



CITY AND COUNTY OF SWANSEA

NOTICE OF MEETING

You are invited to attend a Meeting of the

GOWER AONB PARTNERSHIP GROUP ANNUAL FORUM

At: Reynoldston Village Hall, Reynoldston, Gower

On: Monday, 23 June 2014

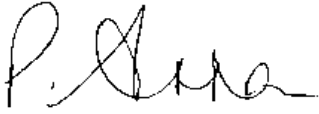
Time: 7.00 p.m.

AGENDA

| | Page No. |
|---|----------------|
| 1 Welcome and Introductions. | |
| 2 Apologies for Absence. | |
| 3 Disclosures of Personal and Prejudicial Interests. | 1 - 2 |
| 4 Minutes. To approve as a correct record the Minutes of the Gower AONB Steering Group meeting held on 10 March 2014. | 3 - 10 |
| 5 Amended Terms of Reference. (For Information) | 11 - 15 |
| 6 Presentation - The Work and Roles of the AONB Partnership and AONB Team. | |
| 7 Presentation - The Gower AONB Management Plan. | |
| 8 Presentation - The Work and Role of Natural Resources Wales. | |
| 9 Presentation - The Work and Role of the Gower Landscape Partnership. | |
| 10 Presentations - Gower Voices. | |
| 11 Public Question Time. (10 Minutes) | |

12 Dates of Meetings for 2014/2015 to be held at 7 p.m. as follows: -

- Monday, 22 September 2014 - Greyhound Inn, Old Walls, Llanrhidian, Swansea.
- Monday, 8 December 2014 – Venue to be confirmed.
- Monday, 9 March 2015 – Venue to be confirmed.



Patrick Arran
Head of Legal, Democratic Services & Procurement
16 June 2014

Contact: Jeremy Parkhouse - 01792 636016

GOWER AONB PARTNERSHIP GROUP (6)

Councillors

Labour Councillors: 4

| | |
|---------------|-----------------------|
| Mark C Child | Robert Francis-Davies |
| Jan P Curtice | Jane E C Harris |

Liberal Democrat Councillor: 1

| | |
|-----------------|--|
| Richard D Lewis | |
|-----------------|--|

Independent Councillor: 1

| | |
|---------------|--|
| Keith E Marsh | |
|---------------|--|

Officers:

| | |
|------------------|--|
| Kim Flanders | Planning Policy and Environment Manager, Planning Services |
| Chris Lindley | Gower AONB Team Leader, Planning Services |
| Huw Lloyd | Gower AONB Ranger, Planning Services |
| Mike Scott | Assistant Gower AONB Officer |
| Jeremy Parkhouse | Democratic Services |

For Information Email Only:

| | |
|--------------|---|
| Phil Roberts | Director of Place |
| Ryan Thomas | Planning Control Manager |
| Phil Holmes | Head of Regeneration & Planning |
| Chris Dale | Countryside Access Team Leader (Rights of Way), Planning Services |

Total Copies Needed:

| |
|----|
| 32 |
|----|

GOWER AONB Partnership Group (Aug 2013)

| Name | Organisation | Address | Post Code | Telephone |
|--|--|---|------------------|--|
| Gordon Howe (Vice-Chair) | Gower Society | Annie's Stables, Middleton, Rhossili, Swansea | SA3 1PJ | 01792 390560 mewslade@aol.com |
| Roger Button | Tourism Swansea Bay | Pitton Cross Caravan and Camping Park, Pitton Cross, Rhossili | SA3 1PN | 01792 390593 rogerpitton@yahoo.co.uk |
| Alan Woodman | Representing Forestry & Farming | 57, Gowerton Road, Three Crosses, Swansea | SA4 3PY | 07970870490 woodman@lonisa.fsnet.co.uk |
| Barbara Parry | Gower Walking Festival | 127 Broadmead, Dunvant, Swansea | SA2 7RJ | 01792 520293 barbara19652@hotmail.com |
| Stephen Heard | Gower Riding Club / Port Eynon Community Council | Bowstones, Berry Lane, Scurlage | SA3 1BJ | steveheard1@aol.com |
| Community Councillor P R Hood – Williams | Upper Killay Community Council | 50, Pant-y-Dwr, Three Crosses, Swansea | SA4 3PG | Paxton.hood-williams@swansea.gov.uk |
| Sue Hill | Glamorgan-Gwent Archaeological Trust | Heathfield House, 91, Heathfield, Swansea | SA1 6EL | 01792 655208 sue@ggat.org.uk |
| John Davies | BayTrans | | | 01792 205071 johnbaytrans@btinternet.com |
| Peter Lanfear | Gower Commoners Association | 31, Pennard Drive, Pennard, Swansea | SA3 2BL | 01792 233624 peter.lanfear@gmail.com |
| Community Councillor Rod Cooper | Llanrhidian Higher Community Council | The Lodge, Park Road, Penclawdd, Swansea | SA4 3FQ | rcooper@yllety.F9.co.uk |
| Ceri Daugherty | Natural Resources Wales | Llanion House, Llanion Park, Pembroke Dock, Pembrokeshire | SA72 6DY | 01792 634981 ceri.daugherty@cyfoethnaturlolcymru.gov.uk |
| Rebecca Wright | Natural Resources Wales | Maes Newydd, Britannic Way West, Llandarcy, Neath | SA1 8PG | 01792 634966 rebecca.wright@cyfoethnaturlolcymru.gov.uk |

Disclosures of Interest

To receive Disclosures of Interest from Councillors and Officers

Councillors

Councillors Interests are made in accordance with the provisions of the Code of Conduct adopted by the City and County of Swansea. You must disclose orally to the meeting the existence and nature of that interest.

NOTE: You are requested to identify the Agenda Item / Minute No. / Planning Application No. and Subject Matter to which that interest relates and to enter all declared interests on the sheet provided for that purpose at the meeting.

1. If you have a **Personal Interest** as set out in **Paragraph 10** of the Code, you **MAY STAY, SPEAK AND VOTE** unless it is also a Prejudicial Interest.
2. If you have a Personal Interest which is also a **Prejudicial Interest** as set out in **Paragraph 12** of the Code, then subject to point 3 below, you **MUST WITHDRAW** from the meeting (unless you have obtained a dispensation from the Authority's Standards Committee)
3. Where you have a Prejudicial Interest you may attend the meeting but only for the purpose of making representations, answering questions or giving evidence relating to the business, **provided** that the public are also allowed to attend the meeting for the same purpose, whether under a statutory right or otherwise. In such a case, you **must withdraw from the meeting immediately after the period for making representations, answering questions, or giving evidence relating to the business has ended**, and in any event before further consideration of the business begins, whether or not the public are allowed to remain in attendance for such consideration (**Paragraph 14** of the Code).
4. Where you have agreement from the Monitoring Officer that the information relating to your Personal Interest is **sensitive information**, as set out in **Paragraph 16** of the Code of Conduct, your obligation to disclose such information is replaced with an obligation to disclose the existence of a personal interest and to confirm that the Monitoring Officer has agreed that the nature of such personal interest is sensitive information.
5. If you are relying on a **grant of a dispensation** by the Standards Committee, you must, before the matter is under consideration:
 - i) Disclose orally both the interest concerned and the existence of the dispensation; and
 - ii) Before or immediately after the close of the meeting give written notification to the Authority containing:

- a) Details of the prejudicial interest;
- b) Details of the business to which the prejudicial interest relates;
- c) Details of, and the date on which, the dispensation was granted; and
- d) Your signature

Officers

Financial Interests

1. If an Officer has a financial interest in any matter which arises for decision at any meeting to which the Officer is reporting or at which the Officer is in attendance involving any member of the Council and /or any third party the Officer shall declare an interest in that matter and take no part in the consideration or determination of the matter and shall withdraw from the meeting while that matter is considered. Any such declaration made in a meeting of a constitutional body shall be recorded in the minutes of that meeting. No Officer shall make a report to a meeting for a decision to be made on any matter in which s/he has a financial interest.
2. A "financial interest" is defined as any interest affecting the financial position of the Officer, either to his/her benefit or to his/her detriment. It also includes an interest on the same basis for any member of the Officers family or a close friend and any company firm or business from which an Officer or a member of his/her family receives any remuneration. There is no financial interest for an Officer where a decision on a report affects all of the Officers of the Council or all of the officers in a Department or Service.

CITY AND COUNTY OF SWANSEA

MINUTES OF MEETING OF THE GOWER AONB PARTNERSHIP STEERING GROUP

HELD AT THE GREYHOUND INN, OLDWALLS, LLANRHIDIAN,
SWANSEA ON MONDAY 10 MARCH 2014 AT 7.00 P.M.

PRESENT: Councillor R Francis-Davies (Chair) presided

Councillor(s): **Councillor(s):**

M C Child K E Marsh

Representing Organisations:

| | | |
|----------------------|---|--|
| R Button | - | Tourism Swansea Bay |
| S Heard | - | Gower Riding Club/Port Eynon Community Council |
| Community Councillor | - | Upper Killay/Three Crosses Community Councils |
| P R Hood-Williams | - | Gower Society (Vice-Chair) |
| G Howe | - | Gower Walking Festival |
| B Parry | - | Gower Commoners Association |
| P Lanfear | - | Forestry and Farming |
| A Woodman | - | Llanrhidian Higher Community Council |
| Community Councillor | - | |
| R Cooper | - | |
| J Davies | - | BayTrans |
| C Daugherty | - | Natural Resources Wales |

Officers:

| | | |
|-------------|---|--|
| K Flanders | - | Planning Policy and Environment Manager, Planning Services |
| C Lindley | - | Gower AONB Team Leader |
| M Scott | - | Gower AONB Officer |
| H Lloyd | - | Gower AONB Ranger |
| J Parkhouse | - | Democratic Services Officer |

Also Present:

| | | |
|-------------|---|-------------------------------------|
| I Button | - | Resident |
| P Rouge | - | Llanrhidian Lower Community Council |
| D Cowley | - | Llanrhidian Lower Community Council |
| L Pearce | - | Resident |
| V Pearce | - | Resident |
| D John | - | Resident |
| N Pritchard | - | Resident |
| L Mabbett | - | Resident |

| | | |
|-----------|---|----------|
| G Edwards | - | Resident |
| A Tucker | - | Resident |
| M Cowley | - | Resident |
| E Cowley | - | Resident |
| L Edwards | - | Resident |
| A Cowley | - | Resident |
| H Jenkins | - | Resident |

38. **WELCOME AND INTRODUCTIONS**

The Chair welcomed all present to the meeting and commenced proceedings. He informed the meeting that Agenda Item number 11 - Affordable Housing on Gower had been withdrawn due to matters contained in the report being part of a "live" planning appeal.

39. **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillor J E C Harris and Rebecca Wright - Natural Resources Wales.

40. **DISCLOSURES OF PERSONAL AND PREJUDICIAL INTEREST**

In accordance with the Code of Conduct adopted by the City and County of Swansea, no interests were declared.

41. **PUBLIC QUESTION TIME**

Mr. P. Rouge asked a question in relation to Item No. 11/Minutes No. 48 - Affordable Housing on Gower. The Chair stated that the Item will be discussed at the next scheduled meeting.

42. **MINUTES**

RESOLVED that the Minutes of the meeting of the Gower AONB Partnership Steering Group held on 2 December 2013 be agreed as a correct record.

43. **MATTERS ARISING FROM THE MINUTES**

Minute 34 - National Association for AONBs (NAAONB) - Annual Report and AGM Update

It was queried whether John Hague had been invited to attend a future meeting of the Steering Group in order to provide feedback in relation to his role on the NAAONB. The Chair stated that a letter inviting John Hague to a future meeting will be forwarded in due course.

44. **LANDSCAPE CAPACITY STUDY FOR CARAVAN CAMPING SITES WITHIN GOWER AREA OF OUTSTANDING NATURAL BEAUTY (AONB)**

The Gower AONB Team Leader provided a report on landscape capacity study for caravan and camping sites within Gower Area of Outstanding Natural Beauty (AONB).

It was outlined that the Gower Landscape Assessment (LCA, 2013) was carried out by John Campion Associates on behalf of the Gower Landscape Partnership (of which the City and County of Swansea is a key partner). The Gower LCA identified 41 character areas and provided an individual report for each. A significant issue that arose from the LCA was the identification of existing caravan and camping sites as being a significant threat to a landscape quality of the AONB due to their detrimental visual impact. As a result, the Authority has commissioned John Campion Associates to undertake a follow on study to the LCA in relation to caravan and camping sites. The results will contribute to the evidence base for the emerging local development plan.

The brief was for a landscape capacity study in relation to caravan and camping sites within the AONB, based on the landscape character areas defined within the 2012 Gower Landscape Character Assessment (LCA). The brief comprised two parts:

1. the appraisal reach of the 41 landscape character areas to identify those that were at capacity (or have no capacity), or where additional sites could be accommodated, with a clear explanation of the reasoning behind the findings for each landscape character area;
2. for those landscape character areas with potential landscape capacity to accommodate additional camping/caravanning development without detrimental to the AONB landscape qualities - identifying key landscape and visual issues and constraints.

It was added that the study considers detailed siting, layout and development density factors as core considerations, in addition to visibility levels, proposed boundary treatments and other landscape assimilation measures. These matters will be dealt with in the form of a design guide which will provide a framework to achieve the successful integration of any caravan or camping site on Gower - either as new development or as mitigation treatments for existing developments.

Minutes of the Gower AONB Partnership Steering Group (10.03.2014) Cont'd

It was added that the study which commenced in March 2013 was substantially complete. A final draft of the report was awaited from the consultants and a dissemination event had been arranged for interested stakeholders on Wednesday, 12 March 2014.

A number of questions were asked of the officer who responded accordingly.

AGREED that:

- (1) the contents of the report be noted;
- (2) a link containing the results of the survey be circulated to members of the Steering Group.

45. **GOWER AONB DESIGN GUIDE**

The Gower AONB Officer provided an update report on the Gower AONB Design Guide. It was outlined that an updated version had been prepared for publication by Nathaniel Litchfield and Partners/White Design who have produced a design guide in electronic format which will allow amendments to be made by the Authority as required at a later date.

The document will be available on the City and County of Swansea website and due to its size, only a limited number of hard copies will be available. The production of the guide received financial support from Natural Resources Wales and the Gower Society. An event was planned on 12 March 2014 at the King Arthur Hotel, Reynoldston, Swansea in order to promote the guide to a professional audience and members of the Steering Group had also been invited.

Comments received to date had been positive but there have also been suggestions that the size of the document had caused some user problems. However, this is unavoidable as the document covers a complex issue in necessary detail. A possibility of producing a summary of the guidance could be explored, however, the adopted version is supplementary planning guidance would take precedence.

It was commented that while the content of the document was of excellent quality, the detail and length was problematic and the guide would benefit from having a simplified version. Comments were also made in relation to local planning matters where the design guide had not been followed and the City and County of Swansea had not acted upon complaints received.

AGREED that:

- (1) the content of the report be noted;
- (2) the Steering Group look at the possibility of additional funding in order to cover the cost of producing a more "reader friendly" version of the Design Guide;
- (3) the Planning Policy and Environment Manager investigates the planning applications highlighted where the Design Guide had not been followed.

46. **IDEAS FOR SPECIAL PROJECTS**

G Howe (Gower Society) stated that the Gower Society had funds available for Special Projects within communities. All Community Councils had been written to with regards to grants for projects largely within the AONB. It was commented that the Gower Society were involved in a project of replacing and updating walls at Kilvrough. He added that if any organisations had any projects planned, they should contact the Gower Society in order to establish if funding is available.

47. **GOWER AONB MANAGEMENT PLAN - PROGRESS UPDATE**

The Gower AONB Team Leader provided a progress report on the Gower AONB Management Plan. The workplan timetable was provided as follows:

1. Publish state of the AONB report by 31 December 2014;
2. Publish AONB management plan by 31 March 2014;
3. Adopt final AONB management plan by 31 November 2014.

The Authority was currently on target with the workplan timetable. The state of the AONB report was issued at the AONB Partnership Group Meeting on 2 December 2013. A draft AONB Management Plan has been written and is currently with Senior Management for approval prior to the public consultation process which starts with the publication of the draft Gower AONB Management Plan. It was intended to run to public consultation of the draft, with responses used to amend the final report, prior to adoption by the Council. The Management Plan will then be adopted by the City and County of Swansea and the anticipated date is 31 November 2014.

Minutes of the Gower AONB Partnership Steering Group (10.03.2014) Cont'd

It was added that the Steering Group had overall responsibility for the AONB and it was preferable that the matter could be discussed by the Steering Group prior to the annual forum in June 2014. A draft version can then be finalised and forwarded to Cabinet and Council prior to the consultation process.

AGREED that:

- (1) the contents of the report be noted;
- (2) the proposed timetable be agreed;
- (3) officers proceed with drafting the Management Plan in consultation with the Chair and Vice-Chair of the Steering Group.

48. **AFFORDABLE HOUSING ON GOWER**

The Item was withdrawn.

49. **RESTRICTED WALKING - ACCESS AT RHOSSILI DUE TO BAD WEATHER**

The Gower AONB Officer provided an update report on the restricted walking access at Rhossili due to the recent bad weather. It was outlined that a section of the coast at Rhossili had slipped taking with it part of the public footpath to Rhossili beach. For safety reasons, the path had been closed temporarily until work can be completed.

It was added that this is a popular beach access and forms an important link to the Wales Coastal Path and as such it is been treated as high priority by the Countryside Access Team, City and County of Swansea.

The area of land had been subject to slippage previously and is currently still unstable. It is likely that erosion will continue in this immediate area and as a result a new route is planned, around 25 to 30 metres north of the existing steps. The new construction will not be of the heavy construction but will be of selective aggregate path/steps treads with heavy duty timber frontage. This will be easy to remove or move in the future as the erosion continues and will entail some legal work to formally move the right of way. The main issue at present is clearing the relevant permissions as the site is archeologically, geological and botanically protected as it is a SAM, SSI and SAC. As the path runs through the site of the early medieval village of Rhossili, any work will require consent from CADW which is in addition to the consents required from Natural Resources Wales. Neither the Council or National Trust (as the landowner) current have funds for the paths construction works which are estimated at £10,000.

The Countryside Access Team is concluding discussions with Natural Resources Wales and The Gower Society who have both expressed an interest in providing the necessary funds for the work and it is hoped that this will be confirmed very shortly. The intention is to carry out the Pathwork during May 2014 when the ground conditions will have improved and the necessary consents and administrative issues being resolved.

Concern was expressed by the Steering Group with regards to the General Public still walking on the current path and concrete structure which is highly dangerous. It was confirmed that a sign was in place along with the area being taped off warning the public of the danger.

AGREED that the contents of the report be noted.

50. **HOW TO INCREASE AWARENESS WITHIN THE CITY AND COUNTY OF SWANSEA STAFF OF THE REGULATIONS AS TO SPECIFICALLY RELATE TO THE AONB AND THE IMPORTANCE OF LEADING BY EXAMPLE**

G Howe (Gower Society) highlighted that City and County of Swansea and Utility Companies are undertaking work on Gower that does not sit with the regulations and procedures required within AONB. It appeared that the Council and Utility company staff were not aware of the policies and procedures needed to be undertaken, particularly within the AONB.

The Steering Group discussed the issue in detail and highlighted both positive and negative examples in relation to the City and County of Swansea and Utility companies.

AGREED that:

- (1) a memo be sent via the Director and Cabinet Member for Place to Heads of Service reminding them of the regulations and policies within the Gower AONB;
- (2) examples of bad practice by Utility Companies be forwarded to the Planning Policy and Environment Manager in order for problems to be addressed.

51. **GOWER AONB RANGER REPORT**

The Gower AONB provided the Ranger Report for the 3rd Quarter 2013/2014.

The Steering Group discussed a number of issues highlighted within the report and commented upon the ongoing work of the Gower AONB Ranger.

AGREED that the contents of the report be noted.

52. **GOWER AONB ANNUAL FORUM**

The Gower AONB Officer requested the Steering Group discuss proposals for the Gower AONB Partnership Group Annual Forum.

Discussions took place in relation to holding the annual forum at a suitable location on Gower, allowing adequate time for public questions at the Annual Forum/future meetings and discussing the issue of affordable housing on Gower at the next scheduled meeting.

It was added that at present, members of the Steering Group are elected annually. However, it was proposed that the terms of reference for the Steering Group be amended to allow Members to be selected for the term of the Council.

AGREED that:

- (1) the Gower AONB Partnership Forum be held at a suitable venue on Gower;
- (2) the Terms of Reference of the Gower AONB Partnership Steering Group be amended to allow Members to be elected for the term of the Council;
- (3) the Terms of Reference be amended to reflect that ten minutes public question time be allowed at meetings, subject to the discretion of the chair.
- (4) The topic of affordable housing on Gower be included on the agenda of the next Steering Group meeting.

The meeting ended at 8.55 p.m.

CHAIR

GOWER AONB Partnership - Terms Of Reference

PURPOSE & FUNCTION

- 1) The Countryside and Rights of Way (CRoW) Act 2000 places a duty upon the City & County of Swansea ('the Council') to "prepare and publish a management plan which formulates their policy for the management of the Area of Outstanding Natural Beauty and for the carrying out of their functions in relation to it".
- 2) The Act also places a statutory duty on relevant authorities to have regard to the purpose of conserving and enhancing the natural beauty of the AONB when exercising or performing any functions affecting land in the AONB. "Relevant authorities" are any public bodies including local and statutory authorities, parish councils and statutory regulators.
- 3) The Gower AONB Partnership ('The AONB Partnership ') is an advisory group to the Council, convened by them, to facilitate the management of the Gower AONB, in fulfilment of their legal responsibilities and duties with regard to the Gower AONB.

STRUCTURE AND PURPOSE

- 4) **The AONB Partnership** is a membership body, open to any individual or organisation. The only criteria is that they should have an interest in the AONB. The AONB Partnership is an overarching group set up in order to co-ordinate management groups set up under its cover. The AONB Partnership is intended to support the involvement of the community in the management of the AONB
- 5) The AONB Partnership will be chaired by the Councillor who is Chair of the Development Management & Control Committee.
- 6) The AONB Partnership is responsible for nominating the **Gower AONB Partnership Steering Group** ('the Steering Group').
- 7) The Steering Group is responsible for overseeing the Management of the AONB, and is responsible for the development of policy and strategy for the AONB area, particularly through the AONB Management Plan, and influencing the policies and strategies of others. The Steering Group will also take and support action to conserve and promote the AONB.
- 8) The Steering Group will comprise:
 - a maximum of 6 Councillors (including the Councillor who is Chair of the Development Management & Control Committee).
 - 2 representatives from Natural Resources Wales
 - 10 other members who will be elected for a term of two years, drawn from the following interests as appropriate:

- Community Councils
 - Nature conservation
 - History and archaeology
 - Land owning/farming/forestry
 - Commoners
 - Rural business
 - Tourism
 - Recreation
 - Local Interest Groups
 - Residents of the Gower AONB
- 9) The Steering Group will be chaired by the Chair of the Development Management & Control Committee.
- 10) . The Steering Group will select a Vice Chair from the Steering Group Members.
- 11) The Steering Group will elect the following sub-groups to the Steering Group:
- a) Sustainable Development Fund (SDF) Grants Panel.**
 - This panel will decide on grant applications to the SDF from funding obtained from the Welsh Government. It will determine how best to use that funding, and will operate an appeals process when considering how funding should be spent.
 - This panel will comprise the Chair of the Development Management & Control Committee (who will act as Chair) and seven other members of the AONB Partnership.
 - The panel will be supported by the AONB Officer, and a representative from NRW, as observers.
 - b) The SDF Grants Appeals Panel**
 - This Panel will handle disputes on how funding should be spent and will decide on appeals for grant applications refused by the SDF Grants Panel.
 - The SDF Appeals Panel will comprise the Vice Chair of the Steering Group (who will act as Chair of the SDF Appeal Panel) and seven other members of the AONB Partnership that do not already sit on the SDF Grant Panel.
 - The panel will be supported by the AONB Officer, and a representative from NRW, as observers.
 - c) Other sub-groups as required**
- 12) The Steering Group will have the power to co-opt individuals (to itself, or to sub-groups) or organisations or to set up further sub-groups as deemed necessary to fulfil the aims and objectives of the AONB Partnership.
- 13) Members of the Steering Group and of any sub-group will be expected to abide by the City and County of Swansea Members Code of Conduct.

AIMS AND OBJECTIVES

- 14) **The Steering Group** are responsible for:
- Preparation of the AONB Management Plan on behalf of the City & County of Swansea.
 - Co-ordination of the implementation of the AONB Management Plan.
 - Develop and implement a programme of promotion and awareness of the special qualities of the AONB and the Heritage Coast.
 - Preparation of business plans for the Partnership including the annual work programme for the AONB Team.
 - Preparation of an annual report on the work of the Partnership and progress on implementing the AONB Management Plan.
 - Securing additional resources for the implementation of the Management Plan.
 - Commission research and special studies.
 - Operation of the Sustainable Development Fund on behalf of NRW and the Welsh Assembly Government.
 - The running of sub-groups as required
 - Holding an annual forum.
 - Holding an annual meeting with Community Councils and City & County of Swansea councillors with wards in the AONB.
 - Communication amongst the Partnership.
 - Forging links with other fora and protected landscapes, including National Parks, through the National Association for AONBs and the Europarc Federation.

MEETINGS

- 15) **The AONB Partnership:** will meet annually, with the purpose of the meeting to:
- nominate the Steering Group members as required
 - engage with the public to promote awareness of the AONB and its special qualities
 - report and review the AONB management over the previous year; and
 - identify issues, opportunities and priorities for the coming year.
- 16) An officer from the City & County of Swansea Democratic Services will be present at all meetings to record proceedings. Minutes of each meeting shall be kept and circulated to Steering Group members as soon as possible after each meeting, and made available to the public on the AONB website.
- 17) **The Steering Group:** will meet quarterly, and the meeting dates published annually. Additional meetings will be convened if required. In the absence of the Chair or Vice-Chair at a meeting then the Steering Group may elect a Chair for that meeting. The quorum for Steering Group meetings will be six.

- 18) All meetings of the Steering Group will be open to the public for observation. Each meeting will start with a maximum of ten minutes for public questions relevant to items on the agenda.
- 19) Decisions by the Steering Group shall be made by show of hands with the Chairman having the casting vote.
- 20) **The SDF Grants Panel:** will be called to meet by the Grants Panel members and advised by the AONB Team and NRW representative, determined by the timing and number of applications to received. Quorum of the SDF Grants Panel will be four.
- 21) **The SDF Appeals Panel:** will be called to meet by the Grants Panel and advised by the AONB Team and NRW representative, determined by the timing of appeals received. Quorum of the SDF Appeals Panel will be four.
- 22) Further information in relation to the election of Steering Group Members and other procedural matters can be found in the Gower AONB Partnership Procedural/ Guidance notes available from the AONB Team.

Gower AONB Partnership – Management Structure

