

# **Ashtead Common Consultative Group**

## **Terms of Reference**

### **Purpose**

The main purpose of the Ashtead Common Consultative Group is to assist the development and delivery of the latest Ashtead Common Management Plan which itself is a product of extensive stakeholder consultation. The aim of the Management Plan is to ensure an appropriate balance between the needs of access and nature conservation and thereby protect and conserve Ashtead Common *in perpetuity*.

1. To consider the annual work programme as set out in the management plan.
2. To identify and agree areas where further public consultation may be required.
3. To consider any major changes to the plan 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 Ashtead Common Consultative Group meetings should not:
    - Compromise the long-term welfare of the site
    - Conflict with the site's use for quiet enjoyment
    - Harm the conservation status of the site

### **Membership**

7. The City of London has statutory responsibilities and interests, and will be represented at the Group by the Chairman and Deputy Chairman of the Epping Forest & Commons Committee, together with two other Members appointed by that Committee. Other bodies such as Natural England and Historic England also have statutory interests in the management of the site and they will be invited to attend as meeting agendas dictate.
8. The Ashtead Residents Association, Ashtead Common volunteers, Surrey County Council and Mole Valley District Council will each have the right to a representative at the Group.
9. The Group will identify and welcome representatives from local conservation groups, heritage societies, educational bodies and recreational user groups such as horse riders, ramblers and cyclists, together with other individuals who have an interest in the management of Ashtead Common and accept the terms of reference. Membership of the Group will be for a period of four years after which individuals may be invited to serve for a further period of four years.

### **Attendance by members of the public.**

9. Members of the public may attend. Any member of the public wishing to bring an issue to the attention of the Consultative 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**

10. The Chairman of the Epping Forest & Commons Committee or his nominated representative shall be Chairman of the Committee.
11. Outputs from the Ashted Common Consultative Group will inform the Epping Forest and Commons Committee, which remains the decision making body.
12. 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).
13. The Group will meet formally in January or February each year.
14. Meetings shall normally take place locally to Ashted Common.
15. 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.
16. A further meeting or site visit may be arranged each year should circumstances require – see **Appendix 1**.

## **Appendix 1**

### **Protocol for additional meetings and site visits**

For additional meetings/visits to be held for consideration of essential business by Officers or Members of Consultative Groups between scheduled meetings:

- i. A minimum of five members of the Consultative 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.