

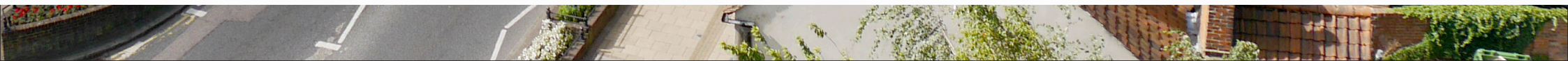


EPPING FOREST DISTRICT COUNCIL QUALITY REVIEW PANEL

Terms of reference 2024

IN PARTNERSHIP WITH

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Cover image: Epping town centre © 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. This accords with the National Planning Policy Framework requirement: '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).

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 purpose of Epping Forest District Council'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).

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.



Cottis Yard © Corstorphine & Wirght



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)



Panel site visit © Ione Braddick



3. PANEL COMPOSITION

The Quality Review Panel brings together professional experts from a variety of fields. It is made up of 26 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 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.

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.



Site visit © Frame Projects





Guru Gobind Singh Khalsa College © Frame Projects

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:

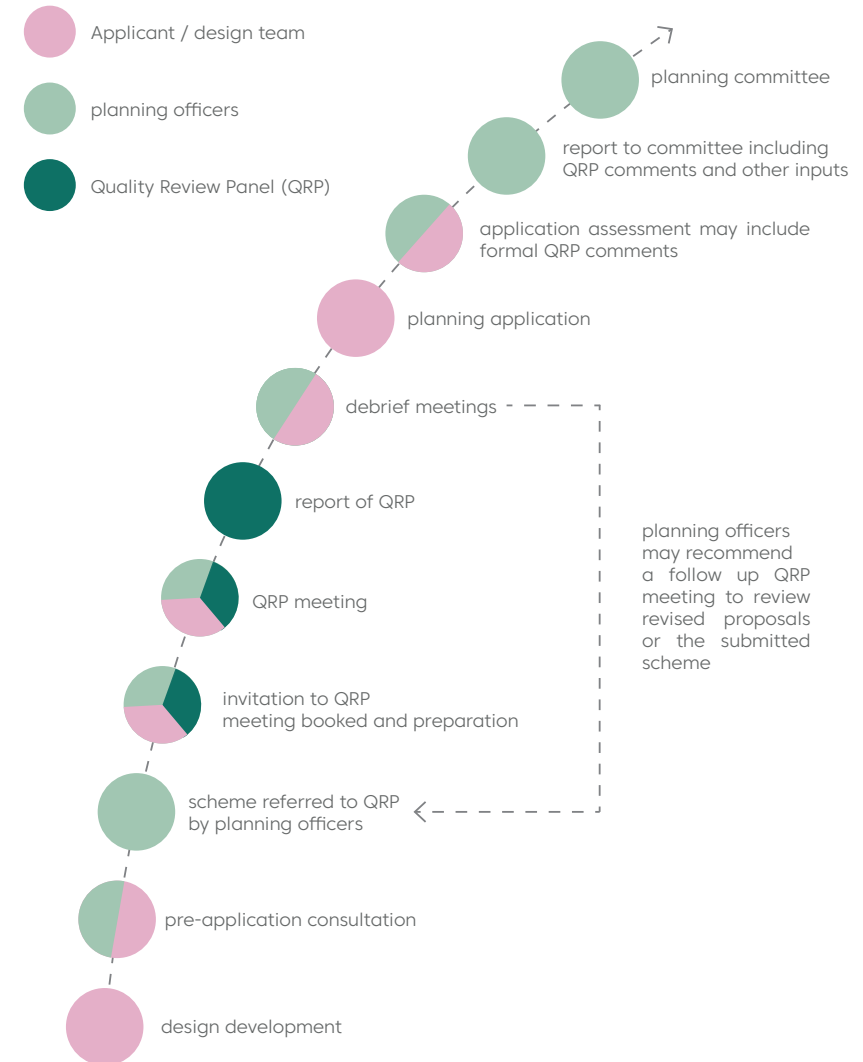
- building typologies, for example single aspect dwellings
- environmental sustainability
- design for climate change adaptation and mitigation
- proposals likely to establish a precedent for future development
- developments out of the ordinary in their context
- schemes with significant impacts on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

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 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.

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 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.



Epping High Street © Acabashi, Wikimedia Commons

9. TYPES OF REVIEW

Four types of review are offered:

- a formal review - for schemes with greater impact
- workshop review - for schemes with more localised impact, or for some previously reviewed schemes
- a chair's review - for schemes with more localised impact, or for some previously reviewed schemes
- 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 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. 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 that each component receives adequate time for discussion.



Roding Valley Lake © Frame Projects



WORKSHOP REVIEWS

This review format is intended to provide support for development proposals at an early design stage, for example to provide advice on development strategy, design team procurement, and feasibility studies. 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.

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 workshop 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.

Time allocated for a workshop review will depend on the specific project but a typical meeting 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

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, 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.

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.

SURGERY REVIEWS

The chair and one panel member will attend 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.

RETURNING SCHEMES

On occasion, Epping Forest District Council 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 14).





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. 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.

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 2024:

- 19 January
- 16 February
- 15 March
- 19 April
- 24 May
- 14 June
- 19 July
- 9 August
- 20 September
- 11 October
- 8 November
- 6 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, and for workshops, 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 development 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.

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 Epping Forest District 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. 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 the district.

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.



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.

Current charges for Epping Forest District Quality Review Panel meetings are:

- £5,500 + VAT first formal review
- £3,300 + VAT workshop review
- £2,750 + VAT chair's review
- £1,450 + 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. If required, the cost of venue hire, and transport from the nearest convenient station to the site visit, would be in addition to the charges above. However, where possible we will book meeting rooms at Council offices.

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



Epping Forest House © Studio McLeod

15. QUALITY REVIEW PANEL MEMBERSHIP

The Quality Review Panel brings together 26 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 is a project director with experience leading the delivery of major design-led programmes. His extensive client-side experience includes design management, masterplanning and complex building projects. These have been within regeneration, housing, public transport, healthcare, education, arts, and cultural sectors for the private, local, and central government sectors over the last 20 years. He holds qualifications in architecture, town planning, real estate, management, and leadership.
www.queenelizabetholympicpark.co.uk



Hanna Afolabi
Stewardship expert
Managing Director and Founder, Mood and
Space

Hanna Afolabi is a regeneration specialist and founder of Mood and Space, a development company that supports the delivery of community focussed buildings and places. With a background in planning, Hanna has 10 years' experience in the industry and has worked across a number of large-scale regeneration projects in inner London involving public and private partnerships. Hanna provides key input on development strategies, masterplan optimisation and viability testing, to successfully achieve planning consent and routes to market.
www.moodandspace.co.uk



Phil Askew
Landscape and green infrastructure expert
Director of Landscape & Placemaking,
Peabody

With a background in urban design, landscape architecture and horticulture, Phil Askew has worked on major regeneration and green infrastructure projects, leading the design and delivery of the London 2012 Queen Elizabeth Olympic Park. At Peabody he is leading on the regeneration of Thamesmead, with a green infrastructure strategy ('Living in the Landscape') that sets out an approach to maximise Thamesmead's green and blue assets, ensuring landscape underpins the regeneration taking place and responds to a post-covid world and the climate crisis.
www.peabody.org.uk





Laura Baron
Sustainability expert
Head of Sustainability, Purcell

Laura Baron has over 15 years' experience working within the architectural profession. She advocates for inclusive and regenerative design solutions and is involved in multiple industry initiatives aimed at improving the construction profession, including the City of London Skills for a Sustainable Skyline, Architects Climate Action Network, where she hosted climate literacy workshops and events, and LETI, where she is developing industry guidance that is at the forefront of sustainable best practice and standards.
www.purcelluk.com



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



Andrew Beharrell
Development delivery expert

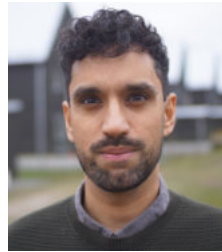
Andrew Beharrell designed and delivered many award-winning projects during 35 years with Pollard Thomas Edwards until he retired from a practice leadership role in 2020. Andrew's architectural and masterplanning experience ranges from urban regeneration to new rural settlements, and across the housing spectrum to embrace education and town centre mixed-use projects, including PTE's own property developments. He is a regular industry commentator and has co-authored a series of influential publications on housing, planning and regeneration issues.
www.pollardthomasedwards.co.uk





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.wherepathwaysmeet.co.uk



Jas Bhalla
Architect
Founding Director, Jas Bhalla Architects

Jas Bhalla is a qualified architect, urban designer, and town planner. His practice undertakes a range of projects, from intimate refurbishments to strategic masterplans. JBA recently won the William Sutton Prize for Affordable Housing Design and the Housing for a Better World Competition, established by Brick by Brick and the Stephen Lawrence Trust. Jas was recognised as one of the Architects' Journal's "40 under 40" in 2020.
www.jasbhallaarchitects.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





Georgina Bignold

Architect

Director, Proctor and Matthews Architects

As Director at Proctor and Matthews Architects, Georgina Bignold has overseen large-scale, award-winning residential and placemaking projects, including Abode at Great Kneighton, a major new community in the Cambridge Southern Fringe growth area, and Inholm, a sustainable urban neighbourhood of 400 homes for the wider new town of Northstowe, Cambridge. Georgina has also written design guidance for 'The Design for Ebbsfleet Study' and 'The Strategic Sites Design Guidance' for large urban extensions and new settlements in Hertfordshire.
www.proctorandmatthews.com



Jayne Bird

Architect

Consultant, Nicholas Hare Architects

Among Jayne Bird's broad spectrum of experience are education, arts and commercial projects. Jane has contributed to complex and sensitive sites, developing architecture that is appropriate to its setting. She was responsible for the award winning Golden Lane Campus in Islington and has worked on many DfE procured school projects. Jayne stood down as a partner from Nicholas Hare Architects in 2021 to become a consultant.
www.nicholashare.co.uk



Garry Colligan

Architect and transport expert

Founding director, Think Place

An architect and urban designer, Garry Colligan founded Think Place in 2006, a consultancy specialising in sustainable transport and forms of development. He provides strategic advice on placemaking, urban design, housing, infrastructure and landscape, and has advised TfL on the design of public spaces and streets around Victoria, Kings Cross, Waterloo and Vauxhall stations, and the Oxford Street district, to promote sustainable, active travel. Garry is an expert advisor to the High Street Task Force, a Design Council Expert and sits on the board of the East Midlands Development Corporation.
www.think-place.co.uk





Angela Crowther

Engineering and sustainable expert
Director, Arup

Angela Crowther is a design leader and Director at Arup. She has significant experience leading multidisciplinary teams to collaboratively define wider opportunities for projects and places, creating shared visions that become embedded in decision making. With a belief for urgent transition to a regenerative environment, Angela's approach to design is focussed on delivering positive outcomes for people and the planet, underpinned by creativity, curiosity and rigour. This translates into sustainable design innovation, as she works across disciplines to articulate, integrate and balance complex needs.
www.arup.com



Neil Davidson

Landscape architect
Partner, J & L Gibbons

Neil Davidson is a Partner at J & L Gibbons, having joined in 1999. He is a Director of the social enterprise Landscape Learn and a research partner of Urban Mind. Neil trained in Landscape Architecture at Edinburgh College of Art. His expertise includes sub-regional strategies, public realm frameworks, museums, heritage and cultural landscapes and public parks. Neil has worked and lectured in Europe and the US and maintains strong links with education. Neil also sits on the Camden Design Review Panel and the LLDC Quality Review Panel.
www.jlg-london.com



Giulio Ferrini

Transport expert
Head of Design & Engineering, Sustrans

Giulio Ferrini is an industry leader in the delivery of people-friendly cities. With experience across the public, private and third sector, he has delivered schemes ranging from long-term transport strategies to protected cycle routes and liveable neighbourhoods. Giulio played a key role in setting up Active Travel England's statutory role in the development management regime, has published best practice guidance documents, and runs training courses for built environment professionals. He is also a member of the Urban Design London and Transport for London design review panels.
www.sustrans.org.uk





Derek Griffiths
Transport expert
Director, Momentum Transport

Derek Griffiths is a chartered civil engineer with a background that spans transport engineering and planning disciplines, including the design and delivery of urban streets, public realm, traffic and sustainable transport projects. Derek's work, in partnership with developers, highway authorities, architects and urban designers, prioritises having the right team and engagement to achieve the aspirations of communities and clients.
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, and recently curated the Cambridge Institute for Sustainability Leadership Sustainable Real Estate short course.
www.klhsustainability.com



Roland Karthaus
Architect
Managing Consultant, Inner Circle Consulting
Associate Professor, University of East London

Roland Karthaus is an architect, educator and researcher with a great breadth of built environment experience. At Inner Circle Consulting he supports public sector organisations to help create prosperous places for people. Roland is also part-time Associate Professor in Architecture at the University of East London. In 2018 he won an RIBA President's award for research in ethics and sustainability and he is a member of the RIBA research advisory group.
www.innercircleconsulting.co.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



Richard Lewis MRTPI MTPS
Planner and transport planner
Founder, ActivePlanning

Richard Lewis MRTPI MTPS is a strategic town and transport planner with over 30 years experience in the public and private sectors. Working at the 'junction' of planning, urban design and engineering in his own consultancy, Active Planning. He specialises in planning and design for active travel, drawing on his wealth of amassed knowledge and the delivery of active travel schemes mainly in London.
www.activeplanning.co.uk



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

Prachi Rampuria is cofounding director at EcoResponsive Environments, an award-winning architectural and urban design practice with a focus on innovation in low carbon design. She has led two international RIBA competition-winning projects, including a strategic masterplan north of Letchworth Garden City and a feasibility masterplan for Heath Business and Technical Park in Runcorn which one a Golden Pineapple in the Future Place Category of Pineapple Awards 2022 and a National Urban Design Award in 2023. She is also co-writing a book titled 'EcoResponsive Environments'.
www.ecoresponsiveenvironments.com





Vivienne Ramsey
Urban designer
Consultant

Vivienne Ramsey has over 40 years' experience as a town planner. As Director of Planning, Policy and Decisions at the London Legacy Development Corporation, she established and led it as a local planning authority, and was involved in the development of its Local Plan. She had previously been the Head of Development and Building Control at the London Borough of Newham. Vivienne is also a member of the Somerset West & Taunton Quality Review Panel.



Chris Snow
Architect
Niall McLaughlin Architects

Chris has been a director of his own practice and has held senior positions in design-led practices including Jonathan Woolf, Tony Fretton Architects and Allies and Morrison. He currently works for Niall McLaughlin Architects. He has lived in Harlow for over 15 years and is a trustee of Harlow Art Trust. He has taught in schools of architecture at Kingston and Nottingham universities.



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 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



Richard Wilson
Urban designer and heritage expert
Head of Design and Place, London Borough
of Camden

Richard Wilson is a planner and urban designer who has worked on projects in most major UK cities, as well as on sustainable urban extensions in the south east. He is currently Head of Design and Place at the London Borough of Camden, where he leads a multi-disciplinary team of planners, urban designers and architects, advising the Council as a planning authority, transport authority and land owner. Richard was previously strategic lead for heritage.
www.camden.gov.uk



16. KEY REFERENCES

Epping Forest District Council

Epping Forest District Local Plan

www.efdclocalplan.org

Sustainability Guidance - Major Developments

www.efdclocalplan.org/wp-content/uploads/2021/03/EFDC-Sustainability-Guidance_Vol1_major-dev.pdf

Sustainability Guidance - Minor Developments

www.efdclocalplan.org/wp-content/uploads/2021/03/EFDC-Sustainability-Guidance_Vol2_minor-dev.pdf

Essex County Council

Essex Design Guide

www.essexdesignguide.co.uk

Principles of design review

Design Review: Principles and Practice, Design Council

www.designcouncil.org.uk/fileadmin/uploads/dc/Documents/Design%20Review_Principles%20and%20Practice_May2019.pdf



Epping High Street © Epping Forest District Council

APPENDIX A

Procedure regarding confidentiality

1. 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.
2. 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.
3. 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).
4. 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.
5. 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.
6. 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.
7. 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. 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.
8. 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 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 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.	●

