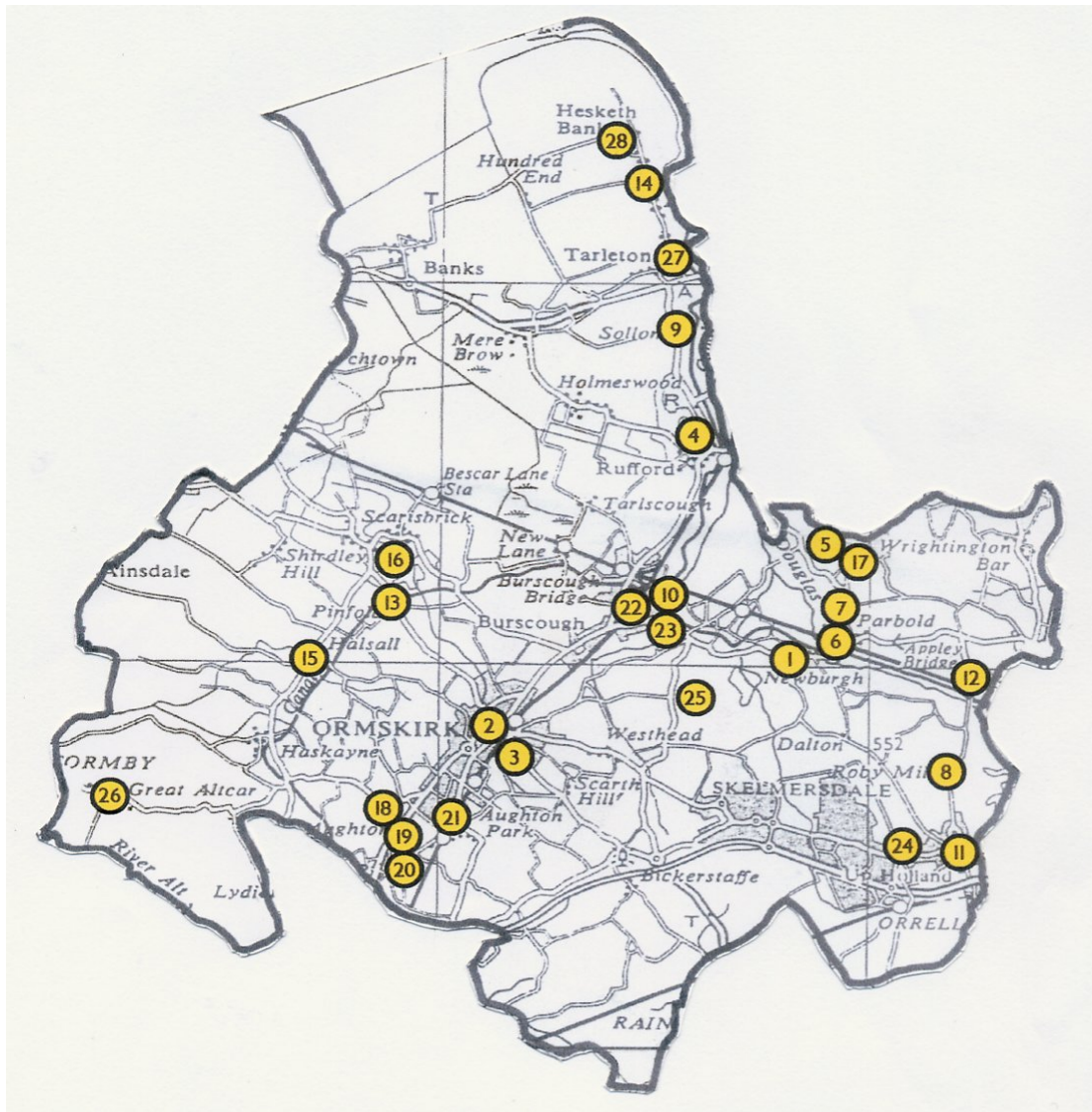


West Lancashire

# CONSERVATION AREAS ADVISORY PANEL



## ANNUAL REPORT

January to December 2017

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# 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, 2017, 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 2017

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 still remained unfilled.

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 2 of the Meetings in the summer. Cerys has since left her position at WLBC and Panel members wished her well in her new employment.

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 11 occasions during the year to discuss, evaluate and make recommendations and observations on a total of 77 referred applications. A full analysis of the applications is shown on page 6 of this Report. (There was no meeting held in June).

Panel members' attendance at the 11 meetings held averaged 8 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.

2017 was the year of the biennial WLBC Design Awards and two members of the Panel assisted with the judging process. This scheme contributes to the public awareness of high standards in design and planning

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 2017 – 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. It was pleasing to note that further progress was being made at Scarisbrick Hall School, a Grade 1 Listed Building. In December it was reported that the Buck i' th' Vine inn, Burscough Street, Ormskirk, is planning to be renovated and developed. This is a Grade 2 Listed Building, of significance and importance to local history.

Panel members noted that two further Conservation Areas are being reviewed:- Plox Lane, Tarleton, and The Brow, Hesketh Bank.

*David B. Dunn, BEM*  
*January 2018*

Analysis of recommendations made to WLBC by the Panel during 2017
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<i>MONTH</i>	<i>TOTAL</i>	<i>NO OBJECTION</i>	<i>REFUSE</i>	<i>REQUEST AMEND/CHANGE</i>	<i>NO COMMENT</i>
January	7	5	1	1	-
February	8	2	5	1	-
March	5	4	1	-	-
April	6	3	2	-	1
May	7	6	1	-	-
June	<b><i>No meeting</i></b>				
July	7	3	2	1	1
August	9	5	3	-	1
September	9	2	5	1	1
October	6	3	3	-	-
November	8	4	3	1	-
December	5	3	1	1	-
<b>TOTAL</b>	<b>77</b>	<b>40</b>	<b>27</b>	<b>6</b>	<b>4</b>

- 33 of the applications were within Conservation Areas
- 19 of the applications were Listed Buildings in Conservation Areas
- 25 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, Hesketh Bank





## **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.
- A. 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.