



Highley Parish Council

National Cycle Network Route 45 Working Group

Minutes of the First Meeting – Thursday 4 June 2026, 6.30pm

The Library, Severn Centre.

Present: T. Quinn (Chair), A. Palmer (Clerk), R. Millington (RJM Contracts), R. Wood (Chelmarsh PC Chair), C. Prince (Wyre Forest Cycle Forum Chair), G. Bailey (Clerk, Chelmarsh PC), M. Garner (WFCF former Sustrans representative)

Apologies: C. Wood, A. Hancox, C. Stanley, W. Lloyd, S. Ritchie-Simmons, H. Hancox, E. Andrews, D. Jones.

1. Appointment of Chair

RESOLVED: Cllr Tom Quinn appointed Chair of the Working Group.

2. Appointment of Notetaker

RESOLVED: Alison Palmer appointed Notetaker for all Working Group meetings.

3. Memorandum of Understanding (MoU)

NOTED: Formal signing to be arranged through Highley Parish Council.

AGREED: Publicity to be coordinated by the Clerk and Chair.

4. Implementation of Appointed Contractors

RESOLVED: RJM to undertake maintenance as previously agreed.

ACTION: Clerk to request an updated quotation following a further site visit.

5. Roles, Responsibilities and Reporting Structure

RESOLVED:

- Mike Haddon to be added to the Working Group and included in all communications.
- The Working Group will follow Sustrans guidance and previous inspection/reporting formats.
- Volunteers may support vegetation and signage maintenance where appropriate.

ACTIONS:

- Clerk to contact Mike Haddon and add him to the group.

- Clerk to confirm whether HPC insurance covers Working Group volunteer activity.
- Clerk to investigate the status of the Bridgnorth–Ironbridge section closure considering the extended route as a specific interest to Shropshire Council.
- C. Prince to contact Sustrans national representative regarding support and guidance.

6. Financial Considerations

NOTED:

- The existing quotation dated December 2025 requires updating.
- The previous funding commitment (December 2024) remains: **one-third of the estimated annual cost**, up to a maximum of **£4,000**, subject to the other councils sharing financial responsibility.
- The Neighbourhood Fund (CIL) may be an option as contingency funding for Years 1–2.
- Only the NCN Route 45 section under Highley Parish Council's/SVR MoU will be maintained.
- The Woodcock Lodge Caravan Park area is excluded; this remains the responsibility of residents, and no previous arrangements under the former maintenance contract can be honoured.

7. Items for Recommendation to Full Council (July Agenda)

AGREED:

- Updated contractor quotation to be submitted to Full Council.
- Recommendation that HPC confirm funding for Year 1 (and potentially Year 2).
- Recommendation to explore CIL allocation for initial maintenance period.

8. Next Meeting

RESOLVED: Next meeting to be held on **Monday 7 September 2026 at 6.30pm.**