

## APPENDIX 12

### Design Committee Terms of Reference

## WOODBERRY DOWN DESIGN COMMITTEE

### 1. ROLE OF THE DESIGN COMMITTEE

- 1.1 The design committee aims to improve the quality of the design and construction of the built environment on Woodberry Down (on behalf of Woodberry Down Residents); this includes new housing, and non-housing uses, open spaces, roads and infrastructure elements of the new Woodberry Down. Members of the design committee will develop an understanding of the overall masterplan, accompanying documents and design issues within the development /planning process. Its remit will include commenting upon retail, commercial and community buildings, open spaces, roads/infrastructure and other community infrastructure projects as well as the new housing.
- 1.2 The Design committee will maintain oversight of implementation of all new homes through to occupancy and review following occupancy. This will include commenting on post-occupancy surveys and making recommendations for future developments based on lessons learnt.
- 1.3 The role of the design committee on housing sites differs depending on whether they are private or affordable. These differing roles are outlined in more detail below. Whether private or affordable housing, the design committee must consider design quality, cost, viability, private communal facilities provision and timeframes of delivery Presentations and discussions with the design committee will be undertaken in such a way to facilitate understanding, aid communication and inform discussion.
- 1.4 A shortlist of architects, landscape architects, design sub-consultants, consultation and public relations specialists will be presented to the Design Committee to provide them with an opportunity to meet the shortlisted **consultant team** prior to their appointment by Berkeley Homes. This is so that that the Design Committee can be reassured that the **consultant team** are suitably experienced to design good quality homes and places, meet the design brief and community's needs within the Masterplan parameters, and have the ability to communicate effectively with residents and stakeholders.

- 1.5 The final decision on the appointment of the architect / landscape architect is down to Berkeley Homes in line with Berkeley Homes timetable and appointment criteria but they will have regard to the views of the Design Committee.
- 1.6 Berkeley Homes will ensure that the Design Committee has the opportunity for independent design advisory input.
- 1.7 The independent design advisor will be jointly appointed by the Partners represented at the Design Committee under terms to be agreed by the Design Committee and will provide advice with a duty of care to all members of the Committee, whilst ensuring that resident representatives are able to fully participate in the process.
- 1.8 The independent design advisor will have a role in facilitating discussion at Committee meetings, including preparing agendas.
- 1.9 Meetings will be structured as workshops and focused on facilitating discussion and debate with all partners seeking to work on a consensual basis.

## 2. THE ROLE OF THE DESIGN COMMITTEE

- 2.1 The Design Committee will consider in detail the design of each planning application (within the context of the Masterplan), prior to submission, particularly with regard to the following:
  - 2.1.1 The elevations in relation to the creation of tenure blind developments, as well as any private communal garden design and communal reception areas observable from the street / public open space.
  - 2.1.2 Design and location of car parking and cycle parking provision
  - 2.1.3 Communal open space/ landscaping including parks, play spaces and gardens that are open access to the wider estate
  - 2.1.4 Vehicular access (where not set by the masterplan), lighting and secure by design
  - 2.1.5 Estate management issues where it relates to the wider estate,

such as recycling, refuse disposal etc.

2.1.6 Retail and commercial uses on Woodberry Down within the context of the Commercial Strategy

2.1.7 Community buildings and infrastructure projects

2.2 Where it includes affordable housing particularly with regard to the following:

2.2.1 To contribute towards developing a planning application

2.2.2 To provide constructive feedback to design consultants

2.2.3 To consider the implications, and work with, the existing masterplan planning permission (including design principles documents)

2.2.4 Building height and mass (in line with the masterplan planning permission)

2.2.5 Internal layout of affordable homes, applying best practice from relevant case studies, emerging and adopted planning guidance and other relevant guidance including Notting Hill Genesis' design guidance **and Employers Requirements** to meet the needs the residents of Woodberry Down.

2.2.6 Design of Open space provision - external areas including public and private space as well as play facilities.

2.2.7 Elevational design and materials

2.2.8 Estate management issues as it relates to influencing design/secure by design - safety/materials including lifetime costs/ease of maintenance and service charge affordability implications

2.2.9 Telecoms and TV

2.3 When commenting upon proposals, be it for affordable housing, private housing or any other non residential uses, the committee will be mindful of any wider issues such as the planning milestones, the constraints of the

masterplan, the aspirations of other consultees (particularly the Local Planning Authority), the base affordable unit and public realm specifications appended to the PDA, scheme viability and cost implications plus the wider regeneration agenda.

### **3. COMMITTEE COMPOSITION**

**3.1** The Design Committee will comprise of (no more than) six Woodberry Down residents, selected by the recognized representative resident body, currently WDCO; two representatives from Hackney Council, two representatives from Genesis, two representatives from Berkeley Homes. Representatives of the Design Team will attend meetings as required to present to the committee, as well as observers from the Partner organisations where applicable and agreed by the Committee.

### **4. MEETINGS**

- 4.1 Meetings will be held as necessary to an agreed timetable but no more frequently than a fortnightly basis and will be chaired on a rolling basis.
- 4.2 Where the Design Committee deems that an independent design advisor is required to attend, they will be required to chair the meeting.
- 4.3 The role of the chair is to facilitate discussion and understanding of all the issues by members of the design committee.
- 4.4 Responsibility for arranging the initial meetings, issuing invites and agendas of each initial meeting will be the responsibility of Berkeley Homes, in liaison with whoever is the chair. Minutes of meetings will be produced by a member of the Committee to be agreed. Following the initial meetings the frequency, responsibility for Chairing the meetings and providing agenda/notes of the meetings will be discussed and agreed between the partners.
- 4.5 Draft minutes to be circulated within 5 working days of the design committee meeting for comment by members.

### **5. FORMAT FOR DEALING WITH DEVELOPMENT OF SITE DESIGNS UP TO SUBMISSION TO PLANNING**

- 5.1 There will be a series of meetings held as necessary aimed at achieving an agreed design committee approval on individual sites. It is recognised that this may mean that the design committee is considering multiple applications

concurrently; if this is the case, the Design Committee will agree a programme of meetings for design review for each application. The meetings will be organised in a way to encourage debate and participation and partnership working by all members of the committee using action learning methods to share knowledge, and develop understanding.

5.2 Format of Meetings

5.3 At the commencement of the design of each Phase, a masterplan 'workshop' meeting will be held to aid the Committee's understanding of the masterplan parameters affiliated with the Phase and the community's needs within the context of the masterplan. A list of the relevant documents will also be put forward that provide guidance to the Design Committee for the relevant Phase. A second meeting will then be held where the Developer/Architect will present their understanding of the brief. The second meeting will also be used to review outcomes from previous development sites to identify good practice and lessons learnt.

5.4 Following such meetings, the Design Committee will meet to discuss general design aspirations and options for that Plot. The aim will be to form a common understanding on behalf of Woodberry Down residents of what a successful outcome for the new build would be.

5.5 Subsequent meetings will take the design forward and are expected to deal with the following issues:

5.5.1 Initial design proposals to be tabled by the architect setting out height, massing, unit numbers and mix and access arrangements. Proposals to be discussed and comments to be considered by Berkeley and their design team.

5.5.2 Discussion on early informal views expressed by planning authority and how it impacts upon the design of the accommodation.

5.5.3 Design committee to consider and discuss draft proposals for public consultation, including method, approach and structure for getting feedback on designs. For instance this

will include getting end users involved in design during the design development process.

- 5.5.4 Feedback from public consultation to be discussed by the Design Committee, along with any proposed amendments to the designs where appropriate, following comments received from wider public consultation with the local community and stakeholders.
- 5.5.5 Internal layouts will be discussed and a consensus will be reached. Discussion will include indicative furniture layouts and liveability of the social rented units. This will be considered within the context of the Masterplan Design Principles Document, relevant adopted planning/design guidance and lessons learnt (including the Woodberry Down Residents Charter).
- 5.5.6 Elevational treatment including materials and balconies (or terraces). Open spaces (public and private) will also be presented and discussed in detail.
- 5.5.7 Recycling/refuse arrangements both inside and outside of home
- 5.5.8 Maintenance of homes both inside and externally with specific regard to affordability, maintainability and long term sustainability
- 5.5.9 Design committee review final designs prior to submission to ensure outstanding issues have been resolved as far as possible. The Committee will sign off the internal layout of the social rented homes if suitable.
- 5.5.10 If the alteration to the internal layout of a social rented home is required/planned post planning submission or during construction, this will first be raised for discussion with the Committee.
- 5.5.11 The design committee will be invited to view the homes during the construction process. This will allow the Committee to review progress within the context of the agreed design.

5.6 In this way the Developer can demonstrate that they have made best endeavours to meet the expectations of the community

5.7 When presentations are given to the Committee, the independent design advisor will have a role in facilitating discussion. Presentations will be conducted in an appropriate manner, with suitable materials which encourages participation and feedback from the Committee, this could be in the form of an assessment of options/alternatives being presented and recommendation of the preferred option being presented. In doing so, the Committee will commit to engaging with the design team and have an understanding of the masterplan, the development/planning process and scheme parameters.

## **6. TIMETABLE**

6.1 The committee will agree to a programme of meetings prior to review of each application.

## **7. APPROVAL RIGHTS**

7.1 The Design Committee will not have the ability to grant final approval of the planning application but the Statement of Community Involvement included within the Planning Statement for each application will include a record of all meetings held and demonstrate how comments and concerns have been addressed in the final design proposals. The Statement of Community Involvement should be agreed by the Design Committee to ensure it accurately reflects the views of the Design Committee.

7.2 It is anticipated that an appropriate design solution will be deliverable for each planning application submitted but, if in the view of a Committee member, any major concerns have not been sufficiently addressed, their right to object to the application remains.

7.3 Additional follow-up workshops should be organised to assess, in design terms, the successes and failures of the scheme post construction. Also there is potential (1 year on) to assess the successes and failures of the design by the committee members on behalf of the Woodberry Down Residents . This will then feed into subsequent design committees through the on-going process of 'lessons learnt' procedure



## **8. WIDER DESIGN ISSUES**

- 8.1 The design committee will also agree wider thematic meetings/visits aimed at developing an understanding of best practise and developing a wider knowledge of design and masterplan issues, these thematic issues could include community consultation, landscape architecture, building in sustainability etc. This support will include specialist training on issues to be provided separately from the architectural firms involved in designing different phases.