



CAMDEN DESIGN REVIEW PANEL

Terms of reference 2019

IN PARTNERSHIP WITH

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Cover image: view from Camden Council's offices at 5 Pancras Square © Luke Hayes



1. INTRODUCTION

Camden's planning policies set out the need for and expectation of excellence in architecture and design within the borough. The Local Plan policies D1 - Design and D2 - Heritage establish a clear set of criteria that the significant amount of development anticipated over the coming years must meet in order to secure a high quality environment in the future. In particular, the statement from policy D1: 'The council will resist development of poor design that fails to take the opportunities available for improving the character and quality of an area and the way it functions' clarifies the expectations of the borough and its constituents that the very highest levels of design consideration must be brought to bear on all development proposals. As well as covering context, character, materials, wayfinding, security, amenity space, housing and servicing, the policy also requires high quality design to promote sustainability, inclusivity, health and wellbeing.

These policies need to be understood within the particular unique context of Camden, so that the ongoing and diverse process of development strengthens and enhances the existing sense of place. Most notably, Camden has a rich architectural heritage and a large proportion of the Borough is designated for its historic importance through 39 conservation areas, each with its own statement, appraisal and management strategy. Conservation Area Advisory Committees (CAAC) maintain these for and with the Council, as well as

advising and commenting on applications within their designated areas. Over 5,600 buildings and structures in Camden are nationally listed for their special historical interest and 53 of the Borough's squares are protected by the London Squares Preservation Act. Nearly 400 buildings are also recorded in a local list for their contribution and importance. There are 13 identified archaeological areas. It is important that new developments respond positively to the historic environment in Camden to contribute to its sense of place.

Securing high quality development requires rigorous, early and effective dialogue between all those involved in the development process. Following a dialogue between the Council and design professionals and in line with the National Planning Policy Framework (NPPF), Camden aims to strengthen and expand the capacity for independent expert design review as part of this design process, through the Design Review Panel.

The panel will not duplicate or replace existing mechanisms for securing high quality design. It is intended 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 panel will support Camden's planning officers and committee in securing high quality development.



Shaftsbury Theatre, Bennetts Associates © Peter Cook
RIBA National Award 2018 / Civic Trust Award 2017



3. PANEL COMPOSITION

The Design Review Panel brings together leading professionals working at the highest level in their fields. It is made up of 25 members, including a chair and vice chair.

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

- architecture
- urban design / town planning
- landscape architecture
- conservation / heritage townscape
- environmental sustainability
- civil / structural engineering
- development delivery

Many of those appointed to the 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(s) being reviewed.

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

From time to time, it may be of benefit for specialist advice to be provided beyond the 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.



Camden Design Review Panel site visit © Iona Wolff





Cartwright Gardens, by Maccreanor Lavington and tp bennett © Tim Crocker
Building Award 2017 - Offsite Project of the Year / Housing Design Award 2017
Property Week Student Accommodation Award 2017

4. PANEL REMIT

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

PANEL REMIT CONTINUED

Significance related to site, for example:

- proposals affecting sensitive views
- developments with a major impact on their context
- schemes involving significant public investment

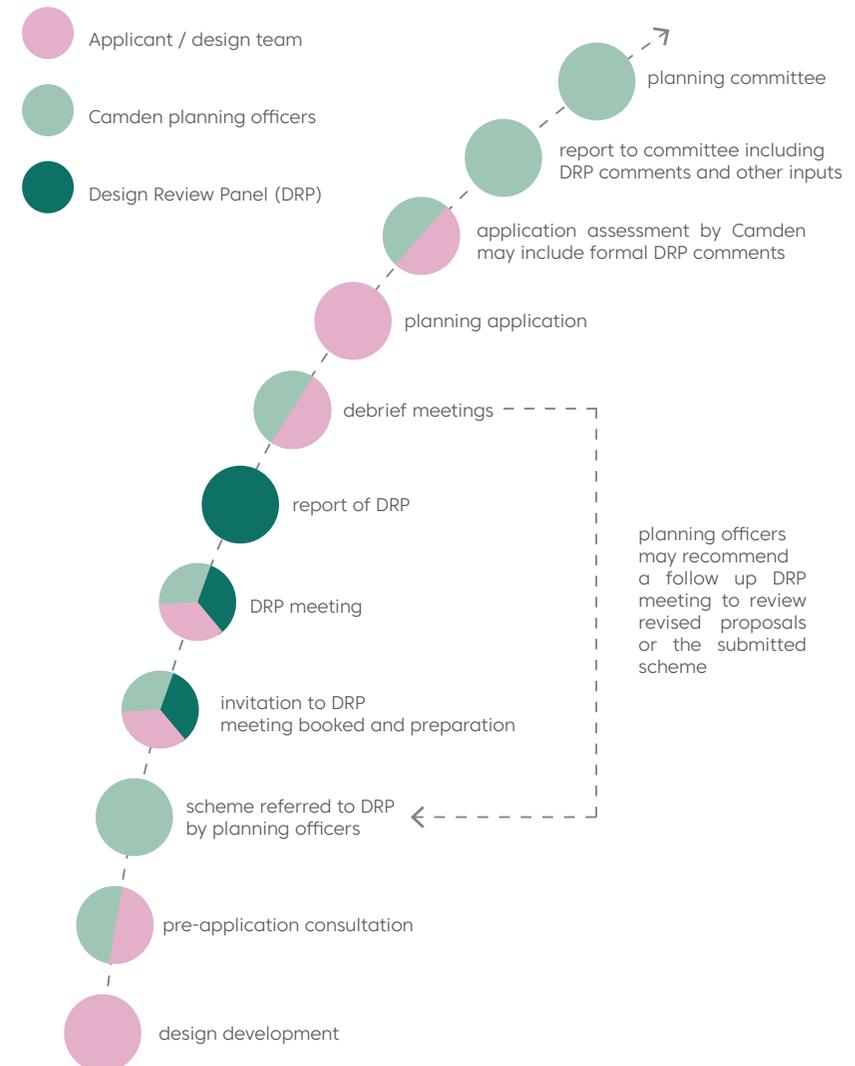
Projects may also be referred to the panel by the planning authority at its discretion, for example where it requires advice on:

- 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

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, panel's reports, including those produced at pre-application stage, are published on the Council's website. This is in line with the Council's approach to publishing officers' advice on planning applications and is intended to ensure transparency.

A diagram showing the panel's role in the planning process is opposite.

Design review in the planning process





5. ROLE OF THE DESIGN REVIEW PANEL

The Camden 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.

It is for Camden'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 planning 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)



6. INDEPENDENCE CONFIDENCE & PROBITY

The Design Review Panel is an independent and impartial service provided by Frame Projects, an external consultancy, and is funded independently of the Council. Applicants are referred to the panel by the Council and fees are paid by the applicant to Frame Projects.

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 Camden Council.

Panel members shall keep confidential all information acquired in the course of their role on the panel, with the exception of reports that are in the public domain.

Further details are provided in the confidentiality procedure included at Appendix A

7. CONFLICTS OF INTEREST

The Design Review Panel is intended to provide a constructive forum for applicants, their project teams, and Camden planning officers seeking advice and guidance on development proposals.

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

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

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

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

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

8. FREEDOM OF INFORMATION

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



Phoenix Community Garden, by Office Sian Architecture + Design
Camden Design Awards Winner 2017

9. 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

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.

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

In addition to planning officers, other relevant stakeholders, for example Historic England or Transport for London, 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 allow discussion of more detailed design matters, before submission of the planning application.

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 printed 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 that each component receives adequate time for discussion.

CHAIR'S REVIEWS

Chair's reviews may be arranged for smaller development proposals, or schemes previously presented at a formal review. Chair's reviews may take place for schemes from RIBA Stage 2 (concept design) onwards.

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

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, 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



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.

The chair and one panel member will attend 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.



Bourne Estate, Matthew Lloyd Architects for Camden Council © B Luxmoore / Overall Winner – Housing Design Awards 2018
RIBA Award 2018 – London Region / New London Architecture Award 2018 / Camden Design Award 2017





Mount Pleasant Studios, by Peter Barber Architects © Morley von Sternberg
New London Architecture Award 2016

10. SITE VISITS

Wherever possible, a site visit will be arranged for formal and chair's reviews (unless a site visit has already taken place before an earlier review of the scheme). All panel members participating in the review are required to attend.

11. MEETING DATES

One Design Review Panel meeting is provisionally arranged for each month. These may be used for either formal, chair's or surgery reviews, as appropriate. Exceptionally, additional meetings may be required to respond to 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 2019:

- 12 April
- 10 May
- 7 June
- 5 July
- 2 August
- 13 September
- 11 October
- 8 November
- 6 December





Coal Drops Yard, for Argent by Heatherwick Studio © Luke Hayes

12. REVIEW AGENDAS

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

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

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

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

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.



13. PANEL REPORTS

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

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

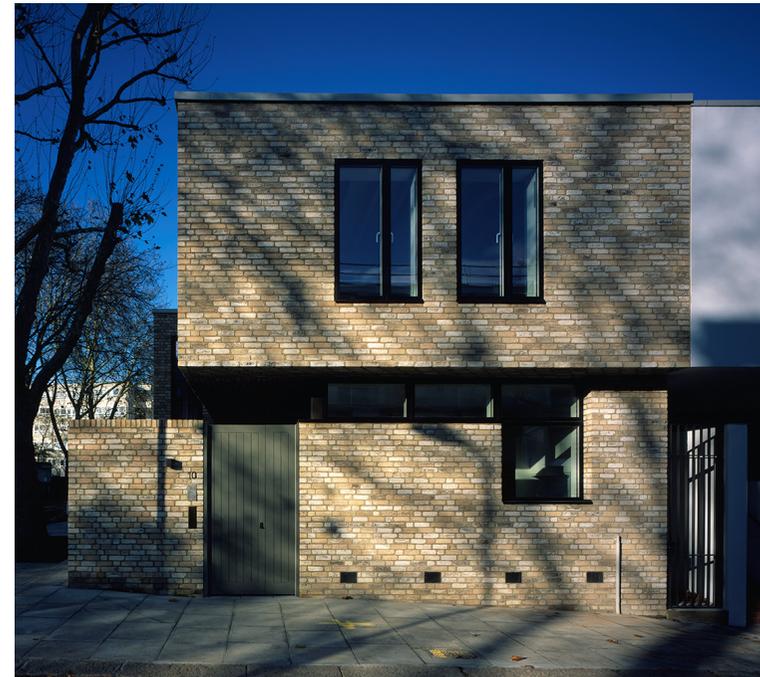
The Design Review Panel has an advisory role in Camden's planning process, and the project team should consult planning officers following a review to agree how to respond to points raised in the report.

Once planning applications are submitted, the report may provide guidance to Camden'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 Camden planning officers will put this 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 all reports relating to the development proposal, including those provided at a pre-application stage, will be public documents kept within the proposal's case file and published on Camden Council's website. This is in line with Camden Council's approach to publishing officers' advice on planning applications and is intended to ensure transparency.

At the end of each year, the Design Review Panel manager will draft an annual report. This will be a brief document describing and reflecting on the panel's activities over the past year. As part of this annual review process, a meeting will be held with key Camden Council officers and the panel co-chairs to discuss the report and consider any recommendations for the following year.



Gospel Oak Housing by Burd Haward Architects for Camden Council © Helene Binet
New London Architecture Award 2018 / Brick Award 2018



14. DESIGN REVIEW PANEL CHARGES

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

Charges are reviewed every two years; from 1 June 2018 to 1 June 2020 the charges are:

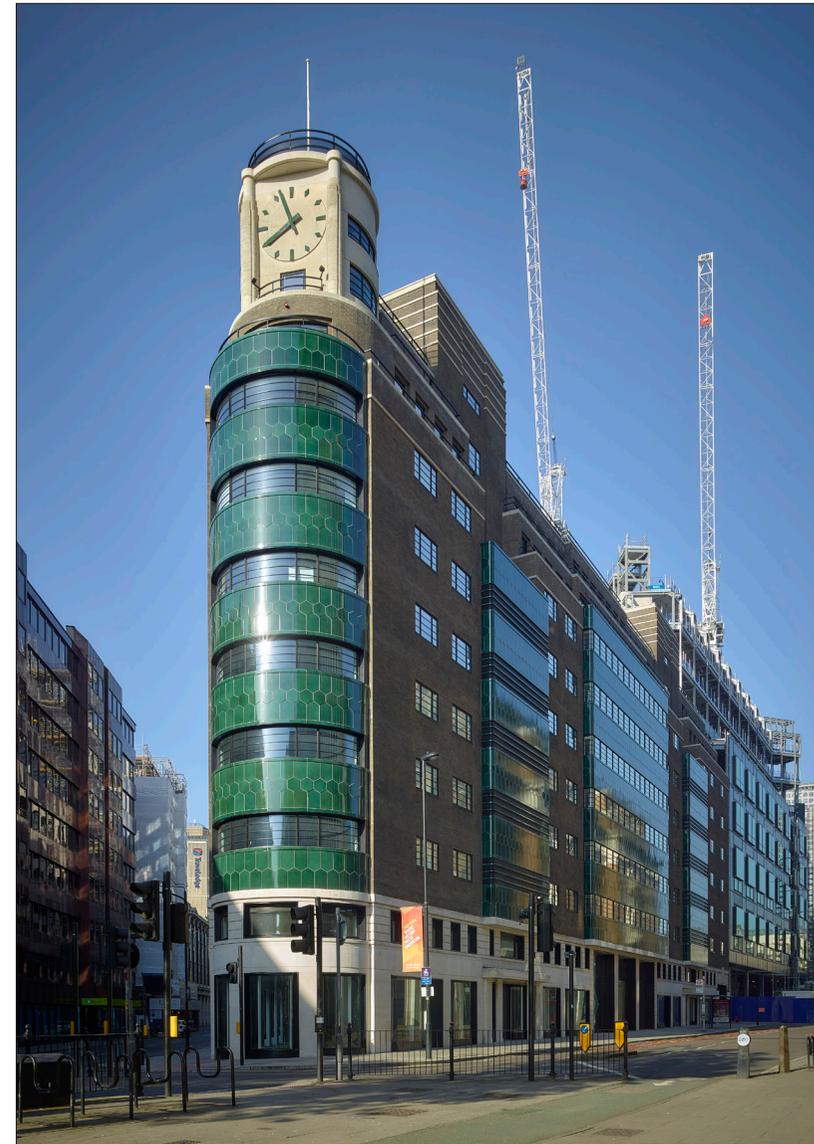
- £4,500 + VAT formal review
- £2,000 + VAT chair's review
- £1,200 + VAT surgery review

Applicants are referred to the Design Review Panel by Camden Council 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 Design Review Panel is confirmed.

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

- full cost less than two weeks before scheduled review
- £600 + VAT between two and four weeks before scheduled review



Commonwealth House, 1 New Oxford Street by ORMS © Timothy Soar
RIBA London Award 2018 / Best New Workspace - London Planning Awards 2018



15. DESIGN REVIEW PANEL MEMBERSHIP

The Camden Design Review Panel brings together 25 professionals, covering a range of disciplines and expertise. For each review, members will be selected from among the people listed below, according to the requirements of the project(s) being reviewed. Two panel members are appointed as chair and vice-chair in order to ensure consistent chairing of all reviews throughout the year.



Catherine Burd (chair)
Architect
Director, Burd Howard Architects

Burd Howard Architects was established in 1998 and won the Manser Medal with their first built project in 2002. The practice has experience in a range of project types, including education, public, cultural and residential. Catherine also has particular expertise in heritage work, and is currently working towards RIBA accreditation as a Specialist Conservation Architect.
www.burdhaward.com



Peter Studdert (vice chair)
Architect and town planner
Director, Peter Studdert Planning

Peter Studdert is an independent adviser on city planning and design, based in Cambridge. Qualified as an architect as well as a town planner, he was formerly Director of Planning at Cambridge City Council. He is an adviser to Historic England and Design Council CABE and chairs a number of design review panels in London and the wider southeast of England.
www.peterstuddertplanning.co.uk



Annalie Riches
Architect
Director, Mikhail Riches

Mikhail Riches Architects is a small practice with expertise in high-quality residential projects. They have won several Housing Design Awards and made the Stirling Prize mid-list for their Clay Field project in Suffolk and for Church Walk in London, which also won Building of the Year in 2013.
www.mikhailriches.com





Abigail Batchelor

Architect and urban designer

Associate, Karacusevic Carson Architects

Abigail Batchelor has extensive, international experience of delivering new mixed-use neighbourhoods and complex regeneration projects. Her academic research focuses on housing and large-scale urban change. She teaches at London Metropolitan University and is a visiting lecturer at the Royal College of Art. www.karakusevic-carson.com



Barbara Kaucky

Architect

Director, Erect Architecture

Erect Architecture was established by Barbara Kaucky and Susanne Tutsch, and is a multi-award winning practice, with an innovative approach to user-centred design. Projects include numerous adventure playgrounds across London, including in the Queen Elizabeth Park, and public and community facilities. www.erectarchitecture.co.uk



David Kohn

Architect

Director, David Kohn Architects

David Kohn Architects is a multi-award winning practice with experience in public buildings, public realm and housing. David Kohn was awarded Young Architect of the Year Award in 2009, for 'A Room for London' which involved installation of a boat-like structure on the roof of the Queen Elizabeth Hall. He also teaches and is widely published. www.davidkohn.co.uk





Eleanor Fawcett

Urban designer

Head of Design, OPDC

Eleanor currently leads the design and urban strategy work of the Old Oak and Park Royal Development Corporation (OPDC). She previously worked on the regeneration of the Lea Valley and delivering the Olympic Legacy on behalf of the Mayor of London for over a decade, including delivering the ground breaking £25m 'Olympic Fringe' project initiative.



Harriet Bourne

Landscape architect

Director, BBUK Landscape Architecture

Harriet Bourne set up BBUK in 2002 in Camden where she was born and bred. Since its inception the practice has won numerous awards for projects across all sectors. The practice have expertise in housing, mixed use, health and education. Harriet sits on several design review panels.
www.bbukstudio.com



Ian Chalk

Architect

Director, Ian Chalk Architects

Ian Chalk Architects was established in 2014, with current projects including the renovation and conversion of seven buildings on Tin Pan Alley and a theatre in Covent Garden. The practice has experience of working in historic contexts. He also teaches at the Royal College of Art.
www.ianchalkarchitects.com





Jane Dann
Heritage expert
Director, Tibbalds Planning and Urban Design

An urban designer, town planner and architect, Jane is Director at Tibbalds Planning and Urban Design. Her specialist expertise is in providing design guidance on developments in historic contexts. She has extensive experience of design review, is a member of Historic England's London Advisory Committee and has led urban design training programmes for local authorities.
www.tibbalds.co.uk



Jane Wernick
Structural engineer
Consultant, engineersHRW

Jane Wernick is a structural engineer who has collaborated with designers to deliver some exceptionally innovative projects. As Associate Director at Arup she was responsible for the Millennium Wheel (now the London Eye). She was winner of the first Woman in the Built Environment Award in 2013. Other projects include the treetop walkway at Kew Gardens, and the Young Vic Theatre. www.ehrw.co.uk



Juliette Scalbert
Architect
Director, Adam Khan Architects

Adam Khan Architects is an award-winning practice with a strong reputation for design that addresses social inclusion, sustainability and the vitality of public space. Juliette Scalbert has broad ranging experience including complex mixed-use regeneration, conservation, housing and education projects - both in the UK and abroad.
www.adamkhan.co.uk





Kay Hughes

Architect and expert in development delivery
Director, Khaa

Kay Hughes is an architect with extensive experience acting as client for the delivery of major, high-profile projects. As Head of Design at the Olympic Delivery Authority, she was responsible for delivery of Olympic facilities for London 2012. In 2012 she established her own consultancy practice Khaa, to develop strategic and detailed design briefs, engage with stakeholders, and run design team selection processes. www.khaa.co.uk



Matthew Lloyd

Architect
Founding Partner, Matthew Lloyd Architects

Matthew Lloyd Architects are an award winning practice, who have won recognition for sensitive, innovative, contextual architecture in urban settings - often in historic contexts. The practice's Bourne Estate housing scheme for Camden Council won a 2017 Camden Design Award and was named Overall Winner of the Housing Design Awards 2018. www.matthewlloyd.co.uk



Michael Hadi

Structural engineer
Director, Michael Hadi Associates

Michael Hadi Associates is an engineering practice that specialises in collaborative design on architectural projects. MHA have won many awards for schemes across a variety of sectors including education, residential, offices and commercial. Michael was formerly director at Techniker and has taught at The Bartlett, UCL, for 17 years as well as acting as external examiner in architecture at the University of East London. www.mha-consult.com





Michál Cohen

Architect

Director, Walters & Cohen Architects

Michál Cohen has worked on many award-winning, innovative education, residential and cultural projects. She is a member of several design review panels, as well as being a university lecturer and examiner. She has lived and worked in Camden for more than twenty years and takes a keen interest in her local environment.

www.waltersandcohen.com



Mike Martin

Landscape architect

Director, Turkington Martin

Mike Martin has many years' experience working in a multidisciplinary environment as landscape architect and urban designer. He played a role in major projects such as Convoys Wharf, Imperial West and Greenwich Peninsula in London. Earlier work includes Coin Street riverside walk and community gardens and the Sir Joseph Banks Building in Kew Gardens.

www.turkingtonmartin.com



Paddy Pugh

Heritage expert

Consultant

Paddy Pugh runs his own consultancy, offering conservation advice to the architectural and development sectors. Previous positions include Director at John McAslan + Partners, and as English Heritage's Director of Planning and Conservation for London. He also worked on some of the most significant developments in London, including the transformation of King's Cross / St Pancras.





Richard Lavington

Architect

Director, Maccreeanor Lavington

Richard Lavington is the director responsible for Maccreeanor Lavington's UK studio. He is involved in several estate regeneration projects, mixed-use schemes, residential led developments and social infrastructure projects including higher education, schools and extra care provision. The practice has received numerous design awards including the 2008 Stirling Prize.



Robin Nicholson

Architect and sustainability expert

Member, Cullinan Studio

Robin Nicholson joined Cullinan Studio in 1979, where he is a champion for sustainable design. He has worked on a wide range of masterplanning, health, university and other education projects. Previously he worked for James Stirling in London and Cristian Boza in Chile and taught at the Bartlett and the Polytechnic of North London. www.cullinanstudio.com



Sarah Featherstone

Architect

Director, Featherstone Young

Featherstone Young are an innovative practice who have won numerous awards, including Civic Trust and RIBA awards. Sarah Featherstone has extensive design review experience and has taught for 10 years. The practice has expertise in education, public, cultural and heritage buildings and contexts, with an emphasis on sustainability. www.featherstoneyoung.com





Scott Grady

Architect

Director, Haptic Architects

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



Simon Goode

Architect

Director, Lyndon Goode Architects

Named by the Architecture Foundation as one of the top 100 practices to emerge in the past decade, Lyndon Goode Architects has delivered a wide range of high-quality projects, including the redesign of the Royal Court Theatre and residential projects. Simon Goode has also lectured and taught widely. www.lyndongoode.com



Sophie Thompson

Landscape architect

Director, LDA Design

LUC is a planning, landscape design and ecology consultancy. Sophie Thompson's expertise is in public realm and parks design. She has been profiled in Landscape Review as one of the UK's foremost design leaders, and has led a range of high-profile public realm projects in London. She is an external examiner for the Landscape Institute. www.lda-design.co.uk





Stuart Piercy

Architect

Director, Piercy & Company

Director of a multi-award winning practice, Stuart Piercy also has 15 years' experience teaching at UCL and Westminster University. A Camden Design Award winner, Piercy and Co. have produced commercial office buildings of the highest quality and are currently working on the redevelopment of Camden Lock Market. www.piercyandco.com



16. REFERENCES

Relevant Camden Council publications / documents

Camden Local Plan (2017)

<https://www.camden.gov.uk/local-plan-documents>

This link provides access to a number of planning documents that together form the development plan for Camden – the starting point for planning decisions in the borough.

Further planning documents including Conservation Area Statements, Neighbourhood Plans and the Local List can be accessed via the planning and built environment web page:

<https://camden.gov.uk/ccm/navigation/environment/planning-and-built-environment/>

Relevant Greater London Authority documents

Good Growth by Design

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

Other Relevant Publications

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

<https://www.designcouncil.org.uk/resources/guide/design-review-principles-and-practice>



Agar Grove for Camden Council, by Mae, Hawkins\Brown and Grant Associates © Jack Hobhouse
The Mayor's Award for Good Growth - London Planning Awards 2019 / Housing Design Award 2015

APPENDIX A

Procedure regarding confidentiality

The Camden 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, Camden Council 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 be in attendance it should be approved by the Design Review Panel manager.

2. Panel members shall keep confidential all information provided to them in 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 6 and 7).

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), then they should decline to comment and refer the inquiry to the panel manager.

4. Panel members are not restricted from professionally working on projects in the Camden area. However, if such a scheme comes up for review, that panel member should not be involved and must declare a conflict of interest.

5. 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 agreed report will then be distributed to all relevant stakeholders.

6. If the proposal is at a pre-application stage, then the report is not made public and is only shared with Camden Council, the applicant and design team, and any other stakeholder bodies the Council has consulted on the project. Once a planning application is submitted, all reports relating to the scheme will be made public, in line with Camden's policy on transparency of pre-application advice.

7. 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 Camden Council's website.

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



APPENDIX B

Procedure regarding conflicts of interest

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

1. All panel members will be required to declare any conflicts of interests and these will be formally recorded at each meeting.
2. Panel members are notified of the schemes coming before the panel at least three days before the review. 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 Camden 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 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.
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 recorded in the review report.

