

Panel Terms of Reference



Committed to comply
with the London Design
Review Charter

Enfield
Design
Review
Panel

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Note. All images are reproduced from publicly available documents and show schemes reviewed by the panel which have been given “resolution to grant” by the planning committee.



Upton and Raynham - Levitt Bernstein



Meridian Water - Phase 1b

1.0 Panel Objectives

- 1.1 The Enfield Design Review Panel will provide expert advice to the Council and on the placemaking, urban design quality and sustainable design approaches of major new developments, regeneration programmes, policies, briefs and guidance within the borough of Enfield.
- 1.2 The Panel's purpose is to encourage and enable well-designed, sustainable buildings, spaces and places.
- 1.3 It will review projects and proposals, including pre-application schemes, and encourage applicants and promoters to bring proposals for review at their earliest stages of development.
- 1.4 The Panel will consider and comment on major planning applications that have a significant impact on or establish precedent for the borough, or have the potential to demonstrate best practice. Other applications may also be considered where they demonstrate potential for innovation, precedent or best practice and will be selected and agreed with the Panel Chairs in accordance with the criteria for panel reviews (see section 6).
- 1.5 The Panel will strive to secure design excellence in the built environment for both the public and private sectors.
- 1.6 More specifically, the Panel will also offer the opportunity for a review of schemes within the Meridian Water Development Area providing support to the delivery of high design quality and placemaking.
- 1.7 Objective criteria and national best practice will be used as the basis for review and include:
- 1.8 The Design Review Panel's role will be in an advisory capacity to the Council. It has no statutory function. The advice given by the Panel will be a material consideration in the Council's statutory planning function in determining planning applications and adopting planning policy.

Design Review (Design Council CABE)
London Quality Review Charter (2022)
National Planning Policy Framework
National Planning Policy Guidance
Lifetime Homes
BRE Daylight and Sunlight Standards
Manual for Streets
The Design Companion for Planning and Placemaking (UDL/TfL 2017)
Tall Buildings – Historic England Advice Note 4(2015)
Historic Environment Good Practice Advice in Planning Note 3: The Setting of Heritage Assets (Second Edition) Building in Context Toolkit
The Setting of Heritage Assets Historic Environment Good Practice Advice in Planning Note 3 (Second Edition)
Streets for All (2017)
Historic England, Easy Access to Historic Buildings and Historic Landscapes
Healthy Streets for London (2017)
BRE Environmental Assessment Method (BREEAM)
The London Plan (2021) and relevant supporting guidance
Enfield Core Strategy (2010)
Enfield Development Management Document (2014)
Enfield Heritage Strategy (2019)
Enfield Emerging Local Plan and supporting documents
National Design Guide (2020)
National Model Design Code (2021)
Inclusive Mobility (DfT)

2.0 Panel Administration

- 2.1

Enfield Council's Urban Design Officers, acting as panel manager, in the Place Directorate will facilitate the Panel, providing direct support to the Chairs.
- 2.2

The Design Review Panel will meet every 3/4 weeks (or as required) with the agenda agreed by the Chair and Council in advance. Dependant on the nature of the scheme to be reviewed, the Panel meeting will be held as either a Design Workshop, a Design Review, Desktop Meeting, Focus Review or Small Major meeting as appropriate to ensure the best use of resources. Meeting dates and attendance on the panel will be agreed periodically in advance.
- 2.3

Attendance

The Panel meetings will be attended by the following:

The Chair and Panel members (typically 3 members per meeting drawn from a larger, multi-disciplinary group – see below).

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.
- 2.4

Panel membership

Membership of the panel will include the following core disciplines:

Urban designers
Architects
Landscape architects
Heritage Experts
Sustainability specialists
Access advisors
Engineers
Transport Planning / Highway engineers
- 2.5

The Design Review Panel may need to draw on the following related fields:

Archaeologists
Developers
Public Art consultants
Surveyors/economists
- 2.6

The following organisations may also be invited to provide representation to the Panel:

Historic England
Greater London Authority
Transport for London
- 2.7

On the rare occasion of skills gap in reviewing a project, a guest panel member will be procured on the same terms. This could be through the London Panel administered by the Greater London Authority.
- 2.8

There will be a process of constant review and dialogue with Council officers, panel members and the chairs to ensure feedback and improvements are constantly made.



Exeter Road - Levitt Bernstein



Naked House - OMMX

3.0 Panel Responsibilities

3.1 Panel Chair

- 3.2.1 To provide a leadership role and representation for the Enfield Design Review Panel at Panel meetings, liaison with Enfield Council and its partners, Elected Members and other external parties as appropriate.
- 3.2.2 Responsible for leading and managing Panel meetings, including workshops and review sessions, in a fair, equitable and timely manner, ensuring each Panel Member has opportunity to express their point of view.
- 3.2.3 Work collaboratively with Enfield Council Officers to agree the format, agenda and attendance at Panel meetings, including where appropriate external organisations such as Greater London Authority, Transport for London or Historic England etc.
- 3.2.4 With input and support from the Council's Officers, draft reports and advice from the Panel taking into account all recommendations and views from Panel Members expressed at the relevant meeting, and ensure that sign off is completed to meet agreed deadlines.
- 3.2.5 In collaboration with Enfield Council Officers, lead on the preparation of research, evaluation, monitoring and reporting as appropriate with respect to the Panel's operation, contribution and role within the borough.
- 3.2.6 To attend additional ad hoc meetings in relation to the Panel and its function. Under this scenario, the Council will look to provide sufficient notice to the Panel Chairs

and endeavour to keep these meeting requirements to a minimum.

- 3.2.7 To abide by the Panel's Terms of Reference, Confidentiality and Conflict of Interest arrangements.
- 3.2.8 To authorise any disciplinary procedures with respect to Panel Members where necessary, ensuring that any action taken is proportionate, fair, and equitable to those involved

3.0 Panel Responsibilities

3.2 Panel Member

- 3.2.1 To provide impartial professional advice during panel meetings based on sound and reasoned judgement.
- 3.2.2 To take account of all information and briefings received prior to attending a Panel meeting to inform views and recommendations given as part of the appointed Panel on the day.
- 3.2.3 To attend additional ad hoc meetings in relation to the panel and its function. Under this scenario, the Council will look to provide sufficient notice to the Panel Member and endeavour to keep these meeting requirements to a minimum.
- 3.2.4 Contribute to research, evaluation, monitoring and reporting as reasonably requested by the Chair in relation to the Panel's operation, contribution and role within the borough.
- 3.2.5 Provide a reasonable notice period of 2 weeks, where scheduled attendance at a Panel meeting is no longer possible, to allow time for Council Officers to identify a replacement Panel Member.
- 3.2.6 Abide by the Panel's Terms of Reference, Confidentiality and Conflict of Interest arrangements.

4.0 Conflict of Interest and Confidentiality

- 4.1 Panel Members are expected to be objective and professional and shall not (i) attend a Panel meeting where there is or may be perceived to be a potential conflict between their own private or commercial interest and the interest of the applicant or public interest; or (ii) attend meetings to act on behalf of any person or client, unless they are presenting to the panel as described below.
- 4.2 Panel Members who are, or have been, personally or professionally involved with a particular proposal under discussion, or who may otherwise be considered to have a conflict of interest, shall notify the [Panel Chairs] in writing in advance of that particular development being reviewed. The composition of Panel meetings will be arranged to avoid any conflict. If a conflict of interests arises at the Panel meeting, any Panel Members who have declared an interest in a particular item will leave the meeting when it is being considered, and will not take part in the Panel's discussions on the proposal concerned.
- 5.3 All schemes reviewed by the Panel at pre-application stage will be treated as confidential unless the applicant has given written permission for the report to be circulated. Members of the Panel shall keep confidential all information provided to them as part of their role on the Panel and shall not disclose or use that information for their own benefit, nor disclose it to any third party.

5.0 Monitoring and Evaluation

- 5.1 An annual general meeting will take place with Council Officers, Chair of the Planning Committee (or delegated representative) and other key stakeholders
- 5.2 The annual general meeting will provide opportunity to discuss major applications that are due for review, provide updates on recently reviewed proposals and evaluation of the panel processes, remit, structure and applicant feedback.
- 5.3 This meeting will allow Panel Members and other relevant stakeholders to evaluate the effectiveness of the Enfield Design Review Panel and consider measures to further enhance its effectiveness in contributing to raising the quality of places and design being delivered within the borough.
- 5.4 The Panel itself will be reviewed every 2 years and refreshed if required

6.0 Scheme Selection Criteria

6.1 Design Review will be particularly important for major, complex and strategic developments with the advice from the Panel becoming a material consideration within the planning process. Applicants with schemes that are for 10 dwellings or above, or larger than 2500sqm should expect to be invited to undergo a review. Applicants will also be advised to undertake this review at as early stage as possible. Where schemes are being considered at pre-application stage, the Panel meetings will be incorporated into the project programme and Planning Performance Agreement where this is considered to be required by the Development Management team.

6.2 Proposals that would be appropriate for review by Design Review Panel will generally meet, but not be limited to, the following criteria:

6.3 Strategic

- Design concepts, vision and brief definition
- Policy documents that impact design
- Masterplans and design guides

6.4 Scale and use

- Significant schemes with a mix of uses and/or large quantum
- All tall buildings and infrastructure projects, including stations
- Structures with great 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

6.5 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

6.6 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



7.0 Format of Panel Sessions

- 7.1

Each scheme presented to the Panel will be scheduled for review at one of the following meetings based on its relative size, complexity, and stage of development:
- 7.2

Design Workshop

Using methods like 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

Design Review

An independent assessment of a given scheme, with timings reflecting the size and complexity, with the first portion allocated to the architect and client team to make a formal presentation and describe their proposal.
- 7.4

Focus Review

A short focused session to discuss a specific topic (e.g. facade design) with a focused group of panel members.
- 7.5

Desktop Meeting

Panel member review more onerous documents (such as a design code) and come together to share findings at a short minuted meeting.
- 6.6

Small Major

Designed for small, but significant schemes. Shorted sessions with a generalist panel to allow design review to reach and improve smaller “infill” schemes.
- 7.7

In the case of a Design Workshop or Review, the Panel will require a site visit prior to the meeting to gain a better understanding of the proposals and wider context. The need for a site visit will be agreed between the Panel Chair and Enfield Council prior to the meeting date. Attendees for the site visit will consist of the Panel, an Urban Design Officer to assist the Chair in facilitating the visit and when appropriate the applicant/design team. Any request received for attendance from other interested parties at the site visit will be considered by the Chair on a case by case basis.
- 7.8

The panel will require the first meeting to be in person following a site visit but offer any follow ups in Microsoft Teams.
- 7.9

The Panel will send out their advice in a letter, via email within two weeks (10 working days) after the Panel meeting to the project’s promoters, and also to the Local Planning Authority. In the case of projects which are in the public domain (i.e. if they are the subject of a planning application, or are being publicised by the promoters) the Panels comments will be published on the Enfield Council website (www.enfield.gov.uk) and the Council will make the Panel’s view known to those who ask, including the press and media.
- 7.10

Where schemes are at a pre-application stage, and subject to commercial confidentiality, information will not be published. If this is the case the reason for confidentiality will be stated on the web.
- 7.11

Guidance notes can be found in the Panel Products Guide on the EDRP website.



In person design review

8.0 Panel Members

Panel Chairs

Mike Hayes CBE

Director, Michael Hayes Consulting

Michael (Mike) Hayes is an urban planner whose experience includes plan-making, urban design, regeneration and development at regional, city and neighbourhood levels.

He has been Director of Planning in Liverpool and Glasgow, Director of Regeneration in Lambeth, a corporate director in Watford and the first chief executive of the West Northants Development Corporation. For the last 14 years he has been an independent consultant during which time he has chaired many design reviews.

In 2004 he was President of the Royal Town Planning Institute. He is an Honorary Fellow of the Royal Institute of British Architects, a member of the Academy of Urbanism and a Fellow of the Academy of Social Sciences.

Amanda Reynolds

Director, AR Urbanism

Amanda is an architect and urban designer with over 30 years' experience in masterplanning, urban design, architecture, on a range of projects in the UK and overseas.


Recent experience includes developing master planning solutions for post-industrial sites in London and market towns within a few hours of the capital. Projects include design coding and town centre regeneration projects, with a focus on sustainable transport modes, for both public and private sector clients.

Amanda has worked for several years with the Design Council, Design South East and other local authorities on design review panels, providing design review advice. As a natural extension of this work, Amanda provides evidence as an expert witness for public inquiries on urban design and architectural issues, particularly on large scale projects.

Amanda has taught on post-graduate courses in urban design as well as presenting to conferences and training events on urban design, masterplanning and design quality. Amanda is a former Chair of the Urban Design Group's Executive Committee (2010-2012) and remains an active member of its Executive Committee.

Name	Position	Profession
Amir Remzani	Panel Member	Architect
Anthony Keown	Panel Member	Urban Designer
Leigh Bullimore	Panel Member	Architect
Raj Rooprai	Panel Member	Architect
Robert Palmer	Panel Member	Architect
Seth Rutt	Panel Member	Architect
Susan Pasint-Magyar	Panel Member	Architect
Dan Jones	Panel Member	Architect (community and sustainability)
Neha Tayal	Panel Member	Urbanist
Louise Goodison	Panel Member	Architect, Historian
Matthew Carmona	Panel Member	Architect, planner, academic
Lewis Hubbard	Panel Member	Civil Engineer
Viorica Feler-Morgan	Panel Member	Conservation Architect
Phil Jones	Panel Member	Engineer and Transport Planner
Peter DeSouza	Panel Member	Engineer
Tim Murphy	Panel Member	Historic Environment Expert
Tony Wyatt	Panel Member	Historic Environment Expert
Mehron Kirk	Panel Member	Landscape Architect
Bruno Amador	Panel Member	Landscape Architect
Lucy Jenkins	Panel Member	Landscape Architect
Noel Farrer	Panel Member	Landscape Architect
Peter Neal	Panel Member	Landscape Architect
Kathryn Moore	Panel Member	Landscape Architect, Academic
Rob Harris	Panel Member	Mechanical Engineer
Donald Hyslop	Panel Member	Place Strategist
Lucy Bullivant	Panel Member	Place Strategist
Kathy MacEwen	Panel Member	Planner
John Stonard	Panel Member	Planner, UD, Landscape Arch
Helen Newman	Panel Member	Sustainability Consultant
Mitch Cooke	Panel Member	Sustainability Consultant
Nick James	Panel Member	Sustainability Consultant
David McDonald	Panel Member	Urban Design and Heritage
Robin Buckle	Panel Member	Urban Designer
Esther Kurland	Panel Member	Urban Designer
Jonathan Ellis-Miller	Panel Member	Urban Designer – Education

9.0 London Design Review Charter

9.1	Adherence to the Charter	9.6	The current charter was last updated in January 2022.
9.2	In March 2023 the service committed to comply with the values in the London Design Review Charter. This was memorialised as seen across.	9.7	Link to the Greater London Authority page: https://www.london.gov.uk/programmes-strategies/shaping-local-places/advice-and-guidance/about-good-growth-design/london-design-review-charter
9.3	Adherence to the charter is a process of continual improvement.	9.8	Link to the charter: https://www.london.gov.uk/sites/default/files/ggbd_london_design_review_charter_jan22.pdf
9.4	The Charter These are many well-run panels covering local areas in London. However, research has shown that provision and consistency is variable. By providing a benchmark, the charter will give a consistent experience for applicants, promoters and panellists. It ensures that quality review processes are as useful as possible. This contributes to the delivery of good design and the creation and maintenance of high-quality places.		
9.5	The charter has been developed 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. The charter builds on the requirement set out in the National Planning Policy Framework that 'local planning authorities should have local design review arrangements in place to provide assessment and support to ensure high standards of design' (paragraph 62). It also incorporates the widely accepted best practice document Design Review: Principles and Practice (Design Council CABE / Landscape Institute / RTPI / RIBA, 2013).		

LONDON DESIGN REVIEW CHARTER



We confirm that our review process is:

High quality	delivered in a manner that accords with the Design Council CABE / 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 design 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.

These principles will form part of the terms of reference for all participants (be they review providers, a local authority, a funder, a developer or client, or panellists).



Sadiq Khan
Mayor of London

Brett Leahy
Director of Planning and Growth

Signature of
Chief Planner

Enfield Design Review Panel
Michael Kennedy
Panel Manager

Panel name
Panel manager

London Borough of Enfield

Area covered

DATE 22.03.23



Committed to comply
with the London Design
Review Charter

c/o
Strategic Planning and Design



email: enfieldplaceanddesignqualitypanel@enfield.gov.uk