

KierWSP IMS	Process Number: 29	KierWSP
Procedure Title:	Meeting Minutes	

Meeting Title:	Northamptonshire Local Access Forum (NLAF)		
Meeting Date:	24 th July 2018	Location:	Oak Conference Room, Brixworth

Attendees	
Members in attendance:	Apologies:
John Shenfield (Chair) - JS	Cllr Ian Morris
Bob Entwistle - BE	Lisa Fell
Chris Shaw - CS	Richard Taylor
Joy Tripp - JT	
Andrew Knapman - AK	
Tony Hoyle - TH	
Steve Rockall - SR	
Chris Glasspool - CG	
Bob Martin - BM	
Leon Jolly - LJ	
Officers in attendance:	
Steve Fowler - SF	
Jacqui Williams (Minutes) - JW	

Minutes			
		Actions	Action Deadline
1.	Welcome and Introductions: JS welcomed all to the meeting and offered apologies for Cllr Ian Morris, Lisa fell and Richard Taylor.	Note	
2.	Review of Minutes of Last Meeting: 2 (1): JS advised that Parish Councils are empowered to provide maintenance / undertake works in their parishes. It is understood that funding may be an issue, however areas with ongoing development should have increased levels of funding available. It was noted that that the Forum requires regular updates on development activity and therefore Matt Hammon will be invited to attend each NLAF meeting. JW to ensure the invitation is extended.	JW	
3.	Standing Orders of Business: LJ provided an update on the following items: Budget: it was confirmed that Northamptonshire Highways has received all the orders for RoW maintenance and it is anticipated that work will continue to be delivered as usual. However, NCC has today issued a second s114 notice, indicating that it is unable to delivered a balanced budget and will be working to address an overspend of approximately £70m. It is unknown at this time what affect this may have on established budgets but LJ confirms that any update will be passed on to the Forum members as soon as it is available. Structures Asset Survey: LJ advised that work will be undertaken to make this report easier to read and	Note JW / LJ	

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KierWSP IMS		Process Number: 29	KierWSP
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	<p>(potentially) sortable by parish. It was noted that all works are being prioritised by critical safety requirements.</p> <p>RoW Improvement Plan: It was confirmed that all Forum members should have received a copy – feedback / comments to be emailed to JW who will forward them to Martin Sockett for inclusion in the final document. Deadline for feedback is Tuesday 7th August. BE noted that the previous RoW Improvement Plan included an introduction by the Cabinet member with responsibility for Highways; LJ confirmed that a copy of the Improvement Plan had been forwarded to Cllr Ian Morris for comment.</p> <p>Open Space: LJ confirmed that he has sent out a link for registration for all approved and pending open spaces. AK noted that there appears to be some omissions in the list of Open Spaces – all were advised to contact Phil Watsch (Common Applicants Officer – NCC) who maintains the list of Open Spaces.</p> <p>Mileage Claims: It was agreed that any Forum member who wishes to claim mileage must submit, via email, details of the quantity of miles travelled, start and end postcodes and copies of fuel receipts – all emails to be forwarded to JW. LJ advised that mileage will be reimbursed via petty cash until such a time that a more formal way can be ascertained.</p> <p>Parish Path Scheme: It was confirmed that Rebecca Miller and Colin Wicks are in the process of re-booting the Parish Paths Scheme. JW to liaise with CW to ascertain progress. JW to circulate an updated list of Parish Wardens to the NLAf group. It was agreed that LJ / JW will draft an information sheet on PRoW and Parish Councils and circulate with the NLAf group.</p> <p>Trust / Conservation Volunteers: following discussion, it was surmised that volunteers may be interested in maintaining PRoW on behalf of NCC. JW to ascertain further information.</p> <p>Street Doctor: LJ confirmed that NCC has taken the decision to invest in a new reporting system. It is understood that Wiltshire County Council is already using a similar package. Further details to be provided once available.</p>		
4.	<p>Presentation on Local Issues:</p> <p>East Northants Greenway Project: JW confirmed that she had contacted the Project Manager with responsibility for the East Northants Greenway Project and requested that a representative attend the next meeting in order to provide some detail on the Greenway Project and answer some questions.</p> <p>S106: Following discussion, it was decided that Chris</p>	Note	

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	Bond will be invited to the next NLAf meeting to present on s106 money.	JW	
5.	<p>Forward Plan:</p> <p>Annual Report: Ongoing.</p> <p>Dates of Meetings: JW advised that Lisa Fell cannot attend meetings on a Tuesday evening and has therefore requested a change of day. Following discussion, members agreed to keep the NLAf meetings scheduled as they are but add the options to Skype / call in. JW to advise LF.</p> <p>NLAf Website: It was noted that the list of NLAf members has some omissions – JW to ensure correct list of members is displayed. It was further agreed that the Governance Review document will also be posted on the NLAf website.</p> <p>Election of Chairman: JS was elected to continue as Chairman following a show of hands.</p>	<p>Note</p> <p>JW</p> <p>JW</p> <p>Note</p>	
6.	<p>Matters Added by Members:</p> <p>Unitary Council: It is understood that the consultation into the proposal to transform Northamptonshire into two unitary authorities is ongoing. It is surmised that was authority will consist of approximately 350k people. Further details will be provided once confirmed.</p>	Note	
7.	<p>AOB:</p> <p>Nene Footbridge: CS confirmed that he has discussed this with Sarah Grindley. It is understood that Irchester Council is considering the entire footway as repairs to the footbridge are prohibitively expensive.</p> <p>Great Doddington Byway over Hardwater Crossing (Safety Assessment): LJ confirmed that Colin Wicks is undertaking works to ascertain whether a safety assessment has been completed on the diversion. Following discussion it was agreed that SF will ascertain the status of the Bridleway / Byway and confirm if the mine is to be re-opened. It was noted that the crossing is closed to vehicles but open to pedestrians.</p> <p>Desborough: BE queried footway closures in Desborough. JW to ascertain whether the Town Clerk, Mr James McKechnie, is still in post and forward contact details to BE.</p> <p>Nenescape: JW to make contact with Nenescape and extend an invitation to attend the next meeting and provide an overview of the scheme.</p> <p>Streetdoctor: TH advised that a call had been closed by Streetdoctor despite the fact that the issue had not been resolved. TH had complained that Footpath ME7 was overgrown to the point of being unusable and an Officer had replied stating 'unable to cut twice a year'</p>	<p>Note</p> <p>SF</p> <p>JW</p> <p>JW</p> <p>LJ</p>	

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	and closed the call. LJ to investigate further and report back. Waterways: JW to extend an invitation to the next meeting to a representative from the Canal and River Trust.	JW	
	Next meeting: Tuesday 25th September, 1900 – 2100hrs, Brixworth Highways Depot.		