

Extract from Report approved by Councillors 1996 – pages 5c/7-10

Appendix B Draft Constitution for Conservation Area Advisory Committees in the London Borough of Camden

The body of this text has been drafted by the working group drawn from representatives of the CAACs.

General Role and Function

To advise the Council on conservation area matters. The Committees' functions will include:

1. assistance and guidance to the local planning authority in the preparation of policy statements related to the conservation areas as well as general planning policies, including land use and transport, the implementation of these statements and policies and the preparation of briefs for the development of significant sites affecting these areas.
2. consideration of, and advice upon, all applications which are likely to affect the conservation areas, the listed buildings they contain, or their settings and the bringing of breaches of planning control to the attention of the Council.
3. advice on the extension of existing conservation area boundaries and on the designation of new areas in the Borough.
4. identification of buildings or features which should be considered for listing and other buildings or features of local townscape, historic, architectural or archaeological interest, including trees.
5. advice on other, non-planning functions of the Council, for example housing and highways, which are likely to affect the character or appearance of the conservation areas.
6. initiation of proposals for the preservation and enhancement of the conservation areas, their listed buildings, open spaces and highways.
7. the furtherance of the education, involvement and support of the general public in conservation issues; this may be assisted by the holding of public meetings and walks together with meetings with other advisory committees to discuss matters of common concern.
8. provision of written representations on decisions concerning applications which have been appealed and providing evidence at public inquiries.

Membership

The membership of each CAAC shall, in accordance with current Central Government advice contained in PPG15, include:

1. persons nominated by local civic and amenity associations, residents associations and other relevant local associations including business interests.
2. persons nominated by relevant expert bodies, including the national amenity societies.
3. at the discretion of the CAACs, other persons with specialist knowledge or expertise.

Officers

Each CAAC should appoint a Chairman, Vice-Chairman, Treasurer, Secretary and other officers at their discretion, to serve for a period of three years consecutively, unless the Advisory Committee decide otherwise.

CAACs' Working Procedures

Each CAAC shall meet regularly and as frequently as is necessary for the effective conduct of their duties, e.g. in response to consultation on planning applications (see 5 below).

1. A minimum of three persons shall be required when commenting on planning applications.
2. The meetings shall not be open to the public, except at the discretion of the CAAC concerned.
3. The Chair and other officers shall have the authority to deal with urgent matters on behalf of each CAAC, reporting their action to the earliest available meeting when their action will be recorded. Where the Chair's authority has been exercised, this shall be stated in any correspondence with the Council.
4. Each CAAC will undertake to make observations on applications in writing to the Environment Department within 21 days of receipt of the application drawings. These comments may be in the form of a letter, a minute of a meeting, or on the individual case comment sheets provided by the Council. Each CAAC shall recognise that officers need its prompt response at an early stage in their discussions with applicants.
5. At the discretion of each CAAC, architects and other parties whose schemes are under consideration may be invited to explain their proposals at separate meetings held either on site, at their offices or at the Council offices, whichever is convenient. Arrangements for these meetings will normally be made by the Planning Case Officer.
6. Each CAAC will undertake to contribute to an annual report on conservation in the Borough. This will outline the volume of work carried out that year, numbers of applications considered and any other relevant matters.

Appendix C: Development Control Services to be provided to Conservation Area Advisory Committees

The body of this text has been drafted by the working group drawn from representatives of the CAACs.

The Council will ensure that the information accompanying planning applications in conservation areas is adequate to enable the CAACs to assess fully the impact and acceptability of the proposals, in accordance with government guidance, currently set out in PPG15.

Each CAAC shall receive the following:

- a) a copy of the weekly list posted to each CAAC Chair or nominee,
- b) a copy of each application, plans and papers, either dispatched to an agreed address or made available at the Town Hall for inspection,
- c) the name and telephone number of the case officer who can be contacted for further information,
- d) officer attendance at CAAC meetings where appropriate and available,
- e) re-notification in the case of significant revisions together with consultation on the final revisions prior to the application being reported to the Development Control Subcommittee,
- f) early notification to the Chair or nominee where the officer's recommendation is contrary to the advice given by a CAAC,
- g) notification in writing, to the Chair or nominee, of the date of any committee meeting, where a comment has been made by a CAAC on a particular agenda item,
- h) notification in writing, to the Chair or nominee, of the decision taken and any conditions, in order to aid monitoring,
- i) notification, via the weekly list, of any appeals lodged and subsequent information concerning timetables etc.

Officers will co-ordinate the production of the annual conservation report in consultation with the CAACs.