



WFDAP



Waltham Forest Design Advice Panel: A Guide





Coronation Gardens and Leyton Orient Football Stadium, Leyton (LBWF)

Contents

| | |
|---|----|
| Foreword | 04 |
| 1. What is the Waltham Forest Design Advice Panel (WFDAP)? | 06 |
| 2. Members of the WFDAP | 07 |
| 3. Design Council Cabe staff | 19 |
| 4. How the WFDAP reviews and advises on development proposals | 21 |
| 5. Reviews by the WFDAP | 25 |
| 6. WFDAP reviews: the process | 29 |
| 7. Participating in reviews by the WFDAP | 33 |
| 8. The WFDAP and joint learning | 37 |
| 9. Evaluation of the work of the WFDAP | 38 |

© Design Council 18 July 2016
Registered charity number 272099

This document and its contents are the © copyright of Design Council. All rights reserved. No part of this document may be reproduced, stored in a retrieval system, copied, transmitted or used without the prior written consent of Design Council. All references within this document to Design Council Cabe and Cabe will be deemed to mean Design Council. Some of its content may be made public by Cabe, but it is an internal document and you must therefore treat it as confidential.

Foreword

Waltham Forest Council is committed to achieving high quality design in its buildings and places and in raising the standards of new development across the borough. We strongly believe that good design is ultimately about people and is key to making successful places that are good to live in, attractive to visit and help strengthen community identity. This is particularly important in Waltham Forest where we are witnessing one of the highest increases in population in London with a related demand for good quality homes, attractive streets, and high quality parks and green spaces.

There is much within Waltham Forest that we can be proud of – the appeal of many of our residential areas, our green spaces, local heritage, conservation areas and town centres. However, we face a number of important challenges over the coming years as we regenerate the borough. Our borough has transformed over the last few years and is continuing to experience unprecedented levels of growth. Through this change we have seen new housing developments, the transformation of our town centres and the emergence of thriving arts and creative industries, contributing to our unique cultural identity.

The council is also embarking on one of the biggest home building programmes in London, with an ambition to build 12,000 new homes over the next few years. We face important challenges in achieving our regeneration objectives: meeting pressures for intensification and higher density, whilst at the same time improving quality of life for our residents and retaining the essential character of the borough.

The Waltham Forest Design Advice Panel will provide independent, expert design advice on key development proposals, and will encourage collaborative working with developers and applicants. The establishment of the Panel underpins our commitment to creating attractive, safe, sustainable and well-connected places for everyone in our borough. The process of Design Review also builds on the council's recently launched Design Charter, which sets out ten urban design principles for new developments, and our adopted planning policies on good design.

These are exciting times for Waltham Forest and we look forward to working with Design Council Cobe, our partners and residents to achieve our vision.

Cllr Clare Coghill

Cabinet Member

Economic Growth and High Streets

Design Council Cabe is delighted to have the opportunity to work with the London Borough of Waltham Forest to run the Waltham Forest Design Advice Panel (WFDAP). The Panel is established as a resource to provide expert, independent design advice, support and training on built environment matters at the invitation of the council. One of the main functions of the WFDAP will be to provide the council's design review service. The Panel will review and advise on the design of development proposals that are being prepared for, or are going through Waltham Forest's planning service and will draw on the council's adopted ten principles of good design.

The WFDAP is made up of twenty members of Design Council Cabe's cross-sector network of 400 Built Environment Experts (BEEs). Our BEEs help local authorities, developers and design teams delivering change in the built environment maximise the benefits of that change through design.

Our BEE network offers expertise covering housing, public space, infrastructure, neighbourhood planning, sustainability, architecture and urban design.

Members of the WFDAP have been selected from this pool of experts by Design Council Cabe and Waltham Forest in relation to the nature of the borough and its future ambitions to provide new homes, regenerate places in need and improve people's quality of life.

As a charity dedicated to improving people's lives through the use of design, we look forward to working with those involved with shaping the future of Waltham Forest for the benefit of its residents, businesses and visitors.

Clare Devine

Executive Director of Architecture,
Built Environment and Design

1.

What is the Waltham Forest Design Advice Panel?

The Waltham Forest Design Advice Panel (WFDAP) has been established to help the council, developers and design teams create places that boost quality of life, encourage prosperity and are environmentally sustainable when developing or renewing buildings, streets and other outdoor spaces in the borough. The WFDAP is run by Design Council Cobe (DCC).

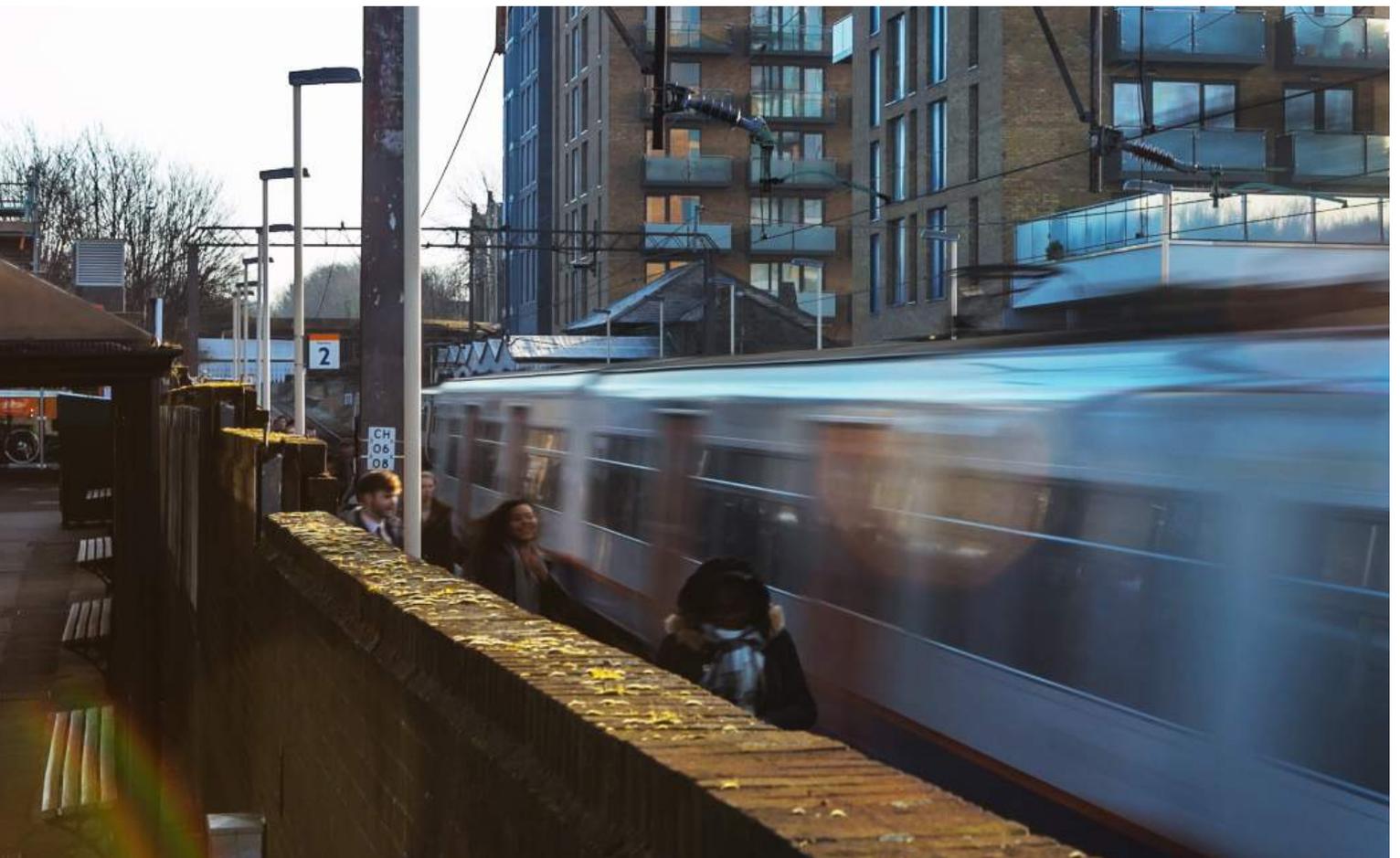
It is Waltham Forest's aspiration that the WFDAP will fulfil a long-term role in the place, by developing a detailed understanding of the borough and its people, and by ensuring that all parties involved in the WFDAP learn continually and apply what is learnt.

The WFDAP will do this by:

- Providing design advice on new developments and regeneration schemes through peer review of the proposals before they are finalised. This is undertaken through a recognised process known as 'design review'
- Providing advice on the development of Planning policy for the borough, particularly where it relates to design
- Providing tailored support for individual built environment projects or programmes in the borough
- Undertaking joint learning and professional development with council officers and councillors

This document sets out what the WFDAP does and how it operates.

Walthamstow Central Station (LBWF)



2.

Members of the WFDAP

Before contributing to the work of the WFDAP, all panel members take part in an induction covering:

- The borough’s socio-economic and spatial conditions
- The challenges and opportunities faced by the borough in terms of development and regeneration
- The aspirations and concerns of the Council, local developers and community groups in relation to the borough’s future evolution
- Local planning policy
- The objectives and operations of the WFDAP

The Panel is drawn from Design Council Cabe’s network of experts who play leading roles in the creation of successful places, nationally and internationally.

Panel members are responsible for providing design advice, training and support, which:

- Is informed by their understanding of local issues
- Draws on their specialist knowledge, experience and skills
- Is tailored to projects and programmes they are supporting through the WFDAP
- Is practical, rigorous and ambitious



WELCOME

TO THE HOME OF PEOPLE WHO MAKE AND CREATE

SUPERMARKET

OFF LICENCE

cash

OFF LICENCE

DREST RD. E17

Blackhorse Lane, Walthamstow (LBWF)

Chair of the Panel



Gillian Horn

Gillian joined Penoyre & Prasad in 1999 and became a Partner in 2004. Her approach is to achieve a thorough understanding of the needs of clients, to create robust

briefs and elegant, inspiring designs. She has led numerous groundbreaking, award-winning project teams with an ambitious, enthusiastic and positive approach to problem solving, including: Moorfields International Children's Eye Hospital, Crawley Library and Merchants' Academy. Her consultancy work includes: Client Design Advice, Design Quality Indicator facilitation, and Design Surgeon for Urban Design London. Gillian studied at the University of Cambridge, graduating with distinction before continuing her training at Harvard.

Prior to Penoyre & Prasad, she was project architect on the innovative Straw Bale House, Islington for Sarah Wigglesworth Architects. Gillian has taught at the Architectural Association, University of Cambridge, Kingston University, Greenwich University and is an external examiner at the University of Manchester and University of East London. She is a regular conference speaker/ contributor to Radio 4's Learning Curve; Front Row; Teachers' TV, and the Royal Institute of British Architects Journal. Gillian contributed to the second edition of the acclaimed book: 'Managing the Brief for Better Design', and 'Round and About Stock Orchard Street.'

Vice-chair



Paul Appleton

Paul is a partner of Allies and Morrison. Educated at Bristol and Edinburgh Universities he joined Bob and Graham in 1984, the year the practice was founded.

Since then, he has led projects across all of the sectors of the practice's work including: Public realm: The Mound Edinburgh 1984-7, Liverpool Pierhead 1995, Tate Britain 2001 Cultural projects: Contemporary Applied Arts 1996, The Guardian Newsroom 2002, Welney Wildfowl and Wetland Trust 2006, Royal Festival Hall 2007, Royal Observatory Greenwich 2007, Royal Albert Museum Exeter 2012, The Sam Wannamaker Playhouse 2014 Education: Goldsmiths College 1997, Chelsea College 2005, Kings College Neuroscience Institute 2015 Mixed use projects in historic town centres: Winchester, Salisbury, Hereford Paul has lectured regularly on the work of the practice. He has been a Cabi Design Review panel member since 2009 and sits on Historic England's London Advisory Committee.

Panel members



Maayan Ashkenazi

Maayan has worked at the intersection of anthropology, architecture and urban design for over six years. Having established the

role of anthropologist urban designer at one of the UK's foremost studios, she went on to set up an independent consultancy for local planning organisations, and is engaged in academic research into urbanisation and health.

Maayan works at a number of scales, including individual buildings, public spaces and masterplans. She has been involved with a number of high profile projects in central London, developing interdisciplinary strategies to promote vibrancy, wellbeing and socio-economic sustainability, by applying spatial and social analysis within the design process. She is an advocate for locally led change and has supported local planning organisations in their consultation, design and research strategies – developing both digital and physical modes of engagement to increase outreach and participation.

Maayan has worked both for high profile clients, and in more challenging environments, on self-initiated change for security and health in Nairobi's slums. She trained at the University of Cambridge, University College London and the London School of Hygiene and Tropical Medicine. Her current research examines urban wellbeing as it relates to the integration of diverse user groups in European cities.



Margaret Baddeley

Margaret is a planning director with Nathaniel Lichfield and Partners (NLP), a planning, economics and urban design consultancy. A town planner

and planning and development surveyor, with over 20 years' experience, working in private practice advising both public and private sector clients. She has worked on a wide variety of development projects, with proposals, taken through all steps from inception to implementation. She leads a team responsible for solving complex project-related legal and policy problems, most recently advising on Kings Cross Central and a series of residential projects nationwide. Her team reports and comments on emerging planning-related legislation and Government policy for clients and in-house, advising on implications for their interests and submitting responses to consultations.

Margaret is vice-chair of the British Property Federation's (BPF) Planning Committee and regularly participates in discussions regarding emerging law and policy with Department for Communities and Local Government's (DCLG) and Business Innovation and Science (BIS). She independently reviewed development management sections of the draft Planning Practice Guidance and is currently assisting DCLG with Housing Bill proposals (for the brownfield register and 'permission in principle'). Margaret is an architectural tour guide for Hamburg-based architects and Open-City; she regularly volunteers on built environment educational programmes.



David Bonnett

David is an architect with a background in both local authority and private practice. In 1994 he completed a research degree (PhD) at Oxford Brookes on designing

for people with disabilities. This, as well as David's personal experience of disability, has made him a leading figure on the subject. David Bonnett Architects was established in 1994 in response to his particular skills as both Architect and Access Consultant. Following expansion, the practice was reformed in 2011 as David Bonnett Associates (DBA). DBA is now one of the leading Access Consultancies in the UK, working on significant projects, with many of the leading architectural practices both at home and abroad. DBA application of access consultancy and inclusive design skills now extends to transportation and urban design, in addition to buildings.

David is author of several publications and articles on a wide range of related subjects. He has contributed to and chaired many national committees and continues to give talks in the UK and abroad. David is visiting Professor of Architecture at Oxford Brookes University and a member of the Quality Review Panel for the London Legacy Development Panel.



Robin Buckle

Robin is an urban designer who has worked extensively in the fields of planning, regeneration and urban design for over 30 years. He is currently Head

of Urban Design for Transport for London, where he has worked for the last 6 years on a broad range of projects, from the production of design guidance documents to providing design input into significant transport infrastructure. Prior to Transport for London, he worked as principal urban designer for Design for London, part of the now defunct London Development Agency, and for Brent Council. Robin's recent projects include the Emirates Air Line (cable car), where his role was design manager from inception to planning, and then as the client design interface, for the subsequent design and build stage.

More recently he acted as design manager for the design of the above-ground elements for the Northern Line Extension, including the expert design witness at the public inquiry for the Transport and Works Act, subsequently approved. Work has now started on site. Robin attends a number of design review panels within Transport for London and externally including Transport for London's Design Governance Board and Design Review and the Mayors Design Advisory Group.



Michál Cohen

Michál studied architecture in South Africa before moving to London to set up Walters and Cohen with Cindy Walters in 1994. She has worked on a variety of projects, including

one-off houses, a gallery in Durban, and a wellness centre in the Bank of England. In 2003 she led designs for an exemplar primary school that were published under the Department for Education's Schools for the Future initiative.

Michál is responsible for many of Walters and Cohen's innovative and award-winning schools based on the principles of that design, and her expertise on the subject of design in learning environments is now well established. She was on CABE's education review panel and enjoys her current role as one of the Design Council Cabi's Built Environment Experts. In 2012 Cindy and Michál were awarded Architects Journal (AJ) Woman Architect of the Year.



Nicole Collomb

Nicole is a Chartered Landscape Architect and public space specialist with over 25 years' experience of working in the public, private and voluntary sectors.

As former Head of Knowledge Services at the Landscape Institute and Head of Public Space management and skills at the Commission for Architecture and the Built Environment (CABE), Nicole is an influential advocate for high quality landscape and public realm with experience of delivering research, strategies, best practice guidance and training at a national and international level.

At CABE, Nicole produced national good practice guidance on open space strategies, community led public space and a national strategy for green space skills. She continues to advise local authorities on strategic approaches to green infrastructure and public space. At the Landscape Institute Nicole led on promoting a landscape led approach to new housing, including the authoring of 'Profitable Places', a publication aimed at housing developers. Nicole is a regular Green Flag Award and Landscape Institute Awards judge. She has written for national and international publications on green space planning, management and design including Landscape Architecture Journal China and is a contributor to the forthcoming 'Handbook on Green Infrastructure: Planning, Design and Implementation' published by Edward Elgar.



Neil Davidson

Neil is a landscape architect and partner of J & L Gibbons. He joined the firm in 1999, and trained at Edinburgh College of Art/Heriot-Watt. Neil maintains strong links

with education. He taught at the Architectural Association and has been a guest lecturer at the University of Cambridge, University of East London (UEL), and Edinburgh College of Art. His portfolio of projects ranges from sub-regional strategic plans and urban regeneration frameworks to public parks, higher education projects. He is experienced in the assessment, design, conservation and management of a wide range of historic and statutorily protected landscapes, parks and gardens.

Neil's projects have been finalists in the prestigious Rosa Barba International Landscape Prize 2014, and won the Vauxhall Missing Link international competition in 2013. They have been awarded Civic Trust and Landscape Institute design; masterplanning; communication and strategic planning awards, winning the 2008 and 2011 Landscape Institute President's Award for the East London Green Grid, and Making Space in Dalston respectively. The Angel Building was shortlisted for the Stirling Prize 2011.



Annalise Johns

Annalise has been working as an urban designer as the strategic urban lead in the transport division of Hammersmith and Fulham Council. She has designed

several sustainable drainage neighbourhood schemes, which aim to maximise local resilience in terms of the health, wellbeing and long term environmental quality.

Annalise undertook a secondment in Public Health in Westminster (2013-14) where she was testing behaviour change in the built environment in areas of deprivation. Currently, in her specialism in Health, Wellbeing and Urban Mobility, she is exploring the adaptation of system thinking to produce resilient cities and communities by design.



Nicky Linihan

Nicky is a member of the Royal Town Planning Institute, with over 30 years' experience in planning (both policy and Development Management); transport and economic

development, predominantly in local government, including at a senior level. Most recently, she has been Interim Director of Planning for the newly established Ebbsfleet Development Corporation, leading on setting up the planning functions.

Nicky chaired the Local Housing Requirements Assessment Working Group (membership comprising key national organisations, with an interest in planning for housing), which developed practical support for organisations to understand their housing needs. As well as chairing the Group she co-wrote: 'How Many Homes' Companion Guide. Nicky's clients have included the Planning Inspectorate; Planning Advisory Service; the London Boroughs of Harrow, Sutton and Richmond-Upon-Thames; and has provided advice on Objectively Assessed Housing Needs to a range of local authorities. She is the Planning Officer Society's Topic Convenor for Housing, has been a Planning Advisory Service Spatial Planning Peer, and was a member of the South East England Partnership Board Housing Review Group and Transport Advisory Group.



Tom Lister

Tom began his career as a Local Authority Access Officer (1994), and has since worked with the Royal National Institute for the Blind (RNIB), and Buro Happold Engineers.

With a construction background, he is recognised for giving pragmatic advice to integrate the needs of disabled people into the design/management of wide ranging significant buildings, and streetscapes across the UK/Ireland.

Tom advised on the Masterplan that supported the London 2012 bid, and both the Official Development Assistance (ODA) and Legacy Development Company, in the design of the Olympic Park, and venues for Games/Legacy uses. His project experience includes: The Emirates Stadium; Leicester Centre for Performing Arts; Windsor Castle, and Belfast Streetscape redevelopment. Tom has project managed some of the largest accessibility audits in the UK, including the Highways Agency and all Scottish University Buildings; he has proved a capable expert witness.

Tom is one of a few consultants, working at high level within the profession, who can apply good practice in a way that is sensitive to the project context. He brings experience gained from working with disabled people and advising on a diverse range of projects big and small, from new sports stadia to historically significant palaces and landscapes.



Tim Long

Tim is a Landscape Architect, Urban Designer and Town Planner who has worked for over 20 years creating best practice transport and public realm designs in some of the

most complex parts of central London and in rural areas. He designed Great Queen Street which was the first scheme in the UK to remove traffic signals, explain how to design shared space and create an inclusive environment, and involved designing innovative new street furniture that are best practice in reducing anti-social behavior, simplifying cleaning and inclusive design, and as a result this increased land values by up to £26 million annually.

Tim also helped to masterplan the regeneration of the Somer's Town area to create new residential and school buildings, parks and streets and he identified a more efficient layout that released more space and created a significant new development site. Tim is a consultant for the City of London, a design advisor for Merton Borough Council, advises on planning applications, and has won over ten awards and best practice commendations for his work and has written several articles about his designs that led to creating a new design theory (the Smarter Streets approach).



Edward Marchand

Before joining Bennetts Associates (2006) Edward had studied and worked in Belgium, the Netherlands and France. He trained as a structural engineer and

architect, acquiring design skills, which embrace multi-disciplinary working. Over the past 9 years Edward has worked on the winning competition entry for the new humanities division and library at the University of Oxford; the highly sustainable Hampshire County Council headquarters; a residential development in north London; the design of a series of surface Crossrail stations for Grip 4, and the development of an exemplar HQ office building in the Green Belt, Kings Langley.

Currently, he is leading the transformation of the Grade II listed Midland Goods Shed; East Handyside Canopy behind King's Cross, London, and the design of the Guardian's new civic space inside. Studies include: Berlage Center for Advanced Studies in Architecture and Urban Design, Amsterdam/Rotterdam, Netherlands, (1997); University of Ghent, Belgium, 'Burgerlijk Ingenieur Architect', BA Sc and Architecture, (1993) and Ma Sc and Architecture (Hons), (1995).



Janice Morphet

Janice is a Fellow of the Royal Town Planning Institute (RTPI), has been a planner for 45 years and has degrees in sociology, management, literature and a PhD in

politics. Following a career in local government and higher education, she was a senior adviser on local government modernization at the Department for Communities and Local Government (DCLG), 2000-2005, and since 2007 has devised and supported infrastructure delivery planning as part of local plans.

Janice was a Department for Culture, Media and Sport (DCMS) appointed member of the Olympic Delivery Authority's Planning Committee (2006-2012), and has been a trustee of the RTPI and the Town and Country Planning Association. Visiting Professor at the Bartlett School of Planning, University College London, she has held senior posts including as local authority Chief Executive and Head of a Planning and Landscape School. Member of the RTPI's English Policy Panel, she has chaired committees at the RTPI since 1974. Her recent books are: *Modern Local Government* (2008), *Effective Practice in Spatial Planning* (2010), *How Europe Shapes British Public Policy* (2013), *Applying leadership and management in Planning* (published 2015). *Infrastructure delivery planning: an effective practice approach* (2016).



Anna Rose

Anna is an architect and urban planner with over 13 years' expertise in advising on mixed-use urban masterplans and public realm projects. She has extensive experience of

working with private and public sector clients on complex masterplanning projects, with a particular focus on the design of effective human behaviour patterns. Her expertise targets optimising spatial connections for the benefit of pedestrians, cyclists (walkability, safety and conviviality), and local businesses (proximity to footfall, interchange and density of amenity).

Anna recently led Space Syntax's spatial planning studies for the Bristol Temple Quarter Enterprise Zone masterplan for the Homes and Communities Agency, and advised Transport for London, the Greater London Authority (GLA), and the London Borough of Camden on the likely public realm impacts of HS2 in the Euston Area. Currently, she is advising the London Legacy Development Corporation on the urban integration of the 'Olympicopolis' sites: University College London, East and Stratford Waterfront. In addition to her work in the UK, Anna leads Space Syntax's design and consulting activities in the USA and continental Europe. She speaks regularly at industry and academic events worldwide, and is an Honorary Research Associate at UCL. Anna is a member of the UK Academy of Urbanism.



Sophie Thomas

Sophie has been working in the fields of sustainable design, behaviour change and material process through her design agency, Thomas Matthews Ltd., for over 17

years, and as Director of Design for Useful Simple Projects. She has extensive practical experience in delivering innovative and highly sustainable design. Sophie works with complex and multi-layered clients, from the public consultation programme for the Olympic Park Legacy Masterplan, to wayfinding signage and identity for the award-winning Gardens by the Bay, Singapore.

A long-term interest in materials led Sophie to share her experience of closed-loop thinking with other designers. In 2012, she founded The Great Recovery: a programme to build capacity and understanding of circular design in the materials supply chain, now running through the Royal Society of Arts (RSA). She has been a trustee of the Design Council and is currently Director of Circular Economy at the RSA. Sophie has assisted global businesses and UK government organisations to define the role of designers within discussions around communication, waste streams, resource efficiency and circular economies. She has worked with major organisations including P7G, Howies and Samsung on new models for circular business, internal communication of sustainable systems, and external sustainability campaigns.



Andrew von Bradsky

Andy is an architect with over 30 years' experience in the design and delivery of residential development for all sectors. He is a consultant to

businesses, housing delivery agencies and the public sector, providing advice on housing related issues, drawing from his experience as former Chairman of PRP Architects LLP.

He leads research projects that advance industry knowledge for policy makers, clients, end users and communities. Recent project successes include: the award winning Portobello Square regeneration project for a housing association; and the Lewisham Gateway town centre regeneration project for a commercial developer, for which he was the Partner responsible. He has played a leading role in other regeneration, new settlement and commercial projects throughout England. Chair of the Royal Institute of British Architects (RIBA) Housing Advisory Group; member of a committee that reviews finance and development proposals for a large housing association; and sits on an advisory panel of the research body, National House-Building Council (NHBC) Foundation. He is a Board member of the Housing Forum, a membership organisation that represents the supply chain in housing, and was a member of the government appointed Challenge Panel that advised the Housing Standards Review from a cross industry perspective.



Sarah Weir

Sarah is Chief Executive of Waddesdon Manor in Buckinghamshire. Previously she was Chief Executive of The Legacy List, the Queen Elizabeth Olympic Park charity

set up to encourage creative connections between people and the park, with a focus on arts and culture, education and skills. Sarah was Head of Arts and Cultural Strategy for Olympic Delivery Authority; Executive Director, Arts Council England; London and Executive Director of the Almeida Theatre.

Sarah started her career in the Lloyd's insurance market. She worked for Aldgate Group Brokers, where she rose from office junior to non-marine managing director during a 15 year career and was the first female Managing Director in Lloyd's. Following a move from business into the arts, she then worked at Purdy Hicks Gallery, Arts and Business and the Royal Academy of Arts. She has a History of Art BA from Birkbeck College (1993-1997), an OBE for services to the arts (2012) and is a Fellow of Birkbeck College. Sarah is a Trustee of The Alzheimer's Society.



Suzie Zuber

Suzie practised as an architect for 11 years with Terry Farrell, 3D Reid and ECD Architects, working on a variety of projects with a focus on energy conservation and

neighbourhood regeneration, before joining Open-City (2008) to focus on community engagement and design support. Since joining Open-City, Suzie has overseen the development and expansion of programmes for young people and communities, empowering young people and community groups to influence the creation of their future environment.

She works closely with design professionals, London councils, young people and residents, demystifying the design process to ensure smooth engagement in the regeneration process. Working with the residents of the Andover Estate in North London, Suzie guided the Neighbourhood Forum through the development of a masterplan, providing them with design awareness training, and facilitating design workshops to agree the content of their vision for a future estate. Through the Open-City education and My City Too! programmes, Suzie has a wealth of experience engaging young people in the design of their built environment both as site specific research projects and as curriculum-related workshops.

3.

Design Council Cabe staff

The Design Council Cabe staff team is responsible for:

1. Managing the smooth and efficient operation of the WFDAP. This is undertaken by business operations staff
2. Developing and maintaining the WFDAP's understanding of the social, economic and environmental issues facing the borough
3. Supporting the WFDAP's professional services by:
 - ensuring that panel members with suitable expertise are engaged in each activity
 - ensuring that the panel provides advice, training and support that is tailored to local needs, consistent and robust

All Cabe staff members involved in supporting the content of the WFDAP's work (items 2. and 3.) are qualified built environment professionals.

Members of Cabe staff who contribute to running the WFDAP are:

Victor Callister, Deputy Director
 Victor.Callister@designcouncil.org.uk
 020 7420 5217

TBC, Lead Advisor

Brian Quinn, Senior Advisor
 Brian.Quinn@designcouncil.org.uk
 020 7420 5269

TBC, Business Operations Manager

Debbie Novak, Assistant Business Operations Manager
 Debbie.Novak@designcouncil.org.uk
 020 7420 5248



High Road, Leyton (LBWF)



Highams Park, Leyton (LBWF)

4.

How the WFDAP reviews and advises on development proposals

The WFDAP helps the council, developers and designers create successful places in the borough through a recognised process of 'design review'. Design reviews take place when a construction project or regeneration scheme is undergoing design development, or during the consultation period on a live planning application. Design reviews undertaken by the WFDAP use a panel of experts to identify and communicate:

- the strengths and weaknesses of the design of a proposed development
- the next steps that should be taken to maximise the benefits that can be achieved by the proposed development through its design

Reviews of proposals by the WFDAP are underpinned by six foundations:

- The panel's understanding of challenges, concerns and aspirations related to development and regeneration at national, London-wide and local levels
- The panel's understanding of the local socio-economic and spatial conditions – in relation to the borough as a whole and to the site and its environs
- The panel's understanding of the scheme being reviewed, including issues relating to the site, the brief, commercial viability, community engagement and the proposed design
- The nationally recognised 10 Principles of Design Review and Design Council Cobe's 'eleventh principle' – set out ahead
- The 10 principles of urban design set out in the Council's Design Charter – set out ahead
- The panel's expertise in creating successful places through design and in helping others use design to the greatest effect

Principles of design review

The WFDAP operates in line with the nationally accepted Ten Principles of Design Review, established by Cabi, the Royal Institute of British Architects, the Royal Town Planning Institute and the Landscape Institute. As set out in Design Review Principles and Practice, published by Design Council Cabi, those principles are, in summary:

Independent: the Review panel members are independent and the report is compiled through the peer review process. The members are unconnected with the scheme's promoters and decision-makers, and where a potential conflict arises the individual member stands down and an alternate is appointed. For example a member of the Design Review panel would not be precluded from working in the locality, but would not join a panel reviewing their designs.

Expert: the Review is undertaken by leading designers who have an acknowledged standing and expertise.

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

Accountable: the panel and its advice must be clearly seen to work for the benefit of the public. The panel reports will be published and publicly available where the scheme is the subject of a planning application.

Transparent: the WFDAP's remit, membership, governance processes and funding are in the public domain (on the Waltham Forest Council website).

Proportionate: the WFDAP will be used for projects whose significance or complexity warrants the investment needed to provide the service.

Timely: it should take place as early as possible in the design process, because this can avoid wasted time. It also costs less to make changes at an early stage.

Advisory: the Design Review Panel does not take planning decisions, but it offers impartial advice for Waltham Forest Council.

Objective: the Design Review Panel appraises schemes according to reasoned, objective criteria rather than the stylistic tastes of individual members.

Accessible: the findings and advice are clearly expressed in terms that policymakers, design teams, decision-makers and clients can all understand and make use of.

Design Council Cabi undertakes design reviews using an eleventh principle:

Inclusive: promoting equality and diversity through the design of the built environment, recognising the diverse needs of users and valuing different perspectives. This informs the selection of panel members, the management of the panel's work, the way that the panel responds to local issues and the design advice it gives.

- 1 HIGH QUALITY BUILDINGS**
Encourage distinctive and innovative architecture using quality materials built to high standards.
- 2 RESPONDING TO CONTEXT**
Ensure developments integrate with their surroundings and local heritage, and link with adjacent streets and paths to create direct and convenient routes to local services such as shops, schools and public transport.
- 3 A MIX OF HOMES**
Work with developers and partners to provide a mix of housing types and sizes that are accessible for all and meet the needs of residents both now and in the future.
- 4 GOOD QUALITY INTERNAL LAYOUTS**
Ensure new homes have high quality spacious and adaptable rooms and living areas which meet current planning policy standards.
- 5 SAFE AND OVERLOOKED STREETS**
Promote housing layouts that have windows and doors facing on to streets and public areas so they are overlooked and feel safe.
- 6 QUALITY GARDENS AND PRIVATE SPACES**
Ensure private and shared gardens are well-designed, safe and usable with good quality landscaping and planting.
- 7 ENERGY EFFICIENT**
Meet the challenges of climate change by promoting better energy efficiency and the use of renewable energy sources in new developments.
- 8 WELL DESIGNED PARKING**
Design for car, cycle parking and servicing at an early stage so it is convenient, safe and attractive and not left as an afterthought.
- 9 PEOPLE-FRIENDLY STREETS**
Ensure high standards in the design and quality of streets and other public areas to encourage their use as social places, where pedestrians and cyclists come first.
- 10 WELL MAINTAINED AND MANAGED**
Promote high standards of housing management and maintenance to ensure long term quality for residents.



Award-winning William Morris Gallery, Walthamstow (LBWF)



Walthamstow Library, Walthamstow (LBWF)

5.

Reviews by the WFDAP

The WFDAP conducts three types of reviews:

- Large-scale workshop review
- Standard workshop review
- Desktop review

Large-scale workshop review

Suitable for large and/or complex schemes, such as:

- Proposals providing over 100 new homes
- Buildings over 6 storeys high
- Masterplans involving new or altered transport provision or new social infrastructure – such as educational, health, sporting, retail or entertainment destinations

Review timing and location:

- Takes place at the Waltham Forest Council offices as a full morning or full afternoon event – usually on the first Wednesday of each month

Review participants:

Members of the WFDAP:

- Five panel members, selected from a range of professional disciplines in response to the nature of the project being reviewed. The review panel is responsible for providing robust, comprehensive design advice at the review
- A Chair, responsible for managing the contributions of the participants of the review, summarising the conclusions of the review and checking the design advice report

Other participants are as per the participants for a Standard workshop review – see opposite

All other review arrangements are as per the Standard workshop review

Standard workshop review

Suitable for small and medium-sized schemes that:

- Provide 10 or more new homes or equivalent if another development type
- Do not meet the criteria for a Large-scale workshop review (see above)

Review timing and location:

Takes place at the Waltham Forest Council offices as a full morning or full afternoon event – usually on the first Wednesday of each month

Review participants:

Members of the WFDAP:

- Four panel members, selected from a range of professional disciplines in response to the nature of the project being reviewed. The review panel is responsible for providing robust, comprehensive design advice at the review
- A Chair, responsible for managing the contributions of the participants of the review, summarising the conclusions of the review and checking the design advice report

Two Design Council Caba staff members:

- The advisor, responsible for managing the process and content of the review
- The lead advisor, responsible for standards and consistency

Waltham Forest staff members:

- The planning case officer
- Up to two other relevant officers

Up to two observers (council officers/councillors), attending for CPD

Desktop review

Suitable for schemes of any size that are returning for review of minor design changes made following a previous review of any type.

Reviews can take place either:

- At Waltham Forest Council’s offices following a single Standard or Large-scale workshop review for another project – usually on the last Monday of each month
- At Design Council Cabe’s offices on a date that suits project time-scales and the availability of the review panel



Design review in action
(image shows the Oxford Design Review Panel)

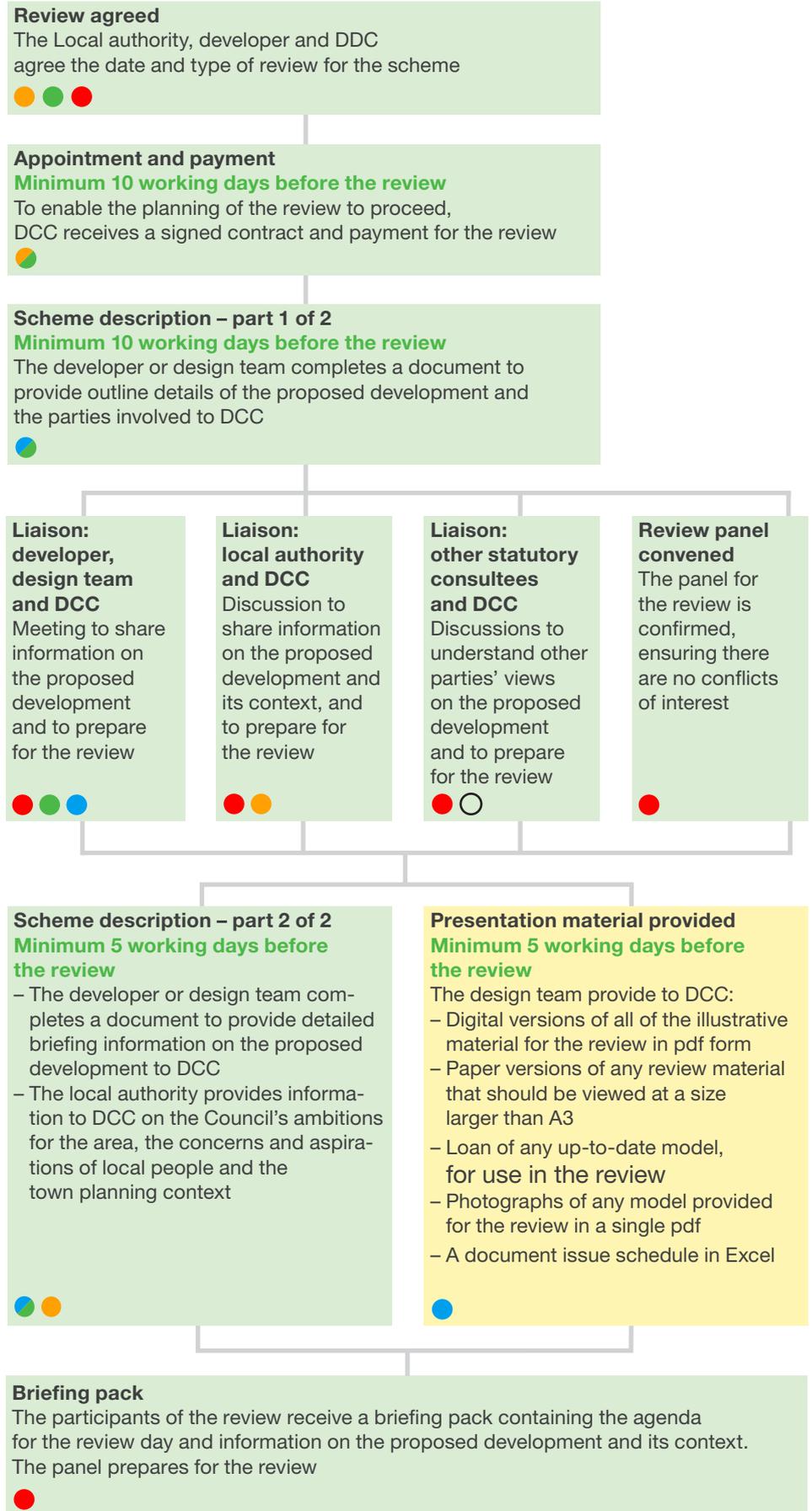
Design review in action
(image shows the Oxford Design Review Panel)



6.

WFDAP reviews: the process

Before the review day



- Local authority
- Design Council Cade (DCC) – staff and review panel
- Developer
- Design team
- Others, such as representatives from statutory consultees

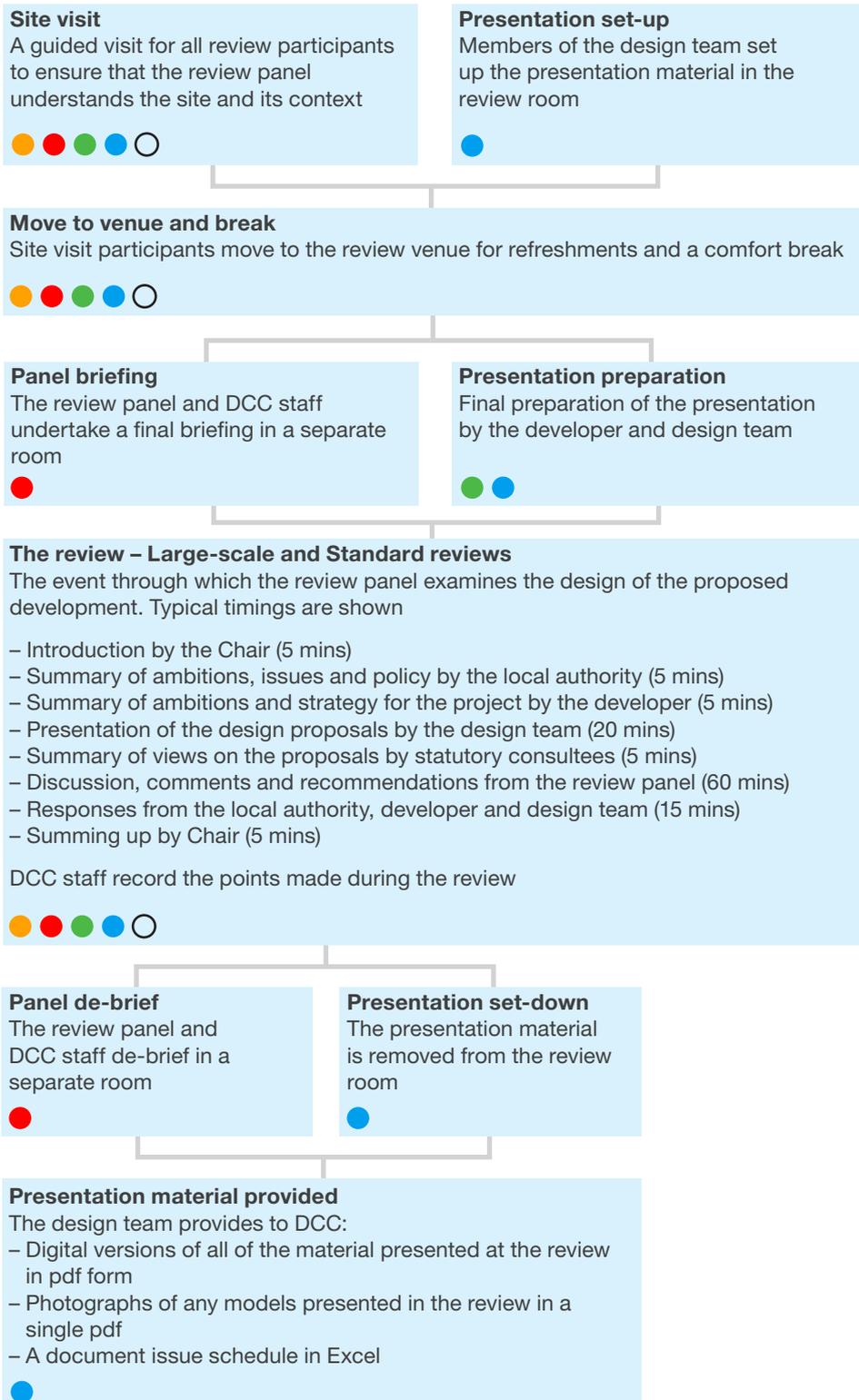
Large-scale and Standard reviews

Desktop reviews

All types of review

Large-scale and Standard reviews

- Large-scale review: six panel members, for large/complex schemes
- Standard review: five panel members, for smaller schemes
- Both review types are for schemes being reviewed for the first time and for schemes in which significant design changes have been made following a previous review by DCC
- For schemes reviewed following one or more previous DCC reviews, the review panel will include at least two panel members from the last review
- Usually a half-day event attended by: the review panel, including a Chair; up to three local authority officers; the developer; key representatives of the design team; two DCC staff members and any statutory consultees



Desktop reviews

- For schemes in which minor design changes have been made following a previous review by DCC
- Attended by two DCC staff members and three panel members, of whom at least two were part of the previous review panel
- A half-day event without a site visit

The review

The event through which the review panel examines an amended design for the proposed development

The DCC case officer presents the scheme to the review panel, covering:

- The local authority’s ambitions, issues and policy in relation to the site, including any changes since the last review
- The developer’s ambitions and strategy for the project, including any changes since the last review
- The design previously reviewed
- The review panel’s previous comments
- The design changes made since the last review

The review panel:

- Discusses the changes made to the scheme since the last review
- Confirms its comments and recommendations on the revised scheme

DCC staff record the points made during the review

After the review day

Design advice report

Issued maximum 10 working days after the review

The design advice report is prepared and checked by DCC staff, signed off by the review panel Chair and issued to all review participants. If the development proposal is the subject of a live planning application, the design advice report is DCC's formal response to consultation on the application and is published on DCC's and the local authority's website



Using the design advice

The advice informs the developer and the design team's decisions on the design of the proposed development



Using the design advice

The advice informs the local authority's response to the proposed development:

- In pre-planning engagement
- In determining the planning application
- In setting planning conditions



Short-term evaluation

Four weeks after the review

The local authority, developer and design team complete a survey to:

- Provide DCC with feedback on the review and the design advice they received
- Confirm the actions they intend to take following the review



Longer-term evaluation

Six months after the review

The local authority, developer and design team complete a survey to summarise how the scheme's progression has been influenced by the design advice received



Using the evaluation results

The results of the evaluation surveys are used to:

- Show the impacts of the design advice given
- Inform decision-making by the local authority
- Inform and improve DCC's design advice services





7.

Participating in reviews by the WFDAP

Guidance for panel members

Before the review – all types of review:

- Take on board the content of the briefing pack in order to understand the project context and the key elements of the proposed development

On the review day – Large-scale workshop reviews and Standard workshop reviews only:

- Participate in the site visit in order to understand all aspects of the site and its context that are shown and explained during the visit
- Take on board the briefing by the Design Council Caba advisor and all aspects of the Council's, the developer's and the design team's contributions to the review
- In relation to conduct and giving design advice in reviews, see page 16 of the Design Council Caba BEE Handbook

On the review day – Desktop review:

- Take on board all aspects of the Design Council Caba advisor's presentation of the changes to the scheme and the reasons for them
- In relation to giving design advice, see page 16 of the BEE Handbook

After the review – all types of review:

- Read the design advice report in order to be familiar with the final output of the review

Guidance for the local authority

Before the review – all types of review:

- To enable the review to proceed, provide the requested background information to Design Council Caba at least one week before the review
- For schemes returning for a subsequent review, check the original background information document and provide any updates at least one week before the review

On the review day – Large-scale workshop reviews and Standard workshop reviews only:

- As part of the site visit, contribute to the review panel's understanding of the scheme by explaining key aspects of the socio-economic, spatial and town planning context, and local concerns and aspirations
- In the review, summarise the challenges and opportunities in relation to the scheme being reviewed, the Council's views on the scheme and what the Council would like to get out of the review
- If any points made by other review participants appear to be incorrect, are at odds with the Council's understanding of the relevant issues or are unclear, give an indication to the Chair in order to feed your thoughts into the review
- At the end of the review, summarise the Council's initial response to the content of the review and the comments made by the review panel

After the review – all types of review:

- 4 weeks later: respond to the first post-review survey to evaluate the review and the design advice received, and confirm the intended actions following the review
- 6 months later: respond to the second post-review survey to evaluate how the development of the scheme has been influenced by the design advice received

On the review day – Large-scale workshop reviews and Standard workshop reviews:

- Participate in the site visit, providing information on the site and context, constraints, opportunities and issues
- In the review, present the scheme in line with the guidance below
- If any points made by other review participants appear to be incorrect, are at odds with the your understanding of the relevant issues or are unclear, give an indication to the Chair in order to feed your thoughts into the review
- Provide Design Council Cobe with a complete digital version of all material presented, including photos of any models used

The design team's verbal presentation:

To enable the WFDAP to provide robust and comprehensive design advice, the design team, including the planning consultant where applicable, should summarise:

- The design process, including stakeholder engagement
- How the scheme responds to the socio-economic and spatial context
- The experience for users of the building(s) and external space(s)
- What is proposed in the design and why

After the review– all types of review:

- 4 weeks later: respond to the first post-review survey to evaluate the review and the design advice received, and confirm the intended actions following the review
- 6 months later: respond to the second post-review survey to evaluate how the development of the scheme has been influenced by the design advice received



Visual presentation material

For any type of review, the following information should be presented. When the scheme being reviewed is the subject of a live planning application, the content of the visual presentation material must be exactly as per the submitted application.

1. Site plans

Site plans should show where the project is located in terms of the wider town or city, and the full extent of the site in relation to its immediate surrounds so it is possible to assess its impact.

The site plan board could give a clear indication of the site's 'red line' boundary; local access to public transport; the location and extent of buildings and areas of historic interest or protection; public open spaces; and how people and vehicles move through the site. The site plan should also show the land within the client's ownership, and which parts of the site are public or private. Aerial photographs and historic maps can also be useful in illustrating the surrounding context.

2. Design iterations

It is important that the panel are given a clear understanding of why certain decisions were made by the design team to fulfil their brief within the constraints of the site. Design is an iterative process, which can be illustrated with diagrams, sketches, montages, and models; however the most important consideration is conveying the reasoning behind final design decisions and how potential solutions were tested.

3. Form and massing

A study of massing and form will illustrate the building envelope and the manner in which the scheme's component shapes are arranged. It is useful to see how the bulk of the proposed building fits with the shape and size of the surrounding built form, and there should be space allocated to illustrating this relationship. Form and massing diagrams and models are a good opportunity to illustrate the extent of any overshadowing on surrounding spaces. Diagrams or drawings depicting the micro-climate could relate to further information or studies which are not necessarily provided on the presentation boards.

4. Plans

Plan drawings should be clear and presented at a scale that ensures legibility from a distance. We would recommend clarity over quantity and avoiding over-use of text. It is important that a clear sense of the orientation and scale of a project is conveyed in plan drawings, and accurate north arrows should be provided. For larger schemes, it is useful to include information on phasing strategies.

5. Sections

Section drawings should be read alongside plan and elevation drawings, helping to give the review panel a clear sense of the dimensions, character and materiality of the spaces described. Section drawings should also give a clear indication of how the various elements of a building's programme are accessed and combined. The design team should also provide street sections and site sections, providing clarity about how the design negotiates a site's topography.

Guidance for developers

This guidance is for the client representatives of a scheme being reviewed by the WFDAP; this may be a commercial developer, social landlord or investor.

Before the review – all types of review:

- Sign the contract and pay for the review to enable the review preparations to proceed
- Meet with the design team and the Design Council Caba advisor to prepare for the review
- Ensure that the activities required for the review by the design team and developer are resourced, in order to avoid incurring a cancellation fee

On the review day – Large-scale workshop reviews and Standard workshop reviews only:

- Participate in the site visit
- In the review, summarise from your organisation's perspective the challenges and opportunities in relation to the scheme being reviewed and what you would like to get out of the review
- If any points made by other review participants are incorrect, are at odds with your understanding of the relevant issues or are unclear, give an indication to the Chair in order to feed your thoughts into the review
- At the end of the review, summarise your initial response to the content of the review and the comments made by the review panel

After the review – all types of review:

- 4 weeks later: respond to the first post-review survey to evaluate the review and the design advice received, and confirm the intended actions following the review
- 6 months later: respond to the second post-review survey to evaluate how the development of the scheme has been influenced by the design advice received

Guidance for design teams

This guidance is for design teams and planning consultants presenting design proposals in Large-scale workshop reviews or Standard workshop reviews.

Before the review – all types of review:

- Meet with the developer and the Design Council Caba advisor to prepare for the review
- For schemes returning for a subsequent review, check the original background information document and provide any updates at least one week before the review

Before the review – Large-scale workshop reviews and Standard workshop reviews:

- Prepare your verbal presentation to ensure that you can explain the proposals clearly, comprehensively and to time. Prepare your visual presentation in line with the guidance below.

Before the review – Desktop reviews

- To enable the review to proceed, provide the requested presentation material to Design Council Caba at least one week before the review
- Liaise with the Design Council Caba advisor to ensure that they understand:
 - The content of the presentation material
 - Since the last review, what has changed and why – for topics, see the guidance for verbal presentations above

6. Elevations

Elevation drawings should illustrate the external appearance of a project as seen from its key views. It is our experience that review panels prefer as much elevation information as possible; these should show the proposal in its context through the use of whole street elevations, with a clear sense of the proposal's materiality, massing, and fenestration conveyed.

7. Construction

The method of construction should be an integral part of a design from its inception. In a well-designed building this is likely to be apparent from plans and sections, but it is useful to illustrate how a project fits together and operates. This should be demonstrated through to the level of detail, which ideally gives a flavour of the architecture and materials, demonstrating refinement and consideration. Details drawn at 1:10 or 1:20 scale are usually sufficient. The choice of materials is also of vital importance, and relates to an understanding of context, maintenance and durability. It may also be useful to show how the building's construction might allow it to adapt to changing requirements in the future.

8. Visualisations

Visualisation of a project can be extremely powerful in explaining how a project will ultimately appear and interact with its surroundings. Visualisations should represent a project honestly, with the review panel able to relate them to other drawings such as plans and sections. There should be an attempt made to cover the key views of a project, from close quarters and from distance, and include people to give a clear idea of scale.

Visualisations can also provide information on the extent of overshadowing or glare, which is useful for a review panel, and are particularly useful when presenting tall buildings at Design Review. In this instance images should provide a sufficient number of views to allow for a full assessment of the impact of the proposal on its surroundings.

9. Landscape and the public realm

Successful projects integrate with their surroundings at ground level and contribute to attractive outdoor spaces that are valued and used. The design team should show the contribution and impact their scheme has on the wider city, incorporating urban design analysis and a considered public realm treatment.

There should be clear distinctions made between public and private spaces, options for moving around the building, and an easily understood public image. We suggest including examples of details, materials and site sections through areas of landscaping to enable a clear understanding of the scale and robustness of proposals.

10. Sustainability

Well-designed buildings are economically, environmentally and socially sustainable. This means giving consideration to whole-life costs rather than short-term economic returns; making efficient use of building materials, natural resources and energy; reducing emissions; and engaging and recognising the needs of stakeholders throughout the design process.

Design teams should show how sustainability issues have been considered and realised in the scheme under review.

We hope that this information allows you to prepare a presentation which demonstrates the scheme with clarity and precision; allowing the review panel to give the best possible quality of feedback and advice.

11. A schedule of the documents submitted for review

12. Photographs of any model(s) used in the review

8.

The WFDAP and joint learning

Continuous learning and professional development is a key aspect of the WFDAP's activities. The Panel, council officers, councillors, developers, design teams and Design Council Caba staff will learn and develop their skills through:

- Participation in workshop review sessions
- Topic-based training with the WFDAP – for example: the development process; urban design skills; or using Waltham Forest's socio-economic data to inform regeneration
- Project-based training with the WFDAP – building on the advice given in reviews and the evidence collected through the evaluation process
- Using the results of the on-going evaluation of the impact of the WFDAP to help create more successful places on the ground

The content and format of individual training sessions and other learning activities will be devised in response to the nature of development proposals coming forward in the borough, the issues identified by the WFDAP and the specific needs of the participants.

After each joint learning activity, participants will evaluate the event they have taken part in and how it has helped develop their own skills and understanding.



9.

Evaluation of the work of the WFDAP

Design Council Cabe will evaluate the work of the WFDAP by analysing:

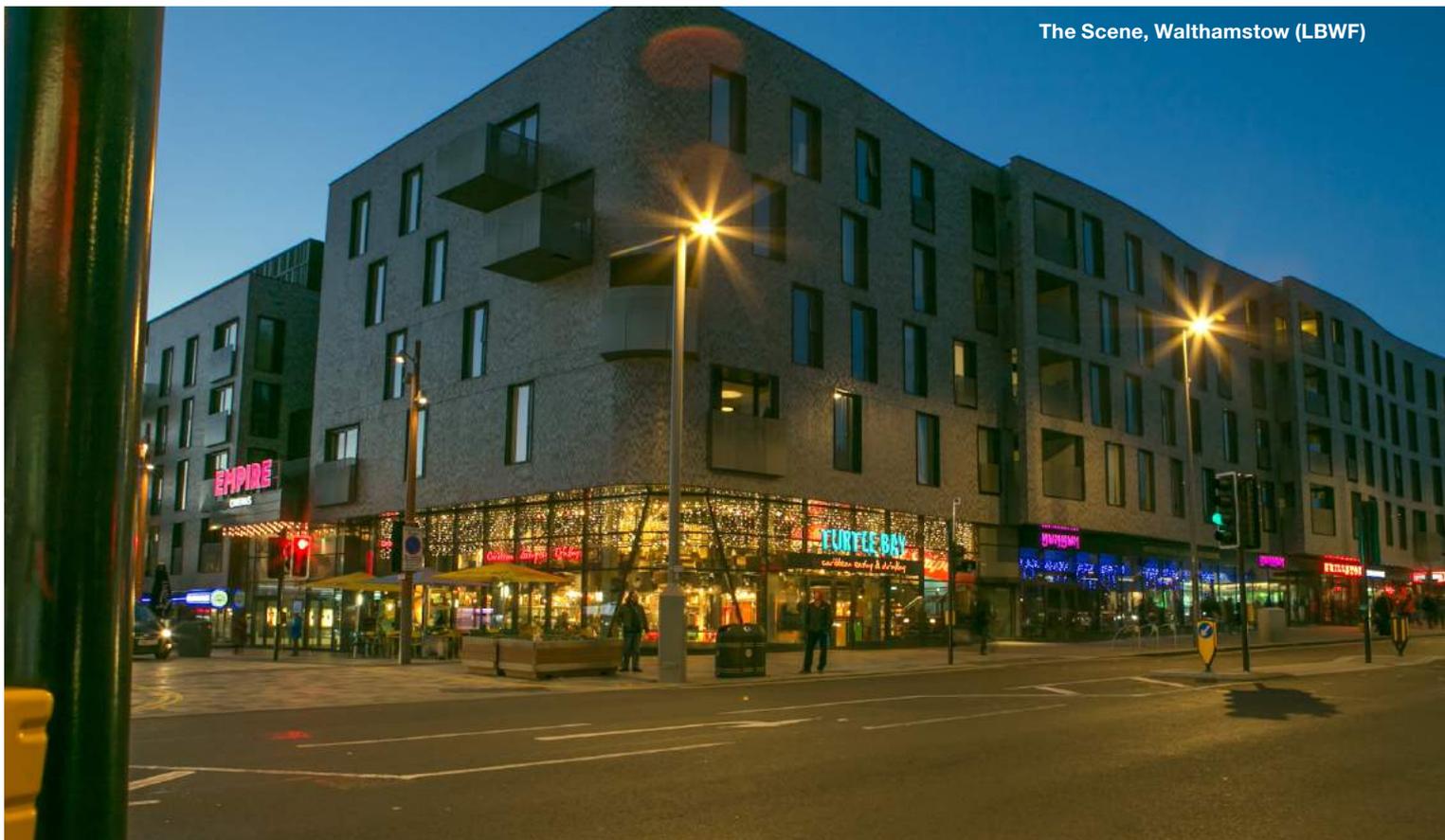
- The results of the first and second survey responses from the people participating in reviews by the WFDAP – Waltham Forest, the developer and the design team
- The development proposals reviewed by the WFDAP, in terms of their size, the uses proposed and the key issues identified by the WFDAP
- The way in which developers, designers and Waltham Forest use the services of the WFDAP
- The results of the responses to the survey completed by people participating in learning activities with the WFDAP

The evaluation findings will be used by Design Council Cabe and Waltham Forest to inform improvements to:

- The work of the WFDAP
- The way in which Waltham Forest uses the WFDAP



Walthamstow Stadium (LBWF)



The Scene, Walthamstow (LBWF)

