

CONSERVATION ADVISORY PANEL

CONSTITUTION

MEMBERSHIP OF THE PANEL:

Chairman* (Appointed for a term of three years)

Vice Chairman (Appointed for a term of three years corresponding to the Chairman's term)

The Membership of the Conservation Advisory Panel should not exceed 16 nominated Members covering interested groups within the City, as follows:

The Panel:

Civic Society	6 representatives
Worcester Architects	2 representatives
A Landscape Architect	1 representative
Archaeological professional	1 representative
Industrial History Society	1 representative
University of Worcester	1 representative
Economic Development Interest	1 representative
The Dean and Chapter	1 representative

In attendance: 3 Worcester City Councillors

Heritage Champion

2 Councillors usually who are members of the Planning Committee may attend as observers (but may not vote), one to be nominated from the controlling group, one from the opposition parties. In this case only if the nominated Councillor is unable to attend they can send a substitute.

Any other Councillor may attend by permission of the Chairman of CAP.

Officers of the City Council will be invited to attend to facilitate the decision making of the Panel, these include:-

- Development Services Manager on matters of strategic and corporate importance;
- City Archaeological Officer to inform the Committee of the priorities of the Heritage & Design team and the City Council requirements to protect the archaeological interests in respect of any proposal;
- Planning & Conservation Officer to present items about application proposals;
- Conservation Officer to present items about Conservation Area Appraisals, Heritage at Risk, Listed Building strategy and external engagement;
- Development Management Officers or Policy Section Officers of Economic Development & Planning Policy service as appropriate to assist the Committee in reaching a decision;
- A Democratic Services Administrator to keep a record of the decisions of the Panel, to administer the membership and to convene meetings.

**The Chairman would normally be appointed for a term of office of 3 years, with an option for this to be renewed as necessary, subject to a maximum of two consecutive terms.*

Nominations for Chairman would normally be sought from Panel Members and any appointment would be formally adopted by Panel. There is no restriction on whether the chairman is an existing member of the panel, nor whether they have a history of employment with the City or County Council, nor a history as an elected Member.

MEETINGS OF THE COMMITTEE:

The Panel will meet on a cycle to conveniently coincide with meetings of the City Council Planning Committee meetings. No business shall be transacted at the meeting of the Panel unless at least one third of the whole number of the Members of the Panel are present or at least 5 people to include the Chair for that meeting.

TERMS OF REFERENCE:

The Panel shall consider and comment on the following, and present its recommendations to the City Council and its Planning Committee. If appropriate a member of the Panel would present the views of the Panel to the Planning Committee when a particular application is determined.

a) Planning Applications

The Panel will consider all planning applications (both submitted and at Planning Officers' discretion and with the consent of the applicant pre application submissions) which have been lodged with the City Council in respect of development, or change of use or demolition which:

1. Is in a Conservation Area, raises issues which may affect the interests of a Listed Building or Conservation Area;
2. Affects a listed building or a Scheduled Ancient Monument, and including buildings included in the Register of Buildings of Local Significance;
3. Could impact on a conservation area or a listed building;
4. Constitutes a major proposal within the City whether or not that development would fall into any of the above categories;
5. Involves trees to be felled in Conservation Areas;
6. To consider any application or event which a Member of the Panel requests be referred to the Panel for consideration; subject to the Chair and Vice-Chair(s) determining that the Panel could add value to the determination of the application; and
7. Are outside but adjacent to the city boundary and may have an affect on the Conservation Area. It is understood that these would only occur at the discretion of the relevant authority and not be automatic.

The applications considered could be for works to existing buildings or new build proposals or change of use or demolition. The City Council may also seek comments from the Panel in respect of any application where the Council considers that the views of the Panel would aid the process of determination; the Panel may also initiate such issues if it so wishes.

Any recommendations to the City Council proposed by the Panel will be made having taken into account national planning policy, all approved City Council policies, any previously approved site specific development brief or previously granted planning approval, other material considerations and should clearly identify the basis upon which the comments are made.

b) Designation, review and appraisals of Conservation Areas

The Conservation Advisory Panel will be the first Consultee in respect of any new Conservation Area designations, reviews of existing Conservation Areas, and any proposals to extend or reduce the area covered by Conservation Areas to inform the process prior to its submission to the Planning Committee for adoption.

c) Development briefs

The Panel will be consulted during the preparation of any Development Brief for major developments within the City, whether or not the site is within a Conservation Area or adjacent to a Conservation Area.

d) Major development proposals

The Panel, subject to Planning Officers' discretion and with the consent of the applicant, will seek to be involved at the initial stages of any major proposals which could affect the built or natural environment or the historic interests in the City (whether these are within a Conservation Area or not, and whether or not there is a direct relationship to any listed building or other building of significance), to promote the retention, enhancement or improvement of the built or natural environment of the City and its surrounding areas, and to ensure that all relevant interests are protected, with Officers agreeing which applications or proposals would be referred for consideration by this Panel.

Members will be invited, and should seek to attend, any formal meeting arranged with developers as part of the City Council's Developer Forum approach of pre-application engagement.

The Panel will make representations to the applicants with the intent of improving the proposed development and those comments may form part of the applicant's Statement of Community Involvement in any subsequent application.

e) Sub Groups

The Panel may from time to time appoint sub-groups to examine particular issues as agreed by the Panel, for reasons of timescale and thoroughness. Such groups shall report back to the Panel which may incorporate the findings in its recommendations but is not bound to do so.

f) Site Visits

The Panel need to be clear about when they are being 'consulted' or just being shown something informally. This must be made clear/agreed in advance of any meeting.

If it is the former, then this meeting must be minuted and those attending must be aware that they are representing the Panel as a whole.

If a site visit is arranged through the Panel, then it should be made clear that the visit, whether individually or as a group, will not normally be taken as any expression of support or otherwise for a scheme. Comments made by individuals on such visits will not be taken to represent the opinion of the Panel as a whole. Where possible a formal opinion will be made as soon as possible thereafter or following the next formal meeting, which ever is the soonest.

THE ROLE OF THE PANEL:

The Panel is a Statutory Consultee of the City Council in respect of relevant planning applications. The Panel is the principal advisory panel to the City Council on conservation issues, including in particular, the impact of planning applications and development proposals on the historic fabric of the City and the designation of Conservation Areas, and the designation of such areas. As such,

- The Panel will be advised of any proposals which are being considered by the authority and be involved early in the process to ensure that the historic and environmental interest is taken into account at the earliest possible stage.
- The Panel in conjunction with the Development Management Service of the city Council will strive to raise the standard of submissions to a much higher standard, to ensure that any plans which support applications are adequate to enable full and proper consideration of the proposal; the authority should require that all supporting papers for an application are of an acceptable standard to enable worthwhile consideration by other bodies such as this Panel.
- The Panel will be responsible for making full, concise and clear responses that demonstrate the view of the panel and the justification upon which that view has been reached.
- The recommendations put forward by this Panel as a Statutory Consultee are valued and acted on. The Planning Committee and Officers do take into account the views of this Panel in making its determination of applications.
- The Panel will be provided with relevant information on what the Planning Committee or Officers considered in determining each relevant application, including what conditions were imposed and how the views of the Panel were accommodated in determining the application.
- The Panel will be provided with a listing of applications determined during a period and any questions can be raised.
- A report will be provided on the outcome of any appeals lodged.
- Panel decisions should be presented in standardised form. It was suggested these might be:
 - Defer with request to see again (give reasons);
 - No objections;
 - No objection in principle, subject to itemised issues and/or conditions;
 - Objection (give grounds);
 - Not acceptable in its current format (give reasons); and
 - Welcome positively – citing reasons.
- Members would have the right to ensure any particular application was discussed at CAP by review of the weekly lists of applications submitted and informing the Administrator
- The Panel have the right to send a representative to attend the Planning Committee for particular items (although all Members have a right to attend as members of the public should they so wish).

- The Panel has the right to table a late paper at the Planning Committee making its views clear
- An Annual Report may be prepared by the Panel indicating any concerns which had emerged about process or other matters during the previous year. A statistical section could report on attendance, decisions etc.
- Panel meetings will generally be held in the Guildhall.

CONDUCT OF MEMBERS OF THE PANEL DECLARING AN INTEREST IN AN ITEM

Where a Member of the Panel has an interest deemed to be a prejudicial rather than merely a personal interest in an item to be considered the following procedure shall be adopted:

The Panel will receive the declaration of prejudicial interest from the Member; if requested, that Member will remain in the room to answer any questions from the Panel. At the end of this information gathering phase, that Member will then leave the room, not returning until the next item of business. The same criteria would apply to any Officer who was deemed to have a similar prejudicial interest.

Version 1 - Adopted By Conservation Areas Advisory Committee: 2nd July 2008
 Version 2 – Adopted By Conservation Areas Advisory Committee: 4th February 2009
 Version 3 – Adopted by Conservation Areas Advisory Committee: 5th March 2014
 Version 4 – Subject of review: November 2015 – August 2016
 Adopted by Conservation Areas Advisory Committee: 10th August 2016
 Version 5 - Adopted by Conservation Advisory Panel: 7th February 2018

Supporting Information:

Membership (as at August 2016)

Chairman
Vice Chairman

Charles Potterton
Vincent Kirk/David Saunders

Architects:
Archaeologist:
Industrial Archaeological and History Society:
Landscape architect
Civic Society: 6 Members

Helen Rea and David Davis
Chris Guy
Michael McCurdy
Simon Laws
Brian Edwards
Vincent Kirk
Richard Lockett
Christine Silvester
David Saunders
Dr Heather Barrett
Mark Hughes
Godfrey Harvey
Very Reverend Peter Atkinson, The
Dean of Worcester

University of Worcester
Economic Development Interest
The Dean and Chapter

In attendance:

Councillors appointed by the Council.

Officers: (constant attendees)

Planning & Conservation Officer
City Archaeological Officer
Democratic Services Administrator

(other attendees as appropriate)

Officers from Development
Management or Policy Section of
Development Management.