

Jersey Architecture Commission

Terms of Reference

1. Purpose and Scope

- 1.1 To provide an external independent forum for Jersey through which the promotion of good architecture and urban design, which is sensitive to context, can take place.
- 1.2 To provide a forum through which external views on the design of new development schemes can be obtained.
- 1.3 To work with architects and developers practising in Jersey to offer design guidance for new schemes.

2. Status

- 2.1 It will be a non-statutory, informal consultee of the Planning service and an external independent voice for architecture and design in Jersey. It will act in the public interest to foster discussion and increase the debate on good architecture in the island.

3. Commission Make up

- 3.1 The Commission will be made of up to fifteen formally-appointed Commissioners. At least three Commissioners will be called to each design review.
- 3.2 The Commissioners are representative of the following areas:
 - a) experience in the field of architecture, design and heritage.
 - b) current architectural practice.
 - c) urban and landscape design.
 - d) sustainability and climate change.
- 3.3 The Commission's main link to the Government of Jersey will be via the Executive Officer to the Commission who will brief and provide advice to the Commission.
- 3.4 Appointments will run for between two to three years from appointment date.

4. Code of Conduct and Declarations of Interest

- 4.1 Professional applicants currently in private practice will need to demonstrate how they will avoid any conflicts of interest. If the Commissioners' advice is to be respected its members must be demonstrably impartial. All conflicts of interest real or perceived must be recorded well in advance of each meeting. A conflict arises if there is any suggestion that any Commissioner, either as an individual or a member of a group or organisation, might have a financial, commercial or professional interest in a project, its client or its site.

5. Confidentiality

- 5.1 When schemes are reviewed before the planning application stage the promoter is assured of a confidential review. This may be likely when a scheme is not yet public and the developer believes that publicity may damage commercial interests. Knowing that the proposals will be treated as confidential it is hoped might encourage developers to seek advice early in the process, when it will be most valuable.
- 5.2 When considering schemes that have already been submitted for planning approval, the Commission will make its advice publicly available as soon as it has been sent to the client or project team and Planning service where it will form part of the planning case file.

6. Chairing

- 6.1 The Commission will be chaired by a member of the Commission.
- 6.2 The Chair will be selected from the nominated Commissioners by the Commissioners.
- 6.3 The Chair will approve items to be included on the agenda.
- 6.4 The Chair will agree the final report issued to applicants.

7. Regularity of meetings/time commitment and expected outputs

- 7.1 It is envisaged that a formal meeting of the Commission will take place every two months to consider major or significant projects and/ or applications referred to it. Where appropriate, and with particularly significant schemes, it is recommended that schemes are presented to the Commission in the pre-application stage.
- 7.2 Meetings will be held in private with attendance restricted to the client body, although the Commission will request relevant officers to attend.

- 7.3 Meetings will be scheduled for one day in duration and will include up to four presentations, dependent on the complexity, sensitivity and scale of projects put forward for the meeting.
- 7.4 Additional meetings may be called if necessary and with the agreement of the Commissioners.
- 7.5 Members of the Commission will also be expected to act pro-actively for the design agenda for Jersey over and above the formal scheduled meetings. In order to do this, prospective members will need to bring an element of service in the public interest to their role.

8. Agenda

- 8.1 The Commission will use an agenda using the following headings. 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?
- 8.2 The Commission is aware that many small schemes will not warrant more than a few words. It seeks awareness of, strategies for and

commitment to future action, not detailed solutions at the early pre-application stage.

- 8.3 The Commission wishes to see that the client and design team are integrating advice from landscape and energy consultants from the outset of the project. Experienced teams are already aware of all these issues and usually welcome design review discussion as a way of establishing confidence and reducing risks in the planning process.

9. Resource Implications

- 8.1 Remuneration will be on a daily basis and will be negotiated dependent on qualifications and experience.
- 8.2 Each member of the Commission will be remunerated for a sum to be agreed for their work as part of the Commission.
- 8.3 Reasonable travel expenses to attend meetings will be reimbursed.
- 8.4 Opportunities to increase funding, via sponsorship of the work of the Architecture Commission, will be investigated, where appropriate.
- 8.5 The Commission will run the Jersey Design Awards every two years, with similar remuneration to 8.1 and reflect the ethos of paragraph 7.5.

9. Review

- 9.1 These terms of Reference have been updated (in September 2020) to reflect the agreed changes to the number of Commissioners and structure of the Government of Jersey.
- 9.2 These Terms of Reference will be subject to a review every four years by the Minister of the Environment. The next review is due in March 2024.