

# Appendices

## Design Policies

**PPG3** (Housing) states that new housing development of whatever scale should not be viewed in isolation. Considerations of design and layout must be informed by the character of the wider area, having regard not just to any immediate neighbouring buildings but the townscape and landscape of the wider locality. The local pattern of streets and spaces, building traditions, materials and ecology should all help to determine the character and identity of a development, recognising that new building technologies are capable of delivering acceptable built forms and may be more efficient. The guidance further states that Local Planning Authorities should adopt policies which:

- Avoid inflexible planning standards and reduce road widths, traffic speeds and promote safer environments for pedestrians;
- Create places and space with the needs of people in mind, which are attractive, have their own distinctive identity but respect and enhance local character;
- Promote designs and layouts which are safe and take account of public health, crime prevention and community safety considerations;

- Encourage a more efficient use of land with higher densities;
- Promote energy efficiency of new housing where possible.

The Reigate and Banstead Borough Local Plan, 1994 and First Alteration Deposit Draft 2000, provides the mechanism to make proper provision for residential development whilst taking account of the interests of conservation and the need to protect and enhance the local environment.

The aim of this Guidance is not to repeat these policies but to support them and give greater certainty and clarity to all those involved in the design and development process.

### Information requirements for a planning application

Clear and informative plans and drawings must be submitted as part of a planning application, so that the design can be properly assessed. They will be required for the benefit of planners, councillors (on planning and other Committees), residents and amenity groups, among others. Models and computer-based representations are particularly useful in the case of large scale or complex development proposals. The checklist sets out what is likely to be required for full (as opposed to outline) applications:

- Completed application form;
- Site appraisal;
- Tree survey;
- Clear plans;
  - Location plan;
  - Details of existing site layout;
  - Details of proposed site layout;
  - Floor plans;
  - Elevations;
  - Cross sections;
- Landscape proposals;
- Master plan and management plan if appropriate;
- Design Statement.

### Site Appraisal

The requirements for Site Appraisals are set out in Design Statements, guidance prepared by Reigate and Banstead Borough Council.

## Clear Plans

### Location plan

Scale 1:1250 preferably. Metric scales only. Annotate dimensions. North point, date and number on plans. Outline the application in red, and indicate any adjoining property owned or controlled by the applicant in blue. Show the application property in relation to all adjoining properties and the immediate surrounding area, including roads. Show vehicular access to a highway if the site does not adjoin a highway. Show outline of any river, stream or culverted watercourse on site.

### Details of existing site layout

Scale, typically 1:200. Annotate dimensions. North point, date and number on plans. Show the whole property, including all buildings, gardens, open spaces and car parking.

Levels either by contour or spot height. Arboricultural Implication Report where appropriate. This report will include a full tree survey.

### Details of proposed site layout

Scale, typically 1:200 or 1:500, depending on the size of the development. Include figured dimensions for all new work on plot and relative to all boundaries. North point, date and number on plans. Show the siting of any new building or extension, vehicular/ pedestrian access, changes in levels, landscape proposals, including trees to be removed, new

planting, new or altered boundary walls and fences, and new hard-surfaced open spaces. Show proposals in the context of the adjacent and nearby buildings.

### Tree Surveys

Tree surveys should be carried out by a qualified Arboriculturalist.

### Floor plans

Scale 1:50 or 1:100. Include figured main dimensions of buildings. In the case of an extension, show the floor layout of the existing building to indicate the relationship between the two, clearly indicating what is new work. Show floor plans in the context of adjacent buildings, where appropriate. In the case of minor applications it may be appropriate to combine the layout and floor plan (unless any demolition is involved). Include a roof plan where necessary to show a complex roof or alterations to one. Show existing and finished ground levels which could be illustrated in cross section.

### Elevations

Scale 1:50 or 1:100 (consistent with floor Plans). Annotate dimensions. Show every elevation of a new building or extension. For an extension or alteration, clearly distinguish existing and proposed elevations.

Include details of materials and external appearance.

Show elevations in the context of adjacent buildings.

**Cross Sections**

Scale 1:50 or 1:100 (consistent with floor plans). Annotate dimensions.

**Other Supporting Material**

For example, retail, environmental and transport assessments. Flood risk assessments. Applicants submitting schemes of 25 or more dwellings gross should consult the Police Architectural Liaison Officer to obtain and incorporate suggestions on how to lessen the potential for crime by careful design.

**Design Statement**

A Design Statement is now required with all planning applications and should be prepared in accordance with Design Statements Guidance produced by Reigate and Banstead Borough Council.

**Other Appropriate Considerations**

**Development Brief**

For town centre development sites and housing sites of about 50 dwellings or more the Borough Council will normally prepare development briefs in order to guide the design and development process.

**Further Information**

- Planning Policy Guidance Note 3: Housing DETR (2001);
- Planning Policy Guidance Note 13: Transport DETR (2000);
- The Surrey Design Guide ([www.surreycc.gov.uk](http://www.surreycc.gov.uk)) contains a full reference section. SLGA (2002);

- Places, Streets and Movement, A Companion Guide to Design Bulletin 32 DETR (2000);
- By Design: Urban Design in the Planning System. Towards Better Practice DTLR (2001);
- Better Places to Live by Design - A Companion Guide to PPG3 English Partnerships and the Housing Corporation (2000) Urban Design Compendium;
- Environment Agency General Enquiry Line 0845 9333 111 Thames Region, South East Area Development Planning 020 8305 4003;
- Reigate & Banstead Borough Council Supplementary Planning Guidance:
  - Appropriate uses for Historic Barns;
  - Shopfront and Shopsign Design Guide;
  - Reigate Shopfront Design Guide;
  - Horley Shopfront Design Guide;
  - Horley Design Guide (Revised Draft Version.);
  - Householder Extensions and Alterations Guide
- Reigate and Banstead Design Statement Guidance Note.

## Native Tree and Shrub Species

Species native to Surrey		Appropriate species for new planting in regional countryside character area		
Common name	Botanical name	Wealden Greensand	Low Weald	North Downs
Alder	<i>Alnus glutinosa</i>			
Buckthorn, Alder	<i>Frangula alnus</i>			
Buckthorn, Purging	<i>Rhamnus catharticus</i>			
Ash	<i>Fraxinus excelsior</i>			
Aspen	<i>Populus tremula</i>			
Beech	<i>Fagus sylvatica</i>			
Birch, Hairy	<i>Betula pubescens</i>			
Birch, Silver	<i>Betula pendula</i>			
Blackthorn	<i>Prunus spinosa</i>			
Box	<i>Buxus sempervirens</i>			
Broom	<i>Cytisus scoparius</i>			
Butchers Broom	<i>Ruscus aculeatus</i>			
Wild Cherry	<i>Prunus avium</i>			
Crab Apple	<i>Malus sylvestris</i>			
Dogwood	<i>Cornus sanguinea</i>			
Elder	<i>Sambucus nigra</i>			
Elm, English	<i>Ulmus procera</i>			
Elm, Wych	<i>Ulmus glabra</i>			
Field Maple	<i>Acer campestre</i>			
Gorse	<i>Ulex europaeus</i>			
Guelder Rose	<i>Viburnum opulus</i>			
Hawthorn, Common	<i>Crataegus mongyna</i>			
Hawthorn, Woodland	<i>Crataegus laevigata</i>			
Hazel	<i>Corylus avellana</i>			
Holly	<i>Ilex aquifolium</i>			
Hornbeam	<i>Carpinus betulus</i>			
Juniper	<i>Juniperus communis</i>			
Lime, Large Leaved	<i>Tilia platyphyllos</i>			
Lime, Small Leaved	<i>Tilia cordata</i>			
Oak, English	<i>Quercus robur</i>			
Oak, Sessile	<i>Quercus petaea</i>			
Osier	<i>Salix viminalis</i>			
Popular, Grey	<i>Populus canescens</i>			
Popular Black	<i>P.nigra var. betulifolia</i>			

REIGATE AND BANSTEAD LOCAL DISTINCTIVENESS DESIGN GUIDE

Species native to Surrey		Appropriate species for new planting in regional countryside character area		
Common name	Botanical name	Wealden Greensand	Low Weald	High Weald
Privet	Ligustrum vulgare			
Rose, Dog	Rosa canina			
Rose, Field	Rosa arvensis			
Rose, Sweet Briar	Rosa rubiginosa			
Rowan	Sorbus aucuparia			
Spindle	Enonymus europaeus			
Spurge Laurel	Daphne laureola			
Wayfaring Tree	Viburnum lantana			
Whitebeam	Sorbus aria			
Wild Service Tree	Sorbus torminalis			
Willow, Almond	Salix triandra			
Willow, Crack	Salix fragilis			
Willow, Eared	Salix aurita			
Willow, Goat	Salix caprea			
Willow, Grey	Salix cinerea			
Willow, Purple	Salix purpurea			
Willow White	Salix alba			
Yew	Taxus baccata			

(Source – The Future of Surrey’s landscape and woodlands produced by Surrey County Council)

## Glossary

**Accessibility** The ability of people to move round an area and to reach places and facilities, including elderly and disabled people, those with young children and those encumbered with luggage or shopping.

**Amenity** A pleasant or useful feature or facility. It can also relate to the quality of life enjoyed by occupants, for example the quietness of their environment.

**Building Line** The line formed by frontages of buildings along a street. The building line can be shown on a plan.

**Bulk** The combined effect of the arrangement, volume and shape of a building or group of buildings. Also called massing.

**Context** The setting of a site or area, including factors such as traffic, activities and land uses as well as landscape and built form.

**Density** The floorspace of a building or buildings or some other unit measure in relation to a given area of land. In this guide built density is expressed in terms of number of units per hectare.

**Design Guide** A document providing guidance on how development can be carried out in accordance with the design policies of a local authority often with a view to retaining local distinctiveness.

**Design Principle** An expression of one of the basic ideas at the heart of

an urban design guide, framework, development brief or a development.

**Elevation** The façade of a building, or the drawing of a façade.

**Energy Efficiency** The extent to which the energy consumption of a building or group of buildings is reduced through the way in which buildings are designed, constructed and arranged on site.

**Form** The layout (structure and urban grain), density, scale (height and massing), appearance (materials and details) and landscape of development.

**Human Scale** The use within development of elements which relate well in size to an individual human being and their assembly in a way which makes people feel comfortable rather than overwhelmed.

**Landmark** A building or structure that stands out from its background by virtue of height, size or some other aspect of design.

**Landscape** The character and appearance of land, including its shape, form, ecology, natural features, colours and elements and the way these components combine. Landscape character can be expressed through landscape appraisal and maps or plans.

**Layout** The way buildings, routes and open spaces are placed in relation to each other.

**Local Distinctiveness** The particular positive features of a locality that contribute to its special character and sense of place and distinguishes one local area from another.

**Mixed Use** A mix of, usually complementary, uses within a building, on a site or within a neighbourhood.

**Natural Surveillance** The discouragement of wrong-doing by the presence of passers-by or the ability of people to be seen out of surrounding windows. Also known as passive surveillance (or supervision).

**Planning Guidance** Documents embodying Government guidance on general and specific aspects of planning policy to be taken into account in formulating development plan policies and in making planning decisions.

**Scale** The impression of a building when seen in relation to its surroundings, or the size of parts of a building or its details, particularly as experienced in relation to the size of a person. Sometimes it is the total dimensions of a building which give it its sense of scale, at other times it is the size of the elements and the way they are combined. The concept is a difficult and ambiguous one, often the word is used simply as a synonym for 'size'.

**Sections** Drawing showing a slice through a building or site.

**Site or Character** An assessment of an area's land uses, built and natural environment, historic development and social and physical characteristics. This may focus on a single site or a wider area.

**Storey** A floor level from ground floor upwards. A room in the roof normally constitutes a storey for example in the case of dormers. However rooms in the roofspace including the use of velux type windows that preclude overlooking will not be regarded as a storey.

**Sustainable** Defined by the Brundtland Commission (1987 and quoted in PPG1) as 'development which meets present needs without compromising the ability of future generations to achieve their own needs and aspirations'. The UK's strategy for sustainable development "A better quality of life" (1999) highlights the need for environmental improvement, social justice and economic success to go hand-in-hand.

**Topography** A description or representation of artificial or natural features on or off the ground.

**Urban Design** The art of making places. Urban design involves the design of buildings, groups of buildings, spaces and landscapes, in villages, towns and cities and the establishment of frameworks and processes which facilitate successful and sustainable development.

**Urban Grain** The pattern of the arrangement and size of buildings and their plots in a settlement and the size of street blocks and junctions.

**Vernacular** The way, in which ordinary buildings were built in a particular place, making use of local styles, techniques and materials and responding to local economic and social conditions.

## BIBLIOGRAPHY

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