

LLANTWIT MAJOR TOWN COUNCIL

6th July 2026

Dear Sir/Madam,

You are invited to attend a Footpath Forum Meeting of the Town Council to be held on Monday 6th July 2026 at 6.30pm, at the Council Chamber, The Old School, Wine Street or remotely using zoom, for the purpose of transacting the following business.

Yours faithfully

R E Quinn (Mrs)

Town Clerk

AGENDA

To receive apologies.

To receive councillors' declaration of interest forms.

1. To receive report of previous meeting held on 13th April 2026.

Attached below

2. Members Reports:

3. Request for updates:

- a) To receive general maintenance update from Public Rights of Way Officer.

- b) Vale of Glamorgan, Public Rights of Way - Annual Survey

Documents attached

Future meeting dates:

Monday 5th October 2026

Monday 18th January 2027

Monday 12th April 2027

LLANTWIT MAJOR TOWN COUNCIL
MEETING OF THE FOOTPATH FORUM
HELD ON 13th April 2026

- Present Councillor D Powell (Chair)
 Councillor G Thomas
 Councillor W Norman
 Councillor P King – St Athan Community Council
 Councillor T Fowler – Llanmaes Community Council (Zoom)
 Councillor T Evans – St Donats Community Council
 Mr S George – History Society
 Mr A Simmonds – Valeways
 Mr Andy Briscoombe – Assistant Public Rights of Way Officer (VOGC)
 Ms Sandra Thomas – Public Rights of Way Assistant (VOGC)
- Apologies Councillor G Morgan
 Mrs J Schup – Friends of Glamorgan Heritage Coast

Councillor Powell welcomed Councillor Paula King from St Athan Community Council.

To receive declaration of interest forms.

There were no declarations of interest.

To receive report of previous meeting held on 19th January 2026

The minutes of the Footpath Forum Meeting held on 19th January 2026 had previously been circulated to forum members. Noted.

Members Reports

1. Local residents had previously reported safety concerns regarding **FP L16/40/1**, which crosses on the B4265, and suggested a complete overhaul. Sandra Thomas confirmed that this is the responsibility of highways as the footpath stops at the field edge. Councillor Powell also reported that people walk around the top gate on this Footpath rather than through it.

RECOMMENDED: Town Council write to highways at the Vale of Glamorgan Council regarding the above safety concern.

2. Councillor Norman proposed connecting **FP L16/42/1** which would allow safer travel for school children to Ham Lane. Sandra Thomas stated that this would need to be proposed to highways. Councillor Norman also proposed that **FP L16/43/1** could be crossed through the field. Sandra Thomas confirmed that PRow Team would contact the landowner of Orchard House and request this.

RECOMMENDED: Town Council write to highways at the Vale of Glamorgan Council to forward proposed routes.

RECOMMENDED: Public Rights of Way Team to contact the landowner to propose new route.

3. Councillor Evans reported concerns of safety concerns on Marcross Farm Lane **FP L16/49/1** with an increase in traffic, speed and delivery drivers. He suggested diverting the Footpath across the field on his land for the safety of footpath users. Sandra Thomas stated that if Councillor Evans was happy to do that then a meeting would be arranged for the PRoW Team to go out and meet with him. Andy Briscoombe suggested starting with a permissive path by waymarking it, then making it more permanent if successful.

RECOMMENDED: ProW Team to meet Councillor Evans to assess the proposed diversion.

4. Councillor Norman expressed concerns regarding the removal of hedges on Boverton Road and requested confirmation of who the cutting was carried out by during nesting season. Sandra Thomas and Andy Briscoombe confirmed it wasn't the PRoW Team but it would have been carried out by the Vale of Glamorgan Council, he added that he believed the work would have been completed within legislation and that he would find out.
5. A resident requested footpaths be cut earlier in the year to prevent overgrowth. Andy Briscoombe confirmed that cutting had already started, repeat cuts are planned for May and September.

To receive general maintenance updates

Sandra Thomas relayed from Paul Lock, of the Glamorgan Heritage Coast Team, that they are ready to start cutting in land and that Paul requested any priorities be reported to him. He had also asked that highways be contacted well in advance regarding cutting requests for Church Lane ahead of the Llantwit Major 10k, the Glamorgan Heritage Coast Team would take care of the rest to ensure paths are clear for the race.

RECOMMENDED: That the Llantwit Major 10k committee be reminded to contact highways in advance of the event.

Sandra Thomas updated regarding Boverton Mill Farm, the case is now waiting on a new legal officer as the legal officer has retired.

Sandra Thomas reported that successful bids have secured funding for improvements on footpaths within this footpath network and work will start with the better weather in June or July with the aim of completing by the end of the summer.

Andy Briscoombe had received a report from Valeways regarding a broken stile on **FP 3** near the sea watch centre, he confirmed this will be replaced with kissing gates when he has contacted the landowner who they have a good relationship with.

Request for volunteers to help with conditioning survey

Sandra Thomas requested assistance in finding local volunteers to help with surveying their own communities, the aim would be to give feedback to the PRoW Team. Sandra would provide maps and explain how it would work.

RECOMMENDED: Sandra to send request to Town Council to be distributed to local groups such as the Llanwtit Major History Society, Friends of Glamorgan Heritage Coast, Valeways, Ramblers and Llantwit Major Town Councillors.

Details of next meeting -TBC

Ruth Quinn

From: Thomas, Sandra A <[redacted]@cwmbran.gov.uk>
Sent: 22 May 2026 13:07
To: Info; Ruth Quinn
Subject: Vale of Glamorgan, Public Rights of Way - Annual Survey
Attachments: an example only - not a true survey - plan.pdf; Contents list.pdf; an example only - not a true survey - record sheet.pdf

Follow Up Flag: Follow up
Flag Status: Completed

Hello Ruth,

At the last Footpath Forum in April, I mentioned that I would be undertaking a 20% survey of the County's Public Rights of Way network. Members expressed interest at the time and requested some further information. I would be grateful if you could share this email with them.

I have attached an example of a completed survey for a single path. Each surveyor will be provided with a pack containing a set of maps and survey forms for individual paths, together with an overview map to clarify their allocated survey area. Surveyors will also be issued with a fluorescent tabard first aid kit and other necessary materials—please see the attached contents list for full details of what is included in each pack.

Our survey methodology involves randomly selecting paths from across the Vale to ensure we obtain a representative overview of the network, alongside detailed information for individual routes. However, I would be happy to tailor survey packs to reflect forum members' particular areas of interest where possible.

Unfortunately, due to ill health leading to reduced capacity within the team, we have been unable to organise the survey for the past two years.

While a full survey was carried out last year by an external consultant—providing our first complete baseline since 2011—we know that the real value comes from our annual volunteer surveys. With this in mind, I am hoping you may be available to assist again this year.

We are planning for the survey to run between 1 July and 31 August 2026.

As always, we will reimburse car mileage, public transport costs, and parking charges.

I'm happy to chat with individual members and can meet with members as a group to go through the surveying process. Can any members that are happy to take part, please contact me directly,

Kind regards,
Sandra

Sandra Thomas
Public Rights of Way Assistant / Cynorthwyydd Hawliau Tramwy Cyhoeddus
Regeneration Section / Adfywio a Chynllunio
Vale of Glamorgan Council / Cyngor Bro Morgannwg
tel / ffôn: 01446 701705
mob / sym: 07791 123456
e-mail / e-bost: [redacted]

Consider the environment.. Please don't print this e-mail unless you really need to.

Contents list

Area map showing your specific routes

Maps of individual paths to be surveyed

Survey forms

Introduction letter from the PROW team to landowners.

Car window notice. Please use this only if you are willing to put your mobile number in the statement. Hopefully this will help if you are parked near a school etc. However this is not a parking permit, please park with consideration to other users.

Notes from a previous surveyor

Car mileage claim form – please attach a petrol VAT receipt which is at least high enough to cover the amount claimed.

Claim form for other expenses – we will cover public transport and postage and packing (for return of the survey) – please attach receipts.

Fluorescent Jacket – Jackets should always be worn when walking on the highway.

First Aid Kit

Clip board and Ordnance Survey Map – not included but can be provided

EXAMPLE ONLY - NOT A TRUE SURVEY

Surveyors name: SANDRA THOMAS		Date of survey: 22.05.2021		Path name: No. 4 ST. NICHOLAS	
G - Good		A - Attention required but usable		R - Replacement or repair required immediately	

DATA BY REFERENCE POINT		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
G A R	1: FURNITURE															
	Signpost (roadside)	G							A	G						A
	Waymark post (along path)				A											
	Gate - pedestrian													G		
	Gate - kissing		G					G								
	Gate - field										G					
	Gate - 2 in 1 field															
	Stile - wooden					R	G									
	Stile - stone/concrete			A												
	Stile - metal															
	Highway Authority Barrier															
	Bridge - foot															
	Bridge - vehicle															
	Bridge sleeper															
	Boardwalk															
	Culvert															
	Cattlegrid															
	Steps															
T i c k	2: OBSTRUCTION															
	Wall/fence/hedge across path ***											✓				
	Barbed wire/electric fence adjacent ***															
	Tree fallen but hanging over path												✓			
	Tree on ground															
	Temporary deposit															
	Building															
	Quarry															
	Plantation															
	Standing Water (eg Pond/Lake)															
	Illegal or misleading signs ***															
	Intimidating beast/person ***															
Adjacent wall collapsed/about to ***																
3: SURFACE CONDITION																
Ploughing/Crops																
Overgrowth around a stile/gate																
Overgrowth along the path																
Heavily rutted/damaged ***																
Flooded/muddy ***																

(*** more detail below)

- (11) fence with barbed wire across path
- (12) *** Immediate action, large tree fallen and held up by other trees *** (fallen)