



Sutton Design Review Panel

Recruitment

January 2019

The London Borough of Sutton is committed to improving the built environment and ensuring that all new developments in the borough are of the highest design quality, positively contributing to character, environmental quality and experience. The Government recognises in national policy the importance of design and has raised its profile in the planning agenda; Sutton is now appointing a Design Review Panel to help bring about improvements to the quality of buildings and spaces across the Borough. Design South East has been appointed to set up, manage and coordinate the Sutton Design Review Panel to bring expert, independent design advice to help those involved in the place-making process to achieve well-designed places.

About Sutton

The London Borough of Sutton is situated in south west of Outer London and is known for its leafy and suburban character. Like so many Outer London areas, Sutton's urban fabric is under significant pressure to provide new homes. The new draft London Plan sets a target of 939 new dwellings per year (with 79% of the target, or 738 dwellings, to be delivered on small sites, i.e. those of 25 homes or less). This development pressure needs to be balanced against the borough's unique existing character to ensure the quality and vitality of its town and district centres as well as the suburban heartlands. The aspiration to meet housing targets provides opportunities to enhance employment, business, retail, culture and leisure opportunities for existing and future residents of the Borough.

Sutton's Local Plan, adopted in February 2018, sets out its vision for good growth and the decision to appoint a design review panel signals the Borough's commitment to achieving high-quality design. Much of the Panel's focus will be on reviewing schemes coming forward in Sutton town centre and other urban areas such as Wallington and Hackbridge, although the Borough's suburban heartlands are poised to see development of small sites. A key involvement of the Sutton Design Review Panel will be in reviewing proposals for the London Cancer Hub, a new neighbourhood around the existing Royal Marsden Hospital, the Institute of Cancer Research and the now vacant Sutton Hospital site. This will include health, medical research and development facilities as well as a new secondary school and associated retail and leisure facilities, served by a new tram link. Securing a mix of affordable housing types, ensuring sustainable transport, protecting and enhancing Sutton's environment, including its heritage, and mitigating the Borough's contribution to climate change by adopting low carbon standards and sustainable design will all be key to achieving the ambitious vision and objectives set out in the Local Plan.



About Design South East

DSE is a charity that helps create great buildings, spaces and places. We started over 20 years ago as a small architecture centre in North Kent and have evolved into the longest-established and fastest-growing design advisory organisation in the country. We have achieved this by providing timely, affordable and relevant design advice and support to local authorities, design teams, developers and communities.

Our design review services operate throughout London, the South East and the East of England. We work regularly with around 30 local authorities and run local design review panels in ten local authority areas including Ashford, Guildford, Brighton & Hove and Kingston. We provide informal design advice to local authorities and deliver training for officers and elected members. *Kent Design*, which we manage for the Kent Planning Officers Group, is a model shared CPD programme for the public and private sectors.

The Sutton Design Review Panel

The panel will consist of leading practitioners in built environment disciplines and we are seeking to recruit between 15 and 20 core members, from whom we will select a Chair and a Vice Chair. We are particularly interested to receive applications from built environment professionals with the following areas of expertise:

- architecture, particularly:
 - tall buildings/high-density/mixed-use residential and retail schemes
 - suburban densification
 - estate regeneration
 - school design
 - industrial/commercial design
- urban design and town planning
- landscape architecture
- public realm
- conservation and heritage
- highways and transport planning
- sustainability
- civil/structural engineering
- viability/development economics and planning

What panel members do

Your principle role will be to take part in design review panels. You should expect to take part in a panel every three or four months. We will schedule monthly design review meetings and we will schedule panels for six months at a time. We will ask you what days you are available and send you back a list of panel dates which we ask you to keep free. If in any particular month there are no schemes to review, we will contact you a week or two before the date to let you know. We may also contact you regarding additional panel dates which we have to schedule at short notice.



As soon as we know what schemes are going to be considered at a panel meeting, we will let you know so that you can inform us if you have any potential conflicts of interest. A few days before a design review meeting, we will send you via Dropbox the plans, drawings and other documents relating to the scheme. You should review these before the meeting and consider what questions you may have about the scheme and what issues you may want to raise.

A typical design review of one scheme takes half a day and will include a site visit, a briefing from the local authority, a presentation from the scheme promoter and time for discussion and feedback. Some larger schemes take more than half a day and sometimes we get to review more than one scheme in a day. Sometimes we undertake follow-up reviews where a smaller panel can meet with the promoters and local authority for around two hours.

After the design review meeting the DSE staff member who was present will draft a report. This will be circulated to you to check that it is accurate and comprehensive. The report sets out the panel's expert opinion and advice. It is not minutes of the meeting.

Terms and conditions

Remuneration

We pay panel members an honorarium for attending design reviews. The rates are as follows:

Half-day reviews £300

Full-day reviews £400

Follow-up reviews £200

Reasonable travel expenses will also be paid

Panel chairs are paid an additional £100 per session.

Term

1 year

Time commitment

We ask panel members to commit a minimum of 4 days per year to design review or other activities for DSE. Some panel members volunteer to do more.

Relationship to your company/organisation

While we are very grateful that employers release their staff to attend design review and other panel duties, it is important to note that DSE expert panel members are appointed as individuals rather than representatives of their company, organisation or other interests.



The recruitment process

Selection criteria

Successful applicants will demonstrate the following essential criteria:

- A commitment to improving the quality of buildings, streets and places.
- An understanding of the environmental, planning and economic context in England, particularly in London.
- A qualification in one of the built environment professions and experience in practice. (We typically look for at least 10 years' experience but can be flexible where applicants are rising stars within their professions.)
- An understanding and appreciation of the roles played by other professions and players in the built environment including councillors and community leaders.
- A proven track record of influencing better buildings and spaces and/or advocating for good design.
- An ability to critically appraise development proposals in a positive and constructive manner.
- An ability to communicate complex design observations to a range of audiences, both lay and professional.

Selection

Recruitment of the Panel will be carried out through an open, objective process. Applications will be assessed jointly by officers from the London Borough of Sutton and DSE. The panel induction will take place on **12th or 14th February 2019** and all panel members will be expected to attend. Please confirm your availability on the application form.

Chairs

We will be recruiting a Chair and a Vice Chair for the panel. Chairs are normally expected to have experience of taking part in design review panels. The online application form will include a question where you can indicate if you would like to be considered for a chair role. Shortlisted candidates for chair will be invited to interviews which are planned to take place on **6th and/or 7th February 2019**. Please indicate your availability on the application form.



d:se

How to apply

1. Complete the online application form by following [this link](#) or pasting this address into your browser: <https://www.surveymonkey.co.uk/r/Suttonpanel>

Note that there are two questions requiring longer answers: one that asks you for up to 250 words about your experience and another that asks for a statement of up to 500 words about why you want to join the panel and the contribution you think you can make. You may find it helpful to prepare these answers in advance and paste them into the form.

We are currently recruiting for other local panels and using a single online application form. There will be a question asking you which panels you are interested in.

2. Email your CV (no more than 4 pages) to david@designsoutheast.org

Do not send any other information such as portfolios or testimonials.

Deadline

The deadline for applications is **12.00 noon on Monday 28th January 2019**. We expect to make decisions during the first week of February. If having thoroughly read this pack, you have further questions, please contact Helen Goodwin helen@designsoutheast.org or call 01634 401166 and request a call back.