you have any long-term illness, disability or health problem that limits your daily activities or the work you can do?

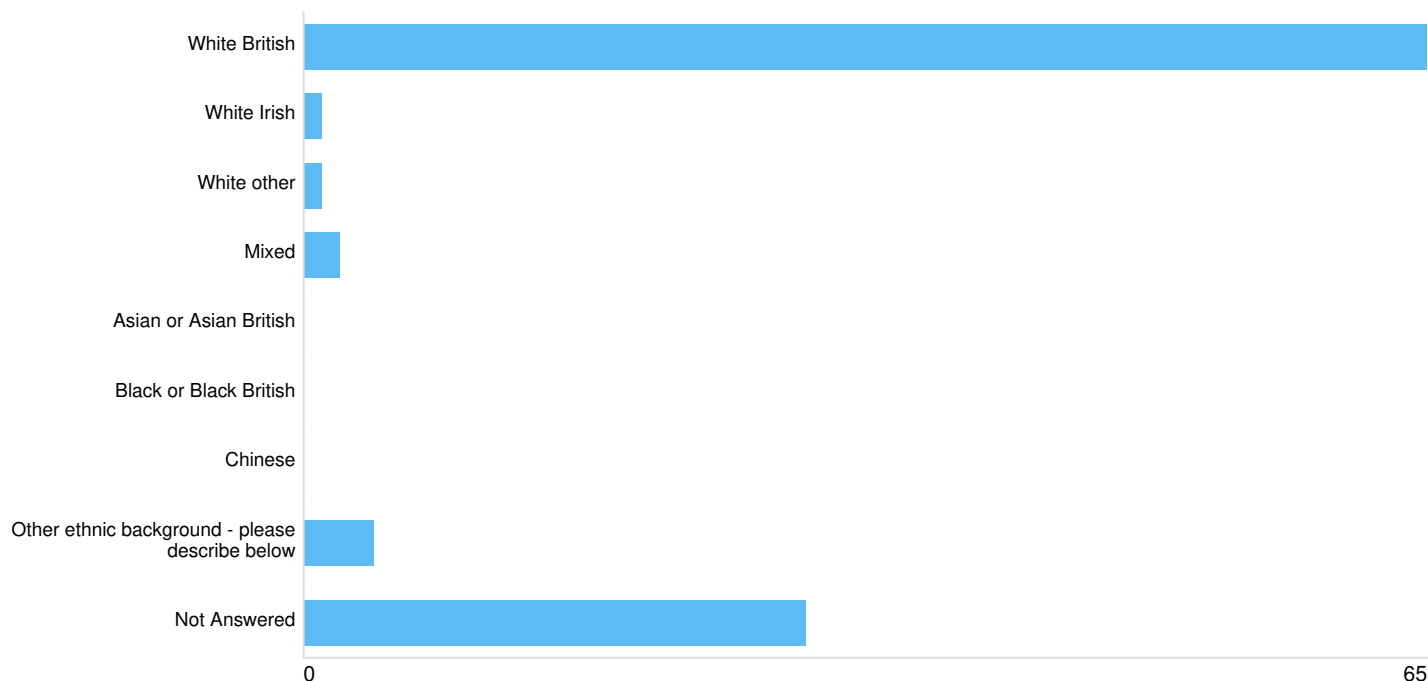
Disability



Option	Total	Percent
Yes	15	14.71%
No	57	55.88%
Not Answered	30	29.41%

Question 7: How would you describe your ethnic background? Please select one only

Ethnicity



Option	Total	Percent
White British	65	63.73%
White Irish	1	0.98%
White other	1	0.98%
Mixed	2	1.96%
Asian or Asian British	0	0%
Black or Black British	0	0%
Chinese	0	0%
Other ethnic background - please describe below	4	3.92%
Not Answered	29	28.43%

Ethnicity 2

There were **4** responses to this part of the question.

Norfolk Local Access Forum

Item No.

Report title:	Community Infrastructure Levy (CIL) for new access
Date of meeting:	18 July 2018
Responsible Officer:	Steve Miller, Assistant Director, Culture and Heritage
Strategic impact The Community Infrastructure Levy (CIL) was introduced by the Government to ensure that when land is developed, it comes with the necessary infrastructure to support it.	

Executive summary

The Norfolk Local Access Forum requested clarification on the use of the Community Infrastructure Levy (CIL) funding for the creation of new public access.

Pooled CIL (Greater Norwich Infrastructure Investment Fund CIL) should not be considered for funding permissive access. However, community (or neighbourhood) CIL directed/allocated to parishes could be used for this purpose if considered a local need and priority.

1. Proposal

- 1.1. Recommendation: that NLAF ensures that the potential to use community (neighbourhood) CIL for the creation of permissive access at a parish level is communicated to parishes (for example at the forthcoming Parish Seminars event).

2. Evidence

- 2.1. There are 2 routes to gaining developer funding for supporting infrastructure associated with new development: (i) the use of Planning Obligations S106 legal agreements (ii) the use of the Community Infrastructure Levy (CIL).
- 2.2. CIL differs from S106 legal arrangements in that whilst both gain developer funding towards supporting infrastructure associated with new development, CIL takes away the need to make a link between the development and the proposed mitigation.
- 2.3. The Community Infrastructure Levy (CIL) was introduced by the Government to ensure that when land is developed, it comes with the necessary infrastructure to support it such as schools, public transport and leisure facilities.
<https://www.gov.uk/guidance/community-infrastructure-levy>
- 2.4. The Community Infrastructure Levy (CIL) raises funds from developers and individuals who are undertaking building projects to support growth in the Greater Norwich area.
- 2.5. CIL is charged on almost all new buildings to ensure that development contributes towards the infrastructure needed to support growth in an area.
- 2.6. Not all district councils in Norfolk charge CIL on developments: within Norfolk, CIL has been implemented in the Greater Norwich area (ie covering Norwich City; Broadland and South Norfolk Council) and across King's Lynn and West Norfolk.

- 2.7. Where CIL is collected, the money is allocated as follows (data from South Norfolk Council):
Parish: 15% or 25% if parish has a Neighbourhood Plan
Administration: 5% (to be retained by charging district council)
Remaining 80% or 70% passed to the Greater Norwich Infrastructure Investment Fund
- 2.8. **Neighbourhood or parish CIL**
Parishes receive CIL every 6 months. They can use the money to ‘fund the provision, improvement, replacement, operation or maintenance of infrastructure or anything else that is concerned with addressing the demands that development places on an area.’ The compliance officer at South Norfolk Council considers “that the creation of permissive access would be an acceptable spend of the parish money if they chose to spend the money on this.”
- 2.9. **Greater Norwich Infrastructure Investment Fund CIL**
Money that goes to the GNIIF must be used for ‘funding the provision, improvement, replacement, operation or maintenance of infrastructure to support the development of its area.’ These uses are taken from the CIL legislation Part 7, paragraph 58A – 62A.
- 2.10. The NCC team advises against the presumption that pooled CIL could be used for the creation of permissive access (i) because the access would not be in perpetuity (ii) there are many competing infrastructure projects for the CIL such as schools, which NCC has a statutory responsibility to build.
- 2.11. Please see the briefing note in Appendix 1 setting out the opportunities for seeking developer funding towards new and / or improved public right of way / new access to the countryside and Appendix 2 (Neighbourhood funding), both from Principal Planner, NCC.

3. Financial Implications

- 3.1. None for NCC.

4. Issues, risks and innovation

- 4.1. None.

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

Email address : andrew.hutcheson@norfolk.gov.uk



If you need this report in large print, audio, braille, alternative format or in a different language please contact 0344 800 8020 or 0344 800 8011 (textphone) and we will do our best to help.

Using S106 and/or Community Infrastructure Levy (CIL) for funding the creation of new public access –

Briefing Note May 2018

Introduction

The purpose of this note is to consider the opportunities for seeking developer-funding towards the creation of new and / or improved public rights of way / new access to the countryside.

Within Norfolk there are two different routes to gaining developer-funding towards supporting infrastructure associated with new development. Firstly there is the use of Planning Obligations using S106 legal agreements to secure funding for infrastructure needed to mitigate the impacts of development; and secondly there is the use of the Community Infrastructure Levy (CIL), where it has been implemented by the respective Local Authority (District Council).

The remainder of this note briefly explores the two approaches of seeking developer funding:

Planning Obligations

The County Council's Planning Obligations Standards sets out where developer funding can be sought. In terms of Green Infrastructure it indicates, inter alia, that:

The County Council expects that green infrastructure provision is considered and secured through on-site open space provision with appropriate connections to the wider off-site GI network. This can be achieved, for example, through strategic Highway planting, enhancements to the Public Rights of Way network and effective use of sustainable urban drainage systems as multifunctional assets.

Any developer funding in this scenario would need to satisfy the legal tests set out in the Community Infrastructure Levy Regulation 2010 (as amended) (Reg 122) and be:

- Necessary to make the development acceptable in planning terms;
- Directly related to the development; and
- Fairly and reasonably related in scale and kind to the development.

In addition any obligation sought would also need to take in to account the restrictions/limitations placed on the use of planning obligations with regard to the pooling of contributions as set out in Reg 123 (3) of the CIL Regulations (as amended 2014). These restrictions came into force on 6 April 2015 and limit the

amount of pooling of S106 contributions by a local authority to no more than five obligations providing “for the funding or provision of that project, or provide for the funding or provision of that type of infrastructure”. The County Council therefore has to assess very carefully any contributions it seeks with a view to minimising the need to pool contributions.

Community Infrastructure Levy

Within Norfolk CIL has been implemented in the Greater Norwich area (i.e. covering Norwich City; Broadland; and South Norfolk District Councils) and across King’s Lynn and West Norfolk.

Where CIL has been introduced this takes away the need to make the link between the respective development and the proposed mitigation / infrastructure required (i.e. no Reg 122 or Reg 123 (3) tests to satisfy). Developers pay a standard CIL rate (subject to any exemptions) and the CIL fund are then collected and pooled by the CIL Charging Authority (District Council).

The only limitations on the spending of CIL is in respect of:

- (a) Whether it is needed to support growth in the area;
- (b) It has to be infrastructure as defined in S 216 (2) Planning Act 2008;
- (c) It has to be identified in the Charging Authority’s Reg 123 List (i.e. Infrastructure to be funded through CIL). If it is not on the list then funding can potentially be sought through S106 (obligations) subject to the above restrictions. Even if PRow are identified on the Reg 123 List, if there is any land transfer associated with such infrastructure requirements, then this would need to be undertaken through a S106 agreement as CIL simply provides “cash” not land.

While it is potentially easier to use CIL funds for new or improved PRow etc than relying on S106 agreements, it has to be recognised that there is only a limited CIL funding Pot. As such the bid process can in practice be very competitive / difficult as such works/infrastructure would be competing against other CIL infrastructure projects such as new roads; schools; library extensions and other Green Infrastructure projects.

Summary of Issues to consider

- (1) Where are the new / improved PRow being sought – is it in a CIL Charging area or in S106 area?
- (2) If in CIL charging area – will need to check whether what is being sought is on the Reg 123 List (list of infrastructure potentially funded through CIL);
- (3) If in a S106 area -will need to satisfy legal tests in Reg 122 and the pooling restrictions in Reg 123 (3).



Norfolk County Council at your service

Community Infrastructure Levy (CIL) - Neighbourhood Funding

Parish & Town Council ability to Fund Infrastructure

April 2016

Amended November 2017

**Prepared by Stephen Faulkner BA(Hons),MSc, DipTP, MRTPI; CiLCA
Principal Planner
Norfolk County Council**

Preface

The officer-level comments below are made on a without prejudice basis and therefore individual planning authorities / charging authorities may wish to seek further clarification either from the Department of Communities and Local Government (DCLG) or their own legal teams before advising their parish/town councils. DCLG have, however, broadly supported the approach to neighbourhood spending set out below.

1. Introduction

- 1.1 The purpose of this note is to set out what parish and town councils can spend their CIL receipt on. Under the CIL amended Regulations (April 2013)(Reg 59A) neighbourhoods will now be passed 15% of CIL revenue received by the charging authority where development has taken place. The figure rises to 25% where the town/parish council has an adopted Neighbourhood Plan in place.
- 1.2 The 15% figure is capped to £100 per existing council tax dwelling which can be passed on to a parish or town council to be spent on "local priorities". No cap applies where the Parish Council has an adopted Neighbourhood Plan. A full explanation of how the capping process works is set out in the Department of Communities and Local Government (DCLG) – Community Infrastructure Levy Guidance (April 2013) (see paragraph 108).
- 1.3 Paragraph 117 of the DCLG Guidance indicates that where money is not used to support development of the area within 5 years of receipt, or used for other purposes, the regulations give Charging Authorities (CAs) the power to recover

those funds.

2. Infrastructure

2.1 Infrastructure for the purposes of CIL is taken from the s. 216 (2) Planning Act 2008 as defined:

“infrastructure” includes—

- (a) roads and other transport facilities,
- (b) flood defences,
- (c) schools and other educational facilities,
- (d) medical facilities,
- (e) sporting and recreational facilities,
- (f) open spaces, and
- (g) affordable housing (being social housing within the meaning of Part 2 of the Housing and Regeneration Act 2008 (c. 17) and such other housing as CIL regulations may specify). NB Affordable housing currently lies outside the CIL Regulations and will need to be delivered through a S.106 agreement.

2.2 The above list is the default position of what CIL will fund where the Charging Authority (CA) has not published their CIL Reg 123 list (infrastructure items to be funded through the use of CIL).

3. Spending the Neighbourhood Funds

3.1 **Background** – The Community Infrastructure Levy (Amendment) Regulations 2013 (Amendment to Part 7 – application of CIL)

Application of CIL by local councils

Regulation 59C. A local council must use CIL receipts passed to it in accordance with regulation 59A or 59B to support the development of the local council's area, or any part of that area, by funding—

- (a) the provision, improvement, replacement, operation or maintenance of infrastructure; or
- (b) anything else that is concerned with addressing the demands that development places on an area.

3.2 Paragraph 116 of the Guidance indicates that “the wider definition means that the neighbourhood funding pot can be spent on things other than infrastructure (as defined in the CIL Regulations). For example the pot could be used to fund affordable housing where it would support the development of the area by addressing the demands that development places on the area.”

- 3.3 The above guidance would suggest that parishes can potentially spend CIL funds on a wide range of infrastructure, including for example local schools, highway/transport infrastructure and other strategic infrastructure, as well more traditional parish items such as village halls, allotments, play areas; bus shelters; street lighting; provision of public toilets; provision of litter bins; etc (see Appendix 1 setting out those capital works/infrastructure and maintenance items where the Parish Council has the statutory powers and duties to deliver.
- 3.4 Parishes / communities have a period of 5 years within which to spend their CIL money. The LPA can request that unspent monies are repaid after this time, or if it believes that CIL has been spent on illegible items. CIL Guidance 2014 indicates *inter alia*:

If a parish, town or community council does not spend its levy share within 5 years of receipt, or does not spend it on initiatives that support the development of the area, the charging authority may require it to repay some or all of those funds to the charging authority (see [regulation 59E\(10\)](#) for details).

3.5 Restrictions on neighbourhood spending -

- 3.6 However, unless the parish or town council has a General Power of Competence (GPC) as outlined in the Localism Act (ss1 - 8)(see Appendix 2), then they will not have the statutory powers or duties to spend CIL money beyond their existing remit (as set out in the various Local Government Acts - see Appendix 1). The list of infrastructure, or maintenance of infrastructure, which a parish council has the statutory powers or duties to provide is quite extensive, but without the General Power of Competence (GPC) Parish Councils will not be able to spend their CIL receipt on the wider strategic infrastructure.

4. Parish Council with GPC – Spending CIL Funds

- 4.1 Where a Council has a GPC then they will be able to use CIL on those items in Appendix 1 (both infrastructure and non-infrastructure) where they have a statutory power and duty to provide as well as on more strategic/wider infrastructure items, such as providing new or extended schools; new roads; new or extended libraries; doctors surgeries etc. The use of CIL by parish councils is not confined to those items on the LPAs/CA's Reg 123 list. In addition it would be possible for Councils under Paragraph 107 (b) (non-infrastructure) and 116 of the CIL Guidance to spend CIL funds for providing, for example, affordable housing; a village shop; opening a village gym; or village café etc. These potential uses of CIL funds would need to comply with other statutory regulations such as planning, health & safety, employment law etc.

5. Parish Councils without GPC - Spending CIL Funds

- 5.1 Where a parish or town council does not have a GPC, this will restrict them using their CIL funds to those items set out in Appendix 1 (i.e. where they have a statutory power or duty to provide or maintain the specific infrastructure item - NB this covers not just infrastructure items).

5.2 The only way that neighbourhood funds from CIL could be used more strategically would involve the Charging Authority (CA) working closely with the parish council to agree infrastructure priorities (i.e. as set out in a Local Investment Plan and Programme), and where agreement can be reached, the CA could “retain” the neighbourhood funding to spend on specific agreed infrastructure item/s. This could include infrastructure outside the parish council’s statutory remit and/or outside the council’s geographic boundary e.g. supporting schools and roads etc.

6. Other Issues relating to spending CIL

6.1 Parish and town councils do have the ability to spend money widely under Sections 111 and 137 of the Local Government Act 1972. However, under s.111 the Local Authority only have the power to spend on anything which is conducive or incidental to the discharge of any of their functions. This would prevent parish and town council spending beyond their statutory powers and duties (unless they have a GPC).

6.2 Section 137 allows parish councils to incur expenditure for certain purposes not otherwise authorised. However this expenditure is capped (£7.20 per elector 2013/14) and has to be used by the parish council “.... In their opinion is in the interests of (and will bring direct benefit to) their area or part of it or all or some of its inhabitants..”. It should be noted that the “direct benefit” accruing to their area or any part of it or to all or some of the inhabitants of their area must be commensurate with the expenditure to be incurred.

6.3 Therefore neither s.111 or s.137 above would allow non GPC parish councils to spend CIL unrestrained.

7. Summary

7.1 Parish and town councils can spend their CIL receipt on a range of infrastructure and maintenance projects providing they are compliant with their statutory powers and duties. These powers and duties are quite wide ranging and are set out in Appendix 1.

7.2 For Councils to spend beyond the provisions set out in Appendix 1 (i.e. where they have a statutory power or duty to provide or maintain the specific infrastructure item) they will need to have either:

(a) gained a General Power of Competence (see Appendix 2) giving them wider powers to spend money (NB projects can go beyond those in the LPAs Reg123 list); or

(b) entered into an agreement with the Charging Authority (CA) agreeing that some or all of their CIL monies can be retained by the CA and spent on agreed/specified infrastructure projects. These projects would need to be compliant with the Reg123 list.

7.3 For most Councils given the scale of CIL funds they are likely to receive and the long list of potential infrastructure items in Appendix 1, where they have a statutory power or duty, spending CIL should not present too many difficulties

Infrastructure items which can be provided or maintained by Parish Councils
(The list below is not exhaustive)

Infrastructure Type	Power & Duty	Statutory Provision
Allotments	Provision of allotments	Small Holding and Allotments Act 1908 s.23
Burial Grounds; cemeteries and crematoria	Power to acquire and maintain; Power to provide Power to agree to maintain monuments and memorials	Open Spaces Act 1906 ss.9 & 10; Local Government Act (LGA) 1972 s.214 Parish Councils and Burial Authorities (Miscellaneous Provisions) Act 1970, s.1
Bins	Provision of litter bins	Litter Act 1983 ss. 5,6
Bus Shelters	Power to provide	Local Government (Miscellaneous Provision) Act 1953 s.4
Clock	Power to provide public clock	Parish Councils Act 1957, s.2
Closed Church Yards	Power to maintain	LGA 1972 , s.215
Commons and common pastures	Power in relation to inclosure, regulation and management and providing common pasture	Inclosure Act 1845; small Holdings and Allotments Act 1908, s.34
Conference facilities	Power to provide	LGA 1972 s.144
Community Centres	Power to provide and equip building for use of clubs (sport/social/educational); Power to acquire, provide and furnish community building	Local Government (Miscellaneous Provisions) Act 1976 s.19 LGA 1972, s.133
Crime Prevention	Power to spend money on crime prevention	Local Government and Rating Act 1997, s.31
Drainage	Power to deal with ponds and ditches	Public Health Act 1936 s.260
Entertainment and the Arts	Provision of entertainment	LGA 1972 s.145
Highways	Power to repair and maintain public footpaths and bridleways	Highways Act 1980 ss.43 & 50
	Power to light roads and public places	Parish Councils Act 1957 s.3; Highways Act 1980, s.301
	Power to provide parking places for vehicles, bikes, and motorbikes	Road Traffic Regulations Act 1984 ss.57,63
	Power to enter into	Highways Act 1980 ss.30 ,

	agreement as to dedication and widening	72
	Power to provide roadside seats and shelters and bus shelters	Parish Councils Act 1957 s.1
	Power to provide certain traffic signs and other notices	Road Traffic Regulations Act 1984 s.72
	Power to plant trees and maintain roadside verges	Highways Act 1980 s.96
	Traffic calming – powers to contribute financially to such schemes	Local Government and Rating Act 1997 s.30
	Community Transport – power to spend money on community transport schemes	Local Government and Rating Act 1997 ss.26-29
Land	Power to acquire and dispose of land	LGA 1972 ss.124; 126; 127
Mortuaries and post mortem rooms	Power to provide	Public Health Act 1936 s.198
Open Space	Power to acquire land for public recreation	Public Health Act 1875 s.164
	Power to acquire and maintain land for open spaces	Open Spaces Act 1906 ss.9 and 10
Public Buildings and village hall	Power to acquire and provide buildings for public meetings and assemblies	LGA 1972 s.133
Public Toilets	Power to provide	Public Health Act 1936 s.87
Recreation	Power to acquire land for recreation grounds; public walks; pleasure grounds and open space; and to manage and control them.	Public Health Act 1875 s.164; LGA 1972 sch.14 para27; Public Health Acts Amendments Act 1890 s.44; Open Spaces Act 1906 ss.9 and 10
	Power to provide a wide range of recreational facilities	Local Government (Miscellaneous Provisions) Act 1976 s.19
	Provision of boating pools	Public health Act 1961 s.54
War Memorials	Power to maintain, repair, protect and adopt	War Memorial (Local Authorities' Power) Act 1923, s.1; as extended by Local Government Act 1948 s.133
Water Supply	Power to utilise well or spring and to provide facilities for obtaining water from them	Public Health Act 1936 s.125

General Power of Competence

Background

The GPoC was brought in by the Localism Act 2011¹ and it allows councils to: carry out any lawful activity; undertake any lawful works; operate any lawful business; and enter into any lawful transaction. This power does not remove any duties from LAs and they will continue to need to comply with duties placed on them. It is a power of first resort.

Criteria for eligibility

Under a statutory instrument² the Council must resolve clearly at a full council meeting that “at the time of resolution³” it meets the criteria. This has to be confirmed again at each relevant annual parish council meeting after the ordinary election that normally takes place every four years. The following criteria must be met:

- (a) At least 2/3 of councillors must be elected (i.e. elected or stood for election) at the last election;
- (b) The clerk must be qualified⁴;
- (c) The clerk has completed the GPoC training.

A Council that has adopted the GPoC cannot use S137⁵.

¹ Localism Act 2011 ss.1- 8

² Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012 No. 965 – Schedule Conditions of eligibility

³ Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012 No.965

⁴ the clerk must hold one of the following qualifications – Certificate in Local Council Administration (CiLCA); or Certificate of Higher Education in Local Policy; or the Certificate of Higher Education in Local Council Administration; or the First Level Foundation degree in Community Engagement and Governance awarded by the University of Gloucestershire or its successor qualification; and the clerk has completed the relevant training.

⁵ Local Government Act 1972 s.137 as amended by the Local Government and Housing Act 1989 s.36

Norfolk Local Access Forum

Item No.

Report title:	Response to the NLAF re Definitive Map Modification Orders
Date of meeting:	18 July 2018
Responsible Chief Officer:	Steve Miller, Assistant Director, Culture and Heritage
Strategic impact The NLAF requested a review of the Council's policy and resourcing with respect to Definitive Map Modification Orders	

Executive summary

The NLAF wrote to Norfolk County Council concerning the Council's policy with respect to Definitive Map Modification Orders in April (Appendix 1) and received a response the following month (Appendix 2).

Recommendations:

That the NLAF acknowledges the response, and agrees whether there is a need to refer back to the EDT Committee for review of the NCC policy.

1. Proposal

1.1. See executive summary.

2. Evidence

2.1. The NLAF questioned the Council's neutral stance on the majority of DMMOs and requested a review of NCC policy. The response from NCC sets out current arrangements and answers the questions posed.

3. Financial Implications

3.1. None as a direct result of this request.

4. Issues, risks and innovation

4.1. None.

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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Norfolk

Local Access Forum



11th April 2018

Cllr. Martin Wilby
County Hall
Norwich

Dear Martin,

I have been asked to write to you on behalf of the Norfolk Local Access Forum - the NLAF.

As I am sure you are aware, the NLAF is a statutory body set up under the 2000 CROW Act and it is our role to advise on the improvement of local access to the land in our area for the purpose of open air recreation and enjoyment.

Norfolk County Council has, since 2011, taken a neutral stance on the majority of Definitive Map Modification Orders, (DMMO's), made to them as the authority under section 53 of the 1981 Wildlife and Countryside Act. The NLAF, however, is questioning if this is fair to applicants, particularly if NCC makes an Order at a higher level than sought. Furthermore, is this consistent with NCC's duty, (Highway Act 1980, s.130 (1)), '...to assert and protect the rights of the public to the use and enjoyment of any highway for which they are the highway authority...' The NLAF would therefore like to ask that NCC reviews its current policy.

In addition:

- (1) We would like to know the criteria by which it decides the Orders it will promote and would like it to provide statistics to show how many Orders have been made since the introduction of the policy in 2011.
- (2) Has NCC taken a neutral stance in all cases, or has it promoted or opposed any of them.
- (3) Has any order for an application made by a member of the public subsequently been made at a higher level.

Yours sincerely,

Martin Sullivan
Chair, NLAF.

Please reply to: Greenfields, Kerdiston Road, Reepham, NR10 4LQ

Supported by
 **Norfolk** County Council



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denise.bales@norfolk.gov.uk

Please ask for: Mrs Denise Bales
Contact number: 01603 223009

Your ref:
My ref: DB/17906
Date: 18 May 2018

Dear Mr Sullivan,

Re: Norfolk County Council Policy on Definitive Map Modification Orders

I have been asked to respond, on behalf of Mr Wilby, to your letter of the 11 April, 2018.

I will reply to the questions in the order in which they appear in your letter, as follows:

Norfolk County Council policy

The policy is fair to all parties involved in the legislative process. It is true to say that it necessitates further work by an applicant, but it also encourages a greater community participation in what is, to some extent, a free service and has the added benefit of providing the applicant with a greater sense of responsibility. The County Council still prepares a detailed and documented Statement of Case, which the applicant can adopt as his/her own and which has been found to assist in terms of presentation of arguments at inquiries, hearings and exchanges of written representations. The 2011 policy has been well received and is viewed as being an equitable process. Planning Inspectors have confirmed that it works and is fair to all parties.

Orders made for a higher level of public right than that for which the application was made

If an applicant applies for a footpath but the County Council, as the Order Making Authority (OMA) finds that bridleway rights have been established on the claimed route, it has a duty to make an order for that level of established public right. Applicants are warned of this possibility at the outset of the process. They will still have the opportunity, when either adopting the OMA's Statement of Case, or putting forward an amended version, to explain why they disagree with the OMA's findings.

Duty to investigate modification applications, make modification orders and assert and protect the rights of the public

The County Council, as the 'Surveying Authority' is responsible for investigating formal modification applications submitted under section 53 of the Wildlife and Countryside Act,

1981. Once those applications have been determined (either by the County Council or the Secretary of State for Environment, Food and Rural Affairs/appointed Planning Inspector and that determination is that a public right of way has been found to exist, the duty to assert and protect will then be engaged by the County Council as the Highway Authority.

Policy criteria and statistics

In deciding whether to promote the Order, the County Council considers as 'policy criteria' firstly the significance and quality of the evidence received, secondly the extent of evidence to the contrary, thirdly the nature of objections received and fourthly the connectivity with the existing rights of way network. By making a case by case decision whether to actively promote the Order, the County Council will allow for situations where it would seem perverse or invidious of the County Council not to actively promote the case beyond referral to the Planning Inspectorate. This individual case approach ensures that the County Council does not fetter its discretion by the imposition of a blanket ban on promotion. It is already the case that if the County Council has been directed to make an Order by the Secretary of State on appeal, it usually takes a neutral stance at any public inquiry.

Statistics

(i) Since 2011, the County Council has made 45 definitive map modification orders under section 53 of the Wildlife and Countryside Act 1981.

(ii) The County Council has promoted two of those orders as own motion cases. It has not opposed any of the orders and has taken a neutral stance on the remaining 43 cases. It received 2 Directions from the Secretary of State for Environment, Food and Rural Affairs to make orders, following successful appeals by applicants against the OMA's decision not to uphold their applications. Of those 2 orders, 1 was then not confirmed by a Planning Inspector and the other has yet to be considered by a public inquiry this summer.

(iii) In 3 of the 45 cases an order has been made at a higher level.

In addition to the above, since 2011, 20 dedications have been negotiated by the team (involving landowners and applicants) which would otherwise have had to be dealt with under the modification order process.

I hope you find this information useful.

Yours sincerely

Denise Bales.

Denise Bales
Senior Legal Orders Officer

Norfolk Local Access Forum

Item No.

Report title:	Norfolk Local Access Forum constitution
Date of meeting:	18 July 2018
Responsible Officer:	Steve Miller, Assistant Director Culture and Heritage
Strategic impact The NLAF's constitution has been clarified to give a more generic statement on the composition of members and to remove reference to terms of appointment of members.	

Executive summary

The NLAF's constitution was clarified to give a more generic statement on the composition of members (in accordance with the 2007 Local Access Forum Regulations <http://www.legislation.gov.uk/ukxi/2007/268> and Guidance of Local Access Forums in England 2007) and to remove reference to terms of appointment of members (which are the responsibility of the appointing body, Norfolk County Council, not the Forum itself) Appendix 1.

Recommendation:

That the NLAF adopts the constitution.

1. Proposal

- 1.1. It is recommended that the NLAF adopts the constitution (as amended)

2. Evidence

- 2.1. Norfolk County Council is reviewing membership of the Norfolk Local Access Forum and noted that terms of appointment (which are the responsibility of the Council not the Forum) had been included in the NLAF constitution. Following advice from NPLAW, a new constitution has been drawn up to correct this and additionally clarify the situation with regard to councillors who are members of the Forum.

Councillor members can be drawn from county or district councils or Broads Authority members. The overall number of councillors (county or district) and Broads Authority members should not exceed 3 (assuming the Forum has at least 17 members in total) and all councillors (and members of the Forum) should be representative of one of the specified 3 groups set out in regulation 3(5) of the 2007 regulations which are as follows:

- users of local rights of way;
- owners and occupiers of access land or land over which local rights of way subsist; or
- any other interests especially relevant to the authority's area

3. Financial Implications

3.1. None.

4. Issues, risks and innovation

4.1. None.

5. Background

5.1. See evidence.

Officer Contact

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

Officer name : Martin Sullivan

Tel No. : 01603 879741

Email address : martinsullivan4x4@yahoo.co.uk



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Norfolk Local Access Forum – Constitution (June 2018)

Section 94 of the Countryside and Rights of Way Act 2000 (CROW Act) requires local authorities and National Park authorities to establish advisory bodies known as Local Access Forums to advise decision-making organisations about making improvements to public access for outdoor recreation and sustainable travel. Forums operate in accordance with the provisions of the Act and the Local Access Forums (England) Regulations 2007.

This Constitution applies these regulations for the Norfolk Local Access Forum. The Forum enjoys the same level of support from Norfolk County Council as a committee (although it is not a formal NCC committee). Forum members are given technical and administrative support by Norfolk County Council officers to enable them to undertake their advisory role as effectively as possible

1) Terms of Reference

a) Norfolk Local Access Forum members are volunteers appointed to the Forum by Norfolk County Council (the appointing body) to represent a range of local interests.

b) The Forum gives advice to Section 94(4) bodies as follows: Norfolk County Council; district and borough councils within Norfolk; Government Departments e.g. Defra and MOD as well as the Planning Inspectorate and the Highways Agency; Natural England; the Forestry Commission; English Heritage; Sport England; the Norfolk Coast AONB Conservation Board; Parish and town councils in Norfolk. These bodies should have regard in carrying out their functions, to any relevant advice given to them by the Forum.

c) The advice which the Forum gives falls within one or more of the following categories:

- 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;
- public access to land in the area for any other lawful purpose (whether on foot, horse, cycle or by any means other than by mechanically propelled vehicle);
- public access to land in the area by means of a mechanically propelled vehicle for any other lawful purpose, but only insofar as the access relates to byways open to all traffic.

- d) The Norfolk Local Access Forum is a statutory consultee for:
- draft maps showing open country and registered common land;
 - byelaws affecting access land
 - the appointment of access wardens on access land
 - directions that would restrict or exclude long-term access
 - rights of way improvement plans
 - Dog control orders which apply to access land

2) Constitution of the Forum

a) The Forum comprises at least ten and not more than 22 representatives appointed by Norfolk County Council in accordance with The Local Access Forums (England) Regulations 2007. Under 3(5) of the Regulations, membership of the Forum is representative of the following groups (applies to **all** members):

- users of local rights of way;
- owners and occupiers of access land or land over which local rights of way subsist; or
- any other interests especially relevant to the authority's area

b) Under 3(4) of the Regulations, the maximum number of members who may also be members of a district council or Norfolk County Council or the Broads Authority is **three**, as long as the Forum consists of no fewer than 17 members (falling to **two** if the Forum consists of not more than 16 members).

c) Norfolk County Council will organise recruitment and appointment of members (see Section 6 of Guidance on Local Access Forums in England (revised guidance 2007). Terms of appointment for Forum members shall be set by Norfolk County Council.

3) Number of Meetings

The Forum will meet at least twice in each year. Generally, meetings are held in January, April, July and October.

4) Chairman and Vice-Chairman

At its first meeting after 1 August in each calendar year (or as agreed), the Forum will appoint a Chairman and Vice Chairman. In making these appointments, the Forum must ensure so far as practicable that they are not at any one time both drawn from the same interests referred to in paragraph 2. The length of time served by the Chairman and Vice-Chairman is for the Forum to determine, but will be constrained by the maximum term of their appointment as a Forum member (see 6(5) of the Regulations).

5) Access to Meetings and Documents

- a)** Meetings of the Forum are open to the public, subject to any power of exclusion to suppress or prevent disorderly conduct or other misbehaviour at a meeting;
- b)** Copies of the agenda for meetings of the Forum and of any reports for meetings will be published on Norfolk County Council's CMIS (Content Management Interoperability Service) and open to inspection by members of the public at County Hall at least three clear days before the meeting except:
- Where the meeting is convened at shorter notice, the copies of the agenda and reports must be open to inspection from the time the meeting is convened;
 - Where an item is added to an agenda, copies of the document adding the item to the agenda and the copies of any report for the meeting relating to the item must be open to inspection from the time the item is added to the agenda.
- c)** An item of business may not be considered at a meeting of the Forum unless these requirements are complied with or, by reason of special circumstances to be specified in the minutes, the Chairman of the meeting is of the opinion that the item should be considered at the meeting as a matter of urgency;
- d)** After a meeting of the Forum, the minutes, agenda and reports to the meeting must be open to inspection by members of the public at County Hall for at least two years following the meeting;
- e)** In addition, where any report for a meeting of the Forum is open for inspection by members of the public there must also be open for inspection copies of a list of any background papers for the Report together with a copy of the documents included in that list;
- f)** Where any document is open to inspection a member of the public may upon payment of a reasonable copying fee, require the person having custody of the document to supply a copy to him or her.

6) Declarations of Interest

A member of the Forum who is directly or indirectly interested in any matter brought up for consideration at a meeting of the Forum must disclose the nature of that interest to the meeting. Failure to do so may mean that the County Council will terminate the representative's appointment.

7) Location of Meetings

Meetings will be held at such venues as the Forum decides. Generally, meetings shall be held at County Hall in Norwich.

8) Secretary

- a) The Forum's Secretary is Norfolk County Council's Head of Democratic Services;
- b) The technical support officer will
 - receive correspondence addressed to the Forum within its terms of reference;
 - co-ordinate work on behalf of the Forum and provide advice;
 - compile and send correspondence as agreed with the Chair on behalf of the Forum.
- c) The administrative support officer will:
 - Issue meeting agendas and write up the minutes.

9) Expenses

The County Council will meet:-

- a) Any reasonable expenses incurred by Forum members in connection with their attendance at meetings of the Forum and any other activities relating to the discharge of the functions of the Forum, but only in respect of:
 - Travel and subsistence costs;
 - Any expenses of arranging for the care of their children or dependents

10) Annual Report

The Forum must produce an annual report on its work, to be published by the County Council. The annual report will:-

- (a) set out the occasions and issues on which the Forum has provided advice in the preceding year, and indicate to whom advice was given;
- (b) include such other information as the Forum thinks fit.

11) Proceedings of the Forum

The rules contained in the Appendix govern how the meetings of the Forum are run.

APPENDIX

1. Quorum

The Quorum for meetings of the Forum is 7 members.

2. Voting in Meetings

(a) Voting will be by show of hands.

(b) Every issue will be determined by simple majority of the votes cast at the meeting.

(c) Every member of the Forum has one vote on each issue except for:-

- the Chairman of the meeting, who has a second or casting vote; and
- any Observing County Councillor, who may not vote (See paragraph 3).

3. County Councillor Representation

(a) In the event of a Forum meeting being held when fewer than 17 representatives are appointed, the member from the party with the third most council seats will be an Observing County Councillor for that meeting.

(b) Where 3(a) applies, the observing County Councillor may attend the meeting but not vote and only speak at the meeting on the same terms as a member of the public.

4. Substitutes

Members of the Forum cannot appoint substitutes to represent them in their absence from meetings.

5. Minutes

The Chairman will sign the minutes of the proceedings at the next suitable meeting.

6. Record of Attendances

Each member attending a meeting of the Forum must, with a view to securing the recording of his or her attendance, sign the attendance sheet provided by the Secretary for that purpose. If any member arrives after the attendance sheet has been circulated, he or she must intimate their presence to the Secretary.

7. Public Questions

(a) A person resident in Norfolk may attend meetings of the Forum and, by giving two working days notice, may ask any question on any matter in respect of the Forum's Terms of Reference.

(b) Any questions submitted in time will be included on the agenda and will be the subject of response by the Chairman.

(c) If the person asking the question is not present at the meeting, the answer as reported at the meeting will be sent by post to the questioner following the meeting.

(d) The number of questions which may be asked by any one person at any one meeting will be limited to one (plus a supplementary) and Public Question Time will be limited to 10 minutes in total. Any questions which remain unanswered within that timescale will receive written notices.

8. Chairman's Ruling

The ruling of the Chairman as to the construction or application of these rules or as to any proceedings of the Forum will be final for the purposes of the meeting at which it is given.

9. Allocation of Duties

The Chairman (with NCC officer support) will:-

- appoint and convene sub-groups with responsibility for replying to incoming correspondence subject to there being:-
 - at least one representative from each category of interest appointed where practicable
 - at least seven-day's notice of proposed response to all Forum representatives to allow them to comment
- grant responsibility to individual representatives for maintaining contact with Committees, Local Access Forums, Liaison Groups, etc.
- grant responsibility to categories of interest to invite speakers and arrange training
- submit the agenda to the administrative officer at least a month before the date of the next main meeting
- sign outward correspondence

10. Changes to these Rules

The Forum may change the rules in this Appendix (as long as they still comply with the Regulations) by a simple majority. Similarly, the Forum may add new rules of procedure.

REFERENCE DOCUMENTS (to be appended to pdf)

- 1. The Local Access Forums (England) Regulations 2007**
- 2. Guidance on Local Access Forums in England (revised guidance 2007)**

STATUTORY INSTRUMENTS

2007 No. 268

COUNTRYSIDE, ENGLAND

The Local Access Forums (England) Regulations 2007

<i>Made</i>	- - - -	<i>2nd February 2007</i>
<i>Laid before Parliament</i>		<i>7th February 2007</i>
<i>Coming into force</i>	- -	<i>19th March 2007</i>

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The Secretary of State for Environment, Food and Rural Affairs has had regard to the desirability of maintaining a reasonable balance between the number of members of any local access forum appointed in accordance with paragraphs (a) and (b) of section 95(2) of the Countryside and Rights of Way Act 2000(a).

In exercise of the powers conferred upon him by sections 94(1), (3) and (4), and 95(1), (2) and (5) of that Act, he makes the following Regulations:

PART 1

Introduction

Citation, commencement and application

- 1.—(1) These Regulations may be cited as the Local Access Forums (England) Regulations 2007.
- (2) These Regulations come into force on 19th March 2007.
- (3) These Regulations apply in relation to England only(b).

Interpretation

- 2.—(1) In these Regulations references to sections are references to sections of the Countryside and Rights of Way Act 2000.
- (2) In these Regulations—
 - (a) “joint local access forum” means a local access forum established for an area which includes the areas or parts of the areas of two or more appointing authorities;
 - (b) “the relevant appointing authorities” means, in relation to a local access forum, the appointing authorities for whose areas the forum is established; and
 - (c) except where otherwise indicated—
 - (i) any reference to a local access forum includes a joint local access forum; and
 - (ii) in relation to a joint local access forum, any reference to an appointing authority or the appointing authority is to be interpreted as a reference to the relevant appointing authorities.

(a) 2000 c.37.

(b) Regulations made by the Secretary of State may be made only as respects England: see section 94(10) for the meaning of “regulations” and “prescribed”.

PART 2

Membership, proceedings and administration

Membership of a local access forum

- 3.—(1) A local access forum shall consist of at least ten and not more than 22 members.
- (2) The appointing authority may appoint a new member or members to a local access forum at any time, provided that the total number of members does not exceed 22 as a result of the appointment.
- (3) If the number of members of a local access forum falls below ten at any time, the appointing authority must, as soon as reasonably practicable, appoint a new member or members so that the forum consists of at least ten members.
- (4) The maximum number of members of a local access forum who may also be members of a district or county council or National Park authority for any part of the area of the forum is—
- (a) in the case of a local access forum consisting of not more than 16 members, two, and
 - (b) in the case of a local access forum consisting of no fewer than 17 members, three.
- (5) The members shall be persons who appear to the appointing authority to be representative of—
- (a) users of local rights of way or the right conferred by section 2(1) (rights of public in relation to access land);
 - (b) owners and occupiers of access land or land over which local rights of way subsist; or
 - (c) any other interests especially relevant to the authority's area (or to any of the authorities' areas, in the case of a joint local access forum).
- (6) The appointing authority must ensure a reasonable balance is maintained between the number of members appointed in accordance with sub-paragraph (a) and the number appointed in accordance with sub-paragraph (b) of paragraph (5).
- (7) Before appointing any member the appointing authority must—
- (a) advertise the vacancy—
 - (i) in such local or regional newspapers circulating in the authority's area as they consider appropriate; and
 - (ii) if they maintain a website on the internet, on such a website; and
 - (b) consult such persons as they consider appropriate.
- (8) The requirements set out in paragraph (7) do not apply to the appointment of any person who—
- (a) is a member of a district or county council or National Park authority for any part of the area of the forum; or
 - (b) is appointed to a forum in the circumstances described in regulation 5(2) or (3).

Terms of membership

- 4.—(1) Save as provided in this regulation, the terms of appointment of a member of a local access forum shall be determined by the appointing authority and notified to him in writing.
- (2) Subject to regulation 5(4), a member of a local access forum shall be appointed for not less than one and not more than three years.
- (3) A member of a local access forum may resign by notice in writing to the appointing authority for the area of the forum at the time of the member's resignation.
- (4) An appointing authority—

- (a) must terminate the appointment of a member of a local access forum if they are satisfied that he has become a member of a district or county council or National Park authority and, as a result, regulation 3(4) is not complied with;
- (b) may terminate the appointment of a member of a forum if—
 - (i) without the consent of the appointing authority, he has been absent from all meetings of the forum during a period of one year; or
 - (ii) he has failed to comply with regulation 6(8); and
- (c) may—
 - (i) where they change the area for which a local access forum is established,
 - (ii) where they merge two or more forums, or
 - (iii) having received notice under regulation 18(2), on expiry of the 21-day notice period, terminate the appointment of any member of the forum or forums where they consider such termination appropriate as a consequence.

Re-appointment

5.—(1) An appointing authority may re-appoint a person who ceases to be a member of a local access forum on the expiry of his term.

(2) An appointing authority which terminates the appointment of a member of a local access forum (other than a joint local access forum) under regulation 4(4)(c) may appoint that person to another local access forum in their area.

(3) Where the appointing authorities for the area of a joint local access forum terminate the appointment of a member under regulation 4(4)(c), any of the authorities may appoint that person to another local access forum in their area.

(4) A member who—

- (a) has his appointment to one forum ("Forum 1") terminated under regulation 4(4)(c), and
- (b) is appointed to another forum ("Forum 2") under paragraph (2) or (3),

shall be appointed to Forum 2 for a maximum term calculated by applying the formula $A - B$, where—

A is three years; and

B is the period the member served on Forum 1 during his most recent term of appointment.

Proceedings of a local access forum

6.—(1) Save as provided in this regulation and subject to regulations 7, 8 and 10, the proceedings (including the quorum) relating to the meetings of a local access forum shall be such as the forum may determine.

(2) A local access forum must hold at least two meetings every year.

(3) A local access forum must have a chairman and a vice-chairman, who must be appointed by election from amongst the members of the forum.

(4) The first chairman and vice-chairman of a local access forum must be appointed at the first meeting of the forum.

(5) The period of appointment of the chairman and vice-chairman must be determined by the local access forum, but in each case it may not exceed the period of appointment as a member of the forum.

(6) With a view to maintaining a reasonable balance between the interests of which the chairman and vice-chairman are respectively representative, a local access forum shall take such steps as regards the matters mentioned in paragraph (7) as may be necessary to ensure that so far as

practicable the chairman and vice-chairman are persons who are each, on appointment as a member of the forum, eligible to be so appointed—

- (a) on any basis mentioned in regulation 3(5) other than any on which the other was eligible to be so appointed; or
- (b) (where each was appointed in accordance with regulation 3(5)(c)) on the basis of an interest other than any which was the basis on which the other was eligible to be so appointed.

(7) The matters referred to in paragraph (6) are the selection of candidates for election as chairman and vice-chairman, determining the order in which they are appointed or the duration of their appointments as such, or any combination of these.

(8) A member of a local access forum who is directly or indirectly interested in any matter brought up for consideration at a meeting of the forum must disclose the nature of his interest to the meeting.

Access to meetings and documents of a local access forum

7.—(1) Subject to paragraph (7), a meeting of a local access forum shall be open to the public.

(2) A person exercising the right of admission conferred by paragraph (1) may be excluded from a meeting in order to suppress or prevent disorderly conduct or other misbehaviour at the meeting.

(3) Copies of the agenda for a meeting of a local access forum and copies of any report for the meeting shall be open to inspection by members of the public at the offices of the appointing authority in accordance with paragraph (4).

(4) Any such document must be open to inspection at least three clear days before the meeting, except that—

- (a) where the meeting is convened at shorter notice, the copies of the agenda and reports must be open to inspection from the time the meeting is convened; and
- (b) where an item is added to an agenda, copies of the document adding the item to the agenda (or copies of the revised agenda), and the copies of any report for the meeting relating to the item, must be open to inspection from the time the item is added to the agenda.

(5) Nothing in paragraph (4) requires copies of any agenda, document or report to be open to inspection by the public until copies are available to members of the local access forum.

(6) An item of business may not be considered at a meeting of a local access forum unless either—

- (a) paragraph (4) has been complied with; or
- (b) by reason of special circumstances, which must be specified in the minutes, the chairman of the meeting is of the opinion that the item should be considered at the meeting as a matter of urgency.

(7) Where, pursuant to any provision specified in regulation 9(2), a relevant authority or the Secretary of State (as the case may be) has decided not to publish a notice of a kind mentioned in that provision on the grounds that it is not in the public or defence interest that the information contained in it should be disclosed, any part of a meeting of a local access forum that relates to such information shall not be open to the public.

(8) In paragraph (7) and in regulation 9(1) “relevant authority” has the meaning given by section 21(5) and (6).

Inspection of minutes and other documents after meetings of a local access forum

8.—(1) After a meeting of a local access forum the following documents must be open to inspection by members of the public at the offices of the appointing authority until the expiration of the period of two years beginning with the date of the meeting, namely—

- (a) the minutes, or a copy of the minutes, of the meeting;

- (b) a copy of the agenda for the meeting; and
 - (c) a copy of any report for the meeting.
- (2) If and so long as copies of a report for a meeting of a local access forum are required by regulation 7(3) or paragraph (1) to be open to inspection by members of the public—
- (a) copies of a list, compiled by the secretary to the forum, of any background papers for the report, and
 - (b) at least one copy of each of the documents included in that list,
- must also be open to their inspection at the offices of the appointing authority.
- (3) Any document required by paragraph (1) or (2) to be open to inspection by members of the public shall be taken to be so open if arrangements exist for its production to members of the public as soon as is reasonably practicable after the making of a request to inspect it.
- (4) For the purposes of paragraph (2) the background papers for a report are those documents relating to the subject-matter of the report which, in the opinion of the secretary to the local access forum—
- (a) disclose any facts or matters on which the report or an important part of the report is based, and
 - (b) have been relied on to a material extent in preparing the report,
- but do not include any published works.

Restriction on access to documents of a local access forum

9.—(1) Where, pursuant to any provision specified in paragraph (2), a relevant authority or the Secretary of State (as the case may be) has decided not to publish a notice of a kind mentioned in that provision on the grounds that it is not in the public or defence interest that the information contained in it should be disclosed, any part of the documents mentioned in regulations 7(3) and 8(1) and (2) that relates to such information shall not be open to inspection by members of the public.

- (2) The provisions mentioned in paragraph (1) are—
- (a) regulation 9(4) of the Access to the Countryside (Exclusions and Restrictions) (England) Regulations 2003^(a) (consultation on proposals for long-term exclusions or restrictions);
 - (b) regulation 15(2) of those Regulations (consultation on reviews by relevant authorities of directions excluding or restricting access on a long-term basis); and
 - (c) regulation 16(2) of those Regulations (consultation on reviews by the Secretary of State of directions excluding or restricting access on a long-term basis).

Supplemental provisions about access to documents of a local access forum

10.—(1) A document required by regulation 7 or 8 to be open to inspection must be so open at all reasonable hours.

(2) Where a document is open to inspection by a person under regulation 7 or 8, the person may, subject to paragraph (3)—

- (a) make copies of or extracts from the document, or
- (b) require the person having custody of the document to supply to him a copy of or extracts from the document,

upon payment to the appointing authority providing the facility of a reasonable fee.

(3) Paragraph (2) does not require or authorise the doing of any act which infringes the copyright in any work.

^(a) S.I. 2003/2713, to which there are amendments not relevant to these Regulations.

Secretary to a local access forum

11.—(1) Subject to paragraph (2), an appointing authority must employ a secretary for each local access forum within their area.

(2) The appointing authorities for the area of a joint local access forum must jointly select a person to be employed as a secretary for the forum, and one of the authorities must so employ that person.

(3) The secretary shall be responsible for the administration of the local access forum.

(4) The secretary may not be—

- (a) a member of the local access forum in relation to which he is employed as secretary; or
- (b) a member of the appointing authority in question (or of any of the appointing authorities in question, in the case of a joint local access forum).

Financial provisions

12.—(1) An appointing authority shall meet any reasonable expenses incurred by any local access forum within their area or by the members of that forum.

(2) For the purposes of paragraph (1), reasonable expenses incurred by the members of a local access forum are such expenses as are incurred by them in connection with their attendance at meetings of the forum and any other activities relating to the discharge of the functions of the forum, but only in respect of—

- (a) travel and subsistence costs; and
- (b) any expenses of arranging for the care of their children or dependants.

Annual report

13.—(1) Each local access forum must prepare an annual report on the discharge of its functions.

(2) The report shall be published by the local access forum's appointing authority.

PART 3

Changes to local access forum arrangements

Changes to local access forum arrangements

14.—(1) In this regulation, “relevant area” means an area in respect of which an appointing authority has a duty to establish a local access forum under section 94(1).

(2) If no local access forum exists for a relevant area, the appointing authority for that area must, as soon as reasonably practicable—

- (a) establish a local access forum for the relevant area in accordance with regulation 15(1)(a) or (b); or
- (b) change the area for which an existing local access forum is established, in accordance with regulation 16, so that the area in respect of which the forum has functions includes the relevant area or any part of that area.

(3) Where a local access forum exists for a relevant area, the appointing authority for that area may—

- (a) change the area for which it is established, in accordance with regulation 16; or
- (b) merge it with another local access forum, in accordance with regulation 17.

(4) Where a joint local access forum exists for a relevant area, any of the appointing authorities concerned may terminate the functions of the joint local access forum in respect of their area, in accordance with regulation 18.

Establishment of a local access forum

15.—(1) An appointing authority may—

- (a) establish a local access forum for their area, or for any part of their area; or
- (b) together with any other appointing authority establish a joint local access forum for their areas or for any parts of their areas.

(2) The local access forum referred to in paragraph (1)(a) or (b) shall be established by appointing the members of the forum in accordance with regulations 3 to 5.

(3) Before establishing any local access forum, an appointing authority which is a local highway authority must consult—

- (a) any district council in their area, and
- (b) such other persons as they consider appropriate,

as to the area for which the forum is to be established.

(4) Before establishing any local access forum an appointing authority which is a National Park authority must consult—

- (a) any district or county council for any part of the area of the National Park for which the National Park authority is the appointing authority, and
- (b) such other persons as they consider appropriate,

as to the area for which the forum is to be established.

(5) An appointing authority must not establish a local access forum for any area in respect of which another forum already has functions.

Changes to the area for which a local access forum is established

16.—(1) An appointing authority may, by giving 21 days' notice in writing to a local access forum, and the relevant appointing authorities may, by giving 21 days' joint notice in writing to the joint local access forum, change the area for which the forum is established—

- (a) so that the forum thereafter exercises its functions in respect of an additional area; or
- (b) so that the forum thereafter exercises its functions in respect of a reduced area.

(2) If an appointing authority makes a change under paragraph (1)(b), they must, as soon as reasonably practicable after making such change—

- (a) establish a new local access forum for the area in respect of which the original forum ceases to have functions; or
- (b) change the area for which another existing local access forum is established, being a forum for which the authority is the appointing authority, so that such other forum exercises its functions in respect of that area.

(3) Before giving notice under paragraph (1), an appointing authority must consult any appointing authority or local access forum which they consider will be affected by the change.

Merging local access forums

17.—(1) For the purposes of paragraphs (2) and (3), references to local access forums do not include joint local access forums.

(2) An appointing authority may merge any two or more local access forums in their area by giving such forums 21 days' notice in writing.

(3) An appointing authority may agree to merge any one or more local access forums in their area with any one or more local access forums in another authority's area to form a joint local

access forum, and such merger shall be effected by the appointing authorities, acting jointly, giving each forum that is to be merged 21 days' notice in writing.

(4) The relevant appointing authorities may agree to merge a joint local access forum with any other local access forum with the agreement of—

(a) each appointing authority whose local access forum is to be merged; and

(b) each appointing authority whose joint local access forum is to be merged;

and the merger shall be effected by the appointing authorities whose forums are to be merged giving each such forum 21 days' joint notice in writing.

(5) The forum formed by a merger shall be treated as a separate forum established by the appointing authorities of the forums so merged, and the forums so merged shall cease to exist.

(6) Before giving notice under paragraph (2), (3) or (4), an appointing authority or authorities whose forums are to be merged must consult any other appointing authority or local access forum which they consider, or, in a case within paragraph (4), which they jointly consider, will be affected by the merger.

(7) Except where one or more of the merging forums is a joint local access forum, the secretary of each merging forum must deliver its minutes, documents, and annual reports to the secretary of the forum formed by the merger on the expiry of the 21-day period mentioned in paragraph (2) or (3) (as the case may be) or as soon as practicable thereafter.

(8) Where the merger involves one or more joint local access forums, the appointing authorities whose forums have been merged shall agree the arrangements in respect of each such forum's minutes, documents, secretary, annual reports, and such other matters as the authorities consider appropriate, as soon as practicable after the expiry of the 21-day period mentioned in paragraph (4).

Withdrawal from a joint local access forum

18.—(1) This regulation applies where a joint local access forum has been established for the areas, or parts of the areas, of two or more appointing authorities.

(2) Any of the appointing authorities concerned may, by giving 21 days' notice in writing to the joint local access forum and to the other appointing authority or authorities, terminate the functions of the joint local access forum in respect of their area.

(3) Where the effect of notice given under paragraph (2) is that a joint local access forum no longer has any functions, the joint local access forum shall cease to exist.

(4) Where the effect of notice given under paragraph (2) is that a joint local access forum only has functions in respect of the area of one appointing authority, the joint local access forum shall be reconstituted as a local access forum.

(5) Before terminating the functions of a joint local access forum in respect of any area, the relevant appointing authorities must agree the arrangements that are to apply in respect of the forum's minutes, documents, secretary, annual reports, and such other matters as the authorities consider appropriate.

(6) Before giving notice under paragraph (2), an appointing authority must consult any appointing authority or local access forum which they consider will be affected by the termination.

PART 4

Miscellaneous provisions

Duty of appointing authority to provide information to Natural England

19.—(1) In respect of each local access forum which they establish, the appointing authority must notify Natural England in writing within 21 days of—

(a) establishing the forum under regulation 15;

- (b) in the case of making any change under regulation 16 to the area in respect of which the forum has functions, the expiry of the notice period mentioned in regulation 16(1);
 - (c) in the case of a merger of two or more forums under regulation 17, the expiry of the notice period mentioned in regulation 17(2), (3) or (4) (as the case may be); or
 - (d) in the case of a termination under regulation 18 of the functions of a joint local access forum in respect of an area, the expiry of the notice period mentioned in regulation 18(2).
- (2) The notification in paragraph (1)(a) must include the forum's name, postal address, telephone number and e-mail address (where applicable, in each case), and such other information as the appointing authority considers appropriate, or as Natural England reasonably requests.
- (3) The notification in paragraph (1)(b) must include—
- (a) a description of the changes that have been made,
 - (b) a map detailing the area in respect of which each forum affected by the changes has functions, and
 - (c) such other information as the appointing authority considers appropriate, or as Natural England reasonably requests.
- (4) The notification in paragraph (1)(c) must include the name of the forum formed by the merger, its postal address, telephone number and e-mail address (where applicable, in each case), and such other information as the appointing authorities, acting jointly, consider appropriate, or as Natural England reasonably requests.
- (5) The notification in paragraph (1)(d) must include—
- (a) details of the action taken by the appointing authority under regulation 14(2) relating to the land in the authority's area in respect of which the joint local access forum formerly had functions;
 - (b) details of the arrangements agreed by the relevant appointing authorities under regulation 18(5); and
 - (c) such other information as the appointing authority considers appropriate, or as Natural England reasonably requests.
- (6) In respect of each local access forum and joint local access forum which they establish, the appointing authority (or appointing authorities, in the case of a joint local access forum) must notify Natural England in writing within 21 days of—
- (a) employing a secretary for the forum, or
 - (b) the appointing authority (or authorities) becoming aware that any of the contact details of the forum's secretary have changed,
- as the case may be.

(7) The notification under paragraph (6) must include the secretary's name, postal address, telephone number and e-mail address (where applicable), and such other information as the appointing authority considers (or the appointing authorities jointly consider) appropriate, or as Natural England reasonably requests.

(8) In respect of each forum which they establish, the appointing authority must send a copy of the forum's annual report to Natural England within 21 days of the report being published.

Application of these Regulations to London borough councils

20.—(1) Where a council of a London borough resolve^(a) that section 94(1) applies to the council or to any part of their area, these Regulations shall, subject to the following paragraphs of this regulation, apply to the council of a London borough or to the part of their area to which the resolution relates.

(a) See section 94(7), which enables a council of a London borough to resolve that section 94(1) shall apply to the council or to any part of their area.

(2) Regulation 3 (membership of a local access forum) shall have effect as if, in paragraphs (4) and (8), for the words “district or county council” there were substituted the words “district, county or London borough council”.

(3) Regulation 4 (terms of membership) shall have effect as if, in paragraph (4)(a), for the words “district or county council” there were substituted the words “district, county or London borough council”.

Bodies to whom advice is to be provided

21. The following bodies are prescribed for the purposes of section 94(4)(d)—

- (a) any conservation board established by the Secretary of State under section 86;
- (b) any parish or town council for any part of the area in respect of which a local access forum is established; and
- (c) the English Sports Council(a).

Matter as to which advice is to be provided

22.—(1) In this regulation—

- (a) access to land by a person or persons will be for a “lawful” purpose on any occasion if he or they may access the land on that occasion without committing an offence or trespassing on the land; and
- (b) “byway open to all traffic” has the meaning given by section 66(1) of the Wildlife and Countryside Act 1981(b).

(2) Subject to paragraph (3), the following is prescribed as an additional matter in respect of which it is the function of local access forums to advise—

“public access to land in the area for which a forum is established for any lawful purpose other than the purposes mentioned in section 94(4)”(c).

(3) The function conferred by paragraph (2) is exercisable in relation to access by mechanically propelled vehicles only insofar as the access relates to byways open to all traffic.

Revocation of the Local Access Forums (England) Regulations 2002

23. The Local Access Forums (England) Regulations 2002(d) are revoked.

Barry Gardiner
Parliamentary Under-Secretary of State
Department for Environment, Food and Rural Affairs

2nd February 2007

(a) Established by Royal Charter on 19th September 1996; it operates under the name “Sport England”.

(b) 1981 c.69.

(c) The purposes mentioned in section 94(4) are the improvement of public access to land in the area for which the forum is established for the purposes of open-air recreation and the enjoyment of the area.

(d) S.I. 2002/1836.

EXPLANATORY NOTE

(This note is not part of the Regulations)

Section 94 of the Countryside and Rights of Way Act 2000 requires local highway authorities and National Park authorities to establish advisory bodies known as local access forums. The forums are required to advise certain bodies about certain public access issues.

These Regulations, which apply in relation to England only, revoke and re-enact with modifications the Local Access Forum (England) Regulations 2002. In addition to minor and drafting amendments, they make the following changes of substance.

Regulations 14 and 16 to 18 provide for: (i) changes to local access forum arrangements; (ii) changes to the area for which a forum is established; (iii) the merger of forums; and (iv) the withdrawal of one or more appointing authorities from a joint local access forum. Regulation 4(4)(c) provides for an appointing authority to terminate the appointment of any member of a forum or forums in the circumstances described in (ii), (iii) and (iv). Regulation 5 provides for re-appointment in such circumstances (as well as generally), and regulation 3(8) disapplies advertising and consultation requirements on such re-appointment.

Regulation 7(7) provides for meetings of local access forums to be closed to the public in certain circumstances. Regulation 19 requires appointing authorities to provide certain information to Natural England. Regulation 21 prescribes additional bodies for local access forums to advise. Regulation 22 prescribes an additional matter in respect of which it is the function of local access forums to advise. Regulation 23 revokes the Local Access Forums (England) Regulations 2002.

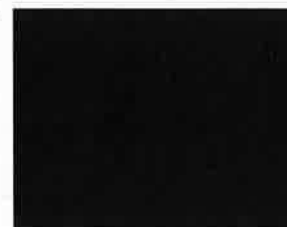
A full regulatory impact assessment has not been prepared for this instrument as no impact on the private or voluntary sectors is foreseen.

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Guidance on Local Access Forums in England

Issued by the Secretary of State



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An audio version of the Guidance is available, by contacting the Recreation and Access Team at the above address.

The Guidance is also available on the Defra website at
www.defra.gov.uk/wildlife-countryside/access/crow/local-access-forums.htm.

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Guidance on Local Access Forums in England issued by the Secretary of State

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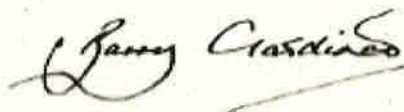
Foreword

As independent advisory bodies - but operating on a statutory basis – local access forums are in a unique position to formulate fresh, creative and even challenging ideas, on ways to improve public access and open-air recreation for the benefit of all.

I am impressed with the fact that many forums have, in a relatively short space of time, become valued sources of independent, constructive, incisive and informed advice. The publication of this Guidance is intended to assist forums in developing their role further, so that all forums receive the support which they need to maximise their contribution to the decision-making process.

I believe that a forum's influence and its ability to 'make a difference' will depend crucially on its reputation for providing good quality advice, and this in turn depends on the knowledge, energy and commitment of its individual members. I understand that giving advice, without any decision-making power, can be a challenging - and sometimes frustrating - endeavour, but experience shows that forums can, and do, exert real influence for the better.

This Guidance has been developed in collaboration with forum members, and I am pleased that it incorporates many of the lessons learned, and best practices developed by forums over the past four years. I am grateful to all those who have assisted Defra in this. I would also like to take this opportunity to express thanks to all forum members across England who are freely giving their time and experience for the benefit of their local communities.

A handwritten signature in black ink, which appears to read 'Barry Gardiner', with a horizontal line drawn underneath it.

Barry Gardiner MP
Minister for Biodiversity, Landscape
and Rural Affairs

Executive Summary

New regulations governing local access forums - the Local Access Forums (England) Regulations 2007 - have recently been made. This document contains Guidance for forums, and is issued by the Secretary of State for Environment, Food and Rural Affairs. It is primarily intended for forum members, since forums are legally obliged to have regard to this Guidance in carrying out their functions, but it will also be of interest to forum secretaries, appointing authorities and to the bodies which receive advice from forums (so called "section 94(4) bodies").

The Guidance sets out how the Secretary of State expects forums to contribute (through the provision of advice) to better informed decision-making on public access to land, open air recreation and use of the public rights of way network.

Section 3 gives guidance on the role of forums. It encourages forums to maximise their effectiveness by focusing on issues which are most relevant to their own area, considering issues at the strategic level, taking care to direct advice to the most appropriate recipients and by adopting a proactive approach. It emphasises the importance of giving advice which is independent, constructive, relevant, inclusive, incisive and informed.

Section 4 contains practical guidance on the operation of forums. It sets out ways in which forums can conduct business, both during and between meetings, in order to make the best use of members' time, knowledge and commitment.

Section 5 gives guidance on the role of forum members, including the importance of the chairman and vice-chairman in providing leadership and direction. It also highlights the importance of having an effective forum secretary to administer the forum.

Section 6 is intended to assist appointing authorities in performing their duties. It provides advice on running a forum, recruitment and appointment of members, and making changes to forum arrangements where this becomes necessary or desirable.

Section 7 will be relevant to both forums and to section 94(4) bodies. It explains that the legislation does not define when or how forums should advise, that it is for forums to decide what is most appropriate within the local context, and that section 94(4) bodies must have regard to relevant forum advice. It also sets out when forums must, by law, be consulted or notified on a particular matter.

Three annexes provide more detailed guidance. **Annex A** contains information on some of the main issues on which forums are expected to advise. **Annex B** contains a summary of the relevant legislation and **Annex C** contains background information on selected section 94(4) bodies.

An index is provided for quick reference purposes.

1. Introduction

1.1 There are over 80 local access forums ("forums") covering (almost) every part of England (except London and the Isles of Scilly). These are advisory bodies established under section 94 of the Countryside and Rights of Way Act 2000 (the "CROW Act") and operate in accordance with the provisions of that Act, and the Local Access Forums (England) Regulations 2007 ("the Regulations").¹ The relevant sections of the Act and the Regulations are summarised in **Annex B**.

1.2 Forum members are volunteers. They are appointed by local highway authorities and National Park authorities ("appointing authorities") to represent a range of local interests. Many forum members contribute their experience and knowledge in an unpaid capacity for the benefit of their local community. This makes it very important that members are given the support they require to undertake their advisory role as effectively as possible, and without disproportionate demands being placed upon their time.

1.3 Having recently made the Regulations, this Guidance is issued by the Secretary of State, to guide and assist forums in carrying out their duties. It also contains advice and information for forum secretaries, the appointing authorities and other bodies which may be recipients of advice from a forum.

1.4 Unless otherwise stated, references in this Guidance to 'Regulations' (e.g. "Regulation X provides that...") are references to provisions of the Local Access Forums (England) Regulations 2007.

¹ SI 2007 No 268.

2. Status of this Guidance

2.1 This Guidance is issued by the Secretary of State for Environment, Food and Rural Affairs and applies to England only. It takes effect on 19 March 2007 and replaces the Guidance issued on 14 November 2002. It will remain valid until further notice. It may be supplemented or revised from time to time, as the need arises.

2.2 Forums are required (by section 94 of the CROW Act) to "have regard" to guidance issued by the Secretary of State in carrying out their functions. This means that although not bound to follow this Guidance, forums are legally required to pay attention to it and must take it into account in carrying out their functions.

2.3 This Guidance, together with any subsequent guidance which may be issued from time to time, is available on the Defra website at:

www.defra.gov.uk/wildlife-countryside/access/crow/local-access-forums.htm

2.4 The above website also contains general background, historical information, and useful links, relating to forums.

2.5 Queries and comments on this Guidance, or suggested future improvements, should be addressed to Defra's Recreation and Access Team at:-

Zone 1/02
Temple Quay House
2 The Square
Bristol BS1 6EB
E-mail: recreation.access@defra.gsi.gov.uk

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3. The Role of Local Access Forums

3.1 Statutory function of forums

3.1.1 Local access forums are advisory bodies. Section 94 of the CROW Act defines their statutory function as being to:-

advise as to the improvement of public access to land in the area for the purposes of open-air recreation and the enjoyment of the area, and as to such other matters as may be prescribed.

3.1.2 The statutory function of forums was extended by Regulation 22, which prescribes an additional matter on which it is the function of forums to advise, namely:-

public access to land in the area for "any lawful purpose" other than the purposes already mentioned in paragraph 3.1.1 above. (For mechanically propelled vehicles this further matter is limited to access insofar as this relates to byways open to all traffic).

3.1.3 Access to land for 'any lawful purpose' occurs where access to the land takes place without trespass or an offence being committed. The term 'land' is not defined in the CROW Act, which means that the definition in the Interpretation Act 1978 applies. This stipulates that "land" includes "buildings and other structures, land covered with water (see para 24 of **Annex A**), and any estate, interest, easement, servitude or right in or over land."

3.1.4 What these statutory provisions mean in practice for local access forums is set out in paragraph 3.2.4 below.

3.1.5 Section 94(6) of the CROW Act requires forums to have regard, in carrying out their work, to:-

- (a) the needs of land management,
- (b) desirability of conserving the natural beauty of the area for which it is established, including the flora, fauna and geological and physiographical features of the area, and
- (c) guidance given from time to time by the Secretary of State.

3.1.6 Forums are statutory consultees in respect of a number of matters (see Section 7 and **Annex B**).

3.2 Bodies to whom forums give advice - "section 94(4) bodies"

3.2.1 Section 94 of the CROW Act makes it the statutory function of forums to give advice to the following bodies:-

- the appointing authority(ies)²(which will be a highway authority or National Park authority)
- any county, unitary, district or borough council within the area of the forum
- the Secretary of State (in effect this means any Government Department with a Secretary of State, e.g. Defra and MOD, as well as 'executive agencies' such as the Planning Inspectorate and the Highways Agency)
- Natural England
- the Forestry Commission
- English Heritage

3.2.2 Regulation 21 prescribes the following additional bodies to whom it is also the function of forums to give advice:-

- Sport England (the English Sports Council)
- Area of Outstanding Natural Beauty (AONB) Conservation Boards
- Parish and town councils

3.2.3 The bodies listed in the above two paragraphs are together referred to as "**section 94(4) bodies**" in this Guidance.³

3.2.4 The advice which forums give to these section 94(4) bodies should fall within one (or more) of the following categories:

- (a) 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**;
- (b) public access to land in the area for **any other lawful purpose** (whether on foot, horse, cycle or by any means **other than by mechanically propelled vehicle**);
- (c) public access to land in the area by means of a **mechanically propelled vehicle for any other lawful purpose**, but only insofar as the access relates to byways open to all traffic (BOAT).⁴

3.2.5 Sub-paragraph (a) above is concerned with recreational access. Sub-paragraphs (b) and (c) are concerned with other forms of lawful public access, and

² Normally the appointing authority is the same body as the local highway authority. However, this is not the case in National Parks, and the regulations therefore provide that in National Parks, it is also the function of the forum to give advice to the local highway authority).

³ The section 94(4) bodies are defined in section 94(4) of the CROW Act and in the Local Access Forums (England) Regulations 2007.

⁴ The term 'Mechanically Propelled Vehicle' is not defined by legislation but Defra has issued guidance (Regulating the use of Motor vehicles on Public Rights of Way and Off Road, December 2005) which is available at www.defra.gov.uk/wildlife-countryside/access/crow/mpv.htm

are intended to enable forums to advise on 'functional' or 'utility' access issues, which might include using land (or a right of way) to get to work, school, shops or local amenities. Well managed public rights of way will encourage people to make healthier and more sustainable transport choices, and thereby help to reduce congestion, pollution and road accidents. This means that forums should take account of the needs of both recreational **and** non-recreational usage and potential. The Regulations are intended to make it easier for forums to do this.

3.2.6 Forums may advise their section 94(4) bodies on recreational and functional access in so far as it impinges on, or is affected by, any of the activities, functions or policies of the body concerned - whether directly or indirectly. Further guidance is given in Section 7 and **Annex A**.

3.2.7 Forums may occasionally consider that individuals or organisations which are not section 94(4) bodies would benefit from receiving advice or information (e.g. landowners, the police, transport providers). Whilst it is not the statutory function of forums to advise such 'third parties', it would be open to a forum to recommend that the access authority (or another section 94(4) body) engage with other individuals or organisations. For example, a forum could:-

- recommend that the access authority engage with landowners over a particular matter;
- give advice to a section 94(4) body in respect of a lottery funding application; or
- recommend that the access authority engage with the local police about a community safety issue affecting public access or public enjoyment of the local area.

3.3 Status of advice given by forums

3.3.1 Forums perform a statutory function and all section 94(4) bodies are required, under section 94(5) of the CROW Act, to "have regard, in carrying out their functions, to any relevant advice given to them" by a forum. 'Having regard' means that although not bound to follow such advice, section 94(4) bodies are legally required to take it into account in carrying out their functions.

3.3.2 When submitting advice to section 94(4) bodies it is recommended that the legal status of the forum's advice is made clear to the recipient. This can be achieved by including a statement to the effect that:-

This letter constitutes formal advice from the *[insert name of forum]*.
[Insert name of relevant section 94(4) body] is required, in accordance with section 94(5) of the Countryside and Rights of Way Act 2000, to have regard to relevant advice from this forum in carrying out its functions.

3.3.3 Such a statement will help the person receiving the advice (who might not be familiar with the role or status of the forum) to appreciate that the advice has a specific legal status.

3.4 Influencing decision-makers

3.4.1 In giving advice, forums should aim to **influence** section 94(4) bodies and thereby contribute effectively to the quality and robustness of decision-making. Influence will be enhanced where a forum provides **independent, constructive, relevant, inclusive, incisive** and **informed** advice which takes account of a broad range and balance of local interests and which assists section 94(4) bodies in carrying out their functions. Forums should consider other ways to maximise the usefulness (and therefore impact) of their advice. For example, advice should be delivered at the optimum point in the decision-making cycle and in ways which recognise and take account of the decision-maker's needs, objectives, constraints and role.

3.4.2 The quality and strength of the forum's relationship with the section 94(4) bodies (especially the appointing authority(ies)) is **crucially** important. The forum chairman, secretary (and other forum members depending on what is agreed locally) have a key role to play in maintaining and developing good relationships with the section 94(4) bodies, which will benefit all concerned.

3.4.3 Forums should aim to give advice which informs, assists, encourages - and even inspires - the section 94(4) bodies. On occasion it may be appropriate to give advice of a more cautionary, challenging or critical nature, but even then forums should always remain constructive in their approach.

3.4.4 Forums should seek to achieve clarity, balance and consensus in giving advice. However, advice should also acknowledge relevant minority viewpoints, and it will rarely assist section 94(4) bodies if consensus is achieved by glossing over a difficult but relevant issue. It is often helpful to address the pros and cons of a particular matter, and it is acceptable for advice to include an 'on-balance' recommendation where the issues are not clear cut.

3.4.5 Forums will often advise on matters where public access is just one of a number of considerations, and perhaps not the most important consideration. This means that a section 94(4) body may understand the forum's advice but decide not to follow it because other factors carry more weight. This does not mean that the forum's advice has not served a useful purpose: it will ensure that the final decision was properly informed and can help the decision-maker to address any adverse consequences arising from the decision.

3.5 Obtaining feedback from section 94(4) bodies

3.5.1 It is important that section 94(4) bodies provide feedback to forums. This will enable forums to see how they are making a difference, and when advice is not followed (for whatever reason) it will help them to understand why. Feedback is important in enabling forums to improve the relevance and usefulness of their advice in the future.

3.5.2 It is recommended that the forum secretary request feedback at the time of submitting advice to a section 94(4) body, and then follow up the request if necessary, so that the results can be reported to the forum.

3.5.3 Whilst all section 94(4) bodies are strongly encouraged to give feedback, forums should appreciate that these bodies will sometimes be constrained in providing detailed feedback. Also, for national bodies, there is the challenge of having to deal with over 80 forums throughout England, which means that they will need to be selective in accepting requests to attend forum meetings and may not have the capacity to enter into detailed correspondence, or to respond to requests for information on specific local issues. This is an inevitable reflection of the number of forums which the national bodies have to deal with, and does not mean that they give less weight to the advice received from a forum.

3.6 Proactively advising

3.6.1 Much forum work will inevitably be reactive and dependent on the timing of various initiatives or consultations. However, forums should adopt a proactive approach in setting their priorities and giving advice. Situations where a proactive approach can assist a section 94(4) body include giving 'early warning' of a potential problem or identifying possible solutions to an issue from a novel or fresh perspective. A proactive approach can also increase a forum's influence by enabling it to advise at an earlier stage in the decision-making process, before the options are narrowed down. This means, for example, that forums should feel free to:-

- encourage section 94(4) bodies to seek forum advice at an early stage;
- give advice to section 94(4) bodies without waiting to be asked;
- scrutinise and review the proposals, actions, policies or achievements of section 94(4) bodies, and make recommendations on the need for future action or policy development;
- ask section 94(4) bodies to assist the forum (e.g. by providing information) to help the forum formulate its advice;
- ask when the optimum time would be to provide advice on a particular matter, or ask to be consulted on a particular matter in the future; and,
- request feedback.

3.6.2 Section 94(4) bodies are not obliged to comply with requests for information or recommendations received from a forum, although doing so will help the forum to better fulfil its role. Forums should recognise that section 94(4) bodies will inevitably be working under time, financial, legal and other constraints. The best approach will often be to flag up any reasonable information needs early (e.g. via the Annual Work Programme or a Memorandum of Understanding) so that that they are more likely to be met.

3.7 Directing forum advice to the most appropriate recipient

3.7.1 When submitting advice it is important to ensure that it gets to the right person or team, so that it can be dealt with promptly. Before submitting unsolicited advice it is recommended that the forum secretary first identifies the correct recipient by name. This will avoid correspondence being sent to the wrong office or address, with

wasted time and effort which results. This is especially important in the case of large organisations such as Government departments and agencies (see **Annex C**).

3.8 Prioritising and focusing on strategic issues

3.8.1 It is recognised that forum members are volunteers and that many will be giving their time and experience freely. There will be a limit on the amount of time which forum members are able, or prepared, to devote to this work, and it will be important for forums to ensure that their workload is manageable. At the same time forum members will be keen to ensure that their time and experience is utilised to maximum effect. These objectives can be achieved through:-

- Prioritising and focusing on the key issues for the area. Certain issues will be more important to some forums than to others, and no forum is expected to respond to every consultation or provide advice on all issues (see 3.8.2);
- Considering issues at a 'strategic' level and avoiding site or route specific discussions (except when considered relevant);
- Making effective use of the secretary;
- Good chairmanship of meetings to ensure that all views are heard whilst ensuring discussion remains focused on the matter in hand; and
- Making effective use of the range and mix of skills and experience within the forum, with training where appropriate.

3.8.2 Forums should prioritise their time by identifying those issues which are of special interest or relevance to the area and then focus on issues where they consider their advice will be most useful and influential. This is likely to include those access and open-air recreation issues which:-

- have wider relevance across the local area;
- have a potential impact on more people (directly or indirectly) or on particular disadvantaged sections of the community;
- lie at the heart of access and open-air recreation policy and management in the area;
- generate a high level of public interest;
- have tended to be overlooked or neglected; or which
- the forum regard as important to the local area in some other way (e.g. in relation to the economic benefits, tourism or sustainable transport).

3.8.3 There is nothing to prevent forums giving advice on site or route specific issues, although relatively few forums are likely to have either the time or detailed knowledge to be able to do so routinely. However, in certain circumstances it will be helpful to consider site or route specific issues, such as where it will help the forum to:-

- understand and advise on how strategic policies impact on the ground;
- formulate advice of wider application, based on the lessons learnt from a specific local issue; and

- provide advice in response to a statutory consultation and/or which is of assistance to decision-makers dealing with a specific site-based issue (e.g. on a proposed long term restriction on public access to access land, on proposed byelaws or on how a dog control order or gating order will affect public access and enjoyment of the area).

3.8.4 Sometimes, an individual forum member will have detailed knowledge of a site specific case. In these circumstances, subject to declaring a personal interest (see 5.1.3 to 5.1.5), it will be perfectly acceptable for them to share their knowledge with the other forum members. However, the member (and the person chairing the meeting) should ensure that discussion (and resulting advice) remains balanced and open, remembering that there may be no one to explain the contrary position.

3.9 Measuring effectiveness

3.9.1 Appointing authorities and forum members will want to ensure that time invested in their forums is worthwhile and that advice makes a positive contribution to decisions affecting the local area. Forums should therefore consider and agree criteria against which to measure their effectiveness (possible measures might be the amount, relevance, range of advice given; feedback from section 94(4) bodies; assessments of where advice has made a difference). This will help forums to improve their effectiveness and make appropriate adjustments where necessary. The information can also be used in preparing the annual report.

3.9.2 As the body that is likely to be the main recipient of forum advice, the appointing authority(ies) are encouraged to assist forums in developing relevant and meaningful criteria which suit the local circumstances.

4. Working Arrangements

4.1 Forward work programme

4.1.1 Although not a statutory requirement, it is strongly recommended that forums prepare a forward work programme which sets out the forum's priorities and special areas of interest. This does not need to be over-detailed or time-consuming to produce. It can be made available for public inspection and can play an important role in helping to:-

- ensure that the forum focuses on issues which are the most relevant for the area;
- clarify the issues on which the appointing authority(ies) or other section 94(4) bodies would benefit from receiving advice;
- timetable when specific matters are likely to be discussed by the forum, enabling the secretary to commission reports or speakers, etc;
- inform the public about the work of the forum, and assist the appointing authority in recruiting suitable new members;
- identify training or other requirements; and
- review effectiveness when preparing the forum's annual report.

4.2 Annual Report

4.2.1 Regulation 13 requires every forum to produce an annual report on the discharge of its functions. Again, 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.

4.2.2 Regulations 13 and 19 require the appointing authority(ies) to:-

(a) publish the annual report, and

(b) send a copy to the Natural England with 21 days of publication. (This information will be used to assist Natural England in delivering its own functions, and in supporting forums (e.g. through training)).

4.2.3 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.

4.3 Forum meetings

4.3.1 The Regulations require a forum to meet at least twice a year, although most will meet more frequently. It is for each forum to decide how often to meet, how its meetings should be run, and how the quorum should be set. Forums should consider producing 'Standing Orders' which set out the operating procedures and expected standards of conduct. Standing Orders can help to ensure the forum operates in an efficient, fair and balanced way and should assist the chairman and secretary in carrying out their duties.

4.3.2 The Regulations require (with certain exceptions) the agenda (and any reports to be considered at a forum meeting) to be available for public inspection at the offices of the appointing authority at least three clear days before the forum meeting (i.e. there should be three full days on which the documents are available for public inspection). It is for the forum to agree how the agenda should be compiled in advance of each meeting.

4.3.3 The chairman should work with the forum secretary (and the appointing authority) to ensure meetings are arranged well in advance, are advertised, are open to the public, and have a suitable venue with appropriate refreshments.

4.3.4 The timing of meetings (e.g. whether daytime or evenings, weekdays or weekends) and the venue, should take account of the needs and preferences of forum members and others who may attend the meetings. It may be appropriate to vary the location and timing of meetings to enable a larger number and range of people to attend at least one meeting without having to travel far or impacting on their employment or business commitments.

4.3.5 The Regulations prescribe no procedures for voting. Forums may wish to seek advice from the appointing authority(ies) on the procedure to be followed.

4.3.6 Forum members attending meetings of the forum are entitled to claim travel and subsistence expenses, and any expenses in arranging for the care of their children or dependants, in accordance with Regulation 12.

4.4 Public access to Meetings and exceptions

4.4.1 Subject to certain exceptions, Regulation 7 requires forum meetings to be open to the public. This means the meetings are held in public, but does not mean that they are public meetings. A person who is not a forum member may be allowed to participate in discussions on specific agenda items at the discretion of the person chairing the meeting.

4.4.2 Regulation 7(2) allows members of the public to be excluded from a meeting in order to suppress or prevent disorderly conduct or other misbehaviour.

4.4.3 Regulation 7(7) provides, in effect, that any part of a forum meeting which relates to consultation on a direction to restrict access on a long-term basis, will not

be open to the public where the relevant authority or the Secretary of State, as the case may be, has decided, in the public or defence interest, not to publish a notice. Where the Secretary of State (or the relevant authority) has decided not to publish a notice, this should be clear from the consultation letter. Where this is the case the forum's secretary should bring regulations 7(7) and 9 to the attention of the Chairman before the meeting.

4.5 Public access to Documents

4.5.1 The Regulations require the agenda and any reports to be considered at a forum meeting to be available for public inspection at the offices of the appointing authority(ies) at least three clear days before the meeting, except where:-

- a meeting is convened at shorter notice, in which case the agenda and reports must be open for inspection from the time the meeting is convened; and
- an item is added to an agenda, in which case copies of the document adding the item to the agenda (or of the revised agenda) and any associated reports shall be open for inspection from the time the item is added to the agenda.

4.5.2 The Regulations require that copies of the minutes, the agenda, any reports submitted for a meeting of the forum, a list of any background papers for the report in question, and at least one copy of each background paper, are open for public inspection at the offices of the appointing authority for at least two years from the date of the meeting.

4.5.3 Regulation 9 requires that documentation connected with a consultation on a direction to restrict access on a long-term basis will not be open to public inspection where the relevant authority or the Secretary of State has decided not to publish a notice in the public or defence interest. It should be remembered that the public can be excluded from a forum meeting whilst such matters are under consideration.

4.6 Sub-groups

4.6.1 The Regulations contain no provisions relating to sub-groups, although a meeting involving a smaller group of forum members who are interested in a particular issue can be a useful way to manage the forum's work and make best use of members' time and expertise.

4.6.2 The purpose (and status) of a sub-group meeting should be agreed beforehand: If it is intended that it will lead to the submission of advice directly to a section 94(4) body (i.e. without first reporting back to a normal forum meeting) then it will need to be conducted in full accordance with the Regulations (open to the public, availability of agenda, minutes and reports, etc) and meet any local requirements for a quorum. In effect this means that the meeting must be a *bona fide* meeting of the forum. A meeting which does not comply with the statutory requirements (or quorum) will not constitute a meeting of the forum and cannot give advice to a section 94(4) body - instead its deliberations should be reported back and discussed at the next forum meeting.

4.6.3 Forum members attending sub-group meetings, informal meetings, training sessions or site visits, are entitled to claim travel and subsistence expenses and any

expenses of arranging for the care of their children or dependants in accordance with regulation 12.

4.7 Site visits

4.7.1 Site visits can provide a useful way for forum members to consider and discuss access and open-air recreational issues affecting their local area. The guidance contained in section 4.6 (sub-groups) also applies to site visits. Before a site visit the forum secretary should obtain advice, as appropriate, from the appointing authority(ies) in respect of health and safety, etc, and obtain any necessary permissions from land owners, etc. Forum members attending a site visit are entitled to claim travel and subsistence expenses and any expenses of arranging for the care of their children or dependants in accordance with regulation 12.

4.8 Business between meetings

4.8.1 The timing of requests for advice may not always correspond with a forum's meeting cycle. Liaison with the appointing authority in preparing the forward work programme and setting meeting dates should minimise this. Forums may also anticipate the need for advice and plan ahead by developing (and keeping under review) 'position statements' setting out advice on broad principles or key issues. The statements can then be used, if appropriate, by the forum chairman or secretary in responding to section 94(4) bodies when advice is required between forum meetings.

4.8.2 Consultations and requests for advice will usually be sent to the forum secretary, who should process them in accordance with a procedure agreed by the forum. This is likely to involve advising the chairman on prioritisation of any consultations, or requests for advice received. The chairman may discuss the handling of the issues with other forum members by telephone, e-mail, etc. Depending on the importance of the issues raised it may be decided that:-

- the issue should be added to the agenda of the next forum meeting;
- an extraordinary meeting of the forum or a sub-group (see section 4.6) should be convened;
- previous advice or a pre-agreed position statement (see section 4.8.1) provides adequate or interim advice;
- the forum should not respond to certain consultations (e.g. because the issues have limited relevance to the local area); or
- the chairman (or members) of a forum might express views in a personal capacity.

4.8.3 When forum members express opinions in a personal capacity they should avoid giving the misleading impression that the views expressed represent the formal advice of the forum under section 94 of the CROW Act.

4.9 Training

4.9.1 Appointing authorities should recognise that forum members may require training (e.g. to develop particular skills and to improve their technical knowledge). Authorities are encouraged to help members identify training needs, to find ways of meeting those needs, and to provide resources accordingly. The forum should take responsibility for:-

- identifying their own training needs; and
- discussing with the appointing authority(ies) how best to meet those needs.

4.9.2 The forward work programme should take account of any training which forum members believe will help them and/or which has been agreed with the appointing authority.

4.10 Networking and raising awareness

4.10.1 Forums are expected to improve liaison and understanding with, and between, local interests involved with access and open-air recreation. Networking can help forum members to perform their role more effectively. For example, forums and their appointing authorities might consider:

- producing a forum newsletter, publicity leaflet, or website to communicate and engage with the wider public, and particularly with socially excluded or disadvantaged groups; and/or
- hosting an annual event or meeting to highlight the forum's work, or displaying information at a county show.

4.10.2 Individual forum members also have a role to play in providing information to, and engaging with, the interests which they represent. Many forum members will have links with local organisations and networks which can help in this, although they should not overlook those organisations to which they do not belong.

4.10.3 Forum members who are members of a local council or National Park authority can act as an 'ambassador' or 'champion' for the forum within the authority as well as help to improve the quality of forum advice by explaining the authority's policies and constraints to fellow forum members. However, such members need to avoid prejudicing the independence of the forum's advice (see 6.5.8).

4.11 Regional liaison and cross boundary working

4.11.1 Forums should take steps to establish close cross-boundary links with neighbouring forums to ensure that issues of common concern or about adjacent parcels of land or water courses, are considered in a consistent way. Coordination and liaison arrangements will be for forums and appointing authorities to determine themselves, although support from Natural England is also provided (the precise details of which differ within each region).

4.11.2 Regional or sub-regional events which bring together forum members can provide a useful way to share knowledge and exchange good-practice. They can also provide an opportunity for representatives of some of the national section 94(4) bodies to engage with forum members.

4.11.3 Maps showing the geographical coverage of each forum, together with contact details, web site address, etc, are published on the Natural England website at: www.naturalengland.org.uk/ourwork/enjoying/accessforums/laf/default.aspx.

4.12 Financial Issues

4.12.1 The Government provides funding to meet the cost of running forums through the revenue support grant paid to local authorities, and by Defra funding of National Park authorities. It is for appointing authorities to ensure that they set aside adequate financial and administrative resources for running the forum. This will include, for example, the costs of copying and distributing papers, employing a secretary, accommodation/refreshments, members' expenses, publication of the forum's annual report, recruitment of forum members and other reasonable support and training needs.

4.12.2 Some appointing authorities have given their forum a notional budget, covering things like accommodation, administration and publicity. This can help to give forums a degree of independence but can take time for the forum members to manage. It is recommended that the forum and the appointing authority consider and identify the financial and other needs of the forum at the start of each financial year, as well as the means by which funding will be allocated and managed.

5. Roles and responsibilities

5.1 Forum Members

5.1.1 The role of forum members is to attend forum meetings and to contribute constructively to the advisory role of the forum by:-

- sharing (and developing) experience, knowledge, skills and opinions;
- valuing the contribution of other forum members, respecting minority views, engaging in constructive debate and seeking consensus where possible;
- adopting an inclusive approach to improvement of access, which reflects local circumstances and the needs of all sections of society;
- taking account of the needs of integrated land management, and of environmental, social, economic and educational interests;
- engaging with the interests which they represent (and others) to explain and promote the work of the forum;
- operating within the requirements of the law (e.g. section 94 of the CROW Act and the Regulations) and locally-set conditions of appointment or Standing Orders; and
- having regard to Guidance issued by the Secretary of State.

5.1.2 It is hoped that forum members will - on a personal level - find it a fulfilling, satisfying and enjoyable experience, in the knowledge that they are helping to improve public access and the quality of life for local people, as well as by personally developing new insights, skills or friendships.

Declaring a personal interest

5.1.3 Regulation 6(8) requires a forum member who is directly or indirectly interested in any matter brought up for consideration by the forum, to disclose the nature of that interest to the meeting. A direct or indirect interest might reasonably be regarded as one which:-

might affect a member's well being, financial position, or business (which would be a 'direct' interest, as it impacts on the member directly), or that of a relative or friend (which would be an 'indirect' interest) to a greater extent than that of other council tax payers, ratepayers or other inhabitants of the area.

5.1.4 The Regulations do **not** prohibit a forum member with a direct/indirect interest from participating in the discussion (indeed, they might have a useful contribution to make), but the secretary should record all declared interests in the minutes of the meeting. An appointing authority is entitled to terminate the appointment of any member who fails to disclose a direct or indirect interest in a matter that is before the forum.

5.1.5 If a member is in doubt as to whether they could be regarded as having a direct or indirect interest in a matter, it is recommended they should err on the side of caution and disclose the nature of the interest accordingly.

5.2 Chairman and Vice-Chairman

5.2.1 The Regulations require forum members to elect from amongst their number a chairman and vice-chairman, taking such steps as may be necessary to ensure as far as practicable that they are drawn from members representing different categories of interest (note - they may both represent 'other interests' provided they do not represent the same interest). Members of the appointing authority should avoid offering themselves to these posts if possible.

5.2.2 The length of time to be served by the chairman and vice-chairman is for the forum to determine, but will be constrained by the maximum term of their appointment as a forum member.

5.2.3 The precise role of the chairman and vice-chairman should be determined locally by the forum and should not be unduly onerous. Much will depend on the time which the chairman and vice-chairman are prepared to devote. An effective secretary and supportive appointing authority will certainly reduce the call on their time, and there is no reason why other forum members cannot undertake certain tasks if it will help to share the burden.

5.2.4 In chairing a meeting the chairman and vice-chairman should adopt an inclusive approach, actively seeking to ensure that all relevant views are heard, and should steer the forum, as far as possible, towards a clear and agreed line. The chairman and vice-chairman should not feel constrained from contributing to the discussion by expressing their own views. It is for the person chairing the meeting to decide whether to allow observers or members of the public to participate in discussions on specific agenda items.

5.2.5 Outside of forum meetings the chairman and vice-chairman should work with the secretary in preparing the forward work programme and annual report, finalising the meeting agenda, liaising with the appointing authority(ies) on administrative, training and logistical matters, and dealing with matters that arise between meetings.

5.3 Secretary

5.3.1 Regulation 11 requires the appointing authority(ies) to employ a secretary "who shall be responsible for the administration" of the forum. Research undertaken by the University of Gloucestershire showed that the role of secretary was a critical factor in the effectiveness of forums. It is important to ensure that a suitable person is appointed to the position. The secretary should have sufficient time to devote to their duties as well as knowledge and experience relevant to their role and the work of the forum. A secretary can be appointed on a part-time basis or they may be an existing council employee, but they cannot be a Member of the appointing authority, nor a member of the forum itself.

5.3.2 Where an existing employee is appointed as secretary, a clear separation between their forum and any other responsibilities should be maintained. An existing employee may come from a relevant department of the authority or from 'committee services.' In the latter case, specialist staff (e.g. a rights of way officer) will need to be on hand to assist with the more technical aspects of the work. The precise arrangements will depend on what works best at the local level, but the impact on the

forum's effectiveness and on the chairman's workload should not be underestimated.

5.3.3 The Secretary is responsible for the administration of the forum, and will thereby help to reduce the burden on the forum's members. Forums can help their secretary by identifying what level of support and information is required to enable the forum to undertake its advisory role, and by giving the secretary clear direction and instructions.

5.3.4 Effective administration of a forum will include the following activities:-

- **Meetings:-**
 - (a) Organising and advertising meetings,
 - (b) Preparing and circulating the agenda, commissioning/circulating papers in advance of meetings;
 - (c) Taking the minutes of meetings;
 - (d) Assisting the chairman and members in conducting meetings so as to comply with statutory requirements and this Guidance;
 - (e) Liaising with the appointing authority to ensure the meetings and proceedings of the forum are publicised;
- **Information management:-**
 - (f) Assisting with production of the forward work programme and annual report;
 - (g) Acting as the point of contact for anyone wishing to contact the forum, and forwarding information on to the chairman and/or members as appropriate;
 - (h) Receiving, prioritising and processing consultations and requests for advice;
 - (i) Assisting in production of publicity material, events and a webpage;
- **Liaison with:-**
 - (j) The appointing authority(ies), regarding financial management of the forum (if applicable), processing of members' expenses, etc;
 - (k) Forum members and the appointing authority(ies) over training and site visits (including any health and safety requirements);
 - (l) Neighbouring forums and regional contacts;
- **Reporting forum advice:-**
 - (m) Ascertaining the appropriate named individual or team to which forum advice should be sent;
 - (n) Sending the forum's advice to section 94(4) bodies;
 - (o) Seeking feedback and reporting back to the forum.

6. Guidance for appointing authorities

6.1 The role of appointing authorities

6.1.1 This section provides further guidance for members and officers of appointing authorities, on their role as the appointing authority. **It should be read in conjunction with the other sections.**

6.1.2 Appointing authorities have a crucial role to play in supporting their forum and contributing to its effectiveness, by:-

- Setting the Terms of Appointment for forum members;
- Appointing suitable forum members and notifying them of their Terms of Appointment;
- Providing a secretary to administer the forum;
- Publicising the forum agenda, minutes and papers for public inspection;
- Publishing the forum's annual report, and sending a copy to Natural England (the LAF co-ordinator, John Dower House, Crescent Place, Cheltenham GL50 3RA);
- Meeting the forum's reasonable running costs and reasonable training needs;
- Providing suitable venues and refreshments for forum meetings;
- Maintaining a good working relationship with the forum, and assisting the forum in developing its forward work programme, promotional material and events, etc;
- Helping the forum to develop criteria for measuring effectiveness; and
- Reimbursing members' expenses in respect of travel and subsistence costs, and any expenses for the care of children or dependants (and notifying the forum members of the rules for claiming expenses).

6.1.3 Appointing authorities are also section 94(4) bodies and are likely to be the main recipients of forum advice. In this context appointing authorities must have regard to any relevant advice from the forum, and should aim to:-

- Consult the forum on relevant matters (not just matters where there is a statutory duty to consult), preferably at an early stage in the decision-making process;
- Provide relevant information, reports, background papers, speakers, etc;
- Give timely feedback on advice received from the forum; and
- Raise awareness of the forum amongst officers and members throughout the authority.

6.1.4 Most forum members are volunteers giving freely of their time and knowledge. If the forum is to serve a useful purpose it is therefore important that the members are given the help and support they reasonably need from the appointing authority.

6.1.5 Although forums are independent advisory bodies and are not part of local government, the appointing authority should ensure that the forum conducts its business within its statutory remit having regard to this Guidance. Any complaints about the conduct of a forum, or a forum member, should be dealt with through the appointing authority's normal complaints procedures.

6.1.6 Some authorities may operate other advisory or consultative groups alongside their local access forum. These might deal with rights of way issues, or with wider issues such as tourism, regeneration or diversity. Where other forums or groups exist it is recommended that their different roles are made clear to all concerned, so that they work in partnership and avoid overlap. Different groups might also have experience to share (e.g. on how best to engage with and influence decision-makers) and there might be scope for joint training events, promotion and publicity.

6.2 Provision of information to Natural England

6.2.1 Regulation 19 imposes a duty on appointing authorities to provide the following information to Natural England:

- (1) the appointing authority must send a copy of the forum's annual report to Natural England within 21 days of the report being published.
- (2) the appointing authority must notify Natural England in writing (with details of the secretary's name, postal and email address, telephone number, etc) within 21 days of -
 - (a) employing a secretary for the forum, or
 - (b) becoming aware that any of the secretary's contact details have changed.
- (3) appointing authorities must notify Natural England within 21 days of -
 - (a) establishing the forum;
 - (b) making any change to the area in respect of which the forum has functions;
 - (c) merging the forum with any other forum;
 - (d) terminating the functions of a joint local access forum in respect of any area.

6.2.2 Authorities may submit notifications and copies of annual reports to Natural England in either hardcopy or by E-mail. Until further notice please send them to Natural England's national LAF co-ordinator at:

Natural England
John Dower House
Crescent Place
Cheltenham
GL50 3RA

E-mail address: enquiries@naturalengland.org.uk

6.3 Making changes to forum arrangements or coverage

6.3.1 Part 3 of the Regulations provides for changes to be made to forum arrangements. The Regulations provide appointing authorities with the statutory

powers to adapt their forum arrangements to suit local needs as they change over time. Authorities have powers to establish new forums, merge forums, change the area covered by a forum and enter into - or withdraw from - joint forum arrangements.

6.3.2 Appointing authorities (outside London) are required to ensure that all parts of their area are covered by a forum, and no area can be covered by more than one forum at any one time. Before making any changes, appointing authorities are required to consult any forums or appointing authorities they consider will be affected by the changes. Following consultation, changes to the forum arrangements are given effect by notice in writing – see Part 3 of the Regulations for further details.

6.4 Joint forum arrangements

6.4.1 The CROW Act and the Regulations allow for the possibility of joint forums, whose members are appointed by two or more appointing authorities. The Regulations clarify how certain other operational matters are intended to work in relation to joint forums, and allow for appointing authorities to enter into – or withdraw from – a joint arrangement. Subject to the terms of the Regulations, the authorities participating in joint arrangements are free to decide the operational and administrative arrangements between themselves, including the sharing of costs.

6.4.2 Where one authority agrees to act as the 'lead' appointing authority for a joint forum, the active support and engagement of the other authorities will remain important if the joint forum is to carry out its functions effectively across its whole area.

6.4.3 The Regulations generally allow for responsibilities to be shared between the appointing authorities (e.g. appointments to a joint forum must be made with the agreement of each appointing authority). However, the Regulations require that the secretary to a joint forum should formally be employed by only one of the appointing authorities.

6.4.4 A member of a joint forum who wishes to resign (or requires leave of absence from meetings) may do so by giving notice to the appointing authority (or, where relevant, the appointing authorities) for the area of the forum at the time of the member's resignation.

6.4.5 Each appointing authority of a joint local access forum must comply with the requirements for making forum documents available at one or more of its offices.

6.5 Recruitment and appointment of forum members

Recruitment

6.5.1 The Regulations require the appointing authority to advertise forum vacancies in such local or regional newspapers circulating in the authority's area as the authority considers appropriate and on the authority's website, and also to consult whichever bodies or individuals they consider appropriate. The advertising requirements do not apply to the appointment of a person who:-

- is a Member of a district or county council or National Park authority for any part of the area of the forum, or
- is appointed to a forum in the circumstances described in regulation 5(2) or 5(3) (i.e. when the appointing authority change the forum arrangements and terminate the appointment of a member as a consequence, that member may be appointed to another forum in the authority's area).

6.5.2 The appointment process should be fair and transparent and comply with the authority's policies on social inclusion and diversity. A creative and proactive approach in advertising vacancies will help to attract candidates from a wide range of backgrounds, and should take account of the needs of young people (there are no lower or upper age limits), women, people on low incomes, people with disabilities and people from ethnic minorities. It is recommended that authorities should consult local organisations representing users and land managers (including those bodies listed in Annex E to the DoE Circular on Public Rights of Way - No. 2/93). It may also be worthwhile consulting other local authorities in the area and, where relevant, the AONB Conservation Board or joint advisory committee.

6.5.3 Places on the forum should not be 'reserved' for specific organisations, although relevant organisations may be invited to recommend suitable individuals or to advertise a forum vacancy amongst their membership.

6.5.4 There is no requirement for forum members to live within the area of the forum or its appointing authority.

Balance of interests

6.5.5 The Regulations require forums to have at least 10 and a maximum of 22 members, and that these should be people who appear to the appointing authority to be representative of:-

- (a) users of local rights of way or open access land (e.g. walkers, horse riders, cyclists and carriage drivers);
- (b) owners and occupiers of access land or land over which local rights of way subsist; or
- (c) any other interests especially relevant to the appointing authority's area.

6.5.6 Appointing authorities must ensure a *reasonable* balance is maintained between those who represent the interests in paragraphs (a) and (b). Note that the Regulations stipulate a 'reasonable' balance and not an exact balance - what is reasonable may depend, amongst other things, on local circumstances.

Other interests

6.5.7 Authorities are encouraged to consider other interests which are relevant to the area, and to ensure these are also represented on the forum, which will help to contribute additional skills and perspectives. Other interests especially relevant to the area might include, for example, tourism and active recreation (whether on land or in the air), nature or landscape conservation, coastal issues, education, heritage,

health, public transport, community safety, and other business interests.

Forum members connected with local authorities

6.5.8 As independent advisory bodies, forums are not part of local government. Local authority representatives can sit on a forum and can play a useful role: by helping to improve the quality of forum advice (e.g. by explaining the authority's policies and constraints), and by raising the profile and status of the forum within the authority. Local authority representatives who sit on a forum should play a full and active part as members of the forum, by attending meetings and contributing to its deliberations - but should take particular care to avoid prejudicing the independence of the forum's advice. The Regulations impose a limit on the numbers of local authority members: forums with up to 16 members may contain two local authority members; forums with 17 or more members may contain up to 3 local authority members.⁵

6.5.9 There are no restrictions on members of local authorities from outside the area of the forum being appointed to a forum, nor on members of town or parish councils. Neither is there a bar on the appointment of local authority employees. However, authorities should avoid appointing officers who have responsibilities for access and rights of way. Such officers could face a conflict of interest and it is generally better for them to attend forum meetings as participating observers.

Appointment procedures

6.5.10 The Regulations require appointing authorities to notify forum members of the terms of their appointment, and, subject to the exception contained in Regulation 5(4), also require that members be appointed for a minimum of one and a maximum of three years. Within this range, appointing authorities have discretion to decide the period of appointment for each member, but should take account of the impact which this might have on the forum's effectiveness in terms of continuity (e.g. if all the appointments end at the same time). There is no limit on the number of times a member may be reappointed to a forum.

6.5.11 When making appointments it is recommended that the authority make clear what interest(s) the member is being appointed to represent.

Setting the Terms of Appointment

6.5.12 The Regulations provide, subject to Regulation 4(2) to (4), for appointing authorities to determine the Terms of Appointment of a member of a forum. In drawing up the Terms of Appointment authorities may wish to refer to section 5.1, but in any case it should be remembered that it is the function of forums to give independent advice. Notwithstanding anything that is (or is not) set out in the Terms of Appointment, the regulations stipulate that:

- A forum member shall be appointed for not less than one and not more than three years (subject to rules regarding re-appointment on a change of forum

⁵ Local authority members are members of a district or county council or National Park authority for any part of the forum's area.

arrangements - see regulation 5(4)). Members may be re-appointed to a forum at the end of their term;

- A forum member may resign by giving notice in writing to the appointing authority for the area of the forum at the time of the member's resignation;
- An appointing authority must terminate the appointment of a forum member if he or she becomes a member of a district or county council, or National Park authority within the area, and the relevant limit on such members is exceeded;
- An appointing authority may terminate the appointment of a forum member if he has:
 - been absent from all the forum meetings for one year without the consent of the appointing authority;
 - failed to declare an interest under regulation 6(8).
- An appointing authority may, on a change of forum arrangements, terminate the appointment of forum members in certain circumstances – see regulation 4(4)(c) for further details.

Size of Forum (number of members)

6.5.13 Regulation 3 stipulates that a forum should consist of at least 10 and not more than 22 members, and that if numbers fall below 10 at any time the appointing authority must, as soon as reasonably practicable, appoint new members. In deciding how many members to appoint, experience has shown that appointing the maximum number of members does not necessarily lead to a significant increase in costs and can actually reduce costs by avoiding the need for a recruitment exercise if numbers fall below 10. A larger forum can also help to ensure reasonable attendance levels at forum meetings bearing in mind that not all members are likely to be able to attend every meeting.

7. Advising and Consultation

7.1 The advisory role of forums

7.1.1 The legislation does not define when, how or in what circumstances forums should advise, and it is therefore for forums to decide what would be most appropriate within the local context. **Annex A** contains a list of matters on which forums may give advice. However:-

- the list is not comprehensive (there are likely to be additional matters which are important to particular forums), and
- individual forums are not expected to advise on the full range of issues (the list is a 'menu' from which forums should select the matters in their area).

7.1.2 Forums can give advice without being invited to do so, and their advice can relate to any of the activities/functions/policies of the section 94(4) body concerned (in so far as it affects access to land and/or open air recreation, etc).

7.1.3 When requesting advice from forums, Section 94(4) bodies should remember, and make appropriate allowance as far as possible for the fact, that many forums do not meet on a frequent basis and may face difficulties in dealing with short deadlines.

7.2 Requirements to consult or notify forums

7.2.1 Legislation requires forums to be consulted, or provided with information, in a number of specific circumstances, as set out below. It is important to note that these provisions in no way limit the scope of section 94(4) bodies to consult forums on other matters, nor do they limit the scope of forums to advise section 94(4) bodies on other access and recreation matters.

7.2.2 There is a specific statutory requirement to consult forums in the following circumstances:-

- Highway authorities shall consult the relevant forum before preparing or reviewing a **rights of way improvement plan** (section 61(1)(e) of the CROW Act);
- Access authorities shall consult the relevant forum before making **byelaws in respects of access land** (section 17(3) of the CROW Act);
- Access authorities shall consult the relevant forum before first **appointing wardens for access land**, and thereafter from time to time consult the forum on the exercise of that power (section 18(2) of the CROW Act); and
- The relevant authorities (i.e. Natural England, National Park authority or Forestry Commission) or the Secretary of State as appropriate, shall consult the relevant forum before giving or reviewing a **long-term direction to exclude or restrict access to access land** for a period which exceeds or may exceed six months (sections 27 and 28 of the CROW Act, and regulations 9, 15 and 16 of the Access to the Countryside (Exclusions and Restrictions)(England) Regulations 2003).
- The Secretary of State shall consult a forum before making or reviewing a **long-term direction to exclude or restrict access to access land** (for a period which exceeds or may exceed six months) on grounds of defence or

national security (regulations 9 and 16 of the Access to the Countryside (Exclusions and Restrictions)(England) Regulations 2003.

- The Dog Control Orders (Procedures) Regulations 2006, require a primary or secondary authority to consult the relevant forum where the order will apply to access land, before **making, amending or revoking a dog control order**. The authorities must also notify the forum after making, amending or revoking an order.
- An appointing authority shall consult any forum which they consider will be affected by **proposed changes to forum arrangements** in accordance with regulations 16, 17 and 18 of the Local Access Forums (England) Regulations 2007.

7.2.3 There is a statutory requirement to notify or provide forums with information in the following circumstances:-

- Highways Act 1980 (Gating Orders)(England) Regulations 2006, require a council to give a notice to any forum(s) through whose area the relevant highway passes before **making, varying or revoking a gating order** (regulations 4 and 10); and
- The Access to the Countryside (Provisional and Conclusive Maps) (England) Regulations 2002 require Natural England to **send reduced scale provisional and conclusive maps to the relevant forums** (regulation 8).
- The appointing authority must give 21 days notice to any forum affected by **changes to forum arrangements** (regulations 16, 17 and 18 of the Local Access Forum (England) Regulations 2007)

ANNEX A

MATTERS ON WHICH FORUMS MAY ADVISE

1. This Annex contains guidance on matters which forums can give advice on. It should be noted that:-

- it is not comprehensive - there are likely to be additional matters which are important within the local context, and
- individual forums are not expected to advise on all matters which appear here - the list is a 'menu' to assist forums in identifying the most important and relevant issues for their local area.

Public rights of way

Management of Public Rights of Way

2. Forums have an important role to play in advising on the management of the public rights of way network, including issues such as:-

- maintenance and infrastructure
- signage
- promotion and publicity
- resources
- public safety
- identification of gaps in the network where there is a demand for access, including the need to link up existing footpaths and bridleways to create better, safer and more effective recreational opportunities
- the needs of land managers
- accessibility by different types of user (e.g. walkers, horse-riders, cyclists, etc) and by people with impaired mobility
- identification of opportunities for improvements to the network, and
- integration with other types of access and public transport

Mechanically propelled vehicles

3. Forums can give advice on improving *recreational* access to land (including public rights of way) by use of mechanically propelled vehicles. However, forums can only give advice on *functional* access by use of mechanically propelled vehicles insofar as the access relates to a byway open to all traffic (BOAT). The reason for this restriction is that without it the statutory function of forums would have expanded to include public use of the road network by mechanically propelled vehicles. The term 'mechanically propelled vehicle' is not defined by legislation but Defra has issued guidance ("Regulating the use of motor vehicles on public rights of way and off road", December 2005) which is available at: www.defra.gov.uk/wildlife-countryside/pdf/access/crow/regulating-motorvehicles.pdf.

4. Many of these issues will be most effectively progressed through authorities' Rights of Way Improvement Plans (see below), but this does not constrain forums from considering and advising on these issues in other contexts. Forums can also give advice on site-specific issues where they consider this represents good use of their time, such as commenting on proposed diversion orders, extinguishment orders, gating orders, etc.

Rights of Way Improvement Plans (RoWIPs)

5. Local highway authorities are required (under sections 60 and 61 of the CROW Act) to review the adequacy of their rights of way network, and to prepare and publish plans which contain an assessment of whether local rights of way meet the present and likely future needs of the public; the opportunities provided for exercise and open air recreation and the enjoyment of the authority's area; and access to local rights of way by blind, partially sighted persons and others with impaired mobility. These plans are known as Rights of Way Improvement Plans (RoWIPs). The legislation requires all unitary, county and metropolitan councils and outer London boroughs to complete plans with the exception of those whose overall performance had been rated as "excellent" in previous years by the Audit Commission⁶. Those authorities had the freedom to choose whether or not to complete a plan and this freedom was extended to "4 star" authorities under a new rating system. However, none of the authorities who had this freedom chose to exercise it, and with the replacement, in 2009, of the Comprehensive Performance Appraisal with the Comprehensive Area Assessment, this freedom is now withdrawn.

6. Forums should aim to play an active role in the development and implementation of RoWIPs since they set the strategic framework for making improvements to linear access.

7. Authorities are expected to involve forums in the preparation of their RoWIPs from the outset. Authorities have also been asked to prepare progress reports for forums as RoWIPs are **prepared, published, implemented and reviewed**. Forums should be proactive in discussing and agreeing with local highway authorities how and when they will be consulted, and in identifying any training that might be necessary to ensure that they are able to contribute fully to the process. This might take the form of informal training through policy development workshops, site visits etc.

8. Forums can play a vital role in championing RoWIPs, and in making sure that local highway authorities implement the action plans which should form part of the final RoWIP. Forums should advise and aim to influence senior officers in local highway authorities and local councillors in a way which encourages and assists them in achieving the aspirations set out in their RoWIP. This may include, if necessary, advising on the resource requirements.

9. Background information on legislation and Government policy in relation to rights of way is available on the Defra website at www.defra.gov.uk/wildlife-countryside/access/prow/index.htm.

⁶ This freedom was introduced by the Local Authorities' Plans and Strategies (Disapplication) (England) Order 2005.

Alley Gating

10. Forums may advise on the likely impact (either individually or cumulatively) which a proposed gating order will have on the use of a public right of way. A gating order restricts the public use of a right of way, but does not legally extinguish the right of way. Forums should take account of the fact that orders can be worded so as to restrict public use of the right of access for certain days of the week or for certain times of day (e.g. evenings only). Orders can also be varied or revoked once made.

The Discovering Lost Ways project

11. The Discovering Lost Ways project was set up by Natural England to research and facilitate the recording of public rights that would be lost if not claimed or recorded on the definitive map by the cut-off date of 1 January 2026. However, the project was wound up following a review of the project by Natural England in 2007/08, which concluded that, given the existing legislative framework and other constraints, the objective could not be achieved within a foreseeable timeframe. Natural England set up a Stakeholder Working Group, which is tasked with exploring possible ways in which the process of recording of public rights could be improved with a view to making completion of the definitive map and statement more achievable. The Group has been asked to work towards outlining a package of strategic reforms that would be acceptable to all rights of way stakeholders. It is expected that any such proposals would be produced by the end of 2009.

Public access land over which a right of access exists under Part I of the CROW Act 2000

12. The right of access under Part I of the CROW Act applies to 930,000 hectares of open country and 130,000 hectares of forestry in England (almost 8% of the land area). Forums play a vital role in advising on the management and promotion of this access land and should advise on:-

- **encouraging responsible and wider enjoyment of access land** by all sections of society;
- **managing public access** in ways which reduce the impact on agriculture, nature conservation or land management, and reduce the risk to public safety;
- provision of **publicity material**;
- policies on **local information points, signage, gates, stiles, etc**;
- **whether the relevant authority should make, vary or revoke a long term direction to restrict or exclude access**, and whether this represents the least restriction or most appropriate option in the circumstances. In particular forums should consider whether access could be managed by informal

measures (e.g. notices), the area and length of the proposed restriction, and whether any modifications or conditions would improve public access;

- the need for **byelaws** under section 17(3) of the CROW Act. Forums should carefully consider whether the nuisance caused by the activity(ies) in question is sufficient to warrant the potential imposition of a fine. In particular, are the

byelaws necessary to preserve order, prevent damage, or to avoid undue interference with the enjoyment of the access land by others?;

- the appointment of **wardens** under section 18(2) of the CROW Act. Forums should advise on the need for wardens including complementary working with any existing ranger staff;
- make representations to the Planning Inspectorate during the course of **appeals** brought by a person with a legal interest in the land;
- advise the Secretary of State for Defence on any proposed long term restrictions **on access on military training lands**;
- identifying **opportunities to increase the amount of access land** through voluntary dedication by landowners (under section 16 of the CROW Act - see www.defra.gov.uk/wildlife-countryside/access/crow/dedicate.htm), including access for equestrians and cyclists.

13. See the following websites:-

- www.defra.gov.uk/wildlife-countryside/access/crow/index.htm for background on legislation and Government policy;
- www.countrysideaccess.gov.uk/things_to_do/open_access for information aimed at the general public; and
- www.openaccess.gov.uk for information aimed at land managers and owners.

Other public access issues

14. Forums may advise on recreation and access provision across their area, including local strategies, plans or initiatives which incorporate or affect access and recreation. This might include better integrating recreational and functional access with other policies, such as those concerned with public transport, highways, tourism, education, health, community safety, coastal zone management, economic development and housing provision. Forums therefore have a potentially wide-ranging remit which allows them to focus on the key issues for their own area.

15. In this context forums should consider:-

- the integration and improvement of different types of access provision and recreational opportunities;
- the extent to which fair provision is made for all current and potential users, and reflects the needs of local people, visitors and businesses;
- the co-ordinated and effective use of resources in providing and managing access and recreation; and
- dissemination of information to interested groups and the wider public.

16. Advice should take account of the role and remit of the body the forum is advising, so that advice is realistic and relevant.

17. The Regulations prescribe an additional matter on which forums may advise, namely public access to land for any lawful purpose other than the purposes on which forums were already entitled to advise. This new matter allows forums to

advise, for example, on public access for 'functional' or 'utility' reasons. This will include the access to land, or use of rights of way, to get to work, school, shops or local amenities. It should be remembered that historically most rights of way developed to meet a functional need and although public rights of way are often prized for their recreational value, functional access can still be important on many routes, especially in built up areas. Making effective provision for functional use, now and in the future, will help people to make more sustainable transport choices, which are better for their health and which help to reduce congestion, pollution and road accidents.

18. Forums will also be consulted on dog control orders (affecting access land) and invited to make representations regarding proposed gating orders (affecting a right of way). Such orders are likely to be site specific but a forum can give advice if appropriate, taking account of the possible impact which the order will have on public access and/or enjoyment of the area.

Forms of access

19. Forums should take account of the fact that public access to land can take place in different ways and for different purposes. Recreational access is important not just for walkers (ranging from 'ramblers' to 'amblers') but also for cavers, climbers, cyclists, equestrians, motorised vehicle users, paragliding enthusiasts and many other groups.

20. Public access to land can take the form of:-

- linear access along a public right of way;
- area-wide access to open country, registered common land and dedicated land under Part I of the CROW Act;
- area-wide access under other legal rights;⁷
- permissive access provided and funded under the Countryside Stewardship, Environmentally Sensitive Areas and Environmental Stewardship Schemes (see <http://cwr.naturalengland.org.uk/> for information on walks and rides provided under these schemes);
- other forms of permissive access where the landowner voluntarily permits public access onto his land; and
- tolerated ('de facto') access. Examples of de facto access are widespread, but because it relies on implied consent or implicit toleration, it can often be difficult to identify. Guidance on 'de facto' access and how it relates to other forms of access, is published by Defra and at www.defra.gov.uk/wildlife-countryside/pdf/access/crow/de-facto-guide.pdf.

21. Forums might also give advice in respect of land where there is currently no public access but where a need or demand for public access might exist.

⁷ This includes, for example, public access provided under s193 of the Law of Property Act 1925 (rights of the public over commons and waste lands); by virtue of a local or private Act of Parliament, a scheme under Part I of the Commons Act 1899; by access agreement or access order under Part V of the National Parks and Access to the Countryside Act 1949; or by virtue of section 19 of the Ancient Monuments and Archaeological Areas Act 1979.

Common Land

22. Forums should consider advising local authorities (or parish councils) in their area on the best way to prioritise their use of the powers under:

(a) section 45 of the Commons Act 2006 (formerly section 9 of the Commons Registration Act 1965), to protect unclaimed common land and town or village greens from unlawful interference;

(b) Part 3 of the Commons Act 2006, to seek the removal of unlawful works from common land (Part 3 is expected to be brought into force from October 2007; until then, local authorities' powers to act are contained in section 194 of the Law of Property Act 1925), and;

(c) Section 12 of the Inclosure Act 1857 and section 29 of the Commons Act 1876, to enforce against encroachments on or damage to town or village greens.

(Note: The powers in (c) are vested in parish councils or meetings, except where there is no parish, where they are vested in district councils).

23. In all cases, the forum's objective should be to help safeguard and promote freedom of access over common land or greens - whether under Part I of the CROW Act, or under other legal rights - that may otherwise be significantly impeded by actions taken unlawfully on the land.

Access to water

24. While access to "land" includes access to "land covered with water", this is not the same as a right to access the water for a purpose other than to access the land which the water covers. Further, access under Part I of the CROW Act does not extend to access using "a vessel or sailboard on any non-tidal water" (see paragraph 1(b) of Schedule 2); and a public right of way is not the same as a public right of navigation. LAFs should not, therefore, advise on access over or in water or on recreational activities involving access over or in water, [unless the primary purpose of such access is to access the land beneath, and, in respect of access land under Part I of the CROW Act, unless such access does not involve the use of a vessel or sailboard on any non-tidal water. LAFs can of course advise on other access issues which may be of interest to those who pursue recreational activities in or on the water e.g. advice on access to land at the water's edge.]

Access by different types of user and by all sections of society

25. In giving advice forums should take account of the access needs of all types of user and all sections of society - including in particular those who face challenges or difficulties in using rights of way or in gaining access to the countryside or other green spaces. For example, people with disabilities, from ethnic minority groups, without their own transport or from other disadvantaged groups, on low incomes and visitors from outside the local area, are each likely to have their own particular access needs and concerns. Forums are well placed to provide local authorities with advice based on practical knowledge and experience.

Land use planning policies and planning applications

26. Forums may advise local authorities, National Park authorities and the Planning Inspectorate, on access issues in respect of land use planning matters. Forums can give advice on the recreation and access implications of individual planning applications. However, they will probably make the most effective use of their time by focusing on the relevant policies in the Local Development Framework (LDF).

27. An LDF is a folder of documents prepared by the local planning authority which outlines how development will be managed in the area. The LDF plays a key part in the delivery of the authority's community strategy by setting out its spatial aspects and providing a long-term spatial vision. The LDF should outline those parts of the community strategy that relate to the development and use of land and outline the council's strategy for delivering strategic development needs, including housing, leisure and retail.

28. Local authorities are required to involve the community from an early stage in the preparation of local development documents. Community involvement is essential to achieve local ownership and legitimacy for the LDF policies that will shape the future distribution of land use and development in the area. Every LDF must contain a 'Statement of Community Involvement', which outlines how and when the local authority will consult the public during plan-making process, and which can make reference to the forum. It is recommended that forums discuss with their local planning authorities how best they might assist in developing and revising the LDF.

29. Issues which forums may consider and advise on include:-

- the likely impact, and options for minimising possible adverse effects, of planning policies and development proposals in respect of future public access to land; and
- identifying and expressing support for opportunities to improve public access, or associated infrastructure, which might be delivered through planning policies or new development.

National policy development

30. Defra and Natural England (as well as other Government departments and agencies) regard public consultation as an important component in developing new policies. In order not to over-burden forums, a selective approach will be followed in deciding whether to include forums in the consultee list for a particular matter. However, forums can ask to be included in a forthcoming consultation by a section 94(4) body, and relevant advice will always be considered by such a body, whether or not forums are included in the original consultee list.

31. Public consultations normally run for three months, and an up-to-date list of all Defra's current consultations is published at www.defra.gov.uk/corporate/consult/default.asp. Forums may wish to ask their secretary to periodically check this web page, in case there are any new consultations of specific interest.

32. Defra publishes a regular newsletter on access policy (the 'Access newsletter'). Electronic copies are sent to all forum secretaries for information, but anyone can ask to be added to the circulation list (E-mail: access@defra.gsi.gov.uk). Copies of the newsletter are available at www.defra.gov.uk/wildlife-countryside/access/crow/index.htm.

ANNEX B

LEGISLATION RELATING TO LOCAL ACCESS FORUMS IN ENGLAND

The text of recent UK legislation (i.e. Acts of Parliament and Statutory Instruments) can be viewed online at www.statutelaw.gov.uk (but note the limitations which apply to the information presented on the website. For example, at the time of writing the text of legislation has been updated with any effects contained in subsequent legislation made or enacted before the end of 2001).

The Countryside and Rights of Way Act 2000

The most relevant sections for local access forums and appointing authorities are:-

Section 17 - requires access authorities to consult the relevant forum before making byelaws in respects of access land.

Section 18 - requires access authorities to consult the relevant forum before first appointing wardens for access land, and thereafter from time to time consult on the exercise of that power.

Section 27 - requires the relevant authority (i.e. Natural England, National Park authority or the Forestry Commission) to consult the relevant forum before making, varying or revoking a long-term direction to exclude or restrict access to access land on grounds of land management, avoidance of fire risk or danger to the public, nature conservation or heritage preservation (for a period which exceeds or may exceed six months).

Section 61 - requires a highway authority to consult the relevant forum before preparing or reviewing a rights of way improvement plan.

Section 94 - places a duty on local highway authorities and National Park authorities to establish local access forums; sets out the scope of the advisory function to be carried out by forums; sets out matters which forums shall have regard to in carrying out their functions; requires section 94(4) bodies to have regard to any relevant advice given to them by a forum in carrying out their functions. This section also requires forums to have regard to guidance given from time to time by the Secretary of State.

Section 95 - enables supplementary and incidental matters to be addressed in regulations, including for example, the detailed arrangements for membership of forums, and the application of local government legislation (such as provisions relating to access to information, the admission of the public to meetings, etc). Subsection 95(2) requires that forums should include members appearing to the appointing authority to be representative of users of access land and rights of way generally, of landowners and occupiers of such land, and other interests especially relevant to the area. Section 95(5) requires the Secretary of State in making regulations relating to local access forums to have regard to the desirability of maintaining a reasonable balance between the number of members representing users on the one hand and owners/occupiers on the other, and regulation 3(6) of the Regulations requires appointing authorities to ensure such a reasonable balance is maintained.

Secondary legislation (Regulations / Statutory Instruments)

The Local Access Forums (England) Regulations 2007 (SI 2007 No 268)

These Regulations relate to the administration and operation of local access forums in England, prescribe additional bodies to which it is the function of forums to give advice and prescribe an additional matter on which forums can give advice. These Regulations revoke the principal earlier regulations relating to local access forums (the Local Access Forums (England) Regulations 2002 (SI 2002 No 1836)).

Regulation 3 - deals with the appointment of forum members and requires appointing authorities to ensure a reasonable balance is maintained between users and owners/occupiers.

Regulation 4 - covers the terms of membership for forum members.

Regulation 5 - deals with re-appointment of forum members.

Regulation 6 - deals with the proceedings of local access forums, including appointment of a Chairman and Vice-chairman.

Regulations 7 to 10 - provide for public access to meetings and documents, including restrictions which apply in certain circumstances.

Regulation 11 - requires the employment of a secretary who shall be responsible for the administration of the forum.

Regulation 12 - deals with financial provisions, including members' expenses.

Regulation 13 - requires each forum to prepare an annual report, to be published by the appointing authority.

Regulations 14 to 18 - enable appointing authorities to make changes to forum arrangements, including the establishment of new forums, merging of forums, changing the area covered by a forum and the entering into - or withdrawing from - joint forum arrangements.

Regulation 19 - requires appointing authorities to notify Natural England of any changes in forum arrangements or secretary contact details, as well as to send Natural England a copy of the forum's annual report.

Regulation 20 - where a council of a London borough has resolved that section 94(1) of the CROW Act applies to the council or to part of their area, regulation 20 applies the Regulations to London Boroughs.

Regulation 21 - prescribes additional bodies to which it is the function of forums to give advice.

Regulation 22 - prescribes an additional matter on which it is the function of forums to give advice.

Regulation 23 - revokes the previous principal regulations relating to local access forums (SI 2002/1836).

The Access to the Countryside (Provisional and Conclusive Maps) (England) Regulations 2002 (SI 2002 No 1710)

Regulation 8 - requires the Countryside Agency to send reduced scale provisional and conclusive maps to the relevant forums.

The Access to the Countryside (Means of Access, Appeals) (England) Regulations 2004 (SI 2004 No 3305)

Regulations 4, 7, 15, 23, 25, 35, 36 and 40 - require notifications to be sent to the relevant local access forum in connection with appeals under section 38(1) of the CROW Act, relating to means of access to access land.

The Highways Act 1980 (Gating Orders) (England) Regulations 2006 (SI 2006 No 537)

Regulations 4 and 10 - require a local authority to give notice to any forum(s) through whose area the relevant highway passes before making, varying or revoking a gating order.

The Dog Control Orders (Procedures) Regulations 2006 (SI 2006 No 798)

Regulation 3 - requires a primary or secondary authority before making a dog control order, where all or part of the land in respect of which is access land, to consult the local access forum for that land, and after making such an order to send a notice to the forum not less than seven days before the day on which the order is to come into force. Regulation 3 also applies to the amendment of an order.

Regulation 4 - requires a primary or secondary authority before revoking a dog control order, where all or part of the land in respect of which is access land, to consult the local access forum for that land, and after revoking such an order to send a notice to the forum.

ANNEX C

INFORMATION ON SELECTED SECTION 94(4) BODIES

Department for Environment, Food and Rural Affairs (Defra)

Function and high level objectives

Defra is the Government department with responsibility for policy on access and recreation in England, including access to open country under the CROW Act and management of public rights of way. Defra is also responsible for policy on local access forums.

Defra's core purpose is to improve the current and future quality of life. It brings together the interests of farmers and the countryside; the environment and the rural economy; the food we eat, the air we breathe and the water we drink. This is achieved by integrating environmental, social and economic objectives - putting sustainable development into practice every day, and by championing sustainable development as the way forward for Government.

Contacting Defra

Defra welcomes advice from local access forums, particularly on the development of legislation and national (England) policy affecting public access, right of ways and open air recreation, for example through responses to consultation papers on these issues. Except where indicated otherwise, advice should be submitted in writing to:

The Secretary of State for Environment, Food and Rural Affairs
Department for Environment, Food & Rural Affairs
Nobel House
17 Smith Square
London SW1P 3JR

For **general enquiries** contact the Defra Helpline on 08459 33 55 77 (E-mail helpline@defra.gsi.gov.uk)

For specific enquires about **national policy of local access forums, the right of access to open country and public rights of way** contact the Recreation and Access Team (E-mail recreation.access@defra.gsi.gov.uk).

For specific enquires about **national policy on the right of access to the coast** contact the Coastal Access Team (E-mail coastal.access@defra.gsi.gov.uk).

The Defra web site is at www.defra.gov.uk. The web page covering policy on access and recreation is at www.defra.gov.uk/wildlife-countryside/access/index.htm. The page on local access forums is at www.defra.gov.uk/wildlife-countryside/access/crow/local-access-forums.htm. Information on all current and previous Defra public consultations is at www.defra.gov.uk/corporate/consult/default.asp.

Natural England (NE)

Natural England was established on 1 October 2006, following the commencement of the Natural Environment and Rural Communities Act 2006. It comprises the former English Nature (EN), the Landscape, Access & Recreation

division of the Countryside Agency and parts of the Rural Development Service (RDS).

Function and high level objectives

Natural England has the statutory function of conserving and enhancing the value and beauty of England's natural environment and promoting access, recreation and public well-being for the benefit of today's and future generations. Its high level objectives include:-

- increasing the number, diversity, and frequency of people enjoying the natural environment;
- increasing everyone's understanding of, and ability to take action for, the natural environment; and
- improving places for people to enjoy the natural environment.

As a result of the Regulations, Natural England is to receive copies of all local access forum annual reports and must be notified of changes made to forum arrangements and changes in the Secretary.

Types of advice useful to receive

Natural England welcomes advice on how to improve:-

- the formulation and implementation of rights of way improvement plans;
- the condition of national trails and bridleways;
- access to the coast; and
- facilities and services for visitors at national nature reserves.

Policy approach to access and recreation

Amongst others, Natural England works with:-

- farmers, land managers, and public authorities, to maintain and develop access, and to assist them to successfully manage and benefit from increased public access to the natural environment;
- local authorities, to develop local area agreements for improved community infrastructure to enhance access to high quality natural environments;
- the Department of Health, health authorities, and health providers to ensure that recreation and access to the natural environment is recognised and funded as a central and cost effective part of public health;
- the Department for Education and Skills, and education authorities to ensure that every school child has the opportunity to experience nature and the outdoors, by mainstreaming learning in schools about the natural environment; and
- the Government, land managers, and users, to make a reality the commitment to enhance coastal access.

Contacting Natural England

The Natural England's national LAF co-ordinator can be contacted at:

Natural England
John Dower House
Crescent Place
Cheltenham
GL50 3RA
E-mail: enquiries@naturalengland.org.uk

The Natural England website is at www.naturalengland.org.uk. Maps showing the geographical coverage of each forum, together with contact details, web site address, etc, are published at www.naturalengland.org.uk/ourwork/enjoying/accessforums/laf/default.aspx.

Forestry Commission

The Forestry Commission's mission is to protect and expand Britain's forests and woodlands and increase their value to society and the environment through **sustainable forest management**. This means looking after our forests and woodlands to ensure they continue to provide social, environmental and economic benefits to current, and future, generations.

The Forestry Commission's executive agency, Forest Enterprise, manages over 240,000 hectares of public woodland, forest and open space across England. Almost all of the freehold estate has been dedicated under section 16 of the CROW Act, and is now classed as open access land. On many sites also offer wider recreational opportunities, including cycling and horse riding.

The Commission uses the England Woodland Grant Scheme to support the private sector in providing recreation and access opportunities. Current practice ensures that this grant is focussed on opportunities close to where people live and where demand can be demonstrated.

The Commission is organised at a Regional and District level, and so may not be in a position to deal readily with all local issues. However advice is welcomed from forums on the following issues:

- Situations where new or existing woodland could increase or improve strategic access linkages, including linkages using other grant aided mechanisms (e.g. HLS, open access land particularly in, and near, urban areas);
- The promotion of woodland access opportunities to local communities;
- The development of regional policies/strategies in relation to access to woodland;
- Information on the quality of woodland access, including the ratification of

woodland access datasets (e.g. Woods for People:
www.woodsforpeople.info);

- Access issues on the public forest estate; and
- Development opportunities on the public forest estate.

Our policy approach to access and recreation

The Government's current policy towards woodland access and recreation is contained within the England Forestry Strategy 1998. However this is currently being reviewed. The priorities include the improvement of high quality access opportunities in woodland close to where people live and also the better provision of information regarding these opportunities.

Each Region has produced a Regional Forestry Framework which identifies the priorities for delivery, including recreation and access, within the Region.

Our operational approach to access and recreation

Each Forest District produces Forest Design Plans for area of forests under its management. These also include the active management of recreation and access in conjunction with other land management practices.

As much of the freehold estate is dedicated as open access land, forums are consulted on closures of more than six months in duration.

Regional structure or contact points

In the first instance the Commission would prefer advice to be submitted to the appropriate Conservancy (regional office) for the attention of the Conservator (n.b. the Regions are aligned to the Government office regional boundaries):-

East England
Santon Downham
Brandon
Suffolk IP27 0TJ

London
GO For London
6th Floor
Riverwalk House
157-161 Millbank

North West England
Peil Wyke
Bassenthwaite Lake
Cockermouth
Cumbria

London SW1P 4RR

East Midlands
Willingham Road
Market Rasen
Lincs
LN8 3RQ

North East England
1 Walby Hill
Rothbury
Morpeth
Northumberland
NE65 7NT

South East England
Alice Holt
Wrecclesham
Farnham
Surrey GU10 4LF

South West England
Mamhead Castle
Mamhead
Exeter
Devon EX6 8HD

West Midlands
Government
Buildings
Block B
Whittington Road
Worcester WR5 2FR

Yorkshire & Humber
Wheldrake Land
Crockey Hill
York YO19 4FF

Internet address

The Forestry Commission website is at www.forestry.gov.uk.

Ministry of Defence (MOD)

Function and high level objectives

The purpose of Ministry of Defence is set out in the Defence Vision – to defend the UK and its interests, strengthen international peace and stability, and act as a force for good in the world.

The defence estate is essential for the delivery of this vision. It provides facilities for accommodating and training service personnel and for testing, maintaining and storing the equipment and materiel they need to carry out their tasks wherever they are in the world.

The defence rural estate is heavily utilised and some activities are hazardous. However, many public rights of way, permissive paths and some significant open spaces are available for access when public safety, security and the primary defence use permits. Forums should be aware that access arrangements are usually managed through byelaws made under the Military Lands Acts, and that bye-lawed land is excluded from the provisions of the CROW Act. Where MOD occupies land subject to the CROW Act the Secretary of State for Defence may make defence directions under section 28 of the Act. MOD is required to consult Forums on long-term directions.

Contacting MOD

The MOD takes a positive view of responsible public access and recreation and looks to effective local partnerships to help deliver enhancements. Larger MOD establishments have volunteer Conservation Groups and some major training areas

have dedicated Access Officers.

For forums that do not already have contact with their local establishments or for general queries please contact:-

The Access & Recreation Officer
Defence Estates Environmental Support Team
Land Warfare Centre
Warminster
Wiltshire BA12 0DJ

Tel: 01980 222 913 or email richard.brooks@de.mod.uk

The MOD access web site is at www.access.mod.uk and more information on MOD byelaws can be found at www.defence-estates.mod.uk/byelaws/Internet/Intro.html.

English Heritage

Function and high level objectives

English Heritage is the Government's statutory advisor on the historic environment in England - including historic buildings and areas, archaeology and the historic landscape. Alongside its duty to conserve the heritage, English Heritage is also required to advance understanding and accessibility to the public.

Enquires and advice in respect of the historic environment

In the first instance enquiries or advice concerning the access issues and the historic environment should be directed to local authority staff dealing with the historic environment. In many cases the local authority staff will already be experienced in offering management advice on avoiding potential access impacts, such as the physical erosion to earthworks, or ensuring that infrastructure is correctly sited in order to minimise any potential adverse effects.

Contact details for local authority historic environment staff are available on either the English Heritage website (under Historic Environment Records or 'HERs') at www.english-heritage.org.uk/server/show/ConWebDoc.10111 or on the Association of Local Government Archaeological Officers (ALGAO) website at www.algao.org.uk/Association/England/EngMembers.htm.

In cases where the local authority believe that a designated site such as a Scheduled Monument may be affected, then they will direct you to talk to English Heritage.

Contacting English Heritage

Contact details for English Heritage's regional teams are available on the English Heritage website at www.english-heritage.org.uk (under 'About us').

Sport England

Function and high level objectives

Sport England (the English Sports Council) is committed to creating an active nation through sport. It works to increase the opportunities for people to get involved - and stay involved - in sport and active recreation, as well as helping them on the road to success.

A non-departmental public body, Sport England is responsible for delivering the Government's objectives for community sport. As such it aims to increase the number of people who are actively involved in sport, with a focus on hard to reach groups. To achieve this, Sport England provides advice to partners, invests Government and Lottery funding into community sport, and also promotes sport and its benefits.

Sport England has a regional structure, with decisions about community investment in the regions made by nine regional sports boards (RSBs), which comprise experts from sport, education, health and business. They are supported by Sport England's regional offices and work closely with a network of regional and sub-regional partners.

Advice and contact

The RSBs prepare Regional Plans for Sport through wide consultation. Forums may wish to contribute to that consultation. Each Sport England Regional Office has been given the details of forums in its area, to add to the consultation database.

At the sub regional level within each region there will be County Sport Partnerships (CSPs) which are partnerships of agencies committed to delivering both locally identified priorities for sport and those which are nationally determined. There are 49 CSPs based on, and co-terminous with, either traditional shire county areas, or based upon established networks of unitary or metropolitan authorities. CSPs provide co-ordination and strategic planning for sport in their geographical area.

Forums may wish to liaise and collaborate with the CSPs on issues of mutual interest including the development of opportunities which would increase participation in sport through open air recreation and use of the countryside for sport. This would have the additional benefits in maximising the contribution sport and recreation make to quality of life, improving health, safer and stronger communities, personal development, regeneration and social inclusion.

Contact

The Sport England Website is www.sportengland.org. Through this website access can be gained to the Sport England Regional Offices where details of the County Sports Partnerships can be found.

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Norfolk Local Access Forum

Item No.

Report title:	Norfolk Local Access Forum recruitment
Date of meeting:	18 July 2018
Responsible Chief Officer:	Steve Miller, Assistant Director, Culture and Heritage
Strategic impact The Norfolk Local Access Forum is a statutory body which provides advice and acts as a consultee about access to the countryside.	

Executive summary

A timetable has been prepared to enable membership of the Norfolk Local Access Forum to be refreshed by the appointing body (Norfolk County Council) (current members will re-apply) and up to 4 vacancies to be appointed-to, to ensure that the Forum has a full complement of 22 members by 21st March 2019 (when most current members' terms of appointment expire).

Recommendation:

- i. that the NLAF notes the proposed timetable and activities for the above
- ii. that the NLAF discusses and makes suggestions for consideration on priority areas regarding recruitment of new members
- iii. that the NLAF appoints its Chair and Vice Chair following the recruitment process (when the Forum has a full complement of members) at the April 2019 meeting.

1. Proposal

- 1.1. That the NLAF notes the timetable and activities for recruitment (and refreshment of current membership) to the Forum.

2. Evidence

- 2.1. The term of office for most current members to the Forum expires on 21st March 2019.

There are up to 4 vacancies on the Forum.

Under the rules (see "Guidance on Local Access Forums in England" (2007)), members of the Forum should appear to the appointing authority (Norfolk County Council) to be representative of (a) users of local rights of way or open access land (e.g. walkers, horse rider, and cyclists and carriage drivers); (b) owners and occupiers of access land or land over which local rights of way subsist (c) any other interests especially relevant to Norfolk. There should be a reasonable balance maintained between those who represent the interests of (a) and (b).

An analysis of current member interests for the Norfolk Local Access Forum has been prepared (Appendix 1). This indicates that there are several areas which might be under-represented (including landowners).

The NLAF is invited to discuss and make suggestions regarding interest areas that could be represented so that recruitment can be focussed to fill any gaps.

A timetable of activities to refresh the documentation and go through the recruitment (and current member refreshment) process has been prepared (Appendix 2).

3. Financial Implications

3.1. None

4. Issues, risks and innovation

4.1. None

5. Background

5.1. Local Access Forum Regulations 2007

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. : 222767

Email address :



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.

MEMBER INTEREST	Interest 1	Interest 2	Interest 3	total
Coastal				0
Community				0
landowner/manager (forestry/woodland)				0
landowner/manager (parkland)				0
landowner/manager (small farm)				0
landowner/manager (tenant farm)				0
off-road (motorcycling)				0
sustainable transport				0
archaeology/historic/heritage			1	1
carriage driving	1			1
Education/Youth	1			1
horse riding			1	1
landowner/manager (large farm)	1			1
off-road (driving)	1			1
Public Transport		1		1
Tourism			1	1
Water based activities			1	1
business	1		1	2
Development/Planning/Green infrastructure	1	1		2
All-abilities access	1	1	1	3
County Councillor	3 (including one ex officio)			3
Health and wellbeing		1	2	3
Outdoor recreation or sport	1		2	3
nature conservation	1	3		4
Voluntary sector	1	1	2	4
cycling	2	3		5
walking	4	4		8

Timeline: recruitment of members 2018 - 19										
What	Who	Jun-18	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19
Current membership										
Analyse current membership, gaps, vacancies	NCC									
Agree priority membership areas for future recruitment	NCC/NLAF		18th July NLAF meeting							
Recruitment										
Collate and refresh all documentation including: NLAF consitution; application form; selection criteria; terms of appointment	NCC									
Advertise recruitment; make available application forms (current members who wish to reapply; new applicants)	NCC									
Assess and score applications	NCC									
Agree members	NCC/NLAF									
Appointment letters with terms	NCC									
Induction for new members	NLAF/NCC									

Timeline: recruitment of members 2018 - 19						
What	Mar-19	Apr-19	May-19	Jun-19	Jul-19	Notes
Current membership						
Analyse current membership, gaps, vacancies						
Agree priority membership areas for future recruitment						
Recruitment						
Collate and refresh all documentation including: NLAF consitution; application form; selection criteria; terms of appointment						
Advertise recruitment; make available application forms (current members who wish to reapply; new applicants)						
Assess and score applications						
Agree members						
Appointment letters with terms						
Induction for new members						

Norfolk Local Access Forum

Item No.

Report title:	Countryside Access Arrangements
Date of meeting:	18 July 2018
Responsible Officer:	Steve Miller, Assistant Director Culture and Heritage
Strategic impact To address the concerns raised by the Local Access Forum with regards to Public Rights of Way Management and delivering the service in an economic and cost effective way.	

Executive summary

At the July 2017 Local Access Forum (NLAF), it was agreed that at each future meeting, a summary of the work the Countryside Access Officers and Environment teams would be provided. At the October 2017 NLAF it was agreed that this report should be presented to the PROW sub-group prior to being brought to NLAF.

This paper highlights this work in terms of the volumes of customer queries received and responded to. The paper also highlights other key areas of work.

Recommendations:

That the Local Access Forum note the progress made to date since the Countryside Access Officer posts were introduced.

1. Introduction

- 1.1. Since 1 April 2017, there is a single point of contact within each Highways Area office being responsible for their local rights of way issues. By having the officer within the Area office they are more “on the ground” and better placed to deal with the operational reactive issues that occur when managing rights of way. They are supported by the wider Highways Area team staff. In addition, the Norfolk Trails team sits within the Environment Service at County Hall and carries out strategic and developmental aspects of developing the countryside access network.

2. Performance

- 2.1. The information below summarise the performance information available for the complete months in the financial year 2018-19 (April/May/Mid June 2018)

The new CRM defect reporting system went live Thursday 22 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.

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

	Actual defect showing 2018/19 on system as of 13/06/18		Actual number of defects 2017/18
Area	Mayrise defects Active		Mayrise and CRM reports
North	74		1006
South	147		976
West	12		346
Trails			
TOTAL	233	TOTAL	2427

In 2017/8 54% of the 2427 queries had been resolved.

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

Trails CRM count open issues at 13th June numbered 233.

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:

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

These are ongoing and being actively monitored and pursued with landowners.

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

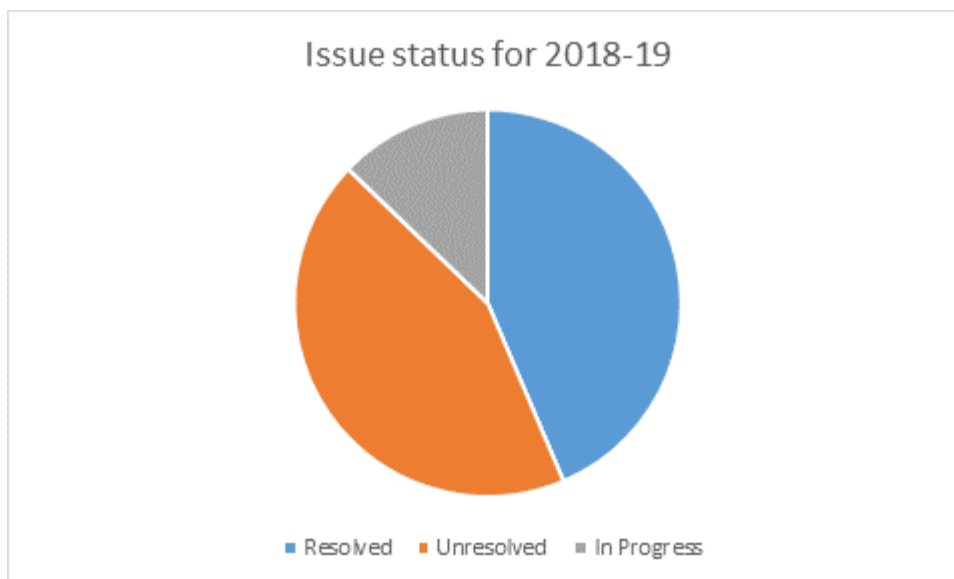
- Cutting contract has been updated and was sent out to the contractors in April (2018-19 financial year). Cutting commenced in late May in West and South and will continue for the scheduled 4 week duration. Cutting in North and East will commence once Trails first cut has been completed.
- Information 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) done in September and October. In 2018-19 the initial cut is of 840 km. Although there is a slight increase the overall totals will remain largely static, and any new requests to cut paths will need to be offset by dropping others which no longer appear to be priority or no longer require cutting.
- Data has been received from The Rural Payments Agency (RPA) regarding landowners, and is being processed by the I.T. department. This will show all landowners who claim DEFRA grant aid and are therefore subject to "cross compliance" requirements including appropriate management of PROW on their land. 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.

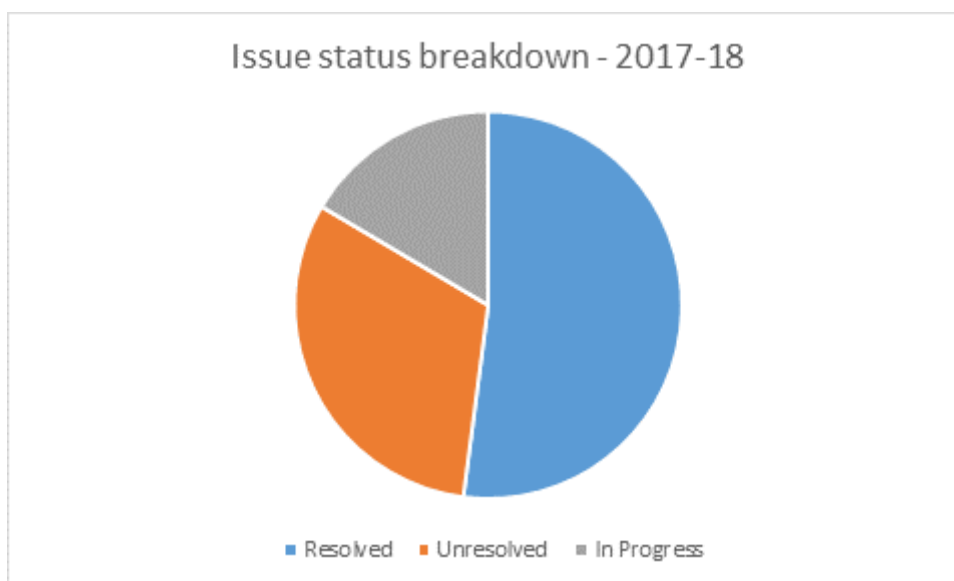
- Money for PROW capital improvement work schemes has been approved. Schemes for 2018/19 have been submitted and work will be carried out at Hunstanton, South Walsham amongst others.

2.4. **Summary of issues dealt with by Norfolk Trails follows (Russell Wilson)**

The pie chart below shows issues reported through CRM that the Trails team have resolved during 2018/2019. It's worthwhile noting that a number of these reports have been misaligned and hence are not the Trails team responsibility.



The pie chart below shows the total amount of issues the Trail team dealt with during 2017/2018. The Trail team were assigned 194 total. Of these 101 have been resolved 61 remain unresolved but it needs to be noted that these are either low priority or are not trails responsibilities (such as pot holes, etc.), 32 are in progress.



- 2.5 Additional work that the Trails team has completed during the first three months of 2018:

Boudicca's Way

Completion of the Boudicca's way signage installation. This has meant installing over 100 finger posts and additional pieces of way marking and signage. In addition the Trails team have dealt with and are currently resolving a number of definitive map issues along the route.

New kissing gates and ligger bridges have been installed throughout making the Boudicca's Way the most accessible it has ever been.



A new Boudicca's Way booklet is currently in design ready for production and it is planned to have this completed and printed before the end of the school summer holidays.

Marriott's Way

The new circular walk signage for the Marriott's Way have been installed. This has meant installation of over 100 finger posts and associated elements of furniture. The supporting walks booklet is currently in production and this is expected to be complete before the school summer holidays.

In addition new access improvements have been installed at both Aylsham and Reepham improving access along the route.



New signage for the associated circular walks off the Marriott's way has been completed. Additional signage for 2 new additional cycle loops are currently being installed.



The circular walks in the Aylsham area have been supported by the improvement of access through the access points onto the route.

Workhouse walks

This series of walks focussing on the old workhouses in Norfolk has been complete and the detail and information is now on the Norfolk trails website.

Coastal treasures

Work has started on the Coastal Treasures project and an update will be provided for the September Local Access Forum Meeting

3. Financial Implications

- 3.1. None arising from this report

4. Issues, risks and innovation

4.1. None

5. Background

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

Officer Contact

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

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	Russell Wilson		01603 223383

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Norfolk Local Access Forum

Item No.

Report title:	National Trails in Norfolk - annual review
Date of meeting:	18 July 2018
Responsible Officer:	Steve Miller, Assistant Director, Culture and Heritage
Strategic impact: Delivery of the National Trail in Norfolk to agreed Natural England KPI's to ensure continued funding for the National Trail.	

Executive summary

Recommendations:

- **Members of the Local Access Forum to note the annual report.**
- **Members of the Local access forum to note the activities of the National Trail Partnership.**

1. Proposal

- 1.1. The annual report (see Appendix 1) has been presented to the National Trail partnership and has been agreed at that forum. This is an opportunity for the National Trail Partnership to show the work that has been undertaken on the National Trail to the Local Access Forum.

2. Evidence

- 2.1. The report has been based on activity undertaken during the year so highlights the delivery and achievements of the National Trail.

The report highlights the achievements under the New Deal framework and highlights work carried out under these criteria:

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

3. Financial Implications

- 3.1. Contained within the report there is a section focussing on economy and this highlights the economic impact of coastal access within Norfolk. Additionally it needs to be noted that the national Trail partnership needs to produce an annual report to ensure continued funding from natural England.

4. Issues, risks and innovation

- 4.1. The innovation contained within the report is the approach to improving access in areas that have needed a bespoke approach to surface repair and improvement. The use of a helicopter in Norfolk has never been used previously and highlights the innovative approach to solving problems on trails across the county.

Additionally the financial report highlights the way in which the most complete set of data for the national trail has been compiled and brought together for the very first time.

5. Background

- 5.1. The new deal for National Trails was established in 2015 and provides a framework for the delivery of National Trails and provides information on quality standards that a National Trail is expected to achieve.

Part of the New Deal is the provision of an annual report which Natural England combine with a number of additional reports which form the annual report for the whole of the National Trail Family.

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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Peddars Way and Norfolk Coast Path



Annual Report 2017/2018

Chairs report



Hilary Cox and Russell Wilson at Beeston Bump during the helicopter lifts

“What an exceptional year, exhilarating, exciting and expensive but worth every penny of every step.

Our aim to give opportunity to as many as possible to enjoy Norfolk's Trails has culminated in a year of determination, hard work and dedication by a team who have achieved so much.

I am proud of each one of them and look forward to working with them and others in the challenging years ahead.”



Picture of the wider Norfolk Trails team

Introduction

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

The annual report is produced by the National Trails Partnership and is aimed at highlighting and reflecting some of the work that has been undertaken by the Partnership and work that has been carried out along the National Trail.

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



National Trail Partnership members at Burnham Deepdale, managed by Partnership member Jason Borthwick.

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

The annual report, in keeping with previous styles and approaches, will mirror the partnership meetings and the New Deal for National Trails.

National Trails Quality Standards in England from April 2013

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

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



Environment Agency vegetation management programme

Experience



National Trail users in the Cromer area

During the financial year 2017 / 2018 the National Trail has seen a significant rise in users.

The Peddars Way has increased 7% from 23,807 (2016/17) to 25,537 (2017/18) trail users*

The Norfolk coast path has seen an increase of 35% from 247,148 (2016/17) to 333,099 trail users*

These are the static data counters and represent an increase in the number of users on the trail.

During 2017/18 the Norfolk Trails team added an additional 2 permanent counters at Burnham Overy Staithe and at Beeston Bump and also an additional 3 portable data counters at Blakeney, Holkham and Horsey.

Added in, these data counters give an overall footfall on the Norfolk Coast Path of 712,111* this figure is closer to representing the overall annual footfall over the whole stretch of the coast path.

This means that more people than ever are enjoying the National Trail in Norfolk and the new stretches of coastal access are contributing towards this by offering new audiences the opportunity to use and enjoy the trail.

**actual counts used. Figures have not been downweighted*

The trails team have also used HEAT analysis to estimate the health benefits of using the National trail.

This is the Health Economic Assessment Tool and is a tool that estimates health benefits over a ten year time period. Using the data gathered from the data counters we can estimate the health benefits and contribution of the National Trail.

Peddars way

£10,312,000 over 10 years

Norfolk coast path

£210,264,257.95 over 10 years

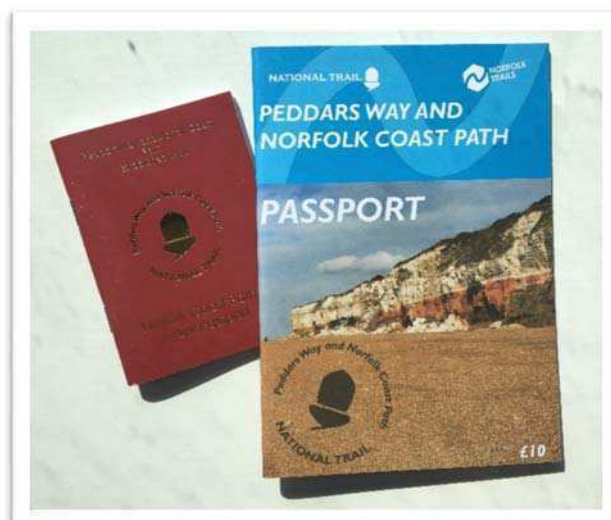


During the previous year the National Trails team created a new National Trail Passport covering the whole of the National Trail. Following on from this success the National Trails team have now created a new junior passport aimed at a younger audience.



John Horlock enjoying the Junior National Trail Passport

The passports are available for purchase at a range of Tourist Information Centres along the route. This income from the passports and associated merchandise goes towards managing and supporting the trail and its use.



The National Trail Junior Passport and full size Passport

The whole of the Norfolk Coast Path and Peddars Way has been walked this year using the Google Trekker equipment. This has proven to be a mammoth task!! The pack itself weighed 25kg and we experienced a number of different technical issues resulting in delayed completion of the work.



Paul Thorogood with the Google Trekker at Walcott

It is planned to get the Google imagery back by October in order to allow this to be a focal point of the Walking Festival during October 2018.

The Google Trekker imagery will allow members of the public to access the National Trail remotely from their computer by looking at the images collected as part of the Google Trekker process.



Oli Gray with the Google Trekker at Trimingham

The National Trail web stats have reduced by 3% over the past year although other forms of social media have dramatically increased. Although over the past three years the web stats show an overall growth of 13%.

Web page visits	Jan-Dec 2014	Jan-Dec 2015	Jan-Dec 2016	Jan-Dec 2017
<u>Peddars Way & Norfolk Coast Path</u>	51,000	55,000	67,000	64,955
		+12%	+4%	-3%

Webpage visits from national trail

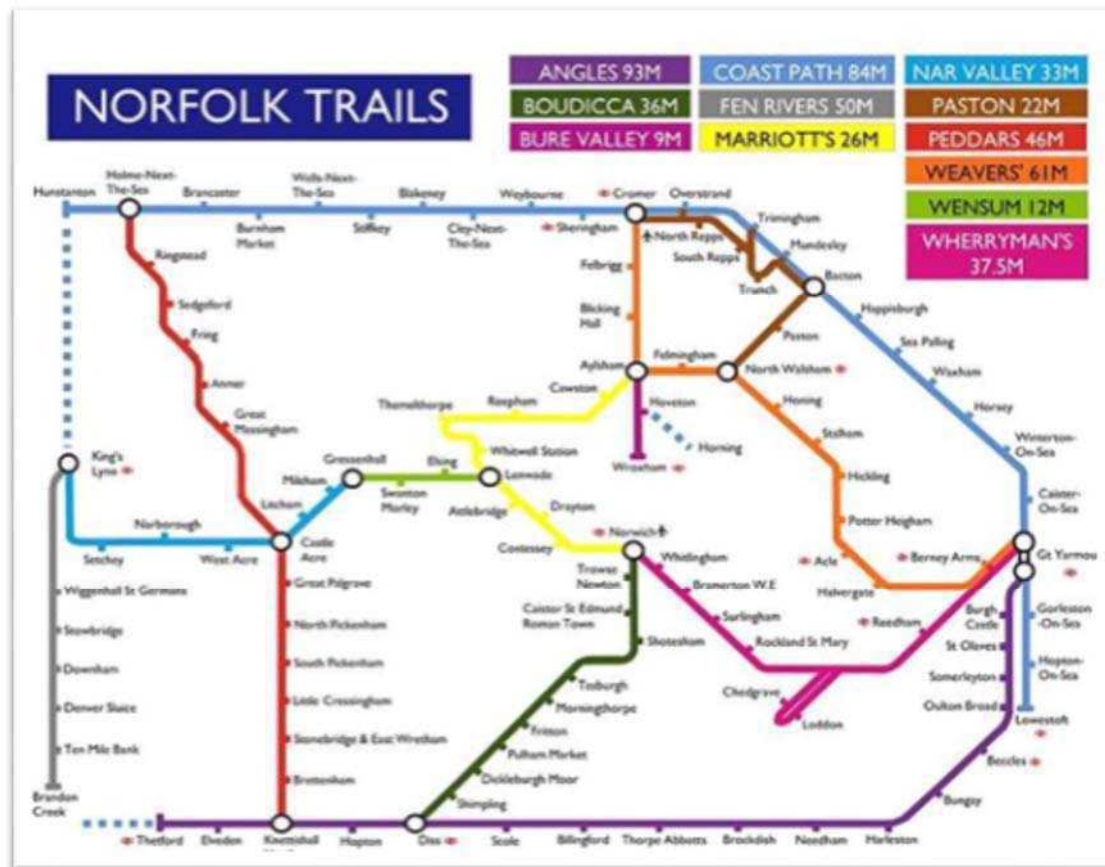
The Norfolk Trails Twitter feed has increased impressions from 4,000 per month to over 200,000 impressions during January 2018.

In addition the Norfolk Trails Twitter account has added over 1,000 new followers during the year. Instagram content and Facebook posts have also been improved during the past 12 months. This has had a significant impact on the social media footprint of the national trail.



Survey showing which websites are the most popular when searching for the National Trail

As part of the Insight Track report procured this year social media was looked at and in particular the ways in which people accessed information before visiting a trail. The NCC website was the most visited and council officers are currently looking at improving the Norfolk Trails profile on the NCC website to make navigation easier.



Norfolk Trails Tube Map

The tube map has been by far the biggest Twitter driver with more traffic than any other tweet we have produced to date. This map was retweeted across the whole country gaining over 75,000 impressions and reaching as far afield as New Zealand.

The tube map was also used as a news story in Eastern Daily Press newspaper and online at;

<http://www.edp24.co.uk/news/environment/norfolk-trails-celebrated-iconic-london-tube-map-design-1-5341788>

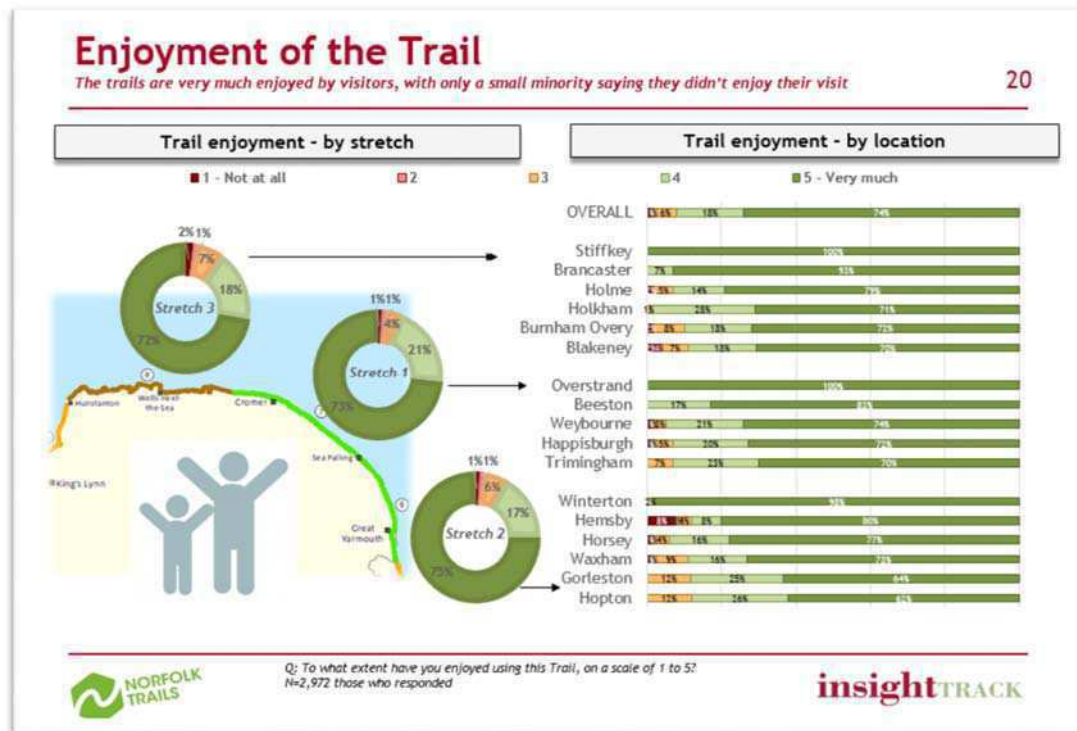
Eastern Daily Press

InBrief

TODAY'S LOCAL NEWS

Norfolk trails celebrated with design inspired by iconic London tube map

PUBLISHED: 15:34 03 January 2018 | UPDATED: 08:31 04 January 2018
Jessica Frank-Keyes



Insight Track report into the trail

The greener the graph the more they enjoyed their visit. We like lots of green!!

The vast majority of people surveyed enjoyed their visit would recommend it to others and would revisit the area. This feedback highlights the success of the access and improvement works that have been delivered over the past 3 years along the National Trail and we hope this success continues to grow with our next round of improvement works.

Engagement



Sophie, Edward, Shelley and Beatrice litter picking at Walcott

The National Trail has seen a huge amount of increased beach clean events running across the whole of the Norfolk Coast Path. This has resulted in significant increases in volunteering opportunities across the extent of the coast path.



Horsey Seals volunteers after a litter pick at Horsey

Volunteers carry out beach cleans from members of the public, National Trust, Friends of Horsey Seals and from a new initiative of 2 minute beach clean apparatus which is in place across the Norfolk Coast Path on beaches in North Norfolk.

There can be no better example of having a caring community for a Trail. To date there have been over 25 organised litter picks with a huge amount of waste removed from the beaches across the whole of the National Trail. These events have led to cleaner, safer beaches with over 13 beaches achieving a blue flag award in North Norfolk.



Lord Gardiner visiting Norfolk during September to highlight the work on Coastal Access

As part of the press announcement regarding coastal access being worked on across the whole of the England Coastline the National Trail hosted the Natural England press and publicity launch at Great Yarmouth focussing on this new stretch of coastal access and the access improvement works that the Trails Team have delivered.

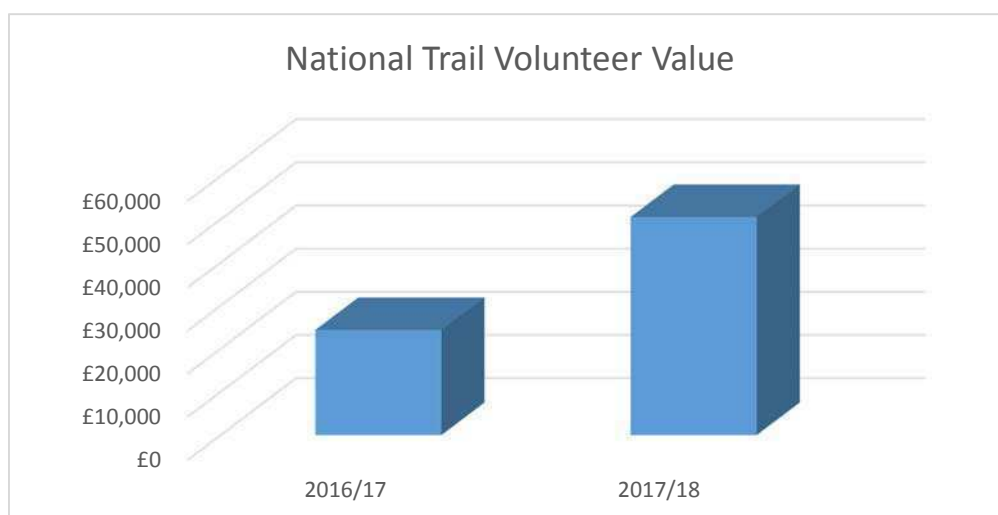


Lord Gardiner checking on our finger posts

Lord Gardiner was out on site for most of the day looking at access improvements across the National Trail and meeting staff and users alike to look at the works that had been undertaken to create this new stretch of coastal access.

The National Trail Partnership records volunteer contributions through hours done and used the HLF valuation system of valuing time spent on the National Trail.

During 2017/ 2018 we had 607.5 days of volunteer time across the National Trails which equated to £50,525 value. This is an increase from £24,350 from the previous year



A large proportion of these volunteer hours were delivered by the Partnership chair and volunteers including Val who walked over 75 miles of the National Trail and associated circular walks and who has provided invaluable insight from a user's perspective on the management of the National Trail.



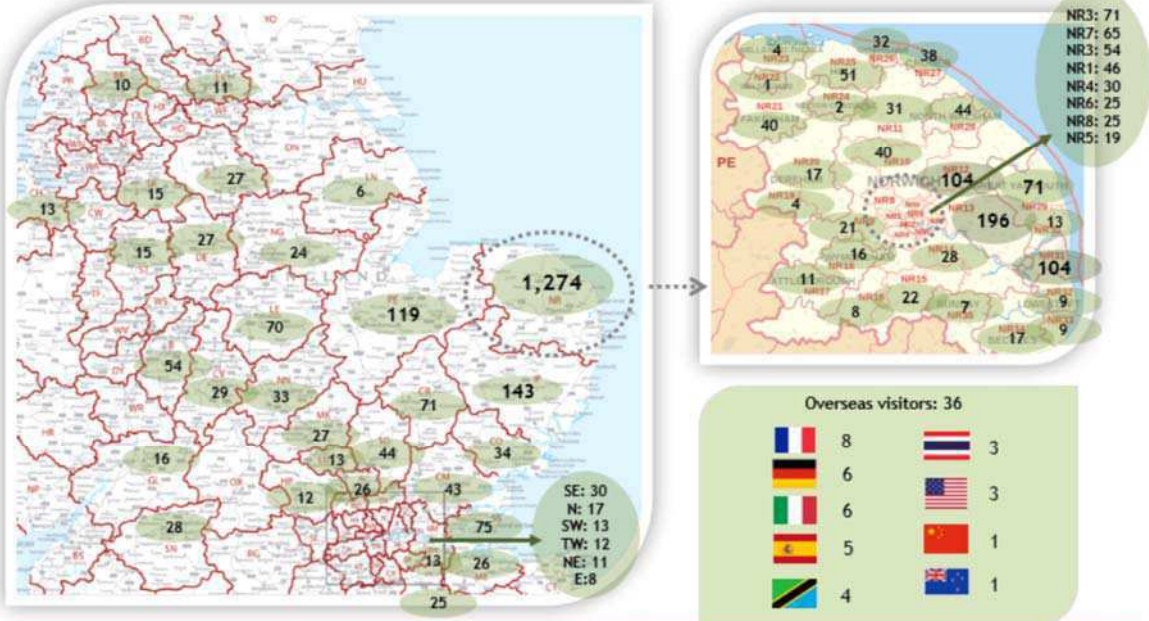
Val at Burnham Overy Staithe “checking” a finger post

Location of permanent address (key responses)

Locally, NR13, NR12 and NR31 are the key feeder postcodes for visiting the trail;

Visitors are most likely to travel to the trail from IP and PE postcodes; LE, CB and SS postcodes also feature strongly

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Q: What is the postcode of your permanent address? If you are from overseas, which country are you from?

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Survey showing where people come from to walk on the National Trail

The survey carried out shows that geographically the National Trail has a wider engagement profile than previously thought. Visitors from Norwich, West Norfolk as well as local residents make up the largest user groups. This engagement with both local and overseas visitors helps understand the engagement profile when looking at future advertising and marketing ideas.

The work by the Agents of Change on the Marine Conservation Zone in North Norfolk will provide an opportunity to engage with new audiences going forward. The National Trail team are currently looking at the information provided as part of the National Trail and are seeking to improve interpretation of this aspect of the trail.



Hilary and Alice at Runton on the chalk reef

The MCZ may present a real opportunity in developing specific itinerary based visit options to extend visitors stays into multi day stays of in spreading along the Coast Path and using different areas. This combined with the Deep History Coast and Coastal Treasures project will be a real focus for the National Trail over the next 2 years. The Insight Track report has highlighted some options or considerations that the National Trail Partnership may want to investigate to make the most of these opportunities

Enhancement

The single largest project undertaken on the National Trail last year was the work to improve access on Beeston Bump. This work was largely funded by Natural England and matches with funding from Norfolk County Council.

The work was aimed at increasing and improving access to the highest point on the National Trail and would also protect the geological SSSI that forms the bump itself.

The work on the surfacing of the Beeston Bump followed on from the work already carried out previously in year by the National Trail team who repaired and replaced the handrail on Beeston Bump.

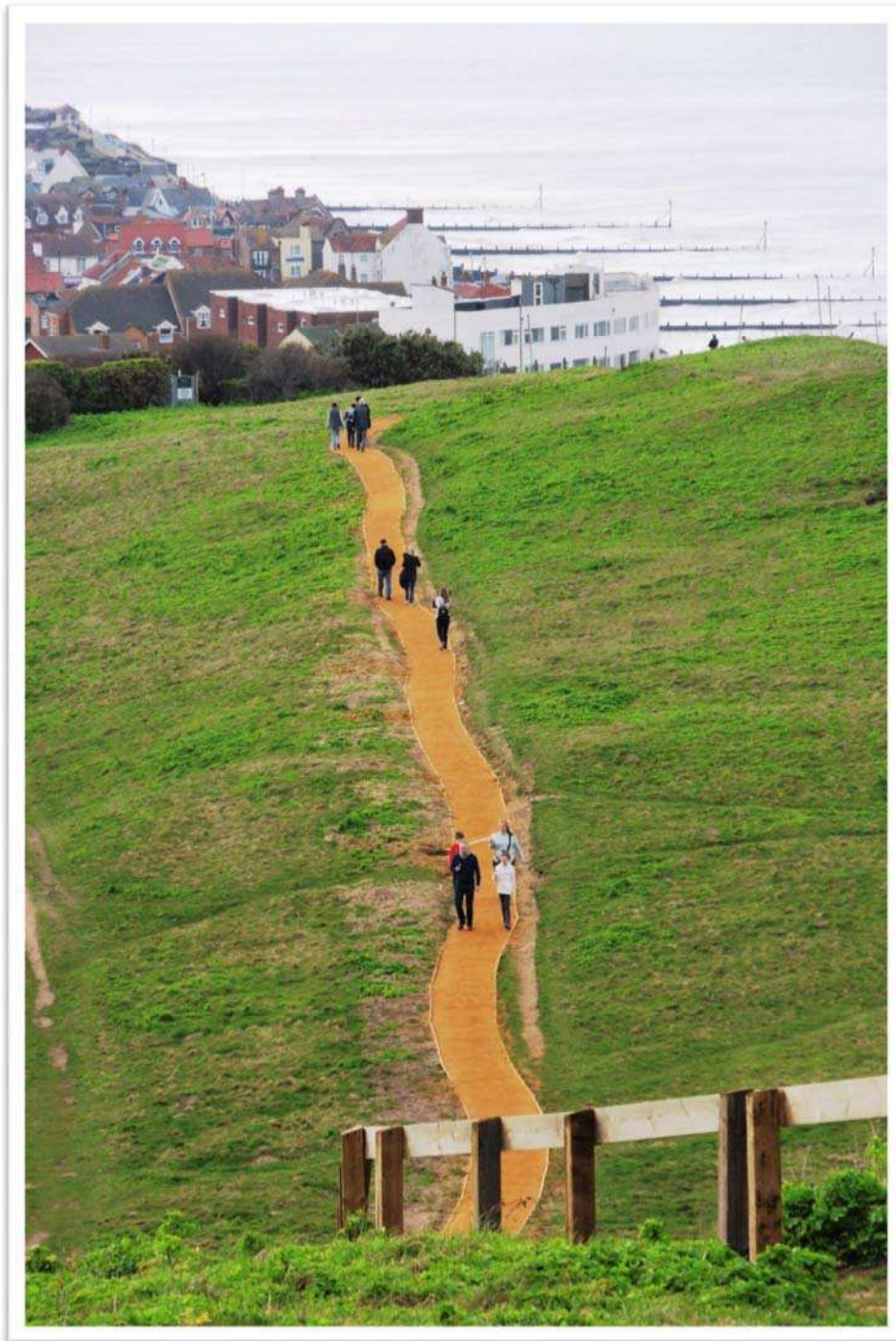


The handrail being replaced and enjoyed by the National Trail users

The issue was reported by our National Trail Chair, Hilary Cox, who with volunteers walked over 75 miles of both the National Trail and associated circular walks.



Beeston before surface improvements



Beeston after surface improvements. The project has created a single linear walked route which has created an improved walked route through a busy stretch of the Coast Path

The project was carried out during some of the worst weather seen in Norfolk over the winter time period and was named the “Beast from the East”. This meant that in order to meet deadlines and our timeline staff were required to work during blizzard conditions in order to get the preparation resolved.



Martin Caplin out on site preparing the route for improvement



Jack Davidson and Russell Wilson out on site during the "Beast from the East"



Materials being delivered onto site

The team completed all of the assenting, consenting and preparation processes prior to the delivery of materials to site. This was done for the very first time by helicopter on the National Trail.



Jack leading the delivery of materials

The reason this construction methodology was used was due to the nature of the amount of materials needed on site.

The Trails team carried out all of the construction works following the delivery of materials. This has resulted in improved access for increased numbers of walkers and has created a single walked route rather than a number of different routes that impact on the area.

The feedback has been overwhelmingly positive from users with just a few quotes being included:

"I can bring the push chair up here for the very first time"

*"We were going to come along but we didn't think our grandma could make it.
Its great now"*

"Just a wonderful path to a wonderful view."

The data counts recorded since the improvement works has averaged around 1,000 visits over a weekend.

More enhancement work

As part of the ongoing work on the Peddars Way the Trails team have removed all of the stiles that existed on the route to make it stile free for the very first time since its creation in 1986.

Work continues to improve access and enhance the route through its entire length in order to create an improved National Trail offer for all users.



Before work carried out



Completed project



Environment Agency works completed on the Blakeney flood bank leading into Cley. This work cost £30,000 and presents a fantastic improvement for users of the Norfolk Coast Path

The Partnership works particularly well with the Environment Agency who are carrying out a series of improvements across the flood banks in order to better manage the banks structure. This has provided an additional benefit for users of the National Trail through the coastal access area.

The Environment Agency is a key partner in delivering improved access throughout the whole of the Norfolk Coast Path and during 2017/2018 contributed hugely to the success of the National Trail.

During 2017/2018 £50,000 was spent on grass cutting along the raised banks of the Coast Path and £30,000 was spent on the scoping and clearance works at Cley. This meant that during the 2017/2018 financial year the Environment Agency has carried out works valuing £110,000 on the Norfolk Coast Path.

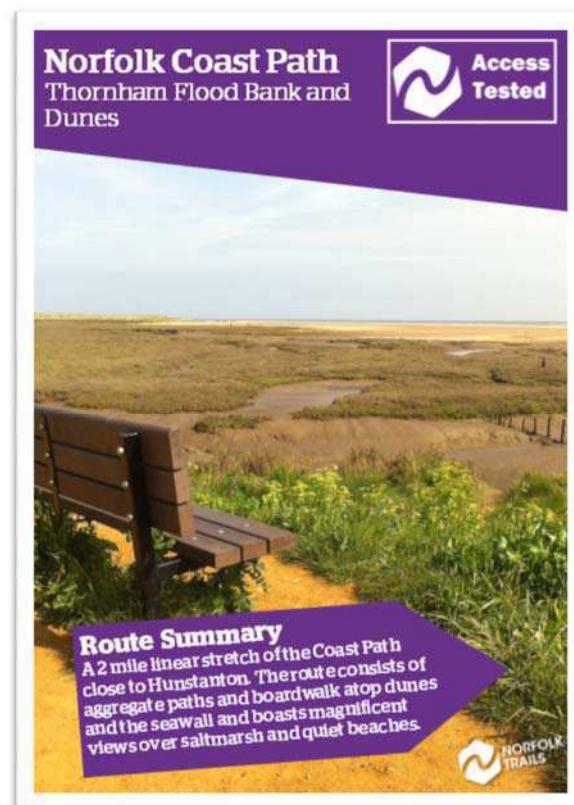


Example of mitigation works completed at North Denes

Following the construction of the boardwalks at North Denes the National Trail team then constructed post and rope fence lines on areas either next to the boardwalks or protecting areas of the SSSI. In addition the team worked on additional mitigation measures at Winterton to protect virgin dunes and existing dunes.

This work is starting to show its impact with additional marram grass populating what was recreationally impacted desire lines through the dune system.

Access for All



Example of access tested route

The Trails team have been involved in creating new access tested routes along the National Trail and associated circular routes. This has resulted in an improved offer for all users across the trail. These routes have been audited by wheelchair users and have provided an excellent resource in supporting people using the National Trail.

- Hunstanton (2)
- Heacham
- Thornham
- Blakeney / Morston
- Cromer
- Sheringham
- Gorleston
- Great Yarmouth

Circular Walk The Pingo Trail, Stow Bedon



Example of newly improved circular walk off the Peddars Way

As part of the Breaking New Ground project Norfolk County Council worked with the project to create a series of walked and cycled routes in the Brecks area.

The circular routes that were either improved, or newly created included a number that used the Peddars way as a spinal route creating improved interpretation through the whole area and encouraging new users to the National Trail.

The circular routes created off the Peddars Way have been:

- Heathland Trail between Knettishall and Wretham heath
- West Harling circular walk
- Pingo Trail circular walk
- Wildlife trail at East Wretham

Additionally new signage has been installed from Thetford railway station through to the Peddars Way for the first time. In addition new cycle routes have been created linking both Thetford and Brandon through to the Peddars Way.



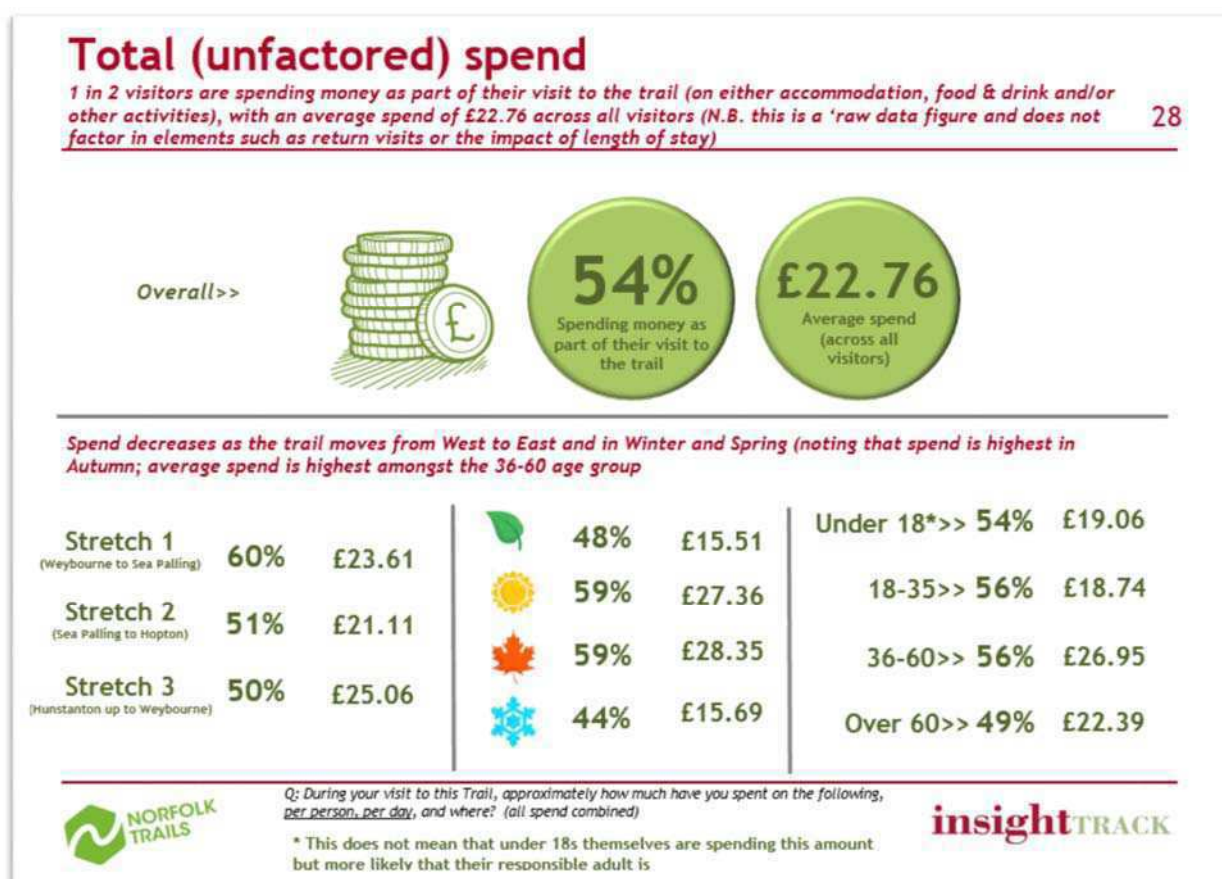
Trails Team out installing Breaking New Ground signage in the Brecks

Project installed new circular walks and cycle routes, new leaflets and new interpretation through the area.

Breaking new ground project delivered over £100,000 worth of new access opportunities throughout the Brecks area.

Economy

During 2017 / 2018 the National Trail Team worked with Insight Track to carry out a report looking at a wide range of usage of the Norfolk Coast Path. In particular, after speaking and presenting information to our National Trail Partnership previously, the businesses thought that the Natural England MENE figure of £18 for a coastal visit was an underestimate of the true economic spend on the Norfolk Coast path. A new report commissioned with Insight Track analysed over 3,000 surveys of trail users along the route the report has come up with a robust value of visitor spend along the Norfolk Coast Path.



Value of spend per head

Spend by length of visit

The value of longer stay visitors is evident when looking at spend by length of visit

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Length of trip	Accommodation	Food & drink	Other activities	Overall
SHORT VISIT	21%	29%	12%	43%
	£9.86	£5.80	£1.49	£17.15
PART VISIT	20%	44%	15%	54%
	£10.39	£8.40	£1.78	£20.57
FULL DAY	31%	68%	14%	70%
	£16.78	£13.96	£1.68	£32.42
LONG DISTANCE	66%	72%	28%	83%
	£29.13	£18.92	£5.85	£53.90



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Value of visit from a day visitor to a long distance walker

This information highlights the value in encouraging people to use the National Trail (and indeed the trails network) for overnight stays and long distance walking. This changes the economics from spending £17.15 to £53.90. This is an area that the National Trail Partnership need to look at to maximise the economic value of the Coast Path and new coastal access.

Summary

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DEMOGRAPHICS

- The gender profile is broadly evenly split between males and females
- The age profile for the trails is typically aged over 35, with 36-60 being the most represented age cohort; 18-35s are the least represented
- On balance, Stretch 3 has the maturest age profile, whilst Stretches 1 & 2 are slightly more appealing for families; popular specific locations for families are Hemsby, Hopton, Horsey, Beeston and Weybourne



VISITING REASON

- Walking, and specifically dog walking, are (by far) the main activities on the trails
- Dog walking is particularly popular in Winterton
- However, the range of activities on the trails is wide-ranging, with nature featuring strongly (particularly birds and seals) but also creative, educational, conservational and religious pursuits (e.g. painting, courses, litter picking, pilgrimages)



PARTY SIZE

- There are large differences in party size by location
- Stretch 2 has a higher proportion of 3+ party sizes, with Horsey, Hemsby, Beeston, Blakeney, Gorleston and Hopton having the largest party sizes
- Holme is significantly more likely to have party size of 1 (most likely to be bird watchers)



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Breakdown of who is coming and what they are doing when they visit the Coast Path

Considerations

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KNOW YOUR AUDIENCE

- The age profile for the trails is typically aged over 35, with 36-60 being the most represented age cohort; 18-35s are the least represented. There is no significant gender bias and party size is most likely to be 2
- It is also important to note differences by stretches and individual sites e.g. Stretch 2 (generally), Hemsby, Horsey, Hopton, Beeston and Weybourne all have a higher proportion of larger group sizes and under 18s (i.e. families)
- Whilst this is not new information, it is important to remember when communicating about the trails in terms of content (tone of voice, images used, calls to action, competitions)



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Who is using the National Trail?

Considerations

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- North Norfolk AONB (Stretch 3) has so much to offer: it has a significantly higher proportion of repeat visitors (rather than first-time visitors) and average spend is higher per person - yet the further round the coast travelled, the less the average spend, the higher proportion of first-time visitors and proportion of 'incidental' visitors to the trail
- **BUT Stretch 2 has the highest proportion of families. Can this be turned into a positive? What else can be done to embrace families along this stretch? What partnerships with local businesses? E.g.**
 - ⇒ Access-tested, short circular walks for tots near
 - ⇒ Munzee trails/Treasure Trail style walks
 - ⇒ Geocaching
 - ⇒ Den-building hotspots
 - ⇒ Activities along the trails to create adventures e.g. brass rubbings, sculpture trails
 - ⇒ Circular family pub walks (with play areas?)
- With potentially minimal effort (e.g. adding and carefully developing a family section on the website), the east can really 'own' the space of being an adventure hotspot for children & families



Ideas and options about changing perceptions about stretch 2 of coastal access

Considerations

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- The core age profile for the coastal path is ages 35+; However, consideration might be given to **new/different/growing audiences with different needs i.e. families**
- The increase in the number of 'Access tested' walks is a positive step and building on this in future months/years would be a positive step to ensure the needs of different audiences are catered for
- Things to consider for families:
 - ⇒ Is the walk accessible for a pushchair (are there any styles? Are gates/kissing gates wide enough?)
 - ⇒ Surfaces - are they hard or soft? Affected by the weather? Bumpy or smooth? Pushchair friendly or pushchair tolerable, or neither?
 - ⇒ Length - how long is the walk? People with toddlers will potentially be after shorter walks than those with a pushchair
 - ⇒ Parking - is there a car park, how easy is it to park and how much does it cost?
 - ⇒ Seating - are there any rest stops for breastfeeding?
 - ⇒ Facilities - is there a food or drink establishment nearby, does it have toilets and, specifically, baby change facilities? Is there a play area? Anything extra that is child-friendly?
- Finding this information via the council is currently challenging! Yet there is appetite for it amongst families

This slide highlights the approach that the National Trail Partnership could adopt to highlight accessibility of the Coast Path

Considerations

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Overall economic benefit of the Norfolk Coast Path

The report has highlighted the annual economic value of the Norfolk Coast Path at being over £12million for 2017 / 2018

Norfolk Local Access Forum

Item No.

Report title:	Norfolk Local Access Forum (NLAF) Plan for Future Meetings
Date of meeting:	18 July 2018
Responsible Officer:	Steve Miller, Assistant Director, Culture and Heritage
Strategic impact The Norfolk Local Access Forum is a statutory body which advises the Council on access to the countryside.	

Executive summary

A plan for agenda items for future NLAF meetings has been prepared.

Recommendations:

1. That the NLAF agrees (and puts forward further suggestions) proposals/timings for future agenda items.
2. That the NLAF agrees to include discussion on: major infrastructure projects at future meetings (Norwich Western Link road; A47 dualling; 3rd River Crossing (Great Yarmouth)).

1. Proposal

- 1.1. Suggested agenda items for future NLAF meetings are brought to the meeting for agreement and timetabling (Appendix 1). A spreadsheet of proposals will be 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. There are no financial implications

4. Issues, risks and innovation

- 4.1. None.

5. Background

- 5.1. None.

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	Report Title	Report Appendices	Issue/decision
18-Jul-18			
Meetings Forward Plan REPORT	Norfolk Local Access Forum Plan for future meetings - REPORT	PDF of spreadsheet	To agree to addition of items: Major infrastructure projects; Western Link; A47 dualling; 3rd river crossing Great Yarmouth
Sub-groups REPORT (Permissive Access; PROW; NAIP)	Case study (Bradenham, permissive access); Parish Paths seminar, Volunteer Co-ordinators (PROW s/g); - REPORT	Minutes from PROW s/g; Outline agenda for Parish Paths Seminar	Note update on case study; agree proposals for Parish Paths Seminar; To agree to development of volunteer Co-ordinator project
Pathmakers REPORT	Pathmakers: progress with Geovation Project; Annual Report (the latter to be circulated separately) - REPORT		Note update
Countryside Access Arrangements REPORT	Countryside Access Arrangements - REPORT	For MW to confirm	To acknowledge progress on improvements to reporting system
CIL for new access (statement) REPORT	CIL for new access (statement) - REPORT	emails tbc	To better understand CIL funding and how it can contribute to improvements in green infrastructure
NAIP final for publication REPORT	Progress with production of the NAIP - REPORT	NAIP subgroup minutes and timeline for production	Agree timescale for completion of NAIP and approval by EDT committee
Response to NLAF re DMMO letter REPORT	Response to the NLAF re DNNO letter - REPORT	Letter from the NLAF. Reply from NCC	To acknowledge reply and agree whether to refer back to EDT Committee for review of the NCC policy
NLAF recruitment	NLAF recruitment - REPORT	Timeline and process	To note procedure for recruitment of members (by NCC) and to make recommendations over membership complement from different user groups
NLAF constitution	NLAF constitution - REPORT	Constitution (revised)	To agree revised constitution (small amendment)
National Trail in Norfolk - annual review	National Trail in Norfolk - annual review - REPORT	National Trail in Norfolk Annual Review document	To acknowledge Norfolk National Trail report
HLF - Brecks Fen Edge and Rivers/BNG REPORT and presentation	Brecks Fen Edge and Rivers HLF project - REPORT	Presentation	Note
Joint working: Suffolk and Broads LAFs	Joint working: Suffolk and Broads LAFs - REPORT	Meeting Agenda from Natural England meeting in Cambs (East of England LAFs) - 21st June	Agree future topics/opportunities for collaboration
24-Oct-18			
Meetings Forward Plan REPORT	Norfolk Local Access Forum Plan for future meetings - REPORT		
Sub-groups report (Permissive Access; PROW; NAIP)	Subgroups report - REPORT		Re Permissive Access : Alternative Sources of Funding?
Countryside Access Arrangements report	Countryside Access Arrangements REPORT		
Pathmakers REPORT	Pathmakers REPORT		
NE - coastal access			
NLAF Annual Review 2017/18			Priorities for 2018/19
Cycling and Walking Strategy			
Pushing Ahead			
Ash Die Back/ Tree Disease/ Climate Change			
Water, Mills and Marshes REPORT and presentation (tbc)			
Tourism - Value/ Economic Benefit?			
Coastal Treasures?			
Windfarm Routes?			
Major infrastructure projects			

Norfolk Local Access Forum	Report Title	Report Appendices	Issue/decision
? January 2019			
Meetings Forward Plan REPORT	Norfolk Local Access Forum Plan for future meetings - REPORT	PDF of spreadsheet	
Sub-groups REPORT (Permissive Access; PROW; NAIP)	Subgroups report - REPORT		
Pathmakers REPORT	Pathmakers REPORT		
Countryside Access Arrangements REPORT	Countryside Access Arrangements - REPORT		
Major infrastructure projects			
? April 2019			
Meetings Forward Plan REPORT	Norfolk Local Access Forum Plan for future meetings - REPORT	PDF of spreadsheet	
Sub-groups REPORT (Permissive Access; PROW; NAIP)	Subgroups report - REPORT		
Pathmakers REPORT	Pathmakers REPORT		
Countryside Access Arrangements REPORT	Countryside Access Arrangements - REPORT		
Major infrastructure projects			
? July 2019			
Meetings Forward Plan REPORT	Norfolk Local Access Forum Plan for future meetings - REPORT	PDF of spreadsheet	
Sub-groups REPORT (Permissive Access; PROW; NAIP)	Subgroups report - REPORT		
Pathmakers REPORT	Pathmakers REPORT		
Countryside Access Arrangements REPORT	Countryside Access Arrangements - REPORT		
Major infrastructure projects			
? October 2019			
Meetings Forward Plan REPORT	Norfolk Local Access Forum Plan for future meetings - REPORT	PDF of spreadsheet	
Sub-groups REPORT (Permissive Access; PROW; NAIP)	Subgroups report - REPORT		
Pathmakers REPORT	Pathmakers REPORT		
Countryside Access Arrangements REPORT	Countryside Access Arrangements - REPORT		

Norfolk Local Access Forum

Item No.

Report title:	Access aspects of the Brecks Fen edge and Rivers HLF project
Date of meeting:	18 July 2018
Responsible Officer:	Steve Miller, Assistant Director Culture and Heritage
Strategic impact The BFER Landscape Partnership is currently developing the projects for the stage 2 bid in a £3m landscape and Heritage conservation scheme for the Brecks which will encourage new audiences into the landscape.	

Executive summary

The BFER Landscape Partnership is currently developing the projects for the stage 2 bid in a £3m landscape and Heritage conservation scheme for the Brecks. The scheme will focus on delivery along the Brecks' Fen Edge and main river corridors. It comes as part of the legacy of the successful Breaking New Ground LP that completed delivery of 47 projects (£2.2M value) focussing on the heart of the Brecks (Forests and Heathland) - see www.breakingnewground.org.uk . The BFER scheme, like BNG, will include elements of access development to encourage new audiences into the landscape, and is currently seeking partners, ideas and match funding that can be developed into solid proposals for inclusion.

Recommendation:

That the NLAF notes the achievements to improve access through Breaking New Ground, and the opportunities that lie ahead through the BFER partnership.

1. Proposal

- 1.1. Significant achievements to improve public access were made by Norfolk Trails as part of the Breaking New Ground HLF project which preceded BFER.
- 1.2. The project area is a major resource for recreation in the Brecks, both existing and potential, and increasing housing provision in and around the Brecks in coming years is likely to see an increase in demand. There is evidence that species and historic monuments may be disturbed by recreational use, but there is insufficient evidence to determine this in respect to new or increasing recreational demand. Without such evidence, planning and implementing new recreational provision is hampered, as any such projects need the evidence to demonstrate no likely significant effect on heritage
- 1.3. As part of the stage 2 bid SCC ROW will work with partners to develop Access Opportunity mapping, and an access strategy for the scheme. This will establish a suitable methodology and undertake studies to determine how best to manage/improve recreational access and interpretation without detriment to heritage assets.
- 1.4. Although NCC chose not to be a scheme partner in the stage 1 bid, the partnership is seeking to develop projects that will improve access along the Gadder and Wissey river corridors, connecting and interpreting heritage sites.

- 1.5. Outputs should address missing links, provide well signed routes encouraging walking for health and promoting heritage assets.
- 1.6. Opportunities suggested at stage 1 included:
A new link between Little Cressingham Mill and Peddars Way with interpretation
A circular walk promoting and interpreting heritage at Cockley Cley Estate with possible Audio tour.
New opportunities include:
Improved access and circular walks with interpretation at Oxborough Hall
- 1.7. Potential HLF grant funding for Wissey and Gadder access improvements agreed at stage 1 are £26,500 grant with required minimum £10,000 match funding/in-kind contribution (27.4%)

2. Evidence

- 2.1. See proposal.

3. Financial Implications

- 3.1. None

4. Issues, risks and innovation

- 4.1. See proposal.

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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Norfolk Local Access Forum

Item No.

Report title:	Joint working between local LAFs (Norfolk, Suffolk and Broads)
Date of meeting:	18 July 2018
Responsible Officer:	Steve Miller, Assistant Director, Culture and Heritage
Strategic impact Improving opportunities through collaboration amongst LAFs.	

Executive summary

A recent regional meeting of LAFs held by Natural England highlighted opportunities for collaboration.

Recommendations:

That the Norfolk and Suffolk LAFs and Broads LAF agree future areas where they could work together.

1. Proposal

- 1.1. The regional LAF chairs' meeting held by Natural England covered a wide range of topics.

It is recommended that the Norfolk and Suffolk LAFs and Broads LAF use this agenda as a starting point for discussion on future topics and opportunities for collaboration, and reach agreement at this meeting on the way forward.

2. Evidence

- 2.1. An East of England Local Access Forums Chairs' meeting organised by Natural England was held in Cambridge on the 21st June 2018: Appendix 1 (agenda); Appendix 2 (minutes); Appendix 3 (update on England coast path).

3. Financial Implications

- 3.1. None as a direct result of this report.

4. Issues, risks and innovation

- 4.1. Collaboration across LAFs would represent a new way of working.

5. Background

- 5.1. See evidence/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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**East of England Local Access Forums
Chairs and Vice-Chairs' Regional Meeting**

Thursday 21 June 2018 10.00 am – 1.30 pm (or later)

**Natural England Offices
Eastbrook, Shaftesbury Road
Cambridge CB2 8DR**

AGENDA

1. Welcome and Introductions
2. Apologies
3. Round-up of issues affecting your LAF
4. Update from Natural England
 - Are there any statistical measures of users of the countryside?
 - Access post-Brexit
 - Future of farming
 - Resources invested in Country Parks and their management
5. Network Rail Level Crossing closure programme
6. Sharing of good practice:
 - Off-road cycle path development and maintenance
 - Involvement of volunteers and Parish Councils in ROW
 - NMUs and open spaces attached to new developments
7. Fault reporting to Highways Authority
 - Maintenance of gates and bridges
 - Cuts of vegetation/ year
 - Temporary Restriction Orders (TROs)
8. ROWIPs
9. AOB
 - Responding to Planning Applications
 - LAF admin/secretarial support and budgeting
 - Resources and maintenance standards
 - Resources available to respond to complaints about PROW - dealing with infringements and enforcement
 - Lost highways
 - Use of S106 funds for developing ROWs and access land
 - The definitive map – is it up to date?

**East of England Regional LAF Chair and Vice Chair meeting
Thursday 21st June 2018**

Update from Natural England

- Are there any statistical measures of users of the countryside?
- Access post-Brexit
- Future of farming
- Resources invested in Country Parks and their management

Are there any statistical measures of users of the countryside?

MENE or the [Monitor of the Engagement with the Natural Environment](#). It captures:

- type of destination
- duration
- mode of transport
- distance travelled
- expenditure
- main activities
- motivations
- barriers to visiting

Annual reports are published:

<https://www.gov.uk/government/statistics/monitor-of-engagement-with-the-natural-environment-2015-to-2016>

Data is back online (years 1-7). The 16/17 and 17/18 data and reports should be available by September. We are hoping to use the data to inform us about a number of measures from the Defra 25-year plan.

In addition to this are more local measures to monitor the use of for example, National Trails (e.g. using people counters and analysing findings). Norfolk have managed to secure funds by using the evidence they gather in this way.

For ECP work, we have a number of mobile counters which are placed as needed around the country.

This is the Online tabulation viewer for you to interrogate as you choose:

<http://naturalengland.tns-global.com/>

Access post-Brexit

Defra is working on the analysis of the responses to the consultation “Health and Harmony”. Michael Gove has said many times that he wants post Brexit schemes to improve public access to the environment.

Although there isn't any more detail to share yet, if LAFs have any comments or suggestions to make about post Brexit schemes, please post them on the LAF Huddle. It is particularly helpful as it enables our Principal Specialist, Pippa Langford, to read your views and ideas.

Future of Farming

The [consultation](#) on the future of food, farming and the environment post Brexit closed on 8 May and Defra have not yet published a formal response. There were [44000 responses](#) to the consultation which demonstrates the level of interest in the subject.

The Defra proposal at the moment is for phasing out the current system of direct payments and replacing it with a system whereby land managers are paid for public goods (public money for public goods).

While the consultation is assumed to be with farmers, Defra are keen to talk to everybody who manages land. This is a key difference as post EU exit eligibility for these funds may change allowing a wider range of organisation and individuals that manage land to access it.

Have any EE LAFs submit a response to the consultation? Many LAFs will have, as access that improves engagement with the natural environment is regarded as a public good, as is health and wellbeing. You may want to think about exploring new opportunities for accessing these and other funds.

Timing is very important: the new scheme will not be launched before 2022 at the earliest so we have at least another three years of the existing schemes.

Resources invested in Country Parks and their management

Natural England hosts and manages the [Accreditation Scheme for Country Parks](#) as the national typology standard for all a country park should provide.

Beyond that, Natural England has no involvement in the management of these spaces or decisions around their provision. The power to call a country park rests with local authorities and decisions on management and resourcing rests with site owners and managers.

Huddle

To get onto this forum where you can share ideas and concerns, contact Andrew.Mackintosh@naturalengland.org.uk

Current funding for newly-opened stretches of England Coast Path

<http://publications.naturalengland.org.uk/publication/6238141>

Shotley Gate to Felixstowe Ferry – Laura & Alice. Last updated 18.06.18

Stage 1 (Prepare) complete

Stage 2 (Develop) - underway

- Walk the course visits are almost finished – over 90% of landowners seen
- Trimbling has begun at the sites where routes are straightforward.
- Highways assessments are needed to understand the suitability of route options that use or cross public highways.
- Sensitive Features Assessment now the main focus - site visits and calls with ROs.
- There are some large and complex sites with multiple stakeholders where discussions about route options continue.

Felixstowe Ferry to Bawdsey - Minty & Giles. Last updated 19.6.18

- Claire now has left NE for a role with the Suffolk Coast AONB. Her role is to be taken over by Giles Merritt (GM), currently working on the Essex coast.
- GM will complete ongoing obligations to the Essex coast and move across to this stretch incrementally over the coming weeks.
- Familiarisation of stretch nearly complete – a few areas with no existing public access still to visit
- Walk the Course with landowners – one of main tasks for next few months. Efforts focussing on those areas with no/poor existing access.
- Access and sensitive features appraisal – another one of main tasks over next couple of months. Working with internal colleagues as well as gathering external advice and opinion to help inform route alignment.
- Ongoing consideration of ferry & estuary discretion
- Publication date moved to Dec 2018

Bawdsey to Aldeburgh – David, Fiona and Jonathan. Last updated 19.6.18

- ASFA started with RO collecting and collating data
- Gathering info from stakeholders
- Letters sent out to all landowners and occupiers.
- Walk the course visits taking place
- Investigating issues arising from WTC
- Two sections Trimble
- Publication due spring 2019

Aldeburgh to Hopton-On-Sea (AHS) – David and Fiona. Last updated 15.06.18

- Stage 2
- Letters sent to landowners with outline of emerging proposals and maps - dealing with issues that have arisen
- Resolving alignment issues including landward margin
- Discussing options for Optional Alternative Route around Benacre, Covehithe and Easton Broad; working through nature conservation concerns at Easton Broad
- Preparing legal restrictions, exclusions and dedications where required

- Working on protection of designated sites with Responsible Officers
- Writing Chapters for report aiming for publication summer 2018
- Project Board part 2 to look at whole stretch prior to publication

Harwich to Shotley Gate (HSG) - Kim Thirlby and Patrick Welsh. Last updated 09.05.18

- Initial proposals letters sent to landowners in autumn 2017, outlining what we propose to include in report to Secretary of State.
- Following realignment of the route in 3 places, revised proposals letters are being sent to landowners now.
- Recent delays have primarily been due to changed situations on the 3 development sites through which the proposed trail passes, difficulty in establishing the status of roads and pavements on Mistley Quay, and reaching agreement with a landowner whose commercial shoot could be affected by our proposals. All these are now resolved.
- Report publication now postponed to summer 2018.
- First draft of Access and Sensitive Features Appraisal ready for sign off by Protected Sites colleagues (Essex and Suffolk).
- Report Overview being QA'd by senior specialist now.
- Report Chapters partially drafted. Completion dependent on data entry to chapter tables when revised mapping available.

Hunstanton to Sutton Bridge – Jonathan Clarke. Last updated 9.5.18

- Alignment still to be agreed with some landowners
- Publication due before 2020

Weybourne to Hunstanton – Diana, David, Sal. Last updated 9.5.18

- Report published on 21st March 2018.
- Period for objections and representations closes at midnight on 16th May 2018

Hopton-on-Sea to Sea Palling – Diana, David, Sal. Last updated 9.5.2018

- Final establishment works completed and signed off.
- This stretch is now complete and open as part of the ECP

Sutton Bridge to Skegness - Roger

- Report published and objections are now being considered.