



London Borough
of Hounslow

PANEL REFRESH INFORMATION PACK

*HOUNSLOW
DESIGN REVIEW
PANEL*

2024



PANEL RECRUITMENT INFORMATION PACK

Hounslow Council is inviting applications for new panel members to join the Hounslow Design Review Panel.

We trust that this recruitment document will answer all your questions regarding the role and the application process. If you require further information, or would like an informal conversation about the role, please email designpanelreview@hounslow.gov.uk.

The closing date for applications is: 30/06/2024 (by 23:59)

Shortlisted candidates will be contacted to arrange informal interviews (via teams) w/c 15/07/2024

INTRODUCTION

The London Borough of Hounslow is refreshing its in-house Design Review Panel. We wish to broaden the diversity and expertise of the panel and are looking for experts who live or work in the area.

Hounslow is an outer London borough full of distinctive places that together form a microcosm of London's diversity. Over 45% of its population were born abroad and over 140 languages are spoken. Stretching from historic tree-lined streets in Chiswick in the east to the hinterlands of London's busiest airport and the M25 at its western edge, it is a place full of contrasts. It contains a network of bustling town centres and neighbourhoods with their own character, vibrancy, and identity.

To respond to development pressures and meet housing need, the optimisation of sites must be balanced with a range of other considerations. The Council declared a Climate Emergency in 2019 and is keen to encourage well designed, sustainable, context driven Good Growth.

The Design Review Panel is a key part of helping Hounslow achieve these goals. It was established in 2019 and offers the expert, impartial advice of built environment professionals through a robust review process. The panel is managed by a panel manager who sits within the council's planning team. The DRP has an independent advisory board to ensure good governance.

For further information on the Hounslow DRP please see <https://www.hounslow.gov.uk/info/20063/pre-application-advice/1943/hounslow-design-review-panel>

THE PANEL

As the panel has been running for five years, we will be conducting a refresh to ensure we have the skills and expertise to meet current and future development challenges. We are for a maximum of 15 panel members to complement our existing cohort.

Applications are welcome from people with knowledge and expertise in the following areas. The list is ordered in terms of priority:

- Landscape design
- Heritage and Conservation
- Sustainability / Low carbon design
- Biodiversity and ecology
- Retrofit
- Public Health and wellbeing
- Community engagement and participation
- Town planning
- Transport and active travel
- Urban design

We want our panel to reflect the borough it serves and are looking to appoint some members who are residents or have local knowledge of the area. We believe that diverse voices create better places, and we encourage applications from those in groups currently underrepresented in construction and the built environment. We particularly welcome applications from women, people with disabilities, those from Black, Asian, and minority ethnic backgrounds, and the LGBTQ+ community.

Do let us know whether you may require “Reasonable Adjustments” to enable you to fully participate in the process.

RESPONSIBILITIES

If you are appointed to be a panel member you will be invited to attend review meetings and contribute to panel discussions evaluating development proposals during the pre-application period. Other responsibilities include:

- Attending training / induction meetings as necessary
- Reviewing scheme information and drawings in advance of meetings
- Providing constructive criticism of schemes submitted for review.
- Letting the panel manager know of any conflicts of interest ahead of the review.

Between 3 and 5 panel members attend each session depending on the scale of the scheme. Members can expect to attend 2 or 3 reviews a year. Appointments will be made for a maximum of three years, subject to agreeing to the HDRP's terms of reference.

Remuneration for panel members is set at £480 for a full day and £240 for a half day.

SELECTION PROCESS

We aim to build a panel that contains a diverse range of panellists with an array of built environment expertise and knowledge. Applications will be assessed by the panel manager, the council urban design team and panel chairs. Candidates will be shortlisted based on CV and personal statement. Informal interviews will be used to make the final selection.

Selection criteria:

- Possessing professional skills in one or more of the fields identified in the list above.
- Evidence of excellence within your professional field
- Commitment to maximising social value through projects you have worked on.
- Evidence of local knowledge or connection to Hounslow.
- Team fit – providing a good overall balance of skills, professional expertise, and diversity within our panel.

Shortlisted candidates will be contacted to arrange informal interviews (via teams) w/c 15/07/2024

An induction session for newly selected members will be held in the early Autumn.