
Conservation Area Advisory Committee constitution and procedures



Elmbridge
Borough Council
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Terms of reference

1. To advise the borough council on planning applications and other matters referred to the committee, and in particular whether such applications etc. may affect the character or appearance of a conservation area.
2. To initiate, suggest and advise on possible schemes of enhancement and landscaping schemes that would improve the appearance or character of a conservation area.
3. To help in formulating policies for the preservation and improvement of a conservation area.

Appointment

4. Members of the committee shall be appointed by the council.
5. Such appointments shall be for a period of five years but may be renewed after that period.
6. The committee shall appoint at least one officer. it may appoint others as it considers appropriate. such officer(s) shall be appointed annually by a simple majority of the committee. the name(s) of the officer(s) shall be forwarded to the council.

Membership

7. The Committee should reflect a cross-section of local opinion. Nominations to serve on the Committee should be sought from such bodies as the national amenity societies, the Royal Institute of British Architects, the Royal Institution of Chartered Surveyors, the Royal Town Planning Institute, the Association of Building Engineers, local residents association, local archaeological, historical and civic amenity societies, residents living in the conservation area, and, if appropriate, local chamber of trade or commerce. Both sexes should be represented and if possible a wide age range. Council members may either be appointed to serve on committee or attend meetings as observers.

Powers and functions

8. The committee is not a committee of the council and does not have any delegated authority from the council.
9. The prime purpose of the committee is to advise the council. it may, however, act independently to formulate policies, make proposals, and carry out enhancement measures for the general care and maintenance of the area.
10. All matters submitted to the committee by the council must be considered by a full meeting of the committee. if a quorum is not present, the chairman or the secretary may forward comments to the council with an endorsement that such comments are not those of the full committee.

Convening of meetings

11. Meetings may be held either on a regular basis or as required to give advice to the council when consulted on planning applications etc. responses to consultations should normally be returned within 21 days.
12. All members of the committee must be given a minimum of three days' notice of the time and place of a meeting.

Quorum

13. No business shall be transacted at a meeting of the committee unless at least one quarter of the whole number of members of the committee are present subject to a minimum of three members.

Interests

14. If any member of the committee has any pecuniary interest, direct or indirect, in any planning application or other matter before the committee that member shall withdraw from the meeting while the matter is under consideration.

Funding

15. Applications may be made annually to the council for a grant of money that may be used by the committee for administrative purposes. Such money will not be paid automatically but must be applied for in writing. Surplus funds, if any, may be used for other conservation related purposes at the discretion of the committee.
16. The committee may raise funds for enhancement of, and contribution to, measures for the general care and maintenance of the area, including information and guidance about the area.
17. An account in the name of the committee shall be opened at a local bank or building society into which all grant monies shall be paid.

Adopted by Town Planning Committee 23 May 1995