

## **Carmarthenshire Local Access Forum - Terms of Reference**

### **Title**

The Local Access Forum (LAF) shall be known as the Carmarthenshire Local Access Forum

### **Roles and Responsibilities**

The function of the Carmarthenshire Local Access Forum is to provide advice to Carmarthenshire County Council, Natural Resources Wales 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.

The Carmarthenshire Local Access Forum will fulfil this role by advising on issues of particular local relevance, including:

- Supporting the implementation of the public right of access to open countryside
- Improving the public rights of way network
- Developing recreation and access strategies that cater for everyone.

The Carmarthenshire Local Access Forum will work to:

- develop a constructive and inclusive approach to the improvement of recreational access to the countryside
- respect local circumstances and different interests whilst operating within national guidance
- provide advice on issues of principle and good practice
- engage in constructive debate and seek consensus wherever possible; and where consensus is not possible, make clear the nature of differing views and suggest how they might be resolved.

### **Membership**

The membership will include:

- a Chair and Deputy Chair elected in accordance with the LAF regulations;
- 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.

The membership will:

- be balanced to avoid dominance by any single interest group
- represent a cross section of interests in the area;
- live or work within the area or have sound knowledge of the area.

Members will be expected to:

- adhere to the sections relating to Local Access Forums in the Countryside and Rights of Way Act 2000, relevant regulations and these Terms of Reference
- show commitment to achieving the aims of the LAF through constructive working with other members
- be able to devote the necessary time to attend meetings and network outside meetings
- 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
- be capable of working with a wide range of interest groups.

## **Administration**

### **Secretariat**

The Carmarthenshire Local Access Forum will have a Secretary appointed by the Appointing Authority (County Council) who will be responsible for:

- providing support to the Chair of the Forum
- ensuring that the Forum is set up and run according to the CROW Act, LAF Regulations and these Terms of Reference
- managing any resources dedicated to this work
- arranging and promoting meetings, including arranging the delivery of papers and information to Forum members and the public
- producing minutes of Forum meetings to include decisions, notes and action points only.

### **Meetings**

Meetings will be held at least twice a year, and more frequently as and when necessary, to be agreed by the LAF and the Appointing Authority. Meeting agendas will be agreed between the Chair and Secretary - although any member may suggest agenda items for consideration. Meetings will be advertised in advance and the minutes published;

The Forum will invite advisors / observers to the meeting when appropriate. Advisors / observers will be able to contribute to the proceedings at the discretion of the Chair. One representative of each the Natural Resources Wales and the Welsh Government and any officer of the Appointing Authority

will automatically have observer status. If necessary LAF committees will be set up by the Chair after agreement with the members;  
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 excluded for particular items for reasons of personal privacy or commercial confidentiality.