

Appendix 1.

Coulsdon Commons, West Wickham & Spring Park Consultation Group

Terms of Reference (Draft)

Purpose

The main purpose of the Coulsdon Commons, West Wickham & Spring Park Consultation Group is to assist the delivery of the latest management plans for the Commons which themselves are a product of extensive stakeholder consultation. The aim of the management plans is to ensure an appropriate balance between the needs of public access and nature conservation and thereby protect and conserve the Coulsdon Commons, West Wickham & Spring Park *in perpetuity*.

1. To consider the annual work programme as set out in the management plans.
2. To identify and agree areas where further public consultation may be required.
3. To consider any major changes to the management plans that may arise from time to time.
4. To consider, where appropriate, issues raised by the local community, or visitors and to assist the Superintendent in resolving them.

In addition, outcomes of the Consultation Group meetings should not:

- Compromise the long-term welfare of the sites.
- Create conflict with each site's use for quiet enjoyment.
- Harm the conservation status of the sites.

Membership

7. Members of the group are invited to attend a series of meetings on the basis that, together, they ensure a broad representation of the local community and/or belong to organisations and bodies that are closely associated with, or have a direct interest or affect upon, the work carried out at the Coulsdon Commons, West Wickham & Spring Park.
8. The City of London has statutory responsibilities and interests and will always be represented at the Consultation Group. Other bodies such as Natural England and Historic England also have statutory interests in the management of the sites and will be invited to attend as meeting agendas dictate.
9. Membership of the Consultation Group will be for a period of four years after which you may be invited to serve for a further period of four years.
10. The Consultation Group will agree and welcome additional participants who have an interest in the management of the Coulsdon Common, West Wickham & Spring Park and accept the Terms of Reference.

Attendance at meetings by members of the public.

11. Members of the public may attend meetings of the Consultation Group.
12. Any member of the public wishing to bring an issue to the attention of the Consultation Group must provide a minimum two weeks written notice and provide details as required, to the Chairman and Superintendent who will consider its inclusion on a future agenda as appropriate.

General

13. The Chairman of the Epping Forest & Commons Committee or his nominated representative shall be Chairman of the Committee.
14. Outputs from the Consultation Group will inform the Epping Forest and Commons Committee, which remains the decision making body.
15. Meetings will be held not less than once per year (plus an annual 'external site meeting' to view works carried out and discuss forthcoming project issues).
16. The Consultation Group will meet formally in January or February each year.
17. Meetings shall take place locally to Coulsdon Commons, West Wickham & Spring Park.
18. The Town Clerk to convene the meetings and prepare and circulate the agendas and be responsible for the minutes, supported by local officers where appropriate.
19. A further meeting or site visit may be arranged each year should circumstances require – see **Appendix 1**.

Appendix 1

Protocol for additional meetings site visits

For additional meetings/visits to be held for consideration of essential business by Officers or members of Consultation Groups between scheduled meetings.

- i. A minimum of five members of the Consultation Group, the Chairman and Deputy Chairman must be in agreement to do so.
- ii. The minimum notice period for calling an additional meeting/visit is 28 days.
- iii. The nature of the issue must be submitted in writing to the Chairman, Deputy Chairman and Superintendent at least 14 days before the meeting.
- iv. The Chairman or Deputy Chairman and the Superintendent will preside at all additional meetings/visits.