



Exmoor Local Access Forum

Application for Appointment

Before completing, please read the Exmoor Local Access Forum Terms of Reference (at the end of this form).

Title, first names and surname:

Address (Including postcode):

Home telephone number:

Mobile phone:

Daytime telephone number:

Email address:

1. If you are a user of rights of way or access land on Exmoor, please give details below:

2. The National Park Authority is keen to ensure that membership of the Forum represents a wide spectrum of interests relevant to Exmoor including tourism, sport (including field and country sports), recreation, wildlife conservation, cultural heritage, health, outdoor education, public transport, community safety and local business.

Please tell us more about your interests in any of the above.

3. The National Park Authority is also committed to ensuring that Exmoor is accessible to all, including young people, people on low incomes, people with disabilities and people from ethnic minorities. If you feel you could represent the interests of any of these groups, please tell us more below.

4. Please set out below your membership of any organisations, societies or clubs which are relevant to your application to the Exmoor Local Access Forum, including details of any positions of responsibility held:

5. Are you an owner, occupier, manager or farmer of land on Exmoor over which rights of way pass, or which is mapped as open country or registered common land?

6. Please describe **why** you wish to become a member of the Exmoor Local Access Forum, and **what particular skills and experience** you can bring to the Forum:

Declaration

Please disclose if you are related to any Member or Officer of the National Park Authority.

I have read the information provided with this application form and if appointed I confirm that I am able to carry out the duties necessary, including regular attendance at Forum meetings which will be held at locations within Exmoor National Park and to undertake any required training.

I understand that an initial appointment will be for a period of three years.

I declare that the information given in this application is to the best of my knowledge complete and correct.

Signed

Name in block capitals

Date

Please return this form to *Ceri Rapsey, Joint Secretary, Exmoor Local Access Forum*
Exmoor House, Dulverton, Somerset. TA22 9HL
cerirapsey@exmoor-nationalpark.gov.uk

*The closing date for applications is **31st January 2021.***

Data Protection Act: Information from this application may be processed by computer for purposes registered by the Authority under the data protection legislation. Individuals have the right of access to computerised personal data concerning them.

For more information, please see the [Exmoor National Park Authority Partnership Plan](#) – a statutory document which sets out special qualities of Exmoor, priorities, ambitions and challenges facing the National Park. Also, there is a short section on well managed recreation and access.

Exmoor Local Access Forum Terms of Reference

Local Access Forum under section 94(4) of the Countryside and Rights of Way Act 2000

Title: The Forum shall be known as the Exmoor Local Access Forum (ELAF)

Remit of the Exmoor Local Access Forum

The purpose of the Exmoor Local Access Forum (ELAF) shall be to provide advice to Exmoor National Park Authority and other specified bodies on how to improve “public access to land in the area for the purposes of open-air recreation and the enjoyment of the area”, (section 94 of the Countryside and Rights of Way Act), in ways which address social, economic and environmental interests.

The Exmoor Local Access Forum will have a remit to advise on and identify potential for strategic programmes, projects, policies that may be relevant towards improving and increasing access to increase and improve access to, and enjoyment of, open spaces, public rights of way and the general countryside in Exmoor National Park. The Forum will provide an arena within which to raise strategic issues, exchange ideas and share good practice and experiences. Specifically, the Exmoor Local Access Forum will:

1. Support and advise the Exmoor National Park Authority on strategic access and recreation issues relevant to Exmoor National Park.
2. Comment on strategic national, regional and local (county/district) consultations and policies in so far as they impact on access issues affecting Exmoor National Park.
3. Contribute to the development and revision of the Rights of Way Improvement Plan (RoWIP) for Exmoor (a chapter within the Devon and Somerset RoWIPs first published in 2005).
4. Act as a consultative body in relation to access restrictions on Open Access Land or to the implementation of Coastal Access.
5. Instigate and develop partnerships with other groups and organisations to influence delivery of recreational/access infrastructure and promotion of recreational/access opportunities.
6. Oversee progress by all partners under Priority B2 of the Partnership Plan for Exmoor.

In partnership, the Authority (as the Access Authority) is expected to:

- Consult the forum on relevant strategic matters.
- Provide relevant information, reports and background papers.
- Give feedback on advice received from the Forum.
- Raise awareness of the Forum amongst officers and members throughout the Authority.
- Act as secretariat to the Forum.

Review

The terms of reference will be reviewed, as a minimum, every three years. Date of next review: October 2022.

Appendix 1 – Membership

Forum members shall represent one or more fields of interest rather than any particular organisation of which they might also be a member. Where a member wishes to or is requested to represent a particular organisation, this may be permitted at the discretion of the Chairman and the extent of representation should be clearly defined. Members of the Forum shall be appointed to achieve a reasonable balance of the following interests:

- a) Users of Exmoor's path and access network (for example walkers, horse riders, cyclists, people with limited mobility), and
- b) owners and occupiers of access land or land crossed by local rights of way, and
- c) other interests relevant to Exmoor, such as tourism, sport (including field and country sports), recreation, wildlife conservation, cultural heritage, health, outdoor education, public transport, community safety and local business.

Members shall be appointed by Exmoor National Park Authority following open advertising and a fair and transparent appointment process. The appointment process will include consideration of applicants' interests and attributes (such as age, connections to working with younger people, sex, disability and ethnicity) alongside the interests and the social attributes represented by existing Forum members to ensure balance and diversity is maintained.

Before appointment members shall confirm:

- their commitment to working within the Guidance on Local Access Forums in England, issued by the Secretary of State, (Defra, February 2007) and achieving the purpose of the Forum through constructive working with other members;
- their ability to devote the necessary time to attend Forum meetings;
- their willingness to attend training sessions and to network with a wide range of relevant parties outside meetings.

Members shall be appointed for a term of three years. Members may re-apply for appointment at the end of their term. Membership may be terminated by the Authority where a member is absent from meetings for a year.

The lower and upper limits to the size of the forum (10 and 22) are set out in the Regulations. Exmoor National Park Authority regards a membership of 12 to 18 as an effective working size whilst allowing a wide representation of interests. Authority Members will be allocated to the Forum in line with the relevant regulations.

The Chairman and Vice-Chairman shall be appointed by the Exmoor Local Access Forum at its meeting in April/May and shall hold office for one year. Subject to their continuing membership of the Forum, they shall be eligible for re-election annually thereafter. Whilst there is no restriction upon the number of years these offices are held, providing the members remain appointed to the forum, the recommendation is that the position of Chairman is held for no longer than three years. The Chairman and Vice-Chairman should come from different interest groups but may both be from the 'other interest' category if their interests are different.

Members shall disclose the nature of any direct or indirect interest in any matter brought up for consideration at a meeting of the Forum which might "affect a member's wellbeing, financial position, or business (which would be a 'direct' interest, as it impacts on a member directly) or that of a relative or friend (which would be an 'indirect' interest) to a greater extent than that of other council tax payers, ratepayers or other inhabitants of the area." However, members may still participate in the discussion.

Allowances: Members may claim travelling allowances for attendance at Forum meetings and authorised training events, and where appropriate, a carer's allowance, at rates in line with the Authority's policies.

Appendix 2 – Administration

ELAF will identify:

- An annual work programme (with some flexibility to allow for reactive nature of ELAF).
- What input may be required from ENPA staff.
- What it will not do.

Exmoor National Park Authority will be responsible for organising the meetings and the associated administrative tasks such as sending out invitations and circulation of appropriate papers. The officer(s) undertaking these duties shall be titled for the purposes of the Forum the 'Secretary' or 'Joint Secretary'.

Agendas: Any items for the agenda should be submitted at least three weeks prior to each meeting. The agenda will be circulated to members at least two weeks prior to each meeting. The agenda will be made available to the public at least five working days before the meeting via the Authority's website. Meeting agendas shall be agreed between the Chairman and the Secretary.

Minutes: Exmoor National Park Authority will arrange for any minutes/actions from the meeting to be recorded and circulated to members within 14 days of the meeting.

Forum Meetings: The Forum will hold at least 2 public meetings per annum with additional meetings as required and at the discretion of the Chairman. Public meetings held by the Forum will be held at various venues within the National Park to facilitate engagement with local communities.

Working Groups:

- Working groups to complete the agreed work may be held between public meetings as directed by the Chairman.
- Work to be completed will be agreed at the public meetings of ELAF and completed work will be disseminated to ELAF members and ratified at a public meeting of ELAF.
- Members of a Working Group will be agreed at a public meeting but in exceptional circumstances changes to Working Group membership may be approved by the Chairman between public meetings.
- The Chairman may be a member or a Chairman of a Working Group.
- A Working Group may appoint (by vote) a Chairman for the purposes of the Working Group only.
- Meetings of Working Groups will operate without additional secretarial support from the Authority unless specific agreement is made otherwise.

Public Questions: Public questions may be submitted in writing three days before a meeting or taken at the meeting, at the discretion of the Chairman. Where public questions are taken at the public meeting, two minutes shall be allowed per person. Further comments and questions may be taken at the discretion of the Chairman where it is directly relevant to the work of the Forum and productive in executing that work.

Annual Report: An Annual Report will be prepared at the end of each calendar year in the form set out by Natural England.