

Appendix 1: CAAC Constitution, with proposed amendment in italics

Harrow Conservation Area Advisory Committee: Constitution

1. The Committee shall consist of one nominees each from the following:

National appointments: RIBA

RTPI

Landscape Institute

The Open Spaces Society

The Gardens Trust

Historical societies: Georgian Group

Victorian Society

Ancient Monuments Group

20th Century Society

SPAB

Local: *London Historic Parks and Gardens Trust (known as London Gardens Trust)*

Harrow Hill Trust

The Pinner Association

Stanmore Society

Harrow School

Pinner Local History Society

Stanmore and Harrow Historical Society

Hatch End Association*

~~Any other organisation – 1000+ members~~ *Any other organisation that CAAC deems relevant following any relevant national guidance.*

- 2) Appointments shall be made on an annual basis from the Annual General Meeting of the Committee which shall *usually* be held in ~~October~~ *September* (previously ~~December~~ *September*), *but otherwise CAAC may change to the month either side as they agree by majority thereafter if required to suit circumstances.*

2(a) In addition to the election of members at the AGM, nominated individuals from any of the above organisations who were not appointed at the AGM, can also be co-opted onto the Committee at any meeting throughout the year, subject to a majority vote from the existing serving Committee members.**

3. The Committee shall, at its AGM, elect Chairman and Vice-Chairman, which offices shall be subject to re-election annually. The maximum period for either office shall be five years.

4. The Committee shall hold regular meetings for the following purpose:

- (i) To advise the Council on applications which would affect the character or appearance of the conservation areas;
- (ii) To assist in the formulation of policies for conservation within the Borough by commenting upon Draft Policy Statements;
- (iii) To make positive proposals for the enhancement and general care and maintenance of conservation areas;

All in accordance with ~~the Department of Environment's Circular 8/97~~ 'any relevant current Government guidance', The Harrow Borough Local Plan and any approved policy statement appertaining thereto.

5. Five shall constitute a quorum

6. The Chairman shall have the casting vote

7. Meetings shall be open to the public who shall not participate

8. Members shall declare and withdraw from the meeting when items in which they have an interest are discussed.

9. The Committee, through its officers, shall keep a proper record of its proceedings which shall be available in the Council Offices for public scrutiny.

10. The Chairman's report shall be submitted annually to the Council.

11. The following subject shall normally be in the Committee's agenda, except that additional subjects may be introduced at the Chairman's discretion:

(i) The constitution and procedures of the Committee;

(ii) Proposals concerning the designation of conservation areas and the local listing of buildings;

(iii) Recommendations to the Council ~~LBH~~ for listing of buildings when appropriate;

(iv) Advice with regard to all proposed works within or peripheral to conservation areas and listed buildings:

01: Planning, *Listed Building Consent applications (where the proposals are external and affect a Conservation Area) and Advertisement Consent applications*

02: Public works

03: Enhancement works

04: Enforcement actions

05: Adjustment and improvement of administration procedures

Agreed by Development & Planning Committee on 7 March 1991

Agreed by Development & Planning Committee on 7 July 1997*

Agreed by Development & Planning Committee on 28th June 2006**