

## Project Team Briefing Note and Checklist

### Introduction

The Design Review Panel is a formal process that provides project teams with independent and impartial advice regarding the design quality and sustainability credentials of their development proposals. It is an opportunity for project teams to receive a fresh viewpoint and highlight any design issues and opportunities that may have been missed. It allows alternative approaches to be considered and explored, leading to the delivery of significantly higher quality schemes in a more cost-effective way.

This briefing note and checklist aims to provide project teams with an overview of a typical design review panel programme, and highlights the key milestones and tasks that project teams are required to carry out in preparing for and attending a review. This note should be read in conjunction with the Hertfordshire Design Review Panel website.

The project team should carry out the following key tasks at each stage of the design review process (*key tasks carried out by the design review team are given in italics*):

### Inception

- 1. Agree principle of design review with planning authority case officer**
- 2. Contact design review team, agree fee estimate and submit completed pro forma**

*On receipt of the pro forma the design review team will assemble the panel and agree a date with all parties. Please note that fee estimates are subject to VAT.*

- 3. Identify project team representatives and arrange access for the site visit**

*Project team representatives can vary according to the scale and nature of a scheme and the key design issues, however typically they can include the architects, landscape architects, urban designers, planning consultants and the client.*

- 4. Prepare PowerPoint presentation, plans and documents**

The project team has 20 minutes to present their scheme, using appropriate illustrative materials. The presentation should provide an overview of the planning and site history, an explanation of the evolution of the scheme and design, and an appropriate level of detail demonstrating design, scale, massing, layout and context

Plans and documents required for reference at the review typically include the following:

- Site and location plan within wider context
- Views and/or cross-section drawings showing the project in context
- Photographs (aerial and site visits)
- Site Analysis (constraints and opportunities)
- Plans, sections, elevations, sketch and 3-d drawings
- Model(s), if appropriate
- Materials samples, if appropriate

Please note, in the event that submitted drawings are amended ahead of the review, they can be superseded with the latest version on the day of the review.

### **One week to go**

#### **5. Submit final details to the design review team**

Details should include:

- Project team attendees (name/job title/company)
- Electronic package of materials to include PowerPoint presentation, plans and documents

*On receipt of the above information, the design review team will forward a final agenda to the project team, and a copy of the agenda and the electronic package of materials to the panel members.*

### **At the review**

#### **6. Provide attendees with a colour hard copy of the plans and drawings**

Please note that panel members benefit from a package of materials that can easily be handled on site, for example a bound A3 booklet.

### **After the review**

*The design review team will forward the project team a report summarising the panel discussion and recommendations within 10 working days.*

#### **Contact us:**

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