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Neuadd y Sir
Y Rhadyr
Brynbuga
NP15 1GA

1st February 2017

Notice of meeting / Hysbysiad o gyfarfod:

Local Access Forum

**Monday, 6th February, 2017 at 2.00 pm,
Shire Hall, Monmouth (in the Learning Room):**

AGENDA

Item No	Item	Pages
1.	Introductions / Apologies for Absence	
2.	Declarations of Interest	
3.	Election of Chair and Deputy Chair	
4.	To confirm and sign the minutes of the Monmouthshire Local Access Forum meeting of 25 January 2017	To Follow
5.	Agreement of Terms of Reference	1 - 4
6.	Discussions regarding additional members and observers	
7.	Future Work Programme, consideration of appointment of sub groups if required and timing & venues for future meetings	
8.	Date of next meeting: to be agreed	

Paul Matthews

Chief Executive / Prif Weithredwr

MONMOUTHSHIRE COUNTY COUNCIL
CYNGOR SIR FYNWY

Public Information

Access to paper copies of agendas and reports

A copy of this agenda and relevant reports can be made available to members of the public attending a meeting by requesting a copy from Democratic Services on 01633 644219. Please note that we must receive 24 hours notice prior to the meeting in order to provide you with a hard copy of this agenda.

Welsh Language

The Council welcomes contributions from members of the public through the medium of Welsh or English. We respectfully ask that you provide us with adequate notice to accommodate your needs.

Aims and Values of Monmouthshire County Council

Sustainable and Resilient Communities

Outcomes we are working towards

Nobody Is Left Behind

- Older people are able to live their good life
- People have access to appropriate and affordable housing
- People have good access and mobility

People Are Confident, Capable and Involved

- People's lives are not affected by alcohol and drug misuse
- Families are supported
- People feel safe

Our County Thrives

- Business and enterprise
- People have access to practical and flexible learning
- People protect and enhance the environment

Our priorities

- Schools
- Protection of vulnerable people
- Supporting Business and Job Creation
- Maintaining locally accessible services

Our Values

- **Openness:** we aspire to be open and honest to develop trusting relationships.
- **Fairness:** we aspire to provide fair choice, opportunities and experiences and become an organisation built on mutual respect.
- **Flexibility:** we aspire to be flexible in our thinking and action to become an effective and efficient organisation.
- **Teamwork:** we aspire to work together to share our successes and failures by building on our strengths and supporting one another to achieve our goals.

Nodau a Gwerthoedd Cyngor Sir Fynwy

Cymunedau Cynaliadwy a Chryf

Canlyniadau y gweithiwn i'w cyflawni

Neb yn cael ei adael ar ôl

- Gall pobl hŷn fyw bywyd da
- Pobl â mynediad i dai addas a fforddiadwy
- Pobl â mynediad a symudedd da

Pobl yn hyderus, galluog ac yn cymryd rhan

- Camddefnyddio alcohol a chyffuriau ddim yn effeithio ar fywydau pobl
- Teuluoedd yn cael eu cefnogi
- Pobl yn teimlo'n ddiogel

Ein sir yn ffynnu

- Busnes a menter
- Pobl â mynediad i ddysgu ymarferol a hyblyg
- Pobl yn diogelu ac yn cyfoethogi'r amgylchedd

Ein blaenoriaethau

- Ysgolion
- Diogelu pobl agored i niwed
- Cefnogi busnes a chreu swyddi
- Cynnal gwasanaethau sy'n hygyrch yn lleol

Ein gwerthoedd

- **Bod yn agored:** anelwn fod yn agored ac onest i ddatblygu perthnasoedd ymddiriedus
- **Tegwch:** anelwn ddarparu dewis teg, cyfleoedd a phrofiadau a dod yn sefydliad a adeiladwyd ar barch un at y llall.
- **Hyblygrwydd:** anelwn fod yn hyblyg yn ein syniadau a'n gweithredoedd i ddod yn sefydliad effeithlon ac effeithiol.
- **Gwaith tîm:** anelwn gydweithio i rannu ein llwyddiannau a'n methiannau drwy adeiladu ar ein cryfderau a chefnogi ein gilydd i gyflawni ein nodau.

Terms of Reference

Monmouthshire Local Access Forum is the statutory Local Access Forum for Monmouthshire (excluding that part of the county that falls into the Brecon Beacons National Park), as required under the Countryside & Rights of Way Act 2000.

The function of the Forum is to advise the local authority, Natural Resources Wales and others, 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, and to advise and assist with the implementation of the Public Rights of Way Improvement Plan.

Membership

Members of the forum are appointed by the “Appointing Authority” (Monmouthshire County Council in accordance with the relevant regulations. The current membership of the forum is as follows:

Mr John Askew

Mrs Patricia Belsten

Mrs Irene Brooke

Mrs Anthea Fairey

Mrs Sheila Hampshire

Ms Elizabeth Hepburn

Ms Gwyneth Jones

Mr Phil Mundell

Mr David Smith

Mr Mark Storey

Mrs Anne Underwood (Deputy Chair)

Cllr Ann Webb (the “Appointing Authority” representative)

Observers;

Representatives from Monmouthshire County Council and Natural Resources Wales

Monmouthshire Local Access Forum

Agenda Item 5: Terms of Reference for Monmouthshire Local Access Forum (as last approved 4 November 2013)

Title

1. The Local Access Forum shall be known as the Monmouthshire Local Access Forum.

Roles and Responsibilities

2. The function of the Monmouthshire Local Access Forum is to provide advice to the relevant local and National Park authorities, Natural Resources Wales (NRW) 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 Monmouthshire Local Access Forum will fulfill 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 Monmouthshire 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.

Membership

5. The membership will include:
 - a. a Chair and Deputy Chair elected in accordance with the LAF regulations;

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- 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 area 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 Monmouthshire 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. Meeting 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 Natural Resources Wales and Welsh Government 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 chairing, 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.

July 2006 (amended November 2013 to reflect CCW/NRW change)

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