

Local Access Forum - Terms of Reference

Terms of Reference for the Flintshire Local Access Forum
(as approved by the Forum at its meeting on 31st March 2003)

Title

1. The Local Access Forum shall be known as the Flintshire Local Access Forum (the LAF).

Roles and Responsibilities

2. The function of the LAF 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 LAF 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 LAF 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 Countryside Access (Local Access Forums) (Wales) Regulations 2001 (the LAF Regulations);
 - b) (subject to the provisions of Regulation 5(1) of the LAF Regulations) 13 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 Local Access Forums in the CROW Act and regulations and these Terms of Reference;
 - b) show commitment to achieving the aims of the LAF 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 LAF 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, the LAF 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 the LAF members and the public;
- 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.
- 10. Meeting agendas will be agreed between the 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 in relation to individual agenda items.
- 13. Observers/advisors will be able to contribute to the proceedings at the discretion of the Chair.
- 14. One representative of each of the CCW and the National Assembly for Wales and any officer of the appointing authority will automatically have observer status.
- 15. If necessary, LAF committees will be set up by LAF, with the agreement of the Chair.
- 16. The chairing, membership and terms of reference of committees will be agreed by the Chair of the LAF 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.