

## Appendix 2

### SOUTHWARK DESIGN REVIEW PANEL

#### TERMS OF REFERENCE

##### 1. Introduction

The Southwark Design Review Panel (SDRP) was established in February 2006. Since that time the panel has reviewed more than 60 development proposals ranging from a small innovative community church to large scale mixed-use developments.

##### 2. What we do

The design review panel maintains design quality throughout Southwark and a team of architects and other design professionals assess schemes before and after they are submitted for planning permission. The main purpose of the panel is to advise the Council on the architectural merits of any large scheme proposed for Southwark.

The panel will consider a wide range of schemes within Southwark and will follow procedures and guidelines established by CABE. The views expressed by members of the panel and recorded in the DRP report are advisory and represent the collective view of the Panel for Council use only.

Cases that are referred to the panel will generally meet the following criteria:

**Proposals which are significant because of their size or uses they contain.** This category includes

- Large buildings or groups of buildings such as courts, large religious buildings, museums or art galleries, hospitals, shopping and leisure complexes, and office or commercial buildings;
- Infrastructure projects such as stations, and other transport interchanges, bridges and waste incinerators; and
- Major changes in the public realm such as pedestrianisation schemes or proposals to enhance public squares and civic open spaces.
- Large Southwark-led regeneration schemes including the Early Housing Schemes, and schemes at the Aylesbury and the Elephant & Castle

**Proposals which are significant because of their site.** In this category are

- Proposals which affect important views – into or from a World Heritage Site, for example – or sited in such a way that give rise to exceptional effects from their locality. A relatively modest proposal can be of strategic importance if it is situated at an important street junction, in a square, on the river Thames or on the approach to an urban area.

**Proposals with an importance greater than their size, use or site would suggest.** These include

- Proposals which are likely to establish the planning, form or architectural quality for future large scale development or re-development;
- Proposals which are out of the ordinary in their context or setting because of their scale;
- Proposals which are particularly relevant to the quality of everyday life and contain design features which, if repeated, would offer substantial benefits for society.

In general the panel will not review schemes that have been presented to other design review panels like the Commission for Architecture and the Built Environment (CABE) design review panel.

##### 3. Panel Members

Southwark's design review panel has 33 members. The pool of experts includes innovative and distinguished architecture and design practitioners. Many of the current members live locally and

all have a keen interest in the built environment of Southwark. Internal advisors can include a manager from Development and Building Control, the Urban Design and Conservation team and Policy team.

While the role of the panel is purely advisory, the panel's comments carry a lot of weight. Any comments from the panel are fed in to planning inspectors and any planning enquiry.

Panel members are selected every two years through public recruitment primarily on the Council's website and in response to an advertisement placed in an appropriate publication. Membership of the panel will be limited to a period of two years. Members will be able to reapply but there is strong presumption that membership will change.

The Panel will be composed of the Chair and at least 4 members. The chair of the panel will be selected and appointed each month by an officer of the Council. Officers of the Council will prepare draft reports, which will be agreed by the appointed chair and then circulated to panel members.

Panel members must endeavour to attend all meetings that they have indicated they will attend. If they are unable to attend they should send an apology in advance of the meeting to the Council officer organising the meeting.

#### **4. Operation of the Panel**

The panel will meet monthly, normally on the first Monday or Tuesday with each panel meeting lasting from approximately 14.00 until 18.00.

#### **5. Panel Meetings**

The meeting will commence with a briefing of the scheme(s). Each scheme will then be allocated an hour slot with a 10-15 presentation [by the architect or designer], predominantly from design boards, (Guidelines for those presenting to the panel has been produced Appendix 1). The remainder of the session will be for the panel to ask questions, discuss and form views on the proposal. The discussion will conclude with the Chair summarising the panel's advice, this will take place in the presence of all those invited to the meeting.

#### **6. Feedback from Panel Meetings**

Following the panel meeting within 15 working days a written Design Review report will be produced commenting on the architectural, urban design qualities and implications of each proposal, and recommending actions or options to improve the design quality of the proposal.

The aim of the report is to assist and encourage the potential to achieve high quality design. With regard to formal planning applications, the contents of the report should be conveyed to the relevant Planning Committee through the planning officer's report and will be regarded as a material consideration. The panel's report on pre-application enquiries will be confidential until such time as a full application is submitted.

#### **7. Information provided to the panel on schemes to be presented**

For each proposal considered by the panel, information will be sent a week in advance of the meeting. The information generally includes:

- One A4 page written summary describing your scheme
- Four images
- Site plan
- OS extract

#### **8. Conflicts / Declarations of Interest**

Panel members are expected to act in the public interest and adhere to the seven Nolan Principles of Public Life (Appendix 2).

It is important that panelists avoid any conflict of interest that might arise from schemes they consider. Panel members who in the preceding 12 months have been personally or professionally involved with a particular proposal under discussion, or who may otherwise be considered to have a conflict of interest are required to notify the Council officer coordinating the panel in respect of the scheme concerned. The list of the projects to be reviewed will be provided up to a week prior to the meeting and panel members will be expected at this stage to declare any direct or indirect interests in the project.

Panel Members should declare an interest and not participate in reviews where they have an interest. In the case of a direct interest the panel member leaves the room during the panel's private discussion of the project and takes no part in the forming of the panel's views. Conflicts of interest will be recorded in the minutes.

The panel will review proposals which may be refused by the Council. If members are approached to become involved in sites that have been presented to the Panel which they sat on, they should not do so until at least 24 months after the Council has determined the scheme.

#### **9. Schemes put forward by Panel Members**

Panel Members may attend meetings as part of a team presenting a project; however they should not attend any other part of the same meeting in their capacity as a Panel Member.

## Appendix 1

### Design Review Panel - Presentations

#### **Presenting to the panel**

Projects at the panel are allocated an hour slot of which the architect or designer should allow a maximum of 15 minutes for the presentation, which will be followed by questions, comments and recommendations from the panel. The presentation should include a brief introduction to the scheme, background, aims, concept and describe the scheme with reference to the plans and drawings.

#### **Presentation materials**

Presentation material must be clear and legible allowing the scheme to be clearly viewed and understood. Schemes should be presented using A1 design panels, these will allow flexibility in particular comparing various aspects with discussion taking place around the display boards. Supporting material including drawings, photographs, models is encouraged where they provide a greater understanding of the project. PowerPoint presentations or electronic realisations are discouraged unless they add value to the information that has already been provided.

The presentation should be clear on the aspirations of the project as well as the understanding of the context and how the projects sits and relates within its surroundings. The following points can serve as a general guide of what is expected from a presentation:

- **Contextual analysis** showing the site in relation to its surroundings.
- **Movement** systems including pedestrian, cycle and road networks.
- **Accessibility** links to public transport.
- **Urban and street patterns** if relevant. (Usually applicable to masterplans and projects of larger scale).
- **Building context** including ownerships, conservation areas, existing buildings to be retained and/or demolished, listed buildings and new buildings.
- **Building mass** in particular new buildings with regard to their height, size, scale and relation to adjoining sites.
- **Open spaces** both existing and proposed, especially how they relate to the buildings and the public realm as well as movement patterns and orientation.
- **Public realm** treatment and orientation and site sections to show its relationship to the proposed building and adjoining areas.
- Plans, sections and elevations of proposed building sufficiently annotated to explain **purpose of spaces**, orientation and scale. These plans can be sketches or diagrams.
- **Views and panoramas** to and from the building (specially if it lies within a conservation area). It is useful to show existing views and new views with proposed scheme.
- Detail drawings or visual examples of use and treatment of **materials** and if applicable, **energy efficiency** proposals.

#### **Further Information**

We strongly advise seeing projects at an early stage so that any changes and recommendations can be taken on board. We are not looking for detailed plans, but an overall understanding of the project and its relationship with the context.

For further guidance on a project framework and a thorough explanation of key issues for quality projects the "Design Review" from CABE is available at:  
<http://www.cabe.org.uk/publications/>

## Appendix 2

# CODE OF CONDUCT

## 1. Key Principals underpinning this Code of Conduct

1.1. The Southwark Design Review Panel has adopted a Code of Conduct based upon the best practice recommendations of the Nolan Report on Standards in Public Life.

1.2. The seven Nolan principles of public life

- **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.

## 2. Breach of Code of Conduct

2.1. A breach of this Code of Conduct will be followed by:

2.1.1. A verbal warning from the Chair on behalf of the Panel

2.1.2. Ongoing failure to comply with the Code of Conduct will be followed by a written warning from the Chair on behalf of the Panel

2.1.3. If a panel member still fails to comply with the Code of Conduct and/ or cannot offer a satisfactory explanation for his/her behaviour a motion will be put to the

panel to suspend the person from the panel. Future participation by that person will be dependent on a commitment being given in writing to the Chair, that such behaviour will not recur.

2.2. Any panel member can- and should- alert the rest of the panel to a breach in the Code of Conduct by raising this issue with the Chair and/or the Council officer either at the time or immediately after a meeting. A breach of this Code of Conduct is understood as follows:

- A breach of any of the nine rules outlined above as judged by a majority of the panel members.

I accept and agree to abide by the rules set out in this Terms of Reference and Code of Conduct and understand that if I breach any of these rules, I may be asked to leave the Southwark Design Review Panel.

Name.....

Signed.....

Date.....