



VALE OF GLAMORGAN
LOCAL ACCESS FORUM

ANNUAL REPORT 2007/08

J. Wyatt
Secretary, Vale of Glamorgan Local Access Forum

June 2008



VALE OF GLAMORGAN LOCAL ACCESS FORUM
ANNUAL REPORT 2007/08

CONTENTS

	<u>Page</u>
Introduction	3
Foreword	4
Review of the Year	5
Programme for 2008/09 Onwards	19
Appendices	
• 1 Appointing Authority Details	20
• 2 Meetings	21
• 3 Recruitment Details	22
• 4 Membership Details	25
• 5 Terms of Reference	27
• 6 Officer Support	30

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

VALE OF GLAMORGAN LOCAL ACCESS FORUM ANNUAL REPORT 2007/08

Introduction

Regulation 16 of the Countryside Access (Local Access Forums) (Wales) Regulations 2001, requires "Appointing Authorities" (in this case the Vale of Glamorgan Council) to prepare an Annual Report for each Local Access Forum for which it is responsible.

The Annual Report must include:

- (a) information relating to the performance of the Forum's functions during the period up to 31st March of the year in question.
- (b) a programme of works which has been agreed which the Forum plans to undertake during the 12 months commencing immediately after that date.

A copy of the Annual Report must, when it has been approved, be made available for inspection by members of the public during normal office hours free of charge and available for purchase if required.

VALE OF GLAMORGAN LOCAL ACCESS FORUM ANNUAL REPORT 2007/08

Foreword

I am delighted, in the capacity of Secretary, to introduce the 6th Annual Report of the Vale of Glamorgan Local Access Forum.

Since its first meeting on 29th October, 2002, the Forum has continued to evolve, considering a wide range of issues and playing a vital role in the development of plans and strategies, such as the Council's Rights of Way Improvement Plan.

The Forum plays an important role in advising the Vale of Glamorgan Council, Countryside Council for Wales, Welsh Assembly Government and others as to the improvement of public access to land in the area. In addition to the work of all members of the Forum, I would also like to record appreciation to the following officers of the Vale of Glamorgan Council for their invaluable support to the Forum :

Chris Jones-Jenkins, Public Rights of Way Officer
Steve Latham, Country Parks and Commons Manager
Sandra Thomas, Public Rights of Way Assistant
Lorraine Pugh, Scrutiny and Committee Services Officer.

A special mention should be made of two individuals. Firstly, Frank Coleman who, in May 2007, retired after almost forty years service to local government and, since its inception, the Forum. Secondly, Mike Harvey who served as Chairman of the Forum until standing down as a Member of the Vale of Glamorgan Council in May 2008 when he also submitted his resignation as Chairman.

The term of office of the existing Forum expires in November 2008 but I am sure that members of the new Forum, whether reappointed or new, will continue to play an important role in advising the Vale of Glamorgan Council, Countryside Council for Wales, Welsh Assembly Government and others as to the improvement of public access to land in the area.

Jeff Wyatt - Secretary

VALE OF GLAMORGAN LOCAL ACCESS FORUM ANNUAL REPORT 2007/08

Review of the Year

May 2007

The first meeting of the Forum in 2007/08 took place at the Cory Education Centre, Dyffryn Gardens.



(Forum Members and Council Officers in the gardens at Dyffryn)

One of the main issues discussed at the meeting was the Council's draft **Rights of Way Improvement Plan**. The three month consultation period for the draft ROWIP led, generally, to a very positive response being received, particularly for the idea of partnership development, especially from Town and Community Councils.

The Countryside Council for Wales also submitted an extremely useful response, which was again included in the information considered by the Forum.

In May the Forum received for information a copy of statutory guidance issued by the Welsh Assembly Government under Sections 147 and 147ZA of the Highways Act 1980 relating to the requirement for local authorities to have

regard to the needs of people with mobility problems when authorising stiles and gates.

Discussion then ensued on the needs of landowners given the specific situation within the Vale which housed a diverse and increasing number of landowners and farmers, both large and small scale. Reference was, however, made to the fact that efforts had been made to address that matter within the draft ROWIP in that, whilst looking at gap, gate, stile in that order the Council recognised the need to consult with and gain agreement from landowners and to work within what was statutory guidance and could not therefore be ignored. The drawing of attention to the following publications, as alluded to in the guidance, was also noted: "By All Reasonable Means: Inclusive Access to the Outdoors for Disabled People"; and Countryside for All Good Practice Guide, extended CD edition, published by the Fieldfare Trust in 2005.

"**Let's Walk Cymru**" was a new Wales-wide initiative (promoted through Sports Council Wales and supported by WAG and CCW) tasked with increasing the number of people undertaking walking as a regular health benefiting activity. The initiative supported existing physical activity projects as long as they showed additional features in their application for assistance illustrating an extension of the project to include different people, areas or activities.

The Guidance Note submitted to the Forum set out details of the following:

- categories of projects which would be funded;
- eligibility;
- what a grant could / could not be used for;
- details of the amount of grant available (i.e. of up to £10k. per annum);
- timescale.

Further consideration was given to a revised draft outline **Coastal Access Improvement Programme (CAIP)**. The draft document had been amended in the light of comments received, investigation into potential schemes and further guidance from the Countryside Council for Wales.

Consideration was given to the revised document, within which the initiatives proposed were grouped into three themes:

- Practical Improvements;
- Investigative Work;
- Negotiation and Management.

Each of the proposals would contribute significantly to improving coastal access and would demonstrate to be in accordance with the priorities given in

the Wales Coastal Access Improvement Programme. More local priorities, based on a Forum workshop session were considered more appropriate to carry forward into the full CIAP document.

The Forum endorsed the revised draft Outline Coastal Access Improvement Programme.



(Emergency escape ladders in use)

The Wales Coastal Access Improvement Programme guidance required the establishment of a partnership to progress the Vale of Glamorgan Coastal Access Improvement Programme. It had previously been suggested that a **Vale of Glamorgan Coastal Access Advisory Group** could be formed from a core of, perhaps, six Forum members, together with a representative from selected organisations, to provide a strategic advisory group and sounding board for coastal access issues. The suggested organisations were the Country Landowners and Business Association, the National Farmers Union, the Farmers Union of Wales, the Environment Agency, the Vale Marketing Group (representing tourism interests) and the Cardiff and Vale Coalition of Disabled People. Initial contact had already been made with most of these organisations.

In addition to the above, direct consultation would need to involve other sections within the Council, specific landowners, user groups and Community

Councils. It might be appropriate to have a wider partnership meeting on an annual basis to discuss issues and progress on the CIAP.

The Advisory Group will be facilitated in a similar way to the Local Access Forum, with its proceedings being reported on to the Forum and the Council's Scrutiny Committee (Economy and Environment) and / or Cabinet as appropriate. The following members of the Forum were nominated to serve on the Coastal Access Advisory Group:

Mrs. V.M. Hartrey, Mr. J.J. Herbert, Mrs. H. March, Mr. H.S. McMillan and Mr. R. Simpson.

The **Performance Indicator for Public Rights of Way** asked for the percentage of total lengths of rights of way which were easy to use by members of the public in order to measure trends and progress. Guidance currently recommended a survey of a minimum of 5% of the length of the network each year to achieve the desired result. The Forum agreed that a similar exercise to that undertaken in Autumn 2006 and Spring 2007 be carried out in the late Summer / Autumn 2007 with a view to completing a regular PI survey every year to supplement the Spring 5% return and to moving towards incorporation into Action 10 of the ROWIP which sought a 10% annual sample survey.



(Completed footpath improvement works)

Finally, at the May meeting, the Chairman referred to the imminent retirement of Mr. Coleman and to his tireless work on behalf of the LAF. Members on the LAF joined the Chairman in wishing him a happy, healthy and long retirement.

September 2007

The Forum noted the resignation from the LAF of Mr. Williams and agreed that the Secretary convey the Forum's best wishes.

Members received a presentation from Mr. C. Heaps, Countryside Access Officer, CCW on the **Welsh National Access Register (WNAR)**. The WNAR was in essence CCW's website and had been a direct result of the CROW Act whereby an obligation had been placed upon CCW to publicise areas of access and areas where access was not permitted.

Phase 2 in the development of the site related to forming partnerships with local authorities and others and obtaining information. Details were then given on how to use the map guide. The maps contained very detailed information identifying, for example, promoted sites and Wildlife Trust areas. Agreements had been reached with most local authorities and the Vale of Glamorgan Council had signed up. The agreement meant that the Council shared information with CCW and that it was published by CCW. New walks and sites were continually being added and it was hoped that accommodation would also be added. in the near future.

The Countryside Council for Wales had invited comments on the document "**Route Criteria and Quality Standards for the Development of the Wales Coastal Path**" by the deadline of 16th November, 2007. CCW had invited responses to the following questions :

- Q1 Do you agree that the proposed Route Criteria (RC1 - RC4) should be adopted for the Wales Coastal Path?
- Q2 Do you think that there should be any additional criteria? If so, what should they be?
- Q3 Do you agree with the Alternative and Key Link Route information?
- Q4 Do you agree that the proposed standards (QS1 - QS8) should be adopted for the Wales Coastal Path?
- Q5 Do you think any additional standards should be added to this list? If so, what should they be?

An internal consultation exercise conducted within the Council had shown that the main issues of concern related to RC2, and to a lesser extent, RC3 - “the public should have a permanent right of access on foot” and “the route should be physically available at all times” respectively.

Given the particular situation along the Heritage Coast where erosion was a major issue, much of the coastal route had been made available through negotiations with local landowners and access was, therefore, permissive. Accordingly, whilst a permanent path was to be desired, the emphasis on permanence in the consultation paper was seen as overly prescriptive. To ensure a permanent coastal path along the Heritage Coast would necessitate a substantial amount of land being set aside to avoid frequent negotiations with landowners to move the path further inland, given the pace and scale of erosion in the area. Concerns were expressed that not only would the matter of compensation to those landowners for the loss of their land have to be addressed, but the current goodwill of those landowners in making land available would be lost. The threat of legislation, therefore, was seen as being counterproductive in an area where current arrangements to ensure coastal access worked well. Whilst reference was made to the desirability of having consistent criteria relating to coastal access for the whole of Wales, the general view was that the particular circumstances of the Heritage Coast needed to be recognised.

Discussion then ensued on the questions set out above specifically posed by CCW.

- Q1 Whilst the principle of there being a continuous walking route around the coast of Wales, physically available at all times, and as close to the sea as practicable and desirable was accepted, particular issues arose as indicated above in relation to the question of “permanence”.
- Q2 The question of permissive paths needed to be addressed.
- Q3 No adverse comments.
- Q4 One point raised touched upon the need for and practicalities of ensuring that all sections of the path were delivered to the highest quality standards (when, for example, certain sections would only be lightly trafficked). The second issue focussed on an omission in QS3 “Furniture”. Given the inherent risk of walking along a coastal path, it was considered that reference should be included in QS3 to some form of barriers or guardrails being installed in high risk areas. It was considered that to a large extent the criteria proposed under QS3 related more to furniture on country than coastal routes.
- Q5 As indicated in the response to Q4 above.

During the course of subsequent discussion reference was also made to vague phrases within the document such as “substantially in place” and “where appropriate” and how those should be interpreted. It was accepted

that the reference to temporary diversions referred to legal temporary diversions which had time elements built into them. Clarification was also requested as to the potential liability that would fall on officers and on the Council in the event of vandalism and damage along the coastal path resulting from, for example, the removal of signs and reduced access. Discussion then turned to coastal access in the Sully / Barry area, following which it was confirmed that further reports would be made to subsequent meetings of both the Coastal Access Advisory Group and the main Local Access Forum as the programme progressed.

An update on the **Coastal Access Improvement Programme (CAIP)** was submitted.

Members had been informed at the previous meeting that an optimistic total bid had been made for funding under the CAIP of £177k. An offer of grant of £146.8k. was subsequently received. That offer had been made on the basis of certain CCW amendments to the submitted programme of potential schemes, and the final approved list of schemes is summarised below :

PRACTICAL

<u>Scheme</u>	<u>Total</u>	<u>Priority</u>
Lavernock coast path	£40,000	1
FP5 Sully	£30,000	1
Knap path	£8,000	1
West Barry & FP37	£15,000	1
Castle Ditches	£20,000	1
East Aberthaw to Porthkerry	£5,800	1

INVESTIGATION

<u>Scheme</u>	<u>Total</u>	<u>Priority</u>
Consultancy commission for research	£10,000	1
Cycle routes	£5,000	2
Swanbridge	£2,500	1
Friars Point	£2,000	2
Aberthaw steps	£2,500	2
Cwm Bach ladder	£1,500	1
Project Management	£2,000	1

NEGOTIATION

<u>Scheme</u>	<u>Total</u>	<u>Priority</u>
Heritage Coast	£2,000	1
St Mary's Well Bay	£500	1

The Forum also considered the Council's final draft **Rights of Way Improvement Plan (ROWIP)** prior to it being reported to the Council's Cabinet. A further two responses to the draft had been received from the Environment Agency Wales and Cadw, bringing the total number of responses to 23. The draft had been adjusted in response to those comments.

Matters raised which were accepted included the reference to RAF St. Athan being amended to read "MOD" and the inclusion of nPower Aberthaw. Discussion also ensued on the question of targets and the need to recognise somewhere in the document that, whilst the inclusion of specific targets might be desirable, the achievement of those targets would be largely dependent upon the necessary funding being made available. The Statement of Actions was recognised as ambitious and the view expressed that, given the uncertain funding situation, the inclusion of fixed targets could be seen as unhelpful.

Reference was also made to the format of the document itself which, whilst clearly laid out, had been produced in a smaller font size than the Council's corporate style. Attention was drawn, however, to the fact that the ROWIP would be made available on the Council's website where any issues relating to its legibility could be easily addressed by viewers.

In conclusion, the officers involved in the production of the ROWIP were congratulated on their work - the contribution of CCW also being acknowledged.

January 2008

The Chairman welcomed Mr. Bob Guy, the recently appointed Operational Manager for Countryside and Economic Projects.

The Chairman welcomed Irene Evison, Consultant from "Resources for Change", to the meeting. Ms. Evison briefly explained her role in the process and outlined the aim of the **Wales Coastal Access Programme**. The programme, funded by WAG and administered by CCW, was currently in its first year and the remainder of phase 1 (April '07 to March '10) would commence in the 2008/09 financial year.

She referred to the work undertaken by the Council's Rights of Way team and to the consultation undertaken. It was important to identify those actions/improvements the Council would like to see over the next three to five years and the views of the Local Access Forum were requested. The responses of the LAF, Council officers and the Glamorgan Heritage Coast Advisory Group

had been submitted and an analysis of the responses from all over Wales would be made available to the Council in due course.

Whilst overall priorities would be set for Wales in various respects, for example the percentage of routes available for riders/cyclists, serious consideration would be given to accommodating the views of this and other LAFs / consultees in maintaining and improving coastal access within their areas having regard to individual circumstances. The LAF had previously expressed strong views that, although a permanent path was to be desired, the emphasis on permanence in the consultation paper was seen as overly prescriptive.

Discussion then focused on the suggested action plan projects as shown below and maps tabled, the maps having been split into 8 sections with section 1 showing the most easterly section of the Vale and map 8 the most westerly :

Map 1

Action	Priority
Cross Border issues with Cardiff – Pont-y-Werin / barrage	H
Cycling Schemes in Penarth	H
Promotion / Improvement under Access for All of Circular Routes linking to the WCP- Seafront to Railway Circular	M

Map 2

Action	Priority
Investigate options for improvement of access through Barry Docks: <ul style="list-style-type: none"> - Access across Dock Gates to lead on to Redbrink Point - New bridge across entrance to No.2 Dock - Access to Wimbourne Road 	H
Access through Atlantic Trading Estate to provide a link to the coast and the public right of way.	H
Create new PROW between Swanbridge Farm and St. Mary's Well Bay (potential road eroding)	L
Restore PROW due to erosion at St. Mary's Well Bay ,	H

following investigation undertaken this year	
Potential re-alignment / disabled access at Lavernock Nature reserve	M
Lavernock Point - Car Park improvements	L
Lavernock Point – Missing link	H
Lavernock Point – Create beach access	L
Create new footpath at Searchlight Lane to provide a circular walk linking Compensation to the coast.	M
Information Boards about Sully Island	L
Promotion / Improvement under Access for All of Circular Routes linking to the WCP- Cosmotron Park to Sully Circular	M
Negotiate Missing Link at Captain's Wife following this year's investigation.	H
Resurface Sully Coastal path between Bendricks and Sully 5, including inland links	H
Resurface Sully Coastal path between Sully 5 and The Captain's Wife including inland links	H
Continue resurfacing of Penarth to Lavernock WCP	H

Map 3

Action	Priority
Missing Link from Porthkerry Park to Egerton Grey to provide a circular walk and improve access to the coast	M
Rebuild Golden Stairs	H
Improve disabled access in Birchgrove Woods and investigate link to the coast	M
Investigate opportunities to create the missing link around Whitehouse Development	H
Ensure PROW linkage across Phase 2 of the Waterfront Development.	H
Investigate the opportunities to improve Disabled access on Nell's Point	M
Improvements to Clement Colley Way	L
Open up coastal viewpoints through vegetation at Marine Drive, Barry and elsewhere	M
Steps / surface works between The Bulwarks and Porthkerry Country Park	H
Install improved drainage system at Porthkerry beach to alleviate flooding	H
Upgrade Friars Point Paths to provide a circular route.	M
Refurbishment (under access for all) of all furniture on north side of Porthkerry Park to provide a circular route.	M

Map 4

Action	Priority
Re-assess permissive / public paths at Aberthaw Power Station (i.e. Public WCP)	H
Improved access at Rhoose Point Development – Rail Crossing	M
Rebuild cliff steps at Aberthaw	H
Cliff steps in Fontygary Caravan Park	M
Rebuild concrete path at Penmark 1	H
Improved access at The Dams Valley	H
Steps / surface works around disused quarry at Porthkerry Caravan Park	H
Erosion along the length of the Rhoose Point development.	H

Map 5

Action	Priority
New Route along Hoddnant River	M
Permissive access along road between Boverton Farm and Summerhouse Point	H
Permissive Link from Gileston to Summerhouse? Walking on pebble beach.	H
Improve PROW at Gileston Beach	H

Map 6

Action	Priority
Re-assess access through St. Donat's Castle	M
Re-assess permissive / public paths at Sheeplays Barn	M
Blaen-y-Cwm - Flooding	H
Blaen-y-Cwm – Bridge erosion	H
Blaen-y-Cwm – New stream crossing at northern end	H
Blaen-y-Cwm – Slippery slopes on coastal approaches	H
Replace stiles with gaps / gates west of Nash Point	H
Resolve bog / flooding in Cwm Marcross	M

Improve coastal path from Cwm Col-huw westwards	H
Dimhole erosion / surface works	H
Flooding at Waterfall stile	M
Erosion along the section at King George V Field and on to Tressillian Bay	H
Footpath crosses pebble beach at Tressillian	M
Cadw site at Castle Ditches Fort Cwm Col-huw	H
Promotion / Improvement under Access for All of Circular Routes linking to the WCP - Cwm Colhuw to Dimhole Circular	M

Map 7

Action	Priority
Use of existing slipways to access beaches at Ogmores, Dunraven, Cwm Colhuw	H
Improve erosion of emergency escape route at Temple Bay	H
Surface and steps at Cwm Mawr	H
Emergency ladders at Cwm Bach	H

Map 8

Action	Priority
Use of existing slipways to access beaches at Ogmores, Dunraven, Cwm Colhuw.	H
Ogmores River Crossing	H
Improve surfacing and waymarking on Ogmores Down	M
Improve coastal path at pinch point west of Marine Drive, Ogmores	H
Improve coastal path at pinch point at the Sea Lawns	H
Installation of steps in Pant y Slade valley	M
Promotion / Improvement under Access for All of Circular Routes linking to the WCP - Ogmores River and Downs Circular - Ogmores to Pant-y-Slade (linear WCP - Dunraven to Ogmores Downs Circular)	M

Points raised in subsequent discussion included:

Map 1

A note added to the effect that, because of the non-continuance with the Penarth Headland Link Scheme, the proposed coastal path would be driven inshore.

Map 2

The need for the projects to be listed in sequential order along the coastline, it being noted that the order would be re-worked for insertion into the final action plan; and the suggestion made that the content of the information boards relating to Sully Island needed to give clear and precise information as to the potential dangers of accessing and egressing the Island.

Map 3

The question was asked as to why the rebuilding of the Golden Stair had been given a high priority and a request made that the priority be reduced.

Map 4

In response to questions, issues including the reassessment of paths at Aberthaw Power Station, the cliff steps at Aberthaw and the erosion at the Rhoose Point development were clarified. The suggestion was made that consideration could be given to improving disabled access on to a section of the path at Aberthaw Power Station.

Maps 5 and 6

Reference was made to a very heavily used route from the bottom of Colhuw Street to the beach and the strong local feeling that the route could be much improved. It was considered that the route could be made disabled user friendly and that it should be accorded high priority. It was recognised that the path in question was already included on the list as part of a proposed circular work, given a medium priority, but it was felt that this particular section should attract a higher priority.

It was also suggested that the bridleway that presently ran along Church Road to a dead end where it became a public footpath could be extended as a bridleway westwards or up to the main road thereby providing a much appreciated local facility.

Maps 7 and 8

The Council had yet to determine its stance in relation to the slipways mentioned given the question of ownership and the use of slipways for both the launching of waterborne craft and access onto the beach by walkers and disabled users. Given that the CAIP related specifically to pursuits such as walking and cycling, clarification was required as to whether CCW meant coastal access and / or access to the beach / foreshore and whether works to slipways would attract funding.

In response to questions, Irene Evison confirmed that with all the above proposals more detail would be given as the action plan was drawn up and refined.

It was accepted that the highest priority was to put the coastal path into place and noted that a lot of the actions contained within the above list related to missing links in the network. Other issues to be raised when discussing the action plan would include those projects which were not site specific such as

guided walks, working in partnership, way marking surveys, and staff costs. A particular point raised at the meeting was the use of the Sea Watch Centre at Summer House Point on a part time basis as a Coast Watch location although the security of the car parking facilities there would require addressing and the fact that it was accessed by a permissive path. Ms. Evison concluded her presentation by referring to the timetable whereby grant applications had to be submitted to CCW by mid-February with the CAIP being with CCW by the end of June 2008. Members of the LAF were invited to contact her and / or the Rights of Way Team with any further comments.

The **Chairman** announced that he was to relinquish his seat on the Council at 1st May, 2008 and that he could, therefore, no longer continue in the post of Chairman of the LAF. The process to be followed as a consequence in respect of electing a new Chairman was briefly outlined.

In response to a question relating to possible future funding difficulties for **Valeways** and the possible consequential impact on the ROWIP, Bob Guy confirmed that he would be meeting the Chief Officer of Valeways to discuss the situation. It was further explained that Valeways was a charity and obtained funding from a number of organisations but that, in the current financial climate, the likelihood was that there would be a funding gap with consequent implications for the current staffing levels and therefore the work able to be undertaken for the Vale.

At the conclusion of the meeting, the thanks of the Forum were conveyed to the Chairman for his leadership and guidance since the inception of the LAF.

VALE OF GLAMORGAN LOCAL ACCESS FORUM
ANNUAL REPORT 2007/08

Programme for 2008/09 onwards

In addition to continuing its normal quarterly scheduled meetings, in 2008/09, it is anticipated that the Forum will undertake further site visits as appropriate. Specific work will be identified.

In addition, CCW and WAG normally refer specific the matters to LAFs during the year. That information is currently awaited.

November 2008 will also see the formal re-appointment of the Forum following the expiry of its second term of office. The final meeting of the existing Forum will take place in September 2008.

VALE OF GLAMORGAN LOCAL ACCESS FORUM
ANNUAL REPORT 2007/08

Appointing Authority Details

Appointing Authority - The Vale of Glamorgan Council (address as below)

Secretary to the Forum - Jeff Wyatt, Civic Offices, Holton Road, Barry,
CF63 4RU.

e-mail: JRWyatt@valeofglamorgan.gov.uk

Area covered by the Vale of Glamorgan Local Access Forum - see map at
back of document.

VALE OF GLAMORGAN LOCAL ACCESS FORUM
ANNUAL REPORT 2007/08

Meetings

Meetings were held as follows:

8th May, 2007
19th September, 2007
16th January, 2008.

The opportunity was taken to meet outside the Civic offices, with the meeting on 8th May, 2007 held at the Cory Education Centre, Dyffryn Gardens.

In 2007/08, meetings of the Forum were intended to take place in June and September 2008.

VALE OF GLAMORGAN LOCAL ACCESS FORUM ANNUAL REPORT 2007/08

Recruitment Details

The composition of a Local Access Forum is clearly crucial to its success. With this in mind, a careful recruitment and appointment exercise was undertaken by the “Appointing Authority” during 2002.

The Regulations require that, as far as practicable, the Local Access Forum should have a fair balance between persons of different genders, races, ages, disabilities and other characteristics. With this in mind, the “Appointing Authority’s” Equalities Officer was fully briefed on the appointment exercise undertaken and confirmed that all appropriate procedures were followed.

Applications for membership were sought through an advertisement in the Glamorgan Gem on 16th May 2002, with expressions of interest required by 14th June 2002. In addition, letters were sent to individual interest groups (as listed overleaf).

As a result of the above, 42 requests for information and/or application forms were received, with approximately 30 completed application forms subsequently received.

The appointment process was undertaken by a Selection Panel comprising the Secretary to the Forum, the Operational Manager (Countryside and Environmental Projects) and the Rights of Way Officer. In appointing members to the Forum, careful consideration was given to the following criteria:

- the desirability of appointing persons who reside in, or are otherwise particularly familiar with, or have other interests especially relevant to, the area of the Forum;
- that membership achieve a reasonable balance between the interests of users of local rights of way or the rights of access conferred by Section 21 of the Act and of owners and occupiers of access land or land over which local rights of way subsist;
- the need to ensure, so far as reasonably practicable, a fair balance between persons of different genders, races, ages, disabilities and other characteristics.

Following the initial three year term of office of the Forum, as required by legislation, a re-appointment exercise took place.

VALE OF GLAMORGAN LOCAL ACCESS FORUM ANNUAL REPORT 2007/08

Recruitment Details (contd/...)

An advertisement was placed in the local press and on the Council's website inviting expressions of interest in becoming a member of the Forum.

29 requests for application forms were received, of which 20 were returned, including nine from existing members of the Forum. As occurred when the Forum was originally established, officers undertook a selection process, endorsed by the Council's Equalities Officer, designed to ensure that members were appointed and/or reappointed representing as wide a range of interests as possible in accordance with the guidance and regulations covering Local Access Forums.

Full details of the current membership is contained in Appendix 4, together with a brief "pen picture" of each member of the Forum.

The following individual interest groups were contacted regarding the initial setting up of the Forum :

Organisation

All Wheel Drive Club
Association of Welsh Anglers
Black Environment Network Ltd.
British Horse Society
British Trust for Conservation Volunteers
British Trust for Ornithology
Butterfly Conservation (South Wales)
Campaign for the Protection of Rural Wales
Cardiff and Vale Coalition of Disabled People
Cardiff Naturalists Society
Civic Trust for Wales
Coedarhydyglyn Estates
Country Land and Business Association
Coed Cadw Woodland Trust
Crown Estates
Cyclists Touring Club (South Wales)
Disability Wales
Duchy of Lancaster
Dunraven Estates
Earl of Plymouth Estates

Recruitment Details (contd/...)

Environment Agency
Environment Wales
Ewenny Estates
Farmers Union of Wales
Fonmon Castle Estates
Forest Enterprise Wales
Forestry Authority for Wales
Forum for Motorised Sport in Wales
Friends of the Earth Cymru
Glamorgan Anglers
Glamorgan Federation of Women's Institutes
Glamorgan Wildlife Trust
Knight Frank
Land Access and Recreation Association
Llanerch Vineyard
Merthyr Mawr Estates
National Farmers Union of Wales
National Trust
Ogmore Commoners Association
Open Spaces Society
Penllyn Estates
Prince's Trust Bro
Pwll yr Wrach Estates
Ramblers Association
Safety & Facilities for Equestrians
Sports Council for Wales
Sustrans
Trail Riders Fellowship & LARA
United World College of the Atlantic
Valeways
Vale Access Team
Vale Council for Voluntary Services
Wales Association of Town & Community Councils
Wales Council for the Disabled
Wales Tourist Board
Wales Wildlife and Countryside Link
Welsh Development Agency
Welsh Local Government Association
Welsh Orienteering Association
Welsh Water / Dwr Cymru
Woodland Trust
Young Farmer's Clubs of Wales
Youth Hostel Association

VALE OF GLAMORGAN LOCAL ACCESS FORUM
ANNUAL REPORT 2007/08

Membership Details

Name	Date Appointed to LAF *	Brief Background Details
Mr. M. R. Harvey (Chairman)	29 th October 2002 (resigned May 2008) *	The former Cabinet member with responsibility for Leisure and Countryside issues and Chairman of the 1 st Vale of Glamorgan Local Access Forum, encourages countryside walking as a recreation without damage to conservation interests.
Mr. D. J. Field (Deputy-Chairman)	29 th October 2002 *	Local walker with an active interest in maintaining the beauty of the countryside.
Mr. J.V. Custance	29 th October, 2002 *	Resident 26 years in Vale - Walker / rock climber. Member OPG/SCW - BMC Access representative.
Mrs. V.M. Hartrey	12 th February, 2003 *	Elected Member, keen hill walker, appointed by Local Authority.
Mr. J.J. Herbert	9 th November, 2005	Long term interest in ROW issues, recognising the need to balance access "rights" with the concerns of landowners and other Welsh interests also include the Motor Sports Association, the All Wheel Drive Club and the Green Lane Association.
Mr. D.T. Hopkin	29 th October, 2002 *	Lived in the country all my life, therefore I have a great interest in the countryside.
Mrs. H. March	29 th October, 2002 *	Agricultural interests/horse rider/walker.
Mr. H.S. McMillan	9 th November, 2005	Brought up in the countryside. Walker both in groups and independently / camper / conservationist / cyclist / climber.

Membership Details (contd/...)

Mrs. M. Morgan	29 th October, 2002 *	Keen interest in development of countryside:- Farmer's wife - Proprietor of BHS Riding Establishment - Secretary to Ogmore Commoners Association.
Mr. N. Moss	9 th November, 2005	Committed to the provision of improved access to the countryside and ROW. Interests include public health / wildlife / disability / cycling / walking. Previous liaison with the Council on local footpath issues.
Mr. R. Pittard	29 th October, 2002 *	YHA Wales - Vice President and Volunteer Countryside Policy and Activities Co-ordinator.
Mr. R. Simpson	29 th October, 2002 *	Interested in rural economy, countryside land use management and conservation.
Mr. R. Traherne	29 th October, 2002 *	Riding, walking, conservation, forestry and the rural economy.
Mrs. V. Warlow	9 th November, 2005	Keen walker, a former Trustee of Valeways – a charity set up to assist the Council in maintaining its ROW network. Instrumental in the development and introduction of Walking for Health within the Vale.
Mr. D. Williams	9 th November, 2005 (resigned 12 th September 2007)	Keen walker, knowledge of agriculture and some legislation relating to agriculture. Former Veterinary Advisor to the Welsh Office and manager of the State Veterinary Service in Wales.

* Reappointed on 9th November, 2005

VALE OF GLAMORGAN LOCAL ACCESS FORUM
ANNUAL REPORT 2007/08

Terms of Reference

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;
 - (b) improving the rights of way network; 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;
 - (b) respect local circumstances and different interests whilst operating within national guidance;
 - (c) provide advice on issues of principle and good practice;
 - (d) engage in constructive debate and seek consensus wherever possible; and
 - (e) where consensus is not possible, make clear the nature of differing views, and suggest how they might be resolved.

Terms of Reference (contd/...)

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 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;
 - (e) producing minutes of Forum meetings.

Terms of Reference (contd/...)

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. If necessary, Local Access Forum committees will be set up by the Chair after agreement with the members.
16. The charring, membership and terms of reference of committees will be agreed by the Chair and members.
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 conflict of interest relating to a specific agenda item, such interest should be declared.

VALE OF GLAMORGAN LOCAL ACCESS FORUM
ANNUAL REPORT 2007/08

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

Chris Fray, Head of Economic Development and Leisure, The Vale of Glamorgan Council, Dock Office, Subway Road, Barry, CF63 4RT

Chris Jones-Jenkins, Public Rights of Way Officer, The Vale of Glamorgan Council, 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.

The Vale of Glamorgan

