



**CONSERVATION AREA ADVISORY
COMMITTEE**
15 June 2017

ITEM 5

**Report of the Strategic Director of
Communities and Place**

Review of Conservation Area Advisory Committee processes

SUMMARY

- 1.1 There are slight revisions to the operations and processes of the Conservation Area Advisory Committee that have been agreed in consultation with the Conservation Advisory Committee Chair and Vice Chair, Development Control Manager, Development Control Team Leader, and the Conservation Team. These revisions are to reduce the number of items considered, the wording of committee recommendations for clarity and the way in which applications are presented at committee.

RECOMMENDATION

- 2.1 That the revised procedures outlined in this report are noted by Committee Members.

REASONS FOR RECOMMENDATION

- 3.1 To achieve more efficient and effective use of Conservation Area Advisory Committee Members' and Conservation Team's expertise and time in the operation of the Committee.

SUPPORTING INFORMATION

- 4.1 Due to the capacity of Democratic Services, under the constitutionalised system, 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.

- 4.2 The decision deadlines for Development Management officers are affected by the current period between CAAC meetings.

Since 21st January 2016 a process has been adopted to reduce the number of applications referred to CAAC in consultation with the Chair of CAAC (or Vice Chair). Although this has worked to some extent, there has still been a large number of items referred to Committee. There has been limited time for CAAC members to discuss and consider applications, and for Officers to benefit from members' knowledge and expertise, whilst there has been substantial staff time in servicing the Committee.

- 4.3 At a meeting held on 27 April 2017, between the Conservation Team, Development Management and the Chair and Vice Chair of CAAC, the following was agreed:
- That the Conservation Advisory Committee provides valuable input in terms of knowledge and advice resulting in better, more robust decisions.
 - That it was preferred that the committee was official and incorporated into the planning process rather than de-constitutionalised and needed to be supported by democratic services.
 - That more regular meetings than 6 weeks would be preferred to help the planning process but if this is not possible, meetings should last no longer than 2 hours.
 - Recommendations need to be succinct, clear and justified.
 - There will be more scrutiny of the agenda by the Conservation Team who will advise the Chair/Vice which items to take to each committee where value can be added.
 - To remind members about looking at the applications on line before each meeting resulting in shorter more focused presentations
 - That presentations from officers would provide less background information and would be more focused on the specific conservation issues in question
 - Pre-application advice presentations should be limited to a maximum of one item per meeting and be of a maximum of 15-20 minutes duration.
- 4.5 These amendments to the operation and format of the Conservation Area Advisory Committee have been implemented. .

OTHER OPTIONS CONSIDERED

- 5.1 None

This report has been approved by the following officers:

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

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.

