



KierWSP IMS	Process Number: 29	
Procedure Title:	Meeting Minutes	

Meeting Title:	Northamptonshire Local Access Forum		
Meeting Date:	Thursday 14 th February 2019	Location:	The Oak Conference Room, Brixworth

Attendees	
Members in attendance:	Apologies:
John Shenfield (Chair) - JS	Cllr Ian Morris
Andrew Knapman - AK	Paul Henson
Bob Entwistle - BE	Richard Taylor
Chris Shaw - CS	Leon Jolly
Lisa Fell - LF	Steve Fowler
Bob Martin - BM	Joy Tripp
	Chris Glasspool
Officers in attendance:	Steve Rockall
Allan Rigby - AR	
Matt Hammon - MH	
Jacqui Williams (Minutes) - JW	


Minutes			
		Actions	Action Deadline
1.	Welcome and Apologies – JS: JS welcomed all to the group and offered apologies as detailed above.	Note	
2.	Review of the Minutes of Last Meeting – JS: Funding: Following a query by JS, AR confirmed that NCC had received approximately £6.1m from Central Government specifically for the repair and maintenance of vehicleways. AR advised that the money had been allocated to various projects with a focus on repair of potholes and re-surfacing of roads. Works are ongoing until the end of March. Other issues: It was noted that a number of agenda items had not been discussed at the last meeting due to time constraints.	Note Note	
3.	Presentation / Discussion on Local Issues – All: RoW Improvement Plan – AR confirmed that Cllr Morris has prepared a written foreword and it is hoped that the RoW Improvement Plan will be available for consultation w/c 18 th February 2019. Copies of the RoWIP will be available to view in Northamptonshire Highways offices and depots, AR to ascertain whether NLAf members can receive a copy via email. All were reminded that the RoW Improvement Plan is a general statement of intent by NCC and does not indicate that any extra funding is being allocated to the service. AR to ascertain how long the RoWIP is valid for. Following discussion, a number of questions and	Note AR Note AR	

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	<p>concerns were raised by NLAf members:</p> <ul style="list-style-type: none"> • Will the RoWIP be reviewed/revise following the transition to unitary status? (BE) • Rights of Way have to be maintained to a set level – is this detailed in the RoWIP? (LF) • There are significant issues with the maintenance of RoW in the county – what is being done to address this? (BE) • The first RoWIP contained a lot of data but subsequent plans have contained much less hard data and LJ had planned to split the Structure Asset Survey by parish – has this happened? (BE) <p>It was decided that JS will draft an outline letter to the Commissioners, voicing NLAf's concerns over the transition to unitary status and the subsequent policy and representation arrangements.</p> <p>StreetDoctor – AR confirmed that the transition to the new Highways online reporting system, Fix My Street, commences on 1st April 2019. The system includes enhanced features such as asset data, photo upload and a phone app and users should expect some minor technical issues during the implementation stage. It is noted that Fix My Street is not a bespoke system and is in use across other authorities. LF noted that it would be beneficial to leave feedback in the new system as StreetDoctor does not have that functionality.</p>	JS	
4.	<p>Forward Plan – All:</p> <p>Dates of future NLAf meetings: Following discussion it was agreed that NLAf 2019 meetings will be held on the following dates:</p> <ul style="list-style-type: none"> • June 20th 1900 – 2100hrs • September 19th 1900 – 2100hrs • December 12th 1900 – 2100hrs <p>All meetings will be held at the Brixworth Depot.</p> <p>NLAf Webpage: BE suggested that the NLAf website be reviewed and any redundant information be archived or deleted. BE further suggested that the Terms of Reference be updated in line with current arrangements. JW to discuss arrangements for the maintenance and content of the NLAf website with Rebecca Miller.</p>	Note	JW
5.	<p>Matters Raised by Members:</p> <p>RoW Budget Allocation: AR supplied details of the current revenue budget and how it is used and also explained that the capital budget was not available. AR advised that the revenue budget is fully allocated for the remainder of this financial year but that safety works are prioritised.</p> <p>AR confirmed that no RoW funding is being diverted to HS2.</p> <p>Rectification Works: There was a group discussion around charging developers for rectification works – AR detailed enforcement procedures and advised that RoW</p>	Note	Note

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	<p>Officers do investigate specific complaints.</p> <p>Stiles: AR confirmed that NCC cannot force landowners to replace stiles with other means of access; NCC can only ensure that access is not made more difficult. BE noted not the Government has a hierarchy of preferred access: 1 – Gap 2 – Gate 3 – Kissing Gate 4 – Stile AR advised that there is a British Standard for Gaps, Gates and Stiles – BS5709:2018 and all such structures must comply. BE noted that the Asset Survey should contain information on the quantity of gates/kissing gates/stiles etc that are on the network. AR to ascertain if there is data available which shows how many stiles have been upgraded into gates.</p> <p>Borough Hill: AR to ascertain what progress is being made with regards to resolving the issues with land adjacent to Borough Hill bridleway.</p> <p>Great Doddington Byway: During discussion it was noted that the byway has not been usable for at least 20 years. AR confirmed that there are plans to downgrade the route to a bridleway and that consultation documents have been sent out to landowners. It is possible that a number of groups will object to this motion.</p> <p>KZ10 / Northampton Gateway: It was agreed in 2018 that the bridleway will be diverted underneath and underpass with sufficient headroom for riders. It is noted that this is a long-term solution and there may be some disruption during construction.</p> <p>Rural District Council Records: AK to ascertain whether the Rural District Council Records are at Wootton Hall or stored with the District Councils.</p> <p>1929 Handover Maps: AK requested access to the 1929 Handover Maps. AR advised that Northamptonshire Highways only has access to maps and records from 1949 onwards but will try to ascertain where the 1929 maps are stored.</p>		
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6.	<p>AOB: BE requested a copy of the Parish Footpath Wardens information that Leon Jolly had presented at a previous NLAf meeting. AR to locate a copy.</p> <p>BE requested that a list be drawn up detailing the maintenance tasks that volunteers could undertake on the RoW network to assist with upkeep. AR to look into this but reminds all that H&S obligations and insurance have traditionally become barriers to volunteering.</p>	AR	
		AR	

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	AR confirmed that named national RoW such as the Nene Way, Macmillan Way etc do get prioritised.	Note	
	AR reminded all that any suspected damage to RoW by landowners etc will be investigated if reported through the recognised channels.	Note	
	Next meeting: Thursday 20th June, 1900 – 2100hrs, Brixworth Depot		