



Brighton & Hove DesignPLACE Panel

Design Review Guide





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Panel Members

Panel Chairs

Claire Bennie

Housing and property development

Nick Hayhurst

Architecture and urban design

Michal Cohen

Architecture and education, arts, and public buildings

Angela Koch

Urban design and design codes

Catherine Jeater

Heritage and urban design

Clare San Martin

Urban design and architecture

David Ogunmuyiwa

Architecture and urban design

imear Murphy

Architecture and building retrofit

Fenella Griffin

Landscape architecture and public realm

Ibrahim Buhari

Architecture and urban design

John Pegg

Landscape architecture and urban design

Jonathan Ward

Sustainability and low carbon design

Jonny Anstead

Development economics and community engagement

Kathryn Whitmore

Landscape architecture and heritage

Louise Goodison

Architecture and heritage

Magali Thomson

Architecture and public health

Peter Neal

Landscape architecture and ecology

Robert O'Leary

Transport planning and public realm

Sarah Wigglesworth

Architecture and sustainability

Scott Adams

Urban design and design codes

Will Howard

Architecture and urban design

Panel Members

Ana Santini

Urban design and landscape architecture

Andrej Znak

Public realm and transport planning

Andrew Cameron

Transport planning and urban design

Andrew Kavanagh

Urban design and social housing





Session Formats

Types of Workshops or Reviews

Format	Duration	Details	Panel Size	Output
Half Day	3-4 hours with site visit	Typical major - example: 10-70 units.	5 (Chair+4)	Report
Full Day	5-6 hours with site visit	Complex major - example: large scale developments, regional reach, mixed use across multiple buildings.	5 (Chair+4)	Report

Return sessions follow the same format as a half day review, outlined above. To provide continuity with return sessions, we will have 2-3 of the previous panel members in attendance for the return session. As the panel will have been to site, return sessions can often be held online.

Design Workshop vs. Design Review

Workshop

- Discussion of options
- To help develop ideas and solve problems
- Early stage - concept and design principles
- The report is a tool to support design development
- The session is interactive

Review

- Review of a single proposal
- Feedback and advice on a preferred proposal
- Later stage but still at pre-application
- The report is a material consideration at submission
- The session is panel focused



Process & Guidance

1. Enquiry At least 3 weeks in advance	2. Planning At least 2 weeks in advance	3. Preparation At least 1 week in advance	4. On the Day	5. Following the Review
New scheme comes to DSE via applicant team or BHCC.	DSE meets with the applicant team for a pre-meet.	Applicant team to send presentation materials to DSE (at least 1 week in advance).	Site visit with the panel, BHCC, and 2-3 members of the applicant team.	DSE Panel Manager drafts the report.
DSE send standard submission form to applicant and contact BHCC.	DSE begin checking dates based on applicant team, BHCC, and panel availability.	BHCC send completed Case Officer Briefing form to DSE.	Presentation and panel comments. Additional attendees join at the venue.	DSE send the draft report to all panel members and chair for checking.
BHCC confirm Pre-app / app is in place and timeline is appropriate for the scheme.	DSE send BHCC additional information and issue Case Officer Briefing form.	DSE issue agenda to all attendees and briefing pack to the panel.		DSE issue the final report to all attendees within 10 workings days of the session.
Applicant team returns submission form to DSE.	Applicant team to send BHCC all application information.	Applicant team arranges payment of DSE invoice prior to meeting date.		DSE issue feedback form to all attendees.
DSE issue contract to applicant team.	BHCC to provide attendee list to DSE, including elected members.	DSE Panel Manager completes any additional briefing meetings.		
Applicant team returns signed contract to DSE.	Applicant team to provide attendee list to DSE.			

Design South East:

Brighton & Hove City Council:

Applicant Team:

Actions shown in grey.

Actions shown in yellow.

Actions shown in orange.



Process & Guidance

1. Enquiry

Booking a Workshop or Review

To book a session with us, it is best to email info@designsoutheast.org or telephone our office on 01634 401166. When you make your enquiry, it is helpful if you provide us with the scheme name, address and approximate size (square meters or number of units).

After this initial discussion we will send you a Project Submission Form and Contract. Once these are returned to us, we will work with you to schedule a date.

2. Planning

Attendees

We ask for your full attendee list as early as possible so we can check if there are any conflicts of interest between the design team and the panel.

The sooner we know about potential conflicts, the sooner we can find a replacement panel member and avoid delaying the session date.

3. Preparation

What to present to the Panel

To gain the most useful feedback from the panel during the discussion and ensure that the panel understands the scheme and the design development to date, please provide a concise presentation (not a full DAS document) that is visual - using diagrams, architectural drawings, visualisations, models, and 3-D illustrations.

If you have produced a model for VU.CITY, we request that you submit visualisations of that as part of your submission.

The presentation should include:

- An overview of the brief, aims and objectives.
- Information on the sustainability strategy/ targets, including embodied and operational carbon and biodiversity net gain.
- Contextual analysis showing the site in relation to adjoining properties and its wider context beyond the red line boundary.
- Aerial photographs of the site and its surroundings.

- Illustrations of the historical development of the urban form and settlement patterns, listed buildings, and conservation area boundaries.
- The story of the design development, how the chosen design was arrived at, what options were rejected and why.
- Site plans clearly showing land ownership, indicating 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, including street sections and/or sections through buildings which also show the wider topography.
- Daylight/sunlight analysis diagrams of internal rooms and external courtyards.
- Photomontages and visualisations demonstrating the development in its context.
- Drawings communicating the architectural approach and materials.



Process & Guidance

4. On the Day

Each workshop or review varies slightly in timing depending on the size of the site, location of the venue, presentation length etc. However, all of our sessions include the following;

Site Visit

We begin the session with a site visit. We ask that you provide a route map and a site plan for the panel to better understand the site as they walk around.

Discussions about the proposal should be kept to a minimum, as they will not be included in the report. We also ask that no more than 3 members of the design team attend to keep the site visit to time.

When the site visit is complete, we will travel to the venue for the rest of the session.

Local Authority Perspective

Once at the venue and following introductions, we ask the local authority to provide the planning policy and context for the panel. This is also an opportunity for the local authority to raise any concerns they might have with the proposal.

Presentation

Following the local authority perspective is the proposal presentation. Please refer to the previous page on what to present to the panel.

There are different ways to approach presenting to the panel. We do not insist that you use one method or another but ask that you have rehearsed your presentation and it is within the time allotted to you.

Possible presentation methods include;

- Paper plans and drawings
- On-screen presentations
- Display boards
- Models



Q&A and Points of Clarification

This section of the session provides the panel a chance to ask clarification questions only. The panel appreciates that your presentation time is limited and you will be focusing on the key aspects of the proposal. Allowing the panel to ask clarification questions means they have all the information they need to comment on the proposal during the discussion.

Feedback and Discussion

After the Q&A and a short break, the panel provide their comments on the proposal. The format for this section can vary.

If the session is a workshop, this time may be used to have a more interactive, back and forth discussion between the panel and design team.

For reviews, this time is used by the panel only to provide their comments on the proposal.

The panel chair will often outline how the discussion will run so all attendees know what to expect.

Process & Guidance

5. Following the Review

Report

After the design review session, a written report will be issued that synthesizes the discussions and comments of the panel. We aim to issue the report to all attendees within 10 working days of the session.

This report will be a concise written summary and will include suggestions and recommendations.

In the case of current planning applications, the contents of the report will become a public document and 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 report. It may be helpful to annotate in your submitted 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.

Returning for Another Review

Projects often 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 ensure that 2-3 panel members from the previous review are involved, to ensure continuity of advice.

