

Agenda

Executive

Thursday, 25 June 2020 at 7.30 pm

Remote meeting via video link



This meeting will be held **remotely**. Committee Members will be provided with the details of how to connect to the meeting one day before the meeting.



Members of the public may observe the proceedings live on the Council's [YouTube](#) channel.

Members:

M. A. Brunt (Leader)

T. Schofield

T. Archer

R. H. Ashford

R. Biggs

N. J. Bramhall

A. C. J. Horwood

E. Humphreys

G. J. Knight

V. H. Lewanski

John Jory
Chief Executive

For enquiries regarding this agenda;

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Published 17 June 2020

- 1. Minutes** (Pages 5 - 8)

To confirm as a correct record the Minutes of the previous meeting.
- 2. Apologies for absence**

To receive any apologies for absence.
- 3. Declarations of interest**

To receive any declarations of interest.
- 4. Covid-19: Response and Recovery** (Pages 9 - 36)

Report of the Leader of the Council.
- 5. Quarterly Performance Report (Q4 2019/20)** (Pages 37 - 78)

Report of the Executive Member for Corporate Direction and Governance; and the Deputy Leader of the Council.
- 6. Supplementary Planning Documents** (Pages 79 - 422)

Report of the Executive Member for Planning Policy.
- 7. Appointments to the Board of the Banstead Common Conservators (2020)** (Pages 423 - 428)

Report of the Executive Member for Neighbourhood Services.
- 8. Statements**

To receive any statements from the Leader of the Council, Members of the Cabinet or the Chief Executive.
- 9. Any other urgent business**

To consider any item(s) which, in the opinion of the Chairman, should be considered as a matter of urgency – Local Government Act 1972, Section 100B(4)(b).

(Note: Urgent business must be submitted in writing but may be supplemented by an oral report).
- 10. Exempt Business - to consider the exempt Appendix to agenda item 7.** (Pages 429 - 436)

RECOMMENDED that members of the Press and public be excluded from the meeting for this item of business under Section 100A(4) of the Local Government Act 1972 on the grounds that:

- (i) it involves the likely disclosure of exempt information as defined in paragraph 1 of Part 1 of Schedule 12A of the Act; and
- (ii) the public interest in maintaining the exemption outweighs the public interest in disclosing the information.



Our meetings

As we would all appreciate, our meetings will be conducted in a spirit of mutual respect and trust, working together for the benefit of our Community and the Council, and in accordance with our Member Code of Conduct. Courtesy will be shown to all those taking part.



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Notice is given of the intention to hold any part of this meeting in private for consideration of any reports containing "exempt" information, which will be marked accordingly.

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Executive
4 June 2020

Minutes

BOROUGH OF REIGATE AND BANSTEAD

EXECUTIVE

Minutes of a meeting of the Executive held as a Remote Virtual Meeting on 4 June 2020 at 7.30 pm.

Present: Councillors M. A. Brunt (Leader), T. Schofield (Deputy Leader), T. Archer, R. H. Ashford, R. Biggs, N. J. Bramhall, E. Humphreys, G. J. Knight, V. H. Lewanski, M. S. Blacker, J. C. S. Essex, N. D. Harrison and S. Sinden

Also present: Councillors M. S. Blacker, J. C. S. Essex, N. D. Harrison and S. Sinden.

1. MINUTES

RESOLVED: that the Minutes of the meeting of the Executive held on 27 February 2020 be approved as a correct record.

2. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Horwood.

3. DECLARATIONS OF INTEREST

There were none.

4. TO AGREE A START TIME FOR MEETINGS OF THE EXECUTIVE.

RESOLVED: That the start time for meetings of the Executive be 19:30.

5. COVID-19: OUR RESPONSE TO DATE

The Leader of the Council, Councillor Brunt, presented a summary of the Council's response to the COVID-19 emergency.

The Leader firstly set out the **Community Support** response as follows:

- A Community Support Centre had been established at the Harlequin
- 1,359 emergency food packages, 2,209 hot meals and 291 prescriptions had been delivered to residents
- 19,450 items had been provided to food banks and charities
- The Council had worked with Voluntary Action Reigate and Banstead to co-ordinate 900 new volunteers
- 47 extra households had been housed in temporary accommodation
- 4,162 residents that were shielding had been contacted, 106 befriending calls had been made each week, and 1,299 helpline calls had been answered and callers assisted
- Council tax hardship support had been provided and residents had been helped to access Universal Credit and money support services
- £20.8m of business grants had been distributed to 1,570 businesses
- An additional business discretionary fund had been established.

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The Leader then explained how the Council had **responded to the impact of lockdown** as follows:

Around the Borough

- Waste and recycling collections (except for green waste) were ongoing with collection weights up by 30%
- There had been an 80% increase in fly-tipping incidents that had to be cleared
- Parks had remained open
- The Council had strengthened capacity at Redstone Cemetery

Across the Council

- Approximately 250 staff were working remotely
- Over 90% of staff were able to work
- Around 90 staff had been fully or partially redeployed to support the emergency response effort.

The Leader conveyed his sincere thanks to all staff involved in the response, from the IT team to the Greenspaces team, and felt that residents had re-discovered the role of the Council in the community. Councillor Knight expressed his thanks to the Housing team; and Councillor Humphreys thanked the Economic Prosperity and Revenues teams for their support to local businesses.

The Executive Member for Finance and Deputy Leader of the Council, Councillor Schofield presented a summary of the impact of the COVID-19 emergency on the Council's finances and income:

- £1.56m of funding had been received from the Government and Surrey County Council
- The estimated COVID-19 response costs were £1.18m
- The estimated loss of income associated with COVID-19 was £2.26m
- The Council had been compensated for income lost due to business rate reliefs
- £0.75m had been received for additional Council Tax hardship relief, however increased demand for relief could amount to £1.46m
- Potential business rate and council tax losses (arrears) were £5.81m (council tax losses would be shared by the precepting authorities).

Councillor Schofield stated his thanks to the Finance team for their work and concluded that the Council was able to demonstrate that it was in a robust financial position.

The Leader invited questions and comments from Visiting Members, which were responded to as follows:

- Councillor Bramhall clarified that the increase in fly-tipping had included waste being left outside closed charity shops and community recycling centres.
- The Leader explained that the local public health response to the Government's *Test and Trace* service would be co-ordinated by Surrey County Council

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- In response to an observation about the lack of protective screens at the East Surrey hospital outpatient's department, the Leader explained that he would raise the matter in conversation with the Chief Executive of the Surrey and Sussex Healthcare NHS Trust
- The Leader would liaise with Surrey County Council about the cancellation of the Reigate and Banstead Local Committee meeting, scheduled for June; and
- The Executive were supportive of learning from the crisis and emphasised the positive impact that remote meetings had on mitigating the environmental impact of the Council. It was confirmed that recruitment was ongoing for a role to lead on the Council's approach to addressing climate change.

RESOLVED: That the verbal update be noted.

6. COVID-19: OUR RECOVERY WORKSTREAMS

The Executive Member for Finance, and Deputy Leader of the Council, Councillor Schofield introduced the Council's approach to recovery from the COVID-19 emergency.

Councillor Schofield set out five workstreams:

- Community connections, including supporting vulnerable residents
- Supporting local businesses and the local economy to recover
- Council services and project recovery
- Finances and income to fund future services
- New ways of working and models of service delivery

The workstreams would operate through three *indicative* phases:

- Phase one: Transformation (June to July)
- Phase two: Strategic recovery (June to December)
- Phase three: (September to March and beyond)

Councillor Schofield explained that the first phase would not mean a return to business as usual; but would focus on support for vulnerable people, supporting readiness for the lifting of lockdown measures, sustaining the delivery of statutory and high-priority services, and supporting staff to deliver services safely.

The second and third phases of recovery meant that the purpose of the Council would remain the same, but the way it prioritised, targeted and delivered its activities would change. There would be new opportunities and challenges to explore and those would be reflected in service and financial planning for 2021/22.

The Overview and Scrutiny Committee would consider the Council's response and recovery at its meeting in June, where a recovery Panel would be established to review and make recommendations on the Council's approach. Members would continue to receive weekly briefings by the Leader and a report would be received at the next meeting of the Executive.

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In response to a comment from a Visiting Member, the Leader was confident that the Council was agile enough in its approach to recovery to mitigate the impact of any future spike in COVID-19 cases.

RESOLVED: That the verbal update be noted.

7. STATEMENTS

There were none.

8. ANY OTHER URGENT BUSINESS

There was none.

9. EXEMPT BUSINESS

There was no exempt business.

The Meeting closed at 8.22pm

Agenda Item 4



SIGNED OFF BY	Chief Executive
AUTHOR	Doula Pont, Head of Projects & Performance; Catherine Rose, Head of Corporate Policy Pat Main, Interim Head of Finance
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TO	Executive
DATE	Thursday, 25 June 2020
EXECUTIVE MEMBER	Leader of the Council

KEY DECISION REQUIRED	N
WARDS AFFECTED	(All Wards);

SUBJECT	Covid-19 (Coronavirus): Response and Recovery
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RECOMMENDATIONS
<p>That the Executive:</p> <ul style="list-style-type: none"> (i) Records its thanks for the outstanding efforts of all members and Council staff in responding to the Covid-19 (Coronavirus) emergency (ii) Agrees the approach for recovering from the emergency, including the approach to service & financial planning and continuing to deliver on the Council's ambitions as set out in Reigate & Banstead 2025. (iii) Agrees the latest forecasts of the financial implications of the emergency which will be updated in June to form the basis for in-year financial reporting and the Medium Term Financial Plan review
REASONS FOR RECOMMENDATIONS

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- (i) To put on record the Executive's appreciation for the hard work and dedication of members and Council staff in supporting the borough and its residents through these unprecedented times
- (ii) To formalise the Council's recovery plans and set the framework for the focus of service and business planning over the coming months.
- (iii) To endorse current forecasts for the financial implications and the actions proposed to mitigate them.

EXECUTIVE SUMMARY

Covid-19 represents the biggest challenge that this country has faced for many years.

Local authorities have a formal role in responding to emergency situations as a Category One responder and as a key partner in the Local Resilience Forum (LRF). We have a responsibility to support our local communities (residents and businesses), particularly the most vulnerable in society.

This report outlines the Council's emergency response activity to date and sets out proposals for the gradual transition out of the emergency response phase to the recovery phase.

It also provides an initial overview of the forecast financial implications for this authority. These include the unbudgeted expenditure that has been incurred when delivering the authority's response to the pandemic, reductions in service income receipts and the potential implications for precepting authorities of reductions in income from council tax and business rates.

Throughout the Covid-19 emergency, the majority of Council activities have continued, albeit in some cases with a reduced level of service. Some activities have, however, had to be curtailed either due to Government requirements, strategic decisions taken by the LRF or to enable Council staff to provide the vital emergency support that vulnerable residents have needed. Other services have seen increased demand either directly or indirectly as a result of lockdown measures.

Recovery planning is now underway to bring reduced or on-hold services back on stream. It is critical that this is done in a planned manner taking account of the latest Government guidance, available resources and the need to ensure the safety of both staff and those living and working in the borough.

It is clear that the ways in which we prioritise, target and deliver at least some of our activities will need to change. But there are also opportunities to build on some of the new ways of working that have emerged in recent months and some of the stronger relationships that we have developed.

The Council has clearly articulated corporate priorities, and a robust service & financial planning process; and together with a managed approach to recovery we are well placed to do this.

Executive has authority to approve the above recommendations

INTRODUCTION

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1. Covid-19 represents the biggest challenge that this country has faced for many years. Local authorities have a central role to play in responding to the emergency, protecting our vulnerable residents and supporting local communities (including the business community) to stay safe and respond to the evolving circumstances in which we find ourselves.
2. This report summarises the Council's emergency response and outlines our plans for recovery. The data included within (and appended to) this report is correct at the time of writing but the situation remains fluid and figures are therefore subject to change.

EMERGENCY RESPONSE

Command Structure

3. A Major Incident for the Covid-19 outbreak was declared on Thursday 19 March 2020 by the Surrey Local Resilience Forum (LRF). This meant that all multi-agency partners in Surrey were stood up collaboratively to formally respond to this incident.
4. Prior to the formal declaration of the incident, the Council had commenced planning activities and was following emerging Government guidance. The Council's Incident Management Team (IMT – attended by the Leader of the Council, Chief Executive, Directors and several Heads of Service) commenced meetings on 16 March.
5. The Council's command structures were also established during the week commencing 16 March and comprised IMT (Strategic/Gold), Tactical Coordination (Silver) and three response groups (Operational/Bronze). The response groups established were:
 - a. Welfare (People), led by the Director of People Services to oversee community welfare matters, including the Community Support Centre, welfare contact to those shielding or vulnerable, housing and revenues & benefits.
 - b. Operations (Place), led by the Director of Place Services to oversee depot operations, greenspaces and environmental health
 - c. Corporate (Organisation), led by the Strategic Head of Neighbourhood Services to oversee finance, IT, and employee matters including health and safety and office and other Council accommodation.
6. The Surrey-wide LRF command structure was led by the Strategic Coordination Group with the Tactical Coordination Group sitting beneath that and reporting in progress of several operational cells.

Responding to the emergency

7. An overview of the Council's response to the emergency was provided to the last Executive meeting. Some of the key elements are summarised again in this report, with updated statistics provided in Annex 1.
 - a. From the Harlequin Theatre, repurposed as our Community Support Centre, we have provided food to food banks, issued emergency food packs and hot meals to vulnerable residents, and coordinated the delivery of vital medical prescriptions. The Community Support Centre has been resourced by redeployed Council staff and by volunteers matched from partners at Voluntary Action Reigate & Banstead

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- b. Our customer contact team, as well as a new welfare team including redeployed staff from across the Council as well as YMCA staff and volunteers) have been providing telephone advice and support to over 5,000 shielded and vulnerable residents. Council officers have also conducted a number of welfare visits to shielded residents that could not be contacted by telephone.
 - c. The Housing team has supported more homeless households into safe temporary accommodation
 - d. The Revenues & Benefits team has distributed financial support for businesses and assisted households in deferring or otherwise managing their Council tax payments.
8. Throughout the crisis, the Council has kept residents informed of Government guidance and the local response – including the help that is available. A wide range of communications channels have been utilised to ensure both digital and non-digital audiences have been reached.

Impact on core services and activities

9. The majority of Council activities have continued throughout this crisis period, albeit in some cases with a reduced level of service. Staffing levels have remained consistently above 90% with those staff who are able supported to work safely from home (around 250).
10. Services that have been more notably impacted include:
- a. The Harlequin, our community centres and leisure centres have been closed following government advice, with the new Community Support Centre coordinating interim emergency support for vulnerable residents.
 - b. Garden waste services were suspended to allow for the continued delivery of a comprehensive refuse and recycling service.
 - c. Whilst parks and greenspaces have remained open, play areas and skate parks - as well as public toilets – have been closed for safety reasons
 - d. Council car park charges were temporarily suspended, along with some single line parking restriction enforcement
 - e. The Town Hall reception has been closed, with increased resources diverted to the customer contact team to deal with phone and online enquiries.
11. Other services have seen increased pressures:
- a. Homelessness and revenues and benefit services have seen a considerable increase in demand (as identified above)
 - b. Waste and recycling volumes have increased considerably, as have levels of flytipping, creating significant additional work for our waste & recycling and cleansing teams. All depot operational activities were reviewed to ensure that essential services could continue to be delivered despite a number of staff being required to self-isolate. This has included staff redeployment to these services.
 - c. Environmental Health staff have helped over 100 businesses to close and re-open safely.

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- d. Non-essential cemetery services have been suspended to allow for the continued safe and sensitive delivery of core services.
- e. The Finance and Revenues & Benefits teams have managed requirements to set up new systems and processes in order to act as the Government's payment agency for the distribution of £23 million in grants to local businesses and to process £18 million of business rate reliefs and £0.750 million hardship support for council tax payers.

Planning for a second wave

- 12. Uncertainty remains as to whether there will be a second Covid-19 wave, when this might be, and the scale and nature of any associated emergency response. Planning is underway (internally and in conjunction with the Surrey LRF) to ensure that the Council is prepared to respond appropriately in this event.
- 13. The emergency planning debrief process will allow for identification of lessons learned, which will be used to improve our emergency planning processes and inform our response to any second wave.

RECOVERY

Emergency Planning Recovery

- 14. Recovery is a central role of the Surrey LRF. 'Recovery' in the formal emergency planning sense is defined as the process of rebuilding, restoring and rehabilitating communities after an emergency.
- 15. The LRF has established the Recovery Coordination Group (RCG) at a strategic (Surrey-wide) level. This group needs to address four categories of impact as a result of the pandemic: humanitarian, economic, environmental and infrastructure.
- 16. These categories are being addressed by the RCG through five sub-groups:
 - a. Health and social care
 - b. Economy and retail
 - c. Community, voluntary and faith sector
 - d. Children and younger people
 - e. Place, travel and transport, climate change and air pollution
- 17. The Council is represented on the RCG and several of the sub-groups; which will ensure complementarity between the central and local recovery work.

Borough Council service recovery

- 18. As well as the formal emergency recovery processes that are outlined above, it is important that the Borough Council considers the recovery of its services and activities in light of changes in the ways that we all live, work and move about for the foreseeable future (the so-called 'new normal').
- 19. Whilst the purpose of the Council remains the same, the way we prioritise, target and deliver our activities will need to change. In addition, as well as the challenge of responding to the wide-ranging impacts of Covid-19, there are also opportunities to build on some of the new ways of working that have emerged in recent months.

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20. **Guiding principles:** There are a number of principles that should guide consideration of the Council's focus this year and next, through the recovery period. These are set out below.

The principles underpinning our recovery

- Maintain core essential and statutory services
- Provide targeted support for those who need it most
- Draw on resources within our communities to help us
- Strengthen our place in the community and the role of councillors as community leaders
- Manage expectations about non-core activities and encourage personal responsibility
- Become more efficient by maintaining new and different ways of working
- Invest responsibly to help secure the future wellbeing and resilience of the borough

21. **Timeframes:** Initially, our focus will need to be on the continuing emergency response, supporting the gradual transition out of lockdown for residents and ensuring that vital services are able to be provided safely in the short term. We are calling this the 'transition phase'. It is not possible to predict exactly when the phase will run until. Whilst a provisional date of July has been identified in our planning process, this is dependent on circumstances nationally and locally, and on Government policy. It is already clear that some of our emergency response activities are likely to be needed beyond July.
22. Due to the ongoing resource requirements associated with this transition, it will take time to return the wider range of Council service and activities to a more normal footing. This more 'strategic recovery' phase is likely to last until the end of the year (again, based on the best information that is available at this point in time, and subject to change).
23. As we seek to return day-to-day Council activities to full capacity, in light of the experiences of recent months, we may want to change how we deliver services. This could be either due to continuing social distancing requirements or to build on some of the new ways of working that we have developed as a Council over recent months. This recovery phase will not be short term, and while it may be possible to implement some 'transformation' ambitions throughout late 2020/21 and into 2021/22, other elements are likely to take much longer.
24. **Recovery workstreams:** To aid the recovery from lockdown to a new normal, a number of workstreams have been identified. These are:
- a. Community connections, including supporting vulnerable residents
 - b. Supporting local businesses and the local economy to recover
 - c. Council services and projects recovery
 - d. Finances and income to fund future services
 - e. New ways of working and models of service delivery.
25. More information about the remit and initial focus of these workstreams is provided at Annex 2.
26. **Working and reporting arrangements:** Each workstream is being overseen by two Executive members working with relevant officer. The workstreams report into a Recovery Steering Group, comprised of the Leader, Deputy Leader, Chief Executive

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and Directors. The Recovery Steering Group is responsible for day-to-day decisions with respect of recovery, and for referring key decisions to the Executive.

27. Recovery updates will be provided to the Executive, with a Recovery Scrutiny Panel also having been established to review the recovery work and report back to the Overview & Scrutiny Committee.
28. **Progress to date:** Good progress is already being made by the recovery workstreams, including:
 - a. The re-introduction of garden waste collection services
 - b. The recommencement of non-essential highway verge maintenance
 - c. The implementation of measures to provide confidence to residents and businesses in our town centres in relation to social distancing
 - d. A programme for the managed re-introduction of parking enforcement and car park charges
 - e. Developing a programme for the partial re-opening of the Harlequin and community centres
29. The reintroduction of services is being carried out in accordance with Government guidance and in consultation with the Health & Safety Officer to ensure the safety of residents, other service users and staff.
30. **Service & Financial planning for 2021/22:** Recovery work will also feed into the service and financial planning process for 2021/22 alongside the usual service business planning process. Whilst (as noted above) the 'transformation' phase is likely to run on beyond this, this will allow the financial implications for the Council's ongoing response to Covid-19 to be properly planned.
31. **Delivering corporate objectives:** The new corporate plan delivery period commenced at the start of the 2020/21 financial year; however understandably, the focus of the first few months of this year have been on our emergency response rather than the specific objectives set out in the plan. Based on what we currently know, it is considered that the objectives set out within Reigate & Banstead 2025 remain appropriate. However, in the short to medium term, consideration will need to be given to how we prioritise their delivery given current and ongoing resource diversion.
32. The recovery workstreams – feeding into the service and financial planning process for 2021/22 later this calendar year and early next – will provide evidence to enable the Council to consider the longer term implications of Covid-19 on our local communities and economy. This will help in considering what if any changes to the corporate plan are needed.

OPTIONS

33. The following options are available to the Executive:
34. Recommendation 1:
 - a. To formally record thanks for the response effort. This is the recommended option as it puts on record the Executive's thanks in relation to the Covid-19 response to date.

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- b. Not to formally record thanks for the response effort. This option is not recommended as it misses the opportunity for the Executive to record its thanks to all those who have worked so tirelessly to support our local communities through the recent crisis.

35. Recommendation 2:

- a. To agree the proposed approach to recovery. This is the recommended option. It will enable a managed approach to service recovery, corporate and financial planning whilst ensuring that the Council's work is appropriately targeted to meet the needs of local residents, communities and businesses.
- b. Not to agree the proposed approach to recovery. This option is not recommended. It is clear that there will need to be a considerable period of transition, and even at the end of this period, the Council will need to operate under 'new normal' circumstances. It is important that we plan for this.
- c. To agree an alternative approach to recovery. This option is not recommended. The proposed approach to recovery – alongside the usual process of service and financial planning and priority setting – enables comprehensive consideration of the Council's short, medium and long term response to Covid-19. To delay work on recovery whilst an alternative process is considered would put the Council on the back foot in terms of its planning.

36. Recommendation 3:

- a. To agree the financial forecasts. This option is recommended as it will allow them to be used as the basis for ongoing financial reporting and medium term financial planning.
- b. Not to agree the financial forecasts. This option is not recommended. It is important that the Council establishes a robust basis for its future financial reporting and planning, to enable transparency and ensure that our finances continue to be well managed.

LEGAL IMPLICATIONS

- 37. No specific legal implications have been identified arising from the recommendations within this report

FINANCIAL IMPLICATIONS

38. The forecast financial implications for this authority comprise:

- Unbudgeted expenditure that has been incurred when delivering the authority's response to the pandemic - forecast to be £1.177m
- Reductions in service income receipts as a consequence of changes in demand or specific policy decisions as part of the council's response - forecast to be £2.260m
- Potential implications for the precepting authorities, including this Council, of reductions in income from council tax and business rates, the details of which are being assessed.

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39. Current forecasts are based on information that has been gathered since the start of the crisis. Wherever possible COVID-19 expenditure has been recorded separately from budgeted costs and income trends and shortfalls are being tracked compared to the original budget forecasts. Forecasting for the Collection Fund (council tax and business rate) income is complex as it depends on a range of factors, many of which will only become clear as the year progresses. Further information on current financial forecasts is included at Annex 3.
40. To date the authority has received £1.525 million in COVID-19 funding support from Government, comprising:
- Emergency Grant allocation 1 - £42k
 - Rough Sleepers funding allocation - £2k
 - Emergency Grant allocation 2 - £1.481 million
41. We have also been asked to distribute funds on behalf of Government:
- New Business rate reliefs - £18m
 - Business Support Grants (National Scheme) - £23m
 - Business Support Grants (Local Discretionary Scheme) - £1.1m
 - Council Tax Hardship funds - £0.754m
42. Since April MHCLG has required authorities to submit monthly financial returns (based on the above categories) to help gather information about the financial implications of the crisis at a national level. This information is also shared with the Local Government Association which is producing its own analyses. Their latest assessment, based on the position in May concludes:
- '...In addition to the welcome grant funding announced so far, councils could need as much as £6 billion more to cover the costs of coping with the coronavirus pandemic during this financial year. This figure will need to be kept under review. The MHCLG survey asked councils to assume things return to normal from the end of July. If councils have used this assumption in their returns, then this figure could rise.*
- *Around 60 per cent of the financial challenge related to lost tax income (council tax and business rates) and non-tax income (mostly sales, fees and charges). The rest would be needed to cover extra cost pressures as a result of the pandemic.*
 - *Different councils will face a different mix of pressures, but overall the majority of the cost pressures (and the largest part of the spending of the £3.2 billion grant) is related to adult social care.*
- The LGA remains clear that all councils will need further funding and financial flexibilities in the weeks and months ahead to meet ongoing COVID-19 pressures and to keep services running normally and compensate for lost income...'*
43. Over the short term the authority has sufficient contingency sums built into approved 2020/21 revenue budgets and Revenue Reserves to accommodate the gap between Government funding to date and current forecast financial impacts. The position

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should become clearer at the end of June when the first quarter's financial performance reports are prepared.

44. Over the longer term any legacy impacts (for example, failure of income streams to fully-recover) will have to be taken into account when updating the Medium-Term Financial Plan for 2021/22 onwards which is scheduled to be reported to Executive in July.

EQUALITIES IMPLICATIONS

45. The focus of the Council's emergency response has been supporting vulnerable people including but not limited to those who are shielding. Many of these people will be older and have a disability or long-term medical condition, and/or may not have a close network of friends or family they can rely on for support. As explained elsewhere in this report, we have provided support and information in a range of different ways to support these vulnerable residents.
46. In terms of the Council workforce, information and support continues to be provided for staff. This covers both physical measures to support safe working (both for frontline staff and those working at home) and also support to help staff deal with the emotional and psychological impacts of the crisis. Ongoing support will be provided to help vulnerable staff members return to work, and other staff to return to more normal ways of working; including through health and safety risk assessments.
47. As the national picture continues to change, and the Government continues to publish new guidance and information, we will continue to assess the equality implications for residents and staff. Where recovery planning leads to recommendations for changes in the nature or level of service provision, potential equality implications will be considered ahead of taking any final decisions.

COMMUNICATION IMPLICATIONS

48. The Council has undertaken comprehensive communications in respect of the emergency and the emergency response.
49. Throughout the crisis, the Council has kept employees, residents and businesses informed: reinforcing evolving Government guidance, communicating our local response, including signposting to help available and changes to our services and facilities. We have used our different communications platforms to encourage and celebrate, as well as to discourage certain antisocial behaviours.
50. A wide range of channels have been used, including our established social media channels, website, direct emails, member communications, paid-for media (print and radio adverts), and printed materials distributed to known vulnerable and / or older residents who are less likely to use digital channels
51. Internally, communication has been via managers, the intranet, letters to staff's home addresses, posters and videos, as well as providing a range of support services including for mental health.
52. Throughout the crisis, the Council has collaborated with its Surrey partners via the SLRF's Multi-Agency Information Group to reinforce messaging more widely and ensure a consistent approach. Communications has been vital to our Covid-19

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response and will continue to be central to our continuing response and recovery efforts.

RISK MANAGEMENT CONSIDERATIONS

53. Covid-19-specific risk registers have been established in respect of the emergency response, linked to the command structure.
54. In addition (and elsewhere on this Executive agenda) the Council's strategic risks have been updated to reflect the ongoing need to respond to Covid-19.

OTHER IMPLICATIONS

55. **Staffing:** As noted elsewhere in this report, the emergency has required staff to work differently. Whilst some staff have been required to shield or self-isolate and have not been able to work from home, the vast majority of staff have continued to work, either delivering key frontline services from our operational buildings or working from home.
56. Around 90 staff have been deployed (either or fully or partly) to assist in the emergency response, in some cases undertaking tasks very different from their 'day jobs'.
57. **Environment:** The national response to Covid-19 has brought notable related environmental changes, with dramatic reductions in traffic and associated improvements in air quality, and increased usage of our greenspaces. At the same time, flytipping has increased along with general littering of public spaces as lockdown starts to be lifted.
58. The Borough Council is working with the County Council to identify measures to make it easier for those living and working in the borough to walk and cycle whilst usage of public transport continues to be advised against unless essential.

CONSULTATION

59. As noted above, the Council Leader has attended the Incident Management Team (IMT). Regular written and video-conference updates about the Council's emergency response activity have been provided to all elected members and to local MPs. In addition, videos have been used to communicate key information from the Leader to residents and from the Senior Management Team to staff.
60. Executive members are heavily involved in the recovery workstreams outlined above, which are being overseen by the Leader and Deputy Leader. In addition, a Recovery Scrutiny Panel is in the process of being established to review the work of the recovery workstreams and report back to the Overview & Scrutiny Committee.
61. As appropriate, through the course of the recovery workstreams, consultation will also be undertaken with partners, staff, residents and businesses.

POLICY FRAMEWORK

62. The relationship between the emergency response and recovery and the Council's corporate plan, Reigate & Banstead 2025 is outlined in earlier sections of this report. Budget and service and financial planning considerations are also covered above.

Agenda Item 4

COVID-19 response

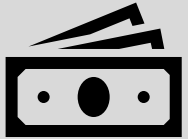


6,178 calls made to vulnerable residents



1,251 inbound calls to the COVID-19 helpline

21



£21.26 million paid in business support grants to local businesses



£2,828 donated by residents to the Community Support Centre



635 transit vans worth of fly-tipped waste cleared



3,096 hot meals delivered



1,550 emergency food parcels delivered



318 prescriptions collected and delivered

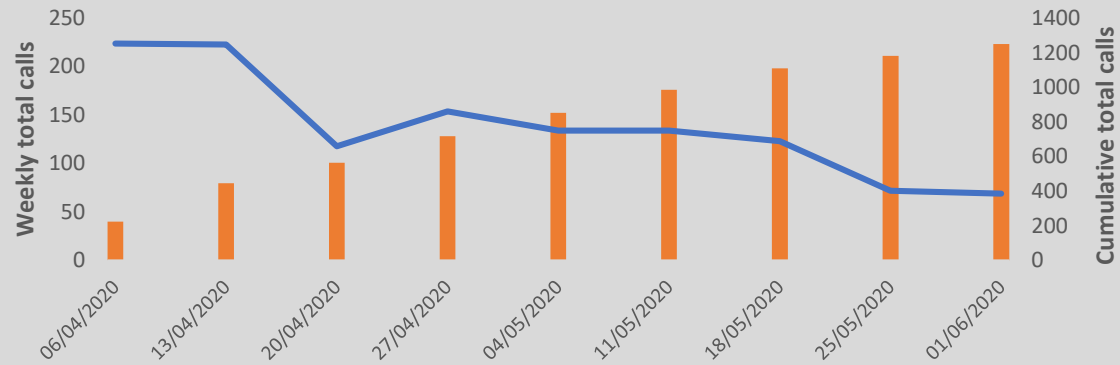


22,864 items delivered to local food banks

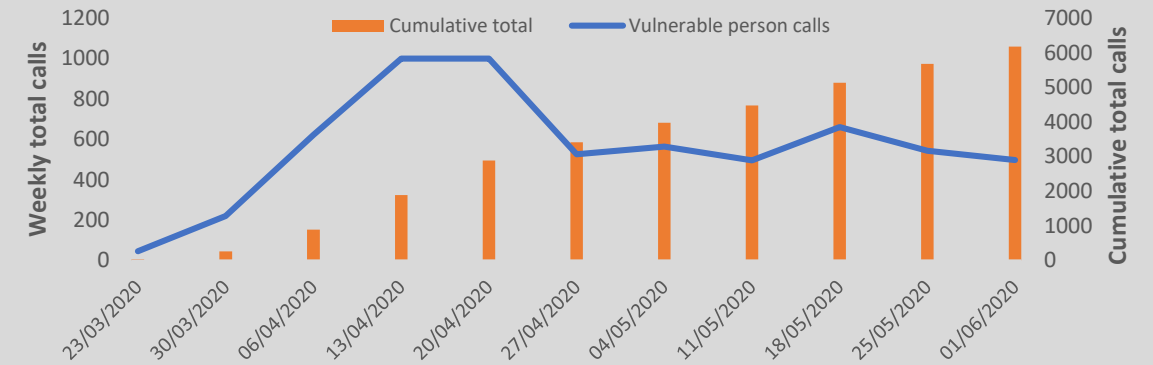


50 households housed in temporary emergency accommodation (at peak)

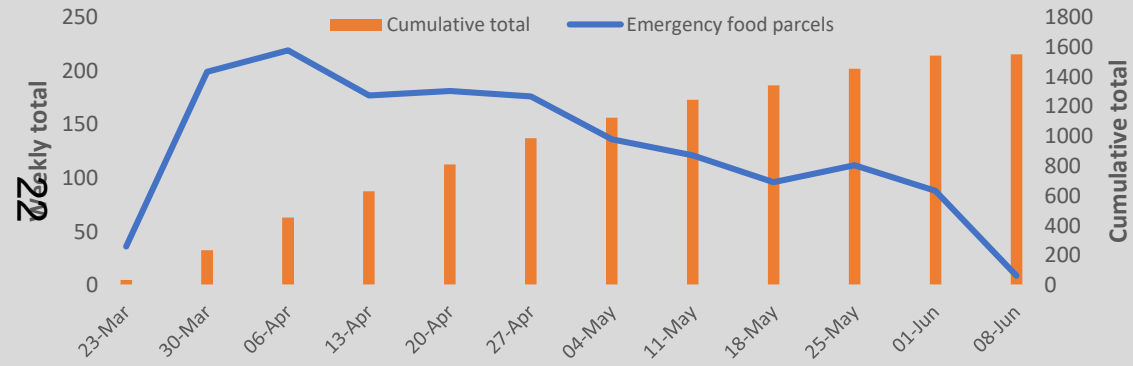
Calls to the COVID-19 helpline



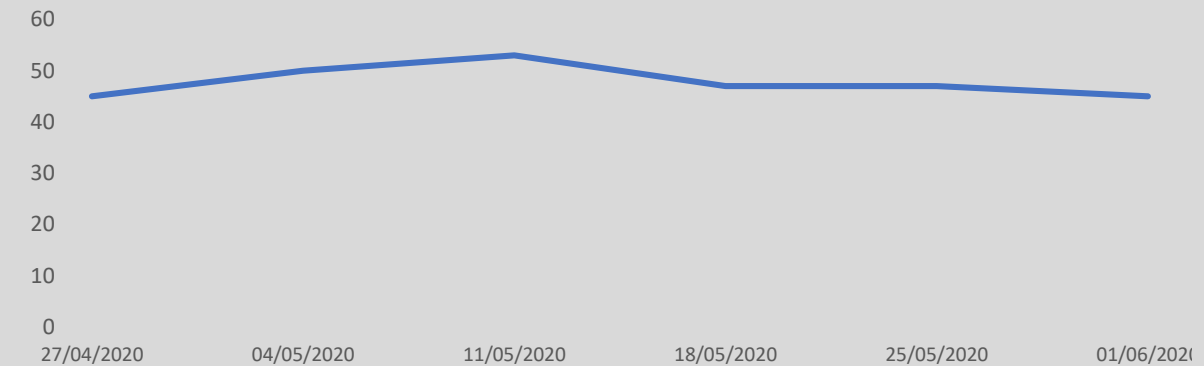
Calls made to vulnerable residents



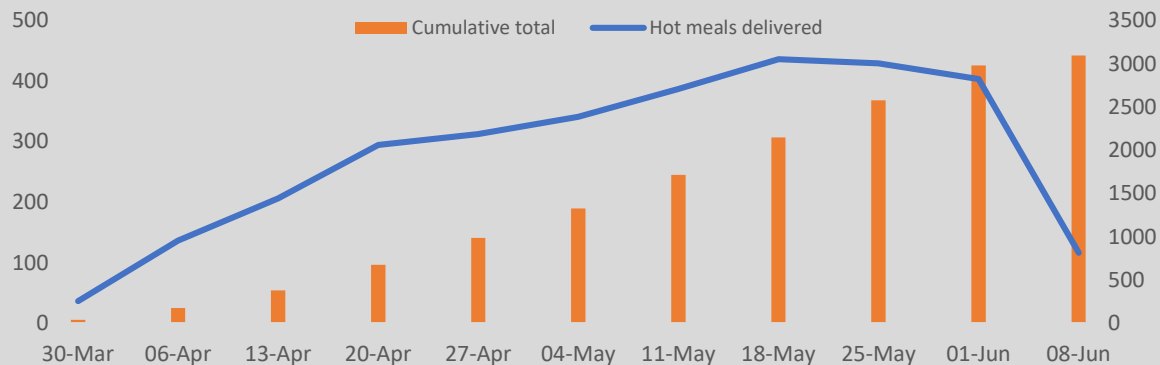
Emergency food parcels delivered from the Community Support Centre



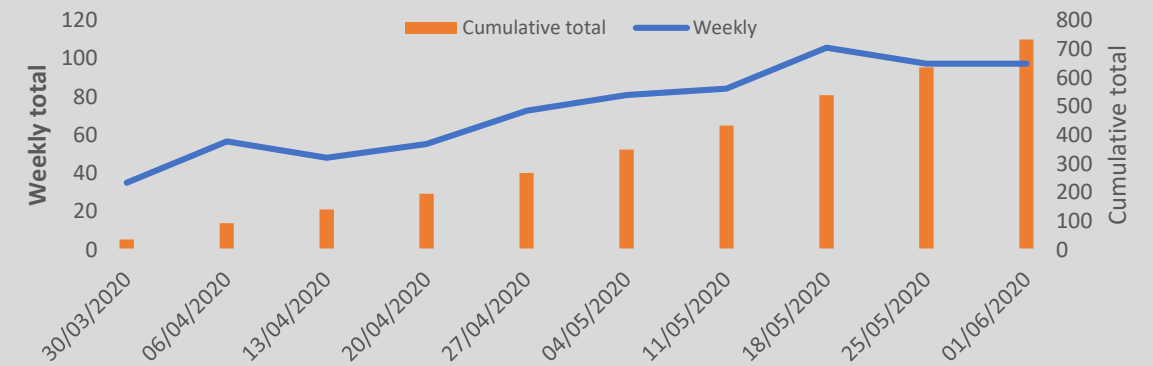
Households in temporary emergency accommodation



Hot meals delivered from the Community Support Centre



Number of transit vans worth of waste fly-tipped (by volume)



Recovery workstream remits and examples of initial transition activities

Workstream	Remit	Examples of initial transition activities
New ways of working and models of service delivery	<ul style="list-style-type: none"> Developing new ways of working within the Council Delivery of services in partnership with public, private or voluntary sector organisations New models of service delivery associated with new ways of working Supporting staff and maintaining organisational culture 	<ul style="list-style-type: none"> Collation and review of learning from ways of working during Covid-19 event Develop a vision for new ways of working within the Council and across its services
Community connections, including supporting vulnerable people	<ul style="list-style-type: none"> Manage transition out of lockdown/shielding for those we are currently supporting Manage impact of lifting central government requirements/restrictions Understand future needs of vulnerable/newly vulnerable residents Determine appropriate type and level of future Council support for communities and vulnerable residents Working with local communities to strengthen grass-roots support networks 	<ul style="list-style-type: none"> Managing the phased withdrawal of emergency response activities and support (taking account of guidance and local needs) Planning for the safe and phased reopening of community centres, the Harlequin and leisure centres Continuing to strengthen frontline community relationships and understand future service needs
Supporting local businesses and the local economy to recover	<ul style="list-style-type: none"> Understand the support local businesses want Determine appropriate type and level of support the Council should provide Support entrepreneurship and connect skills and employment providers with local workers Identify opportunities to ensure longer term health of town and village centres 	<ul style="list-style-type: none"> Supporting the safe 're-opening' of town and village centres Providing support and signposting for micro businesses and SMEs, and engaging with large employers Planning for 'live local work local' campaign
Council services and projects recovery	<ul style="list-style-type: none"> Ensure sustainability of core and statutory services Identify and maintain progress on key projects Planning in relation to on-hold non-statutory services Planning in relation to on-hold projects and work areas 	<ul style="list-style-type: none"> Mapping of on-hold or delayed activities and projects Identification of dependencies and constraints associated with recommencing these things Advising on highest priorities for re-implementation
Finances and income to fund future services	<ul style="list-style-type: none"> Manage 2020/21 budget and financial impact of emergency response Review commercial income generation parameters and priorities Review commercial governance arrangements Explore opportunities for income and efficiencies associated with new ways of working 	<ul style="list-style-type: none"> Managing and monitoring financial impact of Covid-19 response Managing and monitoring approach to commercial income and revenues collection Ensuring financial impacts of recovery workstreams are considered as part of 2021/22 service and financial planning Considering implications of Covid-19 on commercial activity

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Covid-19 Response and Recovery Forecast Financial implications at May 2020

1. The Revenue Budget for 2020/21 that was approved in February 2020, was agreed before the impacts of the COVID-19 pandemic on the UK became apparent. It does not therefore consider the significant additional financial impacts that are now faced during 2020/21 on service income and expenditure budgets and on Collection Fund income forecasts for council tax and business rates.

Government Funding

2. The Government originally indicated an intention to fully-compensate councils for the financial impacts of COVID-19, however it remains unclear whether this commitment is just in relation to the additional costs incurred or whether it will also cover loss of income.
3. To date, relative to the scale of forecast financial impacts, the Council has received fairly limited financial support from Government to offset the impacts on its budget.
 - **Emergency Grant allocation 1 - £42k.**
This equates to 64p per household.
 - **Emergency Grant allocation 2 - £1.481m**
Equivalent to around £22.70 per household.
 - **Rough Sleepers accommodation funding - £2k.**
4. In addition, £40k has been received from The County Council from their Emergency Grant to contribute to the cost of temporary accommodation for rough sleepers.
5. The total COVID-19 Emergency funding allocated so far this Council to cover expenditure incurred and lost income is therefore £1.525m. However, as set out below, the forecast costs and loss of income forecast are significantly in excess of the grants awarded.
6. Through the Local Government Association, Surrey Leaders, the Society of District Council Treasurers and the Surrey Treasurers' Association we have continued to make clear to the MHCLG and HM Treasury the scale of the financial impact and the case for additional funding.
7. While the Government has now published 'Our Plan to Rebuild' it remains uncertain as to how long the lockdown restrictions are likely to last and when the Recovery phase will end. This means that accurate forecasting of the full financial impacts for this Council is not possible at this time and other updates will be provided through in year financial monitoring reports.

Other COVID-19 Funding

8. The Council has also received the following funding from Government:

- **Council tax hardship funding - £0.754m**
- **Business grants funding - £23.0m**
- **Business grants (discretionary scheme) funding - £1.1m**
- **Business rates relief funding - £18m**

How they have been allocated is explained in the sections on the Collection Fund below.

Expenditure Pressures

9. Since the outset of the pandemic the Finance Team has been tracking the financial impacts of the Council's COVID-19 response. New cost codes have been established to identify expenditure and an income and expenditure impacts model has been set up.
10. These detailed records are being maintained so that the impacts are readily identifiable to facilitate reimbursement wherever possible either from the Government or from Surrey County Council. For example, the costs incurred when providing support to residents in Category A (shielded) which is the responsibility of the County Council.
11. To date the financial impacts have been modelled based on lockdown restrictions lasting for four months from April to July 2020 in line with the parameters specified in the MHCLG's monthly COVID-19 financial impacts monitoring return. These assumptions are subject to regular review. The next return to MHCLG was due to be submitted on 19 June. The figures quoted in this report for cost and income pressures are based on actual figures and forecast at the time of preparing the 15 May MHCLG return.
12. The forecast additional expenditure for April to July 2020 is summarised in the table below which follows the categories specified by MHCLG for the monthly financial data return:

Table 1: MHCLG Expenditure Category	FY £M	Type of Expenditure Incurred
Housing Rough Sleepers	0.138	Temporary accommodation for Rough Sleepers and additional demand for B&B accommodation
Environment & regulatory – waste Management	0.029	Garden Waste changes – admin costs Vehicle Hire – cemetery
Finance & Corporate	0.021	Staff remote working – IT systems and support

Table 1: MHCLG Expenditure Category	FY £M	Type of Expenditure Incurred
Finance & Corporate Other - PPE (non-Adult Social Care) April 2020	0.078	Cost of staff redeployed from fee earning roles to support relief work
	0.049	Staff and Volunteer Training and Professional Support
	0.084	Purchase of PPE for staff and volunteers
Other - excluding service areas listed	0.778	Publicity materials – e.g. social distancing banners Support for Shielded Residents – including welfare calls, visits, foodbank and meals Provisional Cost of support for Leisure Services Provider Funding support - Voluntary Sector contributions
Total	£1.177m	

Income Reduction Pressures

13. In addition to incurring additional expenditure, the Council is also impacted by a significant reduction in budgeted income streams.
14. Overall, COVID-19 financial impacts are forecast to be more significant for the Council's income budgets compared to the additional expenditure incurred. This is in line with other district and borough councils, which tend to rely on fees and charges income as a greater portion of their budget.

Table 2: MHCLG Income Category	FY £M	Type of Income Loss
Cultural & Related SFC losses	0.398	Harlequin – income reduction
		Leisure Services Provider - reduced Management Fees
Planning & Development SFC losses	0.700	Reduction in Planning Fee income
Other SFC income losses Total	0.311	Reduction in Car Parking income
Commercial Income Loss Total	0.367	Commercial Rents – income reduction (including Redhill Market)
Other income losses	0.485	Garden Waste - income reduction
Total	£2.260m	

15. The main areas impacted include:
 - Car parks usage and income from season tickets has fallen significantly following closure of council car parks on 30 March and the announcement that councils were required to make parking free for key workers. Income

from Pay and Display until the end of July is forecast to reduce by £234k compared to budget. whilst the bulk of expenditure associated with car parks, such as business rates and insurance, will still be incurred. The Council's policy with regard to residents who have paid for annual parking permits has been reviewed and an extension has been agreed, reducing forecast income by £200k. A further impact is the reduction on forecast parking ticket revenue: the predicted loss of income until the end of July is £36k

- It is anticipated that across a range of other services including Planning, Building Control, Local Land Charges and Redhill Market income will fall significantly below budget in 2020/21 and there has been a temporary waiver of the monthly management fee received from the Leisure services provider - £88k.
 - The increased risk to recovery of commercial rental income is estimated to be £215k
 - The Revenues, Benefits and Fraud team are forecasting a reduction in recovery costs of £127k while magistrates courts are closed. Their income from contracted work for other councils has also reduced due to decisions by client authorities to pause recovery action.
 - Pausing the garden waste collection service from March to June 2020 has resulted in a £470k reduction in income.
16. It is important to note that the Council's income budgets are not all based on an assumption of a 100% collection rate. Where appropriate, a level of arrears is assumed and a provision is made for bad debts. It is currently too early in the financial year and the pandemic to forecast whether the existing bad debt provisions will be sufficient to address all non-recovery as a consequence of COVID-19. An increase in the provision would require a call on revenue Reserves.

Property Rental Income

17. The Council has actively engaged with its tenants to support the transition back to normal trading and where appropriate has had discussions on repayment plans for the March and June quarters over the next 12 months.

Table 3: Commercial Rental Income - Forecast by Business Type at June 2020				
Business Type	No. of Tenants	Budget	Forecast	Shortfall
Hotel	1	0.317	0	(0.317)
Catering	11	0.214	0.214	-
Retail	2	0.245	0.245	-
Industrial	7	0.861	0.861	-
Other Commercial	3	0.039	0.039	-
Leisure	2	0.139	0.139	-
Nursery	2	0.030	0.030	-
Third Sector	5	0.052	0.028	(0.024)
TOTAL	33	1.897	1.556	(0.340)

18. The effect of COVID-19 will become clearer at the June quarter-end where we should be in a better position to understand the transition back to 'normal' trading and assess public confidence as the easing of the lockdown progresses. This in turn will ultimately influence decision-making process on how we support our commercial tenants and confirm the financial impact this may have.
19. The most significant risk relates to Travelodge which has applied for a Company Voluntary Arrangement (CVA), a legally binding agreement with the company's creditors to allow a proportion of the debts to be paid back over time, and some to be written off, typically lasting between two and five years. The creditors of Travelodge including the Council are opposing the application. If it is successful it could result in a shortfall in the region of £0.317m.
20. The forecast shortfall of £24k for the Third Sector relates to a combination of two Charity Properties where rent free periods have been agreed until the re-opening of the centres.

Capital Programme Impacts

21. The Capital Programme 2020/21 to 2024/25 was approved in February 2020. Work is in progress to review the detailed impacts of the pandemic on individual schemes but to date no material changes to forecast expenditure or capital receipts have been identified. The main impacts are likely to be in terms of the timing of expenditure and income as some delays (slippage) may arise. The latest forecasts will be reported as part of the regular capital programme monitoring reports and where necessary reports will be presented on specific schemes if any significant impacts are identified.
22. In June all authorities received a letter from the Secretary of State on local growth programmes and potential funding. It stated that the Government is keen to explore how the acceleration of central government funding could be used to support the delivery of capital projects in order to stimulate the economy. LEPs are being encouraged to share their ideas with MHCLG, alongside any '*exceptional, additional shovel-ready capital projects*' which can be delivered within 18 months, meet value for money standards and deliver on

two overarching objectives: driving up economic growth & jobs and supporting green recovery. This could include projects around town and city centre modernisation, investment in innovation and improvements to digital connectivity. Deadline for submissions was 18 June. At the time of preparing this report a submission for consideration by the LEP was being prepared based on schemes in the approved Capital Programme.

COVID-19 Pandemic: Summary Financial Implications

23. Overall the pandemic represents a material financial risk to the Council's budget and financial position. The information presented in this report represents the forecast at May 2020 based on the impacts during the first four months of 2020/21 and is likely to increase as more information becomes available. The financial impacts of a deficit on the Collection Fund (further details below) will add to these pressures.
24. The current estimate of the net adverse financial impact in 2020/21 is at least £1.0m after taking account of COVID-19 grant funding. In principle this can be funded through the Headroom Contingency sum that is included in the 2020/21 budget, however that would leave no remaining capacity to address other in-year budget risks without having to call on the Council's Reserves.
25. The Net Budget requirement for 2020/21 is £18.26m. As a percentage of the net budget requirement therefore, the potential combined loss of income and additional costs could be more than 5.5%.
26. An alternative measure (to allow comparison with other councils) is to calculate the impacts in relation to the Council's 'Core Spending Power', the Government's standard measure which takes into account the authority's annual local government settlement funding assessment, forecast council tax income and its new homes bonus allocation. This Council's core spending power for 2020/21 is £18.43m therefore the impact of the COVID-19 pandemic ranges is 5.4% of its Core Spending Power.

Options for Mitigation of The Financial Impacts

27. The main options for mitigating the financial impacts of COVID-19 include:
 - Continue to lobby Central Government for additional funding in recognition of the impacts on district Councils and their ability to deliver services. The Council is actively working with other councils and networks on this.
 - Look to make offsetting savings and efficiencies where possible before calling on the the Headroom Contingency Budget of £1.0m that is built into the 2020/21 Revenue Budget. This in turn would require a call on the General Fund Balance to release the resources to do so.
 - Make use of Earmarked Revenue Reserves to close the gap. This has implications for the projects and services that were intended to be funded from these resources.

- Potentially apply capitalisation to some of the costs and financial impacts to enable the Council to borrow and fund them on a long-term basis. Local authorities are lobbying for greater flexibility from Government in this area. This may include using capitalisation flexibilities to cover costs from forecast future capital receipts and this may include making targeted asset sales to support this.
28. A further update on the forecast costs and income losses based on the June MHCLG return and how they might be funded will be included in the updated Medium-Term Plan that is scheduled to be reported to Executive in July.

Longer Term Outlook

29. The preceding sections have focused on the short-term financial impacts for the Council in 2020/21. Of potentially greater concern is the impact of the projected economic downturn on public expenditure and local government finances and what that means for public sector funding over the longer term. UK public debt stands at nearly £1,791.5 billion and is forecast to rise to over £2,000.0 billion. Once the immediate crisis is over and lockdowns have ended, the IMF have indicated that governments will have to raise taxes and put the brakes on public spending to bring their books closer to balance.
30. This need to bring down public debt is going to come into play alongside an economic contraction unprecedented in modern times. This will not only place additional pressure on Government funding but is also likely to have considerable impact on the Council's ability to raise additional income.
31. In recent years, local government has been increasingly relying on business rates as a source of income, which will in future years be less buoyant. In addition to the medium term impact of the economic effects of COVID-19, we also need to take into account the fact that in January 2021 the UK's transition period with the EU comes to an end, and it is not yet clear what the nature of the final exit agreement will be and what impact that will have on the economy.
32. In the labour market it is estimated 8.7 m people are furloughed and classed as economically inactive. It is uncertain how the long-term effects on unemployment rates will work through the economy, however the Bank of England expects unemployment to double by the end of June to 9%. The latter figure may increase as the payments from Government are reduced from 80% to 70% in September and 60% in October. The scheme closed to all new entrants from 10 June. Any increase in unemployment and / or furloughing of employees will also affect the sums the Council has to pay in Council Tax support, the amount collected in Council Tax and may have further knock-on effects to the business rates base and income from all sources – including car parking, planning and commercial rents.

Collection Fund Impacts

33. The in-year cash flow impact of business rate and council tax income shortfalls will be accounted for through the Collection Fund and eventually impact on the budgets of all precepting authorities (the County Council, the Police & Crime

Commissioner, town and parish councils and the Government), as well as this Council.

34. The latest forecast for Collection Fund impacts were set out in the May financial return to MHCLG

Table 4: Forecast Collection Fund Impacts	Forecast Total Impact
MHCLG Category:	£m
C1 - Income reductions due to pressures caused by COVID-19 - 2 - Council Tax receipt losses – Local Council Tax Support scheme	1.460
C1 - Income reductions due to pressures caused by COVID-19 - 3 - Council Tax receipt losses - payment failure (bad debts)	1.010
C1 - Income reductions due to pressures caused by COVID-19 - 1 - Business Rates cash receipt losses	4.800
Total	7.270

35. The precepting authorities have a legal right to expect the billing authority to pay over their full precept when it becomes due, regardless of actual collection rate performance or take-up of Council tax support.
36. In response to COVID-19 the Government has rescheduled the dates when its 2020/21 share of business rates income from the Collection Fund is payable to help ease the initial cashflow impacts on billing authorities. This means that we can defer the payments which were due to have been paid over in April, May and June by six months.

Council Tax Collection

37. The two main risks to council tax income are:

- An increase in households claiming council tax support

At the time of preparing this report the number of working age support claimants has increased from 2,442 to 2,607 (6%). Pensioner claimants are broadly the same

- If the collection rate falls below 99% due to non-payment.

At 3 June the impacts on recovery were as follows:

- 2019/20 debt: at the end of May 2019 collection performance was 20.31% recovered compared to a monthly target of 20.60%
- 2020/21 debt: at end of May 2020 collection performance was 19.32%, down by 0.99% at £1.23m.
- 2,142 payers have requested to defer payments – representing 3.47% of households
- 73% of households pay by direct debit. Reminders will be issued from June to non-payers. 134 DDs were returned as unpaid on 1 June 2020, compared to 231 on 1 June 2019.

38. The full picture will take some time to confirm however it is forecast that the council tax Collection Fund will be in a deficit position by year-end 2020/21. This deficit will have to be recovered from the precepting authorities in future years.
39. A further risk to this Council, as the billing authority, is the Collection Fund cash flow risk; if council tax support takes up increases and collection rates fall, then the sums paid to the Government and precepting authorities would be higher than the cash collected. The Government has provided some support by rescheduling the dates when its 2020/21 share of business rates income from the Collection Fund is payable to help ease the initial cashflow impacts on billing authorities however the precepting authorities have confirmed that they expect sums due (based on the original forecasts) to be paid on time and in full.

Local Council Tax Support Scheme (LCTS)

40. The Government has allocated a hardship fund for those households that are struggling financially as a result of COVID-19 and this Council has been allocated additional funding of £0.754m. Those households that are already on LCTS but still pay a contribution towards their Council Tax are being credited with an additional £150 of support. These LCTS credits were processed in April and revised bills are being sent to individual households reflecting the lower amounts due.
41. In addition, Government funding has also been provided to make short term discretionary payments to those that are affected by the LCTS and are struggling financially. This funding is being distributed on a case by case basis as people contact the Council to discuss their situation.

Business Rates

42. Business rates are collected by this council with the majority of income received being paid over to the Government along with a share to the County Council.
43. In May 2020 the Government extended 100% rate relief to all businesses in the leisure and hospitality sector, regardless of size. This has reduced the sums to be collected during 2020/21 from £54m to £36m.
 - The majority of businesses have now received the 100% Expanded Retail, for retail, hospitality and leisure, which totals £18,442,835 (942 businesses).
 - Nurseries have now received relief which totals £659,152.19 (24 nurseries).
44. The details on how local authorities are to be compensated for this income reduction are still to be confirmed by Government, but at this stage it is expected that the Government will reimburse the £18m reduction in full.
45. It is currently unclear how businesses will clear any arrears of business rates due, but it is currently assumed that cash collected will fall and arrears will increase. An assessment will therefore need to be made about the provision for bad debt which may arise in 2020/21 and beyond and any changes to the

appeals provision going back to 2010 in some cases. This will influence the level of income to the General Fund in 2020/21 to 2022/23.

46. To help mitigate this type of risk the council has already established a 'Government Funding Reduction Risks' reserve which currently has a balance of £2.4m. In principle this Reserve is available to help offset fluctuations to income paid from the Collection Fund to the General Fund as well as the impacts of other funding changes including 'Negative RSG' and the planned Fair Funding Review. However, the scale of COVID-19 risks was not taken into account when the Reserve was created and it will be necessary to review its adequacy as part of the Medium Term Financial Plan review.
47. Surrey Chief Finance Officers are also discussing options to manage this cashflow impact using a collective cashflow support arrangement. Local government finance consultants have been commissioned to provide analyses of the risks to Surrey councils of reductions in business rates income and have are modelling a range of scenarios.
48. Unlike Council Tax where all income losses relating to the borough's income share fall on this council, as part of the local government funding system, the Government sets a 'floor' below which an authority's business rates income will not drop as a result of a national 'safety net' mechanism.

NNDR Recovery

49. At 3 June the impacts on recovery were as follows:
 - 2019/20 debt: at the end of May 2019 collection performance was 23.32% recovered compared to a monthly target of 23.00%
 - 2020/21 debt: at end of May 2020 collection performance was 23.82%, up by 0.5%.

Cash Management.

50. At the end of May 2020, unlike some authorities which are facing a severe cashflow crisis, this Council remains in a good position to fund service provision without resorting to short-term borrowing.

Business Support Grants

51. In April 2020 the Government paid £23m to the Council to administer the business support grant scheme. To date over £21.6m has been paid to local businesses. This first round of grants was only available to companies on the rating list at mid-March 2020.
52. The Government subsequently announced an extension to the scheme for those businesses who may pay rent to a landlord, which includes rent and a contribution to rates. For that reason, they would not appear on the rating list. These businesses include:
 - Businesses in shared office premises

- Permanent market traders with fixed asset costs
- Charities in small properties
- Bed and breakfast businesses that pay council tax

53. The Council's scheme has been published on its website and payments are expected to commence in July.

Other COVID-19 Financial Implications

54. On 28 April the Government announced that implementation of the Fair Funding Review and the move to 75% Business Rates Retention planned for 2021/22 has been deferred for at least a year. Both changes had been identified in the Council's MTFP as potentially adding to the authority's budget pressures in future years.

55. Clarification is outstanding regarding whether this means the loss of Negative Revenue Support Grant (worth £1.5m for this Council) is also being pushed back a year; this will probably only become clear when the outcome of the Spending Review 2020 is announced in the Autumn.

56. If Negative Revenue Support Grant is postponed as well, all of this will remove an anticipated budget pressure of £2.2m in the 2021/22 Budget, which will help offset any residual council tax and business rates Collection Fund impacts in that year.

57. Further details will be reported when the updated Medium-Term Financial plan is presented to Executive in July.

Revenue Reserves

58. The latest forecast for Reserves is being prepared as part of the Medium-Term Financial Plan refresh. A key development, as reported when the Budget 2020/21 was approved in February, is the action that has been taken to revise the General Fund Balance to reflect the sum that is specifically required to be held for this purpose, being 15% of the net revenue budget, plus the £1.256m that has been allocated to support the budget in 2020/21. The remaining funds have then been redistributed across other earmarked Reserves to support delivery of corporate priorities and mitigate financial risks.

Table 5: Forecast Revenue Reserves Balances	Balance at 1-Apr 19	Movement in 2019/20	Balance at 31-Mar 20	Pension Contribution Apr-20
General Fund Balance	12.547	(3.598)	8.949	(4.693)
Earmarked Reserves	25.042	7.603	32.645	(1.507)
Total	37.589	4.005	41.594	(6.200)

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Agenda Item 5



SIGNED OFF BY	DOULA PONT, HEAD OF PROJECTS AND PERFORMANCE PAT MAIN, INTERIM HEAD OF FINANCE
AUTHOR	LUKE HARVEY
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TO	EXECUTIVE
DATE	25 June 2020
EXECUTIVE MEMBERS	COUNCILLOR V. LEWANSKI AND COUNCILLOR T. SCHOFIELD

KEY DECISION REQUIRED	YES
WARDS AFFECTED	ALL

SUBJECT	QUARTERLY PERFORMANCE REPORT (Q4 2019/20)
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RECOMMENDATIONS
<ul style="list-style-type: none"> (i) To note the performance and risk management update for the fourth quarter of 2019/20; (ii) That the provisional Revenue Budget outturn position for 2019/20 and the transfer of £2.086 million unspent resources to General Fund Reserves is approved; (iii) That the provisional Capital Programme outturn position for 2019/20 and the carry-forward of £29.491 million of approved Capital Programme resources to 2021/20 be approved. (iv) To approve the new KPIs to be reported on for 2020/21 as detailed in section 5 of the report; (v) To approve the new strategic risks for 2020/21 as detailed in section 6 of the report.
REASONS FOR RECOMMENDATIONS
To consider performance and risk management for 2019/20 and 2020/21, as well as to advise Members of the provisional Revenue and Capital expenditure for 2019/20.

Agenda Item 5

EXECUTIVE SUMMARY

The attached report provides an update on the Council's performance for the fourth quarter of financial year 2019/20 and details the Key Performance Indicators and strategic risks for 2020/21 for the Executive to approve.

The Council's provisional Revenue and Capital Outturn Report for 2019/20 sets out how the Council services performed in monetary terms. The final outturn position will be finalised when the Statement of Accounts for the year are prepared; no material changes are expected.

The Council has been impacted by several financial challenges in 2019/20 however, due to prudent financial management, overall financial performance has not been negatively impacted. These challenges include the delay in reopening the Harlequin Cinema, DWP Housing Benefit Administration Grant reductions, service development pressures in the Finance Team and the emerging impacts of the global pandemic (COVID-19).

Revenue budget: The provisional outturn for Service budgets is £0.47m (3.5%) higher than the approved budget; the overall provisional outturn including Central Items is £2.09m (11.9%) lower than budget. Detailed commentaries on each revenue variance are provided in the report.

In view of the Council's net provisional outturn underspend of £2.09m, it is recommended that this resource be transferred to Earmarked Reserves initially to help address unfunded COVID-19 budget pressures with any unspent balance allocated to build up funds in anticipation of the next Pension Fund Revaluation in 2022.

Capital Programme: Significant progress has been delivered across a number of major projects which support delivery of the Council's objectives. At year end the 2019/20 Capital programme provisional outturn was £18.96m compared to the approved Budget of £49.11m; the £30.15m variance is 61% below the approved programme for 2019/20. The variance comprises £29.74m slippage and an £0.41m underspend. Detailed commentaries on each Capital scheme variance are provided in the report.

The report was considered by the Overview and Scrutiny Committee on 11 June 2020. The Committee made a number of observations on the report, the detail of which is captured in the minutes of the meeting.

Executive has authority to approve the above recommendations

Subject:	Quarterly Performance Report (Q4 – January to March 2020)
Officer:	Doula Pont/Pat Main
To:	Overview and Scrutiny Committee, 11 June 2020
Purpose:	To consider the Council's performance for the fourth quarter of the year 2019-20.

Introduction

This report provides the headline issues on major variances in relation to the Council's overall performance for Quarter 4.

The detailed information showing all performance is available for Members to review at the eMembers room.

The headline performance information is set out in the following sections:

Key Performance Indicators – Q4 2018/19	Section 1
Risk Management – Q4 2019/20	Section 2
2019/20 Provisional Revenue Budget Outturn	Section 3
2019/20 Capital Programme – Provisional Outturn	Section 4
Key Performance Indicators (2020/21)	Section 5

Recommendation

The Committee is requested to review the performance report and consider any advance questions received in relation to strategic issues and make any observations to the Executive.

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KEY PERFORMANCE INDICATORS

Headline Information

Of the 15 Key Performance Indicators reported on this quarter, 11 are on target or within the agreed tolerance.

KPI 4 is a contextual indicator that tracks the number of individuals/households that approach the Council for homelessness support. Whilst this figure is outside the direct control of the Council – and no target is therefore able to be set – it provides valuable context for the other homelessness performance indicators.

Major variances (those off target)

KPI 12 – Trade waste – increase in the number of customers	
Target	Actual
Net increase of 15	-1

The primary reason for the reduction in the number of active trade waste accounts is the closure of accounts following the non-payment of invoices. Recovery of outstanding monies due will follow the Council's usual debt recovery processes.

Unable to report

There are two key performance indicators that we are unable to report on:

KPI 1 – Maintain levels of self-service transactions	
Target	Actual
80%	-

This indicator reports the percentage of key transactions that are completed online. The transactions are: paying a parking fine, buying a new/replacement bin and reporting a missed bin.

The systems upgrade reported in the previous quarters is almost complete. We are therefore able to report on 2 of these 3 measures:

- Paying a parking PCN: 97% online
- Purchasing a new bin: 92% online

The reporting functionality for reporting a missed bin, however, is not currently fully operational in the new CRM, meaning that we are unable to provide an accurate overall figure and are therefore unable to report.

KPI 15 – Business income as a % of gross budget (annual indicator)	
Target	Actual
10.41%	-
<p>This indicator measures receipts of all business income including fees and charges, commercial income and sponsorship against budget targets (excluding grant funding).</p> <p>Reporting on this indicator will draw upon significant Finance team resource at a time where priority is being given to responding to the COVID-19 pandemic. We are therefore unable to report at this time.</p> <p>However, information on this KPI will be available after 31 July and will therefore be reported as part of the Q1 Performance report.</p>	
<p>eMembers room information</p> <p>A copy of the full schedule can be found in the eMembers room.</p>	

RISK MANAGEMENT (Q4 2019/20)

Overview

This report covers two aspects of risk management in Q4 2019/20 (January to March 2020):

Strategic risks

Strategic risks are defined as those risks that have an impact on the medium to long term ambitions and priorities of the Council as set out in the Five Year Plan and the Medium Term Financial Strategy. The Management Team has shared responsibility for the Strategic Risks.

Operational risks

Operational risks are those short term risks that are encountered in the course of the day to day delivery of services and functions. Individual operational managers will have responsibility for their own operational risks. The Management Team will be responsible for monitoring the operational risk registers.

New strategic risks and COVID-19

There were **no new strategic risks** identified in Q4 2019/20.

However, the COVID-19 pandemic emerged during the quarter and has radically reshaped the risk environment in which the Council operates.

As such, the risk register for Q4 has been updated to reflect the situation as of 31 March 2020.

The risks identified for 2020/21 (which the Committee was due to review at its cancelled meeting on 19 March 2020) have therefore been fundamentally updated given the risk environment that the Council will face as it moves into the recovery phase.

The updated risks will be approved by the Executive and reported to the newly formed Audit Committee.

Risk update

In quarters 2 and 4 an update on the risk rating of all strategic risks and RED rated operational risks is provided.

All risks are actively monitored by the Management Team to ensure that appropriate controls are in place.

The table below provides a definition of the risk ratings that the Council employs.

Rating	Action
Red risk	Where management should focus attention. Immediate actions should be identified and plans put in place to reduce risk as a priority .
Amber risk	Where management should ensure that contingency plans are in place. These may require immediate action and will require monitoring for any changes in the risk or controls. These will be a key area of assurance focus.
Yellow risk	These should have basic mechanisms in place as part of the normal course of management.
Green risk	Where risk is minimal if does not demand specific attention but should be kept under review.

Strategic risks (Q4 2019/20)

Ref	Risk description	Portfolio Holder	Rating
SR1	<p>Brexit</p> <p>There is a high possibility that the UK's exit from the European Union will result in disruption to the borough and Council services. However there is a high degree of uncertainty surrounding the scale of impact that could be experienced by the Council as a result of Brexit, therefore making this risk difficult for the Council to effectively manage and control.</p> <p><i>Note – this risk will transfer to the 2020/21 strategic risk register in an updated form (SR1 – Brexit).</i></p>	Cllr Schofield	GREEN
SR2	<p>Financial sustainability</p> <p>The Council receives no Revenue Support Grant from Central Government. Whilst council tax and business rates make up a significant portion of the Council's funding, they do not cover the full extent of the Council's expenditure.</p>	Cllr Schofield	AMBER

Ref	Risk description	Portfolio Holder	Rating
	<p>The Council's ability to generate income from investments may be restricted by changes in regulations and codes of practice.</p> <p>The Council must therefore put in place a capital investment strategy, supported by appropriate governance structures and resources, to generate additional income to sustain service provision. The failure to generate this income will jeopardise the delivery of corporate objectives. Managing this risk well is dependent on Officers and Members remaining ambitious.</p> <p><i>Note – this risk will transfer to the 2020/21 strategic risk register in an updated form (SR2 – Financial sustainability)</i></p>		
SR3	<p>Local Government reorganisation and partner public sector funding decisions</p> <p>The public sector as a whole is experiencing significant funding pressures. Budgetary decisions made by other public service providers will impact this borough's residents and businesses as well as the Council itself. The Council may need to increase its services or the support provided, which could have funding and resource implications.</p> <p>In addition, funding pressures could result in the financial failure of partner public sector organisations. A failure of this nature within Surrey may prompt a reorganisation of local government which could have adverse effects on this Council and the delivery of services for residents.</p> <p>These funding and structural pressures, juxtaposed with the outcome of the local government Fair Funding review, could also result in this Council assuming a range of new functions or responsibilities that have traditionally sat with Surrey County Council. This Council's ability to influence such decisions will be limited, however the mitigation of this risk may require the diversion of a disproportionate level of Council resources.</p> <p><i>Note – this risk will transfer to the 2020/21 strategic risk register. However it will be separated into two separate risks (SR3 – Local government reorganisation; SR4 – Partner public sector funding decisions). See section 3 for more information.</i></p>	Cllr Brunt	RED

Ref	Risk description	Portfolio Holder	Rating
SR4	<p>Organisational capacity and culture</p> <p>The Council is on the verge of implementing an ambitious Corporate Plan, supported by a capital investment strategy and housing strategy. Delivering on the ambitions in these plans – to ensure we remain an efficient and effective Council - will require a continually ambitious organisation and culture, including both Members and Officers.</p> <p><i>Note – this risk will transfer to the 2020/21 strategic risk register (SR5 – Organisational capacity and culture).</i></p>	Cllr Lewanski	AMBER
SR5	<p>Economic prosperity</p> <p>A prosperous economy is essential for the wellbeing of the borough, creating employment and wealth that benefits local people. Economic prosperity cannot be taken for granted and the current economic outlook is very uncertain.</p> <p>Prevailing economic conditions have a direct impact on the Council's financial position and likewise impacts upon the demand for Council services, particularly in terms of income derived from paid for services and the collection of monies owed. Challenging financial circumstances for residents may also increase their reliance on Council services.</p> <p><i>Note – this risk will transfer to the 2020/21 strategic risk register in an updated form (SR6 – Economic prosperity).</i></p>	Cllr Humphreys	RED
SR6	<p>Welfare reform</p> <p>The borough's residents are being affected by a combination of welfare reforms, increasing housing costs and economic changes. This increases the risk of household budgets being stretched and residents being threatened with homelessness. The latter could result in an increase in cost pressures on the Council as our services are increasingly relied upon.</p> <p><i>Note – this risk will transfer to the 2020/21 strategic risk register in an updated form (SR7 – Reliance on the welfare system).</i></p>	Cllr Knight	AMBER
SR7	<p>Cyber security</p> <p>Organisations are at an ever increasing risk of cyber attack as the use of digital systems and technologies increases. More sophisticated attacks and new variants</p>	Cllr Lewanski	AMBER

Ref	Risk description	Portfolio Holder	Rating
	<p>of malicious software underscore the risk of corporate defences being compromised.</p> <p>The effects of a cyber attack are wide and varied though at their worst could result in data destruction, disruption to the delivery of services and data theft.</p> <p><i>Note – this risk will transfer to the 2020/21 strategic risk register (SR8 – Cyber security)</i></p>		
SR8	<p>Fraud</p> <p>Due to the wide range of activities being undertaken by the Council, there is a risk of fraud being committed which therefore requires robust systems and processes to be in place.</p> <p><i>Note – this risk will transfer to the 2020/21 strategic risk register in an updated form (SR9 – Fraud)</i></p>	Cllr Schofield	AMBER
SR9	<p>Local plan</p> <p><i>This risk was closed in Q1 2019/20</i></p>	Cllr Biggs	CLOSED
SR10	<p>Marketfield Way</p> <p>Marketfield Way is a major place project for the Council and is critical to shaping Redhill and ensuring the town's continued vitality and viability. It will also generate income which can be reinvested in Council services. Delays to this project would have an impact on the delivery of Redhill's regeneration as well as a financial impact on the Council.</p> <p><i>Note – this risk will transfer to the 2020/21 strategic risk register in an updated form (SR10 – Marketfield Way)</i></p>	Cllr Humphreys	AMBER

Operational risks (exception reporting)

At the end of Q4 no operational risks were rated as RED.

eMembers room information

The strategic and operational risk registers are available in the eMembers portal.

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Summary

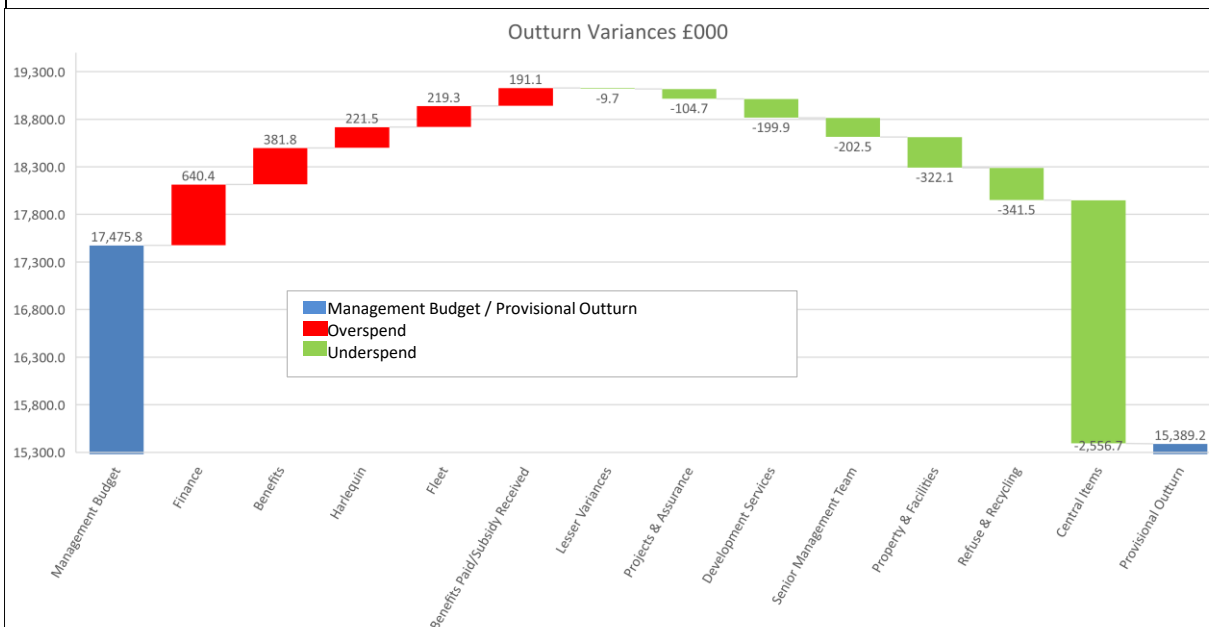
The provisional outturn for Service budgets at the end of Period 12 is £470.1k (3.5%) higher than the management budget; the overall provisional outturn including Central Items is £2.09m (11.9%) lower than budget.

Reconciliation of Original Budget to Management Budget for 2019-20

	£000	£000
Original Budget		16,294.6
Transfers from Reserves:		
Corporate Plan Delivery Fund	461.5	
CIL Funds	719.7	
		1,181.2
Management Budget		<u>17,475.8</u>

Headline Revenue Budget information 2019-20

	£000
Management Budget	17,475.8
Provisional Year End Outturn	15,389.2
Projected Underspend	<u>(2,086.6)</u> (or -11.9% of the budget)

**Provisional Outturn for Services is £470k over budget:**

- Finance: Outturn is £640k over budget as a result of additional work required during the 2018/19 audit of the Statement of Accounts, additional work relating to major projects including the Horley Business Park land purchase, Marketfield Way and Baseball, and the use of interim staff to both cover vacancies and to improve finance processes.
- Benefits Team and Benefits Paid/Subsidy Received: Outturn is £573k over budget due to reduced DWP grant, additional consultancy and printing costs, increased Bed & Breakfast placement costs, additional statutory costs and income shortfall due to suspension/cessation of Court recovery as a result of COVID 19 at year-end.
- Harlequin Theatre: Outturn is £221k over budget due to delay in cinema opening and staff costs higher than budget.
- Fleet: Outturn is £219k above budget due to expenditure on spare parts to keep the ageing Fleet running.
- Projects & Assurance: Outturn is £105k lower than budget due to vacant posts.
- Development Services: Outturn is £200k lower than budget due to underspends on Consultancy.
- Senior Management Team: Outturn is £202k lower than budget due to vacant Director post.
- Property and Facilities: Outturn is £322k lower than budget due to new rental income from Salfords Industrial Units offset by lower income from Warwick Quadrant and Marketfield Way.
- Refuse and Recycling: Outturn is £341k lower than budget net (income is £703k higher than budget, offset by overtime and temporary staff costs to cover sickness and additional staff costs for recycling service to flats and extra expenditure on new bins).

Provisional Outturn for Central Items is £2.56m lower than budget:

- Pensions: £1.212m lower than budget due to unspent contingency and release of sums set aside in previous years that are no longer required. The underspend will be transferred to a reserve to help address unfunded COVID-19 budget pressure initially. Any remaining balance will be set aside to start to build up funds in anticipation of the next Pension Fund Revaluation in 2022.
- Headroom Contingency: £737k lower than budget because funds have not been required during the year.
- New Posts Budget: outturn is £91k lower than budget ('one-off budget' established for 2019/20 only)
- Interest on investments: outturn is £626k over budget. Underspend is due to £385k Greensands loan advanced during the year for purchase of land at Horley and £240k interest from other combined investments interest.
- Interest on borrowing: outturn is £86k lower than budget.
- Recruitment costs: outturn is £86k over budget.
- Insurance costs: outturn is £59k over budget.
- External Audit Fees: outturn is £47k over budget due to base budget being lower than fees charged (corrected in 2020/21) and cost of additional work carried out in 2019/20.

2019/20 Provisional Outturn before Reserves Review / Reallocations Revenue Budget: Annex 1

1. General Fund Reserve		£000
Balance at start of year		12,546.8
Less: Transfers out		0.0
Add Projected underspend		2,086.6
Anticipated balance at end of year before Reserves Review/Reallocations *		14,633.4
*Minimum General Fund Balance Required (15% of total Management Budget)	2,600.0	
2. Corporate Plan Delivery Fund (CPDF) Reserve		
	£000	£000
Balance at start of year		1,206.3
<u>Revenue</u>	Allocation type:	
Carried Forward - Customer Relationship Mgt.	Digital Delivery	9.9
Carried Forward - Staff Recognition Scheme	Staff Development	3.9
18-02 Community Development Team	Staffing	8.6
18-02 Residents Satisfaction Survey	Regeneration	9.0
18-02 One-off Election Expenses	Elections	51.0
18-05 CRM Procurement	Digital Delivery	16.9
18-06 Projects - Corporate Plan	Organisation	8.5
18-08 Feasibility Studies	Place	7.6
18-10 Housing Licensing Resource	Staffing	23.6
18-11 Housing Strategy Development	Place	2.4
19-05 Traveller Preventative Measures	Place	40.0
19-07 Economic Prosperity Officer	Place	38.5
19-08 Community Transition Budget	People	71.1
19-09 Democratic, Commercial & Policy Officer	Organisation	47.3
19-15 Housing Needs Strategy - Consultancy	People	25.0
19-15 DMP Examination -Inspector Costs	Place	65.0
19-21 Community Centre Transformation Costs	People	0.0
19-23 Data Protection Compliance	Organisation	22.0
19-24 Senior Project Consultant	Organisation	11.2
		461.5
<u>Capital</u>		
19-10 Laptops, MS Office 365, Windows 10	Digital Delivery	118.0
19-11 IT Improvements @ The Harlequin	Digital Delivery	69.0
19-12 Civica Upgrade	Digital Delivery	25.0
19-13 Netcall Liberty Upgrade	Digital Delivery	105.0
19-14 Northgate iWorld	Digital Delivery	40.0
		357.0
Balance before any further transfers in year		387.8
3. Uncommitted Contingencies		
Contingency Budgets	736.5	
New Posts Budget	91.2	
		827.7

Responsible Officer	Service	Original Budget £000	Total Variations £000	Management Budget £000	Year End Outturn £000	Year End Variance £000	Commentary
Simon Bland	Economic Prosperity	277.6	38.5	316.1	308.6	(7.5)	Underspend due to minor variances
Kate Brown	Human Resources	546.2	-0.4	545.8	621.0	75.2	Overspend is due to maternity cover for one person within this function staffed through agency cover and iTrent Development costs were not included in original budget.
Richard Robinson	Housing Services	989.7	24.4	1,014.1	988.9	(25.2)	Underspend due to additional income generated from Temporary Accommodation and Masset's Road.
Doula Pont	Senior Management Team	1,184.4	0.0	1,184.4	981.9	(202.5)	The underspend is mainly due to a vacant Director post.
	Projects & Assurance	584.7	1.4	586.1	481.4	(104.7)	Outturn lower than budget due to vacant posts.
	Corporate Support	120.3	0.0	120.3	101.1	(19.2)	Underspend due to reduced Rental costs of franking machines & corporate stationery supplies as a result of new contracts and providers.
Justine Chatfield	Community Development	208.0	193.3	401.3	369.5	(31.8)	Underspend due to downtime of recruitment to vacancies within the team as well as underspend of cost recoveries income from partners.
	Partnerships	269.1	133.3	402.4	314.6	(87.8)	Underspend due to £21.6k unspent Domestic Homicide Review contingency budget, £22k unused Taxi Vouchers and £30k Vacancy underspend due to underlap of recruitment.
	Community Centres	263.5	42.6	306.1	268.0	(38.1)	Underspend is mainly due to renegotiation of the Staywell management fee during 2018/19. This service will be delivered in house from 2020/21 and the 20/21 budget has been amended to reflect this.
	Voluntary Sector Support	421.7	-76.9	344.8	337.6	(7.2)	Underspend due to minor variances
Peter Boarder	Place Delivery	169.5	100.3	269.8	279.5	9.7	The overspend is mainly as a result of £4.5k less than budgeted Surrey County Council recharge and additional computer costs for IT spare parts for new starters.
Morag Williams	Fleet	771.4	6.7	778.1	997.4	219.3	Until the ageing fleet of waste vehicles are replaced, they will require greater expenditure on spare parts to keep running. Waste vehicles are planned to be replaced over a three year period beginning 2020/21.
	Refuse & Recycling	1,302.6	0.0	1,302.6	961.1	(341.5)	The outturn shows £341k underspend. Income is £703k higher than budget offset by overtime and temporary staff costs to cover sickness, additional staff for recycling service to flats and extra spending on new bins.
	Engineering & Construction	54.9	10.5	65.4	98.3	32.9	Reactive spending against flooding has resulted in an overspend.
	Environmental Health & JET	973.6	8.6	982.2	1,051.0	68.8	Variance is predominantly related to Air Quality Monitoring. Growth proposals have been approved during the 2020/21 Budget Setting to correct it. JET overspend on salaries due to maternity cover.
	Environmental Licencing	-296.5	0.0	-296.5	-323.7	(27.2)	Service is remaining on budget with minor variances to income and non-salary expenditure

Responsible Officer	Service	Original Budget £000	Total Variations £000	Management Budget £000	Year End Outturn £000	Year End Variance £000	Commentary
	Greenspaces	1,274.8	286.3	1,561.1	1,521.2	(39.9)	Underspend due to increased Cemetery income in the last few weeks of the financial year.
	Car Parking	-2,202.2	0.0	-2,202.2	-2,029.8	172.4	The under-recovery of income was mainly as a result of a reduction in renewals of tickets purchased in March 2020.
	Street Cleansing	989.1	-3.7	985.4	1,011.8	26.4	The £26k overspend is as a result fall off in income from the Markets.
Duane Kirkland	Supporting People	84.3	0.0	84.3	50.5	(33.8)	Underspend attributable to a full year vacancy within the team
	Supporting Families	90.0	0.0	90.0	90.0	0.0	
	Harlequin	162.9	0.0	162.9	384.4	221.5	There was a delay of opening the Cinema resulting in lower levels of income. There have also been vacancies that have been staffed by agency replacements at a higher cost. There are also supplementary casual staff that are unbudgeted. The 2020/21 Budget includes approved growth bids for £130k to rectify this. In addition there has been a fall in recent income due to closing the Harlequin as a result of COVID-19.
	Leisure Services	-148.6	0.0	-148.6	-91.2	57.4	Outturn was affected as a result of the 2018 restructure - (Ageing Well). A growth bid has been approved for 2020/21. Since Q3 there have been improvement of £16k (£6k Salaries and £10k on sporting projects).
Andrew Benson	Building Control	28.5	0.0	28.5	-11.4	(39.9)	Significantly less than expected expenditure on Consultancy Fees, underspends arising from vacant posts and better-than-expected Planning Fee income have largely resulted in the underspend.
	Development Services	355.2	0.0	355.2	155.3	(199.9)	
	Planning Policy	346.3	698.8	1,045.1	957.0	(88.1)	
Carys Jones	Communications	503.8	-50.4	453.4	465.3	11.9	Overspend mainly as a result of unbudgeted additional one-off training costs.
	Customer Contact	348.9	0.0	348.9	351.7	2.8	Overspend due to minor variances
Darren Wray	Web & Information	183.7	0.0	183.7	201.9	18.2	Overspend mainly as a result of new Software (iSiC) purchased in 2019/20
	Information & Communications Technology	1,180.4	80.4	1,260.8	1,276.4	15.6	In year costs associated with roll out of new laptops to council staff predominately on software licence upgrades. Budget growth has been approved as part of 2020/21 budget process.
Caroline Waterworth	Democratic Services	827.5	44.2	871.7	886.5	14.8	Additional training of new members due to all out Election during the municipal year.
	Electoral Services	403.3	67.8	471.1	470.4	(0.7)	Underspend due to minor variances
	Legal Services	764.8	-3.2	761.6	736.6	(25.0)	The Legal & Procurement outturn is underspent by £25k, due to vacancies.
	Land Charges	-112.8	1.7	-111.1	-159.1	(48.0)	Levels of income were close to budget. Levels of external costs are significantly lower than planned

Responsible Officer	Service	Original Budget £000	Total Variations £000	Management Budget £000	Year End Outturn £000	Year End Variance £000	Commentary
	Property & Facilities	-1,882.0	-60.6	-1,942.6	-2,264.7	(322.1)	The outturn is £322k lower than budget due to new rental from the Salfords property offset by £31k lower income from Warwick Quadrant and Marketfield Way due to voids. The £322k underspend at outturn is £31k less than the £353k reported at Q3 and this mainly due to lower income than expected.
Pat Main	Finance	1,183.6	-85.6	1,098.0	1,738.4	640.4	The outturn is over budget as a result of additional work required during the 2018/19 audit of the Statement of Accounts, additional work relating to major projects including the Horley Business Park land purchase, Marketfield Way and Project Baseball, and the use of interim staff to both cover vacancies and to improve finance processes.
Simon Rosser	Benefits Paid/Subsidy Received	342.8	0.0	342.8	533.9	191.1	The overspend is mainly as a result of a £147k net shortfall in the DWP grant (addressed as part of 2020/21 growth bid), £192k pressure in Housing Benefit/Bed & Breakfast costs due to the increasing number of placements, £50k income shortfall arising from the suspension/cessation of court recovery procedures as a result of COVID-19, £47k overspend on Statutory correspondence billing relating to Council Tax, £59k additional consultancy costs, Software and DWP legislation charges (Northgate), £33k additional corporate subscription cost and £12k additional charge for Experian/IOL credit checking.
	Benefits	-298.4	-118.7	-417.1	-35.3	381.8	
	Local Taxation	-118.7	118.7	0.0	0.0	0.0	
Total Services		12,147.9	1,458.0	13,605.9	14,076.0	470.1	3.5%
Pat Main Central Items	Insurance	452.1	0.0	452.1	511.0	58.9	Insurance budget growth has been approved as part of the financial planning budget process.
	Treasury Management - Interest on Investments	-563.9	0.0	-563.9	-1,189.4	(625.5)	Underspend is due to £385k Greensands loan advanced during the year for purchase of land at Horley and £240k interest from other combined investments interest.
	Treasury Management - Interest on Borrowing	157.0	0.0	157.0	71.2	(85.8)	Underspend due to lower than forecast Borrowing costs budget.
	Treasury Management - Interest on Trust Funds	36.0	0.0	36.0	19.1	(16.9)	Minor favourable variance.
	Minimum Revenue Provision	0.0	0.0	0.0	167.0	167.0	The £167k is a provision set aside for repaying external borrowing (loans). It is a transfer from Revenue to Reserves

Responsible Officer	Service	Original Budget £000	Total Variations £000	Management Budget £000	Year End Outturn £000	Year End Variance £000	Commentary
	Employer Pension costs	2,338.0	0.0	2,338.0	958.9	(1,379.1)	The net underspend of £1.21m comprises: '-£200k budget underspend due to historic overprovision in the budget for the annual lump sum payment for the past service deficit contribution. -underspend of the £208k budget allocated in 2019/20 for enhanced pension payments - £804k reversal of previous years' accruals for enhanced pension payments that Surrey Pension Fund have confirmed are no longer payable as they were addressed in the 2019 pension fund revaluation.
	Apprenticeship Levy	63.9	0.0	63.9	63.9	0.0	
	Recruitment Expenses	16.0	0.0	16.0	102.3	86.3	Fees relating to recruitment of vacant senior posts were higher than budget; including the Director for Organisation, Head of Finance, Property Services Manager and the Finance Team restructure.
	Corporate HR Expenses	66.8	0.0	66.8	85.6	18.8	Overspend due to additional senior staff development costs.
	Central Budget Contingencies	1,280.5	-118.0	1,162.5	426.0	(736.5)	See analysis below.
	New Posts Budget	250.0	-158.8	91.2	0.0	(91.2)	The underspend is the remaining balance on the one-off budget that was created for 2019/20.
	External Audit Fees	50.3	0.0	50.3	97.6	47.3	Higher than forecast fees were incurred due to additional work carried out during the audit compared to the original plan.
Total Central Budgets		4,146.7	-276.8	3,869.9	1,313.2	(2,556.7)	
Grand Total		16,294.6	1,181.2	17,475.8	15,389.2	(2,086.6)	(11.9%)
	Central Budget Contingencies						
	Miscellaneous salaries	49.9	0.0	49.9	20.8	(29.1)	Historic unused budget - to be deleted in 2020/21.
	Redundancy and Severance Payments	100.0	0.0	100.0	0.0	(100.0)	No expenditure during the year.
	Headroom Contingency	835.8	-20.0	815.8	50.6	(765.2)	Underspend will offset in-year budget pressures on service budgets.
	Revenue Contributions To Capital	500.0	-98.0	402.0	402.0	0.0	Contributions to Capital expenditure that were funded via this revenue budget.
	Preceptor Grants	57.5	0.0	57.5	37.7	(19.8)	Payments to Parish Councils relating to services which would otherwise be delivered by the Council.
	Miscellaneous income	-262.7	0.0	-262.7	-85.1	177.6	Under-recovery against historic contingency income budgets that have been deleted in 2020/21
Central Budget Contingencies		1,280.5	-118.0	1,162.5	426.0	(736.5)	

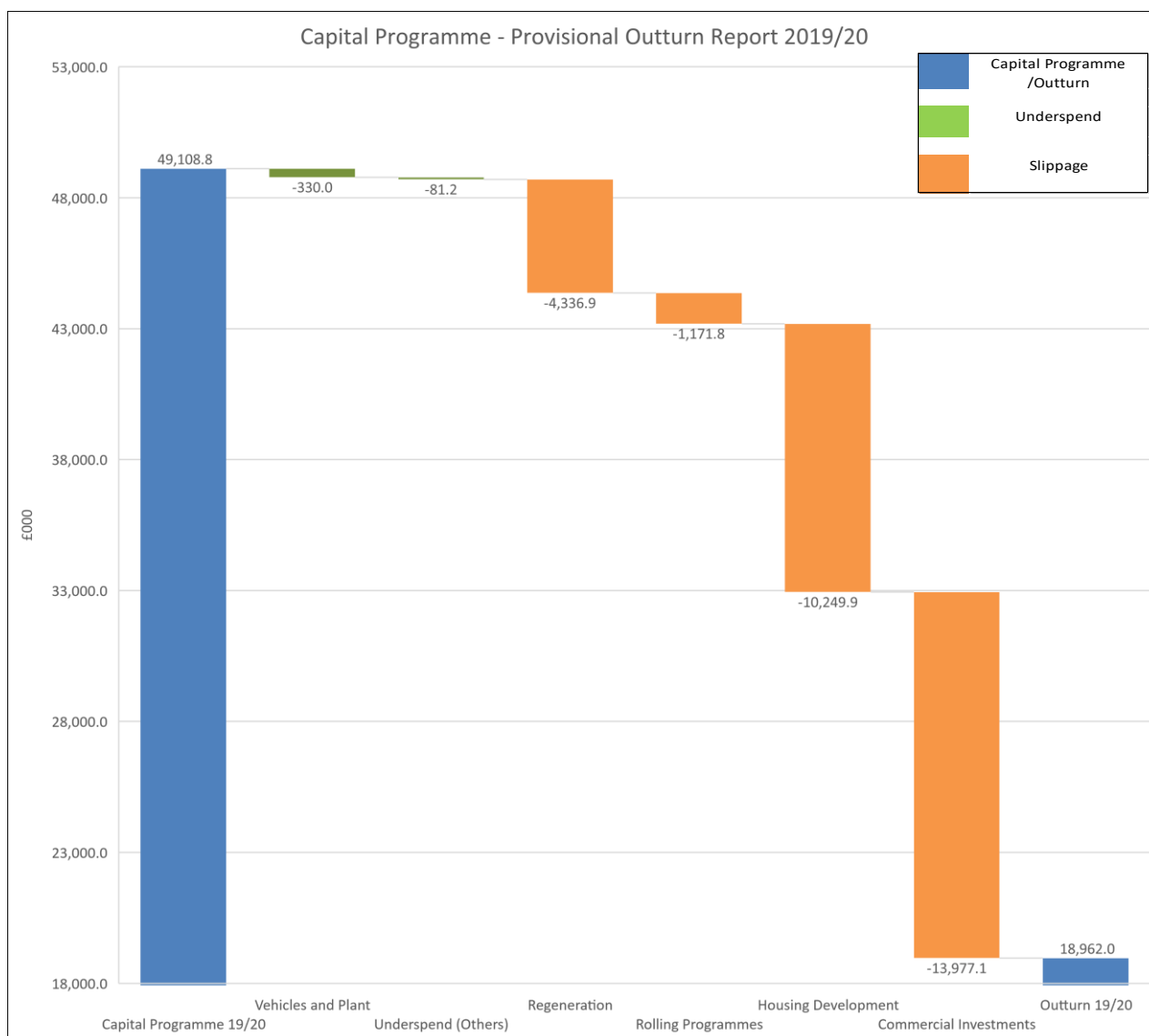
Capital Programme - Provisional Outturn 2019/20

Summary

The provisional outturn for the capital programme is £18.96m which is £30.15m (61%) below the approved programme for the year. The variance is as a result of £29.74m slippage and a £0.412m net underspend as set out below.

Headline Capital Budget Information - 2019/20

Approved Budget (Annex 1):	£49,108,800
Net Underspend	(£411,191) (0.8% of programme).
Slippage	(£29,735,562) (61% of programme)
Capital Expenditure Outturn	£18,962,047 Provisional



Underspends

Vehicles and Plant	Vehicles and Plant - £330k out of the variance of £417k was identified as no longer required for 2019/20 from the recently-completed review of programmed vehicles roll-out.
Underspend (other)	Contaminated Land Investigation Work (£30k) - Spend is contingent on the outcome of investigation works; no requirements were identified in 2019/20.
	Handy Person Scheme (£40k underspend) - The small works assistance scheme is being more widely publicised to promote uptake. Further increase in uptake is expected in future years due to changes in the availability of other sources of funding for home adaptations.
	Home Improvement Agency SCC Grant (£34k underspend) - The Home Improvement Agency service annual contract cost is now confirmed at £120k. The £34k brought forward from 2018/19 is no longer required as the budget provision was adequate for the year.
	Various Projects - £22k of other minor overspend

Slippage

Commercial	Commercial Investments - £13.977m of the £25.0m allocated for investment has been carried forward to 2020/21.
Regeneration	<p>Marketfield Way (£3.821m slippage) - The project is underway with enabling works largely undertaken in the fourth quarter of 2019/20. The main build is scheduled to commence in first quarter of 2020/21.</p> <p>Preston Regeneration (£421k slippage) - Work to Chetwode Road have been approved by the Local Committee and are now programmed to get underway in the first quarter 2020/21.</p> <p>Merstham Recreation Ground (£94k slippage) - Initial concept plan prepared with main design works commencing in 2020/21. The slippage will be carried forward into 2020/21.</p>
Rolling Programmes	<p>Disabled Facilities Grants - The £232k variance will be transferred to the Unapplied Capital Reserve. Current service demand has been below the Government grant allocation level for the last few years. Changes in grant spending policy made in September 2019 will take some time to feed through to completed works and correlated spending (as the revised Housing Assistance Policy allows for greater spending beyond just mandatory grants, there is a lag from approval through to completion of works and spend of funds).</p> <p>ICT Replacement Programme - £125k slippage is largely on the rolling replacement programme for laptops and Microsoft Office 365 licenses fees and other projects.</p> <p>Vehicles and Plant - £87k out of the reported variance of £417k outturn variance is a slippage to be utilised in 2020/21.</p> <p>Property Maintenance - Additional funds were due to be spent this financial year on Council Offices air conditioning plant and preparation works for boiler replacement. £142k slippage due to delays in progressing design and documentation. Outstanding works will be completed in 2020/21.</p> <p>Infra-structure (walls) - Costs for reinstatement of the road leading to the RNIBA housing development at Philanthropic Road. The developer has agreed to pay for half of the costs. £49k slippage due to continued negotiation with the developer on how this can be procured. This will be progressed in 2020/21.</p> <p>Car Parks - Car Parks Lift replacement at Bancroft Road multi storey was scheduled to be out to tender in 2019/20 with works reprogrammed for 2020/21. £180k Slippage due to delays in progressing the contract.</p> <p>Woodmansterne Sports Club - Drainage works. £20k slippage due to delays in specifying works. Work will be progressed in 2020/21.</p> <p>Air Quality Monitoring Equipment (£56k slippage) - is earmarked for the Electric Rapid Charger installation at Wray Lane Car Park in 2020/21.</p> <p>CCTV service (£48.6k slippage) -The CCTV service is currently being reviewed. The outcome of the review and any budget impact will be developed and reported in 2020/21.</p>

Housing Development	<p>Lee Street Bungalows - A revised baseline budget has been approved by Executive in order to proceed with the build contract based on the updated financial position in February 2020. The £386k slippage will be carried forward into 2020/21</p>
	<p>Cromwell Road Redevelopment - A revised baseline budget has been approved by Executive in order to proceed with the build contract based on the updated financial position in February 2020. The £5.69m slippage will be carried forward into 2020/21</p>
	<p>Unit 1 Pitwood Park Tadworth - A revised baseline budget has been approved by Executive in order to proceed with the build contract based on the updated financial position in February 2020. The £4.16m slippage will be carried forward into 2020/21.</p>
Investment Properties	<p>Slippage on Regent House maintenance work and spend on other property maintenance works. Outstanding works will be progressed in 2020/21.</p>

Capital Programme - Provisional Outturn 2019/20 - Annex 1

Reconciliation of Capital Programme to Approved Budgets 2019-20

	£000	
Original Capital Budget	45,926.8	
Budget approved but not yet released	0.0	
	45,926.8	
Additions (detailed at Annex 2)		
Carry Forwards from previous year	1,456.3	
Additional Approvals In Year	470.0	£420k relates to rolling maintenance programme (including £80k for Regent House) and £50k relates to Handy Person Scheme.
Reprofiling of projects	0.0	
Other Changes	357.0	Funded from the CPDF Reserve - in-year allocations relating to IT and Digital Strategy Update
Other Changes	496.7	Funded from Capital Grants - in-year allocations relating to Disabled Facilities and Flexible Homelessness Support Grants
Revenue Contribution to Capital	402.0	Funded from Revenue Budget Contingency.
Revised Capital Budget	49,108.8	

Provisional Capital Outturn - 2019/20

Project	Original Capital Budget (Approved) 19/20	Carry Forwards	Additional Approvals In Year	Reprofiled	Revenue Contribution to Capital (RCC)	Other Changes	Revised Capital Budget (Approved) 19/20		Outturn	Variance	Explanation of Significant Variances
	£000	£000	£000	£000		£000	£000		£000	£000	
Horley Public Realm Improvements - Phase 2 and 3	390.0	0.0	0.0	0.0		0.0	390.0		388.6	(1.4)	Work is completed resulting in an underspend of £1.4k.
Marketfield Way Redevelopment	6,192.1	414.9	0.0	0.0		0.0	6,607.0		2,785.80	(3,821.2)	The project is underway with enabling works largely undertaken in the fourth quarter of 2019/20. The main build is scheduled to commence in first quarter of 2020/21. The slippage will be carried forward into 2020/21.
Redhill Public Realm Improvements	24.8	0.0	0.0	0.0		0.0	24.8		24.9	0.1	Work is completed and full spend achieved
Preston - Regeneration	418.5	15.2	0.0	0.0		0.0	433.7		13.0	(420.7)	Works to Chetwode Road have been approved by the Local Committee and are now programmed to get underway in the first quarter 2020/21. The slippage will be carried forward into 2020/21.
Merstham Recreation Ground	100.0	0.0	0.0	0.0		0.0	100.0		6.3	(93.7)	Initial concept plan prepared with main design works commencing in 2020/21. The slippage will be carried forward into 2020/21.
Regeneration	7,125.4	430.1	0.0	0.0	0.0	0.0	7,555.5		3,218.6	(4,336.9)	
Leisure Centre Maintenance	30.0	36.0	0.0	(15.0)		0.0	51.0		43.2	(7.8)	Planned work completed but additional works required to Donyngs. Additional works were identified at the end of the financial year and the slippage will be used for these works required in 2020/21.
Harlequin Property Maintenance	40.0	71.7	0.0	(82.0)		0.0	29.7		16.4	(13.3)	Slippage due to delays in progressing design and documentation. Work to be progressed in 2020 /21.
Play Area Improvement Programme	222.0	20.5	0.0	0.0		0.0	242.5		234.3	(8.2)	Work is completed resulting in an underspend of £8.2k
Parks & Countryside - Infrastructure & Fencing	45.0	0.0	0.0	0.0		0.0	45.0		42.5	(2.5)	Work is completed resulting in an underspend of £2.5k
Harlequin Maintenance	25.0	0.0	0.0	0.0	89.0	0.0	114.0		148.5	34.5	Spend includes projector and printer (£78k) and other facilities maintenance, £5k contribution to Wi-Fi installation project and £6k for Sound and Stage Support equipment. The £34k overspend was due to additional works necessary to complete refurbishment works.
Priory Park Maintenance	5.0	34.6	0.0	0.0		0.0	39.6		8.9	(30.8)	Slippage due to delays in progressing design and documentation. Work to be progressed in 2020 /21.
Leisure and Culture	367.0	162.8	0.0	(97.0)	89.0	0.0	521.8		493.7	(28.1)	
Lee Street Bungalows	380.1	45.6	0.0	0.0		0.0	425.7		38.9	(386.8)	A revised baseline budget has been approved by Executive in order to proceed with the build contract based on the updated financial position in February 2020. The £386k slippage will be carried forward into 2020/21
64 Massetts Road	0.0	18.2	0.0	0.0		0.0	18.2		4.6	(13.6)	Scheduled external work to the property was not completed; this will be completed during 2020/21.
Cromwell Road Development 2016	5,707.3	118.9	0.0	0.0		0.0	5,826.2		136.2	(5,690.0)	A revised baseline budget has been approved by Executive in order to proceed with the build contract based on the updated financial position in February 2020. The £5.69m slippage will be carried forward into 2020/21
Unit 1 Pitwood Park Tadworth	4,332.0	0.0	0.0	0.0		0.0	4,332.0		167.5	(4,164.5)	A revised baseline budget has been approved by Executive in order to proceed with the build contract based on the updated financial position in February 2020. The £4.16m slippage will be carried forward into 2020/21.
Development of Court Lodge Residential Site	0.0						0.0		0.55	0.5	Historically, no capital works budget was allocated for major works in council-owned housing properties. This shortfall in provision will be addressed through ongoing Capital Programme development.
3 Tulip House	0.0						0.0		9.13	9.1	
30 Thornton Place, Horley, RH6 8RZ	0.0						0.0		9.02	9.0	
Housing Development	10,419.4	182.7	0.0	0.0	0.0	0.0	10,602.1		365.8	(10,236.3)	

Provisional Capital Outturn - 2019/20

Project	Original Capital Budget (Approved) 19/20	Carry Forwards	Additional Approvals In Year	Reprofiled	Revenue Contribution to Capital (RCC)	Other Changes	Revised Capital Budget (Approved) 19/20		Outturn	Variance	Explanation of Significant Variances
	£000	£000	£000	£000		£000	£000		£000	£000	
Earlswood Depot/Park Farm Depot	10.0	5.9	30.0	0.0		0.0	45.9		15.0	(30.9)	Slippage due to delays in progressing design and documentation. Work to be progressed in 2020 /21.
Waste Management and Recycling	10.0	5.9	30.0	0.0	0.0	0.0	45.9		15.0	(30.9)	
Land Flood Prevention Programme	6.0	5.0	0.0	0.0		0.0	11.0		0.0	(11.0)	The £11k budget slippage will be carried forward and applied to offset expenditure on Frenches Pond works in 2020/21.
Air Quality Monitoring Equipment	48.0	0.0	0.0	0.0	20.0	0.0	68.0		11.4	(56.6)	The £56k budget slippage has been earmarked for the Electric Rapid Charger installation at Wray Lane Car Park in 2020/21.
Contaminated Land - Investigation work	30.0	0.0	0.0	0.0		0.0	30.0		0.0	(30.0)	Spend is contingent on the outcome of investigation works; no requirements were identified in 2019/20.
Environment	84.0	5.0	0.0	0.0	20.0	0.0	109.0		11.4	(97.6)	
Handy Person Scheme	0.0	0.0	50.0	0.0		0.0	50.0		9.1	(40.9)	The small works assistance scheme is being more widely publicised to promote uptake. Further increase in uptake is expected in future years due to changes in the availability of other sources of funding for home adaptations.
Home Improvement Agency SCC Grant	120.0	34.0	0.0	0.0		0.0	154.0		120.0	(34.0)	The Home Improvement Agency service annual contract cost is now confirmed at £120k. The £34k brought forward from 2018/19 is no longer required as the budget provision was adequate for the year.
Disabled Facilities Grant	965.0	0.0	0.0	0.0		169.0	1,134.0		902.3	(231.6)	The £232k variance will be transferred to the Unapplied Capital Reserve. Current service demand has been below the Government grant allocation level for the last few years. Changes in grant spending policy made in September 2019 will take some time to feed through to completed works and correlated spending (as the revised Housing Assistance Policy allows for greater spending beyond just mandatory grants, there is a lag from approval through to completion of works and spend of funds).
Repossession Prevention Fund	30.0	6.3	0.0	0.0		0.0	36.3		24.8	(11.5)	The £12k variance will be transferred to Reserves. This is a grant (part of the Flexible Homeless Support Fund) funded scheme used to prevent repossessions. Actual spend will be drawn down against the remaining grant income balance.
Flexible Homelessness Support Grant	0.0	0.0	0.0	0.0		327.8	327.8		327.8	0.0	Funds are used to prevent homelessness predominantly by providing interest free loans to applicants to cover rent in advance.
Capital Grants	20.0	0.0	0.0	0.0		0.0	20.0		0.0	(20.0)	This budget is used for paying capital grants to fund improvement programmes within the borough. The £20K slippage will be carried forward into 2020/21 and committed to South Park FC for pitch improvements which cannot be undertaken until Summer 2020 (Covid-19 depending).
Capital Grants	1,135.0	40.3	50.0	0.0	0.0	496.7	1,722.0		1,384.0	(338.0)	
Great Workplace Program - Earlswood Depot	0.0	0.0	0.0	0.0	150.0	0.0	150.0		132.6	(17.4)	Great Workplace Phase 1 (Depot refurbishment) - now completed with a £17.4k underspend
ICT - Disaster Recovery	0.0	41.0	0.0	0.0	0.0	0.0	41.0		23.0	(18.0)	Project start was delayed; funds are still required to deliver Disaster Recovery improvements. This will be completed in 2020/21.
Organisational Change	0.0	41.0	0.0	0.0	150.0	0.0	191.0		155.6	(35.4)	

Provisional Capital Outturn - 2019/20

Project	Original Capital Budget (Approved) 19/20	Carry Forwards	Additional Approvals In Year	Reprofiled	Revenue Contribution to Capital (RCC)	Other Changes	Revised Capital Budget (Approved) 19/20		Outturn	Variance	Explanation of Significant Variances
	£000	£000	£000	£000		£000	£000		£000	£000	
Vehicles & Plant Programme	1,302.0	400.0	0.0	0.0		0.0	1,702.0		1,284.7	(417.3)	£330k out of the variance of £417k was identified as no longer required for 2019/20 from the recently-completed review of programmed vehicles roll-out.
ICT Replacement Programme	275.0	0.0	0.0	0.0	93.0	357.0	725.0		599.3	(125.7)	£125k slippage is largely on the rolling replacement programme for laptops and Microsoft Office 365 licenses fees and other projects.
Capitalised Software - Licensing	0.0				50.0		50.0		49.60	(0.4)	The spend relates to software costs (Civica Icon upgrade and implementation) that are capitalisable.
Operational Buildings (Council Offices Programme)	30.0	48.8	100.0	0.0			178.8		36.9	(141.9)	Additional funds were due to be spent this financial year on Council Offices air conditioning plant and preparation works for boiler replacement. Slippage due to delays in progressing design and documentation, Outstanding works will be completed in 2020/21.
Day Centres Programme	25.0	8.9	0.0	(8.9)		0.0	25.0		11.0	(14.0)	The £14k slippage will be carried forward into 2020/21.
Existing Pavilions Programme	30.0	21.8	0.0	(21.8)		0.0	30.0		28.8	(1.2)	Programme completed - £1.2k underspend
Commercial Investment Properties	50.0	13.3	80.0	0.0		0.0	143.3		118.3	(25.0)	Regent House maintenance work and spend on other property maintenance works. Slippage due to delays in progressing design and documentation. Outstanding works will be progressed in 2020/21.
Infra-structure (walls)	5.0	15.0	35.0	0.0		0.0	55.0		5.7	(49.3)	Costs for reinstatement of the road leading to the RNIBA housing development at Philanthropic Road. The developer has agreed to pay for half of the costs . Slippage due to continued negotiation with the developer on how this can be procured. This will be progressed in 2020/21.
Car Parks Capital Works Programme	30.0	50.2	106.0	0.0		0.0	186.2		5.8	(180.4)	Car Parks Lift replacement at Bancroft Road multi storey was scheduled to be out to tender in 2019/20 with works reprogrammed for 2020/21. Slippage due to delays in progressing the contract.
Public Conveniences	5.0	0.0	49.0	136.0		0.0	190.0		149.8	(40.2)	Additional funds were allocated in 2019/20 for the refurbishment of Banstead High Street and Consort Way toilets. Banstead High Street toilet works completed and work scheduled to start on Consort Way toilets in 2020/21.
Cemeteries & Chapel	0.0	8.3	0.0	(8.3)		0.0	0.0		0.2	0.2	Project completed
Allotments	4.0	0.0	0.0	0.0		0.0	4.0		0.0	(4.0)	Slippage due to delays in progressing design and documentation on the Tattenham Way allotment supply upgrade.
Woodmansterne sports club	0.0	0.0	20.0	0.0		0.0	20.0		0.0	(20.0)	Drainage works. Slippage due to delays in specifying works. Work will be progressed in 2020/21.
CCTV Rolling Programme	30.0	22.2	0.0	0.0		0.0	52.2		3.6	(48.6)	The CCTV service is currently being reviewed. The outcome of the review and any budget impact will be developed and reported in 2020/21.
Rolling Programmes	1,786.0	588.5	390.0	97.0	143.0	357.0	3,361.5		2,293.6	(1,067.9)	
Commercial Investments	25,000.0	0.0	0.0	0.0		0.0	25,000.0		11,022.9	(13,977.1)	Capital funding allocated for investment in new developments and commercial assets and activities that, in addition to local regeneration and place-shaping benefits, deliver a sustainable net income stream to the revenue budget. There was £11.022m of expenditure during 2019/20 to fund a loan to Greensand Holdings Limited for the purchase of land for Horley Business Park (£10.988m) and associated costs (£0.034m). The unspent balance will be carried forward.
Commercial Investments	25,000.0	0.0	0.0	0.0	0.0	0.0	25,000.0		11,022.9	(13,977.1)	
Acquisition of 3, 8 and 20 Reading Arch Road	0.0						0.0		1.25	1.3	Legal fees in connection with the proposed site acquisition
Other Schemes	0.0	0.0	0.0	0.0	0.0	0.0	0.0		1.3	1.3	
Total Capital Budget	45,926.8	1,456.3	470.0	0.0	402.0	853.7	49,108.8		18,962.1	(30,146.8)	-61%

Capital Budgets - 2019/20 Carry Forwards Recommended for Approval

Description	Cost Centre Manager	Head of Service	2019/20 Carry forwards Proposed
(A)	(B)	(C)	(D)
			£
Repossession Prevention Fund	Richard Robinson	Richard Robinson	11,500
Lee Street Bungalows	Richard Robinson	Richard Robinson	386,800
64 Massetts Road	Richard Robinson	Richard Robinson	13,600
Cromwell Road Development 2016	Richard Robinson	Richard Robinson	5,690,000
Unit 1 Pitwood Park Tadworth	Richard Robinson	Richard Robinson	4,164,500
Housing			10,266,400
Operational Buildings (Council Offices Programme)	Roger Thompson	Daniel Jones	140,000
Day Centres Programme	Roger Thompson	Daniel Jones	13,000
Leisure Centre Maintenance	Roger Thompson	Daniel Jones	7,000
Harlequin Property Maintenance	Roger Thompson	Daniel Jones	13,000
Commercial Investment Properties	Roger Thompson	Daniel Jones	25,500
Infra-structure (walls)	Roger Thompson	Daniel Jones	49,000
Car Parks Capital Works Programme	Roger Thompson	Daniel Jones	180,000
Earlswood Depot/Park Farm Depot	Roger Thompson	Daniel Jones	30,000
Public Conveniences	Roger Thompson	Daniel Jones	40,000
Allotments	Roger Thompson	Daniel Jones	4,000
Pavillion Replacement - Woodmansterne	Roger Thompson	Daniel Jones	20,000
Priory Park Maintenance	Roger Thompson	Daniel Jones	30,000
Rolling Property Maintenance Programme:			551,500
Air Quality Monitoring Equipment	Katie Jackson	Morag Williams	50,000
Vehicles & Plant Programme	Lee Wilcox	Morag Williams	87,300
Land Flood Prevention Programme	Lee Wilcox	Morag Williams	11,000
Neighbourhood Operations - Rolling Maintenance			148,300
Capital Grants	Justine Chatfield	Justine Chatfield	20,000
CCTV Rolling Programme	Justine Chatfield	Justine Chatfield	48,600
Community Partnerships			68,600
ICT Replacement Programme	Darren Wray	Darren Wray	125,700
Disaster Recovery	Darren Wray	Darren Wray	18,000
IT Services			143,700
Marketfield Way Redevelopment	Peter Boarder	Peter Boarder	3,821,200
Merstham Recreation Ground	Peter Boarder	Peter Boarder	93,700
Preston - Parking Improvements	Peter Boarder	Peter Boarder	399,500
Preston - Landscaping	Peter Boarder	Peter Boarder	21,200
Place Delivery			4,335,600
Commercial Investments	Caroline Waterworth	Caroline Waterworth	13,977,100
Commercial Ventures			13,977,100
Total			29,491,200
			2019/20 Carry Forwards Recommended for Approval

Capital Outturn and Carry Forward Schedule - 2019/20

Project	Original Capital Budget (Approved) 19/20	Carry Forwards (2018/19)	Other Changes	Revised Capital Budget (Approved) 2019/20	Outturn (2019/20)	Outturn Variance (2019/20)	Carry Forward Proposed (2019/20)	Carry Forward Proposed - Business Case	Finance Recommendation(s)		
	£000	£000	£000	£000	£000	£000	£000		Recommend ed (Y/N)	£000	Comment
Horley Public Realm Improvements - Phase 2 and 3	390.0	0.0	0.0	390.0	388.6	(1.4)	1.4	Delay in delivery and installation of recycling bins	N	0.0	Immaterial - Suggest the £1.4k planned spend is absorbed within 2020/21 programme funding
Marketfield Way Redevelopment	6,192.1	414.9	0.0	6,607.0	2,785.80	(3,821.2)	3,821.2	Delay in being able to get on site due to need for revised Executive approval. This is a project over many financial years. The total scheme costs require the full allocation as agreed by Executive in December 2019.	Y	3,821.2	Large scale project scheduled for completion in 2022/23 requiring rollover of slippage to deliver project within the approved financial envelope.
Preston - Regeneration	418.5	15.2	0.0	433.7	13.0	(420.7)	420.7	Slight delay in completing detailed design and getting on site due to the need to complete a funding agreement between Surrey County Council (SCC) and RBBC. Carry forward of slippage required to complete work on Chetwode Road as agreed at Local Committee	Y	420.7	Local Committee approval now secured and project scheduled to be delivered in 2020/21.
Merstham Recreation Ground	100.0	0.0	0.0	100.0	6.3	(93.7)	93.7	Delay in being able to recruit to post to bring forward the project. Carry forward of fund requested to be able to undertake survey and design work	Y	93.7	Project at development stage
ON 4 Regeneration	7,100.6	430.1	0.0	7,530.7	3,193.7	(4,337.0)	4,337.0			4,335.6	
Leisure Centre Maintenance	30.0	36.0	(15.0)	51.0	43.2	(7.8)	7.0	Planned works completed but additional works required to Donyngs. Additional works was not brought to light until late in financial year	Y	7.0	Additional works identified requiring funding with slippage.
Harlequin Property Maintenance	40.0	71.7	(82.0)	29.7	16.4	(13.3)	13.0	Slippage due to delays in progressing design and documentation. Delays to refurbishment of public toilets	Y	13.0	Slippage required to fund delayed works.
Play Area Improvement Programme	222.0	20.5	0.0	242.5	234.3	(8.2)	8.2	The reported underspend is already factored into 20/21's play area replacement programme and is due to be used towards the total contract costs of the two play areas to be replaced.	N	0.0	Immaterial - Suggest spend is absorbed within 2020/21 £230k funding. Annual trend suggests scheme generally delivered with slight underspend.
Parks & Countryside - Infrastructure & Fencing	45.0	0.0	0.0	45.0	42.5	(2.5)	2.5	Track resurfacing works due to take place in Q1 2020 were not able to be actioned due to localised flooding.	N	0.0	Immaterial - Suggest spend is absorbed within 2020/21 funding
Priory Park Maintenance	5.0	34.6	0.0	39.6	8.9	(30.8)	30.0	Slippage to delays in getting access due to time constraints and access through tenant. Carry forward will be spent on defective flooring replacement.	Y	30.0	Slippage required to fund delayed works.
Leisure and Culture	342.0	162.8	(97.0)	407.8	345.2	(62.6)	60.7			50.0	

Capital Outturn and Carry Forward Schedule - 2019/20

Project	Original Capital Budget (Approved) 19/20	Carry Forwards (2018/19)	Other Changes	Revised Capital Budget (Approved) 2019/20	Outturn (2019/20)	Outturn Variance (2019/20)	Carry Forward Proposed (2019/20)	Carry Forward Proposed - Business Case	Finance Recommendation(s)		
	£000	£000	£000	£000	£000	£000	£000		Recommend ed (Y/N)	£000	Comment
Lee Street Bungalows	380.1	45.6	0.0	425.7	38.9	(386.8)	386.8	Project stalled, updated project and budget agreed at Feb 20 Exec.	Y	386.8	The slippage is required in order to proceed with the build contract based on the updated financial position approved by Executive in February 2020.
64 Massetts Road	0.0	18.2	0.0	18.2	4.6	(13.6)	13.6	External works not completed yet, will be done during 2020/21.	Y	13.6	Slippage required to fund delayed works
Cromwell Road Development 2016	5,707.3	118.9	0.0	5,826.2	136.2	(5,690.0)	5,690.0	Build delayed, had to return to Feb 20 Exec	Y	5,690.0	The slippage is required in order to proceed with the build contract based on the updated financial position approved by Executive in February 2020.
Unit 1 Pitwood Park Tadworth	4,332.0	0.0	0.0	4,332.0	167.5	(4,164.5)	4,164.5	Build delayed, had to return to Feb 20 Exec	Y	4,164.5	The slippage is required in order to proceed with the build contract based on the updated financial position approved by Executive in February 2020.
Housing Development	10,419.4	182.7	0.0	10,602.1	347.1	(10,255.0)	10,255.0			10,254.9	
Earlswood Depot/Park Farm Depot	10.0	5.9	30.0	45.9	15.0	(30.9)	30.0	Slippage due to delays in progressing design and documentation. Carry forward will be spent on boiler replacement.	Y	30.0	Slippage required to fund delayed works.
Waste Management and Recycling	10.0	5.9	30.0	45.9	15.0	(30.9)	30.0			30.0	
Land Flood Prevention Programme	6.0	5.0	0.0	11.0	0.0	(11.0)	11.0	Planned works were unable to be actioned within the financial year due to staff resource constraints during 19/20, works are expected to be commissioned to a contractor in 20/21 to prevent a reoccurrence.	Y	11.0	Slippage required to fund delayed works.
Air Quality Monitoring Equipment	48.0	0.0	20.0	68.0	11.4	(56.6)	50.0	Wray Lane rapid electric vehicle charge point requires replacement, as at end of life. This will not be possible without carried forward funds, which would otherwise result in the charge point having to be decommissioned.	Y	50.0	Slippage is earmarked to fund Wray Lane car park rapid electric vehicle charge point replacement.
Environment	54.0	5.0	20.0	79.0	11.4	(67.6)	61.0			61.0	
Repossession Prevention Fund	30.0	6.3	0.0	36.3	24.8	(11.5)	11.5	Underspend is carried over year on year as this cost code is always under pressure because it is used to provide grants and loans to individuals to prevent homelessness. This year we have been successful in getting grants repaid to enable this fund to help more households.	Y	11.5	Slippage required to increase level of provision available for the assistance service.
Capital Grants	20.0	0.0	0.0	20.0	0.0	(20.0)	20.0	Funds committed to South Park FC for pitch improvements which they cannot undertake until Summer 2020 (Covid-19 depending). Agreed with South Park FC to carry forward our grant to 2020/21 but not beyond. This has political support.	Y	20.0	The slippage is required to cover funds already committed to an organisation in the community.
Capital Grants	50.0	6.3	0.0	56.3	24.8	(31.5)	31.5			31.5	

Capital Outturn and Carry Forward Schedule - 2019/20

Project	Original Capital Budget (Approved) 19/20	Carry Forwards (2018/19)	Other Changes	Revised Capital Budget (Approved) 2019/20	Outturn (2019/20)	Outturn Variance (2019/20)	Carry Forward Proposed (2019/20)	Carry Forward Proposed - Business Case	Finance Recommendation(s)		
	£000	£000	£000	£000	£000	£000	£000		Recommend ed (Y/N)	£000	Comment
ICT - Disaster Recovery	0.0	41.0	0.0	41.0	23.0	(18.0)	18.0	Disaster recovery project activities were not delivered in full as scheduled for 2019/20. There is risk to Disaster Recovery which is on the Corporate Risk Register to resolve if carry forward is not approved.	Y	18.0	Slippage required to fund delayed works.
Organisational Change	0.0	41.0	0.0	41.0	23.0	(18.0)	18.0			18.0	
Vehicles & Plant Programme	1,302.0	400.0	0.0	1,702.0	1,284.7	(417.3)	87.3	There is a slippage of £87,347 net of budget adjustment which is due to the overrunning procurement for one transport/workshop van and two Greenspaces vehicles. One workshop van, one playground repair vehicle and one arborists vehicle. Should the carry forward not be approved, there would be significant impact on both the Transport and greenspaces departments and the services that they are able to provide.	Y	87.3	£330k out of the reported £417k underspend relates to ring-fenced 2019/20 budget reduction identified from the recently completed review of programmed vehicles roll-out and forms part of the service capital programme budgets reprofiling.
ICT Replacement Programme	275.0	0.0	450.0	725.0	599.3	(125.7)	125.7	Projects delayed. Carry forward is required to deliver them. Impact to PCI-DSS compliance if these key projects are not delivered.	Y	125.7	Slippage required to fund delayed works.
Operational Buildings (Council Offices Programme)	30.0	48.8	100.0	178.8	36.9	(141.9)	140.0	Council Offices additional funds were due to be spent this financial year on air conditioning plant and preparation works for boiler replacement. Slippage due to delays in progressing design and documentation. Outstanding works will be commissioned and completed in 2020/21.	Y	140.0	Slippage required to fund delayed works.
Day Centres Programme	25.0	8.9	(8.9)	25.0	11.0	(14.0)	13.0	Slippage due to Staywell occupancy of buildings restricting progression of works. Carry forward will be spent on boiler works, extensive flooring and blind replacement, toilet and kitchen upgrades.	Y	13.0	Slippage required to fund delayed works.
Commercial Investment Properties	50.0	13.3	80.0	143.3	95.8	(47.5)	25.5	Slippage (£25.5k) due to delays in progressing design and documentation. Carry forward will be spent on outstanding works.	Y	25.5	Slippage required to fund delayed works.
Infra-structure (walls)	5.0	15.0	35.0	55.0	5.7	(49.3)	49.0	Outstanding roadworks to RNIBA development wasn't agreed with developer on how this can be procured as joint venture. Carry forward will be spent on repairs to Philanthropic Road and development access.	Y	49.0	Slippage required to fund delayed works.

Capital Outturn and Carry Forward Schedule - 2019/20

Project	Original Capital Budget (Approved) 19/20	Carry Forwards (2018/19)	Other Changes	Revised Capital Budget (Approved) 2019/20	Outturn (2019/20)	Outturn Variance (2019/20)	Carry Forward Proposed (2019/20)	Carry Forward Proposed - Business Case	Finance Recommendation(s)		
	£000	£000	£000	£000	£000	£000	£000		Recommend ed (Y/N)	£000	Comment
Car Parks Capital Works Programme	30.0	50.2	106.0	186.2	5.8	(180.4)	180.0	Programme delays due to time constraints on tender process / procurement / legal requirements. Carry forward will be spent on replacement of broken lifts at Bancroft Rd car park. Lift remains out of service with only 1 working. if it fails, there will be no lift service at all.	Y	180.0	Slippage required to fund delayed works.
Public Conveniences	5.0	0.0	185.0	190.0	149.8	(40.2)	40.0	Programme delays due to high tender returns for refurbishment works. Carry forward will be spent on Consort way public toilet refurbishment. There has been increasing complaints about the state of the toilets.	Y	40.0	Slippage required to fund delayed works.
Allotments	4.0	0.0	0.0	4.0	0.0	(4.0)	4.0	Slippage due to delays in progressing design and documentation. Carry forward will be spent on Tattenham Way allotment supply upgrade. If work is not done, there would be continued disruption to supply.	Y	4.0	Slippage required to fund delayed works.
Woodmansterne sports club	0.0	0.0	20.0	20.0	0.0	(20.0)	20.0	Slippage due to delays in progressing design and documentation. Carry forward required for drainage repairs and boiler up grades. If works are not done, there is risk of further blockages and boiler break downs.	Y	20.0	Slippage required to fund delayed works.
CCTV Rolling Programme	30.0	22.2	0.0	52.2	3.6	(48.6)	48.6	Review of our future commitment to CCTV undertaken in 2019/20, which was due to go to Leaders on 30th March (but has now been delayed). It was not prudent to invest in improvements to the CCTV network ahead of a decision on whether or not we retain CCTV. Once that decision is taken we will need the funds either to upgrade part / all of the CCTV network and / or to decommission part / all of the network.	Y	48.6	The CCTV service is currently being reviewed. The slippage will be required to contribute towards any budget impact in 2020/21 from the review outcome.
Rolling Programmes	1,756.0	558.4	967.1	3,281.5	2,192.6	(1,088.9)	733.2			733.1	
Commercial Investments	25,000.0	0.0	0.0	25,000.0	11,022.9	(13,977.1)	13,977.1	Allocated capital funding for investment in new developments and commercial assets and activities that, in addition to local regeneration and place-shaping benefits, deliver a sustainable net income stream to the revenue budget. There was £11.022m of expenditure during 2019/20 to fund the purchase of land for the Horley Business Park (£10.988m) and other associated consultancy costs(£0.034m)	Y	13,977.1	This is a capital funding 'pot' allocated for investment in new developments and commercial assets and activities. The slippage will be required in addition to the £50m allocation for 2020/21 to fund new investment proposals in 2020/21 and future years.
Commercial Investments	25,000.0	0.0	0.0	25,000.0	11,022.9	(13,977.1)	13,977.1			13,977.1	
Total Capital Budget	44,732.0	1,392.2	920.1	47,044.3	17,175.8	(29,868.5)	29,503.4			29,491.2	

Provisional Capital Outturn - 2019/20

Project	Original Capital Budget (Approved) 19/20	Carry Forwards	Additional Approvals In Year	Reprofiled	Revenue Contribution to Capital (RCC)	Other Changes	Revised Capital Budget (Approved) 19/20		Outturn	Variance	Explanation of Significant Variances
	£000	£000	£000	£000		£000	£000		£000	£000	
Horley Public Realm Improvements - Phase 2 and 3	390.0	0.0	0.0	0.0		0.0	390.0		388.6	(1.4)	Work is completed resulting in an underspend of £1.4k.
Marketfield Way Redevelopment	6,192.1	414.9	0.0	0.0		0.0	6,607.0		2,785.80	(3,821.2)	The project is underway with enabling works largely undertaken in the fourth quarter of 2019/20. The main build is scheduled to commence in first quarter of 2020/21. The slippage will be carried forward into 2020/21.
Redhill Public Realm Improvements	24.8	0.0	0.0	0.0		0.0	24.8		24.9	0.1	Work is completed and full spend achieved
Preston - Regeneration	418.5	15.2	0.0	0.0		0.0	433.7		13.0	(420.7)	Works to Chetwode Road have been approved by the Local Committee and are now programmed to get underway in the first quarter 2020/21. The slippage will be carried forward into 2020/21.
Merstham Recreation Ground	100.0	0.0	0.0	0.0		0.0	100.0		6.3	(93.7)	Initial concept plan prepared with main design works commencing in 2020/21. The slippage will be carried forward into 2020/21.
Regeneration	7,125.4	430.1	0.0	0.0	0.0	0.0	7,555.5		3,218.6	(4,336.9)	
Leisure Centre Maintenance	30.0	36.0	0.0	(15.0)		0.0	51.0		43.2	(7.8)	Planned work completed but additional works required to Donyngs. Additional works were identified at the end of the financial year and the slippage will be used for these works required in 2020/21.
Harlequin Property Maintenance	40.0	71.7	0.0	(82.0)		0.0	29.7		16.4	(13.3)	Slippage due to delays in progressing design and documentation. Work to be progressed in 2020 /21.
Play Area Improvement Programme	222.0	20.5	0.0	0.0		0.0	242.5		234.3	(8.2)	Work is completed resulting in an underspend of £8.2k
Parks & Countryside - Infrastructure & Fencing	45.0	0.0	0.0	0.0		0.0	45.0		42.5	(2.5)	Work is completed resulting in an underspend of £2.5k
Harlequin Maintenance	25.0	0.0	0.0	0.0	89.0	0.0	114.0		148.5	34.5	Spend includes projector and printer (£78k) and other facilities maintenance, £5k contribution to Wi-Fi installation project and £6k for Sound and Stage Support equipment. The £34k overspend was due to additional works necessary to complete refurbishment works.
Priory Park Maintenance	5.0	34.6	0.0	0.0		0.0	39.6		8.9	(30.8)	Slippage due to delays in progressing design and documentation. Work to be progressed in 2020 /21.
Leisure and Culture	367.0	162.8	0.0	(97.0)	89.0	0.0	521.8		493.7	(28.1)	
Lee Street Bungalows	380.1	45.6	0.0	0.0		0.0	425.7		38.9	(386.8)	A revised baseline budget has been approved by Executive in order to proceed with the build contract based on the updated financial position in February 2020. The £386k slippage will be carried forward into 2020/21
64 Massetts Road	0.0	18.2	0.0	0.0		0.0	18.2		4.6	(13.6)	Scheduled external work to the property was not completed; this will be completed during 2020/21.
Cromwell Road Development 2016	5,707.3	118.9	0.0	0.0		0.0	5,826.2		136.2	(5,690.0)	A revised baseline budget has been approved by Executive in order to proceed with the build contract based on the updated financial position in February 2020. The £5.69m slippage will be carried forward into 2020/21
Unit 1 Pitwood Park Tadworth	4,332.0	0.0	0.0	0.0		0.0	4,332.0		167.5	(4,164.5)	A revised baseline budget has been approved by Executive in order to proceed with the build contract based on the updated financial position in February 2020. The £4.16m slippage will be carried forward into 2020/21.
Development of Court Lodge Residential Site	0.0						0.0		0.55	0.5	Historically, no capital works budget was allocated for major works in council-owned housing properties. This shortfall in provision will be addressed through ongoing Capital Programme development.
3 Tulip House	0.0						0.0		9.13	9.1	
30 Thornton Place, Horley, RH6 8RZ	0.0						0.0		9.02	9.0	
Housing Development	10,419.4	182.7	0.0	0.0	0.0	0.0	10,602.1		365.8	(10,236.3)	

Provisional Capital Outturn - 2019/20

Project	Original Capital Budget (Approved) 19/20	Carry Forwards	Additional Approvals In Year	Reprofiled	Revenue Contribution to Capital (RCC)	Other Changes	Revised Capital Budget (Approved) 19/20		Outturn	Variance	Explanation of Significant Variances
	£000	£000	£000	£000		£000	£000		£000	£000	
Earlswood Depot/Park Farm Depot	10.0	5.9	30.0	0.0		0.0	45.9		15.0	(30.9)	Slippage due to delays in progressing design and documentation. Work to be progressed in 2020 /21.
Waste Management and Recycling	10.0	5.9	30.0	0.0	0.0	0.0	45.9		15.0	(30.9)	
Land Flood Prevention Programme	6.0	5.0	0.0	0.0		0.0	11.0		0.0	(11.0)	The £11k budget slippage will be carried forward and applied to offset expenditure on Frenches Pond works in 2020/21.
Air Quality Monitoring Equipment	48.0	0.0	0.0	0.0	20.0	0.0	68.0		11.4	(56.6)	The £56k budget slippage has been earmarked for the Electric Rapid Charger installation at Wray Lane Car Park in 2020/21.
Contaminated Land - Investigation work	30.0	0.0	0.0	0.0		0.0	30.0		0.0	(30.0)	Spend is contingent on the outcome of investigation works; no requirements were identified in 2019/20.
Environment	84.0	5.0	0.0	0.0	20.0	0.0	109.0		11.4	(97.6)	
Handy Person Scheme	0.0	0.0	50.0	0.0		0.0	50.0		9.1	(40.9)	The small works assistance scheme is being more widely publicised to promote uptake. Further increase in uptake is expected in future years due to changes in the availability of other sources of funding for home adaptations.
Home Improvement Agency SCC Grant	120.0	34.0	0.0	0.0		0.0	154.0		120.0	(34.0)	The Home Improvement Agency service annual contract cost is now confirmed at £120k. The £34k brought forward from 2018/19 is no longer required as the budget provision was adequate for the year.
Disabled Facilities Grant	965.0	0.0	0.0	0.0		169.0	1,134.0		902.3	(231.6)	The £232k variance will be transferred to the Unapplied Capital Reserve. Current service demand has been below the Government grant allocation level for the last few years. Changes in grant spending policy made in September 2019 will take some time to feed through to completed works and correlated spending (as the revised Housing Assistance Policy allows for greater spending beyond just mandatory grants, there is a lag from approval through to completion of works and spend of funds).
Repossession Prevention Fund	30.0	6.3	0.0	0.0		0.0	36.3		24.8	(11.5)	The £12k variance will be transferred to Reserves. This is a grant (part of the Flexible Homeless Support Fund) funded scheme used to prevent repossessions. Actual spend will be drawn down against the remaining grant income balance.
Flexible Homelessness Support Grant	0.0	0.0	0.0	0.0		327.8	327.8		327.8	0.0	Funds are used to prevent homelessness predominantly by providing interest free loans to applicants to cover rent in advance.
Capital Grants	20.0	0.0	0.0	0.0		0.0	20.0		0.0	(20.0)	This budget is used for paying capital grants to fund improvement programmes within the borough. The £20K slippage will be carried forward into 2020/21 and committed to South Park FC for pitch improvements which cannot be undertaken until Summer 2020 (Covid-19 depending).
Capital Grants	1,135.0	40.3	50.0	0.0	0.0	496.7	1,722.0		1,384.0	(338.0)	
Great Workplace Program - Earlswood Depot	0.0	0.0	0.0	0.0	150.0	0.0	150.0		132.6	(17.4)	Great Workplace Phase 1 (Depot refurbishment) - now completed with a £17.4k underspend
ICT - Disaster Recovery	0.0	41.0	0.0	0.0	0.0	0.0	41.0		23.0	(18.0)	Project start was delayed; funds are still required to deliver Disaster Recovery improvements. This will be completed in 2020/21.
Organisational Change	0.0	41.0	0.0	0.0	150.0	0.0	191.0		155.6	(35.4)	

Provisional Capital Outturn - 2019/20

Project	Original Capital Budget (Approved) 19/20	Carry Forwards	Additional Approvals In Year	Reprofiled	Revenue Contribution to Capital (RCC)	Other Changes	Revised Capital Budget (Approved) 19/20		Outturn	Variance	Explanation of Significant Variances
	£000	£000	£000	£000		£000	£000		£000	£000	
Vehicles & Plant Programme	1,302.0	400.0	0.0	0.0		0.0	1,702.0		1,284.7	(417.3)	£330k out of the variance of £417k was identified as no longer required for 2019/20 from the recently-completed review of programmed vehicles roll-out.
ICT Replacement Programme	275.0	0.0	0.0	0.0	93.0	357.0	725.0		599.3	(125.7)	£125k slippage is largely on the rolling replacement programme for laptops and Microsoft Office 365 licenses fees and other projects.
Capitalised Software - Licensing	0.0				50.0		50.0		49.60	(0.4)	The spend relates to software costs (Civica Icon upgrade and implementation) that are capitalisable.
Operational Buildings (Council Offices Programme)	30.0	48.8	100.0	0.0			178.8		36.9	(141.9)	Additional funds were due to be spent this financial year on Council Offices air conditioning plant and preparation works for boiler replacement. Slippage due to delays in progressing design and documentation, Outstanding works will be completed in 2020/21.
Day Centres Programme	25.0	8.9	0.0	(8.9)		0.0	25.0		11.0	(14.0)	The £14k slippage will be carried forward into 2020/21.
Existing Pavilions Programme	30.0	21.8	0.0	(21.8)		0.0	30.0		28.8	(1.2)	Programme completed - £1.2k underspend
Commercial Investment Properties	50.0	13.3	80.0	0.0		0.0	143.3		118.3	(25.0)	Regent House maintenance work and spend on other property maintenance works. Slippage due to delays in progressing design and documentation. Outstanding works will be progressed in 2020/21.
Infra-structure (walls)	5.0	15.0	35.0	0.0		0.0	55.0		5.7	(49.3)	Costs for reinstatement of the road leading to the RNIBA housing development at Philanthropic Road. The developer has agreed to pay for half of the costs . Slippage due to continued negotiation with the developer on how this can be procured. This will be progressed in 2020/21.
Car Parks Capital Works Programme	30.0	50.2	106.0	0.0		0.0	186.2		5.8	(180.4)	Car Parks Lift replacement at Bancroft Road multi storey was scheduled to be out to tender in 2019/20 with works reprogrammed for 2020/21. Slippage due to delays in progressing the contract.
Public Conveniences	5.0	0.0	49.0	136.0		0.0	190.0		149.8	(40.2)	Additional funds were allocated in 2019/20 for the refurbishment of Banstead High Street and Consort Way toilets. Banstead High Street toilet works completed and work scheduled to start on Consort Way toilets in 2020/21.
Cemeteries & Chapel	0.0	8.3	0.0	(8.3)		0.0	0.0		0.2	0.2	Project completed
Allotments	4.0	0.0	0.0	0.0		0.0	4.0		0.0	(4.0)	Slippage due to delays in progressing design and documentation on the Tattenham Way allotment supply upgrade.
Woodmansterne sports club	0.0	0.0	20.0	0.0		0.0	20.0		0.0	(20.0)	Drainage works. Slippage due to delays in specifying works. Work will be progressed in 2020/21.
CCTV Rolling Programme	30.0	22.2	0.0	0.0		0.0	52.2		3.6	(48.6)	The CCTV service is currently being reviewed. The outcome of the review and any budget impact will be developed and reported in 2020/21.
Rolling Programmes	1,786.0	588.5	390.0	97.0	143.0	357.0	3,361.5		2,293.6	(1,067.9)	
Commercial Investments	25,000.0	0.0	0.0	0.0		0.0	25,000.0		11,022.9	(13,977.1)	Capital funding allocated for investment in new developments and commercial assets and activities that, in addition to local regeneration and place-shaping benefits, deliver a sustainable net income stream to the revenue budget. There was £11.022m of expenditure during 2019/20 to fund a loan to Greensand Holdings Limited for the purchase of land for Horley Business Park (£10.988m) and associated costs (£0.034m). The unspent balance will be carried forward.
Commercial Investments	25,000.0	0.0	0.0	0.0	0.0	0.0	25,000.0		11,022.9	(13,977.1)	
Acquisition of 3, 8 and 20 Reading Arch Road	0.0						0.0		1.25	1.3	Legal fees in connection with the proposed site acquisition
Other Schemes	0.0	0.0	0.0	0.0	0.0	0.0	0.0		1.3	1.3	
Total Capital Budget	45,926.8	1,456.3	470.0	0.0	402.0	853.7	49,108.8		18,962.1	(30,146.8)	-61%

Cost Centre	Description	2019/20 Revised Budget (Mth 12 Final)	2019/20 Actual (Outturn)	2019/20 Outturn Variance	2020/21 Original (Approved) Budget	2019/20 Carry forward (Proposed)	2020/21 Revised Budget
(A)	(B)	(C)			(D)	(E)	(F)
						£	£
CB01201	Handy Person Scheme	50,000	9,106.60	(40,893.40)	50,000		50,000
CB01202	Home Improvement Agency SCC Grant	154,000	120,000.00	(34,000.00)	120,000		120,000
CB01300	Disabled Facilities Grant	1,134,000	902,333.83	(231,666.17)	1,134,000		1,134,000
CB01500	Repossession Prevention Fund	36,300	24,810.24	(11,489.76)	30,000	11,500	41,500
CB01501	Flexible Homelessness Support Grant	327,800	327,777.88	(22.12)			0
CB02100	Capital Grants	20,000		(20,000.00)		20,000	20,000
CB03121	Lee Street Bungalows	425,700	38,876.00	(386,824.00)	234,000	386,800	620,800
CB03124	3 Tulip House	-	9,126.28	9,126.28			0
CB03130	30 Thornton Place, Horley, RH6 8RZ		9,024.35	9,024.35			0
CB03190	64 Massetts Road	18,200	4,603.82	(13,596.18)		13,600	13,600
CC51014	Vehicles & Plant Programme	1,702,000	1,284,652.90	(417,347.10)	3,162,000	87,300	3,249,300
CC61014	ICT Replacement Programme	725,000	599,319.92	(125,680.08)	225,000	125,700	350,700
CC61015	Capitalised Software - Licensing	50,000	49,603.00	(397.00)			0
CC71114	Operational Buildings (Council Offices Programme)	178,800	36,916.59	(141,883.41)	115,000	140,000	255,000
CC71214	Day Centres Programme	25,000	11,034.41	(13,965.59)	75,000	13,000	88,000
CC71314	Existing Pavilions Programme	30,000	28,764.02	(1,235.98)	90,000		90,000
CC71514	Leisure Centre Maintenance	51,000	43,160.20	(7,839.80)	30,000	7,000	37,000
CC71714	Harlequin Property Maintenance	29,700	16,400.46	(13,299.54)	40,000	13,000	53,000
CC71814	Commercial Investment Properties	143,300	95,757.34	(47,542.66)	50,000	25,500	75,500
CC71815	Infra-structure (walls)	55,000	5,700.00	(49,300.00)	55,000	49,000	104,000
CC72114	Land Flood Prevention Programme	11,000		(11,000.00)	6,000	11,000	17,000
CC72124	Play Area Improvement Programme	242,500	234,295.99	(8,204.01)	226,000		226,000
CC72324	Parks & Countryside - Infrastructure & Fencing	45,000	42,533.21	(2,466.79)	45,000		45,000
CC74114	Car Parks Capital Works Programme	186,200	5,768.75	(180,431.25)	190,000	180,000	370,000
CC78101	Air Quality Monitoring Equipment	68,000	11,400.70	(56,599.30)	108,000	50,000	158,000
CC78104	Contaminated Land - Investigation work	30,000		(30,000.00)	30,000		30,000
CC79902	Earlswood Depot/Park Farm Depot	45,900	15,046.23	(30,853.77)	50,000	30,000	80,000
CC79903	Public Conveniences	190,000	149,817.76	(40,182.24)	5,000	40,000	45,000
CC79904	Cemeteries & Chapel	-	185.05	185.05	40,000		40,000
CC79905	Allotments	4,000	-	(4,000.00)	14,000	4,000	18,000
CQ33101	Pavillion Replacement - Woodmansterne	20,000	-	(20,000.00)		20,000	20,000
CC79906	Harlequin Maintenance	113,900	148,477.34	34,577.34	40,000		40,000
CN22401	Horley Public Realm Improvements - Phase 2 and 3	390,000	388,625.00	(1,375.00)	100,000		100,000
CN25201	Development of 16-46 Cromwell Road Redhill	-	-	0.00			0
CN25300	Marketfield Way Redevelopment	6,607,000	2,785,798.95	(3,821,201.05)	18,858,600	3,821,200	22,679,800
CN25400	Redhill Public Realm Improvements	24,800	24,936.42	136.42			0
CN25701	Development of Court Lodge Residential Site	-	545.00	545.00			0
CN25706	Horley Industrial Estate Development			0.00			0
CN25707	Cromwell Road Development 2016	5,826,200	136,177.33	(5,690,022.67)	3,680,000	5,690,000	9,370,000
CN25800	Merstham Recreation Ground	100,000	6,298.00	(93,702.00)	700,000	93,700	793,700
CQ32101	CCTV Rolling Programme	52,200	3,604.00	(48,596.00)	30,000	48,600	78,600
CQ33305	Priory Park Maintenance	39,600	8,850.00	(30,750.00)	198,000	30,000	228,000
CQ33501	Preston - Parking Improvements	412,500	12,987.50	(399,512.50)	362,100	399,500	761,600
CQ33504	Preston - Landscaping	21,200	-	(21,200.00)		21,200	21,200
CQ33508	Merstham Regeneration	-	22,500.00	22,500.00			0
CV56110	Unit 1 Pitwood Park Tadworth	4,332,000	167,477.47	(4,164,522.53)	1,745,000	4,164,500	5,909,500
CV56115	Acquisition of 3, 8 and 20 Reading Arch Road	-	1,250.00	1,250.00			0
CV56118	Great Workplace Program - Earlswood	150,000	124,236.74	(25,763.26)			0
CV57820	Earlswood Depot Refurbishment Project	-	8,401.19	8,401.19			0
CV57830	Disaster Recovery	41,000	23,002.77	(17,997.23)		18,000	18,000
CV57999	Commercial Investments	25,000,000	11,022,913.00	(13,977,087.00)	50,000,000	13,977,100	63,977,100
CC79950	Vibrant towns & villages				100,000		100,000
CN22401	Horley Public Realm Improvements - Phase 4						0
CC79900	Harlequin - Service Development				100,000		100,000
CB03300	Housing Delivery				10,000,000		10,000,000
CV56119	Workplace Facilities: Estate/Asset Development				250,000		250,000
CV56120	Workplace Facilities: additional IT requirement for increase in workforce.				30,000		30,000
CC79912	Building Maintenance – consultancy/capitalised staff costs.				50,000		50,000
CC71806	Beech House, London Road, Reigate				3,000,000		3,000,000
CC71805	Forum House, Brighton Road, Redhill				70,000		70,000
CC71804	Unit 61E, Albert Road North				55,000		55,000
CC71807	Regent House				25,000		25,000
CC71803	Linden House , 51b High Street, Reigate				17,250		17,250
CC71802	Units 1-5 Redhill Distribution Centre. Salfords				40,250		40,250
CC71801	Crown House				75,000		75,000
CC71800	Tenanted properties - occupied by third-parties -planned building maintenance				100,000		100,000
CC51015	Fleet Vehicle Wash-Bay Replacement				350,000		350,000
	Total	49,108,800	18,962,096	(30,146,704)	96,100,200	29,491,200	125,591,400
		Reconciled to 30 January 2020 Executive Report.	P13 - Outturn 71	P13 - Outturn Variance	Reconciled to 30 January 2020 Executive Approved Budget.	2019/20 Carry Forward (Proposed)	2020/21 Revised Budget (including 2019/20 Carry forwards)

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KEY PERFORMANCE INDICATORS (KPIs) – 2020/21

The Council's KPIs for 2020/21 have been updated in order to ensure that they continue to be robust and demonstrate performance against key corporate objectives.

The KPIs to be reported on for 2020/21 are detailed in the table below for the Executive to approve.

Ref.	Portfolio Holder	Indicator
KPI 1	Cllr Schofield	The % of Council Tax collected
KPI 2	Cllr Schofield	The % of Business Rates collected
KPI 3	Cllr Lewanski	Staff turnover
KPI 4	Cllr Lewanski	Staff sickness absence (short-term)
KPI 5	Cllr Knight	The % of positive homelessness prevention and relief outcomes
KPI 6	Cllr Biggs	Net housing completions
KPI 7	Cllr Biggs	Net affordable housing completions
KPI 8	Cllr Bramhall	Cleansing - performance in Local Environmental Quality surveys
KPI 9	Cllr Bramhall	Number of missed bins per 1,000 collected
KPI 10	Cllr Bramhall	The % of household waste that is recycled and composted
KPI 11	Cllr Bramhall	Refuse and Recycling - revenue expressed as a % of the service's costs (annually reported in Q4)
KPI 12	Cllrs Schofield and Archer	Movement in investment income as a % of the Council's budget (annually reported in Q4)
KPI 13	Cllr Horwood	Number of visits to the Council's leisure centres (annually reported in Q4)
Contextual performance information provided on an annual basis:		
	Cllrs Horwood and Ashford	Intervention service performance (not a KPI, contextual measures)
	Cllr Schofield	Fraud service performance (not a KPI, contextual measure)
	Cllr Lewanski	Corporate complaints information (not a KPI, contextual)

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RISK MANAGEMENT – 2020/21

Overview

The strategic risks for 2020/21 are detailed below for Executive approval:

The table below provides a definition of the risk ratings that the Council employs.

Rating	Action
Red risk	Where management should focus attention. Immediate actions should be identified and plans put in place to reduce risk as a priority .
Amber risk	Where management should ensure that contingency plans are in place. These may require immediate action and will require monitoring for any changes in the risk or controls. These will be a key area of assurance focus.
Yellow risk	These should have basic mechanisms in place as part of the normal course of management.
Green risk	Where risk is minimal if does not demand specific attention but should be kept under review.

Ref	Risk description	Portfolio Holder	Risk rating
SR1	<p>Brexit</p> <p>The UK's withdrawal agreement with the European Union includes a transition period where the pre-Brexit trade arrangements will continue to apply. The transition period ends on 31 December 2020, where, if successfully negotiated, new trade arrangements covering goods and services will be put in place. Despite the COVID-19 pandemic, the government remains committed to leaving the transition period by 31 December.</p> <p>The government has the option to extend the transition period but will need to make this decision by June at the latest. If the option to extend is not exercised any later request will require a new treaty and ratification by all EU member states within a short timeframe.</p> <p>If the extension is refused, this leaves the government limited time to agree new trading arrangements. If new trade arrangements aren't negotiated then the transition period will elapse without a trade deal being in place, resulting in a no-deal Brexit which will likely have adverse effects on the economy.</p>	Cllr Schofield	AMBER

Ref	Risk description	Portfolio Holder	Risk rating
SR2	<p>Financial sustainability</p> <p>The Council is now operating in a uniquely challenging and uncertain financial context.</p> <p>In the wake of the COVID-19 pandemic and likely recession which will follow, the Council faces a period of unprecedented financial uncertainty.</p> <p>The ongoing financial settlement with the Government also remains unclear with the Fair Funding Review and Business Rate Reset and Revaluation being delayed.</p> <p>There most significant risks relate to the extent to which the Government will fund the unplanned expenditure that is being incurred to deliver the Council's COVID-19 responsibilities at the same time as experiencing material reductions in income from fees and charges and local taxes. If this substantial financial burden is not mitigated through direct Government support these unplanned financial pressures will have an adverse impact on the Council's capacity to deliver against its Corporate Plan ambitions in future years.</p>	Cllr Schofield	RED
SR3	<p>Local government reorganisation</p> <p>A reorganisation of local government could be prompted by a range of scenarios and circumstances, including the financial failure of an authority within Surrey or as part of a new devolution agenda.</p> <p>Given the COVID-19 Pandemic, a mandated reorganisation or devolution is unlikely. Instead, changes are most likely to result from a neighbouring or partner authority's financial failure or distress.</p>	Cllr Brunt	AMBER
SR4	<p>Partner public sector funding decisions</p> <p>The public sector is experiencing significant funding pressures. Budgetary decisions made by other public service providers will impact this borough's residents and businesses as well as the Council itself.</p> <p>The COVID-19 pandemic has increased pressure on public services. These pressures may result in partners being stretched which may require the Council to increase services and support provided. This could have negative funding and resource implications.</p>	Cllr Schofield	AMBER

Ref	Risk description	Portfolio Holder	Risk rating
SR5	<p>Organisational capacity and culture</p> <p>The Council has adopted an ambitious Corporate Plan, supported by a capital investment, housing and Great People strategy.</p> <p>The COVID-19 pandemic will change the way the Council operates and will drastically change the organisational culture and ways of working.</p> <p>The Council will continue to be ambitious and the new ways of working will need to be embraced by both members and officers in order for objectives to be achieved.</p> <p>The failure to remain ambitious will risk the delivery of these objectives in these unprecedented times.</p>	Cllr Lewanski	AMBER
SR6	<p>Economic prosperity</p> <p>A prosperous economy is essential for the wellbeing of the borough, creating employment and wealth that benefits local people and businesses. The COVID-19 pandemic will have negative impacts upon the economy, with forecasts suggesting the worst recession in a century.</p> <p>Prevailing economic conditions have a direct impact on the Council's financial position and likewise impacts upon the demand for Council services, particularly in terms of income derived from paid for services and the collection of monies owed. Challenging financial circumstances for residents may also increase their reliance on Council services.</p>	Cllr Humphreys and Cllr Schofield	RED
SR7	<p>Reliance on the welfare system</p> <p>The COVID-19 pandemic has resulted in increasing numbers of residents being reliant upon the welfare system as the economy is negatively impacted. This increases the risk of household budgets being stretched and residents being threatened with homelessness. The latter could result in an increase in cost pressures on the Council as our services are increasingly relied upon.</p>	Cllr Knight	RED
SR8	<p>Cyber security</p> <p>Organisations are at an ever-increasing risk of cyber-attack as the use of digital systems and technologies increases. More sophisticated attacks and new variants of malicious software underscore the risk of corporate defences being compromised.</p>	Cllr Lewanski	AMBER

Ref	Risk description	Portfolio Holder	Risk rating
	<p>The shift to remote working and teleconferencing in response to COVID-19 could potentially compromise cyber security.</p> <p>The effects of a cyber-attack are wide and varied though at their worst could result in data destruction, disruption to the delivery of services and data theft.</p>		
SR9	<p>Fraud</p> <p>Due to the wide range of activities being undertaken by the Council, there is a risk of fraud being committed. The latter is exacerbated by the new areas of activity which the Council has launched following the COVID-19 pandemic.</p>	Cllr Knight	AMBER
SR10	<p>Marketfield Way</p> <p>Marketfield Way is a major place delivery project for the Council and is critical to shaping Redhill and ensuring the town's continued vitality and viability. It will also generate income which can be reinvested in Council services.</p> <p>The COVID-19 pandemic will likely negatively impact upon this development, including in its delivery as well as its financial viability.</p>	Cllr Humphreys	AMBER
SR11	<p>Gatwick Airport</p> <p>The COVID-19 outbreak is likely to have a prolonged negative impact on Gatwick Airport. The outbreak has seen a large reduction in air travel which can be expected to continue into the foreseeable future due to the negative economic outlook and likely ongoing global travel restrictions.</p> <p>As a key local employer the financial position of the airport will likely have a negative effect on local employment, which may result in an increased number of residents seeking support from the Council.</p>	Cllr Humphreys	AMBER

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SIGNED OFF BY	Head of Planning
AUTHOR	Catherine Rylands, Senior Policy Officer
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TO	Executive
DATE	Thursday, 25 June 2020
EXECUTIVE MEMBER	Portfolio Holder for Planning Policy

KEY DECISION REQUIRED	Y
WARDS AFFECTED	(All Wards);

SUBJECT	<p>Adoption of the following Supplementary Planning Documents (SPDs):</p> <ul style="list-style-type: none"> a. Affordable Housing SPD b. Barn and Farm Conversions SPD c. Historic Parks and Gardens SPD d. Reigate Shop Front Design SPD
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RECOMMENDATIONS
<p>RECOMMENDATIONS:</p> <ul style="list-style-type: none"> a) The Executive adopt the revised Affordable Housing SPD, Barn and Farm Conversions SPD, Historic Parks and Gardens SPD and Reigate Town Centre Shop Front Design SPD

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- b) The Executive revoke the current Affordable Housing Supplementary Planning Documents (SPD) (2014), the Appropriate Uses for Historic Barns Supplementary Planning Guidance (SPG) (1994), the Historic Parks and Gardens SPG (2001) and the Reigate Shop Front Design Guide SPG (1999)

REASONS FOR RECOMMENDATIONS

Following the adoption of the Development Management Plan (DMP) in September 2019, four of the Council's SPDs/ SPGs have been revised to reflect changes in national and local planning policy.

EXECUTIVE SUMMARY

Following the adoption of the DMP in September 2019, four of the Council's SPDs/ SPGs have been revised to reflect changes in national and local planning policy.

The Executive are therefore being asked in accordance with Planning Act 2008, Planning and Compulsory Purchase Act 2004 (as amended) and the associated Town and Country Planning (Local Planning) (England) Regulations 2012 (as amended) to:

- Approve the amended Affordable Housing SPD, Barn and Farm Conversions SPD, Historic Parks and Gardens SPD and Reigate Town Centre Shop Front Design SPD for adoption
- Revoke the existing Affordable Housing SPD, the Appropriate Uses for Historic Barns SPG, the Historic Parks and Gardens SPG and the Reigate Shop Front Design Guide SPG
- This recommendation follows public consultation on the draft SPDs between 6th January 2020 and 8th February, for which approval was given by the Executive on 5th December 2019. Comments received during the public consultation of these documents were reviewed by the Local Development Framework Scrutiny Panel in February 2020 and have been taken into consideration in the preparation of the final documents and are summarised in the Consultation Statements provided as annexed to this report.

Executive has authority to approve the recommendations.

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STATUTORY POWERS

1. The Council has no statutory obligation to produce SPDs but has powers under planning legislation to consult on and adopt SPDs as appropriate. The Planning Act 2008, Planning and Compulsory Purchase Act 2004 (as amended) and the associated Town and Country Planning (Local Planning) (England) Regulations 2012 (as amended), set out the requirements for the preparation and revocation of SPDs.
2. The relevant Regulations require Consultation Statements to be prepared to summarise who has been informed in the preparation of SPDs. These are provided as supporting documents.
3. A screening process has been undertaken to assess whether or not the SPDs require a Strategic Environmental Assessment (SEA). The screening opinions are annexed to this report and conclude that the SPDs do not require SEA, a view that was confirmed by the three statutory consultation bodies.
4. The SPDs are compliant with the Human Rights Act 1998.

BACKGROUND

5. SPDs (and older style SPGs) are documents which provide guidance to assist in implementing development plan policies. They may be used to provide guidance for particular issues such as design, environmental social and economic issues they wish to encourage. SPDs are material considerations in planning decisions.
6. Regulation 8(3) of the Town and Country Planning (Local Planning) (England) Regulations 2012 require policies in SPDs not to conflict with the adopted development plan. Therefore, with the adoption of the Council's DMP in September 2019, the existing Affordable Housing SPD, the Appropriate Uses for Historic Barns SPG, Historic Parks and Gardens SPG and the Reigate Shop Front Design Guide SPG have been revised to reflect changes in both national and local planning policy.
7. Much of the content of the SPDs is already common practice in planning determinations and upon adoption they will become material considerations in the determination of planning applications.

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Affordable Housing

8. The revised Affordable Housing SPD provides detail, guidance and greater clarity for developers, registered providers, development management and others on the Council's requirements for affordable housing. It provides greater detail on how the Council will apply DMP Policy DES6 "Affordable Housing" which:
 - Requires all allocated greenfield urban extension sites to provide 35% affordable housing; and all other developments providing 11 or more homes to provide 30% affordable housing.
 - States that in exceptional circumstances, where it can be robustly justified, should the Council consider it would not be suitable or practical to provide affordable housing on site, that the Council may accept affordable housing to be provided on an alternative site or as a payment in lieu.
9. The SPD also provides guidance on how the Council will apply the following policies in relation to affordable housing:
 - DMP Policy DES4 "Housing Mix"
 - DMP Policy DES7 "Specialist Accommodation"

Barns and Farm Conversions

10. The revised Barn and Farm Conversions SPD provides guidance on the principles of converting barns and other farm buildings in both rural and urban areas in a manner which would benefit and help to enhance the character and local distinctiveness of the surrounding natural and built environment. The guidance is in accordance with the following policies:
 - Core Strategy Policy CS4 "Valued townscapes and the historic environment"
 - Core Strategy Policy CS10 "Sustainable Development"
 - DMP Policy DES1 "Design of new development"
 - DMP Policy NHE9 "Heritage Assets"
 - DMP Policy NHE6 "Reuse and Adaptation of Buildings in the Green Belt and in the Rural Surrounds of Horley"
 - DMP Policy EMP4 "Safeguarding Employment Land and Premises".

Historic Parks and Gardens

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11. Historic Parks and Gardens are important heritage assets that add substantial value to both the landscape and environmental quality within the borough. It is therefore important that such heritage assets are protected and that they are treated in accordance with the character and significance of their grading. Historic England maintains a list of nationally significant Historic Parks and Gardens and the Council additionally maintains its own lists of Historic Parks and Gardens of Special Borough Interest. As the Council can designate new local non-statutory heritage assets of borough importance at any time, the existing List of Historic Parks and Gardens Supplementary Planning Guidance no longer provides an up-to-date list of Historic Parks and Gardens in the Borough, as some have been designated since the adoption of the 2001 SPG. The revised SPD provides an up-to-date list and identifies characteristics for identifying new Historic Parks and Gardens.
12. The guidance within this document is in accordance with the following policies:
- Core Strategy Policy CS4 “Valued townscapes and the historic environment”
 - DMP Policy NHE9 “Heritage assets”
13. As part of the consultation on the draft Historic Parks and Gardens SPD the Council also consulted on amendments to the boundaries of Kingswood Warren and Banstead Place Historic Park and Garden Historic Parks and Gardens of Special Borough Interest. In response to consultation on the draft SPD, the Surrey Gardens Trust recommended that amendments are made to the Former Netherne Hospital Historic Park and Garden to reflect recent development. Following adoption of this revised SPD, the amended boundaries to the three Historic Parks and Gardens of Special Borough Interest will be taken to Planning Committee for approval for amendments to the Council’s Local List.

Reigate Town Centre Shop Front Design

14. The revised Reigate Town Centre Shop Front Design SPD provides detailed guidance on the design of shop fronts, including their advertisement signs, located within the Reigate Town Centre Conservation Area, with a view to preserving and enhancing its historic character.
15. The guidance within the document is in accordance with the following policies:
- Core Strategy Policy CS4 “Valued townscapes and the historic environment”

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- DMP Policy DES10 “Advertisements and shop front design”

16. DMP Policy NHE9 “Heritage assets”

OPTIONS

17. **Recommendation 1:** The Executive adopt the revised Affordable Housing SPD, Barn and Farm Conversions SPD, Historic Parks and Gardens SPD and Reigate Town Centre Shop Front Design SPD

- a. Option 1: Adopt the revised SPDs. This option is recommended as it would enable the Council to have up-to-date guidance to provide clarity and certainty for developers, registered providers, development management and others.
- b. Option 2: Do not approve the revised SPDs. This option is not recommended as legislation¹ requires that SPDs/ SPGs must not conflict with the adopted development plan.

18. **Recommendation 2:** That the Executive revoke the current Affordable Housing SPD 2014, the Appropriate Uses for Historic Barns SPG, the Historic Parks and Gardens SPG and the Reigate Shop Front Design Guide SPG.

- a. Option 1: Agree to revoke the current SPDs/ SPGs. This option is recommended as the current SPDs/ SPGs conflict with the adopted development plan.
19. Option 2: Do not agree to revoke the current SPDs/ SPGs. This option is not recommended as legislation² requires that SPDs/ SPGs must not conflict with the adopted development plan.

LEGAL IMPLICATIONS

20. The amended SPDs will come into effect on adoption and will be a material consideration in planning determinations where relevant.

¹ Regulation 8(3) Town and Country Planning (Local Planning) (England) Regulations 2012 (as amended)

² Regulation 8(3) Town and Country Planning (Local Planning) (England) Regulations 2012 (as amended)

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21. The current SPGs / SPDs, which in places conflict with the more recently adopted development plan and national planning policy, will be formally revoked.
22. As required by the Environmental Assessment of Plans and Programmes Regulations 2004 and the Conservation of Habitats and Species Regulations 2017, the Council undertook Strategic Environmental Assessment (SEA) and Habitats Regulations Assessment (HRA) screening to determine whether the proposed SPDs should be subject to SEA and HRA Appropriate Assessment. This screening statement is appended to this report. It concluded that there is not a need for SEA or a full Appropriate Assessment under the HRA.

FINANCIAL IMPLICATIONS

23. As outlined above, the Affordable Housing SPD explains how new affordable housing policy will be implemented. This includes financial contributions in exceptional circumstances where it can be justified, should the Council consider it would not be suitable or practical to provide affordable housing on site. The SPD provides guidance on how these contributions will be spent. The Council will monitor the collection and expenditure of contributions through its [annual Housing Monitor](#).

EQUALITIES IMPLICATIONS

24. These SPDs provide the guidance for DMP policies. To inform the DMP:
 - An Equalities Impact Assessment (EqIA) screening was undertaken in respect of the submission DMP. This identified no negative equalities impacts, and identifies positive equalities in relation to older people, younger people and children, disability, pregnancy and maternity, racial and ethnic groups (Romany Gypsies and Irish Travellers).
 - An updated EqIA was then prepared in respect of the adoption version of the DMP, taking into account the Main Modifications proposed by the Inspector. This similarly identified no negative equalities and, furthermore, is considered likely to result in a more positive impact in respect of ethnic groups, specifically Romany Gypsies and Irish Travellers, as the modifications provided additional land to provide pitches to meet their

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identified accommodation needs compared to the submission version of the plan.

25. Given that no negative equalities impacts were identified for the DMP, a full EqIA was not required. No full EqIA is therefore also not required for the SPDs as they provide guidance for the DMP Policies.

- More specifically, the Affordable Housing SPD is considered to have a positive equalities impact as it is providing the guidance to implement policies to provide affordable housing for those who otherwise may be unable to access housing.

COMMUNICATION IMPLICATIONS

26. No communication implications have been identified. Should the Executive be mindful to approve the revised SPDs and revoke the current SPDs/ SPGs, the Planning Policy team will:

- Notify those on our database of such actions

27. Make available the revised documents and the supporting documents at the borough's libraries and the Council's town hall

RISK MANAGEMENT CONSIDERATIONS

28. No risk management considerations have been identified.

OTHER IMPLICATIONS

29. No further implications have been identified.

CONSULTATION

30. The preparation of the draft revised SPDs was informed by discussion with the Council's Housing Services Team, Development Management Team, Senior Conservation Officer, Registered Providers of Affordable Housing and Surrey Gardens Trust, as summarised in the Initial Consultation Statements that accompanied the draft SPDs at statutory consultation.

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31. In accordance with Regulation 12(b) of the Town and Country Planning (Local Planning) (England) Regulations 2012, the draft SPDs were also subject to a period of statutory consultation. During the consultation we invited comments by:

- Emailing and writing to interested parties³
- Making the documents available on the Council website
- Making the documents available in paper format at the Town Hall and the six libraries in the borough.

32. Comments received during both the informal stakeholder consultation in preparing the draft SPDs and the formal consultation have been taken into consideration in the preparation of the final SPDs following review by the Local Development Framework Scrutiny Panel. Summary of the main issues raised in the consultation are detailed in the Consultation Statements annexed to this report.

- Should the Executive be minded to approve the revised SPDs and revoke the current SPDs and SPGs, in accordance with the Town and Country Planning (Local Planning) (England) Regulations 2012 (as amended), the Planning Policy team will notify those who responded to the consultation and notify those who have indicated that they wish to be kept up-to-date on planning policy matters and will make the adopted SPDs, supporting documents and the Adoption / Revocation Statements available on the Council's website and in the Town Hall and borough libraries as required.

POLICY FRAMEWORK

33. SPDs are optional for the Council to produce. The revision of these four SPDs will provide guidance to assist in the implementation of Core Strategy and DMP policies. It is however not new policy, and not part of the Council's Policy Framework under the Council's Constitution.

BACKGROUND PAPERS

1. [Planning and Compulsory Purchase Act 2004 \(as amended\)](#)
2. [Planning Act 2008 \(as amended\)](#)

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.

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3. [Town and Country Planning \(Local Planning\) \(England\) Regulations 2012 \(as amended\)](#)

Annex 1: Affordable Housing SPD

Annex 2: Affordable Housing Consultation Statement

Annex 3: Strategic Environmental Assessment (SEA) and Habitats Regulations Assessment (HRA) Screening Statement for the draft Affordable Housing SPD

Annex 4: Historic Parks and Gardens SPD

Annex 5: Historic Parks and Gardens Consultation Statement

Annex 6: Reigate Town Centre Shop Front Design SPD

Annex 7: Reigate Town Centre Shop Front Design Consultation Statement

Annex 8: Barn and Farm Conversions SPD

Annex 9: Barn and Farm Conversions Consultation Statement

Annex 10: Strategic Environmental Assessment (SEA) and Habitats Regulations Assessment (HRA) Screening Statement for the Historic Parks and Gardens SPD, Reigate Town Centre Shop Front Design SPD, Barn and Farm Conversion SPD

Annex 11: Adoption and Revocation Statement

BACKGROUND PAPERS

1. Corporate Plan 2015-20 - http://www.reigate-banstead.gov.uk/council_and_democracy/about_the_council/plans_and_policies/corporate_plan/index.asp



Affordable Housing Supplementary Planning Document

April 2020
Reigate & Banstead
BOROUGH COUNCIL
Banstead | Horley | Redhill | Reigate

If you would like this document in a different format, Braille, large print, or audio, or in a different language, please contact the planning Policy Team at LDF@reigate-banstead.gov.uk or on 01737 276 178

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Appendix 1 Affordable Housing Statement

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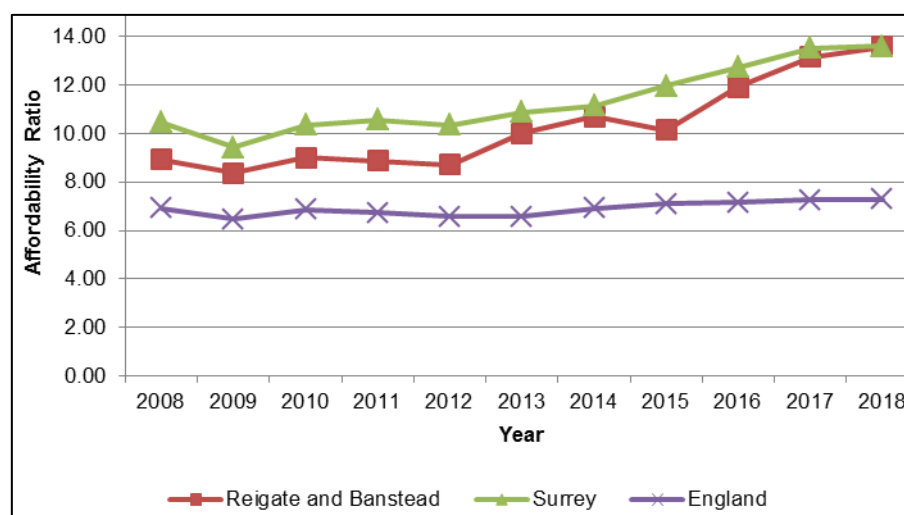
Appendix 4 Appendix 4: Summary of Heads of Terms for s.106 Agreements

Appendix 5 Affordable Housing Scheme

1. Introduction

- 1.1. Whilst Reigate & Banstead is generally an affluent borough, high land values and property prices mean that market housing to meet basic needs is beyond the reach of many of the borough's households. Ensuring the provision of affordable housing supply is crucial to securing mixed communities and to sustain balanced, resilient and inclusive communities.
- 1.2. "Affordability" of housing refers to the relationship between the cost of a market home that meets that household's needs and their ability to pay for it. Affordability is of most concern to those with the lowest earnings, including first time buyers. For this reason affordability is generally measured by comparing the lowest 25% of earnings to the lowest 25% of house prices which gives an affordability ratio. Figure 1 below shows that the affordability of housing within the borough has worsened by 52.2% over the past decade (8.93 to 13.59). This compares with a 30.0% worsening for Surrey as a whole and a 5.5% worsening for England (10.47 to 13.61 and 6.91 to 7.29 respectively).

Figure 1 Affordability (2008-2018)



Source: Office for National Statistics (2019)

- 1.3. The Council is therefore keen to ensure that the new affordable housing provided in the borough meets the housing needs identified now and in future years. The Council's Development Management Plan (DMP) requires the

provision of affordable housing on all greenfield urban extension sites and all sites providing 11 or more gross units. This supplementary planning document (SPD) will provide the detailed guidance for the delivery of affordable housing including size, type, tenure and design required. It also details the exceptional circumstances in which contributions in lieu of on-site provision may be accepted and, in those cases, the Council's approach to calculating the financial contribution required.

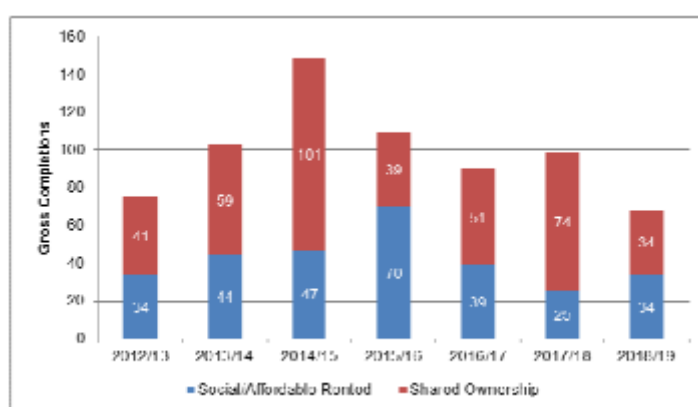
- 1.4. This SPD does not introduce new policy but rather ensures that existing policy is as effective as possible. It has been prepared for consultation in line with the Town and Country Planning (Local Planning) (England) Regulations 2012 (as amended) and in doing so the Council has involved the Council's Housing Services and Registered Providers providing affordable housing within the borough and consulted the Environment Agency, Natural England and Historic England on a Strategic Environmental Assessment and Habitats Regulations Assessment Screening Statement¹.

¹ Responses are detailed in the Affordable Housing SPD Strategic Environmental Assessment and Habitats Regulations Assessment Screening Statement

2. Affordable Housing

- 2.1. This section gives a brief overview of affordable housing.
- 2.2. The National Planning Policy Framework (NPPF) 2019 defines affordable housing as “housing for sale or rent, for those whose needs are not met by the market (including housing that provides a subsidised route to home ownership and/or is for essential local workers)”. Affordable housing can be provided as either:
- Affordable housing for rent (including social and affordable rent); or
 - Affordable home ownership products (including starter homes, discount market sales, shared ownership, equity loans, rent to buy and other low cost homes for sale at a price equivalent to at least 20% below market value).
- 2.3. Affordable housing required to meet an identified need for affordable housing in the borough which is determined through analysis of local incomes and local house prices. The Council’s most recent analysis (Housing Needs Assessment 2019) identifies a per annum need for:
- 438 rented affordable housing units
 - 270 affordable home ownership units
- 2.4. Due to the characteristics and constraints of the borough including 69% Green Belt constraint, environmental constraints including the Mole Gap to Reigate Escarpment Special Area of Conservation, the Surrey Hills Area of Outstanding Natural Beauty and areas at high risk of flooding, the Core Strategy Inspector recognised that the Council was unable to meet its objectively assessed market housing need and therefore due to the reliance on the provision of market accommodation in the borough to deliver affordable housing, the borough is unable to meet its total affordable housing need. Instead, the Core Strategy and DMP require the Council to deliver 100 affordable dwellings per annum over the plan period (2012-2027). In the 7 years to 31st March 2018, the Council had delivered 692 affordable units.

Figure 2 Affordable Housing Delivery in the borough 2012 to date



Source: Reigate & Banstead Borough Council Housing Monitor (2019)

- 2.5. Given the need for affordable housing in the borough, the Council is tackling the issue of housing affordability by a variety of means in addition to seeking on-site affordable housing on greenfield urban extensions and sites delivering 11 or more gross units. The Council is developing affordable housing on our own sites, investing in temporary accommodation which reduces the use of bed and breakfast accommodation for homeless individuals and families, and using development contributions to provide temporary accommodation and new affordable dwellings.

- 2.6. The Council requires developers of sites providing affordable housing to enter into nomination agreements to ensure that the affordable housing is provided for local need and s.106 obligations requiring either the unit to remain in affordable housing use in perpetuity or in circumstances where affordable housing is released to market housing (for example a shared ownership flat staircasing to 100% market), and an obligation requiring the receipt to be re-used for affordable housing provision in the borough.

3. Legal and Policy Context

- 3.1. This section outlines the national and local policy and the legal context for supplementary planning documents and affordable housing.

Supplementary Planning Documents

- 3.2. Relevant legislation² specifies that local development documents that are not part of the local plan, and which include environmental, social, design and economic objectives are supplementary planning documents.
- 3.3. The National Planning Policy Framework (NPPF) 2019 advises that supplementary planning documents (SPDs) are “documents which add further detail to the policies in the development plan” and notes that “they can be used to provide further guidance for development on specific sites, or on particular issues, such as design”.
- 3.4. The NPPF³ notes that SPDs are not part of the development plan but can add detail and guidance to policy, and are capable of being a material consideration in planning decisions.
- 3.5. National Planning Policy Guidance (PPG)⁴ advises that given that SPDs are material considerations - and therefore not part of the development plan – they cannot introduce new planning policies into the development plan. It also guides that they should not add unnecessarily to the financial burdens on development.

Affordable Housing

- 3.6. The NPPF defines affordable housing as “housing for sale or rent, for those whose needs are not met by the market (including housing that provides a subsidised route to home ownership and/or is for essential local workers); and which complies with one or more of the following definitions:

² Town and Country Planning (Local Planning) (England) Regulations 2012 (as amended)

³ Annex 2

⁴ PPG Plan-making Paragraph 008 Reference ID: 61-008-20190315

- a) Affordable housing for rent:** meets all of the following conditions:
- a) The rent is set in accordance with the Government's rent policy for Social Rent or Affordable Rent, or is at least 20% below local market rents (including service charges where applicable);
 - b) The landlord is a registered provider, except where it is included as part of a Built to Rent scheme (in which case the landlord need not be a registered provider); and
 - c) It includes provisions to remain at an affordable price for future eligible households, or for the subsidy to be recycled for alternative affordable housing provision. For Build to Rent schemes affordable housing for rent is expected to be the normal form of affordable housing provision (and, in this context, is known as Affordable Private Rent).
- b) Starter homes:** is as specified in Sections 2 or 3 of the Housing and Planning Act 2016 and any secondary legislation made under these sections. The definition of a starter home should reflect the meaning set out in statute and any such secondary legislation at the time of plan-preparation or decision-making. Where secondary legislation has the effect of limiting a household's eligibility to purchase a starter home to those with a particular maximum level of household income, those restrictions should be used.
- c) Discounted market sales housing:** is that sold at a discount of at least 20% below local market value. Eligibility is determined with regard to local incomes and local house prices. Provisions should be in place to ensure housing remains at a discount for future eligible households.
- d) Other affordable routes to home ownership:** is housing provided for sale that provides a route to ownership for those who could not achieve home ownership through the market. It includes shared ownership, relevant equity loans, other low cost homes for sale (at a price equivalent to at least 20% below local market value) and rent to buy (which includes a period of intermediate rent). Where public grant funding is provided, there should be provisions for the homes to remain at an affordable price for future eligible households, or for any receipts to be recycled for alternative affordable housing provision, or refunded to Government or the relevant authority specified in the funding agreement".

- 3.7. The NPPF⁵ requires that “strategic policies should set out an overall strategy for the pattern, scale and quality of development and make sufficient provision for housing (including affordable housing)” and it requires plans to set out the level and types of affordable housing provision required⁶. The Council’s Core Strategy (which provides the policies to guide the type, level and location of future development over the 15 year plan period 2012-2027) plans for the delivery of at least 6,900 homes over the plan period, of which 1,500 will be provided as affordable homes⁷⁸.
- 3.8. The DMP (which provides the detailed policies and site allocations to deliver the Core Strategy targets) details how the Council will deliver the 1,500 affordable dwellings over the plan period –
- 3.9. DMP Policy DES6 states that:
- 1) “Between 2012 and 2027 a minimum of 1,500 gross new affordable homes will be delivered within the borough. These will be provided by registered providers, and by seeking affordable housing provision from housing developments.
 - 2) The Council will negotiate affordable housing provision and contributions taking into account the specifics of the site, including financial viability as follows:
 - a) Development of allocated greenfield urban extension sites should provide 35% of (gross) homes on the site as affordable housing;
 - b) On all other developments providing 11 or more homes, 30% of the homes on the site should be affordable housing;

⁵ Paragraph 20(a)

⁶ Paragraph 34

⁷ Core Strategy Policy CS13 “Housing Delivery”.

⁸ The Council and the Core Strategy Inspector recognised that this level of provision is substantially below the need identified locally (at the time of the Core Strategy examination the SHMA 2012) but considered that it was one which could be realistically delivered considering the overall levels of development in the borough; the sites, and types of sites, likely to be developed; and the financial viability of the policies.

- c) Within regeneration areas, a lower proportion of affordable homes may be accepted in order to achieve other regeneration aims, including improving the mix of local housing stock.

In exceptional circumstances, where it can be robustly justified, should the Council consider it would not be suitable or practical to provide affordable housing on site it may accept affordable housing provided on an alternative site or as a payment in lieu.

- 3) The tenure mix of affordable homes provided on each qualifying site should contribute (to the Council's satisfaction) towards meeting the latest assessment of affordable housing needs.
- 4) The size mix of the affordable homes provided on each qualifying site, expressed as number of bedrooms and bed spaces, should take into account the affordable housing needs in the borough at that time, the size of the market homes provided on the site, and the prevailing type of housing in the area.
- 5) On developments of 60 or more homes (gross) 5% of the affordable homes provided on site should be designed to meeting Building Regulation requirements for wheelchair user homes. These should be provided as affordable housing for rent. This can contribute towards the overall requirement for provision of wheelchair accessible homes in housing developments.
- 6) Planning permission will not be granted for development that would result in a net loss of affordable homes that were secured by planning obligation or condition".

3.10. This policy is consistent with national policy⁹ which states that "the provision of affordable housing should not be sought for residential developments that are not major developments¹⁰. For major development, the NPPF requires at least 10% of the homes to be available for affordable home ownership (as part of the overall affordable housing contribution from the site) unless this would exceed the level of affordable housing required in the area, or

⁹ NPPF paragraph 63

¹⁰ Major developments are defined as providing 10 or more homes

significantly prejudice the ability to meet the identified affordable housing required in the area, or significantly prejudice the ability to meet the identified affordable housing needs of specific groups.

3.11. Exemptions to this 10% requirement should be made where the site or proposed development:

- a) Provides solely for build to rent homes
- b) Provides specialist accommodation for a group of people with specific needs (such as purpose-built accommodation for the elderly or students);
- c) Is proposed to be developed by people who wish to build or commission their own homes; or
- d) Is exclusively for affordable housing, an entry-level exception site or a rural exception site.

3.12. National policy¹¹ is clear that where a need for affordable housing is identified it is expected to be met on-site unless:

- a) Off-site provision or an appropriate financial contribution in lieu can be robustly justified; and
- b) The agreed approach contributes to the objective of creating mixed and balanced communities.

DMP Policy DES6 (2) is consistent with this national policy.

3.13. The NPPF¹² makes it clear that where local planning authorities have up-to-date policies which set out contributions expected from development (including affordable housing requirements sought) that:

- It is up to the applicant to demonstrate whether particular circumstances justify the need for a viability assessment at the application stage;
- The weight to be given to a viability assessment is a matter for the decision maker, having regard to all the circumstances in the case, including whether the plan and the viability evidence underpinning it is up-

¹¹ NPPF Paragraph 62

¹² Paragraph 57

to-date and whether there have been any changes in site circumstances since the plan was brought into force; and

- The viability assessment should reflect the recommended approach in national planning guidance, including standardised inputs.

3.14. The PPG details the standardised inputs to viability assessment that should form part of viability appraisals.

3.15. The NPPF encourages early pre-application discussions specifically on affordable housing¹³.

3.16. National policy supports the re-use of brownfield land where vacant buildings are being reused or redeveloped, by requiring any affordable housing contribution due to be reduced by a proportionate amount reflecting vacant building floorspace¹⁴. In line with this policy requirement, Paragraph 2.1.33 of the Explanation text to Policy DES6 states that “the national vacant building credit will be applied where relevant in calculating the on-site provision required”. Footnote 28 of the NPPF is clear that vacant building credit does not apply to vacant buildings which have been abandoned.

Local Policy Context

3.17. In accordance with Paragraph 33 of the NPPF, the Council has an up-to-date Local Plan. The Core Strategy was adopted in July 2014 and revised in accordance with Regulation 10A of the Town & Country Planning (Local Planning) (England) Regulations 2012 (as amended) in July 2019 and the DMP was adopted in September 2019.

3.18. The Core Strategy provides the strategic framework for the borough over the plan period (2012-2027). It sets out a strategic vision for the borough and provides policies to guide the type, level and location of future development over the 15 year plan period. Specifically, Core Strategy Policy CS13 “Housing Delivery” plans for the delivery of at least 6,900 homes between

¹³ Paragraph 41

¹⁴ Paragraph 63

2012 and 2027. Of these new dwellings the Council aims to provide 1,500 new homes as affordable.

3.19. The Core Strategy does not provide targets for the size/ type/ tenure of housing, instead Paragraph 7.5.3 of the supporting text to Policy CS13 Housing Delivery states that “planning policy will be informed by regular assessment and monitoring of the housing market through updates to the Strategic Housing Market Assessment and the Council monitoring reports. Assessments will consider the supply of homes and compare this to levels of demand to identify the need for different tenures and sized properties”. The 2019 Core Strategy Review concluded that the lack of specificity with regards to size, type and tenure and the recognition that the requirements will be influenced by recent assessments of need meant that the Core Strategy was flexible enough to respond to changing needs and was therefore not outdated by changing circumstances.

3.20. Similarly, the DMP policy does not provide any detailed requirements for the size and tenure of affordable housing, as this detail changes over time and an SPD can be more responsive than a Local Plan to such changes.

DMP Policy DES4 “Housing Mix” requires the proposed housing mix to:

- Respond appropriately to relevant evidence of local need and demand for different sizes and types of housing, including the Council’s most recent Strategic Housing Market Assessment (or similar); and
- Address any site specific requirements contained in this or other relevant local plan documents including the requirements of the Affordable Housing Supplementary Planning Document.

DMP Policy DES6 “Affordable Housing” requires:

3. The tenure mix of the affordable housing provided on each qualifying site should contribute (to the Council’s satisfaction) towards meeting the latest assessment of affordable housing needs.

4. The size mix of the affordable housing provided on each qualifying site, expressed as number of bedrooms and bed spaces, should take into account the affordable housing needs in the borough at that time, the size of the market homes provided on the site, and the prevailing type of housing in the area.
- 3.21. Paragraph 2.1.32 of the Explanation to DMP Policy DES6 elaborates on this policy requirement, advising that “the latest evidence of affordable housing needs in the borough identifies a need for 60% rented and 40% other affordable housing tenures, and for 1, 2, and 3-bedroom flats and houses”. It also encourages developers and agents, when designing development schemes, to discuss the local affordable housing needs at the time with the Council’s Housing Service and/or a locally-active registered provider.
- 3.22. To better understand local affordable housing needs going forward, the Council commissioned specialist consultants to undertake a housing needs assessment. This assessment reviewed the need for affordable housing in the borough in order to identify the size, type and mix of affordable housing needed in the borough. The conclusions are summarised in Chapter 4.

4. When is Affordable Housing Provision Required?

C2 Accommodation

- 4.1. DMP Policies DES6 and DES7 make clear that developments providing C2 units are not required to provide affordable housing. DMP Policy DES7, encourages developments falling within C2 use to incorporate provision of, or contribution towards, affordable rooms or care packages that meet strategic requirements for elderly care.

C3 Accommodation

- 4.2. DMP Policy DES6, requires provision of on-site affordable housing from all developments falling within C3 use which :
- Provide 11 or more gross dwellings; or
 - Are allocated greenfield urban extension sites.
- 4.3. This includes C3 dwellings permitted through changes of use, conversion and subdivisions as well as new build dwellings. It excludes C3 dwellings granted via permitted development rights, since prior approval applications cannot be subject to policy requirements for affordable housing. In April 2016 the Government made permanent the temporary national permitted development rights that had been in place since May 2013 to allow a change of use from offices to residential development without the need for planning permission (but instead via an application for prior approval).
- 4.4. In exceptional circumstances, where it can be robustly justified to the Council's satisfaction that it is not suitable or practical to provide C3 affordable housing on-site, Policy DES6 (2) confirms that the Council may consider accepting affordable housing provided on an alternative site or as a payment in lieu.

- 4.5. The following chapters provide guidance on how the requirements for the provision of on-site affordable housing should be calculated on individual developments, the practicalities of delivering affordable housing on-site; the exceptional circumstances in which it can be robustly justified that it would not be suitable or practical to provide affordable housing on-site, and the Council's approach to the financial contribution required in such circumstances.

5. On-Site Affordable Housing

- 5.1. In accordance with DMP Policy DES6 the Council expects affordable housing to be provided on site unless the applicant is able to demonstrate that exceptional circumstances exist in which it is robustly justified to the Council's satisfaction that it would not be suitable or practical to provide affordable housing on site, including for reasons of future management. In these circumstances the Council may accept affordable housing to be provided on an alternative site, or a financial contribution to be made via a payment in-lieu of on-site provision.
- 5.2. The chapter provides guidance on how the requirements for the provision of on-site affordable housing should be calculated on individual developments and the practicalities of delivering affordable housing on-site.

Calculating the requirement for affordable housing

- 5.3. DMP Policy DES6 requires the following provision of affordable housing on-site:
- 35% of homes on allocated greenfield urban extension sites
 - 30% on all other developments providing 11 or more homes
- 5.4. Developments that seek to avoid this requirement by failing to make the most efficient use of land or by artificially subdividing land ownership into smaller development sites or phased development will be required to increase density where appropriate, or to meet the cumulative requirement for all the sites on one or more of the sites.
- 5.5. The requirement relates to the gross number of new dwellings created – it includes all C3 dwellings permitted through changes of use, conversion, subdivisions, new builds and housing provided as part of mixed-use schemes, but excludes C3 units created via permitted development rights.

- 5.6. In calculating the requirement for affordable housing provision, where there are existing buildings on-site that are vacant (but not abandoned) in line with national guidance¹⁵, the Council will take into consideration the national vacant building credit. The vacant building credit recognises the higher existing use value, the cost of demolition of the existing buildings and the higher construction costs of brownfield land and therefore incentivises the use of previously developed sites. In calculating the requirement for affordable housing on sites where there is existing vacant (but not abandoned floorspace) the following calculation will be used:

Figure 3 Vacant Building Credit Calculation and Worked Example

Step 1: Calculate the site affordable housing requirement:
(Net change in floorspace (GIA) / Proposed floorspace (GIA)) * Policy Requirement
Step 2: Multiply this site affordable housing requirement by the gross number of units proposed

Worked example:

Existing GIA floorspace: 10,000sqm

Proposed development: 352 dwellings with a total GIA of 30,000sqm

Policy requirement: 30%

Step 1: Calculate the site affordable housing requirement:

- Calculate the net change in floorspace (GIA):
$$30,000 - 10,000 = 20,000$$
- Divide this net change in floorspace by the total proposed floorspace:
$$20,000 / 30,000 = 0.67$$
- Multiply this by the policy requirement percentage of affordable housing required on-site:

$$0.67 * 0.3 = 0.2$$

Step 2: Multiply this site affordable housing requirement by the gross number of units proposed:

$$0.2 * 352 = 70$$

The total number of affordable housing units required as part of this development is therefore 70.

¹⁵ currently set out in PPG Planning Obligations Paragraphs 026 , 027 and 028

- 5.7. In accordance with the NPPF¹⁶, the Council will not apply vacant building credit to “abandoned” buildings. In order to determine whether buildings have been abandoned the following will be taken into consideration. The Council will however assess each application on its own merits.
- The condition of the property
 - The period of non-use
 - Whether there is an intervening use
 - Evidence regarding the owner’s intention
- 5.8. Given that the purpose of the national vacant building consent is to incentivise brownfield development the Council will not take into consideration vacant building credit where the building has been made vacant for the sole purposes of re-development or where the building is covered by an extant or recently expired planning permission for the same or substantially the same development.
- 5.9. Where the requirement for on-site provision for affordable housing results in a fraction of a dwelling, the requirement will be rounded up or down according to mathematical convention (up at 0.5).

Practicalities of delivering affordable housing on-site

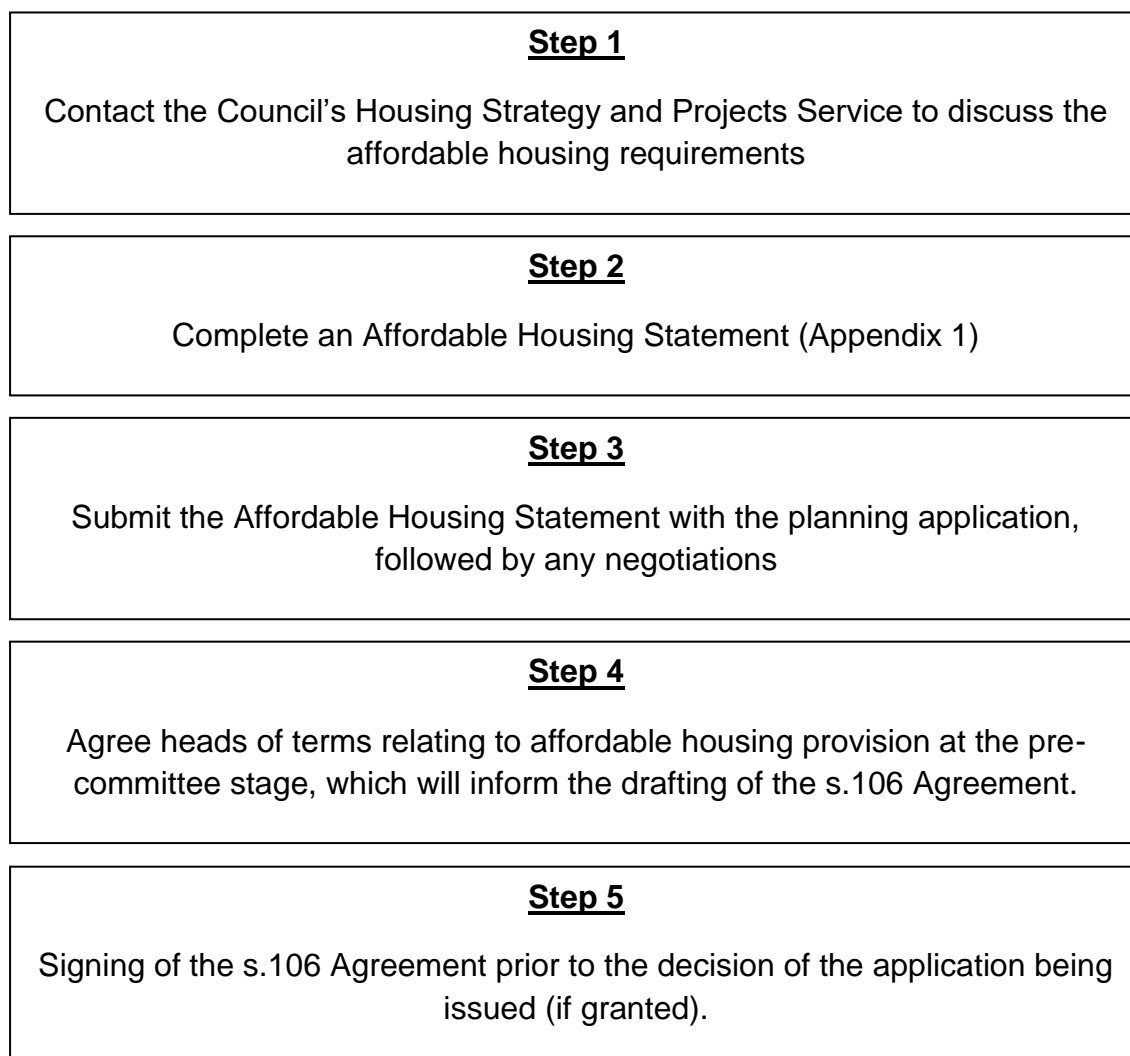
- 5.10. Once the on-site affordable housing required has been calculated, consideration should be given to the practicalities of delivering affordable housing on site, for example the planning application process; the type and mix of homes required; the size (bedrooms and bedspaces) of homes that should be provided; how affordable housing should be designed; who should be the registered provider (except for Build to Rent schemes); and the households in need of affordable housing in that area. The following section provides this guidance.

Planning Application Process

¹⁶ Footnote 28

5.11. The Council recommends the following planning application process for developers of schemes including affordable housing:

Figure 4 Stages in Planning Application Process for applications include affordable housing



5.12. **Step 1:** Before making a planning application, applicants should engage with the Council's Planning and Housing Strategy officers in pre-application discussions to discuss specifics of suitable affordable housing requirements for the site location and type. The discussions will need to include the following:

- Clarify the amount, type, size, tenure of affordable housing to be provided.
- Discuss the design and location of the affordable housing units.
- Identify possible registered providers and potential funding opportunities.
- Agree with the Council the Heads of Terms of the s.106 Agreement that will be required to ensure the delivery of the affordable housing.

Wherever possible, pre-application discussions should include a Registered Provider of affordable housing.

- 5.13. **Step 2:** The applicant should complete an Affordable Housing Statement following the pre-application discussion with the Council. The Affordable Housing Statement should outline the proposed methods of meeting the affordable housing requirements outlined in this SPD. A template for a simple Affordable Housing Statement is provided in Appendix 1 but the requirements and details are likely to vary by site.
- 5.14. **Step 3:** An Affordable Housing Statement will need to be submitted with the planning application. If an application does not include an Affordable Housing Statement, or that Statement is unacceptable, the application will not be registered and will be returned to the applicant.
- 5.15. **Step 4:** Once details of the affordable housing provision has been agreed with the Council, the Council will draft an appropriate s.106 Agreement.
- 5.16. **Step 5:** The s.106 Agreement will need to be finalised and ready for completion prior to the determination of the application.

Mix of Affordable Housing Required

- 5.17. Key characteristics of a mixed community are a mix of household sizes, ages and housing tenures, including couples, single person households, families with children, people with disabilities, and older people. In order to achieve a mixed community, a variety of housing tenures, types (flats and houses) and sizes are required.
- 5.18. To ensure a suitable mix of affordable housing to meet identified needs in the area is provided, applicants for planning permission will be required to have regard to the Council's most recent Strategic Housing Market Assessment (or similar), address any site specific requirements contained in local plan documents, have regard to the size and type of the market homes provided on the site and the prevailing type of housing in the area.

5.19. The Council's most recent Strategic Housing Market Assessment (now referred to in national policy as a Housing Needs Assessment) was completed in October 2019. This identified the following mix requirements:

- Tenure Mix:
 - 62% rented and 38% other affordable home ownership products
- Size Mix of housing:

Table 1: Affordable Housing Needs by Tenure and Property Size (Bedroom Numbers)

Number of bedrooms	Affordable Rented Accommodation (Social rented, affordable rent or affordable private rent)	Other Affordable Home Ownership Accommodation
1-bedroom properties	20%	20%
2-bedroom properties	40%	45%
3-bedroom properties	30%	25%
4+-bedroom properties	10%	10%

Source: Icini's 2019 Housing Needs Assessment

5.20. As set out in Policy DES6, the number of bed spaces in new affordable homes is also important in meeting identified needs, and details are set out in paragraph 5.3 below.

5.21. In exceptional circumstances, where the developer provides evidence that the design of development would mean that the target size is undeliverable, the Council may negotiate an alternative mix.

5.22. The Council may also negotiate an alternative tenure split where it would lead to the delivery of a greater number social rent units, however, in accordance with Paragraph 64 of the NPPF the Council will require 10% of all of the homes on the site to be provided as affordable home ownership products

unless the development is exclusively for affordable housing, is a self-build scheme, provides specialist accommodation for a group of people with specific needs or provides solely build to rent homes.

- 5.23. Where variations to tenure and mix of housing are proposed this needs to be discussed with the Council prior to submission of a planning application.

Type of Affordable Housing

Rented Accommodation

- 5.24. The Council requires the tenure mix of affordable housing provided on each qualifying site to contribute, subject to the Council's satisfaction, towards meeting the latest assessment of affordable housing needs. The Council's 2019 Housing Needs Assessment identified what might be considered a truly 'affordable' rent for different sized properties for households who cannot afford to privately rent. This is essentially a 'Living Rent'. The table below compares these living rents to the average gross social and affordable rents for the borough; this suggests that affordable rented accommodation will not meet the needs for those who are unable to afford market homes in the borough.

Table 2 Average Gross Costs

	Average Gross Social Rent (per week)	Average Gross Affordable Rent (per week)	Living Rent (per week)
1 Bedroom	105.18	122.75	£105.25
2 Bedroom	119.31	151.62	£136.75
3 Bedroom	132.89	192.84	£168.25
4 Bedroom	145.41	269.6	-

- 5.25. To meet the latest assessment of affordable housing needs in the borough, all rented accommodation should be provided as social rented accommodation. Where robust justification is provided, the Council may accept a proportion as affordable rent. The specific tenure mix will be negotiated on a site-to-site basis depending upon site specific circumstances and the latest needs for affordable housing in the specific local area. In some

cases the Council may accept a higher proportion of affordable home ownership products to enable the delivery of some social rented units.

- 5.26. Where affordable rent is provided, rent levels should be set at a level significantly below the prevailing Local Housing Allowance rate. In particular, rents for three bedroom homes should reflect the local Living Rent, subject to national rent setting guidance. Rents for four bedroom homes should be set well below the prevailing Local Housing Allowance level to maintain affordability for the intended households.

Affordable Home Ownership Accommodation

- 5.27. The Council will expect the tenure mix of affordable home ownership accommodation to meet the latest assessment of affordable housing needs in the borough. The Council's Housing Needs Assessment (2019) identified that a significant proportion of households in the private rented sector (30%) have an income that would allow them to buy a home. This suggests that for many households, barriers to accessing owner-occupation is less about the income/ the cost of the housing and more about other factors which could for example include the lack of a deposit. Given this, Iceni recommended shared ownership as the most appropriate form of affordable home ownership. To meet the latest identified needs for affordable home ownership in the borough, affordable home ownership products should be delivered as shared ownership accommodation.
- 5.28. The Council may accept other forms of affordable home ownership depending on the specifics of the site. This will be dealt with on a site by site basis reasons may include where it would meet an identified local need, where the whole site is proposed for affordable home ownership, or where the Council is satisfied that the affordable home ownership units need to be provided in alternative types due to future management reasons.

Size of Affordable Housing Required

- 5.29. It is important that affordable homes are well designed and of sufficient size to enable a good living environment for future residents, but are not too large, which would reduce their affordability.
- 5.30. The Council will therefore expect (as required by DMP Policy DES5: Delivering High Quality Homes) each new affordable housing to meet the nationally described internal space standards, unless it is providing an innovative type of affordable housing (for example modular homes). Where innovative affordable housing is proposed, the Council would encourage early pre-application discussion to discuss internal layout.
- 5.31. To meet identified needs, two-bedroom accommodation should be provided as 2 bedroom 4 person accommodation and a proportion of three-bedroom accommodation should be provided as 3 bedroom 6 person accommodation:
- The greatest need for accommodation in the borough is for 2 bedroom accommodation, in particular 2 bedroom 4 person accommodation as it can accommodate a greater number of household types.
 - Housing Services have identified that there is a need for a proportion of three-bedroom accommodation to be provided as 3 bedroom 6 person accommodation as it is difficult for families with three children to occupy 3 bedroom 5 person properties and therefore as a result the need is often translated to 4 bedroom need which can result in a notable increase in costs (particularly in the north of the borough where the Outer South London maximum Local Housing Allowance rate is higher).
- 5.32. To ensure the provision of the correct number of bedspaces per affordable home meets the national minimum space standards which are in DMP Policy DES4, the floorspace of each affordable unit will be specified in the s.106 agreement.

Design of Affordable Housing

- 5.33. In accordance with DMP Policy DES5, the Council expects all new development to:

- Be arranged to ensure primary habitable rooms have an acceptable outlook and where possible receive direct sunlight.
- Provide a convenient and efficient layout, including sufficient circulation space and avoiding awkwardly or impractically shaped rooms.
- Be designed to minimise the disturbance to occupants from other land uses nearby and/or sources of noise and pollution.
- Incorporate sufficient space for storage, clothes drying and the provision of waste and recycling bins in the home.
- Make adequate provision for outdoor amenity space, including balconies and roof terraces, and/or communal outdoor space¹⁷.

5.34. It is important that the new affordable housing in the borough is of a high quality. The Council will require developments to meet the latest design and quality codes set out by national government, including the National Design Guide: Planning Practice Guidance for Beautiful, Enduring and Successful Places¹⁸.

5.35. The Council's expectation is that its appearance in terms of design and materials should not differentiate it from the market housing developed on-site. Occupants should also have the same level of access to transport, facilities, shops and children's outdoor play areas. Car parking spaces should also be allocated on the same ratio as for market housing, which recognises the need for parking for work-related vehicles.

5.36. For flatted schemes the Council will require:

- Rented accommodation to be provided in a separate block to other affordable accommodation and market accommodation. This block should be no more than four storeys high.

¹⁷ This area should not be included in the floorspace provision for the units.

¹⁸ Available at: <https://www.gov.uk/government/publications/national-design-guide>
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/835212/National_Design_Guide.pdf

- Where it is not possible for design reasons to provide a separate block of rented accommodation, there should be a separate access and a separate core for the rented accommodation.
 - Where it is not possible for design reasons to provide a separate entrance or separate core, the units should be provided on the ground floor so that each unit can have its own external entrance.
 - Where this is not possible with the agreement of a registered provider, the rented accommodation should be provided on a separate floor.
- 5.37. On large mixed tenure s.106 schemes, affordable housing should be spread throughout the development. For management reasons, the units should be clustered rather than “pepper-potted” throughout the development. Clusters should not usually be more than 12 units in any one location. The s.106 agreement will detail specifically which units are to be provided as affordable housing.
- 5.38. On developments of 60 units or more, as stipulated in DMP policy DES6, developers are required to provide 5% of the gross affordable housing on the site as rented accommodation meeting Building Regulation Part M requirements for wheelchair user dwellings. For such schemes a planning condition will require approval of the working drawings of the affordable rented wheelchair units to ensure the Council is satisfied with the design, layout and characteristics of the units.
- 5.39. When designing schemes, the Council will expect developers to consider the practicalities of future management of the affordable housing, in particular the affordable rented units. The provision of large roof terraces, communal facilities and facilities which would lead to high service charges should not for example be designed into affordable rented accommodation.

Affordable Housing Provider

- 5.40. The Council's preference is for affordable housing to be provided and managed by registered providers. However, the Council recognises that it

cannot be prescriptive on this issue for Build to Rent Schemes or other affordable routes to home ownership.

- 5.41. For Build to Rent schemes, the Council's preference is still that they are managed by a registered provider, however, the Council recognises that the NPPF¹⁹ states that the landlords need not to be a registered provider. For mixed tenure build to rent schemes the Council will expect common management.
- 5.42. For Build to Rent schemes, the Council will require the provider to enter into a s.106 agreement which will detail the process for managing the Affordable Private Rent homes. This will include information on:
- The parameters of the lettings agreement
 - Rent levels
 - Apportionment of the homes across the development
 - A management and service agreement
 - A marketing agreement setting out how availability is to be publicised
 - A requirement to produce an annual statement for the Council which confirms the approach to letting the affordable units, their ongoing status, and clearly identifying how the scheme is meeting the overall affordable housing level required in the planning permission.

Cost of Affordable Housing

Social Rent Accommodation

- 5.43. Where accommodation is provided as Social Rent, the Council will expect social rents to be charged in accordance with the relevant guidance at the time of the application. For more information see Appendix 2.

Affordable Rented Accommodation

- 5.44. The Council encourages affordable rented accommodation to be provided in line with the following monthly 'living rent' levels.

¹⁹ Affordable Housing, Annex 2: Glossary

- 5.45. Where Affordable Rent accommodation is to be provided, the Council will require the rent (including all service and management charges) to not exceed the Local Housing Allowance or 80% of the market rent, whichever is the lowest²⁰.

Table 3: “Living Rents” for Affordable Rented Accommodation

	1-bedroom	2-bedroom	3-bedrooms
North	£432	£562	£691
Central	£421	£547	£674
South	£402	£522	£643
Borough	£421	£547	£673

Source: Iceni Projects Ltd (2019) (ASHE and Living Rents Methodology)

Cost of Other Affordable Home Ownership Products

- 5.46. The change to the NPPF definition of affordable housing introduced in 2018 broadens the definition of affordable housing (i.e. social rented and affordable rented accommodation) to also include other affordable home ownership products including starter homes, low cost market housing, discounted market sales housing and other affordable routes to home ownership including, relevant equity loans, other low cost homes for sale at a price equivalent to at least 20% below local market value and rent to buy (which includes a period of intermediate rent).
- 5.47. As part of the Housing Needs Assessment Iceni Projects Ltd. examined the relative cost of housing to buy and rent in the borough and identified that there are a number of households earning between £31,500 and £60,000 falling within a rent/buy gap (i.e. able to afford to rent privately but not able to buy a property in the borough). They therefore recommended that affordable home ownership products should be pitched at such households.
- 5.48. For the affordable home ownership products specified in the NPPF (excluding starter homes), the NPPF advises that these properties should be sold at a

²⁰ More information on affordable rent and rent setting is provided in Appendix 2.

price equivalent to at least 20% below local market value. The concern with having a percentage discount is that it is possible in some locations or types of property that such a discount still means that housing is not actually affordable to those in housing need.

- 5.49. The Housing Needs Assessment included a calculation of a range of affordable purchase costs for different sizes of accommodation in the borough taking into consideration affordability in the borough. These should be borne in mind when establishing prices for affordable home ownership in the borough as setting higher prices would mean that such housing would not be available to households for whom the Government is seeking to provide an 'affordable' option.

Table 4 Affordable Purchase Costs

		1-bed	2-bed	3-bed	4+-bed
North	Lower Limit	£149,000	£194,000	£248,000	£328,000
	Upper Limit	£178,000	£279,000	£424,000	£558,000
Central	Lower Limit	£142,000	£183,000	£231,000	£306,000
	Upper Limit	£161,000	£252,000	£383,000	£504,000
South	Lower Limit	£131,000	£166,000	£205,000	£271,000
	Upper Limit	£134,000	£210,000	£319,000	£419,000
Borough-wide	Lower Limit	£138,000	£178,000	£223,000	£295,000
	Upper Limit	£152,000	£239,000	£363,000	£477,000

Source: Icenj Projects Ltd (2019)

- The bottom end of the range is based upon converting the private rent figures into an equivalent house price, so that the sale price will meet the needs of all households in the gap between buying and renting.
- The upper level is set based on the estimated lower quartile price to buy a home.

Nominations

- 5.50. The Council requires affordable housing to be provided in order to meet identified housing need in the borough. It is therefore important that households with an established local connection with the borough are given priority for affordable housing.
- 5.51. Local connection for rented accommodation will be defined in line with the Council's most recent Housing Allocations and Nominations Policy. At the time of adopting this SPD, this requires applicants for rented accommodation to have either continually lived in the borough for three years or have been continually employed in the borough for a period of 12 months at the date of the application to join the housing register²¹. Criteria are set for affordable homeownership products separately. These prioritise homes to local households, unless Homes England funding sets an alternative requirement.
- 5.52. Providers of affordable housing will be required to enter into a nomination agreement with the Council. The Council's usual requirement is to include a "nominations protocol" (see Appendix 3) in the s.106 Agreement signed by the developer. The Council will normally require:

²¹ A number of exceptions to this are outlined in the Housing Register and Allocations Policy available at:

http://www.reigate-banstead.gov.uk/download/downloads/id/5403/housing_register_and_allocations_policy_pdf.pdf

Table 5 Nomination Requirements

	Rented Accommodation	Homeownership
Initial Lets/ Sales	100% nominations	100% nominations
Relets/ Resales	75% nominations	100% nominations

- 5.53. Nominations for rented homes will be made from within the Council's Housing Register, via the HomeChoice system, or by direct offers. . In some cases the Council will agree a local lettings policy with the provider of rented homes to meet particular needs or local circumstances. For homeownership, applicants must normally be registered on the local Help to Buy Agent's List.
- 5.54. Nomination obligations will be required to be passed to any future owners of the affordable dwellings, or be provided elsewhere. A summary of the main issues to be included within a nominations agreement is provided within Appendix 3.

Maintaining accommodation as affordable housing

- 5.55. Given the need for affordable accommodation in the borough, the Council requires affordable housing to be secured in perpetuity by planning obligation, (i.e. to remain at an affordable price for future eligible households, or for the subsidy to be recycled for alternative affordable housing provision) in order to comply with national planning policy for affordable housing. Section 106 agreements will therefore require the units to be retained as such in perpetuity, or for the subsidy to be recycled for alternative affordable housing provision.
- 5.56. To ensure that affordable housing continues to meet the borough needs for affordable housing, the s.106 agreement will also require subsequent purchasers to take on the obligations in the nomination agreement or to enter into a replacement nomination agreement with the Council.

- 5.57. The Council will therefore resist planning applications which result in a net loss of affordable housing which has been secured by planning obligation or condition, as stated in DMP Policy DES6(6).
- 5.58. The Council will not resist the loss of affordable housing that has not been secured by planning obligation or condition, as experience shows that typically these affordable homes are outdated and no longer fit for purpose. The Council recognises that the redevelopment of these sites will deliver other benefits such as regeneration benefits, provide more modern/ better sized dwellings, improve the quality of housing or deliver a better tenure mix.
- 5.59. Such proposals should be discussed with the Council prior to the submission of a planning application.
- 5.60. The Council recognises that there are circumstances in which affordable housing will be lost (for example shared ownership staircasing to 100% or discharge of the charge on a shared-equity dwelling) and therefore s.106 agreements will also require any receipts to be spent on the re-provision of affordable housing in the borough. Where grant funding has been used to fund the development of the units, the s.106 agreement will require the receipts to be recycled for alternative affordable housing provision in the borough or refunded to the Government or local authority depending upon the funding source and the funding policies and requirements.

Legal Agreement

- 5.61. The Council will expect the developer to enter into an appropriate s.106 agreement covering all aspects of the on-site deliver of affordable housing outlined above. The content of the agreement will vary from site to site, a standard s.106 agreement template is not considered suitable. However Appendix 4 lists the main issues that will be included in most agreements.

- 5.62. A mortgage in possession clause will always be included in the planning agreement; together with limitations on the occupation of the affordable housing.
- 5.63. The council will draft an appropriate agreement for which a fee is payable. The fee will depend on the complexity of the Agreement. An estimate of the fee payable can be obtained from the Council's Legal Services.

Funding

- 5.64. Prior to submitting a planning application, developers should make themselves aware of the funding sources available for affordable housing provision and the ability of affordable housing providers to bid for property within the borough. Developers should also consider whether they would like to offer the whole scheme to a registered provider.

6. Viability

- 6.1. The Council expects planning proposals to be policy compliant. Both the 2012 and 2019 NPPF and the PPG are clear that the role of viability assessment is primarily at the plan making stage where the cost of complying with all development plan policies is tested. This was tested during the preparation of the DMP and included the assessment of all of the sites allocated for development and a selection of theoretical sites.
- 6.2. In the event of anticipated viability issues, which may result in a non-policy compliant scheme being proposed, the developer is advised to contact the Local Planning Authority before submitting the planning application to discuss ways of addressing the requirements for providing affordable housing.
- 6.3. To justify not providing policy requirements in the policy and this guidance (i.e. size/ mix/ tenure/ on-site provision etc.), the Council will expect a detailed viability appraisal to be submitted.
- 6.4. The viability assessment will be required to comply with and provide the following:
 - To be undertaken in line with the current NPPG at the time of submission
 - It must refer back to the viability assessment which informed the DMP and for a summary to be provided as to what has changed since the viability assessment which informed the DMP
 - Be provided in an electronic format with working spreadsheets to allow those reviewing the assessment to alter the inputs to establish the impact this might have on viability.
 - Any viability assessment to be accompanied by a clear written summary which explains the findings and gives sufficient information for the public and decision makers to enable them to understand the conclusions.
 - For information and data to be provided on:
 - The methodology used for the appraisal and details of any appraisal software or toolkits used.

- Land values, both current and at the time of purchase if different (please note that the price paid for land will not be accepted as a reason to justify a viability appraisal)
- Price paid for the land and costs taken into account when arriving at the price paid for the land (if the land is not owned by the applicant, details of any option agreements or agreements to purchase)
- Residual land values and gross development value
- Gross and net area of the development
- Number, size and type of units
- Build costs (per square meter) and comparison with appropriate published RICS data
- Abnormal or exceptional costs not reflected in the land value/ price (and reasons why)
- Other costs e.g. design, legal, consultants, planning etc.
- Costs of any other planning obligations including infrastructure requirements and financial contributions
- Build programme and phasing
- Interest rates, cap rates, loan costs and cash flows
- Developers profit and an explanation of its make up, and any company or financiers requirements
- Anticipated phasing
- Marketing and legal costs (and as a percentage of GDV)
- Anticipated sales price for each unit type, and current assumed value of each unit type
- Anticipated phasing of sales
- Ground rents and service charges payable
- Proposals for on-site affordable housing meeting the requirements of the SPD
- Anticipated price to be paid by the affordable housing provider, and the assumption on which this is based.
- Substitution values and revenues for less or no affordable housing on site.
- And for detailed evidence to support all inputs.

- 6.5. Depending on individual site circumstances, further information may be required, for example:
- Developers market analysis report
 - Details of company overheads
 - Copy of financing offer/ letter
 - Copy of cost plan
 - Board report on scheme
 - Letters from auditors re. land values and write offs
 - Sensitivity analysis showing different assumption options (e.g. low, medium and high).
- 6.6. For mixed-use schemes similar information and data will be required on the non-residential uses.
- 6.7. In accordance with the NPPF, viability appraisals will be made publicly available on the Council's website.
- 6.8. The Council reserves the right to ask developers for additional information where necessary.
- 6.9. Viability assessments will either be reviewed by council officers or independent external assessors. Where assessments are appraised by external assessors, a fee will be charged to the applicant to cover this cost. Where deemed necessary this may include the cost of a full viability appraisal. Information on the fee level will be available from the Council and must be paid to ensure validation of any planning application. Fees will vary according to the size of the application and the level of scrutiny required.

Affordable Housing Cascade

- 6.10. Where developers demonstrate to the Council's satisfaction that providing the amount, tenure mix, size and/or type of affordable housing required by this SPD would not be economically viable, the Council will follow the following cascade mechanism to assist with delivering a scheme:

- Vary the tenure mix (for example a greater number of intermediate properties to enable a greater proportion of social rented accommodation rather than the provision of affordable rent), size, and/or type of homes to be provided
- Reduce the overall number of affordable homes
- Deferred contribution payments

Off-Site Financial Contributions

6.11. The Council expects affordable housing to be provided on-site and expects the land-owner and developer to make provision for this requirement. Off-site financial contributions are the least favoured option for delivering affordable housing as it places further pressure on the Council to find sites and acquire land themselves or identify opportunities to allocate such affordable housing contributions and it takes the responsibility away from developers. They will therefore only be accepted in exceptional circumstances.

6.12. Applicants will be required to provide strong justification for the provision of off-site provision or a commuted payment; in particular they will be required to demonstrate that it is not suitable or practical to deliver the affordable housing on-site. Such circumstances may include:

- Where affordable housing would be too expensive (for example where there would be high costs for occupiers associated with the development. for example, in conversions of listed buildings which results in high service/ maintenance charges and where this cannot be satisfactorily overcome or avoided by alternative design).
- Where the development would result in a small number of affordable housing units and for reasons of future management there is not a willing Registered Provider to take on the units²²

6.13. In the exceptional circumstances in which the Council considers that it is justified for affordable housing provision to be provided as an off-site payment

²² In this circumstance, the Council will require evidence that contact has been made with Registered Providers and confirmation from them that they are not willing to take on the units.

in lieu, the Council will expect the off-site contribution to be equivalent or greater than the cost of providing the affordable housing on-site. In order to calculate this requirement, the Council will require the developer to put forward two viability appraisals, one residual appraisal assuming full compliance with affordable housing requirements of the DMP and the requirements of this Affordable Housing SPD and one residual appraisal assuming 100% market housing (as is proposed by the developer without affordable housing). The off-site payment in lieu will be the difference between the two residual land values.

Other Information on Financial Contributions

Payment Requirements for Financial Contributions

- 6.14. The Council will generally expect the following to be incorporated into the s.106 agreement:
- The amount to be paid as at the date of the application or date of the planning committee resolution.
 - Indexation from the date of the resolution to grant until the date of payment. Indexation will be on an annual basis in accordance with the retail price index.
 - Payment to be made on the commencement of development for amounts up to £50,000. For amounts over £50,000 the payment schedule will be 50% on commencement and 50% when half of the units have been occupied. Indexation will continue until the final payment is made. Unless a variation to this has been agreed on the basis of scheme viability
 - Applicant to notify the Council when payment trigger is reached.
 - Penalty interest to be payable on late payments.
 - The council will have 10 years in which to spend the contribution.
 - The Council may spend the money in any part of the borough for the provision and/ or improvements to affordable housing.

Collection of Financial Contributions

- 6.15. The s.106 agreement will contain a milestone that triggers the payment of the contribution, usually (but not always) this will be the carrying out of any

material operation. When the payment is triggered the applicant should notify the Council that the payment is now due.

- 6.16. On receipt of the notification the Council will issue an invoice for the amount payable, including any indexation.
- 6.17. The Council will monitor CIL, building control and other data sources and issue an invoice if the applicant fails to advise the Council that the payment has been triggered. Indexation applies until the date of the invoice, so in these circumstances the amount may be higher than if the applicant had advised the Council when the payment was triggered.
- 6.18. Penalty interest is payable if the invoice is not paid within the required timescale.

Using Financial Contributions

- 6.19. The Council will use the financial contribution collected in a number of ways, and will require the flexibility to do so to be reflected in the s.106 agreement.
- 6.20. In all cases the Council will use contributions for the provision of affordable housing or to improve or make best use of the existing stock of affordable housing in the borough. The Council may choose to:
- Fund registers providers to buy land for affordable housing
 - Fund the development of affordable housing by registered providers
 - Fund the purchase of affordable housing by registered providers, the council or other charitable bodies
 - Fund the refurbishment, conversion or redevelopment of existing affordable housing
 - Fund the conversion of existing affordable housing where the proposed completed dwelling cannot be (or is unlikely to be) provided in other ways
 - Fund other innovative methods of providing affordable housing
- 6.21. The Council may spend financial contributions in the form of a Grant to be given to Registered Providers; the Council will also consider other methods of

achieving the provision of affordable housing including direct provision of affordable homes. In recent years the Council has spent financial contributions from planning agreements on:

- Conversion and refurbishment of properties into temporary accommodation.
- Grant funding to a registered provider to support the provision of single person low support accommodation.
- Provision of loft conversions to increase the supply of 4 and 5 bedroom affordable properties.

6.22. The Council will normally aggregate financial contributions from different sites and will spend contributions in the way that best achieves the council's priorities for affordable housing. The number of units resulting from expenditure may be more, or less, than the number of units used in calculating the original contribution. Financial contributions may be used to fully fund a project or to top up funding from other sources.

6.23. Decisions on the expenditure of financial contributions will be made in accordance with the Council's Constitution and Scheme of Delegation.

7. Monitoring and Review

Review of SPD

- 7.1. The Council will review the need to update the SPD annually and will revise the SPD if anything significantly changes.
- 7.2. The appendices will be revised as necessary when the information in them requires updating. Updating of information in the appendices will not be subject to consultation.

Monitoring

- 7.3. The Council monitors the effectiveness of its development plan policies and guidance for the provision of affordable housing through the Annual Housing Monitor. The Council publishes the AMR each summer following the end of the monitoring period (April to March). From 2020 this information is required to be provided in the Councils' annual Infrastructure Funding Statement.²³
- 7.4. The Council monitors:
- The number residential applications:
 - Number of sites of 15 units and above
 - Number of sites of 14 units and below
 - Viability of applications
 - On-site provision (agreed/delivered):
 - Tenure mix
 - Numbers
 - Sites/ types
 - Financial contributions agreed/ due/ paid/ spent etc.
 - Affordable housing provided other than through the Core Strategy policies

²³ Required by the 2019 CIL Amendment Regulations

Appendix 1: Affordable Housing Statement

Applications for residential development of 11 or more homes or greenfield urban extension sites are required to be accompanied by an affordable housing statement outlining the proposed methods of meeting the affordable housing requirements outlined in this SPD.

The statement should cover the following issues and if any information is unknown at the time of the application the reason should be stated below in the relevant section.

Affordable Housing Statement	
Application site	
Proposal description	
Does the proposed development take into account the guidance in the Affordable Housing SPD? Please provide details of how the scheme meets the guidance or explain the reasons why it is unable to meet the guidance.	Yes/ No
Has the applicant discussed the affordable housing provision with the Council's Planning and Housing Services, if so who, when did this discussion take place?	Yes/ No Officer: Date:
If a Registered Provider involved? If there is no Registered Provider at this stage, please provide details of the timings and process for identifying one	
Number of affordable units to be provided	
Type (houses / flats) and tenure and size (bedrooms and bedspaces) of	e.g. affordable housing: 1x 2 bed 4 person semi-detached house xx sqm

affordable and market housing proposed	1 x 1 bed 2 person flat xx sqm
Any other information relating to the affordable housing proposals	

Appendix 2: Cost of Affordable Rent and Social Rented Accommodation

- 1.1. This appendix provides additional information on the cost of affordable rent and social rented accommodation.
- 1.2. Until April 2011 the main affordable rented tenure was social rent with rents fixed by each Registered Provider in accordance with the National Rent Regime and the Registered Providers own target rents. However in the October 2010 Spending Review²⁴ announced the Government's intention to introduce a new type of "intermediate rent" tenure (subsequently introduced as affordable rent). The rationale for the introduction of this new tenure was to:
- Maximise the delivery of new social housing by making the best possible use of constrained public subsidy and the existing social housing stock
 - To provide an offer which is more diverse for the range of people accessing social housing, providing alternatives to traditional social rent
 - To offer housing associations the flexibility to convert vacant social rent properties to affordable rent at re-let, at a rent level of up to 80% of market rent and therefore reinvest the additional rental income into the supply of new affordable housing.
- 1.3. The Written Ministerial Statement²⁵ stated that affordable rent can be let at up to 80% of market rent for an equivalent property for that size and location and that the association's calculation of market rent would need to be based on a residential lettings estimate for a property of the appropriate size, condition and area. It stated that the maximum annual rent increase on an affordable rent property will be RPI + 0.5% but that associations will be required to

²⁴ HM Treasury Spending Review 2010, October 2010
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/203826/Spending_review_2010.pdf

²⁵ Local Decisions: A Fairer Future for Social Housing Consultation, November 2010
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/8512/1775577.pdf

rebase the rent on each occasion that a new tenancy agreement is issued (or renewed) for an affordable rent property and that this requirement overrides the RPI + -.5% limit to ensure that the rent set at the beginning of each new tenancy is no higher than 80% of the market rent.

- 1.4. On 14 February 2011, the Homes and Communities Agency (HCA) published their Framework Document²⁶ which formally introduced the affordable rent tenure as part of a number of changes to the funding and delivery of affordable housing. This document (and the subsequent revised NPPF) is clear that affordable rent is not a replacement for social rent and that the two tenures co-exist.
- 1.5. The Ministry of Housing, Communities and Local Government “Policy Statement on Rents for Social Housing”, February 2019 states that “affordable rent housing means accommodation that is:
 - a) Provided by a registered provider pursuant to a housing supply delivery agreement between that provider and the Homes and Communities Agency (now known as Homes England) or the Greater London Authority and the accommodation is permitted by that agreement to be let at an affordable rent;
 - b) Provided by a registered provider pursuant to an agreement between a local authority and the Secretary of State and the accommodation is permitted by that agreement to be let at an affordable rent; or
 - c) Provided by a local authority and the Secretary of State, Homes England or the Greater London Authority has agreed that it is appropriate for the accommodation to be let at an affordable rent”.
- 1.6. The impact of affordable rent is significant in the borough because of its location within some of the highest rental areas in the country outside of London²⁷. The borough falls within two Broad Rental Market Areas: “Crawley

²⁶ <http://www.homesandcommunities.co.uk/public/documents/Affordable-Homes-Framework.pdf>

²⁷ The borough was ranked in the top 20% most expensive in terms of monthly private rentals in the country April 2018 – March 2019.
<https://www.gov.uk/government/statistics/private-rental-market-summary-statistics-april-2018-to-march-2019>

and Reigate” and “Outer South London”. The table below shows that the average weekly gross social rent for the borough is significantly below the average gross affordable rent for the borough²⁸.

Table 1 Average Gross Social and Affordable Rent

	Average Gross Social Rent (per week)	Average Gross Affordable Rent (per week)
1 Bedroom	105.18	122.75
2 Bedroom	119.31	151.62
3 Bedroom	132.89	192.84
4 Bedroom	145.41	269.60

Source: Valuation Office Agency (2019)

- 1.7. It is therefore a major concern that affordable rents could be unaffordable to a substantial proportion of households in the borough, particularly those households which have the greatest need for affordable housing.

Cost of Affordable Rent Accommodation

- 1.8. With regards to rent setting, the Ministry of Housing, Communities and Local Government “Policy Statement on Rents for Social Housing”, February 2019 policy statement states that:
- The rent for affordable rent housing (inclusive of service charges) to not exceed 80% of gross market rent. Gross market rent is defined as the rent (inclusive of any applicable service charges) for which the accommodation might reasonably be expected to be let in the private rented sector.
 - Property size, location, type and service provision must be taken into account when determining what gross market rent a property might achieve if let in the private rented sector.
 - When setting rents, registered providers must also ensure that they comply with the terms of any agreements with Homes England, the Greater London Authority or the Secretary of State.

²⁸ Statistical Data Return 2018 to 2019

<https://www.gov.uk/government/statistics/statistical-data-return-2018-to-2019>

- Providers must also have regard to the conditions and policies set out in the Frameworks for the government's affordable homes programmes, where they are letting properties on affordable rent terms within these programmes.
- Properties let by registered providers are not subject to the Local Housing Allowance. Nevertheless, providers should have regard to the local market context, including the relevant Local Housing Allowance for the Broad Rental Market Area in which the property is located, when setting affordable rents.
- An affordable rent should be no lower than the potential formula rent for the property. In cases where the rent would be lower than the formula rent, the formula rent constitutes a floor for the rent to be charged.
- Registered providers may not always need to undertake a full valuation on each occasion that a property is let on affordable rent terms (for example in areas where affordable rent is widely used, providers might have a rolling schedule of tenancies coming up for re-issue or re-let and therefore may have an adequate comparable ready to hand and therefore may not need to undertake a full valuation) but in situations where a full valuation is required, valuations for initial rent setting must be made in accordance with a method recognised by the Royal Institution of Chartered Surveyors.

1.9. With regards to changes to rent, the policy statement states that:

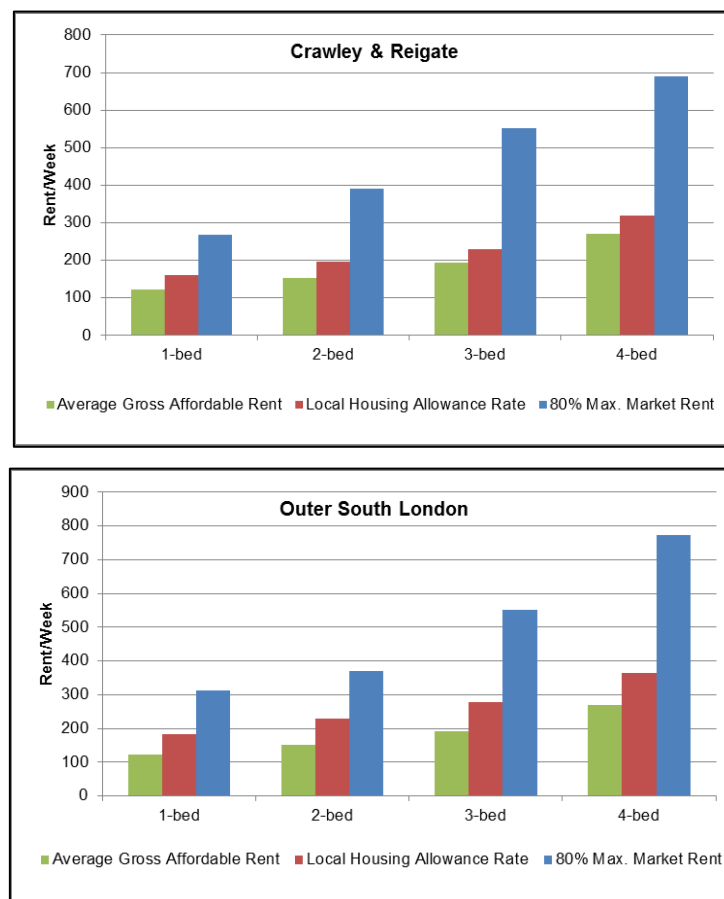
- Registered providers must not increase rents for properties let on affordable rent terms by more than CPI (taken as at September of the previous year) plus 1 percentage point each year.
- Providers should consider the local market context when deciding whether to implement a rent increase and the level of that increase, as well as the levels of Housing Benefit or Universal Credit that is available to claimant households who might occupy their properties.
- When a tenancy/ licence of affordable rent housing is let to a new tenant (or re-let to an existing tenant), registered providers must re-set the rent based on a new valuation to ensure that the new rent is no more than 80% of the relevant market rent. However, if the accommodation is re-let to the

same tenant as a consequence of a probationary tenancy coming to an end, the rent must not be re-set.

- Where a registered provider is re-setting the rent as a result of re-letting affordable rent housing to an existing tenant, the provider may not increase the rent by more than CPI plus 1 percentage point.

1.10. Figure 1 below shows that for both the Crawley & Reigate and the Outer South London broad rental market areas that the average gross affordable rent is below the Local Housing Allowance Rate and 80% of maximum market rent.

Figure 1 Comparison Cost of Affordable Housing



Source: Valuation Office Agency (2019)

1.11. To understand what might be considered an 'affordable' rent, as part of the Housing Needs Assessment the 2019 Housing Needs Assessment considered what might be considered a 'living rent'. This analysis was based

on local incomes and housing costs and research by JRF/Savills²⁹ and use the following methodology:

- Annual Survey of Hours and Earnings (ASHE) lower quartile earnings;
- Adjustment for property size by recognised equivalence model;
- Starting rent set at 28% of net earnings; and
- Rent set at Local Housing Allowance (LHA) limits where calculations show a higher figure.

1.12. The analysis identified the following 'living rent' levels for different areas of the borough.

Table 2 "Living Rent"

	1-bedroom (Per month)	2-bedroom (Per month)	3-bedrooms (Per month)
North	£432	£562	£691
Central	£421	£547	£674
South	£402	£522	£643
Borough	£421	£547	£673

Source: Iceni Projects Ltd (ASHE and Living Rents Methodology)

1.13. The table below shows that these 'living rents' are below Local Housing Allowance Levels.

Table 3 Comparison of "Living Rent" and Local Housing Allowance

Borough	1-bedroom		2-bedroom		3-bedroom	
	'Living Rent'	LHA*	'Living Rent'	LHA*	'Living Rent'	LHA*
North	£432	£696	£562	£854	£691	£993
Central	£421	£792	£547	£997	£674	£1,210
South	£402		£522		£643	

*LHA July 2019

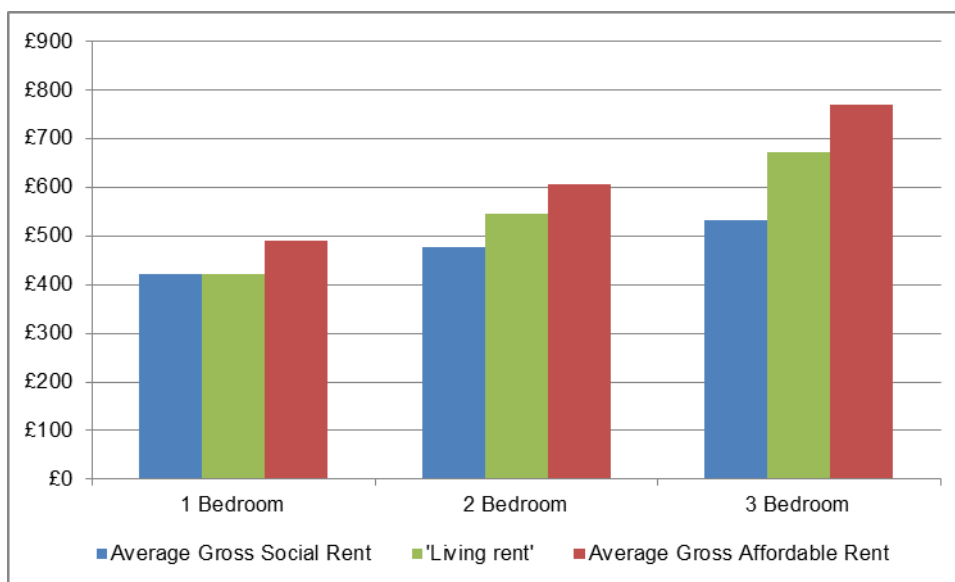
Source: Valuation Office Agency (2019)

1.14. Figure 2 below also shows that the 'living rent' for the borough as a whole is above the average gross social rent for the borough (for 2-bed and 3-bed

²⁹ <http://pdf.savills.com/documents/Living%20Rents%20Final%20Report%20June%202015%20-%20with%20links%20-%2019%2006%202015.pdf>

properties and the same for 1-bed properties) but below the average gross affordable rent for the borough.

Figure 2 Comparison Cost of Rented Accommodation



Source: RBBC Analysis (Iceni Projects Ltd. 'living rent' data and Valuation Office Agency 2019 data)

Setting Affordable Rent Levels

- 1.15. Given that the 'living rents' for the borough are below the average gross affordable rent for the borough, and given the recognised need for affordable housing in the borough which the Core Strategy Inspector recognised that the Council will not be able to meet due to land constraints constraining market housing delivery and the proportional relationship of the delivery of market housing and affordable housing, the Council will still only accept affordable rented affordable housing where there is robust financial justification for doing so based on the circumstances of the specific site (or phase within a larger site) or where the provision of affordable rented units would lead to the delivery of a greater proportion of social rented units. Where affordable rented products are proposed, the Council encourages early pre-application engagement.
- 1.16. Where affordable rented accommodation is to be provided, the Council will require the rent (including all service and management charges) to not exceed the Local Housing Allowance or 80% of the market rent, whichever is the

lowest and the Council encourages affordable rented accommodation to be provided in line with the following 'living rent' levels.

Table 4 "Living Rent"

	1-bedroom	2-bedroom	3-bedrooms
North	£432	£562	£691
Central	£421	£547	£674
South	£402	£522	£643
Borough	£421	£547	£673

Source: Icen Projects Ltd (2019) (ASHE and Living Rents Methodology)

Cost of Social Rent Accommodation

1.17. Since 2001, social rent levels have generally been based on a formula set by Government. The Department for Communities and Local Government "Guidance on Rents for Social Housing", 2014³⁰ set out the government's policy on rents for social housing from April 2015. This stated that under social rent policy, rents should be set based on a formula and that this formula should enable local authorities to set rents at a level that allows them to meet their obligations, their tenants and maintain their stock, while maintaining a credit balance on their Housing Revenue Accounts. For the majority of social rent properties, a formula rent has already been set, but there will be some cases where a formula rent is not in place (i.e. newly developed properties or newly acquired properties). For these properties the formula rent will need to be calculated.

1.18. The basis for the formula rent is:

- 30% of a property's rent should be based on relative property values;
- 70% of a property's rent should be based on relative local earnings; and
- A bedroom factor should be applied so that, other things being equal, smaller properties have lower rents.

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https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/313355/14-05-07_Guidance_on_Rents_for_Social_Housing_Final_.pdf

Weekly formula rent is equal to:

70% of the national average rent
Multiplied by relative county earnings
Multiplied by the bedroom weight
Plus
30% of the national average rent
Multiplied by relative property value

National average rent: the national (England) average rent in April 2000.

Relative county earnings: the average manual earnings for the county in which the property is located divided by national average manual earnings, both at 1999 levels.

Relative property value: an individual property's value divided by the national (England) average property value, as at January 1999 prices.

- 1.19. The amounts to use for the national average rent, national average manual earnings, the national average property value and bedroom weights are detailed in Appendix A of the report.
- 1.20. Once the formula rent for 2000/01 has been calculated, it then needs to be uprated annually by CPI (at September of the previous year) plus 1 percentage point. If the formula rent is higher than the capped rent (stated in Appendix A and uplifted by CPI (at September of the previous year) plus 1.5 percentage points each year) then the formula rent is capped at this level.
- 1.21. In the Summer Budget of 2015³¹ the Chancellor however announced that rents in social housing would be reduced by 1% a year for four years resulting in a 12% reduction in average rents by 2020-21. This policy change was unexpected and was greeted with some dismay by social landlords who had to model the impact on their business plans. Providers of supported housing, where rent levels tend to be higher, expressed particular concerns about the viability of these schemes.

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https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/443232/50325_Summer_Budget_15_Web_Accessible.pdf

- 1.22. At the end of January 2016, Lord Freud in a letter to Homeless Link³² announced a year-long exception for all supported housing from the 1% rent reduction. This was later confirmed in his address to the House of Lords on 27 January 2016³³.
- 1.23. On 15 September 2016, Damian Green the then Secretary of State announced that the deferral of the 1% rent reductions would end³⁴. Rent reductions are therefore being applied to all supported housing schemes, with some exceptions, so that rents for these properties decrease by 1% a year for 3 years up to and including 2019/20.
- 1.24. The National Housing Federation subsequently lobbied for flexibility for associations to set their own rents. The Housing White Paper “Fixing Our Broken Housing Market”, 2017³⁵ includes a commitment to “set out, in due course, a rent policy for social housing landlords (housing associations and local authority landlords) for the period beyond 2020 to help them borrow against future income”. It also stated at Paragraph 3.26 that the Government would undertake further discussions with the sector before introducing the rent policy.
- 1.25. Following this commitment in the White Paper, on 4 October 2017 the Government announced that increases to social housing rents will be limited to the CPI plus 1% for 5 years from 2020 to give social tenants, councils and housing associations the security and certainty that they need³⁶.

³²

<https://www.homeless.org.uk/sites/default/files/20160127.1%20per%20cent%20exception.Lord%20Freud.pdf>

³³ <https://publications.parliament.uk/pa/ld201516/ldhansrd/text/160127-0003.htm#1601284000153>

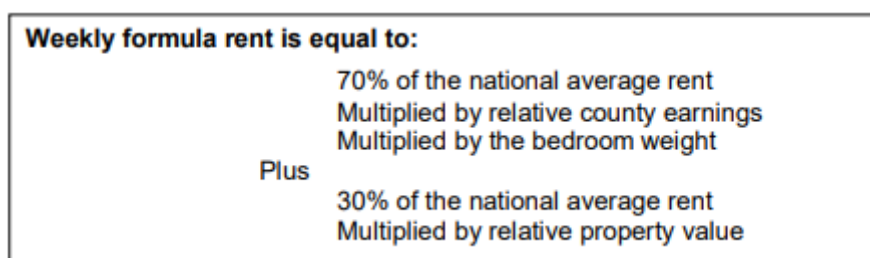
³⁴ <https://www.parliament.uk/business/publications/written-questions-answers-statements/written-statement/Commons/2016-09-15/HCWS154/>

³⁵

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/590464/Fixing_our_broken_housing_market_-_print_ready_version.pdf

³⁶ <https://www.gov.uk/government/news/2-billion-boost-for-affordable-housing-and-long-term-deal-for-social-rent>

- 1.26. Between September and November 2018 the Government consulted on a new rent direction – “Rents for social housing from 2020-21”³⁷. This consultation asked “do you agree with the proposal to permit registered providers to increase rents by up to CPI plus 1% each year?” In response to the consultation³⁸, the Government confirmed its commitment to increases to social rent and limiting this increase to CPI plus 1%.
- 1.27. In February 2019, the Government published a new direction to the regulator of social housing to set a standard on rents for social housing. This comes into force on 1 April 2020. The “Policy Statement on Rents for Social Housing”, February 2019³⁹ which states that for social rent, “registered providers may set the initial rent on properties to be let at social rent at a level that is no higher than formula rent, subject to the rent flexibility level”. The basis for the calculation of formula rents is:
- 30% of a property’s rent is based on relative property values
 - 70% of a property’s rent is based on relative local earnings
 - A bedroom factor is applied so that, other things being equal, smaller properties have lower rents.



National average rent: the national (England) average rent in April 2000.

Relative county earnings: the average manual earnings for the county in which the property is located divided by national average manual earnings, both at 1999 levels.

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https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/781243/Consultation_Response_document_-_25-02-19.pdf

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https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/781746/Policy_Statement.pdf

Relative property value: an individual property's value divided by the national (England) average property value, as at January 1999 prices.

- 1.28. The amounts to use for the national average rent, national average manual earnings, the national average property value and bedroom weights are detailed in Appendix A of the report.
- 1.29. Once the 2000/01 formula rent has been calculated it needs to be up rated, for each year, using the relevant uplift set out in the table in Appendix A of the guidance. From 2020/21 onwards, the guidance states that formula rents will need to be increased by CPI plus 1 percentage point each year from 2020/21 onwards.
- 1.30. In line with the previous approach, formula rent is then subject to a rent cap. The rent cap is a maximum ceiling on the formula rent and depends upon the size of the property (the number of bedrooms that it contains). Where the formula rent is higher than the rent cap for a particular size of property, in line with the previous guidance the rent cap must be used instead. Registered providers are required to not allow rents to rise above the rent cap level for the size of property concerned. The rent caps for 2019/20 are set out in Appendix A of the guidance and from 2020/21 will increase by CPI (at September of the previous year) plus 1.5 percentage points annually).
- 1.31. The guidance advises⁴⁰ that “while the rent caps will increase annually by CPI plus 1.5 percentage points, the annual change in rent for the tenant in a ‘rent capped’ property must still be governed by the CPI plus 1 percentage point limit on rent changes” and that “where a property whose rent has been subject to the rent cap comes up for re-let (and formula rent remains above the rent cap), the new rent may be set at up to the rent cap level – which will have been increasing by CPI plus 1.5 percentage points, rather than CPI plus 1 percentage point”⁴¹.

⁴⁰ Paragraph 2.11

⁴¹ Paragraph 2.12

Appendix 3: Nominations – Summary of issues to be included in Nomination Agreements

- 1.1. The registered provider or alternative affordable housing provider (“provider”) will be expected to enter into a Nomination Agreement with the Borough Council that shall contain, as a minimum, the following principles:

General

- 1.2. The provider will give the borough council reasonable notice of all vacancies, sales and re-sales.
- 1.3. The borough council will have a reasonable period in which to nominate households.
- 1.4. All requests for nominations and resulting nominations will be in writing (including email) and contain appropriate information concerning the property, the sale or tenancy terms and the household nominated.
- 1.5. In many instances the borough council will nominate more than one household for each property, where this is the case the borough council will put households in priority order and the provider will only make offers in that priority order.
- 1.6. The borough council may, at its sole discretion, allow other local authorities and/or public organisations to take up some of the borough council’s nominations. In this case the borough council shall notify the provider of the nomination arrangements.
- 1.7. In selecting nominees the borough council will have regard to the reasonable priorities and policies of the provider.
- 1.8. The provider will not unreasonably refuse to make an offer to a nominee.

- 1.9. Where the borough council fails to make a nomination within a reasonable time, or a reasonable number of nominees for a property have not resulted in a tenancy or sale of the property, the provider shall be free to let or sell the property to a household of their choice subject to cascade in paragraph 1.12.
- 1.10. The provider will seek the borough council's approval of any marketing or publicity material for the units.
- 1.11. The provider will have reasonable regard to the borough council's policies, in particular policies on waiting lists, nominations, and choice based lettings etc.
- 1.12. In any circumstance where the provider is able to offer a property to someone who is not a nominee of the borough council, the provider will seek to allocate tenancies or sales in the following order:
- Households who reside, work or have close family living in the borough council's area.
 - Households on the housing registers or waiting lists of adjacent local authorities in Surrey.
 - Households who reside, work or have close family living in the areas of adjacent local authorities in Surrey.
 - Any other household with links to the local area.
- 1.13. The provider will keep the borough council informed during the nomination process including regular updates on the progress of nominees, sales and lettings and the results of nominations.
- 1.14. The provider and the borough council will agree appropriate arrangements for the monitoring of nomination processes.

2. Social Rented Housing (Including Any Extra Care Housing)

- 2.1. The borough council will have the right to nominate to 100% of all the initial lettings, and 75% of all re-lets in perpetuity.

3. Shared-Ownership Housing (Including Any Extra Care Housing)

- 3.1. The borough council will have the right to nominate 100% of all sales in perpetuity (or until such time as the property is sold outright).
- 3.2. The provider will ensure that the lease (or similar) for each property requires the leaseholder to seek nominations from the borough council (via the provider) if they wish to sell their share of the property.
- 3.3. The provider will comply with the affordability criteria set out in the main agreement for initial sales.
4. Similar nomination arrangements will be required for tenures other than those specifically mentioned above.

Appendix 4: Summary of Heads of Terms for s.106 Agreements

- 1.1. The council does not use a standard s.106 agreement as the agreement is specific to the individual circumstances of the development. The following is intended as an indication of the matters likely to be included in any agreement for on-site affordable housing provision as part of a wider development. This is not a definitive list – other matters may be required depending on the site circumstances.
- 1.2. Summary of common heads of terms to be included in s.106 agreements for affordable housing:
 - Details of the planning application
 - Details of all parties with an interest in the land (including mortgagees)
 - A site location plan
 - Definition of affordable housing
 - Number of affordable dwellings, the mix, size, type and tenure
 - Design, standards and location on site etc.
 - Affordability criteria
 - Details of the affordable housing provider (and / or RP)
 - Floorspace of affordable housing to be provided
 - Phasing of delivery of the affordable housing
 - Obligation to compete an Affordable Housing Scheme
 - Obligation to enter into a Nomination Agreement with the Council
 - Triggers for the commencement and completion of the affordable housing
 - Limitation on occupation of the units, and maintaining them for affordable housing
 - Recycling of receipts from disposal of affordable housing
 - Mortgagee in possession clause
 - Funding issues (if any)
 - Registration of the agreement as a local land charge
 - Payment of the Council's costs in drawing up the agreement

Appendix 5: Affordable Housing Scheme

- 1.1. The affordable housing scheme should generally meet the requirements outlined below.
- 1.2. It is expected that the developer and registered provider and/or affordable housing provider will submit the Affordable Housing Scheme jointly. It is agreed by the parties that where any of the information required below is not available at the time of submitting the affordable housing scheme such information shall be submitted or re-submitted (where an amendment is required) for approval prior to commencement of construction of any affordable housing unit within the relevant sub phase.

All Affordable Housing Units

- 1.3. The total number of affordable units in the sub phase as a percentage of the total units in the sub phase.
- 1.4. The anticipated tenure, size and type of each of the units.
- 1.5. A site layout showing the location of the units.
- 1.6. Plans showing the indicative internal layout of each type of unit.
- 1.7. Confirmation that the units meet all the requirements set out in this deed or any approved amendments to such requirements.
- 1.8. Details of the proposed registered provider or alternative affordable housing provider that will deliver the units.
- 1.9. Confirmation that all of the units will be rented or sold in accordance with the provisions of the nominations protocol.

Rental Units

- 1.10. Details of the proposed rent and any service charge for each type of unit and confirmation that these met the affordability requirements set out in this appendix.
- 1.11. Details of the management arrangements.

Shared-Ownership

- 1.12. Details of the anticipated: price; percentage equity to be sold; mortgage payments; rent; service and management charge for each type of unit; and confirmation that these meet the affordability requirements set out in this deed.
- 1.13. Details of the shared-ownership lease and arrangements for resales under which the units will be sold.
- 1.14. Indicative marketing arrangements.
- 1.15. Similar details will be required for any tenures not specifically mentioned above.



Affordable Housing Supplementary Planning Document

Consultation Statement

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

April 2020

If you would like this document in a different format, Braille, large print, or audio, or in a different language, please contact the planning Policy Team at LDF@reigate-banstead.gov.uk or on 01737 276178

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1. Introduction

- 1.1. Following the adoption of the Council's Development Management Plan (DMP) in September 2019, the Council has produced an Affordable Housing Supplementary Planning Document (SPD) to provide detailed guidance on the Council's requirements for affordable housing, specifically guidance relating to DMP policy DES6 "Affordable Housing" and elements of DMP policies DES4 "Housing Mix", DES5: "Delivering High Quality Homes" and DES7 "Specialist Accommodation".
- 1.2. Regulation 8 of the Town and Country Planning (Local Planning) (England) Regulations (2012)¹ requires that there be no conflict between a SPD and the adopted development plan. From the adoption of the DMP, DMP Policy DES6 superseded Core Strategy Policy CS15 "Affordable Housing", which was the basis for the previous Affordable Housing SPD adopted in 2014 (and which is now revoked).
- 1.3. In addition to changes in local policy, a number of other changes have been made for consistency with updated national policy, including the vacant building credit and the amended (2019) national planning definition of affordable housing.
- 1.4. The SPD does not and cannot introduce new policy. Instead it provides clear up to date guidance that, once adopted, will help developers and the Council in implementing DMP Policy. On adoption, it is a material consideration in planning determinations.
- 1.5. To ensure that the evidence informing the SPD is up to date, in 2019 the Council commissioned external specialist consultants to prepare a Housing Needs Study for the Council. This included details of current and future type, size and tenure of affordable homes needed.

Purpose of the Consultation Statement

¹ From here referred to as "The Local Plan Regulations"

1.6. Regulation 12 (a) requires that before the Council adopts a SPD we must prepare a Consultation Statement setting out:

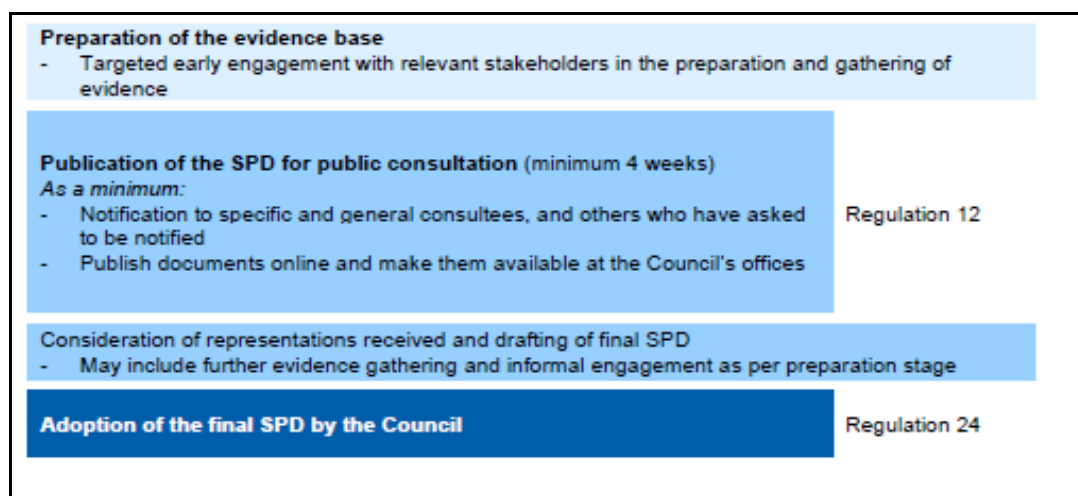
- (i) the persons the local planning authority consulted when preparing the supplementary planning document;
- (ii) a summary of the main issues raised by those persons; and
- (iii) how those issues have been addressed in the supplementary planning document

1.7. 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.

2. Preparing the 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)²³. The process is summarised in **Figure 1 and 2** below.

Figure 1: Process of preparing a SPD



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

² Available at: http://www.reigate-banstead.gov.uk/download/downloads/id/5437/statement_of_community_involvement_in_planning.pdf

³ 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

Stage	Date
Early scoping and information gathering	July - August 2019
Preparation of draft SPD with relevant key individuals and organisations	August -October 2019
Executive approval for public consultation of the draft SPD and supporting documents	5 th December 2019
Consultation on draft SPD with supporting initial Consultation Statement, SEA/HRA/EqIA screening (minimum of 4 weeks)	January - February 2020
Representations received considered and draft SPD updated as relevant	February - March 2020
Adoption of the SPD (and revocation of 2014 Affordable Housing SPD) by Council's Executive	April 2020
Publish SPD with final Consultation Statement and Adoption Statement	April 2020

Preparation of the Draft Affordable Housing SPD

- 2.2. In preparing the draft Affordable Housing SPD for consultation, we involved and sought the views of the individuals and organisations listed in **Table 2** below. Their suggestions were incorporated into the draft SPD for consultation.
- 2.3. As part of the preparation of the draft SPD we held a workshop meeting with representatives from the Council's Housing/ Housing Strategy team, Planning Policy team, Development Management team and representatives from a number of housing associations working in the borough. This helped us to understand the current issues different bodies experience in the delivery of affordable housing in the borough and in particular helped to inform the design elements within the draft SPD.

Table 1 Individuals and organisations involved in preparing the draft SPD

Person / Organisation	Issues/ Comments Raised
RBBC Housing Strategy and Projects Manager	<p>At meeting on 01/08/19; suggested issues that should be considered by the SPD update include:</p> <ul style="list-style-type: none"> • Existing profile of stock of affordable homes in the borough and turnover of each size and type, as will inform size/type needed in future; • Do not include a draft S106 obligation in the SPD, as can date; • Do not include a list of “preferred Registered Providers in an Appendix, rather refer to contacting RBBC Housing Services and the website hosting a “live” page of providers that can be updated when needed; • Should refer to bedspaces for size units, rather than simply number of bedrooms; • Be specific about need for houses or flats; • Will discuss with Raven Housing (an affordable housing provider in the borough), how a “tenure blind” design can be achieved. For example, potentially social rented on the ground floor with direct ground floor access, and intermediate on 1st floor and market housing above, with a shared entrance and a shared “core”; • Meet with Raven Housing (and potentially other RPs active in the area) to

	<p>consider potential design solutions for tenure-blind design and layout;</p> <ul style="list-style-type: none"> • Also all facilities to be shared across tenures, although noted the potential difficulties with shared ownership and service charges; • If a proposed development is not viable with full policy compliance, could consider first reducing the number of affordable home rather than varying the tenure mix, and / or size and type of affordable homes. • Provided advice on rented tenures and whether “affordable rented” housing is actually affordable to people on the borough’s housing register with regard to Local Housing Allowance. • Advised RBBC Housing Service is currently producing a new Housing Delivery Plan, whose early findings should be taken into account in drafting the revised SDP.
Housing Associations Raven Housing Trust and Orbit, and RBBC Development Management Officer at October 2019 meeting	<ul style="list-style-type: none"> • Size of units should be specified in the SPD in terms of “bedspaces” as well as bedrooms • Design of future schemes – locations of affordable housing on site, clustering, registered providers preference to have separate “cores” or floors for different tenures if they are within the same building. • Tenure mix – preference for variation in the number of affordable home ownership products in order to deliver a greater number of social rented properties.

- Funding – discussion regarding how registered providers bid for properties and therefore need not to be prescriptive to require identification of Registered Providers early in the planning process.
- Discussion regarding the number of units that registered providers will be willing to accept on-site.
- Cascade – preference for variation in the number of units in order to achieve desired tenure mix.

Consultation on the Draft SPD

- 2.4. Following executive approval on 5th December for public consultation on the draft Affordable Housing SPD, in accordance with Regulation 12(b) of the Town and Country Planning (Local Planning) (England) Regulations 2012 the Council undertook a statutory public consultation on the draft Affordable Housing SPD between 6th January and 8th February 2020.
- 2.5. During this consultation we wrote to all interested parties⁴ 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.
- 2.6. 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.

Representation Received

- 2.7. Following the formal consultation stage, the Council has considered the responses received and amended the draft SPD 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.
- 2.8. The main issues raised during the formal consultation include:
 - The need for greater flexibility with regards to requirement for the type, size, mix and design of affordable housing provision
 - Queries regarding the need for two- and three-bedroom accommodation to be provided as 2-bedroom 4-person accommodation and 3-bedroom 6-person accommodation
 - Questions regarding affordable housing and perpetuity
 - Queries regarding whether we can be specific in relation to who undertakes viability works on behalf of applicants

Prior to finalising the necessary amendments, the LDF Scrutiny Panel reviewed a summary of the responses and the Council's proposed approach/

⁴ 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

amendments to the draft SPD. The committee were happy with the proposed responses.

Adoption of the SPD

- 2.9. Following adoption, the Affordable Housing SPD will become a material consideration in the determination of planning applications and will therefore need to be taken into consideration in the preparation of planning proposals for residential 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 current 2014 Affordable Housing SPD 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 Respondent	Main Issues Raised	Council's Response (How the issues raised have been addressed in the SPD (where need to be addressed)	Amendments made to the SPD?
General Consultee (RBBC\Representor\004)	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 on the Climate Emergency.	N
General Consultee (RBBC\Representor\004)	Paragraph 5.35: Add an initial sentence to this paragraph to emphasise the importance of meeting Passivhaus or equivalent standards, as envisaged by the Government's Future Homes Standard.	Disagree. The requirement for Passivhaus energy standards would go beyond the role of the SPD. New developments energy efficiency standards are dealt with through Core Strategy Policy CS10 "Sustainable Development" and	N

		DMP Objective SC8 and DMP Policy CCF1 which require new residential (and non-residential) development to provide high standards of energy efficiency and the inclusion of renewable energy technologies.	
General Consultee (RBBC\Representor\0018)	Paragraph 5.27: Wording is unduly restrictive and if followed to the letter would prevent other affordable routes to home ownership from coming forward. To meet the needs of the widest range of households, suggest that the scope of affordable housing should be widened to include affordable rent to buy.	Disagree. The guidance in the Affordable Housing SPD was informed by a Housing Needs Assessment prepared by Icen in 2019. This reviewed the needs for affordable housing in the borough in accordance with the revised definition of affordable housing in the NPPF. Taking into consideration the needs in the borough and comments from the Council's Housing Strategy team and selected Registered Providers recommended that the most appropriate form of affordable home ownership was shared ownership. This is reflected in Paragraph 5.27. Paragraph 5.28 does however allow for some flexibility on a site-by-site basis depending	N

		upon the specifics of the site.	
General Consultee (RBBC\Representor\0018)	Future Strategic Housing Market Assessments should include an assessment of the need for rent-to-buy housing, to inform future plan making and decision taking.	Noted.	N
General Consultee (RBBC\Representor\0018)	Paragraph 5.56: This is inconsistent with the NPPF which places no requirement on affordable housing to be retained “in perpetuity” (asides from at rural exception sites). Instead, the relevant definitions of affordable housing at Annex 2 of the Framework set out conditions for the retention of affordable housing and the recycling of subsidy and/or receipts. Reference to these should therefore be made in the SPD.	Disagree. Given the need for affordable housing in the borough, the Council requires affordable housing to be secured in perpetuity by planning obligation in order to comply with national planning policy for affordable housing or recycle the subsidy if the property is sold on to the market. This is reflected in the SPD. The revised NPPF glossary only provides advice for the retention of affordable housing for “other affordable routes to home ownership”. The proposed approach is in accordance with this guidance.	N
Horley Town Council	Support the aims of the draft SPD,	Noted.	N

(RBBC\Representor\0010)	especially the recognition that housing costs, particularly market rates for private purchase, are beyond a large number of our residents, and the proposals for how RBBC plan to address these issues.		
Horley Town Council (RBBC\Representor\0010)	Pleased to see the recognition of the need for social rented accommodation recognised in the SPD.	Noted.	N
Horley Town Council (RBBC\Representor\0010)	Welcome aims to maintain affordable housing in perpetuity but question whether this will conflict with tenants' rights under 'Right to Buy' legislation.	Noted. This requirement does not conflict with tenants' rights under 'Right to Buy' legislation as they are dealt with by different legislation (the s.106 requirement is dealt with via legal legislation, nor Right to Buy legislation).	N
Horley Town Council (RBBC\Representor\0010)	We hope that once the SPD is adopted that RBBC will seek to resist any attempts to dilute developers' contributions towards affordable/ social housing.	Noted. Developers will be required to comply with the guidance provided in the SPD once adopted as it will be a material consideration in determining planning applications.	N

General Consultee (RBBC\Representor\0020)	It is important that policy is achievable and realistic for developers in viability terms and to ensure occupancy of new homes.	Noted.	N
General Consultee (RBBC\Representor\0020)	<p>Paragraph 3.17: Question reference to “up-to-date” Local Plan.</p> <p>Disagree with the Council’s position that they are able to demonstrate a five-year housing land supply of 7.80 years. This position is based on the housing number in the Core Strategy which does not take into account the new Standardised Methodology for calculating housing need, as per NPPF.</p> <p>Given that the Core Strategy was adopted in 2014, and it is now over 5 years old, we believe that this should have been updated to reflect the adjustments to national policy, particularly in regard to housing</p>	<p>Noted.</p> <p>In accordance with Regulation 10A of the Town & Country Planning (Local Planning) (England) Regulations 2012 (as amended), the Council undertook a review of the Core Strategy to assess whether it required updating. The review looked comprehensively at each policy in turn, including Policy CS13 “Housing Delivery” and considered and concluded that there was no need to modify or update any of the policies of the Core Strategy at the time. The Core Strategy therefore continues to provide a robust, up-to-date and appropriate strategic policy framework for managing development in the borough.</p> <p>The review considered that 460 is still an appropriate housing requirement, the Council</p>	N

	need.	can therefore demonstrate a 7.80-year housing land supply.	
General Consultee (RBBC\Representor\0020)	Suggest that the level of “other affordable home ownership products” should be increased. This is because it is expected that the Planning White Paper is widely predicted to be rolling out a First Homes policy (subsidised market properties for key workers/ first time buyers) which might become an affordable housing tenure within the ‘other affordable home ownership products’.	Noted. The Government’s consultation on First Homes is currently only at consultation stage. The level of “other affordable home ownership products” is based on the 2019 Housing Needs Assessment which looked at the current definition/ requirements for affordable housing. The SPD is flexible enough to allow the final mix to be determined on a case-by-case basis, should First Homes become a requirement, then this will be built into the site-specific mix required.	N
General Consultee (RBBC\Representor\0020)	Paragraph 5.25: Disagree with the requirement for all rented accommodation to be provided as social rented accommodation opposed to affordable rent. This could impact upon the financial	Noted/ disagree. The need for social rented accommodation is to meet the latest assessment of affordable housing need in the borough. Paragraph 5.25 advises that where robust justification is provided, the Council may	N

	<p>viability of the scheme and could harm a Registered Provider's ability to borrow against a scheme, causing further viability concerns.</p> <p>Sought for this requirement to be removed and that instead the tenure mix should be negotiated on a case-by-case basis.</p>	<p>accept a proportion as affordable rent and that the specific tenure mix will be negotiated on a site-to-site basis.</p>	
<p>General Consultee (RBBC\Representor\0020)</p>	<p>RBBC state that the housing tenure mix in the draft SPD is based on Housing Needs Assessment (HNA) (2019). We wish to highlight an issue in that the document only takes into account development that will provide 30% affordable housing (as per Policy CS15 in the Core Strategy (2014)). In the DMP (2019), development on allocated greenfield urban extension sites should provide 35% affordable housing to be compliant with Policy DES6.</p>	<p>Noted.</p> <p>The Housing Needs Assessment makes a number of assumptions for the purpose of modelling future affordable housing provision, one of which is that 70% of net completions are of market housing and 30% affordable (in line with the general requirements for housing development in DMP Policy DES6).</p> <p>The tenure needs identified in the evidence paper are not purely a result of the modelling work but are also informed by discussion with the Council's Housing Strategy Team and Registered Providers. It is therefore not</p>	N

	Therefore, we feel that the assessment conducted in the HNA should have shown consideration of this and assessed whether this impacted upon the suggested tenure mix.	considered that any amendments are needed.	
General Consultee (RBBC\Representor\0020)	We wish to highlight the NPPF (2019) flexible definition of affordable housing, to ensure that the right balanced mix of tenures is delivered.	Noted. This definition of affordable housing has been taken into consideration in drafting the SPD.	N
General Consultee (RBBC\Representor\0020)	Paragraph 5.21: Whilst we acknowledge that some flexibility is accounted for, this is only in exceptional circumstances. We think that this is very restrictive and that greater flexibility should be incorporated into the policy to allow developers the opportunity to reflect the present and appropriate position in their development proposals. It	Disagree. It is not considered that further flexibility is needed in the SPD. DMP Policy DES6 is considered flexible to ensure that the size and tenure of affordable housing reflects the affordable housing needs in the borough at the time. The 2019 Housing Needs Assessment identifies the latest needs and this is reflected in the SPD.	N

	could be sought that housing evidence is provided by the applicant in order to justify their position for example at the pre-application or planning application stage.		
General Consultee (RBBC\Representor\0020)	Table 1: Affordable Housing Needs by Tenure and Property Size (Bedroom Numbers): The ability to meet the requirements in this table is driven by design, mix and clustering requirements. There is also a need to consider the tenure allocation from Registered Providers. The table should therefore be used as a guide and not a requirement.	Disagree. The needs identified were based on the 2019 Housing Needs Assessment which was informed by discussions with Registered Providers. As part of informal stakeholder engagement as part of the preparation of the Affordable Housing SPD, Registered Providers provided detailed comments re. their design mix and clustering requirements.	N
General Consultee (RBBC\Representor\0020)	Paragraph 5.31: Requirement for 2-bedroom accommodation to be provided as 4-person accommodation and 3-bedroom accommodation to be provided as 6-	Disagree. The needs are based upon discussion with the Council's Housing Strategy team regarding the need for accommodation in the borough. The need for 2-bedroom 4-person	N

	<p>person accommodation goes beyond the National Space Standards and there does not seem to be significant evidence to support this. Instead the need appears to be based on Paras 6.21-6.22 of the Housing Needs Assessment.</p>	<p>accommodation is due to the greatest need in the borough for 2-bedroom 4-person accommodation as they can accommodate a greater number of household types. The need for 3-bedroom 6-person accommodation rather than 3-bedroom 5-person accommodation is because it is difficult for families with 3 children to occupy 3-bedroom 5-person homes and as a result the need is often transferred to 4-bedroom need which results in a notable jump in costs.</p>	
<p>General Consultee (RBBC\Representor\0020)</p>	<p>Paragraph 5.36: This restricts rented accommodation to four storeys. This is a design issue and not one for housing policy. It should therefore be removed.</p>	<p>Disagree. This paragraph seeks to restrict affordable rented accommodation provided in a separate block to four storeys. This is based on discussion with Registered Providers in the borough who informed us that additional storeys would lead to the requirement for a lift and therefore increased service charges which would affect the cost of affordable rented housing.</p>	<p>N</p>

General Consultee (RBBC\Representor\0020)	Paragraph 5.37: The requirement for clusters of affordable housing to not be more than 12 units on a large scheme should be made more flexible to address site specific issues and proposals, for example where flatted accommodation is proposed.	Noted. Paragraph 5.37 states that “clusters should not usually be more than 12 units in any one location”. This was informed by discussion with the Council’s Housing Strategy team and Registered Providers. The exact provision of affordable housing on a site will be dealt with on a site-by-site basis, and the s.106 agreement will detail specifically which units are to be provided as affordable housing.	N
General Consultee (RBBC\Representor\0020)	Paragraph 5.38: This paragraph mentions Building Regulation Part M requirements. It is unclear if this refers to Building Regulation Part M4 (3) or M4 (2). We would like RBBC to clarify this, as these requirements add an element of unknown cost for the developer. We would prefer the requirement to be Building Regulation Part M4 (2) and request	Noted. The Paragraph (and DMP Policy DES6) states the requirement for 5% of the affordable housing provided on site to be designed to meet building regulation requirements for wheelchair user dwellings which is defined as Building Regulation Part M(3).	N

	that greater flexibility be incorporated into the requirement posed in order to reflect need at the time of submission of a planning application and site-specific considerations.		
Reigate & Banstead Place Delivery (RBBC\Representor\0021)	Paragraph 5.26: How will this be checked?	This will be agreed via a legal agreement.	N
Reigate & Banstead Place Delivery (RBBC\Representor\0021)	Question the need for two-bedroom properties to be 2-bedroom 4-person accommodation and three-bedroom properties to be 3-bedroom 6-person accommodation.	Noted. This need was identified in the Housing Needs Assessment by Iceni following discussions with the Council's Housing Strategy Team. The need for 2-bedroom 4-person accommodation is due to the greatest need in the borough for 2-bedroom 4-person accommodation as they can accommodate a greater number of household types. The need for 3-bedroom 6-person accommodation rather than 3-bedroom 5-person accommodation is because it is difficult	N

		for families with 3 children to occupy 3-bedroom 5-person homes and as a result the need is often transferred to 4 bedroom need which results in a notable jump in costs.	
Reigate & Banstead Housing Strategy (RBBC\Representor\0016)	Paragraph 5.31: To reflect the needs of the borough, would recommend that the wording should be amended to allow for a proportion of three-bedroom accommodation to be provided as 3 bedroom 6 person accommodation rather than requiring all three-bedroom accommodation to be provided as 3 bedroom 6 person accommodation. This will give more flexibility to reflect the variation in costs highlighted in the paragraph below this paragraph.	Noted. This has been amended accordingly.	Y
Reigate & Banstead Housing Strategy (RBBC\Representor\0016)	Paragraphs 6.11-6.13: This methodology provides clarity as to the requirement for off-site contributions. Could we strengthen	Noted. It is not possible for the Council to recommend a list of “approved” viability experts. However, Paragraph 6.9 does require the	Y

	<p>this mechanism further by requiring developers to use one of our recommended viability experts?</p> <p>Could we also have a list of “approved” viability experts that must be used to ensure some level of impartiality? And/ or can we reserve the right to have our own “independent” appraisals undertaken at the expense of the developer?</p> <p>I am just concerned that currently the developer can chose their own viability expert, which risks leaving us vulnerable to many “unviable” or low value outcomes.</p>	<p>developer to pay for the cost of external assessment of the appraisals submitted. The wording in this paragraph has been amended to state that where deemed necessary the cost of external assessment may include a full detailed viability assessment.</p>	
<p>Reigate & Banstead Housing Strategy (RBBC\Representor\0016)</p>	<p>Affordable Housing Cascade: Does reducing the number of affordable homes have a greater impact on viability than varying the tenure?</p>	<p>Yes.</p> <p>In general reducing the number of affordable homes would have a greater impact on viability than varying tenure, the affordable housing cascade has therefore been amended.</p>	

General Consultee (Infrastructure provider) (RBBC\Representor\0022)	No specific comments made.	Noted.	N
Environment Agency (RBBC\Representor\0015)	No specific comments made.	Noted.	N
Highways England (RBBC\Representor\0011)	No specific comments made.	Noted.	N
Tandridge District Council (RBBC\Representor\0012)	No specific comments made.	Noted.	N
Historic England (RBBC\Representor\0014)	No specific comments made.	Noted.	N
Gatwick Airport Safeguarding (RBBC\Representor\0008)	No specific comments made.	Noted.	N
National Grid (RBBC\Representor\0009)	No specific comments made.	Noted.	N
Transport for London (RBBC\Representor\0001)	No specific comments made.	Noted.	N
Natural England (RBBC\Representor\0017)	No specific comments made.	Noted.	N

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Appendix 2: Any other matters

Various textual, grammatical and factual updates were suggested, these have been updated where appropriate.

Appendix 3: Individuals and organisations consulted on the draft Affordable Housing SPD under Regulations 12 and 13

Specific Consultees	
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
General Consultees	
Residents, businesses, registered providers and developers on the Council's Planning Policy Consultation Contacts database	

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Affordable Housing SPD

Strategic Environmental Assessment and Habitats Regulations Assessment Screening Statement

October 2019

Executive Summary

This report details the need for a Strategic Environmental Assessment and/or a full Habitats Regulation Assessment to be produced to accompany the Affordable Housing Supplementary Planning Document (SPD).

The assessment concludes that **an SEA is not required** for Affordable Housing SPD. It also concludes that the SPD **would not need to be subject to full Appropriate Assessment under the Habitats Regulations Assessment**.

1. Introduction

- 1.1 Reigate & Banstead Borough Council is currently preparing an updated Affordable Housing Supplementary Planning Document (SPD).
- 1.2 These updated SPD will provide additional guidance to support implementation of policies in the Council's adopted Local Plan: Core Strategy (adopted 2014) and Development Management Plan (adopted 2019). Upon adoption, they will be a material consideration in the determination of planning applications in the borough.
- 1.3 The 2004 Planning and Compulsory Purchase Act and associated Regulations made all local development documents subject to Sustainability Appraisal, which met the requirements of Strategic Environmental Assessment (SEA) as defined by the EU Directive. The 2008 Planning Act removed the requirement for SPDs to be subject to Sustainability Appraisal and, as such, the Council does not propose to carry out a sustainability appraisal of these SPDs.
- 1.4 The requirement for local planning authorities to carry out a Strategic Environmental Assessment (SEA) of relevant plans and programmes before adoption remains in force by virtue of the Environmental Assessment of Plans and Programmes Regulations 2004.
- 1.5 However, there are exceptions to this and, in most cases, SPDs do not require SEA. This is acknowledged in the Planning Practice Guidance (PPG)¹, which sets out that *"supplementary planning documents do not require a sustainability appraisal but may in exceptional circumstances require a strategic environmental assessment if they are likely to have significant environmental effects that have not already been assessed during the preparation of the relevant strategic policies"*. Ultimately, it is the responsibility of the local planning authority to assess whether the plan is likely to have significant effects on the environment and make these conclusions public.
- 1.6 In addition, Article 6 of the Habitats Directive (as transposed into UK law by the Conservation of Habitats and Species Regulations 2017 ("the Habitats Regulations

¹ PPG Strategic environmental assessment and sustainability appraisal Paragraph: 008 Reference ID:11-008-20140306

2017) requires an assessment of the implications of a plan, both individually and in combination with other plans or projects, on designated 'Natura 2000' sites². If it is determined that a plan or project is likely to have a significant effect on these protected sites, an Appropriate Assessment should be undertaken.

- 1.7 The Council has therefore prepared this draft Screening Statement to determine whether the proposed updated SPDs listed above should be subject to a Strategic Environmental Assessment (SEA) and/or Habitats Regulations Assessment (HRA)/Appropriate Assessment.

2. Scope of the SPD under preparation

- 2.1 The paragraphs below summarise the purpose, scope and intended content of the updated Affordable Housing SPD under preparation and which is the subject of this SEA and HRA Screening Statement. The updated SPD is intended to replace the currently adopted 2014 Affordable Housing SPD, which on adoption, will be revoked.
- 2.2 It should be noted that document will not contain any new policies, proposals or site allocations. Nor will it influence or alter the scale or spatial distribution of development across the borough which is already established through the Core Strategy.

Affordable Housing SPD

- 2.3 The purpose of this supplementary planning document is to provide additional guidance to that in the Policy Explanations, in relation to the application of Development Management Plan policies DES4 and DES6³, in order to deliver sufficient and appropriate affordable housing on relevant developments to meet local needs.
- 2.4 The updated SPD will detail how requirements for provision of on-site affordable housing should be calculated on individual qualifying developments, including taking account of the application of the vacant building credit. The SPD will provide guidance on the Council's expectation as to the tenure and size mix of affordable housing which should be provided, reflecting the latest local evidence of need.
- 2.5 The SPD will also provide guidance on how affordable housing should be designed and integrated successfully into developments to support vibrant mixed communities and also to ensure that affordable housing will be viable and feasible for registered providers and housing associations in terms of operation and management.
- 2.6 The Affordable Housing SPD will also cover the exceptional circumstances in which contributions in lieu of on-site provision may be accepted and, in those cases, the Council's approach to calculating the contribution required. In addition, the SPD will

² Including Special Protection Areas (SPAs), Special Areas of Conservation (SACs) and Ramsar sites (which are treated as equivalent of Natura 2000 sites).

³ Development Management Plan (DMP) Policy DES6: Affordable Housing replaced Core Strategy Policy CS15: Affordable Housing.

provide guidance as to the Council's approach to viability in exceptional cases (reflecting the latest national planning practice guidance) and the Council's priorities and preferences in any subsequent negotiations.

3. Strategic Environmental Assessment (SEA)

- 3.1 As discussed in the introduction above, SEA is required for certain categories of plans and programmes where they are determined to be likely to have significant environmental impacts.
- 3.2 With regard to SPDs, the Planning Practice Guidance indicates that SEA will normally only be required in exceptional circumstances. The Council must therefore determine, on a case by case basis, whether SEA is required for the Affordable Housing SPD being prepared. This is referred to as a screening process.
- 3.3 As part of this, the Council must first determine whether the SPD is a "plan or programme" covered by Article 3(3) and 3(4). If it determines that it is, then the Council must carry out a screening to establish whether SEA is required. This will depend on its potential to result in significant environmental effects.
- 3.4 In deciding whether significant environmental effects are likely, the Council must take into account the criteria in Schedule 1 to the Environmental Assessment of Plans and Programmes Regulations 2004, and to consult the specified Consultation Bodies. This process is summarised in **Figure 1** below.
- 3.5 The Council's assessment of the Affordable Housing SPD against Schedule 1 criteria is set out in **Table 1** below.
- 3.6 This draft Screening Report covers:
 - a) An assessment of whether the SPDs are covered by Article 3(3) and Article 3(4)
 - b) An appraisal of the SPDs taking account of the criteria in Schedule 1 of the Environmental Assessment of Plans and Programmes Regulations 2004
- 3.7 A draft of this Screening was sent to the prescribed consultation bodies⁴ before being finalised.

⁴ Historic England, Natural England and the Environment Agency

Figure 1: Application of the SEA Directive to plans and programmes

Source: ODPM (2005) A Practical Guide to the Strategic Environmental Assessment Directive

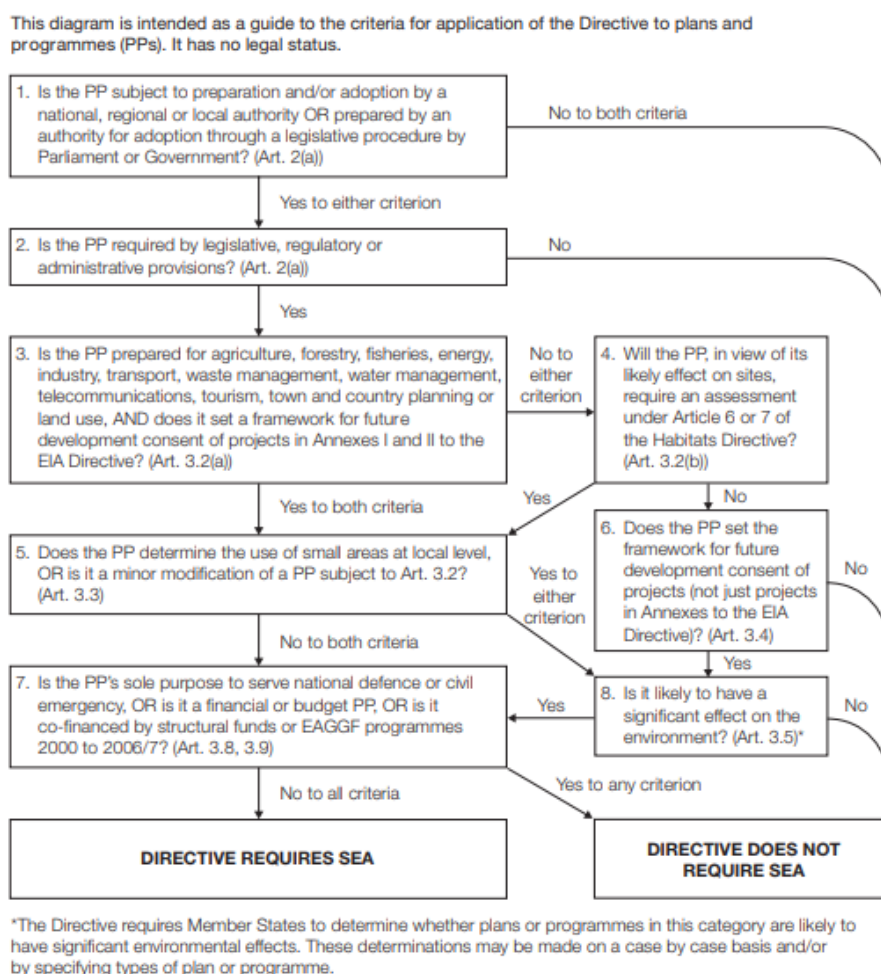


Table 1: Screening Assessment for the Affordable Housing SPD

The SPD is considered to be a plan or programme covered by Articles 3(3) and 3(4)

SCHEDULE 1 – Regulations 9(2)(a) and 10(4)(a)

CRITERIA FOR DETERMINING THE LIKELY SIGNIFICANT EFFECTS ON THE ENVIRONMENT

1. The characteristics of plans and programmes, having regard, in particular, to -	
(a) the degree to which the plan or programme sets a framework for projects and other activities, either with regard to the location, nature, size and operating conditions or by allocating resources;	The Affordable Housing SPD does not set the framework for development with regard to its size, activity, nature or operating conditions. The SPD will provide guidance as to the approach to the Council's approach to securing appropriate affordable housing provision to supplement the requirements which are already imposed in the DMP (DES6). This "parent" policy has already been subjected to SEA as part of its development.

(b) the degree to which the plan or programme influences other plans and programmes including those in a hierarchy;	The SPD does not influence other plans or programmes. It is influenced by the higher order Local Plan documents (namely the Core Strategy and DMP) which have been subject to SEA, as well as the NPPF. It will guide development proposals but not other plans or programmes. The SPD does not set new policies.
(c) the relevance of the plan or programme for the integration of environmental considerations in particular with a view to promoting sustainable development;	The SPD will guide development proposals for residential development, notably those of 11 units or more which are required to provide affordable housing and any proposals relating to existing affordable housing units. The guidance in the SPD will support the Council in securing affordable housing which is of the right amount, tenure and size to meet needs and which is well-designed and integrated into mixed tenure developments. In doing so, it will support the delivery of sustainable development.
(d) environmental problems relevant to the plan or programme; and	<p>The Affordable Housing SPD will promote development which delivers appropriate affordable housing and which is responsive to local needs.</p> <p>As set out in the Council's evidence (including previous SA Scoping Reports), the borough experiences high house prices and pressure on affordability of housing. This can result in challenges accessing housing, particularly those on lower incomes. The guidance within the Affordable Housing SPD will support delivery of not only the right amount of affordable housing, but also the right type, to best meet and address the local needs and the issues above.</p> <p>Sustainability Appraisal (including SEA) of the Council's higher order Local Plan documents incorporates an objective (no.1) <i>"to provide sufficient housing to enable people to live in a home suitable to their needs and which they can afford"</i> to which this SPD would relate.</p>
(e) the relevance of the plan or programme for the implementation of Community legislation on the environment (for example, plans and programmes linked to waste management or water protection)	The SPD is not directly relevant to the implementation of Community legislation on the environment.

2. The characteristics of the effects and of the area likely to be affected, having regard, in particular, to -	
(a) the probability, duration, frequency and reversibility of the effects;	The SPD provides guidance aimed at ensuring an appropriate mix of housing, specifically in relation to affordable housing. It supports delivery of policies within the Local Plan which have already been subject to SA/SEA. The duration of the effects will be difficult to define; however, in terms of affordable housing provided, this is secured into perpetuity.
(b) the cumulative nature of the effects;	The SPD is not considered to have any cumulative effects.
(c) the transboundary nature of the effects;	The SPD is unlikely to result in any transboundary effects. Where developments may be close to boundaries or transboundary, the SPD would only serve to guide developments to provide housing choice for residents from the borough and well as potentially from other surrounding communities.
(d) the risks to human health or the environment (e.g. due to accidents),	The SPD does not present any risk to human health or the environment;
(e) the magnitude and spatial extent of the effects (geographical area and size of the population likely to be affected),	The SPD will be applied to all relevant planning applications across the borough. Historic delivery of affordable housing has average c.100 homes per year, as per the target set out in the higher order Local Plan documents (Core Strategy and now DMP). The effects of the SPD may be felt by populations in and around the development sites to which the SPD is applied, but also to the c.100 households per annum who may benefit from the new affordable housing delivered.
(f) the value and vulnerability of the area likely to be affected due to: - special natural characteristics or cultural heritage, - exceeded environmental quality standards or limit values, - intensive land-use,	The guidance in the SPD will specifically apply to residential proposals where affordable housing is either being provided or affected. Such proposals could potentially involve sites with listed buildings, within Conservation Areas or within protected landscapes such as the AONB or AGLV. However, the SPD only offers guidance to support implementation of policies (and site allocations) in the Local Plan which have already been subject to SA/SEA. It does not propose further or different types of development to those already contemplated through the Local Plan.
(g) the effects on areas or landscapes which have a recognised national, Community or international protection status.	In applying to the borough of Reigate & Banstead, the SPD potentially covers and may be applied to, areas protected for their special natural characteristics such as the Surrey Hills AONB, Mole Gap to Reigate Escarpment SAC and various Conservation Areas. However, it is not intended to provide guidance directly in relation to

	landscapes of national, Community of international protection but only guidance specific to affordable housing. The SPD will not override or “trump” existing policies in the Local Plan relating to the management and protection of such landscapes or protected areas (which have already been subject to SEA).
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Conclusions in respect of Strategic Environmental Assessment

- 3.8 The Affordable Housing SPD being prepared are intended to supplement and support the delivery of existing policies in the Local Plan (DMP) which have already been the subject of SA/SEA as part of their development process. This includes the SA of the Main Modifications to the DMP proposed by the Inspector during the DMP Examination. The SPD will not include new policies or proposals, nor will it alter the overall development strategy (scale and distribution) which is established through the higher order Local Plan documents.
- 3.9 Having reviewed and assessed the SPD against the relevant criteria and considerations in Schedule 1 to the Environmental Assessment of Plans and Programmes Regulations 2004 (as set out in **Table 1** above), the Council concludes that the Affordable Housing SPD will not give rise to significant environmental effects. **As such, Strategic Environmental Assessment is not required for the SPD.**
- 3.10 The Council’s conclusion was subject to consultation with the relevant bodies before the screening conclusion was finalised.

4. Habitat Regulation Assessment Screening

- 4.1 The European Directive (92/43/EEC) on the Conservation of Natural Habitats and Wild Flora and Fauna (the ‘Habitats Directive’) sets out the means to protect habitats and species of European importance through the establishment and conservation of a network of sites known as the ‘Natura 2000’ network. These include Special Areas of Conservation (SACs) and Special Protection Areas (SPAs). It is also Government policy for sites designated under the Convention on Wetlands of International Importance (Ramsar sites) to be treated as having equivalent status to Natura 2000 sites. These are sites of exceptional importance in respect of rare, endangered or vulnerable natural habitats and species within the European Community. In this report SACs, SPAs and Ramsar sites will be collectively referred to as ‘Natura 2000’ sites.
- 4.2 The purpose of a HRA is to assess the implications of a plan, both individually, and in-combination with other plans or projects, on these Natura 2000 sites. The Habitats Directive applies the precautionary principle to Natura 2000 sites. In normal circumstances, a land use plan can be brought into effect only after having ascertained that it will not adversely affect the integrity of a Natura 2000 site either alone or in-combination with other plans.

- 4.3 The first stage in the process is to establish, via screening, whether the plan is either directly connected with, or necessary to, the management of a European site. If not, a determination needs to be made as to whether the plan in itself or in combination with others is likely to have a significant effect on a European site.
- 4.4 A comprehensive Habitats Regulation Assessment (HRA) Appropriate Assessment was undertaken as part of the preparation of these higher order Local Plan documents to determine whether those policies would have likely significant effects. The conclusions of these previous HRAs are considered highly relevant to the screening assessment for the Affordable Housing SPD. In relation to the policies which the proposed SPD will implement, the HRA for the DMP concluded as follows:

Table 4: Conclusions of the DMP and HRA in respect of relevant policies

Policy	HRA conclusions
DMP Policy DES4 Housing Mix	HRA (Sept 2018) concluded that the policy had no impact pathways and no HRA/AA implications. The policy was therefore screened out.
DMP Policy DES6 Affordable Housing	HRA (Sept 2018) concluded that the policy had no impact pathways and no HRA/AA implications. The policy was therefore screened out.

Conclusions in respect of Habitat Regulations Assessment Screening

- 4.5 The previous HRA for the DMP therefore concluded that there were no likely significant effects on European sites, either alone or in combination with other plans and projects, as a result of the policies within the Local Plan which the Affordable Housing SPD is intended to implement.
- 4.6 Given the Affordable Housing SPD is intended to provide supplementary guidance to aid implementation of existing policies in the Local Plan (Core Strategy and DMP) and will not introduce new or amended planning policy, it is concluded that the SPD will not give rise to likely significant effects on any European sites. **It is therefore concluded that a full Appropriate Assessment under the Habitats Regulations is not required for the Affordable Housing SPD.**
- 4.7 The Council's conclusion was subject to consultation with the relevant bodies before the screening conclusion was finalised.

Appendix 1: Responses from the three Consultation Bodies

Reigate & Banstead Borough Council
Building & Development Services
Town Hall Castlefield Road
Reigate
Surrey
RH2 0SH

Our ref: SL/2011/108875/SE-07/SC1

Your ref: Email

Date: 21 October 2019

Dear Sir/Madam,

**CONSULTATION ON STRATEGIC ENVIRONMENTAL ASSESSMENT AND HABITATS
REGULATIONS ASSESSMENT SCREENING STATEMENT**

Thank you for consulting the Environment Agency on the above.

The Environment Agency is in agreement with your determination that the Affordable Housing SPD is unlikely to have any significant environmental effects and therefore a full Strategic Environmental Assessment will not be required.

We agree that the Affordable Housing SPD being prepared is intended to supplement and support the delivery of existing policies in the Local Plan which have already been considered and assessed by a separate full SA/SEA through the development plan process.

Please do not hesitate to contact me should you wish to discuss this further.

Yours faithfully,

Charles Muriithi, MRTPI
Planning Specialist

Kent and South London

charles.muriithi@environment-agency.gov.uk



Historic England

Planning Policy Team
Reigate & Banstead Borough Council

Our ref: PL00617742

Your ref:

Telephone 020 7973 3700
Email e-seast@historicengland.org.uk

By email only to LDF@Reigate-Banstead.gov.uk

Date 10 October 2019

Dear Sir or Madam

**Reigate and Barnstead Borough Council Historic Parks & Gardens SPD, Reigate
Shopfront Design SPD, Barn and Farm Conversion SPD & Affordable Housing SPD
Strategic Environmental Appraisal Screening Opinions**

Thank you for your email dated 9 September consulting Historic England on your intention of carrying out a SEA/SA for the above plan.

In light of the Environmental Assessment of Plans and Programmes Regulations 2004, our view is that a SEA is not required in this instance for the reasons set out in paragraphs 3.9 of the respective screening statements

Yours sincerely

Alan Byrne
Historic Environment Planning Adviser



Historic England, 4th Floor, The Atrium, Cannon Bridge House, 25 Dowgate Hill, London EC4R 2YA
Telephone 020 7973 3700 HistoricEngland.org.uk

Please note that Historic England operates an access to information policy.
Correspondence or information which you send us may therefore become publicly available.



Date: 09 October 2019
Our ref: 294487
Your ref: Affordable Housing SPD – SEA & HRA Screening.



Planning Policy Team
Reigate & Banstead Borough Council
Reigate Town Hall
Castlefield Road
Reigate
Surrey RH2 0SH

Hornbeam House
Crewe Business Park
Electra Way
Crewe
Cheshire
CW1 6GJ

T 0300 060 3900

BY EMAIL ONLY

LDF@Reigate-Banstead.gov.uk

Dear Sir or Madam

Affordable Housing Supplementary Planning Document (SPD) – SEA & HRA Screening

Thank you for your consultation request on the above dated and received by Natural England on 9th September 2019.

Natural England is a non-departmental public body. Our statutory purpose is to ensure that the natural environment is conserved, enhanced, and managed for the benefit of present and future generations, thereby contributing to sustainable development.

Our remit includes protected sites and landscapes, biodiversity, geodiversity, soils, protected species, landscape character, green infrastructure and access to and enjoyment of nature.

Whilst we welcome this opportunity to give our views, the topic of the Supplementary Planning Document does not appear to relate to our interests to any significant extent. We therefore do not wish to comment.

Should the plan be amended in a way which significantly affects its impact on the natural environment, then, please consult Natural England again.

Strategic Environmental Assessment/Habitats Regulations Assessment

A SPD requires a Strategic Environmental Assessment only in exceptional circumstances as set out in the Planning Practice Guidance [here](#). While SPDs are unlikely to give rise to likely significant effects on European Sites, they should be considered as a plan under the Habitats Regulations in the same way as any other plan or project. If your SPD requires a Strategic Environmental Assessment or Habitats Regulation Assessment, you are required to consult us at certain stages as set out in the Planning Practice Guidance.

Please send all planning consultations electronically to the consultation hub at consultations@naturalengland.org.uk.

Yours faithfully

Sharon Jenkins
Operations Delivery, Consultations Team

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Historic Parks and Gardens Supplementary Planning Document

April 2020

Reigate & Banstead
BOROUGH COUNCIL
Banstead | Horley | Redhill | Reigate

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1. Introduction

- 1.1. There is an increasing interest in the nation's historic parks and gardens and a growing recognition of the need for their identification and effective management if they are not to be lost forever.
- 1.2. Historic parks and gardens are important heritage assets that add substantial value to both the landscape and environmental quality within the borough. It is therefore important that such heritage assets are protected and that they are treated in accordance with the character and significance of their grading. Once identified the following are to be encouraged:
 - Their history researched and effective management plans produced
 - Recording of surviving plants, trees and shrubbery carried out
 - Historic garden layout conserved, including hard landscape features such as walls, steps, pools and buildings
 - Programming for replanting of ageing or lost trees, as well as the maintenance of original plants and shrub species
- 1.3. Within the borough there are two designated parks and gardens of national interest. These are Reigate Priory Park and Gatton Park, which are included on the Historic England's "Register of Parks and Gardens of Special Historic Interest" (see Appendix 2 for full description). There are also 36 locally listed historic parks and gardens. These are non-designated heritage assets and are referred to as Historic Parks and Gardens of Special Borough Interest.
- 1.4. This supplementary planning document (SPD) replaces the 2001 'The List of Historic Parks and Gardens' supplementary planning guidance (SPG) which has been revoked on adoption of the updated SPD in 2020. The 2001 SPG was the first list of Historic Parks and Gardens of Special Borough Interest prepared in the whole of Surrey. It was prepared by the borough's Conservation Officer in conjunction with the County's Historic Gardens Adviser and the Surrey Gardens Trust. It identified 35 Historic Parks and Gardens of Special Borough Interest.

- 1.5. The Council is able to locally list new “non-designated” heritage assets at any time (i.e. outside of the local plan process). Since the publication of the 2001 SPG, six amendments have been made to the original List of Historic Parks and Gardens. These include addition of the Park Down (Walwood House) to the local list in 2012 as well as several boundary changes (see paragraph 3.7 for details).
- 1.6. The 2001 SPG is being updated to reflect the changing policy position in the borough, namely the adoption of (and subsequent review of) the Core Strategy in 2014 and the adoption of the DMP in 2019. These are consistent with the national policy on conserving and enhancing the historic environment.¹
- 1.7. The SPD provides a list of nationally registered “designated” as well as locally listed “non-designated” historic parks and gardens within the borough, identifies characteristics for the selection of historic parks and gardens and provides additional guidance for landowners in order to effectively manage historic parks and gardens in the borough so that they can be preserved for future generations.

¹ NPPF paragraph 184-202

2. Policy Context

National Planning Policy Context

- 2.1. Planning Practice Guidance (PPG)² advises that SPDs should build upon and provide more detailed advice or guidance on policies in an adopted Local Plan. They do not form part of the development plan and therefore cannot introduce new planning policies. They are however a material consideration in decision-making.
- 2.2. National policy governing the conservation and enhancement of historic assets is set out in the National Planning Policy Framework³. Further guidance is given in the Planning Practice Guidance⁴ on Historic Environment, relating to both designated and non-designated heritage assets.

Local Planning Policy Context

- 2.3. The Council's Local Plan is comprised of the Core Strategy adopted 3 July 2014 and reviewed 2 July 2019 and the Development Management Plan (DMP) adopted 26 September 2019.
- 2.4. The Core Strategy provides the strategic framework for the borough over the plan period (2012-2027). It sets out a strategic vision for the borough and provides policies to guide the type, level and location of future development over the 15 year plan period. Core Strategy Policy CS4 'Valued townscapes and the historic environment' sets out policy on development within the historic environment and valued townscapes in the borough.
- 2.5. The DMP provides detailed policies and site allocations to deliver the Core Strategy requirements. DMP Policy NHE9 'Heritage assets' sets out policy concerning the borough's designated and non-designated heritage assets and historic environment. The policy is provided in full in Appendix 5 of this SPD.

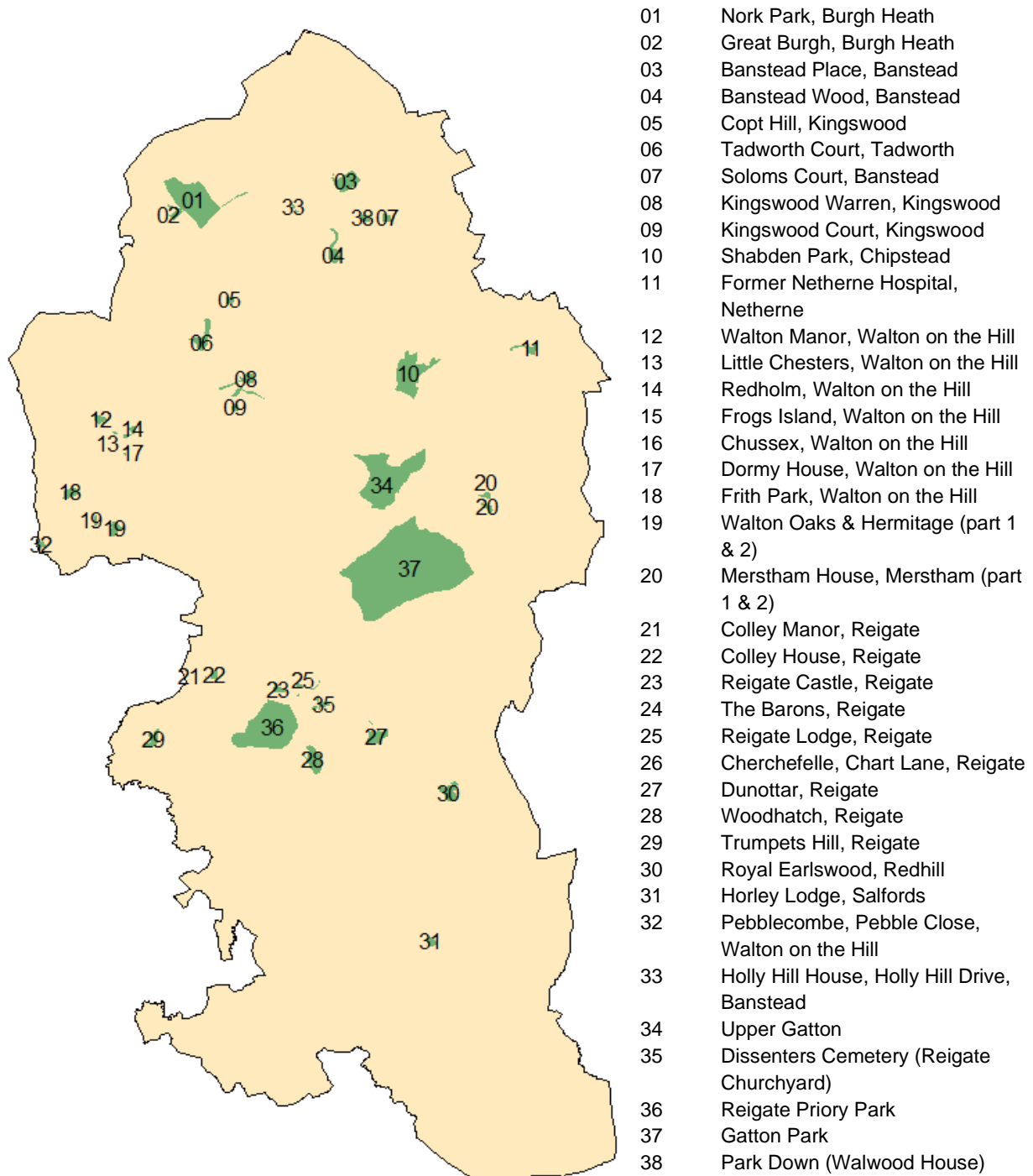
² PPG Paragraph 008 Reference ID: 61-008-20190315

³ NPPF Paragraph 184 - 202

⁴ PPG Paragraph 001 - 071

3. List of Historic Parks and Gardens in Reigate and Banstead

3.1. The map below details the list of historic parks and gardens in the borough.



- 3.2. All of the gardens on this list (apart from Gatton Park and Reigate Priory Park) are locally listed “non-designated” Historic Parks and Gardens of Special Borough Interest. Gatton Park and Reigate Priory Park are “designated” heritage assets listed on the Historic England’s “Register of Parks and Gardens of Special Historic Interest in England”, a register focussing on designed landscapes, and are listed as Grade II (see Appendix 2 for full description).
- 3.3. Maps showing the boundaries of both locally listed parks and gardens and those on the Historic England’s “Register of Parks and Gardens of Special Historic Interest in England”, as well as characteristics of the parks and gardens are provided in Appendix 1.
- 3.4. Inclusion of parks and gardens within “The List of Historic Parks and Gardens in Reigate & Banstead” does not imply that they are accessible to the public, as most are in private ownership, unless specifically stated.

Selection Process

- 3.5. There are no detailed criteria set out nationally for assessing locally listed historic parks and gardens. In surveying gardens for inclusion on the local list, the Council considers the following aspects to be relevant:
- The quality, historic importance, composition and layout of the park or garden
 - The variety of interesting or exotic species
 - Presence of mature specimen trees
 - The survival of garden archaeology
 - Whether the park or garden contributes to the setting of a historic building

Sites Identified

- 3.6. For the sites identified in the 2001 SPG list, a variety of sources have been used including tithe maps, estate maps, county maps, the old series ordnance survey maps, the national council for the conservation of plants and gardens surveys of noteworthy gardens using the Horticultural Yearbooks for

1906 and 1924 and the county historic parks and gardens adviser's collection of papers relating to the borough. The Council then undertook a formal consultation with the County Council, local and national societies and owners.

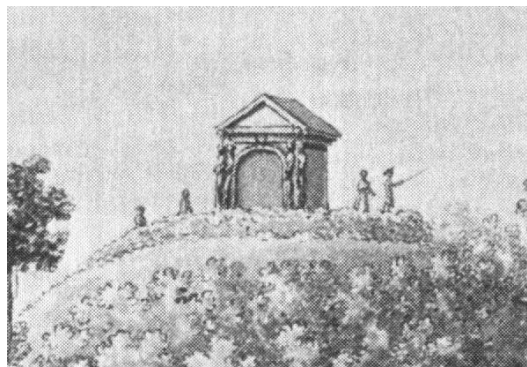
3.7. Since the publication of the 2001 SPG list, six amendments have been made to the list:

- The boundaries of Reigate Priory Park (designated heritage asset) have been amended by Historic England in 2003.
- The boundaries of Walton Manor (locally listed) have been revised and approved by the Executive Committee in 2005.
- Park Down (Walwood House) has been added to the local list as a new historic park and garden, under the procedure set out in the Council's Constitution⁵ and approved by the Planning Committee in 2012.
- The area of Banstead Place (locally listed) has been increased and approved as a part of the revised SPD adoption process.
- The area of Kingswood Warren (locally listed) has been reduced and approved as a part of the revised SPD adoption process.
- The area of the Former Netherne hospital (locally listed) has been reduced and approved as a part of the revised SPD adoption process.

⁵ Available to view at <https://reigate-banstead.moderngov.co.uk/documents/s4728/Constitution.pdf>

Key Features of Historic Parks and Gardens in the Borough

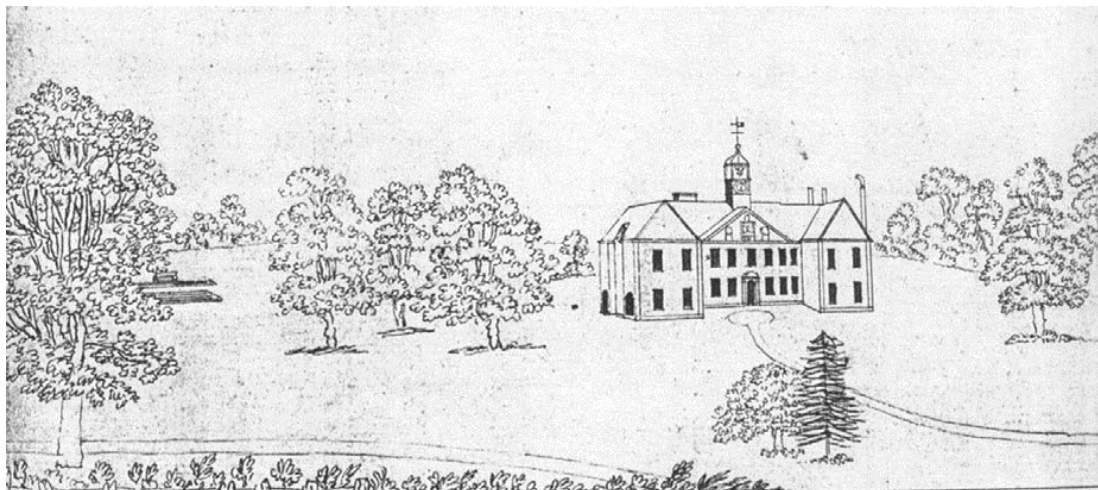
- 3.8. Few gardens survive from early times. One of the oldest garden features in the borough is the Mount at Walton Manor. It is believed to have formed part of a layout of a Tudor garden for the stewards of Nonsuch Palace. The Mount, which is believed to have been formed from an earlier castle motte, together with its moat, would have been designed to provide an impressive approach to the house. It would have acted as a viewing platform to the countryside beyond and is a rare survival.



18th century engraving of a mount in a London park

The mount at Walton Manor may have looked similar to this London example in its heyday.

- 3.9. More gardens have survived from the 17th and early 18th century. Some largely deer parks, such as the Reigate Priory Park, other more formal, examples of which are the triangular avenues of Nork Park, Gazebos at the rear of Reigate High Street and the Canal at the Frenches. Some contain parterres and wildernesses such as Tadworth Court.



Reigate Priory Park in the late 18th century – a good example of the informal landscape garden

- 3.10. A wilderness was '*compos'd of flowering shrubs and ever-greens and both fruit and forest trees, by a mixture of which there is a perpetual verdure kept up all year round.*' ('Description of Mount Diston, Epsom' Anon 1726). In the 17th century the Parson of Banstead's garden, laid out in 1660, was famous for its curious hedges and stones (The whereabouts of this garden has not yet been verified).
- 3.11. The gardens of Antony Ashley, 3rd Earl of Shaftesbury (1671-1713), philosopher and author of 'The Characteristiks' (1713) were at Reigate, which were said to contain all the world in one acre, with a mount, river, parterre, wilderness and deer. One element, the mount in the form of a terrace and grotto survive in Monk's Walk. Shaftesbury was one of the key writers who preferred nature to the formal garden. By the 1730s this has resulted in the informal landscape garden, designed to look like a natural landscape, which is one of the key contributions of this country to garden design.
- 3.12. The informal landscape garden is evident in some of the large parks created at this time, particularly Gatton Park and Upper Gatton Park created by Capability Brown. The artificial lake at Gatton is an impressive feat of engineering. Other good examples of this style include Woodhatch (now Canons) and Reigate Priory Park. Walled kitchen gardens became an established feature at this time.
- 3.13. The Victorian gardens are more interesting for the exotic species that were introduced from all over the world. The Wellingtonia avenue at Royal Earlswood is perhaps the best in the country. Dunottar contains an impressive collection of trees. Fine arboretums and pinetums, particularly in the Reigate area, are notable at this period.



The avenue of Wellingtonia, one of the oldest and most impressive in the country, at Royal Earlswood, Redhill

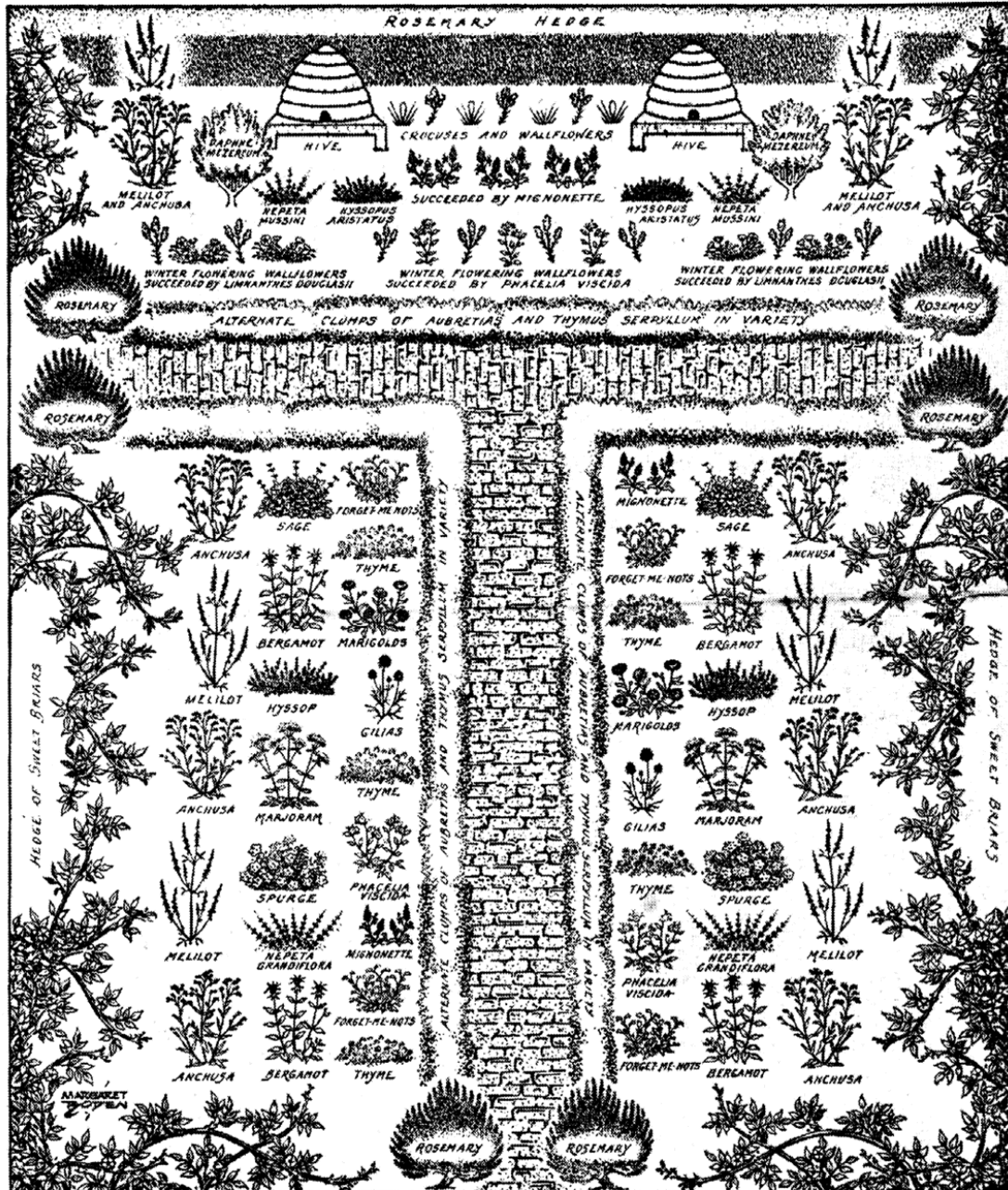


Rose gardens were also popular at the turn of the century. This example at Little Chesters has since disappeared but the listed gazebo and garden wall remain.

3.14. William Wilson Saunders (1809 – 1879) had a great interest in exotic plants. He laid out the Castle Grounds in 1873, was an eminent member of the Entomological (for the study of insects), Linnean (for the classification of plants and animals) and Zoological societies as well being the Vice President of the Royal Horticultural Society. He lived in Reigate between 1857 and 1874. His house Hillfields was in Raglan Road but has since been demolished. He founded the Holmesdale Natural History Club, one of the oldest in the country.

3.15. The Arts and Crafts period saw a return to smaller scale formal garden style of the 17th century as well as the English country cottage style, evident in the use of herbaceous borders, hedges and topiary. The influence and work of

Gertrude Jekyll (1843 – 1932) is particularly evident at Walton on the Hill. Eleanour Sinclair Rohde (1881 – 1950), a prolific garden writer, lived in Reigate and had a particular interest in herb gardens.



Eleanor Sinclair Rohde (1881 – 1950) was an important garden writer who lived at Cranham Lodge, Croydon Road, Reigate. She wrote many books on herbs, vegetables and gardening including 'Gardens of Delight', 'The Story of the Garden' and 'Herbs and Herb Gardening'. Above is her design for a Bee Garden.

- 3.16. The late 20th century is represented by the symmetrical but informal planting scheme of Sir Frederick Gibberd laid out in 1976 at the Barons, Reigate.



The Folly in the grounds of the Church Hall, Chart Lane, Reigate

Formerly part of Cherchefelle, it was a tunnel entrance linking the grounds of the house via the icehouse to the shrubbery and kitchen gardens to the south
Circa 1800.

Trees and Shrubbery

- 3.17. Many of our parks and gardens contain a mix both of native as well as traditional exotic trees and shrubs. The use of native trees and plants is to be encouraged and their habitats protected and managed. There is a need to be wary of any generalisations in this matter and to survey the particular area as distribution can be extremely localised. For instance, Yew which is abundant in Reigate was not mentioned in a Locally Native Species List for the Holmesdale area.

Native Trees in the Borough

- 3.18. Oak is abundant everywhere. It is dominant tree species in the south, along with other moisture loving and river bank trees.
- 3.19. In the north of the borough, Beech and Hornbeam are found particularly on the thin chalky soils, but not traditionally as hedging where they have an alien appearance. Beech and Hornbeam disappear at the Wealden Clay. Yew and Holly are abundant in the North and are dominant species in the Holmesdale area (hence the name) and the scarp slope of the Downs. Elm was once an important species in the north of the borough but has been decimated by disease. Box is found in the North Downs area. Scots Pine, the only native

pine, is common but is thought to have been introduced from the north of England in the 17th century.

Native Garden Species

- 3.20. A number of the local native species such as Yew, Holly and Box are key elements of the traditional Surrey garden. Their use needs to be encouraged, except for Box where, due to the damage from Box Tree Caterpillar, alternatives such as Box Leaf Holly should be considered. Existing historic Box can be treated and can be more resistant to damage than modern Box.

Traditional Exotic Trees & Shrubs

- 3.21. Surrey is well known for its historic parks and gardens which consist of both native and imported trees. Trees and plants have been introduced since at least the Roman period and reached a peak with the Georgian and Victorian plant hunters. Kew and Wisley are defining examples of this but many of our smaller parks and gardens are characterised by an interesting mix of species from all over the world.
- 3.22. A number of traditional trees and shrubs, such as Yew, Box and Holly help define the character of our parks and gardens. Sweet Chestnut survives from the Roman period in the north of the borough and Walnut is an increasingly rare but formally abundant tree in the Banstead area. There is a need for a programme of replanting, as we are increasingly losing some of our more interesting trees species as they age and die.
- 3.23. There is also a need to control the spread of the non-native self-seeded Sycamore, as well as the native Ash and Elder, within gardens as it is becoming the dominant species in many areas. The quick growing Cypress trees, Thuja or Flowering Cherry, whilst not invasive, are nonetheless 20th century introductions which are overused and look out of place in a historic garden.

Pinetums

- 3.24. Collections of pines are common in the Reigate area. The native Scots Pines introduced from the north in the 18th century are now abundant. They are best sparsely planted producing a more sculptural growth.
- 3.25. Conifers such as the Giant Fir, Wellingtonia and the Lebanon, Atlas and Deodar Cedars as well as many other interesting trees give the area its varied silhouette. Cypressess and Thujas should generally be avoided in traditional gardens as they were rarely used before the mid 20th century.

Holm Oak

- 3.26. This evergreen oak is characteristic of Reigate growing well on the sand. Its popularity with the Victorians may have been encouraged by the name Holmesdale (in fact meaning Holly Valley).

Avenues

- 3.27. Column trunked trees such as Limes, Poplars and Planes are found in avenues in the borough.

Rhododendron and Other Shrubberies

- 3.28. Our parks and gardens are characterised often by the evergreen shrubberies planted by the Victorians. A good example of this is Kingswood whose character is defined by the Edwardian roads formed round rhododendrons planted in 1835.
- 3.29. It is wrongly assumed that all rhododendrons are invasive. This has resulted in the loss of many interesting or rare rhododendron species collected in the 19th century and brought back to England. It should be noted that almost all rhododendron species are non-invasive.
- 3.30. Unfortunately, the only species that is extremely invasive is the most common, Rhododendron Ponticum. Ponticum's vigorous growth meant it was widely planted. A good example is at Banstead Woods where Ponticum has been planted as a backdrop to the rarer Rhododendrons and has invaded large

areas of native woodland. Whilst the Ponticum should quite rightly be eradicated, the rarer rhododendrons are important to the character of the Victorian garden and should be preserved.

- 3.31. However, in historic gardens it is sometimes important to retain mature Ponticum which should be preserved, but carefully controlled and contained. The Warren at Kingswood contains Ponticum over 160 years old, which given its ground conditions is not a threat to native woodlands but does require careful management. Only original planting should be retained, not self-seeded species.
- 3.32. Cherry Laurel, *Prunus Laurocerasus*, is an important element in the historic garden, but should never be planted in or near native woodlands as left unattended, it will become invasive and very difficult to eradicate. Whilst original planting should be retained in historic parks and gardens it does often require, and will survive, vigorous cutting back. Self-seeded laurel and rhododendron or their suckers, should always be removed as they are bad both for the native habitats and the layout of historic gardens.



A large but non-invasive rhododendron, at the entrance avenue to Banstead Wood House. The very invasive Ponticum is being removed from the surrounding woods but it is hoped that other rhododendron species will be surveyed and identified for protection within the drive to, and the Victorian gardens surrounding the house.



Edwardian roads in Kingswood planted with rhododendrons



One of an avenue of espalier apple trees at the kitchen garden of Holly Hill lost in redevelopment. Fruit trees are a vulnerable part of our garden heritage



The Town Hall Gatton, an 18th century garden temple where a handful of voters returned two MPs to Parliament as a “Rotten Borough”

Native and Traditional Exotic Garden Tree Species



Holly



Yew



Oak



Scots Pine



Cedar of
Lebanon



Holm Oak

Reproduced by kind permission of The Reader's Digest Association Limited 'The Field Guide to Trees & Shrubs of Britain' ©1981

4. Legal and Planning Guidance for Landowners

- 4.1. The revised Historic Parks & Gardens SPD is capable of being a material consideration in determining planning, listed building or conservation area consent applications and applications for tree works. All applications will be assessed in terms of the potential impact they would have on the specific historic features of the relevant garden. Any landscaping scheme required by a planning permission condition should take into account the historic garden aspects.
- 4.2. It is important to note, that the inclusion on the list does not add any extra statutory controls on trees, shrubs, plants or garden layouts and therefore many alterations can be made to these historic gardens without any need for approval from the Council. It will however help to promote the better understanding of historic gardens and parks, encouraging research and management so that informed decisions may be made. A good example of this are the management plans for Reigate Priory Park and Gatton Park which contain archive research, identification of typical plants, shrubs and trees and a programme for replanting, grounds maintenance etc. Much is dependent on owners' enthusiasm and pride in their historic gardens. Indeed in many cases inclusion will be a formal recognition of the care taken by owners of their historic garden.
- 4.3. It is important to note that there may be existing Statutory Controls that affect gardens on the list.

Listed Building Consent for Statutory Listed Buildings and Curtilage Structures

- 4.4. More than half of the historic gardens are within the grounds of statutory listed buildings. This protection covers not only the structure mentioned in the list description but also any other structure within the curtilage built before 1948 or any structure attached to such a structure. This would mean in the case of

a listed house that the pergolas, terraces, garden walls as well as yorkstone paths or cobbled yards would all require listed building consent to be altered, extended, moved or demolished. Sometimes such items are listed in their own right.

Planning Permission

- 4.5. Planning permission may be required for works in the grounds. There are few permitted development rights for non-dwellinghouse uses such as commercial buildings and flats, so hardstandings and sheds will require permission. It should be noted that whilst there are some permitted development rights for dwelling houses, these are restricted in the case of listed buildings and conservation areas. Any wall, gate or fence will require permission in the grounds of a listed building.

Tree Works in Conservation Areas & Tree Preservation Orders

- 4.6. More than half of the gardens are within conservation areas. Six weeks notice in writing is required for the cutting down, topping, lopping, pruning and uprooting of trees in conservation areas. The borough can agree to the works, advise on alternatives or make a tree preservation order. These provisions do not apply to trees under 75mm in diameter measured 1.5 metres above ground. Tree preservation order trees, including those in conservation areas, require a formal application for works, except in certain specific cases. A list of tree surgeons is available from the tree officers.

Tree Management

- 4.7. Arboricultural consultants can give professional advice with schedules and specification for maintenance work, as they have proven experience in the assessment and management of trees. A directory of registered consultants is available from the Arboricultural Association www.trees.org.uk directory of registered consultants.

Scheduled Monuments

- 4.8. A handful of sites are designated as scheduled monuments, where any works including uprooting or planting of trees or shrubs will require scheduled monument consent.

Green and Blue Infrastructure and Biodiversity Enhancement

- 4.9. Historic parks and gardens form an important part of the borough's green and blue infrastructure by contributing to the character of our towns and villages and providing a habitat for important species. Several parks and gardens on this list are open to the public (for details, please see Appendix 4), these have the potential to provide benefits to the local community by providing opportunities for outdoor recreation.
- 4.10. There may be opportunities to enhance the biodiversity of these areas through the addition of appropriate planting and habitats such as bird and bat boxes. For more guidance please refer to the Council's 'Green Infrastructure Strategy and Action Plan August 2017'⁶. Within the existing waterbodies of the historic parks and gardens, opportunities to enhance and protect biodiversity may include sustainable drainage, wetland creation and restoration and protection of existing wildlife corridors. DMP Policy NHE4 "Green and Blue Infrastructure"⁷ provides further guidance on how the Council will seek opportunities to increase both green and blue infrastructure in the borough.
- 4.11. Any development within the historic parks and gardens should take into account potential impacts on the natural environment and should aim to minimise these by, for example, limiting the impact of light pollution from artificial lighting⁸.

⁶ Available http://www.reigate-banstead.gov.uk/downloads/file/3600/green_infrastructure_strategy_and_action_plan

⁷ Available at http://www.reigate-banstead.gov.uk/info/20380/current_planning_policy/888/development_management_plan

⁸ NPPF paragraph 180



The gardens at Walton Oaks

Whilst the Mewes & Davis house has been demolished as part of the Pfizer headquarters development, the formal gardens and the fine silhouette of trees still survive.



One of the last Edwardian herbaceous borders which has been lost to redevelopment at Holly Hill House.



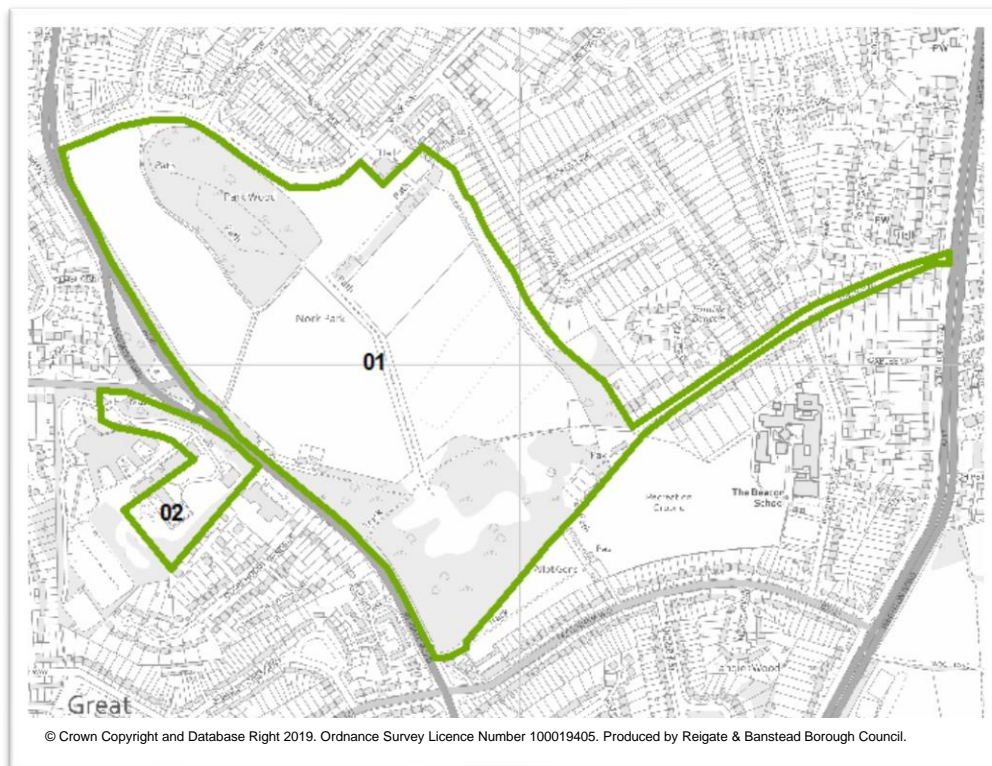
Lord Shaftesbury's Grotto, Monk's Walk, Reigate

Shaftesbury was one of the first proponents of the landscape garden. The portrait is from his book 'The Characterisks' written at Reigate in 1713. The garden in the background may be a loose interpretation of his Reigate garden



Lord Shaftesbury

Appendix 1: Boundary Maps of Historic Parks and Gardens

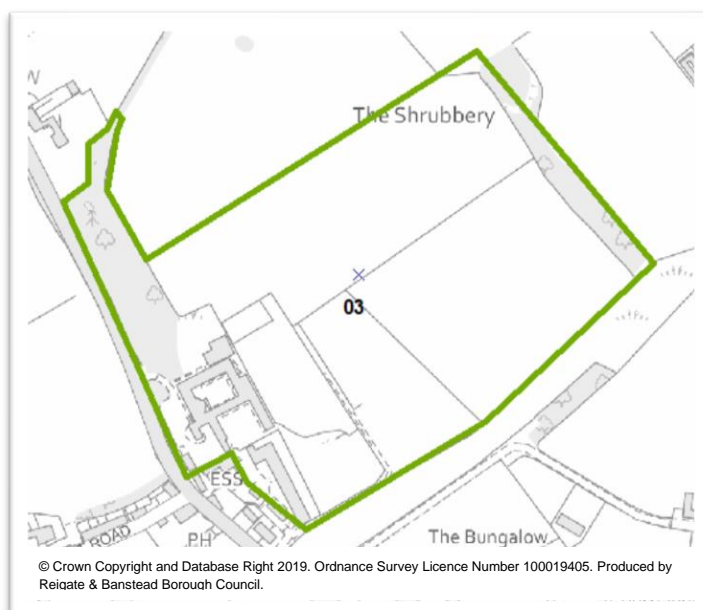


1 Nork Park, Burgh Heath

18th century park with formal beech avenues. Good but declining collection of trees include avenue of limes on approach drive to park.

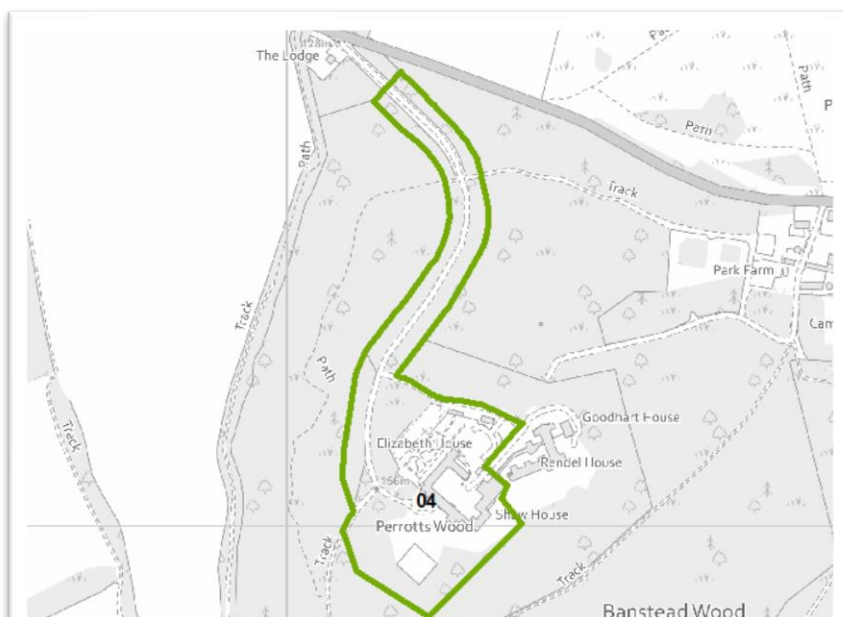
2 Great Burgh, Burgh Heath

1912 formal gardens and parterres with informal drive, all designed by the architect Ernest Newton for the Colman family.



3 Banstead Place, Banstead

18th century wilderness on north side of the house and ha-ha, parkland and shrubbery to the west of the house.



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4 Banstead Wood, Banstead

Victorian rhododendron garden and drive. The gardens round the Victorian house were developed by the Garton family, from species collected on their expeditions to Asia and the Far East.

The rhododendrons on the drive and in the former hospital grounds are non-invasive, rare rhododendrons. These should not be confused with the highly invasive rhododendron ponticum which is being cleared from the surrounding wood.



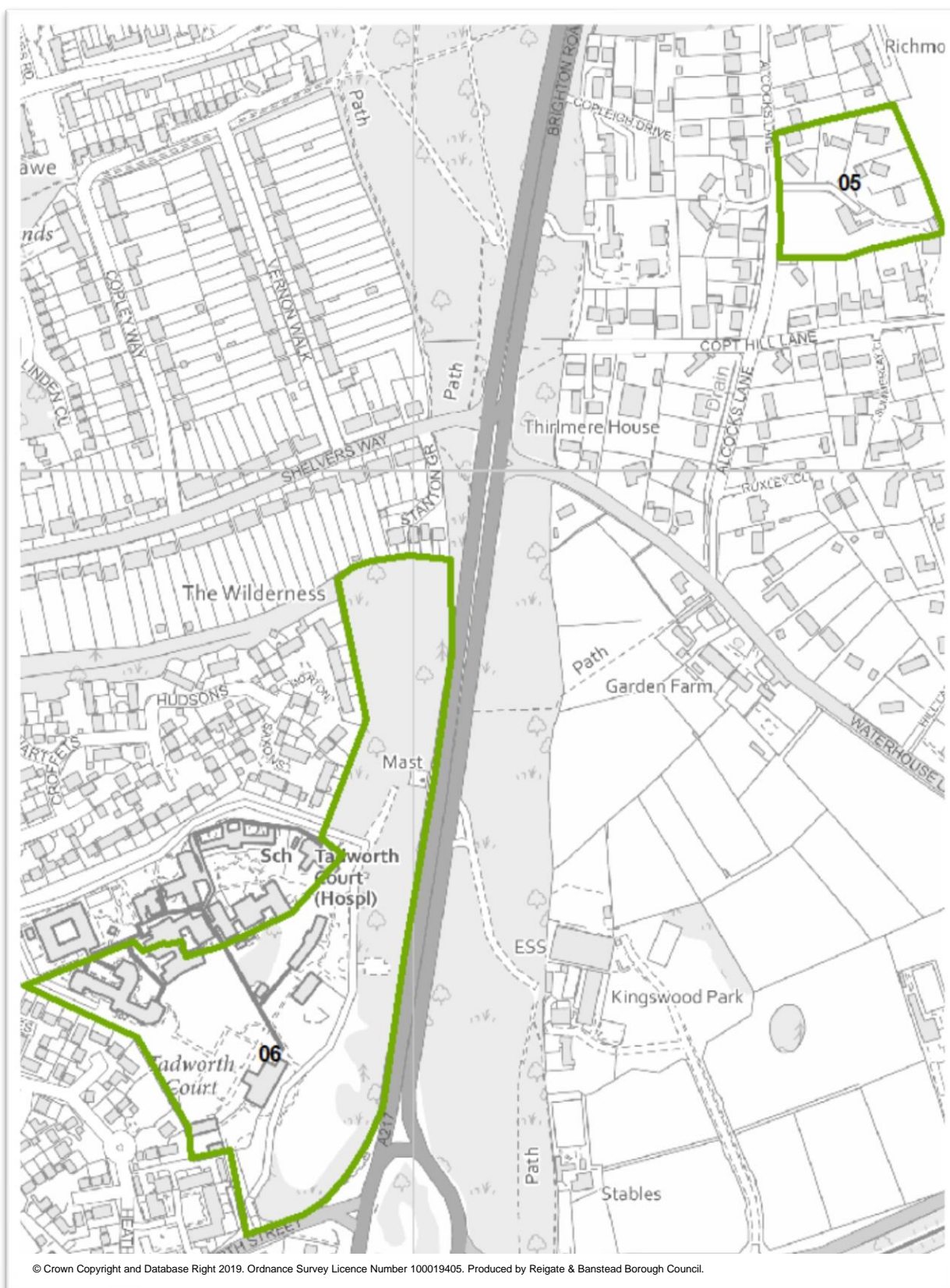
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38 Park Down (Walwood House)

Gardens designed by the architect Guy Dawber in 1904.

7 Solom's Court, Banstead

Gardens designed by the architect Guy Dawber in 1906.

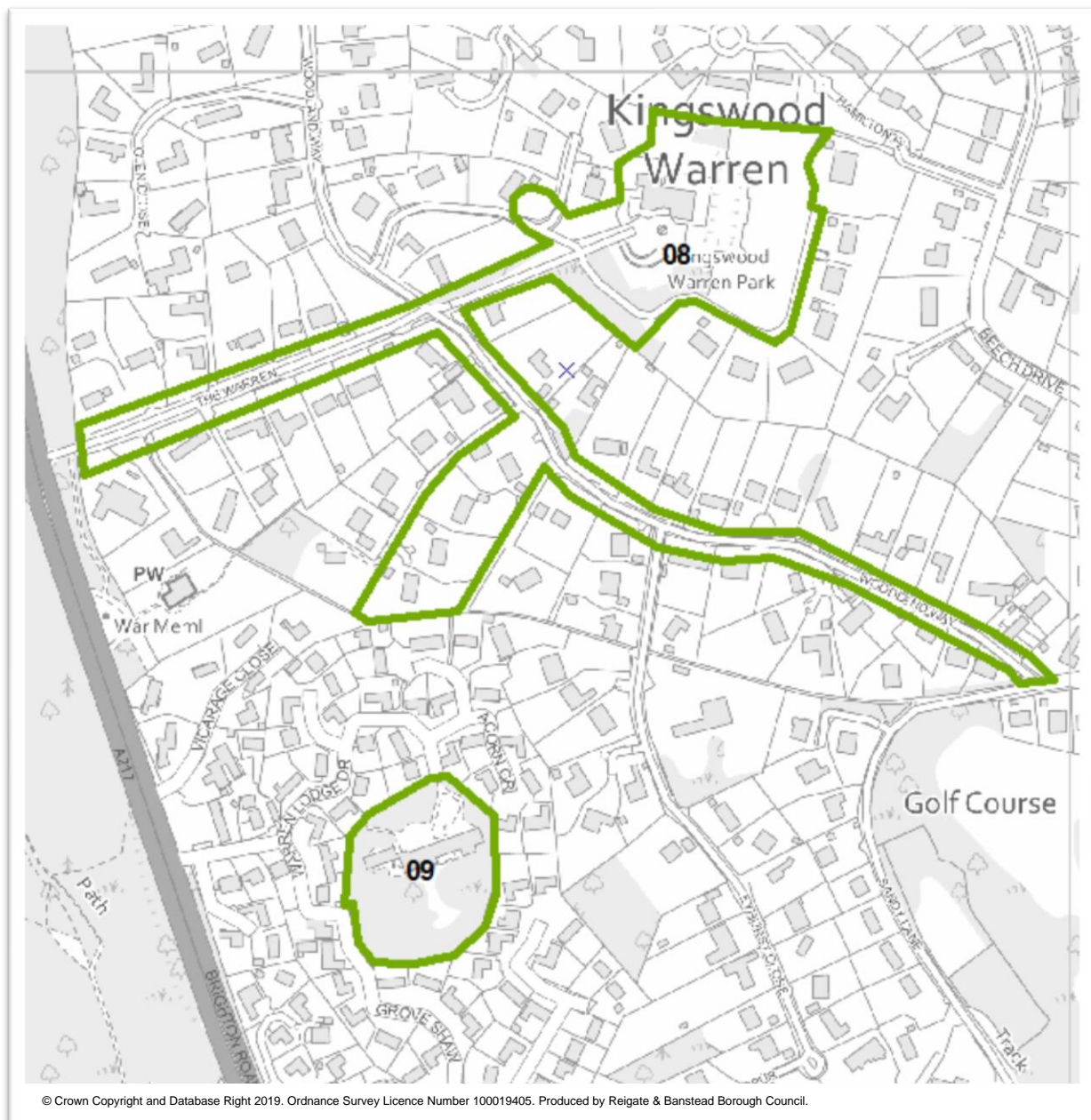


5 Copt Hill, Kingswood

An interesting 1906 garden now in several ownerships.

6 Tadworth Court, Tadworth

17th century gardens, parterres and wilderness.

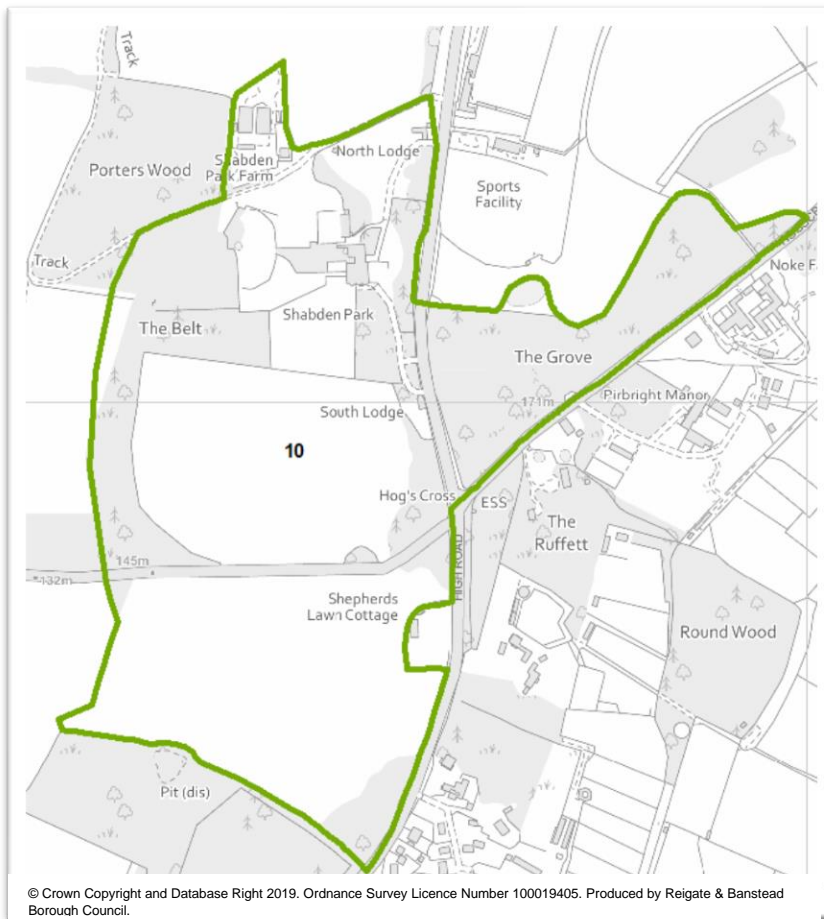


8 Kingswood Warren, Kingswood

Victorian gardens including croquet lawn and American garden, with surrounding rhododendron drives.

9 Kingswood Court, Kingswood

1912 rhododendron gardens designed by the architect Ernest Newton.



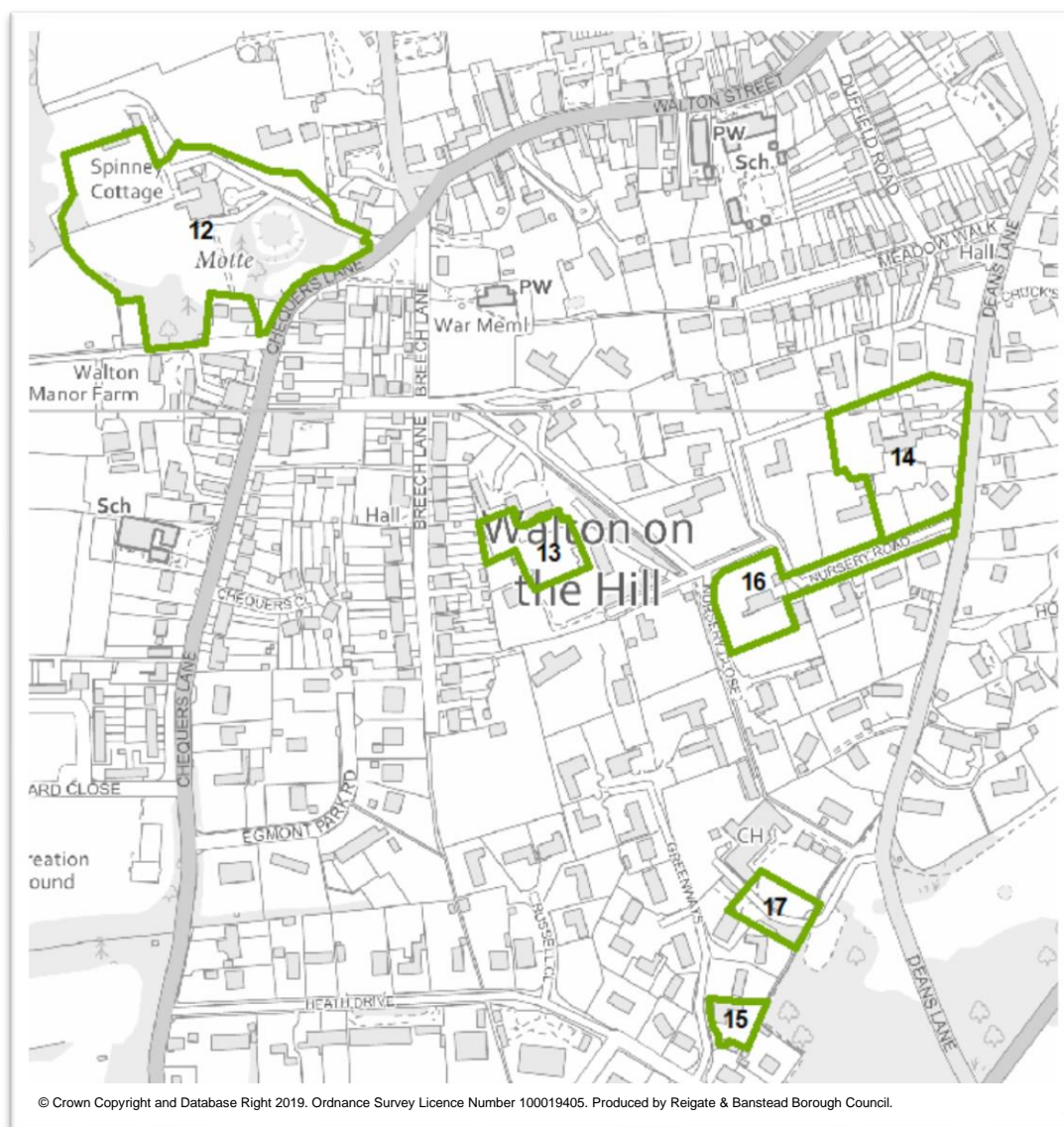
10 Shabden Park, Chipstead

18th century park and Victorian gardens.



11 Former Netherne Hospital, Netherne

Distinctiveness planting including laurel avenues and privet hedging help give this former 1907 hospital a distinctive character.



12 Walton Manor, Walton on the Hill

Victorian garden including yew and rhododendron, with earlier features including a mount.

13 Little Chesters, Walton on the Hill

Very good formal rose gardens and pergolas laid out in 1927 by the architects Nicholls & Hughes

14 Redholm, Walton on the Hill

1912 formal gardens laid out by the architect Morley Horder. Fragmented by split ownership.

15 Frogs Island, Walton on the Hill

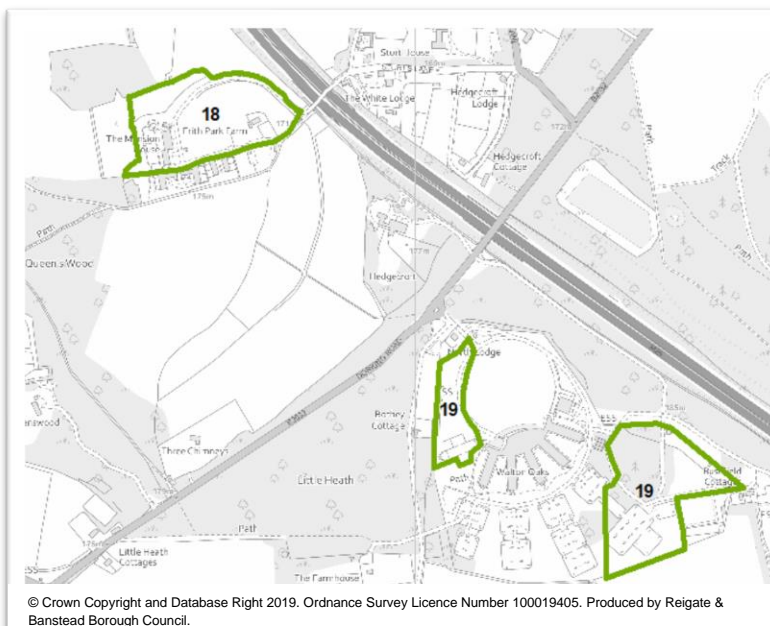
A 1913 rose garden laid out by the architect Lutyens.

16 Chussex, Walton on the Hill

A 1908 Lutyens House with garden said to be by Gertrude Jekyll with fine avenue of plane trees in Nursery Road which frame the house.

17 Dormy House, Walton Golf Club, Walton on the Hill

This famous garden was laid out by the notable gardener Gertrude Jekyll in 1906 but only the Shrubbery at the entrance to the golf club survives, but includes variegated hollies and yew hedge favoured by Jekyll. The main garden to Dormy House and adjoining walks have been lost and built over.

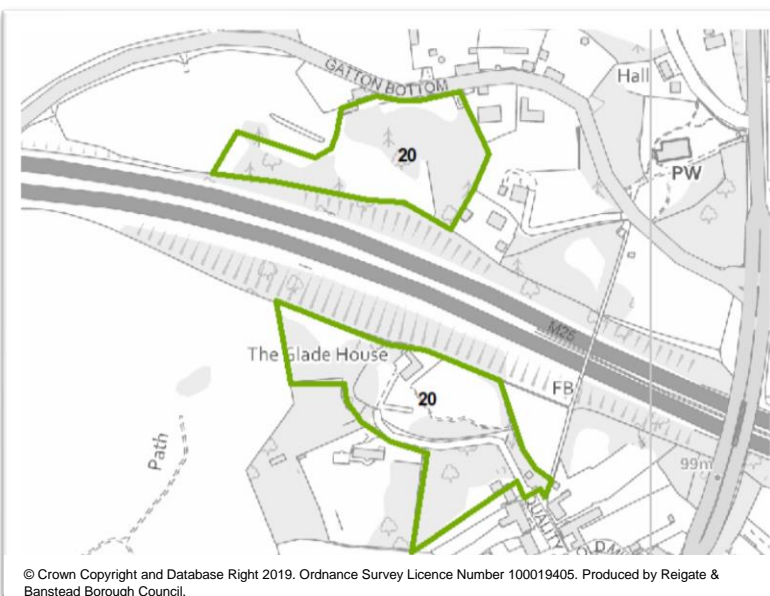


18 Frith Park, Walton on the Hill

A good Victorian parkland with fine specimen trees.

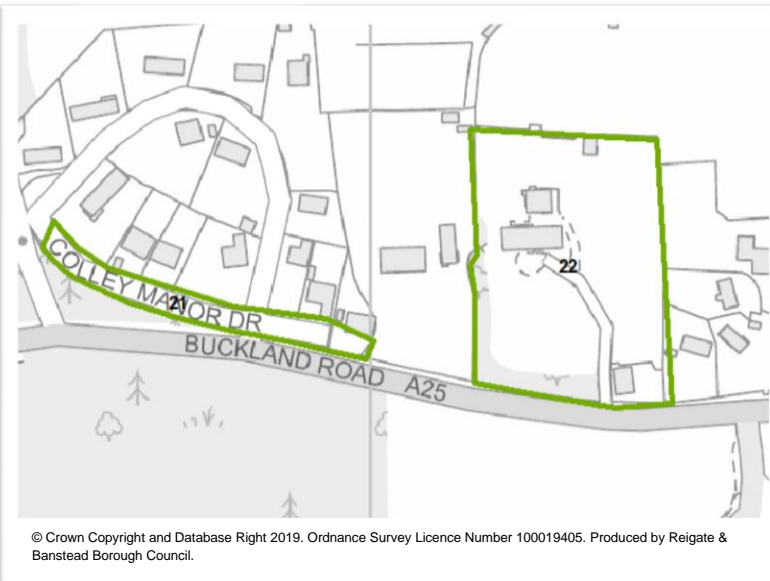
19 Walton Oaks and the Hermitage, Walton on the Hill

At Walton Oaks the 1920 formal gardens, pond and temple by the architect Morley Horder and the adjoining rhododendron walks are of interest. The Victorian sunken garden and Georgian parkland trees of the Hermitage within the Walton Oaks site are also of interest. The wider Georgian parkland of the Hermitage is excluded as this has been recently covered by landfill from the adjoining development.



20 Merstham House

This is the 18th century garden of Lord Joliffe, bisected by the M25. It contains a good collection of specimen trees.

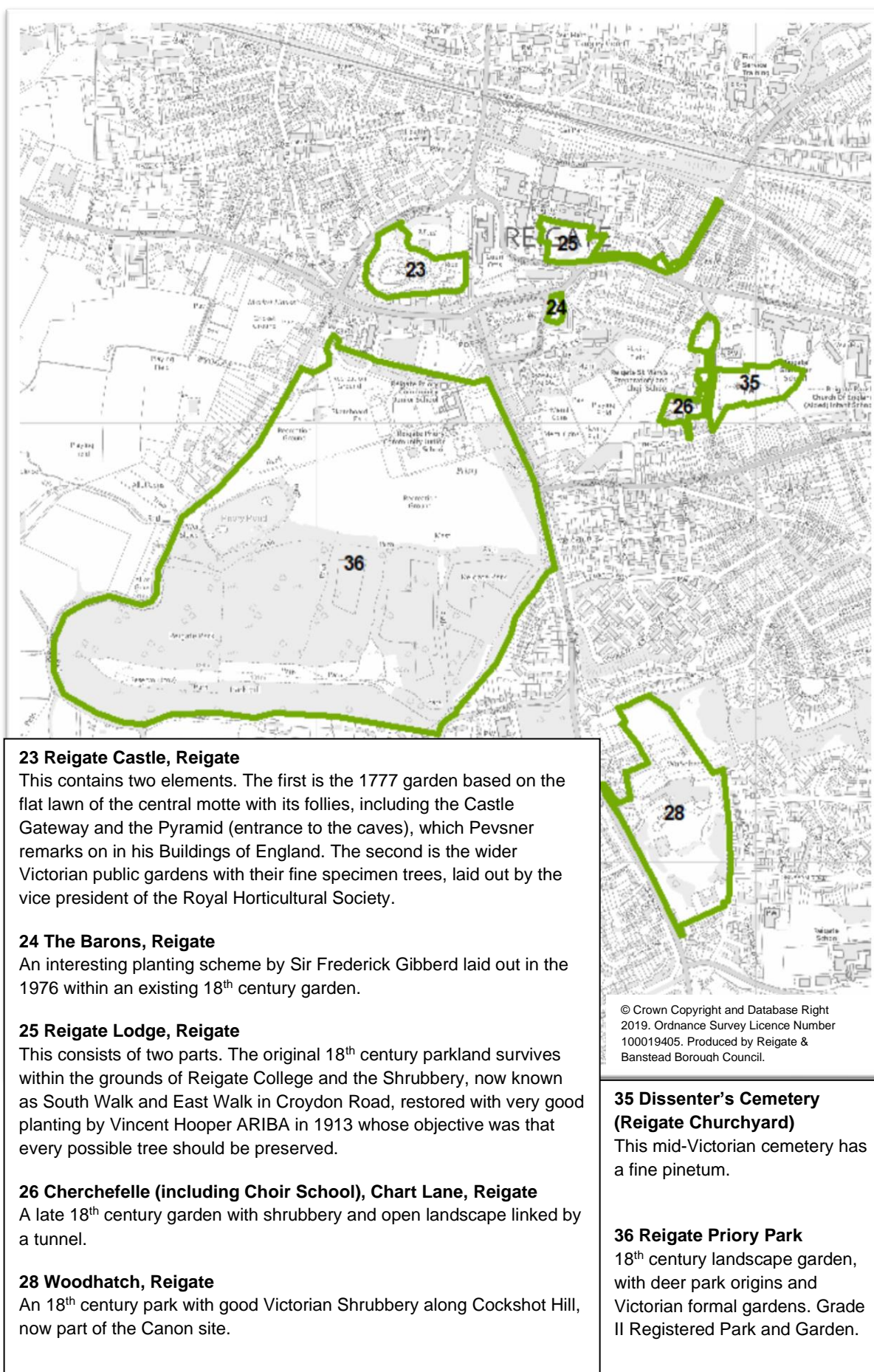


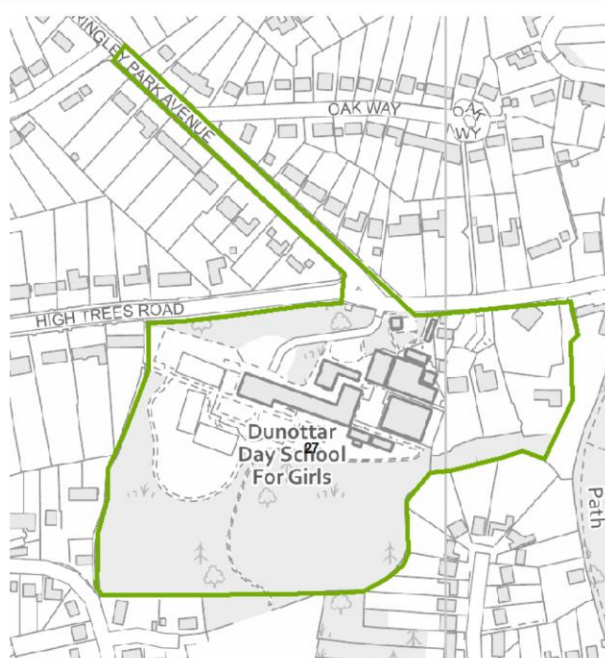
21 Colley Manor, Reigate

Only the Victorian shrubbery survives from the garden of a demolished mansion.

22 Colley House, Reigate

This Victorian garden contains a good collection of various pines.

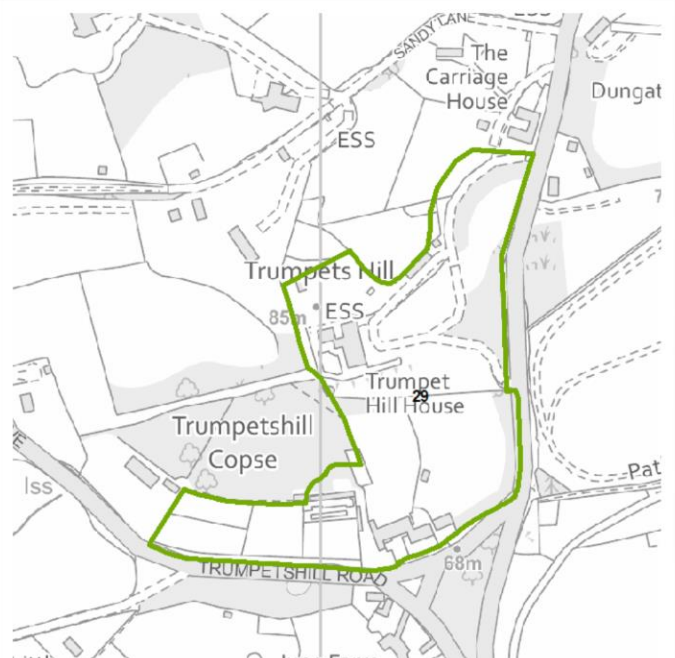




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27 Dunottar, Reigate

An important and large Victorian garden with formal and woodland gardens. A very good collection of specimen trees survives. Approach avenue of specimen trees.



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29 Trumpet's Hill, Reigate

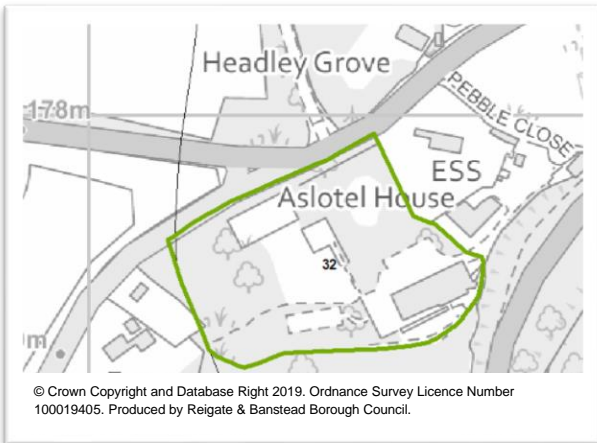
A garden laid out in 1901 by the architect D Barry.



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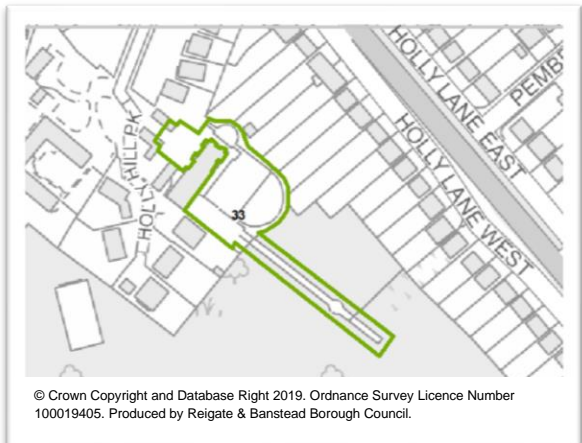
30 Royal Earlswood, Redhill

A hospital planting scheme laid out in 1852 by the architect Moffatt including a magnificent Wellingtonia avenue and rhododendron shrubbery.



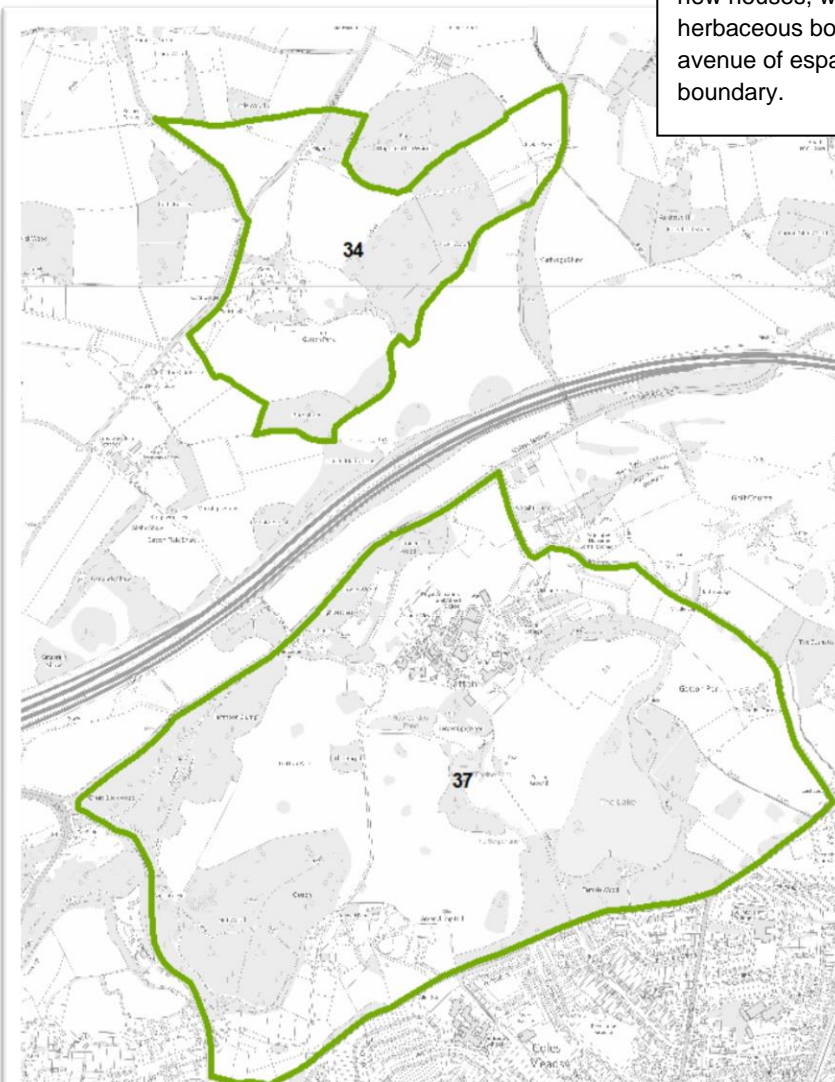
32 Pebblecombe, Pebble Close, Walton on the Hill

Setting of a locally listed house of circa 1830 with a fine collection of parkland trees including wellingtonia.



33 Holly Hill House, Holly Hill Drive, Banstead

Setting of a locally listed house of 1913 with fine formal garden with lily pond. The cul de sac of 5 new houses, which removed the important herbaceous border and kitchen garden with its avenue of espalier apple tree is excluded from the boundary.



34 Upper Gatton Park

An 18th century Capability Brown park with original cedar tree plant, grotto and a substantial kitchen garden wall.

37 Gatton Park

Capability Brown park & lake, with Victorian additions by the Colman family (Grade II Registered Park and Garden).

Appendix 2: Historic England Register of Parks and Gardens of Special Historic Interest

Lower Gatton Park

Overview

Heritage Category: Park and Garden

Grade: II

List Entry Number: 1001409

Date first listed: 07-Dec-1998

Location

The building or site itself may lie within the boundary of more than one authority.

County: Surrey

District: Reigate and Banstead (District Authority)

Parish: Non Civil Parish

National Grid Reference: TQ2720352669

Details

Park and pleasure grounds forming the setting for a country house, with improvements to the existing park in the 1760s and 70s by Lancelot Brown; mid C19 remodelling around the house. Gardens remodelled in the late C19 by H E Milner, and further elaborated during early C20.

HISTORIC DEVELOPMENT

Gatton Park, with its surrounding pleasure grounds, kitchen garden, and orchard was purchased in 1751 by Sir James Colebrooke from William Newland. Sir George Colebrooke, banker and later chairman of the East India Company, inherited Gatton Park from his brother in 1761, owning the estate until 1774. He called in Lancelot Brown (1716?83) to advise on the grounds; Brown's involvement with the estate extended primarily from 1762 to 1768, but also included later visits. Brown's account book records payments totalling £3055 excluding later journeys, a sum representing a substantial amount of work.

The 1786 Christie's sale catalogue for the Gatton Estate, which included Upper Gatton to the north as well as Lower Gatton, published on the death of Lord Newhaven who owned the estate from 1774, cites the improvements to the house, pleasure grounds, park, lakes, and kitchen gardens at Lower Gatton Park as having cost 'upwards of £30,000'. The estate was purchased by a Mr Petrie who, in 1798, sold it on to Sir Mark Wood (VCH 1911). During his thirty-two years of ownership Sir Mark was responsible for much rebuilding and the estate was enlarged.

In 1830 the trustees of the fifth Lord Monson bought the estate, the property remaining in this family until 1888. Following the death of the seventh Lord Monson, the estate was purchased by Sir Jeremiah Colman, of the Colman's mustard firm. In 1893 Colman, a keen orchid grower, employed H E Milner, one of the sixty original recipients of the RHS Victoria Medal of Honour, to remodel the gardens and improve the parkland (Gardeners' Chronicle 1897).

In 1948 a major part of the site was bought by the Foundation of the Royal Alexandra and Albert School and it continues (1998) to be used as a boarding and day school. In 1952 the Colman family gave 40.5ha of parkland to the west of the site to the National Trust.

SITE DESCRIPTION

LOCATION, AREA, BOUNDARIES, LANDFORM, SETTING

Lower Gatton Park lies 3km to the north of Reigate, on the lower slopes of the North Downs. The 234ha site is bordered by Gatton Bottom road to the north-west and Wray Lane to the west. Gatton Park Road (A23) forms the boundary to the south, the earlier southern edge of the park having been straightened with the building of the public road in the mid C18. Rocky Lane, a former drive, provides the boundary to the north-east. The c 11ha lake lies towards the east corner of the site with rising land to the north and west.

ENTRANCES AND APPROACHES

The main gate into the park is at North Lodge (listed grade II). The Lodge, a thatched cottage orne, stands c 400m to the north of the house by the hamlet of Gatton and probably dates from the ownership of Sir Mark Wood. From the main gate a drive

leads south-west and after c 300m passes, to the north-west, the late C18 Gatton Town Hall (listed grade II), a small, square, open-sided building in Neoclassical style with eight Doric columns, triglyph frieze and pediment. This was where, until the parliamentary reforms of 1832, two candidates were returned to parliament. To the south-east of the track, c 50m north of the mansion, is St Andrew's church (listed grade B). The C13 church was restored and gothicised by the fifth Baron Monson in 1834.

The North Lodge is approached from Rocky Lane to the south-east. Rocky Lane originated as an entrance drive in the mid C19 and leads north-west from East Lodge on London Road via, after 700m, Middle Lodge, where the ground rises and continues another 600m to the main gate at North Lodge.

In the past access was gained by a number of additional approaches. An early C19 drive (now, 1998, a public bridleway) from West Lodge (listed grade II) at the south-west end of Gatton Park Road, ran north across the west side of the park to the mansion. The northern end of this drive was altered at the beginning of C20 to cross over an arch at the west end of Hop Garden Pond. From the north-west side of the site the Upper Drive (now, 1998, part of the North Downs Way) entered at a point formerly marked by a pair of lodges, and snaked across the north side of the park. The Upper Drive linked with the drive from West Lodge before branching (at the site of the former stables) to provide an approach to the north front of the house. In the late C18, the Upper Drive branched to the west of the mansion, crossing the park to continue south of The Lake to make a circuit.

PRINCIPAL BUILDING

The mansion house at Gatton Park (listed grade II) stands on the crest of the hill, north-east of centre of the park. The main front enjoys panoramic views out over parkland which falls from the south garden terrace to the shore of The Lake. The mansion has been rebuilt many times during the history of the site. The house was substantially reconstructed if not quite rebuilt on a grander scale by the sixth Lord Monson making it 'a very fine example of the Italian style of house' (VCH 1911). The house was rebuilt by Sir Jeremiah Colman in neo-Georgian style after a fire in 1934, the prostyle hexastyle Corinthian portico (the reason for the building being listed),

which Jeremiah Colman had added to the north side in 1891, being retained in the new design.

GARDENS AND PLEASURE GROUNDS

Below the main, south front of the mansion lies a broad, gently sloping grass terrace. As laid out and described by Keane (1849), the terrace was divided into four quarters by broad gravel walks which radiated out from a fountain vase in the centre. The southern edge of the terrace was marked by a line of urns. Much of the terrace was levelled in the mid C20 and is taken up by asphalt tennis courts, which impinge on the view across The Lake although a number of the urns survive.

From the north-east end of the terrace, a path leads east over a 'dry arch' (listed grade II and existing by 1838). The arch, built mainly of Gatton stone, passes over a service drive which leads to the kitchen garden. From the top of the arch the path leads to the Edwardian rockery (listed grade II). The steeply falling ground to the east of the house, beyond the terrace, was excavated by Colman in 1912 using unemployed labour. J Pulham and Son constructed the rockery, pools, and cascades using Kentish Ragstone and their own artificial Pulhamite stone and as a result of this project, there was 'a complete transformation of a shrubbery to a rockery and cascade adapted for heaths, alpine, and bog plants and aquatics' (J Horticulture and Home Farmer 1913). In 1998 the area was undergoing repair and restoration.

Beyond the rockery, to the east, is the late C18 Cedar Walk, a strip of wooded ground running down for c 400m between parkland to the northern end of The Lake. The Walk was first recorded on a survey of 1790 when it was probably planted with mixed evergreen and broadleaved trees with the area behind the path thickened with a shrubbery. Some of the present (1998) trees are thought to date from the original planting (Couch 1998). This path was also known c 1832 as Lady Cowper's Walk and at that time continued south-east to link up, via a bridge or ford over the north end of The Lake, with London Road. The small overgrown pond half way down the Walk on the west side was first recorded in 1869 (OS).

The area to the west of the grassed terrace was substantially developed by Colman and E H Milner and features, now gone, included a classical Rose Temple, flower

beds, urns, and a sundial. Paths descend to the west past the C20 building which houses the swimming pool to what was described in the sale catalogue of 1888 as a 'lovely Dell'. This is now (1998) neglected and overgrown but the winding pebble paths survive in places and plans are in hand to reinstate them. The area has been variously recorded as the Hop Garden (C18) and a formal garden (Rocque, 1768). The formal garden was removed as part of Sir George Colebrooke's landscape improvements and was redesigned in the late C19 by Colman and Milner with serpentine paths through undulating lawns, and island beds with shrubs and evergreens. The area also contained an Old World Garden, first mentioned in 1896 (*Gardeners' Chronicle*) as a rose garden planted within neatly clipped yew hedges (now out grown). A rectangular stone-edged pool which formed part of the design still (1998) holds water. By 1913 the roses were being replaced by herbs. To the south-west of the Old World Garden is the Hop Garden Pond (c 1ha), altered to its present wedge shape around the time of Brown's involvement at Gatton. Some 150m to the south-east of the Hop Garden Pond is Engine Pond (c 0.4ha), also altered in the 1760s. The water from the Engine Pond, which eventually leads into The Serpentine, a narrow piece of water which winds for c 300m south-east towards The Lake, first passes through the Japanese Garden. Made 1911?12, the Japanese Garden (now, 1998, overgrown) was described in 1913 as having among other attractions a rustic bridge, wooden Japanese lanterns, bog plants and bamboo, and a summerhouse.

PARK

The path from Cedar Walk to the east of the site continues south following the route of the C18 perimeter path around The Lake. The c 11ha lake with two islands was developed from an existing crescent of water (Rocque, 1768) by Lancelot Brown as part of the improvements to Lower Gatton Park for Sir George Colebrooke in the 1760s. After c 250m the lakeside path passes to the north-west the site of a bridge or ford which led north to Lady Cowper's Walk. To the south-east of the path is a belt of trees bounded by a curved avenue of horse chestnuts (planted late C19). Within the belt is the hydraulic ram installed by Sir Jeremiah Colman as a replacement for mid C19 rams. To the south of the site of the bridge The Lake widens and the path continues around the shore with views to the west and north-west.

At the southern end of the water is the site of the C18 Temple, remembered by the present building, Temple Lodge. The Temple was backed by a piece of woodland which occupies the area between the southern end of The Lake and Gatton Park Road. This was known variously as the Pheasantry (Estate survey, 1790), Bragg's Wood Pheasantry (Tithe map, 1838), and by its current name, Temple Wood (OS 1869). From Temple Wood the perimeter path proceeds to the south-west end of The Lake where it continues north towards The Serpentine. The Serpentine, now (1998) silted up and obscured by scrub, was altered by Lancelot Brown from a canal-like pond to its present form. To the north-west of The Lake, c 20ha of open parkland slopes down from the terraces in front of the mansion. Level areas are used by the school for sports but views back to the mansion and across the water survive. To the west and north the pleasure grounds are enclosed within parkland backed by woodland, much of which was recorded in the late C18 (Estate survey, 1790). A portion of parkland to the north-west and north of the mansion has been lost due to a complex of school buildings but remains bounded by the C18 carriage drive. To the east of the mansion and pleasure grounds the parkland is subdivided into paddocks and arable fields.

KITCHEN GARDEN

The extensive walled kitchen garden complex lies to the north-east of the mansion, to the east of the service track which runs under the dry arch. The largest garden, enclosed by walls made from Gatton stone (listed grade II), in various states of repair, lies immediately north-east of the service track. This is probably the oldest and is shown on the 1790 survey and may possibly have been earlier (Rocque, 1768). It is now divided for various activities but was shown in 1838 as a kitchen garden with hothouses. In Colman's time the area was an ornamental kitchen garden with a series of hothouses where Colman grew his famous collection of orchids; by 1913 (OS) it was a rose garden. To the east of this enclosure are four other areas within brick and stone walls. The area to the east has been a kitchen garden since at least 1825; the Gardener's Cottage also dates from this time. The garden still contains a pool but the hothouses no longer survive. On a wall adjoining the cottage is an area of tufa accompanied by a small ornamental pool, the remains of a glasshouse. The three remaining areas to the east were probably used for fruit and

one is currently (1998) gardened by the pupils from the school. The other two, walled only to the north, are denuded of their fruit trees and used as paddocks.

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G F Prosser, *Select illustrations of ... Surrey* (1828) E W Brayley and J Britton, *Topographical History of Surrey* 4, (1841?8), p 310 W Keane, *Beauties of Surrey* (1849), pp 70-2 *Gardeners' Chronicle*, ii (1896), pp 37-8; ii (1897), pp 341-3, 347; ii (1908), pp 225-6, 231; ii (1915), pp 161-3, 165, 168; i (1916), p 299 *Gardener's Magazine*, (1904), pp 299-300, 303-4 *J Horticulture and Home Farmer*, 52 (1906), pp 478-80; 67 (1913), pp 451-3 *Victoria History of the County of Surrey* III, (1911), pp 196-200 D Stroud, *Capability Brown* (1975), p 226 S Couch, *Gatton Park, Historic Survey and Management Plan*, (for Cazenove Architects Co-operative 1998) [Contains a comprehensive list of printed material and maps, plans, illustrations and copies of historic documents.]

Maps John Rocque, *Map of Surrey*, surveyed c 1762, published 1768 *Map of Lord Hylton's estate*, 1768 [in Couch 1998] *Survey of Lower Gatton*, c 1790 [in Couch 1998] C & J Greenwood, *Map of Surrey*, 1823 *Tithe map for Reigate parish*, 1838 [in Couch 1998]

OS 25" to 1 mile: 1st edition published 1869. 3rd edition published 1913 1933 edition

Archival items *Sale catalogue*, 1888 (634), (Surrey History Centre)

Description written: October 1998 Amended: March 1999 Register Inspector: LCH

Edited: April 2003

Reigate Priory Park

Overview

Heritage Category: Park and Garden

Grade: II

List Entry Number: 1001175

Date first listed: 01-Jun-1984

Location

The building or site itself may lie within the boundary of more than one authority.

County: Surrey

District: Reigate and Banstead (District Authority)

National Grid Reference: TQ 24969 49732

Details

Remains of formal gardens and pleasure grounds, c.9ha; park, 20ha, probably C16 or earlier.

SUMMARY DESCRIPTION

Priory founded 1235, converted to house 1541, mostly rebuilt 1776-79, again in 1802, and added to 1835, 1895 by J H Pollen who joined stables of c.1670 to house.

Formal gardens set in grounds contained by retaining wall overlooking park to south and west. On south axis is a hedged enclosure, with central path, cross path, central pool. Axis terminates with steps to raised walk. Large enclosure to west bounded by paths is now tennis courts; path which formerly crossed it still extends beyond grounds to avenue in park. Wooded pleasure grounds against north and east boundaries. Monks' Walk between borders. Notable cedars, shrubberies.

Garden wall, probably C18; boundary wall on Bell Street is rebuilt. Park has avenue c.225m long through open park to west. Avenue leads to Priory Pond, formerly a fishpond. Part of park backed by woodland of c.24ha. Open park to south of house.

Survey, 1622 of Reigate Manor describes old park, of 201 acres (c.81ha) with fine timber and fish pond. Grounds are now school and playing fields.

REFERENCES

Country Life, 6 Apr 1918, 340; 13 Apr 1918, 362; 20 Aug 1932, 224. Pevsner N, Nairn I, Cherry B, Surrey, 1971. VCH, Surrey, III, 1911, 231.

Appendix 3: Useful Contacts and Reference Material

DEVELOPMENT IN THE GROUNDS OF A HISTORIC GARDEN

The initial point of contact will be the borough's Conservation Officer or a Planning Officer in the Development Management department. In the case of tree works the Tree Officers should be contacted. The switchboard number is 01737 276000.

RESEARCHING YOUR HISTORIC GARDEN - GETTING AN EXPERT

Finding an appropriate expert consultant can be difficult. Generally, such consultants should have a Conservation Diploma in Historic Gardens, from York, the Architectural Association or similar course bodies. The RIBA, IHBC and other institutes may have members with such qualifications but there is no specific institute for historic garden consultants at present. Why employ such a consultant? The best will have excellent research skills and will produce a Historic Landscape Survey & Management Plan for your park or garden which will consist of the following; geology and topography, history and chronology through extensive archive research, biodiversity, surveys of existing features, archaeology including the SMR, accurate Tree Surveys, assessment of viewpoints with a conclusion in terms of proposals and priorities and management objectives. Such research takes time and knowledge.

SURREY GARDENS TRUST

An educational charity that since 1991 has raised awareness of and sought to protect Surrey's rich heritage of historic parks, gardens and designed landscapes. Its members actively research and record sites across the county. Lectures, study days and visits explore and share this understanding. The Trust works with the Gardens Trust (see below) in responding to planning consultations affecting historic parks and gardens.

Website <http://www.surreygardenstrust.org.uk/>

THE GARDENS TRUST

The Gardens Trust formed in 2015, following the merger of the Garden History Society and The Association of Garden Trusts. This national organisation represents and supports the growing number of county gardens trusts. Publications,

training, visits and meetings are organised. They also help to advise on the setting up of local trusts. They are statutory consultee on planning applications affecting any site on the national register of Parks and Gardens of Special Historic Interest. They currently delegate to the Surrey Gardens Trust on advice for applications. In the case of the Reigate & Banstead Borough Council these include Gatton Park and Reigate Priory Park (both Grade II). (Historic England are only a statutory consultee on applications affecting Grade I or II* sites).

They are based at 70 Cowcross Street, London EC1M 6EJ.

Website www.gardenstrusts.org.uk

ROYAL HORTICULTURAL SOCIETY

The society has an advisory service for members, a monthly magazine, library etc. 80 Vincent Square London SW1P 2PE.

The RHS garden at Wisley have a good stock of gardening reference books for sale. RHS members can borrow books at the Wisley Garden Library, which is also open to all garden visitors for reference.

Website <https://www.rhs.org.uk/>

GATTON PARK

The Gatton Trust, the Gatton Park Education Trust, and the Gatton Park Volunteers, have an active role in the promoting the park as a heritage asset. Gatton Trust manages 260 acres of Gatton Park, including the core features and gardens. The other 340 acres are owned by The National Trust.

Website www.gattonpark.com

PLANT HERITAGE

The home of the National Plant Collections.

Website www.plantheritage.org.uk/

SURREY HISTORY CENTRE

130 Goldsworth Road, Woking, Surrey GU21 6ND

The main county archive for local records.

Website <https://www.surreycc.gov.uk/culture-and-leisure/history-centre>

BANSTEAD HISTORY CENTRE

Banstead Library, The Horseshoe, Bolters Lane, Banstead, SM7 2AN

For local collections relating to Banstead, Burgh Heath, Chipstead, Hooley, Kingswood, Netherne-on-the-Hill, Preston, Tadworth, Tattenhams, Walton-on-the-Hill and Woodmansterne.

Website <https://www.surreycc.gov.uk/culture-and-leisure/local-history-centres/banstead>

HORLEY LOCAL HISTORY CENTRE

Horley Library, 55-57 Russell Square, Victoria Road, Horley

For local collections relating to Horley.

Website <https://www.surreycc.gov.uk/culture-and-leisure/local-history-centres/horley>

REDHILL CENTRE FOR LOCAL & FAMILY HISTORY

Redhill Library, Warwick Quadrant, Redhill

For local collections relating to Redhill and Reigate.

Website <https://www.surreycc.gov.uk/culture-and-leisure/local-history-centres/redhill>

HOLMESDALE NATURAL HISTORY CLUB

Their extensive collection includes local history collections and an herbarium of British flowering plants some dating back to the 18th century (The Club was founded in 1857).

Website <http://www.hnhc.co.uk/>

HISTORIC ENGLAND ARCHIVE (FORMER NATIONAL MONUMENT RECORD)

National collection of photographs relating to the historic environment including aerial photographs.

Website <https://historicengland.org.uk/images-books/archive>

BANSTEAD HISTORY RESEARCH GROUP

A useful source of information and images. Offer numerous local history publications for sale.

Website: www.bansteadhistory.com/

HISTORIC ENVIRONMENT RECORD

Surrey County Council, County Hall, Kingston upon Thames.

REFERENCE BOOKS

'Rejuvenating a Garden' by Stephen Anderton (1998 Kyle Cathie Limited ISBN 1 85626 276 6)

Most gardens need rejuvenation and careful cutting back at some point and this book is a useful reference

Historic England have some guidance mostly in relation to registered parks and gardens.

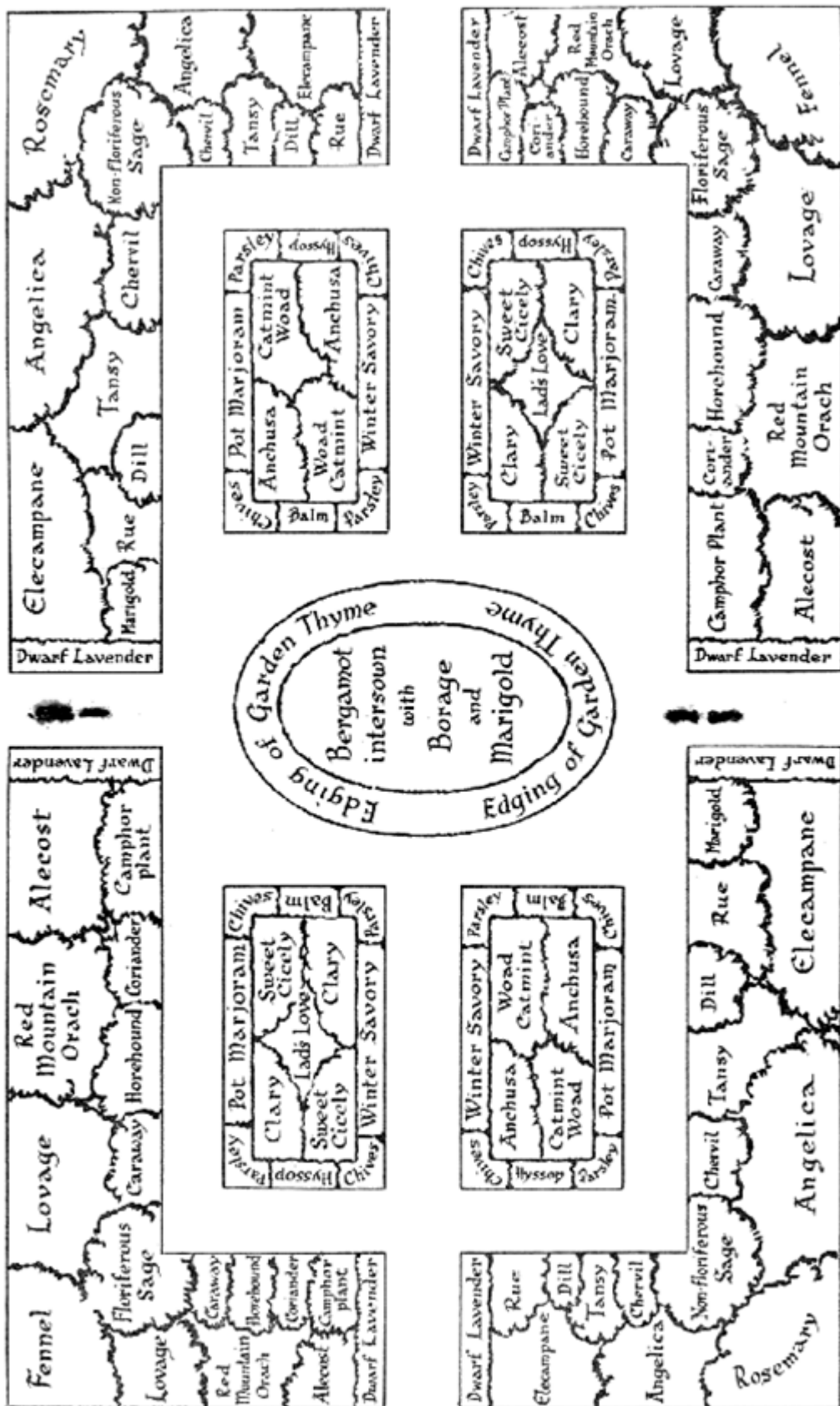
<https://historicengland.org.uk/>

'Discovering Period Gardens' by John Anthony Shire Publications (ISBN 0-7478-0340-4)

'A Glossary of Garden History' by Michael Symes Shire Publications ISBN 0-7478-0223-8 is a useful explanation of the terms used for garden features



The 1920 Garden Temple at Walton Oaks by Morley Horder



Appendix 4: Gardens Open to the Public

PLEASE NOTE THAT THE PARKS AND GARDENS IN THIS DOCUMENT ARE NOT OPEN TO THE PUBLIC UNLESS SPECIFICALLY STATED. IT IS IMPORTANT THAT THE PRIVACY OF OWNERS IS RESPECTED

PUBLIC PARKS

Reigate Castle, Reigate Priory Park and Nork Park are public parks owned by the Council.

GATTON PARK

Gatton Trust manages 260 acres of Gatton Park, including the core features and gardens. This part of the park is occasionally open to public. Please check website for details. The other 340 acres are owned by The National Trust. This part of the park is open to public all year round.

Website www.gattonpark.com

NATIONAL GARDENS SCHEME

The National Gardens Scheme, Surrey branch, publish a yearly booklet 'The Gardens of Surrey' (a national book is available as well from most bookshops) with gardens open for charity. These include private gardens which would not otherwise be open to the public, including some in this borough.

Website <https://ngs.org.uk/>



Fine Edwardian topiary at a house in Kingswood

Appendix 5: Local Plan Policies

Core Strategy

Policy CS4 : Valued townscales and the historic environment

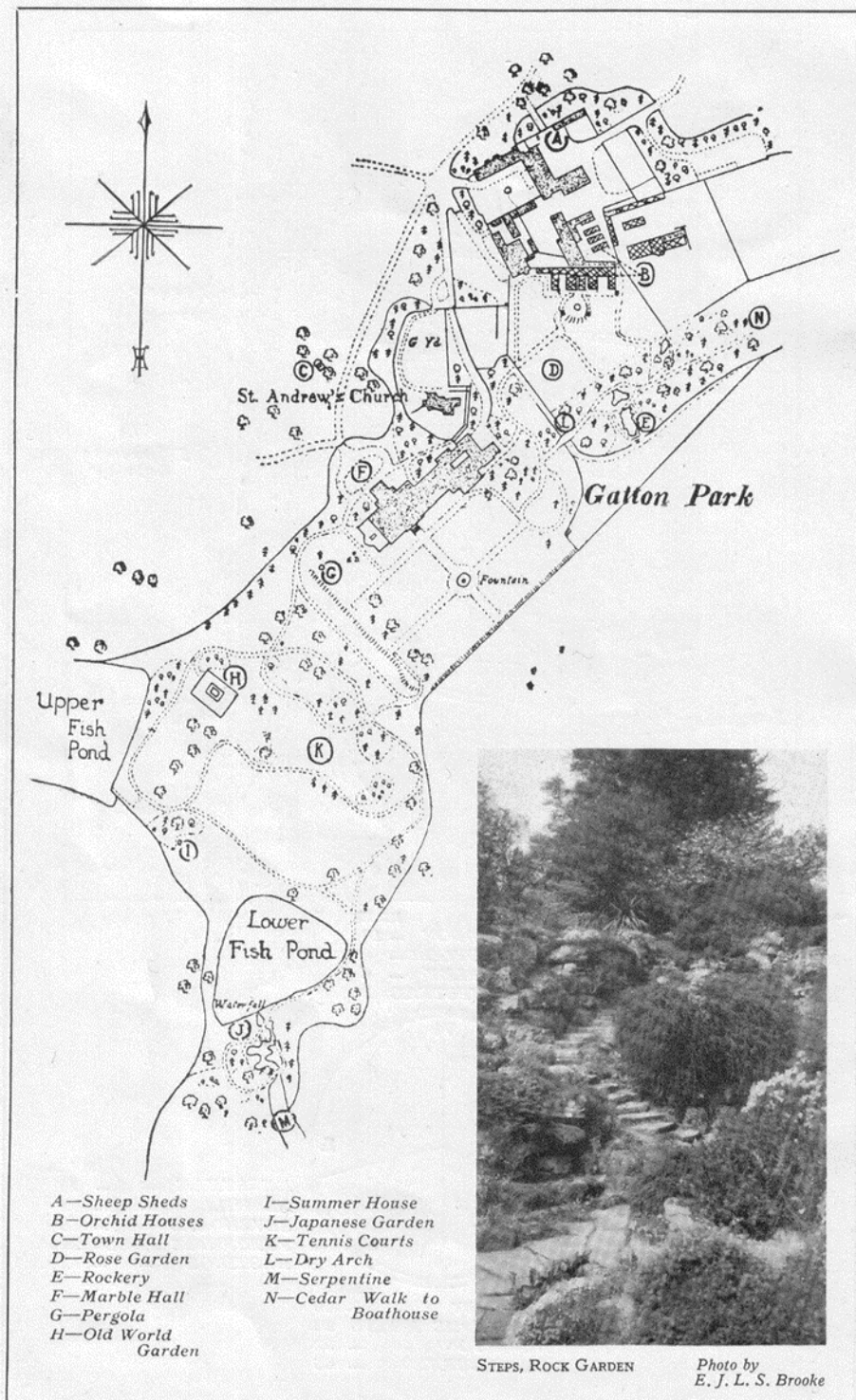
1. Development will be designed sensitively to respect, conserve, and enhance the historic environment, including heritage assets and their settings. Development proposals that would provide sensitive restoration and re-use for heritage assets at risk will be particularly encouraged.
2. Development will respect, maintain and protect the character of the valued townscales in the borough, showing consideration for any detailed design guidance that has been produced by the Council for specific built-up areas of the borough. Proposals will:
 - a. Reflect high standards of sustainable construction in line with policy CS11
 - b. Be of a high quality design which takes direction from the existing character of the area and reflects local distinctiveness
 - c. Be laid out and designed to make the best use of the site and its physical characteristics, whilst minimising the impact on surrounding properties and the environment
 - d. Protect and where appropriate enhance existing areas of biodiversity value and the links between them.

Development Management Plan (DMP)

Policy NHE9: Heritage assets

1. Development will be required to protect, preserve, and wherever possible enhance, the Borough's designated and non-designated heritage assets and historic environment including special features, area character or settings of statutory and locally listed buildings.
2. All planning applications that directly or indirectly affect designated or non-designated heritage assets must be supported by a clear understanding of the significance, character and setting of the heritage asset, and demonstrate:
 - a. how this understanding has informed the proposed development
 - b. how the proposal would affect the asset's significance; and
 - c. any necessary justification proportionate to the importance of the heritage asset and the potential effect of the proposal.
3. In considering planning applications that directly or indirectly affect designated heritage assets, the Council will give great weight to the conservation of the asset, irrespective of the level of harm. Any proposal which would result in harm to or total loss of a designated heritage asset or its setting will not be supported unless a clear and convincing justification is provided. In this regard:
 - a. Substantial harm to, or loss of, Grade II assets will be treated as exceptional and substantial harm to, or loss of, Grade I and II* assets and scheduled monuments will be treated as wholly exceptional.
 - b. Where substantial harm to, or loss of designated heritage assets would occur as a result of a development proposal, planning permission will be refused unless there are substantial public benefits which would outweigh the harm or loss; or
 - i. it can be robustly proven that there are no other reasonable and viable uses for the asset in the short or medium term nor any other realistic prospect of conservation; and
 - ii. the harm or loss would be outweighed by the benefits of redevelopment.
 - c. Where less than substantial harm to a designated heritage asset would occur as a result of a development proposed, the harm will be weighed against the public benefits of the proposal.
4. Non-designated heritage assets of archaeological interest that are demonstrably of equivalent significance to scheduled monuments will be subjected to the tests in (3) above.

5. In considering proposals that directly or indirectly affect other non-designated heritage assets, the Council will give weight to the conservation of the asset and will take a balanced judgement having regard to the extent of harm or loss and the significance of the asset.
6. All development proposals must be sympathetic to a heritage asset and/or its setting by ensuring the use of appropriate high quality materials, design and detailing (form, scale, layout and massing).
7. Development that would help secure the long term viable use and sustainable future for heritage assets, especially those identified as being at risk of loss and decay, in a manner consistent with its conservation will be supported. Any associated or enabling development should have an acceptable relationship to the heritage asset, and character of the surrounding area.
8. Proposals which retain, or if possible, enhance the setting of heritage assets, including views, public rights of way, trees and landscape features, including historic public realm features in a manner consistent with its conservation, will be supported.
9. Proposals affecting a Conservation Area must preserve, and where possible, enhance the Conservation Area, paying particular regard to those elements that make a positive contribution to the character of the Conservation Area and its setting, and the special architectural or historic interest of the area.
10. Demolition (full or partial) of a building or removal of trees, structures or other landscape features in a Conservation Area will be permitted only where:
 - a. a replacement development has been approved; and
 - b. the loss of the existing building, structure, tree or landscape feature will not detract, or where appropriate enhances, the character or appearance of the Conservation Area. Assessment of the contribution of an existing building must have regard to its character, design and construction, but not its condition.
11. Development within or affecting the setting of a historic park or garden will be required to:
 - a. Avoid subdivision.
 - b. Retain or restore features of historic or architectural interest, including trees, other distinctive planting and hard landscaping, and garden features.
 - c. Where relevant, be accompanied by an appropriate management plan.
12. An archaeological assessment including where appropriate a field evaluation, will be required to inform the determination of planning applications for:
 - a. Sites which affect, or have the potential to affect, Scheduled Monuments.
 - b. Sites which affect, or have the potential to affect, areas of Archaeological Importance or High Archaeological Potential.
 - c. All other development sites exceeding 0.4ha.
13. Where the policies map, or other research, indicates that remains of archaeological significance are likely to be encountered on a site, the Council will require schemes for the proper investigation of the site to be submitted and agreed. These must incorporate the recording of any evidence, archiving of recovered material and publication of the results of the archaeological work as appropriate, in line with accepted national professional standards.



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A turn of the century guide to the extensive gardens of Gatton Park.
Source: Holmesdale Natural History Society



Historic Parks and Gardens Supplementary Planning Document

Consultation Statement

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

April 2020

If you would like this document in a different format, Braille, large print, or audio, or in a different language, please contact the planning Policy Team at LDF@reigate-banstead.gov.uk or on 01737 276 178

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1. Introduction

- 1.1. Historic Parks and Gardens are important heritage assets that add substantial value to both the landscape and environmental quality within the borough. It is therefore important that such heritage assets are protected and that they are treated in accordance with the character and significance of their grading. The Council's policy for the protection of Historic Parks and Gardens is set out in Development Management Plan 2019 (DMP) Policy NHE9 'Heritage assets'.
- 1.2. The previous List of Historic Parks and Gardens Supplementary Planning Guidance (SPG) adopted in 2001 no longer provides an up-to-date list of Historic Parks and Gardens in the borough. The SPG refers to 1994 Local Plan. As Regulation 8 of the Town and Country Planning (Local Planning) (England) Regulations 2012 (Local Plan Regulations) requires there to be no conflict between an SPD and the adopted development plan, the List of Historic Parks and Gardens SPG needs to be updated to reflect the adoption of the DMP, and in particular DMP Policy NHE9 'Heritage Assets'.

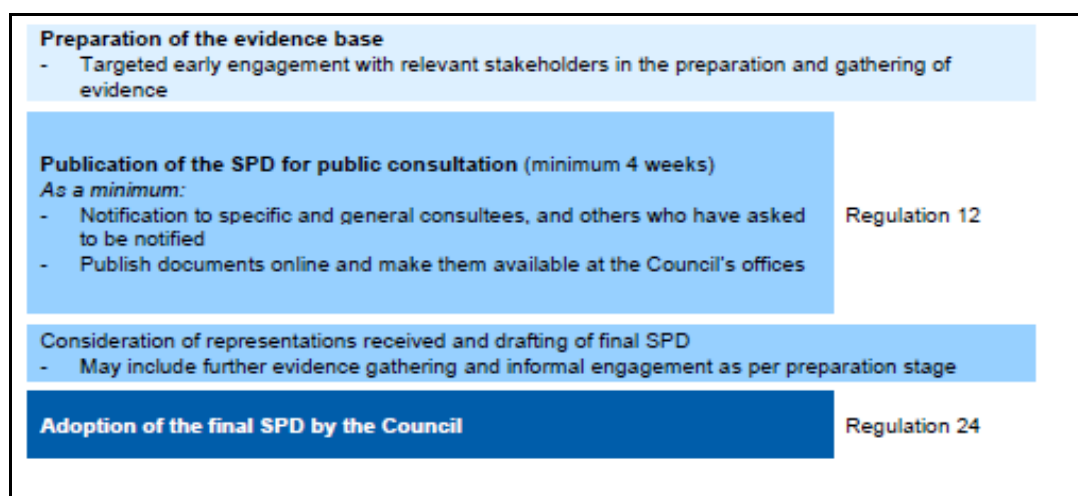
Purpose of the Consultation Statement

- 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)¹². The process is summarised in **Figure 1 and 2** below.

Figure 1: Process of preparing an SPD



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

¹ Available at: http://www.reigate-banstead.gov.uk/download/downloads/id/5437/statement_of_community_involvement_in_planning.pdf

² 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

Stage	Date
Early scoping and information gathering	July - August 2019
Preparation of draft SPD with relevant key individuals and organisations	August – October 2019
Executive approval for public consultation of the draft SPD and supporting documents	5 th December 2019
Consultation on draft SPD with supporting initial Consultation Statement, SEA/HRA/EqIA screening (minimum of 4 weeks)	January 2020
Representations received considered and draft SPD updated as relevant	February 2020
Adoption of SPD (and revocation of the 2001 List of Historic Parks and Gardens SPG) by Council's Executive	April 2020
Publish SPD with final Consultation Statement and Adoption Statement	April 2020

Preparation of the Draft Historic Parks and Gardens SPD

- 2.2. In preparing the draft Historic Parks and Gardens 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
RBBC Senior Conservation Officer	<ul style="list-style-type: none"> • Initial meeting on 08 August 19 to discuss the need to update the original List of Historic Parks and Gardens SPD to reflect the changes to the designated boundaries • Reviewed the original SPD and suggested changes that should be made to the maps of historic parks and gardens • Discussed the changes to the boundaries that have taken place since the adoption of the 2001 SPG and identified amendments that should be made. • Noted that in 2003, Historic England has changed boundary to Priory Park (a Grade II Listed Historic Park) that was included in the 2001 List of Historic Parks and Gardens SPG. • Noted that Walton Manor Historic Park and Garden has changed boundaries. The revised boundary was approved by the Executive in 2005. • Noted that Park Down (Walwood House) Historic Park and Garden has been added to the list of historic parks and gardens of special borough interest by the Planning Committee in 2012. • Discussed proposed changes to the boundary of Kingswood Warren and

Natural England

Banstead Place historic parks and gardens.

- Changes suggested to the Appendix: “Useful contacts / Reference Material”

- During the consultation on Strategic Environmental Assessment and Habitats Regulations Assessment Screening Statement, Natural England provided information on additional detail it considers should be included in the SPD with regard to biodiversity.
- On their advice, additional guidance has been included on the importance of biodiversity and landscape enhancement as well as advice on provision of Green Infrastructure.

Consultation on the Draft SPD

- 2.3. Following executive approval on 5th December for public consultation on the draft Barn and Farm Conversions SPD, in accordance with Regulation 12(b) of the Town and Country Planning (Local Planning) (England) Regulations 2012 the Council undertook a statutory public consultation on the draft Historic Parks and Gardens SPD between 6th January and 8th February 2020.
- 2.4. During this consultation we wrote to all interested parties³ 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:
- Updating terminology throughout the document to reflect the NPPF distinction between ‘designated’ and ‘non-designated’ heritage assets.
 - Amending the boundary of Netherne Hospital to remove residential properties
 - Amending description of Gatton Park in Appendix 3 and Appendix 4 to reflect it is largely owned by National Trust.
 - Adding references to Blue Infrastructure and potential impacts of lighting on landscape and biodiversity.

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

- 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

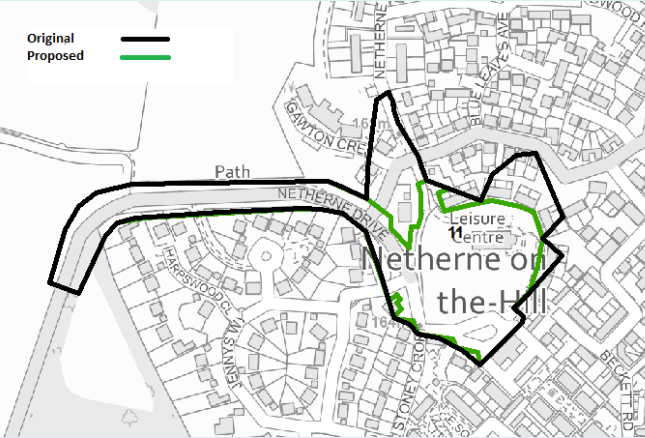
- 2.9. Following adoption, the Historic Parks and Gardens SPD will become a material consideration in determination of planning applications and appeals and will therefore need to be taken into consideration in the preparation of planning proposals for developments within the borough.
- 2.10. Upon adoption 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 current 2001 List of Historic Parks and Gardens 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\0005	Nork Park and Great Burgh should be described as being in Nork, not Burgh Heath.	Disagree. Burgh Heath is the historic name as both Great Burgh and Nork Park were in the manor of Burgh and occurs as an address and exchange name.	N
General Consultee RBBC\Representor\0005	Paragraph 3.9: Reference to Nork Park should be amended to 18 th century garden.	Agreed. Paragraph amended to 17 th and early 18 th century.	Y
General Consultee RBBC\Representor\0005	Is it sensible to encourage the planting of Box (Taxus) in view of the current prevalence of Box caterpillar?	Agreed. Paragraph 3.20 amended to read "their use needs to be encouraged except for Box where, due to the damage from Box Tree Caterpillar, alternatives such as Box Leaf Holly should be considered. Existing historic	Y

		Box can be treated and can be made more resistant to damage than modern Box”.	
General Consultee RBBC\Representor\000 5	Paragraph 3.23: Should this be amended in view of current Ash dieback?	Noted. The Council’s Senior Conservation Officer has advised that whilst Ash dieback is an important consideration, it is a separate issue to the problem of invasive Ash, so it is not considered that it needs mentioning in the SPD.	N
General Consultee RBBC\Representor\000 5	Suggested TPO 5 Tumblewood Road. One of the earliest and largest now living in the UK Metasequoia glyptostroboides (Dawn Redwood).	Noted. TPO suggested to the Council’s Tree Officer.	N
General Consultee RBBC\Representor\000 2	One of the listed historic parks and gardens (Horley Lodge) has been identified for future housing development in the DMP (Regulation 19) Safeguarded land for development beyond the plan period – December 2017, on pages 165 – 169.	Noted. The Historic Park and Garden was assessed as part of a wider land parcel for safeguarding as part of the DMP. It was not identified as a site to be taken forward for safeguarding. The evidence paper noted on pp.167 that development would need to avoid the Historic Park and Garden.	N

Surrey Gardens Trust RBBC\Representor\001 3	Update the wording throughout the document to reflect the NPPF terminology of 'designated' and 'non-designated' heritage assets, perhaps using term 'locally listed' rather than 'locally designated' to avoid confusion.	Agreed. A number of amendments have been made throughout the document to reflect the correct terminology.	Y
Surrey Gardens Trust RBBC\Representor\001 3	Paragraph 3.5: Amend to indicate the lack of selection criteria is only for those sites identified locally.	Agreed. Paragraph amended to reflect the fact there are no detailed criteria set out nationally for assessing locally listed historic parks and gardens and that in surveying gardens for inclusion on the local list, the Council will consider the following characteristics ...	Y
Surrey Gardens Trust RBBC\Representor\001 3	Paragraph 3.15: Add dates for Jekyll and Rohde to give timescale and context.	Agreed. Amended accordingly.	Y
Surrey Gardens Trust RBBC\Representor\001 3	It is noted that no sites are suggested in the SPD for addition to the List of 2001 as amended in 2012. SGT does not have information to hand that would lead us to suggest any additions. We would be happy to comment on suggestions that may arise from the consultation.	Noted. No sites were suggested during the consultation.	N

<p>Surrey Gardens Trust RBBC\Representor\001 3</p>	<p>SGT supports the boundary change of Banstead Place and Kinngswood Warren. The site plan for Netherne Hospital suggests that boundary line passes through buildings and may need review. The description should also be amended to 'former' hospital. The description of Banstead Wood should also refer to 'former' hospital.</p>	<p>Agreed.</p> <p>Following discussion with the Council's Senior Conservation Officer, the boundary has been amended to exclude the residential properties (see map below). The description of Netherne Hospital and Banstead Wood has been amended to refer to "former" hospital.</p> 	<p>Y</p>
<p>Surrey Gardens Trust RBBC\Representor\001 3</p>	<p>Appendix 2: Gatton Park Register entry is given in full, however Reigate Priory Park is only showing as summary. They should be treated equally.</p>	<p>Noted.</p> <p>The descriptions provided are as per the official descriptions from Historic England and therefore cannot be amended.</p>	<p>N</p>

Surrey Gardens Trust RBBC\Representor\001 3	Appendix 3: Amend description of Surrey Gardens Trust as per text provided; add information about the reference library at Wisley under the Royal Horticultural Society entry; NCCPG is now Plant Heritage; add an entry for Banstead History Centre, Banstead History Research Group and Historic Environment Record. Amend description for Gatton Park as the major part is owned by the National Trust.	Agreed. Amended accordingly.	Y
Natural England RBBC\Representor\001 7	The SPD should consider making provision for Green Infrastructure within development. This should be in line with any GI strategy covering your area.	Noted. Paragraphs 4.9 and 4.10 of the Historic Parks and Gardens SPD note that Historic Parks and Gardens form an important part of the borough's green infrastructure by contributing to the character of our towns and villages and providing a habitat for important species in the borough. They note that there may be opportunities to enhance the biodiversity of the Historic Parks and Gardens through for example the addition of appropriate planting and habitats	N

		<p>and for more guidance readers should see the Council's Green Infrastructure Strategy and Action Plan.</p> <p>This level of detail is considered to be sufficient for the function of this SPD, further guidance is provided in DMP Policy NHE4 "Green and Blue Infrastructure" and the Council's Green Infrastructure Strategy.</p>	
Natural England RBBC\Representor\001 7	The SPD could consider incorporating features which are beneficial to wildlife within development.	<p>Noted.</p> <p>Paragraph 4.10 of the SPD advises that there may be opportunities to enhance the biodiversity of Historic Parks and Gardens through the provision of appropriate planting and habitats such as bird and bat boxes.</p>	N
Natural England RBBC\Representor\001 7	The SPD may provide opportunities to enhance the character and local distinctiveness of the surrounding natural and built environment; use natural resources more sustainably; and bring benefits for the local community, for example	<p>Noted.</p> <p>The Historic Parks and Gardens SPD recognises that historic parks and gardens are important heritage assets that add substantial value to both the landscape and</p>	N

	through green infrastructure provision and access to and contact with nature.	<p>environmental quality of the borough and seeks to enhance/protect these areas.</p> <p>The Council has a Local Distinctive Design Guide SPG which is used by developers and planners to consider how new development might make a positive contribution to the character and functions of the landscape.</p>	
Natural England RBBC\Representor\001 7	The revised NPPF includes a number of design principles which could be considered, including the impacts of lighting on landscape and biodiversity (Paragraph 180).	<p>Noted.</p> <p>Reference to impacts of lighting on landscape and biodiversity has been added under Paragraph 4.11.</p>	Y
Environment Agency RBBC\Representor\001 5	The SPD should include enhancement and protection of water related biodiversity and contribute to helping wildlife adapt to climate change and reducing its adverse impacts.	<p>Noted.</p> <p>Paragraph 4.10 of the SPD says that “there may be opportunities to enhance the biodiversity of these areas through the addition of appropriate planting and habitats such as bird and bat boxes”.</p> <p>This has been amended to include reference to enhancement of biodiversity within the</p>	Y

		<p>existing waterbodies of the historic parks and gardens.</p> <p>DMP Policy NHE4 “Green and Blue Infrastructure” provides further guidance on how the council will seek opportunities to increase green and blue infrastructure. This has been referenced within the SPD Paragraph 4.10.</p>	
<p>Environment Agency RBBC\Representor\001 5</p>	<p>Biodiversity net gain is fast rising up the planning agenda. The Biodiversity metric 2.0 was published in beta format by Natural England in July 2019. It will underpin any future mandatory requirements but in the meantime can be used by developers and planning authorities to meet local plan requirements.</p> <p>We have updated our 2008 guidance for encouraging wildlife into urban estuaries and improving the estuary edges for people.</p> <p>We have updated our advice for developers and it is now a joint agency document with advice from</p>	<p>Noted.</p>	<p>N</p>

	<p>Environment Agency, Natural England and Forestry Commission, it's available to view on our website:</p> <p>https://www.gov.uk/government/publications/planning-a-guide-for-developers</p> <p>For the most up to date maps and accurate environmental evidence we recommend using our Data Share service where you can access our environmental datasets and also datasets from Natural England, Forestry Commission and English Heritage. https://environment.data.gov.uk/.</p>		
General Consultee RBBC\Representor\0004	<p>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.</p>	<p>Noted.</p> <p>The Council is undertaking other work in relation to the climate emergency.</p> <p>Ground source heat pumps are used extensively at Gatton Park, Priory Park and Walton Manor. Other sites also have PV Arrays etc.</p>	N
Gatwick Airport Safeguarding	No specific comments.	Noted.	N

RBBC\Representor\0008			
General Consultee (Infrastructure provider) RBBC\Representor\0022	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	No specific comments.	Noted.	N

RBBC\Representor\001 2			
Historic England RBBC\Representor\001 4	No specific comments.	Noted.	N

Appendix 2: Any other matters

A number of other minor amendments were suggested, including grammatical and typographical suggestions and addition of references within main text to support the Appendices. Where considered appropriate these amendments have been made.

Appendix 3: Individuals and organisations consulted on the draft Historic Parks and Gardens SPD under Regulations 12 and 13

Specific Consultees	
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
General Consultees	
Residents, businesses, registered providers and developers on the Council's Planning Policy Consultation Contacts database	

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Reigate Town Centre Shop Front Design Supplementary Planning Document

April 2020

Reigate & Banstead
BOROUGH COUNCIL
Banstead | Horley | Redhill | Reigate

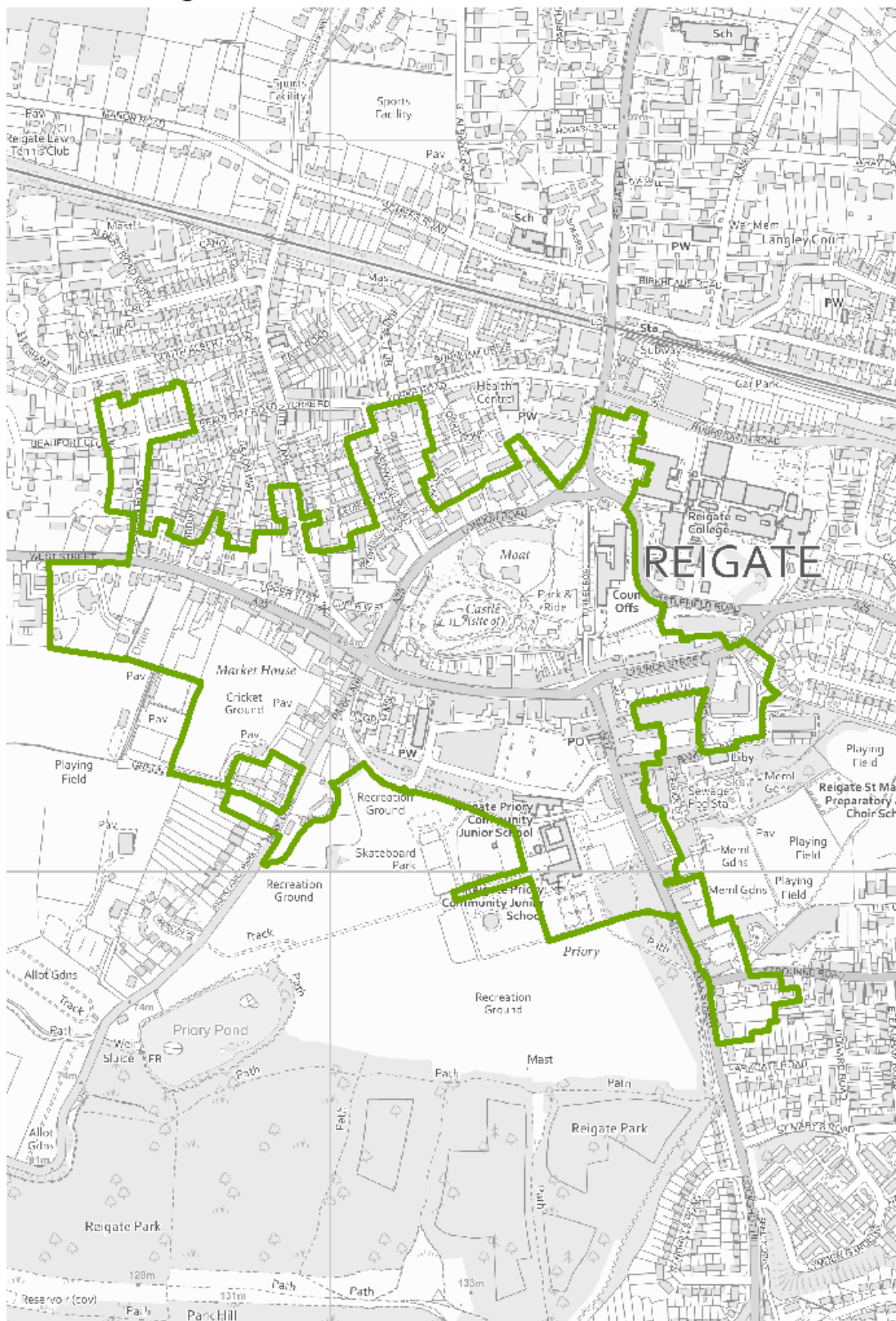
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1. Introduction

- 1.1. This Reigate Town Centre Shop Front Design Supplementary Planning Document (SPD) replaces the 1993 (revised in 1999) version of the Reigate Shop Front Design Guide Supplementary Planning Guidance. 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.
- 1.2. The aim of the Reigate Town Centre Shop Front Design SPD is to provide detailed guidance on the design of the shop fronts located within the Reigate Town Centre Conservation Area (see map below), with the view to preserving and enhancing its historic character. The SPD provides design guidance in relation to all elements of shop fronts, including frame and fascia, display area, signage, blinds, security measures and more.
- 1.3. For clarity, a schedule of shop units within the Reigate Town Centre Conservation Area is provided within Appendix 1. It states their shop front type as well as recommended fascia size.

Reigate Town Centre Conservation Area



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2. Policy Context

National Planning Policy Context

- 2.1. National Planning Policy Guidance (NPPG)¹ advises that SPDs should build upon and provide more detailed advice or guidance on policies in an adopted Local Plan. As they do not form part of the development plan, they cannot introduce new planning policies. They are however a material consideration in decision-making. This Supplementary Planning Document does not introduce new policy but rather provides guidance for planning proposals within the Reigate Town Centre Conservation Area.
- 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.

Local Planning Policy Context

- 2.3. The Council has an up-to date Local Plan: the Core Strategy was adopted 3 July 2014 and reviewed 2 July 2019 in accordance with Regulation 10A of the Town & Country Planning (Local Planning) (England) Regulations 2012. The DMP was adopted 26 September 2019.
- 2.4. The Core Strategy provides the strategic framework for the borough over the plan period (2012-2027). It sets out a strategic vision for the borough and provides policies to guide the type, level and location of future development over the 15 year plan period. Core Strategy Policy CS4 'Valued townscapes and the historic environment' sets out policy on development within the historic environment and valued townscapes in the borough. Full policy details can be found in Appendix 2.
- 2.5. The DMP provides detailed policies and site allocations to deliver the Core Strategy requirements. DMP Policy DES10 'Advertisements and shop front design' provides details on what is considered appropriate advertisement and

¹ NPPG Paragraph Plan-making 008 Reference ID: 61-008-20190315

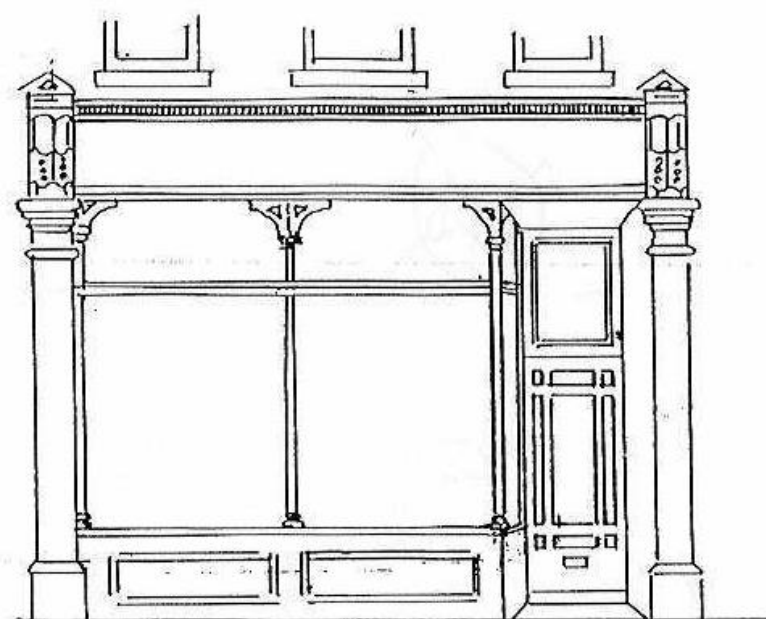
Policy NHE9 'Heritage assets' sets out policy on development concerning the borough's designated and non-designated heritage assets and historic environment. Full details of both policies can be found in Appendix 2.

3. Main Design Principles

- 3.1. Reigate has long held a reputation as an attractive place to shop; its domestic scale, old world character and quality shops having considerable local appeal. However, if it is to compete in the present market, its high-quality environment must be maintained and where the opportunities arise enhanced. It is intended that this SPD will assist in the promotion of good shop front design which is essential if the character of Reigate and its attractiveness to shoppers is to be conserved and enhanced.
- 3.2. Local retailers have an important role to play. Careful attention to detail and the enhancement of the image of their shops, when opportunities arise, will provide a major contribution to the maintenance of a high-quality environment in Reigate Town Centre Conservation Area. Such investment in quality will ultimately benefit all the traders in the centre.
- 3.3. Common problems in shop front design include:
- The tendency for shop fronts to be poorly related to the building itself or its setting;
 - The use of large expanses of plate glass;
 - The use of poor or unsympathetic materials;
 - The introduction of over large fascia signs (often illuminated in a crude way) which can dominate the street scene to the disadvantage of adjacent traders;
 - Increased clutter, such as projecting signs, and “A” boards, blinds and shutters
- 3.4. The Council is firmly of the view that the attainment of a high standard of visual quality (as and when opportunities arise) will attract shoppers and visitors as well as enhance Reigate as an important historic town.
- 3.5. The previous Reigate Shop Front Design SPG introduced the following main design principles for new shop fronts:

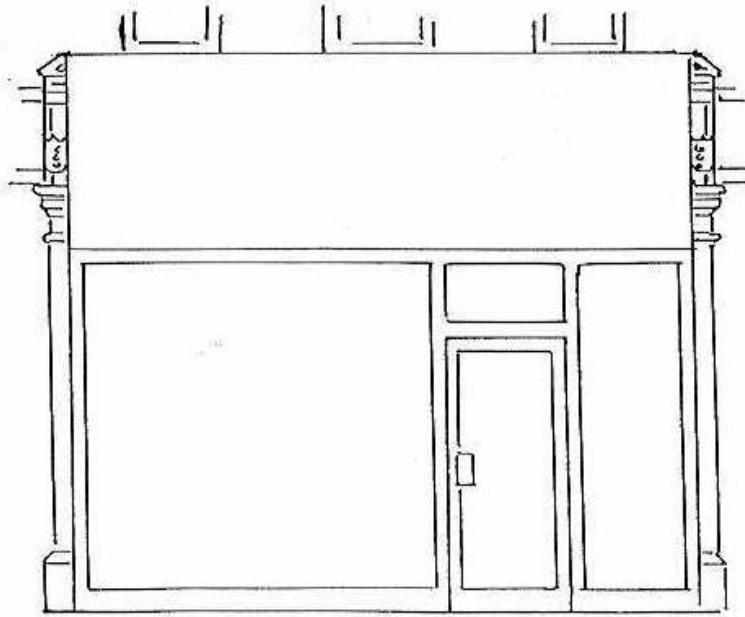
- It should harmonise with the age and design features of the rest of the building;
- It should be built in sympathetic materials, preferably painted timber in traditional colours;
- Its glazed areas should generally be sub-divided to achieve a well-proportioned shop front;
- Its signage should generally not extend beyond the shop front fascia and should avoid lurid colours;
- Features such as security grilles and blinds should be designed and positioned so that when in use they do not compromise the appearance of the building itself, or (in the case of blinds) unfairly obstruct the visibility of adjacent shops.

For illustrations of good and bad examples of shop fronts, see Figures 1 & 2 below.



GOOD

Figure 1: Well-proportioned shop front with good detail and composition.



BAD

Figure 2: Fascia board out of proportion with the rest of terrace, place glass shop front provides no visual interest.

- 3.6. The use of these main design principles has helped to upgrade the appearance of the shops in the town and its general environment. As a result, this has helped to improve the town's popularity and economy. The Council therefore seeks to retain these main design principles in this revised SPD.
- 3.7. The following detailed guidance is intended to provide guidance for the design of shop fronts and advertisements within Reigate Town Centre Conservation Area. It may not be applicable in all situations, and individual cases may fall outside the guidance. However, in such instances, it will still be important that proposals respect the architectural character of the building and the appearance of the street scene.
- 3.8. The Council hopes this guidance will be useful and helps to save time and avoid misunderstandings. It is intended as a basis for dialogue with developers, retailers and shop fitters.

4. Designing a Shop Front

- 4.1. The following guidelines are intended to be of assistance to those contemplating installing a new shop front, altering an existing one or installing an advertisement. Planning permission is required for new shop fronts and where permission or advertisement consent is required, the Council will have regard to this guidance, although each application will be considered on its merits.

General Context: The Building

- 4.2. In assessing each proposal, the Council will seek to retain the existing character of the conservation area and, where there are existing poorly designed shop fronts, enhance the appearance of the conservation area. In some cases therefore the Council may wish to seek improvements over existing poorly designed shop fronts.
- 4.3. As a general rule, historic shop fronts or features should be retained, especially where these are of merit.
- 4.4. The shop front should be sympathetic to the age and proportions of the building and to its setting in the conservation area. The new shop front should have regard to the design conventions of the building, in terms of sub-division, storey heights, original shop front design etc. The height of the shop front should be no greater than the height of the ground floor.
- 4.5. Shop units in the Reigate Town Centre Conservation Area can be divided into four basic types:
- The designed or historic shop front: This is where an individual shop front is worthy of retention due to its quality of design or age. Often, they have been badly altered, but form the basis for an appropriate design. They account for some 20% of all shop units in Reigate Town Centre Conservation Area.
 - The shopping parade: 40% of all shop units in the Reigate Town Centre Conservation Area are in a shopping parade or group which have some unifying characteristics. Each parade has a set convention

and pattern for framework, which unifies the whole. A careful study of this frame reveals the appropriate size and position of fascia and shop front.

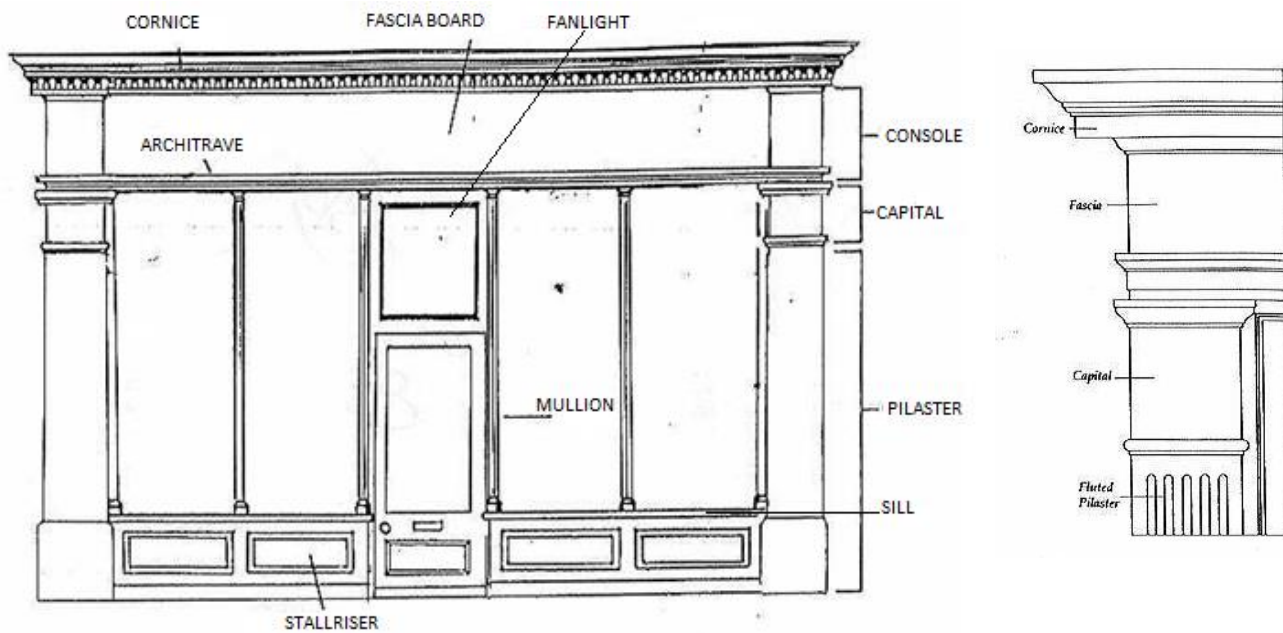
- Undefined shop fronts: Another 40% of shop fronts in Reigate Town Centre Conservation Area are individual units which lack a properly designed shop front and, therefore, fascia and shop front size is undefined. In such cases any new shop front should be installed with well-designed proportions and enriched detail which have a positive visual impact. As individual units there is the opportunity for independent and distinctive designs.
- Shop units or services without a shop front: A number of shops and services exist in buildings without shop fronts. These are often in historic buildings where the insertion of a shop front would be detrimental to its character.

For advice on which category a particular shop unit falls into, please consult the schedule in the Appendix 1.

Elements of a Shop Front

Architectural Frame and Fascia

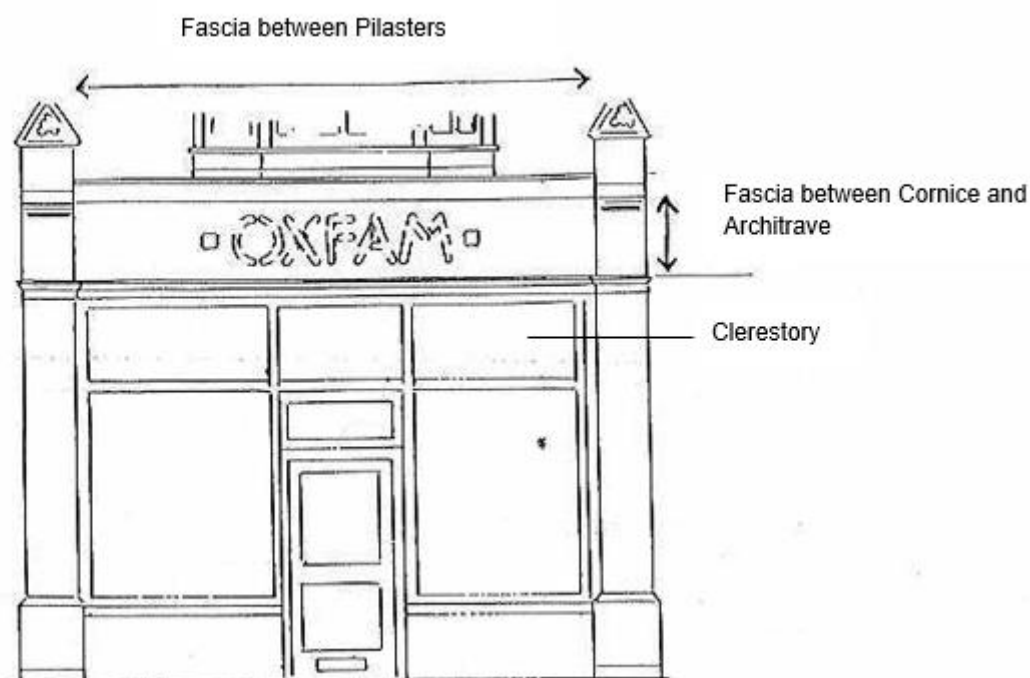
- 4.6. Since the 18th century, shop fronts have generally been set within a 'classical' framework of proportions and elements, a fascia supported by columns (see Figure 3). This framework normally survives in whole or in part and should be followed as it will have been designed to be in proportion to the rest of the building. Occasionally an inappropriate shop front will have been inserted in an earlier building. Where possible, consideration should be given to a more sympathetic design.



Mouldings should be correctly detailed. Original detail should be followed in a terrace. For individual building correct classical detailing of generous proportions may often be appropriate. Moulding details should be submitted as part of an application.

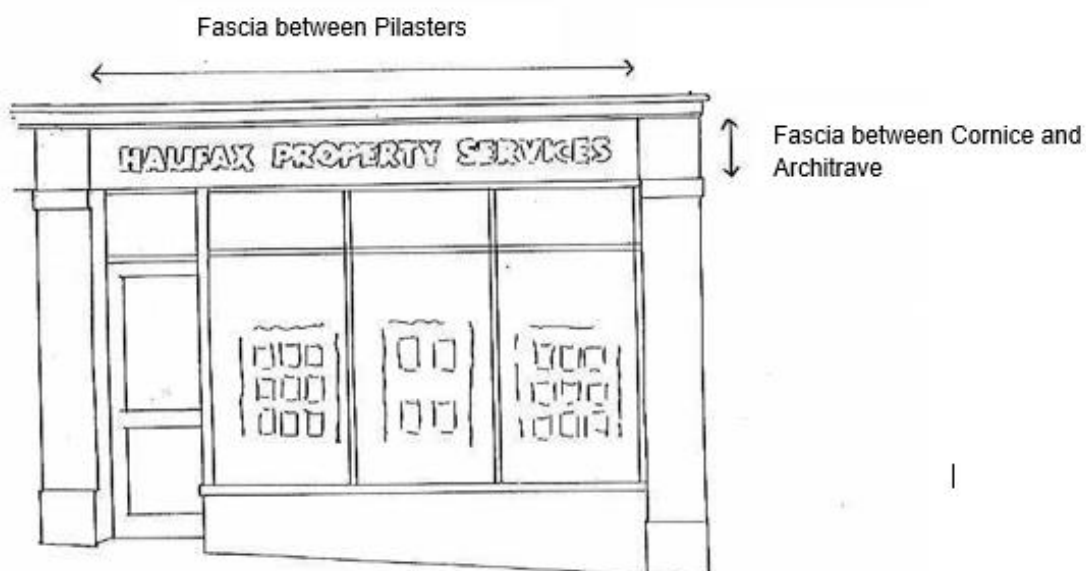
Figure 3: Architectural Elements of Shop Fronts

- 4.7. In designing a new shop front of attractive proportions, the recommended fascia height would be no greater than **460mm**. If an original fascia or console remains, this will normally determine the fascia size and position. For advice on the appropriate fascia size for your shop front, please consult the schedule in the Appendix 1. Illustrations of fascias on both historic and modern shop fronts can be seen in Figure 4 below.



58 – 68 High Street, Reigate

Example of a Victorian shopping parade. Care is often needed due to the height of such shop fronts. Fascia size is determined by the architectural frame.



Modern shopping parades (4 – 44 Church Street, Reigate) often have a minimum of moulding detail, fascias should follow the defined proportion of the frame and shop fronts should be robustly detailed with subdivision of glass.

Figure 4: Examples of Victorian and modern shopping parades

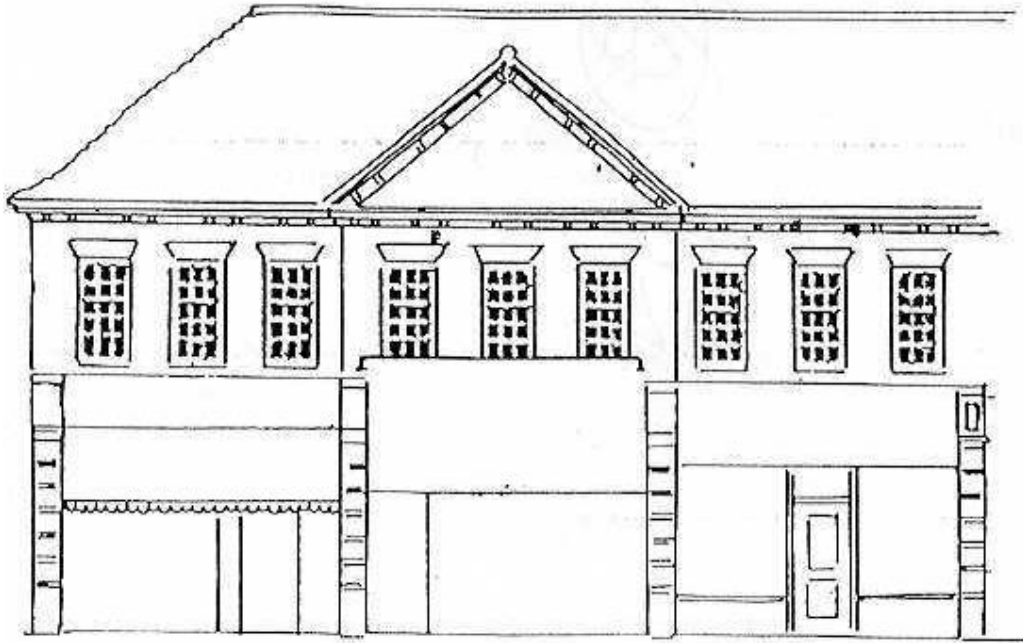
The Display Area

- 4.8. The use of large expanses of plate glass for shop fronts and doors can detract from the character of a conservation area. New shop fronts should therefore try to reduce the size and amount of glazing by the use of traditional elements and materials. A **central door** and/or the use of **mullions** and glazing bars will help to reduce the impact of the plate glass, and therefore enhance the character and appearance of the shop (see Figures 5, 6 & 8 for examples of appropriate shopfront design). The use of a **clerestory** (of less than 460mm) may be beneficial to the appearance of tall shop fronts (see Figure 4).
- 4.9. Doorways should be slightly recessed to provide some articulation to the design. The door should be either divided by a panel of stallriser height, or by a mid-rail.
- 4.10. A stallriser is a vital traditional element which will also help to reduce the amount of glazing and will protect the shop front. Painted panelled timber stallrisers are particularly attractive, but render, stone and traditional (Flemish) Bond brickwork are also acceptable. It is recommended that the stallriser should be a **minimum of 500mm and a maximum of 650mm** in height at its lowest point, including sill.

Colour and Materials

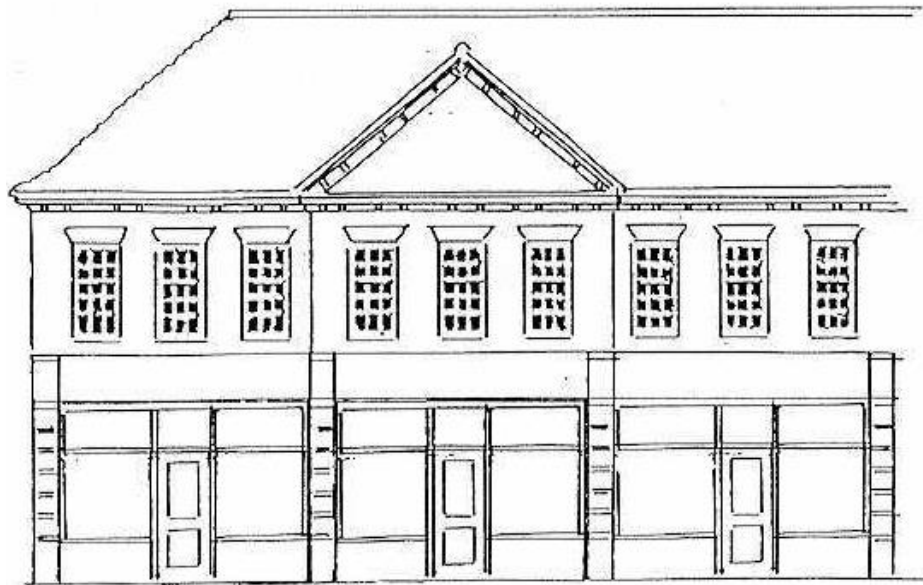
- 4.11. Shop fronts should be complementary to the street scene. In general, on older buildings, shop fronts are recommended to be of painted timber, which is easy to mould and profile. The sensitive use of traditional colours is encouraged as this is in keeping with much of the existing town centre conservation area and offers scope for improving the street scene. **A colour sample for shop fronts and signs is encouraged to be provided when an application is submitted.**
- 4.12. The use of modern materials such as plastics, varnished wood, aluminium, mosaic, machine-made tiles, brick slips, tongue and groove board etc. should be avoided.

EXAMPLE OF A 1930S SHOPPING PARADE



AS EXISTING

Modern shop fronts with over-large fascias, plate glass shop fronts and a clutter of signs and lighting, having no regard to the proportions of the original design.



AS BUILT

Shop fronts well detailed with subdivision of glass and fascias in harmony with the buildings as a whole.

Figure 5: Example of a 1930s shopping parade

5. Shop Signs

- 5.1. Generally, proposals for shop signs should be of an appropriate size and design to complement and enhance the appearance of the conservation area. They should take into account any architectural features and be designed to respect the elevation and proportions of the building and, where an existing shop front is in place, the existing shop front frame. The following sections provide guidance for the design of the specific elements of the shop front sign.

Lettering

- 5.2. The council will encourage signs to be hand-painted, using traditional colours. Gilding can be particularly attractive. Cast individual lettering, fixed on a painted background is also acceptable. **In general, lettering should be not more than 300mm in height and usually less than this, depending on the proportions of the fascia.** It is considered that classical lettering such as Times Roman serifs can be particularly effective.
- 5.3. Lettering should be painted directly onto the shop front, rather than a pre-painted panel being added to the fascia which creates visual clutter.
- 5.4. Corporate logos and colours may often be inappropriate, but with minor amendments they can be varied to help to project the character of the town centre conservation area.
- 5.5. Shop signage should generally be confined to the fascia (see earlier note on fascia size and location). However, in the case of **3-13 and 17 Bell Street, 5-11 West Street, 15 and 17 High Street, and 3 and 5 Church Street** the original fascia panel is too high, so new signage should be incorporated in the clerestory. For **7-13 High Street** the original stone fascia panel is excessively large, but signage in individual bronze or other metal lettering is a successful solution. A number of shops do not have fascia panels. In these instances, individual lettering should be applied below first floor level, preferably on the display area glass.

Illumination

- 5.6. The use of illuminated signs and the level of illumination will be strictly controlled. In accordance with DMP Policy DES10 “Advertisements and shop front design” and NHE9 “Heritage Assets” illumination should be provided in a discreet and subdued manner and should not harm the setting and character of the conservation area. Level of illumination will need to be agreed at a planning application stage.
- 5.7. Illumination should be limited to the area of the advertisement element (logos and words) and should not be the full width of the fascia. Internal illuminated signs will not be considered appropriate and external illuminated signs will be strictly controlled. Illuminated signs should be generally avoided on listed buildings (or in the case of night-time uses, limited in extent).
- 5.8. Where illumination is considered appropriate, it should be discreet external illumination. Illuminated box signs, neon, projecting spotlights and swan necks will not be permitted within the town centre conservation area. Lighting should be trough lit, incorporated in a classical cornice were appropriate, for fascia signs.

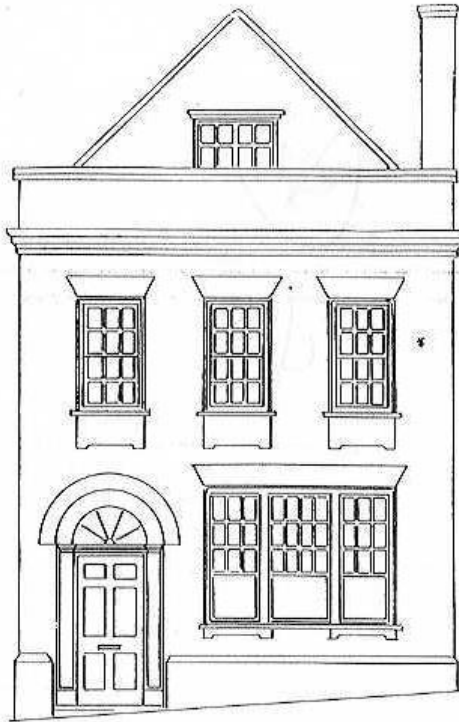
Projecting Signs

- 5.9. Projecting signs are a traditional form of additional advertising of commercial premises. If thoughtfully designed in a way that complements the colour and design of the fascia, they can add to the interest and originality of the building and street scene. However, within the town centre conservation area, projecting signs are only considered to be appropriate where they would not have an adverse impact on the character, features and appearance of a heritage asset.
- 5.10. In assessing whether an application would have an adverse impact on the character, features and appearance of a heritage asset, consideration will be given to whether the projected sign would add unacceptable visual clutter to the building façade and whether they would detract from views within the

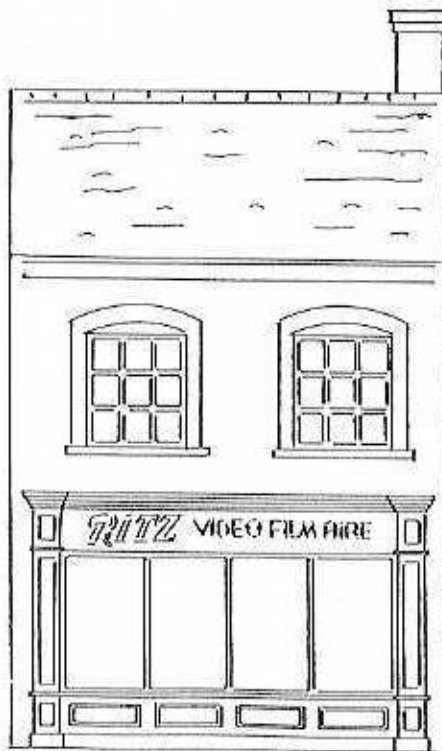
conservation area. In accordance with DMP policy DES10 criterion 1a, consideration will be given to both the individual application and the potential cumulative impact of the proposal. Where a projecting sign is considered acceptable, it should not be located above ground floor level, it should be non-illuminated, a single sign, and in the case of a shop front, located at a fascia level and smaller than the fascia board in height and projection.

Window Displays

- 5.11. For all units within the Reigate Town Centre Conservation Area, applying signage and posters to the internal face of the display glass will generally be discouraged. This should be limited to the shop name in individual gilded or painted letters where there is no fascia, and small signs such as menu boards.
- 5.12. Specifically, for units within the identified primary and secondary shopping areas within Reigate town centre, in accordance with DMP Policy RET1 “Development within identified retail frontages and local centres”, proposals must retain an active ground floor frontage which is accessible to the public from the street. However, where no active frontage currently exists, alterations resulting in changes to the architecture of the building should not be attempted.



Sensitive design should enhance the individuality of the building.



22 High Street, Reigate

Example of new shop front designed to respect proportions of an 18th century façade. (Entrance next door)

Figure 6: Examples of appropriate shop front design

6. Miscellaneous

Blinds

- 6.1. Blinds will be discouraged as they introduce a dominant shape which obscures other adjacent shops and detracts from the character of the street, particularly in the case of Dutch Blinds or large awnings. They often obscure interesting architectural detail on the shop front itself. They will normally only be permitted on shops displaying food and non-food perishable goods, where sunlight is causing demonstrable harm or where the heat is causing discomfort to the internal users of the shop unit. This would tend to occur only on units situated on the north or east side of the streets (see Figure 7 for illustration of good and bad practice).
- 6.2. Where a blind is to be provided it should normally consist of the following elements and dimensions:
- (a) The blind should be retractable and should be used principally for the purpose of protection from sunlight.
 - (b) The material should be of cloth, in a plain dark colour, without advertising, to reduce its impact on the street scene. Light colours are inappropriate, as they are more visually dominant and soon show the effects of dirt.
 - (c) The design should be a straight awning with a folding arm mechanism, which has the advantage of being a neat and simple design. Sliding arm and Trellis arm mechanisms should be avoided, as their machinery is often hazardous.
 - (d) The blind dimensions should be no lower than 2.13 metres at its lowest point and at least 2.30 metres from the kerbside, for safety reasons.
 - (e) It should normally extend no more than 1 metre and be set below the fascia, so that it will not dominate the elevation and unreasonably obscure the view of adjacent shops.
 - (f) Criteria (d) and (e) may be relaxed if it can be shown that to follow them strictly would produce a blind which is incongruous or out-of-keeping with the character of the shop and street scene.



GOOD
Folding arm blind

Discreet and safe in highway terms.



BAD
Dutch blind

Too dominant and obstruction to pedestrians and views of adjacent shops.

Figure 7: Blinds

Security

- 6.3. External security shutters and grilles, together with their daytime housings are harmful to the street scene and are particularly unattractive at night. Where security is a problem, it is recommended that the best visual solution for the safeguarding of the contents of the shop is the use of an internal grille mesh set behind the display area, which should be retractable or removable during the day.
- 6.4. Care should be taken in choosing the pattern and colour of the grille, including where an external location is the only feasible option. Brick-bond is probably the neatest form and black the most discreet colour; purpose-made grilles may provide a sensitive and successful solution.

Upper Floors

- 6.5. For business premises on upper floors, the use of black or gold lettering not more than 100mm high applied directly to the window will be acceptable, if discreet, and if it does not require the removal of glazing bars. Painted, applied or hanging signs on upper floor walls will not normally be permitted. Businesses with a ground floor level will generally be expected not to have signs above ground floor level.

Displays on Footways

- 6.6. It should be remembered that the display of sandwich boards and other signs on the public footway outside shops is an offence and could result in prosecution for obstruction.

Maintenance

- 6.7. Regular maintenance is essential if shop fronts are to remain attractive. Consent for advertisements will be subject to conditions to ensure that they are kept in a clean and safe state.



17 Bell Street, Reigate

Figure 8: Example of removal of an inappropriate 1930s shop front on an early 19th century Listed Building and the installation of a well detailed shop front, which respects the storey heights of the building.

7. Planning Issues

Do I Need Permission?

- 7.1. Planning permission is needed for a new shop front or certain alterations to an existing shop front, including blinds. Advice and clarification should be sought from the Council.
- 7.2. Advertisement Consent is required for most signs in the conservation area. The Advertisement Regulations are complex and advice should always be sought from the Council.
- 7.3. Listed Building Consent will be required for shop front demolition or for any changes to shop fronts or signs in the case of Statutory Listed Buildings.
- 7.4. Planning Permission will be needed for the removal of a shop front within a conservation area.
- 7.5. Depending upon the scale of the redesign of the shop front, building regulation consent may be required. New shop fronts should be designed to accommodate the needs of disabled people, avoid steps, and provide a door width of 875mm for wheelchair users.
- 7.6. Please remember unauthorised works are an offence.

Making an Application

- 7.7. All types of application, as listed above, should be made on the standard forms available and accompanied by plans, drawings and a fee, where appropriate (see Figure 9 for an example of elevation drawing).
- 7.8. When submitting a Planning or Listed Building application for a new shop front, it will be essential to ensure that the Council understands your intentions by submitting the following information:

- (a) elevation drawings showing the whole building, not just the shop front;
- (b) cross sections through the shop front to include details of mouldings;
- (c) an indication of materials and colours to be used with samples if possible;
- (d) detailed drawings of specific elements such as blinds or security grilles, if appropriate.

7.9. Applicants should give serious consideration to employing an architect to handle the pre-application discussions and subsequent submission of applications.

Seeking Advice

7.10. The Council encourages early pre-application discussions with the Council's Conservation Officer and Development Management Officers. The Council's Conservation Officer and Development Management Officers are always willing to discuss your proposals and offer advice on the guidelines. Indeed, from the shop owner's point of view, it is clearly sensible to seek early advice, rather than incur unnecessary expense in altering a newly erected shop front or sign to meet the guidelines.

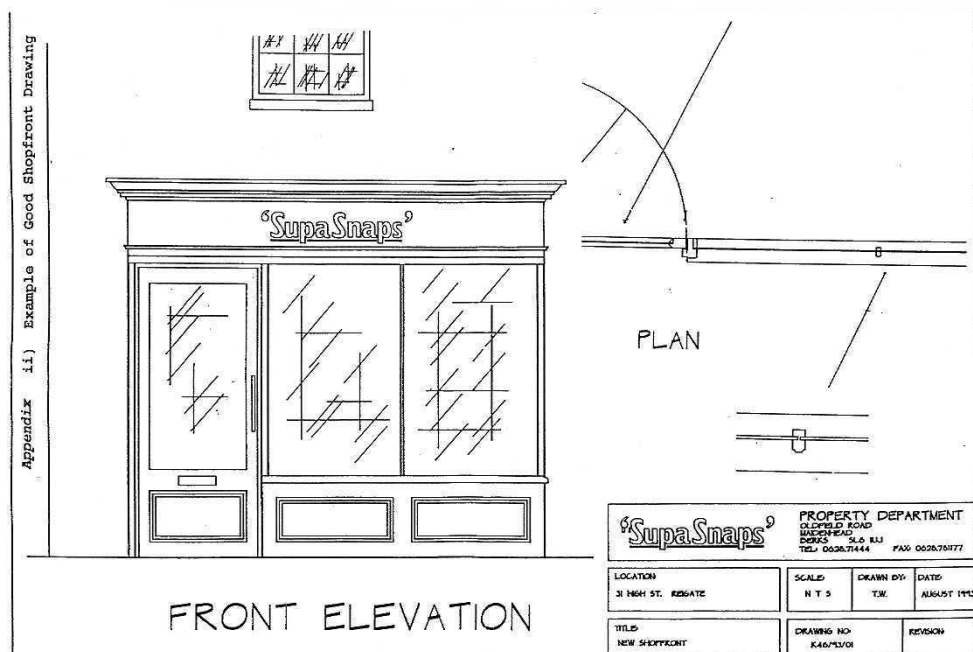


Figure 9: Example Elevation

Appendix 1: Schedule of Shop Units in Reigate Town Centre Conservation Area

Property Number	Location	Bearing	Listed Buildings	Recommended Fascia Size (mm) Based on Design of Building	Shop Front Type	Other Comments
1	Bell Street	East Side		280	Parade	
3	Bell Street	East Side		460	Parade	See Note 1
5	Bell Street	East Side		460	Parade	See Note 1
7	Bell Street	East Side		460	Parade	See Note 1
9	Bell Street	East Side		460	Parade	See Note 1
11	Bell Street	East Side		460	Parade	See Note 1
13	Bell Street	East Side		460	Parade	See Note 1
15	Bell Street	East Side	II	300	Historic	
17	Bell Street	East Side	II	570	Designed	
19	Bell Street	East Side	II	560	Parade	
21	Bell Street	East Side	II	560	Parade	The Bell (PH)
23-25	Bell Street	East Side		500	Undefined	
27	Bell Street	East Side	Local List	500	Undefined	
27a	Bell Street	East Side	Local List	500	Undefined	
29a	Bell Street	East Side		440	Undefined	
31a	Bell Street	East Side	Local List	440	Designed	
31b	Bell Street	East Side	Local List	440	Designed	
33	Bell Street	East Side		500	Undefined	
37	Bell Street	East Side	II	260	Designed	
39	Bell Street	East Side	II	530	Historic	
41	Bell Street	East Side	II	530	Undefined	
43	Bell Street	East Side		460	Undefined	
45	Bell Street	East Side		270	Undefined	
45a	Bell Street	East Side		270	Undefined	
47	Bell Street	East Side		270	Designed	
47a	Bell Street	East Side		270	Undefined	
49	Bell Street	East Side	II	400	Undefined	
51	Bell Street	East Side	II	400	Designed	
53	Bell Street	East Side		940	Parade	
55	Bell Street	East Side		940	Parade	
57	Bell Street	East Side		940	Parade	
59-61	Bell Street	East Side		940	Parade	
63	Bell Street	East Side		940	Parade	
65	Bell Street	East Side		940	Parade	
67	Bell Street	East Side		940	Parade	
69	Bell Street	East Side		940	Parade	
69a-71	Bell Street	East Side		500	Undefined	
73	Bell Street	East Side	Local List	300	Designed	
75	Bell Street	East Side		270	Designed	
85	Bell Street	East Side	Local List	280	Historic	
2	Bell Street	West Side	Local List	330	Undefined	
4	Bell Street	West Side		330	Parade	
6	Bell Street	West Side		330	Parade	
8-10	Bell Street	West Side	II	330	Historic	
12	Bell Street	West Side	II	460	Undefined	

Property Number	Location	Bearing	Listed Buildings	Recommended Fascia Size (mm) Based on Design of Building	Shop Front Type	Other Comments
14	Bell Street	West Side	II	460	Historic	
1-2	Cage Yard			325	Designed	
3	Cage Yard			325	Undefined	
4	Cage Yard		II	325	Undefined	
5	Cage Yard		II	555	Undefined	
6	Cage Yard		II	445	Designed	
4	Church Street	South Side		520	Parade	
6	Church Street	South Side		520	Parade	
8	Church Street	South Side		520	Parade	
10	Church Street	South Side		520	Parade	
12	Church Street	South Side		300	Parade	
14-18	Church Street	South Side		680	Parade	
20	Church Street	South Side		680	Parade	
22	Church Street	South Side		680	Parade	
24	Church Street	South Side		680	Parade	
26-28	Church Street	South Side		680	Parade	
30	Church Street	South Side		680	Parade	
32	Church Street	South Side		680	Parade	
34	Church Street	South Side		680	Parade	
36	Church Street	South Side		680	Parade	
38	Church Street	South Side		680	Parade	
40-42	Church Street	South Side		780	Parade	
44-48	Church Street	South Side		340	Parade	
1	Church Street	North Side	Local List	500	Parade	
1b	Church Street	North Side	Local List	500	Parade	
1a	Church Street	North Side	Local List	500	Parade	
3	Church Street	North Side	Local List	580	Parade	See Note 1
5	Church Street	North Side	Local List	580	Parade	See Note 1
7	Church Street	North Side	Local List	580	Parade	
9	Church Street	North Side	Local List	380	Parade	
11	Church Street	North Side		750	Parade	
13	Church Street	North Side		750	Parade	
15	Church Street	North Side		750	Parade	
17	Church Street	North Side		750	Parade	
19	Church Street	North Side		750	Parade	
21	Church Street	North Side		750	Parade	
23	Church Street	North Side		750	Parade	
25	Church Street	North Side		500	Parade	
27	Church Street	North Side		500	Parade	
29	Church Street	North Side		500	Parade	
31	Church Street	North Side		450	Parade	
33	Church Street	North Side		450	Parade	
35	Church Street	North Side		450	Parade	
37-39	Church Street	North Side		No Fascia	Undefined	
41-43	Church Street	North Side		350	Designed	
45	Church Street	North Side	II	No Fascia	No Fascia	
1	High Street	South Side	Local List	320	Historic	
5	High Street	South Side	II	320	Designed	
7	High Street	South Side		320	Designed	See Note 2
9a	High Street	South Side		320	Designed	See Note 2

Property Number	Location	Bearing	Listed Buildings	Recommended Fascia Size (mm) Based on Design of Building	Shop Front Type	Other Comments
11	High Street	South Side		320	Designed	See Note 2
13	High Street	South Side		320	Designed	
15	High Street	South Side		320	Designed	
17	High Street	South Side		320	Designed	
19	High Street	South Side		320	Designed	
21	High Street	South Side		280	Historic	
25	High Street	South Side		500	Parade	
27	High Street	South Side		500	Parade	
31	High Street	South Side	II	500	Designed	
33-35	High Street	South Side	II	500	Designed	
37	High Street	South Side	II	500	Designed	
39	High Street	South Side		500	Undefined	
41-43	High Street	South Side		420	Historic	
45	High Street	South Side		490	Parade	
45a	High Street	South Side		490	Parade	
47	High Street	South Side		490	Parade	
47a	High Street	South Side		490	Parade	
49	High Street	South Side		490	Parade	
51	High Street	South Side		490	Parade	
51a	High Street	South Side		490	Parade	
51b	High Street	South Side		No Fascia	No Fascia	
53	High Street	South Side	II	270	Parade	
53a	High Street	South Side	II	270	Parade	
55	High Street	South Side	II	No Fascia	Historic	Bull's Head (PH)
57	High Street	South Side	II	245	Historic	
59	High Street	South Side		360	Historic	
59a	High Street	South Side		360	Undefined	
61 & 61a	High Street	South Side	II	360	Undefined	
63	High Street	South Side	II	360	Undefined	
65	High Street	South Side	II	320	Designed	
65a-65b	High Street	South Side	IIc	320	Designed	Curtilage
67	High Street	South Side		No Fascia	Historic	Letters 200mm
69	High Street	South Side		330	Parade	
71	High Street	South Side		330	Parade	
73	High Street	South Side		330	Parade	
75	High Street	South Side		330	Parade	
77	High Street	South Side	II	250	Historic	
77a	High Street	South Side	II	170	Historic	
2	High Street	North Side	Local List	240	Historic	Market (PH)
4	High Street	North Side	Local List	320	Historic	
4a	High Street	North Side	II	500	Undefined	
6	High Street	North Side	II	500	Undefined	
8-10	High Street	North Side		500	Undefined	
12	High Street	North Side	II	650	Undefined	
14	High Street	North Side		600	Parade	
16	High Street	North Side		600	Parade	
18	High Street	North Side		330	Historic	
20-22	High Street	North Side	Local List	510	Designed	
24	High Street	North Side		500	Parade	See Note 1
26	High Street	North Side		500	Parade	

Property Number	Location	Bearing	Listed Buildings	Recommended Fascia Size (mm) Based on Design of Building	Shop Front Type	Other Comments
28	High Street	North Side	II	260	Undefined	
30	High Street	North Side	II	260	Historic	
32	High Street	North Side	II	500	Undefined	
34-36	High Street	North Side		300	Undefined	
38	High Street	North Side	II	300	Designed	
40	High Street	North Side		500	Designed	
42	High Street	North Side	II	500	Undefined	
44	High Street	North Side	II	270	Historic	
46-48	High Street	North Side	II	No Fascia	Historic	
52	High Street	North Side		700	Parade	
54	High Street	North Side		700	Parade	
56	High Street	North Side	Local List	300	Historic	
58	High Street	North Side		500	Parade	
60-62	High Street	North Side		500	Parade	
64	High Street	North Side		500	Parade	
66	High Street	North Side		500	Parade	
68	High Street	North Side		500	Parade	
70	High Street	North Side	II	510	Undefined	
72	High Street	North Side	Local List	500	Undefined	
74-76	High Street	North Side	Local List	500	Undefined	
80	High Street	North Side		500	Undefined	
82	High Street	North Side		360	Undefined	
84	High Street	North Side		540	Historic	
86	High Street	North Side		540	Historic	
88	High Street	North Side		370	Historic	
90	High Street	North Side		370	Parade	
92	High Street	North Side		370	Parade	
94	High Street	North Side		370	Parade	
96	High Street	North Side	II	No Fascia	Parade	Red Cross (PH)
2-4	London Road			320	Undefined	
6	London Road			320	Undefined	
8	London Road			320	Historic	
14a	London Road			260	Designed	
18	London Road		Local List	No Fascia	No Fascia	
1	West Street			500	Undefined	
3	West Street			500	Undefined	
5	West Street			350	Parade	See Note 1
7	West Street			350	Parade	See Note 1
9-13	West Street			350	Parade	See Note 1
13a	West Street			800	Undefined	
8	West Street			500	Designed	
10	West Street			340	Parade	
12	West Street			340	Parade	
14	West Street			340	Parade	
1	Lesbourne Road			260	Designed	
5	Lesbourne Road			370	Designed	

Note 1 = Fascia set in clerestory as original fascia too high

Note 2 = Fascia too high, individual metal letters applied to granite fascia is the most appropriate method of display, but ideally should be re-modelled to a height of 500mm

(Updated September 2019)

Appendix 2: Local Plan Policies

Core Strategy

Policy CS4: 'Valued townscapes and the historic environment'

Policy CS4 : Valued townscapes and the historic environment

1. Development will be designed sensitively to respect, conserve, and enhance the historic environment, including heritage assets and their settings. Development proposals that would provide sensitive restoration and re-use for heritage assets at risk will be particularly encouraged.
2. Development will respect, maintain and protect the character of the valued townscapes in the borough, showing consideration for any detailed design guidance that has been produced by the Council for specific built-up areas of the borough. Proposals will:
 - a. Reflect high standards of sustainable construction in line with policy CS11
 - b. Be of a high quality design which takes direction from the existing character of the area and reflects local distinctiveness
 - c. Be laid out and designed to make the best use of the site and its physical characteristics, whilst minimising the impact on surrounding properties and the environment
 - d. Protect and where appropriate enhance existing areas of biodiversity value and the links between them.

Development Management Plan (DMP)

Policy DES10: 'Advertisements and shop front design'

Policy DES10: Advertisements and shop front design

1. Proposals for advertisements and their supporting structures will be considered favourably where they:
 - a. Do not harm the character and appearance of the locality, taking account of overall impact, individually and cumulatively with existing advertisements.
 - b. Do not add unacceptable street/visual clutter.
 - c. Do not compromise highway or pedestrian safety.
 - d. Would not have an adverse impact on the character, features and appearance of a conservation area, heritage asset or valued landscape.
 - e. Would not harm the aural or visual amenity of occupiers of neighbouring residential development.

Policy DES10: Advertisements and shop front design (continued)

2. Advertisements and signage should be of an appropriate size and design to complement and enhance the appearance, character and vitality of an area.
3. Proposals for shop fronts, fascias and advertisements on buildings should be designed to respect the entire elevation and proportions of the building and/or its shop front frame, taking account of any architectural features, and should be complementary to the street scene in general.
4. If illumination is proposed, this should be provided in a discreet and subdued manner, without overly dominant fittings, clutter or cables. Lighting should be limited to the advertisement element (logos and words) and not the full width of the fascia. Illumination will be carefully controlled in primarily residential areas.

Policy NHE9: 'Heritage assets'

Policy NHE9: Heritage assets

1. Development will be required to protect, preserve, and wherever possible enhance, the Borough's designated and non-designated heritage assets and historic environment including special features, area character or settings of statutory and locally listed buildings.
2. All planning applications that directly or indirectly affect designated or non-designated heritage assets must be supported by a clear understanding of the significance, character and setting of the heritage asset, and demonstrate:
 - a. how this understanding has informed the proposed development
 - b. how the proposal would affect the asset's significance; and
 - c. any necessary justification proportionate to the importance of the heritage asset and the potential effect of the proposal.
3. In considering planning applications that directly or indirectly affect designated heritage assets, the Council will give great weight to the conservation of the asset, irrespective of the level of harm. Any proposal which would result in harm to or total loss of a designated heritage asset or its setting will not be supported unless a clear and convincing justification is provided. In this regard:
 - a. Substantial harm to, or loss of, Grade II assets will be treated as exceptional and substantial harm to, or loss of, Grade I and II* assets and scheduled monuments will be treated as wholly exceptional.
 - b. Where substantial harm to, or loss of designated heritage assets would occur as a result of a development proposal, planning permission will be refused unless there are substantial public benefits which would outweigh the harm or loss; or
 - i. it can be robustly proven that there are no other reasonable and viable uses for the asset in the short or medium term nor any other realistic prospect of conservation; and
 - ii. the harm or loss would be outweighed by the benefits of redevelopment.
 - c. Where less than substantial harm to a designated heritage asset would occur as a result of a development proposed, the harm will be weighed against the public benefits of the proposal.
4. Non-designated heritage assets of archaeological interest that are demonstrably of equivalent significance to scheduled monuments will be subjected to the tests in (3) above.
5. In considering proposals that directly or indirectly affect other non-designated heritage assets, the Council will give weight to the conservation of the asset and will take a balanced judgement having regard to the extent of harm or loss and the significance of the asset.
6. All development proposals must be sympathetic to a heritage asset and/or its setting by ensuring the use of appropriate high quality materials, design and detailing (form, scale, layout and massing).
7. Development that would help secure the long term viable use and sustainable future for heritage assets, especially those identified as being at risk of loss and decay, in a manner consistent with its conservation will be supported. Any associated or enabling development should have an acceptable relationship to the heritage asset, and character of the surrounding area.
8. Proposals which retain, or if possible, enhance the setting of heritage assets, including views, public rights of way, trees and landscape features, including historic public realm features in a manner consistent with its conservation, will be supported.
9. Proposals affecting a Conservation Area must preserve, and where possible, enhance the

Policy NHE9: Heritage assets (continued)

Conservation Area, paying particular regard to those elements that make a positive contribution to the character of the Conservation Area and its setting, and the special architectural or historic interest of the area.

10. Demolition (full or partial) of a building or removal of trees, structures or other landscape features in a Conservation Area will be permitted only where:
 - a. a replacement development has been approved; and
 - b. the loss of the existing building, structure, tree or landscape feature will not detract, or where appropriate enhances, the character or appearance of the Conservation Area. Assessment of the contribution of an existing building must have regard to its character, design and construction, but not its condition.
11. Development within or affecting the setting of a historic park or garden will be required to:
 - a. Avoid subdivision.
 - b. Retain or restore features of historic or architectural interest, including trees, other distinctive planting and hard landscaping, and garden features.
 - c. Where relevant, be accompanied by an appropriate management plan.
12. An archaeological assessment including where appropriate a field evaluation, will be required to inform the determination of planning applications for:
 - a. Sites which affect, or have the potential to affect, Scheduled Monuments.
 - b. Sites which affect, or have the potential to affect, areas of Archaeological Importance or High Archaeological Potential.
 - c. All other development sites exceeding 0.4ha.
13. Where the policies map, or other research, indicates that remains of archaeological significance are likely to be encountered on a site, the Council will require schemes for the proper investigation of the site to be submitted and agreed. These must incorporate the recording of any evidence, archiving of recovered material and publication of the results of the archaeological work as appropriate, in line with accepted national professional standards.

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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

If you would like this document in a different format, Braille, large print, or audio, or in a different language, please contact the planning Policy Team at LDF@reigate-banstead.gov.uk or on 01737 276 178

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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.

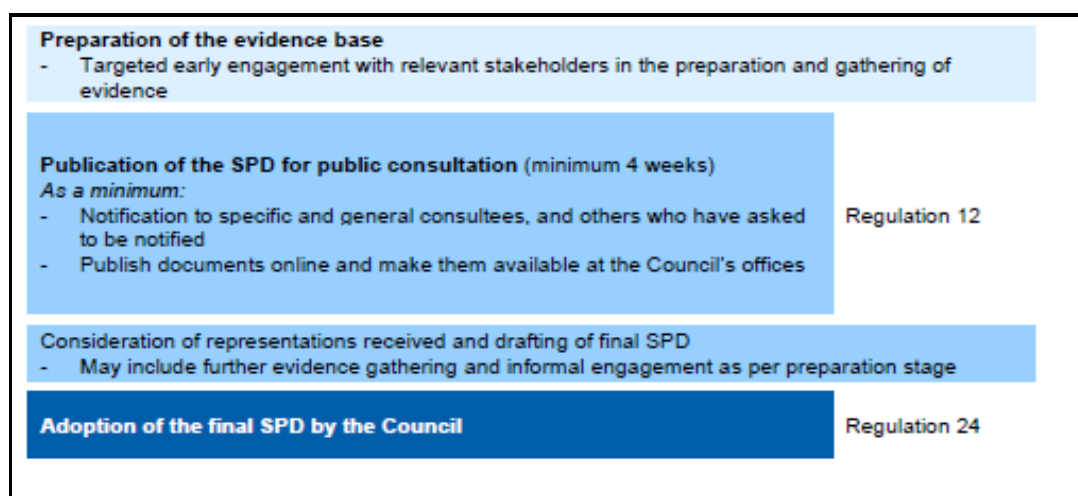
Purpose of the Consultation Statement

- 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)¹². The process is summarised in **Figure 1 and 2** below.

Figure 1: Process of preparing an SPD



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

¹ Available at: http://www.reigate-banstead.gov.uk/download/downloads/id/5437/statement_of_community_involvement_in_planning.pdf

² 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

Stage	Date
Early scoping and information gathering	July - August 2019
Preparation of draft SPD with relevant key individuals and organisations	August – October 2019
Executive approval for public consultation of the draft SPD and supporting documents	5 th December 2019
Consultation on draft SPD with supporting initial Consultation Statement, SEA/HRA/EqIA screening (minimum of 4 weeks)	January 2020
Representations received considered and draft SPD updated as relevant	February 2020
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

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
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.

Consultation on the draft SPD

- 2.3. Following executive approval on 5th 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 6th January and 8th February 2020.
- 2.4. During this consultation we wrote to all interested parties³, 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.

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

- 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

Specific Consultees	
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
General Consultees	
Residents, businesses, registered providers and developers on the Council's Planning Policy Consultation Contacts database	



Barn and Farm Conversions Supplementary Planning Document

April 2020

Reigate & Banstead
BOROUGH COUNCIL
Banstead | Horley | Redhill | Reigate

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1. Introduction

- 1.1. Within the borough there are number of barns and farms which contribute to the character and history of the area. Changes in the patterns and methods of farming have resulted in many barns and farm buildings becoming economically redundant or fundamentally ill-suited to modern agricultural practices. As a result, owners have looked for new economic uses which in many cases have involved conversion to non-agricultural purposes.
- 1.2. Recognising the historic importance of these buildings, this supplementary planning document (SPD) provides guidance for applications for the re-use, conversion and adaptation of barns and other farm buildings for alternative uses, in order to preserve them for the future.
- 1.3. Guidance is given on the principles of converting barns and other farm buildings in both rural and urban areas in a manner which would benefit and help to enhance the character and local distinctiveness of the surrounding natural and built environment. The guidance will have application to both listed and non-listed buildings and includes detailed internal and external requirements.
- 1.4. The Barn and Farm Conversions SPD replaces the 1994 version of 'The Appropriate Use of Historic Barns Supplementary Planning Guidance' (SPG). It has been updated to take into consideration changes in national and local policy in particular the revocation of the Department of the Environment Planning Policy Guidance Notes, the Department of the Environment Circular 8/87 "Historic Buildings & Conservation Areas Policy & Procedures" and the 1990 English Heritage Policy Statement "Conservation of Historic Farm Buildings"; and the adoption and revision of the Reigate & Banstead Core Strategy and Development Management Plan.

2. Policy Context

National Planning Policy Context

- 2.1. National Planning Policy Guidance (NPPG) (Paragraph 008 Reference ID: 61-008-20190315)¹ advises that SPDs should build upon and provide more detailed advice or guidance on policies in an adopted Local Plan. They do not form part of the development plan and therefore cannot introduce new planning policies. They are however a material consideration in decision-making.
- 2.2. Certain types of barn and farm building conversions may not require a planning permission but can instead be developed under The Town and Country Planning (General Permitted Development) (England) Order 2015² (as amended 2018)³.
- 2.3. This Barn and Farm Conversions SPD should be read in conjunction with the following:
- Historic Farmstead: Preliminary Character Statement – South East Region 2006 Historic England⁴
 - Adapting Traditional Farm Buildings 2017 Historic England⁵
 - The Adaptive Reuse of Traditional Farm Buildings 2017 Historic England Advice Note 9⁶

Local Planning Policy Context

- 2.4. The Council's Local Plan is comprised of the Core Strategy adopted 3 July 2014 and reviewed 2 July 2019 and the Development Management Plan (DMP) adopted 26 September 2019.

¹ Available at <https://www.gov.uk/government/collections/planning-practice-guidance>

² Available at <http://www.legislation.gov.uk/ukxi/2015/596/contents/made>

³ Available at <http://www.legislation.gov.uk/ukxi/2018/343/made>

⁴ Available at <https://historicengland.org.uk/images-books/publications/historic-farmsteads-preliminary-character-statement-south-east/>

⁵ Available at <https://historicengland.org.uk/images-books/publications/adapting-traditional-farm-buildings/>

⁶ Available at <https://historicengland.org.uk/images-books/publications/adaptive-reuse-traditional-farm-buildings-advice-note-9/>

- 2.5. The Core Strategy provides the strategic framework for the borough over the plan period (2012-2027). It sets out a strategic vision for the borough and provides policies to guide the type, level and location of future development over the 15 year plan period. Core Strategy Policy CS4 'Valued townscapes and the historic environment' provides guidance on development within the historic environment and valued townscapes in the borough. Core Strategy Policy CS10 'Sustainable Development' requires development to respect the ecological and cultural heritage of the borough including the historic environment. Both Core Strategy policies are provided in full in Appendix 1.
- 2.6. The DMP provides detailed policies and site allocations to deliver the Core Strategy requirements. The DMP policies referred to below can be found in full in Appendix 1.
- 2.7. Policy DES1 'Design of new development' states that all new development will be expected to be of a high quality design that makes a positive contribution to the character and appearance of its surroundings. It sets out criteria under which planning permission will be granted.
- 2.8. DMP Policy NHE9 'Heritage assets' states that development that would help secure the long term viable use and sustainable future for heritage assets, especially those identified as being at risk of loss and decay, in a manner consistent with its conservation will be supported. Any associated or enabling development should have an acceptable relationship to the heritage asset, and character of the surrounding area.
- 2.9. DMP Policy NHE6 'Reuse and adaptation of buildings in the Green Belt and in the rural surrounds of Horley' sets out criteria under which the re-use and adaptation of buildings to support the rural economy or diversification of rural business within Green Belt and rural surrounds of Horley will be supported.
- 2.10. DMP Policy EMP4 'Safeguarding employment land and premises' details conditions under which a loss of employment land and premises will be acceptable.

3. Barns

Overview

- 3.1. The barn is normally the largest and oldest historic building in the farmyard, often unaltered since the day it was erected. The typical Surrey barn is small of 4 or 5 bays, usually without aisles, and in the majority of cases, timber framed, weatherboarded and tiled.
- 3.2. Quite humble exteriors often hide interiors of staggering beauty, craftsmanship, and age. The outstanding quality is as much due to a church-like sense of spaciousness as to the fine carpentry.
- 3.3. The distribution, size, age and characteristics of barns vary dramatically according to geology, and historic farming practice. In Surrey, north of the Downs, barns are rarer and large, whilst in the Weald they are small and more numerous. The barn is the most numerous historic farm building type in the borough, occurring both in the urban (over a third are in urban areas in the borough) as well as rural areas.
- 3.4. The intention of this guidance is to identify suitable uses for barns. This guidance is aimed at those involved in considering new uses for barns as well as appropriate design solutions and details to achieve this. It is hoped however, that, this information will also be of interest to owners who wish to know more about keeping the character of their barn.

Statutory Protection

- 3.5. All barns of historic or architectural interest have been identified in the borough and are either on the Statutory or Local List. The barns on the Statutory List are those identified as being of Special Architectural or Historic Interest for inclusion on the National Heritage List for England – Historic England⁷. Listed Building Consent is required for the alteration, extension and demolition of a Statutory Listed Building.

⁷ Available at <https://historicengland.org.uk/listing/the-list/>

- 3.6. A large number of other barns have the same statutory protection as they are within the curtilage of Statutory Listed Buildings. Other barns worthy of protection have been placed on the Borough's Local List. A publication, "The List of Building of Architectural & Historic Interests" can be viewed on-line on the Council's website⁸.

Historic and Architectural Features of the Barn

- 3.7. The Threshing Barn was historically the most important barn on the farm. Before the end of the 18th century, it was often the only farm building. Its function was to serve as a store for the corn crop. The form of the barn was determined by processing and storage needs. It was characterised by a central passage, with a threshing floor, large wain doors opposite each other and bays either side. See Figure 1 for traditional processes carried out in a threshing barn.

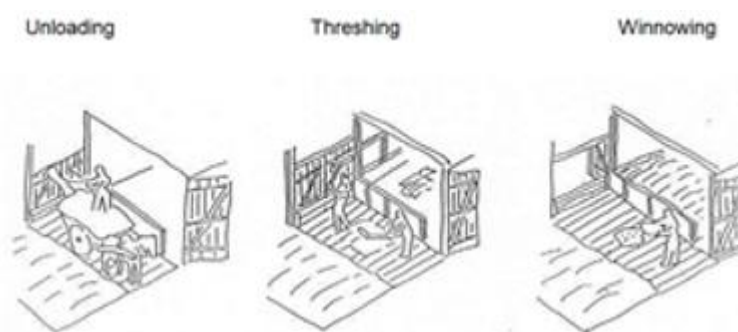


Figure 1: The Processes Carried Out in a Threshing Barn

- 3.8. A loaded wagon entered and sheaves were unloaded on one side. The sheaves were threshed by flails in the winter on the threshing floor. The resulting grain was winnowed and the chaff carried off in the through-draught of the central doors. The processed straw was then stored opposite the sheaves and the grain carried off to the granary or farmhouse.

Siting

- 3.9. The barn as the oldest building in the farmyard is generally situated in close proximity to the house.

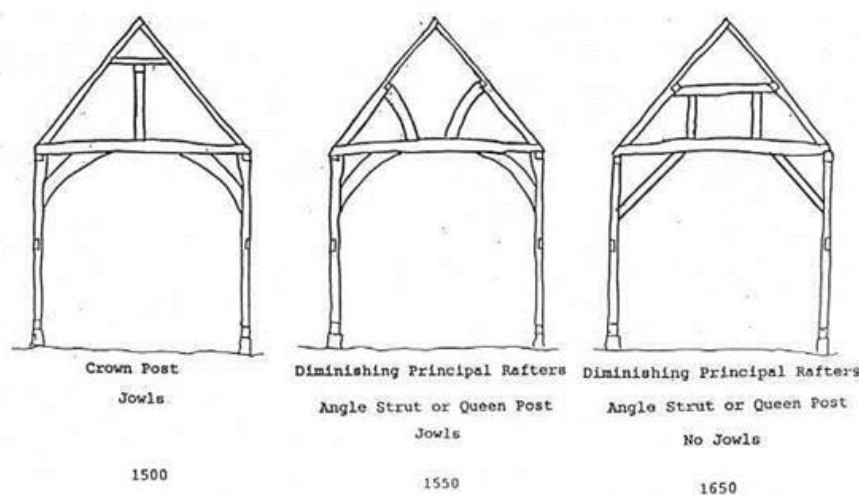
⁸ Available at http://www.reigate-banstead.gov.uk/info/20084/conservation/98/listed_buildings

Age

- 3.10. The majority of barns in Surrey are of 17th and 18th century in date. It is rare for a traditional barn to date before 1400 or after 1860.

Materials

- 3.11. The weatherboard timber frame barn is almost universal in Surrey. Exposed timber frame is a restorer's whim and removal of the weatherboard cladding can weaken the timber frame. Only 1% of Surrey Barns are of stone, such as Greensand or Flint. Brick barns are even rarer. See Figure 2 for illustration of historic timber frames.



CROSS SECTION

Figure 2: Details of Historic Timber Frames

- 3.12. Traditional roofing materials are almost always handmade sand faced plain clay tiles. Another traditional material used on only 1% of barns is Horsham Slab, most in the southern part of the borough. Thatched barns are extremely rare and none exist in the borough. Natural Welsh Slate and handmade S shaped pantiles are an 18th century introduction.

Aisles

- 3.13. Aisled Barns are rare in Surrey, less than 1% of all barns. They are confined to prestigious farms on large estates. An aisle results in a wide barn by continuing the rafters down to a low eaves level near the ground.

Plan Form

- 3.14. The plan form is determined by the number and position of the threshing floors. The majority in Surrey have a single central threshing floor. The length of a barn is expressed in terms of the number of bays. A bay is a section between two roof trusses, often 3.05m in length. The most common plan form in Surrey is 5 bay, followed by 3 and 4 bay barns.

Threshing Floors

- 3.15. Threshing floors rarely survive. Planks of around 76mm, usually of oak, resting on sleepers are the most common form.

Wain Doors and Midstreys

- 3.16. Wain doors are a key feature of a barn. In Surrey they are usually divided in two halves vertically, with interlocking braced ledges. The hinges are short and hung on to pintles, a horizontal rail may survive which secured the doors. At the base there may be a lift, which consists of three planks of wood, which slot in to tapering door jambs. These kept grain in and animals out during the threshing process. See Figure 3 for illustration of traditional barn doors.

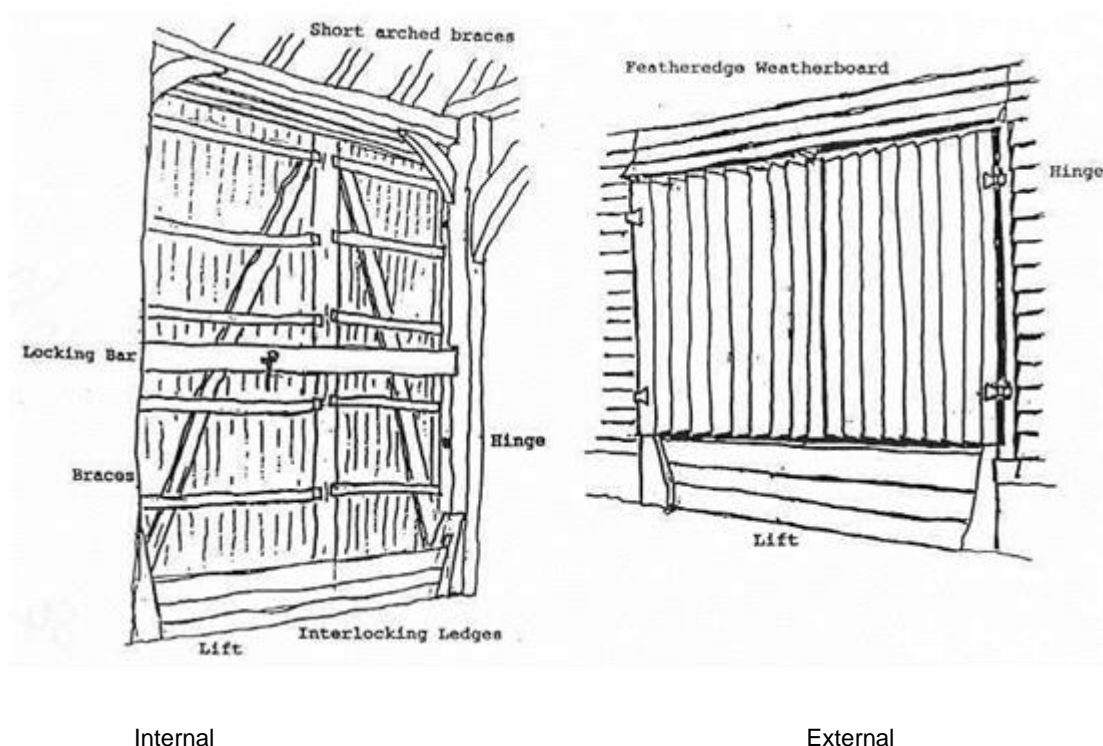


Figure 3: Traditional Barn Doors

- 3.17. It was common practice for one pair of central doors to be lower than those opposite. These low doors were provided to create a through draught for winnowing. Porches, known as Midstreys, are rare in Surrey. They protected the wagon whilst unloading.

Pitch Holes

- 3.18. Pitch Holes are window-like openings, covered by boarded shutters, and found high up in the barn. They were used for pitching sheaves into the barn from outside.

Air Vents and Owl Holes

- 3.19. Brick and Stone barns have a number of interesting features including air vents provided to keep the crops dry. Early barns have slits, whilst later barns often have diamond brick ventilation patterns. Circular Owl holes are often found high up in the gable end.

Appropriate Uses for Barns

- 3.20. Few barns remain in agricultural use in the borough, only 4% of barns, and these are often in a low level of use which may lead to their neglect. The most common use is residential, being 60% of barns, followed by 19% in ancillary residential use. Other uses in the borough include pub stores, community use, offices and schools. Barns can occur in urban areas as well as rural areas and the design guidelines will equally apply.
- 3.21. The Council wishes to encourage the conservation of historic barns and farm buildings for agricultural use however recognises that some barns will become redundant because of changes in the patterns and methods of farming, the cost of repair, machinery access requirements or hygiene reasons.
- 3.22. In accordance with DMP Policy NHE6 'Reuse and Adaptation of Buildings in the Green Belt and in the Rural Surrounds of Horley' the Council's preference for rural barns is the conversion to uses that will support the rural economy or support the diversification of rural businesses and then residential development.

- 3.23. Barns within the urban area will sometimes fall within employment use classes. For such barns, the Council's preference is for them to stay within employment uses and then if there is either no reasonable prospect of (or demand for) employment use, for residential use.
- 3.24. The Council however recognises that the Town & Country Planning (General Permitted Development) (England) Order 2015 (as amended in 2018) allows the conversion of some barns to a range of uses including A1-A3, B1, B8, C1, C3, D1 and D2 uses. These would not apply to Statutory Listed barns.

The Conversion of the Barn

- 3.25. This section is intended to give detailed guidance on the method of converting barns in order to lessen any detrimental impact. A very high degree of architectural skill is needed in conversion, particularly for residential. The principles detailed in this section are applicable to all uses, but more consideration is given to residential conversions as they are in many ways the most problematic as they inevitably involve some sub-division of the interior, a multiplicity of windows and domestic paraphernalia within the grounds.
- 3.26. The approach favoured by the Council is minimal change to the internal space and structure and retention of the simple exterior. This works particularly well where no change has been made to the public side of the barn.

Number of Units

- 3.27. There should be no more than one unit per barn. Sub-division of a barn results in loss of internal spaciousness, increased domestic clutter with each unit, and fragmentation of the curtilage.



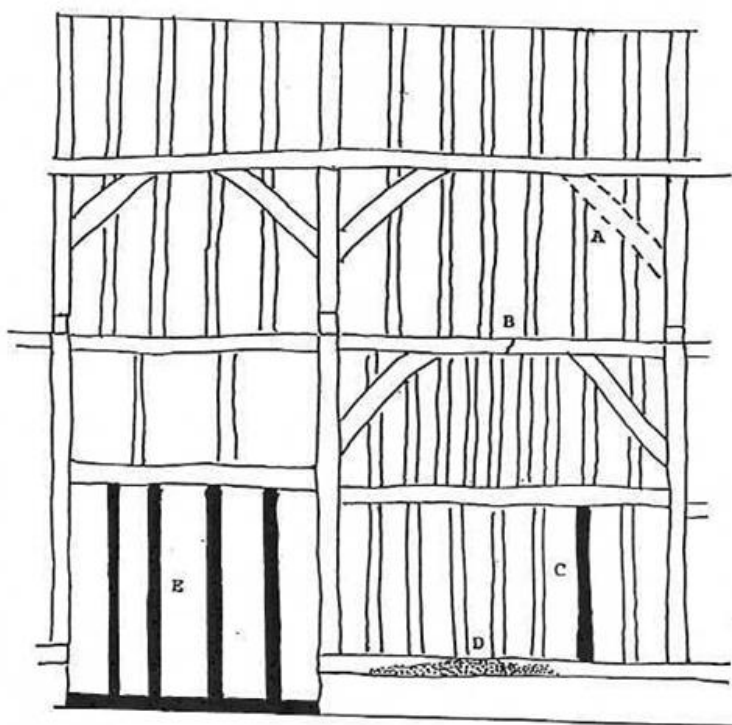
A barn conversion in the borough showing the general approach of no windows on the public side to maintain the agricultural appearance, including no rooflights, dormers or chimneystacks.

Part A: Details of Conversion

Survey and Repair Drawings

- 3.28. The first stage in any barn conversion must be the production of detailed survey drawings showing existing framework including crossframes, and longitudinal cross section at a scale of not less than 1:50. This ensures modern alterations can be identified as well as missing features such as braces. An assessment of structural repairs and their cost should be established at the same time. Vulnerable areas may include the cill plate, ridge, end of the tie beams and studs. The maximum amount of historic fabric should be retained, and the methods of repair stated.
- 3.29. A list of internal features worthy of safeguarding and reinstating after conversion should be drawn up. These include doors, lifts, shutters, cloak pegs, mangers and machinery. Often the exterior has a variety of small details which are worthy of photographic record and retention. These are too variable to list, but include items such as constructional detail and drips as well as features such as pitch holes, owl holes and ventilation holes that must always be retained and any infill or glazing recessed back as far as possible.

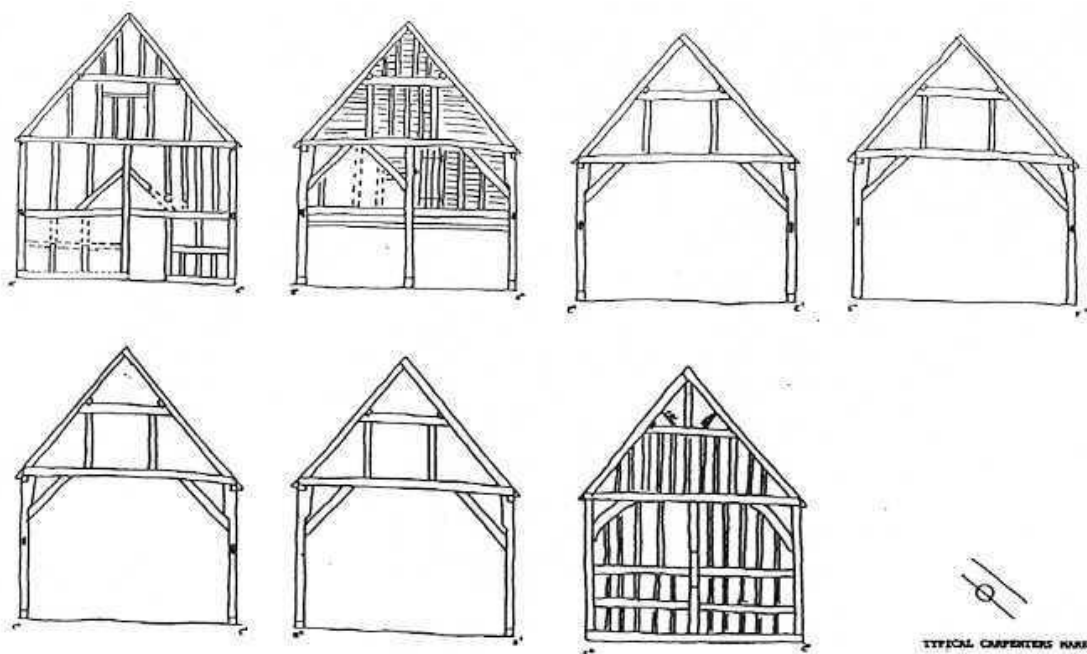
3.30. Repairs should always be in wood of dimensions to match existing, usually oak. This should be spliced or scarfed in, or mild steel straps used to support the outer face. Repairs should be in situ and should not require the dismantling of the barn. Rigidity can be provided by the fixing of plywood sheeting to the outer face of the frame, before re-cladding with weatherboarding. See Figure 4 for a sample schedule of repairs.



- A. Missing windbrace to be re-installed
- B. Cracked wall plate to be repaired with steel straps
- C. Modern softwood stud (black) to be replaced in oak
- D. Cill beam rotted (dotted scarf in new oak where decayed)
- E. Modern softwood studs (black) to original wain door opening. Potential area for window or infill with oak studs match adjoining bay.

Figure 4: Extract from a schedule of repairs survey

3.31. This information can then be used to minimise disturbance to the historic fabric. No braces, tie beams, girding beams, principal posts, trusses, rafters or wall plates should be cut or removed. Alterations involving studs and cill beams should be kept to a minimum, where providing doors and windows. It is important to remember that existing windows are often in positions, which detract from the character of the barn and should not be retained at the time of conversion. See Figure 5 for a sample survey drawings.



GREAT LAKES BARN, WORLEY
CROSS FRAMES AND END GABLES

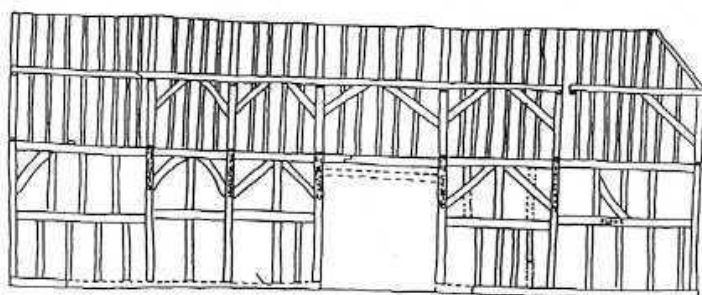
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JAN 1989

GREAT LAKES BARN, WORLEY
CROSS FRAMES AND END GABLES

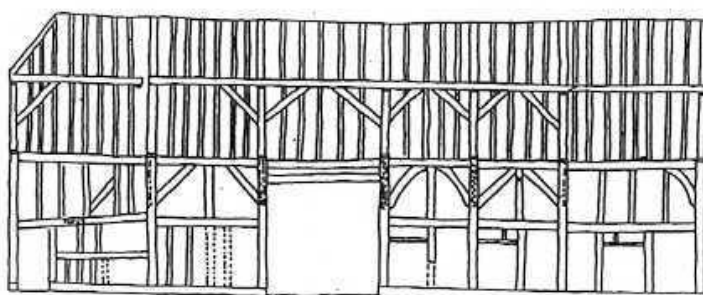
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JAN 1989



FRAMING, SOUTH ELEVATION
GREAT LAKES BARN, WORLEY

SCALE 1:100



FRAMING, NORTH ELEVATION
GREAT LAKES BARN, WORLEY

SCALE 1:100

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GROUND FLOOR
GREAT LAKES BARN, WORLEY
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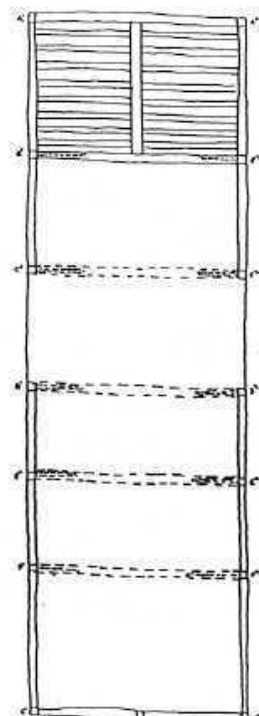


Figure 5: Survey Drawings

Internal Space

- 3.32. The internal character of a timber barn is its outstanding feature. All internal framing including studs and rafters should remain exposed. Existing modern partitions should be removed to enhance the space. However good a residential conversion is, it remains only a shadow of its former spatial glory.
- 3.33. The Council will expect in the case of non-residential uses that all bays will be kept open, and any facilities such as toilets provided at a discreet location at the rear of the barn. Extensions to a barn can be useful ways of achieving openness by siting bedrooms and other uses in these extensions to avoid subdivision of the main space.
- 3.34. In the case of residential use, the limit to the numbers of bays kept open is determined by what can be reasonably heated. Three bays as one volume including an end bay, should always be kept open. Galleries and staircases should not intrude into the open bays.
- 3.35. For residential conversion of up to 5 bays barns, 3 bays as one volume should always be kept open. See Figure 6 for illustration of a 5 bays barn conversion and Figure 7 for a 3 bays barn conversion. In the case of residential conversions of 6 bay barns, 3½ to 4 bays should be kept open. Barns of 7 or more bays may be unsuitable for residential conversion and other uses should be sought. Examples of conversions are illustrated, but obviously each case must be judged on its own merit.
- 3.36. Extensions should be the minimum possible to ensure the maximum retention of the interior space of the barn. The Council recognises that modest extensions are often appropriate to secure the preservation of the internal spatial character of a barn. Occasionally existing structures such as cattlesheds can be utilised. Infilling of cartsheds is often best achieved by featheredge boarding set behind the original supporting posts to the open side.

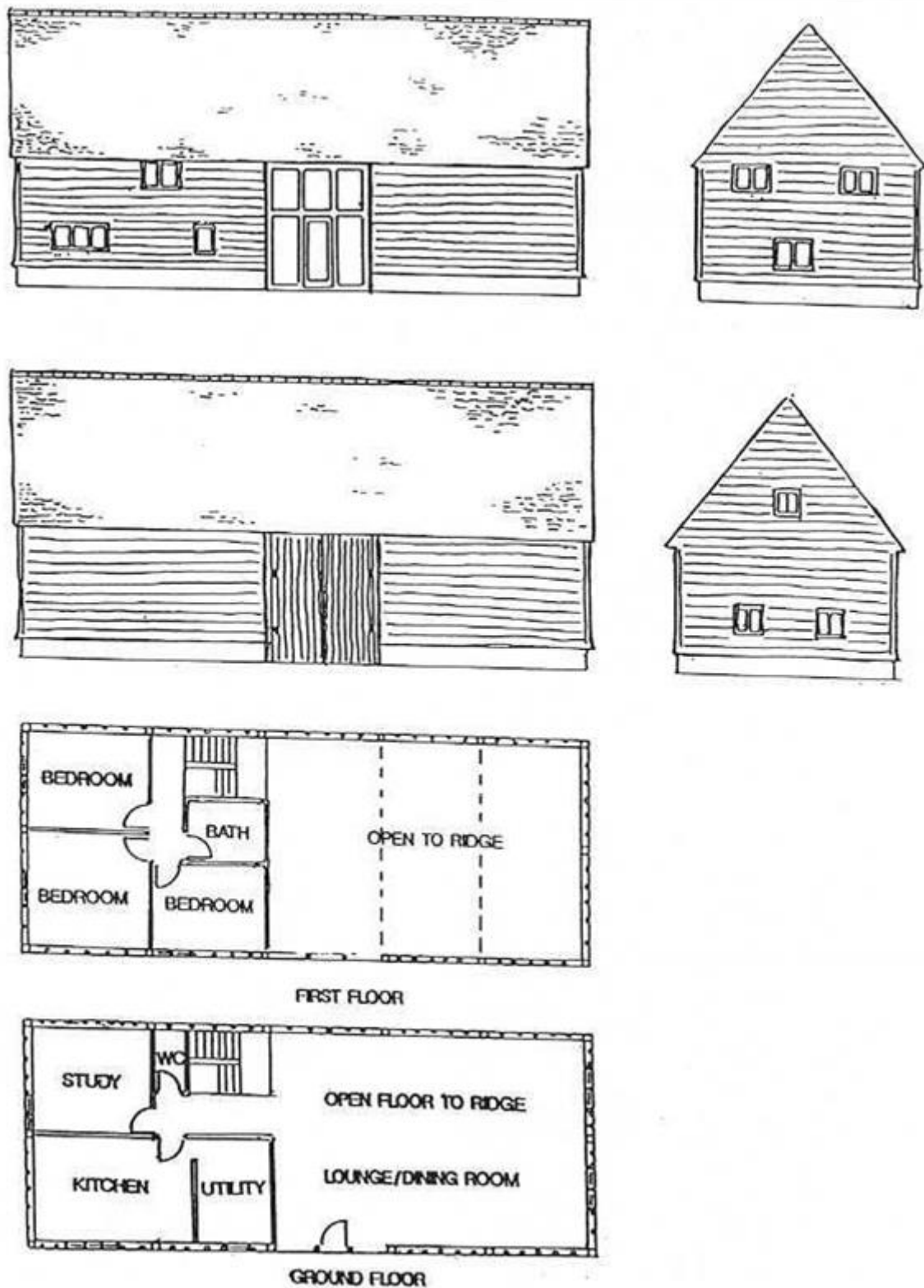


Figure 6: 5 bay barn conversion keeping 3 bays open. Note public side unaltered.

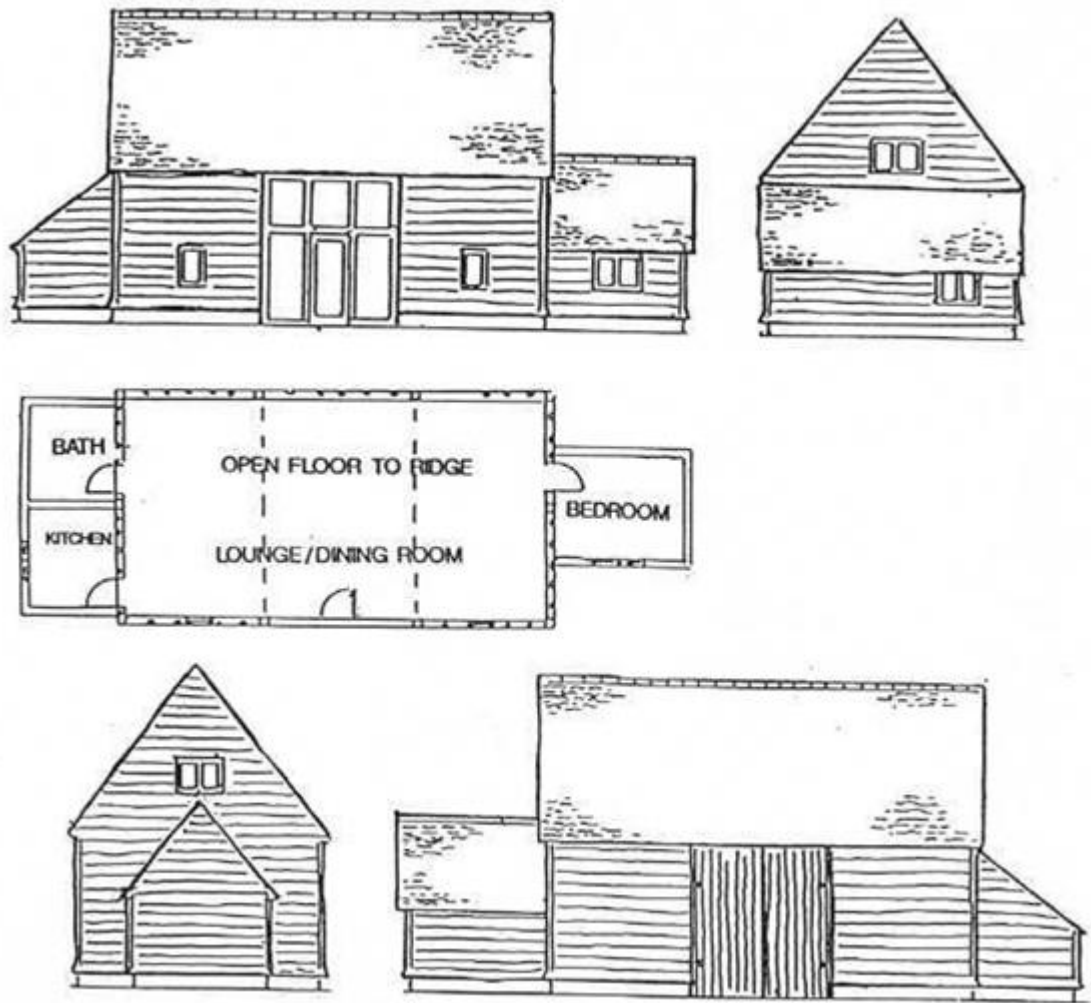


Figure 7: 3 bay barn conversion with extension to keep 3 bays open. Note no alteration on the public side.



Barn to community hall conversion, keeping all bays open

New Internal Structures

- 3.37. New internal structures should be set back behind the bay divisions, cross frames and trusses. They should be structurally independent to prevent irreversible damage to the historic frame. The use of structural timber frame partitions will be expected, particularly where they are abutting the three open bays.
- 3.38. In considering headroom the cutting of braces and tie beams is unacceptable. This will particularly affect the staircase positions. Stairs should be robust in detail with plain newels and balusters to reflect the character of the barn.

Roof

- 3.39. The roof is a dominating feature of a barn – a simple uninterrupted mass. Visual intrusions such as cupolas, weathervanes, rooflights and dormers are unacceptable.
- 3.40. Most Surrey barns have a 50° steep pitch roof with hand-made sandfaced clay plain peg tiles on riven lathes. Handmade peg tiles have an unrivalled texture and patina, and existing peg tiles should be reused. Hips and ridges are generally roofed with hogsback ridge tiles. In converting a barn reinstatement of the original materials will generally be expected.
- 3.41. Dormers, inverted dormers and rooflights are unacceptable, as they are not a traditional barn feature, they look domestic in character and result in the loss of historic rafters. Even cast iron rooflights dominate the roofslope with their mirror-like glass reflecting the sky, disrupting the massing of the tiles and therefore are unacceptable.



Residential conversion with bays kept open floor to ridge

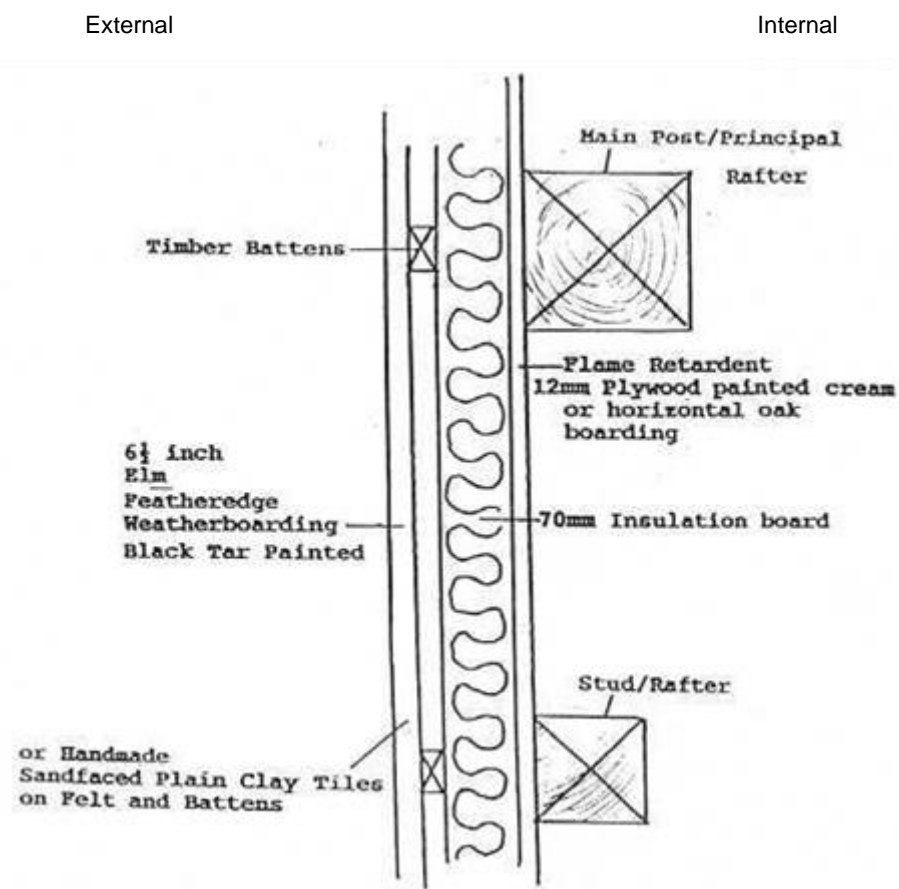
Chimneys, Inglenooks and Stoves

- 3.42. Chimneys are unacceptable as their domestic character conflicts with the objectives of keeping a barn's identity. The use of metal flues is not desirable but is much less obtrusive and can fit between historic rafters. The flue should be below the ridge and set away from the gable, where it cannot be picked out in silhouette on the private side. It should be thin and painted matt black. There is a need to ensure all flues and vents are minimised on a barn conversion.
- 3.43. In the interior of a barn, chimneystacks are too bulky and hide much of the historic fabric. Unless they can be located on a new wall, they are unacceptable. A single freestanding black painted cast iron wood burning stove and flue can be appropriate.

Insulation

- 3.44. A common mistake in barn conversions is to put insulation between the studs or rafters. The only correct approach is to apply insulation to the outside of the frame and then clad with weatherboard or in the case of the roof, tiles. This ensures that both studs and rafters are exposed internally to their full depth, which retains the typical character of the barn. The inner most surface should be cream painted ply or plaster (or where natural light is not a priority

horizontal oak boarding can be used, which gives a more agricultural appearance). See Figure 8 for insulation illustration.



Insulation should always be applied to the outside of the frame. Insulation standards have increased and other detailing such as vapour barriers and battening since the above drawing was done in the 1990's but the principle of applying the insulation between the external cladding or tiles and the frame or rafters remains the same.

Figure 8: Insulation Drawing

Heating and Energy Efficiency

- 3.45. The Council requires any new developments to aim for high standards of energy efficiency and the inclusion of renewable energy technologies. Freestanding photovoltaic ranges in the grounds would be preferable to those on the roofs of converted rural buildings. In terms of heating, an underfloor heating system is less visually obtrusive. An alternative is low level radiators at plinth level.

Timber Treatment and Fire Protection

- 3.46. One of the great pleasures of barns is the colour of the natural oak frame. This should be left untreated, apart from necessary eradication of woodworm and fungal attack. Timbers should not be sandblasted as this destroys the smooth surface often to reveal worm holes. One cleaning method commonly used is high pressure water jets, which are non-abrasive. Even this method requires careful handling to avoid damage to surfaces. Fire retardant intumescent varnish should be avoided on timber frames where unnecessary, having regard to the char value of oak. The charring value of oak will tend to be better than softwood in terms of better structural strength for the internal timber frame in a fire so will be a factor in assessment.
- 3.47. Specialist and building control advice should be sought in relation to the fire resistance and fire spread qualities of any material or surface treatment used in a farm building conversion. The height of the building and proximity to neighbouring properties will also be factors. Weatherboarding and timber can be pressure impregnated treated off site to provide a level of fire proofing. Fire resistant fire board has also been used in the walls to increase fire resistance, and is sometimes used as a lining behind weatherboarding. Intumescent paint on the weatherboarding can be used to provide fire protection.

Plinths

- 3.48. Plinths should always be retained or rebuilt in the original historic material. It is important to follow the bonding of the brick work which is usually Flemish or English Bond.

Doors

- 3.49. The Council considers pseudo-historical doors are unacceptable in barn conversions. Doors should be of vertically boarded oak with simple fittings. Externally they should be black painted. (Original barn doors should be retained in a permanently closed position.)

Porches

- 3.50. Porches, be they external or recessed, are a domestic feature which will not be permitted, as they detract from the barn's character.

Barn Doors/ Wain Doors

- 3.51. Wain doors of historic value, particularly interlocking doors which date before 1840 should always be retained. Fixing back these doors so they are open is undesirable as they will be exposed to the weather and will decay quickly. Where no such doors exist on the private side of the barn, this is a suitable area to be glazed, as this retains the simple massing of the barn and does not involve cutting through historic timbers. Wain doors should be retained or reinstated on the public side to reinforce the character of the barn. Figure 9 shows an example of ledged and braced doors that are suitable for use in barns.

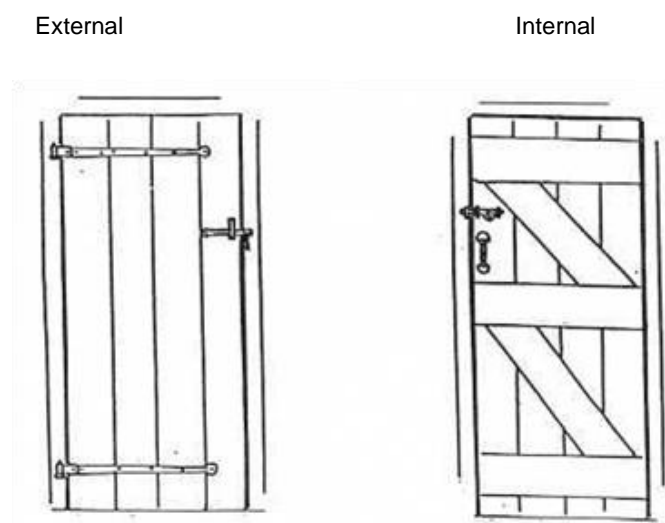


Figure 9: Ledged and Braced doors, suitable for use in barns.

Windows

- 3.52. Windows should be placed on the private side of the building having regard to utilising existing opening such as a Wain door opening. It should be possible generally to keep one long elevation windowless. Windows should be of traditional dimensions and odd window shapes should be avoided, the more

self-effacing the better. All bathrooms, water closets and similar rooms should be mechanically ventilated without windows. See Figure 10 for examples of good and bad window profiles.

- 3.53. Studs can be retained behind windows. The windows themselves should be set flush with the weatherboarding and be black painted. Windows should be of equal proportions, using dummy sashes to achieve this and use traditional joinery. Standard off-the-peg windows with their brick-vents and ventlights are unacceptable. A dark colour for curtain linings will make curtains less obvious, particularly important in the case of glazed wain openings.

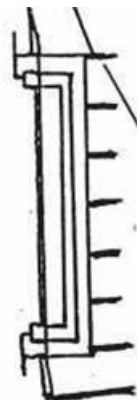
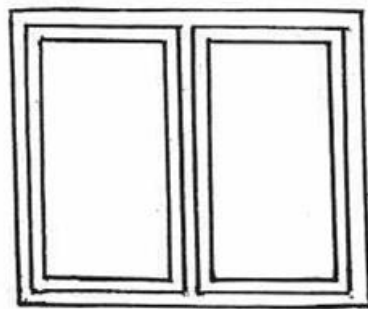
Artificial Light

- 3.54. Artificial lighting should be from inconspicuous sources. They should be kept to a minimum and be self-effacing rather than decorative. Centrepoint lighting should be avoided, locating downlights at the beam level and simple fittings to the side wall. Table lamps are a suitable supplement to fixed lighting sources.

Floors

- 3.55. Where historic Threshing floors survive in whole or in part these should be restored. Original cobbled floors can be relaid outside, if retention in situ is still not possible. Suitable internal flooring materials include handmade quarry tiles, old floorboards or regularly cut Yorkstone. Wall to wall carpets should be avoided.

GOOD

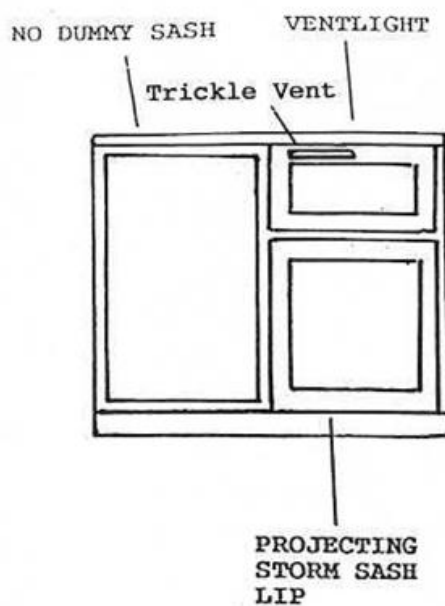


SLIGHT SPROCKET IN
WEATHERBOARD TO ACT
AS DRIP MOULD

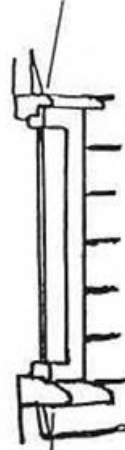
BALANCED
DUMMY AND OPENING SASHES
FLUSH WITH OUTER FACE OF WEATHERBOARDING

Note: Tickle Vent provided in weatherboarding

BAD



HEAVY PROJECTING
DRIP MOULD



HEAVY PROJECTING CILL

Figure 10: Window Profiles: Good & Bad

External Cladding

- 3.56. It is important to use the traditional featheredge profile of weatherboarding, not tongue and groove. Boards should always be a minimum of 165mm in width and black painted (to reflect the use of barn tar paint which has been the finish for the last 200 years). See paragraph 3.47. for fire protection treatment for external cladding.
- 3.57. Light stains are unacceptable. Existing weatherboard should be salvaged for reuse. Ancient hand sawn untarred weatherboarding may survive in small quantities and should be used for internal partitions to prevent further deterioration. The timber frame should never be exposed externally. See Figure 11 for weatherboarding illustration.

Rainwater Goods

- 3.58. Gutters and downpipes should be of black painted cast metal, as this is traditional, long lasting, well detailed and self-effacing.

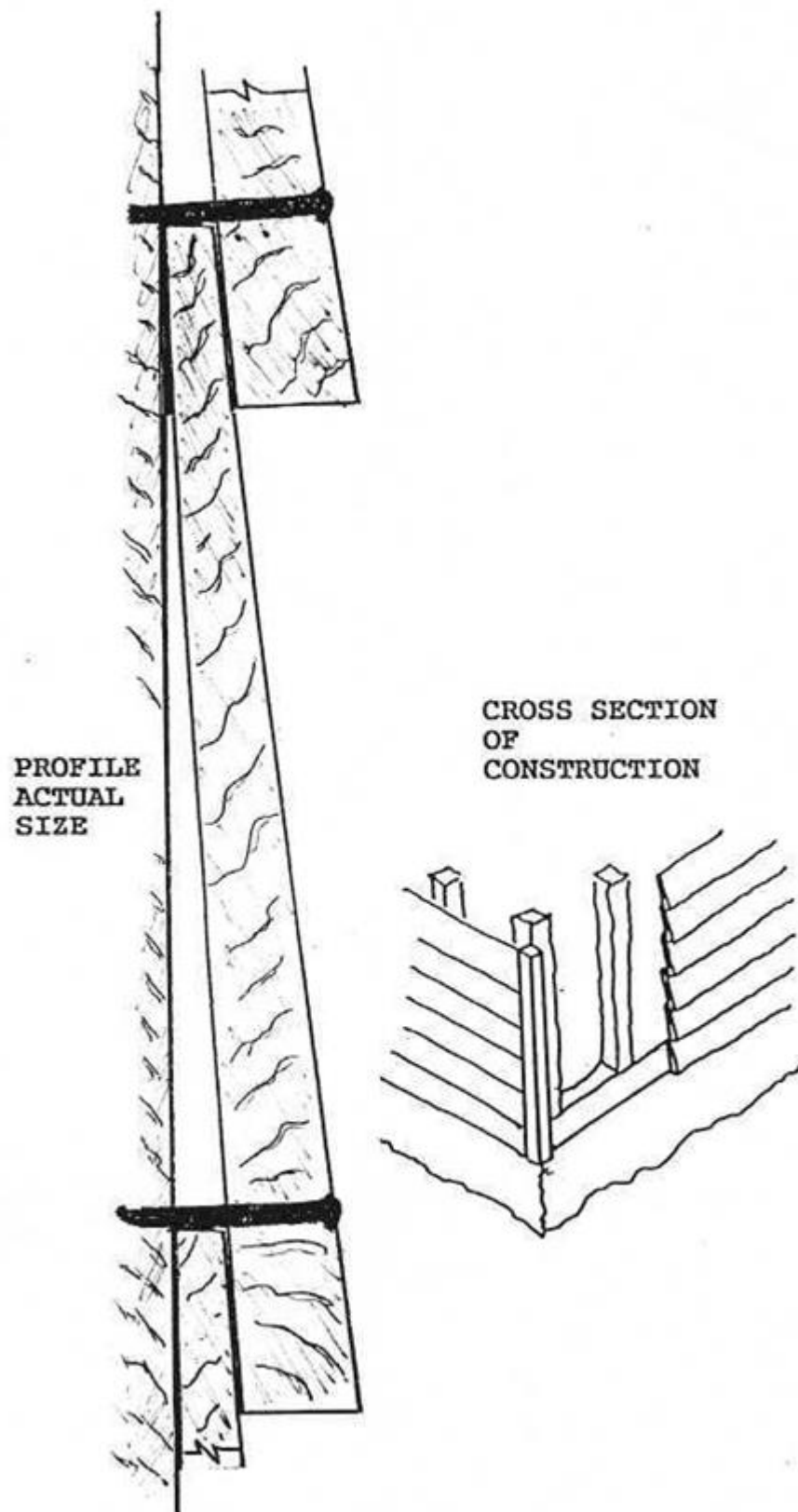


Figure 11: Weatherboarding

Part B: The Setting

- 3.59. One of the most disappointing and very obvious drawbacks of residential conversion is the damage done to the setting of the barn, usually by the new owners. Permitted Development Rights will be removed for such as garden sheds and fences. Unfortunately, manicured lawns, goldfish ponds, rockeries, gnomes and other suburban intrusions are down to the owner's taste.
- 3.60. This can be minimised by reducing the domestic curtilage to the minimum possible, locating both front door and garden area to the private side of the barn conversion. Storage for dustbins must be provided in outbuildings, not dustbin enclosures. Gas meters should also be screened, a variety of submerged meters for conservation settings exist. Care should also be taken with the siting of oil tanks, electricity and water meters.

Hedges, Shrubs and Trees

- 3.61. Hedges, shrubs and trees should all be of indigenous species; oak being the dominant tree species in the Weald. Hedges will generally be of hawthorn. Suburban hedge species such as cypress, beech or hornbeam are unacceptable as not traditional Surrey hedge species. Hanging baskets and flowerboxes look equally suburban.

Satellite Dishes and TV Aerials

- 3.62. Satellite dishes are unacceptable alien feature if situated on the barn. If required they should be located in the grounds at some distance from the property. TV aerials should be located internally if possible or shared with neighbours as they give the barn a domestic stamp.

External Lighting

- 3.63. Victorian and other lamp posts look absurd in a farmyard as there is no historic precedent for such an approach. Simple industrial style lighting at low level would be more appropriate.

Drive, Yards and Paths

- 3.64. The most appropriate materials for drives are Pea Shingle gravel or Hoggins, as they reflect the traditional appearance of a yard. Ironstone or Periwinkle Stone should be retained where these survive. Yorkstone flagstones or Staffordshire Blue clay pavers are other appropriate material. Tarmac, concrete and crazy paving should be avoided as these are modern, unnatural intrusions.

Walls, Fences and Gates

- 3.65. Walls should be kept to a minimum and should be simple in design. Copings were generally half round in the Victorian period as this was more robust, though saddleback coping is a more historic detail. The only fencing that is traditionally used are oak posts with Riven Rail, with 5 bar gates. Ranch style, close boarded and larch lap panel fencing looks very suburban and inappropriate.

Garaging and Parking

- 3.66. Car parking should be as inconspicuous as possible using garaging or cartsheds where practical. Garaging should follow the traditional form of farm buildings. Garage doors should be side hung vertically, not up-and-over. Existing buildings can often be utilised. See Figure 12 for illustrations of appropriate garaging.

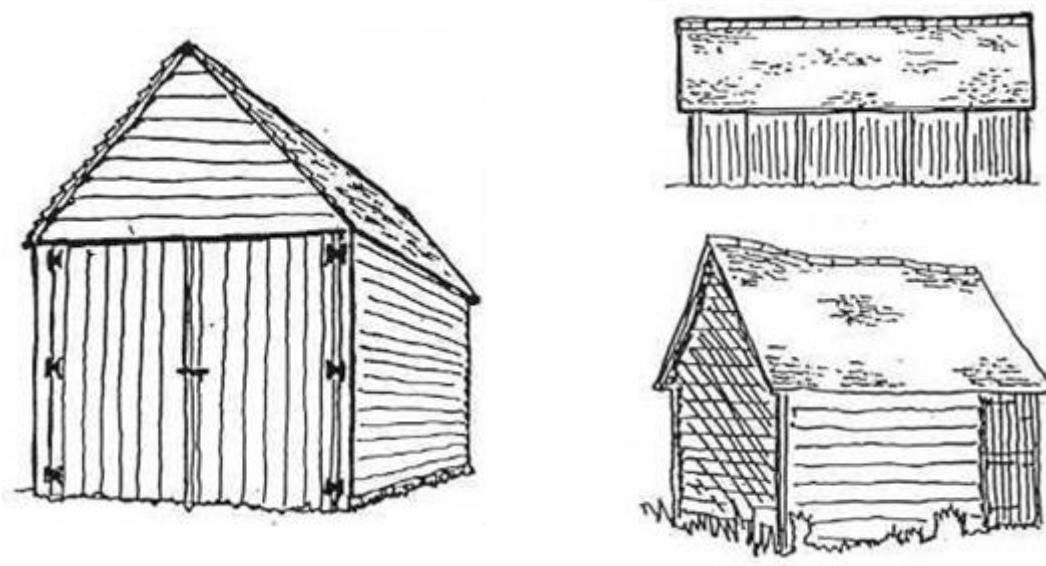


Figure 12: Appropriate designs for single and triple garages

Signage

- 3.67. Signs should be discreet, simple, robust, and hand painted using classical lettering such as Times Roman. Whimsical signs using pseudo-historical lettering should be avoided.

Demolish Eyesore Buildings

- 3.68. The Council considers that where possible eyesore buildings such as asbestos cement sheeted or 'Fletton' brick built sheds should be demolished to improve the setting of the barn. This is particularly feasible where a whole farmyard is redundant due to amalgamation.

Dismantling

- 3.69. It is important that barns are retained in their historic location as each barn illustrates the social and economic history of a particular area as well as having vernacular detailing peculiar to the locality. Barns may also be damaged in dismantling and will lose their listing protection by removal from their original site. The Council will therefore resist their relocation.

4. Other Buildings in the Farmyard

Overview

- 4.1. The principles of barn uses and conversion are also largely applicable to other historic farm buildings. The guidance also touches on the conversion of such farmyards and in some cases their redevelopment in the rural landscape.
- 4.2. Other historic buildings in the farmyard are generally more modest structures. It is rare that they date from before the 18th century. Open structures such as Waggon Sheds, open cartsheds, pigsties and Dutch Barns do not lend themselves to conversion as they are often open structures and enclosing them would destroy their essential character.
- 4.3. A number of cattlesheds, stables and other buildings are easy to convert, but are limited by their small size, and often limited to uses such as garages, outbuildings and garden sheds. In converting these buildings the design principles in this guidance will apply. Their narrow width means that if converting to residential use, they will often have a bedroom at each end with an open lounge dining room and kitchen in the middle. Where a cartshed or cattleshed is open on one side, featheredge cladding set behind the original posts can help retain the character of the farm building.

Conversion and Redevelopment of Farmyards

- 4.4. The conversion of farmyards is becoming increasingly common even where historic buildings do not occur. The above guidance should be applied to protect local distinctiveness and retain the agricultural character of the countryside.
- 4.5. Farms are important in the rural landscape, and contribute to the character and local distinctiveness in both rural and urban areas. They are also important as being heritage assets which contribute to the history of an area, often being the oldest buildings within a landholding or sector. The retentions of traditional farmyards would be expected, but where redevelopment of more

modern buildings is permitted in the countryside traditional farmyard forms may be appropriate replacements.

- 4.6. Where farmyards are being redeveloped in whole or in part, the use of architectural conventions and forms of traditional farm buildings is important in protecting the rural landscape and providing a sense of identity. In the borough, the traditional farmyard plan form is an irregular perpendicular quadrangle in the vicinity of the farm house, which is close to but separate to the farmyard.
- 4.7. Conversion or new buildings should follow the traditional agricultural form such as no rooflights, dormers or chimneystacks, black featheredge boarding and windows minimised. Gardens should be minimised to avoid suburban subdivision of the surround farm land and the use of associated farmland either reallocated to a large farm operation or perhaps paddocks associated with the conversion, with associated buildings designed at application stage, to avoid a later proliferation of buildings to serve the remaining land.
- 4.8. In landscapes such as Areas of Outstanding Natural Beauty, conversion may be avoided where it is likely to result in a replacement set of buildings further urbanising the countryside. The use of local native plants and trees species and forms will be expected. The retention of existing hedgerows will also be important and the use of green corridors or parkways principles on adjacent country lanes expected, so development is avoided in the vicinity of the lane and hedges retained and reinforced to maintain the rural character of such lanes.



Farmyard conversion with new units to rear in a traditional agricultural form (no rooflights, no dormers, no chimneystacks, black featheredge boarding, windows minimised).



Redevelopment of yard in countryside using a cohesive farmyard layout with building of agricultural form and minimised gardens to reduce impact on rural landscape.

5. Landscape and Biodiversity Enhancement

- 5.1. Barns and other farm buildings conversions provide opportunities to enhance the character and local distinctiveness of the surrounding natural and built environment. The Council has a Local Distinctiveness Design Guide SPG⁹ which should be used by developers and planners to consider how new developments might make a positive contribution to the character and functions of the landscape.
- 5.2. Council's Green Infrastructure strategy¹⁰ recognises that private gardens of the converted barns and farms provide important part of the borough's green infrastructure. When planning a barn or a farmyard conversion, a consideration should be also given to incorporating features which are beneficial to wildlife.
- 5.3. The National Planning Policy Framework (NPPF) (paragraph 8) states that one of the three overarching objectives of the planning system in order to achieve sustainable development is to contribute to protecting natural, built and historic environment, including among others, helping to improve biodiversity. It also states (paragraph 170) that planning policies and decisions should contribute to and enhance the natural and local environment by minimising impacts on and providing net gains for biodiversity. Decisions should encourage developments that would enable new habitat creation or improve public access to the countryside (paragraph 118).
- 5.4. NPPF (paragraph 174) suggests the way to protect and enhance biodiversity is to promote the conservation, restoration and enhancement of priority habitats, ecological networks and the protection and recovery of priority species; and identify and pursue opportunities for securing measurable net gains for biodiversity. It also states (paragraph 175) that opportunities to

⁹ Available at http://www.reigate-banstead.gov.uk/info/20085/planning_applications/28/supplementary_planning_documents_and_guidance/7

¹⁰ Available at http://www.reigate-banstead.gov.uk/downloads/file/3600/green_infrastructure_strategy_and_action_plan

incorporate biodiversity improvements in and around developments should be encouraged.

- 5.5. The Wildlife and Countryside Act 1981¹¹ is the principal law protecting wildlife, habitats and species such as owls, eagles and bats, which may be located in barns and farm buildings. It is supported by the Conservation of Habitats and Species Regulations 2010¹².
- 5.6. Before commencing a barn or farm conversion, 'Standing Advice for Protected Species'¹³ published by Natural England should be consulted. This guidance is produced to help planning authorities determine how development might affect protected species. An ecological survey should be considered to establish the presence of any protected species such as bats, dormice, reptiles, predatory birds and any wild birds that are nesting. All necessary licences should be obtained from Natural England before any project is started, which may require measures to prevent disturbance of the species or its habitat, particularly during nesting and breeding seasons.
- 5.7. Biodiversity can be further enhanced through the provision of other wildlife habitats such as the provision of bird boxes, bat boxes and providing safe routes for hedgehogs between different areas of the development.

¹¹ Available at <http://www.legislation.gov.uk/ukpga/1981/69>

¹² Available at <http://www.legislation.gov.uk/uksi/2010/490>

¹³ Available at <https://www.gov.uk/guidance/protected-species-how-to-review-planning-applications>

Appendix 1: Local Plan Policies

Core Strategy

Policy CS4: 'Valued townscapes and the historic environment'

Policy CS4 : Valued townscapes and the historic environment

1. Development will be designed sensitively to respect, conserve, and enhance the historic environment, including heritage assets and their settings. Development proposals that would provide sensitive restoration and re-use for heritage assets at risk will be particularly encouraged.
2. Development will respect, maintain and protect the character of the valued townscapes in the borough, showing consideration for any detailed design guidance that has been produced by the Council for specific built-up areas of the borough. Proposals will:
 - a. Reflect high standards of sustainable construction in line with policy CS11
 - b. Be of a high quality design which takes direction from the existing character of the area and reflects local distinctiveness
 - c. Be laid out and designed to make the best use of the site and its physical characteristics, whilst minimising the impact on surrounding properties and the environment
 - d. Protect and where appropriate enhance existing areas of biodiversity value and the links between them.

Policy CS10: 'Sustainable development'

Policy CS10 : Sustainable development

Development will:

1. Make efficient use of land, giving priority to previously developed land and buildings within the built-up areas.
 2. Be at an appropriate density, taking account of and respecting the character of the local area and levels of accessibility and services.
 3. Contribute to the creation of neighbourhoods which are supported by effective services, infrastructure and transport options and which are designed to be safe, secure and socially inclusive.
 4. Protect and enhance the green fabric, and respect and contribute to the borough's green infrastructure network.
 5. Respect the ecological and cultural heritage of the borough including the historic environment.
 6. Minimise the need to travel, whilst increasing opportunities to walk, cycle or use public transport, including as part of the green infrastructure network.
 7. Minimise the use of natural resources and contribute to a reduction in carbon emissions by re-using existing resources, maximising energy efficiency, minimising water use, and reducing the production of waste, including through sustainable construction methods. Encourage renewable energy/fuel production whilst ensuring that adverse impacts are addressed, including on landscape, wildlife, heritage assets and amenity.
 8. Be designed to minimise pollution, including air, noise and light, and to safeguard water quality.
 9. Be designed reflecting the need to adapt to the impacts of climate change (for example higher temperatures, increased flooding, increased pressure on water resources, impacts on ecology and built heritage and impacts on ground conditions).
 10. Be located to minimise flood risk, through the application of the Sequential Test and where necessary the Exception Test, taking account of all sources of flooding including fluvial, surface water, sewer and pluvial flooding, and reservoir failure, and manage flood risk through the use of SuDS and flood resistant/resilient design features, and where necessary provide floodplain compensation.
- The criteria within this policy, along with policy CS6, will guide the allocation of sites through the DMP.

Development Management Plan (DMP)

Policy DES1: 'Design of new development'

Policy DES1: Design of new development

All new development will be expected to be of a high quality design that makes a positive contribution to the character and appearance of its surroundings. Planning permission will be granted for new development where it meets the following criteria:

1. Promotes and reinforces local distinctiveness and respects the character of the surrounding area, including positive physical characteristics of local neighbourhoods and the visual appearance of the immediate street scene.
2. Uses high quality materials, landscaping and building detailing.
3. Has due regard to the layout, density, plot sizes, building siting, scale, massing, height, and roofscapes of the surrounding area, the relationship to neighbouring buildings, and important views into and out of the site.
4. Provides street furniture/trees and public art where it would enhance the public realm and/or reinforce a sense of place.
5. Provides an appropriate environment for future occupants whilst not adversely impacting upon the amenity of occupants of existing nearby buildings, including by way of overbearing, obtrusiveness, overshadowing, overlooking and loss of privacy.
6. Creates a safe environment, incorporating measures to reduce opportunities for crime and maximising opportunities for natural surveillance of public places. Developments should incorporate measures and principles recommended by Secured by Design.
7. Provides for accessible and sensitively designed and located waste and recycling bin storage in accordance with the Council's guidance document 'Making Space for Waste'.
8. Incorporates appropriate landscaping to mitigate the impact, and complement the design, of new development. Schemes should:
 - a. protect and enhance natural features by:
 - i. incorporating existing landscaping into scheme design where feasible.
 - ii. integrating new landscaping, both hard and soft, and boundary treatments which use appropriate local materials and/or species.
 - b. Provide details about how future maintenance of existing and new landscape works will be managed. Where necessary, conditions will be used to secure the delivery of landscaping schemes, protection of natural features during the course of development and requirements for replacement planting.
9. Achieves, where applicable, an appropriate transition from the urban to the rural.
10. Makes adequate provision for access, servicing, circulation and turning space, and parking, taking account of the impact on local character and residential amenity, including the visual impact of parked vehicles (see also TAP1).
11. Is accessible and inclusive for all users, including for people with disabilities or mobility constraints (See also DES7).
12. Respects aerodrome safeguarding requirements.

NHE9: 'Heritage assets'

Policy NHE9: Heritage assets

1. Development will be required to protect, preserve, and wherever possible enhance, the Borough's designated and non-designated heritage assets and historic environment including special features, area character or settings of statutory and locally listed buildings.
2. All planning applications that directly or indirectly affect designated or non-designated heritage assets must be supported by a clear understanding of the significance, character and setting of the heritage asset, and demonstrate:
 - a. how this understanding has informed the proposed development
 - b. how the proposal would affect the asset's significance; and
 - c. any necessary justification proportionate to the importance of the heritage asset and the potential effect of the proposal.
3. In considering planning applications that directly or indirectly affect designated heritage assets, the Council will give great weight to the conservation of the asset, irrespective of the level of harm. Any proposal which would result in harm to or total loss of a designated heritage asset or its setting will not be supported unless a clear and convincing justification is provided. In this regard:
 - a. Substantial harm to, or loss of, Grade II assets will be treated as exceptional and substantial harm to, or loss of, Grade I and II* assets and scheduled monuments will be treated as wholly exceptional.
 - b. Where substantial harm to, or loss of designated heritage assets would occur as a result of a development proposal, planning permission will be refused unless there are substantial public benefits which would outweigh the harm or loss; or
 - i. it can be robustly proven that there are no other reasonable and viable uses for the asset in the short or medium term nor any other realistic prospect of conservation; and
 - ii. the harm or loss would be outweighed by the benefits of redevelopment.
 - c. Where less than substantial harm to a designated heritage asset would occur as a result of a development proposed, the harm will be weighed against the public benefits of the proposal.
4. Non-designated heritage assets of archaeological interest that are demonstrably of equivalent significance to scheduled monuments will be subjected to the tests in (3) above.
5. In considering proposals that directly or indirectly affect other non-designated heritage assets, the Council will give weight to the conservation of the asset and will take a balanced judgement having regard to the extent of harm or loss and the significance of the asset.
6. All development proposals must be sympathetic to a heritage asset and/or its setting by ensuring the use of appropriate high quality materials, design and detailing (form, scale, layout and massing).
7. Development that would help secure the long term viable use and sustainable future for heritage assets, especially those identified as being at risk of loss and decay, in a manner consistent with its conservation will be supported. Any associated or enabling development should have an acceptable relationship to the heritage asset, and character of the surrounding area.
8. Proposals which retain, or if possible, enhance the setting of heritage assets, including views, public rights of way, trees and landscape features, including historic public realm features in a manner consistent with its conservation, will be supported.
9. Proposals affecting a Conservation Area must preserve, and where possible, enhance the

NHE6: 'Reuse and adaptation of buildings in the Green Belt and in the rural surrounds of Horley'

Policy NHE6: Reuse and adaptation of buildings in the Green Belt and in the rural surrounds of Horley

2. Where conversion to residential use is proposed, planning permission will only be granted where:
- a. the building is physically unsuitable for a commercial or industrial use, or other use which would support the rural economy, or is otherwise unsuitable due to its location, accessibility or highway safety; or
 - b. it can be demonstrated that reasonable attempts have been made for a minimum 6 month period, without success, to let or sell the premises for a use which would support the rural economy or that such a conversion would be financially unviable (See Annex 3 for marketing requirements).
- not be materially more harmful to the openness of the Green Belt
- d. the proposal would enhance the rural character of the immediate setting; and
 - e. the proposal would enhance or maintain the visual or physical distinction between urban areas and rural surrounds.

EMP4: 'Safeguarding employment land and premises'

Policy EMP4: Safeguarding employment land and premises

Development of existing employment land and premises must comply with the following criteria:

1. The loss of employment land and premises will only be permitted if:
 - a. it can be clearly demonstrated that there is no reasonable prospect of (or demand for) the retention or redevelopment of the site for employment use (see Annex 3 for information on what will be required to demonstrate this); or
 - b. the loss of employment floorspace is necessary to enable a demonstrable improvement in the quality and suitability of employment accommodation; or
 - c. the proposal would provide a public benefit which would outweigh the loss of the employment floorspace.
2. Where loss is justified under (1) above, proposals for non-employment uses will only be permitted if they would not adversely affect the efficient operation or economic function of other employment uses or businesses in the locality.



Barn and Farm Conversions Supplementary Planning Document

Consultation Statement

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

April 2020

If you would like this document in a different format, Braille, large print, or audio, or in a different language, please contact the planning Policy Team at LDF@reigate-banstead.gov.uk or on 01737 276 178

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1. Introduction

- 1.1. Within the borough there are number of barns and farms which contribute to the character and history of the area. Changes in the patterns and methods of farming have resulted in many barns and farm buildings becoming economically redundant or fundamentally ill-suited to modern agricultural practices. As a result, owners have looked for new economic uses which in many cases have involved conversion to non-agricultural purposes. National and local planning policy have changed over the years to reflect and support this.
- 1.2. The Council's previous "Appropriate Uses for Historic Barns" Supplementary Planning Guidance (SPG) (adopted in 1994) is no longer consistent with national or local policy. As Regulation 8 of the Town and Country Planning (Local Planning) (England) Regulations 2012 (Local Plan Regulations) requires there to be no conflict between an SPD and the adopted development plan, the Appropriate Uses for Historic Barns SPG has been updated to reflect the adopted Core Strategy and DMP policy. It has also been updated to reflect changing national policy and include principles for the conversion of other farmyard buildings.
- 1.3. The amended Barn and Farm Conversion SPD provides guidance on the conversion of barns and other farm buildings. The principles (both design and change of use) of conversion of barns and other farm buildings are established in:
- Core Strategy Policy CS4 'Valued Townscapes and The Historic Environment'
 - Core Strategy Policy CS10 'Sustainable Development';
 - DMP Policy DES1 'Design of New Development';
 - DMP Policy NHE9 'Heritage Assets';
 - DMP Policy NHE6 'Reuse and Adaptation of Buildings in the Green Belt and in the Rural Surrounds of Horley'; and
 - DMP Policy EMP4 'Safeguarding Employment Land and Premises'.

- 1.4. Having clear, up to date guidance adopted will provide additional clarity and certainty for developers and the Council to ensure that the conversion of barns and other farm buildings in both rural and urban areas is undertaken in a manner which would benefit and help to enhance the character and local distinctiveness of the surrounding natural and built environment.

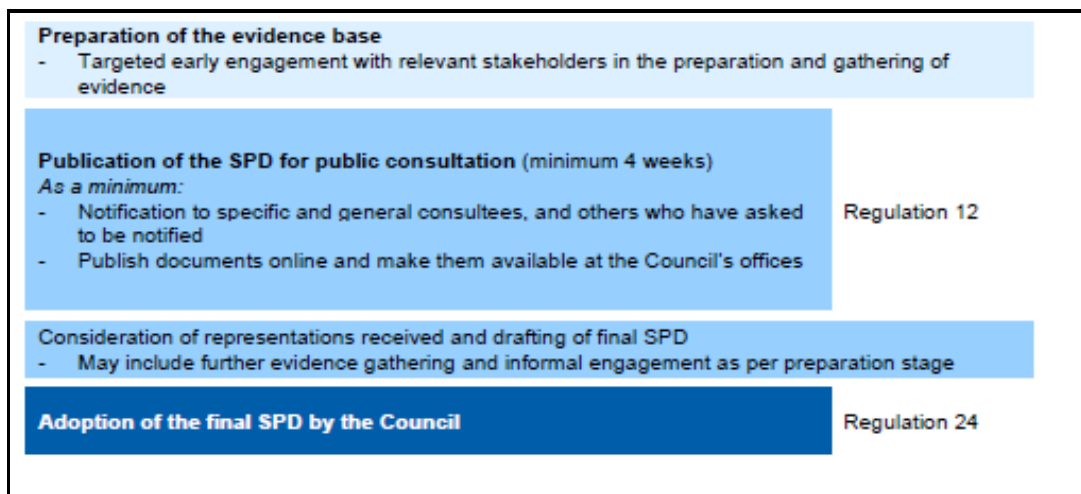
Purpose of the Consultation Statement

- 1.5. 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.
- 1.6. 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 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)¹². The process is summarised in **Figure 1 and 2** below.

Figure 1: Process of preparing an SPD



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

¹ Available at: http://www.reigate-banstead.gov.uk/download/downloads/id/5437/statement_of_community_involvement_in_planning.pdf

² 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

Stage	Date
Early scoping and information gathering	July - August 2019
Preparation of draft SPD with relevant key individuals and organisations	August – October 2019
Executive approval for public consultation of the draft SPD and supporting documents	5 th December 2019
Consultation on draft SPD with supporting initial Consultation Statement, SEA/HRA/EqIA screening (minimum of 4 weeks)	January 2020
Representations received considered and draft SPD updated as relevant	February 2020
Adoption of the SPD (and revocation of the 1994 Appropriate Uses for Historic Barns SPG) by Council's Executive	April 2020
Publish SPD with final Consultation Statement and Adoption Statement	April 2020

Preparation of the Draft Barn and Farm Conversions SPD

- 2.2. In preparing the draft Barn and Farm Conversions 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
RBBC Senior Conservation Officer	<ul style="list-style-type: none"> • Discussed the need to update the original 1994 SPG to reflect changing policy and to expand its remit from “Appropriate Uses for Historic Barns” to include other farm buildings, and non-heritage farm buildings • Reviewed and updated the original “Appropriate Uses for Historic Barns” SPG 1994 • Provided text in relation to converting farm buildings
Natural England	<ul style="list-style-type: none"> • In response to the consultation on the Strategic Environmental Assessment and Habitats Regulations Assessment Screening Statement, Natural England has provided comments on additional guidance that they consider should be included in the SPD. • On Natural England’s suggestion, additional advice has been included in the draft SPD on the importance of biodiversity and landscape enhancement, and advice on protected species.

Consultation on the Draft SPD

- 2.3. Following executive approval on 5th December for public consultation on the draft Barn and Farm Conversions SPD, in accordance with Regulation 12(b) of the Town and Country Planning (Local Planning) (England) Regulations 2012, the Council undertook a statutory public consultation on the draft Barn and Farm Conversions SPD between 6th January and 8th February 2020.
- 2.4. During this consultation we wrote to all interested parties³ 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:
- Including references to promotion of local distinctiveness and landscape enhancement
 - Including details on renewable energy provision
- 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 recommended the following amendments which have been taken into consideration in finalising the SPD:

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 LDF Scrutiny Panel

Proposed Amendment	Proposed Approach
Include fire protection measures for external cladding.	Paragraph 3.47. has been added to the SPD, detailing fire protection measures recommended for barn and farm conversions.

Adoption of the SPD

- 2.9. Following adoption, the Barn and Farm Conversions SPD will become a material consideration in the determination of planning applications and appeals and will therefore need to be taken into consideration in the preparation of planning proposals 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 current Appropriate Uses for Historic Barns SPG (1994) 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?
Surrey Hills AONB RBBC\Representor\0003	Advice could include reference to underlying national and local AONB planning policy.	Noted. DMP Policy NHE1 "Landscape Protection" details guidance for proposals within AONB.	N
Surrey Hills AONB RBBC\Representor\0003	One of the greatest problems with the conversion of farm buildings in the Surrey Hills is that they can result in a farm holding becoming unviable and the land then being used for the growth of horsiculture. The latest Surrey Hills AONB Management Plan 2020-2025 Policy P5 states that proposals to redevelop or convert farm buildings that would render	Noted. It is not considered that this level of detail is needed in the SPD. DMP Policy NHE1 "Landscape Protection" advises that proposals	N

	the associated farmed landscape unviable will be resisted. Perhaps this could be worked into the SPD.	<p>should have regard to the current Surrey Hills AONB Management Plan.</p> <p>The DMP also recognises the potential impact of horsiculture. DMP Policy NHE8 “Horse Keeping and Equestrian Development” balances the competing demands of equestrian development with protection of the openness of the countryside and quality of the landscape and defines what is considered to be appropriate in a local context.</p>	
General Consultee RBBC\Representor\0004	Paragraph 3.44: There is no attempt to encourage insulation standards in excess of current building regulations. The addition of exterior insulation to a property is a once in a lifetime opportunity to upgrade	<p>Noted.</p> <p>Energy requirements are dealt with via Core Strategy Policy CS10 “Sustainable</p>	Y

	<p>the environmental standards of the structure, as is the installation of active air circulation systems / the achievement of Passivehaus or equivalent standards. This should be emphasised.</p>	<p>Development”, DMP Objective SC8 “encourage new development to incorporate passive and active energy efficiency measures and climate change resilience measures and where appropriate incorporate renewable energy technologies” and DMP Policy CCF1 “Climate Change Mitigation”. These require residential (and non-residential) properties to aim for high standards of energy efficiency and the inclusion of renewable energy technologies.</p> <p>Following discussion with the borough’s Senior</p>	
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		Conservation Officer, comments have been added under newly named section 'Heating and Energy Efficiency' Paragraph 3.45. to reflect the fact that the Council would normally prefer freestanding photovoltaic ranges in the grounds rather than on the roofs of converted rural buildings.	
General Consultee RBBC\Representor\0006	Provide NPPF/ NPPG paragraph numbers in text rather than in footnote. Provide hyperlinks to various documents throughout the SPD.	Noted. NPPF/ NPPG paragraph numbers have been added to the text paragraphs and links to documents (where missing) have been added in footnote. For non-digital readers of the document full website	Y

		addresses have not been replaced by hyperlinks.	
General Consultee RBBC\Representor\0006	There is no mention in the 'External Cladding' section of timber species the Council prefers/ permits to use as external cladding.	Noted. It is considered that the detail provided is sufficient. The type of wood required will be dealt with on case-by-case basis.	N
General Consultee RBBC\Representor\0006	All drawings should be labelled as Figures and referenced within the text.	Noted. Amended accordingly. As a result of this, some drawings had to be moved around.	Y
General Consultee RBBC\Representor\0006	Delete the insulation drawing and accompanying text on page 20 as it is obsolete and no longer serves a useful purpose.	Noted. It is considered the diagram and accompanying text provide useful guidance.	N
General Consultee RBBC\Representor\0006	Suggest it would be helpful to the reader if RBBC Conservation considered including in Paragraph 3.44	Noted. The Council's Senior Conservation Officer has advised that it would not be	N

	<p>'Insulation' a hyperlink to the 'Historic England' 2017 re-issued publication:</p> <p><u>'Energy Efficiency and Historic Buildings Application of Part L of the Building Regulations to Historic and Traditionally Constructed Buildings'</u></p>	<p>appropriate to refer to the Historic England Guidance on Energy Efficiency as the majority of the barns and farm buildings in the borough are timber frame with weatherboard and the guidance is not relevant to this.</p>	
General Consultee RBBC\Representor\0006	<p>Paragraph 3.58: Suggest amend 'black painted cast metal' to read 'black (RAL 9005) painted cast iron'. See typical commercial trade literature at: <u>https://www.alumascwms.co.uk/media/3883/alumasc-cast-iron-rainwater_oct-15.pdf</u></p>	<p>Noted. The Council does not consider this level of detail is necessary.</p>	N
Natural England RBBC\Representor\0017	<p>The SPD could consider incorporating features which are beneficial to wildlife within development.</p>	<p>Noted. Section 5 of the SPD provides guidance on how to enhance biodiversity within barn and farm conversions, including provision of wildlife habitats such as provision of</p>	N

		bird boxes, bat boxes and providing safe routes for hedgehogs between different areas of the development.	
Natural England RBBC\Representor\0017	The SPD may provide opportunities to enhance the character and local distinctiveness of the surrounding natural and built environment; use natural resources more sustainably; and bring benefits for the local community, for example through green infrastructure provision and access to and contact with nature.	Noted Council's Green Infrastructure strategy recognises that private gardens provide important part of the borough's green infrastructure provision. The Council has a Local Distinctive Design Guide SPG which is used by developers and planners to consider how new development might make a positive contribution to the	Y

		<p>character and functions of the landscape.</p> <p>Both documents have now been referenced within the SPD and section 5 has been renamed to 'Landscape and Biodiversity Enhancement' to reflect these additions.</p>	
Natural England RBBC\Representor\0017	Natural England has produced Standing Advice to help local planning authorities assess the impact of particular development on protected or priority species.	<p>Noted.</p> <p>This is already referenced in the SPD paragraph 5.6.</p>	N
Environment Agency RBBC\Representor\0015	We encourage growth that can be supported by the necessary environmental infrastructure, for instance water resources and flood risk management provided in a co-ordinated and timely manner to meet the physical and social needs of both new development and existing communities.	<p>Noted.</p> <p>The Barn and Farm Conversions SPD provides guidance for the conversion in terms of building materials etc.</p> <p>Flooding is dealt with through the DMP policy CCF2.</p>	N

Gatwick Airport Safeguarding RBBC\Representor\0008	No specific comments.	Noted.	N
General Consultee (Infrastructure provider) RBBC\Representor\0022	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 Barn and Farm Conversions SPD under Regulations 12 and 13

Specific Consultees	
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
General Consultees	
Residents, businesses, registered providers and developers on the Council's Planning Policy Consultation Contacts database	

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Historic Parks and Gardens SPD Reigate Shopfront Design SPD Barn and Farm Conversions SPD

Strategic Environmental Assessment and Habitats Regulations Assessment Screening Statement

October 2019

Executive Summary

This statement considers whether a Strategic Environmental Assessment and / or full Habitats Regulation Assessment are required to be produced to accompany the following Supplementary Planning Documents (SPDs):

- Historic Parks and Gardens SPD
- Reigate Shopfront Design SPD
- Barn and Farm Conversion SPD

The screening concludes that **an SEA is not required** for any of the SPDs listed above. It also concludes that the SPDs listed above **would not need to be subject to full Appropriate Assessment under the Habitats Regulations Assessment.**

1. Introduction

- 1.1 Reigate & Banstead Borough Council is currently preparing three updated Supplementary Planning Documents (SPDs)
 - Historic Parks and Gardens SPD – to replace the Historic Parks and Gardens SPG adopted in 2001
 - Reigate Shopfront Design SPD – to replace the previous version adopted in 1999
 - Barn and Farm Conversions SPD – to replace the Appropriate Uses for Historic Barns SPG adopted in 1994
- 1.2 These updated SPDs will provide additional guidance to support implementation of policies in the Council's adopted Local Plan: Core Strategy (adopted 2014) and Development Management Plan (adopted 2019). Upon adoption, they will be a material consideration in planning determinations in the borough.
- 1.3 The 2004 Planning and Compulsory Purchase Act and associated Regulations made all local development documents subject to Sustainability Appraisal, which met the requirements of Strategic Environmental Assessment (SEA) as defined by the EU Directive 2001/42/EC. The 2008 Planning Act removed the requirement for SPDs to be subject to Sustainability Appraisal and, as such, the Council does not propose to carry out a sustainability appraisal of these SPDs.
- 1.4 The requirement for local planning authorities to carry out a Strategic Environmental Assessment (SEA) of relevant plans and programmes before adoption is set out in the Environmental Assessment of Plans and Programmes Regulations 2004.
- 1.5 However, there are exceptions to this and, in most cases, SPDs do not require SEA. This is acknowledged in the Planning Practice Guidance (PPG)¹, which sets out that *"supplementary planning documents do not require a sustainability appraisal but may in exceptional circumstances require a strategic environmental assessment if they are likely to have significant environmental effects that have not already been assessed during the preparation of the relevant strategic policies"*. Ultimately, it is the responsibility of the local planning authority to assess whether the plan is likely to have significant effects on the environment and make these conclusions public.

¹ PPG Strategic environmental assessment and sustainability appraisal Paragraph: 008 Reference ID:11-008-20140306

- 1.6 In addition, Article 6 of the Habitats Directive (as transposed into UK law by the Conservation of Habitats and Species Regulations 2017 (“the Habitats Regulations 2017”) requires an assessment of the implications of a plan, both individually and in combination with other plans or projects, on designated ‘Natura 2000’ sites². If it is determined that a plan or project is likely to have a significant effect on these protected sites, an Appropriate Assessment should be undertaken.
- 1.7 The Council has therefore prepared this draft Screening Statement to determine whether the proposed updated SPDs listed above should be subject to a Strategic Environmental Assessment (SEA) and/or Habitats Regulations Assessment (HRA)/Appropriate Assessment.

2. Scope of the SPDs under preparation

- 2.1 The paragraphs below summarise the purpose, scope and intended content of the SPDs under preparation and which are the subject of this SEA/HRA Screening Report.
- 2.2 It should be noted that none of the documents will contain any new policies, proposals or site allocations. Nor will they influence or alter the scale or spatial distribution of development across the borough which is already established through the Core Strategy. In all cases, the SPDs will be limited geographically (i.e. they relate to a specific designation of site or a specific locale), or they apply to a particular subset or typology of development.

Historic Parks and Gardens SPD

- 2.3 The purpose of this updated supplementary planning document is to provide guidance on the Core Strategy and Development Management Plan policies (most notably Core Strategy Policy CS4 and DMP Policy NHE9) in order to identify and effectively manage Historic Parks and Gardens within the Borough, so they can be preserved for the future generations.
- 2.4 It will detail the selection process for Historic Parks and Gardens and key features of the Historic Parks and Gardens. It will also include a full list with details and location for each identified park/garden.

Reigate Shop Front Design SPD

- 2.5 This updated supplementary planning document will provide detailed guidance on the design of the shop fronts located within the Reigate town centre, with the view to preserving and enhancing its historic character. As Reigate town centre is a Conservation Area, the policy will support application of Core Strategy Policy CS4 and DMP policies NHE9 and DES10 in this specific location.
- 2.6 The updated SPD will explore and provide design guidance in relation to all elements of shop fronts, including frame and fascia, display area, signage, blinds, security and more.
- 2.7 A full list of addresses within the Reigate town centre, stating their shop front type as well as recommended fascia details will also be provided to guide any future applications.

² Including Special Protection Areas (SPAs), Special Areas of Conservation (SACs) and Ramsar sites (which are treated as Natura 2000 sites)

Barn and Farm Conversions SPD

- 2.8 The Barn and Farm Conversions SPD is being prepared to provide additional guidance in respect of applications for the re-use, conversion and adaptation of barns and other farm buildings for alternative uses.
- 2.9 The SPD will provide advice on appropriate uses for traditional farm buildings, in order to preserve them for the future. Guidance will be given on the principles of converting barns and other farm buildings in both rural and urban areas, including detailed internal and external requirements. The guidance will have application to both listed and unlisted farm buildings.
- 2.10 It will support application of policies in the Core Strategy and Development Management Plan to applications for barn and farm conversions, most notably Policies CS4 and CS10 in the Core Strategy, and Policies DES1, NHE6 and NHE9 in the Development Management Plan.

3. Strategic Environmental Assessment (SEA)

- 3.1 As discussed in the Introduction above, SEA is required for certain categories of plans and programmes where they are determined to be likely to have significant environmental impacts.
- 3.2 With regard to SPDs, the Planning Practice Guidance indicates that SEA will normally only be required in exceptional circumstances. The Council must therefore determine, on a case by case basis, whether SEA is required for each of the SPDs being prepared. This is referred to as a screening process.
- 3.3 As part of this, the Council must first determine whether the SPD is a “plan or programme” covered by Article 3(3) and 3(4). If it determines that it is, then the Council must carry out a screening to establish whether SEA is required. This will depend on its potential to result in significant environmental effects.
- 3.4 In deciding whether significant environmental effects are likely, the Council must take into account the criteria in Schedule 1 to the Environmental Assessment of Plans and Programmes Regulations 2004, and to consult the specified Consultation Bodies. This process is summarised in **Figure 1** below which is drawn from guidance issued by the ODPM in 2005.
- 3.5 The Council’s assessments of the three SPDs against Schedule 1 criteria are set out in **Tables 1, 2 and 3** below.
- 3.6 This Screening Report covers:
 - a) An assessment of whether the SPDs are covered by Article 3(3) and Article 3(4)
 - b) An appraisal of the SPDs taking account of the criteria in Schedule 1 of the Environmental Assessment of Plans and Programmes Regulations 2004
- 3.7 The draft Screening was sent to the three prescribed consultation bodies³. Historic England advised that its view is that SEA is not required for any of the SPDs for reasons set out in paragraph 3.9 of the screening statement.

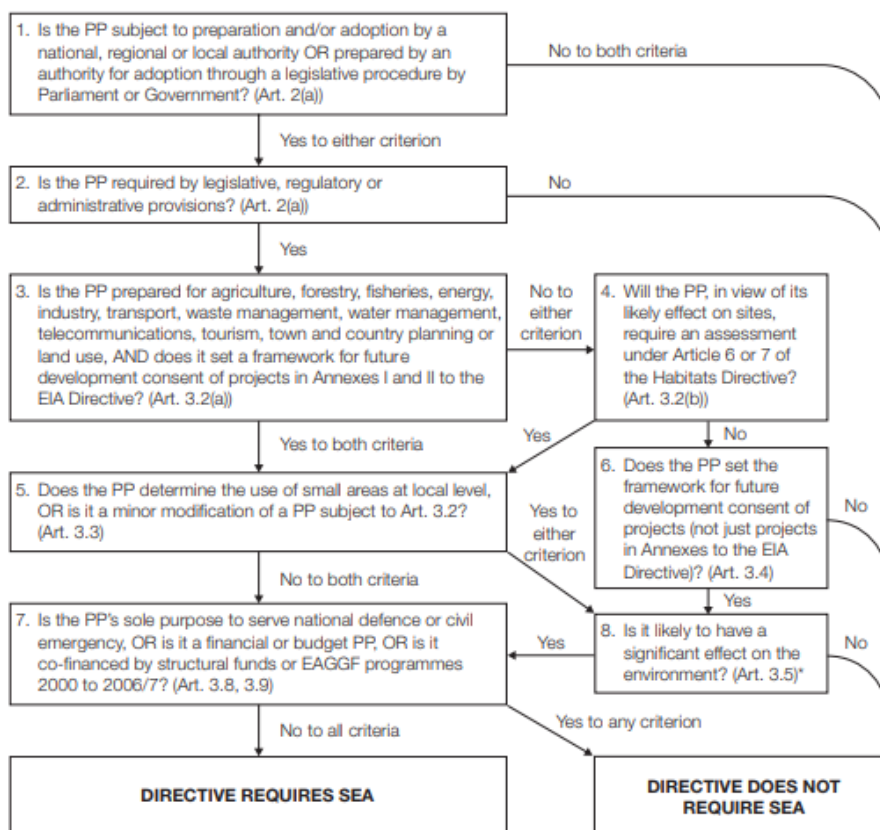
³ Historic England, Natural England and the Environment Agency

- 3.8 The Environment Agency agreed that the proposed SPDs are intended to provide supplementary guidance to aid implementation of existing policies in the local Plan, and will not introduce new or amended planning policy and therefore will not give rise to significant adverse effects on the environment.
- 3.9 Natural England (NE) advised that it did not wish to comment on the Reigate Shopfront SPD as it does not appear to relate to its interests to any significant extent. NE also advised that the topic covered by the Historic Parks and Gardens SPD is unlikely to have major effects on the natural environment, but may have some effects. Whilst NE did not wish to provide specific comments, it provided some advice to consider in drafting the SPD, relating to green infrastructure, biodiversity enhancement, landscape enhancement, and related issues such as the impacts of lighting on landscape and biodiversity. These comments have been taken into account in drafting the SPD, including a section on biodiversity, and Natural England will be consulted on the draft SPD.
- 3.10 In relation to the proposed SPD on Barn and Farm Conversions, NE advised that the topic covered by the SPD is unlikely to have major effects on the natural environment, and therefore did not wish to provide any specific comments. NE did provide advice to consider in drafting the SPD, relating to biodiversity enhancement, landscape enhancement, and protected species, which have been taken into account in drafting the SPD.

Figure 1: Application of the SEA Directive to plans and programmes

Source: ODPM (2005) A Practical Guide to the Strategic Environmental Assessment Directive

This diagram is intended as a guide to the criteria for application of the Directive to plans and programmes (PPs). It has no legal status.



*The Directive requires Member States to determine whether plans or programmes in this category are likely to have significant environmental effects. These determinations may be made on a case by case basis and/or by specifying types of plan or programme.

Table 1: Screening Assessment for the Historic Parks and Gardens SPD

The SPD is considered to be a plan or programme covered by Articles 3(3) and 3(4)

SCHEDULE 1 – Regulations 9(2)(a) and 10(4)(a)

CRITERIA FOR DETERMINING THE LIKELY SIGNIFICANT EFFECTS ON THE ENVIRONMENT

1. The characteristics of plans and programmes, having regard, in particular, to -	
(a) the degree to which the plan or programme sets a framework for projects and other activities, either with regard to the location, nature, size and operating conditions or by allocating resources;	The Historic Parks and Gardens SPD does not set the framework for development with regard to its size, activity, nature or operating conditions. The SPD will provide guidance as to the approach to development in an affecting Historic Parks and Gardens to supplement existing policies in the Core Strategy (CS4 and CS10) and DMP (NHE9) which have already been subjected to SEA as part of their development.
(b) the degree to which the plan or programme influences other plans and programmes including those in a hierarchy;	The SPD does not influence other plans or programmes. It is influenced by the higher order Local Plan documents (namely the Core Strategy and DMP) which have been subject to SEA, as well as the NPPF. It will guide development proposals but not other plans or programmes. The SPD does not set new policies.
(c) the relevance of the plan or programme for the integration of environmental considerations in particular with a view to promoting sustainable development;	The SPD will guide development proposals affecting Historic Parks and Gardens to promote the preservation and enhancement of these heritage assets. It will support recognition of the environmental, social and economic benefits of heritage assets as part of sustainable development.
(d) environmental problems relevant to the plan or programme; and	<p>The Historic Parks and Gardens SPD will promote development which is responsive to the heritage interest of Historic Parks and Gardens, with a view to promoting their preservation for future generations.</p> <p>Sustainability Appraisal (inc. SEA) of the Council's higher order Local Plan documents incorporates an objective (no.3) <i>"to conserve and enhance archaeological, historic and cultural assets and their setting"</i> to which this SPD would relate.</p>
(e) the relevance of the plan or programme for the implementation of Community legislation on the environment (for example, plans and programmes linked to waste management or water protection)	The SPD is not directly relevant to the implementation of Community legislation on the environment.

2. The characteristics of the effects and of the area likely to be affected, having regard, in particular, to -	
(a) the probability, duration, frequency and reversibility of the effects;	The SPD provides guidance aimed at avoiding or mitigating the negative impact which new developments could have on heritage assets, and encouraging positive benefits. It supports delivery of policies within the Local Plan which have already been subject to SA/SEA.
(b) the cumulative nature of the effects;	The SPD could apply to any number of future development proposals affecting Historic Parks and Gardens and could support the preservation and enhancement of Historic Parks and Gardens across the borough, of which there are numerous. Its cumulative effect could be to promote recognition of, and sensitivity to, heritage across the borough.
(c) the transboundary nature of the effects;	The SPD is unlikely to result in any transboundary effects- it will likely affect limited geographic areas in and around Historic Parks and Gardens in the borough. Where developments may be transboundary, the SPD would only serve to ameliorate some of the possible effects of such developments.
(d) the risks to human health or the environment (e.g. due to accidents),	The SPD does not present any risk to human health or the environment;
(e) the magnitude and spatial extent of the effects (geographical area and size of the population likely to be affected),	The SPD will be applied to all relevant planning applications in the borough, although its application and effects will be limited geographically to those areas in and around designated Historic Parks and Gardens. Effects are likely therefore to be felt only at a local scale around such sites.
(f) the value and vulnerability of the area likely to be affected due to: - special natural characteristics or cultural heritage, - exceeded environmental quality standards or limit values, - intensive land-use,	The guidance in the SPD will specifically apply to preserve and enhance Historic Parks and Gardens which are a heritage asset in their own right. However, the SPD only offers guidance to support implementation of policies which have already been subject to SA/SEA. It does not propose further or different types of development to those already contemplated through the Local Plan.
(g) the effects on areas or landscapes which have a recognised national, Community or international protection status.	In applying to the borough of Reigate & Banstead, the SPD potentially covers and may be applied to, areas protected for their special natural characteristics such as the Surrey Hills AONB, Mole Gap to Reigate Escarpment SAC and various Conservation Areas. However, its guidance will not have general applicability and its effects limited only to those areas in and around Historic Parks and Gardens and limited to heritage issues. It is not intended to provide guidance directly in relation to landscapes of national, Community or international protection. The SPD will not override or “trump” existing policies in the Local Plan relating to the management and protection of such landscapes or protected areas (which have already been subject to SEA).

Table 2: Screening Assessment for the Reigate Shopfront Design SPD

The SPD is considered to be a plan or programme covered by Articles 3(3) and 3(4)

SCHEDULE 1 – Regulations 9(2)(a) and 10(4)(a)

CRITERIA FOR DETERMINING THE LIKELY SIGNIFICANT EFFECTS ON THE ENVIRONMENT

1. The characteristics of plans and programmes, having regard, in particular, to -	
(a) the degree to which the plan or programme sets a framework for projects and other activities, either with regard to the location, nature, size and operating conditions or by allocating resources;	The Reigate Shopfront Design SPD does not set the framework for development with regard to its size, activity, nature or operating conditions. The SPD will provide guidance as to the approach to design and appearance of shopfronts in Reigate Town Centre, the majority of which is a Conservation Area. The SPD is intended to supplement existing policies - including in the Core Strategy (CS4 and CS10) and DMP (DES10 and NHE9) - which have already been subjected to SEA as part of their development.
(b) the degree to which the plan or programme influences other plans and programmes including those in a hierarchy;	The SPD does not influence other plans or programmes. It is influenced by the higher order Local Plan documents (namely the Core Strategy and DMP) which have been subject to SEA, as well as the NPPF. It will guide development proposals but not other plans or programmes. The SPD does not set new policies.
(c) the relevance of the plan or programme for the integration of environmental considerations in particular with a view to promoting sustainable development;	The SPD will guide a specific type of development proposal (shopfronts and advertisements) and specifically within Reigate Town Centre to promote the preservation and enhancement of the Conservation Area. It will support recognition of the environmental, social and economic benefits of heritage assets as part of sustainable development.
(d) environmental problems relevant to the plan or programme; and	<p>The Reigate Shopfront Design SPD will promote development which is responsive to the heritage interest of Reigate Town Conservation Area, with a view to promoting its preservation and enhancement for future generations. The SPD will recognise that shopfronts may change in response to new occupiers and to support the vibrant use and vitality of the town, but seeks to manage shopfront design to balance this with historic interest.</p> <p>Sustainability Appraisal (inc. SEA) of the Council's higher order Local Plan documents incorporates an objective (no.3) <i>"to conserve and enhance archaeological, historic and cultural assets and their setting"</i> to which this SPD would relate.</p>

(e) the relevance of the plan or programme for the implementation of Community legislation on the environment (for example, plans and programmes linked to waste management or water protection)	The SPD is not directly relevant to the implementation of Community legislation on the environment.
2. The characteristics of the effects and of the area likely to be affected, having regard, in particular, to -	
(a) the probability, duration, frequency and reversibility of the effects;	The SPD provides guidance aimed at avoiding or mitigating the negative impact which new developments could have on heritage assets, and encouraging positive benefits. It supports delivery of policies within the Local Plan which have already been subject to SA/SEA.
(b) the cumulative nature of the effects;	The SPD could apply to any number of future development proposals within Reigate Town Centre. Its cumulative effect could be to promote recognition of, and sensitivity to, the important historic character of Reigate Town Conservation Area. The cumulative effect of insensitive shopfront and advertisement changes could otherwise have a detrimental effect on the overall character of the town.
(c) the transboundary nature of the effects;	The SPD is unlikely to result in any transboundary effects- it will apply to a limited geographic area which is some distance from the administrative boundary of the borough.
(d) the risks to human health or the environment (e.g. due to accidents),	The SPD does not present any risk to human health or the environment;
(e) the magnitude and spatial extent of the effects (geographical area and size of the population likely to be affected),	The SPD will be applied to all relevant planning applications in the borough, although its application and effects will be limited geographically to Reigate Town Centre. Effects are likely therefore to be felt only at a very local scale around such sites with only a limited segment of the population affected.
(f) the value and vulnerability of the area likely to be affected due to: - special natural characteristics or cultural heritage, - exceeded environmental quality standards or limit values, - intensive land-use,	The guidance in the SPD will specifically apply to Reigate Town Centre, the majority of which is a Conservation Area and therefore a heritage asset in its own right. Some buildings within the Conservation Area to which the guidance might apply are also listed. However, the SPD only offers guidance to support implementation of policies which have already been subject to SA/SEA. It does not propose further or different types of development to those already contemplated through the Local Plan.
(g) the effects on areas or landscapes which have a recognised national, Community or international protection status.	Whilst there are areas protected for their special natural characteristics such as the Surrey Hills AONB, Mole Gap to Reigate Escarpment SAC within the administrative area of Reigate & Banstead borough, the content of the SPD would only apply to Reigate Town Centre and to a very specific form of development which would not affect these landscapes or protected area. The SPD would apply in Reigate Town Conservation Area but is intended to have a positive, beneficial effect. The SPD will not override or “trump” existing policies in the Local Plan (which have already been subject to SEA).

Table 3: Screening Assessment for the Barn and Farm Conversions SPD

The SPD is considered to be a plan or programme covered by Articles 3(3) and 3(4)

SCHEDULE 1 – Regulations 9(2)(a) and 10(4)(a)

CRITERIA FOR DETERMINING THE LIKELY SIGNIFICANT EFFECTS ON THE ENVIRONMENT

1. The characteristics of plans and programmes, having regard, in particular, to -	
(a) the degree to which the plan or programme sets a framework for projects and other activities, either with regard to the location, nature, size and operating conditions or by allocating resources;	The Barn and Farm Conversions SPD does not set the framework for development with regard to its size, activity, nature or operating conditions. The SPD will provide guidance as to appropriate uses for, and design/appearance of, conversion of barns and other farm buildings. The SPD is intended to supplement existing policies - including in the Core Strategy (CS4 and CS10) and DMP (DES1, NHE6 and NHE9) - which have already been subjected to SEA as part of their development.
(b) the degree to which the plan or programme influences other plans and programmes including those in a hierarchy;	The SPD does not influence other plans or programmes. It is influenced by the higher order Local Plan documents (namely the Core Strategy and DMP) which have been subject to SEA, as well as the NPPF. It will guide development proposals but not other plans or programmes. The SPD does not set new policies.
(c) the relevance of the plan or programme for the integration of environmental considerations in particular with a view to promoting sustainable development;	The SPD will guide a specific type of development proposal to promote positive reuse of barn and farm buildings in a way which respects landscape, rural vernacular and historic interest. It will support balancing economic, social and environmental facets of such development proposals, thus contributing to promotion of sustainable development.
(d) environmental problems relevant to the plan or programme; and	<p>The Barn and Farm Conversions SPD will promote and help deliver appropriate re-use of redundant barns and farm buildings. In doing so, it will facilitate re-use and efficient use of scarce land resources. The guidance within the SPD in relation to uses and design will help ensure developments respect valued landscape and historic interest in particular, as many such barn and farm buildings can either be in rural/countryside locations and/or heritage assets.</p> <p>Sustainability Appraisal (inc. SEA) of the Council's higher order Local Plan documents incorporates various objectives (no.3) <i>"to conserve and enhance archaeological, historic and cultural assets and their setting"</i>; (no.5) <i>"to make the best use of previously developed land and existing buildings"</i> and (no.15) <i>"to protect and enhance landscape character"</i>, all of</p>

	which this SPD could potentially relate.
(e) the relevance of the plan or programme for the implementation of Community legislation on the environment (for example, plans and programmes linked to waste management or water protection)	The SPD is not directly relevant to the implementation of Community legislation on the environment.
2. The characteristics of the effects and of the area likely to be affected, having regard, in particular, to -	
(a) the probability, duration, frequency and reversibility of the effects;	The SPD provides guidance aimed at avoiding or mitigating the negative impact which new developments could have on both heritage assets, character and landscape value in particular, and encouraging positive benefits. It supports delivery of policies within the Local Plan which have already been subject to SA/SEA.
(b) the cumulative nature of the effects;	The SPD could apply to any number of future development proposals across the borough. Its cumulative effect could be to promote recognition of, and sensitivity to, heritage assets as well as sensitivity to landscape value and character.
(c) the transboundary nature of the effects;	The SPD is unlikely to result in any transboundary effects- it will likely affect limited geographic areas in and around barns and farm buildings in the borough. Where developments may be transboundary, the SPD would only serve to ameliorate some of the possible effects of such developments.
(d) the risks to human health or the environment (e.g. due to accidents),	The SPD does not present any risk to human health or the environment;
(e) the magnitude and spatial extent of the effects (geographical area and size of the population likely to be affected),	The SPD will be applied to all relevant planning applications in the borough, although its application and effects will be limited geographically to those areas around barns and farm buildings; this could be either rural or urban. Effects are likely therefore to be felt only at a local scale around such sites.
(f) the value and vulnerability of the area likely to be affected due to: - special natural characteristics or cultural heritage, - exceeded environmental quality standards or limit values, - intensive land-use,	The guidance in the SPD will specifically apply to proposals relating to conversion of barns or farm buildings. Such buildings could potentially be listed, within Conservation Areas or within protected landscapes such as the AONB or AGLV. However, the SPD only offers guidance to support implementation of policies which have already been subject to SA/SEA. It does not propose further or different types of development to those already contemplated through the Local Plan.
(g) the effects on areas or landscapes which have a recognised national, Community or international protection status.	In applying to the borough of Reigate & Banstead, the SPD potentially covers and may be applied to, areas protected for their special natural characteristics such as the Surrey Hills AONB, Mole Gap to Reigate Escarpment SAC and various Conservation Areas. It is not intended to provide guidance directly in relation to landscapes of national, Community or

	international protection. The SPD will not override or “trump” existing policies in the Local Plan relating to the management and protection of such landscapes or protected areas (which have already been subject to SEA).
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Conclusions in respect of Strategic Environmental Assessment

- 3.11 The three draft SPDs are intended to supplement and support the delivery of existing policies in the Local Plan (both the Core Strategy and DMP) which have already been the subject of SA (incorporating SEA) as part of their preparation process. None of the SPDs will introduce new policies or proposals, nor will they alter the overall development strategy (scale and distribution) which is established through the higher order Local Plan documents.
- 3.12 Having reviewed and assessed the three SPDs being prepared against the relevant criteria and considerations in Schedule 1 to the Environmental Assessment of Plans and Programmes Regulations 2004 (as set out in **Table 1, 2 and 3** above), the Council concludes that the Historic Parks and Gardens SPD, the Reigate Shopfront Design SPD and the Barn and Farm Conversions SPD will not give rise to significant environmental effects. **Strategic Environmental Assessment is not therefore required for any of these SPDs.**

4. Habitat Regulation Assessment Screening

- 4.1 The European Directive (92/43/EEC) on the Conservation of Natural Habitats and Wild Flora and Fauna (the 'Habitats Directive') sets out the means to protect habitats and species of European importance through the establishment and conservation of a network of sites known as the 'Natura 2000' network. These include Special Areas of Conservation (SACs) and Special Protection Areas (SPAs). It is also Government policy for sites designated under the Convention on Wetlands of International Importance (Ramsar sites) to be treated as having equivalent status to Natura 2000 sites. These are sites of exceptional importance in respect of rare, endangered or vulnerable natural habitats and species within the European Community. In this report SACs, SPAs and Ramsar sites will be collectively referred to as 'Natura 2000' sites.
- 4.2 The purpose of a HRA is to assess the implications of a plan, both individually, and in combination with other plans or projects, on these Natura 2000 sites. The Habitats Directive applies the precautionary principle to Natura 2000 sites. In normal circumstances, a land use plan can be brought into effect only after having ascertained that it will not adversely affect the integrity of a Natura 2000 site either alone or in combination with other plans.
- 4.3 The first stage in the process is to establish, via screening, whether the plan is either directly connected with, or necessary to, the management of a European site. If not, a determination needs to be made as to whether the plan in itself or in combination with others is likely to have a significant effect on a European site.
- 4.4 A comprehensive Habitats Regulation Assessment (HRA) Appropriate Assessment was undertaken as part of the preparation of these higher order Local Plan documents to determine whether those policies would have likely significant effects. The conclusions of these previous HRAs are considered highly relevant to the screening assessment for these proposed SPDs. In relation to the policies which the proposed SPDs will implement, the HRA for the Core Strategy and DMP concluded as follows:

Table 4: Conclusions of Core Strategy and DMP HRAs in respect of relevant policies

Policy	HRA conclusions
Historic Parks and Gardens SPD	
Core Strategy Policy CS4 Valued Townscapes (known as Policy CS2 in the original Core Strategy HRA)	HRA (Feb 2012) concluded that the policy will not increase recreational disturbance at Natura 2000 sites or give rise to any identified impact in respect of air quality. Concludes no likely significant effects and no mitigation required.
DMP Policy NHE9 Heritage Assets	HRA (Sept 2018) concluded that the policy had no impact pathways and no HRA/AA implications. The policy was therefore screened out.
Reigate Shopfront SPD	
Core Strategy Policy CS4 Valued Townscapes	As above
DMP Policy DES10 Advertisement and Shopfront design	HRA (Sept 2018) concluded that the policy had no impact pathways and no HRA/AA implications. The policy was therefore screened out.
DMP Policy NHE9 Heritage Assets	As above

Barn and Farm Conversions SPD	
Core Strategy Policy CS4 Valued Townscapes	As above
Core Strategy Policy CS10 Sustainable Development (known as Policy CS8 in the original Core Strategy HRA)	HRA (Feb 2012) concluded that the policy would have no direct implications for recreational disturbance at the SAC and would have no impacts in respect of air quality. HRA noted that the policy would promote preferential use of PDL and encourage a reduction in carbon emissions and the need to travel. Concludes no likely significant effects and no mitigation required.
DMP Policy DES1 Design of New Development	HRA (Sept 2018) concluded that the policy had no impact pathways and no HRA/AA implications. The policy was therefore screened out.
DMP Policy NHE9 Heritage Assets	As above

Conclusions in respect of Habitat Regulations Assessment Screening

- 4.5 Previous HRAs have therefore concluded that there were no likely significant effects on European sites, either alone or in combination with other plans and projects, as a result of the policies within the Local Plan which these three proposed SPDs are intended to implement.
- 4.6 Given the proposed SPDs (Historic Parks and Gardens, Reigate Shopfront Design and Barns and Farm Conversions) are intended to provide supplementary guidance to aid implementation of existing policies in the Local Plan (Core Strategy and DMP) and will not introduce new or amended planning policy, it is concluded that the SPDs will not give rise to likely significant effects on any European sites. **It is therefore concluded that a full Appropriate Assessment under the Habitats Regulations is not required for these SPDs.** This conclusion has been confirmed following receipt of the views of the relevant consultation bodies.

Appendix 1: Responses from the three Statutory Bodies



Historic England

Planning Policy Team
Reigate & Banstead Borough Council

Our ref: PL00617742

Your ref:

Telephone 020 7973 3700
Email e-seast@historicengland.org.uk

By email only to LDF@Reigate-Banstead.gov.uk

Date 10 October 2019

Dear Sir or Madam

Reigate and Barnstead Borough Council Historic Parks & Gardens SPD, Reigate
Shopfront Design SPD, Barn and Farm Conversion SPD & Affordable Housing SPD
Strategic Environmental Appraisal Screening Opinions

Thank you for your email dated 9 September consulting Historic England on your intention of carrying out a SEA/SA for the above plan.

In light of the Environmental Assessment of Plans and Programmes Regulations 2004, our view is that a SEA is not required in this instance for the reasons set out in paragraphs 3.9 of the respective screening statements

Yours sincerely

Alan Byrne
Historic Environment Planning Adviser



Historic England, 4th Floor, The Atrium, Cannon Bridge House, 25 Dowgate Hill, London EC4R 2YA
Telephone 020 7973 3700 HistoricEngland.org.uk

Please note that Historic England operates an access to information policy.
Correspondence or information which you send us may therefore become publicly available.



Our ref: SL/2011/108875/SE-08/SC1

Your ref: Email

Date: 22 October 2019

Petra Skelly
Policy Development Officer
Reigate & Banstead Borough Council
Building & Development Services
Town Hall Castlefield Road
Reigate
Surrey
RH2 0SH

Dear Petra,

**SEA/OR A FULL HABITATS REGULATION ASSESSMENT FOR THE FOLLOWING
SUPPLEMENTARY PLANNING DOCUMENTS (SPDs): HISTORIC PARKS AND
GARDENS, REIGATE SHOPFRONT DESIGN AND BARN AND FARM CONVERSION**

Thank you for consulting the Environment Agency on the above.

The Environment Agency is in agreement with your conclusion that the Historic Parks and Gardens, Reigate Shopfront Design and Barn and Farm Conversion SPDs are unlikely to have any significant environmental effects and therefore a full Strategic Environmental Assessment will not be required.

We agree that the proposed Historic Parks & Gardens, Reigate Shopfront Design and Barns and Farm Conversions SPDs are intended to provide supplementary guidance to aid implementation of existing policies in the Local Plan and will not introduce new or amended planning policy and therefore will not give rise to significant effects on the environment.

Please do not hesitate to contact me should you wish to discuss this further.

Yours sincerely,

Charles Muriithi, MRTPI
Planning Specialist

Kent and South London

charles.muriithi@environment-agency.gov.uk

Date: 09 October 2019
Our ref: 294477
Your ref: Reigate Shopfront Design SPD.



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Reigate & Banstead Borough Council
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Reigate
Surrey RH2 0SH

Hornbeam House
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Electra Way
Crewe
Cheshire
CW1 6GJ

T 0300 060 3900

BY EMAIL ONLY

LDF@Reigate-Banstead.gov.uk

Dear Sir or Madam

Reigate Shopfront Design Supplementary Planning Document (SPD) – SEA & HRA Screening

Thank you for your consultation request on the above dated and received by Natural England on 9th September 2019.

Natural England is a non-departmental public body. Our statutory purpose is to ensure that the natural environment is conserved, enhanced, and managed for the benefit of present and future generations, thereby contributing to sustainable development.

Our remit includes protected sites and landscapes, biodiversity, geodiversity, soils, protected species, landscape character, green infrastructure and access to and enjoyment of nature.

Whilst we welcome this opportunity to give our views, the topic of the Supplementary Planning Document does not appear to relate to our interests to any significant extent. We therefore do not wish to comment.

Should the plan be amended in a way which significantly affects its impact on the natural environment, then, please consult Natural England again.

Strategic Environmental Assessment/Habitats Regulations Assessment

A SPD requires a Strategic Environmental Assessment only in exceptional circumstances as set out in the Planning Practice Guidance [here](#). While SPDs are unlikely to give rise to likely significant effects on European Sites, they should be considered as a plan under the Habitats Regulations in the same way as any other plan or project. If your SPD requires a Strategic Environmental Assessment or Habitats Regulation Assessment, you are required to consult us at certain stages as set out in the Planning Practice Guidance.

Please send all planning consultations electronically to the consultation hub at consultations@naturalengland.org.uk.

Yours faithfully

Sharon Jenkins
Operations Delivery, Consultations Team
Natural England

Date: 09 October 2019
Our ref: 294475
Your ref: Historic Parks & Gardens SPD – SEA & HRA Screening



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LDF@Reigate-Banstead.gov.uk

Dear Sir or Madam

Historic Parks & Gardens Supplementary Planning Document (SPD) – SEA & HRA Screening

Thank you for your consultation request on the above dated and received by Natural England on 9th September 2019.

Natural England is a non-departmental public body. Our statutory purpose is to ensure that the natural environment is conserved, enhanced, and managed for the benefit of present and future generations, thereby contributing to sustainable development.

Our remit includes protected sites and landscapes, biodiversity, geodiversity, soils, protected species, landscape character, green infrastructure and access to and enjoyment of nature.

While we welcome this opportunity to give our views, the topic this Supplementary Planning Document covers is unlikely to have major effects on the natural environment, but may nonetheless have some effects. We therefore do not wish to provide specific comments, but advise you to consider the following issues:

Green Infrastructure

This SPD could consider making provision for Green Infrastructure (GI) within development. This should be in line with any GI strategy covering your area.

The National Planning Policy Framework states that local planning authorities should ‘take a strategic approach to maintaining and enhancing networks of habitats and green infrastructure;’. The Planning Practice Guidance on [Green Infrastructure](#) provides more detail on this.

Urban green space provides multi-functional benefits. It contributes to coherent and resilient ecological networks, allowing species to move around within, and between, towns and the countryside with even small patches of habitat benefitting movement. Urban GI is also recognised as one of the most effective tools available to us in managing environmental risks such as flooding and heat waves. Greener neighbourhoods and improved access to nature can also improve public health and quality of life and reduce environmental inequalities.

There may be significant opportunities to retrofit green infrastructure in urban environments. These can be realised through:

- green roof systems and roof gardens;
- green walls to provide insulation or shading and cooling;

- new tree planting or altering the management of land (e.g. management of verges to enhance biodiversity).

You could also consider issues relating to the protection of natural resources, including air quality, ground and surface water and soils within urban design plans.

Further information on GI is include within The Town and Country Planning Association's "Design Guide for Sustainable Communities" and their more recent "[Good Practice Guidance for Green Infrastructure and Biodiversity](#)".

Biodiversity enhancement

This SPD could consider incorporating features which are beneficial to wildlife within development, in line with paragraph 118 of the National Planning Policy Framework. You may wish to consider providing guidance on, for example, the level of bat roost or bird box provision within the built structure, or other measures to enhance biodiversity in the urban environment. An example of good practice includes the [Exeter Residential Design Guide SPD](#), which advises (amongst other matters) a ratio of one nest/roost box per residential unit.

Landscape enhancement

The SPD may provide opportunities to enhance the character and local distinctiveness of the surrounding natural and built environment; use natural resources more sustainably; and bring benefits for the local community, for example through green infrastructure provision and access to and contact with nature. Landscape characterisation and townscape assessments, and associated sensitivity and capacity assessments provide tools for planners and developers to consider how new development might makes a positive contribution to the character and functions of the landscape through sensitive siting and good design and avoid unacceptable impacts.

For example, it may be appropriate to seek that, where viable, trees should be of a species capable of growth to exceed building height and managed so to do, and where mature trees are retained on site, provision is made for succession planting so that new trees will be well established by the time mature trees die.

Other design considerations

The NPPF includes a number of design principles which could be considered, including the impacts of lighting on landscape and biodiversity ([para 180](#)).

Strategic Environmental Assessment/Habitats Regulations Assessment

A SPD requires a Strategic Environmental Assessment only in exceptional circumstances as set out in the Planning Practice Guidance [here](#). While SPDs are unlikely to give rise to likely significant effects on European Sites, they should be considered as a plan under the Habitats Regulations in the same way as any other plan or project. If your SPD requires a Strategic Environmental Assessment or Habitats Regulation Assessment, you are required to consult us at certain stages as set out in the Planning Practice Guidance.

Should the plan be amended in a way which significantly affects its impact on the natural environment, then, please consult Natural England again.

Please send all planning consultations electronically to the consultation hub at consultations@naturalengland.org.uk

Yours faithfully

Sharon Jenkins, Consultations Team

Date: 09 October 2019
Our ref: 294482
Your ref: Barn & Farm Conversion SPD – SEA & HRA Screen.



Planning Policy Team
Reigate & Banstead Borough Council
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T 0300 060 3900

BY EMAIL ONLY

LDF@Reigate-Banstead.gov.uk

Dear Sir or Madam

Barn & Farm Conversion Supplementary Planning Document (SPD) – SEA & HRA Screening

Thank you for your consultation on the above dated and received by Natural England on 9th September 2019.

Natural England is a non-departmental public body. Our statutory purpose is to ensure that the natural environment is conserved, enhanced, and managed for the benefit of present and future generations, thereby contributing to sustainable development.

Our remit includes protected sites and landscapes, biodiversity, geodiversity, soils, protected species, landscape character, green infrastructure and access to and enjoyment of nature.

While we welcome this opportunity to give our views, the topic this Supplementary Planning Document covers is unlikely to have major impacts on the natural environment. We therefore do not wish to provide specific comments, but advise you to consider the following issues:

Biodiversity enhancement

This SPD could consider incorporating features which are beneficial to wildlife within development, in line with paragraphs 8, 72, 102, 118, 170, 171, 174 and 175 of the National Planning Policy Framework. You may wish to consider providing guidance on, for example, the level of bat roost or bird box provision within the built structure, or other measures to enhance biodiversity in the urban environment. An example of good practice includes the [Exeter Residential Design Guide SPD](#), which advises (amongst other matters) a ratio of one nest/roost box per residential unit.

Landscape enhancement

The SPD may provide opportunities to enhance the character and local distinctiveness of the surrounding natural and built environment; use natural resources more sustainably; and bring benefits for the local community, for example through green infrastructure provision and access to and contact with nature. Landscape characterisation and townscape assessments, and associated sensitivity and capacity assessments provide tools for planners and developers to consider how new development might make a positive contribution to the character and functions of the landscape through sensitive siting and good design and avoid unacceptable impacts.

Protected species

Natural England has produced [Standing Advice](#) to help local planning authorities assess the impact of particular developments on protected or priority species.

Strategic Environmental Assessment/Habitats Regulations Assessment

A SPD requires a Strategic Environmental Assessment only in exceptional circumstances as set out in the Planning Practice Guidance [here](#). While SPDs are unlikely to give rise to likely significant effects on European Sites, they should be considered as a plan under the Habitats Regulations in the same way as any other plan or project. If your SPD requires a Strategic Environmental Assessment or Habitats Regulation Assessment, you are required to consult us at certain stages as set out in the Planning Practice Guidance.

Should the plan be amended in a way which significantly affects its impact on the natural environment, then, please consult Natural England again.

Please send all planning consultations electronically to the consultation hub at consultations@naturalengland.org.uk.

Yours faithfully

Sharon Jenkins
Consultations Team

Reigate & Banstead Borough Council

Supplementary Planning Documents

Public Notice and Statement of Adoption and Revocation

Planning and Compulsory Purchase Act 2004 (as amended)
Town and Country Planning (Local Development) (England) Regulations 2012 (as amended)

Notice is hereby given that on 23 April 2020, in accordance with Regulations 11 and 14 of the Town and Country Planning (Local Development) (England) Regulations 2012, Reigate and Banstead Borough Council formally adopted the following Supplementary Planning Documents (SPDs)

- Affordable Housing SPD
- Barn Conversions SDP
- Reigate Shopfronts SPD
- Historic Parks and Gardens SPD

Paper copies of the Supplementary Planning Documents, the accompanying Consultation Statements and this Adoption Statement can be viewed at:

- The Council's main office at Reigate Town Hall, Castlefield Road, Reigate (08:45-17:00 Mon-Thu, and 08:45-16:45 Fri).
- Banstead Library, Tattenham Community Library, Merstham Library, Redhill Library, Reigate Library, and Horley Library. The opening times and addresses are listed on Surrey County Council's website at: <https://www.surreycc.gov.uk/libraries>

Those documents can be viewed on the Council's website at <http://www.reigate-banstead.gov.uk>

Any person with sufficient interest in the decision to adopt the Supplementary Planning Documents may apply to the High Court for permission to apply for judicial review of that decision. Such an application must be made promptly, and in any event not later than 3 months after the date on which the SPDs were adopted (23 April 2020).

In accordance with Regulation 15(2) the Town and Country Planning (Local Development) (England) Regulations 2012 Reigate and Banstead Borough Council formally revokes the following:

- Affordable Housing Supplementary Planning Document (2014)
- Appropriate Uses for Historic Barns Supplementary Planning Guidance (1994)
 - Historic Parks and Gardens Supplementary Planning Guidance (2001)
- Reigate Shop Front Design Guide Supplementary Planning Guidance (1993, revised 1999)

Further information

For further information, please contact the Planning Policy Team by email at LDF@reigate-banstead.gov.uk or by telephone at 01737 276178.

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Agenda Item 7



SIGNED OFF BY	Head of Legal and Governance
AUTHOR	Alex Vine, Electoral Services Manager
TELEPHONE	Tel: 01737 276067
EMAIL	alex.vine@reigate-banstead.gov.uk
TO	Executive
DATE	Thursday, 25 June 2020
EXECUTIVE MEMBER	Portfolio Holder for Neighbourhood Services

KEY DECISION REQUIRED	No
WARDS AFFECTED	Banstead Village; Lower Kingswood, Tadworth and Walton;

SUBJECT	Appointments to the Board of the Banstead Common Conservators (2020)
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RECOMMENDATIONS
To consider each of the nominations to the Banstead Commons Conservators and appoint two representatives to fill positions that have come to the end of their term.
REASONS FOR RECOMMENDATIONS
To ensure that positions on the Board of the Banstead Commons Conservators are suitably filled.
EXECUTIVE SUMMARY
This report covers the annual appointment of representatives to serve on the Banstead Commons Conservators. Officers have delegated authority to accept those nominations (paragraph 1.14 of Officer Scheme of Delegation). In the event that the number of nominations received exceed the number of vacancies, or where nominations come from non-members the matter is passed to the Executive for determination.
Executive has authority to approve the above recommendations.

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STATUTORY POWERS

1. Representation on outside bodies is made in accordance with Local Government Acts 1972 and 2000.
2. The appointment of Banstead Commons Conservators is laid down by the Scheme set out in the Schedule to the Metropolitan Commons (Banstead) Supplemental Act 1893.

BACKGROUND

3. The Council works with several bodies to ensure high standards of care and ensuring effective access to public open space owned by the Council. The Banstead Commons Conservators (BCC) carries out an important role in one of the largest areas being 1350 acres of Metropolitan Common land in the Borough (Banstead Heath, Banstead Downs and Park Downs).
4. These areas form a strategically important part of the Green Belt, separating North Surrey from Greater London and make up almost 50% of total Reigate and Banstead Borough Council public open space. They provide recreation for both the local population and visitors from farther afield and are widely used for dog walking, horse riding etc. They form an important part of the local landscape and are acknowledged as an important wildlife habitat with nationally rare and unusual species of plants and animals. Banstead Downs and Park Downs are designated as Sites of Special Scientific Interest (SSSI) and Burgh Heath and Banstead Heath are Sites of Nature Conservation Interest (SNCI).
5. Management objectives fall into two distinct categories. Firstly those demanded by statute:
 - To maintain and protect the integrity of the Banstead Commons;
 - To ensure the free, legal and safe access of all to the Commons;
 - To provide safe and healthy working environment for employees; andsecondly, those related to recognition of the commons as important amenity and activity areas for local residents and visitors from farther afield, together with recognition of the diversity of wildlife in these areas:
 - To maintain and improve the Commons as an amenity for all;
 - To maintain and improve the Commons as a wildlife habitat.

KEY INFORMATION

Board membership and meetings

6. The board consists of eight conservators appointed on a rolling basis and each serving a three year term of office.
7. Board meetings are held on a quarterly basis.
8. The posts are voluntary and unpaid Whilst the bodies nominating conservators has changed over the 125 years since the Commons areas were defined, the position has now settled so that all appointments are made by the Council.

Agenda Item 7

9. Acknowledging the contribution made by the London Borough of Sutton, which adjoins the Commons along its northern boundary, Reigate and Banstead Borough Council invites the London Borough of Sutton to nominate a representative which is subsequently appointed by RBBC.

Suggested selection criteria

10. Appointed representatives should ideally demonstrate the following criteria:
- A local person with knowledge and interest in local community development matters
 - A regular user of one or more of the commons with an interest in habitat and access preservation and improvement
 - Ability to attend regular evening/weekend meetings
 - Existing knowledge, and prior experience of land management or ecology/botany would be a distinct advantage
 - Professional competencies that would support the Conservators in delivering their objectives, such as:
 - Legal
 - Financial
 - Marketing
 - Public Relations

Nominations

11. Three of the Conservators terms concluded at the end of March 2020, one of which is appointed by the London Borough of Sutton.
12. The nomination by London Borough of Sutton will be confirmed at a meeting of its Strategy and Resourcing Committee on 6 July. If the nominations do not exceed the number of vacancies for the position nominated by the London Borough of Sutton, this will be determined under delegated authority (1.14 of the officer scheme of delegation) as this falls after this Executive meeting.
13. The representatives and the nominations for the remaining two vacancies (to be determined at this Executive meeting) are set out below:

Current representative	Term ends	Appointed by	Nominees
Mr D. Atkins	March 2020	Reigate & Banstead	<ul style="list-style-type: none">• Mr D. Atkins, seeking reappointment.• Cllr P. Harp.• Mr. I. Mockford
Mr. R. S. Mantle	March 2020	Reigate & Banstead	

Agenda Item 7

14. Nominees' applications to stand for appointment are attached at Appendix 1.

OPTIONS

15. The Executive have the discretion to decide which nominees to appoint. Alternatively, the Executive may ask officers to seek new nominations.

LEGAL IMPLICATIONS

16. Representation on outside bodies is made in accordance with Local Government Acts 1972 and 2000.

17. The appointment of Banstead Commons Conservators is laid down by the Scheme set out in the Schedule to the Metropolitan Commons (Banstead) Supplemental Act 1893.

18. The provisions of the Act make it clear that the Council may appoint such persons as it sees fit. There is no stipulation restricting who may be appointed except that someone who is bankrupt or has compounded with his creditors is not eligible.

FINANCIAL IMPLICATIONS

19. There are no financial implications relating to the appointments.

EQUALITIES IMPLICATIONS

20. It is important that appointments to outside bodies are made by the Council in a fair and representative way best suiting the interests and diversity of Borough residents.

COMMUNICATION IMPLICATIONS

21. A public notice inviting applications was posted on notice boards across the Commons.

22. The appointments will be publicised on noticeboards across the Banstead Commons and nominees notified of the outcome of the Executive decision.

RISK MANAGEMENT CONSIDERATIONS

23. None.

OTHER IMPLICATIONS

24. None.

CONSULTATION

25. The positions have been notified to all Members through Group Leaders.

26. The London Borough of Sutton were invited to nominate representatives in January 2020.

Agenda Item 7

27. The Board's clerk notified the current representatives whose terms were expiring to determine whether they would stand for re-appointment.

POLICY FRAMEWORK

28. There are no policy implications.

APPENDICES

1. Appendix 1 – Nominees' applications for appointment.
 - a) Mr D. Atkin's application.
 - b) Cllr P. Harp's application.
 - c) Mr. I. Mockford's application.

BACKGROUND PAPERS

None.

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