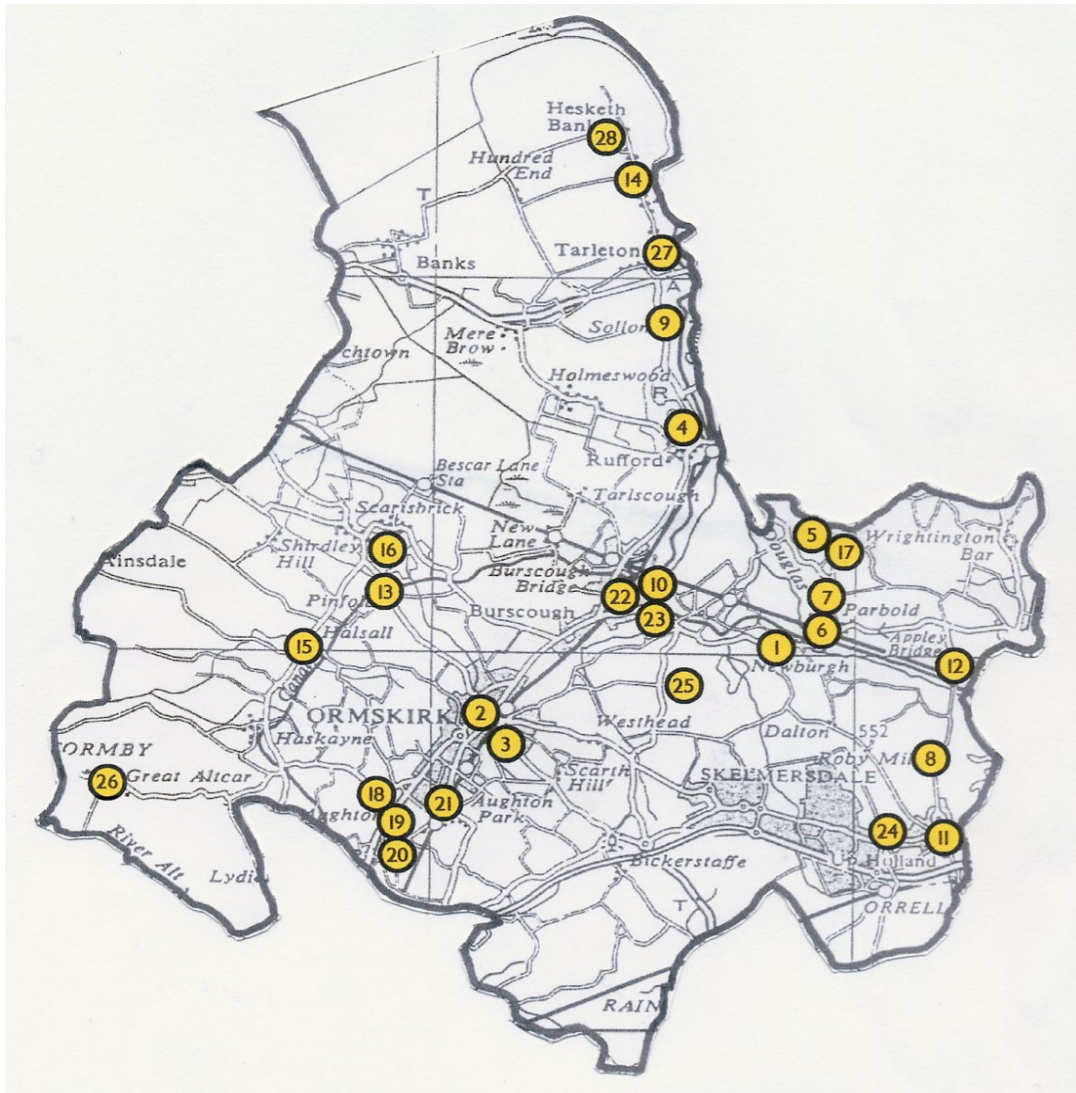


West Lancashire

CONSERVATION AREAS ADVISORY PANEL



ANNUAL REPORT
January to December 2016

Page 1	CONTENTS
Page 2	INTRODUCTION BACKGROUND
Page 3	MEMBERSHIP OF THE PANEL
Page 4/5	CAAP CHAIRMAN'S REPORT
Page 6	ANALYSIS OF NUMBER OF CASES REFERRED TO THE PANEL AND RECOMMENDATIONS MADE TO WLBC
Page 7	Appendix No. 1 – Conservation Areas in West Lancashire
Pages 8/9	Appendix No. 2 – Terms of Reference of the CAAP

Introduction

The purpose of this report is to set out details of the activities of the West Lancashire Conservation Areas Advisory Panel during the period January to December, 2016, inclusive.

Background

The West Lancashire Conservation Areas Advisory Panel was set up in 1975. The Panel advises the Council on planning applications in Conservation Areas, and in respect of Listed Buildings.

The Panel generally meets once a month, in the week immediately following the meeting of the West Lancashire Borough Council's Planning Committee. This is to enable the Panel's comments to be incorporated into a future Agenda for the Planning Committee.

The Council's Heritage & Environment Manager acts as Secretary, prepares the Agenda, presents the applications and takes the Minutes.

He/she is not a member of the Panel, and has no vote on recommendations made by the Panel. The Panel is chaired by one of its representatives, as agreed on an annual basis.

Membership of the Panel

The Conservation Areas Advisory Panel comprises local representatives from the following organisations:

- Royal Institute of British Architects (RIBA)
- Royal Town Planning Institute (RTPI)
- Royal Institute of Chartered Surveyors (RICS)
- West Lancashire Association of Town & Parish Councils (2 reps.)
- Ormskirk Community Council
- West Lancashire Civic Trust (2 reps)
- West Lancashire Archaeological Society
- Ormskirk & District Historical Society
- Campaign to Protect Rural England

There are currently 2 'ex officio' members on the Panel, both formerly from the West Lancashire Association of Town and Parish Councils.

There is also provision for 'ex officio' members and other representatives from associated professions i.e. Institute of Historic Building Conservation, Institute of Landscape Architects, Institute for Archaeologists or persons with experience/knowledge of local heritage to attend the Panel by prior invitation, provided that they have been approved to do so by the Chairman of the Panel and the Director of Development and Regeneration.

(All representatives act on a voluntary basis)

CAAP Chairman's Report for 2016

I must start by thanking all members of the Conservation Areas Advisory Panel for their contribution to the work of the Panel during the year. All gave their time, expertise and local knowledge voluntarily. Vacancies for representatives from the Royal Town Planning Institute and the Royal Institute of Chartered Surveyors regrettably remained unfilled during the year.

Thanks are due to Ian Bond, Heritage & Environment Manager, for his preparatory work before meetings, presentation of applications at meetings, and reporting/minuting of proceedings. The typists are also thanked for their secretarial work. Ian's wide ranging work for the heritage of the Borough whilst coping with budget constraints, and also for keeping panel members informed of changing legislation is much appreciated. The Panel also welcomed and thanked Cerys Edwards for deputising for Ian at 3 of the Meetings.

Thanks are also due to the caretaker staff responsible for ensuring the room is tidy and provisioned with refreshments for meetings.

The Panel met on 10 occasions during the year to discuss, evaluate and make recommendations and observations on a total of 73 referred applications. A full analysis of the applications is shown on page 6 of this Report. (There was no meeting held in March, and also none due to annual leave in June).

Panel members' attendance at the 10 meetings held during the year averaged 7 from a possible full attendance of 11 representatives. It should also be noted that not all organisations send a deputy if their normal representative is unable to attend. It is hoped this may change so that all organisations have a deputising arrangement. On average each meeting lasted about 2 hours.

The revised constitution of the CAAP was agreed and finally approved by the Director of Development and Regeneration. Changes included a reduction in the quorum of members to be present at meetings (to reflect the removal of organisations no longer represented on the Panel) and scope for additional appointment of 'ex officio' members, and other members with suitable relevant qualifications.

Contd

There is a standing open invitation to all Councillors on the Planning Committee, and also to all Planning Officers, to observe the Panel at work. No councillors or Planning Officers attended during 2016 – this is regretted.

The average amount of time spent by the Panel in considering each application is approximately 20 minutes – some take much longer to discuss, while others can be dealt with very quickly. The results of the evaluations of the application amount to perhaps only a few lines. This summation cannot truly reflect the time and detailed observations made by the Panel.

It is disappointing that various recommendations made by the Panel on some applications are not acted upon by the Borough planners.

The standard of planning applications in many cases remains very poor and lacking in detail. The quality of design is also below that expected by the Panel for many applications within Conservation Areas and for Listed Buildings. Any move by the Borough Council to improve this situation would be welcomed by the Panel.

Buildings at Risk remain a matter of concern to the Panel.

There was progress on the reviews of Conservation Areas and during the year a review of the Granville Park Conservation Area was completed. Recommendations from the review have been agreed with the Council and are being implemented.

David B. Dunn, BEM
January 2017

Analysis of recommendations made to WLBC by the Panel during 2016

<i>MONTH</i>	<i>TOTAL</i>	<i>NO OBJECTION</i>	<i>REFUSE</i>	<i>REQUEST AMEND/CHANGE</i>	<i>NO COMMENT</i>
January	5	2	2	-	1
February	5	2	3	-	-
March	<i>No meeting</i>				
April	9	4	4	1	-
May	7	4	-	2	1
June	<i>No meeting</i>				
July	12	7	5	-	-
August	12	3	5	-	4
September	5	1	3	-	1
October	5	1	3	-	1
November	6	2	3	1	-
December	7	1	5	1	-
TOTAL	73	27	33	5	8

- 31 of the applications were within Conservation Areas
- 19 of the applications were Listed Buildings in Conservation Areas
- 23 of the applications were Listed Buildings not in Conservation Areas

Appendix 1

Conservation Areas in West Lancashire

1. Newburgh
2. Ormskirk Town Centre
3. Ruff Lane
4. Rufford Park
5. Bispham Green
6. Mill Lane
7. Lancaster Lane
8. Roby Mill
9. Sollom
10. Top Locks
11. Up Holland
12. Ashfield Terrace
13. Pinfold
14. Fulwood Avenue/Douglas Avenue
15. Halsall
16. Scarisbrick Park
17. Maltkiln Lane/ Chorley Road
18. West Tower
19. St Michael's Church
20. Holt Green
21. Granville Park
22. Junction Lane
23. Briars Brook
24. Garnett Lees
25. Lathom Park
26. Great Altcar
27. Plox Brow
28. The Brow



WEST LANCASHIRE CONSERVATION AREAS ADVISORY PANEL CONSTITUTION (APRIL 2016)

TERMS OF REFERENCE

1. To advise the Authority as a consultee, on applications for planning permission, listed building consent and advertisement consent which would, in the Authority's opinion, affect the character, appearance or setting of a Conservation Area, Listed Building or other identified heritage asset.
2. To liaise with the Authority on conservation policy, conservation area appraisals and reviews, schemes of enhancement affecting heritage assets and the production of design and heritage guides relating to the historic environment.
3. To help in the periodic review of all buildings of special architectural or historic interest in the Borough and to advise the Authority on any matters involving their use, alteration or demolition, which arise in the course of the discharge by the Authority of their statutory powers and duties.

Notes on the Terms of Reference

- A. To protect the integrity of the Panel and the confidentiality of its discussions in relation to planning applications, the Panel should meet "in camera" and not meet either applicants or prospective applicants. Advice sought by or given to applicants or prospective applicants should at all times be transmitted via officers of the Planning Service.
- B. Meetings will be held on average every four weeks and the quorum will be five members. Where quorum is not present then business should not be transacted.
- C. Every opportunity for the Panel to comment on all applications which in the Authority's opinion would have a significant effect on Conservation Areas and Listed Buildings will be provided by officers of the Planning Service. Amended applications will be re-submitted to the Panel where it is considered appropriate by the Authority and where time permits.

- D. The Panel will be attended at every meeting by an Officer from the Planning Service of the Development and Regeneration Directorate.
- E. A copy of the Planning Committee agenda will be distributed to the Chairman and Secretary of the Panel for information purposes. Agendas and Minutes of the Panel will be distributed to the relevant party spokespersons on the Council.
- F. The Panel shall prepare an Annual Report for submission to the Planning Committee and to the local press in January of every year.
- G. The Chairman and Vice-Chairman of the Panel should be elected by the members of the Panel on an annual basis.
- H. The Panel may be represented at Public Inquiries, if it wishes, but if it does not so wish, the Panel's case will be reported by the appropriate officers in the normal manner.
- I. **Composition of Panel**

The Panel shall be composed by representative(s), but not solely, from the following organisations:-

Royal Institute of British Architects (RIBA)
Royal Town Planning Institute (RTPI)
Royal Institute of Chartered Surveyors (RICS)
West Lancashire Association of Town and Parish Councils (2 reps)
Ormskirk Community Council
West Lancashire Civic Trust (2 reps)
West Lancashire Archaeological Society
Ormskirk and District Historical Society
Campaign to Protect Rural England

There shall also be the provision for 'ex-officio' members and other representatives from associated professions i.e. Institute of Historic Building Conservation, Institute of Landscape Architects, Institute for Archaeologists or persons with experience/knowledge of local heritage to attend the Panel by prior invitation, provided that they have been approved to do so by the Chairman of the Panel and the Director of Development and Regeneration.