

Protocol for site visits by the Conservation Area Advisory Group (CAAG).

Purpose.

At a Conservation Area Advisory Group meeting it was agreed that site visits will generally be beneficial in assisting group discussion. Site visits are considered of value providing they enable to clarification of the designers' thought processes and underlying principles to enable CAAG to reach an informed opinion

Health and Safety responsibilities

CAAG members

CAAG members must take responsibility for their own health and safety and that of others who may be harmed by other's actions while on a site visit

Members will expect the organiser of the site visit to have undertaken the appropriate risk assessment(s)

Members should cooperate with the advice given by the organiser of the site visit

Members should accept the offer of appropriate equipment for a site visit such as hard hats and high viz tabards

Members should not do anything to interfere with equipment provided for reasons of health, safety and welfare except in an emergency as determined by the organiser

Remit for the Organisers of site visits, including Health and Safety responsibilities.

In agreeing to permit to CAAG members to visit the relevant architects and agents need to be aware that;

- The need to carry out appropriate risk assessment (s)
- Direct CAAG members as appropriate to accommodate the risks
- The purpose of the visit is to explain the rationale behind the design so the Group has a clearer understanding of all the issues
- Pre-application visits are invited so CAAG may provide comments at an early stage
- Amendments/revisions as a result of the Group's feedback will be encouraged to be presented prior to a formal submission

- CAAG members will welcome the opportunity for questions/dialogue as part of the visit but CAAG will formally discuss the proposals against its agreed criteria after the visit.
- The criteria will be made available to the applicant prior to the meeting
- Any drawings/plans/photographs or other visual material should be left with the Group to assist with their continuing discussions and formulation of feedback
- CAAG views are minuted and sent to the relevant Case Officer/Development Management
- Choosing to present proposals to CAAG during a site visit should be seen as part of the planning consultation process and ongoing dialogue with general consultation bodies. It will not however, give any undue advantage to the prospective receipt of any statutory consent(s).
- Opting not to consent to a site visit by the Group will not prejudice the proposals which may still be considered by CAAG as part of the planning consultation process.

In agreeing to engage with the Group in this structured way, architects/agents need to know that **CAAG will;**

- Receive the presentations with an open mind and use the opportunity to explore and understand the architect's thinking behind a particular design approach
- Confine questions to clarification of conservation/design related matters
- Be consistent with advice and comments given.
- Make reference to the Character Appraisals and Management Strategies which are material planning considerations
- Discuss the presentation/proposals within the Group using the agreed "check list" criteria for recording a view on the proposals presented
- Provide the criteria to any potential applicants/presenters in advance of the visit
- Provide written comments and feedback through the Chair within 14 working days

Margaret Shaw March 202