

**MORAY LOCAL OUTDOOR ACCESS FORUM
SECOND MEETING**

**MINUTES
Moray Council Chambers, Elgin
Tuesday 2nd May 2006
7.00pm- 9.00pm**

PRESENT

Cllr Bob Wilson (Moray Council),
Ian Douglas (Moray Council- Moray Access Manager),
Ian Bruce (Moray Council- Environmental Services Manager),
Claire Bell (Moray Council- Path Project Officer),

Members:

Janet Trythall,-(Outdoor Access User)
Rita Marks- Moray Tourism Forum (Outdoor Access User)
Simon Jacyna- MEAG (Outdoor Access User)
John Fleming- MALT (Community Groups)
Jean Oliver- Speyside Paths Network Group (Community Groups)
Duncan McConnell- Dyke & Landward Community Council (Community Groups)
Jenny Gate- Glenlivet & Inveravon Community Association (Community Groups)
Peter Graham-SRPBA (Landowner)
Iain Green-NFUS (Landowner)
Alasdair Laing- Logie Estate (Landowner)
Toby Metcalfe –Smiths Gore (Landowner),
John MacLean- Westfield Farms (Landowner)
Cllr Linda Gorn- Moray Council (Public Agencies)
Philip Whitefield- Forestry Commission Scotland (Public Agencies)
Barbara Stearn-Moray Health & Social Care Partnership (Public Agencies)
Franziska Smith- HIE Moray (Public Agencies)

Apologies

Watson Bell (Outdoor Access User), Honor Third/ Iain Stephen (Moray Access Panel), Kelly Millar (SNH), Cath Clark (Paths For All), Garry Morrison (Moray Council).

Item		Action
1.0	Welcome The meeting was chaired by Councillor Bob Wilson.	
2.0	Accuracy of Previous Minutes	
2.1	The previous meetings were confirmed as being true and accurate. Agreed by Jean Oliver and seconded by Peter Graham.	
3.0	Matters Arising	
3.1	<u>Item 2.2 - Clerking & Legal issues</u> Ian Douglas noted that Claire Bell will continue to act as temporary Clerk until further notice. Ian Bruce reported he has written to MC Legal Services regarding the supply of a permanent Clerk and a legal representative for the meetings. He is still awaiting a response.	Ian Bruce
3.2	<u>Item 3.1-Travel Expenses</u> A travel expenses form has now been issued to all members. Rita Marks observed that the 12.6p/mile seems quite low. Ian Douglas to check rate.	Ian Douglas

3.3	<p><u>Item 3.3- Press Release</u> Cllr Wilson confirmed that he issued a short press release to the Northern Scot after the last meeting.</p>	
3.4	<p><u>Item 4.2- Minutes of Meeting-Procedure</u> It was confirmed that the minutes of the last meeting are to be posted on the website since they have now been agreed. Ian Douglas to arrange.</p>	Ian Douglas
3.5	<p><u>Item 5.1- Finance</u> Cllr Gorn reported that she approached the subject of budgets for the Outdoor Access Forum and other Outdoor Access duties at a recent council meeting, but other councillors were unaware of what has been assigned. This may be the subject of a future committee report.</p> <p>Jean Oliver noted that she wrote to Moray Council regarding Outdoor Access budgets. She received a copy of budget breakdowns, a copy of which was issued to all present, but none identified what is spent on Outdoor Access. Alisdair Laing agrees the Forum can not work in a vacuum and would like a clear budget for the Forum.</p> <p>Jean Oliver requested a breakdown of what has been allocated to Outdoor Access by the Council. Cllr Bob Wilson noted that he will be raising the matter at the council and the response will be reported to the Forum.</p> <p>The Quality of Life budget is available on the web, but Ian Bruce to provide a breakdown. Ian Douglas to email or post copy to Cllr Gorn.</p>	Moray Council
3.6	<p><u>Items 7.0- Friend's Scheme</u> It was agreed that copies of the application form be sent to the various community groups. Ian Douglas to organise. It was noted that contrary to Item 7.3 of the last minutes, Friends do not require to have an email address and can be contacted by post.</p>	Cllr Bob Wilson
3.7	<p><u>Item 8.2-Moray Local Outdoor Access Strategy</u> A copy of the current strategy document has now been issued to all, although this was without a coloured plan showing paths.</p>	Ian Bruce/ Ian Douglas
3.8	<p><u>Item 10.3 Access Enquiries</u> Several members reported that they attended the open day run by the Cairngorms Outdoor Access Forum, at which there were several interesting case studies discussed. Rita Marks suggested that in future some method of exchanging case studies be set up with neighbouring forums.</p>	Ian Douglas
3.9	<p><u>Item 9.0- National Outdoor Access Forum</u> Several members enquired as to how the Moray Outdoor Access Forum can represent their views to the National Forum, such as the need to lobby the Scottish Executive for 'ring fencing' of the Outdoor Access budgets assigned to local authorities. There was also a suggestion of a regional representation on the national Forum, perhaps rotational involving all the north Scotland Forums. Cllr Bob Wilson agreed to investigate and report back to the Forum.</p>	Cllr Bob Wilson
4.0	Member Resignation & Replacement	
4.1	<p><u>Member Resignation</u> Ian Douglas reported that member Allan Fraser has resigned from the Forum.</p>	

4.2	<p><u>Filling of Vacancy</u> Ian Douglas recommended that this vacancy be filled by James Cruikshank, the highest scored Community representative from the substitute list. Ian Douglas also recommended that the resultant Substitute vacancy be filled by Hillary Lamont, the highest scoring Community representative from the reserve list.</p> <p>Both motions were agreed by the Forum. Ian Douglas to contact these proposed members to formally offer them their positions.</p>	Ian Douglas
<p>5.0</p> <p>5.1</p> <p>5.2</p> <p>5.3</p>	<p>Nominations for Convener & Vice Convener</p> <p>Following discussions it was agreed that since the Forum members are still unfamiliar with one another, the initial posts of Convener and Vice Convener shall be temporary positions for one year.</p> <p><u>Nominations for Convener</u> Watson Bell and Peter Graham were forwarded by Toby Metcalfe and Peter Graham by Duncan McConnell, however it was reported that Watson Bell did not wish to stand for the position. Peter Graham was therefore elected temporary Convener.</p> <p><u>Nominations for Vice Convener</u> Watson Bell and Ian Green were forwarded by Toby Metcalfe. As both Watson Bell and Ian Green were unwilling to take the position, Simon Jacyna was forwarded by Linda Gorn. Simon Jacyna was then elected temporary Vice Convener.</p>	
<p>6.0</p> <p>6.1</p>	<p>Policy Document Working Group</p> <p><u>Working Group</u> A working group is to be set up to review the policy documents and report back to the next meeting (27th June). This is to consist of the following members: Rita Marks, Jean Oliver, Alisdair Laing, Watson Bell, Franziska Smith, and chaired by Duncan McConnell . Peter Graham (Convener) and Simon Jacyna (Vice Convener) will also attend. Ian Douglas to facilitate meeting.</p> <p><i>Post Meeting Note: Meeting confirmed for Monday 15th May at 2.30pm , to be held at Moray Council offices in Springfield House, Edgar Road, Elgin.</i></p>	Working Policy Group
<p>7.0</p> <p>7.1</p> <p>7.2</p> <p>7.3</p>	<p>Members' Training</p> <p><u>Cairngorms Outdoor Access Forum</u> Jenny Gate, Jean Oliver and Rita Marks all attended the recent Cairngorms Outdoor Access Forum. Alisdair Laing queried whether the National Park would provide funding or training for the Moray forum as it lies within the park's boundary. Cllr Wilson thought that this is unlikely as the Park has its own Forum, but will look into the matter.</p> <p><u>Scotways Publication</u> They reported back that there is a new Scotways publication available ('Access Rights and Rights of Way: A Guide to Law in Scotland') at £10.00 or £7.50 for members. Rita Marks to check whether the Forum/ Forum Members would qualify for the discounted price.</p> <p><u>Training Seminars</u> It was noted that Scotways run group training. Jean Oliver to check what is</p>	<p>Cllr Wilson</p> <p>Rita Marks</p>

	<p>available and at what cost.</p> <p>Paths for All and SNH run training for groups. Ian Douglas to approach Kelly Miller (SNH) to organise a short seminar at the next Forum meeting.</p> <p><i>Post Meeting Note: Kelly Miller will be providing a short talk on how the other neighbouring Forums are progressing.</i></p> <p>Jean Oliver suggested that a future training event be held on ‘Access and the Law’.</p>	<p>Jean Oliver</p> <p>Ian Douglas/ Kelly Miller</p> <p>Ian Douglas</p>
8.0	Draft Procedure for Resolving Disputes	
8.1	<p><u>Draft Procedure Document</u></p> <p>A draft copy of the ‘Procedure for the Resolution of Outdoor Access Disputes’ paper was issued to members prior to the meeting.</p> <p>Ian Douglas explained that the document is a hybrid of what other Forums have produced. He noted that the procedure has been kept flexible, and that most disputes will be dealt with and resolved by Moray Council. If required he will be able to contact members informally by phone and on occasion a formal ruling may be required by the whole Forum.</p> <p>Members expressed no concerns, but the document will be reviewed by the working group (as per Item 6.1) .</p>	<p>Policy Working Group</p>
9.0	Communications Plan	
9.1	<p><u>Methods of Communication with the Public</u></p> <p>Methods of communicating with the public and raising the awareness of the Outdoor Access Forum were discussed.</p> <p>It was agreed that community newsletters, local press, Community Councils and Community Planning Forums should be contacted and kept informed of the Outdoor Access Forum. It is also important that that a continuity of circulation is maintained.</p>	
9.2	<p><u>Press Release and Awareness Raising</u></p> <p>Ian Douglas is to prepare an initial press release with Cllr Wilson. To be issued through the council press officer.</p>	<p>Ian Douglas/ Cllr Wilson</p>
9.3	<p>A letter is also to be distributed to as many community and outdoor access groups as possible to raise awareness of the Forum.</p>	<p>Ian Douglas</p>
9.4	<p>Simon Jacyna noted he will write to local equestrian groups informing them of the Forum.</p>	<p>Simon Jacyna</p>
9.5	<p><u>Website</u></p> <p>Ian Douglas reported that the Forum Website is now live (www.moray.gov.uk under quick search - Moray Local Outdoor Access Forum).</p>	
9.6	<p><u>Neighbourhood Forums</u></p> <p>Cllr Gorn suggested that the Outdoor Access Forum contact the Neighbourhood Forums (part of Community Planning). Outdoor Access is covered in one of the Community Planning theme groups. (Action covered in item 9.3)</p>	<p>Ian Douglas</p>
9.7	<p><u>Monitoring & Evaluation</u></p> <p>Toby Metcalfe suggested that a survey be carried out at an early stage to provide baseline information on public awareness of the Forum, and enable longer term monitoring and evaluation on the success of the Forum.</p>	

	Ian Douglas to approach SNH as to whether any of the other Forums have carried out any evaluation or research, and if so what costs were involved. He is also to check if any information leaflets have been produced and get examples if available.	Ian Douglas
9.8	<u>Communication Plan Document</u> Ian Douglas is to prepare a discussion paper for the next meeting of the Forum.	Ian Douglas
10.0	Access Strategy/ Core Path Plans	
10.1	<u>Statutory Requirement</u> Ian Douglas explained that all councils have a statutory duty to prepare a Core Paths Plan in draft format by February 2008. A report has been agreed by the Council outlining the process and programme for reducing the Plan. This will be circulated to all members for discussion at the next meeting.	Ian Douglas
10.2	<u>The Forum's Role in Core Path Planning</u> Ian Douglas explained he would like the Forum to be central to the Core Path Planning process in formulating criteria for Core Paths and to look over maps to agree paths which meet these criteria. Ian Douglas noted that he hopes to start the process of producing the plan during the coming summer but that this will be subject to council finance.	
10.3	<u>Framework for Access</u> Ian Douglas explained that the designation of paths is not to do with the state of the surface, but more the function of the path. ID noted that the biggest problem will be public perception of what a core path is. He explained that the designation does not apply a duty on the council to maintain these paths. Peter Graham noted that he believes that Fife Council have applied four parameters for judging what determines a core path, and that a path has to comply with all to be designated. PG to pass this information to Ian Douglas.	Peter Graham
11.0	AOCB	
11.1	<u>Moray Ranger Service</u> Jean Oliver queried why Moray Council have no ranger service for other areas other than the Coast and the Speyside Way. Ian Bruce explained that they are discussing the matter with SNH to have a Moray wide service.	
11.2	<u>Next Agenda</u> The status of the Dufftown Spur is to be added to the agenda for discussion at the next meeting. Peter Graham also requested that 'Marketing and Advertising' be added as an item.	Peter Graham
12.0	Location & Date of Next Meeting Next meeting to be held Tuesday 27 th June 2006 at 7.00pm, at Moray Council Headquarters, High Street, Elgin. Provisional dates for future meetings: 19 th September, 19 th December.	

NOTE

Following representation from the Forum members on the draft minutes the following changes have been made:

- Item 7.3- Minutes now include note for a future training event on Access and the Law.