



# **Reigate Town Centre Shop Front Design Supplementary Planning Document**

## **Consultation Statement**

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

**April 2020**

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# 1. Introduction

- 1.1. The Reigate Town Centre Shop Front Design 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.

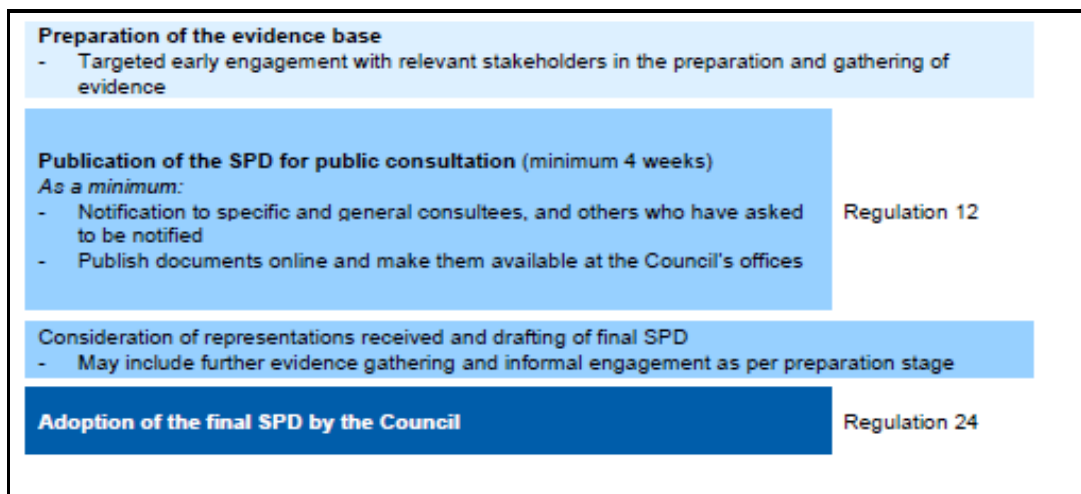
## Purpose of the Consultation Statement

- 1.3. This Consultation Statement has been prepared in accordance with Regulation 12(a) of the Town and Country Planning (Local Development) (England) Regulations 2012 (SI No 767, 2012). All references to "regulation(s)" in this document are to these Regulations unless otherwise stated.
- 1.4. Regulation 12 (a) requires that before we adopt a Supplementary Planning Document (SPD) we must prepare a Consultation Statement setting out:
  - (i) the persons the local planning authority consulted when preparing the supplementary planning document;
  - (ii) a summary of the main issues raised by those persons; and
  - (iii) how those issues have been addressed in the supplementary planning document

## 2. Preparing the draft SPD

- 2.1. This SPD has been prepared in accordance with the legal requirements of the Town and County Planning (Local Planning) (England) Regulation 2012 (Local Plan Regulations) and the requirements set out in the Council's Statement of Community Involvement in Planning (SCI) (April 2019)<sup>12</sup>. The process is summarised in **Figure 1 and 2** below.

**Figure 1: Process of preparing an SPD**



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

<sup>1</sup> Available at: [http://www.reigate-banstead.gov.uk/download/downloads/id/5437/statement\\_of\\_community\\_involvement\\_in\\_planning.pdf](http://www.reigate-banstead.gov.uk/download/downloads/id/5437/statement_of_community_involvement_in_planning.pdf)

<sup>2</sup> The SCI summarises how the Council will engage its communities in its planning functions, including in the preparation of SPDs.

**Figure 2: Timeline for preparation of the SPD**

<b>Stage</b>	<b>Date</b>
<b>Early scoping and information gathering</b>	July - August 2019
<b>Preparation of draft SPD with relevant key individuals and organisations</b>	August – October 2019
<b>Executive approval for public consultation of the draft SPD and supporting documents</b>	5 <sup>th</sup> December 2019
<b>Consultation on draft SPD with supporting initial Consultation Statement, SEA/HRA/EqIA screening (minimum of 4 weeks)</b>	January 2020
<b>Representations received considered and draft SPD updated as relevant</b>	February 2020
<b>Adoption of SPD (and revocation of 1999 “Reigate Shop Front Design Guide” SPG) by Council’s Executive</b>	April 2020
<b>Publish SPD with final Consultation Statement and Adoption Statement</b>	April 2020

## **Preparation of the Draft Reigate Town Centre Shop Front Design SPD**

- 2.2. In preparing the draft Reigate Town Centre Shop Front Design SPD for consultation, we involved and sought the views of the individuals and organisations listed in **Table 1** below. Their suggestions were incorporated into the draft SPD for consultation.

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

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

## Consultation on the draft SPD

- 2.3. Following executive approval on 5<sup>th</sup> December for public consultation on the draft Reigate Town Centre Shop Front Design SPD, in accordance with Regulation 12(b) of the Town and Country Planning (Local Planning) Regulations 2012 the Council undertook a statutory public consultation on the draft Reigate Town Centre Shop Front Design SPD between 6<sup>th</sup> January and 8<sup>th</sup> February 2020.
- 2.4. During this consultation we wrote to all interested parties<sup>3</sup>, and we made the documents available on our website and in paper format at the main Town Hall and at the six libraries in the borough.
- 2.5. In accordance with Regulation 13 of the Town and Country Planning (Local Planning) (England) Regulations 2012 we accepted all representations received during the consultation period.

## Representations Received

- 2.6. Following the formal consultation stage, the Council has reviewed the responses received and made amendments where necessary. A summary of the representations received and how they have been taken into consideration in finalising the SPD is detailed in Appendix 1.
- 2.7. The main issues raised during the consultation include:
- Amending the title of the SPD to ‘Reigate Town Centre Shop Front Design SPD’ to match the name of the conservation area.
  - Including the map of the ‘Reigate Town Centre Conservation Area’ in the SPD.
  - Amending the schedule of shop units in Appendix 1 to make it easier to read.

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<sup>3</sup> 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



- 2.8. Prior to finalising the necessary amendments, the Local Development Framework (LDF) Scrutiny Review Panel reviewed a summary of the responses and the Council's proposed approach/ amendments to the draft SPD. They were happy with the proposed approach.

### **Adoption of the SPD**

- 2.9. Following adoption, the Reigate Town Centre Shop Front Design SPD will become a material consideration in determination of planning applications and appeals and will therefore need to be taken into consideration in the preparation of planning proposals for developments within the borough.
- 2.10. Upon adoption in accordance with Section 25 of the Planning Act 2008 and Regulation 15 of the Town and Country Planning (Local Planning) (England) Regulations 2012 (as amended) the Council's existing 1999 Reigate Shop Front Design Guide Supplementary Planning Guidance (SPG) will be revoked. We will bring this to the attention of people living or working in the borough.

## Appendix 1: Consultation responses from Specific and General Consultees with resultant changes made to the SPD where relevant

Representor	Summary of Main Issues Raised	Council's Response (How the issues raised have been addressed in the SPD where they need to be addressed)	Amendments made to the SPD?
General Consultee RBBC\Representor\0006	Amend the SPD title from 'Reigate Shop Front Design' to read: 'Reigate Town Centre Shop Front Design' to match the name of the conservation area.	Agreed. Amended accordingly.	Y
General Consultee RBBC\Representor\0006	Provide map of the 'Reigate Town Centre Conservation Area'.	Agreed. Amended accordingly.	Y
General Consultee RBBC\Representor\0006	Paragraph 1.1 & 2.2: Delete the following as it provides no useful guidance: Paragraph 1.1: It has been updated to reflect the changing policy context in particular the adoption of the Core Strategy in 2014 (and the review of the Core Strategy in 2019) and the adoption of the Development Management Plan (DMP) in 2019.	Disagree. The paragraphs provide background information/useful introduction to the document.	N

	Paragraph 2.2: This SPD replaces the Reigate Shop Front Design SPG adopted in 1993 and revised in 1999 to reflect the Council's changing policy context		
General Consultee RBBC\Representor\0006	Paragraph 7.9: Delete the paragraph as the entry is pure professional arrogance and an insult to the reader.  "Applicants should give serious consideration to employing an architect to handle the pre-application discussions and subsequent submission of applications."	Disagree. Given the importance of maintaining/ enhancing/ respecting the character of the conservation area, we have suggested that applicants engage with architects to ensure an appropriately designed application.	N
General Consultee RBBC\Representor\0006	Is 5 pages of policy necessary? Delete chapter 2 'Policy Context' and Appendix 2 'Local Plan Policies', instead, include hyperlinks to the policies within the introduction.	Disagree. The SPDs provide guidance for applying the DMP/ Core Strategy policies. It is therefore considered that a summary of the relevant policy considerations is useful.	N
General Consultee RBBC\Representor\0006	Amend the schedule of shop units in Appendix 1 to add location column and	Agreed. Amended accordingly.	Y

	remove ditto marks (providing full data instead) to make table more user friendly.		
General Consultee RBBC\Representor\0006	All drawings within the draft publication should be labelled as 'Figures', numbered and referenced within the text.	Agreed. Amended accordingly. As a result of this, some drawings had to be moved around.	Y
General Consultee RBBC\Representor\0006	Add clerestory, fanlight and sill to drawing on pp. 12.	Noted. Fanlight and sill added to the drawing on page 12, however there is no clerestory in that particular picture and therefore it couldn't be identified. A note pointing to a clerestory has been instead added to a drawing on p. 13.	Y
General Consultee RBBC\Representor\0004	We are in the midst of a climate emergency. The fact that your department continues to prioritise factors other than insulation and microgeneration in setting planning policy is short sighted.	Noted. The Council is undertaking other work in relation to the Climate Emergency.	N
Environment Agency RBBC\Representor\0015	We would welcome proposals for new shop fronts to incorporate flood protection measures where appropriate and support the requirement for the base and finished	Noted. Given the low level of flood risk in the town centre as only 6 out of 150 shops are identified as a one in a hundred year flood	N

	surface to be laid at a slight gradient and be of a permeable material, to allow the satisfactory drainage and absorption of rainwater.	zone (if the culvert pipe, which is due to be upgraded soon, fails), it is not considered that this level of detail is required. The Council's Senior Conservation Officer notes that permeable surfaces could cause cellar flooding in Reigate town centre.	
Gatwick Airport Safeguarding RBBC\Representor\0008	No specific comments.	Noted.	N
General Consultee (Infrastructure provider) RBBC\Representor\0022	No specific comments.	Noted.	N
Natural England RBBC\Representor\0017	No specific comments.	Noted.	N
Transport for London RBBC\Representor\0001	No specific comments.	Noted.	N
National Grid RBBC\Representor\0009	No specific comments.	Noted.	N
Horley Town Council RBBC\Representor\0010	No specific comments.	Noted.	N

Highways England RBBC\Representor\0011	No specific comments.	Noted.	N
Tandridge District Council RBBC\Representor\0012	No specific comments.	Noted.	N
Historic England RBBC\Representor\0014	No specific comments.	Noted.	N

## Appendix 2: Any other matters

A number of other minor amendments were proposed, including grammatical and typographical suggestions. Where considered appropriate these amendments have been made.

## Appendix 3: Individuals and organisations consulted on the draft Reigate Town Centre Shop Front Design SPD under Regulations 12 and 13

<b>Specific Consultees</b>	
Homes England	Eircom UK Ltd
Sutton and East Surrey Water	Energis Communications Ltd
Scotia Gas Network	EU Networks Fiber UK Limited
National Grid	FibreSpeed Limited
CLH Pipeline System Ltd	Fibrewave Networks
Surrey Downs CCG	FLAG Atlantic UK Limited
Southern Gas Network	Fujitsu Services Limited
British Gas	Full Fibre Limited
Southern Electric	G. Network Communications Limited
Thames Water Utilities Ltd	Gamma Telecom Holdings Ltd
Vodafone	Gigaclear Plc
O2	Glide Business Limited (formerly WarwickNet Limited)
UK Power Network	Hutchison 3G UK Limited
Government Pipeline & Storage System	Hyperoptic Ltd
euNetworks Fiber UK Ltd	In Focus Public Networks Ltd
Gas Transportation Company	InTechnology Smart Cities Limited (formerly InTechnology WiFi Limited)



Three	Integrated Digital Services Limited
Southern Water	Internet Central Ltd
Thames Water	Internet Connections Limited
Crawley CCG	GTT Communications
British Telecom	ITS Technology Group Limited
Thames Water	IX Wireless Limited
Network Rail	KCOM Group Plc
Environment Agency	Lancaster University Network Services Limited
Crawley Borough Council	Lightning Fibre Limited
London Borough of Croydon	Lothian Broadband Networks Limited
Epsom & Ewell Borough Council	Communications Infrastructure Networks Limited
Mole Valley District Council	MLL Telecom Ltd
London Borough of Sutton	MS3 Networks Ltd
Tandridge District Council	My Fibre Limited
Surrey County Council Minerals & Waste Planning	NATS (En Route) PLC
Surrey County Council Planning Consultation	Neos Networks Ltd
Greater London Authority	NextGenAccess Ltd.
Coast 2 Capital	NWP Street Ltd
Historic England	Ontix Limited
Marine Management Organisation	Orange Personal Communication Services Ltd
Natural England	Open Fibre Networks Limited (formerly Independent Next Generation Networks Limited)

Highways England	Open Network Systems Limited
Natural England Sussex & Surrey Team	Quickline Communications Limited
Historic England South East	PCCW Global Networks (UK) Plc
Mayor of London	Ranston Farm Partnership
Local Plans South - NHS Property Services Ltd	Aqua Comms
Sussex and Surrey Police	Severn Trent Retail Services Limited
Transport for London	Solway Communications Limited
The Coal Authority	Sky Telecommunications Services Limited
Nutfield Parish Council	Sky UK Limited
Burstow Parish Council	Sprintlink UK Ltd
Salfords & Sidlow Parish Council	Spyder Facilities Limited
Betchworth Parish Council	SSE Telecommunications Limited
Chaldon Parish Council	Subtopia Limited
Charlwood Parish Council	TalkTalk Communications Limited
Headley Parish Council	Tata Communications (UK) Limited
Newdigate Parish Council	Telewest Limited
Bletchingley Parish Council	Telefonica UK Limited
Horley Town Council	TeliaSonera International Carrier UK Limited
Leigh Parish Council	The Wireless Infrastructure Company Limited
Outwood Parish Council	The Wireless Asset Company Limited
Buckland Parish Council	Telecommunications Wireless and Infrastructure Services Limited
National Grid (Avison Young)	Telensa Ltd.

Airband Community Internet Limited	Telent Technology Services Limited
Airwave Solutions Limited	Thus plc
Affiniti Integrated Solutions Limited	TIBUS (trading as The Internet Business Limited)
Arqiva Communications Ltd	Timico Partner Services Limited
Arqiva Services Limited	Tiscali UK Limited
Arqiva Limited	toob Limited
AT&T Global Network Services (UK) B.V.	Truespeed Communications Ltd.
Atlas Communications NI Limited	UK Broadband Limited
(aq) Limited	Ulstercom Ltd
Atlas Tower Group Limited	Urban Innovation Company (UIC) Limited, (formerly Euro Payphone Ltd)
B4B Networks Ltd	Verizon UK Ltd
Bolt Pro Tem Limited	Virgin Media Limited
Boundless Networks Ltd	Vodafone Limited
Box Broadband Limited	Voneus Limited
Britannia Towers II Ltd	Interoute Communications Limited
British Telecommunications plc	WHP Telecoms Limited
Broadband for the Rural North Limited	Wifinity Limited
Broadway Partners Limited	Wightfibre Limited
Call Flow Solutions Limited	Wildcard UK Limited
Cambridge Fibre Networks Limited	WPD Telecoms Limited (formerly Surf Telecoms Limited)
Central North Sea Fibre Telecommunications Company Limited	Zayo Group UK Limited

CenturyLink Communications UK Limited	Zzoomm PLC
CityLink Telecommunications Limited	A.P.T.
CityFibre Metro Networks Limited	AERIAL SITES PLC
Cogent Communications UK Ltd	Cellular Design Services
COLT Technology Services	Harlequin Group Ltd
Community Fibre Limited	IPM Communications PLC
Concept Solutions People Ltd	Mobile Broadband Network Limited
Cornerstone Telecommunications Infrastructure Limited	Mono Consultants
County Broadband Limited	Waldon Telecom Ltd.
EE Limited	Sitec Infrastructure Services Ltd
<b>General Consultees</b>	
Residents, businesses, registered providers and developers on the Council's Planning Policy Consultation Contacts database	