

NOTICE  
OF  
MEETING

LOCAL ACCESS FORUM

will meet on

**TUESDAY, 5TH FEBRUARY, 2019**

at

**5.30 pm**

in the

**DESBOROUGH 2 & 3 - TOWN HALL, MAIDENHEAD**

TO: MEMBERS OF THE LOCAL ACCESS FORUM

COUNCILLOR MAUREEN HUNT  
ASGHAR MAJEED & VACANCY

& EXTERNAL MEMBERS: [http://www.rbwm.gov.uk/web/laf\\_members.htm](http://www.rbwm.gov.uk/web/laf_members.htm)

Karen Shepherd - Service Lead- Governance  
Issued: 28/01/2019

Members of the Press and Public are welcome to attend Part I of this meeting.

The agenda is available on the Council's web site at [www.rbwm.gov.uk](http://www.rbwm.gov.uk) or contact the  
Panel Administrator **Nabihah Hassan-Farooq** 01628 796345

**Accessibility** - Members of the public wishing to attend this meeting are requested to notify the clerk in advance of any accessibility issues

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## **AGENDA - PART 1**

<b>ITEM</b>	<b>SUBJECT</b>	<b>Time</b>	<b>Reporting</b>	<b>PAGE NO</b>
1.	Welcome, Apologies and Introductions	20 minutes	Geoff Priest	-
	a) Declarations of Interests		All	3 - 4
	b) Minutes of the last meeting held on the 11th October 2018		Clerk	5 - 12
	c) Matters arising from the last meeting		Ambika Chouhan	13 - 14
2.	Members update	10 minutes	All	
3.	Presentation-Thriftwood Wetland Area Plan	20 minutes	Jason Mills (RBWM)/ David Gasca-Tucker (Atkins Global Ltd)	-
4.	Presentation - Cycling Action Plan	20 minutes	Gordon Oliver (PCL)/ James Copas (Copas Farm)	-
5.	Consultation on Existing Public Rights of Way Targets	10 minutes	Ambika Chouhan	15 - 20
6.	Recruitment Sub Team Report	10 minutes	Geoff Priest	21 - 30
7.	Date of the next meeting <ul style="list-style-type: none"><li>• To be confirmed.</li></ul>			-

## MEMBERS' GUIDE TO DECLARING INTERESTS IN MEETINGS

### Disclosure at Meetings

If a Member has not disclosed an interest in their Register of Interests, they **must make** the declaration of interest at the beginning of the meeting, or as soon as they are aware that they have a DPI or Prejudicial Interest. If a Member has already disclosed the interest in their Register of Interests they are still required to disclose this in the meeting if it relates to the matter being discussed.

A member with a DPI or Prejudicial Interest **may make representations at the start of the item but must not take part in the discussion or vote at a meeting.** The speaking time allocated for Members to make representations is at the discretion of the Chairman of the meeting. In order to avoid any accusations of taking part in the discussion or vote, after speaking, Members should move away from the panel table to a public area or, if they wish, leave the room. If the interest declared has not been entered on to a Members' Register of Interests, they must notify the Monitoring Officer in writing within the next 28 days following the meeting.

### Disclosable Pecuniary Interests (DPIs) (relating to the Member or their partner) include:

- Any employment, office, trade, profession or vocation carried on for profit or gain.
- Any payment or provision of any other financial benefit made in respect of any expenses occurred in carrying out member duties or election expenses.
- Any contract under which goods and services are to be provided/works to be executed which has not been fully discharged.
- Any beneficial interest in land within the area of the relevant authority.
- Any licence to occupy land in the area of the relevant authority for a month or longer.
- Any tenancy where the landlord is the relevant authority, and the tenant is a body in which the relevant person has a beneficial interest.
- Any beneficial interest in securities of a body where:
  - a) that body has a piece of business or land in the area of the relevant authority, and
  - b) either (i) the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body **or** (ii) the total nominal value of the shares of any one class belonging to the relevant person exceeds one hundredth of the total issued share capital of that class.

Any Member who is unsure if their interest falls within any of the above legal definitions should seek advice from the Monitoring Officer in advance of the meeting.

A Member with a DPI should state in the meeting: ***'I declare a Disclosable Pecuniary Interest in item x because xxx. As soon as we come to that item, I will leave the room/ move to the public area for the entire duration of the discussion and not take part in the vote.'***

*Or, if making representations on the item: 'I declare a Disclosable Pecuniary Interest in item x because xxx. As soon as we come to that item, I will make representations, then I will leave the room/ move to the public area for the entire duration of the discussion and not take part in the vote.'*

### Prejudicial Interests

Any interest which a reasonable, fair minded and informed member of the public would reasonably believe is so significant that it harms or impairs the Member's ability to judge the public interest in the item, i.e. a Member's decision making is influenced by their interest so that they are not able to impartially consider relevant issues.

A Member with a Prejudicial interest should state in the meeting: ***'I declare a Prejudicial Interest in item x because xxx. As soon as we come to that item, I will leave the room/ move to the public area for the entire duration of the discussion and not take part in the vote.'***

*Or, if making representations in the item: 'I declare a Prejudicial Interest in item x because xxx. As soon as we come to that item, I will make representations, then I will leave the room/ move to the public area for the entire duration of the discussion and not take part in the vote.'*

### Personal interests

Any other connection or association which a member of the public may reasonably think may influence a Member when making a decision on council matters.

Members with a Personal Interest should state at the meeting: ***'I wish to declare a Personal Interest in item x because xxx'. As this is a Personal Interest only, I will take part in the discussion and vote on the matter.***

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## ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD

### LOCAL ACCESS FORUM MEETING MINUTES

11 October 2018

#### ATTENDANCE LIST

<b>Name</b>	<b>Interest area</b>
Alan Keene	Bisham Parish Council
Steve Gillions	
Katie Sarsfield	
Margaret Cubley	
Christine Gadd	
Geoff Priest	
Councillor Maureen Hunt	
Ambika Chouhan	
Councillor Malcolm Beer	
Nabihah Hassan-Farooq	

#### APOLOGIES

<b>Name</b>
James Copas
Councillor Asghar Majeed
Anthony Hurst

**ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD  
LOCAL ACCESS FORUM  
11 October 2018  
MINUTES**

**ACTION**

**1 Election of the Chairman and Vice Chairman**

Geoff Priest was proposed as Chairman by Councillor Hunt and seconded by Councillor Beer.

**RESOLVED UNANIMOUSLY; That Geoff Priest be elected as the Chairman of the Local Access Forum.**

**Dom Lethbridge was proposed** as the Vice Chair by Councillor Hunt and seconded by Councillor Beer.

**RESOLVED UNANIMOUSLY: That Dom Lethbridge be elected as Vice Chairman of the Local Access Forum.**

**2 Welcome, Apologies & Introductions**

The Chairman, Geoff Priest welcomed all members to the meeting. It was stated that the previous Chair, Peter Thorn had resigned from the Forum and a letter of thanks that had been sent to Peter was read out to the Forum. The Forum were in agreement that a record of thanks be placed on record for Peter Thorn for all of the hard work and contributions made to the Local Access Forum.

Resignations had also been received but that this would be discussed under Members Update.

Forum Members were reminded that the meeting would be recorded, uploaded and available on the RBWM website.

Apologies for absence were received from Margaret Cubley and James Copas.

There were no declarations of interest.

The Forum approved the minutes of the meeting held on 1<sup>st</sup> November 2017.  
Matters arising from last meeting.

Matters arising

Members of the forum discussed that there were two incomplete tasks which included HA22; which included the site design for housing and there had been questions around whether this site would be delegated for housing. There was still some work to be done before a decision could be finalised on this matter. Councillor Hunt noted that this piece of land was subject to the Hurley and Walthams Neighbourhood Plan and that she had written to the Borough Local Plan examiner with her concerns as this area had been designated as PROW Act Countryside Area land not for jobs and dwellings. A response had been received that highlighted collaborative work between officers, designers and architects along with parish councillors ( who worked upon the neighbourhood steering group) should be carried out and the next meeting would be held on the 12<sup>th</sup> October 2018.

The Chair highlighted that a previous and ongoing piece of work with regards

to Ashley Hill and horse riders was in progress but outstanding. Work with shareholders of Ashley Hill, horse riders and their issues was in progress and it was noted that there had been a two year in delivery of this project due to some recommendations made by the Forestry Commission. Upon further investigation it had been highlighted that some owners had been communicated with in regards to the waterbed where a new mains line had been found with open drains. Councillor Beer stated that there had been some discussion when the LEGOLAND planning application had been considered that horse riders had raised concerns with overhanging branches and that the nearby woodland would need to be developed to provide suitable access pathways for riders.

**ACTION-** That horse riders at Ashley Hill be added to the next Rights of Way and Highways Licensing Panel meeting for consideration.

Members were informed that a plaque at Margaret Bowdery Bridge had been inaugurated on the 19<sup>th</sup> September 2018 . Ambika Chouhan (RBWM), highlighted that the steel bridge had been designed to be clad with timber over the existing steel work. It was noted that the bridge had been constructed with a composite plastic ramp and that this blended with the landscape well. There had been some set backs with the budget and ongoing maintenance of the bride and this is why newer and more diverse materials had been used. Lisa Hughes stated that there were some issues she had noticed with the surface level change and that there was some noticeable large and loose gravel upon entry from the Braywick entrance of the bridge.

**ACTION-** Lisa Hughes to email Ambika Chouhan photos of the issues raised for further discussion.

At the end of the discussion, Members thanked Ambika and her team for all of their hard work and noted that this bridge was a great tribute to Margaret Bowdery.

**3 Declaration of Interests**

None.

**4 Minutes of the last meeting**

Agreed.

**5 Matters arising from the last meeting**

Ambika Chouhan outlined the above titled item. It was noted that there were two outstanding actions, firstly HA22 which was pending due to queries surrounding the use of the site. It was stated that this land could be used for housing but that this had not been confirmed at present.

Councillor Hunt stated that within the Hurley and Walthams Neighbourhood Plan that there had been an allocation of land for 100 dwellings and that this area was also classed as countryside area land under the designated Public Rights of Way Act. Councillor Hunt highlighted that she had written to the Borough Local Plan examiner and had shared her concerns over the use of land and the duty to comply. A response had been received and officers had been actioned to work with councillors ( who formed part of the Neighbourhood Plan Steering group) and architects to work together proactively to achieve the best outcome possible. The Forum were told that there had been a meeting with the developer, architect and parish councillors and that there was another meeting being held on the 1th October. Councillor Beer highlighted that the provision of housing in the greenbelt should be subject to the rural exception

and highlighted that the area was also in the SCHLAR.

Members of the Forum were reminded that the borough was obliged to provide the same amount of area space if this land were to be utilised for housing development. It was also highlighted that Andrew Fletcher had been working with shareholders of Ashley Hill to resolve issues with horse riders. It was noted that there had been delays of up to two years due to the Forestry Commission recommendations. It was highlighted that work was being carried out with landowners who had been affected by the new mains line with open drains and Members were reminded that this could take a considerable period of time to resolve. Councillor Beer stated that he had been involved in the considerations of the Legoland Planning Application and had addressed several issues with horse riders, such as low hanging branches. It was stated that work would need to be carried out to develop and provide a suitable pathway for horse riders.

**ACTION- To add Horseriders at Ashley Hill as an Agenda item for ROWHLP**

Members were told that the Margaret Bowdery Bridge had been inaugurated by the Prime Minister on the 24<sup>th</sup> September 2018 and a plaque had been placed in her memory. It was noted that schools had used the bridge along with cyclists and that there had been good use of the bridge. Councillor Hunt highlighted the use of construction materials and it was explained that the bridge had been designed by Ambika Chouhan and she explained that a composite plastic ramp had been used to blend into the landscape. There had been some issues with the budget and ongoing maintenance of the bridge. The bridge had been clad in timber and this was done to keep the bridge within the local aesthetic. Lisa Hughes highlighted that there were some accessibility issues, such as chunky gravel which could prove difficult for those using rollators or wheelchairs and that the level change from the ramp was not smooth. It was suggested that photos of the issues be sent to Ambika and this could be looked at. Members stated that they felt this was a great tribute to Margaret Bowdery.

**6 Members' Update**

The Chair was informed that resignations had been received by Sara Church, Ian Wilson, Tom Jarvis and Rachel Forsyth.

Members welcomed Dom Lethbridge as a new member of the Forum.

**7 Membership and staff update**

The chair and forum wished to thank Andrew Fletcher for all his hard work and dedication to the forum.

**ACTION- That Geoff Priest write a letter of thanks to Andrew Fletcher**

Members discussed the need to find suitable candidates for the new vacancies and the Chair suggested that a small subcommittee be formed to work upon the vacancy campaign. Lisa Hughes, Alan Keene and Geoff Priest would form the membership of the subcommittee.

**8 LAF Annual Report**

Ambika Chouhan outlined the above titled report. It was highlighted that there was a proforma which had not been filled in attached and that it was to be uploaded as part of the report. The information would be populated by various



delegated departments and would form part of the formal Local Access Annual Report. Councillor Hunt queried the amount of expenses and it was noted that there had been refreshments allotted to the task and finish groups held last year for two working days. The total cost of refreshments totalled £200. Members of the Forum discussed the following:

- Milestone Statement and targets set
- activities of forum undertaken over the last twelve months
- Opportunities within identified large developed sites
- M4 Smart Motorways work progress
- Multi user routes
- Horse riding pathways improvements
- Disabled access and public rights of way
- Success volunteering work
- Closer engagement with parish councils
- Links with other local, regional and national LAF groups

Councillor Beer highlighted that there were no notable links with Surrey and that this should be considered as it was in close proximity to the borough.

**ACTION- To add an item for a future meeting relating to the local links to Surrey.**

## 9 **Accessibility of Public Rights of Way for People with Disabilities**

Lisa Hughes gave a presentation on the above titled item. The presentation highlighted the definition of the Equality Act 2010 and ways in which it could apply to public rights of way. Members were told that there were six key areas relating to disability that had changed within the Act which included; definition of disability, associative discrimination, discrimination arising from disability indirect discrimination, reasonable adjustments and that public bodies now had more duties. It was highlighted that public authorities must make reasonable adjustments to ensure that a disabled person was not put at a substantial disadvantage in comparison with persons who are not disabled. The forum were informed of the s149, "public sector equality duty" where a public body must have due regard to eliminating conduct that is prohibited by the act, advancing equality of opportunity between people who have a disability and people who do not and fostering of good relations between people who have a disability and people who do not.. Members were also told that in addition to the public bodies listed in schedule 19 that the section also impose the public sector equality duty on others that exercise public functions but only in respect of their public functions.

Members were told that in sub section (6) that it was made clear that complying with the duty could mean treating some people more favourably than others and when doing so is allowed by the act. Guidance from the Department of Food and Rural Affairs (DEFRA) were discussions which included service providers who must also exercise public functions and to every public authority. It was outlined that equality impact assessments(EIA) should be carried out by public authorities and it was noted that RBWM had been good in this area and that EIA's had been a valuable tool to encourage service managers to consider the equality issues within service and to act upon findings of the assessments. Types of disabilities and impairments were defined along with the models of disability which included the medical model and social model. Barriers to green spaces encountered by individuals with impairments included issues with vulnerability in populated green spaces, high levels of disability related harassment, difficulty in coping with situations when unsteady on feet or when using wheelchairs and a feeling of unwelcome if a site was neglected or poorly managed. Other issues included a limitation to the provision of information

available, resources ( such as additional equipment required for access to greenspaces), financial such as transport costs, car parking charges and entrance fees. It was also highlighted that some individuals may need a companion at the green space and could also face difficulty in getting to the greenspace where no suitable public transport was available. It was noted that there were also physical barriers at the site which were both manmade and natural.

At the conclusion of the discussion members of the forum discussed a range of topics which included:

- “reasonableness” test
- Accountability for removal of stiles by owner/occupiers of land
- Best practice nationally and examples
- Equality impact assessments carried out by RBWM
- Impact of social media
- British Standards and Inclusive Mobility 2005 guidance
- Schemes by National parks to promote accessibility for all.
- Easy access routes and signage
- Hazard flagging for the visually impaired
- Visual contrasting of access controls

Members agreed that access should be looked at to support all and to increase access to all, including families with pushchairs also. Members noted that it would be useful and interested to look at whole pathway routes and how access could be improved and developed. It was proposed that a task and finish group be formed to produce recommendations on accessibility improvements across the borough. It was agreed that Dom Lethbridge, Christine Gadd and Lisa Hughes would form the membership of the task and finish group and would return with draft terms of reference and update the group at the next meeting on progress.

**RESOLVED UNANIMOUSLY;** That Christine Gadd, Lisa Hughes and Dom Lethbridge form the membership for the accessibility of public rights of way for those with disabilities task and finish group.

**ACTION-** That an update item be added to a future meeting agenda with regards to the task and finish group.

## 10 **Progress towards existing public rights of way targets**

Ambika Chouhan outlined the above titled item. The Chairman and Forum wished to note that the ROW team has an excellent reputation and that officers should be commended for all their work to the ongoing progress of the targets. Councillor Beer stated that he felt the number of gates to be replaced should be revised as it did not reflect the amount of work available. It was discussed that some gates and stiles had been replaced but that here had not been any more replacements or repairs needed and this is why the target had not been met. It was noted that the target was set by the ROWHLP and that the target had been set with stretch and pace, to accommodate any gates that would need replacing in the future. The forum were told that improvements had been made outside of the targets that had been set and that these had been carried out by volunteers and third party organisations, for e.g. the improvements made at North Town Moor. Christine Gadd highlighted that there had been some small changes made in the Sunningdale area and that some stiles had been replaced.

## 11 **LAF Monitoring items**

Ambika Chouhan introduced the above titled item. It was highlighted that the Forlease Road improvements were currently on hold as there had been some requirements set out by the Environment Agency which had hindered progress. It was noted that site works had recently been granted by the Environment Agency and that the works would continue for a period of 30 weeks.

Members were told that there had been great success with volunteer work this year. Berkshire College of Agriculture had carried out 12 days of volunteer work and Conservation volunteers had carried out 3 volunteer days which amounted to £2084.64 worth of cost savings. St Mary's School in Ascot had also carried out 3 full volunteer days. It was noted that there had been 31 days of volunteer work committed over the last year. The panel were very thankful for the work that had been carried out and commended the work of the volunteers. Councillor Hunt stated that at the recent ROWHLP, photographs of before and after works had been shown and that a letter of thanks had been drafted as a vote of thanks to the volunteers for their contributions. Members were also told that with regards to the M4 Smart Motorway that there were works outstanding with the detailed design. It was highlighted that this information would return to the Forum at a future date to update progress.

## **12 Feedback from meetings and conferences**

It was discussed that in reference to point 3.7 and 4.2 that an update to the MBWLAF would be heard. Members were keen to review other LAF's and to discuss ideas locally.

## **13 Date of the next meeting**

Members noted the date of the next meeting and it was resolved unanimously that the November meeting be postponed and new meeting for January be scheduled.

The meeting, which started at 6.30 pm, ended at 8.09 pm.

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LOCAL ACCESS FORUM: 5<sup>TH</sup> Feb 2019

## ACTIONS ARISING FROM THE MEETING

### PURPOSE OF REPORT

To inform the Local Access Forum about the progress made on actions and issues arising from the Forum meeting held on 11th Oct 2018

Key:

Completed items

In progress

Incomplete

Action owners:

GP	Geoff Priest	AH	Anthony Hurst (Parks and Countryside Team Leader)
SW	Sharon Wootten (Public Rights of Way Officer)	VG	Victoria Gibson
LH	Lisa Hughes	AK	Alan Keene
ACH	Ambika Chouhan	DL	Dom Lethbridge

### Agenda Item 2: Members Update

Item	Action / Issue	Action Owner	Outcome
2.1	AF resignation	GP	GP to write a letter of thanks to AF
2.2	Information: Margaret Cubley passed away on 29 <sup>th</sup> Nov 2018	ACH/GP	Letter of condolences & thanks to be sent by ACH/ GP
2.3	Subcommittee formed to look into recruitment issues of the forum	GP,AK,LH	Meeting held in Nov 2018 and proposals will tabled at this meeting. Agenda Item 6

### Agenda Item 4: Accessibility & PRow

Item	Action / Issue	Action Owner	Outcome
4.1	LH to send photos /issues to ACH of any issues to accessibility encountered.	SW/DL	SW to liaise with DL National Trust and Woodland Trust on a various matters, including a new promoted circular route around Cookham and Bisham
4.2	Subcommittee formed to look into access issues in the borough	LH,DL,CG	Subcommittee could not meet up due to lack of common dates

**Agenda Item 5: LAF annual report**

Item	Action / Issue	Action Owner	Outcome
5.4	Site HA22 of the BLP earmarked for housing development although the above mentioned site is designated Open Countryside.	VG/AH	Cllr MH has written to BLP about her concerns of the plot of land's designation. Update since 12 <sup>th</sup> October meeting.

**Agenda Item 7: LAF Monitoring Items**

Item	Action / Issue	Action Owner	Outcome
7.1	SW to work with AK to approach the other stakeholders at Ashley Hill to see if they would be happy in principle for increased horse riding access in the woods	AK/SW	This project will be taken forward in 2018 by SW and horse riders at Ashley Hill will be added to next RoW panel meeting

**Agenda Item 8: Feedback from meetings and conferences**

Item	Action / Issue	Action Owner	Outcome
8.1	Next 2019 LAF Chairs meeting proposed by Graham Pockett Parks and Countryside Development Manager of Bracknell Forest Council	GP	GP /ACH to attend once dates are confirmed.
8.2	Future links to Surrey shall be explored	GP/ACH	Meeting option to be explored

## CONSULTATION ON DRAFT MILESTONES STATEMENT & PUBLIC RIGHTS OF WAY IMPROVEMENT PLAN ANNUAL REVIEW 2019/20

### 1. **PURPOSE OF REPORT**

To consult the Forum on the priorities, targets and service standards to be included in the Milestones Statement & Public Rights of Way Improvement Plan Annual Review 2019/20.

### 2. **SUPPORTING INFORMATION**

- 2.1 The Council produces a **Milestones Statement & Public Rights of Way Improvement Plan Annual Review**, which sets out priorities, targets and service standards for public rights of way work in the coming year, and reviews progress made in the previous year. The Statement also includes an update on progress with implementation of the Public Rights of Way Management and Improvement Plan 2016/2026.
- 2.2 The Milestones Statement helps guide the work of the Council's Public Rights of Way Team, ensures that available resources are directed towards agreed objectives and priorities, and enables effective monitoring of progress.
- 2.3 The Milestones Statement is scheduled to be submitted to the Council's Rights of Way and Highway Licensing Panel on **4<sup>th</sup> March 2019**, prior to publication in April 2019. The published Milestones Statement will then be circulated to all members of the Rights of Way and Highway Licensing Panel, Parish Councils, Local Access Forum members and others with an interest in the public rights of way network, and will also be available in public libraries and Council offices, and will be published on the Borough website.
- 2.4 The views of the Local Access Forum are requested on the following:
  - Priorities for 2019/20: Are there any recommended changes to the priorities listed in the current 2018/19 Milestones Statement (see Appendix A)?
  - Milestones Targets for 2019/20: Are there any recommended changes to the Milestones Targets listed in the current 2018/19 Milestones Statement (see Appendix A)?
  - Service Standards for 2019/20: Are there any recommended changes to the Service Standards listed in the 2018/19 Milestones Statement (see Appendix A)?

Progress towards the Milestones Targets in the current year is set out elsewhere on the agenda, and could be used as a guide to setting the targets for 2019/20.

**MAKING YOUR COMMENTS**: Any comments or recommendations agreed by the Forum at its meeting on 5<sup>th</sup> February will be incorporated into a report to the 4<sup>th</sup> March 2019 Rights of Way and Highway Licensing Panel as "Local Access Forum comments or recommendations".

**Public Rights of Way Milestones 2018-2019: monthly summary (running total)**

	Apr	May	June	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar 31 <sup>st</sup> 2018
<b>Target 2018-19</b>												
<b>95% easy to use</b>	-	-	-	87%	-	-	-	-	-	87%		
<b>10 major surface or clearance jobs</b>	1	5	6	7	7	8	10	10	10	10		
<b>7 bridge repairs or replaceme nts</b>	0	1	4	5	5	6	7	8	8	9		
<b>1 new Parish leaflet</b>	0	0	0	0	0	0	0	0	0	0		
<b>1 new prom. info. (assist others)</b>	0	0	0	0	0	0	0	0	0	1		
<b>1 new path created</b>	0	0	0	0	0	1	1	1	1	1		
<b>10 access improvm ents</b>	3	4	8	8	8	8	9	9	9	10		
<b>Number of issues outstanding on database</b>	-	10	8	10	12	12	10	10	10	10		



## Royal Borough of Windsor and Maidenhead Public Rights of Way Milestones Targets 2018-19

<b>UPDATED: 21<sup>st</sup> January 2019</b>	
<b>WELL MAINTAINED</b>	
<b>WM1</b> <i>To ensure that all public rights of way are easy to use by members of the public (former Best Value Performance Indicator 178). Target for 2017-18: 95%</i>	<i>[note: surveys to be undertaken in Spring and Autumn by East Berks Ramblers]</i>  <b>Spring survey 87%</b>
<b>WM2</b> <i>To carry out major surface improvements or vegetation clearance on 10 public rights of way. (FP =footpath, BR = bridleway, RB = restricted byway)</i>	
Cookham Footpath 61 (off Thames Path)	Surface improvements
Cookham Footpath 46 (Adjacent to Shergold Way)	Surface improvements
Datchet Footpath 9 (Thames Path)	Surface improvements
Hurley Footpath 1 (Thames Path)	Surface improvements
Hurley Bridleway 15 (Hodgedale Lane)	Vegetation clearance works
Hurley Horse Margin (Henley Road)	Vegetation clearance works
Hurley Footpath 44 (off Star Lane)	Surface improvements
Hurley Footpath 45 (off Knowl Hill Common)	Surface improvements
Maidenhead RB 70 (Malders Lane)	Surface improvements
Old Windsor Footpath 3 (Thames Path)	Surface improvements
	<b>Total : 10</b>
<b>WM3</b> <i>To repair or replace 7 bridges.</i>	
Bray Footpath 4 (off Sturt Green)	Bridge replaced
Cox Green Footpath 11 (Ockwells Park)	Boardwalk repairs
Eton Footpath 3 (off Common Road)	Bridge repaired
Sunninghill Footpath 5 (off Cheapside Road)	Extension to boardwalk
Sunninghill Footpath 5 (off Cheapside Road)	Bridge repaired
Sunninghill Footpath 13 (off Coronation Road)	Repairs to bridge approaches
Waltham St Lawrence Footpath 12 (off Mire Lane)	Bridge improvements
Waltham St Lawrence Footpath 34 (off Hungerford Road)	Bridge replaced
Waltham St Lawrence Footpath 38 (off Smewins Road)	Bridge repaired
	<b>Total : 9</b>
<b>WELL PUBLICISED</b>	
<b>WP1</b> <i>To produce 1 new Parish rights of way leaflet</i>	<b>Total : 0</b>

# Royal Borough of Windsor and Maidenhead

## Public Rights of Way Milestones Targets 2018-19

<p><b>WP2</b> <i>To assist others to produce effective promotional material: minimum of 1 new or updated publication.</i></p>	<p><b>White Waltham</b> walks leaflet/poster updated</p> <p><b>Total: 1</b></p>
<b>IMPROVING ACCESS AND CONNECTIVITY</b>	
<p><b>AC1</b> <i>Create 1 new strategic path, either public right of way or permitted, to fill identified gaps in the public rights of way network as/when opportunities arise.</i></p>	<p><b>Margaret's Bridge:</b></p> <p>Footpath/cycleway and bridge, Braywick Park to Bray Road (at Oldfield Primary School)</p> <p><b>Total: 1</b></p>
<p><b>AC2</b> <i>To make 10 physical access improvements, including the replacement of stiles with gates or gaps, to facilitate use by those with special needs, the elderly, people with pushchairs etc.</i></p>	
<p>Bray Footpath 72 (The Causeway)</p>	<p>Surface improvements for buggy use</p>
<p>Cookham Footpath 29 (off Alleyns Lane)</p>	<p>One stile replaced with Kissing Gate</p>
<p>Cox Green Footpath 11 (Thrift Lane-Thrift Wood)</p>	<p>Kissing Gate removed</p>
<p>Hurley Footpath 1 (Thames Path)</p>	<p>One gate replaced with gap</p>
<p>Hurley Footpath 18 (Berkshire College of Agriculture)</p>	<p>Two kissing gate enclosures widened, One new swing gate put in to avoid ancient narrow kissing gate</p>
<p>Waltham St Lawrence Footpath 41 (off Brook Lane)</p>	<p>One stile replaced with gap</p>
<p>Waltham St Lawrence Footpath 41 (off Brook Lane)</p>	<p>One stile replaced with Kissing Gate</p>
<p>Wraysbury Footpath 6 (off Douglas Lane)</p>	<p>One stile replaced with Kissing Gate</p>
<p></p>	<p><b>Total: 10</b></p>

## 2 OBJECTIVES

### 2.1 Priorities for 2018/19

- Maintenance and enforcement: bring all public rights of way up to an acceptable standard for all users.
- Encourage and support the involvement of volunteers in the maintenance and improvement of public rights of way.
- Equality of service: ensuring that the needs of all users, regardless of race, disability, sexuality, age and religion, are taken into account.
- Ensure that the Thames Path National Trail is consistently safe and easy to use by all members of the public.
- Seek to complete the missing links in the Millennium Walk.
- Partnership working: working with all interested parties in the management of public rights of way, (e.g. Local Access Forum, Parish Councils, Civic Societies, residents associations, user groups and landowners)
- Claims: reduce the backlog of applications to add to or amend the Definitive Map.
- Changes to the network: seek improvements in association with development and other proposals. [*e.g with reference to the Borough Local Plan Position Statements submitted by the Local Access Forum; see Appendix 8*]
- Improvements: seek improvements and additions to the network to enhance connectivity for horse riders, cyclists and people with restricted mobility.
- *Explore opportunities to extend, create or promote Multi User Routes*
- Ensure effective early consultation with interested parties on proposed changes to the network, in accordance with government regulations, circulars and codes of practice.
- Liaise with landowners and occupiers on all public rights of way matters, including updating and advising landowners on changes in legislation and encouraging the establishment of permitted routes.

- Maximise the use of recycled and reused materials in rights of way maintenance where practicable.
- Develop and enhance the information available online for public rights of way, including the use of social media where appropriate.

### 2.2 Milestones Targets for 2018/19

#### Well Maintained

**WM 1:** To ensure that all public rights of way are easy to use by members of the public. (This is the former Best Value Performance Indicator for public rights of way). Target for 2017/18 is **95%**.

**WM 2:** To carry out major surface improvements/vegetation clearance on **10** public rights of way.

**WM 3:** To repair or replace 7 bridges.

#### Well Publicised

**WP 1:** To produce **1** new Parish rights of way leaflet.

**WP 2:** To assist others to produce effective promotional material: a minimum of **1** new or updated publication.

#### Improving Access and Connectivity

**AC 1:** Create **1** new strategic path, either public right of way or permitted, to fill identified gaps in the public rights of way network, as/when opportunities arise.

**AC2:** To make **10** physical access improvements, including the replacement of stiles with gates or gaps, to facilitate use by those with special needs, the elderly, people with pushchairs etc.

***Note:** the targets set out above are interchangeable and subject to change should the need arise, to ensure flexibility in light of changing circumstances or to take advantage of opportunities that may arise during the course of the year.*

## APPENDIX 4

### **Service standards**

The Royal Borough of Windsor and Maidenhead has the following key aims in relation to public rights of way:

- To ensure that the borough's public rights of way network is properly maintained and well publicised
- To ensure that public rights of way are safeguarded and enhanced
- To help landowners and users to understand their responsibilities and rights
- To consult and work with interested parties to achieve the provision of a well-maintained and signed network of public rights of way

#### **We will liaise with and involve:**

- Local Access Forum
- Parish and Town Councils
- Natural England
- East Berks Ramblers
- Disabled Ramblers
- British Horse Society
- British Driving Society
- Cyclists' Touring Club
- Sustrans
- Vehicle User Groups
- National Farmers' Union
- Country Land & Business Association
- Thames Path Management Group
- Any other interested parties

**We will comply with British Standards** on all new structures and furniture, and where possible, upon replacement of existing structures or furniture. BS 5709-2006 gaps, gates and stiles; order of preference; a) gap, b) gate, c) kissing gate, d) stile. Barbed wire, razor wire, farm type electrical fences and suchlike should not normally be used in the vicinity of structures covered by this standard, but where these wires are necessary then assessment should be made of the effect they have on the safety and convenience of people in the vicinity. A condensed version of BS 5709-2006 produced by the Pittecroft Trust is available on request from the public rights of way team.

#### **We will carry out:**

- A condition survey of each path every three years, based on a rolling programme of six-monthly surveys (in partnership with East Berks Ramblers Association).
- An inspection of rights of way in a dangerous condition within one working day of notification, make safe within one working day of inspection, and inform correspondents of the results within three working days.

#### **We will use our powers:**

- To enforce removal of any obstructions to the public rights of way network within three months of inspection, enforce compliance with the Rights of Way Act 1990 (ploughing etc) in accordance with the

The team agreed that before we could explore opportunities and make recommendations to the full LAF we needed to establish the responsibilities of RBWM in respect of the LAF. Attached is an extract from the Countryside and Rights of Way Act 2000 which sets out those responsibilities. Where relevant our recommendations are made with these in mind.

### Areas reviewed

➤ Current LAF membership.

Recent resignations have left the forum short of representation in a number of important user groups. In addition the lack of attendance by some members at two or more meetings have meant some meetings were not quorate and had to be cancelled.

*Recommended actions:*

*Chairman to liaise with Anthony Hurst to discuss how to encourage regular attendance at published forum meetings.*

➤ Communication.

**Web page.** It is very difficult to find any meaningful content about the role of the LAF on the current RBWM website. (Attached are a couple of examples of how some other authorities promote their LAF's on their websites).

Recommended action:

Sub team to discuss with Ambika Chouhan (Forum secretary) how we can take this forward.

### RBWM Publications

**Around the Royal Borough.** A magazine distributed to all residents. Look to place an article or advert for members. Spring addition goes out in March, the editorial team would need any content a month or so before.

*Recommended action:*

*Volunteers sort from LAF to assist in drafting either an article or an advert.*

**Member's update.** A weekly newsletter sent to all councillors.

*Recommended action:*

*Draft suitable article on role of the LAF and its relationship with RBWM.*

**Borough bulletin.** Similar to the Members update and circulated to RBWM staff.

*Recommended action:*

*As above.*

➤ Local papers.

It is not clear if the LAF can interact with these on its own account.

*Recommended action: Chairman to clarify with RBWM.*

➤ Organisation that may consider nominating an applicant for membership of the forum

- Wild Maidenhead
- BCA (possibly a member of staff and one of the student body)
- Runners Groups
- Rural Forum
- Crown Estates
- Royal East Berks Association

*Recommended actions: Establish if there are members of the forum who have any level of contact with any of the above. Also identify any other similar organisations.*

➤ Other LAF within the region.

Do they have membership issues, if so how do they manage it?

*Recommended action: Chairman to contact opposite numbers to discuss.*

Attachments:

RBWM statutory duties

Sample pages from other authority's websites

## **Local Access Forums: role of the local authority**

LAFs are established under sections 94 and 95 of the Countryside and Rights of Way Act 2000 and are governed by The Local Access Forums (England) Regulations 2007.

As a local authority or a national park authority, you're the appointing authority for Local Access Forums (LAFs) in your area.

You must make sure all your area (excluding London) is covered by a LAF without any overlap between forums.

You have the power to:

- establish a new LAF
- merge a LAF with another to create a joint forum
- change the area covered by a LAF
- withdraw from a joint forum arrangement

You must consult with any LAFs or other appointing authorities that might be affected before making any changes.

### **Appointing members**

You have responsibility for appointing members for your LAF. You should make sure the appointment process is fair and transparent by:

- following your policies on social inclusion and diversity
- consulting with relevant individuals and organisations, like groups of local rights of way users or land managers

You must advertise LAF vacancies in local newspapers and on your website, except for the appointment of anyone who:

- is a member of a district, county council or the national park authority which is covered by the LAF
- has their membership terminated so that they can join another LAF which is also under the appointing authority's responsibility

You should make sure that your LAF has between 10 and 22 members. If membership of your LAF falls below 10 members, you should appoint new members as soon as possible.

### **Keep a balance of members' interests**

You should make sure there's a reasonable balance of interests in the LAF to represent a range of views from the local community. Members should include:

- users of local rights of way or open access land (eg walkers, horse riders and cyclists)
- owners or occupiers of land which has a public right of access

- representatives of issues relevant to the area, such as tourism, nature and heritage conservation, coastal issues, health, public transport or community safety

Members of the local or national park authority can sit on a forum, however, there mustn't be more than:

- 2 for LAFs with up to 16 members
- 3 for LAFs with 17 or more members

### **Setting the terms of appointment**

You're responsible for setting and informing LAF members about the terms of their appointment. Within these, you should specify that:

- a LAF member is appointed for a term of between 1 and 3 years
- there isn't a limit to the number of times a member can be appointed to the forum
- a member can resign from the LAF by providing you with written notice
- you can terminate the appointment of a member if they:
  - become a member of the district or county council, or the national park authority within the area covered by the LAF and the relevant limit has been reached
  - are absent from LAF meetings for a year without agreement from the appointing authority
  - fail to declare an interest

### **Funding**

You are responsible for the costs of running your LAF. This includes paying for:

- employing a secretary for the LAF
- members expenses: travel and subsistence and child care
- the publication of the LAF's annual report

Money to pay for your LAF should come from either your revenue support grant from the government, or from Defra's funding to national park authorities.

### **Training LAF members**

You should help LAF members to identify what training they need and provide resources to help them get it.

### **Support to your LAF**

You're responsible for:

- providing a secretary for your LAF
- making sure that a copy of the LAF meeting agenda and any relevant reports are available for public viewing at least 3 days before the meeting



- keeping a copy of the meeting minutes, agenda and reports available for public viewing for at least 2 years after the meeting
- publishing your LAF's annual report
- making sure that your LAF follows the regulations and fulfils its statutory function

You should also raise awareness about the work of your LAF by:

- helping to produce a forum newsletter, leaflet or website
- holding events
- sharing information with other employees and members of the local or national park authority

As you are likely to be the main recipient of advice from the LAF you should also:

- help develop criteria to measure how effective your LAF is
- give advice on which issues are most important to you, so that your LAF can plan its work accordingly

### **Other responsibilities**

You must have regard for any relevant advice given by a LAF before carrying out your functions.

You must consult your LAF before:

- preparing or reviewing rights of way improvement plans
- making any byelaws that affect open access land
- appointing or reviewing the use of wardens on open access land
- making any changes to LAF arrangements

You should also provide your LAF with relevant reports and give feedback on the advice your LAF has given.

You have a responsibility to provide Natural England with:

- a copy of the LAF's annual report within 21 days of publication
- the name and contact details for the LAF secretary within 21 days of their appointment
- details of any change to how your LAF operates, such as a change to the area covered by a LAF, merging your LAF with another forum or splitting up a joint forum



# Local Access Forum

## Improving access to the countryside through the Mid and West Berkshire Local Access Forum (LAF)

The Mid and West Berkshire Local Access Forum (LAF) is a [statutory body](#) set up to advise West Berkshire Council (as well as Reading and Wokingham Borough Councils) on matters that affect access to the countryside for the public's recreation and enjoyment. It also advises the councils on the implementation of their [Rights of Way Improvement Plans \(ROWIP\)](#).

The LAF is an independent group that tries to strike a balance between representatives of people and groups that use the countryside (eg walkers, cyclists, equestrians, vehicle-users), the owners of the land, and other people and organisations with relevant interests.

Discussions are wide-ranging. To ensure that specific topics are considered, LAF members contribute to four additional different "working groups". These focus on:

- education and communications
- access for disabled people
- development of new access and maintenance of existing rights of way
- the West Berkshire Rights of Way Improvement Plan (or the equivalent for Reading or Wokingham Borough Councils)

## Volunteering as a Local Access Forum member

Our voluntary roles include advising on the management of the public rights of way network, commons, parks and green spaces. The Forum is made up of representatives from a cross-section of interests, from walkers, cyclists, horse-riders, to rural business owners, farmers and landowners.

For more information, to apply or to see how else you can help your community, visit our [Volunteer Portal](#).

## Meetings

The next meeting of the LAF is at 2pm on 16 May 2018 at St. Mary's Church Hall, New Road (upper), Greenham, RG19 8RZ.

The Mid and West Berkshire LAF meets three times a year, once in each council's area.

Members of the public can attend the meetings and contribute to discussions. There are also vacancies that arise on the LAF from time to time. For further details or more information please use the contact details below.

There is more information about [how to participate in decisions](#) about rights of way and green space, online.

## **Volunteer with the Local Access Forum**

Plymouth Local Access Forum (LAF) advises on the improvement of public access to land for open-air recreation and enjoyment. It's made up of between 10 and 22 people who:

- use land for outdoor recreation
- are owners and occupiers of land used by local people
- are people who represent other interests that we think are important to Plymouth - such as tourism, the military, outdoor education, disability awareness

A third of members are up for re-election each year.

[View members, agendas and meeting minutes for the forum](#)

## **Volunteering**

If you can spare at least three hours of your time four times a year then we want to hear from you. To apply email [laf@plymouth.gov.uk](mailto:laf@plymouth.gov.uk).

Membership is voluntary but we'll pay your expenses, including childcare and you can take part in visits, attend training, join working groups and get involved by:

- discussing the way we handle public rights of way
- telling us and our partners what you think of our recreation and access strategies
- commenting on wider plans and strategies for landscape, recreation, transport, health, tourism and information
- discussing access to shops, bus stops, schools and local services, inland water or the coast
- looking for ways to encourage landowners to make more areas available for the public to use
- finding new ways of getting money so we can make improvements





## Apply to join Local Access Forum



**Do you want to improve outdoor access and recreation in North  
Bedfordshire?**

**Can you spare some time to help us!**

*Do you love the great outdoors? Are you a countryside user?*

*Do you want to influence future outdoor access and countryside recreation  
developments?*

We need local volunteers to join our Local Access Forum. This is an important group which was established as a result of the Countryside and Rights of Way Act 2000 and will make significant inputs into countryside recreation and outdoor access issues in the Borough of Bedford.

The Borough of Bedford Local Access Forum provides independent strategic advice to Bedford Borough Council and many other local and national organisations to improve access for all to local countryside for recreation whilst protecting wildlife and landscape.

The membership of the forum needs to represent a wide range of interests in a balanced way, so we are looking for applicants with a broad experience across one or more of the following:-

- Land owners/ Land managers
- Walking
- Dog walkers
- Cycling (on and off road)
- Equestrian (riding and/or driving)
- Motorised vehicle use
- Countryside sports
- Tourism
- Local Business
- Diversity and ethnic groups
- Disabled and inclusive access
- Conservation and Heritage
- Local authorities
- Young people and Youth organizations

This is an independent advisory group and each member strives to recognise the views of others and aims to reach a consensus on a wide range of countryside issues. We are looking for people capable of sharing their skills and experiences and not only representing the views of any particular organisation.

Links to Application Pack contents

Application Pack contents	
<a href="#">Application Form</a>	<a href="#">Members Roles</a>
<a href="#">Information for Applicants</a>	<a href="#">Local Authority Role</a>
<a href="#">Membership Criteria</a>	<a href="#">LAF Fact Sheet</a>

For more information and an application pack:

Phill Fox  
Outdoor Access Development Officer  
Outdoor Access and Rights of Way Team  
Bedford Borough Council  
Borough Hall  
Bedford  
MK42 9AP

E-mail: [phillip.fox@bedford.gov.uk](mailto:phillip.fox@bedford.gov.uk)

Tel: 01234 276070

[www.bedford.gov.uk](http://www.bedford.gov.uk)

Don't Miss



This website provides information on the services delivered by Bedford Borough Council.

Related Links

- Council Tax Information
- Education
- Planning Services
- Housing

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