

Bournemouth Tourism Accommodation Screening Panel

TERMS OF REFERENCE FOR BOURNEMOUTH TOURISM ACCOMMODATION SCREENING PANEL (BTASP)

MARCH 2016

The purpose of BTASP.

The purpose of the Screening Panel is to evaluate submitted proposals for change of use or redevelopment of tourism accommodation at the pre-application stage via evidence supplied in response to a Viability Screening Form (see the Tourism Accommodation Supplementary Planning Document April 2016) and make a recommendation to the Planning Authority.

The Panel will assess the evidence to determine whether the continued and future viability of a tourism accommodation function on the site is highly likely to be undermined due to exceptional reasons.

In such a case, the Panel will recommend to the Local Planning Authority that there would be no need for the Applicant to demonstrate that the property had been suitably marketed for a period of time before submitting a planning application for a change of use or redevelopment.

The role of the Panel which is independent from the development management function of the Local Planning Authority, is to provide a trade perspective on the factors which might influence the viability of a tourism accommodation and provide appropriate constructive criticism to business owners and their appointed agents that will enhance the quality of the details to be submitted in support of a planning application. It should be seen as a mechanism for business owners to test and refine their ideas and is therefore best undertaken within the pre-application period.

It is anticipated that one of the significant benefits of the screening panel will be to help fast track the change of use and redevelopment of tourism accommodation which clearly demonstrates little chance of being viable.

The Panel does not have any statutory planning function in its own right, but its guidance will be a material consideration for Bournemouth Borough Council's statutory planning function. For the avoidance of doubt the Council is under no obligation to strictly adhere to the advice of the screening panel.

BTASP will review development proposals against the adopted Tourism Accommodation SPD

Terms of Reference for BTASP

The Panel may consider the viability of the following development proposals/plans:

All proposals which would result in the loss or partial loss of tourism accommodation facilities

Composition of the Panel

Panel Manager - BBC Tourism Officer
Chair – Resort Director or Senior Tourism Manager
4 trade specialists for each meeting from pool nominated by Bournemouth Area Hospitality Association (BAHA) and Bournemouth Tourism Management Board (BTMB).

The Chair and 4 trade specialists will have voting rights. The Panel Manager, which is an administrative role, and anyone attending as an observer will not have voting rights.

The 4 trade specialists will comprise 2 representatives nominated by Bournemouth Area Hospitality Association (BAHA) and 2 representatives nominated by Bournemouth Tourism Management Board (BTMB).

In order to achieve a consistent approach to the screening process it is expected that each BAHA and BTMB representative will serve at least a one-year term with a nominated deputy for each representative (rather than taken from a larger pool of members).

Observers – who will be invited to attend to the screening process as appropriate, but who do not form part of the appointed Panel:

- Relevant Ward members
- Bournemouth Borough Council Planning Case officer
- Bournemouth Borough Council Tourism Officer

Support Functions:

The administration for BTASP will be provided by Bournemouth Borough Council's Tourism Service.

A quorum for the panel meeting will consist of the chair and at least two trade specialists.

BTASP meetings are non-public.

The process of referral to the BTASP:

It is proposed that the BTASP operates in the following way:

1. The BTASP will have scheduled dates every 8 weeks at the offices of Bournemouth Borough Council

2. A business owner or an agent acting on behalf of the owner will submit a completed Viability Screening Form with supporting plans and evidence.
3. The BTASP Panel Manager will liaise with the allocated project officer / case officer and owner/ agent for the project, to ensure that sufficient detail is available for the BTASP to consider the proposal.
4. The Panel Manager will set the agenda for the BTASP no later than two weeks prior to the meeting.
5. Key relevant plans and supporting papers will be circulated one week in advance of the meeting to all BTASP members and observers. All further information will then be available on the day of the meeting and during the review.
6. The BTASP will normally consider a proposal once, but the BTASP has the discretion to reconsider or recall proposals to which it has previously commented when changes have been made.

Post Panel Meeting

1. The BTASP Panel Manager draws up draft formal written comments on the scheme and sends them to the panel members who attended the meeting for their revision and refinement.
2. The final guidance report is then issued by the Panel Manager to the Local Planning Authority for review and consideration. The Local Planning Authority is under no obligation to adhere to the advice of the screening panel if it deems that advice contradicts guidance set out within the Tourism Accommodation SPD.
3. The Planning Authority will then formally write to the Applicant or Applicants Agent of the decision (within 2 weeks of the BTASP panel meeting).

Confidentiality

A confidentiality clause will be attached to each email/ correspondence regarding the BTASP as follows:

Confidentiality

Information in this message is commercially confidential and should not be passed onto any third party. It is intended solely for the person to whom it is addressed and solely for the purposes of review of pre-application proposals at the BTASP meeting as detailed in this invite letter/agenda. If you are not the intended recipient, please notify the sender and delete the message from your system immediately.

Whilst every attempt will be made to protect the commercial confidentiality of promoters at the pre-application stage, the BTASP guidance on specific schemes that have been reviewed will be made public once the project becomes registered as a formal planning application.

Conflict of Interest

BTASP implement a conflicts of interest policy. Panel members are expected to be objective and professional in making comments and will be excluded from reviews of schemes where they may be exposed to conflicts of interest either through personal or professional involvement. Where a conflict of interest becomes apparent at a Panel meeting, the Panel member will withdraw when the proposal is discussed (and their absence will be noted along with a reason for the 'conflict of interest').

Conduct guidance to individual Panel Members

Conduct should be in accordance with the Nolan Principles for public service.

BTASP Members should:

- Focus on viability matters
- Take the lead in encouraging and promoting high quality design
- Act respectfully and politely to presenting property owners / agents and fellow panel members
- Encourage 'positive communication' with open dialogue on proposals
- Comment on successes and positively explore alternative approaches to encourage creativity.
- Encourage fair interpretation of relevant, up-to-date, legislation, policy and guidance
- Contribute to a sound, collective, well-informed, professional opinion and avoid making personal or prejudiced comments
- Respect the confidential nature of the BTASP process at the pre application stage.

BTASP review

The operation and structure of the BTSP panel will be subject to a process of ongoing review in an effort to ensure its function remains responsive and effective. The BTASP terms of reference will be reviewed annually through the Council's Local Development Framework Steering Group and the Cabinet Portfolio Holder.

Terms of reference for BTASP March 2016