

CAPITAL & ASSET MANAGEMENT BUILDING CONTRACT DIRECTIVE

DATE: October 2012

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REFERENCE

SKETCH PLAN PANEL

1. West Sussex County Council require all education projects with a works value of over £500,000.00 to be presented to a design panel, known as the Sketch Plan Panel.
2. No project over the above-mentioned value is to proceed to a full planning application until it has been viewed by the Sketch Plan panel and approved by the cabinet member for Education and Schools
3. The Sketch Plan Panel will primarily consist of Council members.
4. Design Consultants will be required to present their design proposals as it is intended to submit for the planning application, using a power point presentation. The presentation should consist of plans, principal elevations, site set up plans and any other plans that add to the understanding of the project concept or the materials used. The WSCC Project Manager will let the design consultant have an introduction, scope of the works and funding details for incorporation in the presentation which should also include:
 - a) Programme
 - b) Site Planning
 - c) Architectural detail with emphasis on maintenance liabilities
 - d) Material selection
 - e) Sustainability including forms of heating, key performance indicators for "Green" targets
5. In addition to the above presentation, the client will request display boards for its own use.
6. WSCC can provide all equipment upon request and the consultant should liaise with the WSCC Project Manager as to the location and set up and due delivery of the presentation.
7. One week -before the Sketch Plan Panel meets, the presentation is to be e-mailed to the WSCC Project Manager.
8. The Consultant/project manager will need to allow for these processes in the project programme.
9. The WSCC Project Manager will distribute the Sketch Plan Panel presentation to all relevant parties in advance of the meeting.
10. Attendance at the SPP by the school, ie: Head teacher or Governors, is not required, but written approval of the proposed scheme will be needed.
11. No scheme should proceed to the Sketch Plan Panel without the school's approval of the proposed scheme and confirmation from the Design Team that the project costs are currently within Budget.

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NOTE:

THIS DIRECTIVE IS APPLICABLE TO THE MAJORITY OF SCHEMES BUT IT WILL NOT NECESSARILY BE APPROPRIATE TO ALL WORKS AND THEREFORE ON EACH SCHEME IT WILL BE NECESSARY TO CHECK THE SPECIFIC REQUIREMENTS.