

AGENDA MANAGEMENT SHEET

Report Title: Shopfronts Design Guide Supplementary Planning Document – public consultation

Name of Committee: Cabinet

Date of Meeting: 11 March 2024

Report Director: Chief Officer – Growth and Investment

Portfolio: Growth and Investment

Ward Relevance: Benn Ward, Eastlands Ward, New Bilton Ward

Prior Consultation: No

Contact Officer: Abigail Murphy, Senior Planning Officer
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Public or Private: Public

Report Subject to Call-In: Yes

Report En-Bloc: No

Forward Plan: Yes

Corporate Priorities: This report relates to the following priority(ies):
 Rugby is an environmentally sustainable place, where we work together to reduce and mitigate the effects of climate change. (C)
 Rugby has a diverse and resilient economy that benefits and enables opportunities for all residents. (E)
 Residents live healthy, independent lives, with the most vulnerable protected. (HC)
 Rugby Borough Council is a responsible, effective and efficient organisation. (O)
[Corporate Strategy 2021-2024](#)
 This report does not specifically relate to any Council priorities.

Summary: The report recommends to Cabinet a six week public consultation on the Shopfronts Design Guide Supplementary Planning Document.

Financial Implications: The costs of the consultation will be limited to the cost of the press notice and postages. These will

be met within the existing Development Strategy budget.

Risk Management/Health and Safety Implications:

Undertaking at least four weeks' public consultation is a statutory requirement. If this stage is not undertaken, the Supplementary Planning Document cannot be adopted and can be afforded no weight in planning decisions.

Environmental Implications:

The SPD will have a positive impact on the built environment. A climate and environmental impact assessment has been produced and is attached at Appendix 3.

Legal Implications:

Under Regulations 12, 13 and 35 of the Town and Country Planning (Local Planning) (England) Regulations 2012 (as amended) before a local planning authority can adopt a supplementary planning document it must hold at least four weeks' public consultation.

Equality and Diversity:

The SPD recommends inclusion of accessibility considerations as a fundamental part of the design development process for new and updated shop fronts. The consultation is in accordance with the statutory process set out in the Town and Country Planning Acts which has been subject to their own equality impact assessment. An Equality Impact Assessment is appended to this report at appendix 2.

Options:

Option 1 – Cabinet approves the Shopfronts Design Guide Supplementary Planning Document for public consultation.

Option 2 – Cabinet does not approve the Shopfronts Design Guide Supplementary Planning Document for public consultation. This option is not recommended because it would mean that there is no design guidance for shopfronts in the town centre. This would create a risk that shopfronts do not contribute to improvement of the town centre.

Recommendation:

- (1) The amended Shopfronts Design Guide Supplementary Planning Document be approved for six weeks' public consultation in accordance with Regulations 12, 13 and 35 of the Town and Country Planning (Local Planning) (England) Regulations 2012 (as amended) (as amended);

- (2) Delegated authority be given to the Chief Officer for Growth and Investment to make minor amendments as necessary to the document before it is published for public consultation.

**Reasons for
Recommendation:**

This will provide a basis for an improved standard of shopfronts in the town centre which will contribute to visual improvement overall.

Cabinet – 11 March 2024

**Shopfront Design Guide Supplementary Planning Document–
public consultation**

Public Report of the Chief Officer – Growth and Infrastructure

Recommendations:

- (1) The Shopfronts Design Guide Supplementary Planning Document be approved for a six weeks public consultation in accordance with Regulations 12, 13 and 35 of the Town and Country Planning (Local Planning) (England) Regulations 2012 (as amended) (as amended);
- (2) Delegated authority be given to the Chief Officer for Growth and Investment to make minor amendments as necessary to the document before it is published for public consultation.

EXECUTIVE SUMMARY

A draft Shopfronts Design Guide Supplementary Planning Document (SPD) has been produced within the Development Strategy team.

The need for higher quality development in the town centre is identified in Chapter 7 of the Local Plan. Policy TC1: Development in Rugby Town Centre further highlights this. The SPD also supports the aims of the Rugby Regeneration Strategy by providing specific design guidance regarding the design quality of shopfronts to be restored, maintained and newly installed.

The reports seeks approval to undertake a 6 week public consultation on the document. Following completion of the public consultation, it is proposed that the updated SPD will be taken back to the Cabinet and Council to be adopted.

1. BACKGROUND

- 1.1. It is the role of Supplementary Planning Documents to support and provide further detailed guidance on local plan policies and they form a material consideration in decision making.

2. SHOP FRONT SPD

- 2.1. It is recognised that successful town centres are characterised by being visually attractive. Rugby Town Centre has some beautiful historic buildings and it is important that shop fronts and facias respect the historic fabric of the building in which they reside and improve the visual amenity of town centre as a whole.

- 2.2. The development of a Shop Front SPD is delivering on one of the 19 workstreams agreed by the Town Centre Working Group by bringing forward planning policies and documents that support regeneration.
- 2.3. The document will support the aims in Chapter 7 of the Local Plan to 'making more of [the town centre's] historical assets to help shape the physical environment'. It will further support policy TC1 in requiring a high level of design quality that 'complements and enhances the existing environment and townscape in a manner which contributes to local distinctiveness and a sense of place'.
- 2.4. It will further support the aims in the Rugby Town Centre Regeneration Strategy, including specifically the Movement and Public Realm Interventions PR6 and PR1A by providing specific design guidance regarding the design quality of shopfronts to be restored, maintained and newly installed. The document is intended to aid premises owners in developing proposals; contribute to pre-application discussions between applicants and development management officers; and support development management officers in making planning application decisions.
- 2.5. The Shop Front SPD will also be used in conjunction with UK Shared Prosperity Fund as there is a proposal, in another report to this Cabinet, to use Year 3 funding for shop front improvements.

3. PUBLIC CONSULTATION ON THE SPD

- 3.1. A draft of the shopfront SPD has been presented to Planning Services Working Party who endorsed the SPD and agreed for it to be forwarded to Cabinet, to approve a public consultation period, prior to its adoption.
- 3.2. It is important that the SPD is produced in accordance with the applicable regulations, namely The Town and Country Planning (Local Planning) (England) Regulation 2012 (as amended).
- 3.3. Accordingly, it is proposed that a six-week public consultation is held, commencing on 7th May 2024 and ending on 18th June 2024. The draft SPD is attached as appendix 1.
- 3.4. A notice of the consultation will be published in the Rugby Observer and Rugby Advertiser and copies of the consultation documents will be made available on the Council's website and in the following locations:

Rugby Borough Council's offices, Town Hall, Evreux Way, Rugby, CV12 2RR,
Rugby Library and Information Centre, Little Elborow Street, Rugby, CV21
3BZ
- 3.5. Notice of the consultation will be sent to all of those on the Council's planning policy consultation database.
- 3.6. Following completion of the public consultation, it is proposed that the updated SPD will be taken back to the Cabinet and Council to be adopted.

4. CONCLUSION

- 4.1. It is recommended that the Shopfronts Design Guide Supplementary Planning Document be approved for public consultation.

Name of Meeting: Cabinet

Date of Meeting: 11 March 2024

Subject Matter: Shopfronts Design Guide Supplementary Planning Document– public consultation

Originating Department: Growth and Investment

DO ANY BACKGROUND PAPERS APPLY **YES** **NO**

LIST OF BACKGROUND PAPERS

Doc No	Title of Document and Hyperlink
1	Rugby Borough Local Plan 2011-2031, adopted June 2019 https://rugby.gov.uk/documents/20124/6585161/FINAL_LOCAL_PLAN_21.06.19.pdf/b896f4cc-f4b5-c8a9-5602-6fcc0df00427?t=1697187416595
2	Rugby Town Centre Regeneration Strategy, November 2022 https://www.rugby.gov.uk/documents/20124/6589483/20143_R_Regeneration_Strategy_FINAL_optimised.pdf/8aae9f9c-5738-3983-5bb0-811fcbfc1eae?t=1702375946440
3	Rugby Corporate Strategy https://www.rugby.gov.uk/documents/20124/6588159/RBC_Corporate_Strategy_2021_24_FINAL.pdf/5fae7ff8-82e8-b736-f04b-37c8365874c1?t=1702371182421
4	The Town and Country Planning (Local Planning) (England) Regulations 2012 (as amended) https://www.legislation.gov.uk/ukSI/2012/767/contents

The background papers relating to reports on planning applications and which are open to public inspection under Section 100D of the Local Government Act 1972, consist of the planning applications, referred to in the reports, and all written responses to consultations made by the Local Planning Authority, in connection with those applications.

Exempt information is contained in the following documents:

Doc No	Relevant Paragraph of Schedule 12A



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Introduction

Rugby is a historic market town, with a market centre established in the 13th century due to its strategically beneficial location near important roads leading to Leicester, Coventry and Oxford. It continued to be an important location and saw expansion through the Victorian and Edwardian periods. The 19th century saw the development of the railway and station, with the town developing into a major rail junction soon after and its nature becoming that of an industrial centre as well as a market town.

The commercial centre of the town retains much of its dense historic fabric, with the historic street pattern and development from the Victorian and Edwardian eras making up much of its character.

While the wider Rugby area continues to be commercially important, the town centre along with many others faces an ongoing challenge to attract visitors. With continued competition from out of town and online retail alternatives it is important for it to offer a different experience, promoting a range of uses while enhancing and capitalising on its historic assets.

Shopfronts form an important part of a place's perception by both residents and visitors, forming a large part of the street scene at ground level. Shopfronts in Rugby currently make both positive and negative contributions, and it is important to ensure going forward that future development enhances its setting and the town centre overall.

1.1 Purpose of the guide

The purpose of this guide is to establish principles for the design of both historic and contemporary shopfronts in Rugby, to ensure that they contribute to, rather than detract from, its character. It takes into account the nature of the town centre as existing and provides recommendations for the restoration of historic shopfronts and implementation of new ones.

It is intended to support the aims in both the Local Plan and the Rugby Regeneration Strategy.

1.2 Status of the guide

This guide will take the status of a Supplementary Planning Document (SPD) which means it will be a material consideration in decision making.

Policy

2.1 National Planning Policy Framework

The National Planning Policy Framework (NPPF), published in 2012 and most recently updated in December 2023, sets out a framework for local development policy. It makes recommendations regarding the historic built environment and heritage assets in *Chapter 12: Achieving Well-designed and Beautiful Spaces* and *Chapter 16: Conserving and Enhancing the Historic Environment*. These recommend the conservation and enhancement of heritage assets and historic settings to make a positive contribution to the character of an area.

2.2 Planning (Listed Buildings and Conservation Areas) Act 1990

The Planning (Listed Buildings and Conservation Areas) Act introduced further controls on development relating to heritage assets and settings of note. A statutory duty is placed on the local planning authority for the conservation of areas and buildings that are of historic and architectural significance.

There are 19 conservation areas in Rugby and much of the town centre falls within the Town Centre Conservation Area. This is thought of in three broad areas; the current commercial centre and the largely Victorian area around High Street and Sheep Street; the residential and commercial area around Albert Street and Castle Street and the mostly commercial Edwardian areas around Regent Street and Regent Place. More information can be found in the [Rugby Town Centre Conservation Area Appraisal](#).

2.3 Rugby Borough Council policies

The Rugby Borough Local Plan 2011 – 2031, seeks enhancement of Rugby's local character and built environment, including implementation of high quality design and enhancement of historic assets. Relevant policies include those below, refer directly to the Local Plan for more information:

Policy TC1: Development in Rugby Town Centre

“Proposals for the redevelopment and refurbishment of the existing natural and built environment and public space, including new development proposals, within the town centre (as defined on the Town Centre Policies Map) will demonstrate high quality design that complements and enhances the existing environment and townscape in a manner which contributes to local distinctiveness and a sense of place.”

“In assessing proposals for town centre schemes, the Council will seek to ensure that such proposals are compatible with the scale, nature and character of the town centre. This is important given the historic nature of the town centre and proposals will have to be of an appropriate scale and design quality in order to be successfully integrated.” (Local Plan, Para 7.7)

Policy SDC1: Development in Rugby Town Centre

“All development will demonstrate high quality, inclusive and sustainable design and new development will only be supported where the proposals are of a scale, density and design that responds to the character of the areas in which they are situated. All developments should aim to add to the overall quality of the areas in which they are situated.

Factors including the massing, height, landscape, layout, materials and access should also be a key consideration in the determination of planning applications.”

Policy SDC2: Protecting and Enhancing the Historic Environment

“Development will be supported that sustains and enhances the significance of the Borough’s heritage assets including listed buildings, conservation areas, historic parks and gardens, archaeology, historic landscapes and townscapes.

Development affecting the significance of a designated or non-designated heritage asset and its setting will be expected to preserve or enhance its significance.”

2.4 Town and Country Planning (Control of Advertisements) (England) Regulations 2007

These regulations provide advertisement control regarding their impact on public safety and amenity. The regulations contain 3 categories of advertisement that relate to the type of consent they do or do not require. Each category contains a further breakdown of advertisements into advertisement classes.

2.5 Process & consents

The consent required for changes to shopfronts will depend on the status of the premises as existing and the nature of the proposed works. Multiple consents may be required for different purposes. Applicants are encouraged to engage in early conversation with the Development Management team to ensure the correct process and receive any necessary advice.

Planning permission

Planning permission is required for projects that will cause material changes to the external appearance of a building, so will be required for most works to shopfronts.

Much of the town centre also falls within the Rugby Town Centre Conservation Area, in which there is stricter control on development. In this scenario additional weight is placed on design and the impact of development within its setting.

Article 4 directions can be used by the local authority to remove specified permitted development rights within a defined area; the existence of Article 4 directions should be checked in advance.

Pre-application engagement with Rugby Borough Council is encouraged for proposed works in a conservation area. Development proposals will require the submission of detailed drawings as part of planning applications in the conservation area.

Advertisement consent

The process required to achieve advertisement consent depends on the characteristics of the advertisement and the related building. There are 3 categories of advertisement that relate to the type of consent they do or do not require; those that do not require any consent, those that have 'deemed consent' and those that require 'express consent' from the local authority.

Advertisement consent applications are decided by the local authority in relation to amenity and public safety.

Listed Building consent

All alterations that affect the internal or external historic fabric of a listed building, excluding maintenance and 'like-for-like' repairs, require Listed Building consent. Planning permission may also be required for works to a listed building, sometimes in relation to works for which it wouldn't ordinarily be required.

Pre-application engagement with Rugby Borough Council is encouraged for proposed works to listed buildings. A register of Rugby's listed buildings can be found at the Historic England website.

Building regulations

The Building Regulations 2010 (out of the Building Act 1984) address issues including health, safety, welfare, accessibility and use of resources. They apply to most building work in and around a building, to new buildings and to existing buildings that are subject to alteration, extension or changes of use.

There is a Manual to the Building Regulations, which offers guidance on the building control process. There are also approved documents that cover each topic of the building regulations and offer non-exhaustive guidance on how to achieve building regulations approval.

Approval can be sought through the local authority building control service or an approved inspector. For clarity on the correct route for a certain project it is recommended to make contact with the local authority building control service or an approved inspector.

Context

The below provides the context within which design proposals will be assessed and which should constitute key considerations during the design process. There will be overlap between the criteria on most projects.



3.1 The street

A shopfront is an important part of the street at ground level, making a significant contribution to the overall all impression of an area. The aim should always be for it to make a positive contribution to and enhance the area.

The nature of the street as existing can form a starting point from which to develop a design approach. A terraced street made up of the same or similar repeated buildings may require an approach that is more in keeping with the whole, while streets containing of a variety of buildings with independent characters may warrant a more individual or building-based approach.



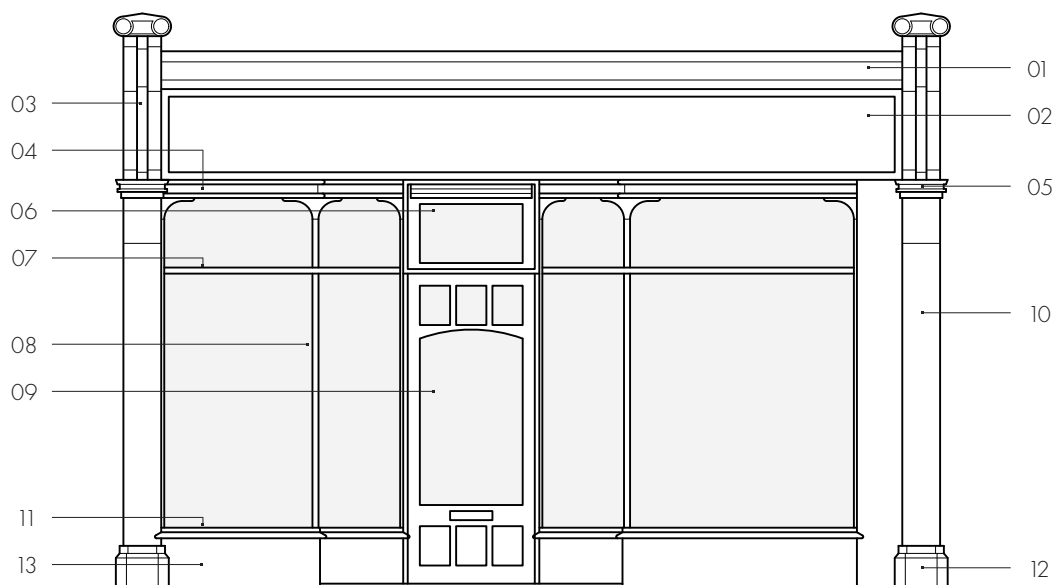
3.2 The building

A shopfront should also respond positively to the building it sits within, including existing characteristics such as age, scale, proportions and the hierarchy of built elements.

The relationship of the ground floor with any floors above will be a key consideration in ensuring the building reads as a whole. Design features which are carried between floors should be preserved.

Further to this a building's relationship with its immediate neighbours is an important consideration and architectural features relating to these should also be maintained. Double or triple fronted units (where previously separate units have been joined) should respect the character of both (or more) buildings.

Proposals that disrupt the façade of the existing building as intended will generally not be supported.



3.3 The shopfront

The built elements often found in historical shopfronts are shown above. The particular arrangement of and relationships between these may differ depending on the era of the building and any previous works, but they can usually form the basis of understanding what is existing and developing design proposals. They can and should also be used as a basis in the development of contemporary designs.

For further information, references to the original detailing of historical shopfronts may be found in historical drawings, photographs and neighbouring buildings.

Projects that propose to remove or alter existing features will generally not be supported.

- 01 **Blind box:** An often timber piece of structure, often timber, historically used to contain a roller blind.
- 02 **Fascia:** A usually flat area near the top of a shopfront that is the main location for displaying the shop's name and other details.
- 03 **Console/corbel:** A usually ornamental stone or timber bracket that might provide support to a lintel or fascia.
- 04 **Cornice:** A usually ornamental moulding providing horizontal separation between the windows and fascia or shopfront and upper floors.
- 05 **Capital:** The head of a column or pilaster.
- 06 **Fanlight:** The window over the top of a door.
- 07 **Transom:** A horizontal piece of structure usually used to separate and support pieces of glazing.
- 08 **Mullion:** A vertical piece of structure usually used to separate and support pieces of glazing.
- 09 **Entrance:** Often recessed between curved or angled flanking windows.
- 10 **Pillaster:** A vertical element partially projected from a wall to indicate structure and provide vertical separation.
- 11 **Sill:** A horizontal piece at the base of a window used to direct rain away from the building fabric.
- 12 **Plinth:** An often decorative or moulded base to a column or pilaster.
- 13 **Stallriser:** The horizontal element sitting below the window and sill.

Design

4.1 Design principles

These design principles are applicable throughout both the Rugby Town Centre Boundary and the Rugby Town Conservation Area. They may also be applied to relevant areas that fall outside these designations.

In general proposals to maintain, restore or reinstate historical shopfronts will be supported and proposals to remove or alter historical shopfronts will not be supported. It will generally be appropriate for shopfront design to be of a traditional nature relevant to the building and its surroundings. Carefully considered contemporary proposals may be accepted in certain situations. Refer to *4.2 Contemporary shopfronts* for further information.

The principles set out are not intended to stifle creativity, but to encourage quality. It is important to note that past development will not be considered as a precedent for future projects.

Materials

The use of traditional materials is one of the key characteristics of historical shopfronts. In Rugby materials include (but are not limited to) brick, stone, render, timber and brass. These are used in different ways depending on the age, location and style of the building. Some notable, more modern buildings have tiled areas and steel windows.

It is expected that high quality, traditional materials will be used on historical buildings and that the use of these will be appropriate to the characteristics of the building. Where more contemporary approaches are deemed acceptable it is still expected that shopfronts will use the same high quality of material. The use of plastics generally will not be supported in either case.

The application of contemporary renders and paints to historical walls can both cause damage and signifi-

cantly alter their appearance. It will therefore not be supported. Expert advice should be sought regarding the condition of walls that have already been subject to this treatment and whether remediation is necessary.

The use of high quality materials extends to elements that might be considered small details of a building, including but not limited to fixings, trims, ironmongery and flooring materials.

It is important for materials to be detailed in a way that minimises their susceptibility to weathering, which can have a detrimental impact on their appearance and integrity. Materials should further be responsibly sourced.



Left and right: These shopfronts both use inappropriate, contemporary materials to the building fabric, signage and windows. These detract from the overall character and impressions of the shopfronts to the street.



Left and right: These shopfronts use high quality materials that contribute to their overall character and impression on the street.

Colours

Original colours used on historical buildings tend to be of a subdued tone and limited palette, due to the absence of modern, synthetic pigments. These colours, often used for the painting of signage, doors, windows and stallrisers, are therefore characteristic of historical shopping streets.

Colours proposed for shopfronts to historical buildings should be accurate or sympathetic to their time period. Many paint companies have heritage or conservation ranges that can be used or referenced. The use of lighter colours should be carefully considered, as they will likely require more frequent maintenance than darker colours.

Shades of alternative colours may be accepted if considered appropriate. Very bright, non-traditional colours are likely to be considered inappropriate, especially in the conservation area and to listed buildings.

In certain cases it may be appropriate for corporate identity to be adjusted to suit the characteristics of the building or area.



Left and right: The colours to these shopfronts are highly saturated and very bright, likely inaccurate to the age of the building and inappropriate in a conservation area.



Left and right: These shopfronts use more subdued, heritage-appropriate colours.

Entrances and doorways

Historical shopfront entrances often feature recessed doorways, curved or angled flanking windows and decorative flooring, which make significant contributions to the street scene and the shop's entrance sequence.

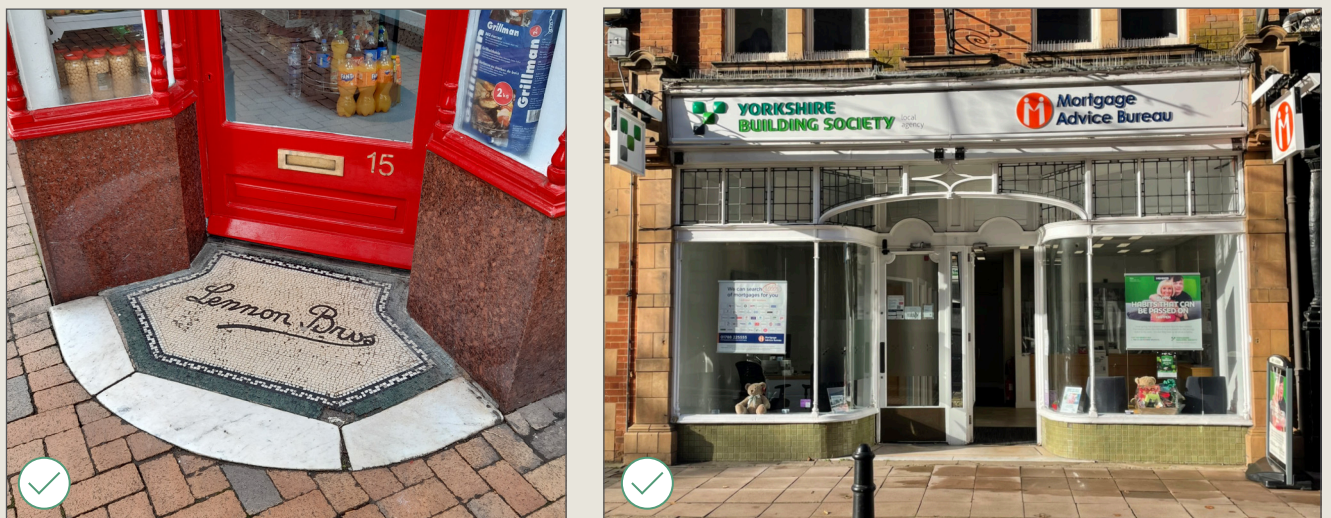
Removal of existing recessed entrances will not be accepted and they should be restored or reinstated where possible. All decorative flooring is to be retained or sympathetically restored. Proposals to install new decorative flooring where it has already been removed will be supported, provided it is suited to the age and character of the existing building.

All shop entrances should cater to the needs of people with a range of abilities, alongside those with prams or trolleys. Proposals may need to address aspects including level access, grab handles/handrails and technologies that can aid entry and exit. Solutions should be developed in a way as sympathetic to the building as possible. In the case of a level difference between the street and the floor of the shop, a solution might be utilising the space in a recessed entrance or a space inside the shop.

Addressing accessibility in the historic setting of a conservation area or listed building can be challenging and in some cases limiting. It is important for accessibility requirements to be incorporated in proposals from the beginning of the design process, to avoid unsatisfactory retrofitting at a later point.



Left and right: These shopfronts have lost their historic entrances and present a flat presence to the street with no depth to the entrance sequence. They have also lost any original materials or details as a result.



Left and right: These shops have retained their recessed entrances and flanking windows, with the shop to the left also retaining its decorative tiled flooring.

The Building Regulations should be consulted for accessibility requirements and design parameters. It is encouraged for the applicant to engage with the local authority and a building control body on these matters.

Windows

The appearance of the glazing to historical shopfronts is often a result of the available material sizes and styles at the time of construction. This has usually resulted in glazed areas that are divided by vertical timber mullions and pilasters, giving a vertical proportion to building facades. There are also sometimes decorative areas of glazing in the form of stained glass or patterns made of smaller panes, often at the top of the window.

Proposals to remove existing vertical features will not be accepted as this can introduce a horizontal visual emphasis that is incongruous within the rest of the building and street scene. Proposals to remove or alter other features of traditional glazing will also not be supported. Proposals to maintain, restore or reinstate original features will generally be supported.

Details are also an important part of the overall impression of the glazed façade. Different building eras may have used different details, such as profiles for mullions and transoms. Awareness of the building's age and original character should be reflected in proposals.

Larger panes of glass may be accepted in contemporary scenarios, but the proposal will need to demonstrate suitability to the building it sits in and the surrounding area.



Fascia signage

The fascia is often the primary location for displaying a business' name, details and sometimes building number, making it an integral part of both traditional and contemporary shopfronts.

Historical fascias should be maintained and restored where possible. New fascias should reflect the character and features of the building. Contemporary designs, where subtle and reflective of the character of the building, may be acceptable.

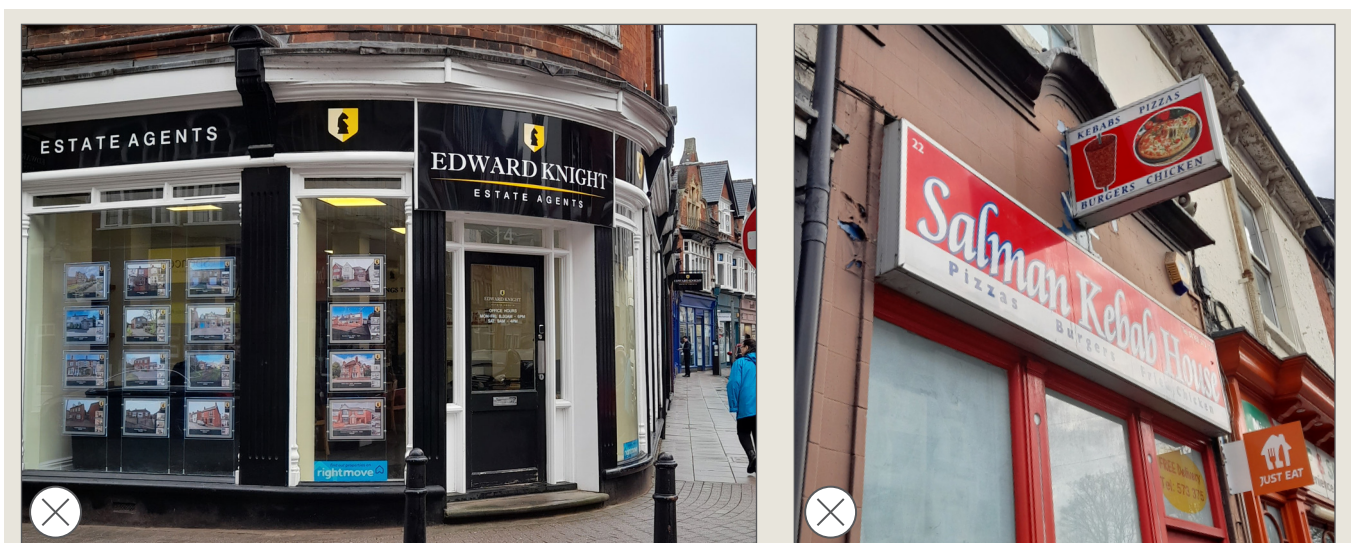
Fascia signage should be in proportion to the rest of the building and its existing features. It should not dominate and should not extend past or obscure any architectural features such as corbels, cornicing or the shop window itself.

Signs should be made from high quality and usually traditional materials, most likely painted timber.

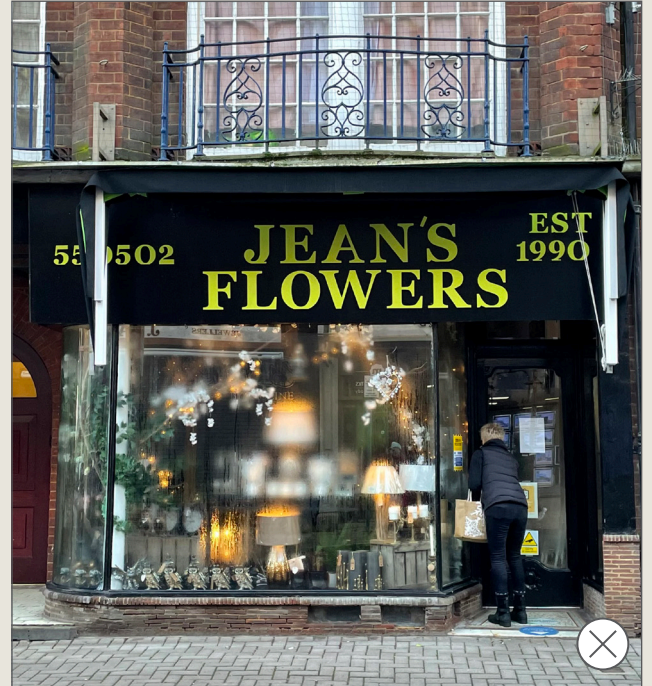
The use of traditional signwriting is encouraged, as it represents a high level of skilled craftsmanship which is usually reflected in the quality of the finish. Signs could use traditional fonts or suitable more contemporary fonts, dependent on the shop, building and wider area. Lettering mounted to the fascia may be acceptable, where the lettering materials are of high quality finish and the design is appropriate to the context. Written text and logos should not clutter the fascia, but should be proportionate to the total area available and allow for space around them.

Modern 'box' style fascias that protrude from the facade can undermine the appearance of historical buildings and will generally not be supported. Glossy vinyl fascia signs will not be permitted.

In certain cases it may be appropriate for corporate identity to be adjusted to suit the characteristics of the building or area.



Left and right: Fascia signage made from inappropriate, glossy materials. The sign on the right is also box-type signage which are not acceptable.



The two shopfronts above sit within the same building. The one on the left appears to have retained many original features whereas the shopfront on the right has fascia signage made of inappropriate materials placed over the top of, and therefore concealing, any original architectural features. The lettering is also oversized and likely an unsuitable colour.



Left: Hand painted signage.
 Centre: Individually mounted lettering.
 Right: This building lacks a fascia that would be expected with other building types and the corporate signage has been adjusted accordingly.

Projecting signage

Projecting or hanging signs can be a characteristic part of historical shopping streets and were often symbolic of the trade inside the shop.

Projecting signs need to be reflective of the building, the street and the business they advertise. They should be proportionate in scale and appropriately positioned, usually within or above the fascia zone, but below the bottom of first floor windows. Their placement should not lead to the obscuring of signage on neighbouring buildings.

More than one projecting or hanging sign can create a cluttered appearance so will not usually be supported. The exception to this may be shops with more than one frontage and a sign on each, this will be assessed on a case-by-case basis.

Signs should be made from high quality and usually traditional materials, historically these would have been timber or metal. Hanging and projecting signs were also sometimes shaped to a profile representative of the trade of the shop. Creative approaches to this will be supported where considered appropriate to the shop, building and street.

The same approach to quality regarding signwriting and fonts apply to projecting signs as well as fascia signs. Contemporary designs that are an appropriate response to the character of the building may be acceptable.

Signs should be hung using brackets that are either traditional or sympathetic to the characteristics of the building.

Modern 'box' style projecting signs and glossy vinyl signs will not be accepted.



Left: Projecting signage made from high quality materials and hung using a traditional style bracket.

Centre: Projecting signs made using inappropriate materials. The sign in the centre is also a box-type sign, which is not acceptable.

Window signage

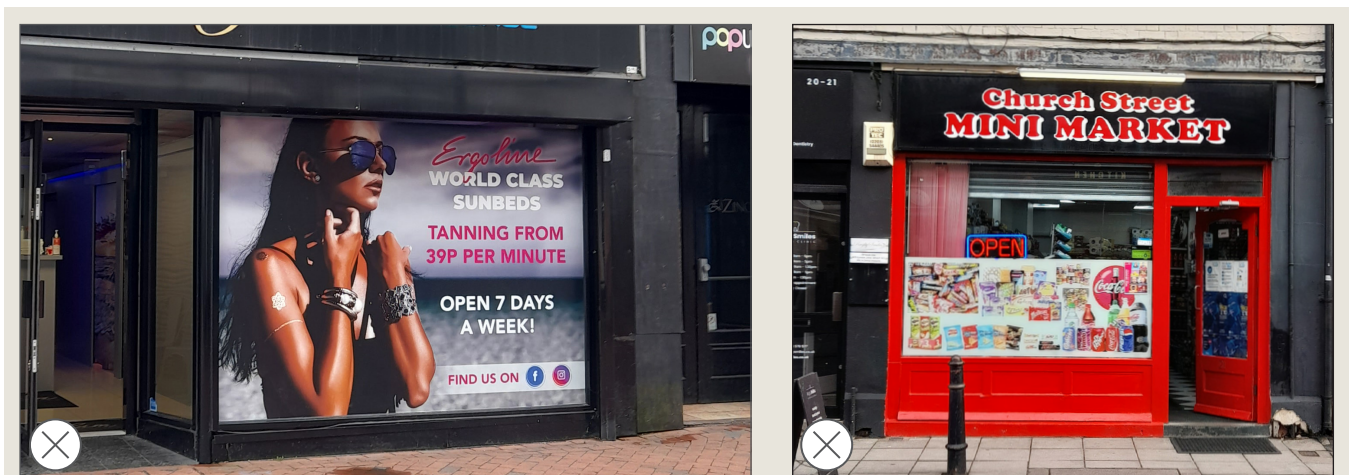
Signage to windows can allow for advertising of a premises where other space is limited, but can also have a significant impact on the impression of the shop from the street and the street itself.

It is important that windows graphics do not become an overbearing feature of the window. Proposals should aim to avoid visual clutter, maintain views of the interior and retain natural surveillance to the outside. In order to achieve this signs should be carefully designed and appropriately placed.

It is again recommended for a professional to apply window signage, to encourage a considered design and a high quality finish.

Proposals for signage that covers the whole window area will generally not be supported as this can look cluttered and block views in and out of the shop frontage.

Exceptions may be made where a unit has been vacant and the vinyl is part of a specific, temporary decorative scheme. In these cases justifications must be made to the local planning authority.



Left and right: These shopfronts feature window signage that covers a large part or all of the shop window, which have a detrimental impact to both the shop and the street.



Left, centre and right: These shopfronts utilise carefully designed window signage that relates to the rest of the shop to advertise additional information.

Lighting

Lighting can have a significant impact on the impression of an area, with the potential to extend advertisement hours, bring security benefits and contribute to a generally more appealing area at night.

Unsuitable types and levels of lighting can however have a detrimental impact, especially in historical settings. Lighting design therefore needs to be considered within the characteristics of the building as a whole and within the street.

Lighting should be subtly integrated within the shopfront structure where possible, for example recessed into the blind box. Other concealed fittings may be considered, such as concealed spotlight or trough fittings. Subtle 'halo' backlighting to individually mounted letters and numbers may be acceptable, depending on the other characteristics of the proposed shopfront.

Lighting that illuminates displays inside a window or shop can be an attractive way of extending advertisement hours and contributing to light levels on the street.

Internally illuminated signage, especially box-type, is generally not considered acceptable. This includes fascia signs, projecting signs and signs behind windows. Lighting that interrupts the architectural features of historical buildings or clutters the façade will also not be accepted.

Due to their potential impact on a wider area, lighting proposals will need to demonstrate a positive contribution to the building and street.





Above left: Subtly illuminated halo lighting around individual letters may be acceptable.
Above right: Illumination of interior shop displays can contribute positively to the street.

Blinds and canopies

Blinds and canopies can be a traditional feature in traditional shopfronts and therefore characteristic of historical shopping streets. Their purpose is to shelter goods, people, the shop frontage and interior from weather conditions.

Existing traditional blinds and canopies should be retained and restored.

New blinds and canopies need to respond to the characteristics of the building and shopfront they are part of. They should further enhance the street and will not be supported if thought to have a detrimental impact or to be inappropriate in the setting.

Canopies should utilise the existing blind box where present or use an alternative concealed fitting. They should not obscure any of the building's architectural features. They should further be made from traditional materials, likely to be a type of canvas, rather than anything plastic-based or glossy. The colours should relate to the other colours of the shopfront and signage should be kept to a minimum if present at all.



Above left: Retention of original blinds and canopies is encouraged.
Above right: Installation of new blinds and canopies in non-traditional materials with bulky, exposed fittings will not be accepted.

Security

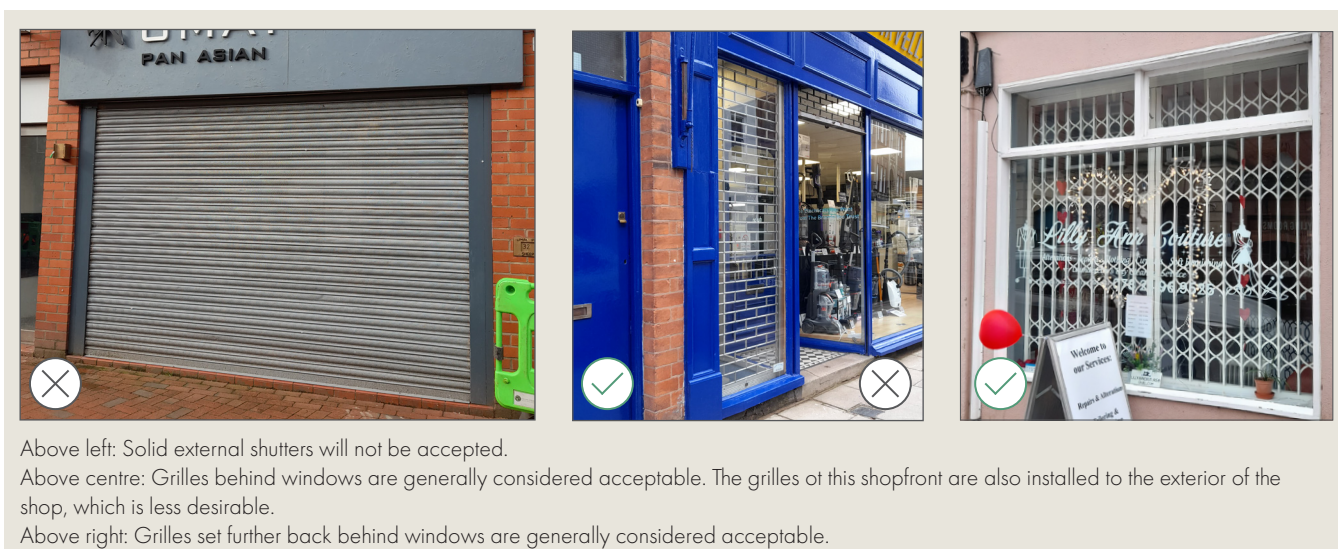
Security features are an important consideration for business premises but can also drastically alter the appearance a shopfront, so need to be carefully considered.

Laminated glass is considered as the least intrusive security measure and is the preferred option. Internal grilles, that sit behind window panes or further back into the shop, are also considered generally acceptable.

External grilles are not acceptable unless in extreme circumstances where other measures cannot be implemented. Justification must be provided and in these cases grilles will need to be carefully designed to contribute to the street scene and their shopfront. They should also be subservient to the other architectural features of the building such as the fascia, columns and pilasters.

Solid external shutters are not acceptable in a Conservation Area.

Materials of all security features should be of high quality and appropriate finish to the building, likely a high quality metal or a powder-coated colour finish.



CCTV cameras and alarm boxes

Security features are another especially important consideration for commercial premises, where they act as a deterrent against crime. Their position and the choice of fitting is especially important for historical settings as they can be visually intrusive.

The locations of CCTV cameras and alarm boxes should be carefully considered – they will need to be visible enough to act as a deterrent but should not detract from or clutter the building elevation.

‘Dome’ style cameras are considered more appropriate than bracket mounted CCTV cameras. CCTV cameras should be an appropriate colour to prevent them detracting from the wider building.

4.2 Contemporary shopfronts

Contemporary shopfront design proposals may be accepted where suitable, usually to more modern buildings. The degree to which it is appropriate will be evaluated on a case-by-case basis.

The most important design consideration in these cases is for the proposal to be appropriate to the building's age and character. It would be inappropriate to install a Victorian-style shopfront to a building constructed in the post-war period.

Contemporary design proposals may need more extensive justification and will be required to demonstrate that they align with an equally high quality of design and finish.

This guide often refers to 'historical buildings', many of which in Rugby are likely to be from the Edwardian and Victorian eras. There are however several significant buildings from later eras, such as 30 High Street and The Napier building. Buildings such as these have a more contemporary façade with different features and materials.

These buildings should be treated with as much consideration as older buildings and it is expected that proposals will follow the principles in this guide regarding design quality, standard of finish, consideration of shopfront elements and their relationships to each other.



Left and right: Both of these buildings are contemporary in comparison to the majority of shop buildings referenced in this document. They have a horizontal emphasis relevant to their time period and require a different approach rooted in their own characteristics.

4.3 Conversion of shopfronts to residential uses

Some changes of use from commercial to residential fall under permitted development, however some physical alterations may require planning permission.

Where a residential conversion of a shop is proposed features, especially historic ones, are expected to be retained. The introduction of blank walls to the primary shopping area not acceptable as it has a detrimental impact on the aspect of the building itself and the character of the street as a whole. The introduction of new doors and windows are expected to match the design, proportions and positioning of adjacent units. Creative approaches to achieving a satisfactory outcome that both maintains the character of the building and meets the needs of residents are encouraged.



Above and above right: The Islington Residential Shopfront by Satish Jassal Architects uses elements and proportions of a traditional shopfront in this residential conversion. It utilises a retractable printed shutter to maintain privacy levels appropriate for a dwelling while maintaining a large shopfront-type window.



Above and above right: These examples do not represent high quality proposals for the residential conversion of shopfronts. They do not retain an active relationship to the street, no shopfront features have been retained and the placement and proportions of new windows and doors do not appear to have been considered within the building as a whole.

EQUALITY IMPACT ASSESSMENT (EqIA)

Context

1. The Public Sector Equality Duty as set out under section 149 of the Equality Act 2010 requires Rugby Borough Council when making decisions to have due regard to the following:
 - eliminating unlawful discrimination, harassment and victimisation, and other conduct prohibited by the Act,
 - advancing equality of opportunity between people who share a protected characteristic and those who do not,
 - fostering good relations between people who share a protected characteristic and those who do not, including tackling prejudice and promoting understanding.
2. The characteristics protected by the Equality Act are:
 - age
 - disability
 - gender reassignment
 - marriage/civil partnership
 - pregnancy/maternity
 - race
 - religion/belief
 - sex/gender
 - sexual orientation
3. In addition to the above-protected characteristics, you should consider the crosscutting elements of the proposed policy, such as impact on social inequalities and impact on carers who look after older people or people with disabilities as part of this assessment.
4. The Equality Impact Assessment (EqIA) document is a tool that enables RBC to test and analyse the nature and impact of what it is currently doing or is planning to do in the future. It can be used flexibly for reviewing existing arrangements but in particular should enable identification where further consultation, engagement and data is required.
5. The questions will enable you to record your findings.
6. Where the EqIA relates to a continuing project, it must be reviewed and updated at each stage of the decision.
7. Once completed and signed off the EqIA will be published online.
8. An EqIA must accompany all **Key Decisions** and **Cabinet Reports**.
9. For further information, refer to the EqIA guidance for staff.

Equality Impact Assessment

Service Area	Development Strategy
Policy/Service being assessed	Shopfronts Design Guide Supplementary Planning Document – public consultation
Is this is a new or existing policy/service? If existing policy/service please state date of last assessment	New.
EqlA Review team – List of members	Abigail Murphy – Senior Planning Officer (Urban Design)
Date of this assessment	19 February 2024
Signature of responsible officer (to be signed after the EqlA has been completed)	Abigail Murphy

A copy of this Equality Impact Assessment report, including relevant data and information to be forwarded to the Corporate Equality & Diversity Advisor.

If you require help, advice and support to complete the forms, please contact Aftab Razzaq, Chief Officer – Legal and Governance via email: aftab.razzaq@rugby.gov.uk or 01788 533521

Details of Strategy/ Service/ Policy to be analysed

<u>Stage 1 – Scoping and Defining</u>	
(1) Describe the main aims, objectives and purpose of the Strategy/Service/Policy (or decision)?	The Shopfronts Design Guide Supplementary Planning Document provides guidance on design and quality of shopfronts within the town centre, in support of the Local Plan and Rugby Town Centre Regeneration Strategy. The cabinet report seeks authority to undertake a public consultation on the draft document.
(2) How does it fit with Rugby Borough Council's Corporate priorities and your service area priorities?	The SPD supports the Corporate Strategy objectives under Outcome 2: Economy to: 'promote the borough of Rugby as a place to do business': 'help businesses thrive; and 'promote our town centre as a place to live, socialise and work'.
(3) What are the expected outcomes you are hoping to achieve?	The outcome is to have an adopted SPD that will; aid premises owners in developing proposals; contribute to pre-application discussions between applicants and development management officers; support development management officers in making planning application decisions. This will contribute to shopfront developments of a higher quality in the town centre.
(4) Does or will the policy or decision affect: <ul style="list-style-type: none"> • Customers • Employees • Wider community or groups 	The policy will affect the wider community, providing shop owners with design guidance and contributing to an improved experience in the town centre.
<u>Stage 2 - Information Gathering</u>	
(1) What does the information tell you about those groups identified?	As a minimum you must consider what is known about the population likely to be affected which will support your understanding of the impact of the policy, e.g service uptake/usage, customer satisfaction surveys, staffing data, performance data, research information (national, regional and local data sources).
	Those impacted would be residents and current and future business owners in Rugby town centre.

(2) Have you consulted or involved those groups that are likely to be affected by the strategy/ service/policy you want to implement? If yes, what were their views and how have their views influenced your decision?	The proposal is to undertake a public consultation on the SPD. That consultation will allow those potentially affected by the changes to input.		
(3) If you have not consulted or engaged with communities that are likely to be affected by the policy or decision, give details about when you intend to carry out consultation or provide reasons for why you feel this is not necessary.	As above, the proposal is to carry out a public consultation on the SPD.		
<u>Stage 3 – Analysis of impact</u>			
(1) <u>Protected Characteristics</u> From your data and consultations is there any positive, adverse or negative impact identified for any particular group, which could amount to discrimination? If yes, identify the groups and how they are affected.	RACE No impact	DISABILITY No impact	GENDER No impact
	MARRIAGE/CIVIL PARTNERSHIP No impact	AGE No impact	GENDER REASSIGNMENT No impact
	RELIGION/BELIEF No impact	PREGNANCY MATERNITY No impact	SEXUAL ORIENTATION No impact

<p><u>(2) Cross cutting themes</u> (a) Are your proposals likely to impact on social inequalities e.g. child poverty, geographically disadvantaged communities? If yes, please explain how?</p> <p>(b) Are your proposals likely to impact on a carer who looks after older people or people with disabilities? If yes, please explain how?</p>	<p>No.</p> <p>No.</p>
<p>(3) If there is an adverse impact, can this be justified?</p>	<p>N/A</p>
<p>(4) What actions are going to be taken to reduce or eliminate negative or adverse impact? (this should form part of your action plan under Stage 4.)</p>	<p>N/A</p>
<p>(5) How does the strategy/service/policy contribute to the promotion of equality? If not what can be done?</p>	<p>The SPD recommends inclusion of accessibility considerations as a fundamental part of the design development process.</p>
<p>(6) How does the strategy/service/policy promote good relations between groups? If not what can be done?</p>	<p>The SPD promotes conversation between shop owners/planning permission applicants and development management officers to reach proposals satisfactory to both groups.</p>
<p>(7) Are there any obvious barriers to accessing the service? If yes how can they be overcome?</p>	<p>N/A</p>

<u>Stage 4 – Action Planning, Review & Monitoring</u>																														
<p>If No Further Action is required then go to – Review & Monitoring</p> <p>(1) Action Planning – Specify any changes or improvements that can be made to the service or policy to mitigate or eradicate negative or adverse impact on specific groups, including resource implications.</p>	<p>No further action is required.</p> <p>EqIA Action Plan</p> <table border="1" data-bbox="887 459 2141 692"> <thead> <tr> <th data-bbox="887 459 1133 539">Action</th> <th data-bbox="1133 459 1379 539">Lead Officer</th> <th data-bbox="1379 459 1626 539">Date for completion</th> <th data-bbox="1626 459 1872 539">Resource requirements</th> <th data-bbox="1872 459 2141 539">Comments</th> </tr> </thead> <tbody> <tr> <td data-bbox="887 539 1133 576"></td> <td data-bbox="1133 539 1379 576"></td> <td data-bbox="1379 539 1626 576"></td> <td data-bbox="1626 539 1872 576"></td> <td data-bbox="1872 539 2141 576"></td> </tr> <tr> <td data-bbox="887 576 1133 612"></td> <td data-bbox="1133 576 1379 612"></td> <td data-bbox="1379 576 1626 612"></td> <td data-bbox="1626 576 1872 612"></td> <td data-bbox="1872 576 2141 612"></td> </tr> <tr> <td data-bbox="887 612 1133 649"></td> <td data-bbox="1133 612 1379 649"></td> <td data-bbox="1379 612 1626 649"></td> <td data-bbox="1626 612 1872 649"></td> <td data-bbox="1872 612 2141 649"></td> </tr> <tr> <td data-bbox="887 649 1133 692"></td> <td data-bbox="1133 649 1379 692"></td> <td data-bbox="1379 649 1626 692"></td> <td data-bbox="1626 649 1872 692"></td> <td data-bbox="1872 649 2141 692"></td> </tr> </tbody> </table>					Action	Lead Officer	Date for completion	Resource requirements	Comments																				
Action	Lead Officer	Date for completion	Resource requirements	Comments																										
<p>(2) Review and Monitoring State how and when you will monitor policy and Action Plan</p>	<p>This EqIA will be reviewed again after the public consultation and before the SPD proceeds to adoption.</p>																													

Please annotate your policy with the following statement:

‘An Equality Impact Assessment on this policy was undertaken on (date of assessment) and will be reviewed on (insert review date).’

Rugby Borough Council

Climate Change and Environmental Impact Assessment

Amended Community Infrastructure Levy Draft Charging Schedule – Agreement to undertake Public Consultation

CONTEXT

In 2019 the UK Parliament set a commitment in law to reach net zero carbon emissions by 2050. Achieving this target will require considerable effort with public bodies, private sector organisations, the third sector and individuals working together to take action. Rugby Borough Council declared a climate emergency in 2019, in doing so committed to:

- To move the Council's operations towards Carbon Neutrality by 2030.
- To establish action to tackle climate change as a key driver of all decision-making.
- To provide community leadership in reducing the impact of Climate Change.
- To take action to mitigate the impact of climate change on a Borough wide basis and beyond, through adaptation.

The Council's Corporate Strategy (2021-24) [link](#) sets ambitious outcomes in relation to Climate Change. These ambitions must now be progressed through the decisions which the Council makes.

It is therefore important that Rugby Borough Council gives due regard to climate change when making decisions. In the context of the Council's business, Climate Change includes carbon emissions, biodiversity, habitat loss and environmental destruction. When putting forward recommendations for decision, officers must assess how these recommendations are likely to influence our climate change commitments by completing the following Climate Change and Environmental Impact Assessment.

A copy of this Climate Change and Environmental Impact Assessment, including relevant data and information should be forwarded to the Deputy Chief Executive.

If you require help, advice and support to complete the forms, please contact Dan Green, Deputy Chief Executive.

SECTION 1: OVERVIEW

Portfolio and Service Area	Growth and Investment
Policy/Service/Change being assessed	The report recommends to Council that it approves the publication of the draft Shopfronts Design Guide SPD for public consultation.
Is this a new or existing Policy/Service/Change?	New.
If existing policy/service please state date of last assessment	Not applicable.
Ward Specific Impacts	Benn Ward, Eastlands Ward, New Bilton Ward.
Summary of assessment Briefly summarise the policy/service/change and potential impacts.	<p>The Shopfronts Design Guide Supplementary Planning Document provides guidance on design and quality of shopfronts within the town centre, in support of the Local Plan and Rugby Town Centre Regeneration Strategy.</p> <p>The aim for the document is to have a positive impact on the design and quality of shopfronts in the town centre, and therefore a positive impact on the town centre itself.</p>
Completed By	Abigail Murphy, Senior Planning Officer (Urban Design)
Authorised By	Neil Holly, Development Strategy Manager
Date of Assessment	19 February 2024

SECTION 2: IMPACT ASSESSMENT

Climate Change and Environmental Impacts	No Impact	Positive	Negative	Description of impact	Any actions or mitigation to reduce negative impacts	Action owner	Timescales
Energy usage	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	None at this stage			
Fleet usage	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	None at this stage			
Sustainable Transport/Travel (customers and staff)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	None at this stage			
Sustainable procurement	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	None at this stage			
Community leadership	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	None at this stage			
Biodiversity and habitats	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	None at this stage			
Adaptation/Mitigation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	None at this stage			
Impact on other providers/partners	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	None at this stage			

SECTION 3: REVIEW

Where a negative impact is identified, the proposal and/or implementation can be adapted or changed; meaning there is a need for regular review. This review may also be needed to reflect additional data and evidence for a fuller assessment (proportionate to the decision in question). Please state the agreed review timescale for the identified impacts of the policy implementation or service change.

Review date	Adoption of the updated SPD, likely July 2024.
Key points to be considered through review	No negative impacts have been identified at this stage.
Person responsible for review	Abigail Murphy, Senior Planning Officer (Urban Design)
Authorised by	Neil Holly, Development Strategy Manager