

WESTMINSTER DESIGN REVIEW PANEL

TERMS OF REFERENCE

2023



City of Westminster

CONTENTS

1 INTRODUCTION

Westminster's City Plan policy sets out the expectation that new development will incorporate exemplary standards of high-quality, sustainable design which responds to Westminster's special context.

As part of our commitment to delivering design excellence in new development, and in line with National and London Plan policy, the Design Review Panel ("DRP") provides an independent, expert design review mechanism as an integral part of the planning process. This will help to ensure development across the City is of the highest design quality and contributes to achievement of the council's wider objectives of achieving a Fairer Westminster, delivering more jobs, affordable homes and meeting our net zero targets.

The panel is not a substitute for the established internal capacity within the council's Design, Conservation and Sustainability Team and Planning teams. Instead, the expertise of DRP members will provide complementary, independent multidisciplinary advice to inform the planning process, bringing a range of expertise to ensure a holistic approach to design which will be highly sustainable, inclusive and promote health and well-being. This will support officers, the planning committee and local communities in securing high quality sustainable development.

The Design Review Panel process is run in accordance with the principles set out in the Greater London Authority's London Design Review Charter (see Appendix A¹).



¹ Full details of the London Charter for Quality Review are available via the following link.
www.london.gov.uk/sites/default/files/ggbd_london_quality_review_charter_web.pdf

2 ROLE OF THE DESIGN REVIEW PANEL

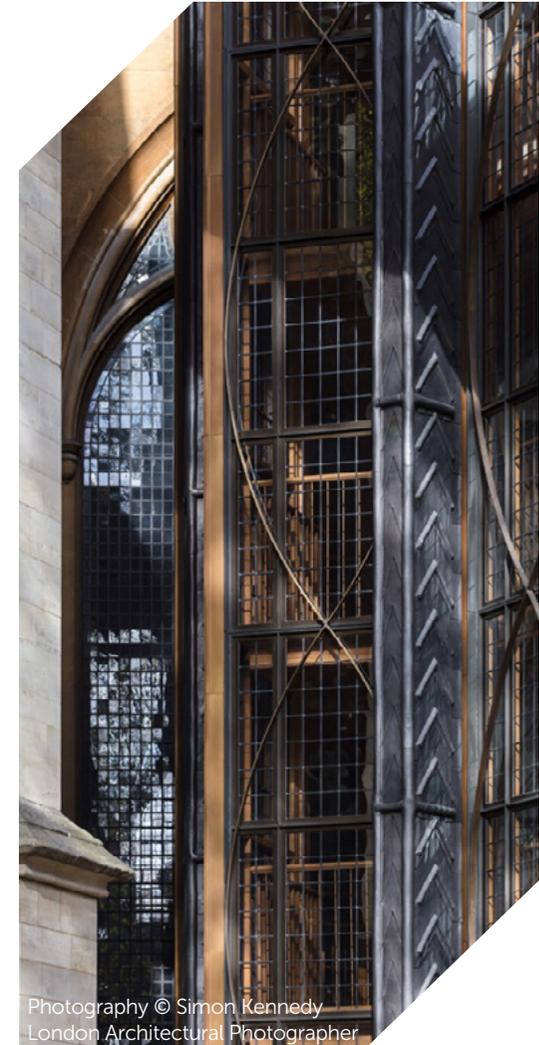
The Design Review Panel provides independent, expert and objective design advice on development proposals across the City of Westminster. It provides advice to both scheme promoters and the local planning authority, acting as a 'critical friend' to support delivery of high-quality, sustainable development in line with council's objectives and working in the public interest. The panel's advice may assist the planning service in negotiating design improvements and may support decision making by the planning committee, including refusal of planning permission where design quality or performance is not of a sufficiently high standard.

Planning officers will recommend which schemes or projects should in their professional view be referred to the DRP and will then seek the applicant's agreement.

This may include:

- major or strategic development proposals,
- council-owned development,
- other frameworks and initiatives with urban design implications including large-scale public realm proposals, schemes involving significant public investment or masterplans, design codes and policies.

Early engagement with the DRP at preapplication stage should reduce the risk of delay at application stage, by ensuring that designs reach an acceptable standard. However, the planning authority may also recommend a review once an application is submitted. While the focus will be on major development, we may also refer smaller schemes which raise significant issues where appropriate and agreed by the Director of Town Planning and Building Control. A diagram showing the panel's role in the planning process is set out overleaf.





3 PANEL MEMBERSHIP

The Design Review Panel brings together a diverse and multidisciplinary group of leading professionals in their respective fields. It is drawn from a pool of circa 30 members (including three Chairs). DRP members are selected to provide a broad range of expertise, including in sustainability and low carbon design, architecture, greening and biodiversity, urban design and heritage, public realm and landscape architecture.

The Panel is recruited through a transparent process with applications invited through advertisements in relevant architectural and other relevant professional press and applicants are required to fill in an online application explaining their experience and setting out how they are able to contribute positively to the role and meet identified selection criteria. Through the recruitment process, the council endeavours to ensure an expert and diverse panel membership which is representative

of our local communities and includes a spectrum of ages. A list of current panel members is overleaf.

Upon recruitment, all DRP members will be invited to attend an induction event and are required to sign and agree to these terms of reference and the code of conduct, including rules in relation to confidentiality and conflicts of interest. Panel member performance will be reviewed on an annual basis and we may remove a DRP member from the pool should their contribution for any particular reason is no longer required. Membership of the Design Review Panel will be reviewed regularly, and the DRP member pool may be refreshed every two years. Existing panel members who wish to be considered again will be required to re-apply.

From time to time, it may be of benefit for additional specialist advice to be provided beyond the panel DRP membership. In such

cases, a professional with the relevant expertise may, with the agreement of the relevant DRP Chair, be invited to attend a review meeting, participating in the discussion with the status of an adviser to the panel.



WESTMINSTER DESIGN REVIEW PANEL

CO-CHAIRS



VINITA DHUME

Vinita has over 20 years of experience in urban regeneration and housing renewal, placemaking and community engagement. Her multidisciplinary training and experience allow her to work across varying contexts and scales. Her collaborative approach integrates planning, landscape and architecture. She brings a broad breadth of knowledge on complex urban regeneration processes and in all of her work, she places particular emphasis on a people-centred approach to designing places which are inclusive, resilient and liveable.

Her work goes beyond the confines of spatial issues alone – with an emphasis on delivering long term value and sustainable placemaking.

Through genuine community and stakeholder engagement, her work has focused on several large scale residential and mixed-use masterplanning schemes and town centre commissions, design guides and codes. She has also contributed to several urban research projects and actively strives to draw this knowledge into design and implementation.

Vinita is Chair of the Tower Hamlets QRP and a member of many design review panels within London and the wider South East, is a built environment expert for Design Council, and a member of the Urban Design Group.



CATHERINE BURD

Founding director of Burd Haward Architects, Catherine Burd has over 25 years' experience leading the design of critically acclaimed housing and cultural projects. A Specialist Conservation Architect, Catherine has delivered both new build and restoration schemes at internationally significant historic sites across the UK. Chair of both London Borough of Camden's Design

Review Panel and the Royal Borough of Kensington & Chelsea Quality Review Panel, Catherine is committed to raising the quality of development across central London and championing design quality for the public good. Catherine is also a member of Oxford and LLDC (Olympic Legacy) Quality Review panels and is a Design Council Associate.



DAMION BURROWS

Damion is an Architect, Interior Designer, TV presenter and the Founder of London-based practice, DMBA. Damion completed a BA in Interior Design, a Diploma in Architecture, and an MA in Urban Design at the University of Manchester while moving through the ranks of several Manchester practices culminating in an Associate Director role at Make-space Architects.

In 2010 Damion joined London AJ100 firm Darling Associates and promoted to Director role, quickly built up a substantial team delivering a range of high-quality projects, across all work stages, on complex urban sites in London and beyond. As demonstrated in his work on major projects such Ampersand Soho, Axtell Soho, 120 Moorgate and 5 Seaforth Place, Damion brings his design flair, technical know-how and heritage sensitivity together to deliver outstanding solutions to complex urban design challenges that are

commercially savvy whilst enhancing the character of the city.

In his current role as Founder and Managing Director of DMBA, he focuses on several new build and refurbishment projects within the commercial and residential sectors. He leads a dedicated and talented team, delivering both Architecture and Interior Design schemes through all RIBA work stages.

Outside of DMBA Damion maintains a progressive approach widening the reach of architecture through media-related presenting on Channel 4 property programmes, including RIBA House of the year. He has also been involved as a judge for the RIBA Southwest Regional Awards, a guest crit at a number of Architecture schools and currently sits as a co-chair of the LB Lambeth Design Review Panel, making a positive contribution to upholding design quality in the borough.

WESTMINSTER DESIGN REVIEW PANEL

PANEL MEMBERS



DEBORAH SAUNT

Deborah Saunt is a Founding Director of the architecture, landscape and research studio DSDHA. Known for their high-profile urban strategies and innovative buildings, often in complex and sensitive environments, as well as widely-acclaimed research, they have been recognised with 20 RIBA Awards to date, shortlisted for the RIBA Stirling Prize, and twice nominated for the European Union Prize for Contemporary Architecture – Mies van der Rohe Award.

Much of Deborah's current work is concerned with democratising architecture, as a Founding Director of the London School of Architecture and having set up the Jane Drew Prize in Architecture, and she regularly talks and writes on issues of diversity and innovation in the built environment.



MARION BAELLI

Marion is an award-winning architect and author who specialises in low energy design and retrofit. With sector experience in housing, from prime to affordable, and workplaces, she has designed and delivered many large scale, complex projects in Central London. Marion's retrofit work includes Princedale Road, which was the first certified Passivhaus retrofit in the UK, the Garrison Chapel, Eighty Strand (formerly Shell Mex House) and Claridge House. She was also the architect for the new townhouses at Chelsea Barracks. Her book 'Residential Retrofits: 20 case studies' is described as 'an invaluable text for those working in residential retrofit'. Marion is frequently invited to speak about retrofit at industry events, is an NLA Net Zero Expert panel member, Board director of the Passivhaus Trust and an architecture awards judge and university regular guest speaker.



KATY GHAREMANI

Katy is one of Make's directors and has been a Maker since 2004. Her portfolio spans a variety of sectors and includes designs for a number of prestigious hotels around the world, including the award-winning Temple House hotel in Chengdu, China. Katy is currently leading Make's high-profile refurbishment of Hornsey Town Hall. She's passionate about interiors as well as architecture, and is often called upon to help clients develop their brand philosophy and identity. She is a driving force in the development of Make's hotels and retail portfolios, hosting bespoke events, supporting our thought leadership, and engaging with clients and collaborators on their biggest challenges. Katy is a trustee of the Built Environment Trust and was a longstanding member of the Architectural Appraisal Panel at the Royal Borough of Kensington and Chelsea.



MIKE STIFF

Formed Stiff + Trevillion with Andy Trevillion in the early 1980's later running the Studio's Berlin office. Over the years he has taught at Westminster, Brighton and Sheffield Universities, he regularly assesses design awards, and contributes to magazines and building reviews. He works primarily on central London commercial projects and has an overview of design across the studio.

Mike is a member of the Hounslow and Southwark Design Review panels, a BEE (Built Environment Expert) for Design Council Cabi, a Trustee of the Temple Bar Trust, Chair of Octavia Housing's New Homes Quality panel as well as being Chair of The Architecture Club.



AMIR RAMEZANI

Amir is a fully qualified chartered architect and structural engineer. Since 2010, he has been a director of Avanti Architects delivering award winning projects covering the fields of urban design, conservation, residential, education and mix use development. Through his work across the UK and abroad, he brings a deep understanding of what makes our cities and built environment vibrant, enjoyable and sustainable. He is also a strong advocate for more flexibility and adaptability in buildings. Amir has been a panel member across three terms on Historic England's London Advisory Committee and design review panel member for Urban Design London and four London Boroughs.



ABAGAIL BATCHELOR

Abigail Batchelor is an Associate Director at Karakusevic Carson Architects, specialising in public housing and sustainable urban design. She has extensive international experience including in the Netherlands, Belgium and France, delivering mixed-use neighbourhoods and complex regeneration projects. She has taught at the Architectural Association, Royal College of Art and London Metropolitan University, her academic research focuses on housing and large-scale urban change. Her publications include the co-authored works 'Social Housing: Definitions and Design Exemplars' and 'Revolutionary Low Rise'. She has served on a number of panels including the London Borough of Camden Design Review Panel.



JUSTIN NICHOLS

Justin founded Fathom Architects and leads the design direction of the practice with a combination of his inquisitive nature, creativity and proven technical skill.

His career spans 30 years including lead roles at Foster + Partners and Make. He has worked on high profile heritage, office, residential and education projects including St James's Market, Beijing International Airport, Grosvenor Waterside and The Big Data Institute for The University of Oxford. He has designed buildings in St James's, Pimlico, St John's Wood, Mayfair and Oxford Street.

Justin trained at the University of Bath and The Royal College of Art. He is a long standing Trustee of The Westminster Society, Design review panel Member for Oxford and Brighton city councils, Fellow of the Royal Society of Arts, Freeman of the City of London, member of the RIBA Education Committee and examiner at the University of Westminster.



JADE HUANG

Jade is an architect at 31/44 with 10 years experience in award winning practices. She has previously worked with local authorities in advisory roles, which she balances alongside a research-based approach to design, heritage and sustainability. She is currently leading on the retrofit of a Grade II listed building in Camden and a co-housing scheme near Brussels and is one of the practice's signatories of Architect's Declare.

In previous roles, Jade has provided strategic and architectural advice to the public sector, including management of design review panels. She has regularly taught at architecture schools, including Cardiff University and Oxford Brookes. She served for a number of years on the board of governors at the UCL Academy in Swiss Cottage.



DAVID OGUNMUYIWA

A former local authority housing officer, David is founding partner of 'Architecture Doing Place', an architecture and urban design practice, who aim to produce beautiful buildings and spatial interventions from an immersion in the arts and contemporary architecture. The practice specialises in the arts, housing, and urban design and were recently named an Architects' Journal 'AJ100: Disruptor' Practice and also included in the Architecture Foundation's 'New Architects 4'.

He holds a number of strategic advisory roles including as a Mayor's Design Advocate for London; An Expert Advisory Group member for Historic England; A board member of Urban Design London; And an advisory board member of New Architectural Writers. He is a past curatorial board member for the London Festival of Architecture and a Board Trustee of the Architecture Foundation. He mentors widely including for Public Practice and the Royal College of Art and is an external examiner at London Met University.

He has practiced architecture in the UK and the Middle East and is a confirmed urbanist.



JULIET ASTON

I am an architect with over 20 years of experience in the construction industry, and an RIBA accredited Conservation Architect with direct experience of working with buildings ranging in age from the 11-20C. I have worked internationally, within London and across England and Wales, predominantly in the cultural and commercial sectors.

My architectural training was at the Bartlett School at UCL, and I have a prior qualification in World Art Studies and Museology from the University of East Anglia. My education and career have fed my interest in buildings of all ages; how they create places both locally and in interaction with surrounding urban fabric, and how different aspects such as materiality, form and expression contribute to our urban experience.



PETRA MARKO

Petra Marko is an architect and placemaking expert with over 15 years' experience in London, where she co-founded Marko&Placemakers. Advancing car-free walkable neighbourhoods, thriving High Streets and inclusive public spaces, the practice has a growing portfolio of masterplanning projects in Central Europe. Working between client-side enabling, placemaking and design advocacy, Petra is a younger generation leader breaking industry silos. She sat on the inaugural UK National Infrastructure Commission Young Professionals Panel; led think tanks at The London School of Architecture; co-authored VeloCity, a strategic vision solving critical issues facing rural areas today and Meanwhile City, a how-to-guide for temporary interventions. Petra is a regular speaker at forums concerned with livable cities and writes for industry journals. She gained diploma in Architecture at Vienna University of Technology and MA in Creative Entrepreneurship at Goldsmiths, University of London. Petra is an active commuter cyclist and a member of the Pedelle women cycling community.



DEBORAH NAGAN

Deborah Nagan has long experience of using her multi-disciplinary experience to create, and advocate for high quality design. Her focus is landscape and sustainability, but her project and design review experience include large-scale infrastructure (airports, Crossrail and Network Rail) as well a range of architectural and landscape design projects. She was Global Sustainability Lead at Handley House, embedding sustainable governance and promoting environmentally and socially-sensitive design. She previously founded Uncommon Land; leading a team of twelve landscape and architecture professionals. She is a Mayor's Design Advocate, Design Council Expert, and member of the Oxford Design Review Panel and has recently advised Government on NPPF, Biodiversity Net Gain and NMDC's and the Mayors office on High Streets and the Night-time Economy.



ARCHIE BASHFORD

Archie Bashford is a landscape architect and urban designer from London. Experienced in education, housing, extra care, public realm and masterplanning sectors, his particular focus is the design and delivery of sensitive and imaginative urban landscapes in social housing contexts. Archie has worked in private and public sectors as both a designer and client, and as such has an appreciation of the link between design, construction and public benefit.



CHAO GAU

Chao is an accomplished Chartered Landscape Architect and the founding director of ciaociao design. She is also a member of the UK government's High Street Task Force and an artist with several accolades to her name. With over ten years of practical experience in the landscape industry, Chao has excelled in designing and delivering numerous projects in London during her previous employment. Her portfolio encompasses a diverse range of undertakings, including community gardens, schools, parks, plazas, stadiums, mixed-use developments, and public realm strategies. Chao's passion lies in creating impactful social, cultural, and ecological art installations, as well as innovative landscape projects. Having moved to London a decade ago from a minority background, she strongly advocates for equality, which holds great significance to her.



MIRKO FARNETANI

Mirko Farnetani is Firmwide Embodied Carbon Leader for global architectural, urban planning and engineering firm Skidmore, Owings & Merrill (SOM). With seventeen years experience in the construction industry as a sustainability specialist and fully-qualified architect, Mirko oversees the performance of the firm's projects integrating carbon abatement and regenerative solution strategies into SOM's design approach.

Mirko connects these strategies to reduce both operational and embodied carbon whilst incorporating circular economy principles. His unique expertise is instrumental in SOM's recently launched Whole Life Carbon Accounting, providing an understanding of a building's true carbon impact.

Mirko is part of the LETI Steering Group and was lead author of the 2020 LETI 'Embodied Carbon Primer' and Climate Emergency Design Guide, Chapter 2 - Embodied Carbon. He is guest lecturer at the University of Bath in Embodied Carbon plus Responsible Sourcing and the Atlantic Technological University in Circular Economy.

Before joining SOM, he was Life Cycle Assessment Technical Lead at BRE, where he developed the methodology for the Environmental Evaluation module of the Circular Building Assessment (CBA), part of the EU Horizon 2020 Building as Material Banks (BAMB 2020) project. He co-authored 'Case Study 2, Whole Life Carbon – Curtain Walling' in the 2017 book, Targeting Zero, published by RIBA Publishing.



CAMILLA EL-DASH

Kimmy is an architectural technologist and sustainability consultant with expertise in sustainable environmental design. She holds an M.Arch in Sustainable Environmental Design, a Foundation Degree in Architectural Technology and a Bachelor's in Architecture and Urbanism.

Throughout her career, Kimmy has been involved in various built environment roles, developing a holistic approach to design and construction.

Currently, she manages the multidisciplinary Net Zero Carbon Retrofit team at Mace Group in London. In this role, she develops design strategies to enable decarbonization of existing buildings, both from operational and embodied carbon perspectives.

Prior to joining Mace, Kimmy was Sustainability Consultant at Max Fordham LLP, providing consultancy services on sustainability and climate change aspects of the built environment. Earlier in her career, she worked at ZEDfactory Europe Ltd, an award-winning architectural practice specializing in energy efficiency and zero carbon design.



ANDREW MOORE

Andrew is an Associate Director at Hilson Moran and passionate advocate of environmental impact reduction in the built environment. His expertise spans embodied carbon and material reduction, energy management in use, energy strategies, environmental management, environmental certification and planning strategy. Andrew is adept at working with councils and developers, helping both sides to navigate the increasingly complex sustainability requirements for a successful planning application. Andrew is supporting a number of landmark London projects through planning, including Holborn Viaduct for RLAM and 1 Broadgate for British Land. He is currently advising the City of London on whole life carbon policy development, having authored the pioneering Carbon Options Guidance.



AMAD KAYANI

Amad is a Chartered Engineer and Senior Environmental Design Analyst at Foster + Partners. He has published research on historic building climate change adaptation and is a regular public speaker on the subject of energy modelling and environmental analysis. His current work focusses on integration of sustainability and resilience on a number of high-profile projects, building on prior experience at Historic England, where he provided technical expertise on decarbonisation of the historic environment.



JOANNA KELLY

Joanna has been working in Heritage and Townscape consultancy services for 14 years. Between 2009-2012 she was at Tavernor Consultancy, working on various large schemes, including the Elephant and Castle Masterplan, 1 Blackfriars Road and the Tate Modern extension. Joanna joined Donald Insall Associates' in 2012. As an Associate on the Historic Buildings Team, she provides historic building, townscape and design advice to clients on sites largely within London. She is expert at identifying heritage significance and assessing architecture and design, particularly in relation to the historic environment and complex townscape contexts. She has a strong understanding of the planning system and is proficient at delivering clear advice to a range of clients and professional peers; she is experienced in engagement processes including public consultation and liaising with statutory bodies including Historic England. Joanna has a Masters in Conservation of Historic Buildings and is a full member of the IHBC.



DR TIMUR TATLIOGLU

Dr Timur Tatlioglu is a Partner in Montagu Evans' Historic Environment and Townscape team. He has particular expertise in advising clients on major and complex projects involving listed buildings, sensitive landscapes, conservation areas and tall buildings. One of his specialisms is commercial projects in the West End having advised retailers and landlords on development proposals involving historic buildings including Microsoft, Nike, RH and Tiffany & Co. Timur has a particular interest in the way the built environment can be adapted to meet sustainability aspirations, including navigating the challenge of retrofit versus redevelopment.



LIZ SMITH

Liz is an industry leading architect. She is Chairman & Regional Director for London & South East UK at the internationally renowned AJ100 Top 10 Practice Purcell.

She is currently a member of the RIBA National Awards Group. Her passion lies in progressive conservation; Liz believes designs can be more creative within the constraints and rich context of historic environments. Liz is an accredited conservation architect with the AABC and RIBA at Specialist Conservation Architect level.

Her expertise in cultural heritage has led Liz to key roles on several high-profile and complex projects to some of the most significant listed buildings in the UK, including the V&A Museum, the British Museum, and St Bartholomew's Hospital. In collaboration with Jamie Fobert Architects, Liz led the recently completed transformation of the National Portrait Gallery, London.

Liz features as the Conservation Architect in Channel 4 TV series Phil Spencer's Stately Homes.



SARAH JACKSON

Sarah Jackson is an architect, currently working as a townscape and heritage consultant. Sarah provides advice on design, townscape and heritage matters for major planning applications which are sensitive, either because of their context or their height. She has appeared as an expert witness at public inquiries. Sarah was a director at the Peter Stewart Consultancy, the Tavernor Consultancy and Alan Baxter. Prior to consultancy work, Sarah was the head of Design Review at the Commission for Architecture and the Built Environment (CABE).



DR MAAYAN MATZ ASHKENAZI

Anthropologist and urban designer Maayan Matz Ashkenazi specialises in psycho-social approaches to spatial design with a particular focus on health and wellbeing. Before setting up her own independent consultancy she established the role of Anthropologist-Urban Designer at the international studio Foster+Partners. With public-sector clients including the GLA, Network Rail, the NHS and numerous London Boroughs, she brings practice- and research-led design expertise to place-based projects that encompass spatial-design, policy and infrastructural intervention. She received her PhD from the LSHTM; was appointed to the UK's High Streets Task Force; is a frequently invited public speaker on the topic of relations-centred design; and has taught, guest lectured and critiqued on various Masters courses including the LSHTM, RCA, Ravensbourne College of Art and Design, and Confluence Institute (Paris).



LORNA SEWELL

Lorna is an experienced movement specialist and transport planner with leading expertise in the design of streets and places. She is passionate about creating sustainable places for people, ensuring transport and movement choices are healthy, safe and accessible to all. Lorna has contributed to a variety of spatial planning projects along with high-profile placemaking and public realm projects in London and across the country. Her experience also includes the development of national strategies and design guidance, such as shared space, traffic management and streetscape, signing and paving delineation.



HELEN KANE

Helen is the director of multi award winning Access Included and Neuro By Design, access consultants and surveyors, based in London and Cardiff. The practice specialises in neurodiversity, active travel, public realm, sustainability, multi-sensory and biophilic design, and all things inclusive design.

Helen holds a Masters in construction project management, an honours degree in housing, a teaching qualification, and is a qualified carpenter and plumber. A wide range of experience ranges from negotiations on the London Olympics site, through searching for sites while piloting a plane in Africa to applying the latest neuroscience discoveries to the built environment. 40 year+ experience spans office, residential, retail, industrial, commercial and heritage sectors internationally. Liaison with diverse groups to reach difficult decisions amicably is a key element.

Voluntary positions include multiple property awards judge, ex Samaritans listener, National Register of Access Consultants (NRAC) board, RICS board chair and ICE FIR committee.



KOSH KAR

Kosh is a Director within Ramboll's Regenerative Cities team; supporting towns and cities to develop social, environmental and economic systems that actively reinforce self-sustainability, regeneration and growth.

Kosh previously led the GLA's Infrastructure Coordination Development Service, working between the private and public sectors to unlock development in areas of high growth through better infrastructure design, delivery and investment.

He is an Architect and led large-scale multi-disciplinary, transport, infrastructure, public realm and residential projects at Hawkins\ Brown; such as Thames Tideway, Clapham Junction Futures and Tottenham Court Road over site development.

Kosh is also a member of the NLA's Expert Panel on Transport & Infrastructure.



RITA OLUFUNWI ADEOYE

Rita is an access consultant with extensive experience of access and inclusion in the built environment. She is currently the London Legacy Development Corporation (LLDC) Accessibility and Inclusive Design Principal where she provides inclusive design leadership on strategic and major developments including residential, cultural, education, transport, sports venue, public realm and connectivity schemes. She is particularly interested in widening awareness of access/inclusive design in every sector and presently manages the LLDC and Queen Elizabeth Olympic Park Built Environment Access Panel.



STACEY COUGILL

Stacey is a Director and Owner at Eight Versa, a multi-disciplinary sustainability consultancy. Stacey has over 15 years of experience leading a team of experts and coordinating complex projects in a wide range of sustainability disciplines. Stacey enjoys supporting clients through all planning stages through to development, with a pragmatic approach. Her specialism is biodiversity and her prior experience of ecological consultancy throughout planning stages and implementing projects in the local government, education, and voluntary sectors, gives a unique insight and an understanding of the wider priorities and pressures of embedding long-lasting enhancement for biodiversity. Stacey's interest is now focused on how ESG strategies ensure biodiversity is an intrinsic consideration, using the TNFD framework to evaluate biodiversity and to report and act on evolving nature-related risks.



BILJANA SAVIC

Biljana Savic is an urban planner and architect and is Head of Urban Design and Integration at HS2. She specialises in design clienting and the development of evidence-based, urban design solutions and policies through the use of innovative methods of stakeholder and community engagement. Biljana has extensive experience spanning transport infrastructure delivery, public and third sector design advisory bodies, urban planning, architecture and construction management consultancies. She is passionate about improving people's quality of life through creative and responsible placemaking.

4 THE DESIGN REVIEW PROCESS

The council manages the design review service, with panel management undertaken by officers from the planning service. Schemes will be recommended for referral to the DRP by officers, usually at pre-application stage. The independent advice given by the DRP is likely to be most effective when given before a scheme becomes too fixed.

First reviews will be organised at a stage after initial discussions have taken place between the applicant design team and the council's planning and design officers. Ideally schemes should be at RIBA Stage 2 (concept design), but it is important that sufficient drawings and information is available to inform a comprehensive and constructive discussion. Applicants will also be asked to provide details of feedback from early community engagement undertaken in line with our Early Engagement Protocol². In addition to

preapplication proposals, where necessary, planning applications may also be reviewed but applicants will be advised to approach review with an understanding that design amendments may be recommended.

The different types of review to be offered as standard will be as follows:

FULL REVIEW – Typically for large-scale schemes or strategically significant projects a full in-person review meetings generally involves a DRP chair and four or five panel members taken from the wider pool of experts and who will be selected according to the nature of the scheme being considered and the relevant types of expertise and experience required to contribute to the discussions.

FOLLOW-UP REVIEW – Typically for schemes which have been reviewed previously or may be considered for some smaller scheme

reviews. Depending on the nature of the proposals, two follow-up review options will also be offered to applicants. A choice of a follow-up review with the same DRP or alternatively the DRP chair and 1-2 additional DRP member/s. Smaller follow-up review meetings may be undertaken online.

Bespoke review formats can also be provided where appropriate, with fees agreed on case by case basis. A typical review schedule is shown on the diagram overleaf.



² www.westminster.gov.uk/planning-building-control-and-environmental-regulations/planning-applications/pre-application-community-engagement-and-consultation-planning-applications

Full Review

Chair and 4 panel members – in person

- Site Visit (first review only)
- Chair's Intro (5 minutes)
- Applicant Presentation (20 minutes)
- Q&A (15 minutes)
- Feedback/Discussion (40 minutes)
- Chair summary (10 minutes)

Follow-up Review (Option 1)

Chair and 4 panel members – in person

- Chair's Intro (5 minutes)
- Applicant Presentation (20 minutes)
- Q&A (15 minutes)
- Feedback/Discussion (40 minutes)
- Chair summary (10 minutes)

Follow-up Review (Option 2)

Chair and 2 panel members – online only

The DRP will usually meet once a month (or as required). In general, one review meeting will consider a maximum of 2-3 schemes – this will include a site visit, presentations and discussions. Applicants and relevant planning and design officers will be present during the review. We ask that the applicant team endeavour to keep their numbers to a minimum, with no more than five people attending the review. Where necessary, in addition to planning and other relevant council

officers, other stakeholders, for example Historic England or Transport for London, may also be invited to attend the review meeting and give their views. On occasion elected member/s or other council officers may also be in attendance to observe meetings. This will be agreed in advance, and their attendance at the DRP review meeting will be strictly in their capacity as observers. They will not participate or provide comment.

Site visits will take place immediately prior to the review meeting and applicants will be expected to provide access and any PPE, if required. Site visits will be attended by the DRP members participating in the review, accompanied by the DRP manager and/or case officer. A maximum of two representatives of the client and design team are welcome to attend the site visit.



5 FEES

The fees for DRP review are as follows:

	Net	Gross
Full review with site visit	£4,856.00	£5,827.00
Follow-up review (with full panel)	£4,856.00	£5,827.00
Chair review	£2,695.00	£3,231.00

It should be noted that the above is a stand-alone fee for the DRP service which is not linked to but is in addition to any pre-application or planning performance agreement fees. This will allow flexibility to decide when it is appropriate for schemes to be referred to a design review.

For schemes which are particularly complex and/or require a bespoke review format (such as specialist sub panel) the fees outlined above may be increased to cover additional administration costs.

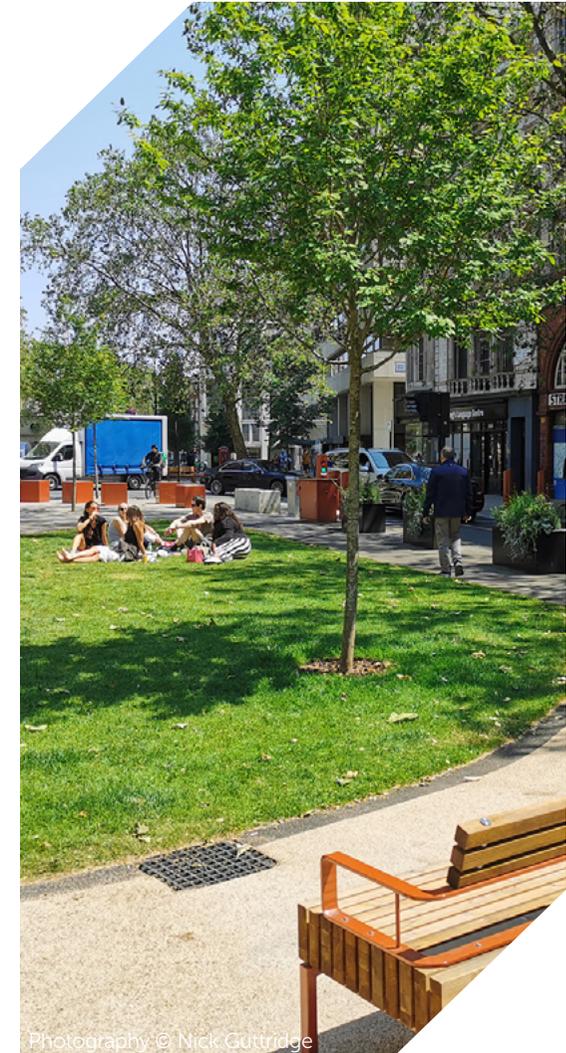
In exceptional cases, where agreed by the Director of Town Planning and Building Control, the fees may be reduced by up to a maximum of 50% in order to support particular community or charitable organisations.

CANCELLATION POLICY

Payment should be made in advance of the review, along with the DRP submission form and the review may be cancelled if payment is not received five days before the meeting.

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

- 50% of full cost: If the cancellation/postponement is made less than two weeks before the scheduled review meeting date.
- £600 + VAT: If the cancellation/postponement is made 2-4 weeks before the scheduled review meeting date.



Photography © Nick Guttridge

6 CHAIR & PANEL RESPONSIBILITIES

DRP meeting dates will be scheduled and chairs allocated in advance. DRP members should advise if there are meetings they will not be able to attend. Two weeks prior to DRP review day the relevant panel members will receive notification that their attendance is required. One week prior to the DRP meeting a briefing note providing information on each scheme will be circulated for consideration and scrutiny in advance of the meeting. DRP members must read all briefing material, prepare fully for the review and attend the entirety of a review day, including the related site visits. If a DRP member is unable to attend a review day, a minimum of 10 days' notice should be given to the council to allow for a substitute DRP member to be found. In most cases DRP meetings will be in person. However, in exceptional circumstances, for example where an in person meeting cannot be held, smaller schemes or follow-up DRP

reviews where no site visit is required, it may be appropriate for hybrid or online meetings to be arranged.

The DRP Chair will be expected to attend a pre-review briefing meeting with the council.

The Chair will lead the DRP reviews by:

- structuring the session;
- mediating the discussions and ensuring that each DRP member is given sufficient opportunity to express their impartial view;
- agreeing the constructive summary of the session which accurately captures the views of the DRP as a whole; and
- ensuring that the DRP report forms the accurate written record of the review by DRP members as agreed by the DRP Chair and all DRP members (see section 8).



All DRP members (including Chairs) will provide impartial and expert advice during review sessions. The DRP will work for the benefit of the public and, as set out in the Code of Conduct, all members are required to adhere to the Nolan Principles of Public Life - selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

Panel members shall keep strictly confidential at all times all information acquired during the

course of their role as a DRP member, with the exception of reports that are already in the public domain. Further details are provided in the confidentiality procedure, which is included at Appendix B. DRP members must all understand and apply the council's public sector equality duty when carrying out their advisory functions (see further below at Appendix D). On appointment, DRP members will be asked to sign the Code of Conduct

form committing themselves to abide by the rules and regulations of the DRP operation at Appendix E. This is a binding agreement committing DRP members to adhere to the Code of Conduct and Terms of Reference, including all confidentiality and conflict of interest processes and requirements.



7 AGENDAS AND PRESENTATION REQUIREMENTS

An agenda with briefing will be provided that includes notes on the planning context, details of the scheme(s) to be considered, and details of applicant and consultant team. This will be sent to DRP members one week before the panel meeting.

Information provided in the briefing by the planning case officer will include relevant planning history and planning policies which 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 applicant design team and agreed by the Council will set out the factual information about the project. Selected plans and photographs of the project will be provided to give a sense of the scope and nature of the project under review and these will be included within the briefing.

At the DRP meeting, a presentation will be given by the team proposing the development (this will normally be given by the architect, but sometimes may also involve the planning consultants, landscape architects or other professionals from the applicant team).

The presentation should be complete and self-contained and not simply be copies of the Design and Access Statement. A list of the information to be included, as well as format and timings is set out below. However, the exact content will be dependent on the applicant's proposed scheme, and any particular areas of focus should be agreed beforehand with council officers. We offer a 30 minute pre-meeting online to discuss presentation content and agree on key focus areas (if any).



GUIDE TO CONTENTS OF THE PRESENTATION

The applicant's presentation on the proposed scheme should be delivered electronically and last a maximum of 20 minutes. The following aspects should usually be addressed in the presentation:

- Brief and project context – what is the purpose of the project?
- Contextual analysis – concise information showing an understanding of the wider context in architectural, townscape, socio-economic and cultural terms, ownerships, proximities to heritage assets or open spaces and any relevant policy context;
- Connectivity– urban grain, street patterns, pedestrian and vehicle movements in and around the application site;
- Design principles – what is the concept;
- Design development - it is acceptable for these to be shown using diagrams and sketches;
- Plans, sections and elevations;
- Views and panoramas;
- Energy efficiency / Sustainability credentials of the proposed scheme;
- Access and inclusive design;
- Public realm, Landscape and greening strategy;
- Heritage Assessment;
- Details of Community Engagement undertaken.



8 PANEL ADVICE AND REPORTS

During the DRP meeting both the officer(s) with primary responsibility for panel management and the Chair will take notes of the discussions and these will form the basis of a DRP report. Following the meeting, officers will draft the DRP report and submit it to the Chair and members for agreement and a final copy will be signed by the Chair prior to it being issued to the applicant design team. DRP reports will be issued within 10 working days.

As with normal pre-application procedure, advice given by the DRP before an application is submitted remains confidential, seen only by the applicant and the council in its capacity as the local planning authority. This will encourage applicants to share proposals in an open, honest and transparent manner with the DRP. It will also ensure that applicants receive the most useful advice as a result of the review. Once an application has been submitted, the DRP's comments, will be published on the

Council's website as part of the application documentation to ensure transparency. For more details, please refer to the Confidentiality Policy at Appendix B.

DRP reports will provide a summary of the review discussions and include a clear, professional and independent assessment of the design qualities of the scheme proposals including where relevant, recommendations and advice on ways in which the quality of the development proposals could be improved. The DRP's observations and recommendations will then be provided to the applicant as clear, impartial advice.

The Design Review Panel has an advisory and independent role in the planning process. It is therefore important that following a review, the applicant's design team discuss with the council's planning and design officers how to address any points raised in the DRP's report.

The comments and recommendations from these discussions will also be noted in any pre-application response sent to the applicant and in the event that the scheme proposals become the subject of a planning application, also noted in the Planning Officer's report to the Planning Sub Committee.

The DRP does not make planning decisions and its recommendations will carry the same weight as other technical assessments. It is for case officers and the planning committee to decide what weight to place on the DRP's comments, balanced with other planning considerations.



9 CONFLICTS OF INTEREST

The Design Review Panel is intended to provide a constructive forum for applicants, their project teams, and officers seeking advice and guidance on development proposals. Minimising the potential for conflicts of interest is important to the impartiality of the DRP.

To ensure the Design Review Panel's independence and professionalism, it is essential that DRP members avoid any actual or perceived conflicts of interest that may arise in relation to proposed schemes considered during the DRP meetings that they attend.

DRP members must ensure that any possible conflicts of interest are identified at an early stage, and that appropriate action is taken to resolve them. Each DRP member is required to register and declare any interests and/or

conflict of interest to the council and to inform the council of any changes to enable the DRP Register to be maintained and kept up to date.

DRP meeting agendas provided in advance of DRP 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 DRP member may be asked to step down from a DRP review. In other cases, a declaration of interest may be sufficient. If in doubt, DRP members should contact the council officer responsible for DRP management to discuss this.

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



10 FREEDOM OF INFORMATION

As a public authority, Westminster City Council is subject to the Freedom of Information Act 2000 (the Act). All requests made to the Council for information about the DRP 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.



11 MONITORING AND EVALUATION

The work of the DRP will be regularly monitored and kept under review including through:

- Feedback from applicants whose proposed schemes were reviewed by the DRP. A formal feedback form will be used for this purpose and will be sent to the applicant design team within a month of the review taking place;
- Regular feedback from DRP members. A feedback form will be sent to DRP members within one month of the review taking place;
- Quarterly monitoring meetings;
- Newsletter to be shared with DRP members, council officers and council members highlighting proposed schemes which have been reviewed within the preceding period;
- Yearly monitoring reports and inclusion of information within the Annual Monitoring Report.



APPENDICES

APPENDIX A - LONDON DESIGN REVIEW CHARTER – PRINCIPLES

The London Design Review 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.

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 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.

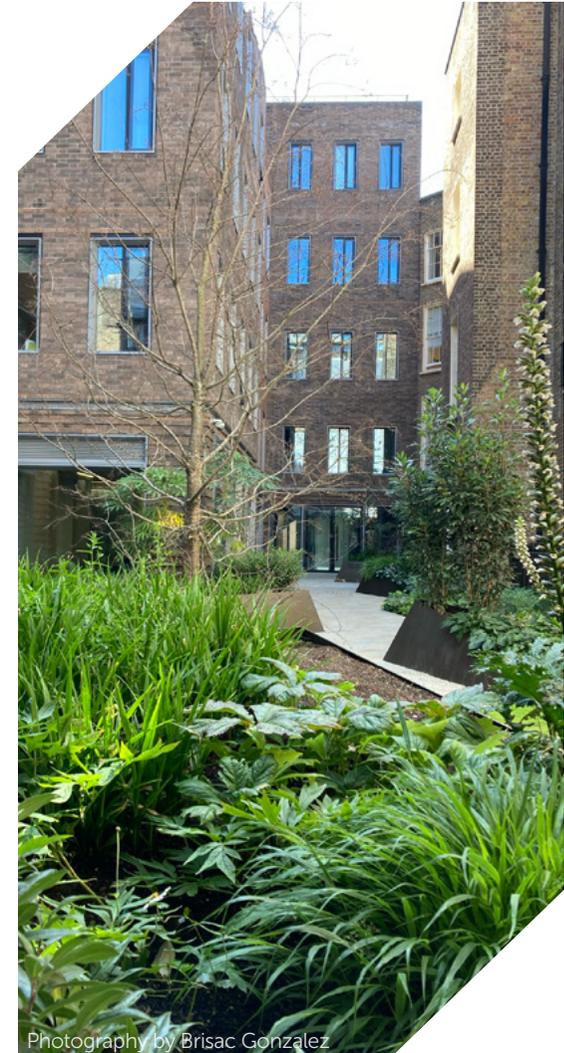
APPENDIX B – CONFIDENTIALITY

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

1. DRP meetings are only to be attended by DRP members, Council officers, and officers from stakeholder organisations involved in the proposed scheme. This may also include statutory consultees, the applicant and their design team. If any additional individual is to be in attendance this will need to be approved by the officer responsible for DRP management (Panel Manager).
2. DRP members shall keep at all times strictly confidential all information provided to them during the course of their role as a

DRP member. DRP members shall not at any time use any information obtained for their own benefit, nor disclose or discuss the information with any other third party. This restriction does not apply to reports already available and in the public domain – see points 7 and 8 below).

3. The DRP's advice is provided in the form of a report written by the Panel Manager, containing key points arrived at during discussions by the DRP. If any applicant, architect, agent, or third party approaches a DRP member outside of the panel review process for advice on a proposed scheme which is subject to a DRP review, whether that be before, during or after the DRP review process, then the DRP member should decline to comment and refer the inquiry to the Panel Manager.



4. If, after a review of a proposed scheme in which a DRP member has participated, they are approached by any applicant, architect or agent to ascertain the DRP member's potential interest in contributing to the project team for that particular scheme, the DRP member must decline any involvement with the project team. Professional work in a proposed scheme previously reviewed by a DRP member is not permitted and additionally conformity to the DRP member's professional governing body conduct codes will be required.
5. DRP members are not restricted from professionally working on proposed schemes within the area of Westminster City Council. However, if such a scheme is referred for review by the DRP, the DRP member must declare a conflict of interest and not participate in any manner with work undertaken in connection with the DRP review.
6. Following the meeting, the Panel Manager will write a confidential draft report for circulation to the DRP and its Chair for comments. After any necessary amendments are made, the agreed confidential report will be signed by the DRP Chair and then distributed to all relevant stakeholders.
7. If the proposed scheme is at a pre-application stage, the report will not be made public. It will only be shared with the Council, the applicant and its design team, and any other stakeholder bodies the Council has consulted on the project. Once a valid planning application is submitted, all reports relating to the proposed scheme will be made public.
8. If the proposed scheme is reviewed at an application stage the DRP's report will be made available as a public document and will be stored within the scheme case file and published on the Council's website.
9. If a panel member wishes to share any Design Review Panel report with a third party, they must seek written approval from the Panel Manager prior to sharing any documentation. The Panel Manager will be able to confirm whether or not the DRP's report has been made available as a public document.

APPENDIX C - 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 DRP meeting. The following process will apply:

1. All DRP members will be required to declare any conflicts of interests.
2. DRP members will be notified at least three days prior to the DRP review meeting of the proposed schemes under consideration. It is expected that at this time, DRP members will declare any potential conflict of interest in any of the proposed schemes to the Panel Manager.
3. Panel Manager, in consultation with the DRP Chair and Council Officers, will determine whether the conflict of interest requires the DRP member to step down from the DRP review meeting, or whether a declaration of interest would be sufficient and involvement in the proposed scheme by the DRP member may continue.
4. In general, a DRP member should decline any involvement in a proposed scheme under DRP review if they have:
 - a. any financial, commercial or professional interest in a proposed project , its client and/or its site;
 - b. a financial, commercial or professional interest in a project, its client and/or a site is adjacent to the proposed project site that or upon which the project being reviewed will have a material impact;
 - c. a personal relationship with an individual or group involved in the proposed project, or a related project where that relationship prevents the DRP member from being objective.

5. Personal interests which DRP members should declare, but which would not normally prevent a panel member participating in a review meeting, will be noted at the beginning of the DRP review meeting, discussed with the presenting design teams and recorded in the DRP's review report.
6. If, subsequent to a DRP review of a proposed scheme in which a DRP member has participated, they are approached by any applicant, architect, agent, or third party outside of the DRP review process for advice on a proposed scheme which is subject to a DRP review, whether that be before, during or after the DRP review process, then the DRP member should decline to comment and refer the inquiry to the Panel Manager.

7. DRP members are not restricted from professionally working on proposed schemes within the area of Westminster City Council. However, if such a scheme is referred for review by the DRP, the DRP member must declare a conflict of interest and not participate in any manner with work undertaken in connection with the DRP review.
8. Councillors and Council employees are not eligible to be DRP members and this restriction shall continue to apply for a period of 6 months after ceasing to act as a Councillor or being employed Westminster City Council as an employee.



APPENDIX D: THE PUBLIC SECTOR EQUALITY DUTY

Westminster City Council as a public authority is subject to the public sector equality duty under section 149 of the Equality Act 2010. Section 149 of the Act imposes a duty on public authorities and other bodies when exercising public functions to have due regard to the need to:

- a. eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under the Act;
- b. advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it;
- c. foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

In carrying out their roles as DRP members, they will have due regard to the duties imposed above.



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London Architectural Photographer

APPENDIX E: CODE OF CONDUCT AND DECLARATION

DRP members shall act in a professional manner at all times when attending a DRP meeting or undertaking other duties on behalf of the panel and in connection with the DRP's work. Panel members must act in the public interest and agree to adhere to the seven principles of public life set out in the Nolan Report on Standards in Public Life.



THE SEVEN NOLAN PRINCIPLES OF PUBLIC LIFE ARE:

Selflessness Holders of public office should take decisions solely in terms of the public interest. They should not do so in order to gain financial or other material benefits for themselves, their family, or their friends.

Integrity Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might influence them in the performance of their official duties.

Objectivity In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.

Accountability Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.

Openness Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reason for their decisions and restrict information only when the wider public interest clearly demands.

Honesty Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest. Leadership Holders of public office should promote and support these principles by leadership and example.

BREACHES OF CODE OF CONDUCT

Any breach of this Code of Conduct or any behaviour by a DRP member which brings the Council and/or the DRP into disrepute will be followed by a verbal warning from the DRP Co-Chairs on behalf of the Panel. Ongoing failure to comply with the Code of Conduct will be followed by a joint written warning from the DRP Co-Chairs and the Director of Town Planning on behalf of the DRP and Council. If a DRP member continues to fail to comply with

the Code of Conduct and / or cannot offer a satisfactory explanation for their behaviour a motion by the DRP Co-Chairs (in consultation with the DRP Manager) will be put to the DRP to suspend the DRP member from the DRP. Any DRP member can and should alert the rest of the DRP to any breach in the Code of Conduct by raising this issue with the DRP Co-Chair and/or the Council either at the time that the breach arises or immediately after the

DRP member becomes aware of any breach of Code of Conduct. Any breach by a Co-Chair should also be raised with the their Co-chairs and the Council.

If a DRP member has any queries as to their responsibilities under the Code of Conduct then they should refer these to the DRP and/or Council Officer for further advice.

DECLARATION

I accept and agree to abide by the rules set out in this Terms of Reference and agree to adhere to the Procedures regarding confidentiality, Conflicts of Interest and the Code of Conduct and understand that if I breach any of these rules, I may be asked to leave the Westminster City Council Design Review Panel.

Name:

Signature:

Profession:

Date:

13 REFERENCES

1. National Planning Policy Framework (2019)
2. The London Plan (2021)
3. Westminster City Plan (2021)
4. GLA - Good Growth by Design (2020)
5. London Design Review Charter, GLA (2019)
6. Cobe at Design Council, Landscape Institute, RTPI and RIBA. Design Review: Principles and Practice (2013)





City of Westminster