

Appendix A Meetings and Workshops

Reigate and Banstead Officers Inception Meeting

Note of Key Issues Raised

Date: 10 April 2008

Venue: Reigate Town Hall

Time: 3pm

Attendees:	Julia Dawe	RBBC
	Guy Davies	RBBC
	Mark Harbottle	RBBC
	Steve Clarke	RBBC
	Holly Pitcher	RBBC
	Shannon Waaldijk	RBBC
	Darren Williams	RBBC
	Emma Booker	Atkins

Development control officers highlighted a number of issues which are commonly encountered with residential applications. The majority of these relate to perceived over-development of sites as follows:

- Proposed densities being too high – This was perceived to be a particular issue in RASCs. There is an issue of RASCs in accessible locations coming under pressure for intensification (e.g. Reigate Hill), with proposals to develop flats in detached housing areas;
- Parking – The key issue was perceived to be insufficient off-street parking provision leading to on-street parking problems (of operation, safety and undermining character);
- Housing mix and type – Subdivision of properties can lead to excessively small units. The adopted Local Plan lacks a local policy to deal with this issue;
- Providing additional space in lofts – Many developments propose three floors of development, with the top floor within the roof space;
- Amenity space – Schemes were felt to often provide insufficient amenity space within the plot;
- Dwelling spacing – There is a perceived issue of dwellings being too close together leading to a terracing effect, undermining character; and
- Ridge heights – Proposals often involve developments which are excessively tall.

In addition, officers highlighted inappropriate combination of materials and poor window detailing as common issues relating to residential schemes.

Meeting with Surrey County Council

Meeting Note

Date:	21 May 2008	
Venue:	Reigate Town Hall, Castlefield Road, Reigate, Surrey	
Time:	9.30am	
Attendees:	Julia Dawe	R&BBC
	David McDonald	R&BBC
	David Sowe	R&BBC
	David Sutton	SCC
	David Stempfer	SCC
	Louise Oliver	SCC
	Margaret Trevelyan	SCC
	Emma Booker	Atkins
	Scott Marshall	Atkins
	Jennie File	Atkins

1. Approach to graduated housing density and parking provision

EB outlined the approach as set out in "A Parking Strategy for Surrey" which defines the urban area into 4 Parking Package Areas based on accessibility. SCC are undertaking a limited review of the strategy which is expected to be completed during 2008.

Key issues include:

- The changing central Govt policy agenda re approach to maximum standards and parking provision, particularly for residential parking (including guidance in PPS 3)
- Economic development issues as set out in PPS4

However, the current policy framework is still based on maximum standards, and this should remain the preferred approach. DSutton recommended that thinking on parking standards start with PPAs 1 and 2. SCC are intending to review the strategy this year.

2. Key Issues

A wide range of issues were discussed including:

- Insufficient off-street parking in new development leading to or exacerbating on-street issues;
- Types of urban area (tight, terraced streets) where off-street parking is limited and on-street parking is problematic;
- The need to complement off-street parking standards with on-street controls was highlighted;
- Residents Parking Zones - a RPZ has been successfully introduced in Horley to tackle issues related to airport parking. However, exploration of a PRZ at Reigate generated a range of concerns, and this is currently on hold;
- Attention is now being focused in Redhill town centre as this is the Borough's key focus of development;
- Areas where parking complaints/requests are commonly received and where operational officers perceived there to be issues with on-street parking were mapped. The meeting discussed the possibility of incorporating mapping of local on-street issues into policy guidance for use by development control officers; and
- The need to provide car parking at stations was highlighted.

3. Data

The following data was discussed:

- Information on Redhill – this is coming from the master planning process and related work. DM tabled survey information showing on-street parking levels and mapping of off-street parking;
- Information for Reigate – MT to forward survey data which was collected for the NW Reigate RPZ;
- Parking restrictions data – Atkins to contact Terry Caddle 020 8541 7153 for shapefile with parking restrictions data;
- Parking enforcement data – Atkins to contact Ian McElwain 01372 276000 to explore possibilities for mapping data;
- Off-street parking – DS/JD to provide data on car parks and usage;
- Parking complaints – MT tabled Borough-wide data on parking complaints. MT to provide electronic data and Atkins will explore possibilities for mapping the information;
- Land use data – JD thought this was available on a UPRN basis. DM to explore

Atkins will seek to produce the various data sets as GIS layers with a view to bringing the information together to highlight areas of concern.

4. Parking Management Plan

The background to the PMP was discussed, and DSutton emphasised the operational and joint nature of the document, and its role in terms of interpreting the Local Transport Plan as well as drawing together planning and enforcement policy. JD noted a diagram that had been prepared showing how the PMP fits with parking issues more broadly (to be circulated). DStempfer explained that the drafting of the document had stalled, and agreed with DSowe to review the document for consideration by Members. Atkins will provide recommendations as part of this research study.

Summary of Actions:

1. *David Sutton (SCC) to review the Parking Strategy by autumn 2008.*
2. *Margaret Trevelyan (SCC) to send copies of the on street parking survey maps to Scott Marshall (Atkins).*
3. *Dave Mc Donald (RBBC) to send information regarding the usage of Council's 14 public car parks to Emma Booker (Atkins).*
4. *Dave Mc Donald to obtain RBBC town centre land use data and send to Emma Booker (Atkins).*
5. *Dave Mc Donald to send town centre aerial photographs to Emma Booker (Atkins).*
6. *Dave Mc Donald to send out a diagram showing Parking Management Plan linkages to all.*
7. *Dave Mc Donald to send RBBC's Parking Enforcement Policy to Emma Booker (Atkins).*
8. *David Sowe (RBBC) and David Stempfer (SCC) to discuss proposed changes to the Draft Parking Management Plan, including areas of responsibility.*

Reigate and Banstead Officers Workshop

Meeting Note

Date: 22nd July 2008
Venue: Front Committee Room, Reigate Town Hall
Time: 1 – 3pm

Attendees:	Julia Dawe	RBBC
	Dave McDonald	RBBC
	Guy Davies	RBBC
	David Sowe	RBBC
	Mark Harbottle	RBBC
	Steve Clarke	RBBC
	Jillian Holford	RBBC
	Holly Pitcher	RBBC
	Steve Roch	RBBC
	Shannon Waaldijk	RBBC
	Kevin Munnely	RBBC
	Darren Williams	RBBC
	Vicky Evans	Atkins
	Emma Booker	Atkins
	Scott Marshall	Atkins

Introduction

JD commenced the meeting by stating that the Preferred Options Consultation went out on Friday (18/07/08) and that this outlines the general direction for the Borough. There have been delays in producing this document which mean that there may be a need to progress certain elements of policy as interim SPDs.

Interim study findings

EB outlined key study findings as set out in the interim report. Key comments made by meeting attendees were as follows:

Parking

- We need parking management and Development Control to work closely to ensure that current on-street problems are not exacerbated by new development. Development control cannot address existing issues and other strategies need to be explored.
- It was noted in the study that parking supply in car parks in the towns are underused despite being low in price. This seems to be because commuters can park on the streets for free so do this instead of parking in the car parks. There is a need to get commuters off the streets and into the car parks.
- The report is not clear in terms of what the Council's policy objectives are for parking. What is the preferred approach? Much of the current variation in parking provision across the Borough is developer rather than policy led.
- CPZs and RPZs provide potential mechanisms for controlling on-street parking. However, recent experience underlines the political issues related to implementing these zones. Under current practice, a CPZ is considered in response to complaints, rather than factual analysis of on-street parking issues. This means that it will be difficult to join up the approach to off and on-street parking management in practice.

- S.106 can be used as a mechanism to gain money for schemes such as parking controls, bus stops, public transport etc. The contributions to parking and public transport could be graduated depending on the number of spaces provided in a development. However, any policy has to be sufficiently simple that it can be readily understood by developers, Councillors etc.
- There was discussion as to why the recommendations for PPAs 3 and 4 were the same. The possibility of merging these areas into one was considered, to keep the policy approach simple.
- There was discussion about drafting an advisory or flexible policy. Some attendees felt that a flexible policy was unhelpful as it would lack clarity. Others felt that advisory standards are used by developers, at the very least as a starting point.
- The possibility of adopting a minimum standard was discussed, but this approach was found to be out of step with national policy guidance.
- The policy approach could vary depending on the area. It was suggested that each area could be reviewed, with objectives set out for each, and the policy approach which flows from that. For example, standards could be more rigidly implemented in Redhill and Reigate town centres, and more flexibly implemented elsewhere. Lower standards in more accessible areas, higher standards in suburban areas.
- The Parking Management Plan is a useful tool for bringing parking activities together, setting out the bigger picture and priorities for action. It needs to be adopted to give it some weight.
- How can we manage new development in line with our vision? The key is the Parking Management Plan which will link into Development control, Parking Standards, CPZ, public transport. The PMP is a good way to communicate the bigger picture. Should be adopted in some way to give weight.

Density and Design

- The SPG on Householder Extensions was discussed – Officers felt it was very useful but needed reviewing. Very clear rules are laid out and Officers felt that this aided applicants greatly. Need to review and add status to front cover.
- Issues related to density expressed as dwellings per hectare as a measure to control the intensity of development were discussed. Problems raised included lack of consideration of the size of units or number of rooms. Alternative measures, such as plot ratio, site coverage or habitable rooms per hectare, were discussed.
- Taking the character of area as the starting point of the analysis was suggested. Policy could be developed starting with the vision for the town centre or area. Objectives for each area could be set out, from which guidance on appropriate densities, expressed in the most useful way (dw/ha, hr/ha, plot ratio, etc.) could then be set out.
- Officers identified issues related to the use of Policies Ho13 and 9 in appeals.
- The aim is to develop a clear policy framework so that poor quality schemes can be refused on design grounds

Procedural issues and training

Members need more training as do Officers. Started to discuss the types of training they have and what is needed.

Design often comes up as a key issue, with Councillors feeling that design in planning applications is poor and that not enough work is done by officers to improve standards. However, while these opinions are often expressed informally, members had not, to date, provide any concrete examples of schemes they considered to be of low quality.

Next steps

Next steps:

- Carry out case study work to explore why there is so much variation in parking and density in planning applications;
- Get Members involved;
- Refine the policy approach in the light of comments made; and
- Review the study findings with SCC.

Project:	Reigate and Banstead Parking Review		
Subject:	Workshop with Surrey County Council		
Date & Time:	7th August 2008, 3pm	Meeting No:	2
Meeting Place:	Reigate Town Hall	Minutes By:	Jennifer File
Present:	Emma Booker (EB) Jennifer File (JF) Dave MacDonald (DM) David Sutton (DS) Steve Roach (SR) Bev Hindle (BV) Raymond Dill (RD) Margaret Trevelyan (MT) David Stempfer (DSt)	Representing:	Atkins Reigate and Banstead District Council Surrey County Council

ITEM	DESCRIPTION	RESPONSIBLE
1	Introduction	
	BH, the new head of Planning Policy, introduced himself to the group stating his interest in the study and its findings.	
	Apologies were given from Caroline Smith, Bronwen Fisher, Julia Dawes and Scott Marshall	
	EB gave the group a background to the report	
	DM stated that another workshop was planned on 20 th August, more details to follow, and that the parking review was needed urgently to underpin the core strategy.	DM
2	Interim Study Findings	
	EB went through the key findings from the study as well as the key points that were raised at the borough workshop on 22 nd July 2008. Key findings included: <ul style="list-style-type: none"> Recognising the government legislation that states policies makers should recognise the balance between encouraging sustainable travel and excepting that people have cars; Surrey County Council (SCC) parking guidelines are likely to be too prescriptive and a tailored local approach is required; Recent provision for parking, through planning application, has been less than the national average. It may be that this is contributing to on street problems; and The data indicates that parking provision, car ownership and travel behaviour in Reigate and Banstead appear to be related to accessibility. 	
	Graduated parking standards, dependant on accessibility would help to reduce inconsistency in planning applications. Parking standards should also reflect ownership. It is important to note the strong influence of the character of areas on appropriate density of development.	
	Attendees noted that previous attempts to introduce zonal/graduated parking standards had failed as members had not supported this concept.	

ITEM	DESCRIPTION	RESPONSIBLE
	SR suggested that a phased approach could be taken to the introduction of parking standards. EB suggested starting with Redhill town centre due to the high level of development planned through the Area Action Plan and the high levels of accessibility.	
	MT and DSt raised concerns that introducing lower off-street parking standards in Redhill town centre could push existing on street parking problems to the periphery of the town. DSu advised that the approach would need to include a wider area than the town centre (PPAs 1 and 2). The meeting highlighted the need to match a reduction in off-street provision with consideration of on-street supply and on-street controls.	
	RD raised the issue of the level of parking, contrasting a “predict and provide” approach with a more interventionist approach which seeks to guide development in a particular direction.	
	RD suggested that better use of off-street parking should be explored. Examples include use of business car parking by residents in the evening.	
	DSt suggesting setting out criteria to guide developers to the appropriate level of parking, as set out in the interim report. DSt stressed that the number of criteria should be kept to a minimum to avoid confusion and should be derived from reality. EB to investigate this idea through the case study work.	EB
	DS suggested that major roads or developments should be the boundaries for the parking package areas to avoid confusion. Atkins to investigate further.	EB/JF
	Atkins to study the variation within the planning permission data and examples of best practice to see if this can further inform graduated parking standards.	EB/JF
	DSu explained that there will be funding of around £25million for public transport improvements to the Redhill/Reigate hub over the next few years. DSu underlined the importance of the LTP.	
	RD noted that cycling was missing from Table 4.9. EB to investigate	EB
3	Development Control Process	
	SCC Highways parking recommendations for planning applications are not always taken up by Development Control and that responses can be inconsistent.	
4	Travel Planning	
	JF to speak to Bronwen Fisher (SCC) about current Travel Planning practice in Surrey. The Atkins team think that there is considerable potential for using travel planning to encourage sustainable travel, both for existing and new development.	JF
5	Using S106 funding to encourage sustainable transport	
	DM tabled guidance on S106 contributions. Atkins to review.	EB
6	Next Steps	
	Atkins to carry out case study work and produce draft final report.	EB/JF
	Work to be discussed with members.	DM/BH