



Havering
LONDON BOROUGH



HAVERING QUALITY REVIEW PANEL

Terms of reference 2022

IN PARTNERSHIP WITH

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Cover image: Drapers Academy, Fielden Clegg Bradley Studios, RIBA National Award 2014 / RIBA London Award 2014



1. INTRODUCTION

The London Borough of Havering is committed to supporting high quality sustainable growth. The Havering Quality Review Panel has been established in recognition of the joint commitment made by Council members and officers to achieving the highest possible quality of development.

In particular, proposed Policy 26 of the submitted Local Plan identifies that 'the Council will promote high quality design that contributes to the creation of successful places in Havering' and that 'the Council will require development proposals of a strategic nature to be subject to design review'.

All development needs to be understood within the particular unique context of Havering so that the ongoing process of development strengthens and enhances the existing sense of place, community and character.

Havering has a rich and diverse architectural heritage, and a significant proportion of the borough is designated for its historic importance through 11 conservation areas, some of which have their own statements, appraisals and management strategies. 170 different buildings and structures in Havering have been awarded statutory listed status for their special historical interest, while 180 buildings and structures are also recorded in a local list for their contribution and importance. In addition, there are 53 Archaeological Priority Areas identified by Historic

England. In this context, it is important that new developments contribute to Havering's sense of place and respond positively to the historic environment.

Securing high quality development requires rigorous, early and effective dialogue between all those involved in the development process. In line with the National Planning Policy Framework (NPPF), Havering aims to strengthen and expand the capacity for independent expert design review as part of the design process by establishing a Havering Quality Review Panel. This is also in accordance with the Mayor's 'Good Growth by Design' agenda. The Mayor has set out his intention of enabling more consistent and extensive use of quality review by independent professionals as one of the six pillars of the 'Good Growth' agenda, which aims to enhance the design of neighbourhoods and buildings for Londoners.

The purpose of Havering's Quality Review Panel is not to duplicate or replace existing mechanisms for securing high quality design, but to provide additional expert advice to inform the planning process. By offering advice to applicants during the pre-application process and by commenting on planning applications, the Quality Review Panel supports Havering's planning officers and planning committee in securing high quality development.



Gate at Rainham Hall, restoration, Julian Harrap Architects
© Dennis Gilbert / Sue Salton



2. PRINCIPLES OF QUALITY REVIEW

Independent – it is conducted by people who are unconnected with the scheme’s promoters and decision makers, and it ensures that conflicts of interest do not arise.

Expert – the advice is delivered by suitably trained people who are experienced in design, who know how to criticise constructively and whose standing and expertise is widely acknowledged.

Multidisciplinary – the advice combines the different perspectives of architects, urban designers, town planners, landscape architects, engineers and other specialist experts to provide a complete, rounded assessment.

Accountable – the design review panel and its advice must be clearly seen to work for the benefit of the public. This should be ingrained within the panel’s terms of reference.

Transparent – the panel’s remit, membership, governance processes and funding should always be in the public domain.

Proportionate – it is used on projects whose significance, either at local or national level, warrants the investment needed to provide the service.

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

Advisory – a design review panel does not make decisions, but it offers impartial advice for the people who do.

Objective – it appraises schemes according to reasoned, objective criteria rather than the stylistic tastes of individual panel members.

Accessible – its findings and advice are clearly expressed in terms that design teams, decision makers and clients can all understand and make use of.

Design Review: Principles and Practice
Design Council CABE / Landscape Institute / RTPi / RIBA (2013)



Harrow Lodge Park © Havering in Pictures



3. LONDON DESIGN REVIEW CHARTER

The Havering Quality 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.



View of Collier Row © Havering in Pictures



4. PANEL COMPOSITION

The Quality Review Panel brings together leading professionals working at the highest level in their fields. It is made up of some 23 panel members, including the chair.

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

- architecture
- urban design / town planning
- landscape architecture
- conservation / heritage townscape
- industrial / warehouse design
- sustainability
- civil / structural engineering

Many of those appointed to the Quality Review Panel will have expertise and experience in more than one of these areas. The composition of each panel meeting will be chosen as far as possible to suit the scheme being reviewed, and to ensure a representative panel in terms of diversity.

Membership of the Quality Review Panel is reviewed regularly (at least once a year), to ensure that it provides all the necessary expertise, experience and diversity to undertake its work effectively.

From time to time, it may be of benefit for specialist advice to be provided beyond the Quality Review Panel membership. In such cases, a professional with the relevant expertise may be invited to attend a review meeting, participating in the discussion with the status of an adviser to the panel.



Elm Park Primary School, Walters & Cohen Architects © Dennis Gilbert



Lombard Court, Romford © Bell Phillips Architects for the London Borough of Havering

5. PANEL REMIT

The Quality Review Panel provides independent, objective, expert advice on development proposals across Havering.

The Quality Review Panel 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 Quality Review Panel should reduce the risk of delay at application stage by ensuring that designs reach an acceptable standard.

The panel's advice may assist the development management team 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 Havering. 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

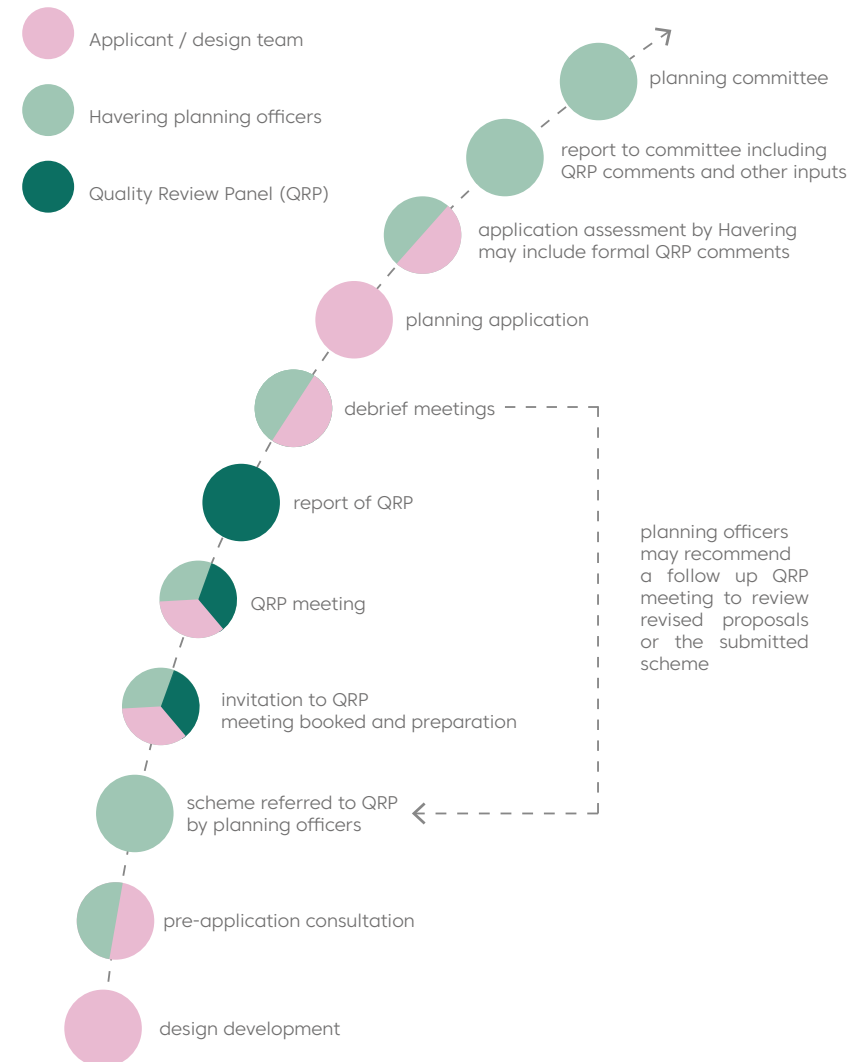
Projects may also be referred to the panel by the planning authority at its discretion, for example where it requires advice on:

- 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

As with normal pre-application procedure, advice given by the panel before an application is submitted remains confidential, seen only by the applicant and planning authority. This encourages applicants to share proposals openly and honestly with the panel – and ensures that they receive the most useful advice. Once an application has been submitted, the Quality Review Panel's comments on the submission are published on the Council's website.

A diagram showing the role of the Havering Quality Review Panel in the planning process is shown opposite.

Quality review in the planning process





6. ROLE OF THE QUALITY REVIEW PANEL

The Quality Review Panel provides independent and impartial advice on development proposals, at the request of planning officers, and plays an advisory role in the planning process.

It is for Havering'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 Havering officers following a review to agree how to respond to the panel's advice.

If any points made by the panel require clarification, it is the responsibility of the applicant and their design team to draw this to the attention of the chair of the panel (if during the meeting) or the panel manager, Frame Projects, (if the report requires clarification).



7. INDEPENDENCE CONFIDENCE & PROBITY

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

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

In order to ensure the Quality Review Panel's independence and professionalism, it is essential that members avoid any actual or perceived conflicts of interest that may arise in relation to schemes considered during the meetings that they attend. Minimising the potential for conflicts of interest will be important to the impartiality of the Quality Review Panel.

Members are asked to ensure that any possible conflicts of interest are identified at an early stage, and that appropriate action is taken to resolve them.

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

In cases where there is a conflict, a member may be asked to step down from a review. In other cases, a declaration of interest may be sufficient. If in doubt, members should contact Frame Projects to discuss this.

Further details on the process for managing conflicts of interest are provided at Appendix B.

9. FREEDOM OF INFORMATION

As a public authority, the London Borough of Havering is subject to the Freedom of Information Act 2000 (the Act). All requests made to Havering Council for information with regard to the Quality Review Panel will be handled according to the provisions of the Act. Legal advice may be required on a case by case basis to establish whether any exemptions apply under the Act.



Havering Town Hall © Wikimedia Commons



10. TYPES OF REVIEW

Three types of review are offered:

- a formal review - for larger schemes
- a chair's review - for smaller schemes or planning applications
- surgery reviews - for very small schemes or discharge of planning conditions

FORMAL REVIEWS

Typically, the chair and four panel members attend formal reviews.

A formal review will be offered to all major development proposals. In some cases, minor schemes may warrant a formal review, for example where they may have a significant impact on a historic context.

Formal reviews take place for schemes from RIBA Stage 2 (concept design) onwards, providing advice to the applicant and to the planning authority - whether at pre-application or application stage.

In addition to planning officers, other relevant stakeholders 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. There will often be a second pre-application review, to provide advice on more detailed design matters, before a planning submission. The scheme will 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; 35 minutes presentation; 45 minutes discussion and summing up by the chair.

Large projects, for example schemes with several development plots, may be split into smaller elements for the purposes of review to ensure each component receives adequate time for discussion.



CHAIR'S REVIEWS

The chair and one panel member will attend a chair's review.

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. Chair's reviews may take place for schemes from RIBA Stage 2 (concept design) onwards.

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

For schemes that are the subject of a current planning application, the presentation should be based on the submitted drawings and documents, either paper copies or as a pdf or PowerPoint. At least one paper copy of the presentation should be provided, for ease of reference during the panel discussion.

A typical chair's review will last 60 minutes: 10 minutes introductions and briefing by planning officers; 20 minutes presentation; 30 minutes discussion and summing up by the chair.

SURGERY REVIEWS

The chair and one panel member will attend a surgery review.

Very small schemes, or schemes where Havering 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.



Hylands Primary School, Walters & Cohen Architects © Dennis Gilbert



Romford Market

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.

12. MEETING DATES

One Quality Review Panel meeting is provisionally arranged for each month. These may be used for either formal, chair's or surgery reviews, as appropriate. Exceptionally, additional meetings may be required to accommodate the number of schemes requiring a review and / or to meet key dates for specific schemes.

The following dates are currently set for Quality Review Panel meetings during 2022:

- 18 January
- 15 February
- 15 March
- 19 April
- 17 May
- 21 June
- 19 July
- 16 August
- 20 September
- 18 October
- 15 November
- 13 December



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

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

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

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



Drapers' Academy, Fielden Clegg Bradley Studios, RIBA National Award 2014 / RIBA London Award 2014



14. PANEL REPORTS

During the Quality Review Panel meeting the panel manager will take notes of the discussion - these form the basis of panel reports. Reports will be drafted, agreed with the chair, and issued within 10 working days.

At pre-application stage, panel reports will provide clear, independent advice on ways in which the quality of development proposals could be improved, referring where appropriate to Havering's planning policies in relation to expectations of high quality design.

The Quality Review Panel has an advisory role in Havering's planning process, and the project team should consult Havering officers following a review to agree how to respond to points raised in the report.

With prior agreement by the applicant, pre-application reports may also be shared by Havering officers with the planning committee to aid their understanding of the pre-application design process.

Once planning applications are submitted, the report may provide guidance to Havering'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.

Quality Review Panel reports may be included in committee reports on planning application schemes – in which case Havering planning officers will place these in the context of other planning matters, which the panel's advice neither replaces nor overrules.

Panel reports are only made public at the planning application stage – at which point the final Quality Review Panel report relating to the development proposal, will become a public document kept within the proposal's case file and published on Havering Council's website. This will be the case whether the final review of a scheme is at a pre-application stage or post submission, to ensure transparency.

At the end of each year, the Quality 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 the planning authority and the panel chair to discuss the report and consider any recommendations for the following year.



Langtons Gardens, Hornchurch © Havering in Pictures



15. QUALITY REVIEW PANEL CHARGES

The charges for Quality Review Panel meetings are benchmarked against comparable panels providing design review services in London, such as design review panels in the London Boroughs of Camden, Haringey, Newham and Waltham Forest.

Charges are reviewed every two years; the charges from June 2021 are:

- £4,800 + VAT formal review
- £2,500 + VAT chair's review / planning application review
- £1,500 + VAT surgery review

Applicants are referred to the Quality Review Panel by the London Borough of Havering as an external service and fees are paid by the applicant to Frame Projects for delivering this service.

Payment should be made in advance of the review, and the review may be cancelled if payment is not received five days before the meeting. Full details will be provided when an invitation to the Quality Review Panel is confirmed.

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

- 50% of full cost : less than two weeks before the scheduled review
- £600 + VAT : between two and four weeks before the review



Staircase at Rainham Hall, Julian Harrap Architects © Dennis Gilbert / Sue Salton

16. QUALITY REVIEW PANEL MEMBERSHIP

The Havering Quality 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.



Selina Mason (chair)
Architect and development expert
Director of Masterplanning, Lendlease

A masterplanner and architect, Selina Mason has delivered complex urban masterplans. She now drives high quality design and masterplanning across Lendlease's urban regeneration portfolio. She previously led LDA Design's urban regeneration masterplanning team in London, and the design and delivery of the post Olympic Games masterplan.
www.lendlease.com



Phil Armitage
Engineer and sustainability expert
Senior Partner, Max Fordham

Phil Armitage has nearly 30 years' experience of working with many project teams on a broad range of schemes, underpinned by a belief in the beneficial influence of good design on quality of life. He champions sustainable environmental design, and his engineering approach is based on an appreciation of the importance of passive design to achieve minimum energy use and CO² emissions.
www.maxfordham.com



Clara Bagenal George
Engineer and sustainability expert
Associate, at Elementa Consulting

Clara Bagenal George works seamlessly between environmental analysis, mechanical engineering and sustainability fields. She initiated the London Energy Transformation Initiative (LETI) that has engaged over 600 industry professionals to put together collaborative cross sector policy recommendations for a zero emissions London. She is recognised for her work on energy policy and low energy building design and is a Mayor's Design Advocate.
www.elementaconsulting.com





Alice Brownfield

Architect

Director, Peter Barber Architects

Alice Brownfield is an architect with experience delivering a wide range of award winning housing and urban design projects for London boroughs, particularly in outer London. She has spoken internationally about the design of high density low rise housing, is a visiting critic at a number of architectural schools in the UK and is the recipient of the 2021 MJ Long Award for Excellence in Practice.

www.peterbarberarchitects.com



Marie Burns

Landscape architect

Consultant

Marie is a landscape architect, urban designer and transport planner with experience gained from local authorities and private practice. Her skills include the design and implementation of area-wide masterplans, environmental design associated with sustainability, habitat creation and hydrology, design guides within heritage settings, public realm schemes and inclusive community consultation. Marie co-founded the award-winning practice Burns + Nice, and is also a member of the Watford Place Shaping Panel, Haringey Quality Review Panel, and Somerset West and Taunton Quality Review Panel.



Nairita Chakraborty

Heritage expert

Founding Director, Revive&Tailor

Nairita Chakraborty is a heritage and townscape consultant, with experience ranging from adaptation and conversion of listed buildings to heritage led regeneration schemes and strategic housing and infrastructure projects. With 16 years' experience in both public and private sector, she has a firm understanding of the challenges faced by current historic environment. Nairita is also a member of the Historic England Advisory Committee and the Kensington and Chelsea Quality Review Panel.

www.reviveandtailor.co.uk





Tobias Goevert

Urban designer

Planning and Urban Design Consultant

Tobias Goevert has over 20 years' experience working in the development industry in London and abroad. He was previously Design Manager at the Greater London Authority, Head of Regeneration and Design at the London Borough of Harrow, and Regeneration Director at Airey Miller Partnership. He currently works as Head of Urban Development at the City of Hamburg, where he also acts as a board member of the Kreativgesellschaft and advisor to the Schumacher Society.



Gavin Hale-Brown

Architect and heritage expert

Principal, Henley Halebrown

Gavin Hale-Brown is Principal at Henley Halebrown - a practice that has gained a strong reputation as a public building architect for a range of award winning new build projects. They have extensive housing experience in the UK and Russia. Gavin has taught at Yonago University, Japan, and The Bartlett, London. In 2018, Henley Halebrown was shortlisted for the Stirling Prize for Chadwick Hall, at the University of Roehampton. In 2021 they were named housing architect of the year for a range of schemes from full estate regeneration to the delivery of London's first co-housing scheme. www.henleyhalebrown.com



Matthew Halsall

Landscape architect

Senior Landscape and Public Realm Design Manager, LLDC

Matthew Halsall has a multidisciplinary background spanning landscape, architecture and urban design. Having worked extensively as a landscape practitioner in London since 2008, he now fulfils a client role at the London Legacy Development Corporation, managing connectivity projects, as well as providing development design advice. In tandem he is the Principal of Matthew Halsall Design Studio Ltd, engaged in design projects for community growing, parks and green spaces, as well as environmentally-sensitive development. www.queenelizabetholympicpark.co.uk





Graeme Laughlan

Architect

Director, David Chipperfield Architects

Graeme Laughlan is an architect with experience delivering award-winning educational, cultural and private residential buildings. He has worked in small and large practices and has been a guest speaker and visiting critic at architecture schools in London and Scotland. Graeme is interested in the development of buildings and places that improve the daily life of the occupants.

www.davidchipperfield.com



Andrew O'Donnell

Architect

Associate Director, AHMM

Andrew O'Donnell is an architect with extensive experience across a wide range of architectural typologies including housing, urban design, education, workspace, cultural buildings and stadia. His experience of 20 years in architectural practice spans from design through to delivery, and includes small, medium and large projects in a range of urban, suburban and rural contexts.

www.ahmm.co.uk



Anna Mansfield

Urban designer

Director, Publica

Anna Mansfield oversees all Publica's projects, as well as its strategic direction. Publica is an urban design and public realm practice that provides strategies and design for sustainable growth. 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





Kieran Perkins

Architect and industrial development expert
Associate, 5th Studio

Kieran Perkins is an architect, urban and landscape designer. Recent projects include: landscape and masterplanning work in the Lea Valley; new public and residential buildings; and highly crafted interventions in historic contexts. He has taught at the Universities of Cambridge and Nottingham. He is also a member of the Shape East Design Review Panel and the Cambridge Design and Conservation Panel.

www.5thstudio.co.uk



Hari Phillips

Architect
Director, Bell Phillips Architects

Hari Phillips is an architect and formed Bell Phillips Architects with Tim Bell in 2004 following their success in winning an RIBA competition to regenerate a large housing estate in east London. The practice recently completed a new public space in Gasholder No. 8, King's Cross, and is working on housing projects in Thamesmead and for Peabody Trust. He is also co-chair of the LLDC Quality Review Panel, and vice chair of the Haringey Quality Review Panel.

www.bellphillips.com



Julia Ratcliffe

Structural engineer
Founder and Director, Scale Consulting Ltd

Julia Ratcliffe is an independent structural engineering consultant who has worked for major consultancies in the UK and overseas on the design of projects from skyscrapers, bridges, cultural venues and residential masterplans to refurbishments, as well as with international development organisations and contractors. She is a Design Council Expert, a Design Review Panel member for LB Hackney and has served on judging panels for the Institution of Structural Engineers, RIBA London and the Structural Steel Design awards.

www.scaleconsulting.co.uk





Carla Smyth
Architect
Interim Head of Design, LLDC

With a particular focus on urban design, masterplanning, housing and public realm, Carla Smyth is responsible for overseeing the delivery of new homes and infrastructure across various neighbourhoods, including the new local centre at Pudding Mill Lane and Bridgewater. Prior to joining the public-sector, Carla worked as an architect at Maccreanor Lavington, Allies and Morrison and Sergison Bates. She also sits on the Design Review Panels for London Boroughs Newham and Urban Design London, and is an NLA Housing Expert. www.queenelizabetholympicpark.co.uk



Morgan Taylor
Ecologist
Associate, Greengage

Morgan Taylor leads the ecology team at Greengage, specialising in urban biodiversity and green infrastructure design. He has championed biodiversity on development projects throughout the UK and has extensive experience of working on large planning schemes with complex ecological requirements, as well as producing corporate green infrastructure and biodiversity strategies for major landowners and developers. www.greengage-env.com



Simon Tucker
Architect and heritage expert
Director, Cottrell and 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 also teaches at architecture schools including Cambridge University and Queen's University, Belfast. www.cv-arch.co.uk





Susanne Tutsch

Architect and landscape design expert
Founding Director, Erect Architecture

Susanne is a founding director of Erect Architecture, an architecture and landscape practice with a strong commitment to social value, health and wellbeing. Recent key projects include the award-winning Camden Active Spaces, Woodhouse Urban Park and St Mary's Community Centre. Susanne co-authored the GLA Good Growth publication 'Making London Child-Friendly'. She also co-leads a Design Think Tank at the London School of Architecture, and acts as visiting critic at several architecture schools.

www.erectarchitecture.co.uk



David Ubaka

Urban designer
Director, David Ubaka Placemakers

David Ubaka Placemakers undertake architecture, strategic urban and transportation masterplans and heritage centred regeneration for clients in the public and private sectors. David previously led design excellence at TfL and Design for London – co-founding Urban Design London and shaping projects such as Crossrail, Windrush & Kings Cross squares, Legible London, London Overground, West Ham Bus garage and the Emirates Cable car. He is an experienced member of design review panels around the country.

www.dupllimited.co.uk



Lindsey Whitelaw

Landscape architect
Consultant

Lindsey Whitelaw is a landscape architect with extensive experience in a broad range of work, particularly public realm, community planning, housing renewal and public art. She was one of the founding partners of Whitelaw Turkington, formed in 1991. More recently, she has acted as a design consultant and mentor and is a member of a number of design review panels.





Beatrix Young

Architect and urban designer
Partner, Weston Williamson

Beatrix Young is an architect with nearly 20 years' experience leading multidisciplinary teams covering a number of different project types and budgets. Projects she is currently overseeing range from a variety of housing-led mixed-use schemes, for both private developers and local authorities, to commercial and civic developments.
www.westonwilliamson.com





Rainham Library, Maccreanor Lavington Architects

17. KEY REFERENCES

Relevant Havering Council documents

Havering Submission Local Plan 2016 - 2031

www.havering.gov.uk/downloads/download/641/havering_local_plan

Rainham and Beam Park Planning Framework 2016

www.havering.gov.uk/download/downloads/id/1974/lbhlp54_rainham_beam_park_planning_framework_2016.pdf

Romford Masterplan Consultation 2019/20

www.yourromford.co.uk

Relevant Greater London Authority documents

Greater London Authority Good Growth by Design Outline

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

Principles of design review

Design Review: Principles and Practice, Design Council CABI / Landscape Institute / RTPI / RIBA (2013).

www.designcouncil.org.uk/resources/guide/design-review-principles-and-practice

APPENDIX A

Procedure regarding confidentiality

The Havering Quality Review Panel provides a constructive and reliable forum for applicants and their design teams to seek guidance at an early stage, when the panel's advice can have the most impact. It is therefore essential that appropriate levels of confidentiality are maintained. The following procedure shall apply.

1. Panel meetings are only to be attended by panel members, Havering officers, and officers from stakeholder organisations involved in the project, for example statutory consultees, as well as the applicant and their design team. If any additional individual is to attend, it should be approved by the Quality Review Panel manager.

2. At all times panel members shall keep strictly confidential all information acquired during the course of their role on the panel and shall not use that information for their own benefit, nor disclose it to any third party (with the exception of reports that are in the public domain – see points 7 and 8).

3. The panel's advice is provided in the form of a report written by the Quality Review Panel manager, containing key points arrived at in discussion by the panel. If any applicant, architect or agent approaches a panel member for advice on a scheme subject to review (before, during or after), they should decline to comment and refer the inquiry to the panel manager.

4. Following the meeting, the Quality Review Panel manager will write a draft report, circulate it to the chair for comments and then make any amendments. The final report will then be distributed to all relevant stakeholders.

5. If the proposal is at a pre-application stage, the report is not made public and is only shared with Havering 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 Havering Council's website. Where the final review of a scheme takes place at a pre-application stage, the report of this meeting will also be made public once an application is submitted.

7. If a panel member wishes to share any Quality Review Panel report with a third party, they must seek approval from the Quality Review Panel manager, who will confirm whether or not the report is public.



APPENDIX B

Procedure regarding conflicts of interest

To ensure the integrity and impartiality of advice given by the Quality Review Panel, potential conflicts of interest will be checked before each review meeting. The following process will apply.

1. All panel members will be required to declare any conflicts of interest.
2. Panel members are notified of the schemes coming before the panel at least a week before the review. It is expected that at this time panel members should declare any possible interest in a project to the Quality Review Panel manager.
3. The Quality Review Panel manager, in collaboration with the panel chair and Havering 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 s/he has 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. 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.
5. Personal interests that should be declared, but which would not normally prevent a panel member participating in a review meeting, 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.
6. If, subsequent to a review of a scheme in which a panel member has participated, s/he is approached by any applicant, architect or agent to ascertain a potential interest in contributing to the project team for that scheme, s/he must decline. Professional work in a scheme previously reviewed by a panel member is not permitted.
7. 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.
8. Councillors and Council employees are not eligible to be panel members.

