



FOLKESTONE & HYTHE PLACE PANEL

Terms of reference 2022

IN PARTNERSHIP WITH

Frame Projects
Unit 14 Waterside
44-48 Wharf Road
London N1 7UX
0020 8164 9980
office@frame-projects.co.uk
frame-projects.co.uk



CONTENTS

1	Introduction	3	10	Site visits	12
2	Principles of quality review	4	11	Meeting dates	12
3	Panel composition	5	12	Review agendas	13
4	Panel remit	6	13	Panel reports	14
5	Role of the Place Panel	8	14	Place Panel charges	15
6	Independence, confidence and probity	8	15	Place Panel membership	16
7	Conflicts of interest	9	16	Key references	25
8	Freedom of information	9		<i>Appendix A: confidentiality</i>	26
9	Types of review	10		<i>Appendix B: conflicts of interest</i>	27

Cover image: Holiday Home by Richard Wood on Folkestone Beach © Diamond Geezer, Flickr

1. INTRODUCTION

Folkestone & Hythe District is experiencing a period of rapid environmental, social and economic change. Regeneration of Folkestone, and ambitious plans for a new garden town at Otterpool Park are underway. At the same time it will be essential to protect countryside and heritage assets. The District Council is addressing the implications of change through a place-shaping approach. The aim is to draw from the district's own characteristics and unique potential, to achieve high quality new developments.

In 2018, Folkestone & Hythe District Council set up a Place Panel for the Otterpool Park Garden Town project to provide ongoing 'critical friend' advice and design support services. The council has now broadened the scope of the panel to include the district as a whole. It will be available to advise on development and regeneration projects coming forward across Folkestone & Hythe, which has contrasting rural landscapes and urban environments. The district is characterised as having three distinct economic and market sub-areas: Folkestone and Hythe; Romney Marsh; and The North Downs

The district's future housing requirement is to deliver over 13,000 homes by 2036/37. This will be achieved by major strategic growth including the delivery of Otterpool Park, as well as a number of small and medium-sized sites as allocated in the Places and Policies Local Plan (adopted 2020).

The Places and Policies Local Plan has identified over 50 sites across the district for potential development where the district's future needs in terms of housing, employment, community use and leisure could be met.

The vision for Folkestone & Hythe is to see the district flourish into a distinctive area of high-quality towns. The place-shaping of new developments requires consideration of the wider character of the area, as well as reference to the immediate locality or neighbourhood. This applies to both townscape and to strategic features, such as the Kent Downs AONB, where there is a need to protect the landscape.

Alongside a focus on distinctiveness, the vision also calls for a higher quality environment and a more complete range of services for residents and visitors. Development will need to ensure services are maintained or expanded, and the prosperity and vibrancy of neighbourhoods are enhanced.

The Place Panel brings together leading practitioners across a number of disciplines to support the delivery of exemplary development and secure innovative, sustainable and high quality placemaking across the Folkestone & Hythe District.



Folkestone Beach, © Ben Sutherland, Flickr

2. PRINCIPLES OF QUALITY REVIEW

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

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

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

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

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

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

Timely – it takes place 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)



Lydd-on-Sea, Romney Bay © M.Moers, Flickr

3. PANEL COMPOSITION

The Place Panel brings together leading professionals working at the highest level in their fields. It is made up of 25 members, including the chair.

Place Panel members are chosen to provide a broad range of expertise with particular relevance to Folkestone & Hythe, including:

- sustainability and low carbon design
- architecture (housing, cultural, commercial)
- urban design / town planning
- landscape / public realm
- heritage / townscape
- inclusive design
- transport infrastructure / transport planning
- development delivery

Many of those appointed to the Place Panel will have expertise and experience in more than one of these areas. The composition of each panel meeting will be chosen as far as possible to suit the scheme being reviewed, and to ensure a representative panel in terms of diversity.

Membership of the Place Panel is reviewed regularly (at least once a year) to ensure that it provides all the necessary expertise, experience and diversity to undertake its work effectively.

From time to time, it may 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.



Creative Quarter Folkestone © Ben Sutherland, Flickr



St Thomas Becket Church, Romney Marsh © Tom Lee, Flickr

4. PANEL REMIT

The Place Panel provides independent, objective, expert advice on development proposals across Folkestone & Hythe. It provides advice to scheme promoters and the planning authority as a 'critical friend' to support delivery of high quality development.

Generally, schemes are referred to the panel by planning officers at an early stage to identify and consider the key assumptions of the proposed design. The independent advice given by the panel is likely to be most effective when given before a scheme becomes too fixed. Early engagement with the Place Panel should reduce the risk of delay at application stage by ensuring that designs reach an acceptable standard. The planning authority may also request a review once an application is submitted.

The panel's advice may assist planning officers in negotiating design improvements and may support decision-making by the planning committee, including refusal of planning permission where design quality is not of a sufficiently high standard.

The panel considers significant development proposals in Folkestone & Hythe. Significance may fall into the following categories.

Significance related to size or use, for example:

- large buildings or groups of buildings
- infrastructure projects such as bridges or transport hubs
- large public realm proposals
- masterplans, design codes or design guidance

Significance related to site, for example:

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

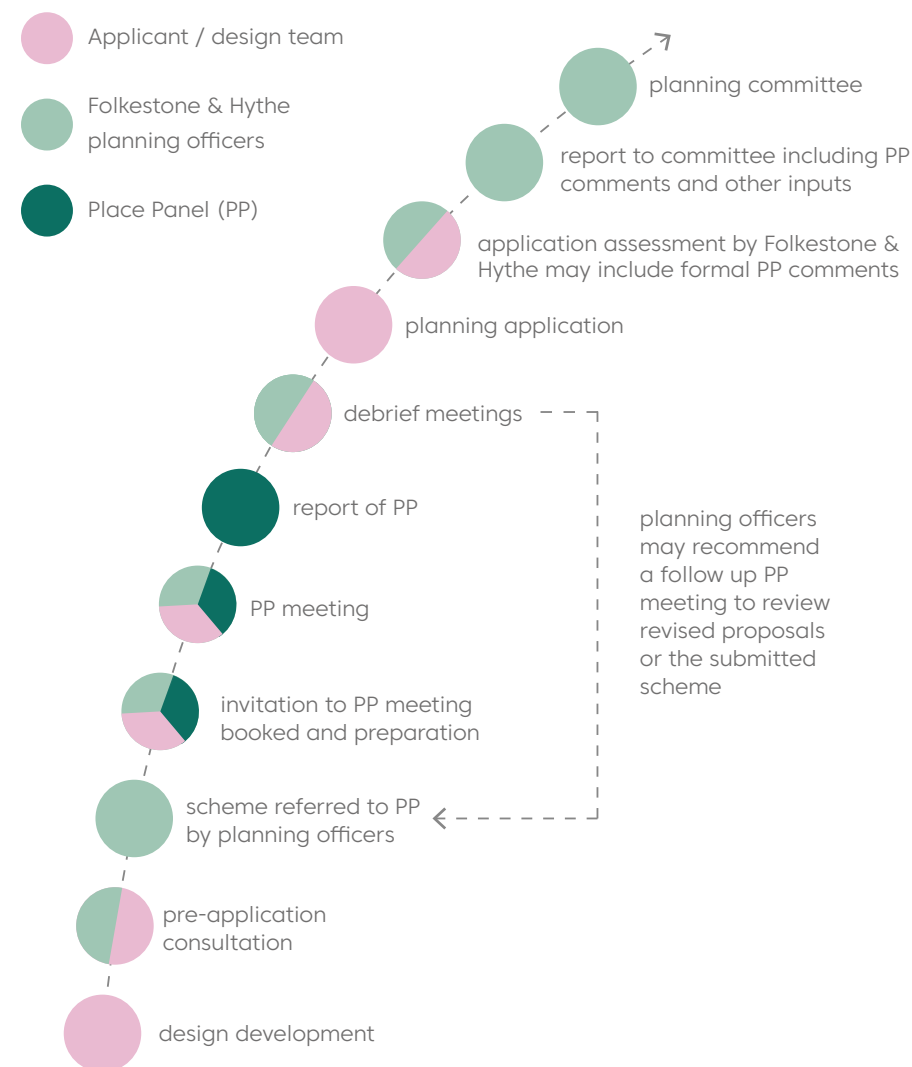
Projects may also be referred to the panel by the planning authority at its discretion, for example where it requires advice on:

- building typologies, for example single aspect dwellings
- environmental sustainability
- design for climate change adaptation and mitigation
- proposals likely to establish a precedent for future development
- developments out of the ordinary in their context
- schemes with significant impacts on the quality of everyday life
- landscape / public space design

As with normal pre-application procedure, advice given by the panel before an application is submitted remains confidential, seen only by the applicant and planning authority. This encourages applicants to share proposals openly and honestly with the panel – and ensures that they receive the most useful advice. Once an application has been submitted, the Place Panel's comments on the submission are published on the council's website.

A diagram showing the role of the Folkestone & Hythe Place Panel in the planning process is shown opposite.

Place Panel's role in the planning process





5. ROLE OF THE PLACE PANEL

The Place Panel provides independent and impartial advice on development proposals, at the request of planning officers, and plays an advisory role in the planning process.

It is for Folkestone & Hythe District Council's planning officers and the planning committee to decide what weight to place on the panel's comments, balanced with other planning considerations. Applicants should consult Folkestone & Hythe officers following a review to agree how to respond to the panel's advice.

If any points made by the Place Panel require clarification, it is the responsibility of the applicant and their design team to draw this to the attention of the chair of the panel (if during the meeting) or the panel manager, Frame Projects, (if the report requires clarification).



6. INDEPENDENCE CONFIDENCE & PROBITY

Folkestone & Hythe's Place Panel is an independent and impartial service provided to Folkestone & Hythe District Council by Frame Projects, an external consultancy.

The processes for managing the Place Panel, appointing members, including the selection of the chair, and the administration of meetings are agreed in partnership with Folkestone & Hythe District Council.

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.

7. CONFLICTS OF INTEREST

The Place Panel is intended to provide a constructive forum for applicants, their project teams, and Folkestone & Hythe planning officers seeking advice and guidance on development proposals.

In order to ensure the Place Panel's independence and professionalism, it is essential that 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 Place 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.

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

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

Further details on the process for managing conflicts of interest are provided at Appendix B.

8. FREEDOM OF INFORMATION

As a public authority, the Folkestone & Hythe District Council is subject to the Freedom of Information Act 2000 (the Act). All requests made to Folkestone & Hythe District Council for information with regard to the 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.



Bartholomew Street, Hythe © Grassrootsgroundswell, Flickr

9. TYPES OF REVIEW

Four types of review are offered:

- full review - for larger schemes
- a smaller scheme review - for medium-sized schemes on smaller sites
- a chair's review - for smaller schemes or planning applications
- a surgery review

FULL REVIEWS

The chair and four panel members attend a full review. Full reviews can be arranged for schemes from RIBA Stage 2 (concept design) onwards, providing advice to the applicant and the planning authority.

In addition to planning officers, other relevant stakeholders, for example Historic England, may be invited to attend and asked to give their views after the scheme has been presented.

Full reviews usually take place at a stage when an applicant and design team have decided their preferred option for development of a site, and have sufficient drawings and models to inform a comprehensive discussion. There will often be a second pre-application review, to provide advice on more detailed design matters, before a planning submission.

The scheme will be presented by a member of the design team, normally the lead architect, following a brief introduction by the applicant.

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

Time allocated for full reviews will depend on the scale of the project but a typical full review will last 90 minutes: 10 minutes introduction and briefing by planning officers; 35 minutes presentation; 45 minutes discussion and summing up by the chair.

Large projects, for example schemes with several development plots, may be split into smaller elements, to ensure that each component receives adequate time for discussion.



Folkestone Harbour © Angus Willson, Flickr

SMALLER SCHEME REVIEWS

The chair and two panel members attend smaller scheme reviews.

Smaller scheme reviews can be arranged for medium sized schemes on smaller sites, from RIBA Stage 2 (concept design) onwards. This review format is intended for projects that require slightly less time and a smaller panel to provide design advice. Examples might include residential schemes of 20 units or fewer in size.

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

Smaller scheme reviews usually take place at a stage when an applicant and design team have decided their preferred development approach, and can provide the drawings and models needed to inform a comprehensive discussion.

The scheme will be presented by a member of the design team, normally the lead architect, following a brief introduction by the applicant.

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

A typical smaller scheme review will last 75 minutes: 10 minutes introductions and briefing by planning officers; 25 minutes presentation; 40 minutes discussion and summing up by the chair.

CHAIR'S REVIEWS

The chair and one panel member attend chair's reviews.

In the case of smaller development proposals, or schemes previously presented at a formal review, a chair's review may be arranged to provide advice on the quality of proposals. Chair's reviews may take place for schemes from RIBA Stage 2 (concept design) onwards.

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

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

The scheme will be presented by a member of the design team, normally the lead architect, following a brief introduction by the applicant.

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

SURGERY REVIEWS

The chair and one panel member will attend a surgery review.

Very small schemes, or schemes where planning officers request the panel's advice on discharge of planning conditions, may be more suited to a surgery review.

A flexible approach to presentation methods will allow for pin up of drawings / discussions around a table / PowerPoint presentations, as appropriate.

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

A surgery review will be summarised in a brief document no more than two sides of A4, rather than a full report.

ONLINE OR IN-PERSON REVIEWS

The planning case officer will determine if the scheme being referred to the Place Panel will require an online or in-person review.

Generally, schemes returning to the panel for a second or subsequent review will be invited to a Place Panel meeting held by video conference.

An additional half hour will be allowed at online Place Panel meetings for a virtual site visit.



Quarterhouse, Folkestone by Alison Brookes Architects © Dennis Gilbert
RIBA Stirling Prize Midlist 2009, RIBA National Award 2009, RIBA South East Regional Award 2009

10. SITE VISITS

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

11. MEETING DATES

One Place Panel meeting is provisionally arranged for each month. These may be used for either formal, smaller scheme, chair's or surgery reviews as appropriate. Exceptionally, additional meetings may be required to accommodate the number of schemes requiring a review and / or to meet key dates for specific schemes.

The following dates are currently set for Place Panel meetings during 2022:

- 12 January
- 2 February
- 2 March
- 6 April
- 4 May
- 1 June
- 6 July
- 3 August
- 7 September
- 5 October
- 2 November
- 7 December



Rocksalt, Folkestone by Hollaway Studios

12. REVIEW AGENDAS

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

For full, smaller scheme, and chair's reviews, a detailed agenda will be provided that includes notes on the planning context, details of the scheme(s) to be considered, applicant and consultant team.

Information provided by the planning case officer will include relevant planning history and planning policies that officers consider essential for assessing the scheme. Advice may be specifically sought on design quality assessed against these policies.

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

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

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

13. PANEL REPORTS

During the Place Panel meeting the panel manager will take notes of the discussion - these form the basis of panel reports. Reports will be drafted, agreed with the chair, and issued within 10 working days.

At pre-application stage, reports will provide clear, independent advice on ways in which the quality of development proposals could be improved, referring where appropriate to Folkestone & Hythe's planning policies in relation to expectations of high quality design.

The Place Panel has an advisory role in Folkestone & Hythe's planning process, and the project team should consult planning officers following a review to agree how to respond to points raised in the report.

Once planning applications are submitted, the report may provide guidance to Folkestone & Hythe's planning committee in determining the planning application. This may include suggesting planning conditions or refusal of planning permission if the design quality is not of an acceptably high standard.

Place Panel reports may be included in committee reports on planning application schemes – in which case Folkestone & Hythe planning officers will place these in the context of other planning matters, which the panel's advice neither replaces nor overrules.

Panel reports are only made public at the planning application stage, at which point the report will be a public document kept within the proposal's case file and published on the Folkestone and Hythe's website.

Exceptions to this procedure may, however, occur where a review by the Place Panel of a submitted application is not requested by planning officers. In this case, the planning authority may request that the report of the pre-application review is made public as the panel's formal response to the submitted application.

At the end of each year, the Place Panel manager will draft an annual report to evaluate panel process. This will be a brief document describing and reflecting on the panel's activities over the past year - ensuring that, where possible, a full range of panel members is used over the course of the year, and that the panel as a whole remains representative of the diversity of Folkestone & Hythe's population.

As part of this annual review process, a meeting will be held with key Folkestone & Hythe District Council officers and the panel chair to discuss the report and consider any recommendations for the following year.



Leas Lift © Reading Tom, Flickr

14. PLACE PANEL REVIEW CHARGES

The charges for Place Panel meetings are benchmarked against comparable panels providing design review services, such as the Oxford Design Review Panel and the Harlow and Gilston Quality Review Panel.

Current charges for Folkestone & Hythe Place Panel meetings are:

- £4,800 + VAT full review
- £3,300 + VAT smaller scheme review
- £3,000 + VAT first chair's review
- £1,600 + VAT surgery review

If the council and applicant agree that an in person meeting including a site visit is necessary, an additional charge will apply: £1,000 for a full review; £500 for a smaller scheme review; £325 for a chair's review.

Applicants are referred to the Place Panel by Folkestone & Hythe District Council as an external service and fees are paid by the applicant to Frame Projects for delivering this service.

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

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

- 50% of full cost : less than two weeks before scheduled review
- £600 + VAT : between two and four weeks before scheduled review



Westenhanger Castle © Ian Knox

15. PLACE PANEL MEMBERSHIP

The Place Panel brings together 25 professionals, covering a range of disciplines and expertise. For each review, members will be selected from among the people listed below, according to the requirements of the project being reviewed.



Joanne Cave (chair)
Urban designer
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



David Bickle
Architect
Senior Partner, Hawkins\Brown

David Bickle is a senior partner at Hawkins\Brown with over 25 years of service at the practice. Notable clients and projects include: Maggie's Cancer Care Trust; The Roald Dahl Museum; The Henry Moore Foundation; The University of Kent; and Here East within the Queen Elizabeth Olympic Park. He also worked for several years in a client side role for the V&A Museum.
www.hawkinsbrown.com



Tony Burton
Social infrastructure
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.



Nicole Collomb
Landscape architect
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.



Melissa Dowler
Architect
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



Jayne Earnscliffe
Inclusive design expert
Director, Making Access Work

Jayne Earnscliffe has contributed to the success of many high profile arts, heritage, public realm and housing projects, including the award winning Tumbling Bay Playground in the Queen Elizabeth Olympic Park. With extensive experience of masterplanning, she is currently working on several major residential developments and mixed-use schemes in London and across the country.
www.earnscliffe.associates



Barny Evans
Sustainability expert
Director - Net Zero, Turley

Barny Evans has over 16 years' experience working on sustainability and energy strategies for development and regeneration projects, focusing on thought leadership, decarbonisation and policy. He has written extensively about a range of topics including all-electric cities, energy storage, carbon emission accounting techniques, and productive places - looking at how planning and design can contribute to improved productivity in the UK. www.turley.co.uk



Julie Godefroy
Sustainability expert
Director, Julie Godefroy Sustainability

Julie Godefroy is a chartered engineer and sustainability consultant. Her work focuses on low and zero carbon strategies. She has been involved in projects from early masterplanning stages through to post-occupancy evaluation. Julie is a member of the National Trust Historic Environment Group and Design Advice Panel.
www.juliegodefroysustainability.co.uk



Louise Goodison
Architecture and heritage expert
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



Guy Hollaway

Architect

Principal Partner, Hollaway Studio

Guy Hollaway is the founding partner of Hollaway Studio, an architecture practice based in Kent and London. Under his design led approach, Hollaway Studio has won multiple awards including seven RIBA awards. Guy is also a guest lecturer at the University of Kent and serves as an Ambassador for Kent. www.hollawaystudio.co.uk



Jack Hosea

Architect

Director, Threefold Architects

Jack Hosea is a co-founder and Director of Threefold Architects; an RIBA award winning design-led practice dedicated to creating transformative homes, work places and public spaces. Jack has a particular focus in sensitive sites in both urban and rural contexts, which include national parks, world heritage sites and listed buildings. www.threefoldarchitects.com



Paul Hudson

Town planning

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.



Phil Jones

Transport engineer

Chairman, Phil Jones Associates

Phil Jones is a chartered engineer with over 35 years' experience in traffic engineering, transport planning and urban design. He founded Phil Jones Associates in 2003, and the PJA group of companies has now grown to provide services in transport planning, engineering and placemaking. Phil's experience includes preparing transport strategies for major developments and leading street improvement and urban design projects in villages, towns and cities. www.pja.co.uk



Kasang Kajang

Architect and sustainability expert

Director, KK Design Consultants

Kasang Kajang is an architect, and project manager. With over 10 years' experience, she has been involved in a diverse mix of projects in the UK and internationally. She is a LEED Accredited Professional for both residential and commercial buildings. In addition, Kasang has taught at the Architectural Association (AA), where she trained. She currently works in social housing with the Islington & Shoreditch Housing Association and runs her own practice.



Soraya Khan

Architect

Director, Theis + Khan

Soraya Khan is a founding Director of Theis + Khan architects, based in Kent. The practice was shortlisted for the RIBA Stirling Prize in 2010 for a mixed use development, Bateman's Row, which also won the RIBA London Building of the Year 2010. The practice has extensive experience of working in rural and historic contexts. www.theisandkhan.com



Selina Mason

Architect and development expert
Director of Masterplanning, Lendlease

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



Stephen Proctor

Architect and urban designer
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



Sam Richards

Transport infrastructure
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.



Glen Richardson

Masterplanning and urban design
Associate Partner, Carter Jonas

A masterplanner and urban designer, Glen Richardson has nearly 30 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



Robert Sakula

Architect and Urban designer
Founding Partner, Ash Sakula

Robert Sakula is a partner of the London-based, award winning, Ash Sakula Architects. Robert has taught at the Bartlett, the AA, London Met and East London, and examined at Westminster, Kent, Newcastle and Liverpool. He is a RIBA Competitions Advisor, jury chair for RIBA and Civic Trust Awards and an experienced design review panel member across London and the South East. www.ashsak.com



Judith Sykes

Civil Engineer
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



Glyn Tully
Urban designer
Director, Levitt Bernstein

Glyn is an Associate Director and Head of Urban Design at Levitt Bernstein. He brings over 20 years' experience working with both private and public sector clients in the delivery of urban design and landscape schemes. He leads a team working on a wide range of urban renewal initiatives, specialising in creating lively townscapes using key principles of placemaking.
www.levittbernstein.co.uk



Liz Vinson
Heritage consultant
Director, HCUK Group

Liz Vinson is a co-founder of Heritage Collective, now HCUK Group, an independent environmental consultancy. Liz has extensive experience dealing with new design in historic settings. She has worked on sites of varying size and complexity in the heritage and townscape sphere, including the delivery of major regeneration projects across the UK. www.hcukgroup.co.uk



Dafydd Warburton
Landscape architect
Director, LDA Design

Dafydd Warbuton is Director of LDA Design with 16 years' experience in landscape architecture and believes that great design lies in the details. Notable landscape projects include the Gloucester Docks, Oxford colleges and Westgate Shopping Centre Oxford. www.lda-design.co.uk



Gus Zogolovitch

Housing typologies

Managing Director, Inhabit Homes

With more than 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

16. KEY REFERENCES

Folkestone & Hythe District Council

Place and Policies Local Plan (adopted 2020)

<https://www.folkestone-hythe.gov.uk/places-policies-local-plan>

Core Strategy Local Plan (Regulation 19 submission draft 2020)

https://www.folkestone-hythe.gov.uk/media/2234/EB-01-00-Folkestone-Hythe-Core-Strategy-Review-Submission-Draft-2020/pdf/EB_01.00_Folkestone___Hythe_Core_Strategy_Review_Submission_Draft_2020.pdf?m=637206487608870000

Local Development Scheme 2020 - 2023

https://folkestone-hythe.gov.uk/media/2635/EB-12-50-FHDC-Local-Development-Scheme-2020-2023/pdf/EB_12.50_FHDC_Local_Development_Scheme_2020_-_2023.pdf?m=637298926730430000

Kent County Council

Kent County Council Guide for Masterplanning SUDS

https://www.kent.gov.uk/__data/assets/pdf_file/0007/23578/Masterplanning-for-SuDS.pdf

Kent Design Guide

<https://www.kent.gov.uk/about-the-council/strategies-and-policies/regeneration-policies/kent-design-guide>

Delivering Growth Planning Protocol

<https://www.kent.gov.uk/about-the-council/strategies-and-policies/regeneration-policies/kent-design-guide>

Relevant national documents

National Policy Planning Framework

<https://www.gov.uk/government/publications/national-planning-policy-framework--2>

Principles of design review

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

APPENDIX A

Procedure regarding confidentiality

The Folkestone & Hythe Place Panel provides a constructive and reliable forum for applicants and their design teams to seek guidance at an early stage, when the panel's advice can have the most impact. It is therefore essential that appropriate levels of confidentiality are maintained. The following procedure shall apply.

1. Panel meetings are only to be attended by panel members, Folkestone & Hythe officers, and officers from stakeholder organisations involved in the project, for example statutory consultees, 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.
2. At all times panel members shall keep strictly confidential all information acquired during the course 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 7 and 8).
3. 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 scheme subject to review (before, during or after), they should decline to comment and refer the inquiry to the panel manager.
4. Following the meeting, the Place Panel manager will write a draft report, circulate it to the chair for comments and then make any amendments. The final report will then be distributed to all relevant stakeholders.
5. If the proposal is at a pre-application stage, the report is not made public and is only shared with Folkestone & Hythe District Council, the applicant and design team, and any other stakeholder bodies that the Council has consulted on the project.
6. If the proposal is reviewed at an application stage the report will be a public document kept within the proposal's case file and published on Folkestone & Hythe District Council's website. However, only the final report is made public.
7. If a panel member wishes to share any Place Panel 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 review meeting. The following process will apply.

1. All panel members will be required to declare any conflicts of interest.
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 Folkestone & Hythe District Council staff, will determine if the conflict of interest requires the panel member to step down from the meeting, or if a declaration of interest would be sufficient.
4. In general, a panel member should not attend a review meeting 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. Specific examples include: current work with the client for the project being reviewed; current design work on a neighbouring site; previous involvement in a procurement process to appoint a design team for the project.
5. Personal interests that should be declared, but which would not normally prevent a panel member participating in a review meeting, might include current work with a member of the consultant team for a project that will be reviewed. In this situation, the interest will be noted at the beginning of the review, discussed with the presenting design teams and formally recorded in the review report.
6. If, subsequent to a review of a scheme in which a panel member has participated, s/he is approached by any applicant, architect or agent to ascertain a potential interest in contributing to the project team for that scheme, s/he must decline. Professional work in a scheme previously reviewed by a panel member is not permitted, either directly by the panel member or by any organisation that employs them, or that they own.
7. Panel members are not restricted 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.
8. Councillors and council employees are not eligible to be panel members.