

SCHEDULE 5

Governance Arrangements

- 1 The Strategic Access Management and Monitoring Project will be overseen by a Project Board which will steer the direction of the project, ensure that objectives and service levels are being met and that value for money is being achieved. The Project Board will also oversee the development of annual work programmes for the delivery agents (wardens, project treasurers, information centre). The Project Board will report to the main Joint Strategic Partnership Board who will act as an Executive Board giving final approval to the reviews and recommendations made by the Project Board.
- 2 The Strategic Access Management and Monitoring Project Board is made up of Core members (with voting rights) and advisory bodies. The Core members consist of representatives of the local authorities affected by the TBH SPA. The advisory bodies consist of selected landowners/managers and organisations with technical expertise. The Project Board will meet every three months during the first year of the Project and six monthly thereafter.

Part 1

1. SAMM Project Board Terms of Reference

- 1.1 The SAMM Project Board is appointed by the JSP Board to make decisions and recommendations in relation to the implementation of the TBH Strategic Access Management and Monitoring project. The Project Board acts to support and advise the TBH Project Coordinator in taking decisions and ensuring the SAMM project progresses through open partnership discussions and solution-finding.

Membership

- 1.2 Membership of the SAMM Project Board is agreed by the JSP Board and comprises representatives from a number of local authorities affected by the TBH SPA and from selected landowner/manager or technical organisations. Members will be selected on the basis of individual expertise. Meetings will be chaired by a nominated elected member.
- 1.3 Only those members representing a local authority will have voting rights. Other members will be advisory members with rights of attendance and participation only.
- 1.4 Responsibilities of Project Board members will include:
 - Endeavouring to attend all meetings or offering substitutes
 - Providing the secretariat with relevant information in the required formats in advance of meetings; and
 - Carrying out actions in line with deadlines set out by the Chair.

Procedures

- 1.5 Meetings will be held in Guildford or in one of the partner's facilities. During the first year of implementation (from April 2009) the Project Board will meet every three months and then six months thereafter.
- 1.6 Members of the public can attend but are not entitled to participate or vote at the meeting. Minutes of the Project Board will be reported to the JSP Board. Secretariat functions will be provided by the Project Coordinator or other nominated individual.

Functions

- 1.7 The SAMM Project Board has responsibility for oversight of the contract with Natural England and directing the SAMM project by:
 - Agreeing the job description and recruitment of a project coordinator
 - Agreeing the project plan, including project objectives, controls and processes
 - Approving key decisions in the contracting of delivery bodies
 - Drafting and reviewing the annual business plans (including the financial plan) and recommend for approval to the JSP Board
 - Making decisions on expenditure within the approved budget
 - Monitoring progress against plans and expenditure
 - Monitoring the success of the avoidance/mitigation measures and making recommendations to the JSP Board
 - Making recommendations to the JSP Board when decisions are required beyond this group's remit
 - Agreeing the engagement and education plan.

Part 2

2. Thames Basin Heaths Joint Strategic Partnership Board Terms of Reference

The JSP Board will act as an advisory body for local planning authorities affected by the Thames Basin Heaths Special Protection Area. For the avoidance of doubt, the JSP Board cannot exercise any of the functions of a planning authority or competent authorities, including setting formal planning policy or exerting control over planning decisions, nor can it fetter any decisions made by such bodies, nor the rights and responsibilities of SPA landowners.

- 2.1 The JSP Board will recognise and take account of the interests, rights and responsibilities of landowners, users and other stakeholders.

Membership

- 2.2 *Full members:* The following planning authorities will be full members of the JSP Board and have full voting rights at meetings of the Board:
 - Bracknell Forest Borough Council
 - Elmbridge Borough Council
 - Guildford Borough Council
 - Hart District Council
 - Mole Valley District Council
 - Runnymede Borough Council

- Rushmoor Borough Council
 - Surrey Heath Borough Council
 - Royal Borough of Windsor and Maidenhead
 - Waverley Borough Council
 - Woking Borough Council
 - Wokingham Borough Council
 - Hampshire County Council
 - Surrey County Council.
- 2.3 Full member organisations will be represented by one nominated elected member or a substitute elected member.
- 2.4 Other planning authorities may be invited to join the JSP Board if directly affected by any future review of the SPA designation or related policy.
- 2.5 *Advisory members:* The following organisations will be advisory members of the JSP Board with rights of attendance and participation at all meetings but without voting rights:
- Natural England
 - Crown Estates (as a major landowner)
 - Forestry Commission (as a major landowner)
 - Ministry of Defence (as a major landowner)
 - A representative of the housebuilding industry
 - Representatives of non-governmental nature conservation interests
 - A representative of non-governmental recreation and access interests.
 - A representative of the financial manager
- 2.6 Advisory member organisations will be represented by a senior officer of that organisation.
- 2.7 At the discretion of the Chairman, representatives of other stakeholder organisations that have a recognised and legitimate interest in the planning or management of land affected by the TBH SPA may be invited to attend, advise and/or speak at meetings of the JSP Board, but will not have voting rights.

Procedures

- 2.8 A Chairman and Vice Chairman will be elected annually from amongst the nominated representatives of full member authorities.
- 2.9 Meetings of the JSP Board will be held two times per year, or more if required. Meetings may be held at local authority offices or other appropriate venues. At least 6 full (elected) members must be present for meetings to be quorate. Meetings will be open to the public to attend but not participate in discussions.
- 2.10 Secretariat services will be provided by a full member authority. Meetings will be held in public and agendas, reports and minutes of meetings will be made publicly available.

- 2.11 One senior officer from each full and advisory member organisation may attend meetings in support of their JSP Board member. Additional representatives may attend at the discretion of the Chairman.

Functions

- 2.12 The JSP Board will have the following functions:
- To act as a vehicle for joint working, liaison and exchange of information related to the TBH SPA
 - To retain an overview of, and monitor, the implementation of measures to avoid the impact of development on the SPA, including:
 - local authority policy/avoidance strategies
 - the coordinated provision of suitable alternative natural greenspace (SANG) and
 - strategic access management and monitoring (SAMM) measures, including approving an annual financial plan and budget for the SAMM project .
 - To receive half yearly reports from the SAMM project coordinator, the SAMM project administrative body and the Strategic Access Management and Monitoring Partnership Board.
- 2.13 In carrying out these functions, the JSP Board may:
- Act on behalf of member organisations to commission studies, surveys and reports
 - Instruct the SAMM Project Board, the TBH Officer Group or the AMMP to undertake work in accordance with an agreed brief or work programme
 - Provide advice to member and stakeholder organisations, including making non-binding recommendations for a course of action
 - Approve and publish documents in relation to the long term protection of the SPA and the delivery of development around the SPA; and
 - Raise funds from member organisations or other sources.
- 2.14 The JSP Board may review its terms of reference at any point.

Part 3

Diagram of Governance Arrangements



