



OTTERPOOL PARK PLACE PANEL

Terms of Reference
2018

In partnership with
Frame Projects
6/7 Hatton Garden
London EC1N 8AD
020 7405 1697
frame-projects.co.uk



CONTENTS

1	Introduction	2
2	Principles of place review	3
3	Panel composition	4
4	Panel remit	5
5	Role of the panel	6
6	Independence and confidentiality	6
7	Conflicts of interest	7
8	Freedom of information	7
9	Types of review	8
10	Site visits	10
11	Meetings in 2018	10
12	Review agendas	11
13	Panel reports	12
14	Panel membership	13
15	Key references	17
	Appendix A: confidentiality	18
	Appendix B: conflicts of interest	19

Cover image: Westenhanger Castle © Ian Knox



1 INTRODUCTION

1.1 Shepway District Council is working with local landowners, residents and partners to develop a new community at Otterpool Park. This will be a garden town that builds on existing assets, including landscape, location and infrastructure – as well as community aspirations.

1.2 Otterpool Park will open up opportunities for long term housing growth and contribute significantly towards the employment needs of the district, Kent and the South East more broadly. It will be defined by: distinctive, innovative design; cutting edge technologies; employment opportunities; accessible green space; and high quality public realm.

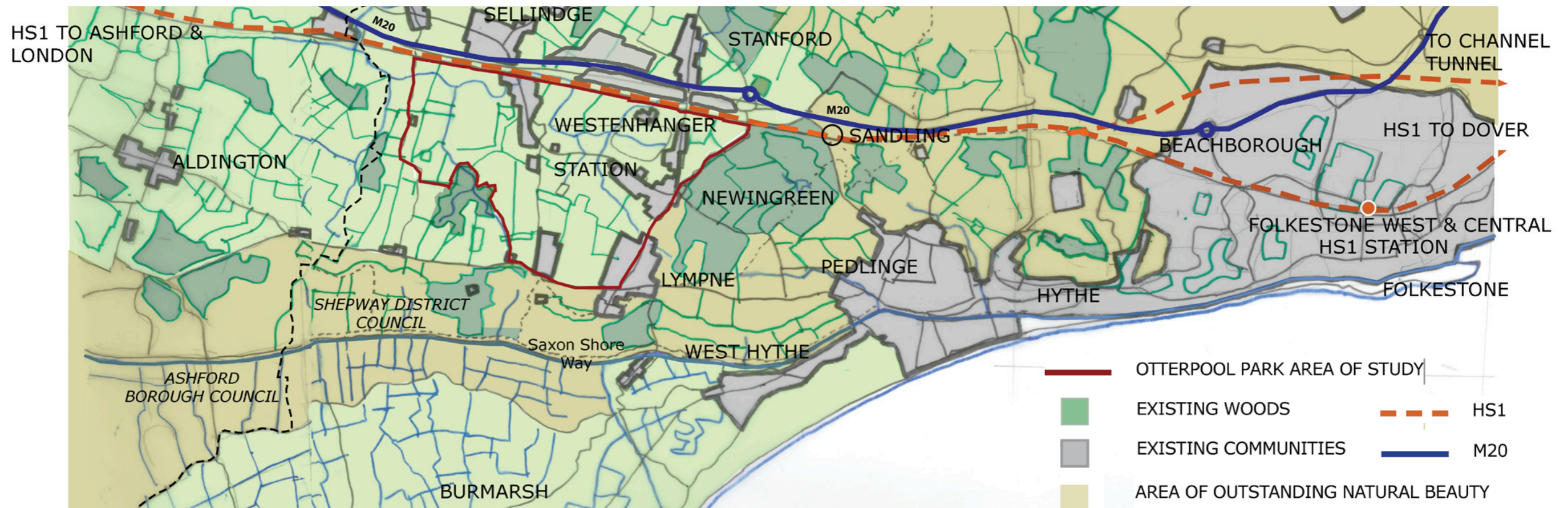
1.3 With a unique setting in the heart of Kent, Otterpool Park is planned along garden town principles. The natural environment will be enhanced by carefully designed homes and gardens, generous parks and an abundance of trees and woodlands.

1.4 Otterpool Park will be grounded in sustainability – in its broadest interpretation. There will be a wide range of mixed tenure homes and jobs for all age groups that are within easy walking, cycling and commuting distance. New technologies and innovative design will be exploited to achieve a low carbon, low waste and low water usage environment.

1.5 To help fulfil these aspirations, Shepway District Council has established a Place Panel. This will provide ‘critical friend’ advice to the planning authority as the policy framework and masterplan for Otterpool Park are taken forward.

1.6 The Place Panel brings together leading practitioners across those disciplines particularly relevant to development and delivery of a new garden town, including: urban design and masterplanning; town planning; landscape design; social infrastructure; sustainability and innovation; transport infrastructure and public realm; housing typologies; heritage; and development delivery.

1.7 The Place Panel’s composition and remit reflect a review process that is multidisciplinary, collaborative and enabling.



2 PRINCIPLES OF PLACE 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.

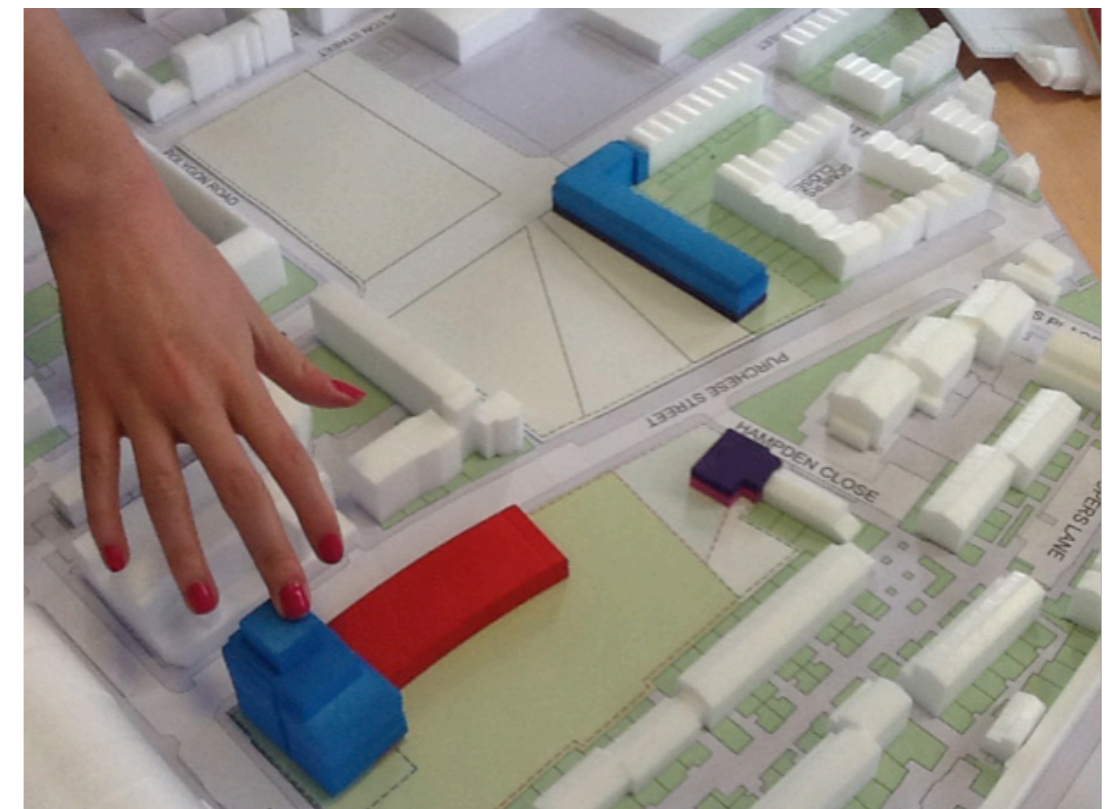
Timely – the advice is conveyed as early as possible in the design process, because this can avoid a great deal of wasted time. It also costs less to make changes at an early stage.

Advisory – a design review panel does not make decisions, but it 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)





Pond at Folkestone Racecourse © Shepway District Council

3 PANEL COMPOSITION

3.1 The Otterpool Park Place Panel brings together leading professionals, working at the highest level in their fields. It is made up of around 15 panel members, including the chair.

3.2 Place Panel members are chosen to provide a broad range of expertise with particular relevance to Otterpool Park, including:

- urban design / masterplanning
- town planning
- landscape design
- social infrastructure
- sustainability / innovation
- transport infrastructure / public realm
- housing typologies
- heritage
- development delivery

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, but 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 Place 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.



4 PANEL REMIT

4.1 The Otterpool Park Place Panel has been established to support Shepway District Council in achieving high quality, innovative and sustainable placemaking.

4.2 A Charter for Otterpool Park has been drawn up by Shepway District Council (see section 15). This sets out strategic development principles for Otterpool Park, with the aim of creating a new town that is economically, socially and environmentally sustainable.

4.3 The Place Panel provides independent, objective expert advice to the planning authority as a 'critical friend' to support delivery of the vision set out in the Charter. This includes formulation of planning policy and development strategies.

4.4 The Place Panel will evaluate development proposals across the Otterpool Park garden town area – both those where Shepway District Council is the client or landowner, and also those brought forward by third party developers where Shepway District Council is the planning authority, but not the client or landowner.

4.5 Planning officers generally refer schemes to the Place Panel at an early design stage to identify and test the proposed design's key assumptions. Advice is likely to be most effective before a scheme becomes too fixed. Early engagement with the Place Panel should reduce the risk of delay at application stage by ensuring that design quality has reached an acceptable standard. The planning authority may also request a review once an application is submitted.

4.6 The Place Panel's advice supports sound planning decisions in respect of design quality. It may assist the planning authority in negotiating design improvements and support planning committee decisions, including refusal of planning permission where design quality is not of a high enough standard.

4.7 The Place Panel provides this support to Shepway District Council through both place review and specialist support (see section 9).



Fountains at Folkestone Harbour © Shepway District Council



5 ROLE OF THE PANEL

5.1 The Place Panel provides independent and impartial advice to Shepway District Council at key stages of the planning process for Otterpool Park.

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

5.3 If any comments made by the Place Panel require clarification, it is the responsibility of the presenting team, whether planning officers or Otterpool Park promoters, to draw this to the attention of the panel chair (if during the meeting) or the panel manager, Frame Projects, (if the report of the meeting requires clarification).

6 INDEPENDENCE AND CONFIDENTIALITY

6.1 The Otterpool Park Place Panel is an independent and impartial service provided to Shepway District Council by Frame Projects, an external consultancy.

6.2 The processes for managing the Place Panel, the appointment of panel members, including the selection of the chair, and the administration of meetings are agreed in partnership with Shepway 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. Further details are provided in the confidentiality procedure included at Appendix A.

Seafront at Hythe © Shepway District Council



7 CONFLICTS OF INTEREST

7.1 The Otterpool Park Place Panel is intended to provide a constructive forum for applicants and their project teams and Shepway District Council 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 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 As a public authority, Shepway District Council is subject to the Freedom of Information Act 2000 (the Act). All requests made to Shepway District Council for information with regard to the Otterpool Park Place 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.



Lympne Castle © Paul Wells

9 TYPES OF REVIEW

9.1 Three types of review by the Place Panel are offered, depending on the project to be considered: place reviews; workshops; and mentoring support.

9.2 Typically, the chair and four Place Panel members would normally attend a place review. The chair and one panel member attend workshops. One Place Panel member, with the required specialist expertise, would normally attend a mentoring session.

Place reviews

9.3 A place review will be offered to provide advice and support to Shepway District Council at key points in the masterplan, policy development, planning application and delivery programme.

9.4 A place review will normally take place when fundamental principles are established, and preferred options are identified, and when there is sufficient information, including documents, drawings and models, as appropriate, to inform a comprehensive discussion.

9.5 Large projects / topics may be divided into smaller elements for the purposes of review to ensure that each element receives an adequate amount of time for discussion.

9.6 There may also be a second or subsequent pre-application review to allow discussion of more detailed design matters, before submission of the planning application.

9.7 Where appropriate, other relevant stakeholders / organisations may be invited to attend and asked to give their views after presentation of the project / topic.

9.8 The project / topic will be presented by a member of the design team, normally the lead architect, landscape architect or engineer, as appropriate. Presentations may be made with drawings and / or pdf or PowerPoint and models. At least one printed copy of the presentation should be provided, for ease of reference during the discussion.

9.9 A site visit will take place before the first place review for each project / topic to ensure that the Place Panel has a solid understanding of the context.

9.10 A place review will normally last for 120 minutes:

- 5 minutes introductions
- 10 minutes briefing by Shepway District Council planning officers
- 45 minutes presentation
- 55 minutes discussion
- 5 minutes summing up by the chair

Workshop reviews

9.11 Workshop reviews may be arranged on projects / topics such as planning policies and design guidance where draft strategy and other documents are available for comment and there is sufficient information to inform a comprehensive discussion.

9.12 Where relevant, Shepway District Council planning officers will brief the Place Panel on its discussions with other relevant stakeholders / organisations – including any public consultation.

9.13 The project / topic may be presented by Shepway District Council planning officers or a member of the design team. Presentations may be made with drawings and / or pdf or PowerPoint and models. At least one printed copy of the presentation should be provided for ease of reference during the discussion.

9.14 Site visits are not usually required for workshop reviews – although may be arranged where relevant. Alternatively, a Place Panel member who has attended a site visit in relation to a place review may be invited to attend a workshop review.

9.15 A workshop review will normally last for 90 minutes:

- 5 minutes introductions
- 5 minutes briefing by Shepway District Council planning officers
- 35 minutes presentation
- 40 minutes discussion
- 5 minutes summing up by the chair



Lympne Castle © Paul Wells / Wikimedia Commons

Mentoring sessions

9.16 Mentoring sessions may be arranged where Shepway District Council planning officers require advice in order to formulate the approach to a specific thematic issue. Mentoring sessions will most often be appropriate where development of the approach to a specific issue is at an early stage and / or where an initial draft of a document is emerging.

9.17 Presentations may not be required – but draft documents may be circulated to the panel member in advance to allow them to prepare before the meeting. Any presentation should generally be kept short to maximise the time for contributions from the panel member.

9.18 A mentoring session will normally last for 60 minutes, with the format / timing of the session tailored to the subject being considered.



10 SITE VISITS

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

10.2 A site visit may also be required for workshop reviews, if relevant to the project / topic under consideration.

11 MEETINGS IN 2018

11.1 One Place Panel meeting is provisionally scheduled for each month. These meetings may be used for either a place review or specialist support, as appropriate. 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.

11.2 The following dates are currently set for Place Panel meetings during 2018:

- 15 January
- 12 February
- 12 March
- 23 April
- 14 May
- 18 June
- 16 July
- 20 August
- 17 September
- 29 October
- 26 November
- 10 December



Site visit by the HS2 Independent Design Panel, managed by Frame Projects © Edward Bailey



Land near Studfall Castle and Lympe Castle © Paul Wells

12 REVIEW AGENDAS

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

12.2 Information provided by Shepway District Council planning officers will include relevant planning history and planning policy.

12.3 A project description provided by those presenting the project 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.

12.4 For workshop reviews and mentoring sessions, the agenda may be briefer, providing details of the project to be considered, and those presenting the project, as appropriate.

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



13 PANEL REPORTS

13.1 During a Place 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. The report summarises the comments and advice provided by the Place Panel and clearly sets out specific recommendations.

13.2 Reports are prepared for place reviews, and also for workshop reviews and mentoring sessions.

13.3 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 Shepway District Council's policies and expectations of high quality placemaking and design. This may assist planning officers in negotiating improvements.

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

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



Folkestone White Horse © Tony Hisgett

14 PANEL MEMBERSHIP

The Place Panel brings together around 15 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 / issue being reviewed.



Kay Hughes (chair)
Founder, Khaa

Kay Hughes is an architect with extensive client side experience – including the Olympic Delivery Authority, the Foreign and Commonwealth Office, Sport England and the Arts Council. She has worked with some of the UK’s leading architects to deliver high profile, complex award winning projects in infrastructure, masterplanning, architecture and sport. www.khaa.co.uk



Tony Burton
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.



Joanne Cave
Partner, David Lock Associates

Joanne Cave is a planner and urban designer, and joined David Lock Associates in 1997. She specialises in leading complex masterplan projects from concept through to development on the ground, working closely with multidisciplinary teams to ensure an integrated approach. www.davidlock.com





Nicole Collomb
Consultant

A chartered landscape architect with over 25 years' experience in the public, private and voluntary sectors, Nicole Collomb is an influential advocate for high quality, landscape led development. She is currently working with the Greater London Authority, to help deliver the Mayor's ambition for a Greater London National Park City.



Louise Goodison
Director, Cazenove Architects

Louise Goodison is an architect and heritage design consultant. She advises local authorities, developers and communities throughout London and the South East. As a conservation architect, she works with the Diocese of London, advising at local level on church and community buildings.
www.cazenove-architects.net



Melissa Dowler
Director, Bell Phillips Architects

Bell Phillips Architects specialises in housing, in particular designing high quality affordable housing for local authority clients. Melissa Dowler has over a decade of experience of housing and regeneration, and also significant experience in public realm design, most notably the award winning Gasholder Park at King's Cross Central. www.bellphillips.com



Paul Hudson
Former Chief Planner

Paul Hudson has worked in planning and economic development throughout his career, including for Kent County Council, the South East England Development Agency, and central government where he was Chief Planner and Director of Thames Gateway. He continues to work part time for the government on proposals for national infrastructure.



Barny Evans
Sustainable Places, Energy, Waste, WSP

Barny Evans is a specialist in sustainable development and energy with over 13 years' experience, working on schemes of all scales both in the UK and internationally. He runs WSP's Sustainable Places, Energy and Waste team and is a CIBSE Low Carbon Consultant and Certified Measurement and Verification Professional. He also writes articles and delivers training in these areas.
www.wsp.com



Phil Jones
Managing Director, Phil Jones Associates

A chartered engineer, Phil Jones has over 30 years' experience in the planning and design of development infrastructure. He contributed to Manual for Streets, as well as other influential publications, and has carried out research for government and local authorities on residential car parking and cycling infrastructure design.
www.philjonesassociates.co.uk





Selina Mason

Director of Masterplanning, Lendlease Europe

A masterplanner and architect, Selina Mason drives high quality design and masterplanning across Lendlease's urban regeneration portfolio. She previously led LDA Design's urban regeneration masterplanning team in London, and the design and delivery of the post Olympic Games masterplan. www.lendlease.com/uk



Glen Richardson

Associate Partner, Carter Jonas

A masterplanner and urban designer, Glen Richardson has over 27 years' experience in the public and private sectors. He has developed large scale frameworks for new growth sites in and around Cambridge. He now advises private and public sector clients on a wide range of housing and commercial development projects. www.carterjonas.co.uk



Stephen Proctor

Founding Director, Proctor & Matthews Architects

Stephen Proctor is an architect and urban designer. His practice's portfolio includes award winning mixed use regeneration projects, new residential neighbourhoods, education and community buildings. He has been a lecturer, visiting critic and external examiner at schools of architecture across the UK and abroad. www.proctorandmatthews.com



Dinah Roake

Consultant

Dinah Roake has worked for the Homes and Communities Agency (HCA), Advisory Team for Large Applications (ATLAS), and on some of the country's largest developments, including eco-towns and Northstowe, Cambridgeshire. She is an expert in the comprehensive development of a new town and its social infrastructure.



Sam Richards

Consultant

As Head of Urban Integration at Crossrail from 2008 to 2017, Sam Richards led an urban realm improvement programme for 31 stations as part of a £100m programme. He is a member of the HS2 Independent Design Panel and also a design adviser to Transport for London.



Irene Seijo

Director, Seijo Associates

Irene Seijo is a landscape consultant working in public space planning, design and management, including the strategic planning of green infrastructure. She is particularly interested in the role of accessible green infrastructure in tackling health issues and socio economic factors, by encouraging and improving the use of green space. www.seijoassociates.com





Judith Sykes

Director, Expedition Engineering

Judith Sykes is a civil engineer with expertise in the design and delivery of smart and sustainable built environments. She has a background in major infrastructure projects, including Heathrow Terminal 5 and the London 2012 Olympic Park. Her work includes infrastructure planning for sustainable regeneration projects. www.expedition.uk.com



Gus Zogolovitch

Managing Director, Inhabit Homes

With some 20 years' experience in property development, Gus Zogolovitch set up London's first custom build developer, Inhabit Homes, to help people build their own homes; and Crowdestates, a peer-to-peer lending platform for small developers and communities. He is an executive committee member of the National Custom & Self Build Association. www.inhabithomes.co.uk



15 KEY REFERENCES

Shepway District Council

Otterpool Park

www.shepway.gov.uk/otterpool-park

Otterpool Park Expression of Interest

www.shepway.gov.uk/media/3726/Otterpool-Park-Expression-of-Interest/pdf/Shepway_District_Council_Eoi.pdf

A Charter for Otterpool Park

www.shepway.gov.uk/media/4649/A-Charter-for-Otterpool-Park/pdf/A_Charter_for_Otterpool_Park.pdf

Core Strategy Review

www.shepway.gov.uk/planning/planning-policy/local-plan/core-strategy-review-2016

Shepway Growth Options Study Phase 2 report

www.shepway.gov.uk/media/4328/Shepway-Growth-Options-Phase-Two-Report/pdf/Shepway_Growth_Options_Phase_Two_Report_FINAL_260517.pdf

Government

Locally led garden villages, towns and cities

www.gov.uk/government/publications/locally-led-garden-villages-towns-and-cities

The Farrell review of architecture and the built environment

www.farrellreview.co.uk/downloads/Executive%20Summary_The%20Farrell%20Review.pdf?t=1502710028

Principles of design review

www.designcouncil.org.uk/resources/guide/design-review-principles-and-practice



APPENDIX A

Procedure regarding confidentiality

1. Otterpool Park Place 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.
2. Panel meetings are only to be attended by the panel members, Shepway 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 Place Panel manager.
3. 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).
4. The panel's advice is provided in the form of a report written by the Place 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.
5. Following the meeting, the Place Panel manager writes a draft report, circulates it to the chair for comments and then makes any amendments. The panel manager will then distribute it to all relevant stakeholders.
6. If the proposal is at the pre-application stage, the report is not made public and is only shared with Shepway District Council, the applicant and design team, and any other stakeholder bodies that Shepway District Council has involved in the project.
7. 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 Shepway District Council's 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.
8. If a panel member wishes to share a final report with a third party, they must seek approval from the Place 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 Place Panel, potential conflicts of interest will be checked before each Place 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 Place Panel manager.
3. The Place Panel manager, in collaboration with the panel chair and Shepway 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 it is deemed that a 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 it is deemed that a 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.

