



THE LONDON BOROUGH



LONDON BOROUGH OF BROMLEY DESIGN REVIEW PANEL

Terms of reference 2024

IN PARTNERSHIP WITH

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Cover image: The Old Palace, Bromley Civic Centre © Bromley Council



1. INTRODUCTION

Occupying a strategic position in the south east of the capital, Bromley is the largest borough in London and is known for the high quality of its living, working, historic and natural environments. Bromley values its distinctive neighbourhoods, ranging from the rural, to suburban and urban. Open countryside, protected by the Green Belt, makes up over half the borough with the majority of population concentrated in the northern part of the borough.

Bromley's historical development has played an important part in establishing its character, which is reflected in 47 Conservation Areas and a significant number of statutory listed and locally listed buildings, which along with high quality new development contributes to civic pride and wellbeing. The overriding vision for Bromley, is to support opportunities for sustainable growth, whilst ensuring that the existing character and identity of Bromley is enhanced and retained. The Council aims to create 'a fantastic place to live and work, where everyone can lead healthy, safe and independent lives.'

The National Planning Policy Framework requires that 'development that is not well designed should be refused, especially where it fails to reflect local design policies and government guidance on design, taking into account any local design guidance and supplementary planning documents such as design guides and codes' (Para. 134, NPPF, 2021).

The appointment of an independent Design Review Panel is part of the Borough's process for ensuring effective testing of development proposals, and sits alongside wider local planning policy and committed investment in staff and support services. These policies need to be understood within the particular, unique context of Bromley so that the continuing process of development strengthens and enhances the existing sense of place.

The purpose of Bromley's Design Review Panel is not to duplicate or replace existing mechanisms for securing high quality design, but to provide additional expert advice to inform the planning process, in line with Section 12 of the NPPF. This states that: 'Local planning authorities should ensure that they have access to... design advice and review arrangements... These are of most benefit if used as early as possible in the evolution of schemes, and are particularly important for significant projects such as large scale housing and mixed use developments.' (Para. 133, NPPF, 2021).

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



Bromley Design Review Panel © Lucy Block, Frame Projects



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.

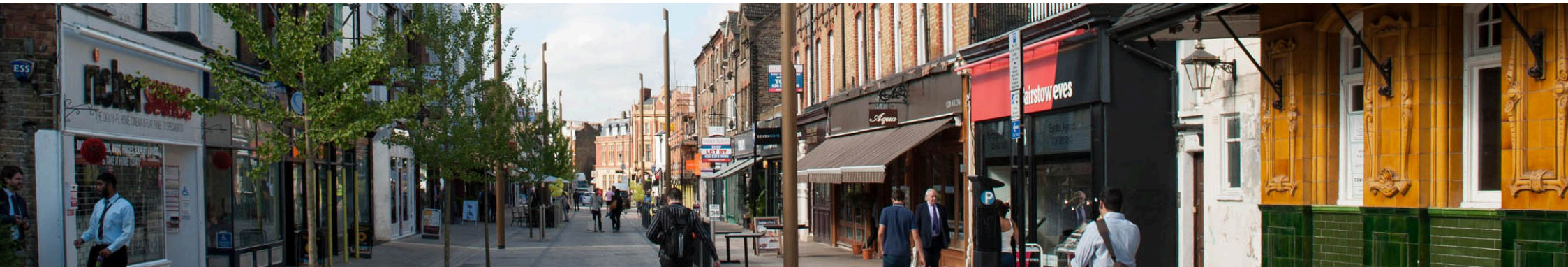
Timely – it takes place as early as possible in the design process, because this can avoid a great deal of wasted time. It also costs less to make changes at an early stage.

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)



East Street, Bromley North © Bromley Council



3. LONDON DESIGN REVIEW CHARTER

The Bromley 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



Bromley town centre © Frame Projects



4. PANEL COMPOSITION

The Design Review Panel brings together professional experts from a variety of fields. It is made of 22 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 Bromley, including:

- architecture
- urban design / town planning
- landscape architecture
- environmental design / sustainability
- heritage
- 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.



Crystal Palace Park © Ewan-M, Flickr



Beckenham © Bromley Council

5. PANEL REMIT

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

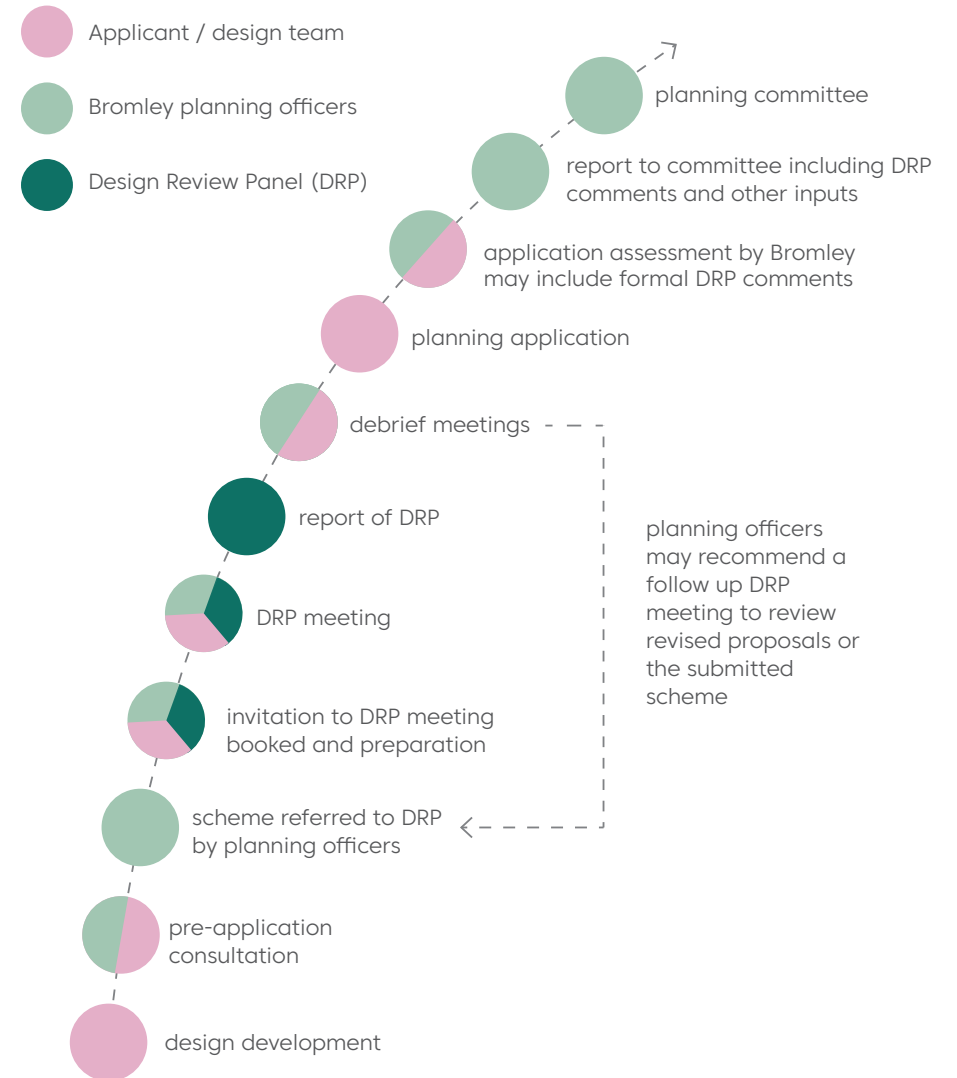
- building typologies, for example single aspect dwellings
- environmental sustainability
- design for climate change adaptation and mitigation
- proposals likely to establish a precedent for future development
- developments out of the ordinary in their context
- schemes with significant impacts on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

Design Review Panel's role in the planning process





6. 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 Bromley 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 Bromley 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).



7. INDEPENDENCE CONFIDENCE & PROBITY

Bromley's Design Review Panel is an independent and impartial service provided to Bromley 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 Bromley 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 Bromley 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.

9. FREEDOM OF INFORMATION

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



Crystal Palace Theatre © Matt Brown_Flickr

10. TYPES OF REVIEW

Four types of review are offered:

- a formal review - for schemes with greater impact
- a smaller site review - for schemes with greater impact on smaller sites
- a chair's review - for schemes with more localised impact, or for some previously reviewed schemes
- surgery reviews - for very small schemes or discharge of planning conditions

Typically, the chair and four panel members attend formal reviews; the chair and two panel members attend smaller site reviews; and the chair and one panel member attend chair's reviews and surgery reviews.

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.

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.



Penge Almshouses © Matt Brown



SMALLER SITE REVIEWS

The chair and two panel members attend smaller site reviews.

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

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

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

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

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

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

CHAIR'S REVIEWS

The chair and one panel member 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.

SURGERY REVIEWS

The chair and one panel member will attend surgery reviews.

Very small schemes, or schemes where planning officers request the panel's advice on discharge of planning conditions, may be more suited to a surgery review. A flexible approach to presentation methods will allow for pin up of drawings / discussions around a table / PowerPoint presentations, as appropriate.

A typical surgery review will last 40 minutes: 10 minutes introductions and briefing by planning officers; 15 minutes presentation; 15 minutes discussion and summing up by the chair.

A surgery review will be summarised in a brief document no more than two sides of A4, rather than a full report.

RETURNING SCHEMES

On occasion, Bromley 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).



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, 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:

- 8 February
- 14 March
- 11 April
- 9 May
- 13 June
- 11 July
- 8 August
- 12 September
- 10 October
- 14 November
- 12 December



Site visit © Frame Projects





Penge shopfronts © YOU&ME Architecture

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.

For surgery reviews, the agenda will be briefer, providing details of the scheme(s) to be considered, applicant and consultant team.

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



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 Bromley's planning policies in relation to expectations of high quality design. The Design Review Panel has an advisory role in Bromley'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 Bromley'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 Bromley 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 Bromley 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 Bromley Council officers and the panel chair to discuss the report and consider any recommendations for the following year.



Bromley North public realm © Bromley Council



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 and Waltham Forest, and the London Legacy Development Corporation.

Current charges for Bromley Design Review Panel meetings are:

- £4,950 + VAT formal review
- £3,630 + VAT smaller site review
- £2,750 + VAT chair's review
- £1,650 + VAT surgery review

Applicants are referred to the Design Review Panel by the London Borough of Bromley 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



Bromley North Village © Bromley Council



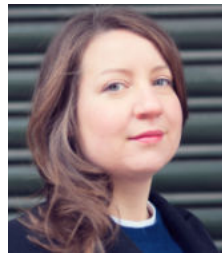
16. DESIGN REVIEW PANEL MEMBERSHIP

The Design Review Panel brings together 22 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.



Andrew Beharrell (chair)
Architect

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



Anna Mansfield (vice chair)
Urban design
Director, Publica

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





Ibrahim Buhari

Urban design

Senior Urban Design Officer, RBKC

Ibrahim Buhari works at the forefront of current research and design within key sectors relevant to the London Borough of Bromley, including housing, mixed-use urban regeneration and heritage conservation. Ibrahim combines his private sector experience as an architect in award-winning practices with his public sector experience as a Senior Urban Design Officer at the Royal Borough of Kensington & Chelsea to further his commitment to supporting high standards of design. Ibrahim is a member of Brighton & Hove and The Royal Borough of Kingston Design Review Panels.
www.rbkc.gov.uk



Andrew Cameron

Transport

Director, Andrew Cameron and Associates

Andrew Cameron is an engineer with a background in transport, architectural engineering and urban design. He is passionate about planning for low-carbon movement while creating great streets and enjoyable places. With over 30 years' experience, Andrew has contributed to many masterplanning and regeneration projects for villages, towns and cities in the UK and internationally, including Poundbury in Dorchester, Derwenthorpe in York, Chicago Lakeside and the new town of Madinat Khalifa in Bahrain. Andrew is a panel member / chair for Design Yorkshire, Design South East and is a Design Council Ambassador.



Sophia Ceneda

Sustainability

Associate and Sustainability Lead, Howells

Sophia Ceneda joined Howells (formerly known as Glenn Howells Architects) in 2014, having previously worked in the human rights field and as a space design consultant focusing on people's experience around buildings. As an architect, she gained significant experience in multi-residential developments and now leads Howells' sustainability strategy. In 2018, Sophia completed a self-built home based on Passivhaus principles, which won the NLA award for dwelling, was shortlisted for the building award and received an honorary mention for Sustainable Building Haringey Design Awards in 2021.
www.howells.uk





Kate Digney

Landscape

Associate Director, Levitt Bernstein

Kate Digney has led landscape design at Levitt Bernstein since 2015 and co-leads their 'Place' studio of landscape architects and urban designers. Projects include both urban and brownfield contexts, as well as sensitive rural and historic landscapes. She has a particular interest in designing for climate change and biodiversity, strengthening urban tree communities, integrating sustainable urban drainage and ensuring child mobility within new place-making strategies. Kate is a member of the London Legacy Development Corporation Quality Review Panel.

www.levittbernstein.co.uk



Carola Enrich

Landscape

Senior Associate, Townshend Landscape Architects

Carola Enrich has worked on the planning and delivery of a range of urban projects, from small roof terraces to substantial masterplans throughout London and the UK. Her experience covers the early stages of projects through to their delivery on site, ensuring the agreed visions are achieved. Carola's work is focused on creating successful, sustainable spaces around the world. Projects of note include Kidbrooke Village Masterplan, Ebury Gardens, Green strategies for Canary Wharf and Principal Place masterplan. Carola is a member of the Tower Hamlets Design Review Panel.

www.townshendla.com



Liz Grove

Sustainability

Associate, Greengage

Liz Grove is a sustainability consultant with over eight years' experience in design and planning-related sustainability across the built environment, in both residential and commercial developments at all scales. She has developed several bespoke sustainability strategies to guide and enhance sustainability aspects of design, and provides advice on materials and design techniques to help reduce embodied carbon and improve circularity. Liz also has experience in designing to improve health and wellbeing within buildings and across masterplan developments.

www.greengage-env.com





Tom Lewith
Architect
Founding Director, TDO

Tom Lewith is a Founding Director of TDO, a creative architecture studio whose projects have featured in the press and in research publications such as the NLA's 'Factory Made Housing' and 'Office Revolution' papers, the RIBA's Modular Housing Handbook, 'Future Homes' by Avi Friedman, and Hoxton Mini Press's 'The Sustainable City'. TDO was included in The Architecture Foundation's New Architects 3 (2016). In 2020, Tom was named one of the Architects' Journal '40 under 40'.
www.tdoarchitecture.com



Greg Moss
Architect
Partner, Hawkins\Brown

Greg Moss leads the residential and mixed-use sector at Hawkins\Brown, and was responsible for designing and delivering the Stirling Prize shortlisted masterplan and first phase of Park Hill in Sheffield. With over two decades of experience across all scales and stages of design, Greg's main focus is on the creation of new homes within complex settings. He is an advocate for architectural collaboration and has brought together several project teams that have pushed agendas for inclusion and diversification. Greg is a member of the Essex Quality Review Panel.
www.hawkinsbrown.com



Hugo Nowell
Urban Design
Director, Urban Initiatives Studio

With a background in landscape architecture, Hugo Nowell has 30 years' experience working on urban design, masterplanning and public realm projects, ranging from city centre and residential masterplanning, to preparation of design codes and design guidance, and detailed design and delivery on site. He is the author of several borough-wide design guides and has prepared character and tall buildings strategies for Westminster and Tower Hamlets. Hugo was formerly a member of Haringey Quality Review Panel and Hertfordshire Design Review Panel.
www.uistudio.co.uk





Donncha O Shea

Landscape

Partner, Gustafson Porter + Bowman

Donncha O Shea has 15 years' experience working across a diverse range of projects at Gustafson Porter + Bowman – from urban regeneration schemes to parks and national memorials. The practice has a holistic design philosophy that enhances the experience of a person moving through an external space, with projects united by the common themes of inclusivity, innovation, sustainability, and biodiversity. Donncha is a Design Council Associate and lecturer at The Bartlett and University of Greenwich.
www.gp-b.com/



James Parkin

Architect

Associate Director, Lifschutz Davidson Sandilands

James Parkin is a chartered architect with over 20 years' experience working for London based practices including Allies and Morrison, Wilkinson Eyre and Lifschutz Davidson Sandilands. James has a broad range of experience that spans commercial workplace, international retail, university sports centres and 2012 Olympics venues. Many of the projects James has been involved with include listed buildings and the adaptive re-use of existing fabric.
www.lids-uk.com



Tricia Patel

Architect

Partner, Pollard Thomas Edwards

Tricia Patel is a partner and design team leader at Pollard Thomas Edwards, with more than 30 years' experience in housing, mixed use and regen projects. Tricia has led and delivered a number of award-winning residential-led projects across London and the south of England. In recent years she has worked extensively on outer London borough projects at concept, planning and delivery stages. Tricia has also taken a leading role in PTE's approach to social value, community and stakeholder engagement. Tricia is also a member of the Barking and Dagenham Quality Review Panel.
www.pollardthomasedwards.co.uk





Ingrid Petit

Heritage expert and architect
Associate, Feilden Fowles

Ingrid Petit has been a key member of Feilden Fowles for over ten years, working on residential, cultural, and heritage projects, including Pinewood School and Carlisle Cathedral's Grade 1 listed extension, the Fraternity. She plays a crucial role in the management of the practice, heading up business development initiatives and resourcing. Ingrid also oversees projects at Green Templeton College and Central Hall for the National Railway Museum, and co-leads a design unit at London Metropolitan University.
www.feildenfowles.co.uk



Tim Pitman

Urban design
Director, Pitman Tozer Architects

Tim Pitman founded Pitman Tozer Architects in 2002 with Luke Tozer who, along with a senior team, continues to lead the studio's expanding portfolio of projects for public and private clients. These range from large scale mixed-use regeneration projects to buildings for education and high-quality homes. Tim was formerly a member of Haringey Quality Review Panel.
www.pitmantozers.com



Amanda Reynolds

Urban design
Director, AR Urbanism

Amanda Reynolds is an architect and urban designer specialising in masterplanning. Amanda has extensive experience working on major masterplanning and town centre regeneration projects, and acting as expert witness on design issues at public inquiries. She has provided design review advice on large scale projects around the UK, via quality review panels and direct appointment. Amanda is a member of the Lewisham and Tower Hamlets Design Review Panels, co-Chair of the Enfield panel as well as a Design Southeast member and Design Council associate.
www.ar-urbanism.com





Tahera Rouf
Architect
Associate, RCKa

Tahera Rouf, an architect with over a decade of experience, co-founded the female-led group 'The SaLADS'. As an associate at RCKa, she led the award-winning retirement housing scheme in Harpenden, earning the Inside Housing Development Award. Tahera's passion for cooperative projects in housing, education, and communities is evident in her diverse portfolio. She is delivering a 140 unit later living scheme in West Malling, exemplifying RCKa's commitment to 3-star Fitwel scoring. Tahera also contributes her expertise to the Watford Place Shaping Panel. She serves as a trustee for Toynbee Hall, a charity addressing the causes of poverty in London.
www.rcka.co.uk



Renée Searle
Architect
Director, Threefold

Renée Searle is a founding director of RIBA award-winning architectural practice Threefold. With a focus on the strategic vision of housing and the creation of effective, harmonious neighbourhoods, Renée has led Threefold's mixed use and affordable housing schemes for private and local authority developers across London boroughs including Haringey, Croydon, Harrow and Barking & Dagenham. She is dedicated to designing inclusive and transformative homes, workplaces and public spaces and has taught and lectured on sustainable housing and design at the Bartlett, University College London, The University of the Arts and Syracuse University.
www.threefoldarchitects.com



Amandeep Singh Kalra
Urban design
Associate Director. Be First and LB Barking & Dagenham

Amandeep Singh Kalra is an Associate Director at Be First, working at the intersection of public and private practice for Barking & Dagenham. He leads a team on strategic visions, brief writing, research, design and procurement whilst bringing all these ideas to the table in conversations with residents, planners, policy makers, developers and politicians. He is a Design Council Expert, member of the Southwark, Harrow and Hackney Design Review Panels and an Open City Accelerate advisory board member. He has served as a guest critic at Kingston and Westminster University and has mentored architecture students with the RIBA.
www.befirst.london





Simon Tucker

Architect

Director, Cottrell & Vermeulen Architecture

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

www.cv-arch.co.uk



Tom Waddicor

Architect

Senior Associate, Maccreanor Lavington

Tom Waddicor has over 15 years' experience working in London and the Southeast, focussing on people-centred design that provides a positive civic contribution. He has worked extensively with public sector, joint venture and not-for-profit groups to develop socially sustainable schemes that enhance the wider public realm. Tom is an examiner for Brighton and Cambridge Universities and the Bartlett. He has been an assessor for the Civic Trust since 2019.

www.maccreanorlavington.com



17. KEY REFERENCES

London Borough of Bromley

Local Plan

www.bromley.gov.uk/Local_Plan

Urban Design SPD

www.bromley.gov.uk/planning-policy/supplementary-planning-guidance/3

Bromley Town Centre SPD

www.bromley.gov.uk/planning-policy/supplementary-planning-guidance/4

Orpington Town Centre SPD

www.bromley.gov.uk/planning-policy/supplementary-planning-guidance/2

Principles of design review

Design Review: Principles and Practice, Design Council

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

Relevant Greater London Authority documents

London Plan

www.london.gov.uk/sites/default/files/the_london_plan_2021.pdf

Characterisation and Growth Strategy LPG

www.london.gov.uk/sites/default/files/2023-06/Characterisation%20and%20growth%20strategy%20LPG.pdf

Small Site Design Codes LPG

www.london.gov.uk/sites/default/files/2023-06/Small%20site%20design%20codes%20LPG.pdf

Optimising Site Capacity: A Design-led Approach LPG

www.london.gov.uk/sites/default/files/2023-06/Optimising%20site%20capacity%20-%20A%20design-led%20approach%20LPG_0.pdf

Housing Design Standards LPG

www.london.gov.uk/sites/default/files/2023-06/Housing%20design%20standards%20LPG.pdf

Good Growth by Design

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



APPENDIX A

Procedure regarding confidentiality

The Bromley 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, Bromley 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 Bromley 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 Bromley 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 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 Design Review Panel manager.
3. The Design Review Panel manager, in collaboration with the panel chair and Bromley Council staff, will determine if the conflict of interest requires the panel member to step down from the meeting, or if a declaration of interest would be sufficient.
4. In general, a panel member should not attend a review meeting if they have:
 - a financial, commercial or professional interest in a project that will be reviewed, its client and / or its site;
 - a financial, commercial or professional interest in a project, its client and / or a site that is adjacent to the project that will be reviewed or upon which the project being reviewed will have a material impact;
 - a personal relationship with an individual or group involved in the project, or a related project, where that relationship prevents the panel member from being objective.
5. Specific examples include: current work with the client for the project being reviewed; current design work on a neighbouring site; previous involvement in a procurement process to appoint a design team for the project.
6. Personal interests that should be declared, but which would not normally prevent a panel member participating in a review, might include current work with a member of the consultant team for a project that will be reviewed. In this situation, the interest will be noted at the beginning of the review, discussed with the presenting design teams and formally recorded in the review report.
7. If, subsequent to a review of a scheme in which a panel member has participated, they are approached by any applicant, architect or agent to ascertain a potential interest in contributing to the project team for that scheme, they must decline. Professional work in a scheme previously reviewed by a panel member is not permitted, either directly by the panel member or by any organisation that employs them, or that they own.
8. Panel members are not restricted from professionally working on projects within the area. However, if such a scheme comes up for review, that panel member should not be involved and must declare a conflict of interest.
9. Councillors and council employees are not eligible to be members of their own authority's panel.

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



Current commercial situation

If the panel member is currently working...

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

Past commercial situation

If the panel member has had previous involvement...

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

Future commercial situation

If the panel member is...

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

If the panel member...

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

If the panel member...

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

If the panel member...

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

Key

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

