

 Planning Committee 20 March 2012		Agenda Item No. <h1 style="text-align: center;">23</h1>
Title	Proposed revisions to the Conservation Area Advisory Forum	
For further information about this report please contact	Gary Stephens, Development Manager gary.stephens@warwickdc.gov.uk 01926 456502	
Wards of the District directly affected	None	
Is the report private and confidential and not for publication by virtue of a paragraph of schedule 12A of the Local Government Act 1972, following the Local Government (Access to Information) (Variation) Order 2006?	No	
Date and meeting when issue was last considered and relevant minute number	N/A	
Background Papers		

Contrary to the policy framework:	No
Contrary to the budgetary framework:	No
Key Decision?	No
Included within the Forward Plan? (If yes include reference number)	No
Equality & Sustainability Impact Assessment Undertaken	No

Officer/Councillor Approval		
Officer Approval	Date	Name
Chief Executive/Deputy Chief Executive		
Head of Service		
CMT		
Section 151 Officer		
Monitoring Officer		
Finance		
Portfolio Holder(s)		
Consultation & Community Engagement		
There has been extensive discussion with a group of officers and Members, including a representative of CAAF, and consultation directly with CAAF.		
Final Decision?		No
Suggested next steps (if not final decision please set out below)		
Final proposals will be submitted to the Executive in April along with the proposals for the Planning Forum.		

1. **SUMMARY**

- 1.1 The report brings forward a proposal for amendments to the Constitution of the Conservation Area Advisory Forum, including establishing a clearly defined purpose.

2. **RECOMMENDATION**

- 2.1 That the proposed constitution for the Conservation Area Advisory Forum attached as Appendix One is submitted to the Executive for Approval.

3. **REASONS FOR THE RECOMMENDATION**

- 3.1 As part of the Council's Fit for the Future Programme and the Development Services Intervention, officers have been reviewing the role and operation of the Conservation Area Advisory Forum (CAAF). A design team was established involving officers from Development Services, the Chair of CAAF, the Council's Heritage Champion, Chair of Planning Committee and a representative of CAAF. The team have prepared a revised constitution which has been discussed with CAAF and is now being put forward for comment before going to April Executive for approval. The main revisions to note are extending the remit of CAAF to provide advice to developers at pre-application stage, and to cover all of the historic environment within Warwick District (not just the town Conservation Areas as at present). This broadened remit will mean a greater focus on those proposals which have the greatest potential impact on the historic environment, and on proposals where the Council need their expertise and advice.

4. **POLICY FRAMEWORK**

- 4.1 The revision to the constitution of CAAF will provide greater clarity on its work and purpose, which in turn will hopefully improve the quality of new developments that preserve and enhance the historic environment in accordance with the Local Plan.

5. **BUDGETARY FRAMEWORK**

- 5.1 It is believed that the changes to the constitution can be accommodated within existing budgets, and that other operational changes to the way officers facilitate CAAF will deliver savings to the Council.

6. **ALTERNATIVE OPTION(S) CONSIDERED**

- 6.1 It would be possible to continue with the existing constitution, however, this would not provide a clear purpose for CAAF or deliver the benefits for new development in terms of providing expert advice at pre application stage or in helping to protect and enhance the historic environment of the District beyond the towns.

Warwick District Council

Conservation Advisory Forum Constitution

Purpose & Role

The purpose of the Conservation Advisory Forum is to assist in protecting and enhancing the District's special historic and architectural character

The role of the Conservation Advisory Forum is therefore:

1. To provide expert, constructive, impartial advice on historic buildings and their use, historic landscapes, and Conservation Areas to:
 - a. potential applicants and the Council at the pre-application stage (before submission) of an application that may affect the historic environment;
 - b. applicants and the Council (including the right to speak at Planning Committee on any item) by commenting on planning, listed building, conservation, advertisement, and tree applications that may affect the historic environment;
 - c. the Council and other bodies, such as Town and Parish Councils, on the designation of the historic environment, and formulation of policy and guidance relevant to the historic environment;
 - d. the Planning Inspectorate when determining appeals for planning and listed building applications that may affect the historic environment; and,
 - e. the Council and other statutory bodies when undertaking works under their statutory powers that may affect the historic environment.
2. To draw the Council's attention to possible unauthorised works to the historic environment; and,
3. To provide a forum for the sharing of knowledge and experience of best practice in relation to the historic environment between members of the Forum, officers of the Council and developers.

The Forum is an informal consultative body organised by Warwick District Council.

Membership & Roles

The Forum will consist of the following members:

1. Two elected Members of Warwick District Council who have an interest in the historic environment and planning matters.

Their role is to Chair and Vice Chair the Forum, give legitimacy to the Forum, inform its views through sharing their knowledge, and help develop their experience of the historic environment and planning matters.

The Chair of the Forum shall also act as the Council's Heritage Champion in promoting the historic environment both within the Council and the wider community. The Vice Chair shall be a Member with a desire to have a future involvement in Planning matters.

Elected Members may feedback the views of the Forum to District Council Ward Members as appropriate to individual cases.

2. One representative from each of the following organisations who will be invited to represent the views of that organisation on the historic environment at the Forum:

- a. Leamington Society
- b. Warwick Society
- c. Kenilworth Society
- d. Whitnash Society
- e. Victorian Society
- f. Georgian Group
- g. Twentieth Century Society
- h. Warwickshire Gardens Trust
- i. Central Leamington Area Residents Association
- j. Royal Town Planning Institute
- k. Royal Institute of British Architects
- l. Royal Institute of Chartered Surveyors
- m. Royal Leamington Spa Chamber of Trade
- n. Warwick Chamber of Trade
- o. Kenilworth Chamber of Trade
- p. Campaign to Protect Rural England
- q. Representative of the Rural Community Forums

Elected Members and representatives will be allowed to nominate a substitute to carry out their duties in the event of them being unable to attend a Forum meeting. A meeting will only be considered quorate if at least one elected Member and five representatives are in attendance.

Operation of the Forum

The Forum shall meet every three weeks at the Town Hall.

The Forum is not a public meeting and members of the public will not be allowed to attend.

The Forum will be facilitated by officers from Development Services who will:

- a. prepare and distribute an agenda for each meeting;
- b. arrange for any invited participants to attend the Forum to present items, in accordance with criteria a, c and e of the agreed purpose and role of the Forum above;
- c. present items to the Forum for their consideration;
- d. record the consensus view (or opposing views where there is no consensus) of the Forum and feed this back to the Council or other relevant organisation as appropriate; and,
- e. publish the agenda and record of the meeting on the Council's website.

The more detailed operation of the Forum shall be agreed by the Chair and Vice Chair, in consultation with the Forum and the Development Manager.

Annual Review of the Forum

The Development Manager will measure the effectiveness of the Forum in delivering its purpose, and undertake an annual review of its membership and operation with the Forum.

An Annual Report demonstrating the Forum's performance over the previous year and the output of the above review will be reported to the Forum, before being reported to the Planning Committee. Any amendments to the Constitution must receive approval by the Planning Committee, or its successors.