



Reigate Shopfronts Supplementary Planning Document

Initial Consultation Statement

Prepared in accordance with Regulation 12 of the Town and Country Planning
(Local Development) (England) Regulations 2012

December 2019

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1. Introduction

- 1.1. The Reigate Shop Front Supplementary Planning Document (SPD) provides detailed guidance on the design of the shop fronts located within the Reigate Town Centre Conservation Area, with a view to preserving and enhancing its historic character.
- 1.2. The Council's policy for the design of shop fronts is specified in Development Management Plan (DMP) policies DES10: Advertisements and shop front design and NHE9: Heritage assets. The SPD provides design guidance in relation to all elements of shop fronts in Reigate Town Centre Conservation Area, including frame and fascia, display area, signage, blinds and shop security measures. On adoption, this SPD will replace the current guidance set out in the adopted version of the Reigate Shop Front Design Guide Supplementary Planning Guidance 1993 (revised in 1999). Having clear, up to date guidance adopted will help developers and the Council in implementing DMP policy.
- 1.3. This Initial Consultation Statement has been prepared to accompany the draft SPD for the formal consultation in accordance with the relevant legislation¹. These require a Consultation Statement to be prepared to accompany the draft SPD which the Council makes available for comments through the formal consultation. This Initial Consultation Statement should state:
- Who the Council consulted when preparing the SPD
 - A summary of the main issues they raised, and
 - How those issues have been addressed in the SPD.

¹ Regulation 12

2. Preparing the SPD

2.1. The process of preparing this draft Supplementary Planning Document (SPD) has followed legal requirements² and the requirements as set out in the Council's Statement of Community Involvement in Planning (SCI) (April 2019). The SCI summarises how the Council will engage its communities in its planning functions, including in the preparation of Supplementary Planning Documents (SPDs). The process is summarised in **Figure 1** below.

Figure 1: Process of preparing a SPD

Source: RBBC (2019) *Statement of Community Involvement*

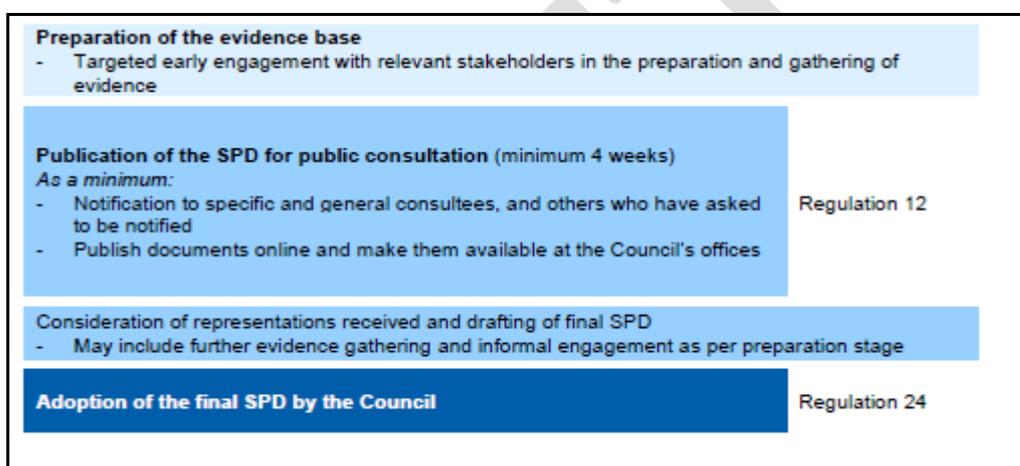


Figure 2: Timeline for preparation of the SPD

Stage	Date
Early scoping and information gathering	July - August 2019
Preparation of draft SPD with relevant key individuals and organisations	August – October 2019
Consultation on draft SPD with supporting initial Consultation Statement, SEA/HRA/EqIA screening (minimum of 4 weeks)	January 2020
Consider representations received and update draft SPD as relevant	February 2020

² Town and County Planning (Local Planning) (England) Regulation 2012 (Local Plan Regulations)

Adoption of SPD (and revocation of 1999 “Reigate Shop Front Design Guide” SPG) by Council’s Executive	April 2020
Publish SPD with final Consultation Statement and Adoption Statement	April 2020

2.2. In preparing the Reigate Shop Front Design SPD, we involved and sought the views on early drafts from the individuals and organisations listed in **Table 2** below. Their suggestions were incorporated into the draft SPD for consultation.

Next Steps

2.3. The Council will hold a statutory public consultation on the draft SPD for a minimum of four weeks, when we will invite comments by emailing and writing from interested parties³, and we will make the documents available on our website, and in paper format in the main Town Hall and at the six libraries in the borough. This consultation is currently timetabled for January 2020.

2.4. Following the formal consultation stage, the draft SPD will be amended to take account of consultation responses received and any further relevant information. This Consultation Statement will also be updated with a list of who we consulted, a summary of the comments received, and how those comments have been addressed in finalising the SPD. Following its adoption, the SPD will be a material consideration used in determining planning applications and appeals.

2.5. On adoption of this SPD, which is currently anticipated to be April 2020, the Council’s existing 1999 “Reigate Shop Front Design Guide” Supplementary Planning Guidance (SPG) will be revoked.

³ Specific and general consultees, prescribed bodies for the Duty to Co-operate and other individuals and organisations registered on the Planning Policy database for such purpose

Table 1: Individuals and organisations involved in preparing the draft SPD

Person / organisation	Issued / comments raised
RBBC Senior Conservation Officer	<ul style="list-style-type: none">• Initial meeting on 08 Aug 2019 to discuss the need to update the original SPD• Reviewed the original SPD and proposed a number of changes, including additional guidance on illumination and projecting signs.• Further meeting 04 Nov 2019 to discuss a number of proposed changes including illumination of shop fronts and projected sign requirements.• Updated the Schedule of shop units in the Appendix with up to date information.