

**TORBAY LOCAL ACCESS FORUM**  
**MINUTES OF MEETING (HELD IN PUBLIC)**  
**IN CECIL ROOM, OLDWAY MANSION**  
**ON WEDNESDAY 18 APRIL 2007 FROM 7.00 – 9.00 P.M.**



**Present** : John Gibson (JCG) (**Chairperson**), Robert Boyd (RB), Cllr. Ian Doggett (ID) [Torbay Council], Wanda Hollingworth (WH), June Haywood (JH), Peter Huff (PH), Mike Soper (MS).

**Council Officers Attending** : Janine Clarke (JC) [Public Rights of Way Officer], Beverley Hannah (BH) [Torbay Council, Road Safety Officer].

**Others Attending** : Valerie Simpson, (VCS) Torbay LAF Secretary (Minute Taker).

**SI** = Standing Item

**ACTION**

**Housekeeping** :

TLAF Members' Expense Claim Forms – when completed send to Bev Hannah at Highways & Engineering, 4<sup>th</sup> Floor, Roebuck House, Abbey Road, Torquay, TQ2 5TF for approval and payment.

Webpage address – a reminder that information on Torbay LAF can be found on its Webpage : [www.torbay.gov.uk/localaccessforum](http://www.torbay.gov.uk/localaccessforum)

Thatcher Point S/W Coastal Path – it was hopeful that later in May 2007 this path would be open to the public.

English Riviera Walking Festival for Torbay 14 – 18 May – JCG requested BH to arrange for information on this event to be put on TLAF's Website

**BH**

TLAF's Generic E-mail Address – BH informed that PC had confirmed that the TLAF could have its own generic e-mail address to be used in place of the Highways e-mail address that was, at present, used on the TLAF website. The new address would be [torbaylaf@torbay.gov.uk](mailto:torbaylaf@torbay.gov.uk). BH/VCS would arrange with the Council's IT department for the new address to be activated and shown on the TLAF website.

**BH/VCS**

**ITEM**

1. **Apologies (SI)**

Torbay Coast & Countryside Trust (TCCT), Bob Harvey [Chairman, Devon Countryside Access Forum], Hilary Winter (HW) [Regional Co-ordinator for S/W Region LAFs], Mark Wilson (MW) [Sustainable Transport Officer], Cllr. I. Doggett.

2. **Matters Arising (SI)**

JCG informed that, after this meeting, it was hoped that all outstanding issues and actions from previous meetings would be dealt with and there would be no need to refer back to past meeting's minutes to check on items outstanding. Also, a list of Outstanding Action Points would be produced after each meeting for easy reference for members.

2.1 **From 25 October 2006 Introductions Event** – update on outstanding items :

- |       |   |                    |
|-------|---|--------------------|
| 2.1.1 | 13. Draft Rights of Way Improvement Plan/Original Maps – this had been covered in TLAF Working Group Meeting and action was now completed.                | COMPLETE           |
| 2.1.2 | 16. All future Matters Arising would be picked up by VCS and added to the Actions Outstanding List to ensure actions get picked up by all concerned.      | VCS/<br>ALL        |
| 2.1.3 | 18.3. Attracting new membership was an agenda item for this meeting.  | COMPLETE           |
| 2.1.4 | Workplan – was an agenda item for this meeting.<br>It was formally agreed that all items outstanding from the 25 October 2006 meeting had been completed. | COMPLETE<br>AGREED |

2.2 **From 27 November 2006 Training Day** :

- |       |   |              |
|-------|---|--------------|
| 2.2.1 | 6.2. Bridleways on Land Managed by TCCT – VCS had received copies of the leaflet 'Cycling & Walking In and Around Cockington' from TCCT which were distributed to members at this meeting.                          | COMPLETE     |
| 2.2.2 | 6.3. Register of Permissive Pathways – HW had forwarded information on this to VCS – please refer to Torbay LAF Action Points from Meetings as at 18/4/07 where information can be found.                           | COMPLETE     |
| 2.2.3 | 8.1. Ensuring TLAF's Effectiveness – this would be done through on-going scrutiny.  | ON-<br>GOING |
| 2.2.4 | 8.3. Good Practice Guide – The ROWIP Working Group had already familiarised itself with the Good Practice Guide on the Institute of Public Rights of Way Management's Website,                                      | COMPLETE     |
| 2.2.5 | 9. Focus and Direction for the TLAF – Key Issues – these had been picked up as part of the TLAF Workplan<br>It was formally agreed that all items outstanding from the 27 November 2006 meeting had been completed. | COMPLETE     |

2.3 **From 26 July 2006 (AGM)** :

- |       |   |  |
|-------|---|--|
| 2.3.1 | 8.0. Annual Report – Publication of Cost of Forum – JCG had requested details of the cost of Forum to be published. PC had agreed to make enquiries as to position for Torbay. BH reported that PC had asked that the LAF be informed that the estimated cost of the Forum was £3000. which included the cost of the secretary, room bookings, refreshments, travel and training costs for members, etc. and that this information could be published on the TLAF Website and in the Annual Report. JCG referred to 4.12.1 of the Defra Guidance on Local Access Forums in England '..... it is for appointing authorities to ensure that they set aside adequate financial and administrative resources for the running of the forum.' JCG requested BH to forward a definitive statement of the above to VCS that would be used within the Annual Report and on the Website and to note the adjustment to the 24 July 2006 AGM Minutes on the TLAF Webpage. |  |
|-------|---|--|

There are 4 adjustments which need to be made to the Minutes of July 2006 AGM - as currently appear on the TLAF webpage:

(1) The Minutes on the Website are wrongly headed 26th July. The AGM was held on **MONDAY 24** JULY 2006 [n.b. the listing on the webpage [on which one clicks] has the correct date, 24 July 2006].

(2) Item 4.0 gave the date of the previous years AGM as 2006. This needs correcting to 2005 [five].

(3) The Chairperson requested that 'BH to update TLAF Website' is added as an addendum [in colour red] to the relevant section of those Minutes.

(4) Item 11.0 should read: 'Date of next Annual General Meeting : Monday 23rd July 2007' [the words Annual General had been omitted]

BH

It was formally agreed that all items outstanding from the 24 July 2006 AGM had been completed except for BH updating TLAF Website.

AGREED

### 3. Minutes of LAF Meeting (held in public) on 30 January 2007

These were agreed as an accurate report of the meeting.

### 4 Matters Arising

2.1 Minutes of Meeting (held in public) on 24 May 2006 – BH confirmed that these had been put on the TLAF Website.

COMPLETE

2.2 Fisherman's Way – JC reported at present with Planning Inspector to ensure that all proceedings so far have been carried out properly and, once agreed, a decision will be made when the public enquiry will be held.

COMPLETE

Thatcher Point – covered in 'Housekeeping' above

COMPLETE

3.1 Develop Workplan – Agenda Item for this meeting 4(1).

COMPLETE

4.2.4 Horseriding – As there were few bridleways in Torbay it was suggested TLAF might talk to neighbouring authorities as to Torbay being a good place to stay for horseriders who wish to ride across the borders in South Hams or Teignbridge.

FUTURE  
AGENDA  
ITEM

Cycling – TLAF has further work to do on this. JC agreed to check whether the TLAF could contact those people direct who made comment within ROWIP, e.g. Amanda Hunt, to discuss issues around cycling.

JC

River Access Campaign – JCG commented terms of Defra Guidelines refer to access to land but pointed out there could be implications for Torbay for access to streams, rivers, lakes, etc. and raised the question as to whether the TLAF be able to express opinions within the Harbour Master's area of control? It was highlighted that in places such as Salcombe and the River Exe a boat had to be licensed and have third party insurance before it can be launched there. In other parts of Britain those sailing the boats had to have the relevant qualifications. With regards to increased safety, the TLAF would support the Harbour Master if he wanted to regulate within Torbay BH to look into position for Torbay and report back to LAF.

BH

4(1) Formulate a Workplan [Item 10 Training Day] –

The Suggested Torbay LAF Workplan 2007/8 was passed out to members at this meeting and the following comments were made :

- 4(1)1 Increase/Broaden LAF Membership and Select New Chairperson - It was suggested that the Chairperson could present to the 6<sup>th</sup> Forms of schools and the further education colleges on the work of the TLAF perhaps working with TCCT who already had an education programme. South Devon College might allow in-house displays. **AGREED**
- 4(1)2 Publicity – Working Group to include BH who has contacts with Palm Radio where LAF could use free air time. Write to School Governors and request TLAF gets raised on Governors’ Agenda. Ask Brian Carter to include work of LAF in Herald Express column. Set up meeting for public to come along and chat to existing members. Put information in libraries/Connexions Offices. Use a carrot to attract new members, e.g inform on new pathways and ask what pathways new members would like to see. **AGREED**
- 4(1)3 Assess our Limitations within Allocated Budget. BH to look into whether LAF can claim further reasonable funding from the Government to take the work of Torbay LAF forward and report back to TLAF. **AGREED**  
**BH**
- 4(1)4 Engage with Process of Local Development Framework. TLAF must understand the work of the LDF, what part appertains to TLAF and how the LAF can input into the various strategies. ID informed that he had contacted Tracey Brooks, the Lead Officer for LDF, and had arranged for a representative to come to the TLAF AGM to present on the LDF’s work and answer any questions. Steve Turner would also be attending. ID informed that anyone could attend the LDF Working Parties as ordinary members of the public. The dates of the meetings were shown on the LDF Website. JCG to liaise direct with LDF Lead to inform on work of TLAF and what was needed for the AGM’s presentation. **AGREED**  
**JCG**
- 4(1)5 Hearings – Starting in Autumn – Mental Health was suggested as the first of the hearings. Members very much recognised the importance of this issue but voiced concern that it would be a difficult area to cover for the TLAF’s first hearing and it would be more appropriate to start with a more straightforward area to gain experience. JCG asked members to contact him with what they thought would be the best area to start the hearings. The issue of who is going to facilitate the autumn hearings, who will co-ordinate the ideas and how do members see these things happening and put together had to be discussed and agreed. It was highlighted that it was important to find a new Chair from the July 2007 AGM to enable the work of TLAF to move forward. **AGREED**  
**ALL TO JCG**  
**ALL**
- 4(1)6 Encourage Wider Enjoyment of Open Spaces and the Development of Torbay’s Footpath Network within Budgetary Constraints – TLAF need to be made aware of its and Torbay Council’s budgetary limitations. BH to confirm these with PH and inform TLAF. **AGREED**  
**BH**
- 4(1)7 Maintain Links with Neighbouring LAFs and Natural England. **AGREED**

5. **Report from Topic Groups :**

Cyclical Maintenance – JCG informed that the group felt the questions raised were matters of an operational nature therefore the Council should already have

a strategy which would be able to answer these questions. Also, the LAF was not aware of the criteria used within the Council's framework to know where these issues fit. If the Council does not have a strategy in place, the Topic Group invited PC to liaise with them to get a strategy up to strength to manage the operation. BH commented the Council had seen this as an opportunity for LAF members to be involved and to inform on any work on pathways that should be completed. BH highlighted that information from the LAF was invaluable to the Council and invited LAF members to email into [Highways@torbay.gov.uk](mailto:Highways@torbay.gov.uk) at any time with any issues arising regarding pathways.

PC/JCG

JC handed out the new version of the definitive map of the whole of Torbay showing public rights of way and informing that Torbay Council no longer had a licence for internet street mapping therefore the old type of map is no longer available.

ROWIP - JC informed that PC confirmed that all the general comments on the ROWIP would be included in the final document which will be produced very shortly. JCG requested that the TLAF receive a copy of the final draft of the ROWIP three weeks before it was due to be distributed to enable the LAF to thoroughly read through same and, if necessary, to arrange a special meeting with the Council to give any final comments and then hopefully to put to bed. JC to agree a date with Council and inform VCS for the meeting if it is required.

JC/  
VCS

PC had been sent the response from the Working Group and was welcome to come back to the group with any issues. JC informed that the LAF's response would be included within the final ROWIP.

6.  
6.1 Publicity/Webpage and Leaflet and Relations with Media – BH would support LAF with this work stating establishing an identity would be very positive. BH has contacts with Gemini & Palm Radio Stations, Bay View, and Torbay Council's own Public Relations Department that could be tapped into. Press Release to be pulled together – supported by visuals, e.g. photo shoots.

Draft Leaflet and Bookmark was distributed to the meeting and members were asked to make comments and suggestions on content and send to JCG or VCS.

ALL

- 6.2 Networking – incl. to Whom Minutes Could be Sent – Decision to be made as to whether to send Minutes, Summary or Newsletter to local walking groups, other LAF's, Regional Co-ordinator, etc.
- 6.3 Attracting New Membership – suggested targeting South Devon College, Youth Organisations, Churches, GP Surgeries, Post Offices, Libraries through leaflets, posters, advertising, promotion at local events, through Ward Partnerships (on their Notice boards and at Babbacombe Fair), Health Organisations, Leisure Centres, Swimming Pools, local radio interviews, building relationships with the media, press releases with visuals – photo shoots, information in Torbay Council's Newsletters, etc. distributed to all households in Torbay, Community Centres, Oldway School, Fitness Centres, introductory document showing achievements and wins, i.e. reference paths completed by November 2007 in

ROWIP, networking with other organisations, Newsletters, Minutes, and make contact with CLANFU to try to recruit any local landowners on the fringes of Torbay.

It was queried whether the LAF would be allowed to attract sponsorship for an event. BH to look into this and report back to the LAF.

**BH**

7. **South-West LAF's Regional Meeting on 12 March 2007 :**

VCS had distributed a copy of the Summary Report of this meeting to all membership. JCG requested that members kept this as a reference document.

8. **Autumn Hearings :**

Please see Item 4(1)5 above.

9. **AGM (23 July 2007) Arrangements and Annual Report :**

JCG informed he would prepare an Annual Report for the LAF's approval prior to the AGM and arrange for a speaker to attend from the LDF team. The LAF was also reminded that the issue of a Chairperson to take over at the AGM needed to be addressed.

**JCG**

**ALL**

BH and JC gave apologies in advance for the 23 July 2007 AGM. BH informed PC would be attending AGM.

10. **Any Other Business :**

10.1 **Guidance on Local Access Forums in England** – TLAF members to familiarise themselves with the Guidance.

10.2 **Brixham Town Council** – New Parish Council would be able to have a Footpaths Committee – this would not take authority away from Torbay Council's Highways Department but the Parish Council would be able to make suggestions and give advice on footpaths. JCG would liaise with this Committee if and when it is established.

**JCG**

10.3 **Natural England's LAF Handbook** – due to come out in the next few months.

10.4 **New Meeting Dates** –

**Tuesday 8 May 2007** at Oldway Mansion from 7 p.m. (not open to public) – to decide how to attract new members. Members to think beforehand and come with ideas on how and where the LAF could target new members.

**ALL**

**Wednesday 4 July 2007** – Oldway Mansion – from 7 p.m. (not open to public) – to meet and greet new members and discuss items on suggested agenda distributed at 18 April meeting. (Changed from Monday 2 July as agreed at 8 May meeting)

**ALL**

10.5 ID informed he now had a contact telephone number regarding repair of benches at Daddyhole Road. PH informed If TCCT would like to bid through Ward Partnerships it holds c. £20,000. grant funding budget.

10.6 JC to send new version of the definitive map to Julie Green, John Gibson and Valerie Simpson.

11. **Dates for Future LAF Meetings :**

11.1 Agreed dates and Oldway as venue.(unless otherwise stated) from 7 – 9 p.m.

11.1.1 Tuesday 8 May 2007 at Oldway Mansion from 7 p.m. (not open to public) – to decide how to attract new members – BH to be lead for this meeting. Members to think beforehand and come with ideas on how and where the LAF could target new members.

11.1.2 Wednesday 4 July 2007 at Oldway Mansion from 7 p.m. (not open to public) – to meet and greet new members and discuss items on suggested agenda distributed at 18 April meeting. (Changed from Monday 2 July as agreed at 8 May meeting)

11.1.3 Monday 23 July 2007 (AGM) – agreed to invite Tracey Brooks, Ward Partnership Officer and request Torbay LDF Display for meeting.

JCG  
VCS

11.1.4 Wednesday 24 October 2007.

**(Draft Minutes Approved by Chairperson on 25.5.2007)**