

<b>KierWSP IMS</b>	Process Number: 29	<b>Northamptonshire Highways</b>
Procedure Title:	Meeting Minutes	

<b>Meeting Title:</b>	Northamptonshire Local Access Forum		
<b>Meeting Date:</b>	27 <sup>th</sup> March 2018	<b>Location:</b>	Oak Conference Room, Brixworth

Members in Attendance:		Apologies	
John Shenfield (Chair) - JS		Cllr Ian Morris	
Tony Hoyle - TH		Lisa Fell	
Chris Glasspool - CG		Joy Tripp	
Andrew Knapman - AK		Richard Taylor	
Bob Martin - BM		Paul Henson	
Steve Rockhall - SR		Chris Shaw	
Bob Entwistle - BE			
Officers in Attendance:			
Leon Jolly			
Steve Fowler			
Jacqui Williams (Minutes) - JW			
Distribution: all above and NLAf web page.			

Minutes			
		Actions	Action Deadline
<b>1.</b>	<p><b>Welcome and Introductions – JS:</b></p> <p>JS welcomed all to the meeting and offered apologies for Cllr Ian Morris, Lisa Fell, Joy Tripp, Richard Taylor, Paul Henson and Chris Shaw. JS introduced Officers LJ, SF and JW.</p> <p>JS provided a brief preamble with information regarding the recent NCC Inspection Report and raised the possibility of Government Commissioners being appointed to oversee NCC. JS further stated that he anticipates that a ballot will take place in the next few months to elect a new Chairman. JS requested that JW send a link to the Government Inspection Report to all members.</p> <p>LJ welcomed all to the meeting and offered a brief introduction of himself and his role within Northamptonshire Highways. LJ advised that he is Head of Operational Delivery and therefore holds responsibility for RoW, amongst other things. LJ then went on to provide an overview of the current situation within NCC, including the Inspectors Report and the recent departure of the Chief Executive, Leader of the Council and Chief Finance Officer. LJ extended his thanks to JS for acting as Chairman and reiterated that there would be a ballot for the Chairman position in the very near future.</p>	<p><b>Note</b></p> <p><b>JW</b></p> <p><b>Note</b></p>	
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<b>2.</b>	<p><b>Standing Orders of Business:</b>  <b>Review of RoW issues, diversion / modifications (TRO) recommendations:</b>  LJ provided an update on RoW, including:</p> <ul style="list-style-type: none"> <li>• Following a review of efficiencies, members of the RoW team is now embedded within the Area Teams. This will allow for enhanced knowledge sharing and more streamlined decision making.</li> <li>• Apprentices have been recruited to the RoW as part of a plan to grow the department.</li> <li>• The Budget has been forwarded to Cabinet for approval and at this time we are not aware of any proposed cuts to the RoW service. Clarification will be provided at the next meeting.</li> <li>• LJ clarified that structures of less than 7m are managed by RoW and anything larger is managed by the Structures team. It was reiterated that there is a lot of pressures on budgets with the Elton bridge repair estimated to be in the region of £400k following a S56 order. LJ then went on to explain the s56 process.</li> <li>• LJ confirmed that the priority is to maintain the Network and ensure all legal responsibilities are met.</li> <li>• It was advised that although Northamptonshire Highways welcome the offers from local groups to maintain RoW, requirements under the Health and Safety at Work Act can mean that such works are difficult to manage. All offers are welcome though and full consideration will be given to all.</li> </ul> <p>Concerns were raised regarding the length of time Permanent Temporary Traffic Orders can remain in place. SF advised that Orders have to be referred to the Secretary of State after 6 months but the DfT can advise if an extension can be granted. A discussion was had about the TRO on footpath 2B15; SF confirmed that this was unusual as it crosses a parish boundary. LJ / SF to seek a recommendation from RoW Officers.</p> <p>JS advised that if an individual wishes to make Definitive Map Modification Order (DMMO) the associated costs are somewhere in the region of £5000, which must be met by the applicant. SF confirmed that the charge is to cover advertising, LGSS legal costs etc. JS proposed contacting locals MP's with a view to getting this requirement changed.</p> <p><b>Forward Plan of RoW:</b>  LJ acknowledged that the RoW Improvement Plan is overdue and that the delay could be attributed to challenges within NCC. It was confirmed that Martin Sockett is currently working on a draft of the plan and that any comments and suggestions will be forwarded on.</p>	<p><b>Note</b></p> <p><b>Note</b></p> <p><b>Note</b></p> <p><b>Note</b></p> <p><b>Note</b></p> <p><b>Note / All</b></p> <p><b>LJ / SF</b></p> <p><b>Note</b></p> <p><b>Note</b></p>	
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	<p>BE noted that whilst the 2007 RoW Improvement Plan was very thorough and contained a lot of statistical data, the 2011 version was much lighter in data content and the overall consensus is that footpaths are getting worse. LJ advised that he couldn't confirm if updated statistical data and the results of Parish Surveys were being used to inform that RoW Improvement Plan but that he would discuss this with MS. BE noted that the Row Improvement Plan should relate to the Transport Strategy.</p> <p>Following discussion, it was noted that Northamptonshire Highways has plans to re-launch the Parish Path Warden Scheme and that this may include information on Wardens being empowered to undertake minor tasks such as vegetation clearance. This is to be encouraged. LJ to discuss the Parish Path Warden scheme with Colin Wykes.</p> <p>It was noted that a joined-up response to the issue of path vegetation clearance would be helpful and to this end, any guidance produced should be shared with local walking groups, landowners and other stakeholders.</p> <p>LJ requested that if any member is aware of grant money or awards that can be secured to assist with the maintenance of RoW then to please forward them to JW.</p> <p>It was agreed that the Constitution and ToR will be discussed and agreed at the next meeting. JW to circulate documentation.</p> <p>It was further agreed that the contents of the website is to be reviewed at the next meeting.</p>	<p><b>LJ / Martin Sockett</b></p> <p><b>LJ</b></p> <p><b>Note</b></p> <p><b>All</b></p> <p><b>JW</b></p> <p><b>All</b></p>	
<b>3.</b>	<p><b>Presentation on Local Issues:</b>  <b>Northampton Greenway Project:</b> It was confirmed that a representative will be attending the next meeting to talk about the Northampton Greenway Project.</p> <p><b>Local Scheme Updates: Local Scheme Updates:</b> JW confirmed that she had approached Chris Wragg for information regarding local schemes.</p>	<p><b>Note</b></p> <p><b>JW</b></p>	
<b>4.</b>	<p><b>Forward Plan:</b>  <b>Annual Report:</b> Ongoing  <b>Cross Boundary Liaison with other LAF's:</b> It was confirmed that all are committed to working with neighbouring authorities.  <b>Commenting on Opportunities for Access to Open Spaces:</b> Following discussion, it was confirmed that the Boroughs and Districts are responsible for processing planning applications, with the County Council acting as a consultee. It was requested that clarification be provided as to whether RoW</p>	<p><b>Note</b></p> <p><b>Note</b></p> <p><b>JW</b></p>	

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	are maintained using s106 funds. JW to seek clarification. <b>Dates of Future Meetings:</b> Following discussion, it was decided that this will be discussed at the next meeting.	All	
5.	<b>AOB:</b> It was confirmed that Street Doctor will be enhanced with functionality to include photographs with reports in early summer 2018. It was requested that an Officer attend the next meeting to provide an overview of StreetDoctor. JW to ascertain the most appropriate person and make arrangements.  Concerns were raised regarding the shared use of Cycleways; it was noted that the Ramblers Association has issued guidance and the Ramblers wish to be consulted on any proposal that changes a footpath to a Cycleway. It was requested that an Officer attend the next meeting to provide an overview of Cycleways and cycling in Northamptonshire. JW to ascertain the most appropriate person and make arrangements.  BE confirmed that Northamptonshire Ramblers will be holding an event at Stoke Bruerne on Saturday 2 <sup>nd</sup> June 2018 from 1000hrs to 1800hrs and includes a guided walk over the tunnel with a boat ride making the return trip. All are welcome.	JW  JW	
6.	<b>Suggested Agenda Items for Next Meeting:</b> <ul style="list-style-type: none"> <li>• Street Doctor</li> <li>• Update – NCC Financial Situation</li> <li>• Election of Chairman</li> <li>• Northampton Greenways</li> <li>• Dates of Further Meetings</li> </ul>		
7.	<b>Next meeting:</b> The next meeting is scheduled to be held at the Northamptonshire Highways Brixworth Depot, NN6 9BE on Tuesday May 29 <sup>th</sup> , 1900 – 2100hrs.		