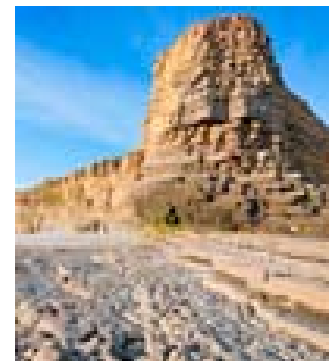




Vale of Glamorgan Local Access Forum

Annual Report 2009/10



Vale of Glamorgan Local Access Forum Annual Report 2009/10

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A map of the Vale of Glamorgan is enclosed at the end of the document.

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The Forum – A Brief History

The Vale of Glamorgan Local Access Forum has been in existence since October 2002 and continues to play an important role in advising the Vale of Glamorgan Council, the Countryside Council for Wales, Welsh Assembly Government and others as to the improvement of public access to land and, more recently, the coast, in the area.

The Forum is approximately half way through its third three year term and comprises a mixture of original, and newer, Members, all of whom contribute to ensure that the work of the Forum continues to evolve in support of the role described above.

The current Chairman and Vice-Chairman are Mr. F. Coleman and Councillor A.M. Ernest respectively.

All meetings of the Forum are open to the public. Meetings are publicised on the Council's website.

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Foreword

As Chairman and Secretary we are delighted to present the 8th Annual Report of the Vale of Glamorgan Local Access Forum.

Those of you familiar with previous Annual Reports will recall that last year's document appeared in a streamlined format designed to be more "user-friendly". The style was well received and has been used again this year. It is to be hoped that this is welcomed by readers. Further details, including agendas, report and minutes, are available on the Council's website or on application to the Secretary.

These are extremely challenging times for all of us involved in public life and the budgetary pressures prevailing are likely to be a constant factor for the foreseeable future. It goes without saying, therefore, that our appreciation to the Council's officers should once again be recorded. In particular, the invaluable support provided to the Forum by the following officers is much appreciated:

Chris Fray, Head of Economic Development and Leisure (Chris has now retired from the Vale of Glamorgan Council)
Bob Guy, Operational Manager - Countryside and Economic Projects
Gwyn Teague, Rights of Way officer (Gwyn joined the Council in March 2010)
Steve Latham, Country Parks and Commons Manager
Sandra Thomas, Public Rights of Way Assistant
Lorraine Pugh, Scrutiny and Committee Services Officer.

Frank Coleman
Chairman

Jeff Wyatt
Secretary

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Review of the year

April 2009

The year began with the Forum agreeing that the Chairman write to the Council's former Rights of Way Officer, Chris Jones-Jenkins, expressing appreciation for his contribution and support. Mr. Jones-Jenkins had left the Council, having provided support to the Forum since its inception in 2002.

Sarah Tindal, Countryside Council for Wales, provided the meeting with an update as to how the Vale of Glamorgan Council was likely to compare with other authorities in Wales in terms of the **Coastal Access Improvement Programme** and the type of schemes which were likely to attract grant aid. Whilst indicating that funding in respect of access to coastal paths had, in effect, been put on hold at the time, she hoped that additional money would be made available, resulting in up to £1m. funding being available across Wales.

Members received details of proposed **Rights of Way Improvement Plan works for 2009/10**. These included the installation of 150 new roadside posts, works on boardwalks at Llanblethian and Llancarfan and a restricted byway improvement at St. Georges.

Details of the **Local Access Forum Footpath Survey for 2008/09** were provided. Information covered the surveys undertaken by LAF members themselves, the Ramblers' survey, a combined figure and an All-Wales figure. In terms of ease of use, the following information was presented to the Forum:

| | <u>Combined</u> | <u>LAF</u> | <u>Ramblers</u> |
|----------------------------|-----------------|------------|-----------------|
| Waymarking along the route | 64 % | 75% | 52% |
| Bridges | 84 % | 89% | 78% |
| Stiles / Gates etc | 89 % | 86% | 91% |
| Obstructions | 69 % | 72% | 65% |
| Surface Conditions | 90 % | 94% | 86% |
| Signposting from the road | 47% | 46% | 47% |

The figures describe the pass rate of paths surveyed, so higher percentages are better / more positive indicators.

Volunteer Members of the Forum carry out an autumn survey to complement the spring survey carried out by Ramblers. Forum Members were encouraged to again volunteer to partake in the 2010 survey which would involve, ideally,

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five / six Members each being responsible for surveying five / six linear kilometres.

More recently. Members did, indeed volunteer to partake in the 2010 survey.

At the April meeting, it was also agreed that the Terms of Reference of the Forum be amended to embrace coastal access issues.

April also saw the Forum noting that Annie Duddridge of the Vale Coalition of Disabled People had volunteered to join the Forum. Annie was duly appointed and has been a member of the Forum since.

Finally, at the April meeting the Chairman provided members with a short briefing summarising issues discussed at the **Local Access Forum Chairmen's Meeting** in February 2009. Members of the Forum considered that, generally, the identification / sharing of good practice would benefit LAFs and local authorities. The Chairman indicated that he had asked officers to instigate reciprocal arrangements allowing for the provision of agendas / reports with neighbouring LAFs. He had also mentioned at the above conference to the Chairman of the Cardiff LAF the possibility of some kind of link up regarding, for example, coastal issues.

More recently. The Chairman has now attended meetings of both the Cardiff and Bridgend LAFs, and a first useful meeting has been held with LAF Chairmen and key officers of Cardiff and the VOG to discuss issues of mutual concern.

July 2009

Prior to the meeting, members were afforded the opportunity of visiting **Porthkerry Park** and viewing the recently upgraded perimeter footpath and links to the coast and woodland tracks through the park.

A task and finish group comprising a number of Forum members had been established to consider issues relating to linking up of **Public Rights of Way Improvements**. The Group would consider existing links and those that would be desirable to achieve a circular route. The aim of the Group was that

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its work would be complementary to both the Coastal Access Improvement Programme and the work of the Rights of Way Improvement Team.

Arising out of discussion at the previous meeting, the Forum received a presentation from Mr. Rowan Hughes, the Council's Principal Environmental Health Officer, relating to **Dogs in the Countryside**. The Council's service comprised two wardens, the main function of whom was to collect stray dogs - currently approximately 350 per annum, as compared with some 500 ten years ago. Sole responsibility for stray dogs had been passed from a joint responsibility with the Police to the Council a couple of years ago and the existing arrangement with Croft Kennels whereby stray dogs were collected from the Council had proved to be an excellent service. The Forum was informed that the Council had by-laws (which related mostly to parks and public areas) in relation to control of dog fouling, control of dogs on leads and control of dogs on beaches.

Dog fouling enforcement was very time consuming and where enforcement action was proposed, it was always challenged. Most of the issues related to dogs in urban areas and, during the preceding year, just one incident had been reported of a dog attacking sheep.

The other primary function of the service was promoting responsible ownership, which was done in partnership with the Dogs Trust. Whilst dogs were required to wear a collar and identification tag, the Council actively encouraged microchipping. As part of the promotion of responsible dog ownership, the service visited schools, and also encouraged worming.

The July meeting of the Forum also included discussion on a number of matters arising from the **Local Access Forum Conference** held on 7th May 2009. These included:

- **ROWIP Review**:- which would be circulated to Members of the LAF when it became available.
- **Agri-Environment Schemes**: - the Welsh Assembly Government had indicated that existing agri-environment schemes were to be replaced by a new scheme to be introduced in 2012 which, it was anticipated, would have a more strategic and regional focus rather than the current local (if somewhat fragmented) arrangements. Concerns were expressed that some of the existing permissive paths would no longer exist if and when financial incentives were removed. Members agreed that a watching brief be maintained and, if deemed appropriate, an additional meeting be held to discuss the proposals once known with representatives from the appropriate bodies invited to attend.

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Matters which the Countryside Council for Wales and Welsh Assembly Government anticipated being referred to Local Access Forums during the year were outlined. These included the **Walking and Cycling Plan for Wales**, with it being agreed that an update be presented at a later meeting.

In July, the Forum also received an update on **PROW Orders**. This has become a standing item on Forum agendas. The reports enable members to monitor work undertaken in this area, particularly given the significant length of time during which the Rights of Way Section was under resourced.

More recently. The recent employment of a new Public / Rights of Way Officer and a number of temporary staff has assisted.

A funding offer in respect of the **Rights of Way Improvement Plan** of £46k. was received. At the time, a formal funding offer in respect of the **Coastal Access Improvement Programme** was still awaited.

As part of the reciprocal arrangements with the **Cardiff Local Access Forum** referred to earlier in the report, members received the Annual Report of the Cardiff LAF.

An update was submitted in respect of the proposed **Metrix Development**. The Rights of Way response to the consultation in respect of the planning application had already been submitted and, whilst there were implications in respect of access issues, there were no matters of major concern. The planning application would be submitted to the Council's Planning Committee in September. An invitation would then be extended to Metrix for a representative to attend the LAF to expand on any access related issues. Any impact of the development on the Walking and Cycling Strategy would be addressed through the planning process which would include reference to the Travel Plan.

More recently. Minutes of later meetings include reference to specific reports on footpath diversions occasioned by the development

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October 2009

In the light of previous discussion at the Forum regarding **agri-environmental schemes**, members were informed that WAG was now looking at a further option which would pick up on the work done under Tir Gofal (thereby assisting the retention / creation of permissive paths).

In order that the LAF could demonstrate its commitment to ensuring access issues were adequately and properly addressed in the Council's **Local Development Plan**, the Chairman confirmed that an assurance had been received from the Head of Planning and Transportation that the LAF would be formally consulted on any planning applications having strategic implications for access and informal recreation.

More recently. It is intended that the Forum receive an update on the Local Development Plan in 2011.

The Secretary also took the opportunity to thank members for their favourable comments regarding the 2008/09 Annual Report.

The Forum received an update on the **Coastal Access Improvement Programme**, particularly the link between the Cardiff and Vale of Glamorgan coast paths. Ms. Cottnam, Coast Access Officer, Cardiff Council, opened her presentation by stating that she worked closely with officers from the Vale of Glamorgan Council. She reminded members that the Wales Coast Path had to be in place by 2012, had to be as close to the edge of the coast as was possible and had to link with neighbouring authorities. The programme in respect of the Wales Coastal Zone – a 2km. zone from the coastal edge – would run until 2013. Funding for the latter was currently on hold since the limited grant available had to be focused on the Wales Coast Path itself.

The temporary route of the **Cardiff Bay Barrage Coast Path** (CBBCP) had been agreed by CCW and WAG and constituted the link between Cardiff and the Vale via Penarth. It was noted that, as a consequence of forthcoming development in the Roath Basin, a permanent route could not yet be defined although the link point in Penarth at the Barrage would not be altered. Reference was made to the proposed **Pont-y-Werin** bridge across the river Ely which, although not near the coast, would form part of the Wales Coastal Zone and provide a 10km. circular route around Cardiff Bay (linking also with the Ely Trail). Whilst the Barrage itself had been completed in 1999, the CBBCP had been opened in 2008. Between July 2008 and July 2009, over 150,000 path users had been recorded, the majority of whom were cyclists, and the number of visitors to the Barrage had doubled.

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At the meeting, the Chairman drew attention to the fact that the Vale of Glamorgan Council had attracted significant grant aid for the implementation of the **Coastal Access Improvement Programme**, achieving a ranking of 4th highest in Wales. He congratulated officers on achieving that level of success in times of limited resources.

In respect of **access to inland water** (which was a contentious issue in certain areas) it was noted that an ongoing study was being undertaken by the Environment Agency on behalf of WAG. It was anticipated that the study would contain recommendations as to the way forward.

Mrs. March announced that Llantwit Major Footpath Group had applied for "Walkers are Welcome" status. The Deputy Chairman referred to the benefits to the local economy, particularly in relation to accommodation providers who could also gain Walkers are Welcome status. Mr. Guy indicated that he had met with the Ramblers and the Town Council some time previously and had asked to be kept informed of progress in this matter. He warned that a requirement of achieving that status was to guarantee to carry out 100% maintenance, that this Council could not give that undertaking and that the Town Council needed to be informed of the position.

A further update was received in respect of **PROW Orders**. Again, members noted the ongoing difficulties facing the Rights of Way Section given a shortfall in staff.

An update was also provided in respect of the **Rights of Way Improvement Plan** and the **Coastal Access Improvement Programme**.

ROWIP -

- funding had been received for 3 projects and a large number of waymarking posts to address the shortfall previously identified;
- boardwalks at Cowbridge and Llancarfan had been completed;
- the scheme intended for St. Georges had been abandoned due to technical difficulties – subject to the consent of CCW, it was now intended to utilise that money on waymarking posts.

CAIP -

- major works were progressing at St. Athan and imminent at Porthkerry Caravan Park;
- Sully Footpath No. 4 (the further continuation of the Penarth to Lavernock path), the tenders for which were coming in under budget;

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- subject to the consent of CCW, the surplus funds referred to above would be utilised to extend the Sully footpath project.



Sully (before)



Sully (setting in)



Sully (after)

The Chairman updated members in respect of current negotiations which would impact upon the content of the **CAIP**. Productive discussions had been held with the Dunraven Estate and its tenants. Given that both CCW and WAG wanted permanent, rather than permissive, rights of way, some reluctance was however being encountered. Nevertheless, the hope was that negotiations would progress to achieving longer term agreements (i.e. in excess of 25 years) than at present.

Members also received a brief update from Mr. R. Simpson, in his capacity as Vice-Chairman of the Cardiff Local Access Forum, on work undertaken and anticipated over the next year.

In terms of the Bridgend Local Access Forum, issues concerning the establishment of a coastal path to link up with Neath Port Talbot were noted, in terms of land ownership issues.

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January 2010

Members received a copy of a paper produced by the Welsh Assembly Government relating to agri-environmental schemes entitled “**Access Provision Under Glastir**”. It was agreed that this matter be included on the agenda for the next meeting.

The Forum welcomed John Marks, Senior Planner with the Council, who gave a presentation entitled **Cycling in the Vale of Glamorgan**. This included reference to core and aspirational routes associated with the Pont Y Werin bridge in Cardiff and the Vale. Whilst proposals relating to cycling had been contained within a variety of strategic documents, limited resources in terms of both staff and funds had produced only limited outcomes although, in summary, there was a good policy base to on which to improve and encourage cycling and every effort was being made to attract funding streams.

The Deputy Chairman informed members that he had recently been invited to attend a cross-party meeting in respect of **Consultation on Access to Inland Water**. He would keep members updated as appropriate.

With regard to **PROW Orders**, the Forum was pleased to note that the post of Public Rights of Way Officer had been offered to Gwyn Teague

It was also noted that additional funding had been made available to allow the recruitment specifically of long term unemployed persons to deal with public rights of way. It was intended that three such placements would be provided to Valeways.

The Forum noted progress made in relation to projects under the **CAIP**. Members were reminded that grant funding would reduce in the forthcoming financial year to 75%. Efforts were underway to attempt identify funding to meet the shortfall and the Chairman had requested that the matter be debated at the next meeting of Wales LAF Chairs in February.

More recently. This issue was debated at the LAF Chairs meeting where concern was expressed about meeting the 25% contribution from local authorities and the difficulty of growing ongoing maintenance, particularly after the end of the programme in 2012.

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As regards the **ROWIP**, members were reminded that 2 boardwalks had been completed and work on installing 150 waymarkers would be completed in February 2010.



Llancadle Boardwalk - 1st day



Llancadle Boardwalk

Work had not proceeded in respect of a project identified for St. Georges, and the underspend was proposed to be spent on improvements to Footpath 37 in Llantwit Major. Funding of approximately £46k. was anticipated for 2010/11 to be allocated provisionally as follows: £25k. to install a further 275 waymarkers (which would bring the Vale up to the standard required by the ROWIP); £10k. to identify the needs of the network and access requirements; and £10k. to facilitate linkages between Cardiff and the Vale in the east.

Reference was also made to funding under the Rural Regeneration Grant and to a number of ideas which might be proposed as submissions under the bidding process:, e.g. the creation of new linkages (footpaths and/or cycle routes) between villages; linkages to the coast from local communities; and possibly a cycle route as referred to earlier in the meeting. Efforts were also being made to attract a further £0.75m. through the Rural Development Plan for Wales to promote outdoor activity and participation over 2/3 years through investment in local businesses.

Mrs. V. Warlow of Valeways drew attention to the organisation of the first **Vale of Glamorgan Walking Festival** which would be held from 14th – 16th May, 2010. The Festival was to be funded by the Vale of Glamorgan Council, European Union and Welsh Assembly Government under the Council's Creative Rural Communities Rural Regeneration Scheme and would be co-ordinated by Valeways. Details of the 20 planned walks were provided. Given the limited number of volunteers within Valeways, it had not been possible to offer either a wider number or a wider range of walks, although that would certainly be a primary aim for the future. It was fully recognised that all sectors of the community should be able to participate in the Festival but that this could presently not be accommodated. The Chairman commended Valeways for their efforts in setting up this initiative.

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More recently. The event was extremely well attended and appears to have been a great success.

At the time of the meeting, Planning Officers were considering how best to engage the Forum in terms of **strategic planning applications**. The Chairman proposed that an ad hoc sub-group be set up as necessary to deal with such consultations from the Council's Planning Department.

Finally, the views of the LAF were sought on a proposal to review the fees and charges levied in respect of elective Diversion Orders etc. The view was widely accepted that the recovery of actual costs was perfectly reasonable.

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Membership Details

| Name | Date Appointed | Brief Background Details |
|------------------------|--------------------------------|--|
| Mr. F. Coleman | 28 th January, 2009 | Previously Operational Manager with the Vale of Glamorgan Council, having responsibility for a wide range of countryside and recreational projects (including serving the Forum). Enjoy walking, particularly keen to see a balance between conserving the outstanding natural environment of the area and enabling people to enjoy it more. |
| Councillor A.M. Ernest | 28 th January, 2009 | Councillor for many years on both Penarth Town and the Vale of Glamorgan Councils. Cabinet Member for Tourism and Leisure. Former Chairman of the Cosmeston Lakes Country Park Committees. Enthusiastic ornithologist and served for 28 years in the Auxiliary Coastguard Service. Former Chairman of Penarth RNLI Station Committee. |
| Mr. G.D. Cubbin | 28 th January, 2009 | Retired teacher. Formerly on Principality Building Society's Member Forum. Interests include antiques, building renovation, football and walking the coastal footpaths. |
| Ms. Annie Duddridge | 8 th July, 2009 | Worked at the Cardiff and Vale Coalition of Disabled People (CVCDP) since 2005. As Outreach Manager I try to ensure the views of disabled people are taken to the appropriate arenas. One of my "missions" and a fundamental ethos of CVCDP is to promote the message of the Social Model of Disability out to as many people as possible, making it a building block of understanding between non-disabled and disabled people. I facilitate the CVCDP Access Group that consists of disabled residents from Cardiff and the Vale of Glamorgan. |

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| Mrs. V.M. Hartrey | 12 th February, 2003 * | As a walker, I know the footpath network of the Vale well, and am keen to see improved links and access. |
| Mr. J.J. Herbert | 9 th November, 2005 * | Interests in off-road motor sport, stage rallying, and MSA safety radio operation. Member of the Green Lane Association (GLASS), campaigning for preservation of existing roads under threat of closure. Working with WAG on initiatives to manage a network of sustainable roads, and to find ways to control illegal "off-roading". Very keen to progress the coastal footpath. Passionate about wanting to see fair and equitable access for all to the countryside where it is legal, practical and sustainable. |
| Mrs. H. March | 29 th October, 2002 * | Lifelong connection with agriculture, and participation in country based community activities in the Vale of Glamorgan. |
| Mr. H.S. McMillan | 9 th November, 2005 * | Undertake outdoor activities such as hill and mountain walking, long distance trekking both at home and abroad, canoeing on Welsh rivers and cycling both on and off road. Direct interest in the sea and the coast, which is currently satisfied by walking coastal paths around the UK and being the Chairman of the Barry Dock Lifeboat Management Group. Flat Holm Island is very special to me and I spend as much time as possible on the Island working on renovation or improvement projects. |
| Mr. N. Moss | 9 th November, 2005 * | Interested in increasing responsible use of rights of way for purposes of transport, recreation and health, particularly for deprived areas and groups. Relevant experience includes: walking: local, long distance and organised groups; path maintenance; land management and access responsibilities for nature reserve; cycling. |

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|-----------------|----------------------------------|--|
| Mr. M. Parry | 28 th January, 2009 | Experience includes: proven track record of logical and disciplined working as a team; commitment and flexibility of time to address the programme commitment; access experience from a user's and landowner's (outside the Vale) point of view; close ties to the Vale community; experience of Council workings; personal and professional experience of relevant issues with a wide range of organisations and individuals. |
| Ms. A. Phillips | 28 th January, 2009 | Working with the Council and other partners on the development of the Local Authority Partnership Agreement (Physical Activity); advisor on the local Walking for Health programme and a trained Walking for Health walk leader; member of the Changing Lives (Mentor Allan) project steering group working with black and minority ethnic groups to encourage physical activity in the outdoor natural environment. Passionate about making the leisure opportunities in the Vale countryside and coast available to all. |
| Mr. R. Pittard | 29 th October, 2002 * | Vice President of Youth Hostels Association Cymru / Wales; Chairman of YHA Cymru / Wales Countryside Committee; Member of National Access Forum Wales and Defence Estates Access Focus Group; Council Member of Council for National Parks Wales Environment Link and Campaign for the Protection of Rural Wales; Board Member of Rail Future and observer to SEWTA; YHA representation to Environmental Groups in Wales and also a member of YHA's National Countryside / Environment Advisory Group. |
| Mr. R. Simpson | 29 th October, 2002 * | Member of the Campaign for the Protection of Rural Wales. Love and appreciation of the countryside, and in my opinion, nothing can compare to the varied rural landscape of the Vale of Glamorgan, from its coastal belt to the foothills inland. |

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| | | |
|-----------------|----------------------------------|---|
| Mrs. L. Stuart | 28 th January, 2009 | Former Councillor for the parish of Sully and Lavernock, and sometime Chair. Currently Chair of the Older People's Forum ('OPF') Health Group and a member of the OPF Age Discrimination Group and OPF Executive. This has given me an insight into the Forum as a structure and of voluntary work as a whole. Enjoy nothing more than a stroll in the countryside . |
| Mr. R. Traherne | 29 th October, 2002 * | Owns and manages an agricultural estate, consisting of a. "home farm", tenanted ground and farms, the Downs Common and 100 acres of forestry. Considerable experience of "rights of ways" and "access issues" Keen walker, horse rider and interested in conservation and all aspects of the rural economy. Welcomes walkers, riders, metal detectors, fishermen and many other interest groups. |
| Mrs. V. Warlow | 9 th November, 2005 * | Management Committee of Valeways; developed the Pilot Walking for Health Project in the Vale of Glamorgan which aims to be fully inclusive, promote the Countryside Code and an understanding of Public Access and Rights of Way within the Vale; keen walker, active member of various groups; member of The Woodland Trust. |

* Reappointed on 28th January, 2009.

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Terms of Reference

Set out below are the Terms of Reference under which the Vale of Glamorgan Local Access Forum operates.

Members of the LAF reaffirmed the Terms of Reference as reproduced below on 8th July, 2009.

Title

1. The Local Access Forum shall be known as the Vale of Glamorgan Local Access Forum.

Roles and Responsibilities

2. The function of the Vale of Glamorgan Local Access Forum is to provide advice to the relevant local authorities, the Countryside Council for Wales (CCW) and others as appropriate as to the improvement of public access to land in the area for the purposes of open-air recreation and the enjoyment of the area in ways which take account of land management, social, economic, environmental and educational interests.
3. The Vale of Glamorgan Local Access Forum will fulfil this role by advising on issues of particular local relevance, including:
 - (a) supporting the implementation of the new right of access to open countryside and the coast;
 - (b) improving the rights of way and coastal access networks; and
 - (c) developing recreation and access strategies that cater for everyone.
4. The Vale of Glamorgan Local Access Forum will work to:
 - (a) develop a constructive and inclusive approach to the improvement of recreational access to the countryside and to the coast;
 - (b) contribute to, and help facilitate, the work of the Vale of Glamorgan Council and its partners where appropriate;
 - (c) respect local circumstances and different interests whilst operating within national guidance;
 - (d) provide advice on issues of principle and good practice;
 - (e) engage in constructive debate and seek consensus wherever possible; and

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- (f) where consensus is not possible, make clear the nature of differing views, and suggest how they might be resolved.

Membership

- 5. The membership will include:
 - (a) a Chair and Deputy Chair elected in accordance with the LAF regulations;
 - (b) a minimum of 10 and a maximum of 20 other Members, which must include a balanced representation of
 - (i) recreational access users and
 - (ii) landowners and occupiers – together with representation of other interests especially relevant to the area.
- 6. The membership will:
 - (a) be balanced to avoid dominance by any single interest group;
 - (b) represent a cross-section of interests in the area; and
 - (c) live or work within the area or have a sound knowledge of the area.
- 7. Members will be expected to:
 - (a) adhere to the sections relating to LAFs in the CROW Act and regulations and these Terms of Reference;
 - (b) show commitment to achieving the aims of the Local Access Forum through constructive working with other Members;
 - (c) be able to devote the necessary time to attend meetings and to network outside meetings;
 - (d) have sufficient experience of access to the countryside and coast in the local areas to be able to make an informed and constructive contribution to improving access provision; and
 - (e) be capable of working with a wide range of interest groups.

Administration

Secretariat

- 8. The Vale of Glamorgan Local Access Forum will have a Secretary appointed by the appointing authority who will be responsible for:
 - (a) providing support to the Chair of the Forum;
 - (b) ensuring that the Forum is set up and run according to the CROW Act, Local Access Forum regulations and these Terms of Reference;
 - (c) managing any resources dedicated to its work;
 - (d) arranging and promoting meetings, including arranging the delivery of papers and information to Forum Members and the public;

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- (e) producing minutes of Forum meetings.

Meetings

9. Meetings will be held at least two times a year, and more frequently as and when necessary, to be agreed by the LAF and the appointing authority.
10. Meetings agendas will be agreed between the Chair, the Deputy Chair and the Secretary – although any Member may suggest agenda items for consideration.
11. Meetings will be advertised in advance and the minutes published.
12. The Chair will invite observers / advisors to the meeting when appropriate.
13. Observers / advisors will be able to contribute to the proceedings at the discretion of the Chair.
14. One representative of each of the Countryside Council for Wales and the National Assembly for Wales and any officer of the appointing authority will automatically have observer status.
15. The LAF will appoint, if desirable, Local Access Forum committees and / or Sub Groups.
16. The LAF will appoint the Chairman and agree the Terms of Reference of committees / sub groups.
17. All meetings of the LAF will be held in public. However, the person presiding, following a request from a Member or Members, may decide that the public should be barred for particular items for reasons of personal privacy or commercial confidentiality.
18. Should a Member of the Forum feel he / she might have a conflict of interest relating to a specific agenda item, such an interest should be declared.

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Officer Support

Secretary

Jeff Wyatt, Operational Manager (Democratic Services), Directorate of Legal, Public Protection and Housing Services, The Vale of Glamorgan Council Civic Offices, Holton Road, Barry, CF63 4RU

Bob Guy, Operational Manager - Countryside and Economic Projects, Dock Office, Subway Road, Barry, CF63 4RT

Gwyn Teague, Public Rights of Way Officer, Countryside and Economic Projects, Dock Office, Subway Road, Barry, CF63 4RT

Steve Latham, Country Parks and Commons Manager, Cosmeston Lakes Country Park, Lavernock Road, Penarth, CF64 5UY

Sandra Thomas, Public Rights of Way Assistant, The Vale of Glamorgan Council, Dock Office, Subway Road, Barry, CF63 4RT

Lorraine Pugh, Directorate of Legal, Public Protection and Housing Services, The Vale of Glamorgan Council Civic Offices, Holton Road, Barry, CF63 4RU

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Abbreviations

| | |
|-------------|--|
| BASC | British Association for Shooting and Conservation |
| BHS | British Horse Society |
| BOAT | Byway open to all traffic - a right of way open to all types of users including horse-drawn and motor vehicles |
| CAIP | Coastal Access Improvement Programme (a Welsh Assembly Government Programme aimed at improving access to the coast and the creation of an all-Wales coastal path) |
| CAMS | Countryside Access Management System - a graphical information system (GIS), designed specifically for public rights of way sections |
| CCW | Countryside Council for Wales - the Government's statutory advisor on countryside issues |
| CLBA | Country Land and Business Association |
| CROW | Countryside and Rights of Way Act 2000 - Legislation covering countryside access and protection of the rural environment, and includes the requirement for local authorities to produce a Rights of Way Improvement Plan |
| DMMO | Definitive Map Modification Order - a legal order that allows changes to be incorporated into the Definitive Map |
| FUW | Farmers Union of Wales |
| GIS | Graphical Information System - a computer package that combines mapped data and additional information |
| Ha | Hectare |
| HSE | Health and Safety Executive |
| Km | Kilometre |
| LAF | Local Access Forum - consultation body created under the CROW Act, consisting of interested members of the public acting in a voluntary capacity |

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|-----------------|---|
| NFU | National Farmers Union |
| OS | Ordnance Survey |
| PROW | Public Right of Way - a route where the public have “a right of passage” to travel to and fro over land along a defined route. The Definitive Map and Statement of Public Rights of Way is the legal document that records these routes |
| ROW | Public Right of Way - as above |
| ROWIP | Rights of Way Improvement Plan |
| SEA | Strategic Environmental Assessment |
| SEWTA | South East Wales Transport Alliance |
| SUSTRANS | Sustainable Transport |
| UDP | Unitary Development Plan - a Local Authority’s land use development plan |
| VOG | Vale of Glamorgan Council |
| WAG | Welsh Assembly Government - the devolved government body that is responsible for most public expenditure in Wales, and has powers to make a wide range of secondary legislation |

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