

Jersey Architecture Commission

Presentations to the Jersey Architecture Commission

How schemes are put forward

1.1 To request a review, a representative of the design team should contact the Executive Officer (see contact details in section x), providing a brief outline of the scheme (including scheme title, location, stage reached) setting out the basis as to why a review is sought. It is also helpful, at this stage, to clarify the extent to which engagement with Infrastructure, Housing and Environment (Regulation) has occurred in relation to any development proposal.

2.2. On the basis of the information provided, relative to the nature of the scheme, the Executive Officer and Commission will determine whether the proposal will be the subject of a review and, if so, in what form and when.

Types of scheme

1.2 The Commission will review schemes including commercial and residential developments, urban and rural regeneration, landscape improvements, engineering projects, heritage conservation and cultural provision, including public development projects. There is no threshold for the scale of development to be considered by the Commission and it can review smaller schemes where they are considered to be particularly prominent or sensitively located.

1.3 Although the Commission has an important role, it is not a part of the statutory planning process. Most schemes are brought to the Commission voluntarily and there will be no obligation on any party to put forward a scheme for review. There is, however, a growing expectation amongst decision-makers, including the Planning Committee and the Minister, that most major schemes will have been the subject of review by the Commission.

Proposals which are the subject of a current planning application may be reviewed by the Commission 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. Schemes brought forward at an earlier stage will be more beneficial to the client body. Those that are requested for review at pre-application stage may incur costs.

2. What is needed before the meeting

2.3. The Commission will meet every second month, usually in St Helier. Remote access meetings can also be held.

Once a scheme has been accepted for review and 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 and policy 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. This might usefully address the agenda items adopted by the Commission, as appropriate (see section 5).
- 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 10 working days 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 IHE (Regulation).

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?

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, particularly where this utilises the Jersey 3D model¹, 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.

¹ <https://www.gov.je/planningbuilding/jerseymappingservice/pages/sthelier3d.aspx>

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 listed buildings and spatial planning policies e.g. Green Zone, 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.

5.2 The Commission will use an agenda based on the following headings, as appropriate. This will ensure clarity in presentations, ensure design approaches are clearly understood and will be used in the Notes issued following the meeting.

- Context – physical and social history of the site and past eras of development; street elevations and sections; land uses; analysis of the receiving streetscape and surrounding landscape and topography.
- Connectivity –local destinations; movement patterns and permeability; walking cycling and other transport modes, provisions and shifts; broadband; safe thoroughfares.
- Community – involvement; social infrastructure and local services; amenity space and management; lifestyles; privacy and conviviality; wellbeing impact.
- Climate – carbon reduction strategies; biodiversity; water conservation; SUDs; shade and shelter; embodied energy.
- Character –memorable spaces; distinctive identity; landscape and materials; massing and density; public art; layout options considered and how assessed; parking and cycle storage; universal access; flexibility and adaptability; what is Jersey about the design?
- Change – rapid change can be anticipated in regulations, users' behaviour, public expectations, work and leisure, movement patterns and energy consumption and many more areas. What changes are anticipated by the client and designers and how are they facilitated in the proposed design?

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) a summary of their initial views of the proposals (5 minutes).

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, can be helpful (5 minutes maximum).

6.4. The main part of the presentation, by the architect or lead designer, allows the project to be presented in full (up to 25 minutes).

6.5. The Commission will expect the project to be explained in a particular order: first by outlining the brief and describing the nature of the intended site and its context; then 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 to enable this closed discussion to be held.

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 attend will vary with the nature and complexity of the scheme. Frequently, there will be architects, planners and landscape architects involved. Sometimes it may be appropriate for other professionals to attend too where it is relevant to address particular issues of a scheme e.g. transport, engineering, heritage, environmental sustainability, ecology.

7.3. For IHE (Regulation) the representative alongside the case officer can be the Director of Development Control. Sometimes it may be appropriate for other professionals to attend too where it is relevant to address particular issues of a scheme e.g. transport, heritage. The Commission welcomes having representatives of planning policy as well as development control, where appropriate.

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 IHE (Regulation) case officer and to other, agreed, interested bodies. The format will reflect the 6 'C's set out above.

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 JAC Notes are a public document and will form part of the public application case file. 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.

9.0 Contact

9.1 For further information or to propose a scheme to the Commission please contact:

Tracey Ingle
Jersey Architecture Commission Executive Officer

e-mail: t.ingle@gov.je

telephone: 01534 448410

post: Government of Jersey, Strategic Policy, Planning and Performance, 19-21
Broad Street, St Helier, Jersey. JE2 3RR

*JAC
December 2020*