



THANET DISTRICT COUNCIL DESIGN REVIEW PANEL

Terms of reference 2024

IN PARTNERSHIP WITH

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Cover image: Aerial view of Ramsgate © John Fielding, Wikimedia Commons



1. INTRODUCTION

Thanet District is experiencing a period of rapid environmental, social and economic change. The regeneration of Ramsgate and Margate, including ambitious plans for delivery of levelling up and Towns Funding, is underway. At the same time, it will be essential to protect our coastline, green spaces and heritage assets. The Council intends to address the implications of change through a placeshaping approach in its Local Plan. The aim is to draw from the district's own characteristics and unique potential, to achieve high-quality new development.

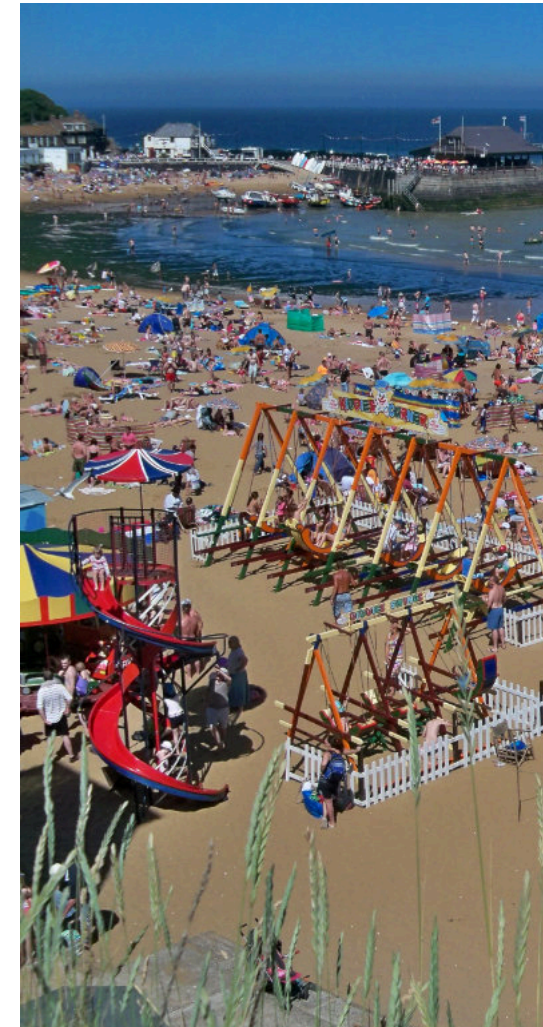
Thanet District Council has created a Design Review Panel to support the area during this period of rapid development and regeneration. It will be available to advise on development and regeneration projects coming forward across Thanet. The district has contrasting coastal, rural and urban landscapes, with its three main coastal towns of Margate, Ramsgate and Broadstairs, as well as attractive coastal and rural villages.

The district's future housing requirement is to deliver over 17,140 homes by 2031. The Local Plan also provides for new employment opportunities and protects important local employment sites, and identifies a range of sites across the district for potential development where the district's future needs in terms of housing, employment, community use and leisure could be met. This will be achieved through a mix of sites – large and small, urban and rural – and is supported by plans

for a range of key social and physical infrastructure, from schools and health facilities to roads and rail, including the new Thanet Parkway Station.

The vision set out in the 2020 Thanet Local Plan is for the district to further develop into an area of high quality and distinctive towns. It aspires to realise the district's growth potential as a location for business investment, bringing associated benefits for skills, employment and infrastructure, along with a well-established year round visitor economy, with high quality accommodation and inviting public spaces. Thanet aims to capitalise on its natural assets, its coastline and beaches, heritage and culture, ensuring these are protected and positively managed for the longer term.

Alongside a focus on growth, the vision calls for a higher quality environment. The coastal town centres will re-define their roles, making the most of their unique characteristics. High-quality new homes and the regeneration of Thanet's historic housing will provide choice for existing residents and for those new to the area. Development will ensure that services are maintained or expanded, and the prosperity and vibrancy of neighbourhoods are enhanced. The Design Review Panel, which brings together leading practitioners across a number of disciplines, will support the delivery of exemplary development and secure innovative, sustainable and high quality placemaking across the Thanet District.



Viking Bay Beach © Colin Babb, Wikimedia Commons



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.

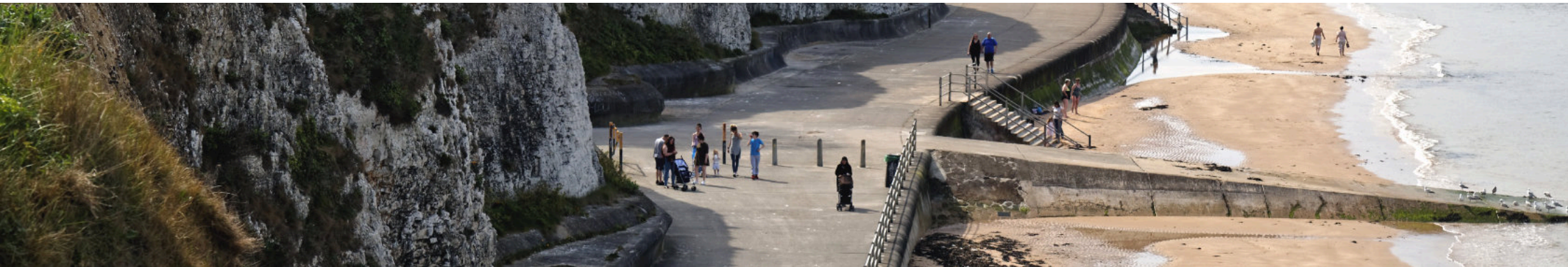
Timely – it takes place as early as possible in the design process, because this can avoid a great deal of wasted time. It also costs less to make changes at an early stage.

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)



Beach at Newgate Gap © Akabashi, Wikimedia Commons



3. PANEL COMPOSITION

The Design Review Panel brings together professional experts from a variety of fields. It is made up of 20 members, including the chair. A vice chair has also been selected from among the panel's members.

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

- architecture
- urban design / town planning
- landscape architecture
- conservation / heritage townscape
- environmental sustainability
- arts and culture
- transport

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.



Harbour Parade, Ramsgate © Geoff Cooper, Wikimedia Commons





Turner Contemporary © Thanet District Council

4. PANEL REMIT

The Design Review Panel provides independent, objective, expert advice on development proposals across Thanet District. 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 Thanet. 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:

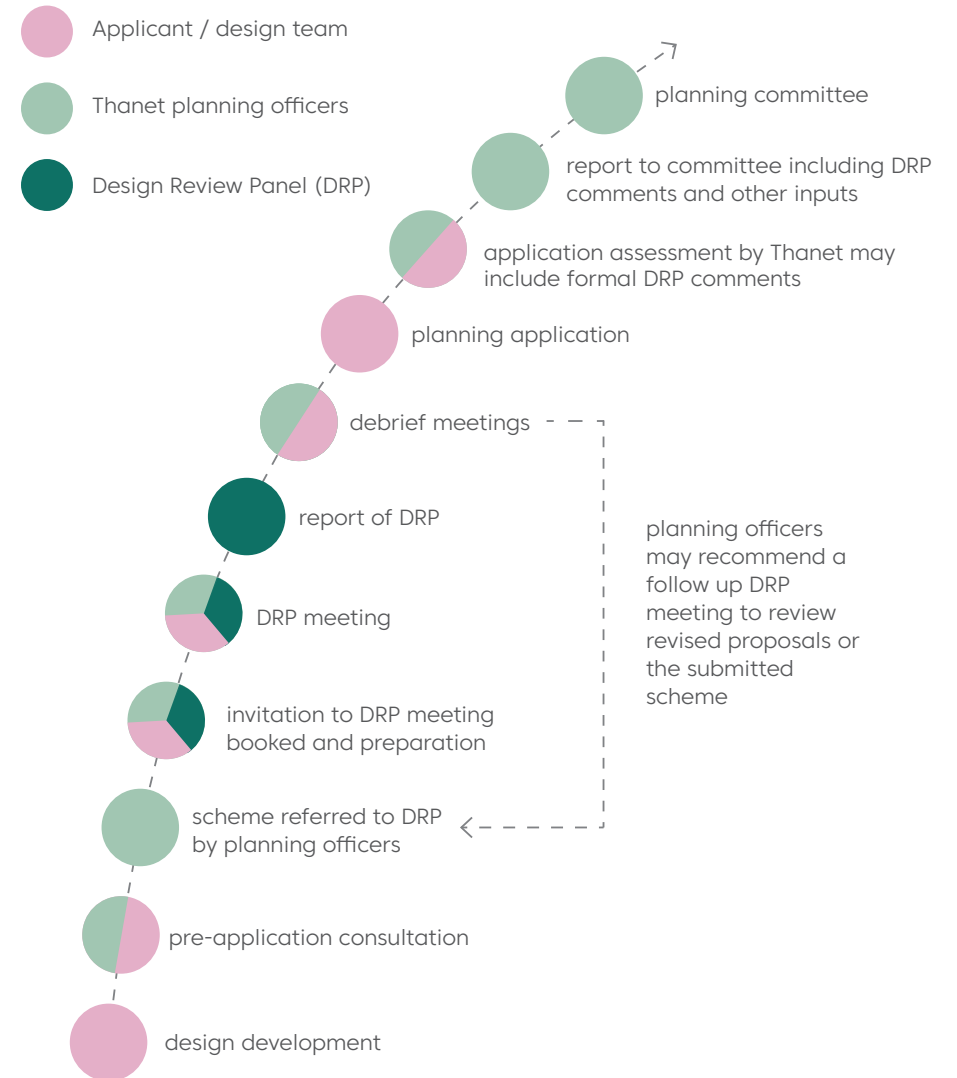
- building typologies, for example single aspect dwellings
- environmental sustainability
- design for climate change adaptation and mitigation
- proposals likely to establish a precedent for future development
- developments out of the ordinary in their context
- schemes with significant impacts on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

Design Review Panel's role in the planning process





5. ROLE OF THE DESIGN 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 Thanet District 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 Thanet officers following a review to agree how to respond to the panel's advice.

If any points made by the Design 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).



6. INDEPENDENCE CONFIDENCE & PROBITY

Thanet's Design Review Panel is an independent and impartial service provided to Thanet 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 Thanet District 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 Design Review Panel is intended to provide a constructive forum for applicants, their project teams, and Thanet 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 Design 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.

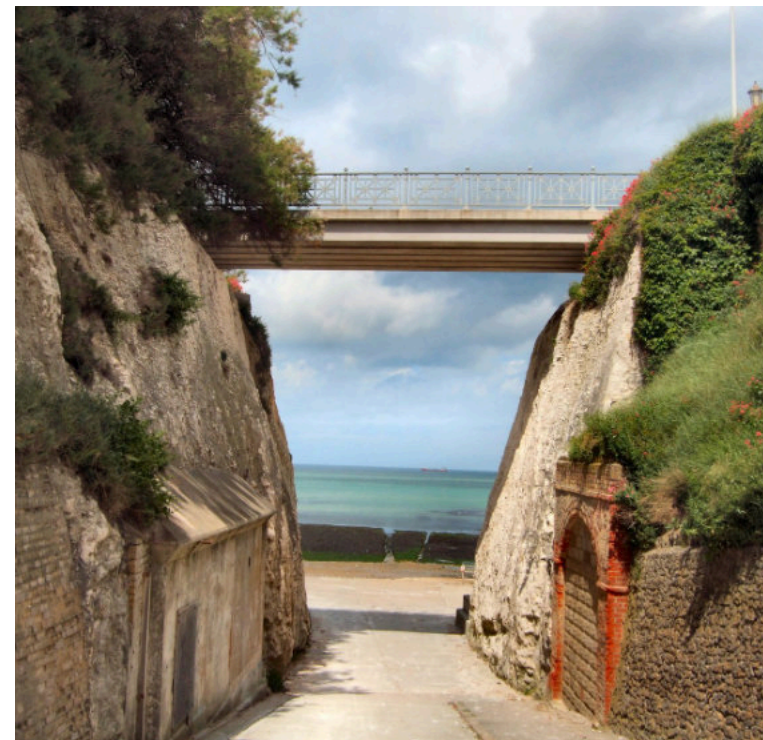
Meeting agendas provided in advance of reviews will include sufficient project information to allow any potential conflicts of interest to be identified and declared.

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, Thanet 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 Design 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.



Newgate Gap Bridge, Margate © Paul Gillettjg, Wikimedia Commons

9. 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.



Louisa Bay, Broadstairs © Geoff Coopers, Wikimedia Commons



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, Thanet 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).



The Droit House and Turner Contemporary © Wikimedia Commons





Site visit © Harbinder Singh Birdi

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.

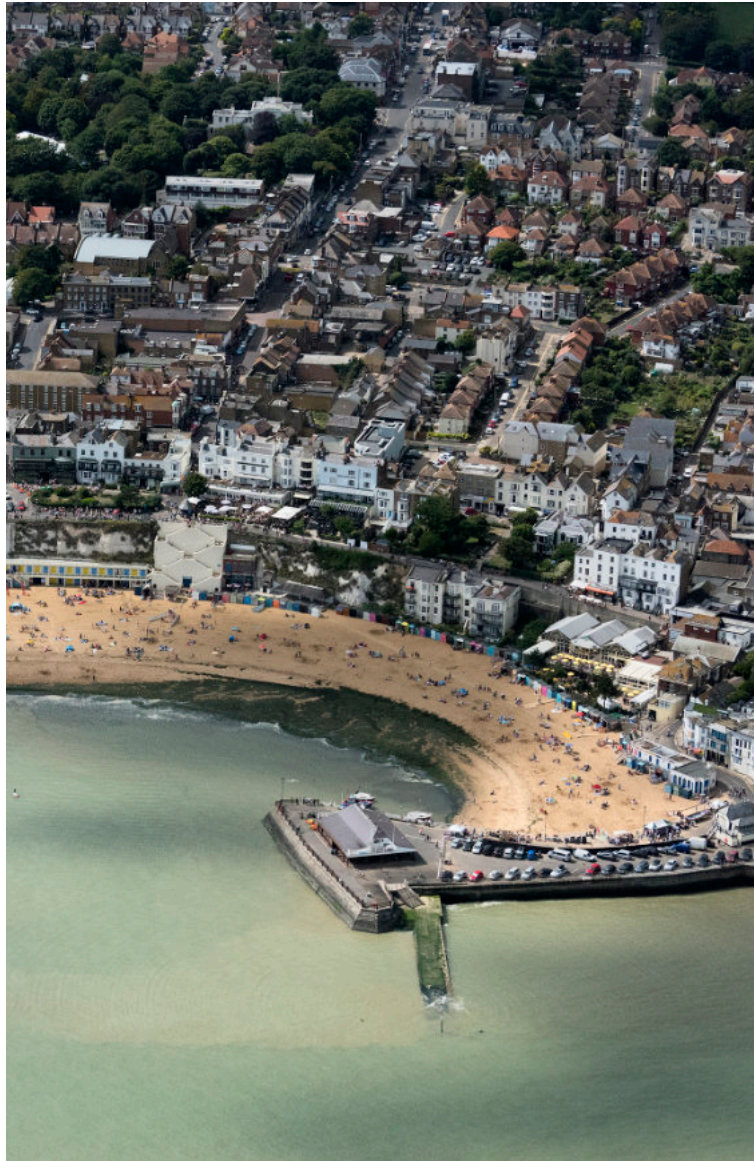
Panel members, representatives of the local planning authority and members of the applicant team should maintain care and awareness of potential hazards for themselves and other attendees during site visits. All those involved should take appropriate action to alert the party of potential risks so that 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 Design Review Panel meeting is provisionally arranged for each month. These may be used for either formal, chair's or surgery reviews as appropriate. Exceptionally, additional meetings may be required to accommodate the number of schemes requiring a review and / or to meet key dates for specific schemes.

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

- 24 January
- 28 February
- 27 March
- 24 April
- 22 May
- 26 June
- 24 July
- 28 August
- 25 September
- 23 October
- 27 November
- 11 December



Aerial view of Broadstairs © John Fielding, Wikimedia Commons

12. REVIEW AGENDAS

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

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

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

A scheme description provided by the design team will set out factual information about the project. Selected plans and images of the project will also be provided to help 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.

13. 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 Thanet's planning policies in relation to expectations of high quality design.

The Design Review Panel has an advisory role in Thanet'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 Thanet'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 appended to committee reports on planning application schemes – in which case Thanet planning officers will place these in the context of other planning matters, which the panel's advice neither replaces nor overrules.

If the proposal is reviewed at an application stage the report will be a public document kept within the proposal's case file and published on Thanet 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 Design 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 Thanet.

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



Ramsgate harbour © Valerie Beirne



14. 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 and Waltham Forest, and the London Legacy Development Corporation.

Current charges for Thanet Design Review Panel meetings are:

- £4,700 + VAT formal review
- £2,925 + VAT chair's review

If the council and applicant agree that an in person meeting is necessary, an additional charge will apply: £600 for a formal review; £375 for a chair's review.

Applicants are referred to the Design Review Panel by Thanet District 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 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



Royal Harbour Arches © Thanet District Council



15. DESIGN REVIEW PANEL MEMBERSHIP

The Design Review Panel brings together 20 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.



Chloë Phelps (chair)
Architect
CEO, Grounded Practice

Chloë Phelps has a unique blend of public and private sector expertise as an architect, developer and planner. Established in 2021 with Place Capital Group, Grounded is an architecture and urbanism practice with extensive experience working on large scale public housing, town centre renewal strategies as well as the delivery of homes on small sites. Chloë previously led the Croydon Small Sites Programme, which led to recognition as one of the Architects' Journal's '40 under 40' in 2020.
www.grounded-practice.com



Scott Grady (vice chair)
Architect
Director, Haptic Architects

Haptic Architects are the winners of the WAN Rising Star Award 2018. Haptic's name refers to the sense of touch, and is a guiding force for the studio's work. Their experience includes masterplans, housing, infrastructure and public buildings, such as the The London Cancer Hub and plot W3 at King's Cross. The practice is also part of the multi-disciplinary team designing the HS2 station at Euston.
www.hapticarchitects.com



Valerie Beirne
Landscape architect
Founder, Where Pathways Meet

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





Harbinder Singh Birdi
Infrastructure architect
Creative Director, Birdi & Partners

A chartered architect and fellow of the RIBA and ICE, Harbinder Birdi is the founder and Creative Director of Birdi & Partners, a consultancy advising on the design of infrastructure, public realm and residential-led developments. He was the principal architect for three of the new stations on the Elizabeth Line, and led the design for Tottenham Court Road station and the central section of Thames Tideway Tunnel. Harbinder advises several local authorities and HS2 on the design of transit orientated development, and is a Trustee of the Lyric Theatre, Hammersmith.



Alberto Campagnoli
Urban designer
Associate, Periscope Spatial Design Agency

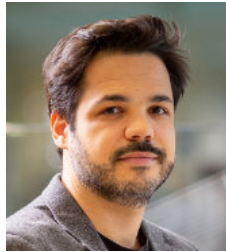
Alberto Campagnoli has eight years' experience working on complex landscape, urban design and masterplanning projects at several award-winning practices. Combining technical and theoretical public realm experience with artistic sensitivity, he has a strong interest in regenerative processes and the civic role of landscape architecture. Alongside his work at Periscope, Alberto is currently a design tutor at The Bartlett, UCL. www.periscope.uk



Sam Causer
Architect specialising in conservation and heritage
Director, Studio Sam Causer

Sam Causer is a RIBA accredited conservation architect and director of Studio Sam Causer, a practice focussed on the repair and change of complex and sensitive buildings and sites to support contemporary life. Based in Margate since 2010, Sam has led a number of design and research initiatives in various roles, including: a Board Member of the Margate Town Deal; a Trustee of Open School East; a Non-Executive Director of Architects for Social Housing; a Founding Member of Margate Coastal Park Promotion Group and an Associate of strategic consultants Counterculture. www.samcauser.com





Nuno Correia
Sustainability expert
Head of Sustainability, Wilkinson Eyre Architects

Nuno Correia is a sustainability expert with over 14 years' experience in the built environment. He leads the sustainability team at Wilkinson Eyre architects, focusing on environmental design, net zero design strategies and building performance. Nuno has a multidisciplinary and cross sector background, having trained as a civil engineer before specialising in sustainable design. He is an active member of industry groups, part of the LETI steering committee, and a design tutor at UCL. www.wilkinsoneyre.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 of becoming 'Green Capital of the Capital' and embedding the Council's sustainability goals across Be First's Place and Design and Delivery teams. Amber works collaboratively to shape sustainability policy, including through Supplementary Planning guidance and LETI.



Dina Green
Arts and culture expert
Founder, UK Creative Festival

Dina Green has over 25 years' Director experience leading creative, design and brand communications teams, both in-house for global Blue Chip financial institutions as well as creative agencies. Dina founded the UK Creative Festival as a vehicle to drive her passion of bringing more underrepresented, diverse groups into the creative industries by connecting, educating and inspiring young untapped talent with the best of the UK's arts and culture communities. www.ukcreativefestival.co.uk





Charles Holland

Architect

Principal, Charles Holland Architects

Charles Holland Architects is an architecture, design and research practice based in Dover, whose work includes residential, civic, education and public realm projects. Charles is a Professor of Architecture at the University for the Creative Arts, Canterbury and a visiting tutor at the University of Cambridge. He regularly contributes to industry forums and publications, and his book, *How To Enjoy Architecture*, is due to be published by Yale University Press in April 2024. Charles is a member of the RIBA, a fellow of the Royal Society of Arts, and a trustee of Dover Arts Development. www.charleshollandarchitects.co.uk



Jack Hosea

Architect

Director, Threefold

Jack Hosea is a co-founder and Director of Threefold Architects; a RIBA award-winning design-led practice dedicated to creating transformative homes, work places and public spaces. Jack has led Threefold's mixed use and affordable housing schemes for private and local authority developers, working across the UK and Europe. With a particular focus in sensitive sites in both urban and rural contexts, Jack has a detailed understanding of deep retrofit and the importance of legacy and renewal in the built environment. www.threefoldarchitects.com



Edward Jarvis

Urban designer

Urban design manager, Camden Council

Edward Jarvis leads a team of eight, providing design and strategic conservation advice on development across the London Borough of Camden. This includes work to support the development management team, as well as advice on Camden's own Community Investment Projects. He has also been responsible for advising on the design of major developments by institutions in the borough, including the Bartlett School of Architecture, cancer facilities for University College London Hospital, and a new home for the Ear Nose and Throat Hospital.





Dushyant Karnik

Sustainability expert

Associate - Sustainability, QODA Consulting

With a background in architecture, renewable building services and building physics, Dushyant Karnik advocates for the fabric first approach to deliver net zero developments while maintaining a balance between energy reduction, occupant comfort and wellbeing. Dushyant specialises in decarbonisation of historic listed buildings and delivering sustainability and net zero strategies for new builds. He is a certified Passivhaus designer, AECB Building and Retrofit Standard Certifier and is part of the 'Cost of EnerPHit' technical working group at the UK Passivhaus Trust.

www.qodaconsulting.com



Murray Kerr

Architect

Director, Denizen Works

Murray Kerr founded Denizen Works over 10 years ago, and has led the company to an international reputation with work across the UK and beyond. The practice is currently BD Architect of the Year, Individual House Architect of the Year and Small Project (under £5M) Architect of the Year. Murray has a particular interest in the development of coastal architecture and regeneration that is inspired by local history and shaped by lifelong experience of work and leisure in remote coastal locations.

www.denizenworks.com



Madeleine Kessler

Arts and culture expert

Principal, Madeleine Kessler Architecture

Madeleine Kessler is an architect, curator and urbanist, whose practice is dedicated to designing people-centred places that contribute positively to our planet. She has won a number of awards, including the Architects' Journal's '40 under 40' and RIBA Rising Star Award. She also led the co-curation of the British Pavilion at the 17th Venice Architecture Biennale. Madeleine is a member of the National Infrastructure Commission's Design Group, a visiting professor at Karlsruhe Institute of Technology, and lecturer at the Architectural Association and London School of Architecture. www.madeleinekessler.com





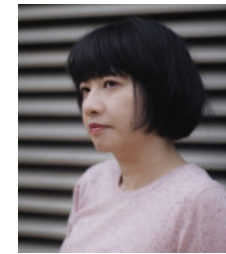
Helen Leask
Heritage and townscape expert
Sole Principal, Leask Architecture

Helen Leask, whose work is predominantly within the Kent area, lives in Margate and established her architectural practice in 2013. She has been involved with a number of local community groups and was a trustee of the Margate Museums Trust for five years. Prior to setting up her own practice Helen held management positions in two well-respected London practices: Buckley Gray Yeoman and Harper Downie Architects. She has experience working within the historic environment and has also worked as a sessional lecturer at UCA Canterbury School of Architecture. www.leaskarchitecture.com



Holly Lewis
Architect
Co-founding Partner, We Made That

A registered architect and affiliate member of the Landscape Institute, Holly Lewis cofounded We Made That in 2006, and has led a range of urban design and built projects for the practice. With a focus on shaping healthy, fair and well-designed places, Holly advocates for community involvement within the design process, empowering women in the built environment and equitable city-making. She is a national High Streets Task Force Expert, Mayor's Design Advocate for the Greater London Authority, a Design Council Expert, and the chair of the Croydon Design Review Panel. www.wemadethat.co.uk



Jen Ng
Architect
Head of projects, London Metropolitan University

Jen Ng is an architect from Margate, with expertise in urbanism, regeneration, community engagement and arts and culture. She champions exemplar and socially constructive design in her roles as Head of Projects and Senior Lecturer at London Metropolitan University's School of Art, Architecture and Design. Committed to working across economic, social and cultural sectors to enable empowerment through design, Jen's experience in local and national economic regeneration provides unique insight into how design can drive wider social, cultural, economic and environmental public benefits.





Joe Todd
Landscape architect
Associate, Turkington Martin

Joe Todd is a landscape architect with over 15 years' experience, working on a wide variety of public and private sector projects. He enjoys seeing projects through to construction and watching them become part of everyday life. He has led a number of successful projects, including the continued regeneration of Thamesmead for Peabody and Greenwich Millennium Village.
www.turkingtonmartin.com



Suzi Winstanley
Architect and urban designer
Director, Turner Works

Suzi Winstanley is an inspirational leader and creative placemaker who puts people at the heart of her architecture. With expertise in culture, education and regeneration she designs buildings and places that help communities thrive. At urban scale Suzi develops the Turner Works 'microplanning' ethos - a step by step approach to masterplanning that applies the tactics of 'meanwhile' architecture to inside out regeneration of neighbourhoods and cities. She is leading microplanning strategies across the UK from Bristol to Newhaven to Manchester.
www.turner.works



16. KEY REFERENCES

Thanet District Council

Local Plan

www.thanet.gov.uk/wp-content/uploads/2018/03/LP-adjusted.pdf

Cliftonville Development Plan Document

www.thanet.gov.uk/wp-content/uploads/2018/03/Cliftonville_DPD_03_2010.pdf

Broadstairs & St Peters Neighbourhood Plan (May 2021)

www.thanet.gov.uk/wp-content/uploads/2018/03/NDP-Made-version-.pdf

General Information on Neighbourhood Planning

www.thanet.gov.uk/services/neighbourhood-planning

Landscape Character Assessment

www.thanet.gov.uk/wp-content/uploads/2019/01/Thanet-LCA-Final-Report-09.081.5-with-plans-1.pdf

Relevant Greater London Authority documents

Good Growth by Design

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



APPENDIX A

Procedure regarding confidentiality

The Thanet 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, Thanet 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 Design 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 Design 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 Design 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 Thanet District 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 Thanet 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.
7. If a panel member wishes to share any Design Review Panel report with a third party, they must seek approval from the Design 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 Design 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 Design Review Panel manager.
3. The Design Review Panel manager, in collaboration with the panel chair and Thanet District 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	●
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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.	●

