

Quick Reference Guide

Enfield Place and Design Quality Panel

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1.0 Introduction

1.1 The purpose of this guide is to detail the process and expected benefits for applicants who wish to take advantage of Enfield Council's Place and Design Quality Panel. Additionally, the guide outlines the function, responsibilities and governance arrangements of the Panel that underpin the design review process.

1.2 For further information on the Place and Design Quality Panel, including its Terms of Reference, please visit Enfield Council's website: www.enfield.gov.uk

2.0 Background

2.1 Over the next 20 – 30 years, the London borough of Enfield will undergo significant transformation. Major developments such as Meridian Water, alongside predicted growth within the borough will lead to significant uplift in the number of planning applications submitted to the Council.

2.2 Within this context, the Council has established the Enfield Place and Design Quality Panel. The panel will provide expert advice on the placemaking, urban design quality and sustainable design approaches of major new development, regeneration programmes, policy, briefs and guidance within Enfield.

2.3 The panel will review projects and proposals, including at pre-application planning stage, commenting on proposals that either have a significant impact, establish precedent for, or have the potential to demonstrate best practice in Enfield.

2.4 At Enfield we want to continue supporting well-designed development through the planning system. Having the Place and Design Quality Panel will add value to the planning application process by providing timely and constructive advice to applicants, whilst improving the design quality of future developments – for the benefit of existing and future residents.

3.0 Expected Benefits

3.0 Enfield Council's ambition for transformational growth will only be successfully realised through a commitment to delivering well-designed places throughout the borough, including strategic regeneration areas located within the Upper Lea Valley Opportunity Area. The Panel will help to ensure consideration of well-designed places is embedded from the start of the design process. Given the quantum of expected development, the design review panel will:

- Assist applicants and design teams in realising successful design outcomes
- Reduce the risk of delay at planning application stage
- Support decision-making by the Planning Committee, allowing Council reports to include the Panel's assessment of applications as a material consideration
- Support Enfield Council with regeneration and public realm schemes to work more effectively with partners and design teams, to develop schemes that maximise public benefit
- Embed good design at a strategic level in policies, project briefs, and masterplans. The design panel's advice will help Enfield staff ensure that they go beyond generic design policies and standards, setting out a clear vision and narrative for change.

4.0 When to Consult the Panel

4.0 The types and sizes of scheme suitable to be reviewed by the Panel are varied. However, applicants with schemes that are for 10 dwellings or above, or larger than 2,500sqm should expect to be invited to undergo a review. It should be noted that as well as major schemes, smaller schemes may also be suitable for review where they would set precedent, or provide an example of innovation within the borough. When initially considering if a scheme would benefit from the input of the Panel, the following criteria should be considered:

Strategic

- Design concepts, vision and briefs
- Policy documents that will impact on the quality of design outcomes
- Masterplans and design guides

Scale and use

- Significant schemes with a mix of uses and/or large quantum
- All tall buildings and infrastructure projects, including stations
- Structures with significant visual impact
- Urban town centre public realm or large-scale landscape schemes
- Projects that will be a precedent, and present opportunity for innovation, or have the potential to act as an exemplar

Significant site or location

- Schemes in town centres, near stations, key junctions and gateways
- Significant impact on local surroundings, views and settings
- Significant impact on listed structures, sensitive landscapes, or other key designations

Deliver public benefit

- Schemes particularly relevant to and with significant impact on quality of everyday life e.g. civic buildings including schools, hospitals and libraries
- Where input is needed to manage conflicting priorities

5.0 Referral Process

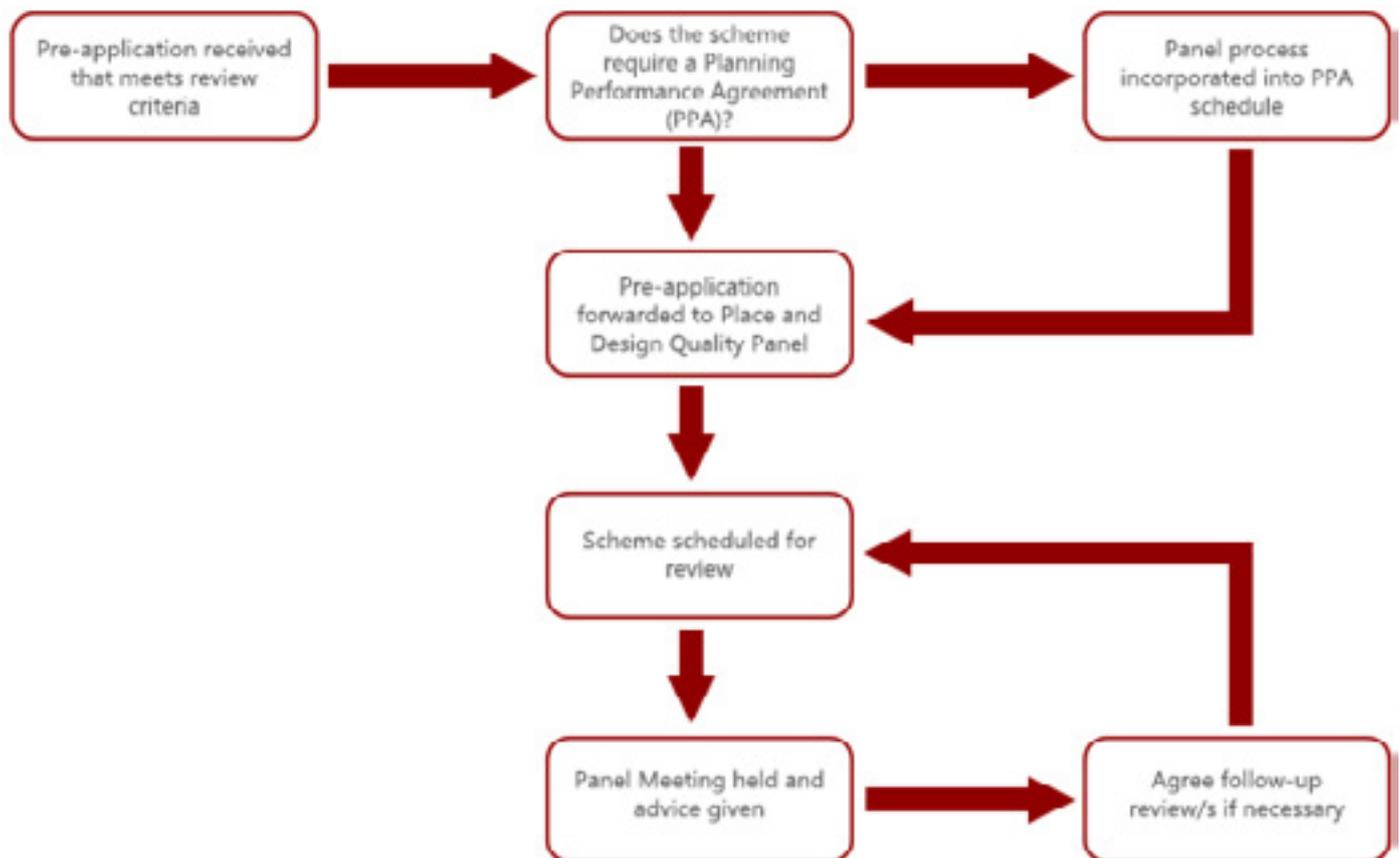
5.1 The Panel’s input into a scheme or proposal will usually prove most beneficial at the early stages of design development. In this context, schemes should be identified at the pre-application stage, or earlier, for review by the Panel. At pre-application stage, the process for referral and subsequent Panel involvement is set out in figure 1 below.

5.2 Where a scheme is deemed to meet the criteria outlined in section 4 the Council will agree internally whether the scheme is referred to the Panel for review.

5.3 Once referred, the scheme will be considered by the Panel Chairs with support from Design Officers, to identify the appropriate level of Panel input and review required. This recommendation will then be communicated back to the applicant.

5.4 Once the Panel review process has been agreed by all parties, the applicant should be directed to the design team to arrange for the appropriate fees to be paid ahead of the scheduled Panel meeting(s). The applicant should also contact the design team direct for any further advice or queries in relation to the design review process.

Figure 1: Outline of referral Process for a pre-application scheme



6.0 Panel Structure

- 6.1 The Enfield Design Panel consists of **TWO PANEL CHAIRS** and pool of **38 PANEL MEMBERS**.
- 6.2 The Place and Design Quality Panel will meet every 3/4 weeks (or as required) with the agenda agreed by the Chair and Council in advance.
- 6.3 The Panel meetings will be attended by the following:
- The Chair and Panel members (up to five)
 - When relevant, Historic England and Enfield Conservation Advisory Group representatives.
 - Relevant representatives of Enfield Council.
 - Scheme Architect and Applicant (plus other members of their design team).
 - On occasion, Elected Member/s of Enfield Council may also be in attendance to observe the Panel meetings. As an observer, they will not be invited to participate in the Panel's review or provide comment on the schemes under consideration
- 6.4 The selection of panel members will be based on the expertise and specialist skills required for the projects being reviewed that day.

7.0 Panel Formats and Meeting Arrangements

7.1 Dependent on the nature of the scheme to be reviewed, size, complexity and stage of development; the Panel meeting will be held as either a Place and Design Quality Workshop, Place and Design Quality Review, or Desktop Meeting.

Place and Design Quality Workshop

7.2 Using methods like mentoring, workshops, guidance and best practice examples, at early stages of project development, to explore project aims and outcomes, and challenge assumptions. A workshop can be tailored to the individual needs of the project and stage of design development.

7.3 To support the chosen format (i.e. mentoring, workshops or best practice examples), applicants will generally be expected to bring relevant visual materials (e.g. plans or drawings) that will help communicate their design proposal.

Place and Design Quality Review

7.4 An independent assessment of a given scheme, with timings reflecting the size and complexity of a given scheme, with the first portion allocated to the architect and client team to make a formal presentation to describe their proposal. The presentation should include a brief introduction to the scheme, its aims and overall concept. Description of the scheme should refer to plans, drawings and other relevant visual materials. Supporting materials may include drawings, photographs and models.

Desktop Meeting

7.5 Desktop meetings will be brief, but include thorough consideration of the design aspects of planning applications and other related issues. Desktop review involves a smaller meeting between a Chair, and a smaller number of Panel Members, with a representative from the Council's urban design team facilitating the session. Desktop review may be suitable for schemes that have previously been for review and have been amended, or where schemes are already in the planning system and subject to tight timescales for determination. Information provided by the applicant should again look to include relevant visual materials.

Meeting arrangements

7.6 Where Panel Members and Chair are in attendance, an agenda (agreed by the Chair) and relevant site details will be disseminated five working days ahead of each meeting date. Enfield Council's Urban Design Officers in the Planning Service will facilitate the Panel, providing direct support to the Chair.

8.0 Fees

8.1 All Panel meetings will work on a shared fee structure. This fee structure is summarised below and relates to the type and complexity of meeting held. All fees are subject to an additional VAT charge where applicable.

	Design Workshop	Design Review	Desktop Meeting
First Meeting	£4000	£4000	£1750
Follow Up Meeting/s	£3000	£3000	£1750

8.2 Fees are charged to the applicant/project team and must be paid in advance of the Panel meeting taking place. Fees can be paid through prior arrangement with the Development Management Team as part of any pre-application charges and this is often the most straightforward method. However, payment of fees may also be arranged directly with the officers managing and administering the Panel itself.

8.3 In the first instance all enquiries should be directed to the Place and Design Quality Panel's mailbox: design.panel@enfield.gov.uk

9.0 Panel Advice

9.1 The Panel will send out their advice, usually via email within two weeks (10 working days) after the Panel meeting has taken place. The advice will be addressed to the applicant and copied to the relevant Council Case Officer.

9.2 In the case of pre-applications, this advice will usually remain confidential. However, in the case of projects which are either already within or enter the public domain (i.e. if they are the subject of a planning application) the Panel's comments will be published on the Enfield Council website and the Council will make the Panel's view known to those who ask, including the press and media.

10.0 Conflict of Interest and Code of Conduct

10.1 The applicant team must declare any conflicts of interest two weeks before prior to a review taking place. This will require declaring any associations they may have with Panel Chairs or Members.

10.2 Please note that the views of Place and Design Quality Panel on the appropriateness or otherwise of a proposal cannot be solicited directly by applicants. Applicants should not lobby members of the Panel or seek to communicate with them outside of the formal framework of the Place and Design Quality Panel Service as this may be perceived by the public, Planning Committee and other statutory or decision-making bodies, to be prejudicing Members' impartiality.

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