



HARLOW AND GILSTON

Quality Review Panel
Terms of reference 2020

IN PARTNERSHIP WITH

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Cover image: View of Parndon Mill © Dr Andrew Lewis



1. INTRODUCTION

The Harlow and Gilston Garden Town project is being taken forward through a collaborative partnership between Harlow Council, East Hertfordshire District Council and Epping Forest District Council: 'the Councils'.

Harlow and Gilston Garden Town will deliver transformational growth benefiting the immediate area, as well as Essex and Hertfordshire more broadly. The garden town will build on the area's key strengths – its human capital of a high-skilled tech and life sciences workforce; educational opportunities; and a high quality environment – as well as the aspirations of the community.

Located in the core area of the London Stansted Cambridge Corridor, Harlow and Gilston Garden Town will accommodate a wide range of new mixed tenure homes and locally accessible employment opportunities for all age groups – within an enhanced natural setting.

Harlow's legacy as a New Town, with a strong urban identity of 'green wedges' radiating out from the town centre and plentiful open spaces, provides a framework for extending and strengthening these green links to create a web of sustainable travel corridors linking new communities and employment opportunities.

The Councils are committed to ensuring the highest standards in the realisation of Harlow and Gilston Garden Town. It will be characterised by high

quality design – in its broadest sense. Architectural, urban and landscape design; planning; transport; environment; and deliverability will all be essential elements in creating the garden town.

To help ensure that these aspirations are fulfilled, the Councils have established a Quality Review Panel – to provide 'critical friend' advice and design guidance to support the delivery of strategic sites in Harlow and Gilston Garden Town.



Gibberd Garden, Essex © Acabashi, Wikimedia Commons

2. PRINCIPLES OF QUALITY REVIEW

Independent – it is conducted by people who are unconnected with the scheme’s promoters and decision makers, and it ensures that conflicts of interest do not arise

Expert - the advice is delivered by suitably trained people who are experienced in design, who know how to criticise constructively and whose standing and expertise is widely acknowledged.

Multidisciplinary – the advice combines the different perspectives of architects, urban designers, town planners, landscape architects, engineers and other specialist experts to provide a complete, rounded assessment.

Accountable – the design review panel and its advice must be clearly seen to work for the benefit of the public. This should be ingrained within the panel’s terms of reference.

Transparent – the panel’s remit, membership, governance processes and funding should always be in the public domain.

Proportionate – it is used on projects whose significance, either at local or national level, warrants the investment needed to provide the service.

Timely – it takes place as early as possible in the design process, because this can avoid a great deal of wasted time. It also costs less to make changes at an early stage.

Advisory – a design review panel does not make decisions, but it offers impartial advice for the people who do.

Objective – it appraises schemes according to reasoned, objective criteria rather than the stylistic tastes of individual panel members.

Accessible – its findings and advice are clearly expressed in terms that design teams, decision makers and clients can all understand and make use of.

Design Review: Principles and Practice
Design Council CABE / Landscape Institute / RTPi / RIBA (2013)



Toot Hill Golf Course © Wikimedia Commons



3. PANEL COMPOSITION

The Quality Review Panel brings together leading professionals working at the highest level in their fields. It is made up of around 21 panel members, including the chair.

Quality Review Panel members are chosen to provide a broad range of expertise with particular relevance to the Harlow and Gilston Garden Town project, including:

- urban design / town planning
- landscape architecture
- transportation infrastructure
- social infrastructure
- sustainability
- development delivery
- conservation / heritage townscape

Many of those appointed to the Quality Review Panel will have expertise and experience in more than one of these areas. The composition of each panel meeting will be chosen as far as possible to suit the scheme being reviewed.

Membership of the Quality Review Panel is reviewed regularly (at least once a year), to ensure that it provides all the necessary expertise and experience to undertake its work effectively.

From time to time, it may be of benefit for specialist advice to be provided beyond the Quality Review Panel membership. In such cases, a professional with the relevant expertise may be invited to attend a review meeting, participating in the discussion with the status of an adviser to the panel.



Panel site visit © Ione Braddick





The Avenue, Saffron Walden, Pollard Thomas Edwards © Tim Crocker
RIBA National Award 2016 - RIBA Regional Award 2016

4. PANEL REMIT

The Quality Review Panel provides independent, objective, expert advice on development proposals across the Harlow and Gilston Garden Town area. It provides advice to scheme promoters and the planning authority as a 'critical friend' to support delivery of the Spatial Vision and Design Guide.

Generally, schemes are referred to the panel by planning officers at an early stage to identify and consider the key assumptions of the proposed design. The independent advice given by the panel is likely to be most effective when given before a scheme becomes too fixed. Early engagement with the Quality Review Panel should reduce the risk of delay at application stage by ensuring that designs reach an acceptable standard. The planning authority may also request a review once an application is submitted.

The panel's advice may assist Council officers in negotiating design improvements and may support decision-making by the planning committee, including refusal of planning permission where design quality is not of a sufficiently high standard.

The panel considers significant development proposals in the Harlow and Gilston Garden Town area. Significance may fall into the following categories.

Significance related to size or use, for example:

- large buildings or groups of buildings
- infrastructure projects such as bridges or transport hubs
- large public realm proposals
- masterplans, design codes or design guidance

Significance related to site, for example:

- proposals affecting sensitive views
- developments with a major impact on their context
- schemes involving significant public investment

Projects may also be referred to the panel by the planning authority at its discretion, for example where it requires advice on:

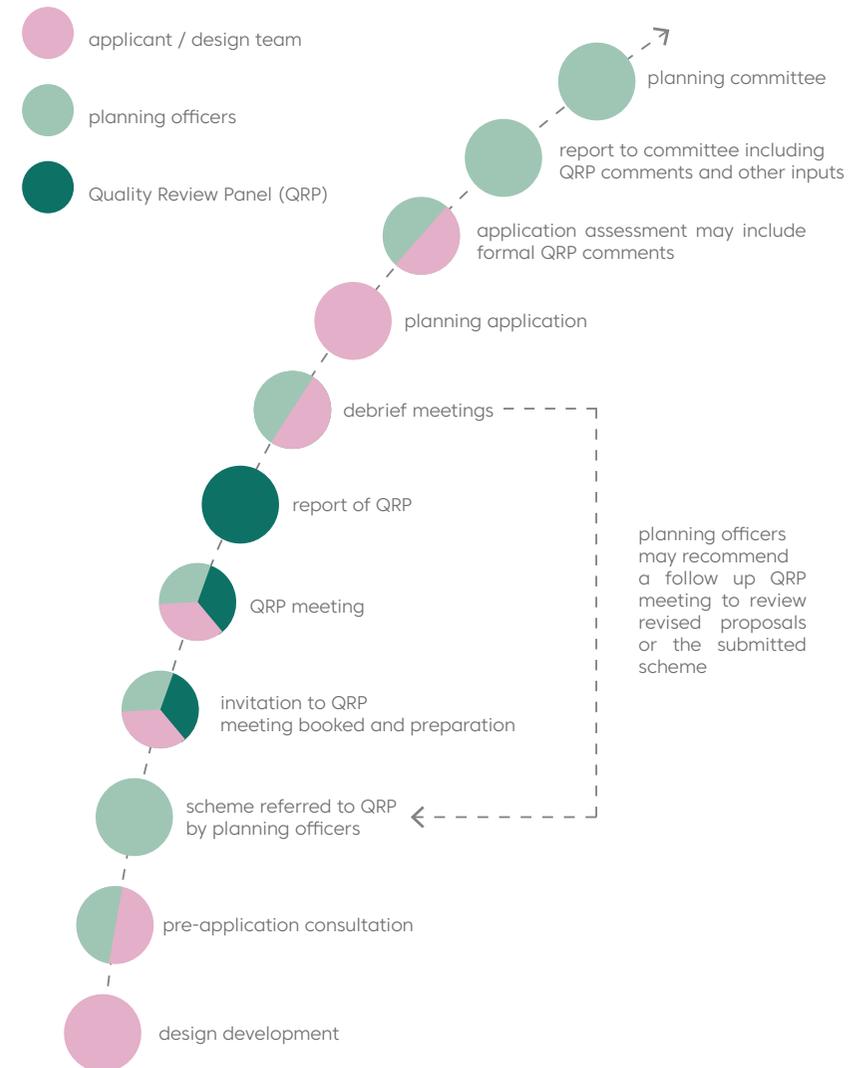
- building typologies, for example single aspect dwellings
- environmental sustainability
- design for climate change adaptation and mitigation
- proposals likely to establish a precedent for future development
- developments out of the ordinary in their context
- schemes with significant impacts on the quality of everyday life
- landscape / public space design

As with normal pre-application procedure, advice given by the panel before an application is submitted remains confidential, seen only by the applicant and planning authority. This encourages applicants to share proposals openly and honestly with the panel – and ensures that they receive the most useful advice. Once an application has been submitted, the Quality Review Panel’s comments on the submission are published on the Garden Town / Councils’ website.

Exceptions may occur, however, where a review of a submitted application is not requested by the planning authority. In this case, the planning authority may ask for the report of the pre-application review to be made public as the panel’s formal response to the submitted application.

A diagram showing the role of the Harlow and Gilston Quality Review Panel in the planning process is shown opposite.

Quality review in the planning process





5. ROLE OF THE QUALITY REVIEW PANEL

The Quality Review Panel provides independent and impartial advice on development proposals, at the request of planning officers, and plays an advisory role in the planning process.

It is for Council planning officers and the relevant planning committee to decide what weight to place on the panel's comments, balanced with other planning considerations. Applicants should consult Council officers following a review to agree how to respond to the panel's advice.

If any points made by the panel require clarification, it is the responsibility of the applicant and their design team to draw this to the attention of the chair of the panel (if during the meeting) or the panel manager, Frame Projects, (if the report requires clarification).



6. INDEPENDENCE CONFIDENCE & PROBITY

The Harlow and Gilston Quality Review Panel is an independent and impartial service provided to the Councils by Frame Projects, an external consultancy.

The processes for managing the Quality Review Panel, appointing members, including the selection of the chair, and the administration of meetings are agreed in partnership with the Councils.

Panel members shall keep confidential all information acquired in the course of their role on the panel, with the exception of reports that are in the public domain.

Further details are provided in the confidentiality procedure included at Appendix A.

7. CONFLICTS OF INTEREST

The Quality Review Panel is intended to provide a constructive forum for applicants, their project teams, and Council planning officers seeking advice and guidance on strategy, policy and design quality.

In order to ensure the Quality Review Panel's independence and professionalism, it is essential that members avoid any actual or perceived conflicts of interest that may arise in relation to schemes considered during the meetings that they attend. Minimising the potential for conflicts of interest will be important to the impartiality of the Quality Review Panel.

Members are asked to ensure that any possible conflicts of interest are identified at an early stage, and that appropriate action is taken to resolve them.

Meeting agendas provided in advance of reviews will include sufficient project information to allow any potential conflicts of interest to be identified and declared.

In cases where there is a conflict, a member may be asked to step down from a review. In other cases, a declaration of interest may be sufficient. If in doubt, members should contact Frame Projects to discuss this.

Further details on the process for managing conflicts of interest are provided at Appendix B.

8. FREEDOM OF INFORMATION

As public authorities the Councils are subject to the Freedom of Information Act 2000 (the Act). All requests made to the Councils (Harlow Council, Epping Forest District Council and East Herts District Council) for information with regard to the Harlow and Gilston Quality Review Panel will be handled according to the provisions of the Act. Legal advice may be required on a case by case basis to establish whether any exemptions apply under the Act.



Newhall Be, Harlow, Alison Brooks Architects © Paul Riddle
RIBA National Award 2013 - Housing Design Awards 2013

9. TYPES OF REVIEW

Four types of review are offered:

- a formal review - for larger schemes
- workshop reviews - for small schemes or schemes previously presented to the panel
- a chair's review - for smaller schemes or planning applications
- surgery reviews - for very small schemes or discharge of planning conditions

Typically, the chair and four panel members attend formal reviews; the chair and two panel members attend workshop reviews; and the chair and one panel member attend chair's reviews and surgery reviews.

FORMAL REVIEWS

Formal reviews take place for schemes from RIBA Stage 2 (concept design) onwards, providing advice to the applicant and to the planning authority – whether at pre-application or application stage. In addition to planning officers, other relevant stakeholders may be invited to attend and asked to give their views after the project / topic has been presented.

Formal reviews usually take place at a stage when an applicant and design team have decided their preferred option for development of a site, and have sufficient drawings and models to inform a comprehensive discussion. There will often be a second pre-application review, to provide advice on more detailed design matters, before a planning submission. The scheme will

be presented by a member of the design team, normally the lead architect, following a brief introduction by the applicant. Presentations may be made with drawings and / or pdf or PowerPoint and models as appropriate. At least one paper copy of the presentation should be provided, for ease of reference during the panel discussion.

Time allocated for formal reviews will depend on the scale of the project but a typical formal review will last 90 minutes: 10 minutes introductions and briefing by planning officers; 35 minutes presentation; 45 minutes discussion and summing up by the chair.

Large projects, for example schemes with several development plots, may be split into smaller elements for the purposes of review to ensure that each component receives adequate time for discussion.



A view East from Gibberd Garden, Essex © Acabashi, Wikimedia Commons



WORKSHOP REVIEWS

Workshop reviews may be organised, when appropriate, for smaller development proposals or schemes previously presented at a formal review meeting. Workshop reviews may also be used to discuss policy documents, or to provide advice on a development strategy. The meeting will be more discursive in nature than a formal review and a report will be produced.

Typically, the chair and two panel members will attend a workshop review.

Planning officers will be invited, but other stakeholders will not normally attend. However, the planning case officer may brief the panel on any comments made by other stakeholders.

Time allocated for a workshop meeting may depend on the specific project but will typically last 90 minutes: 5 minutes introductions; 15 minutes briefing by planning officers; 20 minutes presentation; 50 minutes discussion and summing up by the chair.

CHAIR'S REVIEWS

In the case of smaller development proposals, or schemes previously presented at a formal review, a chair's review may be arranged to provide advice on the quality of proposals. Chair's reviews may take place for schemes from RIBA Stage 2 (concept design) onwards.

Planning officers will be invited, but other stakeholders will not normally attend. However, the planning case officer may brief the panel on any comments made by other stakeholders.

For schemes that are the subject of a current planning application, the presentation should be based on the submitted drawings and documents, either paper copies or as a pdf or PowerPoint. At least one paper copy of the presentation should be provided, for ease of reference during the panel discussion.

A typical chair's review will last 60 minutes: 10 minutes introductions and briefing by planning officers; 20 minutes presentation; 30 minutes discussion and summing up by the chair.

SURGERY REVIEWS

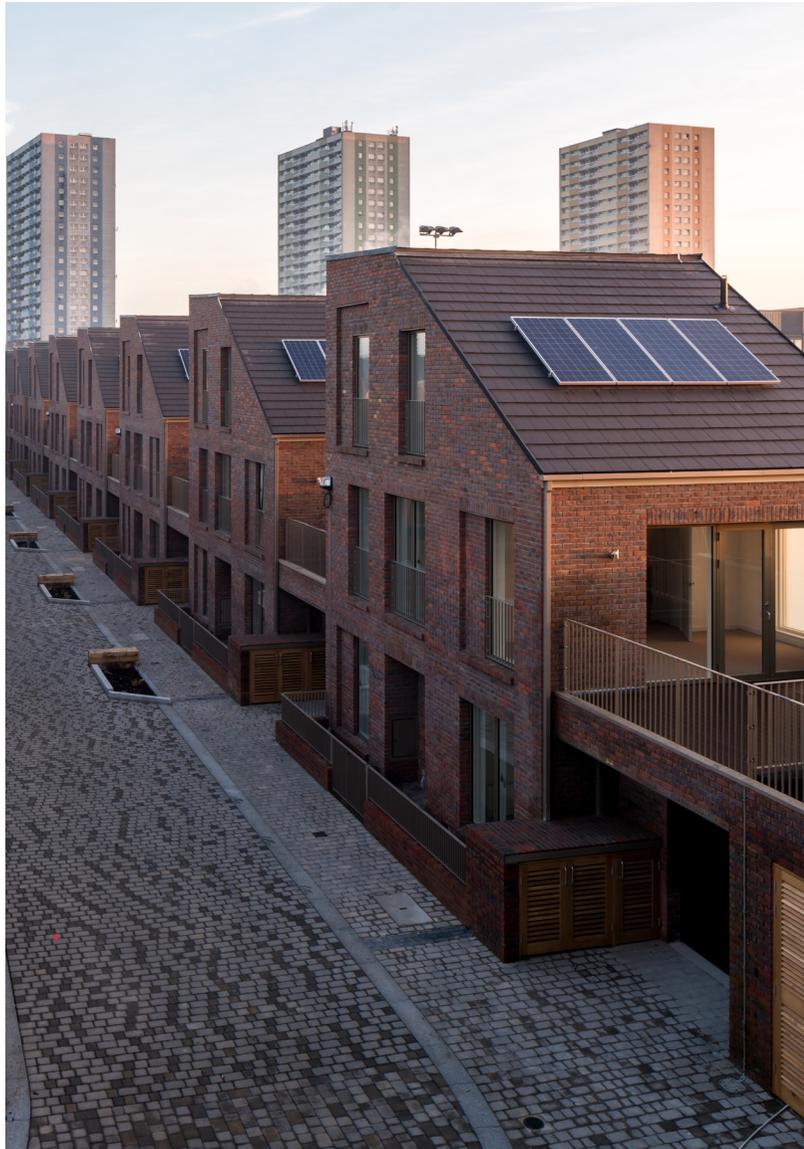
Very small schemes, or schemes where planning officers request the panel's advice on discharge of planning conditions, may be more suited to a surgery review.

A flexible approach to presentation methods will allow for pin up of drawings / discussions around a table / PowerPoint presentations, as appropriate.

A typical surgery review will last 40 minutes: 10 minutes introductions and briefing by planning officers; 15 minutes presentation; 15 minutes discussion and summing up by the chair.

A surgery review will be summarised in a brief document no more than two sides of A4, rather than a full report.





Dujardin Mews, Maccreevor Lavington and Karakusevic Carson Architects © Mark Hadden
Civic Trust Award 2018 - RIBA National Award 2017

10. SITE VISITS

Wherever possible, a site visit will be arranged for formal and chair's reviews (unless a site visit has already taken place before an earlier review of the scheme). All panel members participating in the review are required to attend.

11. MEETING DATES

One Quality Review Panel meeting is provisionally arranged for each month. These may be used for either formal, chair's or surgery reviews, as appropriate. Exceptionally, additional meetings may be required to respond to specific requirements for advice in the masterplan, policy development, planning application and delivery programme.

The following dates are currently set for Quality Review Panel meetings during 2020:

- 24 January
- 20 February
- 20 March
- 17 April
- 15 May
- 12 June
- 10 July
- 7 August
- 17 September
- 16 October
- 13 November
- 4 December



12. REVIEW AGENDAS

Agendas will be issued to panel members in advance of each review.

For formal and chair's reviews, a detailed agenda will be provided that includes notes on the planning context, details of the scheme(s) to be considered, applicant and consultant team.

Information provided by the Council planning officer will include relevant planning history and planning policies that officers consider essential for assessing the scheme. Advice may be specifically sought on design quality assessed against these policies.

A scheme description provided by the design team will set out factual information about the project. Selected plans and images of the project will also be provided to help give a sense of the scope and nature of the project under review.

For surgery reviews, the agenda will be briefer, providing details of the scheme(s) to be considered, applicant and consultant team.

Where a scheme returns for a second or subsequent review, the report of the previous review will be provided with the agenda.

13. PANEL REPORTS

During the Quality Review Panel meeting the panel manager will take notes of the discussion - these form the basis of panel reports. Reports will be drafted, agreed with the chair, and issued within 10 working days.

At pre-application stage, reports will provide clear, independent advice on ways in which the quality of projects could be improved, referring where appropriate to the Councils' planning policies in relation to expectations of high quality design.

The Quality Review Panel has an advisory role in the planning process, and the project team should consult Council officers following a review to agree how to respond to points raised in the report.

Once planning applications are submitted, the report may provide guidance to Council planning officers in reviewing the planning application. This may include suggesting planning conditions or refusal of planning permission if the placemaking and design quality is not of an acceptably high standard.

Quality Review Panel reports may be included in committee reports on planning application schemes – in which case Council planning officers will place these in the context of other planning matters, which the panel's advice neither replaces nor overrules.

Panel reports are only made public at the planning application stage, at which point the report will be a public document kept within the proposal's case file and published on the relevant Council and / or Harlow and Gilston Garden Town website. However, only the final report is made public.

At the end of each year, the Quality Review Panel manager will draft an annual report. A meeting will be held with key Council officers and the panel chair to discuss the report and consider any recommendations for the following year.



14. QUALITY REVIEW PANEL CHARGES

The charges for Quality Review Panel meetings are benchmarked against comparable panels providing design review services in London, such as design review panels in the London Boroughs of Camden, Haringey, Newham and Waltham Forest, and the London Legacy Development Corporation.

Charges are reviewed every two years; the charges until 5 November 2020 are:

- £5,500 + VAT first formal review
- £4,000 + VAT second / subsequent formal review
- £3,000 + VAT workshop review
- £2,500 + VAT chair's review
- £1,300 + VAT surgery review

Applicants are referred to the Quality Review Panel by the Councils as an external service and fees are paid by the applicant to Frame Projects for delivering this service.

Payment should be made in advance of the review, and the review may be cancelled if payment is not received five days before the meeting. Full details will be provided when an invitation to the Quality Review Panel is confirmed.

Where a scheduled review is subsequently cancelled or postponed by the applicant, an administrative charge will be applied:

- full cost less than two weeks before the scheduled review
- £600 + VAT between two and four weeks before the review



River Stort © Rowan Perrin



15. QUALITY REVIEW PANEL MEMBERSHIP

The Quality Review Panel brings together 21 professionals, covering a range of disciplines and expertise. For each review, members will be selected from the people listed below, according to the requirements of the project being reviewed.



Peter Maxwell (chair)
Architect and urban designer
Director of Design, London Legacy
Development Corporation

Peter Maxwell is an architect, town planner and urban designer with over 15 years' senior level experience. He has led implementation of major projects in the UK, Middle East and New Zealand. He currently leads on masterplanning, architecture and public realm for redevelopment of Queen Elizabeth Olympic Park.
www.queenelizabetholympicpark.co.uk



Andrew Beharrell
Development delivery expert
Senior Partner, Pollard Thomas Edwards

Andrew Beharrell has over 30 years' experience in housing, regeneration and mixed use development, and has designed and delivered a series of award winning projects. He has expanded the practice's expertise to include masterplanning urban extensions, and new settlements in rural areas.
www.pollardthomasedwards.co.uk



Jayne Bird
Architect
Partner, Nicholas Hare Architects

Among Jayne Bird's broad spectrum of experience are education, arts and commercial projects. She was responsible for the award winning Golden Lane Campus in Islington and led the Somers Town masterplanning project – a residential, school and mixed use regeneration scheme – for the London Borough of Camden.
www.nicholashare.co.uk





Tony Burton CBE
Sustainability expert
Consultant

Tony Burton works on community, urban design, planning, sustainability and environmental projects, including as a leading neighbourhood planner. Previous roles include Director of Strategy and External Affairs at the National Trust and Director of Policy and Communications at the Design Council. He is vice chair of the HS2 Independent Design Panel. He was recognized with a CBE in the 2012 Jubilee honours.



Neil Davidson
Landscape architect
Partner, J & L Gibbons

Neil Davidson is a landscape architect, partner of J & L Gibbons and director of Landscape Learn. He has led on projects that include sub regional strategic plans and urban regeneration frameworks, to public parks and higher education projects. He is particularly experienced in projects concerning heritage significance, green infrastructure, healthy living and urban regeneration.
www.jlg-london.com



Derek Griffiths
Transport expert
Associate, Momentum

Derek Griffiths is a chartered civil engineer, and leads Momentum's engineering team, working on multidisciplinary engineering and urban realm design projects. He works with developers and local authorities to deliver schemes that are practical, within technical and budgetary constraints, and sustainable.
www.momentum-transport.com





Kirsten Henson
Sustainability expert
Director, KLH Sustainability

Kirsten Henson is the founding director of KLH Sustainability, a multidisciplinary consultancy specialising in sustainable development. She has extensive experience in development, integration and delivery of challenging sustainability objectives on complex construction projects. She also lectures at Cambridge University.
www.klhsustainability.com



Roland Karthaus
Architect
Director, Matter Architecture

Founded with Jonathan McDowell in 2016, Matter Architecture's work includes masterplanning, housing, education, commercial and bridge projects. Roland Karthaus has worked at a strategic level on complex regeneration projects as both a designer and a client. At the London Borough of Lewisham he oversaw a £50 million capital investment programme.
www.matterarchitecture.uk



Dr Jan Kattein
Social infrastructure expert
Founder, Jan Kattein Architects

Dr Jan Kattein has 15 years' experience working on regeneration, housing, and urban design projects. His work has helped to redefine how social and environmental policy is implemented. Jan Kattein Architects is an award winning design studio that advocates socially engaged working methods.
www.jankattein.com





Lynn Kinnear
Landscape Architect
Principal, Kinnear Landscape Architects

Lynn Kinnear has over 30 years' experience as a landscape architect working in the urban realm. She has consolidated the diversity of this experience within her design led practice, KLA. She is principal of the practice and her experience ranges from sub regional planning and urban design to public realm, education and residential sector projects.
www.kland.co.uk



Richard Lavington
Architect
Director, Maccreanor Lavington Architects

Richard Lavington is the director responsible for Maccreanor Lavington's UK studio. He is involved in several estate regeneration projects, mixed use schemes, residential led developments and social infrastructure projects, including higher education, schools and extra care provision. The practice has received numerous design awards, including the 2008 Stirling Prize.
www.maccreanorlavington.com



Richard Lewis
Transport planner
Founder, Active Planning

Richard Lewis is a chartered town planner. His 19 years' experience includes defending proposed Local Plan policies at two Examinations in Public, writing a Local Transport Plan and a public realm design guide and winning funding bids totalling of £36.5m. In 2018 he founded Active Planning to place walking, cycling and wheeling centre stage in planning and transport policy.
www.activeplanning.co.uk





Hari Phillips
Architect
Director, Bell Phillips Architects

Hari Phillips is an architect and formed Bell Phillips Architects with Tim Bell in 2004 following their success in winning an RIBA competition to regenerate a large housing estate in east London. The practice recently completed a new public space in Gasholder No. 8, King's Cross, and is working on housing projects in Thamesmead and for Peabody. He is also the vice chair of the Haringey Quality Review Panel.
www.bellphillips.com



Vivienne Ramsey OBE
Urban designer
Consultant

Vivienne Ramsey has 40 years' experience as a town planner. In her previous role as Director of Planning, Policy and Decisions at the London Legacy Development Corporation, she led the local planning authority and development of its Local Plan. As Director of Planning Decisions, she set up and led the Olympic Delivery Authority as a local planning authority.



Sue Rowlands
Urban designer
Director, Tibbalds Planning and Urban Design

As an architect and town planner, Sue Rowlands brings planning and design together to deliver high quality development. Her expertise includes providing design advice on major planning applications and she has led multidisciplinary teams to deliver residential and mixed use masterplans.
www.tibbalds.co.uk





Richard Smith
Transport expert
Consultant

Richard Smith has some 45 years' experience as an expert in transport planning, appraisal and economics. As Director of Planning at Transport for London, he developed the Mayor of London's transport strategy. He has also worked as a transport specialist, advising HS2 Ltd and local planning authorities in east London.



Chris Snow
Architect
Director, Chris Snow Architects

Before establishing his own practice in 2011, Chris Snow held senior positions in practices including Tony Fretton Architects and Allies and Morrison. He has lived in Harlow for 11 years, and is a member of the Hertfordshire design panel. He has taught in schools of architecture at Kingston and Nottingham universities.
www.chrissnowarchitects.com



Peter Studdert
Town planner
Director, Peter Studdert Planning

Peter Studdert is an independent adviser on city planning and design, based in Cambridge. Qualified as an architect as well as a town planner, he was formerly Director of Planning at Cambridge City Council. He is an adviser to Historic England and Design Council CABA and chairs a number of design review panels in London and the wider southeast of England.
www.peterstuddertplanning.co.uk





Judith Sykes
Sustainability expert
Director, Expedition Engineering

Judith Sykes is a civil engineer with expertise in the design and delivery of smart and sustainable built environments. She has a background in major infrastructure projects, including Heathrow Terminal 5 and the London 2012 Olympic Park. Her work includes infrastructure planning for sustainable regeneration projects.
www.expedition.uk.com



Joanna Ward
Transport expert
Associate, Elliott Wood

Joanna Ward is a highly experienced and motivated Transport Professional with a special interest in Sustainable and Active Transport solutions. She has a proven track record working across the public, private and charity sector for a wide client base over the last 20 years. A strong advocate for walking and cycling, she currently leads the Transport Team at Elliott Wood.
www.elliottwood.co.uk



Richard Wilson
Heritage expert
Strategic Lead, Regeneration and Place,
London Borough of Camden

With over 20 years' experience as a planner and urban designer, Richard Wilson has worked with seven local authorities – from major cities to shires. At the London Borough of Camden, he manages a multidisciplinary team of planners, urban designers, architects and conservation officers – and is strategic lead for heritage.



16. KEY REFERENCES

Harlow Council

Local Development Plan

www.harlow.gov.uk/local-plan

East Hertfordshire District Council

District Plan

www.eastherts.gov.uk/districtplan

Epping Forest District Council

Local Plan

www.efdclocalplan.org/

Government

Locally led garden villages, towns and cities

www.gov.uk/government/news/first-ever-garden-villages-named-with-government-support

Essex Design Guide

www.essexdesignguide.co.uk/

Principles of design review

Design Review: Principles and Practice, Design Council CABI / Landscape Institute / RTPI / RIBA (2013)

www.designcouncil.org.uk/resources/guide/design-reviewprinciples-and-practice



The entrance to Kitchen Hall Farm © Robert Edwards, Wikimedia Commons

APPENDIX A

Procedure regarding confidentiality

The Harlow and Gilston Garden Town Quality Review Panel provides a constructive and reliable forum for applicants and their design teams to seek guidance at an early stage, where the panel's advice can have the most impact. It is therefore essential that appropriate levels of confidentiality are maintained. The following procedure shall apply.

1. Panel meetings are only to be attended by panel members, Council officers, and officers from stakeholder organisations involved in the project, for example statutory consultees, as well as the applicant and their design team. If any additional individual is to attend, it should be approved by the Quality Review Panel manager.

2. Panel members shall keep confidential all information provided to them as part of their role on the panel and shall not use that information for their own benefit, nor disclose it to any third party (with the exception of reports that are in the public domain – see points 7 and 8).

3. The panel's advice is provided in the form of a report written by the Quality Review Panel manager, containing key points arrived at in discussion by the panel. If any applicant, architect or agent approaches a panel member for advice on a scheme subject to review (before, during or after), they should decline to comment and refer the inquiry to the panel manager.

4. If, subsequent to a review of a scheme in which a panel member has participated, s/he is approached by any applicant, architect or agent to ascertain a potential interest in contributing to the project team for that scheme, s/he must decline. Professional work in a scheme previously reviewed by a panel member is not permitted.

5. Panel members are not restricted from professionally working on projects within the area. However, if such a scheme comes up for review, that panel member should not be involved and must declare a conflict of interest.

6. Following the meeting, the Quality Review Panel manager will write a draft report, circulate it to the chair for comments and then make any amendments. The agreed report will then be distributed to all relevant stakeholders.

7. If the proposal is at a pre-application stage, the report is not made public and is only shared with the Councils, the applicant and design team, and any other stakeholder bodies that the Councils have consulted on the project.

8. If the proposal is reviewed at an application stage, the report will be a public document kept within the proposal's case file and published on the Councils' website. However, only the final report is made public.

9. If a panel member wishes to share any Quality Review Panel report with a third party, they must seek approval from the Quality Review Panel manager, who will confirm whether or not the report is public.



APPENDIX B

Procedure regarding conflicts of interest

To ensure the integrity and impartiality of advice given by the Quality Review Panel, potential conflicts of interest will be checked before each review meeting. The following process will apply.

1. All panel members will be required to declare any conflicts of interests, and these will be formally recorded at each meeting.
2. Panel members are notified of the schemes coming before the panel at least a week in advance. It is expected that at this time panel members should declare any possible interest in a project to the Quality Review Panel manager.
3. The Quality Review Panel manager, in collaboration with the panel chair and Council staff, will determine if the conflict of interest requires the panel member to step down from the meeting, or if a declaration of interest would be sufficient.
4. In general, a panel member should not attend a review meeting if s/he has a financial, commercial or professional interest in a project that will be reviewed, its client and / or its site; a financial, commercial or professional interest in a project, its client and / or a site that is adjacent to the project that will be reviewed or upon which the project being reviewed will have a material impact; a personal relationship with an individual or group involved in the project, or a related project, where that relationship prevents the panel member from being objective.
5. Personal interests that should be declared, but which would not normally prevent a panel member participating in a review meeting, might include current work with a member of the consultant team for a project that will be reviewed. In this situation, the interest will be noted at the beginning of the review, discussed with the presenting design teams and formally recorded in the review report.

APPENDIX C

Responding to media inquiries

Panel members should not speak to journalists on behalf of the panel, talk to them about their role as a panel member or discuss any project with which they are involved, without specific approval.

The chair of the panel may respond to media inquiries:

- to describe the role of the panel
- to confirm that the panel has been asked to comment on a particular scheme
- to reiterate the panel's public comments on planning applications (for pre-application schemes, no details of the project or panel's view should be given)

