

SELECTION OF SCHEMES FOR DESIGN REVIEW

Winchester has a very long history of using design review and the local panel, Winchester and Eastleigh Design Review Panel (previously known as the Architects Panel), has existed for about thirty years. The importance of design review is emphasised in the new National Planning Policy Framework.....

".....Local planning authorities should have local design review arrangements in place to provide assessment and support to ensure high standards of design. They should also when appropriate refer major projects for a national design review. In general, early engagement on design produces the greatest benefits. In assessing applications, local planning authorities should have regard to the recommendations from the design review panel....."

Over the years WCC has referred many schemes to design review panels at national, regional, sub-regional and local level. The following provides guidance regarding scheme selection and which panel is best suited to carry out a review based on scale, nature and location of a development proposal.

CABE (now part of the Design Council).

The schemes we have asked CABE to review are very significant large scale developments which are usually strategic in nature (e.g. Barton Farm SDA, Grainger MDA, Silver Hill, Peninsula Barracks). CABE have not charged local authorities for reviews.

KENT ARCHITECTURE CENTRE (South East Regional Design Panel)

The schemes we ask SERDP to review are also significant and are major developments, although generally smaller in scale than the types of developments referred to CABE, and this panel may undertake reviews on behalf of CABE (e.g. HCC Ashburton Court refurbishment, Taylor Wimpey West of Waterlooville MDA). SERDP do not charge local authorities for design review although they do charge developers.

HAMPSHIRE ADVISORY PANEL OF ARCHITECTS (HAPA)

HAPA review large developments which are likely to have an impact beyond the immediate surroundings, where schemes will be visible some distance from the application sites. (e.g. Cattle Market, Winchester mixed use development, Queens Road and Burma Road student housing schemes, Pilot employment site, Winchester). This panel is made up of the chairs of the local panels in Hampshire and only sits when called to do so by a local authority. WCC uses HAPA more than other districts in Hampshire although this may change with the publication of NPPF as not all districts in Hampshire have their own panels. HAPA do not charge for design review.

WINCHESTER AND EASTLEIGH DESIGN REVIEW PANEL (W&EDRP)

W&EDRP can potentially review all other types of development, although there is a limit to the number of schemes they can see. Approximately 20 Winchester schemes are reviewed each year. Historically Winchester City Council refers more schemes to the panel than Eastleigh Borough Council. The panel sits each month alternatively at Winchester and Eastleigh. There is a pool of 14 panel members (mainly local architects in private practice in Hampshire and the urban designers employed by Eastleigh and Winchester). Each Panel is made up of a three architects and one urban designer. The Eastleigh urban designer reviews Winchester schemes and vice versa. Increasingly more schemes are referred to the panel at pre-application stage than at application stage and agents and their designers are encouraged to present schemes to the panel.

In the last few years the structure, process and criteria for assessment have been adjusted to comply with *Design Review: Principles and Practice* which was published by CABI in November 2009. New Terms of Reference have been adopted (see attached appendix 1) and the procedure and the criteria used for assessment of schemes are set out in the letter sent to applicants/agents prior to the review (see sample letter appendix 2).

Winchester schemes are selected for design review by planning officers in consultation with the Urban Design and Major Projects Officer. Sometimes developers ask for a review to assist the design process. To assist selection a list is generated each week by the planning support team of recently received pre-application proposals, outline applications and full applications. Most schemes are selected for review if it is considered that there are question over the design. Proposals which are clearly contrary to policy will only sometimes be reviewed by the panel although an in-house urban design assessment will often be carried out to assist the case officer.

There are certain officers who take it in turns to attend the panel and they will often present schemes if agents decline to do so. Officers take notes of the review and compile the formal report for verification by panel members. The Urban Design and Major Projects Officer attends all panels and sits as the urban designer when Eastleigh schemes are reviewed.

W&EDRP members receive no remuneration, other than travelling expenses, although these are rarely claimed. Each year, before the AGM, Winchester and Eastleigh authorities jointly provide lunch for panel members as a thank you for their contribution over the year.

Appendix 3 sets out the types of development that might be considered by the various design review panels.



WINCHESTER AND EASTLEIGH DESIGN REVIEW PANEL

THE PURPOSE OF THE PANEL

The purpose of the Winchester and Eastleigh Design Review Panel is to review development proposals and to advise local authorities on design issues through the objective expertise provided by Panel members. The advice is independent and is made available to developers and their agents. The Panel will review proposals at both pre-application stage or during the course of a formal planning application. The process of design review delivers public benefit by improving the quality of architecture and urban design, including the design of streets and public spaces.

TERMS OF REFERENCE

1. Members of the Design Review Panel must be Members of the RIBA (or retired members of the RIBA), or a qualified urban designer. The Panel may also invite other suitably qualified professionals (such as landscape architects, conservation officers or highways engineers) to sit on the Panel at the discretion of the Chair or Vice-Chair.

2. The Chair and Vice-Chair will be elected from the list of Design Review Panel members and will sit for 2 years. The local planning authorities will maintain a list of members of the Panel. The election of the Chair and Vice-Chairs will take place at the Annual General Meeting, and will be recorded in the minutes of the Annual General Meeting.
3. Each Panel meeting will be led by the Chair or a Vice Chair as identified by the published rota for that year. On an occasion when the Chair or Vice-Chair is not available another Panel member will be invited to chair that meeting.
4. Meetings will be held on a regular basis throughout the year, normally every 4 weeks. On occasions additional special meetings may be convened to deal with particular schemes where this is deemed necessary by the Chair or Vice-Chair and the relevant local planning authority.
5. Design Review Panel members for meetings will be drawn from the list of Panel members. Qualified urban designers employed by the local planning authorities may also sit on the Panel (although they must not sit on a Panel when it is reviewing a scheme in the districts which employ them).
6. The Design Review Panel will usually comprise at least 4 members. A minimum of 3 members must be present to comment on any proposal. Ordinarily at least three of the members will be Chartered Architects (or retired members of the RIBA) and at least one of the Panel members sitting shall be a qualified urban designer.
7. An Annual General Meeting will be held each year (usually in April).
8. The nature and number of schemes to be brought to any Design Review Panel meeting will be decided by each local planning authority.
9. Applicants or agents will be encouraged to present schemes to the Panel. In the event that the applicant or agent does not present the item to the Panel then the scheme will be presented by an officer of the relevant local planning authority.
10. The deliberations on each item presented to the Design Review Panel will be minuted by officers of the local planning authority and verified by the Chair of the Panel which considered the item.
11. An annual report will be prepared by each member authority which will be presented to the AGM. The report will summarise the cases that were reviewed by the Panel during the previous year, state what the planning decisions were and give any updates on development sites.

12. The deliberations of the Design Review Panel are confidential between the Panel itself and the relevant officers of the local planning authorities. However, the minutes of meetings in connection with validated planning applications will become public documents.

13. Outside of the meeting, individual Design Review Panel members shall not discuss the merits of any proposal with the press, public, the applicant or the applicant's agents.

14. When a scheme is placed before the Design Review Panel which has been designed by a Panel member or by anyone from his or her organisation, he or she shall declare an interest and leave the room while the scheme is being presented and discussed. In other situations where Panel members believe they have a prejudicial interest they should declare that interest and leave the room.

15. The Winchester and Eastleigh Design Review Panel is the responsibility of Winchester City Council and Eastleigh Borough Council. Any representation relating to the conduct of Winchester and Eastleigh Design Review Panel shall be made to and dealt with by the relevant local authority and not to/by any member of the Panel.

16. The addition of a new panel member shall be agreed by the Chair and Vice-Chairs.

17. Resignations from the Panel shall be sent in writing to the Chair and copied to officers of each member authority.

18. Design Review Panel members are entitled to recoup from the local planning authority reasonable travel and parking expenses which accrue as a result of their attendance at Design Review Panel meetings and the Annual General Meeting.

Simon Finch
Head of Planning Management
Winchester City Council

Signature..... Date.....

Paul Ramshaw
Head of the Regeneration and Planning Policy Unit
Eastleigh Borough Council

Signature..... Date.....

WINCHESTER AND EASTLEIGH DESIGN REVIEW PANEL

GUIDANCE NOTES FOR DEVELOPERS AND THEIR AGENTS

DATE OF PANEL.....

TIME.....

VENUE.....

PROPOSAL.....

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.....

.....

LPA REFERENCE NUMBER

Dear

We have decided that your scheme should be presented to the Winchester and Eastleigh Design Review Panel. The Panel is made up of qualified architects and other professionals who meet each month to review development proposals submitted to the Winchester and Eastleigh Local Planning Authorities. The schemes can be formal planning applications or pre-application proposals.

The Panel will assess the quality of your scheme and, in particular, how well it fits in with the local context. This means that the Panel will assess the following:

Architectural Quality ...*Are the buildings/building well designed.*

Character and Development Form...*Does the scheme respond to and reinforce local distinctiveness and does it take the opportunities available for improving the character and quality of the area. Is the proposal successful in terms of scale, massing, height, density and use of materials? Does the scheme relate well to important existing landscaping features on and around the site? Is there continuity of enclosure and does the proposal re-enforce and define the street*

Ease of movement and Quality of the Public Realm...*a place with attractive and successful outside spaces. Are the public spaces attractive, safe, uncluttered and work effectively. Are they accessible to disabled and the elderly. Are public places enclosed and overlooked so that they feel comfortable. A place that is easy to get to and easy to move through. Is the design accessible, permeable and well connected to surrounding areas? Are people put before traffic? Is it a place where public and private spaces are clearly defined?*

Sustainability...*Does the scheme have good sustainability credentials.*

The relevance of the above criteria to the assessment of an individual item will obviously depend on the nature of the proposal and some of the above criteria may not be applied to smaller schemes.

Please note that this is not a public meeting but you are invited to present your scheme to the Panel. If you would like to do this, you should let me know as soon as possible. Your presentation must be no longer than 10 minutes and you may bring along additional display material and a laptop to help explain your scheme. If you don't want to present your scheme, a planning officer will do it.

After your presentation, there will be a short period for questions by the Panel and if your scheme has been submitted as a formal application you will then be asked to leave the meeting. If your scheme is at pre-application stage you will be encouraged to remain in the meeting to listen to the debate. You will then be asked to leave the meeting to allow the panel an opportunity to finalise its comments.

Please note that the written response is that of the Local Planning Authority. It will be an account of what was said by the Panel after the presentation and it will have been verified by the Chair and members of the Panel as an accurate record. The response will not contain a formal recommendation. The Panel's view is one material consideration and will be taken into account along with other material considerations before a decision is made by the Local Planning Authority.

Please note that agents and applicants are not allowed to contact members of the Panel and all contact relating to the assessment should be directed to the Local Planning Authority.

If you require further information please contact the case officer:

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.....Tel..... Email@winchester.gov.uk

APPENDIX 3

| DESCRIPTION OF DEVELOPMENT | CABE | KENT | HAPA | W&DRP | EXAMPLES |
|--|------|------|------|-------|---|
| Strategic Development Areas Major Development Areas Major town centre developments | X | | | | Barton Farm, Winchester. Newlands (now known as Berewood) West of Waterlooville. Silver Hill, Winchester. |
| Very large residential developments (e.g. 500 units) | | X | | | Taylor Wimpey West of Waterlooville. HCC Ashburton Court. |
| Large town centre development Large residential schemes (e.g. 200 units) Large student housing Large employment | | | X | | Cattle Market, Winchester. Queens Road student housing, Winchester. Sainsburys, Bishops Waltham Burma Road student housing, Winchester. Pilot employment site, Winchester. |
| Medium residential schemes (50 units) Hotels Medium student housing schemes | | | | X | Fire Station site, Winchester. New Queens Head PH, |

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|---|--|--|--|--|--|
| Med employment Small residential Small employment Occasionally single dwellings and extensions | | | | | Winchester. Hotel Easton Lane, Winchester Sparkford Rd/Sparkford Close student housing, Winchester. Boyes Lane, Colden Common. Winchester Laundry site, Winchester Townsend, Droxford |
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