



Torbay Local Access Forum Meeting
to be held in public on Thursday, 1 December 2011
6.00 - 8.00 pm in the Cecil Room, Oldway Mansion, Torquay
Road, Paignton, TQ3 2TE

If you are unable to attend this meeting please inform the TLAF Secretary.
 Telephone: 07786856057 E-mail: torbaylaf@torbay.gov.uk

The meeting will be open to the public in accordance with the provision of Regulation 7 of the
 LAF (England) Regulations 2002
 (under Sections 94 + 95 of the CROW Act 2000)

Agenda

1.	Apologies - to receive any apologies for absence.	
2.	Declaration of Interests - to declare any interests on matters on the agenda.	
3.	Minutes - to receive the minutes of the meeting held on 20 September 2011.	(Pages 1 - 6)
4.	Matters arising not shown on the Agenda	
5.	ROWIP 'Wish List' (All)	
6.	Update on the Torbay Environment and Access Forum (Chair)	
7.	Updates from Area Co-ordinators	
7.	Torquay Co-ordinator (Margaret Forbes-Hamilton)	
7.	Paignton Co-ordinator (Wanda Hollingworth)	
7.	Brixham Co-ordinators (Rob Boyd and Mick Lear)	
8.	Brixham Village Green (Rob Boyd)	
9.	Report on November LAF Regional Meeting (Bob Harvey) - Huddle Update	(Pages 7 - 12)
10.	Forestry Commission - Tree and Woodland Health (Bob Harvey)	
11.	New TLAF Logo (All)	
12.	TLAF Information Sharing as at December 2011 (to be tabled - for information only)	

13.	Any Other Business	
14.	Date/Time/Venue of Next Meetings All Thursdays from 6.00 p.m. to 8.00 p.m.: 16 February 2012 in the Cecil Room, Oldway Mansion, Paignton; 24 May 2012 in the Ballroom, Oldway Mansion, Paignton; 19 July 2012 in the Cecil Room, Oldway Mansion, Paignton; 25 October 2012 – venue to be confirmed.	

Membership	
Dominic Acland, Torbay Coast and Countryside Trust (Chairman) Robert Boyd, Brixham Co-Ordinator/Access for the Disabled Lead Councillor Ian Doggett Margaret Forbes-Hamilton, Parks, Green Spaces, heritage/Torquay Co-Ordinator/Environment Lead Bob Harvey, Land Owner	Wanda Hollingworth, Paignton Co-Ordinator/Health and Recreation Lead Mick Lear, Walking/Brixham Co-Ordinator/Coastal Lead Elaine Mason, Walking/Bay Walks John Mellor, Walking/Vice-Chairperson Carole Ann Williams, Walking/Access for the Disabled Lead
Valerie Simpson, Secretary	



Minutes of the Annual General Meeting of the Torbay Local Access Forum

20 September 2011 (postponed from 21 July 2011)

-: Present :-

Dominic Acland (Chairman), Robert Boyd, Councillor Ian Doggett, Margaret Forbes-Hamilton, Bob Harvey, Wanda Hollingworth, Mick Lear, John Mellor and Carole Ann Williams

(Also in attendance: Valerie Simpson, Teresa Buckley, James Nicholas and Nigel Shilabeer)

1. Introductions

The Chair welcomed all to the meeting. Members and Officers introduced themselves and Nigel Shilabeer, attending for item 7 on the agenda, gave an overview of his work with Sea Torbay.

2. Apologies

Apologies were accepted from Elaine Mason (EM), Torbay Care Trust (moving house). Sue Cheriton and Alex Scolefield had hoped to attend for Item 7 on the Agenda but had to send their apologies.

3. Declaration of Interests

None, other than those already notified to the TLAF.

4. Minutes

The Minutes of the meeting of the Torbay Local Access Forum held on 30 June 2011 were accepted and agreed as an accurate report of the meeting.

Action:

Teresa Buckley to arrange for agreed Minutes to be shown on the TLAF Webpage.

5. Matters arising not shown on the Agenda

5.1 Forestry Commission - Tree and Woodland Health Update

Bob Harvey referred to draft letter agreed to be written to Richard Benyon, MP, and talked through the draft letter in reply to Mr. Benyon's letter of the 5 April 2011. Members were asked for their thoughts on the content - all **agreed** same.

5.2 Brown Bridge Road

Several outstanding issues were raised on repairs and access for this area – James Nicholas to organise an inspection survey of the whole rights of way network and had brought a document to the meeting where the LAF could log and record any problems – to be further discussed later in the meeting.

5.3 Baywalks

James Nicholas (JN) has arranged to meet with Elaine Mason (EM) to discuss which PROWs were used by Baywalks.

Action:

JN/EM

5.4 Astra Zeneca

Robert Boyd had spoken to Gareth Millard who informed Brixham Council had said that it will offer 107 year lease at a peppercorn rent and this had been accepted. All work should be completed by Christmas 2011. The Forum agreed this item can now be closed and not included on future agendas.

Action:

Agenda item complete

5.5 Berry Head Cattle Grids

JN had spoken to Council's Legal Department who informed the intention was that the Countryside Trust would put in a retrospective application for this. Chair informed that originally Highways thought that the pathway would need to be diverted around cattle grids, but subsequent advice confirmed that a public footpath can be placed there and that cattle grids were not obstructions; but Section 147 Consent needed to be applied for and this will be done.

6. Election of Officers

6.1 Chairperson : Dominic Acland (DA)

Proposed by Bob Harvey, seconded by Mike Lear. DA reminded the meeting of the need for an Environmental Forum within Torbay and it was agreed that he would continue as Chair of the TLAF for the interim but if he became involved in the new Forum, together with his other responsibilities, his role as Chair of the TLAF would need to be reviewed. Also if another member would like to take on the role this would also be considered at future meetings. To be reviewed at each meeting in 2012.

6.2 Vice-Chairperson : John Mellor (JM)

Proposed by Cllr. Doggett, seconded by Mick Lear.

6.3 Regional & National Co-ordinator : Bob Harvey (BH)

The Forum agreed this new role and title; valuing BH's expertise and knowledge at Regional and National level which would ease the workload of the Chair.

7. Annual Report 2011/2012

The Chair tabled the Report; referred to Item 6 and said a grant of £50k from the Forestry Commission to upgrade footpaths and improve access for cyclists had been confirmed. The Forum **agreed** and **accepted** the Report subject to one change being made in Item 9; the first paragraph should read 'The costs have been met from Torbay Council's **Democratic Services** (and not Public Rights of Way) budget.

TB informed that administration cover would continue for TLAF through Democratic Services but this may not be covered in same way as at present.

BH told the meeting that Hilary Winter's role appears to be safe at the present time.

Action:

TB to arrange for amended Report to be shown on the TLAF webpage. Secretary to email copy to Natural England.

8. Discussion on the Proposed Membership and Role of the Torbay Environment and Access Forum

This had been discussed on many occasions at past LAF meetings. TB had looked into the possibility of the LAF extending its remit to cover this but because it is a statutory body, it was not within its legislation to do so. TB had spoken to Sue Cheriton who said she would support the formation of a Torbay Environment Forum and would be prepared to receive advice from it in the same way as the LAF, but the TLAF would not be able to expand its role to include this Forum. Individuals from the new Forum could become members of the LAF, but would have to be appointed as **individuals** and **NOT** as representatives of that, or any other organisations.

There were many groups within Torbay with overlapping remits and it was felt it would be advantageous if a conference could be held, perhaps annually, where these groups could meet so each was made aware of the other's existence and to ensure 'boundaries' and cross-over issues were covered to protect what we care for.

To ensure the TLAF was made aware of the work of the Environment Forum it was suggested a TLAF representative might attend its meetings and report back at LAF meetings; alternatively a newsletter could be produced from each area.

Although the Council would listen to, and take advice from the Environment Forum, no resources would be available from the Council to cover secretariat, administration costs, etc.

Action:

DA agreed to organise a meeting of the relevant representatives of the different groups to decide how the Forum would work best and how to cover its administration; Sue Cheriton to be invited.

9. Improving Public Access Networks in Torbay - Mapping Exercise

JN tabled maps of areas of Torbay which the Forum discussed and raised issues relating to access. Next stage was to check to ensure the accuracy of the plans and then make these available on the Council's website and link to Torbay LAF and Baywalks' WebPages. Area Co-ordinators kept tabled copies of their own areas – JN to look into whether copies could be available for all members but this might be too costly. It was agreed that all access issues should be emailed to JN direct at James.Nicholas@torbay.gov.uk.

Action:

JN/Co-ordinators/All

10. Updates from Area Co-ordinators

Torquay Co-ordinator : Due to personal injury, Margaret Forbes-Hamilton informed she had not been able to walk the area; therefore only issue to report was bolted gates at **Maidencombe**. Chair explained that this was Countryside Trust land and dog walkers had been leaving gates open where cattle are kept, therefore gates had to be locked; this only happened when cattle were in the fields.

Cavanna Park : A member raised the issue that access cannot be gained due to barbed wire fence around land at Cavanna Park.

Paignton Co-ordinator : Wanda Hollingworth – nothing to report.

Brixham Co-ordinators : Rob Boyd and Mick Lear. RB reported on :

Astra Zeneca : Northern arm and possibility that benches might be affected.

Fishcombe Cove : RB spoke to Scott Jones who informed at present this had stalled and might not proceed. RB would like kissing gate modernised to allow access for wheelchairs – JN suggested this could be added to 'Wish List' Items and it was agreed that the Forum would discuss the ROWIP at it next meeting in December and compile a 'Wish List'.

Churston Golf Club : Proposed development would not affect America Way.

Action:

ROWIP agenda item for December

11. TLAF Information Sharing as at September 2011

BH updated the Forum on some of the items listed.

12. Agree Meeting Dates and Venue for 2012 Meetings

Secretary to set dates for formal approval at December meeting.

Action:

Secretary agenda item for December

13. Any Other Business

13.1 New TLAF Logo

It was agreed that the TLAF logo could be re-designed in a more 'professional' and coloured format; coloured reproduction/printing to be reserved for formal representations due to cost. All members were invited to bring ideas for new logo to December meeting for discussion and agreement of Forum.

Action:

All – December agenda

13.2 Village Green Status Applications

MFH highlighted that a number of applications had been made for Village Green Status but with little information available on same. These applications were delegated to, and processed through, the Council's Legal Department. The Forum requested that Stephen Dunn from the Legal Department should be asked for all information available on these applications to be sent to the TLAF.

Action:

Secretary

14. Date/Time/Venue of Next Meetings

Changed from Thursday 8 December to Thursday 1 December from 6.00 p.m. in the Ballroom at Oldway Mansion.

The Chairperson thanked all those that attended and closed the meeting at 7.40 p.m.

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What is Huddle?

Huddle is an online network that allows users to connect, share and work together easily.

It is already used by a wide variety of organisations; from big companies such as Boots and Kia Cars, to local government such as Cheltenham Borough Council and charities including Plymouth Mind.

LAFs and Huddle

A workspace has been created on Huddle specifically for LAFs. This is an area for you to upload useful documents, start discussions with other LAFs, share information and best practice ideas. It allows you to work with others when a face to face meeting is not possible. You can make links with other LAFs that may have similar interests and priorities to yours but are the other side of the country!

The screenshot shows the Huddle workspace for 'NE - Local Access Forum'. The user is logged in as 'Jenny Parsons'. The interface includes a navigation bar with tabs for Overview, Whiteboards, Tasks, Discussions, Files, and People. The main content area is titled 'Workspace Overview' and contains a welcome message and several informational paragraphs. Below the text is a 'My Calendar' section showing a 2-week view of a calendar with a 'HertsLAF Public Meeting' event on Tuesday, September 20. At the bottom, there is a 'What's New' section with a table of recent updates.

Mon	Tue	Wed	Thur	Fri	Sat	Sun
September 19	20 HertsLAF Public Meeting	21	22	23	24	25
26	27	28	29	30	October 1	2

Title	Added By	Date Added

Huddle is absolutely free for LAFs to use, there will be no cost incurred to LAFs or local authorities for the use of Huddle.

It is a really simple tool to use and full training will be provided to all who are interested in using it. Training will be provided by regional coordinators and ongoing support will be available from Natural England.

Huddle can be accessed from anywhere, all you need is a connection to the internet.

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What can Huddle do for you?

The User Friendly Network site for Local Access Forums

Direct Contact with the Defra Minister Richard Benyon – the Minister has committed to hosting discussion events through Huddle so you can put your questions directly to him.

Links with other Forums – you can invite specific LAFs to join your discussion or see a whiteboard (this is a notice board where you can post links to interesting articles or information). This means you have a wider network than just your Region. Coastal LAFs can make links, Urban or Upland LAFs can establish their own groups to share similar issues. The possibilities are endless.

Advice - use the Discussion or Whiteboard Tabs to pose questions. Your answer may come from DEFRA, Natural England, a local authority or another LAF. Use the People Tab to find an expert to ask (each person who is registered on Huddle has a 'profile' in which they can let others know their skills and experience).



Collaborative working – use the File Tab to work on a document together, get the support of other LAFs to hone your work. Want to make a joint response with several LAFs then use the File Tab to work together.

Mentoring – need a bit of extra support with a tricky response, ask a LAF who has dealt with a similar issue to support you.

Keep up to date with new advice, guidance, legislation – use the Whiteboard Tab to post any information which you feel would be relevant and share it with other LAFs

Create an online central library - Upload your documents and presentations to the File Tab and create a central library of specialised information.

Access to information – save time by not reinventing the wheel – where you have a problem or situation, you can search for documents and read how other people have tackled a similar issue. Providing you with the opportunity to search, read, adapt and apply the knowledge to your own situation.

Check what's new – Check out the 'What's new' section for the latest discussions and file updates. We will be setting protocols to ensure that you only get alerted to things that may interest you so you shouldn't get unwanted automated emails.

Convenient – reduce your travelling needs as you can do all these amazing things from the comfort of your own home.

Reviewed and improved – Natural England will be monitoring its use and we have put together a small group of people including LAF members, Regional Coordinators and internal staff to listen to your feedback and make sure that it fulfils your needs.

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Role description for Huddle Champion

Huddle is a great way for LAFs to communicate with each other, with Natural England and with DEFRA.

Natural England will use Huddle to pass on information to LAFs such as consultations or potential funding streams that we become aware of.

Natural England currently has two workspace champions – Jenny Parsons and Rob Leek – for the LAF workspace, who will regularly check Huddle and respond where necessary or pass on information to colleagues.

We would like each LAF to nominate one person to be their Huddle Champion. This person can be a LAF member, the chair, officer or secretary. Other members of the LAF can be trained to use Huddle and have access to it alongside the Huddle Champion. The Huddle Champion could then feed comments or issues that the LAF would like Defra, NE or another LAF to comment on into Huddle and report back to their LAF any responses received.

Other tasks for the Champion are:

- Discuss with your LAF how the members would like to use huddle. You will be the main link between your LAF and huddle discussions/resources so you need to discuss this with your LAF. What are the contributions they want you to make on behalf of them, or are there issues they would like you to look out for on Huddle?
- Check Huddle on a regular basis and feedback anything that may be of use or interest to your LAF.
- Sharing documents, such as your annual report, or anything that demonstrates good practice that others across the country can benefit from, by loading relevant items onto huddle workspace.
- Contributing to any discussions already taking place on Huddle or starting new ones.

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