

<b>Committee(s):</b>		<b>Date(s):</b>
Epping Forest and Commons Committee.	<b>For Decision</b>	20 Nov 2017
<b>Subject:</b>		<b>Public</b>
The Commons – Consultation Groups – Renewed Terms of Reference		
<b>Report of:</b>		<b>For Decision</b>
Superintendent of The Commons		
<b>Summary</b>		
<p>Your Committee approved the merger of the West Wickham and Spring Park Consultative Committee with the Coulsdon Commons Consultative Committee and other changes to the Consultation Groups of the Commons Division in March 2016.</p> <p>Your Superintendent has since reviewed the existing Terms of Reference for the three Consultation Groups that guide the management of the Commons. They have been updated to:</p> <ul style="list-style-type: none"> <li>• Reflect the Terms of Reference for the Epping Forest and Commons Committee</li> <li>• Ensure that they are consistent across the Division</li> <li>• Provide close links to the aims of the approved management plans for each of the Commons</li> </ul> <p>The outcome of that review is shown in <b>Appendix 1</b> - proposed Terms of Reference for the Coulsdon Commons, West Wickham &amp; Spring Park Consultation Group.</p> <p>It is further proposed that similar Terms of Reference are adopted for the Ashtead Common Consultation Group and Burnham Beeches and Stoke Common Consultation Group.</p> <p><b>Recommendation(s)</b></p> <p>Members are asked to:</p> <ul style="list-style-type: none"> <li>• Approve the proposed Terms of Reference for Coulsdon Commons, West Wickham and Spring Park Consultation Group</li> <li>• Approve their use as a template for the Burnham Beeches and Stoke Common Consultation Group and the Ashtead Common Consultation Group</li> <li>• Receive feedback from on the Terms of reference from the three Consultation Groups in early 2018 should that be required</li> </ul>		

## Main Report

### Background

1. In March 2016, Members approved the merger of the West Wickham and Spring Park Consultative Committee with the Coulsdon Commons Consultative Committee and other changes to the meeting arrangements of the Consultation Groups of the Commons Division.
2. This change reduced the number of Consultation Groups working locally across The Commons from four to three i.e.
  - i. The Burnham Beeches and Stoke Common Consultation Group
  - ii. The Ashtead Common Consultation Group
  - iii. The Coulsdon Commons, West Wickham & Spring Park Consultation Group

### Current Position

3. Your Superintendent has recently reviewed the current terms of reference and concluded that:
  - i. Each is a Group rather than a 'Committee' in any legal sense. This reflects the relatively informal nature of their purpose and structure.
  - ii. The Terms of Reference are inconsistent across the Groups. This is historic and linked to the merger of the Division in 2014.
  - iii. The opportunity should be taken to strengthen the purpose of the Consultation Groups and links to the approved site management plans for each open space within the Commons Division.

### Options

4. **Option 1:** Update the Terms of Reference of the three Consultation Groups so that they are consistent
5. **Option 2:** Continue use of the existing and inconsistent Terms of Reference

### Proposals

6. It is proposed, following the Superintendent's review that **Option 1** be pursued and accordingly **the** proposed Terms of Reference for the Coulsdon Commons, West Wickham & Spring Park Consultation Group are shown in **Appendix 1**.
7. It is further proposed that the same framework Terms of Reference be adopted by the Ashtead Common Consultation Group and the Burnham Beeches and Stoke Common Consultation Group (BBCG). **Appendix 2** shows an example of the current, inconsistent Terms of Reference.

8. Each Consultation Group will have the opportunity to comment on the Terms of Reference at their meetings of January 2018. Their views will be fed back to this Committee should that be required.

### **Corporate & Strategic Implications**

9. The proposals support the Strategic Aims of the City and Open Spaces Department by:

**Inclusion.** Involving communities and partners in developing a sense of place through the care and management of our sites.

### **Implications**

10. There are no financial or property implications associated with his report.

### **Conclusion**

11. Following changes to the consultation structure within the Division the Superintendent has reviewed the existing Terms of Reference for each Consultation Group. The proposals will provide consistency of purpose across the Commons and align more closely to the aims of the approved management plans.

### **Appendices**

- Appendix 1 – Coulsdon Commons, West Wickham & Spring Park Consultation Group – Terms of Reference (Proposed)

### **Background Papers:**

**EFCC.** Proposed alterations to Consultative Committee meetings and visits. March 2016

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