

**Design and Conservation Review Panel:**  
**Notes for Presenters**

Thank you for your interest in presenting your scheme to the SHDC Conservation & Design Review Panel. You have been invited to present your proposal **on**            **at**

Please confirm that you will be attending along with details of those presenting the scheme and with the names of any other interested parties who will be accompanying the presenters including an indication of their involvement (eg: client, contractor etc).

**This information should be forwarded to:**

Conservation & Design Assistant  
South Hams District Council  
Follaton House  
Plymouth Road, Totnes  
TQ9 5NE  
Tel. 01803 861437

Email: [development.control@southhams.gov.uk](mailto:development.control@southhams.gov.uk)

The members of the Panel who will be drawn from the following list:

The Panel comprises:-

The Council's:	Design Champions Historic Built Environment Champion Head of Planning & Building Control Urban Designer Conservation Officer Landscape Officers Area Planning Officers Building Control Officer
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Local architects(retired)

Additional:	CABE English Heritage
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Additional Observers:	Ward Member and Parish Council representative covering the location of the proposed scheme.
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The purpose of the Panel is to assess and comment in an advisory capacity on the design and conservation of significant proposals for development within the South Hams. Its objectives are to promote high quality design generally, and best practice in relation to the Historic built environment.

Schemes that are chosen are likely to be where one or more of the following apply:-

- design problems cannot be mutually resolved with the architects;

- the planning officer considers an opinion would be helpful in deciding what course of action should be taken;
- informed opinion is needed about the architectural merits of a scheme, particularly where contemporary approaches are being taken and there is concern about its response to context;
- the development proposed for a site is contentious;
- it is especially important to get the right design for a site because of its strategic importance, or contribution to wider townscape or landscape.

**The Panel meets monthly on the first Tuesday morning following the week of the Council's Development Control Committee.** It will be chaired by one of the Councillors and minutes will be taken.

**You will be given approximately 15-20 minutes to present your scheme to the panel,** who will then be invited to ask you questions on issues that have arisen.

You will finally be asked to leave and the Panel will discuss the scheme and reach a recommendation. Overall, about an hour will be spent on each scheme. You will be notified in writing of the Panel's comments within 10 working days.

The Panel's conclusions will not be binding on the Council and will not fetter its discretion in dealing with any application. Nevertheless, within the terms of the remit of the Panel, its comments are likely to be awarded significant weight in the Council's assessment of the planning merits of your scheme.

So as to provide the Panel with sufficient information it would be helpful if you could include in your presentation:-

- evidence of your analysis of the context of the site;
- a clear statement of your design parameters including justification of the design chosen;
- material which shows the surrounding site, any adjacent buildings, in plan form and elevations, both before and after development; photomontages are particularly useful;
- an explanation of your approach to energy conservation and other sustainability factors.

Such materials could be displayed electronically or in paper form, but it helps if about six A3 size copies are available for the question session. IT equipment with associated software, such as Powerpoint will available on the day to aid your presentation if you so require. Please advise if you will require this prior to the meeting.

If you have any queries please do not hesitate to contact the case officer of myself.