

Design Review Guide

Brentwood Borough & Dunton Hills Garden Village

d:se





Foreword

This document is for all those on the ‘applicant’ and ‘authority’ side of the development and planning process. It explains how design review works and how to get the most from it.

Design review is a straightforward process. Designs for new developments are presented to a diverse panel of experts, who discuss the project and provide advice on how it could be improved. The recommendations are incorporated into a report for the applicant and the local authority. The role of design review in achieving well-designed places is specifically referred to in *paragraph 129 of the NPPF*. This says that local planning authorities should use tools such as design review for assessing and improving the design of development, and that they should have regard to the recommendations made by design review panels. Where a refusal of planning permission or undetermined application is taken to appeal and there are design issues involved, the inspector may refer to the panel’s recommendations.

Brentwood Borough Council expects that strategic development (including strategic site allocations and other major developments) undergo an independent design review process, in line with *Planning Policy SP06 (Effective Delivery of Development)*. Information on the process and details of the requirement will be discussed upon inquiry and set out in a planning performance agreement (PPA). Further details can be found online here; www.brentwood.gov.uk/index.php?cid=2872.

Contents

- 7. About Design South East
- 8. About Brentwood Borough
- 8. About Dunton Hills Garden Village
- 10. About the panel - Dunton Hills Garden Village
- 13. About the panel - Brentwood Borough
- 20. Role of the panel
- 21. The value of design review

- Before the review
- 23. When to come to design review
- 24. Key steps in the process
- 25. Booking
- 26. Costs
- 28. Documents to submit

- On the day
- 31. The meeting
- 33. Who should attend
- 34. Presentation methods

- Following the review
- 36. The report
- 36. Responding to the review
- 37. More than one review?



About Design South East

DSE is a non-profit organisation that helps create great buildings, spaces and places. We started over 20 years ago as a small architecture centre in North Kent and have evolved into the longest-established and fastest-growing design advisory organisation in the country.

We support the policy, planning and design process by providing clear, independent and constructive advice that combines local knowledge with informed, insightful expertise, in a flexible and agile way that provides value for money.

In addition, we develop relationships and understanding between local authorities, developers, project teams, and communities through facilitation. Ultimately, we aim to develop a design culture, by developing the skills and capacity of people and organisations in the South East, through careful, considered and well-programmed professional training and support.

Our design review services operate throughout London, the South East and the East of England. We work regularly with around 30 local authorities and run local design review panels in ten local authority areas including Ashford, Guildford, Brighton & Hove and Kingston. We provide informal design advice to local authorities and deliver training for officers and elected members through Suffolk Design and Kent Design, which is a model shared CPD programme for the public and private sectors.

About Brentwood Borough

Brentwood Borough is located in the south-west of the county of Essex and east of Greater London. It is characterised by the main urban areas of Brentwood and Shenfield, with villages of different sizes scattered within the wider borough boundary – set within the countryside of Essex. This has defined the ‘Borough of Villages’ character that Brentwood Borough Council’s growth strategy seeks to maintain.

Brentwood has good transport connections, with two key transit corridors. These have defined the key connectivity routes for Brentwood Borough Council’s growth strategy in its new Local Plan 2016-2033: the ‘Central Brentwood Growth Corridor’, with the A12, the Great Eastern Main Line to London Liverpool Street Station as well as the Elizabeth Line; and the ‘Southern Brentwood Growth Corridor’, with the A127 and the London, Tilbury and Southend Railway to London Fenchurch Street Station. Focusing growth along these axes will ensure that future development is sustainable, maximising the benefits of transport infrastructure.

With 89% of the Brentwood area being within London’s Metropolitan Green Belt, there are a number of development constraints to overcome. The borough will need to accommodate 7,752 new homes and to do this it has allocated 5 strategic sites as well as a number of smaller sites to enable this delivery. The Local Plan (which is currently at Reg 19) sets out its vision for growing sustainably to deliver a healthy and resilient built environment; diverse economic and social-cultural opportunities for all; and a natural environment that is beautiful, biodiverse, clean and functional. The decision to appoint a Design Review Panel reinforces the council’s commitment to delivering a healthy and quality place so it continues to be a desirable place to live and work.



BRENTWOOD THEATRE

About Dunton Hills Garden Village

Dunton Hills was selected as one of the strategic housing sites to be subject to a design review process. Its location along the Southern Brentwood Growth Corridor being well suited to the principles of garden communities, it is now being planned to deliver the Dunton Hills Garden Village, having been selected as one of 14 garden villages in 2017 as part of Governments initial funding round for garden village settlements. The spatial vision for Dunton Hills Garden Village is set out in Strategic Site Allocation Policy R01 (I-III), supported by three key strategic goals and 12 sub-objectives, summarised below.

DESIGN	Strategic Aim DH01	<p>To create a distinctive and well-designed new settlement at Dunton Hills that responds to its spatial context and incorporates all the necessary components to achieve a healthy, liveable and self-sustaining Garden Village.</p>	<p>DH01a: DISTINCTIVE CHARACTER & HARMONIC DESIGN</p> <p>DH01b: LANDSCAPE-LED</p> <p>DH01c: EMBEDDING HERITAGE ASSETS</p> <p>DH01d: SOCIAL PLACE</p> <p>DH01g: HOMES THAT PROVIDE DESIRABLE DESIGN, CHOICE, AFFORDABILITY</p> <p>DH01e: SMART INFRASTRUTCTURE</p> <p>DH01f: SUSTAINABLE TRAVEL</p>
FUNCTION	Strategic Aim DH02	<p>To deliver a place of prosperity that promotes enterprise, innovation and learning as part of the delivery process, but also as an embedded culture for the future village.</p>	<p>DH02a: HEALTHY & PRODUCTIVE WORK PLACES</p> <p>DH02b: ALL THROUGH LEARNING</p> <p>DH02c: INNOVATION & ENTERPRISE</p>
MANAGEMENT	Strategic Aim DH03	<p>To create a process and legacy of co-design, co-delivery and eventual vibrant and cohesive community spirit and stewardship.</p>	<p>DH03a: GOOD GOVERNANCE</p> <p>DH03b: PHASING PLAN</p>



About the Panel

Dunton Hills Garden Village

Jane Briginshaw

Jane Briginshaw is a Public Policy Leader and Consultant to local authority leaders and housing developers specialising in built environment policy and delivery, championing quality and sustainability with a focus on planning and community leadership. She is a Committee chair, (chair Hounslow and Medway DRP, Dunton Hills Garden Village and Hemel Garden Communities review panels) and advocate, underpinned by a suite of skills incorporating high level communications, networking and influencing and strategic thinking.



Carl Gulland

As an architect at KPF, Feilden Clegg Bradley Studios and as a Director at John Pardey Architects, Carl has been privileged to work on a significant selection of residential schemes. At FCB Carl was a project architect for the Stirling Prize winning Accordia, and evolved the lessons learnt for Icon, Street, Winner of the 2010 Housing Design Awards. At JPA, their passion for housing has led to fantastic commissions including a residential masterplan for the re-use of Walter Gropius' Film Laboratories, Denham. Carl oversees the practice's residential projects with smaller developers such as Kevin McCloud's HAB Housing through to the likes of Redrow.



Lindsey Wilkinson

Lindsey Wilkinson is a Chartered Landscape Architect, and Fellow of the Landscape Institute, and the Royal Geographical Society, with over twenty years' experience across a diverse range of project scales and scenarios, from Green Grids to Pocket Parks. Currently, she works as a freelance practitioner specialising as a landscape architect and green infrastructure consultant, with historic landscape and greenspace expertise. She's a committed advocate of her profession as an essential component of sustainable and successful design-led schemes. Lindsey is an active member of Design Review Panels for Design South East and OPUN. She's appointed as a Built Environment Expert for Design Council CABE, and a Panel Member for Cambridgeshire's Quality Panel. She sits on the National Trust's Historic Environment Group and Design Advice Forum as a Specialist Advisor.



Peter Neal

Peter is a landscape architect and environmental planner specialising in green infrastructure planning and the design, funding and management of urban parks and the public realm. Formerly head of public space at the Commission for Architecture and the Built Environment (CABE), he was seconded to support the planning and design of the Queen Elizabeth Olympic Park. He is a Design South East panel member, a Built Environment Expert for the Design Council, has given evidence to a government select committee on the future of public parks and is a fellow of the Landscape Institute.



Scott Adams

Scott is a Senior Associate at HTA Design with over 15 years' of expertise in large scale urban design, strategic planning and regeneration projects. Scott contributes to the firm's innovation projects, such as Supurbia, which aims to demonstrate how London's outer suburbs can be intensified whilst creating enhanced neighbourhoods. His role also extends into developing the firm's portfolio of public realm-led masterplans and place plans whilst working with the Architecture, Landscape and Planning teams. Prior to joining HTA, Scott co-founded Urban Design Skills in 2007, an award-winning central London practice where he led the development of best practice design guidance; urban design training programmes; and a range of city visions and masterplans.



Annabel Keegan

Annabel is a qualified transport planner and urban designer with a background in architecture. She has over 18 years of experience in multidisciplinary consultant teams specialising in the delivery of design-led projects both within the public and private sector. Annabel has a keen interest in improving the quality of streets and public spaces and has been involved in a range of projects developing innovative street and public realm designs. She is practically minded and passionate about achieving synergy between transport planning and urban design. She is also experienced in facilitating community and stakeholder consultation events and has led many public consultation and design exercises.



About the Panel

Dunton Hills Garden Village

Richard Warwick

Richard recently joined NRAP, a design-led Cambridge practice. NRAP's portfolio includes cultural projects, work for the colleges, housing, master planning and commercial schemes. Prior to this Richard was an equity director at ORMS where he led several large, high profile projects including the Standard Hotel in Kings Cross and a £50m refurbishment of a dilapidated building in Old Street. For 13 years he worked for Bennetts Associates where projects included a new £25m business school for City University, 250 apartments in central London and a town hall for Reading Borough Council.



Andrew Beharrell

Andrew Beharrell is Pollard Thomas Edward's senior equity partner. As well as sharing in managing the practice, Andrew is very involved at the concept and planning stages of architectural projects. He has led PTE's diversification beyond urban regeneration into the masterplanning of new settlements, town centres and urban extensions, and from housing into a wide range of mixed-use projects. Andrew is closely involved in PTE's own property developments, and is the practice's spokesperson on topical housing and regeneration issues.



Kay Richardson

Kay Richardson is a Landscape Architect and Urban Designer who has worked across diverse environmental design and planning portfolios in both local government and private practice for 25 years. Highly experienced in design review, Kay's core skills are to explore a typology of values to strengthen the design process for meaningful and participative solutions. She is a member of Highways England's national design review panel, a panel member for a range of sites, development corporations and local authorities in London. A specialist in the heritage sector, Kay provides support to a variety of neighbourhood plan groups, coastal communities and Local Authorities across, guidance to owners and local authorities in risk management and valuation of cultural heritage. She also undertakes Doctoral Research exploring values in the design process.



Brentwood Borough

Kieran Perkins

Kieran is a registered Architect and an experienced urban & landscape designer. Kieran works between the Cambridge and London studios and has been involved with the practice since 2001. Since joining the practice full-time in 2004 he has worked on projects at a range of scales and sectors and for diverse client groups. Recent projects include large-scale landscape proposition and masterplanning work in the Lea Valley, the detailed design of innovative new public and residential buildings, and the development of highly crafted interventions in existing, often historic environments.



Kevin Radford

As an Architect with over eighteen years' experience, Kevin has led architectural and urban design projects for public bodies and private developers both in the UK and abroad. He has a wealth of expertise in urban regeneration projects with specific skills in architecture, urban design and masterplanning at various scales. He has more recently established an in-depth knowledge of achieving sustainable greenfield residential developments across the UK. This is based on an intimate understanding of the landscape to develop a 'place' led approach as well as being informed by housebuilder priorities. Kevin has worked in Australia and led projects globally, specialising in water sensitive urban design, ensuring city masterplans are both resilient to climate change in the long term and preserve precious water resources.



Kyle Buchanan

Kyle Buchanan is an architect and founding director of Archio Ltd, nominated for BD Young Architect of the Year 2016. Kyle studied at the University of Cambridge and the Bartlett (University College London). His work has been shortlisted for the RIBA Silver medal and exhibited at the Royal Academy. Kyle has expertise in suburban and infill housing, community buildings, and working in historic contexts. He is interested in the potential for alternative models of housing delivery to address the current supply crisis and unlock challenging sites through genuine engagement with communities and careful analysis of the existing urban environment. He is currently working on one of London's first Community Land Trust Housing schemes in Lewisham.







About the Panel

Brentwood

Harriet Bourne

After a career in fashion, Harriet Bourne studied landscape architecture and worked in urban design and landscape architecture practices before setting up BBUK. Since the inception of the practice Harriet has run projects ranging in size from large scale urban design projects and landscape strategies through to detailed design and implementation of a range of award-winning schemes both in the United Kingdom and abroad



Eleanor Brough

Eleanor's work in the education and community sector has given her skills in stakeholder engagement and collaborative working. On projects including Mellor Primary School and the Highbury Roundhouse Centre, she has frequently worked with inexperienced clients needing tailored support through the design process, and a critical and imaginative approach in making the most of their budget and site. At Mellor, for which she was awarded the RIBA NW Project Architect of the Year Award, her role was key in delivering an exemplar sustainable building which incorporated community build and which has enabled the school's ambitious curriculum to grow.



Katy Neaves

Katy is a dual qualified landscape architect and urban designer and have been working in the built environment for the last 18 years. Over the last ten years she has specialised in urban design and townscape consultancy for a range of successful proposals including considering the layout and landscape impact of largescale urban extensions, major retail developments, and sensitive heritage developments, such as Whiteleys in Bayswater and India Buildings in Edinburgh's World Heritage Site. She is a Recognised Practitioner of the Urban Design Group and an Academy of Urbanism Academician and involved in various education courses such as the MA Urban Design course at Leeds Beckett University and the BA (Hons) Designing Cities: Planning and Architecture at the University of Westminster.



Simon Collier

Simon is an urban designer and chartered landscape architect with experience in both the private and public sectors. He joined David Lock Associates in 2000 and is now a partner in the practice. His work encompasses conceptual thinking and visioning for the largest scale strategic projects, site master plans and development frameworks through to the production of design codes and detailing for implementation. Simon is able to articulate complex design challenges into development proposals which are creative, innovative and deliverable.



Annemarie de Boom

Annemarie is an urban designer with 20 years of experience advising private and public sector clients on a wide range of projects, from spatial plans and masterplans for growing towns to design frameworks, regeneration strategies and streetscape designs for established urban areas. In 2008 Annemarie joined studio | REAL where she led urban design studies in towns across the UK. Annemarie has a long-term role as design advisor to Newhall Projects Ltd, landowners at Newhall, a new neighbourhood of 2,500 homes in Harlow. She has recently been appointed to provide urban design advice to South Cambridge District Council on several strategic housing sites.



Clare San Martin

Clare has over 30 years' experience of working as an architect, urban designer and masterplanner on residential, mixed use and regeneration projects. This has mainly been in the UK but I also worked for the San Francisco Redevelopment Agency on city regeneration schemes, in Sweden on a new Garden City and an inner city neighbourhood, and in Dublin, Ireland where she led the masterplanning team for the Liberties Local Area Plan. For the past 12 years her focus has been on masterplanning large scale new settlements including Garden Villages, Garden Suburbs and urban extensions. This has involved working with major house builder developers, clients promoting strategic land through the planning process, and with local authorities.



About the Panel

Brentwood

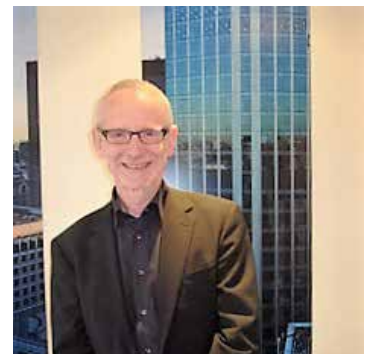
Liz Gibney

For the past three years Liz has been Director of Place with Home Group. She oversees all aspects of design for Home Group, which goes beyond building design and also looks at the design of community spaces and responding to an area's history and current characteristics. This involves considering the Group's supported housing offer as part of their wider place making initiatives to bring homes for life into mixed tenure communities. Previously, she worked as an architect was also involved in the launch of an arts and community charity in Dover which was designed to bring communities together through art.



Paul Appleby

Paul advises design and masterplanning teams on the integrated sustainable design of buildings and communities. He has worked in the construction industry as a consultant, lecturer and researcher for 47 years, including 25 years consultancy experience running practices specialising in building health and sustainability, working with some of the world's leading architects and developers on high profile and award winning projects such as Battersea Power Station, Scottish National Heritage hq Inverness, Tate Modern extension, Greenwich Millennium Village and the Pinnacle tower Bishopsgate.



Andrew Cameron

Andrew is an engineer who enjoys planning for movement whilst at the same time creating great streets and beautiful places that will be loved and will endure. He has been involved in many regeneration and masterplanning projects for villages, towns and cities in the UK and around the world and has worked closely HRH The Prince of Wales and his organisations for over 20 years to deliver many exemplar projects. These have included the mixed-use urban extension of Poundbury in Dorchester; the expansion of Libreville in Gabon and a ground-breaking new mixed-use town for 40,000 people in Bahrain.



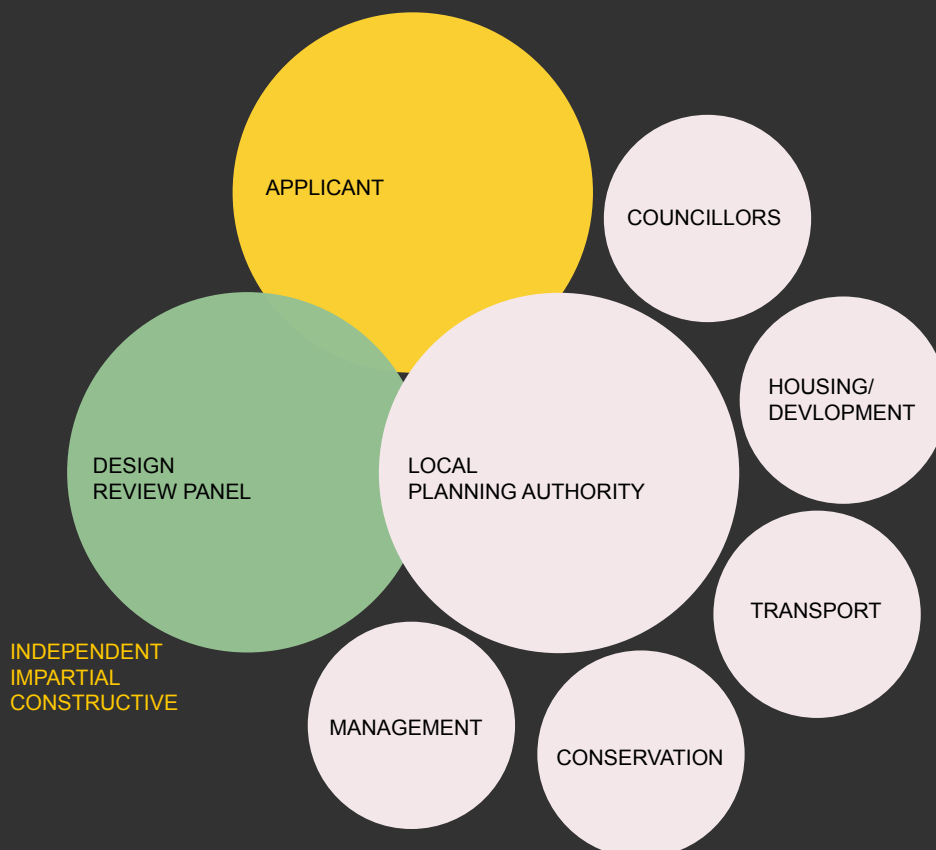
Vanessa Ross

Vanessa has developed particular expertise in providing wide ranging landscape consultancy for complex, large scale, multi-phased projects in sensitive landscapes from site and early planning stages, L/TVIA/ EIA, expert witness and public consultation through to detailed design and overseeing of works on site. Vanessa has a keen focus on delivering excellence in design and project management, working closely with clients and design teams, applying a pragmatic and creative approach to every scheme regardless of scale or budget. Vanessa is a member of the Landscape Institute's Education and Membership Committee, an examiner and supervisor for the LI Chartership programme and chairs a Conservation Area Advisory Committee in Kingston upon Thames. She was appointed to the DSE Expert Review Panel in 2017. She is also a lecturer in professional practice at Kingston University.



Role of the panel

DSE's design review service provides timely, expert and independent design advice to local authorities, developers and design teams through a discursive process of critical appraisal of design proposals. Design review brings a multi-disciplinary and expert panel into the pre-application process. It benefits the applicant and the planning authority by providing an objective and clear assessment of the design merits of a development proposal, and offering constructive and considered recommendations.



The value of design review

The aim of design review is to improve design quality in the built environment. Its role is to review development proposals and provide feedback to developers, clients and local authorities. Design review is a very valuable opportunity to get additional expert help with your project. We want to work with you to make your project as good as it possibly can be, for the benefit of you, your clients, the future users of the project and the public at large. Design review is not a test; we aim to have a constructive conversation about the project, the result of which is better design. The overwhelming majority of people who present to design review find it a positive and immensely useful experience.

Speed Tapping into high level expertise at the right time can help unlock potential issues before they occur. This can help save time, overcome unnecessary conflict and build confidence around a proposed project or development. It helps to progress a site through the planning process. An endorsement from design review or evidence that a promoter has responded to the Panel's suggestions adds weight to decision making.

Quality For many local authorities design review has become an integral part of the development control process. Design review can ensure design quality, raising the quality of life for local people. Design review can identify ways to make a project function better and be more user-friendly.

Consensus The process facilitates collaboration to achieve consensus around design objectives, and offers ways of engaging with interested parties such as highways departments, politicians and communities. Design review can help build consensus when projects span planning authority boundaries or have multiple statutory consultees.

Value Design review offers a fresh perspective, providing solutions to seemingly intractable design issues. Design review can help to address the viability question, and in some cases projects can be simplified through efficient design solutions identified by design review. Advice from the Design Review Panel can unlock higher sale or rental values



Before the review

When to come to design review

It is best to bring your project to design review as early as possible. That way you can derive maximum benefit from the advice on offer before your designs become too advanced.

However, some designing needs to have happened before we can review a scheme, but design teams have sometimes come to us to discuss a brief and some very early concept sketches (RIBA Stage 1) and gained a lot from the process. For these very early reviews the discussion focusses on establishing design principles and objectives and exploring a range of design options.

Most design teams come to us when the first draft of their proposals have been complete (RIBA Stage 2) but before they have done so much detailed work that it is difficult to make changes.

Many projects come to us once public consultation and discussions with key statutory consultees have been completed. This is not ideal as aspects of the design can become fixed as a result of these consultations. We suggest it is best to come for your first design review before, or around the same time as these early discussions.

This is not to say that design review is not useful at a later stage – shortly before or after a planning submission. If you retain an open mind about making revisions to your application to address the Panel's comments, design review can still improve the project and help it through planning.

You should not feel that you need to make extensive preparations for a design review or that you need to postpone a design review because you are not ready. We want to see your work in progress and you can certainly carry on working while waiting for the design review meeting.

Key steps in the process

Initial enquiry	At least 1 month before	Telephone or email our office to get booked into the system and discuss possible dates. We will send you a Project Submission Form and a Contract.
Confirm review	At least 3 weeks before	Return the Submission Form and Contract and we can confirm your design review date.
Book venue	As soon as possible	We need you to locate and book a venue for the review (this could be a site office, a local village hall, or Brentwood Borough Council's offices).
Submit drawings	At least 7 days before	Submit the documents to Design South East
Pay the invoice*	<i>Before the review</i>	<i>*For reviews of single private houses we require that the invoice is paid before the review goes ahead.</i>
Design Review	On the day	Make sure you bring all the technology you need to make your presentation and provide additional copies of key documents for the Panel.
Report	Within 5 working days / one week	You will receive our report. Consider carefully how you will respond to its recommendations. Consider whether you will need a second review.

Initial enquiries will be dealt with in conjunction with DSE and the Council. Queries should be sent to Design South East via info@designsoutheast.org.

Some schemes may require additional design workshops or surgeries to help evolve the design proposals in collaboration with the Council and key stakeholders. These can be discussed on a case-by-case basis in the same way, or informally in discussion with the Panel Manager.

Booking

Booking a review

It is best to email info@designsoutheast.org or telephone our office on 01634 401166 to discuss dates for a review. We operate a system whereby a number of Panel meetings are scheduled in advance and if you can slot into one of these dates it will make all our lives easier.

However, if those dates do not suit you or are already booked up we can be flexible and arrange additional Panel meetings. After this initial discussion we will send you a Project Submission Form and Contract. Return these as soon as possible to confirm the review date.

Booking a venue

The review needs to take place at a venue no more than 30 minutes from the site (preferably less). We need you to locate and book the venue. The Design South East team can help you with this if you are having problems.

We need a room, preferably laid out 'board room' style, which can accommodate at least twelve people. Site offices, village halls or meeting rooms at the local authority offices are often used for design reviews. It is your responsibility to organise any technology you need for your presentation.



Costs

The panel are able to review a diverse range of projects, at any stage in the development and planning process.

Some schemes may require additional design workshops or surgeries to help evolve the design proposals in collaboration with the Council and key stakeholders.

This includes garden villages and towns, large developments, major applications, minor applications, small yet significant developments (and any scheme or policy document being developed by the Council, such as a brief, guide, policy document or scheme).

All prices exclude VAT.

Design review costs are typically met by the project promoter.

Details of the scheme to be reviewed should be discussed with the case officer and/or DSE Brentwood DRP panel manager in the event of uncertainty over which type of review would be most appropriate for a scheme.

Significance is not always related to quantum of development. Significance may be related to:

- Scale (quantum of development)
- Use (for example large buildings, large public realm schemes, infrastructure projects, masterplans)
- Site and context (for example developments impacting on sensitive views or listed buildings)

Time	Charging band
Full day	Extended
Half-day	Typical
1-2 hours	Small

Review/workshop type	Panel members (including Chair)	Cost (excluding VAT)
Design review (complex scheme)	5	£6,271
Workshop (extended) - including large-scale policy review (written or illustrated report, as appropriate)	3-5	
Design review (written report)	5	£4,181
Workshop (standard) - including policy review (bulleted or illustrated report, as appropriate)	2-3	£2,463
Small schemes surgery – up to 3 schemes review (bulleted reports)	1-2	
Design surgery – thematic/topic review for a complex scheme (bulleted report)	1-2	£1,100
Chair review (bulleted report)	1	£1,100

Other bespoke forms of workshop can be costed on application. This can be coordinated with the Council and the DSE Panel Manager, or via **info@designsoutheast.org**.

Documents to submit

At least seven days before the design review we need you to send us the documents related to your proposal. These and any additional documents should be submitted by email, or some other system such as Dropbox or WeTransfer.

If additional material is presented at review, it should be sent to our team immediately after the session

We want you to come to design review as early as possible in the design process. So the list below is a guide and we would rather you come to design review than wait until everything was ready.

- **The story of how the chosen design was arrived at; what options were rejected.**
- Contextual analysis showing the site in relation to adjoining properties and its wider context.
- Aerial photographs of the site and its surroundings.
- Illustrations of the historical development of the urban form over time, listed buildings and conservation area boundaries.
- Site plans clearly showing land ownership. Indicate specific areas that are to be built on, buildings for demolition, retention and/or refurbishment.
- Landscape analysis and details of the landscape design approach.
- Plans, sections and elevations of proposed buildings. Street sections and sections through buildings which also show the wider topography.
- Photomontages and visualisations demonstrating the development in its context.
- Detailed drawings communicating the architectural approach and materials.

3-D illustrations are particularly welcome to demonstrate a variety of user experiences, such as pedestrian or vehicle approaches, sense of arrival, internal and external orientation etc.

We send this information out to the Panel members attending the design review session at least one week before the meeting takes place. You can still continue to work on your designs and present additional or more detailed information at the Panel meeting.



On the day



The meeting

There are **four** parts to the design review session:

1 Site visit

The Panel will go out on site with the design team/client and a Brentwood Borough Council representative. The objective is to get a thorough feel for the site and the opportunities and challenges it presents. We would suggest that the group of people accompanying the Panel on site should not be too large (four at most). We will want to walk round within the site but also view the site from outside of its boundary and get a feel for the wider context. On very large sites we may need you to provide a minibus to enable this.

2 Brentwood Borough Council's briefing

Once we return to the venue the Chair will ask the representative from Brentwood Borough Council to explain the planning context to the project and what they are looking for from the review. This should take no more than 10 minutes. It is important that this briefing comes from the Council as we need to hear directly from the local authority about the policy considerations and local sensitivities. It underlines the impartiality of design review.



3 Presentation

There will be then be around 30 minutes to present the project. A good way to break this up is to begin with the client explaining their vision, objectives, or brief for no more than 10 minutes and then the architect to present the project for no more than 20.

Do not waste time establishing your credentials as a developer or architect by talking about your portfolio or how many awards you have won. We are reviewing the current project. We are not interested in what you have done in the past unless you want to tell us about the lessons you have learnt that are relevant to this project.

Remember the Panel will have had an opportunity to view the documents you presented so it is not necessary to discuss every detail of the project. It is best to concentrate on the story of how you have arrived at those particular designs, how you are responding to the brief and the context and what you are trying to achieve.

4 Questions, discussion and feedback

The Chair will begin by inviting Panel members to ask questions to clarify any issues with the project presenter(s). They will then give you their feedback on the designs. At the end of the design review process, the Chair will conclude the discussion with a verbal summary of the advice offered.

Who should attend

At each Design Review meeting, there will be at least five panel members including the Chair, as well as a Panel manager from Design South East who will take notes and prepare the report.

As a minimum, the architect/lead designer and client should attend. Other members of the project team such as planning consultants and other design or technical consultants, may also attend. If there is a landscape architect on the team it is very helpful for them to attend.

We will encourage relevant Brentwood Borough Council officers to attend the meeting; these may include planning, conservation and highways officers. If there has been involvement from another part of the council please let us know. If there is involvement from another agency, such as Historic England or the county highways team, we will invite them to design review. If they cannot attend we may ask for their views in advance.

We also encourage a range of people to come and observe design review. This might include additional officers, students, other professionals, elected members, etc. In all cases observers agree to maintain the confidentiality of design review.

We will always insist that Brentwood Borough Council is present, and we will always send the design review report to the Council. We do not undertake private design reviews. This is because design review has to be seen to be independent and neutral in the planning process. Without this independence its findings will not carry weight at planning.

Presentation methods

There are different ways to approach presenting to the Panel. Design South East does not insist that you use one method or another.

1 Paper plans and drawings

It is perfectly acceptable to conduct a design review by tabling a set of plans, drawings and visualisations. Please bring these along at sufficient scale that they can be easily viewed around the table.

2 On-screen presentation

You might choose to use a digital presentation. It is up to you to ensure that you have the appropriate technology to make your presentation.

3 Display boards

You may prefer to use display boards. This may be helpful if you have already produced boards for a client meeting or public consultation.

4 Models

Models are one of the best ways of communicating the concept and design of a project and their use is encouraged wherever possible. Even rough cardboard models are useful.



**Following
the review**

The report

After the design review session, a written report will be issued summarising the views of the Panel. As a guide, we aim to email out the report within 5 working days.

This report will be a concise written summary and may also include suggestions and recommendations. The aim of the design review report is to assist and encourage developers/advisors in achieving better quality development proposals. In the case of current planning applications, the contents of the design review report will become a public document and are expected to be considered as a material planning consideration.

We are happy to amend the report if we make a factual error. However, we cannot change the advice or opinions contained in the report.

Responding to the review

Please consider each point made in the design review report. It may be helpful to annotate in your final design and access statement how you have responded to each point. This will demonstrate your commitment to design quality by showing you have positively engaged with design review.

Remember that the National Planning Policy Framework gives the opinions of design review panels weight in planning decisions. Where design review opinion differs from that of statutory consultees it is important to remember that in most cases the advice of statutory consultees is not mandatory.

More than one review?

Larger, more complex or sensitive projects may benefit from more than one design review, for example a first review at the concept stage and another when more detailed designs have been developed. When a project is reviewed more than once we will try to ensure that the same panel members are involved, or at least that a majority of the Panel are the same. This removes the need for a full site visit.

For private houses hoping to gain planning permission via paragraph 79 of the NPPF we often have a number of reviews until the Panel are satisfied that the 'test' under paragraph 79 has been passed. Where we undertake multiple reviews the latter ones may be conducted with a smaller panel, perhaps just the chair and one panel member. In these cases the fee will be reduced.

Design workshops

For larger complex sites which are being considered at an early stage we often undertake design workshops in partnership with the landowners and the local authority. These still make use of our expert Panel but in a more 'hands-on' role. Such workshops are useful to develop design principles and objectives for the site, establish a broad framework for the lay-out and strategies for dealing with key opportunities and constraints. A design review might follow a workshop once early designs have emerged.

d:se

