

Warwick District Council Conservation Advisory Forum Constitution

Purpose & Role

The purpose of the Conservation Advisory Forum is to assist in protecting and enhancing the District's special historic and architectural character

The role of the Conservation Advisory Forum is therefore:

1. To provide expert, constructive, impartial advice on historic buildings and their use, historic landscapes, and Conservation Areas to:
 - a. potential applicants and the Council at the pre-application stage (before submission) of an application that may affect the historic environment;
 - b. applicants and the Council (including the right to speak at Planning Committee on any item) by commenting on planning, listed building, conservation, advertisement, and tree applications that may affect the historic environment;
 - c. the Council and other bodies, such as Town and Parish Councils, on the designation of the historic environment, and formulation of policy and guidance relevant to the historic environment;
 - d. the Planning Inspectorate when determining appeals for planning and listed building applications that may affect the historic environment; and,
 - e. the Council and other statutory bodies when undertaking works under their statutory powers that may affect the historic environment.
2. To draw the Council's attention to possible unauthorised works to the historic environment; and,
3. To provide a forum for the sharing of knowledge and experience of best practice in relation to the historic environment between members of the Forum, officers of the Council and developers.

The Forum is an informal consultative body organised by Warwick District Council.

Membership & Roles

The Forum will consist of the following members:

1. Two elected Members of Warwick District Council who have an interest in the historic environment and planning matters.
2. Their role is to be Chair and Vice Chair the Forum, give legitimacy to the Forum, inform its views through sharing their knowledge, and help develop their experience of the historic environment and planning matters.

The Chair of the Forum shall also act as the Council's Heritage Champion in promoting the historic environment both within the Council and the wider

Conservation Advisory Forum Constitution

community. The Vice Chair shall be a Member with a desire to have a future involvement in Planning matters.

Elected Members may feedback the views of the Forum to District Council Ward Members as appropriate to individual cases.

3. One representative from each of the following organisations who will be invited to represent the views of that organisation on the historic environment at the Forum:
 - a. Leamington Society
 - b. Warwick Society
 - c. Kenilworth Society
 - d. Whitnash Society
 - e. Victorian Society
 - f. Georgian Group
 - g. Twentieth Century Society
 - h. Warwickshire Gardens Trust
 - i. Royal Town Planning Institute
 - j. Royal Institute of British Architects
 - k. Royal Institute of Chartered Surveyors
 - l. Campaign to Protect Rural England
 - m. Representative of the Rural Community Forums
 - n. The Kenilworth Archaeology and History Society

Elected Members and representatives will be allowed to nominate a substitute to carry out their duties in the event of them being unable to attend a Forum meeting. A meeting will only be considered quorate if at least one elected Member and four representatives are in attendance.

The Head of Place, Arts & Economy, in consultation with the Chair, or in their absence, the Vice Chair of the Forum may use their discretion to invite representatives from appropriate organisations to join the Forum and may remove persistent non-attending organisations from the Forum.

Operation of the Forum

The Forum will normally meet every four weeks, usually online with occasional in person meetings, the location and format of each meeting to be determined on a case by case basis by the Head of Place Arts & Economy, in consultation with the Chair, or in their absence, the Vice Chair of the Forum. The meetings will normally start within the usual business hours of Warwick District Council.

The Forum is not a public meeting and members of the public will not be allowed to attend.

The Forum will be facilitated by officers from Development Services who will:

- a. prepare and distribute an agenda for each meeting;
- b. arrange for any invited participants to attend the Forum to present items, in accordance with criteria a, c and e of the agreed purpose and role of the Forum above;
- c. present items to the Forum for their consideration;

Conservation Advisory Forum Constitution

- d. record the consensus view (or opposing views where there is no consensus) of the Forum and feed this back to the Council or other relevant organisation as appropriate; and,
- e. publish the agenda and record of the meeting on the Council's website.

The more detailed operation of the Forum shall be agreed by the Chair and Vice Chair, in consultation with the Forum and the Head of Place, Arts and Economy.

Review of the Forum

The Head of Place, Arts and Economy will measure the effectiveness of the Forum in delivering its purpose, and undertake a regular review of its membership and operation with the appropriate frequency of that review to be determined by the Head of Place, Arts and Economy on an ongoing basis.

A report demonstrating the Forum's performance over the previous period and the output of the above review will be reported to the Forum, before being reported to the Planning Committee. Any amendments to the Constitution must receive approval by the Planning Committee, or its successors.