



# EPPING FOREST DISTRICT QUALITY REVIEW PANEL

Terms of Reference 2018

In partnership with

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Cover image: North Weald Railway Station © Epping Forest District Council

# 1 INTRODUCTION

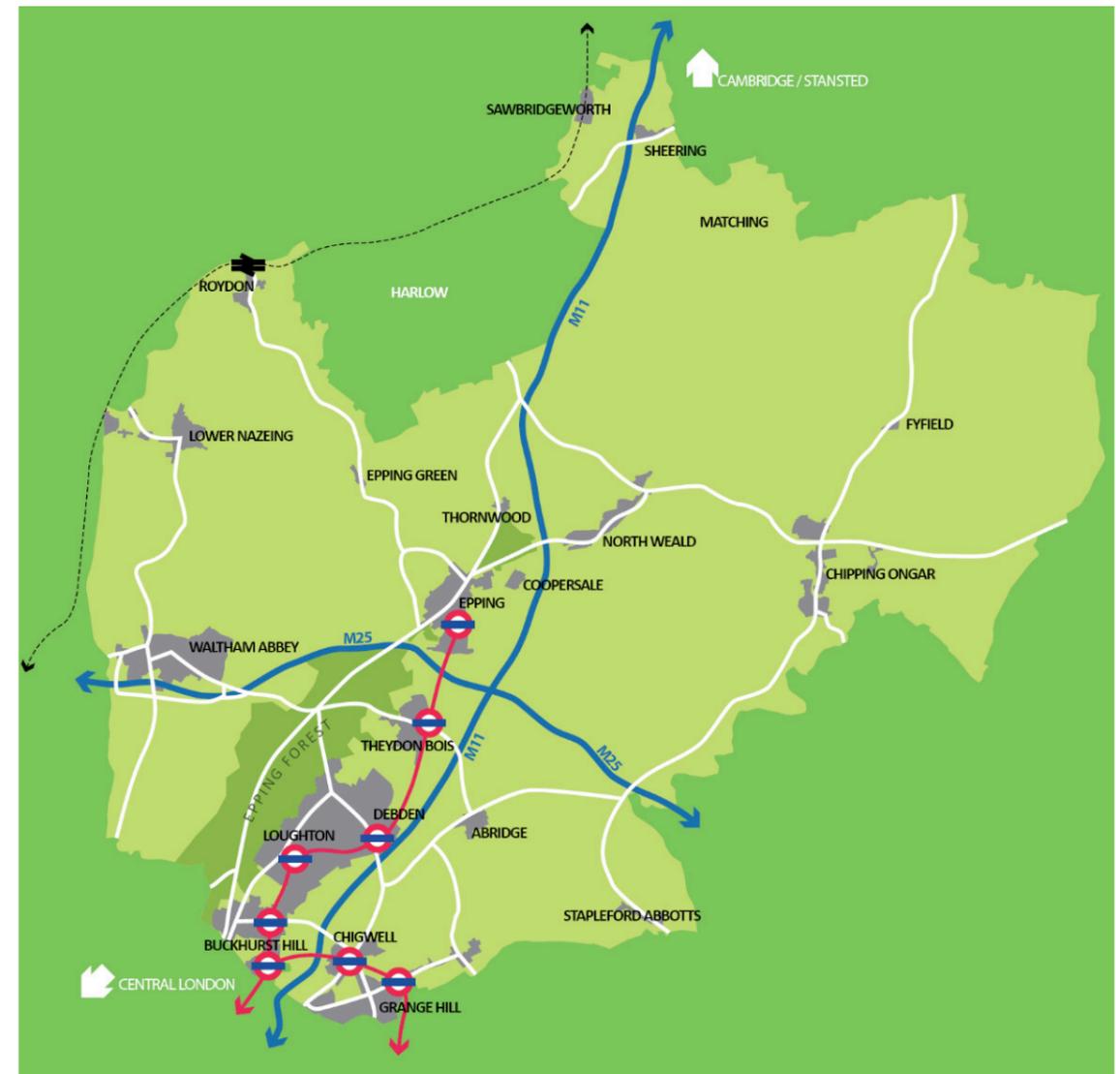
1.1 Epping Forest District Council's vision is for a place where residents enjoy a good quality of life, with new homes of an appropriate mix of sizes, types and tenures, as part of well integrated communities. Development will be in sustainable locations, and respecting the attributes of the different towns and villages, and conserving its natural and historic assets.

1.2 The District Council is committed to ensuring that development, including the realisation of strategic, masterplan and major schemes, is of the highest standard. It is committed to high quality design - in its broadest sense: architectural, urban and landscape design, planning, transport, environment and deliverability will all be essential elements.

1.3 To help ensure that these aspirations are fulfilled, the Epping Forest District Council has established a Quality Review Panel – to provide 'critical friend' advice and design guidance to support the delivery of strategic sites, including masterplan review, and other major projects within the District.

1.4 The Quality Review Panel process will require a broad range of expertise. The panel brings together leading practitioners across those disciplines that have a particular relevance to the area.

1.5 The composition and remit of the panel reflects a review process that is multidisciplinary, collaborative and enabling. As well as formal reviews, the panel will provide support to Council officers through chair's reviews and surgery reviews.



Epping forest district map © Epping forest District Council

## 2 PRINCIPLES OF QUALITY REVIEW

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

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

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

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

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

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

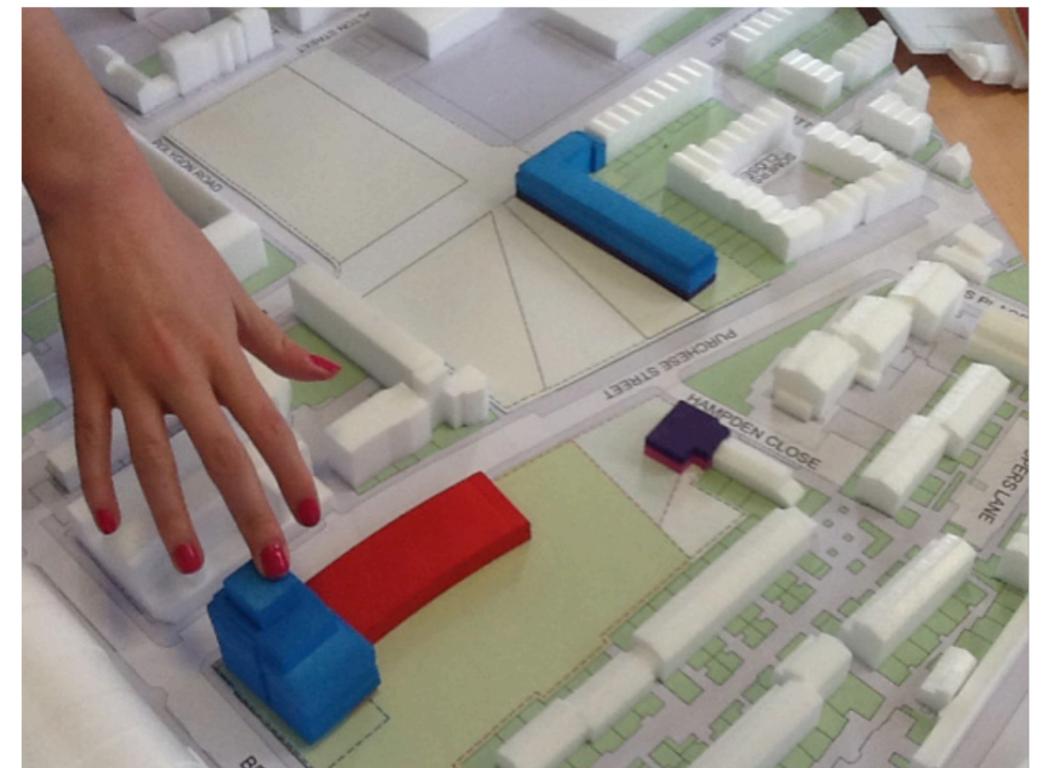
**Timely** – the advice is conveyed as early as possible in the design process, because this can avoid a great deal of wasted time. It also costs less to make changes at an early stage.

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

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

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

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





St John's in Epping © Steve Cadman, Wikimedia Commons

## 3 PANEL COMPOSITION

3.1 The Epping Forest District Quality Review Panel brings together leading professionals, working at the highest level in their field. It is made up of around 18 panel members, including the chair.

3.2 Panel members are chosen to provide a broad range of expertise including:

- urban design / town planning
- landscape architecture
- transport infrastructure
- social infrastructure
- sustainability
- development delivery
- heritage

3.3 Many of those appointed to the panel will have expertise and experience in more than one of these areas. The composition of the panel for each review is chosen as far as possible to suit the project / issue being reviewed.

3.4 Membership of the panel is reviewed regularly, at least once a year, to ensure that it provides all the necessary expertise and experience to undertake the panel's work effectively.

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

3.6 In support of the District Council's commitment towards community engagement, there may also be potential, on occasion, to invite the chair of a community group to attend panel review meetings as an observer.

## 4 PANEL REMIT

4.1 The Quality Review Panel has been established to support Epping Forest District Council in achieving high quality, innovative and sustainable placemaking. The panel provides independent and objective advice during the policy development, planning application and delivery programme.

4.2 The panel supports the District Council by advising on masterplans, pre-application development proposals, and planning applications. Officers are encouraged to refer schemes, including masterplans, to the panel at an early stage in the design process to identify and test the proposed design's key assumptions.

4.3 Advice is likely to be most effective before a scheme becomes too fixed. Early engagement with the panel should reduce the risk of delay at application stage by supporting the development of schemes of a high quality. The planning authority may also request a review once an application is submitted.

4.4 The panel's advice to District Council officers will support sound planning decisions in respect of design quality. It may assist officers in negotiating design improvements and support planning committee decisions, where design quality is a key consideration.

4.5 Where possible, the review process will be informed by briefings on consultation and engagement by the District Council, so that local views can be taken into consideration in the panel's comments.

4.6 The panel considers significant development proposals at the request of the District Council. The Council's Local Plan (submission version) sets out that schemes of more than 50 homes or 5000 sqm of commercial/other floorspace should generally be informed by review. Other smaller schemes which are complex or contentious, may also be appropriate for review.

4.7 Significance is not necessarily only related to scale – but may also fall into the following categories.

- any scheme developed as part of a masterplan, this includes outline application stage and reserved matters
- large buildings or groups of buildings
- infrastructure projects such as bridges or transport hubs
- large public realm proposals
- design codes or design guidance



Epping High Street © Epping Forest District Council

4.8 The panel will also comment on proposals that are significant because of their site, for example:

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

4.9 The District Council may also refer projects to the panel where, for example, they require advice on:

- building typologies, for example, single aspect units
- environmental sustainability
- design for climate change adaptation and mitigation
- accessibility and inclusive design
- proposals likely to establish a precedent for future development
- developments out of the ordinary in their context
- schemes with significant impacts on the quality of everyday life
- landscape / public space design
- supplementary planning documents and other policy related documents, including those providing design related guidance
- strategies or feasibility studies on area wide projects, such as connectivity

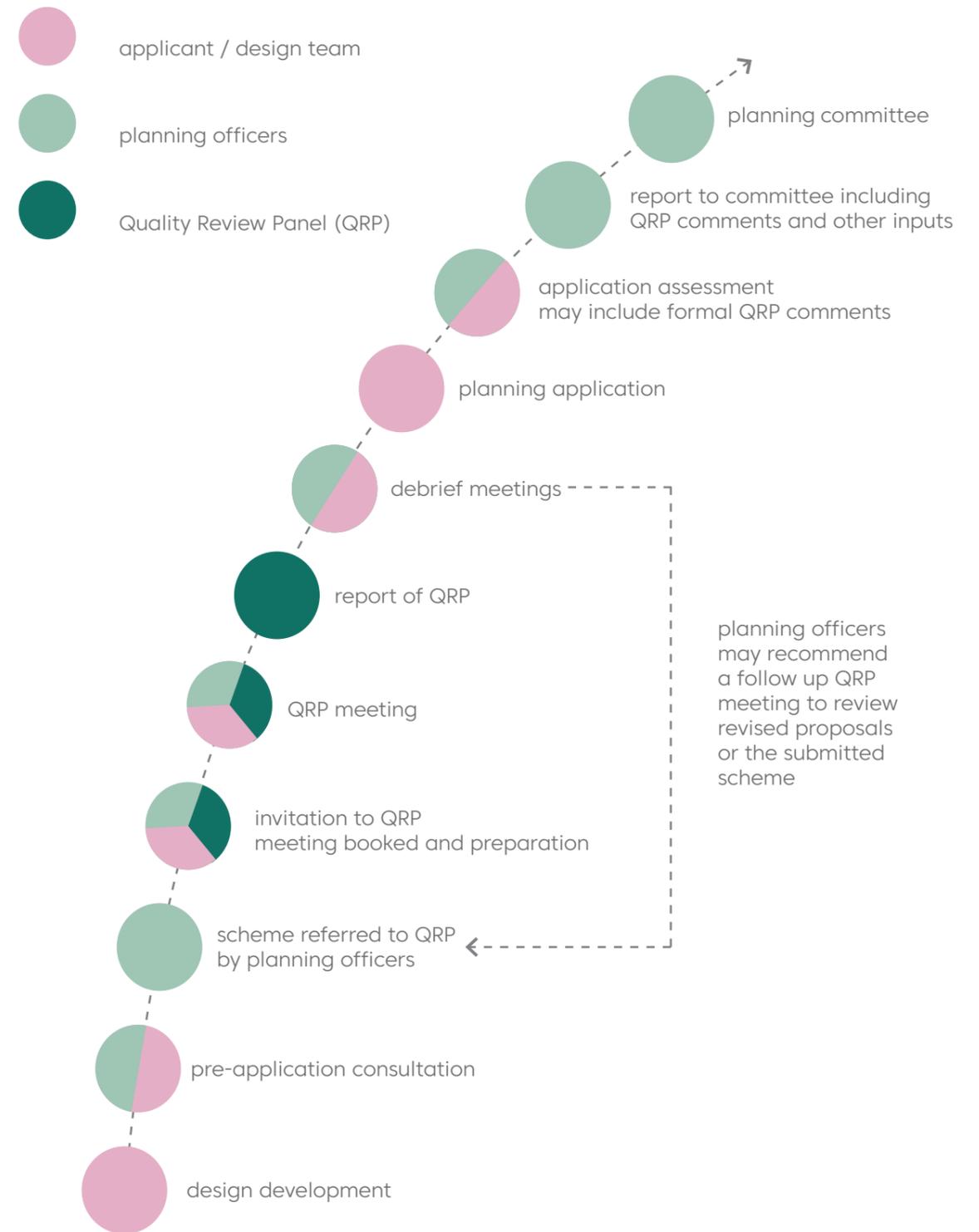
4.10 As with normal pre-application procedure, Quality Review Panel advice before an application is submitted remains confidential with the applicant and the District Council. This encourages applicants to share proposals openly and honestly with the panel – and ensures that they receive the most useful advice.

4.11 Once an application has been submitted, the panel’s comments on the submission are published on Epping Forest District Council’s website.

4.12 Exceptions may occur, however, where a review of a submitted application is not requested by the planning authority. In this case, the planning authority may ask for the report of the pre-application review to be made public as the panel’s formal response to the submitted application.

4.13 The panel’s role in the context of the overall planning process is shown in the diagram opposite.

## Quality review in the planning process



## 5 ROLE OF THE PANEL

5.1 The Quality Review Panel provides independent and impartial advice to Epping Forest District Council at key stages of the planning process.

5.2 The panel plays an advisory role in the planning process. It is for planning officers and the planning committee to decide what weight to place on the panel's comments and recommendations – balanced with other planning considerations.

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

## 6 INDEPENDENCE, CONFIDENCE AND PROBITY

6.1 The Epping Forest District Quality Review Panel is an independent and impartial service provided to the District Council by Frame Projects, an external consultancy.

6.2 The processes for managing the panel, the appointment of panel members, including the selection of the chair, and the administration of meetings are agreed in partnership with the District Council.

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

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

North West Cambridge © Pollard Thomas Edwards Architects



## 7 CONFLICTS OF INTEREST

7.1 The Epping Forest District Quality Review Panel is intended to provide a constructive forum for applicants and their project teams and planning officers seeking advice and guidance on strategy, policy and design quality.

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

7.3 Panel members are asked to ensure that any possible conflicts of interest are identified at an early stage and that appropriate action is taken to resolve them. When panel members join the panel they are asked to complete a register of interests form.

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

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

7.6 The process for managing conflicts of interest is described at Appendix B.

## 8 FREEDOM OF INFORMATION

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



Epping Forest District Museum, housed in a Grade II\* listed Tudor building in Waltham Abbey

# 9 TYPES OF REVIEW

9.1 Three different formats of review are offered:

- formal reviews
- chair's reviews
- surgery reviews

9.2 Typically, the chair or vice chair and four panel members attend formal reviews; the chair and one panel member attend chair's and surgery reviews.

## Formal reviews

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

9.4 Formal reviews usually take place at a stage when an applicant and design team have decided their preferred option for development of a site, and have sufficient drawings and models to inform a comprehensive discussion. There will often be a second pre-application review, to allow discussion of more detailed design matters, before submission of the planning application. The scheme will be presented by a member of the design team, normally the lead architect, following a brief introduction by the applicant.

9.5 Presentations may be made with drawings and / or pdf or PowerPoint and models as appropriate. At least one printed copy of the presentation should be provided, for ease of reference during the panel discussion.

9.6 Planning officers, and where appropriate, other relevant stakeholders / organisations will be invited to attend and asked to give their views after presentation of the project / issue.

9.7 A typical formal review will last 90 minutes: 10 minutes introductions and briefing by planning officers; 35 minutes presentation; 45 minutes discussion and summing up by the chair.

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

## Chair's reviews

9.9 In the case of smaller development proposals, or schemes previously presented at a formal review, a chair's review may be arranged to provide advice on the quality of proposals.

9.10 Chair's reviews may take place for schemes from RIBA Stage 2 (concept design) onwards. These meetings will be attended by a chair of the Quality Review Panel, and one other panel member.

9.11 Planning officers will be invited, but other stakeholders will not normally attend. However, the planning case officer may brief the panel on any comments made by other stakeholders.

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

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

## Surgery reviews

9.14 Very small schemes, or schemes where planning officers request the panel's advice on discharge of planning conditions, may be more suited to a surgery review. A flexible approach to presentation methods will allow for pin up of drawings / discussions around a table / PowerPoint presentations as appropriate.

9.15 A typical surgery review will last 40 minutes: 10 minutes introductions and briefing by planning officers; 15 minutes presentation; 15 minutes discussion and summing up by the chair.

9.16 A surgery review will be summarised in a brief document, of up to two sides of A4, rather than a full report.



Epping town centre © Epping Forest District Council

## 10 SITE VISITS

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

## 11 MEETINGS IN 2018

11.1 One Epping Forest District Quality Review Panel meeting is provisionally scheduled for each month. These meetings may be used for either a formal review, chair's review or surgery review, as appropriate. In the case of a surgery review a minimum of two schemes would be arranged per meeting.

11.2 Exceptionally, additional meetings may be required to respond to specific requirements for advice at key points in the masterplan, policy development, planning application and delivery programme.

11.3 The following dates are currently set for Quality Review Panel meetings during 2018:

- 26 April
- 24 May
- 21 June
- 19 July
- 16 August
- 27 September
- 11 October
- 22 November
- 20 December

# 12 REVIEW AGENDAS

12.1 Detailed agendas will be issued to panel members, with an aim that this should be one week in advance of each review.

12.2 For formal and chair's reviews, a detailed agenda will be provided that includes notes on the planning context, details of the project to be considered, the applicant and consultant team, and those presenting the project, as appropriate.

12.3 Information provided by planning officers will include relevant planning history and planning policy.

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

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

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



St Chad's, Tilbury, Essex designed by Bell Phillips Architects for Thurrock Council © Kilian O'Sullivan



Connaught Gardens, designed by Pollard Thomas Edwards © Tim Crocker

## 13 PANEL REPORTS

13.1 During the Quality Review Panel meeting the panel manager, Frame Projects, will take notes of the discussion – these form the basis of panel reports. Reports will be drafted, approved by the panel chair and issued within 10 working days.

13.2 At pre-application stage, reports will provide clear, independent advice on ways in which the quality of projects could be improved, referring where appropriate to Epping Forest District Council policies and expectations of high quality placemaking and design. This may assist planning officers in negotiating amendments to the scheme.

13.3 The report at this stage is not normally made public and is shared only with the District Council, the applicant and design team, and any other stakeholders that have been involved in the project.

13.4 Once planning applications are submitted, the report may provide guidance to District Council planning officers in reviewing the planning application. This may include suggesting planning conditions or in some cases advising, that the panel does not support the planning application, if the placemaking and design quality is not of an acceptably high standard. This report becomes a public document and is published on the District Council's website.

# 14 QUALITY REVIEW PANEL CHARGES

14.1 Charges for Quality Review Panel meetings are benchmarked against comparable panels providing design review services. These include Design Council CABE, and design review panels for the London boroughs of Camden, Hackney, Newham and Waltham Forest.

14.2 Charges are reviewed every two years; from 1 January 2018 to 1 January 2020 charges are:

£5,500 + VAT	first formal review
£4,000 + VAT	second formal review
£2,500 + VAT	chair's review
£1,300 + VAT	surgery review

14.3 Applicants are referred to the Quality Review Panel by Epping Forest District Council as an external service and fees are paid by the applicant to Frame Projects for delivering this service.

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

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

Full cost	less than 2 weeks in advance of the meeting
£600 + VAT	between 2 and 4 weeks in advance of the meeting
£300 + VAT	over 4 weeks in advance of the agreed meeting



A pigeoncote or dovecote on a cottage at Matching Tye, Essex © Acabashi, Wikimedia Commons

# 15 PANEL MEMBERSHIP

15.1 The panel brings together 18 professionals, covering a range of disciplines and expertise. Each review panel will be selected from the people listed below, according to the requirements of the project or issue being reviewed.

## CHAIR



### Peter Maxwell

Director of Design, London Legacy Development Corporation

Peter Maxwell is an architect, town planner and urban designer with over 15 years' senior level experience. He has led implementation of major projects in the UK, Middle East and New Zealand. He currently leads on masterplanning, architecture and public realm for redevelopment of Queen Elizabeth Olympic Park. [www.queenelizabetholympicpark.co.uk](http://www.queenelizabetholympicpark.co.uk)



### Peter Studdert

Director, Peter Studdert Planning

Peter is an independent adviser on city planning. Qualified as an architect as well as a town planner, he was formerly Director of Planning at Cambridge City Council where he played a leading role in developing the current growth strategy for Cambridge. He also has extensive experience of design review. [www.peterstuddertplanning.co.uk](http://www.peterstuddertplanning.co.uk)



### Sue Rowlands

Director, Tibbalds Planning and Urban Design

As an architect and town planner, Sue Rowlands brings planning and design together to deliver high quality development. Her expertise includes providing design advice on major planning applications and she has led multidisciplinary teams to deliver residential and mixed use masterplans. [www.tibbalds.co.uk](http://www.tibbalds.co.uk)



### Vivienne Ramsey OBE

Urban design consultant

Vivienne Ramsey has 40 years' experience as a town planner. In her previous role as Director of Planning, Policy and Decisions at the London Legacy Development Corporation she established and led the local planning authority and development of its Local Plan. As Director of Planning Decisions, she set up and led the Olympic Delivery Authority as a local planning authority.



## LANDSCAPE ARCHITECTS



**Frazer Ozment**  
Board Director, LDA Design

Frazer Ozment has 24 years' experience as an urban designer and landscape architect. He heads LDA Design's development and regeneration team and has particular expertise in the design and delivery of new settlements, including the 4,500 home Wichelstowe Urban Extension and the 6,000 home Welborne Garden Village. [www.lda-design.co.uk](http://www.lda-design.co.uk)



**Jennette Emery-Wallis**  
Director of Landscape Architecture, LUC

Jennette Emery-Wallis has over 20 years' experience in landscape design, including historic landscapes, masterplanning, housing, mixed use development, play design and education. She has worked on complex design projects, often within sensitive sites, requiring creative solutions. [www.landuse.co.uk](http://www.landuse.co.uk)

## TRANSPORT EXPERTS



**Derek Griffiths**  
Associate, Momentum

Derek Griffiths is a chartered civil engineer, and leads Momentum's engineering team, working on multidisciplinary engineering and urban realm design projects. He works with developers and local authorities to deliver schemes that are practical, within technical and budgetary constraints, and sustainable. [www.momentum-transport.com](http://www.momentum-transport.com)



**Richard Smith**  
Transport consultant

Richard Smith has some 45 years' experience as an expert in transport planning, appraisal and economics. As Director of Planning at Transport for London he developed the Mayor of London's transport strategy. He has also worked as a transport specialist advising HS2 Ltd and local planning authorities in east London.



## SOCIAL INFRASTRUCTURE



**Dr Jan Kattein**  
Founder, Jan Kattein Architects

Dr Jan Kattein has 15 years' experience working on regeneration, housing, and urban design projects, with his work helping to redefine how social and environmental policy is implemented. Jan Kattein Architects is an award-winning design studio that advocates socially engaged working methods. [www.jankattein.com](http://www.jankattein.com)



**Jayne Bird**  
Partner, Nicholas Hare Architects

Among Jayne Bird's broad spectrum of experience are education, arts and commercial projects. She was responsible for the award winning Golden Lane Campus in Islington and led the Somers Town masterplanning project – a residential, school and mixed use regeneration scheme – for the London Borough of Camden. [www.nicholashare.co.uk](http://www.nicholashare.co.uk)

## SUSTAINABILITY



**Kirsten Henson**  
Director, KLH Sustainability

Kirsten Henson is the founding director of KLH Sustainability, a multidisciplinary consultancy practice specialising in sustainable development. She has extensive experience in development, integration and delivery of challenging sustainability objectives on complex construction projects. She also lectures at Cambridge University. [www.klhsustainability.com](http://www.klhsustainability.com)



**Tony Burton CBE**  
Consultant

Tony Burton works on community, design and environmental projects, including as a leading neighbourhood planner. Previous roles include Director of Strategy and External Affairs at the National Trust and Director of Policy and Communications at the Design Council. He is vice chair of the HS2 Independent Design Panel.



## ARCHITECTS



**Chris Snow**  
Director, Chris Snow Architects

Before establishing his own practice in 2011, Chris Snow held senior positions in practices including Tony Fretton Architects and Allies and Morrison. He has lived in Harlow for 11 years, and is a member of the Hertfordshire design panel. He has taught in schools of architecture at Kingston and Nottingham universities. [www.chrissnowarchitects.com](http://www.chrissnowarchitects.com)



**Hari Phillips**  
Director, Bell Phillips Architects

Hari Phillips and Tim Bell formed their award-winning practice in 2004 following success in an RIBA competition to regenerate a large housing estate in east London. The practice recently completed a new public space in Gasholder No. 8, King's Cross, and are at the forefront of architects delivering a new wave of council housing. [www.bellphillips.com](http://www.bellphillips.com)

## ARCHITECTS



**Richard Lavington**  
Director, Maccreanor Lavington Architects

Richard Lavington's expertise includes housing design, masterplanning, urban regeneration and social infrastructure. In 2008, Maccreanor Lavington was part of the team that won the RIBA Stirling Prize for Accordia in Cambridge. In 2017 he was appointed as a Mayor's Design Advocate. [www.maccreanorlavington.com](http://www.maccreanorlavington.com)



**Roland Karthaus**  
Director, Matter Architecture

Founded with Jonathan McDowell in 2016, Matter Architecture's work includes masterplanning, housing, education, commercial and bridge projects. Roland Karthaus has worked at a strategic level on complex regeneration projects as both a designer and a client. At the London Borough of Lewisham he oversaw a £50 million capital investment programme. [www.matterarchitecture.uk](http://www.matterarchitecture.uk)

## DEVELOPMENT DELIVERY



**Andrew Beharrell**

Senior Partner, Pollard Thomas Edwards

Andrew Beharrell has over 30 years' experience in housing, regeneration and mixed-use development, and has designed and delivered a series of award winning projects. He has expanded the practice's expertise to include masterplanning urban extensions, and new settlements in rural areas.  
[www.pollardthomasedwards.co.uk](http://www.pollardthomasedwards.co.uk)

## HERITAGE EXPERT



**Richard Wilson**

Strategic Lead, Regeneration and Place, London Borough of Camden

With over 20 years' experience as a planner and urban designer, Richard Wilson has worked with seven local authorities – from major cities to shires. At the London Borough of Camden, he manages a multidisciplinary team of planners, urban designers, architects and conservation officers – and is strategic lead for heritage.



# 16 KEY REFERENCES

Epping Forest District Council

<http://www.efdclocalplan.org/>

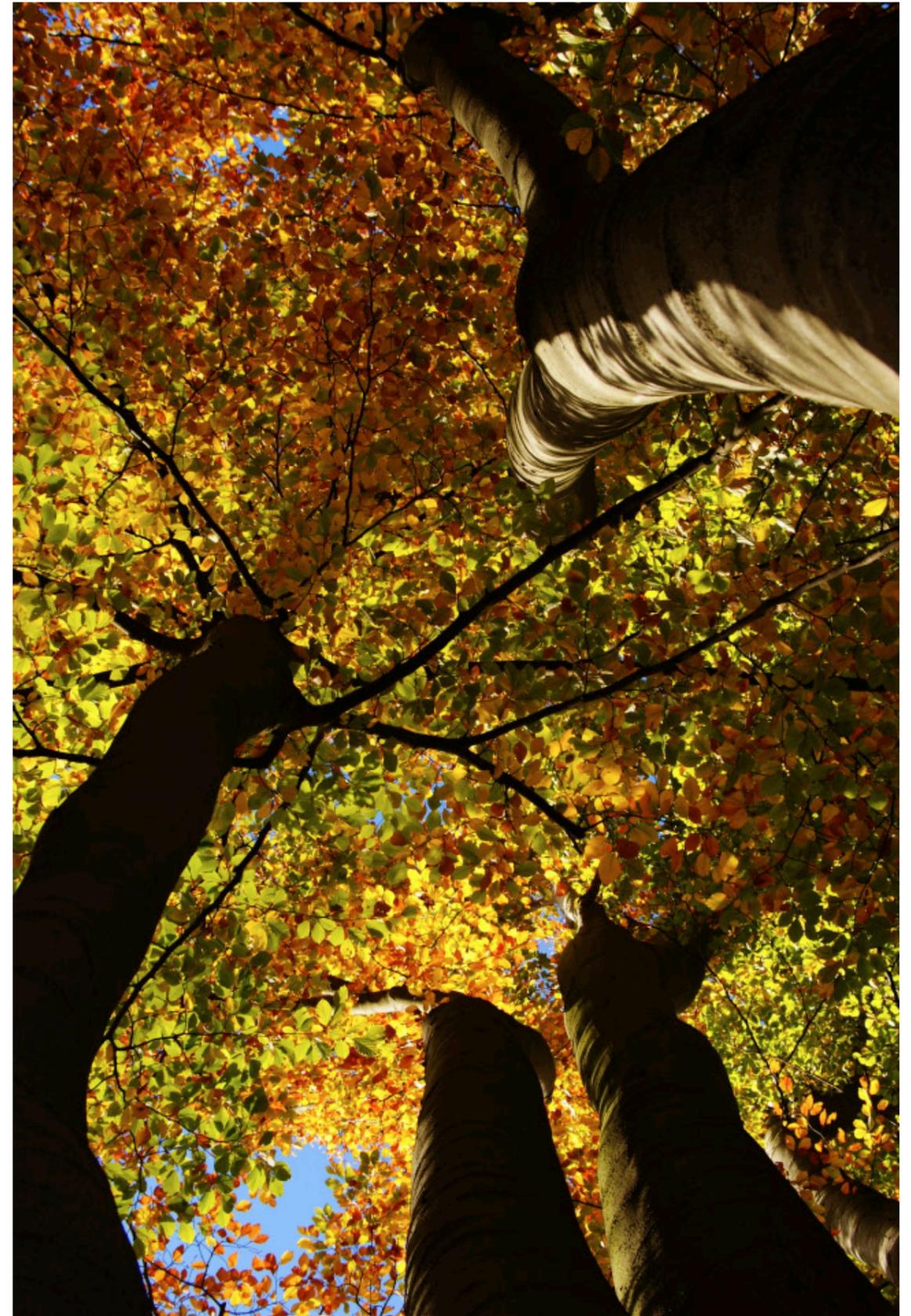
Essex Design Guide

<https://www.essexdesignguide.co.uk/>

Principles of design review

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

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



Beech Trees in Epping Forest © Peter Trimming, Wikimedia Commons

# APPENDIX A

## Procedure regarding confidentiality

The Epping Forest District Quality Review Panel provides a constructive and reliable forum for advice and guidance to be provided at an early stage, when the panel's advice can have the most impact. It is therefore significant that appropriate levels of confidentiality are maintained. The following procedure shall apply.

1. Panel meetings are only to be attended by the panel members, District Council officers, and officers from stakeholder organisations involved in the project, as well as the applicant and their design team. If any additional individual is to attend, it should be approved by the panel chair and the panel manager.
2. Panel members shall keep confidential all information provided to them as part of their role on the panel and shall not use that information for their own benefit, nor disclose it to any third party (with the exception of reports that are in the public domain – see points 6 and 7).
3. The panel's advice is provided in the form of a report written by the panel manager, containing key points arrived at in discussion by the panel. If any applicant, architect or agent approaches a panel member for advice on a project subject to review (before, during or after), they should decline to comment and refer the inquiry to the panel manager. This should not restrict panel members from professionally working on projects within the area. However, if such a scheme comes up for review, that panel member should not be involved and must declare a conflict of interest.
4. Following the meeting, the panel manager writes a draft report, circulates it to the chair for comments and then makes any amendments. The panel project manager will then distribute it to all relevant stakeholders. Until that time, the report is confidential.
5. If the proposal is at the pre-application stage, the report is not made public and is only shared with the District Council, the applicant and design team, and any other stakeholder bodies that have involved in the project.
6. If the proposal is reviewed at the application stage or once a reviewed project is submitted as a planning application, the report becomes a public document, is kept within the proposal's case file and published on the relevant website. However, only the final report is made public. Any other information from the panel meeting that is not expressed in this report remains confidential.
7. If a panel member wishes to share a final report with a third party, they must seek approval from the panel manager, who will confirm whether or not the report is public.

# APPENDIX B

## Procedure regarding conflicts of interest

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

1. All panel members will be required to declare any conflicts of interest, and these will be formally recorded at each meeting.
2. Panel members are notified of the schemes coming before the panel at least a week in advance. It is expected that at this time panel members should declare any possible interest in a project to the panel manager.
3. The panel manager, in collaboration with the panel chair and District Council officers, will determine if the conflict of interest is of a personal or prejudicial nature.
4. A panel member may have a prejudicial interest in a proposal if s/he has: a financial, commercial or professional interest in a project that will be reviewed, its client and / or its site; a financial, commercial or professional interest in a project, its client and / or a site that is adjacent to the project that will be reviewed or upon which the project being reviewed will have a material impact; a personal relationship with an individual or group involved in the project, or a related project, where that relationship prevents the panel member from being objective.
5. If the conflict of interest is of a prejudicial nature, the panel member should not participate in reviews for the proposal. S/he should also not take part in private discussions of the project and should not be in the room during the discussion of the project.
6. If the conflict of interest is personal, but not prejudicial, the panel member may be allowed to participate in the review. In this situation, the interest will be noted at the beginning of the review, discussed with the presenting teams and formally recorded in the review report.

# APPENDIX C

## Responding to media inquiries

Panel members should not speak to journalists on behalf of the panel, talk to them about their role as a panel member or discuss any project with which they are involved, without specific approval.

The chair of the panel may respond to media inquiries:

- to describe the role of the panel
- to confirm that the panel has been asked to comment on a particular project
- to reiterate the panel's public comments on planning applications (for pre-application schemes, no details of the project or panel's view should be given)

