

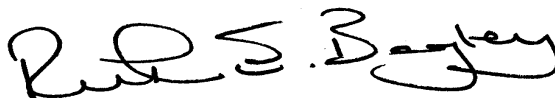
Public Document Pack

Date of issue: Friday, 11 January 2013

MEETING	LOCAL ACCESS FORUM
DATE AND TIME:	MONDAY, 21ST JANUARY, 2013 AT 6.00 PM
VENUE:	TRAINING ROOM 5, CHALVEY COMMUNITY CENTRE
LOCAL ACCESS FORUM SECRETARY (for all enquiries)	JACQUI WHEELER, RIGHTS OF WAY OFFICER 01753 477479

NOTICE OF MEETING

You are requested to attend the above Meeting at the time and date indicated to deal with the business set out in the following agenda.



RUTH BAGLEY
Chief Executive

AGENDA

PART 1

<u>AGENDA ITEM</u>	<u>REPORT TITLE</u>	<u>PAGE</u>	<u>TIME ALLOCATED</u>
1.	Apologies and Welcome		(5 mins)
2.	Declarations of Interest		(2 mins)

(Members are reminded of their duty to declare personal and prejudicial interests in matters coming before this meeting as set out in the local code of conduct)

<u>AGENDA ITEM</u>	<u>REPORT TITLE</u>	<u>PAGE</u>	<u>TIME ALLOCATED</u>
3.	Minutes of the last meeting held on 4th October 2012	1 - 8	(5 mins)
4.	Matters Arising (if not on agenda)		(5 mins)
5.	LSTF (Local Sustainable Transport Fund)		(10 mins)
6.	Gating - updates	9 - 12	(10 mins)
7.	Cycle About Slough		(5mins)
8.	Regional and National Updates	13 - 24	(5 mins)
9.	Any Other Business		(5 mins)
10.	Date of Next Meeting		

Press and Public

You are welcome to attend this meeting which is open to the press and public, as an observer. You will however be asked to leave before the Committee considers any items in the Part II agenda. Special facilities may be made available for disabled or non-English speaking persons. Please contact the Democratic Services Officer shown above for further details.

Local Access Forum – Meeting held on Thursday, 4th October, 2012 at the Venus Suite 1, St Martins Place, 51 Bath Rd, Slough, Berks

Present:-

LAF Members

Ian Houghton, Local Access Forum (Vice-Chair)
Trevor Allen
David Munkley, Local Access Forum (Chair)
Councillor Satpal S Parmar
Toby Evans
Ken Wright

Observers

Tony Haines, The Friends of Slough Canal

Officers, Slough Borough Council

Jacqui Wheeler
Rights of Way Officer
Alex Deans
Principal Engineer, Highways
Viv Vallance

92. Apologies and Welcome

Steve Roberts
Gerald Pleace, Parks Development Officer
Bruce Hicks, Community Parks Projects Officer

93. Declarations of Interest

No declarations

94. Minutes of the last meeting held on 12th July 2012

The minutes of the last meeting held on 12th July 2012 were approved as a correct record.

95. Matters Arising (other than those on the agenda)

Local Access Forum - 04.10.12

Ditton Park Cycle Path update – JW tabled an amended version of the response to CA Technologies and received approval for it to be sent. Terry Purser, Sustrans volunteer warden along with Anthony Hurst RBWM would receive an email direct from CA in the event of any closure. He has agreed to put closed signs up, including at Upton Court Park should notice be given of closure. JW was hopeful it would open up a dialogue with CA Technologies. DM thought that closures needed to be logged and JW agreed to email Tony Purser, Anthony and Peter Challis to ask if it would be possible to check on a weekly basis if the path is open.

Resolved – JW to send letter out to agreed addressees and enquire as above.

Borderside to Shaggy Calf Lane – after an extensive discussion about whether or not this adopted highway path between carriageways could be legally cycled on, members decided it was not worth pursuing. SBC Transport had said the old “no cycling” roundels could not be removed, though the path is wide enough for shared use with several hundred movements happening daily. However, KW reported the “no cycling” roundels have now been removed so it seems there is no longer an issue. JW would go and check the signs have been removed.

Membership Update - JW would continue trying to contact Annette at Disability Matters to see if anyone would be interested in applying for LAF membership and Tony Haines has applied to become a member.

Update on BHS request for additional equestrian access along Jubilee River -

RBWM Rights of Way team have had a positive response from the Environment Agency about the trial albeit with some concerns about possible conflicts and recommending early warning signage. The EA also mentioned that they will be introducing a new water sports facility at the Slough Road car park. IH asked if we could have more details as members were concerned about the size of the car park and the lack of car parking facilities along the Jubilee River. JW would be joining RBWM officers on an audit of the route on 15th October to look at signage options and any safety issues.

Resolved – to keep this issue on the agenda for updates and JW to find out more detail from the EA about the water sport facility.

Temporary Spectator Bridge over the Thames for the Olympics

DM expressed concern that the temporary closure of the towpath for the bridge to be dismantled is not allowed to slip by the ODA. JW has contacted Corinne Waldron, Bucks CC Rights of Way officer to check on this issue.

Kendal Close Path

JW tabled pictures of the path to members as requested. JW stated she would need to confirm with CRT that if the path is dedicated as a public right

Local Access Forum - 04.10.12

of way as approved by the LAF, then the access across their land at the basin would not be compromised by any future plans for the basin development. JW reiterated that it would be beneficial to protect this route with public highway status as it provides a useful link; there is little anti-social behaviour and no crime statistics to show there is a problem. LAF members reconfirmed their support for this dedication.

96. LSTF (Local Sustainable Transport Fund) Designs

VV explained that £4.5m LSTF funding has been secured in Slough to help change travel behaviour and support economic development and reduce carbon emissions. There are several elements one being a workplace travel programme focusing on the businesses on the Trading Estate and central Slough. Also to offer cycle grants to employers for cycle parking and to work with schools near to employers to reduce pressure in the morning peak hours.

Other elements are an east west cycle route which is meant to improve links between the main travel hubs and the trading estate; local links to the trading estate from surrounding residential areas; a cycle hire scheme; secure cycle parking hub in the town centre and improving traffic flow along key corridors like Farnham Road.

East – West Cycle Route

VV tabled a high level plan of the east west cycle route aspirations and possible proposals. These include four schemes;

Stoke Poges Lane Zebra crossing – on the south side of the bridge there is a proposal for a zebra crossing near the Lansdowne Ave junction. There is a lot of demand to cross from the east side to the western footway to get to the footway bridge. Currently people cross on the north side of the Lansdowne Ave junction which is not considered safe so the zebra will be on the south side of the junction. It was agreed that some action was needed to prevent people crossing from the north side of the junction so they are naturally directed to the zebra, suggestions included; railings, reducing width or completely removing the footway or planting of some sort. IH thought there should be an entrance to the park at the new zebra location.

Off – road cycle routes through Salt Hill Park – a new east – west cycle route through the park – With an entrance to the park, as suggested, VV explained that there are a couple of options for the alignment of the route through the park. It would either continue on the current route parallel to the railway line through a spinney area to link to the subway or create a route through the middle just north of the tennis courts to link to the existing cycle route at the rear of the Barn Café. Transport are working with the Parks department to look at the options for creating attractive walking /cycling routes through the park and through to Salt Hill Way bearing in mind the lack of natural surveillance in these areas due to trees.

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New signing would continue directing cyclists along Salt Hill Way with a toucan crossing when you reach Farnham Road. KW pointed out there is an existing crossing point on the bridge but VV stated this would be re-located. The long-term aspiration is to have a cycle way facility on Pitts Road linking through to the A4, though it is possible to cycle this way already. There are no plans for any improvements in Pitts Road under the current LSTF funding.

Investigations are being done to enable widening of the existing footway between nos 59-63 Farnham Road where the highway boundary narrows. This will be dependent on landowners' approval. Minor improvements will also be made to the cycleway link from Farnham Road through to Ajax Ave including a drop kerb.

Existing off carriageway cycleway along Farnham Road will link to new pedestrian phased crossings on all arms of the Buckingham Avenue junction. Cyclists and pedestrians will be directed to use Buckingham Ave East and Northampton Avenue back towards the town centre. TE advised that in his experience this route is dangerous for cyclists at school opening and closing times. Members also advised that Bedford Avenue would be a better route than Buckingham Avenue for cyclists being much quieter and therefore safer. Directing cyclists through the private retail area from Farnham Road to Bedford Road via Yarmouth Road may be an option.

Further improvements to Buckingham Avenue would include; widening existing cycle lanes where possible and changing lighting to use white light which is friendlier for walkers and cyclists.

On – road lanes/signing and facilities near Burnham Rail Station – current walking and cycling access to Burnham Station is not very good and VV is keen to make sure that the best outcome for walking/cycling is taken into consideration in any traffic management improvements made to the area aimed at easing congestion. WS stated the bus stop location is highly problematic and suggested re-locating further along Burnham Lane adjacent to the petrol station. However, VV explained the long term aspiration is to have the bus stopping as close to the rail station as possible and in the short term deal with the congestion and restricted visibility. Modelling is currently being done to help identify the best improvements. IH asked if a contraflow cycle lane could be achieved under the railway bridge however the width is too constrained. TH thought there may be a service tunnel adjacent to the main tunnel which could be re-opened, though Network Rail costs and conditions would probably make this prohibitive.

Members asked about the route north of the railway line shown on the plan and the possibility of acquiring land through the Horlicks site. VV confirmed that should any future development come up on this site they would be asked to incorporate such a route.

Feasibility study of removing dog leg on subway approach to Salt Hill Park (Public footpath 21) – members were aware of this issue from past meetings. JW confirmed owner of small triangle of land is known and underground

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watercourses that would need to be considered. VV stated they would see what kind of scheme could be achieved and then approach landowners.

Local links to the Trading Estate from the north – improvements would be identified with drop kerbs and by changing to white lighting. VV also confirmed the route across Kennedy Park will still be implemented with outline planning permission now achieved.

TH stated that future maintenance of any infrastructure improvements should always be factored in to ensure sustainability.

WS brought up the issue of overhanging trees on the wide footway of Whittaker Road as it runs adjacent to The Millie nature reserve and beyond. JW stated that Berks Bucks and Oxon Wildlife Trust (BBOWT) manage the nature reserve and she would ask both them and the Highways inspector to deal.

DM mentioned the Greystoke Road path through to Weston Road and the Dundee Road path through to Scafell Road as important northern access routes to the Trading Estate. Members supported the option to have a proper path between the bunds which is more open and visible.

TE expressed concerns about the potential cycle hire scheme from the Slough Rail Station as he was doubtful the crossing points in the Heart of Slough had the capacity to cope with more than four cyclists as well as pedestrians at the same time. VV answered that the crossings capacity could be altered by increasing the crossing time allowed. VV accepted the obstructive nature of the lighting columns in the newly surfaced footway along Brunel Way; he also informed members that a cycle hire scheme could well be located on the north side of the Railway Station. Plans for Station Forecourt North have been drawn up but are still in negotiations with Network Rail. VV stated that it's important to have desire lines and long term aspirations on a plan and to make sure they are known about by as many officers as possible so that if future opportunities develop there is more chance they can be secured. Members made it clear they would support a route north of the railway line.

TE was doubtful that large numbers of cyclists could use the current cycling infrastructure and would have to be on carriageway. VV stated that any scheme taken forward under the LSTF has to demonstrate sustainability over at least 3 years and that the cycle hire scheme as advertised in the press doesn't have enough sponsorship at the moment so there is a revenue shortfall. Large companies would not support a scheme which is likely to lose money. He made it clear other options for cycle hire schemes are being looked at that may be more suitable for Slough and that are self-supporting.

Overall, the zebra crossing scheme and Buckingham Ave scheme will be implemented this financial year, and routes through the park over the next two years. The cycle hire and cycle hub schemes will be taken forward over the next two years. All LSTF funding has to be spent within three years.

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VV thanked members for comments made so far and would forward links and drawings to JW for circulation. He would attend the next meeting to give updates.

Resolved – JW will forward any further comments from members to VV and circulate information between meetings. Members were also asked for comments on the Walking and Cycling map that is currently being updated. TE took a hard copy of the walking and cycling map.

97. Gating

Birch Grove cut through – several members visited site. JW confirmed the fire service do not object to the possible gating of this cut through. However a gating order could be required in this case even though it is across private land as the public use over a long period of time means there is a presumption of dedication of the route as public. After the site visit KW felt that gating this route at night would be acceptable.

Resolved – updates to be brought to next meeting.

Rossiter Close – JW explained that the gating order consultation would start on the 5th October 2012. Members revisited the issues discussed at the previous meeting and agreed that the original design with the build over was flawed. Members were concerned that a beneficial use be found for the otherwise “dead” space that would remain inside the gates and that it would not become a litter dumping area.

Resolved - members agreed that the LAF would not object to the gating order due to the exceptional nature of the alleyway however they had reservations concerning the amount of resources being aimed at youth engagement and asked for further details on what is being provided in the area.

98. Slough Arm of the Grand Union Canal

It was agreed to postpone this item to the next meeting due to lack of time. TH stated that there is a lot of local interest about the re-development of the basin and the towpath for its leisure potential. WS added that the local disabled groups would welcome a suitable place to fish from a wheelchair. TH mentioned a pontoon installed at Bloom Park for this purpose which was incorrectly sited due to overhead cables.

JW asked if the Friends of Slough Canal have an action plan for the Slough Arm. TH confirmed they have a general strategy while there is still uncertainty about basin re-development plans. A smaller scheme is now being considered by CRT as Travis Perkins is unwilling to move from their site. Any re-development needs to incorporate public open space and widening of the access routes to encourage use by making people feel safer. As the Canals

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and Rivers Trust the emphasis is now on fund raising to help improve the canals.

There is a user meeting in late Oct 2012 with CRT updating the Friends Group. They are planning a full dredge using a single channel process. The biggest cost is disposing of the material dredged. TH queried whether the material could be deposited around the periphery of Bloom Park. JW agreed to speak to Parks department about this possibility. The dredged material would need to be sorted and contamination levels would be low. Etiquette on shared use paths was discussed and TH suggested that something similar to the "two tings" campaign could be used on multi-use paths in Slough. All agreed to look at this at a future meeting.

Resolved – JW to circulate the Friends of Slough Canal action plan to all members and add to next meeting agenda.

99. Cycle About Slough - Updates

Heart of Slough –

A new date for a cycle about the Heart of Slough with LAF members and SBC Officers was arranged through AD. This would be discussed at the next meeting.

JW tabled the Cycling about Slough issues report many items already discussed under "Item 94. LSTF".

Ledgers Road Permanent Scheme Design – JW tabled the drawings for the scheme. Each road would be done separately. TH mentioned there is old signage directing people down Ledgers Road to the Chalvey Tip and also suggested that use of the Iver Tip could be encouraged.

IH was not happy with the use of green paint to mark out a cycle lane as it breaks up quickly and is costly; DM thought this was no longer Council policy to use green paint. JW will forward any comments received and update on progress of the scheme at the next meeting.

Pavement Parking Forum - JW agreed to get an update on progress with the policy and actions being taken.

Resolved – Cycling About Slough to be kept on the main agenda and updates on all issues to be brought to next meeting.

100. Regional and National News

JW would forward details of all the SE Regional and National news via email and post to members.

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Huddle – JW asked members to check for their Huddle invite and would arrange an invite for TH.

101. Any other Business

TH proposed that the national campaign for 20 mph schemes, called “20’s Plenty” is added to the next agenda for discussion. Members were not completely convinced that this issue falls within the Forum’s remit but would like to know more about it.

102. Date of next meeting

JW agreed to look at alternative venues for future meetings where there is a staffed reception after 6pm.

Date of the next meeting is TBA.

(Note: The Meeting opened at Time Not Specified and closed at Time Not Specified)

GATING REVIEW

1. PURPOSE OF THE REPORT

To update members about Gating proposals.

2. Gating Updates

A Council Gating policy is due to be written soon and will be taken to the Scrutiny panel for approval.

Birch Grove cut through

No progress on the Birch Grove front as the officer is waiting for the Borough policy on Gating Orders before starting the consultation

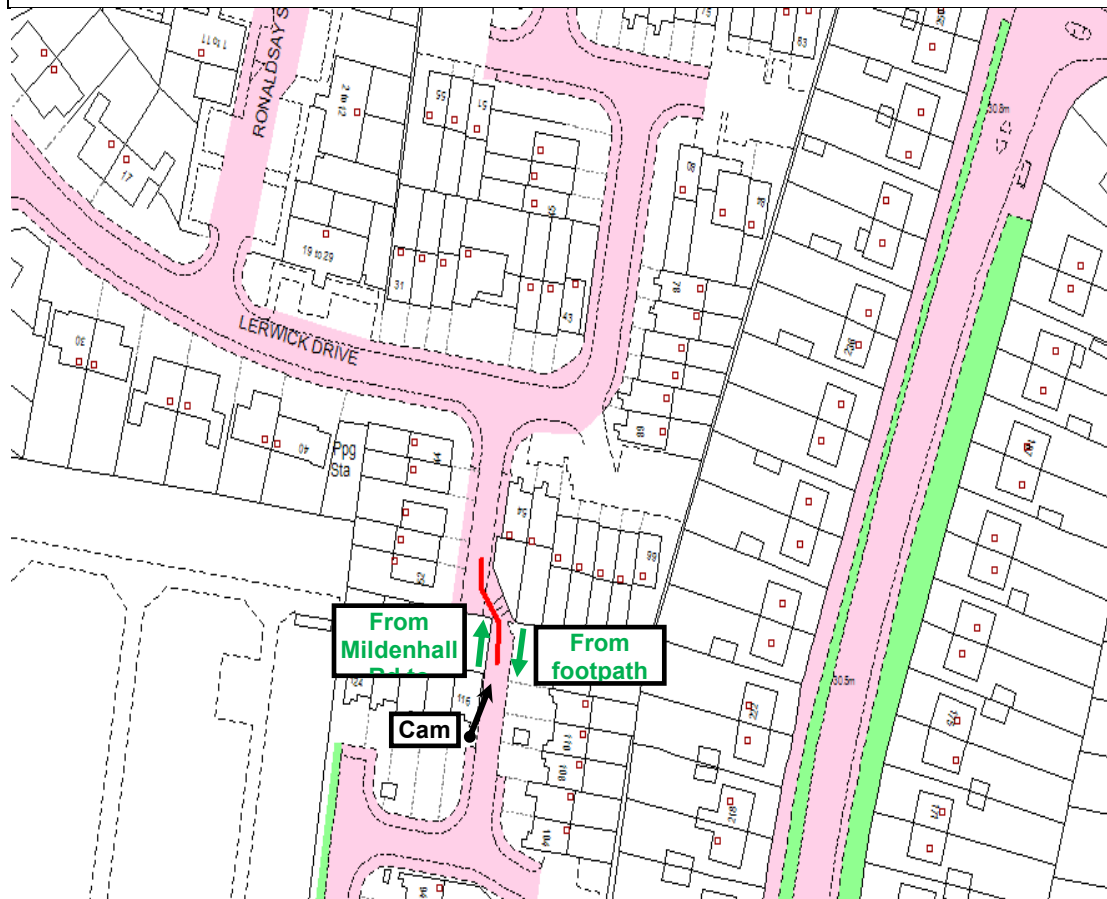
The manager of Housing Solutions has confirmed that they will be looking to install the electric feed for the hydraulic gate once their car park resurfacing gets under way.

Rossiter Close – alleyway under house

The Gating Order 28 day consultation ended on The Council has not yet made a decision on whether to make this gating order due to opposition. A Stryker camera (temp CCTV) has been placed in the alley and subsequent reports/evidence will be monitored over the next few months. Mosquito devices have been considered but the resident adjacent to the alleyway is against this being deployed.

3. USAGE SURVEY RESULTS

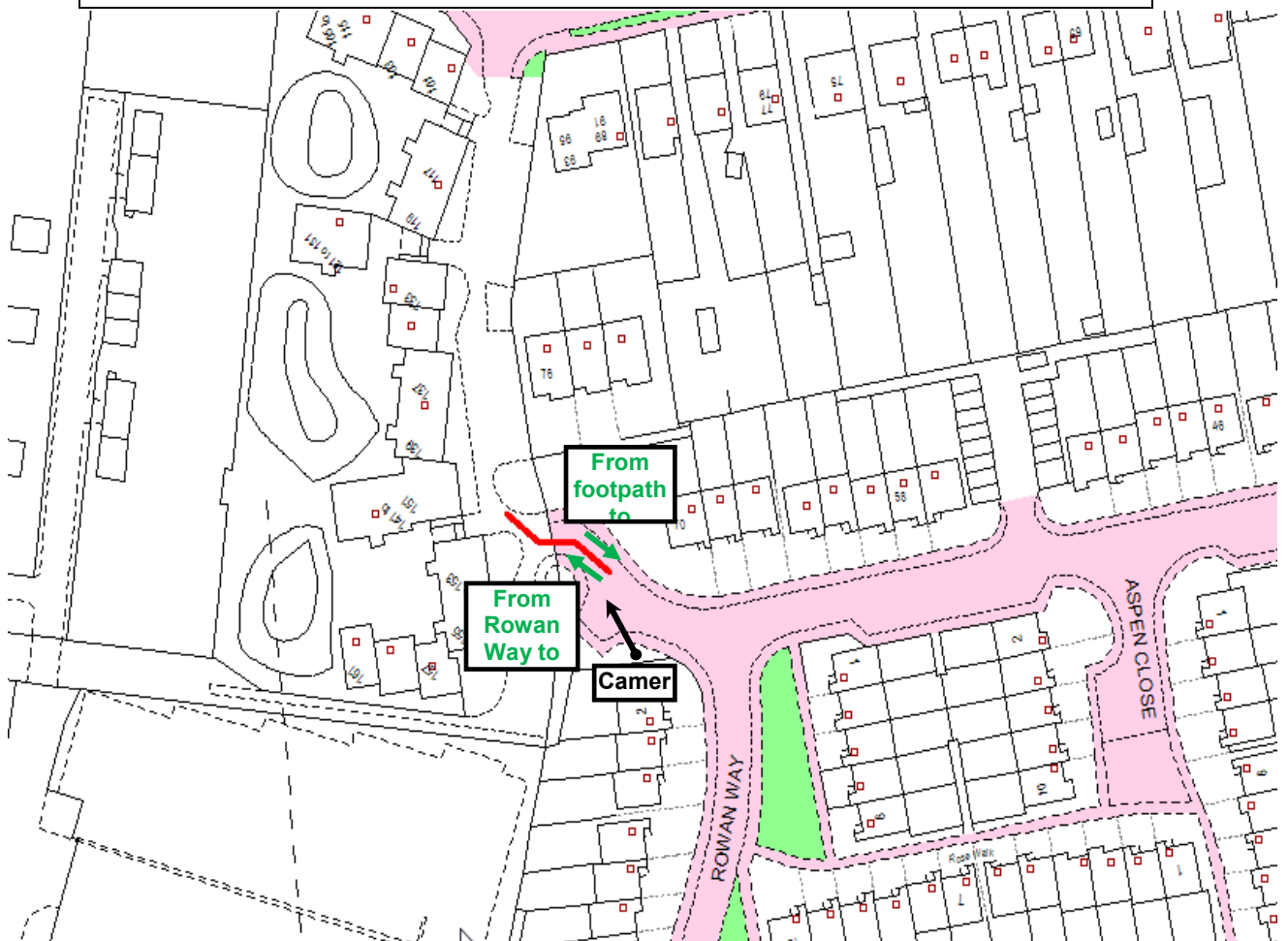
Usage survey Results for Mildenhall Road to Lerwick Drive		
Usage both ways over 24 hours		
Date	Number of Cyclists	Number of Pedestrians
Tues 20 th Nov 2012	66	383
Weds 21 st Nov 2012	58	346
Thurs 22 nd Nov 2012	64	494
Fri 23 rd Nov 2012	54	313
Sat 24 th Nov 2012	26	198



**Usage survey Results for
Cut through at Birch Grove – Rowan Way**

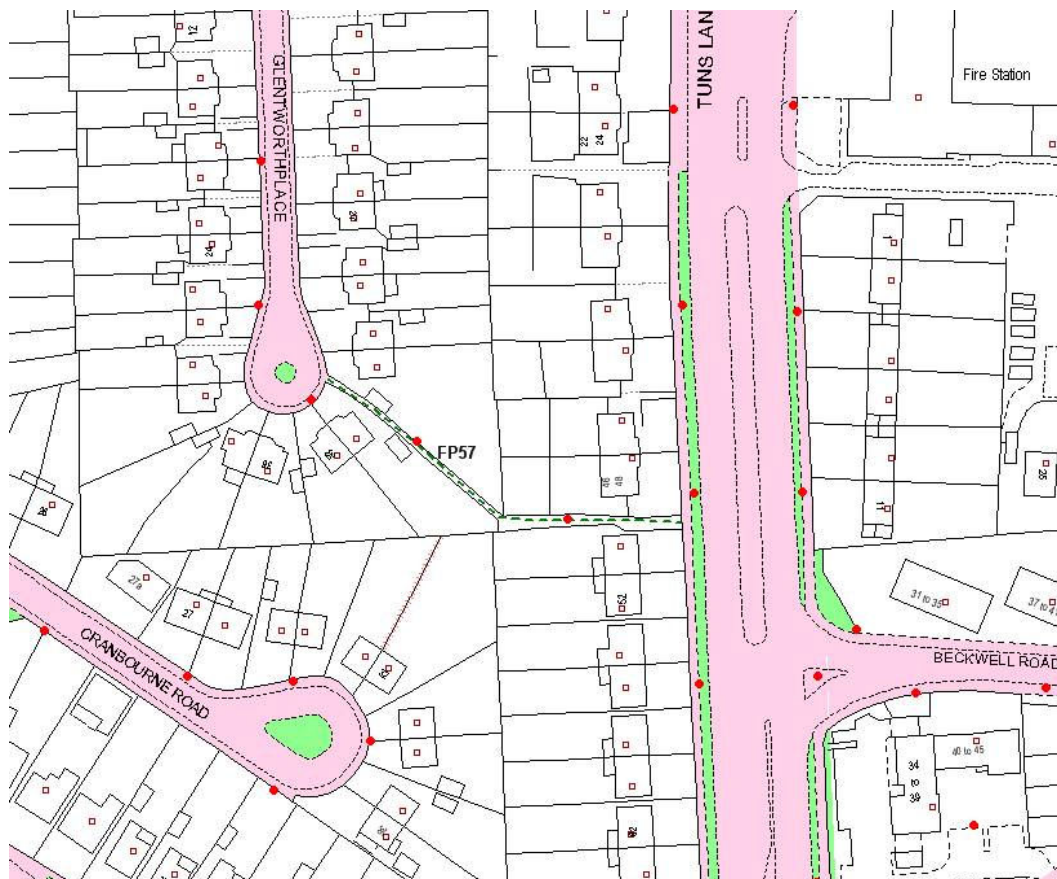
Usage both ways over 24 hours

Date	Number of Cyclists	Number of Pedestrians
Tues 20 th Nov 2012	59	356
Weds 21 st Nov 2012	34	304
Thurs 22 nd Nov 2012	43	338
Fri 23 rd Nov 2012	63	356
Sat 24 th Nov 2012	39	265



Usage survey Results for Footpath 57 – Glentworth Place to Tuns Lane		
Usage both ways over 24 hours		
Date	Number of Cyclists	Number of Pedestrians
Tues 20 th Nov 2012	3	41
Weds 21 st Nov 2012	7	40
Thurs 22 nd Nov 2012	3	37
Fri 23 rd Nov 2012	4	34
Sat 24 th Nov 2012	2	14

Site Plan for Footpath 57 between Glentworth Place and Tuns Lane



Local Access Forum (LAF) Annual Report Proforma

* Reporting year	year to 30th April 2012
* Name of LAF	Slough Local Access Forum
* Name of LAF secretary	Jacqui Wheeler

Review of Current reporting year

Were you successful in meeting the achievements set out in your Annual Report or LAF work programme? Please provide supporting information.

Slough LAF has continued to work on giving advice/recommendations to the local Highway Authority on road safety and Integrated Transport schemes in the town meeting on the four occasions aimed at. It has been successful in being recognised as a useful consulting tool for local walking and cycling schemes by council officers. The membership of the LAF has also increased by two members over the last year.

*** How many Open Access Restriction cases have you been informed about/involved with?**

There is no open access land within the Slough LAF area

*** Give up to three examples of advice given by your LAF to section 94 bodies:**

In April 2011, some LAF members attended a "cycle about slough" accompanied by Council Officers from the Integrated Transport Team. The resulting report highlighted problem areas within the existing cycling infrastructure/network and was discussed at the subsequent meeting. Recommendations/advice were then issued via email to relevant officers for possible improvement works to be taken forward/feedback. Plans were tabled at the September LAF meeting for the Chalvey One Way Experimental Scheme, a new traffic scheme aimed at alleviating congestion in a busy part of Slough town. Emailed comments from the LAF on the designs have been forwarded to the designers and the Network Management Team Leader who are running the scheme as and when plans are released. Feedback has been received in answer to LAF members' queries about the designs and the consultation process is ongoing.

Give up to three examples where you have encountered difficulties; explain what mechanisms could be put in place to alleviate this issue:

Do you have any issues with recruitment of members from particular interest groups? Does this hinder your work in any way?

There is a difficulty in attaining the required membership level in general and the LAF tends to focus on cycling /walking infrastructure and routes within the urban environment. There is still no horse riding member of the Slough LAF, but two new members have joined who have a walking perspective. This has raised the membership level to 8.

Comments from appointing authority

The LAF has grown in strength over the last year being vocal about wanting to be consulted on walking and cycling schemes. There are plans to continue consulting the LAF on any walking and cycling schemes that arise over the coming year including those under the Local Sustainable Transport Fund. The AA wants to continue to encourage the LAF to develop it's own identity and independence from the council.

Forward Look

What are your priorities for next year (list up to 3)

Continue working with the AA to be consulted on relevant schemes/issues and provide well balanced and useful advice. Develop specific LAF work plan for 2013/14 incorporating targets.

15

*What support/training will you need to be able to deliver these priorities?

Make Huddle a continuous item on the agenda not only for ideas on best practice and how other LAF's operate, but to help set agenda items, keep up on LAF news and tackle any far reaching issues. This will probably help members to feel less insular as a small urban LAF and become familiar with using Huddle. There is still an intention to have training on LAF role, remit and an overview on legislation/practical implementation of Highways Act as it relates to walking and cycling, Design Standards Transport for London. Relevant site visits to be undertaken when deemed necessary.

Do you perceive any barriers to delivering your priorities?

Time restrictions for both members and the LAF support officer who is also the rights of way officer and works part time.

Any other comments



Friday, 14 December 2012

Dear Colleague

Local Access Forum National Conference, Holiday Inn Sheffield, 27th February 2013

I would like to invite you to the 2013 national Local Access Forum conference which is being held at the Holiday Inn, Sheffield on Wednesday the 27th February 2013. The theme of the conference is 'Sharing Good Practice: Sharing Solutions' and will include talks from Natural England and Defra as well as workshops and talks led by representatives from LAFs from all over England. Steve Scoffin the ex-Chair of Durham LAF has graciously agreed to Chair the conference in an independent capacity. Tea/coffee and lunch will be provided on the day.

If you would like to attend please fill in the booking form (attached) and return it by **1st Feb 2013** at the latest. We can only cater for **one person per LAF** (apart from members running workshops or giving talks) though spaces may become available so do let us know if you would like to be added to the reserve list and we'll contact you nearer the time if attendance looks possible.

We would recommend you travel to the conference by train and as part of the booking process we will have your rail tickets posted to you and if you live over 3 hours away from the venue, we can also book you a hotel room including evening meal with other delegates the night before. All these costs will be covered by Natural England. If you need to travel by other means than rail and wish to claim expenses, please use the form provided which must be sent to us by **8th March 2013** in order to be processed. This must be a printed and signed hard copy - we cannot accept electronic versions.

If you have any questions please contact myself or Rob Leek (rob.leek@naturalengland.org.uk) and if you can attend I look forward to seeing you at the conference.

Yours faithfully

A handwritten signature in black ink that reads "Martin Shaw".

Martin Shaw
Senior Adviser Local Access Forums
Martin.shaw@naturalengland.org.uk

Attached:

- *Conference programme*
- *Workshop sessions*
- *Booking form*
- *Directions to venue*
- *Walking directions from station*
- *Volunteer expenses form*

Local Access Forum National Conference

Holiday Inn Sheffield, 27th February 2013

Programme

Time	Activity	Presenter
10.00 - 10.15	Arrival – tea/coffee	
10.15 - 10.20	Welcome by conference host	Martin Shaw Natural England
10.25 - 10.30	Introduction to the day	Steve Scoffin (Chair)
10.30 - 10.55	Talk 1 – How LAFs can make use of Natural England's household survey on people engaging with the natural environment (Monitoring of Engagement with the Natural Environment)	Natural England
10.55 - 11.00	Introduction to workshop sessions	Steve Scoffin (Chair)
11.00 - 12.00	Workshop session 1 (coffee/teas available)	
12.00 - 12.25	Talk 2 - Providing Access to Hampshire's Heritage	Sue Coles (Hampshire LAF)
12.25 - 13.25	Lunch	
13.25 - 14.25	Workshop session 2 (coffee/teas available)	
14.25 - 14.50	Talk 3 – A forward look at Rights of Way and the role of Rights of Way Improvement Plans	Defra
14.50 - 15.50	Workshop session 3 (coffee/teas available)	
15.50 - 16.20	Plenary session With an opportunity to ask questions	Panel
16.20 - 16.30	Summary	Steve Scoffin (Chair)
16.20 - 16.30	Conference close	Martin Shaw Natural England



Workshops

1 – Working with volunteers

Facilitated by: Peak, Derby and Derbyshire LAF

2 – Urban LAFs

Facilitated by: Tyne & Wear LAF

3 – Multi-user routes - How to manage and help solve conflicts

Facilitated by: North York Moors LAF

4 – LAF involvement with Local Nature Partnerships

Facilitated by: Wiltshire and Swindon LAF

5 - How can LAF's better engage with health departments?

Facilitated by: Shropshire LAF

6 – Working with your appointing authority on planning issues

Facilitated by: Cambridgeshire LAF

7 - Facilitating disabled access

Facilitated by: Shropshire LAF

8 – Huddle interactive workshop – New and existing Huddle users will be shown different ways to help them get the best out of the system.

Facilitated by: Peak District LAF and Natural England

9 – Setting up 'friends of' groups

Facilitated by: Tees Valley LAF

10 – Open access - The workshop will introduce current issues relating to open access land and will provide an opportunity to ask questions

Facilitated by: Natural England

11 – Impacts of cuts on footpath management

Facilitated by: TBC

12 – Green Infrastructure

Facilitated by: Lancashire LAF

13 – Paths for Communities - The workshop will update participants on the P4C scheme and will provide an opportunity to ask questions

Facilitated by: Natural England



Booking form

To book a place at the conference, please fill in the following form and either email it to Rob.leek@naturalengland.org.uk or post it to:

Rob Leek, Natural England, 1st Floor, Temple Quay House, 2 The Square, Bristol, BS1 6EB

Booking forms need to be returned to Natural England by **1st February 2013** at the latest.

Name:

Local Access Forum:

Email Address:

Phone Number:

Address:

Please tick **one** of the following:

- I would like to attend as my LAF's representative at the conference –
- I would like to be added to the reserve list in case of extra availability –
- I am running a workshop or doing a talk –

I will be travelling by train and require the following tickets posting to the address given above:

Outward Journey

Date	Name of departing station	Time of departure	Time arriving Sheffield station

Return Journey

Date	Time departing Sheffield station	Name of return station	Time arriving return station

In order to attend I will require hotel accommodation for Tuesday 26th February –

I would like to join other delegates for an evening meal the night before the conference –

I would like to attend the following workshops (please tick only **three**):

Working with Volunteers	<input type="checkbox"/>	Huddle interactive workshop	<input type="checkbox"/>
Urban LAFs	<input type="checkbox"/>	Setting up Friends of Groups	<input type="checkbox"/>
Multi-user Routes - how to manage and help solve conflicts	<input type="checkbox"/>	Open Access Land	<input type="checkbox"/>
LAF Involvement with LNPs	<input type="checkbox"/>	Impacts of cuts on footpath management	<input type="checkbox"/>
How can LAF's better engage with health departments?	<input type="checkbox"/>	Green Infrastructure	<input type="checkbox"/>
Working with your appointing authority on planning issues	<input type="checkbox"/>	Paths for Communities	<input type="checkbox"/>
Facilitating disabled access	<input type="checkbox"/>		

I have the following dietary requirements:

Any other requirements?

Directions to venue

DIRECTIONS



BY ROAD

Approaching from the M1, exit at junction 33 and follow signs for Sheffield City Centre. On reaching Park Square roundabout take the 5th exit signposted Victoria Quays / A61N. Turn right at the first set of traffic lights, the entrance to the hotel drive is situated on your immediate left with the hotel at the end of our private drive.

BY AIR

Doncaster Robin Hood Airport - 54 km
Manchester Airport - 69 km
East Midlands Airport - 74 km

BY RAIL

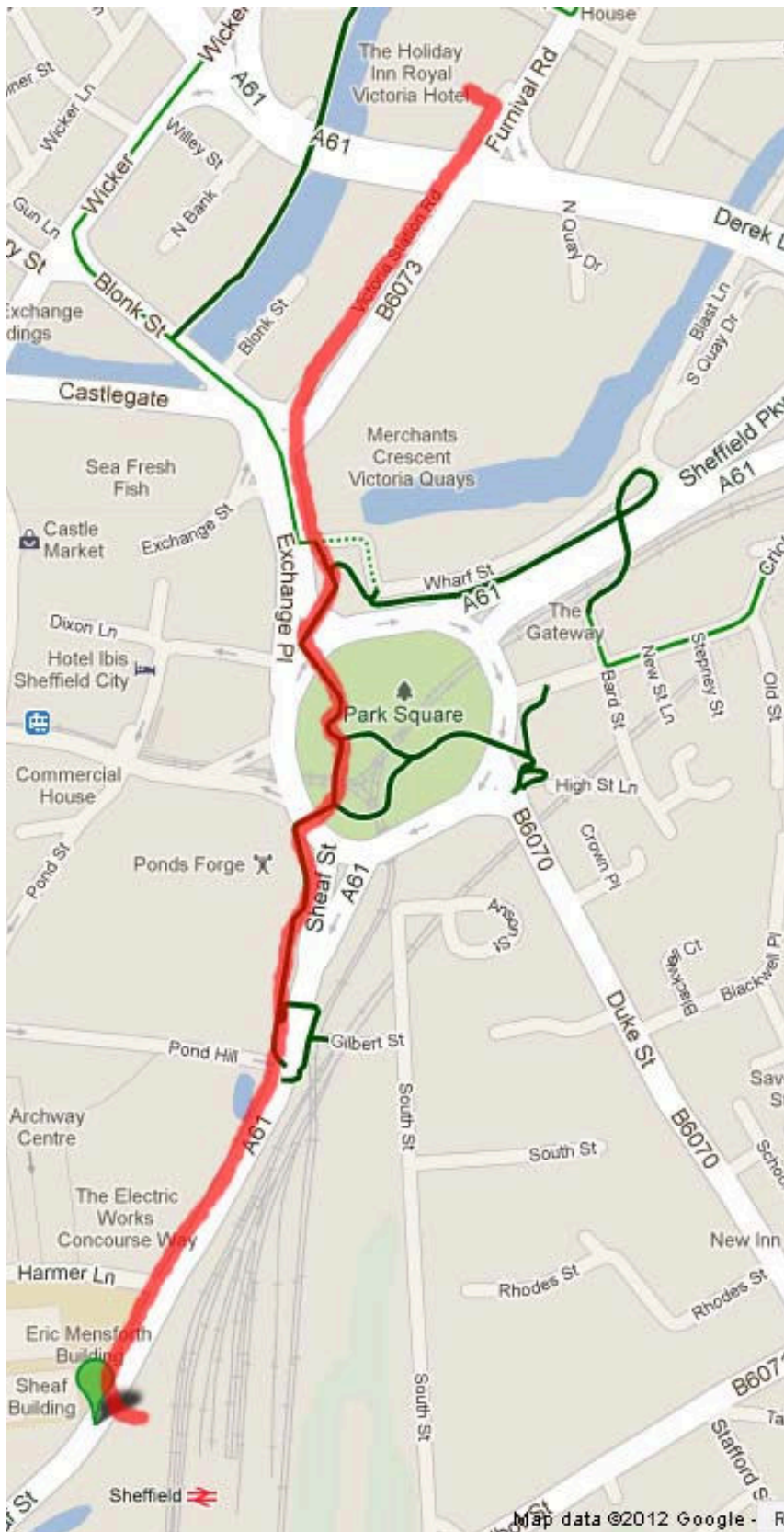
Sheffield Railway Station - 1 km

SAT NAV USERS

Please use Victoria Station Road, Sheffield and not the postcode to reach your final destination.



Walking directions from station



- 1 – Leave railway station and cross over the road
- 2 – Turn right and walk on the pavement on left hand side of road (Bus station is on your left)
- 3 – Cross over pedestrian crossing (Harmer Lane) and carry on
- 4 – Cross over road (Pond Hill) and carry on
- 5 – At Park Square, follow pavement foot ramp up which bears to the left (Ponds Forge leisure centre is on your left)
- 6 – Turn right onto the bridge over the road
- 7 – Turn left on path, cross over tram lines (with care) and continue over the footbridge - hotel is visible from here
- 8 – Go down steps onto pavement which is on right hand side of road. At the bottom continue straight towards petrol station
- 9 – Cross over road (Wharf Street) and continue on (Wharf is on your right hand side)
- 10 – take next right onto Furnival Road (B6073)
- 11 – Cross immediately to the other side of the road, towards the Park Inn hotel, and turn right immediately before it.
- 12 - Follow the brown sign for the Holiday Inn. The hotel is on the left hand side up this incline.



Please note: 'Volunteers' is a loose term for anyone not employed by the organisation and if you haven't claimed expenses from Natural England in the last six months, please add your bank details.

Company code 08

Volunteer Expenses Form (V3)

As a registered volunteer, you may claim for 'out-of-pocket' expenses incurred whilst carrying out your voluntary role. **All expenses are paid by BACs, must be agreed with your supervisor in advance and receipts must be provided.** For assistance or further information on how to claim, please contact your supervisor or refer to the volunteer pages on our website at www.naturalengland.org.uk.

DO NOT use this form to notify a change of bank details. To change your bank account details, please request a BACs form from your supervisor.

Name & voluntary role:		Team & location: Access and Engagement		Volunteer supervisor/contact: Phil London	
Full private address (inc postcode):					
Enter name and details of your APPROVING OFFICER . Failure to complete this section may result in your claim being returned.					
[Redacted]		[Redacted]		Access & Engagement O2	
Approver name: Rachel Spry		Approver location:		Telephone: 01684 290251	
If this is your first claim please complete the following bank details (all subsequent claims leave this section blank)					
Bank/Building Society name:		Branch:		Sort code: -- -- --	
Account number:		Account name:		Building Society roll number (if applicable):	
Email address for remittance advice: (Remittance advice will be sent to your private address if you do not provide an email address)					
DECLARATION: I certify that:					
<ul style="list-style-type: none"> • I made the journeys/purchases detailed in this claim and that the expenses shown were necessarily incurred by me during my voluntary role. • Prior approval of these expenses has been obtained from my team. • I used public transport where it was available and practical. 					
Signature:		Date:			
(Motor mileage claimants only)					
<ul style="list-style-type: none"> • I hold a valid driving licence and I have informed my insurance company that I am using my vehicle during my voluntary role. • My car has a valid tax disk and MOT (if required). 					
Car registration:					

Completed claim forms should be sent to: Accounts Payable, Lion House, Willowburn Industrial Estate, Alnwick, Northumberland NE66 2PF or completed claims may be emailed to: SSD APNE@Defra.gsi.gov.uk

