

# **NOTTINGHAM DESIGN REVIEW PANEL**

## **TERMS OF REFERENCE FOR PANEL MEMBERS**

### **Introduction**

The Nottingham Design Review Panel has been set up to achieve high standards and raise aspirations of design in the built environment by providing expert, constructive, independent and consistent advice to the Local Authority, developers and clients on schemes.

The Panel will consider a wide range of schemes within the Nottingham City Council authoritative boundary and will follow procedures and guidelines established by Design Council's Cobe best practice guidance '*Design Review, Principles and Practice*' adhering to the 10 Principles of Design Review (Appendix 1).

### **Panel Members**

The Panel consists of experts in a range of fields which include architecture, urban design, planning, regeneration, conservation and heritage, landscape design, sustainability and highways. There is an invited pool of local, regional and national Panel Members.

The Panel will be composed of the Chair and three or four Panel Members. The Panel will draw on other specialist expertise where appropriate i.e. Historic England.

### **Operation of the Panel**

The Panel will run on demand from 1 scheme up to 2 schemes a day, allocating an hour per scheme, or one and a half hours where considered necessary for major schemes.

### **Information provided to the Panel on schemes to be presented**

For each proposal to be reviewed by the Panel, briefing information will be sent in advance of the meeting, on receipt from the Project Team, to allow the Panel time to prepare.

The information will generally include:

- A site plan
- Summary of the proposal
- Plans and visuals of the proposed scheme
- Any background information considered helpful

This will be issued electronically either as a PDF or a PowerPoint presentation.

Any previous Design Review Panel meeting notes will also be sent.

## **Panel Meetings**

The meeting will commence with a briefing of the scheme(s) including a site visit(s) accompanied by the Planning Officer for the relevant project and the Design Review Panel Coordinator, so to enable Panel Members to familiarise themselves with the characteristics and history of the site, surrounding context and the key issues.

Each scheme will then be allocated an hour slot, or an hour and a half for major schemes where deemed beneficial with a 15 minute presentation (or 20 minutes for major schemes) from the Project Team (A Guide to Design Review has been produced for those presenting to the Panel – Appendix 2). The remainder of the session will be for the Panel to ask questions, discuss and form views on the proposal, and will conclude with the Chair summarising the Panel's advice. This will take place in the presence of all those invited to the meeting. City Council Officers, as well as the Chair of Planning Committee may also attend to observe the Design Review.

## **Feedback from Panel Meetings**

Following the Panel meeting, within 10 working days, a formal summary report will be produced summarising the main issues and the Panel's conclusions commenting on the architectural, urban design qualities and implications of the proposal, as well as recommending actions or options to improve the design quality of the proposal. This will be made available to all who attend the Design Review and issued directly to the Project Team.

The aim of the letter is to assist and encourage the potential to achieve high quality design. With regard to formal planning applications, the contents of the report will be conveyed to Planning Committee through the Planning Officer's report, and will be regarded as a material consideration.

The advice provided at the Panel Meeting is confidential until a planning application is submitted. Anybody wanting to quote the Panel's view in a press release or any other publication will need to obtain clearance from Nottingham City Council.

## **Conflicts / Declarations of Interest**

Panel Members are expected to act in the public interest and therefore abide by the Seven Nolan Principles of Public Life (Appendix 3). Panel Members who are, or have been personally or professionally involved with a particular proposal under discussion, or who may otherwise be considered to have a conflict of interest, are requested to notify the Coordinator of the Design Review Panel in the first instance in respect of the scheme concerned to allow a decision to be taken in light of the declaration. Once Panel Members have been provided with the details of the scheme(s) to be reviewed they will be expected at this stage to declare any direct or indirect interest in the project. Where a conflict of interest arises, a Panel Member who has declared an interest in a particular proposal will not take part in the Panel discussion on the proposal concerned, and will not attend the meeting.

**Panel Members should not participate in Design Reviews where they have an interest**

**Panel Members should not participate in work leading from a Design Review**

**Schemes put forward by Panel Members**

Panel Members may attend meetings as part of a team presenting a project. However, they should not attend any other part of the same meeting in their capacity as a Panel Member.

**Honorarium**

To cover any expenses incurred in attending the Design Review, Panel Members are reimbursed their travel expenses and paid an honorarium of £100 per scheme, with the Panel Chair receiving £200 per scheme.