

# APPENDIX 1

## SOUTHWARK CONSERVATION AREAS ADVISORY GROUP

### TERMS OF REFERENCE

#### 1. Introduction

The Southwark Conservation Areas Advisory Group (CAAG) was first established in the mid 1960s. Since its inception CAAG has reviewed hundreds of development proposals within conservation areas and affecting listed buildings ranging from a small innovative community churches and schools to large scale mixed-use developments.

#### 2. What we do

The Conservation Areas Advisory Group (the Group) advises the council on planning applications and council-owned developments affecting conservation areas or listed buildings in Southwark and is made up of a group of conservation architects and other design professionals to assess schemes that have been submitted for planning permission. The main purpose of the Group is to advise the Council on the designation of new or existing conservation areas; the architectural merits of significant proposals within conservation areas; or initiatives for the maintenance or enhancement of designated conservation areas and listed buildings within Southwark.

The Group will meet on a monthly basis to consider a wide range of schemes within Southwark and will follow procedures and guidelines established by similar advisory groups. The views expressed by members of the Group and recorded in the CAAG minutes are advisory and represent the collective view of the Group for Council use only.

The council will facilitate the work of the group and will set the agenda for each meeting of the Group based on the time available. Cases that are referred to the Group will generally meet the following criteria:

**Proposals which are significant to a conservation area or a listed building because of their size or uses they contain.** This category includes:

- Large buildings or groups of buildings in a conservation area such as courts, large religious buildings, museums or art galleries, hospitals, shopping and leisure complexes, and office or commercial buildings;
- Infrastructure projects in a conservation area such as stations, and other transport interchanges, bridges and waste incinerators; and
- Major changes in the public realm in a conservation area such as pedestrianisation schemes or proposals to enhance public squares and civic open spaces.

**Proposals which are significant because of their site within or immediately adjacent to a conservation area or listed building.** In this category are:

- Proposals which affect important views of a conservation area or a listed building or sited in such a way that give rise to exceptional impacts on a designated heritage asset from their locality

**Guidance and initiatives affecting conservation areas** These include

- New designations or extensions of conservation areas;
- Conservation Area Appraisals or Conservation Management Plans; and

- Grant-aided proposals affecting conservation areas.

In general the Group will record their observations on the cases that are referred to them by the council and can make separate representations to the council on any planning application as necessary.

### **3. CAAG Membership**

Southwark's Conservation Areas Advisory Group may have up to 50 members. The pool of experts includes innovative and distinguished conservation architecture and design practitioners. All members must live and work locally and have a keen interest in the historic environment of Southwark. Internal advisors can include a manager from Development and Building Control, the Design and Conservation team and Policy team.

The role of the Group is purely advisory and its comments are have very limited weight as a consideration in determining planning applications. Comments from the Group should be forwarded to the planning officer before any statutory consultation period closes so that said comments can be summarised in the planning officer's report to the council's decision-making body.

### **4. Selection**

CAAG members are selected every three years through public recruitment primarily on the Council's website and in response to an advertisement placed in an appropriate publication. Membership of the Group will be limited to a period of three years. Members will be encouraged to re-apply at the end of the three year period.

### **5. Meetings**

Meetings of the Group will be facilitated by an officer of the council and include the Chair and at least 3 members to be quorate. A Chair will be nominated each month by an officer of the Council and the Group will choose a secretary to record the minutes of the meeting which will be agreed by the Chair and then circulated to the Group before they are forwarded to the council.

Group members must endeavor to attend all meetings that they have indicated they will attend. If they are unable to attend they should sent an apology in advance of the meeting to the Council officer organising the meeting.

### **6. Operation of the Group**

Time will be allocated for the Group to meet every month excluding August, normally on the third Monday with each meeting lasting from approximately 19.00 until 21.00. There will be a minimum of five meetings per year

Each meeting will commence with a short briefing of the scheme(s). Each scheme will then be allocated a half-hour slot with a 5 minute presentation by the facilitating officer, from information submitted to the council. The remainder of the session will be for the Group to ask questions, discuss and form views on the proposal. The discussion will conclude with the Chair summarizing the Group's advice, this will take place in the presence of all those invited to the meeting.

### **7. Feedback from Group Meetings**

Following the Group meeting within 15 working days a written minute will be produced by the Group commenting on the conservation qualities and design implications of each

proposal, and recommending actions or options to improve the design quality of the proposal.

The aim of the minutes is to assist and encourage the potential to achieve high quality conservation and design. With regard to formal planning applications, the contents of the report should be conveyed to the relevant Planning Committee through the planning officer's report and will be regarded as a material consideration.

#### **8. Conflicts / Declarations of Interest**

Group members are expected to act in the public interest and adhere to the seven Nolan Principles of Public Life (Appendix 1).

It is important that Group members avoid any conflict of interest that might arise from schemes they consider. Group members who in the preceding 12 months have been personally or professionally involved with a particular proposal under discussion, or who may otherwise be considered to have a conflict of interest are required to notify the Council officer facilitating the Group in respect of the scheme concerned. The list of the projects to be reviewed will be provided up to a week prior to the meeting and Group members will be expected at this stage to declare any direct or indirect interests in the project.

Group Members should declare an interest and not participate in reviews where they have an interest. In the case of a direct interest the Group member leaves the room during the Group's private discussion of the project and takes no part in the forming of the Group's views. Conflicts of interest will be recorded in the minutes.

The Group will review proposals which may be refused by the Council. If members are approached to become involved in sites that have been presented to the Group which they sat on, they should not do so until at least 24 months after the Council has determined the scheme.

#### **9. Schemes put forward by Group Members**

Group Members who are directly involved in a project that is being reviewed by the Group should not attend any other part of the same meeting in their capacity as a Group Member.

## CODE OF CONDUCT

### 1. Key Principals underpinning this Code of Conduct

1.1. The Conservation Areas Advisory Group (the Group) has adopted a Code of Conduct based upon the best practice recommendations of the Nolan Report on Standards in Public Life.

1.2. The seven Nolan principles of public life

#### **Selflessness**

Holders of public office should take decisions solely in terms of the public interest. They should not do so in order to gain financial or other material benefits for themselves, their family, or their friends.

#### **Integrity**

Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might influence them in the performance of their official duties.

#### **Objectivity**

In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.

#### **Accountability**

Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.

#### **Openness**

Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reason for their decisions and restrict information only when the wider public interest clearly demands.

#### **Honesty**

Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.

#### **Leadership**

Holders of public office should promote and support these principles by leadership and example.

### 2. Breach of Code of Conduct

2.1. A breach of this Code of Conduct will be followed by:

2.1.1. A verbal warning from the Chair on behalf of the Group

2.1.2. Ongoing failure to comply with the Code of Conduct will be followed by a written warning from the Chair on behalf of the Group

2.1.3. If a Group member still fails to comply with the Code of Conduct and/ or cannot offer a satisfactory explanation for his/her behaviour a motion will be put to the Group to suspend the person from the Group. Future participation by that person will be dependent on a commitment being given in writing to the Chair that such behaviour will not recur.

2.2. Any Group member can- and should- alert the rest of the Group to a breach in the Code of Conduct by raising this issue with the Chair and/or the Council officer either at the time or immediately after a meeting. A breach of this Code of Conduct is understood as follows:

- A breach of any of the seven rules outlined above as judged by a majority of the Group members.

I accept and agree to abide by the rules set out in this Terms of Reference and Code of Conduct and understand that if I breach any of these rules, I may be asked to leave the Southwark Conservation Advisory Group.

Name.....

Signed.....

Date.....