



# Place and Design Panel

TERMS OF REFERENCE AND GOVERNANCE





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## outputs

### Sketches

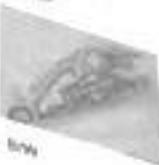
- 1
- 2
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- 8
- 9
- 10

### Materials

1

### Material plan

Scale



1:10

### Volume - Architecture

#### Working in double



#### The place



# 1. Introduction

## 1.1 Background

The Place and Design Panel (the Panel) is an innovative vehicle to assist the Council in achieving better places and improving the design quality of the built environment in West Dunbartonshire, while also delivering regeneration and increasing economic vitality. With a number of our key regeneration sites being progressed, the Panel will play a key role in raising the quality of development which will embrace the Scottish Government's place-based approach to planning, and changing future perceptions and the economic fortunes of West Dunbartonshire.



The Scottish Government identifies 'good design' as not merely how a building looks, but as an innovative and creative process that delivers value by achieving buildings and places that enhance quality of living. This can be achieved through the physical quality of a space, its ability to meet the long-term needs of all users, its value for money, contribution to a sense of positive identity and community, and sustainable and responsible use of environmental resources. West Dunbartonshire Council aims to deliver a built environment that embraces these principles.

While the Panel considers key development sites across West Dunbartonshire, much of its focus has been around Queens Quay, where there is a real opportunity to create an outstanding place: - a destination neighbourhood on this flagship site for the Council. In its first year, the panel considered proposals for the Clydebank Health and Care Centre, in addition to affordable housing development on Queens Quay, aiming to set the highest standards of design from the outset as Queens Quay is redeveloped. The Panel will play an important role in upholding design quality as redevelopment of this significant site continues.



Inception of the West Dunbartonshire Council Place and Design Panel (the Panel) was borne out of the ambition to elevate the agenda of placemaking - a key Scottish Government planning priority - and to raise the overall quality of design that is expected within West Dunbartonshire. The Scottish Government, in 'Creating Places', acknowledges that good buildings and places attract talent and provide the essential infrastructure for sustaining business. Many of the factors that determine health are also linked to the built environment, and a high quality, accessible and sustainable physical environment can enable healthy lifestyle choices and promote wellbeing. Development proposals must demonstrate that the very highest levels of design consideration are being achieved within anything built on the waterfront and in our towns, from buildings to streets to communities, parks, green and blue infrastructure, and the public realm.

The Place and Design Panel assists in enabling high quality design to ultimately promote sustainability, inclusivity and overall health and well being in West Dunbartonshire. The health and wellbeing of the existing and future community and quality of design and place are strongly connected within WDC's approach to achieving these priorities.



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, or within any other existing Council service. 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 from which we secure high quality development.

## 1.2 Context

West Dunbartonshire is a post-industrial region located 8 miles from Glasgow. In Urban Design terms it is perfectly located to function successfully on the fringe of the City, and planning and urban design offers significant potential to maximise this. 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 out with.

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 including the Forth and Clyde Canal and the Antonine Wall (a World Heritage site).

The landscape is further enriched by historically significant structures such as Dumbarton Castle, with the longest recorded history of any stronghold in Scotland. Additionally, and the Titan Crane, a Grade-A listed structure and a key instrument in the extensive shipbuilding history of Queen's Quay, stands over the former John Brown's 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 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 significance at the John Brown's Shipyard (Queen's Quay), Dumbarton Waterfront, Exxon and Carless sites were left vacant. This provides us with a rich, unique historical and geographical context with exceptional opportunities to regenerate with development solutions that respond to and unlock the potential of these assets.



## 2. Panel Composition and Remit

## 2.1 Remit

The Panel was convened in March 2018 by the Place and Design officer for West Dunbartonshire Council. The Panel functions as an independent body of experts brought together to review development proposals in a workshop environment.

The Panel's remit is to engage, collaborate, enable and inspire development and reach consensus on delivering quality 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 the development process by informing policy work such as development briefs, housing design standards and design codes. With a number of our key regeneration sites being progressed, the dialogue undertaken at the Panel plays a crucial role in raising the quality of development required to create better, more accessible and inclusive places and change future perceptions and the economic fortunes of West Dunbartonshire. This ambition is shared across the council. The Panel has inspired and empowered officers across council functions, in addition to Planning, to aim for higher quality development.



The pre-application process already has a mechanism whereby council services, stakeholders and organisations are consulted in relation to major development, including:

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

The Panel is therefore 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. Similarly, a Report summarising the Panel's discussion is provided to the Planning Committee and forms a material consideration.

## 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 Panel consists of experienced built environment professionals working in the disciplines of: architecture, landscape architecture, urban design, development, planning, civil, environmental and structural engineering.

Their expertise is supplemented by further skills and experience among panellists, including: historians, artists, police liaison, ecologists, conservation and heritage experts. The Access Panel and inclusivity experts and The Equalities Forum.

Panel members may have experience in more than one professional field, for example a Panel member could be an accredited Planner and also skilled in heritage and conservation, transport or infrastructure. They may be at the highest level in their career, retired, or aspiring young professionals.

The composition of each Panel will be chosen as far as possible to suit the characteristics and challenges of the scheme being reviewed. For example, Panels for schemes involving listed buildings or heritage contexts will include panel members with significant relevant expertise. Aligning the skills on the panel in order to make the most of the workshop process is of critical importance and is the responsibility of the Place and Design Officer. This ability to respond to the specifics of each proposal it has discussed has proven to be a key strength of the panel.

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 policies, or other elements of urban design 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 invited to attend a sitting of the Panel.

The Panel is expected to provide critical input and advice on a range of public and private development initiatives on public and private land, including policy-based proposals (such as masterplans, draft Development Plans and briefs, LDP sites; testing viability, the Design Standards for Affordable Housing and Conservation Area Appraisals) brought by the Council itself. It may also be asked to consider projects outside these criteria if it is felt the panel's input could enhance their ability to make a positive contribution to place.

The types of project that can receive input from the Panel include but are not limited to the following;

### Proposed Developments;

Residential, Commercial, Industrial, Mixed-use development, Civic buildings

### Policy;

Conceptual and adopted masterplans for large development sites ,Development Briefs for sites being sold by the Council, Local Development Plan Design Policy, Design guidance documents for Council services.

The Panel considers public realm and landscaping as a core part of the majority of proposals presented to it, and has the expertise and position to discuss further projects including:

Community and pocket park proposals, Squares and other public spaces. Site specific infrastructure such as roads, crossings, parking provision, Recreational trails and paths, Street furniture, Public gardens, Public art, Community project activities, SUDS

The Panel operates within a context set by a number of key policy and guidance documents, listed in **Appendix 1**.



# 3. Formation of the Panel

## 3.1 Support and Advice

The Panel established its operations with the support of key organisations such as the Scottish Government, the Improvement Service, Architecture & Design Scotland and academics from the Universities of Glasgow and Strathclyde.

In addition, the panel was implemented following research into the practices of existing Design Review Panels, guidance from organisations such as CABI and the DFTR and discussions relating to experience of Design Review Panels with Homes for Scotland, nationally recognised architects, built environment professionals and planners, and developers from the public and private sectors.

## 3.2 Panel Membership

An advertisement campaign to encourage applications from built environment professionals and those offering specialisms and skills that can enrich the projects presented to the Panel was carried out in early 2018. The initial recruitment round resulted in a pool of 70 panellists representing a wide variety of backgrounds and expertise. Recruitment of panellists is continuous in order to add to, diversify and enhance the skill set available to the Panel and enrich the review process to add value to development projects. This approach serves to allow more frequent panel sessions and for special panels to be called at relatively short notice and reduces the frequency of the sittings that any one Panellists is expected to attend- on average a panellist will attend 1 panel per year.

Membership on the Panel is unremunerated and members are not considered employees of West Dunbartonshire Council. Panellists participate in the Panel in their own individual capacity, and not as a member of, or on behalf of, any additional organisation.



### 3.3 The Place and Design Officer

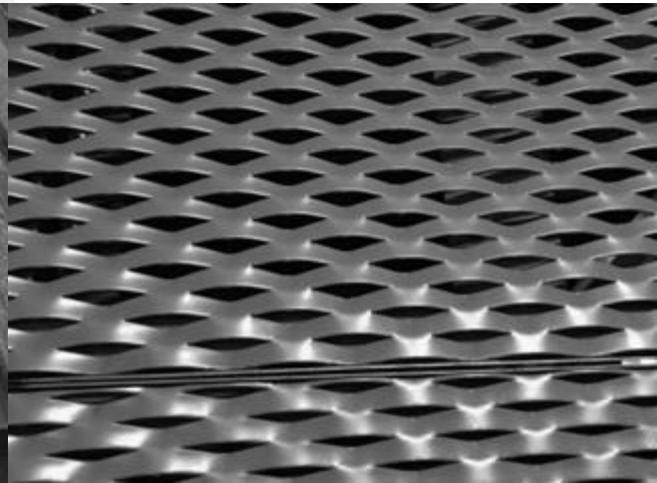
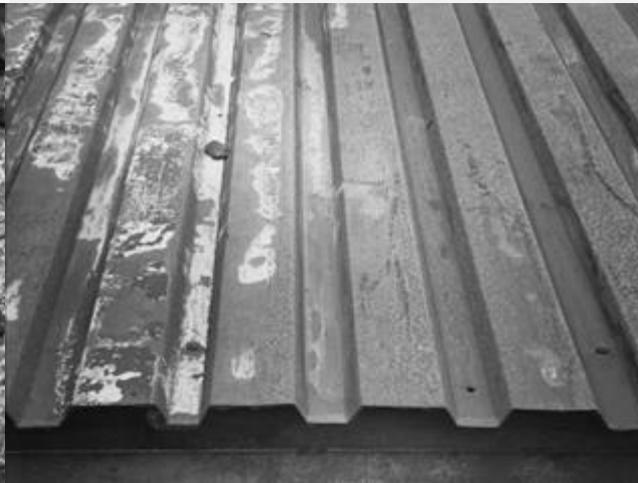
The Place and Design Officer, who facilitates and co-ordinates the Panel workshops, is the primary point of contact between the Panel and the Council but does not sit as a member of the Panel. The Place and Design officer will co-ordinate the key areas of focus at Panel sittings, ensuring the ambitions of the Council in achieving quality development are upheld. The level of involvement spans all Panel activities; in advance of Panel sittings, they 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 coming to the Panel for review.

During Panel operations the Place & Design Officer will facilitate the workshop, by outlining discussion points where recommendation/advice is being sought, keeping discussion to the agenda (if necessary), drawing out additional areas for discussion at a possible future Panel, and summarising to reach consensus on the recommendations the Panel has indicates should be addressed. From this, the officer compiles the Report of the Panel's key themes and recommendations.

The officer works closely with Development Management officers in identifying projects that will come to the Panel, discussing planning considerations that can be raised during proceedings. Further discussion is undertaken up to and after the submission of an application for Planning Consent to ensure the Panel themes are being addresses appropriately.

The officer has regular dialogue with Council departments with a stake in built environment projects including Forward Planning policy officers, Consultancy Services, Housing Development and Employability, Asset management and Capital projects teams, Economic Development and Regeneration, Education Services, the Communities teams and the Health and Social Care Partnership.

The integration with other Council services has led to an emerging holistic approach to the way the Council views and prioritises design excellence in the importance of place creation in development projects. This integration is supported and balanced by the impartiality of the Panel, whose focus is on adding value to development, and assisting in the creation of well designed and resilient places that can improve health and well being.



## 3.3 The Place and Design Officer

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

- Discuss the proposals with the individual responsible for presenting the scheme to the Panel, for example; location, type of development, scale, stage of development, unique characteristics or challenges of the project.
- Draw out the particular areas of the project where the developer would welcome assistance from particular skill sets. Asking: how can we help?
- Seek the advice of the Development Management team and other council officers as necessary for the project, and agree points of discussion that can be raised in the course of the Panel.
- Establish and align the skills, professional or specialist that would provide the most value at the Panel.
- Consider the additional skills or areas of expertise that may prove beneficial, and arrange meetings or connections that can be made to provide valuable input to the project.
- Make suggestions as to the format of presentation and any additional information to bring to Panel that will assist in the workshop discussion.
- Establish the requirements of Presenters to facilitate their presentation; projector, easels for board display etc.



Additional functions of the Place and Design Officer in relation to the Panel include;

- Having an overview in advance of projects that may come to Panel in the future and timetabling accordingly, aligning the timing and the skillset available for the Panel.
- Raising awareness of the Panel, its function and ethos of early engagement to bring about quality development within and outside the Council, communicating the message that West Dunbartonshire is 'Open for Business' and is home to quality places.
- Aligning Council officers with required skills and bringing professionals, skill sets and Council officers from Development Management and other Council services round the table to assist the process of achieving higher quality places.
- Integrate with Development Management process before the Panel and up to determination of the Planning Consent, in addition to wider policy development.

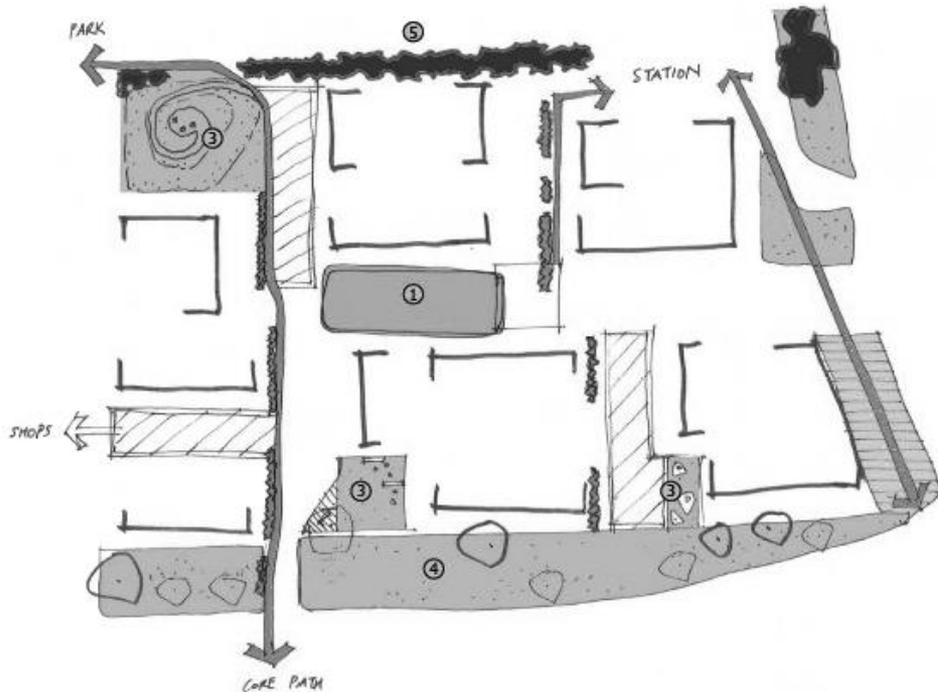
## 3.4 Consensus

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

Although all sittings in the first year of the Panel have arrived at consensus without a vote, if necessary, voting may be undertaken in order to reach consensus for either continuation at another Panel workshop, or for recommendations to be included in the final Report (6.3).



### Emerging Play Strategy



- 1 Central Open Space**  
A centrally located space functions as the heart of the community, providing for imaginative play, seating and informal amenity.
- 2 Gateway**  
A civic space signals the gateway into West Dunbartonshire and provides an attractive and legible route to Yoker Station.
- 3 Play along the Way**  
Incidental play and amenity spaces are distributed along the main routes through the site, creating interest throughout the development.
- 4 Glasgow Road**  
A generous landscape buffer filters views of busy Glasgow Road and incorporates existing and proposed trees, meadow, bulbs and grass.
- 5 Railway Edge**  
Native planting will contribute to the railway line as a green corridor and filter views of the railway line / proposed buildings.



# 4. Administration

## 4.1 Administration

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; meeting 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 reports, letters, etc. on behalf of the Panel. Any expenditures relating to the Panel's activities require prior approval by West Dunbartonshire Council through the Place and Design Officer.

## 4.2 Panel Agenda

The Panel meets approximately monthly to review selected projects that have been invited to a sitting. In the event the volume of project reviews increases substantially, a more frequent meeting schedule may be adopted by the Panel in consultation with West Dunbartonshire Council. An agenda is issued to Panel members at least three days in advance of each sitting, including details of the proposals being considered and the Pre-Panel Information that sets the context.

## 4.3 Pre-Panel Information

The Place and Design Officer circulates the Pre-Panel Information, prepared by the presenter, in advance of the review.

The information required Pre-Panel should be a reduced version of the full Panel presentation. The information required to explain a proposal varies in nature and complexity and is dependent on the stage of the project coming to the Panel and is agreed and circulated by the Place and Design Officer.

# 4.4 The Report

The Place and Design Panel Report (The Report) will be distributed 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. Presenters should address the recommendations of the Report within their proposals. A summary of the panel's discussion will also form a material consideration in the determination of a planning application in relation to a proposal presented to the Panel.

Panellists and presenters will be invited to comment on the Report, and to raise any significant points they believe were discussed at the Panel that are not reflected by the Report.

**In the event of disagreement, the Place and Design Officer's account of the Panel's discussion for inclusion in the Report will be final.**

The Report will be received by the Presenter for use in consideration during the further design process and will be used to inform any 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 Proponents.

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.



### Workshop Discussion

#### Gateway Site:

The Panel considered whether the site is right to move forward as a housing site or if there was a better use such as the opportunity to relocate a school campus which could feed the wider communities north of the railway line and eventually Queens' Quay.

Overall, the panel felt that if the site is to remain designated for housing, a masterplan with a strong narrative is required. That narrative must detail a clear vision of the area and show the role that the site places in that wider vision and identity.

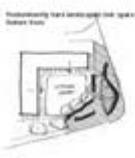
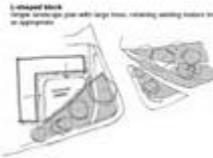
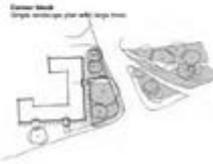
The site has the potential to sit as a Gateway into West Dunbartonshire. WDC see this as an opportunity to deliver a development that symbolises that we are different to Glasgow. The development may be an opportunity to strengthen or introduce Queens Quay with a signature building saying 'welcome to Clydebank' the panel agreed this would be a positive move and a catalyst for further development on the site.

Discussion ensued around how the existing mature landscape on the S/E corner could assist in expressing the landscape as part of the 'Gateway'. The mature trees add height, which might mean the buildings on this edge could be at a comparative urban scale and the landscape 'buffer zone' is the frontage. The hard edge is important, but it could be pushed back to improve the relationship between domestic property and busy road network.



### Landscape Architect's Comments

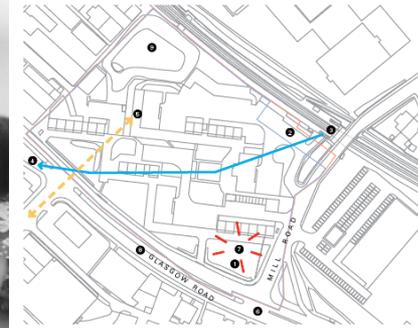
#### Landscape Treatment of Gateway Options



- 1. Landscape Architect's comments on the site plan and notes for the rest of the site, which show a range of options for the site.
- 2. Landscape Architect's comments on the site plan and notes for the rest of the site, which show a range of options for the site.
- 3. Landscape Architect's comments on the site plan and notes for the rest of the site, which show a range of options for the site.
- 4. Landscape Architect's comments on the site plan and notes for the rest of the site, which show a range of options for the site.
- 5. Landscape Architect's comments on the site plan and notes for the rest of the site, which show a range of options for the site.



### Response from Urban Design Panel - Comments



- 1. Try to retain some of the mature trees to buffer apartments
  - 2. Integrate accessible lifts and duplex into ground floors of a flat development
  - 3. Extend allocation of Park + Ride!
  - 4. Reduced parking should be supported due to excellent transport links
  - 5. Potential to route from Niles train station to Queens' Quay
  - 6. Aerial route from Dock Street would give opportunity for frontage along entrance road and giving more permeability to the site
  - 7. Gateway into West Dunbartonshire
  - 8. Signature building to strengthen or introduce Queens' Quay
  - 9. Hard edge is important for site but could be pushed back to improve relationship between domestic properties and busy road network
  - 10. Suited to townhouses and flat development
- Dual aspect properties should look into high quality landscaped central areas of the site and views of the street
- Ownership of green spaces should be secured by organising small manageable areas to give purpose and definition
- Existing 'bund' on site - to be retained?

## 4.5 Evaluation Board

In order to reflect on the activities of the Panel, a Panel Evaluation Board will meet annually. The Evaluation Board will be made up of senior representatives of the Scottish Government, The Improvement Service, Architecture and Design Scotland and a Strategic Director or Head of Service from the Council. The Place and Design Officer will produce documentation outlining the activities of the Panel, forming the basis of meetings held with the Evaluation Board which will also consider any recommendations for the following year.

Documentation prepared for the Evaluation Board includes a summary of all Panel sittings and details of impacts on proposals that have been discussed by the Panel, proposed updates to the Panel's Terms of Reference and suggestions for taking the Panel forward in future years.



## 4.6 PhD Collaborative Research

The Council is presently collaborating with the University of Glasgow on a PhD research project entitled "Creating well-designed places in Scotland: What does it take?" The research will centre on the activities of the Place and Design Panel in recognition of its innovative role within the Council's urban design agenda and will, more broadly, examine how the Council is pursuing the Scottish Government's key priorities for placemaking and urban design. The research will aim to identify the barriers to design quality and assess the effectiveness of the planning system to enhance design outcomes, at the local level.

Findings 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. The research will provide the Council with a detailed analysis of its activities in pursuing better urban design quality and will inform the Council's future approach. It will also contribute an evidence base to help understand urban design and planning policy and practice across Scotland.

# 5. Panel Workshops

## 5.1 Operations of the Panel

In order to ensure a diverse spectrum of expertise and a constructive review process, in most cases there will be a minimum of 4 Panellists for a Panel to convene. However, because the skills brought to the table are bespoke to the outcomes required of the review, there may be cause to duplicate skills, bring in specialisms or seek advice of Panellists remote from the Panel setting. The skills round the table may be concentrated in favour of one or two disciplines for the same reasons.

In the event that a typical Panel session has been convened and the desired minimum number has not been achieved, the Place and Design Officer must be satisfied that the skillset at any workshop is able to help achieve the Council's aims for the Panel.



## 5.2 Timing of the Review

Experience from the Panel has found that engaging with the Panel process at the earliest possible stage of a project, 'before pen hits paper', is the most successful way to maximise the benefits of the free expert design advice on offer at Panel workshops. However, the Panel has previously and continues to be able to contribute to projects at any stage of the development process. At each workshop, therefore, discussion may vary to address issues as appropriate to the stage of the design.

The number of times a project will visit the Panel will vary depending on a range of factors including stage of development and nature of the proposal. The Panel can suggest the number and timing of additional visits that may help reach the depth of detail required to fully enhance the proposals in terms of quality of place and design. It may be deemed appropriate that the same panellists as at the initial sitting be invited to participate in any future Panel discussing the same project. The sequence of visits, their outcomes and the consensus reached at Panel workshops will be recorded in the Report. There is no 'approval' element to this process and no minimum or maximum number of sittings for any project, however, should a project be recommended to return to the Panel but this is not taken up, it will be reflected within the Report of the first visit.

## 5.3 Site Visits

Where it is deemed by the Place and Design Officer to be beneficial to the review process, all panellists attending a particular sitting will be invited to a site visit prior to the workshop. Details including timing and location will be provided as part of the agenda. Panellists have indicated that site visits have been a crucial part of Panel sittings, allowing all members of the Panel to become familiar with a site and its surrounding context.



## 5.4 Criteria for Review

The criteria for review at 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. – assessing contribution of the development to a growing economy.



It is our intention to improve the way the site is currently perceived. The neighbouring buildings vary greatly in quality and could be argued that they do not serve as good examples to emulate. The site is close to the Clyde and research done to investigate the Cyclebank Health Centre site demonstrated that materials should be robust due to its proximity to a maritime climate (heavy winds and rain). Materials should weather well with this in mind.

We are of the opinion that a high quality brick would stand the test of time. This could be complemented by a nod to the shipbuilding industry with some metal elements to create a textural facade, seen by many travelling on the busy Glasgow Road between Glasgow and West Dunbartonshire.



Additional criteria may be derived on a case by case basis. For example, the Panel may reflect on the output from any Charrettes or community engagement 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).

Additional criteria will be identified by the Place and Design Officer in conjunction with Planning Officers, the Planning, Building Standards and Environmental Health Manager and other Council Professionals and Officers, tailored to each individual proposal (or other such work being brought before it). The nature of the outcome of the Panel workshop will vary depending on the stage of the development presented to it and any criteria to formulate the specific review process will be set out in the Pre- Panel Information. The adaptability of the Panel to contribute to unique schemes at varying stages of the development process is a key strength.

The Panel does not provide an up-front 'checklist' of criteria for use in the review process, as it aims to avoid 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.

# 6. Presentation and Review

## 6.1 Format

The review workshop proceedings 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.

## 6.2 Project Introduction

The Place and Design Officer will introduce the project by clarifying the stage at which the project is seeking workshop input, 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.

The Planning case officer or Planning policy officer will introduce the Planning Context in which the development proposal sits. They will provide any relevant background information in relation to Planning Policy or Guidance or discussions already undertaken between the Planning Officers and the presenters.





## 6.3 Design Presentation

The Presenter will 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. This will be relative to the stage the development is at in the design process and should be discussed with the Place and Design Officer.

Digital presentations of proposals are expected; 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 logistical 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.

## 6.4 Clarification Questions

Following the presentation, questions will be invited from each of the Panel members. The process is undertaken as an informal 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. Panellists will have access to pens and paper, in order to further facilitate engagement with the proposals.

The purpose of the questions is to ensure Panel members fully understand what is being presented prior to commenting.

## 6.5 Panel Comments

The Place and Design Officer will outline the critical issues and areas in which the advice of the Panel is being sought, in line with the Pre-Panel Information formed as part of the pre-panel discussions. Council Officers may also attend to outline any particular issues of interest, at this point. Additional areas where advice is required may be borne out of the questions raised after presentation to the Panel and these can be either be addressed at the time 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 Proponent. Free, information discussion is encouraged, and in the spirit of the workshop environment, presenters may offer points of clarification where they feel the Panel's interpretation of the proposal to be inaccurate.

## 6.6 Summary of Panels Key Issues

The Place and Design Officer will summarise the key issues on which 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 of the development.

The Panel will be prompted by the Place and Design Officer to vote (if necessary) on such issues in order that a consensus view is reached, recorded and communicated to the proponent.

The Place and Design Officer will deliver the critical feedback at the summarising stage, outlining the key points of Panel consensus (recommendations) that the Proponent will be expected to address within their application, or within ongoing engagement with The Council. They will also outline the key areas on which the project could seek to develop further in order to maximise the benefits of any future Panel workshop the scheme may participate in.

## 6.6 Follow Up

After the Panel sitting, Panellists and Presenters will be approached for their feedback on the process. This has been vital in improving the process during the Panel's first year, and the valuable insights of those present will continue to inform how the Panel operates.

In addition to circulating the Report and request for feedback, the Place and Design Officer will take forward discussions on design with the Presenter. If applicable, they will also inform Panellists when the project will return to the Panel.



# 7. Principles of Design Review

## 7.1 Principles of Design Review

Design review is an established means of improving the quality of design in the built environment. For design review to succeed it must ensure consistently high standards in the quality of the advice it offers. It must also follow a robust and defensible process. The overarching principles, based on those put forward by the Design Council in 2013, under which West Dunbartonshire's Panel operates 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.

**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.

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

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

**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.

**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.

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

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

**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.

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

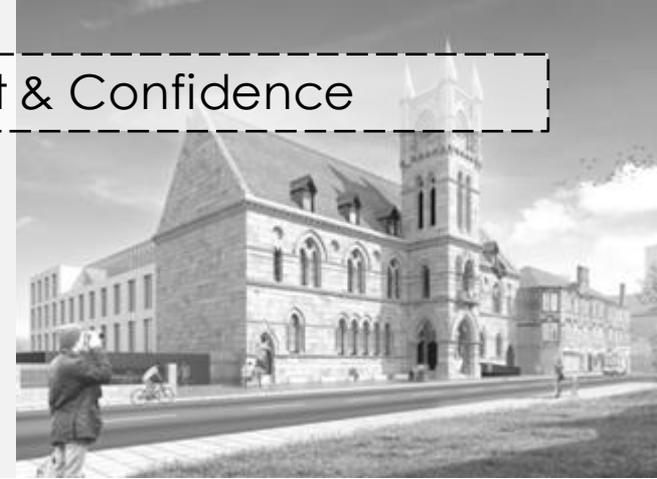
**Advisory** – it offers impartial advice but does not make decisions.



# 8. Independence, Integrity, Conflict of Interest & Confidence

## 8.1 Independence, Integrity, Conflict of Interest & Confidence

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, Building Standards and Environmental Health Manager.



- The panel members agree to follow the Model Code of Conduct for Members of Devolved Public Bodies, and where available, the Council will additionally be entitled to rely on the Panel Members' compliance with Codes of Conduct produced by their own Professional or Trade Bodies. The terms of the Code of Conduct were considered by the Council to be appropriate for the 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.
- Where it appears to the Place and Design Officer 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.
- Panel members shall keep confidential all information acquired through their role on the panel. The Panel documents will be published on the Council's Website upon the submission of an application for full Planning Consent or when otherwise deemed appropriate depending on the nature of the proposal. 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.

## References

Design Council (2013). *Design Review Principles and Practice*. Online, available: [https://www.designcouncil.org.uk/sites/default/files/asset/document/DC%20Cabe%20Design%20Review%202013\\_W\\_0.pdf](https://www.designcouncil.org.uk/sites/default/files/asset/document/DC%20Cabe%20Design%20Review%202013_W_0.pdf)

Scottish Government (2013). *Creating Places: A policy statement on architecture and place for Scotland*. Online, available: <https://www.gov.scot/binaries/content/documents/govscot/publications/publication/2013/06/creating-places-policy-statement-architecture-place-scotland/documents/00425496-pdf/00425496-pdf/govscot%3Adocument>



## Contact Details

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## Other Formats

This document can be made available on request in alternative formats such as large print, Braille, audio tape or computer disc as well as in five community languages.

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。

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

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

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

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



# Appendix 1: Policy and Guidance

Policy;

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 (draft), 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.