

Panel Product Guide



Committed to comply
with the London Design
Review Charter

Enfield
Design
Review
Panel

April 2023

Revision B

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





Meridian Water - Phase 1b

1.0 Introduction

- 1.1 The purpose of this guide is to detail the process and expected benefits for applicants who wish to take advantage of the Enfield Design Review Panel.
- 1.2 The guide explains each of the panel products as well as the level of service the user and stakeholders can expect.

Panel Products

- Design Workshop*
- Design Review*
- Focus Review*
- Desktop Review*
- Small Major*

- 1.3 At Enfield we want to continue supporting well-designed development through the planning system. The Panel adds value to the planning application process by providing timely and constructive advice to applicants, whilst improving the design quality of future developments – for the benefit of existing and future residents.
- 1.4 For further information on the Panel, including its Terms of Reference, please visit Enfield Council's website:

www.enfield.gov.uk/services/planning/enfield-design-review-panel



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2.0 Panel Benefits

2.1 Enfield Council's ambition for transformational growth will only be successfully realised through a commitment to delivering well-designed places throughout the borough, including strategic regeneration areas located within the Upper Lea Valley Opportunity Area. The Panel will help to ensure consideration of well designed places is embedded from the start of the design process. The design review panel will:

- 1 *Assist applicants and design teams in realising successful design outcomes*
- 2 *Reduce the risk of delay at planning application stage*
- 3 *Support decision-making by the Planning Committee, allowing Council reports to include the Panel's assessment of applications as a material consideration*
- 4 *Support Enfield Council with regeneration and public realm schemes to work more effectively with partners and design teams, to develop schemes that maximise public benefit*
- 5 *Embed good design at a strategic level in policies, project briefs, and masterplans. The design panel's advice will help Enfield staff ensure that they go beyond generic design policies and standards, setting out a clear vision and narrative for change.*

3.0 Scheme Selection Criteria

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

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

3.3 Strategic

Design concepts, vision and brief definition

Policy documents that impact design

Masterplans and design guides

3.4 Scale and use

Significant schemes with a mix of uses and/or large quantum

All tall buildings and infrastructure projects, including stations

Structures with great visual impact

Urban town centre public realm or large scale landscape schemes

Projects that will be a precedent, and present opportunity for innovation, or have the potential to act as an exemplar

3.5 Significant site or location

Schemes in town centres, near stations, key junctions and gateways

Significant impact on local surroundings, views and settings

Significant impact on listed structures, sensitive landscapes, or other key designations

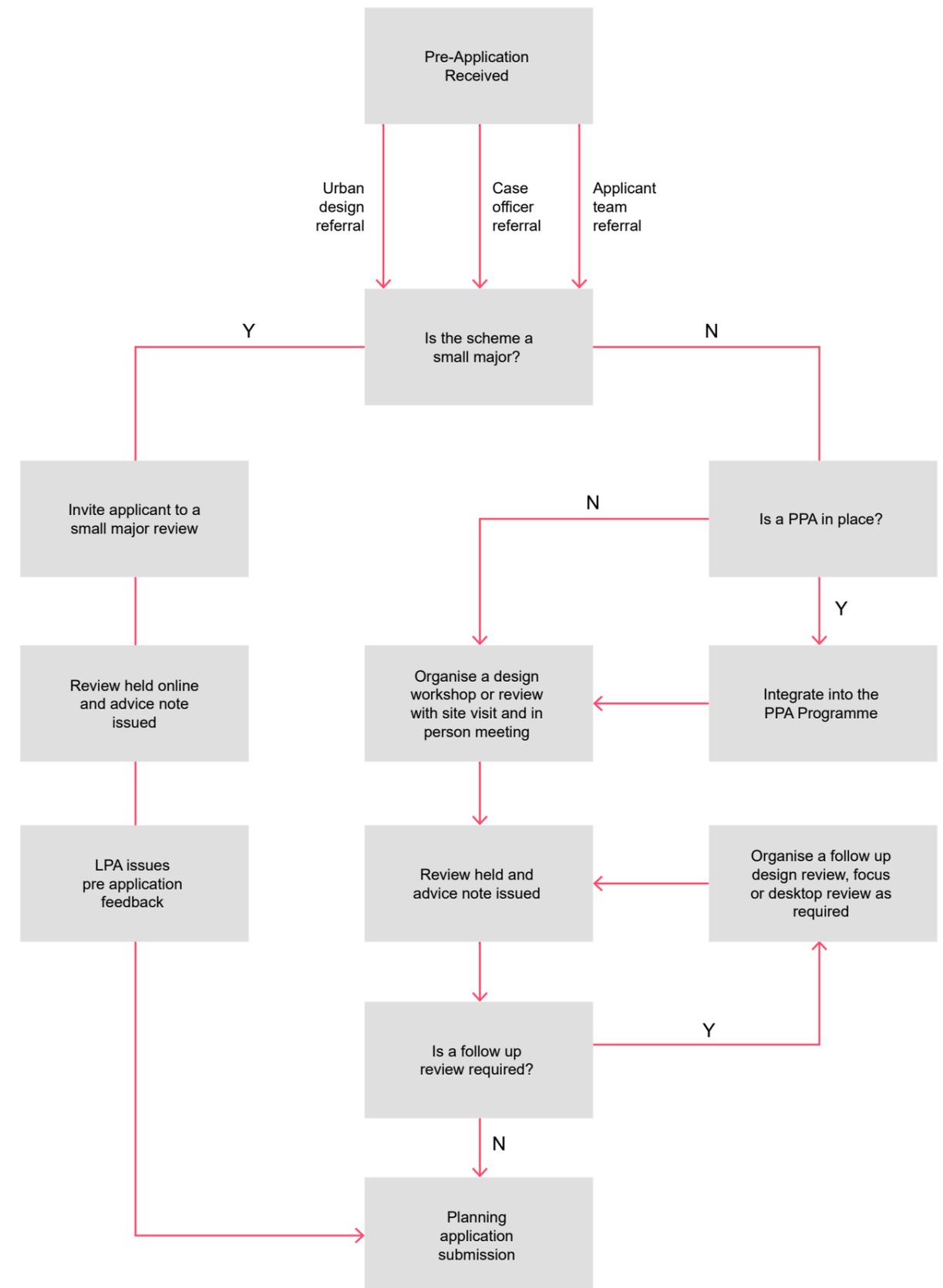
3.6 Deliver public benefit

Schemes particularly relevant to and with significant impact on quality of everyday life e.g. civic buildings including schools, hospitals and libraries where input is needed to manage conflicting priorities

4.0 Referral Process

- 4.1 The Panel's input into a scheme or proposal will usually prove most beneficial at the early stages of design development. In this context, schemes should be identified at the pre-application stage, or earlier, for review by the Panel.
- 4.2 Where a scheme is deemed to meet the criteria outlined in section 3 the Council will decide whether the scheme is referred to the Panel for review.
- 4.3 Once referred, the scheme will be considered by the Panel Chairs with support from Design Officers, to identify the appropriate level of Panel input and review
- 4.4 Applicants are welcome to put forward schemes for review at any time outwith the process explained across.
- 4.5 The table below shows the typical timeline of a design review. Some flexibility is possible as the priority of the panel will always be to ensure schemes that need to be reviewed can be accommodated.
- 4.6 The timeline below is applicable to all panel formats.

Milestone	Time (to review)	Note
Discuss bringing a scheme to the panel	4 weeks +	Case officer, Urban Design team or project promoter to propose a review. Panel manager leads discussions on appropriate format.
Confirm panel	3-4 weeks	Format, date, timings and venue agreed. Fee paid. Panel members time secured.
Pre review information deadline	1 week (17:00 Wednesday before)	Design team to provide advance materials 1 week in advance. Case officer and other consultees to provide comments for a LPA panel briefing.
Pre review information issue	1 week	DRP manager issues agenda, pre-review pack and LPA briefing. Issued by 17:00 on Thursday before review.
Review	0	Review day, in person or online.
Deadline to issue advice letter	10 working days	DRP manager drafts a letter for sign off by the chair. Approved letter issued to project promoter, case officer and other involved stakeholders.



5.0 Design Workshop

5.1 Design Workshop

Using methods like workshops, guidance and best practice examples, at early stages of project development, to explore project aims and outcomes, and challenge assumptions. A workshop can be tailored to the individual needs of the project and stage of design development.

5.2 A site visit prior to the meeting is required to gain a better understanding of the proposals and wider context. Attendees for the site visit will consist of the Panel, panel manager to assist the Chair in facilitating the visit and when appropriate the applicant/design team. Any request received for attendance from other interested parties at the site visit will be considered by the Chair on a case by case basis.

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

5.4 Guidance

Design teams must prepare a presentation for the workshop alongside materials (as agreed with the chair and panel manager). The presentation materials should be issued as a pdf under 20mb via email. Materials should include:

Plans, sections, elevations
Early visuals
Site analysis
Precedents
Models
Site photographs

The panel manager can supply AV equipment for use on the review day at an council venue.

Duration 3 - 4 hours (depending on site visit)

Panel 1no. Chair
4no. Panel Members

Format Site Visit followed by a meeting a nearby LB Venue or on site if appropriate.

5.5 Typical Agenda

14:00 Site visit (60 mins) – meet at site, finish at the venue
15:00 Refreshments and panel briefing by panel manager (30 mins)
15:30 Introductions by chair (5 mins)
15:35 Design team presentation – Design Team (30 mins)
16:05 Panel clarification questions (20 mins)
16:25 Panel feedback – (30mins)
16:55 Chair's Summary (5 mins)
17:00 Finish

Duration 2-3 hours
(depending on complexity)

Panel 1no. Chair
4no. Panel Members

Format Held on Microsoft Teams and workshop facilitated by MIRO collaboration software

Follow up

6.0 Design Review

6.1 Design Review

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

6.2 A site visit prior to the meeting is required to gain a better understanding of the proposals and wider context. Attendees for the site visit will consist of the Panel, an panel manager to assist the Chair in facilitating the visit and when appropriate the applicant/design team. Any request received for attendance from other interested parties at the site visit will be considered by the Chair on a case by case basis.

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

6.4 Guidance

Design teams must prepare a presentation. The presentation materials should be issued as a pdf under 20mb via email. Materials should include:

Plans, sections, elevations
Visuals
Site analysis
Precedents
Models
Site photographs

The panel manager can supply AV equipment for use on the review day at an council venue.

Duration 3 - 4 hours (depending on site visit)

Panel 1no. Chair
4no. Panel Members

Format Site Visit followed by a meeting a nearby LB Venue or on site if appropriate.

6.5 Typical Agenda

14:00 Site visit (60 mins) – meet at site, finish at the venue
15:00 Refreshments and panel briefing by panel manager (30 mins)
15:30 Introductions by chair (5 mins)
15:35 Design team presentation – Design Team (20 mins)
15:55 Panel clarification questions (20 mins)
16:15 Panel feedback – (40mins)
16:55 Chair's Summary (5 mins)
17:00 Finish

Duration 2-3 hours
(depending on complexity)

Panel 1no. Chair
4no. Panel Members

Format Held on Microsoft Teams

Follow up

7.0 Focus Review

7.1 Focus Review

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

Duration 1.5 hours

Panel 1no. Chair
2no. Panel Members

7.2 The panel meeting will be conducted online.

Format Held on Microsoft Teams

7.3 Format and materials are to be agreed given the bespoke nature of the session.

7.4 Guidance

Design teams must prepare a presentation for the workshop alongside materials (as agreed with the chair and panel manager). The presentation materials should be issued as a pdf under 20mb via email. Materials should include:

Plans, sections, elevations
Early visuals
Site analysis
Precedents
Models
Site photographs

The panel manager can supply AV equipment for use on the review day at an council venue.

7.5 Typical Agenda

10:00 Login (5 mins)
10:05 Introductions led by chair (5 mins)
10:10 Design team presentation (25 mins)
10:35 Clarification Questions (15 mins)
10:50 Panel Discussion (25 mins)
11:15 Chair's summary (5 mins)
11:20 Finish

8.0 Desktop Review

8.1 Desktop Meeting

Panel members review documents (such as a design code) that do not lend themselves to a presentation format and come together to share findings at a short minuted meeting.

Duration 2 hours

Panel 1no. Chair
1-4no. Panel Members

8.2 The panel meeting will be conducted online following a period of review by the panel outside of the meeting.

Format Held on Microsoft Teams

8.3 The meeting will be a minuted discussion allowing panel members to express their views. A consolidated mark up of the document could also be provided.

8.4 Not all panel members will be required for the meeting if the document is very specialist.

8.5 Guidance

Design teams must supply the material under consideration which will vary on a case by case basis. The following items could be appropriate for a desktop review.

Design Code
Sustainability Strategy
Transport Study

9.0 Small Major

9.1 Small Major

Designed for small, but significant schemes. These are shorter sessions with a generalist panel to allow design review to reach smaller “infill” schemes.

9.2 The panel is composed of one of the chairs and two supporting panel members covering architecture and landscape architecture.

9.3 Small Major sessions are designed to be open, short and efficient. A shorter note is produced and less time is allocated to all sections of the agenda. No site visit is allocated.

9.4 Guidance

Small majors demand less input from all parties as they cover smaller schemes. A short presentation of less than 20mb must be issued 4 days before the review.

The presentation, whilst brief, should include:

Plans, sections, elevations
Early visuals
Site analysis
Precedents
Site photographs

Duration 1.5 hours

Panel 1no. Chair
2no. Panel Members

Format Held on Microsoft Teams

9.5 Typical Agenda

10:00 Login (5 mins)
10:05 Introductions led by chair (5 mins)
10:10 Design team presentation (25 mins)
10:35 Clarification Questions (15 mins)
10:50 Panel Discussion (25 mins)
11:15 Chair's summary (5 mins)
11:20 Finish



In person design review

10.0 Fees and Payment

10.1 Panel fees are benchmarked annually against similar London Boroughs both those provided in house and by private suppliers.

10.2 Fees are based on the actual costs of delivery of the panel and the amount of income required to provide an effective service.

10.3 Fees are reviewed on an annual basis and reset each financial year (01 April - 03 March) and incorporate factors such as the current level of inflation.

10.4 Fees for the current financial year (April 2022 - April 2023) are outlined on the table below.

Product	Cost
	01 April 2023 31 March 2024
Review	£5400 + VAT
Workshop	£5400 + VAT
Follow Up Review / Workshop	£4200 + VAT
Focus Review	£2700 + VAT
Desktop Review	£2700 + VAT
Small Major	£1800 + VAT

10.5 Fees are payable via invoice raised by the panel manager. This requires the following information:

Name of person or company
Care of (C/O) or trading as name (T/A)
Property number and address
City
Postcode
Contact phone number
Contact email

10.6 For LB Enfield projects a cost code and email instruction is required for a recharge. VAT is not applicable.

10.7 Design Review fees are handled separately from any PPA or pre application fees.

10.8 Cancellation Policy

10.9 In all instances, fees must be paid before a panel can be confirmed.

10.10 If an agreed panel session is cancelled within 3 weeks of the review then 25% of the fee will be retained to cover costs on set up.

10.11 If an agreed panel is cancelled 1 week before the review date then no refund will be made.

11.0 Review Dates for 2023

Month	Day	Review Date
January	Thursday	26
February	Thursday	23
March	Thursday	23
April	Thursday	20
May	Thursday	25
June	Thursday	22
July	Thursday	20
August	Thursday	24
September	Thursday	21
October	Thursday	19
November	Thursday	23
December	Thursday	14



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Review Charter

c/o
Strategic Planning and Design



Email: enfieldplaceanddesignqualitypanel@enfield.gov.uk