



April 2014

Southampton Design Advisory Panel

Guidance for Panel Members

Panel members are appointed to advise on the design merits of schemes submitted to them by the city council, and therefore Panel members must be impartial in their conduct in order to retain the independence and integrity of the Panel

The city council must reserve the right to accept all, part, or none of the advice given by the Panel in administering its statutory function as the Local Planning Authority.

The views expressed on design will represent the Panel's collective view, not an individual view, based on discussion between Panel members at the meeting. That view will be expressed in the form of a short and succinct design advice note signed by the chair on the Panel's behalf, which will be forwarded to the appropriate case officer and in the case of presentations to the applicant.

Panel members will hold a recognised qualification in a design related discipline accredited by a UK institution, and have worked in a design related field for a minimum of 5 years. At the discretion of the Chair other individuals are acceptable provided they have a proven track record in a design relevant profession.

The Panel will have a Chair and Vice-Chair engaged for a term of 3 years which can be renewed at the discretion of the city council¹.

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Panel years commence in April, and meetings are held on a 4-6 week cycle

Panel attendees will be drawn from a pool of Panel members administered by the Chair.

Panel members who are invited to a Panel meeting will need to check the agenda in order to determine whether they have any conflict of interest² regarding any of the agenda items.

Panel members who have a conflict of interest must declare that to the Chair and decline the invitation to attend. If a Panel member realises he/she has a conflict during a Panel meeting they must immediately notify the Chair, who will instruct them to sit out that agenda item.

¹ Julian Boswell and Peter Warlow are the current Chair and Deputy Chair of the Southampton Design Advisory Panel

² If in any doubt a Panel member should consult the Chair who can seek clarification from the council.

Panel members must treat the information they receive as confidential which should not be discussed with third parties or other panel members either prior to, or following a Panel

Post a Panel meeting, Panel members must undertake to delete the information they received on schemes as the view of the Panel is solely reflected in the design advice note, which remains confidential until receipt of a formal application