



# EPHING FOREST DISTRICT QUALITY REVIEW PANEL

Terms of reference 2021

IN PARTNERSHIP WITH

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# CONTENTS

1	Introduction	3	10	Site visits	12
2	Principles of quality review	4	11	Meeting dates	12
3	Panel composition	5	12	Review agendas	13
4	Panel remit	6	13	Panel reports	14
5	Role of the Quality Review Panel	8	14	Quality Review Panel charges	15
6	Independence, confidence and probity	8	15	Quality Review Panel membership	16
7	Conflicts of interest	9	16	Key references	24
8	Freedom of information	9		<i>Appendix A: confidentiality</i>	25
9	Types of review	10		<i>Appendix B: conflicts of interest</i>	26

Cover image: North Weald Railway Station © Epping Forest District Council



# 1. INTRODUCTION

Epping Forest District Council's vision is for a place where residents enjoy a good quality of life, with new homes of an appropriate mix of sizes, types and tenures, as part of well integrated communities. Development will be in sustainable locations, respect the attributes of the different towns and villages and conserve natural and historic assets.

The District Council is committed to ensuring that development, including realisation of strategic, masterplan and major schemes, is of the highest standard. It is committed to high quality design – in its broadest sense: architectural, urban and landscape design, planning, transport, environment and deliverability will all be essential elements.

To help ensure that these aspirations are fulfilled, the District Council has established a Quality Review Panel – to provide 'critical friend' advice and design guidance to support the delivery of strategic sites, including masterplan review, and other major projects.

The Quality Review Panel process will require a broad range of expertise. The panel brings together leading practitioners across those disciplines that have a particular relevance to the area.

The composition and remit of the panel reflects a review process that is multidisciplinary, collaborative and enabling.



Epping town centre © Epping Forest District Council

## 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)



Epping town centre © Epping Forest District Council



### 3. PANEL COMPOSITION

The Quality Review Panel brings together leading professionals working at the highest level in their fields. It is made up of some 24 panel members, including the chair. Quality Review Panel members are chosen to provide a broad range of expertise, including:

- architecture
- urban design / town planning
- landscape architecture
- transport 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.

In support of the District Council's commitment towards community engagement, there may also be potential, on occasion, to invite the chair of a community group to attend review meetings as an observer.



Gunpowder Mill, Waltham Abbey © Pollard Thomas Edwards Architects



Beech trees in Epping Forest © Wikimedia Commons / Peter Trimming

## 4. PANEL REMIT

The Quality Review Panel has been established to support Epping Forest District Council in achieving high quality, innovative and sustainable placemaking. The panel provides independent, objective, expert advice during the policy development, planning application and delivery programme. It supports the District Council by advising on masterplans, pre-application development proposals, and planning applications.

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 District 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.

Where possible, the review process will be informed by briefings on consultation and engagement by the District Council, so that local views can be taken into consideration in the panel's comments.

The District Council's Local Plan (submission version) sets out that schemes of more than 50 homes or 5,000sqm of commercial / other floorspace should generally be informed by review. Other smaller schemes that are complex or contentious may also be appropriate for review.

The panel considers significant development proposals in the Epping Forest District 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

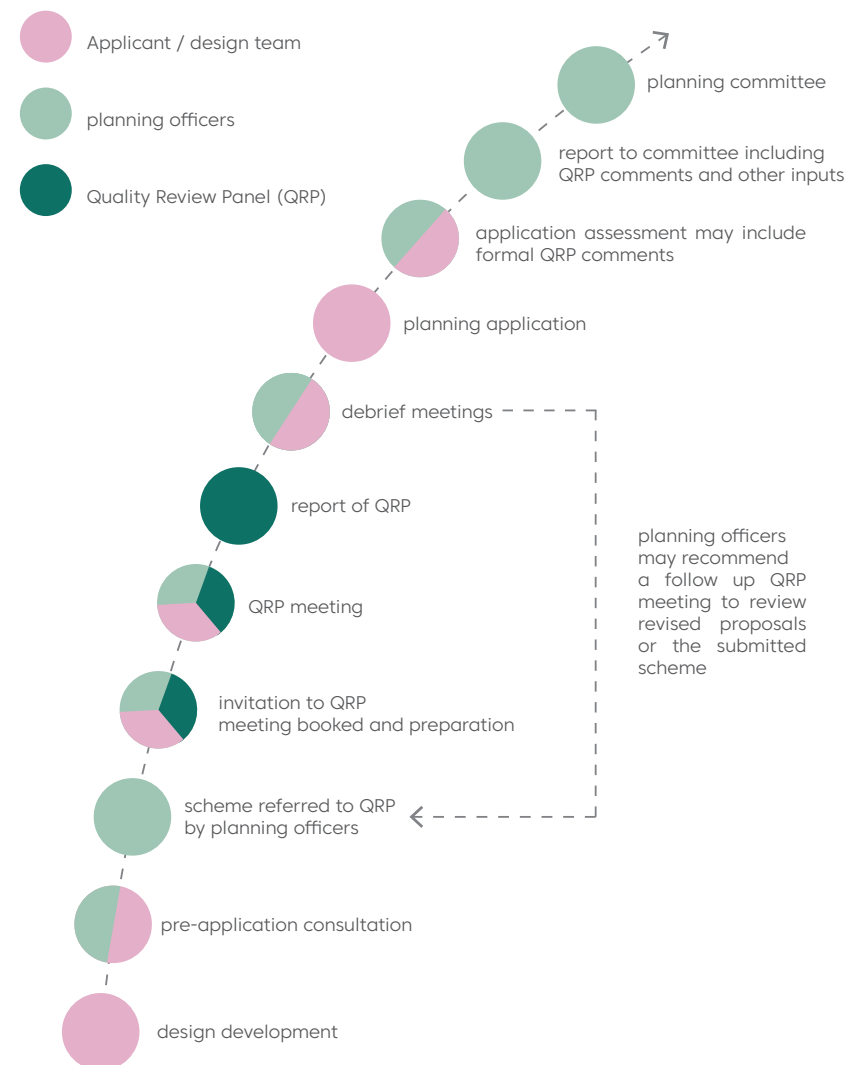
#### Projects may also be referred to the panel by the planning authority at its discretion, for example where it requires advice on:

- 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. 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 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 District 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 Epping Forest Quality Review Panel is an independent and impartial service provided to Epping Forest District Council 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 Council.

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 District 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 a public authority, the Epping Forest District Council is subject to the Freedom of Information Act 2000 (the Act). All requests made to the Council for information with regard to the 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.



Panel site visit © Ione Braddick

## 9. TYPES OF REVIEW

Four types of review are offered:

- a formal review - for larger schemes
- workshop review - 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.



Panel site visit © Ione Braddick



## 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.

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.





Crate Loughton © CRATE™

## 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 2021:

- 22 January
- 19 February
- 19 March
- 16 April
- 14 May
- 25 June
- 9 July
- 6 August
- 17 September
- 15 October
- 12 November
- 10 December





A pigeon cote on a cottage at Matching Tye, Essex © Acabashi, Wikimedia Commons

## 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 planning case 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 Council's planning policies in relation to expectations of high quality design.

The Quality Review Panel has an advisory role in the Council's 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 the planning committee in determining the planning application. This may include suggesting planning conditions or refusal of planning permission if the 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 put this 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 Epping Forest District Council's 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. This will be a brief document describing and reflecting on the panel's activities over the past year. As part of this annual review process, a meeting will be held with key Epping Forest District Council officers and the panel chair to discuss the report and consider any recommendations for the following year.



Panel site visit © Ione Braddick



# 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 from 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 Council 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:

- 50% of full cost : less than two weeks before the scheduled review
- £600 + VAT : between two and four weeks before the review



Epping High Street © Epping Forest District Council



## 15. QUALITY REVIEW PANEL MEMBERSHIP

The Quality Review Panel brings together 24 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](http://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](http://www.pollardthomasedwards.co.uk)



**Kamlesh Bava**  
Architect  
Director, K Bava Architects

Kamlesh Bava's professional work has a strong emphasis on the existing fabric of the built environment. He abides by the idea that the most sustainable building is the one that already exists. All projects designed by K Bava Architects aim to understand the deep structure of a building or piece of city, believing change must occur, but in a thoughtful and considered way.  
[www.kbava.com](http://www.kbava.com)



## Janinder Bhatti

Architect

Associate, Threefold Architects

Janinder Bhatti is a chartered Architect and with broad experience across many sectors and at many scales including transport, commercial workspace and housing schemes. In addition to leading and running projects at Threefold, Janinder values the importance of research and innovation. She has led events for the London Festival of Architecture.

[www.threefoldarchitects.com](http://www.threefoldarchitects.com)



## 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](http://www.nicholashare.co.uk)



## Laura Bradley

Landscape Architect

Director, Bradley Murphy Design

Laura Bradley is a Chartered Landscape Architect, with over 18 years' experience designing and delivering residential and mixed-use projects. Laura has a passion for creative, high quality design solutions that are underpinned by a big picture, landscape led approach. She works across a variety of development types, but specialises in urban regeneration and higher density residential and mixed-use development.

[www.bradleymurphydesign.co.uk](http://www.bradleymurphydesign.co.uk)





**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](http://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](http://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](http://www.klhsustainability.com)



### Shashank Jain

Architect and sustainability expert  
Founder and Director, studio4215

Through his work at studio4215, Shashank Jain collaborates with architects and urban designers to make built environments climate responsive, comfortable, and tailored to the immediate context. Shashank is a Technical Studies tutor at the Royal College of Art, Associate Lecturer at the Central Saint Martins, and, a frequent lecturer and reviewer at the Architectural Association and the University of Westminster.  
[www.studio4215.com](http://www.studio4215.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](http://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](http://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. Lynn is involved on a day to day basis in all KLA's projects, often leading large multidisciplinary teams, and working with a complex stakeholder groups. Her experience ranges from sub regional planning and urban design to public realm, education and residential sector projects.  
[www.kland.co.uk](http://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](http://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](http://www.activeplanning.co.uk)



## Kate McGechan

Architect and inclusive design expert  
Associate, Haverstock

Kate McGechan is an experienced architect with a specialist interest in inclusive design. She has led a series of award-winning education, housing and community projects. Kate is an active member of the Access Association, has gained a National Register of Access Consultants (NRAC) accreditation. Kate offers a unique blend of design expertise, disability awareness, legal knowledge and construction experience.  
[www.haverstock.com](http://www.haverstock.com)



## 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](http://www.bellphillips.com)



## Prachi Rampuria

Urban and architectural designer,  
engagement and co-design expert  
Director, EcoResponsive Environments

Prachi Rampuria is director and co-founder at EcoResponsive Environments, an award-winning architectural and urban design practice. She has led complex projects of different scales and types in the UK, Middle-East, India, Cuba and Azerbaijan. Her practice won the RIBA Re-imagining the Garden City Design Competition in 2019. Prachi is currently co-authoring a book titled 'EcoResponsive Environments' to be published by Routledge in 2021.  
[www.ecoreponsiveenvironments.com](http://www.ecoreponsiveenvironments.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.



## 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](http://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 CABE and chairs a number of design review panels in London and the wider southeast of England.  
[www.peterstuddertplanning.co.uk](http://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](http://www.expedition.uk.com)



### Joanna Ward

Transport expert

Associate, Elliot 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](http://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

## **Epping Forest District Council**

Epping Forest District Local Plan

[www.efdclocalplan.org](http://www.efdclocalplan.org)

## **Essex County Council**

Essex Design Guide

[www.essexdesignguide.co.uk](http://www.essexdesignguide.co.uk)

## **Principles of design review**

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

[www.designcouncil.org.uk/resources/guide/design-reviewprinciples-and-practice](http://www.designcouncil.org.uk/resources/guide/design-reviewprinciples-and-practice)

# APPENDIX A

## Procedure regarding confidentiality

The Epping Forest District Quality Review Panel provides a constructive and reliable forum for applicants and their design teams to seek guidance at an early stage, when 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. At all times panel members shall keep strictly confidential all information acquired during the course 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. 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 final report will then be distributed to all relevant stakeholders.

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

6. 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 Council's website. However, only the final report is made public.

7. 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 interest, 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. Specific examples include: current work with the client for the project being reviewed; current design work on a neighbouring site; previous involvement in a procurement process to appoint a design team for the project.
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.
6. 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, either directly by the panel member or by any organisation that employs them, or that they own.
7. 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.
8. Councillors and Council employees are not eligible to be panel members.