

## **Lower Wye Tracks and Trails Steering Group: Terms of Reference**

### **1. Introduction**

The Lower Wye Tracks and Trails Steering Group is established as a sub-group of the Monmouthshire Local Access Forum (LAF) in accordance with the Terms of Reference for the LAF. This Group is jointly managed by Monmouthshire County Council (MCC) and the Wye Valley National Landscape Partnership, with the primary aim of implementing the Lower Wye Tracks and Trails Strategy and Action Plan. The vision is for the Lower Wye Valley's Tracks & Trails to be a resilient, well-managed and welcoming place for all responsible users.

### **2. Purpose of the Steering Group**

To seek to further the key objectives of the Tracks and Trails Strategy which include the following:

- Better understand the benefits, pressures and issues relating to the network;
- Provide a means for people to have their say on key issues and opportunities;
- Strengthen working relationships between partners;
- Design solutions to resolve current conflicts and help the network to thrive; and,
- Provide a clear plan of action to address the key issues identified within the Lower Wye Tracks and Trails Strategy and Action Plan.

The responsibilities of the steering group are to:

- Seek consensus on the actions to take forward from the Lower Wye Valley Tracks and Trails Strategy and Action Plan;
- Work collaboratively with all interested parties, user associations and others to develop solutions that can work well for the majority while also ensuring due regard is paid to the need to reverse the decline in biodiversity, reduce Greenhouse Gas emissions and meet other core criteria, notably encouraging least restrictive access;
- Support funding bids to deliver agreed actions;
- Oversee the implementation of agreed actions;
- Monitor and evaluate the benefits of improvements, ensuring that projects align with community needs and broader sustainability goals; and,
- Every 3-5 years, review the Lower Wye Valley Tracks and Trails Strategy and Action Plan, and propose new strategies and actions as appropriate.

### 3. Membership

- **Composition:** Membership is open to any LAF members and additional individuals with relevant expertise or interest. Non-LAF members may be appointed, subject to majority approval by the LAF.
  - Current membership is included in the attached Appendix 1.
- **Chairperson:** A member of the LAF will chair the group, subject to approval by the LAF Chair. The Chair will manage meetings and report progress to the LAF.
- **Support:** Monmouthshire County Council Public Rights of Way, Highways and the Wye Valley National Landscape Partnership will provide support.

### 4. Decision-Making and Approvals

- All recommendations and actions must be formally reported back to the **Monmouthshire Local Access Forum (LAF)**, the **Wye Valley National Landscape Joint Advisory Committee (JAC)** and the **Wye Valley Villages Delivery Group**.
- **Consensus decision-making** is preferred, if necessary, majority voting will be used by show of hands, where in case of a tie the Chair holds the deciding vote.

### 5. Meetings and Procedures

- **Frequency of Meetings:** The group will meet quarterly or more frequently depending on ongoing project needs.
- **Quorum:** A third of members plus one must be present for the meeting to proceed.
- **Reporting:** The Chair will be responsible for recording discussions, decisions, and reporting progress to the LAF, JAC and the Wye Valley Villages Delivery Group. Minutes will be circulated to all members.

### 6. Resources and Budget

- **Funding:** The group will rely on successful bids for funding, and resources will be allocated on a case-by-case basis in line with the Lower Wye Tracks and Trails Strategy.
- **Technical Support:** Monmouthshire County Council and the Wye Valley National Landscape Team will facilitate the group's work by providing technical and administrative support.

### 7. Review and Amendment of Terms of Reference

The Terms of Reference will be reviewed annually, or as needed, to ensure they remain relevant to the needs of the Tracks and Trails Steering Group, Monmouthshire Local Access Forum, and the Wye Valley National Landscape Joint Advisory Committee.

## **Appendix 1 – Current Members**

*October 2024*

### **LAF Members**

Sallie Roderick  
Terence Mead  
Rhys Wynne-Jones  
Kelvin Varney  
John Askew  
Huw Watkins  
Barbara Heys  
Irene Brooke  
Anne Underwood

### **Co-opted Members**

Ian Mawdsley	Chair of the Wye Valley Villages Group
Sarah Tindal	Natural resources Wales

### **Officers in attendance:**

Andrew Blake	Manager – Wye Valley National Landscape
Celyn Davies	Lower Wye Valley Project Officer – Wye Valley National Landscape
Ruth Rourke	Countryside Access Manager – Monmouthshire County Council
Graham Kinsella	Traffic and Road Safety Manager – Monmouthshire County Council