

Presentations to the Jersey Architecture Commission

1. How schemes are put forward

- 1.1. To request a review, contact the Executive Officer. The Commission's usual venue for meetings is St Helier
- 1.2. The Commission will meet every second month and will look at schemes including commercial and residential developments, urban and rural regeneration, landscape improvements, engineering projects, heritage conservation and cultural provision.
- 1.3. Although the Commission has an important role, it is not a part of the statutory planning process. Schemes are brought to the Commission voluntarily and there will be no obligation on any party to put forward a scheme for review. However sites which are subject to a current planning application may be reviewed using the application information submitted. The Commission itself decides what schemes it will accept for review.
- 1.4. Early consultation with the Commission is essential, when the project is at a formative stage and when the expertise and advice through the Commission can be most effective. Typically this will be early in the pre-application stage.
- 1.5. Schemes brought forward at an earlier stage will be more beneficial to the client body, indeed some schemes may not be part of any formal planning process. Developers may request that their schemes are put forward for review. Those that are requested for review at pre-application stage may incur costs.

2. What is needed before the meeting

- 2.1. Please supply an outline of the scheme in a few lines (including scheme title, location, stage reached) giving any particular reasons why a review is sought. It is helpful to clarify the stage reached with the Regulation/ Planning service.
- 2.2. The Executive Officer and Commission will then decide if it is a case the Commission will take and, if so, in what form of review and when.
- 2.3. Once a date has been confirmed for a future Commission meeting, the design team will be asked to supply a synopsis. This will be sent in advance to Commission members attending the meeting. It should include:
 - Name of project
 - Design team
 - Site address
 - Type of planning application with date submitted/date anticipated for submission
 - Main statutory constraints (Listed Building, Green Zone, etc.).
 - Synopsis of the scheme, where the emphasis should be on the background, the context and the brief rather than a detailed description of the scheme.
 - Location and site plans should be appended (they will be used for a site visit) and photographs of the site and any existing buildings on the site. The synopsis may be supported by a small selection of drawings and digital images; alternatively, a web address should be given on which one can view the images.
- 2.4. The typical timetable in the run-up to the meeting is for the synopsis/location and site plans to be required two weeks before the meeting date.
- 2.5. The confirmed time of attendance sent to the Commission members attending the meeting and will be copied to the design team and Planning and Environment Department.
- 2.6. The principal line of communication is between the Executive Officer and the primary contact in the design team. It is down to the primary contact in the design team to liaise with colleagues in the design team and with the client. For example, it is down to the primary contact to ask the client to attend and contribute to the meeting.

3. What form with the presentation of the scheme take?

Jersey Architecture Commission

- 3.1. For meetings and new cases the Commission asks for a presentation of the scheme. On returning cases a full presentation will not normally be required; it is possible to begin with a recap and an outline of developments since the scheme first came to the Commission. Then discussion follows, often over 'tabled' drawings.
- 3.2. The content of the presentation on new cases will depend upon the size, scale and nature of the project and the stage it has reached in its development. The material in this section gives guidelines but some flexibility is possible. In particular, presentations for new cases will usually be less elaborate.
- 3.3. The Commission does not wish to have schemes held back until a fully-prepared and polished presentation can be produced. On the contrary, it prefers to see schemes at an early stage and will not mind if presentations reflect this.

4. Presentation format

- 4.1. Those presenting to the Commission may use display panels, drawings, models, photographs and PowerPoint presentations. Other media can be used by negotiation.
- 4.2. Models are one of the best ways of communicating the concept and design of a project and their use, as well as the Island's digital model, is encouraged wherever possible. Even 'rough sketch models' can be useful. Perspectives and birds-eye views may be suitable for larger projects.
- 4.3. PowerPoint presentations including fly-throughs are acceptable but work best when complemented by static displays as they are sequential and make it difficult to refer quickly to an aspect or to look at one aspect in conjunction with another.
- 4.4. Hard copy material may be delivered to the Executive Officer ahead of the meeting. Digital format presentations are usually preferred.
- 4.5. When documents are brought to be handed out, at least five copies will be needed to distribute: one for each of the four Commissioner, and one for the Commission records.

5. Presentation content

5.1. The following will often be expected:

- A plan showing the site in relation to adjoining properties, access routes and the movement network. A location plan showing the site in relation to its *wider* context is also useful. Aerial photographs of the site and its surroundings can be very useful in this regard. It may be useful to illustrate the historical development of the urban form over time, and it will always be important to indicate designations such as registered buildings/Green Zones, etc. Photographs of the site and existing buildings should be supplied.
- Site plans clearly showing land ownership including public and privately owned areas and the extent of land owned by the client are essential. These should indicate the specific areas that are to be built on, those that are not, buildings for demolition, retention and/or refurbishment. Sections across the site are useful, especially where the topography is an important factor.
- Landscape analysis and details of the landscape approach.
- Plans, sections and elevations of proposed buildings.
- Photomontages and views demonstrating the development in its context.
- Detailed drawings communicating the architectural approach and materials.

6. What happens at the meeting

- 6.1. The Chair of the Commission will invite the client, design team, planning case officer and/or other stakeholders to contribute in turn.
- 6.2. The presentation usually begins with a short Planning policy overview presented by the Case Officer and (if they wish) to give their views of the proposals (5 minutes).

Jersey Architecture Commission

- 6.3. Following this a brief presentation by the *client* describing the aspiration and concept for the project and the brief established and issued to the design team is helpful (5 minutes maximum).
- 6.4. The main part of the presentation by the *architect* or *lead designer* to present the project (up to 25 minutes).
- 6.5. The Commission will expect the project to be explained in particular order, first by outlining the brief and describing the nature of the intended site and its context and moving on to a broad description of the design proposal and the principles used before concentrating on the detail of the scheme.
- 6.6. It is open to any of the above – client, design team, planners – during their contributions to invite the Commission to address particular issues on which guidance would be particularly welcome.
- 6.7. Following the presentation, questions are asked of any of those presenting by members of the Commission. There is then *discussion*, often around the model or other visual material (30 minutes).
- 6.8. Towards the end of the discussion, the Chair will usually endeavour to draw together the consensus of the meeting and summarise the main points of guidance that have emerged.
- 6.9. The Commission will then discuss the scheme in *closed session* still using the displayed material (30 minutes). Those presenting are asked to withdraw.

7. Who can attend the meeting

- 7.1. The Commission welcomes having the client or a representative of the client organisation present.
- 7.2. The size and range of the design team who come will vary with the nature and complexity of the scheme. Frequently, there will be representatives of the architects, planners and landscape architects involved. Sometimes others will attend too, e.g. transport, engineering, heritage, environmental sustainability, ecology.
- 7.3. For the Regulation service the representative alongside the Case Officer can be the Director of Development Control. Sometimes others will attend too, e.g. transport, heritage. The Commission welcomes having representatives of planning policy as well as development control.

8. What happens following the meeting

- 8.1. A formal written response in the form of 'Notes' will be sent to the primary contact in the design team and to the Planning Case Officer and to other, agreed, interested bodies.
- 8.2. When a scheme is in the public domain - that is, if it is the subject of a planning application or is being publicised by its promoters – then the Notes are a public document. When a scheme is not in the public domain, the Commission's view is not made public and the Notes will be caveated such that if a scheme is not the subject of a planning application when it came to the Commission the Notes are offered in confidence to the addressee and those listed as being sent copies. There is no objection to the contents being shared within the respective practices/organisations. The Jersey Architecture Commission reserves the right to make their guidance known should the views contained in the notes letter be made public in whole or in part. The Notes would also be made available to any public inquiry concerning the scheme. The Jersey Architecture Commission also reserves the right to make the guidance available to a subsequent meeting for the same site (or, if relevant, an adjacent site) or to another design review should a scheme go before them.
- 8.3. With regard to material submitted, a similar split applies. When a scheme is in the public domain then the Commission assumes that material submitted is public and that the Commission may make use of it in its own publications, presentations, web material, etc. When a scheme is *not* in the public domain, then material will not be published without the permission of the clients and/or designers.