



# LONDON BOROUGH OF WALTHAM FOREST DESIGN REVIEW PANEL

Terms of reference 2024

IN PARTNERSHIP WITH

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Cover image: Waltham Forest Town Hall © Waltham Forest Council



# 1. INTRODUCTION

Waltham Forest is one of the most diverse and vibrant boroughs in the country, with strong communities, and unique landscape, heritage, cultural and industrial assets. It has a forward-looking Council that is ambitious about ensuring that Waltham Forest is a place where everyone can enjoy a good life, and where development is generous, joyful and considers people and the planet. To achieve this, the Council is implementing an 'exemplar design' approach which makes clear that exemplar design is more than what a development looks like, it's about real consideration of human, social, environmental, and financial value.

Waltham Forest is bursting with culture, energy, and opportunity. It was the first ever London Borough of Culture and Night-time Enterprise Zone, with a rich cultural heritage that takes in William Morris and Alfred Hitchcock and a host of new creative talent. The borough is at the forefront of place led growth in London and the Council are working hard to make a lasting and positive difference to residents' lives.

The Waltham Forest Design Review Panel has been setup to work closely with the dynamic Place and Design team. It will help to deliver exemplar design that is closely aligned with the council's borough missions including: tackling inequality building an inclusive economy that works for everyone, making Waltham Forest a great place to live and age well, leading the way for a net zero borough, creating safer, green neighbourhoods where everyone can thrive, tackling the housing crisis head on, and

ensuring every family and every child are given every opportunity.

The panel will not duplicate or replace existing mechanisms for securing high-quality design and is intended to provide additional expert advice to inform the planning process, in line with Policy D4, paragraph E of the London Plan (2021) and Section 12 of the NPPF, which 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 panel plays an important role in furthering the Council's commitment to securing high-quality design, which complements and celebrates Waltham Forest's diversity, heritage, and culture. By offering advice to applicants during the pre-application process and by commenting on planning applications, the Design Review Panel supports Waltham Forest's Place and Design team, as well as planning officers and the planning committee.

The panel will provide a rigorous review process, to ensure exemplary design in all areas of the borough, enhancing the area for all those who live, work, and visit here.



Walthamstow High Street © Jenna Selby



## 2. PRINCIPLES OF DESIGN 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)



Aerial view © Nick Kane



# 3. LONDON DESIGN REVIEW CHARTER

The Waltham Forest Design 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](http://www.london.gov.uk/sites/default/files/ggbd_london_design_review_charter_jan22.pdf)



Sutherland Road, Levitt Bernstein © Tim Crocker



## 4. PANEL COMPOSITION

The Design Review Panel brings together professional experts from a variety of fields. It is made up of 25 members, including the chair. A vice chair has also been selected from among the panel's members.

Design Review Panel members are chosen for their demonstrable connection to the borough and interest in its development, and to provide a broad range of expertise with particular relevance to Waltham Forest, including:

- architecture
- urban design / town planning
- landscape / ecology – including flooding
- sustainability / low carbon design – including air quality
- heritage
- active travel / strategic transport planning
- infrastructure engineering
- structural engineering / facade design

Many of those appointed to the Design 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 Design 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 Design 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.



Central Parade, Gort Scott © Dirk Lindner



Juniper House by Pollard Thomas Edwards © Nick Kane

## 5. PANEL REMIT

The Design Review Panel provides independent, objective, expert advice on development proposals across Waltham Forest. It 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 Design 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 planning officers in negotiating design improvements and may support decision-making by the planning committee, including refusal of planning permission where design quality is not of a sufficiently high standard.

The panel considers significant development proposals in Waltham Forest. 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
- policy or planning guidance documents

**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:**

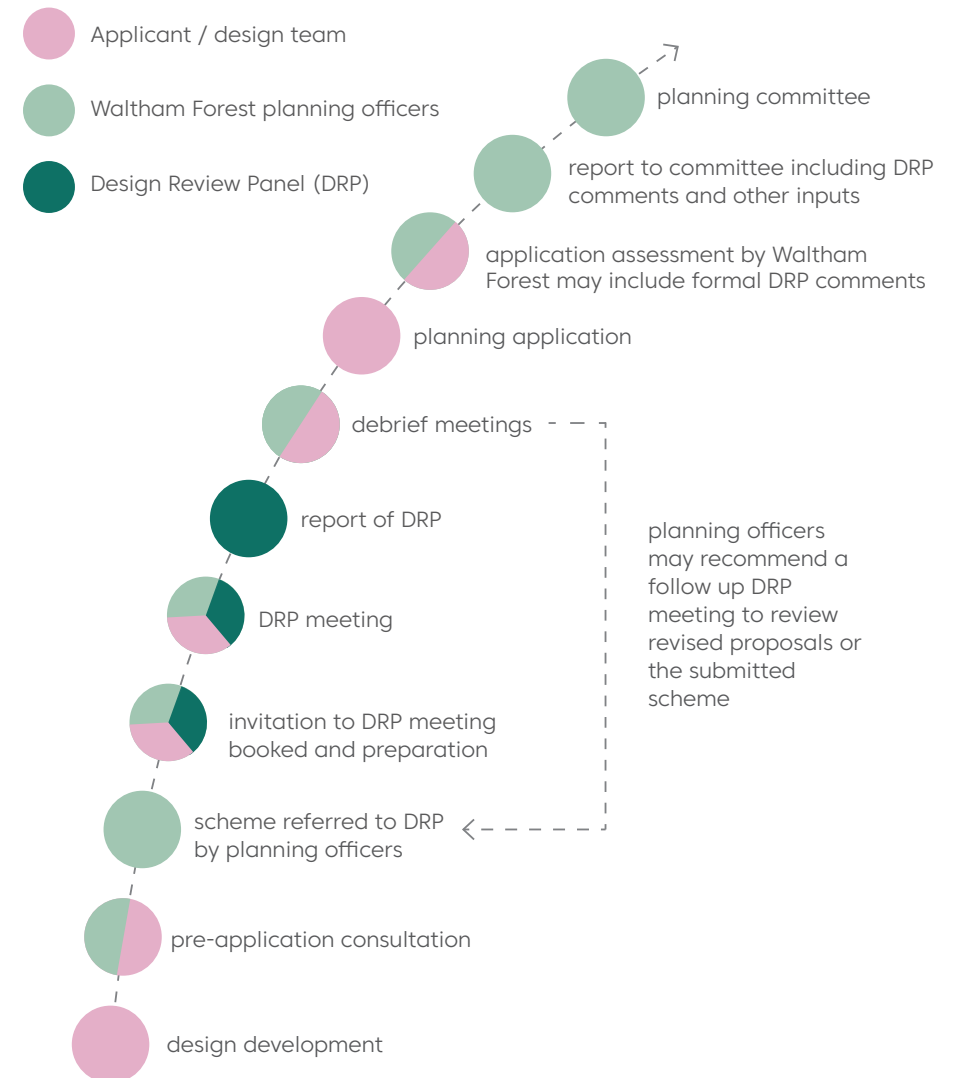
- building typologies, for example single aspect dwellings
- environmental sustainability
- design for climate change adaptation and mitigation
- proposals likely to establish a precedent for future development
- developments out of the ordinary in their context
- schemes with significant impacts on 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 Waltham Forest Design Review Panel in the planning process is shown opposite.

**Design Review Panel's role in the planning process**





## 6. ROLE OF THE QUALITY REVIEW PANEL

The Design 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 Waltham Forest Council'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 Waltham Forest officers following a review to agree how to respond to the panel's advice.

If any points made by the Quality Review 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

Waltham Forest's Design Review Panel is an independent and impartial service provided to Waltham Forest Council by Frame Projects, an external consultancy.

The processes for managing the Design Review Panel, appointing members, including the selection of the chair, and the administration of meetings are agreed in partnership with Waltham Forest 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 Design Review Panel is intended to provide a constructive forum for applicants, their project teams, and Waltham Forest planning officers seeking advice and guidance on development proposals.

In order to ensure the Design 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 Waltham Forest is subject to the Freedom of Information Act 2000 (the Act). All requests made to Waltham Forest 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.



Gainsford Road by Gort Scott and Pocket Living © Dirk Lindner

# 10. TYPES OF REVIEW

Two types of review are offered:

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

## FORMAL REVIEWS

The chair and four panel members attend a formal review.

In addition to planning officers, other relevant stakeholders, for example Historic England, 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, to ensure that each component receives adequate time for discussion.



Walthamstow Wetlands © Marc Barrot



## CHAIR'S REVIEWS

The chair and one panel member attend 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.

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, planning 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).



Walthamstow Wetlands © The wub



# 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 Design Review Panel meeting is provisionally arranged for each month. These may be used for either formal or chair's 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:

- 7 March
- 11 April
- 16 May
- 6 June
- 11 July
- 15 August
- 12 September
- 17 October
- 14 November
- 12 December



Site visit © Frame Projects





Lockwood Way © Jim Stephenson, We Made That

## 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 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 to give a sense of the scope and nature of the project under review.

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

# 14. PANEL REPORTS

During the Design 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 proposals could be improved, referring where appropriate to Waltham Forest's planning policies in relation to expectations of high quality design.

The Design Review Panel has an advisory role in Waltham Forest's planning process, and the project team should consult planning 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 Waltham Forest'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.

Design Review Panel reports may be included in committee reports on planning application schemes – in which case Waltham Forest 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 Waltham Forest 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 Design 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 key Waltham Forest Council officers and the panel chair to discuss the report and consider any recommendations for the following year.



Camille Walala mural, Leyton High Road © Matt Brown



# 15. DESIGN REVIEW PANEL CHARGES

The charges for Design 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, Newham, Barnet and the London Legacy Development Corporation.

Current charges for Waltham Forest Design Review Panel meetings are:

- £5,950 + VAT formal review
- £3,250 + VAT chair's review

Applicants are referred to the Design Review Panel by Waltham Forest Council 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 Design 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 scheduled review
- £725 + VAT : between two and four weeks before scheduled review



The Jazz House, Bell Phillips Architects



## 16. QUALITY REVIEW PANEL MEMBERSHIP

The Quality Review Panel brings together 25 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.



**Melissa Dowler (chair)**  
Architect  
Director, Bell Phillips Architects

Melissa Dowler is a director at Bell Phillips Architects, a practice that specialises in housing and, in particular, designing high quality affordable housing for local authority clients. Melissa has over a decade of experience working on housing and regeneration, and also significant experience in public realm design, most notably the award winning Gasholder Park at King's Cross Central. She is a member of the Royal Borough of Kensington and Chelsea Quality Review Panel and the Folkestone & Hythe Place Panel.  
[www.bellphillips.com](http://www.bellphillips.com)



**Miranda MacLaren (vice chair)**  
Architect  
Director, Morris+Company

Miranda MacLaren shares the responsibility for ongoing strategic management at Morris+Company and attends weekly design reviews across all live projects. She has extensive housing and estate regeneration experience and has worked on schemes ranging widely in scale and typology, including homeless shelters, affordable housing, specialist need housing, student housing, market and mixed-tenure housing, senior living and coliving. She also sits on the Design Review Panels for Harrow, Hounslow and Somerset.  
[www.morrisandcompany.com](http://www.morrisandcompany.com)



**Simon Abbott**  
Landscape architect  
Associate, Levitt Bernstein

A chartered landscape architect, Simon Abbott has worked at several notable practices including Frederick Gibberd Partnership and PRP. With particular experience and skills in community engagement, site specific design, scheme detailing and project delivery, Simon co-leads the landscape team at Levitt Bernstein in delivering quality schemes designed for the people to benefit all.  
[www.levittbernstein.co.uk](http://www.levittbernstein.co.uk)





**Nimi Attanayake**  
Landscape architect  
Director, nimitim architects

Nimi Attanayake co-founded nimitim architects in 2014, a practice known for its small-scale, high-quality projects that place people and communities at the heart of their work. Nimi is also a qualified garden and landscape designer, leading on nimitim landscapes and school engagement work across London. She is a judge for the Architects' Journal, British Homes, and Surface Design Awards, was recognised as one of the Architects' Journal's '40 under 40' in 2020 an external examiner for Manchester University.  
[www.nimitim.co.uk](http://www.nimitim.co.uk)



**Duncan Blackmore**  
Developer and urban practitioner  
Founding Director, Arrant Land

Duncan Blackmore is a founding director of Arrant Land, a design-led development company focused on the planning and delivery of high-quality buildings on complex and contested urban sites. His projects have won numerous awards including the Manser Medal and RIBA London Best Small Project. Duncan also undertakes small experimental urban project as Arrant Industries and is a co-founder of Neighbourhood, a company of development strategists with experience defining development briefs and balancing creative conviction with economic, environmental and social ambition at all scales.  
[www.arrantindustries.com](http://www.arrantindustries.com)



**Leigh Bullimore**  
Architect and urban designer  
Partner - Projects, Pollard Thomas Edwards

Leigh Bullimore has 20 years' experience working on residential and mixed-use projects at award-winning architectural practices. Specialising in the planning stage, he has led the delivery of developer-led urban schemes and major estate regeneration across London. Leigh is committed to design quality, best practice in community engagement and environmentally sustainable design. He is a member of the Enfield Design Review Panel and an alumnus of the Future London Leaders Plus program. Leigh also contributes as a visiting critic for UCL.  
[www.pollardthomasedwards.co.uk](http://www.pollardthomasedwards.co.uk)





**Angela Crowther**  
Sustainability 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](http://www.arup.com)



**Mary Duggan**  
Architect  
Founder, Mary Duggan Architects

Mary Duggan established Mary Duggan Architects in 2017, following 13 years at Duggan Morris Architects. During this time the practice attained numerous industry awards, including ten RIBA National and Regional Awards, three Civic Trust Awards, and The Stephen Lawrence Prize. Mary's experience spans the housing, education, healthcare and culturally led sectors. She is a member of the Camden Design Review Panel and has taught at a number of universities including Kingston University, Oxford Brookes University and The Bartlett UCL.  
[www.marydugganarchitects.com](http://www.marydugganarchitects.com)



**Amber Fahey**  
Sustainability expert  
Sustainability Associate, Be First

Amber Fahey leads on sustainability at Be First, working to deliver on London Borough of Barking and Dagenham's ambitious vision and strategy for becoming 'Green Capital of the Capital' and embedding sustainability goals across Be First's Place & Design and Delivery teams. She works collaboratively to shape sustainability policy and best practice guidance, including with other industry professionals as part of LETI.





**Esme Fieldhouse**  
Architect and urban designer  
Associate, Curl la Tourelle Head

Esme Fieldhouse has over a decade's experience leading high-profile public realm projects and urban design strategies for clients including Tideway, City of London, Transport for London and Glasgow City Council. Alongside her role at Curl la Tourelle Head, Esme is Adjunct Professor on the Collaborative Design course at Syracuse University, London. She has extensive experience in community engagement and champions the value of artists in the design process and critical thinking on how to make spaces of equality and equity in our cities.  
[www.clth.co.uk](http://www.clth.co.uk)



**Mellis Haward**  
Architect  
Director, Archio

Mellis Haward is a director of Archio Architects, an award-winning practice with experience in delivering innovative community led housing and social housing retrofit at scale. Mellis led the pioneering community-land-trust Citizens House project in Lewisham, which won the Pineapple Award for 'Community Engagement' in 2023 and the British Homes Awards 'Best Affordable Housing' and 'Judges Award for Excellence' 2023.  
[www.archio.co.uk](http://www.archio.co.uk)



**Adam Khan**  
Architect Founding  
Director, Adam Khan Architects

Adam Khan is the founding director of Adam Khan Architects, a recognised leading practice in social infrastructure, housing and sustainability. Projects include the award-winning New Horizon Youth Centre for homeless young people in King's Cross, and Brockholes Visitor Centre. Adam is an experienced teacher, critic, activist and writer in the fields of urban design, landscape, architecture and social empowerment.  
[www.adamkhan.co.uk](http://www.adamkhan.co.uk)





**Tom Kordel**  
Sustainability expert  
Director and co-founder, XCO2

A CIBSE chartered engineer, Tom Kordel is director and co-founder of XCO2, a leading engineering and environmental consultancy. He has delivered over 100 buildings across London, developing energy strategies, designing MEP, optimising building performance and minimising CO2. Tom is a specialist in post-occupancy evaluation, taking lessons learnt from buildings in operation to improve designs. He is also co-lead of the Net Zero Carbon Building Standard Homes Task Group and delivers guest lectures on low carbon buildings at UCL.  
[www.xco2.com](http://www.xco2.com)



**Judith Lösing**  
Architect and landscape expert  
Director, East

Judith Lösing is a senior lecturer and director at East, an architecture and landscape practice internationally known for its innovative role in adjusting and improving the urban fabric and its uses. With a background in joinery, Judith's knowledge of materials has influenced an attitude towards careful detailing and an understanding of the building crafts within the confines of budget and regulatory frameworks. She is the first research fellow at the Architecture Foundation working on the 'London Arboretum'.  
[www.east.uk.com](http://www.east.uk.com)



**Tom Newby**  
Structural engineer and active travel expert  
Director, Buro Happold

Tom Newby is a structural engineer with experience working on a range of projects including stadia, tall buildings, social housing, and masterplanning. His focus is on leading high quality collaborative design, working with multi-disciplinary teams and making best use of innovative design methods to deliver the project vision. Tom has also worked as a humanitarian aid worker, focussed on post-disaster shelter, which has given him a solid grounding in community engagement and co-design, and an understanding of equity and inclusion.  
[www.burohappold.com](http://www.burohappold.com)





**Sammas Ng**  
Urban designer  
Associate Director, Prior + Partners

Sammas Ng is an urban designer with 16 years' experience leading design teams and working collaboratively with communities and stakeholders to deliver a range of high-quality placemaking projects of various scales. With a focus on creating place-specific visions, Sammas has designed masterplans, urban frameworks and public realm strategies that respond to local context and heritage settings, meeting the aspirations of the community. He has also delivered architectural and landscape design guidance that is rooted in local character.  
[www.priorandpartners.com](http://www.priorandpartners.com)



**Kaori Ohsugi**  
Architect  
Director, Stanton Williams

With extensive experience working across a range of building typologies and sectors in the UK and abroad, Kaori Ohsugi has been responsible for several award-winning projects in the Golden Triangle of London, Cambridge and Oxford – many of which are considered benchmarks for sustainability and placemaking. She is a strong advocate for inclusivity and social sustainability and is a member of the Greater Cambridge Design Review Panel and the Islington Design Review Panel.  
[www.stantonwilliams.com](http://www.stantonwilliams.com)



**Ken Okonkwo**  
Architect  
Director, Haworth Tompkins

Ken Okonkwo's expertise is in housing, mixed-use projects and masterplanning. He was project lead for the award-winning Fish Island Village for Peabody / Hill and has been involved in schemes across the performing arts, education and workspace sectors, with a focus on sustainability and environmental design. Ken is a member of the Blueprint for All Architects' Advisory Board, the Hackney Council Regeneration Design Advisory Group, and the Ebbsfleet Design Forum. He is also vice chair of the Greenwich Design Review Panel and a visiting critic at the University of Sheffield.  
[www.haworthtompkins.com](http://www.haworthtompkins.com)





### Nina Quarshie

Transport planner and active travel expert  
Associate, Arup

Nina Quarshie is a member of the Chartered Institute of Logistics and Transport. She has over 20 years' experience in transport planning and traffic engineering, working for public and private sector clients to deliver transport systems for large-scale residential, commercial and mixed-use developments. Nina has also advised on high-profile projects including the award-winning Ebury Bridge Estate regeneration project in Westminster, the Canada Water Masterplan in Southwark, the redevelopment of the Royal Mint Court site in Tower Hamlets, and the Here East innovation and tech hub on the Queen Elizabeth Olympic Park in Hackney. [www.arup.com](http://www.arup.com)



### Lemma Redda

Architect  
Director, Grafted

Lemma Redda co-founded his own architecture and design & build practice, Grafted, in 2022. Prior to this, he gained over 15 years' experience working in design-led architectural practices including DSDHA, MICA and Piercy & Co. Grafted's first design and build project, Cast Corbel House, featured façade elements fabricated by the practice in-house and won the RIBA Norfolk Design & Craftmanship award. Lemma is a member of Southwark Design Review Panel. [www.grafted.ltd](http://www.grafted.ltd)



### Jessica Reynolds

Architect and heritage expert  
Director, vPPR Architects

Jessica Reynolds is a director at vPPR Architects, a women-led London architecture practice focusing on cultural regeneration. The practice works across a range of sectors including housing, public realm, commercial and cultural projects, specialising in challenging sites, historic contexts and creative collaborations. Recent projects include The Camden Highline, Camden Market canopy, and a new cultural space in Margate involving the refurbishment of a listed building. Jessica runs a design unit at the Architectural Association on the role of museums in the environmental emergency. [www.vppr.co.uk](http://www.vppr.co.uk)





**Antje Saunders**  
Architect and urban designer  
Director, Allies and Morrison

Antje Saunders' work in architecture and urbanism is extensive, ranging from award-winning masterplans to the redevelopment of large industrial sites into industry-led mixed-use neighbourhoods. Antje has also worked on several local authority commissioned estate regeneration projects involving close collaboration with the local communities. She co-founded Allies and Morrison's Masterplanning Group which commissions and leads internal research and public events, bringing together developers, planners, academics, journalists and collaborators to look beyond the boundaries between spaces and society.  
[www.alliesandmorrison.com](http://www.alliesandmorrison.com)



**Mitakshi Sirsi**  
Sustainability expert  
Director of Sustainability, Broadway Malyan

Mitakshi Sirsi is an architect and sustainability engineer with experience in policy, climate resilience planning and stakeholder engagement for sustainability. Her experience also spans technical assessments such as energy and daylight modelling, building certifications, and design for wellbeing, and inclusivity. Mitakshi's work aims to promote the delivery of scalable innovation within the built environment, focusing on addressing the long-term impacts of the climate crisis on health and communities. She participates in industry research, working-groups and facilitates climate literacy sessions.  
[www.broadwaymalyan.com](http://www.broadwaymalyan.com)



**Alex Spicer**  
Architect and heritage expert  
Director, Matthew Lloyd Architects

Alex Spicer is a qualified architect who joined Matthew Lloyd Architects in 2016, an award-winning practice which has won recognition for sensitive, innovative, contextual architecture in urban settings - often in historic contexts. Alex was named 2023 Young Church Architect of the year by EASA, in recognition of his work at St Mary's Walthamstow. His practice is centred on tectonics and is underpinned by a focus on the wider impact of design on cities.  
[www.matthewlloyd.co.uk](http://www.matthewlloyd.co.uk)







Jerry Tate  
Architect  
Director, Tate + Co

Jerry Tate is director of Tate + Co, a multidisciplinary practice encompassing architecture, master-planning and interior design. Jerry has contributed to projects ranging from expansive regenerative masterplans to bespoke eco-homes across the education, housing, and leisure sectors. Notable projects include the Eden Project. Recognised as a leading figure in regenerative and sustainable design, Jerry shares his insights through writing, speaking, and educational workshops across different institutions. [www.tateandco.com](http://www.tateandco.com)



# 17. KEY REFERENCES

## London Borough of Waltham Forest

### Local Plan

<https://www.walthamforest.gov.uk/planning-and-building-control/planning-policy/local-plan>

### Supplementary Planning Documents

<https://www.walthamforest.gov.uk/planning-and-building-control/planning-policy/supplementary-planning-documents>

### Exemplary Design SPD

<https://talk.walthamforest.gov.uk/exemplar-design-spd>

### Green and Blue Spaces SPD

<https://talk.walthamforest.gov.uk/green-and-blue-spaces-spd>

### Industrial Intensification SPD

<https://talk.walthamforest.gov.uk/industrial-intensification-spd>

## Relevant Greater London Authority documents

### Good Growth by Design

[www.london.gov.uk/sites/default/files/good\\_growth\\_web.pdf](http://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%20Review\\_Principles%20and%20Practice\\_May2019.pdf](http://www.designcouncil.org.uk/fileadmin/uploads/dc/Documents/Design%20Review_Principles%20and%20Practice_May2019.pdf)



# APPENDIX A

## Procedure regarding confidentiality

The Waltham Forest Design 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, Waltham Forest 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 Waltham Forest 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 Waltham Forest 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 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 Waltham Forest 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 Design 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 | ● |
|--|---|

**Familial situation**

If the panel member...

|   |   |
|---|---|
| has a familial relationship with the client, consultants or site owners | ● |
|---|---|

**Informal situation**

If the panel member...

|   |   |
|---|---|
| is a friend of a member of the applicant team | ● |
|---|---|

**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.   | ● |

