Meeting Minutes

Date:	22nd October 2024
Time:	12:30 – 15:30
Location:	NCH Grenville Room / Microsoft Teams
Chair:	Victoria Burton-Davy
Vice Chair:	Carol Wilson
Attendance:	Victoria Burton-Davy, Jane Tomlinson, Jeremy Elvins, Cllr Jenny Cruse, Cllr Matt Luke, Nick Jeans, Donald Martin, David Cooper, Bill Makin, Steve Wilson, Phil Allen, Tanya Bicknell, Luke New, Kay Driver, Jim Flashman
Apologies:	Steve Church, Martin Howlett, Mike Beckett, Shelley Barratt, Cllr John Fitter, Carol Wilson, Paul Rabbeth,

1. **Welcome (Chair)**
   - Introduction of 2 new members, Kay Driver and Cllr Jenny Cruse

2. **Presentation – Penwith Landscape Recovery Project, Luke New**
   - LN gave an overview of the Penwith Landscape Recovery Project, explaining that it is an Environmental Land Management Scheme funded by Defra. The project aims to support farmers, promote healthy water and soil, encourage thriving plants and wildlife, and enhance community access. The presentation was shared to the group. Any further questions or feedback regarding the Penwith Landscape Recovery project to be forwarded to Luke, contact details are provided on the last slide.

3. AGM Business

a. Previous minutes – dated 23rd April 2024 - Approved

b. Election of Chair – Victoria standing again until new Chair comes forward. This is to be decided by the next meeting. Any questions regarding post, to get in touch with either Jane or Victoria.

c. Election of Vice Chair – Carol Wilson &/or Kay Driver

d. Presentation and Adoption of Annual Report (Retiring Chair)

- Victoria ran through what she had so far. If anything is missing that should be included please email Victoria direct.
- The subject of Council Elections was brought up. New Councillors should be made aware of CLAF, particularly those involved with Planning.

e. Re-appointment of members – Forms have been sent to those that need to renew membership. These need to be completed and sent back to Tanya ASAP.

4. Changes to membership/appointment of new members

- Appointment of new members - Kay Driver and Cllr Jenny Cruse were formally appointed to the CLAF.

5. Declarations of interest

- These have been sent out, reminders to be sent out again and returned to Tanya ASAP.

6. Updates

Jane Tomlinson (Cornwall Council)

- Restructure of the Public Rights of Way Team is now complete, with the appointment of two Assistant PRoW Officers, and a third to join later in the year. Team Leaders are now in post and a permanent Technical Support Officer appointed.
- The CAMS legal module is due to go live before the end of November. Following this we will be looking to work with our colleagues in Environment and Cormac to get them onto the system and enabling the mobile function which allows the system to be used out in the field.
- For PPOs we are looking to produce a fee table and collecting fees as work is done, also looking at taking a charge upfront.
- Have had a busy year so far. Have dealt with 4 public inquiries for definitive modification orders and 10 for common land. Also responded to 236

planning applications that affect PRoW or within 10 metres of the red line Polygon. Have also been served with eleven S130a since September.

Donald Martin (Cormac)

Don provided an update on the maintenance of PRoW, including the challenges and ongoing projects.

- The former Countryside Services Manager role has now been superseded on an interim basis, extended to include the entire Environment Service, to include Bereavement Services.
- Capital programme progressing well.
- LMP Enhance capital support grants that were used to support parish councils, has again been progressing well. Parish and town councils working on some good projects.
- Cormac Teams have been actively delivering a number of projects as part of the "Making Space for Sand" project. This is an Environment Agency initiative facilitated by Cornwall Council, allocating funding toward works on southwest coast and local rights of way.
- In terms of innovation and driving service efficiencies, Cormac hand Cornwall Council have been working to align approaches between Highways and Environment Service areas across Dangerous Tree and Dangerous Structure enforcement protocols. As part of this we are working closely with building control.
- Steve Wilson has been working with us in terms of identifying opportunities for accessibility enhancements. The sub forum were unable to meet last month but will be meeting in November. We have been able to secure some funding to deliver on some projects that have been identified.

7. Forum communications provision (Victoria Burton-Davy)

- Covered in the Chairs report

8. Active Feock (Phil Allen)

- Papers were circulated prior to meeting. Thanks to be recorded for Phil and his team.

9. Working Groups Feedback (Written Reports)

NB. Reports to be circulated prior to the meeting as this section will be questions only.

a. Review appointments to working groups

b. Questions on circulated reports:

i. **Coastal Access WG (Steve Church)** – No update
ii. **Consultation Response WG (LTP review) (Chair)** – No update
iii. **Moorland and open access WG (Martin Howlett)** – No update
iv. **Parish Council Liaison & LMP WG (Phil Allen)** – No update
v. **Multi-use trails WG. Current projects: (Nick Jeans)** – No update
    1. **A30 Carland Cross to Chiverton road improvement (Carol Wilson)** - No update
    2. **Saints Trails –** Papers circulated prior to meeting.
    3. **A30 St Austell link** – No update
    4. **Camelford Bypass –** No update
    5. **Mid Cornwall Metro – WG update** – Meeting request to be sent to Doug Bowden, Project Manager, he would like to discuss the project and give a rolling update.
vi. **Rights of way and definitive map WG** – No update
vii. **Accessibility WG (Steve Wilson)** – Papers circulated prior to meeting.
viii. **Health & Wellbeing WG** – Covered by Phil Allen in Active Feock above.
ix. **Carclaze Garden Village T&FG** – No update
x. **Countryside Access Strategy & RoWIP T&FG** – No update

10. Correspondence to the Forum

- NJ would like it noted and minuted that Devon County Council fund a p/t secretary whose job it is to run the Devon local Access Forum. The secretary is dedicated to the job and takes initiatives and bring things to the members interest. NJ stated that this is where our administration is not done effectively by others doing bits of the job. Ordinarily the secretary for the forum would be the County Council Solicitor.

11. AOB

- CLAF Training - 28th January 2025, 9:30 – 11:30, Grenville Room, NCH

12. Date of Next Meeting

- 28th January 2025, 12:30 – 15:00, Grenville Room, NCH

Forum Membership (as at date of meeting):

Landowner/ Manager Group (4)	*User Group (7)*	*Others Group (2)*	*Cornwall Council (3)*
Nicholas Jeans Bill Makin Martin Howlet Jim Flashman	Philip Allen Stephen Church Stephen Wilson Shelley Barratt Carol Wilson Paul Rabbeth David Cooper	Victoria Burton-Davey Kay Driver	Jennifer Cruse John Fitter Matt Luke

Signed: Chair of Meeting  **28/01/2025**