

Appendix 1

Sheffield Design Panel- Terms of Reference

1.0 PANEL OBJECTIVES

- 1.1 The Sheffield Design Panel will provide expert advice to the City Council on the environmental sustainability and urban design quality of major new developments in the city and promote climate change adaptation approaches in new development.
- 1.2 The Panel will review pre-application schemes and encourage applicants to bring schemes at their earliest stages of development.
- 1.3 The Panel will consider and comment on major planning applications that have a significant impact on or may be considered to establish precedent for the City or have the potential to demonstrate best practice.
(The final selection of schemes to be invited to the panel will be agreed with the Panel Chair and relevant officers within Development Management team within Sheffield City Council).
- 1.4 The Panel's aim is to support well-designed environmentally sustainable buildings and public spaces.
- 1.5 The Panel will strive to secure design excellence in the built environment for both the public and private sectors.
- 1.6 Objective criteria and national best practice will be used as the basis for review and include, but is not limited to:
 - Design Review (Design Council CABE)
 - BRE Environmental Assessment Method (bream)
 - By Design: Urban Design in the Planning System: towards better practice (CABE/DTLR, 2000)
 - By Design: Better Places to Live (CABE/DTLR, 2001)
 - Building for a Healthy Life, Homes England
 - Building in Context – New development in historic areas (CABE/EH, 2001)
 - Sheffield City Centre Strategic Plan
 - Sheffield Local Plan
- 1.7 The Sheffield Design Panel's role will be in an advisory capacity to the City Council and has no statutory function. Schemes to be presented to the panel will be invited at the pre-application stage to gain maximum benefit from Panel involvement. This can be followed up by a second review/ update when they come in as applications, to monitor changes, impact.

The advice given by the Panel will be a material consideration in the City Council's statutory planning function in determining planning applications and adopting planning policy.

2.0 PANEL ADMINISTRATION

- 2.1 Sheffield City Council Urban Design staff in the Planning Service will facilitate the Panel, providing direct support to the Chair. The Design Panel will meet every 6 to 8 weeks (or as required) with the agenda agreed by the Chair and City Council in advance. Number of schemes to be considered for each panel meeting will be dependent on the complexity and size of the schemes. Meeting dates and attendance on the panel will be agreed annually.
- 2.2 In addition to the Panel Meetings there may be Desk Top Review Meetings (as required). These will allow for smaller and more informal meetings to review schemes where a full presentation is not required or considered the best use of available resources.
- 2.3 The meeting agenda and proposed attendees will be finalised at least 3 weeks in advance of a Panel meeting, and circulated to the proposed panel members. The Panel membership will consist of a balance in terms of core specialisations (Sustainability, Architecture/ Urban Design and Landscape), with other members dependent on the impacts. Members are asked to advise of any conflict or perceived conflict of interest in advance of the meeting so that alternative panel members can be arranged if necessary. If a panel member becomes aware of a conflict at the panel meeting they must declare it and no longer take part in the consideration of that scheme. Briefing information about the schemes being presented will be sent to the Panel Members at least a week in advance and panel members will be asked to make themselves familiar with the scheme in advance of the panel.
- 2.4 Attendance

The Panel meetings will be attended by the following:

The Chair and Panel members (usually up to 5 members per meeting drawn from a larger, multi-disciplinary group – refer below, dependent on the nature and complexity of the schemes being considered).

- Sheffield Conservation Advisory Group representatives.
- Relevant representatives of Sheffield City Council.
- Scheme Architect and Applicant (plus other members of their design team, limited to 4). Sheffield City Council's Executive Member for City Futures, Development, Culture and Regeneration or representative will also be in attendance as an observer if they wish.

Panel membership o

2.5 Panel Pool membership

It is intended that the Panel pool will be of 30 members, to include the following core disciplines:

- Sustainability specialists
- Urban designers/Urbanists
- Architects
- Landscape architects, public realm consultants
- Conservationists
- Access advisors

Urban Design Panel may need to draw on the following related fields:

- Archaeologists
- Public Art consultants
- Surveyors/economists
- Transport planning/Highway engineers

The following organisations may also be invited to provide representation on the group as needed:

- Historic England

2.6 There will be an induction meeting for Panel Members and an Annual Meeting to bring all Panel Members together to review and monitor the impact of the Panel. This will enable new member induction and provide opportunities for training and updating Panel members on progress.

2.7 Panel members will be asked to commit to the Panel for 3 years at a time.

3.0 FORMAT OF PANEL SESSION

3.1 Where a site visit is felt to be useful to assist the panel, arrangements will be made to access the site with the developer if necessary. A written briefing will be provided to the Panel from the Council and the Applicants setting out key aspects of the site/ scheme.

3.1 It is anticipated that each scheme presented to the Panel will have the first 15 to 20 minutes allocated to the architect and client team to make a formal presentation to describe their proposal.

3.2 The Panel will be given the opportunity to ask detailed questions following the presentation and have a general discussion; following which the Applicant's team may be asked to leave the room briefly so that the Panel can reflect on the discussion and agree their design

review advice. The Chair will then invite the team to return and will summarise the main points of the Panel's comments.

- 3.3 The Panel will send out their comments in a letter by email two weeks after the Panel meeting. This letter which will capture the summary of advice provided on the day, will be signed off by the Chair. A draft will be circulated to the Panel Members in attendance, to ensure accurate reflection of advice, before this gets sent out. In the case of projects which are in the public domain (i.e. if they are the subject of a planning application) the Panel's comments will be published.
- 3.4 Where schemes are at a pre-application stage, and subject to commercial confidentiality, information will not be published. However, information held by LPAs is subject to the Freedom of Information Act and Environmental Information Regulations

Panel Member Remuneration:

(Travel cost will not be reimbursed)

Chair: £375/day.

Panel members: £130/day.

Proposed Panel Charge

The fee will be payable in advance.

Full review- £2000 + VAT per scheme

Updates/ return review- £1500 + VAT per scheme

Benchmarking

Nottingham- £2200 + VAT per scheme

Integreat Plus Design Review Panel, South Yorkshire- £2,350 + VAT (plus £600 for site visit) per scheme

PlacesMatter Design Review Panel, Northeast- £1,950 + VAT per scheme

	Panel costs Breakdown (One meeting)	Total	Notes
1	Site Visits- Minibus transport.	£ 75	Only applicable for in person meetings.
2	Refreshments/ Lunch at the meeting venue– Tea/ coffee upto £10/ person for up to 10 people	£ 100	Only applicable for in person meetings.
3	<p>SCC Officer time – charged at an hourly rate of £60.</p> <p>4 days of 7.24 hours for full reviews.</p> <p>up to 3 days of staff time for virtual meetings £1303.20</p> <p>Updates/ Return reviews: always virtual, upto 1 days' of Officer time = £434.40</p> <p>This will require continued input from the Principal Urban Design Officer and the Urban Design Officer, and focused input from Development Management Case Officer, FAP Officers, etc on the Briefing material, site visits, attendance on the day.</p>	£ 1737.60	<p>This is not an exhaustive list but the tasks will include organising the Panel for the day, inviting the schemes, preparing briefing notes, accompanying the Panel on site visits, attendance on the day and writing up and issuing the minutes of the meeting.</p> <p>This will also include one induction and annual general meeting.</p>
4	<p>Panel Member remuneration Full review= Chair + 5 Panel Members- charged at £375 and £130 respectively</p> <p>Updates/ return review: Chair and one Panel member= £505</p>	£1025	It is possible that the attendance increases on the day depending on the complexity of the scheme being reviewed.
5	Ancillary costs/ contingency – Printing material, refreshments on the site visits/ change of venue if required, additional cost of any reasonable adjustments etc.	£100	Only applicable for in person meetings.
6	In person Meeting venue - Howden House large rooms on the 1 st floor will be booked out for meetings	No cost	-

Panel schemes:

If the Panel review between 1-3 schemes at a single meeting. The total number reviewed at 6 meetings during the year might be 15 full reviews and 5 updates, as typical annual number.

In the current climate with no foreseeable date for return to offices, it is likely that the first few schemes will be reviewed virtually and that may be the case for the next 3 years, not incurring any other costs, but for staff time and remuneration to the Panel members in attendance on the day.

Projected costs 2022/ 23- 25.

- 6 schemes at reduced expenditure (Virtual Meetings Only) of £2328.20 (no 3 and 4 only)= £13,969.20
- 9 in person reviews at full expenditure of £3037.60 (no1 to 5 above) x9= £27338.40
- 5 Updates/ return reviews- these will always be virtual incurring only staff time and remuneration 939.4 (no 3 and 4 only) x5 = £2959.40

This totals to £ 44, 267.

Projected income 2022/ 23:

The income calculation needs to exclude VAT as that gets passed over to HMRC, so the income for Y0 would be

15 Full reviews: £2000 = £2000x15= £33,000

5 Updates/ return reviews (Chair and one Panel Member): £1500 = £1500 x5 = £7,500.

Seed fund from DQI (MHCLG) unspent grant= £4,000.

This totals up to: £41,500.

With costs estimated to be £44,267, this would leave us with a loss in Y1 of £2,767 and £6,767 in Y2 as there would be no further seed money.

In order to breakeven the fees would need to be approx.7.5% higher in Y1 as follows:

15 * £2,150K = £32,250 Including VAT the fee would be £2,580

5* £1,612K = £8,060 Including VAT the fee would be £1,934

Total income £40,310

In Y2 we wouldn't have the benefit of the seed money, so the fees would need to increase further to cover the £4K.

Summary:

I have set out above a projection of costs and income for the first three years (Y0 to Y2) of the relaunched Panel.

To ensure that the Panel covers its costs we will be monitoring and reviewing the costs on a regular basis to explore if efficiencies could be achieved, and savings made.

In terms of any fee increases (Y1 and Y2), these would be done in tandem to reflect true costs and to align where possible any proposed fee increases across the Planning Service.