



21 November 2024

## CABINET – 2 DECEMBER 2024

A meeting of Cabinet will be held at 6.00pm on Monday 2 December 2024 in the Council Chamber at the Town Hall, Rugby.

*Members of the public may also view the meeting via the livestream available on the Council's website.*

Mannie Ketley  
Chief Executive

### A G E N D A PART 1 – PUBLIC BUSINESS

1. Minutes.

To confirm the minutes of the meeting held on 4 November 2024.

2. Apologies.

To receive apologies for absence from the meeting.

3. Declarations of Interest.

To receive declarations of –

(a) non-pecuniary interests as defined by the Council's Code of Conduct for Councillors;

(b) pecuniary interests as defined by the Council's Code of Conduct for Councillors; and

(c) notice under Section 106 Local Government Finance Act 1992 – non-payment of Community Charge or Council Tax.

***Note: Councillors are reminded that they should declare the existence and nature of their interests at the commencement of the meeting (or as soon as the interest becomes apparent). If that interest is a prejudicial interest, the Councillor must withdraw from the room unless one of the exceptions applies.***

***Membership of Warwickshire County Council or any Parish Council is classed as a non-pecuniary interest under the Code of Conduct. A Councillor does not need to declare this interest unless the Councillor chooses to speak on a matter relating to their membership. If the Councillor does not wish to speak on the matter, the Councillor may still vote on the matter without making a declaration.***

4. Question Time.

Notice of questions from the public should be delivered in writing or by e-mail to the Chief Executive at least three clear working days prior to the meeting (no later than Tuesday 26 November 2024).

**Growth and Investment, Digital and Communications Portfolio**

5. South West Rugby Masterplan Supplementary Planning Document Updated Appendix K – adoption.
6. Statement of Community Involvement.
7. UK Shared Prosperity Fund (UKSPF) Year 3 Spend.

**Partnerships and Wellbeing Portfolio**

Nothing to report to this meeting.

**Finance, Performance, Legal and Governance Portfolio**

8. Finance and Performance Monitoring – Quarter 2 2024/25 (report to follow).
9. Treasury Management Mid-Year Report 2024/25.

**Communities, Homes, Regulation and Safety Portfolio**

10. Housing/Landlord Service Complaints Performance and Service Improvement Report 2023/24.
11. Council Tax Reduction Scheme 2025/26.
12. Support of the Voluntary and Community Sector 2025/26.

**Operations and Traded Services Portfolio**

13. Food Waste.

**Organisational change Portfolio**

Nothing to report to this meeting.

**The following item contains reports which are to be considered en bloc subject to any Portfolio Holder requesting discussion of an individual report**

Nothing to report to this meeting.

**PART 2 – EXEMPT INFORMATION**

There is no business involving exempt information to be considered.

***Any additional papers for this meeting can be accessed via the website.***

The Reports of Officers are attached.

**Membership of Cabinet:**

Councillors Moran (Chair), Brown, C Edwards, Livesey, Mistry, O'Rourke and Robinson.

**CALL-IN PROCEDURES**

*Publication of the decisions made at this meeting will normally be within three working days of the decision. Each decision will come into force at the expiry of five working days after its publication. This does not apply to decisions made to take immediate effect. Call-in procedures are set out in detail in Standing Order 15 of Part 3c of the Constitution.*

***If you have any general queries with regard to this agenda please contact Claire Waleczek, Democratic and Support Services Manager (01788 533524 or e-mail [claire.waleczek@rugby.gov.uk](mailto:claire.waleczek@rugby.gov.uk)). Any specific queries concerning reports should be directed to the listed contact officer.***

**AGENDA MANAGEMENT SHEET**

<b>Report Title:</b>	South West Rugby Masterplan Supplementary Planning Document Updated Appendix K – adoption
<b>Name of Committee:</b>	Cabinet
<b>Date of Meeting:</b>	2 December 2024
<b>Report Director:</b>	Chief Officer - Growth and Investment
<b>Portfolio:</b>	Growth and Investment, Digital and Communications
<b>Ward Relevance:</b>	All
<b>Prior Consultation:</b>	Planning Services Working Group (a summary of the discussions at the group is appended as <b>Appendix 9</b> ).
<b>Contact Officer:</b>	Neil Holly, Development Strategy Manager
<b>Public or Private:</b>	Public
<b>Report Subject to Call-In:</b>	Yes
<b>Report En-Bloc:</b>	No
<b>Forward Plan:</b>	Yes
<b>Corporate Priorities:</b> <b>(C) Climate</b> <b>(E) Economy</b> <b>(HC) Health and Communities</b> <b>(O) Organisation</b>	This report relates to the following priority(ies): <input checked="" type="checkbox"/> Rugby is an environmentally sustainable place, where we work together to reduce and mitigate the effects of climate change. (C) <input checked="" type="checkbox"/> Rugby has a diverse and resilient economy that benefits and enables opportunities for all residents. (E) <input type="checkbox"/> Residents live healthy, independent lives, with the most vulnerable protected. (HC) <input checked="" type="checkbox"/> Rugby Borough Council is a responsible, effective and efficient organisation. (O) <a href="#">Corporate Strategy 2021-2024</a> <input type="checkbox"/> This report does not specifically relate to any Council priorities but
<b>Summary:</b>	The report seeks adoption of the updated South West Rugby Masterplan Supplementary Planning Document. The updates are to Appendix K of the SPD, which sets out the strategic infrastructure

needed for the development. That Appendix has been updated to reflect up to date costs and ensure that it meets the relevant legal tests.

**Financial Implications:**

Most of the infrastructure detailed in Appendix K would not be delivered by Rugby Borough Council. In relation to this infrastructure, the role of the borough council as local planning authority is in putting in place planning obligations or conditions to ensure its delivery. This does not have financial implications for the council.

Improvements to cycle links within existing public open spaces in Cawston, linking to routes in South West Rugby, which previously formed part of Appendix K, will now take place through the council's parks connector programme.

**Risk Management/Health and Safety Implications:**

If the costs in the supplementary planning document are not updated there is a risk that the necessary infrastructure to support the development of South West Rugby would be unable to be delivered.

**Environmental Implications:**

A climate and environmental impact assessment has been produced and is attached as **Appendix 7**.

Appendix C to the SPD comprises a screening report which determined that a strategic environmental assessment (SEA) under the Environmental Assessment of Plans and Programmes Regulations 2004 was not required. Screening was undertaken prior to adoption of the SPD in 2021. The alterations to the SPD proposed do not alter the conclusion that SEA is not required.

**Legal Implications:**

The process for preparing a supplementary planning document is set out in Part 5 of The Town and Country Planning (Local Planning) (England) Regulations 2012.

Regulation 12 requires that before adopting a supplementary planning document the local authority must prepare a statement setting out the persons consulted when preparing the document, a summary of the main issues raised, and how those issues have been addressed in the document.

Section 23 of the Planning and Compulsory Purchase Act 2024 states that the local planning authority may adopt a supplementary planning document either as originally prepared or as modified to take account of— (a) any representations made in relation to the document or (b) any other matter they think is relevant.

Regulation 14 states that as soon as reasonably practicable after the local planning authority adopt a supplementary planning document, they must send a copy of the adoption statement to any person who has asked to be notified of adoption. Additionally, the document must be made available at the deposit locations and on the council's website.

The strategic infrastructure listed in Appendix K of the South West Rugby Masterplan SPD is intended to be delivered through planning obligations with landowners/developers under section 106 of The Town and Country Planning Act 1990 (as amended). Regulation 122 of The Community Infrastructure Levy Regulations 2010 states that a planning obligation under s106 may only constitute a reason for granting planning permission if it is (a) necessary to make the development acceptable in planning terms; (b) directly related to the development; and (c) fairly and reasonably related in scale and kind to the development. Officers have applied these tests in updating Appendix K to ensure that the infrastructure requirements remain in accordance with the regulations.

Following the adoption of the updated SPD, the former version of the South West Rugby Masterplan Supplementary Planning Document adopted 17 June 2021 will be superseded. This version of the SPD should be revoked in accordance with Reg 15(2) of the Town and Country Planning (Local Planning) (England) Regulations 2012 and s25 of the Planning and Compulsory Purchase Act 2004.

**Equality and Diversity:**

An Equality Impact Assessment has been undertaken and is provided as **Appendix 8** to this report.

**Options:**

Option 1 - Cabinet recommends to Council that it adopts the updated SPD. This is the recommended option.

Option 2 – Cabinet does not recommend to Council that it adopt the updated SPD. The SPD

would then remain in the form adopted in 2021. This option is not recommended because would create a material risk to the delivery of the South West Rugby development.

**Recommendation:**

IT BE RECOMMENDED TO COUNCIL THAT-

- (1) the South West Rugby Masterplan Supplementary Planning Document is adopted;
- (2) delegated authority be given to the Chief Officer for Growth and Investment to make minor amendments as necessary to that document prior to adoption; and
- (3) the superseded version of the South West Rugby masterplan SPD adopted on 17 June 2021 be revoked and a statement publicised on the Council's website confirming this.

**Reasons for Recommendation:**

To update the strategic infrastructure costs in Appendix K of the South West Rugby Masterplan SPD.

**Cabinet – 2 December 2024**

**South West Rugby Masterplan Supplementary Planning Document  
Updated Appendix K – adoption**

**Public Report of the Chief Officer - Growth and Investment**

**Recommendation**

IT BE RECOMMENDED TO COUNCIL THAT -

- (1) the South West Rugby Masterplan Supplementary Planning Document is adopted;
- (2) delegated authority be given to the Chief Officer for Growth and Investment to make minor amendments as necessary to that document prior to adoption; and
- (3) the superseded version of the South West Rugby masterplan SPD adopted on 17 June 2021 be revoked and a statement publicised on the Council's website confirming this.

**EXECUTIVE SUMMARY**

Appendix K to the South West Rugby Masterplan Supplementary Planning Document details the strategic infrastructure needed for the scheme. This will form the basis for s106 agreements with individual developers of the scheme.

It is necessary to update that infrastructure schedule to reflect changes in costs and our understanding of the infrastructure needs since its adoption in 2021.

A public consultation on an amended version of Appendix K was undertaken in January to February 2024. In their responses to that consultation, the landowners/developers of the site sought further scrutiny of the contributions to ensure their compliance with the relevant legal tests. They also raised concerns about viability.

Since then, significant work has been undertaken by borough and county council officers, working with the developer consortium, to refine the infrastructure list. The background to that work is viability appraisals showing a viability gap for the development.

Officers have taken the work to revise Appendix K as far as possible and it is now recommended that the updated SPD be adopted so that it can guide forthcoming s106 agreement negotiations on individual development parcels.



## 1. Background

- 1.1. South West Rugby is a proposed development of circa 5,000 homes to the south of Rugby. The site is allocated through Local Plan 2011-2031 Policy DS8.
- 1.2. The strategic infrastructure requirements for South West Rugby were set out in Policy DS8, Policy DS9 and the infrastructure delivery schedule at Appendix 3 to the Local Plan. The strategic infrastructure costs were refined through the South West Rugby Masterplan SPD (“the SPD”) which was adopted on 17 June 2021.
- 1.3. Appendix K of the SPD contains indicative strategic infrastructure and other mitigation measures and their anticipated costs.
- 1.4. Paragraph 25.2.1 of the SPD states that developers will be expected to make Section 106 contributions towards strategic infrastructure as identified in Appendix K.
- 1.5. Paragraph 25.2.4 makes provision for the Appendix K strategic infrastructure to be reviewed no more than annually and revisions to be consulted on and published.
- 1.6. Revisions to the contributions are now necessary because there has been considerable cost inflation in the period since the SPD was adopted in June 2021. A number of the strategic infrastructure items in Appendix K have now been designed in greater detail or their scope has been refined/reconsidered, again leading to revised costings.
- 1.7. On 8 January 2024 Cabinet approved a 4-week consultation on the revised SPD. The papers for that cabinet meeting can be accessed [here](#).

## 2. Consultation

- 2.1. A 4-week public consultation on the amended SPD took place between Monday 15<sup>th</sup> January 2024 and Monday 12<sup>th</sup> February 2024.
- 2.2. Notices of the consultation were placed in the Rugby Advertiser and Rugby Observer and copies of the consultation documents made available on the council’s website, at the town hall, library, Dunchurch library and Wolston Library. Notification of the consultation was sent to all those on the council’s consultation database.
- 2.3. 8 responses to the consultation were received. A summary of the persons consulted, the main issues raised and how those issues were addressed in the SPD is provided in the consultation statement at **Appendix 1**.
- 2.4. The responses to the consultation from the consortium of South West Rugby landowners/developers (comprising Homes England, Taylor Wimpey, L&Q Estates and Richborough) and from landowner/developer Tritax Symmetry raised concerns about the compliance of the infrastructure items in Appendix K of the SPD with Regulation 122 of the Community Infrastructure Levy Regulations 2010 with which planning obligations must comply.

- 2.5. Regulation 122 states that contributions must be necessary to make the development acceptable in planning terms, must be directly related to the development and must be fairly and reasonably related in scale and kind to the development.
- 2.6. The landowner/developer responses also raised concerns about the implications of the increase to the strategic infrastructure contributions in Appendix K, in comparison to the version adopted in 2021, for the viability of the development.

### 3. Changes to Appendix K

- 3.1. In the cabinet report for 8 January 2024 cabinet, the engagement undertaken by officers with infrastructure providers in updating the strategic infrastructure costs was detailed.
- 3.2. Since the closing of the public consultation in February 2024 further work has been undertaken by Rugby Borough Council and Warwickshire County Council officers to consider the compliance of individual infrastructure contributions with Regulation 122.
- 3.3. **Appendix 2** provides a comparison between the 2021 adopted version of Appendix K, the version consulted on in January 2024 and the version proposed to be adopted and explains the reasons for the changes.
- 3.4. The changes reduce the total Appendix K costs from £173,373,226 consulted on in January 2024 to £146,792,953.

### 4. Viability

- 4.1. As highlighted above, the landowner/developer responses to the consultation raised concerns about the viability of the revised strategic infrastructure contributions.
- 4.2. Viability testing of the whole development has been undertaken by the developer consortium and also by the council's independent viability advisers.
- 4.3. The latest viability position is summarised in the note at **Appendix 3**. As can be seen, based on the revised strategic infrastructure list, there is a viability shortfall at current values.
- 4.4. Officers of both the borough and county councils have worked hard to ensure that the infrastructure asks are tightly focussed on what is necessary to mitigate the development. It is now felt that there is no further scope to reduce the strategic infrastructure package without undermining the quality of the development that is delivered.
- 4.5. In order to improve the viability position, officers recommend that the tenure mix of affordable housing provided on the site is varied from the usual starting-point mix sought in negotiations with developers. Usually, the council's starting point is that 84% of the affordable housing provided on site should comprise

social rented housing (that is housing subject to the national rent regime) with the remainder being intermediate housing (this would usually be shared ownership housing). On South West Rugby it is proposed that the tenure mix should shift to 50% social rent, 50% intermediate. The council's Housing team agree with this change. The viability appraisals of the scheme have been prepared on that basis.

- 4.6. As can be seen, despite the efforts of officers, there remains a viability gap for the scheme. This is a material risk to delivery of the scheme and therefore to the council's continuing ability to demonstrate a five-year housing land supply.
- 4.7. The next stage will be for the council to work with the developer consortium to consider options for closing the viability gap.
- 4.8. This will need to include exploring opportunities for forward funding by government agencies. As set out in the note at Appendix 3, the council will also need to consider reducing the affordable housing sought from 30%, with later viability review mechanisms used to increase provision if viability improves over the build period. The council's objective will be to maximise affordable housing to ensure the scheme contributes to meeting assessed housing need, for example as detailed in the Coventry and Warwickshire Housing and Economic Development Needs Assessment 2022.
- 4.9. In seeking to close the viability gap the council will also seek to ensure that the quality of the development is not sacrificed. To that end, a design code is in preparation and will be presented to cabinet for authority to consult in early 2025.
- 4.10. The percentage of affordable housing will not be set or agreed for the whole allocation. Instead it will be agreed as part of the determination of individual planning applications.

## **5. Consequential and other amendments to the SPD**

- 5.1. Appendix 5 provides a tracked changes version of the SPD. This shows a limited number of changes to the main text which flow from the changes to Appendix K. For example, removal of reference to on-site provision of a fire and rescue facility.
- 5.2. Additionally, section 14 is amended to reflect the updated evidence in the Coventry and Warwickshire Housing and Economic Development Needs Assessment 2022 on housing mix. The affordable housing mix part of this section is updated to reflect the council's revised position, as detailed in the viability section above.
- 5.3. The changes made after the consultation also include the deletion of Figure 3 (indicative phasing plan) and Appendix L (indicative phasing plan). The phasing set out in the Figure 3 plan and in the table in Appendix L is now out of date and inaccurate. References to Figure 3 and Appendix L in the text of the SPD have been deleted.

5.4. For the same reasons Figure 2 (South West Rugby Masterplan) and has been updated to reflect the current master plan following the granting of planning permission for the Homestead Link road.

## **6. Adoption of the updated SPD**

6.1. Adoption of the SPD with the amended Appendix K, which sets out the Council's strategic infrastructure asks is recommended without delay to ensure that the updated infrastructure costs can inform s106 agreements with developers. The final version of the updated SPD is attached as **Appendix 4**. An adoption statement is included as **Appendix 6**.

**Name of Meeting:** Cabinet

**Date of Meeting:** 2 December 2024

**Subject Matter:** South West Rugby Masterplan Supplementary Planning Document Updated Appendix K – adoption

**Originating Department:** Growth and Investment

**DO ANY BACKGROUND PAPERS APPLY**  YES  NO

**LIST OF BACKGROUND PAPERS**

Doc No	Title of Document and Hyperlink

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.

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Exempt information is contained in the following documents:

Doc No	Relevant Paragraph of Schedule 12A

## Appendix 1

### Revised South West Rugby Masterplan Supplementary Planning Document. Consultation Statement

A public consultation on the draft South West Rugby Masterplan Supplementary Planning Document was held between Monday 15<sup>th</sup> January 2024 and 5m on Monday 15<sup>th</sup> February 2024.

Notices of the consultation were placed in The Rugby Observer on Friday 12<sup>th</sup> January 2024 and in the Rugby Advertiser on Thursday 11<sup>th</sup> January 2024. Copies of the press notices are included as **Appendix 1** below.

Notice of the consultation was sent to all those on the council's planning consultation database by email or letter.

During the consultation period a copy of the draft updated SPD and supporting evidence were made available on the council's website and at 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

Dunchurch Community Library, The Green, Dunchurch, Rugby, CV22 6PA  
Wolston Library and Information Centre, Warwick Road, Wolston, Coventry,  
CV8 3GX.

Eight responses were received in response to the consultation. A summary of the main issues raised in in responses to the consultation and how those issues have been addressed in the supplementary planning document is set out in **Appendix 2** below.



# Appendix 1

## Press notices of the public consultation

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##### PLANNING NOTICES



RUGBY BOROUGH COUNCIL  
PLANNING AND COMPULSORY PURCHASE ACT 2004  
TOWN AND COUNTRY PLANNING (LOCAL PLANNING) (ENGLAND)  
REGULATIONS 2012

Notice is hereby given of the publication of the amended South West Rugby Masterplan Supplementary Planning Document for public consultation between Monday 10<sup>th</sup> January 2024 and 5pm on Monday 12<sup>th</sup> February 2024.

The supplementary planning document has been amended to include updated strategic infrastructure costs in Appendix K. The document can be accessed on the council's website [www.rugby.gov.uk/south-west-rugby](http://www.rugby.gov.uk/south-west-rugby) and at the following locations:

- Rugby Borough Council's offices, Town Hall, Evesux Way, Rugby, CV21 2RR.
  - Rugby Library and Information Centre, Little Elbowe Street, Rugby, CV21 3BZ.
  - Dunthorpe Community Library, The Green, Dunthorpe, Rugby, CV22 5PA.
  - Wolston Library and Information Centre, Warwick Road, Wolston, Coventry, CV8 3GX.
- Consultation responses can be sent via email to [localplan@rugby.gov.uk](mailto:localplan@rugby.gov.uk) with 'South West Rugby Consultation' in the subject line or by post to South West Rugby Consultation, Rugby Borough Council, Development Strategy Team, Town Hall, Evesux Way, Rugby, CV21 2RR.

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## Appendix 2

### Main issues raised in responses to the consultation and how those issues have been addressed in the supplementary planning document

Respondent	Main issues raised	How those issues have been addressed in the supplementary planning document
Environment Agency	No comments to make on the proposed amendments.	Noted.
Historic England	No comments to make on the proposed amendments.	Noted.
Natural England	No comments to make on the proposed amendments.	Noted.
Sport England	<ul style="list-style-type: none"> <li>The SPD still fails to provide clarity as to how the need from the development would best met.</li> <li>The Council's emerging Playing Pitch Strategy identifies that there is a significant shortfall in rugby provision within the urban area and the provision of additional pitches / club relocation with increased provision would assist in addressing shortfalls and cater for demand generated from new developments.</li> <li>In relation to the football and cricket provision it is noted that this could be provided as a hub site linked to the proposed Secondary School. It is also acknowledged that the SPD</li> </ul>	<p>The updated SPD makes clear the playing pitches that will be provided on site, together with the level of off-site contributions that will be sought and what these will be indicatively be spent on.</p> <p>In accordance with Reg 122 of the CIL Regulations, the South West Rugby development cannot be required to address existing shortfalls within the town. This matter will be considered within the new Local Plan for the borough.</p> <p>The level of playing pitches that can be provided on site is constrained by the available land area after other uses.</p> <p>Pitches provided on site would need to have an end user in mind that could maintain them. Applying a service charge to new homes within South West Rugby to fund maintenance of public sports pitches would place an unfair financial burden on those properties. No other workable options for</p>

Respondent	Main issues raised	How those issues have been addressed in the supplementary planning document
	<p>states that the pitches to meet the demand generated from the development will in addition to that of the Secondary School's playing field requirement, which is welcomed. However, it is unclear if the land take for the Secondary School site and its costing is inclusive of the hub site or not.</p>	<p>long-term maintenance of playing pitches were identified, except for maintenance by the secondary school.</p> <p>Therefore, it is proposed that Warwickshire County Council seeks to negotiate a community use agreement for the playing pitches which are located at the school. Developer contributions will be applied to delivering higher quality provision at the school sports hub to facilitate community use.</p> <p>A further contribution is likely to be sought for improvements of existing off-site pitches in the vicinity of the site based on high-level proposals from the council's leisure team.</p>
<p>Trtitax Symmetry</p>	<ul style="list-style-type: none"> <li>• The compliance of all obligations with Regulation 122 of the Community Infrastructure Levy Regulations 2010 needs to be considered.</li> <li>• There is insufficient evidence to justify and explain the revised costings. In particular, concern about the large contingency amounts being allowed.</li> <li>• The number of dwellings needs to be clarified.</li> </ul>	<ul style="list-style-type: none"> <li>• The compliance of obligations with Regulation 122 has been subject to further scrutiny since the consultation. The outcome in relation to each contribution is explained in the comparison version of Appendix K, included within the cabinet/council report.</li> <li>• Rugby Borough Council is not, in most cases, the infrastructure provider. The council is therefore reliant upon information provided to it by infrastructure providers. The level of contingency applied is what is considered reasonable by the infrastructure provider. However, in relation to off-site junction improvements, further work has been undertaken by consultants commissioned by Homes England to produce updated designs and costings, these have been reviewed by the</li> </ul>

Respondent	Main issues raised	How those issues have been addressed in the supplementary planning document
	<ul style="list-style-type: none"> <li>• Inflation rates applied need to be explained.</li> <li>• It needs to be explained why references to “a proportion” of the cost have been deleted.</li> <li>• There is no acknowledgement of ‘works in kind’ being offset.</li> <li>• There is no commentary on how the costs relate to Rugby Borough’s Community Infrastructure Levy.</li> </ul>	<p>county council. 60% contingency has been applied to these estimates by the county council for the following reasons:</p> <ul style="list-style-type: none"> <li>○ Financial risk around utilities, land, structures and commuted sums.</li> <li>○ The designs are at pre-feasibility stage without the benefit of Road Safety Audits (RSAs), identifications for design departures, swept path analyses or land availability checks.</li> <li>○ To allow for the technical and legal process for land acquisition including any compensation to private landowners which may be required.</li> </ul> <ul style="list-style-type: none"> <li>• The contributions are based on 3990 dwellings.</li> <li>• In relation to inflation, in the case of contributions to Hospital of St Cross, these have been index adjusted using the RICS CIL Index which is based on the BCIS All-in Tender Price Index. Costs for schools are not based on inflation adjusting previous costings, but are based on benchmarking against similar projects. The costing for the GP surgery is similarly based on a more up to date build cost. The cost of transport schemes are based on new costings, rather than updating previous costings for inflation. The costings do not include any allowance for future inflation, which will be dealt with through s106 indexation.</li> </ul>

Respondent	Main issues raised	How those issues have been addressed in the supplementary planning document
		<ul style="list-style-type: none"> <li data-bbox="1182 316 2029 1157">• The costings for new strategic routes (Homestead Link and Potsford Dam Link) and off site highway improvements in Appendix K of the 2021 SPD as “a proportion of” the relevant figure. This reflected the potential for other schemes to come forward, not forming part of South West Rugby, which could contribute to these schemes. Analysis has been undertaken of the offsite highways schemes in Appendix K for their compliance with Regulation 122 of the Community Infrastructure Levy Regulations 2010. Where schemes are retained in Appendix K, it is because they are necessary to mitigate the development. Notwithstanding that, the term “a proportion of” has been retained to cover the potential for other developments within South West Rugby or its vicinity to come forward. If such schemes were to come forward they should contribute to the cost of these infrastructure items. However, absent any such schemes coming forward, the whole cost of the infrastructure would need to be paid by South West Rugby. Where other schemes have already contributed to an infrastructure item listed in Appendix K, this is noted in the comparison version of the Appendix and the cost has been reduced accordingly.</li> <li data-bbox="1182 1204 2029 1380">• It is recognised that the development of the Tritax Symmetry employment land delivered M45 junction improvements and part of the Potsford Dam link and this was offset against other Appendix K contributions. A similar ‘payment in kind’ could occur in future. This does</li> </ul>

Respondent	Main issues raised	How those issues have been addressed in the supplementary planning document
		<p>not need to be specifically stated in Appendix K, so no change to the document is made.</p> <ul style="list-style-type: none"> <li>The Community Infrastructure Levy charging schedule for Rugby Borough was brought into effect on 1 April 2024. The charging schedule zero rates the South West Rugby allocation on the basis of viability evidence showing that CIL would not be viable in addition to the costs of s106 site specific mitigation (as set out in Appendix K). Rugby Borough Council will be collecting CIL from other developments in the borough. It is not considered appropriate to use future CIL receipts from other developments to pay for site specific mitigation for South West Rugby. The purpose of Appendix K is to provide the basis for a coordinated approach to South West Rugby funding that mitigation through s106.</li> </ul>
<p>Homes England, Taylor Wimpey, L&amp;Q Estates, Richborough (the South West Rugby consortium)</p>	<ul style="list-style-type: none"> <li>It is highly likely that South West Rugby will not be viable without reducing Appendix K significantly or reducing affordable housing</li> <li>Warwickshire County Council's school costs should be tested.</li> <li>Query why the overall contribution sought by the Integrated Care Board to the GP surgery is higher than the build cost.</li> <li>Query the compliance of the contribution sought to St Cross</li> </ul>	<ul style="list-style-type: none"> <li>Since the consultation a detailed exercise in reviewing the infrastructure in Appendix K for its compliance with the CIL Regulations has been undertaken. As detailed in the report to cabinet, there remains a viability gap and options for closing that need to be considered.</li> <li>It is understood that the consortium now accepts, following further engagement with Warwickshire County Council, that the school costs are reasonable.</li> <li>The additional cost in relation to the GP surgery is explained by 14% professional fees, design and planning costs and 12% contingency.</li> </ul>

Respondent	Main issues raised	How those issues have been addressed in the supplementary planning document
	<p>Hospital with the CIL Regulation 122 tests.</p> <ul style="list-style-type: none"> <li>• Provide amended costings for Homestead link road and Community Spine Road.</li> <li>• Potsford Dam Link should only be included in Appendix K if it performs a strategic function by connecting to the Potsford Dam roundabout.</li> <li>• Calculations should be based on 3990 homes.</li> <li>• Sports pitch provision will be provided as part of a dual community use with the secondary school. It would be prudent for the sports pitch contributions to be pooled with the secondary school contributions to deliver cost efficiencies and a better outcome.</li> <li>• The contribution to National Cycle Route 41 Potsford Dam to Draycote Water is not justified as necessary to mitigate the South West Rugby development.</li> </ul>	<ul style="list-style-type: none"> <li>• The contributions to St Cross Hospital have been considered by the council. As these contributions are towards specific infrastructure and derive from Appendix 3 of the local plan, it is considered that they meet the Regulation 122 tests and do not fall foul of g R (University Hospitals of Leicester NHS Trust) v Harborough District Council [2023] EWHC 263 (Admin) and R (Worcestershire Acute Hospitals NHS Trust) v Malvern Hills District Council &amp; Ors [2023] EWHC. The proportion of the cost of this infrastructure being apportioned to South West Rugby is less than a pro-rata share with other development in the borough.</li> <li>• Updated Homestead Link Road and Community Spine Road costs provided by Homes England have been included in the SPD.</li> <li>• The council agrees that it is essential for the Potsford Dam Link to connect to Potsford Dam roundabout.</li> <li>• All calculations have been based on 3990 homes.</li> <li>• The council agrees that some of the sports pitch contributions should be pooled with the secondary school contributions to deliver higher quality provision at the secondary school for community use.</li> <li>• In relation to the contributions to cycle infrastructure, Rugby Borough Council has taken the advice of Warwickshire County Council (WCC) as the local</li> </ul>

Respondent	Main issues raised	How those issues have been addressed in the supplementary planning document
	<ul style="list-style-type: none"> <li>• The contribution to the cycle road B4429 Ashlawn Road/A428 to Great Central Way/DIFT is not justified as necessary, nor directly related to the development, nor fairly and reasonably related in scale and kind to the development.</li> <li>• South West Rugby should not be contributing to the cost of new bus services which extend north of Rugby railway station.</li> <li>• The consortium query the justification for a number of the included items of bus infrastructure and state that contributions to the south bound Leicester Road bus stop do not meet the CIL Regulation 122 tests.</li> <li>• The consortium queried a number of the contributions to off site highways schemes.</li> <li>• The cost of the fire and rescue centre should be removed from Appendix K, only the requirement to provide land should remained. The contributions to fire and rescue should be sought on a scheme by scheme basis and</li> </ul>	<p>highways authority. WCC considers that the contributions to the two cycle routes are needed to mitigate the development. Therefore, these are retained in the SPD.</p> <ul style="list-style-type: none"> <li>• In relation to the bus contributions, WCC has confirmed that these contributions do not include the cost of funding bus routes north of Rugby Station.</li> <li>• The bus infrastructure contributions in Appendix K of the SPD have been revised in response to the consortium comments. The council and WCC agree that the contribution to the Leicester Road south bound bus stop does not meet the CIL Reg 122 tests and so this has been deleted from the SPD.</li> <li>• Following the consultation, detailed work was undertaken by Warwickshire County Council and Homes England to consider the off-site junction improvements, both in terms of whether each scheme is necessary, and its design and costing. The outcomes of that work are reflected in the updated SPD.</li> <li>• The fire and rescue contribution is required to deliver a new facility in the south of Rugby to serve South West Rugby in the required response times. As detailed in the updated Appendix K, that provision will not now be on site. The level of contributions sought are based on Warwickshire County Council's advice on the cost of the</li> </ul>

Respondent	Main issues raised	How those issues have been addressed in the supplementary planning document
	<p>based on the calculators on the Warwickshire County Council website. The information stated on the WCC website is that contributions towards fire and rescue services costs of £279 per new dwelling and £12 per square metre of non-residential developments will be sought. This would equate to £1,113,210 for 3990 dwellings.</p>	<p>new facility, rather than on a tariff based approach using the cost per dwelling detailed on the WCC website.</p>
Resident	<ul style="list-style-type: none"> <li>• Comments on the lack of bus shelters on the two bus stops in Mill Road and for the south-west bound bus stop on the A426 Leicester Road.</li> <li>• Expresses hope that new provision at the south end of Rugby will be of a much higher standard.</li> </ul>	<p>Improvements to bus stops on Mill Road and Leicester Road are not within the scope of the SPD.</p> <p>The SPD includes updated bus infrastructure costs. The proposals would deliver bus infrastructure of a high standard.</p>
Resident	<ul style="list-style-type: none"> <li>• Expresses concern about loss of farmland, green space, countryside and trees.</li> <li>• Expresses concern about town centre decline.</li> <li>• Expresses concern about adequacy of infrastructure, traffic, GPs, dentists, schools.</li> </ul>	<p>These comments relate to the principle of development of land at South West Rugby. That principle was established through the Local Plan 2011-2031 which was adopted in 2019.</p> <p>It is not within the scope of the review of the SPD to reconsider the principle of development of the site.</p>





## Appendix 2

### Comparison version of Appendix K

**Table A: Strategic Infrastructure - Contributions required by housing development only**

Strategic Infrastructure	Appendix K adopted June 2021	Draft consulted on in January 2024	Updated total cost October 2024	Explanation of the contribution and cost changes
6 form entry secondary school (to be co-located with one of the primary schools)	£25,000,000 (For secondary school only).	£40,000,000 (for secondary school without sixth form)	£40,000,000 (for secondary school without sixth form)	This is a requirement of Local Plan Policy DS8.  The updated costing is based on benchmarking against a recent costing obtained by Warwickshire County Council for a school in Warwick District. No change to the January 2024 costing.
A 2 form entry primary school with the potential to increase to 3 form entry (includes nursery provision)	£6,000,000	£14,000,000	£14,000,000	This is a requirement of Local Plan Policy DS8.  The updated costing is based on benchmarking against real costings obtained for other 2FE primary school projects in Warwickshire by Warwickshire County Council between September and November 2023, at Upper Lightorne, Shottery View, Callendar Farm and Ashlawn Road. Note that the cost of the new primary school planned at Ashlawn Gardens is not included within Appendix K. No change from January 2024 costing.
A 2 form entry primary school (includes nursery provision)	£6,000,000	£14,000,000	£14,000,000	This is a requirement of Local Plan Policy DS8.  The updated costing is based on benchmarking against real costings for other projects as detailed above. Note that the cost of the new primary school planned at Ashlawn Gardens is not included within Appendix K. No change from January 2024 costing.
Land to accommodate and	£4,318,779	£5,123,077	£5,123,077	This is a requirement of Local Plan Policy DS8.

Strategic Infrastructure	Appendix K adopted June 2021	Draft consulted on in January 2024	Updated total cost October 2024	Explanation of the contribution and cost changes												
financial contributions to provide 3GP surgery rising to 7GP upon completion of site				<p>The ICB in line with good practice uses the NHS England PID Estimator tool to calculate required clinical space in line with HBN 11-01 standards. This is costed at £4200psqm. This gives a base cost of £4,015,200. To this is added design, planning and professional fees of 14% totalling £558,976. A 12% contingency figure is then added.</p> <table border="1" data-bbox="1339 587 1995 1050"> <tr> <td>Planned Number of dwellings</td> <td>3990</td> </tr> <tr> <td>Forecast increase in population</td> <td>9576</td> </tr> <tr> <td>Average No. of consultations per annum</td> <td>6</td> </tr> <tr> <td>Forecast No. of consultations per annum</td> <td>57,456</td> </tr> <tr> <td><b>Total floor area required (GIA m2)</b></td> <td>956sqm</td> </tr> <tr> <td><b>Forecast outturn costs</b></td> <td><b>£5,123,077</b></td> </tr> </table>	Planned Number of dwellings	3990	Forecast increase in population	9576	Average No. of consultations per annum	6	Forecast No. of consultations per annum	57,456	<b>Total floor area required (GIA m2)</b>	956sqm	<b>Forecast outturn costs</b>	<b>£5,123,077</b>
Planned Number of dwellings	3990															
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<b>Total floor area required (GIA m2)</b>	956sqm															
<b>Forecast outturn costs</b>	<b>£5,123,077</b>															
Hospital of St Cross (full detail set out in Appendix 3 of the Local Plan)	£1,000,000	£1,144,144	£1,144,144	<p>The improvements at Hospital of St Cross and University Hospital Coventry are detailed in Appendix 3 of the Local Plan.</p> <p>The total costs within Appendix 3 of the Local Plan are £1,979,952. Appendix 3 listed these contributions as also being required from the Coton Park East site allocation (around 800 dwellings) and the main rural settlement site allocations (490 dwellings). As 3,990 dwellings, South</p>												

Strategic Infrastructure	Appendix K adopted June 2021	Draft consulted on in January 2024	Updated total cost October 2024	Explanation of the contribution and cost changes
				<p>West Rugby would represent 76% of the dwellings contributing to these infrastructure requirements. Notwithstanding that, the contribution from South West Rugby was capped in the SPD in 2021 at £1,000,000 (51% of the total cost). That cap is retained but inflation adjusted.</p> <p>Index adjusted the using the RICS CIL Index which is based on the BCIS All-in Tender Price Index. Adjusted using the index from 2021 to 2024 (the latest published). No change from January 2024 costing.</p>
Open Space provision & maintenance. As set out in Table 1 in the main SPD.	£10,707,596	£12,246,558	£2,865,503	<p>Local Plan Policy HS4 (Open Space, Sports Facilities and Recreation) sets the council's open space requirements, by typology, for new development.</p> <p>These standards are expressed in hectares per 1000 people. This allows a calculation of the quantum of open space of each typology that would be required on each individual parcel and across the South West Rugby allocation to comply with the policy.</p> <p>The Council uses a calculator to calculate an equivalent off-site financial contribution to the cost of on-site provision of open space. This is used where adequate open space is unable to be provided on site and would need to be provided by the council elsewhere. The calculator also includes a 10-year maintenance cost calculation, which amount is requested where new open space is to be adopted and maintained by the council.</p>

Strategic Infrastructure	Appendix K adopted June 2021	Draft consulted on in January 2024	Updated total cost October 2024	Explanation of the contribution and cost changes
				<p>The 2021 version of the SPD and January 2024 draft consultation version used the council’s calculator to calculate the provision and maintenance costs of all open space (excluding sports pitches) within the allocation.</p> <p>However, inclusion of the cost of provision and maintenance as a shared appendix K cost does not reflect how open space will be delivered. Open space will not be delivered by the council off-site using financial contributions from developers. Instead, it will be, for the most part, delivered by developers within their parts of the site allocation as part of their developments.</p> <p>Neither the cost of open space provision nor its maintenance will be a shared infrastructure cost. The open space required will be determined on a parcel by parcel basis and maintenance costs will be agreed through individual s106 agreements with developers. It is recognised that some developers will deliver proportionately more open space and other proportionately less on their individual parcels, but levels across the allocation will be considered for their policy compliance with policy. The financial equalisation of this between developers would be a matter for them to deal with.</p> <p>The exception to this is the landscape buffer for the Homestead Link road which is being delivered as a separate piece of strategic infrastructure not within any development parcel. The cost of provision of this is</p>

Strategic Infrastructure	Appendix K adopted June 2021	Draft consulted on in January 2024	Updated total cost October 2024	Explanation of the contribution and cost changes
				£2,029,785 and the maintenance cost is £835,718. That totals £2,865,503.
Sports Pitches & Facilities provision & maintenance. As set out in Table 1 in the main SPD.	£8,393,923	£8,726,314	£7,133,669	<p>As with public open space contributions, the level of sports provision needed site-wide is calculated in line with Local Plan Policy HS4 and the Council’s calculator. This would lead to a headline contribution for 3,990 dwellings, adjusted to 2024 prices using the RICS Community Infrastructure Levy Index of £9,603,858. The need to index adjust this cost was raised by the Planning Services Working Group and then actioned.</p> <p>On site sports pitch provision is proposed to comprise 2 senior football pitches, 1 rugby pitch, 4 5-a-side football pitches, a cricket oval, an athletics track and a sports hall. This would be provided at the secondary school. Warwickshire County Council will then use its best endeavours to enter into a community use agreement with the school academy trust to secure future community use of these facilities.</p> <p>In contrast to the previous position, RBC accepts that the school pitches should count towards the playing pitch provision. This reflects the reality that there is not sufficient land available within the allocation for additional pitch provision.</p> <p>However, reduction in overall quantity of provision will need to be offset by improved quality.</p> <p>In order facilitate community use, the quality of these facilities will need to exceed normal school provision and</p>

Strategic Infrastructure	Appendix K adopted June 2021	Draft consulted on in January 2024	Updated total cost October 2024	Explanation of the contribution and cost changes
				<p>the equivalent sports pitch contribution will be applied for this purpose. Enhanced provision at the school is proposed to include a 3G pitch, 5-a-side pitches and a community use building/pavilion.</p> <p>The council's calculator would suggest a contribution of £6,133,669 to the provision of the pitches provided at the school. This is based on the cost of natural turf pitches not 3G. This contribution will be applied to delivering enhanced provision at the school.</p> <p>Taking pitches provided at the school into account, a residual off-site need for 2 football pitches and 2 rugby pitches is generated in accordance with the standards in Local Plan Policy HS4.</p> <p>The Council's open space calculator would suggest £3,470,189 excluding changing rooms in off-site contributions. However, off-site projects have only been identified totalling £1,000,000 and this is the amount that will be sought towards the following projects:</p> <ul style="list-style-type: none"> <li>• Ashlawn Road Recreation Ground for rugby union improving pitch quality and installing lighting and making facilities more inclusive (£50,000 to £250,000)</li> <li>• Old Laurentians improvements to facilities (£250,000+)</li> <li>• Newbold-on-Avon Rugby Club for Rugby Union (£50,000 to £250,000) for sports lighting and making facilities more inclusive</li> </ul>

Strategic Infrastructure	Appendix K adopted June 2021	Draft consulted on in January 2024	Updated total cost October 2024	Explanation of the contribution and cost changes
				<ul style="list-style-type: none"> <li data-bbox="1384 328 2029 459">The Rugby Football Club (£50,000 to £250,000) for improving pitch quality and bringing a disused pitch back into use and making facilities more inclusive.</li> </ul>
<b>TOTAL</b>	<b>£61,420,298</b>	<b>£95,240,093</b>	<b>£84,266,393</b>	



**Table B: Strategic Infrastructure - Contributions required by all development**

Strategic Infrastructure	Total Cost in Appendix K adopted June 2021	Draft consulted on in January 2024	Updated total cost October 2024	Explanation of the contribution and cost changes
Provision of high quality cycling network: a) National Cycle Route 41 Potsford Dam to Draycote Water b) B4429 Ashlawn Road/ A428 to Great Central Way/ DIRFT c) A426 Dunchurch Road to Rugby Town Centre d) Secondary Route Improvements	a) £900,000 b) £1,530,000 c) £916,000 d) £400,000	a) £1,900,000 b) £2,044,942 c) £1,621,900 d) £3,155,620	a) £900,000 b) £1,844,492 c) £1,621,900 d) £1,835,820	<p>Local Plan Policy DS8 requires “comprehensive sustainable transport provision that integrates with existing networks and provides good connectivity within the development and to the surrounding area”. Only an indicative figure for “provision of a high quality cycling network” was provided in Local Plan Appendix 3.</p> <p>The Strategic Transport Assessment undertaken for the local plan assumed a 10% modal shift to sustainable transport for the new allocations. It stated “it is essential that sustainable transport improvements form part of the mitigation package to support the housing and employment growth proposals within Rugby Borough”.</p> <p>Four cycling schemes were identified in the SPD adopted in 2021 as providing the “high quality cycling network”. Costs estimates for those schemes were originally provided by Warwickshire County Council and Sustrans in April 2020.</p> <p>In the intervening period, Warwickshire County Council published its Design Guide, Local Cycling and Walking Infrastructure Plan and new Local Transport Plan. Additionally, Department for Transport published LTN1/20 on cycling infrastructure design.</p>

Strategic Infrastructure	Total Cost in Appendix K adopted June 2021	Draft consulted on in January 2024	Updated total cost October 2024	Explanation of the contribution and cost changes
				<p>NPPF paragraph 110 states that planning policies should “provide for attractive and well-designed walking and cycling networks with supporting facilities such as secure cycle parking (drawing on Local Cycling and Walking Infrastructure Plans);”. Similarly, paragraph 108 (c) states that “transport issues should be considered from the earliest stages of plan-making and development proposals, so that (...) opportunities to promote walking, cycling and public transport use are identified and pursued”.</p> <p>Updated prices for those schemes have been provided by Warwickshire County Council, reflecting materials and labour price increases since April 2020 (date of Appendix K costings) and additional understanding of scheme design. The contributions sought for item b) have been reduced to take into account £286,058 received from the Ashlawn Gardens development.</p> <p>The cost of item (d) has been reduced to reflect the fact that Rugby Borough Council will deliver some routes as part of the parks connector project.</p>
<p>High quality public transport</p> <p>a) Two bus services</p> <p>b) Bus Stop Infrastructure</p>	<p>a) £4,390,000</p> <p>b) £258,300</p> <p>c) £200,000</p>	<p>a) £4,698,000</p> <p>b) £854,100 (6 bus stops)</p> <p>c) £228,829</p> <p>d) £708,727</p>	<p>a) £4,698,000</p> <p>b) £149,500 (13 bus stops).</p> <p>c) £40,000 (10 buses with transponders)</p> <p>d) deleted</p>	<p>Local Plan Policy DS8 requires “High quality public transport services to Rugby town centre”. The scope of this was set out through the 2021 SPD.</p> <p>The costs have been updated since the January 2024 consultation as follows:</p>

Strategic Infrastructure	Total Cost in Appendix K adopted June 2021	Draft consulted on in January 2024	Updated total cost October 2024	Explanation of the contribution and cost changes
c) Traffic Signal Bus Priority d) Southbound Bus Stop, A426 Leicester Road	d) £490,114			<p>a) A note on the cost of bus services was published with the January 2024 consultation. This cost has been reduced by contributions of £910,000 from Ashlawn Gardens. It has been confirmed by Warwickshire County Council that the cost of the bus routes does not include a contribution to bus routes north of Rugby Railway Station.</p> <p>b) Updated cost has been provided by Warwickshire County Council based on 13 bus stops. This cost reflects the fact the most bus stop infrastructure will be delivered by developers as a developer cost.</p> <p>c) Updated cost provided based on fitting 10 buses with transponders.</p> <p>d) This cost is deleted as it is not considered to meet the CIL Regulation 122 tests. Specifically, it is not required to make the development acceptable in planning terms and is not directly related to the development.</p>
A426/Bawnmore Road/Sainsbury's roundabout	A proportion of £1,567,822	£1,863,000	A proportion of* £553,000	<p>This scheme is required by Appendix 3 of the Local Plan.</p> <p>The need for this scheme as mitigation for South West Rugby has been confirmed by updated highways modelling commissioned by Homes England and reviewed by Warwickshire County Council.</p> <p>An updated scheme design and costing has been prepared by Homes England and agreed by Warwickshire County Council.</p>

Strategic Infrastructure	Total Cost in Appendix K adopted June 2021	Draft consulted on in January 2024	Updated total cost October 2024	Explanation of the contribution and cost changes
A426 Rugby Road between Ashlawn Road and Sainsbury's Roundabout	A proportion of £1,422,084	£2,283,000	deleted	Updated trip modelling work commissioned by Homes England and reviewed and agreed by Warwickshire County Council shows that the scheme is no longer required.
A426 approach to Ashlawn Road roundabout	A proportion of £1,204,106	£1,835,000	A proportion of* £351,000	<p>This scheme is required by Appendix 3 of the Local Plan.</p> <p>The need for this scheme as mitigation for South West Rugby has been confirmed by updated highways modelling commissioned by Homes England and reviewed by Warwickshire County Council.</p> <p>An updated scheme design and costing has been prepared by consultants acting for Homes England and agreed by Warwickshire County Council.</p>
Homestead Link road	A proportion of £19,764,864	£32,000,000	A proportion of* £22,000,000	<p>This scheme is required by Local Plan policies DS8 and DS9.</p> <p>The updated costing has been provided by Homes England who are delivering this scheme.</p>
Community Spine Road	A proportion of £5,784,264	£6,666,000	A proportion of* £13,255,533	<p>This scheme is required by Local Plan policies DS8 and DS9.</p> <p>The updated costing has been provided by Homes England who are delivering this scheme.</p>
Potsford Dam Link road	A proportion of £10,691,624	£8,149,000 (Northern section only, excludes southern section)	A proportion of* £9,508,200 (Northern section only, excludes southern section)	This scheme is required by Local Plan policies DS8 and DS9.

Strategic Infrastructure	Total Cost in Appendix K adopted June 2021	Draft consulted on in January 2024	Updated total cost October 2024	Explanation of the contribution and cost changes
		paid for by Tritax Symmetry	southern section paid for by Tritax Symmetry).	<p>The southern part of the scheme was delivered by Tritax Symmetry.</p> <p>The costs is a Warwickshire County Council EDS estimate. The figure has been increased by £2,100,000 from the January 2024 number to cover the costs of third party land acquisition needed to deliver the scheme.</p>
A426/Evreux Way	A proportion of £6,000	£364,000	A proportion of* £380,000	<p>This scheme is required by Appendix 3 of the Local Plan.</p> <p>The need for this scheme as mitigation for South West Rugby has been confirmed by updated highways modelling commissioned by Homes England and reviewed by Warwickshire County Council.</p> <p>An updated scheme design and costing has been prepared by Homes England and agreed by Warwickshire County Council.</p>
Rugby Gyrotory Improvements	A proportion of £216,000	£611,000	£75,000 towards the cost of a feasibility study for improvements to the gyrotory	<p>This scheme is required by Appendix 3 of the Local Plan.</p> <p>The need for a scheme as mitigation for South West Rugby has been confirmed by updated highways modelling commissioned by Homes England and reviewed by Warwickshire County Council. However, it is unclear whether there is a deliverable scheme and further feasibility work is required.</p> <p>The proposal is therefore to for South West Rugby to fund a feasibility for this scheme.</p>

Strategic Infrastructure	Total Cost in Appendix K adopted June 2021	Draft consulted on in January 2024	Updated total cost October 2024	Explanation of the contribution and cost changes
A428 Hillmorton Road/Percival Road	A proportion of £913,928	£790,000	A proportion of* £1,301,000	<p>This scheme is required by Appendix 3 of the Local Plan.</p> <p>The need for this scheme as mitigation for South West Rugby has been confirmed by updated highways modelling commissioned by Homes England and reviewed by Warwickshire County Council.</p> <p>An updated scheme design and costing has been prepared by Homes England and agreed by Warwickshire County Council.</p>
B4429 Ashlawn Road/Percival Road (widening to provide a right turn lane)	A proportion of £848,971	£713,000	Deleted	<p>Updated traffic modelling commissioned by Homes England and reviewed by Warwickshire County Council indicates this scheme is no longer required provided a scheme for Ashlawn Road/Barby Road is delivered. That scheme is required under a planning condition of the Ashlawn Gardens development and is proposed to be delivered through a s278 agreement.</p> <p>Warwickshire County Council say delivery of that scheme is 'more than likely' but there is an outstanding objection from a local resident.</p> <p>Rugby Borough Council consider, on that basis, the Ashlawn Road/Percival Road scheme no longer meets the Community Infrastructure Levy Regulations 2010 Regulation 122 tests, and should be deleted.</p>
B5414 (North Street/Church Street) traffic calming and	A proportion of £500,000	£572,072	Deleted	<p>Traffic modelling commissioned by the developer consortium shows that, while this scheme is still required, it is not directly related to South West Rugby or necessary to make South West Rugby acceptable in planning terms.</p>

Strategic Infrastructure	Total Cost in Appendix K adopted June 2021	Draft consulted on in January 2024	Updated total cost October 2024	Explanation of the contribution and cost changes
downgrading of route				Warwickshire County Council agree with these conclusions. Therefore the scheme is deleted from Appendix K.
Hillmorton Road/Whitehall Road Roundabout (widen two arms to provide roundabout and 2 puffin crossings)	A proportion of £485,544	£1,860,000	A proportion of* £1,140,000	<p>This scheme is required by Appendix 3 of the Local Plan.</p> <p>The need for this scheme as mitigation for South West Rugby has been confirmed by updated highways modelling commissioned by Homes England and reviewed by Warwickshire County Council.</p> <p>An updated scheme design and costing has been prepared by Homes England and agreed by Warwickshire County Council.</p>
Main Street/Alwyn Road/Lawford Lane signalisation	N/A	No costing yet available	A proportion of* £1,373,115	<p>Warwickshire County Council advise that this scheme is required as mitigation for South West Rugby and have undertaken a feasibility review and initial concept design and prepared a budget cost estimate.</p> <p>Warwickshire County Council also intend to seek a contribution to this scheme from Miller Homes, the developer of Poet's Meadow. If a contribution to the junction improvement is obtained from that scheme, the South West Rugby contribution would be reduced accordingly.</p>
The employment and deployment of 17 additional police staff requiring-	£630,942	£721,889	Deleted	This request is considered not to meet the Community Infrastructure Levy Regulations 2010 Regulation 122 test as it has not been demonstrated that there is a funding gap. Therefore, it is not demonstrated that the

Strategic Infrastructure	Total Cost in Appendix K adopted June 2021	Draft consulted on in January 2024	Updated total cost October 2024	Explanation of the contribution and cost changes
<ul style="list-style-type: none"> <li>a) Additional staff start-up cost and personal equipment</li> <li>b) Additional vehicles</li> <li>c) On-site premises to cater for the additional staff.</li> </ul>				<p>contributions are necessary or directly related to the South West Rugby development.</p>
Fire and rescue station	£3,927,000	£4,493,054	£1,500,000	<p>Local Plan Policy DS8 states that “Land for an onsite fire and rescue provision, as detailed in the IDP, must be made available within the South West Rugby allocation.”.</p> <p>Local Plan Appendix 3 also lists the same thing and attributes a cost of £3,000,000 to it.</p> <p>Warwickshire Fire and Rescue Service now advise as follows “In response to the proposed Strategic Urban Extension at South West Rugby, Warwickshire Fire and Rescue Service (WFRS) requested the provision of land and capital funding to deliver a new 2 bay fire station within the development. This was accepted as part of the Local Plan and features in the Supplementary Planning Document in respect of the growth area. The cost</p>



Strategic Infrastructure	Total Cost in Appendix K adopted June 2021	Draft consulted on in January 2024	Updated total cost October 2024	Explanation of the contribution and cost changes
				<p>estimate for the provision in Appendix K of the SPD at 2021 was in excess of £3.9m. Updated costs for the provision of a 2 bay fire station as at 2024 prices is estimated to be in excess of £4.3m</p> <p>WFRS stressed the need for the new facility to be delivered prior to any of the new dwellings or employment land being occupied to help ensure the safety of the new residents, employees and visitors.</p> <p>Changes to road layouts in response to demands from National Highways meant that the land originally allocated for the new fire station became less usable and without the provision of additional land, there would be limited opportunity to deliver a new facility.</p> <p>Recognising the need to ensure safety, WFRS looked for alternative options and progressed with the delivery of new provision at Paynes Lane, Rugby. The site is ideally placed for the Highways network and is a matter of minutes from the South West Rugby extension.</p> <p>The new facility will include a Minerva training facility which will be a standalone unit. We will not be seeking a contribution from the SW Rugby development in respect of this aspect. However, a significant development at the site is the provision of a welfare facility offering space for fire staff and this is the element which has been delivered in preference to waiting until usable space becomes available at SW Rugby. This part of the build has come in</p>

Strategic Infrastructure	Total Cost in Appendix K adopted June 2021	Draft consulted on in January 2024	Updated total cost October 2024	Explanation of the contribution and cost changes
				<p>at a cost of approximately £1.5m of the overall £3.7m+ project.</p> <p>WFRS continually assesses and reviews community risk and vulnerability as part of our Community Risk Management Planning, which includes considering all future developments and risk changes. It is important for us to locate our fire engines and staff where risk is highest and where there is a need to target our prevention, protection, and response activities.</p> <p>Following extensive consultation and analysis, Warwickshire County Council's Cabinet, acting as the Fire Authority, approved the implementation of a flexible delivery model that maintains 2 appliances in the Rugby area that are not restricted to a particular location, and can be used as and when needed based upon activity levels and risk.</p> <p>To support this flexible approach, the specification for the Training Centre / Paynes Lane incorporates facilities to enable this location to be used as a response point because it is an ideal base location during the day, when activity levels are at their highest'.</p>
<b>TOTAL</b>	<b>£58,372,571</b>	<b>£78,133,133</b>	<b>62,526,560</b>	
<b>Overall total</b>	<b>£119,792,869</b>	<b>£173,373,226</b>	<b>£146,792,953</b>	

\*Those contributions that are expressed as “a proportion of” are framed in this way to allow for the potential that other schemes within South West Rugby and the surrounding area could come forward and contribute to delivery of the infrastructure. However, it is assumed that, in the absence of any such schemes, South West Rugby would need to pay the full cost of the infrastructure.

## RUGBY BOROUGH COUNCIL SOUTH WEST RUGBY URBAN EXTENSION

In April 2024, we reviewed a high level viability appraisal of the proposed South West Rugby Urban Extension, prepared by Savills on behalf of the landowners. Savills' appraisal incorporated £59.5 million of infrastructure costs (referred to below as 'Appendix K' costs, as identified in Appendix K of the SW Rugby SPD). Our review of Savills' appraisal indicated that the proposed development could viably provide 30% affordable housing.

During subsequent discussions with the Council and the landowners, it has become apparent that Savills' appraisal understated the Appendix K costs by circa £85.5 million. There were also discussions on appraisal inputs and we have agreed to align the construction costs with Savills' costs as it is anticipated that some of the units will be provided as flats, rather than houses (the former having slightly higher construction costs). This resulted in an increase from £119.66 to £123.37 per square foot. We have also aligned the marketing budget (increased from 1% of GDV to 2% of GDV). However, we do not agree with Savills' assumption of 8% for professional fees and have maintained our assumption of 6%. In addition, Savills' finance rate of 8% is overstated and we have applied a 7% finance rate.

In addition to the Appendix K costs, the Development will carry significant on-site infrastructure (i.e. utilities, site roads and spine roads, drainage etc) that is normal for a scheme of this scale. In addition, the Developers have built in full allowances for Future Homes Standards and we recommend that the Council reflects these requirements in the Section 106 agreement in the event that the introduction of these standards are delayed or altered. These infrastructure and First Homes costs amount to £172 million.

On a present day basis (i.e. today's values and today's costs, the scheme generates a deficit of £132 million, which is equivalent to 13% of costs.

We have therefore re-tested the scheme with (a) a lower quantum of affordable housing and (b) a £40 million to the Appendix K costs on the basis that the Department for Education funds the schools through an alternative route.

The outputs of these appraisals are summarised in Table 1 below. If the affordable housing is reduced from 30% to 2%, the deficit would be eliminated. If the Appendix K costs are reduced from £145 million to £105 million, the affordable housing could be increased to 12.5%.

**Table 1: Appraisal outputs (present day values and costs) - £ millions**

Appraisal	Aff Hsg	App K costs	GDV	Costs	Profit	Deficit / 'Super profit'	Deficit/super profit as % of costs
1	30%	£145.00	£1,031.52	£1,004.17	£159.33	<b>-£131.98</b>	<b>-13.14%</b>
2	2%	£145.00	£1,203.78	£993.47	£209.85	£0.46	0.05%
3	12.50%	£105.00	£1,135.69	£946.62	£189.90	<b>-£0.83</b>	<b>-0.09%</b>

Given that the Development will be brought forward over a lengthy period of time (likely to be around 10 years), we have also considered the impact the potential growth and inflation on costs might have on the outcome of the appraisals. We have applied 4% per annum growth in sales values and 3% per annum inflation on costs. These growth and inflation rates are applied on a cumulative basis.

The outputs of the appraisals with 30%, 2% and 12.5% affordable housing, as well as the full Appendix K costs of £145 million and reduced Appendix K costs of £105 million are summarised in Table 2.

**Table 2: Appraisal outputs (growth values and inflated costs) - £ millions**

Appraisal	Aff Hsg	App K costs	GDV	Costs	Profit	Deficit / 'Super profit'	Deficit/super profit as % of costs
1	30%	£145.00	£1,426.24	£1,135.35	£221.18	£69.71	6.14%
2	2%	£145.00	£1,675.24	£1,117.32	£292.11	£265.81	23.79%
3	12.50%	£105.00	£1,576.68	£1,069.59	£264.06	£243.03	22.72%

These outputs indicate that if the growth and inflation rates modelled are realised, then the Scheme will potentially generate significant additional surpluses (or 'super profit'). Consequently, there are two options that the Council and the landowners could consider. The first would be for the landowners to take a commercial view on this growth being realised and agree to provide 30% affordable housing. We understand that there is a degree of resistance to this option. The second option would be for the landowners to commit to providing a 'minimum' percentage of affordable housing which could subsequently be adjusted upwards through a series of reviews of the financial viability of the phases as they are brought forward. These reviews could also reflect any changes to the Appendix K costs, including for example, if the Department for Education has been able to secure funding for the schools.

These reviews would be based on outturn sales values from any previously sold units and actual costs incurred, together with estimated values and costs for as yet unbuilt phases. The final phase could include a late stage review that looks back at all completed elements of the development to determine whether any further surpluses have arisen.

This approach could enable the landowners to proceed with the Development but provide the Council with an ability to secure an improvement in the quantum of affordable housing provided should values grow in excess of costs.



**Rugby Borough Council**  
**South West Rugby Masterplan**  
**Supplementary Planning Document**  
**Amended adoption version – readopted 11 December 2024**

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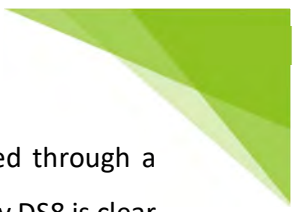
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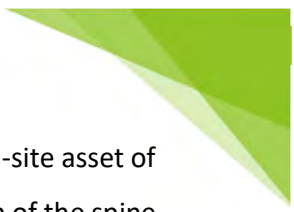




# 1 Introduction

- 1.1 The Local Plan (2019) sets out the growth requirements for Rugby Borough and sets a vision and spatial objectives for the development of the area up to 2031. The allocation at South West Rugby represents a significant proportion of this growth. The Council therefore places great importance on delivering this growth and addressing appropriate mitigation in a comprehensive way to ensure the allocation can bring wider benefits to the town and community who live there.
- 1.2 The site is a long term commitment for the Council in meeting the growth needs of the Borough and it will continue to be built beyond the local plan period. Once built, it will create a new neighbourhood within Rugby and it is thus important for the Council and developers of the site to ensure this meets the highest possible standard.
- 1.3 This Supplementary Planning Document (SPD) concerns the Local Plan allocation known as South West Rugby, labelled as DS3.4 in Local Plan policy DS3. It fulfils the requirement of Policies DS8 and DS9 of the Local Plan which requires that proposals for development within the allocation site should be informed by this South West Rugby Masterplan SPD.
- 1.4 Local Plan Policy DS8, found within Appendix A of this document, allocates South West Rugby to provide around 5,000 dwellings and 35ha of employment land for B8 uses. Local Plan Policy DS9, found within Appendix B of this document, sets out the requirements for the spine road. The key policy objectives from both DS8 and DS9 are key threads to this SPD.
- 1.5 The purpose of this SPD is to provide further guidance to ensure comprehensive delivery of all of the planning objectives for the South West Rugby allocation. In particular this SPD covers masterplanning, infrastructure requirements and guidance on phasing and delivery. The SPD is a material planning consideration for the local planning authority when determining planning applications but is not part of the development plan.

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- 1.6 Given the multiple ownerships on-site the site is likely to be developed through a number of planning applications coming forward at different times. Policy DS8 is clear that development proposals within the site must be comprehensive and informed by this SPD and the Infrastructure Delivery Plan.
  - 1.7 Policy DS8 clearly states that the Council will not support ad hoc or piecemeal development which is contrary to the aim of the policy or inconsistent with this SPD. This SPD sets out specific requirements of the local planning authority, the local highway authority, the local education authority and health providers to ensure those submitting applications are clear about these requirements from the outset. The location of proposed infrastructure shown on maps is the Council's preferred location to create a sustainable new neighbourhood, locations may vary as the result of detailed work and additional evidence that emerges through the development management process. The Council will only accept variations to the preferred locations of infrastructure as shown on the masterplan at Figure 2 where proposals are supported by robust evidence and, in circumstances involving the relocation of infrastructure between landowners, the Council is satisfied that the infrastructure will be delivered in full and at the appropriate time and in general accordance with the approach and provisions outlined within this SPD.
  - 1.8 Policy DS9 allocates land to facilitate the full alignment of the South West Rugby spine road network to support and enable the South West Rugby allocation to develop comprehensively. This document sets out the Council's aspirations on masterplanning and infrastructure requirements to deliver the South West Rugby allocation. It sets the phasing and spatial distribution of land uses and delivery of infrastructure to deliver the growth requirements of the Local Plan.
  - 1.9 As required by Policy DS8 this masterplan has been produced to guide comprehensive delivery of the site by laying out the preferred locations for open space, access, play areas, the school or schools, primary roads and other features.

- 
- 1.10 More specifically the masterplan identifies the location of the existing on-site asset of Cawston Spinney within the allocated site and also the preferred location of the spine road network as required by Policy DS9 of the Local Plan which will relieve impacts of development on the existing transport network, in particular Dunchurch crossroads.
  - 1.11 The National Planning Policy Framework (NPPF) references throughout this SPD are to the February 2019 version. Please note that national policy and guidance may be subject to change over time. The local planning authority expects planning applications to adhere to the relevant national policy and guidance applicable at the time of submission.

#### Preparation of this SPD

- 1.12 This SPD has been developed iteratively, particularly in relation to phasing and infrastructure delivery. It has been developed in consultation with the community, site promoters, landowners and developers, service providers and statutory bodies, such as Warwickshire County Council's Education, Ecology, Public Health, Flooding, and Highways services, the Environment Agency, Historic England, Natural England, as well as Council services including Parks and Development Management.
- 1.13 Public consultation was undertaken on a Draft South West Rugby Masterplan SPD in October 2019. Following changes made in response to that consultation, further public consultation took place in October 2020 on a Revised Draft South West Rugby Masterplan SPD.
- 1.14 Following adoption of the SPD on 17 June 2021, the strategic infrastructure costings in Appendix K were reviewed and updated to reflect inflation, scheme development and an updated understanding of the infrastructure needs of the scheme. Proposed changes were consulted on in January to February 2024 and further work was undertaken with infrastructure providers to refine the infrastructure schedule after that consultation.



## 2 Planning Policy and Guidance

2.1 The National Planning Policy Framework (NPPF) defines Supplementary Planning Documents (SPDs) as 'Documents which add further detail to policies in the development plan. They can be used to provide further guidance for development on specific sites, or on particular issues, such as design. Supplementary planning documents are capable of being a material consideration in planning decisions but are not part of the development plan.'

### Rugby Local Plan

2.2 The Local Plan (2019) Policies DS8 and DS9 set out the requirements for the South West Rugby allocation, in addition to these policies any proposal for the site will have to comply with Local Plan Policy DS5: Comprehensive Development of Strategic Sites. Paragraph 4.44 of the Local Plan requires all masterplan SPDs to clearly demonstrate how the mix of uses and infrastructure requirements will be planned for and delivered to ensure development is sustainable and meets the policies set out within the Local Plan. This SPD provides further detail to support compliance with Policy DS5 and achieve comprehensive development of the allocation.

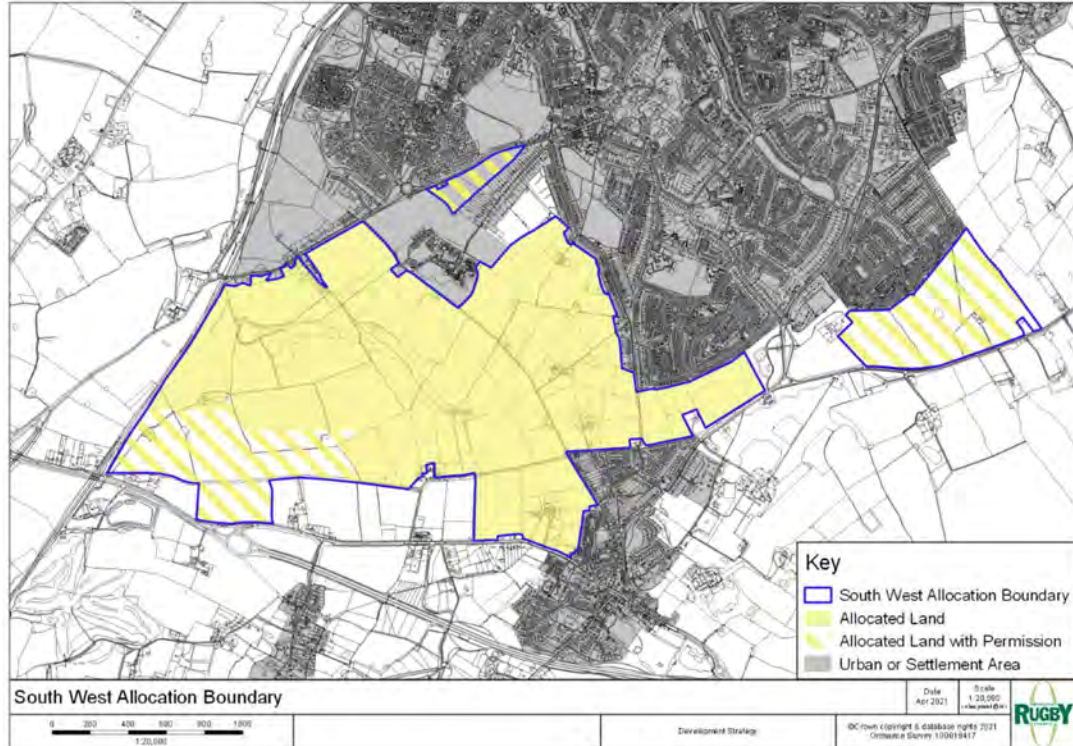
2.3 Any proposal for development on the site will be required to comply with relevant policies of the Local Plan as well as National Policy. Further specific detail on the relevant policies is included in the later sections of this SPD.

2.4 This SPD does not require a sustainability appraisal (SA) and/or a strategic environmental assessment (SEA) because an SA, incorporating an SEA, was produced for the Local Plan. In addition, it does not allocate the land; Policies DS3, DS8 and DS9 of the Local Plan perform that function and as such they were subject to the SA. However, a screening opinion on whether an SEA was required in relation to this SPD was carried out and for clarification the screening opinion is attached as Appendix C to this document.

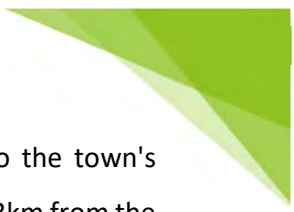
### 3 The Site and its Context

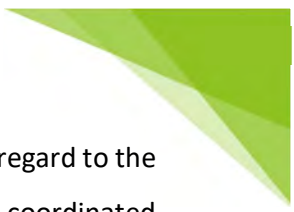
3.1 The site known as South West Rugby is shown on the outline plan below.

Figure 1: South West Rugby allocation



3.2 The allocation is approximately 390 Hectares (960 acres) and is predominantly in agricultural use, within the open countryside and lies generally between Cawston to the north, Bilton to the east, Dunchurch to the south, and the A4071 (London Road) and a disused railway line to the west. The allocation does extend eastwards to include the land north of Ashlawn Road, which was approved by the Secretary of State for 860 dwellings, and is shown on the redline plan in Appendix M to this document. The allocation also includes land in the west which has outline planning permission for 186,500 sqm of Warehousing and Distribution (Use Class B8) as well as ancillary Offices (Use Class B1a), land for a fire station and site infrastructure.

- 
- 3.3 The allocation adjoins the urban edge of Rugby and is well related to the town's existing services and infrastructure. Rugby town centre is approximately 3km from the allocation. The village of Dunchurch is in close proximity to the south, with its more limited range of shops and services in comparison.
  - 3.4 The junction of the B4429 and the A426 at the heart of the village of Dunchurch is over capacity and its layout and the proximity of listed buildings renders it unable to be improved to increase capacity, making it a significant highway constraint in the locality.
  - 3.5 The allocation is separated from the wider countryside to the south by the A45 (London Road) and the disused railway line to the west which form physical and permanent boundaries to development. Some employment uses are located at the edges of the allocation, including the Dunchurch Trading Estate located just off the A45. Figure 1 shows the overall context.
  - 3.6 The grounds of Bilton Grange School, which are a registered Park and Garden, define the south eastern edge of the allocation, east of Dunchurch. The urban edge of Rugby is characterised by the recent development at Cawston and the attractive residential streets of Lime Tree Avenue in the north east and Alwyn Road to the east.
  - 3.7 The South West Rugby site has multiple landowners. Much of the land is either owned by residential and commercial developers or is currently subject to option agreements or other forms of land deals between the existing private or public sector landowners and residential and commercial developers.
  - 3.8 This SPD provides a masterplan whereby each parcel of land within the site can contribute towards the delivery of the wider allocation and infrastructure needs whilst adhering to a site wide design context that places comprehensive infrastructure delivery, including green and blue infrastructure at its heart, and which has the capability to successfully mitigate the impacts of the development.

- 
- 3.9 In order for this to be successful, different landowners will need to have regard to the role their land has within the wider allocation and the need to achieve a coordinated approach to development and delivery of associated infrastructure. This may require land equalisation to achieve spatial objectives. In particular, the provision of the South West Rugby Spine Road network, as allocated through adopted Local Plan Policies DS8 and DS9, is a key requirement. The provision of land is also required for the new schools and the fire and rescue facility.

#### Constraints and opportunities

- 3.10 As part of the background evidence to the Local Plan the Council appointed David Lock Associates to provide information on the baseline opportunities and constraints for the South West Rugby allocation. This evidence is available here:

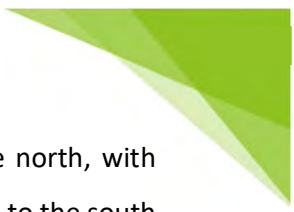
[https://www.rugby.gov.uk/downloads/file/1611/oth04\\_south\\_west\\_rugby\\_-\\_baseline\\_opportunities\\_and\\_constraints\\_report](https://www.rugby.gov.uk/downloads/file/1611/oth04_south_west_rugby_-_baseline_opportunities_and_constraints_report)

- 3.11 In addition, the landowners and the promoters of the development have undertaken a number of studies of the allocation and the implications of its development in order to help inform this SPD. Further detailed studies may be required prior to the submission of planning applications. Based on the current level of information the paragraphs below set out the identified constraints and opportunities.

#### Transport and Access

- 3.12 The transport network in the south of Rugby is inter-connected. The strategic and local transport infrastructure in the south of Rugby is constrained but is well connected to the wider transport network to the south, and Rugby town as a whole. The site is well related to the local highway network with direct access onto Ashlawn Road, Alwyn Road, Cawston Lane, Coventry Road (B4642), Rugby Road (A426) and the M45/A45. Connections can be made to the urban area of Rugby via a number of transport routes.





3.13 Coventry Road (B4642) and the A4071 provide the main routes to the north, with Rugby Road (A426) and Ashlawn Road (B4429) providing the main routes to the south of the town. Cawston Lane crosses the allocation site and connects Coventry Road (B4642) to the north with Northampton Lane to the south. The strategic network (M45/A45) provides opportunities to travel further afield and to nearby centres of employment including Coventry and Northampton. These routes provide an opportunity to connect the allocation with the urban area of Rugby and the strategic road network.

#### Landscape and Coalescence


3.14 Much of the landscape of the allocation is characterised by open grassland and arable fields, with parts classified as grade 2 agricultural land and defined by a series of established hedgerows, together with individual mature trees (some of which are the subject of Tree Preservation Orders) and small copses. A network of ponds appear periodically within the fields. There is a well vegetated public bridleway running east-west along Northampton Lane. Mature ancient woodland exists within the north of the allocation known as Cawston Spinney.

3.15 Given the extent of green infrastructure assets on the allocation these features need to be taken into consideration in designing the layout of the development parcels, to reflect Local Plan Policy NE2 on green infrastructure, Natural England's standing advice on Ancient Woodland and Veteran Trees, and the structural landscaping requirement of Policy DS8, as part of this SPD.



## 4 Objectives

- 4.1 This SPD seeks to provide planning guidance to deliver a quality place where people want to live and work, designed according to sustainability principles. The Local Plan sets out the policy objectives for the South West Rugby allocation within the site specific Policy DS8 set out in Appendix A.
- 4.2 Given the scale of the project there is a need to ensure a coherent and co-ordinated approach to create a new neighbourhood with supporting infrastructure, delivery of the spine road network and development phasing between land ownerships to ensure that the overall policy aspirations are met.
- 4.3 In summary the objectives for the development are as follows:
- A new neighbourhood, comprising a mix of uses that incorporate current best practice in sustainable and urban design (in line with Section 12 of the NPPF on achieving well-designed places). To design the district centre and other movement generating uses so that they prioritise pedestrian and cycle movements incorporating pedestrian permeability and cycle friendly streets and routes, maximise public transport access and integrate open space and biodiversity within the built form and green infrastructure network. To ensure this is a new neighbourhood that maintains its own sense of identity by safeguarding a significant buffer of land that retains the physical and visual separation between Rugby and the village of Dunchurch. This landscaped buffer will, as part of the site wide green/blue infrastructure network, create a new green infrastructure corridor that:
    - o retains and strengthens the existing hedgerow and tree planting where possible taking into account the preferred location of the spine road network and access to development parcels;
    - o introduces new hedgerow and tree planting;
    - o creates new habitats including a continuous tree canopy between Cock Robin Wood and Cawston Spinney for bats, taking account of the need for the delivery of the spine road network, internal access roads and the design guidance set out in Section 13 and Figure 7 of this SPD;

- 
- creates recreational routes for walking, cycling and running, and informal/ semi-natural open spaces and play areas; and
  - incorporates small-scale drainage/SuD s where appropriate unless there is a demonstrable benefit in combining drainage/SuD s to serve multiple development parcels;
  - Green/blue infrastructure - the site contains areas of important habitat, including ancient woodland, that have ecological, cultural and amenity value. This SPD seeks to ensure new development protects, enhances and secures the future of these important habitats and the species that inhabit them. This SPD also seeks to protect and enhance corridors to enable current and future species to move in, out and through the development area (in line with Section 15 of the NPPF on conserving and enhancing the natural environment). This SPD will also ensure that a measurable Biodiversity Net Gain is secured that promotes onsite conservation and mitigation within the development area boundaries and compensation elsewhere within the Borough as a last resort;
  - Transport Infrastructure - the site is largely open countryside. In order to deliver the Local Plan allocation for employment and housing at South West Rugby, highways, walking, cycling and public transport infrastructure needs to be put in place, to enable the developments to function effectively (in line with Section 9 of the NPPF on promoting sustainable transport). Establishing the spine road network through the site, connecting to the existing road network to alleviate the traffic impact of the development on the Dunchurch crossroads and surrounding area, will be key; and
  - Community Infrastructure - as it is being implemented the South West Rugby allocation will be effectively creating a new community that will require health services, education, shops, local play space, policing and fire services. These will be needed to create a sustainable development and to achieve the key aim of the NPPF (and more specifically Section 8 of the NPPF - promoting healthy and safe communities). This also relates to habitat and ecological enhancement as the provision of green infrastructure will also contribute to healthy active lifestyles.



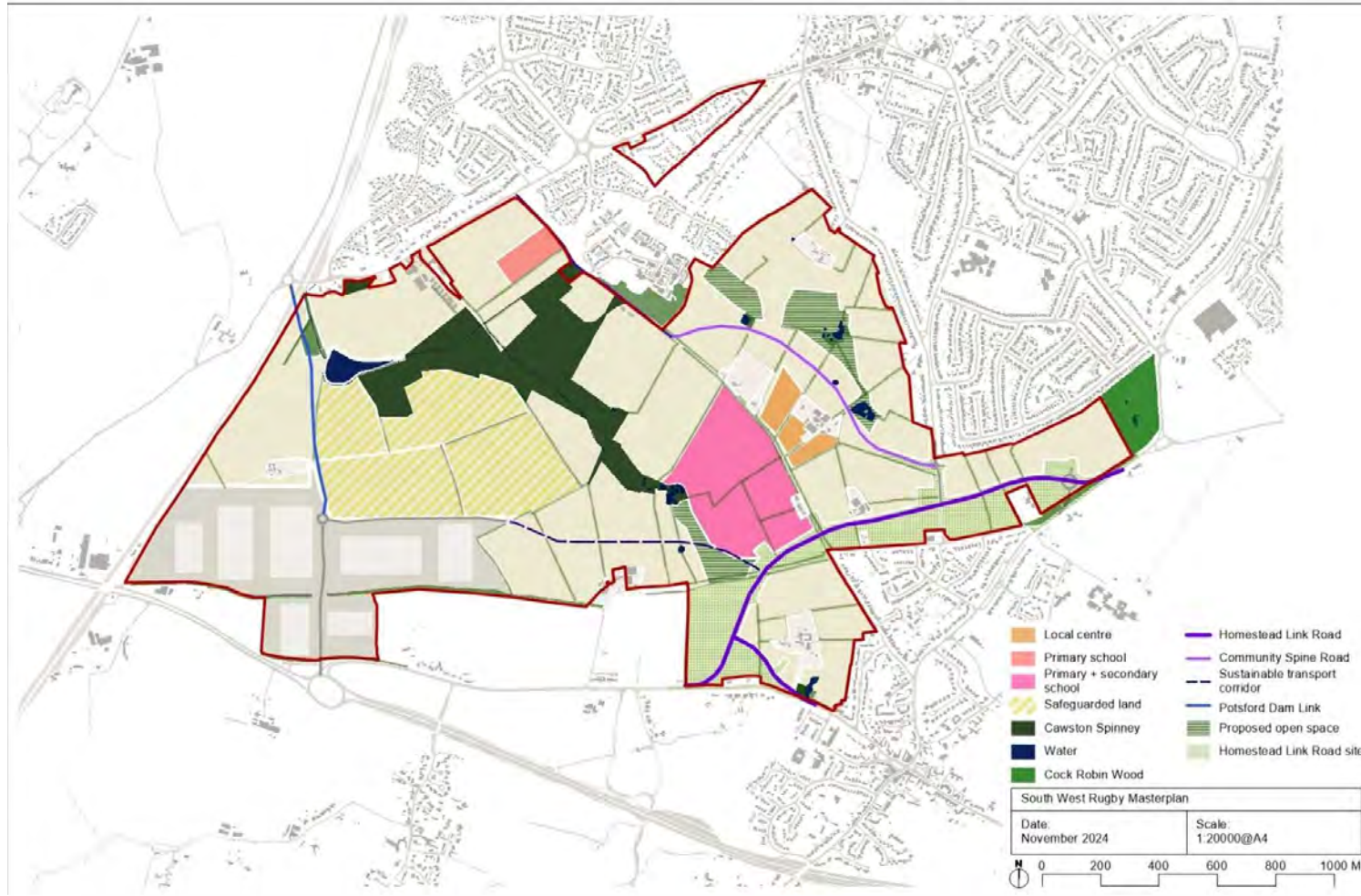
## 5 South West Rugby Masterplan

5.1 As required by Policy DS8 this South West Rugby Masterplan SPD has been produced to guide comprehensive delivery of the site by setting out the Council's preferred locations for open space, access, play areas, the school or schools, primary roads and other features. More specifically the masterplan identifies the location of the existing on-site asset of Cawston Spinney within the allocated site and also the preferred location of the spine road network as required by Policy DS9 of the Local Plan. Each section of this document will provide guidance for the development to ensure Policies DS8 and DS9 of the Local Plan are delivered.

5.2 The Council will only accept variations to the preferred locations of infrastructure as shown on the masterplan at Figure 2 where proposals are:

- Supported by robust evidence; and
- An alternative Masterplan identifying any variation is agreed between the Council, Warwickshire County Council and all of the respective landowners to which the variation relates; and
- In circumstances involving the relocation of infrastructure between landowners, the Council, Warwickshire County Council are satisfied that the infrastructure will be delivered in full and at the appropriate time and in general accordance with the approach and provisions outlined within this SPD.

Figure 2: South West Rugby Masterplan





## 6 Phasing and Delivery

- 6.1 South West Rugby is a long-term development which is expected to be delivered over a 20-year period and will continue to be developed beyond the time period covered by the Local Plan. Policy DS8 requires development proposals within the South West Rugby allocation to come forward comprehensively and in accordance with Policies DS8, DS9, the Policies Map, the Infrastructure Delivery Plan and this SPD. The Council will not support ad hoc or piecemeal development which is contrary to the aim of Policy DS8, or development that is inconsistent with the Masterplan for the allocation except in the circumstances set out in Paragraph 5.2 above.
- 6.2 The phasing of the allocation is extremely important to the successful and timely delivery of the site and the supporting infrastructure to support a new neighbourhood throughout the construction phase and until it is built out in its entirety.
- 6.3 The provision of necessary infrastructure to deliver the South West Rugby allocation is outlined in the Infrastructure Delivery Plan (IDP), which can be found appended to the Local Plan. In order to secure the comprehensive development of the allocation, Policy DS8, paragraph 4.63 states that the South West Rugby Masterplan SPD will include ‘detail about the phasing of development and infrastructure delivery across the site.’

### Strategic Infrastructure and Phasing

- 6.4 Appendix K to this SPD sets out the strategic infrastructure and other mitigation measures and the anticipated indicative cost of each item. This is based on the Local Plan IDP with some clarification and updated costs provided. Costs may be further updated and refined as the detail of infrastructure proposals is confirmed.
- 6.5 The delivery of infrastructure and phasing of the allocation will be governed by the principle that infrastructure should be provided in line with the appropriate phases set out in the IDP in order to mitigate the impacts of development..



### Spine Road Network

6.6 Particular attention should be given to the delivery of the full South West Rugby Spine Road network which is expected to be commenced in phase three (2021/22 – 2025/26).

### Site Specific Infrastructure Delivery

6.7 Each planning application will be expected to deliver site specific infrastructure as part of its proposals.

### Securing Infrastructure Requirements

6.8 There will be a Section 106 legal agreement against each major planning application on the allocation. Each Section 106 agreement will include triggers to ensure strategic infrastructure contributions are made at appropriate times. Each Section 106 agreement will be drafted in line with a framework SW Rugby Section 106 Agreement which will set out the provisions which the Council will expect to be included in each Section 106 agreement. This is explained in detail in section 25 of this SPD.



Figure 3: There is no figure 3



## 7 Green and Blue Infrastructure

- 7.1 Green and blue infrastructure can deliver a wide range of environmental and quality of life benefits for local communities. Benefits can include opportunities for outdoor recreation, enhanced biodiversity and landscapes, climate change mitigation, management of flood risk and reduction of air and noise pollution. It can consist of a range of spaces and assets for example, parks, playing fields, other open space, woodland, allotments, gardens, trees, and features such as streams, ponds and other water bodies.
- 7.2 Green and blue infrastructure provides the wider spatial element that links together known assets both internal to the development area (such as Cawston Spinney and Cock Robin Wood) and those external (such as Draycote Water and the disused railway lines). This SPD outlines these wider spatial elements of connectivity, open space and public access detailing how it links into the wider environment. The actual details will be a matter of development design and the retention of key connecting features such as hedgerows, ponds, ditches and other green and blue infrastructure assets and how they are integrated into the future layout of the masterplan.

### Green Infrastructure and coalescence

- 7.3 A central principle of this SPD is to ensure that the green and blue infrastructure network includes the landscaped buffer between Dunchurch and Rugby to prevent coalescence between the two settlements and create a continuous green/blue infrastructure corridor between Cock Robin Wood and Cawston Spinney as required by Policy DS8 of the Local Plan taking account of the need for the delivery of the spine road network, internal access roads and the design guidance set out in Section 13 and Figure 7 of the SPD.
- 7.4 The development of the allocation will need to be set within the context of the green and blue infrastructure network, enhanced by new planting and biodiversity improvements, public open space and children's play space and improved connectivity for walking and cycling.




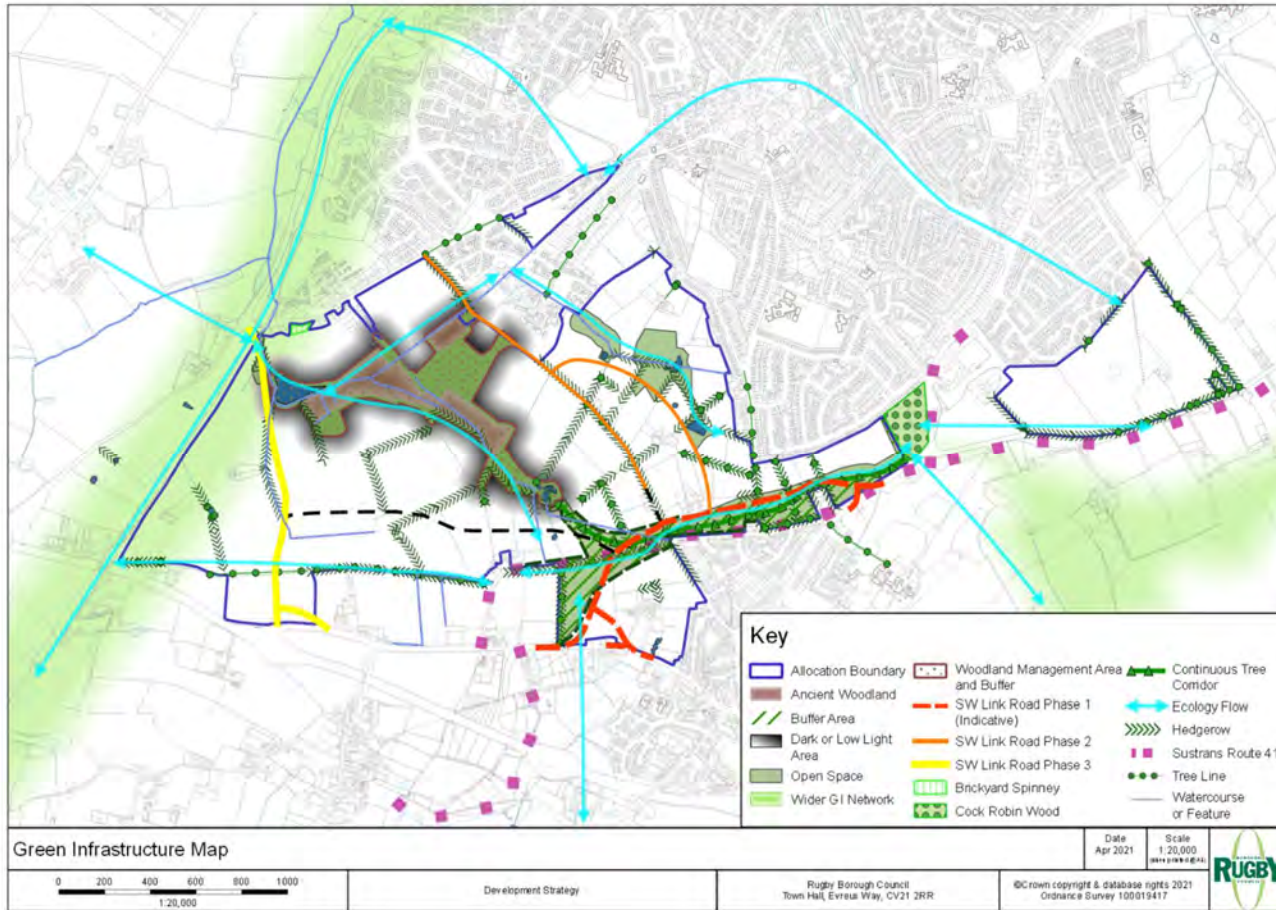
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- 7.5 Cawston Spinney, Fox Covert and Boathouse Spinney collectively provide a central asset within the development area. These should be at the heart of the strategic green and blue infrastructure network connecting with other Local Wildlife Sites such as Cock Robin Wood, open space, and biodiversity features. Opportunities also exist to enhance the structure of the landscape through replanting and regeneration of primary hedgerow boundaries.
- 7.6 One such strategic green and blue infrastructure corridor will extend from the disused railway line on the West edge of the allocation through to Cawston Spinney and then along to Cock Robin Wood to the East. This will help form part of a link that extends further Eastwards to Bilton Grange School grounds and eventually connecting to the Ashlawn cutting disused railway line.
- 7.7 The green and blue infrastructure will need to be designed to contribute towards the overall character, quality and amenity of the public realm and positively integrate surface water drainage features and existing reservoirs/ponds. The existing landscape features and topography of the site, alongside future surface water drainage requirements will influence the creation of connected open and green spaces.
- 7.8 The Homestead link road section will be situated adjacent to the open space corridor that provides a buffer between Rugby and Dunchurch. This will provide an opportunity to incorporate surface water drainage features to manage run-off from the road. The detailed design of any SuDS features should be discussed with Warwickshire County Council as Lead Local Flood Authority (LLFA) for further advice. Further guidance is provided in section 12 of this SPD.
- 7.9 Figure 4 below identifies the main green and blue infrastructure features in the allocation and the connecting areas.

Figure 4: South West Rugby Green and Blue Infrastructure Plan



## 8 Rugby to Dunchurch Landscaped Buffer

8.1 Policy DS8 of the Local Plan requires that development proposals respect and maintain a physical and visual separation between Rugby and Dunchurch to prevent coalescence and protect their individual character and identity. The buffer is required to be significant and incorporate a green infrastructure corridor from Cock Robin Wood to Cawston Spinney. The buffer is shown on the masterplan in Figure 2 of this document.

8.2 The allocation has been subject to landscape sensitivity studies in 2006, and a Landscape Assessment of the Borough of Rugby Sensitivity and Condition Study 2017. Figure 5, from the 2006 Landscape Study shows the condition and sensitivity of the gap while Figure 6 from the study on the sensitivity of the Rainsbrook Valley Landscape (January 2017), shows its high level of sensitivity.

Figure 5: Condition and Sensitivity of Land Parcels (from 2006 Study)

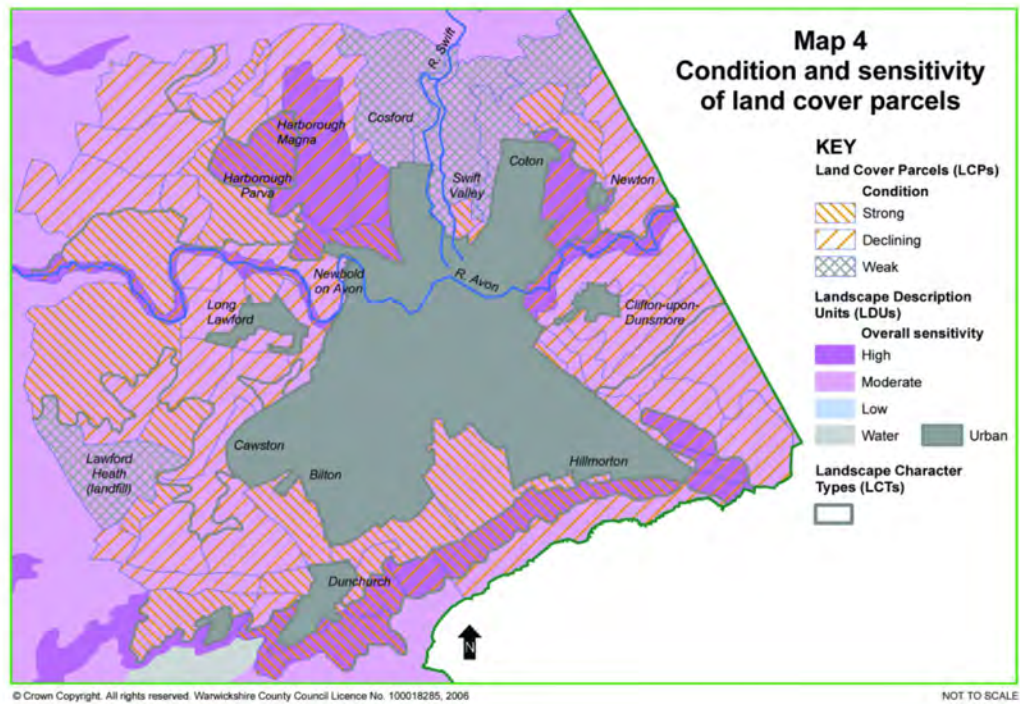
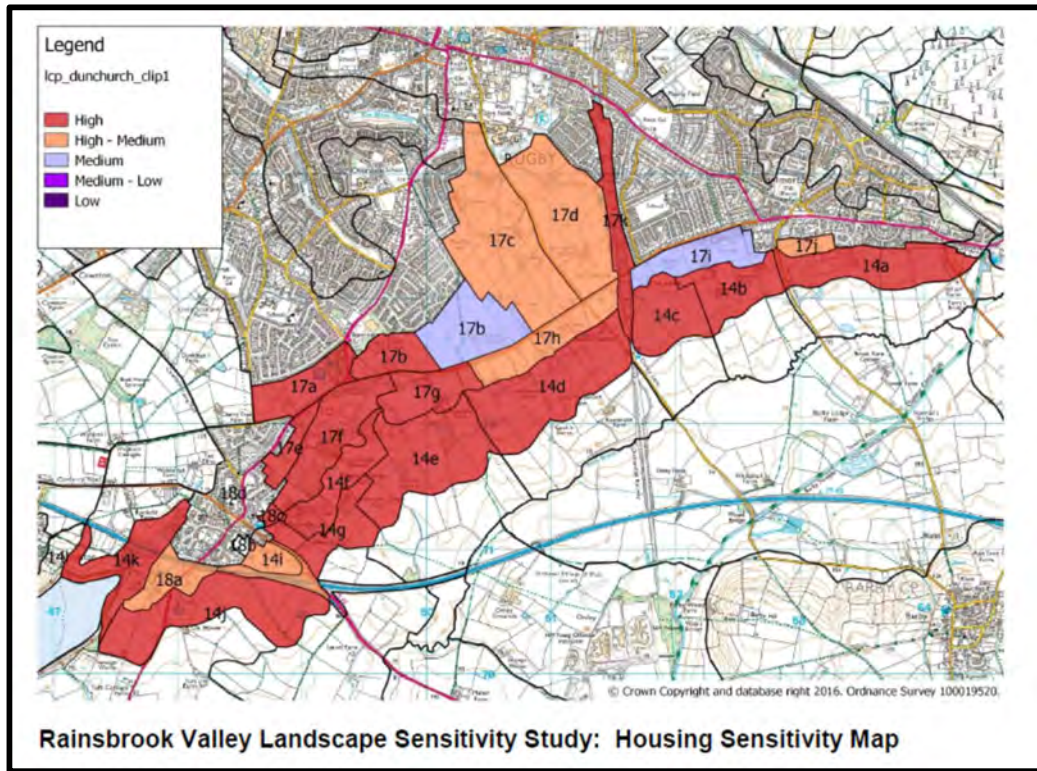


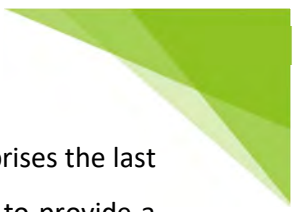


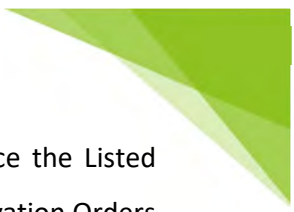
Figure 6: Housing Sensitivity Map (2017 Study)



8.3 Site 17a on the map in Figure 6 above forms part of the South West Rugby allocation. This is the area to the south of Rugby in the eastern portion of the development area, in a strip of land which ranges between approximately 240m to 288m in width that separates Rugby from Dunchurch. The far eastern portion of the allocation comprises the Cock Robin Wood Local Wildlife Site. The study identifies an informal wooded 'walk', enclosed under a canopy of mature roadside and hedge trees (dense in places, scattered in others), adjacent to the public footway off the Rugby Road. The study goes on to say:

*"The settlement edge, set back by one field from the road, is only glimpsed through gaps in this vegetation. However, particularly within the eastern part of the zone, the settlement edge itself is abrupt and lacking a rural hedged/treed boundary. Generally field hedges are redundant and outgrown but where sections of roadside hedgerow to the reserve have been re-laid these are re-establishing."*

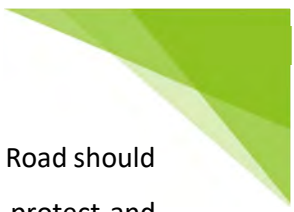
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- 8.4 Site 17a was concluded to be of 'high sensitivity' because the zone comprises the last gap separating Rugby and Dunchurch. A key objective of Policy DS8 is to provide a buffer between Dunchurch and Rugby that is of a width significant enough to maintain a physical and visual separation between these two distinct settlements and prevent coalescence.
  - 8.5 The buffer will form part of the designated green infrastructure corridor which runs from Cock Robin Wood to Cawston Spinney, and forms part of the allocation-wide green infrastructure network. This does not mean that there can be no development in the parcels within Site 17a of the Rainsbrook Valley Landscape Study but development in this area will be required to comply with the policy requirements and include a significant landscaped buffer between Dunchurch and Rugby. This landscaped buffer will extend from Cock Robin Wood in the east to the Coventry Road (B4429) in the west of the allocation.
  - 8.6 The alignment of the Homestead Link will impact the existing wooded walk but this impact can be mitigated by the provision of the landscaped buffer and its design, the Homestead Link Road itself and the development parcels adjoining the Link road and the buffer.
  - 8.7 Along the whole of the landscaped buffer it is considered that strengthening the existing hedgerow and tree planting and the introduction of new planting of a similar type to the existing (in terms of height, depth and species mix) will maintain and strengthen the existing visual and physical character of the gap between Rugby and Dunchurch and ensure a gap is maintained in the future between the two settlements.
  - 8.8 In addition, this planting along with the creation of new habitats for biodiversity, new recreational routes and informal/semi-natural open spaces will contribute to the green infrastructure network. These open space typologies will form part of the allocation's open space provision.

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- 8.9 This will provide further wider opportunities to safeguard and enhance the Listed Buildings, Registered Park and Gardens and trees subject to Tree Preservation Orders that are adjoining or close to the allocation. It will also provide opportunities to create improved access to the green infrastructure network as well as the wider countryside by expanding and improving the walking and cycling environment for leisure and active travel, benefitting health and well-being and accessibility for both existing and new residents of the allocation, as well as enhancing biodiversity.
- 8.10 Uses within the buffer should be informal with the objective of maintaining the existing character, such as planting as described above as well as habitat creation; informal recreational uses such as recreational walking, cycling and running routes; seating areas; and informal/semi-natural open spaces. Formal playing pitches, changing rooms and buildings are considered inconsistent with the existing open character and functional relationship between the two settlements and so would not be appropriate land uses within the buffer.
- 8.11 Raised land or man-made features such as bunds would also not reflect the existing flat and open topography of the land between the two settlements and is not a characteristic of this landscape. Such features will only be considered by the Council if they are required to mitigate the impacts of the development on the existing residents of Dunchurch.
- 8.12 The physical separation, or buffer width, will vary between the Rugby and Dunchurch. The buffer has been divided into three sections to enable clarity for the planning applicants and in application decision-makers in terms of the size, form and function of the buffer. When preparing planning applications applicants should have regard to the following requirements for each section of the buffer.



## Section 1: Cock Robyn Wood to Alwyn Road

- 8.13 As the inter-visibility between the two settlements is limited it is considered acceptable to reduce the distance of physical separation subject to the retention and strengthening of existing planting along Rugby Road (A426), Northampton Lane and Alwyn Road as well as the introduction of new planting of a similar type to the existing (in terms of height, depth and species mix) along the south of the Link Road and along the outer southern and western boundaries of the new residential development. New planting will contribute towards biodiversity enhancements and the creation of the green infrastructure corridor.
- 8.14 The objective should be to maintain the existing character of frequent glimpses of development through hedgerow and tree planting that varies in height and depth. This will also strengthen the existing green infrastructure network. Land uses within the buffer will also provide opportunities to strengthen the existing green infrastructure network through habitat creation (including the creation of a continuous tree canopy between Cock Robin Wood and Cawston Spinney to provide habitat for bats) and the introduction of recreational routes, seating areas and informal and semi-natural play areas.
- 8.15 Surface water flooding occurs to the rear of properties to the south of Montague Road in the north eastern part of Section 1 of the buffer. Flood risk management seeks to manage flows where they occur, consequently it is not appropriate to include flood attenuation in the buffer area. Small scale drainage may be appropriate within the buffer, particularly in relation to the Link Road. Further discussion is required with Warwickshire County Council Highways and the Lead Local Flood Authority (LLFA) to confirm if this will be necessary in terms of the design of the Link Road.



8.16 The landscaped buffer in Section 1 between Cock Robin Wood and Alwyn Road should minimise any impact on the setting of the Grade II listed Cottages and protect and strengthen the existing green infrastructure links between Cock Robin Wood and the trees and hedgerows along Rugby Road/Northampton Lane and at Bilton Grange. It is particularly important in terms of habitat protection that the continuous tree canopy between Cock Robin Wood and the trees that border Rugby Road and Northampton Lane are maintained and strengthened. There should be an adequate separation between the existing residential property and the Link Road.

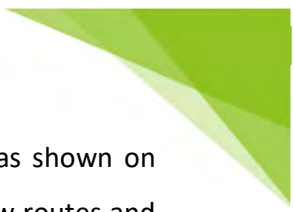
#### Section 2 – Alwyn Road to Cawston Lane

8.17 Compared with Section 1, Section 2 is more open with less existing tree and hedgerow planting. As the inter-visibility between the two settlements is limited it is considered acceptable to reduce the distance of physical separation subject to the significant strengthening of existing planting along Northampton Lane and Alwyn Road as well as the introduction of new planting along the south of the Link Road and along the outer southern boundaries of the new residential development. The objective should be to maintain the existing character of some open views and frequent glimpses of development through hedgerow and tree planting that varies in height and depth.

8.18 As with Section 1 land uses within the buffer will provide opportunities to strengthen the existing green infrastructure network through habitat creation, the introduction of recreational routes, seating areas and informal/semi-natural open spaces. The creation of a continuous tree canopy referred to in Section 1 should continue through Section 2 as part of the buffer between Rugby and Dunchurch providing habitat for bats between Cock Robin Wood and Cawston Spinney.

8.19 As with Section 1, functional separation should be maintained to ensure a clear physical and visual distinction between the two settlements reflecting the existing open character and the absence of built form between the two settlements. This means that the buffer should be open with no buildings and structures.



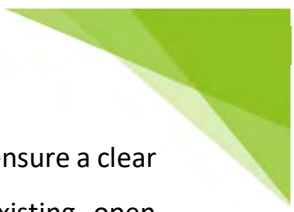


8.20 Some areas of the allocation are at risk from surface water flooding as shown on Environment Agency mapping. These areas depict existing overland flow routes and low points in the topography. Site layouts should consider this existing surface water flood risk. Flood risk management seeks to manage surface water runoff arising from development where they occur, consequently it is not appropriate to include large-scale SuDS attenuation in the buffer area. As in Section 1, small scale drainage may be appropriate within the buffer, particularly in relation to surface water runoff arising from the Link Road. Further discussion is required with Warwickshire County Council Highways and the LLFA to confirm if this will be necessary in terms of the design of the Link Road.

### Section 3 - Cawston Lane to the South West Rugby allocation boundary North of B4429

8.21 Currently in Section 3 there is no visual or physical relationship and only a limited functional relationship between the settlements of Rugby and Dunchurch. However, the parcels of future development will change this relationship. These are land north of Coventry Road (Parcel 2), land west of Cawston Lane (Parcel 3) and land adjacent to Windmill Farm (Parcel 10). In particular development will reduce the distance of physical separation between the two settlements but it should not result in continuous development between Dunchurch and Rugby and the buffer must be maintained throughout.

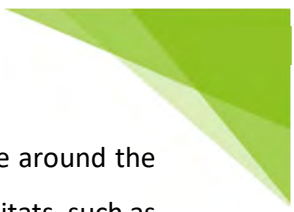
8.22 The Section 3 buffer should provide separation between the southern extent of the new residential development Parcel 3 and the northern extent of the new residential development Parcel 2. This Section of the buffer will include the Link Road but should continue the form and function of the Section 2 buffer, described in Section 2 above. This buffer should continue southwards along the western boundary of the South West Rugby allocation providing physical separation between the new residential development Parcel 2 at Dunchurch and the new residential development Parcel 10, north of Windmill Lane and south west of Cawston Spinney. The Section 3 buffer will also continue northwards to link to Cawston Spinney creating a continuous green infrastructure corridor to Cock Robin Wood and beyond to the Rainsbrook Valley.

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- 8.23 As with Sections 1 and 2, functional separation should be maintained to ensure a clear physical distinction between the two settlements reflecting the existing open character and the absence of built form between the two settlements. This means that the buffer should be open with no buildings and structures.
- 8.24 It would also be appropriate for the furthest west part of the buffer, between the north west boundary of Parcel 2 and the southern boundary of Parcel 10, to be retained as open green space. This would create a more gradual transition to the wider countryside beyond the South West Rugby allocation boundary.
- 8.25 Surface water flooding occurs along the National Cycle Route 41/Public Bridleway and around the pond that is north east of Windmill Farm and south of Cawston Spinney. There are also small pockets along the field boundaries to the north and south of the National Cycle Route 41.
- 8.26 Some areas of the allocation are at risk from surface water flooding as shown on Environment Agency mapping. These areas depict existing overland flow routes and low points in the topography. Site layouts should consider this existing surface water flood risk. Flood risk management seeks to manage surface water runoff arising from new development where they occur, consequently it is not appropriate to include large-scale SuDS attenuation in the buffer area. As in Section 1, small scale drainage may be appropriate within the buffer, particularly in relation to surface water runoff arising from the Link Road. Further discussion is required with the local highway authority and the LLFA to confirm if this will be necessary in terms of the design of the Link Road.



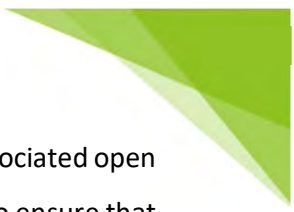
## 9 Woodland Management

- 9.1 Cawston Spinney is an area of mixed woodland, protected by a Tree Preservation Order. Species present include Oak, Sweet Chestnut, Yew, Silver Birch, Scot's Pine, Larch, Ash, Holly, Beech, Hornbeam, Hazel (often as an understorey), and Elm. Areas of Cawston Spinney are designated as ancient woodland.
- 9.2 The presence of ancient Yew and Hornbeam indicates that in places the wood has remained untouched for a significant period of time. The definition of ancient woodland means that the area has remained wooded continuously since 1600 or earlier. This is therefore a significant biodiversity asset of national importance. Paragraph 175 (c) of the NPPF is clear that development resulting in the loss or deterioration of irreplaceable habitats (such as ancient woodland and ancient or veteran trees) should be refused unless there are wholly exceptional reasons.
- 9.3 The Woodland Management Plan is set out in Appendix N and details opportunities to protect and enhance biodiversity. These enhancements are to be measured through the Warwickshire, Coventry and Solihull Biodiversity Impact Assessment (BIA) tool, which is derived from the Defra metrics so that any gains can be used to offset any losses from the wider development area – see Paragraphs 13.9 and 13.10 of this SPD for further details.
- 9.4 Rugby Borough Council's Tree Officer and Warwickshire County Council Ecology have provided specific advice to inform this SPD. The appended Woodland Management Plan will form part of the assessment process for planning applications and the extent to which proposals comply with Policies DS8, NE1 and NE2 of the Local Plan will be a key consideration.
- 9.5 Natural England's standing advice requires a minimum buffer zone of 15 metres around ancient woodland to avoid root damage and where assessment shows other impacts are likely to extend beyond this distance, a larger buffer zone may be needed. An arboricultural survey will need to be submitted with any planning application which incorporates or is in close proximity to Cawston Spinney which defines and justifies the buffer zone to be implemented.

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- 9.6 In accordance with the Natural England Standing Advice the buffer zone around the ancient woodland at Cawston Spinney should consist of semi-natural habitats, such as woodland, or a mix of scrub, grassland, heathland and wetland planting. Consideration should also be given at the planning application stage to opportunities to position open space in those areas around Cawston Spinney which are not ancient woodland (and so will not be protected by the ancient woodland buffer), as well as in areas beyond the ancient woodland buffer zone, to assist with the mitigation of the impacts of development on this biodiversity asset. As a minimum, light levels along the dark corridors should be expected to achieve lux levels of < 1 (i.e. up to twilight conditions), in accordance with current best practice guidance (Bat Conservation Trust and the Institute of Lighting Proposals, Guidance Note 08/18, 'Bats and artificial lighting in the UK'). Surface water run off from development may affect the woodland as parts of the site are undulating, which will need to be taken into account in terms of design.
- 9.7 Proposals will need to take account of the proximity and height of buildings and their lighting effects, as well as the impact upon the tree canopies. Some trees are approximately 20m in height, which has implications for very tall structures in proximity to the woodland. Careful design management will be required as a result at a structural level, with the woodland at the centre of the design process. The Council's Tree Officer, Natural England and Warwickshire County Council Ecology will be consulted to comment further on this aspect in detail at the planning application stage.

#### Rugby Borough Council's Woodland Management Plan

- 9.8 The initial period of the Woodland Management Plan will cover the first 10 years of management in detail but with objectives for management in perpetuity. It will need to demonstrate how the costs to implement the prescribed management objectives will be sustained into the future. This is a prerequisite of biodiversity net gain principles although it is understood that the Management Plan will be subject to changes evidenced by monitoring.



9.9 The Council Parks Team’s preferred option is for Cawston Spinney and associated open space to be transferred to the Council through Section 106 agreements to ensure that the Woodland Management Plan is implemented and to ensure future protection of the woodland. The Council will seek to work in partnership with a third sector organisation to help deliver the agreed Woodland Management Plan. The Council would also be willing to manage informal open space throughout the South West Rugby allocation through S106 agreements.

## 10 Open Space

- 10.1 Local Plan Policy HS4 sets out standards for different types of open space that will be required from new development. This is shown in Table 1 below. The allocation's ecological constraints establish the strategic need to safeguard and enhance the green and blue infrastructure network across the allocation including the creation of a continuous green infrastructure corridor between Cawston Spinney and Cock Robin Wood.
- 10.2 The requirement for children's play space is set out in Table 1 below. The play space will need to be divided into 1-2 Neighbourhood Equipped Areas for Play (NEAP) and multiple LEAPs. The requirements for these play areas can be found in Appendix F. The majority of the green and blue infrastructure network will be publicly accessible, but it can include a variety of different types of open space including school playing pitches. Natural and semi-natural open space should be located within green/blue infrastructure corridors, around Cawston Spinney and in the Rugby to Dunchurch landscaped buffer. Constraints on the location of certain types of open space are identified in Table 1 and elsewhere in this SPD, for example no formal playing pitches in the Rugby to Dunchurch landscaped buffer.
- 10.3 The apportionment of open space between typologies is likely to favour natural and semi-natural typologies, rather than formal spaces in order to concentrate the need to maximise green infrastructure between Cock Robin Wood and Cawston Spinney. Further guidance to assist with the design open space and creating healthy active lifestyles can be found in Sport England's Active Design guide which can be found here <https://www.sportengland.org/how-we-can-help/facilities-and-planning/design-and-cost-guidance/active-design>. The Active Design Checklist provides a useful tool for applying Active Design principles to a specific proposal and assessing the ability to deliver more active and healthier outcomes. The Checklist can be found here <https://sportengland-production-files.s3.eu-west-2.amazonaws.com/s3fs-public/active-design-checklist-oct-2015.pdf?az73PYXRmKYaXMfLu8BCxgXSByeiAQ1d>

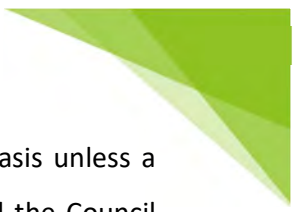
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- 10.4 Open space and sports facilities will be negotiated on a site by site basis unless a comprehensive site-wide approach is agreed between landowners and the Council which results in better quality and more accessible open space and sport facility provision on the site whilst adhering to the overall need to comply with policy in consultation with the Rugby Borough Council’s Parks department. Sports provision will require consultation with Sport England to ensure adequate provision and funding is secured.
- 10.5 Policy HS4 of the Local Plan requires that new open space should be accessible and should avoid any significant loss of amenity to residents, neighbouring uses or biodiversity. Cawston Spinney’s importance in terms of biodiversity means that the use of the woodland as new open space would be contrary to Policy HS4. It would also be contrary to Policy NE1 of the Local Plan which seeks to protect designated biodiversity assets.



Table 1: Open Space Provision by Type

Policy assumes 2.4 people per dwelling – for 3,990 dwellings = 9,576 population assume 9,600

Open Space	Adopted Standard (ha per 1000 pop)	Provision required on-site (ha)	Comments on provision
Children's Play	0.2	$0.2 \times 9.6 = 1.92$	Within residential development parcels or as buffers between parcels (See Appendix F also). Formal children's play not located in the buffer between Rugby and Dunchurch.
Natural and Semi-Natural Green Space	2.5	$2.5 \times 9.6 = 23.94$	Ancient woodland buffer and part of green/blue network. Comparatively, more natural and semi-natural typology should be provided in favour of other typologies to maximise green infrastructure, especially within green/blue corridors, Rugby to Dunchurch landscaped buffer and around Cawston Spinney.
Parks & Gardens	1.5	$1.5 \times 9.6 = 14.36$	Required as a typology in South West Rugby but some of the requirement could instead be delivered in the form of the natural and semi-natural green space typology to be concentrated within green/blue corridors, Rugby to Dunchurch landscaped buffer and around Cawston Spinney.
Amenity Green Space	1.1	$1.1 \times 9.6 = 10.53$	This typology may be used in support of green infrastructure and within Rugby to Dunchurch landscaped buffer.
Allotments	0.65	$0.65 \times 9.6 = 6.22$	Suitable provision should be included in South West Rugby.
Outdoor Sports			Could be provided as extensions to existing clubs or close to district centre or as part of school provision with guaranteed public access.
Football	0.38	$0.38 \times 9.6 = 3.64$	Rugby could be provided as extensions/ improvements to existing clubs or on site. The preference is for football to be accommodated on a multi pitch site within the secondary school with ancillary provision on site. Football and cricket can be an on site, co-located hub with shared ancillary provisions. Any hub site provided as part of the secondary school should have community use secured. Pitch quality should be in accordance with Sport England guidance: Natural Turf for Sports Design Guidance.
Cricket	0.23	$0.23 \times 9.6 = 2.20$	
Rugby	0.32	$0.32 \times 9.6 = 3.06$	
<b>Total</b>		<b>65.87 Ha</b>	





## 11 Climate Change

- 11.1 The Council recognises the importance of climate change and the role which it has in responding to this issue. The Council adopted a motion to declare a climate emergency at its meeting on the 18<sup>th</sup> July 2019. In declaring a climate emergency the Council has committed to action to combat climate change.
- 11.2 Paragraphs 149-154 of the National Planning Policy Framework 2019 (NPPF) outline national planning policy considerations in relation to planning for climate change. This includes taking a proactive approach to mitigating and adapting to climate change, and seeks to ensure new development avoids increased vulnerability to the range of impacts arising from climate change and help reduce greenhouse gas emissions such as through its location, orientation and design.
- 11.3 Planning applications should support the transition to a low carbon future in a changing climate, taking full account of flood risk and minimising energy consumption.
- 11.4 The successful implementation of the South West Rugby allocation will contribute to the combatting of climate change through the achievement of several of the policy objectives for the allocation set out in Policy DS8 in the Local Plan. These are addressed in more detail in this SPD such as the creation of a new mixed use neighbourhood that prioritises pedestrian and cycle movements and maximises public transport access; reducing emissions; and enhancing the green/blue infrastructure network through incorporating a new green infrastructure corridor and the Rugby to Dunchurch landscaped buffer that integrates open space and biodiversity, protects Cawston Spinney and includes small-scale drainage and SuDs.

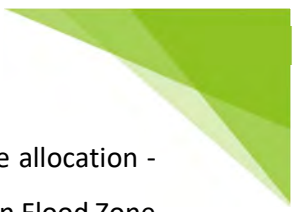


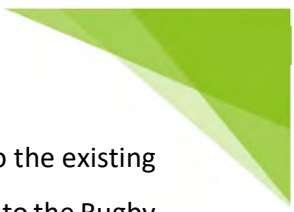
## 12 Flooding and Sustainable Drainage

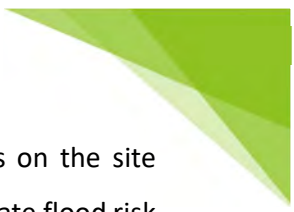
- 12.1 A sub-regional Water Cycle Study<sup>1</sup> undertaken with partner authorities (North Warwickshire Borough Council, Nuneaton and Bedworth Borough Council, Rugby Borough Council and Warwick Borough Council) provides evidence about the wastewater strategy, the water supply strategy and also water related policy recommendations.
- 12.2 Upgrades will be required to certain wastewater treatment works across the study area which should be investigated at the planning application stage to ascertain if mitigation is required to accommodate the growth planned in South West Rugby.
- 12.3 A number of small ponds, ditches and watercourses exist within the allocation, and form part of the River Avon catchment. In addition, there is a small reservoir onsite associated with Cawston Spinney. These existing features should be retained as, apart from any biodiversity value, they are part of the current drainage regime and any proposals to alter/remove them needs to be considered as part of Flood Risk Assessments to be submitted in support of planning applications on the site.
- 12.4 The removal/alteration of existing watercourses must not take place without the written consent of the Lead Local Flood Authority (LLFA). Developers should take the opportunity to enhance the blue/green infrastructure corridors alongside these watercourses to provide multifunctional benefits. Redevelopment must mitigate flood risk to the satisfaction of the LLFA and ensure that the effects of development mitigate the effects on site watercourses, as well as enhancing their ecological value.

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<sup>1</sup>[https://www.rugby.gov.uk/downloads/download/43/warwickshire\\_water\\_cycle\\_study](https://www.rugby.gov.uk/downloads/download/43/warwickshire_water_cycle_study)

- 
- 12.5 The use of national scale mapping suggests that the vast majority of the allocation - and all of the areas where built form will be provided appears to fall within Flood Zone 1, which is the lowest fluvial flood risk possible. There are small areas of zone 2 and 3 associated with the watercourse and small waterbodies. However, each watercourse will have a flood plain associated with it and should be modelled to properly assess the flood risk to the allocation. Inappropriate development (including Sustainable Drainage Systems (SuDS) features) must be located outside of the modelled flood plains within the allocation. The overall design will need to take these areas into account. The masterplan set out in this SPD provides the strategic context for this.
- 12.6 Development should facilitate the delivery of an on-site SuDs network, off-line from the existing drainage network, to attenuate surface water flows from the development of the allocation. SuDS features will be located in combination with the allocation's topography and discharge rates will be reduced to Greenfield Qbar (the peak rate of runoff for a specific period) in order to align with Warwickshire County Council advice. The LLFA's preference is for attenuation basins to be located close to the source of the runoff (i.e. within each development parcel). They should be located outside of any areas at risk of flooding from rivers or surface water (as shown here: <https://flood-warning-information.service.gov.uk/long-term-flood-risk/>).
- 12.7 Basins should also have adequate space around them for gaining maintenance access. The size of attenuation basins may be minimised by providing storage for runoff throughout the development (such as underneath permeable paving and within swales). This approach can help ensure that attenuation basins are shallow features for the benefit of future maintenance, health & safety and amenity. Further design guidance is available in the CIRIA SuDS Manual C753 (2015, or the most recent edition).

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- 12.8 It is likely that foul flows for the whole development area will outfall into the existing sewer network. However, there may need to be improvements/upgrades to the Rugby Newbold waste water treatment works. Detailed investigations with Severn Trent Water will be required. In accordance with the Water Industry Act (1990), Severn Trent Water will be required to provide capacity for the development of the allocation whilst containing the environmental impacts of the development and maintaining water quality. This may require specific local Section 106 contributions from developers within the allocation.
- 12.9 The underlying geology comprises bands of mudstone, siltstone, limestone and sandstone, and the allocation is overlain with superficial deposits. Infiltration testing has indicated that infiltration rates across the allocation are negligible and therefore drainage via soakage would not be feasible. Individual parcels should still be tested, and if infiltration is not feasible, the next highest alternative on the drainage hierarchy should be used. Even in areas with limited infiltration, the use of unlined storage and conveyance features can provide additional treatment of flows and reduce the overall volume of surface water leaving the allocation. Planning applications in excess of 10 units will be required to consult the LLFA which gives detailed advice on flooding.



12.10 Flood Risk Assessments submitted in support of planning applications on the site should assess the flood risk from all sources and identify options to mitigate flood risk to the development, allocation users and surrounding area. Whilst it is acknowledged that individual parcels may come forward at different times and be under different ownerships, consideration to the flood risk of the wider site and working with other promoters is encouraged where possible to help support a comprehensive assessment and drainage strategy. In addition, as individual parcels come forward, construction management plans must consider surface water, run off and silt and manage flows during construction and until the adjacent parcel is developed. The above measures are also relevant for the DS8 requirement for consultation with the LLFA to identify any potential hydrological mitigation, particularly with regard to potential hydrological impacts on Draycote Meadows Site of Special Scientific Interest. The LLFA has a developer guidance document which details, amongst other things, how to determine the required attenuation, discharge rates etc:

<https://apps.warwickshire.gov.uk/api/documents/WCCC-1039-95>.

#### Water management and sewerage

12.11 Planning applications are required to demonstrate that all surface water discharges have been carried out in accordance with the principles laid out within the drainage hierarchy, in such a way that a discharge to the public sewerage systems are avoided, where possible.

12.12 A foul and surface water drainage strategy is required to support planning applications on the site. It is encouraged that developers contact Severn Trent at the earliest opportunity to discuss the site drainage strategy.



### Water efficiency

12.13 Development proposals should demonstrate that the estimated consumption of wholesome water per dwelling is calculated in accordance with the methodology in the water efficiency calculator, this should not exceed 110 litres/person/day. All developments should demonstrate that they are water efficient, where possible incorporating innovative water efficiency and water re-use measures. The Council will encourage developers to consider sustainable drainage, further guidance can be found here:

<https://www.stwater.co.uk/building-and-developing/regulations-and-forms/application-forms-and-guidance/infrastructure-charges/>



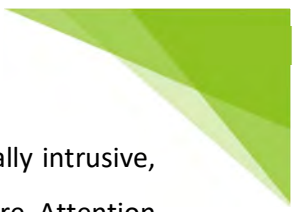
## 13 Biodiversity

- 13.1 There are a number of green and blue infrastructure and biodiversity assets within the allocation. These assets form a base that can be secured and enhanced to form a green infrastructure network of sites and corridors within the allocation boundary and into the wider countryside.
- 13.2 These green and blue infrastructure assets will contribute to healthy lifestyles, wellbeing and create a sense of place by providing access to high quality open space. The 'Sub-Regional Green Infrastructure Strategy' December 2016 [https://www.rugby.gov.uk/downloads/download/32/warwickshire\\_coventry\\_and\\_solihull\\_green\\_infrastructure\\_strategy](https://www.rugby.gov.uk/downloads/download/32/warwickshire_coventry_and_solihull_green_infrastructure_strategy) identifies Rugby Borough as having a range of agricultural habitats, which include a significant amount of the sub-region's arable land and improved grassland. It also contains relatively high proportions of neutral grassland and semi-improved grassland. Part of the recommendations of the study relate to the South West Rugby allocation due to the presence of these features and are as follows:

*“Hedgerows and Field Boundaries enhance the structure of the landscape through replanting and regeneration of primary hedgerow boundaries; and reintroduce mixed native species hedgerows along primary boundaries enhance the age structure of hedgerow tree cover, particularly hedgerow oaks woodlands conserve and enhance the biodiversity of Ancient Woodlands and veteran trees through sensitive woodland management; Identify opportunities for restoring Ancient Woodland on former sites; and Identify opportunities for new planting, to strengthen the sense of landscape cohesion and connectivity”*

- 13.3 The landscape quality of the urban fringe countryside receives particular attention, and the document highlights that these sections have a key influence on how the overall characters of the Warwickshire landscapes are perceived and enjoyed. It goes on to say that:

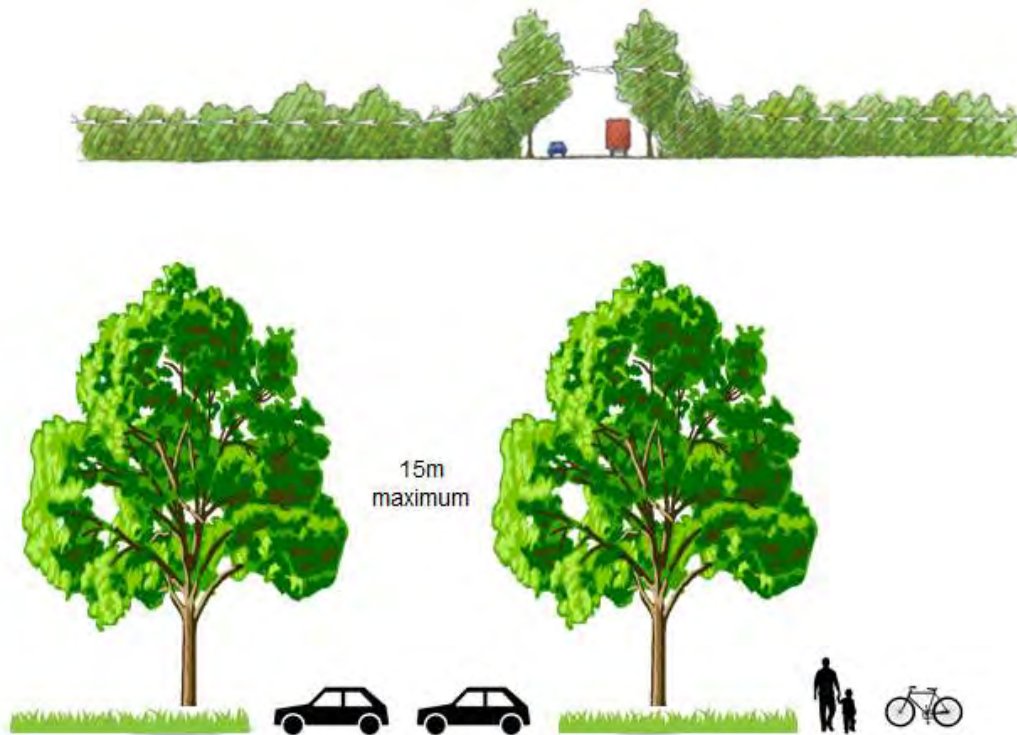
*“Rural urban fringe landscapes close to the main towns are widely recognised as highly important to people’s experiences and quality of life. Opportunities should be sought to reinforce and enhance landscape character, by creating new and maintaining existing Green Infrastructure, linking urban areas with the wider countryside.”*

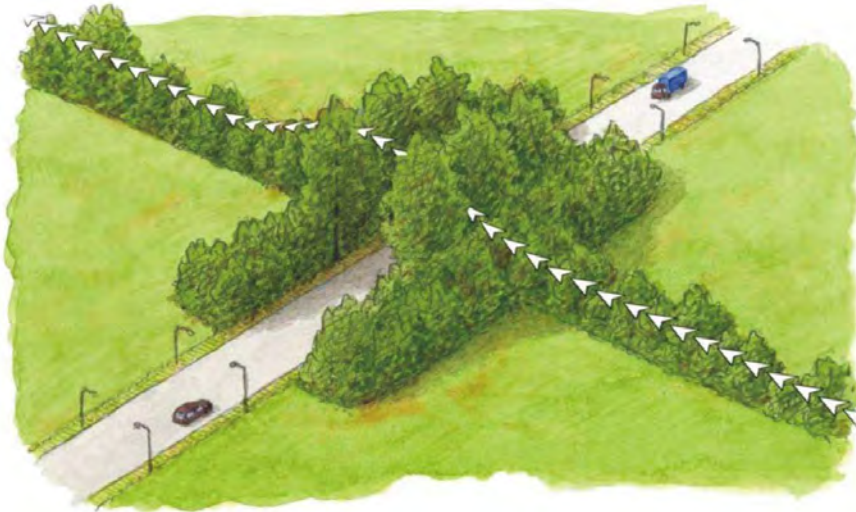
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- 13.4 The Strategy notes that new development has the potential to be visually intrusive, particularly in the early years before landscape mitigation schemes mature. Attention therefore needs to be paid to the way in which new development within the South West Rugby allocation can be sensitively accommodated in the rural-urban fringe in terms of siting and layout, materials, scale and design, together with landscape, biodiversity and green infrastructure mitigation. It is important, therefore, to ensure that key biodiversity assets are interwoven into the green infrastructure network, as well as in landscape terms to prevent coalescence, increasing connectivity in terms of pedestrian permeability and species transfer; in line with Local Plan Policy NE3. Development will also need to consider Local Plan Policy NE1 that requires an assessment of any impacts on protected and priority species and to ensure that there is a net gain in biodiversity for development proposals.
- 13.5 Development provides an important opportunity to secure Cawston Spinney’s long-term protection and habitat conservation, maintaining the existing network of public footpaths and supporting the protection of the wider green infrastructure asset. Essential to maximising existing biodiversity assets is the need to create a green and blue infrastructure network throughout the whole allocation and into the wider countryside. One such strategic green and blue infrastructure corridor will extend from the disused railway line in the west to Cawston Spinney, then Cock Robin Wood, Bilton Grange School grounds and south east to the disused railway line, as illustrated in Figure 4.
- 13.6 The enhancement of the multi-functional green and blue infrastructure network will improve access to open space within the allocation and provide biodiversity improvements. These spaces will need to positively integrate surface water drainage features and existing reservoirs/ponds designed to contribute towards the overall character, quality and amenity of the public realm. The existing landscape features and topography of the site, alongside future surface water drainage requirements will influence the creation of connected open and green spaces.



- 13.7 Green/blue infrastructure provides the wider spatial element that links together known assets both internal to the development area (such as Cawston Spinney and Cock Robin Wood) and those external (such as Draycote Water and the disused railway lines). This SPD outlines these wider spatial elements of connectivity, open space and public access detailing how it links into the wider environment.
- 13.8 The actual details will be a matter of development design and the retention of key connecting features such as hedgerows, ponds, ditches and other green/blue infrastructure assets and how they are integrated into the future layout. Figure 7 below shows how new development can help enhance biodiversity. These are key principles in line with the requirements of Policy NE3 of the Local Plan. It is acknowledged that there may be circumstances, such as the construction of the South West Rugby Spine Road network, where it may not be possible to retain all biodiversity features. Any loss of biodiversity features should be justified as part of the planning application process and mitigation measures identified.

Figure 7: Possible Biodiversity Enhancements to enable species movement





- 13.9 Policy NE1 of the Local Plan and the NPPF require development to show measurable biodiversity net gains. In Warwickshire Biodiversity Net Gain is measured through the Warwickshire, Coventry and Solihull Biodiversity Impact Assessment (BIA) tool, which is derived from the Defra metrics (Defra 2012, as amended). This SPD supports this approach and has established a baseline figure for each land parcel within the allocation.
- 13.10 This baseline is provided in Appendix H. From this baseline, to be reassessed as part of individual applications, and the use of the BIA tool each developer is able to evaluate the biodiversity impact of their proposal; be this impact a gain or a loss as 'units'. The developer is then able to trade these units either between other developers within the allocation or arrange offsets of equivalent units elsewhere within the Borough or as a last resort County. Biodiversity Net Gain is managed through Warwickshire County Council Ecology who may be able provide assistance with the Biodiversity Net Gain calculations and securing offsets. The biodiversity gain or loss for each development will be acknowledged and recorded either once planning permission is granted for the development or through the discharge of a condition or obligation. Similarly, any need to compensate of a biodiversity loss will be secured through a planning condition or Section 106 agreement.

## 14 Housing Mix and Affordable Housing

14.1 Local Plan Policy H1 requires a housing mix which is consistent with the latest Strategic Housing Market Assessment (SHMA). The most recent SHMA at the time of writing this SPD was from 2015 and formed part of the Local Plan evidence base. The Coventry and Warwickshire Housing and Economic Development Needs Assessment 2022 (HEDNA) provided updated evidence. The updated HEDNA mix for market housing is shown in Table 2 below.

14.2 Local Plan Policy H2 requires greenfield sites to provide 30% affordable housing.. The Council will expect a mix of 50% social rented and 50% intermediate affordable housing products. The target levels will be expected to be provided on each individual site within the allocation unless the local planning authority is satisfied by robust financial viability evidence that development would not be financially viable at the relevant target level. Section 26 of this SPD provides further details as to the viability evidence that the local planning authority will expect to be provided if a request is made to reduce the overall affordable housing requirements from that set out here. The specific provision and mix of a site will be informed by evidence available at the time of application.

Table 2: suggested housing Mix

	<b>1-bed</b>	<b>2-bed</b>	<b>3-bed</b>	<b>4+bed</b>
<b>Market Housing</b>	8%	31%	44%	17%
<b>Affordable Housing</b>	25%	35%	30%	10%

14.3 The tenure and mix of affordable housing in line with the Council's requirement will be determined at the time the application is considered and secured as part of the S106 agreement. This is explained further in Sections 25 and 26 of this SPD.

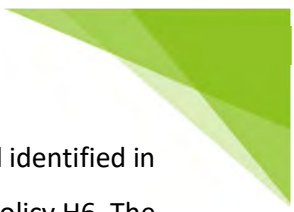


### Self-build and custom housebuilding

- 14.4 Local Plan Policy H1 states that “Sustainable Urban Extensions will be expected to provide opportunities for self-build and custom build as part of the mix and type of development”. Since 2016, demand for self-build and custom housebuilding within Rugby Borough has been met through the granting of suitable planning permissions. The role of South West Rugby is to help to meet any unmet demand which cannot be provided through suitable planning permissions.
- 14.5 Where there is evidence that the demand for self-build and custom housebuilding is not being met through the granting of suitable planning permissions, the Council will work with the developers within the South West Rugby allocation to identify opportunities to meet this demand within the allocation area. This would involve identifying potential suitable plots, defining phasing plans and separate access works for self-build plots if necessary, and appropriate marketing strategies.
- 14.6 The exact number of custom and self-build plots will be negotiated at planning application stage and secured by a Section 106 Agreement.

### Specialist Housing

- 14.7 Local Plan Policy H6 states that: “Development proposals on Sustainable Urban Extensions will be expected to provide opportunities for the provision of housing to meet the housing needs of older persons, including the provision of residential care homes.” The SHMA identifies that a key driver of change in the housing market over the plan period will be the growth in the population of older people.
- 14.8 There is estimated to be a 122% increase in the 85 and over age group over the life of the Local Plan and a total increase of over 55 year olds of 51%. Such evidence demonstrates a clear need for housing for older people in the Borough.

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- 14.9 Specialist housing will be expected to come forward in line with the need identified in the latest Strategic Housing Market Assessment (SHMA) and Local Plan Policy H6. The SHMA provides an indication of the levels of demand expected in the Borough over the course of the plan period. This identifies an annual requirement across the whole Borough for market Extra Care provision of 72 units and 22 affordable Extra Care units. The Council considers that South West Rugby could provide opportunities for a variety of different housing products to meet older people's needs, including Extra Care.
- 14.10 Having regard to up to date local evidence, consideration should be given to the potential to meet the housing needs of older people as part of the preparation of planning applications for individual sites within the South West Rugby allocation.
- 14.11 Crucial to the assessment of planning applications for specialist housing within South West Rugby will be the ability of future residents to access essential services, including public transport, shops and appropriate health care facilities. Further detail on this can be found in the Housing Needs SPD.
- 14.12 Housing to meet the needs of older persons and those members of the community with specific housing needs would include a proportion of homes which meet the Category 2: Accessible and adaptable or Category 3: Wheelchair user dwellings. Requirements are found under part M of the Building Regulations.
- 14.13 Development should provide for the appropriate integration of affordable housing and market housing, in order to achieve an inclusive and mixed community. Affordable housing should be indistinguishable from market housing in terms of design and materials and be dispersed throughout development parcels. Further detail on this can be found in the Housing Needs SPD.

## 15 District Centre

15.1 Policy DS8 of the Local Plan identifies that a new mixed use District Centre is to be delivered and the Council's preference is that it is within the centre of the South West Rugby allocation, well connected to the sustainable transport network. The District Centre's function is to provide a range of services and facilities to serve the entire allocation.

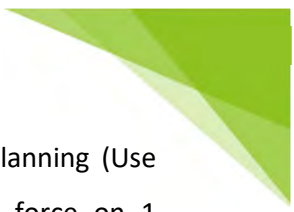
15.2 Policy DS8 sets out the services and facilities to be provided at the District Centre as follows:

- A convenience store (Use Class A1) plus other retailing (Use Class A1 to A5) with residential or office uses provided on upper floors (note: please see paragraph 15.5 below for changes to these Use Classes since the Local Plan was adopted);
- A 3 GP surgery, rising to 7 GP surgery, as detailed in the IDP; and
- Provision for a Safer Neighbourhood Team, as detailed in the IDP.

15.3 In addition, Policy DS8 also identifies that one secondary school, co-located with a two form entry primary school, is located close to community facilities within the District Centre; and that other local facilities will be located in appropriate sustainable locations within or outside the District Centre.

15.4 Policy DS8 is designed to be flexible so that additional market demand could be accommodated through the provision of "other retailing" or "other local facilities" but it is the Council's aspiration that the majority of services and facilities are focused within a single District Centre. Other retailing and local facilities will be acceptable in other appropriate locations across South West Rugby provided that:

- They complement the intended function of the District Centre;
- Are required outside the District Centre to assist and facilitate good design and place-making; and
- Do not lead to the delivery of additional district or local centres that detract from the role and function of the mixed District Centre required by Policy DS8.



15.5 On 21 July 2020, the Government published the Town and Country Planning (Use Classes) (Amendment) (England) Regulations 2020 which came into force on 1 September 2020 and made significant changes to the Use Classes. Of relevance to the South West Rugby District Centre are the following changes:


- The previous Use Classes of A1 (Shops), A2 (Financial and Professional Services) and A3 (Food and Drink) are incorporated into a new Use Class E – Commercial, Business and Service. The new Use Class E also contains Offices, Research and Development, Industrial Processes (previously Use Class B1), Clinics, Health Centres, Creches, Day Nurseries (previously Use Class D1) and Indoor Sport, Recreation or Fitness (previously Use Class D2).
- The previous Use Classes of A4 (Drinking Establishments) and A5 (Hot Food Takeaways) are now Sui Generis. This means they do not fall into any use class and changes to and from these uses will be subject to full consideration through the planning application process.

15.6 Planning applications for the District Centre and other facilities will be determined in accordance with the changes to the Use Classes as set out above or such changes as may have been made to the Use Classes at the time of the planning application.

15.7 The Local Plan anticipates a modest level of retail growth in Rugby over the life the Local Plan and focusses that growth within Rugby Town Centre. The intention of the District Centre at South West Rugby is to complement rather than compete with Rugby Town Centre allowing residents and workers to undertake day-to-day activities, such as convenience shopping, while minimising the need to travel.

15.8 The policy requirements of Policy DS8 identify a minimum range of services and facilities considered commensurate with an allocation of this size. The Council will support the provision of up to 11,500 sqm gross floorspace within Use Class E, Drinking Establishments and Hot Food Takeaways in the District Centre. Any planning application for the District Centre will need to be supported by robust market retail evidence demonstrating that the proposed quantum of floorspace is appropriate for the new community and a viable new District Centre.



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- 15.9 Local Plan Policy DS8 requires the provision of a single mixed-use District Centre at South West Rugby, as opposed to a District Centre and a network of Local Centres. This is to ensure a critical mass of facilities and services to serve the whole allocation.
- 15.10 Local Centres provide a limited range of services for residents within immediate walking distance whereas a District Centre serves a larger area and provides a wider range of services and facilities. The South West Rugby District Centre’s central location is vital to ensure it is accessible to the entire allocation.
- 15.11 The proximity of existing Local Centres within the Rugby Urban Area to the South West Rugby allocation and the range of services and facilities provided at those Local Centres has been considered – see Appendix O of this SPD.
- 15.12 Although the existing Local Centres provide a range of services and facilities, they are all in excess of a 10 minute walk. This means that these existing Local Centres are not considered easily accessible to the future residents of South West Rugby. The provision of one new District Centre helps to ensure a sufficient range of services and facilities are available to meet the needs of the new population, without the risk of increased trip generation outside the allocation. Increased trips outside the allocation would undermine the sustainability of the allocation and counter the objective to create sustainable patterns of travel and overall objective of combatting climate change, as detailed in Section 11 of this SPD.
- 15.13 A single outline or full planning application is expected to be submitted for the District Centre. This is to ensure a cohesive scheme with the highest design standards which will create a distinct, high quality place.
- 15.14 The District Centre should be fully compliant with and where possible exceed national design guidance. A high quality public realm will be used to knit the District Centre together to produce a distinct sense of place. Where appropriate, the use of tree planting will be encouraged as a reflection of Cawston Spinney to give the District Centre a unique, locally distinctive identity.





## 16 Education and Community Facilities


- 16.1 The scale of new housing proposed means that development will generate demand for additional community services and facilities. Allocation wide services and facilities provision will be guided by the requirements set out in Policy DS8 of the Local Plan, maximising accessibility by sustainable modes of travel for new residents and creating a new community.
- 16.2 Policy DS8 and the Infrastructure Delivery Plan detail the onsite infrastructure to support the allocation. This is updated through Appendix K of this SPD.

### Education

- 16.3 Development of the allocation will be required to deliver two primary schools, one of which should be co-located with the secondary school close to the District Centre. A further primary school is being provided as part of the Ashlawn Road approval (see Appendix M for details).
- 16.4 As set out in Appendix K the calculation provided by Warwickshire County Council estimates a sum of £68million<sup>2</sup> will be required as a contribution toward school places for the allocation. This also makes an assumption about the mix and tenure of the dwellings on site. The financial contribution is based on the number of pupils the proposed housing is likely to generate and also includes on-site nursery provision at the primary schools.
- 16.5 The location of the school or schools as shown on the Masterplan (see Figure 2) are intended to meet the policy requirements of Policy DS8 by being close to the District Centre and are the Council's preferred broad location for schools on the site. The location of the school or schools put forward in a planning application does not have to be in this exact location. However, the local education authority will expect the school site to meet specific requirements or to include appropriate mitigation. The list of requirements can be found in Appendix D - Part A.
- 16.6 The design of the school or schools should be of a high standard, the local education authority will expect the school site to meet specific design requirements. A list of

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<sup>2</sup> This is the indicative cost for the new schools. Contributions for other education provision will be considered locally for each planning application.



requirements can be found in Appendix D - Part B.

- 16.7 Whilst there are existing schools and other public facilities in the surrounding communities, new facilities within the allocation will be required to meet the needs of the future residents of the allocation and mitigate their impacts having regard to up to date evidence of existing schools' capacity and the number of new school places generated by the South West Rugby development. As with the highway infrastructure, these will need to be phased in line with the rate that the residential development is built within the allocation.

#### Social and Community Infrastructure

- 16.8 Warwickshire County Council is the fire and rescue authority for the area. A contribution to provision of a new fire and rescue facility off-site is required by Appendix K.
- 16.9 Warwickshire County Council has also requested off-site developer contributions towards library provision.
- 16.10 Policy DS8 requires the provision of a GP Surgery as part of the District Centre. The size, location, design and phasing of this facility should be discussed with Warwickshire County Council Public Health, and the NHS Coventry and Rugby Clinical Commissioning team as part of the detailed planning of the District Centre. Consideration should also be given to providing other local facilities, for example dedicated space for community use, within or outside the District Centre.
- 16.11 These facilities are within the Infrastructure Delivery Plan as detailed in Appendix 3 of the Local Plan and were agreed as part of the Local Plan Evidence (OTH/018).
- 16.12 Land for social infrastructure such as education, health is required to be provided at nil cost.

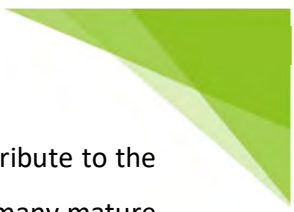


## 17 Health

- 17.1 Health Impact Assessments (HIAs) are an important tool for understanding the potential impacts upon wellbeing arising from development proposals. HIAs aim to both reduce adverse impacts from development on wellbeing and maximise the positive effects of proposed development. Local Plan Policy HS2 identifies the criteria for when Health Impact Assessments are required, including for all residential development of 150 units and above, where the site area is 5 hectares or above and non-residential development where the area of development exceeds 1ha.
- 17.2 Where required, an assessment of potential impacts on health and wellbeing should be demonstrated through:
- A Health Impact Assessment screening report; and
  - A full Health Impact Assessment where the screening report identifies that significant impacts on health and wellbeing would arise from the development.
- 17.3 Where required, screening reports and HIAs should contain a proportionate level of detail in relation to the scale and type of development proposed. This can take the form of a standalone assessment or as part of a wider Environmental Impact Assessment (EIA). The thresholds identified within the policy are consistent with EIAs to ensure development proposals below the defined threshold are also encouraged to consider potential impacts on health through the design process, where appropriate.
- 17.4 Where required, Health Impact Assessments should be prepared in accordance with the advice and best practice for such assessments as published by the Department of Health and other agencies, such as the Coventry and Rugby Clinical Commissioning Group, Public Health Warwickshire, and University Hospitals Coventry and Warwickshire NHS Trust. HIAs are assessed by Public Health Warwickshire and early engagement with them can ensure the most up-to-date methods and HIA templates are utilised.
- 17.5 Where it is demonstrated that a development proposal would have a significant adverse impact on wellbeing, the Council may require appropriate mitigation measures through planning conditions, financial or other contributions secured through Section 106 agreements and/or the Council's CIL charging schedule.

## 18 Employment

- 18.1 Policy DS8 of the Local Plan includes the allocation of a net area of 35 Hectares of land for B8 (Storage or distribution). Although the Local Plan does not identify within the allocation where the employment land should be located, the masterplan (Figure 2) shows the location of the employment to be located off the M45/A45 roundabout and therefore allowing direct access onto the strategic road network. Outline planning permission has been granted for the B8 element of the allocation (Ref: R16/2569). The overall permitted site area includes the associated infrastructure such as structural landscaping, roads, the fire and rescue station site and attenuation basins; some of which are 'shared' with the residential elements of the allocation. As such, while the total permitted site area of 46.2 hectares exceeds the 35 hectares set out above, this has been considered acceptable and accords with the site boundary identified for the employment area on plans in the previous iterations of the SPD.
- 18.2 Whilst providing excellent highway connectivity, the location on the edge of the allocation of employment units has the potential for significant visual impacts to the surrounding countryside and the conservation area in the adjacent village of Thurlaston. The village is located to the south of the A45 and approximately 300m south of the allocation. Policy DS8 states 'Specifically regarding the employment allocation to incorporate design and landscaping measures, including structural landscaping, to mitigate the impacts of the buildings on the surrounding landscape and setting of any nearby heritage and GI assets, including Thurlaston Conservation Area.
- 18.3 A Landscape and Visual Impact Assessment will be required to accompany planning applications for employment development at South West Rugby. These assessments should demonstrate that impacts can be adequately mitigated. Mitigation measures such as reduced building heights, graduated colour elevations, roof materials and colour, and extensive planting may be necessary.

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- 18.4 Extensive planting will assist in the screening of new units but also contribute to the wider green infrastructure strategy of the allocation, which already has many mature native trees benefiting from Tree Preservation Orders. Structural landscaping is a specific requirement of Policy DS8 in respect of the employment land. To achieve this, natural screening to allocation boundaries must be provided which create an attractive and natural setting for the development. The objective is to mitigate any negative views from the surrounding locations including outside of the allocation, within the countryside, adjacent neighbours and Thurlaston Conservation Area.
- 18.5 Unless justified, existing vegetation must be retained and supplemented with new planting. Native species must be used where appropriate to enhance local biodiversity and contain a mixture of deciduous and evergreen species to maintain visual interest across the seasons.
- 18.6 Typically, structural landscaping can comprise either a combination of existing retained vegetation and proposed planting or all new planting where there is no existing vegetation on site. It is for the applicant to demonstrate the structural landscaping provided meets the provisions of Policy DS8 and the guidance contained within this SPD. Any planting proposals should be respectful of the existing species composition on site.
- 18.7 Given the location of the employment within the allocation, boundary treatments are particularly important. This should be of a character and scale to suit the location.



## 19 Connectivity and Highways

- 19.1 A choice of routes will help to disperse traffic from the allocation and opportunities exist to provide new highway infrastructure to deliver high quality, direct links between the A426, Coventry Road and the M45/A45. These new routes, as identified in Local Plan Policy DS9, will deliver significant benefits to the local highway network and its environment, in particular Dunchurch Crossroads which is already operating at capacity.
- 19.2 Key pieces of highway infrastructure to be delivered as part of the South West Rugby development include the 'Homestead Link' and the 'Potsford Dam Link' elements of the South West Rugby Spine Road network. These mitigation measures, based on the Local Plan evidence from the 2017 Strategic Transport Assessment (STA), informed Local Plan Policies DS8 and DS9. Alongside these larger schemes there will be a number of smaller local highway schemes that will be required.
- 19.3 Policy DS9 sets out the requirement for a comprehensive spine road network, and its allocation is an integral part of proposals for the site. Links from the allocation into the existing pedestrian and cycle network within and near to the allocation will be required, including the Sustrans National Cycle route 41, together with a route along the disused railway line to the West of the allocation, known as the Cawston Greenway.
- 19.4 Existing public rights of way within the allocation will also need to be incorporated into the layout of new development to ensure pedestrian permeability. This may include diversion. These routes are shown in Figures 8 and 9 below and will form the foundations of the allocation's walking and cycling network required by Policy DS8.

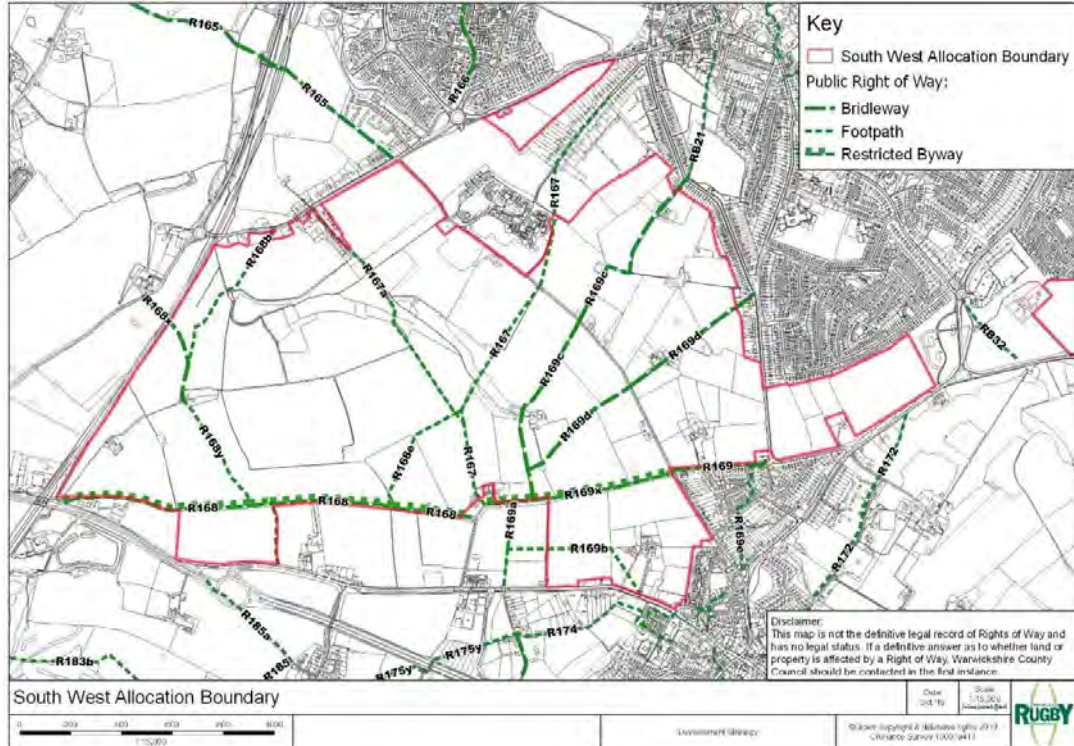


Figure 8: Public Rights of Way

19.5 The IDP as appended to the adopted Local Plan indicated a timescale for delivery of each of the three main components of the Spine Road Network through the allocation. The Homestead Link is required in phase 3 (by 2026) in order to successfully mitigate the transport impact of the development on the surrounding highway network.



### Homestead Link and transport alleviation to Dunchurch Crossroads

- 19.6 Delivery of the Homestead Link will need to be constructed in its entirety to minimise impacts upon the highway network and to relieve pressure on areas, in particular, the Dunchurch Crossroads. A key objective is to ensure that there is a balance between the housing and employment needs and their impacts upon infrastructure delivery, which will need to be closely monitored. It is essential that highway infrastructure is delivered in a timely manner, aligning with growth on the allocation to ensure the wider South West Rugby allocation is not compromised by lack of proportionate mitigation. This is required by Policy DS9, the IDP and this SPD. Transport infrastructure funding will be required by the developers through Section 106 agreements as set out in Section 25 of this SPD.
- 19.7 The precise alignment and design of the Homestead Link, including the location and form of junctions and crossings, are matters for detailed consideration and confirmation through the determination of the planning application for the Homestead Link. This will be in accordance with Policies DS8 and DS9, and enable the delivery of the Link at an early phase of the allocation's implementation.
- 19.8 Policy DS9 is clear that development proposals will not be granted planning permission for implementation ahead of the delivery of the east – west Homestead Link, unless demonstrated in accordance with the NPPF that any residual impacts on the highway network are not considered to be severe, to the agreement of both the local highway authority and the local planning authority.





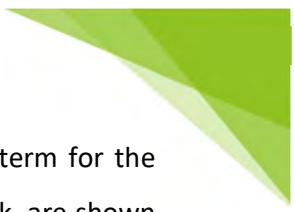
### Potsford Dam Link

19.9 The allocation is in close proximity to the A45/M45 and B4429 junction which provides a connection to the wider strategic road network. Policy DS9 requires a north south connection to this junction, the Potsford Dam Link, which avoids traffic having to use other routes within Rugby and Dunchurch. The 2017 STA sets out the interventions that can mitigate the traffic impacts of the development, including the Homestead and Potsford Dam links. The southern part of the Potsford Dam Link, inclusive of the connections and alterations to the A45/ M45 junction and the B4429 Coventry Road, and the connection from the employment area to the Sustainable Transport Link is to be provided as part of the first phase of the employment development. The northern part of the Potsford Dam Link, inclusive of the connections and alterations to the B4642/ A4071 junction, is to be provided as part of the second phase of the employment site alongside development of Development Parcel 12.

### Spine Road Network Phasing

19.10 The 2017 STA identifies indicative phasing of infrastructure necessary to minimise impacts on Dunchurch as well as on the rest of the road network in 5 year intervals. The internal design and layout of the allocation should be structured to maximise public transport accessibility to make it easier to choose more sustainable modes of transport, including increasing pedestrian permeability and maximising cycling routes.

19.11 In addition, funding will be required from the development to provide a bus route linking the allocation to Rugby town centre – this is part of the strategic infrastructure requirement detailed in Appendix K. An essential component of ensuring that the road network does not suffer adversely will be through a monitoring framework, quantifying the relationship between planning permission, build out rates, and provision of infrastructure in line with development, controlled by assessments of the network and the use of conditions. Monitoring will be incorporated into Section 106 agreements.



19.12 Overall infrastructure costs of the South West Link Road, a collective term for the Homestead Link, the Cawston Lane re-routing and the Potsford Dam Link, are shown in Appendix K of this SPD. Contributions to the provisions of the South West Link Road will be sought as part of planning applications for development parcels within the allocation that come forward and as further explained in Section 25 of the SPD. The Potsford Dam Link will need to be in place by 2031, unless an alternative option can be identified which performs the same function, to the agreement of the local highway authority and Highways England.

### Cycling and Walking

19.13 Along with new highway infrastructure, pedestrian and cycle routes are required to be incorporated into the built form, including the Sustrans Cycle route along the disused railway line and the National Cycle Network Route 41. Existing public rights of way within the allocation should also inform the layout of development unless it is necessary to divert them for strategic reasons. New pedestrian and cycle infrastructure should be provided along key highway routes and within the green/blue infrastructure network and in areas of open space enabling recreational use as well as active travel. This should include connecting to and expanding the emerging Rugby Connector Network which provides path routes for walking and cycling through and between parks and open spaces throughout Rugby.

19.14 The internal network of roads and streets should be designed so that cyclists can be accommodated safely within the road network. The cycle network across the allocation should meet the following criteria:

- Where traffic levels are higher, along the primary roads, dedicated provision for cycling which is segregated from traffic is required;
- Interruptions to routes which require cyclists to stop and start should be minimised; and
- Suitable crossing points are required for crossing the primary roads.

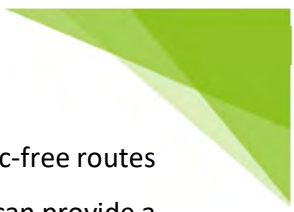
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- 19.15 Cycling provision on the road network should be complemented by traffic-free routes along green corridors and through open spaces where appropriate. This can provide a more direct and attractive alternative to the road network. Section 106 contributions may be required to help these 'off-road' routes.
- 19.16 Figure 9 shows the National Cycle route 41 (known as the Lias Line), aiming to join Rugby to Bristol. This route passes through the allocation and thus provides the opportunity to help deliver this part of the network. This would be achieved by providing a 2.7km section of surfaced cycle track along the disused railway line between Rugby and Leamington Spa (known as the Great Central Way). The B4429 Ashlawn Road connects to the Great Central Way cycle track, providing a traffic free cycle route. There is potential to widen the existing cycling infrastructure between the Dunchurch Road junction and the Great Central Way.
- 19.17 Dunchurch Road (A426) will remain the most direct cycle route between much of the allocation and Rugby Town Centre. There will be a need to upgrade the existing cycling infrastructure on this corridor to cater for the higher cycle usage which will be generated by this major urban expansion. Given the scale of development proposed in the allocation there will be additional, secondary cycle routes required to link the development areas to key destinations. For some parts of the allocation it may be more direct to connect to the Dunchurch Road via alternative routes through the allocation rather than via the spine road. Section 106 strategic infrastructure contributions, set out in Appendix K, will be required to deliver these routes.



Figure 9: Cycle routes

#### Bus Services

19.18 Development of the allocation will require the extension of existing bus services from the urban area. Internally this in turn connects through the development area with the key spine roads identified in Policy DS9 designed to accommodate bus routes.

19.19 Suitable infrastructure such as bus stops and associated features will be required along these routes and incorporated into the layouts at the design stage, thereby building in sustainable transport choice. This will be developed further in conjunction with the local highway authority, the service provider and developers of individual development parcels.



## Sustainable Transport Link

19.20 Both the Council and the County Council have recently declared a Climate Emergency and are therefore keen to maximise the potential for sustainable transport to reduce the environmental impacts of new development. This is particularly important in the case of the major new housing and employment proposals at South West Rugby.


19.21 The Sustainable Transport Link (STL) is a requirement of DS9, to provide fast and efficient bus access to serve the South West Rugby allocation. It is also required to provide a safe and attractive route for pedestrians and cyclists, connecting the employment and residential elements of the allocation. It is not proposed to enable general traffic to use the STL as a through route as this would potentially reduce the attractiveness of bus as an alternative to the private car and make the route less attractive for pedestrians and cyclists. The STL has two parts: the east-west link through the employment elements of the allocation, and the southern part of Cawston Lane which links to the Homestead Link.

19.22 Opening the east-west STL as a through route to all traffic would be likely to have the following undesirable implications:

- It would encourage HGVs to route via the residential parcel to the east of the proposed employment allocation and other residential areas which would have detrimental environmental, road safety and amenity implications.
- It would encourage traffic, including HGVs, to route via other established residential areas in Rugby via A426 Dunchurch Road which feeds onto Rugby Gytratory where there is a recognised air quality problem.
- It would reduce the potential use of the Potsford Dam Link (as the key north/ south corridor through the site) and the A4071 Rugby Western Relief Road thus preventing HGVs and general traffic to avoid Rugby Gytratory where opportunities for further capacity improvements are limited.

19.23 Opening the southern part of Cawston Lane as a through route to all traffic would be likely to have the following undesirable implications:

- It would encourage drop-off/pick-up journeys to be made to the primary and secondary schools off Cawston Lane.

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- It would encourage local re-assignment of traffic along Cawston Lane which has less capacity to cope owing to the pinch-point at its northern end.
  - It would require a loss of trees and hedgerows to widen Cawston Lane for the two-way passage of large vehicles and provision of suitable footway and cycleway infrastructure.

19.24 Any proposals to enable general traffic to use the STL as a partial or full through route will be required to provide an evidence-based strategy that addresses the implications listed above and avoids the impacts of a through road.

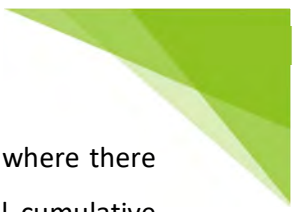
#### Transport assessments

19.25 Landowners and/or developers are encouraged to work together to provide specific pieces of evidence across the whole allocation. A Transport Assessment (TA) will be required to support applications within the allocation for major schemes. A Transport Statement (TS) will be required for minor developments. A TA must demonstrate to the satisfaction of the local highway authority and the local planning authority that on-site and off-site measures will mitigate the transport impact of development.

19.26 Where there are separate TAs within the allocation these should include sensitivity testing to understand the cumulative impact on highways of development of the parcel in the context of development across the whole allocation, even where these parcels have not yet been granted permission.

19.27 The local highway authority will be consulted on the detailed layout of all accesses and roads as part of future planning applications. Schools and residential developments should be positioned on secondary roads.

19.28 Pedestrian routes and cycling paths will be required to connect housing with the other uses found on the allocation. They should also provide comprehensive walking and cycling connections to adjacent developed areas. This is required under Policy DS5.



19.29 Paragraph 109 of the NPPF is clear that permission should be refused where there would be an unacceptable impact on highway safety, or the residual cumulative impacts on the road network would be severe. In order to prevent this from arising transport modelling will be required. Modelling of the transport network, using a baseline of the allocation as a whole will be required in accordance with any submitted planning applications to update the quantum of development, and to model the specific impacts of each development parcel within the allocation. Development parcel specific impacts using an approach which aligns with that set out in the 2017 Strategic Transport Assessment (STA) will be required, set against the baseline case for the allocation as a whole.

19.30 Mitigation will be sought on any significant impacts in line with the Infrastructure Delivery Plan (IDP) and Local Plan policies. A consistent modelling methodology must be used for each parcel within the allocation to ensure that the assessment takes account of both the impacts on the transport network and also the cumulative effects arising from the delivery of multiple areas within the allocation concurrently.

19.31 Appendix I of this SPD sets out the modelling guidance for the preparation of planning applications for allocation. Planning applications which are not able to identify the proposed development's impacts and satisfactorily mitigate them, will be refused as it would be contrary to both Policies DS8 and DS9. The spine road network as required by Policy DS9, should show the internal routes, informed by a road hierarchy, to provide more opportunities for public transport services to move through the allocation and link with the urban area. In addition, transport mitigation by specific measures will be required as set out in the IDP and/or in response to individual planning applications.

#### Transport infrastructure delivery

19.32 The development will need to be delivered in line with the transport requirements of specific pieces of infrastructure as detailed in the Infrastructure Delivery Plan.



## 20 Design

- 20.1 The National Planning Policy Framework (NPPF) has a renewed focus on the importance of good design. Paragraph 130 of the NPPF makes clear that permission should be refused for development of poor design and that design standards in SPDs should be taken into account. The Design and Access Statement submitted with planning applications within the South West Rugby allocation should make clear how the proposal has considered the design considerations set out in this SPD.
- 20.2 NPPF Chapter 12 - Achieving well-designed places - concerns design. 'Building for a Healthy Life', which updates 'Building for Life 12' referenced in the NPPF, will be used in the assessment of applications and it is advised that applicants use this to help inform layout and design.
- 20.3 NPPF Paragraph 124 states that: *"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."*
- 20.4 The National Design Guide was published in October 2019. The guidance states that: *"The National Planning Policy Framework makes clear that creating high quality buildings and places is fundamental to what the planning and development process should achieve. This design guide, the National Design Guide, illustrates how well-designed places that are beautiful, enduring and successful can be achieved in practice. It forms part of the Government's collection of planning practice guidance and should be read alongside the separate planning practice guidance on design process and tools."*
- 20.5 Local Plan Policy SDC1 requires all development to demonstrate high quality, inclusive and sustainable design. It makes clear that new development will only be supported where the proposal is of a scale, density and design that responds to the character of the areas in which they are situated.






Site-wide design principles:

- 20.6 The layout and design of the development should be sympathetic to local character and maintain a strong sense of place:
- The District Centre is expected to become a distinct place through an appropriate mix of materials, hard and soft landscaping. Higher densities would be expected within and immediately adjacent to the District Centre, in line with placemaking best practice;
  - Parcels close to existing urban areas should be sympathetically designed to not have a negative impact on the amenity of residents in adjoining areas;
  - Where sites adjoin open countryside and/or green infrastructure, appropriate soft landscaping and densities will be expected.
- 20.7 There are opportunities to form a connected network throughout the site, linking green infrastructure and woodland to provide strong walking and cycling routes. Site features, including hedgerows and trees, will be retained wherever possible. New tree planting and hedgerows will be introduced where additional buffering and/ or screening is required.
- 20.8 Development parcels are expected to harmonise with surrounding design characteristics to create a sense of design unity throughout the allocation. This is vital given the significant size and timescales expected for delivery.
- 20.9 The relationship between the residential, employment and school elements of the allocation must be carefully considered. Appropriate landscaping and separation distances may be used to mitigate the potential impacts of respective uses.
- 20.10 Residential and employment design principles can be found in Appendix E of this SPD.



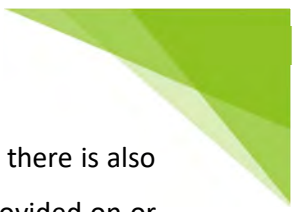
**Residential design principles:**

- 20.11 The density of residential development should sit broadly in line with that of nearby development and respect the boundary of the allocation, whilst making efficient use of land.
- 20.12 Affordable housing should be well integrated with market dwellings and housing types and sizes should be varied across the site. Affordable housing should be indistinguishable from market housing in terms of design and materials. Affordable housing will be expected to be dispersed throughout development parcels, not concentrated together.
- 20.13 Housing should be laid out to create a variety of frontages which could include stepped, staggered and consistent designs. This will add character and interest to the street scene and allow different areas of South West Rugby to form their own identities. Layouts should ensure that housing looks out onto the areas of open space and does not leave blank or boundary walls adjacent to these areas. Rear gardens should not back onto the ancient woodland. As well as providing overlooking and increased safety this will reduce the risk from people tipping garden waste or compost over the fences into these important sites.
- 20.14 Dwellings should be of a high quality design and include features of architectural interest which contribute to create a place which is both visually attractive and adds to the overall quality of the area. Features could include, but are not limited to, functional porches (not decorative), chimneys, dormer windows which complement the design and bay windows. The highest quality materials should be used on the most prominent buildings. These will be those which form gateways into each residential plot or those which are highly visible from multiple views such as corner plots.
- 20.15 Primary entrances to buildings should be visible from the public realm with active frontages created along main routes and spaces.
- 20.16 Light and privacy should be maintained.
- 20.17 Boundaries fronting the public realm should be constructed in brick to provide continuity with the main built form. Rear boundaries can be brick or fenced.

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- 20.18 There are a wide variety of materials used in the immediate vicinity of South West Rugby. Dwellings at South West Rugby should look to use materials which compliment these. The use of different materials is important to ensure that interest and character are added to the street scene. Material types may tie in with different character areas created across the site to ensure that areas have their own identity.
- 20.19 Development designs that facilitate the use and help the retention of parking spaces will be encouraged. This may, for example include generously sized spaces, or using a large single garage door instead of two single doors on a double garage.
- 20.20 Appropriate bin storage should be provided for all dwellings.
- 20.21 Opportunities should be taken to incorporate renewable and low carbon technologies into the design of the development, such as ultra low emission boilers, solar panels and ground source heat pumps.

#### Parking

- 20.22 The latest parking standards are contained within Appendix 5 of the adopted Local Plan. Parking Spaces must meet the standards as set out in the most recent version of ‘Manual for Streets’ or any alternative document as advised by the local highway authority.
- 20.23 The parking standards set out in the Local Plan do not take into account commercial vehicle parking standards, which will be considered on the basis of individual planning applications in consultation with the local highway authority.
- 20.24 The District Centre will contain a mix of uses and be close to at least one school. This means that careful consideration will need to be given to how many parking spaces will be required to ensure safe and efficient movement, particularly at peak times of the day such as morning and afternoons in school term time, whilst ensuring that unnecessary car use is not encouraged.
- 20.25 The provision of high quality, visible cycle parking will be required as part of the District Centre in accordance with the parking standards in the Local Plan.



20.26 In addition to the parking standards set out in the Local Plan for schools there is also a requirement for the provision of a bus/coach loading area whether provided on or off-site, for primary education and above, unless otherwise justified. Cycle parking is to be considered on an individual school basis.

20.27 The parking standards in the Local Plan include cycle parking spaces for each type of development. Cycle parking spaces for residential development should be covered and secure. The provision of less formal, but still safe, cycle parking should also be considered as part of the green/blue infrastructure network. Interesting and innovative design of the cycle parking is encouraged. Electric charging points for electric and hybrid vehicles are required to be provided as part of development as outlined in the parking standards in Appendix 5 of the Local Plan.

#### Crime

20.28 Careful consideration should be given to the element of design that can influence crime at an early stage of the overall design process reflecting that crime is not a stand-alone issue. To assist with this, the Council supports the implementation of established design principles and standards set out in the design guides published by the national police organisation Secured by Design.

20.29 Design and Access Statements submitted with planning applications will need to demonstrate their contribution to reducing crime and the fear of crime, such as through following the principles and standards of Secured by Design. Supporting guidance on how this can be achieved can be found here:

[https://www.securedbydesign.com/images/downloads/HOMES\\_BROCHURE\\_2019\\_update\\_May.pdf](https://www.securedbydesign.com/images/downloads/HOMES_BROCHURE_2019_update_May.pdf)

[https://www.securedbydesign.com/images/downloads/SBD\\_Commercial\\_2015\\_V2.pdf](https://www.securedbydesign.com/images/downloads/SBD_Commercial_2015_V2.pdf)

[https://www.securedbydesign.com/images/downloads/New\\_Schools\\_2014.pdf](https://www.securedbydesign.com/images/downloads/New_Schools_2014.pdf)



## 21 Heritage

21.1 There are no Listed Buildings within the boundary of the South West Rugby allocation.

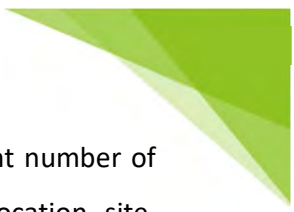
There are a number of Listed Buildings in close proximity to the allocation:

- Cawston Farm House is a Grade II Listed building just off Coventry Road (B4642) close to the northern part of the allocation;
- Bilton Grange School is a Grade II\* Listed Building south of Rugby Road (A426) to the south east of the allocation. The grounds of the School are a Grade II Registered Park and Garden;
- Cock Robin Cottages are Grade II Listed and on Rugby Road (A426) to the south east of the allocation;
- Rugby Road Lodge is a Grade II Listed Building on Rugby Road (A426) close to the junction with Northampton lane, to the south east of the allocation; and
- Lavender Furlong is a Grade II Listed Building on Coventry Road (B4429) to the south of the allocation.

21.2 In addition to these buildings, there are conservation areas located in Rugby Borough at Thurlaston and Dunchurch. Policy SDC3 of the Local Plan states that ‘development affecting the significance of a designated or non-designated heritage asset and its setting will be expected to preserve or enhance its significance’.

21.3 Applications with the potential to affect the significance of a heritage asset will be required to provide sufficient information and assessment (such as desk-based appraisals, field evaluation, and historic building reports) of the impacts on the significance of designated and non-designated heritage assets and their setting at the planning application submission stage.

21.4 Any harm to, or loss to, the significance of a designated heritage asset must be justified by the applicant/developer at the planning application submission stage so it can be considered by the Council. The Council will consider any potential impacts on the significance of designated and non-designated heritage assets in accordance with the NPPF and the Planning (Listed Building and Conservation Areas) Act 1990.

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- 21.5 The allocation site has significant archaeological potential. A significant number of archaeological sites have been previously identified across the allocation site, including a number of cropmarks relating to a number of possible enclosures and ditches of probable prehistoric date (including Warwickshire Historic Environment Records MWA4139, MWA4150, MWA5540, MWA5541, MWA5641, MWA5683, MWA4103, MWA4150, MWA5545). Previous geophysical survey and trial trenching across parts of the allocation site has confirmed the cropmark evidence across the areas examined and identified further previously unknown archaeological features, dating from the prehistoric and later periods, including several groups of rectangular and sub-circular enclosures which have been interpreted as representing the site of a linear farmstead or settlement of probable Late Iron Age/ Roman date, and further undated features including enclosures, a track and roundhouse.
- 21.6 There is a potential for archaeological features to survive across the allocation which are likely to be disturbed or destroyed by the proposed development. This may include archaeological features which are worthy of conservation.
- 21.7 Any planning application submitted within the allocation boundary should therefore include an archaeological assessment, including the results of an appropriate programme of evaluative fieldwork, to help ensure that an adequately informed planning decision, in respect of the archaeological potential of this area, can be made.
- 21.8 Applicants are encouraged to contact the Warwickshire County Council Archaeological Information and Advice team in advance of submitting planning applications to enable the need for and scope of further investigations to be considered prior to determination of planning applications.



## 22 Noise, Odour and Lighting

- 22.1 The periphery of the allocation is influenced by noise arising from traffic on the A45 (London Road), Coventry Road (B4429), M45, and the A4071 to the west. The design of the layout of the development will need to avoid any significant adverse impacts on health and quality of life as a result of noise from traffic, as required by Local Plan Policy HS5.
- 22.2 Detailed assessments will be required to be submitted with any planning applications that come forward to ensure an acceptable standard of amenity in respect of noise is achieved. Conditions on any planning permissions may be required to mitigate the impact of noise on residents, which may include noise barriers, tree planting or suitable insulation of residential dwellings. Appendix G sets out additional guidance
- 22.3 The impact of development proposals on existing and/or adjacent occupiers will also need to be considered. Guidance documents including the Institute of Acoustics professional practice guidance 'Planning ProPG: Planning and Noise'<sup>3</sup> recommend that the spatial layout and the use of buffer zones between residential and commercial uses should be considered to minimise disturbance and the likelihood of complaints. Assessments would need to have regard to relevant standards such as BS4142 and BS8233. Further guidance is provided in Appendix G.

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<sup>3</sup> <https://www.ioa.org.uk/sites/default/files/14720%20ProPG%20Main%20Document.pdf>



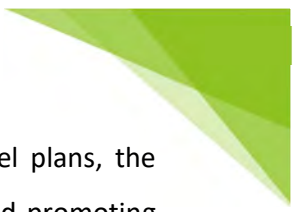
## 23 Air Quality

- 23.1 Rugby town, Dunchurch and the entire allocation are designated as an Air Quality Management Area (AQMA) due to the exceedances of the annual mean Nitrogen Dioxide objective, mainly from traffic related impacts. Policy HS5 of the Local Plan requires that major developments and any development that creates new floorspace within the AQMA that are not Air Quality Neutral address their impacts in accordance with Policy HS5. For the South West Rugby allocation, the impacts are likely to be severest on the Rugby gyratory in the town centre and the Dunchurch crossroads but there is also a need to address on site emissions from new homes and buildings.
- 23.2 An allocation wide Air Quality Assessment may not be feasible, therefore each planning application for major development (i.e. more than 1,000 sqm of floorspace or 10 or more dwellings) should be accompanied by an Air Quality Report which takes into account cumulative impacts for the wider allocation. In particular, the Air Quality Report will be required to assess the air quality impact of traffic generated as a result of the development of the site, linked to trip distribution of the area as a whole, and on site emissions generated by the development such as domestic boilers. This assessment should have regard to the EPUK and IAQM Guidance on Planning for Air Quality<sup>4</sup>. Appendix I of this SPD deals with the traffic modelling protocols for this piece of work.
- 23.3 Planning applications that come forward for the allocation will need to demonstrate compliance with Local Plan Policy HS5 and include mitigation to meet the requirements of the policy. Examples of mitigation measures are enhancements to the green and blue infrastructure network, including biodiversity enhancements, the incorporation of the landscaped buffer between Rugby and Dunchurch and on site mitigation such as the use of ultra low emission boilers (<40mgNOx/kWh), ground or air source heat pumps, solar heating, all electric heating, green roof and walls, cycle parking, electric vehicle charging points and landscaping that benefits air quality.

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<sup>4</sup> <http://www.iaqm.co.uk/text/guidance/air-quality-planning-guidance.pdf>



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- 23.4 Measures associated with the promotion of public transport via travel plans, the installation of cycle lanes and cycle parking to encourage cycle use and promoting active lifestyles through improving pedestrian permeability and walking routes can also contribute to minimising the impact on air quality.
- 23.5 Furthermore, Local Plan Policy HS5 will also be supported by a specific Air Quality SPD, which developers should have regard to when preparing their planning applications, once it has been adopted.




## 24 Utilities

24.1 Existing utilities are located within the allocation, including overhead electric cables, sewers, water mains and a buried chalk slurry pipeline owned by CEMEX. All these features will need to be addressed as part of the development of the allocation either through retention with suitable easements or through diversion in agreement with the respective statutory undertakers and/or utilities providers. Utilities serving the existing properties may also need to be removed, retained, or upgraded as required. Other utilities are located within the highway network and diversions will need to take place as required to deliver the highway access. It is strongly encouraged that developers engage with statutory undertakers and/or utilities providers at an early stage to ensure required works are carried out. Local Plan Policy SDC9 requires broadband to be provided in new developments.

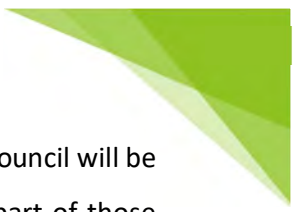


## 25 Section 106 Framework


- 25.1 The Council considers the best means of ensuring that the costs of delivering strategic infrastructure (meaning both the build costs and the costs of providing the land, including the market value of such land) are equitably and proportionately apportioned between the different development parcels forming part of the allocation would be to set out a similar "consistent approach" to planning applications for development within the allocation via a framework Section 106 agreement. The aim of this framework Section 106 agreement would be to ensure that a consistent approach is taken to development within the allocation, regardless of when development parcels come forward and that the necessary strategic infrastructure is provided together with clarity and certainty for developers and landowners over the obligations they will be expected to enter into.
- 25.2 The framework SW Rugby Section 106 agreement precedent will contain a "Part 1" (Strategic Infrastructure) and a "Part 2" (Site Specific Infrastructure and Affordable Housing) which will respectively set out the provisions which the Council will expect to be included in Section 106 agreements relating to the development of any land parcel within the allocation boundary save development referred to in Paragraph 25.3 below. The framework Section 106 agreement will state that "Part 1" provisions are expected to be included as standard across all development sites with adjustments limited to those set out in the framework Section 106 agreement. "Part 1" will include the following provisions:



25.2.1 *Payment of strategic infrastructure contributions:* Developers will be expected to make Section 106 contributions towards items of strategic infrastructure as identified in Appendix K (as the same may be updated annually by the Council – see paragraph 25.2.4 below). Some contributions will be payable only in relation to residential development; others will be payable whatever the form of development – this will be as identified in Appendix K to this SPD. The amount of contributions payable will be determined by the Council on a consistent and proportionate basis in accordance with regulation 122 of the Community Infrastructure Levy Regulations 2010 (as the same may be amended or replaced) and will be informed by an allocation wide assessment of strategic infrastructure costs and viability which has been carried out for the Council. Where appropriate, such contributions shall be payable retrospectively – i.e. even if the strategic infrastructure has been fully built or provided as at the date the relevant Section 106 agreement is entered into, the Section 106 agreement will require payment of those contributions. Early delivery of certain items of infrastructure may be beneficial or necessary in order to enable or encourage development. The contributions may be paid in instalments to be agreed in the relevant Section 106 agreement and the payment date(s) for payment of the contributions will also be agreed in the relevant Section 106 agreement.



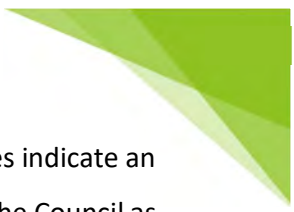
25.2.2 *Works in kind*: In relation to some items of strategic infrastructure, the Council will be open to discussing the possibility of the developer constructing all or part of those items and paying a reduced Section 106 contribution towards those items or an adjustment to other Section 106 contributions, as appropriate. Any developer proposing to carry out works in kind is encouraged to discuss their proposals with the Council, County Council (in relation to County matters) and other landowners in the allocation area at the earliest possible opportunity - the Council will expect such discussions to have taken place prior to the submission of any planning application. The applicant will be expected to include with the planning application an allocation-wide deliverability appraisal which shall reflect any equalisation agreements entered into by landowners and include the proposed delivery arrangements for the strategic infrastructure including the nature, scale and timing of delivery and a proposal as to how the landowner will be appropriately compensated by other landowners in the allocation area in respect of the proposed works in kind (such compensation may be monetary, through the provision of land or through agreement to meet or offset any Section 106 obligations otherwise falling to be met by the relevant landowner/developer or a combination thereof). If such agreements have not been made, the Section 106 agreement may restrict development until such agreements have been entered into and/or set out an expert determination provision to resolve any dispute between landowners. Any works in kind proposals which are agreed by the Council (and County Council, in relation to County matters) will be subject to the developer agreeing appropriate fall-back provisions, including step-in rights for the Council or County Council (in relation to County matters), to ensure the delivery of infrastructure when it is needed. The decision on whether to accept infrastructure works in kind shall be at the Council's discretion, bearing in mind all relevant circumstances. Where the Council does permit works in kind the developer will be expected to obtain the approval of the Council (and where appropriate to its functions the County Council) to the detailed design of those works, obtain all necessary consents and enter into all statutory agreements required, provide the Council (and where appropriate to its functions the County Council) with suitable collateral



warranties in relation to the design and construction of those works and provide appropriate security, including bonds, where reasonably required to help guarantee the performance of those works. The developer will also be expected to transfer the ownership of such works (including the freehold ownership of the land on which the works are built) to the Council (or the County Council in relation to County infrastructure) when required by the Council.

25.2.3 *Provision of land:* In relation to land on which it is proposed by this SPD that an item of strategic infrastructure shall be built, there shall be a presumption in favour of that item of strategic infrastructure being provided on that land. In relation to land on which a landowner or developer proposes that an item of strategic infrastructure will be built (where it is not identified as such by this SPD), the Council will expect the developer to have discussed and agreed such proposal with the Council (and County Council in relation to County matters) prior to the submission of any planning application. In both cases, the applicant will be expected to include with the planning application an allocation-wide deliverability appraisal which shall reflect any equalisation agreements entered into by landowners and include the proposed delivery arrangements for the strategic infrastructure including the nature, scale and timing of delivery and a proposal as to how the landowner will be appropriately compensated by other landowners in the allocation area for the loss of that strategic infrastructure land as development land (such compensation may be monetary, through the provision of land or through agreement to meet or offset any Section 106 obligations otherwise falling to be met by the relevant landowner/developer or a combination thereof). If such agreements have not been made, the Section 106 agreement may restrict development until such agreements have been entered into and/or set out an expert determination provision to resolve any dispute between landowners. This is on the basis that the Council (and County Council) will not expect to pay the relevant landowner/developer for the cost of that strategic infrastructure land.

25.2.4 *Review and indexation:* The strategic infrastructure (including the scope, specification, description and costs of that strategic infrastructure) shall:


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- be reviewed by the Council no more than annually (unless circumstances indicate an interim review is necessary) with such revisions being consulted on by the Council as appropriate and then published (though this will not affect agreed strategic infrastructure contributions or agreed works in kind); and
  - be subject to indexation between the date of the last review and publication by the Council and the date of payment.

25.2.5 *Conditions:* In appropriate cases the Council may use pre-commencement and/or pre-occupation conditions on planning permissions to prevent development and/or occupation of relevant phases of the development in advance of the necessary strategic infrastructure being in place.

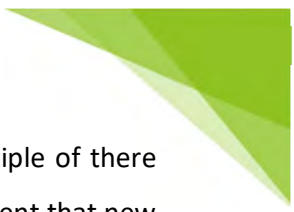
25.2.6 *Access provisions:* All landowners/developers will be expected to provide access to the Council (or County Council as appropriate) and their contractors for the purpose of enabling the Council (or County Council) to construct the strategic infrastructure works at nil cost.

25.2.7 *Statutory agreements:* In appropriate cases the Council and County Council may require conditions to form part of any planning permission or obligations in a S106 agreement requiring the landowners/developers to enter into highways agreements to secure adoption of any roads or other public rights of way forming part of the strategic infrastructure and/or any other planning or infrastructure agreements that may be required at the relevant time.

25.2.8 *Reimbursement of contributions:* In relation to provisions regarding the repayment of unspent and uncommitted strategic infrastructure Section 106 contributions once all funding requirements and obligations have been met, the Council will act consistently in deciding whether or not to include such provisions. Any reimbursement will be proportionate and subject to the development to which it relates being policy-compliant and all other infrastructure needs of that development having been met; if not then any reimbursement monies due in respect of that development may first be applied by the Council towards making that development policy-compliant.

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- 25.3 *Exempt development:* Development of any part of the allocation consisting of:
- less than 10 dwellings and less than 1,000 square metres of non-residential development (save where a larger parcel of land has been sub-divided into proposed developments consisting of less than 10 dwellings and less than 1,000 square metres of non-residential development); or
  - development consisting of a replacement dwelling or dwellings shall not be expected to enter into a Section 106 agreement in accordance with the framework S106 agreement.
- 25.4 *Land in the vicinity of the allocation:* Where landowners/developers of parcels of land lying in the vicinity of the allocation make planning applications for development not being exempt development (as described above) which development will benefit from the strategic infrastructure provided or funded by development within the allocation, those landowners/developers may also be required by the Council to contribute towards the cost of such strategic infrastructure via a Section 106 agreement - the Council shall determine on a case by case basis, in line with the statutory tests for planning obligations, whether such contributions or a proportion thereof, should be payable.
- 25.5 *Access to adjacent land:* Where a parcel of land within the allocation is the subject of a planning application for development, the landowner/developer will be expected to ensure that the development is designed in such a way as to facilitate vehicular and pedestrian/bridleway access from that land to adjacent parcels of land to ensure appropriate site-wide connectivity. This will ensure that the allocation can move forward on a viable comprehensive basis. The safeguarding of suitable land for access to adjacent parcels of land will be protected through Section 106 agreements.
- 25.6 *Community infrastructure levy:* In relation to any Community Infrastructure Levy (CIL) which may be adopted by the Council whilst this SPD is in force, it is not envisaged that any CIL would apply to the allocation area. If that was to be the case, it is envisaged that there would be no increased financial burden on landowners/developers as a result.

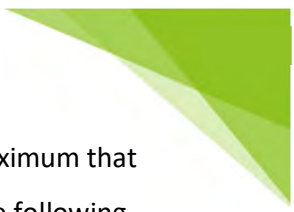


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- 25.7 *Planning white paper:* The S106 agreements would deal with the principle of there being no increased financial burden on landowners/developers in the event that new planning legislation is brought into force which introduces a new levy in full or partial replacement of agreements made under Section 106 of the Town and Country Planning Act 1990 which means that it would no longer be lawful and/or appropriate for the Council and any landowners or developers to enter into a Section 106 agreement as proposed by the framework Section 106 agreement and/or that any such Section 106 agreement ought to be scaled back and/or drafted differently from the drafting proposed by the framework Section 106 agreement, or that any Section 106 agreement already entered into pursuant to the framework Section 106 agreement ought to be amended.
- 25.8 *Section 106 monitoring fees:* Local planning authorities are entitled to charge a fee to cover the cost of the monitoring and reporting on the delivery of S106 agreements. The Council will charge a proportionate and reasonable monitoring fee for the monitoring and reporting on the delivery of S106 agreements made in relation to planning applications for development within the South West Rugby allocation. The County Council may also charge a monitoring fee.



## 26 Viability

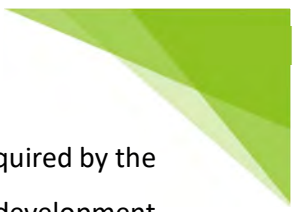
- 26.1 Proposals should be designed in a way that accords with Local Plan policies, including the requirement to contribute towards strategic infrastructure costs in accordance with this SPD and other items that may be secured through Section 106 agreements, including affordable housing.
- 26.2 Where, in the opinion of a developer, their proposed development cannot meet Local Plan policy requirements and the requirements of this SPD, the developer is required to robustly demonstrate that the development is clearly unviable by submitting a financial viability assessment (FVA) to the local planning authority. An FVA should normally be submitted with the planning application for the proposed development scheme and must in any event be submitted well in advance of determination of that planning application.
- 26.3 All FVAs submitted by developers should contain the following information with supporting evidence:
- a summary of the main assessment assumptions (evidenced from an independent expert or source);
  - site or building acquisition cost and existing use value;
  - construction costs and programme;
  - fees and other on costs;
  - projected sale prices of dwellings/non-residential floorspace;
  - details of discussions with registered providers of affordable housing (if relevant) to inform the value of affordable housing assumed within the FVA;
  - gross and net margin;
  - other costs and receipts;
  - other relevant information dependent on the nature of the obligation(s) under discussion;
  - a summary clearly setting out the reasons that make a development proposal unviable; and
  - if applicable, any request to vary Section 106 agreements and/or affordable housing requirements from those set out in the Local Plan and this SPD and stating



the proposed level of obligations, demonstrating why they are the maximum that can be provided, provided that this shall only be acceptable if all of the following have already been completed and a justificatory statement in respect of the same has been provided to the local planning authority:

- a review of all assumptions within the viability model with a view to improving viability, including land value, build and development costs, sales prices, dwelling types, phasing, funding (including borrowing costs) and legal, professional and marketing costs has been carried out;
- consideration of a reduction in the minimum anticipated developer profit for the scheme to offset any degree of non-compliance with Local Plan or SPD requirements has been undertaken;
- consideration of how growth assumptions (value increases over time) have been factored into the viability model;
- available options for public sector funding which would enable the proposed development to be compliant with Local Plan or SPD requirements have been actively explored; and
- a consideration of how adjustments to the tenure mix and/or phasing of affordable housing affect the viability model, as well as adjustments in percentage terms, has been undertaken.

26.4 The FVA will be scrutinised by the Council with advice from a suitably qualified external consultant and the reasonable cost of this external consultant is to be met by the developer who has submitted the FVA. If material changes are made to an application after submission that could affect scheme viability, a revised FVA will be required.

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- 26.5 Where the Council is satisfied that Section 106 contributions or works required by the Local Plan policies and this SPD cannot be met in full on a particular development proposal due to financial viability, the Council may choose to:
- a) reduce the Section 106 contributions payable pursuant to this SPD; and/or
  - b) adjust the timetable for delivery of strategic infrastructure to be funded by those Section 106 contributions or provided in kind; and/or
  - c) reduce or amend other planning obligations for that development proposal, provided that the Council will continue to pay due regard to the objective of ensuring an equitable and proportionate apportionment of the costs of delivering strategic infrastructure for the allocation across the whole allocation.
- 26.6 The financial viability of development proposals may change over time due to the prevailing economic climate, including changing property values and construction costs. In all cases, therefore, where the Council have agreed to any of the reduction or adjustment items set out in paragraph 26.5 such that the resultant planning obligations are below the level needed to fully fund or provide the strategic and local infrastructure requirements for the allocation area or to comply with Local Plan policy requirements, the Council will require a viability review of the relevant development with an updated FVA to be provided at appropriate intervals to determine whether greater or full compliance with this SPD and the Local Plan policy requirements can be achieved throughout the carrying out of the relevant development proposal.

## 27 Submission Documents

27.1 Several documents should be submitted as part of an application for development on the site in order to aid assessment of the proposal and avoid delay. These have been referred to throughout this SPD but are listed here for completeness. This list is not designed to be exhaustive, other information or studies may be required by the case officer or requested by consultees:

- Air Quality Assessment, when necessary due to areas of exceedance, or an Air Quality Report explaining adherence to mitigation requirements associated with Policy HS5;
- Archaeological Assessment;
- Contaminated Land Assessment;
- Design and Access Statement;
- Ecological Assessment including a Biodiversity Impact Assessment;
- Financial Viability Assessment (where required);
- Health Impact Assessment Screening Report and full Health Impact Assessment if required;
- Heritage Statement;
- Landscape and Visual Impact Assessment;
- Noise Impact Assessment;
- Proposed Heads of Teams for Section 106 Agreement;
- Site-specific Drainage Strategy;
- Site-specific Flood Risk Assessment;
- Statement of Compliance with this SPD;
- Transport Assessment for major schemes;
- Transport Statement for minor developments; and
- Travel Plan.

# Appendices



## Appendix A - Local Plan Policy DS8

### Policy DS8: South West Rugby

A new neighbourhood of around 5,000 dwellings and 35 ha of B8 employment land will be allocated on land to the South West of Rugby, as delineated on the Policies Map.

Provision of the following onsite services and facilities will be made within a new mixed-use district centre as indicated in the South West Rugby Masterplan Supplementary Planning Document (SPD):

- A convenience store (Use Class A1) plus other retailing (Use Class A1 to A5) with residential or office uses provided on upper floors;
- A 3 GP surgery, rising to 7 GP surgery, as detailed in the IDP; and
- Provision for a Safer Neighbourhood Team, as detailed in the IDP.


Within the broad locations identified in the South West Rugby Masterplan SPD, provision of the following facilities must be made:

- One secondary school, to be co-located with a two form entry primary school, as detailed in the IDP, located close to community facilities within the district centre;
- A further two primary schools, each to be two form entry, with at least one rising to three form entry, as deemed necessary by Warwickshire County Council Education, as detailed in the IDP;
- Other local facilities, as informed by the Masterplan SPD and planning applications, to be located in appropriate sustainable locations within or outside the district centre; and
- Land for an onsite fire and rescue provision, as detailed in the IDP, must be made available within the South West Rugby allocation.

The site must also contain comprehensive sustainable transport provision that integrates with existing networks and provides good connectivity within the development and to the surrounding area including:

- An all traffic spine road network, as allocated in Policy DS9, and the Policies Map, and indicated in the Masterplan SPD, connecting the site to the existing highway network, phased according to milestones identified through the IDP;
- Provision of a comprehensive walking and cycling network to link residential areas with the key facilities on the site, such as schools, health centres and retail services;
- High quality public transport services to Rugby town centre; and
- Further on-site and off-site measures to mitigate transport impact as detailed in the IDP, including access to the local and strategic road network as deemed necessary through the Strategic Transport Assessment and agreed by Warwickshire County Council (WCC) and Highways England. These measures will take account of the proposals within the IDP.





In addition to these requirements, proposals must:

- Incorporate a continuous Green and Blue infrastructure corridor, as part of the wider allocation, identified in the GI Policies Map, linking to adjacent networks and utilising existing and potential habitats and historic landscape, in particular between Cawston Spinney and Cock Robin Wood;
- Provide a Woodland Management Plan setting out how woodland within the boundaries of the allocation, in particular Cawston Spinney, will be protected from potential adverse impacts of new development, including details of a buffer in accordance with Natural England's standing advice on Ancient Woodland and Veteran Trees;
- Specifically regarding the employment allocation to incorporate design and landscaping measures, including structural landscaping, to mitigate the impacts of the buildings on the surrounding landscape and setting of any nearby heritage and GI assets, including Thurlaston Conservation Area; and
- Incorporate details of phasing and trigger levels for the provision of required infrastructure consistent with this policy, Policy DS9, the IDP and informed by the Masterplan SPD.

Development proposals shall respect and maintain a physical and visual separation between Rugby town and Dunchurch to prevent coalescence and protect their individual character and identity. A significant buffer between Rugby and Dunchurch, which incorporates a Green Infrastructure Corridor from Cock Robin Wood to Cawston Spinney, as identified in the South West Rugby Masterplan SPD, must form an integral part of proposals for the site.

Development proposals within the South West Rugby allocation must come forward comprehensively, informed by the South West Rugby Masterplan SPD, and in accordance with the requirements of this policy, Policy DS9, the Policies Map, and the Infrastructure Delivery Plan. Rugby Borough Council will not support ad hoc or piecemeal development which is contrary to the aims of this Policy, or development that is inconsistent with the Masterplan for the site.

Development proposals will require consultation with the Lead Local Flood Authority, in order to identify any potential hydrological mitigation, particularly with regard to potential hydrological impacts on Draycote Meadow SSSI.



## Appendix B - Local Plan Policy DS9


### Policy DS9: South West Rugby Spine Road Network

The Borough Council allocates land to facilitate the full alignment of the South West Rugby spine road network to support and enable the delivery of the South West Rugby allocation, as identified on the plan below and on the Urban Policies Map.



Development which is likely to prejudice delivery of this infrastructure will not be permitted. The design specification and routing of the spine road network will be considered in more detail in the South West Rugby Masterplan SPD and development proposals must be consistent with the agreed alignment as set out in this document. Full details will be provided in the supporting information to planning applications.

Development proposals for South West Rugby must enable delivery of the full spine road network as early as possible post commencement of development on site, in accordance with the phasing milestones identified in the Infrastructure Delivery Plan.



Proposals for development that are shown to have a severe impact on the local road network, before or after the implementation of the Dunchurch Crossroads mitigation scheme, must demonstrate how they will contribute to the delivery of the spine road network, and ensure it is delivered according to the phasing milestones set out in the Infrastructure Delivery Plan and South West Rugby Masterplan SPD.

Development proposals, including those outside of the South West Rugby allocation, will not be granted planning permission for implementation ahead of the delivery of the east-west Homestead Farm link (between A426 and B4429), unless demonstrated in accordance with the NPPF that any residual impacts on the highway network are not considered to be severe, to the agreement of Warwickshire County Council and Rugby Borough Council.

Should the alignment of the spine road network be varied by agreement with the Highway Authority and Local Planning Authority in the light of further technical work, a revised alignment plan will be published to which this policy will apply.

# Appendix C - Strategic Environmental Assessment Screening Report

## Introduction

This Screening Opinion has been produced to determine the need for a Strategic Environmental Assessment (SEA) in accordance with the Environmental Assessment of Plans and Programmes Regulations 2004 (EAPP Regulations).

The purpose of the Screening Opinion is to undertake a screening assessment that meets the requirements of the European Legislation, applied in the UK through the EAPP Regulations.

The policy framework for the South West Rugby Supplementary Planning Document (SPD) is the Rugby Borough Local Plan 2011-2031 (adopted June 2019).

The SPD will be subject to public consultation in accordance with the relevant regulations and in line with the Council's Statement of Community Involvement.

## Requirement for SEA

Previous UK legislation required all land use plans, including Supplementary Planning Documents to be subject to Sustainability Appraisal, which incorporated the need for Strategic Environmental Assessment. The 2008 Planning Act (paragraph 180 (5d)) and the Town and Country Planning (Local Planning) (England) Regulations 2012 removed the UK legislative requirement for the sustainability appraisal of Supplementary Planning Documents. However, SPDs may still require SEA in exceptional circumstances if they are likely to have significant environmental effects that have not already been assessed during the preparation of the Local Plan. Many councils prepare screening opinions to provide a transparent process to demonstrate that the environmental effects have been assessed in accordance with the EAPP Regulations to identify any requirement for SEA.

## Application of the SEA Directive

SEA Directive Criteria Schedule 1 of Environmental Assessment of Plans and Programmes Regulations 2004	Is the Plan likely to have a significant environmental effect Y/N	Summary of significant effects. Scope and influence of the document
Regulation	Y / N	Reason
Regulation 2 (1)  Is the SPD subject to preparation and/or adoption by a national, regional or local authority or prepared by an authority through a legislative procedure by Parliament or Government  (Article 2(a))	Yes	The SPD is prepared and will be adopted by Rugby Borough Council.
Is the SPD required by legislative, regulatory or administrative provisions (Article 2(a))	Yes	It is required to complete local plan policy.
Regulation 5(2)  Is the SPD prepared for agriculture, forestry, fisheries, energy, industry, transport, waste management, water management, telecommunications, tourism, town and country planning or land use; AND does it set the framework for future development consent of projects in Annex I or II to Council Directive 85/337/EEC on the assessment of the effects of certain public and private projects on the environment, as amended by Council Directive 97/11/EC?  (Article 3.2(a))	Yes	The SPD is required for town and country planning purposes and it provides further detail to adopted policies in the Local Plan. The SPD is supplementary to the Local Plan policies and only seeks to expand on the policies and set out the detailed requirements to bring the development forward.

<p>Regulation 5(3)</p> <p>Will the SPD, in view of the likely effect on sites, require an assessment pursuant to Article 6 or 7 of the Habitats Directive?</p> <p>(Article 3.2(b))</p>	No	<p>The adopted Local Plan was subject to a Sustainability Appraisal that sets the framework for growth and development within the borough until 2031. SPDs are required, by virtue of the fact they must be supplementary to an adopted policy, to help achieve sustainable development.</p>
<p>It may be required that the Plan would be eligible for full SEA, unless the exemptions set out under Reg 5 (5) or 5(6) apply.</p>		
<p>Regulation 5 (5)</p> <p>Is the SPD sole purpose to serve national defence or civil emergency; a financial or budget PP or is it co-financed under Council Regulations (EC) No's 1260/1999 or 1257/1999</p> <p>(Article 3.8,3.9)</p>	No	Not applicable
<p>Regulation 5(6)</p> <p>Does the SPD:</p> <p>determine the use of a small area at local level; or propose a minor modification of an existing PP subject of the regulations.</p> <p>(Article 3.3)</p>	No	<p>(a) The SPD does not designate land for development. Policies DS8 and DS9 in the Local Plan allocate (determine) the use of the land. The SPD is supplementary to these policies and only seeks to clarify the detailed requirements in bringing the development forward. The level of development designated is strategic in scale but the detail associated with that development is not. This view is enforced by the analysis of likely significant effects set out in the table below. It is also consistent with the strategic provisions of the adopted development plan. The effects of the allocations and use of land has been dealt with via the Sustainability Appraisal process associated with the Local Plan.</p> <p>(b)The SPD does not propose minor modifications of an existing PP subject of the regulations.</p>
<p>It may still be required that the Plan would be eligible for full SEA, unless it is determined that it will not give rise to significant environmental effects under Regulation 9.</p>		
<p>Regulation 9(1)</p> <p>Is the PP likely to have a significant effect on the environment taking into account the views of the consultation bodies and the criteria set out at Schedule 1 of the Regulations?</p> <p>(Article 3.5)</p>	No	<p>Whilst it has been identified that there are protected designations within the SPD area, including ancient woodland, protected trees and rights of way, all three bodies are confident that the scale, location and probable impact of growth will not give rise to any significant environmental effects. In any event, the SPD does not allocate land for development and it is merely supplementary to a Local Plan policy.</p>

The following assessment was made by Rugby Borough Council as to whether the SPD was likely to have any significant environmental effects. This takes into account the responses and independent assessments of the relevant consultation bodies against the Schedule 1 criteria in the EAPP Regulations, set out below. This assessment has been undertaken bearing in mind the following context:



The SPD has been developed to be in general conformity with the strategic policies of the adopted development plan together with the NPPF.

The Local Plan was subject to a Sustainability Appraisal that sets the framework for growth and development within the borough until 2031.

The assessment set out below has been informed in a large part by discussions and the written responses of the three named consultation bodies.

The assessment set out below has also been informed by other relevant screenings of the SPD against the Habitat Regulations.

Criteria	Assessment	Significant environmental effect (positive or negative)?
<b>1. The characteristics of plans and programmes, having regard to:</b>		
(a) The degree to which the SPD sets a framework for projects and other activities, either in regard to location, nature, size and operating conditions or by allocating resources.	The SPD sets out the Council's approach to how development should come forward including phasing and developer contributions. It adds detail to the framework for development set out in the Local Plan policies DS8 and DS9. To this end it cannot by its nature provide for development that exceeds the intentions of the emerging Local Plan and instead provides the details associated with the requirements for future development of the site. The SPD does not allocate resources but it does provide guidance on where land uses (and their associated resources) should be directed. Overall, however, it does not set a framework, only adding detail to existing policies.	No
(b) The degree to which the plan or programme influences other plans and programmes including those in the hierarchy.	The SPD supplements the policies of the Local Plan by adding further detail. The SPD does not influence other development plan documents and is in general conformity with the development plan.	No
(c) The relevance of the plan or programme for the integration of environmental considerations in particular with a view to promoting sustainable development.	SPDs are required, by virtue of the fact they must be supplementary to an adopted policy help achieve sustainable development. This includes environmental sustainability, as one of the three pillars identified in the NPPF. The primary objective of the SPD is to plan positively and achieve a sustainable level of growth whilst maintaining both the built and natural environment, taking into account on site constraints and ensuring development is comprehensive. This is in accordance with the NPPF.	No
(d) Environmental problems relevant to the plan or programme.	Policies DS8 and DS9 of the Local Plan have been subject to a Sustainability Appraisal process. The detail associated with the SPD will successfully manage the introduction of development to the extent that any residual environmental issues will be mitigated against sufficiently. Some of the key objectives are to ensure the protection of Cawston Spinney, promote green infrastructure corridors and provide a landscape buffer to ensure coalescence does not occur with Dunchurch.	No
(e) The relevance of the plan or programme for the implementation of Community legislation on the	The SPD is not relevant in this instance, as the matters described are guided by higher level legislation. Instead, the policies of the Local Plan	No



environment (for example, plans and programmes linked to waste management or water protection).	must have regard to these matters and seek to ensure that any development it promotes does not compromise the objectives of higher level strategies.	
2. The characteristics of the effects and of the area likely to be affected, having regard, in particular, to:		
(a) The probability, duration, frequency and reversibility of effects	Once development has started then the nature of the land will be changed and will not be reversible. However, the principle of developing the area for residential will have been established through the adoption of the Local Plan policy, not the SPD. Since the SPD itself does not allocate land or formulate policies for this land, the effects of the SPD are not considered significant.	No
(b) The cumulative nature of the effects	The principle of developing the area for residential use will have been established through the adoption of the Local Plan policy, not the SPD. Since the SPD itself does not allocate land or formulate policies for this land, the effects of the SPD are not considered significant.	No
(c) The transboundary nature of the effects	In context the SPD is seeking to manage future development by listing requirements that assist in developing the area in the most sustainable manner possible. It is unlikely that the SPD will have any sort of significant transboundary effect, taken primarily to mean impacting on another EU member state, as defined in the EIA Regulations. Even if 'transboundary' were to be defined as impacting on the jurisdiction of other administrative areas within the UK (for example between parishes or boroughs) the effect would be minimal in both instances.	No
(d) The risks to human health or the environment (for example, due to accidents)	It is highly unlikely that the SPD will give rise to any significant instances of risk to human health. It principally proposes the delivery of residential development by way of a policy that seeks to ensure that the impacts of development are successfully mitigated, thereby allowing development to go ahead.	No
(e) The magnitude and spatial extent of the effects (geographical area and size of the population likely to be affected)	As identified above it is highly unlikely that any environmental effect brought about by the SPD will be of any magnitude or impact on any area of scale. It is particularly important to remember that the SPD does not allocate land for development and it is merely supplementary to a Local Plan policy.	No
(f) The value and vulnerability of the area likely to be affected due to (i) special natural characteristics or cultural heritage; (ii) exceeded environmental quality standards or limit values; or (iii) intensive land use.	The response from all three consultation bodies, including Natural England's response in relation to Habitats Regulations Assessment screening have been referred to in this instance. Whilst it has been identified that there are protected designations with the SPD area, including ancient woodland, protected trees and a right of way, all three bodies are confident that the scale, location and probable impact of growth will not give rise to any significant environmental effects. In any event, the SPD does not allocate land for development and it is merely supplementary to a Local Plan policy.	No
(g) The effects on areas or landscapes which have a	There are no designations relating to national or international protection status. Cawston Spinney	No



recognised national, Community or international protection status.	is in the centre of the site which includes an area of ancient woodland. This habitat will need to be safeguarded and provide a buffer from development. A full assessment of the potential impact on the designation by Natural England has taken place as part of the consideration of the Local Plan. As long as subsequent planning application adhere to the principles of the SPD, the effects in this category are unlikely.	
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As a result of the assessment set out above, incorporating the comments of the three consultation bodies, it is the view of the responsible body, Rugby Borough Council that the SPD will not give rise to any significant environmental effects and therefore SEA is not required.



## Appendix D - Location and Design Principles for Education

### Part A

The local education authority will expect the location of each of the schools to be provided on the South West Rugby site to meet the following criteria or to provide appropriate mitigation where this is not possible:

- The school site should be a flat, useable space which ideally should be square or rectangular;
- The ground should be broadly level and should be level with surrounding areas, in particular with suitable points of vehicular and pedestrian access;
- The land should have at least 30cm of clean topsoil and should not be liable to flooding;
- The land should not be crossed by any public rights of way and should not be bounded or crossed by any power lines. It should be a sufficient distance from gas lines based on advice from the Health and Safety Executive;
- The site should be free from protected species;
- The soil and water table should be free of contamination and the site should not be affected by ground gases or vapours;
- The site should be outside any current or proposed sources of 55db LAeq (30 min) noise source or contour;
- The site is free from invasive plants such as Japanese knotweed;
- The site is not affected by potential sources of light pollution;
- The site is a sufficient distance away from land uses that could cause public anxiety including potentially dangerous employment uses such as chemical storage, storage of live viruses, phone or radio masts and transmitters or major sources of dust or strong odours; and
- The site is free from any encumbrances that may need to be removed such as spoil and fly tipping, certain trees and any void spaces including well, sumps and pits.

### Part B

The local education authority will expect the location of each of the schools to be provided on the South West Rugby allocation to meet the following criteria:

- The primary elevation of the school should provide an identifiable focal point;
- Structural landscaping should ensure privacy between the school grounds and residential properties;
- Safe pedestrian crossings should be provided on all streets which have access to the school; and
- The school should be set back from the highway.





## Appendix E - Design Principles

### Part A


Site-wide design principles:

- As there will be no master developer onsite it is important that each planning application submission has regard to its wider context and specific characteristics.
- Care must be taken with the proximity of different types of development ensuring that consideration is given to the form of development, particularly in relation to height and massing; the amenity of existing and future residents; and the conservation and enhancement of the natural environment.
- The design standards throughout the allocation will reflect the high quality of the natural assets within and adjoining the South West Rugby site including Cawston Spinney and Cock Robin Wood.
- Appropriate landscaping buffering must be considered.

### Part B

Residential design principles:

- The density of residential development should sit broadly in line with that of recent extension to the urban area of Rugby. Individual residential parcels in South West Rugby vary in density. This has been calculated from the outline of each residential parcel and as such does include the internal roads but does not include any large areas of open space or play;
- Higher densities would be appropriate around and within the District Centre. Higher densities will also be appropriate alongside the sustainable bus link which will provide quick access to bus routes. The density will be expected to drop to lower densities to the east of the site where it adjoins Cock Robin Wood and to the west where it adjoins Cawston Spinney, and along the green/blue infrastructure corridor;
- Affordable housing should be well integrated with market dwellings and housing types and sizes should be varied across the site. Affordable housing should be indistinguishable from market housing in terms of design and materials. Affordable housing will be expected to be dispersed throughout development parcels, not concentrated together;
- Housing should be laid out to create a variety of frontages which could include stepped, staggered and consistent. This will add character and interest to the street scene and allow different areas of South West Rugby to form their own identities. Layouts should ensure that housing looks out onto the areas of open space and does not leave blank or boundary walls adjacent to these areas. Rear gardens should not back onto the Cawston Spinney or Cock Robin Wood. As well as providing overlooking and increased safety this will reduce the risk from people tipping garden waste or compost over the fences into these important biodiversity sites;

- 
- Dwellings should be of a high quality design and include features of architectural interest which contribute to create a place which is both visually attractive and adds to the overall quality of the area. Features could include, but are not limited to, functional porches (not decorative), chimneys, dormer windows which complement the design and bay windows. The highest quality materials should be used on the most prominent buildings. These will be those which form gateways into each residential plot or those which are highly visible from multiple views such as corner plots;
  - Primary entrances to buildings should be visible from the public realm with active frontages created along main routes and spaces;
  - Light and privacy should be maintained;
  - Boundaries fronting the public realm should be constructed in brick to provide continuity with the main built form. Rear boundaries can be brick or fenced;
  - The appearance of buildings and the streetscape should have regard to the local context. The use of different materials is important to ensure that interest and character are added to the street scene. Material types may tie in with different character areas created across the site to ensure that areas have their own identity, without compromising the overall sense of place and legibility of the site as a whole;
  - Development designs that facilitate the use and help the retention of parking spaces will be encouraged. This may for example include generously sized spaces, or using a large single garage door instead of two single doors on a double garage;
  - Off-street bin storage should be provided for all buildings; and
  - Opportunities should be taken to incorporate renewable and low carbon technologies into the design of the development, such as solar panels and ground source heat pumps.

## Part C

### Employment design principles:

- The maximum height will be determined through a Landscape and Visual Impact Assessment which will need to consider proximity to the residential areas, impacts on Thurlaston Conservation Area and the topography of the site;
- Within the employment area front elevations to buildings should be visible from the public realm with active frontages created where possible; and
- The use of solar panels on the roofs of the employment buildings is strongly encouraged, as well as the incorporation of other renewable and low carbon technologies, in the interests of sustainability and combatting climate change.



## Appendix F - Criteria for NEAPs and LEAPs

### Criteria for Neighbourhood Equipped Area for Play (NEAP(s)) and Locally Equipped Area for Play (LEAP(s))

#### Part A

The Council expects the location and design of a NEAP to meet the following criteria:

- It should be within a 15 minute walking time from home. NEAPs centrally located within each development parcel would ensure all homes will be 15 minutes from a NEAP;
- It should have a minimum activity zone of 1000 sqm comprising of an area for play equipment and a hard surfaced area of at least 465 sqm (this is the minimum needed to play 5 a side football);
- It should be positioned beside a well-used pedestrian route, and overseen;
- It should occupy a reasonably flat site surfaced with grass and hard surfaced areas, with impact absorbing surface beneath and around play structures as appropriate;
- It should be designed to provide a stimulating and challenging play experience with a minimum of 9 play experienced and at least 8 types of equipment;
- It should have a multi-games area (MUGA) consisting of a hard surface for ball games and wheel sports, a shelter for meeting and socialising, seating and litter bins;
- A buffer zone of 30m should separate the activity zone from the boundary of the nearest property; and
- The specification should be based on RBC's Play Strategy and Field in Trust guidelines.

#### Part B

The Council expects the location and design of a LEAP to meet the following criteria:

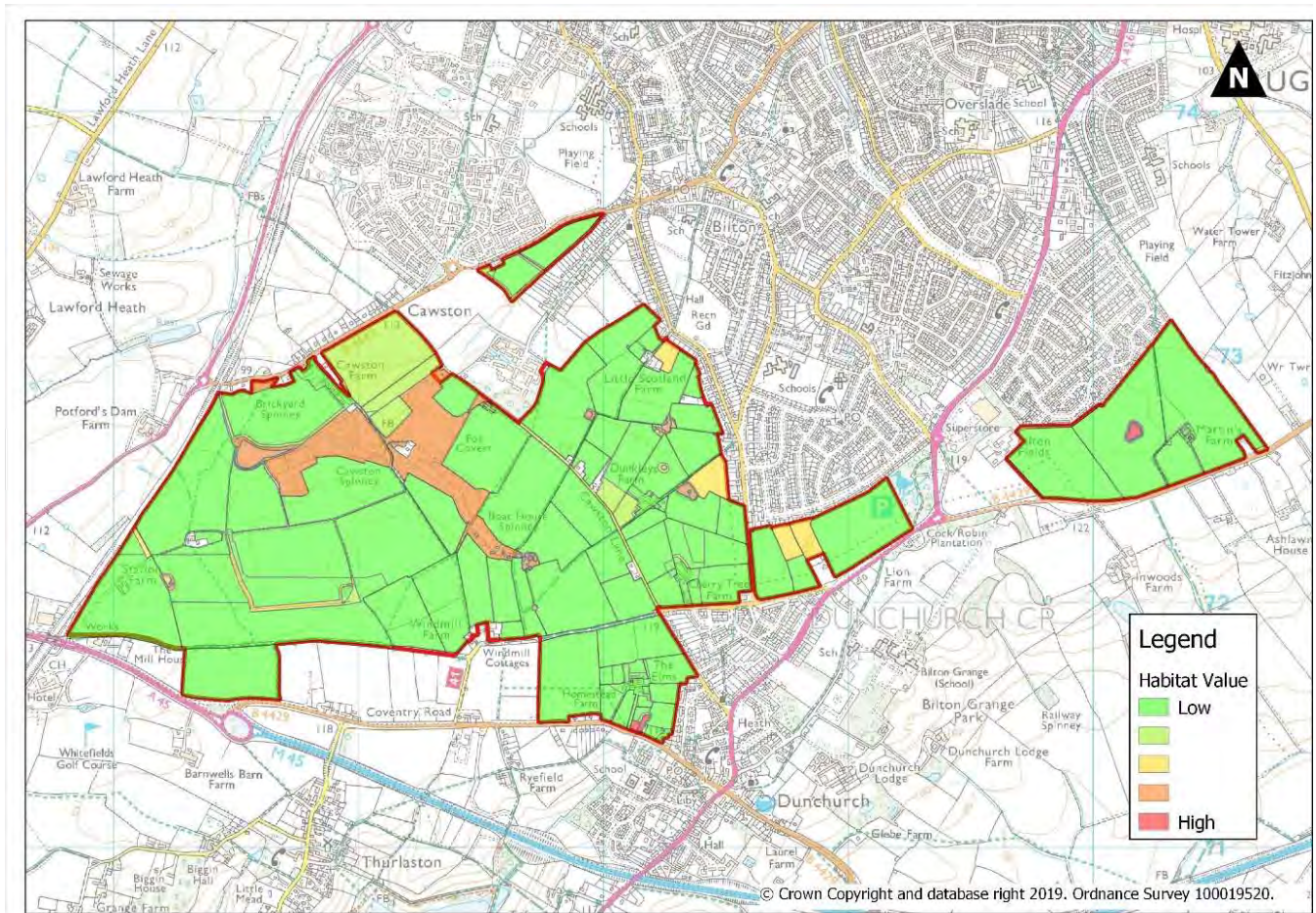
- It should be within 5 minutes walking time from home. The optimum location and distribution of LEAPs would ensure that the majority of homes are within a 5 minute walk to a play area;
- It should have a minimum activity zone of 400 sqm;
- It should be positioned beside a well-used pedestrian route and overseen;
- It should be designed to provide a stimulating and challenging play experience. It must include a minimum of 6 play experiences and at least 5 types of equipment as well as seating and litter bins;
- It should have a buffer zone of 20m between the activity zone and the habitable room elevation of the nearest property and a buffer zone of 10m between the activity zone and the boundary of the nearest dwelling; and
- The specification should be based on RBC's Play Strategy and Field in Trust guidelines.



## Appendix G - Required considerations for a Noise Impact Assessment

- Noise from existing industrial or commercial operations or sites with permission or under consideration. Noise from transport sources including the M6, A5 and local roads. According to ENDS noise data approximately the northern upper third of site is affected by night time noise of 55.0-59.9dB Lnight value or above, with over half the site showing as 55.0-59.9dB LAeq 16 hr or above;
- Noise from the new development that could have an adverse impact upon existing sites, sites with permission or under construction or those that form part of the South West Rugby development itself. This would include noise from traffic ingress and egress. Hours of operation including restrictions on deliveries and or collections may be appropriate where spatial or other acoustic treatments are likely to prove insufficient;
- Assessments would need to have regard to relevant standards including BS4142 and BS8233 and consider the protection of outdoor amenity;
- The school(s) will need to consider the amended issue of Building Bulletin 93 which provides minimum acoustic performance standards for school buildings;
- Outdoor play areas, outdoor sports areas or all weather pitches (MUGA's or similar) will need site specific consideration. MUGA's in particular can cause significant noise impact and complaints about noise and lighting and should be as far from residential properties as possible, suitably screened and may need an hours of use restriction;
- Guidance documents including 'ProPG: Planning and Noise' recommend spatial layout and the use of buffer zones between residential and industrial or commercial uses should be considered to minimise disturbance and the likelihood of complaints.

# Appendix H - Baseline Habitat Values for Biodiversity Net Gain Calculations







## Appendix I - Traffic Modelling Protocol agreed by Rugby Borough Council and Warwickshire County Council Highways.

### Proposed Approach to Modelling and Appraisal Post Adoption of the Local Plan

It is recognised that the work undertaken to date, to support the identification of transport infrastructure, and specifically highway capacity schemes, necessary to facilitate the local plan delivery, is high level.

The Strategic Transport Assessment (STA) prepared as part of the Local Plan evidence identifies what would be considered to be the critical dependencies (i.e. the essential infrastructure necessary to ensure an acceptable level of operation).

Therefore it is expected that the assessment and appraisal of infrastructure requirements will continue throughout the life of the local plan. It is expected that the development specific planning applications will be supported with transport modelling and that the approach to the modelling will be both consistent with the approach adopted for the STA (albeit in a greater level of detail) and also, where applicable, consistent between sites.

Consistency between sites will be particularly pertinent when considering the development area to the southwest which is promoted by multiple parties.

The consistency in the appraisal process is seen as a key determining factor in safeguarding the operation of the network post-adoption and also in ensuring that the schemes identified through the STA are delivered in an appropriate form.

Impact assessments which are completed on behalf of the individual developments will all be asked to reflect the same set of modelling scenarios and considerations, the only expected variations between each development will relate to the development proposals being tested, the year and, potentially, the commitments and permissions which will be likely to increase over time.

### Developments assessments must set out:

An approach to establishing the localised impacts associated with the site which will not have been picked up within the STA work due to the strategic focus of the STA.

A secondary assessment will need to be completed to identify where the development impacts are likely to occur across the network and a review will be undertaken to establish if the areas of impact accord with those identified through the STA work or are entirely new.

Mitigation in areas not previously identified through the STA work<sup>5</sup> will need to be secured against the development proposals. Mitigation in areas where a strategic scheme has been identified will need to be secured via direct delivery or secured contributions, this will be subject to negotiations upon completion of the modelling and assessment.

Warwickshire County Council require modelling to be undertaken to support all substantial development proposals and this is a policy contained within LTP3 and the approach to modelling is also governed by a separate modelling protocol which ensures that the approach which is adopted is appropriate to the needs of the County.

In instances where multiple sites are being promoted within a single allocation area, area specific protocols will be defined which ensure that there is an even greater level of consistency between the different areas of development as such, key parameters will be controlled and agreed by all parties in advance, including:

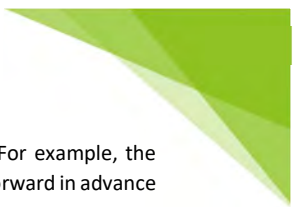
Development trip rates and trip generation assumptions.

Development distribution patterns.

Where it is necessary to do so, the need to include additional developments and interventions will also be documented as it will be necessary for live applications to be considered in conjunction with each other to avoid separate assessments for multiple sites being submitted in isolation of each other.

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<sup>5</sup> Recognising that the STA work is based on a 2017 model which will be subject to a series of updates, over time, to ensure that the traffic conditions within the model are representative of on-street conditions at an appropriate point in time (i.e. 5 years or greater).



This approach also enables key areas of impact to be identified and assessed at a high level of detail. For example, the cumulative impacts on sensitive locations will especially need to be considered for those sites which come forward in advance of the delivery of key infrastructure which has been identified in these areas<sup>6</sup>.

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<sup>6</sup> For example the impacts on Dunchurch in advance of the Link Road being delivered.

## Appendix J - Glossary

Term	Description
<b>Affordable Housing</b>	Housing, for sale or rent, for those whose needs are not met by the market (including housing that provides a subsidised route to home ownership and/or is for essential local workers).
<b>Air Quality Management Area</b>	Designation made by Local Authority where assessment of air quality requires action plan to improve the air quality and to which Local Plan Policy HS5 applies.
<b>Air Quality Neutral</b>	Emissions from the development proposal being no worse, if not better, than those associated with the previous use.
<b>Development</b>	Development is defined under the Town and Country Planning Act 1990 as “the carrying out of building, engineering, mining or other operations in, on, over or under land, or the making of any material change in the use of any buildings or other land”.
<b>Development Plan Documents (DPDs)</b>	Planning policy documents which make up the Local Plan.
<b>Evidence base</b>	An evidence base is the evidence that any development plan document, is based on. It is made up of the views of stakeholders and background facts about the area.
<b>Green and Blue Infrastructure</b>	The terms green and blue infrastructure refer to a strategic network of green and blue spaces, such as woodlands, parks, amenity landscaping, ponds, canals and rivers, and the links between them.
<b>Greenfield</b>	Land which has not been developed before. Applies to most sites outside built-up area boundaries.
<b>Hectare</b>	A unit of land area equivalent to 10,000 square metres or 0.01 of a square kilometre. One Hectare is approximately equal to 2.5 acres.
<b>Infrastructure</b>	A collective term for services such as roads, electricity, sewerage, water, children’s services, health facilities and recycling and refuse facilities.
<b>LEAP</b>	Locally Equipped Area for Play. An area of open space specifically designated and laid out with features including equipment for children. See also NEAP.
<b>Listed Building</b>	Buildings and structures which have been identified by the Secretary of State for National Heritage as being of special architectural or historic interest and which are subject to the law to ensure their protection and maintenance.
<b>Rugby Borough Council Local Plan 2011-2031, Adopted June 2019</b>	The main planning document for the Borough comprising the policies against which proposals for physical development will be evaluated and provides the framework for change and development.



<b>Masterplan</b>	A document outlining the use of land and the overall approach to the design and layout of a development scheme in order to provide detailed guidance for subsequent planning applications.
<b>Mitigation measures</b>	These are measures requested/carried out in order to address the impact by a particular development/activity.
<b>National Planning Policy Framework (NPPF)</b>	A document setting out the Government's planning policies for England and how these are expected to be applied. The NPPF references throughout this SPD are to the February 2019 version.
<b>NEAP</b>	Neighbourhood Equipped Area for Play. An area of open space specifically designated, laid out and equipped mainly for older children but with play opportunities for younger children as well.
<b>Planning Obligation</b>	Legal agreements, also known as Section 106 agreements, between a planning authority and a developer to ensure that certain infrastructure works which are necessary and relevant to mitigate the impacts of a development are undertaken or financial contributions made to facilitate such infrastructure works in relation to the development.
<b>Policies Map</b>	A map based representation of the Spatial Plan identifying areas for protection and sites for particular uses of land and development proposals. The Policies Map is revised when each new Development Plan Document is adopted.
<b>Public realm</b>	The parts of a village, town and city (whether publicly or privately owned) that are available, without charge, for everyone to use or see, including streets, squares and parks.
<b>Supplementary Planning Document (SPD)</b>	These contain guidance to supplement the policies and proposals in Development Plan Documents.
<b>Transport Assessment</b>	A Transport Assessment report that provides detailed information on a range of transport conditions and related issues, taking into account proposed development to assess its impacts. The assessment is often used to show whether developments will cause problems of congestion, impacts associated with highway safety, or on the transport network and are therefore also used in the determination of planning applications.
<b>Viability</b>	Viability relates to whether a site is financially viable, by looking at whether the value generated by a development is more than the cost of developing it. This includes looking at the key elements of gross development value, costs, land value, landowner premium, and developer return.

## Appendix K – Strategic Infrastructure Indicative Costs

**Table A: Strategic Infrastructure - Contributions required by housing development only**

Strategic Infrastructure	Total Cost
6 form entry secondary school (to be co-located with one of the primary schools)	£40,000,000 (For secondary school without sixth form).
A 2 form entry primary school with the potential to increase to 3 form entry (includes nursery provision)	£14,000,000
A 2 form entry primary school (includes nursery provision)	£14,000,000
Land to accommodate and financial contributions to provide 3GP surgery rising to 7GP upon completion of site	£5,123,077
Hospital of St Cross (full detail set out in Appendix 3 of the Local Plan)	£1,144,144
Open Space provision & maintenance. As set out in Table 1 in the main SPD.	£2,865,503
Sports Pitches & Facilities provision & maintenance. As set out in Table 1 in the main SPD.	£7,133,669
<b>TOTAL</b>	<b>£84,266,393</b>

**Table B: Strategic Infrastructure - Contributions required by all development**

Strategic Infrastructure	Total Cost
Provision of high quality cycling network: a) National Cycle Route 41 Potsford Dam to Draycote Water b) B4429 Ashlawn Road/ A428 to Great Central Way/ DIRFT c) A426 Dunchurch Road to Rugby Town Centre d) Secondary Route Improvements	a) £900,000 b) £1,844,492 c) £1,621,900 d) £1,835,820
High quality public transport a) Two bus services b) Bus Stop Infrastructure c) Traffic Signal Bus Priority	a) £4,698,000 b) £149,500 (13 bus stops) c) £40,000 (10 buses with transponders)

A426/Bawnmore Road/Sainsbury's roundabout		A proportion of* £553,000
A426 approach to Ashlawn Road roundabout		A proportion of* £351,000
Homestead Link road		A proportion of* £22,000,000
Community Spine Road		A proportion of* £13,255,533
Potsford Dam Link road		A proportion of* £9,508,200 (Northern section only, excludes southern section paid for by Tritax Symmetry).
A426/Evreux Way		A proportion of* £380,000
Rugby Gyrotory Improvements		£75,000 towards the cost of a feasibility study for improvements to the gyrotory
A428 Hillmorton Road/Percival Road		A proportion of* £1,301,000
Hillmorton Road/Whitehall Road Roundabout (widen two arms to provide roundabout and 2 puffin crossings)		A proportion of* £1,140,000
Main Street/Alwyn Road/Lawford Lane signalisation		A proportion of* £1,373,115
Fire and rescue station		£1,500,000
<b>TOTAL</b>		<b>£62,526,560</b>

\*Those contributions that are expressed as “a proportion of” are framed in this way to allow for the potential that other schemes within South West Rugby and the surrounding area could come forward and contribute to delivery of the infrastructure. However, it is assumed that, in the absence of any such schemes, South West Rugby would need to pay the full cost of the infrastructure.

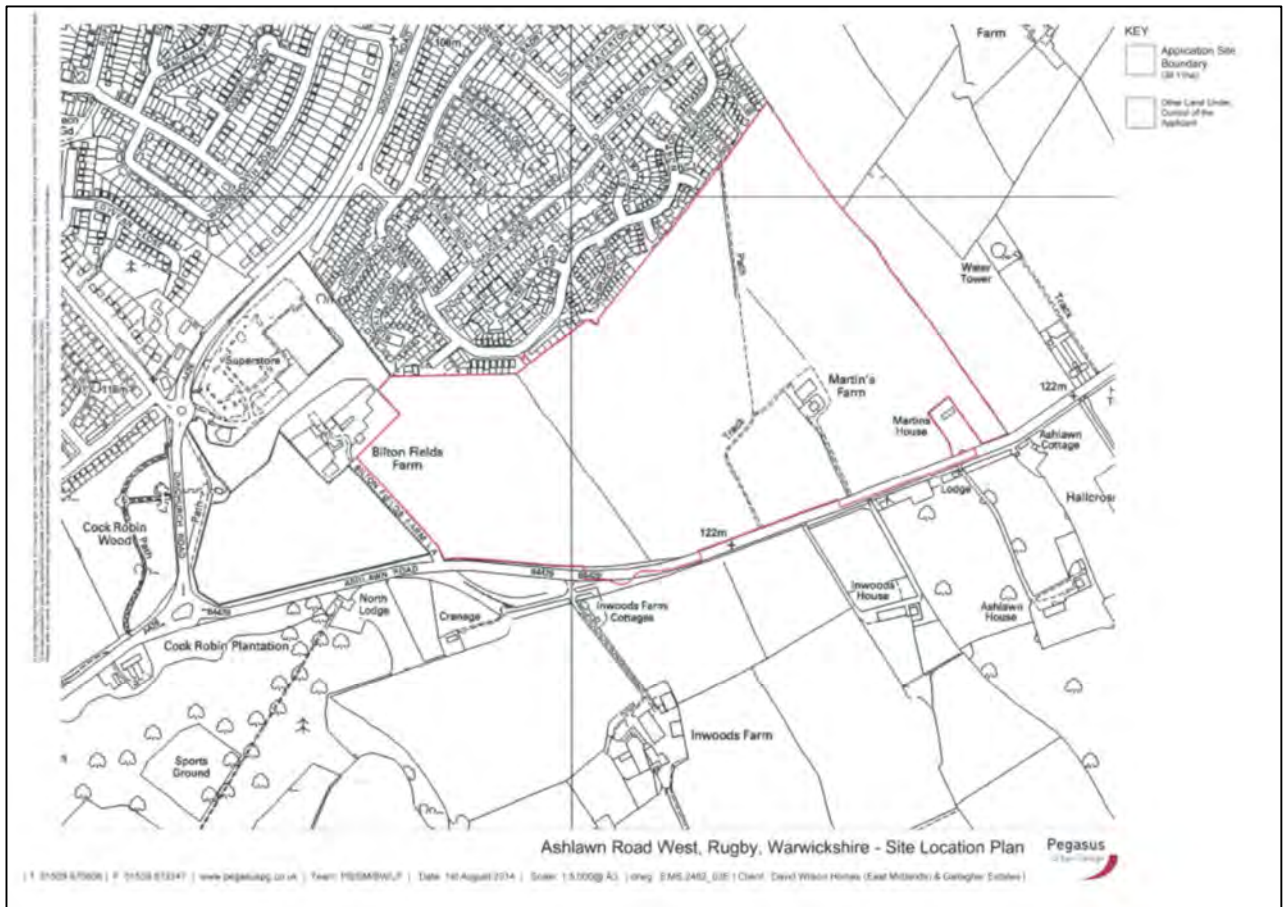


There is no Appendix L

## Appendix M - Ashlawn Road Approval Site

Ashlawn Road Site Application Reference: R13/2012 - Outline application for the demolition of existing buildings, erection of up to 860 dwellings, land for a potential primary school, two vehicular accesses from Ashlawn Road and the provision of a bus link control feature to Norton Leys, open space, green infrastructure, landscaping and associated infrastructure, including sustainable urban drainage features. All matters to be reserved except access points into the site.

Granted on appeal by the Secretary of State on 10 July 2017.



## Appendix N - Woodland Management Plan

See additional document:

[https://www.rugby.gov.uk/downloads/file/2650/cawston\\_spinneycawston\\_fox\\_covert\\_woodland\\_management\\_plan](https://www.rugby.gov.uk/downloads/file/2650/cawston_spinneycawston_fox_covert_woodland_management_plan)

## Appendix O - Existing Local Centres close to South West Rugby

### Review of Existing Local Centres – Proximity and Range of Services and Facilities

The proximity of existing Local Centres within the Rugby Urban Area to the South West Rugby allocation and the range of services and facilities provided at those Local Centres has been considered.

#### Identified Local Centres Walking Times to South West Rugby

Local Centre	Distance	Approximate walking time
Bilton (Main Street)	1 mile (1.6km)	19 minutes
Cawston (Gerrard Road)	1.3 miles (2.1km)	24 minutes
Woodlands (Cymbeline Way)	1.2 miles (2km)	24 minutes
Dunchurch Village (Southam Road - Coventry Road)	1.2 miles (2km)	24 minutes

#### Methodology

The Department of Transport's "Manual for Streets" (2007) defines a 'walkable' distance as 10 minutes, or 800 metres. The above walking distances are based on Google Maps walking routes. Measurements were taken from a central location within the allocation along Cawston Lane and to an approximate centre point of each aforementioned existing Local Centre to provide a consistent approach.

#### Existing Local Centre Audit April 2020

Settlement	Convenience store	Post Office	Pub	Hair & Beauty	Café/ takeaway	Pharmacy	Dentist	Bank/ building society	Garage	Community hall/ place of worship	Other
<b>Bilton (Main Street)</b>	2	1	2	7	5	1	1	0	0	2	12
<b>Cawston (Gerrard Road)</b>	1	0	0	2	2	0	0	0	0	0	0
<b>Woodlands (Cymbeline Way)</b>	0	1	1	2	1	0	0	0	1	0	1
<b>Dunchurch (Southam Road and</b>	0	1	4	6	5	1	1	0	1	0	10



Coventry Road)												
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The 2015 Rugby Retail and Town Centre Uses Study (see pages 25 and 50) assessed the nearby Bilton and Dunchurch Local Centres. They are found to serve ‘top up’ shopping needs. Bilton’s Local Centre captures 2.7% of retail demand within the locality. The Sainsbury’s superstore on Dunchurch Road (1.5. miles from the centre of the allocation) is the most popular foodstore in the Borough with a 16.4% market share.







# Rugby Borough Council

## South West Rugby Masterplan

### Supplementary Planning Document

Amended Adoption version – readopted 17-11 December  
2024~~June 2021~~

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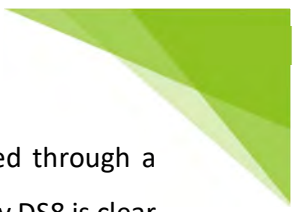
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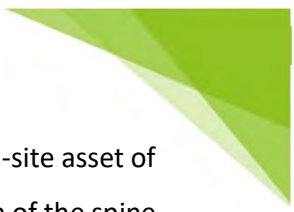
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# 1 Introduction

- 1.1 The Local Plan (2019) sets out the growth requirements for Rugby Borough and sets a vision and spatial objectives for the development of the area up to 2031. The allocation at South West Rugby represents a significant proportion of this growth. The Council therefore places great importance on delivering this growth and addressing appropriate mitigation in a comprehensive way to ensure the allocation can bring wider benefits to the town and community who live there.
- 1.2 The site is a long term commitment for the Council in meeting the growth needs of the Borough and it will continue to be built beyond the local plan period. Once built, it will create a new neighbourhood within Rugby and it is thus important for the Council and developers of the site to ensure this meets the highest possible standard.
- 1.3 This Supplementary Planning Document (SPD) concerns the Local Plan allocation known as South West Rugby, labelled as DS3.4 in Local Plan policy DS3. It fulfils the requirement of Policies DS8 and DS9 of the Local Plan which requires that proposals for development within the allocation site should be informed by this South West Rugby Masterplan SPD.
- 1.4 Local Plan Policy DS8, found within Appendix A of this document, allocates South West Rugby to provide around 5,000 dwellings and 35ha of employment land for B8 uses. Local Plan Policy DS9, found within Appendix B of this document, sets out the requirements for the spine road. The key policy objectives from both DS8 and DS9 are key threads to this SPD.
- 1.5 The purpose of this SPD is to provide further guidance to ensure comprehensive delivery of all of the planning objectives for the South West Rugby allocation. In particular this SPD covers masterplanning, infrastructure requirements and guidance on phasing and delivery. The SPD is a material planning consideration for the local planning authority when determining planning applications but is not part of the development plan.

- 
- 1.6 Given the multiple ownerships on-site the site is likely to be developed through a number of planning applications coming forward at different times. Policy DS8 is clear that development proposals within the site must be comprehensive and informed by this SPD and the Infrastructure Delivery Plan.
  - 1.7 Policy DS8 clearly states that the Council will not support ad hoc or piecemeal development which is contrary to the aim of the policy or inconsistent with this SPD. This SPD sets out specific requirements of the local planning authority, the local highway authority, the local education authority and health providers to ensure those submitting applications are clear about these requirements from the outset. The location of proposed infrastructure shown on maps is the Council's preferred location to create a sustainable new neighbourhood, locations may vary as the result of detailed work and additional evidence that emerges through the development management process. The Council will only accept variations to the preferred locations of infrastructure as shown on the masterplan at Figure 2 where proposals are supported by robust evidence and, in circumstances involving the relocation of infrastructure between landowners, the Council is satisfied that the infrastructure will be delivered in full and at the appropriate time and in general accordance with the approach and provisions outlined within this SPD.
  - 1.8 Policy DS9 allocates land to facilitate the full alignment of the South West Rugby spine road network to support and enable the South West Rugby allocation to develop comprehensively. This document sets out the Council's aspirations on masterplanning and infrastructure requirements to deliver the South West Rugby allocation. It sets the phasing and spatial distribution of land uses and delivery of infrastructure to deliver the growth requirements of the Local Plan.
  - 1.9 As required by Policy DS8 this masterplan has been produced to guide comprehensive delivery of the site by laying out the preferred locations for open space, access, play areas, the school or schools, primary roads and other features.



1.10 More specifically the masterplan identifies the location of the existing on-site asset of Cawston Spinney within the allocated site and also the preferred location of the spine road network as required by Policy DS9 of the Local Plan which will relieve impacts of development on the existing transport network, in particular Dunchurch crossroads.

1.11 The National Planning Policy Framework (NPPF) references throughout this SPD are to the February 2019 version. Please note that national policy and guidance may be subject to change over time. The local planning authority expects planning applications to adhere to the relevant national policy and guidance applicable at the time of submission.

#### Preparation of this SPD

1.12 This SPD has been developed iteratively, particularly in relation to phasing and infrastructure delivery. It has been developed in consultation with the community, site promoters, landowners and developers, service providers and statutory bodies, such as Warwickshire County Council's Education, Ecology, Public Health, Flooding, and Highways services, the Environment Agency, Historic England, Natural England, as well as Council services including Parks and Development Management.

1.13 Public consultation was undertaken on a Draft South West Rugby Masterplan SPD in October 2019. Following changes made in response to that consultation, further public consultation took place in October 2020 on a Revised Draft South West Rugby Masterplan SPD.

~~1.13~~1.14 Following adoption of the SPD on 17 June 2021, the strategic infrastructure costings in Appendix K were reviewed and updated to reflect inflation, scheme development and an updated understanding of the infrastructure needs of the scheme. Proposed changes were consulted on in January to February 2024 and further work was undertaken with infrastructure providers to refine the infrastructure schedule after that consultation.



## 2 Planning Policy and Guidance

2.1 The National Planning Policy Framework (NPPF) defines Supplementary Planning Documents (SPDs) as 'Documents which add further detail to policies in the development plan. They can be used to provide further guidance for development on specific sites, or on particular issues, such as design. Supplementary planning documents are capable of being a material consideration in planning decisions but are not part of the development plan.'

### Rugby Local Plan

2.2 The Local Plan (2019) Policies DS8 and DS9 set out the requirements for the South West Rugby allocation, in addition to these policies any proposal for the site will have to comply with Local Plan Policy DS5: Comprehensive Development of Strategic Sites. Paragraph 4.44 of the Local Plan requires all masterplan SPDs to clearly demonstrate how the mix of uses and infrastructure requirements will be planned for and delivered to ensure development is sustainable and meets the policies set out within the Local Plan. This SPD provides further detail to support compliance with Policy DS5 and achieve comprehensive development of the allocation.

2.3 Any proposal for development on the site will be required to comply with relevant policies of the Local Plan as well as National Policy. Further specific detail on the relevant policies is included in the later sections of this SPD.

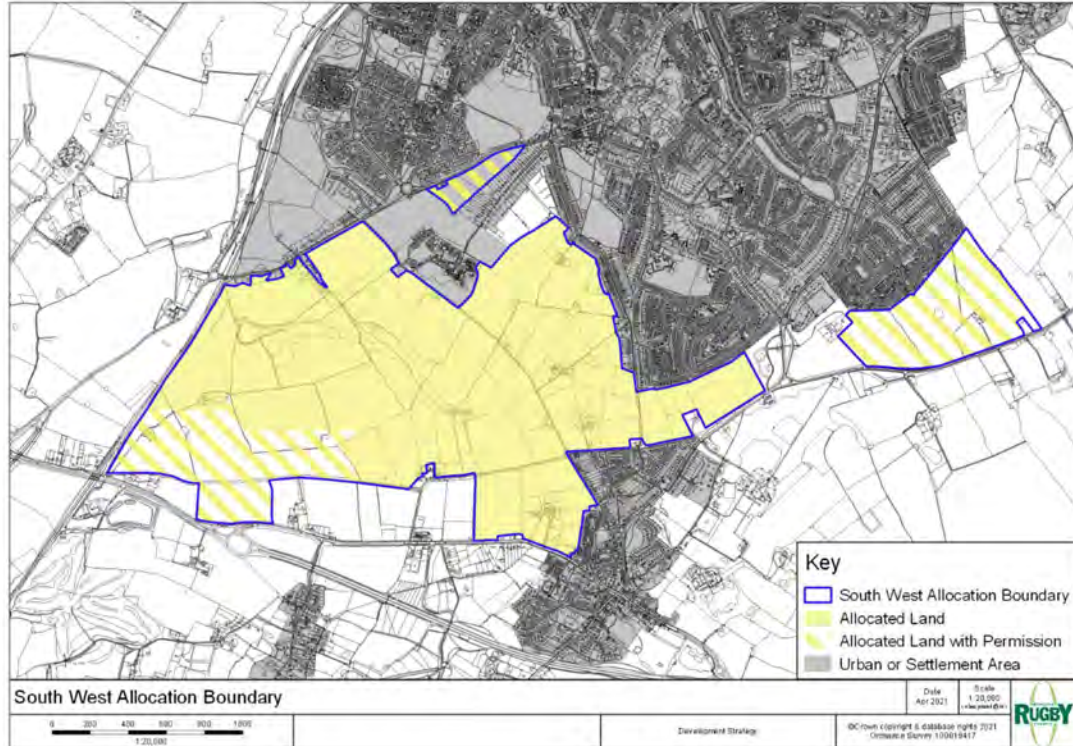
2.4 This SPD does not require a sustainability appraisal (SA) and/or a strategic environmental assessment (SEA) because an SA, incorporating an SEA, was produced for the Local Plan. In addition, it does not allocate the land; Policies DS3, DS8 and DS9 of the Local Plan perform that function and as such they were subject to the SA. However, a screening opinion on whether an SEA was required in relation to this SPD was carried out and for clarification the screening opinion is attached as Appendix C to this document.



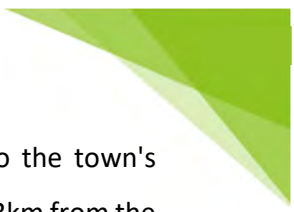
### 3 The Site and its Context

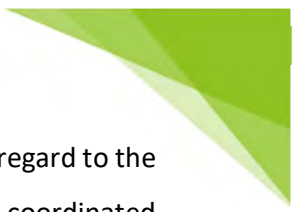
3.1 The site known as South West Rugby is shown on the outline plan below.

Figure 1: South West Rugby allocation



3.2 The allocation is approximately 390 Hectares (960 acres) and is predominantly in agricultural use, within the open countryside and lies generally between Cawston to the north, Bilton to the east, Dunchurch to the south, and the A4071 (London Road) and a disused railway line to the west. The allocation does extend eastwards to include the land north of Ashlawn Road, which was approved by the Secretary of State for 860 dwellings, and is shown on the redline plan in Appendix M to this document. The allocation also includes land in the west which has outline planning permission for 186,500 sqm of Warehousing and Distribution (Use Class B8) as well as ancillary Offices (Use Class B1a), land for a fire station and site infrastructure.

- 
- 3.3 The allocation adjoins the urban edge of Rugby and is well related to the town's existing services and infrastructure. Rugby town centre is approximately 3km from the allocation. The village of Dunchurch is in close proximity to the south, with its more limited range of shops and services in comparison.
  - 3.4 The junction of the B4429 and the A426 at the heart of the village of Dunchurch is over capacity and its layout and the proximity of listed buildings renders it unable to be improved to increase capacity, making it a significant highway constraint in the locality.
  - 3.5 The allocation is separated from the wider countryside to the south by the A45 (London Road) and the disused railway line to the west which form physical and permanent boundaries to development. Some employment uses are located at the edges of the allocation, including the Dunchurch Trading Estate located just off the A45. Figure 1 shows the overall context.
  - 3.6 The grounds of Bilton Grange School, which are a registered Park and Garden, define the south eastern edge of the allocation, east of Dunchurch. The urban edge of Rugby is characterised by the recent development at Cawston and the attractive residential streets of Lime Tree Avenue in the north east and Alwyn Road to the east.
  - 3.7 The South West Rugby site has multiple landowners. Much of the land is either owned by residential and commercial developers or is currently subject to option agreements or other forms of land deals between the existing private or public sector landowners and residential and commercial developers.
  - 3.8 This SPD provides a masterplan whereby each parcel of land within the site can contribute towards the delivery of the wider allocation and infrastructure needs whilst adhering to a site wide design context that places comprehensive infrastructure delivery, including green and blue infrastructure at its heart, and which has the capability to successfully mitigate the impacts of the development.



3.9 In order for this to be successful, different landowners will need to have regard to the role their land has within the wider allocation and the need to achieve a coordinated approach to development and delivery of associated infrastructure. This may require land equalisation to achieve spatial objectives. In particular, the provision of the South West Rugby Spine Road network, as allocated through adopted Local Plan Policies DS8 and DS9, is a key requirement. The provision of land is also required for the new schools and the fire and rescue facility.

#### Constraints and opportunities

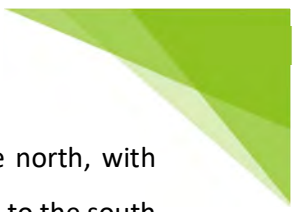
3.10 As part of the background evidence to the Local Plan the Council appointed David Lock Associates to provide information on the baseline opportunities and constraints for the South West Rugby allocation. This evidence is available here:

[https://www.rugby.gov.uk/downloads/file/1611/oth04\\_south\\_west\\_rugby\\_-\\_baseline\\_opportunities\\_and\\_constraints\\_report](https://www.rugby.gov.uk/downloads/file/1611/oth04_south_west_rugby_-_baseline_opportunities_and_constraints_report)

3.11 In addition, the landowners and the promoters of the development have undertaken a number of studies of the allocation and the implications of its development in order to help inform this SPD. Further detailed studies may be required prior to the submission of planning applications. Based on the current level of information the paragraphs below set out the identified constraints and opportunities.

#### Transport and Access

3.12 The transport network in the south of Rugby is inter-connected. The strategic and local transport infrastructure in the south of Rugby is constrained but is well connected to the wider transport network to the south, and Rugby town as a whole. The site is well related to the local highway network with direct access onto Ashlawn Road, Alwyn Road, Cawston Lane, Coventry Road (B4642), Rugby Road (A426) and the M45/A45. Connections can be made to the urban area of Rugby via a number of transport routes.



3.13 Coventry Road (B4642) and the A4071 provide the main routes to the north, with Rugby Road (A426) and Ashlawn Road (B4429) providing the main routes to the south of the town. Cawston Lane crosses the allocation site and connects Coventry Road (B4642) to the north with Northampton Lane to the south. The strategic network (M45/A45) provides opportunities to travel further afield and to nearby centres of employment including Coventry and Northampton. These routes provide an opportunity to connect the allocation with the urban area of Rugby and the strategic road network.


#### Landscape and Coalescence

3.14 Much of the landscape of the allocation is characterised by open grassland and arable fields, with parts classified as grade 2 agricultural land and defined by a series of established hedgerows, together with individual mature trees (some of which are the subject of Tree Preservation Orders) and small copses. A network of ponds appear periodically within the fields. There is a well vegetated public bridleway running east-west along Northampton Lane. Mature ancient woodland exists within the north of the allocation known as Cawston Spinney.

3.15 Given the extent of green infrastructure assets on the allocation these features need to be taken into consideration in designing the layout of the development parcels, to reflect Local Plan Policy NE2 on green infrastructure, Natural England's standing advice on Ancient Woodland and Veteran Trees, and the structural landscaping requirement of Policy DS8, as part of this SPD.

## 4 Objectives

- 4.1 This SPD seeks to provide planning guidance to deliver a quality place where people want to live and work, designed according to sustainability principles. The Local Plan sets out the policy objectives for the South West Rugby allocation within the site specific Policy DS8 set out in Appendix A.
- 4.2 Given the scale of the project there is a need to ensure a coherent and co-ordinated approach to create a new neighbourhood with supporting infrastructure, delivery of the spine road network and development phasing between land ownerships to ensure that the overall policy aspirations are met.
- 4.3 In summary the objectives for the development are as follows:
- A new neighbourhood, comprising a mix of uses that incorporate current best practice in sustainable and urban design (in line with Section 12 of the NPPF on achieving well-designed places). To design the district centre and other movement generating uses so that they prioritise pedestrian and cycle movements incorporating pedestrian permeability and cycle friendly streets and routes, maximise public transport access and integrate open space and biodiversity within the built form and green infrastructure network. To ensure this is a new neighbourhood that maintains its own sense of identity by safeguarding a significant buffer of land that retains the physical and visual separation between Rugby and the village of Dunchurch. This landscaped buffer will, as part of the site wide green/blue infrastructure network, create a new green infrastructure corridor that:
    - o retains and strengthens the existing hedgerow and tree planting where possible taking into account the preferred location of the spine road network and access to development parcels;
    - o introduces new hedgerow and tree planting;
    - o creates new habitats including a continuous tree canopy between Cock Robin Wood and Cawston Spinney for bats, taking account of the need for the delivery of the spine road network, internal access roads and the design guidance set out in Section 13 and Figure 7 of this SPD;

- 
- creates recreational routes for walking, cycling and running, and informal/semi-natural open spaces and play areas; and
  - incorporates small-scale drainage/SuD s where appropriate unless there is a demonstrable benefit in combining drainage/SuD s to serve multiple development parcels;
  - Green/blue infrastructure - the site contains areas of important habitat, including ancient woodland, that have ecological, cultural and amenity value. This SPD seeks to ensure new development protects, enhances and secures the future of these important habitats and the species that inhabit them. This SPD also seeks to protect and enhance corridors to enable current and future species to move in, out and through the development area (in line with Section 15 of the NPPF on conserving and enhancing the natural environment). This SPD will also ensure that a measurable Biodiversity Net Gain is secured that promotes onsite conservation and mitigation within the development area boundaries and compensation elsewhere within the Borough as a last resort;
  - Transport Infrastructure - the site is largely open countryside. In order to deliver the Local Plan allocation for employment and housing at South West Rugby, highways, walking, cycling and public transport infrastructure needs to be put in place, to enable the developments to function effectively (in line with Section 9 of the NPPF on promoting sustainable transport). Establishing the spine road network through the site, connecting to the existing road network to alleviate the traffic impact of the development on the Dunchurch crossroads and surrounding area, will be key; and
  - Community Infrastructure - as it is being implemented the South West Rugby allocation will be effectively creating a new community that will require health services, education, shops, local play space, policing and fire services. These will be needed to create a sustainable development and to achieve the key aim of the NPPF (and more specifically Section 8 of the NPPF - promoting healthy and safe communities). This also relates to habitat and ecological enhancement as the provision of green infrastructure will also contribute to healthy active lifestyles.



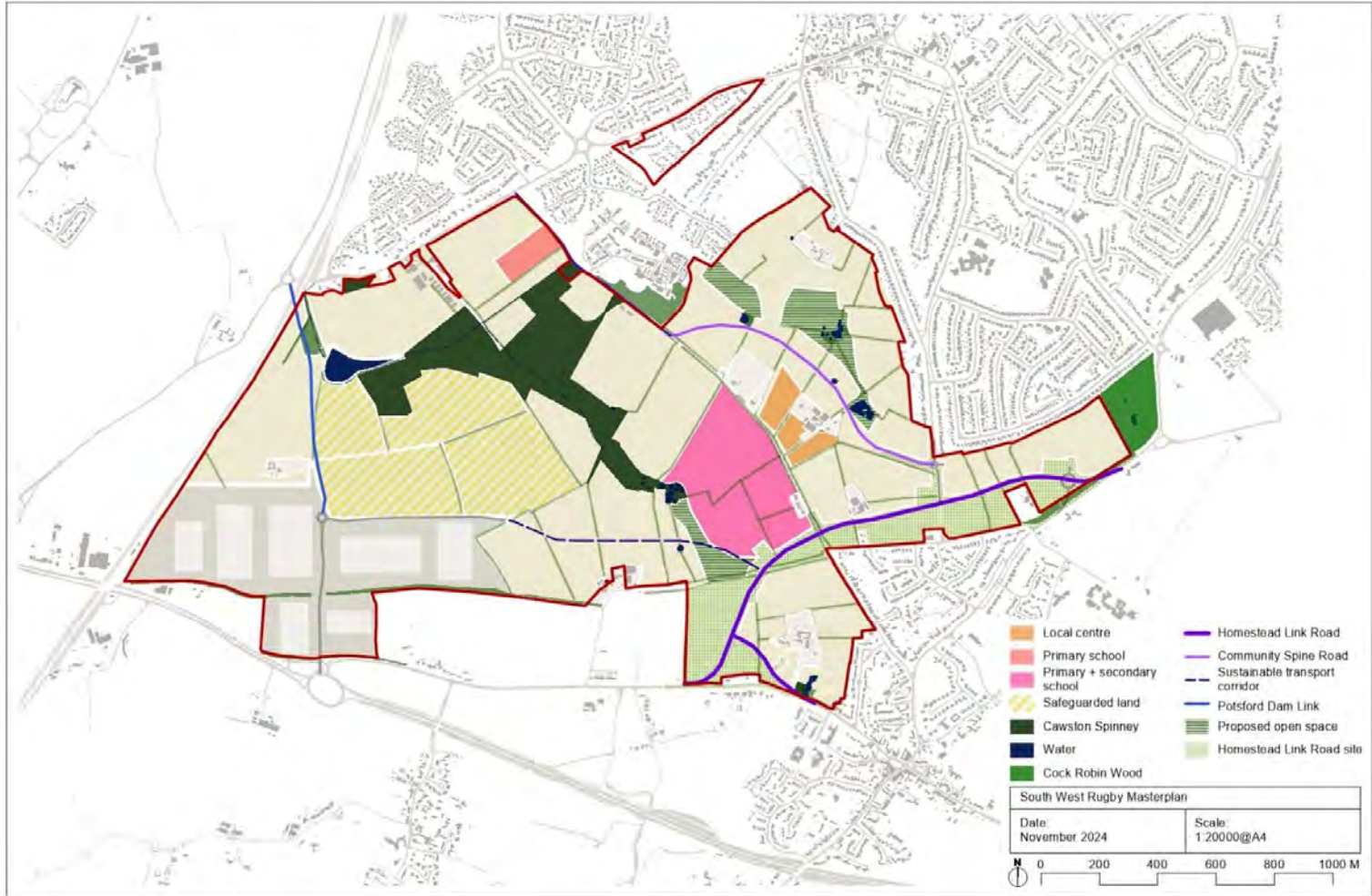
## 5 South West Rugby Masterplan

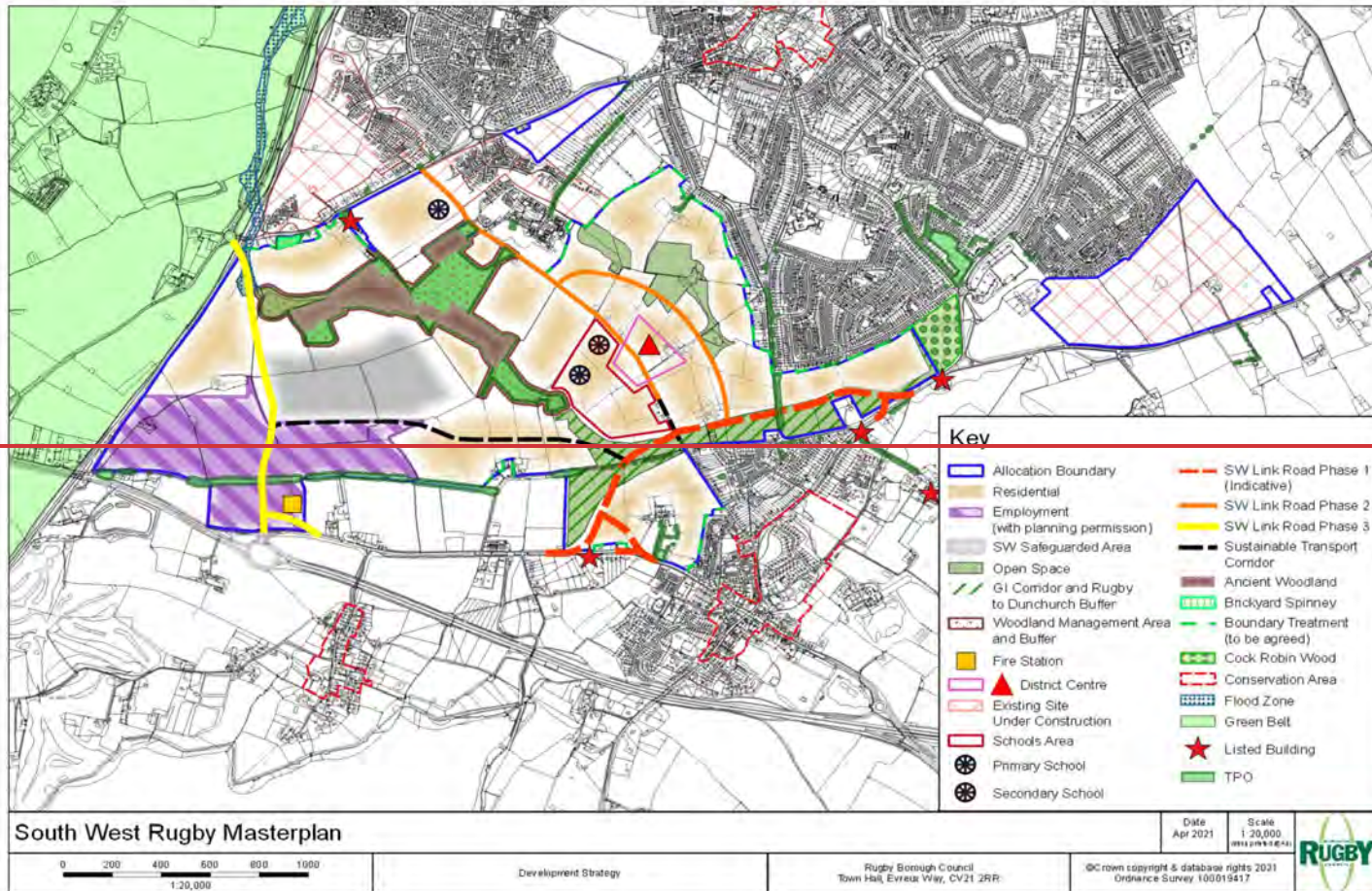
- 5.1 As required by Policy DS8 this South West Rugby Masterplan SPD has been produced to guide comprehensive delivery of the site by setting out the Council's preferred locations for open space, access, play areas, the school or schools, primary roads and other features. More specifically the masterplan identifies the location of the existing on-site asset of Cawston Spinney within the allocated site and also the preferred location of the spine road network as required by Policy DS9 of the Local Plan. Each section of this document will provide guidance for the development to ensure Policies DS8 and DS9 of the Local Plan are delivered.
- 5.2 The Council will only accept variations to the preferred locations of infrastructure as shown on the masterplan at Figure 2 where proposals are:
- Supported by robust evidence; and
  - An alternative Masterplan identifying any variation is agreed between the Council, Warwickshire County Council and all of the respective landowners to which the variation relates; and
  - In circumstances involving the relocation of infrastructure between landowners, the Council, Warwickshire County Council are satisfied that the infrastructure will be delivered in full and at the appropriate time and in general accordance with the approach and provisions outlined within this SPD.





Figure 2: South West Rugby Masterplan







## 6 Phasing and Delivery

- 6.1 South West Rugby is a long-term development which is expected to be delivered over a 20-year period and will continue to be developed beyond the time period covered by the Local Plan. Policy DS8 requires development proposals within the South West Rugby allocation to come forward comprehensively and in accordance with Policies DS8, DS9, the Policies Map, the Infrastructure Delivery Plan and this SPD. The Council will not support ad hoc or piecemeal development which is contrary to the aim of Policy DS8, or development that is inconsistent with the Masterplan for the allocation except in the circumstances set out in Paragraph 5.2 above.
- 6.2 The phasing of the allocation is extremely important to the successful and timely delivery of the site and the supporting infrastructure to support a new neighbourhood throughout the construction phase and until it is built out in its entirety.
- 6.3 The provision of necessary infrastructure to deliver the South West Rugby allocation is outlined in the Infrastructure Delivery Plan (IDP), which can be found appended to the Local Plan. In order to secure the comprehensive development of the allocation, Policy DS8, paragraph 4.63 states that the South West Rugby Masterplan SPD will include ‘detail about the phasing of development and infrastructure delivery across the site.’

### Strategic Infrastructure and Phasing

- 6.4 Appendix K to this SPD sets out the strategic infrastructure and other mitigation measures and the anticipated indicative cost of each item. This is based on the Local Plan IDP with some clarification and updated costs provided. Costs may be further updated and refined as the detail of infrastructure proposals is confirmed.

~~6.5 The indicative phasing of the development parcels is contained within the map in Figure 3.~~

~~6.6.5~~ The delivery of infrastructure and phasing of the allocation will be governed by the principle that infrastructure should be provided in line with the appropriate phases set out in the IDP ~~and on the map in Figure 3~~ in order to mitigate the impacts of development. ~~Detailed phased delivery for all infrastructure is also set out in Appendix L.~~





### Spine Road Network

~~6.76.6~~ Particular attention should be given to the delivery of the full South West Rugby Spine Road network which is expected to be commenced in phase three (2021/22 – 2025/26).

### Site Specific Infrastructure Delivery

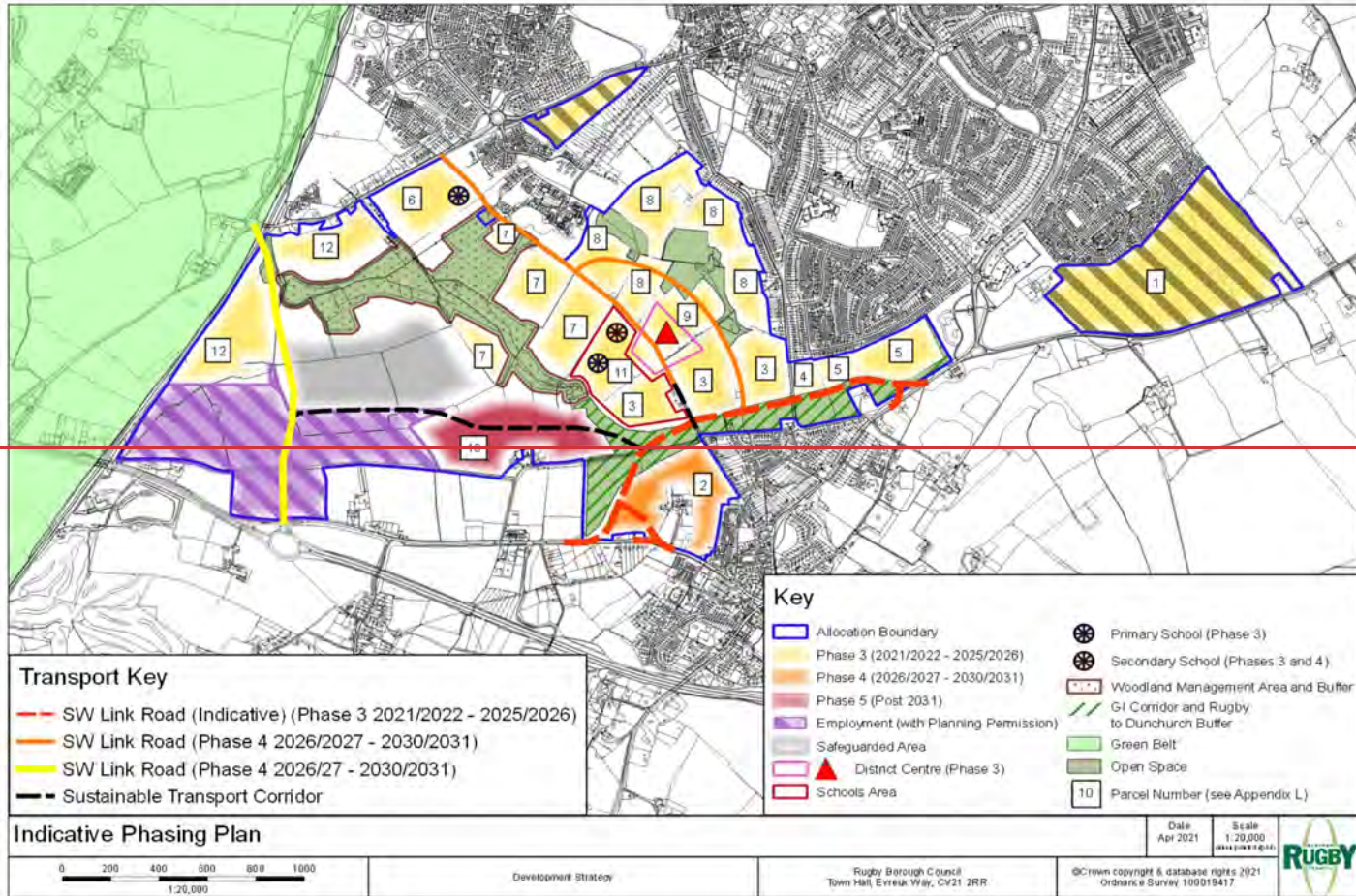
~~6.86.7~~ Each planning application will be expected to deliver site specific infrastructure as part of its proposals.

### Securing Infrastructure Requirements

~~6.96.8~~ There will be a Section 106 legal agreement against each major planning application on the allocation. Each Section 106 agreement will include triggers to ensure strategic infrastructure contributions are made at appropriate times. Each Section 106 agreement will be drafted in line with a framework SW Rugby Section 106 Agreement which will set out the provisions which the Council will expect to be included in each Section 106 agreement. This is explained in detail in section 25 of this SPD.

~~6.10~~ The map in Figure 3 below identifies the key phases of delivery of the allocation and when it is expected to come forward.

Figure 3: There is no figure 3South West Rugby Indicative Phasing Plan





## 7 Green and Blue Infrastructure

- 7.1 Green and blue infrastructure can deliver a wide range of environmental and quality of life benefits for local communities. Benefits can include opportunities for outdoor recreation, enhanced biodiversity and landscapes, climate change mitigation, management of flood risk and reduction of air and noise pollution. It can consist of a range of spaces and assets for example, parks, playing fields, other open space, woodland, allotments, gardens, trees, and features such as streams, ponds and other water bodies.
- 7.2 Green and blue infrastructure provides the wider spatial element that links together known assets both internal to the development area (such as Cawston Spinney and Cock Robin Wood) and those external (such as Draycote Water and the disused railway lines). This SPD outlines these wider spatial elements of connectivity, open space and public access detailing how it links into the wider environment. The actual details will be a matter of development design and the retention of key connecting features such as hedgerows, ponds, ditches and other green and blue infrastructure assets and how they are integrated into the future layout of the masterplan.

### Green Infrastructure and coalescence

- 7.3 A central principle of this SPD is to ensure that the green and blue infrastructure network includes the landscaped buffer between Dunchurch and Rugby to prevent coalescence between the two settlements and create a continuous green/blue infrastructure corridor between Cock Robin Wood and Cawston Spinney as required by Policy DS8 of the Local Plan taking account of the need for the delivery of the spine road network, internal access roads and the design guidance set out in Section 13 and Figure 7 of the SPD.
- 7.4 The development of the allocation will need to be set within the context of the green and blue infrastructure network, enhanced by new planting and biodiversity improvements, public open space and children's play space and improved connectivity for walking and cycling.


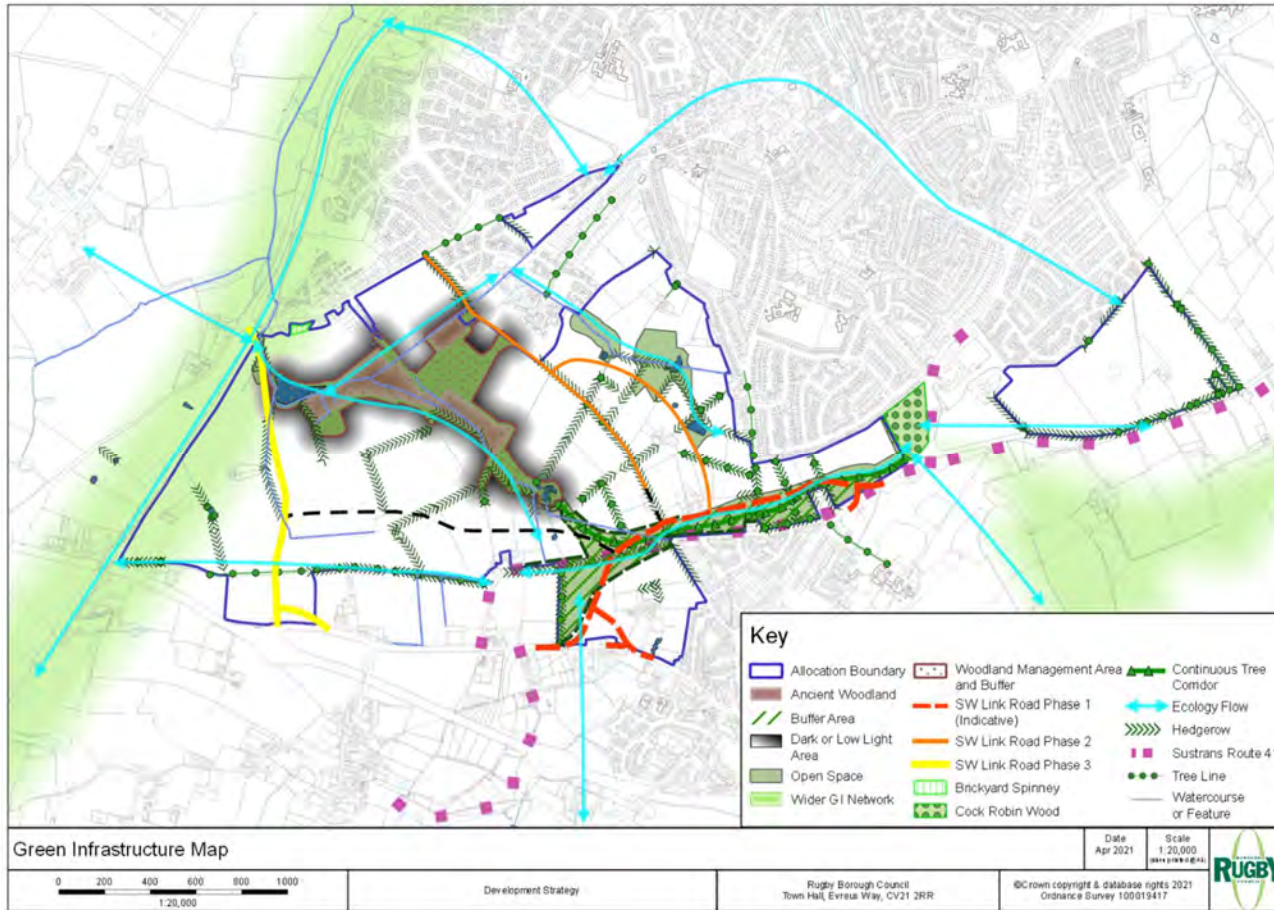
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- 7.5 Cawston Spinney, Fox Covert and Boathouse Spinney collectively provide a central asset within the development area. These should be at the heart of the strategic green and blue infrastructure network connecting with other Local Wildlife Sites such as Cock Robin Wood, open space, and biodiversity features. Opportunities also exist to enhance the structure of the landscape through replanting and regeneration of primary hedgerow boundaries.
- 7.6 One such strategic green and blue infrastructure corridor will extend from the disused railway line on the West edge of the allocation through to Cawston Spinney and then along to Cock Robin Wood to the East. This will help form part of a link that extends further Eastwards to Bilton Grange School grounds and eventually connecting to the Ashlawn cutting disused railway line.
- 7.7 The green and blue infrastructure will need to be designed to contribute towards the overall character, quality and amenity of the public realm and positively integrate surface water drainage features and existing reservoirs/ponds. The existing landscape features and topography of the site, alongside future surface water drainage requirements will influence the creation of connected open and green spaces.
- 7.8 The Homestead link road section will be situated adjacent to the open space corridor that provides a buffer between Rugby and Dunchurch. This will provide an opportunity to incorporate surface water drainage features to manage run-off from the road. The detailed design of any SuDS features should be discussed with Warwickshire County Council as Lead Local Flood Authority (LLFA) for further advice. Further guidance is provided in section 12 of this SPD.
- 7.9 Figure 4 below identifies the main green and blue infrastructure features in the allocation and the connecting areas.



Figure 4: South West Rugby Green and Blue Infrastructure Plan



## 8 Rugby to Dunchurch Landscaped Buffer

8.1 Policy DS8 of the Local Plan requires that development proposals respect and maintain a physical and visual separation between Rugby and Dunchurch to prevent coalescence and protect their individual character and identity. The buffer is required to be significant and incorporate a green infrastructure corridor from Cock Robin Wood to Cawston Spinney. The buffer is shown on the masterplan in Figure 2 of this document.

8.2 The allocation has been subject to landscape sensitivity studies in 2006, and a Landscape Assessment of the Borough of Rugby Sensitivity and Condition Study 2017. Figure 5, from the 2006 Landscape Study shows the condition and sensitivity of the gap while Figure 6 from the study on the sensitivity of the Rainsbrook Valley Landscape (January 2017), shows its high level of sensitivity.

Figure 5: Condition and Sensitivity of Land Parcels (from 2006 Study)

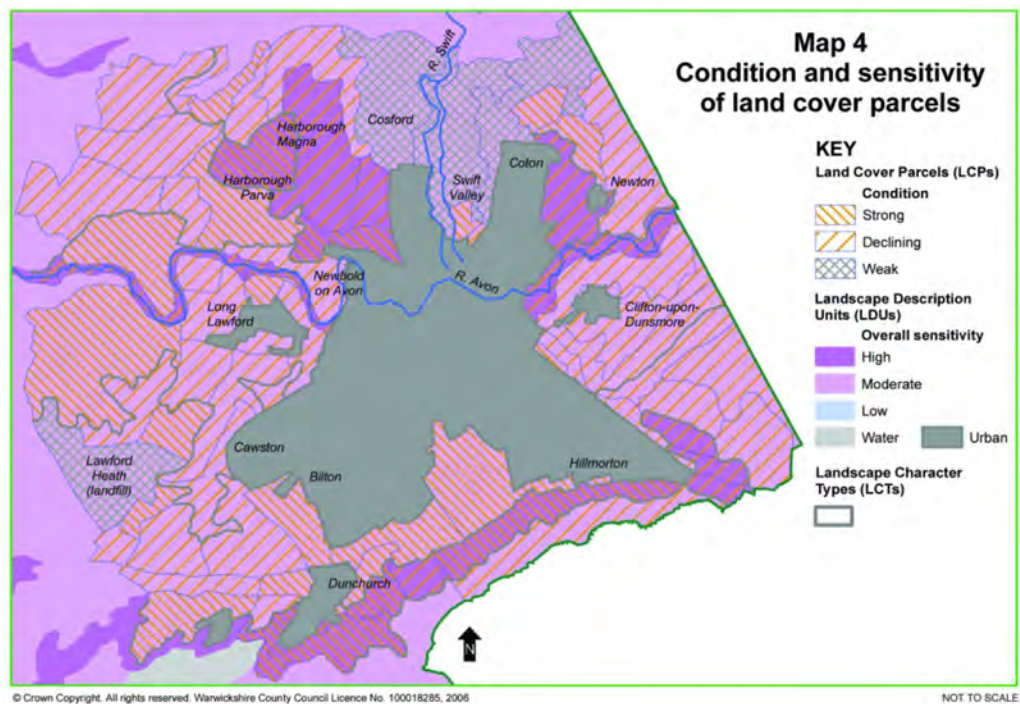
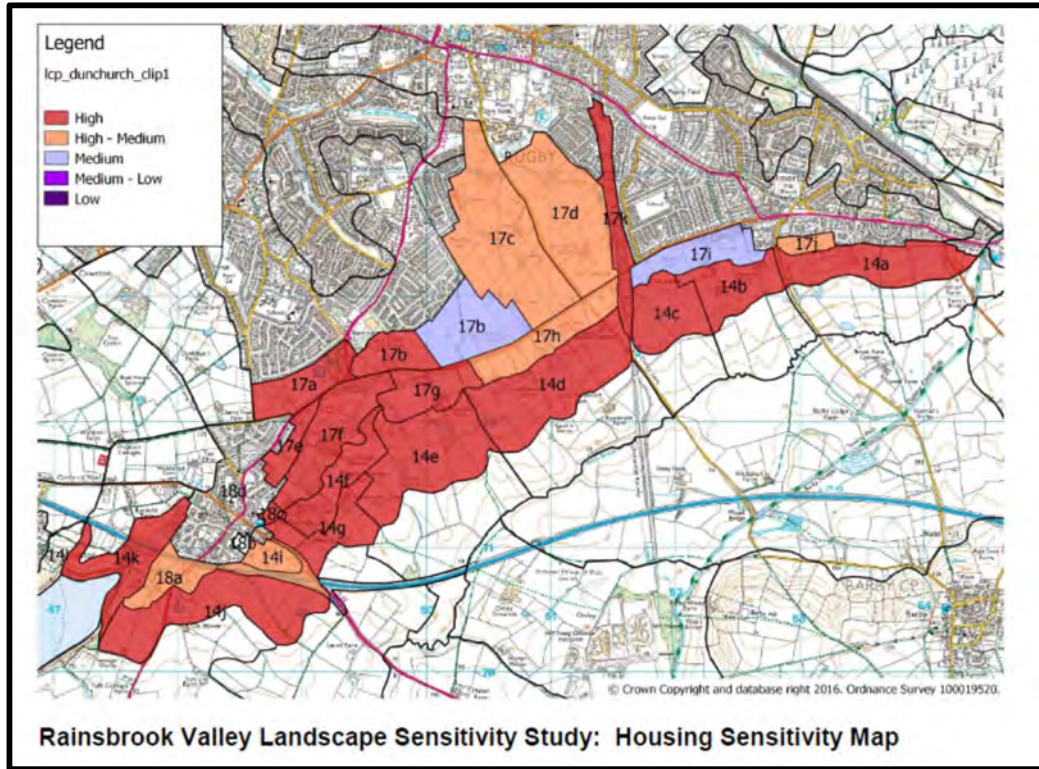


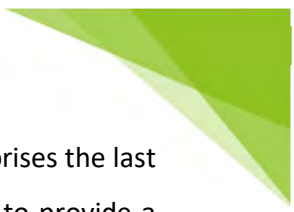
Figure 6: Housing Sensitivity Map (2017 Study)

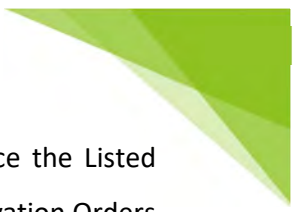


8.3 Site 17a on the map in Figure 6 above forms part of the South West Rugby allocation. This is the area to the south of Rugby in the eastern portion of the development area, in a strip of land which ranges between approximately 240m to 288m in width that separates Rugby from Dunchurch. The far eastern portion of the allocation comprises the Cock Robin Wood Local Wildlife Site. The study identifies an informal wooded 'walk', enclosed under a canopy of mature roadside and hedge trees (dense in places, scattered in others), adjacent to the public footway off the Rugby Road. The study goes on to say:

*"The settlement edge, set back by one field from the road, is only glimpsed through gaps in this vegetation. However, particularly within the eastern part of the zone, the settlement edge itself is abrupt and lacking a rural hedged/treed boundary. Generally field hedges are redundant and outgrown but where sections of roadside hedgerow to the reserve have been re-laid these are re-establishing."*



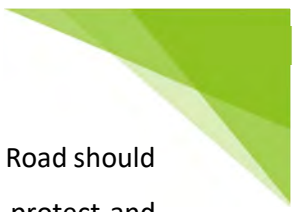
- 
- 8.4 Site 17a was concluded to be of 'high sensitivity' because the zone comprises the last gap separating Rugby and Dunchurch. A key objective of Policy DS8 is to provide a buffer between Dunchurch and Rugby that is of a width significant enough to maintain a physical and visual separation between these two distinct settlements and prevent coalescence.
  - 8.5 The buffer will form part of the designated green infrastructure corridor which runs from Cock Robin Wood to Cawston Spinney, and forms part of the allocation-wide green infrastructure network. This does not mean that there can be no development in the parcels within Site 17a of the Rainsbrook Valley Landscape Study but development in this area will be required to comply with the policy requirements and include a significant landscaped buffer between Dunchurch and Rugby. This landscaped buffer will extend from Cock Robin Wood in the east to the Coventry Road (B4429) in the west of the allocation.
  - 8.6 The alignment of the Homestead Link will impact the existing wooded walk but this impact can be mitigated by the provision of the landscaped buffer and its design, the Homestead Link Road itself and the development parcels adjoining the Link road and the buffer.
  - 8.7 Along the whole of the landscaped buffer it is considered that strengthening the existing hedgerow and tree planting and the introduction of new planting of a similar type to the existing (in terms of height, depth and species mix) will maintain and strengthen the existing visual and physical character of the gap between Rugby and Dunchurch and ensure a gap is maintained in the future between the two settlements.
  - 8.8 In addition, this planting along with the creation of new habitats for biodiversity, new recreational routes and informal/semi-natural open spaces will contribute to the green infrastructure network. These open space typologies will form part of the allocation's open space provision.

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- 8.9 This will provide further wider opportunities to safeguard and enhance the Listed Buildings, Registered Park and Gardens and trees subject to Tree Preservation Orders that are adjoining or close to the allocation. It will also provide opportunities to create improved access to the green infrastructure network as well as the wider countryside by expanding and improving the walking and cycling environment for leisure and active travel, benefitting health and well-being and accessibility for both existing and new residents of the allocation, as well as enhancing biodiversity.
- 8.10 Uses within the buffer should be informal with the objective of maintaining the existing character, such as planting as described above as well as habitat creation; informal recreational uses such as recreational walking, cycling and running routes; seating areas; and informal/semi-natural open spaces. Formal playing pitches, changing rooms and buildings are considered inconsistent with the existing open character and functional relationship between the two settlements and so would not be appropriate land uses within the buffer.
- 8.11 Raised land or man-made features such as bunds would also not reflect the existing flat and open topography of the land between the two settlements and is not a characteristic of this landscape. Such features will only be considered by the Council if they are required to mitigate the impacts of the development on the existing residents of Dunchurch.
- 8.12 The physical separation, or buffer width, will vary between the Rugby and Dunchurch. The buffer has been divided into three sections to enable clarity for the planning applicants and in application decision-makers in terms of the size, form and function of the buffer. When preparing planning applications applicants should have regard to the following requirements for each section of the buffer.



## Section 1: Cock Robyn Wood to Alwyn Road

- 8.13 As the inter-visibility between the two settlements is limited it is considered acceptable to reduce the distance of physical separation subject to the retention and strengthening of existing planting along Rugby Road (A426), Northampton Lane and Alwyn Road as well as the introduction of new planting of a similar type to the existing (in terms of height, depth and species mix) along the south of the Link Road and along the outer southern and western boundaries of the new residential development. New planting will contribute towards biodiversity enhancements and the creation of the green infrastructure corridor.
- 8.14 The objective should be to maintain the existing character of frequent glimpses of development through hedgerow and tree planting that varies in height and depth. This will also strengthen the existing green infrastructure network. Land uses within the buffer will also provide opportunities to strengthen the existing green infrastructure network through habitat creation (including the creation of a continuous tree canopy between Cock Robin Wood and Cawston Spinney to provide habitat for bats) and the introduction of recreational routes, seating areas and informal and semi-natural play areas.
- 8.15 Surface water flooding occurs to the rear of properties to the south of Montague Road in the north eastern part of Section 1 of the buffer. Flood risk management seeks to manage flows where they occur, consequently it is not appropriate to include flood attenuation in the buffer area. Small scale drainage may be appropriate within the buffer, particularly in relation to the Link Road. Further discussion is required with Warwickshire County Council Highways and the Lead Local Flood Authority (LLFA) to confirm if this will be necessary in terms of the design of the Link Road.



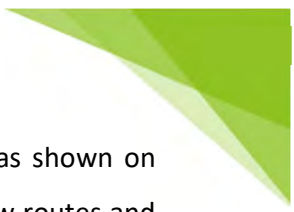
8.16 The landscaped buffer in Section 1 between Cock Robin Wood and Alwyn Road should minimise any impact on the setting of the Grade II listed Cottages and protect and strengthen the existing green infrastructure links between Cock Robin Wood and the trees and hedgerows along Rugby Road/Northampton Lane and at Bilton Grange. It is particularly important in terms of habitat protection that the continuous tree canopy between Cock Robin Wood and the trees that border Rugby Road and Northampton Lane are maintained and strengthened. There should be an adequate separation between the existing residential property and the Link Road.

#### Section 2 – Alwyn Road to Cawston Lane

8.17 Compared with Section 1, Section 2 is more open with less existing tree and hedgerow planting. As the inter-visibility between the two settlements is limited it is considered acceptable to reduce the distance of physical separation subject to the significant strengthening of existing planting along Northampton Lane and Alwyn Road as well as the introduction of new planting along the south of the Link Road and along the outer southern boundaries of the new residential development. The objective should be to maintain the existing character of some open views and frequent glimpses of development through hedgerow and tree planting that varies in height and depth.

8.18 As with Section 1 land uses within the buffer will provide opportunities to strengthen the existing green infrastructure network through habitat creation, the introduction of recreational routes, seating areas and informal/semi-natural open spaces. The creation of a continuous tree canopy referred to in Section 1 should continue through Section 2 as part of the buffer between Rugby and Dunchurch providing habitat for bats between Cock Robin Wood and Cawston Spinney.

8.19 As with Section 1, functional separation should be maintained to ensure a clear physical and visual distinction between the two settlements reflecting the existing open character and the absence of built form between the two settlements. This means that the buffer should be open with no buildings and structures.



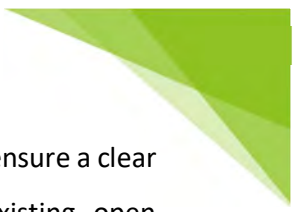
8.20 Some areas of the allocation are at risk from surface water flooding as shown on Environment Agency mapping. These areas depict existing overland flow routes and low points in the topography. Site layouts should consider this existing surface water flood risk. Flood risk management seeks to manage surface water runoff arising from development where they occur, consequently it is not appropriate to include large-scale SuDS attenuation in the buffer area. As in Section 1, small scale drainage may be appropriate within the buffer, particularly in relation to surface water runoff arising from the Link Road. Further discussion is required with Warwickshire County Council Highways and the LLFA to confirm if this will be necessary in terms of the design of the Link Road.

### Section 3 - Cawston Lane to the South West Rugby allocation boundary North of B4429

8.21 Currently in Section 3 there is no visual or physical relationship and only a limited functional relationship between the settlements of Rugby and Dunchurch. However, the parcels of future development will change this relationship. These are land north of Coventry Road (Parcel 2), land west of Cawston Lane (Parcel 3) and land adjacent to Windmill Farm (Parcel 10) ~~(all Parcels are shown on Figure 3)~~. In particular development will reduce the distance of physical separation between the two settlements but it should not result in continuous development between Dunchurch and Rugby and the buffer must be maintained throughout.

8.22 The Section 3 buffer should provide separation between the southern extent of the new residential development Parcel 3 and the northern extent of the new residential development Parcel 2. This Section of the buffer will include the Link Road but should continue the form and function of the Section 2 buffer, described in Section 2 above. This buffer should continue southwards along the western boundary of the South West Rugby allocation providing physical separation between the new residential development Parcel 2 at Dunchurch and the new residential development Parcel 10, north of Windmill Lane and south west of Cawston Spinney. The Section 3 buffer will also continue northwards to link to Cawston Spinney creating a continuous green infrastructure corridor to Cock Robin Wood and beyond to the Rainsbrook Valley.

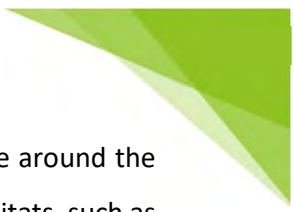


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- 8.23 As with Sections 1 and 2, functional separation should be maintained to ensure a clear physical distinction between the two settlements reflecting the existing open character and the absence of built form between the two settlements. This means that the buffer should be open with no buildings and structures.
- 8.24 It would also be appropriate for the furthest west part of the buffer, between the north west boundary of Parcel 2 and the southern boundary of Parcel 10, to be retained as open green space. This would create a more gradual transition to the wider countryside beyond the South West Rugby allocation boundary.
- 8.25 Surface water flooding occurs along the National Cycle Route 41/Public Bridleway and around the pond that is north east of Windmill Farm and south of Cawston Spinney. There are also small pockets along the field boundaries to the north and south of the National Cycle Route 41.
- 8.26 Some areas of the allocation are at risk from surface water flooding as shown on Environment Agency mapping. These areas depict existing overland flow routes and low points in the topography. Site layouts should consider this existing surface water flood risk. Flood risk management seeks to manage surface water runoff arising from new development where they occur, consequently it is not appropriate to include large-scale SuDS attenuation in the buffer area. As in Section 1, small scale drainage may be appropriate within the buffer, particularly in relation to surface water runoff arising from the Link Road. Further discussion is required with the local highway authority and the LLFA to confirm if this will be necessary in terms of the design of the Link Road.



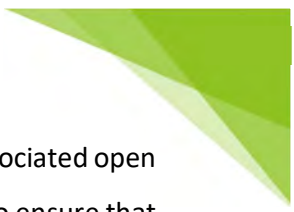
## 9 Woodland Management

- 9.1 Cawston Spinney is an area of mixed woodland, protected by a Tree Preservation Order. Species present include Oak, Sweet Chestnut, Yew, Silver Birch, Scot's Pine, Larch, Ash, Holly, Beech, Hornbeam, Hazel (often as an understorey), and Elm. Areas of Cawston Spinney are designated as ancient woodland.
- 9.2 The presence of ancient Yew and Hornbeam indicates that in places the wood has remained untouched for a significant period of time. The definition of ancient woodland means that the area has remained wooded continuously since 1600 or earlier. This is therefore a significant biodiversity asset of national importance. Paragraph 175 (c) of the NPPF is clear that development resulting in the loss or deterioration of irreplaceable habitats (such as ancient woodland and ancient or veteran trees) should be refused unless there are wholly exceptional reasons.
- 9.3 The Woodland Management Plan is set out in Appendix N and details opportunities to protect and enhance biodiversity. These enhancements are to be measured through the Warwickshire, Coventry and Solihull Biodiversity Impact Assessment (BIA) tool, which is derived from the Defra metrics so that any gains can be used to offset any losses from the wider development area – see Paragraphs 13.9 and 13.10 of this SPD for further details.
- 9.4 Rugby Borough Council's Tree Officer and Warwickshire County Council Ecology have provided specific advice to inform this SPD. The appended Woodland Management Plan will form part of the assessment process for planning applications and the extent to which proposals comply with Policies DS8, NE1 and NE2 of the Local Plan will be a key consideration.
- 9.5 Natural England's standing advice requires a minimum buffer zone of 15 metres around ancient woodland to avoid root damage and where assessment shows other impacts are likely to extend beyond this distance, a larger buffer zone may be needed. An arboricultural survey will need to be submitted with any planning application which incorporates or is in close proximity to Cawston Spinney which defines and justifies the buffer zone to be implemented.

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- 9.6 In accordance with the Natural England Standing Advice the buffer zone around the ancient woodland at Cawston Spinney should consist of semi-natural habitats, such as woodland, or a mix of scrub, grassland, heathland and wetland planting. Consideration should also be given at the planning application stage to opportunities to position open space in those areas around Cawston Spinney which are not ancient woodland (and so will not be protected by the ancient woodland buffer), as well as in areas beyond the ancient woodland buffer zone, to assist with the mitigation of the impacts of development on this biodiversity asset. As a minimum, light levels along the dark corridors should be expected to achieve lux levels of < 1 (i.e. up to twilight conditions), in accordance with current best practice guidance (Bat Conservation Trust and the Institute of Lighting Proposals, Guidance Note 08/18, 'Bats and artificial lighting in the UK'). Surface water run off from development may affect the woodland as parts of the site are undulating, which will need to be taken into account in terms of design.
- 9.7 Proposals will need to take account of the proximity and height of buildings and their lighting effects, as well as the impact upon the tree canopies. Some trees are approximately 20m in height, which has implications for very tall structures in proximity to the woodland. Careful design management will be required as a result at a structural level, with the woodland at the centre of the design process. The Council's Tree Officer, Natural England and Warwickshire County Council Ecology will be consulted to comment further on this aspect in detail at the planning application stage.

#### Rugby Borough Council's Woodland Management Plan

- 9.8 The initial period of the Woodland Management Plan will cover the first 10 years of management in detail but with objectives for management in perpetuity. It will need to demonstrate how the costs to implement the prescribed management objectives will be sustained into the future. This is a prerequisite of biodiversity net gain principles although it is understood that the Management Plan will be subject to changes evidenced by monitoring.



9.9 The Council Parks Team’s preferred option is for Cawston Spinney and associated open space to be transferred to the Council through Section 106 agreements to ensure that the Woodland Management Plan is implemented and to ensure future protection of the woodland. The Council will seek to work in partnership with a third sector organisation to help deliver the agreed Woodland Management Plan. The Council would also be willing to manage informal open space throughout the South West Rugby allocation through S106 agreements.

## 10 Open Space

- 10.1 Local Plan Policy HS4 sets out standards for different types of open space that will be required from new development. This is shown in Table 1 below. The allocation's ecological constraints establish the strategic need to safeguard and enhance the green and blue infrastructure network across the allocation including the creation of a continuous green infrastructure corridor between Cawston Spinney and Cock Robin Wood.
- 10.2 The requirement for children's play space is set out in Table 1 below. The play space will need to be divided into 1-2 Neighbourhood Equipped Areas for Play (NEAP) and multiple LEAPs. The requirements for these play areas can be found in Appendix F. The majority of the green and blue infrastructure network will be publicly accessible, but it can include a variety of different types of open space including school playing pitches. Natural and semi-natural open space should be located within green/blue infrastructure corridors, around Cawston Spinney and in the Rugby to Dunchurch landscaped buffer. Constraints on the location of certain types of open space are identified in Table 1 and elsewhere in this SPD, for example no formal playing pitches in the Rugby to Dunchurch landscaped buffer.
- 10.3 The apportionment of open space between typologies is likely to favour natural and semi-natural typologies, rather than formal spaces in order to concentrate the need to maximise green infrastructure between Cock Robin Wood and Cawston Spinney. Further guidance to assist with the design open space and creating healthy active lifestyles can be found in Sport England's Active Design guide which can be found here <https://www.sportengland.org/how-we-can-help/facilities-and-planning/design-and-cost-guidance/active-design>. The Active Design Checklist provides a useful tool for applying Active Design principles to a specific proposal and assessing the ability to deliver more active and healthier outcomes. The Checklist can be found here <https://sportengland-production-files.s3.eu-west-2.amazonaws.com/s3fs-public/active-design-checklist-oct-2015.pdf?az73PYXRmKYaXMfLu8BCxgXSByeiAQ1d>

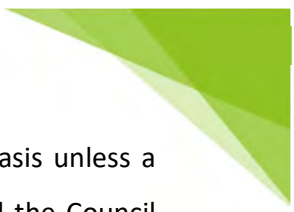
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- 10.4 Open space and sports facilities will be negotiated on a site by site basis unless a comprehensive site-wide approach is agreed between landowners and the Council which results in better quality and more accessible open space and sport facility provision on the site whilst adhering to the overall need to comply with policy in consultation with the Rugby Borough Council's Parks department. Sports provision will require consultation with Sport England to ensure adequate provision and funding is secured.
- 10.5 Policy HS4 of the Local Plan requires that new open space should be accessible and should avoid any significant loss of amenity to residents, neighbouring uses or biodiversity. Cawston Spinney's importance in terms of biodiversity means that the use of the woodland as new open space would be contrary to Policy HS4. It would also be contrary to Policy NE1 of the Local Plan which seeks to protect designated biodiversity assets.



Table 1: Open Space Provision by Type

Policy assumes 2.4 people per dwelling – for 3,990 dwellings = 9,576 population assume 9,600

Open Space	Adopted Standard (ha per 1000 pop)	Provision required on-site (ha)	Comments on provision
Children's Play	0.2	$0.2 \times 9.6 = 1.92$	Within residential development parcels or as buffers between parcels (See Appendix F also). Formal children's play not located in the buffer between Rugby and Dunchurch.
Natural and Semi-Natural Green Space	2.5	$2.5 \times 9.6 = 23.94$	Ancient woodland buffer and part of green/blue network. Comparatively, more natural and semi-natural typology should be provided in favour of other typologies to maximise green infrastructure, especially within green/blue corridors, Rugby to Dunchurch landscaped buffer and around Cawston Spinney.
Parks & Gardens	1.5	$1.5 \times 9.6 = 14.36$	Required as a typology in South West Rugby but <u>some of the requirement could instead be delivered</u> in the form of <u>the natural and semi-natural green space typologies typology</u> to be concentrated within green/blue corridors, Rugby to Dunchurch landscaped buffer and around Cawston Spinney.
Amenity Green Space	1.1	$1.1 \times 9.6 = 10.53$	This typology may be used in support of green infrastructure and within Rugby to Dunchurch landscaped buffer.
Allotments	0.65	$0.65 \times 9.6 = 6.22$	Suitable provision should be included in South West Rugby.
Outdoor Sports			Could be provided as extensions to existing clubs or close to district centre or as part of school provision with guaranteed public access.
Football	0.38	$0.38 \times 9.6 = 3.64$	Rugby could be provided as extensions/ improvements to existing clubs or on site. The preference is for football to be accommodated on a multi pitch site <u>within the secondary school</u> with ancillary provision on site. Football and cricket can be an on site, co-located hub with shared ancillary provisions. Any hub site provided as part of the secondary school <del>would be additional to the secondary school playing pitches and</del> should have community use secured. Pitch quality should be in accordance with Sport England guidance: Natural Turf for Sports Design Guidance.
Cricket	0.23	$0.23 \times 9.6 = 2.20$	
Rugby	0.32	$0.32 \times 9.6 = 3.06$	
<b>Total</b>		<b>65.87 Ha</b>	



## 11 Climate Change

- 11.1 The Council recognises the importance of climate change and the role which it has in responding to this issue. The Council adopted a motion to declare a climate emergency at its meeting on the 18<sup>th</sup> July 2019. In declaring a climate emergency the Council has committed to action to combat climate change.
- 11.2 Paragraphs 149-154 of the National Planning Policy Framework 2019 (NPPF) outline national planning policy considerations in relation to planning for climate change. This includes taking a proactive approach to mitigating and adapting to climate change, and seeks to ensure new development avoids increased vulnerability to the range of impacts arising from climate change and help reduce greenhouse gas emissions such as through its location, orientation and design.
- 11.3 Planning applications should support the transition to a low carbon future in a changing climate, taking full account of flood risk and minimising energy consumption.
- 11.4 The successful implementation of the South West Rugby allocation will contribute to the combatting of climate change through the achievement of several of the policy objectives for the allocation set out in Policy DS8 in the Local Plan. These are addressed in more detail in this SPD such as the creation of a new mixed use neighbourhood that prioritises pedestrian and cycle movements and maximises public transport access; reducing emissions; and enhancing the green/blue infrastructure network through incorporating a new green infrastructure corridor and the Rugby to Dunchurch landscaped buffer that integrates open space and biodiversity, protects Cawston Spinney and includes small-scale drainage and SuDs.



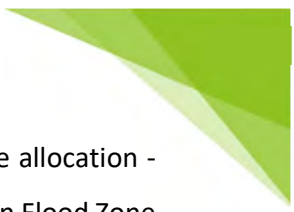


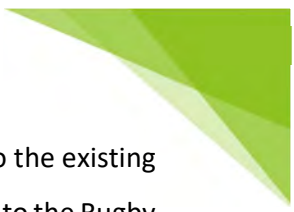
## 12 Flooding and Sustainable Drainage

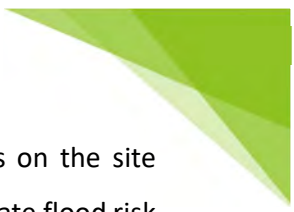
- 12.1 A sub-regional Water Cycle Study<sup>1</sup> undertaken with partner authorities (North Warwickshire Borough Council, Nuneaton and Bedworth Borough Council, Rugby Borough Council and Warwick Borough Council) provides evidence about the wastewater strategy, the water supply strategy and also water related policy recommendations.
- 12.2 Upgrades will be required to certain wastewater treatment works across the study area which should be investigated at the planning application stage to ascertain if mitigation is required to accommodate the growth planned in South West Rugby.
- 12.3 A number of small ponds, ditches and watercourses exist within the allocation, and form part of the River Avon catchment. In addition, there is a small reservoir onsite associated with Cawston Spinney. These existing features should be retained as, apart from any biodiversity value, they are part of the current drainage regime and any proposals to alter/remove them needs to be considered as part of Flood Risk Assessments to be submitted in support of planning applications on the site.
- 12.4 The removal/alteration of existing watercourses must not take place without the written consent of the Lead Local Flood Authority (LLFA). Developers should take the opportunity to enhance the blue/green infrastructure corridors alongside these watercourses to provide multifunctional benefits. Redevelopment must mitigate flood risk to the satisfaction of the LLFA and ensure that the effects of development mitigate the effects on site watercourses, as well as enhancing their ecological value.

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<sup>1</sup>[https://www.rugby.gov.uk/downloads/download/43/warwickshire\\_water\\_cycle\\_study](https://www.rugby.gov.uk/downloads/download/43/warwickshire_water_cycle_study)

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- 12.5 The use of national scale mapping suggests that the vast majority of the allocation - and all of the areas where built form will be provided appears to fall within Flood Zone 1, which is the lowest fluvial flood risk possible. There are small areas of zone 2 and 3 associated with the watercourse and small waterbodies. However, each watercourse will have a flood plain associated with it and should be modelled to properly assess the flood risk to the allocation. Inappropriate development (including Sustainable Drainage Systems (SuDS) features) must be located outside of the modelled flood plains within the allocation. The overall design will need to take these areas into account. The masterplan set out in this SPD provides the strategic context for this.
- 12.6 Development should facilitate the delivery of an on-site SuDs network, off-line from the existing drainage network, to attenuate surface water flows from the development of the allocation. SuDS features will be located in combination with the allocation's topography and discharge rates will be reduced to Greenfield Qbar (the peak rate of runoff for a specific period) in order to align with Warwickshire County Council advice. The LLFA's preference is for attenuation basins to be located close to the source of the runoff (i.e. within each development parcel). They should be located outside of any areas at risk of flooding from rivers or surface water (as shown here: <https://flood-warning-information.service.gov.uk/long-term-flood-risk/>).
- 12.7 Basins should also have adequate space around them for gaining maintenance access. The size of attenuation basins may be minimised by providing storage for runoff throughout the development (such as underneath permeable paving and within swales). This approach can help ensure that attenuation basins are shallow features for the benefit of future maintenance, health & safety and amenity. Further design guidance is available in the CIRIA SuDS Manual C753 (2015, or the most recent edition).

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- 12.8 It is likely that foul flows for the whole development area will outfall into the existing sewer network. However, there may need to be improvements/upgrades to the Rugby Newbold waste water treatment works. Detailed investigations with Severn Trent Water will be required. In accordance with the Water Industry Act (1990), Severn Trent Water will be required to provide capacity for the development of the allocation whilst containing the environmental impacts of the development and maintaining water quality. This may require specific local Section 106 contributions from developers within the allocation.
- 12.9 The underlying geology comprises bands of mudstone, siltstone, limestone and sandstone, and the allocation is overlain with superficial deposits. Infiltration testing has indicated that infiltration rates across the allocation are negligible and therefore drainage via soakage would not be feasible. Individual parcels should still be tested, and if infiltration is not feasible, the next highest alternative on the drainage hierarchy should be used. Even in areas with limited infiltration, the use of unlined storage and conveyance features can provide additional treatment of flows and reduce the overall volume of surface water leaving the allocation. Planning applications in excess of 10 units will be required to consult the LLFA which gives detailed advice on flooding.



12.10 Flood Risk Assessments submitted in support of planning applications on the site should assess the flood risk from all sources and identify options to mitigate flood risk to the development, allocation users and surrounding area. Whilst it is acknowledged that individual parcels may come forward at different times and be under different ownerships, consideration to the flood risk of the wider site and working with other promoters is encouraged where possible to help support a comprehensive assessment and drainage strategy. In addition, as individual parcels come forward, construction management plans must consider surface water, run off and silt and manage flows during construction and until the adjacent parcel is developed. The above measures are also relevant for the DS8 requirement for consultation with the LLFA to identify any potential hydrological mitigation, particularly with regard to potential hydrological impacts on Draycote Meadows Site of Special Scientific Interest. The LLFA has a developer guidance document which details, amongst other things, how to determine the required attenuation, discharge rates etc:


<https://apps.warwickshire.gov.uk/api/documents/WCCC-1039-95>.

#### Water management and sewerage

12.11 Planning applications are required to demonstrate that all surface water discharges have been carried out in accordance with the principles laid out within the drainage hierarchy, in such a way that a discharge to the public sewerage systems are avoided, where possible.

12.12 A foul and surface water drainage strategy is required to support planning applications on the site. It is encouraged that developers contact Severn Trent at the earliest opportunity to discuss the site drainage strategy.

#### Water efficiency



12.13 Development proposals should demonstrate that the estimated consumption of wholesome water per dwelling is calculated in accordance with the methodology in the water efficiency calculator, this should not exceed 110 litres/person/day. All developments should demonstrate that they are water efficient, where possible incorporating innovative water efficiency and water re-use measures. The Council will encourage developers to consider sustainable drainage, further guidance can be found here:

<https://www.stwater.co.uk/building-and-developing/regulations-and-forms/application-forms-and-guidance/infrastructure-charges/>

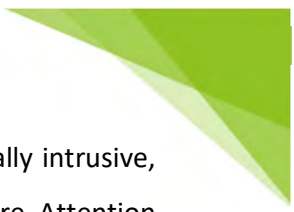
## 13 Biodiversity

- 13.1 There are a number of green and blue infrastructure and biodiversity assets within the allocation. These assets form a base that can be secured and enhanced to form a green infrastructure network of sites and corridors within the allocation boundary and into the wider countryside.
- 13.2 These green and blue infrastructure assets will contribute to healthy lifestyles, wellbeing and create a sense of place by providing access to high quality open space. The 'Sub-Regional Green Infrastructure Strategy' December 2016 [https://www.rugby.gov.uk/downloads/download/32/warwickshire\\_coventry\\_and\\_solihull\\_green\\_infrastructure\\_strategy](https://www.rugby.gov.uk/downloads/download/32/warwickshire_coventry_and_solihull_green_infrastructure_strategy) identifies Rugby Borough as having a range of agricultural habitats, which include a significant amount of the sub-region's arable land and improved grassland. It also contains relatively high proportions of neutral grassland and semi-improved grassland. Part of the recommendations of the study relate to the South West Rugby allocation due to the presence of these features and are as follows:

*“Hedgerows and Field Boundaries enhance the structure of the landscape through replanting and regeneration of primary hedgerow boundaries; and reintroduce mixed native species hedgerows along primary boundaries enhance the age structure of hedgerow tree cover, particularly hedgerow oaks woodlands conserve and enhance the biodiversity of Ancient Woodlands and veteran trees through sensitive woodland management; Identify opportunities for restoring Ancient Woodland on former sites; and Identify opportunities for new planting, to strengthen the sense of landscape cohesion and connectivity”*

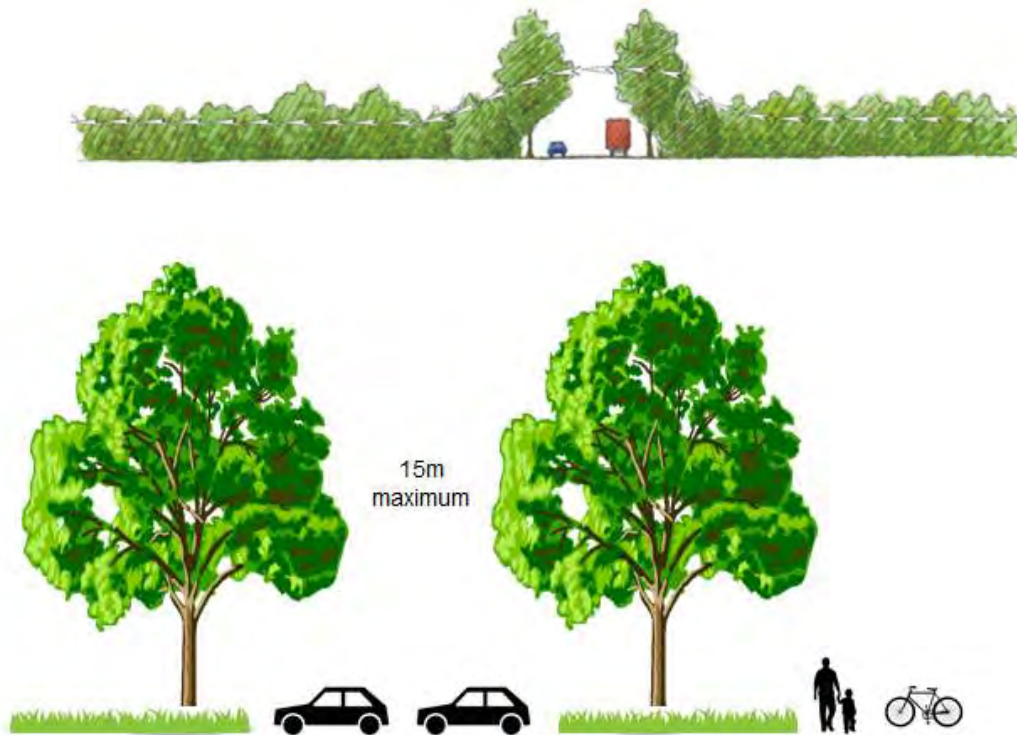
- 13.3 The landscape quality of the urban fringe countryside receives particular attention, and the document highlights that these sections have a key influence on how the overall characters of the Warwickshire landscapes are perceived and enjoyed. It goes on to say that:

*“Rural urban fringe landscapes close to the main towns are widely recognised as highly important to people's experiences and quality of life. Opportunities should be sought to reinforce and enhance landscape character, by creating new and maintaining existing Green Infrastructure, linking urban areas with the wider countryside.”*

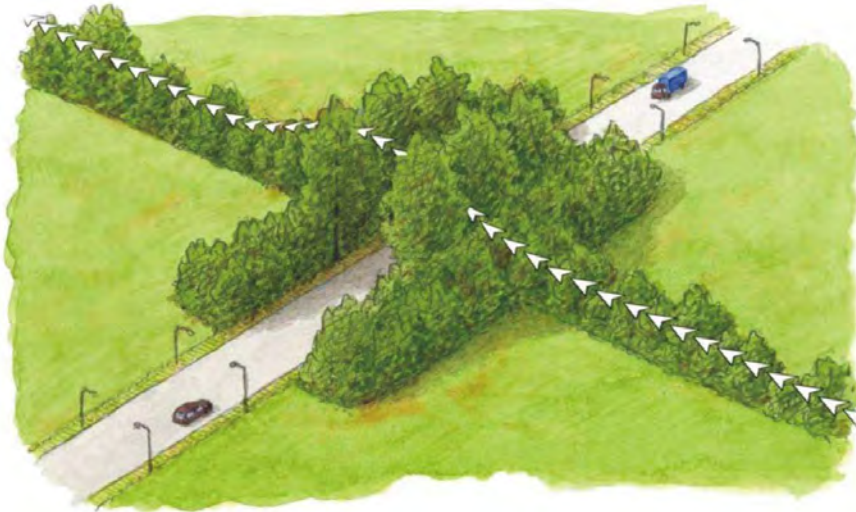
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- 13.4 The Strategy notes that new development has the potential to be visually intrusive, particularly in the early years before landscape mitigation schemes mature. Attention therefore needs to be paid to the way in which new development within the South West Rugby allocation can be sensitively accommodated in the rural-urban fringe in terms of siting and layout, materials, scale and design, together with landscape, biodiversity and green infrastructure mitigation. It is important, therefore, to ensure that key biodiversity assets are interwoven into the green infrastructure network, as well as in landscape terms to prevent coalescence, increasing connectivity in terms of pedestrian permeability and species transfer; in line with Local Plan Policy NE3. Development will also need to consider Local Plan Policy NE1 that requires an assessment of any impacts on protected and priority species and to ensure that there is a net gain in biodiversity for development proposals.
- 13.5 Development provides an important opportunity to secure Cawston Spinney’s long-term protection and habitat conservation, maintaining the existing network of public footpaths and supporting the protection of the wider green infrastructure asset. Essential to maximising existing biodiversity assets is the need to create a green and blue infrastructure network throughout the whole allocation and into the wider countryside. One such strategic green and blue infrastructure corridor will extend from the disused railway line in the west to Cawston Spinney, then Cock Robin Wood, Bilton Grange School grounds and south east to the disused railway line, as illustrated in Figure 4.
- 13.6 The enhancement of the multi-functional green and blue infrastructure network will improve access to open space within the allocation and provide biodiversity improvements. These spaces will need to positively integrate surface water drainage features and existing reservoirs/ponds designed to contribute towards the overall character, quality and amenity of the public realm. The existing landscape features and topography of the site, alongside future surface water drainage requirements will influence the creation of connected open and green spaces.

- 13.7 Green/blue infrastructure provides the wider spatial element that links together known assets both internal to the development area (such as Cawston Spinney and Cock Robin Wood) and those external (such as Draycote Water and the disused railway lines). This SPD outlines these wider spatial elements of connectivity, open space and public access detailing how it links into the wider environment.
- 13.8 The actual details will be a matter of development design and the retention of key connecting features such as hedgerows, ponds, ditches and other green/blue infrastructure assets and how they are integrated into the future layout. Figure 7 below shows how new development can help enhance biodiversity. These are key principles in line with the requirements of Policy NE3 of the Local Plan. It is acknowledged that there may be circumstances, such as the construction of the South West Rugby Spine Road network, where it may not be possible to retain all biodiversity features. Any loss of biodiversity features should be justified as part of the planning application process and mitigation measures identified.

Figure 7: Possible Biodiversity Enhancements to enable species movement







- 13.9 Policy NE1 of the Local Plan and the NPPF require development to show measurable biodiversity net gains. In Warwickshire Biodiversity Net Gain is measured through the Warwickshire, Coventry and Solihull Biodiversity Impact Assessment (BIA) tool, which is derived from the Defra metrics (Defra 2012, as amended). This SPD supports this approach and has established a baseline figure for each land parcel within the allocation.
- 13.10 This baseline is provided in Appendix H. From this baseline, to be reassessed as part of individual applications, and the use of the BIA tool each developer is able to evaluate the biodiversity impact of their proposal; be this impact a gain or a loss as 'units'. The developer is then able to trade these units either between other developers within the allocation or arrange offsets of equivalent units elsewhere within the Borough or as a last resort County. Biodiversity Net Gain is managed through Warwickshire County Council Ecology who may be able provide assistance with the Biodiversity Net Gain calculations and securing offsets. The biodiversity gain or loss for each development will be acknowledged and recorded either once planning permission is granted for the development or through the discharge of a condition or obligation. Similarly, any need to compensate of a biodiversity loss will be secured through a planning condition or Section 106 agreement.

## 14 Housing Mix and Affordable Housing

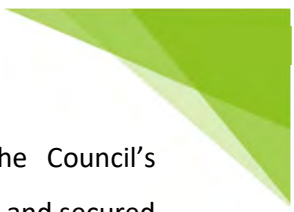
14.1 Local Plan Policy H1 requires a housing mix which is consistent with the latest Strategic Housing Market Assessment (SHMA). The most recent SHMA at the time of writing this SPD was from 2015 and formed part of the Local Plan evidence base. ~~The housing mix required by this document is outlined in Table 2 below. This will be superseded when a new SHMA (or alternative equivalent document) is published. The Coventry and Warwickshire Housing and Economic Development Needs Assessment 2022 (HEDNA) provided updated evidence. The updated HEDNA mix for market housing is shown in Table 2 below.~~

14.2 Local Plan Policy H2 requires greenfield sites to provide 30% affordable housing. ~~The tenure and mix of the affordable housing should also be in compliance with the latest SHMA.~~ The Council will expect a mix of ~~8450%~~ 8450% ~~either social or affordable-~~ rented and ~~1650%~~ 1650% intermediate affordable housing products, ~~as detailed in the 2015 SHMA (or as subsequently amended).~~ The target levels will be expected to be provided on each individual site within the allocation unless the local planning authority is satisfied by robust financial viability evidence that development would not be financially viable at the relevant target level. Section 26 of this SPD provides further details as to the viability evidence that the local planning authority will expect to be provided if a request is made to reduce the overall affordable housing requirements from that set out here. The specific provision and mix of a site will be informed by evidence available at the time of application.

~~14.3 The analysis in the SHMA has shown that there is a predominant long-term marginal requirement for future affordable housing for three-bed properties relative to the Housing Market Area as a whole, but in general a greater need is identified for the smaller properties, as identified in the table below.~~

Table 2: suggested Housing Mix from 2015 SHMA

	1-bed	2-bed	3-bed	4+bed
<b>Market Housing</b>	<del>5-10</del> <u>8%</u>	<del>25-30</del> <u>31%</u>	<del>40-45</del> <u>44%</u>	<del>20-25</del> <u>17%</u>
<b>Affordable Housing</b>	<del>30-35</del> <u>25%</u>	<del>30-35</del> <u>35%</u>	<del>20-25</del> <u>30%</u>	<del>5-10</del> <u>10%</u>



14.414.3 The tenure and mix of affordable housing in line with the Council's requirement will be determined at the time the application is considered and secured as part of the S106 agreement. This is explained further in Sections 25 and 26 of this SPD.

#### Self-build and custom housebuilding

14.514.4 Local Plan Policy H1 states that "Sustainable Urban Extensions will be expected to provide opportunities for self-build and custom build as part of the mix and type of development". Since 2016, demand for self-build and custom housebuilding within Rugby Borough has been met through the granting of suitable planning permissions. The role of South West Rugby is to help to meet any unmet demand which cannot be provided through suitable planning permissions.

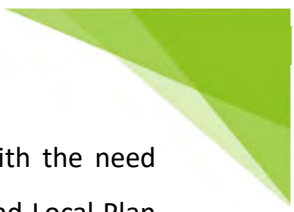
14.614.5 Where there is evidence that the demand for self-build and custom housebuilding is not being met through the granting of suitable planning permissions, the Council will work with the developers within the South West Rugby allocation to identify opportunities to meet this demand within the allocation area. This would involve identifying potential suitable plots, defining phasing plans and separate access works for self-build plots if necessary, and appropriate marketing strategies.

14.714.6 The exact number of custom and self-build plots will be negotiated at planning application stage and secured by a Section 106 Agreement.

#### Specialist Housing

14.814.7 Local Plan Policy H6 states that: "Development proposals on Sustainable Urban Extensions will be expected to provide opportunities for the provision of housing to meet the housing needs of older persons, including the provision of residential care homes." The SHMA identifies that a key driver of change in the housing market over the plan period will be the growth in the population of older people.

14.914.8 There is estimated to be a 122% increase in the 85 and over age group over the life of the Local Plan and a total increase of over 55 year olds of 51%. Such evidence demonstrates a clear need for housing for older people in the Borough.



14.1014.9 Specialist housing will be expected to come forward in line with the need identified in the latest Strategic Housing Market Assessment (SHMA) and Local Plan Policy H6. The SHMA provides an indication of the levels of demand expected in the Borough over the course of the plan period. This identifies an annual requirement across the whole Borough for market Extra Care provision of 72 units and 22 affordable Extra Care units. The Council considers that South West Rugby could provide opportunities for a variety of different housing products to meet older people's needs, including Extra Care.

14.1114.10 Having regard to up to date local evidence, consideration should be given to the potential to meet the housing needs of older people as part of the preparation of planning applications for individual sites within the South West Rugby allocation.

14.1214.11 Crucial to the assessment of planning applications for specialist housing within South West Rugby will be the ability of future residents to access essential services, including public transport, shops and appropriate health care facilities. Further detail on this can be found in the Housing Needs SPD.

14.1314.12 Housing to meet the needs of older persons and those members of the community with specific housing needs would include a proportion of homes which meet the Category 2: Accessible and adaptable or Category 3: Wheelchair user dwellings. Requirements are found under part M of the Building Regulations.

14.1414.13 Development should provide for the appropriate integration of affordable housing and market housing, in order to achieve an inclusive and mixed community. Affordable housing should be indistinguishable from market housing in terms of design and materials and be dispersed throughout development parcels. Further detail on this can be found in the Housing Needs SPD.



## 15 District Centre

15.1 Policy DS8 of the Local Plan identifies that a new mixed use District Centre is to be delivered and the Council's preference is that it is within the centre of the South West Rugby allocation, well connected to the sustainable transport network. The District Centre's function is to provide a range of services and facilities to serve the entire allocation.

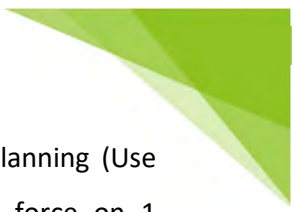
15.2 Policy DS8 sets out the services and facilities to be provided at the District Centre as follows:

- A convenience store (Use Class A1) plus other retailing (Use Class A1 to A5) with residential or office uses provided on upper floors (note: please see paragraph 15.5 below for changes to these Use Classes since the Local Plan was adopted);
- A 3 GP surgery, rising to 7 GP surgery, as detailed in the IDP; and
- Provision for a Safer Neighbourhood Team, as detailed in the IDP.

15.3 In addition, Policy DS8 also identifies that one secondary school, co-located with a two form entry primary school, is located close to community facilities within the District Centre; and that other local facilities will be located in appropriate sustainable locations within or outside the District Centre.

15.4 Policy DS8 is designed to be flexible so that additional market demand could be accommodated through the provision of "other retailing" or "other local facilities" but it is the Council's aspiration that the majority of services and facilities are focused within a single District Centre. Other retailing and local facilities will be acceptable in other appropriate locations across South West Rugby provided that:

- They complement the intended function of the District Centre;
- Are required outside the District Centre to assist and facilitate good design and place-making; and
- Do not lead to the delivery of additional district or local centres that detract from the role and function of the mixed District Centre required by Policy DS8.




15.5 On 21 July 2020, the Government published the Town and Country Planning (Use Classes) (Amendment) (England) Regulations 2020 which came into force on 1 September 2020 and made significant changes to the Use Classes. Of relevance to the South West Rugby District Centre are the following changes:

- The previous Use Classes of A1 (Shops), A2 (Financial and Professional Services) and A3 (Food and Drink) are incorporated into a new Use Class E – Commercial, Business and Service. The new Use Class E also contains Offices, Research and Development, Industrial Processes (previously Use Class B1), Clinics, Health Centres, Creches, Day Nurseries (previously Use Class D1) and Indoor Sport, Recreation or Fitness (previously Use Class D2).
- The previous Use Classes of A4 (Drinking Establishments) and A5 (Hot Food Takeaways) are now Sui Generis. This means they do not fall into any use class and changes to and from these uses will be subject to full consideration through the planning application process.

15.6 Planning applications for the District Centre and other facilities will be determined in accordance with the changes to the Use Classes as set out above or such changes as may have been made to the Use Classes at the time of the planning application.

15.7 The Local Plan anticipates a modest level of retail growth in Rugby over the life the Local Plan and focusses that growth within Rugby Town Centre. The intention of the District Centre at South West Rugby is to complement rather than compete with Rugby Town Centre allowing residents and workers to undertake day-to-day activities, such as convenience shopping, while minimising the need to travel.

15.8 The policy requirements of Policy DS8 identify a minimum range of services and facilities considered commensurate with an allocation of this size. The Council will support the provision of up to 11,500 sqm gross floorspace within Use Class E, Drinking Establishments and Hot Food Takeaways in the District Centre. Any planning application for the District Centre will need to be supported by robust market retail evidence demonstrating that the proposed quantum of floorspace is appropriate for the new community and a viable new District Centre.

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- 15.9 Local Plan Policy DS8 requires the provision of a single mixed-use District Centre at South West Rugby, as opposed to a District Centre and a network of Local Centres. This is to ensure a critical mass of facilities and services to serve the whole allocation.
- 15.10 Local Centres provide a limited range of services for residents within immediate walking distance whereas a District Centre serves a larger area and provides a wider range of services and facilities. The South West Rugby District Centre’s central location is vital to ensure it is accessible to the entire allocation.
- 15.11 The proximity of existing Local Centres within the Rugby Urban Area to the South West Rugby allocation and the range of services and facilities provided at those Local Centres has been considered – see Appendix O of this SPD.
- 15.12 Although the existing Local Centres provide a range of services and facilities, they are all in excess of a 10 minute walk. This means that these existing Local Centres are not considered easily accessible to the future residents of South West Rugby. The provision of one new District Centre helps to ensure a sufficient range of services and facilities are available to meet the needs of the new population, without the risk of increased trip generation outside the allocation. Increased trips outside the allocation would undermine the sustainability of the allocation and counter the objective to create sustainable patterns of travel and overall objective of combatting climate change, as detailed in Section 11 of this SPD.
- 15.13 A single outline or full planning application is expected to be submitted for the District Centre. This is to ensure a cohesive scheme with the highest design standards which will create a distinct, high quality place.
- 15.14 The District Centre should be fully compliant with and where possible exceed national design guidance. A high quality public realm will be used to knit the District Centre together to produce a distinct sense of place. Where appropriate, the use of tree planting will be encouraged as a reflection of Cawston Spinney to give the District Centre a unique, locally distinctive identity.

## 16 Education and Community Facilities

16.1 The scale of new housing proposed means that development will generate demand for additional community services and facilities. Allocation wide services and facilities provision will be guided by the requirements set out in Policy DS8 of the Local Plan, maximising accessibility by sustainable modes of travel for new residents and creating a new community.

~~16.2~~ Policy DS8 and the Infrastructure Delivery Plan detail the onsite infrastructure to support the allocation. ~~This is updated through Appendix K of this SPD. Local Plan Policy DS8 requires the following facilities to be provided:~~

- ~~• A 3 GP Surgery, rising to 7 GP Surgery~~
  - ~~• Provision for a Safer Neighbourhood Team. The existing police premises within the borough operate at capacity. New premises will be required within the allocation to accommodate the additional office and staff needed to police the South West~~
  - ~~• One secondary school, co-located with a two form entry primary school, located close to community facilities within the District Centre~~
  - ~~• Two further primary schools, each to be two form entry, with at least one rising to three form entry, as necessary~~
  - ~~• Other local facilities to be located in appropriate sustainable locations within or outside the District Centre (see Paragraph 15.4)~~
- 16.2 Land for an onsite fire and rescue provision.





## Education

- 16.3 Development of the allocation will be required to deliver two primary schools, one of which should be co-located with the secondary school close to the District Centre. A further primary school is being provided as part of the Ashlawn Road approval (see Appendix M for details).
- 16.4 As set out in Appendix K the calculation provided by Warwickshire County Council estimates a sum of ~~£37million~~£68million<sup>2</sup> will be required as a contribution toward school places for the allocation. This also makes an assumption about the mix and tenure of the dwellings on site. The financial contribution is based on the number of pupils the proposed housing is likely to generate and also includes on-site nursery provision at the primary schools.
- 16.5 The location of the school or schools as shown on the Masterplan (see Figure 2) are intended to meet the policy requirements of Policy DS8 by being close to the District Centre and are the Council's preferred broad location for schools on the site. The location of the school or schools put forward in a planning application does not have to be in this exact location. However, the local education authority will expect the school site to meet specific requirements or to include appropriate mitigation. The list of requirements can be found in Appendix D - Part A.
- 16.6 The design of the school or schools should be of a high standard, the local education authority will expect the school site to meet specific design requirements. A list of requirements can be found in Appendix D - Part B.
- 16.7 Whilst there are existing schools and other public facilities in the surrounding communities, new facilities within the allocation will be required to meet the needs of the future residents of the allocation and mitigate their impacts having regard to up to date evidence of existing schools' capacity and the number of new school places generated by the South West Rugby development. As with the highway infrastructure, these will need to be phased in line with the rate that the residential development is built within the allocation.

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<sup>2</sup> This is the indicative cost for the new schools. Contributions for other education provision will be considered locally for each planning application.

## Social and Community Infrastructure

- 16.8 Warwickshire County Council is the fire and rescue authority for the area, ~~and requested a new fire and rescue station to be located on the South West Rugby allocation, as identified on the Masterplan in Figure 2. The provision of land for this station forms part of Policy DS8. This is required in order to meet statutory response times by close proximity to the Strategic Road Network. A contribution to provision of a new fire and rescue facility off-site is required by Appendix K.~~
- 16.9 Warwickshire County Council has also requested off-site developer contributions towards library provision.
- 16.10 Policy DS8 requires the provision of a GP Surgery as part of the District Centre. The size, location, design and phasing of this facility should be discussed with Warwickshire County Council Public Health, and the NHS Coventry and Rugby Clinical Commissioning team as part of the detailed planning of the District Centre. Consideration should also be given to providing other local facilities, for example dedicated space for community use, within or outside the District Centre.
- 16.11 These facilities are within the Infrastructure Delivery Plan as detailed in Appendix 3 of the Local Plan and were agreed as part of the Local Plan Evidence (OTH/018).
- 16.12 Land for social infrastructure such as education, health, ~~police, and fire & rescue are~~ is required to be provided at nil cost. ~~Detailed phasing is set out in Appendix L for each infrastructure item.~~



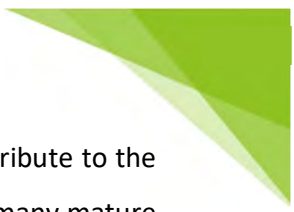
## 17 Health

- 17.1 Health Impact Assessments (HIAs) are an important tool for understanding the potential impacts upon wellbeing arising from development proposals. HIAs aim to both reduce adverse impacts from development on wellbeing and maximise the positive effects of proposed development. Local Plan Policy HS2 identifies the criteria for when Health Impact Assessments are required, including for all residential development of 150 units and above, where the site area is 5 hectares or above and non-residential development where the area of development exceeds 1ha.
- 17.2 Where required, an assessment of potential impacts on health and wellbeing should be demonstrated through:
- A Health Impact Assessment screening report; and
  - A full Health Impact Assessment where the screening report identifies that significant impacts on health and wellbeing would arise from the development.
- 17.3 Where required, screening reports and HIAs should contain a proportionate level of detail in relation to the scale and type of development proposed. This can take the form of a standalone assessment or as part of a wider Environmental Impact Assessment (EIA). The thresholds identified within the policy are consistent with EIAs to ensure development proposals below the defined threshold are also encouraged to consider potential impacts on health through the design process, where appropriate.
- 17.4 Where required, Health Impact Assessments should be prepared in accordance with the advice and best practice for such assessments as published by the Department of Health and other agencies, such as the Coventry and Rugby Clinical Commissioning Group, Public Health Warwickshire, and University Hospitals Coventry and Warwickshire NHS Trust. HIAs are assessed by Public Health Warwickshire and early engagement with them can ensure the most up-to-date methods and HIA templates are utilised.
- 17.5 Where it is demonstrated that a development proposal would have a significant adverse impact on wellbeing, the Council may require appropriate mitigation measures through planning conditions, financial or other contributions secured through Section 106 agreements and/or the Council's CIL charging schedule.



## 18 Employment

- 18.1 Policy DS8 of the Local Plan includes the allocation of a net area of 35 Hectares of land for B8 (Storage or distribution). Although the Local Plan does not identify within the allocation where the employment land should be located, the masterplan (Figure 2) shows the location of the employment to be located off the M45/A45 roundabout and therefore allowing direct access onto the strategic road network. Outline planning permission has been granted for the B8 element of the allocation (Ref: R16/2569). The overall permitted site area includes the associated infrastructure such as structural landscaping, roads, the fire and rescue station site and attenuation basins; some of which are 'shared' with the residential elements of the allocation. As such, while the total permitted site area of 46.2 hectares exceeds the 35 hectares set out above, this has been considered acceptable and accords with the site boundary identified for the employment area on plans in the previous iterations of the SPD.
- 18.2 Whilst providing excellent highway connectivity, the location on the edge of the allocation of employment units has the potential for significant visual impacts to the surrounding countryside and the conservation area in the adjacent village of Thurlaston. The village is located to the south of the A45 and approximately 300m south of the allocation. Policy DS8 states 'Specifically regarding the employment allocation to incorporate design and landscaping measures, including structural landscaping, to mitigate the impacts of the buildings on the surrounding landscape and setting of any nearby heritage and GI assets, including Thurlaston Conservation Area.
- 18.3 A Landscape and Visual Impact Assessment will be required to accompany planning applications for employment development at South West Rugby. These assessments should demonstrate that impacts can be adequately mitigated. Mitigation measures such as reduced building heights, graduated colour elevations, roof materials and colour, and extensive planting may be necessary.

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- 18.4 Extensive planting will assist in the screening of new units but also contribute to the wider green infrastructure strategy of the allocation, which already has many mature native trees benefiting from Tree Preservation Orders. Structural landscaping is a specific requirement of Policy DS8 in respect of the employment land. To achieve this, natural screening to allocation boundaries must be provided which create an attractive and natural setting for the development. The objective is to mitigate any negative views from the surrounding locations including outside of the allocation, within the countryside, adjacent neighbours and Thurlaston Conservation Area.
- 18.5 Unless justified, existing vegetation must be retained and supplemented with new planting. Native species must be used where appropriate to enhance local biodiversity and contain a mixture of deciduous and evergreen species to maintain visual interest across the seasons.
- 18.6 Typically, structural landscaping can comprise either a combination of existing retained vegetation and proposed planting or all new planting where there is no existing vegetation on site. It is for the applicant to demonstrate the structural landscaping provided meets the provisions of Policy DS8 and the guidance contained within this SPD. Any planting proposals should be respectful of the existing species composition on site.
- 18.7 Given the location of the employment within the allocation, boundary treatments are particularly important. This should be of a character and scale to suit the location.

## 19 Connectivity and Highways

- 19.1 A choice of routes will help to disperse traffic from the allocation and opportunities exist to provide new highway infrastructure to deliver high quality, direct links between the A426, Coventry Road and the M45/A45. These new routes, as identified in Local Plan Policy DS9, will deliver significant benefits to the local highway network and its environment, in particular Dunchurch Crossroads which is already operating at capacity.
- 19.2 Key pieces of highway infrastructure to be delivered as part of the South West Rugby development include the 'Homestead Link' and the 'Potsford Dam Link' elements of the South West Rugby Spine Road network. These mitigation measures, based on the Local Plan evidence from the 2017 Strategic Transport Assessment (STA), informed Local Plan Policies DS8 and DS9. Alongside these larger schemes there will be a number of smaller local highway schemes that will be required.
- 19.3 Policy DS9 sets out the requirement for a comprehensive spine road network, and its allocation is an integral part of proposals for the site. Links from the allocation into the existing pedestrian and cycle network within and near to the allocation will be required, including the Sustrans National Cycle route 41, together with a route along the disused railway line to the West of the allocation, known as the Cawston Greenway.
- 19.4 Existing public rights of way within the allocation will also need to be incorporated into the layout of new development to ensure pedestrian permeability. This may include diversion. These routes are shown in Figures 8 and 9 below and will form the foundations of the allocation's walking and cycling network required by Policy DS8.

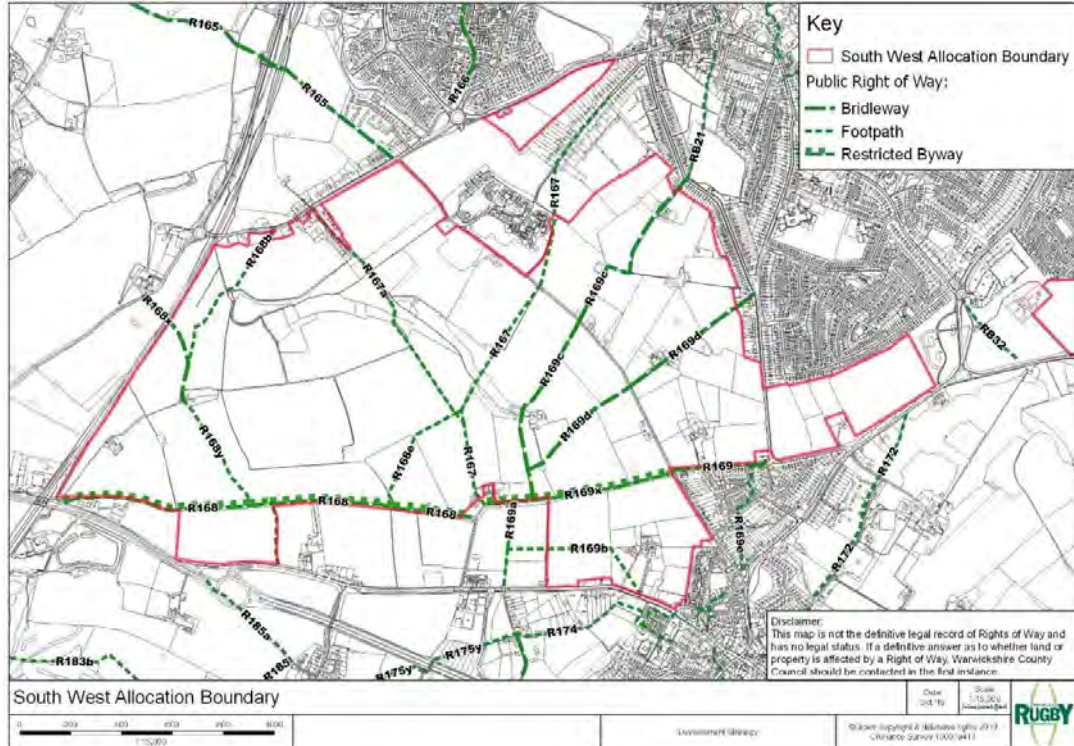


Figure 8: Public Rights of Way

19.5 The IDP as appended to the adopted Local Plan indicated a timescale for delivery of each of the three main components of the Spine Road Network through the allocation.

~~Appendix L to this SPD provides detail of the phasing of development, including the Spine Road, where the The Homestead Link is required in phase 3 (by 2026) in order to successfully mitigate the transport impact of the development on the surrounding highway network.~~

~~19.6 Other mitigation requirements are listed in Appendix L, which together with Appendix K sets out the indicative costs and phasing which will inform planning applications for any development proposals on the allocation.~~

## Homestead Link and transport alleviation to Dunchurch Crossroads

~~19.7~~19.6 Delivery of the Homestead Link will need to be constructed in its entirety to minimise impacts upon the highway network and to relieve pressure on areas, in particular, the Dunchurch Crossroads. A key objective is to ensure that there is a balance between the housing and employment needs and their impacts upon infrastructure delivery, which will need to be closely monitored. It is essential that highway infrastructure is delivered in a timely manner, aligning with growth on the allocation to ensure the wider South West Rugby allocation is not compromised by lack of proportionate mitigation. This is required by Policy DS9, the IDP and this SPD. Transport infrastructure funding will be required by the developers through Section 106 agreements as set out in Section 25 of this SPD.

~~19.8~~19.7 The precise alignment and design of the Homestead Link, including the location and form of junctions and crossings, are matters for detailed consideration and confirmation through the determination of the planning application for the Homestead Link. This will be in accordance with Policies DS8 and DS9, and enable the delivery of the Link at an early phase of the allocation's implementation.

~~19.9~~19.8 Policy DS9 is clear that development proposals will not be granted planning permission for implementation ahead of the delivery of the east – west Homestead Link, unless demonstrated in accordance with the NPPF that any residual impacts on the highway network are not considered to be severe, to the agreement of both the local highway authority and the local planning authority.



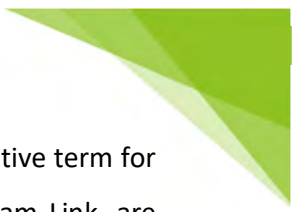
### Potsford Dam Link

~~19.10~~19.9 The allocation is in close proximity to the A45/M45 and B4429 junction which provides a connection to the wider strategic road network. Policy DS9 requires a north south connection to this junction, the Potsford Dam Link, which avoids traffic having to use other routes within Rugby and Dunchurch. The 2017 STA sets out the interventions that can mitigate the traffic impacts of the development, including the Homestead and Potsford Dam links. The southern part of the Potsford Dam Link, inclusive of the connections and alterations to the A45/ M45 junction and the B4429 Coventry Road, and the connection from the employment area to the Sustainable Transport Link is to be provided as part of the first phase of the employment development. The northern part of the Potsford Dam Link, inclusive of the connections and alterations to the B4642/ A4071 junction, is to be provided as part of the second phase of the employment site alongside development of Development Parcel 12.

### Spine Road Network Phasing

~~19.11~~19.10 The 2017 STA identifies indicative phasing of infrastructure necessary to minimise impacts on Dunchurch as well as on the rest of the road network in 5 year intervals. ~~This is contained within Appendix L of this document.~~ The internal design and layout of the allocation should be structured to maximise public transport accessibility to make it easier to choose more sustainable modes of transport, including increasing pedestrian permeability and maximising cycling routes.

~~19.12~~19.11 In addition, funding will be required from the development to provide a bus route linking the allocation to Rugby town centre – this is part of the strategic infrastructure requirement detailed in Appendix ~~L~~K. An essential component of ensuring that the road network does not suffer adversely will be through a monitoring framework, quantifying the relationship between planning permission, build out rates, and provision of infrastructure in line with development, controlled by assessments of the network and the use of conditions. Monitoring will be incorporated into Section 106 agreements.




19.1319.12 Overall infrastructure costs of the South West Link Road, a collective term for the Homestead Link, the Cawston Lane re-routing and the Potsford Dam Link, are shown in Appendix K of this SPD. Contributions to the provisions of the South West Link Road will be sought as part of planning applications for development parcels within the allocation that come forward and as further explained in Section 25 of the SPD. The Potsford Dam Link will need to be in place by 2031, unless an alternative option can be identified which performs the same function, to the agreement of the local highway authority and Highways England.

#### Cycling and Walking

19.1419.13 Along with new highway infrastructure, pedestrian and cycle routes are required to be incorporated into the built form, including the Sustrans Cycle route along the disused railway line and the National Cycle Network Route 41. Existing public rights of way within the allocation should also inform the layout of development unless it is necessary to divert them for strategic reasons. New pedestrian and cycle infrastructure should be provided along key highway routes and within the green/blue infrastructure network and in areas of open space enabling recreational use as well as active travel. This should include connecting to and expanding the emerging Rugby Connector Network which provides path routes for walking and cycling through and between parks and open spaces throughout Rugby.

19.1519.14 The internal network of roads and streets should be designed so that cyclists can be accommodated safely within the road network. The cycle network across the allocation should meet the following criteria:

- Where traffic levels are higher, along the primary roads, dedicated provision for cycling which is segregated from traffic is required;
- Interruptions to routes which require cyclists to stop and start should be minimised; and
- Suitable crossing points are required for crossing the primary roads.



19.1619.15 Cycling provision on the road network should be complemented by traffic-free routes along green corridors and through open spaces where appropriate. This can provide a more direct and attractive alternative to the road network. Section 106 contributions may be required to help these 'off-road' routes.

19.1719.16 Figure 9 shows the National Cycle route 41 (known as the Lias Line), aiming to join Rugby to Bristol. This route passes through the allocation and thus provides the opportunity to help deliver this part of the network. This would be achieved by providing a 2.7km section of surfaced cycle track along the disused railway line between Rugby and Leamington Spa (known as the Great Central Way). The B4429 Ashlawn Road connects to the Great Central Way cycle track, providing a traffic free cycle route. There is potential to widen the existing cycling infrastructure between the Dunchurch Road junction and the Great Central Way.

19.1819.17 Dunchurch Road (A426) will remain the most direct cycle route between much of the allocation and Rugby Town Centre. There will be a need to upgrade the existing cycling infrastructure on this corridor to cater for the higher cycle usage which will be generated by this major urban expansion. Given the scale of development proposed in the allocation there will be additional, secondary cycle routes required to link the development areas to key destinations. For some parts of the allocation it may be more direct to connect to the Dunchurch Road via alternative routes through the allocation rather than via the spine road. Section 106 strategic infrastructure contributions, set out in Appendix K, will be required to deliver these routes.



Figure 9: Cycle routes

#### Bus Services

[19.1919.18](#) Development of the allocation will require the extension of existing bus services from the urban area. Internally this in turn connects through the development area with the key spine roads identified in Policy DS9 designed to accommodate bus routes.

[19.2019.19](#) Suitable infrastructure such as bus stops and associated features will be required along these routes and incorporated into the layouts at the design stage, thereby building in sustainable transport choice. This will be developed further in conjunction with the local highway authority, the service provider and developers of individual development parcels.

## Sustainable Transport Link


[19.21](#)[19.20](#) Both the Council and the County Council have recently declared a Climate Emergency and are therefore keen to maximise the potential for sustainable transport to reduce the environmental impacts of new development. This is particularly important in the case of the major new housing and employment proposals at South West Rugby.

[19.22](#)[19.21](#) The Sustainable Transport Link (STL) is a requirement of DS9, to provide fast and efficient bus access to serve the South West Rugby allocation. It is also required to provide a safe and attractive route for pedestrians and cyclists, connecting the employment and residential elements of the allocation. It is not proposed to enable general traffic to use the STL as a through route as this would potentially reduce the attractiveness of bus as an alternative to the private car and make the route less attractive for pedestrians and cyclists. The STL has two parts: the east-west link through the employment elements of the allocation, and the southern part of Cawston Lane which links to the Homestead Link.

[19.23](#)[19.22](#) Opening the east-west STL as a through route to all traffic would be likely to have the following undesirable implications:

- It would encourage HGVs to route via the residential parcel to the east of the proposed employment allocation and other residential areas which would have detrimental environmental, road safety and amenity implications.
- It would encourage traffic, including HGVs, to route via other established residential areas in Rugby via A426 Dunchurch Road which feeds onto Rugby Gyrotory where there is a recognised air quality problem.
- It would reduce the potential use of the Potsford Dam Link (as the key north/ south corridor through the site) and the A4071 Rugby Western Relief Road thus preventing HGVs and general traffic to avoid Rugby Gyrotory where opportunities for further capacity improvements are limited.

[19.24](#)[19.23](#) Opening the southern part of Cawston Lane as a through route to all traffic would be likely to have the following undesirable implications:

- 
- It would encourage drop-off/pick-up journeys to be made to the primary and secondary schools off Cawston Lane.
  - It would encourage local re-assignment of traffic along Cawston Lane which has less capacity to cope owing to the pinch-point at its northern end.
  - It would require a loss of trees and hedgerows to widen Cawston Lane for the two-way passage of large vehicles and provision of suitable footway and cycleway infrastructure.

[19.25](#)[19.24](#) Any proposals to enable general traffic to use the STL as a partial or full through route will be required to provide an evidence-based strategy that addresses the implications listed above and avoids the impacts of a through road.

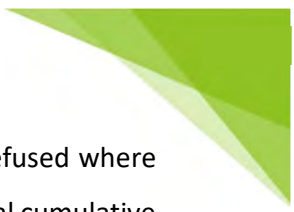
#### Transport assessments

[19.26](#)[19.25](#) Landowners and/or developers are encouraged to work together to provide specific pieces of evidence across the whole allocation. A Transport Assessment (TA) will be required to support applications within the allocation for major schemes. A Transport Statement (TS) will be required for minor developments. A TA must demonstrate to the satisfaction of the local highway authority and the local planning authority that on-site and off-site measures will mitigate the transport impact of development.

[19.27](#)[19.26](#) Where there are separate TAs within the allocation these should include sensitivity testing to understand the cumulative impact on highways of development of the parcel in the context of development across the whole allocation, even where these parcels have not yet been granted permission.

[19.28](#)[19.27](#) The local highway authority will be consulted on the detailed layout of all accesses and roads as part of future planning applications. Schools and residential developments should be positioned on secondary roads.

[19.29](#)[19.28](#) Pedestrian routes and cycling paths will be required to connect housing with the other uses found on the allocation. They should also provide comprehensive walking and cycling connections to adjacent developed areas. This is required under Policy DS5.



[19.30](#)[19.29](#) Paragraph 109 of the NPPF is clear that permission should be refused where there would be an unacceptable impact on highway safety, or the residual cumulative impacts on the road network would be severe. In order to prevent this from arising transport modelling will be required. Modelling of the transport network, using a baseline of the allocation as a whole will be required in accordance with any submitted planning applications to update the quantum of development, and to model the specific impacts of each development parcel within the allocation. Development parcel specific impacts using an approach which aligns with that set out in the 2017 Strategic Transport Assessment (STA) will be required, set against the baseline case for the allocation as a whole.

[19.31](#)[19.30](#) Mitigation will be sought on any significant impacts in line with the Infrastructure Delivery Plan (IDP) and Local Plan policies. A consistent modelling methodology must be used for each parcel within the allocation to ensure that the assessment takes account of both the impacts on the transport network and also the cumulative effects arising from the delivery of multiple areas within the allocation concurrently.

[19.32](#)[19.31](#) Appendix I of this SPD sets out the modelling guidance for the preparation of planning applications for allocation. Planning applications which are not able to identify the proposed development's impacts and satisfactorily mitigate them, will be refused as it would be contrary to both Policies DS8 and DS9. The spine road network as required by Policy DS9, should show the internal routes, informed by a road hierarchy, to provide more opportunities for public transport services to move through the allocation and link with the urban area. In addition, transport mitigation by specific measures will be required as set out in the IDP and/or in response to individual planning applications.

#### Transport infrastructure delivery

[19.33](#)[19.32](#) The ~~phasing plan for the allocation area is shown in Figure 3. This shows how~~ development will need to be delivered in line with the transport requirements of specific pieces of infrastructure as detailed in the Infrastructure Delivery Plan.



## 20 Design

- 20.1 The National Planning Policy Framework (NPPF) has a renewed focus on the importance of good design. Paragraph 130 of the NPPF makes clear that permission should be refused for development of poor design and that design standards in SPDs should be taken into account. The Design and Access Statement submitted with planning applications within the South West Rugby allocation should make clear how the proposal has considered the design considerations set out in this SPD.
- 20.2 NPPF Chapter 12 - Achieving well-designed places - concerns design. 'Building for a Healthy Life', which updates 'Building for Life 12' referenced in the NPPF, will be used in the assessment of applications and it is advised that applicants use this to help inform layout and design.
- 20.3 NPPF Paragraph 124 states that: *"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."*
- 20.4 The National Design Guide was published in October 2019. The guidance states that: *"The National Planning Policy Framework makes clear that creating high quality buildings and places is fundamental to what the planning and development process should achieve. This design guide, the National Design Guide, illustrates how well-designed places that are beautiful, enduring and successful can be achieved in practice. It forms part of the Government's collection of planning practice guidance and should be read alongside the separate planning practice guidance on design process and tools."*
- 20.5 Local Plan Policy SDC1 requires all development to demonstrate high quality, inclusive and sustainable design. It makes clear that new development will only be supported where the proposal is of a scale, density and design that responds to the character of the areas in which they are situated.






Site-wide design principles:

- 20.6 The layout and design of the development should be sympathetic to local character and maintain a strong sense of place:
- The District Centre is expected to become a distinct place through an appropriate mix of materials, hard and soft landscaping. Higher densities would be expected within and immediately adjacent to the District Centre, in line with placemaking best practice;
  - Parcels close to existing urban areas should be sympathetically designed to not have a negative impact on the amenity of residents in adjoining areas;
  - Where sites adjoin open countryside and/or green infrastructure, appropriate soft landscaping and densities will be expected.
- 20.7 There are opportunities to form a connected network throughout the site, linking green infrastructure and woodland to provide strong walking and cycling routes. Site features, including hedgerows and trees, will be retained wherever possible. New tree planting and hedgerows will be introduced where additional buffering and/ or screening is required.
- 20.8 Development parcels are expected to harmonise with surrounding design characteristics to create a sense of design unity throughout the allocation. This is vital given the significant size and timescales expected for delivery.
- 20.9 The relationship between the residential, employment and school elements of the allocation must be carefully considered. Appropriate landscaping and separation distances may be used to mitigate the potential impacts of respective uses.
- 20.10 Residential and employment design principles can be found in Appendix E of this SPD.



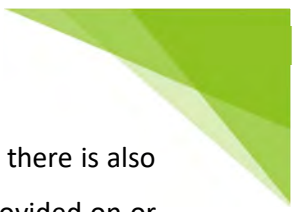
**Residential design principles:**

- 20.11 The density of residential development should sit broadly in line with that of nearby development and respect the boundary of the allocation, whilst making efficient use of land.
- 20.12 Affordable housing should be well integrated with market dwellings and housing types and sizes should be varied across the site. Affordable housing should be indistinguishable from market housing in terms of design and materials. Affordable housing will be expected to be dispersed throughout development parcels, not concentrated together.
- 20.13 Housing should be laid out to create a variety of frontages which could include stepped, staggered and consistent designs. This will add character and interest to the street scene and allow different areas of South West Rugby to form their own identities. Layouts should ensure that housing looks out onto the areas of open space and does not leave blank or boundary walls adjacent to these areas. Rear gardens should not back onto the ancient woodland. As well as providing overlooking and increased safety this will reduce the risk from people tipping garden waste or compost over the fences into these important sites.
- 20.14 Dwellings should be of a high quality design and include features of architectural interest which contribute to create a place which is both visually attractive and adds to the overall quality of the area. Features could include, but are not limited to, functional porches (not decorative), chimneys, dormer windows which complement the design and bay windows. The highest quality materials should be used on the most prominent buildings. These will be those which form gateways into each residential plot or those which are highly visible from multiple views such as corner plots.
- 20.15 Primary entrances to buildings should be visible from the public realm with active frontages created along main routes and spaces.
- 20.16 Light and privacy should be maintained.
- 20.17 Boundaries fronting the public realm should be constructed in brick to provide continuity with the main built form. Rear boundaries can be brick or fenced.

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- 20.18 There are a wide variety of materials used in the immediate vicinity of South West Rugby. Dwellings at South West Rugby should look to use materials which compliment these. The use of different materials is important to ensure that interest and character are added to the street scene. Material types may tie in with different character areas created across the site to ensure that areas have their own identity.
- 20.19 Development designs that facilitate the use and help the retention of parking spaces will be encouraged. This may, for example include generously sized spaces, or using a large single garage door instead of two single doors on a double garage.
- 20.20 Appropriate bin storage should be provided for all dwellings.
- 20.21 Opportunities should be taken to incorporate renewable and low carbon technologies into the design of the development, such as ultra low emission boilers, solar panels and ground source heat pumps.

#### Parking

- 20.22 The latest parking standards are contained within Appendix 5 of the adopted Local Plan. Parking Spaces must meet the standards as set out in the most recent version of ‘Manual for Streets’ or any alternative document as advised by the local highway authority.
- 20.23 The parking standards set out in the Local Plan do not take into account commercial vehicle parking standards, which will be considered on the basis of individual planning applications in consultation with the local highway authority.
- 20.24 The District Centre will contain a mix of uses and be close to at least one school. This means that careful consideration will need to be given to how many parking spaces will be required to ensure safe and efficient movement, particularly at peak times of the day such as morning and afternoons in school term time, whilst ensuring that unnecessary car use is not encouraged.
- 20.25 The provision of high quality, visible cycle parking will be required as part of the District Centre in accordance with the parking standards in the Local Plan.



20.26 In addition to the parking standards set out in the Local Plan for schools there is also a requirement for the provision of a bus/coach loading area whether provided on or off-site, for primary education and above, unless otherwise justified. Cycle parking is to be considered on an individual school basis.

20.27 The parking standards in the Local Plan include cycle parking spaces for each type of development. Cycle parking spaces for residential development should be covered and secure. The provision of less formal, but still safe, cycle parking should also be considered as part of the green/blue infrastructure network. Interesting and innovative design of the cycle parking is encouraged. Electric charging points for electric and hybrid vehicles are required to be provided as part of development as outlined in the parking standards in Appendix 5 of the Local Plan.

#### Crime

20.28 Careful consideration should be given to the element of design that can influence crime at an early stage of the overall design process reflecting that crime is not a stand-alone issue. To assist with this, the Council supports the implementation of established design principles and standards set out in the design guides published by the national police organisation Secured by Design.

20.29 Design and Access Statements submitted with planning applications will need to demonstrate their contribution to reducing crime and the fear of crime, such as through following the principles and standards of Secured by Design. Supporting guidance on how this can be achieved can be found here:

[https://www.securedbydesign.com/images/downloads/HOMES\\_BROCHURE\\_2019\\_update\\_May.pdf](https://www.securedbydesign.com/images/downloads/HOMES_BROCHURE_2019_update_May.pdf)

[https://www.securedbydesign.com/images/downloads/SBD\\_Commercial\\_2015\\_V2.pdf](https://www.securedbydesign.com/images/downloads/SBD_Commercial_2015_V2.pdf)

[https://www.securedbydesign.com/images/downloads/New\\_Schools\\_2014.pdf](https://www.securedbydesign.com/images/downloads/New_Schools_2014.pdf)

## 21 Heritage

21.1 There are no Listed Buildings within the boundary of the South West Rugby allocation.

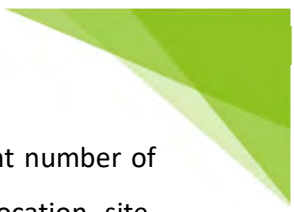
There are a number of Listed Buildings in close proximity to the allocation:

- Cawston Farm House is a Grade II Listed building just off Coventry Road (B4642) close to the northern part of the allocation;
- Bilton Grange School is a Grade II\* Listed Building south of Rugby Road (A426) to the south east of the allocation. The grounds of the School are a Grade II Registered Park and Garden;
- Cock Robin Cottages are Grade II Listed and on Rugby Road (A426) to the south east of the allocation;
- Rugby Road Lodge is a Grade II Listed Building on Rugby Road (A426) close to the junction with Northampton lane, to the south east of the allocation; and
- Lavender Furlong is a Grade II Listed Building on Coventry Road (B4429) to the south of the allocation.

21.2 In addition to these buildings, there are conservation areas located in Rugby Borough at Thurlaston and Dunchurch. Policy SDC3 of the Local Plan states that ‘development affecting the significance of a designated or non-designated heritage asset and its setting will be expected to preserve or enhance its significance’.

21.3 Applications with the potential to affect the significance of a heritage asset will be required to provide sufficient information and assessment (such as desk-based appraisals, field evaluation, and historic building reports) of the impacts on the significance of designated and non-designated heritage assets and their setting at the planning application submission stage.

21.4 Any harm to, or loss to, the significance of a designated heritage asset must be justified by the applicant/developer at the planning application submission stage so it can be considered by the Council. The Council will consider any potential impacts on the significance of designated and non-designated heritage assets in accordance with the NPPF and the Planning (Listed Building and Conservation Areas) Act 1990.

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- 21.5 The allocation site has significant archaeological potential. A significant number of archaeological sites have been previously identified across the allocation site, including a number of cropmarks relating to a number of possible enclosures and ditches of probable prehistoric date (including Warwickshire Historic Environment Records MWA4139, MWA4150, MWA5540, MWA5541, MWA5641, MWA5683, MWA4103, MWA4150, MWA5545). Previous geophysical survey and trial trenching across parts of the allocation site has confirmed the cropmark evidence across the areas examined and identified further previously unknown archaeological features, dating from the prehistoric and later periods, including several groups of rectangular and sub-circular enclosures which have been interpreted as representing the site of a linear farmstead or settlement of probable Late Iron Age/ Roman date, and further undated features including enclosures, a track and roundhouse.
- 21.6 There is a potential for archaeological features to survive across the allocation which are likely to be disturbed or destroyed by the proposed development. This may include archaeological features which are worthy of conservation.
- 21.7 Any planning application submitted within the allocation boundary should therefore include an archaeological assessment, including the results of an appropriate programme of evaluative fieldwork, to help ensure that an adequately informed planning decision, in respect of the archaeological potential of this area, can be made.
- 21.8 Applicants are encouraged to contact the Warwickshire County Council Archaeological Information and Advice team in advance of submitting planning applications to enable the need for and scope of further investigations to be considered prior to determination of planning applications.



## 22 Noise, Odour and Lighting

- 22.1 The periphery of the allocation is influenced by noise arising from traffic on the A45 (London Road), Coventry Road (B4429), M45, and the A4071 to the west. The design of the layout of the development will need to avoid any significant adverse impacts on health and quality of life as a result of noise from traffic, as required by Local Plan Policy HS5.
- 22.2 Detailed assessments will be required to be submitted with any planning applications that come forward to ensure an acceptable standard of amenity in respect of noise is achieved. Conditions on any planning permissions may be required to mitigate the impact of noise on residents, which may include noise barriers, tree planting or suitable insulation of residential dwellings. Appendix G sets out additional guidance
- 22.3 The impact of development proposals on existing and/or adjacent occupiers will also need to be considered. Guidance documents including the Institute of Acoustics professional practice guidance 'Planning ProPG: Planning and Noise'<sup>3</sup> recommend that the spatial layout and the use of buffer zones between residential and commercial uses should be considered to minimise disturbance and the likelihood of complaints. Assessments would need to have regard to relevant standards such as BS4142 and BS8233. Further guidance is provided in Appendix G.

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<sup>3</sup> <https://www.ioa.org.uk/sites/default/files/14720%20ProPG%20Main%20Document.pdf>

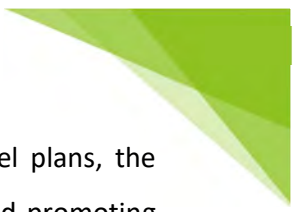
## 23 Air Quality

- 23.1 Rugby town, Dunchurch and the entire allocation are designated as an Air Quality Management Area (AQMA) due to the exceedances of the annual mean Nitrogen Dioxide objective, mainly from traffic related impacts. Policy HS5 of the Local Plan requires that major developments and any development that creates new floorspace within the AQMA that are not Air Quality Neutral address their impacts in accordance with Policy HS5. For the South West Rugby allocation, the impacts are likely to be severest on the Rugby gyratory in the town centre and the Dunchurch crossroads but there is also a need to address on site emissions from new homes and buildings.
- 23.2 An allocation wide Air Quality Assessment may not be feasible, therefore each planning application for major development (i.e. more than 1,000 sqm of floorspace or 10 or more dwellings) should be accompanied by an Air Quality Report which takes into account cumulative impacts for the wider allocation. In particular, the Air Quality Report will be required to assess the air quality impact of traffic generated as a result of the development of the site, linked to trip distribution of the area as a whole, and on site emissions generated by the development such as domestic boilers. This assessment should have regard to the EPUK and IAQM Guidance on Planning for Air Quality<sup>4</sup>. Appendix I of this SPD deals with the traffic modelling protocols for this piece of work.
- 23.3 Planning applications that come forward for the allocation will need to demonstrate compliance with Local Plan Policy HS5 and include mitigation to meet the requirements of the policy. Examples of mitigation measures are enhancements to the green and blue infrastructure network, including biodiversity enhancements, the incorporation of the landscaped buffer between Rugby and Dunchurch and on site mitigation such as the use of ultra low emission boilers (<40mgNOx/kWh), ground or air source heat pumps, solar heating, all electric heating, green roof and walls, cycle parking, electric vehicle charging points and landscaping that benefits air quality.

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<sup>4</sup> <http://www.iaqm.co.uk/text/guidance/air-quality-planning-guidance.pdf>



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- 23.4 Measures associated with the promotion of public transport via travel plans, the installation of cycle lanes and cycle parking to encourage cycle use and promoting active lifestyles through improving pedestrian permeability and walking routes can also contribute to minimising the impact on air quality.
- 23.5 Furthermore, Local Plan Policy HS5 will also be supported by a specific Air Quality SPD, which developers should have regard to when preparing their planning applications, once it has been adopted.



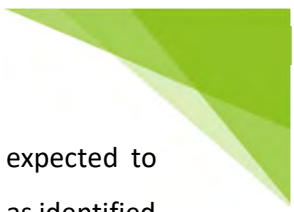
## 24 Utilities

24.1 Existing utilities are located within the allocation, including overhead electric cables, sewers, water mains and a buried chalk slurry pipeline owned by CEMEX. All these features will need to be addressed as part of the development of the allocation either through retention with suitable easements or through diversion in agreement with the respective statutory undertakers and/or utilities providers. Utilities serving the existing properties may also need to be removed, retained, or upgraded as required. Other utilities are located within the highway network and diversions will need to take place as required to deliver the highway access. It is strongly encouraged that developers engage with statutory undertakers and/or utilities providers at an early stage to ensure required works are carried out. Local Plan Policy SDC9 requires broadband to be provided in new developments.

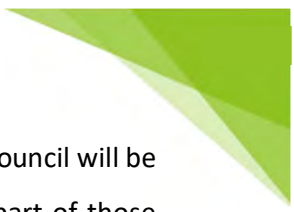


## 25 Section 106 Framework

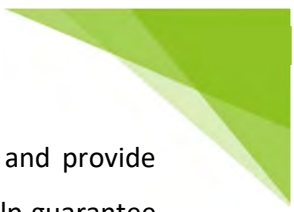
- 25.1 The Council considers the best means of ensuring that the costs of delivering strategic infrastructure (meaning both the build costs and the costs of providing the land, including the market value of such land) are equitably and proportionately apportioned between the different development parcels forming part of the allocation would be to set out a similar "consistent approach" to planning applications for development within the allocation via a framework Section 106 agreement. The aim of this framework Section 106 agreement would be to ensure that a consistent approach is taken to development within the allocation, regardless of when development parcels come forward and that the necessary strategic infrastructure is provided together with clarity and certainty for developers and landowners over the obligations they will be expected to enter into.
- 25.2 The framework SW Rugby Section 106 agreement precedent will contain a "Part 1" (Strategic Infrastructure) and a "Part 2" (Site Specific Infrastructure and Affordable Housing) which will respectively set out the provisions which the Council will expect to be included in Section 106 agreements relating to the development of any land parcel within the allocation boundary save development referred to in Paragraph 25.3 below. The framework Section 106 agreement will state that "Part 1" provisions are expected to be included as standard across all development sites with adjustments limited to those set out in the framework Section 106 agreement. "Part 1" will include the following provisions:



25.2.1 *Payment of strategic infrastructure contributions:* Developers will be expected to make Section 106 contributions towards items of strategic infrastructure as identified in Appendix K (as the same may be updated annually by the Council – see paragraph 25.2.4 below). Some contributions will be payable only in relation to residential development; others will be payable whatever the form of development – this will be as identified in Appendix K to this SPD. The amount of contributions payable will be determined by the Council on a consistent and proportionate basis in accordance with regulation 122 of the Community Infrastructure Levy Regulations 2010 (as the same may be amended or replaced) and will be informed by an allocation wide assessment of strategic infrastructure costs and viability which has been carried out for the Council. Where appropriate, such contributions shall be payable retrospectively – i.e. even if the strategic infrastructure has been fully built or provided as at the date the relevant Section 106 agreement is entered into, the Section 106 agreement will require payment of those contributions. Early delivery of certain items of infrastructure may be beneficial or necessary in order to enable or encourage development. The contributions may be paid in instalments to be agreed in the relevant Section 106 agreement and the payment date(s) for payment of the contributions will also be agreed in the relevant Section 106 agreement.



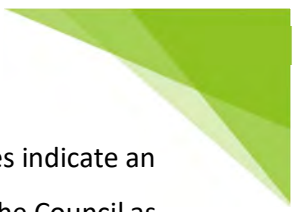
25.2.2 *Works in kind*: In relation to some items of strategic infrastructure, the Council will be open to discussing the possibility of the developer constructing all or part of those items and paying a reduced Section 106 contribution towards those items or an adjustment to other Section 106 contributions, as appropriate. Any developer proposing to carry out works in kind is encouraged to discuss their proposals with the Council, County Council (in relation to County matters) and other landowners in the allocation area at the earliest possible opportunity - the Council will expect such discussions to have taken place prior to the submission of any planning application. The applicant will be expected to include with the planning application an allocation-wide deliverability appraisal which shall reflect any equalisation agreements entered into by landowners and include the proposed delivery arrangements for the strategic infrastructure including the nature, scale and timing of delivery and a proposal as to how the landowner will be appropriately compensated by other landowners in the allocation area in respect of the proposed works in kind (such compensation may be monetary, through the provision of land or through agreement to meet or offset any Section 106 obligations otherwise falling to be met by the relevant landowner/developer or a combination thereof). If such agreements have not been made, the Section 106 agreement may restrict development until such agreements have been entered into and/or set out an expert determination provision to resolve any dispute between landowners. Any works in kind proposals which are agreed by the Council (and County Council, in relation to County matters) will be subject to the developer agreeing appropriate fall-back provisions, including step-in rights for the Council or County Council (in relation to County matters), to ensure the delivery of infrastructure when it is needed. The decision on whether to accept infrastructure works in kind shall be at the Council's discretion, bearing in mind all relevant circumstances. Where the Council does permit works in kind the developer will be expected to obtain the approval of the Council (and where appropriate to its functions the County Council) to the detailed design of those works, obtain all necessary consents and enter into all statutory agreements required, provide the Council (and where appropriate to its functions the County Council) with suitable collateral



warranties in relation to the design and construction of those works and provide appropriate security, including bonds, where reasonably required to help guarantee the performance of those works. The developer will also be expected to transfer the ownership of such works (including the freehold ownership of the land on which the works are built) to the Council (or the County Council in relation to County infrastructure) when required by the Council.

25.2.3 *Provision of land:* In relation to land on which it is proposed by this SPD that an item of strategic infrastructure shall be built, there shall be a presumption in favour of that item of strategic infrastructure being provided on that land. In relation to land on which a landowner or developer proposes that an item of strategic infrastructure will be built (where it is not identified as such by this SPD), the Council will expect the developer to have discussed and agreed such proposal with the Council (and County Council in relation to County matters) prior to the submission of any planning application. In both cases, the applicant will be expected to include with the planning application an allocation-wide deliverability appraisal which shall reflect any equalisation agreements entered into by landowners and include the proposed delivery arrangements for the strategic infrastructure including the nature, scale and timing of delivery and a proposal as to how the landowner will be appropriately compensated by other landowners in the allocation area for the loss of that strategic infrastructure land as development land (such compensation may be monetary, through the provision of land or through agreement to meet or offset any Section 106 obligations otherwise falling to be met by the relevant landowner/developer or a combination thereof). If such agreements have not been made, the Section 106 agreement may restrict development until such agreements have been entered into and/or set out an expert determination provision to resolve any dispute between landowners. This is on the basis that the Council (and County Council) will not expect to pay the relevant landowner/developer for the cost of that strategic infrastructure land.

25.2.4 *Review and indexation:* The strategic infrastructure (including the scope, specification, description and costs of that strategic infrastructure) shall:

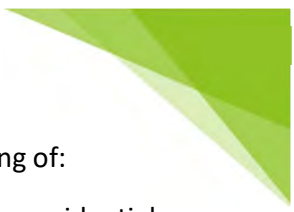
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- be reviewed by the Council no more than annually (unless circumstances indicate an interim review is necessary) with such revisions being consulted on by the Council as appropriate and then published (though this will not affect agreed strategic infrastructure contributions or agreed works in kind); and
  - be subject to indexation between the date of the last review and publication by the Council and the date of payment.

25.2.5 *Conditions:* In appropriate cases the Council may use pre-commencement and/or pre-occupation conditions on planning permissions to prevent development and/or occupation of relevant phases of the development in advance of the necessary strategic infrastructure being in place.

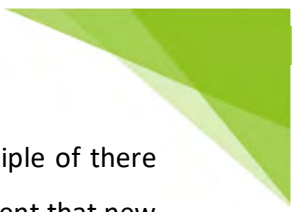
25.2.6 *Access provisions:* All landowners/developers will be expected to provide access to the Council (or County Council as appropriate) and their contractors for the purpose of enabling the Council (or County Council) to construct the strategic infrastructure works at nil cost.

25.2.7 *Statutory agreements:* In appropriate cases the Council and County Council may require conditions to form part of any planning permission or obligations in a S106 agreement requiring the landowners/developers to enter into highways agreements to secure adoption of any roads or other public rights of way forming part of the strategic infrastructure and/or any other planning or infrastructure agreements that may be required at the relevant time.

25.2.8 *Reimbursement of contributions:* In relation to provisions regarding the repayment of unspent and uncommitted strategic infrastructure Section 106 contributions once all funding requirements and obligations have been met, the Council will act consistently in deciding whether or not to include such provisions. Any reimbursement will be proportionate and subject to the development to which it relates being policy-compliant and all other infrastructure needs of that development having been met; if not then any reimbursement monies due in respect of that development may first be applied by the Council towards making that development policy-compliant.

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- 25.3 *Exempt development:* Development of any part of the allocation consisting of:
- less than 10 dwellings and less than 1,000 square metres of non-residential development (save where a larger parcel of land has been sub-divided into proposed developments consisting of less than 10 dwellings and less than 1,000 square metres of non-residential development); or
  - development consisting of a replacement dwelling or dwellings shall not be expected to enter into a Section 106 agreement in accordance with the framework S106 agreement.
- 25.4 *Land in the vicinity of the allocation:* Where landowners/developers of parcels of land lying in the vicinity of the allocation make planning applications for development not being exempt development (as described above) which development will benefit from the strategic infrastructure provided or funded by development within the allocation, those landowners/developers may also be required by the Council to contribute towards the cost of such strategic infrastructure via a Section 106 agreement - the Council shall determine on a case by case basis, in line with the statutory tests for planning obligations, whether such contributions or a proportion thereof, should be payable.
- 25.5 *Access to adjacent land:* Where a parcel of land within the allocation is the subject of a planning application for development, the landowner/developer will be expected to ensure that the development is designed in such a way as to facilitate vehicular and pedestrian/bridleway access from that land to adjacent parcels of land to ensure appropriate site-wide connectivity. This will ensure that the allocation can move forward on a viable comprehensive basis. The safeguarding of suitable land for access to adjacent parcels of land will be protected through Section 106 agreements.
- 25.6 *Community infrastructure levy:* In relation to any Community Infrastructure Levy (CIL) which may be adopted by the Council whilst this SPD is in force, it is not envisaged that any CIL would apply to the allocation area. If that was to be the case, it is envisaged that there would be no increased financial burden on landowners/developers as a result.

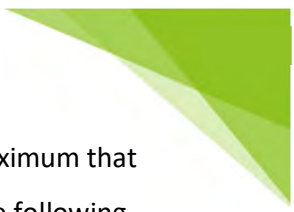


- 
- 25.7 *Planning white paper:* The S106 agreements would deal with the principle of there being no increased financial burden on landowners/developers in the event that new planning legislation is brought into force which introduces a new levy in full or partial replacement of agreements made under Section 106 of the Town and Country Planning Act 1990 which means that it would no longer be lawful and/or appropriate for the Council and any landowners or developers to enter into a Section 106 agreement as proposed by the framework Section 106 agreement and/or that any such Section 106 agreement ought to be scaled back and/or drafted differently from the drafting proposed by the framework Section 106 agreement, or that any Section 106 agreement already entered into pursuant to the framework Section 106 agreement ought to be amended.
- 25.8 *Section 106 monitoring fees:* Local planning authorities are entitled to charge a fee to cover the cost of the monitoring and reporting on the delivery of S106 agreements. The Council will charge a proportionate and reasonable monitoring fee for the monitoring and reporting on the delivery of S106 agreements made in relation to planning applications for development within the South West Rugby allocation. The County Council may also charge a monitoring fee.



## 26 Viability

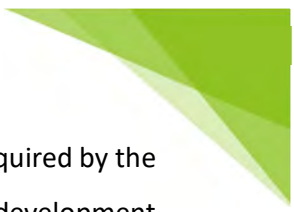
- 26.1 Proposals should be designed in a way that accords with Local Plan policies, including the requirement to contribute towards strategic infrastructure costs in accordance with this SPD and other items that may be secured through Section 106 agreements, including affordable housing.
- 26.2 Where, in the opinion of a developer, their proposed development cannot meet Local Plan policy requirements and the requirements of this SPD, the developer is required to robustly demonstrate that the development is clearly unviable by submitting a financial viability assessment (FVA) to the local planning authority. An FVA should normally be submitted with the planning application for the proposed development scheme and must in any event be submitted well in advance of determination of that planning application.
- 26.3 All FVAs submitted by developers should contain the following information with supporting evidence:
- a summary of the main assessment assumptions (evidenced from an independent expert or source);
  - site or building acquisition cost and existing use value;
  - construction costs and programme;
  - fees and other on costs;
  - projected sale prices of dwellings/non-residential floorspace;
  - details of discussions with registered providers of affordable housing (if relevant) to inform the value of affordable housing assumed within the FVA;
  - gross and net margin;
  - other costs and receipts;
  - other relevant information dependent on the nature of the obligation(s) under discussion;
  - a summary clearly setting out the reasons that make a development proposal unviable; and
  - if applicable, any request to vary Section 106 agreements and/or affordable housing requirements from those set out in the Local Plan and this SPD and stating



the proposed level of obligations, demonstrating why they are the maximum that can be provided, provided that this shall only be acceptable if all of the following have already been completed and a justificatory statement in respect of the same has been provided to the local planning authority:

- a review of all assumptions within the viability model with a view to improving viability, including land value, build and development costs, sales prices, dwelling types, phasing, funding (including borrowing costs) and legal, professional and marketing costs has been carried out;
- consideration of a reduction in the minimum anticipated developer profit for the scheme to offset any degree of non-compliance with Local Plan or SPD requirements has been undertaken;
- consideration of how growth assumptions (value increases over time) have been factored into the viability model;
- available options for public sector funding which would enable the proposed development to be compliant with Local Plan or SPD requirements have been actively explored; and
- a consideration of how adjustments to the tenure mix and/or phasing of affordable housing affect the viability model, as well as adjustments in percentage terms, has been undertaken.

26.4 The FVA will be scrutinised by the Council with advice from a suitably qualified external consultant and the reasonable cost of this external consultant is to be met by the developer who has submitted the FVA. If material changes are made to an application after submission that could affect scheme viability, a revised FVA will be required.



26.5 Where the Council is satisfied that Section 106 contributions or works required by the Local Plan policies and this SPD cannot be met in full on a particular development proposal due to financial viability, the Council may choose to:

- a) reduce the Section 106 contributions payable pursuant to this SPD; and/or
- b) adjust the timetable for delivery of strategic infrastructure to be funded by those Section 106 contributions or provided in kind; and/or
- c) reduce or amend other planning obligations for that development proposal, provided that the Council will continue to pay due regard to the objective of ensuring an equitable and proportionate apportionment of the costs of delivering strategic infrastructure for the allocation across the whole allocation.

26.6 The financial viability of development proposals may change over time due to the prevailing economic climate, including changing property values and construction costs. In all cases, therefore, where the Council have agreed to any of the reduction or adjustment items set out in paragraph 26.5 such that the resultant planning obligations are below the level needed to fully fund or provide the strategic and local infrastructure requirements for the allocation area or to comply with Local Plan policy requirements, the Council will require a viability review of the relevant development with an updated FVA to be provided at appropriate intervals to determine whether greater or full compliance with this SPD and the Local Plan policy requirements can be achieved throughout the carrying out of the relevant development proposal.



## 27 Submission Documents

27.1 Several documents should be submitted as part of an application for development on the site in order to aid assessment of the proposal and avoid delay. These have been referred to throughout this SPD but are listed here for completeness. This list is not designed to be exhaustive, other information or studies may be required by the case officer or requested by consultees:

- Air Quality Assessment, when necessary due to areas of exceedance, or an Air Quality Report explaining adherence to mitigation requirements associated with Policy HS5;
- Archaeological Assessment;
- Contaminated Land Assessment;
- Design and Access Statement;
- Ecological Assessment including a Biodiversity Impact Assessment;
- Financial Viability Assessment (where required);
- Health Impact Assessment Screening Report and full Health Impact Assessment if required;
- Heritage Statement;
- Landscape and Visual Impact Assessment;
- Noise Impact Assessment;
- Proposed Heads of Teams for Section 106 Agreement;
- Site-specific Drainage Strategy;
- Site-specific Flood Risk Assessment;
- Statement of Compliance with this SPD;
- Transport Assessment for major schemes;
- Transport Statement for minor developments; and
- Travel Plan.

# Appendices



## Appendix A - Local Plan Policy DS8

### Policy DS8: South West Rugby

A new neighbourhood of around 5,000 dwellings and 35 ha of B8 employment land will be allocated on land to the South West of Rugby, as delineated on the Policies Map.

Provision of the following onsite services and facilities will be made within a new mixed-use district centre as indicated in the South West Rugby Masterplan Supplementary Planning Document (SPD):

- A convenience store (Use Class A1) plus other retailing (Use Class A1 to A5) with residential or office uses provided on upper floors;
- A 3 GP surgery, rising to 7 GP surgery, as detailed in the IDP; and
- Provision for a Safer Neighbourhood Team, as detailed in the IDP.

Within the broad locations identified in the South West Rugby Masterplan SPD, provision of the following facilities must be made:

- One secondary school, to be co-located with a two form entry primary school, as detailed in the IDP, located close to community facilities within the district centre;
- A further two primary schools, each to be two form entry, with at least one rising to three form entry, as deemed necessary by Warwickshire County Council Education, as detailed in the IDP;
- Other local facilities, as informed by the Masterplan SPD and planning applications, to be located in appropriate sustainable locations within or outside the district centre; and
- Land for an onsite fire and rescue provision, as detailed in the IDP, must be made available within the South West Rugby allocation.

The site must also contain comprehensive sustainable transport provision that integrates with existing networks and provides good connectivity within the development and to the surrounding area including:

- An all traffic spine road network, as allocated in Policy DS9, and the Policies Map, and indicated in the Masterplan SPD, connecting the site to the existing highway network, phased according to milestones identified through the IDP;
- Provision of a comprehensive walking and cycling network to link residential areas with the key facilities on the site, such as schools, health centres and retail services;
- High quality public transport services to Rugby town centre; and
- Further on-site and off-site measures to mitigate transport impact as detailed in the IDP, including access to the local and strategic road network as deemed necessary through the Strategic Transport Assessment and agreed by Warwickshire County Council (WCC) and Highways England. These measures will take account of the proposals within the IDP.



In addition to these requirements, proposals must:

- Incorporate a continuous Green and Blue infrastructure corridor, as part of the wider allocation, identified in the GI Policies Map, linking to adjacent networks and utilising existing and potential habitats and historic landscape, in particular between Cawston Spinney and Cock Robin Wood;
- Provide a Woodland Management Plan setting out how woodland within the boundaries of the allocation, in particular Cawston Spinney, will be protected from potential adverse impacts of new development, including details of a buffer in accordance with Natural England's standing advice on Ancient Woodland and Veteran Trees;
- Specifically regarding the employment allocation to incorporate design and landscaping measures, including structural landscaping, to mitigate the impacts of the buildings on the surrounding landscape and setting of any nearby heritage and GI assets, including Thurlaston Conservation Area; and
- Incorporate details of phasing and trigger levels for the provision of required infrastructure consistent with this policy, Policy DS9, the IDP and informed by the Masterplan SPD.

Development proposals shall respect and maintain a physical and visual separation between Rugby town and Dunchurch to prevent coalescence and protect their individual character and identity. A significant buffer between Rugby and Dunchurch, which incorporates a Green Infrastructure Corridor from Cock Robin Wood to Cawston Spinney, as identified in the South West Rugby Masterplan SPD, must form an integral part of proposals for the site.

Development proposals within the South West Rugby allocation must come forward comprehensively, informed by the South West Rugby Masterplan SPD, and in accordance with the requirements of this policy, Policy DS9, the Policies Map, and the Infrastructure Delivery Plan. Rugby Borough Council will not support ad hoc or piecemeal development which is contrary to the aims of this Policy, or development that is inconsistent with the Masterplan for the site.

Development proposals will require consultation with the Lead Local Flood Authority, in order to identify any potential hydrological mitigation, particularly with regard to potential hydrological impacts on Draycote Meadow SSSI.



## Appendix B - Local Plan Policy DS9


### Policy DS9: South West Rugby Spine Road Network

The Borough Council allocates land to facilitate the full alignment of the South West Rugby spine road network to support and enable the delivery of the South West Rugby allocation, as identified on the plan below and on the Urban Policies Map.



Development which is likely to prejudice delivery of this infrastructure will not be permitted. The design specification and routing of the spine road network will be considered in more detail in the South West Rugby Masterplan SPD and development proposals must be consistent with the agreed alignment as set out in this document. Full details will be provided in the supporting information to planning applications.

Development proposals for South West Rugby must enable delivery of the full spine road network as early as possible post commencement of development on site, in accordance with the phasing milestones identified in the Infrastructure Delivery Plan.



Proposals for development that are shown to have a severe impact on the local road network, before or after the implementation of the Dunchurch Crossroads mitigation scheme, must demonstrate how they will contribute to the delivery of the spine road network, and ensure it is delivered according to the phasing milestones set out in the Infrastructure Delivery Plan and South West Rugby Masterplan SPD.

Development proposals, including those outside of the South West Rugby allocation, will not be granted planning permission for implementation ahead of the delivery of the east-west Homestead Farm link (between A426 and B4429), unless demonstrated in accordance with the NPPF that any residual impacts on the highway network are not considered to be severe, to the agreement of Warwickshire County Council and Rugby Borough Council.

Should the alignment of the spine road network be varied by agreement with the Highway Authority and Local Planning Authority in the light of further technical work, a revised alignment plan will be published to which this policy will apply.

# Appendix C - Strategic Environmental Assessment Screening Report

## Introduction

This Screening Opinion has been produced to determine the need for a Strategic Environmental Assessment (SEA) in accordance with the Environmental Assessment of Plans and Programmes Regulations 2004 (EAPP Regulations).

The purpose of the Screening Opinion is to undertake a screening assessment that meets the requirements of the European Legislation, applied in the UK through the EAPP Regulations.

The policy framework for the South West Rugby Supplementary Planning Document (SPD) is the Rugby Borough Local Plan 2011-2031 (adopted June 2019).

The SPD will be subject to public consultation in accordance with the relevant regulations and in line with the Council's Statement of Community Involvement.

## Requirement for SEA

Previous UK legislation required all land use plans, including Supplementary Planning Documents to be subject to Sustainability Appraisal, which incorporated the need for Strategic Environmental Assessment. The 2008 Planning Act (paragraph 180 (5d)) and the Town and Country Planning (Local Planning) (England) Regulations 2012 removed the UK legislative requirement for the sustainability appraisal of Supplementary Planning Documents. However, SPDs may still require SEA in exceptional circumstances if they are likely to have significant environmental effects that have not already been assessed during the preparation of the Local Plan. Many councils prepare screening opinions to provide a transparent process to demonstrate that the environmental effects have been assessed in accordance with the EAPP Regulations to identify any requirement for SEA.

## Application of the SEA Directive

SEA Directive Criteria Schedule 1 of Environmental Assessment of Plans and Programmes Regulations 2004	Is the Plan likely to have a significant environmental effect Y/N	Summary of significant effects. Scope and influence of the document
Regulation	Y / N	Reason
Regulation 2 (1)  Is the SPD subject to preparation and/or adoption by a national, regional or local authority or prepared by an authority through a legislative procedure by Parliament or Government  (Article 2(a))	Yes	The SPD is prepared and will be adopted by Rugby Borough Council.
Is the SPD required by legislative, regulatory or administrative provisions (Article 2(a))	Yes	It is required to complete local plan policy.
Regulation 5(2)  Is the SPD prepared for agriculture, forestry, fisheries, energy, industry, transport, waste management, water management, telecommunications, tourism, town and country planning or land use; AND does it set the framework for future development consent of projects in Annex I or II to Council Directive 85/337/EEC on the assessment of the effects of certain public and private projects on the environment, as amended by Council Directive 97/11/EC?  (Article 3.2(a))	Yes	The SPD is required for town and country planning purposes and it provides further detail to adopted policies in the Local Plan. The SPD is supplementary to the Local Plan policies and only seeks to expand on the policies and set out the detailed requirements to bring the development forward.

<p>Regulation 5(3)</p> <p>Will the SPD, in view of the likely effect on sites, require an assessment pursuant to Article 6 or 7 of the Habitats Directive?</p> <p>(Article 3.2(b))</p>	No	<p>The adopted Local Plan was subject to a Sustainability Appraisal that sets the framework for growth and development within the borough until 2031. SPDs are required, by virtue of the fact they must be supplementary to an adopted policy, to help achieve sustainable development.</p>
<p>It may be required that the Plan would be eligible for full SEA, unless the exemptions set out under Reg 5 (5) or 5(6) apply.</p>		
<p>Regulation 5 (5)</p> <p>Is the SPD sole purpose to serve national defence or civil emergency; a financial or budget PP or is it co-financed under Council Regulations (EC) No's 1260/1999 or 1257/1999</p> <p>(Article 3.8,3.9)</p>	No	Not applicable
<p>Regulation 5(6)</p> <p>Does the SPD:</p> <p>determine the use of a small area at local level; or propose a minor modification of an existing PP subject of the regulations.</p> <p>(Article 3.3)</p>	No	<p>(a) The SPD does not designate land for development. Policies DS8 and DS9 in the Local Plan allocate (determine) the use of the land. The SPD is supplementary to these policies and only seeks to clarify the detailed requirements in bringing the development forward. The level of development designated is strategic in scale but the detail associated with that development is not. This view is enforced by the analysis of likely significant effects set out in the table below. It is also consistent with the strategic provisions of the adopted development plan. The effects of the allocations and use of land has been dealt with via the Sustainability Appraisal process associated with the Local Plan.</p> <p>(b)The SPD does not propose minor modifications of an existing PP subject of the regulations.</p>
<p>It may still be required that the Plan would be eligible for full SEA, unless it is determined that it will not give rise to significant environmental effects under Regulation 9.</p>		
<p>Regulation 9(1)</p> <p>Is the PP likely to have a significant effect on the environment taking into account the views of the consultation bodies and the criteria set out at Schedule 1 of the Regulations?</p> <p>(Article 3.5)</p>	No	<p>Whilst it has been identified that there are protected designations within the SPD area, including ancient woodland, protected trees and rights of way, all three bodies are confident that the scale, location and probable impact of growth will not give rise to any significant environmental effects. In any event, the SPD does not allocate land for development and it is merely supplementary to a Local Plan policy.</p>

The following assessment was made by Rugby Borough Council as to whether the SPD was likely to have any significant environmental effects. This takes into account the responses and independent assessments of the relevant consultation bodies against the Schedule 1 criteria in the EAPP Regulations, set out below. This assessment has been undertaken bearing in mind the following context:



The SPD has been developed to be in general conformity with the strategic policies of the adopted development plan together with the NPPF.

The Local Plan was subject to a Sustainability Appraisal that sets the framework for growth and development within the borough until 2031.

The assessment set out below has been informed in a large part by discussions and the written responses of the three named consultation bodies.

The assessment set out below has also been informed by other relevant screenings of the SPD against the Habitat Regulations.

Criteria	Assessment	Significant environmental effect (positive or negative)?
<b>1. The characteristics of plans and programmes, having regard to:</b>		
(a) The degree to which the SPD sets a framework for projects and other activities, either in regard to location, nature, size and operating conditions or by allocating resources.	The SPD sets out the Council's approach to how development should come forward including phasing and developer contributions. It adds detail to the framework for development set out in the Local Plan policies DS8 and DS9. To this end it cannot by its nature provide for development that exceeds the intentions of the emerging Local Plan and instead provides the details associated with the requirements for future development of the site. The SPD does not allocate resources but it does provide guidance on where land uses (and their associated resources) should be directed. Overall, however, it does not set a framework, only adding detail to existing policies.	No
(b) The degree to which the plan or programme influences other plans and programmes including those in the hierarchy.	The SPD supplements the policies of the Local Plan by adding further detail. The SPD does not influence other development plan documents and is in general conformity with the development plan.	No
(c) The relevance of the plan or programme for the integration of environmental considerations in particular with a view to promoting sustainable development.	SPDs are required, by virtue of the fact they must be supplementary to an adopted policy help achieve sustainable development. This includes environmental sustainability, as one of the three pillars identified in the NPPF. The primary objective of the SPD is to plan positively and achieve a sustainable level of growth whilst maintaining both the built and natural environment, taking into account on site constraints and ensuring development is comprehensive. This is in accordance with the NPPF.	No
(d) Environmental problems relevant to the plan or programme.	Policies DS8 and DS9 of the Local Plan have been subject to a Sustainability Appraisal process. The detail associated with the SPD will successfully manage the introduction of development to the extent that any residual environmental issues will be mitigated against sufficiently. Some of the key objectives are to ensure the protection of Cawston Spinney, promote green infrastructure corridors and provide a landscape buffer to ensure coalescence does not occur with Dunchurch.	No
(e) The relevance of the plan or programme for the implementation of Community legislation on the	The SPD is not relevant in this instance, as the matters described are guided by higher level legislation. Instead, the policies of the Local Plan	No



environment (for example, plans and programmes linked to waste management or water protection).	must have regard to these matters and seek to ensure that any development it promotes does not compromise the objectives of higher level strategies.	
2. The characteristics of the effects and of the area likely to be affected, having regard, in particular, to:		
(a) The probability, duration, frequency and reversibility of effects	Once development has started then the nature of the land will be changed and will not be reversible. However, the principle of developing the area for residential will have been established through the adoption of the Local Plan policy, not the SPD. Since the SPD itself does not allocate land or formulate policies for this land, the effects of the SPD are not considered significant.	No
(b) The cumulative nature of the effects	The principle of developing the area for residential use will have been established through the adoption of the Local Plan policy, not the SPD. Since the SPD itself does not allocate land or formulate policies for this land, the effects of the SPD are not considered significant.	No
(c) The transboundary nature of the effects	In context the SPD is seeking to manage future development by listing requirements that assist in developing the area in the most sustainable manner possible. It is unlikely that the SPD will have any sort of significant transboundary effect, taken primarily to mean impacting on another EU member state, as defined in the EIA Regulations. Even if 'transboundary' were to be defined as impacting on the jurisdiction of other administrative areas within the UK (for example between parishes or boroughs) the effect would be minimal in both instances.	No
(d) The risks to human health or the environment (for example, due to accidents)	It is highly unlikely that the SPD will give rise to any significant instances of risk to human health. It principally proposes the delivery of residential development by way of a policy that seeks to ensure that the impacts of development are successfully mitigated, thereby allowing development to go ahead.	No
(e) The magnitude and spatial extent of the effects (geographical area and size of the population likely to be affected)	As identified above it is highly unlikely that any environmental effect brought about by the SPD will be of any magnitude or impact on any area of scale. It is particularly important to remember that the SPD does not allocate land for development and it is merely supplementary to a Local Plan policy.	No
(f) The value and vulnerability of the area likely to be affected due to (i) special natural characteristics or cultural heritage; (ii) exceeded environmental quality standards or limit values; or (iii) intensive land use.	The response from all three consultation bodies, including Natural England's response in relation to Habitats Regulations Assessment screening have been referred to in this instance. Whilst it has been identified that there are protected designations with the SPD area, including ancient woodland, protected trees and a right of way, all three bodies are confident that the scale, location and probable impact of growth will not give rise to any significant environmental effects. In any event, the SPD does not allocate land for development and it is merely supplementary to a Local Plan policy.	No
(g) The effects on areas or landscapes which have a	There are no designations relating to national or international protection status. Cawston Spinney	No

recognised national, Community or international protection status.	is in the centre of the site which includes an area of ancient woodland. This habitat will need to be safeguarded and provide a buffer from development. A full assessment of the potential impact on the designation by Natural England has taken place as part of the consideration of the Local Plan. As long as subsequent planning application adhere to the principles of the SPD, the effects in this category are unlikely.	
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As a result of the assessment set out above, incorporating the comments of the three consultation bodies, it is the view of the responsible body, Rugby Borough Council that the SPD will not give rise to any significant environmental effects and therefore SEA is not required.



## Appendix D - Location and Design Principles for Education

### Part A

The local education authority will expect the location of each of the schools to be provided on the South West Rugby site to meet the following criteria or to provide appropriate mitigation where this is not possible:

- The school site should be a flat, useable space which ideally should be square or rectangular;
- The ground should be broadly level and should be level with surrounding areas, in particular with suitable points of vehicular and pedestrian access;
- The land should have at least 30cm of clean topsoil and should not be liable to flooding;
- The land should not be crossed by any public rights of way and should not be bounded or crossed by any power lines. It should be a sufficient distance from gas lines based on advice from the Health and Safety Executive;
- The site should be free from protected species;
- The soil and water table should be free of contamination and the site should not be affected by ground gases or vapours;
- The site should be outside any current or proposed sources of 55db LAeq (30 min) noise source or contour;
- The site is free from invasive plants such as Japanese knotweed;
- The site is not affected by potential sources of light pollution;
- The site is a sufficient distance away from land uses that could cause public anxiety including potentially dangerous employment uses such as chemical storage, storage of live viruses, phone or radio masts and transmitters or major sources of dust or strong odours; and
- The site is free from any encumbrances that may need to be removed such as spoil and fly tipping, certain trees and any void spaces including well, sumps and pits.

### Part B

The local education authority will expect the location of each of the schools to be provided on the South West Rugby allocation to meet the following criteria:

- The primary elevation of the school should provide an identifiable focal point;
- Structural landscaping should ensure privacy between the school grounds and residential properties;
- Safe pedestrian crossings should be provided on all streets which have access to the school; and
- The school should be set back from the highway.





## Appendix E - Design Principles

### Part A


Site-wide design principles:

- As there will be no master developer onsite it is important that each planning application submission has regard to its wider context and specific characteristics.
- Care must be taken with the proximity of different types of development ensuring that consideration is given to the form of development, particularly in relation to height and massing; the amenity of existing and future residents; and the conservation and enhancement of the natural environment.
- The design standards throughout the allocation will reflect the high quality of the natural assets within and adjoining the South West Rugby site including Cawston Spinney and Cock Robin Wood.
- Appropriate landscaping buffering must be considered.

### Part B

Residential design principles:

- The density of residential development should sit broadly in line with that of recent extension to the urban area of Rugby. Individual residential parcels in South West Rugby vary in density. This has been calculated from the outline of each residential parcel and as such does include the internal roads but does not include any large areas of open space or play;
- Higher densities would be appropriate around and within the District Centre. Higher densities will also be appropriate alongside the sustainable bus link which will provide quick access to bus routes. The density will be expected to drop to lower densities to the east of the site where it adjoins Cock Robin Wood and to the west where it adjoins Cawston Spinney, and along the green/blue infrastructure corridor;
- Affordable housing should be well integrated with market dwellings and housing types and sizes should be varied across the site. Affordable housing should be indistinguishable from market housing in terms of design and materials. Affordable housing will be expected to be dispersed throughout development parcels, not concentrated together;
- Housing should be laid out to create a variety of frontages which could include stepped, staggered and consistent. This will add character and interest to the street scene and allow different areas of South West Rugby to form their own identities. Layouts should ensure that housing looks out onto the areas of open space and does not leave blank or boundary walls adjacent to these areas. Rear gardens should not back onto the Cawston Spinney or Cock Robin Wood. As well as providing overlooking and increased safety this will reduce the risk from people tipping garden waste or compost over the fences into these important biodiversity sites;

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- Dwellings should be of a high quality design and include features of architectural interest which contribute to create a place which is both visually attractive and adds to the overall quality of the area. Features could include, but are not limited to, functional porches (not decorative), chimneys, dormer windows which complement the design and bay windows. The highest quality materials should be used on the most prominent buildings. These will be those which form gateways into each residential plot or those which are highly visible from multiple views such as corner plots;
  - Primary entrances to buildings should be visible from the public realm with active frontages created along main routes and spaces;
  - Light and privacy should be maintained;
  - Boundaries fronting the public realm should be constructed in brick to provide continuity with the main built form. Rear boundaries can be brick or fenced;
  - The appearance of buildings and the streetscape should have regard to the local context. The use of different materials is important to ensure that interest and character are added to the street scene. Material types may tie in with different character areas created across the site to ensure that areas have their own identity, without compromising the overall sense of place and legibility of the site as a whole;
  - Development designs that facilitate the use and help the retention of parking spaces will be encouraged. This may for example include generously sized spaces, or using a large single garage door instead of two single doors on a double garage;
  - Off-street bin storage should be provided for all buildings; and
  - Opportunities should be taken to incorporate renewable and low carbon technologies into the design of the development, such as solar panels and ground source heat pumps.

## Part C

### Employment design principles:

- The maximum height will be determined through a Landscape and Visual Impact Assessment which will need to consider proximity to the residential areas, impacts on Thurlaston Conservation Area and the topography of the site;
- Within the employment area front elevations to buildings should be visible from the public realm with active frontages created where possible; and
- The use of solar panels on the roofs of the employment buildings is strongly encouraged, as well as the incorporation of other renewable and low carbon technologies, in the interests of sustainability and combatting climate change.



## Appendix F - Criteria for NEAPs and LEAPs

### Criteria for Neighbourhood Equipped Area for Play (NEAP(s)) and Locally Equipped Area for Play (LEAP(s))

#### Part A

The Council expects the location and design of a NEAP to meet the following criteria:

- It should be within a 15 minute walking time from home. NEAPs centrally located within each development parcel would ensure all homes will be 15 minutes from a NEAP;
- It should have a minimum activity zone of 1000 sqm comprising of an area for play equipment and a hard surfaced area of at least 465 sqm (this is the minimum needed to play 5 a side football);
- It should be positioned beside a well-used pedestrian route, and overseen;
- It should occupy a reasonably flat site surfaced with grass and hard surfaced areas, with impact absorbing surface beneath and around play structures as appropriate;
- It should be designed to provide a stimulating and challenging play experience with a minimum of 9 play experiences and at least 8 types of equipment;
- It should have a multi-games area (MUGA) consisting of a hard surface for ball games and wheel sports, a shelter for meeting and socialising, seating and litter bins;
- A buffer zone of 30m should separate the activity zone from the boundary of the nearest property; and
- The specification should be based on RBC's Play Strategy and Field in Trust guidelines.

#### Part B

The Council expects the location and design of a LEAP to meet the following criteria:

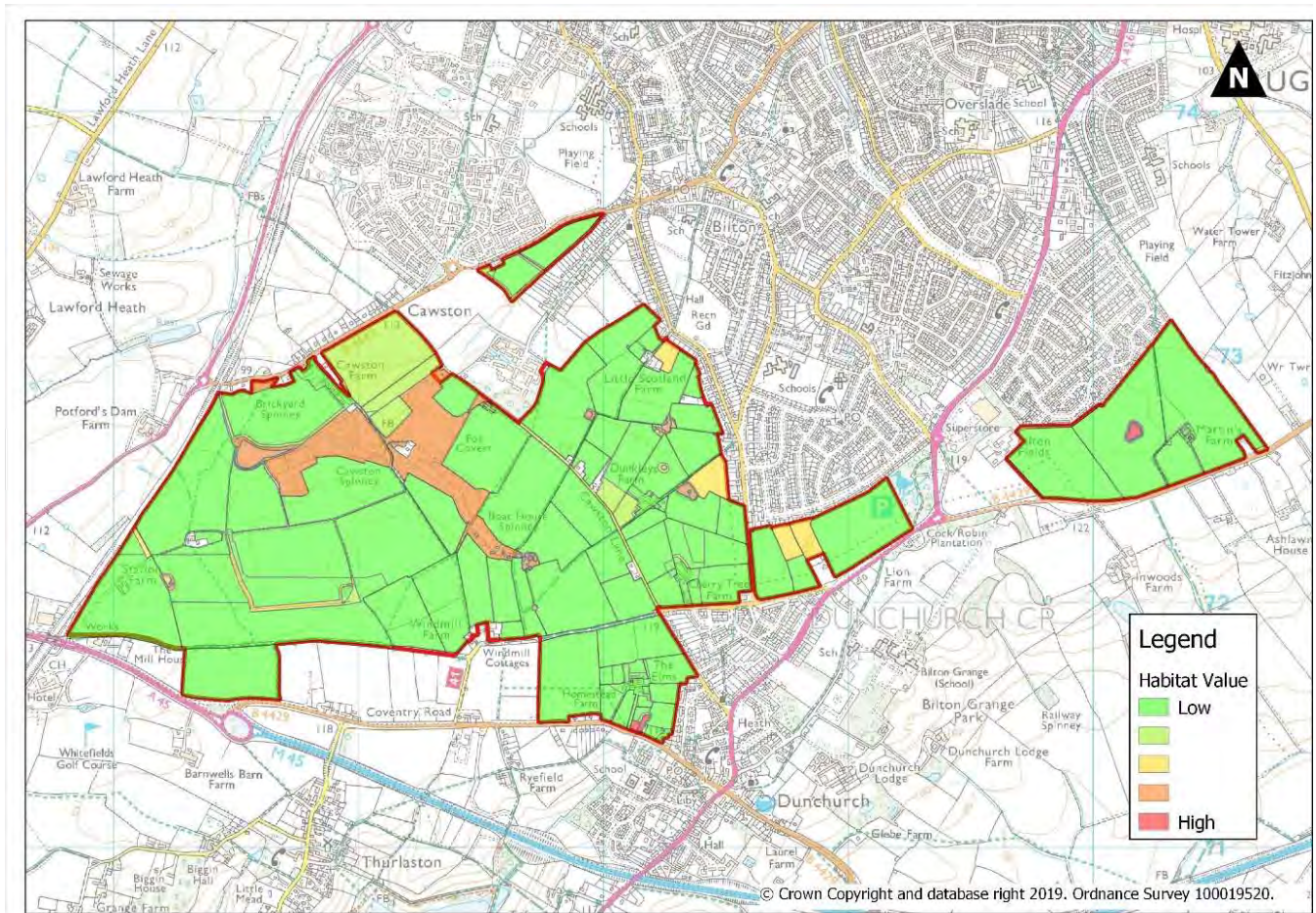
- It should be within 5 minutes walking time from home. The optimum location and distribution of LEAPs would ensure that the majority of homes are within a 5 minute walk to a play area;
- It should have a minimum activity zone of 400 sqm;
- It should be positioned beside a well-used pedestrian route and overseen;
- It should be designed to provide a stimulating and challenging play experience. It must include a minimum of 6 play experiences and at least 5 types of equipment as well as seating and litter bins;
- It should have a buffer zone of 20m between the activity zone and the habitable room elevation of the nearest property and a buffer zone of 10m between the activity zone and the boundary of the nearest dwelling; and
- The specification should be based on RBC's Play Strategy and Field in Trust guidelines.



## Appendix G - Required considerations for a Noise Impact Assessment

- Noise from existing industrial or commercial operations or sites with permission or under consideration. Noise from transport sources including the M6, A5 and local roads. According to ENDS noise data approximately the northern upper third of site is affected by night time noise of 55.0-59.9dB Lnight value or above, with over half the site showing as 55.0-59.9dB LAeq 16 hr or above;
- Noise from the new development that could have an adverse impact upon existing sites, sites with permission or under construction or those that form part of the South West Rugby development itself. This would include noise from traffic ingress and egress. Hours of operation including restrictions on deliveries and or collections may be appropriate where spatial or other acoustic treatments are likely to prove insufficient;
- Assessments would need to have regard to relevant standards including BS4142 and BS8233 and consider the protection of outdoor amenity;
- The school(s) will need to consider the amended issue of Building Bulletin 93 which provides minimum acoustic performance standards for school buildings;
- Outdoor play areas, outdoor sports areas or all weather pitches (MUGA's or similar) will need site specific consideration. MUGA's in particular can cause significant noise impact and complaints about noise and lighting and should be as far from residential properties as possible, suitably screened and may need an hours of use restriction;
- Guidance documents including 'ProPG: Planning and Noise' recommend spatial layout and the use of buffer zones between residential and industrial or commercial uses should be considered to minimise disturbance and the likelihood of complaints.

# Appendix H - Baseline Habitat Values for Biodiversity Net Gain Calculations







## Appendix I - Traffic Modelling Protocol agreed by Rugby Borough Council and Warwickshire County Council Highways.

### Proposed Approach to Modelling and Appraisal Post Adoption of the Local Plan

It is recognised that the work undertaken to date, to support the identification of transport infrastructure, and specifically highway capacity schemes, necessary to facilitate the local plan delivery, is high level.

The Strategic Transport Assessment (STA) prepared as part of the Local Plan evidence identifies what would be considered to be the critical dependencies (i.e. the essential infrastructure necessary to ensure an acceptable level of operation).

Therefore it is expected that the assessment and appraisal of infrastructure requirements will continue throughout the life of the local plan. It is expected that the development specific planning applications will be supported with transport modelling and that the approach to the modelling will be both consistent with the approach adopted for the STA (albeit in a greater level of detail) and also, where applicable, consistent between sites.

Consistency between sites will be particularly pertinent when considering the development area to the southwest which is promoted by multiple parties.

The consistency in the appraisal process is seen as a key determining factor in safeguarding the operation of the network post-adoption and also in ensuring that the schemes identified through the STA are delivered in an appropriate form.

Impact assessments which are completed on behalf of the individual developments will all be asked to reflect the same set of modelling scenarios and considerations, the only expected variations between each development will relate to the development proposals being tested, the year and, potentially, the commitments and permissions which will be likely to increase over time.

### Developments assessments must set out:

An approach to establishing the localised impacts associated with the site which will not have been picked up within the STA work due to the strategic focus of the STA.

A secondary assessment will need to be completed to identify where the development impacts are likely to occur across the network and a review will be undertaken to establish if the areas of impact accord with those identified through the STA work or are entirely new.

Mitigation in areas not previously identified through the STA work<sup>5</sup> will need to be secured against the development proposals. Mitigation in areas where a strategic scheme has been identified will need to be secured via direct delivery or secured contributions, this will be subject to negotiations upon completion of the modelling and assessment.

Warwickshire County Council require modelling to be undertaken to support all substantial development proposals and this is a policy contained within LTP3 and the approach to modelling is also governed by a separate modelling protocol which ensures that the approach which is adopted is appropriate to the needs of the County.

In instances where multiple sites are being promoted within a single allocation area, area specific protocols will be defined which ensure that there is an even greater level of consistency between the different areas of development as such, key parameters will be controlled and agreed by all parties in advance, including:

Development trip rates and trip generation assumptions.

Development distribution patterns.

Where it is necessary to do so, the need to include additional developments and interventions will also be documented as it will be necessary for live applications to be considered in conjunction with each other to avoid separate assessments for multiple sites being submitted in isolation of each other.

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<sup>5</sup> Recognising that the STA work is based on a 2017 model which will be subject to a series of updates, over time, to ensure that the traffic conditions within the model are representative of on-street conditions at an appropriate point in time (i.e. 5 years or greater).

This approach also enables key areas of impact to be identified and assessed at a high level of detail. For example, the cumulative impacts on sensitive locations will especially need to be considered for those sites which come forward in advance of the delivery of key infrastructure which has been identified in these areas<sup>6</sup>.

## Appendix J - Glossary

Term	Description
<b>Affordable Housing</b>	Housing, for sale or rent, for those whose needs are not met by the market (including housing that provides a subsidised route to home ownership and/or is for essential local workers).
<b>Air Quality Management Area</b>	Designation made by Local Authority where assessment of air quality requires action plan to improve the air quality and to which Local Plan Policy HS5 applies.
<b>Air Quality Neutral</b>	Emissions from the development proposal being no worse, if not better, than those associated with the previous use.
<b>Development</b>	Development is defined under the Town and Country Planning Act 1990 as “the carrying out of building, engineering, mining or other operations in, on, over or under land, or the making of any material change in the use of any buildings or other land”.
<b>Development Plan Documents (DPDs)</b>	Planning policy documents which make up the Local Plan.
<b>Evidence base</b>	An evidence base is the evidence that any development plan document, is based on. It is made up of the views of stakeholders and background facts about the area.
<b>Green and Blue Infrastructure</b>	The terms green and blue infrastructure refer to a strategic network of green and blue spaces, such as woodlands, parks, amenity landscaping, ponds, canals and rivers, and the links between them.
<b>Greenfield</b>	Land which has not been developed before. Applies to most sites outside built-up area boundaries.
<b>Hectare</b>	A unit of land area equivalent to 10,000 square metres or 0.01 of a square kilometre. One Hectare is approximately equal to 2.5 acres.
<b>Infrastructure</b>	A collective term for services such as roads, electricity, sewerage, water, children’s services, health facilities and recycling and refuse facilities.
<b>LEAP</b>	Locally Equipped Area for Play. An area of open space specifically designated and laid out with features including equipment for children. See also NEAP.

<sup>6</sup> For example the impacts on Dunchurch in advance of the Link Road being delivered.

<b>Listed Building</b>	Buildings and structures which have been identified by the Secretary of State for National Heritage as being of special architectural or historic interest and which are subject to the law to ensure their protection and maintenance.
<b>Rugby Borough Council Local Plan 2011-2031, Adopted June 2019</b>	The main planning document for the Borough comprising the policies against which proposals for physical development will be evaluated and provides the framework for change and development.
<b>Masterplan</b>	A document outlining the use of land and the overall approach to the design and layout of a development scheme in order to provide detailed guidance for subsequent planning applications.
<b>Mitigation measures</b>	These are measures requested/carried out in order to address the impact by a particular development/activity.
<b>National Planning Policy Framework (NPPF)</b>	A document setting out the Government's planning policies for England and how these are expected to be applied. The NPPF references throughout this SPD are to the February 2019 version.
<b>NEAP</b>	Neighbourhood Equipped Area for Play. An area of open space specifically designated, laid out and equipped mainly for older children but with play opportunities for younger children as well.
<b>Planning Obligation</b>	Legal agreements, also known as Section 106 agreements, between a planning authority and a developer to ensure that certain infrastructure works which are necessary and relevant to mitigate the impacts of a development are undertaken or financial contributions made to facilitate such infrastructure works in relation to the development.
<b>Policies Map</b>	A map based representation of the Spatial Plan identifying areas for protection and sites for particular uses of land and development proposals. The Policies Map is revised when each new Development Plan Document is adopted.
<b>Public realm</b>	The parts of a village, town and city (whether publicly or privately owned) that are available, without charge, for everyone to use or see, including streets, squares and parks.
<b>Supplementary Planning Document (SPD)</b>	These contain guidance to supplement the policies and proposals in Development Plan Documents.
<b>Transport Assessment</b>	A Transport Assessment report that provides detailed information on a range of transport conditions and related issues, taking into account proposed development to assess its impacts. The assessment is often used to show whether developments will cause problems of congestion, impacts associated with highway safety, or on the transport network and are therefore also used in the determination of planning applications.
<b>Viability</b>	Viability relates to whether a site is financially viable, by looking at whether the value generated by a development is more than the cost of





	developing it. This includes looking at the key elements of gross development value, costs, land value, landowner premium, and developer return.
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## Appendix K – Strategic Infrastructure Indicative Costs

**Table A: Strategic Infrastructure - Contributions required by housing development only**

Strategic Infrastructure	Phase	Total Cost
6 form entry secondary school (to be co-located with one of the primary schools)	<del>2027 (Phases 3 and 4)</del>	<del>£2540,000,000 (For secondary school only without sixth form).</del>
A 2 form entry primary school with the potential to increase to 3 form entry (includes nursery provision)	<del>Phase 3</del>	<del>£614,000,000</del>
A 2 form entry primary school (includes nursery provision)	<del>Phase 3</del>	<del>£614,000,000</del>
Land to accommodate and financial contributions to provide 3GP surgery rising to 7GP upon completion of site	<del>Phase 2 – Completion post plan period.</del>	<del>£4,318,7795,123,077</del>
Hospital of St Cross (full detail set out in Appendix 3 of the Local Plan)	<del>Phase 2 – Completion post plan period.</del>	<del>£1,000,0001,144,144</del>
Open Space provision & maintenance. As set out in Table 1 in the main SPD.	<del>Ongoing throughout the development of the site.</del>	<del>£10,707,5962,865,503</del>
Sports Pitches & Facilities provision & maintenance. As set out in Table 1 in the main SPD.	<del>Ongoing throughout the development of the site.</del>	<del>£8,393,9237,133,669</del>
<b>TOTAL</b>		<b><del>£61,420,29884,266,393</del></b>

**Table B: Strategic Infrastructure - Contributions required by all development**

Strategic Infrastructure	Phase	Total Cost
Provision of high quality cycling network: a) National Cycle Route 41 Potsford Dam to Draycote Water b) B4429 Ashlawn Road/ A428 to Great Central Way/ DIRFT c) A426 Dunchurch Road to Rugby Town Centre d) Secondary Route Improvements	<del>Ongoing throughout the development of the site.</del>	a) £900,000 b) <del>£1,530,0001,844,492</del> c) <del>£916,0001,621,900</del> d) <del>£400,0001,835,820</del>
High quality public transport a) Two bus services b) Bus Stop Infrastructure c) Traffic Signal Bus Priority	<del>Ongoing throughout the development of the site.</del>	a) £4,390,0004,698,000 b) <del>£258,300149,500 (13 bus stops)</del> c) <del>£200,00040,000 (10 buses with transponders)</del>

d) Southbound Bus Stop, A426 Leicester Road		d) £490,114
A426/Bawnmore Road/Sainsbury's roundabout	2026 (Phase 3)	A proportion of* <u>£553,000</u> <u>£1,567,822</u>
<del>A426 Rugby Road between Ashlawn Road and Sainsbury's Roundabout</del>	<del>2026 (Phase 3)</del>	<del>A proportion of £1,422,084</del>
A426 approach to Ashlawn Road roundabout	2026 (Phase 3)	A proportion of* <u>£351,000</u> <u>£1,204,106</u>
<del>South West Link Road (SWLR)- Homestead Link road</del>	<del>2026 (Phase 3)</del>	<del>A proportion of* <u>£22,000,000</u> <u>£19,764,864</u></del>
<del>SWLR- Rerouting of Cawston Lane Community Spine Road</del>	<del>Ongoing throughout the development of the site-</del>	<del>A proportion of* <u>£13,255,533</u> <u>£5,784,264</u></del>
<del>SWLR- Potsford Dam Link road</del>	<del>2031 (Phase 4)</del>	<del>A proportion of* <u>£9,508,200</u> (Northern section only, excludes southern section paid for by Tritax Symmetry). <u>£10,691,624</u></del>
A426/Evreux Way	2026 (Phase 3)	A proportion of* <u>£380,000</u> <u>£6,000</u>
Rugby Gyrotory Improvements	2031 (Phase 4)	A proportion of <u>£216,000</u> <u>£75,000</u> towards the cost of a feasibility study for improvements to the gyrotory
A428 Hillmorton Road/Percival Road	2031 (Phase 4)	A proportion of* <u>£1,301,000</u> <u>£913,928</u>
<del>B4429 Ashlawn Road/Percival Road (widening to provide a right turn lane)</del>	<del>2031 (Phase 4)</del>	<del>A proportion of <u>£848,971</u></del>
<del>B5414 (North Street/Church Street) traffic calming and downgrading of route</del>	<del>2031 (Phase 4)</del>	<del>A proportion of <u>£500,000</u></del>
Hillmorton Road/Whitehall Road Roundabout (widen two arms to provide roundabout and 2 puffin crossings)	2031 (Phase 4)	A proportion of* <u>£1,140,000</u> <u>£485,544</u>
<del>A45/ M45 partial signalisation works</del>	<del>2026 (Phase 3)</del>	<del>A proportion of <u>£1,325,008</u></del>
<del>Main Street/Alwyn Road/Lawford Lane signalisation</del>		<del>A proportion of* <u>£1,373,115</u></del>
The employment and deployment of 17 additional police staff requiring- a) Additional staff start-up cost and personal equipment b) Additional vehicles	Phase 3	<u>£630,942</u>

<del>c) On-site premises to cater for the additional staff.</del>		
Fire and rescue station	Phase 3	<del>£1,500,000</del> £3,927,000
<b>TOTAL</b>		<b><del>£58,372,571</del>£62,526,560</b>

Note:

Local Plan Phases referred to in the table above are taken from the Rugby Borough Local Plan. These are:

~~Phase One~~ 2011/12 to 2015/16

~~Phase Two~~ 2016/17 to 2020/21

~~Phase Three~~ 2021/22 to 2025/26

~~Phase Four~~ 2026/27 to 2030/31

\*Those contributions that are expressed as “a proportion of” are framed in this way to allow for the potential that other schemes within South West Rugby and the surrounding area could come forward and contribute to delivery of the infrastructure. However, it is assumed that, in the absence of any such schemes, South West Rugby would need to pay the full cost of the infrastructure.



There is no Appendix L – ~~Indicative Phasing Plan~~

<p><b>Phase of Development and Infrastructure Trajectory</b></p>	<p><u>ThrrLocal</u> <u>Plan Phase</u></p>	<p>3</p>					<p>4</p>				
<p>Development Parcel (Parcel Numbers relate to the locations shown on the map in Figure 3)</p>	<p>Progress</p>	<p><del>2021-22</del></p>	<p><del>2022-23</del></p>	<p><del>2023-24</del></p>	<p><del>2024-25</del></p>	<p><del>2025-26</del></p>	<p><del>2026-27</del></p>	<p><del>2027-28</del></p>	<p><del>2028-29</del></p>	<p><del>2029-30</del></p>	<p><del>2030-31</del></p>



<del>1. Ashlawn Road (Outline for 860 dwellings)</del>	<del>Outline application approved for 860. Detailed permission granted for 438 dwellings. Detailed application for 206.</del>		<del>130</del>	<del>160</del>	<del>155</del>	<del>120</del>	<del>120</del>	<del>82</del>	<del>40</del>	<del>40</del>	<del>13</del>
<del>2. Homestead Farm (425 dwellings)</del>								<del>40</del>	<del>40</del>	<del>40</del>	<del>40</del>



<del>3. Land South of Dunkleys Farm (420 dwellings/ Part of District Centre)</del>					40	40	40	40	40	40	40
<del>4. Land South of Montague Road (40 dwellings)</del>				40							
<del>5. Land South of Montague Road (222 dwellings)</del>				30	40	40	40	40	32		





<del>6. South of Coventry Road (210 dwellings)</del>	<del>Outline application approved for up to 210 dwellings.</del>											
			20	40	40	40	40	30				
<del>7. Land West of Cawston Lane (550 dwellings)</del>				30	40	80	80	80	80	80	80	80
<del>8. Land South of Alwyn Road (1095 dwellings)</del>				10	80	80	80	80	80	80	80	80



<del>9. Land North of Dunkleys Farm (240 dwellings/ Part of District Centre)</del>					40	40	40	40	40	40	
<del>10. Deeley Land (525 dwellings)</del>											
<del>11. Land West of Cawston Lane (0 dwellings – Schools/ Part of District Centre)</del>											



<del>12. Cawston Spinney (670 dwellings)</del>	<del>Outline application received for up to 275 dwellings</del>			30	40	40	40	40	40	40	40
<del>Total Dwellings (3,442 dwellings to 2031 and 1,815 dwellings post 2031)</del>		0	150	340	475	480	480	472	392	360	293

~~Strategic Infrastructure to support housing development only~~



<del>6 form entry secondary school (co-located with a 2 form entry primary school).</del>					←→						
<del>A 2 form entry primary school with the potential to increase to 3 form entry</del>			←→								
<del>A 2 form entry primary school</del>		←→									



<p><del>Land and financial contributions for a 7 GP doctors' surgery (this will initially be opened as a 3GP surgery and will increase to 7)</del></p>											
<p><del>Contributions towards The Hospital of St Cross</del></p>											
<p><del>Strategic Infrastructure to support the whole site</del></p>											





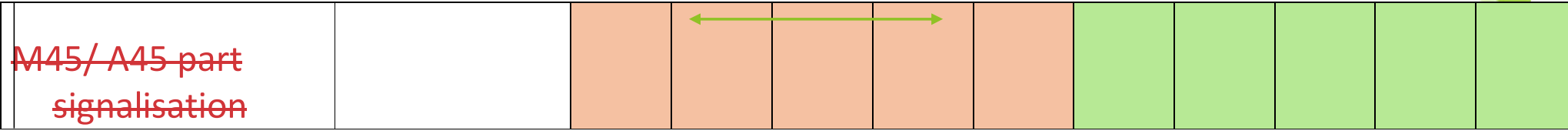
<del>Works to A426 approach to Ashlawn Road roundabout</del>			←		→								
<del>South West Link Road (SWLR)- Homestead Link</del>			←		→								
<del>SWLR- Rerouting of Cawston Lane</del>			←										→
<del>SWLR- Potsford Dam Link</del>										←		→	
<del>A426/Evreux Way</del>			←		→								







<p>B5414 (North Street/Church Street) traffic calming and downgrading of route</p>								←		→	
<p>Hillmorton Road/Whitehall Road Roundabout (widen two arms to provide roundabout and 2 puffin crossings)</p>								←		→	

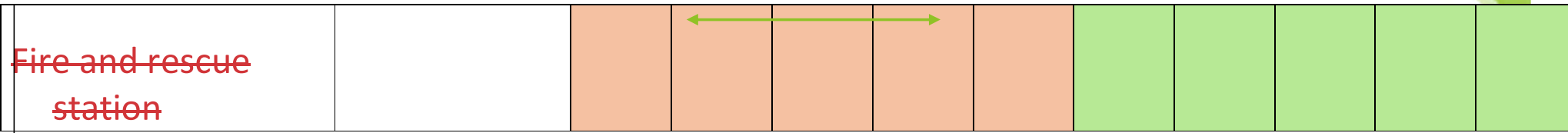




<p><del>The employment and deployment of 17 additional police staff requiring</del></p> <ul style="list-style-type: none"><li><del>e) Additional staff start-up cost and personal equipment</del></li><li><del>e) Additional vehicles</del></li><li><del>f) On-site premises to cater for the additional staff.</del></li></ul>											
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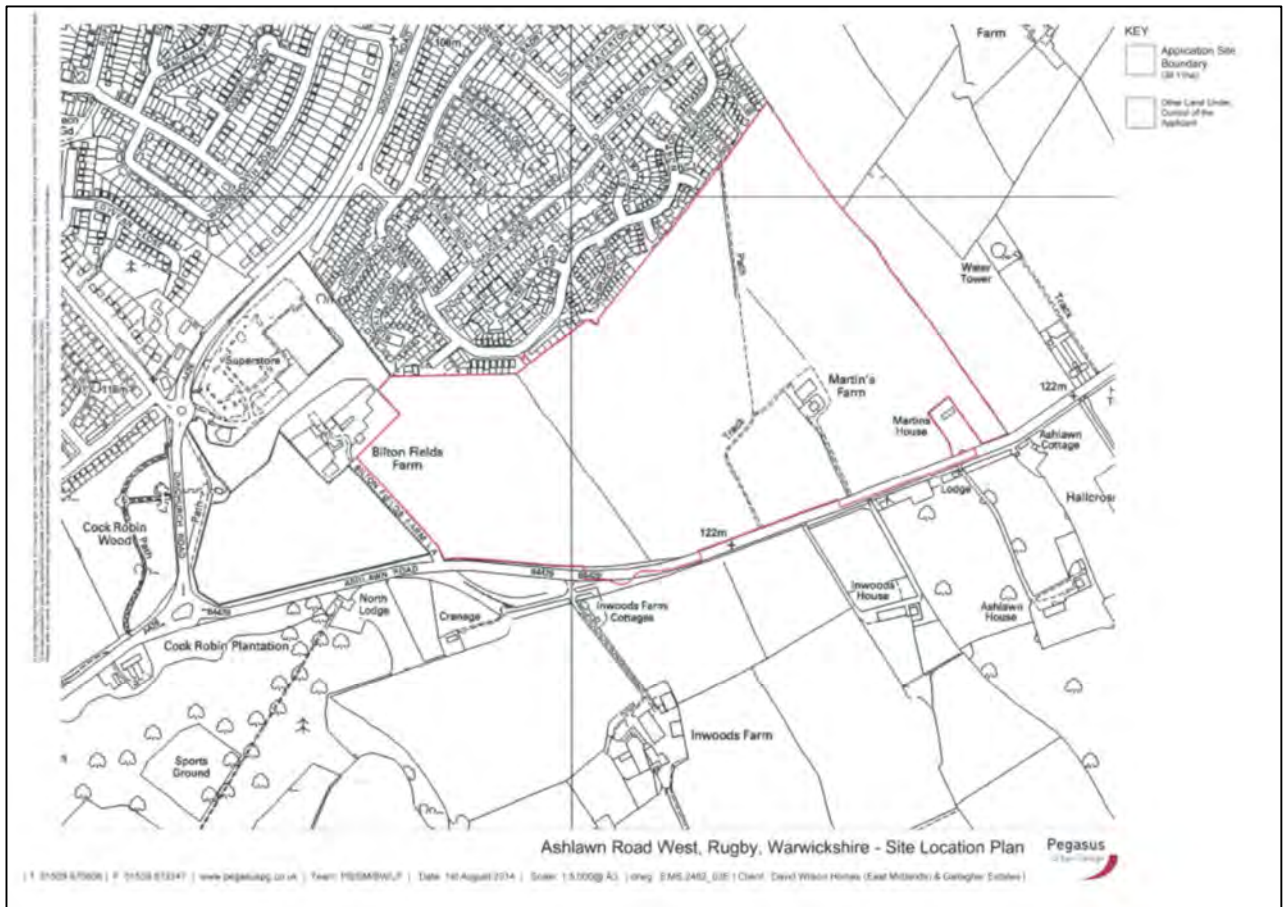
~~Fire and rescue station~~



## Appendix M - Ashlawn Road Approval Site

Ashlawn Road Site Application Reference: R13/2012 - Outline application for the demolition of existing buildings, erection of up to 860 dwellings, land for a potential primary school, two vehicular accesses from Ashlawn Road and the provision of a bus link control feature to Norton Leys, open space, green infrastructure, landscaping and associated infrastructure, including sustainable urban drainage features. All matters to be reserved except access points into the site.

Granted on appeal by the Secretary of State on 10 July 2017.



## Appendix N - Woodland Management Plan

See additional document:

[https://www.rugby.gov.uk/downloads/file/2650/cawston\\_spinneycawston\\_fox\\_covert\\_woodland\\_management\\_plan](https://www.rugby.gov.uk/downloads/file/2650/cawston_spinneycawston_fox_covert_woodland_management_plan)

# Appendix O - Existing Local Centres close to South West Rugby

## Review of Existing Local Centres – Proximity and Range of Services and Facilities

The proximity of existing Local Centres within the Rugby Urban Area to the South West Rugby allocation and the range of services and facilities provided at those Local Centres has been considered.

### Identified Local Centres Walking Times to South West Rugby

Local Centre	Distance	Approximate walking time
Bilton (Main Street)	1 mile (1.6km)	19 minutes
Cawston (Gerrard Road)	1.3 miles (2.1km)	24 minutes
Woodlands (Cymbeline Way)	1.2 miles (2km)	24 minutes
Dunchurch Village (Southam Road - Coventry Road)	1.2 miles (2km)	24 minutes

### Methodology

The Department of Transport’s “Manual for Streets” (2007) defines a 'walkable' distance as 10 minutes, or 800 metres. The above walking distances are based on Google Maps walking routes. Measurements were taken from a central location within the allocation along Cawston Lane and to an approximate centre point of each aforementioned existing Local Centre to provide a consistent approach.

### Existing Local Centre Audit April 2020

Settlement	Convenience store	Post Office	Pub	Hair & Beauty	Café/ takeaway	Pharmacy	Dentist	Bank/ building society	Garage	Community hall/ place of worship	Other
Bilton (Main Street)	2	1	2	7	5	1	1	0	0	2	12
Cawston (Gerrard Road)	1	0	0	2	2	0	0	0	0	0	0
Woodlands (Cymbeline Way)	0	1	1	2	1	0	0	0	1	0	1
Dunchurch (Southam Road and	0	1	4	6	5	1	1	0	1	0	10



Coventry Road)												
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The 2015 Rugby Retail and Town Centre Uses Study (see pages 25 and 50) assessed the nearby Bilton and Dunchurch Local Centres. They are found to serve ‘top up’ shopping needs. Bilton’s Local Centre captures 2.7% of retail demand within the locality. The Sainsbury’s superstore on Dunchurch Road (1.5. miles from the centre of the allocation) is the most popular foodstore in the Borough with a 16.4% market share.







**RUGBY BOROUGH COUNCIL**

**SOUTH WEST RUGBY MASTERPLAN SUPPLEMENTARY PLANNING DOCUMENT (SPD)**

**ADOPTION STATEMENT**

Notice is hereby given in accordance with Regulations 14 and 35 of the Town and Country Planning (Local Planning) (England) Regulations 2012 (as amended) that the updated South West Rugby Masterplan SPD was adopted by Rugby Borough Council on 11 December 2024.

The updated SPD replaces the original South West Rugby Masterplan SPD which was adopted on 17<sup>th</sup> June 2021. The principal updates to the SPD are to the schedule of strategic infrastructure costs at Appendix K.

The purpose of the SPD is to provide additional detail and information to help guide comprehensive development of the South West Rugby allocation under the Rugby Borough Local Plan 2011-2031.

The SPD was modified in accordance with section 23 of the Planning and Compulsory Purchase Act 2004 (as amended) following the public consultation undertaken between Monday 15<sup>th</sup> January 2024 and Monday 12<sup>th</sup> February 2024.

Any person with sufficient interest in the decision to adopt the Supplementary Planning Document may make an application to the High Court for permission to apply for judicial review of that decision. Any such application must be made promptly in any event no later than 3 months after the date on which the SPD was adopted.

The adopted South West Rugby Masterplan SPD, this statement and accompanying documents can be viewed at: <https://rugby.gov.uk/w/supplementary-planning-documents>

and may be inspected during opening hours at 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  
Dunchurch Community Library, The Green, Dunchurch, Rugby, CV22 6PA  
Wolston Library and Information Centre, Warwick Road, Wolston, Coventry, CV8 3GX.

For any enquiries regarding the SPD please contact the Development Strategy team on [localplan@rugby.gov.uk](mailto:localplan@rugby.gov.uk).

## Rugby Borough Council

### Climate Change and Environmental Impact Assessment

#### South West Rugby Masterplan Supplementary Planning Document Updated Appendix K – adoption

##### 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 Executive Director.

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

**SECTION 1: OVERVIEW**

<b>Portfolio and Service Area</b>	Growth and Investment, Development Strategy
<b>Policy/Service/Change being assessed</b>	South West Rugby Masterplan Supplementary Planning Document Updated Appendix K – adoption
<b>Is this a new or existing Policy/Service/Change?</b>	The original South West Rugby Masterplan SPD was adopted by Council on 17 June 2021. The report seeks approval to adopt an updated version of the SPD. The only changes are to the schedule of infrastructure costs.
<b>If existing policy/service please state date of last assessment</b>	Not applicable.
<b>Ward Specific Impacts</b>	Dunsmore Ward, Admirals and Caston Ward, Bilton Ward, Rokeby and Overslade Ward, Eastlands Ward, Paddox Ward.
<b>Summary of assessment</b> Briefly summarise the policy/service/change and potential impacts.	<p>The South West Rugby Masterplan Supplementary Planning Document provides guidance to ensure the comprehensive delivery of the south west Rugby development.</p> <p>It includes at Appendix K details of the strategic infrastructure needed for the development and costings. The cabinet report seeks adoption of an update to Appendix K. The update adjusts the costs for inflation and to reflect an up to date understanding of the infrastructure needed to deliver the scheme.</p> <p>The changes include reducing the scope of some junction schemes, which modelling shows are no longer needed to mitigate the development. This may be viewed as having a positive environmental impact.</p> <p>On sustainable transport schemes, the cost allocation to some schemes has been increased to ensure delivery. Other schemes, which were not considered to be justified or deliverable have been removed.</p>
<b>Completed By</b>	Neil Holly, Development Strategy Manager
<b>Authorised By</b>	Nicola Smith, Chief Officer Growth & investment
<b>Date of Assessment</b>	10 October 2024

## **SECTION 2: IMPACT ASSESSMENT**

## Appendix 7

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, not within scope			
Fleet usage	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	None, not within scope			
Sustainable Transport/Travel (customers and staff)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	The updates to Appendix K provide updated costs for cycling and public transport schemes to serve South West Rugby. Costings for deliverable schemes are included. Some schemes have been removed if not considered to meet the CIL Regulation 122 tests.	Where schemes within the Local Cycling and Walking Infrastructure Plan/Bus Services Improvement Plan will not be funded by the development, the county council would need to seek other sources of funding.	Warwickshire County Council	0-5 years
Sustainable procurement	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	None, not within scope			
Community leadership	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	None, not within scope			
Biodiversity and habitats	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The updates to Appendix K provide updated open space costs for South West Rugby			
Adaptation/Mitigation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	None, not within scope			

Appendix 7

<b>Impact on other providers/partners</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	In principle,			
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**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.

<b>Review date</b>	1 year post adoption of the updated SPD.
<b>Key points to be considered through review</b>	Progress of infrastructure delivery.
<b>Person responsible for review</b>	Neil Holly, Development Strategy Manager
<b>Authorised by</b>	Nicola Smith, Chief Officer Growth & investment

## Appendix 8

# 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

<b>Service Area</b>	Development Strategy
<b>Policy/Service being assessed</b>	South West Rugby Masterplan Supplementary Planning Document Updated Appendix K – adoption
<b>Is this is a new or existing policy/service?</b>  <b>If existing policy/service please state date of last assessment</b>	The original South West Rugby Masterplan SPD was adopted by Council on 17 June 2021. The report seeks approval to adopt an updated version of the SPD. The only changes are to the schedule of infrastructure costs.
<b>EqlA Review team – List of members</b>	Neil Holly – Development Strategy Manager
<b>Date of this assessment</b>	10 October 2024
<b>Signature of responsible officer (to be signed after the EqlA has been completed)</b>	

**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](mailto:aftab.razzaq@rugby.gov.uk) or 01788 533521**

### Details of Strategy/ Service/ Policy to be analysed

<b><u>Stage 1 – Scoping and Defining</u></b>	
(1) Describe the main aims, objectives and purpose of the Strategy/Service/Policy (or decision)?	The South West Rugby Masterplan Supplementary Planning Document provides guidance to ensure the comprehensive delivery of the south west Rugby development. It includes at Appendix K details of the strategic infrastructure needed for the development and costings. The cabinet report seeks adoption of an update to Appendix K. The update adjusts the costs for inflation and to reflect an updated understanding of the infrastructure needed to mitigate the scheme.
(2) How does it fit with Rugby Borough Council's Corporate priorities and your service area priorities?	The amended SPD supports Corporate Strategy Delivery Plan objective to encourage and support sustainable economic growth and specifically the action to support sustainable growth through the delivery of South West Rugby.
(3) What are the expected outcomes you are hoping to achieve?	The outcome is to update the SPD Appendix K to reflect current infrastructure costs and proposals. This will help ensure that section 106 contributions can be collected to fund delivery of that infrastructure.
(4) Does or will the policy or decision affect: <ul style="list-style-type: none"> <li>• Customers</li> <li>• Employees</li> <li>• Wider community or groups</li> </ul>	No significant effects as a result of the modifications.
<b><u>Stage 2 - Information Gathering</u></b>	
(1) What does the information tell you about those groups identified?	Those impacted would be new residents of the South West Rugby development and residents of surrounding wards.

(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 re-adopt the SPD with an updated Appendix K. A public consultation on changes was held between January and February 2024. This provided those affected with an opportunity to provide their views.

There were only two responses from residents. The other responses were from statutory consultees and landowners/developers.

(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.

See above, consultation undertaken.

**Stage 3 – Analysis of impact**

**(1) Protected Characteristics**

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.

<b>RACE</b> No impact	<b>DISABILITY</b> No impact	<b>GENDER</b> No impact
<b>MARRIAGE/CIVIL PARTNERSHIP</b> No impact	<b>AGE</b> No impact	<b>GENDER REASSIGNMENT</b> No impact
<b>RELIGION/BELIEF</b> No impact	<b>PREGNANCY MATERNITY</b> No impact	<b>SEXUAL ORIENTATION</b> 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 seeks to ensure coordinated delivery of the South West Rugby SPD supported by the necessary strategic infrastructure including transport infrastructure, health infrastructure and schools. This infrastructure will provide for all members of the new community and existing residents of surrounding parts of the borough.</p>
<p>(6) How does the strategy/service/policy promote good relations between groups? If not what can be done?</p>	<p>The SPD was been prepared with community involvement through consultation and the proposed modifications will help keep the document up to date.</p>
<p>(7) Are there any obvious barriers to accessing the service? If yes how can they be overcome?</p>	<p>N/A</p>

<b><u>Stage 4 – Action Planning, Review &amp; Monitoring</u></b>																														
<p>If No Further Action is required then go to – Review &amp; 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 2139 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 2139 539">Comments</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></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>The SPD will be reviewed periodically as the scheme moves forward.</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).’**

## Appendix 9

### Note of points discussed at the Planning services Working Group meeting on 7<sup>th</sup> November

The Development Strategy Manager presented the proposed amendments to Appendix K to the South West Rugby Masterplan SPD to the working group.

Questions and points raised by members of the working group:

- Can a trigger for the GP practice to be in use (i.e. not just delivery of the building) be included in the s106 agreements?  
Response: This would be outside of the control of the developer or the council to deliver, given the need for an operator to be secured, which would be a private business.
- Question as to why the sports pitch costs had not been index linked in the version of Appendix K consulted on in January 2024.  
Response: This has been addressed and the costs index linked.
- Members would be keen to receive advice as to what amount of money towards infrastructure would be needed to deliver 30% affordable housing, but this should not be included in the report.
- Could waste management receive contributions to new bins and vehicles?  
Response: It was advised that it would be hard to justify adding additional categories of contributions to Appendix K as the main list was adopted in 2021.
- Discussion on whether it may be appropriate to collect off-site contributions for affordable housing (in light of discussion re the viability gap).  
Response : This is more expensive typically and unlikely therefore to boost affordable delivery.
- Discussion (without consensus) on cycle routes - the relative uptake of use and therefore benefit (with inference that money might be better spent on other infrastructure by some members). Cycle routes to school were a particular matter for discussion.  
Response: Agreed councillors would discuss further at a future meeting.

**AGENDA MANAGEMENT SHEET**

**Report Title:** Statement of Community Involvement

**Name of Committee:** Cabinet

**Date of Meeting:** 2 December 2024

**Report Director:** Chief Officer - Growth and Investment

**Portfolio:** Growth and Investment, Digital and Communications

**Ward Relevance:** All

**Prior Consultation:** N/A

**Contact Officer:** Hayley Smith Principal Planning Officer

**Public or Private:** Public

**Report Subject to Call-In:** No

**Report En-Bloc:** No

**Forward Plan:** Yes

**Corporate Priorities:** This report relates to the following priority(ies):

(C) Climate  Rugby is an environmentally sustainable place, where we work together to reduce and mitigate the effects of climate change. (C)

(E) Economy  Rugby has a diverse and resilient economy that benefits and enables opportunities for all residents. (E)

(HC) Health and Communities  Residents live healthy, independent lives, with the most vulnerable protected. (HC)

(O) Organisation  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 but

**Summary:** This report seeks approval to adopt a new Statement of Community Involvement (SCI). An SCI is a document which sets out how the local community will be involved and consulted in all aspects of planning, and how this can influence decision making.

The new SCI would replace the current version adopted in 2019. Local planning authorities are

currently required by [Section 18 of the Planning and Compulsory Purchase Act 2004](#) to produce an SCI, and these must be reviewed at least every 5 years.

**Financial Implications:** Financial implications are considered minimal, as the involvement and consultation methods outlined in the SCI are already widely used.

**Risk Management/Health and Safety Implications:** There are no health and safety implications

**Environmental Implications:** Environmental implications are considered minimal, as the involvement and consultation methods outlined within the SCI are already widely used

**Legal Implications:** Local planning authorities are currently required by [Section 18 of the Planning and Compulsory Purchase Act 2004](#) to produce an SCI, and it must be reviewed every 5 years as a minimum. This report recommends adoption of revised SCI to meet these legal requirements. The current SCI was adopted in 2019, and amended in 2020.

**Equality and Diversity:** The SCI seeks to set out how communities will be involved and consulted in planning processes to ensure their voices are heard in decision making. See EQIA for further information.

**Options:**

- 1) To adopt the Statement of Community Involvement appended to this report
- 2) Do not adopt the Statement of Community Involvement

**Recommendation:** IT BE RECOMMENDED TO COUNCIL THAT the Statement of Community Involvement attached in Appendix 1 be adopted.

**Reasons for Recommendation:** To set out clearly to the local community how and when they can have their say on planning matters based on up-to-date information, and to satisfy the legal requirement to have an up to date Statement of Community Involvement.



**Cabinet - 2 December 2024**

**Statement of Community Involvement**

**Public Report of the Chief Officer - Growth and Investment**

**Recommendation**

IT BE RECOMMENDED TO COUNCIL THAT the Statement of Community Involvement attached in Appendix 1 be adopted.

**1. Executive Summary**

1.1 A new up to date Statement of Community Involvement (SCI) has been produced to replace the version adopted in 2019. The new SCI would satisfy the Council's legal obligations in the production and review of its SCI, whilst providing up-to-date information to the local community on how and when residents, businesses and stakeholders can have their say in respect of:

- Plan making (the production of the local plan and other documents containing planning policy)
- Development Management

1.2 The SCI also sets out how the local planning authority will support neighbourhood planning.

**2. Introduction**

2.1 The Statement of Community Involvement (SCI) sets out how Rugby Borough Council (as the Local Planning Authority) will involve and consult with the community, businesses and stakeholders in plan making and when considering planning applications and proposals. It also sets out how we as local planning authority will support neighbourhood planning.

2.2 Local planning authorities are required by [Section 18 of the Planning and Compulsory Purchase Act 2004](#) to produce an SCI, and it must be reviewed every 5 years as a minimum. The Council's current SCI was adopted in 2019, and amended in 2020 in order to respond to Covid 19 restrictions. It is therefore due for review.

### 3. Background Information

3.1 The proposed new SCI includes a number of other differences from the current (2019) version. A summary of key changes and the rationale for these is set out in the table below:

Key change from 2019 SCI	Why?
Sought concise text under clear headings and sub-headings.	To make the document more user friendly.
Deleted the requirement for a 'consultation strategy' to be written for every new policy document.	To reduce duplication of work and provide greater clarity. The SCI sets out minimum engagement and consultation requirements, which may be expanded based on the scope of the policy being developed.
Updated references to current and emerging policy documents.	For clarity and to reflect the known and emerging policy documentation, most notably the ongoing review of the local plan
Deleted content on the preparation of CIL	CIL is now implemented and this content is no longer relevant
Engagement and consultation on applications through the development management process has been included where this was previously omitted from the 2019 version.	To provide a more comprehensive approach to involvement in planning in a single document.
Included some information on the production of design codes and additional engagement envisaged as part of design code development in line with the National Model Design Code.	We are currently producing a design code for South West Rugby, and further design codes may follow in the future.

3.2 The proposed SCI has been updated to reflect the current situation in terms of plan making (i.e. reviewing the local plan). The current SCI was adopted after the production of the current local plan, and its content reflects this. Having an up-to-date SCI would be beneficial for forthcoming consultations on the local plan, as it will define 'when' and 'how' the local community can expect to have their say on the emerging plan, and set out how feedback and representations will be used to inform decision making.

3.3 The SCI sets out **minimum** requirements for consultation and engagement, whilst acknowledging that additional opportunity for involvement and consultation may be appropriate. This allows for consultations to be extended over a longer period, and/or for additional methods of engagement to be utilised where appropriate, including for example workshops or the use of new digital technologies. Additional opportunities and tools for involvement will be considered according to the nature and scope of the policy or proposal.

3.4 All of the methods of community engagement outlined within the proposed SCI are already used frequently in plan making and development

management processes. As such, no notable financial implications are envisaged.

#### **4. Conclusion**

4.1 Local planning authorities are required by [Section 18 of the Planning and Compulsory Purchase Act 2004](#) to produce an SCI, and it must be reviewed every 5 years as a minimum. The current SCI was adopted in 2019 (and amended in 2020), and therefore requires review.

4.2 The proposed new SCI provides an up-to-date statement of how and when communities can get involved in different elements of planning, including plan making and development management processes. This is particularly relevant given that the Council is now undertaking a local plan review, and consultations on this are scheduled.

**Name of Meeting:** Cabinet  
**Date of Meeting:** 2 December 2024  
**Subject Matter:** Statement of Community Involvement  
**Originating Department:** Growth and Investment

**DO ANY BACKGROUND PAPERS APPLY**       YES       NO

**LIST OF BACKGROUND PAPERS**

Doc No	Title of Document and Hyperlink

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

Appendix 1 – Statement of Community Involvement



**RUGBY BOROUGH COUNCIL  
STATEMENT OF COMMUNITY  
INVOLVEMENT  
DECEMBER 2024**

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# 1. INTRODUCTION

## What is the purpose of planning?

1.1 The purpose of planning is to contribute to the achievement of sustainable development. Rugby Borough Council (RBC) is the Local Planning Authority (LPA) responsible for making decisions to guide where sustainable development takes place across the borough of Rugby.

1.2 The key functions of the LPA are:

**Plan making** (also referred to as planning policy or development strategy) – setting out a future vision for the borough and providing a policy framework for addressing development needs, including housing, economic, social and environmental priorities and needs. The types of policy documents prepared will be outlined in section 2 of this document.

**Development management** – managing the type, mix and design of development and ensuring it is located in sustainable locations through the approval or refusal of planning applications (and other types of applications).

## Why should you get involved in planning?

1.3 Planning has a direct impact on the daily lives of residents and on businesses. It is therefore important that residents, workers and business owners have the opportunity to have their say in planning decisions. We recognize that local knowledge can be extremely valuable, and lead to better planning decisions.

## What is a Statement of Community Involvement (SCI)?

1.4 This Statement of Community Involvement (SCI) sets out how Rugby Borough Council (the Local Planning Authority (LPA)) will involve and consult with the community, businesses and stakeholders in plan making and when considering planning applications and proposals. It is designed to improve understanding of how we prepare documents such as the local plan, support neighbourhood planning, and how we consider planning proposals.

1.5 Involvement in plan making, how we will support neighbourhood planning, and involvement in considering planning applications and proposals will be addressed in different chapters of this document.

## Why do we need a SCI?

1.6 Local planning authorities are currently required by [Section 18 of the Planning and Compulsory Purchase Act 2004](#) to produce and review a SCI. This SCI replaces the version published in 2019, which was amended in 2020 to enable ongoing consultation in line with Covid 19 protocols. SCIs should be updated at least every 5 years.



## What are the objectives of the SCI?

1.7 Through the SCI, we aim to set out how we will:

- Enable everyone the chance to be involved in the planning process and make a difference in shaping the place around us.
- Ensure consultation is inclusive, fair and equitable, and supports our communities and stakeholders in feeling heard.
- Use consistent consultation methods, whilst recognising benefits of new and emerging methods, including the use of digital technology.
- Set out how and when you can engage with and have your say on planning policy documents, such as the local plan.
- Set out how we will support neighbourhood planning.
- Set out how and when you can engage in the consideration of planning applications.
- Be accountable in decision making by explaining how consultation responses will be considered, and how you and others may be kept informed.

## 2. COMMUNITY INVOLVEMENT IN PLAN MAKING

### What is a Development Plan?

- 2.1 The development plan is the overarching term for local planning policy framework, which must set out strategic priorities for the area along with policies to deliver them, as well as other non-strategic (more detailed) policies. By law, planning decisions (i.e. on planning applications and proposals) must be taken in line with the development plan, unless other material considerations indicate otherwise.
- 2.2 The National Planning Policy Framework (NPPF) allows flexibility for the development plan to comprise of one or more documents. In Rugby Borough, the development plan is currently comprised of multiple documents, as neighbourhood plans form part of the development plan.
- 2.3 The different types of planning policy documents which may be included in the development plan are defined below. In addition, there are other planning policy documents which are not formally part of the development plan, but which are material considerations in decision making. These too will be identified below.

### Local Plan

- 2.4 The local plan is a key part of the development plan for Rugby Borough. It sets out the vision and strategic priorities for the area, and strategic policies designed to achieve the vision. It also contains policies on more detailed (non-strategic) matters. For example, the local plan sets out the amount of development that should take place, the number of jobs and homes that need to be created, where development should take place, and how it should be designed. It also identifies the infrastructure needed to accompany development.
- 2.5 The local plan is in the process of being revised. Up to date information on the emerging local plan is available on the Council's [local plan review webpage](#).

### Other Development Plan Documents

- 2.6 Other Development Plan Documents (DPD) are produced much the same way as a local plan and are afforded the same weight in decision making. They can address a particular policy subject not addressed in the local plan and may include development allocations. For example, neighbouring authorities have adopted or are developing DPDs on topics such as net zero buildings, houses in multiple occupation and employment land.
- 2.7 Rugby does not currently have any other DPDs.

## Neighbourhood Plans

- 2.8 Neighbourhood planning is not a legal requirement. It is a right that communities can choose to exercise. Neighbourhood plans are led and produced by communities to shape the places in which they live and work. A neighbourhood plan is often led and conducted by a parish council, but in unparished areas may be prepared by a Neighbourhood Forum established for neighbourhood planning purposes. Once 'made' (adopted), neighbourhood plans become part of the development plan and are a material consideration in determining planning applications within the neighbourhood area.
- 2.9 Rugby Borough Council has a duty to support the preparation of neighbourhood plans. It also has responsibilities for parts of the neighbourhood plan-making process.

## Supplementary Planning Documents (SPDs)

- 2.10 A local plan or other development plan document may be supported by Supplementary Planning Documents (SPDs). These provide additional information on the implementation of development plan policies. This could be in relation to the design and/or other requirements of a specific site, such as South West Rugby, or it could be more thematic, such as the Shop Front Design Guide SPD, or the Climate Change and Sustainable Design and Construction SPD.
- 2.11 SPDs are not subject to independent examination (as local plans, other DPDs and neighbourhood plans are), and do not form part of the development plan. They are however, capable of being material considerations when relevant planning applications are decided.

## Design Codes

- 2.12 Design Codes are a set of rules for the design of new development, that should be concise, measurable, and illustrated where possible. The use of design codes is now encouraged by government.
- 2.13 A design code is under preparation for South West Rugby at the time of writing. It is intended that this will become an SPD, and it is likely that any future design codes Rugby Borough Council prepares will also become SPDs. Design Codes will therefore be subject to all consultation information in this SCl relating to SPDs. However, the specific nature of design codes means that the degree and nature of engagement at the earliest stages may be additional to some other SPDs, and will seek as far as possible to align with the process outlined in the [National Model Design Code](#).

## When and how will we involve communities in plan making?

- 2.14 The nature of public consultation and other involvement will vary according to the type of policy document under preparation, and the scope of its content. Further detail follows in respect of different document types below, and the methods outlined should be considered the minimum. We will seek to use a variety of communication techniques, including utilising the latest available technology where this may help reach a wider audience.

## How you can sign up to be kept informed

2.15 If you would like to be directly informed of plan making consultations you can sign up to the Development Strategy Consultation database by:

- Submitting a request via email to: [localplan@rugby.gov.uk](mailto:localplan@rugby.gov.uk)
- Using the online form on our website: [Local plan review - Rugby Borough Council](#)

2.16 Providing your contact details for the database (preferably email contact), means we can notify you directly when any planning policy consultations start. We will notify persons registered on the database on the date the consultation commences.

2.17 Anyone who no longer wants to be notified of such consultations can opt out of the database by email using the same email address above.

## Involvement in the preparation of the Local Plan (or other Development Plan Documents (DPDs))

2.18 The statutory process for preparing a local plan or other development plan document is set out in [the Town and Country Planning \(England\) Regulations 2012](#) (as amended). There are two key stages of consultation during the preparation of a local plan or DPD – Regulation 18 and Regulation 19. The table below (table 1) sets out scope of the methods we will employ to bring the consultations to the attention of communities and other stakeholders.

2.19 The [Local Development Scheme](#) sets out the timetable for the preparation of the local plan and other planning policy documents produced by the LPA. This is reviewed and updated periodically, and will provide the most up to date information on when consultations are likely to take place.

**Table 1: Local plan – consultation stages and methods**

Stage of Preparation	Minimum duration	Who?	How? Methods of engagement
<b>Public participation (Regulation 18)</b> – <i>this stage may include one or more separate consultations. The ‘Issues and Options’ consultation took place between October 2023- February 2024. Another consultation under Regulation 18 is anticipated and will</i>	6 weeks	Public consultation for all Consultation bodies outlined in appendix 1	Notification to persons registered on the Development Strategy consultation database* (as on the day the consultation commences)  Notice on RBC’s website  Press advert in the Rugby Observer. <a href="#">and/or Rugby Advertiser</a>  Press release

Stage of Preparation	Minimum duration	Who?	How? Methods of engagement
set out the 'preferred options'.			Advertisement on RBC's social media channels, including Facebook, and X (formerly Twitter)
<b>Pre-submission (Regulation 19)</b> – a consultation on the version of the plan the LPA intends to submit to the Planning Inspectorate for independent examination	6 weeks		Hard copy consultation documents will be made available at Rugby Town Hall, and in libraries across the borough  Public consultation events which may include in-person and/or virtual sessions. Details to be advertised on the Council's webpage and social media channels.

\*See paragraphs 2.15-2.17

2.20 Following the consultation stages outlined in table 1, the Council will submit the local plan and any representations received in response to the Regulation 19 consultation to the Secretary of State. The submitted local plan and representations will then be considered by a Planning Inspector in an independent examination. The examination of the local plan usually takes place in public, and any objectors or persons who have expressed a wish to speak, will be contacted by the Planning Inspectorate.

2.21 As part of the Examination process, there may be further public consultations, for example in respect of 'main modifications' to the plan. We will utilise the methods outlined in table 1 to advertise these, though they may not include public consultation events.

## Neighbourhood Plans

2.22 Neighbourhood planning is a community-led process (see paragraph 2.8). However, as the LPA, we have a duty to support neighbourhood planning, and undertake public consultations as part of this process. Section 3 of this document sets out how the LPA will support and assist parish councils and neighbourhood forums beyond the formal consultation stages set out here below.

2.23 The statutory process for the preparation of a neighbourhood plan is set out in the [Neighbourhood Planning Regulations 2012](#) as amended. Table 2 below sets out the key stages of consultation in the neighbourhood plan-making process which are undertaken by the LPA.

**Table 2 – Consultations on neighbourhood plans undertaken by the LPA**

Consultation Stage	Neighbourhood Planning Regulation(s) (if applicable)	Minimum duration	Who?	How? Methods of consultation
Designating the neighbourhood	5A-7	6 weeks if applicable*	People who live, work or conduct	Publish documents on RBC's website

Consultation Stage	Neighbourhood Planning Regulation(s) (if applicable)	Minimum duration	Who?	How? Methods of consultation
area (and neighbourhood forum as appropriate)		<i>*Where a proposed neighbourhood area incorporates an entire parish boundary, public consultation is not required</i>	business in the proposed neighbourhood area (where consultation is required)	Notify consultees RBC considers may have an interest, with reference to the Development Strategy Consultation database*  Social media
Designating a Neighbourhood forum (in areas not within a parish)	9-11	6 weeks	People who live, work or conduct business in the proposed neighbourhood area	Publish documents on RBC's website  Notify consultees RBC considers may have an interest, with reference to the Development Strategy Consultation database*  Social media
Strategic Environmental Assessment & Habitats Regulations Assessment Screening	N/A	5 weeks	Heritage England, Natural England, Environment Agency	Consult statutory bodies by email
Post-submission consultation	16	6 weeks	Statutory and other consultation bodies, including any body referenced in the submitted consultation statement (required by Regulation 15)  People who live, work or conduct business in the	Publish documents on RBC's website  Notify consultees RBC considers may have an interest  Social media

Consultation Stage	Neighbourhood Planning Regulation(s) (if applicable)	Minimum duration	Who?	How? Methods of consultation
			proposed neighbourhood area (where consultation is required)	
Consideration of Examiner's report and provision of a Decision Statement in consultation with the Qualifying Body	18	6 weeks	The qualifying body	Notice published on RBC's website
Referendum	19		All registered voters within the neighbourhood area. (The independent examiner can also recommend the referendum applies to an extended area).	Statutory notice of referendum

\*See paragraphs 2.15-2.17

2.24 In addition to the above methods, qualifying bodies may be invited to assist in publicising consultations. Assistance from qualifying bodies can be very beneficial in promoting the neighbourhood plan consultations given their local connections and knowledge. For example, qualifying bodies may be able to place information on local notice boards, or share it on local parish or other social media accounts.

## Consulting on Supplementary Planning Documents (SPDs)

2.25 The statutory process for preparing SPDs is set out in the Town and Country Planning (Local Planning) England Regulations 2012. SPDs are subject to a single formal stage of consultation – Regulations 12 and 13. Table 3 below sets out the methods for engagement.

2.26 Prior to the formal consultation under Regulations 12 and 13, the LPA may engage with relevant stakeholders (dependent on nature and subject matter of the SPD) and gather evidence. This is particularly the case for the development of design codes, which are addressed separately below.

**Table 3 – methods of engagement for a SPD**

Stage of Preparation	Minimum duration	Who?	How? Methods of engagement
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<b>Regulation 12 &amp; 13</b>	4 weeks	Public consultation for all  Statutory Consultation bodies	Notification to persons registered on the Development Strategy consultation database* (as on the day the consultation commences)  Notice on the Council's website  Press advert in the Rugby Observer <a href="#">and/or Rugby Advertiser</a>  Press release  Advertisement on RBC's social media channels, including Facebook, and X (formerly Twitter)  Hard copy consultation documents will be made available at Rugby Town Hall, and in libraries across the borough  Public consultation events may be held where these are relevant to the subject and scope of the SPD
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\*See paragraphs 2.15-2.17

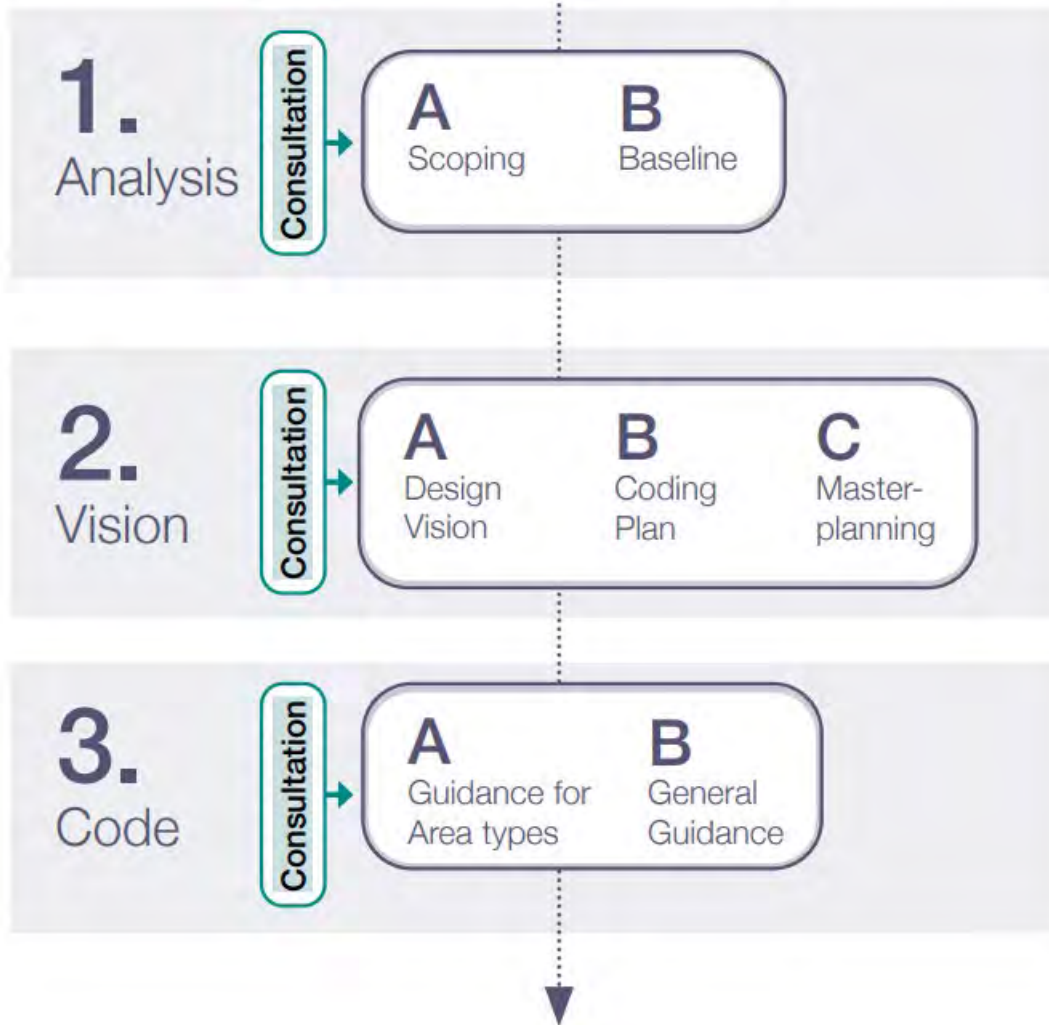
## Design Codes

2.27 The production of design codes will follow the same minimum consultation arrangements as outlined in table 3 above (for SPDs) once a draft has been completed. However, due to the nature and scope of design codes, additional involvement opportunities are envisaged in the early preparation of these documents.

2.28 The [National Model Design Code](#) sets out a three stage process for the development of design codes, with each stage beginning with consultation (see figure 1 below).



**Figure 1. Design Code Process**



2.29 We will endeavor to involve communities as outlined in the National Model Design Code, though the scope and nature of the engagement will be designed to reflect the geographical coverage and scope of the design code being prepared. For example, the approach to involvement on a borough-wide design code will necessarily differ from that for a site-specific design code, and will therefore need to be designed as appropriate to each code.

2.30 The types of engagement methods that may be used include:

- Online surveys
- In-person workshops
- Workshops in local schools
- Online workshops

## How to have your say on plan making

2.31 During formal public consultations, any comments must be made in writing. You can submit comments in writing to:

**Email:** localplan@rugby.gov.uk

**Post:** Development Strategy, Rugby Borough Council, Town Hall, Evreux Way, Rugby, CV21 2RR

2.32 We are unable to accept anonymous representations. Please include your name and address in your representation. Your representation will be managed in line with our [privacy notice](#).

2.33 When submitting written comments via the methods above, please ensure that comments are attributed to the appropriate policy reference or paragraph number to ensure that we can understand which part or parts of the plan or policy content they relate to.

2.34 For local plan consultations we will create an online form, offering an additional option to submit written comments. The link to the form will be made available from the consultation webpage.

2.35 In other forms of engagement described in this chapter, such as in person events or workshops, officers will explain how feedback will be captured on a case-by-case basis.

## What happens to comments you submit?

2.36 Comments, known as representations, will be considered as part of the decision-making process. The Council will only assess the planning issues relevant to plan making:

2.37 We are unable to accept anonymous representations.

2.38 All representations received must be available for public inspection, so we cannot treat them as confidential. [Representations will be managed in line with our privacy notice](#).

# 3. HOW WE WILL SUPPORT NEIGHBOURHOOD PLANNING

## Neighbourhood plans and neighbourhood development orders (NDO)

3.1 Paragraphs 2.8 and 2.9 in section 2 of this document set out what a neighbourhood plan is and specify that it is a community led planning document. In addition, paragraphs 2.19-2.21 set out the consultation role of Rugby Borough Council as the LPA at a number of stages in the neighbourhood planning process, as set out in the [Neighbourhood Planning \(General\) Regulations 2015](#). As well as our role in formal consultation stages outlined above, we (as the LPA) have a duty to support parish councils and neighbourhood forums as they prepare neighbourhood plans. This section of the SCI will set out how we will support neighbourhood planning outside the LPA led consultation stages.

3.2 Neighbourhood development orders (NDOs) grant planning permission for specific developments within a designated neighbourhood area and therefore remove the requirement to submit a planning application for this type of development. To date, no NDOs have been proposed within Rugby Borough. They would be proposed by parish councils or designated neighbourhood forums.

## Who leads neighbourhood plan-making?

3.3 Neighbourhood plans are led by a qualifying body. The qualifying body will be a parish council, or a designated neighborhood forum in unparished areas of the borough. We have a duty to support qualifying bodies as they prepare a neighbourhood plan.

## Opportunities for engagement in neighbourhood planning

3.4 Neighbourhood planning is designed to be community-led, in a focused local area. As such, there should be plenty of opportunity to engage with the neighbourhood plan process where you live or work. Much of this engagement will be led by the qualifying body (either a parish council or designated neighbourhood forum) to inform the scope and content of the plan and will be outside of the formal consultation stages.

3.5 There are formal stages of the plan-making process where consultation will occur. The LPA is also responsible for consultation at some of these stages, as outlined in section 2 of this SCI.

## How will we support neighbourhood planning?

3.6 RBC has a template Service Level Agreement (SLA) (see appendix 2) for the preparation of neighbourhood plans. The SLA sets out in detail the support we will offer to a qualifying body throughout the neighbourhood plan-making process. It is envisaged that the template SLA will be agreed and signed between the Council and the qualifying body at the beginning of the production process of a neighbourhood plan, in order that roles and responsibilities are clearly defined and understood.

3.7 In summary, the key ways we will support qualifying bodies include:

- Sharing relevant data and evidence, including planning application records and monitoring information, mapped constraints, and relevant information from the borough's evidence base
- Provide Ordnance Survey base maps for the neighbourhood area
- Provide up to date information on the local plan
- Direct qualifying bodies to any available grant funding or technical support which may be available
- Advise on methods for community engagement
- Provide feedback on drafts of the neighbourhood plan and associated documents
- Advise on screening and the need for Strategic Environmental Assessment and Habitat Regulation Assessment
- Advise on conformity matters – for example with national policy and the strategic policies of the local plan
- Assist in digitising final policy maps

# 4. INVOLVEMENT IN CONSIDERING PLANNING APPLICATIONS AND PROPOSALS

4.1 A planning application is a means by which someone applies for permission from Rugby Borough Council (RBC) (as the LPA) to develop land or buildings. We receive a wide range of planning applications for formal determination, from simple house extensions to large scale commercial or residential development proposals. RBC also determines other types of applications, including those relating to works requiring Advertisement Consent, and Listed Building Consent. Many of these types of applications require publicity, and in some cases public consultation.

4.2 [The Town and Country Planning \(Development Management Procedure\) \(England\) Order 2015](#) sets out the minimum standards of publicity and notification to the local community for different types of application. This section explains how applications related to planning are dealt with, and outlines the consultation arrangements.

4.3 There are four key stages to a planning application process as outlined in table 4.

**Table 4 – planning process**

Stage of process	Explanation
Pre-application	In this stage, an applicant or developer prepares their proposal. Early engagement with the LPA, local stakeholders and the community are strongly encouraged at this stage, so that feedback can help shape the proposal. This is especially important for large and complex proposals.
Planning application	The applicant submits a formal planning application to the LPA for consideration. The LPA consults on the application submitted as applicable.
Decision making	Taking account of feedback from stakeholders and the community, and following officer assessment against planning policies, a decision is taken on the application by either a committee of elected councillors or by a delegated officer.
Appeal	An applicant has the right to appeal against the decision of the LPA if it has taken the decision to refuse the planning application or against a condition that has been imposed on a planning permission.

4.4 The information that should be submitted as part of a planning application is set out within the local [Validation Checklist - Rugby Borough Council](#)

## Pre-application process

### Community and stakeholder engagement

4.5 The Localism Act 2011 introduced a duty for developers to consult local communities before submitting a planning application for certain types of development. For developments that fall outside of the requirements of the Localism Act, we strongly encourage pre-application consultation by applicants.

4.6 The benefits of pre-application community and stakeholder engagement include:

- Highlighting issues and concerns early, with increased potential to be able to address them
- Proposals have the opportunity to better reflect community aspirations at the point of application – raising the quality of development
- In light of the above, there may be fewer objections at planning application stage
- This can speed up the application process to determination

### Pre-application planning advice

4.7 Applicants and developers can request advice from planning officers at pre-application stage. This enables planning officers to give advice on proposals, including the identification of issues or opportunities, or the need for additional expert advice on any aspects of the proposals. Pre-application discussions are always confidential for commercial reasons and in no way pre-determine the outcome of any planning application. We introduced a charge for this service in April 2022, and further information can be found on the [pre-application](#) page of our website.

4.8 Pre-application advice can offer the following benefits:

- Save time and resources of the applicant
- Raise the quality of development
- Speed up the planning process
- Reduce the chance of unsuccessful applications
- Identify the need for expert input earlier in the process

### Planning application process

4.9 The Town and Country Planning (Development Management Procedure) (England) Order 2015 requires that the local community should have the opportunity to comment on the proposal prior to determination. The level and extent of consultation will vary dependent on the size, nature and location of the proposed development.

### How we publicise planning applications

4.10 When a planning application is submitted, there is a statutory minimum consultation period, during which anyone may comment on the application (see table 5). It is the responsibility of the LPA to publicise planning applications. We will do this by:

- Publishing each planning application on [Citizen Portal](#), including key dates, digital plans and supporting information
- Undertake appropriate notification as set out in table 5
- Consult the parish council(s) of the parish in which the application is located
- Consult statutory and non-statutory consultees (see appendix 1)

4.11 Where neighbour notification letters are sent, these will usually be to properties immediately adjacent to the application site. However, an officer may notify additional properties where an application is judged to have potential wider impact.

**Table 5 – publicity and consultation for different types of applications**

<b>Application type</b>	<b>Consultation period (minimum)</b>	<b>Publicity and notification – minimum requirements</b>
Major development (outline, full and reserved matters)	21 days	Site notice or neighbour notification, press notice in the local newspaper, details on <a href="#">Citizen Portal</a> (accessible via RBC’s website), notification of the relevant parish council
Minor development	21 days	Site notice or neighbour notification, details on <a href="#">Citizen Portal</a> (accessible via RBC’s website), notification of the relevant parish council
Householder development	21 days	Site notice or neighbour notification, details on <a href="#">Citizen Portal</a> (accessible via RBC’s website), notification of the relevant parish council
Applications subject to Environmental Impact Assessment (EIA) and accompanied by an Environmental Statement	30 days	Site notice or neighbour notification, press notice in the local newspaper, details on <a href="#">Citizen Portal</a> (accessible via RBC’s website), notification of the relevant parish council
Applications that do not accord with the development plan (known as ‘departures’)	21 days	Site notice or neighbour notification, press notice in the local newspaper, details on <a href="#">Citizen Portal</a> (accessible via RBC’s website), notification of the relevant parish council
Applications affecting a Public Right of Way	21 days	Site notice or neighbour notification, press notice in the local newspaper, details on <a href="#">Citizen Portal</a> (accessible via RBC’s website), notification of the relevant parish council
Listed Building Consent and applications affecting the setting of a listed building	21 days	Site notice or neighbour notification, press notice in the local newspaper, details on <a href="#">Citizen Portal</a> (accessible via RBC’s website), notification of the relevant parish council
Works to protected trees	N/A	Details on <a href="#">Citizen Portal</a> (accessible via RBC’s website). There is no statutory requirement for consulting on these applications.

Applications related to advertisements	21 days	Details on <a href="#">Citizen Portal</a> (accessible via RBC's website)
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## Applications that won't be publicised

4.12 There is no statutory obligation to consult on the following types of applications:

- Certificate of Lawfulness for a proposed use or development
- Certificate of Lawfulness of existing use or development
- Approval of details/discharge of conditions
- Non-material amendments
- Some types of prior approval applications

## How to have your say on a planning application

4.13 RBC makes all applications and decisions available to view online through the [Citizen Portal](#).

4.14 You can make comments on any application during the consultation period. There is a statutory consultation period for any planning application which is set out in table 5. Representations made after the consultation period may be considered up to the date of the decision, but we strongly advise that comments are submitted within the consultation period.

4.15 You can submit your comments directly via the Citizen Portal. Alternatively, you can submit comments in writing to:

- **Email:** [rbc.planning@rugby.gov.uk](mailto:rbc.planning@rugby.gov.uk)
- **Post:** Development Management, Rugby Borough Council, Town Hall, Evreux Way, Rugby, CV21 2RR

## What happens to comments you submit?

4.16 Comments, known as representations, will be considered as part of the decision-making process. The Council will only assess the planning issues relevant to the proposal. The lists below gives an indication of issues that can and cannot be taken into account.

4.17 Planning issues include:

- Compliance with approved planning policies
- Character of the area
- Loss of light
- Loss of privacy
- Noise and disturbance from the proposal
- Traffic generation and access
- Impact on the rural landscape



4.18 Planning issues do not include:

- Impact on property values
- Boundary or other legal disputes
- Loss of view
- Restrictive covenants
- Competition between traders
- Possible damage to properties caused by building work
- Access for maintenance

4.19 All representations received must be made available for public inspection, and as such we are unable to treat them as confidential. Representations will be added to the application file, though only representations from Parish Councils and organisations are published online on Citizen Portal. All representations will be published in accordance with our [Privacy Notice](#).

4.20 We assess each planning application on their own individual merits against national planning policies and local policies in the development plan, including the local plan and neighbourhood plans. SPDs may also be a material consideration in the decision-making process. Applications are determined in accordance with the development plan, unless material considerations indicate otherwise.

4.21 If you have submitted a representation on a planning application, you can also apply to speak at the meeting of the planning committee if the application is being presented to a committee (see below).

## What happens if an application is amended after the consultation and before it is determined?

4.22 In deciding whether further notification and consultation is necessary in instances where amendments to an application are made, we will consider the criteria set out in the government's Planning Practice Guidance. Where it is considered appropriate or necessary to reconsult, a further period of 10-14 days will be appropriate in most cases.

4.23 Where re-consultation occurs, representations can be made in the same ways outlined in paragraph 4.15, and comments will be considered as set out above.

## Decision Making process

4.24 Decisions on planning applications are made by:

- Planning Committee – comprised of elected councillors
- Planning Officers under delegated powers – this enables officers to determine some planning applications without needing a decision from planning committee
- The Planning Inspectorate/Secretary of State – where an applicant lodges an appeal.

4.25 The [Council's Constitution](#) sets out which applications are likely to be considered by Planning Committee.

## Planning Committee

- 4.26 Agendas and reports for Planning Committee are made public at least 5 working days before the meeting on the Council's Planning Committee [webpage](#).
- 4.27 The committee meetings are minuted and recorded via YouTube. Minutes and YouTube recordings are available via the Council's [Planning Committee webpage](#).
- 4.28 Anyone who makes a representation on a planning application, can apply to speak at the meeting of the Planning Committee where that application is to be determined. To speak at Planning Committee to express your views on a planning application, you must register in advance. The Council selects speakers on a first come, first served basis.
- 4.29 The Council has published a '[Guide to public speaking at planning committee](#)', which provides useful information.

## Post decision

- 4.30 Once an application has been determined, a copy of the decision notice will be:
- Sent to the applicant or their appointed agent
  - Published on [Citizen Portal](#) as part of the application documentation
- 4.31 All reports that have been considered in reaching the decision will also be published as part of the application documentation on [Citizen Portal](#).

## Planning Appeals

- 4.32 An applicant may appeal to the Planning Inspectorate for the following reasons:
- Against a decision to refuse planning permission
  - To contest any of the conditions imposed on a decision to grant planning permission
  - Against non-determination of an application (i.e. where the LPA has not reached a decision)
- 4.33 Only the applicant has the right to appeal.
- 4.34 The Planning Inspectorate will consider the appeal, and make the final decision on the proposal. It will make the appeal decision available on the Planning Inspectorate website.
- 4.35 We will support the appeals process by:
- Adding all appeals documentation to the application file on [Citizen Portal](#)
  - Notifying all third parties who made representations on the planning application
  - Adding the appeal decision to the application file at the end of the process
- 4.36 There are three types of planning appeal:
- **Written representations** – the appeal is conducted in writing only. This format is usually used for small scale planning proposals.

- **Public hearing** – a relatively informal public session, which is usually concluded in a day.
- **Public inquiry** – a formal public process, reserved for the largest and most complex planning appeals. This usually involves multiple sessions.

4.37 The Planning Inspectorate publish a [Planning Appeals: Procedural Guide](#) which offers further information on how appeals work and opportunities to participate.

## Planning Enforcement

4.38 The [Planning Enforcement Local Plan](#) sets out what constitutes a breach of planning control, and the processes and actions which will be undertaken when a complaint is received regarding a breach of planning control.

4.39 You can report a planning breach [via our website](#), or by emailing [RBC.planningenforcement@rugby.gov.uk](mailto:RBC.planningenforcement@rugby.gov.uk). A summary of the information that should be provided is included in the Planning Enforcement Local Plan, which also identifies stages of the process when a complainant is informed.

## 5. MONITORING AND REVIEW

- 5.1 This SCI is based upon current national planning policy and legislation. As required by the Town and Country Planning (Local Planning) (England) Regulations 2012 (as amended), we are committed to reviewing the SCI at least every 5 years from the point of adoption to ensure it remains up to date and reflective of current legislation and best practice.
- 5.2 Should significant changes be made to national legislation which impact all or parts of this SCI, we will endeavor to update the document as soon as possible.

## 6. GLOSSARY

Term	Abbreviation	Definition
Citizen Portal	-	The name of the portal through which planning and other applications can be reviewed online (via the Council's website)
Design Code	-	A set of simple, concise, and illustrated design requirements that are visual and numerical wherever possible to provide specific and detailed design parameters
Development Management	DM	Managing the type, mix and design of development and ensuring it is located in sustainable locations through the approval or refusal of planning applications (and other types of applications)
Development Plan	-	Includes the local plan, neighbourhood plans and any other spatial development strategies produced by the local authority.
Development Plan Documents	DPD	Documents that make up the Development Plan
Development Strategy	-	The name of the team responsible at the Council for plan making/the production of planning policy documents, and supporting neighbourhood planning
Environmental Impact Assessment	EIA	The assessment of the environmental consequences of a plan, policy, or development project prior to the decision to move forward.
Environmental Statement	ES	Sets out the likely environmental effects of a proposal.
Full planning application	-	An application with comprehensive details about all aspects of the development proposal
Habitats Regulation Assessment	HRA	An assessment of the consequences of a plan, policy or development project on sites protected by Habitats Regulations, including Special Areas of Conservation (SACs) and Special Protection Areas (SPAs)
Listed Building Consent	LBC	Required for works to a listed building
Local Development Scheme	LDS	A project plan which outlines the timetable for the production of planning documents
Local Planning Authority	LPA	A local government body (in this case RBC) empowered by law to undertake planning functions in a specific area.
Major development	-	Residential development of 10 or more dwellings or on a site area of 0.5ha or more. Employment development of 1000sqm floorspace or development on a site area of 1ha or more. It also includes mineral extraction and waste development.
Material Planning Consideration	-	Matters which legislation and the courts have determined should be taken into account in deciding an application.

Term	Abbreviation	Definition
Minor development	-	Residential development between 1-9 dwellings. Employment development of less than 1000sqm floorspace or on a site less than 1 ha.
Neighbourhood Development Order	NDO	A form of <b>deemed local planning permission</b> ; it grants outline or full planning permission in a particular neighbourhood area for the development specified in the order, which may be either a particular project or a particular class of development.
National Model Design Code	NMDC	A document produced at a national level to guide the creation of design codes across the country.
National Planning Policy Framework	NPPF	The government's planning policy for England.
Neighbourhood Forum	-	A group that can be designated for the purposes of producing a neighbourhood plan, where the area is not parished.
Non-material consideration	-	Matters which should not be taken into account in deciding a planning application.
Outline planning application	-	An application which seeks consent for the principle of a development proposal, but <b>not</b> comprehensive detail. Details which do not form part of the outline determination are referred to as 'reserved matters'.
Pre-application	-	The stage prior to submission of a planning application.
Qualifying Body	QB	The body responsible for producing a neighbourhood plan. In parished areas the qualifying body will be the parish council. In areas with no parish council, a neighbourhood forum may be designated.
Representation	Rep	The name given to any comments and views received in writing in respect of a planning or other type of application.
Reserved matters planning application	-	Outline planning consent does not include comprehensive detail of all matters related to a development proposal. The details not determined in the outline application are 'reserved matters' and these are subject to a further application once an outline application is approved.
Rugby Borough Council	RBC	The local government organisation for the borough of Rugby.
Statutory consultee	-	Planning law prescribes circumstances where local planning authorities are required to consult specified bodies prior to a decision being made on an application. These are statutory consultees.
Strategic Environmental Assessment	SEA	A systematic process for identifying, reporting, and proposing mitigation measures and monitoring the environmental effects of plans, programmes and proposals.
Statement of Community Involvement	SCI	A document that sets out how the LPA will engage and consult with the community on the development of

<b>Term</b>	<b>Abbreviation</b>	<b>Definition</b>
		planning policy and on planning and other applications.
Supplementary Planning Document	SPD	A document which expands in more detail on policy within a local plan or other development plan document.
Validation checklist	-	A list of document requirements needed to be supplied as part of a planning application for it to be deemed a 'valid' application.

# APPENDIX 1 – Consultation bodies for plan (policy) making

The [Town and Country Planning \(Local Plan\) \(England\) Regulations 2012](#), define ‘general’ and ‘specific’ consultation bodies that a local planning authority must engage with during the preparation of planning policy documents.

The Regulations allow the councils to select ‘such of’ the ‘specific’ and ‘general’ consultation bodies that may have an interest and/or the LPA consider appropriate to the consultation document being prepared.

The organizations that we will consult will be drawn from the list in this appendix, and will be dependent on the nature of the consultation being undertaken, taking account of:

1. The area the document covers
2. The subject matter of the document

## Specific Consultation bodies

Specific Consultation bodies are defined in the [Town and Country Planning \(Local Planning\) \(England\) Regulations 2012 \(as amended\)](#), Part 1:

- The Coal Authority
- The Environment Agency
- The Historic Buildings and Monuments Commission for England (known as Historic England)
- The Marine Management Organisation
- Natural England
- Network Rail Infrastructure Ltd
- The Highway Agency (known as Highways England)
- Relevant authority any part of which adjoins the local planning authority’s area
  - A. Local planning authorities  
*(Coventry City Council, Harborough District Council, Nuneaton and Bedworth Borough Council, Stratford on Avon District Council, Warwick District Council, West Northamptonshire Council)*
  - B. County Council  
*(Warwickshire County Council, Leicestershire County Council, Northamptonshire (now West Northamptonshire))*
  - C. Parish Council
  - D. Local Policing Body
- Any person –
  - i. To whom the electronic communications code applies by virtue of a direction given under 106(3)(a) of the Communications Act 2003, and
  - ii. Who owns or controls electronic communications apparatus situated in any part of the local planning authority’s area
- If it exercises functions in any part of the local planning authority’s area-
  - i. A Primary Care Trust established under section 18 of the National Health Service Act 2006 (g) or continued in existence by virtue of that section



- ii. A person to whom a licence has been granted under Section 6(1)(b) or (c) of the Electricity Act 1989(h)
- iii. A person to whom a licence has been granted under section 7(2) of the Gas Act 1986 (a)
- iv. A sewage undertaker
- v. A water undertaker
- The Homes and Communities Agency (now known as Homes England); and
- Where the Local Planning Authority is a London Borough Council, the Mayor of London (not applicable in Rugby)

## General consultation bodies

Consultation bodies are defined in the [Town and Country Planning \(Local Planning\) \(England\) Regulations 2012 \(as amended\)](#), Part 1:

- Voluntary bodies, the activities of which benefit any part of the borough
- Bodies which represent the interests of different racial, ethnic or national groups in the borough
- Bodies which represent the interests of different religious groups in the borough
- Bodies which represent the interests of disabled persons within the borough
- Bodies which represent the interests of persons carrying out business in the borough
- Consultees relating to health

## Duty to Cooperate bodies

The Duty to Cooperate Bodies are defined in the [Town and Country Planning \(Local Planning\) \(England\) Regulations 2012, Part 2, Regulation 4](#) as follows:

- The Environment Agency
- The Historic Buildings and Monuments Commission for England (known as Historic England)
- Natural England
- The Mayor of London (not applicable in Rugby Borough)
- The Civil Aviation Authority
- The Homes and Communities Agency (now known as Homes England)
- Each Integrated Care Board established under section 14D of the National Health Service Act 2006 (formerly known as Clinical Commissioning Groups)
- The National Health Service Commissioning Board
- The Office of Rail Regulation (known as Office for Rail and Road)
- Transport for London (not applicable for Rugby Borough)
- The Local Highway Authority (Warwickshire County Council, and neighbouring highway authorities as applicable)
- The Marine Management Organisation

In accordance with Planning Practice Guidance (PPG), Rugby Borough Council and other public bodies subject to the duty must cooperate with Local Enterprise Partnerships and Local Nature Partnerships and have regard to their activities where relevant to plan-making.

## Development Strategy Consultation Database

The Council will refer to the Development Strategy Consultation database for consultation bodies which fall within the categories outlined above. We aim to ensure that the database is kept as up to date as possible, however if any bodies or organizations want to be added to this database, removed from the database, or alter existing details in the database, they should email [localplan@rugby.gov.uk](mailto:localplan@rugby.gov.uk).

# APPENDIX 2 – template SLA for neighbourhood planning



**Neighbourhood Planning  
Draft Service Level Agreement  
Rugby Borough Council and \*\*\*Parish Council/Neighbourhood  
Forum  
2024**

## Purpose

1.1 The Localism Act 2011 (“The Act”) and the Neighbourhood Planning (General) Regulations 2012 (637) (“The Regulations”) set out the framework for the preparation and bringing into force of a Neighbourhood Development Plan (“NDP”).

1.2 Under the provisions of the Act, Rugby Borough Council (“The Borough Council”) (as the Local Planning Authority) is responsible for:

- fulfilling certain statutory requirements
- the provision of appropriate advice and assistance

1.3 The purpose of this agreement is to set out how Rugby Borough Council will fulfil its statutory obligations and level of assistance to parish councils engaged in the production of a NDP. This agreement will also define the role of the qualifying body. A qualifying body may be:

- a parish or town council
- a neighbourhood forum

## Memorandum of Agreement:

This Agreement is between:-

a) The Borough Council

Signature of Chief Officer – Growth and Investment

.....

Date.....

and

b) **XXX Parish Council/Neighbourhood Forum** (the Qualifying Body)

Signature of chairperson of the qualifying body

.....

Date.....

### 2. **Date and duration of agreement**

1. This agreement will commence once the document has been signed and dated by the selected representatives of both parties.

2. It is anticipated that the full process for bringing the said NDP into force will take, as a minimum, some 24-36 months from the date of designation. The Borough Council and the qualifying body will review progress on the NDP at intervals of approximately every 6 months from the date of the agreement.

### 3. Working Relationships

#### 3.1 The parties to this agreement seek:

- i. A constructive working relationship
- ii. to work closely together at all levels, both in policy, and in strategic issues of importance
- iii. to respect each other's views, and, where different, after discussion, to ensure proper understanding of the reasons for such differences
- iv. to have a 'no surprises' policy, based on notifying each other well in advance, where possible, of significant announcements and developments in policy or changes to the timetable
- v. to minimise duplication of activity wherever possible
- vi. to inform other stakeholders about the relationship so as to reduce uncertainty

### 4. Respective Responsibilities

#### The statutory obligations of Rugby Borough Council

- 4.1 Following completion of the statutory procedures for designation of the Neighbourhood Area, the Borough Council will undertake the following in accordance with its duties set out in the Act and the Regulations:

	<b>Stage</b>	<b>Timescales</b>
1	Confirm that the pre-submission Neighbourhood Plan meets the general requirements of the Localism Act and provide detailed comments on the plan as a consultee during the pre-submission public consultation (Regulation 14)	Within the prescribed consultation period unless an extension has been agreed with the qualifying body
2	Confirmation that the submitted Neighbourhood Plan and other associated documentation meets the requirements of the Localism Act (Regulation 15) and the Public Sector Bodies (Website and Mobile Applications) (No.2) Accessibility Regulations 2018	Within two weeks of the submission of all relevant documentation to the Council
3	Publicise the submission plan and other associated documentation (Regulation 16)	Within two weeks following confirmation by the Borough Council that the submission documents meet the requirements of the Localism Act and the Public Sector Bodies (Website and Mobile Applications) (No.2) Accessibility Regulations 2018

4	In consultation with the qualifying body, approval of the appointment of an examiner with the Parish Council (Regulation 17), including the drafting of a contract with the appointed examiner	Within 2 weeks of the close of consultation (regulation 16)
5	Forward all comments received on the submission plan along with all other required documentation to the appointed examiner (Regulation 17)	Within 2 weeks of an Examiner being appointed
6	Consideration of Examiner's report and provision of a Decision Statement in consultation with the Qualifying Body (Regulation 18)	Within 6 weeks of receiving the Examiner's report the Council will issue a decision statement on whether it agrees with the findings of the examiner's report and approval to proceed to referendum
7	In liaison with the qualifying body, make arrangements for the referendum	Following the issuing of the Decision Statement the referendum process will begin. Eight weeks is allowed for this process which includes a 6 week notification period
8	'Make' the Neighbourhood Plan (Regulation 19 & 20)	As soon as practically possible after a positive referendum

2. It should be expected that the statutory process from regulation 15 (submission of draft plan) to the plan being made (stages 2 to 8 above) will cover a period of a minimum of 8 months.

3. Whilst the Council will seek to meet the above timescales, it should be noted that events and circumstances may arise which could impact on the ability of the Council to meet these timescales, for example local or national elections and associated purdah periods. The Council will inform the qualifying body at the earliest opportunity when it becomes aware that there may be an issue which could affect the ability of the Council to meet these timescales.

## 2. The Borough Council will provide the following advice and assistance

### Published Advice

1. Provide on its website: [Neighbourhood planning - Rugby Borough Council](http://www.rugby.gov.uk/neighbourhood-planning) (www.rugby.gov.uk/neighbourhood-planning)

- A simple guide on the stages required for preparing a NDP
- A map illustrating the Parish Council Boundaries

### Professional Advice

2. The first point of contact for advice and technical support is [redacted]  
Telephone [redacted] Email [redacted]

### **Initial Meeting**

3. At the request of the qualifying body and following designation of the Neighbourhood Area the support officer will attend a meeting and provide an overview on the procedures and issues. The advice will cover:

- i. The legal procedures related to neighbourhood planning
- ii. Project plan and timescales for the production of a plan
- iii. Relationship with the Rugby Borough Local Plan and related planning policy documents
- iv. Methods of consultation and engagement
- v. Consultation with the 'specific' consultees
- vi. The requirements of other legislation such as Human Rights Act, the Habitats Regulations and Strategic Environmental Assessment
- vii. Support available from other organisations such as the Warwickshire Rural Community Council

### **Background Data and Evidence**

4. The Borough Council will make available:
- i. Authority Monitoring report data for the last 5 years
  - ii. List of planning applications made in the Neighbourhood Area for the last 5 years
  - iii. The Local Plan Evidence Base and access to base data
  - iv. Maps showing constraints data
  - v. Up to date information on any grant funding and technical support available

### **Professional advice and assistance**

5. The Borough Council will provide the following level of officer support:
- i. Attendance at 1 meeting (up to 2 hours) every three months
  - ii. 6 hours per calendar month to undertake tasks iii), iv) and v) set out immediately below:
  - iii. The Council will provide advice (and/or direct to the appropriate source) on:
    - Methods of community engagement and consultation
    - Potential delivery partners
    - Conformity matters
    - Up to date information on the Local Plan
    - Advice on any requirement for Environmental Assessment and Habitats Regulation Assessment
    - Emerging drafts of the NDP
    - Links to research data
  - iv. For the Pre-submission draft NDP the Borough Council will provide advice and assistance on:
    - Conformity of the plan with local and national policy and relevant national guidance and whether in their view it meets the basic conditions
    - Suitability of the Consultation Statement

- Suitability of any Environmental Assessment or Habitats Regulations Assessments undertaken
- Conformity with other legislative requirements

v. The Borough Council will provide:

- Electronic copies of OS base maps for the area
- Digitising of final proposals maps

6. The Borough Council will aim to respond to all queries within 10 working days. Where a query is particularly complex and/or may take longer than 10 working days to respond to we will endeavour to provide an indicative timescale for a full response.

**The Borough Council will not offer advice or assistance in the following areas:**

- i. Drafting the NDP and supporting documents
- ii. Undertaking survey/research work
- iii. Undertaking Strategic Environmental Assessment or Habitats Regulation Assessment
- iv. Undertaking non- statutory consultation exercises
- v. Project management services
- vi. Attending every meeting
- vii. Attending every consultation event
- viii. Direct financial support
- ix. Printing of documents unless related to the statutory requirements of the Borough Council.

**5. Qualifying Body Responsibilities**

- i. Establish a steering group to develop the NDP with clear terms of reference.
- ii. Arrange an initial meeting which the Borough Council support officer can attend and advise the steering group.
- iii. Produce a project plan including a timetable for the production of the plan. This will be submitted to, and agreed with the Council. The qualifying body will inform and seek agreement with the Borough Council on updates to the timetable.
- iv. Provide regular updates on progress against the project plan and timetable to the Borough Council via the support officer.
- v. Convene as a group on a regular basis throughout the period of preparation of the NDP and its examination.
- vi. Commit adequate resources to the task.
- vii. Provide to the Borough Council the Draft Submission Plan and supporting documents in accessible electronic format.
- viii. Provide results of primary source data which would be helpful to the Borough Council.
- ix. To ensure that documents to be made available on public websites comply with the Public Sector Bodies (Website and Mobile Applications) (No.2) Accessibility Regulations 2018 in terms of being accessible to people who have a disability.

**Qualifying Body first point of contact**

Name.....



Contact details

Telephone.....

Email.....

# 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.
10. For advice and support, contact:  
Rebecca Ewers  
Corporate Equality and Diversity Officer  
[rebecca.ewers@rugby.gov.uk](mailto:rebecca.ewers@rugby.gov.uk)  
01788 533509



## Equality Impact Assessment

<b>Service Area</b>	Development Strategy, Growth and Investment
<b>Policy/Service being assessed</b>	Statement of Community Involvement
<b>Is this a new or existing policy/service?</b>	The new Statement of Community involvement will update and replace the version adopted in 2019.
<b>If existing policy/service please state date of last assessment</b>	September 2019
<b>EqlA Review Team – List of members</b>	
<b>Date of this assessment</b>	23 October 2024
<b>Signature of responsible officer (to be signed after the EqlA has been completed)</b>	

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

**Details of Strategy/ Service/ Policy to be analysed**

<b><u>Stage 1 – Scoping and Defining</u></b>	
(1) Describe the main aims, objectives and purpose of the Strategy/Service/Policy (or decision)?	<p>The purpose of the SCI is to set out how the Council as local planning authority will engage and consult with the community, and enable individuals, businesses and other stakeholders to have their say in plan making, and the determination of planning applications and proposals. It sets out the minimum requirements for community involvement, including the lengths of consultations and methods of engagement and consultation. This is designed to ensure consistency and transparency, whilst allowing for additional methods for involvement where appropriate.</p> <p>The SCI also sets out how the Council will support neighbourhood planning.</p> <p>Local planning authorities are required by <a href="#">Section 18 of the Planning and Compulsory Purchase Act 2004</a> to produce an SCI, and it must be reviewed every 5 years as a minimum.</p>
(2) How does it fit with Rugby Borough Council's Corporate priorities and your service area priorities?	<p>Producing an SCI contributes to the objectives of the Council in being a responsible, effective and efficient organisation, by defining how and when individuals, business and stakeholders can have their say on different aspects of planning, and how their representations will be used in decision making.</p>
(3) What are the expected outcomes you are hoping to achieve?	<p>To provide a clear minimum framework of how and when people can get involved in different planning processes, including plan making and development management. This provides consistency and transparency in how to be heard.</p> <p>The SCI also defines the type and extent of support that the Council will provide to groups engaged in producing neighbourhood plans, including a template Service Level Agreement. Again, this is aimed at providing a clear and consistent approach to fulfilling the Council's statutory duty in supporting the production of neighbourhood plans.</p>

Appendix 2

<p>(4) Does or will the policy or decision affect:</p> <ul style="list-style-type: none"> <li>• Customers</li> <li>• Employees</li> <li>• Wider community or groups</li> </ul>	<p>The SCI is designed to inform and assist communities across the borough and make it clearer and easier to engage with planning processes and influence decisions.</p> <p>Employees are obliged to refer to the SCI to ensure that all minimum standards of engagement and consultation are met or exceeded.</p>		
<p><b><u>Stage 2 - Information Gathering</u></b></p>	<p>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).</p>		
<p>(1) What does the information tell you about those groups identified?</p>	<p>The SCI is intended to improve transparency and consistency in the ways the Council engages and consults on different processes in planning for the benefit of all local residents, businesses and stakeholders.</p>		
<p>(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?</p>	<p>No</p>		
<p>(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.</p>	<p>Many aspects of engagement and consultation within planning processes are set out in regulation at a national level, and the SCI draws this information together with additional methods the Council will apply where appropriate.</p> <p>There is no statutory requirement to consult on an SCI, but there is a legal requirement to produce one and review it periodically.</p>		
<p><b><u>Stage 3 – Analysis of impact</u></b></p>			
<p>(1) <u>Protected Characteristics</u> From your data and consultations is there any positive, adverse or negative impact identified</p>	<p><b>RACE</b></p>	<p><b>DISABILITY</b></p>	<p><b>GENDER</b></p>

Appendix 2

for any particular group, which could amount to discrimination?	<b>MARRIAGE/CIVIL PARTNERSHIP</b>	<b>AGE</b>	<b>GENDER REASSIGNMENT</b>
If yes, identify the groups and how they are affected.	<b>RELIGION/BELIEF</b>	<b>PREGNANCY MATERNITY</b>	<b>SEXUAL ORIENTATION</b>
<p>(2) <u>Cross cutting themes</u></p> <p>(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>There are no direct impacts on any particular group anticipated by the adoption of an updated SCI. Its intention is to provide clear and consistent information on how to get involved in planning for anyone who is interested in doing so.</p> <p>When launching any consultation or programme of engagement, it will have to conform with the SCI, and a range of consultation and engagement methods will seek to reach the widest possible audience.</p>		
(3) If there is an adverse impact, can this be justified?	No adverse impact anticipated		
(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.)	N/A – none anticipated		
(5) How does the strategy/service/policy contribute to the promotion of equality? If not, what can be done?	The intention of the SCI is to provide clear and consistent information on how to get involved in planning for anyone who is interested in doing so.		
(6) How does the strategy/service/policy promote good relations between groups? If not, what can be done?	The intention of the SCI is to provide clear and consistent information on how to get involved in planning for anyone who is interested in doing so.		

(7) Are there any obvious barriers to accessing the service? If yes how can they be overcome?	N/A
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<b><u>Stage 4 – Action Planning, Review and Monitoring</u></b>																														
<p>If No Further Action is required then go to – Review and 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>EqlA Action Plan</p> <table border="1" data-bbox="875 687 2116 916"> <thead> <tr> <th data-bbox="875 687 1122 762">Action</th> <th data-bbox="1122 687 1368 762">Lead Officer</th> <th data-bbox="1368 687 1615 762">Date for completion</th> <th data-bbox="1615 687 1861 762">Resource requirements</th> <th data-bbox="1861 687 2116 762">Comments</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>					Action	Lead Officer	Date for completion	Resource requirements	Comments																				
Action	Lead Officer	Date for completion	Resource requirements	Comments																										
(2) Review and Monitoring State how and when you will monitor policy and Action Plan	<p>The SCI must be reviewed every 5 years as a minimum, and the final section of the document entitled ‘Monitoring and Review’ sets out that the SCI will be updated at the earliest opportunity if notable changes (national or local) mean that the SCI or any part of it are considered out of date.</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).’**



**AGENDA MANAGEMENT SHEET**

<b>Report Title:</b>	UK Shared Prosperity Fund (UKSPF) Year 3 Spend
<b>Name of Committee:</b>	Cabinet
<b>Date of Meeting:</b>	2 December 2024
<b>Report Director:</b>	Chief Officer- Growth and Investment
<b>Portfolio:</b>	Growth and Investment, Digital and Communications
<b>Ward Relevance:</b>	All Wards
<b>Prior Consultation:</b>	Internal consultation with Leadership Team, Finance, Corporate Performance and Risk and Equalities, Local Partnership Group.
<b>Contact Officer:</b>	Helen Nightingale – Major Projects and Regeneration Manager
<b>Public or Private:</b>	Public
<b>Report Subject to Call-In:</b>	No
<b>Report En-Bloc:</b>	No
<b>Forward Plan:</b>	Yes
<b>Corporate Priorities:</b>	This report relates to the following priorities: <input checked="" type="checkbox"/> Rugby is an environmentally sustainable place, where we work together to reduce and mitigate the effects of climate change. (C) <input checked="" type="checkbox"/> Rugby has a diverse and resilient economy that benefits and enables opportunities for all residents. (E) <input checked="" type="checkbox"/> Residents live healthy, independent lives, with the most vulnerable protected. (HC) <input checked="" type="checkbox"/> Rugby Borough Council is a responsible, effective and efficient organisation. (O) <a href="#">Corporate Strategy 2021-2024</a>
<b>(C) Climate</b> <b>(E) Economy</b> <b>(HC) Health and Communities</b> <b>(O) Organisation</b>	
<b>Summary:</b>	The purpose of this report is to make recommendations for the allocation of the remaining proportion of UK Shared Prosperity Fund, and is required to be spent by 31 <sup>st</sup> March 2025.



<b>Financial Implications:</b>	This report recommends budgets for 4 capital schemes totalling £0.096m be approved and added to the capital programme for 2024/25. Further details for each scheme are detailed within Section 3 of this report. This will be fully funded from government through UKSPF capital grant.
<b>Risk Management/Health and Safety Implications:</b>	The projects identified in the report will need to be delivered by the end of March 2025. Not completing the projects on time would result in the Council having to return unspent funds to Government.
<b>Environmental Implications:</b>	A Climate Change and Environment Impact Assessment has been completed and is attached as Appendix 1. There is positive impact on community leadership.
<b>Legal Implications:</b>	None as a direct result of this report.
<b>Equality and Diversity:</b>	An Equality Impact Assessment has been completed and is attached as Appendix 2 and it will have a positive impact on people with disabilities, younger people, sexual orientation and gender.
<b>Options:</b>	<p><u>Option 1</u> Agree to the spend and recommendations as set out in the report</p> <p><u>Option 2</u> Not agree the spend and recommendations as set out in the report</p>
<b>Recommendation:</b>	<ol style="list-style-type: none"> <li>1. A supplementary capital budget of £0.048m for Hill Street Youth and Community Centre building improvements be approved and added to the general fund capital programme for 2024/25, to be fully funded from UKSPF grant;</li> <li>2. A supplementary capital budget of £0.006m for Newbold Village Hall building improvements be approved and added to the general fund capital programme for 2024/25, to be fully funded from UKSPF grant;</li> </ol>

3. A supplementary capital budget of £0.013m for Benn Partnership Centre enhancement be approved and added to the general fund capital programme for 2024/25, to be fully funded from UKSPF grant;
4. A supplementary capital budget of £0.029m for Caldecott Park accessibility equipment be approved and added to the general fund capital programme for 2024/25, to be fully funded from UKSPF grant;
5. The amendments to the previously approved People and Skills fund be noted; and
6. Delegated authority be given to the Chief Officer for Finance and Performance in consultation with the Chief Officer for Growth and Investment to make any other minor changes to spend to ensure all money is spent by the end of the financial year 2024/2025;

**Reasons for  
Recommendation:**

To enable the Borough Council to use the funding provided by Government to deliver schemes which also deliver the aims of the Council's Corporate Strategy.

**Cabinet - 2 December 2024**

**UK Shared Prosperity Fund (UKSPF) Year 3 Spend**

**Public Report of the Chief Officer – Growth and Investment**

**Recommendation**

1. A supplementary capital budget of £0.048m for Hill Street Youth and Community Centre building improvements be approved and added to the general fund capital programme for 2024/25, to be fully funded from UKSPF grant;
2. a supplementary capital budget of £0.006m for Newbold Village Hall building improvements be approved and added to the general fund capital programme for 2024/25, to be fully funded from UKSPF grant;
3. a supplementary capital budget of £0.013m for Benn Partnership Centre enhancement be approved and added to the general fund capital programme for 2024/25, to be fully funded from UKSPF grant;
4. a supplementary capital budget of £0.029m for Caldecott Park accessibility equipment be approved and added to the general fund capital programme for 2024/25, to be fully funded from UKSPF grant;
5. the amendments to the previously approved People and Skills fund be noted; and
6. delegated authority be given to the Chief Officer for Finance and Performance in consultation with the Chief Officer for Growth and Investment to make any other minor changes to spend to ensure all money is spent by the end of the financial year 2024/2025.

**1. EXECUTIVE SUMMARY**

- 1.1 The UK Shared Prosperity Fund (UKSPF) was introduced across a three-year period of 2022-2025. This report sets out projects the Council will undertake to 31 March 2025 using the remaining unallocated capital funds of £0.096m. The Council has already agreed £2.957m of the three-year fund, which totals £3.053m.
- 1.2 The capital projects detailed in this report are in support of providing better and improved community infrastructure in Rugby's more deprived wards such as Benn and Newbold and Brownsover. Such projects include contributing to physical improvements to Hill Street Youth and Community Centre, Benn

Partnership Centre and Newbold Village Hall by enabling existing and additional groups to meet and use the facilities.

- 1.3 The report also seeks funding for a wheelchair accessible swing for Caldecott Park, the first in the Rugby Borough, to enable both children and adults an accessible play opportunity.
- 1.4 In addition to the final apportionment of the UK Shared Prosperity capital funds, this report provides information in respect of the previously approved £0.300m for People and Skills approved March 2024. The delivery of the originally approved breakdown of programmes created challenges therefore a slightly altered offer has been created.
- 1.5 The amendment has allowed the People & Skills strand to deliver a balanced programme supporting those who are hardest to reach (economically inactive / young people under E33), the unemployed with local industry familiarisation visits (E35), the opportunity for employed individuals to upskill whilst in work (E37) and recognise the change in government's sentiment to Net Zero policies.

## **2. BACKGROUND**

- 2.1 In April 2022 the previous government announced a new fund to support its levelling up agenda between 2022 and 2025. The UK Shared Prosperity Fund (UKSPF) is a three-year fund to replace the monies which previously came from the European Union such as the European Social Fund (ESF) and European Regional Development Fund (ERDF).
- 2.2 UKSPF is centred around three investment priorities Community and Place, Supporting Local Business and People and Skills.
- 2.3 The Council's Government Funding allocation for each year between 2022 and 2025 is as follows:

Year 1 22/23	£0.371m
Year 2 23/24	£0.741m
Year 3 24/25	£1.941m
- 2.4 The Council has agreed to spend £2.957m of the total £3.053m across the three years of the fund. This report recommends further projects to allocate of £0.096m, which is the remaining balance of the capital funds.

## **3 YEAR 3 PROJECTS FUNDED BY GOVERNMENT THROUGH UKSPF**

- 3.1 The below projects outline the recommended capital spend of £0.096m for projects in our more deprived wards of Benn and Newbold and Brownsover. As the UK Shared Prosperity fund is a central pillar to the Government's ambitions to level up, projects such as those outlined below give the local community additional opportunities to access a variety of activities, sport and groups.

### Hill Street Youth and Community Centre (£0.048m)

- 3.2 UK Shared Prosperity Intervention E10 supports *funding for local sports facilities, tournaments, teams and leagues; to bring people together.*
- 3.3 The Hill Street Youth and Community Centre (the Centre) are in need of their sports hall floor covering and windows (to the right hand side only) to be upgraded and replaced. The current flooring is over 20 years old and is becoming a health and safety issue with the potential to cause injury and also provides a poor playing experience. Their windows (single glazing) have been broken and damaged and several have been boarded up to prevent any possible health and safety issues.
- 3.4 The existing environment is very noisy and it's particularly difficult to clean and maintain, the existing line markings are lifting and the surface is extremely slippery. The Centre host many weekly user groups including Rugby table tennis club, Tamil community volleyball, Ukraine families, over 65 walking sport, youth basketball, kids clubs, youth clubs and many more) and they need to upgrade the space to provide a safer, warmer and more appropriate facility for new user groups to have access to the space.
- 3.5 The Centre has received many new enquiries to host disabled sport, boccia, additional sports such as badminton, curling and martial arts, and due to the condition of the floor are unable to accept these bookings currently. The improvements will not only provide a safer environment but will allow them to improve the performance of the sports hall, its climate, the acoustics and the overall appearance (that does prevent user groups using the facility).
- 3.6 The proposals put forward by The Hill Street Youth and Community Centre demonstrate the need to upgrade the current sports facility, not only to meet the needs of the current users but to enable the encouragement of additional groups and sports that would bring people together, particularly in one of Rugby's areas with the higher levels of deprivation.

### Newbold Village Hall (£0.006m)

- 3.7 UK Shared Prosperity Intervention E2 supports *the funding for new, or improvements to existing, community and neighbourhood infrastructure projects.*
- 3.8 Newbold Village Hall is seeking funding to replace its fire exit doors. The village hall is in a poor state and urgent work was required to remove dangerous chimneys and repair the roof. This work is underway, however there are no additional funds remaining from the village hall to replace the fire exit doors, which without being replaced means that some of the works that are dependent on the fire doors being replaced cannot be undertaken.
- 3.9 The village hall hosts yoga classes, dog training, toddler football, craft fairs and family parties and the hall is fully booked every weekend until Christmas. We are also aware that Newbold Community Partnership also intend to book it to run various community initiatives.

### Benn Partnership Centre (£0.013m)

- 3.10 UK Shared Prosperity Intervention *E2 supports the funding for new, or improvements to existing, community and neighbourhood infrastructure projects.*
- 3.11 The Benn Partnership Centre has requested funding for a new room partition to enable their main hall which can currently accommodate groups of 60 to two smaller rooms of a capacity of 30 people, doubling the use of the space. The groups that currently use the space includes, daycare, language, art, sewing and music groups, Meet and Eat meal, health support groups and Warwickshire Pride group.
- 3.12 The funding for the partition would enable more groups of people to come together support the local community infrastructure in one of Rugby's more deprived wards.

### Accessible Play Equipment (£0.029m)

- 3.13 UK Shared Prosperity Intervention *E3 supports funding for the creation and improvement of local green spaces including providing better accessibility.*
- 3.14 As part of the Council's commitment to provide access to all, creating spaces for everyone to enjoy is important for health and wellbeing. Therefore, it is proposed that funding is provided to support the installation of a wheelchair accessible swing and its surrounding infrastructure in Caldecott Park.
- 3.15 A wheelchair accessible swing provides an accessible play opportunity for children and adults who cannot easily move out of their wheelchair. An easy-to-use fold-down ramp enables users to access the swinging platform easily, safely and with confidence. The rope pull included within some designs also means users can swing independently while providing upper body exercise.
- 3.16 Currently there is no such equipment in the borough and UK Shared Prosperity funding provides the Council with the opportunity to start inserting such provision into our local open spaces.

## **4 PEOPLE AND SKILLS**

- 4.1 At Council in March 2024, approval was given for the distribution of £0.300m for People and Skills between E33, E37 and E39 which focuses on supporting economically inactive people to overcome barriers to work by providing cohesive support including basic skills.
- 4.2 The national context for Sustainability and Net Zero influenced the reallocation of UKSPF People & Skills funding in Rugby. In September 2023, Government announced a change in the phase-out date for combustion vehicles, gas-powered boilers, and the reversal of various climate policies.
- 4.3 E39 was intended to provide courses to support green skills for individuals who are transitioning across industries (having left a role) or from unemployed individuals who aspire to work in a sustainability / net zero related role. The

parameters for this occurring under these specific requirements were narrow following research undertaken with local colleges and roundtables with the business community.

- 4.4 Businesses are adapting, but most of the roles are shared rather than new standalone opportunities entering the market. The majority of training is targeted at current staff undertaking dual roles with a sustainability focus or delivered at educational institutions before an individual reaches working age (18). To recognise this potential crossover, funding was redistributed to E33, E35 and E37 to deliver a greater depth across the programmes.
- 4.5 The amendment allowed the People & Skills strand to deliver a balanced programme supporting those who are hardest to reach (economically inactive / young people under E33), the unemployed with local industry familiarisation visits (E35), the opportunity for employed individuals to upskill whilst in work (E37) and recognise the change in government's sentiment to Net Zero policies.
- 4.6 The original and revised breakdown is provided below in Table 1.

Table 1: People and Skills Delivery

Indicator	Headline Activity	Delivery	Previous Value	Current Value
E33	Employment support for economically inactive people	<p>16–24-year-old Future Destination Hub - focused on moving young people closer to and into employment, education or training.</p> <p>25+ years old Skills for work -focused on moving closer to work</p> <p><i>To increase this value (by £13,000) due to the significant costs of supporting the Economically Inactive closer to the job market.</i></p>	£0.140m	£0.153m

Indicator	Headline Activity	Delivery	Previous Value	Current Value
E35	Volunteering & Business Engagement Programme	To familiarise young people and adults with the expectations of industry as they prepare for employment opportunities.	£0	£0.027m
E37	Tailored support to help people into employment to address barriers to accessing education and training courses	<p><i>Skills escalator fund - skills grant fund for Rugby's small/medium employers to upskill staff, allow staff to move upwards within the company and reskill to suit gaps.</i></p> <p><i>Funding increased to reflect the reduction in spend across E39, high demand of this fund in prior pilot activity across Warwickshire and opportunity to support dual roles as industries adapt to national changes.</i></p>	£0.080m	£0.100m
E39	Green skills courses targeted around ensuring a skilled workforce to achieve net zero and wider environmental ambitions	<p>Business Future Skills focused on supporting individuals with learning leading to potential employment.</p> <p><i>Delivered as a pilot programme exploring local job needs and training for the unemployed.</i></p> <p><i>Utilised towards E33 to support the significant need of Economically Inactive individuals (£13,000).</i></p>	£0.080m	£0.020m



Indicator	Headline Activity	Delivery	Previous Value	Current Value
		<p><i>Budget utilised to include E35 Volunteering &amp; Business Engagement programme (£27,000).</i></p> <p><i>To support individuals who maybe retraining within existing roles E37 including those in sustainable job - sharing opportunities (£20,000).</i></p>		

## 5 Financial Implications

- 5.1 In order to ensure that the UKSPF revenue and capital grants are fully utilised by the deadline of 31/03/2025, the following approvals are requested within this report. All spend is to be funded from UKSPF grants.
- 5.2 A supplementary capital budget of £0.048m is requested within the recommendations of this report for Hill Steet Youth and Community Centre building improvements. This is a new scheme to add to the capital programme for 2024/25. Further details are within sections 3.2-3.6.
- 5.3 A supplementary capital budget of £0.06m is requested within the recommendations of this report for Newbold Village Hall building improvements. This is a new scheme to add to the capital programme for 2024/25. Further details are within sections 3.7-3.9.
- 5.4 A supplementary capital budget of £0.013m is requested within the recommendations of this report for Benn Partnership Centre enhancement. This is a new scheme to add to the capital programme for 2024/25. Further details are within sections 3.10-3.12.
- 5.5 A supplementary capital budget of £0.029m is requested within the recommendations of this report for Caldecott Park accessibility equipment. This is a new scheme to add to the capital programme for 2024/25. Further details are within sections 3.13-3.16.

## **6 Options Available**

- 6.1 Taking the above into account, two options are proposed for consideration by Council, namely:

Option 1

Agree to the spend and recommendations as set out in the report

Option 2

Not agree the spend and recommendations as set out in the report

## **7 Conclusion and Recommendations**

- 7.1 All projects outlined in this report are in accordance with the aspirations of the UKSPF investment priorities and are being carried out by officers to ensure the UK Shared Prosperity fund is spent in Rugby to create a better place to live, do business and visit.
- 7.2 Any variances are consulted on with the Local Partnership Groups before receiving approval from the Chief Officer for Growth and Investment and the Chief Officer for Finance and Performance.

**Name of Meeting:** Cabinet  
**Date of Meeting:** 2 December 2024  
**Subject Matter:** UK Shared Prosperity Fund (UKSPF) Year 3 Spend  
**Originating Department:** Growth and Investment

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

**LIST OF BACKGROUND PAPERS**

<b>Doc No</b>	<b>Title of Document and Hyperlink</b>

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.

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Exempt information is contained in the following documents:

<b>Doc No</b>	<b>Relevant Paragraph of Schedule 12A</b>

## Rugby Borough Council

### Climate Change and Environmental Impact Assessment

#### Rugby Borough UK Shared Prosperity Fund Year 3 Spend

##### 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 Executive Director.

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

## Appendix 1

### SECTION 1: OVERVIEW

<b>Portfolio and Service Area</b>	Growth and Investment
<b>Policy/Service/Change being assessed</b>	UK Shared Prosperity Fund (UKSPF) Year 3 Spend
<b>Is this a new or existing Policy/Service/Change?</b>	This is a Government funding source. Council approval has been given for the general areas of spend across the next 3 years as of 19th July 2022.
<b>If existing policy/service please state date of last assessment</b>	None.
<b>Ward Specific Impacts</b>	Borough-wide.
<b>Summary of assessment</b> Briefly summarise the policy/service/change and potential impacts.	<p>The UKSPF is centred around three investment priorities Community and Place, Supporting Local Business and People and Skills. The projects outlined have given consideration to the Council's Climate Change Strategy and Corporate Strategy whilst also benefitting the Borough's residents.</p> <p>This report details the spend of the remaining UK Shared Prosperity funds.</p>
<b>Completed By</b>	Helen Nightingale Major Projects and Regeneration Manager
<b>Authorised By</b>	Nicola Smith – Chief Officer for Growth and Investment
<b>Date of Assessment</b>	12 November 2024

### SECTION 2: IMPACT ASSESSMENT

Appendix 1

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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The works to Hill Street Youth and Community Centre will improve the energy efficiency of the building with better insulated windows which are being replaced.	N/A	N/A	Short Term
Fleet usage	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		N/A	N/A	
Sustainable Transport/Travel (customers and staff)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		N/A	N/A	
Sustainable procurement	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		N/A	N/A	
Community leadership	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		N/A	N/A	
Biodiversity and habitats	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		N/A	N/A	
Adaptation/Mitigation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		N/A	N/A	

Appendix 1

<b>Impact on other providers/partners</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		N/A	N/A	
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## Appendix 1

### **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.

<b>Review date</b>	Not required for this document
<b>Key points to be considered through review</b>	N/A
<b>Person responsible for review</b>	N/A
<b>Authorised by</b>	Nicola Smith - Chief Officer for Growth and Investment.



## 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.
10. For advice and support, contact:  
Rebecca Ewers  
Corporate Equality and Diversity Officer  
[rebecca.ewers@rugby.gov.uk](mailto:rebecca.ewers@rugby.gov.uk)  
01788 533509

## Equality Impact Assessment

<b>Service Area</b>	<b>Growth and Investment</b>
<b>Policy/Service being assessed</b>	<b>UK Shared Prosperity Fund (UKSPF) Year 3 Spend</b>
<b>Is this a new or existing policy/service?</b> <b>If existing policy/service please state date of last assessment</b>	No. Council approved the general areas of spend across the three years at Council.
<b>EqlA Review Team – List of members</b>	<b>Helen Nightingale</b>
<b>Date of this assessment</b>	<b>12 November 2024</b>
<b>Signature of responsible officer (to be signed after the EqlA has been completed)</b>	<i>Helen Nightingale</i>

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

**Details of Strategy/ Service/ Policy to be analysed**

<b><u>Stage 1 – Scoping and Defining</u></b>	
<p>(1) Describe the main aims, objectives and purpose of the Strategy/Service/Policy (or decision)?</p>	<p>The purpose of this report is to agree spend of unallocated funds from the UK Shared Prosperity Fund.</p> <p>The Projects are:</p> <ul style="list-style-type: none"> <li>• Funding for Hill Street Youth and Community Centre building improvements to replace their sports hall floor and windows to enable existing and future groups to use the facility safely.</li> <li>• Funding to Newbold Village Hall to replace their existing fire doors, that will enable other planned works to take place bring the village hall to a standard fit for a variety of community activities and groups.</li> <li>• Funding for the Benn Partnership Centre to install a partition wall, doubling the use of the current space and enabling more groups and community activities to take place.</li> <li>• Providing a wheelchair accessible swing in Caldecott Park to provide an accessible play opportunity.</li> <li>• Reconfiguration of pre-approved People and Skills funding to create programmes that support those who are hardest to reach (economically inactive / young people), the unemployed with local industry familiarisation visits, the opportunity for employed individuals to upskill whilst in work and recognise the change in government’s sentiment to Net Zero policies.</li> </ul>

## Appendix 2

(2) How does it fit with Rugby Borough Council's Corporate priorities and your service area priorities?

The projects listed meet objectives within three of the four Corporate Strategy Outcomes, Climate, Economy, and Organisation. These objectives include:

### Climate

- Promote and encourage green and sustainable businesses within the borough.

### Economy

- Make sure residents have the skills they need to meet local demand.

### Health and Communities

- Promote, encourage and celebrate diversity and inclusion, to ensure that Rugby is a place where everyone feels welcome
- Support residents to lead active lives, with high quality, accessible green space and recreational facilities.

### Organisation

- Maintain robust systems of governance that ensure fairness, accountability and transparency, and
- Treat taxpayers' money with respect and ensure that our high-quality services demonstrate value for money

Appendix 2

<p>(3) What are the expected outcomes you are hoping to achieve?</p>	<p>Expected outcomes from the projects identified include:</p> <ul style="list-style-type: none"> <li>• Increased number of people supported to participate in education</li> <li>• Increased number of people gaining qualifications, licences and skills</li> <li>• Increased number of people retraining</li> <li>• Increased number of people familiarised with employers' expectations, including, standards of behaviour in the workplace</li> <li>• Fewer people facing structural barriers into employment and into skills provision</li> <li>• More people in employment, including self-employment, following support</li> <li>• Creation of jobs and number of jobs safeguarded</li> <li>• Improved perceived/experienced accessibility</li> <li>• Increased users of community halls/centres</li> <li>• Improved perception of facilities</li> </ul>
<p>(4) Does or will the policy or decision affect:</p> <ul style="list-style-type: none"> <li>• Customers</li> <li>• Employees</li> <li>• Wider community or groups</li> </ul>	<p>The decision will impact upon customers and the wider community.</p>
<p><b><u>Stage 2 - Information Gathering</u></b></p>	<p>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).</p>
<p>(1) What does the information tell you about those groups identified?</p>	

Appendix 2

<p>(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?</p>	<p>The town centre business community, sports clubs, WCAVA and WCC have all been engaged as part of community, business and sports grant process through the Local Partnership Group as well as drop in events. Feedback on the grants process was received and taken in to account when assessing grant applications and support was given to help those complete grant application forms. This indicated more support was needed which the request for additional funds for administration will aid in.</p>		
<p>(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.</p>			
<p><b><u>Stage 3 – Analysis of impact</u></b></p>			
<p>(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.</p>	<p><b>RACE</b></p>	<p><b>DISABILITY</b>  Positive – opportunity to access support addressing barriers to employment.  Positive – Increased accessibility for those who currently visit Caldecott Park.  Positive – Opportunity to fund current community building improvements who support and hold groups for a wide range of activities such as boccia.</p>	<p><b>GENDER</b></p>

Appendix 2

	<b>MARRIAGE/CIVIL PARTNERSHIP</b>	<b>AGE</b> Positive – Opportunity to fund current community building improvements who support and hold groups for a wide range of activities such as youth sports and over 65 walking sports.	<b>GENDER REASSIGNMENT</b>
	<b>RELIGION/BELIEF</b>	<b>PREGNANCY MATERNITY</b>	<b>SEXUAL ORIENTATION</b>  Positive – Opportunity to fund current community building improvements who support and hold groups such as Warwickshire Pride.
(2) <u>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?  (b) Are your proposals likely to impact on a carer who looks after older people or people with disabilities? If yes, please explain how?	Yes. The community projects being funded are in Rugby’s more deprived wards of Benn and Newbold and Brownsover. As the UK Shared Prosperity fund is a central pillar to the Government’s ambitions to level up, projects such as those outlined give the local community additional opportunities to access a variety of activities, sport and groups.		
(3) If there is an adverse impact, can this be justified?	N/A		

Appendix 2

(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.)	N/A
(5) How does the strategy/service/policy contribute to the promotion of equality? If not, what can be done?	The projects being funded promote equality through the increased accessibility for a wide range of groups of people in to education, sport and activities and support groups in our more deprived areas of Rugby.
(6) How does the strategy/service/policy promote good relations between groups? If not, what can be done?	The relationships between groups will be recognised throughout the administration of the UKSPF projects in accordance with the Council's Equality, Diversity and Inclusion Policy Statement.
(7) Are there any obvious barriers to accessing the service? If yes how can they be overcome?	No.

<b><u>Stage 4 – Action Planning, Review and Monitoring</u></b>																														
<p>If No Further Action is required then go to – Review and 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>EqlA Action Plan</p> <table border="1" data-bbox="875 1171 2114 1399"> <thead> <tr> <th data-bbox="875 1171 1120 1246">Action</th> <th data-bbox="1120 1171 1364 1246">Lead Officer</th> <th data-bbox="1364 1171 1615 1246">Date for completion</th> <th data-bbox="1615 1171 1865 1246">Resource requirements</th> <th data-bbox="1865 1171 2114 1246">Comments</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>					Action	Lead Officer	Date for completion	Resource requirements	Comments																				
Action	Lead Officer	Date for completion	Resource requirements	Comments																										



Appendix 2

<p>(2) Review and Monitoring State how and when you will monitor policy and Action Plan</p>	<p>After the year 3 UKSPF fund is spent, the success of years 1, 2 and 3 spend will be evaluated to see if it achieved what it intended throughout 2022-2025.</p>
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Please annotate your policy with the following statement:

**'An Equality Impact Assessment on this policy was undertaken on 12 November 2024 and will be reviewed after 31<sup>st</sup> March 2025.**

## Agenda No 9

### **AGENDA MANAGEMENT SHEET**

**Report Title:** Treasury Management Mid-Year Report 2024/25

**Name of Committee:** Cabinet

**Date of Meeting:** 2 December 2024

**Report Director:** Chief Officer - Finance and Performance

**Portfolio:** Finance, Performance, Legal and Governance

**Ward Relevance:** N/A

**Prior Consultation:** Chief Financial Officer and Portfolio holder

**Contact Officer:** Chris Raymakers, Lead Accountant,  
chris.raymakers@rugby.gov.uk.

**Public or Private:** Public

**Report Subject to Call-In:** Yes

**Report En-Bloc:** No

**Forward Plan:** No

**Corporate Priorities:** This report relates to the following priority(i.e.):  
 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 but

**(C) Climate**  
**(E) Economy**  
**(HC) Health and Communities**  
**(O) Organisation**

**Summary:** This report gives details of treasury activity in the first half of the current financial year, recent developments in the economy and fulfils the reporting requirements of the Chartered Institute of Public Finance and Accountancy (CIPFA) Code of Practice on Treasury Management

<b>Financial Implications:</b>	None as a direct result of this report. The management of the Council's investment portfolio and cash-flow generated balances plays an important part in the financial planning of the authority. The security of its capital and liquidity of its investments is of paramount importance.
<b>Risk Management Implications:</b>	Consideration of risk is integral in our approach to treasury management. However, this particular report has no specific risk implications as it is not proposing any new actions, but merely reporting performance over the last six months.
<b>Environmental Implications:</b>	There are no direct environmental implications arising from this report and so no Climate Change and Environmental Impact Assessment is required.
<b>Legal Implications:</b>	There are no legal implications arising from this report.
<b>Equality and Diversity:</b>	There are no direct equality and diversity implications arising from this report and so no Equality Impact Assessment is required.
<b>Options:</b>	None as direct result of this report.
<b>Recommendation:</b>	The Treasury Management Mid-Year update for 2024/25 be noted.
<b>Reasons for Recommendation:</b>	To comply with the CIPFA Treasury Management Code of Practice and Prudential Code.

**Cabinet - 2 December 2024**

**Treasury Management Mid-Year Report 2024/25**

**Public Report of the Chief Officer – Finance and Performance**

**Recommendation**

The Treasury Management Mid-Year update for 2024/25 be noted.

**Executive Summary**

The management of the Council's investment portfolio and cash-flow generated balances plays an important part in the financial planning of the authority. The security of its capital and liquidity of its investments is of paramount importance.

The Treasury Management function of Rugby Borough Council, similar to other local authorities in the UK, manages the financing and liquidity needs of the Council in a prudent and responsible manner. In doing so it utilises its surplus cash balances, investing this money for the benefit of the local taxpayers.

During the 2024/25 financial year the Council has not needed to borrow any further funds, a situation which is expected to continue during 2025/26 while interest rates remain at the current level

Throughout the year investment income has remained stable, with interest rates largely steady, although experiencing a slight decrease since the start of the reporting period and projected to decline gradually. Across the Council the current Net Cost of Borrowing forecast is for a saving of £0.704m.

Further to the 2023/24 year end Treasury Management report, the Lothbury Investment Management Property Fund has been terminated, and fund managers have commenced asset liquidation. The original principal amount was £2.000m, with a £0.400m loss recognised in the 2023/2024 final accounts. Of the remaining £1.600m, £0.944m has been repaid, representing 62% of the outstanding principal. Lothbury Property Fund have indicated that they are working towards selling remaining assets in the portfolio by early 2025.

There have been no treasury management breaches recorded as of the end of Quarter Two, 30 September 2024.

This report has been presented to Cabinet for noting because under the terms of the Constitution, Audit and Ethics Committee will be presented with the information and will undertake a detailed review before recommending to Council that the prudential indicators in section 7 are agreed.

## **1. INTRODUCTION**

- 1.1 In accordance with the Local Government Act 2003 and relevant regulations, Rugby Borough Council is required to conduct a mid-year review of treasury management activities, as well as an annual assessment of treasury performance and prudential indicators. This report offers an overview of the Council's treasury activities for the first half of the 2024/25 financial year.
- 1.2 The Council is required to operate a balanced budget which broadly means that cash raised during the year will meet cash expenditure. Part of the treasury management operation is to ensure that this cashflow is adequately planned, with cash being available when it is needed. Surplus cash is invested in low-risk counterparties or instruments commensurate with the Council's risk appetite, providing adequate liquidity initially, before considering investment return as per the Council's 2024/25 Treasury Management Strategy.
- 1.3 A key component of the treasury management service is the funding of the Council's capital plans. These capital plans provide a guide to the borrowing need of the Council, essentially the longer-term cashflow planning to ensure that the Council can meet its capital spending obligations. This management of longer-term cash may involve arranging long or short-term loans or using longer term cashflow surpluses. On occasion any debt previously drawn may be restructured to meet Council risk or cost objectives
- 1.4 Accordingly, treasury management is defined as:
- “The management of the local authority's borrowing, investments and cash flows, its banking, money market and capital market transactions; the effective control of the risks associated with those activities; and the pursuit of optimum performance consistent with those risks.”
- 1.5 This is a report on the Treasury Management activities for the first half of 2024/25 (the mid-year report). It includes
- An economic update for the second quarter of the 2024/25 financial year;
  - Interest rate outlook
  - Summary of quarter two treasury management activity
  - Review of debt management activity
  - Review of treasury management indicators

## **2 ECONOMIC UPDATE (RECEIVED OCTOBER 2024)**

- 2.1 The second quarter of this financial year (July to September) saw;
- GDP growth stagnating in July following downwardly revised Q2 figures (0.5% quarter on quarter).
  - A further easing in wage growth as the headline 3-month year on year rate (including bonuses) fell from 4.6% in June to 4.0 % in July.

- Consumer Price Index (CPI) inflation hitting its target in June before edging above it to 2.2% during July and August, and falling to 1.7% in September.
  - Core Consumer Price Inflation (CPI) inflation increasing from 3.3% in July to 3.6% in August, falling to 3.2% in September.
  - The Bank of England initiating its easing cycle by lowering interest rates from 5.25% to 5% in August and holding them steady in its September meeting.
- 2.2 The economy's stagnations in June and July points more to a mild slowdown in GDP growth than a sudden drop back into a recession. Moreover, the drop in September's composite activity Purchasing Managers Index (PMI), from 53.8 in August to 52.9, was still consistent with GDP growth of 0.3%-0.4% for the summer months.
- 2.3 The further easing in wage growth will be welcomed by the Bank of England as a sign that labour market conditions are continuing to cool. The 3-month year on year growth rate of average earnings fell from 4.6% in June to 4.0% in July. On a three-month annualised basis, average earnings growth eased from 3.0% to 1.8%, its lowest rate since December 2023.
- 2.4 Other labour market indicators also point to a further loosening in the labour market. The 59,000 fall in the alternative PAYE measure of the number of employees in August marked the fourth fall in the past five months. And the 77,000 decline in the three months to August was the biggest drop since November 2020. Moreover, the number of workforce jobs fell by 28,000 in quarter two. The downward trend in job vacancies continued too. The number of job vacancies fell from 872,000 in the three months to July to 857,000 in the three months to August. That leaves it 34% below its peak in May 2022, and just 5% above its pre-pandemic level. Nonetheless, the Bank of England is still more concerned about the inflationary influence of the labour market rather than the risk of a major slowdown in labour market activity.
- 2.5 Looking ahead, CPI inflation is expected to rise in the coming months before gradually returning to the 2.0% target by mid-2025. Rising geopolitical tensions, particularly in the Middle East, may add upward pressure on inflation, as seen with recent oil price increases following Iran's 1 October missile attack on Israel. Additionally, China's new fiscal support measures introduced in late September have elevated broader commodity prices, which could impact global inflation and monetary policy.
- 2.6 Despite these factors, central forecasts anticipate interest rates will decrease to 4.5% by the end of 2024, with further cuts likely through 2025. While a November rate cut is expected, a December adjustment could be challenging if inflation spikes toward 3%; however, we anticipate a more marked easing in inflation in the latter half of 2025, potentially prompting the Bank to accelerate cuts to a rate of 3.0% rather than the 3.25-3.50% currently priced in by markets.
- 2.7 The expected reduction in interest rates has been actioned slower than predicted. On the 1 April 2024 the Bank of England Base Rate was 5.25%. This was only cut once in the first 6 months of the financial year to 5%. However,

with inflation now coming down below the government's 2% target it is likely that further cuts in interest rate will occur in November and December.

- 2.8 The FTSE 100 reached a peak of 8,392 during the quarter, but its performance is firmly in the shade of the US S&P500, which has breached the 5,700 threshold on several occasions recently. Its progress, however, may stagger for the time being as investors react to who is elected the next US President, and how events in the Middle East (and Ukraine) unfold.

### 3. INTEREST RATE OUTLOOK

- 3.1. The Council has appointed Link Group as its treasury advisors and part of their service is to assist the Council to formulate a view on interest rates. The PWLB rate forecasts below are based on the Certainty Rate (the standard rate minus 20bps) which has been accessible to most authorities since 1 November 2012.
- 3.2. The forecast below sets out a view that both short and long-dated interest rates will reduce over the next 2 years.

Interest Rate Forecasts								
Bank Rate	Dec-24	Mar-25	Jun-25	Sep-25	Dec-25	Mar-26	Jun-26	Sep-26
Link	4.50%	4.00%	3.50%	3.25%	3.25%	3.25%	3.25%	3.00%
Cap Econ	4.75%	4.50%	4.25%	3.75%	3.25%	3.00%	3.00%	3.00%
<b>5Y PWLB RATE</b>								
Link	4.50%	4.30%	4.10%	4.00%	3.90%	3.90%	3.90%	3.90%
Cap Econ	4.70%	4.60%	4.40%	4.30%	4.10%	4.10%	4.00%	4.00%
<b>10Y PWLB RATE</b>								
Link	4.60%	4.40%	4.30%	4.10%	4.10%	4.10%	4.00%	4.00%
Cap Econ	4.80%	4.70%	4.60%	4.50%	4.30%	4.30%	4.20%	4.10%
<b>25Y PWLB RATE</b>								
Link	5.00%	4.80%	4.70%	4.50%	4.50%	4.40%	4.40%	4.40%
Cap Econ	5.10%	4.90%	4.80%	4.70%	4.50%	4.50%	4.40%	4.30%
<b>50Y PWLB RATE</b>								
Link	4.80%	4.60%	4.50%	4.30%	4.30%	4.20%	4.20%	4.20%
Cap Econ	5.10%	5.00%	4.80%	4.70%	4.60%	4.50%	4.40%	4.40%

### 4. TREASURY MANAGEMENT ACTIVITY

- 4.1. Where the Council has surplus funds, these funds are invested to achieve maximum return whilst keeping in mind the core principles of Security, Liquidity and Yield.
- 4.2. In reviewing and monitoring the impact of the Council's treasury management activities, rather than looking at the interest received on investments and the interest paid on borrowings in isolation it is important that the Net Cost of Borrowing against the Budget that has been set is monitored.
- 4.3. With the Bank of England continuing to keep rates at an elevated level the Council has continued to see a benefit in the net cost of borrowing. The quarter two projection is for a £0.593m General Fund saving and a £0.111m benefit in the Housing Revenue Account. This benefit cannot be relied upon in future years as the expectation remains that at some point interest rates will begin to fall. Officers will continue to closely monitor interest rate expectations and as the year develops projections will be reviewed.

- 4.4. Given the spread of interest rates for investments against those for borrowing, there are times when borrowing is deferred, and investments minimised, because of surplus cash held, which is used to meet day to day expenditure. Therefore, an underachievement in interest receivable against budget, whilst seeming to be adverse, may, because it also produces a reduction in interest payable on borrowing, leading to a more favourable outcome for the Council.
- 4.5. The Council has a strategy of matching Investment maturity profiles with loan maturity profiles in order that there are sufficient funds available to repay the borrowing where it is in the best interests of the Council.
- 4.6. The table below shows a summary of the treasury management activity over the six-month period from 1 April to 30 September 2024.

Type	Principal Amount £000	Interest Rate
<b>Investments 1 April</b>	79,050	4.85%
Matured in period	(45,500)	
Arranged in period	44,600	
<b>Balance 30 September 2024</b>	78,150	4.89%
<b>Debt 1 April 2024</b>	90,300	2.36%
Matured in period	(7,000)	
Arranged in period	-	
<b>Balance 30 September 2024</b>	83,300	1.95%

- 4.7. Between October 2024 and March 2025, there will be £56.5m of current investments maturing. Maturing investments will either be re-invested or utilised for liquidity in the cash flow as the capital programme is worked through.
- 4.8. Please see Appendix A and Appendix B for further details on investments and Appendix C as a summary of the approved counterparties for which the organisation will treasury management activity.
- 4.9. During 2023/24, the Council was advised that the future of the Lothbury Property Fund was uncertain given the level of redemptions that had been submitted. Following an unsuccessful attempt to merge with UBS Triton, the Lothbury Property Fund terminated on 30 May 2024.
- 4.10. The original principal amount invested in the Lothbury Fund was £2.000m, with a £0.400m loss recognised in the 2023/2024 final accounts. Of the remaining £1.600m, £0.944m has been repaid. Lothbury Property Fund have indicated that they are working towards selling remaining assets in the portfolio by early 2025.



## 5. DEBT MANAGEMENT ACTIVITY

- 5.1. The Council is currently undertaking two major capital schemes, Biart Place and Rounds Gardens, for which it has borrowed extensively at the start of the projects (£66m). The Council has not needed to borrow further since, instead utilising its cash balance to borrow internally.
- 5.2. The authority is currently in an ‘under borrowed’ situation with gross debt less than the amount of capital being financed. Some borrowing is still being held while awaiting capital expenditure to be undertaken. It is unlikely that further actual borrowing will be required this year.
- 5.3. The table below shows the Capital Financing Requirement (CFR), which is the underlying external need to incur borrowing for a capital purpose.

Type	March 2023 £000	March 2024 £000	Forecast March 2025 £000
Gross Debt	83,300	83,300	83,300
CFR	90,443	93,767	105,761
<b>Over (Under borrow)</b>	<b>(7,143)</b>	<b>(10,467)</b>	<b>(22,461)</b>

- 5.4. For future borrowing, the Council will look to match financing with asset life where appropriate and has the option to utilise the Public Works Loan Board (PWLb), other local authorities, financial institutions or ‘internal borrowing’, that is cash supporting the Council’s reserves, balances and cash flow as a temporary measures,
- 5.5. In addition to borrowing from external sources the Council has the option of ‘intrafund’ borrowing – that is, loans between the General Fund and Housing Revenue Account (HRA). In consultation with its treasury management advisors the Council will continue to look at this facility over the term of the General Fund Medium Term Financial Plan and the HRA Business Plan to ensure opportunities are maximised.

## 6. RESERVES

- 6.1 The Council holds earmarked reserves for a variety of purposes and in the period leading up to the use of the fund’s officers will use the balances in the day-to-day treasury management functions. This will allow for the generation of investment returns but also will help to prevent the use of short-term borrowing which will attract a cost at a time where interest rates are significantly higher than previous years. At the 31 March the council had £74.251m in usable reserves available for use for Treasury Management purposes.

## 7. TREASURY MANAGEMENT INDICATORS

- 7.1. The Council measures its exposure to treasury management risks using the following indicators.
- 7.2. **Security: Average credit rating**
- 7.3. To measure the security of its portfolio, the Council compares the historic risk of default of its investments against a maximum target rate.
- 7.4. As an example, based on historic data, a AAA (least risk) rated investment has 0.04% chance of default within one year and a 0.17% chance of default within three years. A BBB+ (most risk) rated investment has a 0.13% chance of default within one year and a 0.63% chance of default within three years. Local Authorities are viewed as being government backed and therefore have zero risk of default.
- 7.5. There have been no default events associated with any counterparties the Council has utilised within its investment portfolio since 2009. All funds and accrued interest held at that time were subsequently reclaimed via the administration process.
- 7.6. Using the criteria above, the Council's overall portfolio at 30 September 2024 had a 0.009% risk of default, i.e., a very small, but not nil, probability. The principal reason for this very low risk of default is the move away from banks to UK local Authorities during the last 12 months.

	Limit	Actual	Met?
Historic Risk of Default	0.25% (max)	0.009%	Yes

- 7.7. **Maturity structure of borrowing**
- 7.8. The 'Maturity Structure of Borrowing' indicator is set to control the Council's exposure to refinancing risk – that all borrowing falls due for repayment at the same time. The repayment structure of fixed rate borrowing (loans of 12 months or longer) was:

	Upper Limit	Lower Limit	Actual	Met?
Under 12 months	25%	0%	1%	✓
12 months and within 24 months	25%	0%	0%	✓
24 months and within 5 years	50%	0%	0.8%	✓
Five years and within 10 years	50%	0%	0%	✓
10 years to 20 years	75%	0%	0.6%	✓
20 years to 30 years	75%	0%	0.6%	✓
30 years to 40 years	100%	0%	12.0%	✓
40 years and above	100%	0%	84.8%	✓

### 7.9. Principal sums invested for periods longer than 364 days

7.10. The purpose of this indicator is to control the Council's exposure to the risk of incurring losses by seeking early repayment of its investments. It is used in conjunction with the liquidity indicator to ensure sufficient cash resources are available without penalty during the short to medium term. The total principal sums invested to final maturities beyond the year end were:

	2024/25 £m	2025/26 £m	2026/27 £m
Limit on principal invested for more than 365 days	35.0	35.0	35.0
Actual principal invested beyond year end	10.0	10.0	0
Within limit?	✓	✓	✓

7.11. The council has no investments maturing after 31<sup>st</sup> March 2027

### 7.12. Authorised Limit

A further prudential indicator controls the overall level of borrowing is the 'Authorised Limit' which represents the limit beyond which borrowing is prohibited and needs to be set and revised by Members. It reflects the level of borrowing which, while not desired, could be afforded in the short term, but is not sustainable in the longer term. It is the expected maximum borrowing need with some headroom for unexpected movements. This is the statutory limit determined under section 3 (1) of the Local Government Act 2003.

	2024/25 Original Estimate (£M)	2024/25 Current Position (£M)	2024/25 Current Forecast (£M)
Authorised Limit for External Debt	190	190	190

## **7. CONCLUSION**

- 7.1. During the first half of 2024/25, the Council's treasury management activities have been managed to prioritise capital security and liquidity while achieving consistent returns. With the potential interest rate changes and the evolving economic environment, officers will continue to closely monitor any developments.

**Name of Meeting:** Cabinet

**Date of Meeting:** 2 December 2024

**Subject Matter:** Treasury Management Report 2024/25 – Progress Report

**Originating Department:** Finance and Performance

**DO ANY BACKGROUND PAPERS APPLY**  YES  NO

**LIST OF BACKGROUND PAPERS**

Doc No	Title of Document and Hyperlink

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

**APPENDIX A**

<b>Investments</b>	<b>Principal £000s</b>	<b>Average % Rate</b>
Matured April to Sept 2024	45,500	5.417%
Maturing 2024/25	56,500	4.985%
Maturing 2025/26	6,500	4.470%
Maturing 2026/27	5,000	4.830%
<b>Total Investments Sept 2024</b>	<b>78,152</b>	

*\*Excludes FV movement of DIF and Property Funds*

**APPENDIX B**

<b>Loans</b>	<b>Principal £000s</b>	<b>Average % Rate</b>
Matured April to Sept 2024	-	-
Maturing 2024/25	-	-
Maturing 2025/26 and later	83,300	1.9463%
<b>Grand Total</b>	<b>83,300</b>	<b>1.9463%</b>
<b>Total Loans Sept 2024</b>	<b>83,300</b>	

**Approved countries for investments as of 30 September 2024*****Based on lowest available rating***

AAA	AA+	AA	AA-
Australia	Canada	Abu Dhabi (UAE)	Belgium
Denmark	Finland	<b><i>Qatar</i></b>	France
<b><i>Germany</i></b>	USA		<b><i>UK</i></b>
Netherlands			
Norway			
Singapore			
Sweden			
Switzerland			

NB. Those countries highlighted in ***bold italics*** are those which we currently hold investments.



**AGENDA MANAGEMENT SHEET**

**Report Title:** Housing/Landlord Service Complaints  
Performance and Service Improvement Report  
2023/24

**Name of Committee:** Cabinet

**Date of Meeting:** 2 December 2024

**Report Director:** Chief Officer - Communities and Homes

**Portfolio:** Communities and Homes, Regulation and Safety

**Ward Relevance:** All Wards

**Prior Consultation:** Political Group Representatives, Portfolio Holder  
Communities and Homes, Regulation and Safety,  
Report Consultation Officers Group.

**Contact Officer:** Mary Jane Gunn  
Communities and Projects Manager  
maryjane.gunn@rugby.gov.uk

**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 but

**Summary:** This report sets out for the consideration and  
response of Cabinet the performance and service  
improvement measures of the housing/landlord

service in respect of complaints received in 2023/24. The full Complaints Performance and Service Improvement Report 2023/24 is provided as Appendix 1.

**Financial Implications:**

There are no financial implications of this report.

**Risk Management/Health and Safety Implications:**

This report and the actions and measures described mitigate the risk of non-compliance with the Complaint Handling Code of the Housing Ombudsman Service which has since 1 April 2024 been a statutory code.

**Environmental Implications:**

None have been identified.

**Legal Implications:**

The Social Housing (Regulation) Act 2023 sets out the new regulatory regime for social housing. The purpose of the Act is to “reform the regulatory regime to drive significant change in landlord behaviour”. The Act lays the foundations for changes to how social housing is managed. It includes increased regulation of social landlords and new rules for protecting tenants from serious hazards in their homes.

In addition, the Social Housing (Regulation) Act 2023 introduced new provisions to strengthen the respective roles and improve the relationship between the Regulator of Social Housing and the Housing Ombudsman Service. The aim is to ensure a more joined up approach to regulation and the handling of complaints for the benefit of tenants and to strengthen powers that enable the Regulator of Social Housing and the Housing Ombudsman to exchange information.

Commencing 1 April 2024, the Complaint Handling Code of the Housing Ombudsman Service is a statutory code. The Code states: *“The annual Complaints Performance and service improvement report must be reported to the landlord’s governing body (or equivalent) and published on the section of its website relating to complaints. The governing body’s response to the report must be published alongside this”*

**Equality and Diversity:**

An Equality Impact Assessment has been carried out and is attached as Appendix 2 to this report.

**Options:**

This report is for consideration by Cabinet and to provide Members with the opportunity to respond to the Complaints Performance and Service Improvement Report 2023/24 as required by the Complaint Handling Code of the Housing Ombudsman Service.

**Recommendation:**

1. Cabinet is invited to endorse the action plan noted in section 5.6 of Appendix 1 and to propose any additional actions they feel are appropriate and, in keeping with the aim to continuously improve accountability for service delivery and performance;
2. The Portfolio Holder for Communities and Homes be appointed as Member Responsible for Complaints, as per the requirements set out at Appendix 3;
3. a cross-party Member Working Group be appointed by the Chief Officer Communities and Homes, in consultation with the Portfolio Holder for Communities and Homes, to consider the proposals to be submitted to Cabinet in June 2025, in respect of the 2024/25 Complaints Performance and Service Improvement Report.

**Reasons for Recommendation:**

This is an opportunity to ensure that Members have oversight of complaints within the housing/landlord service and the measures that Rugby Borough Council is taking to improve complaint handling in the housing/landlord service.

### Cabinet - 2 December 2024

#### Complaints Performance and Service Improvement Report 2023/24

##### Public Report of the Chief Officer - Communities and Homes

###### Recommendation

- (1) Cabinet is invited to endorse the action plan noted in section 5.6 of Appendix 1 and to propose any additional actions they feel are appropriate and, in keeping with the aim to continuously improve accountability for service delivery and performance;
- (2) the Portfolio Holder for Communities and Homes be appointed as Member Responsible for Complaints, as per the requirements set out at Appendix 3;
- (3) a cross-party Member Working Group be appointed by the Chief Officer Communities and Homes, in consultation with the Portfolio Holder for Communities and Homes, to consider the proposals to be submitted to Cabinet in June 2025, in respect of the 2024/25 Complaints Performance and Service Improvement Report.

#### 1. Executive Summary

- 1.1 The report provides Members with the opportunity to respond to the Complaints Performance and Service Improvement Report 2023/24 in line with the requirements of the Complaint Handling Code of the Housing Ombudsman Service.
- 1.2 The full report is attached at Appendix 1 and satisfies the requirements of the Complaints Handling Code which requires the identification and sharing of intelligence and learning from complaints. The analysis in the report is of complaints made in respect of our housing/landlord service and relating to:
  - Tenancy management
  - Management of neighbourhoods and communities
  - Responsive repairs and asset management including compliance works to keep our homes safe, planned works and environmental improvements
  - Allocation of Rugby Borough Council homes
  - Tenant involvement, empowerment and communications with our tenants

- 1.3 The report sets out analysis of complaints performance in 2023/24 including:
- Complaint volumes
  - Complaint types
  - Compliance with the complaint handling timescales required by the Complaint Handling Code of the Housing Ombudsman Service
  - Learning outcomes
  - Actions being undertaken to address learning outcomes
- 1.4 The Complaints Performance and Service Improvement Report will be reported to the governing body annually, in line with the requirements of the Complaint Handling Code of the Housing Ombudsman Service.

## **2. Background**

- 2.1 The Complaints Performance and Service Improvement Report 2023/24 has been produced to ensure we learn from the complaints we receive and to evidence Rugby Borough Council's compliance with the Complaint Handling Code of the Housing Ombudsman Service which has from 1 April 2024 been a statutory code.
- 2.2 The report sets out complaint volumes and types within the housing/landlord service and compliance with the 10-day timescale for responding to complaints at stage one as set out in the Complaint Handling Code of the Housing Ombudsman Service.
- 2.3 The report sets out learning from complaints and measures that we take to improve services and complaint handling.

## **3 Performance in 2023/24**

- 3.1 In 2023/24 we received 130 complaints about the housing/landlord service. Of these complaints 34% were responded to within the 10-day response time required by the Complaint Handling Code of the Housing Ombudsman Service.
- 3.2 Of those complaints 9 progressed to Stage two. 77% of stage two complaints were responded to within the 20-day response time required by the Complaint Handling Code of the Housing Ombudsman Service.
- 3.3 One complaint went forward in 2023/24 to be scrutinised by the Housing Ombudsman Service and the outcome was not known at the time of the Complaint Performance and Service Improvement Report 2023/24 being produced.
- 3.4 Overall performance in respect of response times for 2023/24 was unacceptable. However, it should be noted that the corporate requirement for response times was still 15 days, whilst the Housing Ombudsman required a turnaround in 10 days.

3.5 The corporate response time for all complaints is now 10 days and the case management system is being updated to reflect this, and in doing so will reduce the potential for conflicting deadlines in terms of response times.

#### **4 Progress in 2024/25**

4.1 The purpose of this report is to reflect on 2023/24 however in 2024/25 we see an improvement in compliance which we expect to be sustained and further improved throughout the remainder of 2024/25. This is a result of implementing improvements identified through the Complaints Performance and Service Improvement Report 2023/24.

4.2 Where the Council identified actions to be taken, they have been implemented.

- Review of the Council's suite of standard letters – Achieved in May 2024
- Training for investigators and responders – Achieved in June 2024
- Quarterly Lessons Learnt Clinic monitoring compliance – Achieved April 2024
- Recognising, recording and responding to additional needs – Ongoing, primarily through our tenancy health checks

4.3 In due course, the Council's Complaints Performance and Service Improvement Report 2024/25 will be reported to the governing body for its response.

#### **5. Conclusion**

5.1 The Complaints Performance and Service Improvement Report 2023/24 enables the Council to learn from its complaints to improve services and assists compliance with the Complaint Handling Code of the Housing Ombudsman Service.

**Name of Meeting:** Cabinet

**Date of Meeting:** 2 December 2024

**Subject Matter:** Complaints Performance (Housing/Landlord Service)

**Originating Department:** Communities and Homes

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

**LIST OF BACKGROUND PAPERS**

<b>Doc No</b>	<b>Title of Document and Hyperlink</b>
App 1	Complaints Performance and Service Improvement Report 2023/24
App 2	Equality Impact Assessment

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.

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Exempt information is contained in the following documents:

<b>Doc No</b>	<b>Relevant Paragraph of Schedule 12A</b>



## Rugby Borough Council Housing Service Annual Complaints Performance and Service Improvement Report 2023/2024

<b>Report from</b>	Communities and Projects Manager
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<b>1.</b>	<b>Introduction</b>
<p>Rugby Borough Council is committed to learning from the complaints it receives and to assist this has produced this report for 2023/24.</p> <p>In 2024/25 we will produce quarterly complaints reports which we will use to:</p> <ul style="list-style-type: none"> <li>• Identify trends in complaints coming forward.</li> <li>• Scrutinise our complaint handling to embed an ethos of continuous improvement.</li> <li>• Inform our tenants about the type of complaints we receive and how we learn from these complaints to improve our service to them.</li> </ul> <p>Our quarterly complaints reports will inform our quarterly Lessons Learnt Clinics at which we will review complaints, understand trends if appropriate, and identify and monitor actions required. This approach is being cascaded throughout Rugby Borough Council.</p>	
<b>2.</b>	<b>Summary</b>
<p>This report sets out the results of an analysis of complaints performance in 2023/24 including learning outcomes and actions being taken to address. This satisfies the requirements of the Complaints Handling Code of the Housing Ombudsman Service which requires the identification and sharing of intelligence and learning from complaints. The analysis in this report is of complaints made in respect of our landlord service:</p> <ul style="list-style-type: none"> <li>• Tenancy Management</li> <li>• Management of neighbourhoods and communities</li> <li>• Responsive repairs and asset management including planned works and environmental improvements</li> <li>• Allocation of Rugby Borough Council homes</li> <li>• Tenant involvement, empowerment, and communications with our tenants</li> </ul>	
<b>3.</b>	<b>How we will use this report</b>
<p>This report will enable regular updates on the volume and categories of complaints, alongside complaint handling performance including compliance with the Complaint Handling Code of the Housing Ombudsman Service.</p>	





This report will enable themes or trends to be assessed by relevant managers to identify potential systemic issues, serious risks or policies and procedures that require revision. It will also be used to inform staff and contractor training.

This report will inform our quarterly Lessons Learnt Clinic and enable closer monitoring of compliance with the Complaint Handling Code of the Housing Ombudsman Service.

#### **4. Relevant issues and implications**

##### **4.1 Risk Assessment**

This report contributes to avoiding a finding of maladministration or the potential for the issue of a Complaints Failure Notice by the Housing Ombudsman Service, which could trigger a regulatory enquiry.

##### **4.2 Policy implications**

This report meets the requirements of the Rugby Borough Council Customer Feedback Policy which requires the reporting of learning on complaints.

##### **4.3 Reference to the RSH regulatory framework/legislation and the requirements of the Housing Ombudsman Service.**

This report assists compliance with the relevant consumer standard of the Regulator of Social Housing, which was during 2023/24, the Tenant Involvement and Empowerment Standard which required that providers:

- Offer a range of ways for tenants to express a complaint and set out clear service standards for responding to complaints, including complaints about performance against the standards, and details of what to do if they are unhappy with the outcome of a complaint.
- Providers shall inform tenants how they use complaints to improve their services. Registered Providers shall publish information about complaints each year, including their number and nature, and the outcome of the complaints. Providers shall accept complaints made by advocates authorised to act on a tenant's/tenants' behalf.

From 1 April 2024 the new consumer standard, The Transparency, Influence and Accountability Standard comes into effect which requires:

- Registered Providers must ensure their approach to handling complaints is simple and accessible.
- Registered Providers must publicise their complaints process and what tenants can do if they are dissatisfied with the outcome of a complaint or how a complaint was handled.
- Registered Providers must provide tenants with information about the type of complaints received and how they have learnt from complaints to continuously improve services.



The production of this report and quarterly reports in 2024/25 will assist compliance with the Transparency, Influence and Accountability Standard.

The Tenant Satisfaction Measures Standard requires us to report on satisfaction with complaints handling (see 5.3) complaint volumes and complaints responded to with the Complaints Handling Code timescales. This report will facilitate those reports.

### **The Housing Ombudsman Complaints Handling Code**

The Complaints Handling Code of the Housing Ombudsman Service came into effect from January 2021. The code required member organisations to comply with the code, and the Housing Ombudsman had new powers to serve a complaints failure notice where there was non-compliance.

From 1 April 2024 the Complaints Handling Code has become statutory, this means that landlords are obliged by law to follow its requirements. In addition to submitting a Complaints Annual Report for 2023/24 we will also submit, as required, a self-assessment of our compliance with the Complaints Handling Code.

For 2023/24 we will assess our compliance against the Complaints Handling Code 2022, in future years we will assess our compliance against the Complaints Handling Code that takes effect from 1 April 2024.

For information, please find attached a quick reference to the changes.

<https://www.housing-ombudsman.org.uk/wp-content/uploads/2024/02/Code-Changes-FINAL.pdf>

## **5 Complaint Report 2023/24**

### **5.1 Complaint Volumes 2023/24**

<b>Number of complaints</b>	<b>Q1</b>	<b>Q2</b>	<b>Q3</b>	<b>Q4</b>
<b>Stage 1</b>	30 (30%)	34 (53%)	34 (29%)	32 (28%)
<b>Stage 2*</b>	2 (50%)	1 (100%)	2 (100%)	4 (75%)
<b>Ombudsman Referral</b>			1	

% of complaints responded to within the timescales required by the Complaint Handling Code (10 working days) is indicated in ( )

In the year 2023/24 35% of Stage 1 complaints were responded to within the 10-working day timescale set out in the Complaint Handling Code of the Housing Ombudsman Service.

58% of our complaints were handled within the 15-day response set out in the Rugby Borough Council Customer Feedback Policy.



In 2024/25 we will be changing the response time set out in our Customer Feedback Policy and adopting a 10-day response time in line with the Complaint Handling Code of the Housing Ombudsman service. In practice, all investigators and responders for landlord complaints are working towards a 10-day response time and this is evidenced through our suite of standard letters.

\*Stage 2 complaints are recorded in the Q where the Stage 2 process commenced.

Number of complaints at Stage 1 per 1000 tenants in 2023/24 is 37

## 5.2 Reasons for Complaint

Complaint Type (Stage 1)	Q1	Q2	Q3	Q4
Responsive repairs	8	13	5	6
Damp & Mould	1	3	7	3
Customer service, service failure	1			2
Customer service, attitude of staff	1		1	3
Cleaning & gardening	2	5	4	1
Planned works/Asset inc Gas & Elec	3	5	3	5
Anti-Social Behaviour handling.	5	2	2	
Communication	1	2	2	2
Rent Account	4	3	2	3
Application for housing	1	1	7	5
Garages	2		1	1
Misc/Drainage/Estate Mgt	1			1

Complaint Type (Stage 2)	Q1	Q2	Q3	Q4
Responsive repairs	1	1		2
Damp & Mould			1	1
Customer service, attitude of staff				1
Misc (Estate Mgt)	1			
Application for housing			1	

## 5.3 Satisfaction with the complaint process

In October 2023 as part of the Tenant Satisfaction Measures Standard (of the Regulator of Social Housing) Rugby Borough Council commenced its Tenants Survey. This was a census survey of 3343 tenants that was conducted by post. Our response rate was 34.1%.

The survey identified 41.5% of our tenants were satisfied with the way that Rugby Borough Council handles complaints, and we intend to deliver a number of actions in 2024/25 to increase satisfaction with our complaint handling including:



	<ul style="list-style-type: none"> <li>• The provision of information about our complaints policy and process in our Tenants' Newsletter Summer 2024 (and all future newsletters)</li> <li>• Focus group and telephone surveys of tenants who have complained during 2023/24 to take place so that we increase our understanding of how tenants receive our complaints handling service and identify ways we can improve.</li> <li>• Review our suite of standard letters.</li> <li>• Training for investigating and responding officers in June 2024 to improve the quality of our complaint handling, in particular compliance with the response times required by the Complaint Handling Code, consistent use of standard letters in responding to complaints and the quality of our responses.</li> <li>• Establishment in 2023/24 of our Lessons Learnt Clinic which meets quarterly to scrutinise complaints and serious incidents.</li> </ul>
<b>5.4</b>	<p><b>Compensation</b></p> <p>During 2023/24 there were 9 settled compensation claims amounting to the sum of £26,659.</p> <p><i>Not all compensation settlements were associated with complaints.</i></p>
<b>5.5</b>	<p><b>Learning from complaints</b></p> <p>The Complaint Handling Code requires landlords to demonstrate learning and continuous improvement from complaints, ensuring intelligence from complaints drives change and enables the resident's voice to be heard.</p> <p>The code sets out:</p> <p><i>For boards or equivalent governance, the Code supports culture setting and intelligence for assurance exercises, using complaint data alongside other management information on stock, services, and customer feedback to provide insight into their organisation. It is important for governance to understand the complaints their organisations are receiving and the impact of their complaint handling on residents.</i></p> <p><i>For chief executives and senior managers, the Code supports learning from complaints and promotes the open and transparent use of information to assess performance and risks.</i></p> <p>The code requires reporting to residents, staff, leadership team and elected members to ensure that a culture of learning from complaints is truly embedded. An explicit requirement of the self-assessment is to demonstrate how we share learning with our elected members and tenants.</p>
<b>5.6</b>	<p><b>2023/24 Learning</b></p>



Learning	Action Required
<p>Inconsistent use of our standard letters for responses.</p>	<p>Training for those responding to complaints is being organised for June 2024 and will be mandatory.</p> <p>We will review our suite of standard letters May 2024.</p>
<p>Poor compliance with the timescales of the Housing Ombudsman Service Complaint Handling Code.</p>	<p>As above.</p> <p>In 2024/25 quarterly complaints reports and monitoring by the Lessons Learnt Clinic will monitor compliance more effectively and in a timely way.</p> <p>In 2024/25 Rugby Borough Council will update its Customer Feedback Policy and the Council will adopt a 10-working day timescale in line with the requirements of the Housing Ombudsman, this will be clearer for responders. The Policy currently states a response must be provided in 15 days.</p> <p>It has been made clear to landlord service complaint investigators and responders through training that our response time is 10 working days, and we are robustly monitoring compliance with that timescale.</p>
<p>A number of the complainants referenced having a disability or additional needs.</p>	<p>We will recognise, respond to, and record additional needs or disabilities and ensure our responses and actions arising contain any appropriate reasonable adjustments.</p>
<p>Some poor-quality responses, not summarising the complaint effectively and not addressing the issues (although this may in some instances have been done informally, on the phone)</p>	<p>Training for those investigating responding to complaints has been delivered in June 2024 and was mandatory for all investigators and responders.</p>
<p>Poor record keeping and use of the Complaints System</p>	<p>The training in June 2024 will focus on the Complaint Handling Code of the Housing Ombudsman, timescales, use</p>



		of standard letters and quality responses.  Our Complaints System is being updated and the updated version will provide a better experience for the user.
	Not sufficient evidence recorded of relevant teams being deployed, i.e. env health for noise nuisance.	Training will be provided on tackling ASB and the value of a whole council response.
	Poor communication was a theme through many complaints, especially in relation to responsive repairs, tenants' complaints were exacerbated by difficulties in reaching staff to report to/talk to.	We have increased our team of schedulers (in the Repairs Team) and had a significant upgrade to our scheduling system. We will monitor this in 2024/25 and expect to see improvements.

## Appendix 2

# 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.
10. For advice and support, contact:

Corporate Equality & Diversity Team

## Equality Impact Assessment

<b>Service Area</b>	<b>Communities &amp; Homes</b>
<b>Policy/Service being assessed</b>	<p>This Eqia relates to the requirement of the Housing Ombudsman Service (HOS) that an annual Complaints Performance and Service Improvement Report is considered by the governing body of Rugby Borough Council and that the report and the response of the governing body is published.</p> <p>This Eqia relates to the Complaints Performance and Service Improvement Report 2023/24.</p>
<b>Is this a new or existing policy/service?</b>  <b>If existing policy/service, please state date of last assessment</b>	New
<b>EqIA Review team – List of members</b>	Mary Jane Gunn  Craig Oakley
<b>Date of this assessment</b>	31 October 2024
<b>Responsible Officer</b>	Mary Jane Gunn

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



### Details of Strategy/ Service/ Policy to be analysed

<b><u>Stage 1 – Scoping and Defining</u></b>	
(1) Describe the main aims, objectives, and purpose of the Strategy/Service/Policy (or decision)?	<p>The Complaint Handling Code of the Housing Ombudsman Service sets out: The annual Complaints Performance and Service Improvement report must be reported to the landlord's governing body (or equivalent) and published on the on the section of its website relating to complaints. The governing body's response to the report must be published alongside this.</p> <p>The Complaint Handling Code of the Housing Ombudsman Service was introduced in 2022 and on 1 April 2024 became a statutory Code.</p> <p>The Complaints Performance and Service Improvement Report considers complaints about the housing/landlord service which includes:</p> <ul style="list-style-type: none"><li>• Tenancy matters.</li><li>• Neighbourhood and Community matters including anti-social behaviour.</li><li>• Repairs and planned works.</li><li>• Tenant involvement, engagement and communications.</li></ul>
(2) How does it fit with Rugby Borough Council's Corporate priorities and your service area priorities?	<p>This report demonstrates Rugby Borough Council is a responsible, effective, and efficient organisation.</p>
(3) What are the expected outcomes you are hoping to achieve?	<p>Compliance with the requirements of the Housing Ombudsman Service and the Regulator of Social Housing.</p> <p>Improved offers to our tenants and equitable outcomes for our tenants.</p>

<p>(4) Does or will the policy or decision affect:</p> <ul style="list-style-type: none"> <li>• Customers</li> <li>• Employees</li> <li>• Wider community or groups</li> </ul>	<p>This report will affect:</p> <p>RBC Tenants RBC Employees</p>
<p><b><u>Stage 2 - Information Gathering</u></b></p>	<p>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, eg service uptake/usage, customer satisfaction surveys, staffing data, performance data, research information (national, regional, and local data sources).</p>
<p>(1) What does the information tell you about those groups identified?</p>	<p>The population affected are RBC tenants and we have good quality data available on this population available through our CX system.</p>
<p>(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?</p>	<p>Yes. We undertake an annual tenants survey, in line with the requirements of the Regulator of Social Housing. In the survey we ask:</p> <p>Have you made a complaint to Rugby Borough Council in the last 12 months?</p> <p>If yes, how satisfied, or dissatisfied are you with RBC's approach to complaints handling?</p> <p>In 2023/24 41.5% of tenants who reported they had made a complaint in 2023/24 were satisfied with RBC's approach to complaint handling.</p> <p>Our 2024/25 tenants survey is currently taking place, and the results will be available in Spring 2025.</p> <p>In addition, in 2024/25 we have undertaken more detailed surveys with tenants whose complaints have been resolved, the information derived from these surveys will be contained within the Complaints Performance and Service Improvement Report 2024/25.</p>

(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.	N/A		
<b><u>Stage 3 – Analysis of impact</u></b>			
<p><b><u>(1) Protected Characteristics</u></b>          From your data and consultations is there any positive, adverse, or negative impact identified for any particular group, which could amount to discrimination?</p> <p>If yes, identify the groups and how they are affected.</p>	<p><b>RACE</b> No adverse impact</p>	<p><b>DISABILITY</b> No adverse Impact</p>	<p><b>GENDER</b> No adverse impact</p>
	<p><b>MARRIAGE/CIVIL PARTNERSHIP</b> No adverse impact</p>	<p><b>AGE</b> No adverse impact</p>	<p><b>GENDER REASSIGNMENT</b> No adverse impact</p>
	<p><b>RELIGION/BELIEF</b> No adverse impact</p>	<p><b>PREGNANCY MATERNITY</b> No adverse impact</p>	<p><b>SEXUAL ORIENTATION</b> No adverse impact</p>

<p><u>(2) Cross cutting themes</u></p> <p>(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>The provision of good quality social housing has a significant positive impact on social inequalities.</p> <p>The Social Housing (Regulation) Act 2023 sets out the new regulatory regime for social housing. The purpose of the Act is to “reform the regulatory regime to drive significant change in landlord behaviour.” The Act lays the foundations for changes to how social housing is managed. It includes increased regulation of social landlords and new rules for protecting tenants from serious hazards in their homes.</p> <p>The vision of the Housing Ombudsman Service is to improve residents’ lives and landlord service through housing complaints.</p> <p>At RBC we are committed to learning from complaints and using them to drive service improvement.</p>
<p>(3) If there is an adverse impact, can this be justified?</p>	<p>No adverse impacts have been identified.</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>Our positive and proactive response to the changes in the requirements of the Housing Ombudsman Service and the regulatory framework for social housing demonstrates our commitment to tackling social inequalities by providing high quality social housing for all our tenants.</p>
<p>(6) How does the strategy/service/policy promote good relations between groups? If not, what can be done?</p>	<p>N/A</p>

(7) Are there any obvious barriers to accessing the service? If yes, how can they be overcome?

N/A

**Stage 4 – Action Planning, Review & Monitoring**

If No Further Action is required, then go to – Review & Monitoring

No further action is required.

(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.

**EqlA Action Plan**

Action	Lead Officer	Date for completion	Resource requirements	Comments

(2) Review and Monitoring  
State how and when you will monitor policy and Action Plan

This EqlA will be reviewed in October 2025

Please annotate your policy with the following statement:

**An Equality Impact Assessment on this service area was undertaken on 31 October 2024 and will be reviewed in October 2025.**

Rugby Borough Council  
Complaints Performance and Service Improvement Report 2023/24

Appendix 3  
Appointment of Member Responsible for Complaints.

The Housing Ombudsman Service sets out the following requirements for the Member Responsible for Complaints (MRC)

### **Purpose**

The statutory Complaint Handling Code requires landlords to have a Member Responsible for Complaints on their governing body.

The role is to champion a positive complaint handling culture.

To provide assurance to the governing body on the efficacy of its complaints system, including challenging the data and information provided to the Board.

To seek assurances from the complaints team and where appropriate the operational teams that complaints are being managed, change is happening and that residents are being heard through the process.

To ensure complaint handling promotes service improvement for residents and learning and business improvement for the organisation.

### **Responsibilities – Governing Body Assurance**

1. To promote a culture of openness and transparency where complaints made by residents are seen as form of insight into the how the organisation is managed. To provide assurance that systems are in place to capture learning from complaints and that governing bodies are engaged with this. To ensure senior level ownership of learning and accountability stemming from complaints.

2. To provide assurance to the governing body, through engagement with operational teams, that complaints are valued as an opportunity to learn, to give an early warning of ineffective processes, policies, or behaviours, to identify areas for improvement and to improve awareness and accessibility; and how this is happening across the organisation.

3. To engage with the chair of the audit and risk committee, or equivalent, to discuss any risks emerging from complaints and any recommendations for improvement in service areas which may be relevant to internal audit's activities.

4. To engage in, oversee, and ratify the annual self-assessment against the Complaint Handling Code, providing assurance that an accurate self-assessment is produced and published each year. This may include engaging residents in the self-assessment exercise.

5. To alert the governing body of any concerns they have about the handling of complaints, the substantive issues giving rise to complaints, or the outcome of an individual complaint.

6. To ensure the whole governing body understands its responsibilities to deliver a positive complaint handling culture and that complaints are given the status they deserve within the senior leadership's work.

### **Responsibilities – Complaint Handling Code**

7. To review the communication of the landlord through its complaints to ensure it is empathetic, effective, and appropriate.

8. To gain assurance of the organisation's timely compliance with Housing Ombudsman evidence requirements and orders promoting an organisation wide culture that demonstrates the learning and the changes to services that are provided for residents.

9. To promote a culture where every employee supports effective complaint handling, where complaint handlers have the authority and respect within the organisation to help put things right when they go wrong. This should also extend to where landlords use contractors and other service providers. To have a visible presence that is organisation wide and has access to individual staff members to be able to 'test' that proactive complaint handling is embedded across all staff.

10. To gain assurance following the self-assessment, that the complaints team has the resources available to fulfil its obligations.

11. To receive regular updates on the volume, categories, and outcome of complaints, alongside complaint handling performance and take an inquisitorial approach when reviewing this information. The aim is to ensure that information presented to the governing body, provides sufficient assurance of a well-managed and customer focused complaints handling culture.

### **Responsibilities – Learning**

12. To commission from the executive a self-assessment against Housing Ombudsman Spotlight reports and future good practice and facilitate a discussion with the governing body on how the organisation can learn and improve from its recommendations. This should include consideration of relevant policies and procedures.



13. To require intelligence provided by the Housing Ombudsman is used to develop and improve services, gaining assurance that recommendations are actioned and, where necessary, reviewing policies, procedures and approaches to service delivery following Ombudsman reports.

14. To encourage a culture of effective cross-organisational and cross-department learning where operational teams collaborate with each other to produce improved service delivery.

15. To encourage a culture where senior management regularly review issues and trends arising from complaint handling with themes or trends being assessed and reported to the governing body, which identify potential systemic issues, serious risks or policies and procedures that require revision. To gain assurance that where revision or change is required, this is followed through and communicated to the governing body and that residents are central to any change.



**AGENDA MANAGEMENT SHEET**

**Report Title:** Council Tax Reduction Scheme 2025/2026

**Name of Committee:** Cabinet

**Date of Meeting:** 2 December 2024

**Report Director:** Chief Officer - Communities and Homes

**Portfolio:** Communities and Homes, Regulation and Safety

**Ward Relevance:** All

**Prior Consultation:** Chief officer - Communities and Homes, Portfolio Holder - Cllr Clare Edwards

**Contact Officer:** Zoe Chapman - Benefits Team Leader. Email: zoe.chapman@rugby.gov.uk

**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 but

**(C) Climate**  
**(E) Economy**  
**(HC) Health and Communities**  
**(O) Organisation**

**Summary:** It be recommended to Council that the adoption of a Council Tax Reduction Scheme for 2025/2026, be based on the current 85% discount for qualifying households

**Financial Implications:** Funding for the provision of a Local Council Tax Reduction Scheme is no longer separately identified within the Revenue Support Grant. The cost of awards is met by the major preceptors. However, the cost of administering a scheme is borne by Rugby Borough Council. Please see section 5 on further financial implications if the scheme were to be changed.

**Risk Management/Health and Safety Implications:** The Local Government Finance Act 2012 requires Local Authorities to design and implement a Local Council Tax Reduction scheme for 2025/2026 by 11th March 2025.

Any proposed change from the existing scheme, offering an 85% discount, would require consultation with the other preceptors.

They are unlikely to support any proposed increase to the current discount as this would be detrimental to the funding of key public services within the borough, as well as reducing the discretionary support available to all households facing severe financial hardship.

**Environmental Implications:** There are no environmental implications arising from this report.

**Legal Implications:** The recommendations within this report are governed by Section 13A and Schedule 1A of the Local Government Finance Act 1992 (as amended by the Local Government Finance Act 2012).

Section 5(2) of Schedule 4 of the Local Government Finance Act 2012, which inserts Schedule 1A to the Local Government Finance Act 1992 requires the Council to set its Council Tax Reduction Scheme by 31 January preceding the start of the financial year in which it is to apply.

This has been further amended by Regulation 2 of The Council Tax Reduction Schemes (Amendment) (England) Regulations 2017 to 11 March.

The Local Government Finance Act 2012 requires Local Authorities to design and implement a Local Council Tax Reduction scheme for 2025/2026 by 11th March 2025.

**Equality and Diversity:**

The current Equality Impact Assessment has been reviewed and is attached as Appendix 1. The Council has duly considered its obligations in accordance with the Equality Act 2010.

**Options:**

1. Recommend to Council to approve the proposed scheme.
2. Reject the proposed scheme and subject any amendments to the required consultation.

**Recommendation:**

IT BE RECOMMENDED TO COUNCIL THAT the Council Tax Reduction Scheme for 2024/2025 be adopted as the Council's Local Council Tax Reduction Scheme for 2025/2026.

**Reasons for Recommendation:**

To enable the Council to deliver a Council Tax Reduction Scheme for 2025/2026

**Cabinet - 2 December 2024**

**Council Tax Reduction Scheme 2025/2026**

**Public Report of the Chief Officer - Communities and Homes**

**Recommendation**

IT BE RECOMMENDED TO COUNCIL THAT the Council Tax Reduction Scheme for 2024/2025 be adopted as the Council's Local Council Tax Reduction Scheme for 2025/2026.

**1.0 Executive summary**

- 1.1 The report sets out the context as to why agreement of a local Council Tax reduction scheme is needed as well as proposals to maintain the current 85% reduction of the overall council tax liability for qualifying households into 2025/26.
- 1.2 The potential financial impact on the council and the other preceptors (Warwickshire County Council and the Police), should the reduction levels be increased are explored, along with a sense of how the current scheme compares with those of a range of other local authorities.
- 1.3 This scheme only applies to customers of working age. Council Tax Reduction for pension age customers is calculated under a national scheme which is based on 100% of the council tax bill. Therefore, pension age customers in receipt of full Council Tax Reduction, have nothing to pay. The national scheme is also more generous and aligned with the pension age regulations for Housing Benefit. For example, there's a higher capital limit and certain income types are disregarded.
- 1.4 The report also sets out what additional discretionary support is available from the Council to all households (not just those qualifying for the Council Tax Reduction Scheme) in times of need.

**2. Background**

- 2.1 The Local Government Finance Act 2012 requires Local Authorities to design and implement a Local Council Tax Reduction scheme for 2025/2026 by 11th March 2025.
- 2.2 The scheme only impacts customers who are of working age. Council Tax Reduction for customers of pensionable age is calculated in accordance with a national scheme and therefore is not affected by proposals contained in this report. The national scheme is more generous and aligned with the pension age Housing Benefit regulations. For example, there's a higher capital limit

and certain income types are disregarded. The national scheme must be based on 100% of the council tax liability, therefore customers of pensionable age who are in receipt of full council tax reduction, have nothing to pay.

- 2.3 Rugby Borough Council, as the Billing Authority, takes the lead in designing and implementing the local scheme but is required to consult with major precepting authorities (Warwickshire County Council and the Warwickshire Police and Crime Commissioner), if any changes are proposed to a scheme.
- 2.4 The number of Council Tax Reduction Scheme working age claimants is broadly stable and as at end of July 2024 was 2,821 claimants. 2,263 of these claimants are up to date paying the 15% shortfall.
- 2.5 Those struggling to pay any shortfall in their Council Tax, can apply for a discretionary award via our Discretionary Council Tax Reduction scheme. This is available for all customers, including those who are not entitled to Council Tax Reduction but are experiencing severe financial hardship. Those identified by the Revenues Team, as struggling to keep up with payments, do make these customers aware of the discretionary scheme and encourage them to apply.

### **3. Review of the Scheme for 2025/2026**

- 3.1 Details of the current scheme can be found at <https://www.rugby.gov.uk/ctrs>.
- 3.2 In summary, the scheme is designed to reflect the individual needs of the applicant's household, considering:
  - The size and makeup of the household.
  - If any members of the household have a disability.
  - If any grown up children or any other adults live with the applicant and could be expected to make a financial contribution towards the council tax bill.
  - Any savings or investments held by the applicant and / or partner.
  - The amount of income (wages, state benefits, etc.) received by the applicant and / or partner. Certain types of income are disregarded, in whole or in part, to provide additional support to those who have a disability or are in work.
  - Council Tax Reduction is limited to 85% of the applicant's weekly council tax liability.
  - Council Tax Reduction is not available to those who have savings or investments above £10,000.
- 3.3 As per the requirements of the Local Government Finance Act 1992, a Discretionary Council Tax Reduction Scheme is also available to all residents who are liable to pay council tax, this includes those that do not qualify for Council Tax Reduction but find themselves in severe financial hardship. The Council limits the amount available to £100,000 per year to provide this additional financial support to those with exceptional circumstances, or those who require additional support for a short period of time.

3.4 The costs of any discretionary amount awarded is split between preceptors in the appropriate proportions. However, the borough council bears the costs of administering the scheme.

#### 4.0 How the current discount compares with other local authorities

4.1 A sample of CTRS of other local authorities (see table 1), including the rest of Warwickshire, indicates that the current discount is more generous than in some areas and slightly less than in others, but is not a significant outlier.

4.2 The discount is not the only cost factor. Authorities have different schemes therefore the criteria to qualify differs. Those authorities with a higher discount may have a more restrictive criterion, so less residents qualify for support.

4.3 The data is based on current schemes and may be liable to change as local authorities agree their budgets for 2025/26.

Table 1 Local Authority Council Tax Reduction Schemes

<b>Local authority</b>	<b>% Maximum discount 2024/25</b>
Torbay	75
Derby City	70
Chelmsford City	77
Stratford-on-Avon District	80
Bury	80
Nuneaton & Bedworth Borough	85
Coventry City*	80
<b>Rugby Borough Council</b>	<b>85</b>
North Warwickshire Borough	91.5
Liverpool City	91.5
Sunderland City	91.5
Warwick District	100

\*decreased from 85% to 80% from 2024/25.

## 5.0 Potential financial implications should the discount level be increased.

5.1 The financial impact of increasing the current discount of 85% is detailed in the below table.

Table 2 Revised cost of scheme at different discount levels

<b>Current Cost £000</b>	<b>Scheme Discount %</b>	<b>Revised Cost based on current Council Tax charges. £000</b>	<b>Increase (estimated) £000</b>
3,436	85% (current)	3,436	-
3,436	90%	3,649	213
3,436	95%	3,884	448
3,436	100%	4,120	684

5.2 The workings in table 2 are based on the Council Tax Reduction caseload as of August 2024 and the 24/25 Council Tax charges.

5.3 Due to the complexities of the scheme the additional cost of any increase to the current discount offered at each interval is not exactly 5%. This is due to not all Council Tax Reduction recipients receiving the full 85%. Many receive a part award which is dependent on their household income and circumstances. This can vary considerably between £1 per week up to the full 85%.

5.4 It is also impossible to predict how many new claims will be received and how many recipients will no longer qualify for support due to changes in their circumstances throughout the year.

5.6 Any proposed changes to the scheme would require that the preceptors be consulted. A further report would then be required to be submitted to Council, outlining any revised proposals.

5.7 Based on the estimated increase detailed in table 2, the cost impact on the preceptors would be as follows

Table 3 Estimated impact on preceptors

<b>Scheme Discount %</b>	<b>Total Cost £000</b>	<b>Warwickshire County Council 76% £000</b>	<b>Warwickshire Police 13% £000</b>	<b>Rugby Borough Council 11% £000</b>
85% (current)	-	-	-	-
90%	213	162	28	23
95%	448	341	58	49
100%	684	520	89	75

## 6.0 Conclusion

- 6.1 The current scheme is flexible and considers the individual circumstances of households and any changes in the circumstances that may occur.
- 6.2 Additional, discretionary support remains available to households in need.
- 6.3 Any proposed increase to the discount would be detrimental to the funding of key public services within the borough, as well as reducing the discretionary support available to all households in severe financial hardship.



**Name of Meeting:** Cabinet

**Date of Meeting:** 2 December 2024

**Subject Matter:** Council Tax Reduction Scheme 2025/2026

**Originating Department:** Communities and Homes

**DO ANY BACKGROUND PAPERS APPLY**       YES       NO

**LIST OF BACKGROUND PAPERS**

Doc No	Title of Document and Hyperlink

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.

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Exempt information is contained in the following documents:

Doc No	Relevant Paragraph of Schedule 12A

# Appendix 1

## 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:
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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.
10. For advice and support, contact:  
Aftab Razzaq  
Chief Officer for Legal and Governance  
[aftab.razzaq@rugby.gov.uk](mailto:aftab.razzaq@rugby.gov.uk)

01788 533521



## Equality Impact Assessment

<b>Service Area</b>	<b>Communities and Homes</b>
<b>Policy/Service being assessed</b>	<b>Council Tax Reduction Scheme 2025/26</b>
<b>Is this a new or existing policy/service?</b> <b>If existing policy/service please state date of last assessment</b>	Annual adoption of Council Tax Reduction Scheme by Council November 2022
<b>EqlA Review Team – List of members</b>	Michelle Dickson and Aftab Razzaq
<b>Date of this assessment</b>	4 <sup>th</sup> November 2024
<b>Signature of responsible officer (to be signed after the EqlA has been completed)</b>	

**A copy of this Equality Impact Assessment report, including relevant data and information to be forwarded to the Chief Officer for Legal and Governance.**

### Details of Strategy/ Service/ Policy to be analysed

<b><u>Stage 1 – Scoping and Defining</u></b>	
(1) Describe the main aims, objectives and purpose of the Strategy/Service/Policy (or decision)?	<b>The adoption of the Council Tax Reduction Scheme will enable Rugby Borough Council to provide financial support to assist residents with payment of their council tax bill.</b>
(2) How does it fit with Rugby Borough Council's Corporate priorities and your service area priorities?	<ul style="list-style-type: none"> <li>• Optimise income and identify new revenue opportunities.</li> <li>• Ensure that the council works efficiently and effectively.</li> </ul>
(3) What are the expected outcomes you are hoping to achieve?	The adoption of the Council Tax Reduction Scheme will assist residents with the payment of their council tax bill.
(4) Does or will the policy or decision affect: <ul style="list-style-type: none"> <li>• Customers</li> <li>• Employees</li> <li>• Wider community or groups</li> </ul>	The scheme will affect customers.
<b><u>Stage 2 - Information Gathering</u></b>	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).
(1) What does the information tell you about those groups identified?	We have household composition and financial information relating to our existing customers and therefore are able to assess the impact of any changes within the scheme.

<p>(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?</p>	<p>No consultation has been undertaken due to no changes to the existing scheme being proposed.</p>		
<p>(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.</p>	<p>No consultation has been undertaken due to no changes to the existing scheme being proposed.</p>		
<p><b><u>Stage 3 – Analysis of impact</u></b></p>			
<p>(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.</p>	<p><b>RACE</b> No</p>	<p><b>DISABILITY</b> Yes - income from disability living allowance and personal independence payments will be disregarded when calculating entitlement</p>	<p><b>GENDER</b> No</p>
	<p><b>MARRIAGE/CIVIL PARTNERSHIP</b> No</p>	<p><b>AGE</b> Yes – only working age claimants will be affected</p>	<p><b>GENDER REASSIGNMENT</b> No</p>

	<b>RELIGION/BELIEF</b> No	<b>PREGNANCY MATERNITY</b> Yes - Customers who had/have a third child since April 2017 receive less financial support compared to a similar customer already in receipt of benefit as at 31 March 2017.	<b>SEXUAL ORIENTATION</b> No
<p>(2) <u>Cross cutting themes</u></p> <p>(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>The scheme will provide financial support to assist with the payment of their council tax bill and therefore releasing income for other expenses.</p>		
<p>(3) If there is an adverse impact, can this be justified?</p>	<p>The Council Tax Reduction Scheme takes into account the circumstances of the applicant and household to ensure that applicants receive financial support based on their individual needs.</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>A discretionary hardship fund will be available to provide additional support in appropriate cases.</p>		
<p>(5) How does the strategy/service/policy contribute to the promotion of equality? If not, what can be done?</p>	<p>N/A</p>		

(6) How does the strategy/service/policy promote good relations between groups? If not, what can be done?	n/a
(7) Are there any obvious barriers to accessing the service? If yes how can they be overcome?	None

<b><u>Stage 4 – Action Planning, Review and Monitoring</u></b>																										
If No Further Action is required then go to – Review and Monitoring  (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.	EqIA Action Plan  <table border="1"> <thead> <tr> <th>Action</th> <th>Lead Officer</th> <th>Date for completion</th> <th>Resource requirements</th> <th>Comments</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Action	Lead Officer	Date for completion	Resource requirements	Comments																				
Action	Lead Officer	Date for completion	Resource requirements	Comments																						
(2) Review and Monitoring State how and when you will monitor policy and Action Plan	The Council Tax Reduction Scheme is subject to adoption by Council on an annual basis.																									

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).’**



# A

## **Discretionary Awards Scheme**

**Discretionary Housing Payments  
Homelessness Prevention Fund  
Discretionary Council Tax Reduction  
(Support) Scheme**

## **Discretionary Support**

### **1. BACKGROUND**

**The council provides additional financial support to those who have to pay rent and / or council tax for their current home or to assist them with moving to a new home.**

The Discretionary Housing Payments (DISCRETIONARY HOUSING PAYMENT) scheme from April 2013 will only cover shortfalls in housing costs. Every customer who is entitled to the minimum amount of Housing Benefit or Universal Credit and who has a shortfall is entitled to make a claim for help. The purpose of the scheme is to provide additional funds to help customers who are experiencing exceptional financial hardship and are unable to meet their housing costs.

Housing costs are not defined in the regulations and this gives Rugby Borough Council a broad discretion to interpret the term as we wish. In general, housing costs means rental liability. However, housing costs can be interpreted more widely to include:

- Rent in advance.
- Deposits.
- Other lump sum costs associated with a housing need such as removal costs.
- 

The Discretionary Council Tax Reduction (Support ) (DCTRS) Scheme will be available to most residents who are liable to pay council tax. It is not limited to customers in receipt of Council Tax Reduction (Support).

To minimise administration and aid consistency of decision making, the following guidance will apply to both discretionary schemes.

### **2. Aims**

The Community Advice and Support Team will aim through the operation of this policy to:

- Alleviate poverty.
- Encourage and sustain the Authorities residents in employment.
- Help those who are trying to help themselves.
- Keep families together.
- Prevent child poverty.
- Support the vulnerable in the local community.
- Help customers through a personal crisis / difficult event.
- Support households that are returning to work after a period of unemployment and provide assistance in the managing of their finances

during the transition from coming off benefit and receiving wages and securing Working Tax Credit entitlement.

- Support those who are in affordable housing but at risk of becoming homeless due to being unable to meet their full rent liability due to severe financial difficulties from the effects of the current economic climate.
- Preventing Homelessness and supporting residents to remain in their home as part of a Personal Housing Plan intervention

### 3. What can a Discretionary Award help with?

<b>Discretionary Housing Payment</b>	<b>Homelessness Prevention Funds</b>	<b>Discretionary Council Tax Reduction Scheme</b>
Rent officer restrictions such as Local Reference Rents (LRR), Single Room Rent (SRR) size criteria or when the Local Housing Allowance (LHA) does not meet the rent.		

<b>Discretionary Housing Payment</b>	<b>Discretionary Council Tax Reduction (Support)</b>
	The difference between the amount of council tax charged per day and the amount of local council tax support awarded.
Reductions in Housing Benefit or Universal Credit entitlement following changes to the LHA rates.	In the case of someone not in receipt of local council tax support, up to the daily council tax charged.
Non-dependant deductions.	
Income tapers.	
Rent deposits and rent in advance: a DISCRETIONARY HOUSING PAYMENT can be awarded for a rent deposit or rent in advance for a property that the customer has yet to move into if they are already entitled to Housing Benefit or Universal Credit for their present home. In the case of rent in advance – potential payment of HB or UC Housing Element needs to be taken into account to avoid duplication of award.	
On two homes: the regulations permit a person to have help through	

<p>a DISCRETIONARY HOUSING PAYMENT award with rent due on a property they have moved into when treated as temporarily absent from their home e.g. the customer has moved due to domestic violence. If the customer is liable for the rent on both properties and in both cases there is a shortfall, a DISCRETIONARY HOUSING PAYMENT could be awarded in respect of both properties subject to the weekly limit on each property.</p>	
<p>If the customer is liable for payments on one dwelling but is having to pay rent on two, a weekly DISCRETIONARY HOUSING PAYMENT could be made to assist with the temporary accommodation up to the level of the weekly eligible rent on the dwelling from which they are temporarily absent.</p>	
<p>Rent shortfalls to prevent a household becoming homeless whilst the Housing Department explores alternative options.</p>	
<p>Reductions in Housing Benefit or Universal Credit where the benefit cap has been applied.</p>	
<p>Reductions in Housing Benefit or Universal Credit for under-occupation in the social rented sector.</p>	
<p>Reductions in Housing Benefit or Universal Credit as a result of LHA restrictions to the shared room rate for those customers who have not reached 35 years.</p>	

**4. Discretionary Awards cannot help with;**

<b>Discretionary Housing Payment</b>	<b>Discretionary Council Tax Reduction (Support)</b>
Ineligible service charges.	Recovery costs.
Increases in rent due to arrears.	Charges relating to empty homes that are normally rented out on a commercial basis.

Shortfalls in Council Tax Support.	Shortfalls between the amount of Housing Benefit / Universal Credit and the rental liability.
Certain sanctions and reductions in benefit.	

**5. The main features of the schemes are:**

- The schemes are purely discretionary; a customer does not have a statutory right to a payment.
- The amount that can be paid out by the Council in any financial year is cash-limited; by the Secretary of State (in the case of Discretionary Housing Payments), or, by the Council (in the cases of DCTRS and Prevention Activity).
- The administration of the scheme is for the Community Advice and Support Team to determine.

**6. Community Advice and Support Team Policy**

The purpose of this policy is to specify how Rugby Borough Council's Community Advice and Support Team will operate the scheme and to indicate some factors that will be considered when deciding if a discretionary award can be made. Each case will be treated strictly on its own merits and all customers will be treated equally and fairly when the scheme is administered.

**7. Objective**

- 7.1 The Community Advice and Support Team will consider making a payment of a DISCRETIONARY HOUSING PAYMENT to customers who meet the qualifying criteria. Before making an award the authority must be satisfied that the customer is entitled to:
- Housing Benefit; or
  - Universal Credit; and
  - has a rental liability; and
  - requires further financial assistance with housing costs.
- 7.2 The Community Advice and Support Team will consider making a DCTS payment to customers who meet the qualifying criteria.
- The customer is liable to pay council tax on the property (Council Tax Support does not need to be in payment)
- 7.3 This policy is not intended to define the specific situations of when we will or will not make a discretionary payment, to do so would make the policy too rigid and may prevent payments being made where there are exceptional or unusual circumstances. Payments are expected to be made to meet current needs rather than past debts.

## **8. The Application Process**

- 8.1 Application is made via completion of the on-line claim form.
- 8.2 The claim should normally be made by the person who has claimed Housing Benefit or Universal Credit or by the person liable for council tax, however, a claim could be received from a person acting on their behalf, such as an appointee or advocate, if the customer is vulnerable and requires support.
- 8.3 Due to the nature of the information required, the customer may be requested to attend an interview to obtain sufficient information to enable a decision to be made.
- 8.4 The Community Advice and Support Team may request any reasonable evidence in support of an application for a discretionary award, and all requests will be made in writing. The customer will be asked to provide the evidence within one month of such a request, although this will be extended in appropriate circumstances. Sufficient evidence will need to be obtained to enable the decision maker to compare income against expenses to identify where there is a shortfall.

If the customer does not provide the information requested then the claim for discretionary support will not be considered.

## **9. Information that needs to be established**

- 9.1 The following areas of information will need to be gathered in order that a decision can be made. The list is not exhaustive and additional information relevant to individual cases may be requested.

### **9.2 Financial Circumstances**

- A full income and expenditure profile.
- Does the customer have other debts to pay?
- Has debt advice been sought?
- Have arrangements been made to renegotiate non-priority debts
- Has the customer claimed all other benefits that they can claim?
- Does the customer have capital or disregarded income (not taken into account in the calculation of Housing Benefit, Universal Credit or Local Council Tax Support) that could be used to make up the shortfall?
- Could a reduction of spending on non-essential items (stopping smoking, cancelling / reducing subscription services, etc.) enable the customer to pay household bills?
- Is the customer or family faced with additional cost of living, this could be due to;

- additional travel to work costs due to distance, availability of public transport or unusual shift patterns (e.g. split shift)
- additional dietary needs due to a medical condition of a member of the household.
- It may be appropriate to request bank statements or other proof to support the level of income expenditure, eg the customer states they have no / very low level of income but have outgoings.

### **9.3 Medical Circumstances**

- Do any members of the household have any health or support needs?
- Has the customer encountered financial difficulty due to a medical condition which has prevented them from dealing with their affairs in a timely manner?
- Due to the circumstances is it more appropriate to be dealing with someone else, or should someone else be acting on their behalf.
- Have adaptations been made to assist the customer living in their home? Would these adaptations have to be made if the customer had to move home?

### **9.4 Other circumstances**

- Is the customer attending a training scheme to enhance their skills; enabling them to seek employment or increase their chances of obtaining employment?
- Are they undertaking care duties for a relative (excluding own dependant children living with them) who lives in the neighbourhood? How does this impact on them? e.g. unable to increase working hours, additional travel costs, etc.
- Can an award be used to encourage a customer to remain in employment e.g. benefit trap where they may be better off on benefit rather than in work.
- Any other factors that identify a need for short-term financial assistance.

## **10. Decision making process**

- 10.1 All applications will be considered by the Community Advice and Support Lead Officers in the first instance. Case where circumstances do not fall within the guidelines should be referred to a Community Advice and Support Technical Officer for further advice.
- 10.2 The Council will compare the household income and expenditure to see whether the customer is in need of further financial assistance to meet their housing costs. Each decision reached is “discretionary” and is not governed

by strict regulations, although the Council will ensure that all decisions made are impartial and reasonable.

- 10.3 Please note that the regulations regarding the treatment of income in Housing Benefit and Universal Credit claims do not apply in the DISCRETIONARY HOUSING PAYMENT decision making process. Therefore, we may decide to take income into a DISCRETIONARY HOUSING PAYMENT calculation that might have been disregarded in the Housing Benefit or Universal Credit assessment e.g. Child Benefit and Maintenance Payments.
- 10.4 Similarly we can use our discretion when determining if the expenses are reasonable. Any decisions made about a person's expenditure will be done on an individual basis and may require some additional clarification by the Council.
- 10.5 When awarding a DISCRETIONARY HOUSING PAYMENT to assist the customer with securing a new tenancy, the authority will consider the following:
- The authority will include information about the legal obligations for landlords to protect any deposit paid in a Government approved tenancy deposit protection scheme. Compliance with this requirement will help reduce the need for future help with deposits.
  - Establishing if the customer is due to have a deposit in respect of their existing tenancy returned to them.
  - Making payment to the landlord rather than the customer.
  - In addition to help with a deposit, a payment equivalent to the difference between the rental liability and appropriate LHA rate will be awarded for a period of 12 months.
  - Assistance with rent in advance may be appropriate via the Homelessness Prevention Fund.
- 10.6 The Community Advice Lead Officers will decide how much to award based on all of the customer's circumstances. This may not cover the difference between the liability and the payment of Housing Benefit, Council Tax Reduction or Universal Credit. A discretionary award does not guarantee that a further award will be made at a later date, even if the customer's circumstances have not changed.
- 10.7 Factors to be taken into account
- **Are other sources of funding more appropriate, or can be accessed as well?**



If the customer needs additional help with Council Tax they may also need help with the payment of rent (if they are a tenant receiving Housing Benefit), or a Discretionary Housing Payment may then increase household income to enable them to pay their Council Tax contribution.

It may also be more appropriate to consider sign-posting towards the Local Welfare Scheme operated by Warwickshire County Council (if the issue is regarding help with fuel bills), or Rugby Foodbank in the case of short-term issues with Food. Discretionary funding may also be provided through the Homelessness Prevention fund, this may be in addition to any Discretionary Housing Payment.

➤ **How will an additional payment make a difference?**

if the customer has a high level of multiple debts then a payment to assist with Council Tax may not have a high impact on the level of debt overall, therefore a repayment plan avoiding recovery costs may be better.

If the circumstances are only likely to last for a short period of time or have only just happened and it is not known how long it will last, it may be necessary to defer a decision and set a time to review when a more informed decision can be made, in this case consider what other support could be provided – e.g. hold future recovery action or change the repayment plan.

➤ **What is the customer doing to help themselves?**

The customer needs to be engaged with a view to improving the situation on a medium to long-term basis, with a discretionary award supporting them in the short-term. If there is no engagement from the customer then an award may not be appropriate – need to establish if there are any underlying reasons preventing engagement.

If a customer is undertaking training to improve their prospects of employment, consider how a discretionary award could support them through this.

If a customer has a arrears of rent or council tax is it appropriate to use discretionary awards to promote good behaviour – e.g. if they maintain a repayment plan for a given time then a lump sum amount is awarded, payments made by the client to reduce arrears attract match funding.

➤ **Vulnerability of a customer**

A customer may be vulnerable due to a medical condition or due to other factors and may therefore require support not only on a short-term basis

but on a long term basis. Assistance with the payment of historical arrears may be appropriate

➤ **Council Budget implications**

- An award can only be made if funding is available.
- The pressure on other Council budgets if an award is not made – eg compared to the cost of providing homelessness accommodation.

**11. Period of award**

11.1 Discretionary awards are intended to provide short-term financial assistance. The Community Advice and Support Lead Officers will decide the length of time for a discretionary award but will normally not exceed a period of three months. In very limited cases on-going support may be appropriate, e.g. a disabled customer who has had adaptations made to their property to accommodate their needs. However, no award will last for more than six months without being reviewed. It may be appropriate to reduce discretionary awards for follow-up periods to aid the migration to reduced benefit support, rather than discretionary awards becoming a long-term solution. This is to ensure that on-going awards do not prevent other customers receiving short-term help.

11.2 The start date of an award will normally be:

- i. The Monday after the written claim form for a discretionary award is received or initial request made to the Community Advice and Support Team; or
- ii. The date on which entitlement to Housing Benefit, Council Tax Support or Universal Credit commenced (providing the discretionary award application form is received within one calendar month of the claim for Housing Benefit, Council Tax Support or Universal Credit being decided), whichever is the most appropriate.

The Community Advice and Support Lead Officers will look at each claim on its own merits when deciding whether or not to backdate a discretionary award.

**12. Priority Groups**

12.1 The limitation on funding means that discretionary awards cannot cover all instances where the customer is facing a shortfall. Therefore priority will be given to the following groups;

- Families with children at a critical point in their education.
- Young people leaving local authority care.

- Foster carers, including those between placements: who are deemed to be under-occupying their accommodation because they have rooms occupied by foster children, or being kept available for future placements.
- Families with kinship care arrangements.
- Families with a child temporarily in care but who is expected to return home.
- Families with a social services intervention, for example highly dependent adults, children at risk or involvement in a family intervention project.
- People who have had to flee domestic violence or have moved because of the threat of violence in another area.
- Where someone in the household is expecting a baby (including those currently in shared accommodation or subject to an under-occupation reduction).
- Ex-homeless people being supported to settle in the community.
- People with health or medical problems who need access to local medical services or support that might not be available elsewhere.
- People with disabilities who need, or have had, significant adaptations made to their property, or where they are living in a property particularly suited to their needs.
- Where the customer or someone in the household has a disability which requires them to have a larger property than would usually be the case for the size of their household due to, for example, a medical condition or where a child has a particular disability that might mean they are unable to share a bedroom.
- People with disabilities who receive informal care and support in their current neighbourhood from family and friends which would not be available in a new area. In this respect the authority may also consider families who have a child with a disability who rely heavily on local support networks.
- Households with disabled children who require an overnight carer.
- People who need to live near their jobs because they work unsocial hours or split shifts; or where moving home may mean living in an area where public transport would be inadequate to enable them to sustain their current job.

### **13. Changes in Circumstances**

The Community Advice and Support Lead Officers will need to revise an award of a Discretionary Housing Payment where the customer's circumstances have materially changed.

### **14. Method of payment**

The Community Advice and Support Lead Officers will decide the most appropriate person to pay based upon the circumstances of each case. This could include:

- **In receipt of Housing Benefit**  
Payment will be made along with payment of Housing Benefit
- **In receipt of Council Tax Support**  
Payment will be made by directly crediting the council tax account of the customer.
- **In receipt of Universal Credit**  
Payment will be made monthly in arrears to the Universal Credit customer via BACs.

## **15. Notification of decision**

- 15.1 The Community Advice and Support Lead Officers will inform the customer of the outcome of their application within 14 days of receipt of all of the information being received, (or as soon as possible thereafter). Where the application is unsuccessful, the letter will set out the reasons why this decision was made and explain the right of review. Where the application is successful, the letter will advise:
- The weekly amount of DISCRETIONARY HOUSING PAYMENT awarded.
  - The period of the award.
  - How, when and to whom the award will be paid.
  - The requirement to report a change in circumstances.
- 15.2 Where customers have been identified as struggling to manage their financial affairs, the customer will be signposted to independent advice e.g. Citizens Advice Bureau or the National Debt Helpline.

## **16. Reviewing a decision regarding a discretionary award**

- 16.1 Discretionary awards are not payments of Housing Benefit and therefore are not subject to the statutory appeals mechanism. Discretionary CTR awards are subject the CTR appeals process to the Valuation Tribunal
- 16.2 The Community Advice and Support Team will operate the following process for dealing with a decision about a refusal to award a discretionary award, a decision to award a reduced amount of discretionary award, a decision not to

backdate a discretionary award or a decision that there has been an overpayment of a discretionary award.

- A customer (or their appointee) who disagrees with a decision may dispute the decision. A request must be made in writing to the Community Advice and Support Manager within one calendar month of the written decision about the discretionary award being issued to the customer.
- The Community Advice and Support Manager will then review the decision and all of the evidence held and will make a decision as soon as possible.
- Where the Community Advice and Support Manager makes the decision not to revise the original decision, the customer will be informed of the decision in writing, setting out the reasons for the decision.
- This decision is final and binding and may only be challenged via Judicial Review, or by complaint to the Local Government Ombudsman, if there is an allegation of maladministration.
- In exceptional circumstances the above time period may be extended.

## **17. Recovery of overpaid discretionary awards**

- 17.1 Discretionary awards can only be recovered if the authority decides that the payment has been made as a result of misrepresentation or failure to disclose a material fact, either fraudulently or otherwise. A discretionary award is also recoverable if it was paid as a result of an error made when the claim was determined.
- 17.2 Overpayments of discretionary awards in respect of help with rent will be recovered by invoice; discretionary awards for Council Tax can be recovered via the customer's council tax account.

## **18. Publicity**

- 18.1 The Community Advice and Support Team will continue to publicise the scheme and will work with all interested parties to achieve this. Discretionary awards will continue to be promoted. Staff are trained and knowledgeable and will advise those who are considered to be in financial difficulty of the availability of these payments.

## **19. Fraud**

- 19.1 The Community Advice and Support Team is committed to the fight against fraud in all its forms. A customer who tried to fraudulently claim a discretionary award by falsely declaring their circumstances, providing a false statement or evidence in support of their application, may have committed an offence under the Fraud Act 2006. Where the Community Advice and Support Team

suspects that such a fraud may have occurred, the matter will be investigated as appropriate and this may lead to criminal proceedings being instigated.

## **20. Monitoring**

- 20.1 The Government provides a contribution to the Local Authority each year for the provision of Discretionary Housing Payments and the Authority can add an additional 2.5 times the Government contribution to the fund. This is the permitted amount that can be spent on discretionary payments. Once the overall cash limit has been met, no further Discretionary Housing Payments can be awarded. There is no government contribution towards Discretionary Council Tax Reduction (Support) payments. This is funded locally.
- 20.2 The legislation which specifies the overall limit on expenditure is Article 7 of The Discretionary Housing Payment (Grants) Order 2001.
- 20.3 Following a successful application for Discretionary Housing Payments, the authority should record the main reason for the award, as detailed below:
- i. To support customer affected by benefit cap.
  - ii. To support customer affected by social sector size criteria.
  - iii. To support customer affected by LHA reforms.
  - iv. Combination of Welfare Reform changes
  - v. Any other reason (covers original funding).
- 20.4 Circular A11/2013 gives details of the returns to be made to the DWP regarding DISCRETIONARY HOUSING PAYMENT expenditure (these do not refer to Discretionary Council Tax Reduction (Support) Scheme expenditure.
- 20.5 The budget for providing support with payment of rent will normally be restricted to the amount of financial support provided by the DWP. The budget for discretionary Council Tax Reduction (Support) will be decided during the annual budget setting process for the following year.
- 20.6 Reports will be provided for members throughout the year highlighting the actual spend against budget profile and the reasons for award based on the DWP categories.

## **21.0 Homelessness Prevention Fund**

- 21.1 In addition to the Discretionary Housing Payment, the Community Advice and Support Team can also provide discretionary financial support through this additional fund. Funding can be provided in the form of a non-recoverable grant, or if appropriate through the provision of a repayable loan

## **22.0 What can the Homelessness Prevention Fund help with?**

Homelessness Prevention Fund	Grant / Loan
Rent Arrears If the client is facing homelessness as a result of rent arrears that cannot be covered through the provision of a Discretionary Housing Payment.	Grant The client must be engaging with appropriate support agencies to minimise arrears occurring in the future. To encourage the client to take responsibility for housing costs, match funds may be appropriate.
Rent in Advance Future awards of HB or UC will not impact.	Loan Ensure a loan agreement is in place and arrangement made to raise an invoice with agreed repayment terms.
Moving / Storage Costs If cannot be covered by DISCRETIONARY HOUSING PAYMENT	Grant
Supporting Discharge of Main Duty If cannot be covered by DISCRETIONARY HOUSING PAYMENT	Grant
Miscellaneous It may be appropriate to provide funding for other circumstances e.g. a small payment to cover living costs in exceptional circumstances	Grant To be approved by Community Advice and Support Team Leader / Manager

### 23.0 Application Process

An application form is not required from the client. However, a record of why the payment is being made needs to be recorded on Information@Work and also on a Spreadsheet within Sharepoint.

### 23.1 Evidence

Appropriate evidence needs to be provided to support the expenditure. This could be in the form of quotes etc for removal costs.

## 24. Payment and Repayment of Awards

24.1 Prevention Fund Payments will be made via the Council's Financial Management System and require the completion of a payment request. Expenditure should be coded as follows;

CAS06 0148	Rent in advance (repayable)
CAS06	Rent Deposit (grant)
CAS06	Moving Costs (grant)
CAS06	Rent Arrears (grant)
CAS06 0721	Living costs (grants)
CAS06 0444	Miscellaneous

24.2 Payments through the Council's Financial Management System are made on a weekly basis, if an urgent payment is required, this will need to be agreed with the Financial Services Team. Faster payments incur an additional charge.



**AGENDA MANAGEMENT SHEET**

**Report Title:** Support of the Voluntary and Community Sector  
2025/26

**Name of Committee:** Cabinet

**Date of Meeting:** 2 December 2024

**Report Director:** Chief Officer - Communities and Homes

**Portfolio:** Communities, Homes, Regulation and Safety

**Ward Relevance:** All Wards

**Prior Consultation:** Warwickshire Community and Voluntary Action (WCAVA)  
4 Community Associations (CA) – Brownsover, Overslade, New Bilton, Long Lawford. The Newbold on Avon Community Partnership (NOACP), and the Benn Partnership Centre (BPC)  
Rugby Foodbank  
Report Consultation Officers Group

**Contact Officer:** Mary Jane Gunn  
Communities and Projects Manager  
maryjane.gunn@rugby.gov.uk

**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 but

<b>Summary:</b>	This report sets out proposals for the Council's continued funding of the local voluntary and community sector for 2025/26.
<b>Financial Implications:</b>	The financial implications are set out in section 3 of this report.
<b>Risk Management/Health and Safety Implications:</b>	<p>In order to mitigate the risk that activities are not delivered or outcomes achieved officers will continue to work closely, and in a timely way, with all funded organisations and service providers to review the progress they are making towards the activities outlined in their grant agreements and contracts.</p> <p>Payments will continue to be made by quarterly instalments, following review meetings and confirmation of satisfactory progress.</p> <p>An annual health check of the governance arrangements of each of the community associations is conducted to help ensure the protection of public funds.</p>
<b>Environmental Implications:</b>	The Climate Change and Environmental Impact Assessment (Appendix 1) identified no specific issues
<b>Legal Implications:</b>	<p>The Council has a wide power within section 2 of the Local Government Act 2000. This is known as the "wellbeing power" and seeks to promote or improve the economic, social, and environmental wellbeing of the Council's area. This includes the power to provide financial assistance to achieve this purpose.</p> <p>In addition to the "wellbeing power" the Council is also able to utilise the General Power of Competence under the Localism Act 2011. This represents a more recent statutory power and further strengthens the ability of the Council to provide financial assistance as set out within this report.</p> <p>The Community Associations and Community Partnerships will enter into an appropriate grant agreement, which includes a specification as to what activities and initiatives the funding will support. The grant agreement is attached as Appendix 2.</p>

**Equality and Diversity:**

An Equality Impact Assessment has been carried out and is attached as Appendix 3 to this report.

**Options:**

1. Approve the recommendations.
  - Setting clear budgetary requirements in preparation for budget setting 2025/26.
  - Providing surety for the community associations, community partnerships and Foodbank in 2025/26 (subject to budget setting) and the opportunity for our voluntary and community sector to engage in consultation on arrangements for support of the sector in future years.
2. Do not approve the recommendations.
  - Reconsider these proposals, there would be no certainty for community associations and the Foodbank in 2025/26.
  - There would be uncertainty ref budget setting for 2025/26.

**Recommendation:**

IT BE RECOMMENDED TO COUNCIL THAT -

- 1) the £84,250 grant funding of the community associations, community partnerships and Foodbank, as detailed in table 1.0, be considered as part of budget setting for 2025/26;
- 2) each of the community associations and community partnerships be allocated £1,000 to administer, in consultation with local Ward Members, as micro grants (£300 or less) to small grassroots organisations developing initiatives within their ward. Any unspent allocation will be repayable to the council at the end of the 2025/26 financial year;
- 3) delegated authority be given to the Chief Officer for Communities and Homes and the Chief Officer for Legal and Governance to determine the final grant terms;
- 4) the ringfenced reserve of £10,000 be set aside in 2025/26 for funding projects, which

are in the interests of the Council to see delivered, that are unable to attract funding from another source;

- 5) £10,000 be set aside in 2025/26 for supporting research and development of a Community Supermarket in Rugby; and
- 6) further work be undertaken in 2025/26 to develop proposals for how the Council commissions the support of the voluntary and community sector.

**Reasons for  
Recommendation:**

The recommendations present an opportunity for the Council to continue to support the local voluntary and community sector, whilst giving consideration to future models for the Council's enabling of the voluntary and community sector.

The devolving of a modest budget to community associations and community partnerships to support the establishment of smaller groups at a very local level, is a means of helping to increase capacity of the much valued local voluntary and community sector.

**Cabinet - 2 December 2024**

**Support of the Voluntary and Community Sector 2025/26**

**Public Report of the Chief Officer – Communities and Homes**

IT BE RECOMMENDED TO COUNCIL THAT -

- 1) the £84,250 grant funding of the community associations, community partnerships and Foodbank, as detailed in table 1.0, be considered as part of budget setting for 2025/26;
- 2) each of the community associations and community partnerships be allocated £1,000 to administer, in consultation with local Ward Members, as micro grants (£300 or less) to small grassroots organisations developing initiatives within their ward. Any unspent allocation will be repayable to the council at the end of the 2025/26 financial year;
- 3) delegated authority be given to the Chief Officer of Communities and Homes and the Chief Officer of Legal and Governance to determine the final grant terms;
- 4) a ringfenced reserve of £10,000 be set aside in 2025/26 for funding projects, which are in the interests of the Council to see delivered, that are unable to attract funding from another source;
- 5) £10,000 be set aside in 2025/26 for supporting research and development of a Community Supermarket in Rugby; and
- 6) further work be undertaken in 2025/26 to develop proposals for how the Council commissions the support of the voluntary and community sector.

**1. Executive Summary**

The reports outlines proposals for the financial support of the voluntary and community sector in Rugby to be considered as part of the budget setting process for 2025/26.

The proposed continued investment, including an uplift to allow for inflation, in the work of the community associations is recognition of the valued work that they do. This work was demonstrated through an Impact Report 2023/24 which was presented to Cabinet on 16 September 2024. An Impact Report for 2024/25 will be prepared in May 2025 and will be presented to Cabinet in due course.

Further evidence of the enabling role of the Council is the ringfenced reserve of £10,000 approved for 2024/25, to be set aside for funding projects, which are in the interests of the Council to see delivered, that cannot attract funding from another source. It is proposed that this reserve continue to be in place for 2025/26 and is publicised.

A new fund of £10,000 is proposed, to support research and development into the provision of a community supermarket in Rugby, that research and development to draw on existing good work taking place in the Borough on tackling food poverty.

Finally, the report also commits to further develop the council's VCS offer beyond 2025/26, by undertaking work that considers models for support of the voluntary and community sector.

## **2. Background**

- 2.1 The Council has a long-established track record of supporting the local voluntary and community sector. The support offer has evolved over time, to take account of new opportunities, including the introduction of the Rugby Lotto, and increased support to enable groups to become self-sufficient in securing funding for project delivery.
- 2.2 A key means of achieving this is via the Council's commissioned contract for community infrastructure support, delivered via WCAVA, with an important part of their role being to support the sector in identifying and following up on funding opportunities and, just as importantly, to develop the robust governance arrangements needed by community groups to be seen as 'grant ready' by would be funders.
- 2.3 Whilst outside of the scope of this report, it should be noted that the Council has £87,000 by way of Community Support Grants (formerly known as UKSPF) available in 2024/25 to support community organisations and voluntary organisations in delivering community measures to reduce the cost of living, including through measures to improve energy efficiency, combat fuel poverty and climate change. The allocation of these Government funds will be overseen by the Local Partnership Group, established specifically for this purpose. 2024/25 is the third and final year of this grant pot.

## **3. Proposed funding for 2025/26**

- 3.1 Table 1 sets out the current funding for 2024/25, set against funding proposed for 2025/26. It should be noted that the consumer price index (CPI) is assumed at 3% and will be applied using the rate which will be confirmed in February 2025:

**Table 1.0 current and proposed funding for the VCS**

VCS Organisation	2024/25 Available Funding £	*3% CPI Increase £	**2025/26 Micro Grants £	Movement in Reserve £	2025/26 Proposal £
New Bilton CA	8,003	240	1,000		9,243
Benn Partnership	8,003	240	1,000		9,243
Newbold on Avon Community Partnership	8,003	240	1,000		9,243
Overslade CA	8,003	240	1,000		9,243
Brownsover CA	8,003	240	1,000		9,243
Long Lawford CA	8,003	240	1,000		9,243
Rugby Foodbank	8,536	256	-		8,792
R&D Community Supermarket	Nil	Nil	-		10,000
<b>Total</b>	<b>56,554</b>	<b>1,696</b>	<b>6,000</b>		<b>74,250</b>
Reserve	10,000	Nil	10,000		10,000
<b>Grand Total</b>	<b>66,554</b>	<b>1,696</b>	<b>16,000</b>		<b>84,250</b>

\*Based on an assumed CPI increase of 3% which will be confirmed in February 2024. The proposed uplift will therefore increase or reduce in compliance with the confirmed rate.

\*\*£1,000 to be administered as micro grants by each of the community associations and community partnerships (see 4.5)

#### **4. Supporting communities to deliver projects**

4.1 New in 2023/24, and in lieu of a community grants programme, was the creation of a ring-fenced reserve of £15,000 set aside for funding projects, delivering in the interests of the Council, that were unable to attract funding from other sources. There was no call upon this reserve in 2023/24 and in 2024/25 the reserve was reduced to £10,000. It is proposed that this reserve is retained in 2025/26.

4.2 The reserve is there as a safety net and is not intended as a grants pot for groups apply to. It is something for WCAVA to offer as a potential funding solution, in the absence of other identifiable funding opportunities. WCAVA will publicise the reserve.

- 4.3 A consultation with the Grants Working Group, undertaken in August 2023, highlighted that the core challenge faced by the local VCS is the inability of small groups to obtain startup / incubator funding to allow them to become established and develop so that they can attract grant from alternative funding sources or just to carry out simple projects. It is such groups that would potentially benefit from micro grants, of less than £300 to do meaningful activities at a very local level.
- 4.4 In response to this feedback, £1,000 was devolved in 2024/25 to each of the community associations listed in table 1 to utilise, in consultation with Ward Members for micro grants (not more than £300) to help with small group development / projects. Spend and outcomes against the micro grants pot will be analysed in the Impact Report for 2024/25. It is proposed that this support stays in place for 2025/26.

## **5. Support for Community Associations**

- 5.1 The community associations and community partnerships in the most deprived Wards (see table 1.0) are supported through a grant funding agreement with RBC, each receiving £8,003 for 2024/25.
- 5.2 This financial support is a means of the Council enabling the community associations and community partnerships to tackle issues within their communities, with an emphasis on issues that impact on the key determinants of health such as being in work, accessing services and combatting loneliness.
- 5.3 In 2024/25 each group had an uplift in grant funding to reflect inflation, in line with the consumer price index to reflect both their increased costs and activities. It is proposed that this is continued in 2025/26. As the inflation figure will not be confirmed until February 2025, the proposals outlined in table 1.0 have assumed an uplift of 3%.

## **6. Support for the Foodbank**

- 6.1 Financial support for the Foodbank was significantly increased in 2023/24 to reflect that they were facing of increases in costs of utilities and food, a potential drop in donations and increased demand for their services.
- 6.2 In 2023/24 Rugby Foodbank issued 7089 food parcels, with 2588 being for children and 4501 for adults. This is slightly down on 2022/23 – a decrease of 4%. However, the number of vouchers redeemed remained static year on year, as a result of those presenting being more individuals and couples with no children.
- 6.3 In addition to providing emergency food, the foodbank signposts people who are referred to them in crisis to other local organisations, such as BRANCAB, for further support where possible. As part of its financial inclusion programme, Rugby Foodbank made over 450 referrals to BRANCAB for support around income maximisation.



## **7. Evidence Base for the Support of the VCS.**

- 7.1 The table at Appendix 4 demonstrates that need exists within the communities supported by the community associations and community partnerships currently funded but also demonstrates that other communities within Rugby face challenges. It is for this reason that the Council has undertaken to review models for funding of the community and voluntary sector in 2025/26, this review to be aligned to the priorities of the new corporate strategy.

## **8. Research and Development of a Community Supermarket**

- 8.1 There is much good practice being delivered by the community and voluntary sector in Rugby in tackling food poverty, it is proposed that during 2025/26 this good work is built upon and that research and development takes place into the provision of a community supermarket.

## **9. The development of the VCS Offer for 2026/27**

- 9.1 It is proposed that during 2025/26 work is undertaken by the Council, supported by WCAVA that ensures high quality services continue to be delivered by our voluntary and community sector, that meet the identified needs of our communities, are aligned to the corporate strategy, at an affordable cost to the Council.

## **10. Conclusion**

- 10.1 The proposals reflect the Council's enabling role in supporting the voluntary and community sector in Rugby during 2025/26 as well as a commitment to continue to develop proposals for future support of the sector beyond then, supported by learning from horizon scanning and understanding best practice.

**Name of Meeting:** Cabinet

**Date of Meeting:** 2 December 2024

**Subject Matter:** Support of the Voluntary and Community Sector 2025/26

**Originating Department:** Communities and Homes

**DO ANY BACKGROUND PAPERS APPLY**  YES  NO

**LIST OF BACKGROUND PAPERS**

<b>Doc No</b>	<b>Title of Document and Hyperlink</b>
	Appendix 1 Environmental Impact Assessment
	Appendix 2 Community Association Service Level Agreement
	Appendix 3 Equality Impact Assessment
	Appendix 4 Evidence Base for the Support of the VCS

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:

<b>Doc No</b>	<b>Relevant Paragraph of Schedule 12A</b>

# Rugby Borough Council

## Climate Change and Environmental Impact Assessment

### Rugby Borough Council - Support for the Voluntary and Community Sector (VCS) 2025/26

4 November 2024

#### 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 Executive Director.

**SECTION 1: OVERVIEW**

<b>Portfolio and Service Area</b>	Communities & Homes
<b>Policy/Service/Change being assessed</b>	Support for the Voluntary & Community Sector in Rugby
<b>Is this a new or existing Policy/Service/Change?</b>	No
<b>If existing policy/service, please state date of last assessment</b>	Environmental Impact Assessments were introduced as standard for all decisions following the last review of the VCS. The last Environmental Impact Assessment of this service area was November 2022.
<b>Ward Specific Impacts</b>	None
<b>Summary of assessment</b> Briefly summarise the policy/service/change and potential impacts.	The report sets out proposals for the funding of the voluntary and community sector for 2025//26
<b>Completed By</b>	Mary Jane Gunn, Communities & Projects Manager
<b>Authorised By</b>	Michelle Dickson, Communities & Homes
<b>Date of Assessment</b>	7 October 2024

**SECTION 2: IMPACT ASSESSMENT**

<b>Climate Change and Environmental Impacts</b>	<b>No Impact</b>	<b>Positive</b>	<b>Negative</b>	<b>Description of impact</b>	<b>Any actions or mitigation to reduce negative impacts</b>	<b>Action owner</b>	<b>Timescales</b>
<b>Energy usage</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
<b>Fleet usage</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
<b>Sustainable Transport/Travel (customers and staff)</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
<b>Sustainable procurement</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
<b>Community leadership</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Will build the capacity of community leaders through delivery of local services		Mary Jane Gunn	2025/26
<b>Biodiversity and habitats</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
<b>Adaptation/Mitigation</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
<b>Impact on other providers/partners</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Will support a number of partners & stakeholders to deliver local services		Mary Jane Gunn	2025/26

**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.

<b>Review date</b>	<b>October 2025</b>
<b>Key points to be considered through review</b>	<b>Has positive impact been achieved/evidenced?</b>
<b>Person responsible for review</b>	<b>Mary Jane Gunn Communities and Projects Manager</b>
<b>Authorised by</b>	<b>Michelle Dickson, Chief Officer, Communities &amp; Homes.</b>

## **SLA for the Community Associations/Community Partnerships 2025-26**

### **1.0 Objectives:**

The grant funding from the council will be awarded to support the community association in meeting the following objectives:

1. Understanding the needs of the community they support, for example through community surveys, community consultation, events that engage the local community.
2. Enabling people to take an active role in their community, for example through facilitating neighbourhood watch, residents' groups and gardening projects.
3. Providing / enabling activities and services which contribute to:
  - the well-being of the community
  - tackling issues of isolation and loneliness
  - supporting more vulnerable groups
  - tackling social exclusion
  - tackling issues of financial exclusion
  - combat food poverty
  - working collaboratively with other partners and agencies to deliver the above, avoid duplication as well as ensure the best use of resources
4. Provide activities which recognise Rugby Borough Council's Corporate Strategy 2021-24:
  - Rugby is an environmentally sustainable place, where stakeholders work together to reduce and mitigate the effects of climate change
  - Rugby has a diverse and resilient economy, which benefits all residents
  - Residents are able to live healthy, independent lives, with the most vulnerable protected
  - Rugby Borough Council is a responsible, effective, and efficient organisation
5. Provide activities that assist Rugby Borough Council deliver its Corporate Strategy in 2025/26.

Community Associations will have at their disposal annually £1000 in order to distribute micro grants to organisations in their ward that support the above objectives. Micro grants to be distributed in line with the criteria agreed by RBC and WCAVA.

### **2.0 SLA payment triggers:**

Payments will be triggered by the following:

- Completion of an annual organisational health review in respect of governance, required policies and insurances. An instalment equivalent to 20% of the annual SLA payment will be triggered by completion of this review
- Engagement in quarterly review meetings with officers of the Communities and Projects Team, to discuss progress in achieving the objectives outlined in 1.0. The completion of each review meeting will trigger SLA payment



## Appendix 3

# 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.
10. For advice and support, contact:

Corporate Equality & Diversity Team

## Equality Impact Assessment

<b>Service Area</b>	<b>Communities &amp; Homes</b>
<b>Policy/Service being assessed</b>	Support of the Voluntary and Community Sector 2025/26
<b>Is this a new or existing policy/service?</b>	No
<b>If existing policy/service, please state date of last assessment</b>	27 September 2023
<b>EqlA Review team – List of members</b>	Mary Jane Gunn Vanessa Niemczewska
<b>Date of this assessment</b>	7 October 2024
<b>Name of responsible officer</b>	Mary Jane Gunn

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

## Details of Strategy/ Service/ Policy to be analysed

### Stage 1 – Scoping and Defining

(1) Describe the main aims, objectives and purpose of the Strategy/Service/Policy (or decision)?

This Equality Impact Assessment and the associated report details the proposed support of the Voluntary and Community Sector by Rugby Borough Council in 2025/26. In summary:

- 1) That grant funding of the community associations, community partnerships and Foodbank, be considered as part of budget setting for 2025/26
- 2) Each of the community associations and community partnerships be allocated £1,000 to administer, in consultation with local Ward Members, as micro grants (£300 or less) to small grassroots organisations developing initiatives within their ward. Any unspent allocation will be repayable to the council at the end of the 2025/26 financial year.
- 3) That a ringfenced reserve of £10,000 is set aside in 2025/26 for funding projects, which are in the interests of the Council to see delivered, that are unable to attract funding from another source.
- 4) That £10,000 is set aside in 2025/26 for supporting research and development of a Community Supermarket in Rugby.
- 5) That further work is undertaken in 2025/26 to develop proposals for the future funding of the voluntary and community sector through a commissioning model that supports the delivery of the Corporate Strategy

<p>(2) How does it fit with Rugby Borough Council's Corporate priorities and your service area priorities?</p>	<p>This initiative will contribute to the following outcomes of the Corporate Strategy 2021 – 2024:</p> <ul style="list-style-type: none"> <li>• Outcome 1 Environment “Rugby is an environmentally sustainable place, where we work together to reduce and mitigate the effects of climate changes</li> <li>• Outcome 2 Economy “Rugby has a diverse and resilient economy that benefits and enables opportunities for all residents”</li> <li>• Outcome 3 Health and Wellbeing: “Residents live healthy, independent lives, with the most vulnerable protected”</li> </ul>
<p>(3) What are the expected outcomes you are hoping to achieve?</p>	<p>The proposals will enable our voluntary and community sector to achieve the following outcomes:</p> <p>The delivery of projects/activities and services that contribute to:</p> <ul style="list-style-type: none"> <li>• the well-being of the community</li> <li>• tackling issues of isolation and loneliness</li> <li>• supporting more vulnerable groups</li> <li>• tackling social exclusion</li> <li>• tackling issues of financial exclusion</li> <li>• combat food poverty</li> <li>• working collaboratively with other partners and agencies to deliver the above, avoid duplication as well as ensure the best use of resources</li> </ul>

<p>(4) Does or will the policy or decision affect:</p> <ul style="list-style-type: none"> <li>• Customers</li> <li>• Employees</li> <li>• Wider community or groups</li> </ul>	<p>This decision is expected to have a positive affect/impact on residents of Rugby, the wider community and groups in Rugby – This is demonstrated annually through an Impact Assessment.</p> <p>The proposed funding will be focused on supporting residents and helping them avoid crisis.</p> <p>Our employees will monitor the contracts and SLA's and work collaboratively with the organisations we support.</p> <p>This proposal offers our community associations, community partnerships and the Foodbank surety of funding to help them provide much needed core services in our priority areas in terms of deprivation.</p>
<p><b><u>Stage 2 - Information Gathering</u></b></p>	<p>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, eg service uptake/usage, customer satisfaction surveys, staffing data, performance data, research information (national, regional and local data sources).</p>
<p>(1) What does the information tell you about those groups identified?</p>	<p>The report contains an appendix (4) that provides an evidence base for the proposals contained within the report.</p>
<p>(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?</p>	<p>We have consulted and involved those groups that will be affected by this decision.</p> <p>We have quarterly meetings with our community associations and community partnerships who report to us on the activities they are delivering to support residents in their localities.</p> <p>We monitor and support the Foodbank through the Rugby Homeless Forum and our regular contact with them.</p>

(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.	N/A		
<b><u>Stage 3 – Analysis of impact</u></b>			
<p><b><u>(1) Protected Characteristics</u></b>  From your data and consultations is there any positive, adverse, or negative impact identified for any particular group, which could amount to discrimination?</p> <p>If yes, identify the groups and how they are affected.</p>	<p><b>RACE</b> No adverse impact</p>	<p><b>DISABILITY</b> No adverse impact</p>	<p><b>GENDER</b> No adverse Impact</p>
	<p><b>MARRIAGE/CIVIL PARTNERSHIP</b> No adverse impact</p>	<p><b>AGE</b> No adverse impact</p>	<p><b>GENDER REASSIGNMENT</b> No adverse impact</p>
	<p><b>RELIGION/BELIEF</b> No adverse impact</p>	<p><b>PREGNANCY MATERNITY</b> No adverse impact</p>	<p><b>SEXUAL ORIENTATION</b> No adverse impact</p>
<p><b><u>(2) Cross cutting themes</u></b>  (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>Our proposals will impact on child poverty and geographically disadvantaged communities, by supporting residents:</p> <ul style="list-style-type: none"> <li>- To access very local support offered by their community associations and community partnerships who are best placed to understand and meet local needs.</li> <li>- To access the wealth of support offered by the foodbank including signposting to the Bedworth, Rugby and Nuneaton Citizens Advice Bureau (Brancab)</li> </ul>		
(3) If there is an adverse impact, can this be justified?	No adverse impacts have been identified.		

(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.)	N/A
(5) How does the strategy/service/policy contribute to the promotion of equality? If not, what can be done?	<p>Equality will be promoted by:</p> <ul style="list-style-type: none"> <li>- Support for the community associations and community partnerships is targeted in our most deprived wards.</li> <li>- Those community associations and community partnerships undertake a range of projects that deliver services but also enable an understanding of the issues facing those communities.</li> <li>- The report proposes additional activity, such as research and development of a community supermarket for Rugby that will aim to tackle inequalities in access to healthy food.</li> </ul>
(6) How does the strategy/service/policy promote good relations between groups? If not, what can be done?	Our proposals will foster a collaborative approach between different sectors of the voluntary and community sector, focussing on support and enabling the sector.
(7) Are there any obvious barriers to accessing the service? If yes, how can they be overcome?	N/A

**Stage 4 – Action Planning, Review & Monitoring**

<p>If No Further Action is required, then go to – Review &amp; 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>EqlA Action Plan</p> <table border="1" data-bbox="875 347 2112 579"> <thead> <tr> <th>Action</th> <th>Lead Officer</th> <th>Date for completion</th> <th>Resource requirements</th> <th>Comments</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </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 EqlA will be reviewed in October 2025</p>																									

**An Equality Impact Assessment on this decision (Support of the Voluntary and Community Sector 2025/26) was undertaken on 7 October 2024 and will be reviewed in October 2025**



Appendix 4 Evidence Base for the Support of the VCS. *Numbers in red indicate values higher than the Warwickshire average.*

WARD	HOUSEHOLDS IN FUEL POVERTY	PEOPLE IN RECEIPT OF UNIVERSAL CREDIT	OUT OF WORK BENEFITS	HOUSEHOLD DEPRIVED IN ONE DIMENSION	CHILDREN <16 LIVING IN FAMILIES WITH LOW INCOME	BRANCOB % OF ADVICE ISSUES	BRANCOB % OF CLIENTS	FOODBANK NO. OF VOUCHERS FULFILLED*	FOODBANK % OF ALL VOUCHERS FULFILLED*	PRIVATE RENTED HOME	NO QUALIFICATIONS
BENN	<b>28%</b>	<b>22%</b>	<b>6%</b>	<b>*36%</b> (Town North & Newbold on Avon)	<b>32%</b>	21%	20%	893 (72% adults, 28% children)	21.36%	<b>45%</b>	<b>*22%</b> (Town North and Newbold)
NEWBOLD	14% (Newbold and Brownsover)	<b>20%</b> (Newbold and Brownsover)	<b>4%</b> (Newbold and Brownsover)	32%	<b>28%</b>	14% (Newbold and Brownsover)	12% (Newbold and Brownsover)	454 (59% adults, 41% children, Newbold and Brownsover)	14.52% (Newbold and Brownsover)	<b>20%</b>	16%
BROWNSOVER											
NEW BILTON	<b>21%</b>	<b>22%</b>	<b>5%</b>	<b>*35%</b>	<b>30%</b>	12%	12%	388 (69% adults, 31% children)	11.04%	<b>31%</b>	<b>*20%</b>
LONG LAWFORD	13% (Wolston and the Lawfords)	13% (Wolston and the Lawfords)	3% (Wolston and the Lawfords)	32% (Cawston and Long Lawford)	<b>27%</b> (Wolston and the Lawfords)	7% (Wolston and the Lawfords)	6% (Wolston and the Lawfords)	167 (55% adults, 45% children, Wolston and the Lawfords)	6.4% (Wolston and the Lawfords)	11% (Wolston and the Lawfords)	14% (Cawston and Long Lawford)
OVERSLADE	14% (Rokeby and Overslade)	<b>18%</b> (Rokeby and Overslade)	<b>4%</b> (Rokeby and Overslade)	<b>*35%</b> (Overslade and Bilton)	<b>28%</b> (Rokeby and Overslade)	9% (Rokeby and Overslade)	8% (Rokeby and Overslade)	184 (55% adults, 45% children, Rokeby and Overslade)	7.74% (Rokeby and Overslade)	12% (Rokeby and Overslade)	<b>*17%</b> (Overslade and Bilton)
BILTON	13%	8%	2%		16%	4%	4%	113 (69% adults, 31% children)	3.36%	11%	
HILLMORTON	13%	9%	2%	<b>*34%</b>	24%	6%	6%	191 (68% adults, 32% children)	5.4%	10%	16%
EASTLANDS	<b>18%</b>	13%	3%	33%	17%	6%	7%	190 (70% adults, 30% children)	4.89%	<b>28%</b>	12%
CLIFTON, NEWTON AND CHURCHOVER	13%	<b>29%</b>	<b>6%</b>	Not available	20%	3%	2%	60 (53% adults, 47% children)	1.95%	9%	Not available
ADMIRALS AND CAWSTON	9%	10%	2%	Not available	17%	7%	6%	202 (59% adults, 41% children)	7.95%	12%	Not available
DUNSMORE	16%	13%	3%	Not available	17%	6%	5%	157 (58% adults, 42% children)	4.42%	9%	Not available
PADDOX	15%	8%	2%	Not available	12%	5%	4%	95 (53% adults, 47% children)	4.19%	11%	Not available
<b>AVERAGE FOR WARWICKSHIRE</b>	<b>16%</b>	<b>13%</b>	<b>3%</b>	<b>*Not available, but % for Rugby is 33%</b>	<b>25%</b>			<b>N/A</b>		<b>17%</b>	<b>*Not available, but % for Rugby is 16%</b>

\* Please note, there may be duplicate client records if agencies create new entries instead of updating existing ones after a client moves. Additionally, some clients redeem vouchers at different foodbanks for convenience. The accuracy of the data depends on referral agencies inputting correct information, so please consider this when reviewing the data.

**AGENDA MANAGEMENT SHEET**

<b>Report Title</b>	Food Waste
<b>Name of Committee:</b>	Cabinet
<b>Date of Meeting:</b>	2 December 2024
<b>Report Director</b>	Chief Officer – Operations and Traded Services
<b>Portfolio:</b>	Operations and Traded Services
<b>Ward Relevance:</b>	All
<b>Prior Consultation:</b>	Portfolio Holder, Shadow Portfolio holder, Budget Working Group, Finance and Human Resources
<b>Contact Officer:</b>	Andy Kelly – Project Manager, Food waste
<b>Public or Private:</b>	Public
<b>Report Subject to Call-In:</b>	Yes
<b>Report En-Bloc:</b>	No
<b>Forward Plan:</b>	Yes
<b>Corporate Priorities:</b>	This report relates to the following priority(ies):
<b>(C) Climate</b>	<input checked="" type="checkbox"/> Rugby is an environmentally sustainable place, where we work together to reduce and mitigate the effects of climate change. (C)
<b>(E) Economy</b>	
<b>(HC) Health and Communities</b>	<input type="checkbox"/> Rugby has a diverse and resilient economy that benefits and enables opportunities for all residents. (E)
<b>(O) Organisation</b>	<input type="checkbox"/> Residents live healthy, independent lives, with the most vulnerable protected. (HC)
	<input checked="" type="checkbox"/> Rugby Borough Council is a responsible, effective and efficient organisation. (O)
	<a href="#">Corporate Strategy 2021-2024</a>
	<input type="checkbox"/> This report does not specifically relate to any Council priorities but
<b>Summary:</b>	This report seeks approval to spend Capital Funding grant from the Department for Environmental, Food and Rural Affairs and begin procuring food waste collection

vehicles and caddies. This is time sensitive due to protracted lead times for new vehicles and food caddies because of all local authorities embarking on similar exercises which will exert pressure on the supply chain.

**Financial Implications:**

Subject to approval within this report, capital budgets totalling £1.684m will be added to the GF capital programme for 2025/26 for food waste vehicles and caddies as detailed within Section 3. This will be financed by capital grants and internal borrowing.

**Risk Management Implications:**

There is a likelihood of procurement bottlenecks which could create supply delays and impact the implementation timescales of a new service. Recent changes to the procurement legislation may have unknown impact on procurement process or the suppliers speed of processing.

The national recycling rate target of 65% is ambitious and it is unclear what, if any, sanctions there will be on local authorities that fail to achieve this level of recycling.

**Environmental Implications:**

Please refer to the Climate Impact Assessment as per Appendix 2

**Legal Implications:**

The implementation of a new, weekly food waste collection service to all households was deemed mandatory under legislation introduced through the Environment Act 2021, with an implementation date of 1<sup>st</sup> April 2026.

All procurements will follow and adhere to current guidance and legislation.

**Equality and Diversity:**

Please refer to the Equalities Impact Assessment as per Appendix 1.

**Options:**

1. To provide the service as outlined in the report.
2. Defer a decision to a later date.

**Recommendations:**

IT IS RECOMMENDED TO COUNCIL THAT:

1. A general fund capital budget of £1.265m for the purchase of food waste vehicles be approved and added to the capital programme for 2025/26 to be financed by capital grants and internal borrowing as detailed in section 3 of the report; and
2. A general fund capital budget of £0.419m for the purchase of food waste caddies be approved and added to the capital programme for 2025/26 to be financed by capital grants and internal borrowing as detailed in section 3 of the report.

**Reasons for  
Recommendation:**

To ensure compliance with the Environment Act 2021, the Council must prioritise the implementation of mandatory weekly food-waste collections.

To defer this decision to provide the service may attract yet unknown consequences from Defra and while these may incur fines or other sanctions there remains a risk of potential damage to the Council's reputation.

**Cabinet – 2 December 2024**

**Food Waste**

**Public Report of the Chief Officer – Operations and Traded Services**

**Recommendation:**

IT BE RECOMMENDED TO COUNCIL THAT -

- (1) a general fund capital budget of £1.265m for the purchase of food waste vehicles be approved and added to the capital programme for 2025/26 to be financed by capital grants and internal borrowing as detailed in section 3 of the report; and
- (2) a general fund capital budget of £0.419m for the purchase of food waste caddies be approved and added to the capital programme for 2025/26 to be financed by capital grants and internal borrowing as detailed in section 3 of the report.

**Executive Summary**

This report seeks approval to allocate capital funding and secure additional resources for the implementation of a weekly food waste collection service, as mandated by the Environment Act 2021. This is the first in a series of reports that will outline key components of the project, including a Communications Plan, details of revenue funding, and the necessary investment to reconfigure the depot to support the new food waste vehicles. This is a significant initiative requiring collaboration across multiple Council departments to ensure successful delivery.

This new legislation requires all councils to introduce a dedicated, weekly food-waste collection by 31 March 2026, with the goal of increasing recycling rates to the national target of 65% by 2035. Currently, Rugby Borough Council collects around 43,500 tonnes of waste annually, achieving a recycling rate of 43%, below the current national average of 46%. A targeted food waste service is expected to significantly reduce landfill contributions and increase recycling rates.

The Council's Waste Services team currently operates 14x collection rounds across 51,563 households and adding a food waste service will require additional vehicles, staff, and collection rounds. Initial funding from Defra of £1.070m has been allocated to support the capital costs of vehicles and food caddies. However, this funding does not fully cover all expected costs. Conversations with DEFRA on this are continuing and evidence has been provided to them demonstrating the need, but no response has been forthcoming to date.

This initiative will require an ongoing communications strategy to inform and engage residents across diverse communities, emphasising the benefits of the food waste collection service. Effective public engagement will be critical to the service's success.

The Council's mandatory obligation under the Environment Act 2021 necessitates swift action to meet the Government's deadlines and avoid potential penalties. Delays in procurement and high demand for waste collection resources present risks, including increased costs. Nonetheless, the Council's plan aims to ensure compliance, improve recycling performance, and meet statutory requirements by the target date of April 2026.

This project has been subject to numerous uncertainties around legislation, funding levels, a requirement for new waste collection routes and new collections staff, the need for a major logistical exercise for container distribution. These are issues which need to be managed in the project.

## 1. Background

- 1.1 Rugby borough has a current property count of 51,563 domestic properties. Waste Services operate 14x collection rounds comprising of 6x residual black bins rounds, 5x recycling blue bin rounds and 3x garden and food green bin rounds. These are operated by 14x drivers and 28x loading operatives. Residents currently have three separate waste containers; the food waste service will add another two, one indoor and one outdoor food caddy.

Table 1

Service	'Urban' households	'Rural' households	Total households
Residual waste	44,617	6,946	51,563
Dry recycling	47,926	3,160	51,086
Mixed food & Garden waste	25,000 subscriptions across the borough		25,000

- 1.2 The Council collects around 43,500 tonnes of waste each year and recycle around 19,700 tonnes or 43%. The national recycling rate is 46%.
- 1.3 The Environment Act 2021 was a response to a series of consultations around improving recycling in England and introduced several measures to raise the level of recycling to 65% by 2035.
- 1.4 As part of this regime councils must introduce a domestic weekly food waste collection by 1st April 2026 and have received a level of capital funding (Table 1) to support this.
- 1.5 This funding has been provided for the purchase of food waste collection vehicles and food waste containers. Further funding for transitional costs will be made available, but these funding levels are yet not known. Transitional funding will not cover changes such as depot design or layout. Further funding has been declared for the ongoing revenue costs of operating these new services and are expected from April 2026, but levels are not yet known.
- 1.6 To determine the levels of capital funding for each council, the Department for Environment, Food and Rural Affairs (Defra) used a calculation that considered the numbers of properties, existing food waste collections and predetermined vehicle collection capacities to calculate the number of vehicles needed and how many food caddies will be required.

- 1.7 This determined that Rugby Borough Council would require x7 additional food waste vehicles and provided capital funding accordingly. This number was arrived at using calculations from the 'Local Authority Portal' property-count, existing food-waste collections within the borough and performance figures from councils already collecting food waste but was less than the requirement shown by our own modelling.
- 1.8 Capital funding was also allocated to provide two food caddies to all properties. This initial funding was challenged by officers and an increase was granted by Defra.

Table 2

Funding from DEFRA for capital £	Received
-£0.967m	11/04/24
-£0.102m	01/05/24
<b>-£1.070m</b>	

- 1.9 To challenge the calculations that Defra based their funding on, RBC utilised an external company, Waste and Resources Action Programme (WRAP) non-government organisation (NGO) that provide support to local authorities.
- 1.10 WRAP's calculations using their inhouse Kerbside Analysis Tool (KAT) determined that the council would need x9 food waste vehicles with a further x1 maintenance-spare in reserve. This was confirmed by using a specialised route-optimisation software company 'WebAspx' who created a set of new food waste collection routes that maximised efficiencies through the most productive way of completing rounds and minimising fuel usage to contribute to the council's carbon reduction.
- 1.11 The figures provided by Defra were challenged on the Council's behalf which outlined the shortfall in funding. An initial challenge generated additional funding which was insufficient and was challenged again. This second challenge has to date remained unanswered by Defra.

## 2. Implementation

- 2.1 A dedicated Project Manager has been appointed to deliver the project. There may be a further need for additional support in the communications plan delivery and this will be determined accordingly.
- 2.2 Delivering a separate weekly food waste collection is a significant service change impacting all residents. Whilst the consequences of not delivering the project by 1st April 2026 are unknown, the feasibility and financial implications of introducing a new service by April 2026 are a challenge and represents a corporate risk. It is anticipated that the project will take a minimum of 18months from point of approval to initial service rollout.

## 3 Financial Implications

### 3.1 Capital requirements

- 3.1.1 For the x9 new food waste collection rounds, x10 vehicles will need to be purchased: x1 for each round plus a spare vehicle. Caddies will also need to be purchased for both inside and outside of the properties. Estimated costings for these are shown below, which include a 10% contingency to allow for expected increases in vehicle and caddy costs due to the increase in demand.

Table 3

Item	Total cost £000	Notes
7.5 tonne vehicles	1,265	x9 Vehicles for new rounds plus x1 spare required
Kitchen Caddy	142	x1 per property (for inside) based on number of properties in 26/27 (53,500 +10% spares)
Kerbside Caddy	277	x1 per property (for outside), based on number of properties in 26/27 (53,500 + 10% spares)
<b>Total</b>	<b>1,684</b>	

- 3.1.2 Capital budgets of £1.684m will be required to purchase vehicles and caddies, as included within the recommendations of this report for approval. £1.070m of funding has been received from Defra in capital grants, leaving a shortfall of £0.614m which will be funded via internal borrowing.
- 3.1.3. Based on internal borrowing for the £0.614m, over a 7-year period, this would result in in MRP and interest of approximately £0.689m in total. This is significantly less than it would cost to externally borrow via a PWLB loan.
- 3.1.4. Under the Council's Capital Strategy, the Section 151 Officer will, at the end of the financial year, review the funding of the capital programme to utilise funding in the most efficient and beneficial way for the Authority.

## 3.2 Revenue requirements

### 3.2.1 Weekly food collections

To deliver the weekly food collections, it is anticipated that x10 drivers, x10 loaders and x1 supervisor would need to be recruited on a permanent basis to cover the x9 rounds, including pool staff.

- 3.2.2 An expected annual revenue budget of around £1m is required to run the weekly food collection service. This revenue cost is not confirmed and options to reduce revenue costs are being explored.
- 3.2.3 There will be no disposal costs for the Council as this will be paid by Warwickshire County Council, however, Rugby Borough Council will also not receive any recycling credit income for food waste. At this time, it is expected there will be some funding towards revenue costs however Rugby has not received notification from Defra at this stage of how much this will be.

## 4 Risk

- 4.1 There is a risk that if the Council does not progress the project in good time, then it will not be able to meet statutory duties within the specified timescale.
- 4.2 There remains a risk that government funding through new burdens may not cover the full additional net cost of these services.
- 4.3 There could be yet undefined financial penalties from Government for failure to commence the food waste collections service by the declared start date of 31 March 2026.



## 5 Conclusion

- 5.1 This Council has a mandatory obligation under the Environment Act 2021 to provide a weekly food waste collection to residents. Defra have provided capital funding for the procurement of collection vehicles and food waste containers; however, this funding has been demonstrated to be insufficient to cover all costs and will require further monies from the Council.
- 5.2 It has been made clear that the supply chain for food waste vehicles and food containers (caddies) is experiencing unprecedented demand and delays are inevitable, with risk of increasing costs through such demand.
- 5.3 While it is unknown at this time what potential repercussions from not implementing this new service may be, it is possible that the government may impose fines upon Councils that are unable to demonstrate an acceptable level of progress towards doing so.
- 5.4 It is therefore recommended that the capital funding is approved to ensure timely procurement of the necessary vehicles and caddies. Further reports on communication, collection-methodology, recruitment, revenue-costs, depot-restructuring and progress will follow in due course.

# 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.
10. For advice and support, contact:  
Aftab Razzaq  
Chief Officer for Legal and Governance  
[aftab.razzaq@rugby.gov.uk](mailto:aftab.razzaq@rugby.gov.uk)  
01788 533521

## Equality Impact Assessment

<b>Service Area</b>	<b>Waste Services</b>
<b>Policy/Service being assessed</b>	<b>New Food Waste Collection Service</b>
<b>Is this a new or existing policy/service?</b>  <b>If existing policy/service, please state date of last assessment</b>	<b>New service</b>
<b>EqlA Review Team – List of members</b>	
<b>Date of this assessment</b>	<b>14/11/2024</b>
<b>Signature of responsible officer (to be signed after the EqlA has been completed)</b>	Claire Owen

**A copy of this Equality Impact Assessment report, including relevant data and information to be forwarded to the Chief Officer for Legal and Governance.**

**Details of Strategy/ Service/ Policy to be analysed**

<b><u>Stage 1 – Scoping and Defining</u></b>	
(1) Describe the main aims, objectives and purpose of the Strategy/Service/Policy (or decision)?	<p>The introduction of a mandatory weekly food waste collection service to domestic residences within the borough. Domestic-premises food-waste collections were declared mandatory upon their inclusion in The Environment Act 2021. Introduced to help improve recycling across England and remove food waste disposal from landfill.</p> <p>The new service is intended to promote and support the increase in recycling for councils and will contribute towards the council achieving its net-zero targets through improved recycling, better utilisation and recovery of resources and reduced unnecessary disposal costs.</p>
(2) How does it fit with Rugby Borough Council's Corporate priorities and your service area priorities?	<p>The service manager will work closely with the team and others to ensure the following priorities are met:</p> <p><b>Climate:</b></p> <ul style="list-style-type: none"> <li>• reduce residents and businesses impact on the environment and help them adapt to the consequences of climate change.</li> </ul> <p><b>Organisation:</b></p> <ul style="list-style-type: none"> <li>• Set robust, comprehensive and achievable budgets, exploring all avenues of income to meet our financial targets.</li> <li>• Ensure that our organisational structure and methods of working are agile, efficient and effective.</li> <li>• Treat taxpayers' money with respect and ensure that our high-quality services demonstrate value for money.</li> <li>• Make best use of data and customer insight to design services and interventions</li> </ul>

<p>(3) What are the expected outcomes you are hoping to achieve?</p>	<p>The successful design, implementation and delivery of a new food-waste collection service will help reach climate targets, and foster equality, diversity, and inclusion within the workforce and the broader community.</p> <p>The new service will ensure compliance with statutory service provision while creating more local jobs.</p>
<p>(4) Does or will the policy or decision affect:</p> <ul style="list-style-type: none"> <li>• Customers</li> <li>• Employees</li> <li>• Wider community or groups</li> </ul>	<p>The decision will affect:</p> <p><b>Employees:</b> Rugby Council values diversity and promotes inclusive practices within the waste services team and the wider council staff. They ensure equal opportunities for all staff members, regardless of their background, fostering a respectful and supportive work environment.</p> <p><b>Customers:</b> Waste Services Team understands the importance of engaging with a diverse community. They actively seek input and feedback from residents of different ethnicities, ages, genders, and backgrounds, ensuring that waste services meet the needs of all community members.</p> <p><b>Wider community:</b> The Council are obligated to offer the new food-waste collection service to all its residents within the borough.</p>
<p><b><u>Stage 2 - Information Gathering</u></b></p>	<p><i>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).</i></p>
<p>(1) What does the information tell you about those groups identified?</p>	

<p>(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?</p>	<p>The introduction of this new service is a mandatory requirement under the Environment Act 2021 and is not influenced by views of the Public or the Council.</p>		
<p>(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.</p>	<p>The introduction of a food waste collection service is a mandatory requirement and will not adversely affect individual communities directly; therefore, no consultation was not considered necessary.</p>		
<p><b><u>Stage 3 – Analysis of impact</u></b></p>	<p>No impact from this service</p>		
<p>(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.</p>	<p><b>RACE</b></p>	<p><b>DISABILITY</b></p>	<p><b>GENDER</b></p>
	<p><b>MARRIAGE/CIVIL PARTNERSHIP</b></p>	<p><b>AGE</b></p>	<p><b>GENDER REASSIGNMENT</b></p>
	<p><b>RELIGION/BELIEF</b></p>	<p><b>PREGNANCY MATERNITY</b></p>	<p><b>SEXUAL ORIENTATION</b></p>

<p>(2) <u>Cross cutting themes</u></p> <p>(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>As a Statutory service this collection service will be offered to all residents, who may choose to participate or decline involvement. In doing so will not affect their inclusion in any other element of waste collections within the borough.</p> <p>The Communications Plan will be aimed at promoting participation across all aspects of residents within Rugby, lines of support for those that may need assistance in order to participate. This will include specifics on Houses of Multiple Occupancies (HMO's), language-based challenges and cultural differences.</p>
<p>(6) How does the strategy/service/policy promote good relations between groups? If not, what can be done?</p>	<p>N/A</p>

(7) Are there any obvious barriers to accessing the service? If yes how can they be overcome?	Access to the new service will as per other elements of waste collections within the borough, including residents with assistance-needs in presenting any waste containers for collection. This will be accessible through the councils existing 'assisted collections' service and subject to the same eligibility criteria.
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<b><u>Stage 4 – Action Planning, Review and Monitoring</u></b>																														
<p>If No Further Action is required then go to – Review and 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>EqlA Action Plan</p> <table border="1" data-bbox="875 759 2114 1286"> <thead> <tr> <th data-bbox="875 759 1122 836">Action</th> <th data-bbox="1122 759 1368 836">Lead Officer</th> <th data-bbox="1368 759 1615 836">Date for completion</th> <th data-bbox="1615 759 1861 836">Resource requirements</th> <th data-bbox="1861 759 2114 836">Comments</th> </tr> </thead> <tbody> <tr> <td data-bbox="875 836 1122 1171">Comms Plan</td> <td data-bbox="1122 836 1368 1171">Andy Kelly / Matthew Deaves</td> <td data-bbox="1368 836 1615 1171">1<sup>st</sup> April 2025</td> <td data-bbox="1615 836 1861 1171"></td> <td data-bbox="1861 836 2114 1171">The Comms plan will draw upon national and industry guidance to ensure all parts of the community are included</td> </tr> <tr> <td data-bbox="875 1171 1122 1206"></td> <td data-bbox="1122 1171 1368 1206"></td> <td data-bbox="1368 1171 1615 1206"></td> <td data-bbox="1615 1171 1861 1206"></td> <td data-bbox="1861 1171 2114 1206"></td> </tr> <tr> <td data-bbox="875 1206 1122 1241"></td> <td data-bbox="1122 1206 1368 1241"></td> <td data-bbox="1368 1206 1615 1241"></td> <td data-bbox="1615 1206 1861 1241"></td> <td data-bbox="1861 1206 2114 1241"></td> </tr> <tr> <td data-bbox="875 1241 1122 1286"></td> <td data-bbox="1122 1241 1368 1286"></td> <td data-bbox="1368 1241 1615 1286"></td> <td data-bbox="1615 1241 1861 1286"></td> <td data-bbox="1861 1241 2114 1286"></td> </tr> </tbody> </table>					Action	Lead Officer	Date for completion	Resource requirements	Comments	Comms Plan	Andy Kelly / Matthew Deaves	1 <sup>st</sup> April 2025		The Comms plan will draw upon national and industry guidance to ensure all parts of the community are included															
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Comms Plan	Andy Kelly / Matthew Deaves	1 <sup>st</sup> April 2025		The Comms plan will draw upon national and industry guidance to ensure all parts of the community are included																										
(2) Review and Monitoring State how and when you will monitor policy and Action Plan	<p>The new service will be monitored and reviewed to consider any need to revisit communications and engagement, or service-level adjustments as necessary.</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

### 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 (2021-2024) [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 form, please contact Dan Green, Deputy Chief Executive.**

**SECTION 1: OVERVIEW**

<b>Portfolio and Service Area</b>	Operations and Traded Services, Waste Services
<b>Policy/Service/Change being assessed</b>	Food Waste Collection Service
<b>Is this a new or existing Policy/Service/Change?</b>	New Service
<b>If existing policy/service please state date of last assessment</b>	Existing Garden Waste & Food Waste collection service – last assessment date not known.
<b>Ward Specific Impacts</b>	All
<b>Summary of assessment</b> Briefly summarise the policy/service/change and potential impacts	Through the introduction of this new service there would be an increase in RBC operational staff, additional vehicles and an increase in energy usage at the Hunters Lane Depot site.  The increase in diesel vehicles will increase vehicle-based emissions across the borough.
<b>Completed By</b>	Andy Kelly
<b>Authorised By</b>	Claire Owen
<b>Date of Assessment</b>	14/11/2024

## 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
<b>Energy usage</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Increase in the numbers of operational staff using the depot facilities	Ensure council continues to use sustainable energy sources within the depot	Assets Dept.	Ongoing
<b>Fleet usage</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	There would be an overall increase in the number of diesel-powered food-waste collection vehicles on the roads within the borough	Specification and procurement of 'Euro-6' emissions-level vehicles.  A potential reduction in the number of diesel-powered waste collection vehicles subject to a reduction in the collection-frequency for residual black bins	Transport Manager	Ongoing
<b>Sustainable Transport/Travel (customers and staff)</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	There will be an increase in the numbers of collections staff needing to get to the depot for work.	Actively promote sustainable travel options, cycle-to-work scheme and car-share to staff	Waste Services Manager	Ongoing
<b>Sustainable procurement</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Two procurement exercises would be required for new food-waste collection vehicles and new food caddies (containers)	Service to ensure future procurement is sustainable, where possible	Waste Services Manager	Dec-24 to Feb-25 tbc
<b>Community leadership</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Working to improve recycling performances		Claire Owen	Ongoing

## Appendix 1

Climate Change and Environmental Impacts	No Impact	Positive	Negative	Description of impact	Any actions or mitigation to reduce negative impacts	Action owner	Timescales
				and reduce waste across the borough			
<b>Biodiversity and habitats</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Emissions can damage plants by clogging their leaves and affecting photosynthesis. Research has shown that highly urbanised areas near busy roads suffer from decreased biodiversity as nitrogen-tolerant plants replace more delicate species".	Fleet decarbonisation works and the use of biofuels	Claire Owen	Ongoing
<b>Adaptation</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Increase in vehicle emissions affecting local air quality levels	Consider the use of biofuels in vehicles, including any drawn directly or indirectly from the anaerobic digestion disposal facilities used.  Consider carbon offsetting through local tree-planting initiatives	Claire Owen	Ongoing
<b>Impact on other providers/partners</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				

### 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.

<b>Review date</b>	<b>13/11/2025</b>
<b>Key points to be considered through review</b>	
<b>Person responsible for review</b>	<b>Andy Kelly</b>
<b>Authorised by</b>	<b>Claire Owen</b>