



## **Review and discussion of Conservation Area Advisory Committee processes**

### **SUMMARY**

- 1.1 There are four items that this report wishes committee to consider in relation to Conservation Area Advisory Committee;
1. the number of items considered,
  2. the wording of committee recommendations for clarity and the implication they have,
  3. times at which consulting the Chair (or Vice Chair in his absence) which might be necessary and
  4. how applications are presented at committee.

### **RECOMMENDATION**

- 2.1 That the suggestions mentioned within this report are noted, considered and agreed.

### **REASONS FOR RECOMMENDATION**

- 3.1 To clarify and discuss the position regarding these items and to assist new members in contributing to meeting discussions.

### **SUPPORTING INFORMATION**

- 4.1 There are fewer Conservation Area Advisory Committee (CAAC) meetings in a calendar year resulting in a substantial increase in the number of applications going to each meeting. To cope with this situation and to keep the meetings manageable the number of applications are reduced in consultation with the Chair of CAAC and it is agreed that some items are not taken to committee. It is suggested that for each meeting members are made aware of the items that have not made it onto the agenda.
- 4.2 Following the last meeting it was suggested that it would be useful to examine the possible committee recommendations of the Conservation Area Advisory Committee in order to clarify what action would be taken as a result of these. The result of these could include; further negotiation with the applicant on the application, a recommendation which would result in the application being considered at Planning Committee (subject to Planning Committee Chairs agreement) and which could be refused as a result.

Please see the table below which proposes four possible responses and their outcomes.

<b>CAAC Response</b>	<b>Interpretation</b>	<b>Planning Committee (subject to agreement of the Planning Committee Chair)</b>
No Objection	No issues with the proposals.	No
No Objection (subject to the following conditions)	No issues with the proposal as long as the items highlighted are conditioned where appropriate.	No
Object and recommend refusal unless the following items are removed/amended from the proposal..... Due to the following reasons.....	Object to proposals but if, via negotiation, ALL the items are removed/ amended in line with comments the objection would be removed and turned into a 'no objection.'	No if items that are an issue for CAAC are removed/ amended. If the items are not amended then the recommendation is for a refusal and Yes it would go to Planning Committee* (subject to Chair of Planning Committee's agreement). *if those concerns are relevant to planning
Object and recommend refusal for the following reasons.....	Strongly object to proposals and recommend refusal on the following grounds....	Yes* *if those concerns are relevant to planning

4.3 In the rare instances where timescales and determination dates do not allow the presentation of an application to Conservation Area Advisory Committee or a re-consultation upon a scheme we seek the agreement from this committee to consult the Chair (or Vice Chair in their absence) of CAAC for their view. This would be useful. If this is not possible within the timescales then the Planning Committee Chair will have to assess whether the application can go to Planning Committee, needs to be postponed so that CAAC's comments can be obtained or whether it can be, without CAAC's comments, determined under delegated powers.

4.4 Prior to a CAAC meeting a list is given in the agenda of applications to be discussed. Prior to the meeting it is expected that members will look at the detail of each application to make the meetings as efficient as possible. This can be undertaken via the online simple search engine on the Derby City Council website;  
<https://eplanning.derby.gov.uk/online-applications/>

At committee the Conservation Team Leader/Conservation Officer will only give a summary of the application and answer any questions that may arise. This will help reduce the preparation work needed for each meeting and will also maximise the expert input from Members of CAAC.

- 4.5 Applicants speaking/presenting at the CAAC meeting would be at the discretion of the Chair and time limited to 10 minutes, again at the Chair's discretion.

<b>OTHER OPTIONS CONSIDERED</b>
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- 5.1 None

**This report has been approved by the following officers:**

<b>Legal officer</b>	n/a
<b>Financial officer</b>	n/a
<b>Human Resources officer</b>	n/a
<b>Service Director(s)</b>	Paul Clarke
<b>Other(s)</b>	n/a

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## **Appendix 1**

<b>IMPLICATIONS</b>
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### **Financial and Value for Money**

- 1.1 None directly arising from the report.

### **Legal**

- 2.1 None directly arising from the report.

### **Personnel**

- 3.1 None directly arising from the report.

### **Equalities Impact**

- 4.1 None directly arising from the report.

### **Health and Safety**

- 5.1 None directly arising from the report.

### **Environmental Sustainability**

- 6.1 None directly arising from the report.

### **Asset Management**

- 7.1 None directly arising from the report.

### **Risk Management**

- 8.1 None directly arising from the report.

### **Corporate objectives and priorities for change**

- 9.1 The project supports current policies.