

AGENDA: *Tuesday 12 December 2017*

VENUE: *Wellington Room, Elizabeth II Court South, The Castle, Winchester SO23 8UJ*

10:00	MEETING COMMENCES (<i>Tea/Coffee available from 09:45</i>)		
1.	Welcome – outgoing Chair, Rachel Bryan, will welcome the newly-appointed Forum members		<i>5 mins</i>
2. 10.05	Apologies, minutes of last meeting and matters arising	<i>Information / Discussion</i>	<i>20 mins</i>
3. 10.25	Outgoing Chair & Vice-chair step down Next stage of meeting to be hosted by HCC officers until election of new Chair and Vice-chair	<i>Information</i>	<i>5 mins</i>
4. 10.30	Local Access Forums and how they work <i>Petronella Natrass, Forum Officer</i>	<i>Information</i>	<i>20 mins</i>
5. 10.50	Member introductions Members to introduce themselves and their interest(s)	<i>Information</i>	<i>30 mins</i>
6. 11.20	Overview of HCC Countryside Service <i>Jonathan Woods, Access Team Leader</i>	<i>Information/ Discussion</i>	<i>20 mins</i>
7. 11.40	Rights of Way and the Definitive Map <i>Harry Goodchild, Map Review Officer</i>	<i>Information/ Discussion</i>	<i>20 mins</i>
8. 12.00	The work of the Area Teams <i>Elliott Rowe, Senior Countryside Access Ranger (Central/East)</i>	<i>Information/ Discussion</i>	<i>15 Mins</i>
12.20	LUNCH		<i>45 mins</i>
9. 13.05	Transforming the Countryside Service to 2019 and beyond <i>Jo Heath, Head of Countryside</i>	<i>Information/ Discussion</i>	<i>30 mins</i>
10. 13.35	Annual General Meeting a) Election of Chair and Vice-Chair, after which the newly-appointed Chair will host the remainder of the meeting b) Meeting dates and Work Programme for 2018	<i>Information / Decision</i>	<i>10 mins</i>
11. 13.45	River Hamble Country Park riding permits – update <i>Jonathan Woods</i>	<i>Information / Discussion</i>	<i>15 mins</i>
12. 14.00	Portsmouth City Council ROWIP – update <i>Nick Scott, Portsmouth City Council</i>	<i>Information / Discussion</i>	<i>10 mins</i>
13. 14.10	Project/sub-group updates a) Equestrian Guidance; b) Highways Workshop; c) MOD Liaison Group (11 Oct); c) Multi-user routes; d) Coastal access; e) List of Streets; f) Planning	<i>Information / Discussion / Decision</i>	<i>20 mins</i>
14. 14.30	Forum Officer's report (<i>Petronella Natrass</i>)	<i>Discussion/ Decision</i>	<i>10 mins</i>
15. 14.40	Reports from other LAFs a) <i>New Forest LAF</i> ; b) <i>South Downs LAF</i> ; c) <i>Wiltshire CAF</i> ; d) <i>Surrey LAF</i> ; e) <i>West Berks LAF</i> ; f) <i>Other</i>	<i>Information</i>	<i>20 mins</i>
15.00	FINISH		

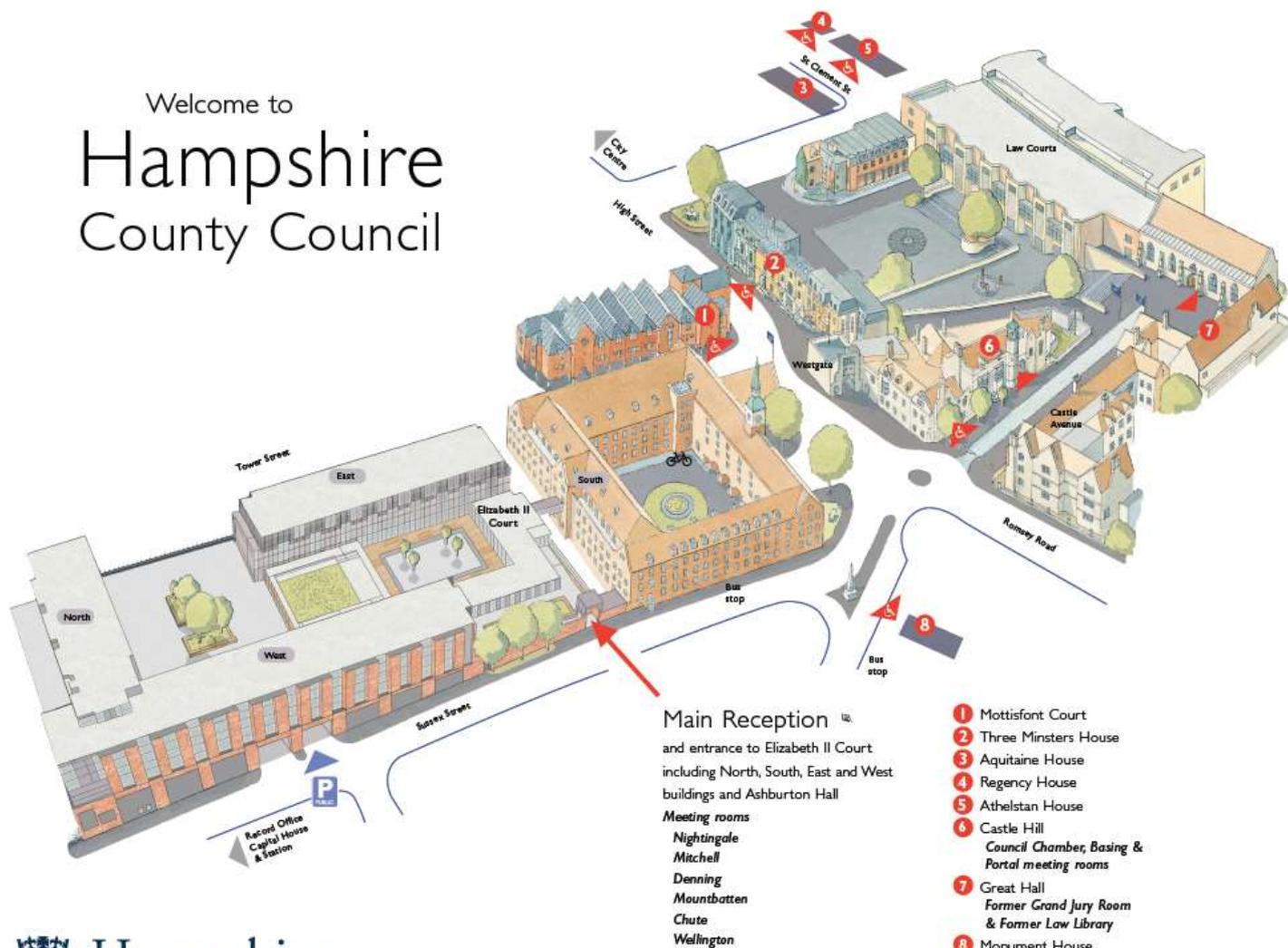
Contact: *Petronella Natrass*; 01962 845326; petronella.natrass@hants.gov.uk

Future meetings: TBC

Directions: Elizabeth II Court (Wellington Room), Winchester, SO23 8UJ

Please report to the Main Reception as marked on the map below.

Welcome to
**Hampshire
County Council**



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HAMPSHIRE COUNTRYSIDE ACCESS FORUM

Meeting: *Tuesday 12 December 2107*

Agenda item 2: *Matters arising*

Actions of the Hampshire Countryside Access Forum meeting, 12 September 2017

Reference	Action	Status
3. Byways Management	Forum agreed to form a Byways sub-group, members to include: Gail Johnson, Aileen Wood, Gill Plumbley, Andy Whincup and Jim Morey. Melanie Fortescue and Sue Coles were also proposed in their absence.	
4. National LAF Conference	PN to draft a letter to the House of Lords Select Committee to ask why the call for evidence had not been more widely promoted.	Further research indicated that this had been widely promoted, but not through NE's National LAF Conference. PN to draft a letter to NE.
5. Portsmouth ROWIP	PN to draft a formal response and circulate to Forum for comment before sending to Portsmouth on 14 September.	Completed 14 Sept
6. Bracknell Forest ROWIP	PN to draft response and circulate to Forum for comment. Consultation deadline is 4 October.	Draft completed 20 Sept/ final version sent 2 Oct. Update in Forum Officer's report (Item 14)
7. England Coast Path	PN to submit under HCAFs name, after highlighting safety issue at Langstone Harbour.	Completed 13 Sept
8. Forum Officer's Report – Portsmouth Local Plan Review	PN to draft a response and circulate to the Planning Sub-Group for approval in time to submit by 28 September	Draft completed 20 Sept / final version sent 27 Sept
9(b) - MoD Liaison Group	GF to coordinate next meeting.	Liaison Group met on 11 October – report under Item 13 c)
9(e) - List of Streets	List of Streets sub-group to meet and agree how to progress the review of 'T' roads.	
	PN to meet with Karen Murray and discuss the project further, once the sub-group has completed the initial study.	Item 13 e)
9(f) Planning	PN to arrange meetings with local planning authorities.	TBA
10 Hampshire Highways	GW and PN to liaise and develop a Workshop for Highways officers and HCAF members before 12 December.	Workshop took place on 27 November – report under item 13 b)
11 Reports from other LAFs	Helen Barker, PN to liaise re letter about Brexit.	PN to chase

Meeting:

Tuesday 12 December 2017

Agenda item 10 a):

Election of Chair and Vice-Chair

1.0 SUMMARY

The Forum is required to elect a Chair and Vice-chair for 2018 at this meeting. The national and local background is given below.

2.0 NATIONAL GUIDANCE

The national guidance incorporates the requirements of the national regulations www.opsi.gov.uk/si/si2007/20070268.htm, together with more informal advice:

5.2 Chairman and Vice-Chairman

5.2.1 The Regulations require forum members to elect from amongst their number a chairman and vice-chairman, taking such steps as may be necessary to ensure as far as practicable that they are drawn from members representing different categories of interest [categories being access user, land manager, 'other' - they may both represent 'other interests' provided they do not represent the same interest]. Members of the appointing authority should avoid offering themselves to these posts if possible.

5.2.2 The length of time to be served by the chairman and vice-chairman is for the forum to determine, but will be constrained by the maximum term of their appointment as a forum member.

5.2.3 The precise role of the chairman and vice-chairman should be determined locally by the forum and should not be unduly onerous. Much will depend on the time which the chairman and vice-chairman are prepared to devote. An effective secretary and supportive appointing authority will certainly reduce the call on their time, and there is no reason why other forum members cannot undertake certain tasks if it will help to share the burden.

5.2.4 In chairing a meeting the chairman and vice-chairman should adopt an inclusive approach, actively seeking to ensure that all relevant views are heard, and should steer the forum, as far as possible, towards a clear and agreed line. The chairman and vice-chairman should not feel constrained from contributing to the discussion by expressing their own views. It is for the person chairing the meeting to decide whether to allow observers or members of the public to participate in discussions on specific agenda items.

5.2.5 Outside of forum meetings the chairman and vice-chairman should work with the secretary in preparing the forward work programme and annual report, finalising the meeting agenda, liaising with the appointing authority(ies) on administrative, training and logistical matters, and dealing with matters that arise between meetings.

3.0 LOCAL BACKGROUND

Hampshire Countryside Access Forum's 'Structure and Remit' states that:

7.1 The Chair and Vice-chair will be drawn from Forum members and elected by separate secret ballots. If possible, one post should be filled by a member with principally land-managing interests and the other with a member who has principally user interests; members of the appointing authorities are not eligible for either position. The period of appointment for either post shall be between one and three years, to be determined by the Forum, and shall not preclude re-election of previous holders of either posts.

4.0 CHAIR AND VICE-CHAIR FOR 2018

Rachel Bryan and Alan Taylor were elected in December 2016 as Chair and Vice-Chair respectively for 2017, until the end of their 3-year appointment as Forum members in December 2017.

Both are willing to stand for a further year's term.

This does not preclude anyone else standing for either post; other volunteers would be welcome and elections will be held if there are further candidates. If any member would like to see a formal election and/or would like to stand for either post, please inform Petronella by email (petronella.nattrass@hants.gov.uk) by 12 noon on Monday 10th December at the latest.

HAMPSHIRE COUNTRYSIDE ACCESS FORUM

Meeting: *Tuesday 12 December 2107*

Agenda item 10(b): *Meeting dates and Work Programme for 2018*

ACTION required from Forum: To set dates and agree the Work Programme for the coming year

1. Proposed meeting dates for 2018:

Tuesday 20 March

Tuesday 19 June

Tuesday 11 September

Tuesday 11 December

2. Work Programme for 2018

Members are asked to review and approve the attached draft programme for the coming year.

HAMPSHIRE COUNTRYSIDE ACCESS FORUM: WORK PROGRAMME 2018

Draft for discussion

Proposed meeting dates: 20 March, 19 June, 11 September, 11 December (AGM)

(to be finalised in March 2018)

Theme	What / How	When
1. CAP Implementation	<ul style="list-style-type: none"> Advise on potential partners and/or funding for implementing projects Contribute to specific/pilot projects Advise on the implementation process Implementation of Hampshire Cycling and Walking Strategies (working with Highways) Strategic Network 	<p>Ongoing.</p> <ul style="list-style-type: none"> Access Team to provide Annual Report March 2018, plus highlight ('interim') report in September 2018. Short annual update on Cycling and Walking strategies – timing tba (June 2018?)
2. Compliance with statutory responsibilities	<ul style="list-style-type: none"> Understand full range of statutory responsibilities Monitor compliance with statutory responsibilities Provide advice and guidance on compliance with statutory responsibilities Advise on mechanisms for delivery 	<ul style="list-style-type: none"> June meeting. Annual stats on compliance with statutory duties to be available in April. Possible item on draft HCC Enforcement Policy (March 2018?)
3. Opportunities to improve access/multi-user routes	<ul style="list-style-type: none"> Rural Communities Fund (formerly Small Grants Scheme) going forward Identify additional funding sources for access improvement projects and advise Engage with Parish and Town Councils and (through the Planning sub-group) with Local Planning Authorities Note: what has changed since the last Parish Conference? Any value in another conference, and if not, how else might this happen? E.g. through Planning work, Neighbourhood Plans Develop an agreed process for influencing and advising on the planning of access within and around Major Development Areas (MDAs) Engage with Hampshire Highways Engage with County Estates e.g. to understand how HCC policy is prioritised Monitor and engage with Country Park Transformation (CPT) 	<p>Ongoing</p> <ul style="list-style-type: none"> <u>RCE</u>: Analysis of first year/comparison with SGS in June 2018. <u>Parishes</u>: Community Engagement Rangers to report in September 2018 or whenever appropriate. <u>LPAs</u>: ongoing work for Planning sub-group <u>Highways</u>: ongoing (following Workshop in Nov 2017) <u>Estates</u>: ongoing, as required <u>MDAs</u>: ongoing, Planning sub-group* to report. <u>Parish/Town Councils</u>: CERs to report in September 2018, or as required. <u>CPT</u>: ongoing – reports/site visits as appropriate

4. Education	<ul style="list-style-type: none"> • Identify opportunities to influence behaviour in the countryside and improve understanding • Identify and advise on the delivery of specific projects, e.g. Solent Bird Aware (formerly Solent Recreation Mitigation Project) • Engage with Hampshire Country Trust (formerly Hampshire Country Learning) and other partners on specific projects as appropriate • Engage with MoD/DIO to develop better understanding by users of MoD land 	Ongoing. Multi-user routes sub-group* to look at behaviours/ understanding in context of shared routes in 2018 .
5. Other matters as they arise	<ul style="list-style-type: none"> • Respond to statutory consultations and selected consultations as agreed by HCAF members • Provide advice and guidance to HCC/SCC/ PCC, District Councils and Highways Agency on the implementation of policies affecting access • Attend regional and national LAF conference • Liaise with NFAF, SDLAF and other neighbouring LAFs on specific topics as required • Liaise with members of other LAFs, including use of the Huddle network • Monitor progress with and implications of Brexit, and respond as appropriate 	All ongoing
6. Training	<ul style="list-style-type: none"> • RoW training • Other? – Forum to discuss under Matters Arising in March 2017 	RoW training for new members / revision for old in September or December

****NB The work of all sub-groups must have full Forum support before advice is issued.***

HAMPSHIRE COUNTRYSIDE ACCESS FORUM

Meeting: *Tuesday 12 December 2107*

Agenda item 12: *Summary update on Portsmouth City Councils ROWIP revision (Nick Scott, Portsmouth City Council)*

Portsmouth City Council's current Rights of Way Improvement Plan (ROWIP) runs up to 2017 and is in need of revision. As part of this process the Senior Active Travel Officer (Nick Scott) is undertaking a review of the existing rights of way network and gathering information from stakeholders and interested parties as to how the network can be improved to meet the needs of the city now and for the future.

The review of the existing network has been a mix between a practical map based exercise which has included an assessment of the provision of rights of way across the city and an assessment of other public access routes in Portsmouth. As well as this a review of outstanding claims has also been undertaken so as to consider any future additions to the Definitive Map for Portsmouth City.

At present there is a limited Definitive Rights of Way in Portsmouth that consist of a disjointed network of approximately 8km of public footpaths. The routes are mainly short links between areas of footway and public highway and offer little recreational value on their own. The main challenges in relation to these is the need to keep them well sign posted so pedestrians can use more direct routes to locations they may wish to get rather than having to use the existing road and footway network.

In terms of outstanding claims which may lead to the addition of new rights of way in the city there is currently just one. A claim for both a public footpath and restricted byway was submitted back in 2016 for a route around the outside of the Camber and this was turned down due to the council (landowner and Port Authority) believing unrestricted public access to be incompatible with the statutory duty by which the Camber was created. This was subsequently appealed by the applicants and is currently being considered by the Planning Inspectorate.

As well as considering the formal rights of way network this review will also consider the informal public access routes around the city which include the Solent Way, the Pilgrims Trail, Wayfarers Way, Millennium Promenade and the Shipwrights Way. These all provide a great resource for residents and visitors in the city to enjoy the coastal areas and important historical sites across Portsmouth. Although these are not formal PROW they are a key to improving accessibility in and around the city and for promoting tourism.

Whilst undertaking this assessment it is also important to consider the implications of the English Coastal Path which PCC are currently in discussions with Natural England about. This will provide a route around Portsea Islands east, west and southern coastline when completed. This will utilise a great deal of existing public access but will also open up areas previously inaccessible to further enhance the walking opportunities around the city.

Further to the assessment of the existing network of public access routes it is also important to consider the views and opinions of stakeholders. As part of this process an informal consultation has been sent out to stakeholders including landowners, user groups, other departments within the city council, neighbouring local authorities and of course the HCAF. This informal consultation included 3 questions:

- What are the main barriers relating to the existing rights of way network in Portsmouth;
- What are the main opportunities in relation to the rights of way network in Portsmouth;
- What do you see as the top three priorities in relation to the rights of way network in Portsmouth

At present I am still awaiting responses from a number of interested groups, particularly the Portsmouth Disability Forum. As yet no responses have been received from them and I am keen to establish their views so any revision is as robust as possible and considers as many different users as possible.

At present the main outcomes of this informal consultation has been the need to improve signage across the rights of way network but also across all areas of public access to link central areas of the island to the more recreational routes around the coastal regions of the city. This is further encouraged due to the creation of the English Coastal Path which will provide a recreational route both around the city and out of it, both east and west. Another outcome from the consultation has been the need to link the green spaces in the city and improved connectivity with routes outside of the city boundaries, to neighbouring authorities.

At this stage I am expecting all informal consultation responses to be received by early new year when I will then be in a position to start to finalise my draft. When this has been completed I will then be able to send this out for formal consultation with a view to get this adopted sometime mid-way through 2018.

Nick Scott, Portsmouth City Council
December 2017

HAMPSHIRE COUNTRYSIDE ACCESS FORUM

Meeting: *Tuesday 12 December 2107*

Agenda item 13a: *Project update – Equestrian Guidance*

We are making some progress on the design of the online document. Amendments to the text are still being awaited from interested parties, but in the meantime we have been discussing with Countryside Services regarding the question of the document's ownership.

We would like to suggest that the ownership should reside with HCAF, but endorsed and supported by HCC Countryside Service and the national body of the British Horse Society.

The reasons for this recommendation:

- As it is a non-binding guidance document neither HCC nor the BHS have the authority to ensure decision makers take account of recommendations being made.
- HCAF is a statutory body and as such decision makers have to take notice of what this Forum recommends.
- This as an opportunity for HCAF to strengthen its communication process regarding its role within Hampshire

Gail Johnson
December 2017

HAMPSHIRE COUNTRYSIDE ACCESS FORUM

Meeting: *Tuesday 12 December 2107*

Agenda item 13b: *HCAF / Highways workshop on 27 November
(Petronella Natrass, HCC Forum Officer)*

ACTION required from Forum: Members are asked to decide how to carry this work forward within the 2018 Work Programme.

On the afternoon of 27 November 10 members of HCAF met with officers from Highways and the Countryside Service for a 2 ½ hour workshop. The aim of this session was

to develop better understanding of constraints and opportunities for HCAF and Hampshire Highways to work together at an early stage in planning road improvement schemes, in order to

- ***create an improved understanding of non-motorised users' (NMU) needs and issues***
- ***reduce risk of challenge to highway improvement projects, and***
- ***achieve outcomes that are appropriate to the needs of ALL road users.***

The workshop was attended by the following Forum and HCC representatives:

CHAIR	<i>Alan Taylor (Land management practice/HCAF vice-Chair)</i>
HCAF members	<i>Sue Coles (On-road cycling) Graham Flatt (Access and community planning) Melanie Fortescue (Motor vehicle users) Gail Johnson (Carriage driving) Alan Marlow (Walking) Jim Morey (Disability) Gill Plumbley (Horse riding) Andy Whincup (Off-road cycling) Aileen Wood (Young people/education)</i>
From HCC Highways	<i>Graham Wright (HCC Strategic Transport) Linda Wickens (Engineering Consultancy)</i>
From HCC Countryside Service	<i>Elliott Rowe (Area Countryside Access Team) Owen Devine (Countryside Planning Officer)</i>
Facilitating	<i>Petronella Natrass (Forum Officer) Jonathan Woods (HCC Access Team Leader)</i>

Participants were divided into two groups (BLUE and GREEN on the attached sheets) and asked to discuss the following:

1. **Identify the main issues for non-motorised users (NMUs) of Rights of Way and other countryside access in relation to roads and traffic.**
2. **What are the main priorities and constraints for Highways in managing and improving Hampshire's road network?**
3. **by what processes might NMU needs be considered and provided for, given Hampshire Highways' (and NMUs') priorities and constraints?**

Output from the discussions is attached.

Next Steps

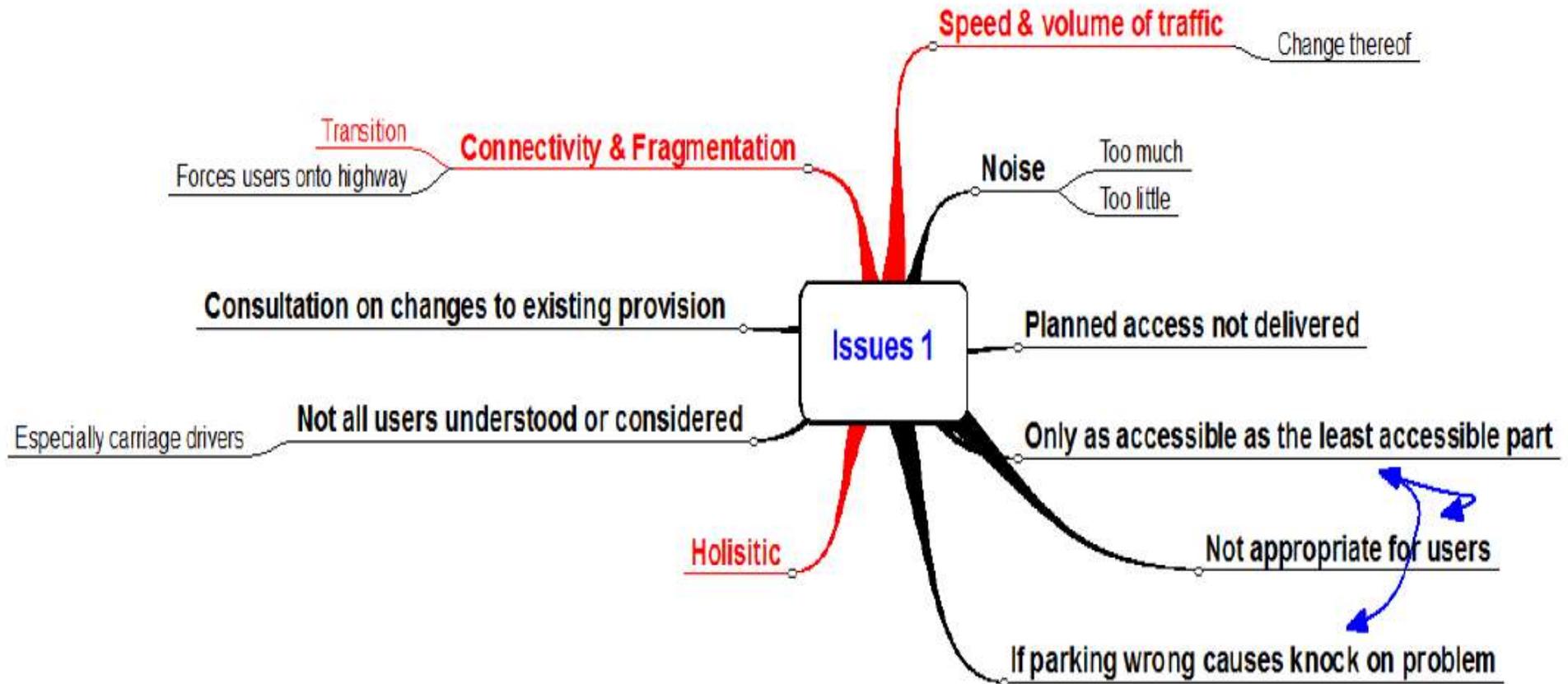
At the end of the session delegates proposed the following 'next steps':

1. Report back to next HCAF (12 December 2017) & for GW & LW to report / carry forward
2. Highways documents – HCAF involvement early, at a generic level
 - a. HCAF would like to be part of better design of road schemes
3. HCAF to consider how / what to do next – for ongoing discussion during 2018 (time TBA)
 - a. Another workshop?) not to pre-judge at this stage
 - b. Other?)
4. Further work to think about engaging with maintenance / operational side of Highways.

Petronella Natrass (Forum Officer)
December 2017

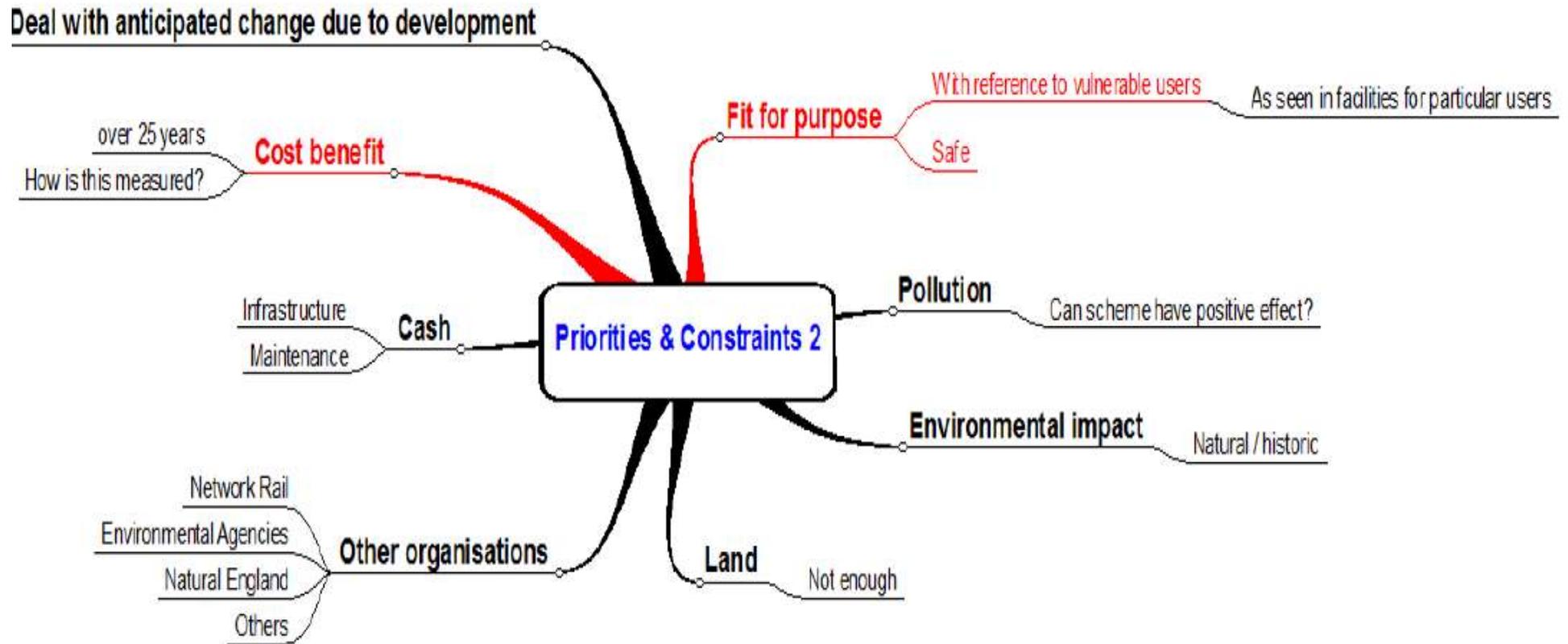
SESSION 1: Identify the main issues for non-motorised users (NMUs) of Rights of Way and other countryside access in relation to roads and traffic. (NB: these should be generic rather than specific)

BLUE 1



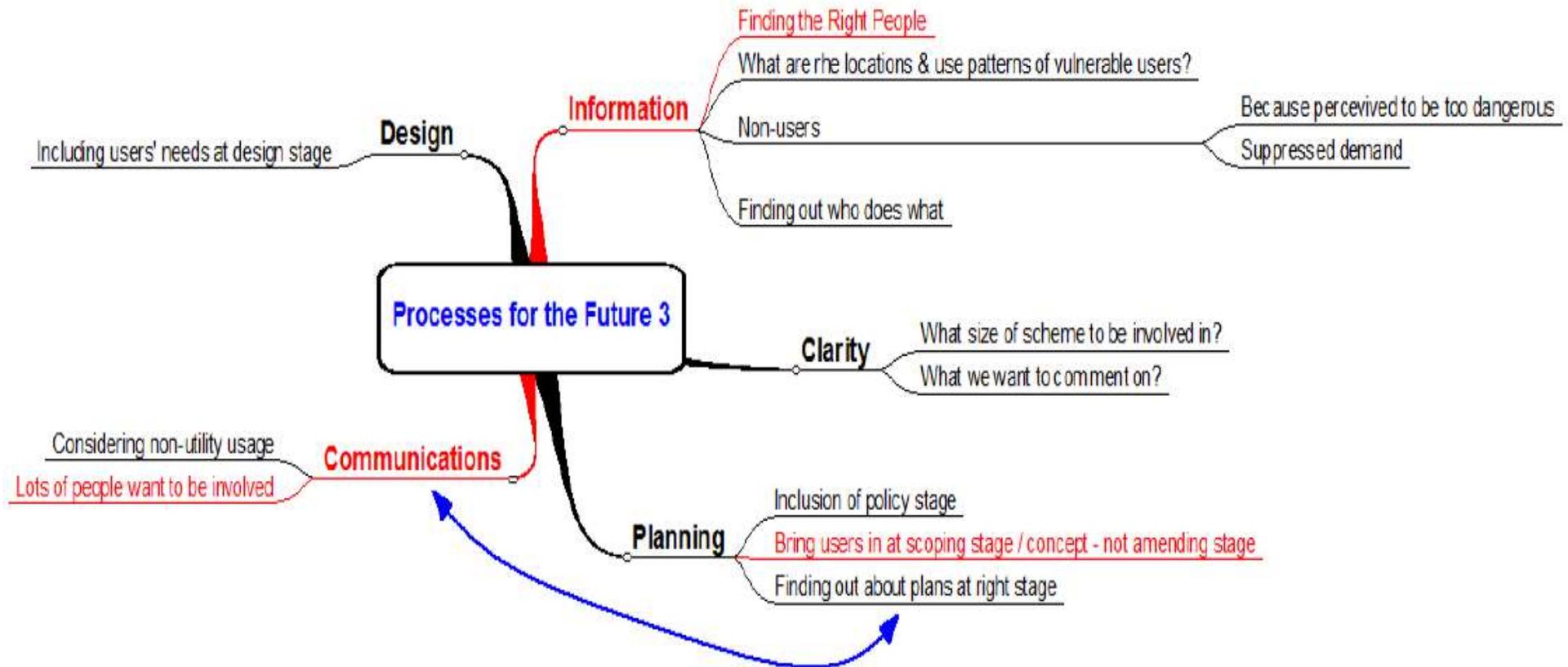
SESSION 2: What are the main priorities and constraints for Highways in managing and improving Hampshire's road network?

BLUE 2



SESSION 3: by what processes might NMU needs be considered and provided for, given Hampshire Highways' priorities and constraints?

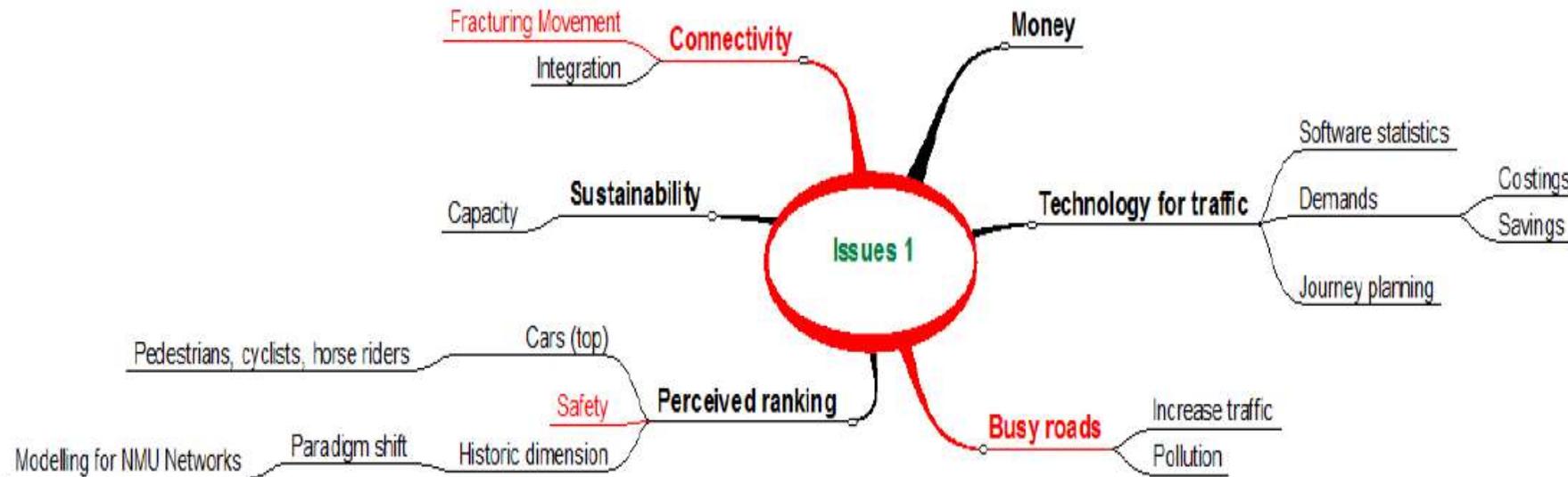
BLUE 3



CAF Highways Meeting 27 November 2017

SESSION 1: Identify the main issues for non-motorised users (NMUs) of Rights of Way and other countryside access in relation to roads and traffic. (NB: these should be generic rather than specific)

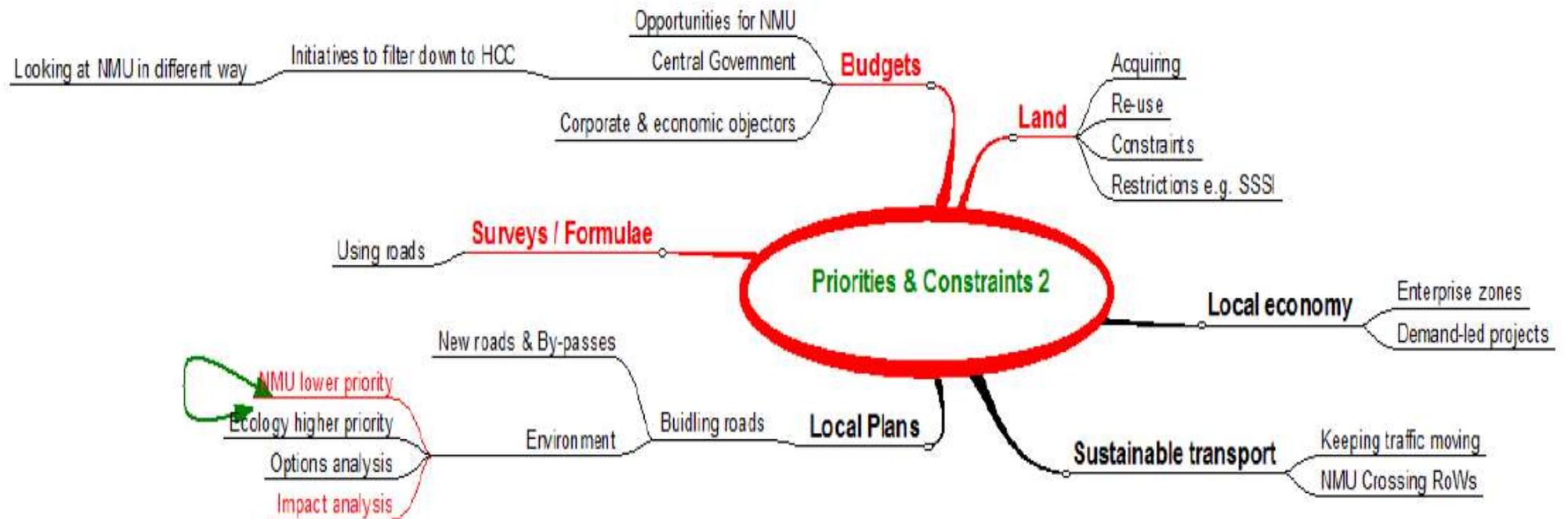
GREEN 1



CAF Highways Meeting 27 November 2017

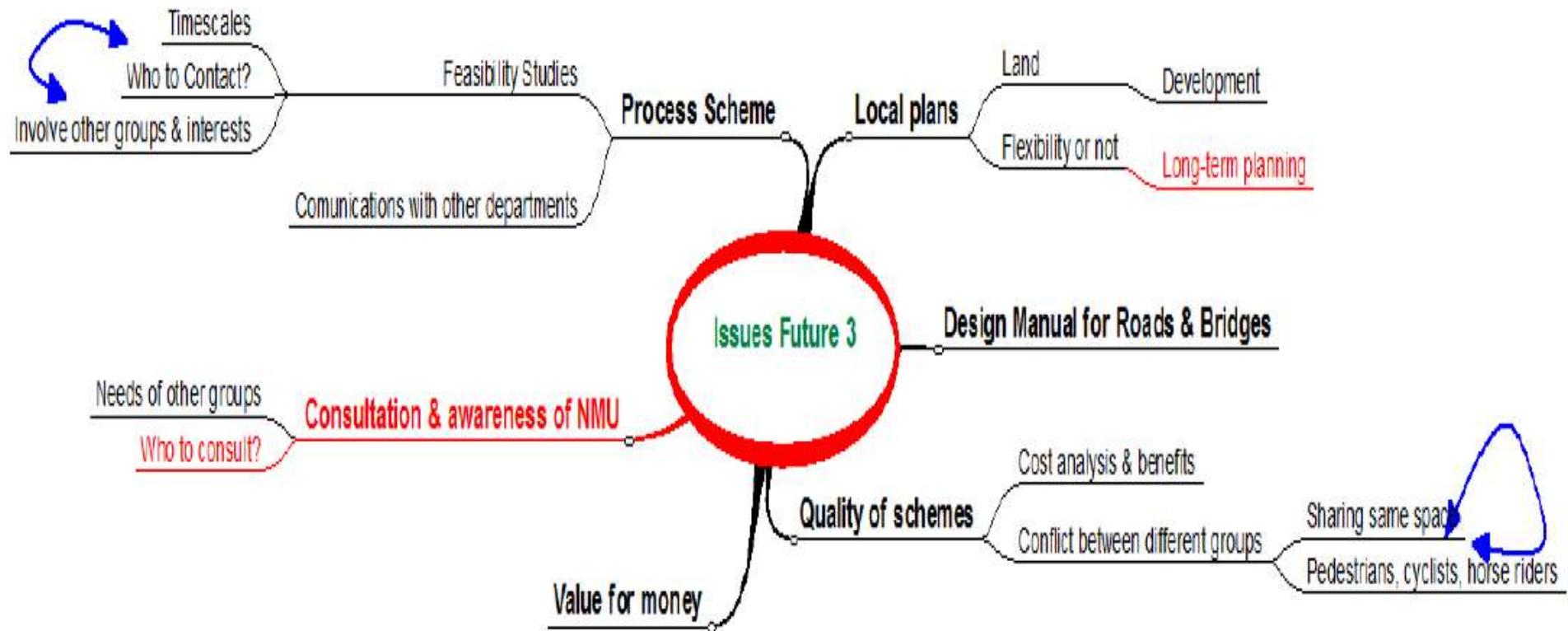
SESSION 2: What are the main priorities and constraints for Highways in managing and improving Hampshire's road network?

GREEN 2



SESSION 3: by what processes might NMU needs be considered and provided for, given Hampshire Highways' priorities and constraints?

GREEN 3



HAMPSHIRE COUNTRYSIDE ACCESS FORUM

Meeting: *Tuesday 12 December 2017*

Agenda item 14: *Forum Officer's report*

1. Rural Communities Fund (Formerly Small Grants Scheme) Countryside Access

At the September meeting I reported that 7 applications had been approved for RCF, awarding a total £4,475 to access improvement schemes. Since then a further 4 applications have been received. Two of these (for surfacing/path improvements at Headley Down Nature Reserve and stiles to gates in Whitchurch) were awarded £5,500 in October. Applications totalling £3,500 from Stratfield Turgis for two kissing gates and Milton on Sea for path surfacing are awaiting approval on 8 December. This brings the total awarded by SGS/RCF during 2017/18 to £22,500 for 20 schemes. We would like to thank the former SGS Panel members for their continuing oversight and comments on these applications.

The guidance document drafted by the three Community Engagement Rangers has been circulated to Panel members for comment by 14 December.

2. HCAF update

- **Recruitment to the Forum** – this year's recruitment drive attracted 6 new applications of a high calibre, from which we are pleased to welcome 3 new members representing tourism, business and education; disability, dog walking and volunteering; and land management/farming.
- **Working efficiently** – Hampshire County Council is seeking ways to minimise consumption of resources and work more sustainably, particularly in regard to printing and paper use. A number of Forum members are already choosing to work with electronic rather than paper copies of meeting papers. We therefore propose that from January 2018 no hard copies of documents will be sent out except to those who have specifically requested them. If you do wish to continue receiving paper copies, please send an email to petronella.nattrass@hants.gov.uk.
- **Sub-groups** – a summary of the current sub-groups of HCAF is attached, mainly for information but also for updating should members wish to join (or withdraw) at any point.

3. National LAF news

- **Annual reporting**

Earlier in the year I contacted Natural England to ask what was happening about LAF annual reports as we had not received the usual notification and template.

NE has responded with a circular to all LAFs, as follows:

We are writing to you concerning the submission of your annual report for 2016/17 - i.e. up until April 1st of this year. Natural England is currently reallocating responsibility for operational work and, due to this process and limited resource, we decided not, as in previous years, to run the usual LAF reporting process. However, we would gladly receive any completed reports (as per previous years' format/s) but, given the lateness of the request, we leave it to your discretion as to whether to submit one or not and we will look to implement an updated process for next year 2017/18.

I would recommend that, for its own purposes, it would be useful for HCAF to continue to keep an annual record of activity and on that basis propose (with the Forum's approval) to work with the Chairs to complete a report for 2016/17.

Petronella Nattrass, Forum Officer
December 2017