



KING'S POND TASK & FINISH GROUP TERMS OF REFERENCE

This Terms of Reference (ToR) document is for the **King's Pond Task & Finish Group: Stage 1** and sets out the objectives of the Group and defines the group's purpose, structure, the scope of its activities and the limitations on its authority.

1. The objectives of the Group are to:

- Conduct a technical and financial assessment of the dredging option
- To provide the outcome of the technical and financial assessments of the Dredging and Pond & River options to go to Full Council so that it can go to public consultation before any decision is taken to proceed further

2. Purpose

The role of the Group is to prepare and Implement an Action Plan to progress the King's Pond Project through Stage 1, up to and including public consultation.

3. Roles and responsibilities

- The key function of the group is to investigate appropriate resources, make enquiries, analyse quotations and proposals and to make recommendations to Full Council as regards actions, appointment of consultants and expenditure.
- The group will ensure that regular progress reports and information updates are maintained on the ATC website.
- The group will establish a Community & Stakeholder Focus Group and call regular meetings.
- Scope of Stage 1:
 - Identify, Investigate and make enquiries of suitable consultants for the management, design and costing of the project. Select and appoint consultants.
 - Complete Pre-application consultations with the planning authority and the Environment Agency.
 - Carry out Ecological surveys and environmental impact assessments as required by the planning authority and the Environment Agency.
 - Complete the Engineering and Landscape Design and Specification of the scheme options nominated by Full Council to sufficient detail for costing and for clear presentation to residents.
 - Public consultation.
 - Council decision to proceed to Stage 2.

4. Delegated Authority

The group has no delegated authority to commit to expenditure or to issue instructions. The procedures for management and control of expenditure are per the Council's Standing Orders and Financial Regulations.

5. Membership

Membership of the Task & Finish Group (Operational) will be composed of:

- Up to Four (4) Town Councillors – to be appointed by Full Council – one of whom will be instructed by Full Council to act as Chair to the group.
- Individual residents or representatives of local organisations that the Task & Finish Group consider can make a useful contribution – appointments subject to ratification by Full Council

- The Town Clerk (or appointed officer in her absence)
- The Group may invite consultees, contractors or other local stakeholders to attend the meetings as required.

Membership of the Community & Stakeholder Focus Group will be composed of:

- Town Council Officers, Town Councillors, Pond Users, representatives of local organisations such as ACAN, Alton Society, Ashdell Residents Association, Community Groups, Watercress Line, Schools, Voluntary Groups, Surrey Wildlife Trust.
- Potential for core group plus other members drawn in as required on specific elements.

6. Target Timetable

- Establish Task & Finish Group and Community & Stakeholder Focus Group – **March 2025**
- Appointment of key consultants – **May 2025**
- Completion of Stage 1 Design, Consultations and Costings – **August / September 2025**
- Public Consultation – **Late 2025 / Early 2026**

7. Meetings

The Task & Finish Group will be responsible for organising its own meetings. For guidance, these are likely to be every two weeks.

8. Reporting:

The Task & Finish group must submit a written progress report in advance of each Full Council Meeting and at least one of the councillor members of the Group must attend each meeting to answer questions.

9. Administrative support:

- Notification of meetings
- Notes of meetings
- Maintaining a database of consultants and contacts
- Document control - information and records.
- Sending out enquiries, receiving the tender responses and fee proposals and collating for consideration by the group.
- Communications support – press/media releases, maintaining information on the ATC website.
- Responding to questions or comments from residents either directly or indirectly by referring to other group members and co-ordinating communications.

10. Dispute resolution:

If there is a dispute within the group any councillor member of the group can require that it be brought to Full Council for resolution.

11. Decision recording:

- The group will record minutes of its meetings.
- All decisions on allocation of funds and appointments of consultants will be recorded in the minutes of the relevant Full Council Meetings.

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