

Thames Basin Heaths Access Management Partnership Constitution

1. Name

- 1.1. Thames Basin Heaths Access Management Partnership

2. Purpose

- 2.1. The role of the Access Management Partnership is to make recommendations and provide advice to the JSPB and member organisations regarding strategic access management as required for avoidance measures, and to provide for implementation and governance of such measures.
- 2.2. The purpose of the Access Management Partnership shall also be to provide a forum to discuss matters of common interest, share information and raise standards for professional representatives of organisations with a responsibility for the management of visitor access to land within the Thames Basin Heaths Special Protection Area and / or other land that may provide recreation and / or conservation issues associated with the SPA and the conservation of those constituent breeding birds.
- 2.3. For the avoidance of doubt, the management of land and operations on that land within the SPA or elsewhere will remain the responsibility of the relevant landowning and / or managing and / or operational body.

3. Aim

- 3.1. To work together to deliver a co-ordinated and effective strategy for access management over the whole of the Thames Basin Heaths Special Protection Area and its environs, in order to make optimal use of the SPA and other land for visitors and appropriate recreational activities whilst taking fully into account the SPA's special wildlife interests and conservation objectives.

4. Objectives

- 4.1. To provide technical advice, information and assistance and, as appropriate, recommendations to the Thames Basin Heaths Joint Strategic Partnership Board on matters connected with access management measures relating to the Thames Basin Heaths SPA and Suitable Alternative Natural Greenspace (SANG) associated with the SPA.
- 4.2. To explore, promote and exploit opportunities for sharing information, training, guidance, skills and resources between member organisations and other relevant bodies to support access management measures relating to the SPA and SANG land associated with the SPA.

- 4.3. To assist and support the delivery of a public awareness, education and information programme, aimed particularly at users or potential users of the SPA, to promote support for the conservation objectives of the SPA and other wildlife along with responsible visitor behaviour and to encourage the use of alternative facilities for the enjoyment of the countryside.
- 4.4. To prepare, publish and maintain an Access Management Action Plan, to be updated annually (as for example, a work programme) or as otherwise agreed as appropriate by the Access Management Partnership or as requested by The Joint Strategic Partnership Board.
- 4.5. To liaise with the Thames Basin Heaths JSP Officer Support Group, and such other groups or bodies as may be relevant, to exchange or provide information, advice, comment and guidance on countryside access management issues relating to the Thames Basin Heaths SPA and its environs.
- 4.6. To provide support for monitoring and survey work and measures that will be carried out to inform the effectiveness of measures taken in the interests of securing the conservation objectives of the SPA and / or to divert visitors and their associated activities to alternative locations outside the SPA (eg SANGs).

5. Eligibility for Membership

- 5.1. Representatives of organisations or bodies or individuals owning or managing land classified as within the Thames Basin Heaths SPA.
- 5.2. Representatives of organisations or bodies owning or managing land with existing or potential public access rights, either statutory or permissive, located within 10 km of the SPA.
- 5.3. Representatives of other organisations recognised by The Partnership as representing countryside management, access management, promotion of access, nature conservation interests and any such other organisations as may be agreed from time to time by The Partnership.
- 5.4. For the avoidance of doubt, representatives of the relevant police and fire services shall be eligible for membership of the Access Management Partnership.

6. Administration

- 6.1. The Partnership will normally hold meetings every three months (quarterly), but may hold meetings or events more or less frequently, as decided by the Access Management Partnership or requested by the Joint Strategic Partnership Board. Where appropriate meetings shall be held at least one month prior to JSPB meetings to allow for submission of papers.

- 6.2. The Partnership shall elect from its membership a Chair and a Vice Chair, these offices to be held for one year. In the Chair's absence, the Vice Chair shall deputise for him / her. The Chair will be responsible for convening and chairing meetings, agreeing the Agenda and the Minutes for each meeting and representing the Access Management Partnership at other meetings or to other bodies. The Chair may be delegated powers by the Partnership on a case by case basis to represent the Partnership in agreeing reports, recommendations or other outputs to be passed to member organisations, the Thames Basin Heaths JSP Officer Support Group or the Joint Strategic Partnership Board.
- 6.3. For the first year (April 2008 - March 2009), Natural England will provide secretarial services to The Partnership, including the preparation and circulation of an Agenda and recorded Minutes for each meeting and the maintenance of a contact database for the Partnership. Papers for each meeting. The TBH project team will take over the role once financial arrangements are in place.
- 6.4. Meetings will be held at a suitable venue to be provided by a member organisation. Venues and dates for meetings will normally be decided at the previous meeting and recorded in the Minutes.
- 6.5. The Access Management Partnership may appoint Working Groups or Project Groups, consisting of representatives of its member organisations and / or others as may be agreed, to deal with specified tasks or projects and report back to The Partnership.
- 6.6. The Access Management Partnership shall prepare reports with recommendations for The Joint Strategic Partnership Board, as may arise from its own considerations or in response to requests from The Board.
- 6.7. The Access Management Partnership shall in any case report to meetings of the Joint Strategic Partnership Board on its activities and progress and shall submit an annual report of these to The Board for its consideration.

7. Recommendation Making Procedures

- 7.1. Proposals put to the partnership will normally be based upon written papers prepared in advance (or, exceptionally, otherwise at the discretion of The Chair) and circulated for discussion. Any recommendations arising shall, as far as possible, be decided by consensus. Where consensus is not possible, a vote shall be taken from the members present at a meeting and any outputs arising from the Partnership shall clearly state the basis of its support. Where requested by members, a minority report or recommendation may be prepared by dissenting members and attached to the majority recommendation.
- 7.2. Where a vote is needed, each member organisation represented at a meeting of The Partnership shall be entitled to one vote, notwithstanding the number of representatives present from each organisation. Proxy votes may be included at The Chair's discretion. The Chair will not normally vote but shall have a casting vote in the event of a tie.

- 7.3. For the purposes of voting, a quorum shall consist of representatives from at least 8 member organisations, not including the Chair.

8. Finance

- 8.1. The Access Management Partnership has no funds available at its inception. Costs associated with meetings, the production of papers or reports and any activities or events will therefore be borne initially by its member organisations.
- 8.2. It is anticipated that the role of the Access Management Partnership will become a key element of avoidance measures to be introduced as part of a strategic delivery framework for new housing located within the Thames Basin Heaths SPA Zone of Influence. As and when such a framework is adopted or an access management strategy otherwise agreed, it is anticipated that the costs associated with the ongoing activities of The Access Management Partnership will be recovered through contributions from relevant development. This will require a review of costs associated with The Access Management Partnership and the amendment of its Constitution to allow for the keeping of accounts.
- 8.3. To explore, recommend and, where appropriate, exploit opportunities for additional funding or other additional resources to promote access management measures connected with the SPA and / or SANG land where this will be in addition to and not duplicating or substituting avoidance measures to be funded through developer contributions.

9. Review

- 9.1. This Constitution may be reviewed and amended as appropriate by The Access Management Partnership.

Annex I - Members as at 1 May 2008

Berkshire, Buckinghamshire and Oxfordshire Wildlife Trust	Blackwater Valley Countryside Partnership
Bracknell-Forest Borough Council	Crown Estates
Defence Estates	Elmbridge Borough Council
Forestry Commission	Guildford Borough Council
Hart District Council	Hampshire County Council
Hampshire Wildlife Trust	Heathland Conservation Society
Horsell Common Preservation Society	Natural England
RSPB	Rushmoor Borough Council
Surrey County Council	Surrey Heath Borough Council
Surrey Heathland Project	Surrey Wildlife Trust
Waverley Borough Council	Wokingham Borough Council