

Place and Design Panel

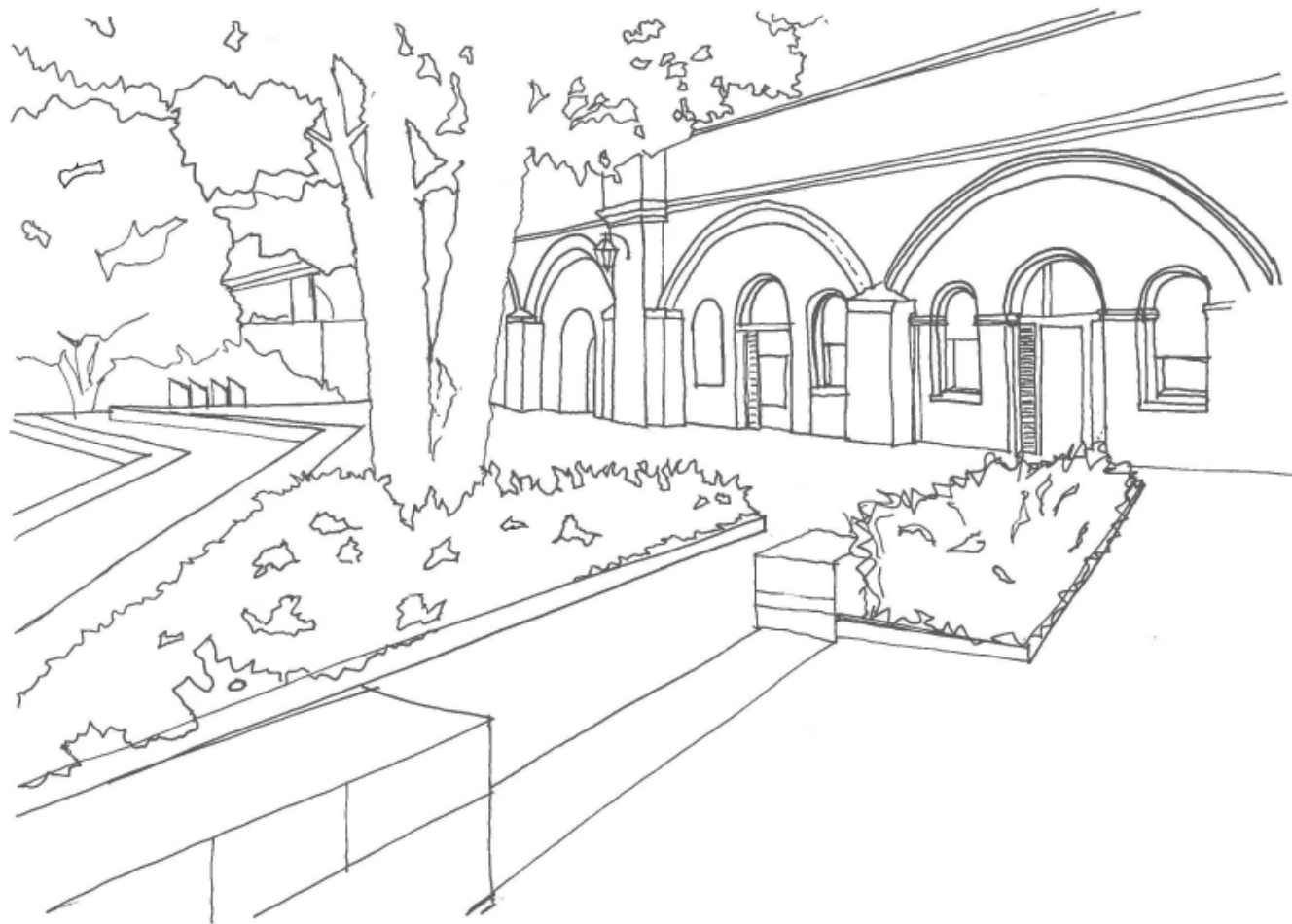


Terms of Reference & Governance

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1

Introduction

1.1 Background

The Place and Design Panel is a new vehicle to assist the Council in delivering regeneration, increasing economic vitality and raising aspirations around achieving better places and improving the design quality of the built environment in West Dunbartonshire. With a number of key regeneration sites being progressed, the Panel will play a key role in raising the quality of development which will assist in creating better places and changing future perceptions and the economic fortunes of West Dunbartonshire. While the Panel will look at the key development sites across West Dunbartonshire Council, much of the initial work will be around Queens Quay, where there is a real opportunity to create an outstanding place: - a destination neighbourhood, on this flagship site for the Council.

Inception of the West Dunbartonshire Council - Place and Design Panel (The Panel) was borne out of the ambition to elevate the agenda of Place Making and to raise the overall quality of design standard that is expected within West Dunbartonshire. The quality of design and place are strongly

interlinked with the health and wellbeing of the existing and future communities.

Development proposals must demonstrate that the very highest levels of design consideration are being achieved. The Place and Design Panel will assist in enabling high quality design to ultimately promote sustainability, inclusivity and overall health and well being in West Dunbartonshire.

The West Dunbartonshire Council Planning Performance Framework 2017 identified the extensive work already being undertaken by the Planning and Building Standards Service to work collaboratively with all parties involved in the planning and implementation of regeneration and development projects. The Planning and Building Standards Service is identified as a lead service in delivering the first priority of economic growth and employability through the local development plan process and planning and building application process.

The purpose of the Place and Design Panel is not to duplicate or replace existing mechanisms in the Planning

process; the aim is to secure high quality development with rigorous, early and effective dialogue between all those involved in the development process, providing additional, impartial, expert design review to inform the planning process and to strengthen the position under which we secure high quality development.



1.2 Context

West Dunbartonshire is a post industrial town located 8 miles from Glasgow. In Urban Design terms it is perfectly located to function successfully on the fringe of the City. A 10 minute train journey or 20 minute car journey affords the residents a direct and easy link to Glasgow and further afield. The area is also easily accessible by those living outwith.

There are existing prestigious natural assets punctuating and framing the geography of West Dunbartonshire such as; Loch Lomond (the gateway to the National Park), the proximity and vast frontage to the River Clyde, the Kilpatrick Hills (a favourite with hill walkers and 'gateway' to the Highlands) and important scheduled monuments: the Forth and Clyde Canal and the Antonine Wall (a World Heritage site).

The landscape is further enriched by additional historically significant structures such as Dumbarton Castle, with the longest recorded history of any stronghold in Scotland and the Titan Crane, a Grade-A listed structure and a key instrument in the extensive shipbuilding history of Queen's Quay -

the former John Browns Shipyard on the River Clyde where world renowned ships such as HMS Hood, RMS Queen Mary and the QE2 were built.

Much of the urban fabric in Clydebank was destroyed in the 2nd World War during the WW2 Blitz campaign by the German Luftwaffe. Later, with the collapse of the shipping industry on the

Clyde, vast areas of waterfront land of extraordinary importance, at John Brown's Shipyard (Queen's Quay), Dumbarton Waterfront, Exxon and Carless sites were left vacant. This provides us today with a rich, unique historical and geographical context with exceptional opportunities to regenerate with development solutions that respond to these assets.





2

Panel Composition and Remit

2.1 Remit

The Place and Design Panel (the Panel) will convene from January 2018. Set up by the Place and Design officer for West Dunbartonshire Council. The Panel will function as an independent body of experts brought together to review proposals in a workshop environment.

The Panel's remit is to engage, collaborate, enable and inspire development and reach consensus on delivery of quality of Place and Design. In fulfilling this, the Panel will identify weak, inappropriate development at a very early stage in the development process and give confidence and consistency to decision makers in that process. With a number of key regeneration sites being progressed the dialogue undertaken at the Panel will play a key role in raising the quality of development which will assist in creating better places and changing future perceptions and the economic fortunes of West Dunbartonshire.

2.2 Core Ethos

Provision of objective, professional advice to designers, developers and other council services will be the primary core purpose of the Place and Design Panel. **Driving high quality design** of the built environment and the urban context in which it sits is the critical consideration for all development projects coming before it. **An enabler and not an obstacle maker.** The Panel will work collaboratively with developers, architects and contractors and assist in the design process to see that those projects **contribute to a culture of quality and a high standard of design excellence**; resulting in a built environment that **raises aspirations, elevates levels of health and wellbeing** and increases **economic vitality**.



2.3 Composition of Skills

The Place and Design Panel will consist of a 'pool' of 20 built environment professionals working in the disciplines of;

- Architecture
- Landscape architecture
- Urban design
- Development
- Planning
- Environmental sustainability
- Engineering
- Infrastructure

An additional 10 posts will be populated by skills and areas of expertise such as;

- Historian
- Artist
- Police liaison
- Ecologists
- Conservation expert
- The Accessibility Panel
- Equalities forum

and other such professions, person or group that the Chair, Place and Design Officer and Planning and Building Standards Manager feels would add value to the process.

Members of the Place and Design Panel will be selected following an advertising campaign targeting a broad range of expertise, experience, skills and/or achievements. Panel members may have experience in more than one professional field, for example a Panel member could be a member of the Young Planner's Institute and also skilled in heritage and conservation, transport or infrastructure. Applicants may be at the highest level in their career or inspiring young professionals.

The composition of each Design Review Panel will be chosen as far as possible to suit the scheme being reviewed. For example panels for schemes involving heritage buildings or contexts will include panel members with significant heritage expertise.

The pre-application process already has a mechanism whereby council services, stakeholders and organisations are brought together in the name of collaboration, such as;

- Historic Environment Scotland
- SEPA
- Police Liaison Officers
- Environmental Health professionals
- Conservation experts
- Roads engineers

The Panel is advisory and is in no way intended to replace the Council's regulatory approval process but can play an important, supplementary role where a specific issue could be identified and resolved at a very early stage with the right input.

Aligning the skills on the panel correctly in order to make the most of the workshop process is of critical importance and will be the work of the Place and Design Officer. Panel members are expected to offer West Dunbartonshire Council their best professional advice on matters of design and form related to buildings, public realm, landscaping, open space, masterplans and input into policies or other areas of Council whereby their input would be valuable.

2.4 Scope of Project Review

Projects that lie within the West Dunbartonshire Council area that are classified as Major Development or are identified as a key regeneration site will be required to come before the Place and Design Panel. The Panel is expected to provide critical input and advice on public and private development initiatives on public and private land. It may also be asked to consider projects outside this boundary if they are part of the contribution to the overall regeneration of the area.



The types of projects expected to be brought before the Panel include:

Buildings and structures;

- Residential
- Commercial
- Industrial
- Retail
- Cultural and civic buildings,
- Landscape
- Parks

Masterplans;

- Conceptual and adopted masterplans for large development sites
- Site location plans and the appropriateness of the site layout in relation to the wider context of the area in which it sits.
- The links between the subject area of a masterplan and the wider urban context in which the masterplan sits.

Public realm projects;

- Community and pocket park proposals
- Squares and other public spaces
- Site specific infrastructure such as roads, crossings, parking provision
- Boulevards
- Recreational trails and paths
- Street furniture
- Pavilions
- Public gardens
- Public art



In addition the Panel can be used to inform the following;

- Development Plans
- Designation of development type to sites
- Development Briefs for sites being sold by the Council
- Design guidance documents for Council Services
- Built environment policies
- Community project activities

Future activities of the Panel would include engagement with community groups who are looking to implement their local projects. The Panel would offer the opportunity to seek design advice from a range of professionals who would not normally be available in such a capacity as is offered at the Panel workshops. Community groups undertaking their own place making activities can come to the Panel to seek advice on aspects of project delivery such as; professional services engagement, brief building, site acquisition, funding bids and connecting with key professionals or skills that can enhance their project outcome.

The largest regeneration site in West Dunbartonshire is at Queen's Quay, where the infrastructure is being set in place ahead of project delivery. In order to ensure a coordinated approach by each development part, the Panel and Place and Design Officer will facilitate workshops that bring together the design teams on the initial key projects. Resolving public realm and landscaping strategies in order to avoid disjointed approaches being taken on individual schemes and resolving potential masterplan-wide fragmentation on design elements. This is an activity that the Panel can offer going forward; to coordinate the development parts of any future masterplan.

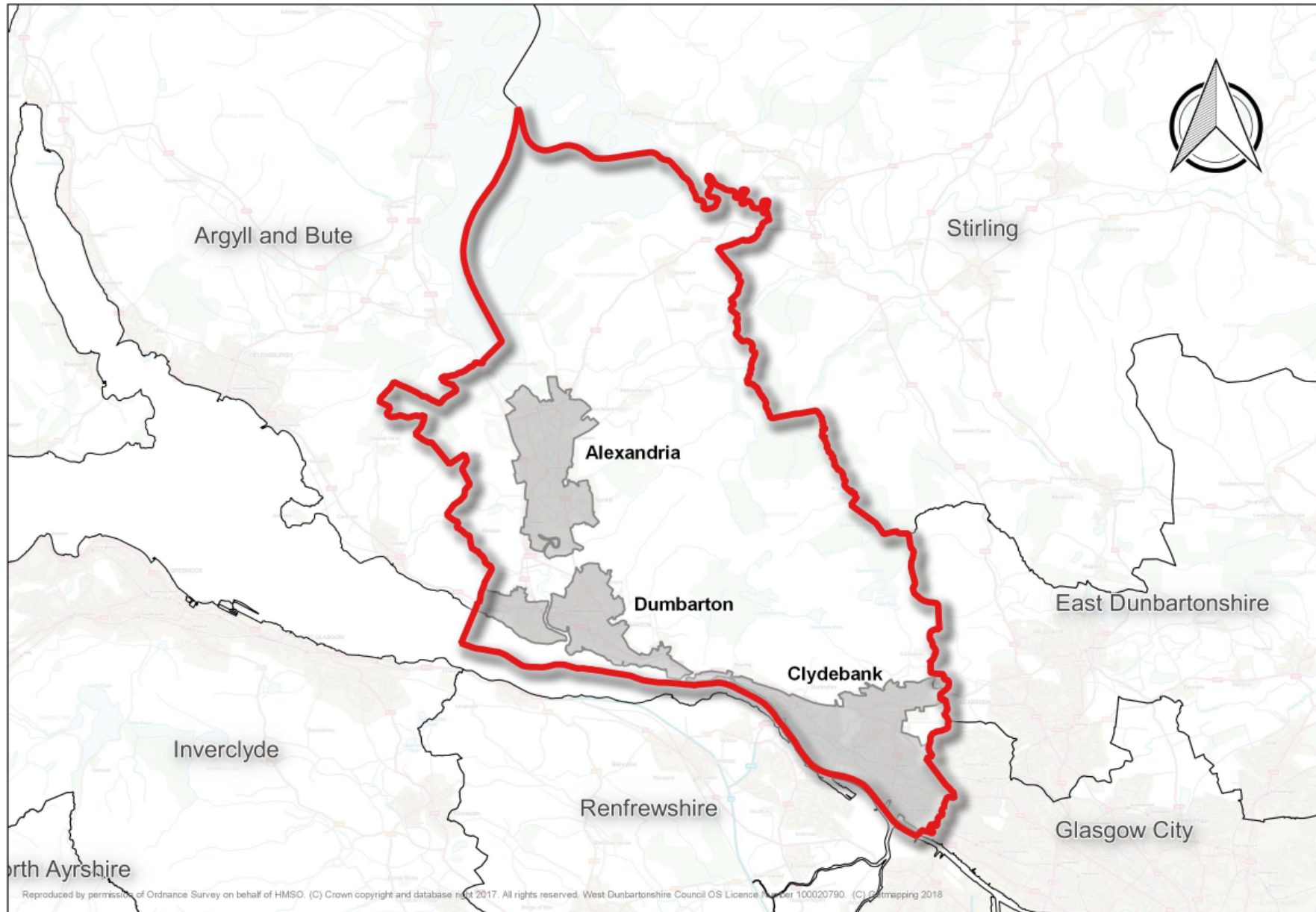


Figure 1.0 – Boundary of West Dunbartonshire

The Panel will consider the following key guidance documents in their reviews:

- National Planning Framework 3

<http://www.gov.scot/Topics/Built-Environment/planning/National-Planning-Framework>

- Scottish Planning Policy 2014

<http://www.gov.scot/Topics/Built-Environment/planning/Roles/Scottish-Government/Guidance>

- Green Infrastructure: Design and Placemaking (2011)

<http://www.gov.scot/Publications/2011/11/04140525/0>

- Creating Places

<http://www.gov.scot/Publications/2013/06/9811>

- Designing Streets

<http://www.gov.scot/Publications/2010/03/22120652/0>

- Development Plan (Proposed and adopted Plan and future plans)

- Planning Guidance

- Renewable Energy, 2016

- Our Green Network, 2015

- Residential Development: Principles for Good Design, 2014

Other Planning Guidance

- Dumbarton Waterfront Path Planning Guidance, 2017

- Clydebank Business Park Planning Guidance,

- Pay Day Lending & Betting Shops, 2016

- Commuted Payments for Parking 2015

- Frontiers of the Roman Empire (Antonine Wall) World Heritage Site, 2011

- Alexandria Town Centre Masterplan, 2008*

- Clydebank Design Guidelines (Page and Park), 2003*

Other Useful Information

- Kirktonhill Conservation Area Appraisal March 2016
- Kilpatrick Hills Local Landscape Area: Statement of Importance, 2015
- Clydebank Charrette report, 2015
- Dumbarton Rock & Castle Charrette Report, 2015
- Bowling Basin Charrette Report 2014
- Dumbarton Town Centre & Waterfront – Revised Urban Strategy, 2014
- Clydebank Retail Strategy, January 2012*
- Alexandria Streetscape Design Guide, 2007*
- Dumbarton Town Centre Public Realm Design Guide, 2001*
- Clyde Riverside Masterplan, 2000*

Further information on the Protocols on Facilitating Appropriate Development on Key Development Sites and Development Management Advice Notes and Design Guides, including electronic versions of the documents can be found here;

<http://www.west-dunbarton.gov.uk/council/strategies-plans-and-policies/local-development-planning/other-guidance-and-information/>

Documents marked with (*) are not available in electronic versions.



3

Principles & Practice

3.1 Principles & Practice

Design review is a well-established way of improving the quality of design in the built environment and it is now recognised in the National Planning Policy Framework. For design review to succeed it must offer consistently high standards in the quality of the advice it offers. It must also follow a robust and defensible process. The overarching principles in which the Place and Design Panel will operate are as follows;

Independent – it is conducted by people who are unconnected with the scheme's promoters and decision makers, and it ensures that conflicts of interest do not arise.

Expert - the advice is delivered by suitably trained people who are experienced in design, who know how to criticise constructively and whose standing and expertise is widely acknowledged.

Multidisciplinary - the advice combines the different perspectives of architects, urban designers, town planners, landscape architects, engineers and other specialist experts to provide a complete, rounded assessment.

Accountable - its advice must be clearly seen to work for the benefit of the public. This should be ingrained within the panel's terms of reference.

Impartial - the advice is informed by independent experts, people who are unconnected with the scheme's promoters and decision makers, and it ensures that any potential conflicts of interest are managed in an open and transparent way.

Transparent – the panel's remit, membership, governance processes and funding should always be in the public domain.

Proportionate – it is used on projects whose significance in the opinion of the Council, warrants the investment needed to provide the service.



Timely - the advice is conveyed as early as possible in the design process, because this can avoid a great deal of wasted time.

Advisory - it offers impartial advice but does not make decisions.

Objective – it appraises schemes according to reasoned, objective criteria rather than the stylistic tastes of individual panel members.

Accessible – its findings and advice are clearly expressed in terms that design teams, decision makers and clients can all understand and make use of.

4

Independence, Confidence and Integrity

4.1 Appointments, administration and reporting

The Panel is implemented by West Dunbartonshire Council and managed by the Place and Design Officer who is an employee of the Council. Appointment processes for panel members, administration of meetings and the issuing of reports are all managed by the Place and Design Officer. Selection of panel members, dates of meetings, attendees and the venue for meetings, including on Council premises are agreed in partnership with the Planning and Building Standards Manager.

4.2 Conduct undertaking

The panel members and chair shall abide by the Code of Conduct appended and where available, the Council will additionally be entitled to rely on the Chair and Panel Members' compliance with Codes of Conduct produced by their own Professional or Trade Bodies. The Code of Conduct appended is the Model Code of Conduct for Members of Devolved Public Bodies. Its terms were considered by the Council to be appropriate for the Chair and Members

of the Panel when undertaking the Panel's work. Additionally as guidance is freely available on the Standards Commission Website, it is considered the Code should be applied without amendment, save that, as the Panel is not one of the bodies that is formally covered by the Code (as determined by Government and Parliament) references to the rights and obligations of the Standards Commission in determining breaches etc. will insofar as consistent with the principles of Natural Justice, be exercised by the Council.



4.3 Conflict of interest

Where it appears to the Chair or Panel Members that there may be a conflict of interest between their duties to the Panel and any further interest they may have elsewhere (please refer to the appropriate Code of Conduct) then they must, in addition to any other steps they may feel are appropriate in terms of the Code of Conduct or at law, notify the Council of their concerns at the earliest possibility.

4.4 Confidentiality

Panel members shall keep confidential all information acquired in the course of their role on the panel, with the exception of the Reports that are in the public domain. A failure to do so will be regarded as a breach of the Code of Conduct mentioned above, and additionally may result in personal liability for any losses incurred by the Council or any third party as a result of such failure.





5

Formation of the Panel

5.1 Support and Advice

The Place and Design Panel in West Dunbartonshire established its operations with the support of key organisations such as the Scottish Government, the Improvement Service and Architecture and Design Scotland and Urban Design Academics from the Universities of Glasgow and Strathclyde.

In addition, research into the practices of existing Design Review Panels, guidance from organisations such as CABE and the DFTR and in discussions relating to experience of Design Review Panels with Homes for Scotland, nationally recognised Architects, built environment professionals and Planners, developers from the public and private sectors. In order to ensure a diverse spectrum of debate and to tailor the skills and achieve a constructive review process, ideally 5 Panel members and no fewer than 4 will be required for the Place and Design Panel to convene. Of those 5 members, there should be at least 1 representative present from the disciplines of Architecture, Landscape Architecture, Urban Design to review a project in relation to their respective field.

5.2 Panel membership

Advertisement campaigns will be undertaken to encourage applications from built environment profession and those offering specialisms and skills that can enrich the projects brought before the Panel. The position of Chair to the Panel is open to all applicants who may have prior experience or an interest in undertaking this role. The members and positions of Chair will be selected by West Dunbartonshire Council with the support of the Improvement Service.

The built environment professional membership of the Panel will be made up of the following skills;

- Architects
- Landscape Architects
- Planning Professionals
- Engineering professionals
- Urban Designers

Membership on the panel is unremunerated and members are not considered employees of West Dunbartonshire Council.



5.3 The Place and Design Officer

The Place and Design Officer, who will facilitate and co-ordinate the Place and Design Panel workshops is the primary point of contact between the Panel and the Council but will not sit as a member of the Panel. The officer will co-ordinate the key areas of focus at Panel sittings, ensuring the ambitions of the Council are upheld in getting quality development.

The level of involvement spans across all Panel activities; in advance of Panel sittings, the officer will manage operations such as setting and circulating the agenda and collation and distribution of the Pre-Panel Information (see section 6.1) on the projects that will come to the Panel for review. During Panel operations the officer will outline discussion points where recommendation/advice is being sought by the presentation. Draw out additional areas for discussion at a future Panel, formalise the recommendation points that lead to a vote and consensus in conjunction with the Chair and compile the Report of the Panels findings.

In gathering the Pre Panel Information, the Place and Design Officer will carry out the following functions;

1. Discuss the proposals with the presenter, for example; Location, type of development, scale, stage of development, unique characteristics or challenges of the project.
2. Drawing out the particular areas of the project where the developer would welcome assistance from particular skill-sets. Asking; how can we help?
3. Establish what skills would provide the most value at the Panel.
4. Align the correct professional skills to make up the Panel.
5. Consider the additional skills or areas of expertise that can be aligned, meetings or connections that can be made to provide valuable input and enablement of the project.
6. Make suggestion as to the format of presentation and any additional information to bring to Panel that will assist in the workshop discussion.
7. Establish the requirements of presenters to facilitate their presentation; projector, easels for board display etc...

Additional functions of the Place and Design Officer include;

- Having an overview in advance of projects that may come to Panel in the future and timetable accordingly, aligning the timing and the skill set sitting on the panel.
- Raising awareness of the Panel, it's function and it's ethos of early engagement to bring about quality development and boosting the message that West Dunbartonshire Council is 'Open for Business'.
- Setting up and aligning Council officers with required skills and facilitate those meetings in a workshop bringing professionals, skill sets and council officers round the table to assist the process.

5.4 The Panel Chair

The Chair will assist in directing the conduct of the Panel sitting, holding the workshop to the agenda, calling the Panel to a vote on the recommendations laid out in summary by the Place and Design Officer, leading to the reaching of consensus at the end of the workshop.

The role operates in support of the facilitation conducted by the Place and Design Officer throughout the Workshop. The role of Chair to the Panel will be open to the Panel members.



5.5 Voting and Consensus

In recognition that design is subjective, and that a project may span several Panel sittings with different experts at each sitting; The Place and Design Panel will conclude each review by voting on the main areas of output from the workshop. The Place and Design Officer will summarise the key recommendations to be voted on and the results of the voting will be detailed in the Report for ease of reference should the project come before the Panel again.

Voting is undertaken in order to reach consensus for either; continuance at another Panel workshop or for inclusion in the final Report to inform the Design Statement to accompany the Planning Application.

The Chair will have the casting vote at the particular Panel they are Chairing, if required.

5.6 Panel Support

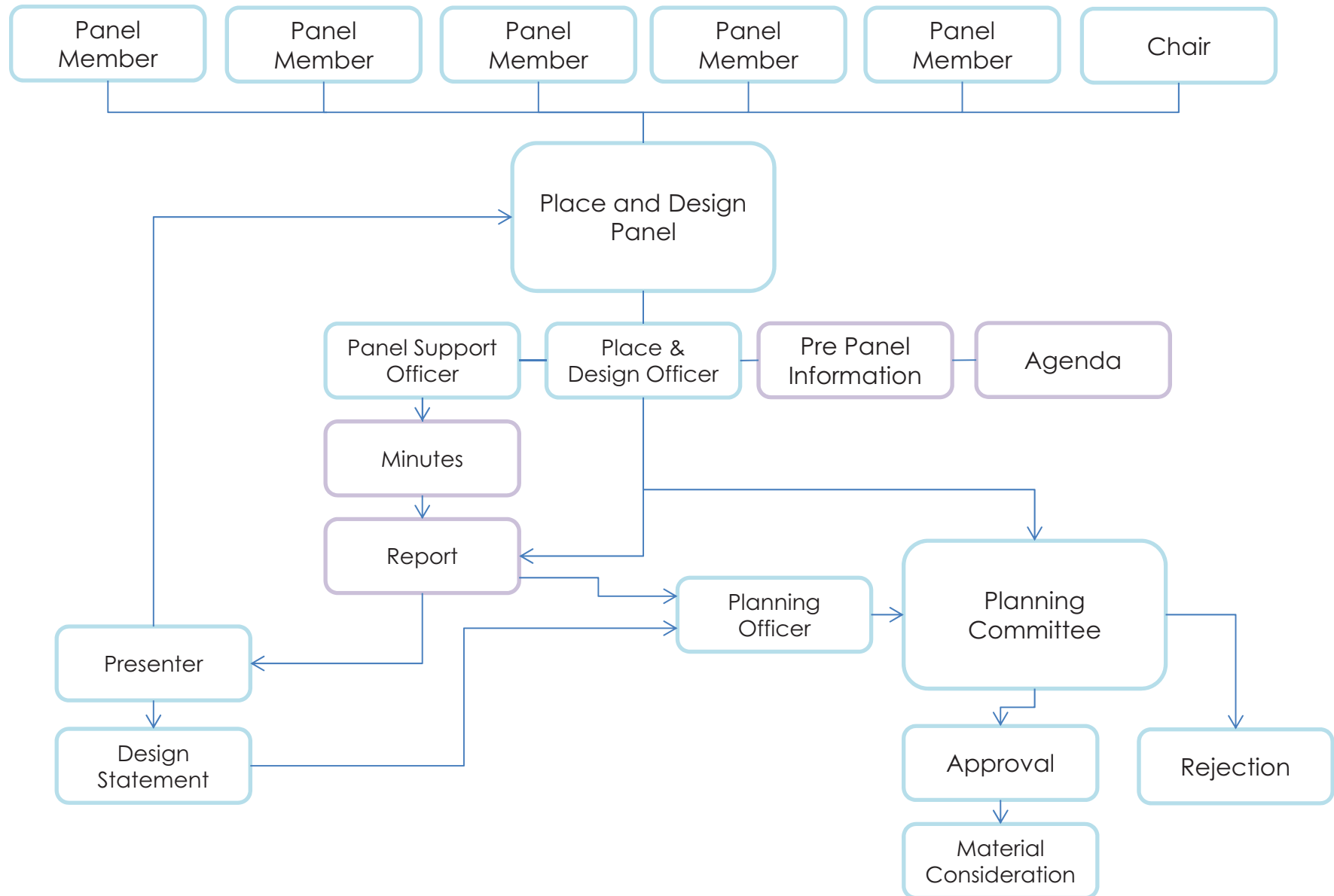
The Place and Design Officer will be supported by a Panel Support officer, who will be responsible for recording minutes of the Panel workshops, which will become the official record of the Panel's deliberations and decisions for review and approval by the Panel.

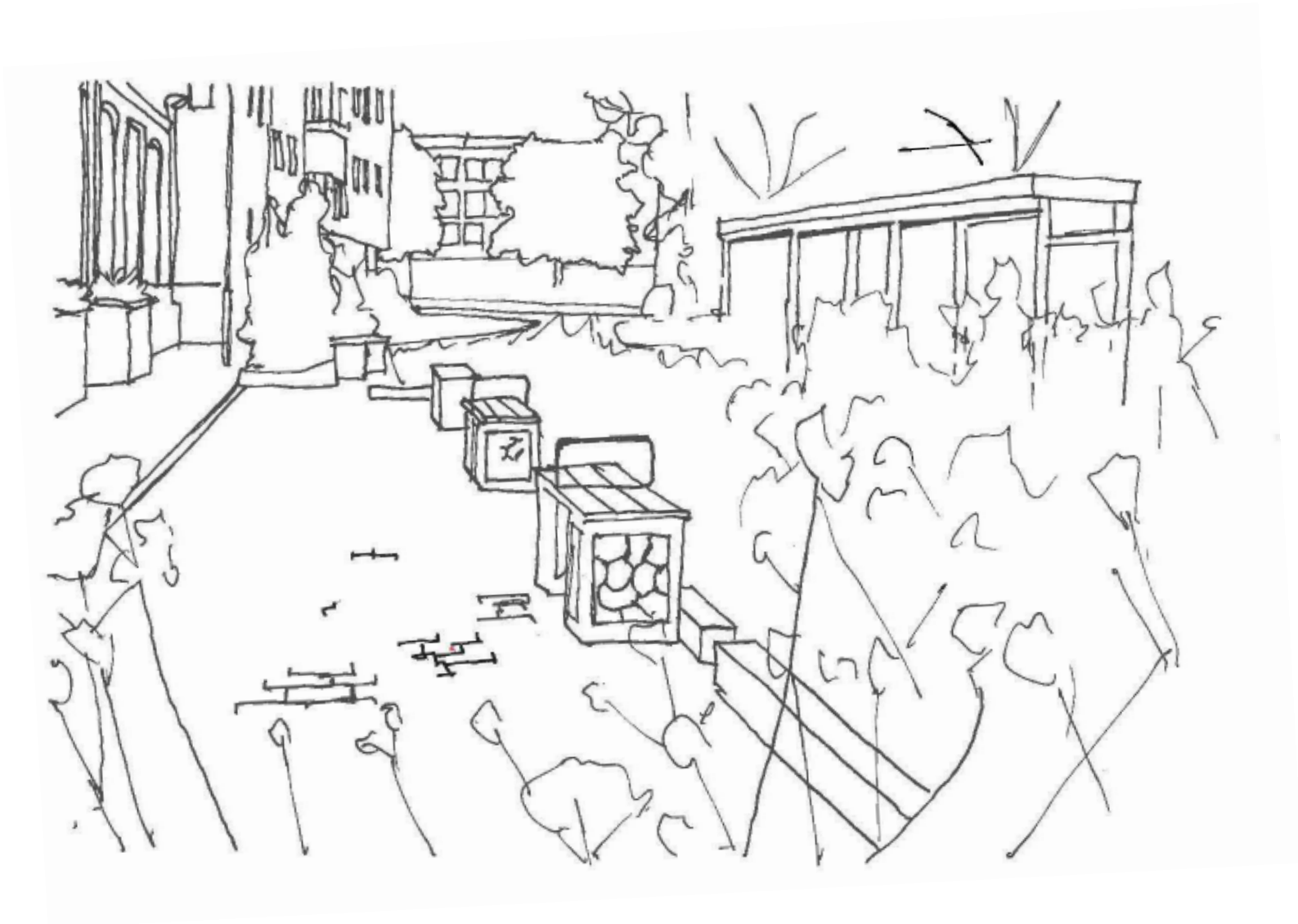
5.7 Duration of Appointments

Panel members will be appointed for a term of three years. The terms of the members will be staggered to ensure an orderly transition to new members.



Place and Design Panel Governance





6

Administration

The Council will provide administrative support for the Panel and ensure that minutes and reports are drafted and circulated in a timely manner. The activities of the Panel are funded by West Dunbartonshire Council. This includes administrative costs associated with: renting meeting space and equipment; producing materials for review sessions; meet the reasonable travel expenses of members of the Panel and/or invited guests; advertising of meeting times and locations; and administrative activities associated with writing meeting minutes, reports, letters, etc. on behalf of the Panel. Any expenditures relating to the Panel's activities will require prior approval by West Dunbartonshire Council through the Place and Design Officer.



6.1 Panel Agenda

The Panel will meet monthly to review all projects brought forward by the Council. Special meetings are discouraged given the difficulty of coordinating the schedules of active professionals. In the event the volume of project reviews increases substantially, a more frequent regular meeting schedule may be adopted by the Panel in consultation with West Dunbartonshire Council. A Review agenda will be issued to panel members in advance of each review. This will include details of the schemes being considered and the Pre Panel information that sets the context.

6.2 Pre-Panel Information

To ensure the best use of the time dedicated by the Panel members and to maximise the output of the Panel the Place and Design Officer will prepare the Pre-Panel information. This package of information made up of a variety of the project data, available to the presenter at the time, is gathered in advance of the Panel workshop and circulated prior to the Panel sitting.

The Pre-Panel Information will vary between projects and is dependent on the stage of the project coming before the Panel. The Place and Design Officer will seek details of the scheme to assist the review process such as, design stage, notes on planning context, client organisation and consultant team, any available drawings, information on scope and nature of the project.

The Pre-Panel Information can assist the Place and Design Officer in advising the presenter as to their method of presentation to the Panel or what information they should bring to supplement their proposals.

It may also begin to establish questions that the presenter may want to pose to the panel utilising the expert advice aligned at the workshop where this expertise may not otherwise be available. The Place and Design Officer may suggest additional questions that can be asked by the proposal at the Panel workshop or arrange separate interventions, connections or meetings that may assist the overall process.

6.3 Minutes

The minutes will serve as the official record of the Panel's deliberations. The minutes will be structured as a reference guide to issues and/or decisions made at the meeting, not as a straight transcription of the proceedings. The minutes will be produced as follows:

- Minutes will be prepared by Panel Support to the Panel and reviewed by the Place and Design Officer prior to being distributed.
- Draft Minutes will be circulated to the Panel and presenters and seek approval within one week after the meeting, in order to provide timely written summaries of the review.
- Third-party presenters and/or presenters and/or the public will not have the ability to request any changes to the minutes in draft or final form unless factually incorrect.
- Individual Panel members will not be identified in the minutes, but specific comments may be recorded without attribution.

6.4 The Report

Upon approval the minutes of the Panel workshops will inform the Place and Design Panel Report (The Report) for distribution in the second week after the Panel sitting. Compiled by the Place and Design Officer, this will be a recording of the critical input, comments and the recommendations of the Panel and will have an advisory role in the regulatory planning process.

The Report will be received by the Presenter for use in consideration during the design process and used to inform future Panel sittings in relation to a particular project. It will outline the key areas of discussion and the consensus reached by the Panel,

providing recommendations to Presenters.

The Report should be submitted with the planning application supporting documents and will form a material consideration in the determination of the planning application.

Presenters should incorporate the recommendations of The Report within the Design Statement.

The Report(s) are only made public at the planning application stage – when all the reports relating to the development proposal will be published on the Council website to ensure transparency.



6.5 Monitoring Board

In order to ensure the Panel retains focus, achieves the ambitions set and operates successfully, a Panel Monitoring Board will be set up to assist in reflecting on the activities of the Panel. The Monitoring Board will be made up of representatives of the Scottish Government, The Improvement Service and Architecture and Design Scotland, the University of Glasgow and a Strategic Director or Strategic Lead from the Council.

The Place and Design Officer will produce a performance report; on a 6 monthly basis for the first year of its operation and annually thereafter. This will be a brief document outlining the activities of the Panel. The report will be the basis for the meetings held with the Monitoring Board where they will discuss the performance report and consider any recommendations for the following year.



Ailtearachd is Dealbhadh na h-Alba



6.6 PhD Collaborative Research Opportunity

The Council have been approached by the University of Glasgow's Professor in Urban Studies as co-collaborators in support of a PhD research grant application to the Scottish Funding Council. The research will centre on the activities of the Place and Design Panel in recognition of the investment made to set up the Panel and is conducted in the broader framework of an examination of how the Council is equipped to meet the Scottish Governments key priorities for Place making. The research will aim to identify the barriers to design quality at the local level and assess the effectiveness of the planning system to enhance design outcomes. If the funding application is successful the body of research will be fed directly back to the Council in the form of a written evaluative report and accompanying presentations to Council officers, members of the Place and Design Panel and the Planning Committee.

7

Place and Design Panel

7.1 Operations of the Panel

The Panel will review proposals or aspects of the Planning process (as detailed above) brought forward by project presenters (Presenters) that will include West Dunbartonshire Council, private developers and/or landowners. The Panel will provide critical input and advice to the designer(s) for consideration and incorporation in their design development process, and make recommendations reached by consensus at the Panel. (see 5.5 Voting and Consensus)

7.2 Review

Beginning the Panel workshop process at the earliest possible stage of the project, 'before pen hits paper' is the most successful way to maximise the benefits of the free expert design advice that is on offer at Panel workshops. The conversation with the Place and Design Officer begins the dialogue that will feed into the Pre Panel Information pack and will also enable early connections with additional skilled individuals or organisations within or out with the Council.

At each workshop, projects will be reviewed for a defined set of issues appropriate to the stage of the design.

7.3 Site visits

Where it is deemed by the Place and Design Officer to be essential to the review process, site visits can be arranged. All panel members would be required to attend.



7.4 Frequency of Visits

The number of times a project will visit a panel will vary depending on various factors. The Panel can advise the number and timing of additional visits that may occur to get to the depth of detail required to fully assess the proposals in terms of quality of place and design.

The sequence of visits, their outcomes and the consensus points reached at Panel workshops will be recorded in The Report. There is no minimum number of visits in a cycle as there is no 'approval' element to this process. However should a project be recommended to return to the Panel but this is not taken up the Report shall reflect that.

7.5 Meeting timetable

A typical Place and Design Panel workshop will meet 4 weekly. It should last for no more than 2 hours and there will be 2 projects reviewed at each sitting.

7.6 Criteria for Review

The criteria for review at Place and Design Panel workshops will be based on the aspirations of West Dunbartonshire Council in the pursuance of the objectives laid out in the Core Ethos (2.2)

- Driving high quality design ,
- An enabler and not an obstacle maker,
- Collaboration and co-creation,
- A culture of quality and a high standard of design excellence,
- Raising aspirations,
- Elevating levels of health and wellbeing
- Increasing economic vitality.

Additionally, criteria will be derived on a case by case basis; by reflecting on the output from any Design Charrettes or community engagement that has been undertaken, including the results of the use of the Place Standard tool and in relation to the Objectives of Urban Design set out in 'By Design, Urban Design in the Planning System: towards better practice' (DETR – CABE 2000)

The criteria will be identified by the Place and Design Officer in conjunction with Planning Officers, the Planning and Building Standards Manager and tailored to each individual proposal (or other such work being brought before it). The nature of

the outcome of the workshop environment of the Panel will vary depending on the stage of development brought before it and the criteria to formulate the specific review process will be set out in the Pre- Panel Report.

Providing an up-front 'checklist' of criteria for use in the review process feeds into the notion that the Panel may be an obstacle to be overcome and something to 'get through' by providing answers to the 'questions' raised by the list of criteria. This is something the Place and Design Panel specifically aim to avoid.



8

Presentation and Review Format

The review workshop proceedings will be led by the Chair and follow the sequence described below. The Place and Design Officer will advise presenters on the standard of presentation expected at the Panel Workshops in relation to the stage the development is at.

The Panel would not necessarily expect that formalised proposals are presented at Panel sittings and the presenters should work in conjunction with the Place and Design Officer to ensure that enough information is brought before the panel to generate conversation, debate and reach recommendation points.

However, the emphasis on early engagement with the Panel does not preclude a more developed project being brought to the panel.

8.1 Project introduction

The Chair will begin by inviting the Place and Design Officer to introduce the project by clarifying the stage at which the project is seeking workshop assistance, putting the project in context, - or re-stating the Panel's recommendations from a previous

workshop, and outlining the outstanding issues on which the advice of the Panel is sought.

8.2 Design presentation

The Chair will then invite the Presenter(s) to introduce themselves and present the project as concisely as possible in relation to project stage. In most cases, the architect, landscape architect and/or planner should give the presentation, with other team members contributing specific points of information only as necessary.

Printed documents at a scale suitable for review are recommended at Panel Workshops to allow round table discussion and overlay sketching to assist the review process; however the presentation can take whatever form necessary to build a picture of the development proposal, the context and critical site information. All of which will be relative to the stage the development is at in the design process and should be discussed at length with the Place and Design Officer

Digital means of presentation are also acceptable PowerPoint and/or slide

presentations, Sketch-up, CAD, BIM or other modelling software may be used to assist in providing additional context, the design concept, precedents, materials and details being considered. Physical models are also welcome.

Presenters should discuss their presentation with the Place and Design Officer prior to the Panel to ensure adequate information is provided to allow the necessary arrangements to be made for presentation. The Place and Design Officer may choose to remove or request additional items from time to time, and may remove a project from the agenda if they deem the level of information insufficient for review.



8.3 Clarification questions

Following the presentation, questions will be invited from each of the Panel members. The process is undertaken as a workshop and following an initial round of questions, more may come up in discussion around the project, thus maximising the opportunity to fully review and get the most from the Experts on the panel.

The purpose of the questions is to ensure Panel members fully understand what is being presented prior to commenting. The Chair will keep the time for questions and the time for comments separate in line with the agenda.

8.4 Panel comments

The comment period will begin with the Chair outlining the critical issues and areas in which the advice of the Panel is being sought as outlined in the Pre-Panel Information formed as part of the pre-panel discussions with the Place and Design Officer. Additional areas where advice is required may be borne out of the questions raised after presentation to the panel and these can be either added to the discussion or reserved for discussion at a future

Panel sitting.

The Panel will comment on the project in a manner intended to provide objective and constructive feedback to the Presenter. Panel members will each be invited by the Chair to comment. Presenters will be offered an opportunity to respond in the spirit of the workshop environment with points of clarification where they feel the panel's interpretation of the proposal to be inaccurate.

8.5 Summary of the Panel's key issues

The Place and Design Officer will summarise the key issues that the development has sought advice during that particular Panel sitting; including those outlined in the Pre-panel Information and any additional important area, based directly around the discussions that have just taken place and where the reaching of consensus is considered relevant to the progression of the design development.

The Panel will be prompted by the Chair to vote on such issues in order

that a consensus view is reached, recorded and communicated to the presenter.

The Place and Design Officer will deliver the critical feedback at the summarising stage; outlining the key points of Panel Consensus (recommendations) that the Presenter will be expected to work to address within the development or proposal. They will also outline the key areas on which the project could seek to develop further in order to get the most from a future Panel workshop in relation to the stage the project is at.

References

Design Review Principles and Practice, Design Council CABE /

Landscape Institute / RTPI / RIBA (2013)

December 2017

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This document is also available in other languages, large print and audio format on request.

Arabic

هذه الوثيقة متاحة أيضا بلغات أخرى والأحرف الطباعية الكبيرة وبطريقة سمعية عند الطلب.

Hindi

अनुरोध पर यह दस्तावेज़ अन्य भाषाओं में, बड़े अक्षरों की छपाई और सुनने वाले माध्यम पर भी उपलब्ध है

Punjabi

ਇਹ ਦਸਤਾਵੇਜ਼ ਹੋਰ ਭਾਸ਼ਾਵਾਂ ਵਿਚ, ਵੱਡੇ ਅੱਖਰਾਂ ਵਿਚ ਅਤੇ ਆਡੀਓ ਟੇਪ 'ਤੇ ਰਿਕਾਰਡ ਹੋਇਆ ਵੀ ਮੰਗ ਕੇ ਲਿਆ ਜਾ ਸਕਦਾ ਹੈ।

Urdu

درخواست پر یہ دستاویز دیگر زبانوں میں، بڑے حروف کی چھپائی اور سننے والے ذرائع پر بھی میسر ہے۔

Chinese (Cantonese)

本文件也可應要求，製作成其他語文或特大字體版本，也可製作成錄音帶。

Polish

Dokument ten jest na życzenie udostępniany także w innych wersjach językowych, w dużym druku lub w formie audio.

British Sign Language

BSL users can contact us via contactSCOTLAND-BSL, the on-line British Sign Language interpreting service.

Find out more on the [contactSCOTLAND](http://www.contactSCOTLAND.gov.uk) website

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