



LONDON LEGACY
DEVELOPMENT
CORPORATION

LONDON LEGACY DEVELOPMENT CORPORATION COMMUNITY REVIEW PANEL

Handbook 2024

IN PARTNERSHIP WITH

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Cover image: River Lee towpath next to Old Ford Lock © Alex Savine, LLDC





1. INTRODUCTION

The London Legacy Development Corporation (the Legacy Corporation) is a Mayoral Development Corporation established under the powers of the Localism Act 2011. It is a public sector, not-for-profit organisation and is responsible for the regeneration of the Mayoral Development Corporation area. This encompasses Queen Elizabeth Olympic Park and neighbouring areas in the London Boroughs of Hackney, Newham, Tower Hamlets and Waltham Forest.

In the coming years, there will be significant new development across the LLDC area. As the planning authority leading the regeneration for the area, the Legacy Corporation has been working with the existing communities, businesses and other stakeholders to deliver 33,000 new homes, by 2036, and make a contribution to the economic growth of East London.

The Legacy Corporation's Local Plan 2020-2036 has the mission of creating opportunities for local people, as well as driving innovation and growth in London and the UK. Its objectives include creating a high-quality built environment in the LLDC area, together with providing the necessary local infrastructure to support growth.

To deliver this growth in ways that are inclusive and empowering for existing and new communities, that maximise opportunities and enhance quality of life, the Legacy Corporation wants to understand the views of people living, working and studying in the LLDC area.

So that the Legacy Corporation area will have become an established location for working, living, leisure and culture, the Legacy Corporation's Local Plan's priorities are to: promote employment and community participation; champion equality and inclusion; ensure high-quality design; and promote environmental sustainability.

The Community Review Panel is one of the ways through which the Legacy Corporation plans to better understand the needs of the local community. The panel will play an independent, advisory role in LLDC's planning work, discussing issues including housing, transport, public and green spaces, and the environment. This will help ensure that new developments are of the highest possible design quality, and meet the needs of people living, working, studying and visiting in the area in the future.

The LLDC Community Review Panel will be a forum for committed local people to have early sight of proposals for major developments, with the opportunity to influence the direction and detail of various schemes. The panel will bring together people from a non-planning background with a passion for and knowledge of their area, to augment existing systems of community involvement in the pre-application process; and help support LLDC in achieving high-quality placemaking that reflects the priorities of local people. The Community Review Panel will have an informal consultative function, but will not replace any statutory consultation and engagement, and will complement LLDC's commitment to engaging with the local community.



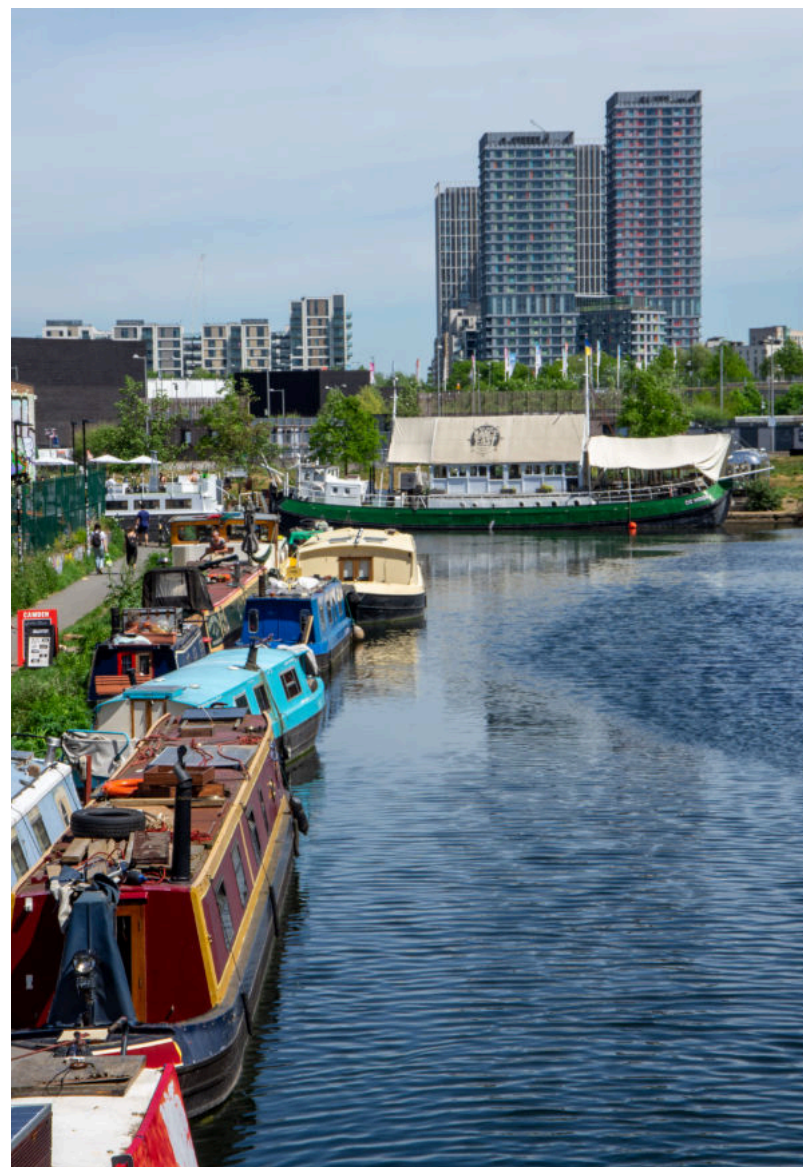
2. THE LLDC AREA

The Legacy Corporation's main objective is to ensure the legacy of the 2012 Olympic and Paralympic Games, including regeneration of Queen Elizabeth Olympic Park and the areas associated with it. It became the local planning authority for this area in 2012 and has responsibility for all planning functions, including development of the Legacy Corporation's Local Plan and determination of planning applications until 1 December 2024.

The Legacy Corporation is committed to excellence in architecture and design. Architectural, urban and landscape design are essential elements for creating places within Queen Elizabeth Olympic Park, and the wider Legacy Corporation area, that are engaging, safe, usable and beautiful - and which create and maintain value over the long term.

As part of the Legacy Corporation's commitment to high-quality design, it established a Quality Review Panel in 2012 to support the planning process. This panel brings together respected professionals to provide objective, impartial, independent advice to the planning authority, to developers and to the Legacy Corporation on development proposals.

By offering advice to applicants during the pre-application process, and by commenting on planning applications, the Quality Review Panel supports the Legacy Corporation's planning officers – the Planning Policy and Decisions Team – and the LLDC's Planning Decisions Committee to secure high quality development. The LLDC Community Review Panel will perform a similar role in advising the LLDC's planning team and developers on emerging schemes, based on their own lived experience and their views of development proposals within their local area.



LLDC Canalside © Alex Savine, LLDC



3. PANEL COMPOSITION

The LLDC Community Review Panel brings together people with a passion for and knowledge of the LLDC area. It is made up of 18 panel members, plus the chair.

Community Review Panel members are chosen to:

- bring a strong understanding of the LLDC area, and its communities
- provide positive advice, from a community perspective, on proposals for development and change, planning policies and guidance
- advise on the needs of existing and new residential and business communities.

Membership of the panel was reviewed after the first year of operation, so that panel members have the opportunity to decide if they want to carry on being involved, and the Legacy Corporation can assess whether the panel is performing its intended role effectively. In February 2024, an additional six panel members were appointed to improve diversity and add capacity to the Community Review Panel. All existing panel members contracts were renewed.

The panel is chaired by David Ubaka, an architect and urban designer with experience chairing community review panels, including the nearby Isle of Dogs.



Here East, Hawkins Brown © Guy Archard





Isle of Dogs Community Review Panel Development Session © Frame Projects

4. PANEL REMIT

The LLDC Community Review Panel has been established to support the Legacy Corporation in achieving high quality design and placemaking that reflects the priorities of local people. It performs a public role, and the Handbook for the panel is therefore published on the Legacy Corporation's website, including the names of the panel members. However, the individuals on the panel do not perform a representative role, on behalf of a community group for example, nor are they required to have professional skills or experience. They are appointed so that they can contribute their own personal experience of living or working in the LLDC area.

The panel will provide independent advice to the planning authority as a 'critical friend' to support the delivery of high quality development in the area.

The Legacy Corporation aims to refer schemes to the LLDC Community Review Panel at an early design stage, to ensure that local priorities and concerns can inform the design process. Advice is likely to be most effective before a scheme becomes too fixed. Early engagement with the Community Review Panel will help test and understand the appropriateness of the proposals to the area, and the needs of its communities. The panel is expected to review both schemes proposed by developers and planning proposals initiated by the Legacy Corporation.

The panel considers significant development proposals in the LLDC area. Significance is not necessarily only related to scale – but may also 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.

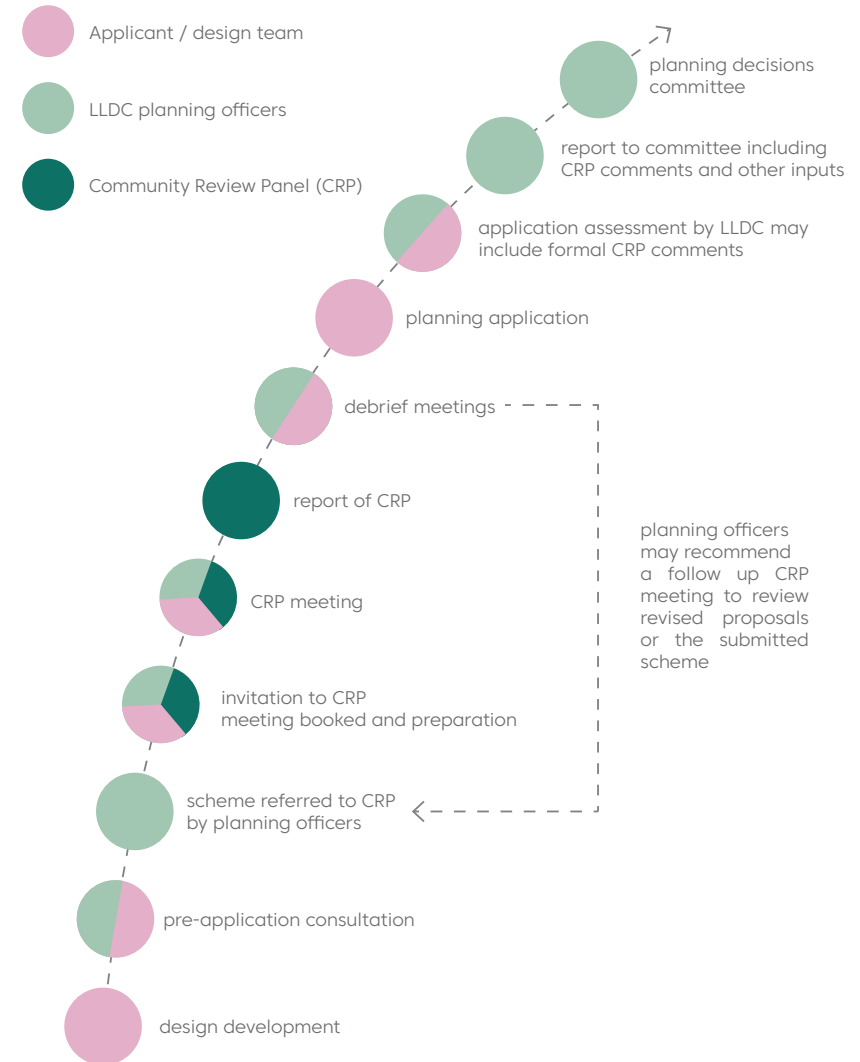
Significant social infrastructure, for example:

- schools, or education buildings
- parks and open spaces
- streets, cycle and footpaths
- public buildings for example libraries
- arts and cultural projects.

As with normal pre-application procedure, community review advice before an application is submitted remains confidential with the applicant and the planning authority. This encourages applicants to share proposals openly and honestly with the Community Review Panel – and ensures that they receive the most useful advice.

Once an application has been submitted, the Community Review Panel’s comments will form part of the summary document included in the planning report published on the Legacy Corporation's website.

Community review in the planning process



5. ROLE OF THE PANEL

The Community Review Panel provides local views and recommendations to LLDC at key stages of the planning process for the developments in the area.

The Community Review Panel plays an advisory role in the planning process. It is for the Legacy Corporation to decide what weight to place on the panel's comments and recommendations – balanced with other planning considerations. Applicants should consult planning officers following a review to agree how to respond to the panel's advice.

If any comments made by the Community Review Panel require clarification, it is the responsibility of the presenting team, whether project promoters or LLDC officers, to draw this to the attention of the panel chair (if during the meeting) or the panel manager at Frame Projects (if the report of the meeting requires clarification).



Stratford Walk © Alex Savine, LLDC

6. INDEPENDENCE & CONFIDENTIALITY

The LLDC Community Review Panel is facilitated on behalf of LLDC by Frame Projects, an external consultancy. LLDC has appointed Frame Projects to manage the panel, and to maintain its independence. This means that review meetings are arranged and managed by Frame Projects staff, and the panel is chaired and the discussion managed by David Ubaka, who is employed on a consultancy basis by Frame Projects. All reports and formal recommendations are written by the Community Review Panel manager, and issued with the approval of the chair, with no prior approval from LLDC.

The processes for managing the Community Review Panel, the appointment of panel members, including the selection of the chair, and the administration of meetings are agreed in partnership with the Legacy Corporation.

Panel members are required to 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 in Appendix A.

7. CONFLICTS OF INTEREST

The LLDC Community Review Panel is intended to provide a constructive forum for applicants, their project teams and LLDC planning officers who would like to understand the views of local people.

In order to ensure the panel's independence and professionalism, it is essential that panel 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 panel.

Panel members are asked to ensure that any possible conflicts of interest are identified before each meeting. For example, if a panel member or a close relative is directly involved, has a financial interest in, or would directly benefit from a scheme or site being reviewed, this may be a conflict of interest. Members should declare potential conflicts of interest to Frame Projects. This does not include panel members' homes, as the Community Review Panel has been set up to include the perspective of local residents.

Appendix B contains more detail on what constitutes a conflict of interest.

Meeting agendas provided in advance of reviews will include information on the project and on who is involved. When these are sent out, each panel member will be asked to check for any conflict of interest, and to contact Frame Projects immediately if they believe that there is a conflict.

In cases where there is a conflict, a panel member may be asked to step down from a review. In other cases, a declaration of interest may be sufficient. If in any doubt at all, panel members should contact the LLDC Community Review Panel manager at Frame Projects to discuss.

8. FREEDOM OF INFORMATION

As a public authority, the Legacy Corporation is subject to the Freedom of Information Act 2000 (the Act). All requests made to LLDC with regard to the LLDC Community 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.



Isle of Dogs Community Review Panel Development Session © Frame Projects

9. TYPES OF MEETINGS

COMMUNITY REVIEWS

A Community Review Panel meeting will be held for major development proposals, masterplans, significant planning policy or guidance documents. Review meetings will take place from outline design stage onwards, so that the panel can provide advice to the scheme promoter and to the Legacy Corporation.

All members of the Community Review Panel including the chair, will be invited to attend. LLDC officers and appropriate stakeholders may also be invited to attend and asked to give their views after the scheme has been presented.

Community Review Panel meetings will usually take place at an early stage of proposals being drawn up to develop a site. There may be a second review, to provide an opportunity for the panel to comment on more detailed design matters, before planning submission.

The scheme will be presented by a member of the design team, normally the lead architect, following a brief introduction by the client. Presentations may be made with drawings or PowerPoint and models as appropriate.

A typical Community Review Panel meeting will last 120 minutes: 5 minutes of introductions; 10 minutes briefing by planning officers; 30 minutes presentation by the design team; 5 minutes break; 60 minutes discussion; 10 minutes summing up by the chair. Large projects may be split into smaller elements for the purposes of review, to ensure each element receives a fair share of discussion time, e.g. schemes with several development plots.

GOVERNANCE MEETINGS

To support the Community Review Panel's role in the planning process, a governance meeting is held annually to provide an opportunity for reflection amongst the group on emerging themes and issues. This will also provide an opportunity for the Legacy Corporation to provide feedback on the impact of the panel's advice on schemes reviewed. Governance meetings will be facilitated by the Community Review Panel chair, and all panel members will be invited to attend.

DEVELOPMENT SESSIONS

Training will be provided to equip panel members with the skills required to understand and constructively input to the review meetings. Development sessions may take a variety of formats, beginning with a panel induction meeting, and with potential to provide training on other areas such as: sustainable design, landscape design, wider strategies from LLDC or more practical issues including how to read and interrogate architectural drawings. Topics will be identified with input from the panel members.



10. MEETING DATES

One Community Review Panel meeting is provisionally scheduled every month. These may be used to review development proposals, or for a governance meeting or development session. Meetings may also be required to provide advice on non-application matters such as planning policy development. 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 panel will meet between 18.30 and 20.30 on a Tuesday evening. The following dates are currently set for LLDC Community Review Panel meetings in 2024:

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

11. BRIEFING & TRAINING

All Community Review Panel members are required to attend an induction meeting before taking part in review meetings. This includes briefings on the context in which development is taking place, and on the schemes likely to be reviewed. It also includes briefing on the panel's role, how it will be governed, and on practical arrangements.

Development sessions will be arranged for the panel on request, after discussion with members. This will be provided by professionals, who can also be called on by the Community Review Panel to provide additional briefing at review sessions, to ensure that the panel has all the information it requires.

The induction meeting and governance meetings provide opportunities to discuss the wider needs of panel members, including training needs, to ensure that they can fulfil their roles effectively.



Stratford Waterfront © Hufton + Crow



12. REVIEW AGENDAS

Agendas will be issued to panel members in advance of each meeting. The agenda, and its contents, are confidential and should only be read by members of the panel.

For Community Review Panel meetings, a detailed agenda will be provided that includes notes on the planning context, details of the project to be considered, the applicant and consultant team, and those presenting the project, as appropriate.

A project description provided by those presenting the project will set out factual information about the project. Key plans and images will also be provided to help to give a sense of the scope and nature of the project under review.

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



Wick Lane, dRMM © Alex de Rijke





Hackney Wick © LLDC / Gareth Gardener

13. REVIEW REPORTS

During a Community Review Panel meeting the panel's manager at Frame Projects will take notes of the discussion to form the basis of a report. Reports will be drafted, approved by the panel chair and issued within 10 working days. The report summarises the comments and advice provided by the Community Review Panel and clearly sets out specific recommendations.

At pre-application stage, reports will provide clear advice on the appropriateness of the proposals to the area, and the needs of its communities. This may assist LLDC officers in negotiating improvements.

The Community Review Panel has an advisory role in LLDC'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.

The report at this stage is not normally made public and is shared only with the Legacy Corporation, the applicant and design team, and any other stakeholders present at the meeting.

Once planning applications are submitted, the report may provide guidance to LLDC officers in reviewing the planning application with regard to community views.

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



14. PANEL CHARGES

Applicants are referred to the Community Review Panel by LLDC as an external service and fees are paid by the applicant to the LLDC, who pay Frame Projects for delivering this service.

The current charge for an LLDC Community Review Panel meeting is:

- £4,500.00 + VAT

The cost of venue hire, if required, would be in addition to the charge above.

Payment should be made by the applicant in advance of the review, and the review may be cancelled if payment is not received five days in advance of the meeting. Full details will be provided when an invitation to present to the panel is confirmed.

Where a scheduled review is subsequently cancelled or postponed by the applicant, an administrative charge will be applied:

- 50% of full cost : less than two weeks before the review
- £900 + VAT : between one and four weeks from the review

15. PANEL MEMBERSHIP

Chair, David Ubaka

David Ubaka is an architect and urban designer, with 25 years' experience working in both the private and public sectors. He has been the managing director of his practice since 2012, and has architectural, public realm and street design, policy document creation, transport strategy and urban regeneration expertise. He previously worked for Transport for London as Head of Design. He chairs the Isle of Dogs and South Poplar Community Development Panel, and is a member of the Haringey, Barking and Dagenham, Havering Quality Review Panels and Historic England's Historic Places Panel.

Community Review Panel members

Aditi Anand
Ben Cannings
Alexis Charles
Hugh Dennis
Joshua Dickinson
Sidra Fatima
Aaliyah Glasgow
Kianu Glasgow
Darrell Isles
Oliwia Murray
Marie Helene Okoua
Ken Osagie Aigbe
Martin Alan Richman
Harry Rushworth
Howard Sheers
Tommo Stuart Thomson
Martha Tate
Jonny Weston



16. LINKS TO KEY DOCUMENTS

London Legacy Development Corporation

www.queenelizabetholympicpark.co.uk

London Legacy Development Corporation – Planning Authority

www.queenelizabetholympicpark.co.uk/planning-authority

London Legacy Development Corporation Local Plan 2020 – 2036

www.queenelizabetholympicpark.co.uk/planning-authority/planning-policy/local-plan-2020-2036

Key London Legacy Development Corporation policies

- ensuring high quality design
- ensuring environmental sustainability
- championing equalities and inclusion
- promoting convergence and community participation

www.queenelizabetholympicpark.co.uk/planning-policy

www.queenelizabetholympicpark.co.uk/our-story/how-we-work/design-excellence

London Legacy Development Corporation policy documents

Park Design Guide

live-qeop.pantheonsite.io/sites/default/files/attachments/LLDC_Park%20Design%20Guide_web_0.pdf

Inclusive Design Standards

live-qeop.pantheonsite.io/sites/default/files/attachments/Inclusive%20Design%20Standards%20low%20res%20final_0.pdf

Design Quality Policy

live-qeop.pantheonsite.io/sites/default/files/attachments/Design%20Quality%20Policy_WEB_0.pdf

Green Infrastructure Guide

live-qeop.pantheonsite.io/sites/default/files/attachments/Green%20Infrastructure%20Guide_0.pdf

The London Plan

www.london.gov.uk/programmes-strategies/planning/london-plan

Principles of design review

Design Review: Principles and Practice, Design Council

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



APPENDIX A

Confidentiality

The Legacy Corporation Community Review Panel provides a forum for advice and guidance to be provided at an early stage in projects, before proposals are public, when advice can have the most impact. Confidentiality is therefore very important.

1. Panel meetings are only to be attended by the panel's members, LLDC officers, and officers from stakeholder organisations involved in the project, as well as the applicant and their design team. If anyone else attends, it must be approved by the Community Review Panel manager, Frame Projects.
2. Members of the LLDC Community Review Panel will keep confidential all information provided to them as part 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 6 and 7).
3. The LLDC Community Review Panel's advice is provided in the form of a report written by Frame Projects, containing key points from the panel's discussion. If any applicant, architect or agent approaches a panel member for advice on a project subject to review (before, during or after), they should decline to comment and refer the inquiry to the panel manager at Frame Projects.
4. Following the meeting, the Community Review Panel manager writes a draft report, circulates it to the chair for comments and then makes any amendments. The panel manager will then distribute it to all those included on the meeting agenda.
5. If the proposal is at a pre-application stage, the report will not be made public and will only be shared with LLDC, the applicant and design team, and any other stakeholder bodies present at the meeting.
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 the Legacy Corporation'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 a final report with anyone, they must seek approval from the Community Review Panel manager, who will confirm whether or not the report is public.



APPENDIX B

Conflicts of interest

Following the selection of Community Review Panel members, each potential panel member will be asked to fill out a Register of Interest form. The form will identify if there are any conflicts which may preclude an individual's participation in the Community Review Panel.

An individual may be conflicted from becoming a panel member if they have a financial, commercial or professional interest in participating in the LLDC Community Review Panel.

Once the panel is fully established, to ensure the integrity and impartiality of advice given by the LLDC Community Review Panel, potential conflicts of interest will be checked before each panel meeting. The following process will apply:

1. All panel members are required to declare any conflicts of interest.
2. Panel members are notified of the scheme coming before the panel at least a week in advance. At this time panel members should check the meeting information provided and declare any possible interest in a project to Frame Projects.
3. The Community Review Panel manager, Frame Projects, in collaboration with the panel chair and LLDC officers, will determine if the conflict of interest is of a personal or prejudicial nature – that is, whether it will prevent the panel member from giving impartial advice.
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 site that is adjacent to the project (not including a panel member's own home) 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. If it is deemed that a conflict of interest is of a prejudicial nature, the panel member should not take part in reviews for the proposal. They should also not take part in private discussions of the project and should not be in the room during the discussion of the project.
6. If it is deemed that a conflict of interest is personal, but not prejudicial, the panel member may be allowed to participate in the review. In this situation, the interest will be noted at the beginning of the review, discussed with the presenting teams and formally recorded in the review report.
7. Councillors and Planning Authority employees are not eligible to be panel members.

