

# **West Sussex Local Access Forum**

## **Terms of Reference**

3rd revision - date approved: 25 July 2012

2<sup>nd</sup> revision - date approved: February 2012

1<sup>st</sup> revision - date approved: 2004

### **1. Function of the Local Access Forum**

- 1.1 The function of the Forum, under the provisions of Part V Section 94(4) of the Countryside and Rights of Way Act 2000, is to advise:
- (a) the appointing authority
  - (b) any body exercising functions under Part 1 of the Countryside and Rights of Way Act 2000 in relation to access land in that area
  - (c) such other bodies as may be prescribed
- as to
- (a) the improvement of public access to land in that area for the purposes of open-air recreation and the enjoyment of the area,
  - (b) public access to land in the area for "any lawful purpose" other than the purposes already mentioned above
  - (c) and as to such other matters as may be prescribed.
- 1.2 Advice from the Forum will be in the form of written communication (reports, letters or otherwise) to the relevant officer or member of an organisation as directed by the Forum. Responses to advice given will be fed back to the Forum at the next meeting.

### **2. Area of the Forum**

- 2.1 The area covered by the Forum shall be all parts of West Sussex outside of the South Downs National Park.

### **3. Name**

- 3.1 The Local Access Forum covering the area defined above shall be known as the West Sussex Local Access Forum (WSLAF).

### **4. Membership**

- 4.1 The Forum will comprise no more than 22 members; those members will be appointed by the Appointing Authority; West Sussex County Council, as Highway Authority, and will serve a term of one to three years. Appointments will normally initially be for a period of one year. The County Council may reappoint a member for a period between one and three years.
- 4.2 Membership will include representatives of:
- landowners and managers
  - users
  - other interests
- 4.3 There will be a maximum of three elected Members appointed to the Forum: two from West Sussex County Council and one representative from a District or Borough Council in West Sussex.
- 4.4 Forum members will represent an area of interest rather than the views of any specific organisations they may belong to. Members should engage with the interests which they represent (and others) to explain and promote the work of the forum.
- 4.5 Members of the Forum may resign by serving at least four weeks written notice on the County Council.

**5. Chairman and Vice-Chairman**

- 5.1 The Forum will have a Chairman and Vice Chairman elected annually by the members of the Forum. These posts can be held for a maximum of 3 years at any one time, unless agreed by the Forum and the Appointing Authority when this period may be extended by a maximum of one further year.

**6. Secretariat**

- 6.1 The County Council will provide the Secretariat for the Forum.

**7. Meetings of the Forum**

- 7.1 The Forum will meet at least twice a year and up to four times a year depending on the amount of business. Additional workshops may be held if required.
- 7.2 Meetings will normally be held within the Forum's area and alternate between the north east of the county and the south of the county.
- 7.3 The meetings will be held in public and all papers for the meetings will be available to the public at least 5 working days before a meeting.
- 7.4 Any questions to the Forum from the public should be notified to the Secretary at least five working days before the meeting to allow any necessary research to be carried out.
- 7.5 Agendas, Minutes and other papers will be held for a minimum of two years at the County Council's Office and on its website for public access.
- 7.6 The Forum will have its own Standing Orders (rules and ethics governing meetings) that will incorporate a Members' Code of Conduct.
- 7.7 Eligible expenses may be reclaimed by Members of the Forum in accordance with Forum Standing Orders.