



Havering
LONDON BOROUGH

LONDON BOROUGH OF HAVERING QUALITY REVIEW PANEL

Terms of reference 2024

IN PARTNERSHIP WITH

Frame Projects
Unit 15 Waterside
44-48 Wharf Road
London N1 7UX
020 8164 9980
office@frame-projects.co.uk
frame-projects.co.uk



CONTENTS

1	Introduction	3	10	Types of review	11
2	Principles of quality review	4	11	Site visits	13
3	London Design Review Charter	5	12	Meeting dates	13
4	Panel composition	6	13	Review agendas	14
5	Panel remit	7	14	Panel reports	15
6	Role of the Quality Review Panel	9	15	Quality Review Panel charges	16
7	Independence, confidence and probity	9	16	Quality Review Panel membership	17
8	Conflicts of interest	10	17	Key references	25
9	Freedom of information	10		Appendix A: confidentiality	26
				Appendix B: conflicts of interest	27

Cover image: Drapers Academy, Fielden Clegg Bradley Studios, RIBA National Award 2014 / RIBA London Award 2014



1. INTRODUCTION

The London Borough of Havering is committed to supporting high quality sustainable growth. The Havering Quality Review Panel has been established in recognition of the joint commitment made by Council members and officers to achieving the highest possible quality of development. This accords with the National Planning Policy Framework requirement that:

'Development that is not well designed should be refused, especially where it fails to reflect local design policies and government guidance on design, taking into account any local design guidance and supplementary planning documents such as design guides and codes' (Para. 139, NPPF, 2023).

In particular, the adopted Policy 26 of the submitted Local Plan, which builds on national policy, identifies that:

'the Council will promote high quality design that contributes to the creation of successful places in Havering' and that 'the Council will require development proposals of a strategic nature to be subject to design review'.

All development needs to be understood within the particular unique context of Havering so that the ongoing process of development strengthens and enhances the existing sense of place, community and character.

Havering has a rich and diverse architectural heritage, and a significant proportion of the borough is designated for its historic importance through 11 conservation areas, some of which have their own statements, appraisals and management strategies. 170 different buildings and structures in Havering have been awarded statutory listed status for their special historical interest, while 180 buildings and structures are also recorded in a local list for their contribution and importance. In addition, there are 53 Archaeological Priority Areas identified by Historic England.

In this context, it is important that new developments contribute to Havering's sense of place and respond positively to the historic environment.

Securing high quality development requires rigorous, early and effective dialogue between all those involved in the development process. In line with the NPPF, Havering aims to strengthen and expand the capacity for independent expert design review as part of the design process by establishing a Havering Quality Review Panel. This is also in accordance with the Mayor's 'Good Growth by Design' agenda. The Mayor has set out his intention of enabling more consistent and extensive use of quality review by independent professionals as one of the six pillars of the 'Good Growth' agenda, which aims to enhance the design of neighbourhoods and buildings for Londoners.

The purpose of Havering's Quality Review Panel is not to duplicate or replace existing mechanisms for securing high quality design, but to provide additional expert advice to inform the planning process, in line with Section 12 of the NPPF. This states that: 'Local planning authorities should ensure that they have access to... design advice and review arrangements... These are of most benefit if used as early as possible in the evolution of schemes, and are particularly important for significant projects such as large scale housing and mixed use developments.' (Para. 138, NPPF, 2023).

By offering advice to applicants during the pre-application process and by commenting on planning applications, the Quality Review Panel supports Havering's planning officers and planning committee in securing high quality development.



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)



Harrow Lodge Park © Havering in Pictures



3. LONDON DESIGN REVIEW CHARTER

The Havering Quality Review Panel process is run in accordance with the London Design Review Charter.

High quality – delivered in a manner that accords with the Design Council CABI / Landscape Institute / RTPI / RIBA guide, which calls for reviews to be independent, expert, multidisciplinary, accountable, transparent, proportionate, timely, advisory, objective and available.

Representative and inclusive – reflecting London’s diverse population and seeking to promote inclusive buildings and places.

Based on clear review objectives – which provide terms of reference available to all parties, making clear the outcomes, priorities, challenges and objectives of the review, applicable to the given place and project constraints.

Allied to the decision making process – with the outputs of the design review being made available to the appropriate decision makers, with commitments sought that review outcomes will be taken into account by decision makers as part of a wider design management process.

Even handed, independent – informed by an understanding of the reality of the project, the views of the client, local authority, community and other relevant stakeholders, but providing independent advice.

Proportionate – recognising the need for different review formats and costs for larger or smaller schemes.

Consistent – with the same standards of delivery. On occasions when other reviews have taken place (including by other panels), panellists should be made aware of the previous advice.

Collaborative – with other quality review users and providers to promote best practice London wide, to maintain consistent standards, and if appropriate share resources such as a pool of panellists.

Regularly evaluated – with the aim of building a consistent process to monitor and evaluate the success of design review across London.

About the charter

The charter has been developed by the Greater London Authority (GLA) with input from those running and using panels, as well as from reviewers. Signatories agree to the principles that the charter sets out, and to provide or use design review in a manner that is consistent with its contents.

Full details of the London Charter for Design Review are available via the following link.

www.london.gov.uk/sites/default/files/ggbd_london_design_review_charter_jan22.pdf



Gate at Rainham Hall © Julian Harrap Architects



4. PANEL COMPOSITION

The Quality Review Panel brings together professional experts from a variety of fields. It is made up of 23 panel members, including the chair.

Quality Review Panel members are chosen to provide a broad range of expertise with particular relevance to Havering, including:

- architecture
- urban design / town planning
- landscape architecture
- conservation / heritage townscape
- industrial / warehouse design
- sustainability
- civil / structural engineering

Many of those appointed to the Quality Review Panel have expertise and experience in more than one of these areas. The composition of each panel meeting is chosen as far as possible to suit the scheme being reviewed, as well as considering gender balance and diversity.

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



Elm Park Primary School, Walters & Cohen Architects © Dennis Gilbert



Havering Quality Review Panel site visit © Frame Projects

5. PANEL REMIT

The Quality Review Panel provides independent, objective, expert advice on development proposals across Havering.

The Quality Review Panel provides advice to scheme promoters and the planning authority as a 'critical friend' to support delivery of high quality development.

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 panel's advice may assist the development management team 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 Havering. 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:

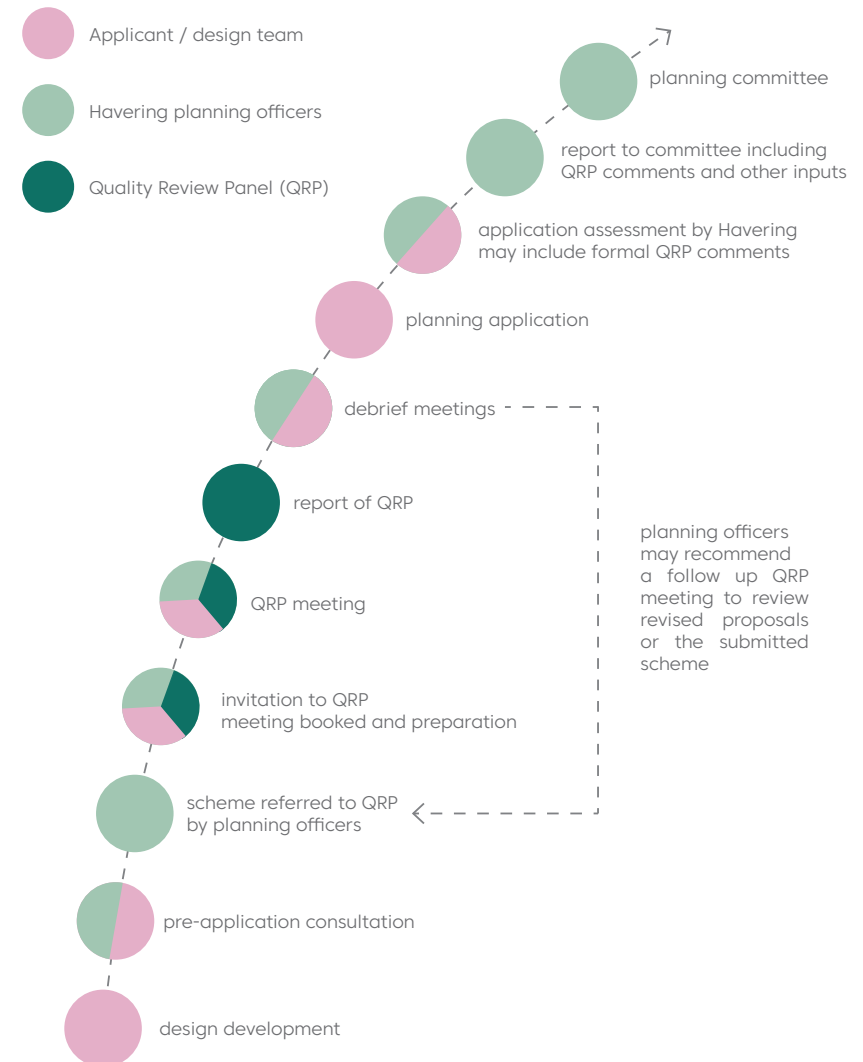
- building typologies, for example single aspect dwellings environmental sustainability
- design for climate change adaptation and mitigation
- proposals likely to establish a precedent for future development
- developments out of the ordinary in their context
- schemes with significant impacts on the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

When a 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.

If the proposal is reviewed at an application stage, the report will be a public document and published on the Council's website. Where the final review of a scheme takes place at a pre-application stage, the report of this meeting may also be made public once an application is submitted.

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

Quality review in the planning process



6. 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.

Reviews can be arranged for schemes from RIBA Stage 2 (concept design) onwards, providing advice to the applicant and the planning authority.

It is for Havering's planning officers and the planning committee to decide what weight to place on the panel's comments, balanced with other planning considerations. Applicants should consult Havering 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).

7. INDEPENDENCE CONFIDENCE & PROBITY

Havering's Quality Review Panel is an independent and impartial service provided to Havering 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 Havering 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.



8. CONFLICTS OF INTEREST

The Quality Review Panel is intended to provide a constructive forum for applicants, their project teams, and Havering planning officers seeking advice and guidance on development proposals.

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.

9. FREEDOM OF INFORMATION

As a public authority, the London Borough of Havering is subject to the Freedom of Information Act 2000 (the Act). All requests made to Havering 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.



Havering Town Hall © Wikimedia Commons



10. TYPES OF REVIEW

Three types of review are offered:

- a formal review - for schemes with greater impact
- a smaller site review - for schemes with greater impact on smaller sites
- a chair's review - for schemes with more localised impact, or for some previously reviewed schemes

FORMAL REVIEWS

Typically, the chair and four panel members attend formal reviews.

In addition to planning officers, other relevant stakeholders may be invited to attend and asked to give their views after the scheme 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.

In advance of the formal review, panel members attend a 15 minute briefing with planning officers on the policy context, and issues arising from pre-application discussions.

At the start of the formal review, planning officers will summarise their panel briefing. The scheme will then 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; 25 minutes presentation; 55 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 each component receives adequate time for discussion.



SMALLER SITE REVIEWS

The chair and two panel members will attend a smaller site review.

Smaller site reviews can be arranged for medium sized schemes on smaller sites. This review format is particularly intended projects that require slightly less time and a smaller panel to provide design advice. Examples might include residential schemes of 20 units or fewer in size.

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

Smaller site reviews usually take place at a stage when an applicant and design team have decided their preferred development approach, and can provide the drawings and models needed to inform a comprehensive discussion.

In advance of the review, panel members attend a 15 minute briefing with planning officers on the policy context, and issues arising from pre-application discussions.

At the start of the smaller sites review, planning officers will summarise their panel briefing. The scheme will then be presented by a member of the design team, normally the lead architect, following a brief introduction by the applicant.

A typical smaller sites review will last 75 minutes: 10 minutes introductions and briefing by planning officers; 20 minutes presentation; 45 minutes discussion and summing up by the chair.

CHAIR'S REVIEWS

The chair and one panel member will attend a chair's review.

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.

Planning officers will be invited, but other stakeholders will not normally attend. However, Havering officers 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.

In advance of the review, panel members attend a 15 minute briefing with planning officers on the policy context, and issues arising from pre-application discussions.

At the start of the chair's review, planning officers will summarise their panel briefing. The scheme will then be presented by a member of the design team, normally the lead architect, following a brief introduction by the applicant.

A typical chair's review will last 60 minutes: 10 minutes introductions and briefing by planning officers; 15 minutes presentation; 35 minutes discussion and summing up by the chair.

RETURNING SCHEMES

On occasion, Havering officers may determine that more than one review is required at pre-application stage. For example, a first review may take place at a strategic design stage, with a further review once more detailed designs are available.

Any subsequent reviews will be charged for at the applicable rate (detailed in Section 15).



Romford Market



Napier New Plymouth, JTP © Havering Council

11. 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. Unless informed otherwise, Frame Projects assumes consent for photographs taken on site or at review meetings to be used on its website and in other publications.

Panel members, representatives of the local planning authority and members of the applicant team should maintain care and awareness of potential hazards for themselves and other attendees during site visits. All those involved should take appropriate action to alert the party of potential risks so that the visit can be paused or terminated if necessary. It is the responsibility of applicant teams to notify Frame Projects in advance of a review meeting if PPE is required on site.

12. 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 accommodate the number of schemes requiring a review and / or to meet key dates for specific schemes.

The following dates are currently set for Quality Review Panel meetings during 2024:

- 9 January
- 6 February
- 5 March
- 2 April
- 7 May
- 4 June
- 2 July
- 6 August
- 3 September
- 1 October
- 5 November
- 3 December



13. 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 Havering officers 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.



Drapers' Academy, Fielden Clegg Bradley Studios, RIBA National Award 2014 / RIBA London Award 2014



14. 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, panel reports will provide clear, independent advice on ways in which the quality of development proposals could be improved, referring where appropriate to Havering's planning policies in relation to expectations of high quality design.

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

With prior agreement by the applicant, pre-application reports may also be shared by Havering officers with the planning committee to aid their understanding of the pre-application design process.

Once planning applications are submitted, the report may provide guidance to Havering's 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 Havering planning officers will place these in the context of other planning matters, which the panel's advice neither replaces nor overrules.

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 Havering Council's website. Where the final review of a scheme takes place at a pre-application stage, the report of this meeting may also be made public once an application is submitted.

At the end of each year, the Quality Review Panel manager will draft an annual report to evaluate panel process and monitor adherence to the London Design Review Charter's principles. This will be a brief document describing and reflecting on the panel's activities over the past year - ensuring that, where possible, a full range of panel members is used over the course of the year, and that the panel as a whole remains representative of the diversity of London's population.

As part of this annual review process, a meeting will be held with the planning authority and the panel chair to discuss the report and consider any recommendations for the following year.



Langtons Gardens, Hornchurch © Havering in Pictures



15. 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.

Current charges for Havering Quality Review Panel meetings are:

- £5,800 + VAT formal review
- £4,130 + VAT smaller site review
- £3,000 + VAT chair's review

Applicants are referred to the Quality Review Panel by the London Borough of Havering as an external service and fees are paid by the applicant to Frame Projects for delivering this service. The cost of venue hire, if required, would be in addition to the charges above.

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
- £725 + VAT : between two and four weeks before the review



RSPB Environment and Education Centre, Van Heyningen & Haward Architects

16. QUALITY REVIEW PANEL MEMBERSHIP

The Havering Quality Review Panel brings together 23 professionals, covering a range of disciplines and expertise. For each review, members will be selected from among the people listed below, according to the requirements of the project being reviewed.



Selina Mason (chair)
Architect and development expert
Director of Masterplanning, Lendlease

A masterplanner and architect, Selina Mason has delivered complex urban masterplans. She now drives high quality design and masterplanning across Lendlease's urban regeneration portfolio. She previously led LDA Design's urban regeneration masterplanning team in London, and the design and delivery of the post Olympic Games masterplan.
www.lendlease.com



Phil Armitage
Engineer and sustainability expert
Senior Partner, Max Fordham

Phil Armitage has nearly 30 years' experience of working with many project teams on a broad range of schemes, underpinned by a belief in the beneficial influence of good design on quality of life. He champions sustainable environmental design, and his engineering approach is based on an appreciation of the importance of passive design to achieve minimum energy use and CO² emissions.
www.maxfordham.com



Clara Bagenal George
Engineer and sustainability expert
Associate, Elementa Consulting

Clara Bagenal George works seamlessly between environmental analysis, mechanical engineering and sustainability fields. She initiated the London Energy Transformation Initiative (LETI) that has engaged over 600 industry professionals to put together collaborative cross sector policy recommendations for a zero emissions London. She is recognised for her work on energy policy and low energy building design and is a Mayor's Design Advocate.
www.introba.com





Valerie Beirne
Landscape architect
Founder, Where Pathways Meet

Valerie Beirne is a landscape architect and founder of Where Pathways Meet, a creative placemaking consultancy. Her work focuses on the meeting point of cities, nature, and communities across the fields of strategic placemaking, green infrastructure, landscape strategy, urbanism, active travel, and economic development. Valerie previously worked at Better Bankside, collaborating with local and regional agencies, design practices and communities to shape and deliver a variety of public space and urban greening projects.

www.wherpathwaysmeet.co.uk



Alice Brownfield
Architect
Director, Peter Barber Architects

Alice Brownfield is an architect with experience delivering a wide range of award winning housing and urban design projects for London boroughs, particularly in outer London. She has spoken internationally about the design of high density low rise housing, is a visiting critic at a number of architectural schools in the UK and is the recipient of the 2021 MJ Long Award for Excellence in Practice.

www.peterbarberarchitects.com



Marie Burns
Landscape architect
Consultant

Marie Burns is a landscape architect, urban designer, transport planner and author, who co-founded the award-winning practice Burns + Nice. Her skills include: the design and implementation of area-wide masterplans; environmental design associated with sustainability; habitat creation and hydrology; design guides within heritage settings; public realm schemes; and inclusive community consultation. Marie is a panel member of the Haringey, Havering and Somerset West and Taunton Quality Review Panels.





Nairita Chakraborty

Heritage expert

Founding Director, Revive&Tailor

Nairita Chakraborty is a heritage and townscape consultant, with experience ranging from adaptation and conversion of listed buildings to heritage led regeneration schemes and strategic housing and infrastructure projects. With over 16 years' experience in both public and private sector, she has a firm understanding of the challenges faced by the current historic environment. Nairita is also a Commissioner at Historic England and Chair of Historic England's London Advisory Committee. She is also one of the Mayor's Design Advocate.
www.reviveandtailor.co.uk



Asif Din

Sustainability expert

Sustainability Director, Perkins&Will

Asif Din has over 20 years' experience working on low energy buildings and supply chains, including PassivHaus and Zero Energy Developments. He undertakes design reviews for all projects at Perkins&Will, and has changed design practices to include a circular economy carbon strategy document or a zero operational carbon costed report for all projects at the end of RIBA Stage 2. Asif has a doctorate in life cycle carbon and is a member of the UK Green Building Council, LETI and RIBA.

www.perkinswill.com



Gavin Hale-Brown

Architect and heritage expert

Principal, Henley Halebrown

Gavin Hale-Brown is Principal at Henley Halebrown - a practice that has gained a strong reputation as a public building architect for a range of award winning new build projects. They have extensive housing experience in the UK and Russia. Gavin has taught at Yonago University, Japan, and The Bartlett, London. In 2018, Henley Halebrown was shortlisted for the Stirling Prize for Chadwick Hall, at the University of Roehampton. In 2021 they were named housing architect of the year for a range of schemes from full estate regeneration to the delivery of London's first co-housing scheme.

www.henleyhalebrown.com





Matthew Halsall

Landscape architect
Senior Landscape and Public Realm Design
Manager, LLDC

Matthew Halsall has a multidisciplinary background spanning landscape, architecture and urban design. Having worked extensively as a landscape practitioner in London since 2008, he now fulfils a client role at the London Legacy Development Corporation, managing connectivity projects, as well as providing development design advice. In tandem he is the Principal of Matthew Halsall Design Studio Ltd, engaged in design projects for community growing, parks and green spaces, as well as environmentally-sensitive development.

www.queenelizabetholympicpark.co.uk



Graeme Laughlan

Architect
Director, David Chipperfield Architects

Graeme Laughlan is a director at David Chipperfield Architects with over 20 years of professional experience working in London and internationally, including eight years running his own architecture studio. Graeme is currently overseeing projects in the UK, Europe and the UAE and holds a responsibility for the evolution and strengthening of the project and design process within the studio. He studied architecture at the University of Strathclyde and the Glasgow School of Art.

www.davidchipperfield.com



Lucas Lawrence

Architect
Director, Studio Egret West

Lucas Lawrence has 17 years' experience working at a variety of scales and building uses, from mixed-use masterplanning to the individual building design and, more recently, leading schemes that explore the future of multi-level industrial spaces. He led academic work looking at the future of industry and workplace in the city ([RE]-Working London and Well-Worked), collaborating with academics, engineers and other designers to create exhibitions, talks and research. Lucas is also a member of the Barking and Dagenham Quality Review Panel.

www.studioegretwest.com





Anna Mansfield
Urban designer
Director, Publica

Anna Mansfield oversees all Publica's projects, as well as its strategic direction. Publica is an urban design and public realm practice that provides strategies and design for sustainable growth. She has worked for UK and international clients, including local authorities, leading developers, major landowners, architects, and community, cultural, and third sector organisations. Anna is also a member of the Mayor's Infrastructure Advisory Panel.
www.publica.co.uk



Kieran Perkins
Architect and industrial development expert
Associate, 5th Studio

Kieran Perkins is an architect, urban and landscape designer. Recent projects include: landscape and masterplanning work in the Lea Valley; new public and residential buildings; and highly crafted interventions in historic contexts. He has taught at the Universities of Cambridge and Nottingham. He is also a member of the Shape East Design Review Panel and the Cambridge Design and Conservation Panel.
www.5thstudio.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 Trust. He is also co-chair of the LLDC Quality Review Panel, and vice chair of the Haringey Quality Review Panel.
www.bellphillips.com





Julia Ratcliffe
Structural engineer
Founder and Director, Scale Consulting Ltd

Julia Ratcliffe is an independent structural engineering consultant who has worked for major consultancies in the UK and overseas on the design of a wide range of projects as well as with international development organisations and contractors. A Fellow of the Institution of Structural Engineers and Honorary Fellow of RIBA, she is also a Design Council Expert, a Design Review Panel member for LB Hackney and has served on judging panels for several industry awards.
www.scaleconsulting.co.uk



Carla Smyth
Architect
Head of Design, Peabody

With a particular focus on city planning, housing and public realm, Carla Smyth is responsible for overseeing the delivery of quality homes and neighbourhoods across the portfolio. Prior to joining Peabody Carla was Head of Design at London Legacy Development Corporation and led on the new local centre at Pudding Mill and Bridgewater. Carla is a qualified Architect having worked at award winning practices including at Maccreanor Lavington and Sergison Bates.



Morgan Taylor
Ecologist
Associate, Greengage

Morgan Taylor leads the ecology team at Greengage, specialising in urban biodiversity and green infrastructure design. He has championed biodiversity on development projects throughout the UK and has extensive experience of working on large planning schemes with complex ecological requirements, as well as producing corporate green infrastructure and biodiversity strategies for major landowners and developers.
www.greengage-env.com





Simon Tucker

Architect

Director, Cottrell and Vermeulen Architecture

Cottrell and Vermeulen primarily work in the public sector and specialise in the design of education buildings. Simon Tucker has delivered many award-winning projects including Churchill College and Clare College in Cambridge, City of London School for Girls, and several projects for Brentwood School. Simon has taught at a number of architecture schools and is a panel member for Redbridge and Bromley Design Review Panels.
www.cv-arch.co.uk



Susanne Tutsch

Architect and landscape design expert

Founding Director, Erect Architecture

Susanne Tutsch is a founding director of Erect Architecture, an architecture, public realm and play design practice with a strong commitment to social value, health and wellbeing. She has experience designing for the education, community, leisure and landscape sectors and has developed an expertise in child-friendly cities, which led her to co-author the GLA's Good Growth publication 'Making London Child-Friendly'. Susanne has taught at various architecture schools and is a critic and juror for RIBA Awards and Hackney Design Awards.
www.erectarchitecture.co.uk



David Ubaka

Urban designer

Director, David Ubaka Placemakers

David Ubaka Placemakers undertake architecture, strategic urban and transportation masterplans and heritage centred regeneration for clients in the public and private sectors. David previously led design excellence at TfL and Design for London – co-founding Urban Design London and shaping projects such as Crossrail, Windrush & Kings Cross squares, Legible London, London Overground, West Ham Bus garage and the Emirates Cable car. He is an experienced member of design review panels around the country.
www.duplimited.co.uk





Lindsey Whitelaw
Landscape architect
Consultant

Lindsey Whitelaw is a landscape architect with extensive experience in a broad range of work, particularly public realm, community planning, housing renewal and public art. She was one of the founding partners of Whitelaw Turkington, formed in 1991. More recently, she has acted as a design consultant and mentor and is a member of a number of design review panels.



Beatrix Young
Architect and urban designer
Partner, Weston Williamson

Beatrix Young is an architect with nearly 20 years' experience leading multidisciplinary teams covering a number of different project types and budgets. Projects she is currently overseeing range from a variety of housing-led mixed-use schemes, for both private developers and local authorities, to commercial and civic developments.
www.westonwilliamson.com





Rainham Library, Maccreanor Lavington Architects

17. KEY REFERENCES

Relevant Havering Council documents

Havering Submission Local Plan 2016 - 2031

www.havering.gov.uk/downloads/download/641/havering_local_plan

Rainham and Beam Park Planning Framework 2016

www.havering.gov.uk/download/downloads/id/5626/rainham_beam_park_planning_framework.pdf

Romford Masterplan Consultation 2019/20

www.yourromford.co.uk

Relevant Greater London Authority documents

Greater London Authority Good Growth by Design Outline

www.london.gov.uk/sites/default/files/good_growth_web.pdf

Principles of design review

Design Review: Principles and Practice, Design Council

www.designcouncil.org.uk/fileadmin/uploads/dc/Documents/Design%2520Review_Principles%2520and%2520Practice_May2019.pdf

APPENDIX A

Procedure regarding confidentiality

The Havering 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, Havering 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 5 and 6).
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 Havering 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 Havering Council's website. Where the final review of a scheme takes place at a pre-application stage, the report of this meeting may also be made public once an application is submitted.
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.
2. Panel members are notified of the schemes coming before the panel at least a week before the review. 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 Havering 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 they have:
 - 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. 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.
6. Personal interests that should be declared, but which would not normally prevent a panel member participating in a review, 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.
7. If, subsequent to a review of a scheme in which a panel member has participated, they are approached by any applicant, architect or agent to ascertain a potential interest in contributing to the project team for that scheme, they 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.
8. 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.
9. Councillors and council employees are not eligible to be members of their own authority's panel.

The table on the following page provides a guide to assessing whether or not a Quality Review Panel member has a conflict of interest.



Current commercial situation

If the panel member is currently working...

for the client on a different project	●
through a direct appointment to a member of the presenting team	●
with a member of the presenting team, but not appointed by them	●
on the site in a competing bid, or has a business connection to the site	●
on a neighbouring site where the two projects have a bearing on each other	●
in the near vicinity if the projects have a bearing on each other	●
for the local authority on another project	●

Past commercial situation

If the panel member has had previous involvement...

with the project (same client and brief)	●
with the site (different client and brief)	●
on a neighbouring site where the two projects have a bearing on each other	●
with the client	●
with a consultant on the project	●

Future commercial situation

If the panel member is...

involved in a procurement process for the client or the site	●
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Familial situation

If the panel member...

has a familial relationship with the client, consultants or site owners	●
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Informal situation

If the panel member...

is a friend of a member of the applicant team	●
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Formal situation

If the panel member...

presents their own scheme to other panel members	●
previously worked for a company that is part of the presenting team, more than one year ago	●
holds an elected position, or is a member of a society, that is impacted by the project – whether paid or unpaid.	●
has a home or business directly affected by a project	●

Key

Conflict of interest - meaning the panel member must be stood down from the review.	●
Declaration of interest - there is the potential for others to incorrectly perceive that a conflict exists. A declaration should be made at the start of the review meeting, and included in the meeting report.	●
No conflict of interest - either real or perceived, and the panel member is free to take part in the review.	●

