

Terms of Reference of Conservation Advisory Group (extract from constitution approved 12 July 2018)

CONSERVATION ADVISORY GROUP

1. Purpose

1.1 The purpose of the Conservation Advisory Group (“the Group”) is generally to advise the council on the development and implementation of the Conservation Strategy, on major planning applications or council proposals affecting conservation areas, listed buildings or other heritage assets and on the development of policies for the protection of the historic built environment.

2. Objectives and Terms of Reference

2.1 To promote the objectives of conservation and to facilitate communication between the public and the council on matters of conservation, historic buildings and archaeology.

2.2 To encourage the conservation and improvement of conservation areas, buildings of architectural or historic interest, other areas of historical interest and areas of archaeological interest within the City of Brighton & Hove (the City).

2.3 To provide advice and comments on planning applications affecting listed buildings, conservation areas, locally listed buildings and historic parks and gardens, or their settings, where visible from the public realm or accessible to the public and additionally to act as a source of advice and comments on other schemes promoted by the council that impact on conservation areas.

2.4 To assist in the development and formulation of policies to preserve and enhance conservation areas and buildings of architectural or historic interest in the City..

2.5 To encourage, through the appropriate mechanism, the notification of unauthorised works and non-compliance with any planning approval affecting historic buildings or conservation areas.

3. Reporting

3.1 The Group principally reports to the Planning Committee. However, the interests of the Group are relevant to a range of Council activities and other Committees may request advice and comments from the Group when there is a need for input from a conservation perspective.

3.2 The minutes of the meeting record an agreed form of words that is reported as the comment of the Group. The Chair shall approve the recommendations on planning applications and send them to the council within 5 working days of the meeting. Full minutes shall be sent to the council at least 5 working days before the date of the next CAG meeting.

4. Membership

4.1 Considerations for appointment to the Group:

- (a) The Group aims for a broad, locally based membership, to ensure that the Council is able to effectively disseminate and collect local conservation information;
- (b) The Group's criteria in relation to local groups and societies are for membership to be drawn from representative organisations only, which are open to all residents or traders in an area without any selection criteria. Each organisation should hold regular meetings and an annual meeting at which officers of the organisation are democratically elected.
- (c) Member groups or societies should:(i) submit an annual report and the minutes of their AGM; (ii) have as one of their stated or implied aims the conservation of the historic fabric or archaeological interest of their area; (iii) as far as possible represent the whole (or a large proportion) of one of the designated conservation areas of the City; and (iv) submit the names of their representative or nominee and substitute annually to the council or on changes intra term.
- (d) Membership should predominantly represent local groups (being not less than 2/3rd of the total membership of the Group) although local nominees from national statutory consultees and Sussex county-based heritage and conservation societies may be invited to join.
- (e) As far as possible, the local society or group should represent the whole (or a large proportion) of one or more of the designated conservation areas of the City. No conservation area should be represented by more than one member.
- (f) Members of the Group should declare their membership of all committees of societies which are represented on CAG, a register of which is to be lodged with the Council.
- (g) Members of the Group should ensure that the views expressed at Group meetings do not conflict with the views of the body they represent.
- (h) Members must declare any interests which may prejudice their views in Group discussions.

4.2 Other constitutional matters

- (a) The Group is entirely advisory and does not have executive powers;
- (b) The Group will provide its own secretariat;
- (c) Agendas are produced by officers of the Council in consultation with the Chair;
- (d) The Chair and any other officers of the Group are elected from the membership each May and at other times if necessary;
- (e) Group members must abide by the Council code of Conduct for Advisory Bodies (2004 or as amended);
- (f) The Group may establish sub-groups as required;
- (g) The Group shall advise the council on nominations for new members of the Group;
- (h) Any sub-groups, nominee (or substitute) representing the Group at council meetings shall be elected by a vote at a full meeting of the Group and shall faithfully report the views of the Group as agreed and minuted;
- (i) The membership of the Group is subject to review by the council's Policy, Resources and Growth Committee.

5. Review

5.1 The terms of reference of the Group are subject to review by the Policy, Resources and Growth Committee.