



**MINUTES**  
**of a meeting held in Baptist Church, Chelmsford**  
**Tuesday, 5<sup>th</sup> November 2019 at 2pm-4.10pm**

**Present members:**

Louise Fuller (LF)	Katherine Evans (KE) -	Ed Dixon (ED)
Vernon Glashier (VG)	Chair	Sue Dobson (SD)
Jan Arthur (JA)	Ray Booty (RB) – Vice	Martyn Towns (MT))
Sandra Reynolds (SR)	Chair	Len Banister (LB)
John Victory (JV)		
Jake Richards (JR)		

**Guests:**

Ian Glen

**LA Officers present:**

Shirley Anglin (SA), Helen Baker (HB), Jo Heynes (JH)

**Apologies:**

Gary McCarthy, Rowena Macaulay

**Minute Taker:**

Theresa Tremain

1	<b>Chairman’s Welcome: apologies and appointments</b>	<b>Action</b>
	KE welcomed members to the meeting and gave apologies from Gary McCarthy and Rowena Macaulay.	
<b>2</b>	<p><b>Minutes of the previous meeting</b></p> <p>These were agreed with the following amendments.</p> <p>Pg 2 Chairman’s email address should read <a href="mailto:chairman@essexlaf.org">chairman@essexlaf.org</a></p> <p>Pg 3 The discussion on submitting claims related to DMO claims 2026</p> <p>Pg 5 Should read Active Essex Local Delivery Pilot</p> <p>SA will add these approved minutes to the website.</p>	SA
	<b>Matters Arising</b>	

	<p><b>Active Essex Local Delivery Pilot</b></p> <p>ED has spoken to the Basildon Local Delivery team and will attend an event at Wat Tyler Country Park on 21st November. He will report back at the February meeting. ELAF is listed as a partner/stakeholder. KE asked SA to find out if there is someone we can communicate with in Active Essex at County Hall.</p> <p><b>ELAF website</b></p> <p>RB confirmed that he had bought back the original website named <a href="http://essexlaf.org.uk">essexlaf.org.uk</a> for £9.99. KE thanked him and instructed him to submit a claim for this expenditure.</p> <p><b>2026 Cut-off</b></p> <p>SA had invited HB to the meeting re 2026 cut-off. Helen gave a brief update to ELAF on the Register of Modifications re Definitive Map. There are 17 applications outstanding. These are being processed steadily but there may be an increase prior to 2026. Lord Gardiner has had some discussions with the Ramblers re postponing the 2026 cut-off for this type of claim. Not all maps used by Highway records are kept in the public Essex Records Office. These documents are held in County Hall and can be photographed on request. These are not considered to be part of the archives as they are often looked at. If members wish to view these maps they should email <a href="mailto:highwayrecords@highways.essex.org">highwayrecords@highways.essex.org</a></p>	<p>ED</p> <p>SA</p> <p>RB</p>
<p><b>3</b></p>	<p><b>Re-election of members</b></p>	
	<p>ED, JV, MT and LF are all happy to serve another three years. They were all re-elected unopposed. SD proposed and RB seconded. Adam Scott (AS) has resigned and Jake Richards (JR) was duly elected. He introduced himself as having a background in farming. KE then tendered her resignation as her tenure as Chair person has expired. RB asked if anyone else wanted to stand as Chairperson. KE was the only nomination. KE was duly elected for the next three years. SA had sent out an application form to Tristan Vetta but had not received a response. She had also invited him to this meeting but had not heard from him. KE was hopeful he may decide to join us. KE told members she will use her new email address rather than her gmail address.</p>	<p>KE</p>
<p><b>4</b></p>	<p><b>Highway Strategy: PROW - Jo Heynes, Essex Highways</b></p>	
	<p>JH introduced the presentation by saying there has never been a formal PROW policy. SA talked through the slides as this is her project. A link to the Highways Strategies is in the presentation which will be circulated to members after the meeting. Hierarchies are worked out using best information provided by PROW inspectors. Will use this as a focus as Code of Practice does not give a standard. Counters are not used to measure PROW usage as they are very expensive costing £5000 to install and currently Essex only have a few around coastal</p>	<p>SA</p>

	<p>areas. LB asked about identifying defects and how the risks are scored. This Highway Strategy will be taken to Cllr Bentley and Governance. They are hoping to go live on 1<sup>st</sup> April 2020 but may need a workshop first to help determine the hierarchy. This strategy will be a big change for PROW and help us to raise our profile. KE enquired about highway verges connecting to PROWs. There is a lack of safe roads due to the increase in road traffic and this is not always considered when paths are diverted, so verges could be maintained as walking surfaces. VG asked about defects on more popular PROWs versus defects on very rural PROWs and how that would be prioritized. There are budget limitations but this new strategy will make financial planning easier. KE asked SA to supply an update on Capital Spend/Revenue for next meeting.</p>	SA
<b>5</b>	<b>ECC Report: Matters arising</b>	
	<p>SA had email distributed the Essex Local Access Forum: ECC Report November 2019. The winter cutting programme will be put on the website. SA hopes to create a biennial programme.</p> <p>KE thanked SA for this report.</p>	SA
<b>6</b>	<b>LAF Regional Meeting</b>	
	<p>This will be held in Cambridge on 15 January 2020. KE asked for items. She will circulate agenda when she receives it.</p>	KE
<b>7</b>	<b>ECC Draft Walking Strategy and the ECC Draft Green Infrastructure Strategy</b>	
	<p>KE pointed out that the questionnaire asked about using PROWS for walking or utility use. There was no option to tick both boxes. SA will ask Jane Rogers and Julian Sanchez to deliver an update on both strategies at the next February meeting.</p>	SA
<b>8</b>	<b>ROWIP-Project group progress</b>	
	<p>The project group have not met since the last ELAF meeting where they thought the minutes regarding the work they had done had received a poor reception. As a project group SD said they had agreed that current document is not fit for purpose. There will be some opportunities due to forthcoming planning developments but the ROWIP needs to be more prescriptive and aimed at development. Currently we cannot use ROWIP to put pressure on developers as there is no legal requirement to abide by a ROWIP. It would be useful to point out that verges are used as safety zones and passages between PROWS for pedestrians and horse riders. ROWIP could be used to inform draft strategies and also hierarchies. SD said this document should be of a decent standard to send to planners. JH confirmed they are reviewing ROWIP as we need to have a document that meets Governance and Cabinet approval. Not everything can be incorporated. JH will look at it again and come</p>	

	<p>back to ELAF with an aligned document. She agreed it needs to be within the boundaries of what the council can deliver. She will therefore come back to us with plans to move this forward with an indicative timescale. JA stated that ELAF needs to be recognised as a strategic advisory group. JH replied to confirm that it is recognised as a key group. SA to add to agenda.</p>	<p>JH SA</p>
<b>9</b>	<b>Blackwater Rail Trail – Project Update</b>	
	<p>SR updated JR to let him know she and SD had spoken about this at the previous meeting. There are a few issues that mean the route is difficult to make available –e.g. the Langford Road is very busy and there is no crossing . They both met with Adrian Fluker Leader of Maldon District Council who told them that the Section 106 money from the 1600 house Countryside development in Heybridge has already been allocated. Matt Smith from Countryside is very excited about the project though as he is familiar with the Flitch Way. He offered engineer expertise to design a multi-user path and SD sent him the drawings for the Langford bridge which his engineer will design a tunnel through. Knowing what is required and the costing can then put into grant funding applications. The main obstacle currently is this blocked bridge which was filled in to make it stable and safe. Tom Hamilton, Country Parks Ranger is very involved in the feasibility. SD will look at an alternative route if necessary. JH advised that she would expect the LAF to come to Essex Highways regarding the structure in the first instance, it could be very expensive to open the bridge and inspect it regularly. Highways would also have to do due diligence on any engineers report that was produced. The feasibility of a bridge over the River Chelmer is also at a standstill. SR wanted to record that the meeting with MS was incredibly positive.</p>	
<b>10</b>	<b>Traffic Regulation Orders and Structures</b>	
	<p>SA had distributed the ELAF : ECC Report November 2019 which explained that the internal pilot to show PROW TRO's on the website mapping has stalled due to staff resource shortage. KE asked if ELAF could help with this. JH replied that the recruitment process is in progress and the pilot should be back on track shortly. KE stated that some TROs have been in place for 2 years and LF thought there seem to be many more TROs being applied than in previous years. If these are in place for public safety reasons the public should be informed. TROs are being rolled over largely due to the complexity of the work. There are often several parties and landowners involved and this causes delays. If specialists recommend closures we have to abide by them to safeguard users. LB thought priority is always given to roads. The West Essex Ramblers volunteer working group has put in 35 bridges and cleared 125 bridges this year. The Environment Agency and Listed Structures can cause additional delays. Koula Valsamis-Warren is the Highways Structures Asset Manager. SA will invite her to our next ELAF meeting. Koula will then be able to provide an update on the inspection and priority processes. KE thanked SA for her interaction with colleagues across ECC. JH explained that some of the closures are due to the extreme weather</p>	

	over the last few years. There is a very prescriptive framework for examining structures and no change of approach has been issued yet.	
<b>11</b>	<b>Items for next agenda – dates for next year</b>	
	Following discussion it was agreed to meet in February, May, August and November. Tuesday is still convenient for everyone and it was decided we would continue to use the Central Baptist Church, subject to availability, as it meets our access requirements. SA will send out dates.	SA
<b>12</b>	<b>Public Questions</b>	
	Ian Glen from the Ramblers did not have any questions.	
<b>13</b>	<b>Date of next meeting</b>	
	Tuesday 11 <sup>th</sup> February 2020 at 2pm – SA to confirm Venue Central Baptist Church	SA