

Local Access Forum

Friday 25th April 2025

1100 – 1330 hrs Conference Room 1, Herefordshire Council, Plough Lane

Attendees	Name	Initials	Position
Chair:	Arthur Lee	AC	LAF Chair
Herefordshire Council:	Cllr Price	PP	Cabinet Member Transport and Infrastructure
	Ed Bradford	EB	Head of Highways and Traffic
	Callum Bush	CB	TRO and PROW Team Leader
	Stephen Organ	SO	Public Rights of Way Volunteer Development Officer
LAF Members:			
	Ian Carr	IC	LAF Member
	Angela Martin	AM	LAF Member
	Cllr Peberdy	JP	LAF Member
	Duncan Green	DG	LAF Member
	Malcolm Louch	ML	LAF Member
	Peter Newman	PN	LAF Member
	Sue Enfield	SE	LAF Member
Other Attendees:			
	Chris Marsden	CM	Member of Public
	Peter McKay	PMcK	Member of Public
	Cllr Highfield	RH	Ward Member
	Tim Hardie	TH	Member of Public
	Andy Parr	AP	Member of Public
	David Irwin		Member of Public
	Wendy Bannerman		Member of Public
	John Jones		Member of Public
	Chris Fowler		Member of Public
Apologies:			
	Joannah Weightman	JW	LAF Member
	Leigh Whitehouse	LW	Group Manager - Streetscene, Public Rights of Way and Traffic Management

	Item	Led by	Papers / Verbal Update
1.	WELCOME AND APOLOGIES FOR ABSENCE 1.1 Apologies received from Joannah Weightman and Leigh Whitehouse. 1.2 DG opened meeting to address Admin concerns. Requested minutes are sent out the same afternoon as meeting held. Minutes on website to be watermarked "DRAFT". 1.3 HC Officers explained that discussions were being held with Democratic Services to obtain secretarial support for minute taking.	Chair	<i>Verbal</i>
2.	MINUTES OF PREVIOUS MEETING 2.1 - Cllr JP asks that missing items from version 4 of draft minutes that were circulated, but now are missing from final minutes, be re-added, specifically original items 3.3 & 7.8.	Chair	

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<p>It was noted that multiple versions of the minutes appear to circulate after each meeting and that there should be one version of the truth. Cllr PP reiterated that democratic services would be asked to offer support.</p> <p>It was agreed that the minutes were not to be adopted until changes were made.</p> <p>It was also noted that minutes should remain as draft on the website until approved at the next meeting.</p> <p>ACTION: SO to update minutes from meeting 28th February 2025</p> <p>ACTION: SO to arrange meeting with AL to agree and add to website.</p>		
<p>3. MATTERS ARISING/ACTION POINTS</p> <p>3.1 5.4 of previous minutes – Cllr JP raised that in the terms of reference it states that there should be a balance of representation. It was stated that officers are in discussion with Democratic Services to ensure that the LAF is run in accordance with the Terms of Reference. DG proposed that the recruitment of Cllr Highfield to the LAF remain on the table.</p> <p>3.2 EB reiterated that that Terms of Reference and the Governance of the group are being worked on with Democratic Services.</p> <p>3.3 DMMO's - DG addressed the LAF and provided an update on the meeting with Jesse Norman and wider next steps that are proposed for digital mapping. It was proposed at the meeting with Jesse Norman that the matter was taken to Government in line with the digitisation process of house purchasing records that there be a single digital record for Highways. Jessie Norman to raise with the Council Leader and Herefordshire to potentially act as a spearhead. Letter to be drafted that could be used by other Authorities to lobby Government.</p> <p>3.4 Greenways were on the agenda and discussed at the environment scrutiny committee, which Tom Fisher attended. The matter of Greenways forms part of the Council's LCWIP and is not part of the PROW teams remit.</p> <p>VB asked if the LAF could be consulted on the LCWIP. EB advised that the Transport Planning Team produce the LCWIP. It was also added that Greenways are an important part of the local economy.</p> <p>ACTION: EB to seek appropriate person in the Transport Planning Team to advise on the LCWIP.</p>	<p>LAF Members</p> <p>Verbal</p> <p>EB</p>	

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	<p>ACTION: CB to send appropriate links to the Scrutiny Reports and Action Points.</p> <p>3.5 PSGA licence ongoing, CB to set up meeting.</p> <p>3.6 Recruitment - all matters to be picked up at the next meeting. EB advised that Officers are working through LAF membership with Democratic Services and Legal.</p> <p>3.7 Capital Report- Slide in presentation showing past 3 years of PROW spend. EB talked through the work that has been carried out and stated that an additional £615k has been provided for 2025/26 to look at tackling bridges. CB explained the Bridge Matrix.</p> <p>CB Talked through 35 >6meter bridges currently being scoped and how they will go out to tender, and how the <6 meter bridges will be tackled. Action: CB to share the Matrix</p> <p>3.8 Database of unclassified and unsurfaced roads has been provided to DG.</p> <p>3.9 LW was unable to attend and will deliver the PROW improvement plan at a future meeting.</p> <p>3.10 Recruitment Advert for the LAF has been drafted and is to be circulated. ACTION: SO to Circulate</p> <p>3.11JB and RH contacted leader to discuss TRO's. DG added in relation to TRO's – a TRO doesn't take away the responsibility to maintain the highway.</p> <p>3.12AL updated that there had been no further update from March the Marches.</p> <p>3.13 EB gave an update on Confirm and how the work is issued to the appropriate inspectors and how it links to the enquiry from the website. EB made the offer to the LAF members to join inspectors on a visit.</p> <p>3.14EB gave an update on the Parish Grant Scheme. RoOD's have been circulated in the presentation. EB explained that the scheme is to be rolled out for next year and would like to look at improvements.</p>	<p>CB</p> <p>CB</p> <p>CB</p> <p>LW</p> <p>SO</p>	
4.	<p>Enforcement and IT subgroup</p> <p>4.1 The group has not met</p> <p>4.2 DG shared with the group an old AMEY brochure that details issues around enforcement and suggested it should be updated and circulated to MoP. EB also noted that there is a PFO guide. Discussion around how to get information to Landowners and what is enforceable and how we engage positively. ACTION: SO to update brochure.</p> <p>4.3 JP made the point that we have a Fit for Purpose ROWIP and we should be working towards it.</p>	Action: SO	

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	<p>4.4 JP raised the issue of TROs, restricted traffic on Macadams Lane and at Quebb and that the group has been pushing to have these opened. It was felt that a TRO is not a good use of funds and the PROWs should be accessible for all. LAF will provide evidence provided by the Council that the road is on the list of streets and is not on the Definitive map. CB explained that there are 7 proposed sites in the statutory consultation. EB is explained the process and that a TRO is not to take away the need to maintain. JP suggested that the £3k is not a good use of the PROW funds being spent on a consultant.</p> <p>DG added that a winter TRO is a sensible decision for Spoon Lane.</p>		
5.	<p>RIGHTS OF WAY REPORT</p> <p>5.1 Due to time constraints – it was agreed that the PROW report would be circulated to the LAF and uploaded onto the website.</p> <p>5.2 SO went through the Volunteer Development Report including attendance on the recent Parish Footpath Officer training sessions.</p> <p>5.3 DG commended Officers on the work around PFOs.</p>	PRoW Team	<i>Presentation</i>
6.	<p>QUESTIONS FROM MEMBERS OF THE PUBLIC</p> <p>6.1 Question from CM: It would have been courteous to share the TRO process with the LAF before going to consultation.</p> <p>6.2 Section 56 notice EB to respond to CM</p> <p>6.3 Question from DH why is there a failing in the councils procurement procedure to provide PROW stock. EB explained the process.</p> <p>6.4 MOP question Cheltenham Motor Club is holding a rally in September and there is to be road closures. EB explained that there is a process for closing a highway. Advised to speak to their ward member, JP.</p> <p>6.5 DI asked when is 25/26 PROW funding being issued. EB advised that all parishes were emailed before Christmas advising that the current scheme runs until the end of June 2025 and that details of funding for 2025/26 will be circulated in due course.</p> <p>6.6 PM asked a) Identification of Unsurfaced Unclassified Roads on Highways Map by change of line colour, b) Identification of Unadopted Highways Not Maintainable at Public Expense on the Street Works Register with pink line, especial those that are through routes or link to public paths, c) Showing open spaces on the Public Rights of Way Map, d) An addendum to the Rights of Way Improvement Plan comprising an amplification of the Public Right of Way Glossary that says CRF's and CRB's were intended to be shown as Roads Used as Public Paths, but in fact were shown as Footpaths and Bridleways, identifying them as being prospective upgrades, along with other identified anomalies,</p>		<i>Written/Verbal</i>

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	<p>e) Showing long term defects in red on the road and path problem webpages, and (f) Any prospect of Guidance for Parishes to follow to check path and highway records for their parish with information to get them updated and corrected? SO to ensure a response is issued to the questions raised as time didn't allow full comprehensive answers</p>	Action: SO	
7.	<p>ANY OTHER BUSINESS</p> <p>None</p>	<i>Chair</i>	<i>Verbal</i>
8.	<p>DATE OF NEXT MEETING</p> <p>Date of next meeting clashes with a full cabinet meeting SO to schedule a new suitable date.</p>	SO to Action	