



DESIGN ADVICE WORKSHOP GUIDANCE

Architecture &
Design Scotland
Ailtearachd is Dealbhadh na h-Alba





Landscape
Architecture



Town
Planning



Civil
Engineering

Transport
Planning

Architecture



Urban
Design



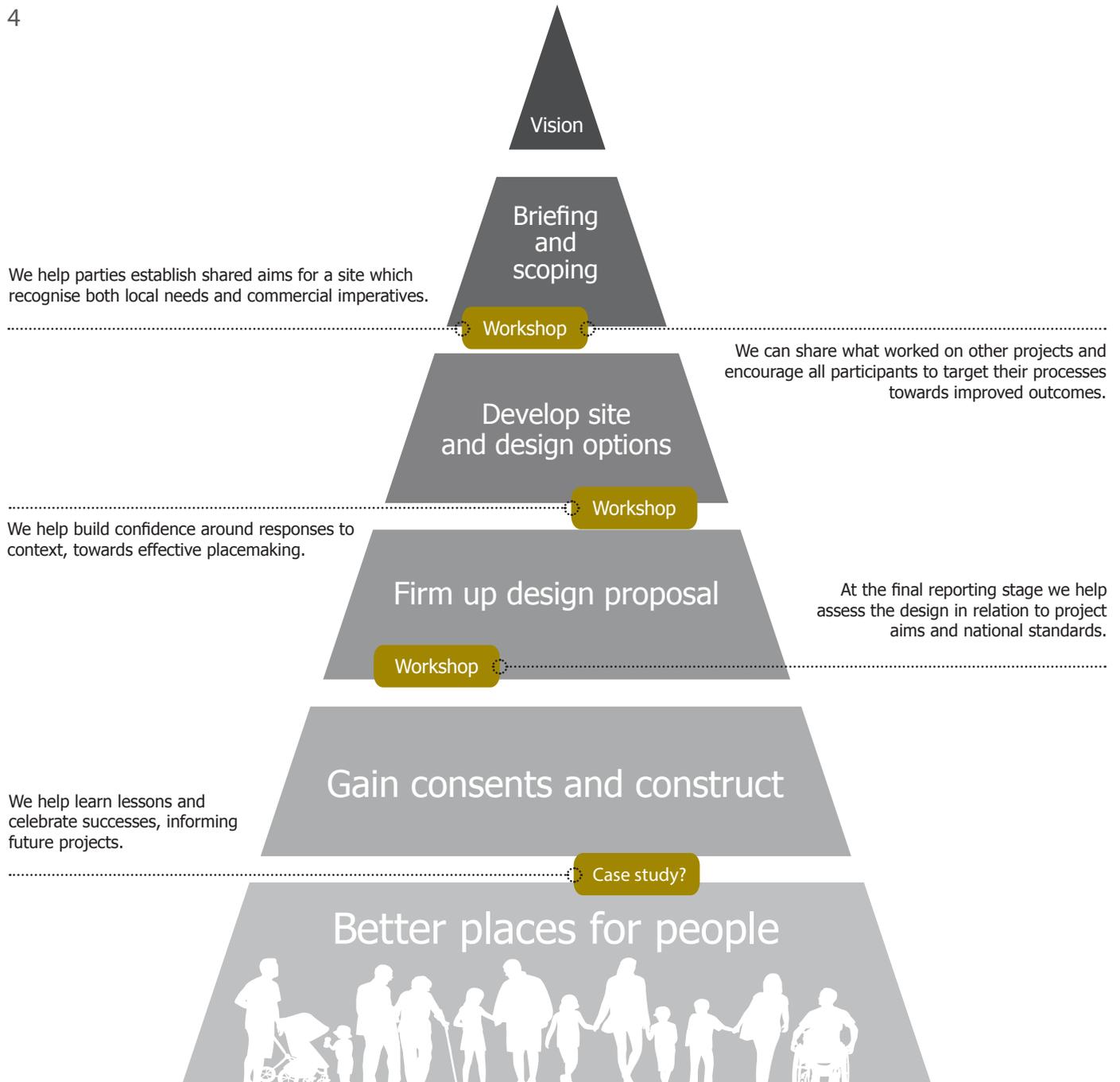
Environmental
Engineering



Economics

Architecture & Design Scotland (A&DS) is a non-departmental public body of the Scottish Government. Our purpose is to promote the value of good architecture and sustainable places. We believe that design matters, that Scotland's built environment is important to everyone and that a people-focus creates the best places. We provide advice and support, and share what works. We champion the highest standards in architecture and placemaking across all sectors, advocating a better understanding of the importance of quality design in both the public and private sectors.

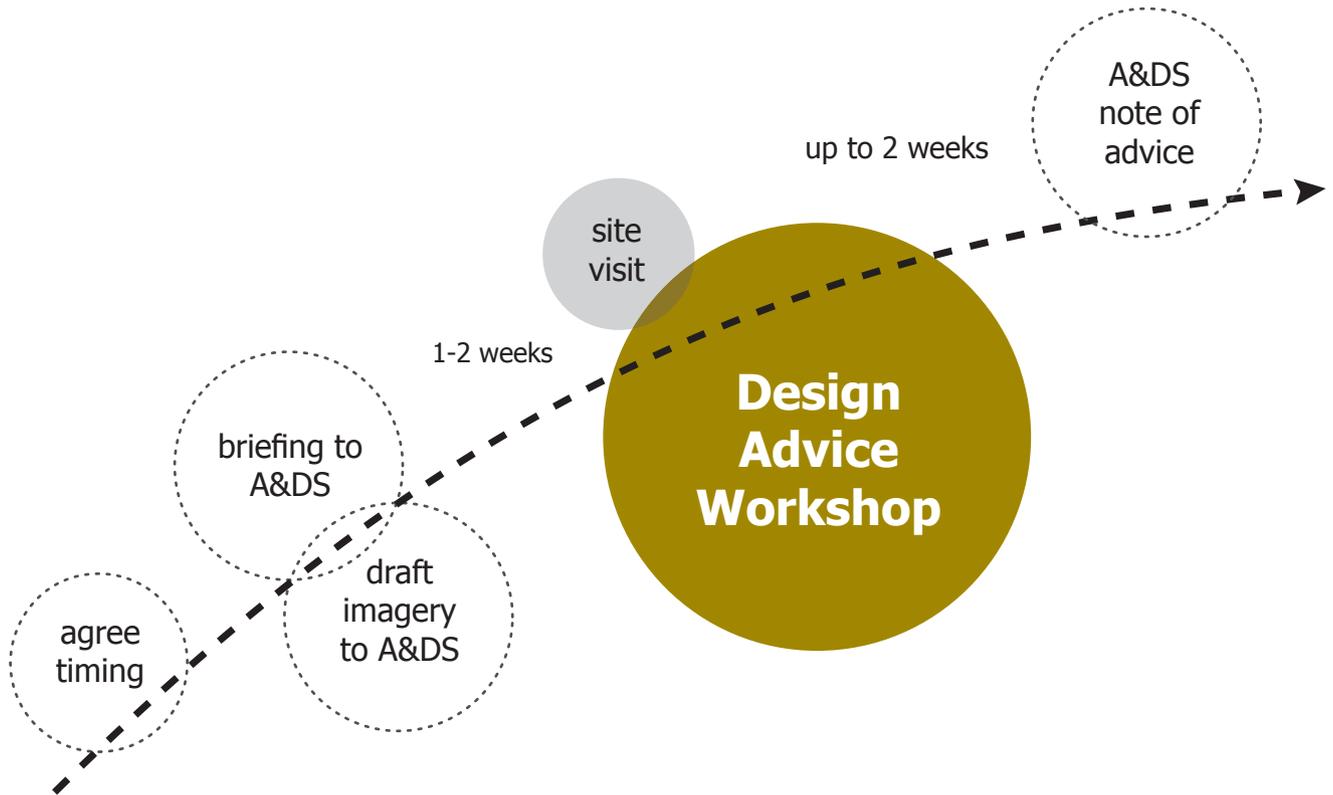
A&DS Design Advice works during the masterplanning and design stage of significant projects. We support local authorities and developers from all sectors to realise the benefits of good design. Design advice is provided by staff who also manage and operate the programme of work, and a Design Forum Panel of around 40 volunteers who share their knowledge and expertise to inspire the best possible outcomes.



One of our ways of providing project support is through a Design Advice workshop series. In this the developer, designers, local authority and agencies to identify and agree key design principles at the formative or early stages of design development, when there is the greatest capacity for positive influence. These principles articulate the wider potential of development (within the built environment particularly) for the people the development will affect; the occupants, neighbours and local communities. The shared principles then form the basis for a continued dialogue during design development, and for the appraisal of the emerging solution.

We assist by sharing an understanding of what is being achieved elsewhere and by helping the parties to test possibilities and consider what has been learnt from other consultations, such as with the local community. In these discussions we take the role of the 'honest broker' and look to encourage each party to the development to work to secure the best outcome. At the end of the dialogue we assist local authorities in assessing and recognising the merits of proposals which have come forward, considering the proposals in relation to the principles established at the beginning of the process.

When it is agreed that a project will be supported, A&DS staff take the lead in managing the engagement. We liaise between the primary participants, the project team and the Local Authority, to agree timings and attendance. Though we encourage a spectrum of participants, including key agencies as and when appropriate, we aim to keep numbers low and encourage consistency of representation to maintain an informal atmosphere and provide a useful and valued discussion.



Typical Meeting Arrangements

Initial workshops take place locally to the development site, and typically take a half to a full day depending on location and scale of the project. Later forums are generally conducted in A&DS Edinburgh or Glasgow offices and take a half day each. A&DS video conference equipment can be offered to more distant Local Authorities/teams in order to allow remote attendance of some team members.

Briefing Material

In the run up to a first meeting we issue a questionnaire to both primary parties seeking information which will form the basis of the brief to our panel. We ask that participants return the information, including any draft design studies and site analysis, around two weeks before the meeting. An agenda is then compiled and circulated by A&DS staff from issues highlighted by the project team and Local Authority. We can provide guidance on the information it is helpful to include in the advance briefing, and on the day.

A&DS Workshop outputs

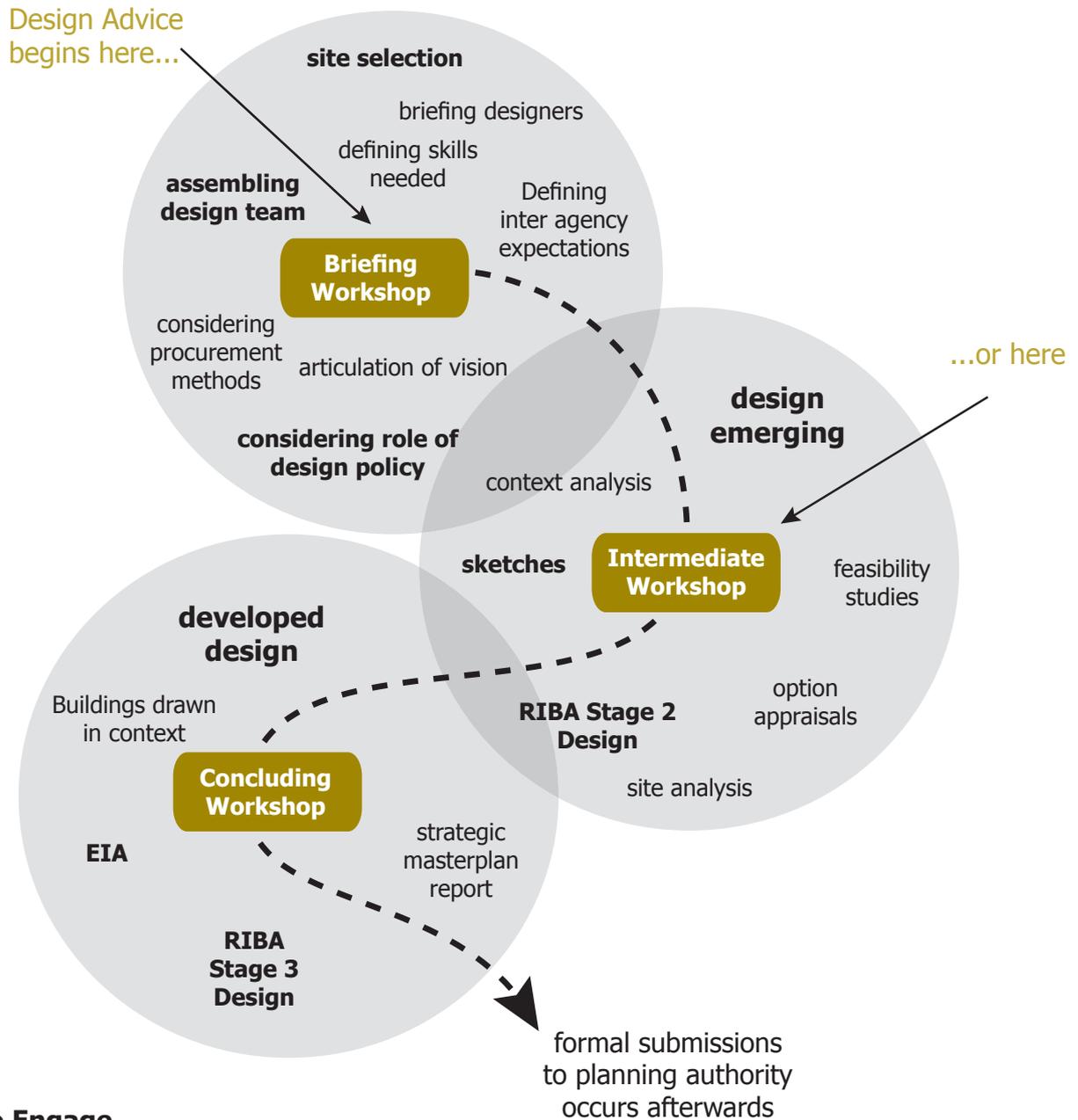
After initial and intermediate workshops A&DS staff produce provisional advice in the form of interim notes which are deemed work in progress and hence are not normally released into the public domain*. These notes form the basis of the agenda for any subsequent workshops, creating continuity in discussion topics. Only after a concluding workshop is an Appraisal Report produced. This draws on the process and describes the level of support which A&DS can ascribe to the design as presented. We anticipate that this appraisal will be referenced within the Local Authority Planning Officer's report to planning committee.

Confidentiality

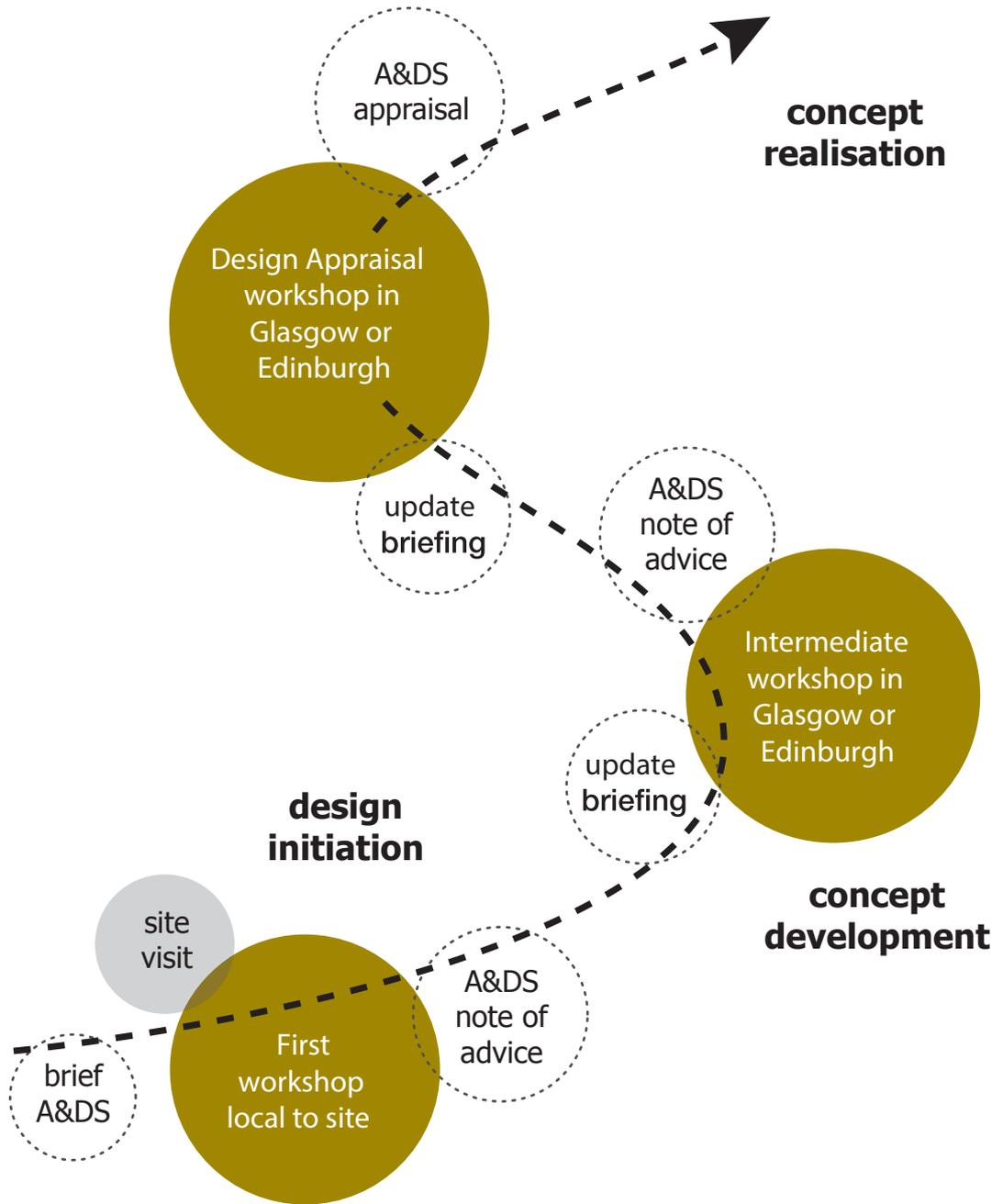
Any information submitted to, or created by, A&DS will remain confidential* until such time as the project is placed into the public domain, as above, in connection with a planning application. A&DS reserves the right to lodge interim notes on our website in full if extracts of the interim notes are made public by other parties.

*(subject to statutory regulations)

HOW DOES THE ADVICE WORKSHOP SERIES OPERATE?



Stages to Engage



Typical Workshop Series

Planning a Workshop Series

A Design Advice workshop series is tailored to the needs and timescales of each project. A&DS staff will seek to manage these within a common structure. Workshop types vary to suit the engagement stage reached. Participants to workshops would generally include the client, lead designers, local authority representatives (including planning and potentially transportation officers) and agencies such as SNH and Historic Environment Scotland where appropriate. A&DS would normally provide 2 staff and up to 3 panel members.

Initial Workshop

This is carried out at briefing stage or at an early design stage. This meeting includes a site visit and a discussion of the key considerations in relation to the site, the planning and policy contexts, and the aims of the development. At an initial meeting we would expect some examination and analysis of the site and its context to be available, and potentially some early feasibility studies or outline concepts. The aim of this workshop is to support the development and articulation of key principles that will be tested and developed through the design process.

Intermediate Stage Workshop(s)

Design proposals are generally at an interim stage: a stage at which wider expertise and an inter-agency review will provide constructive back-up and testing during design development. The format is an informal discussion and workshop which is aimed at supporting emerging proposals, providing timeous feedback from all participants on the concepts in development and assisting in identifying and resolving design risks.

Design Appraisal Workshop

This meeting concludes our engagement with an appraisal of the scheme in relation to principles established throughout the forum dialogue. The workshop would take place at a point where resolved design information is available and when the design proposals have been drawn in context, but prior to the submission of the planning application. Though all parties are encouraged to engage in dialogue, and their opinion informs the output of the meeting, the appraisal produced at the end of the series describes A&DS's independent assessment of the scheme, and it is expected that this will inform the authorities consideration of the proposals once submitted.

"The A&DS Design Forum process has been of considerable value to me as the Case Officer dealing with this locally significant development proposal and I have no doubt that it has **added value** in terms of 'Placemaking'."

Local Authority - Masterplanning project in historic context

"Thanks for all your work ... it was **very worthwhile**."

Project Team - Masterplanning project in historic context

"We were already in dialogue with the LA, but participating in this process was seen as an **important** aspect of that relationship."

Project Team - Major mixed use masterplanning project

"That was a really useful session, we have a **substantially better** chance of a good masterplan than we did three hours ago."

Local Authority - Housing masterplanning project

"... thank you for your engagement in the development proposals which we as a Planning Authority found **very useful**."

Local Authority - Energy infrastructure project

"...the meeting yesterday was very useful and provided some **good points** of discussion for us to consider as the design progresses."

Project Team - Urban redevelopment project

Design Advice

"Comments have proven useful in developing parts of the next stage of the project. Would **welcome** further input."

Project Team - Town centre masterplanning project

"I felt the panel were very **respectful** of the timescale for the project and their comments were tailored to suit."

Project Team - Major infrastructure project

The value ascribed to the involvement of A&DS links to our service principles. We seek, through the Design Advice process, to encourage the articulation of the wider role of development within the built environment supporting Clients, Design Teams and Local Authorities to establish and secure a shared vision. Our aim is to provide:

- **Support across Scotland** - meeting stakeholders locally and visiting sites throughout Scotland, helping align national with local policy considerations.
- **An informal and constructive forum for dialogue** - through interactive workshop style meetings which encourage the active participation of all parties, bridging professional boundaries.
- **Additional expertise** - a multidisciplinary perspective drawing on a team of experts from the fields of Architecture, Urban Design and Landscape Architecture, Civil Engineering, Transportation, Environmental Engineering, Sustainability, Planning, Development Economics and Public Art.
- **Assistance in delivering better outcomes** - for building users, neighbours and the immediate and wider communities affected by development – maintaining a focus on people’s experiences of the developing place.

We do this by being:

- **Responsive** - using small groups of specialists to respond quickly.
- **Relevant** - understanding the needs and expectations of procurers.
- **Informed** - advice will be clear and direct, and will stem from good quality briefing and multiple engagements with projects.
- **Clear** - providing certainty at the early design stages when the support of A&DS, the Local Authority and key agencies will be of most assistance.

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