CORNWALL COUNTRYSIDE ACCESS FORUM (CCAF)
MINUTES OF THE MEETING HELD ON TUESDAY 26 APRIL 2016

Date:	Tuesday 26 April 2016
Time:	2.00 pm
Venue:	Council Chamber, Cornwall Council, 39 Penwinnick Road, St Austell, PL25 5DR
Present:	Nicholas Jeans (Chairman), Patrick Aubrey-Fletcher, Adrian Bigg, Kevin Bosher, Carolyn Boyce, Jim Candy CC, Steve Church, Robert Fraser, Jacqueline Merrick, Andrea Sandford, James Scobie, Janet Shearer and Richard Tufnell
Also in Attendance:	Lynne Beardsmore (Representative of Secretary to CCAF) Jon James (Natural Environment Manager, Cornwall Council) Toby Lowe (Countryside Team Leader, Cornwall Council) Donald Martin (Public Space Officer, Cornwall Council) Paul Masters (Corporate Director, Economy, Enterprise and Environment, Cornwall Council)
Apologies:	Ellie Bennett, Tony Blumenau, Edward Chapman, Joyce Duffin CC, Howard Farmer, Bill Maddern CC and Caroline Sargent

Minute no		Action by
CAF/55	**Cornwall Council Consultations - Update** The Chairman informed Forum members that he had met with Paul Masters, Corporate Director, Economy, Enterprise and Environment, Cornwall Council, the previous week, during which he had raised on the Forum's behalf concerns in respect of the lack of consultation with the Forum by some departments within Cornwall Council. Consideration was then given to the verbal update given by the Corporate Director, Economy, Enterprise and Environment, Cornwall Council, in which included the following: • His responsibilities; • The changing role of the state and the community; • The reduction in the Council's revenue budget and anticipated impact; • Opportunities for devolution and the role of Town and Parish Councils; • The proposed reorganisation of the Directorate, which was due to be in place by	

	December 2016; • Joint agreement of the Forum's Work Programme; • The proposed exploration of the relationship between the Forum and the Local Nature Partnership, both of which had statutory responsibilities; • The need to establish one point of contact within the Council for the Forum; • His wish to attend a future meeting of the Forum to outline the changes within the Directorate and to devise a working methodology. In response to comments and questions from Forum members, the Corporate Director, Economy, Enterprise and Environment, Cornwall Council, and the Natural Environment Manager, Cornwall Council, confirmed that: • As Cormac was a Council owned company, it provided flexibility, particularly when emergency response work needed to be undertaken, such as during the recent floods; • The Council received better value from its own company than it would using a similar company in the private sector; • Town and Parish Councils, Universities and the private sector were buying services from Cormac because it provided value for money; • Cormac was formed of 2 separate parts: 80% of the company undertook work exclusively for Cornwall Council; 20% of the company was completely commercial and competed with other contractors for work; • If undertaking work outside of the county, a local workforce was employed. Cormac controlled the project and secured the profit for it; • As more contracts were secured, more managers were needed. These were paid for by the contract and not by Cornwall Council; • Currently, Cormac generated £7m profit, which was used to support the Council's social care programmes; • Cabinet would shortly be considering how Cormac would develop in future; • When the unitary authority was formed, it was found that some of the former district councils had no asset register. Now that this was in place for all assets throughout the county, it was possible to assess how much each asset cost to maintain;	

	• In respect of the Council's ability to meet the requirements of the Deregulation Act 2014, investigations would be carried out and a report would be brought to the Forum at its next meeting; • The Council had 5,500 mandatory duties and 1750 statutory duties, some of which were very specific. It was important to understand the full requirements of these, and the creation of a task and finish group to do this was currently being considered; • A process was now in place for Definitive Map Modification Orders, and 3 – 6 per month were regularly completed. An assessment of the volume of work required to deal with the backlog was currently underway and this information would be provided to the Corporate Director, Economy, Enterprise and Environment, Cornwall Council. It was also acknowledged that although Modification Orders were currently being received at the same rate, this would escalate as the Countryside Rights of Way Act 2026 deadline approached; • Some of the information used to populate the Definitive Map on its inception in the 1950s was incorrect, which added to the significant task of updating it; • If Parish Councils needed accurate information for their Neighbourhood Development Plans, they could secure this direct from the Council; • The benefits of access to the countryside, such as health and wellbeing and the local economy, was fully appreciated. Exeter University was currently undertaking a study on this; • The success of the South West Coast Path was well documented, but inland rights of way were much less so. There was a need to build up data on the quality of the inland public rights of way, to determine improvements and to examine funding opportunities. Following consideration of the verbal update, it was **AGREED** that 1. The information be noted; 2. The Corporate Director, Enterprise and Environment, Cornwall Council, be invited to the Forum's meeting scheduled for 26 July 2016 to provide an update in respect of the changes within the Directorate and to devise a working methodology.	JJ/ME LB

	3. The Chairman thanked the Corporate Director, Economy, Enterprise and Environment for attending the meeting and for the information provided.	
CAF/56	**Declarations of Interest (on matters included in the agenda)** The Corporate Director, Economy, Enterprise and Environment, Cornwall Council, declared an interest in Agenda No.2 (Cornwall Council Consultations – Update), as he is Chairman of Cormac.	
CAF/57	**Minutes of the Meeting held on 26 January 2016** It was moved by Richard Tufnell, seconded by Jacqueline Merrick, and **RESOLVED** That the Minutes of the meeting held on 26 January 2016 were correctly recorded and that they be signed by the Chairman.	
CAF/58	**Introduction of New Natural Environment Service Standards** (This item was taken after Agenda No.2 (Cornwall Council Consultations – Update) to allow officers to leave the meeting) The Natural Environment Manager, Cornwall Council, introduced the Countryside Team Leader, Cornwall Council, and Public Space Officer, Cornwall Council, and the presentation to the Forum. Consideration was given to the presentation in respect of Service Standards given by the Public Space Officer, Cornwall Council, which included information relating to: • The need for a comprehensive log of Cornwall Council's assets; • The application of the service standards across a significant range of asset types, from multi use trails to cemeteries and closed churchyards and inactive verges; • The setting out of a system of 4 prioritisations, from Regional (such as Tehidy Woods and the Camel Trail) to Neighbourhood 2 (such as incidental verges and small spaces); • The setting out of 4 levels of maintenance, from Level 1 (focussing on safety) to Level 4 (gold standard); • In summary, all Cornwall Council assets were now known; there was now a consistent approach to dealing with the assets; a routine	

	inspection programme was now in place; and the Council now received regular condition and safety reports. In response to questions and comments from Forum members, the Public Space Officer, Cornwall Council, confirmed that: • The asset log would be published to the website. It would be a dynamic document, which would be regularly updated, although the frequency of the updates was not yet known. Consideration was then given to the presentation by the Countryside Team Leader, Cornwall Council, in respect of the Environment Safety Management System, which included information relating to: • The defect management system, which covered all of the Council's assets, and which scheduled programmed and reactive inspections, recorded issues raised by inspectors and the public and prioritised response, and which also delivered assurance and accountability; • The asset inspections, the frequency of which would be set by the predetermined hierarchy, which would be undertaken by 7 dedicated asset inspectors, supported by 1 dedicated support officer, and in which all defects would be recorded and a defect category subsequently issued; • The defect categories, for which a risk matrix was used at the scene to measure probability of incident against severity of injury; • The response times for defect categories, which ranged from those categorised as Emergency, such as mine shaft collapses or cliff stability issues (which required immediate attention and for which the inspector stayed on site until satisfactorily addressed), to those categorised as 2.4, such as graffiti (for which works would be programmed where appropriate); • The current position, which was that asset inspectors and officers had undergone training, the inspections had gone live on 4 April 2016; the asset management system was now recording all defects across all typologies, and work programmes for the 2016/17 financial year were being developed. In response to questions and comments from Forum members, the Countryside Team Leader, Cornwall Council, and the Natural Environment Manager, Cornwall Council, confirmed that:	

	• Some of the inspectors had highways and inspections backgrounds and others had other areas of expertise. All were trained to view the asset they were inspecting from the context of the user; • If vegetation was found to be blocking a bridleway, for example, this would be reviewed through a local maintenance partnership; • If a blockage was not causing a direct risk to the user, it would receive a lower category priority; • The advantage of the system was that it provided transparency and indicative costings for remedial works; • A comprehensive asset condition survey had been undertaken which had taken 2 years to complete. All the information collected through the survey would now be kept up to date through the regular inspections; • The South West coast path was inspected twice a year by area rangers. The recording of the outcome from the inspections would be starting in September 2016; • Any landslips were treated as an emergency. In any emergency situation, the initial response would be to secure public safety. The findings from the inspection would be recorded subsequently; • It was acknowledged that in respect of the hierarchy of the asset, the national trail standards had not been set out. However, if there were any unique requirements from the national standards, these would be addressed. Following consideration of the presentations and information provided, it was **AGREED** that the information be noted. The Chairman thanked the Public Space Officer, Cornwall Council, and the Countryside Team Leader, Cornwall Council, for their interesting and informative presentation.	
CAF/59	**Matters Arising (Not otherwise included in the agenda)** The following matters were considered by the Forum:- **1) CAF/41 South West Coast Path** The Natural Environment Manager, Cornwall Council, stated that Sophy Allen, Senior Advisor, England Coast Path, Natural England, had recently resigned and recruitment was	

	under way for a replacement. An updated timetable was awaited pending completion of the recruitment process. **2) CAF/42 Kelgh Kernow Project** Steve Church stated that finance for the project, which had been renamed Kylgh Kernow, was still awaited. **3) CAF/45 (CAF/25) Strategic Plan for Trail Development** The Chairman stated that this would be addressed later in the meeting. **4) CAF/46 Chairman's Announcements** **2) Correspondence to the Forum** The Chairman stated that the matter of correspondence to the Forum had been raised by the Representative of the Secretary to CCAF with the Democratic Services Manager (Regulatory) and had been subsequently discussed at the agenda setting meeting with the Chairman. The Representative of the Secretary to CCAF stated that it had been agreed that an email would be sent by her to Forum members approximately one week before the agenda setting meeting, inviting Forum members to raise any point of interest or matter of concern arising from the correspondence received to be considered at the agenda meeting. **5) CAF/50 Multi Use Trail Working Group** The Chairman stated that there had been no further news in respect of the Bodmin-Camel Trail rail extension. Following consideration of the matters arising, it was **AGREED** That the information be noted.	
CAF/60	**Chairman's Announcements** The Chairman made the following announcements: **1) British Horse Society (BHS) Livestock and Access Awareness Event** The Chairman stated that the BHS Livestock and Access Awareness event had been rescheduled to 5 July 2016. **2) CCAF Recruitment 2016** The Representative of the Secretary to CCAF confirmed that the term of office of 4 Forum members was due to end in July 2016 and that the recruitment round for new or reappointed members was now underway. In response to queries from the Chairman, she confirmed that 1 Forum member had indicated that	

	he did not intend to re-apply for membership. The Chairman stated that as his term of membership was due to end, he had asked Bob Fraser to attend the interviews on behalf of the Forum as observer. **3) Dualling of A30 – Carnon Cross to Chiverton Cross** The Chairman stated that he, together with Bob Fraser, Adrian Bigg and the Countryside Access Team Leader, Cornwall Council, had recently met with Highways England (HE) to discuss the provision of a linear cycleway along the stretch of A30 between Carnon Cross and Chiverton Cross, and also the retention, and possible improvement, of existing cross-A30 footpaths, bridleways and cycle routes, with HE acknowledging the importance of their retention. Bob Fraser added that whilst HE had indicated that it was unlikely that the provision of cycle bridges across the A30 could be considered due to funding issues, it was hoped that diversions to side bridges could be achieved. It was noted that HE were considering re-acquisition of the closed former A30 road between Carland and Mitchell as part of the cycle route provision. Following consideration of the Chairman's announcements, it was **AGREED** That the information be noted.	
CAF/61	**Working Group Updates (Verbal reports from the Chairman of each of the following Working Groups):** Following consideration of the update given by the Chairman of each of the following Working Groups, it was **AGREED** That the information be noted.	
CAF/62	**Coastal Access Working Group** Consideration was given to the verbal update from Steve Church, who stated that the CAWG had met on 24 February 2016 to consider the list of issues and opportunities for realignment of the South West Coast Path provided by Mark Owen, National Trail Officer, Natural England and consideration was also given to the guidance from the Forum requested by Sophy Allen, Senior Advisor, England Coast Path, Natural England. Steve Church stated that the proposed response from CAWG on behalf of the Forum to Natural England addressing the matters identified by Mark	

	Owen and Sophy Allen had been circulated to all Forum members for consideration prior to the meeting, and any comments on the proposed response and the Forum's agreement to it, subject to any amendments, was now sought. He summarised the document to the Forum. In response to questions and comments from Forum members, Steve Church confirmed that: • The bridge by Par Docks had been included in the document at 1.1 Path Alignment; • A paragraph would be added to the covering letter to the effect that it was necessary to treat each estuary as an individual case. In response to the request by the Chairman that the document be tabled at the meeting due to take place between officers of Cornwall Council and representatives of Natural England, it was confirmed by the Natural Environment Manager, Cornwall Council, that this would be actioned. Following consideration of the proposed response from CAWG on behalf of the Forum to Natural England, it was **AGREED** That the proposed response from CAWG on behalf of the Forum to Natural England in respect of Path Alignment, Coastal Margin, Roll-Back, Alternative Routes, Higher Rights and Other Issues and Branding be approved, subject to the wording of the covering correspondence, particularly in respect of the treatment of estuaries, being agreed by the Chairman.	JJ SC/NJ
CAF/63	**Consultation Response Working Group** Consideration was given to the update given by the Chairman, which included: • Some CRWG members had attended the Area of Outstanding Natural Beauty Workshop on 24 June 2015 and the views expressed by Forum members appeared to have been taken into account.	
CAF/64	**Cornwall Countryside Access Strategy Task and Finish Group** Consideration was given to the updated given by the Chairman, which included: • The CCASTFG had met with Rachael Bice, Partnerships and Rural Policy Lead, Cornwall Council, on 24 March 2016, during which the Group had expressed its views on the proposed Strategy document. Following this the	

	Partnerships and Rural Policy Lead, Cornwall Council, had indicated that she would submit a report to the Forum's meeting; however, due to a key officer's annual leave, this had not been possible. The Partnerships and Rural Policy Lead had, however, sent an email, which the Chairman summarised for the Forum, and he stated that the email would be circulated to CCASTFG members for their information.	NJ
CAF/65	**Moorland and Open Access Working Group** Robert Fraser confirmed that the MOAWG had not met. The Chairman requested that contact be made with the Bodmin Moor Commoners Association.	RF
CAF/66	**Multi-Use Trail Working Group** Consideration was given to the update given by the Chairman, which included: • The MUTWG had examined the proposals for the Tresillian cycle link scheme and Bodmin Camel Trail extension. Contact had been made with the relevant project managers, who had subsequently responded regarding practical issues. The need for these projects to comply with Cornwall Council policy in respect of ensuring each project linked into the existing cycle path and footpath network had been raised with Cornwall Council, and the Corporate Director, Economy, Enterprise and Environment, Cornwall Council, would be arranging for this to be followed up and had indicated that he would ensure that the Forum received a reply. • The proposed St Erth cycleway, which was part of a project running between Penzance and Hayle and which was part of the Coastal Communities scheme, had been discovered by accident through discussions with St Erth Parish Council. It was of concern that the Forum had not been made aware of the proposal, particularly as this should form part of the Strategic Plan. Adrian Bigg would liaise with the parish council and report back outcomes to the MUTWG.	PM AB
CAF/67	**Rights of Way and Definitive Map Working Group** Consideration was given to the update given by Adrian Bigg, who confirmed that the ROWDMWG had not met since the last Forum meeting; however the British Horse Society, Ramblers Association and Cornwall Council sought a joint meeting to discuss the implications of the Countryside and Rights of	

	Way Act 2026 deadline and it was anticipated that this meeting would be held before the Forum meeting in July 2016.	
CAF/68	**Statement of Priorities for Processing Applications for Definitive Map Modification Orders** Consideration was given to the report and information circulated at the meeting in respect of the Statement of priorities for processing applications for Definitive Map Modification Orders, presented by the Natural Environment Manager, Cornwall Council, in which he highlighted that: • Following receipt of a Modification Order for a section of route along the Saints Way, which needed to be re-routed due to flooding and significant erosion, and for which in order to comply with the current Statement the only alternative was to direct users down a busy highway, it was proposed to change the current policy to allow a common-sense approach to be taken in individual cases, and the Forum's comments on the proposal were sought before 24 May 2016. Following discussion it was **AGREED** That 1. Forum members email comments to Adrian Bigg as soon as possible; 2. Following receipt of comments, it be decided if a meeting of the ROWDMWG was necessary to formulate a response to the Natural Environment Manager, Cornwall Council, on behalf of the Forum; 3. The response from the ROWDMWG on behalf of the Forum be provided to the Natural Environment Manager, Cornwall Council, before 24 May 2016.	 Forum members AB AB
CAF/69	**CCAF Work Programme** Consideration was given to the report in respect of the CCAF Work Programme, presented by the Natural Environment Manager, Cornwall Council, in which he highlighted that: (i) It was anticipated that the Work Programme would be much broader in future; (ii) It was noted that Chris Mason, Recreation Ranger, Forestry Commission, would be attending the Autumn 2016 Forum meeting; (iii) It was suggested that Jon Mitchell, Principal Public Space Officer, Cornwall Council, be invited to attend the Forum's Autumn 2016 meeting to set out the Public Open Spaces	 JJ LB

	Strategy; (iv) It was further suggested that the CAWG subsequently meets with Rachael Bice, Partnerships and Rural Policy Lead, Cornwall Council, and reports the outcomes from the meeting to the Forum. Following consideration of the report and information provided, it was **AGREED** That 1. The Representative of the Secretary to CCAF invites the Principal Public Space Officer, Cornwall Council, to the Forum's Autumn 2016 meeting, scheduled to be held on 25 October 2016; 2. The Principal Public Space Officer, Cornwall Council, be requested to provide to the Forum a briefing note before the meeting; 3. The CAWG meets with the Partnerships and Rural Policy Lead, Cornwall Council, following the presentation by the Public Space Officer, Cornwall Council, and that the outcomes be reported to the Forum at a subsequent meeting.	LB LB CAWG
CAF/70	**Date, Time and Venue of Future Meetings** The date, time and venue of future meetings were noted.	
CAF/71	**Any Business which the Chairman Considers to be Urgent** There was no urgent business for consideration.	

The meeting ended at 5.00 pm.

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