

## LAF National Conference 2013 'Sharing Good Practice: Sharing Solutions'

Friday, 14 December 2012



Dear Colleague

### Local Access Forum National Conference, Holiday Inn Sheffield, 27<sup>th</sup> 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 27<sup>th</sup> 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 **1<sup>st</sup> 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 **8<sup>th</sup> 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](mailto: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](mailto: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, 27<sup>th</sup> 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](mailto: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 **1<sup>st</sup> 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 26<sup>th</sup> 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](http://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: <b>Access and Engagement</b>	Volunteer supervisor/contact: Phil Lendon
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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.

						Access & Engagement O2	
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Approver name: <b>Rachel Spry</b>	Approver location:	Telephone: <b>01684 290251</b>
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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: _ _ - _ - _
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Account number:	Account name:	Building Society roll number (if applicable):
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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:**

- 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:
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(Motor mileage claimants only)

- 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](mailto:SSD APNE@Defra.gsi.gov.uk)

