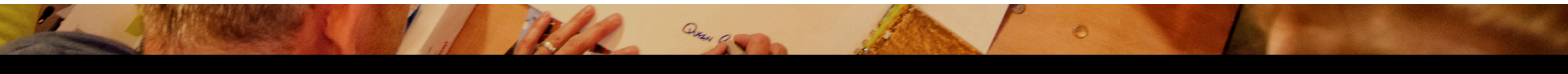




OLD OAK AND PARK ROYAL DEVELOPMENT CORPORATION COMMUNITY REVIEW GROUP

Group Handbook
2018

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If you would like a summary of the Terms of Reference in your language, please contact rebecca@frame-projects.co.uk

1 INTRODUCTION

1.1 The Old Oak and Park Royal Development Corporation (OPDC) is a Mayoral Development Corporation, established by the Mayor of London in 2015. As the planning authority leading the regeneration for the Old Oak and Park Royal area, we have been working with the existing communities, businesses and other stakeholders to deliver 25,500 new homes and 65,000 new jobs for London.

1.2 Over the next 30+ years, the OPDC wants to make sure that both current and future residents and businesses benefit from the significant investment in the area by the Elizabeth line (formally known as Crossrail) and High Speed 2 (HS2). Through the Community Review Group, the OPDC wants to help bring the community closer together and give a voice to even more local people, in more tangible ways than our statutory consultations.

1.3 The vision is to create a local community that is actively engaged in planning for the future of the area, where all people have an opportunity to be involved and feel a sense of pride and ownership in the place. Our Statement of Community Involvement, published in February 2017, includes 10 areas, based on suggestions from local residents and community groups. These are intended to ensure a consistent and minimum standard for community involvement.

1.4 To help fulfil these aspirations, OPDC established the Community Review Group in 2018. We are also in the process of creating a comprehensive engagement strategy, designed to encompass all areas of the community including hard to reach communities, businesses and young people. This engagement strategy, alongside statutory consultations, activities taking place to deliver the Great Place Scheme and the new Community Review Group will aim to ensure we have a holistic approach to engagement and involvement.

2 OLD OAK AND PARK ROYAL

2.1 The OPDC area includes 650 hectares of land including the Old Oak Common Station site, the Park Royal industrial area to the west and Wormwood Scrubs open space. Much of Old Oak consists of brownfield sites, while Park Royal is the largest Strategic Industrial Location area in London.

2.2 The core development at Old Oak will deliver residential development, with a new commercial and retail centre focused around the station. Park Royal will be intensified, enhancing its primary industrial role. A new neighbourhood centre is proposed for central Park Royal, underpinned by the existing healthcare and retail uses which will include the delivery of some additional homes. Transport improvements will make the area one of the best connected in the country. As well as Old Oak Common Station, a new station is planned at Old Oak Common Lane, and improvements will be made to the existing stations at North Acton and Willesden Junction.



2.3 The development area includes neighbourhoods in three London boroughs: Brent, Ealing and Hammersmith and Fulham. OPDC has taken on the planning powers to determine planning applications in Old Oak and Park Royal, although there are scheme of planning delegation in place in some parts of the OPDC area, where the local authorities continue to determine planning applications on our behalf. OPDC has been established to provide a single robust plan for the entire district, to ensure that clear direction is provided to deliver development at a scale that is significant for both the London and the UK economy.

2.4 Regeneration plans at Old Oak will deliver residential development, with a new commercial and retail centre focused around the station. Park Royal will be intensified, enhancing its primary industrial role. A new neighbourhood centre is proposed



The boundary of the OPDC area, which extends across three London boroughs: Brent, Ealing and Hammersmith and Fulham.

3 COMMUNITY REVIEW GROUP COMPOSITION

3.1 The OPDC Community Review Group brings together 'local experts', local people from a non-planning background with a passion for and knowledge of the Old Oak and Park Royal area. It is made up of around 10 group members, plus the chair.

3.2 Community Review Group members have been chosen to:

- bring a strong understanding of the Old Oak and Park Royal area, the way it works, its history and its inhabitants and businesses
- provide constructive advice, from a community perspective, on proposals for development and change
- advise on the needs of existing and new residential and business communities

3.3 The group will operate for an initial one-year pilot run, during and after which it will be reviewed, in order to assess whether the group is performing its intended role effectively. This will also provide the opportunity for group members to decide if they want to carry on being involved.

3.4 The group will be chaired initially by Tony Burton, an external community engagement consultant. The longer-term objective, once the group's remit and working processes have been fully tested and established, is that the group will appoint a chair from among its members.

4 COMMUNITY REVIEW GROUP REMIT

4.1 The OPDC Community Review Group has been established to support OPDC in achieving high quality placemaking that reflects the priorities of local people. It performs a public role and the Terms of Reference for the group are therefore published on the OPDC website, including the names of the group's members. However, the individuals on the group do not perform a representative role, on behalf of a community group for example. They are not required to have professional skills or experience. They are appointed so they can contribute their own personal experience of living or working in the OPDC area and the surrounding neighbourhoods.



4.2 A Strategic Plan for 2016-19 has been published by OPDC. This sets out workstreams and delivery programmes for Old Oak and Park Royal, with the aim of creating a new district based on three core values:

- ambition
- responsibility
- collaboration

4.3 The Community Review Group has been established to work in parallel with the existing OPDC Place Review Group, an appointed design review panel made up of built environment professionals. Both the Community Review Group and the Place Review Group will provide independent advice to the planning authority as a 'critical friend' to support the delivery of high quality development at Old Oak and Park Royal. The Community Review Group will review and comment on development proposals and strategic documents across the Old Oak and Park Royal area – both those where OPDC is the client or landowner, and also those brought forward by third party developers where OPDC is the planning authority, but not the client or landowner.

4.4 OPDC is likely to refer schemes to the Community Review Group at an early design stage to ensure that local priorities and concerns can inform the design process. Advice is likely to be most effective before a scheme becomes too fixed. Early engagement with the Community Review Group will help test and understand the appropriateness of the proposals to the area and the needs of its communities.

4.5 The group considers significant development proposals in the OPDC area. Significance is not necessarily only related to scale, but may also 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:

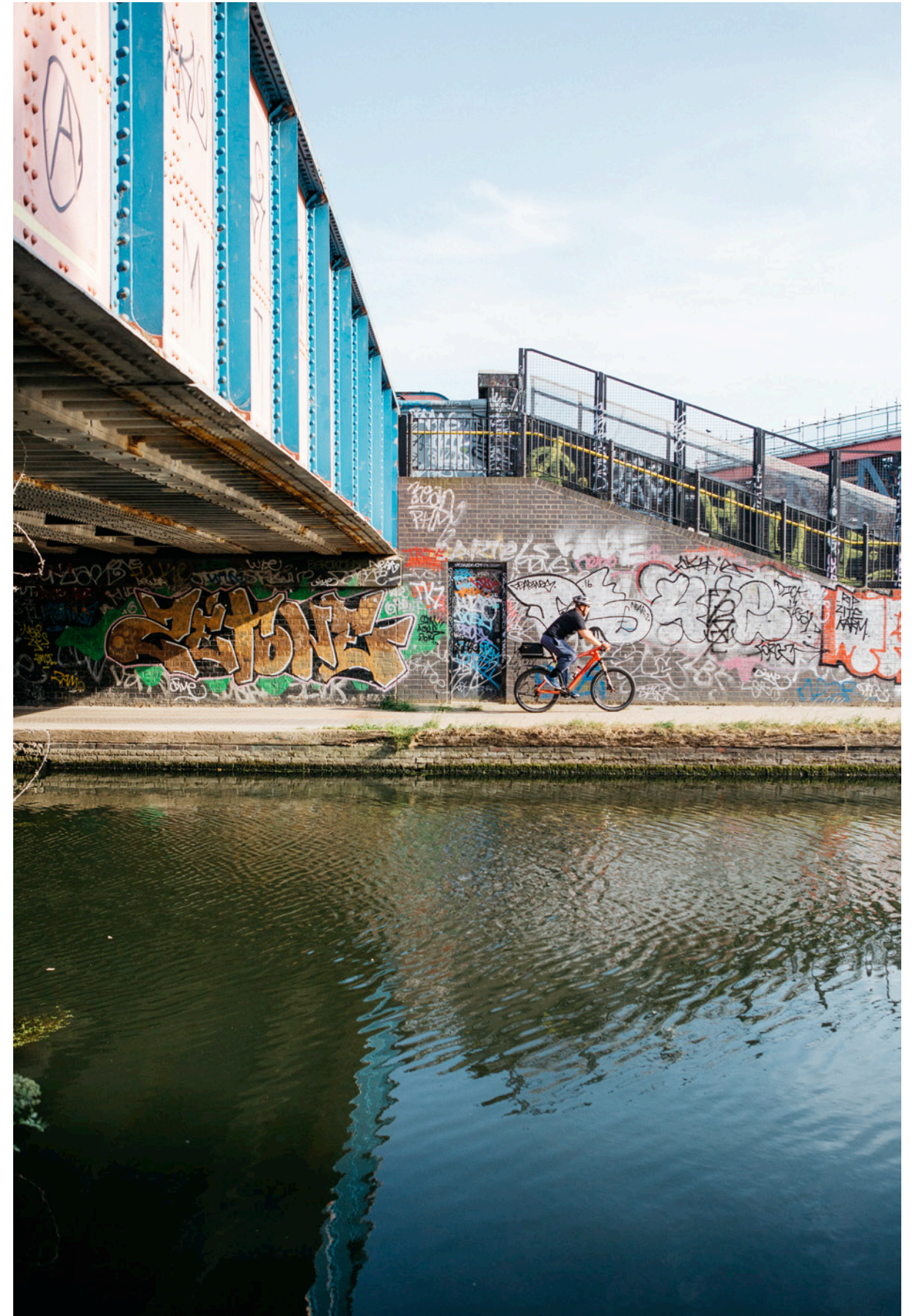
- proposals affecting sensitive views
- developments with a major impact on their context
- schemes involving significant public investment

Significant social infrastructure, for example:

- schools, or education buildings
- parks and open spaces
- streets, cycle and footpaths
- public buildings e.g. libraries
- arts and cultural projects

4.6 As with normal pre-application procedure, review advice given before an application is submitted remains confidential, seen only by the applicant and the planning authority. This encourages applicants to share proposals openly and honestly with the Community Review Group – and ensures that they receive the most useful advice.

4.7 Once an application has been submitted, the Community Review Group's comments are available to the public upon request.



View of Mitre Bridge and the Grand Union Canal. Image: OPDC by Mattr Media Ltd

5 ROLE OF THE COMMUNITY REVIEW GROUP

5.1 The Community Review Group provides local views and recommendations to OPDC at key stages of the planning process for Old Oak and Park Royal.

5.2 The Community Review Group plays an advisory role in the planning process. It is for OPDC to decide what weight to place on the group's comments and recommendations – balanced with other planning considerations.

5.3 If any comments made by the Community Review Group require clarification, it is the responsibility of the presenting team, whether project promoters or OPDC officers, to draw this to the attention of the group chair (if during the meeting) or the group manager, Frame Projects, (if the report of the meeting requires clarification).



6 INDEPENDENCE AND CONFIDENTIALITY

6.1 The OPDC Community Review Group is facilitated on behalf of the OPDC by Frame Projects, an external consultancy. OPDC has appointed Frame Projects to manage the group, and to maintain its independence. This means that review meetings are arranged and managed by Frame Projects staff, and the group is chaired and the discussion managed by Tony Burton, who is employed on a consultancy basis by Frame Projects. All reports and formal recommendations are written by the Community Review Group manager, and issued with the approval of the chair, with no prior approval from OPDC.

6.2 The processes for managing the Community Review Group, the appointment of group members, including selection of the chair, and the administration of meetings are agreed in partnership with OPDC.

6.3 Community Review Group members are required to keep confidential all information acquired in the course of their role in the group, with the exception of reports that are in the public domain.

6.4 Further details are provided in the confidentiality procedure included at Appendix A.

7 CONFLICTS OF INTEREST

7.1 The OPDC Community Review Group is intended to provide a constructive forum for applicants and their project teams and OPDC planning officers to understand the views of local people.

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

7.3 Group members are asked to ensure that any possible conflicts of interest are identified before each meeting. For example, if a group member or a close relative is directly involved, has a financial interest in, or would directly benefit from a scheme or site being reviewed, this may be a conflict of interest. Members should declare potential conflicts of interest to the Community Review Group manager. This does not include group members' homes, as the Community Review Group has been set up to provide the perspective of local residents, among others.

7.4 Appendix B contains more detail on what constitutes a conflict of interest. Meeting agendas provided in advance of reviews will include information on the project and who is involved. When these are sent out, each group member will be asked to check for any conflict of interest, and to contact the Community Review Group manager straightaway if they believe they have a conflict.

7.5 In cases where there is a conflict, a group member may be asked to step down from a review. In other cases, a declaration of interest may be sufficient. If in any doubt at all, group members should contact the Community Review Group manager at Frame Projects, Rebecca Ferguson – rebecca@frame-projects.co.uk – to discuss.

7.6 The full process for managing conflicts of interest is described at Appendix B.

8 FREEDOM OF INFORMATION

8.1 As a public authority and a Mayoral Development Corporation, OPDC is subject to the Freedom of Information Act 2000 (the Act). All requests made to OPDC for information with regard to the OPDC Community Review Group 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.

9 TYPES OF REVIEW

9.1 Three types of Community Review Group meeting are proposed, depending on the project or topic to be considered:

- full meeting
- workshop meeting
- governance meeting

Full Community Review Group meetings

9.2 A full Community Review Group meeting will be held for major development proposals, masterplans, significant planning policy or guidance documents.

9.3 Full meetings will take place for schemes from outline design stage onwards, either at pre-application or application stage, so the group can provide advice to the scheme promoter and to the OPDC.

9.4 All members of the Community Review Group, including the chair, will be invited to attend. OPDC officers and appropriate stakeholders / organisations may also be invited and asked to give their views after the scheme has been presented.

9.5 Full meetings will usually take place at a stage when a client and design team have decided their preferred option for development of a site, and have sufficient drawings, models, etc. for a comprehensive discussion. There will often be a second pre-application review to provide an opportunity for the group to comment on more detailed design matters, before planning submission.

9.6 The scheme will be presented by a member of the design team, normally the lead architect, following a brief introduction by the client. 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 group discussion. A member of the Place Review Group, with professional expertise relevant to the topic of the meeting, may be invited by the members of the group to provide facilitation or specific advice.

9.7 A typical full meeting will last for 120 minutes, consisting of: 10 minutes for introductions; 10 minute briefing by planning officers; 30 minutes presentation by the design team; 60 minutes discussion; 10 minutes summing up by the chair. A presentation by a Place Review Group member may be included if required. A site visit may also be added if required.



9.8 Large projects may be split into smaller elements for the purposes of review, to ensure each element receives a fair share of discussion time, e.g. schemes with several development plots.

Workshop meetings

9.9 In the case of smaller development proposals, or schemes previously presented at a full Community Review Group meeting, a workshop meeting may be arranged to provide an opportunity for the group to comment. Workshop meetings may take place for schemes from outline design stage onwards. These meetings will be attended by the chair of the Community Review Group, plus up to four group members. Attendees for workshop meetings will be selected from among the full group members, and are likely to include those with a particular interest in the type of project to be reviewed.

9.10 OPDC officers will be invited, but other stakeholders will not normally attend. However, OPDC may brief the group on any comments received on the topic being reviewed.

9.11 For schemes that are the subject of a current planning application, the presentation should be based on the submitted drawings and documents, either 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 group discussion. A member of the Place Review Group with professional expertise relevant to the topic of the meeting may be invited to provide facilitation.

9.12 A typical workshop meeting will last for 90 minutes: 10 minutes for introductions; 10 minutes briefing by planning officers; 20 minutes presentation; 50 minutes discussion and summing up by the chair. A presentation by a Place Review Group member may be included if required.

Governance meetings

9.13 To support the Community Review Group's role in the planning process, governance meetings will be arranged bi-annually to provide an opportunity for reflection amongst the group on emerging themes and issues. It is envisaged that the

first governance meeting will take place after approximately six months' operation. This would also inform the development of the group after its initial one-year pilot. This meeting will be facilitated by the Community Review Group chair, and all group members will be invited to attend.



10 EXPENSES

10.1 Community Review Group members are entitled to claim reasonable expenses for travel to review meetings and site visits, and for other costs incurred in order to attend meetings. Frame Projects will provide an expense form which should be filled in and sent to the Community Review Group manager with receipts or other evidence of expenditure, before the date of the next group meeting.

11 BRIEFING AND TRAINING

11.1 All Community Review Group members will be required to attend an induction meeting before the group begins work. This will include briefings on the context in which development is taking place, and on the schemes likely to be reviewed. It will also include briefing on the group's role, how it will be governed, and on practical arrangements.

11.2 Training will be made available to group members on request, after discussion with the group. This may be provided by professionals who are members of the Place Review Group, who can also be called by the Community Review Group to provide additional briefing at review sessions to ensure the group has all the information it requires.

11.3 The induction meeting and bi-annual governance meetings will provide opportunities to discuss the wider needs of group members, including training needs, to ensure they can fulfil their roles.

12 MEETING DATES

12.1 One Community Review Group meeting is provisionally scheduled every month. These dates may be used for full meetings or workshop meetings, as appropriate. Exceptionally, additional meetings may be required to respond to specific requirements for advice at key points in the masterplan, policy development, planning application and delivery programme.

12.2 The group will meet between 18:30 and 20:30 on a Monday evening. The following dates are currently set for OPDC Community Review Group meetings during 2018-19:

- 14 January 2019
- 4 February
- 25 March
- 15 April
- 13 May
- 10 June
- 1 July
- 16 September
- 14 October
- 11 November
- 9 December



13 REVIEW AGENDAS

13.1 Agendas will be issued to group members in advance of each review. The agenda, and its contents, are confidential and should only be read by members of the group.

13.2 For full Community Review Group meetings, a detailed agenda will be provided that includes notes on the planning context, details of the project to be considered, the applicant and consultant team, and those presenting the project, as appropriate.

13.3 A project description provided by those presenting the project will set out factual information about the project. Key plans and images will also be provided to help to give a sense of the scope and nature of the project under review.

13.4 For workshop Community Review Group meetings, the agenda will be briefer, providing details of the project to be considered and those presenting, as appropriate.

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

14 REVIEW REPORTS

14.1 During a Community Review Group meeting the group manager, Frame Projects, will take notes of the discussion – to form the basis of a report. Reports will be drafted, approved by the group chair and issued within 10 working days. The report summarises the comments and advice provided by the Community Review Group and clearly sets out specific recommendations.

14.2 At pre-application stage, reports will provide clear advice on the appropriateness of the proposals to the area, and the needs of its communities. This may assist officers in negotiating improvements.

14.3 The report at this stage is not normally made public and is shared only with the OPDC, the applicant and design team, and any other stakeholders that OPDC officers have involved in the project.

14.4 Once planning applications are submitted, the report may provide guidance to OPDC officers in reviewing the planning application with regard to community views. This report becomes a public document and is published on the OPDC's website.



15 REVIEW CHARGES

15.1 Applicants are referred to the Community Review Group by the OPDC as an external service. They pay fees to Frame Projects for delivering this service.

15.2 The charges for Community Review Group meetings are reviewed every year; from 1 November 2018 to 1 November 2019 the charge is:

£2,850 + VAT	Full Community Review Group meeting
£1,675+ VAT	Workshop Community Review Group meeting

15.3 If participation by a Place Review Group member to provide facilitation is required, this can be arranged at an additional cost. The cost of venue hire, if required, would also be in addition to the charges above.

15.4 Payment should be made by the applicant in advance of the review, and the review may be cancelled if payment is not received five days in advance of the meeting. Full details of payment will be provided when an invitation to present to the group is confirmed.

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

Full cost	within one week of the scheduled review
£600 + VAT	between one and four weeks before the review

16 GROUP MEMBERSHIP

16.1 The Community Review Group brings together around 10 people plus a chair, covering a range of experience, interests and knowledge of the OPDC area. All group members will be invited to every review session.

Chair

Tony Burton

Tony works on a wide variety of community, environmental and planning projects. He has over 25 years' experience on the boards of major charities, and an extensive track record of working with local communities and volunteers seeking to influence their neighbourhood.

Community Review Group members

Carola Addington
Nidal Al-Juzi
Natasha Brown
Ewa Cwirko-Godycka
Iashia John
Nickolas Lambrianou
Paul Maudgil
Hamish Rieck
Hilary Tarbyat
Celia Toler
Ruddy Vincent
Alan Woolford

17 KEY DOCUMENTS

Relevant Old Oak and Park Royal Development Corporation documents

[Old Oak and Park Royal Development Corporation Statement of Community Involvement](#)
bit.ly/OPDC-SCIn

[Old Oak and Park Royal Development Corporation Strategic Plan 2016-19](#)
bit.ly/OPDC-StratPlan

[Old Oak and Park Royal Development Corporation Draft Local Plan](#)
bit.ly/OPDC-LocalPlan

[Socio-economic baseline: Old Oak and Park Royal](#)
bit.ly/OPDC-SEBaseline

[Strategic review of the Old Oak and Park Royal Development Corporation](#)
bit.ly/OPDC-StratReview

[Old Oak and Park Royal Development Corporation Implementation Plan of the Strategic Review](#)
bit.ly/OPDC-ImplementationPlan

Relevant Greater London Authority documents

[Greater London Authority Good Growth by Design Outline](#)
bit.ly/GLA-GoodGrowth

These documents are also available online at <https://www.london.gov.uk/opdc>



APPENDIX A

Confidentiality

1. The OPDC Community Review Group provides a forum for advice and guidance to be provided at an early stage in projects, before proposals are public, when advice can have the most impact. Confidentiality is therefore very important.
2. Group meetings are only to be attended by the group's members, OPDC officers, and officers from stakeholder organisations involved in the project, as well as the applicant and their design team. If anyone else attends, it must be approved by the Community Review Group manager.
3. Group members will keep confidential all information provided to them as part of their role on the group, 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 6 and 7).
4. The group's advice is provided in the form of a report written by the Community Review Group manager, containing key points from the group's discussion. If any applicant, architect or agent approaches a group member for advice on a project subject to review (before, during or after), they should decline to comment and refer the inquiry to the group manager.
5. Following the meeting, the Community Review Group manager writes a draft report, circulates it to the chair for comments and then makes any amendments. The group manager will then distribute it to all those included on the meeting agenda.
6. If the proposal is at a pre-application stage, the report will not be made public and will only be shared with OPDC, the applicant and design team, and any other stakeholder bodies that OPDC has involved in the project.

7. If the proposal is reviewed at the application stage, the report becomes a public document, is kept within the proposal's case file and published on OPDC's website. Any other information from the group meeting that is not recorded in this report remains confidential.
8. If a group member wishes to share a final report with anyone, they must seek approval from the Community Review Group manager, who will confirm whether or not the report is public.

APPENDIX B

Conflicts of interest

To ensure the integrity and impartiality of advice given by the OPDC Community Review Group, potential conflicts of interest will be checked before each group meeting. The following process will apply:

1. All group members are required to declare any conflicts of interest, and these will be formally recorded at each meeting.
2. Group members are notified of the schemes coming before the group at least a week in advance. At this time group members should check the meeting information provided to them and contact the Community Review Group manager if they have an interest in a project, or believe they have an interest. If in doubt, the Community Review Group manager should be consulted. When the meeting agenda is issued, Frame Projects will ask group members to read the contents in advance to check for conflicts of interest. If any are found, it is the responsibility of the group member to contact the group manager before the review meeting.
3. The Community Review Group manager, in collaboration with the group chair and OPDC officers, will determine if the conflict of interest is of a personal or prejudicial nature – that is, whether it will prevent the group member from giving impartial advice.
4. A group member may have a prejudicial interest in a proposal 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 (not including a group member's own home) 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 group member from being objective.
5. If it is deemed that a conflict of interest is of a prejudicial nature, the group member should not take part in reviews for the proposal. S/he should also not take part in private discussions of the project and should not be in the room during the discussion of the project.
6. If it is deemed that a conflict of interest is personal, but not prejudicial, the group member may be allowed to participate in the review. In this situation, the interest will be noted at the beginning of the review, discussed with the presenting teams and formally recorded in the review report.