

Conservation Advisory Forum (CAF) – Revised Protocol

May 2012

1. Preparation of Agenda for CAF Meeting

- All officers undertaking pre-application discussions for proposals that may have significant effects on the historic environment, to make prospective applicants aware of CAF and to encourage them to attend to present their emerging ideas. Prospective applicants can register their interest in attending by emailing caf@warwickdc.gov.uk
- All case officers at application validation stage to assess whether they wish to consult CAF for their views. The judgement to be based upon whether or not they consider the application is 'likely to have significant effect on the historic environment'. Please note this includes applications for works to trees.
- Where the case officer wishes to consult CAF they will select CAF from the consultee list within Acolaid, which when consultation begins will send an automatic email to caf@warwickdc.gov.uk
- All CAF members will also receive an electronic copy of the weekly list of valid applications. If there are any applications they consider they would specifically like CAF to make comments on, they will request this by emailing caf@warwickdc.gov.uk
- All officers involved in policy formulation relevant to the historic environment to consider consulting CAF for their views as appropriate, and to request consultation by emailing caf@warwickdc.gov.uk
- All officers involved in assisting with development projects with statutory bodies to consider consulting CAF for their views as appropriate, and to request consultation by emailing caf@warwickdc.gov.uk
- Principal Architect Planner or nominated substitute who will be attending CAF to review agenda item requests, and to agree final agenda items before the end of the Thursday preceding the CAF date.
- Administration Officer to prepare agreed agenda using the relevant template and circulate via Committee Services e-communication system to all attendees of CAF and all officers by the end of the Friday preceding the CAF date. Any invited participants (i.e. prospective applicants or statutory bodies) shall be notified by the Administration Officer.

2. Preparation for CAF Meeting

- Administration Officer to prepare powerpoint presentation for applications by copying all plans and photographs from IDOX into presentation. Case officers to ensure all photographs are uploaded as soon as possible for applications they have requested CAF views on.
- All presentations to be saved in L:\Work Groups\CAF and re-used for Planning Committee presentations by case officers as appropriate.
- Principal Architect Planner or nominated substitute who will be presenting items to review powerpoint presentation as necessary before meeting.

3. CAF Meeting (held every 3rd Thursday in Leamington Town Hall)

- Principal Architect Planner and nominated case officer to attend CAF meeting. Case officers to attend on a rota basis, and to bring along relevant files for applications to be discussed.
- Chair to commence meeting at 6pm (tea is provided for Members of CAF from 5.30pm) and deal with formal matters; namely emergencies, substitutes, any declarations of interest (Councillors only), and minutes of the previous meeting.
- Officers introduce to CAF any invited participants (i.e. prospective applicants or statutory bodies) wishing to discuss their proposals. Participants then allowed up to 10 minutes each to present their proposals (using powerpoint presentation or plans as appropriate), with the Chair allowing up to a maximum of 20 minutes for feedback and discussion.
- Principal Architect Planner to notify CAF of any applications that they have commented on which will be considered by the next Planning Committee, and to request whether any Member wishes to speak.
- Principal Architect Planner to notify CAF of any applications that have been the subject of an appeal, and to request whether any Member wishes to provide further comments to the Planning Inspectorate.
- Principal Architect Planner and/or case officer to present applications to CAF for their comments, to advise and respond to questions accordingly, and to record the consensus view (or opposing views where there is no consensus) of the Forum.
- Principal Architect Planner or case officer to keep a record of attendees.

4. Post CAF Meeting

- Case officer to prepare minutes (including a record of attendees) using the relevant template and forward to the Administration Officer to circulate via the Committee Services e-communication system to all attendees of CAF and all officers by the end of the Friday after the CAF date. Any invited participants (i.e. prospective applicants or statutory bodies) shall be notified of the publication of the minutes by the relevant officer.
- All case officers to review CAF minutes and to attach comments to relevant applications in IDOX.

5. Measuring Effectiveness and Operation of CAF

- Principal Architect Planner and Development Manager to annually undertake:
 - customer satisfaction survey of prospective applicants who attended CAF during the year;
 - review of a sample of applications considered by CAF to assess the influence of CAF comments on the Council's decision;
 - review of record of attendance; and,
 - discussions with CAF members on its effectiveness.
- Development Manager to prepare an annual report to CAF and the April Planning Committee on the output of the above exercise, with any recommendations as appropriate for changes to the Constitution.

This protocol shall be reviewed after six months operation.

24th May 2012