



## JLAF 02

# Draft Minutes of meeting of Friday 07NOV03

Date: Friday, 7th November 2003  
 Time: 2:00pm  
 Venue: Arno's Manor Hotel, 470 Bath Road, Arnos Vale, BRISTOL. BS4 3HQ.  
 Present: Bill Blyth, David Colbourne, Cllr. Chris Cray, William Dawson, Cllr. Evelyn Elworthy, Ann Fay, John Gunner, Rae Harris, Robert Killen, Cllr. Arnold Lovell, Alun Morgan (JLAF Chair), Ray Newbigin (JLAF Vice Chair), Ronald Phelps, Andrew Short, Adam Stratton, Janet Wallis, Chris Weedon, Robin Winfield (JLAF members)  
 Rennie Dickins (South Gloucestershire Council), Chris Hogg (JLAF Secretary), Will Steel (Bath & North East Somerset Council), Andrew Ventin (Bristol City Council)  
 Marc Cashmoor (South Gloucestershire Council), Denise Chandler (Wiltshire County Council), Cllr. Howard Gawler (South Gloucestershire Council), John Roy (Bristol City Council), Sally Vickery (Somerset County Council)

		<b>Action</b>
<b>1</b>	<p><b>Introduction and Housekeeping</b></p> <p>The chair expressed his wish that all officers present take a full part in proceedings, except in casting votes. This was <u>agreed</u>.</p>	
<b>2</b>	<p><b>Apologies</b></p> <p>Peter Hart (JLAF member), Angela Nicoll (JLAF member), Paul Wynne (JLAF member), Cllr. Pat Hockey (South Gloucestershire Council), Cllr. Sir Elgar Jenkins (Bath &amp; North East Somerset Council), Cllr. Anne White (Bristol City Council), Tina Bath (Mendip Hills AONB), Barry Maunder (Envolve), Eamon McClelland (Bristol City Council), Neil Stacey (Sustrans)</p>	
<b>3</b>	<p><b>Minutes of the last meeting on 5<sup>th</sup> July 2003</b></p> <p>The minutes were agreed as an accurate record of the meeting</p>	
<b>4</b>	<p><b>Secretary's review</b></p> <p>Terms of Reference (TOR)</p> <p>At the meeting of the 5<sup>th</sup> July, members requested that the Terms of Reference be reviewed. The Secretary reported that the TOR were tied into the partnership agreement that enables the Joint LAF that was signed by each of the three councils. In order for changes to be made to the document, the agreement of those signatories would be needed. The purpose of the TOR are to provide guidance in the operation of the JLAF, and are to be used together with the Legislation, Regulations and National Government Guidance. Following discussion with the Chair and Vice Chair, it was suggested to the JLAF that the TOR be reviewed after one year. <u>Agreed</u>.</p> <p>Observers</p> <p>The secretary read out the current list of observers. Members suggested that the JLAF invites the Cotswold AONB, the Avon Wildlife Trust and the Avon Valley Partnership to be observers.</p> <p>Insurance</p> <p>The secretary reported that members of the JLAF are insured for work carried out for or on behalf of the JLAF, as long as that work is approved by the JLAF. This is on the same basis as Councillors and Officers of the councils. Should JLAF members want more technical information, then contact the secretary. A question was raised as to the limitations to the</p>	<b>Secretary</b>

	<p>insurance to people of working age, as this has been a problem elsewhere. The secretary will check the situation with regard to this.</p> <p><b>Website</b> A draft first website for the JLAF had been designed, though could not be displayed on the projector at the meeting. The secretary will make the website available to the members. Members were requested to make comment on the design, with as many suggestions for improvement as possible. The website will be launched to be publicly accessible at <a href="http://www.jlaf.org.uk">www.jlaf.org.uk</a>.</p> <p><b>Members' Summaries</b> The secretary requested that if members had not submitted a resume to appear on the website, that they do so. The secretary will send an updated contact list to all members.</p> <p><b>JLAF Library</b> The secretary will be compiling and maintaining a library of papers and documents for the JLAF members to access. It is hoped that as much of this information as possible will be made available on the JLAF website.</p> <p><b>Meetings</b> The secretary listed some of the meetings he had attended. These included adjacent LAFs, PROW liaison groups at each authority and project meetings such as for the River Avon Trail. Should members want any further details, or papers that are available from meetings, then contact the secretary. Please also contact the secretary if there are other meetings that the JLAF should be represented at.</p>	<p><b>Secretary</b></p> <p><b>Secretary and all</b></p> <p><b>Members</b></p> <p><b>Secretary</b></p>
<b>5</b>	<p><b>JLAF Documents</b> Members commended the three briefing documents, on Rights of Way, on the CROW Act and on Terms and Abbreviations as very informative. A map of the JLAF area and a sheet of statistics were made available.</p>	
<b>6</b>	<p><b>Rights of Way Improvement Plans (ROWIPs)</b> Will Steel, Team Leader, Public Rights of Way at Bath &amp; North East Somerset Council and Andrew Ventin, Senior Rights of Way Officer at Bristol City Council presented a paper on Rights of Way Improvement Plans. The Chair asked all members to send, via the secretary, their initial thoughts for ROWIPs, particularly their partial views on what such documents might contain. There was some discussion on how ROWIPs will relate to other plans and documents, particularly Local Transport Plans (LTPs), Local Plans, and Local Strategic Plans (known as Community Strategies). It was agreed that a letter would be sent from the JLAF to appropriate senior contacts in each authority that would introduce the JLAF, introduce ROWIPs and stress the link between ROWIPs and LTPs. This letter would be copied to JLAF members. There was some discussion on the definition of 'improvement'; it was suggested that Sustrans should be invited to the next meeting.</p>	<p><b>Members</b></p> <p><b>Secretary with Chair</b></p>
<b>7</b>	<p><b>Access Land</b> Rennie Dickins, Team Leader, Public Rights of Way at South Gloucestershire Council gave a talk on Access Land and the issues involved with the coming into force of the new rights in summer 2004. A handout was distributed. It was intended that provisional mapping of access land would be shown, but as the projector was not working this may be shown at a later date. The mapping is available on the Countryside Agency website. The JLAF was invited to express its views on its priorities for Access Land, perhaps as a working group.</p>	

<p><b>8</b></p>	<p><b>Members' submissions on the work of the JLAF</b>  Three areas were selected for discussion: education, urban routes and local mapping and signage.  Education (both of 'responsible access' and where the public can go)  Points included:</p> <ul style="list-style-type: none"> <li>• greater education of the country code – the secretary will present on the new country(side) code at the next JLAF meeting</li> <li>• a small group of members could brainstorm ideas, such as education in schools, perhaps preparing training pack for schools</li> <li>• encouraging tourism attractions to include information on access in their interpretation</li> </ul> <p>Urban Routes  Points included:</p> <ul style="list-style-type: none"> <li>• means to improve the health of the population</li> <li>• the JLAF area is a largely urban population and routes will be used for both commuting and leisure</li> <li>• developments should include new quality routes</li> <li>• 3 new urban routes in Norton-Radstock have visibly increased use</li> <li>• routes defined as 'countryside' routes could go into towns</li> </ul> <p>More comprehensive Local Mapping and Signage  Points included:</p> <ul style="list-style-type: none"> <li>• each town or urban area should have one map of what access is available in the area</li> <li>• maps should be excellent quality to aid those unfamiliar with mapping</li> <li>• best to provide more information that routes, such as where to park a horsebox; the locations of toilets and 'refreshment stops'</li> <li>• that internet mapping sites are encouraged to show non-vehicular routes</li> <li>• there are already a great deal of local route leaflets – members are to bring those that they hold to the next meeting</li> <li>• a good example is the Bath &amp; North East Somerset 'Why not walk' guide to walks around and between parks in Bath</li> <li>• some maps are charged for – it is preferable that maps for promoting use are available at no charge</li> <li>• South Gloucestershire's Cycling Engineer is involved in producing a cycle map for the Avon area, a joint project with Bath &amp; North East Somerset, Bristol City and North Somerset Councils. The mapping will develop over time and will be available in a format that may be launched on the internet. Such mapping could be done for pedestrian routes and bridleways. A draft will be brought to the next JLAF meeting</li> </ul> <p>Members were invited to correspond with their thoughts on these subject areas.</p>	<p><b>Members</b></p> <p><b>Secretary</b></p> <p><b>Members</b></p>
<p><b>9</b></p>	<p><b>Date of the next meeting</b>  [Friday 12<sup>th</sup> March 2004 as re-arranged, at Bath Cricket Club, therefore not now...] Friday 5<sup>th</sup> March 2004 in Bath &amp; North East Somerset.  Members were reminded that expenses forms are available for their use and were asked to write to the secretary with their views on the meeting.</p>	<p><b>Members</b></p>
<p><b>10</b></p>	<p><b>Close</b></p>	