

# Report to: Planning and Licensing Committee

**Report Ref:** PL1903  
**Meeting Date:** 8<sup>th</sup> June 2020  
**Agenda Item:** 6  
**Prepared By:** Town Clerk



**Subject:** Conservation Area Review Working Group

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## 1.0 BACKGROUND

Council has provided the budget to undertake reviews of the five Conservation Areas and the committee has previously appointed Mel Morris Conservation as consultants to lead the project. It was agreed that the commission would include a break clause after the first review.

The Town Clerk has discussed the programme with the consultants who are preparing an initial set of targets/progress points which will be subject to change dependent upon commissioning the full set of appraisals and the lifting of coronavirus restrictions (which prevent access to the County Records Office).

It is suggested that the Conservation Area Review working group is reappointed to provide member oversight and guidance of the project and to work with the consultant to provide local input. A meeting of the working group has been scheduled for 11<sup>th</sup> June at 6pm (via Zoom).

Cllrs McCulloch, Dalzell and Coan have volunteered to join the working group. Mrs Sylvia Chaplin, who led the Heritage working group of the Neighbourhood Plan and who was previously a member of the working group, has been invited to re-join the working group.

## 2.0 WORKING GROUP TERMS OF REFERENCE

1. The Working Group will comprise 3 councillors, determined by the Planning Committee and the Town Clerk/Planning and Facilities Officer in an advisory capacity.

The working group may invite members of the public to attend meetings in an advisory capacity on an ad-hoc usually temporary basis.

Membership to be reconfirmed/ changed by the parent body at its first meeting at start of a new Mayoral year.

2. At its first meeting (or first in a new Mayoral year) the working group members shall:
  - a. Review these terms of reference for approval as appropriate.
  - b. Appoint an elected member as Lead Member who should ensure the entire working group's members are kept informed and involved with progress and act as the primary reporting channel back to the parent body.



3. In line with the task set by the Planning committee, the purpose and remit of the working group is to:
  - a. Assist the council's appointed consultant in developing revised appraisals and management plans for the five conservation areas
4. The group does not have delegated powers to make decisions on behalf of the Planning committee or the Town Council nor should exceed its purpose and remit (above) without the parent body's sanction to a change to these Terms of Reference
5. The group reports to the Planning Committee.
6. The group shall provide timely reports to the parent body in the following manner:
  - a. Verbal progress reports at alternate committee meetings
  - b. Written reports as necessary and at key milestones
7. Meetings of the working group are not usually but may be public meetings.

### **3.0 RECOMMENDATION**

It is recommended that:

- a) The committee resolves to re-establish the working group with the revised terms of reference
- b) Appoints members to the working group



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AWARD SCHEME  
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