CORNWALL COUNTRYSIDE ACCESS FORUM (CCAF)
MINUTES OF THE MEETING HELD ON TUESDAY 29 JULY 2014

Date: Tuesday 29 July 2014
Time: 2.00 pm
Venue: Grenville Room, Cornwall Council, County Hall, Truro TR1 3AY

Present: Julie Bate, Tony Blumenau, Adrian Bigg, Jim Candy CC, Steve Church, Gill Derryman, Terry Faull, Robert Fraser, Edwina Hannaford CC, Nicholas Jeans, Ian Kemp, Ann Martin and Jacqueline Merrick

Apologies: Patrick Aubrey Fletcher, Howard Farmer, Bill Maddern CC and Patricia Thomas

Minute no		**Action by**
CAF/2	**Election of Chairman** Agenda No.2 It was moved by James Scobie, seconded by Julie Bate, and ***agreed*** that Nick Jeans is elected Chairman of the Forum. Nick Jeans stated that he was prepared to hold the position for one year only. He also thanked James Scobie for his hard work during his tenure.	Forum to note
CAF/3	**Appointment of Vice Chairman** Agenda No.3 It was moved by Nick Jeans, seconded by Terry Faull, and ***agreed*** that Julie Bate is appointed Vice Chairman of the Forum.	Forum to note
CAF/4	**Introduction of New Members and Welcome** Agenda No.4 The Chairman welcomed new members to the Forum and invited all parties present to introduce themselves.	Forum to note
CAF/5	**Changes to Membership 2014** Agenda No.5 In response to queries from Forum members, the Cabinet Member for Environment, Heritage and Planning, Cornwall Council, and the Natural Environment Manager, Cornwall Council, members of the Selection Panel, explained the selection process for the 2014 recruitment round. At the request of Terry Faull, it was ***agreed*** that a list of members and their interest groups is	Forum to note Secretary's Representative

	circulated. The Chairman paid tribute to the contribution made by the former members of the Forum.	
CAF/6	**Declarations of Interest (on matters included in the agenda)** Agenda No.6 There were no declarations of interest.	Forum to note
CAF/7	**Minutes of the meeting held on 25 March 2014 (for accuracy)** Agenda No.7 In response to comments from Forum members, it was ***agreed*** that the record of the meeting is named Minutes of the meeting for the future. The Minutes of the meeting held on Tuesday 25 March 2014 were ***agreed*** as an accurate record, subject to the following amendment: (i) CAF/73 to read: "...to approach other Section 94 (4) bodies to remind them that advice from the Forum was available to them." At the request of the Chairman, it was also ***agreed*** that the item Matters Arising is included in future agendas. It was ***agreed*** to note the following matters: (i) CAF/72: The existing Local Nature Partnership Board had decided to appoint 2 co-chairmen and was due to advertise for 3 new positions in the areas of marine, land-based and built heritage. (ii) CAF/73, the Cabinet Member for Environment, Heritage and Planning, Cornwall Council, and the Natural Environment Manager, Cornwall Council, confirmed that in the restructure of the Service, the area of work involving the Definitive Map had been bolstered and also confirmed that a 4 year budget had been set to provide stability. (iii) CAF/77: No further comment had been received from the Save Penwith Moors Action Group following receipt of the Forum's communication.	Forum to note Secretary's Representative Secretary's Representative Secretary's Representative Forum to note
CAF/8	**Chairman's Announcements** Agenda No.8 The Chairman had no announcements to make at this meeting.	
CAF/9	**'Walkers Welcome' Towns** Agenda No.8.1 It was ***agreed*** to note the summary given by Steve Church of the 'Walkers Welcome' Towns scheme, in	Forum to note

	which he highlighed: (i) The purpose of the scheme and potential benefits; (ii) The application process; (iii) The cost to the applicants; (iv) The criteria which applicants were required to demonstrate; (v) The accreditation process; (vi) The towns which had successfully benefitted from accreditation; and (vii) The potential for CCAF to have a role in supporting suitable applicants.	
CAF/10	**Deregulation Bill - Further proposed amendment** Agenda No.9 It was ***agreed*** to note the information given by the Countryside Access Team Leader that the proposed amendment to the Deregulation Bill appeared to have failed and that it seemed likely that the Bill would continue through the Parliamentary process in its original form. Following consideration of a letter drafted by James Scobie, which was read to the meeting, it was ***agreed*** that CCAF would not endorse the proposed response at this stage.	Forum to note
CAF/11	**Cornwall Council Enforcement Policy Update** Agenda No.10 Following detailed consideration of the 3 issues highlighted in the Conclusion to the report, it was ***agreed*** that (i) The Enforcement Policy would be brought to the next meeting for consideration of the revised priorities; (ii) A draft policy regarding side and top growth on bridleways would be included in a report on the Enforcement Policy to be brought to the Forum for consideration at its next meeting; (iii) The work being undertaken in respect of cattle attacks was the correct approach, and that education of livestock owners and members of the public, particularly dog owners, was essential. During discussion, members of the public present at the meeting and Forum members expressed concerns regarding: (i) The apparent limited resources given to enforcement matters generally and particularly in respect of complaints raised via Section 130A notices; (ii) The use of Section 130A notices as a tool to	Forum to note ME ME

	obtain action on obstructions by the Highway Authority; (iii) Procedures for CORMAC should include making contact with the relevant Parish Council prior to action being taken.	
CAF/12	**Working Group Updates (Verbal reports):** Agenda No.11 The Forum considered the verbal updates given by the Chairmen of the CCAF Working Groups or their representatives and ***agreed*** to note the information given:	Forum to note
CAF/13	**Coastal Access Working Group** Agenda No.11.1 Steve Church advised that the announcement of decisions on applications to the Coastal Communities Fund was expected on Friday, 1 August 2014.	Forum to note
CAF/14	**Moorland and Open Access Working Group** Agenda No. 11.2 Julie Bate, Chairman, MOAWG, stated that she had nothing to report to the Forum this meeting, as the Moorland and Open Access Working Group had not had occasion to meet.	
CAF/15	**Rights of Way and Definitive Map Working Group** Agenda No.11.3 Adrian Bigg, Chairman, ROWDMWG, stated that he had nothing to report at this meeting as the Rights of Way and Definitive Map Working Group had not had occasion to meet. Although it was for the Forum to set the agenda for the ROWDMWG, to assist, the Countryside Access Team Leader ***agreed*** to meet with the Chairman of the ROWDMWG to discuss topics for consideration.	 Forum/AB/ME
CAF/16	**Appointments to Working Groups 2014** Agenda No.12 Consideration was given to the report, following which it was ***agreed*** that: 1. The standing Working Groups to be re-established and appointments to be made as follows: **(i) Coastal Access Working Group** Julie Bate (User group representative) Steve Church (User group representative) Jacqueline Merrick (User group representative) James Scobie (Landowner/Manager group representative) **(ii) Moorland and Open Access Working Group** Julie Bate (User group representative) Adrian Bigg (User group representative)	Forum to note

	Robert Fraser (Other group representative) Ann Martin (User group representative) Patricia Thomas (Landowner/Manager group representative) Nick Jeans advised that he wished to stand down. **(iii) Rights of Way and Definitive Map Working Group** There were no additional appointments. The following continue to be members: Adrian Bigg (User group representative) Gillian Derryman (Landowner/Manager group representative) Robert Fraser (Other group representative) Patricia Thomas (Landowner/Manager group representative) 2. A standing Consultation Response Working Group to be formed, to which the following are appointed: - Chairman - Vice Chairman - 3 Forum Members The 3 Forum Members for 2014/15 to be: Anthony Blumenau (Landowner/Manager group representative) Jacqueline Merrick (User group representative) Terry Faull (Others group representative) It was further ***agreed*** that each Working Group would appoint its own Chairman and duly advise the Forum Chairman and the Representative of the Secretary to the Forum. 3. Authority is given to the Chairman to appoint ad hoc working groups between meetings, where appropriate, after expressions of interest have been sought from all Forum Members.	Chairmen of each Working Group
CAF/17	**Review of Cornwall Countryside Access Forum Constitution 2014** Agenda No.13 The Forum considered the report and also the copies of the current and proposed amended Constitution circulated at the meeting. During discussion of the proposed amendment to the Constitution regarding the number of meetings to be held annually, the comments made included: (i) the contribution made by all volunteers was highly valued; (ii) the changes forced by financial constraints was	Forum to note

	regrettable, but unfortunately unavoidable; (iii) the informal workshops trialled during the last 12 months had not proved to be of great value; (iv) the importance of working efficiently and effectively, particularly as members were volunteers and were giving up their own time; (v) working groups being the correct medium for discussing 'nuts and bolts' and reporting back to the Forum for final decision. During discussion of the revocation of the Chairman's discretion to appoint a further two members to the Forum, the comments made included: (i) if the Forum needed specialist advice, the Chairman could invite the relevant person to the appropriate meeting; (ii) recruiting members to the Forum outside of the annual recruitment round would be prohibitively costly; (iii) the regulations required a minimum of 10 members. A body of 20 members complied with the regulations. During discussion on the re-alignment of reimbursement of members' expenses to accord with the Local Access Forums (England) Regulations 2007 regulation 12, the comments made included: (i) the Council needed prior knowledge of expenses to be incurred for budget monitoring purposes and also to avoid a claim being refused, in which case the member would be out of pocket; (ii) the method of travel needed to be agreed in advance; (iii) the regulations made it clear what members were able to claim for and that claims must be 'reasonable'. Following consideration, it was moved by Jim Candy CC, seconded by Jacqueline Merrick, and ***agreed*** that: 1. The Constitution is amended in respect of the number of formal Forum meetings to be held annually (4 formal); 2. The Constitution is amended in respect of the period of appointment of new members to the Forum (3 years); 3. The Constitution is amended in respect of the revocation of the Chairman's discretion to appoint a further two members to the Forum	VD/ME/JJ

	(maximum 20).	
CAF/18	**CCAF Work Programme** Agenda No.14 The Forum ***agreed*** to note the updated Work Programme circulated at the meeting. The Countryside Access Team Leader drew attention to the 6 items listed for consideration at the Autumn meeting and added that, following the proposed contact with Section 94(4) bodies, it may be the case that other items would be added to the Work Programme.	Forum to note
CAF/19	**Date, Time and Venue of Future Meetings** The Forum ***agreed*** to note the provisional dates for future meetings as set out in the agenda. Julie Bate requested that the date of the October meeting be changed, as it fell within the school holidays.	Forum to note Secretary's Representative
CAF/20	**Business the Chairman Considers to be Urgent** Agenda No.16 The Forum ***agreed*** to note the following items accepted by the Chairman as urgent: (i) Reforming Access Guidance from DEFRA: This had been previously circulated and attention was drawn to the deadline for comment; (ii) National Nature Reserve Access Rights: Three areas in Cornwall were included in the review by Natural England, however it did not appear that CCAF had been consulted. It was ***agreed*** by the Countryside Access Team Leader to draw this to the attention of the local Natural England representative. (iii) Parish Paths Partnership: It was noted that the pathways in St Erme and Truro City were in particularly poor condition. (iv) Launceston Steam Railway TRAC Project: There was strong local support for reviving the project, particularly as issues of ownership affecting a section of the railway had largely been overcome.	Forum to note ME

The meeting ended at 5.20 pm.

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