NAFW Terms of Reference

Produced by Natural Resources Wales following consultation with National Access Forum for Wales (NAFW) for endorsement.

The National Access Forum for Wales is a non-statutory forum which brings together stakeholders from public, private and the third sector organisations with an interest and expertise in outdoor access and recreation in Wales.

The Forum’s key purposes are:

- To help improve the quality and extent of access to the countryside and coast of Wales, and extend the opportunities for enjoyment and responsible outdoor recreation to all, with regard to environmental sustainability and education

- To work together as a stakeholder network, fostering understanding, and sharing information and good practice; to support the realisation of benefits of outdoor recreation and access in Wales

- To support NRW in its aim of more people participating in, and benefitting from, outdoor recreation more often
Legislative Context

The legislative context in which the Forum considers matters and provides advice has changed significantly since its establishment. Recent Welsh legislation has been designed to put sustainability at the heart of public decision making.

In recognition of these changes the Forum will work to:

- adopt the following ways of working that help take account of the Sustainable Development Principle as set out by the Wellbeing and Future Generations Act.

  - Long term
  - Prevention
  - Integration
  - Collaboration
  - Involvement

- and provide advice in the context of Sustainable Management of Natural Resources. With recreational access to the outdoors, its benefits, and the places in which it takes place, such as the historic environment, landscapes and nature defined as the cultural services provided by Wales’ natural resources that benefit society.
The Forum will:

1. be a non-statutory forum reporting to and advising Natural Resources Wales (NRW), who in turn advise Welsh Government, on the development and implementation of recreational access matters;

2. inform and advise NRW’s aims and objectives, in particular in relation to recreational access: provision, promotion, responsible use, planning and associated mechanisms for effective delivery;

3. inform and provide advice on issues of principle and good practice, leaving individual cases to be resolved locally;

4. be able to endorse advice to the Welsh Government and others when asked;

5. seek consensus wherever possible;

All Forum members will:

6. work with a commitment to achieving the aims of the Forum through constructive working with other members;

7. be able to attend all meetings and devote the necessary time to network outside meetings (members may be replaced if they miss 2 meetings in row);

8. be capable of networking with a wide range of interest groups;

9. be nominated by their organisation; with each organisation having one place at each meeting;

10. be in close contact with the constituency of their nominating organisation and be able to represent its views and engage its support effectively; and

11. be willing and able to take a broad view beyond the primary aims of the organisation they represent.

12. have relevant experience of recreational access to the outdoors, and be able to make an informed and constructive contribution to its improvement;
13. collectively have:

- significant knowledge and experience of work which has improved people's access to, and enjoyment of, the outdoors - including the countryside or open spaces in and around towns;
- significant knowledge and experience of working to achieve consensus between a wide range of different interests to implement projects for the benefit of people or the outdoors;
- links to a network of media, business, trade union or other contacts which may assist in securing more and better access to the outdoors;
- significant knowledge of, and links with, environmental education;
- significant knowledge and experience of working with or in one or more of the public, private or voluntary sectors;
- experience of a wide range of interests in the outdoors;
- experience of recreational access to the outdoors for a wide range of purposes; and
- knowledge of many parts of Wales.

Meeting arrangements and ways of working

14. It is expected that the Forum will meet three times a year, and that the meeting location will be rotated between North, Mid and South Wales.

15. The secretariat will be provided by NRW. The Forum will be chaired by a member of NRW’s Board. A Deputy Chair will be nominated from the membership of the Forum and will Chair meetings in the event that the Chair is unable to attend.

16. The Agenda for each meeting will be agreed by the Chair. All members are encouraged to approach the Secretary or Chair with items for future agendas.

17. All members, NRW and Welsh Government will be encouraged to provide a brief written update or contribution to share in advance and/or at each meeting. NRW and other representatives may be asked to provide short papers or presentations to guide the discussion at each meeting.
18. Forum members will share information and exchange views in a respectful and constructive manner.

19. Through discussion, members will be encouraged to identify areas of agreement or disagreement about general principles and seek to maximise the areas of consensus. Where the Forum has difficulty in reaching a consensus it will be expected to make the differing views clear and encouraged to advise on how best to resolve the differences that emerge.

20. Where necessary, the Forum’s Chair may establish working groups to consider particular issues and report to subsequent meetings, working group meetings will not be held in public.

21. The discussion of any such working group will be recorded by the NRW secretary and issued to all Forum members for their information. It will be for Forum members to respond to any consultations rather than for a Forum view to be put forward.

22. Papers will be distributed at least 1 week in advance of meetings, preferably 2 weeks;

23. The record of the meetings will be in the form of a summary note, identifying key points and actions; it will not be a verbatim record of the meeting. The draft meeting summary will be distributed within 2 weeks of meetings and following a further 2 weeks for comment will be translated and published.

The meeting summary and papers of the Forum meetings will be retained by NRW. Notice of meetings together with written contributions summary of the meetings will be made available on the [NRW website](http://www.naturalresourceswales.gov.uk).

24. It is important for the Forum’s work to be disseminated openly and widely both by NRW and the members. Members will be expected to assist in promoting the work of the Forum through their own contacts with a wide range of organisations and individuals.

25. Member organisations are to meet their own costs arising from their membership of the Forum and attendance at Forum meetings or related activities.

26. Members and contributors will be encouraged to participate in their preferred language (Welsh or English) and simultaneous translation will be available in line with NRW’s [Welsh Language Standards Policy](http://www.naturalresourceswales.gov.uk).
Forum membership

27. The Forum should include a cross section of stakeholders with an interest and expertise in recreational access in Wales.

28. The current Forum membership developed from that of the Wales Access Forum which was formed in the 1990s which later became the National Access Forum for Wales.

29. As developments take place in access and outdoor recreation and the organisations with an interest and expertise change, it is important that the Forum membership continues to evolve to reflect these changes.

30. Membership of the Forum, and application for membership, is based on these Terms of Reference. New member organisations have joined through invitation, where the Forum identifies a gap in expertise, or through application where an organisation feels that their work and aims are aligned with the key purposes of the Forum and the terms set out in this document.

Membership application process

31. An organisation wishing to be considered for full membership of the Forum will be invited to give a short presentation to the Forum meeting in which they will set out their case for membership.

32. This will be followed by a question and answer session during which the Chair should allow members to ask questions. Following this, the applicant organisation’s representative and non-members of the Forum (except official observers and substitutes) should be asked to leave to allow Forum members to discuss the application.

33. The aim of the discussion about the application is to reach a broad (not necessarily unanimous) consensus about whether to accept membership from the applicant.

The main criteria for members to consider are:

- whether the organisation have demonstrated a sufficient interest in recreational access to and engagement with the outdoors

- That the organisation has sufficient experience and expertise at a national level that is relevant to and can inform the work of the Forum

- That the organisation has demonstrated that it agrees to membership based on
the Terms of Reference

- And finally, there is broad agreement of members to the applying organisation becoming a member of the Forum

34. Whilst the ultimate decision on membership will rest with NRW, NRW will generally follow the broad consensus reached by the Forum.

35. The secretariat will advise the organisation of the decision.

Membership Review

36. The secretariat will carry out a periodic review of membership in relation to attendance of existing organisations in line with point 8 above. It is the responsibility of all representatives to inform the secretariat of any changes in contact details.

37. Contact details are used in line with the Privacy Notice (Appendix, item 3)

Observers

38. Forum meetings will be held in public but are not public meetings. Members of the public or of interested organisations may attend to observe the meeting but will not, in general, be invited to speak.

39. NRW will invite official observers from Welsh Government, Government Departments and statutory agencies to attend those meetings which have particular relevance to them. These observers will not be members of the Forum, though the Forum’s Chair may invite them to comment or give advice on issues on which they have specific expertise.
Appendices

1. Secretariat contact details
2. List of member organisations and their representatives
3. Privacy notice
Appendix 1: Secretariat contact details

Carys Drew
Access and Recreation Advisor
NRW
Welsh Government Building
Aberystwyth
Ceredigion
SY23 3UR

Telephone: 0300 065 4704
Mobile: 07773 041653

Email: National.Access.Forum@cyfoethnatirolcymru.gov.uk
Appendix 2: Membership Details

<table>
<thead>
<tr>
<th>Organisation</th>
<th>Representative</th>
<th>Email address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Afonydd Cymru</td>
<td>Stephen Marsh-Smith</td>
<td><a href="mailto:stephen@afonyddcymru.org">stephen@afonyddcymru.org</a></td>
</tr>
<tr>
<td>Angling Cymru (Formerly Federation of Welsh Anglers)</td>
<td>Tony Rees</td>
<td><a href="mailto:tonyreesuk@googlemail.com">tonyreesuk@googlemail.com</a></td>
</tr>
<tr>
<td>British Driving Society</td>
<td>Neil Buffery</td>
<td><a href="mailto:gilfach4321@gmail.com">gilfach4321@gmail.com</a></td>
</tr>
<tr>
<td>British Horse Society</td>
<td>Jan Roche / Mark Weston</td>
<td>[<a href="mailto:jan.roche@bhs.org.uk">jan.roche@bhs.org.uk</a>; <a href="mailto:mark.weston@bhs.org.uk">mark.weston@bhs.org.uk</a>](<a href="mailto:jan.roche@bhs.org.uk">mailto:jan.roche@bhs.org.uk</a>; <a href="mailto:mark.weston@bhs.org.uk">mark.weston@bhs.org.uk</a>)</td>
</tr>
<tr>
<td>British Mountaineering Council</td>
<td>Elfyn Jones</td>
<td><a href="mailto:elfyn@thebmc.co.uk">elfyn@thebmc.co.uk</a></td>
</tr>
<tr>
<td>Canal &amp; River Trust</td>
<td>Mr Ceri Davies</td>
<td><a href="mailto:Ceri.Davies@canalrivertrust.org.uk">Ceri.Davies@canalrivertrust.org.uk</a></td>
</tr>
<tr>
<td>Canoe Wales</td>
<td>Steve Rayner</td>
<td><a href="mailto:waterways@canoewales.com">waterways@canoewales.com</a></td>
</tr>
<tr>
<td>Cambrian Caving Council</td>
<td>Stuart France</td>
<td><a href="mailto:ccc@linetop.co.uk">ccc@linetop.co.uk</a></td>
</tr>
<tr>
<td>Country Land &amp; Business Association</td>
<td>Charles de Winton</td>
<td><a href="mailto:charles.dewinton@cla.org.uk">charles.dewinton@cla.org.uk</a></td>
</tr>
<tr>
<td>Campaign for the Protection of Rural Wales</td>
<td>Sarah Jones / Peter Alexander - Fitzgerald</td>
<td>[<a href="mailto:sarah@cprwmail.org.uk">sarah@cprwmail.org.uk</a>; <a href="mailto:heritagelaw@btinternet.com">heritagelaw@btinternet.com</a>](<a href="mailto:sarah@cprwmail.org.uk">mailto:sarah@cprwmail.org.uk</a>; <a href="mailto:heritagelaw@btinternet.com">heritagelaw@btinternet.com</a>)</td>
</tr>
<tr>
<td>Crown Estate (represented by Knight Frank)</td>
<td>Edward Dixon</td>
<td><a href="mailto:Edward.Dixon@knightfrank.com">Edward.Dixon@knightfrank.com</a></td>
</tr>
<tr>
<td>Countryside Alliance</td>
<td>Rachel Evans</td>
<td><a href="mailto:rachel-evans@countryside-alliance.org">rachel-evans@countryside-alliance.org</a></td>
</tr>
<tr>
<td>Cycling UK</td>
<td>Kieron Foster</td>
<td><a href="mailto:kieran.foster@cyclinguk.org">kieran.foster@cyclinguk.org</a></td>
</tr>
<tr>
<td>Defence Estates</td>
<td>James Nevitt</td>
<td><a href="mailto:James.Nevitt100@mod.gov.uk">James.Nevitt100@mod.gov.uk</a></td>
</tr>
<tr>
<td>Disabled Ramblers</td>
<td>John Cuthberston / Arthur Lee</td>
<td>[<a href="mailto:chairman@disabledramblers.co.uk">chairman@disabledramblers.co.uk</a>; <a href="mailto:arthurlee@sky.com">arthurlee@sky.com</a>](<a href="mailto:chairman@disabledramblers.co.uk">mailto:chairman@disabledramblers.co.uk</a>; <a href="mailto:arthurlee@sky.com">arthurlee@sky.com</a>)</td>
</tr>
<tr>
<td>Dwr Cymru Welsh Water</td>
<td>Mark Davies</td>
<td><a href="mailto:Mark.Davies5@dwrwymru.com">Mark.Davies5@dwrwymru.com</a></td>
</tr>
<tr>
<td>Elan Valley Trust</td>
<td>David Evans</td>
<td><a href="mailto:dowenevans@hotmail.com">dowenevans@hotmail.com</a></td>
</tr>
<tr>
<td>Farmers’ Union of Wales</td>
<td>Bernard Griffiths</td>
<td><a href="mailto:Bernard.Griffiths@fuw.org.uk">Bernard.Griffiths@fuw.org.uk</a></td>
</tr>
<tr>
<td>Institute of Public Rights of Way officers</td>
<td>Ruth Rourke (Deputy Chair)</td>
<td><a href="mailto:RuthRourke@monmouthshire.gov.uk">RuthRourke@monmouthshire.gov.uk</a></td>
</tr>
<tr>
<td>Organization</td>
<td>Contact Person(s)</td>
<td>Email(s)</td>
</tr>
<tr>
<td>--------------------------------------------------</td>
<td>---------------------------------------------</td>
<td>--------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Land Access &amp; Recreation Association</td>
<td>Chris Tomley/ Duncan Green / Alan Kind</td>
<td><a href="mailto:lara.walesoffice@gmail.com">lara.walesoffice@gmail.com</a>; <a href="mailto:duncan.green@treadlightly-uk.org">duncan.green@treadlightly-uk.org</a>; <a href="mailto:laraqgb@mac.com">laraqgb@mac.com</a>;</td>
</tr>
<tr>
<td>Local Access Forums in Wales</td>
<td>John Morgan</td>
<td><a href="mailto:jfm@woodlander.co.uk">jfm@woodlander.co.uk</a></td>
</tr>
<tr>
<td>Mountain Training Cymru</td>
<td>Simon Patton</td>
<td><a href="mailto:simon@mountain-training.org">simon@mountain-training.org</a></td>
</tr>
<tr>
<td>National Farmers’ Union Cymru Wales</td>
<td>Rachel Lewis-Davies</td>
<td><a href="mailto:Rachel.Lewis-Davies@nfu.org.uk">Rachel.Lewis-Davies@nfu.org.uk</a></td>
</tr>
<tr>
<td>National Trust</td>
<td>Jonathan Hughes / Rhodri Evans</td>
<td><a href="mailto:Jonathan.Hughes@nationaltrust.org.uk">Jonathan.Hughes@nationaltrust.org.uk</a>; <a href="mailto:Rhodri.Evans@nationaltrust.org.uk">Rhodri.Evans@nationaltrust.org.uk</a></td>
</tr>
<tr>
<td>One Voice Wales</td>
<td>Mr Lyn Cadwallader</td>
<td><a href="mailto:lyn.cadwallader@onevoicewales.org.uk">lyn.cadwallader@onevoicewales.org.uk</a></td>
</tr>
<tr>
<td>Open Spaces Society</td>
<td>Beverley Penney / Max Grant</td>
<td><a href="mailto:beverley.penney@gmailmail.com">beverley.penney@gmailmail.com</a>; <a href="mailto:maxgrant194@btinternet.com">maxgrant194@btinternet.com</a></td>
</tr>
<tr>
<td>WSA Outdoor Pursuits Group</td>
<td>Tom Sharp</td>
<td><a href="mailto:thomas.sharp@wsa.wales">thomas.sharp@wsa.wales</a></td>
</tr>
<tr>
<td>Public Health Wales</td>
<td>(interim contact) Rhiannon Brackin</td>
<td><a href="mailto:rhiannon.brackin@wales.nhs.uk">rhiannon.brackin@wales.nhs.uk</a></td>
</tr>
<tr>
<td>Ramblers Cymru</td>
<td>Angela Charlton / Rebecca Brough</td>
<td><a href="mailto:angela.charlton@ramblers.org.uk">angela.charlton@ramblers.org.uk</a>; <a href="mailto:Rebecca.Brough@ramblers.org.uk">Rebecca.Brough@ramblers.org.uk</a></td>
</tr>
<tr>
<td>Sports Wales</td>
<td>Steven Morgan</td>
<td><a href="mailto:steven.morgan@sport.wales">steven.morgan@sport.wales</a></td>
</tr>
<tr>
<td>Sustrans</td>
<td>Gwyn Smith</td>
<td><a href="mailto:gwyn.smith@sustrans.org.uk">gwyn.smith@sustrans.org.uk</a></td>
</tr>
<tr>
<td>Visit Wales</td>
<td>Kerry Thatcher</td>
<td><a href="mailto:Kerry.Thatcher@gov.wales">Kerry.Thatcher@gov.wales</a></td>
</tr>
<tr>
<td>Wales Adventure Tourism Organisation</td>
<td>Paul Donovan / Catherine Williams</td>
<td><a href="mailto:escape.routes@btopenworld.com">escape.routes@btopenworld.com</a>; <a href="mailto:catherine@snowdonia-active.com">catherine@snowdonia-active.com</a></td>
</tr>
<tr>
<td>Wales Environment Link</td>
<td>Elfyn Jones</td>
<td><a href="mailto:elfyn@thebmc.co.uk">elfyn@thebmc.co.uk</a></td>
</tr>
<tr>
<td>Wales Rights of Way Officers Working Group /Welsh Local Government Association</td>
<td>Mark Stafford-Tolley</td>
<td><a href="mailto:mark.stafford-tolley@powys.gov.uk">mark.stafford-tolley@powys.gov.uk</a></td>
</tr>
<tr>
<td>Welsh National Parks</td>
<td>Richard Ball/ Anthony Richards /Peter Rutherford</td>
<td><a href="mailto:Richard.Ball@beacons-npa.gov.uk">Richard.Ball@beacons-npa.gov.uk</a>; <a href="mailto:AntR@pembrokeshirecoast.org.uk">AntR@pembrokeshirecoast.org.uk</a>; <a href="mailto:Peter.Rutherford@eryri-npa.gov.uk">Peter.Rutherford@eryri-npa.gov.uk</a></td>
</tr>
<tr>
<td>Youth Hostels Association</td>
<td>Rowland Pittard</td>
<td><a href="mailto:rowlandpittard5@yahoo.co.uk">rowlandpittard5@yahoo.co.uk</a></td>
</tr>
</tbody>
</table>
Appendix 3: NAFW Privacy notice

NRW provides the secretariat for the National Access Forum for Wales (NAFW). We hold information about the individuals nominated by the member organisations. This notice sets out how we hold and use this information. Forum meetings are open to the public.

Identity and contact details of the Data Controller
Natural Resources Wales (NRW) is the Data Controller and is committed to protecting the rights of individuals in line with General Data Protection Regulation (GDPR).

Contact details of the Data Protection Officer
Natural Resources Wales has a Data Protection Officer who can be contacted through dataprotection@cyfoethnaturiolcymru.gov.uk 0300 065 3000

What information do we collect about you?
We collect the following personal information:

- the name of the organisation you represent
- your name
- your email address
- your telephone number
- information about dietary or other requirements

How will your information be used?
We will use your information to:

- share information and papers related to the National Access Forum and its meetings
- share information relating to the interest of the National Access Forum from third parties (including Welsh Government, NRW, member and other organisations)
- help us provide suitable catering and facilities for Forum meetings
- promote the role of the National Access Forum by including the organisations and names of representatives on the Forum webpage

**What is our legal basis for processing your personal data?**
In joining the National Access Forum members give their consent to the processing of their personal information.

**Who receives your information?**

We will share information between member organisations, within NRW and with Welsh Government and to the public:

- to promote networking between members we will include the email addresses of members in emails to all and in the written updates that are circulated as part of the meeting (NAFW written contributions)
- provide your contact details to third parties for the purposes of stakeholder engagement and consultation relating to the interests of the National Access Forum

**How long will your information be held?**

We will only hold the personal information of current representatives, these details will be held until we are advised of a change. When a person stops being a representative we will delete their personal information.

**What are the individual rights?**

The National Access Forum secretariat maintains the contacts list for representatives and can be contacted on 0300 065 4704 National.Access.Forum@cyfoethnaturiolcymru.gov.uk should you wish to make any changes to the details we hold or the way we use your information.

You have a right to access your personal information, to object to the processing of your personal information, to rectify, to erase, to restrict and to port your personal information. Please visit our Data Protection webpages for further information in relation to your rights.

Any requests or objections should be made in writing to NRW’s Data Protection Officer: -

Email – dataprotection@cyfoethnaturiolcymru.gov.uk

Data Protection Officer
Natural Resources Wales
Security of your information
Your information will be held on NRW’s Document Management System. Only NRW staff have access to this system

How to make a complaint

If you are unhappy with the way in which your personal data has been processed you may in the first instance contact NRW’s Data Protection Officer using the contact details above.

If you remain dissatisfied then you have the right to apply directly to the Information Commissioner for a decision. The Information Commissioner can be contacted at:

Information Commissioner’s Office,
Wycliffe House,
Water Lane,
Wilmslow,
Cheshire,
SK9 5AF

www.ico.org.uk