

## Peterborough Design Review Panel

### Terms of Reference

#### 1. Introduction

The Peterborough Design Review Panel (PDRP) is set up to raise design quality throughout Peterborough by having a team of architects and other design professionals assess schemes before and after they are submitted for planning permission. The main purpose of the panel is to advise Peterborough City Council on the architectural merits of any large scheme proposed for Peterborough. The panel will consider a wide range of schemes within Peterborough and will follow procedures and guidelines established by the Commission for Architecture and the Built Environment (CABE).

#### 2. Criteria for assessment

Cases referred to the panel will generally meet the following criteria:

##### Category A

Proposals which are significant because of their size or the uses they contain. These include:

- Large buildings or groups of buildings such as courts, religious buildings, museums, art galleries, hospitals, shopping and leisure facilities, and office / commercial buildings;
- Major changes in the public realm such as pedestrianisation schemes or proposals to enhance public squares and civic open spaces;
- Large regeneration schemes
- Infrastructure projects such as stations, and other transport interchanges, bridges and waste incinerators.

##### Category B

Proposals which are significant because of their location. These include:

- Proposals which may affect important views of Peterborough Cathedral
- Proposals that are sited in such a way that may give rise to exceptional effect on their locality: A relatively modest proposal can be of strategic importance if it is situated at an important street junction, in a square, along the River Nene corridor or on the approach to the urban area.

##### Category C

Proposals with an importance greater than their size, use or location would suggest. These include:

- Proposals which are likely to establish the planning, form or architectural quality for future large scale development of redevelopment;
- Proposals which are out of the ordinary in their context or setting because of their scale, materials or detailing;
- Proposals which are particularly relevant to the quality of everyday life and contain design features which, if repeated, would offer substantial benefits for society.

In general, the Panel will not review schemes that have been presented to other design review panels like the Inspire East Design Review Panel or CABA Design Review Panel. Applications will be referred to the Panel at the discretion of the Head of Service.

### **3. Panel Members**

The Peterborough Design Review Panel (PDRP) will have 20 members. The pool of experts will include innovative and distinguished architecture and design practitioners. They will be chosen locally and in areas that have significant numbers of high profile schemes, such as London. Internal advisors will include the Principal Urban Designer, the Principal Built Environment Officer, a Development Control Officer and the Access Officer. In order to avoid fettering the ability of Members to comment and vote on applications when reported to Committee and to avoid pre-determination of issues, Members of the Planning and Environmental Protection Committee will not be included in membership of the panel.

While the role of the Peterborough Design Review Panel (PDRP) is purely advisory, the panel's comments carry a lot of weight. Any comments from the PDRP are fed in to planning inspectors and any planning inquiry.

Panel Members are selected every two years through invitation by Peterborough City Council. Membership of the panel will be limited to a period of two years. Members will be able to re-apply but there is a strong presumption that membership will change.

The Peterborough Design Review Panel (PDRP) will be composed of the Chair and at least 4 members. The Chair of the Panel will be selected and appointed every twelve months by the Principal Urban Design Officer, who manages and administers the panel. A technical officer will assist the Principal Urban Design Officer in preparing draft reports following each Design Review meeting, which will be agreed by the appointed Chair and then circulated to the Panel Members.

Panel members must endeavour to attend all meetings that they have indicated they will attend. If they are unable to attend they should send an apology in advance of the meeting to the Principal Urban Design Officer. Membership of the panel is voluntary and unpaid, the costs to the Council will amount to provision of accommodation, refreshments and travel/subsistence.

### **4. Operation of the Peterborough Design Review Panel (PDRP)**

The PDRP will meet every two months, normally on the first Tuesday with each panel meeting lasting from approximately 14:00 until 17:00, always assuming that there is an appropriate scheme to be considered.

### **5. Panel Meetings**

The meeting will commence with a briefing of the scheme(s) by the Principal Urban Design Officer. Each scheme will then be allocated a one-hour slot with a 20-minute presentation by the architect or the designer (*See Appendix 1 for guidelines for those presenting to the Panel*). Panel members will then have 20 minutes to ask the architect or the designer questions. The architect or the designer will then have to leave the meeting. The panel will then have 20 minutes to discuss and form views on the proposal. The discussion will conclude with the Chair summarising the Panel's advice.

### **6. Feedback from Panel Meetings**

Following the Panel Meeting, within 15 working days a written Design Review report will be produced by the technical officer, supervised by the Principal Urban Design Officer. This report will be checked and approved by the Chair prior to distribution. This report will contain comments on the architectural, urban design qualities and implications of each proposal, and recommending actions or options to improve the design quality of the proposal. These comments will be distributed to all those invited to the meeting.

The aim of the report is to assist and to encourage the potential to achieve high quality design. With regard to formal planning applications, the contents of the report should be conveyed to the relevant Planning Committee through the planning officer's report and will be regarded as a material consideration. The Panel's report on pre-application enquiries will be confidential until such time as a full application is submitted.

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