



Terms of Reference
Wimbledon Park Lake Safety Project
(Reservoir Safety)

Objectives

1. The formation of this Technical Steering Group will ensure that views of representatives of the various landowners, leaseholders and organisations with a remit for remedial works to Wimbledon Park Lake are fully represented and considered as part of this project to undertake the required remedial works to the lake to meet the statutory obligations and duties of the Council in the interest of reservoir safety with consideration to flood risk, amenity, heritage and biodiversity. The group will meet regularly to discuss how the project deliverables will further enhance the lake as a key component of the landscape.

Responsibilities

2. The steering group will have a technical advisory role to the Council. Comments and recommendations will be reported to the relevant decision making and regulatory bodies.
3. All steering group members will be invited to sit on the group by Merton Council's lead officer, who will act as chair.
4. Merton Council, or their appointed representatives will provide the secretariat for the group. Agenda and minutes will be distributed at least 7 working days before meetings by email to the steering group members.

Attendees

5. The Wimbledon Park Lake Safety project Technical Steering Group will consist of representation from the following organisations.

Organisation	Function / Role
LB Merton	Project Lead & Steering Group Chair
LB Merton	Greenspaces
LB Merton	Reservoir Safety & Flood Risk
LB Merton	Biodiversity
LB Merton	Watersports Centre
LB Merton	Leisure Services
All England Lawn Tennis Club (AELTC)	Adjacent Landowners
The Wimbledon Club (TWC)	Adjacent Landowners
LB Wandsworth	Adjacent local authority (borough boundary within the park)
Historic England	Heritage

Thames Flood Advisor	Flood Risk
Thames Water	Flood Risk
Environment Agency	Flood Risk & Reservoirs
Environment Agency	Fisheries & Biodiversity
Appointed Consultants & Contractors	Various Specialisms

Any changes to the individuals representing these organisations and key roles will need to be notified in writing to the chair / project lead at Merton Council, at least 2 weeks before the date of the next meeting.

Ways of Working

6. Technical Steering Group Members will be required to:
 - Develop an understanding of the objectives of the Wimbledon Park Lake Safety project
 - Agendas, minutes, all papers and correspondence shall be treated as confidential for distribution and discussion within the Technical Steering Group only
 - Have an understanding of the key stages of the project, financial and physical limitations and constraints
 - Work in a professional and reasonable manner with all other parties on the group, giving equal considerations to views and opinions from all members.
7. Technical Steering Group Members are expected to aim to reach consensus on key items being considered. The Chair will lead the efforts to identify common ground and rework the recommendation to enable a consensus to be reached and to maintain joint working arrangements. In instances where consensus cannot be reached, a sub-group may be allowed to submit a minority report, thus providing the decision-making body with alternative options.
8. The Technical Steering Group will be supported on administrative matters by an appointed officer from Merton Council or their appointed representative.
9. Frequency of meetings will be every 4 weeks, unless there is good reason that a meeting is not required. Subgroups may need to meet more frequently to work on specific objectives. Meetings will be held at various local venues according to availability.

Accountability

10. The Technical Steering Group will be accountable to the Council, the Council's constitution and Environment & Regeneration Cabinet Members for this work, in fulfilling the Council's statutory duties and obligations.
11. The Technical Steering Group will review the relevance of these Terms of Reference and progress against the project objectives every six months.

Role of Environment Agency

12. It is noted that the Environment Agency has a regulatory role to perform and fulfil even though they sit on the Technical Steering Group providing technical advice.