

# Vale of Glamorgan Local Access Forum

## Annual Report 2010 / 11





# Vale of Glamorgan Local Access Forum Annual Report 2010/11

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## **T**he 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 the coast in the Vale of Glamorgan.

Each Forum has a three year lifespan before an appointment / re-appointment exercise takes place. As a result, at any one time, the Forum will comprise a combination of Members of different lengths of involvement. Some have been on the Forum since its inception and the role of the Forum continues to evolve. A re-appointment exercise will take place towards the end of 2011.

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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## **F**oreword

As Chairman and Secretary we are pleased to present the 9<sup>th</sup> Annual Report of the Vale of Glamorgan Local Access Forum.

Hopefully, you will find the format “user-friendly” and informative. Further details, including agendas, report and minutes, are available on the Council’s website or on application to the Secretary.

The last few years have proved very challenging times for those involved in public life and the budgetary pressures prevailing remain a significant influence. 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:

Bob Guy, Operational Manager - Countryside and Economic Projects  
Gwyn Teague, Rights of Way Officer  
Sandra Thomas, Public Rights of Way Assistant  
Lorraine Pugh, Scrutiny and Committee Services Officer.  
Patricia Cottnam, Coastal Access Officer.

**Frank Coleman**  
Chairman

**Jeff Wyatt**  
Secretary

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## **R**eview of the year

### **April 2010**

April 2010 saw Mr. Teague, the new **Rights of Way Officer**, attend his first meeting of the LAF. He indicated that his key priorities were to publish a revised Definitive Map and to draw up Processes and Procedures to clarify matters for the public. A draft Application and Guidance Pack for Public Path Orders had been circulated prior to the meeting and, subject to minor clarification / amendments Members welcomed its content. Other similar documents would follow.

Members were informed that, under **Future Jobs Fund** assistance, two Footpath Improvement Assistants had been appointed who had been, effectively, seconded to Valeways. The posts were for six months and the possibility of further appointments under the scheme was being considered.

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Take up for the **Vale of Glamorgan Walking Festival**, scheduled for May 2010 was going well and the Forum received an update from Mrs. Warlow, of Valeways, regarding the event.

\*\*\*\*\*

The Chairman confirmed that he had raised the issue of reduced **Coastal Access Improvement Programme (CAIP)** grant funding at the LAF Chairs meeting – where he had received some support. He had subsequently written to the Countryside Council for Wales (CCW) and the Welsh Assembly Government (WAG) asking whether it would be acceptable to undertake a truncated programme of works in order to complete the programme rather than look for match funding. However, CCW had reiterated that 75% was the maximum grant award and was not negotiable. Efforts would continue to identify match funding internally, with the hope that a more positive picture would emerge.

\*\*\*\*\*

The Chairman informed Members that the LAF would, in future, be included on the statutory list of consultees where major **planning applications** having access and recreation implications were concerned. In order to expedite a response to any such consultation, Members agreed that the Chairman and Deputy Chairman, together with any relevant Member(s), be authorised to consider and submit observations on behalf of the LAF.

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Members were notified that the Council's Cabinet had approved revised **Fees and Charges**, to take effect from 1<sup>st</sup> April 2010, which included those in respect of certain PROW activities to reflect costs.

\*\*\*\*\*

The Forum was informed of applications received for the diversion of certain Public Rights of Way due to the development of the proposed Defence **Technical College and Aerospace Business Park at St. Athan.**

\*\*\*\*\*

Members noted that **CCW and / or WAG Work Plans for 2010/11** anticipated reference of the following matters to LAFs:

- ROWIP Monitoring Implementation
- Coastal Access - Implementation of the Wales Coast Path
- Implementation of the Walking and Cycling Action Plan for Wales 2009-2013
- Access to Water.

\*\*\*\*\*

Members considered a paper prepared by Catrin Dellar of the WAG in relation to access provision under **Glastir** as at February 2010.

Glastir, the new land management scheme for Wales, reflected the WAG's new environmental commitments as well as its new strategies on food and farming. WAG was committed to ensuring the scheme achieved the best possible value for money and prioritised spending on those areas that brought the widest possible benefits. The paper indicated that there would be two levels to the scheme, the applications to join the entry level scheme coming in from July 2010 and agreements signed from January 2012 for five years, with the higher levels scheme commencing in January 2013.

The Chairman confirmed that the Glastir proposals had received mixed reviews at the February meeting of the LAF Chairs, issues such as the unavailability of details as to how the scheme would work, what the requirements would be, and how farmers would gain entry to the scheme being raised. At that meeting, one of the points of concern had been the lack of involvement in the development of the proposals by LAFs.

It was considered advisable to assess the current extent of permissive paths within the Vale. CCW had undertaken some consultation as to whether the paths created as part of Tir Gofal schemes were appropriately located and it was anticipated that landowners in the Tir Gofal scheme would have maps showing the line of the permissive paths on their land. Mr. Guy undertook to investigate which Tir Gofal schemes were coming to an end and which paths had been most beneficial to the community. That work, he suggested, could

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then be used to feed into a new funding initiative for the creation of new routes being developed under the Council's 'creative rural communities' regeneration partnership for the next round of funds.

\*\*\*\*\*

A report summarising the current situation in relation to applications for Public Path Orders and changes to the Definitive Map had been circulated in advance of the meeting. Mr. Guy drew attention to previous resource issues within the PROW Team, expressing the view that the recent recruitment of Mr. Teague would expedite the progression of these matters.

\*\*\*\*\*

Under the **CAIP** an indicative allocation of £144,800 had been received for 2010/11. A formal bidding process would follow, with the following projects included :

Negotiate new rights of way at

- Lavernock Nature Reserve
- St. Mary's Well Bay
- The Captain's Wife
- Aberthaw Power Station
- Gileston to Summerhouse
- Cwm Colhuw
- Cwm Nash to Dunraven
- Dunraven to Ogmore.

Repair flight of steps - Golden Stairs, Porthkerry.

**More recently: Repaired stairs.**



Drainage works - Porthkerry.

**More recently: New drainage system.**



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Installation of steps - Porthkerry to the Bulwarks.

**More recently: Project dropped and monies transferred to cover the additional costs associated with the drainage works at Porthkerry.**

Renewal / replacement of path furniture - east of Nash Point.

Other projects were contained within the list which would be funded only should additional monies be freed up later in the year.

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With regard to the **Rights of Way Improvement Programme (ROWIP)**, details of the projects originally proposed for 2010/11 were contained within the report. It was noted that the installation of approximately 275 new way mark posts would complete the project commenced some three years ago. A recent change in the criteria for grant required the Programme to contain one project which would promote biodiversity. It was suggested that could be the establishment of the Ely to Leckwith Woods cross border walk with Cardiff Council.

\*\*\*\*\*

At the April meeting, there was a brief discussion on **cross border links with Bridgend**, the Chairman informing Members that he had attended a recent meeting of the Bridgend LAF where he had been advised that constructive talks were ongoing with Welsh Water in relation to access across the River Ogmore though there were issues on the Merthyr Mawr side. Eastwards, the Pont Y Werin bridge would be opened in the near future, although there remained issues to be resolved on the Penarth side relating to the resiting of the coastal path.

It had been decided at the above meeting, that regular meetings should take place to discuss mutual issues of interest / concern.

\*\*\*\*\*

A number of Members volunteered to undertake stone stile surveys in the area from the coast inland to Llantwit Major and Wick (and thereabouts).

\*\*\*\*\*

## July 2010

The Forum received a presentation from Mr. G. Simpson, Valeways - in respect of the inaugural **Vale of Glamorgan Walking Festival** and the **Heritage Trail Accommodation Database**.

The inaugural **Walking Festival** had taken place from 14<sup>th</sup> to 16<sup>th</sup> May, 2010 and comprised 20 different walks. A total of 329 individual walkers had

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booked places, with an eventual attendance level of approximately 75%. The event had also been featured in the magazine 'Country Walking'. Excellent feedback had been received, a summary of which was presented to the Forum.

It was agreed that the Forum's appreciation of the work which had gone into organising and holding the inaugural Vale of Glamorgan Walking Festival be placed on record.

**More recently: Members were informed at their last meeting of the success of the second festival held in May 2011 and Valeways hope that the event would take place in 2012.**

The **Heritage Trail Accommodation**, in essence, represented simply a list of accommodation as it should appear along the various sections of the Heritage Trail. The work had been undertaken by volunteers and, ideally, it would be necessary to identify a publisher/distributor if a wider circulation was to be achieved.

\*\*\*\*\*

Mr. Dave. Knevett, Operational Manager (Leisure and Tourism), Vale of Glamorgan Council addressed the Forum on the following issues:

- Vale of Glamorgan Tourism Strategy
- Health and Leisure
- Penarth Town Trail Signposting.

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The Forum received a summary of the position regarding the **Performance Indicators** in respect of paths signposted from the road (P6A) and paths that were easy to use (P6B).

\*\*\*\*\*

One of the Forum Members, Mr. Pittard commented that a number of sections of the **Wales Coast Path** had opened with little apparent co-ordination in terms of the overall promotion of the path. It was acknowledged that the Path website was not yet live but members were informed that, once it was operational, a 'traffic light' system would be used to indicate paths open, due to open or due for longer term opening. The aim was for the coast path to be open by June/July 2012, prior to the London Olympics. Until more of the path was open, it was difficult to introduce particularly comprehensive promotion.

\*\*\*\*\*

At the July meeting, a discussion took place regarding the replacement of the Tir Gofal agri-environmental schemes by the **Glastir** scheme.

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The Welsh Assembly Government had requested that the Forum assist by identifying:

- which of the existing permissive paths were considered valuable and should be continued in the Glastir Scheme.
- potential strategic routes that did not currently exist and which could be established under new permissive access in Glastir.

During the discussion, reference was made to the reluctance of many farmers to allow permanent access to routes along the coast. It was suggested by Mrs. March that the new scheme might well make things more difficult in this respect. In general, members of the Forum agreed that the Tir Gofal permissive paths near the coast were considered valuable and worthy of retention. Any comments regarding strategic routes would, if necessary, be considered by a small Working Group of Forum members.

\*\*\*\*\*

Members noted that Mrs. T. Cottnam had commenced work with the Vale of Glamorgan Council on 16<sup>th</sup> July, 2010 for one day a week until, potentially, the end of the **Coastal Access Improvement Programme** project in March 2013. She confirmed that a formal offer of funding had recently been received from the Countryside Council for Wales in respect of the Council's plans for 2010/11. Match funding would be required to be agreed, following which work schemes would proceed.

**More recently: The offer for the remaining two years of CAIP has been accepted in the sum of £130,200. The main projects would include path creation agreements, consideration of a further path on Little Island and two larger projects at Cwm Colhuw and Cwm Mawr.**

\*\*\*\*\*

The Secretary submitted for comment / approval the Draft **Annual Report** for 2009/10. Members were very supportive and appreciative of the format in which the information was presented. A number of minor amendments would be made to reflect the comments made at the meeting.

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## November 2010

Both the Secretary and Chairman referred to correspondence from **Ms. S. Tindal, Countryside Council for Wales (CCW)**. Ms. Tindal, who had been involved in liaising with the Forum for many years, had indicated that, due to staff restructuring and the general financial situation, she was unlikely to be able to attend any of the meetings of the Forum for the foreseeable future. However, she wished to assure the Chairman and members that CCW continued to fully support the work of Local Access Forums and that she was keen to continue the role of observer, albeit whilst being unable to actually

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attend meetings. It was agreed that the Secretary convey the Forum's appreciation to Ms. Tindal for her support to date and her ongoing commitment to the work of the Forum.

\*\*\*\*\*

The Forum agreed that the Chairman write to the Leader of the Council expressing the Forum's wish that the Council again provide financial assistance towards the **Vale of Glamorgan Walking Festival** in 2011.

\*\*\*\*\*

Mrs. T. Cottnam informed the Forum that she had been in touch with CCW with a view to ensuring appropriate marketing as the **Wales Coast Path** developed / opened. The overall programme for marketing had been revisited and she understood that the development of a website had been identified by CCW as a priority. She also referred to CCW and WAG looking to ensure that marketing was balanced with the fact that the path was currently, and would be for some time, incomplete.

**More recently: Official opening planned for 5<sup>th</sup> May, 2012.**

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The Secretary confirmed that the **Annual Report 2009/10** had been circulated to the Countryside Council for Wales, the Welsh Assembly Government, neighbouring Local Access Forums, Town and Community Councils and libraries within the Vale of Glamorgan.

\*\*\*\*\*

A joint consultation paper had been published by the Law Commission and Scottish Law Commission regarding **level crossings**. The paper related to proposals for legal reforms relating to the creation, closure and safety of level crossings, with responses invited by 30<sup>th</sup> November 2010. Given the technical content of the documents, the Rights of Way Officer had prepared for the Forum's assistance a guide to some of the salient points. Members were asked to consider whether, given the detailed nature of the document, an officer response would be more appropriate.

During the ensuing discussion, a number of members referred to the apparent preference shown towards the rail sector / Network Rail. Specific reference was made to the section of the document relating to apportionment of costs. One proposal was that Orders should be capable of apportioning costs between the statutory authorities concerned. The proposals rejected the notion that the promoter of an order should, by default, meet the full costs. Instead, it was suggested that an arrangement be used similar to that used to the apportionment of bridge costs between a Highway Authority and a railway owner. Reference was also made to issues relating to health and safety. For

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example, it was considered that Network Rail should bear all costs of making safe crossings.

Mr. Pittard indicated that similar concerns had been expressed at the meeting of the National Access Forum for Wales.

It was agreed that the concerns outlined above, together with any additional comments made, be incorporated within the response submitted by the Rights of Way Officer on behalf of the Forum.

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Funding for this year's **CAIP** had been confirmed at 100%, backdated to the start of the financial year.

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## January 2011

The Forum received a presentation on the Vale of Glamorgan Council's **Local Development Plan (LDP)** from Ms. L. Turner, Principal Planner within the Planning and Transportation Policy Division. The presentation covered :

- What is the LDP?
- What are the main differences between Unitary Development Plans (UDPs) and LDPs?
- The LDP process
- LDP progress to date and how to become involved in that process
- How and when representations would be sought
- Sections within the LDP of particular relevance to the LAF.

Ms. Turner drew particular attention to the requirement for increased community involvement in the preparation of the LDP, the increased emphasis on sustainable development, the need for policies to be evidence based, realistic and deliverable and to the relatively new concept of tests of soundness. She stressed that any representation against the LDP would need to identify clearly which test(s) of soundness the objector felt had not been met. She referred to the timetable for the production of the LDP having slipped from that originally envisaged but that the 6 week consultation period was anticipated in May / June 2011. A second round of consultation would follow and the indicative timetable for the remaining stages showed adoption of the Plan in April 2013.

Regard had been paid in the preparation of the Plan to both the Council's Walking and Cycling Strategy and Tourism Strategy. In response to questions regarding regional and cross border issues, Ms. Turner referred to the emphasis within the process to collaborative working, indicating that the Vale of Glamorgan Council's progress in the process was roughly on a par

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with that of Bridgend. Other matters touched upon included the need to ensure that the content of the LDP was deliverable and realistic.

Following the conclusion of the question and answer session, the Chairman thanked Ms. Turner for her interesting presentation and informative responses.

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Reference was made at the meeting to WAG proposals for a review and **potential merger of various environmental bodies** (including CCW). The Chairman agreed to raise the issue at the next LAF Chairs meeting.

The Vice-Chairman indicated that he had raised the matter of signage for the **Penarth Town Trail** with the Cardiff Harbour Authority. He had since been informed that there were plans for signposting within Cardiff Bay and the Marina, which would include the Penarth side of the river.

\*\*\*\*\*

In dealing with a synopsis of the Notes of the meeting of the NAFW held on 9<sup>th</sup> November, 2010, the Chairman expressed concern in relation to the way in which the involvement of **Community Councils** was being promoted at the NAFW. Members agreed with the Chairman that this was a matter best dealt with by the Public Rights of Way Officer who had in fact already taken a report on the issue to the Council's Community Liaison Committee.

A copy of a manifesto of NAFW had been circulated to the Forum. The manifesto referred to the great concern of the NAFW in relation to the **availability of future funding for the ROWIP and the All Wales Coastal Path** and called for funding to be maintained beyond 2012. To date, no information as to that future funding had been received.

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Mr. Teague updated the LAF in respect of the ROWIP

- feedback on the survey findings was anticipated shortly and several alternative schemes had now been agreed with CCW to meet the consequential underspend
- the track through Leckwith Woods had yet to be completed.

Mr. Teague agreed to submit a report on the details relating to the redevelopments at Leckwith Woods and its environs at the next meeting.

As regards the **CAIP**, Mr. Teague confirmed that alternative options were being assessed to address the drainage issues at Porthkerry Country Park given the prohibitive costs of implementing the original scheme. He drew particular attention to the substantial task of concluding the Highways Act s.25

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Creation and Dedication agreements given the various landowners involved and the differing requirements of each. Negotiations were still ongoing.

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## Membership Details

Name	Date Appointed	Brief Background Details
Mr. F. Coleman	28 <sup>th</sup> 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 <sup>th</sup> 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 <sup>th</sup> 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 <sup>th</sup> 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 <sup>th</sup> 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 <sup>th</sup> 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 <sup>th</sup> October, 2002 *	Lifelong connection with agriculture, and participation in country based community activities in the Vale of Glamorgan.
Mr. H.S. McMillan	9 <sup>th</sup> 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 <sup>th</sup> 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 <sup>th</sup> 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 <sup>th</sup> 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 <sup>th</sup> 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 <sup>th</sup> 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 <sup>th</sup> 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 <sup>th</sup> 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 <sup>th</sup> 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 28<sup>th</sup> January, 2009.

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## **T**erms 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 8<sup>th</sup> 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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## **O**fficer 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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## **A**bbreviations

<b>BASC</b>	British Association for Shooting and Conservation
<b>BHS</b>	British Horse Society
<b>BOAT</b>	Byway open to all traffic - a right of way open to all types of users including horse-drawn and motor vehicles
<b>CAIP</b>	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)
<b>CAMS</b>	Countryside Access Management System - a graphical information system (GIS), designed specifically for public rights of way sections
<b>CCW</b>	Countryside Council for Wales - the Government's statutory advisor on countryside issues
<b>CLBA</b>	Country Land and Business Association
<b>CROW</b>	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
<b>DMMO</b>	Definitive Map Modification Order - a legal order that allows changes to be incorporated into the Definitive Map
<b>FUW</b>	Farmers Union of Wales
<b>GIS</b>	Graphical Information System - a computer package that combines mapped data and additional information
<b>Ha</b>	Hectare
<b>HSE</b>	Health and Safety Executive
<b>Km</b>	Kilometre
<b>LAF</b>	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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<b>LDP</b>	Local Development Plan
<b>NFU</b>	National Farmers Union
<b>OS</b>	Ordnance Survey
<b>PROW</b>	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
<b>ROW</b>	Public Right of Way - as above
<b>ROWIP</b>	Rights of Way Improvement Plan
<b>SEA</b>	Strategic Environmental Assessment
<b>SEWTA</b>	South East Wales Transport Alliance
<b>SUSTRANS</b>	Sustainable Transport
<b>UDP</b>	Unitary Development Plan - a Local Authority’s land use development plan
<b>VOG</b>	Vale of Glamorgan Council
<b>WAG</b>	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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