

**LONDON BOROUGH OF EALING
CONSERVATION AREA PANELS:
CONDUCT AND TERMS OF REFERENCE**

1. This Note advises members of Conservation Area Panels on the functions of those Panels and the role of members.
2. The function of the Panels is to “assist in formulating policies” for Conservation Areas and to provide “a continuing source of advice” to the Council as the Local Planning Authority on planning and other applications, and on other issues (such as traffic management schemes, street furniture etc.) that could affect an area. The Panels thus provide a consultative system to assist the Council in its planning functions in Conservation Areas.
3. Panels will be able to contribute to the preparation of “character statements” for their area and the formulation of positive proposals for its enhancement.
4. Panel members are appointed by the Council from nominations made by organisations and individuals, usually for a period of three years (renewable).
5. Panel members should be careful to avoid any conflict of interest (as regards professional or financial matters) that may arise in the course of their work as Panel members. If such circumstance should arise, the Panel member should declare his or her interest and not participate in discussion of that item.
6. Persons who, within the last five years, have been employed by the Council or worked in any capacity relevant to the development control process and/or the work of a Panel, should not be appointed to that Panel.
7. If Panel members are asked to provide advice or assistance to persons proposing to make a planning application, such requests should be referred to the appropriate Officer in the Planning Department. This does not prevent Panel members offering advice in some other capacity –eg. as members of a local Residents Association – but they should make clear that they are not speaking on behalf of the Panel or the Council.
8. Any Conservation Area Panel member shall be required to resign if they submit five or more planning applications to the London Borough of Ealing within any calendar year in a capacity as a professional agent acting on behalf of an applicant.
9. It will be for each Panel to decide its own arrangements for meetings and consultations between members. The Council will nominate an Officer in the Planning Department as a Contact Point for each Panel, and each Panel will select one of their members to act as the channel of communication with the Planning Department.
10. A Panel member may be required to resign if his or her continued membership is considered to be incompatible with the work of the Panel.

Note: Panel members may find it helpful to read the National Planning Policy Framework (NPPF), published April 2012 by the Department for Communities and Local Government (DCLG) and the Historic England Commentary on the NPPF, both available from www.historicengland.org.uk which has a guidance library full of useful heritage information.