



FOLKESTONE & HYTHE DISTRICT COUNCIL  
PLACE PANEL

Terms of reference 2024

IN PARTNERSHIP WITH

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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. This accords with the National Planning Policy Framework requirement: 'Development that is not well designed should be refused, especially where it fails to reflect local design policies and government guidance on design, taking into account any local design guidance and supplementary planning documents such as design guides and codes' (Para. 139, NPPF, 2023).

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 National Landscapes, 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. The purpose of the panel is not to duplicate or replace existing mechanisms for securing high quality design, but to provide additional expert advice to inform the planning process, in line with Section 12 of the NPPF. This states that: 'Local planning authorities should ensure that they have access to... design advice and review arrangements... These are of most benefit if used as early as possible in the evolution of schemes, and are particularly important for significant projects such as large scale housing and mixed use developments.' (Para. 138, NPPF, 2023).



Panel site visit © Frame Projects



## 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 professional experts from a variety of fields. It is made up of 27 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 have expertise and experience in more than one of these areas. The composition of each panel meeting is chosen as far as possible to suit the scheme being reviewed, as well as considering gender balance and 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.



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





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:**

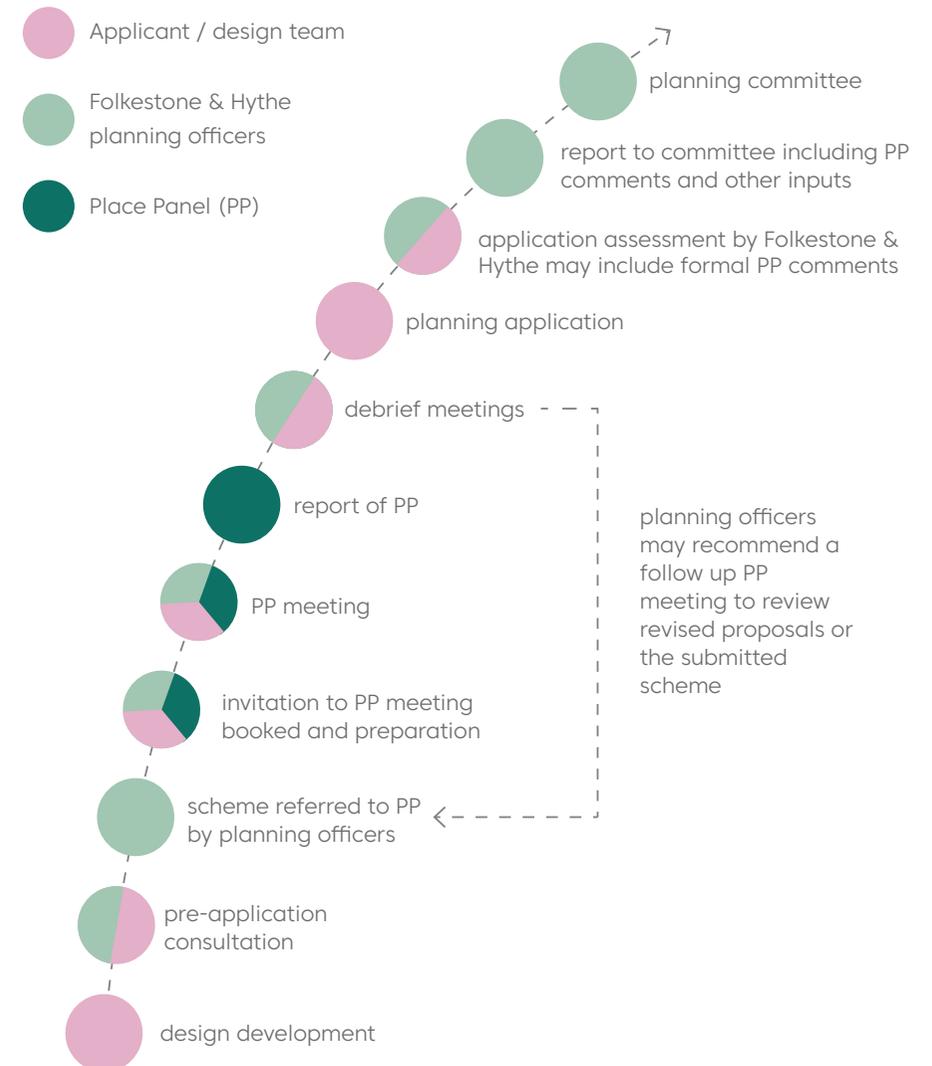
- building typologies, for example single aspect dwellings
- environmental sustainability
- design for climate change adaptation and mitigation
- proposals likely to establish a precedent for future development
- developments out of the ordinary in their context
- schemes with significant impacts on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

When a proposal is at a pre-application stage, the report is not made public and is only shared with the Council, the applicant and design team, and any other stakeholder bodies that the Council has consulted on the project.

If the proposal is reviewed at an application stage, the report will be a public document and published on the Council's website. Where the final review of a scheme takes place at a pre-application stage, the report of this meeting may also be made public once an application is submitted.

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.

Reviews can be arranged for schemes from RIBA Stage 2 (concept design) onwards, providing advice to the applicant and the planning authority.

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 at 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.



Ancient Party Barn, Liddicoat & Goldhill © Will Scott

## 9. TYPES OF REVIEW

Four types of review are offered:

- full review - for schemes with greater impact
- smaller scheme review - for schemes with greater impact on smaller sites
- chair's review - for schemes with more localised impact, or for some previously reviewed schemes
- surgery review - for very small schemes or discharge of planning conditions

Typically, the chair and four panel members attend full reviews; the chair and two panel members attend smaller scheme reviews; and the chair and one panel member attend chair's reviews and surgery reviews.

### FULL REVIEWS

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.

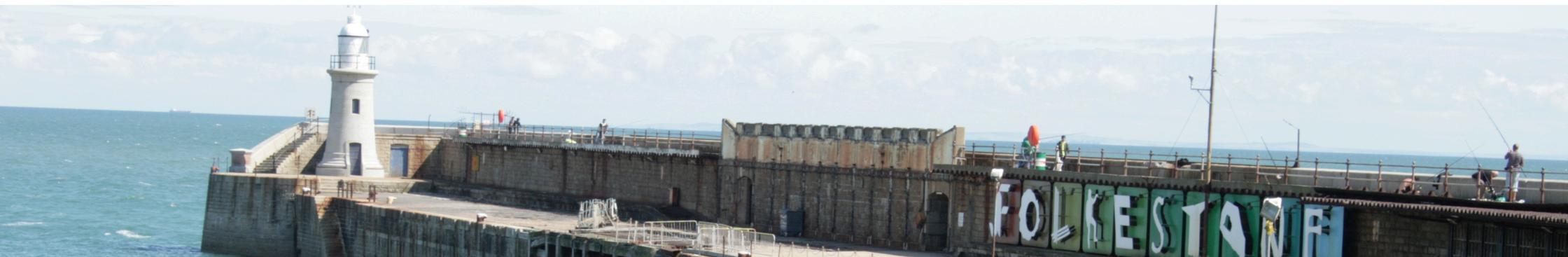
In addition to planning officers, other relevant stakeholders, for example Historic England, may be invited to attend and asked to give their views after the scheme has been presented.

In advance of the review, panel members attend a 15 minute briefing with planning officers on the policy context, and issues arising from pre-application discussions. At the start of the full review, planning officers will summarise their panel briefing. The scheme will then 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; 25 minutes presentation; 55 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

Smaller scheme reviews can be arranged for medium sized schemes on smaller sites. 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.

In advance of the review, panel members attend a 15 minute briefing with planning officers on the policy context, and issues arising from pre-application discussions.

At the start of the smaller scheme review, planning officers will summarise their panel briefing. The scheme will then be presented by a member of the design team, normally the lead architect, following a brief introduction by the applicant.

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

In the case of smaller development proposals, or schemes previously presented at a full review, a chair's review may be arranged to provide advice on the quality of proposals.

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.

In advance of the review, panel members attend a 15 minute briefing with planning officers on the policy context, and issues arising from pre-application discussions.

At the start of the chair's review, planning officers will summarise their panel briefing. The scheme will then 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; 15 minutes presentation; 35 minutes discussion and summing up by the chair.

## SURGERY REVIEWS

The chair and one panel member will attend surgery reviews.

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.



## RETURNING SCHEMES

On occasion, Folkestone and Hythe officers may determine that more than one review is required at pre-application stage. For example, a first review may take place at a strategic design stage, with a further review once more detailed designs are available.

Any subsequent reviews will be charged for at the applicable rate (detailed in Section 14).



The Wall by Alex Hartley © Diamond Geezer, Flickr

## 10. SITE VISITS

Wherever possible, a site visit will be arranged for full 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. Unless informed otherwise, Frame Projects assumes consent for photographs taken on site or at review meetings to be used on its website and in other publications.

Panel members, representatives of the local planning authority and members of the applicant team should maintain care and awareness of potential hazards for themselves and other attendees during site visits. All those involved should take appropriate action to alert the party of potential risks so that the visit can be paused or terminated if necessary. It is the responsibility of applicant teams to notify Frame Projects in advance of a review meeting if PPE is required on site.

## 11. MEETING DATES

One Place Panel meeting is provisionally arranged for each month. These may be used for either full, 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 2024:

- 10 January
- 14 February
- 13 March
- 10 April
- 15 May
- 12 June
- 10 July
- 14 August
- 11 September
- 9 October
- 13 November
- 11 December



Folkestone Fountains © Folkestone and Hythe District Council

## 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.

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. Where the final review of a scheme takes place at a pre-application stage, the report of this meeting may also be made public once an application is submitted.

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:

- £5,300 + VAT full review
- £3,600 + VAT smaller scheme review
- £3,300 + VAT chair's review
- £1,750 + VAT surgery review

If the council agree that an in person meeting is necessary, an additional charge will apply: £1,100 for a full review; £550 for a smaller scheme review; £360 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. If required, the cost of venue hire, and transport from the nearest convenient station to the site visit, would be in addition to the charges above. However, where possible we will book meeting rooms at Council offices.

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
- £725 + VAT : between two and four weeks before scheduled review



The Workshop, Guy Hollaway Architects © Charles Hosea



## 15. PLACE PANEL MEMBERSHIP

The Place Panel brings together 27 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 a Partner at David Lock Associates. She specialises in leading complex masterplan projects and strategies for urban extensions, town centres and regeneration areas, working closely with multidisciplinary teams to ensure an integrated approach. Joanne is a member of the Watford Place Shaping Panel and co-chairs the Oxford Design Review Panel.  
[www.davidlock.com](http://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](http://www.hawkinsbrown.com)



**Tony Burton CBE**  
Social infrastructure  
Consultant

Tony Burton CBE works on a range of community, design and environmental projects. Tony is a leading neighbourhood planner and an Independent Examiner. He chairs Power to Change – championing community business – and TCV Chestnut Fund. He also chairs two Community Review Panels and is Vice Chair of HS2's Independent Design Panel. He previously chaired the National Lottery Community Fund and founded Civic Voice - the national charity for the civic movement.





**Nicole Collomb**  
Landscape architect  
Consultant

A chartered landscape architect with over 30 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 for the Greater London Authority as a Principal Policy and Programme Officer focusing on green infrastructure to help deliver a greener, healthier and more climate resilient city.



**Michael Copeman**  
Heritage expert  
Freelance consultant

Michael Copeman is a historic building and heritage consultant providing expert advice to the public and private sectors since 1991. His public sector roles have included heritage adviser to Essex County Council, head of conservation and design at London Borough of Lambeth, and manager of the townscape grants programme at Heritage Lottery Fund. As a consultant since 2008, he has prepared statements of significance, area appraisals, conservation management plans, impact assessments and heritage strategies for a wide range of historic buildings and places from major heritage sites to private houses.  
[www.michaelcopeman.com](http://www.michaelcopeman.com)



**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](http://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.earnsccliffe.associates](http://www.earnsccliffe.associates)



Luke Engleback  
Landscape architect and ecourbanist  
Founder, Studio Engleback

Luke Engleback has four decades experience as a designer at all scales, establishing Studio Engleback in 1998. He has taught in the UK and abroad, regularly presenting papers on Ecourbanism and biodiversity, climate change adaptation and health. Luke is a board member and former chair of the Landscape Foundation. He also sits on the Landscape Institute Policy and Communications Committee, and the Midlands Design Panel, the Cambridge Quality Panel and the South Downs National Park.

[www.studioengleback.com](http://www.studioengleback.com)



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](http://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](http://www.juliegodefroysustainability.co.uk)



**Louise Goodison**  
Architect 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](http://www.cazenove-architects.net)



**Guy Hollaway**  
Architect  
Principal Partner, Hollaway Studio

Guy Hollaway is the owner and Principal Partner of Hollaway Studio consisting of over 40 staff based in two studios, in Kent and London. Guy has become a figurehead for architecture in the South-East of England, and has won 9 RIBA Awards. His work has been nationally and internationally published and the practice has recently published two books 'From Now On' and 'F51'.  
[www.hollawaystudio.co.uk](http://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](http://www.threefoldarchitects.com)



**Phil Jones**  
Transport engineer  
Chairman, Phil Jones Associates

Phil Jones is a chartered engineer with over 40 years' experience, principally in traffic engineering, transport planning and urban design. Since he founded Phil Jones Associates in 2003, the PJA group of companies has now grown to provide services in transport planning, engineering and placemaking across the UK and Australia. Phil's experience includes preparing transport strategies for existing settlements and major developments; and leading street improvement and urban design projects in villages, towns and cities.

[www.pja.co.uk](http://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](http://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](http://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](http://www.proctorandmatthews.com)





**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](http://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](http://www.ashsak.com)



**John Stiles**  
Architect  
Principal Urban Design Officer, Brent Council

John Stiles is an architect and town planner. In his role at Brent Council, he leads on all aspects of placeshaping, including providing pre-application design advice, developing new design-related supplementary planning guidance and design codes, managing design review and developing strategic masterplans for some of the borough's growth areas. Prior to working in the public sector, John worked on residential and mixed-use schemes at award-winning private architecture and urban design practices including Maccreeor Lavington and Bell Phillips.





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](http://www.expedition.uk.com)



Joe Todd  
Landscape architect  
Associate, Turkington Martin

Joe Todd is a landscape architect with over 15 years' experience, working on a wide variety of public and private sector projects. He enjoys seeing projects through to construction and watching them become part of everyday life. He has led a number of successful projects, including the continued regeneration of Thamesmead for Peabody and Greenwich Millennium Village. [www.turkingtonmartin.com](http://www.turkingtonmartin.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](http://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](http://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](http://www.lda-design.co.uk)



**Gus Zogolovitch**  
Alternative and design led housing typologies  
Managing Director, Unboxed Homes

With more than 25 years' experience in design-led property development, Gus Zogolovitch runs the multi award-winning custom build developer, Unboxed Homes, which gives people a say and a role in the design of their own homes. He chairs the custom build developer group, sits on the NaCSBA Executive Committee, and is a special adviser to the Right to Build Task force. He has also co-written a book, 'how to be an architect developer', which was published by the RIBA in 2023.  
[www.unboxedhomes.com](http://www.unboxedhomes.com)



# 16. KEY REFERENCES

## Folkestone & Hythe District Council

Place and Policies Local Plan (adopted 2020)

[www.folkestone-hythe.gov.uk/downloads/file/3598/places-and-policies-local-plan](http://www.folkestone-hythe.gov.uk/downloads/file/3598/places-and-policies-local-plan)

Core Strategy Review 2022

[www.folkestone-hythe.gov.uk/downloads/file/3593/core-strategy-review-2022](http://www.folkestone-hythe.gov.uk/downloads/file/3593/core-strategy-review-2022)

Local Development Scheme 2020 - 2023

[www.folkestone-hythe.gov.uk/downloads/file/2456/local-development-scheme-2020](http://www.folkestone-hythe.gov.uk/downloads/file/2456/local-development-scheme-2020)

## Kent County Council

Kent County Council Guide for Masterplanning SuDS

[www.kent.gov.uk/\\_\\_data/assets/pdf\\_file/0007/23578/Masterplanning-for-SuDS.pdf](http://www.kent.gov.uk/__data/assets/pdf_file/0007/23578/Masterplanning-for-SuDS.pdf)

Kent Design Guide

[www.kent.gov.uk/about-the-council/strategies-and-policies/regeneration-policies/kent-design-guide](http://www.kent.gov.uk/about-the-council/strategies-and-policies/regeneration-policies/kent-design-guide)

Delivering Growth Planning Protocol

[www.kenthousinggroup.org.uk/protocols/delivering-growth-kent-planning-protocol](http://www.kenthousinggroup.org.uk/protocols/delivering-growth-kent-planning-protocol)

## Relevant national documents

National Policy Planning Framework

[www.gov.uk/government/publications/national-planning-policy-framework--2](http://www.gov.uk/government/publications/national-planning-policy-framework--2)

## Principles of design review

Design Review: Principles and Practice, Design Council

[www.designcouncil.org.uk/fileadmin/uploads/dc/Documents/Design%20Review\\_Principles%20and%20Practice\\_May2019.pdf](http://www.designcouncil.org.uk/fileadmin/uploads/dc/Documents/Design%20Review_Principles%20and%20Practice_May2019.pdf)



Three Hills Sports Park by Guy Hollaway Architects



# 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 5 and 6).
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. Where the final review of a scheme takes place at a pre-application stage, the report of this meeting may also be made public once an application is submitted.
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 they have:
  - a financial, commercial or professional interest in a project that will be reviewed, its client and / or its site;
  - a financial, commercial or professional interest in a project, its client and / or a site that is adjacent to the project that will be reviewed or upon which the project being reviewed will have a material impact;
  - a personal relationship with an individual or group involved in the project, or a related project, where that relationship prevents the panel member from being objective.
5. 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.
6. Personal interests that should be declared, but which would not normally prevent a panel member participating in a review, 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.
7. If, subsequent to a review of a scheme in which a panel member has participated, they are approached by any applicant, architect or agent to ascertain a potential interest in contributing to the project team for that scheme, they 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.
8. 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.
9. Councillors and council employees are not eligible to be members of their own authority's panel.

The table on the following page provides a guide to assessing whether or not a Place Panel member has a conflict of interest.



**Current commercial situation**

If the panel member is currently working...

for the client on a different project	●
through a direct appointment to a member of the presenting team	●
with a member of the presenting team, but not appointed by them	●
on the site in a competing bid, or has a business connection to the site	●
on a neighbouring site where the two projects have a bearing on each other	●
in the near vicinity if the projects have a bearing on each other	●
for the local authority on another project	●

**Past commercial situation**

If the panel member has had previous involvement...

with the project (same client and brief)	●
with the site (different client and brief)	●
on a neighbouring site where the two projects have a bearing on each other	●
with the client	●
with a consultant on the project	●

**Future commercial situation**

If the panel member is...

involved in a procurement process for the client or the site	●
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**Familial situation**

If the panel member...

has a familial relationship with the client, consultants or site owners	●
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**Informal situation**

If the panel member...

is a friend of a member of the applicant team	●
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**Formal situation**

If the panel member...

presents their own scheme to other panel members	●
previously worked for a company that is part of the presenting team, more than one year ago	●
holds an elected position, or is a member of a society, that is impacted by the project – whether paid or unpaid.	●
has a home or business directly affected by a project	●

**Key**

Conflict of interest - meaning the panel member must be stood down from the review.	●
Declaration of interest - there is the potential for others to incorrectly perceive that a conflict exists. A declaration should be made at the start of the review meeting, and included in the meeting report.	●
No conflict of interest - either real or perceived, and the panel member is free to take part in the review.	●

