

Officer Recommendation: Approved with Conditions

DATE VALID - 31st July 2025
TARGET DATE - 12th January 2026

APPLICATION NUMBER – 25/01271/F

LOCATION:

Robert Leech 1 - 3 High Street Reigate Surrey RH2 9AA

APPLICANT:

Mr Robert Leech
1 - 2 High Street
Reigate
Surrey
RH2 9AA

AGENT:

L.P.D Consulting Ltd
The Folly
Castle Walk
Reigate
Surrey
RH2 9PX

PROPOSAL:

Replacement of existing flat roof with mansard to provide 1 no 1 bed flat on first floor and 1 no 1 bed flat within mansard roof space. As amended on 14/07/2025, 21/11/2025, 12/12/2025 and on 11/12/2025.

SITE VISIT DATE: 14th August 2025

CONSULTATIONS

The Conservation Officer - No objection subject to conditions.
Highway Authority: No objections subject to a condition.
SCC Archaeology Officer - No objection.

REPRESENTATIONS

Neighbours - No consultation responses have been received.

POLICY CONTEXT

Urban area
Reigate Town Centre
Locally Listed Building
Adjacent to Grade II Listed Building
Reigate Conservation Area
Primary Shopping Area
Primary Retail Frontage

Reigate and Banstead Core Strategy
CS1(Sustainable Development)
CS4 (Valued Townscapes and Historic Environment)
CS10 (Sustainable Development),
CS11 (Sustainable Construction),
CS17 (Travel Options and Accessibility)

Reigate and Banstead Development Management Plan 2019
RET2 (Town Centre Frontages)

DES1 (Design of New development)
DES5 (Delivering High Quality Homes)
DES8 (Construction Management)
TAP1 (Access, Parking and Servicing)
CCF1 (Climate Change Mitigation)
INF3 (Electronic communication networks)
NHE9 (Heritage Assets)

Other Relevant Considerations

National Planning Policy Framework
National Planning Practice Guidance
Supplementary Planning Guidance
Surrey Design
Vehicle and Cycle Parking Guidance 2018
Other Human Rights Act 1998
Community Infrastructure Levy Regulations 2010

SITE AND CHARACTER APPRAISAL

The site is located on the southern side of High Street at the junction with Bell Street. The site comprises a two storey flat roofed building on a corner site, fronting High Street with the side elevation on Bell Street, and due to its location it is prominent within the Town Centre. The site lies within the Reigate Town Centre Conservation Area and is a locally listed building. The site is bounded by retail/residential/commercial offices with the immediate neighbour to the west, 5 High Street being a Grade II listed building

ADDED VALUE

Improvements secured at the pre-application stage:
No preapplication advice was sought.

Improvements secured during the course of the application:
Additional information was requested to assess the proposed development and the design of the roof and location of the dormers were adjusted.

Further improvements to be secured through conditions or legal agreement:
Conditions relating to materials will be applied to the grant of permission to ensure the proposal causes no harm to the setting of the Conservation Area and adjacent Listed Building.

PLANNING AND ENFORCEMENT HISTORY

20/02587/F - Addition of a further floor above the existing first floor, and the use of the area as residential accommodation. - Refused and dismissed on appeal.
19/00964/F - Addition of further floor above the existing first floor to create a two bedroom flat. - Refused
02/02177/ADV - Display of externally illuminated fascia lettering and projecting sign.(Drg No. a&l-reigate-ext02) - Express consent
93/13390/F - INSTALLATION OF ATM CASH DISPENSER WITHIN EXISTING BUILDING SOCIETY BRANCH OFFICE - Approved with conditions
90/10490/F - ALTERATIONS TO SHOPFRONT (AMENDED PLANS RECEIVED 6.11.90) (AMENDED PLANS RECEIVED 27.11.90) - Approved with conditions
80P/0244 - 1/3 HIGH STREET, REIGATE INTERNALLY ILLUMINATED FASCIA LETTERING SIGN. 1/3 HIGH STREET, REIGATE - Refused
68/0378 - Alteration to offices at 1 and 3 High Street, Reigate - Approved with conditions
63/019 - Use of two rooms on first floor of Bank premises at 1 and 3 High Street Reigate (now vacant) as work rooms for tailor for a temporary period (previously use as Chiropracist's Surgery and Consulting Rooms). - Approved

62/0456 - Use of two rooms on the first floor of bank premises at 1 & 3 High Street, Reigate, used as Chiropodists Surgery and Consulting Rooms, for Bank purposes as additional office accommodation -

8-10 Bell Street:

16/01161/F - Provision to divide the ground floor retail space into two A1 units and the change of use of the upper floors and rear building into six self-contained flats, together with internal alterations - Approved with conditions.

PRINCIPAL ISSUES

The proposed development seeks permission for the replacement of the existing flat roof with mansard to provide a one bed flat on first floor and one bed flat within mansard roof space.

This application follows two previous applications which sought second floor extensions, both of which were refused. The most recent application - reference 20/02587/F was refused and dismissed on appeal. The reason for refusal was:

"The proposed development, by virtue of its bulk, scale, massing and height, would result in a harmful and detrimental impact upon the appearance of the locally listed building, and an inappropriate transition between the taller buildings in the High Street and the lower scale of Bell Street, harmful to the character and appearance of the Reigate Town Centre Conservation Area and the setting of adjoining listed buildings, contrary to policies DES1 and NHE9 of the Development Management Plan 2019 and the guidance set out within the NPPF."

When dismissing the appeal the Inspector made the following points that are relevant:

"5. The appeal site is on the corner of High Street and Bell Street, a prominent position on a busy junction in this town centre. It is two storeys, complementing the height of the adjoining properties along Bell Street. It makes a positive contribution to the significance of the CA in terms of its historic commercial use and arrangement with a ground floor shopfront and secondary upper floor, as well as its appropriate visual relationship with neighbouring properties.

6....The visual prominence of 5 High Street relative to the appeal site means that the significant external features of the listed building are prominent in public views. Consequently, the appeal site forms a positive part of the setting of this listed building.

7. The proposed additions would significantly increase the height of the host building. The resultant development would have a prominent elevation to Bell Street and a marked increase in height along Bell Street. This would be harmful to the relationship between the appeal site and the adjoining property. The proposed development would also result in 1-3 High Street being taller and consequently more visually conspicuous than 5 High Street. It would therefore undermine the prominence of the listed building and its significant features in public views and would also harm features which make a positive contribution to the CA. Furthermore, these effects would be highly conspicuous due to the fact that the appeal site is in such a prominent corner location.

8. The proposed development would not result in the direct loss of the use or historic details on the non-designated heritage asset. However, there would be a resultant effect in that the extended building would be inappropriate in the streetscene and therefore the historic significance of the locally listed building would be experienced as part of this undermined context.

9. The proposed development seeks to reinstate the three storey building that previously existed. However, the proportions of the second floor and roof have been altered and the windows and detailing to the Bell Street frontage would not result in a secondary

elevation. Consequently, the proposed development would not restore the historic appearance of the property in this location and would not reinstate any previously existing relationships.

10. It appears to me that the historic Old Town Hall serves as a focal point to the area around the junction with Bell Street, Church Street and High Street, and it seems that this would have been the case even with the host property in its original three storey form. Nor am I persuaded that the proposed development would create an appropriate second focal point in this location. Whilst other corner plots in this area have three storey buildings these are different in terms of their relationship with neighbouring dwellings and prominence. Therefore, I do not agree that this is necessarily something to be replicated on this site."

The proposed development seeks to address these concerns.

The main issues for assessment are:

- Principle of part change of use
- Impact on the setting of the locally listed building and conservation area
- Neighbour amenity
- Amenity for future occupants
- Parking
- Biodiversity Net Gain
- Sustainable construction and broadband
- CIL

PRINCIPLE OF PART CHANGE OF USE

In order to facilitate the provision of residential accommodation on the site, a part change of use is proposed from Class E to Class C3. Policy RET2 of the Reigate and Banstead Development Management Plan 2019 relates to Town Centre frontages and a key objective of this policy is the promotion of retail uses and the resistance of excessive change away from core retail uses.

The existing building is used as an estate agent and falls under class E of the Use Classes Order. At first floor level the building accommodates two offices, a meeting room and kitchen to serve the estate agent, which is situated on the ground floor. The proposed development would result in the change of use of the first floor to accommodate a one bedroom residential unit, and would result in the loss of use class E at first floor level. However the first floor is more ancillary in nature and supports the use, which is primarily at ground floor level.

As the proposal would result in the retention of the existing class E use at ground floor, which is where the main functioning use takes place, the principle of the part change of use is considered acceptable, as it would not negatively impact on the vitality of the shopping area. It also noted that the Reigate and Banstead Town Centre Monitor 2025 states that in Reigate Town Centres Primary Shopping Area - where the site lies - class E accounts for 91% of the units. The proposed development is therefore considered to comply with policy RET2 and would be acceptable in this regard.

IMPACT ON THE SETTING OF THE LISTED BUILDING AND CONSERVATION AREA

Policy NHE9 of the Reigate and Banstead Development Plan states that development will be required to protect, preserve and wherever possible enhance the Borough's designated and non designated heritage assets and historic environment. 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.

Conservation Areas and Listed Buildings are designated heritage assets and therefore under the NPPF para 212. "When considering the impact of a proposed development on the significance of a designated heritage asset, great weight should be given to the asset's conservation (and the more important the asset, the greater the weight should be). This is irrespective of whether any potential harm amounts to substantial harm, total loss or less than substantial harm to its significance.", and para 213. Any harm to, or loss of, the significance of a designated heritage asset (from its alteration or destruction, or from development within its setting), should require clear and convincing justification. Local plan policy NHE9 9. Echoes this, by stating that "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."

In addition to policy NHE9, policies DES1 and DES2, and the RBBC Local Character and Distinctiveness Guide SPD 2021 also seek to ensure that new development complements the character of the area, and helps to maintain setting of Conservation Areas. Proposals affecting a Conservation Area and Locally Listed Building must preserve and where possible enhance them.

The proposed development would result in a change of use at first floor and an alternative roof construction to create a second floor, in order to provide a one bedroom flat. In order to do this a mansard roof is proposed with dormers.

This design approach differs significantly from that previously proposed on the site and dismissed at appeal. The previous scheme on the site proposed an additional storey and bulky roof form, resulting in a full three storey building. This would have been of a much greater scale than that proposed, as the current scheme proposes the addition of a mansard roof only with dormer windows.

The Conservation Officer has been consulted with regards to the proposal and has made the following comments:

"This is a locally listed building in Reigate Conservation Area. The original building was a late 17th century brick, stringcourse and mullion and transom building with a hipped roof, possible over an earlier medieval building, It was remodelled as a stucco Georgian building with a cumbersome and over spanned half hipped mansard roof, remodelled some time between 1821 and 1831, and includes the remains of a fine Georgian shopfront now extended. It was an ungainly building and reduced from 4 storeys to 2 storeys in 1951 by the notable architect Brian Courtenay Sherren FRIBA (1905 - 1986), chief architect of the National Provincial Bank and shows his skill and versatility and the building is of significance for Sherren's elegant remodelling as much as the remaining Georgian elements.

The building is interesting as an example that because something was there in the 19th century does not necessarily mean it was good. The Georgian building was overlarge and ungainly, and its reduction in 1951 greatly improved the townscape. An appeal to reinstate the original Georgian form in 2020 was rejected by the Inspectorate as being over prominent and out of scale with the neighbouring buildings.

The challenge therefore with the present application was to see if a roof extension could be achieved that was not out of scale with its neighbours and respect of the existing building. It is considered that the present proposal is passable as it is a careful and well detailed use of traditional Georgian mansard form and is in scale with the original buildings and neighbouring buildings, which are statutory and locally listed. It will nonetheless require a skilful builder to achieve an appropriate end result as it is an awkward and difficult site due to the irregular nature of the footprint."

Subject to conditions, the Conservation Officer has no objection to the proposed development. The scale of built form proposed is considered to be commensurate with the street scene and the design acceptable.

The proposed development is not considered to cause harm to the character and setting of the locally listed building and conservation area and therefore would accord with policies DES1 and NHE9 of the Development Management Plan 2019 and the provisions of the NPPF.

NEIGHBOUR AMENITY

Policy DES1 seeks to ensure that no adverse harm occurs to the amenity of neighbouring properties by way of overbearing, obtrusiveness, overshadowing, overlooking and loss of privacy.

The application site adjoins 5 High Street and 4 Bell Street, which are class E uses and have no residential uses at first floor level. Whilst the proposed development would increase the scale of built form on the site, not only would the scale be relatively modest in nature, it has also been designed to be set in from the existing flat roof parapet. This would reduce its impact on these neighbouring properties and its scale and siting is such that the proposed development would not appear overbearing or obtrusive to 5 Bell Street and 4 Bell Street.

The increase in scale is likely to result in some overshadowing to one of the first floor windows on the front elevation and one on the side elevation of no.5 High Street. However the overshadowing would not be significant, and as these windows would not serve habitable rooms, the impact would not be harmful enough to warrant refusal of the application.

With regards to no.4 Bell Street, again some overshadowing is likely to occur to the front dormer and rear first floor window, however the impact would not be significant and again no habitable rooms are situated at first floor level.

With regards to overlooking, the dormers proposed on the eastern and northern elevation would be well separated from neighbouring properties and would result in no loss of privacy. A dormer and roof light is proposed on the southern elevation; the window would result in some oblique views of the first floor side facing window of no.5, however as this window would not serve a habitable room, no harmful overlooking would occur. No views would be possible to the first floor windows serving no.4 Bell Street due to the siting of the dormers, however there may be some sight into the existing roof lights serving this property. These roof lights serve the class E unit and would result in no loss of privacy to habitable rooms.

The proposed development is considered to cause no harm to the amenity of neighbouring properties and would be acceptable in this regard. It is also worth noting that the previous appeal decisions did not raise any amenity issues and those developments were of a much greater scale than that proposed. The application is therefore considered to comply with policy DES1 in this regard.

AMENITY FOR FUTURE OCCUPANTS

The NPPF provides that planning decisions should provide a high standard of amenity for future users. DMP Policy DES5 relates to the delivery of high quality homes and requires, inter alia, that as a minimum, all new residential development (including conversions) must meet the relevant nationally described space standard for each individual units except where the Council accepts that an exception to this should be made in order to provide an innovative type of affordable housing that does not meet these standards. In addition, the policy also requires all new development to be

arranged to ensure primary habitable rooms have an acceptable outlook and where possible receive direct sunlight.

The proposed first floor flat (1 bed, 2 person) would have a floor area of just over 60 square metres and would have at least 1.5 square metres of storage. It would be well served by windows, so would have sufficient natural light and outlook. The second floor flat (1 bed, 1 person) would have a floor area of 40 square metres and would have over 1 square metre of storage space. It too would be well served by windows and would have sufficient natural light and outlook.

The amenity provided for future occupants is considered acceptable and would comply with the requirements of policy DES5 in this regard.

PARKING

Policy TAP1 of the DMP seeks to ensure that adequate parking is provided within future developments, in accordance with our adopted local standards as set out within Annexe 4 of the DMP. The site is located within a high accessibility area and for a two bedroom flat a minimum of 1 parking space is required. However the DMP does also state that a lower amount of parking may be appropriate in areas within town centres.

The proposed development does not propose any parking spaces due to its town centre location. Surrey County Council Highways have assessed the proposed development and state:

"The proposals do not include any provision for car parking however this is compliant with the SCC 'Vehicular, electric vehicle and cycle parking guidance for new developments' document, which states that "reduced or even nil provision may be appropriate in support of demand management and the most efficient use of the land" when detailing the requirements for residential parking in sustainable locations."

As the site is located within a town centre sustainable location, the lack of parking would not be harmful enough to warrant refusal of the application. In light of this the proposed development is considered acceptable and would comply with policy TAP1 in this regard.

BNG

Biodiversity net gain (BNG) is an approach introduced under the Environment Act ensures that any new developments leave nature in a better state than it was before, which means creating more habitats for wildlife and improving the quality of existing ones. This approach is also consistent with the aims of policy NHE2 of the Development Management Plan 2019.

However there are some circumstances where proposals are considered de minimis and are exempt from providing a biodiversity net gain. In this instance, as the proposal is within the envelope of the existing building it would be exempt and BNG would not be necessary.

SUSTAINABLE CONSTRUCTION AND BROADBAND

DMP Policy CCF1 relates to climate change mitigation and requires new development to meet the national water efficiency standard of 110litres/person/day and to provide broadband for future occupants. No evidence has been submitted to demonstrate that the proposed development can achieve these requirements and in the event that planning permission were to be granted, a condition could be imposed to seek such information and its implementation prior to the first occupation of development. In this regard, there would be no conflict with DMP Policy CCF1.

COMMUNITY INFRASTRUCTURE LEVY

The Community Infrastructure Levy (CIL) is a fixed charge which the Council will be collecting from some new developments from 1 April 2016. It will raise money to help pay for a wide range of infrastructure including schools, road, public transport and community facilities which are needed to support new development. This development would be CIL liable and the exact amount would be determined and collected after the grant of planning permission, should the application be successful at any future appeal.

CONCLUSION

For the reasons set out above I consider that planning permission should be APPROVED.

In reaching this conclusion I have taken account of all other matters raised by this application but have found nothing that outweighs the main planning issues upon which I have based my recommendation. In reaching this conclusion I have had due regard to the articles and conventions of the Human Rights Act.

Permission be Approved with Conditions

CONDITIONS

1. The development hereby permitted shall be carried out in accordance with the following approved plans.

Reason: To define the permission and ensure the development is carried out in accord with the approved plans and in accordance with National Planning Practice Guidance.

Note: Should alterations or amendments be required to the approved plans, it will be necessary to apply either under Section 96A of the Town and Country Planning Act 1990 for non-material alterations or Section 73 of the Act for minor material alterations. An application must be made using the standard application forms and you should consult with us, to establish the correct type of application to be made.

Plan Type	Reference	Version	Date Received
Location Plan	250701		11.07.2025
Existing Plans	250702		11.07.2025
Elevation Plan	250703		18.07.2025
Section Plan	250711	A	11.12.2025
Proposed Plans	250707	A	11.12.2025
Proposed Plans	250706	A	11.12.2025
Elevation Plan	250705	B	11.12.2025
Floor Plan	224146 0100	P2	11.12.2025
Other Plan	224146 0001	P1	21.11.2025
Floor Plan	250704	C	12.12.2025

2. The development hereby permitted shall be begun before the expiration of three years from the date of this permission.

Reason: To comply with Section 91(1) of the Town and Country Planning Act 1990 as amended by Section 51 (1) of the Planning and Compulsory Purchase Act 2004

3. Notwithstanding the submitted plans, the proposed external finishing materials and details shall be carried out using the external finishing materials and details specified below and there shall be no variation without the prior approval in writing of the Local Planning Authority:
 - a) The roof shall be of double cambered handmade sandfaced plain clay tiles, a photographic sample of which, with manufacturers name and product name, shall be submitted to and approved in writing by the LPA before their installation. This should be done at an early stage and sufficient length of time should be allowed for order time period for such tiles which can be lengthy.
 - b) The ridges and hips shall be of either handmade sandfaced hogsback ridge tiles or rolled lead flashings. Visible dry fixing of tiles will be unacceptable.
 - c) All windows shall be white painted timber vertically sliding sashes and all dormers shall have leaded cheeks, and cheeks widths shall be no greater than 180mm. All glazing bars shall be of traditional profile and match existing.
 - d) All rainwater goods shall be of painted cast metal.
 - e) All rooflights shall be black painted metal conservation rooflights with a single vertical glazing bar of traditional profile.
 - f) This permission does not purport to grant consent for any external changes to the external elevations to Bell Street and High Street below parapet level including existing balustrades, cornices, parapets and windows and does not purport to grant consent for any existing or proposed advertising shown.

Reason: To ensure that the development hereby permitted is only constructed using the appropriate external facing materials and detailing in the interest of maintaining the historic and architectural character of the listed building and the visual amenities of the area with regard to Reigate and Banstead Development Management Plan 2019 policies DES1 and NHE9.

4. All residential units within the development hereby approved shall be provided with the necessary infrastructure to facilitate connection to a high speed broadband. Unless otherwise agreed in writing with the Local Planning Authority, this shall include as a minimum:
 - a) A broadband connection accessed directly from the nearest exchange or cabinet,
 - b) Cabling and associated installations which enable easy access for future repair, replacement or upgrading.

Reason: To ensure that the development promotes access to, and the expansion of, a high quality electronic communications network in accordance with Policy INF3 of the Reigate & Banstead Development Management Plan 2019.

5. The development hereby approved shall not be first occupied unless and until a Water Efficiency Statement has been submitted to and approved in writing by the Local Planning Authority. The Statement shall detail how the development will ensure that the potential water consumption by occupants of each new dwelling does not exceed 110 litres per person per day,

The development shall be carried out in accordance with the approved details and any measures specific to an individual dwelling(s) shall be implemented, installed and operational prior to its occupation.

Reason: To ensure that the development supports the efficient use of resources and minimizes carbon emissions with regard to Policy CS10 of the Reigate &

Banstead Core Strategy 2014 and Policy CCF1 of the Reigate & Banstead Development Management Plan 2019.

6. The development hereby approved shall not be first occupied unless and until facilities for high quality, secure, lit and covered parking of bicycles and the provision of a charging point for e-bikes by said facilities have been provided within the development site in accordance with a scheme to be submitted to and approved in writing by the Local Planning Authority. Thereafter the said approved facilities shall be provided, retained and maintained to the satisfaction of the Local Planning Authority.

Reason: To preserve the visual amenity of the conservation area and in recognition of Section 9 'Promoting Sustainable Transport' in the National Planning Policy Framework 2021 and Reigate and Banstead Development Management Plan 2019 policies DES1 and NHE9.

Statement of reason for grant of planning permission (Article 31 of The Town And Country Planning (Development Management Procedure) (England) Order 2010):

The development hereby permitted has been assessed against development plan policies RET2, DES1, DES2, DES5, DES8, TAP1, CCF1, INF3, and NHE9, and material considerations, including third party representations. It has been concluded that the development is in accordance with the development plan and there are no material considerations that justify refusal in the public interest.

The Local Planning Authority has acted positively and proactively in determining this application by assessing the proposal against all material considerations, including planning policies and any representations that may have been received and subsequently determining to grant planning permission in accordance with the presumption in favour of sustainable development where possible, as set out within the National Planning Policy Framework.

INFORMATIVES

1. It is the responsibility of the developer to provide e-bike charging points with socket timers to prevent them constantly drawing a current over night or for longer than required. Signage should be considered regarding damaged or shock impacted batteries, indicating that these should not be used/charged. The design of communal bike areas should consider fire spread and there should be detection in areas where charging takes place. With regard to an e-bike socket in a domestic dwelling, the residence should have detection in areas where charging takes place. With regard to an e-bike socket in a domestic dwelling, the residence should have detection and an official e-bike charger should be used. Guidance on detection can be found in BS 5839-6 for fire detection and fire alarm systems in both new and existing domestic premises
2. The applicant is expected to ensure the safe operation of all construction traffic to prevent unnecessary disturbance obstruction and inconvenience to other highway users. Care should be taken to ensure that the waiting, parking, loading and unloading of construction vehicles does not hinder the free flow of any carriageway, footway, bridleway, footpath, cycle route, right of way or private driveway or entrance. The developer is also expected to require their contractors to sign up to the "Considerate Constructors Scheme" Code of Practice,

(www.ccscheme.org.uk) and to follow this throughout the period of construction within the site, and within adjacent areas such as on the adjoining public highway and other areas of public realm.

3. The permission hereby granted shall not be construed as authority to obstruct the public highway by the erection of scaffolding, hoarding or any other device or apparatus for which a licence must be sought from the Highway Authority Local Highways Service. When applying for any hoarding licence you must supply details of this planning permission, a copy of the approved hoarding layout plan, and a copy of any discharge of condition approval letter (where received) from the Local Planning Authority referencing the approved hoarding plan. Failure to provide this information will result in your application being rejected. Any hoarding erected on the highway without having secured the necessary licence may lead to enforcement action.