

North Somerset Council

REPORT TO THE COUNCIL

DATE OF MEETING: 24 SEPTEMBER 2019

SUBJECT OF REPORT: SHOPFRONT DESIGN GUIDE SUPPLEMENTARY PLANNING DOCUMENT

TOWN OR PARISH: ACROSS ALL NORTH SOMERSET

OFFICER/MEMBER PRESENTING: CLLR JAMES TONKIN

KEY DECISION: N/A

REASON

This is a Council decision not an Executive one.

RECOMMENDATIONS

The decision is to adopt the Shopfront Design Guide, which includes guidance on conversion of Use Class A properties to residential use, as a Supplementary Planning Document.

1. SUMMARY OF REPORT

- 1.1 The report requests that the decision is to adopt the Shopfront Design Guide which includes guidance on conversion of Use Class A properties to residential use, as a Supplementary Planning Document.
- 1.2 The report sets out the policy background for the adoption of the guide.
- 1.3 The report also provides detail on the development of the guide and the need for the guide.
- 1.4 The report demonstrates the public consultation that has been undertaken and the actions arising from the consultation

2. POLICY

- 2.1 A full list of relevant policy is provided as Appendix 4.
- 2.2 The **National Planning Policy Framework 2019** Chapter 12 paragraph 124 of the (NPPF) states: 'The creation of high-quality buildings and places is fundamental to what the planning and development process should achieve.'
- 2.3 The Shopfront Design Guide provides more detailed advice and guidance on the policies contained in the Local Plan (Core strategy 2017, Sites and Policies plan part 1 and adopted supplementary planning documents, in particular: Creating Sustainable Buildings and places in North Somerset 2012, residential design guide part 1 and part 2 2013 and Weston-super-Mare town centre regeneration 2017)

2.4 Adoption also supports North **Somerset Core Strategy** (adopted 2017) objectives. In particular: CS2, CS5, CS12, CS28,

2.5 Adoption will help achieve the **Corporate plan** (2015-19) key corporate objective to create 'quality places'. Ambition: to 'Build and sustain great places to live and visit - vibrant, accessible and safe'.

2.6 The **Development Management Policies: Sites and Policies Plan Part 1**, adopted July 2016 has the following relevant policies:

- DM3-Conservation Areas.
- DM4-Listed Buildings
- DM7 - non designated heritage assets
- DM32 – High Quality design and place-making
- DM33 – Inclusive access into non-residential buildings and spaces
- DM 34- Housing type and mix
- DM55- Extensions, ancillary buildings or the intensification of use for existing buildings located in the countryside.
- DM60 – Town Centres
- DM61- District Centres
- DM63- Primary Shopping Areas

2.7 Weston-super-Mare

In addition, and in relation to Weston-super-Mare: **The Weston Town Centre SPD** (adopted Feb 2017), sets out policy on development of Weston.

The **Great Weston Conservation Area** management plan (adopted 4th December 2018) sets out an action to develop and adopt a shopfront design guide.

3 DETAILS

3.1 Need for a Shopfront Design Guide

The adopted Great Weston Conservation Area appraisal and management plan confirms the Council's wish to adopt a shopfront design guide. As part of the Weston Heritage Action Zone work there has been discussion with Policy and Planning Officers as well as with elected members and Historic England in relation to developing a Shopfront Design Guide for North Somerset. In 1993 Woodspring District Council published a Shopfront Design Guide. It is timely to develop updated policy on shop front design.

3.2 The guide produced covers the whole of North Somerset.

The guide also covers design guidance for conversion of retail premises to residential use.

3.3 The Shopfront design guide will ensure retailers have an understanding of good design principles and it will support quality development across North Somerset. It will provide business owners and developers clear guidance that can be used to inform planning applications and design standards.

3.4 The council has secured £369,000 from Historic England to commence a Shopfront enhancement initiative in Weston-super-Mare. This initiative will provide grants to retailers, in a defined area, who wish to enhance the façade of their shop front, including shutters, so

that improvements are demonstrated at night as well as during daytime hours. The adopted Design Guide SPD will guide this work.

4. CONSULTATION

4.1 The consultation opened on 1st July on Econsult North Somerset Council's online consultation portal and closed on 12 August. We had 16 comments in total.

4.2 A consultation statement is provided as Appendix 1.

Key points are:

- 100% endorsement for having a Shopfront Design Guide SPD
- Typing errors/ text placement errors identified- action all corrected
- 'Conversion to residential' section 6 has been updated to reflect current policy
- Images have been changed to better reflect examples of good practice

5 FINANCIAL IMPLICATIONS

There are no direct financial implications to the Council. The small cost of printing the agreed supplementary planning document has been 100% met through a grant from Historic England.

6. LEGAL POWERS AND IMPLICATIONS

6.1 Legislation from Part II of the Planning (Listed Buildings and Conservation Areas) Act 1990, section 72. provides:

(1) In the exercise, with respect to any buildings or other land in a conservation area, of any functions under or by virtue of any of the provisions mentioned in subsection (2), special attention shall be paid to the desirability of preserving or enhancing the character or appearance of that area.

6.2 Chapter 12 paragraph 124 of the National Planning Policy Framework 2019 (NPPF) states: 'The creation of high-quality buildings and places is fundamental to what the planning and development process should achieve. Good design is a key aspect of sustainable development, creates better places in which to live and work and helps make development acceptable to communities. Being clear about design expectations, and how these will be tested, is essential for achieving this'.

6.3 The Shopfront Design Guide SPD will be a material consideration in deciding planning applications.

6.4 The Shopfront Design Guide SPD will support developers in making applications that are appropriate and therefore less likely to be rejected.

7. CLIMATE CHANGE AND ENVIRONMENTAL IMPLICATIONS

- 7.1 The document encourages use of sustainably sourced natural materials.
- 7.2 It supports the traditional craft skills sector (Heritage Construction).
- 7.3 It places a positive emphasis on repair and renewal of existing materials.
- 7.4 It encourages upgrading of the thermal performance of the walls, ceilings and floors including the glazed shopfront, to meet current building regulations.
- 7.5 The document stipulates that careful consideration should be given to the environmental impact of lighting and illumination, and mitigation of any negative impacts.

8. RISK MANAGEMENT

- 8.1 There are no adverse risk implications to adopting the shopfront design guide as a Supplementary Planning Document.
- 8.2 If not adopted the risks include:
 - Loss of funding from Historic England for shopfront enhancement grant scheme in Weston.
 - Inappropriate development of retail units in North Somerset and increased use of overlarge plastic shop signage.
 - Loss of historic character and quality in developments.
 - Continuation of inappropriate planning applications for shop frontage and conversion to residential work, requiring additional planning officer time to resolve.

9. EQUALITY IMPLICATIONS

A stage 1 EIA has been completed. The Equality implications are positive. In particular the Design Guide supports awareness of access considerations in shop design. (Appendix 3)

10. CORPORATE IMPLICATIONS

There are no corporate implications. The adoption of the shopfront design guide will support the submission of quality planning applications, this in turn will support Planning Officers in their roles.

11. OPTIONS CONSIDERED

Do nothing: This option was discarded- as it would put at risk funding for shop front enhancement work, which is dependent on the adoption of the shop front design guide

AUTHOR

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APPENDICES

1. Consultation statement and responses
2. Schedule of changes
3. Stage 1 Equality Impact Assessment
4. Relevant policy
5. Shopfront Design Guide SPD

BACKGROUND PAPERS

Policy

National Planning Policy Framework 2019:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/779764/NPPF_Feb_2019_web.pdf

North Somerset Council Core Strategy

Great Weston conservation area: management guidance and appraisal, 2018. Available from: <https://www.n-somerset.gov.uk/my-services/planning-building-control/planning/planning-advice/heritage/conservation-areas/>

Historic England Great Weston Heritage Action Zone.

<https://historicengland.org.uk/services-skills/heritage-action-zones/weston-super-mare/>

North Somerset Council Building Control. <https://www.n-somerset.gov.uk/my-services/planning-building-control/building-control/buildingcontrol/>

North Somerset Council Conservation and Design. <https://www.n-somerset.gov.uk/my-services/planning-building-control/planning/planning-advice/heritage/heritage-further-reading/>

North Somerset Council Planning Policy. <https://www.n-somerset.gov.uk/my-services/planning-building-control/planningpolicy/>

North Somerset Council Local List of Planning Application Requirements:

<https://www.n-somerset.gov.uk/my-services/planning-building-control/planning/applyforplanning/supporting-documents/>

Disability Design Standards

<https://theaccessofficer.n-somerset.gov.uk/2016/12/09/core-design-documents/>

Flood

Environment Agency Flood line Publication 'Damage Limitation'. can be found on website www.environment-agency.gov.uk click on 'flood' in subjects to find out about, and then 'floodline'.

Change of use

Visit the planning portal to determine which changes of use require planning permission:

https://www.planningportal.co.uk/info/200130/common_projects/9/change_of_use/2.

Advertising

Outdoor advertisements and signs: a guide for advertisers, 2007, DCLG. Available from:

Page 5 of 25

<https://www.gov.uk/government/publications/outdoor-advertisements-and-signs-a-guide-for-advertisers>

Advertising consent

<https://historicengland.org.uk/advice/hpg/consent/advertisementconsent/>

Windows

Replacing Windows Advice Note, 2012, North Somerset Council. Available from:

<https://www.n-somerset.gov.uk/wp-content/uploads/2015/11/Replacing-windows-advice-note.pdf>

Traditional Windows: their care, repair and upgrading, 2017, Historic England. Available from: <https://historicengland.org.uk/images-books/publications/traditional-windows-care-repair-upgrading/>

Paint

Old lead paint: What you need to know as a busy builder, 2014, HSE. Available from:

<http://www.hse.gov.uk/pubns/cis79.pdf>

APPENDIX 1 Consultation Statement

Shopfront Design Guide and conversion of Use Class A to residential. Draft Supplementary Planning Document (SPD)

1. Introduction

The draft supplementary planning document on 'Shopfront Design Guide and conversion of Use Class A to residential' was published in July 2019. This consultation report explains how North Somerset Council has undertaken engagement in preparing the document and sets out how North Somerset Council has sought participation from communities and stakeholders during its production.

It covers:

- How bodies and persons were invited to make comment;
- A summary of the issues raised and action taken

2. Statement of Community Involvement

This consultation statement complies with the North Somerset's Statement of Community Involvement (SCI). The SCI outlines that the Council is committed to effective community engagement and seeks to use a wide range of methods for involving the community in the plan making process. North Somerset Council's Statement of Community Involvement was adopted in March 2015.

3. Participation

The draft supplementary planning document on 'Shopfront Design Guide and conversion of Use Class A to residential' was made available on the council's website. This was set up to take electronic feedback from the 1 July to 12 August. E-mails were sent to almost 5,000 addresses on the council database informing stakeholders how to view the document and make comments. These were sent at the start of the consultation and a reminder was sent two weeks from the end.

Hard copies of the document were made available to those who requested them.

Bespoke/ personalised Emails were sent to (and hard copies sent if asked):

- Developers Forum (106 people)
- Parish Councils clerks (all parish clerks in North Somerset)
- Sign writers working in North Somerset (11 businesses)
- Historic England

Emails and copies of the draft document were sent to Weston Stakeholders: BID, Civic Society, Fed of Small Businesses, Chamber of Commerce, Town Centre partnership.

Emails and copies of the draft document were sent to Clevedon Stakeholders: BID, Civic Society, Chamber of Commerce, Town Council.

Emails and copies of the draft document were sent to Nailsea Stakeholders: Nailsea and District Local History Society, Town Council.

Emails and copies of the draft document were sent to Portishead Stakeholders: Chamber of commerce, Civic Society and Town Council.

Hard copies of the document were provided as follows:

- Reference Copies in Weston Town Hall, Castlewood, Grove House (50 copies)
- Hard copies to all NSC, Weston Town Council, Portishead Town Council, Nailsea Town Council and Clevedon Town Council elected members (150 copies)
- Hard Copies to all planning and policy officers NSC

Stakeholder consultation: the draft document was discussed at the following meetings:

- Clevedon Town Council- agenda item 10 July 2019
- Portishead Town Council- agenda item 10 July 2019
- Weston Town Council- agenda item on full Council meeting 15 July 2019
- Nailsea Town Council- agenda item 24 July 2019 Planning Committee
- Stakeholders /Weston Town Centre advisory Group: 8 August. included Weston Town Council, BID, Chamber of Commerce, Fed of small Businesses, Civic Society and Weston elected members.

Articles were published in the Council’s own publications of ‘The Knowledge’ and ‘Members Only’.

4. Overall Feedback

The document a total of 17 comments were received from 16 respondents. A schedule of the full comments is set out below.

The feedback was 100% supportive and expressed a desire for the Design Guide to be adopted. Most comments related to spelling errors which has been corrected.

5. Schedule of comments received through the consultation

1. Individual	
I have had a chance to look at the "Shop front's Guide" and have commented as requested. I think that generally it is excellent and have said that shop fronts should relate to the building i.e. a Victorian building should have a Victorian shop front etc. I have said however that there should be no new external lighting permitted in future because of the risk of light spillage and increased use of electricity. (Not very Green!) Do you think it would be going too far to ban the use of plastic fascias and lettering?	guidance deemed appropriate as written
2 Sign maker	
We manufacture everything here so we are able to work within certain specs for any given project.	noted
3 Weston Town Council	
Thank you for taking the time to speak to the Town Council last Monday. The Town Council warmly welcomes and has resolved to fully support the Design Guide and has no amendments or other comments.	noted
4 Nailsea Town Council	
Nailsea Town Council’s Planning Committee discussed the Draft Shopfront Design Guide at last night’s meeting. The committee asked that the content is noted.	

<p>I have spotted a couple of typo's within the document. I have listed them here: Page .7 1.2 the top of the 2nd paragraph starts "mentation" I think it should read "Implementation". Page .17 3.5 first paragraph 2nd line the use of the word "glossy" twice Page 20 3.8 references the "Local Planning Authority" should that not read North Somerset Council? Page 29 6.2 Second column, 2nd paragraph starts "satisfactWider"</p>	all typos rectified
5 Banwell Parish Council	
<p>The following comments on the North Somerset Draft Shopfront Design Guide are submitted on behalf of Banwell Parish Council. The guide is a welcome addition to NSC's suite of Supplementary Planning Documents and provides comprehensive guidance that, if followed, should result in the sympathetic and appropriate alteration of existing shopfronts or the installation of new ones to the benefit of the local environment and historic settings. Their detailed comments are as follows:</p>	noted
<p>1 The paragraph at the top of page 8 would be better placed on page 2 as it sets the tone and objective for the remainder of the document.</p>	actioned
<p>2 Page 9 Six Key Principles-these are supported but in respect of Principle 6 it is not necessary to highlight the Great Weston Conservation Area because the principle is applicable to all Conservation Areas throughout the District</p>	actioned
<p>3 Page 7 Section 1.2 2nd paragraph "mentation of good design" could be re worded to be more user friendly.</p>	actioned
<p>4 There are several references in the text to works that "will be refused" or "will not be permitted" and it is suggested that this wording should not be so specific. Phrases such as "will not be supported" or "will not normally be permitted" are used elsewhere and these are considered to be more appropriate in a SPD.</p>	actioned
<p>5 Page 21 Section 3.9 last paragraph. A justification for public houses as an exception to the use of swan neck lighting would inform the reader.</p>	actioned
<p>6 Page 22 Section 3.10 Penultimate paragraph. Is it intended to say 'non glossy' because as worded it indicates that glossy plastic fabrics are acceptable in awnings?</p>	actioned
<p>7 Page 25 Section 5.1 There is an obvious dilemma between ensuring security and that security equipment does not adversely affect the character and architectural integrity of a building. However, in some cases this may be unavoidable. Whilst security equipment can undermine perceptions of safety it can also reassure in problem areas.</p>	noted

8 Page 25 Section 5.2 1st paragraph the first sentence is too general in dismissing the acceptability of shutter boxes and solid security shutters. It's a laudable objective but could be re worded.	actioned
9 Page 25 Section 5.2 4th paragraph insert 'to' between 'businesses' and 'maintain'	actioned
10 Page 29 Section 6.2 See comment 2 above.	actioned
11 Page 29 Section 6.2 Penultimate paragraph delete 'satisfac'	actioned
6 Wrington Parish Council	
General Comments This Council is supportive of the draft document, subject to the above comments, and agrees with the principles set out to enhance and conserve shopfront design throughout North Somerset and with particular reference to Conservation Areas and changes of use. All subsequent comments cite pages and paragraphs headed and numbered in the pdf version of the document.	noted
Page 7 –1.2 – Why is shopfront design important? Para 2 appears to begin in the middle of a sentence, indicating that some text is absent. Please address by inserting the missing text or deleting text which is extraneous.	actioned
Para 3 – Some of the conclusions promulgated as influential in increasing visitors are drawn without any underpinning evidence being produced, and are therefore open to challenge. If conclusions are to be drawn, they must be evidentially based. Please re-visit with relevant evidence or withdraw.	actioned
Page 9 – Key Principles. Principle No.3, use of the adjectives ‘oversized’, ‘over-assertive’ and ‘brash’ are very subjective. It would be more appropriate to relate the adjectives to a tangible context and the following words are suggested as an alternative;- “.....inappropriate in size, colour or design to the premises being advertised and in keeping with the local vernacular.”	actioned
Figure 2 defines to component parts of a shopfront, including the word ‘Sill’, which is defined in the Glossary of Terms, but headed in bold type as ‘Cill’ as ‘The horizontal members at the bottom of a window or door frame often timber but sometimes granite or bronze or with a brass cill plate.’ Elsewhere in the draft document (eg Figure 3 (ii), 3.4 (final paragraph), 3.5 (end of paragraph 1) and 3.7 (paragraph 2) the word ‘cill’ is utilised. The word ‘sill’ is that in more common usage (according to the Oxford Dictionary), but whichever version is to be used, it should be consistent throughout the document.	actioned
Page 29 - Key Principle 6. The penultimate paragraph needs to be re-visited as there appears to be an erroneous incursion which makes no sense with the paragraph’s opening words.	actioned
7 Backwell Parish Council	
has reviewed the Shopfront consultation document and is in agreement with the focus and direction that North Somerset's planning team are creating with trying to get a balance between creativity and also putting in some safeguarding from poorly or executed design matters.	noted
8 Bristol City Conservation officer	

In response to the consultation on Shopfront's SPD, it would be helpful to illustrate the points on page 27 regarding the creation of a small lobby area when converting retail units to residential, as attached. This has the potential to create more liveable environments, especially in town centre areas.	rejected for the SPD.
9 Sign company	
Thank you for advising Signscape and Signconex Ltd on your Shopfront Design Project. We would be very happy to help where we can on advice and supply of signage. I look forward to hearing from you.	noted
10 Weston Civic Society	
The Civic Society welcomes this draft SPD and is impressed by its design and content. The Society is not wishing to repeat comments made in our appraisal of the pre-draft version as they have either been accepted or rejected. We have reviewed the published draft and make the following comments which hopefully are helpful. The Civic Society welcomes this draft SPD and is impressed by its design and content. The Society is not wishing to repeat comments made in our appraisal of the pre-draft version as they have either been accepted or rejected. We have reviewed the published draft and make the following comments which hopefully are helpful.	noted
General Some photos are numbered as Figures but not referenced latter others are not numbered. Reproduction of Key Principles should all be same as on Page 9 i.e. start with Capital letter. Use of black on the front cover, Page 3 and back page is dramatic however not ideal colour for those who may wish to print document.	actioned
Cover Update photo of WH Smith now operational.	Images changed
Page 6 Do not use the word "Our" and "We" out of character with rest of the text.	actioned
Page 7 Add comment "although A4 excludes night clubs will be included in SPD."	actioned
Page 8 Make new sentence of The principles and standards.....	actioned
Page 9 Suggest signage should be a consistent height across adjoining properties be a key principle which can then be used on Page 13	actioned
Page 19 Use capital for "Figures".	actioned
Page 20 Figure 8 poor example with scaffolding and empty shop.	images changed
Page 21 Surely under The Town and Country Planning (Control of Advertisements) (England) Regulations 2007 Schedule 3) illuminated advertisements are not allowed in conservation areas – text gives condition where would be allowed. Area enhancement needs more explanation. (Example approval for lighting on the Blakehay)	text changed
Page 22 Update photo of WH Smith now operational.	images changed
Page 24 Photo does not relate to text. Picture should be of a building with upper floors.	images changed

Page 26	Do not use the word "We" out of character with rest of the text.	actioned
Page 27	not be permitted is in bold - use bold text elsewhere in document as well. Pages 14, 15, 16, 17, 20, 21, 22, 25	actioned
Page 29	satisfact Wider conservation (needs amending)	actioned
Page 30	Do not believe use of bold text here is relevant compared to rest of the text.	actioned
Weston Civic society 2		
	Nice to see you this morning and the Guide looks really good, well done. I know it it probably more than just a draft now but wondered if it might be possible to include a further drawing, similar to the one you have on page 11 but with two doors ? (access to residential above). I suppose depending on the scale of the property the two doors could either be located adjacent to each other or one at either end.	image added
11 Natural England		
	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.	noted
12 Individual		
	My comment relates to external finishes. As a planning department, you can specify whatever you want - natural stone, bathstone, roughcast render, stucco, K-Rend etc. The issue is not the finish but the workmanship. In North Somerset there are 'average' looking finishes that are completed to a high level of workmanship whereas there are good quality finishes (such as bathstone quoins for example) that are built to a poor level of workmanship. So....what is the point of being specific about proposed finishes when they can be completed to a poor standard. You need to have examples of good and poor finished jobs and companies that did the good finishes to use in the district - you have a list of agents so why not a list of builders? Check-a-trade.com springs to mind. By giving a planning document to 'work to' but not then being able to ensure that the finish the job to look good makes the whole process seem irrelevant - or to coin a phrase - 'doing the job with a champagne lifestyle but on lemonade money'.	noted
13 Individual		
	I am totally in favour of bringing wsm shop fronts to a high standard. There is rubbish shop fronts. Posters in windows Looks cheap and wsm looks down . .in ireland shop fronts are at a high standard. Malahide . Greystones. Co wicklow. Weston must improve . Drab. A run down dump of a town . Cheap chip shop fronts on the front. Must be made better. The front since been done looks good. The town must be made to a high standard.	noted
14 Clevedon BID		
	In my view this is all very good in terms of the aims. However it may be a little aspirational with enforcement needed to ensure the guidelines are met by retailers being the test. The only issue I take with the entire document is at p26: We support shops in peripheral areas being converted to residential rather than remaining empty. What exactly is peripheral - it references the 'Policies Map' however this did not load (for me at least for retail uses) - it would be helpful to have the retail maps appended? In this context I believe there should be more support to reserve empty units for genuine retail or leisure use - ie active uses - before it is given over to office (including A2) use in which businesses	noted and text amended

often blank the street (as has happened 45 Hill Road (Harbour Family Law - below) - an otherwise beautiful shop front that would have been taken up eventually by an independent retailer if the planning protections had been in place).	
15 Portishead Town Council	
The above consultation was discussed by Portishead Town Council's Planning & Regulatory Committee on 07/08/19 and responds to the consultation as follows: Portishead Town Council welcomes the Shop Front Design Guide and supports it's aims and key priorities.	noted
16 Environment Agency	
The Environment Agency agreed with the contents of the Design Guide. It provided links to their web pages: practical advice on preparing for a flood, visit https://www.gov.uk/prepare-for-flooding . To get help during a flood, visit https://www.gov.uk/help-during-flood . For advice on what do after a flood, visit https://www.gov.uk/after-flood	noted and website reference added in resources section

6. Additional changes to the document

Since the draft SPD was published work has been ongoing to ensure that any change in planning or policy regulations are incorporated into the work. This requires some minor updates and amendments to the document. The images used in the document have been changed significantly to reflect comments made throughout the consultation period.

Appendix 2: Schedule of Proposed Changes to the SPD

draft Page No	new page number	Para.	Proposed change	Reason
general			change images throughout the document to reflect section headings and to give examples from towns throughout North Somerset	to illustrate the text better and to show more examples from across north Somerset
Front Cover	front cover		Delete draft, add Adopted September 2019	Update
3	3		<p>delete the word 'draft' and delete section on consultation.</p> <p>Add This document has been produced by North Somerset Council in conjunction with Historic England as part of the Heritage Action Zone scheme which aims to promote and enhance the heritage of Weston-super-Mare.</p> <p>This document sets out design principles and standards which will preserve or enhance the appearance of both historic and modern shopfronts.</p> <p>The principles and standards detailed in this document are applicable throughout the North Somerset Council area.</p>	update and add section
4	N/A		delete page (information about consultation) and change page numbers accordingly	Update
5	4	3.5	move text to align	formatting
5	4	6	add sub sections numbering 6.1, 6.2 and 6.3	formatting
6	5	para 1	replace the word 'Our with ' The aims are to and delete the word 'our' before heritage assets	appropriate language

6	5	para 2	delete the word 'our' before town centre	appropriate language
6	5	para 2	Delete the words 'we want' and add 'the aims are'	appropriate language
7	6		Although A2 does not include betting offices or pay day loan shops, and A4 does not include night clubs, for the purposes of shopfront design these are included in the scope of the SPD.	clarity
7	6	1.2 para 2	Under 1.2, paragraph 2 – a piece of the text is missing. This should state 'Implementation' instead of 'mentation'.	formatting
7	6	para 3	delete and importantly, encourage a greater number of visitors	
8	n/a	image	delete page	formatting
8	3	text	<p>move text to page 3 and separate into paragraphs</p> <p>This document has been produced by North Somerset Council in conjunction with Historic England as part of the Heritage Action Zone scheme which aims to promote and enhance the heritage of Weston-super-Mare.</p> <p>This document sets out design principles and standards which will preserve or enhance the appearance of both historic and modern shopfronts.</p> <p>The principles and standards detailed in this document are applicable throughout the North Somerset Council area.</p>	formatting
9	7	principle 3	change to shopfront or fascia signage should enhance the design of the building rather than detract from it	to remove subjectivity
9	7	principle 6	delete This includes the Great Weston conservation area which covers much of Weston-super-Mare town centre.	
10 and 11	8	image	Change size of figure 2 and figure 3 to be identical size and move to be together	formatting
11	9	para 3	delete 'below' add (fig 3.)	formatting

11	9	para 3	add text to read. 'Locations such as the High Street south of Regent Street in Weston-super-Mare, or The Precinct in Portishead are good examples of where a modern shopfront design would be appropriate as these are strong twentieth century architectural settings. '	To make sense clearer
11	9	point ii	change cill to sill	for consistency
12	10	key principles	capital first letter for each principle	for consistency
12	10	para 2	capital letters for Council's Conservation Officer	formatting
12	10	penultimate paragraph	delete departing from the guiding principles in figures 2 and 3,	text not necessary
12	10	penultimate para	delete 'set out with' add demonstrated by	clarify meaning
12	10	last sentence	change text from 'will be refused' to ' will not be supported '	clarify meaning
14	12	3.3	delete 'permitted' insert the word 'supported' text to read ' not be supported	clarify meaning
15	14	3.4	create a page break before 3.4 and move 3.4 to a new page	for ease of reading
16	15	para2	change cill to sill	for consistency
16	15	3.5	create a page break before 3.5 and move 3.5 to a new page	for ease of reading
16	15	3.5 para 2	delete 'permitted' insert the word 'supported' text to read ' not be supported '	clarify meaning
16	15	3.5 para 3	delete 'permitted' and add 'supported' Supplementary advertising applied to fascia will not be supported	clarify meaning
17	16	para 1	delete the repetition of the word glossy: The use of single sheet plastic signs or other excessively glossy or reflective material will not normally be permitted'	text error
17	16	3.6	create a page break before 3.6 and move 3.6 to a new page	for ease of reading
17	16	principle 3	change to Shopfront or fascia signage should enhance the design of the building rather than detract from it	to remove subjectivity
17	16	3.6 para 2	delete the word 'permitted' insert the word 'supported' text to read ' not be supported '	clarify meaning

18	17	3.7 para 3	change cills to sills	for consistency
19	17	para 2	add Where appropriate before doors and recessed lobbies	clarity
19	17	para 2	add a capital F in Figures and change numbering to 1 and 2 delete as elements will vary according to the design principles set out for either a traditional or modern shopfront	clarify meaning
19	18	3.8	create a page break before 3.8 and move 3.8 to a new page	for ease of reading
20	18	para 1	delete 'the local planning authority' and add 'North Somerset Council'	for clarity
21	19	para 2	delete 'permitted' and add 'supported' and delete 'where it can be demonstrated that it makes a positive contribution to the preservation and enhancement of that area or building' Therefore, illumination of signs or advertisements on listed buildings and all buildings in conservation areas will not be supported.	for clarity
21	19	para 3	delete 'permitted' add 'supported in conservation areas	clarify meaning
21	19	para 5	add the text: " where there is historic usage, for example public houses"	clarify meaning
22	20	para 4	add the word non before glossy	correct meaning
22	20	para 5	delete 'permitted' add 'supported'	clarify meaning
23	21	key principle 4	capital letter A in Alterations	for consistency
25	23	5.2 para 1	delete 'permitted' add 'supported'	clarify meaning
25	23	5.2 para 4	Add 'to' This form of shutter allows businesses to maintain a visual presence outside of trading hours.	addition of a missing word
25	23	5.2 para 5	Traditional timber shutters and grilles fitted to historic buildings are encouraged and should be retained where they exist.	addition of missing words
26	24	para 2,3,4	delete:	correction of text to provide

			<p>North Somerset Council's policy position on this form of change of use is stated in chapter 9 of the Development Management Policies covering policies DM60: Town centres to DM64: Primary shopping frontages.</p> <p>We recognise that retailing is changing and that there is less need for retail units and we consider that vacant shop units detract from a thriving centre.</p> <ul style="list-style-type: none"> • We wish to see more people living in town centres, living above active ground floor uses and as part of mixed use schemes. • We support shops in peripheral areas being converted to residential rather than remaining empty. However poor quality conversions need to be avoided. <p>Within primary shopping frontages defined on the Policies Map, proposals for a change of use at ground floor level from A1 will only be permitted if the proposal is for an A Class use.</p>	a clear statement
26	24	para 2,3,4	<p>add:</p> <p>North Somerset Council encourages residential development in town, district and local centres as part of mixed use schemes with housing above other uses on the ground floor.</p> <p>It also recognises that retailing is changing and that many centres now have excess retail floorspace and that vacant shops can detract from a vibrant centre. Therefore, outside of the primary shopping areas, district and local centres the conversion of vacant ground floor premises in residential style streets to residential use is also supported. Many of these former shops have historic frontages which form an essential part of the identity and character of the building or area. Conversions will need to retain important historical shop front features and meet high quality design and place-making standards.</p>	correction of text to provide a clear statement
26	24		<p>Add text:</p> <p>These rights, to change use from Class A to Class D2, support new businesses and encourage further diversity on the high street, allowing a greater change of use to support high streets to adapt and diversify and change to a wider range of uses, allowing more leisure and community uses such as gyms, cinemas, indoor</p>	for clarity

			<p>recreation and office use (Class A) as well as homes.</p> <p>Changing a building with A Class use to residential in a conservation will require a planning application.</p>	
27	25	para 5	add a heading 6.1 Enhancing Character and change other numbering to reflect	clarity
27	25	final para	delete 'permitted' add 'supported' change from bold to normal	clarity
28	26	6.1 para 1	<p>delete text 'We actively encourage the conversion of upper floors to residential accommodation.'</p> <p>add text</p> <p>The conversion of upper floors to residential accommodation is encouraged.</p> <p>Permitted development rights also exist to add up to two flats above premises used as shops, financial and professional services, betting offices and pay day loan shops.</p>	clarity
28	26	6.1 para 1	<p>delete Occupation of upper floors could prevent vermin infestation and criminal intrusion. Maintenance and repairs to upper and residential parts will prevent deterioration and reduce any damage to shop from these parts.</p>	unnecessary text
28	26	6.1 bullet point 1	Add text: Access arrangements to the upper floors should be considered in any refurbishment or development including individual joint access to facilitate access to upper floors- reducing damage to street scape by only affecting one unit.	expansion of rationale
28	26	6.1 bullet point 4	<p>delete:</p> <ul style="list-style-type: none"> Amenity space can be difficult and possibly unable to be provided, alternative arrangements and design should be considered, including, fenestration, French windows, balconies, including Juliette, and winter gardens 	not relevant for design guide
28	27	6.2	Change to 6.3 and move to a new page	consistency and clarity
28	27	6.2	Add North Somerset Council places greater demands on a change of use from uses falling within Class A (shops, financial and professional services, restaurants and cafes, drinking establishments and hot food takeaways) to residential use within conservation areas.	clarity

			Delete: North Somerset Council place greater demands of a change of use from A Class use to residential within conservation areas.	
29	27	key principle 6	add capital letter D and delete This includes the Great Weston conservation area which covers much of Weston-super-Mare town centre	consistency
30	28	para 2	add and after 'or'	clarity
30	28	para 2	after 800mmm level add and below 1500mm level in doors and side panels within 300mm of the doors edge	more detailed information
30	28	para 3	delete are add is	correction of grammar
30	28	para 4	delete Please seek the advice of the local authority conservation officer if in doubt Add This is not an exhaustive list please contact our building control team for further advice.	correction for clarity
30	28	para 4	reduce bold to normal text	consistency
31	29	A Glossary	by Cill add (or Sill)	for clarity and consistency
31	29	A Glossary	add: Sill (or Cill: The horizontal member at the bottom of a window or door frame often timber but sometimes granite or bronze or with a brass cill plate.	for clarity and consistency
32	31	B Resources	Add: Housing https://www.n-somerset.gov.uk/my-services/housing/help-if-you-own-or-want-to-own-a-home/find-out-about-affordable-housing/affordable-housing/	an additional resource
33	33	C planning policy	first bullet point: change year to 2019 add: CS28: Area Weston-super-Mare 'New development proposals should take into account the following objectives 'respect the characteristic heritage of Weston-super-Mare' and 'provide high quality design'. add:	correction

			DM 34: Housing type and mix	
34	34	listed building consent	<p>add text</p> <p>Search Listed building status on North Somerset Council planning map:</p> <p>https://www.n-somerset.gov.uk/my-services/planning-building-control/planning/planningmap/find-applications-using-the-planning-map/</p>	additional useful information

APPENDIX 3

North Somerset Council - Initial Equality Impact Assessment

Overview

Service or project area:

Development of a North Somerset Shop Front Design Guide . To be adopted as a supplementary planning document September 2019

Description of the proposal:

To develop a Shop Front Design Guide for North Somerset. That provides policy guidance for shop front design.

The draft guide to undergo public consultation July/ August 2019

Summary of changes:

None

Customer equality impact summary

Will the proposal have an impact on any of these groups? Insert X into one box per row.					Impact (positive/ negative/ both)
	High	Medium	Low	None	
Disabled people (specific consideration will be given to access into shops)	X				positive
People from different ethnic groups				X	
Men and women (including pregnant women or those on maternity leave)			X		positive
Lesbian, gay or bisexual people				X	
People on a low income				X	
People in particular age groups (easier access into shops)			x		positive
People in particular faith groups				X	
People who are married or in a civil partnership				X	
Transgender people				X	
Other specific impacts, for example: carers, parents, impact on health and wellbeing.			X		positive

Explanation of customer impact

The Shop front design guide will emphasise the importance of level access to shops. It will link to current policy on disability design standards to ensure design guidance is consistent.

We plan to consult on the draft during July/ August 2019. Consultation will include the Disability Advisory group, an online Econsult and a public meeting

Staff equality impact summary

Are there any staffing implications for this proposal?

Yes

No

Explanation of staff impact

n/a

If yes, how many posts could be affected? State whether they are current vacant, or filled permanently or temporarily.

Review and Sign Off

Directorate Equality Group

When was this assessment reviewed by the Directorate Equality Group?

Date of DEG: August 2019

Is a further detailed equality impact assessment needed?

Yes

No

If 'yes', when will the further assessment be completed?

Service Manager: Louise Roberts and Anthony Rylands

Date: 19 August 2019

APPENDIX 4 RELEVANT POLICY

1 Chapter 12 paragraph 124 of the **National Planning Policy Framework 2019** (NPPF) states: 'The creation of high-quality buildings and places is fundamental to what the planning and development process should achieve. Good design is a key aspect of sustainable development, creates better places in which to live and work and helps make development acceptable to communities. Being clear about design expectations, and how these will be tested, is essential for achieving this'.

2 The Shopfront Design Guide provides more detailed advice and guidance on the policies contained in the Local Plan (Core strategy 2017, Sites and Policies plan part 1 and adopted supplementary planning documents, in particular: Creating Sustainable Buildings and places in North Somerset 2012, residential design guide part 1 and part 2 2013 and Weston-super-Mare town centre regeneration 2017)

3 **Policy CS2** of the **North Somerset Core Strategy** (adopted 2017) New development both residential (including conversions) and non-residential should demonstrate a commitment to sustainable design and construction, increasing energy efficiency through design, and prioritising the use of sustainable low or zero carbon forms of renewable energy generation in order to increase the sustainability of the building stock across North Somerset.

4 **Policy CS5** of the **Core Strategy** states that the council will conserve the historic environment of North Somerset, having regard to the significance of heritage assets such as conservation areas, listed buildings, buildings of local significance, scheduled monuments, other archaeological sites, registered and other historic parks and gardens. Particular attention will be given to aspects of the historic environment which contribute to the distinctive character of North Somerset, such as the Victorian townscapes and seafronts in Weston and Clevedon

5 **Policy CS12** of the **Core Strategy**- achieving high quality design and placemaking. North Somerset Council is committed to achieving high quality buildings and places across all of North Somerset, in particular to support comprehensive regeneration at Weston-super-Mare. High quality architecture and urban design will be sought from development demonstrating a robust design process to generate solutions that have clearly considered the existing context, and contribute to social, economic and environmental sustainability. As part of a comprehensive place-making strategy new development should function well, supporting sustainable land uses and seek to improve the image of the area. Poor design standards in individual buildings and larger schemes are not acceptable.

Proposals of all scales will be required to demonstrate sensitivity to the existing local character already established in an area and should take the opportunity to enhance the sense of place and local identity through a well thought out design. Where the existing design characteristics are not considered of a high quality, new development should actively aim to enhance the area through good design. Schemes must be based on a thorough site appraisal.

6 **Policy CS28** of the **Core Strategy** Area Weston-super-Mare 'New development proposals should take into account the following objectives 'respect the characteristic heritage of Weston-super-Mare' and 'provide high quality design'.

7 Adoption will help achieve the **Corporate plan** (2015-19) key corporate objective to create 'quality places'. Ambition: to 'Build and sustain great places to live and visit - vibrant, accessible and safe'.

8 The **Development Management Polices: Sites and Polices Plan Part 1**, adopted July 2016 has the following relevant polices:

DM3-Conservation Areas.

Policy aim: To conserve and wherever possible enhance North Somerset's Conservation Areas.

DM4-Listed Buildings

DM7 - non designated heritage assets

DM32 – High Quality design and place-making

Policy aim: To ensure high quality design of buildings and places throughout the district 9 links to CS12.

DM33 – Inclusive access into non-residential buildings and spaces

Policy aim: To ensure that disabled and able-bodied people have equal access to the same buildings and spaces

DM 34- Housing type and mix

Policy aim: To create socially mixed communities, catering for all sectors of the community by providing a choice of housing with respect to dwelling size and type.

DM55- Extensions, ancillary buildings or the intensification of use for existing buildings located in the countryside.

Policy aim: To support the expansion of rural businesses providing development is in keeping with the rural context.

DM60 – Town Centres

Policy aim: To identify an area in the heart of each town where a range of town centre uses will, in principle, be supported and directed to. The aim is to ensure flexibility over uses and encourage activity which supports the economic, social and environmental well being of the town and its residents. Relevant policy issues: Make a positive contribution to the centre's identity and heritage. And, secure the redevelopment or improvement of buildings, features or areas which detract from the quality or appearance of the centre.

DM61- District Centres

Policy aim: To define the district centres and their role in the hierarchy as supporting neighbourhoods with a wider range of goods and services than local centres.

Relevant policy issue: Residential and other appropriate active uses above shops or other commercial premises will be supported.

DM63- Primary Shopping Areas

Policy aim: To define the areas to act as the focus for new retail investment.

Relevant policy issue: Contribute to local distinctiveness such as by reflecting the heritage/ coastal location.

9 Weston-super-Mare

In addition, and in relation to Weston-super-Mare: **The Weston Town Centre SPD** (adopted Feb 2017), sets out policy on development of Weston.

The **Great Weston Conservation Area** management plan (adopted 4th December 2018) sets out an action to develop and adopt a shopfront design guide.

10 It builds on guidance published by North Somerset Council as follows:

- Replacing Windows advice note December 2012
- Access: Designing for Diversity advice note 2012