

CABINET – 7 FEBRUARY 2022

A meeting of Cabinet will be held at 6.00pm on Monday 7 February 2022 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
Executive Director

A G E N D A PART 1 – PUBLIC BUSINESS

1. Minutes.

To confirm the minutes of the meeting held on 10 January 2022.

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: Members 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 Member 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 Member does not need to declare this interest unless the Member chooses to speak on a matter relating to their membership. If the Member does not wish to speak on the matter, the Member may still vote on the matter without making a declaration.

4. Question Time.

Notice of questions from the public should be delivered in writing, by fax or e-mail to the Executive Director at least three clear working days prior to the meeting (no later than 1 February 2022).

Growth and Investment Portfolio

5. Clifton upon Dunsmore Neighbourhood Plan - Designation of Neighbourhood Plan Area.
6. Brinklow Neighbourhood Development Plan Regulation 16 Consultation and Regulation 17 Examination.

Leisure and Wellbeing Portfolio

Nothing to report to this meeting.

Finance, Performance, Legal and Governance Portfolio

7. Finance and Performance Monitoring 2021/22 – Quarter 3.
8. Draft General Fund Revenue and Capital Budgets 2022/23 and Medium Term Financial Plan 2022-26.
9. Mayoral Guidance for Engagements.

Communities, Homes, Digital and Communications Portfolio

10. Proposed extension of the Preventing Homelessness Improving Lives (p.h.i.l) project to 31 March 2023.
11. Draft Housing Revenue Account Capital and Revenue Budgets 2022/23 and Medium Term Financial Plan 2022-26.

Regulation and Safety Portfolio

Nothing to report to this meeting.

Change and Transformation Portfolio

Nothing to report to this meeting.

Operations and Traded Services 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.

12. Motion to Exclude the Public under Section 100(A)(4) of the Local Government Act 1972.

To consider the following resolution:

“under Section 100(A)(4) of the Local Government Act 1972 the public be excluded from the meeting for the following item on the grounds that it involves the likely disclosure of information defined in paragraphs 1 and 3 of Schedule 12A of the Act.”

PART 2 – EXEMPT INFORMATION

Growth and Investment Portfolio

Nothing to report to this meeting.

Leisure and Wellbeing Portfolio

Nothing to report to this meeting.

Finance, Performance, Legal and Governance Portfolio

Nothing to report to this meeting.

Communities, Homes, Digital and Communications Portfolio

Nothing to report to this meeting.

Regulation and Safety Portfolio

Nothing to report to this meeting.

Change and Transformation Portfolio

Nothing to report to this meeting.

Operations and Traded Services 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

1. Write Offs.

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

The Reports of Officers are attached.

Membership of Cabinet:

Councillors Lowe (Chairman), Mrs Crane, Miss Lawrence, Poole, Roberts, Ms Robbins and Mrs Simpson-Vince.

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). Any specific queries concerning reports should be directed to the listed contact officer.

AGENDA MANAGEMENT SHEET

Report Title: Clifton upon Dunsmore Neighbourhood Plan - Designation of Neighbourhood Plan Area

Name of Committee: Cabinet

Date of Meeting: 7 February 2022

Report Director: Chief Officer - Growth and Investment

Portfolio: Growth and Investment

Ward Relevance: Clifton, Churchover and Newton

Prior Consultation: None

Contact Officer: Martin Needham

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: Clifton Upon Dunsmore Parish Council intends to produce a neighbourhood plan for its parish. The first step is to define the physical area its neighbourhood plan will cover.

Financial Implications: There are no financial implications for the Council as a result of this decision.

Risk Management/Health and Safety Implications: If the council does not make this decision there could be negative funding implications for the parish and their ability to obtain funding to develop their neighbourhood plan. The Council would not be fulfilling its duties required by regulations if it does not approve the area designation.

Environmental Implications: There are no environmental implications for the Council as a result of this decision.

Legal Implications: The decision will ensure that the matter has been dealt with in a correct legal manner. The Council would not be fulfilling its duties required by regulations if it does not approve the area designation.

Equality and Diversity: An Equality Impact Assessment for this document was undertaken in December 2021 and is appended to this report.

Options: (1) Cabinet formally agrees the boundary Clifton upon Dunsmore propose to use for its neighbourhood plan area and details are published on the Council's website and publicised elsewhere where required.

Risks: None

Benefits: This will enable Clifton Upon Dunsmore Neighbourhood Planning team to move forward with their neighbourhood planning work.

(2) Cabinet does not agree to the boundary Clifton upon Dunsmore Parish Council wishes to use for its neighbourhood plan area. A decision notice will be drafted setting out the reasons for refusal and published on the Council's website.

Risks: Clifton upon Dunsmore Neighbouring Planning Team will not be able to move forward with their neighbourhood planning work. The Council would not be fulfilling its duties as required by regulations.

Benefits: None

Recommendation: The boundary Clifton upon Dunsmore proposes to use for its neighbourhood plan area be approved and details be published on the Council's website and publicised elsewhere where required.

**Reasons for
Recommendation:**

Formally agreeing the proposed neighbourhood area boundary ensures that this part of the neighbourhood planning process has been officially agreed in the correct legal manner.

Cabinet - 7 February 2022

**Clifton upon Dunsmore Parish Council Neighbourhood Plan -
Designation of Neighbourhood Plan Area**

Public Report of the Chief Officer - Growth and Investment

Recommendation

The boundary Clifton upon Dunsmore proposes to use for its neighbourhood plan area be approved and details be published on the Council's website and publicised elsewhere where required.

1. Introduction

1.1 This report relates to the beginning of the process of Clifton upon Parish Council forming a neighbourhood plan, through the designation of the neighbourhood plan area.

2. Background

2.1. On 16 December 2021 the authority received an application from Clifton Upon Dunsmore Parish Council informing the Borough Council that they wished to produce their own neighbourhood plan. The first stage in producing a neighbourhood plan is to define the area that the plan will be applied to. They have chosen to use the parish boundary.

3. Evidence

3.1. The main evidence in relation to this report is the boundary within which Clifton upon Dunsmore wish to operate their neighbourhood plan. This is the parish boundary and is shown in Appendix 1.

3.2. An accompanying application statement has also been submitted confirming the Parish Council are the 'relevant body' and setting out the reasons for selecting the area (included in Appendix 2 to this report). The reasons for selecting the area include that the entire Parish is appropriate as it is self-contained, has meaningful boundaries, reflects the existing local sense of community and is generally meaningful and coherent for policy making purposes.

4. Implications

4.1. The detailed provisions around the preparation and adoption of neighbourhood plans are set out in both primary legislation and secondary regulations. The relevant section is Section 5 of The Neighbourhood Planning (General)

Regulations 2012 (as amended) which relates to an application for designation of a neighbourhood area.

- 4.2. The correspondence included a map in compliance with section 5 (1) (a) identifying the area to which the application relates; a statement explaining why this area is considered appropriate as per section 5 (1) (b); and which also confirms that the application is from Clifton upon Dunsmore Parish Council as the 'relevant body' for the purposes of Section 61G of the 1990 Town and Country Planning Act.
- 4.3. Section 5A (1) (a) of the above regulations relates to where a local planning authority receives an application from a parish council, as in this case. Their correspondence accords with 5A (1) (b) since it relates to the whole of the parish council's area. The specified area does not extend outside of the parish council's area which is referred to in 5A (1) (c). Since all of these criteria are met, the local planning authority must exercise their powers under section 61G of the 1990 Act to designate the specified area as a neighbourhood plan area.
- 4.4. In accordance with the Section 7 of the regulations, once designated details of the neighbourhood area must be published on the Council's website. It is also necessary to publicise the decision in any other manner likely to bring attention of the designation to those living, working or carrying on business in the neighbourhood area. This will be achieved by notifying the Parish Council of the decision and also making any documents available on request.
- 4.5. In the event that the application to designate the area is refused, a decision notice will be drafted setting out the reasons for refusal. This will also be required to be publicised.
- 4.6. Decisions of this nature relate to the Borough Council's development plan (of which neighbourhood plans form a part) and are covered by Regulation 4 and Schedule 3 of the Local Authorities (Functions and Responsibilities) (England) Regulations 2000. This sets out that the decision making functions are split between the executive (Cabinet) and the authority (Full Council), depending on the nature of the decision that is required.
- 4.7. Regulation 4 sets out the decisions which Full Council must make. If not specifically required by Regulation 4 to be made by Full Council, then Cabinet can make the decisions. Broadly, in relation to neighbourhood plans, the decisions that Full Council must make relate to going out to public consultation, submissions to the Secretary of State (or PINS) and the final adoption of any plan. Therefore, the designation of a neighbourhood area is a decision that should be taken by Cabinet.
- 4.8. Subject to agreement, the map and application documents will be published on the Borough Council's website. The documents will also be available upon individual request and the Parish Council will be notified to help bring it to the attention of those in the neighbourhood area, as required by the regulations.
- 4.9. An Equality Impact Assessment has been carried out and is included in Appendix 3, and a Climate and Environmental Impact Assessment is included in Appendix 4. It has not been considered the issues raised in this report have a significant effect on Equality or Climate and Environment impacts.

5. Conclusion

5.1. The proposed neighbourhood area matches that of the Parish boundary and has been proposed by the Parish Council as the 'relevant body'. It is legally necessary to confirm acceptance to the boundary for the neighbourhood plan to go forward. Subject to agreement, these details will be published on the Borough Council's website, made available on request and the Parish Council will be notified.

Name of Meeting: Cabinet

Date of Meeting: 7 February 2022

Subject Matter: Clifton Upon Dunsmore Neighbourhood Plan -
Designation of Neighbourhood Plan Area

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



Clifton Upon Dunsmore Parish Boundary

20.12.2021

Scale

1:25000

Rugby Borough Council
Town Hall, Evreux Way
CV21 2RR

©Crown copyright & database
rights 2021
Ordnance Survey 100019417



Head of Planning and Recreation,
Rugby Borough Council,
Town Hall,
Evreux Way,
Rugby, CV21 2RR.

November 2021

To whom it may concern,

Re: Neighbourhood Plan for Clifton upon Dunsmore Parish – application for designation as Neighbourhood Area

I am writing to inform you that Clifton upon Dunsmore Parish Council has taken the decision to develop a Neighbourhood Plan and we are therefore applying for the Parish to be designated as a 'Neighbourhood Area' in accordance with Part 2 of the Neighbourhood Planning (General) Regulations 2012.

We can confirm that Clifton upon Dunsmore Parish Council is a relevant body for the purposes of Section 61G of the 1990 Town and Country Planning Act which specifically includes Parish Councils.

The area to be covered by the Neighbourhood Plan is the whole of the Parish of Clifton upon Dunsmore. A map confirming the area to be designated is attached. It is considered that the entire Parish is appropriate to be designated as a neighbourhood area as it is self-contained, has meaningful boundaries, reflects the existing local sense of community and is generally meaningful and coherent for policy making purposes.

We trust that this matter will be dealt with in a timely manner. As you are aware, planning Practice Guidance states 'In certain circumstances, the local planning authority must designate all of the area applied for. These circumstances are where a parish council applies for the whole of their parish to be designated' (Paragraph: 035 Reference ID: 41-035-20161116). Please can you advise me if this process is likely to take longer than a few days.

Please do not hesitate to contact me if you require further information and I look forward to working with the Borough Council and other partners in its development.

Yours sincerely

Lindsay Foster,
Clerk,
Clifton upon Dunsmore Parish Council.

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:
Minakshee Patel
Corporate Equality & Diversity Advisor
minakshee.patel@rugby.gov.uk
Tel: 01788 533509

Equality Impact Assessment

Service Area	Development Strategy
Policy/Service being assessed	Clifton on Dunsmore Neighbourhood Plan – Designation of plan area.
Is this is a new or existing policy/service? If existing policy/service please state date of last assessment	Neighbourhood plans are a well-established part of the planning system. This is the first stage in Clifton on Dunsmore producing their own neighbourhood plan.
EqlA Review team – List of members	Maxine Simmons - Development Strategy Manager Martin Needham - Senior Planning Officer
Date of this assessment	20 December 2021
Signature of responsible officer (to be signed after the EqlA has been completed)	

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 Minakshee Patel, Corporate Equality & Diversity Advisor via email: minakshee.patel@rugby.gov.uk or 01788 533509

Details of Strategy/ Service/ Policy to be analysed

<u>Stage 1 – Scoping and Defining</u>	
(1) Describe the main aims, objectives and purpose of the Strategy/Service/Policy (or decision)?	Local communities are entitled to produce a neighbourhood plan for their area. The first stage is for the local community to define the physical area that they wish to plan for.
(2) How does it fit with Rugby Borough Council's Corporate priorities and your service area priorities?	It primarily fits in with priorities on: <ul style="list-style-type: none"> • Understand our communities and enable people to take an active part in them Developing neighbourhood plans is encouraged by the adopted Local Plan in Policy GP5.
(3) What are the expected outcomes you are hoping to achieve?	This first stage is a necessary legal requirement, in itself it achieves nothing but enables the local community to move on to more important stages that could ultimately produce a neighbourhood plan.
(4) Does or will the policy or decision affect: <ul style="list-style-type: none"> • Customers • Employees • Wider community or groups 	Not at this early stage.
<u>Stage 2 - Information Gathering</u>	
(1) What does the information tell you about those groups identified?	Not applicable at this stage.

<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>It is for those promoting the neighbourhood plan to consult the authority on their proposed boundary.</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>It will be for those promoting the neighbourhood plan to undertake consultation on their proposals, once they have been developed.</p>		
<p><u>Stage 3 – Analysis of impact</u></p>			
<p><u>(1) 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>RACE</p>	<p>DISABILITY</p>	<p>GENDER</p>
	<p>MARRIAGE/CIVIL PARTNERSHIP</p>	<p>AGE</p>	<p>GENDER REASSIGNMENT</p>
	<p>RELIGION/BELIEF</p>	<p>PREGNANCY MATERNITY</p>	<p>SEXUAL ORIENTATION</p>

<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>This first stage is a necessary legal requirement, in itself it achieves nothing but enables the local community to move on to more important stages that could ultimately help disadvantaged groups.</p> <p>Not at this initial stage.</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>Not at this initial stage, see 2a above.</p>
<p>(6) How does the strategy/service/policy promote good relations between groups? If not what can be done?</p>	<p>Not at this initial stage, see 2a above.</p>
<p>(7) Are there any obvious barriers to accessing the service? If yes how can they be overcome?</p>	<p>N/A</p>

<u>Stage 4 – Action Planning, Review & Monitoring</u>																														
<p>If No Further Action is required then go to – Review & Monitoring</p> <p>(1) Action Planning – Specify any changes or improvements that can be made to the service or policy to mitigate or eradicate negative or adverse impact on specific groups, including resource implications.</p>	<p>No further action is required.</p> <p>EqlA Action Plan</p> <table border="1" data-bbox="891 464 2130 692"> <thead> <tr> <th data-bbox="891 464 1135 539">Action</th> <th data-bbox="1135 464 1379 539">Lead Officer</th> <th data-bbox="1379 464 1624 539">Date for completion</th> <th data-bbox="1624 464 1868 539">Resource requirements</th> <th data-bbox="1868 464 2130 539">Comments</th> </tr> </thead> <tbody> <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 again when/if the local community produce a neighbourhood plan.</p>																													

Please annotate your policy with the following statement:

‘An Equality Impact Assessment on this policy was undertaken on 20 December 2021 and will be reviewed prior to the Neighbourhood Plan being ‘made’.

Rugby Borough Council

Climate Change and Environmental Impact Assessment

TEMPLATE - SEPTEMBER 2021

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

Portfolio and Service Area	Growth and Investment
Policy/Service/Change being assessed	Clifton Upon Dunsmore Neighbourhood Plan - Designation of Neighbourhood Plan area
Is this a new or existing Policy/Service/Change?	New. This is the first step of the neighbourhood planning process for Clifton upon Dunsmore Parish Council
If existing policy/service please state date of last assessment	
Ward Specific Impacts	None.
Summary of assessment Briefly summarise the policy/service/change and potential impacts.	This report relates to the designation of Clifton upon Dunsmore Parish as the 'neighbourhood area'. This will allow a neighbourhood plan to be developed by the Parish Council together with the Borough Council in the future.
Completed By	Martin Needham
Authorised By	
Date of Assessment	21.12.2021

SECTION 2: IMPACT ASSESSMENT

Climate Change and Environmental Impacts	No Impact	Positive	Negative	Description of impact	Any actions or mitigation to reduce negative impacts	Action owner	Timescales
Energy usage	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Fleet usage	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Sustainable Transport/Travel (customers and staff)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Sustainable procurement	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Community leadership	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Will enable the Parish Council to begin work on their neighbourhood plan.		Clifton PC	Ongoing
Biodiversity and habitats	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Adaptation/Mitigation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Impact on other providers/partners	<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.

Review date	
Key points to be considered through review	
Person responsible for review	
Authorised by	

AGENDA MANAGEMENT SHEET

Report Title: Brinklow Neighbourhood Development Plan
Regulation 16 Consultation and Regulation 17
Examination

Name of Committee: Cabinet

Date of Meeting: 7 February 2022

Report Director: Chief Officer - Growth and Investment

Portfolio: Growth and Investment

Ward Relevance: Revel and Binley Woods Ward

Prior Consultation: Brinklow Parish Council carried out the pre-
submission Regulation 14 consultation between
21st November 2021- 2nd January 2022. Rugby
Borough Council have not carried out any prior
consultation on this document

Contact Officer: Ruari McKee- Senior Planning Officer in
Development Strategy- 01788 533828

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):
 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: The Council is satisfied that the Brinklow
Neighbourhood Development Plan and other

documents submitted comply with the relevant legislative requirements of the Neighbourhood Planning (General) Regulations 2012.

Therefore, the Brinklow Neighbourhood Development Plan is now in a position to be:

- a) publicised for the purposes of Regulation 16 consultation; and
- b) submitted to the appointed Examiner for the Regulation 17 examination.

Financial Implications:

The Council will submit an application to receive funding through the Neighbourhood Planning Grant in relation to the Brinklow Neighbourhood Plan this funding amounts to £0.020m and will offset any costs associated with producing the plan alongside the costs of holding a referendum

Risk Management/Health and Safety Implications:

There are no risk management implications arising from this report.

Environmental Implications:

A Climate Change and Environmental Impact Assessment has been undertaken. (Appendix 7)

Legal Implications:

There could be legal implications if Cabinet were not to follow the recommendation as this would mean the Local Planning Authority was not dealing with the Brinklow Neighbourhood Development Plan in line with The Neighbourhood Planning (General) Regulations 2012.

Equality and Diversity:

There are no implications for equality and diversity. An Equality Impact Assessment has been completed to support this document and has been appended to this Cabinet Report (Appendix 6)

Options:

Option One: Approve the Brinklow Neighbourhood Development Plan for the Regulation 16 consultation and the Regulation 17 examination.

Risks: There are no risks associated with this option.

Benefits: Consultation is required on the Neighbourhood Development Plan in order to progress the Neighbourhood Development Plan toward being adopted or 'made'.

Option Two: Do not approve the Brinklow Neighbourhood Development Plan for the

Regulation 16 consultation and the Regulation 17 examination.

Risks: There could be legal implications if Cabinet were not to follow the recommendation as this would mean the Local Planning Authority was not dealing with the Brinklow Neighbourhood Development Plan in line with The Neighbourhood Planning (General) (Regulations 2012).

Benefits: There are no benefits associated with this option.

Recommendation:

The Brinklow Neighbourhood Development Plan, as at Appendix 1 to this report, be:

- a) publicised for the purposes of Regulation 16 consultation; and
- b) submitted to the appointed Examiner for the Regulation 17 Examination.

Reasons for Recommendation:

To comply with the legislative requirement and allow for the Brinklow Neighbourhood Development Plan to be consulted on and examined in line with The Neighbourhood Planning (General) Regulations 2012.

Cabinet - 7 February 2022

**Brinklow Neighbourhood Development Plan Regulation 16
Consultation and Regulation 17 Examination**

Public Report of the Chief Officer - Growth and Investment

Recommendation

The Brinklow Neighbourhood Development Plan, as appended to this report, be:

- a) publicised for the purposes of Regulation 16 consultation; and
- b) submitted to the appointed Examiner for the Regulation 17 examination

1. INTRODUCTION

- 1.1 Brinklow Parish Council submitted its Neighbourhood Development Plan to Rugby Borough Council on 17 January 2022. Rugby Borough Council is now responsible for the next steps in the process namely further consultation, examination, the referendum and adoption.

2. PURPOSE OF REPORT

- 2.1 The Localism Act 2011 introduced Neighbourhood Planning, allowing Neighbourhood Areas to produce a Neighbourhood Development Plan which, once 'made', forms part of the Development Plan for the Borough and contains policies used to make planning decisions within the Neighbourhood Area.
- 2.2 The Neighbourhood Planning (General) Regulations 2012 (the "Regulations") detail the procedure to be followed to produce, submit, examine and adopt a Neighbourhood Development Plan.
- 2.3 This report looks at the next steps in the process, namely further consultation under Regulation 16 and examination under Regulation 17.

3. BACKGROUND

- 3.1 Brinklow Parish Council designated the Parish as a Neighbourhood Area on 22nd August 2016.
- 3.2 A pre-submission consultation on the plan (pursuant to Regulation 14) was carried out between 21st November 2021- 2nd January 2022.

- 3.3 Brinklow Parish Council submitted its Neighbourhood Development Plan to Rugby Borough Council on 17th January 2022. This is known within the Regulations as a “Regulation 15” submission.
- 3.4 Brinklow Parish Council has produced the required documents namely: the Brinklow Neighbourhood Development Plan 2021-2041 (Appendix 1); a map of the Neighbourhood Area (Appendix 2); Consultation Statement (Appendix 3); and Basic Conditions Statement (Appendix 4). The Basic Conditions are outlined below in paragraph 4.2. The outcome of the Strategic Environmental Assessment Screening is also provided (Appendix 5). Rugby Borough Council is satisfied that the Brinklow Neighbourhood Development Plan complies with all of the submission requirements as stated in the Regulations.
- 3.5 The Brinklow Neighbourhood Development Plan sets out policies for the Neighbourhood Area which once adopted or ‘made’ will be used to assess planning applications for the Neighbourhood Area alongside the Local Plan and national policy.
- 3.6 The Brinklow Neighbourhood Development Plan contains policies on housing, the economy, built and natural heritage, the built and natural environment, infrastructure and local facilities.

4. Next Steps

- 4.1 Following the Regulation 15 submission, the next stage of the process is set out in Regulation 16 which requires the Local Planning Authority to publicise the submitted documents for consultation for a period of no less than 6 weeks. If approval is granted by Cabinet, this consultation is expected to run from 8th February to 22nd March 2022. A Consultation Strategy document has been produced in line with the Statement of Community Involvement (SCI). This sets out the information on the consultation and how the responses will be reported. It also illustrates how this is in line with both the SCI and the Neighbourhood Planning Regulations.
- 4.2 The consultation will be focused on whether the proposal meets the basic conditions that are stated in the Regulations. These require that the plan:
 - i. Has regard to national policy and guidance from the Secretary of State;
 - ii. Contributes to sustainable development;
 - iii. Is in general conformity with the strategic policy of the development plan for the area or any part of that area;
 - iv. Doesn't breach or is otherwise compatible with EU obligations- this includes the SEA Directive of 2001/42/EC; and that
 - v. The making of the Neighbourhood Plan is not likely to have a significant effect on a European site (as defined in the Conservation of Habitats and Species regulations 2010(d)) either alone or in combinations with other plans or projects.

- 4.3 A Strategic Environmental Assessment (SEA) Screening Report has been produced to support this Neighbourhood Development Plan. The screening decision was that a full SEA will not be required. This decision was sent to Historic England, Natural England and the Environment Agency for review. All of the bodies who responded agreed with the decision. The SEA screening decision will be published alongside the Neighbourhood Development Plan consultation document (Appendix 8).
- 4.4 In compliance with the Regulations the documents which will be consulted on are:
- The Brinklow Neighbourhood Development Plan;
 - A Map of the Neighbourhood Area;
 - A Consultation Statement;
 - A Basic Conditions Statement; and
 - SEA Screening Determination;
- 4.5 Once the 6-week consultation has ended, Regulation 17 requires Rugby Borough Council to submit the Neighbourhood Development Plan, along with the other consultation documents and a copy of all of the representations made, to the independent examiner for examination. The process of appointing an examiner through the Neighbourhood Planning Independent Examiner Referral Service (NPIERS) will be undertaken by Rugby Borough Council with the appointment to be agreed by Brinklow Parish Council.
- 4.6 If the Neighbourhood Plan is approved by Cabinet for consultation and examination it will be brought to the Council after the examiner's report is published for a further decision on whether the document can be taken to referendum.

5. Conclusion

- 5.1 Brinklow Parish Council has carried out the required steps to comply with the relevant regulations and it is recommended that Brinklow Neighbourhood Development Plan and other submission documents proceed to the next stage in the process.
- 5.2 It is recommended that Cabinet approve the Regulation 16 consultation and the Regulation 17 examination for the Brinklow Neighbourhood Plan as outlined in this report.

Name of Meeting: Cabinet
Date of Meeting: 7 February 2022
Subject Matter: Brinklow Neighbourhood Plan
Originating Department: Growth and Investment

DO ANY BACKGROUND PAPERS APPLY YES NO

LIST OF BACKGROUND PAPERS

Doc No	Title of Document and Hyperlink- To be submitted imminently*

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

Brinklow Neighbourhood Plan V7.5 9th January 2022



Figure 1 Brinklow from the Air (courtesy of Skystudio UK)

2021-2041

“Your say in the future development of our village”

**Regulation 16 submission in accordance with the
Neighbourhood Planning Regulations**

Foreword

Under the Localism Act 2011 the Parish Council commissioned the Neighbourhood Plan Steering Group to produce a Neighbourhood Plan for the people of Brinklow to have a meaningful say in the growth and shape of their community.

The Neighbourhood Plan sets out a vision of the future of Brinklow with strategic aims and objectives for future development. The vision has been formulated from consultation with the community and consideration of national and local policy and is articulated as:

Our vision is to build upon the history and existing high-quality environment of our village and its surroundings, and through carefully planned improvement provide a safe, pleasant, healthy and sustainable place for everyone to enjoy.

The plan reflects significant public consultation with the local community, business and facility providers, and aims to represent their views. The plan also wishes to protect and enhance all elements of the Parish environment, seeking to establish where developments are most appropriate and setting standards for the type and quality of such developments.

It is acknowledged that the Parish will continue to develop organically in the coming years. The Parish will support small development opportunities using Brown Field and infill sites. The Neighbourhood Plan includes policies which are intended to help ensure that the right sort of housing is built in the right locations, reflecting local character and meeting local needs.

The Steering Group wishes to express its thanks to all members of the community who have helped to produce the Neighbourhood Plan.

John Reid
Chairman Brinklow Neighbourhood Plan Steering Group

The Brinklow Neighbourhood Plan was commissioned by Brinklow Parish Council in June 2016 who created a Steering Group made up of local residents and Parish Councillors. Members are John Reid, Jennie Boonham, Vera McBay, Dick Gunstone, Mick Lavin, Tim Heenan. Former members Gordon Betts and David Lowe participated in the early years of the project.

Funding and support were obtained through Locality and the Parish Council.

Advice and feedback were provided by Planning Officers at Rugby Borough Council, we express particular thanks to Ruari McKee, Senior Planning Officer.

The Steering Group is grateful to the following for their support and guidance:

Jennifer Lampert, of Jennifer Lampert Associates Ltd, for planning consultancy, support and guidance in the development of the plan, policies and objectives.

Mike King, of People and Places Insight Ltd, for designing, managing and reporting findings for the Neighbourhood Plan residents' survey.

Ben Wallace, of Warwickshire County Council, for providing the Historic Environment Summary Report and running a local history workshop.

Chris Talbot, Biodiversity Manager of the Habitat Biodiversity Audit Partnership at Warwickshire Wildlife Trust, for putting together the Ecological Report for Brinklow and presenting it to the village.

Table of Contents

1	<i>Brinklow Neighbourhood Plan Area</i>	6
	Introduction.....	7
	Brinklow Neighbourhood Area	7
	The Purpose of the Neighbourhood Plan.....	7
	The Scope of the Neighbourhood Plan	7
	A Short History of Brinklow and its Character Today.....	8
	The Policy Context.....	9
	Community Engagement	10
	1.1.1 Topic 1 Housing.....	11
	1.1.2 Topic 2 Environment and Green Space.....	11
	1.1.3 Topic 3 Business and Tourism.....	11
	1.1.4 Topic 4 Transport.....	11
	1.1.5 Topic 5 Infrastructure	12
	1.1.6 Topic 6 Community and leisure	12
	1.1.7 Topic 7 Heritage and Conservation.....	12
2	<i>Topic 1 Proposals and Policies for Housing</i>	13
	2.1 Policy HO1: Development within Brinklow limits.....	15
	2.2 Policy HO2: Development outside Settlement Boundaries.....	16
	2.3 Policy HO3: Design Principles.....	17
	2.4 Policy HO4: Lutterworth Road Brinklow	21
	2.5 Policy HO5: Affordable Housing	21
	2.6 Policy HO6: Specialist housing for the elderly.....	21
3	<i>Topic 2 Green Spaces and Environment:</i>	22
	3.1 Policy E1: Development.....	22
	3.2 Policy E2: Public Rights of Way	22
	3.3 Policy E3: Areas of Local Green Space	25
	3.4 Policy E4: Protecting and Enhancing non-historic Green Open Spaces	30
	3.5 Policy E5: Agricultural Land.....	31
	3.6 Policy E6: Landscapes, Vistas and Skylines.....	31
	3.7 Policy E7: Minimising Pollution	31
	3.8 Policy E8: Renewable Energy	32
	3.1 Policy E9: Biodiversity and Habitats	33
	3.2 Policy E10: Hedgehog and other Wildlife Protection	34
	3.3 Policy E11: Local Wildlife Sites	35

4	<i>Topic 3 Business and Tourism</i>	36
4.1	Policy B1: Existing Businesses	36
4.2	Policy B2: Additional and alternative businesses	36
4.3	Policy B3: Business Traffic and Parking.....	37
4.4	Policy B4: Proposed new car park area for the village.....	37
4.5	Policy B5: Tourism and Visitor attractions	37
5	<i>Topic 4 Transport</i>	38
5.1	Policy TR1: Provision of Sustainable Transport Measures	38
5.2	Policy TR2: Partnership working to achieve objectives.....	39
5.3	Policy TR3: Transport infrastructure projects.....	39
5.4	Policy TR4: Transport and rural crime	40
5.5	Policy TR5: Transport and the environment	40
6	<i>Topic 5: Infrastructure and Connectivity:</i>	41
6.1	Policy IC1: Encourage study and deployment of village wide surveillance system.....	41
6.2	Policy IC2: Connectivity Hub	41
6.3	Policy IC3: Broadband and mobile phone coverage:	41
7	<i>Topic 6: Community Facilities</i>	42
7.1	Policy CF1: To Protect existing Community Facilities.....	42
7.2	Policy CF2: To support additional services and facilities for religious and other community activities	42
7.3	Policy CF3: To help enhance provision of social and sport facilities for older children: ..	42
7.4	Policy CF4: To offer additional commercial services such as a cash point.....	43
7.5	Policy CF5: Access to Healthcare and Outdoor Recreation Areas.....	43
8	<i>Topic 7: Conservation and Heritage:</i>	44
8.1	Policy HC1: Conservation and Enhancement: Listed Buildings and Conservation area....	44
8.2	Policy HC2: Natural and historic landscape features	45
8.3	Policy HC3: Extension of Brinklow Conservation Area.....	45
8.4	Policy HC4: Design guidance for redevelopment, alteration or extension of historic farmsteads and agricultural buildings.	45
8.5	Policy HC5: Archaeological Considerations	46
9	<i>Implementation Monitoring and Review</i>	46
	Working in Partnership.....	46
	Funding and Implementation Mechanisms.....	47
	Monitoring and Review	47

10	<i>List of Reference Documents</i>	48
11	<i>Glossary of Terms and Abbreviations</i>	50

1 Brinklow Neighbourhood Plan Area



Figure 2 Brinklow Neighbourhood Plan Area (outlined in red)

Introduction

The Localism Act 2011 empowers local communities to take the lead in planning how their own neighbourhoods will develop. Many communities have taken this opportunity to influence the future of their areas. “The Brinklow Neighbourhood Development Plan will enable the local community to shape the future development of the Neighbourhood Area (the Parish) for the benefit of the local community.”

Brinklow Neighbourhood Area

The Parish of Brinklow was designated by Rugby Borough Council as the Brinklow Neighbourhood Area on the 11th of August 2016. See Figure 2 above.

The Purpose of the Neighbourhood Plan

Like many rural areas in England, Brinklow has been subject to increasing pressure for development. In situations where no specific level of growth has been agreed and the planning policies of the local authority are not clearly defined, new developments have come forward in an ad hoc fashion, sometimes not in the most suitable locations and bringing little benefit to the local community in the form of infrastructure.

The Scope of the Neighbourhood Plan

Whilst the purpose of Neighbourhood Plans is to allow local people to have a greater say in the development of their areas, each Neighbourhood Plan must have regard to national policy and be in general conformity with adopted strategic policies of the development plan.

The extent of compliance of the Neighbourhood Plan must be checked by the local authority, Rugby Borough Council, and independently examined before it can proceed to referendum. Details of how this plan meets the Basic Conditions are set out in a separate Basic Conditions Statement¹.

It is a legal requirement for Neighbourhood Plans to have appropriate regard to the National Planning Policy Framework and to be in general conformity with strategic policies. A key consequence of these requirements is that, where the Local Plan has a growth allocation for an area, the Neighbourhood Plan must provide for at least the level of growth specified in the Local Plan. There is currently no specific growth allocation proposed for Brinklow in the Local Plan.

The Brinklow Neighbourhood Plan will cover the period 2021 to 2041 and will form part of the statutory development process for the Neighbourhood area.

The Steering Group has been careful to gather the necessary evidence to inform the Neighbourhood Plan and to underpin the policies in it. In addition, community engagement has been a priority throughout the process of preparing the Neighbourhood Plan. It has been a priority to ensure that as far as possible the Neighbourhood Plan is effective in delivering the needs, wants and aspirations of the local community and is consistent with national and local planning policies. Please refer to the Consultation Strategy and Consultation Statement².

¹ Brinklow Neighbourhood Plan Basic Conditions Statement

² Consultation Strategy and Consultation Statement

A Short History of Brinklow and its Character Today

The Parish of Brinklow lies approximately 5 miles north-west of Rugby, Warwickshire. It consists of a thriving rural village with churches, school annex, Post Office, shops, three public houses, food outlets, doctors' surgery and pharmacy, working farms and a range of active clubs many of which use the facilities of the Community Hall. The village of Brinklow is at the heart of The Revel group of villages and its facilities are used by residents of those other villages. The village has a strong sense of community, due mainly to the regular involvement and support of residents in village life and activities.

In August 2014 Warwickshire County Council completed an [Historic Character Assessment](#)³ of Brinklow as part of the Warwickshire Historic Towns Project. The key findings are summarised below.

There are significant historical links. The "low" element of the place name suggests there may have been a round barrow, probably of Bronze Age date, which may have lain in the vicinity of the castle. The Roman Fosse Way passes through the village. There has been some evidence of Anglo-Saxon activity in the village. After the Norman Conquest a motte and bailey castle was built and the village established itself outside the castle with long plots and narrow frontages of the market area in what is now The Crescent. The layout that is still evident is highly significant in documenting the founding and evolution of medieval small towns and is a highly important part of Brinklow's character.

The 2011 Census records a population of 1101 persons with a fairly uniform distribution of up to age 39. Typically, 50% more in the brackets between 40-69 and adding 7 to the ages would suggest 183 residents may now be aged over 80. Please see [2011 Census Small Area Profiles](#)⁴

As part of the background information for the Neighbourhood Plan a questionnaire survey and a Housing Needs Survey provided by Midlands Rural Housing were undertaken and these revealed a need for affordable housing, both for rent and purchase and specifically designed elderly persons accommodation. For further information see the [Housing Needs Survey 2019](#)⁵

³ [Historic Character Assessment](#)

⁴ [2011 Census Small Area Profiles](#)

⁵ [Housing Needs Survey 2019](#)

The Policy Context

This section sets out the key documents with which the Neighbourhood Plan needs to accord.

National Planning Policy Framework

[The National Planning Policy Framework](#) (NPPF)⁶ in its latest version of July 2021, sets out the Government's approach to sustainable development. At the heart of the NPPF is the 'presumption in favour of sustainable development'. Essentially it is about positive growth with economic, social and environmental gains being sought simultaneously through the planning system and forming three overarching objectives:

- An economic objective to contribute to economic development
- A social objective to support strong, vibrant and healthy communities by providing the right supply of housing and creating a high-quality built environment with accessible local services
- An environmental objective to contribute to protecting and enhancing the natural, built and historic environment.
- The NPPF is supported by the Planning Practice Guidance (PPG) as an accessible web-based resource which is actively managed and updated as necessary.

Neighbourhood Planning forms part of the NPPF legislation, to allow communities to shape sustainable development within their area and to enable local communities to address their strategic needs and priorities.

The NPPF strongly supports the principle of neighbourhood planning. It states that Neighbourhood Plans should set out a positive vision for the future of the local area, they should set planning policies to determine decisions on planning applications, including policies which set out the quality of development that should be expected for the area, based on stated objectives for the area's future and an understanding and evaluation of its defining characteristics.

NPPF and Sustainable Development

Neighbourhood Plans should support the sustainable growth and expansion of all kinds of businesses and enterprise in rural areas, they should promote the development and diversification of agricultural businesses, they should support rural tourism and leisure developments that respect the character of the countryside, and they should promote the retention and development of local services and community facilities in villages.

The Neighbourhood Plan must contribute to the achievement of sustainable development. The NPPF states that pursuing sustainable development includes making it easier to create jobs in villages, to promote gains in biodiversity, to achieve better quality design, to improve people's quality of life, and to provide a wider choice of high-quality homes.

Therefore, the aims, objectives, policies and proposals of the Neighbourhood Plan should be assessed against their ability to achieve sustainable development. Wherever possible the Neighbourhood Plan should actively promote the achievement of sustainable development.

⁶ [The National Planning Policy Framework](#)

Rugby Borough Local Plan adopted 2011-2031 adopted June 2019

A Neighbourhood Plan must be in general conformity with the strategic policies of the Rugby Borough Local Plan and positively support those policies. The Rugby Borough Local Plan provides a hierarchy of objectives and planning policies for the Borough and the Parish.

Please see the [Rugby Local Plan](#)⁷ document.

To assist in the understanding of the proposals and policies of the adopted Local plan a [Policy Review was carried out as a background paper](#)⁸ for the Brinklow Neighbourhood Plan dated September 2017. This sets out the strategic planning framework for the district's future development needs up to 2031 and contains a number of policies and objectives which are relevant to Brinklow and with which the neighbourhood plan must be in general conformity. These policies and objectives cover issues such as the provision and location of new housing, promoting design and protecting and enhancing the built environment and green infrastructure.

Consideration has in particular being given to the following policies: H2 housing policy, H4 Rural exception sites for affordable housing, H6 specialist housing for the elderly, SDC1 Sustainable Design and landscaping, NE3 protect and enhance landscape features which are most relevant to the proposals of the Brinklow Neighbourhood Plan. The Neighbourhood Plan is in conformity with the policies contained in these documents.

In addition, neighbourhood plans must be compatible with European Union legislation that relates to Strategic Environmental Assessment, protected European Habitats and Human Rights Legislation. This Neighbourhood Plan and the policies it contains are consistent with the NPPF, Rugby Borough Local Plan and relevant EU legislation. Full details of how the Plan complies with these legislative requirements are set out in the Basic Conditions Statement which accompanies the Plan.

Community Engagement

In order to provide up to date community opinions, a number of community engagement events were conducted in 2016, 2017 and 2018. A questionnaire was issued to all residents in late 2017. It built on comments received, and the issues identified during previous engagement events. The questionnaire addressed eight key issues: housing; business; tourism; community facilities; conservation and heritage; green spaces and the environment; and transport. Details of the responses from the 229 which were returned of the 473 sent out are in the [Brinklow Neighbourhood Plan Survey Results](#)⁹

There was also a specific effort to engage with businesses and community groups such as the football club, schools and doctors. In addition, the Neighbourhood Plan was placed on the regular agenda of the Parish Council monthly meetings, so progress updates were available to any parishioner attending. Full details of all these events are provided in the Consultation Statement¹⁰

⁷ [Rugby Local Plan](#)

⁸ [Brinklow Local Plan Policy Review](#)

⁹ [Brinklow Neighbourhood Plan Survey Results](#)

¹⁰ Consultation Statement

The Vision, Strategic Aims and Objectives for Brinklow

From community consultation and other evidence, a vision, strategic objectives, policies and priorities have been defined for the Neighbourhood Plan. These are set out in the following diagrams and paragraphs.

The vision statement that emerged from these consultations is:

“The Parish and settlement of Brinklow is small and rural with significant historical character and must remain so. Growth will be limited and controlled to maintain this size and character.

We will build upon the history and existing high-quality environment of our village and surroundings and through carefully planned improvement provide a safe, pleasant, healthy and sustainable place for everyone to enjoy.

Brinklow lies within the Borough of Rugby, but it is a village of independent identity not a suburb of that larger conurbation. As such it should be allowed to flourish into its third millennium.”

Following public consultation events and workshops the steering group identified the issues that emerged from the topics and identified objectives for each heading.

1.1.1 Topic 1 Housing

- Support limited infill development providing it is appropriate to its surroundings and does not adversely impact neighbours or the village character.
- Support re-use of redundant buildings for commercial or residential use
- Ensure any development is proportionate to the size and rural character of the existing buildings in the village and mixes affordable with larger homes, harmonising with architectural style and building materials used in the village
- Ensure infrastructure is developed proportionately to the number of new houses and includes off street parking for two or three cars per house

1.1.2 Topic 2 Environment and Green Space

- Protect the green belt beyond the boundaries unless supported by proven specific housing need or infill development
- Preserve existing features in the village that bestow rural character
- Increase protection of trees and wildlife
- Maintain and improve existing public green areas
- Provide green spaces as part of any new development

1.1.3 Topic 3 Business and Tourism

- Develop where possible agricultural and small businesses, particularly those offering retail outlets
- Encourage home working and opportunities for start up businesses
- Develop tourism and encourage day visitors thus supporting existing shops, cafes and pubs
- Increase the number of providers of bed and breakfast accommodation

1.1.4 Topic 4 Transport

- Improve public transport facilities
- Improve parking in the village
- Improve road traffic, pedestrian and cyclist safety
- Traffic calming and reduction (diversification) measures to be pursued with the relevant authorities as wider developments increase pressure

1.1.5 Topic 5 Infrastructure

- Provision of superfast broadband for the whole village and elimination of mobile phone dead spots
- Improve footpaths and cycleways
- A dedicated footpath from the canal to the top of Ell Lane could be considered to provide access to the Tump and the church

1.1.6 Topic 6 Community and leisure

- Protect, sustain and enhance the health, well-being, leisure and cultural facilities available in the village
-

1.1.7 Topic 7 Heritage and Conservation

- Preserve and enhance the conservation and historic assets of the village and to seek to protect and improve public accessibility to key historic sites
- Preserve and enhance the natural features of the village especially the protection and management of existing hedgerows, vegetation and ponds for the benefit of wildlife and human visitors.

Additional evidence was provided under the seven topic areas as a result of research undertaken and information collected by the steering group and other village members and members of the Parish Council which was further enhanced by the results of the questionnaire survey undertaken in March 2018 and the Housing Needs survey dated May 2019.

This information helped to identify and strengthen the objectives proposed under each topic which was then translated into the policies and proposals under the headings as set out below.

2 Topic 1 Proposals and Policies for Housing

Evidence of Brinklow's history is visible now, in the 21st Century, with its Norman Motte and Bailey, its church which originated in the 13th Century, and the village being situated astride the old Roman road, the Fosse Way, which passes through the heart of rural Warwickshire. Much of the housing was originally built to accommodate land workers. Consequently, there are numbers of workers' cottages which have been joined together to provide more modern accommodation. There are also a number of larger houses, dating from the 18th century, which provided accommodation for business owners, and which are now four- or five-bedroom family houses.



Much of the layout of the village, which was essentially one straight street, was influenced by the route which the Oxford Canal originally took. In 1834 it was straightened, but it defined the boundaries of many houses and gardens. Some workers' cottages were condemned due to a lack of facilities, and their footprint can still be seen in some places. At one time Brinklow had no less than seven ale houses but today only three remain, the other premises having been re-developed or converted into housing.

Brinklow has around 500 houses, 24¹¹ of which are listed. Please refer to the [Brinklow Village Design Statement 2005](#). Many others reflect different eras, some built with fine Victorian or Georgian features, some including decorative brickwork with rows of contrasting bricks, and some with shallow-pitched roofs with no overhang that were previously thatched. Many houses have square nine-pane windows and plain wooden front doors.

In the 1960/70s, land on the Southwest of the village was used to build social housing, much of which is now privately owned. Its design and construction methods are typical of the time and overall add little to the development of the village. Some small estates of detached houses and bungalows have been built and they continue to be in demand as popular family houses.

Rugby Borough Council produced a [Site Allocations Development pack for Brinklow](#)¹² in June 2016. This indicated a possible site for approximately 100 dwellings as Brinklow was regarded as a main rural settlement. This site, referenced as S14/065B or S16071 seemed unsuitable for many reasons, not least that it was in the Green Belt, included a Flood Plain, and it would be detrimental to the visual approach to the village. The Parish Council objected to the proposed allocation which was presented personally at the Planning Enquiry in Rugby on 14th April 2018. The Planning Inspector agreed these objections and advised Rugby Borough Council (RBC) to modify their Local Plan. He also suggested that their housing figures were around 18% too high and that not all the proposed housebuilding would be needed. Please refer to the [Rugby Local Plan Examination](#).¹³

¹¹ [Brinklow Village Design statement 2005](#).

¹² [Site Allocations Development pack for Brinklow](#)

¹³ [Rugby Borough Local Plan Examination...Mike Hayden](#)

Brinklow Parish Council (BPC) has identified in the vision statement that growth should be limited and controlled to maintain the optimum size and character. The objectives section for housing accepts that there is a need to build additional accommodation, but not all the identified housing needs could be delivered solely by in-fill and brown field development. Any development should have regard to the immediate spatial dimensions of any proposed site. To reinforce local distinctiveness, the size, scale and density must respect the traditional local rural vernacular and be fully integrated, whilst supporting a proven local need.

This led to the translation of the evidence provided by the questionnaire survey and the housing needs survey undertaken by Midland Rural Housing into proposals to provide affordable housing and specialist housing for the elderly as part of this neighbourhood plan.

Any development proposals would also be influenced by the facts that:

- Village services are already stretched to full capacity, and a significant increase in the population would need further expansion of local services.
- Due to the increasing age of the population, appropriate housing should be developed as near to the centre of the village as possible, so that services could be reached by foot or cycle.
- Bungalows and retirement housing are needed to enable those people in larger houses to downsize.
- Building of additional 5- or 6-bedroom houses would not generally be supported as some similar-sized units have been difficult to sell because they were on very restricted plots. Their owners generally commute elsewhere to work.
- An 'Affordable Housing Plan' is needed for local people.

It is against this background that BPC has to consider in detail how to approach matching the needs of the community with positive policy and specific proposals that also meet the objectives for housing identified above. This housing section has been influenced by additional detailed research and survey work that is collated in a separate [Housing Background Document](#)¹⁴ and a précis of the main points are provided below.

AECOM provided a site survey for all the sites brought forward in their document: [AECOM - Site Options and Assessment Survey – 2020](#)¹⁵. Furthermore they provided a Design Codes document showing their possible developments: [AECOM - Brinklow Design Codes - January 2020](#)¹⁶. As a result of the AECOM Site Survey, most of the sites put forward were rejected for a variety of reasons. The review featured both brownfield and greenfield locations.

Section A: First priority:

1. Two garage sites within the Great Balance estate – brownfield sites rejected by RBC
2. One brownfield site on Yew Tree Hill which [RBC are prepared to develop](#)¹⁷
3. Land between the Spinney and the Bulls Head - land not available at this time
4. Bulls Head, unused land at rear of car park - not currently available
5. Walkers Terrace ex allotments – needs owners' permission to develop

¹⁴ [Housing Background Document](#)

¹⁵ [AECOM Site Options and Assessment Survey 2020](#)

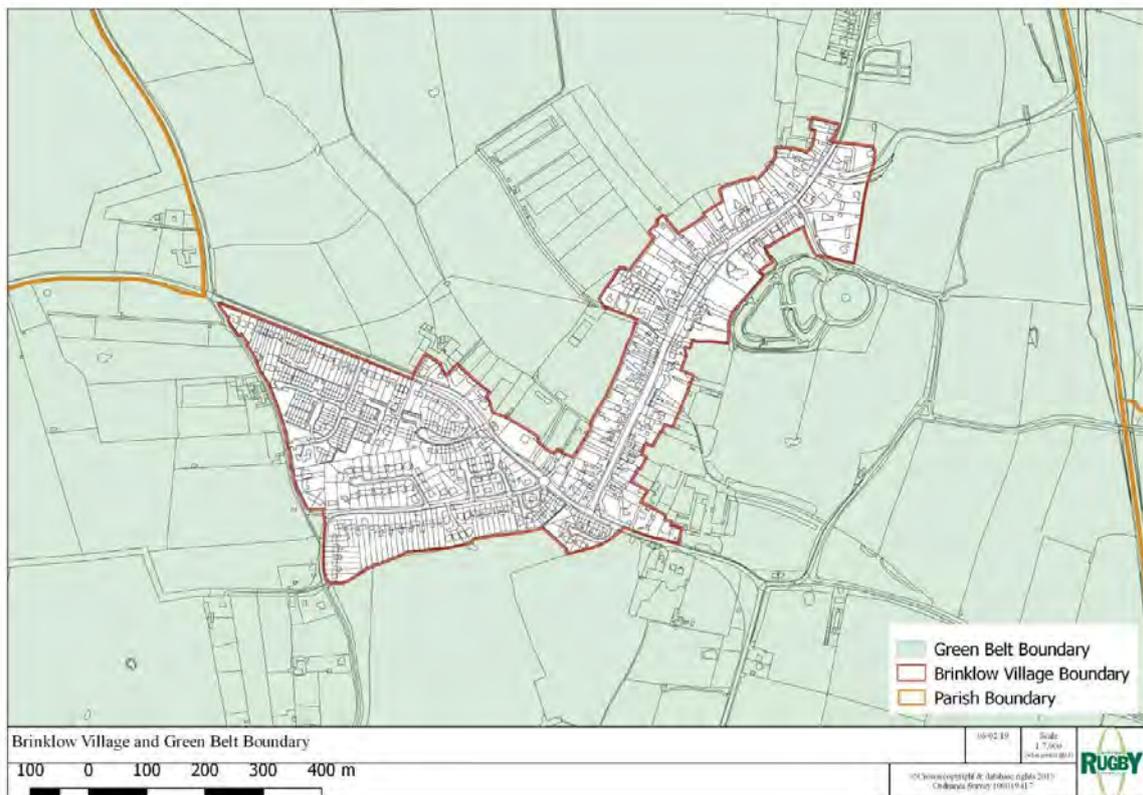
¹⁶ [AECOM Brinklow Design Codes -January 2020](#)

¹⁷ [RBC Email](#)

All of these parcels of land are previously developed land and currently underused. If they were to be brought forward for development, they would be subject to Housing policy HO1 Development within Brinklow limits as set out below.

2.1 Policy HO1: Development within Brinklow limits

Development proposals for small scale residential development within Brinklow Limits, (see planxxx) will be supported where a proposal:



- Is appropriate in size to the character, services and facilities of Brinklow and
- Includes smaller dwellings suitable for young families or for older people looking to down size and
- Retains existing natural boundaries such as trees and hedgerows which contribute to visual amenity and
- Does not result in the loss of an important open space of public, environmental or ecological value and where appropriate reflects their distinctive qualities and
- Preserves and enhances the setting of any heritage asset and is sympathetic in style to surrounding buildings especially within the conservation area
- Does not adversely affect neighbouring properties by visual intrusion, noise, loss of privacy, daylight or amenity.

Section B: Second priority: Review remaining sites adjacent to the Village Boundary and all located within Green Belt.

The [AECOM - Site Options and Assessment Survey – 2020](#) report reviewed other sites that were adjacent to the village boundary and within green belt and these details were also assessed as part of the background to this housing section.

The sites were:

1. Lutterworth Road, site reference S16075 was originally submitted as part of the 2016 call for sites and for an area of 0.89 hectares and was rejected by RBC. This site is currently available, and it is now proposed as a “Preferred site “for development for a mixture of affordable housing and elderly persons accommodation as a rural exception site, as discussed in section C below
2. Maple Down, Rugby Road: The site comprised house and grounds and is estimated to be able to provide up to 21 units. The land is currently not available.
3. Land off Heath Lane, known as Humber Fields, reference S16074. Any release of housing may involve an increase in traffic onto minor roads.

As well as being located within green belt, development of these sites would be subject to Policy HO2 Development outside Settlement Boundaries.

2.2 Policy HO2: Development outside Settlement Boundaries

Proposals for development outside the limits of the settlement boundary shown in blue on the map in Figure 3 below will be supported if they are in accordance with:

- i) Paragraph 78 of the NPPF 2021 as an affordable housing exception scheme
- ii) Paragraphs 60, 62 and 65 of the NPPF 2021 for specialist housing for the elderly exception scheme
- iii) Homes in the countryside as set out at paragraph 80 of the NPPF
- iv) Rural or agricultural business development in accordance with paragraph 84 of the NPPF.

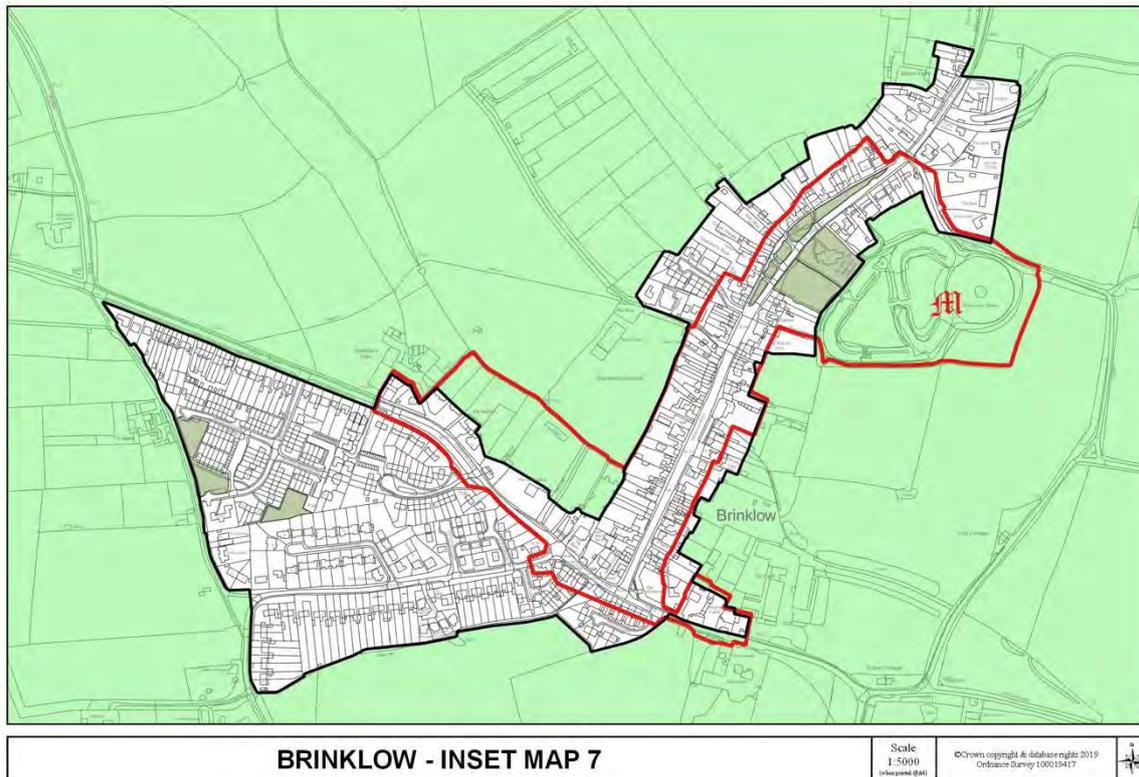


Figure 3 Settlement boundary of Brinklow shown in blue.

Design Principles

The design of any new development within the Neighbourhood Plan area must be of high quality and reflect the intrinsic character of the neighbourhood

2.3 Policy HO3: Design Principles

Development proposals for new buildings and extensions should meet the following local design principles

- Materials used shall complement the local vernacular of the surrounding area
- The prevailing scale and height of adjacent buildings should be respected
- The density should be appropriate to the location and rural area
- Car parking areas should be designed to minimise the visual impact on the street scene and area
- The natural setting should be respected and enhanced
-

Section C: Lutterworth Road, reference 16075, a “Preferred rural exception site” for development for affordable housing and elderly persons accommodation.

The background to this preferred site is detailed below and a general outline of the site can be found at Figure 4 below:



Aerial image copyright © Google 2020

KEY:
 Site Boundary
 Settlement edge (Rugby Borough Local Plan)

Figure 3.
 Site & Immediate Environs
 Scale 1:1,250

Figure 4 Lutterworth Road site general outline

Examination of the responses received to the questionnaire survey in connection with the neighbourhood plan revealed the following details:

- That there was support for development that related to small plots for one or two houses as infill (77%)
- Support was found for small scale schemes of between 10 to 15 dwellings (60%)
- Strong opposition to large scale development of 50 dwellings or more (86%)
- Favoured housing choices related to affordable starter homes and single storey accommodation for the elderly
- Within new building proposals 94% wished to see the provision of off-road parking and housing that was integrated into a well landscaped and open spaced development
-

Following these responses, the neighbourhood plan steering group commissioned Midland Rural Housing to undertake a specific Housing needs survey. That survey revealed the need for up to 12 affordable housing units, based on 8 two-bedroom units, 3 three-bedroom units and 1 one-bedroom unit. It also revealed the need for up to 7 elderly persons accommodation comprising 5 two-bedroomed units and 2 four-bedroomed units. Following these results the steering group with contributions from the landowner and other professionals prepared a sketch plan to illustrate the approach that could be taken and commissioned a Landscape and Visual appraisal of the site and its setting from Glenkemp landscape architects. From these reports we determined that the site should be promoted as a rural exception site and follow the guidance provided in the NPPF for such sites.

Extract from NPPF - 2021:

A local planning authority should regard the construction of new buildings as inappropriate in the Green Belt. Exceptions to this are Paragraph 149:

- (a) buildings for agriculture and forestry;*
- (b) the provision of appropriate facilities (in connection with the existing use of land or a change of use) for outdoor sport, outdoor recreation, cemeteries and burial grounds and allotments; as long as the facilities preserve the openness of the Green Belt and do not conflict with the purposes of including land within it;*
- (c) the extension or alteration of a building provided that it does not result in disproportionate additions over and above the size of the original building;*
- (d) the replacement of a building, provided the new building is in the same use and not materially larger than the one it replaces;*
- (e) limited infilling in villages;*
- (f) limited affordable housing for local community needs under policies set out in the development plan (including policies for rural exception sites); and*
- (g) limited infilling or the partial or complete redevelopment of previously developed land, whether redundant or in continuing use (excluding temporary buildings), which would:
not have a greater impact on the openness of the Green Belt than the existing development; or
not cause substantial harm to the openness of the Green Belt, where the development would re-use previously developed land and contribute to meeting an identified affordable housing need within the area of the local planning authority.*

Extract from the [Housing Strategy 2018-2020](#) entitled “The Rugby of the Future” states: -

The majority of new sustainable housing and employment development will be focused on Rugby urban areas. Sustainable growth of main rural settlements will also take place to meet the housing needs of the rural population and provide support for rural infrastructure and services. Infrastructure to support growth will be phased into developments in such a way to ensure impacts are properly mitigated.

Following from the survey results provided by MRH and an assessment of the Landscape and Visual Outline appraisal by Glenkemp¹⁸ we developed a brief that took those findings and applied them to the Lutterworth Road site. We decided that from that report we should consider predominantly a range of affordable and elderly persons accommodation both of which can be regarded as exception sites under the NPPF. The mix of accommodation that we identified comprises up to 12 affordable housing units, based on 8 two-bedroom units, 3 three-bedroom units and 1 one-bedroom unit, up to 7 elderly persons bungalows, 5 two-bedroom, and 2 four-bedroom units. A further 1 four-bedroom dwelling is proposed as an open market provision to help support the overall cost of the development.

Following the [Landscape and Visual Appraisal Report](#) prepared by Glenkemp Landscape Architects in December 2020 this layout was amended into that shown below in Figure 5: Indicative Site Layout Plan that then took account of the extent of development footprint that was now defined by landscape related

¹⁸ [Landscape and Visual Outline Appraisal Report](#)

constraints. These details were the subject of discussions with the Parish Council, MRH and Rugby Borough Council in January 2021 and as a result it was suggested that the overall plan was an approved way forward, and that many of the conditions which it sought to resolve were about to be published in Rugby Borough Councils Housing Needs Supplementary Planning Document.



Figure 5 Indicative site layout plan

The above sketch plan, Figure 5, from the Glenkemp report shows that the proposal to build up to 20 units on the site is possible, having regard to the existing trees and hedgerows which can be retained and supplemented with additional planting as necessary. The Midlands Rural Housing summary advised that up to 20 units were necessary to meet the village’s housing needs. The breakdown of current proven needs was that 8 of the houses needed to be within the “affordable housing range”.

The Midlands Rural Housing Needs survey also identified the need for the elderly, mostly for bungalows. This would also fit the definition for promoting the site as an exception site. The layout would also provide areas of informal open space, within the existing and re-planted trees and hedgerows.

Experience shows that recently built five-bedroom properties on relatively small plots do not sell well in the Parish. The objective would be to provide a mix of two- or three-bedroom houses for families who want to live in a rural setting and are employed locally.

Within this mix there is a need to provide affordable starter homes to enable local young people to stay in the community. Support would not be given for inclusion of leasehold properties, which can sometimes be a trap for buyers who subsequently wish to re-sell. Midlands Rural Housing, BPC’s preferred agency, has dealt with this situation before and has assured the Parish Council that no properties built for ‘affordable housing’ would find their way on to the retail market. BPC, working with Midlands Rural Housing, would

want to restrict the sale to owner/occupiers, thus preventing valuable assets being added to landlords' 'buy-to-let' portfolios.

We have also considered the findings against the advice provided within Rugby Borough Council [Housing Needs SPD 2021](#)¹⁹ and their [Housing Strategy 2018 -2020](#)²⁰ and concluded that it is an important aspect of the neighbourhood plan to respond to meeting identified needs for rural housing in this case based on the need for affordable housing and the needs of the elderly.

The details were discussed with Midland Rural Housing, Glenkemp and Rugby Borough Council and it was decided that the neighbourhood plan should refer to the site as “a preferred rural exception site for a mixture of up to 12 affordable housing units and up to 7 elderly persons dwellings”.

The decision to promote this site in Lutterworth Road was influenced by the results of the [Landscape and Visual Outline appraisal](#)²¹ including [LVA Figures 1-6](#)²² by Glenkemp Landscape Consultants which identified the need to retain and enhance the existing hedgerows and trees that surround the site in accordance with policy NE3 of the Rugby Local Plan which seeks to ensure that significant landscape features are protected and enhanced, and that landscape design is a key component in the design of new development.

A sketch plan has been prepared to illustrate these aspects and is included as figure 5 within the policy wording for Policy HO4 Lutterworth Road preferred rural exception site.

2.4 Policy HO4: Lutterworth Road Brinklow

The Brinklow Neighbourhood Plan will support the development of this land at Lutterworth Road as a “preferred rural exception site” for a mixture of up to 12 affordable housing units and up to 7 elderly persons dwellings that meet the identified housing needs and including within the design of any proposals will be the retention and enhancement of significant landscape features as indicated in Figure 5 shown above. Any development on this site will accord with the definitions for affordable housing and specialist housing within the NPPF 2021 and be in accordance with policy H4 (affordable housing) and H6 (specialist housing) of the [Rugby Local Plan](#)²³.

2.5 Policy HO5: Affordable Housing

Development of affordable housing will be supported provided it complies with the definition of affordable housing given in paragraph 78 of the NPPF 2021 and be in accordance with Policy H4 of the Rugby Local Plan and is supported by a housing needs survey.

2.6 Policy HO6: Specialist housing for the elderly

Development of specialist housing that meets the identified needs of older people and people with disabilities will be supported provided it complies with advice contained in paragraphs 60, 62 and 65 of the NPPF 2021 and be in accordance with Policy H6 Specialist Housing of the Rugby Local Plan.

¹⁹ [Housing Needs SPD 2021](#)

²⁰ [Housing Strategy 2018-2020](#)

²¹ [Landscape and Visual Outline appraisal](#)

²² [LVA Figures 1-6](#)

²³ [Rugby Local Plan](#)

3 Topic 2 Green Spaces and Environment:

Five objectives were identified from the questionnaire survey and research background to this topic and from these objectives and details policies have been generated to preserve and protect the environment and natural features.

Objective 1

To protect the Green Belt, to protect settlement boundaries and prevent sprawl and amorphous merging with neighbouring villages and larger urban areas.

3.1 Policy E1: Development

Development outside the existing settlement boundaries, within Green Belt will be refused unless it is supported by identified proven need that enables the proposals to be treated as a rural exception site, and thus preventing sprawl and merging of settlements in the countryside.

Objective 2

This relates to preserving existing features inside the village that bestow 'rural character': the overall 'ribbon' shape of the village, woodlands, footpaths, roadside farms and paddocks at the village boundaries and the former canal arms. In support of this objective reference is made to the extensive network of rights of way in the Parish which are a valuable amenity for the village, and which should be protected and enhanced. The health benefits of walking are clear, and the countryside should be opened up more to visitors throughout the Parish and Neighbourhood Plan area. A map of the existing rights of way and public footpaths such as the canal towpath is provided as figure 6.

3.2 Policy E2: Public Rights of Way

This Policy seeks to extend the public rights of way network in an appropriate manner, in line with national policy.

Support for the development, improvement and extension of the footpath and open space network in Brinklow will be given, to provide better pedestrian access to the countryside, whilst ensuring local wildlife sites are protected. For example, an additional footpath from the top of Ell Lane to the canal. Figure 6 illustrates the locations where the networks could be expanded.

MAP OF EXISTING RIGHTS OF WAY



Figure 6. Rights of way around Brinklow

Explanation:

As the map above shows Brinklow is surrounded by a network of rights of way which are a valuable amenity for the village and as such should be protected. The health benefits of additional walking are clear, as are the benefits to the Parish of opening up more countryside to visitors.

Objective 3: To maintain and improve the existing public green areas in the village

Explanation in support of objective 3

Brinklow Parish is surrounded by green belt land as shown in the Land Parcel BR1 of the [Rugby Green Belt Assessment](#)²⁴ However there are also green spaces in the village which are of major importance to parishioners. The minimum ratio of green space to population, as defined in Natural England's Greenspace Standard Recommendations, should be applied to all new developments in the Neighbourhood Plan Area. Paragraph 101 of the NPPF also requires that existing open space, sports and recreational buildings and land, including playing fields, should not be built on unless specific conditions are met.

In accordance with paragraph 103 of the National Planning Policy Framework local communities through their neighbourhood plans can identify for special protection green areas of particular importance, ruling out new development except in exceptional circumstances.

Paragraph 102 of the NPPF sets out the criteria that green space must meet to be designated as Local Green Space:

The Local Green Space designation should only be used where the green space is:

- a) in reasonably close proximity to the community it serves;
- b) demonstrably special to a local community and holds a particular local significance, for example because of its beauty, historic significance, recreational value (including as a playing field), tranquillity or richness of its wildlife; and
- c) local in character and is not an extensive tract of land.

These criteria have been applied to seven green open spaces within the Parish identified as:

1. The Crescent
2. Playing field Barr Lane
3. The Peace and Reconciliation Memorial
4. The Allotments
5. Field adjacent the Tump
6. Church Field
7. Brinklow Cemetery

Their location and a detailed report with photographs and assessment of the applicability of the 3 criteria and details of their individual characteristics are provided in the [Green Spaces and Environment Evidence Document](#).²⁵

The conclusions from that study are that:

²⁴ [Rugby Green Belt Assessment](#)

²⁵ [Green Spaces and Environment Evidence Document](#)

1. The Crescent was the site of a medieval market, and its openness contributes to the setting of the village opposite The Tump, opposite the Church and in Broad Street and the overall historic context should be maintained.

2. The playing field not only includes sports and play areas but also an open space that is flexible and important for use for festivals and other events that sustain and enhance social and community activities

3. The Peace and Reconciliation Memorial is a small area but most important to be retained undisturbed for reflection and commemoration

4. The Allotments play an important role in the community and encourages biodiversity and healthy lifestyles.

5. The field adjacent the Tump: This a historic site with links to Anglo Saxon times.

6. Church Field An open space that effects a setting for the 12th Century Church and whose historic relationship should be preserved.

7. Brinklow Cemetery: Has historic connections from 1884 to the present day and is of personal importance to many residents.

These details and assessments support the formulation of Policy E3 Protecting and enhancing these open areas by the designation as Local Green Space.

3.3 Policy E3: Areas of Local Green Space

The seven areas of green open spaces areas 1 to 7 as identified above and shown in the [Green Spaces and Environment Evidence Document](#) shall be retained, protected and improved to ensure that they remain as areas of Local Green Space in accordance with the criteria and advice contained in paragraphs 101, 102 and 103 of the NPPF 2021 and are available for the use by villagers and visitors.

1. The Crescent, which is the site of Brinklow's medieval market, and as such historically important.



Photo 1a: The Crescent, opposite the Tump 52.412858, -1.360028



Photo 1b: The Crescent, opposite the Church 52.413071, -1.359807



Photo 1c: The Crescent, off Broad Street 52.412562, -1.360359

4. The Allotments, which are an important community facility. Rugby Borough Council's [Green Infrastructure Study](#) recommended in the biodiversity section that land for allotments should be retained and their use promoted. They make a valuable contribution to biodiversity and healthy lifestyles, represent years of public and individual investment, and are worthy of protection. The members of the Brinklow Allotment Society voted unanimously at their AGM, on the 28th of February 2018, for the allotments to be included as a Protected Local Green Space. See the [Minutes of Brinklow Allotments AGM](#).

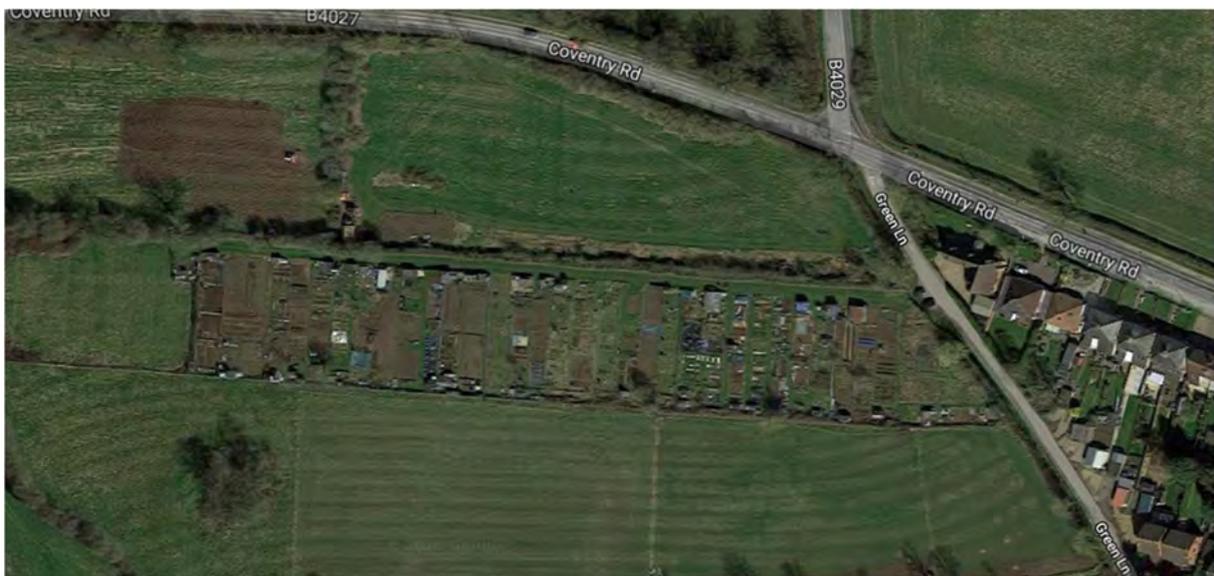


Photo 4: Brinklow Allotments Green Lane 52.412086, -1.371955

5. Field adjacent to the Tump which is a valued approach to our most famous monument linking the village to Anglo-Saxon times 52.412918, -1.359619



Photo 5 Field adjacent to the Tump 52.412918, -1.359619

6. Church Field which grants a fine view of our 12th Century Church 52.412459, -1.359168



Photo 6: Church Field 52.412459, -1.359168

7. Brinklow Cemetery: This was opened in 1884 as there was no space left in the churchyard for burials. It is of personal and historic importance to the inhabitants of Brinklow.



Photo 7 Brinklow Cemetery 52.416324, -1.355420

Objective 4 To provide green space in any new development and to protect and enhance non historic green spaces within the village.

3.4 Policy E4: Protecting and Enhancing non-historic Green Open Spaces

The public open spaces listed below and as identified in the Green Spaces and Environment Evidence document are important community spaces and therefore should be protected from development unless that development is consistent with the function or enhancement of the open space.

. They are listed below with their latitude and longitude:

Side of Green Lane 52.411083, -1.370718

Behind Great Balance 52.410556, -1.370170

Off George Birch Close 52.410323, -1.368814

Off Coventry Road towards Yew Tree Hill 52.411222, -1.366808

Corner of Yew Tree Hill 52.410607, -1.365583

Coventry Road and other side of Yew Tree Hill 52.410496, -1.365463

Potters Close 52.409851, -1.365727

Green space corner of Fosse Way 52.407999, -1.358749

Green space on B4455 52.409068, -1.362066

Large green verges off Heath Lane 52.409432, -1.366583

The triangle on Green Lane 52.409127, -1.369728

Large green off Great Balance 52.410471, -1.370304

Green Space Ell Lane 52.412785, -1.355473

Triangle of land next to Cemetery on Lutterworth Road 52.416476, -1.355795

Full details are given in the [Green Spaces and Environment Evidence Document](#)

Objective 5: Increased protection of trees and wildlife and preserving existing features that bestow rural character.

The following details and policies support that objective.

Explanation: Agricultural Land

Agricultural land is an essential part of the landscape of Brinklow as well as providing local employment and food security for the nation. In addition, the beauty of the landscape around Brinklow consists of the combination of hills and agricultural land. In many fields adjoining the settlement, the ancient pattern of ridge and furrow is well preserved. This historic landscape feature is greatly valued and should be protected.

3.5 Policy E5: Agricultural Land

Development of the best and most versatile agricultural land (defined as land in grades 1, 2 and 3a of the Agricultural Land Classification) will normally be resisted unless it can be demonstrated that significant development of agricultural land is necessary to meet a proven need, and no other land of a poorer agricultural quality is available.

Explanation: Landscapes, Vistas and Skylines

The green areas of land within and on the edge of the settlement boundary are important features of Brinklow and characterise the village. These pieces of open land bring the countryside close and afford views across fields. They should enable an excellent system of paths to give residents and visitors easy access to the countryside and act as wildlife habitats and corridors. Important aspects of the Brinklow landscape can be seen from the Motte and Bailey historic monument and all approaches to the village and are valued local assets.

3.6 Policy E6: Landscapes, Vistas and Skylines

Development proposals must ensure that key features of the views identified on the plan titled 'Valued Landscapes' can continue to be enjoyed including distinct buildings, heritage assets, areas of landscape and the juxtaposition of village edges and the open countryside. Large scale proposals should submit a landscape and visual assessment to help demonstrate this.

Communication masts, pylons, wind turbines, or other structures such as solar panel farms which are highly visible will not be supported if they would have an adverse impact on the character of the landscape and the built environment of the settlement. Highly visible skyline buildings of houses will not be supported. ^[1]_[SEP]

Explanation: Pollution

Paragraph 174 of the NPPF clearly sets out, in broad terms, that pollution is a material planning consideration. Pollution can and does have detrimental impacts on the environment and human health. In the absence of a robust plan policy, both the quality of life of local residents and the ecology of the area would be compromised.

3.7 Policy E7: Minimising Pollution

Development proposals which would give, or potentially give, rise to pollution because of its type or its location will only be supported if they are accompanied by evidence that demonstrates any harmful impacts particularly arising from noise, light or traffic generation, including details of any measures to be taken to deal with the anticipated impacts of the proposal, are satisfactory.

Proposals which would give rise to unacceptable levels of air, light, noise or water pollution will not be supported

Justification: This Neighbourhood Plan is particularly concerned with light pollution and the impact of development on the tranquility of the Neighbourhood Area. The Neighbourhood Plan will follow the recommendations of the Council for the Preservation of Rural England (CPRE) to minimise noise generation. The CPRE has stated “The tranquility of the English countryside is one of its most important qualities. Tranquility is important for our mental and physical well-being. It improves our quality of life. It is also critical to rural economies because it’s one of the main reasons why people head out of towns and cities to ‘get away from it all’. But getting away from it all is becoming harder and harder to do. Aircraft, cars, roads and building developments are all eroding the tranquility that means so much to all of us.” The roads through the centre of Brinklow produce significant noise and air pollution, and new developments should not generate significant additional traffic. ^[1]_[SEP]

Explanation: Renewable Energy

This Neighbourhood Plan seeks to encourage rather than stifle opportunities to establish the generation of renewable energy in appropriate locations where the benefits of such projects clearly outweigh any harm. The results of the questionnaire survey showed some support for solar energy schemes, less so for wind energy.

The potential benefits of renewable energy generation through processes such as biomass, ground source and air source heat pumps, hydroelectric, solar, wind and thermal capture and Energy Storage are all well-documented. The low carbon scene has been changing rapidly and has been controversial in that despite large subsidies CO2 has not always been reduced, due to the effects on the rest of the power system. In particular, solar and wind power do not arrive in time with peak power demand.

3.8 Policy E8: Renewable Energy

Development proposals relating to the production of renewable energy will be supported providing the benefits are clear and they can be satisfactorily integrated into the character and environs of the parish. Proposals which fail to preserve or enhance the established character and appearance of the local area will be resisted.

Explanation: Biodiversity and Habitats

Proposals that will have an impact on woodlands, hedges and trees should incorporate measures to protect their contribution to landscape character, public amenity and biodiversity. The loss of those trees which are of high public amenity value will be resisted and such trees will be protected by the use of Tree Preservation Orders. Where possible, removal of hedgerows will be resisted.

Details of the character of the landscape and its hedgerows are provided in the map below.

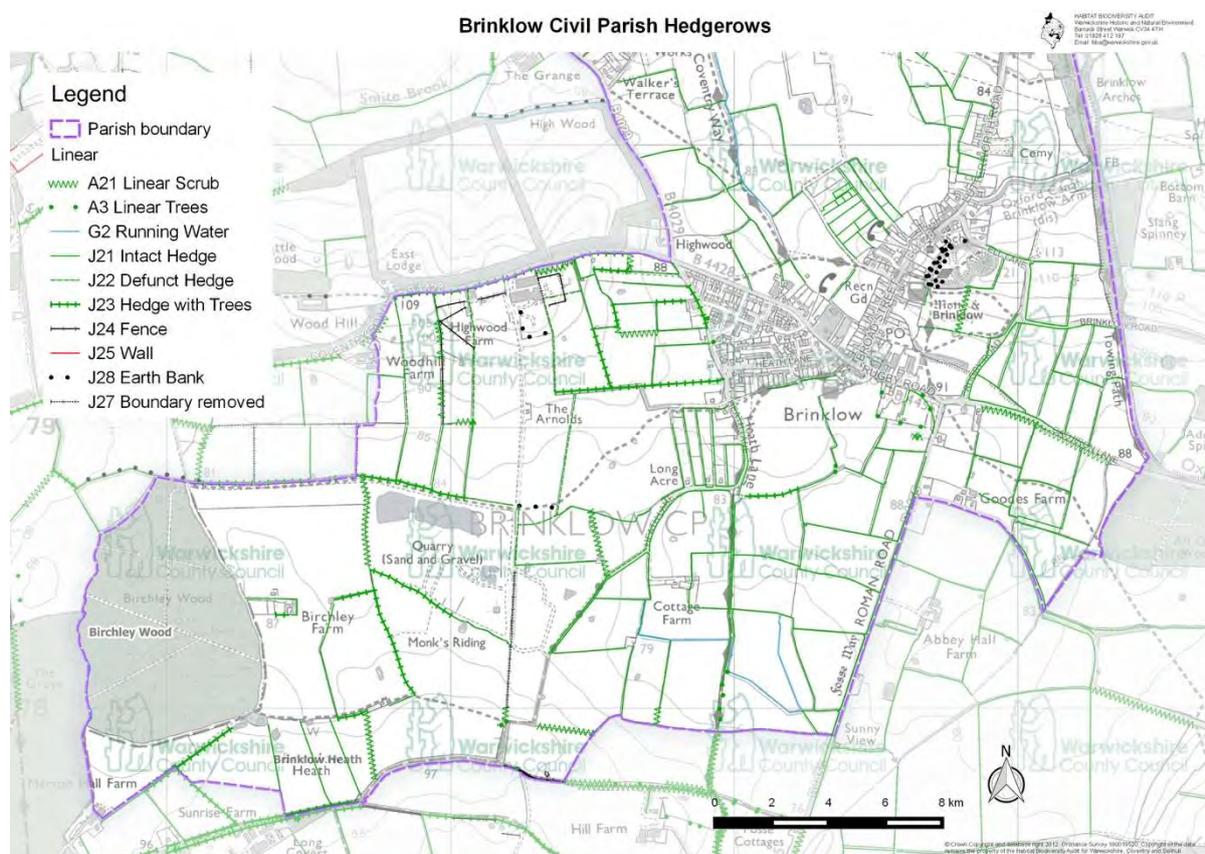


Figure 7: Brinklow Civil Parish Hedgerows

Biodiversity is an important feature of Brinklow and provides a valued recreational activity for parishioners, besides Brinklow being an important reservoir for local wildlife. There are many species in the Parish, including bats, otters, water voles, frogs, toads, great crested newts and hedgehogs. They can all be seen in the [Brinklow Civil Parish Species Map](#). Please also see the [Brinklow Ecology Report](#), the [Brinklow Castle Plant List](#), [Brinklow Habitats](#) and [Brinklow Woodland Connectivity](#)

3.1 Policy E9: Biodiversity and Habitats

Development proposals impacting on biodiversity will be required to demonstrate how any potential impact on local wildlife sites, habitats and species networks has been taken into account. This will require appropriate measures being put into place to protect wildlife and habitats and enhance biodiversity.

Woodlands, trees, hedges, ponds and watercourses, unimproved/semi-improved grassland, heathland and other habitats should be retained wherever possible. This includes national and local designated sites. If development is permitted, any consequent loss of biodiversity must be minimised and mitigated by the creation of new habitats or the enhancement of existing habitats.

Hedgehogs

Hedgehogs have much declined in recent years, notably in more rural areas such as this, and are now a priority concern for nature conservation as defined in the Warwickshire, Coventry and Solihull Local Biodiversity Action Plan. The Wildlife Trust and British Hedgehog Preservation Society have designated 'Hedgehog Improvement Areas' to help conserve this iconic species. The local community values the presence of hedgehogs and other wildlife within the neighbourhood and is keen to ensure that they are protected.

The Neighbourhood Plan Area is situated within a Hedgehog Improvement Area and sightings of hedgehogs have been reported, particularly in Brinklow village.

3.2 Policy E10: Hedgehog and other Wildlife Protection

Proposals for new developments will be supported when features to help the biodiversity and protection of species such as hedgehogs are incorporated into the schemes. Boundaries and barriers should be made permeable, for example through the use of fence panels with 13x13cm hedgehog holes at the base. Connectivity and shelter for ground-dwelling wildlife should be encouraged in the Neighbourhood Plan Area, through features such as native species hedgerows and grassy margins.

Local Wildlife Sites

Within Brinklow we have three Local Wildlife Sites and two potential wildlife sites. Refer to the [Brinklow Wildlife Report²⁶](#) for details of all these sites. A plan showing their location is provided as Figure 8 below.

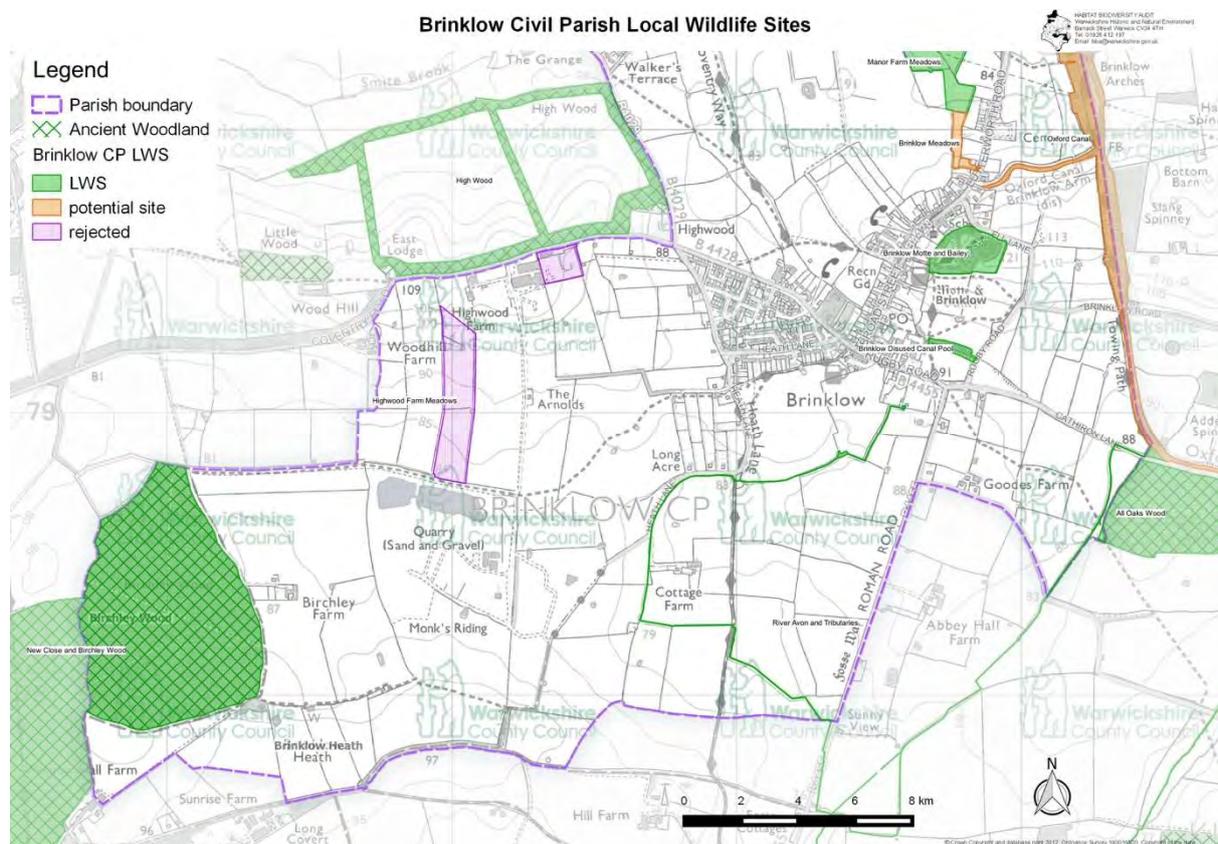


Figure 8: Brinklow Wildlife Sites

²⁶ [Brinklow Wildlife Report](#)

3.3 Policy E11: Local Wildlife Sites

This Neighbourhood Plan fully support the preservation and enhancement of the three identified wildlife sites of Brinklow Castle, Brinklow Disused Canal Pool and tributaries of the river Avon known as the River Avon Local Wildlife site and the proposed addition of two further sites, one at Brinklow Disused Canal Arm and the other at the Oxford Canal as shown on the map in Figure 8 above.

4 Topic 3 Business and Tourism

Objectives:

The Neighbourhood Plan identified the following objectives:

- To develop where possible agricultural and small businesses, particularly those offering retail outlets.
- To encourage homeworking and opportunities for start-up businesses.
- To encourage visitors to the village, thus supporting existing shops, cafes and pubs.
- To support providers of short stay accommodation.

Policies:

Policies for Business and for Visitors to the Parish are proposed as set out below and with due regard to the objectives above. The policies are those drafted as B1, B2, B3, B4 and B5.

Explanation of the character of existing businesses:

There are a number of existing businesses which operate within the Parish, noticeably farming and associated businesses, along with several shops, a Post Office, public houses, cafes and fast-food outlets. In addition, a number of service trades are based in the village, such as builders and carpenters, plumbers and electricians. There are also several businesses which provide support to residents, from children's nurseries and a kennels and cattery business to accountants and computer specialists.

4.1 Policy B1: Existing Businesses

Support will be given to the continuation and expansion of existing businesses at a scale suitable for the village and the immediate environment.

New large-scale business development will be opposed, as will large-scale development of existing businesses.

Support will be given to proposals for re-development or change of use of existing premises for alternative employment uses, provided that there would be no adverse impact on amenities of neighbouring businesses or residential properties

Explanation for the policy for new businesses:

Interest in new businesses was expressed in the responses to the questionnaire survey and at open meetings. Additional retail outlets were identified as a benefit for the village, providing new employment opportunities and helping to sustain current businesses. Suggestions included encouragement for one-man or woman businesses and craftspeople.

The reduction of traffic flow at peak times was seen as an obvious benefit, along with more efficient use of workers' time. In addition, village-based workers may well increase their use of existing facilities.

4.2 Policy B2: Additional and alternative businesses

Within the Brinklow Neighbourhood Plan Area, support will be given to residents who wish to set up new small businesses, either in converted or new premises or from their own homes, provided they

are at a scale suitable for a village community and do not give rise to loss of amenity for neighbouring property.

Background for traffic and parking issues

Traffic and parking relating to businesses are major issues for the community. New development can have a negative impact on some aspects of village life, in particular with additional traffic and the need for more parking spaces either on site or in the village streets. Any new proposals will be expected to provide off road parking that meets the Council's adopted standards for businesses.

4.3 Policy B3: Business Traffic and Parking

The redevelopment or change of use of existing premises or provision of new businesses should include the provision of car parking spaces to the adopted standards of Rugby Borough Council. Any new development shall also provide a safe and secure parking area for cycles within the adopted standards for cycle parking.

4.4 Policy B4: Proposed new car park area for the village

To promote the aim of supporting existing businesses and attracting new commercial enterprises, especially those relating to tourism, the Brinklow Neighbourhood Plan will support the provision of an additional car parking area for the village located ideally within easy reach of the centre of the village. Support will be given to the provision of an additional village car park, ideally within easy reach of the centre of the village.

Explanation for promotion of tourism and increased visitors:

There are a number of places of interest within the Parish, or within easy reach. Visitors often base themselves in the centre of the village, to experience the history and heritage. The village is an ideal location for access to areas of interest outside the Parish. Walkers often base themselves in the village, to enjoy recognised routes, such as the Coventry Way or along the Canal. More visitors will give support to some of the businesses already in place, such as the village shop, local pubs, restaurants, and bed and breakfast services and will help to revitalise the economy of the village by attracting new businesses to the area that are tourism/visitor led.

4.5 Policy B5: Tourism and Visitor attractions

Promotion of the local countryside and better marketing of the Parish to visitors and to attract new businesses will be encouraged, whilst recognising the impact of increased traffic and parking issues, and the effect on the environment. A balance is required between maintaining and improving local facilities in a viable way, and not turning the Parish into a small town.

Occasional events such as the Scarecrow Festival and the Christmas Market will be encouraged, which add interest and a sense of community for residents. Such events also increase the use of local facilities by the influx of visitors for specific occasions.

Support for a reliable local taxi service would be welcomed by businesses and residents.

5 Topic 4 Transport

Objectives

To support access to commerce, employment, family and friends we will support the improvement of public transport facilities. We are aware of the pressures of living in a rural community and reliance upon personal transport, and we will seek to support improved parking in the village and road safety. While recognising the impact of travel on the environment we will work with other agencies to improve highway, pedestrian and cyclist safety.

Background to Policies:

The consultation process and evidence gathering process has highlighted a number of issues connected with transport, these being congestion, noise, vibration, parking, speed and access to reliable public transport. A full survey of village traffic was undertaken by surveys conducted by Leicestershire County Council on behalf of Warwickshire County Council between 6th and 13th March 2018. The analysis of these surveys is available at [Brinklow Traffic Survey](#)²⁷.

The Transport Policies under this section aim to:

- Support safe, integrated and efficient transport that promote public transport with the aim of encouraging greater use.
- Promote new development that supports sustainable travel and reduces reliance on car use and schemes that make it easier and safe to walk around the Parish.
- Promote improved, linked walking routes within the Parish and to the countryside.
- Promote the re-instatement of Brinklow station or provision of new rail connections within the Parish.
- Promote better traffic management and safe cycle routes on the highway and on paths that access the countryside.
- Promote provision of more parking spaces, especially near local amenities to support local businesses.

Explanation for policy TR1 Provision of Sustainable Transport Measures

The consultation process has identified that road traffic presents certain problems within the Parish, manifested through volume, speed, noise, vibration and congestion. In addition, safe use of the highway and car parking have also been identified as being problematic.

The Parish, being a rural community with poor public transport, is highly dependent upon the use of the car. New development has the potential to increase road traffic in the Parish and this Policy seeks to ensure that a developer takes account of the impact of transport and encourages the development of sustainable transport.

5.1 Policy TR1: Provision of Sustainable Transport Measures

Development proposals for new housing, employment, retail, community, or leisure uses should be accompanied by details of the measures taken to provide sustainable transport including:

- Demonstrating safe walking and cycle routes in the immediate area of the site, with consideration of access to services and facilities, including access to the countryside.
- Demonstrating how the proposals link with public transport.
- Demonstrating the impacts of the traffic arising from the development.

²⁷ [Brinklow Traffic Survey](#)

- Provision on new developments of 3 or more houses to incorporate shared safe storage facilities for cycles.
- Provision of a Travel Plan for developments that will generate significant amounts of movements to show how sustainable movement can be achieved. The Travel Plan and the method of monitoring its effectiveness will be agreed with Warwickshire County Council and Rugby Borough Council.

Explanation for policy TR2 to achieve partnerships to support the objectives

Reducing the volume of traffic on roads within the Parish will help deal with issues concerning congestion, road safety, noise and vibration. This Policy seeks to encourage greater cooperation between the Parish Council and those that can influence the development of public transport options and alternative options to methods of transport such as walking and cycling.

5.2 Policy TR2: Partnership working to achieve objectives

Brinklow Parish Council will work in partnership with Warwickshire County Council and Rugby Borough Council, Network Rail and public transport operators, as appropriate, in pursuit of the following aims:

- To develop a high-quality integrated transport system for the movement of residents, workers and visitors by public transport, walking, cycling and private vehicles, so facilitating access to jobs and services, and for the local movement of goods.
- To initiate and promote schemes and projects to improve highway safety.
- To positively consider the needs of those with disabilities and provide appropriate facilities in the transport infrastructure to assist them.
- To positively encourage walking, cycling and the use of public transport, including initiating and developing infrastructure improvements which assist and safely promote these sustainable means of travel.
- To minimise the length and number of motorised journeys, so reducing travel demand, congestion, road accidents and greenhouse gas emissions.
- To promote efficient and timely repairs and resurfacing of roads, footways and other public areas including highway drainage.

Explanation for Policy TR3 Transport infrastructure projects

In response to transportation issues identified in the consultation, this Policy recognises that the Parish Council will have to support, develop and where necessary initiate projects to reduce the impact of transport within the Parish.

5.3 Policy TR3: Transport infrastructure projects

Brinklow Parish Council will work in partnership with Warwickshire County Council, Rugby Borough Council, Network Rail, Canal and River Trust, public transport operators and the voluntary sector, as appropriate, to develop and promote the following projects:

- Protecting, enhancing and developing the rural footpath and walking routes network, particularly the Coventry Way.
- Promotion of the bus service within the Parish and the provision of digital information to help users access services.
- Long-term promotion of re-instating Brinklow railway station or support for a more accessible local railway station to connect the community with larger conurbations and employment helping to reduce the reliance on car journeys and congestion.
- Signage and electronic information boards that promote cycle use, and safe use of the highway by vehicles.
- Environmental changes that promote the safe use of the highway and reductions in speeding vehicles.
- Support change of land use to provide improved village car parking and sustainable transport arrangements; and
- Highway design that includes disabled access.

Explanation for Policy TR4 Transport and Rural Crime

To promote safety and reduce crime in the rural environment, this policy seeks to identify and use technologies that deter crime, such as car theft or the use of vehicles to carry out crime. The Policy also seeks to promote the safe use of the highway by other drivers and pedestrians.

5.4 Policy TR4: Transport and rural crime

Brinklow Parish Council will work with Warwickshire County Council, Rugby Borough Council, and Warwickshire Police to ensure the transport infrastructure is safe and supports initiatives to reduce rural crime through the following:

- Signage and digital information and control systems that promote the safe use of the highway.
- Dedicated facilities that help the Police or Rugby Borough Wardens to park and interact with the community.

Explanation for Policy TR5 Transport and the environment

Transport has impacts on the environment and this policy seeks to mitigate these impacts.

5.5 Policy TR5: Transport and the environment

To help sustain the environment as transport initiatives are being developed, Brinklow Parish Council will:

- Support the development of public electric charging points for cars.
- Will support and encourage new development whether commercial or residential to incorporate electric charging points for vehicles.
- Promote the change in land use when the project encourages public transport or low carbon transport.
- Encourage the provision of public parking spaces for cycles.
- Encourage Highway design that reduces congestion and speed.

6 Topic 5: Infrastructure and Connectivity:

Objectives:

- Support the provision of faster broadband for the whole village and elimination of mobile phone dead spots.
- Support improvement of footpath provision and cycle access, subject to the protection of the environment.

Explanation of policy IC1 Improvements for the Prevention of Crime

The Questionnaire and Traffic Survey highlighted concerns with speeding vehicles and crime, and some support for Speed Cameras and CCTV systems.

Many capabilities are available now, and technology is developing rapidly, especially in China. There could be opportunities to provide:

- Number plate recognition
- Issuing speeding warnings, 'naming and shaming', and then fines
- Recording all vehicle movements through the Parish
- Facial recognition
- Outputs in a readily usable form

6.1 Policy IC1: Encourage study and deployment of village wide surveillance system

The Neighbourhood Plan will seek to encourage improvements to the delivery of broadband and other technical hardware such as CCTV and security systems assisting in the prevention of crime.

Explanation of policy IC2 proposed connectivity hub

A dedicated local facility might be useful to:

- House a control room for the technical hardware including a Surveillance System as described above
- Provide facilities to host selected preferred suppliers' support for all I&C services by Utilities, broadband, burglar alarms, domestic CCTV, home PC etc.

6.2 Policy IC2: Connectivity Hub

Through this Neighbourhood Plan support is given for a land allocation (or part of another building) for a connectivity hub, (if the need is confirmed) and subject to complying with other policy requirements of the neighbourhood plan.

Explanation of Policy IC3 broadband and mobile phone coverage

Fast broadband speeds are available in the Parish, as the kerbside cabinets now have fibreoptic connections to the local exchange. The questionnaire response confirmed that this is no longer a major concern for most. However, technology and providers change rapidly, and being a small Parish there could be a risk of being 'left behind'. The situation should be periodically reviewed and opportunities highlighted.

6.3 Policy IC3: Broadband and mobile phone coverage:

The efficiency and effectiveness of the broadband and mobile phone coverage shall be reviewed at regular intervals and, if necessary, improvement be made to ensure continuing high standards of service.

7 Topic 6: Community Facilities

Objectives:

To protect, sustain and enhance the health, wellbeing, leisure and cultural facilities available in the village.

Explanation of the policies for community facilities

A description of the community facilities within the Parish and the village of Brinklow has been provided within the background paper on Community facilities that is part of the evidence gathering to inform this neighbourhood plan.

The various consultation events and responses to the questionnaire survey indicated the wish to:

- Support the religious and other community facilities within the village to continue to maintain recreation, sport, and community activities.
- To provide additional services and facilities that will enhance those activities
- To introduce provision of social and sports facilities for older children
- To offer additional commercial services such as cash point for banking
- To improve access to healthcare and outdoor recreation areas

The following policies seek to guide the introduction of these improved services.

7.1 Policy CF1: To Protect existing Community Facilities

Development that results in the loss of, or has significant adverse effect on, the following village facilities and services will not be supported, unless it can be demonstrated that the existing use is no longer viable or that the facility is to be replaced to no less a standard and convenience: local shops, meeting places, sports venues, cultural buildings, public houses and places of worship. New development should not prevent residents from continuing to have access to existing facilities, including public footpaths, playing fields and public open spaces.

The change of use of existing facilities to other uses or redevelopment will not be permitted unless the following can be demonstrated:

- The proposal includes alternative provision, in a suitable location, of equivalent or enhanced facilities, and the change is supported by the majority in the village.
- Such sites must also be accessible by public transport, walking, cycling or by car and have adequate car parking.

7.2 Policy CF2: To support additional services and facilities for religious and other community activities

Additional services and facilities for religious and other community activities will be supported provided there are no adverse impacts on the existing residents and businesses.

7.3 Policy CF3: To help enhance provision of social and sport facilities for older children:

Support will be given for proposals for social and sporting facilities suitable for older children which develops the community structure in the parish. provided there is no harm to the amenities of existing residents or businesses.

7.4 Policy CF4: To offer additional commercial services such as a cash point

Proposals for additional commercial services such as a cash point for banking will be supported, providing that these do not cause additional disturbance and loss of amenity to nearby residents or businesses.

7.5 Policy CF5: Access to Healthcare and Outdoor Recreation Areas

Proposed Changes of local land use to enable improvements to healthcare facilities and outdoor recreation areas with associated improvements to access and car parking will be supported providing there is no loss of amenity to residents or businesses.

8 Topic 7: Conservation and Heritage:

Objectives:

- To preserve and enhance the conservation and historic assets of the village and to seek to protect and improve public accessibility to key historic sites.
- To preserve and enhance the natural features of the village especially the protection and management of existing hedgerows, vegetation and ponds for the benefit of wildlife and human visitors.

Explanation of Heritage Assets:

Brinklow Parish includes a designated Conservation Area and 26 listed buildings as well as a telephone box and canal bridge that have Listed Status. In addition, “The Tump” (motte and bailey castle) is a Scheduled Ancient Monument. Each of these significant features needs preserving or enhancing.

There are further buildings and features within the Parish which, although not designated as Heritage Assets, are of sufficient architectural or historic merit to be considered an important part of the character of the Parish. As such they also need preserving or enhancing.

Further details of the character of the Conservation Area, the Listed buildings and other important features of architectural and historic merit in Brinklow and the surrounding Parish area are provided in the background paper [Brinklow Historic Environment Summary Report 2018](#)²⁸ lodged as part of the evidence gathering that informs this neighbourhood plan. More details of Brinklow’s Historic Character are in the [Historic Character Assessment](#)²⁹

The details include a report and plan of the Conservation Area, details of the character and location of the listed buildings and an assessment of the additional buildings and features that are considered worthy of architectural or historic merit to be considered as important parts of the character of the village and Parish.

Brinklow is one of the UK’s best examples of medieval town planning with the evidence still visible in the village layout. Of particular importance is the area of the Crescent, which is the only example of a medieval cattle market left in Warwickshire.

Rugby Borough Council’s current and proposed planning policies provide protection to conservation areas and heritage assets but allow for development that sustains and enhances those assets. These Neighbourhood Plan Policies reinforce these requirements.

8.1 Policy HC1: Conservation and Enhancement: Listed Buildings and Conservation area.

Development in Brinklow Parish should conserve or enhance heritage assets, including the settings of Listed Buildings and the Conservation Area, in a manner appropriate to their significance.

In assessing any proposals for development, the following points will be considered:

²⁸ [Brinklow Historic Environment Summary Report 2018](#)

²⁹ [Historic Character Assessment](#)

- Architectural features of listed and other significant buildings should inform and guide the design of new buildings in the Parish.
- Proposals for the change to a non-designated heritage asset will be required to demonstrate how this would contribute to its conservation whilst preserving or enhancing its architectural or historic interest.
- Designs should take account of local styles, materials and details.

Background and Explanation of Policy HC2 Relating to the Natural and Historic Landscape Features

Brinklow Parish is a rural settlement in a Green Belt area. It has extensive evidence of ridge and furrow landscape, ancient woodlands, hedgerows and includes a number of protected trees. There are actual and potential Local Wildlife Sites. Views when approaching the village highlight the natural and architectural features of the Parish. Rugby Borough Council's current and proposed planning policies protect and seek enhancements to the natural and historic landscape. These Neighbourhood Plan Policies reinforce these requirements.

8.2 Policy HC2: Natural and historic landscape features

Proposals for development within Brinklow Parish will be assessed having due regard to the character and features of the natural and historic landscape (woodlands, trees, hedgerows, views, vistas and local wildlife sites) which should be preserved and protected from unsympathetic development. Landscape planning for new developments to have a positive impact in terms of supporting existing landscape features and adding to them through, for example, planting trees and hedges.

Background and Explanation of Conservation Area Policy Explanation of Policy

The Brinklow Conservation Area encloses the majority of the Parish's heritage assets (Listed Buildings and Scheduled Ancient Monument), but not all. There are significant features that are outside of the Conservation Area and which would benefit from the protection afforded by being brought within the Conservation Area.

8.3 Policy HC3: Extension of Brinklow Conservation Area

The Brinklow Neighbourhood Plan supports the assessment of the existing Conservation Area and further consideration to the provision of an extension to that Conservation Area to provide greater protection for the Heritage Assets of the Parish.

Explanation of Historic Farmsteads Policy HC 4

Brinklow is a rural village in which farmsteads and traditional farm buildings (whether still in use for their original purpose or not) make a fundamental contribution to local distinctiveness and sense of place, through varied forms, materials and the way they relate to surrounding landscapes and settlements. This is an important aspect of the heritage of the Parish.

8.4 Policy HC4: Design guidance for redevelopment, alteration or extension of historic farmsteads and agricultural buildings.

Redevelopment, alteration or extension of historic farmsteads and agricultural buildings within the Parish should be sensitive to their distinctive character, material and form.

Explanation of Archaeological Policy HC 5

Brinklow is a village steeped in history from the Bronze Age onwards through Roman, Anglo Saxon, and Norman Times. It has evidence of past enterprise such as candle making, brick making and has links with the evolution of transport through the canal and train eras. The historic environment is a Core Planning Principle and archaeology is an important aspect of the historic environment. This policy will ensure that development in Brinklow takes account of archaeological considerations.

8.5 Policy HC5: Archaeological Considerations

Development proposals that affect Heritage Assets should demonstrate that they have taken into account the potential impact on above and below ground archaeological deposits and identify mitigation strategies to ensure that evidence which could contribute to the understanding of human activity and past environments is not lost. Measures should be taken to ensure unknown and potentially significant deposits are identified and appropriately considered during development. Lack of evidence of surface archaeology must not be taken as proof of absence and in all instances the Warwickshire Historic Environment Record should be consulted at an early stage in the formulation of proposals.

9 Implementation Monitoring and Review

This section outlines the approach to the implementation of the Neighbourhood Plan, including working in partnership, funding mechanisms, priority projects and monitoring/review. The approach will be that new development should be supported by the timely delivery of infrastructure, services and facilities to provide a balanced, self-sufficient community.

Brinklow Parish Council is committed to Localism and locally informed influence over planning decisions and it will be the key organisation in the monitoring and review of the Neighbourhood Plan. The Council will build upon its track record in engaging planning decisions and by delivering related projects for the community. However, it is recognised that partnership working is needed for the potential of the Plan to be realised. It is our intention to apply for Section 106 money from any housing projects and use it towards the new facilities proposed below.

Working in Partnership

Partnership and joint working will be key elements in the successful implementation of the plan. The main organisations and the roles that they can play are summarised below:

Rugby Borough Council. Planning and Building Control, Parks and Open Spaces and Housing.

Warwickshire County Council. Highways and Transport. Drainage and Flooding. Rights of Way.

Education. Landscape. Social Services.

Adjoining Parish Councils. Assessing impact of large-scale planning applications.

Natural England and Warwickshire Wildlife Trust. For proposals affecting their stated interests.

Sport England. On assessments and strategies for indoor and outdoor sports delivery.

Environment Agency. Consultation on flood risk management, water quality, waste management, contamination, permits and other regulation.

Larger businesses and landowners. Consultation on proposals affecting the parish, in particular concerning any new housing schemes.

The Canals and Rivers Trust. In respect of projects affecting the Oxford Canal.

Funding and Implementation Mechanisms

Contributions will be sought from developers, through S106 Agreements and the Community Infrastructure Levy (CIL) to a level that mitigates impact on existing infrastructure and contributes towards new facilities, where additional needs arise.

The Parish Council will seek to influence budget decisions by the Borough and County Councils on housing, open space, recreation, economic development, community facilities and transport.

The Parish Council will work with other agencies and organisations to develop funding bids to achieve Neighbourhood Plan objectives.

Monitoring and Review

The Parish Council on an annual basis will report on the impact of the Neighbourhood Plan at the Annual General Meeting.

The report will include a list of all planning applications in Brinklow and the decisions made on them and a schedule of approved development for new housing from conversions and single plots to larger sites. A narrative section will describe the extent to which the Neighbourhood Plan has been successful in influencing planning and development decisions.

A comprehensive review, including an assessment of how the Neighbourhood Plan objectives are being achieved, an update of evidence and the policy context, will be undertaken at least every 4 years or when a new Parish Council is formed. In conjunction with the cumulative annual reports, this will inform any decision on whether a formal review of the Plan is necessary.

10 List of Reference Documents

Brinklow Neighbourhood Plan Basic Conditions Statement

Consultation Strategy and Consultation Statement

[Historic Character Assessment of Brinklow](#)

[Housing Needs Survey 2019](#)

[The National Planning Policy Framework](#)

[Rugby Local Plan](#)

[Local plan Policy Review](#)

[Brinklow Neighbourhood Plan Survey Results](#)

[Site Allocations Development pack for Brinklow](#)

[Housing Background Document](#)

[AECOM - Site Options and Assessment Survey – 2020](#)

[Housing Needs SPD 2021](#)

[AECOM - Brinklow Design Codes - January 2020](#)

[Housing Strategy 2018 -2020](#)

[Landscape and Visual Appraisal Report](#)

[Rugby Green Belt Assessment](#)

[Brinklow Civil Parish Species Map.](#)

[Brinklow Ecology Report](#)

[Brinklow Castle Plant List](#)

[Brinklow Habitats](#)

[Brinklow Wildlife Report](#)

[Brinklow Woodland Connectivity](#)

[Brinklow Traffic Survey](#)

[RBC Email](#)

[Brinklow Civil Parish Species Map.](#)

[Brinklow Ecology Report](#)

[Brinklow Castle Plant List](#)

[Brinklow Habitats](#)

[Brinklow Woodland Connectivity](#)

[Green Spaces and Environment Evidence Document](#)

[Brinklow Historic Environment Summary Report 2018](#)

11 Glossary of Terms and Abbreviations

BPC – Brinklow Parish Council

NPPF – National Planning Policy Framework

PPG – Planning Practice Guidance

RBC- Rugby Borough Council

APPENDIX 2

Decision under Regulation 7 of the Neighbourhood Planning (General) Regulations 2012

Brinklow Parish Council application for the designation of the area defined by the Civil Parish of Brinklow, as shown on the map below, as a Neighbourhood Area for the purpose of neighbourhood planning is **APPROVED**.



Date of Decision: 22nd August 2016

This decision notice and the map of the area is viewable on <https://www.rugby.gov.uk/brinklownp>
For further information on Neighbourhood Planning please email LocalPlan@rugby.gov.uk or call 01788 533735

APPENDIX 3



PEOPLE & PLACES
Insight

Neighbourhood Planning Consultation and Engagement Strategy Report



Neighbourhood Development Plan
Brinklow Parish

January 2022
People and Places Insight Limited



INTRODUCTION

The idea behind Neighbourhood Plans is that they are community-led. Effective community engagement and a robust evidence base are the foundations on which an effective Neighbourhood plan will be built. It is important to seek to engage the wider community too, to gain from their knowledge and seek their views. Overall, the principles of the Consultation Programme are that:

- *Opportunities to consult on key issues, options and proposals, and to feed into the process of developing the plan, are made available to all who wish to get involved.*
- *Engagement and consultation runs throughout every stage of the Neighbourhood Plan process*
- *The Neighbourhood Plan survey is designed around a series of objectives which emerged from the comprehensive community consultations.*
- *The final Neighbourhood Plan reflects the views of those living, working and running a business in the parish of Brinklow.*

The following consultation and engagement strategy reviews the delivery of a “Consultation Statement” that accords with the definition of such a document as set out in Regulation 14 of the NP Regulations (a Consultation Statement being a statutory part of the package to be submitted for examination).

In this regulation “consultation statement” means a document which:

- *Contains details of the persons and bodies who were consulted about the proposed Neighbourhood Plan*
- *Explains how they were consulted*
- *Summarises the main issues and concerns raised by the persons consulted*
- *Describes how these issues and concerns have been considered and, where relevant, addressed in the proposed neighbourhood development plan*

At the time of writing this document the Brinklow Neighbourhood Plan has finished the pre-submission stage where a 6-week period of consultation on the draft plan followed by relevant amendments must accord with Regulation 14 of the Neighbourhood Planning (General) Regulations 2012 and is essential for a robust Consultation Statement to accompany the final plan to the LPA (Regulation 15).



BACKGROUND

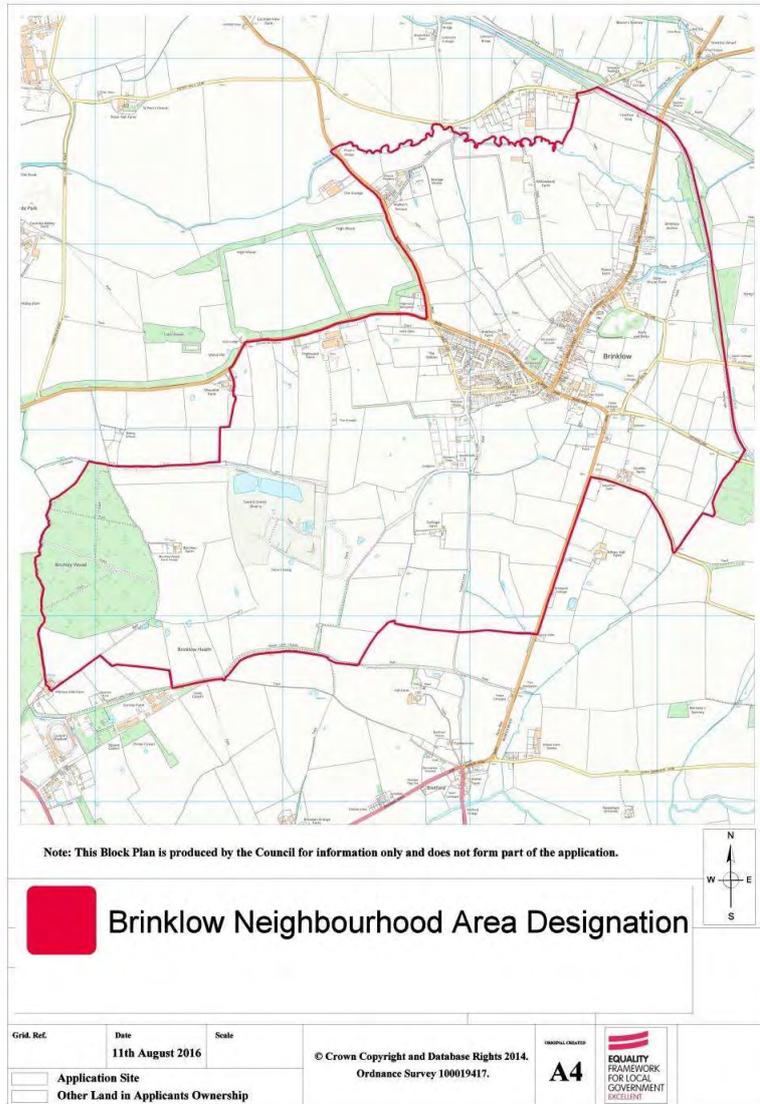
Residents and stakeholders of Brinklow were consulted on the potential of Neighbourhood Planning during meetings in 2016. (Please see Consultation Events p7) Designated Area detail was submitted to Rugby Borough Council in **July 2016** and approved in **August 2016**. Brinklow Parish Council built their relationship with Rugby District Council further through regular discussion and information sharing to ensure that both the Local Plan and the developing Neighbourhood Plan take full account of each other. The Neighbourhood Plan is due to run until **2041**, bringing it in line with the Local Plan once adopted.

The Brinklow Neighbourhood Plan Steering Group was set up consisting of Parish Councillors and residents and was tasked with overseeing the Neighbourhood Plan process. The Steering Group identified the support Rugby Borough Council could provide to consultation with communities, for example, maps, printing, publicity and communications, in addition to the planning authority's statutory duties in supporting development of a neighbourhood plan, i.e.

- *Agreeing and designating the area of the NDP/NDO*
- *Agreeing and designating a forum (where relevant)*
- *Preparation – support*
- *Submission*
- *Examination*
- *Referendum*
- *The making of the plan*



MAP OF BRINKLOW NEIGHBOURHOOD PLAN AREA





CONSULTATION PROGRAMME

The Brinklow Neighbourhood Plan Steering Group was created from Parish Councillors and Local Residents to help deliver the Plan. The Steering Group recruited the expertise of consultants Shaping Communities to develop a Consultation and Engagement Strategy. The Consultation and Engagement Strategy assisted the Steering Group in reaching all residents, businesses and community groups in the parish, maximising the opportunity for all who wanted to engage in the process to become involved in shaping the Plan. Shaping Communities helped deliver the first phase of the process through Consultation Workshops with the Steering Group identifying stakeholders to be engaged throughout the process, including those often considered harder to reach. During the Workshops the Steering Group reviewed the array of consultation techniques available in the Neighbourhood Planning process outlining the advantages and disadvantages of each.

The Workshops concluded with the Steering Group developing their own Community and Engagement Strategy working document that provided information:

- *To support discussions with the Local Authority concerning Neighbourhood Plan ambitions/ objectives and how these align with the current development of the Local Plan*
- *Booking venues for consultations*
- *To develop a comprehensive database of all community stakeholders e.g. local interest groups, community groups, businesses, landowners etc. with whom to be consulting, including statutory bodies and utilities*
- *Reviewing census data to establish demographics and sectors of the community that may be harder to reach.*
- *To complete the main elements of website design, uploading all relevant and available key documentation at this stage and establishing website links with other relevant sites*
- *On completing the Terms of Reference endorsed by the Parish Council for publicising on the website*
- *On completing a 'who's who' of Steering Group members*
- *On contacting potential volunteers to seek additional skills/ fill skills gaps.*
- *On co-opting onto the Steering group representatives from wards currently not represented on the Group*
- *On the local media of the Launch Event and subsequent community consultations*
- *On how to design the Launch Event itself*
- *The advantages and disadvantages of consultation opportunities and strategies*
- *The need for the Steering Group to review the Consultation and Engagement strategy at monthly intervals to ensure that engagement is successful and achieving the aims.*



Due to the heavy workload in developing a Neighbourhood Plan, on 11th February 2017 the Steering Group arranged for an Open Public Meeting and Appeal for Volunteers. Consequently, 12 new volunteers were recruited. At the meeting attendees were allowed to comment on the key issues and priorities for the potential Plan and these were:

- *Traffic & Transport: Congestion / blockage on Broad Street, the main road north of the village centre*
- *Housing: RBC's potential new development will put pressure on already stretched amenities and infrastructure. Need for affordable housing for elderly and young, whereas developers favour more expensive houses, local needs / plans being ignored.*
- *Community / Leisure Facilities: A larger community hall has been widely desired for many years*
- *Schools: Impact of increasing numbers, e.g. current school annex in Brinklow could be lost*
- *Healthcare: Access to the current doctors' premises is difficult, a different location would seem better*
- *Environment: Protection of green areas, wildlife, countryside*
- *Business: Tourism should be promoted. Reported interest by farmers in a dedicated campsite, which would help events and boost tourism*

Community Engagement

Sometimes traditional methods of engagement don't work effectively and some sectors of the community can be harder to engage than others. Some groups this can apply to (though not restricted to) are older people, children and young people, those who are disabled or incapacitated, those whose first language is not English, those rurally isolated including farmers, commuters and those feeling disenfranchised. The Steering Group recognised the benefits of targeting engagement with such particular groups. To help with engagement, the Steering Group used the following guidelines when planning consultations:

- *Choose accessible venues, with public transport, central, walking distance*
- *Consider offering support with transport*
- *Don't hold meetings too late (people may not feel safe to be out)*
- *Include elements of play for children*
- *Consider one to one meetings or small group discussion in more informal settings*
- *Producing materials in large font if required, to suit different needs*
- *Offer help to fill in surveys*
- *Make display materials bright and appealing*
- *Consider language barriers and use of community interpreters if required*
- *Engage local voluntary groups to help you access those harder to reach (e.g. elderly person homes, housing associations, Rural Housing Provider, age concern, etc)*
- *Look at practical considerations – hearing loop, ramp, parking, lighting of venue, toilets accessible for all, is prayer space needed?*



Consultation Events

The Consultation process for the Brinklow Neighbourhood Plan officially started with the community launch of the Neighbourhood Plan on 8th April 2017 to ensure widespread coverage and the opportunity for residents to attend. The Launch Events were followed by a series of more targeted consultations with sectors of the communities and a comprehensive paper based and online survey which was available for all Brinklow residents and business owners to complete. To ensure all important data and evidence was gathered effectively the Steering Group commissioned a detached research company, People and Places Insight Limited to aid with the construction, data entry, analysis and report writing of the Survey.

At the very start of the project the public in Brinklow were provided with the opportunity to indicate whether or not they wanted to see a Neighbourhood Plan developed in the locality. Two open evenings about the proposed Plan were held on Saturday 21st May 2016 from 1pm-3pm and Monday 23rd May 2016 from 6.30-8.30pm. The time slots were planned to accommodate the demographic of Brinklow. The proposed Planning exercise was also presented and discussed at the Parish Council Annual General Meeting on Thursday 19th May 2016. Information concerning the pre-Plan events was detailed on Brinklow Village website page <http://brinklowvillage.co.uk/> and any direct queries were fielded by the Parish Clerk on brinklowvillage@btinternet.com.

A referendum was then held on whether the village should go ahead with developing a Neighbourhood Plan. Everyone on the electoral roll was invited to vote and received a flyer with a voting slip. To ensure wide participation residents were provided the opportunity of completing a paper based or online voting slip. Polling ran from Saturday 14th May 2016, closing on Tuesday 31st May 2016. The referendum voted in favour of developing the Brinklow Neighbourhood Plan.



The table below outlines all the Consultation Events in Brinklow up until November 2021. The table highlights both widespread and extensive consultation post launch of the Neighbourhood Plan, augmenting community wide opportunities such as the Neighbourhood Plan Survey alongside specific events with Business Owners, Landowners, Youth Organisations, Sports Club, Interest Groups and the Religious Community.

Date	Consultation Event
5th April 2016	Invitation meeting to set up Steering Group
7th April 2016	Rugby Borough Council Planning Department meeting with Steering Group
19 May 2016	Neighbourhood Plan presentation at Brinklow Parish Council AGM
21 May 2016	Saturday Morning drop-in session at Village Hall
23 May 2016	Evening drop-in session at Village Hall
14th-31st May 2016	Referendum: Neighbourhood Plan or not?
23rd May 2016	Presentation of Neighbourhood Plan ideas
16th June 2016	Parish Council AGM Neighbourhood Plan Presentation
27 September 2016	Open Public Meeting
7th December 2016	Meeting St John's Church Warden
16th January 2017	Football Club Meeting
11 February 2017	Drop-in Meeting
8th April 2017	Launch Presentation Village Hall
2nd March 2018	Historical Workshop Day Village Hall
7th March 2018	Wildlife Research presentation Village Hall
24th March 2018	Neighbourhood Plan Survey results feedback presentation at Village Hall
4th April 2018	Meeting with Mark Pawsey (Rugby MP)
May-July 2018	Meetings with Pub landlords, and local businesses
6th-Aug-2018	Youth Club Meeting
5th December 2018	Steering Group Meeting with Rugby Borough Council
01 April 2019	Housing Needs Survey
14 December 2019	Call for local sites in Brinklow
24 October 2019	Midlands Rural Housing Landowner-Steering Group Meeting
16th January 2020	Rugby Borough Council-Midlands Rural Housing-Landowner-Steering Group Meeting
13th July 2020	Mark Pawsey(Rugby MP)-Heather Timms(Rugby Borough Council Councillor)-Steering Group Meeting
30th November 2020	Zoom Landowner-Jenny Lampert Planning Associates-Steering Group Representatives Meeting
December 7th 2020	Midlands Rural Housing-Jenny Lampert Planning Associates-Steering Group Representatives Meeting
21 January 2021	Teams Call Landowner-Jenny Lampert-Midlands Rural Housing - Steering Group Representatives Meeting



An attendance log was kept at each of the Events to both understand the level of engagement with the local residents, businesses and stakeholders and to help develop a database for further consultation, engagement and feedback.

Launch Event

The Steering Group arranged a Neighbourhood Plan Launch Event for 8th April 2017. The Launch Event was essential in building awareness of the Neighbourhood Plan, gaining buy-in from the community and understand local views to help shape objectives. The event explained what the Plan could and could not achieve and detailed the key stages of development and the future consultation opportunities. The explanation process included a presentation, made by a member of the Steering Group, a rolling PowerPoint presentation staffed by a member of the Steering Group and an information sheet to guide all volunteers in a 'uniform approach' when speaking/fielding questions from members of the public.

The Steering Group was keen that everyone living, working and running a business in the Parish was made aware of the Launch Event to maximise the numbers attending and the opportunity to consult. The Launch Event was advertised in flyers distributed to all households in the Parish, local publications, social media and the Neighbourhood Plan section of the Parish Council website. Roadside signage also advertised the event. E-mails were sent to all community groups and other stakeholders on the Steering Group's database.

The Steering Group adopted an open 'funnel' approach to the consultation and wanted the key themes to emerge rather than be pre-meditated. Thus, topic sheets were located around the room upon which attendees were able comment via the use of post it notes, with prompt questions to start people thinking about various issues they might want to see addressed by the plan. All the written comments were collated, summarised, reviewed and analysed by the Steering Group to tease out the key issues under each topic heading and to inform wider consultation feedback later on in the process, topic by topic. A summary of all consultation feedback was prepared and kept for reference.



The key themes to emerge from the Launch Event replicated those from the Open Public Meeting and Appeal for Volunteers on 11th February 2017:

- *Business*
- *Community Facilities*
- *Conservation*
- *Heritage*
- *Green Spaces and Environment*
- *Housing*
- *Infrastructure*
- *Connectivity*
- *Transport*

Neighbourhood Plan Survey

A Neighbourhood Plan Survey was circulated to all residents and businesses in the Parish. The overall aim of the Survey was to:

- *Help to build on, and fill in the gaps, on evidence relating to each topic that had emerged from the consultation to the point*
- *start to drill down into options for the plan.*

The Steering Group commissioned detached research specialists People and Places Insight Limited to help:

- *Develop the Survey Questions and Scales to ensure robustness and validity*
- *Design a paper-based version to be hand delivered to every household in the Parish*
- *Design an online version to ensure that in households where more than one person can complete the survey the option was available*
- *With collection of the Survey- face to face collection, provision of freepost envelopes and online submission*
- *Quantitative and qualitative analysis*
- *Production of Executive Summary and Key Findings*
- *Dissemination of the Key Findings at an Open Meeting*

The key topics/ headings to emerge from consultation up until this point were used to help formulate the Neighbourhood Plan Survey questions. The Survey was an excellent means of reaching everyone in the Parish and in reference to the harder to reach groups help was provided be offered by the Steering Group to those who needed assistance with completion. In total 230 surveys were completed. The Key Findings from the Survey were:



Environment

- **Environment Importance and Protection of Environment**

- *In terms of aspects of the Parish which respondents felt were important to them 98% rated 'General upkeep of the village' as 'Very Important' (78%) or 'Important' (20%) and 97% of respondents rated 'Protected open space and trees' as either 'Very Important' (68%) or 'Important' (29%). Over 90% also rated 'Easy access to the countryside' (94%), 'Rural atmosphere' (94%), 'Open countryside reaching close to the centre' (93%) and 'Quiet environment' (91%) as either 'Very Important/ Important'.*

- **Importance of Conservation and Heritage**

- *Conservation and Heritage was important to respondents with over 90% either 'Strongly Agreeing' or 'Agreeing' to the following statements; 'The Parish should actively protect unique local historic features, footpaths and countryside' (99%), 'Conservation Area status is important to preserve both the building and the mature trees for current and future generations' (98%), 'Historic buildings in the Parish need to be maintained (where appropriate) renovated sympathetically' (98%) and 'The character and architecture of the older buildings in the village is an important feature of the Parish' (97%).*

- **Improvement and Promotion of Green Spaces**

- *In terms of 'Green Spaces' and 'Environment' that respondents would like to see improved 90% or over 'Strongly Agreed' or 'Agreed' with the following; 'Wildlife sites e.g. Old Canal, the Tump' (93%), 'Existing green spaces within the village' (92%) and 'Trees and hedge*

Housing

- **Housing Future Developments**

- *Having decided that Main Rural Settlements like Brinklow must have around 100 new houses each, Rugby Borough Council (RBC) issued a 'call' for potential development sites each able to deliver around 100 houses; those submitted for Brinklow were all on previously undeveloped 'Greenfield' sites on Green Belt Land. One site identified as suitable for up to 100 houses by RBC was north of Brinklow, to the east of Lutterworth Road and following consultation from November 2016 to January 2017, Rugby Borough Council included this site in their new draft Local Plan. Review hearings with the Planning Inspectorate were scheduled for 17 April 2018. The Review Hearing took place with input by Steering Group Representatives. The Planning Inspector then ruled against the 100 houses for Brinklow, which were subsequently removed from the Local Plan. (Please refer to the Planning Inspector's Report at https://www.rugby.gov.uk/downloads/file/2260/planning_inspectors_report_on_the_rugby_borough_local_plan_2011-2031). Over half of respondents (54%) agreed with RBC's decision to reject all potential development sites except the 100 new homes already proposed.*
- *58% of those responding to the online survey question 'Do you think the Parish needs more housing' stated 'No'. 46% of paper-based survey respondents stated that 'No more housing required'.*

- **Type of Future Developments**



- Over three quarters (81%) of those online respondents who felt the Parish needs more housing stated this should be 'For young people who would like to live in Brinklow Parish in the future'. Whilst in the paper-based survey, 47% respondents indicated that the Parish needs more housing 'For young people who would like to live in Brinklow Parish in the future'.
- In terms of the size of any further housing developments in the Parish over the next 15-20 years, 43% of online respondents indicated that they felt '21-50 houses' were needed, whilst the same response in the paper-based survey was 26%.
- Respondents were clear that 'Large developments (more than 50 houses)' were not wanted with 88% either stating 'Strongly Disagree' (69%) or 'Disagree' (19%).
- From those who did not agree with RBC's decision to reject all other sites the key theme to emerge from the qualitative analysis was that 'more, smaller sites' would be better for Brinklow.
- 79% of respondents either 'Strongly Agreed' (30%) or 'Agreed' (49%) that any further housing development should be 'Infill, small plots of one or two houses' whilst 70% either 'Strongly Agreed' (23%) or 'Agreed' (47%) that these should be 'Conversion or change of use of existing buildings or previously developed (brownfield) sites'.
- 86% of respondents did not think any more 'Large/ luxury' houses were required in the Parish and the same number stating 'Short/ medium term rental properties: Buy to let and investment properties' were not required.
- 96% of respondents either 'Strongly Agreed' (67%) or 'Agreed' (29%) that if new properties were to be built they would support 'Dwellings of appropriate size and character for the neighbouring area'.
- 96% of respondents either 'Strongly Agreed' (62%) or 'Agreed' (34%) with 'Pavements for pedestrians' as a design feature of any new housing development in the Parish.
- 94% of respondents 'Strongly Agreed' (61%) or 'Agreed' (33%) with 'Off road parking' as a design feature they would support and 87% 'Strongly Agreed' (48%) or 'Agreed' (39%) with 'Low Energy considerations'.
- In terms of environmental features on new housing developments in the Parish over 90% of respondents either 'Strongly Agreed' or 'Agreed' with 'Tree planting' (92%), 'Green spaces' (92%), 'Green areas for wildlife' (91%) and 'Shrubs and hedges' (91%). Village Identity. 9
- 5% of respondents rated 'Village identity/ feeling part of a community' as an important aspect of the Parish whilst 89% 'Strongly Agreed' (69%) or 'Agreed' (20%) with the need to 'Control development to maintain Brinklow Parish's fundamental size and shape.'



Traffic and Transport

- **Traffic Issues Impacting Development**

- *In regard to specific actions concerning development, 93% of respondents either 'Strongly Agreed' (74%) or 'Agreed' (19%) with the assertion to 'Address traffic issues, e.g. speeding vehicles).*
- *Transport issues were classed as a current barrier to Business Development within the Parish with 79% of respondents either 'Strongly Agreeing' (56%) or 'Agreeing' (23%) with 'Parking' and 74% 'Traffic flow (congestion)' ('Strongly Agree' (49%)/ 'Agree' (25%).*
- *From those respondents who do not want to see more 'Tourists and Visitors being attracted to the Parish', 96% either 'Strongly Agreed' (78%) or 'Agreed' (18%) that this was due to 'Car parking issues' whilst continuing on the transport theme 95% either 'Strongly Agreed' (76%) or 'Agreed' (19%) that this was due to 'Traffic issues'.*
- *93% of respondents either 'Strongly Agreed' (73%) or 'Agreed' (20%) that 'Speeding vehicles' were problematic in the Parish. 38% of these indicated that the issue was prevalent on 'Broad Street' whilst 22% stated 'Lutterworth Road'. In terms of time of day, 'Rush Hour/ Peak times' was the most common response. Volume of Traffic*
- *87% of respondents either 'Strongly Agreed' (62%) or 'Agreed' (25%) that the 'Volume of traffic was too high' in the Parish. 54% of those who provided a rating of either 'Strongly agree' or 'Agree', indicated that there was a problem with the volume of traffic being too high on 'Coventry Road' with 43% stating 'Broad Street'. When questioned on the time of day the traffic volume was problematic 26% referred to 'Rush Hour', 21% 'Morning' and 12% 'Peak'.*
- *86% of respondents either 'Strongly Agreed' (68%) or 'Agreed' (18%) that 'HGV traffic' is a problem in the Parish with 45% of comments referring to 'Coventry Road' and 37% 'Broad Street'. When asked the time that HGV traffic was a problem a number of comments cited 'All the time'.*

Car Parking

- *65% of respondents felt that more public car parking space should be made available and from this cohort 80% either 'Strongly Agreed' (37%) or 'Agreed' (43%) with 'Near the shops and food outlets on Broad Street' and 78% 'Near the playing fields' (32% 'Strongly Agree' / 46% 'Agree').*
- *65% of respondents either 'Strongly Agreed' (46%) or 'Agreed' (19%) that 'Car parking on the pavements' was a problem in the Parish, when asked the location of this issue 30% reported 'Coventry Road' and 25% 'Broad Street. 10% indicated that the problem of cars parking on the pavements was 'Evenings' and 9% 'Anytime.'*
- *77% of respondents 'Strongly Agreed' (55%) or 'Agreed' (22%) that 'Parking close to junctions' was problematic in the Parish. 36% commented that this problem was prevalent on 'Coventry Road', 35% 'Heath Lane' and 34% 'Broad Street'. 'School times' was cited when questioned on when 'Parking close to junctions' was an issue.*



- **TRAFFIC MANAGEMENT SOLUTIONS**

- 82% of respondents either 'Strongly agreed' (55%) or 'Agreed' (27%) that '20 mph zones near the school' are needed and 72% that '20 mph zones near the shops' are needed. ('Strongly Agree' 46% or 'Agree' 26%). 70% 'Strongly agreed' (49%) or 'Agreed' (21%) that '20 mph zones along Ell Lane' are needed.

Community Facilities

- **Frequency of Use**
- In terms of community facilities which are used, 77% indicated that they used the 'Shop' at least once a week with 67% using the 'Post Office' the same frequency.
- 97% of respondents rated 'Local services/ facilities (shops, healthcare, pubs etc)' as 'Very Important' (65%) or 'Important' (32%) aspects of the Parish.
- In terms of retaining facilities in the Parish, the key theme to emerge from the quantitative feedback was that it was important. For example, over 90% felt that it was either 'Very Important' or 'Important' to retain the 'Surgery' (99%), 'Shop' (99%), 'Post Office' (98%), 'Pharmacy' (98%), 'Playing field and facilities' (95%), 'Churches' (91%), 'Community Hall' (90%), 'Food outlets' (90%) and 'Pubs' (90%).
- In terms of aspirations for community facilities, 69% of respondents either 'Strongly Agreed' (27%) or 'Agreed' (42%) with 'Churches improved and used more creatively, e.g. concerts, plays' and 67% 'More facilities for older children' ('Strongly Agree' 20% / 'Agree' 47%). 58% of respondents either 'Strongly Agreed' (24%) or 'Agreed' (34%) with the Parish aspiring to provide a '24-hour cash point'.

Infrastructure and Connectivity

- **Broadband**
- 94% of respondents had Broadband access at their home.
- 58% of respondents were happy with the speed of their Broadband service.
- **Mobile Phones**
- Nearly two thirds (63%) of respondents were happy with their mobile phone signal.
- Over half of respondents (56%) would not support the installation of a mobile phone mast.
- **Waste Disposal**
- 60% of respondents would like to see more litter bins in the Parish.
- 60% of respondents indicated that more bins for dog waste are needed in the Parish.



- **Business Development**
- *In terms of the type of Business Development which should be encouraged in the Parish 81% either 'Strongly Agreed' (33%) or 'Agreed' (48%) with 'Home working', 73% 'Pubs/cafes/ restaurants', 69% 'Agricultural/ Food Production', 69% 'Service trades e.g. plumbers, electricians' and 64% 'Nursery'.*

Additional Surveys

Midlands Rural Housing were commissioned by Brinklow Parish Council to undertake a Housing Needs Survey in Brinklow, in May 2019. The Parish Council personally delivered a questionnaire to 473 households, and 166 of these returned a completed survey providing a response rate of 35%. Results identified that there is an identified need for 12 open market homes and 8 affordable homes in Brinklow for those with a local connection. In addition to the Housing Needs Survey a Village Survey was carried out by AECOM, funded by Locality, which identified the Lutterworth Road West site as one of those being 'potentially suitable, available and achievable' for additional housing.



6-WEEK CONSULTATION STRATEGY

The final stage of the Consultation and Engagement Strategy was the six-week pre-submission statutory consultation known as the Regulation 14 Consultation within the 'Neighbourhood Planning (General) Regulations 2012 (as amended). Regulation 14 is a legal requirement that the qualifying body:

- *(a)publicise, in a manner that is likely to bring it to the attention of people who live, work or carry on business in the neighbourhood area—*
- *(i)details of the proposals for a neighbourhood development plan;*
- *(ii)details of where and when the proposals for a neighbourhood development plan may be inspected;*
- *(iii)details of how to make representations; and*
- *(iv)the date by which those representations must be received, being not less than 6 weeks from the date on which the draft proposal is first publicised;*
- *(b)consult any consultation body referred to in paragraph 1 of Schedule 1 whose interests the qualifying body considers may be affected by the proposals for a neighbourhood development plan; and*
- *(c)send a copy of the proposals for a neighbourhood development plan to the local planning authority.*



The following list of statutory bodies were emailed for comment on the Neighbourhood Plan as part of the 6-week consultation:

Consultation Body	Email/Postal Address
A local planning authority, county council or parish council any part of whose area is in or adjoins the area of the local planning authority	
Rugby Borough Council	
Warwickshire County Council	highwayconsultation@warwickshire.gov.uk planningecology@warwickshire.gov.uk FRMplanning@warwickshire.gov.uk forestry@warwickshire.gov.uk
Adjoining Parish Councils:	Binley Woods binwoodspc@aol.com Brandon and Bretford brandonandbretfordclerk@gmail.com Combe Fields combefieldspc@gmail.com Easenhall easenhallparishcouncil@virginmedia.com Kings Newnham Monks Kirby monkskirbypc@btinternet.com Stretton-Under-Fosse Suf.clerk@gmail.com
c) the coal authority	thecoalauthority-planning@coal.gov.uk
d) Homes England	Enquiries@homesengland.gov.uk
e) Natural England	consultations@naturalengland.org.uk NationalPlanning.Function@canalrivertrust.org.uk
f) The Environment Agency	enquiries@environment-agency.gov.uk
g) Historic England	midlands@HistoricEngland.org.uk
h) Network Rail	TownPlanningLNW@networkrail.co.uk
Highways Agency	planningM@highwaysengland.co.uk
k) Any person i. to whom the electronic communications code applies ii. who owns or controls electronic communications apparatus in the area	EMF.Enquiries@ctil.co.uk
	public.affairs@ee.co.uk
	British Telecommunications Plc, Customer Wideband Planning Group Post Point BSTE 0301, Bath Street, Nottingham NG1 1BZ



li) Primary Care Trust	contactus@coventryrugbyccg.nhs.uk
lii) Licence holder under the Electricity Act 1989	nationalgrid.uk@avisonyoung.com
	wpdwayleavesmidlands@westernpower.co.uk
liii) Licence holder under the Gas Act 1986	wecare@cadentgas.com
liv) Sewage Undertaker/iv) Water undertaker	growth.development@severntrent.co.uk
m) Voluntary bodies some or all of whose activities benefit all or part of the neighbourhood area	rugbyinfo@wcava.org.uk
n) Bodies which represent the interests of different racial, ethnic or national groups in the neighbourhood area	advice@equipequality.org.uk
o) Bodies which represent the interests of different religious groups in the neighbourhood area	United Reform Church, St John's Church in Brinklow and St Joseph's church in Monks Kirby
p) Bodies which represent the interests of persons carrying on business in the neighbourhood area	info@cw-chamber.co.uk
	contact@cwlep.com
q) Bodies which represent the interests of disabled persons in the neighbourhood area	feedback@warwickshire.gov.uk
Other Bodies	
Fire and Rescue	fr-operational-planning@warwickshire.gov.uk
Local MP and Councillors	mark.pawsey.mp@parliament.uk
	Heather.timms@rugby.gov.uk
	Belinda.garcia@rugby.gov.uk
	Anthony.gillias@rugby.gov.uk

The standardised email stated:

I am addressing this email to you, as a representative of the United Reform Church, and would ask you to forward it to the Reverend Robert Maloney and/or Derek Coleman, as you think fit. I am writing this, as a member of the Neighbourhood Plan Steering Group, a sub-group of Brinklow Parish Council.

Brinklow Parish Council is going out to pre-submission Consultation on our draft Neighbourhood Plan in accordance with Regulation 14 of the Neighbourhood Planning Regulations, beginning on Sunday 21st November 2021.

We are sending you the attached copy of our draft Neighbourhood Plan and would welcome any comments you have.

Please provide your comments by email to replies2@btinternet.com. Comments must be received within the six-week period of the Consultation, that is by 2nd January 2022.

If there are any queries, please contact John Reid, Chair, or Tim Heenan, Deputy Chair, of Brinklow Parish Council on 01788 832794 or 01788 833961.

Best Regards

*On behalf of Brinklow Parish Council
Neighbourhood Plan Steering Group*



Comments from residents during the consultation were to be made by email to replies2@btinternet.com or by filling in the form in the back of the draft Neighbourhood Plan and handing into the village shop. Spare forms were also made available in the village shop.

In order to provide comments stakeholders were provided with a copy of the Brinklow Neighbourhood Plan in its draft stage. The Plan included extensive information and detail on:

- *Brinklow Neighbourhood Area*
- *The Purpose of the Neighbourhood Plan*
- *The Scope of the Neighbourhood Plan*
- *A Short History of Brinklow and its Character Today*
- *The Policy Context*
- *Community Engagement*
- *Topic 1 Proposals and Policies for Housing*
 - *2.1 Policy HO1: Development within Brinklow limits*
 - *2.2 Policy HO2: Development outside Settlement Boundaries*
 - *2.3 Policy HO3: Design Principles*
 - *2.4 Policy HO4: Lutterworth Road Brinklow*
 - *2.5 Policy HO5: Affordable Housing*
 - *2.6 Policy HO6: Specialist housing for the elderly*
- *Topic 2 Green Spaces and Environment:*
 - *3.1 Policy E1: Development*
 - *3.2 Policy E2: Public Rights of Way*
 - *3.3 Policy E3: Areas of Local Green Space*
 - *3.4 Policy E4: Protecting and Enhancing non-historic Green Open Spaces*
 - *3.5 Policy E5: Agricultural Land*
 - *3.6 Policy E6: Landscapes, Vistas and Skylines*
 - *3.7 Policy E7: Minimising Pollution*
 - *3.8 Policy E8: Renewable Energy*
 - *3.1 Policy E9: Biodiversity and Habitats*
 - *3.2 Policy E10: Hedgehog and other Wildlife Protection*
 - *3.3 Policy E11: Local Wildlife Sites*
- *Topic 3 Business and Tourism*
 - *4.1 Policy B1: Existing Businesses*
 - *4.2 Policy B2: Additional and alternative businesses*
 - *4.3 Policy B3: Business Traffic and Parking*
 - *4.4 Policy B4: Proposed new car park area for the village*
 - *4.5 Policy B5: Tourism and Visitor attractions*
- *Topic 4 Transport*



- 5.1 *Policy TR1: Provision of Sustainable Transport Measures*
- 5.2 *Policy TR2: Partnership working to achieve objectives*
- 5.3 *Policy TR3: Transport infrastructure projects*
- 5.4 *Policy TR4: Transport and rural crime*
- 5.5 *Policy TR5: Transport and the environment*
- *Topic 5: Infrastructure and Connectivity:*
- 6.1 *Policy IC1: Encourage study and deployment of village wide surveillance system*
- 6.2 *Policy IC2: Connectivity Hub*
- 6.3 *Policy IC3: Broadband and mobile phone coverage:*
- *Topic 6: Community Facilities*
- 7.1 *Policy CF1: To Protect existing Community Facilities*
- 7.2 *Policy CF2: To support additional services and facilities for religious and other community activities*
- 7.3 *Policy CF3: To help enhance provision of social and sport facilities for older children:*
- 7.4 *Policy CF4: To offer additional commercial services such as a cash point*
- 7.5 *Policy CF5: Access to Healthcare and Outdoor Recreation Areas*
- *Topic 7: Conservation and Heritage:*
- 8.1 *Policy HC1: Conservation and Enhancement: Listed Buildings and Conservation area.*
- 8.2 *Policy HC2: Natural and historic landscape features*
- 8.3 *Policy HC3: Extension of Brinklow Conservation Area*
- 8.4 *Policy HC4: Design guidance for redevelopment, alteration or extension of historic farmsteads and agricultural buildings.*
- 8.5 *Policy HC5: Archaeological Considerations*
- *Implementation Monitoring and Review*
- *Working in Partnership*
- *Funding and Implementation Mechanisms*
- *Monitoring and Review*
- *List of Reference Documents*
- *Glossary of Terms and Abbreviations*
- *Comments on the 6-week consultations were supplied by:*
- *Warwickshire County Council*
- *Severn Trent*
- *National Highways*
- *Canals and River Trust*
- *National Grid*
- *Natural England*



Full comments can be found in the Appendix.

An open day was also held to inform the village and begin the six-week Regulation 14 pre-submission consultation. Posters describing the process of the housing site selection were presented and copies of the draft Neighbourhood Plan were handed out. Parish Councillors and members of the Neighbourhood Plan sub-committee were on hand to answer questions. 48 people from the village attended.

Following this open day the Neighbourhood Plan was put on the Parish Council webpage and a link to the plan placed on the village Facebook page and an email address provided for comments. The consultation was also publicised in the local free monthly magazine 'Round the Revel'.



APPENDIX

Consultation and information sharing techniques worksheet produced by Shaping Communities prior to Launch.

Open/ Drop in days

Open/ Drop in days, such as those to be designed for the launch of the neighbourhood plan, present an ideal opportunity to discuss the plan, what the plan can achieve/ what the plan cannot achieve, exchange views and ideas, view maps and gain an understanding of the process, the benefits of having a plan and how to get involved in shaping the plan further. The presence of additional technical planning support would be helpful to respond to more complex planning questions.

Use of local newspapers

Keeping the community informed of key consultation events through press releases will be useful and demonstrates that the group is trying to engage through relevant mediums as and when appropriate. The Steering Group will look to issue press releases with respect to the launch of the plan, the options consultation/ exhibition and the launch of the statutory period of pre-submission consultation. It is recommended that a press release is also used to publicise the referendum. Parish based publications such as 'Round the Revel' will be used for press releases and the Group is advised to agree a lead for issuing publicity from within the Group and to liaise with the newspaper.

Local radio/ TV

Providing occasional interviews at key points in the plan's development is a further opportunity to raise awareness of the plan and encourage buy-in from the community.

Local publications

Full use should be made of local publications, particularly the parish's monthly magazine. This is a free magazine which gets delivered to all households in the parish by a team of volunteers. This small parish magazine is considered ideal for this purpose and good links are already established with this magazine. A brief newsletter or progress report in the form of a flyer containing the dates (as and when these are confirmed) of future consultations could also be included with the magazine to act as an aide memoire for residents and businesses.

The group will also approach the village school to see whether they would be prepared to support information sharing through using existing mechanisms.

Local newsletters managed by any Voluntary and Community Sector organisations supporting residents in the parish should help to reach into the community. The neighbourhood plan branding and logo should appear on all publications.

Website

A neighbourhood plan page was added to the Parish Council website publicising information about the plan. This will prove particularly useful at the statutory consultation stage and for sharing a wide range of background information with the community and Statutory Undertakers. The Group will look at other examples of good neighbourhood plan websites, and examples have



been given. The website address will be printed onto all publicity, e.g. posters, flyers etc. It is important that the website is regularly refreshed with up to date information. In addition, for the purposes of completing the neighbourhood plan questionnaire later this year, on-line completion will save time and resources, along with encouraging a greater response rate to the questionnaire.

The group has agreed that the site needs to contain as much information as possible in readiness for the launch event, as interest in the plan grows among the community. The presence of a populated website will demonstrate that neighbourhood plan information and key background documents, along with information about pending consultations and feedback from consultations, has been made available to all to view. The website will be needed for statutory consultation purposes (Regulation 14 consultation). The site should have sufficient memory to hold a significant amount of documentation.

The group has set up "Contact Us" feature on the website to capture all questions raised about any aspect of the plan process with associated responses. (This is in addition to all comments, questions and ideas recorded as part of interactive consultation feedback gathered at the launch and other bespoke events).

NB. It is recommended that questions are responded to within a period of two weeks and that response times form part of the Terms of Reference. This will provide additional clarity about the process, increase transparency and help to keep people informed and on board.

E-mails

The Steering Group is to develop a comprehensive e-mail database of all community groups and clubs, local interest group, businesses, the local school, statutory undertakers (see section 5 above for examples) and neighbouring parishes. The group may wish to try to engage the support of other local groups and voluntary organisations by seeking permission to "piggy back" others' e-mail databases for disseminating information on the plan. Developing an interactive page on the website for questions to be raised by the community, where e-mail contact details are required, would also help to build the e-mail database and assist with wider communication.

Leafletting/ flyers/ posters

Where helpful, leaflets could be delivered through doors to provide additional information at key points in the plan process. In addition, by agreement, posters can hopefully be placed in the windows of local businesses, public houses, the Community Centre, and residents' homes, (to name a few examples).

Notice boards

There are notice boards in the parish which serve the parish well, and will be very useful over the coming months.

Making the most of existing planned community events

Any community events planned for the village are useful opportunities for promoting the work of the Group on the plan and the benefits of having a neighbourhood plan/

Focus groups



To reach sectors of the community that may be harder to engage in the process e.g. younger people, older people or to find out more about specific topics, such as business or transport, it will be useful to take the consultation out to the community through focus groups, to find out more about the issues and concerns. Short, bespoke questionnaires tailored to specific groups of people can form part of these sessions to increase feedback. This type of focussed consultation should prove valuable in gaining support for the plan.

Structured Interviews

Where it is difficult for particular cohort groups to meet, such as Businesses, face to face or telephone interviews with specific structured questions may be beneficial.

Consensus building meetings

Where contentious issues exist, or groups/ individuals or developers may not be behind the plan, meetings to look at the issues and hear everyone's views in order to gain consensus on the way forward would be very useful to head off problems as soon as possible and increase the likelihood of positive referendum result.

NP questionnaire

A NP questionnaire circulated to all residents and businesses in the parish will help to build on, and fill in the gaps in, available evidence relating to each topic and start to drill down into options for the plan. This is an excellent means of reaching everyone in the parish and help should be offered by the group (or volunteers) with completing the questionnaire where needed. Support will be given with the development of the questionnaire during the second tranche of work on the plan by People and Places Insight Limited. The support will include working out:

- Dissemination of the Survey- hand delivery and an online version to ensure that in households where more than one person can complete the survey the option is available.
- Collection of the Survey- face to face collection, provision of freepost envelopes and online submission
- Framing of the Survey Questions and Scales
- Analysis
- Executive Summary and Key Findings



Consultation and Engagement Strategy Event Planning Sheet

Activity	
Date/Time:	
Venue:	
Lead:	
Format/ Methodology	
Target Audience	
Key aims and messages	
Promotional activities/ publicity	



Resources Needed and costs	
Required:	£
Maps	
Post-it notes	
Flipchart paper	
Pens	
Venue costs	
Powerpoint screen/laptop (if presentation would be helpful to explain the process)	
Images	
Refreshments	
TOTAL	£
Volunteers:	
Name of volunteer attending:	Responsibility:
Monitoring	



Brinklow Neighbourhood Plan

As you may know the Local Plan for Rugby and District wants to put 100 houses in Brinklow over the next five years. Although the village cannot directly contradict the Local Plan, with a Neighbourhood Plan, which carries equal weight, we can influence it and shape how it comes into our community. We have a real opportunity here to contribute to the development of our village for the twenty-first century and to protect its heritage and amenities. Under Planning Law we can create a Neighbourhood Plan for Brinklow in the same way as our nearby village of Wolston and the group of villages: Baginton, Bubbenhall, Stoneleigh and Ashow are already doing. You can download their draft plan at <http://www.bubbenhall.info/nplan.php>.

What is a Neighbourhood Plan?

A Neighbourhood Plan is a local initiative giving communities the power to prepare a planning document that includes a shared vision for their neighbourhood. These plans can set out policies on the development and use of land in the Parish and have formal weight in determining planning applications. As a village community we all need to decide if we should go ahead and create a Neighbourhood Plan for ourselves. To get the opinion of the entire village on this we will hold a referendum about it for everyone on the electoral roll. The majority of the Brinklow Neighbourhood Plan sub-committee of the Parish Council are in favour of going ahead with a plan. Of course, there are reasons for and against having a Neighbourhood Plan and they are outlined on the next page.

We will be holding two open evenings about the proposed neighbourhood plan at the village hall, on Saturday 21st May from 1pm-3pm and Monday 23rd May from 6.30-8.30pm. It will also be presented and discussed at the Parish Council Annual General Meeting on Thursday 19th May. More information is on the Brinklow Village website page <http://brinklowvillage.co.uk/> and any queries can be sent by email to the Parish Clerk on brinklowparishcouncil.clerk@gmail.com

We will hold a referendum on whether the village should go ahead with developing a Neighbourhood Plan. Everyone on the electoral roll will be able to vote, and the poll will open on Saturday the 14th May, closing on Tuesday 31st May. Remember it is your village and this is your chance to make your voice heard.

This leaflet was produced by the Brinklow Neighbourhood Plan Committee, a sub-committee of the Parish Council. We are a group of volunteers including Brinklow Parish Councillors. Anyone wishing to join the group will be welcome.



Reasons for and against having a Neighbourhood Plan

FOR:

- We can comment formally on any proposed site for the 100 houses and say what effect developing that site would have on the village and what extra works would have to be done if that site was chosen, at extra cost to the developer, not us. For example works to improve access, hide any effects on the general landscape, protect against damage to conservation areas and preventing flood risks
- We may be able to discover sound planning reasons preventing development on some proposed sites
- We can say what mix of housing the village needs within these 100 houses, for example starter homes for our young people and smaller well-insulated houses for older people
- A Neighbourhood Plan is a formal planning document which must be taken into consideration by the Rugby Planning Office, and has considerably more weight than the existing Parish Plan
- There are grants available of up to £16,000 to the village to get the plan written, if we don't create a plan this money is lost to us as it is not available for anything else
- The percentage of money coming back to the village from developments if there is a Neighbourhood Plan is 25%, if there is no plan then it is only 10%

AGAINST:

- Developing the plan means literally hundreds of hours of effort by the village, although most of it will be done by volunteers
- The Neighbourhood Plan cannot directly stop the Local Plan from permitting a development of 100 houses within the Brinklow greenbelt, although it can shape the development proposals
- We may not get the grant
- The cost of the Plan may exceed the grant

To vote in the Village Plan Poll, which runs from 14th May until 31st May, either vote online at <https://www.surveymonkey.co.uk/r/KNWDZF6> or fill in the voting slip below. Precautions will be taken to prevent duplicate voting online or on paper.

**THIS IS NOT A VOTE FOR OR AGAINST THE PROPOSED 100 HOUSES,
THIS IS A VOTE FOR OR AGAINST THE DEVELOPMENT OF A NEIGHBOURHOOD PLAN**

✂-----

Voting Slip: Please tick the appropriate box, tear off and hand into the village Post Office. If you have a problem getting to the Post Office let us know by phoning the Parish Clerk Phil Creek on 07767 380696

I agree that Brinklow should have a Neighbourhood Plan

I do not agree with Brinklow having a Neighbourhood Plan



Your Community. Your Future.

Have your say and help to
shape Brinklow Parish!

Transport Housing Environment Heritage



Neighbourhood Plan Comment Sheet for 6-week consultation from residents and stakeholders



On the 11 February 2016 we met as a community to listen to Rugby Borough Council and we heard about their proposals to build up to 100 new homes on green belt land within Brinklow. The proposal came as a complete shock to the community. The Parish Council objected to the development on green belt land, and established a Neighbourhood Planning group to consider what steps we could take to influence future development. This group recommended the production of a Neighbourhood Plan, and through a referendum you as a community mandated the Parish Council to produce such a plan.

The Neighbourhood Planning Group has worked on your behalf holding numerous consultation meetings to gather your views on your community, particularly what's important to you as the Parish grows. The Neighbourhood Plan will not stop approved development taking place, but it will influence what is developed and where development takes place. A Neighbourhood Plan is a legal document and Rugby Borough Council must take it into account when considering future development within the Parish.

As part of the process of gathering information to build the Neighbourhood Plan, we need your views on what is important in the community, and how you would like to see it develop. To do this the Neighbourhood Planning Group has produced this questionnaire. The Parish Council strongly encourages you to complete and submit this questionnaire, either on paper or online. Submitted questionnaires will be analysed and the Neighbourhood Planning Group will develop a draft Neighbourhood Plan, based on what the community collectively thinks about future development within the Parish. The community will be asked to vote on the draft Plan after it has been approved by Rugby Borough Council and a nationally appointed Planning Inspector.

Thank you for your time completing this questionnaire.

Brinklow Parish Council

Your answers will have a great impact on the future of your Parish.



Brinklow Neighbourhood Planning Group was set up by the Parish Council in 2016, with the aim of producing a Neighbourhood Plan to help us to:

- CONTROL DEVELOPMENT THROUGHOUT THE PARISH, SO WE AIM TO GET THE BEST AND MOST APPROPRIATE GROWTH;
- REVIEW SERVICES AND FACILITIES NEEDED LOCALLY; AND
- PROTECT LOCALLY IMPORTANT OPEN SPACE AND HERITAGE ASSETS IN AND AROUND THE PARISH.

It cannot change the new Rugby Local Plan (e.g. where Rugby Borough Council say houses will be built) but there are opportunities to influence development (what kind of houses, additional developments, etc.).

Our Plan will be largely based on the information obtained from this questionnaire. The process will take time and there will be opportunities for you to have your say as the Plan is developed. Ultimately a local referendum will be held, before the Plan is 'adopted' as a legal part of the local planning process. (See Brinklow Village website).

We know that your time is precious but please answer these questions so that we can move forward quickly with this important task. If you wish to make any additional points, please use the text box on page 25.

Brinklow Neighbourhood Planning Group

Anyone in your household can complete the questionnaire. If you would like more paper copies for others in your household to complete please email clerk.brinklowparishcouncil@gmail.com.

Alternatively, if you would prefer to complete the questionnaire online, please go to <https://www.surveymonkey.co.uk/r/brinklow> (Please access link to open up questions)

Please note that all the questionnaire returns will go directly to our appointed independent research consultancy, People and Places Insight Limited, who will complete all the data entry, analysis and report from the data provided. Neither the Parish Council nor the Neighbourhood Planning Group will see individual responses, and respondents will remain anonymous. You are, however, required to provide your Post Code to qualify your submission for inclusion.

Please provide your Post Code



Neighbourhood Plan Comment Sheet

THESE COMMENTS WILL FORM PART OF THE FINAL ADJUDICATION. YOU MUST IDENTIFY YOURSELF IN THE BOXES BELOW BUT ANY COMMENT YOU MAKE WILL NOT BE ATTRIBUTED TO YOU IN THE FINAL PUBLIC DRAFT. COMMENTS WILL ALL BE ACKNOWLEDGED, BUT YOU WILL NOT RECEIVE AN INDIVIDUAL REPLY.

YOU MAY ALSO MAKE COMMENT VIA EMAIL TO REPLIES2@BTINTERNET.COM ADDITIONAL COPIES OF THE COMMENT SHEET ARE AVAILABLE IN THE SHOP WHERE YOU WILL FIND A POST BOX FOR COMPLETED REPLIES.
COMMENTS BOX BELOW

NAME.....

ADDRESS.....
.....

POST CODE..... PHONE NUMBER.....

EMAIL ADDRESS.....



Comments received from Regulation 14

Severn Trent Water

Thank you for the opportunity to comment on your consultation, we have a number of specific comments relating to your plan. Policy HO3: Design Principles – We encourage you to include two further points to this policy to ensure that design is water efficient and follows the drainage hierarchy, utilising SuDS. Water Efficiency - New development will result in a need for an increase in the amount of water to be supplied across the Severn Trent region, and issues with the sustainability of some of our water sources are placing our supply resilience at risk. It is therefore vital that we reduce the amount of water used. By reducing water consumption this has a positive impact on working towards reducing carbon emissions as treating water is an energy intensive industry and water usage makes up a large proportion of energy use in homes. One of the key findings of an Environment Agency report named 'Greenhouse gas emissions of water supply and demand management options' - link is that "89 per cent of carbon emissions in the water supply - use - disposal system is attributed to "water in the home" and includes the energy for heating water (excludes space heating), which compares with public water supply and treatment emissions of 11 per cent." We are therefore supportive of the use of water efficient fittings and appliances within new properties, we encourage of the optional higher water efficiency target of 110 Litres per person per day within part G of building regulations. Delivering against the optional higher target or better provides wider benefits to the water cycle and environment as a whole. This approach is not only the most sustainable but the most appropriate direction to deliver water efficiency. We therefore encourage inclusion of the following policy wording: '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, should not exceed 110 litres/person/day. Developments should demonstrate that they are water efficient, where possible incorporating innovative water efficiency and water re-use measures'. 2 ST Classification: OFFICIAL PERSONAL Drainage Hierarchy - We recommend that surface water is managed sustainably through SuDS following the drainage hierarchy. Planning Practice Guidance Paragraph 80 (Reference ID: 7-080- 20150323) states: "Generally the aim should be to discharge surface water run off as high up the following hierarchy of drainage options as reasonably practicable: 1. into the ground (infiltration); 2. to a surface water body; 3. to a surface water sewer, highway drain, or another drainage system; 4. to a combined sewer." We are also supportive of encouraging developers to engage with Severn Trent regarding the drainage strategy at the earliest opportunity. Policy HO4: Lutterworth Road Brinklow – We have undertaken a high level assessment of this site, whilst there are no known existing risks in the downstream network, we note that connection to the nearest foul sewer will double the population served by the downstream pumping station and therefore hydraulic modelling is recommended to determine whether there will be an impact. It is therefore recommended that the developer contact Severn Trent at the earliest opportunity to ensure that there is time to assess the site fully. It is noted that there is no visible surface water sewer or watercourse in the vicinity of the site, the nearest watercourse is 280m north and should be explored as an option before any connections to the foul sewer will be permitted. If the surface water cannot be managed sustainably via infiltration and SuDS the risk of sewer flooding from this site will increase. For your information we have set out some general guidelines that may be useful to you. Position Statement As a water company we have an obligation to provide water supplies



and sewage treatment capacity for future development. It is important for us to work collaboratively with Local Planning Authorities to provide relevant assessments of the impacts of future developments. For outline proposals we are able to provide general comments. Once detailed developments and site specific locations are confirmed by local councils, we are able to provide more specific comments and modelling of the network if required. For most developments we do not foresee any particular issues. Where we consider there may be an issue we would discuss in further detail with the Local Planning Authority. We will complete any necessary improvements to provide additional capacity once we have sufficient confidence that a development will go ahead. We do this to avoid making investments on speculative developments to minimise customer bills. Sewage Strategy Once detailed plans are available and we have modelled the additional capacity, in areas where sufficient capacity is not currently available and we have sufficient confidence that developments will be built, we will complete necessary improvements to provide the capacity. We will ensure that our assets have no adverse effect on the environment and that we provide appropriate levels of treatment at each of our sewage treatment works.

3 ST Classification: OFFICIAL PERSONAL Surface Water and Sewer Flooding We expect surface water to be managed in line with the Government's Water Strategy, Future Water. The strategy sets out a vision for more effective management of surface water to deal with the dual pressures of climate change and housing development. Surface water needs to be managed sustainably. For new developments we would not expect surface water to be conveyed to our foul or combined sewage system and, where practicable, we support the removal of surface water already connected to foul or combined sewer. We believe that greater emphasis needs to be paid to consequences of extreme rainfall. In the past, even outside of the flood plain, some properties have been built in natural drainage paths. We request that developers providing sewers on new developments should safely accommodate floods which exceed the design capacity of the sewers. To encourage developers to consider sustainable drainage, Severn Trent currently offer a 100% discount on the sewerage infrastructure charge if there is no surface water connection and a 75% discount if there is a surface water connection via a sustainable drainage system. More details can be found on our website <https://www.stwater.co.uk/building-and-developing/regulations-and-forms/application-forms-andguidance/infrastructure-charges/>

Water Quality Good quality river water and groundwater is vital for provision of good quality drinking water. We work closely with the Environment Agency and local farmers to ensure that water quality of supplies are not impacted by our or others operations. The Environment Agency's Source Protection Zone (SPZ) and Safe Guarding Zone policy should provide guidance on development. Any proposals should take into account the principles of the Water Framework Directive and River Basin Management Plan for the Severn River basin unit as prepared by the Environment Agency.

Water Supply When specific detail of planned development location and sizes are available a site specific assessment of the capacity of our water supply network could be made. Any assessment will involve carrying out a network analysis exercise to investigate any potential impacts. We would not anticipate capacity problems within the urban areas of our network, any issues can be addressed through reinforcing our network. However, the ability to support significant development in the rural areas is likely to have a greater impact and require greater reinforcement to accommodate greater demands.

Water Efficiency Part G of Building Regulations specify that new homes must consume no more than 125 litres of water per person per day. We recommend that you consider taking an approach of installing specifically designed water efficient fittings in all areas of the property rather than



focus on the overall consumption of the property. This should help to achieve a lower overall consumption than the maximum volume specified in the Building Regulations. We recommend that in all cases you consider:

- Single flush siphon toilet cistern and those with a flush volume of 4 litres.
- Showers designed to operate efficiently and with a maximum flow rate of 8 litres per minute.
- 4 ST Classification: OFFICIAL PERSONAL
- Hand wash basin taps with low flow rates of 4 litres per minute or less.
- Water butts for external use in properties with gardens.

To further encourage developers to act sustainably Severn Trent currently offer a 100% discount on the clean water infrastructure charge if properties are built so consumption per person is 110 litres per person per day or less. More details can be found on our website <https://www.stwater.co.uk/building-and-developing/regulations-and-forms/application-forms-andguidance/infrastructure-charges/> We would encourage you to impose the expectation on developers that properties are built to the optional requirement in Building Regulations of 110 litres of water per person per day. We hope this information has been useful to you and we look forward in hearing from you in the near future.

National Highways

Thank you for consulting National Highways (formally Highways England) on the Brinklow draft Neighbourhood Plan. National Highways has been appointed by the Secretary of State for Transport as strategic highway company under the provisions of the Infrastructure Act 2015 and is the highway authority, traffic authority and street authority for the Strategic Road Network (SRN). It is our role to maintain the safe and efficient operation of the SRN whilst acting as a delivery partner to national economic growth. In responding to Local Plan consultations, we have regard to DfT Circular 02/2013: The Strategic Road Network and the Delivery of Sustainable Development ('the Circular'). This sets out how interactions with the Strategic Road Network should be considered in the making of local plans. In addition to the Circular, the response set out below is also in accordance with the National Planning Policy Framework (NPPF) and other relevant policies. We note that the SRN in closest proximity to the plan area is the M6 motorway, which sits outside of the neighbourhood plan area. We have considered the contents of the draft Neighbourhood Plan and as the plan does not introduce any new development sites or transport related policies that are likely to impact upon our network, we consider that the contents of the plan are for local determination, and we have no further comments to make

The Coal Authority

Thank you for consulting The Coal Authority on the above. Having reviewed your document, I confirm that we have no specific comments to make on it. Should you have any future enquiries please contact a member of Planning and Local Authority Liaison at The Coal Authority using the contact details above.



Warwickshire County Council

WCC FRM has the following content related comments: Page Paragraph Comment No. Commencing: 13 5 Topic 1: Proposals and Policies for Housing We support the protection of open spaces and river corridors and actively steer new development away from floodplains so we would also support the decision that the proposed 100 house development on site S14/065B was objected to. 15 2.1 Policy HO1: Development within Brinklow Limits 2.1 Policy HO1: Development within Brinklow Limits If a site is over 1ha or for 10 or more dwellings, it is classed as a major planning application, therefore in line with the National Planning Policy Framework, a site specific Flood Risk Assessment must be submitted to the Lead Local Flood Authority for review. We support the protection of open spaces and river corridors You could add to your objective a specific point about new developments needing to consider their flood risk and sustainable drainage systems when building on Greenfield and brownfield sites. All developments will also be expected to include sustainable drainage systems. 17 20 2.3 Policy HO3: Design Principles 2.4 Policy HO4: Lutterworth Road Brinklow 2.3 Policy HO3: Design Principles 2.4 Policy HO4: Lutterworth Road Brinklow If a site is for 10 or more dwellings, it is classed as a major planning application, therefore in line with the National Planning Policy Framework, a site specific Flood Risk Assessment must be submitted to the Lead Local Flood Authority for review. If there are any culverts present on the site, you could include an additional point that encourages new developments to open up any existing culverts on a site providing more open space/green infrastructure for greater amenity and biodiversity; and the creation of new culverts should be kept to a minimum. New culverts will need consent from the LLFA and should be kept to the minimum length. All developments will also be expected to include sustainable drainage systems. 21 3: Topic 2: Green Spaces We support the protection of open spaces and river corridors - this could be developed to mention the benefits of open space as flood risk management to retain water. Above ground SuDS could be utilised in open spaces

Thank you for notifying Warwickshire County Council of the steps you are taking to produce a Neighbourhood Plan and for providing us with the opportunity to comment on your draft.

The County Council welcomes communities proposing Neighbourhood Plans that shape and direct future development. The County Council manages a number of services including highways and transport, education, social care, recycling and waste centres and the environment. This list is not exhaustive and all service areas within the County Council have been given an opportunity to comment on your draft plan. The responses I have had are detailed below.

As with all Public Sector organisations, the County Council has the responsibility to deliver its services as effectively and efficiently as possible. It is important that our response to you makes it clear that the County Council cannot commit to any financial implications from any proposals emanating from your Neighbourhood Plan. As such, your Plan should not identify capital or revenue schemes that rely on funding from the Council. The County Council will, however, be happy to assist communities in delivering infrastructure providing they receive any funding that may arise from Developer Contributions or any other sources.



We have the following comments to make as a guide. I have referred to your draft plan where possible to help as much as possible.

It should be noted that any changes to the highway i.e. speed limits, traffic calming measures, will need to meet the relevant criteria and receive any required consultation. In addition, funding will also need to be sought.

Public Health at Warwickshire County Council (WCC) have reviewed the Brinklow Parish Council Neighbourhood Plan. Public Health Warwickshire support the consideration of health and wellbeing specific to the local area within the neighbourhood plan, particularly highlighting key wider determinants of health. In particular, key points the neighbourhood plan highlight include affordable housing, specialist housing for the elderly, improvement and extension of the footpath and open space network in Brinklow and green space/local green space. The plan also states development proposals relating to the production of renewable energy will be supported providing the benefits are clear and they can be satisfactorily integrated into the character and environs of the parish and proposals which would give rise to unacceptable levels of air, light, noise or water pollution will not be supported.

Transport is a key wider determinant of health and important for reducing health inequalities and improving the health of the population. Transport can affect the health of the neighbourhood in both positive and negative ways. Developments should support access to public transport schemes, in turn reducing car dependency whilst benefiting health and wellbeing as a by-product of increased physical activity. Any public developments should be designed for good public transport access. Public Health encourage prioritising safe active travel alongside facilities and infrastructure to encourage public transport e.g., bus shelter with safe bicycle parking. Where possible, bus stops should be accessible to the surrounding residential areas and close to footpaths and cycle routes. Waiting areas should have good quality seating and timetable displays. They should also be clearly lit with a 10-metre surrounding visibility to encourage community safety and improve the image of public transport. Furthermore, encouraging the design of walkable neighbourhoods are highly impactful. Ensuring places are well connected to green spaces provides opportunities for people to exercise outside and walk or cycle to key services and facilities. Miled signages can influence this behaviour.

In addition, the plan also states development proposals relating to the production of renewable energy will be supported providing the benefits are clear and they can be satisfactorily integrated into the character and environs of the parish. Public Health also support the indication of developing public electric charge points for cars.

Please find the Neighbourhood Development Planning for Health for guidance and please feel free to include any additional information to strengthen the health and wellbeing through the neighbourhood plan: <https://api.warwickshire.gov.uk/documents/WCCC-630-656>

Relevant health related themes can also be found within the Promoting Health and Wellbeing Through Spatial Planning document:

<https://democracy.warwickshire.gov.uk/documents/s2123/04%20Appendix%20A.pdf>

Overall Warwickshire County Council is broadly supportive of the principles for developing transport within the Brinklow Area. Particularly in relation to proposals which seek to reduce reliance on motorised vehicles encouraging active travel and public transport. Our specific comments on the Plan are as follows:



- The reinstatement of Brinklow station does not currently form part of the plans for the County Councils wider rail transport plans and has not been identified as a policy within the Warwickshire rail strategy 2019 -2034
- In relation to active travel the parish council may want to consider identifying specific routes that could be improved to provide better connectivity to key destinations or services. A good example of this could be to upgrade the Brinklow to Brandon Bridleway to facilitate utility and leisure journeys to/from Brinklow and provide a connection to the extensive Coventry network via the A428 Rugby road corridor.

In relation to Public Transport allocation within the parish, Warwickshire County Council would like to present the following recommendations to the neighbourhood plan.

- THE NHP COULD REFERENCE PROVISION OF IMPROVED WAITING FACILITIES AT BUS STOPS IN THE VILLAGE INCLUDING PROVISION OF BUS SHELTERS AND REAL TIME PASSENGER INFORMATION DISPLAYS. THIS COULD BE INCLUDED IN SECTION 5.3 TRANSPORT INFRASTRUCTURE PROJECTS WITH DELIVERY IN PARTNERSHIP WITH THE COUNTY COUNCIL AND ANY FUTURE APPLICABLE NEW DEVELOPMENT IN THE IMMEDIATE AREA.

County Council officers are keen that the Brinklow Neighbourhood Plan reflects the recent publication of the Warwickshire Bus Service Improvement Plan in October 2021 produced in partnership between the County Council and bus operators, arising from the National Bus Strategy for England (except London). The County Council is currently working on Warwickshire Enhanced Partnership Schemes comprising measures aimed at increasing bus patronage across Warwickshire in line with the aspirations in the Warwickshire Bus Service Improvement Plan and National Bus Strategy. Proposals highlighted within the Bus Service Improvement Plan that could be expected to benefit residents in Brinklow include those listed below, however it should be noted that the delivery of these measures will be predominantly dependent on Government funding allocations.

- Launch of a Warwickshire Bus Passenger Charter (to be led by bus operators)
- Warwickshire Countywide Multi-Operator Bus Card
- Defining minimum standards for bus information (on-street and online)
- Implementing a marketing campaign, supplemented by the production of a Bus Information Guide
- Defining vehicle quality standards
- Introducing Tap on Tap off card technology
- Improvements to the subsidised bus network
- Provision of audio and visual equipment (making route and next stop announcements) onboard buses
- Improving integration, i.e., review the Warwickshire bus network for the purpose of integrating bus services and timetables to ensure the ability for multi-modal connections



- Investigate using Demand Responsive Transport services to serve applicable new residential or commercial development in the area

The weblink to the Warwickshire Bus Service Improvement Plan published on the public transport webpage on the County Council website is as follows:

<https://www.warwickshire.gov.uk/buses>

Avison Young on behalf of National Grid

National Grid has appointed Avison Young to review and respond to Neighbourhood Plan consultations on its behalf. We are instructed by our client to submit the following representation with regard to the current consultation on the above document. About National Grid National Grid Electricity Transmission plc (NGET) owns and maintains the electricity transmission system in England and Wales. The energy is then distributed to the electricity distribution network operators across England, Wales and Scotland. National Grid Gas plc (NGG) owns and operates the high-pressure gas transmission system across the UK. In the UK, gas leaves the transmission system and enters the UK's four gas distribution networks where pressure is reduced for public use. National Grid Ventures (NGV) is separate from National Grid's core regulated businesses. NGV develop, operate and invest in energy projects, technologies, and partnerships to help accelerate the development of a clean energy future for consumers across the UK, Europe and the United States. Proposed development sites crossed or in close proximity to National Grid assets: An assessment has been carried out with respect to National Grid's electricity and gas transmission assets which include high voltage electricity assets and high-pressure gas pipelines. National Grid has identified that it has no record of such assets within the Neighbourhood Plan area. National Grid provides information in relation to its assets at the website below. • www2.nationalgrid.com/uk/services/land-and-development/planningauthority/shape-files/ Please also see attached information outlining guidance on development close to National Grid infrastructure. Central Square South Orchard Street Newcastle upon Tyne NE1 3AZ T: +44 (0)191 261 2361 F: +44 (0)191 269 0076 avisonyoung.co.uk Avison Young (UK) Limited registered in England and Wales number 6382509. Registered office, 3 Brindleyplace, Birmingham B1 2JB. Regulated by RICS 2 Distribution Networks Information regarding the electricity distribution network is available at the website below: www.energynetworks.org.uk Information regarding the gas distribution network is available by contacting: plantprotection@cadentgas.com Further Advice Please remember to consult National Grid on any Neighbourhood Plan Documents or sitespecific proposals that could affect our assets. We would be grateful if you could add our details shown below to your consultation database, if not already included:

Canals and River Trust

Thank you for consulting the Canal & River Trust on the draft Brinklow Neighbourhood Plan.

Having reviewed the draft Plan, we would like to offer the following comments:

The Canal & River Trust (the Trust) is a company limited by guarantee and registered as a charity. It is separate from government but still the recipient of a significant amount of government funding.

The Trust has a range of charitable objects including:



- To hold in trust or own and to operate and manage inland waterways for public benefit, use and enjoyment;
- To protect and conserve objects and buildings of heritage interest;
- To further the conservation, protection and improvement of the natural environment of inland waterways; and
- To promote sustainable development in the vicinity of any inland waterways for the benefit of the public.

Within Brinklow Parish the Trust owns and operates about 2.25km of the Oxford Canal which runs along the eastern edge of the plan area between Smeaton Lane in the north and Cathiron Lane in the south. The former Brinklow Arm extends west into the Plan area from its' original junction with the mainline canal at the Grade II listed Morgan's Bridge. The arm is no longer navigable and is not in water.

Although on the periphery of the Plan area, the canal nonetheless forms an important part of the landscape within the locality and contributes positively to its character, both providing a reminder of the industrial heritage of the area and a green infrastructure corridor and wildlife habitat as well as being a valuable leisure and recreational resource available to the local community.

The Plan policies do not appear likely to affect the canal, but we are pleased to note that Policy E11 recognises the ecological value of the canal and offers explicit support for the role of the canal as a potential Local Wildlife Site. We further note that the value of the canal as a visitor attraction is also identified in the supporting text to Policy B5. The canal offers a leisure and recreational resource for both boaters and walkers along the towpath and can help to attract visitors from the surrounding area, potentially achieving modest benefits to the local economy. I hope that the above comments will be of assistance to you, but please do not hesitate to contact me direct should you wish to discuss any matters further.



Natural England

Thank you for your consultation on the above dated 20 November 2021. Natural England is a non-departmental public body. Our statutory purpose is to ensure that the natural environment is conserved, enhanced, and managed for the benefit of present and future generations, thereby contributing to sustainable development. Natural England is a statutory consultee in neighbourhood planning and must be consulted on draft neighbourhood development plans by the Parish/Town Councils or Neighbourhood Forums where they consider our interests would be affected by the proposals made. Natural England does not have any specific comments on the draft Brinklow Neighbourhood Plan. However, we refer you to the attached annex which covers the issues and opportunities that should be considered when preparing a Neighbourhood Plan. For any further consultations on your plan, please contact: consultations@naturalengland.org.uk.



**Brinklow Neighbourhood Plan
Open day Village Hall Sunday 21st November 2021**

An open day was held to inform the village and begin the six-week Regulation 14 pre-submission consultation. Posters describing the process of the housing site selection were presented and copies of the draft Neighbourhood Plan were handed out. Parish Councillors and members of the Neighbourhood Plan sub-committee were on hand to answer questions. 48 people from the village attended.















Appendix 4

Brinklow Neighbourhood Plan 24th January 2022

Basic Conditions Statement

2021–2041

1. Introduction

1.1 This Statement has been prepared by Brinklow Parish Council (BPC) to accompany its submission to the local planning authority, Rugby Borough Council (RBC) of the Brinklow Neighbourhood Plan (“the Neighbourhood Plan”) under Regulation 15 of the Neighbourhood Planning (General) Regulations 2012 (as amended) (“the Regulations”).

1.2 The Neighbourhood Plan has been prepared by Brinklow Parish Council, a qualifying body, for the Neighbourhood Area covering the whole of the Parish of Brinklow. The policies described in sections 2, 3, 4, 5, 6, 7 and 8 of the Neighbourhood Plan all relate to the development and use of land in the designated Neighbourhood Area. It does not contain policies relating to “excluded development” as defined by, and in accordance with, the Regulations. The plan period of the Neighbourhood Plan is from 2021 to 2041.

1.3 The document also contains in section 9 details of implementation, monitoring and review of the neighbourhood plan.

1.4 This Statement addresses each of the “basic conditions” required of the Regulations and explains how the submitted Neighbourhood Plan meets the requirements of paragraph 8 of Schedule 4B to the 1990 Town & Country Planning Act.

1.5 The Regulations state that a Neighbourhood Plan will be considered to have met the basic conditions if:

- *having regard to national policies and advice contained in guidance issued by the Secretary of State, it is appropriate to make the neighbourhood development plan;*
- *the making of the neighbourhood development plan contributes to the achievement of sustainable development;*
- *the making of the neighbourhood development plan is in general conformity with the strategic policies contained in the development plan for the area of the authority (or any part of that area);*
- *the making of the neighbourhood development plan does not breach, and is otherwise compatible with, EU obligations;*
- *meet prescribed conditions and comply with prescribed matters.*

1.6 Regulation 32 of the 2012 Regulations prescribes a further Basic Condition for a neighbourhood plan. This requires that the making of the neighbourhood development plan does not breach the requirements of chapter 8 of part 6 of the Conservation of Habitats and Species Regulations 2017. This came into force on 28 December 2018 through the Conservation of Habitats and Species and Planning (various amendments) England and Wales Regulations 2018.

Figure 1: Designated Neighbourhood Plan Area for Brinklow



2. Background

2.1 The decision to proceed with a Neighbourhood Plan was made by the Brinklow Parish Council in June 2016 and the Brinklow Neighbourhood Plan was designated by Rugby Borough Council on 11th August 2016.

2.2 A Neighbourhood Plan Steering Group was formed by the Parish Council, comprising parish councillors and members of the local community, and it was delegated authority to make day-to-day decisions on the Neighbourhood Plan. However, as a qualifying body, the Parish Council itself approved the publication of the Pre-Submission (regulation 14) Neighbourhood Plan for consultation from 2 November 2021. The Regulation 16 submission Neighbourhood Plan is being undertaken from January/February 2022 for a 6 weeks Consultation period.

2.3 There has been very considerable community engagement activity on the Plan. This is laid out in detail in the separate Consultation Statement, which is published by the Parish Council as part of the submission documentation.

2.4 The Brinklow Neighbourhood Plan contains 40 land use policies and relevant policies maps and photographs, which identify where some of the policies will apply in the Parish. The Parish Council has deliberately sought to focus policies on the key issues that matter to the local community and to reinforce the national planning guidance and/or development plan policies that are already material considerations in determining future planning applications.

3. Conformity with National Planning Policy

3.1 The Neighbourhood Plan has been prepared with full regard to national policies as set out in the 2012 National Planning Policy Framework (NPPF 2012) and the revised framework, the latest one dated July 2021, and is mindful of the Planning Practice Guidance (PPG) in respect of formulating neighbourhood plans.

3.2 Presumption in favour of sustainable development:

Paragraph 12: the development plan is the starting point for decision making and this includes any neighbourhood plan.

Paragraph 13: neighbourhood plans should support the delivery of strategic policies contained in local plans or spatial development strategies and should shape and direct development that is outside of these strategic policies.

Paragraph 14: reminds us that the adverse impact of allowing housing development that conflicts with the neighbourhood plan is likely to significantly and demonstrably outweigh the benefits, provided four criteria apply referring to timing and identified housing need.

3.3 The Parish Council believe that the neighbourhood plan is planning positively for future development in the parish and supports the delivery of the strategic policies of the adopted Local Plan as advised in the above paragraphs of the NPPF.

3.4 Paragraph 18 and 21 indicate that policies to address non-strategic matters and detailed matters should be included within neighbourhood plans, and the Brinklow Neighbourhood Plan contains such policies.

3.5 Advice on non-strategic policies and the role of neighbourhood plans is identified in paragraphs 29 and 30. The Brinklow Neighbourhood Plan establishes a shared vision for the area and its policies shape, direct and help deliver sustainable development. It has sought to translate objectives into a number of meaningful planning policies to complement other development plan policies for managing development.

3.6 Under paragraph 69, neighbourhood planning groups are encouraged to consider the opportunities for allocating small and medium-sized sites suitable for housing in their area, consistent with the advice in paragraph 68a relating to sites no larger than one hectare. The neighbourhood plan identifies policies that support this provision.

3.7 The neighbourhood plan strikes a positive balance between the policy constraints of the Parish and the need to support the general requirements of the development plan as set out in Section 5 below.

3.8 Set out in Table A below is a brief summary of how each policy has had proper regard to the NPPF July 2021. The particular paragraphs referred to in the table are those considered the most relevant to each policy but are not intended to be an exhaustive list of all possible relevant paragraphs.

Table A: Neighbourhood Plan and NPPF Conformity Summary

No.	Policy Title	Commentary
HO1	Brinklow development limits	This policy designates the limits of the village for development as shown on the submitted plan area. Policy HO1 directs the physical growth of the settlement over the plan period subject to 6 criteria. This is in line with the advice at para 11 of NPPF. It directs development to within the identified Development Boundary and this would be in accordance with paras 68, 69 and 78 of NPPF. Development proposals outside the identified Development Boundary should accord with para 79 of NPPF.
HO2	Development outside the settlement Boundaries	Housing development proposals on land outside the settlement boundaries will only be supported if they meet one or more specific exception criteria that are listed in that policy. These details accord with the advice provided in para 79 of the NPPF.
HO3	Design Principles	Development proposals for new buildings and extensions should meet local design principles which include five criteria relating to complement the local vernacular, respect the scale and height of adjacent buildings, use appropriate density, minimise visual impact on the street scene and respect and enhance the natural setting. This accords with advice at paras 8, 127,131 and 151 of NPPF.
HO4	Policy for Lutterworth Road site	Development of this land is supported as a rural exception site for a mixture of up to 12 affordable houses and up to 7 elderly persons dwellings that meet the identified housing needs. This accords with advice at paras 8,62,64,69, 78, 79 and 149 of the NPPF.
HO5	Affordable Housing	Development of affordable housing will be supported provided it complies with par 78 of the NPPF.
HO6	Specialist housing for the elderly	Development of specialist housing that meets the identified needs of older people will be supported. This complies with the advice in paras 60, 62 and 65 of the NPPF.
E1	Development within Green Belt	Any development within green belt must be supported by identified proven need that enables the site to be treated as a rural exception site. This accords with paras 147, 149 and 150 of the NPPF
E2	Public rights of Way	Support is given for the improvement and development of footpaths to provide better access to

		the countryside. This complies with the advice in paras 100, 104, 106 and 174 of the NPPF.
E3	Areas of Local Green Space	The neighbourhood plan identifies seven areas of green open spaces that should be retained protected and improved to ensure that they remain as areas of Local Green Space. This is in accordance with the criteria and advice provided in paras 101, 102 and 103 of the NPPF.
E4	Protecting and enhancing non historic green open spaces	This policy is aimed at protecting other important community spaces as open areas and to be kept free from built development. This is supported by paras 93 and 99 of the NPPF
E5	Agricultural Land	The intention is to protect this land for historic landscape and rural employment and food production reasons. Paras 8, 20, 84 and 174 of the NPPF support these aims.
E6	Landscapes, vistas and skylines	Key features of the views identified in the plan entitled valued landscapes should be protected. This accords with the advice in paras 8 and 174 of NPPF
E7	Pollution	This policy seeks to restrict the detrimental impacts that pollution might have on the environment and health and this aim is supported by paras 174 and 188 of NPPF
E8	Renewable energy	The NP seeks to encourage opportunities for renewable energy. Paras 156 and 174 of the NPPF support this approach.
E9	Biodiversity and Habitats	This policy is in accordance with guidance in paras 174, 179,180,181 and 182 in the NPPF regarding habitats and biodiversity
E10	Hedgehog and other wild life protection	This policy is in accordance with paras 174, 179 and 180 of NPPF
E11	Local Wildlife sites	This policy is in accordance with paras 174, 179 and 180 of NPPF
B1	Encouragement and growth of small existing businesses	This policy supports the expansion and/or alteration of existing retail or employment use provided they respect heritage, local character and amenities of neighbouring businesses or residential property. This accords with paras 8a) and 8c), 81,82, 83 and 84 of NPPF.
B2	New business opportunities	This policy promotes the development and growth of small business and accords with the advice in paras 8a),81, 82, 83 and 84 of NPPF.
B3	Business traffic and parking	The policy requires provision of car and cycle parking for any new development for business purposes. This is in line with paras 8a), 82, 84,85 and 110 of the NPPF.

B4	Proposed new car park area for the village.	This policy supports the creation of new businesses and tourism by the provision of a new car park. It is in accord with paras 8a), 82 and 84 of NPPF.
B5	Tourism and visitor attractions	This policy aims to promote local tourism and attractions that will encourage new businesses. This reflects the guidance of paras 8, 82 and 84 of the NPPF.
TR1	Development proposals shall be supported by details of the measures taken to provide sustainable transport	This policy reflects the guidance in section 9 of the NPPF to promote sustainable transport including references to paras 104, 105, 106, 107 and 110.
TR2	Proposes partnerships with other transport providers to achieve a high quality integrated transport system.	Proposals that would enable and encourage access and usage to a variety of transport modes would be supported. This reflects guidance from section 9 of the NPPF and includes paras 104, 106, 107, 110 and 112.
TR3	Promotion of transport infrastructure projects	The Brinklow PC will work in partnership with other providers of transport initiatives to develop and promote projects that secure improvements to all modes of transport and safe walking and cycling routes. This reflects the advice in section 9 of the NPPF and includes the advice in paras 104, 106 and 110.
TR4	Transport and rural crime	This aims to promote safety and reduce crime in the rural environment and follows the guidance of section 9 and paragraph 112 of the NPPF
TR5	Transport and the environment	This policy is intended to sustain the environment as transport initiatives are being developed. This follows the guidance of section 9 and paragraph 112 of the NPPF
IC1	Support for security systems that assist in the prevention of crime	This policy supports the improvement to the delivery of broadband and other technical hardware. This reflects the advice at paras 114 and 115 of the NPPF.
IC2	Connectivity Hub	This policy supports the provision of a dedicated connectivity hub via a future land allocation or use of a property. This reflects the guidance provided in paras 114 and 115 of NPPF.
IC3	Broadband and mobile phone coverage	This policy encourages and supports improvements to these services. It is supported by paras 114 and 115 of NPPF.
CF1	Protecting existing community facilities	This policy aims to protect existing facilities and promote healthy and safe new provision. It is in

		accordance with the aims of paras 8b) social objective, 92, 93,96 and 97 of the NPPF
CF2	To support additional services and facilities	This policy is in accordance with the aims of paras 8b) social objective, and 92, 93, 96 and 97 of the NPPF
CF3	Enhance provision of social and sport facilities for older children	This policy is in accordance with the aims of paras 8b). 93, 95 and 96 of the NPPF
CF4	Provision of additional commercial services to the village	This is supported by guidance from paras 8a) and b) and 84 supporting a prosperous rural economy from the NPPF
CF5	Access to healthcare and outdoor recreation areas	This is supported by paras 8b) and c) and 92, 93,98 and 99 of the NPPF
HC1	Conservation and enhancement: listed buildings and conservation area	This accords with the advice in paras 8c), 190, 197, 198, 206, and 208 of the NPPF
HC2	Natural and historic landscape features	This accords with the advice in paras 8c) and 174 of the NPPF
HC3	Extension of Brinklow conservation area	This policy supports the further consideration of an extension to the conservation area. This assessment is supported by paras 8c) and 190,191 and 192 of the NPPF
HC4	Explanation of historic farmsteads policy	To protect the local distinctiveness of historic farmsteads and agricultural buildings. This accords with the guidance in paras 8c), 174 and 190 of the NPPF
HC5	Archaeological policy	To protect archaeological interests in accordance with advice in paras 8c) and 190, 192, 194, 195 and 197 of the NPPF

4. Contribution to Achieving Sustainable Development

4.1 Rugby Borough Council has determined that a Strategic Environmental Assessment (SEA) and a Habitats Regulations Assessment (HRA) was not required for the Neighbourhood Plan as it considered the policies were unlikely to have a significant environmental effect, as defined by the Environmental Assessment of Plans and Programmes Regulations 2004. The determination statement is dated 14th January 2022.

4.2 Specifically the environmental assessment of plans and programmes regulations 2004 and regulation 9 screening determination statement concludes:

“In accordance with Regulation 9 of the SEA Regulations 2004 Rugby Borough Council has determined that an environmental assessment of the emerging Brinklow Neighbourhood Plan is not required as it is unlikely to have significant environmental affects.

In making this determination, Rugby Borough Council has had regard to Schedule 1 of the Regulations and has carried out consultation with the consultation bodies. An assessment against schedule 1 of the Regulations forms Appendix 1 to this determination and comments made by the Consultation bodies form Appendix 2.

The determination was made on Friday 14th January 2022.”

A copy of the determination by Rugby Borough Council and full details of Appendix 1 and Appendix 2 are provided as a supportive document to this Basic Conditions Statement and available on line on the [Brinklow Parish Website](#).

4.3 However, the basic condition of “contributing to the achievement of sustainable development” requires a broader scope of assessment to embrace social and economic, as well as environmental, objectives. For completeness, therefore, Table B summarises the economic, social and environmental attributes of each policy.

4.4 The vision and objectives of the Brinklow Neighbourhood Plan comprise a mixture of social, economic and environmental goals.

The social goals are to protect, sustain and enhance the health, well-being, leisure and cultural facilities available in the village with the provision of appropriate new facilities, including healthcare and homes to meet the desires and needs of the community.

The economic goals are to maintain and support the growth of existing local business, while attracting new opportunities for working in the Neighbourhood Plan Area that will also attract tourism and encourage day visitors thus supporting existing businesses. It is also important to ensure that the area has the latest and fastest communication network.

The environmental goals reflect the desire to ensure that whilst the village sits within an essentially rural environment and within green belt it is responsive to the needs of the community for specialist housing and investment in improvements. The scale of any new development is to be balanced to preserve the rural identity and natural features and to protect and conserve the historic environment.

4.5 The chosen policies translate the objectives into viable and effective development management policies that provide sustainable solutions.

**Table B: Neighbourhood Plan and Sustainable Development Summary
(+ positive, 0 neutral, - adverse effects)**

No.	Policy Title	Soc.	Eco.	Env.	Commentary
HO1	Brinklow development limits	+	0	+	The policy directs development to within the identified development boundaries.
HO2	Development outside the settlement boundaries	+	0	0	Development outside the settlement boundaries will be allowed if it accords with par 79 of the NPPF. Such development will provide a positive social benefit and designed in such a way as to have a neutral environmental impact.
HO3	Design Principles	+	+	+	This will encourage high quality developments that do not adversely affect neighbouring properties and will have positive social, economic and environmental effects.
HO4	Policy for Lutterworth Road site	+	+	+	This proposal is promoted as a rural exception site for up to 12 affordable houses and up to 7 elderly persons dwellings that meet the identified housing needs. This development will have positive social, economic and environmental effects.
HO5	Affordable housing	+	+	+	This policy is related to a proven local housing need and will have positive effects for the criteria of sustainable development.
HO6	Specialist housing for the elderly	+	+	+	This policy is related to a proven housing need and will have positive effects for the criteria of sustainable development
E1	Development within green belt	+	0	0	This positive in social terms but has a neutral effect in economic and environmental terms due to the specific proven need for the development and the character and location of the specific site.

E2	Public rights of way	+	0	+	This will have a positive impact on social well-being and environmental terms
E3	Areas of Local Green Space	+	0	+	In economic terms this is a neutral policy but it is positive in social and environmental terms
E4	Protecting and enhancing non historic green open spaces	+	0	+	This policy maintains and enhances rural character and will have positive impact in social and environmental terms
E5	Agricultural land	+	+	+	This policy will contribute positively to social, economic and environmental aspects
E6	Landscape, vistas and skylines	+	0	+	This policy maintains and enhances the rural character of the Parish and will have a positive impact on both social well-being and the environment.
E7	Pollution	+	0	+	This policy will have a positive effect on social well-being and the environment
E8	Renewable energy	+	+	+	This policy will have a positive effect on social, economic and environmental aspects.
E9	Biodiversity and habitats	+	0	+	In economic terms this is a neutral policy but it is positive in social and environmental terms.
E10	Hedgehog and other wild life protection	0	0	+	In social and economic terms this is a neutral policy but positive in environmental terms.
E11	Local Wildlife sites	0	0	+	In social and economic terms this is a neutral policy but positive in environmental terms
B1	Encouragement and growth of small businesses	+	+	+	Any new business or growth of an existing business contributes positively to the social, economic and environmental well-being of the area.
B2	New business opportunities	+	+	+	This policy promotes the development and growth of businesses that will contribute

					positively to the social, economic and environmental well-being of the area.
B3	Business traffic and parking	+	0	0	This policy will have a positive effect on the social well-being of the workplace and a neutral effect on the economy and environment
B4	Proposed new car park for the village	+	+	+	This policy will have a beneficial social, economic and environmental effect on the community
B5	Tourism and visitor attraction	+	+	+	This policy will have a beneficial social, economic and environmental effect on the community
TR1	Development proposals to include measures for sustainable transport	+	0	0	This policy will have a positive social impact and a neutral impact on the economy and the environment
TR2	Partnerships for integrated transport system	+	+	+	This policy will have a positive impact on social, economic and environmental aims.
TR3	Promotion of transport infrastructure projects	+	+	0	This policy will have positive social and economic effects.
TR4	Transport and rural crime	+	0	0	This policy will have positive social effects.
TR5	Transport and the environment	+	0	+	This policy will have positive social and environmental effects
IC1	Support for security systems to prevent crime	+	0	0	This will have a positive impact on social well being
IC2	Connectivity hub	+	+	0	This will have a positive impact on social and economic well being
IC3	Broadband and mobile phone coverage	+	+	0	This will have a neutral effect on the environment but provide positive effects for social and economic well being
CF1	Protecting existing	+	0	0	This policy will have a positive social effect in retaining the viability of existing facilities .

	community facilities				
CF2	Support for additional services and facilities	+	+	0	This policy will have a positive social and economic effect with the encouragement of new provision
CF3	Enhance provision of social and sport facilities for older children	+	+	0	The policy will have a positive social and economic effect and a neutral effect on the environment
CF4	Provision of additional commercial services	+	+	0	This encourages development that provides a positive social and economic effect.
CF5	Access to health care and outdoor recreation	+	0	0	This offers a positive uplift to the social well-being of the community
HC1	Conservation and enhancement of listed buildings	+	+	+	This contributes positively to the social, economic and environmental well-being of the area
HC2	Natural and historic landscape features	+	0	+	This will have a positive impact both on social well-being and the environment.
HC3	Extension to Brinklow Conservation Area	+	0	+	In economic terms, this is a neutral policy, but it is positive in social and environmental terms.
HC4	Explanation of historic farmsteads policy	+	0	+	This policy maintains and enhances the rural character of the Parish and will have a positive impact on both social well-being and the environment.
HC5	Archaeology policy	+	0	+	This policy will have a positive impact on both social well-being and the environment.

5. General Conformity with the Development Plan

5.1 The Neighbourhood Plan has been prepared to ensure its general conformity with the strategic policies of the Rugby Borough Council Local Plan 2011-2031 adopted June 2019. This new Local Plan has now replaced the previously saved policies of the Rugby Borough Council Local Plan 2006 and Core Strategy adopted in 2011 that were noted in a policy review document prepared as a background to the Brinklow Neighbourhood Plan in October 2017 and revised in December 2018. The now adopted Rugby Local Plan 2011-2031 establishes a new strategic framework for the Neighbourhood Area.

5.2 This Basic Conditions Statement has been provided based on the adopted Rugby Borough Council Local Plan 2011-2031 and Table C below considers those adopted policies.

Table C: Neighbourhood Plan and Development Plan Conformity Summary

Key:

RBC: Policies from Rugby Borough Council Local Plan 2011-2031

No.	Policy Title	Commentary
HO1	Brinklow development limits	<p>RBC Policy GP2 defines settlement hierarchy and Brinklow is defined as a Main Rural Settlement in which development will be permitted within existing boundaries and on allocated sites. The proposed policy HO1 respects this policy.</p>
HO2	Development outside the settlement boundaries	<p>RBC Policy GP2 supports development within the village confines. In addition, it provides advice in the supporting text at paragraph 3.13 that “some schemes, such as those submitted under the rural exception affordable housing policies or as community led development schemes may come forward on sites outside the defined settlement boundaries of Main Rural Settlements. Such schemes may be acceptable if they meet the social or economic needs of that community.” The proposals in the neighbourhood plan and in particular policies HO1 and HO2 will be in conformity with the policy GP2 and the supporting text.</p>
HO3	Design Principles	<p>RBC: Policy SDC1 Sustainable Design advises that all development will demonstrate high quality and be of</p>

		<p>a scale density and design that responds to the character of the areas in which they are situated.</p> <p>Policy SDC2 Landscaping: The landscape aspect of a development proposal will be required to form an integral part of the overall design.</p> <p>Policy HO3 of the NP is compliant with the Local Plan policies SDC1 and SDC2.</p>
HO4	Policy for Lutterworth Road Site	<p>RBC</p> <p>The NP policy HO4 is in conformity with the Local Plan policy GP2 and its supportive text as outlined under HO2 above and this applies also to the proposal for development at the site in Lutterworth Road.</p> <p>That site is “a preferred rural exception site for a mixture of up to 12 affordable housing units and up to 7 elderly persons dwellings.”</p> <p>The approach was taken that this was a “preferred rural exception site” rather than a specific site allocation under Policy H4 of the Rugby Local Plan as that policy requirement goes beyond the scope of the neighbourhood plan by requiring details of the management of the dwellings and whether the site can provide affordable housing with/without market housing all of which will be demonstrated through a planning application.</p> <p>Policy HO4 is therefore compliant with the Local Plan policy GP2</p> <p>The RBC Local Plan policy SDC2 requires that the landscape aspects of any development proposal are an integral part of the overall design. The protection and enhancement of landscape features is an important aspect of the Lutterworth Road site and its development would not be in conflict with the policy SDC2.</p>
HO5	Affordable housing	<p>RBC:</p> <p>This policy is in accordance with the Local Plan policy H2 affordable housing provision and H4 Rural exception sites.</p>
HO6	Specialist housing for the elderly	<p>RBC:</p> <p>This policy is in accordance with the Local Plan policy H6 Specialist Housing.</p>
E1	Development	<p>RBC:</p> <p>Any development within green belt must be supported by identified proven need and a site selection assessment that enables it to be treated as a rural exception site. This approach is identified within the</p>

		Local Plan policies H2, H4 and H6 and NP policy E1 is in accordance with that advice.
E2	Public rights of way	RBC: Policy HSI supports the intention of any development to create healthy safe and inclusive communities and two of the actions listed under that policy are “ to contribute to the development of a high quality, safe and convenient walking and cycling network” and “to improve the quality and quantity of green infrastructure networks and protect and enhance physical access, including public rights of way to open space.” The NP policy E2 fully complies with that policy.
E3	Areas of Local Green Space	RBC: The NP policy E3 is broadly consistent with Local Plan Policy HS4 where in its supportive text at paras 8.15 and 8.16 it is stated that “all open space of public value can be defined as primary open land whether green or hard surfaced” The NP policy E3 is also compliant with the Local Plan policies NE2 strategic green and blue infrastructure and NE3 landscape protection and enhancement.
E4	Protecting and enhancing non historic green open spaces	RBC: The NP policy E4 is aimed at protecting other important community spaces as open areas to be kept free from built development. This policy fully supports the Local Plan policies HS4 open space, sports facilities and recreation and policy SDC2 landscaping and SDC3 protecting and enhancing the historic environment.
E5	Agricultural Land	RBC: Policy GP2 advises that new development on green belt land will be resisted and most of the agricultural land outside the settlement of Brinklow is in agricultural use, and NP E5 will be in accordance with that advice. In addition, Local Plan policies H2, H4 and H6 provide guidance for development that might be considered exceptions and would be on agricultural land and policy E5 takes note of that advice.
E6	Landscape, vistas and skyline	RBC: Policy NE3 provides advice for landscape protection and enhancement and advises that any proposal “identifies the likely visual impacts on the local landscape and townscape and its immediate setting and undertakes appropriate landscaping to reduce these impacts.

		NP policy E6 supports the Local Plan policy NE3 and goes slightly further than policy NE3 with specific considerations of the different types of developments that could harm valued landscapes.
E7	Pollution	RBC: Advice on minimising the effect of pollution is provided in the Local Plan in policies SDC1 and HS5. NP Policy E7 is in accordance with these LP policies.
E8	Renewable energy	RBC: Policy E8 is in compliance with the Local Plan policy SDC1 which encourages enhancing energy efficiency, policy SDC4 sustainable buildings which encourages the use of renewable energy generation and policy SDC8 supporting the provision of renewable energy and low carbon technology.
E9	Biodiversity and habitats	RBC: Policy NE1 provides advice for protecting designated biodiversity and geodiversity assets for both sites of national importance and local importance. Policy E9 of the NP is in accordance with this policy and advises that “if development is permitted, any consequent loss of biodiversity must be minimised and mitigated by the creation of new habitats or the enhancement of existing habitats.”
E10	Hedgehog and other wildlife protection	RBC: The LP policy NE1 provides advice for the protection of habitats that have biodiversity and geodiversity This would include protection for hedgehog and other wildlife. NP Policy E10 is in accordance with this policy.
E11	Local Wild life sites	RBC: Policy E11 of the NP is compliant with the details of the LP policy NE1 and special note should be taken to have regard to the particular advice provided on the relationship of any possible development at local wild life sites and measures that should be taken to mitigate any effects.
B1	Existing businesses	RBC LP policy ED3 provides guidance for shaping employment development including conversions and redevelopment. NP policy B1 will support this policy.
B2	New business opportunities and growth of existing businesses	RBC: LP Policy SDC1 encourages the most efficient and effective use of previously developed land and provision of new sites. It will support continued use

		<p>and redevelopment of employment sites and states that “proposals for new development will ensure that the living conditions of existing and future neighbouring occupiers are safe guarded.”</p> <p>NP policy B2 supports this approach to business development</p> <p>Policy B1 of the NP is in conformity with these VALP policies.</p>
B3	Business traffic and parking	<p>RBC</p> <p>NP policy B3 requires provision of car and cycle parking for any new development for business purposes. This is in line with LP policies D1 transport which encourages safe and convenient access for pedestrians and cyclists as well as providing opportunities for sustainable transport.</p> <p>In addition, LP policy D2 provides guidance for parking facilities for cars, motor cycles and cycles including the provision of electric charging points and NP policy B3 supports this guidance.</p>
B4	Proposed new car park area for the village	<p>RBC:</p> <p>NP Policy B4 supports the creation of new businesses and tourism by the provision of a new car park and this policy will be in accordance with LP Policy SDC1 that supports development of a scale, density and design that responds to the character of the area and which adds to the overall quality of the areas.</p>
B5	Tourism and visitor attractions	<p>RBC:</p> <p>NP policy B5 aims to promote local tourism and attractions that will support and encourage new business and it will be in accordance with the aims and purposes of LP policies ED3 and SDC1.</p>
TR1	Development proposals and sustainable transport	<p>RBC:</p> <p>Policy D1 Transport advises that development will be permitted where sustainable modes of transport are prioritised and where practical and effective measures are taken to mitigate any adverse impacts of traffic.</p> <p>NP policy TR1 is compliant with the local plan policy D1.</p>
TR2	Partnerships to achieve a high quality integrated transport system	<p>RBC:</p> <p>Policy D1 Transport supports the provision of sustainable modes of transport and policy D3 Infrastructure and Implementation encourages delivery of new development to be supported by improvements to or provision of new infrastructure where necessary.</p> <p>NP policy TR2 is compliant with those policies.</p>

TR3	Promotion of Transport infrastructure projects	RBC: Policy D1 Transport and Policy D3 Infrastructure and Implementation both support and promote the provision of improvements to existing and provision of new transport infrastructure projects. NP Policy TR3 is compliant with those policies.
TR4	Transport and rural crime	RBC: There are no direct policies in the Local Plan that relate to specifically promoting safety and reduce crime. However, it is considered that the NP policy TR4 would not be in conflict with any of the policies of the Local Plan.
TR5	Transport and the environment	RBC: The NP policy TR5 will be compliant with the LP Policy D2.
ICI	Support for security systems that assist in the prevention of crime	RBC: There are no direct policies in the Local Plan that relate to security systems. However it is considered that the NP policy ICI would not be in conflict with any of the policies of the Local Plan.
IC2	Connectivity Hub	RBC: Policy SDC9 supports the provision of improvements for mobile, broadband and wi-fi in existing and new developments. The NP policy IC2 would not be in conflict with this policy as the provision of a connectivity hub would help facilitate improvements.
IC3	Broadband and mobile phone coverage	RBC: Policy SDC9 supports the provision of improvements for mobile, broadband and wi-fi in existing and new developments. The NP policy IC3 will be compliant with this policy.
CF1	To protect existing community facilities	RBC: The NP policy CF1 is compliant with the Local Plan community facility policies HS3 and HS4.
CF2	To support additional services and facilities	RBC: The NP policy CF2 is compliant with the Local Plan community facilities policies HS3 and HS4.
CF3	Enhance provision of social and sport facilities for older children	RBC: The NP policy CF3 is compliant with the Local Plan community facilities policies HS3 and HS4.
CF4	Provision of additional commercial services to the village	RBC: The NP Policy CF4 supports the aim for a prosperous rural economy for the village and its surrounds which

		will be in accordance with the Local Plan policies ED3 and SDC1.
CF5	Access to health care and outdoor recreation	RBC: The NP policy CF5 is compliant with the Local Plan policies HS3 and HS4
HC1	Conservation and enhancement	RBC: The NP policy HC1 is compliant with Local Plan policy SDC3.
HC2	Natural and historic landscape features	RBC: The NP policy HC2 is compliant with Local Plan policy SDC2
HC3	Extension of Brinklow Conservation Area	RBC: The NP policy HC3 will not be in conflict with the advice provided under Local Plan policy SD3 for protecting and enhancing the historic environment
HC4	Explanation of historic farmsteads	RBC: The NP policy HC4 will not be in conflict with the advice provided under Local Plan policy SD3.
HC5	Archaeology policy	RBC: The NP policy HC5 is compliant with Local Plan Policy SDC3.

6. Compatibility with EU Legislation

6.1 As set out in Section 4 above, a screening opinion has been obtained from Rugby Borough Council dated 14th January 2022 which confirmed that the Neighbourhood Plan would not have any significant environmental effects and that an SEA would not be required for the Neighbourhood Plan to be in accordance with EU Directive 200142/EC.

6.2 Further, in paragraph 5.1 Rugby Borough Council reported that “ Ensors Pool Special Area of Conservation (SAC) and the River Mease SAC are not considered to sit within 15km of the Neighbourhood Plan Area. The Brinklow Neighbourhood Plan is not allocating any sites (please see previous comments on the preferred site which could be subject to a separate planning application) so it is not considered that there would be any detrimental impacts on Ensors Pool or the river Mease.”

7. Meet prescribed conditions and comply with prescribed matters

There are no other prescribed conditions or prescribed matters that have to be considered.

8. Compatibility with the requirements of Chapter 8 of Part 6 of the Conservation of Habitats and Species Regulations 2017

The proposed Neighbourhood Plan does not breach any of the requirements of Chapter 8 of Part 6 of the Conservation of Habitats and Species and Planning (various amendments) England and Wales Regulations 2018.

**THE ENVIRONMENTAL ASSESSMENT OF PLANS AND PROGRAMMES REGULATIONS 2004
REGULATION 9 SCREENING DETERMINATION STATEMENT**

Brinklow Neighbourhood Plan

Introduction

European Union Directive 2001/42/EC requires a Strategic Environmental Assessment to be undertaken for certain types of plans or programmes that would have a significant environmental effect. The Environmental Assessment of Plans and Programmes Regulations 2004 (the regulations) require that this is determined by a screening process, which should use a specified set of criteria (set out in Schedule 1 of the Regulations). The results of this process must be set out in an SEA Screening Statement, which must be publicly available. Before the Council make a formal determination, there is a requirement to consult three statutory consultation bodies designated in the regulations (Historic England, Environment Agency & Natural England) on whether an environmental assessment is required.

This document is the Screening Determination of the need to carry out a Strategic Environmental Assessment for the Brinklow Neighbourhood Plan and is made in accordance with the regulations. Within 28 days of making its determination, Rugby Borough Council and Brinklow Parish Council will publish a statement, setting out this decision. If it is determined that an SEA is not required, the statement must include reasons for this.

Determination

In accordance with Regulation 9 of the SEA Regulations 2004, Rugby Borough Council has determined that an environmental assessment of the emerging Brinklow Neighbourhood Plan is not required as it is unlikely to have significant environmental effects. In making this determination, Rugby Borough Council has had regard to Schedule 1 of the Regulations and has carried out consultation with the consultation bodies. An assessment against Schedule 1 of Regulations forms **Appendix 1** to this determination and comments made by the Consultation bodies form **Appendix 2**.

This determination has been made on **Friday 14th January 2022**.

Further Information

A copy of this determination will be sent to the Consultation Bodies and made available on the Rugby Borough Council website.

Appendix 1- SEA and HRA Screening Report

Brinklow Neighbourhood Plan

Strategic Environmental Assessment and Habitat Regulations

Assessment

Screening Report

14th January 2022

Contents

1. Introduction

2. Legislative Background

3. Criteria for Assessing the Effects of Neighbourhood Planning Documents

4. Assessment

5. Screening Outcome

1. Introduction

1.1 Under the requirements of the European Union Directive 2001/42/EC and Environmental Assessment of Plans and Programmes Regulation (2004) certain types of plans that set the framework for the consent of future development projects, must be subject to an environmental assessment.

1.2 This screening report has been prepared to determine whether the Brinklow Neighbourhood Development Plan to 2031 should be subject to a Strategic Environmental Assessment (SEA) in accordance with the European Directive 2001/42/EC (SEA Directive) and associated Environmental Assessment of Plans and Programmes Regulation 2004 (SEA Regulations)

2. Legislative Background

2.1 The basis for Strategic Environmental Assessments and Sustainability Appraisal legislation is European Directive 2001/42/EC. This was transposed into English law by the Environmental Assessment of Plans and Programmes Regulations 2004, or SEA Regulations. Detailed Guidance on these regulations can be found in the Government publication 'A Practical Guide to the Strategic Environmental Assessment Directive' (ODPM 2005).

2.2 This report will also screen to determine whether the Neighbourhood Plan requires a Habitats Regulations Assessment (HRA) in accordance with Article 6(3) and (4) of the EU Habitats Directive and with Regulation 61 of the Conservation of Habitats and Species Regulations 2010 (as amended). A HRA is required when it is deemed that likely adverse significant effects may occur on protected European Sites (Natura 2000 sites) as a result of the implementation of a plan/project. As a general 'rule of thumb' it is identified that sites with pathways of 10-15km of the plan/project boundary should be included with a HRA.

2.3 This report focuses on screening for SEA and HRA and the criteria for establishing whether a full assessment is needed.

3. Criteria for Screening for SEA

3.1 Criteria for determining the likely significance of effects are set in Schedule 1 of The Environmental Assessment of Plans and Programmes Regulations 2004.

These are:

The characteristics of plans and programmes, having regard, in particular, to

- the degree to which the plan or programme sets a framework for projects and other activities, either with regard to the location, nature, size and operating conditions or by allocating resources,
- the degree to which the plan or programme influences other plans and programmes including those in a hierarchy,
- the relevance of the plan or programme for the integration of environmental considerations in particular with a view to promoting sustainable development,
- environmental problems relevant to the plan or programme,
- the relevance of the plan or programme for the implementation of Community legislation on the environment (e.g. plans and programmes linked to waste-management or water protection).

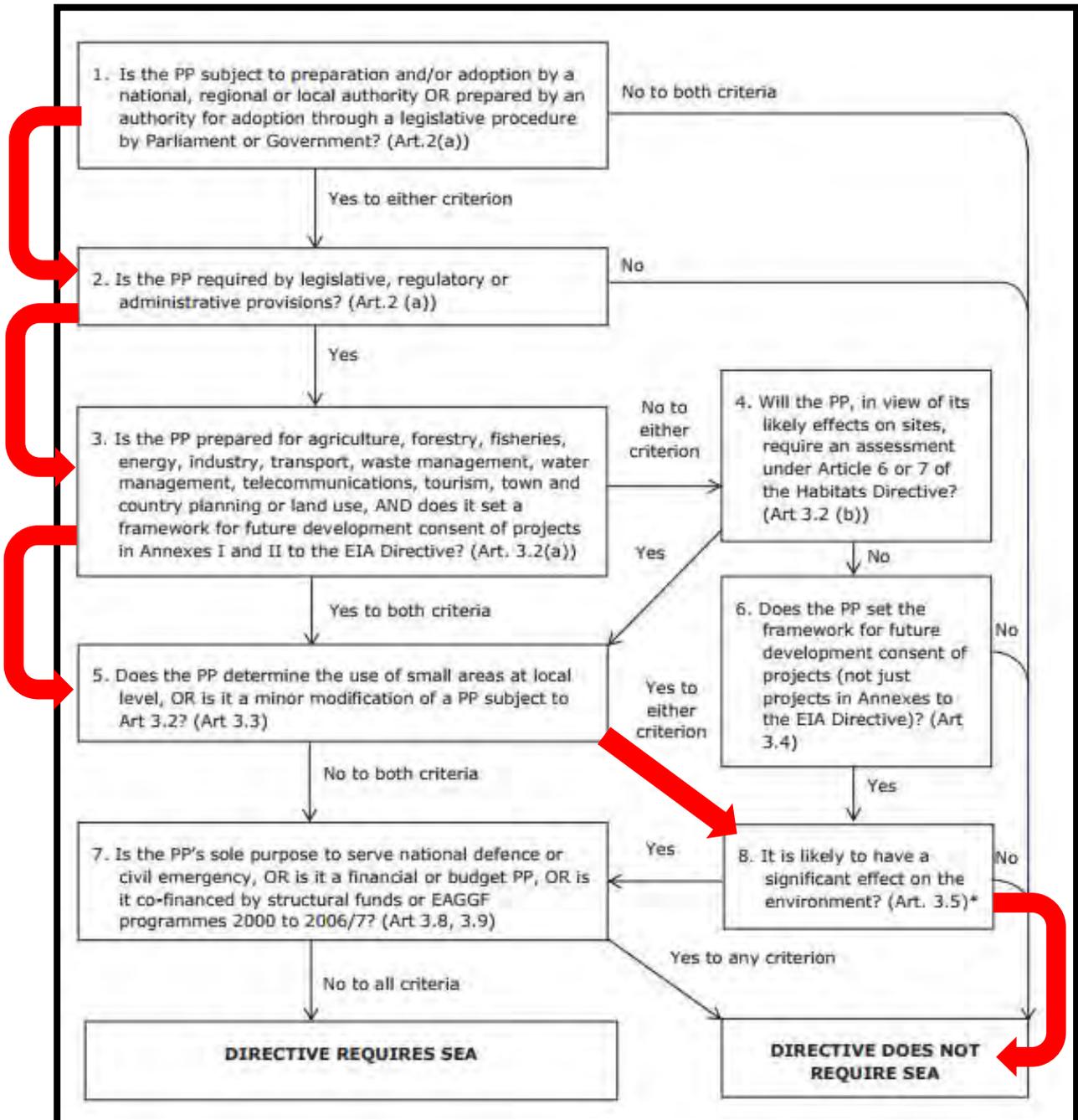
2. Characteristics of the effects and of the area likely to be affected, having regard, in particular, to

- the probability, duration, frequency and reversibility of the effects,
- the cumulative nature of the effects,
- the transboundary nature of the effects,
- the risks to human health or the environment (e.g. due to accidents),
- the magnitude and spatial extent of the effects (geographical area and size of the population likely to be affected),
- the value and vulnerability of the area likely to be affected due to:
 - special natural characteristics or cultural heritage,
 - exceeded environmental quality standards or limit values,
 - intensive land-use,
- the effects on areas or landscapes which have a recognised national, Community or international protection status.

Source: Schedule 1 of the Environmental Assessment of Plans and Programmes Regulations 2004

4. Assessment for SEA

4.1 Neighbourhood Plan SEA screening route.



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

Table 1: Establishing the need for an SEA

Stage	No/Yes	Reason
1. Is the PP (plan or programme) subject to preparation and/or adoption by a national, regional or local authority OR prepared by an authority for adoption through a legislative procedure by Parliament or Government? (Art. 2(a))	Yes	If the final Neighbourhood Plan is successful at referendum and is subsequently Made by the Local Planning Authority it will become a Development Plan Document with equal status to the Local Plan.
2. Is the PP required by legislative, regulatory or administrative provisions? (Art. 2(a))	Yes	Communities have a right to produce a Neighbourhood Plan; however communities are not required by legislative, regulatory or administrative purposes to produce a Neighbourhood Plan. However, once 'made' the Brinklow Neighbourhood Plan would form part of the statutory development plan and will be used when making decisions on planning applications within the Neighbourhood Area. Therefore it is considered necessary to answer the following questions to determine further if an SEA is required.
3. Is the PP 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 a framework for future development consent of projects in Annexes I and II to the EIA Directive? (Art 3.2(a))	Yes	The Brinklow Neighbourhood Plan is prepared for town and country planning and land use. The plan sets out a framework for some aspects of future development in the Brinklow Neighbourhood Area. Once 'made' the Brinklow Neighbourhood Plan would form part of the statutory development plan, and will be used when making decisions on planning applications which may include development which may fall under Annex I and II of the EIA directive.
5. Does the PP Determine the use of small areas at local level, OR is it a minor modification of a PP subject to Art. 3.2? (Art.3.3)	Yes	Once 'made' the Neighbourhood Plan would form part of the statutory development plan and be used when making decisions on planning applications of small areas at the local level.

6. Does the PP set the framework for future development consent of projects (not just projects in annexes to the EIA Directive)? (Art 3.4)	Yes	The Neighbourhood Plan, once the 'made', forms part of the statutory development plan and will be used to determine planning applications within the designated Neighbourhood Area. Therefore the Neighbourhood Plan will set the framework for future developments.
7. Is it likely to have a significant effect on the environment? (Art. 3.5)	No	See table 2 below for further detail.

Source: Stages taken from the Practical Guide to the Strategic Environmental Assessment Directive (2005)

4.2 The following assessment in table 2 provides further detail on the response to criteria 7 in table one. The assessment considers the likelihood of the Brinklow Neighbourhood Plan to have significant effects on the environment.

Table 2: Likelihood of significant effects on the environment part 1

Characteristics of the Plan	Summary of Effects
The degree to which the plan or programme sets a framework for projects and other activities, either with regard to the location, nature, size and operating conditions or by allocating resources.	Once 'made; the Neighbourhood Plan will set out the framework which will be used to determine proposals for development within the neighbourhood area.
The degree to which the plan or programme influences other plans or programmes including those in a hierarchy.	The Neighbourhood Plan must be in general conformity with the strategic policies of the currently adopted Rugby Local Plan and the National Planning Policy Framework and all proposals within the Neighbourhood Area must comply with the policies of all three documents.
The relevance of the plan or programme for the integration of environmental considerations in particular with a view to promoting sustainable development.	Draft policies E3, E4, E5, E7, E9, E10, E11 of the Brinklow Neighbourhood Plan include elements of environmental protection. This includes: <ul style="list-style-type: none"> • Protection of Areas of Local Green Space • Protecting and Enhancing Non-Historic Green Open Spaces

	<ul style="list-style-type: none"> • Agricultural Land • Minimising Pollution • Biodiversity and Habitats • Hedgehogs and Other Wildlife Protection • Local Wildlife Sites <p>Brinklow Neighbourhood Plan Policy HO4 Lutterworth Road Brinklow identifies a preferred site for a Rural Exception Site. This is not allocating the site, it is seeking to give it weight prior to a planning application being submitted. Local Plan Policy H4 (Rural Exception Sites) prevents the allocation of a Rural Exception Site because the Policy requires detail on the management of dwellings and viability, which is beyond the scope of a Neighbourhood Plan.</p> <p>Former Local Plan site DS3.7 for 100 homes was subject to SEA Screening as part of the Local Plan. The site was removed by the Planning Inspector. The former allocation was located directly opposite the preferred site. The preferred site would have a lesser impact than the former Local Plan allocation which was already assessed.</p> <p>Should the preferred site come forward (the site could be advanced without the Neighbourhood Plan through the Planning Application process) the upto 20 dwellings would form part of the annual 45 windfall dwellings assessed as part of the 2019 Local Plan SEA. The proposed site is 0.89ha so any potential impacts (picked up through the planning application process) would be considered then and are likely to be minor and localised.</p> <p>The preferred site is not considered to require an SEA</p>
<p>Environmental problems relevant to the plan.</p>	<p>Current issues in Brinklow include protecting the special character of Brinklow in light of development pressures.</p>

	<p>The key environmental issues from the Rugby Borough Local Plan which are relevant to this plan include:</p> <ol style="list-style-type: none"> 1. Protection and enhancement of biodiversity 2. The effects of development on the historic environment; 3. The effects of development on the wider landscape; 4. The protection of the best and most versatile agricultural land; <p>The Local Plan contains policies to tackle these issues. The Neighbourhood Plan adds additional support to this.</p>
<p>The relevance of the plan or programme for the implementation of Community legislation on the environment (e.g. plans and programmes linked to waste management or water protection).</p>	<p>The Local Plan has regard to European community legislation on the environment and the Brinklow Neighbourhood Plan has to be in general conformity with the strategic policies of the Local Plan.</p>

Source: Criteria taken from Schedule 2, Paragraph 1&2 of the Environmental Assessment of Plans and Programmes Regulations 2004

	the village boundary. This is in line with the Local Plan.	the village boundary. This is in line with the Local Plan.	the village boundary. This is in line with the Local Plan.	the village boundary. This is in line with the Local Plan.	the village boundary. This is in line with the Local Plan.	the village boundary. This is in line with the Local Plan.
The probability, duration, frequency and reversibility of the effects.	Any proposal would have to comply with transport policies at National and Local level. The Highways Authority would be consulted on this. Additionally there may be no development proposals put forward. Therefore the probability would be very low.	Applications would have to comply with National and Local Policy on flooding which would minimise probability. Additionally there may be no development proposals put forward.	Any proposal would have to comply with biodiversity policies at National and Local level as well as the policies within this Neighbourhood Plan. Additionally there may be no development proposals put forward. Therefore the probability of a negative impact would be low. Under these policies there is scope for positive impacts.	Any proposal which impacts a Listed Building or Scheduled Monument would be subject to National Policies on the historic environment. Policies in this plan identify further historic features important to the village and also cover the importance of retaining the character of the village. Additionally there may be no development proposals put forward.	Any proposal which has an impact on the wider landscape would be subject to National and Local policies as well as policies within this Neighbourhood Plan. Additionally there may be no development proposals put forward. As such the potential for negative impacts is very low.	Any proposal would have to have regard to National policy on agricultural land. Additionally there may be no development proposals put forward. Therefore the potential for negative impacts is low.

				As such the probability of a negative impact is low.		
The cumulative nature of the effects.	Any impacts of additional traffic would be an addition to that which already passes through the village.	Additional development in a flood zone would have a negative cumulative effect on flooding.	Impacts on one species could impact further species.	Any detracting or deterioration of important historic features could lead to further deterioration in future.	If the quality of the relationship between the village and the wider landscape deteriorates this could lead to further deterioration in future.	This would impact only specific land parcels.
The trans boundary nature of the effects.	Air pollution from traffic may have a trans boundary effect.	Flooding would generally be localised	These would generally be fairly localised.	These would be localised.	This could have an impact on the wider landscape.	These would be localised.
The risks to human health or the environment (e.g. due to accidents).	Potential for a decrease in air quality, increase in noise and potential for car accidents.	Potential for impacts to human health and damage to habitats.	Very little risk to human health. Potential impacts on individual plants and animals, their habitats and the wider ecosystem.	Very little risk to human health. Risk to the quality of the historic environment and deterioration of the character of Brinklow.	Very little risk to human health. Risk to the relationship between the village and the wider landscape.	Very little risk to human health. Some risk to flora and fauna that benefit from the agricultural land.
The magnitude spatial extent of the effects (geographical area)	These would be very localised impacts.	Localised impacts.	Localised impacts.	Localised impacts.	Impacts could be perceived to extend beyond	Generally impacts would be local but

<p>and size of the population likely to be affected).</p>					<p>the Neighbourhood Area.</p>	<p>could feed into a larger scale picture if good quality agricultural land is also being lost elsewhere.</p>
<p>The value and vulnerability of the area likely to be affected due to:</p> <ul style="list-style-type: none"> - special natural characteristics or cultural heritage - exceeded environmental quality standards - intensive land use 	<p>This would be dependent on the location of any proposed development. Within the village boundary are 26 listed buildings, a Conservation Area and 1 scheduled ancient monument. (The preferred site is not considered to be close to the ancient monument)</p>					
<p>The effects on areas or landscapes which have a recognised national, community or international protection status.</p>	<p>There are no nationally or internationally protected areas or landscapes within the Neighbourhood Area. Please see below for details on nearby SAC's.</p>					

Source: Criteria taken from Schedule 2, Paragraph 1&2 of the Environmental Assessment of Plans and Programmes Regulations

Assessment for HRA

5.1

Ensors Pool Special Area of Conservation (SAC) and the River Mease SAC are not considered to sit within 15km of the Neighbourhood Area. The Brinklow Neighbourhood Plan is not allocating any sites (please see previous comments on the preferred site, which could be subject to a separate planning application), so it is not considered that there would be any detrimental impacts on Ensors Pool or the River Mease.

The Rugby Borough Local Plan 2011-2031 was subject to a Habitats Regulation Assessment Stage 1 Screening Report. A full HRA was not deemed necessary.

6. Screening Outcomes

6.1 As a result of the assessment in section 4, it is unlikely that there will be any significant environmental effects arising from the emerging proposals to be contained within the Brinklow Neighbourhood Plan.

Appendix 2- Comments made by the consultation bodies

BRINKLOW NEIGHBOURHOOD PLAN - SEA AND HRA SCREENING

Thank you for your consultation and the invitation to comment on the SEA and HRA Screening Document for the above Neighbourhood Plan.

For the purposes of consultations on SEA Screening Opinions, Historic England confines its advice to the question, "Is it likely to have a significant effect on the environment?" in respect of our area of concern, cultural heritage.

Our comments are based on the information supplied with the screening request. On the basis of the information supplied and in the context of the criteria set out in Schedule 1 of the Environmental Assessment Regulations [Annex II of the 'SEA' Directive], Historic England concurs with your view that the preparation of a Strategic Environmental Assessment is not required.

Regarding HRA Historic England does not disagree with your conclusions but would defer to the opinions of the other statutory consultees.

The views of the other statutory consultation bodies should be taken into account before the overall decision on the need for a SEA is made. If a decision is made to undertake a SEA, please note that Historic England has published guidance on Sustainability Appraisal / Strategic Environmental Assessment and the Historic Environment that is relevant to both local and neighbourhood planning and available at: <https://www.historicengland.org.uk/images-books/publications/sustainability-appraisal-and-strategic-environmental-assessment-advice-note-8/>

I trust the above comments will be of help in taking forward the Neighbourhood Plan.

Yours sincerely,

Name redacted

Historic Places Advisor

Brinklow Neighbourhood Plan – Review SEA & HRA Screening

Thank you for your consultation on the above dated and received by Natural England on 23 November 2021.

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

Screening Request: Strategic Environmental Assessment

It is our advice, on the basis of the material supplied with the consultation, that, in so far as our strategic environmental interests (including but not limited to statutory designated sites, landscapes and protected species, geology and soils) are concerned, that there are unlikely to be significant environmental effects from the proposed plan.

Neighbourhood Plan Guidance on the assessment of Neighbourhood Plans, in light of the Environmental Assessment of Plans and Programmes Regulations 2004 (as amended), is contained within the National Planning Practice Guidance. The guidance highlights three triggers that may require the production of an SEA, for instance where:

- a neighbourhood plan allocates sites for development
- the neighbourhood area contains sensitive natural or heritage assets that may be affected by the proposals in the plan
- the neighbourhood plan may have significant environmental effects that have not already been considered and dealt with through a sustainability appraisal of the Local Plan.

We have checked our records and based on the information provided, we can confirm that in our view the proposals contained within the plan will not have significant effects on sensitive sites that Natural England has a statutory duty to protect.

We are not aware of significant populations of protected species which are likely to be affected by the policies / proposals within the plan. It remains the case, however, that the responsible authority should provide information supporting this screening decision, sufficient to assess whether protected species are likely to be affected.

Notwithstanding this advice, Natural England does not routinely maintain locally specific data on all potential environmental assets. As a result the responsible authority should raise environmental issues that we have not identified on local or national biodiversity action plan species and/or habitats, local wildlife sites or local landscape character, with its own ecological and/or landscape

advisers, local record centre, recording society or wildlife body on the local landscape and biodiversity receptors that may be affected by this plan, before determining whether an SA/SEA is necessary.

Please note that Natural England reserves the right to provide further comments on the environmental assessment of the plan beyond this SEA/SA screening stage, should the responsible authority seek our views on the scoping or environmental report stages. This includes any third party appeal against any screening decision you may make.

Habitats Regulations Assessment (HRA) Screening

Natural England agrees with the report's conclusions that the Brinklow Neighbourhood Plan would not be likely to result in a significant effect on any European Site, either alone or in combination and therefore no further assessment work would be required.

For any new consultations, or to provide further information on this consultation please send your

Yours sincerely

Name redacted

Consultations Team

APPENDIX 6

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:
Minakshee Patel Corporate Equality & Diversity Advisor

Equality Impact Assessment

Service Area	Development Strategy
Policy/Service being assessed	Brinklow Neighbourhood Plan
Is this is a new or existing policy/service? If existing policy/service please state date of last assessment	This is a new policy document
EqlA Review team – List of members	Ruari McKee
Date of this assessment	13.01.2022
Signature of responsible officer (to be signed after the EqlA has been completed)	Ruari McKee

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 Minakshee Patel, Corporate Equality & Diversity Advisor via email: minakshee.patel@rugby.gov.uk or 01788 533509

Details of Strategy/ Service/ Policy to be analysed

<u>Stage 1 – Scoping and Defining</u>	
(1) Describe the main aims, objectives and purpose of the Strategy/Service/Policy (or decision)?	The Brinklow Neighbourhood Plan contains policies which, once the document is adopted or 'made' will form part of the Development Plan for the Borough and will be used alongside local and national policies to determine planning applications in the Parish.
(2) How does it fit with Rugby Borough Council's Corporate priorities and your service area priorities?	<p>This Plan has the potential to contribute towards several corporate priorities:</p> <ul style="list-style-type: none"> • Rugby is an environmentally sustainable place, where we work together to reduce and mitigate the effects of climate change • Rugby has a diverse and resilient economy that benefits and enables opportunities for all residents • Residents live healthy, independent lives, with the most vulnerable protected <p>All Parish Councils have the right to produce a Neighbourhood Plan if they choose to. The Local Planning Authority has a statutory duty to assist in their production and follow the Regulations in dealing with these. Once adopted or 'made' the Local Planning Authority has a statutory duty to use the policies in the determination of planning applications.</p>
(3) What are the expected outcomes you are hoping to achieve?	That the document can be used in the determination of planning applications.
(4) Does or will the policy or decision affect: <ul style="list-style-type: none"> • Customers • Employees • Wider community or groups 	The policy may affect customers or the wider community. Specifically it will affect those living or working in the Parish of Brinklow.

<u>Stage 2 - Information Gathering</u>	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).		
(1) What does the information tell you about those groups identified?	The plan preparation process included a demographic assessment. The plan contains links to the 2011 Census Small Area Profiles. The 2011 Census records a population of 1,101 with a fairly uniform distribution of up to age 39 and 50% more in the age brackets between 40-69.		
(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>Brinklow Parish Council have carried out their own statutory consultation on their draft Plan. They received comments back which have been identified in their consultation statement.</p> <p>This document has now been submitted to Rugby Borough Council. If approved by Cabinet it will undergo a further consultation by the Council who will contact directly all parties who have previously registered an interest as well as statutory bodies. The consultation will be widely publicised to ensure other interested parties have the chance to respond. The representations made will be passed on to an Independent Examiner who will take these representations into account when producing an examination report.</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		
<u>Stage 3 – Analysis of impact</u>			
(1) <u>Protected Characteristics</u> From your data and consultations is there any positive, adverse or negative impact	RACE No	DISABILITY No	GENDER No

<p>identified for any particular group, which could amount to discrimination?</p>	<p>MARRIAGE/CIVIL PARTNERSHIP No</p>	<p>AGE No</p>	<p>GENDER REASSIGNMENT No</p>
<p>If yes, identify the groups and how they are affected.</p>	<p>RELIGION/BELIEF No</p>	<p>PREGNANCY MATERNITY No</p>	<p>SEXUAL ORIENTATION No</p>
<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? (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>A Neighbourhood Plan is unlikely to impact social inequalities. The Preferred Site for a Rural Exception Site (identified in the Neighbourhood Plan) would be expected to provide social housing, which is likely to benefit all groups in society.</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 policies have been developed taking into account the thoughts and ideas from a wide cross section of those living and working within the Parish. The policies were designed to be of broad benefit for the community. The Brinklow Neighbourhood Development Plan contains policies on housing, the economy, built and natural heritage, the built and natural environment, infrastructure and local facilities.</p> <p>The Consultation Statement which accompanies the document states the ways in which the community were consulted on with consultation being widely publicised and accessible.</p>
<p>(6) How does the strategy/service/policy promote good relations between groups? If not what can be done?</p>	<p>Good relations were promoted throughout the process of creating the Neighbourhood Plan with everyone given the chance to be involved and have their say. Once adopted or 'made', the policies within the Neighbourhood Plan will be applied across the whole of the Neighbourhood Area</p>
<p>(7) Are there any obvious barriers to accessing the service? If yes how can they be overcome?</p>	<p>No</p>

<p><u>Stage 4 – Action Planning, Review & Monitoring</u></p>	
---	--

If No Further Action is required then go to –
Review & 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.

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

After the draft Neighbourhood Plan has been to examination the examiner may recommend some further changes. At this stage the EqlA will be reviewed and an amended version will be taken back to Cabinet before the Neighbourhood Plan is adopted or 'made'.

Please annotate your policy with the following statement:

'An Equality Impact Assessment on this policy was undertaken on 13.01.2022 and will be reviewed on 13.01.23.'

APPENDIX 7

Rugby Borough Council

Climate Change and Environmental Impact Assessment

Brinklow Neighbourhood Plan - February 2022

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

Portfolio and Service Area	Growth and Investment
Policy/Service/Change being assessed	Brinklow Neighbourhood Development Plan Regulation 16 Consultation and Regulation 17 Examination
Is this a new or existing Policy/Service/Change?	New proposed Neighbourhood Plan
If existing policy/service please state date of last assessment	N/A
Ward Specific Impacts	Revel and Binley Woods- The Neighbourhood Plan will influence development in Brinklow Parish.
Summary of assessment Briefly summarise the policy/service/change and potential impacts.	No significant impacts identified. A Preferred Site for a Rural Exception Site is identified. Rural Exception Sites are subject to a separate planning application process which would be expected to identify any potential impacts. Any impacts beyond this are also likely to be managed through the planning application and other regulatory processes.
Completed By	Ruari McKee (Senior Planning Officer) – Development Strategy
Authorised By	
Date of Assessment	14.01.2022

SECTION 2: IMPACT ASSESSMENT

Climate Change and Environmental Impacts	No Impact	Positive	Negative	Description of impact	Any actions or mitigation to reduce negative impacts	Action owner	Timescales
Energy usage	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Fleet usage	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Sustainable Transport/Travel (customers and staff)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Sustainable procurement	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Community leadership	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Biodiversity and habitats	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Biodiversity and habitat policies included in the Neighbourhood Plan to positively manage the natural environment.			
Adaptation/Mitigation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Impact on other providers/partners	<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.

Review date	Before the Brinklow Neighbourhood Plan is 'made'
Key points to be considered through review	Any key changes are to be assessed
Person responsible for review	Ruari McKee
Authorised by	

APPENDIX 8

Consultation Strategy	
Document title: Brinklow Neighbourhood Development Plan Regulation 16 Consultation and Regulation 17 Examination	
Nature of Plan being prepared:	This document is the submission version of the Brinklow Neighbourhood Development Plan. Once adopted, or 'made', it will form part of the development plan for Rugby and the policies contained within it will be used to make decisions on planning applications within the Neighbourhood Area alongside local and national policy.
Purpose of consultation	This consultation is required under Regulation 16 of The Neighbourhood Planning (General) Regulations 2012.
Nature of issues that need to be consulted upon	<p>The focus of the consultation and subsequent examination will be on whether the plan meets the basic conditions. These require that the plan:</p> <ul style="list-style-type: none"> • Has regard to national policy and guidance from the Secretary of State; • Contributes to sustainable development; • Is in general conformity with the strategic policy of the development plan for the area or any part of that area; • Doesn't breach or is otherwise compatible with EU obligations- this includes the SEA Directive of 2001/42/EC; and that • The making of the Neighbourhood Plan is not likely to have a significant effect on a European site (as defined in the Conservation of Habitats and Species regulations 2010(d)) either alone or in combinations with other plans or projects.
Who should be consulted	<p>All individuals and organisations referred to in the consultation statement will be notified directly in accordance with the Regulations. Other statutory bodies and individuals will be notified directly in line with the SCI.</p> <p>The consultation will also be publicised on the Rugby Borough Council website and with a press notice in line with the Regulations and the SCI.</p>

Why are we consulting	The consultation is to obtain views on whether the Neighbourhood Development Plan meets the basic conditions.
When will the consultation take place	Consultation will take place between 8 th February and 22 nd March 2022.
Accessible Inclusive Consultation	<p>Notifications will be made in the local newspaper, online and by email and post. Electronic copies of the documents will be available to download. Please see the Council's updated and amended guidance to the Statement of Community Involvement in response to the Coronavirus pandemic</p> <p>Representation can be received in several formats; via an online form, via email or by post.</p>
How comments will be taken into account	All comments received will be passed on to the Examiner and be used in examining the Neighbourhood Plan.
How will comments be reported	Responses received will be considered by the Examiner. The representations will be made public by the Council following the close of the consultation.

Agenda No 7

AGENDA MANAGEMENT SHEET

Report Title:	Finance & Performance Monitoring 2021/22- Quarter 3
Name of Committee:	Cabinet
Date of Meeting:	7 February 2022
Report Director:	Chief Officer - Finance and Performance
Portfolio:	Finance, Performance, Legal and Governance
Ward Relevance:	All wards
Prior Consultation:	None
Contact Officer:	Jon Illingworth, Section 151 and Chief Financial Officer, jon.illingworth@rugby.gov.uk, 01788 533410
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): <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) Corporate Strategy 2021-2024 <input type="checkbox"/> This report does not specifically relate to any Council priorities but
Summary:	This report sets out the anticipated 2021/22 financial and performance position for the Council based on data at 31 December 2021 (Quarter 3). It also presents proposed 2021/22 budget adjustments for approval as required by Financial Standing Orders.

Financial Implications:	As detailed in the main report.
Risk Management Implications:	This report is intended to give Cabinet an overview of the Council's forecast spending and performance position for 2021/22 to inform future decision-making.
Environmental Implications:	There are no environmental implications arising from this report.
Legal Implications:	There are no legal implications arising from this report.
Equality and Diversity:	No new or existing policy or procedure has been recommended
Options:	Members can elect to approve, amend or reject the budget requests listed at recommendations 2 to 7.

Recommendation:

RECOMMENDATION

1. The Council's anticipated financial position for 2021/22 be considered;
2. A 2021/22 Capital budget virement of £0.030m within the HRA for work on kitchens (as detailed in section 6) be approved;
3. A 2021/22 supplementary General Fund revenue budget of £0.030m for increased costs to the Town Centre Regeneration Plan and financed from the Town Centre Improvement Reserve be approved;
4. Performance information in section 7 and Appendix 3 be noted; and

IT BE RECOMMENDED TO COUNCIL THAT:

5. A 2021/22 General Fund budget virement of £0.090m to reduce expenditure budgets within services (as detailed in section 6) where savings have been identified and a corresponding reduction in the 2021/22 corporate savings target be approved;
6. 2021/22 General Fund Capital slippage of £3.969m to 2022/23 as detailed in section 6 be approved; and

7. 2021/22 HRA Capital slippage of £16.217m to 2022/23 as detailed in section 6 be approved.

**Reasons for
Recommendation:**

A strong financial and performance management framework, including oversight by Members and the Leadership Team, is an essential part of delivering the Council's priorities and statutory duties.

Cabinet - 7 February 2022

Finance & Performance Monitoring 2021/22- Quarter 3

Public Report of the Chief Financial Officer

RECOMMENDATION

1. The Council's anticipated financial position for 2021/22 be considered;
2. a 2021/22 Capital budget virement of £0.030m within the HRA for work on kitchens (as detailed in section 6) be approved;
3. a 2021/22 supplementary General Fund revenue budget of £0.030m for increased costs to the Town Centre Regeneration Plan and financed from the Town Centre Improvement Reserve be approved;
4. performance information in section 7 and Appendix 3 be noted; and

IT BE RECOMMENDED TO COUNCIL THAT:

5. a 2021/22 General Fund budget virement of £0.090m to reduce expenditure budgets within services (as detailed in section 6) where savings have been identified and a corresponding reduction in the 2021/22 corporate savings target be approved;
6. 2021/22 General Fund Capital slippage of £3.969m to 2022/23 as detailed in section 6 be approved; and
7. 2021/22 HRA Capital slippage of £16.217m to 2022/23 as detailed in section 6 be approved.

1. INTRODUCTION

This is the third of the quarterly finance and performance monitoring reports for 2021/22, which combines finance (revenue and capital) as well as performance for General Fund (GF) and Housing Revenue Account (HRA). The year-end forecasts for 2021/22 are based on actual expenditure from 01 April 2021 to 31 December 2021 (Quarter 3) plus any significant changes that have developed thereafter. The report also includes proposed 2021/22 budget adjustments which are recommended for approval by Members.

The key sections of the report are laid out as follows:

- Background - Section 2
- General Fund (GF) Revenue Budgets and Performance - Section 3 & Appendix 1;

- Housing Revenue Account (HRA) Revenue Budgets & Performance- Section 4 & Appendix 2;
- Capital Budgets - Section 5 and Appendices 1 (GF) & 2 (HRA);
- Further detail on recommendations for approval- Section 6
- Corporate Performance information- Section 7 & Appendix 3

Throughout the report, pressures on expenditure and income shortfalls are shown as positive values. Savings on expenditure and additional income are shown in brackets.

2. BACKGROUND

2.1 In the last financial year the country faced extreme challenges from the impact of COVID-19 and these unprecedented times have required central and local government to respond to support businesses, residents and services.

Section 3.2 provides an update on the Council's position and continued response to the COVID-19 pandemic.

2.2 Following the declaration of a Climate Emergency in 2019, the Council agreed to establish a cross party working group to advise on the actions and timescales towards achieving carbon neutrality by 2030. Any updates and financial implications will be provided in future reports, as appropriate.

2.3 At Quarter 2 the Council reported a forecast balanced position overall but highlighted the pressures seen within fees and charges income due to the continued slow recovery as a result of the COVID-19 pandemic. These pressures have been mitigated by the use of the budgeted Covid recovery fund, grants and the use of the Budget Stability Reserve has been flexed where necessary.

3. GENERAL FUND (GF) REVENUE BUDGETS

3.1 GF Overview and Key Messages:

The current reported year-end forecast for 2021/22, based on the position as at Quarter 3, is a balanced position with no variance to the overall GF budget. As mentioned in section 2, the Covid recovery fund and Budget Stability Reserve have been used to achieve a balanced position.

However, it needs to be noted that there is risk of continued pressures which will continue to be reviewed and considered.

The major factors to consider are as follows:

- The impact of continued reduction in demand in some areas such as leisure activities and Car Parking.
- The impact of agile working resulting in less activity within the town centre

- The impact of continued pressures on service providers, local businesses and the general public.
- Review of pressures resulting from required changes that will need to be in place to ensure a safe environment for both staff and customers.
- Any financial impact of the implementation of recovery plans over the short to medium term.
- The inability to speculate over what lies ahead over the coming months following the lifting of government restrictions.
- The impact of the pay award which is still under negotiation.

Whilst the current reported position is showing a balanced position the Council continues to face challenges in the recovery from the impact of COVID-19.

Further details of portfolio variances and key performance indicators can be seen in Appendix 1.

Although the overall position is balanced, the following significant items should be noted-

There is a pressure of **£1.033m** from GF Portfolios which is an adverse movement of £0.085m when compared with the previous Quarter 2 report. This overall reported variance has arisen mainly from the loss of income particularly within Car Parks, Waste and Leisure services.

- The services and portfolios most affected are as follows:
 - Operations and Traded Services reports a pressure of **£0.281m** from loss of income within Trade Waste and Household Green Waste collection. The current forecast reflects a favourable movement of (£0.039m) which incorporates the transfer of vacancy savings of £0.090m to the Corporate Savings Target (see recommendation for approval).
 - Regulation and Safety reports a pressure of **£0.087m**, partly as a result of Car Parking income being forecast to be significantly below budget with an anticipated shortfall of £0.171m offset by (£0.035m) from estimated increased income within Bereavement Services.
 - Leisure and Wellbeing reports a pressure of **£0.138m**, which is a favourable movement of (£0.015m). Whilst events and services are indicating some recovery the forecast position reflects the loss of income is within the Benn Hall and Sports and Recreation services.
 - Growth and Investment reports a balanced position which is a favourable movement of (£0.023m) following the review of planning income forecasts.
 - Digitalisation and Communication reports a pressure of **£0.103m** which is an adverse movement of £0.075m following the review of the hardware platform support, updates & licensing £0.032m and Microsoft license renewal increase and integration of main phones £0.042m.
 - Communities and Homes reports a pressure of **£0.209m** with an adverse movement of £0.025m, largely due to the pressure on Housing Benefit Payments

of £0.175m from the continued reduction in the level of housing benefit overpayments and the roll out of Universal Credit.

- Finance, Performance, Legal and Governance reports a pressure of **£0.139m** largely as a result of a market shortage of suitably qualified accountants has resulted in long term vacancies within the Financial Services Team being covered by agency staff.

- Appendix 1 provides details of the loss of income to services which totals £0.823m of which a forecasted (£0.154m) will be offset by Government funding of 75p in every £1. It should be noted that this Government funding is only available for the first Quarter of 2021/22 (to 30 June 2021) and the forecast position reflects this.
- Corporate items report a savings total of **(£1.033m)**. This includes a saving of (£0.047m) on Minimum Revenue Provision (MRP). (£0.266m) on Net Cost of Borrowing (NCOB) arising from a reduction in the amount of borrowing as loans have been repaid, from cash previously invested, as they become due. The Council is benefiting from the reduction in net interest payable as the interest rate on sums borrowed was significantly higher than the return on sums invested. (£1.031m) is released from the centrally held budget of £1.100m to mitigate against pressures from the impact of COVID-19, estimated increase required to cover the pending pay award and estimated potential loss from the non delivery of the corporate savings targets. There is a reduction in the forecast against the budgeted use of the Budget Stability Reserve of £0.468m which has been flexed accordingly to report a balanced position as it is anticipated that the full amount of (£0.671m) will no longer be required to be drawn down.

2021/22 Savings and Income Proposals

- Total Portfolio Service savings of **(£0.371m)** – All of these are risk assessed as green and deliverable.
- It needs to be noted that some of the 2021/22 increased income budgets totaling (£0.366m) are at significant risk of non-delivery and are included in the forecast loss of income. (£0.200m) is risk assessed as green and deliverable. The balance of (£0.166m) is assessed as amber and relates to the increase applied to Garden waste collection in 2021/22 which has not been fully delivered. (£0.102m) has been achieved out of the (£0.166m) income target and subscriptions are now closed for 2021/22.
- Corporate, Salary and Digitalisation savings of **(£0.403m)** – The current forecast assumes that just over 80% of this budget will be achieved. At Quarter 3, (£0.246m) savings have been identified including a recommendation of (£0.090m) included within this report. It is anticipated that (£0.082m) further savings can be achieved by year end, therefore, the forecast has been updated to include £0.075m as undeliverable, however, this will continue to be monitored during the final quarter.

Reserves

The following table shows the anticipated balance in the GF balances at 31 March 2022 based on the forecasts at Quarter 2.

	Movement £000	Balance £000
Reported Balance Final Outturn 2020/21		(2,250)
Net amount to be added to balance	0	
Anticipated GF Balance at 31 March 2022		(2,250)

Table 1 – Summary General Fund Balances in Reserve.

3.2 Closedown of Accounts 2020/21

Following the publication of the Council’s audited Financial Statements it can be confirmed that General Fund Balances have not changed from those reported within the final Outturn report for 2020/21.

However, it needs to be noted that there was a change to the amount of business rates pooling dividend income for 2020/21. The outcome of this resulted in a favourable adjustment of (£0.710m) which increased the closing balance for the Business Rates Equalisation Reserve to (£12.348m).

3.3 Coronavirus pandemic (COVID-19)

As part of the local government finance settlement 2021/22, the government announced a continued package of COVID-19 support for councils and additional support for businesses and communities.

In addition to the grants previously reported, it has recently been announced that the Council will receive an additional £4.238m in grants as listed within Table 2 below.

COVID-19 Funding Type	£000	Notes
Covid-19 Additional Relief Fund	(2,908)	Support package for businesses that are not eligible for existing support linked to business rates.
Business Support Grant – Omicron Hospitality and Leisure Grant	(882)	For the businesses that have been affected by national restrictions and need support to reopen and start trading safely as the restrictions ease.
Business Support Grant - Additional Restrictions Grant (ARG)	(221)	To support businesses severely impacted by the rise of the Omicron variant.
New Burdens grant - Additional Restrictions	(73)	This will be used to finance the administration costs of the overall ARG scheme
Sales, Fees and charges compensation scheme	(154)	This reflects the value of the claim submitted to MHCLG
	(4,238)	

Table 2 – Summary of additional grants received since September 2021.

The Council Report in August 2021 for the Additional Restrictions Grant Business Recovery Support (ARG) requested approval of £0.085m for the payment to the Coventry and Warwickshire Growth Hub to administer applications for the Fund financed from the ARG fund. Following the receipt of additional New Burdens grant as

listed in table 2 of (£0.073m), this will now be used to finance this payment with the balance to be covered from the central recovery budget.

The forecast service loss of income pressures included in the Q3 forecast are £0.823m.

Whilst services are continuing to take action to minimise cost pressures wherever possible, the reported forecast pressures mentioned in earlier sections of this report have been mitigated by the following;

- 1) Centrally held budget of £1.100m which incorporates the Tranche 5 Emergency Grant of (£0.510m) and grants for New Burdens of (£0.297m). Therefore, the expected draw down from the budget stability reserve is forecast to be less than estimated when the budget was set.
- 2) The co-payment scheme to compensate local authorities for irrecoverable losses in 2021/22 from eligible sales, fees and charges under the scheme. Under this scheme, council's bear the first 5% of losses compared to budgeted income and the government will compensate 75p in every pound of loss thereafter. However, this scheme is only available until the 30 June 2021, therefore this will not cover the full year anticipated loss. The forecast estimate includes a total (£0.154m) to be recovered from government.

4 HOUSING REVENUE ACCOUNT (HRA) REVENUE BUDGETS

4.1 HRA Overview and Key Messages

The total approved HRA budget is £17.280m. At Quarter 3, it is anticipated that the year end variance at 31 March 2022 will be a saving of (£0.323m). The key variances are detailed in Appendix 2 and summarised as follows:

- £0.191m - An income shortfall predominantly related to the decant of properties at the Rounds Gardens site being quicker than anticipated.
- £0.115m - An estimated budget pressure due to the amount of Council Tax that might have to be paid on vacant properties.
- (£0.273m) - An anticipated reduction within Supervision and Management costs largely due to security patrol expenditure being lower as a result of the faster than expected decant of the Rounds Gardens site. There are also savings in building cleaning costs and salary recharges.
- (£0.165m) - Whilst there is a pressure seen within work to void properties this is offset by savings from overachievement of income for unplanned reactive maintenance. In addition, there is an anticipated saving within Repairs and Maintenance mainly due to Gas Heating systems due to replacement of older boiler units and retendering for repainting schemes.
- (£0.226m) – An anticipated net budget saving on interest payable/receivable on loans/investments, arising from a reduction in the amount of borrowing as loans have been repaid, from cash previously invested, as they become due. The Council is benefiting from the reduction in net interest payable as the interest rate on sums borrowed was significantly higher than the return on sums invested.

The HRA budget includes a £0.276m supplementary budget to fund additional resources in the Property Repairs Team to support the backlog of repairs caused by lockdown restrictions. This budget is being utilised to employ agency trade staff to clear this backlog. There is also a backlog of repairs invoices which need to be validated and this may have an impact on the forecast variance at the end of 2021/22.

The table below shows the anticipated balance in the Housing Revenue Account at 31 March 2022 based on the forecasts at Quarter 3.

	Forecast in-year change £000	Balance £000
HRA Balance at 01 April 2021		(5,085)
Forecast variance at the end of 2021/22	(323)	
Net amount to be (added to)/deducted from balances		(323)
Anticipated HRA Balance at 31 March 2022		(5,408)

Table 3– Summary HRA Balances

5. CAPITAL

The Council's latest approved capital programme (GF and HRA) is £43.399m. The programme has a forecast variance to year end of (£1.871m) against the budget.

Budget Area	Approved Budget £000	Forecast Spend £000	Slippage £000	Year-End Variance £000
General Fund	14,208	9,771	(3,969)	(468)
HRA	29,191	11,571	(16,217)	(1,403)
Total	43,399	21,342	(20,186)	(1,871)

Table 4– Summary Capital budgets

5.1 General Fund – Capital (Appendix 1)

The latest approved GF capital programme is £14.208m. The programme has a forecast variance to year end of (£0.468m) and made up of:

- (£0.300m) saving on Corporate Property Enhancements whilst the future of the Town Hall complex is being considered.
- (£3.969m) slippage to 2022/23 as detailed in section 6, mainly relating to the drawdown of the loan facility of (£2.400m) for the Sherbourne Recycling scheme which spans across two financial years to 2022/23.

Full details of the position for each project are set out in Appendix 1.

5.2 Housing Revenue Account (HRA) – Capital (Appendix 2)

The latest approved HRA capital programme is £29.191m. The programme has a forecast variance to year end of (£1.403m) made up of:

- (£1.000m) related to the redevelopment of unused Garage sites by adding properties to the sites in order to help deal with the current housing demand. This scheme is expected to be passed onto Caldecott Developments Ltd.
- (£0.478m) forecast savings on various refurbishment costs to council houses
- £0.075m pressure on Biart Place Demolition due to asbestos costs.

There is (£16.217m) of slippage to 2022/23 as detailed in section 6, mainly related to (£8.416m) on House Purchases and (£5.980m) for ongoing costs to the project at Rounds Garden where spend is anticipated to be incurred in 2022/23 and beyond.

Full details of the position for each project are set out in Appendix 2.

6. SUPPLEMENTARY BUDGET REQUESTS, VIREMENTS AND SLIPPAGES

Details of the supplementary budgets and virements and slippages, where approval is sought, are set out below:

Supplementary Budget Requests for approval by Cabinet

Budget Area	Supplementary Budget Request	Description
	£000	
General Fund		
Town Centre Improvement	30	Additional consultancy costs following a revisit to the specification. This revised specification now includes a wider approach to the Regeneration plan and ties in with more aspects of the Corporate Strategy. Financed from the Town Centre Improvement Reserve.

Table 5– Supplementary Budget Requests further details- for approval by Cabinet

Virement Requests for approval by Cabinet

Budget Area	Virement Request	Description
	£000	
HRA		
Capital	30	Virement from Kitchen Modifications Voids to Kitchens Non Voids to realign budget requirements

Table 6– Virement Requests further details- for approval by Cabinet

Virement Requests for approval by Full Council

Budget Area	Virement Request	Description
	£000	
GF		
Revenue	90	Reduction in the centrally held Corporate Savings Target for 2021/22 – from staffing savings from the Operations and Traded Portfolio (see appendix 1 for details)

Table 7– Virement Requests further details- for approval by Council

Capital Slippage for approval by Full Council

Budget Area	Slippage Request	Description
	£000	
GF		
	443	Great Central Walk Bridges for ongoing refurbishment work in collaboration with the County
	20	Street Furniture due to uncertainty with bus shelter replacement works in the town centre
	2,400	Sherbourne Recycling due to the drawdown of the loan facility due in 2022/23
	300	Corporate Property Enhancements due to decisions being made on the Town Hall and town centre redevelopment
	25	Sophos Intercept for the licence fee due in 2022/23
	150	Local Digital Plan for the completion of the scheme
	136	Rainsbrook Cemetery Preparation for completion of the project in 2022/23
	180	Crematorium Car Park Extension due to higher costs to be agreed with the Joint Committee
	95	Vehicles due to unavailability of vehicles due to national shortage and time taken assessing viability of electric vehicles
	160	Carbon Management Plan as proposals for the scheme are pending for next year subject to the consultant's report
	60	Croop Hill Chapel Refurbishment due to staff resources and tendering just starting
Total	3,969	
HRA		
	875	Biart Place Capital due to project being on hold whilst new designs are considered
	70	Housing Management System due to the delayed implementation of phase 1
	20	Fire Risk Prevention Works Voids due to unpredictability of the work
	30	Finlock Guttering Improvements due to unpredictability of the work
	40	Rebuilding Retaining Walls due to unpredictability of the work and weather permitting
	50	Replacement Footpaths due to the nature of the work and the weather
	175	Roof Refurbishment, Tanser Court due to ongoing discussions on this scheme
	129	Kitchen Modifications for ongoing replacements in 2022/23
	307	Heating Upgrades due to manufacturing issues
	50	Bathroom Modifications Voids due to unpredictable nature of works
	30	Bathrooms Non Voids due to unpredictable nature of works
	8,416	Purchase of Council Houses for ongoing commitments & scheme
	1,780	Rounds Garden Capital for ongoing costs in 2022/23
	4,200	Rounds Garden demolition for completion of the scheme which has been delayed resulting in most of the demolition work will start in 2022/23
	45	Bell House Redevelopment for retentions due January 2023
Total	16,217	

Table 8– Capital Slippages Requests further details- for approval by Council

7. PERFORMANCE SUMMARY

The data for Quarter 3, 2021/22 can be seen in Appendix 3.

Training on the RPMS is available to Members and can be requested by contacting the Corporate Assurance & Improvement team. Training involves learning how to navigate the system, how to interpret the data and development of personalised performance dashboards. This can be arranged for a time to suit Members, either during the day or evening.

If you wish to request training or if there is specific piece of performance data not covered in the appendix on a particular subject matter that you wish to review, then please request a performance report from the Financial Services Team by emailing rpmssupport@rugby.gov.uk

Name of Meeting: Cabinet
Date of Meeting: 7 February 2022
Subject Matter: Finance & Performance Monitoring 2021/22- Quarter 3
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 1 - Cabinet Summary as at December 2021 (Quarter 3)- General Fund (GF)

Revenue Forecasts - Key variance information

Service	Current Net Budget £000	Exp to date plus commitments £000	Forecast £000	Employee Variance £000	Running Cost Variance £000	Income Variance £000	Pending Supplementary Budget/Virement £000	Total Variance £000	Reasons for variance	
Communities, Homes, Digital and Communications	2,438	11,268	2,750	89	124	99		312	<p>Pressures</p> <ul style="list-style-type: none"> - £161,000 ICT Services - due to pressures on various systems, of which most is the additional cost of the IBS system, server hardware platform support, updates & licensing and Microsoft licence renewal increase and integration of main phones. - £63,000 Welfare Services - due to underachievement of income for the Lifeline service due to a competitive market. - £19,000 Corporate Property Administration service - largely due to additional salary costs projected for 2021/22. - £175,000 Housing Benefits Payments Service - due to the continued reduction in the level of housing benefit payments due to the roll out of Universal Credit <p>Savings</p> <ul style="list-style-type: none"> - (£58,000) Apprenticeship Service - following a number of Apprentices successfully moving into permanent roles within the Council. The saving relates to timing of when the Apprentices have moved on and when the next recruits will start following a review of what is required. - (£35,000) Housing Strategy and Enabling service - a one-off saving has arisen due to a vacant post following the successful appointment of the new Chief Officer for Communities and Homes. <p>Other minor pressures/savings total (£13,000) including income to be received from the MHCLG Sales, Fees and Charges</p>	
Finance, Performance, Legal and Governance	2,866	2,452	3,005	(30)	338	(169)		139	<p>Pressures</p> <ul style="list-style-type: none"> - £112,000 Financial Services - a market shortage of suitably qualified accountants has resulted in long term vacancies within the Financial Services Team being covered by agency staff - £45,000 General Financial Services - £21,000 pressure on consultants re due diligence work on potential counterparty partners for future treasury activity, which is offset by increased investment income within Net Cost of Borrowing; £17,000 increase in insurance premiums; £7,000 net pressure on payment card costs mitigated by savings on bank charges <p>Savings</p> <ul style="list-style-type: none"> - (£28,000) Council Tax & Business Rates due to staff vacancies <p>Other minor pressures/savings total £10,000</p>	
Growth and Investment	1,473	958	1,504	(54)	170	(115)		30	<p>Pressures</p> <ul style="list-style-type: none"> - £23,000 Development Strategy due to additional consultancy fees - £30,000 Town Centre Improvement due to additional consultancy costs following a revisit to the specification. This revised specification now includes a wider approach to the Regeneration plan and ties in with more aspects of the Corporate Strategy. If approved, the pressure will be financed by a draw down from the Town Centre Improvement Reserve; a recommendation has been included for this in the main report. <p>Other minor pressures/savings total (£22,000)</p>	
Leisure and Wellbeing	3,180	3,211	3,319	(238)	(148)	525		138	<p>Pressures</p> <ul style="list-style-type: none"> - £77,000 Sport & Recreation due to the impact of COVID-19 a number of services have still yet to restart such as youth clubs - £40,000 Benn Hall due to the impact of the COVID-19 the service did not fully restart operations until midway through August, the impact of this has caused projected losses on Bar Sales and Room Hire. - £21,000 Parks due to the underachievement of income on fees and charges <p>Savings</p> <ul style="list-style-type: none"> - (15,000) Art Gallery & Museum - The saving relates to salary savings following vacant positions <p>Other minor pressures/savings totalling £15,000</p>	
Operation and Traded Services	3,931	2,624	4,121	(110)	250	141		(90)	281	<p>Pressures</p> <ul style="list-style-type: none"> - £249,000 Trade Waste - underachievement of income - due to the impact of Covid-19 pandemic reducing trading activities of businesses and the opportunity to expand this service - £107,000 Household Green Waste - mostly due to an underachievement of income £64,000 together with increased staffing costs due to vacancies being covered by agency staff. <p>Savings</p> <ul style="list-style-type: none"> - (£72,000) Domestic Waste & Recycling - (£39,000) saving against vehicle expenses mostly due to new fleet, (£50,000) overachievement of £106 income from developers for providing a service to Haulton, - (£22,000) overachievement of income for the haulage of waste on behalf of WCC, a net pressure of £11,000 on external contractors due to an pressure against bulk freight offset by savings on the Case Pak, and pressures on staffing due to increased use of agency staff to cover vacancies and absences, repairing bins and an underachievement of income on recycling credits - (£52,000) Chief Officer- savings against vacant Chief Officers post - a recommendation has been made in the main report to move this amount to Corporate Savings and is shown as pending - (£23,000) Grounds Maintenance - savings on staffing due to vacancies used to offset increased cost of external contractors- a recommendation has been made in the main report to move (£38,000) to Corporate Savings and is showing as pending <p>Other minor pressures/savings total (£18,000). Forecasts include estimated income of (£31,000) to be received from the MHCLG</p>
Regulation and Safety	1,297	1,110	1,384	(77)	98	67		87	<p>Pressures</p> <ul style="list-style-type: none"> - £171,000 Car Parks due to an underachievement of income of £205,000 following the ongoing impact COVID-19 is having on visitors to the town centre for work and leisure. This is partly offset by an estimated (£52,000) to be received from the MHCLG Sales, Fees and Charges Scheme. There are also various smaller pressures totalling £18,000 <p>Savings</p> <ul style="list-style-type: none"> - (£35,000) Cemeteries due to anticipated additional income from burials of (£25,000) plus a saving on contractor work of (£10,000) 	
Executive Services	112	(2)	179	56	12	(1)		67	<p>Pressures</p> <ul style="list-style-type: none"> £61,000 Human Resources due to a pressure of £12,000 for Wellbeing across the organisation, £21,000 pressure following the implementation of the Human Resources Restructure and £28,000 seen in the cost of recruitment. <p>Other minor pressures/savings total £6,000</p>	
Transformation Change Unit	165	155	173	(10)	1	17		8	Minor pressures/savings within the service total £8,000	
Corporate Items	(4,464)	5,226	(5,437)	0	(1,033)	0		60	<p>Corporate Items</p> <ul style="list-style-type: none"> (£669,000) relating to loss of income from COVID-19 plus a saving of (£362,000) against the centrally held expenditure budget of £1.1m which is mitigating other service pressures. - (£47,000) due to Minimum Revenue Provision (MRP), (£266,000) due to Net Cost of Borrowing (NCOB), £75,000 due to estimated non- delivery of the Corporate Savings Target and £60,000 increase required to cover estimated impact of the pending payaward. -£467,000 relating to Corporate Reserves- estimated reduction in the budgeted requirement from the Budget Stability Reserve after accounting for the use of New Burdens grants of (£297,000). - £60,000- the pending budget adjustment reflects a reduction in the 2021/22 Corporate Savings Target of £90,000; a recommendation has been made to move budget savings in the main Q3 report plus (£30,000) brought in from reserves as also recommended in the report. 	
Grand Total	10,998	27,001	10,998	(375)	(190)	564	0	(0)		

Head Count- Vacancies

General Fund- FTE's at Q3 2021/22			
Portfolio	Budgeted FTE's	Actual FTE's at Q3	Vacant FTE's
Communities, Homes, Digital and Communications	98.79	88.96	(9.83)
Finance, Performance, Legal and Governance	53.47	47.56	(5.91)
Growth and Investment	29.47	27.29	(2.18)
Leisure and Wellbeing	38.93	32.43	(6.50)
Operation and Traded Services	123.79	107.87	(15.92)
Regulation and Safety	43.55	39.15	(4.40)
Executive Services	10.54	11.09	0.55
Transformation Change Unit	6.21	5.81	(0.40)
Total	404.75	360.16	(44.59)

Service Earmarked Reserves										
Name of reserve	Balance as at 1/04/21	Forecast contribution (to)/from	Forecast balance as at 31/03/22	Forecast contribution (to)/from	Forecast balance as at 31/03/23	Forecast contribution (to)/from	Forecast balance as at 31/03/2024	Forecast contribution (to)/from	Forecast balance as at 31/03/2025	Description
	£000	£000	£000	£000	£000	£000	£000	£000	£000	
General Fund Balances	(2,250)	0	(2,250)	0	(2,250)	(50)	(2,300)	(201)	(2,501)	The GF outturn position based on Q3 is nil variance therefore no forecast contributions to/from the reserve
General Fund Carry forwards	(585)	585	(0)	0	(0)	0	(0)	0	(0)	The carry forwards have been drawn down to cover existing commitments
Business Rates Equalisation Fund	(12,348)	2,723	(9,625)	(3,425)	(13,050)	(621)	(13,671)	(987)	(14,658)	This reflects the forecasts as reported at year end 2021/22 and covers the cashflow of the business rates and impact of the collection fund. The drawn down amount in 2021/22 includes the budgeted collection fund deficit in 2021/22 and the impact of the increased income for pooling for 2020/21 of (£710,000)
Budget Stability Fund	(3,048)	204	(2,844)	14	(2,830)	14	(2,816)	(50)	(2,866)	This is set aside to mitigate any budget pressures and the forecast is based on known items. The 2021/22 forecast has been flexed to account for additional new homes grants and the impact of any surplus/deficit within the quarterly reporting. This will continue to be reviewed throughout the year and updated where necessary.
Other Corporate Reserves	(1,681)	(63)	(1,743)	195	(1,548)	148	(1,401)	146	(1,255)	Assumes use of grants including S106 and estimated forecast in year use of revenue grants (£297,000 New Burdens grants)
Total Corporate Reserves	(19,911)	3,449	(16,462)	(3,216)	(19,678)	(509)	(20,188)	(1,092)	(21,280)	
Communities, Homes, Digital and Communications	(736)	65	(671)	110	(560)	109	(451)	107	(344)	This includes the Welfare Fund Reserves and the Energy Efficient Investment Fund
Finance, Performance, Legal and Governance	(42)	3	(39)	5	(34)	1	(33)		(33)	This includes the Insurance and professional finance training reserves
Change and Transformation	(1,000)	100	(900)	350	(550)	275	(275)	275	0	This includes the reserves for Transformation and Emergency Climate Change with £100,000 approved for the initial transformation costs now drawn down
Growth and Investment	(192)	30	(163)	40	(123)		(123)		(123)	This reflects the balance on the Town Centre Improvement Fund. The £40k is the drawdown we are budgeting for the consultancy costs for the town centre regeneration project. There's £30k in 2021.22 and £40k in 2022/23.
Leisure and Wellbeing	(224)	120	(104)	48	(56)	(6)	(62)	(6)	(68)	This includes the Hall of Fame Reserve; the forecast of £126,000 was approved to be drawn down in the Q1 report with the balance of £54,000 to be used to support budget planning for 2022/23
Operation and Traded Services	(68)	2	(66)	2	(64)	2	(62)	2	(60)	This is made of various operational service reserves
Regulation and Safety	(217)	(20)	(237)	(11)	(248)	(39)	(287)	(27)	(314)	This is made of various operational reserves including Bereavement Services reserves totalling (£105,000), Various Licenses reserves totalling (£90,000) and an Environmental Crimes reserve with a balance of (£20,000)
Total portfolio earmarked reserves	(2,479)	300	(2,179)	544	(1,635)	342	(1,292)	351	(941)	
Total Reserves	(22,390)	3,749	(18,641)	(2,672)	(21,313)	(167)	(21,480)	(741)	(22,221)	

Delivery of Approved Savings 2021/22	
Savings targets summarised by portfolio	Value £000s
Postage and Staff savings across the portfolio	(41)
Total Finance, Performance, Legal & Governance	(41)
Review of staffing within Bereavement Services (offset by growth relating to a different post)	(32)
Total Regulation & Safety	(32)
Various Savings including (£144,000) in CAST relating to a reduction in demand for nighty secontained accomodation, (£49,000) relating to IT and (£17,000) relating to the removal of an apprentice post	(242)
Total Communities, Homes, Digital & Communications	(242)
Various savings across the portfolio	(44)
Total Operations & Traded	(44)
Review of Park Service contracts	(12)
Total Leisure & Wellbeing	(12)
Grand Total	(371)

Capital Forecasts - Key variance information						
Portfolio	Current Budget	Exp to date & commitments	Full year forecast 2021/22	Pending Supplementary Budget / Virement/Slippage	Total Variance	Comments
	£000	£000	£000	£000	£000	
Communities, Homes, Digital and Communication Capital	5,136	1,420	4,068	(635)	(433)	<p>Pressures</p> <p>- £25,000 Changing Places Project - due to price increases for supplies and contractors requesting high specifications which increases the cost. Additional funding has been allocated from Warwickshire County Council.</p> <p>Slippages</p> <p>-(£300,000) Corporate Property Enhancements - whilst the future of the Town Hall complex is considered. -(£160,000) Carbon Management Plan - proposals for the scheme pending for next year subject to the consultants report -(£25,000) Sophos Intercept - licence due in 22/23 -(£150,000) Local Digital Fund Scheme - completion of the project in 22/23</p> <p>Savings</p> <p>-(£80,000) CRM System - savings as the ongoing costs for this project are budgeted within General Fund Revenue. -(£300,000) Corporate Property Enhancements - whilst the future of the Town Hall complex is considered. -(£80,000) Disabled Facilities Grant - old backlog has been cleared and there is sufficient grant funding for ongoing work</p>
Finance, Performance, Legal & Governance Capital	69	32	69		0	
Leisure and Wellbeing Capital	1,542	721	1,507		(35)	<p>Pressures</p> <p>- £35,000 Open Spaces Refurbishment - pressure at Rokeby play area due to increased prices, to be funded from virement of £15,000 from Whinfield open spaces refurbishment and the balance will be met from s.106 contributions.</p> <p>Savings</p> <p>-(£40,000) Whitehall Recreation Ground - the scheme has been completed and no further budget is required. -(£15,000) Whinfield Open Spaces Refurbishment - saving to be utilised for a virement to meet additional costs of materials at Rokeby open spaces refurbishment. -(£15,000) Rokeby Play Area Refurbishment - potential budget saving on capital salaries</p>
Operation and Traded Services Capital	6,944	2,421	3,986	(2,958)	0	<p>Slippages</p> <p>-(£443,000) Great Central Walk Bridges - for on going refurbishment as there has been a delay whilst waiting for expertise work to be carried out. -(£2,400,000) Sherbourne Recycling - the budget was requested for 2021/22 but the drawdowns of loan contributions start in 2022/23. -(£20,000) Street Furniture - due to uncertainty with bus shelter replacement works in the town centre -(£95,000) Vehicles - due to unavailability of vehicles due to national shortage and time taken assessing viability of electric vehicles</p>
Regulation and Safety Capital	518	76	142	(376)	0	<p>Slippages</p> <p>-(£180,000) Crematorium Car Park - due to higher costs than estimated which are awaiting approval from the Joint Committee. -(£136,000) Rainsbrook Cemetery - this scheme has been delayed due to staff resources and drainage issues. -(£60,000) Croop Hill Chapel Refurbishment - due to staff resources and tendering just starting</p>
Overall Total	14,208	4,671	9,771	(3,969)	(468)	

Income targets 2021/22	
Income targets summarised by portfolio	Value £000s
Communities, Homes, Digital and Communications - Various minor proposals	(36)
Finance, Performance, Legal and Governance	0
Growth and Investment - (£100,000) relating to income from Planning Applications	(100)
Leisure and Wellbeing - S106 Income to mitigate increased costs within Parks Services	(24)
Operation and Traded Services - (£102,000) has been achieved out of the (£166,000) additional income target from Garden Waste subscriptions	(166)
Regulation and Safety - Bereavement services	(40)
Executive Services	0
Grand Total	(366)

Appendix 2- Cabinet Summary as at December 2021 (Quarter 3) - Housing Revenue Account (HRA)

Revenue Outturn - Key variance info

Service	Current Budget £000	Total Net Expenditure to date £000	Forecast £000	Pending Supplementary Budget /Virement £000	Pending Reserve Movement Requests £000	Total Variance £000	Reason for variance
Rent income from dwellings	(15,716)	(11,561)	(15,592)	0	0	123	The shortfall in income is due to the continuing decant of the Rounds Gardens site being faster than anticipated. At the same time, there were 90 other void properties; for budgeting it is assumed a 1% stock void which is around 34 properties.
Rent income from land and buildings	(128)	(90)	(119)	0	0	9	
Charges for services	(946)	(652)	(878)	0	0	68	The shortfall in income is due to the continuing decant of the Rounds Gardens site being faster than anticipated. At the same time, there were 90 other void properties; for budgeting it is assumed a 1% stock void which is around 34 properties.
Contributions towards expenditure	(215)	(48)	(188)	0	0	27	
Total Income	(17,004)	(12,351)	(16,776)	0	0	228	
Transfer to Housing Repairs Account	4,267	2,905	4,101	0	0	(165)	Includes supplementary budget of £0.276m for Property Repairs Team Resourcing to deal with backlog of repairs. (£73,000) - An overachievement of income of on Unplanned Maintenance plus (£68,000) savings against gas heating repairs due to new boilers being installed, (£72,000) saving against repainting schemes due to lower than expected costs. £113,000 - pressure due to the condition of void properties resulting in more costly repairs. (£65,000) - Other minor variances . There is a backlog of Property Repairs invoices which need to be validated and this may have an impact on the final costs for the service
Supervision & Management	5,543	4,306	5,270	0	0	(273)	Savings (£125,000) Scaling down of security at the Rounds Gardens now while the site is gradually decanted. (£44,000) Reductions in service costs for building cleaning and electricity for the decanting of Rounds Gardens. (£54,000) Salary savings arising from vacancies. (£25,000) A reduced recharge from the Property Repairs service due to staff vacancies.
Rent, rates, taxes and other charges	5	109	120	0	0	115	Since 2019, Council Tax is due on a void property as soon as it is empty (prior to this a six months empty void period was allowed where no Council Tax was due).
Depreciation and impairment	2,879	2,879	2,879	0	0	0	
Debt management costs	24	0	24	0	0	0	
Provision for bad or doubtful debts	57	0	57	0	0	0	
Total Expenditure	12,774	10,199	12,451	0	0	(323)	
HRA share of Corporate/Democratic Core Costs	254	254	254	0	0	0	
Net cost of HRA services	(3,976)	(1,898)	(4,072)	0	0	(96)	
Interest payable and similar charges	1,839	0	1,838	0	0	(1)	
Interest and Investment Income	(783)	0	(1,009)	0	0	(226)	An anticipated net budget saving on interest payable/receivable on loans/investments, arising from a reduction in the amount of borrowing as loans have been repaid, from cash previously invested, as they become due. The Council is benefiting from the reduction in net interest payable as the interest rate on sums borrowed was significantly higher than the return on sums invested
Net Operating expenditure	(2,920)	(1,898)	(3,243)	0	0	(323)	
Contributions to (+) / from (-) reserves	49	0	49	0	0	0	
Revenue Contributions to Capital Expenditure	3,147	0	3,147	0	0	0	
(Surplus) / Deficit for the Year on HRA Services	276	(1,898)	(47)	0	0	(323)	

Head Count- Vacancies (HRA)

Budgeted FTE's 21/22	Actual FTE's at Q3	Vacant FTE's at Q3
90.38	76.32	(14.06)

Reserves & Balances

Name of reserve / balance	Balance as at 1/04/21	Forecast contribution (to)/from	Forecast balance as at 31/03/22	Forecast contribution (to)/from	Forecast balance as at 31/03/23	Forecast balance as at 31/03/24	Description
	£000	£000	£000	£000	£000	£000	
Housing Revenue Account Balances	(5,085)	(323)	(5,408)	0	(5,408)	(5,408)	The HRA Revenue balance has been increased by the current forecasted surplus for the year
HRA Balances (Capital)	(14,402)	6,764	(7,638)	(2,359)	(9,997)	(12,743)	Amounts set aside for capital investment in prior years to fund new build, estate regeneration and other works, for example, upgrades to the Housing Management System software
HRA Major Repairs Reserve	(3,373)	1,867	(1,506)	(363)	(1,869)	(2,854)	The Major Repairs Reserve (MRR) reflects the need to replace major components as they wear out. This funding, together with previous allocations of supported borrowing and revenue contributions, has enabled the Council to maintain the housing stock in a good condition.
Housing Repairs Account	(316)	0	(316)	0	(316)	(316)	To mitigate the risk associated with cyclical and responsive repairs over time.
Sheltered Housing Rent Reserve	(260)	(48)	(308)	(48)	(356)	(404)	Following introduction of 1% rent cut in 2016/17, exemption from the policy was granted for one year for sheltered accommodation. Special Council on 1 March 2016 therefore recommended that rents for properties in this group were frozen and the subsequent difference in rent charged set aside to an earmarked reserve. The impact in 2020/21 was £0.048m.
Right to buy Capital Receipts	(7,774)	3,238	(4,536)	(3,034)	(7,570)	(10,604)	
	(31,211)	11,498	(19,713)	(5,804)	(25,517)	(32,330)	

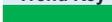
Capital Outturn - Key variance info

Service	Original Budget	Total Net Expenditure to date	Forecast	Pending Supplementary Budget /Virement	Total Variance	Reason for variance
	£000	£000	£000	£000	£000	
Kitchen Modifications Non-voids	0	1	30	30	0	£30,000 virement request from Kitchen Modifications Voids to realign budget requirements
Bathroom Modifications Non-voids	50	3	20	(30)	0	slippage £30,000 due to the unpredictable nature of works
Fire Risk Prevention Works Voids	40	20	20	(20)	0	slippage £20,000 due to the unpredictable nature of works
Bell House Redevelopment	1,521	1,175	1,476	(45)	0	slippage £45,000 for retention due January 2023
Biart Place - Capital	1,151	93	276	(875)	0	slippage £875,000 due to the project being put on hold whilst new designs are considered
Biart Place Demolition	81	150	156		75	pressure £75,000 for additional asbestos costs
Cawston Meadows Houses	0	(17)	0		0	
Garage Site HRA	1,000	0	0		(1,000)	£1m saving related to the redevelopment of unused Garage sites adding properties to the sites in order to help deal with the current housing demand. This scheme is expected to be passed onto Caldecott Developments Ltd.
Housing Management System	296	174	226	(70)	0	slippage £70,000 for delayed implementation of phase 1
Laundries	100	0	100		0	
Fire Risk Prevention Works	117	39	42		(75)	£75,000 potential year end saving as additional work not required as budgeted for
Rewiring	90	56	110	20	0	£20,000 virement request from replacement Footpaths to realign budget requirements
Lifeline Renewal Programme	47	24	47		0	
Finlock Gutter Improvements	77	17	47	(30)	0	slippage £30,000 due to the unpredictable nature of works
Rebuilding Retaining Walls	81	31	41	(40)	0	slippage £40,000 due to the unpredictable nature of works and weather permitting
Replacement Footpaths	118	30	48	(70)	0	£20,000 virement request to Rewiring to realign budget requirements £50,000 slippage due to unpredictable nature of works and weather permitting
Door Security Systems	360	330	360		0	
Electrical Upgrades - Community Rooms	190	23	70		(120)	£120,000 potential year end saving due to work needed lower than budgeted
LED lighting	13	8	13		0	
Roof Refurbishment - Tanser Court	175	0	0	(175)	(0)	slippage £175,000 due to ongoing discussions on this scheme
Driveways	50	30	50		0	
Disabled Adaptations	209	100	209		0	
Kitchen Modifications	143	14	14	(129)	0	slippage £129,000 for ongoing replacements in 2022/23
Kitchen Modifications Voids	151	32	101	(30)	(20)	£30,000 virement request to Kitchen Modifications Non Voids to realign budget requirements £20,000 possible savina due to costs lower than budaeted
Heating Upgrades	2,166	1,014	1,593	(307)	(266)	slippage £307,000 due to manufacturer supply issues saving £266,000 due to work needed lower than budgeted
Bathroom Modifications	440	269	440		0	
Bathroom Modifications - voids	107	26	57	(50)	0	slippage £50,000 due to the unpredictable nature of works
Patterdale sheltered scheme improvements	42	42	42		0	
Housing Window Replacement	26	0	26		0	
Carbon Management Plan (HRA)	739	0	739		0	
Mobysoft Rentsense Software	39	42	42		3	
Purchase of Council Houses	11,593	458	3,157	(8,416)	(20)	£8.416m slippage for ongoing commitments and scheme £20,000 year end virement to Rugby Gateway Cala Homes
Rugby Gateway - Bloor Homes	0	0	0		0	
Rugby Gateway - Cala Homes	251	272	271		20	£20,000 Year end virement from purchase of Council Houses
Rounds Gardens Capital	2,358	105	578	(1,780)	(0)	£1.78m slippage for ongoing design costs
Rounds Gardens demolition	5,000	0	800	(4,200)	0	£4.2m slippage for ongoing demolition
Property Repairs Team Vehicle	300	316	300		0	
Victoria House roof refurbishment	70	0	70		0	
Overall Total	29,191	4,874	11,571	(16,217)	(1,403)	

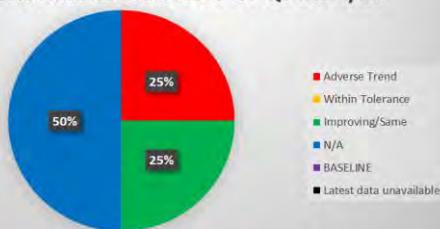
(Annual performance indicators are included in this version of the performance report.)
 This appendix collects the performance data for each of the Council's service areas.

OT = Operations and Traded
 LB = Leisure and Wellbeing
 CH = Communities & Homes
 FPLG = Finance, Performance, Legal and Governance
 RS = Regulatory Services
 EDO = Executive Director's Office
 GI = Growth & Investment

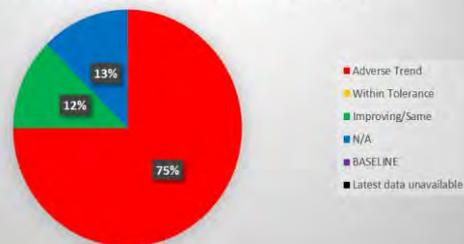
Also below is the key to understanding the performance trends followed by the status charts of each service area.

Trend Key
 Improving/Stable trend
 Within tolerance levels
 Worsening trend
 N/A Trend is not measured
 BASELINE This is baseline data

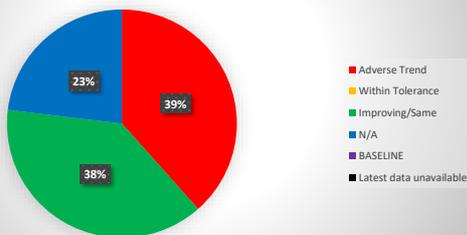
Status of Communities & Homes, Digitalisation and Communications Key Performance Indicators for Q3 2021/22



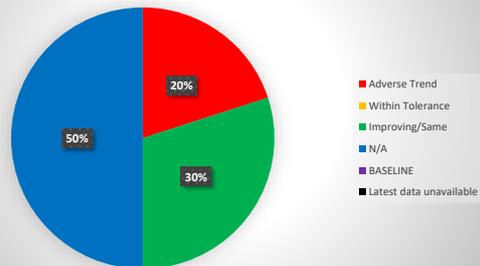
Status of Regulation and Safety Key Performance Indicators for Q3 2021/22



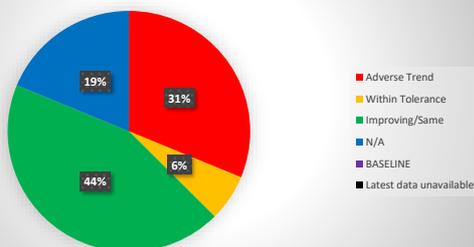
Status of Executive Director's and Transformation Unit Key Performance Indicators for Q3 2021/22



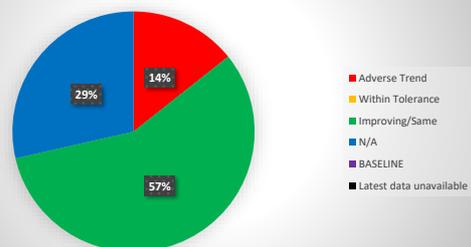
Status of Growth & Investment Key Performance Indicators for Q3 2021/22



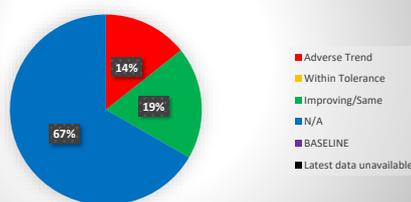
Status of Leisure and Wellbeing Key Performance Indicators for Q3 2021/22



Status of Operations and Traded Key Performance Indicators for Q3 2021/22



Status of Finance, Performance, Legal and Governance Key Performance Indicators for Q3 2021/22



Performance Appendix - Communities & Homes Digital & Communication

Community & Projects

Performance Indicator	Service Area	Current Value	Trend
Number of affordable homes delivered	Community & Projects	Q2 2021/22	16
		Q1 2021/22	4
		Q4 2020/21	27

Latest Note

Registered Providers - 15 units, RBC - 1 units

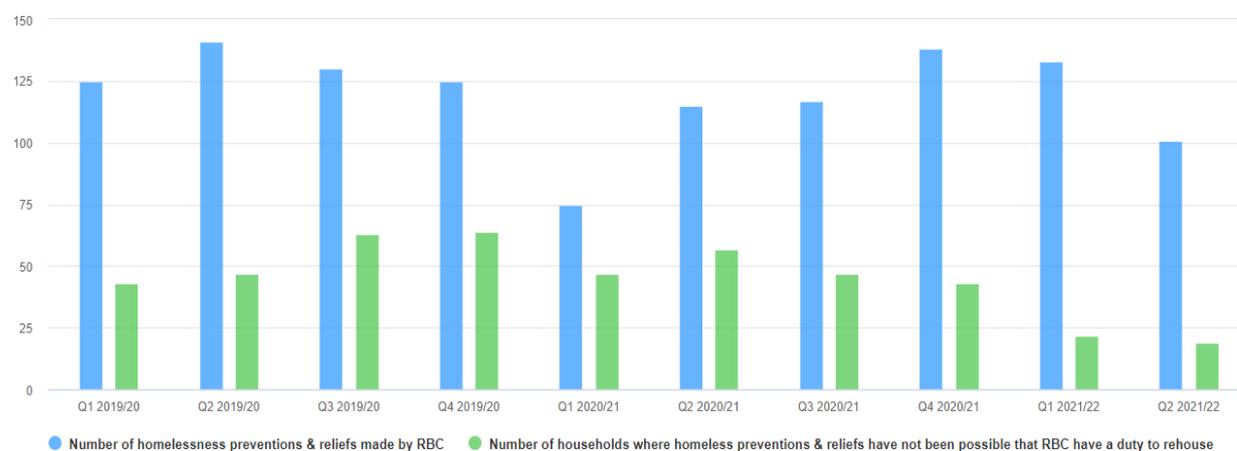
Performance Indicator	Service Area	Current Value	Trend
Acquisition of minimum 12 properties per annum	Community & Projects	2020/21	36
		2019/20	36

Latest Note

17 S106 completions, 19 Acquisitions

Community Advice & Support Team

Homelessness preventions-



Performance Indicator	Service Area	Current Value	Trend
Number of households in Bed & Breakfast at the end of Quarter	Community Advice and Support Team	Q3 2021/22	2
		Q2 2021/22	5
		Q4 2020/21	16

Latest Note

Performance Indicator	Service Area	Current Value	Trend
Number of households in other types of temporary accommodation	Community Advice and Support Team	Q3 2021/22	139
		Q2 2021/22	146
		Q4 2020/21	141

Latest Note

Benefits process time-



Control Centre

Performance Indicator	Service Area	Current Value		Trend
% of calls answered in 60 seconds	Control Centre	Q2 2021/22	99.6%	
		Q4 2020/21	99.6%	
		Q3 2020/21	99.8%	

Latest Note

Performance Indicator	Service Area	Current Value		Trend
% of calls answered in 180 seconds	Control Centre	Q2 2021/22	100%	
		Q4 2020/21	100%	
		Q3 2020/21	100%	

Latest Note

Housing Management & Tenancy Sustainment

Performance Indicator	Service Area	Current Value		Trend
Number of Right to Buy applications received	Housing Management & Tenancy Sustainment	2021/22	28	
		2020/21	38	
		2019/20	59	

Latest Note

There has been a downward trend on the number of Right to Buy applications being received, this is consistent with national figures and in part due to the COVID 19 pandemic.

Performance Indicator	Service Area	Current Value		Trend
Number of Right to Buy applications completed	Housing Management & Tenancy Sustainment	2021/22	15	
		2020/21	24	
		2019/20	20	

Latest Note

Performance Indicator	Service Area	Current Value		Trend
Proportion of current rent arrears caused by Universal Credit	Housing Management & Tenancy Sustainment	Q2 2021/22	34.16%	
		Q4 2020/21	28%	
		Q3 2020/21	39.6%	

Latest Note

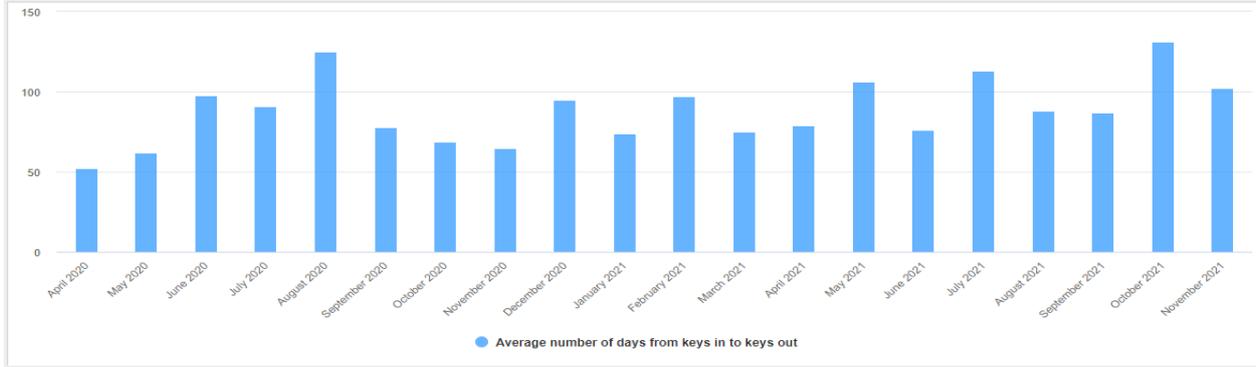
Performance Indicator	Service Area	Current Value	Trend
Average number of days to allocate void property	Housing Management & Tenancy Sustainment	Nov 2021	102.00
		Sept 2021	20.92
		June 2021	22.48

Latest Note

Performance Indicator	Service Area	Current Value	Trend
Average void rent loss	Housing Management & Tenancy Sustainment	Nov 2021	£1,389.86
		Sept 2021	£984.98
		March 2021	£923.79

Latest Note

Average time to let void property (in days from keys in to keys out)



© Ideagen plc 2022

Performance Indicator	Service Area	Current Value	Trend
Current position of rent arrears	Housing Management & Tenancy Sustainment	Q2 2021/22	£598,350
		Q4 2020/21	£863,911
		Q3 2020/21	£859,708

Communications, Consultations & Information

Requests for information completed within statutory timeframe



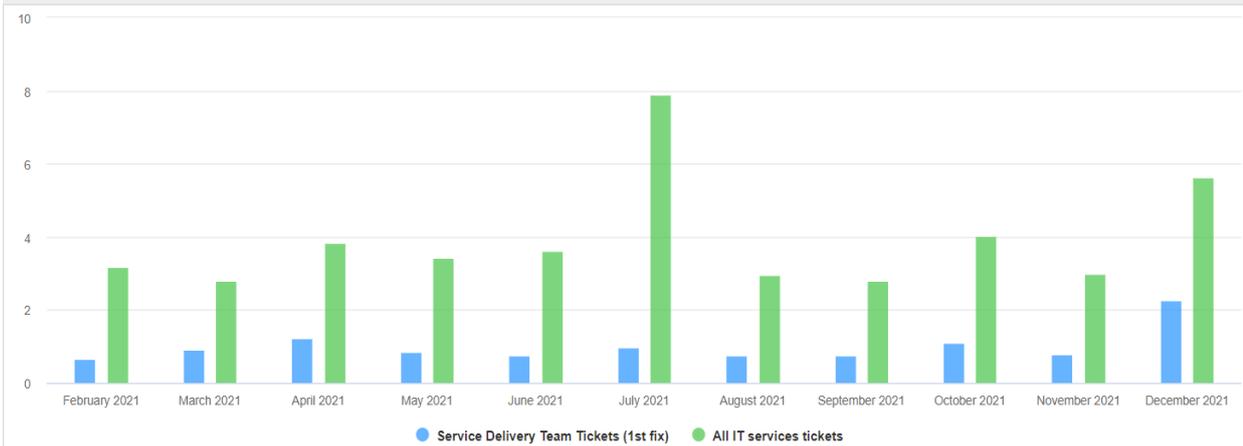
Latest Note

Performance Indicator	Service Area	Current Value	Trend
Number of data breaches and near misses reported internally	Communications, Consultation & Information	Q3 2021/22	1
		Q1 2021/22	2
		Q4 2020/21	2

Performance Indicator	Service Area	Current Value	Trend
Number of data breaches reported to the Information Commissioner's Office (ICO)	Communications, Consultation & Information	Q3 2021/22	0
		Q1 2021/22	1
		Q4 2020/21	0

Information & Communication Technology

IT Service desk average resolution time of tickets (in hours)



Performance Indicator	Service Area	Current Value	Trend
Critical systems downtime	Information & Communications Technology	Q3 2021/22	1%
		Q2 2021/22	0%
		Q4 2020/21	0%

Latest Note

Performance Indicator	Service Area	Current Value	Trend
Internet downtime	Information & Communications Technology	Q3 2021/22	1%
		Q2 2021/22	0%
		Q4 2020/21	1%

Latest Note

Property Services

Performance Indicator	Service Area	Current Value	Trend
Energy Efficiency of Housing Stock	Property Services	2020/21	69
		2019/20	68

Latest Note

Performance Indicator	Service Area	Current Value	Trend
Planned maintenance and repairs costs per home	Property Services	2021/22	£500.55
		2020/21	£501.18

Latest Note

Figure is derived from planned maintenance work costs, divided by the total number of dwellings

Performance Appendix - Finance, Performance and Legal and Governance

Corporate Assurance & Improvement

Performance Indicator	Service Area	Current Value		Trend
Total amount recovered due to fraud or irregularity	Corporate Assurance & Improvement	2020/21	£3,230.00	N/A
		2019/20	£4,948.05	

Latest Note

This relates to recovery of a COVID 19 business support grant which was overclaimed. There were no amounts recovered through the NFI in 2020/21; this is because the exercise is completed every two years. Outcomes for the 2020/21 NFI exercise will be reported next year.

Performance Indicator	Service Area	Current Value		Trend
Total number of insurance claims	Corporate Assurance & Improvement	2020/21	26	N/A
		2019/20	25	

Latest Note

The data shows that the substantial reduction in claims made in recent years has been sustained.

Financial Services

Performance Indicator	Service Area	Current Value		Trend
Average return on investments	Financial Services	2020/21	1.31%	
		2019/20	1.2%	

Latest Note

Performance Indicator	Service Area	Current Value		Trend
Average cost of borrowing	Financial Services	2020/21	2.1%	
		2019/20	2.4%	

Latest Note

Performance Indicator	Service Area	Current Value		Trend
% delivery of savings targets	Financial Services	2021/22	100%	
		2020/21	64%	

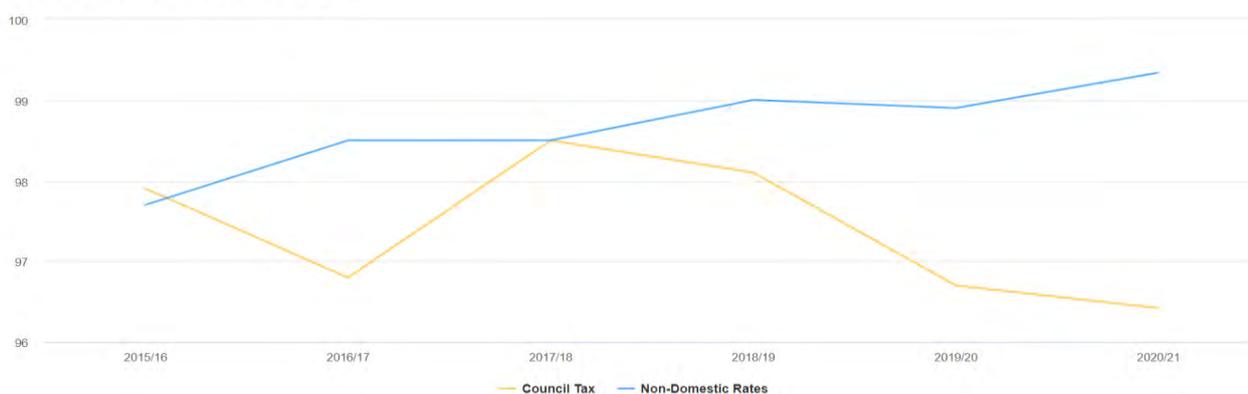
Latest Note

Performance Indicator	Service Area	Current Value		Trend
% delivery of corporate savings target	Financial Services	2021/22	100%	
		2020/21	100%	

Latest Note

Revenues Services

Revenues annual collection rates (%) -



Latest Note

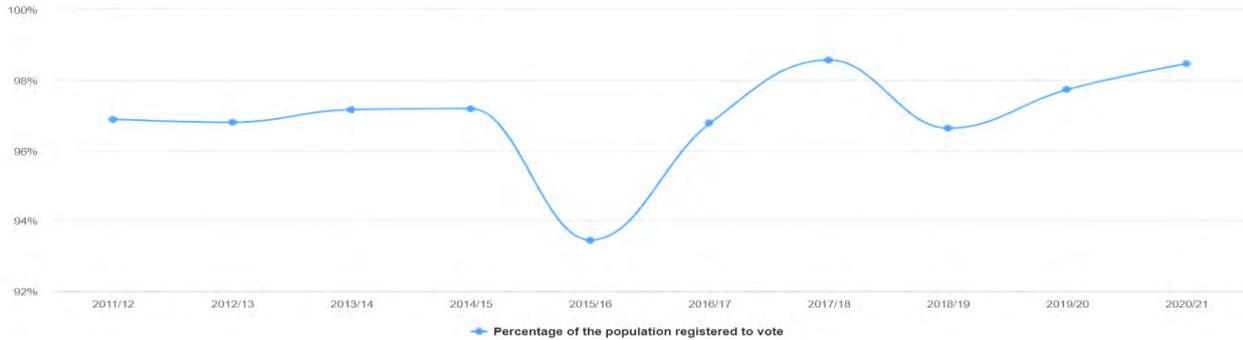
The Council Tax value of 96.42% is based on having done little recovery throughout the year due to the pandemic. The increase in Non-Domestic Rates is due to retail discount being given to businesses.

Democratic Services

Performance Indicator	Service Area	Current Value	Trend
Member attendance at Committee meetings	Democratic Services	December 2021	83%
		September 2021	87%
		March 2021	76%

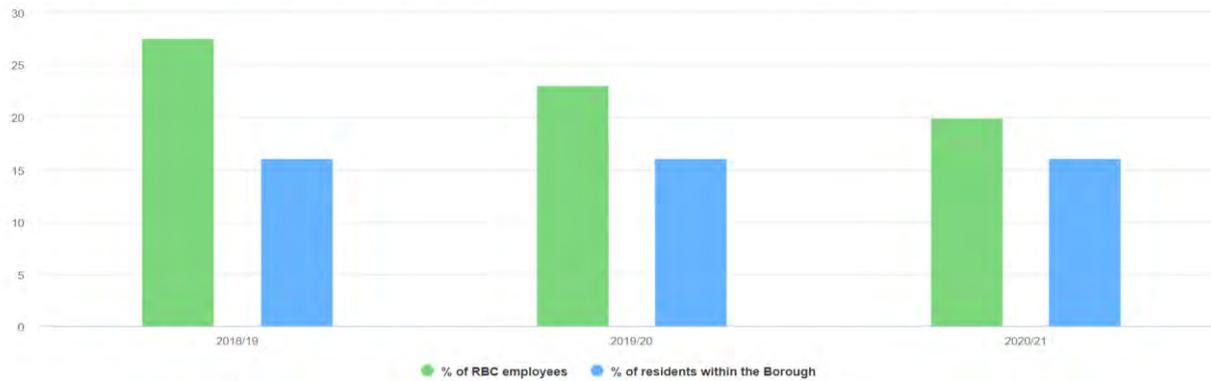
Electoral Services

Electoral Registrations within the Borough of Rugby-



Equality & Diversity

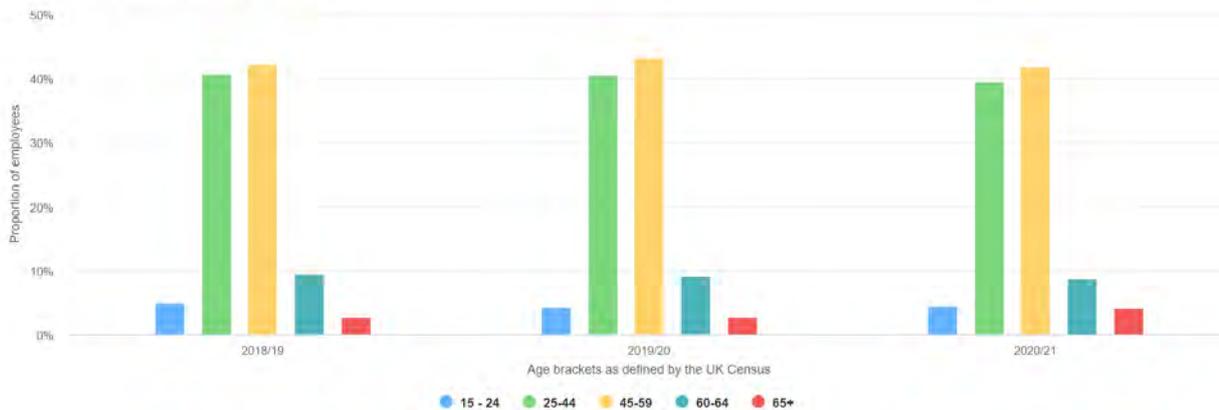
Comparing the percentage of employees against the percentage of residents identifying as having a disability-



Performance Indicator	Service Area	Current Value	Trend
Percentage of employees at Rugby Borough Council who identify as male	Equality & Diversity	2020/21	50.8%
		2019/20	51.9%
		2018/19	51.2%
Percentage of employees at Rugby Borough Council who identify as female	Equality & Diversity	2020/21	49.2%
		2019/20	48.1%
		2018/19	48.8%

Latest Note

Employee Age Profile (as a percentage)-



Performance Appendix - Operations & Trading

Refuse & Recycling

Performance Indicator	Service Area	Current Value		Trend
Percentage of household waste sent for reuse, recycling and composting	Refuse & Recycling	Q2 2021/22	49%	
		Q1 2021/22	42%	
		Q2 2020/21	49.9%	

Latest Note

Performance Indicator	Service Area	Current Value		Trend
Total number of bin collections	Refuse & Recycling	Q3 2021/22	690,485	
		Q2 2021/22	690,120	
		Q1 2021/22	689,900	

Latest Note

Performance Indicator	Service Area	Current Value		Trend
Number of Missed Refuse Bins	Refuse & Recycling	Q3 2021/22	142	
		Q2 2021/22	288	
		Q4 2020/21	223	

Latest Note

Performance Indicator	Service Area	Current Value		Trend
Number of Missed Recycling Bins	Refuse & Recycling	Q3 2021/22	219	
		Q2 2021/22	273	
		Q4 2020/21	164	

Latest Note

Performance Indicator	Service Area	Current Value		Trend
Number of Missed Green Waste Bins	Refuse & Recycling	Q3 2021/22	288	
		Q2 2021/22	288	
		Q4 2020/21	80	

Latest Note

Performance Indicator	Service Area	Current Value		Trend
% of contamination in collected recycling	Refuse & Recycling	Q2 2021/22	12.99%	
		Q1 2021/22	12.90%	
		Q3 2020/21	9.90%	

Latest Note

Performance Indicator	Service Area	Current Value		Trend
Number of tagged contaminated recycling bins	Refuse & Recycling	Q3 2021/22	164	
		Q2 2021/22	192	
		Q1 2021/22	164	

Latest Note

Performance Indicator	Service Area	Current Value		Trend
Number of Complaints	Refuse & Recycling	Q3 2021/22	33	
		Q2 2021/22	41	
		Q1 2021/22	49	

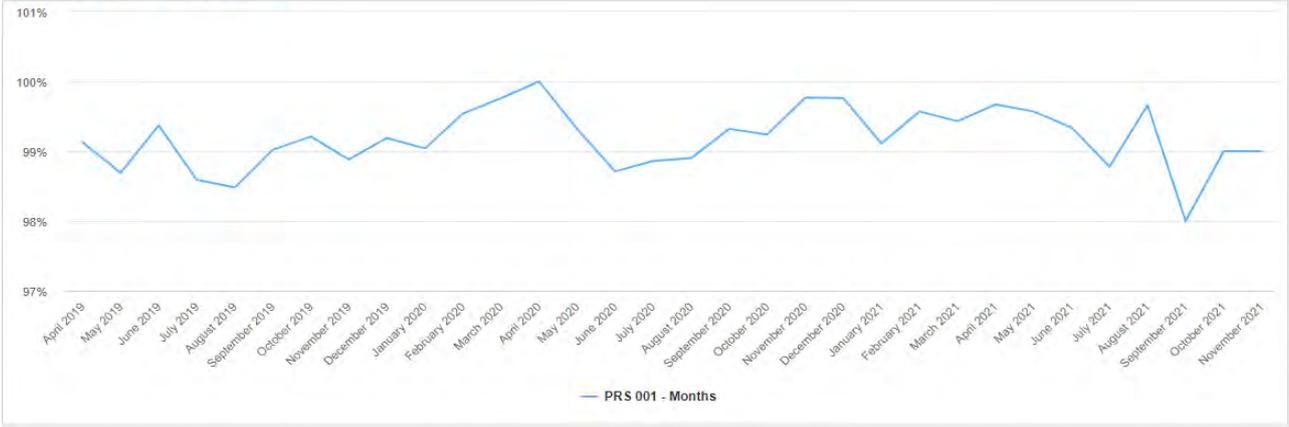
Latest Note

Performance Indicator	Service Area	Current Value		Trend
Bulky Waste Complaints	Refuse & Recycling	Q3 2021/22	1	
		Q2 2021/22	2	

Latest Note

Property Repairs Services

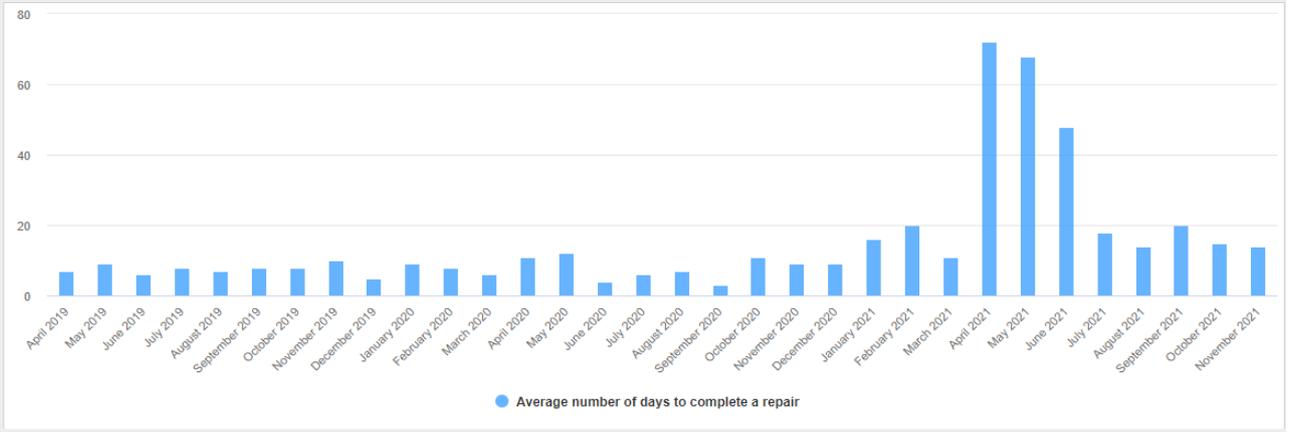
Responsive Repairs - Fixed first time rate



Performance Indicator	Service Area	Current Value	Trend
Tenant feedback on the Oneserve repairs survey as a % responding as satisfied or better.	Property Repairs Services	November 2021 33% September 2021 78% March 2021 89%	

Latest Note

Responsive repairs - Average time taken on a repair (in days)

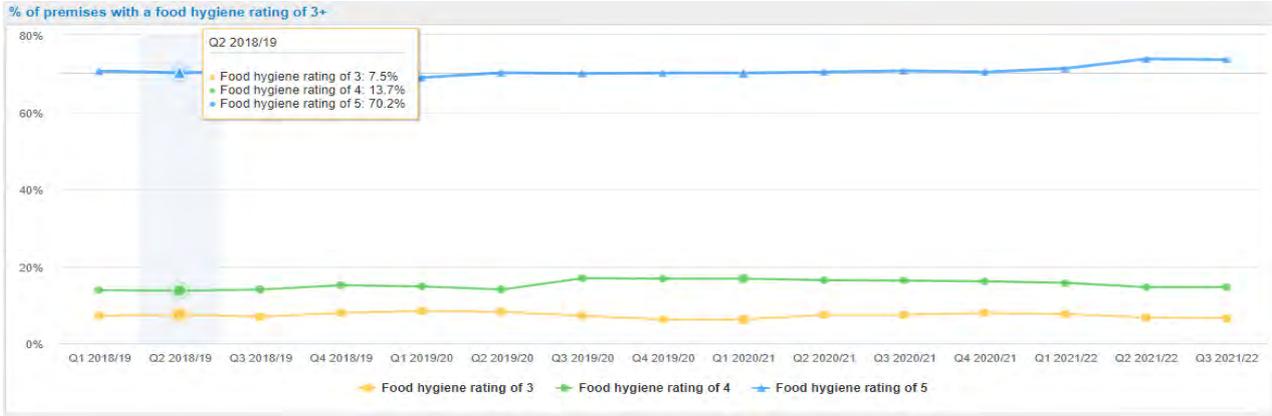


Performance Appendix - Regulation & Safety

Bereavement Services

Performance Indicator	Service Area	Current Value	Trend
% of local deceased usage through Rainsbrook Crematorium	Bereavement Services	Q1 2021/22 70.30%	
		Q3 2020/21 60%	
		Q2 2020/21 46.49%	

Commercial Regulation



Latest Note

Performance Indicator	Service Area	Current Value	Trend
Percentage of premises improved after a Food Hygiene Rating Scheme requested revisit	Commercial Regulation	2020/21 0%	
		2019/20 97.01%	

Latest Note

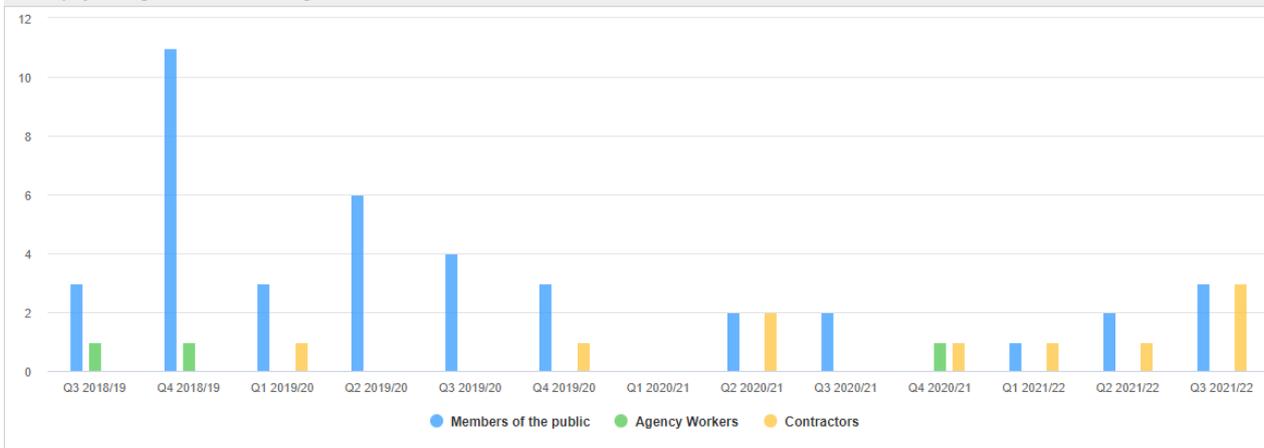
No FHRS revisit were done as not priority for physical inspections during pandemic

Performance Indicator	Service Area	Current Value	Trend
% of planned inspections completed	Commercial Regulation	Q3 2021/22 65.56%	
		Q2 2021/22 85.71%	
		Q4 2020/21 100%	

Performance Indicator	Service Area	Current Value	Trend
How many accidents have been reported on businesses where RBC enforce via the HSE system	Commercial Regulation	Q3 2021/22 14	
		Q2 2021/22 19	
		Q4 2020/21 19	

Safety & Resilience

Non-employee categories recorded as being involved in an accident



Performance Appendix - Growth & Investment

Development & Enforcement

Performance Indicator	Service Area	Current Value		Trend
Number of planning pre-applications received	Development & Enforcement	Q2 2021/22	154	N/A
		Q4 2020/21	201	
		Q3 2020/21	292	

Latest Note

Drop in planning pre-applications received which is possibly a reflection of the continued need to temporarily suspend dealing with householder/domestic pre-application enquiries as the team remain overburdened and currently do not have sufficient resources to handle the volume that was being received. This is not a statutory requirement.

Planning Appeals-



Latest Note

Lower number of appeals received is good news. Continued willingness of officers to negotiate on schemes may have helped keep numbers lower.

Average end to end time for Land Charge searches (in days)-



Latest Note

-The average end to end time for Land Charges Searches improved in November to 2.56 (in days) from 4.52 (in days) in October. The number of searches decreased in November from 134 in October to 113.

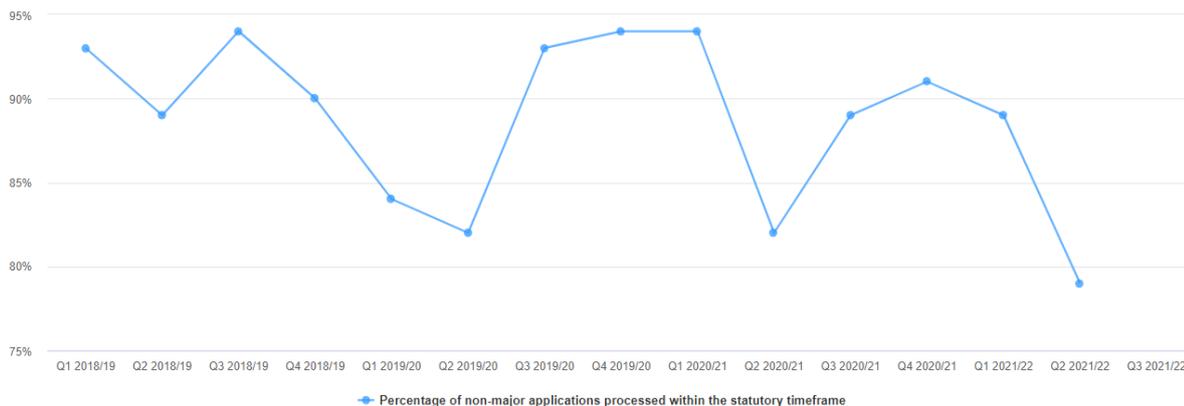
Please note the Government has set an expectation that all local authorities respond to search requests within 10 working days.

Performance Indicator	Service Area	Current Value		Trend
Percentage of major planning applications determined within statutory time frame	Development & Enforcement	Q2 2021/22	79%	
		Q4 2020/21	100%	
		Q3 2020/21	100%	

Latest Note

-Ref designation report 10 out of 10 major planning applications were determined within the statutory time frame

Speed of processing Non-Major applications within the statutory timeframe-



Latest Note

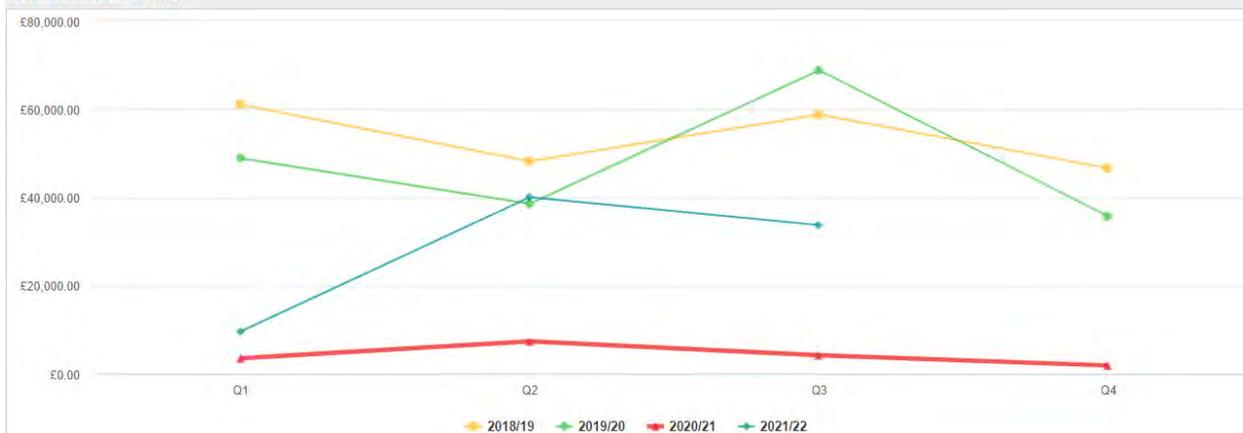
Development Strategy		Current Value		Trend
Performance Indicator	Service Area			
The number of new homes built within the year.	Development Strategy	2020/21	832	
		2019/20	871	
		2018/19	939	

Latest Note

Performance Appendix - Leisure & Wellbeing

Benn Hall

Benn Hall overall income



Sports & Recreation

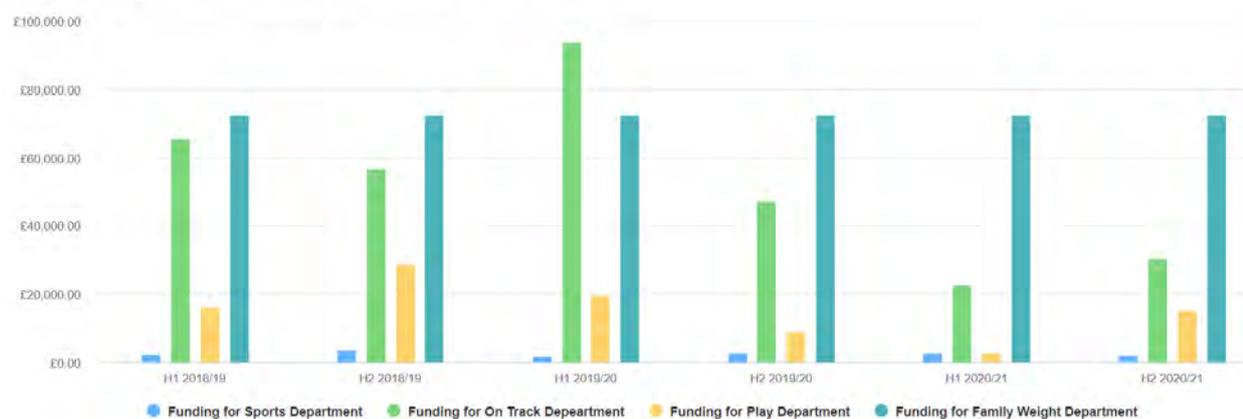
Performance Indicator	Service Area	Current Value	Trend
Leisure Centre Visits	Sport & Recreation	November 2021	42,498
		July 2021	37,208
		March 2021	0

Latest Note

Performance Indicator	Service Area	Current Value	Trend
Total grants income from external funding	Sport & Recreation	H2 2020/21	£120,164.00
		H1 2020/21	£100,904.00
		H2 2019/20	£131,572.00

Latest Note

Sports & Recreation Grants income breakdown-



Performance Indicator	Service Area	Current Value	Trend
Number of participants - Family Weight Management	Sport & Recreation	Q4 2020/21	168
		Q3 2020/21	200
		Q4 2019/20	20

Latest Note

Rugby Art Gallery & Museum

Performance Indicator	Service Area	Current Value		Trend
No. of visits to Rugby Art Gallery & Museum in person	Art Gallery, Museum	December 2021	4,911	
		August 2021	2,491	
		March 2021	0	

Latest Note

Visitor Centre

Performance Indicator	Service Area	Current Value		Trend
Visitor Centre overall retail sales	Visitor Centre	Q3 2021/22	£5,105.67	
		Q2 2021/22	£2,796.73	
		Q4 2020/21	£579.97	

Latest Note

Visitor Centre Enquiries



Latest Note

International travel restrictions still apply

Parks & Open Spaces

Performance Indicator	Service Area	Current Value		Trend
Number of volunteer hours on RBC green space	Parks and Open Spaces	2020/21	9,227	
		2019/20	15,765	

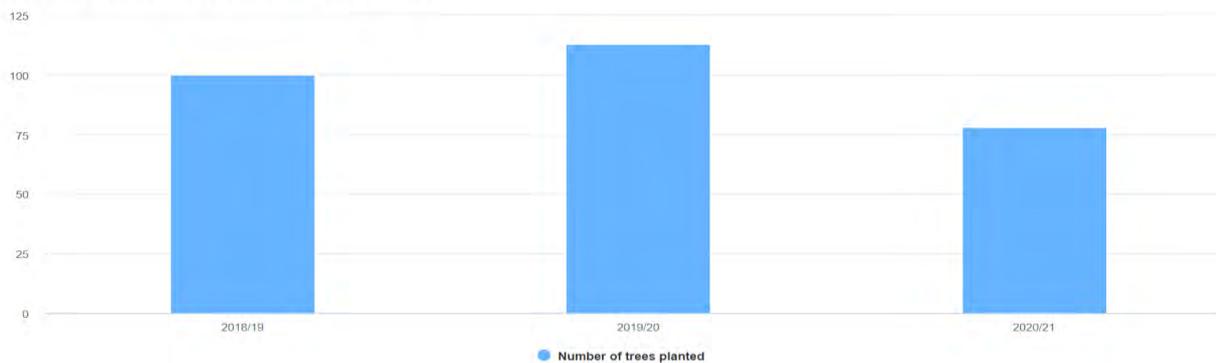
Latest Note

- Three National lock-downs because of the Covid pandemic severely restricted our volunteer abilities.

Performance Indicator	Service Area	Current Value		Trend
Number of Green Flags awarded	Parks and Open Spaces	2020/21	5	
		2019/20	5	

Latest Note

Number of trees planted on RBC green space-



Latest Note

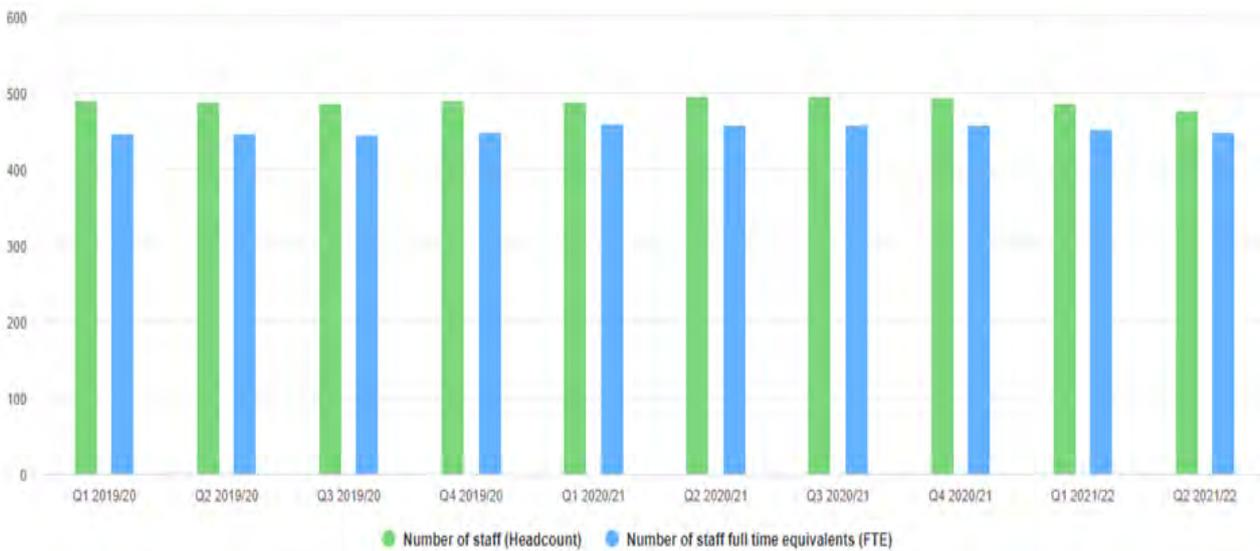
-The impact of Covid reduced our capacity to do more tree planting

Performance Appendix - Executive Director's Office

Human Resources



Latest Note



Latest Note

Performance Indicator	Service Area	Current Value	Trend
% of Staff turnover	Human Resources	2020/21	9.1%
		2019/20	38.02%

Latest Note

During the Covid pandemic lasting through 2020/21, the country has seen a drop in people leaving their employment on a voluntary basis. In XperTHR's survey on labour turnover, 38% of respondents reported a decrease in voluntary labour turnover during Covid. With the Council's focus on managing the pandemic, there has been less turnover from such activities as restructuring and redundancies. In 2019/20, prior to the pandemic, unemployment figures were at their lowest since records had begun, which generally leads to more, not less, labour market activity and therefore higher labour turnover rates.

Performance Indicator	Service Area	Current Value	Trend
Number of recruitment applicants aged under 30 years	Human Resources	2020/21	133
		2019/20	384

Performance Indicator	Service Area	Current Value	Trend
Number of internal promotions	Human Resources	2020/21	2
		2019/20	10

Latest Note

Performance Indicator	Service Area	Current Value		Trend
Number of training places taken on courses run internally	Human Resources	2020/21	564	
		2019/20	1,506	

Latest Note

325 people trained over 52 face to face or online sessions, 35 staff took 223 e-learning courses, we employed 5 new apprentices on Customer Care Level 2 or 3 and have a further 11 people who began their training funded by the apprenticeship levy. This will be down from last year as it took us a while to get up and running during the first lock down.

Performance Indicator	Service Area	Current Value		Trend
Number of recruitment vacancies filled	Human Resources	2020/21	10	N/A
		2019/20	73	

Latest Note

Performance Indicator	Service Area	Current Value		Trend
Number of flexible working requests approved	Human Resources	2020/21	4	
		2019/20	36	

Latest Note

Performance Indicator	Service Area	Current Value		Trend
Number of disciplinary cases	Human Resources	2020/21	8	
		2019/20	8	

Latest Note

Performance Indicator	Service Area	Current Value		Trend
Number of grievances including bullying, harassment and recruitment complaints.	Human Resources	2020/21	3	
		2019/20	6	

Latest Note

Performance Indicator	Service Area	Current Value		Trend
Number of employees receiving market supplements	Human Resources	2020/21	79	N/A
		2019/20	76	

Latest Note

As a lower quartile salary employer, we will always need to utilise market supplements to fill vacancies where there are particular recruitment and/or retention problems. Market supplements are justified by pay benchmarking. Historically we have provided market supplements to bring salaries up to the lower quartile pay benchmark. More regularly, in recent times, market supplements have needed to be applied to bring salaries up to the median pay benchmark.

Agenda No 8

AGENDA MANAGEMENT SHEET

Report Title:	Draft General Fund Revenue & Capital Budgets 2022/23 and Medium-Term Financial Plan 2022-26
Name of Committee:	Cabinet
Date of Meeting:	7 February 2022
Report Director:	Chief Officer - Finance and Performance
Portfolio:	Finance, Performance, Legal and Governance
Ward Relevance:	All Wards
Prior Consultation:	6 January 2022
Contact Officer:	Jon Illingworth, Section 151 and Chief Financial Officer, jon.illingworth@rugby.gov.uk, 01788 533410
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): <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) Corporate Strategy 2021-2024 <input checked="" type="checkbox"/> This report does not specifically relate to any Council priorities but
Summary:	Under the Local Government Act, an authority must set a council tax and balanced budget, giving 14 days' notice of the council tax level prior to the date of billing. The Council must set a budget before 11 March of each year.

Financial Implications:	As detailed in the main report
Risk Management/Health and Safety Implications:	The Council has a statutory duty to set an annual General Fund Revenue budget that will enable it to determine the level of council tax
Environmental Implications:	There are no environmental implications arising from this report. It may be necessary, later in the budget process, to carry out Climate Change and Environmental Impact Assessments of the implications of any service changes.
Legal Implications:	There are no legal implications arising from this report.
Equality and Diversity:	There are no Equality and Diversity implications arising from this report. It may be necessary, later in the budget process, to carry out Equality Impact Assessments of the implications of any service changes.
Options:	N/A
Recommendation:	<p>(1) The updated draft General Fund Revenue and Capital Budget position for 2022/23 alongside the Council's 2022-26 Medium-Term Financial Plan be considered; and</p> <p>(2) Cabinet considers the Key Decisions in section 5 and Appendix 1 identifies other policy or service changes required for consideration.</p>
Reasons for Recommendation:	<p>This updated overview of the Council's General Fund revenue and capital budgets needs to be considered by Cabinet as part of the budget setting process and to ensure its affordability and contribution to the Corporate Strategy.</p> <p>The report includes an update on any additional changes to proposals from the 2nd report reported to Cabinet in January which require consideration for inclusion in the 2022/23 draft budgets and also the medium term.</p>

Cabinet - 7 February 2022

**Draft General Fund Revenue & Capital Budgets 2022/23 and
Medium-Term Financial Plan 2022-26**

Public Report of the Chief Financial Officer

Recommendation

- (1) The updated draft General Fund Revenue and Capital Budget position for 2022/23 alongside the Council's 2022-26 Medium-Term Financial Plan be considered; and
- (2) Cabinet considers the Key Decisions in section 5 and Appendix 1 identifies other policy or service changes required for consideration.

1. Purpose

- 1.1** This is the third budget report from the Chief Financial Officer. The first budget report provided an initial overview of the national picture alongside the Council's financial position for 2022/23. The second report presented to Cabinet in January 2022 provided a more detailed Draft Budget for 2022/23 and Medium-Term Financial Plan (MTFP) in addition to a suite of proposals and appendices. These included details of growth, income and savings proposals in preparation for the Final Budget and Medium-Term Financial Plan (MTFP) to be approved by Council in February 2022.
- 1.2** The purpose of this report is to provide a strategic summary of the funding changes plus any further updates which will impact on the medium term financial plan (MTFP) and will be included in the Final Draft Budget presented to Council on 22 February as part of the council tax setting report.

Throughout the report, savings on expenditure and income are shown in brackets.

This report includes the following appendix:

- **Appendix 1** is a summary of the Key Decisions for 2022/23 and the medium Term

2. Background

2.1. Rugby Borough Council's current budget position

The 2022-26 Medium Term Financial Plan presented to Cabinet at its meeting on the 6 January 2022 reported a total shortfall of £3.164m for the life of the plan. The following provides a table of the changes since the last meeting.

Main Changes	2022/23	2023/24	2024/25	2025/26
	£000	£000	£000	£000
January 2022 Report Budget Shortfall	328	2908	(49)	(24)
Funding Changes				
Council Tax Collection Fund	(118)	118		
Review of Government Grants	(27)	2	3	3
Council Tax income - Parish Precepts	(24)			
Parish Precepts Payments	24			
Other Changes				
Review of Net cost of borrowing and income from interest across the MTFP	(495)	623	184	85
Impact of the recharge to HRA for increased costs and pay award	(96)			
Recharge of Grounds Maintenance services to grants and external parties	(36)			
Estimated increased cost of Insurance	70			
Other Minor Service changes to proposals	6	17	62	
Total deficit including changes since January Cabinet	(368)	3,668	200	64
Less changes to Key Decisions				
Reduction in the use of the Business Rates Equalisation Reserve	300	(300)		
Changes in the use of the Budget Stability Reserve	118	(118)		
Reduction in requirement to replenish Reserves		(50)	(200)	
Introduction of new fees in respect of Pre planning agreements	(50)			
Revised Position 2021/22	0	3,200	0	64

Table 1 – Summary of budget changes since January 2022 Budget Report

The reported budget shortfall in January for 2022/23 was £0.328m which has now been updated to include the known changes and provides a balanced budget for 2022/23, mainly due to the following.

Funding changes

- (£0.118m) – Reflecting the estimated one-off Council tax collection fund surplus for 2021/22 which is then transferred to the budget stability reserve.

Other significant changes

- (£0.495m) – 2022/23 benefit from the review of investments and borrowing across the medium term, mainly arising from the slippage in the capital programme in prior years and the gain from the marginal interest rate difference between borrowing and investing as the Council has reduced its level of borrowing and associated investment.
- (£0.096m) – Estimated Support Service costs rechargeable to the HRA.

The Key Decisions have been updated to include changes totalling £0.368m which reduces the requirement from earmarked reserves and increased income for pre planning agreements as detailed within Appendix 1.

The increase in pressure from £2.908 to £3.200m in 2023/24 is largely due to the review of income from interest and net cost of borrowing where estimated benefits previously assumed in MTFP will be realised earlier than initially anticipated. These will continue to be reviewed with any updates to be included in the Final Draft Budget and 2022/23 quarterly monitoring.

3. Section 25- Statement of the Chief Financial Officer on the robustness of the budget estimates and the adequacy of the reserves

3.1. Section 25 of the Local Government Act 2003 places a duty on the Chief Financial Officer to inform the council on the robustness of the estimates and the adequacy of the reserves alongside fulfilling the requirement to provide councillors with assurance that the budgets have been compiled appropriately and that the level of reserves is adequate. It is a statutory requirement that councillors must consider this when considering and approving a budget.

3.2. In informing an opinion the Section 151 Officer is mindful of other associated statutory safeguards designed to prevent the authority from over-committing itself financially:

- Section 151 of the Local Government Act 1972 which requires the authority to make arrangements for the proper administration of its financial affairs and that the Chief Financial Officer has personal responsibility for such administration;
- Sections 32, 43 & 93 of the Local Government Finance Act 1992 which requires the authority to set a balanced budget;
- The Prudential Code introduced as part of the Local Government Act 2003 sets out the framework within which the authority must manage its investments, including adequate planning and budget estimates;
- The external auditor's duty to assess the adequacy of the authority's proper arrangements to ensure efficiency, effectiveness and compliance with the Financial Management Code.

3.3. To reinforce these obligations, section 114 of the Local Government Finance Act 1988 requires the Chief Financial Officer to report to all the authority's

councillors, in consultation with the Monitoring Officer, if there is or is likely to be unlawful expenditure or an unbalanced budget.

The Chief Financial Officer's opinion will be included within the report to Council on 22 February 2022, as part of the Council Tax determination.

4. The Local Government Finance Settlement 2022/23

- 4.1. The government published the provisional Local Government Finance Settlement for 2022/23 (LGFS) on 17 December 2021 with the final settlement expected during February. Full details can be found following the links below;

<https://www.gov.uk/government/collections/provisional-local-government-finance-settlement-england-2022-to-2023>

The financial impact of the key elements in the 2022/23 provisional settlement have already been factored into the budget reported to January Cabinet.

The Final Settlement is expected to be announced early February with any changes to be included within the budget papers taken to Council on 22 February 2022.

5. Key Decisions and Proposals

- 5.1. The 2022/23 Draft Budget is currently in a balanced position. However, this position includes estimated financial implications that relate to a number of key policy decisions that have been produced and presented by officers for Members' consideration in order to reduce the budget deficit.

The January report detailed key decisions for 2022/23 totalling £6.366m which has now increased by £0.368m to £6.734m with the main changes shown in table 1

These proposed policy changes, their possible financial implications and stage of development are set out in Appendix 1

- 5.2. The final suite of appendices and proposals will be included in the Final Draft Budget reported to Council in the Council Tax Setting meeting on 22 February 2022.

- **Growth items** – (positive values) are additional costs for the year. If the decision is made not to pursue either scheme the budget will be reduced accordingly.
- **Savings** – (negative values) if the decision is made not to pursue these schemes the deficit will be increased accordingly, and further savings or income generation options will need to be pursued.
- **One off** – the use of reserves is one off and the entry is reversed in the following year.

6. Coronavirus Pandemic (COVID-19) - Budget Planning

- 6.1.** There are still significant challenges in future budget setting and planning across the short to medium term as there is limited intelligence surrounding the on-going future risks and recovery of the local economy.

This continued risk forms part of the 'risk assessment of reserves' which was presented to January Cabinet with any update to be included as part of the final Draft Budget report to Council in February.

In addition, a £1.100m recovery budget was approved for 2021/22 and a key decision to provide a reduced recovery budget of £0.772m for 2022/23 which will be tapered out over the medium term. This detail is shown within the key decisions at Appendix 1.

7. Fees and charges

- 7.1.** The Council approved Medium Term Financial Strategy assumes that fees and charges will be reviewed annually and as a default proposed to be increased by 4%. However, there are some exceptions which include:

- Fees set nationally by government – therefore not within the authority's control.
- Fees which are set over a longer period and realigned to cover cost alongside reassessment through benchmarking and market prices.
- Where prices were increased in excess of inflation in previous years it has been proposed that they are held for 2022/23.
- In some instances, officers have proposed to hold or reduce prices in order to remain competitive in the market.

The Draft Fees and charges were reported to January Cabinet with the final Schedule to be included in the Draft Budget report to Council on 22 February 2022 and approved as part of the Budget Setting process.

7.2. Outturn 2021/22

The quarterly monitoring reports for 2021/22 does indicate some recovery when compared with 2020/21, however there is continued pressure seen because of loss of income which is linked to Government restrictions and advice throughout the year in managing the ongoing impact of the pandemic.

The Quarter 3 Finance and Performance Monitoring Report is detailed at item 7 on this agenda.

In summary, the reported position at quarter 3 is a balanced forecast Outturn. Whilst portfolios are reporting a pressure of £1.033m this is offset largely by the £1.100m COVID-19 recovery fund which is held centrally.

Further detail is listed as follows;

- £0.669m - A pressure within portfolios arising from the loss of income totalling £0.823m and increased costs due to the impact of COVID-19. This includes the estimates income of (£0.154m) to be received of from the sales, fees and charges compensation scheme.
- £0.364m – mainly due to increased pressure from £0.175m within Housing benefits, £0.100m from contract costs within Digital and Communications and £0.066m recruitment and wellbeing.
- £0.171m – net reduction in the use of earmarked reserves as approved by Council in February 2021.
- (£0.173m) – Other Corporate items including the in year benefit arising from the improvements in the net interest cost (£0.266m) from the Council's investment and borrowing
- (£1.031m) - mitigation from the centrally held Covid recovery budget.

8. Draft Portfolio Capital Budgets

- 8.1.** The total capital schemes requiring approval proposed for 2022/23 (excluding proposed carry-forward budgets from previous years) is £3.599m. Excluding grants and other contributions, this leaves a net £2.696m of expenditure to be financed in 2022/23. There are no updates to the programme following the Draft Budget report which was presented to Cabinet on 10 January and any proposed adjustments will be included with Council Tax setting report on 22 February.
- 8.2.** Forecast General Fund capital receipts are expected to have a balance of £2.112m at 1 April 2022. It is not considered prudent to allow overall General Fund capital receipts to be depleted, as this will subject the Council to interest rate risks in future years and in emergency situations. This maintains the stability currently provided by retaining a reasonable level of capital receipts as any future borrowing would have to be undertaken at the interest rates available in the market at the time. Due to the historically low interest rates, a decision has been made to retain capital receipts and borrow to fund the capital programme given the marginal impact that it has on the net cost of borrowing.

9. Medium Term Financial Plan 2022-26

The table below shows a revised forecast position for the next four financial years with a balanced budget for 2022/23.

	2022/23 £000	2023/24 £000	2024/25 £000	2025/26 £000
Base budget bought forward	11,057	18,320	13,434	14,205
Growth, Salaries and Inflation	1,166	698	556	566
Other Corporate Adjustments	(211)	362	225	125
Savings and Income	(421)	(156)	(76)	(210)
Key Decisions	533	(412)	(324)	(123)
Key Decisions – Movement in Reserves	6,201	(2,178)	380	(304)
Savings to be Found	0	(3,200)	0	(64)
Total Net Budget requirement	18,325	13,434	14,195	14,195
Financed by;				
Government Funding	(2,490)	(487)	(461)	(350)
Council Tax	(9,024)	(9,422)	(9,829)	(10,244)
Collection Fund (Surplus)/Deficit CT	(103)	14	0	0
Business Rates	(7,051)	(3,882)	(3,905)	(3,601)
Collection Fund (Surplus)/Deficit BRR	343	343	0	0
Total Funding	(18,325)	(13,434)	(14,195)	(14,195)
Net Variance	0	0	0	0

Table 2 – Medium Term Financial Plan 2021/22 to 2025/26

Beyond 2022/23, the MTFP shows additional budget variances that need to be considered in future years, assuming that prior budget deficits have been addressed. This MTFP has been presented on the assumption that the Council will see the impact of a full business rates reset in 2023/24 and reports a cumulative deficit of **£3.264m** across the four years.

9.1. Table 2 shows the changes when compared with the previous year. The key movements presented in the MTFP can be explained as follows:

- (£2.208m) - One off grants for 2022/23 only following the LGFS announcement on 17 December
- (£0.637m) – one off contribution from earmarked reserves to support budget planning which is then removed in 2023/24
- £0.577m - Increased contribution to the Business Rates Equalisation Reserve for the excess growth in Business Rates Funding, above sustainable funding levels in 2022/23
- The Corporate items include the necessary adjustments to the Minimum Revenue Provision and Net Cost of Borrowing

Other major assumptions within the MTFP:

- (£3.773m) - Release of the budgeted contribution from the Business Rates Reserve to part mitigate the impact of the business rates reset and fair funding review in future years. The final Business rates income and reserve transfers will be updated following the submission of the NNDR1 form on 31 January 2022.
- (£0.085m) - The estimated revenue savings generated from the introduction of the proposed Sherbourne Recycling Facility for 2023/24

- The estimated adverse impact of changes in government funding resulting from the fair funding review and business rates baseline reset anticipated in 2023/24.
- A Council Tax precept increase of £5 assumed in future years
- Salary budgets amended to reflect 2% pay awards applied in each year of the MTFP post 2021/22.

10. Conclusion

- 10.1.** The Council is reporting a balanced budget for 2022/23, the announcements made within the provisional settlement has enabled the Council to maintain reserve balances and assist with the future financial resilience of the Authority.
- 10.2.** With just a one-year settlement the funding planning across the medium term is very difficult and this is compounded by the fact that (£0.275m) of additional grants funding is for a single year. In addition to this, the key decisions in Appendix 1 identify the use of (£0.637m) of earmarked reserves which is also a one-year benefit. As a result of this and the expected business rates reset, ending of the new homes bonus scheme and the reversal of one-off use of internal reserves there is still a significant budget gap of £3.200m for 2023/24.
- 10.3.** Work to understand the true impact of the pandemic will be continually reassessed and this could mean that COVID -19 costs or loss of income may not follow the forecasts currently in place. The delay in the business rates reset and funding review does help to maintain reserve balances which has a positive impact on the reserve risk assessment and provides the ability to support the transformation programme over the medium term.
- 10.4.** The risk assessment identified previously reported to January Cabinet includes all of the known risks facing the Council throughout the life of the MTFP. However, there is always a risk of new items which will require a draw on reserves. This is why it is essential that all savings and income plans are supplemented with plans for delivery. The final assessment will be included within the report to Council which will include the impact of the 2022/23 forecast Business Rates following the submission of the NNDR1 form to DLUHC on 31 January.

Name of Meeting: Cabinet
Date of Meeting: 7 February 2022
Subject Matter: Draft General Fund Revenue and Capital Budget 2022/23
Originating Department: Finance and Performance

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

LIST OF BACKGROUND PAPERS

Doc No	Title of Document and Hyperlink
	Update on General Fund budget setting 2022/23 - Cabinet 6 September 2021
	Update on General Fund budget setting 2022/23 - Cabinet 10 January 2022

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

Key Decisions	2022/23	2023/24	2024/25	2025/26	
	£000	£000	£000	£000	
Reversal of prior year key decisions					
Reversal of Contribution From BRER – COVID 2021/22	587	0	0	0	2021/22 Key decision to support budget setting for one year only and is therefore removed for 2022/23
Reversal of Contribution From BSR – COVID 2021/22	644	0	0	0	2021/22 Key decision to support budget setting for one year only and is therefore removed for 2022/23
Reversal of Collection Fund (BR) one off transfer from reserves BRER 2021/22	6,243	0	343	0	Includes ongoing commitment to cover the collection fund deficit spread from 2020/21 to 2023/24.
Reduction in the COVID-19 recovery fund	(328)	(325)	(324)	(123)	The tapering out of the £1.100m fund (2022/23 £0.772m, 2023/24 £0.447m, 2024/25 £0.123m 2025/26 £0)
Sub total	7,146	(325)	19	(123)	
Use of reserves					
Transfer of the reported pooling dividend for 2020/21 from BRER to support budget planning	(531)	531	0	0	One off benefit to smooth the budget plan which is then reversed in 2023/24
Contribution to/from Reserves BRR- Growth	577	(2,809)	23	(304)	Transfer of new in year growth above the baseline. Release of budgeted Business rates growth of (£2,809m) in 2023/24 to mitigate the cliff edge in anticipated funding changes
Contribution to/from Earmarked Reserves	(106)	106	0	0	(£0.054m) from the Hall of Fame and (£0.052m) from the Revenue Grants earmarked reserve. This is one-off funding which is then reversed in the 2023/24.
Transfer of funds to and from the Budget Stability reserve – Council Tax	18	(6)	14	0	2020/21 one off grant (75% Council Tax compensation scheme) from reserves of (£0.112m), and the net impact of the movement in collection fund surplus of £0.130m transferred to reserves
Sub total	(42)	(2,178)	37	(304)	

Appendix 1

Services and Corporate items					
Removal of Community and Leisure Grants	(63)	63	0	0	Ceasing the scheme for 1 year as per the report included elsewhere on this agenda
Housing Acquisition Saving to future years	(157)	0	0	0	Represents the balance of savings scoped within a report to Cabinet in December 2018 mitigating the increased cost seen within temporary accommodation and to delivered over the four year period. (£0.157m) of which (£0.148m) was deferred from 2021/22 due to the COVID-19 Pandemic.
Transformation	(250)	0	0	0	The delivery of the transformation programme
Planning - Pre Application Fees	(50)	0	0	0	Initial proposal for the introduction of Pre Application planning fees to be developed across the MTFP
Continued budget for Town Centre Improvements in 2022/23	150	(150)	0	0	The continuation of this proposal has been an annual key decision and has been funded from additional business rates generated by Elliott's field.
Total Key Decisions	6,734	(2,590)	56	(427)	

AGENDA MANAGEMENT SHEET

Report Title: Mayoral Guidance for Engagements

Name of Committee: Cabinet

Date of Meeting: 7 February 2022

Report Director: Chief Officer - Legal and Governance

Portfolio: Finance, Performance, Legal and Governance

Ward Relevance: N/A

Prior Consultation: None

Contact Officer: Claire Waleczek, Democratic and Support Services Manager (claire.waleczek@rugby.gov.uk or 01788 533524)

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: The current guidelines date back to 2010 and require updating to reflect the changes in circumstances and the latest Corporate Strategy.

Financial Implications: There are no financial implications arising from this report.

Risk Management/Health and Safety Implications:	There are no risk management/health and safety implications arising from this report.
Environmental Implications:	There are no environmental implications arising from this report.
Legal Implications:	There are no legal implications arising from this report.
Equality and Diversity:	There are no equality and diversity considerations arising from this report.
Options:	To approve or not approve the revised Mayoral Guidance.
Recommendation:	<p>(1) The revised Mayoral Guidance for Engagements, as at Appendix 1 to the report, be approved with effect from the 2022/23 municipal year; and</p> <p>(2) delegated authority be given to the Chief Officer for Legal and Governance to make any non-material amendments.</p>
Reasons for Recommendation:	The guidance provides detailed advice to support the Mayor and Deputy Mayor and assist them in carrying out their roles to fulfil their constitutional and ceremonial functions.

Cabinet - 7 February 2022

Mayoral Guidance for Engagements

Public Report of the Chief Officer - Legal and Governance

Recommendation

- (1) The revised Mayoral Guidance for Engagements, as at Appendix 1 to the report, be approved with effect from the 2022/23 municipal year; and
- (2) delegated authority be given to the Chief Officer for Legal and Governance to make any non-material amendments.

1. INTRODUCTION

- 1.1 The Council has developed a mayoralty which operates impartially and focusses on being the first citizen of the Borough in a visible and community-engagement based way. The office of the Mayor is held in high regard by many residents. The Mayor is seen as an ambassador for the Council in the community and the representative of the community of Rugby.
- 1.2 The Mayor has important responsibilities both within the Council as an organisation and in the wider community. The role is both constitutional and ceremonial.

2. MAYORAL GUIDANCE

- 2.1 In 2010, as part of the budget setting process, changes were made to the operation of mayoral services and separate guidelines for attendance at events by the Mayor and use of the civic car were approved by Cabinet.
- 2.2 To reflect the changes that have taken place since 2010 including the latest Corporate Strategy, the guidelines have been reviewed by officers and updated accordingly and consolidated into one document. Changes made to the current guidance include the following:
 - Combining the two previous two separate guidance documents has resulted in a more streamlined, simplified document.
 - A section describing the role and function of the Mayor has been added.
 - Information about the role of the Deputy Mayor has been included.
 - The section on annual civic events has been updated.
 - Information and guidance on attending engagements and use of the civic car have been revised.

- Details about the wearing of the Chain of Office and the civic robes have been included.

2.3 A copy of the revised guidance for engagements is attached at Appendix 1. The document is not intended to change how the mayoralty operates but to update and formalise current practice.

Name of Meeting: Cabinet
Date of Meeting: 7 February 2022
Subject Matter: Mayoral Guidance
Originating Department: Legal and Governance

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



Mayoral Guidance for Attending Engagements and Use of the Civic Car

1. Introduction

- 1.1 The office of a Civic Mayor is an important element of the Council's governance structure in supporting local history and culture. This is not a party-political role and the incumbent will always be mindful of the dignity of the office. This protocol has been developed to provide guidance to the Mayor on what events they will be expected to attend during the mayoral year and the extent to which they have discretion to accept other invitations. It also provides guidance on when the car can be used and when the mayoral robe is worn. This protocol is a working document which may be updated as additional information becomes available which may be of assistance in the future.

2. Role and function of the Mayor

- 2.1 The Mayor will be elected by the Council at its Annual Meeting. The role and function of the Mayor and, in his or her absence, the Deputy Mayor are set out in Article 5 of the Council's Constitution:
- (a) To uphold and promote the purposes of the constitution, and to interpret the constitution when necessary.
 - (b) To preside over meetings of the Council so that its business can be carried out efficiently and with regard to the rights of councillors and the interests of the community.
 - (c) To ensure that the Council meeting is a forum for the debate of matters of concern to the local community and the place at which councillors who are not on the Cabinet are able to hold the Cabinet to account.
 - (d) To promote public involvement in the council's activities.
 - (e) To be the conscience of the Council.
 - (f) To attend such civic and ceremonial functions as the Council and he or she determines appropriate.

3. Deputy Mayor

- 3.1 The purpose of the position of Deputy Mayor is to deputise for the Mayor when the Mayor is unable to fulfil the duties of the post, at the request of the Mayor. It is not normal practice for the Deputy Mayor to attend the same event as the Mayor. However, there are some exceptions such as Civic Sunday Service and Remembrance Sunday Service.
- 3.2 The Deputy Mayor will preside at meetings of Council in the absence of the Mayor.

4. Use of the Civic Car

- 4.1 The civic car forms part of the benefits given to the office of Mayor. Arriving or departing in a chauffeur driven car is a particularly 'visible' use of public funds and is therefore susceptible to criticism and members of the public are quick to report abuse. It is therefore important that the car is used with discretion taking into the account the Council's climate change agenda.
- 4.2 The Mayor will be expected to make their own transport arrangements and the civic car will be used where it is not reasonable to expect the Mayor to make their own way to engagements or where it is not advisable for them to use their own transport.

Events involving use of the civic car include:

- Late evenings or where alcohol is involved
- Events outside the borough at the discretion of the Chief Officer for Legal and Governance or the Democratic and Support Services Manager
- Annual Council Meeting
- Royal Garden Party
- Civic Sunday Service
- Armistice Day Ceremony
- Remembrance Sunday Service

4.3 The Mayor's Chauffeur is employed on a casual basis. Their employment for mayoral engagements is considered on a case-by-case basis and is arranged by Democratic Services.

5. Attendance at Civic and Ceremonial Functions

5.1 The Mayor's ceremonial role is to represent the borough and the Council at annual civic events and other engagements. The Mayor acts as ambassador of the Council in promoting the borough. In deciding on whether invitations are to be accepted consideration will be given to the strength of link to the Council or the wider borough and residents and taking into account Council priorities. Priority will be given to events within the borough that promote the town or help fulfil corporate priorities.

6. Annual Civic Events

6.1 The Mayor is expected to attend the following events:

- Annual Council Meeting – two weeks after elections have been held with a small reception after the meeting.
- Civic Sunday Service – last Sunday in June at St Andrew's Parish Church followed by a small drinks reception.
- Remembrance Sunday Service – Remembrance Sunday falls on the second Sunday in November, and the nearest to 11 November and held at the Memorial Gates at Whitehall Recreation Ground.
- Armistice Day Ceremony – 11 November if Remembrance Sunday has not fallen on that date. A small ceremony held at the Memorial Gates and includes the firing of the maroons to mark the two-minute silence.
- Civic Honours Ceremonies - The Council has a process in place for granting awards. Following approval by Council in December, Democratic Services will make arrangements for a small ceremony to be held in the Mayor's Parlour in April.

7. Attendance at Council Meetings and Other Meetings of the Council and Other Events at the Town hall

7.1 One of the Mayor's principle functions is to chair meetings of full Council. The Mayor will make their own way to council meetings (with the exception of Annual Council) and related meetings. They will normally also be expected to make their own way to other events at the Town Hall.

8. Civic Events hosted by other Authorities

8.1 All civic services, annual dinners or other formal civic events hosted by other local authorities will be assessed on a case by case basis.

9. Engagements

9.1 The number of events that the Mayor attends varies quite significantly with the greatest number usually being in November and December. For many people and organisations, having the Mayor attend a function that they are organising can make a big difference to how well the event goes. Charities in particular benefit greatly from the extra publicity that accompanies the Mayor's presence at an event. However, the Mayor should be careful to ensure that he or she does not favour any particular group or organisation over others when accepting or declining invitations.

9.2 When invitations to attend events are received, these will be passed to the Mayor for him or her to consider whether they wish to accept. Guidance on accepting and declining invitations is set out in Table 1. Every effort should be made to ensure that the engagements accepted reflect the Council's priorities and the particular interests of the Mayor as well as the amount of time that they have available to carry them out.

10. The Mayor's Parlour

10.1 The Parlour is available for the sole use of the Mayor for official duties and functions. Some visitors may request a meeting, others may be invited by the Mayor. There may also be occasions when the Mayor is asked to host civic or council events in the Parlour.

10.2 Part of the role of the Mayor is to promote local democracy. It is especially important that children and young people understand and take an interest in local democracy. Visits by schools, colleges and youth groups to the Mayor can, therefore, have a valuable part to play and these visits will be encouraged. Where possible visits by adult organisations will be accommodated if they will help meet the priority of encouraging participation in local democracy.

11. Chain of Office and Civic Robes

11.1 During the Mayor's term of office, the Chain of Office is worn when carrying out official duties which shall be defined as:

- Attendance at civic events organised by the Council
- Attendance at events where an official invitation has been issued to the Mayor in advance and details of the event have been supplied to the Mayoral and Civic Officer
- Meetings of Full Council

11.2 The civic robe cannot be worn without the Chain of Office and will only be worn on formal civic occasions including Annual Council, Civic Sunday Service and Remembrance Sunday.

Table 1: Guidance on Accepting and Declining Invitations

Event	Attendance	Use of the Civic Car
Civic Events hosted by other Authorities	All civic services, annual dinners or other formal civic events hosted by other local authorities will be assessed on a case by case basis.	The civic car will not generally be used for events outside of the Borough. Discretion may be applied by the Chief Officer for Legal and Governance or the Democratic and Support Services Manager where it is not practicable or appropriate for the Mayor to arrange their own transport.
Royal Garden Party	The parties are normally held on three dates in late May or early June. The Local Government Association informs the Council of the number of places allocated. It has become customary for the Mayor to attend if they have not previously attended a garden party.	Yes
Engagements within the Town Centre or elsewhere in the Borough	To be decided on a case-by-case basis.	It is expected that the Mayor will normally make their own way to engagements within the town centre and borough; this is subject to any mobility problems that might be experienced by the Mayor.
Events outside the Borough	Attendance at events outside the borough will only be accepted if they enhance the promotion of Rugby.	The civic car will not generally be used for events outside of the Borough. Discretion may be applied by the Chief Officer for Legal and Governance or the Democratic and Support Services Manager where it is not practicable or appropriate for the Mayor to arrange their own transport.
Annual Legal Service		The civic car may be used.

Event	Attendance	Use of the Civic Car
Private Celebrations	The Mayor will not normally accept invitations to individual's birthday and anniversary parties or other special occasions. Where appropriate the Mayor will send a card of congratulations.	N/A
Charitable Events and Fundraisers	The number of this type of events that the Mayor will be able to attend will depend on his or her availability and particular interests. It will be for the Mayor to decide which invitations to accept. Any expenses incurred or the purchase of tickets for charity events will be met from their own.	The Mayor will be expected to make their own transport arrangements.
Concerts and Shows	The Mayor will attend the Parish Church's Christmas service and the Rugby Male Voice Choir Christmas Concert (if invited) of which they are President. The Mayor will attend County Music Service events (if invited) where they take place in the borough. Other events, particularly commercial events, will be considered on a case-by-case basis.	The Mayor will be expected to make their own transport arrangements.
Opening School Fetes, New Premises etc and Awards Ceremonies	Acceptance of such invitations will be at the discretion of the Mayor. The Mayor would normally be expected to attend such events where they are of particular significance to the people of the borough.	The Mayor will be expected to make their own transport arrangements.
Sports and Cultural Events	The Mayor will attend these events where they have been organised by the Council, or it has had a significant input into it e.g. Britain in Bloom, openings at the Museum and Art Gallery. They will not normally attend such events outside the borough but will be considered on a case-by-case basis.	The Mayor will be expected to make their own transport arrangements.

AGENDA MANAGEMENT SHEET

Report Title: Proposed extension of the Preventing Homelessness Improving Lives (p.h.i.l) project to 31 March 2023

Name of Committee: Cabinet

Date of Meeting: 7 February 2022

Report Director: Chief Officer - Communities and Homes

Portfolio: Communities, Homes, Digital and Communications

Ward Relevance: All wards

Prior Consultation: North Warwickshire Broough Council and Stratford-on-Avon District Council

Contact Officer: Holly Reid, Prevention Manager email: holly.reid@rugby.gov.uk tel: 01788 533645

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: The p.h.i.l project is a homelessness prevention project delivered between three partners – Rugby Borough Council (also project host); North Warwickshire Borough Council and Stratford-on-Avon District Council. The project is currently

funded to 31 March 2022. Both North Warwickshire Borough Council and Stratford District Council have indicated that they would wish to continue the project to 31 March 2023 and have the available budgets to do so.

Financial Implications:

Should it be agreed that the project will continue for another 12 months, a £12,300 revenue contribution will be required from Rugby Borough Council. This will be met through a supplementary budget to be funded from Rugby's allocation from the Homelessness Prevention Grant, received from the Department for Levelling Up, Communities and Homes in December 2021, totalling £312,000 for 2022/23.

A more detailed narrative around the costs of continuing or discontinuing the service is provided in section 3.0 of this report.

Risk Management/Health and Safety Implications:

None arising from this report

Environmental Implications:

The environmental implications have been considered and the Climate Change & Environmental Impact Assessment is attached (Appendix 1)

Legal Implications:

The three Partners are currently signed up to a Memorandum of Understanding Agreement, which runs to 31 March 2022. If the appropriate approvals are made to secure funding for a further year, then an extension letter will be entered into with the Partners.

There is a risk of redundancies if proposed recommendations are not approved (see section 3.0), and Rugby Borough Council's internal redundancy process will have to be followed.

This proposal does not introduce any new statutory duties for the Council. It is already required to discharge its duties in compliance with the requirements of the Homelessness Reduction Act 2017 and the Homelessness Act 2002.

Equality and Diversity:

An Equality and Diversity Impact Assessment has been completed in consultation with the Equality and Diversity adviser (see Appendix 2)

Options:

The key benefits and risks associated with each option are set out below:

Option 1: Continue funding the project until March 2023

Benefit: There are benefits in the terms of the prevention of homelessness, and its subsequent potential impact on both the well-being of individuals and the General Fund.

Risk: The relatively short-term contracts for employees attached to the project could result in people seeking alternative employment. This is one of the risks that will be considered as part of the proposed review of the project to be undertaken during 2022.

Option 2: Funding ceases from 31 March 2022

Benefit: There are no obvious benefits to this.

Risk: That households will not have their homelessness prevented at an earlier stage. This may have cost implications for the Council if there is an increase in households having to claim homelessness.

Recommendation:

- (1) The p.h.i.l. project continues for a further 12 months, in partnership with North Warwickshire Borough Council and Stratford-on-Avon District Council via a new collaboration agreement;
- (2) a supplementary budget of £12,300 be approved for Rugby Borough Council's net contribution to the scheme to be met from the Homelessness Prevention Grant;
- (3) a comprehensive review of the p.h.i.l. project take place during 2022 to ensure a continued demonstration of value for money and to identify any alternative delivery / funding models; and

(4) should Cabinet determine to discontinue funding beyond 31 March 2022 then the process identified in 3.5 of this report will be implemented to disband the project.

**Reasons for
Recommendation:**

To enable the project to continue for a further year and to ensure that that in addition to providing a value for money service, alternative models can be considered and evaluated to support the long-term viability of the project.

Cabinet - 7 February 2022

Proposed extension of the Preventing Homelessness Improving Lives (p.h.i.l) project to 31 March 2023

Public Report of the Chief Officer - Communities and Homes

Recommendation

- (1) The p.h.i.l. project continues for a further 12 months, in partnership with North Warwickshire Borough Council and Stratford-on-Avon District Council via a new collaboration agreement;
- (2) a supplementary budget of £12,300 be approved for Rugby Borough Council's net contribution to the scheme to be met from the Homelessness Prevention Grant;
- (3) a comprehensive review of the p.h.i.l. project take place during 2022 to ensure a continued demonstration of value for money and to identify any alternative delivery / funding models; and
- (4) should Cabinet determine to discontinue funding beyond 31 March 2022 then the process identified in 3.5 of this report will be implemented to disband the project.

1. Introduction

- 1.1 Preventing Homelessness, Improving Lives (p.h.i.l) is Warwickshire's homelessness early intervention project – to prevent homelessness before crisis. It is hosted by Rugby Borough Council and delivers the service for North Warwickshire Borough, Rugby Borough and Stratford-on-Avon District Councils.
- 1.2 Referrals coming into the project from a variety of agencies across both the public and voluntary & community sector. People can also elect to self-refer.
- 1.3 The current resourcing for the project is one Prevention Manager and three full time Prevention Co-ordinators. The Prevention Manager is seconded from within Rugby Borough Council and the Prevention Co-ordinators are employed on fixed-term contracts until 31st March 2022. If the project ceases on 31 March 2022, there will be redundancy costs of £4,500, in respect of the Prevention Co-ordinators, to be met from the existing budget.
- 1.4 The funding for the Preventing Homelessness, Improving Lives (p.h.i.l.) will cease at the end of March 2022. The parties to the current collaboration agreement are keen to see the project progress for a further 12 months, given

the continued track record of preventions being secured (please see section 2.1 and 2.2 of this report for further commentary)

2. Achievements of the p.h.i.l. project

- 2.1 Table 1 in Appendix 3 summarises key performance data for the p.h.i.l. project from inception in 2017 to the end of December 2021, across both the county and for Rugby Borough. The data illustrates that 85% of households were able to stay in their own home across both the county and for the borough of Rugby.
- 2.3 Table 2 in Appendix 3 summarises the key performance data for the year ended 31 December 2021. The data illustrates that 81% of households across Warwickshire were able to stay in their own home, increasing to 83% for the borough of Rugby.
- 2.3 A cost benefit evaluation of the p.h.i.l project was undertaken by HGO Consultancy Ltd in 2019, and concluded that for every £1 invested in p.h.i.l., it generated a net value of £2.94.
- 2.4 Appendix 4 summarises two case studies.

3.0 Costs to continue the service to 31 March 2023

- 3.1 The total cost (inclusive of overheads) to continue the project for 12-months will be £223,000. However, there is an operating surplus of £80,000 which has been accrued due to additional funding from Warwickshire County Council (to extend the project previously from January- March 2021) and an underspend arising from a delay to recruiting to vacant posts as well as reduced travel during the Covid-19 pandemic.
- 3.2 Partners to the agreement have suggested that £72,000 of this be offset against the costs for extending the project for a further 12 months, to March 2023.
- 3.3 This would mean that both Stratford-on-Avon District Council and North Warwickshire Borough Council would then be required to contribute £50,500 each to maintain the service for a further 12 months. They have indicated that it is their intention to continue with the service and make the required revenue contribution. Rugby Borough Council's contribution will be £12,300 plus the continued secondment of the Prevention Team Manager for a further 12 months.
- 3.4 The £12,300 revenue contribution will be met through a supplementary budget to be funded from Rugby's allocation from the Homelessness Prevention Grant, received from the Department for Levelling Up, Communities and Homes in December 2021, totalling £312,000 for 2022/23.
- 3.5 If the decision is made to discontinue the project beyond 31 March 2022, then:

- the fixed term contracts for the three Prevention Co-Ordinators engaged for the p.h.i.l project will cease, as planned on 31st March 2022.
- This will result in redundancy costs of £4,500 to be met from the operating surplus.
- The remaining operating surplus will be apportioned equally and returned to the three partner districts and boroughs
- The Prevention Manager, on secondment from Rugby Borough Council, will be redeployed within Communities & Homes where an equivalent role is available

4. Conclusion

- 4.1 Whilst p.h.i.l does have a track record of securing preventions, the relative insecurity of funding (year-on-year) to support the project does have an impact on Rugby Borough Council as project host, particularly in terms of securing and retention of staff.
- 4.2 The proposed in-depth review of the project proposed for 2022 will be an opportunity to explore these risks further, alongside any potential alternative funding and delivery models that can secure positive results whilst demonstrating value for money.

Name of Meeting: Cabinet

Date of Meeting: 7 February 2022

Subject Matter: Extension Of The p.h.i.l. Project to 2023

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.

Exempt information is contained in the following documents:

Doc No	Relevant Paragraph of Schedule 12A

Rugby Borough Council

Climate Change and Environmental Impact Assessment

TEMPLATE - SEPTEMBER 2021

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

Portfolio and Service Area	Communities and Homes
Policy/Service/Change being assessed	Proposed extension of the Preventing Homelessness Improving Lives (p.h.i.l) project to 31 March 2023
Is this a new or existing Policy/Service/Change?	It is proposed extension of an extending service
If existing policy/service please state date of last assessment	No last assessment as last extension was before the Impact Assessments were implemented.
Ward Specific Impacts	All
Summary of assessment Briefly summarise the policy/service/change and potential impacts.	<p>The Preventing Homelessness, Improving Lives project (p.h.i.l.) has had the indicative funding commitment from the three funding partners (Rugby Borough Council, North Warwickshire Borough Council and Stratford on Avon District Council) to continue with the project. This is subject to the governance arrangements in the three Local Authorities. The project covers three Local Authorities areas (Rugby Borough, North Warwickshire Borough and Stratford on Avon District) this means some travelling by car to see vulnerable customers. There will be environmental impact by this car usage. This is mitigated by using other forms of communication and only using the car when absolutely needed.</p> <p>When the project is assisting a household to move to the private sector it will ensure that the property complies with the 2018 'Minimum Level of Energy Efficiency' standard. This would be reviewed if the standard changed.</p>
Completed By	Holly Reid
Authorised By	
Date of Assessment	07/01/22

SECTION 2: IMPACT ASSESSMENT

Climate Change and Environmental Impacts	No Impact	Positive	Negative	Description of impact	Any actions or mitigation to reduce negative impacts	Action owner	Timescales
Energy usage	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Fleet usage	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Sustainable Transport/Travel (customers and staff)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Increased car usage to housing surgeries or household's homes	The service is mainly delivered over the phone. The use of a car would only be used with vulnerable customers where this was not appropriate.		
Sustainable procurement	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Community leadership	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Biodiversity and habitats	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Adaptation/Mitigation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Impact on other providers/partners	<input type="checkbox"/>	<input checked="" 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.

Review date	07/01/22
Key points to be considered through review	Ensure that travel is essential and that the use of the telephone or the internet could not be utilised. Ensure that the service understands and monitors that private rented property complies with the 2018 'Minimum Level of Energy Efficiency' standard for private rented accommodation. This will be reviewed if the standard changes.
Person responsible for review	Holly Reid
Authorised by	

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:
Minakshee Patel
Corporate Equality & Diversity Advisor
minakshee.patel@rugby.gov.uk
Tel: 01788 533509

Equality Impact Assessment

Service Area	Communities and Homes - p.h.i.l.
Policy/Service being assessed	The Way of working for p.h.i.l.
Is this is a new or existing policy/service? If existing policy/service please state date of last assessment	This is an existing service which may be funded by three District and Boroughs for 12 months. (1st April 2022 – 21st March 2023)
EqlA Review team – List of members	Holly Reid, Minakshee Patel
Date of this assessment	06/01/2022
Signature of responsible officer (to be signed after the EqlA has been completed)	Holly Reid

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 Minakshee Patel, Corporate Equality & Diversity Advisor via email: minakshee.patel@rugby.gov.uk or 01788 533509

Details of Strategy/ Service/ Policy to be analysed

<u>Stage 1 – Scoping and Defining</u>	
(1) Describe the main aims, objectives and purpose of the Strategy/Service/Policy (or decision)?	To prevent homelessness and support customers with wellbeing issues
(2) How does it fit with Rugby Borough Council's Corporate priorities and your service area priorities?	PORTFOLIO: COMMUNITIES AND HOMES – Health and Wellbeing; Support residents who are, or are at risk of being, homeless or sleeping rough. Make sure that residents of Rugby have access to high quality, affordable, and environmentally sustainable homes.
(3) What are the expected outcomes you are hoping to achieve?	Prevent homelessness and support customers with their wellbeing issues
(4) Does or will the policy or decision affect: <ul style="list-style-type: none"> • Customers • Employees • Wider community or groups 	It will affect Customers in the North Warwickshire Borough, Rugby Borough and Stratford District
<u>Stage 2 - Information Gathering</u>	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).

Appendix 2

<p>(1) What does the information tell you about those groups identified?</p>	<p>From information taken from the Observatory there is 551,594 people in Warwickshire. The most represented groups are White British – 88.5%, White Other – 3.2%, Asian Indian – 3.0%. For people whose first language is not English the highest is Polish (24%), Punjabi (13.6%) and Gujarati (6.1%). The people who have stated that they have fair health, bad health and very bad health is 17.8%. From information on the project. The most represented groups are White (62.5%), Black/African/Caribbean/Black British (3.6%) and Mixed/Multiple ethnic (2.9%). Nationality was UK National 63%, Polish 1.8% and other EEA National 1.2%. The preferred Language was English, 25.3%, Romanian 3% and Polish 3%. Please note that the software system was showing a relatively high percentage of 'None' answers so this will be investigated. The system shows that 25.7% of households had a disability. The types of disability were mental health – 52%, mobility 14% and progressive disability chronic illness 10%</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>p.h.i.l. have not be consulted about the service before inception but will continue to complete customer satisfaction surveys.</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>Once the new service has been agreed we will engage with people who have come through the service from the appropriate areas to start a focus group.</p>		
<p><u>Stage 3 – Analysis of impact</u></p>			
<p><u>(1)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?</p>	<p style="text-align: center;">RACE</p> <p>Maybe a language barrier to access the service</p>	<p style="text-align: center;">DISABILITY</p> <p>Accessibility of service (information)</p> <p>Accessibility of service</p>	<p style="text-align: center;">GENDER</p>

Appendix 2

If yes, identify the groups and how they are affected.	MARRIAGE/CIVIL PARTNERSHIP	AGE	GENDER REASSIGNMENT
	RELIGION/BELIEF	PREGNANCY MATERNITY	SEXUAL ORIENTATION
<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 proposed extension of the service will impact on child poverty, financial inclusion, mental and physical ill-health and rural communities. The impact will be positive as it will help address child poverty and financial exclusion through maximising benefit/grant take-up, assistance to find employment and giving budgeting advice. It will assist people to access services that can support with mental and physical ill health and other wellbeing issues by referring to the correct service. The project also helps people to stay in their own homes, so they can be close to support networks and community connections. The service needs to be adaptable to deliver a service to those in rural communities.</p> <p>The proposed extension of the service will support carers if they or the person they are looking after needs assistance with housing issues.</p>		
<p>(3) If there is an adverse impact, can this be justified?</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>The barriers to access the service are:</p> <ul style="list-style-type: none"> • Language barrier – this can be mitigated by using Language Line or a professional interpreter. • Disability – the service is mostly telephoned based but can be flexible to households needs. The service can do home visits or currently because of covid-19 can book a private room at a convenient location. • Rural Communities – the service is mostly telephone based / internet based but can be flexible if needed. 		

Appendix 2

<p>(5) How does the strategy/service/policy contribute to the promotion of equality? If not what can be done?</p>	<p>The service will promote equality of opportunity by ensuring information is available in alternative formats to enable access to the service.</p>
<p>(6) How does the strategy/service/policy promote good relations between groups? If not what can be done?</p>	<p>The service will promote good relations between the different groups by ensuring they are able to access the service equally and mitigations will be put in place to address any barriers.</p>
<p>(7) Are there any obvious barriers to accessing the service? If yes how can they be overcome?</p>	<p>There may be an issue with the telephone-based nature of the service, but this can be overcome with a flexible approach to delivering the service. We need to ensure that the service can be delivered in household's homes or other venue if necessary. COVID 19 means that service delivery has had to be changed and this will be the same with the new service. If home visits are necessary, then the service will be able to access PPE. The Prevention Coordinators will be trained to assess situations and properties to ensure they can make them COVID safe. There will also be venues available in the three different regions if that is more COVID safe The Prevention Coordinators will ensure that their response to a situation is sensitive to the needs of the household. There might also be an issue with a language barrier and this can be overcome with language line or a professional interpreter. There is an issue for people with low literacy levels and the Housing Prevention Coordinators must be given the relevant level of training to deliver the service to in a way that all people can understand it.</p>
<p><u>Stage 4 – Action Planning, Review & Monitoring</u></p>	

Appendix 2

If No Further Action is required then go to –
Review & 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.

EqlA Action Plan

Action	Lead Officer	Date for completion	Resource requirements	Comments
Investigate the software system and with the Prevention Coordinators to ensure correct reflection of the household	Holly Reid	1 st April 2022		
Ensure correct access to Language Line	Holly Reid	1 st April 2022		
Ensure access to PPE if a home visit is necessary	Holly Reid	1 st April 2022	Correct PPE equipment	
Ensure correct access to professional interpreters	Holly Reid	1 st April 2022	Information from MP	
Ensure access to suitable private rooms for meetings/interviews	Holly Reid	1 st April 2022	Conversations and arrangements with the Local Authorities	

Appendix 2

(2) Review and Monitoring
State how and when you will monitor policy
and Action Plan

This EIA assessment and service delivery will be monitored on a 3-monthly 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).'

Appendix 3

Performance Data for p.h.i.l.

Table 1 - The whole project from inception (2017- end of December 2021) across the County and for Rugby Borough

	Across the County	Rugby Borough
All referrals into the project	3,590	1050
Referrals that p.h.i.l could actively work with	1,593	526
Homelessness Preventions	388	137
Positive Advice*	112	48
Extra money raised through benefits, grants and other sources	£794,000	£290,000
Different Referring Agencies and partners	100+	53

Table 2 - The project from January 2021 to end of December 2021 across the County and for Rugby Borough

	Across the County	Rugby Borough
All referrals into the project	1,132	358
Referrals that p.h.i.l could actively work with	489	195
Homelessness Preventions	101	34
Positive Advice*	112	48
Extra money raised through benefits, grants and other sources	£194,000	£72,000
Different Referring Agencies and Partners	51	26

*defined as cases are where p.h.i.l. has an understanding of need of a household's situation and advice has been given and / or work undertaken that could have resulted in the household resolving their housing difficulty.

Case Studies for the p.h.i.l. project

CASE STUDY 1:

- The customer was signing on to Universal Credit following a relationship breakdown.
- The customer had previously been a stay-at-home dad and was now responsible for the rent on a 2-bedroom house.
- He had a poor credit rating following an Individual Voluntary Agreement which was making it difficult to find an alternative property.
- He was looking for work but was finding it a long process, debt was starting to accumulate, and the landlord had said he wouldn't be able to continue living in the property if he couldn't afford to pay the rent.

Intervention

- p.h.i.l. referred the customer to the Citizen Advice's Breakthrough project which assists people into employment.
- p.h.i.l. helped the customer to apply for Discretionary Housing Payment for the short-fall in the rent.
- p.h.i.l. applied for the Big Difference Scheme for help with the water costs and helped to postpone the repayment of the budgeting advance.
- As a consequence of the referral into Breakthrough the customer started working again.
- p.h.i.l. calculated that the wage and some benefit entitlement made the property and living affordable and sustainable

Outcome

- The customer was able to stay in his own home which was now affordable and sustainable.

CASE STUDY 2:

- Customer found herself in rent arrears with reduced working hours due to COVID. Additionally, her husband was seriously ill in hospital and they were unable to visit him due to the pandemic.

Intervention

- Customer's first language was Italian and the initial assessment was completed with assistance from their son. Most of the communication was then done via email. These approaches were the customer's preference.

- P.h.i.l. spoke to the landlord about rent arrears and negotiated a delay in the serving of a notice whilst p.h.i.l. reviewed their finances, applied for any additional benefits/ grants and set up a repayment agreement.
- Discretionary Housing Payment (DHP) application was submitted for rent arrears and the family submitted a council tax reduction claim
- Child Benefit was in payment to the husband and customer couldn't access his bank statements for DHP applications. p.h.i.l. advised the customer to contact the Child Benefit department and explain the situation and see if the payments could be made to the customer. This would also prevent them from receiving the child element of Universal Credit (UC).
- Unfortunately, the husband passed away, p.h.i.l. sent through details of Bereavement Support Payment and counselling should they wish to access it. P.h.i.l. also informed the landlord with the families' consent
- Child Benefit was transferred to customer, child element was then in payment through UC. p.h.i.l. sent this evidence to the council in support of the DHP.
- The DHP awarded £2085 for rent arrears and there was a payment of £211.56 because of a Council Tax overpayment. There was a Bereavement Support Payment paid.
- P.h.i.l. negotiated for the customer to pay an additional £100 per month towards their outstanding arrears and the customer agreed to this amount.

Outcome

- Customer was able to stay in accommodation through income maximisation and was offered support when needed.

AGENDA MANAGEMENT SHEET

Report Title: Draft Housing Revenue Account Capital & Revenue Budgets 2022/23 and Medium Term Financial Plan 2022-26

Name of Committee: Cabinet

Date of Meeting: 7 February 2022

Report Director: Chief Officer – Communities and Homes and Chief Officer – Finance and Performance

Portfolio: Communities, Homes, Digital and Communications

Ward Relevance: All

Prior Consultation: Not applicable

Contact Officer: Jon Illingworth, Chief Officer – Finance and Performance 01788 533410 or jon.illingworth@rugby.gov.uk
Michelle Dickson, Chief Officer – Communities and Homes 01788 533843 or michelle.dickson@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:	The primary purpose of this report is to present an updated draft HRA revenue position (see Appendix A) and a capital position (see Appendix B) for 2022/23, plus a HRA Medium Term Financial Plan (MTFP) (see Appendix C) in advance of HRA rent setting on 8 February 2022.
Financial Implications:	As detailed within the report and appendices.
Risk Management/Health and Safety Implications:	None as a direct result of this report
Environmental Implications:	A full Climate Change and Environmental Impact Assessment will be presented with the final budget report at Council on 08 February 2022
Legal Implications:	As detailed within the report
Equality and Diversity:	A full Equality Impact Assessment will be presented with the final budget report at Council on 08 February 2022
Options:	None as a direct result of this report
Recommendation:	The draft revenue and capital budgets for 2022/23 and the updated medium term at Appendices A, B and C be noted.
Reasons for Recommendation:	To give Cabinet an updated view of the Housing Revenue Account revenue and capital budgets for 2022/23 onwards

Cabinet - 7 February 2022

**Draft Housing Revenue Account Capital & Revenue Budgets
2022/23 and Medium Term Financial Plan 2022-26**

**Public Report of the Chief Officer - Finance and Performance
Chief Officer - Communities and Homes**

Recommendation

The draft revenue and capital budgets at Appendices A and B for 2022/23 and the Medium-Term Financial Plan 2022/23-2025/26 at appendix C be noted.

1. INTRODUCTION

1.1 The Council is required by the Local Government and Housing Act 1989 (section 74) to keep a Housing Revenue Account (HRA) which records all revenue expenditure and income relating to the provision of council dwellings and related services. The use of this account is heavily prescribed by statute and the Council is not allowed to fund any expenditure for non-housing related services from this account. In addition, the Act ensures that the HRA does not fall into a deficit position.

1.2 In accordance with the constitution, the Council is required to carry out an annual review of rents and notify tenants not less than 28 days prior to the proposed date of change.

1.3 The Council has a retained housing stock of c3,450 homes currently available to let and manages an additional 59 leasehold properties with an annual rent roll of approximately £16m.

1.4 The primary purpose of this report is to present an updated draft HRA revenue position (see Appendix A) and a capital position (see Appendix B) for 2022/23 based on budget submissions, plus a HRA Medium Term Financial Plan (MTFP) (see Appendix C) ahead of the final budget presentation and rent setting at Full Council on 8 February 2022.

2. BUDGET AND POLICY FRAMEWORK

2.1 Significant activities within or impacting upon the Housing Revenue Account in 2021/22 to date include:

- The completion of 6 property acquisitions so far this year and
- A possible further 8 agreements on S106 properties.

2.2 The government review of the Decent Homes Standard remains a work in progress. When the outcomes are known, officers will need to consider the potential implications for future investment in the HRA stock, ahead of reporting back to Council, any budgetary implications to ensure ongoing compliance.

2.3 The Council's approach to reducing the carbon footprint of the housing stock is an evolving one which is heavily reliant on quality data analysis in respect of the existing stock. Consultants have been appointed to carry out this piece of work, with the detail to be used to inform investment plans and a pipeline of projects for which funding can be applied for. This data will also feed into the emerging HRA business plan and the review of the Asset Management Strategy which is due to be completed during in 2022.

2.4 Secondary legislation on the Fire Safety Act 2021 is anticipated in 2022 with an expected emphasis in inspections of fire doors, lifts, firefighting equipment and the development of personal evacuation plans. As detail of the legislation emerges, officers will be better placed to make an informed assessment on HRA investment requirements.

2.5 Rent guidance allows increases of CPI + 1% for the four years up to 2024. CPI as of September 2021 was 3.1% meaning that the indicative rise in rents for current tenants will be 4.1% (3.1% plus 1%). For the purposes of financial planning within the Medium-Term Financial Plan rent uplifts are estimated at 3% (Bank of England CPI target of 2% + 1%).

2.6 On 1 April 2021 Ministry of Homes, Communities and Local Government (MHCLG), now known as Department of Levelling Up, Housing and Communities (DLUHC), introduced a set of reforms to the rules around the use of retained additional Right to Buy receipts to supply replacement housing. The changes have been made in response to the 2018 Consultation on the use of Right to Buy Receipts.

The changes are as follows:

- i. Pooling of RTB receipts will take place annually. Deadlines for spending retained receipts will also be calculated on an annual basis.
- ii. The timeframe local authorities have to spend new and existing Right to Buy receipts is extended from 3 years to 5 years. This is hoped to make it easier for local authorities to undertake longer-term planning, including remediation of larger plots of land.
- iii. The percentage cost of a new home that local authorities can fund using Right to Buy receipts increases from 30% to 40%. This is hoped to make it easier for authorities to fund replacement homes using Right to Buy receipts, as well as making it easier to build homes for social rent.
- iv. Authorities can use receipts to supply shared ownership and First Homes, as well as housing at affordable and social rent, to help them build the types of home most needed in their communities.
- v. A cap will be introduced on the use of Right to Buy receipts for acquisitions to help drive new supply with effect from 1 April 2022 and phased in over 2022/23 to 2024/25.

The medium-term plan for the HRA has incorporated these changes

2.7 The Council has a local limit on indebtedness to ensure compliance with the Prudential Code for Capital Finance in Local Authorities. It is recommended that the level remains at £152m approved in 2019/20 which will provide:

- Capacity to increase the Council's HRA Capital Financing Requirement to meet any significant unexpected capital expenditure; and
- Subject to support for the schemes above, capacity to increase the stock base via bids on developer affordable housing projects and/or Council projects.

2.8 The Biart Place and Rounds Garden's schemes have had a significant impact on the borrowing requirement of the HRA. To maximise the opportunity to provide a financially viable scheme, Council took advantage of the PWLB certainty rate to secure £66m at an interest rate of an average of 1.4%. As part of the Treasury Management Strategy, the Council has been managing the difference between the cost of the loan and the investment income that is being generated whilst the final schemes are being established.

2.9 To ensure that the Council has continuing earmarked balances to support the scheme as well as other major development (notwithstanding central Government financial support) in 2022/23, it is proposed that £3.620m that would otherwise have been set aside for the repayment of debt as part of the HRA Medium Term Financial Plan will be utilised as Revenue Contributions to Capital Expenditure. This will be reviewed during 2022/23.

2.10 The updated HRA Medium Term Financial Plan (Appendix C) also contains continuing Revenue Contributions to Capital Expenditure in place of voluntary debt repayments. Adjustments have also been made for temporary rent loss and additional interest on debt where timelines can be estimated.

3. REVIEW OF HRA BALANCES

3.1 The HRA draft budget for 2022/23 (Appendix A) allows for CPI + 1% rent increases for each year until 2024/25. The 30-year HRA financial plan has also been updated to reflect changes, including high-rise site redevelopment, where the impact can be forecast.

HRA Revenue Balance

3.2 The estimated HRA Revenue balance on 31 March 2022 will be £5.408m. This level is considered prudent to meet further revenue costs arising from potential risks moving forward over the term of the HRA Medium Term Financial Plan. It is recommended that £1.000m of this balance will be transferred to a Housing Climate Change reserve to meet the respective potential future development needs. Developments relating to eco works and retrofitting will be evaluated in detail and included in a longer term programme of works.

Major Repairs Reserve

3.3 The Major Repairs Reserve (MRR) reflects the need to replace major components as they wear out. This funding, together with previous allocations of supported borrowing and revenue contributions, has enabled the Council to maintain the housing stock in a good condition. Balances will require reviewing considering any regulatory changes in future years.

3.4 The forecast MRR balances reflecting the capital programme proposals at Appendix B are as follows:

	2022/23 £000s	2023/24 £000s	2024/25 £000s	2025/26 £000s
Balance b/fwd.	1,506	1,869	2,854	3,794
Depreciation/Appropriation from HRA Revenue	3,239	3,336	3,436	3,539
Capital Financing	(2,876)	(2,351)	(2,496)	(3,018)
Balance c/fwd.	1,869	2,854	3,794	4,315

Housing Repairs Account

3.5 The Housing Repairs Account is an earmarked reserve used to mitigate the risks associated with cyclical and responsive repairs over time. The forecast balance over the period of the medium-term financial plan is £0.316m.

Housing Capital Investment Balances

3.6 In addition to the above, the Council has also made revenue contributions set aside for capital investment in prior years to fund new build, estate regeneration and other works. The forecast balances over the period of the medium-term financial plan are as follows:

	2022/23 £000s	2023/24 £000s	2024/25 £000s	2025/26 £000s
Balance b/fwd.	7,638	9,719	12,713	15,980
Contributions from HRA	3,342	4,210	4,437	5,285
Capital Financing for New Build / Acquisitions / Other Projects	(1,261)	(1,216)	(1,171)	(1,071)
Balance c/fwd.	9,719	12,713	15,980	20,193

Right-to-Buy (RTB) Capital Receipts

3.7 The Council has a 1-4-1 retention agreement with DLUHC allowing it to retain a greater proportion of receipts upon the condition that they are utilised in provision of replacement housing within 5 years. Receipts that are not utilised must be returned to Her Majesty's Treasury (HMT) and incur an interest charge of Bank of England Base Rate plus 4%. Following on from the update in policy, 40% of the expenditure incurred on replacement housing may be financed from RTB receipts and as a cap is being introduced the reliance on this form of financing will be reduced during the next 3 years.

3.8 It is assumed that 33 homes will be sold under the Right-to-Buy scheme per year, from 2022/23 over the period of the medium-term financial plan, producing an average receipt of £0.120m per property (prior to pooling). Forecast balances over the period are as follows:

	2022/23 £000s	2023/24 £000s	2024/25 £000s	2025/26 £000s
Balance b/fwd.	4,536	7,570	10,604	13,638
Net Pooling Contribution	3,708	3,708	3,708	3,708
Capital Financing for New Build / Acquisitions	(674)	(674)	(674)	(674)
Balance c/fwd.	7,570	10,604	13,638	16,672

The opening balance has reduced since the earlier draft report as the estimated number of current year sales has been reduced.

4. MEDIUM TERM FUNDING OPTIONS

4.1 An updated HRA medium term financial plan reflecting the above position is included at Appendix C. The remainder of the report concentrates on proposals for 2022/23 including:

- Rent
- Service Charges
- Performance management – voids and debt collection
- Expenditure assumptions
- Housing repairs and major capital works
- Capital financing

RENT

4.2 Background

Rent guidance allows increases of CPI + 1% for the four years up to 2024, based on the September 2021 rate of inflation this equates to an increase of 4.1%. The guidance is not mandatory, and Members can set any annual increase. The table below identifies the loss of rental income that would be generated if a lower increase is adopted

	Reduction in income £000s
0%	633
1%	479
2%	324
3%	170

Any below inflationary increase has a number of consequences, the first being the compound impact on future generated income. The impact of the rent reduction between 2016/17 and 2019/20 led to the Council receiving £5.107m less income than it would have with an annual inflation increases during the period.

Any reduced income will have an impact in future service provision as it is this income which provides funding for the activity in the capital programme. The capital programme in appendix B identifies capital schemes of over £4m a year across the MTFP and as well as delivering Decent Homes standards, the Council as a responsible Social Landlord is striving to deliver improvements to deliver the Climate emergency requirements and strive to have a positive impact on tenant's energy bills. The 30-year programme will be dependent on the income generated from rents to support the programme that has been identified.

Currently, 64% of council tenants receive help with the payment of their rent through Universal Credit or Housing Benefit. The financial support received will be adjusted to take into account any changes in rent or eligible service charges.

Rent estimates for 2022/23 assume a stock level of 3,454 available to let HRA properties at the start of April 2022. It is estimated that stock will fall by an estimated 33 Right-to-Buy sales in year. It is also assumed that the Rounds Gardens site will be fully decanted by 31 March 2022. The fall in numbers will be mitigated by the acquisitions available on the open market (including purchases from developers as part of S106 provisions). A void rate of 1.00% is estimated for 2022/23.

4.3 Rent Calculation

The calculations for rents are based on average rents over the entire year. The percentages applied to this may not be the same as the ones applicable when considering a 48 or 49-week rent year.

The following calculations are based on stock numbers as of January 2022.

	2021/22	2022/23	Average	Average
	£'s	£'s	%	£'s
			Increase	Increase
Average Weekly Rent (52-week basis)	87.34	90.92	4.1	3.58

4.4 Since 2022/23 is a 48-week rent year, the rents will be charged accordingly and therefore the figures shown here are for illustrative purposes. Estimated rental income from dwellings of £16.107m for 2022/23 has been included within the draft HRA revenue budgets as shown in Appendix A. The estimate is based on the central business case of:

- An average 1% void rate across the stock.
- Full decant of Rounds Gardens by March 2022
- 33 Right-to-Buy sales in 2022/23.

- Acquisition of 10 new build properties; and
- 150 re-lets where rent is uplifted to target rent

4.5 For each 1% change in the void rate the HRA rent loss is equivalent to £0.163m. Each additional RTB sale produces an average rent loss of £4,730 in a full year. The average target rent in 2022/23 (52-week basis) will be £96.29 as compared to the average current rent of £90.92 (see above.)

4.6 Although the average increase is £3.58 a week, the Council is still the landlord with the lowest rents in the Borough, with a 1 bedroom apartment in the Private Rental Sector expected to cost 58% more than the equivalent property within the HRA

SERVICE CHARGES

4.7 In line with government guidance, service charges are de-pooled from rent charges which enables tenants to see the estimated amount spent on services. Income from service charges is estimated at £0.903m in 2022/23 (including a void allowance of 1.00%).

The average weekly impact upon utilities and cleaning service charges arising from the estimates of costs associated with that service in 2022/23 (on a 52-week basis) is as follows:

Charge Type	Average Charge p/w (52 wk basis) £	Average Change p/w £
Communal Lighting - Electricity (Rebateable – eligible for Housing Benefit)	0.92	0.01
Communal Heating - Gas (Rebateable – eligible for Housing Benefit)	0.44	0.04
Communal Cleaning (Rebateable – eligible for Housing Benefit)	2.80	-0.13
Communal Heating – Gas (Non-Rebateable – Very Sheltered Housing only – not eligible for Housing Benefit)	8.52	1.62
Subtotal	12.68	1.54
Independent Living Co-ordinator	8.94	0.35
Concierge	2.28	0.00
Control centre operators	N/A	N/A

4.8 Gas price increases have been included based on a 30% increase in prices (from the information provided by our suppliers).

4.9 Control centre operator charges are no longer chargeable as the Multi-Storey flats will have been decanted. Independent Living Co-ordinator charges will rise in

line with rent levels at 4.10% in 2022/23.

PERFORMANCE MANAGEMENT

4.10 The financial management of the HRA is directly linked to key performance in several operational areas – void management, rent collection and arrears recovery.

4.11 Void Management

There is a direct relationship between the time a property remains void, and the rent foregone. Consequently, ensuring that homes are re-let in the most efficient manner is a key priority for housing and property repairs service staff.

For 2022/23 the target for void property rent and service charge loss will be set at 1.00%, equating to £0.163m. Most recent performance data shows void loss running at 2.6%. Where rechargeable works are identified at the point of tenancy termination, tenants are offered the opportunity to make good, or will be billed for the costs. Void rechargeable repairs (the works identified through this process) year to date are £0.048m.

4.12 Rent Collection/Bad Debt Provision

The collection rate for rent and service charges and the performance in managing rent debt is critical to the financial position of the HRA and has a direct impact on the amount of bad debt provision that must be set aside. The HRA is currently undertaking an exercise to write off all irrecoverable tenant arrears, therefore reducing the bad debt provision.

Arrears greater than 4 weeks amounted to £0.920m as at the first week of January 2022 and 48% of this total (£0.437m) relates to current tenants. Current in year collection of rent is performing strongly and the target collection rate of 95% is expected to be received in 2021/22. The HRA's contribution to the bad debt provision is currently estimated at £0.048m in 2022/23 reflecting the above circumstances.

5. EXPENDITURE ASSUMPTIONS

5.1 Employee costs

The HRA budgets are based on the current staffing establishment. The pay award for 2021/22 has not yet been agreed and pay negotiations are currently ongoing. An increase in pay of 2.00% has been included in the budget for 2022/23. Progression through pay scales and increased employer contributions to the Local Government Pension Scheme and Employers National Insurance have also been included in the base budget.

Several members of staff spend their time on both HRA and General Fund activities and as a result, staff costs are split based on percentages of time relevant to services.

5.2 Utility Costs

Gas prices have risen due to an increase in demand and lower levels of stored gas which has influenced the wholesale price of gas. Estimates from our energy supplier suggest that the estimated increase in the price of gas is 30% and electricity prices are also expected to rise by 15% Utility inflation continues to be a significant risk for the HRA, the impact of prices increasing higher than the assumed rates will incur a budget pressure in the year.

	Inflation Rate
Gas	30.0%
Electricity	15.0%

5.3 Central Recharges

These costs are currently estimated at £2.696m in 2022/23 and include the HRA's proportion of Corporate Property, ICT, Legal, Human Resources, Payroll and other costs.

5.4 Charges for Capital

Depreciation is used to provide a measure of the cost of the economic benefits embodied in an asset that have been consumed during the year. Estimates for 2021/22 charges are based around Chartered Institute for Public Finance and Accountancy (CIPFA) and DLUHC guidance. If there is a variance on final depreciation charge the excess or deficit is transferred to the Major Repairs Reserve to ensure the smoothing of costs for major works over the medium term.

5.5 Amounts set aside for the repayment of debt/ Revenue Contributions to Capital Expenditure

The HRA business plan initiated at the point of self-financing assumed that all in-year surpluses would be utilised in the repayment of debt, subject to the maintenance of a prudent HRA working balance. Prior to the introduction of the 1% rent cut and the redevelopment projects at high rise sites, estimates were that the HRA self-financing debt allocation of £72.949m would be repaid in 2024 (12 years following the settlement). As noted above, sums set aside for the voluntary repayment of debt have been diverted to balances during the period of the HRA Medium Term Financial Plan to fund major development costs. In the absence of significant government financial support or grant funding from Homes England, the revised debt repayment schedule is currently expected to extend to 2049/50, subject to sensitivity around project timelines and cost estimates.

Unlike the General Fund, there is no statutory requirement to set aside money from revenue for debt repayment within the HRA allowing flexibility to adjust debt repayment considering HRA business planning needs in future years.

6. HOUSING REPAIRS & MAJOR CAPITAL WORKS

6.1 Housing Repairs

Housing repairs expenditure covers both planned and responsive maintenance, some of which is capital funded. The funding is split between:

- the Housing Repairs Account for revenue expenditure such as boiler servicing, electrical inspections, etc.; and
- the Major Repairs Reserve (MRR) for capital works including the replacement of significant components (kitchens, bathrooms, central heating, etc.)

The transfer to the Housing Repairs Account in 2022/23 is estimated at £3.899m (£3.991m 2021/22). Works within this total include:

- Gas servicing and maintenance works – (£0.346m);
- Responsive repairs and voids (£2.593m);
- Repainting schemes - (£0.060m); and
- Electrical inspections and maintenance (£0.367m).

Major Capital Works

6.2 Transition to Net Zero

The Council is required to produce a capital programme which takes account of the requirement for major works for the period of the MTFP. As part of a wider capital strategy, schemes over the next 10 years are being coordinated to aid strategic planning. The plan will be established to incorporate and outline how the capital programme for the HRA can help the Council to deliver the climate change commitments as identified in the Corporate Strategy. In achieving this there will also be benefits to the tenants as the schemes will support them with affordable utilities and energy efficient homes.

This is a complex exercise and officers are working with external agencies and government departments to establish a plan of works for the short medium and long term. To support a programme of works and pump prime schemes, it is proposed that £1.000m will be transferred from the HRA Revenue balance in 2022/23 to a separate Housing Climate Change reserve. This is a high priority area and although the funding will not deliver all the Council's aspirations, it will support the establishment of a programme of works and will enable the Council to take advantage of relevant funding that becomes available at short notice, that also has a matched funding requirement.

As part of the authority's strategy to be net zero by 2030, the Council has adopted a 4-phase approach.

Carbon Management-officers have engaged with consultants to produce a Carbon Management plan to supersede the previous one which expired in 2017. This will focus on the Corporate Estate and Fleet vehicles. Their draft report has been received and is now being discussed with the consultants to finalise the plan. In order to deliver on climate change commitments a Climate Change Strategy is currently being drafted which will include provisions to decarbonise housing.

Local Authority Delivery Scheme 2 (LADS 2)-Funding of £0.507m has been secured from the Midlands Energy Hub (MEH) with a further £0.232m in match funding contributed by the Council to target approximately 90 properties with lower EPC ratings with a range of measures including Air Source Heat Pumps and Solar PV. The scheme is being carried out with E. ON as a delivery partner and now commenced it is expected to be completed during 2022.

ECO3-In conjunction with E. ON, 95 properties have been targeted to benefit from cavity wall insulation, loft insulation and loft insulation top ups. The only Cost the authority being £7,000 for the top ups, the rest being funded by ECO3. This is also expected to be completed during 2022.

Social Housing Decarbonation Fund (SHDF)-officers have submitted a bid to obtain grant funding for 47 properties to benefit from External Wall insulation. The result of this bid is now expected during January 2022.

6.4 Parity Projects

To further support the Councils aspirations, officers have engaged Parity Projects to carry out a stock modelling exercise on the social housing stock. This has been completed and will allow RBC to do the following.

- Identify potential measures for each property.
- Reach a baseline of stock performance and profile.
- Select the most cost-effective way to reach energy targets.
- Model the effect of planned installs and identify additional measures that may be added to the programme.
- Provide indicative costs to reach set SAP ratings or reach Carbon neutrality.

This will also guide future bids for funding streams with further training on the system being scheduled.

6.5 High rise replacement

As further analysis is taking place on the replacement of Rounds Gardens and Biart Place, there are currently no costs built into the capital programme detailed in appendix B. Officers will use future reports to update members on potential spend profiles.

6.6 Major Works

The full 2022/23 capital proposal of £4.811m is included at Appendix B. Material items within the programme include:

Bathrooms (£0.376m)

The proposals for 2022/23 include a bathroom replacement programme of approximately 145 properties to ensure continuing compliance with Decent Homes standards. A further 290 replacements will be undertaken in the period 2023/24 to 2025/26 at an approximate 145 properties per year. Funding is via the Major Repairs Reserve.

Kitchens (£0.683m)

The proposals for 2022/23 will allow a replacement programme of just under 190 kitchens to ensure compliance with Decent Homes (i.e., replace after 20 years). A similar number of renewals will be required for 2024/25 and 2025/26. Following this, a requirement of approximately 400 replacements for 2026/27 will be required.

Acquisitions (£1.685m)

To maintain compliance with its retained Right-to-Buy 1-4-1 Agreement with MHCLG, and to access homes made available via S106 agreement with developers the Council will acquire approximately 10 properties in 2022/23. The average cost of acquisition is estimated at £140,000 of which a maximum 40% (£56,000) is currently funded via Right-to-Buy sales receipts. The balance (60%) is funded via Housing Capital Investment balances. Where larger new build or acquisition schemes are envisaged, reports will be brought to Council outlining operational and financing recommendations.

Automated Repairs Scheduling System (£0.074m)

This was an update to the programme presented to Cabinet on 6 December. This system will be introduced to the Property Repairs Service to allow an automatic allocation of jobs to the team. This will be an integral part of a successful maintenance service and will generate efficiencies in service delivery. The Revenue costs are to be met from existing budgets.

7. CONCLUSION

7.1 The estimates contained within this report represent the most up-to-date information and sensitivity analysis available to officers. There are minor changes from the information presented to Cabinet in December.

7.2 Any changes made to the information will potentially affect the content of the subsequent appendices. If any changes to the rent setting levels are proposed, it is important to be clear about the effects of the change and to build these in during the consideration of each recommendation.

7.3 Although the proposal is to increase rents, the government recommended CPI +1% enables the HRA to have a fundable 30-year business plan to enable residents to continue to receive a high quality service.

Name of Meeting: CabinetCabinet

Date of Meeting: 7 February 2022

Subject Matter: Draft Housing Revenue Account Capital & Revenue Budgets 2022/23 and Medium Term Financial Plan 2022-26

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.

Exempt information is contained in the following documents:

Doc No	Relevant Paragraph of Schedule 12A

DRAFT REVENUE BUDGETS 2022/23 SUMMARY**HOUSING REVENUE ACCOUNT**

	2021/22 Budget £000s	2021/22 Revised Budget £000s	2022/23 Draft Budget £000s	Notes
INCOME :-				
Rent Income From Dwellings	(15,716)	(15,716)	(16,107)	1
Rent Income From Non - Dwellings	(127)	(127)	(123)	2
Charges For Services	(946)	(946)	(905)	3
Contributions Towards Expenditure	(215)	(162)	(161)	4
Total Income	(17,004)	(16,950)	(17,296)	
EXPENDITURE :-				
Transfer To Housing Repairs Account	3,991	4,267	3,899	5
Supervision & Management	5,543	5,490	5,157	6
Rents, Rates, Taxes & Other Charges	5	5	125	7
Depreciation and Impairment	2,878	2,878	3,239	8
Debt Management Cost	24	24	24	
Provision For Bad or Doubtful Debt	57	57	66	
Total Expenditure	12,498	12,720	12,511	
HRA Share of Corporate & Democratic Core Costs	254	254	291	
NET COST OF HRA SERVICES	(4,252)	(3,976)	(4,495)	
HRA SHARE OF OPERATING INCOME & EXPENDITURE INCLUDED IN THE WHOLE AUTHORITY INCOME & EXPENDITURE ACCOUNT				
Interest Payable & Similar Charges	1,839	1,838	1,295	9
Interest & Investment Income	(783)	(694)	(191)	
NET OPERATING EXPENDITURE	(3,196)	(2,832)	(3,391)	
Revenue Contributions to Capital Expenditure	3,147	2,783	3,342	5
Contributions to (+) / from (-) Reserves	49	49	49	
Surplus(-)/Deficit for year	0	0	0	

Notes

- 1 Rent estimates based on rent increase of 4.1% and estimated 33 Right to Buy sales and 10 purchases in year.
- 2 Garage rents have been increased in line with national guidance but this has been offset by an increase in the number of void/empty properties.
- 3 The net change in service charge income reflects any inflationary rises noted within the report and includes a void allowance of 1.00%.
- 4 An adjustment has been made in year to correct an income item relating to capitalised salaries, this has also been corrected within Supervision and Management.
- 5 A supplementary budget for £0.276m was approved for 2021/22 only for additional resources within the Property Repairs Service to deal with a backlog of repairs and voids work.

- 6 The main adjustments from the supervision & management revised budget for 2022/23 are:

	£
Salaries (incremental and pay award costs)	84
Internal recharges	59
Insurance	34
Property maintenance recharge	(20)
Reduced service costs for multi-storey flats	(94)
Reduced security required for decanted multi storey flats	(399)
Other net changes less than £10,000	3
Total change in Supervision & Management budget	<u>(333)</u>

- 7 Since 2019 Council Tax is due on a void property as soon as it is empty (prior to this a six months empty void period was allowed where no Council Tax was due). The increase is based upon the current amount being charged for void properties.
- 8 MHCLG and CIPFA have produced guidelines regarding council dwelling depreciation to co-incide with the introduction of HRA self-financing. Estimates for 2022/23 have been prepared on this basis.
- 9 A number of loans will be paid off during 2022/23 resulting in a lower interest charge.

Proposed Housing Revenue Account (HRA) Capital Programme 2022/23 and onwards

	Revised 2021/22 Capital Programme £000s	Proposed 2022/23 Capital Programme £000s	Proposed 2023/24 Capital Programme £000s	Proposed 2024/25 Capital Programme £000s	Proposed 2025/26 Capital Programme £000s
Improvements & Capitalised Repairs					
Bathrooms	440	376	358	358	65
Bathrooms - Voids	107	125	100	100	100
Bathrooms - Unplanned Renewals	50	50	50	50	50
Fire Risk Prevention Works	117	105	100	100	100
Fire Risk Prevention Works Voids	0	70	70	70	70
Fire Risk Prevention Works - Unplanned Renewals	0	40	50	60	60
Heating Upgrades	2,166	21	20	60	20
Kitchen Improvements	143	683	560	655	1,510
Kitchen Improvements - Voids	191	200	200	200	200
Kitchen Improvements Unplanned Renewals	0	52	52	52	52
Driveways	50	25	25	25	25
Rewiring	90	168	160	160	160
Rewiring Unplanned Renewals	0	100	100	100	100
Patterdale Sheltered Scheme	42	0	0	0	0
CCTV Upgrades	0	0	0	0	0
Soffit / Gutter Improvements	77	100	100	100	100
Roofing	0	50	50	50	50
Replacement Footpaths	118	100	100	100	100
External Walls	81	50	50	50	50
Housing Window Replacement	26	0	0	0	0
Roof Refurbishment - Lesley Souter House	0	0	0	0	0
Roof Refurbishment - Tanser Court	175	0	0	0	0
Entrance Doors / Door Entry Systems	360	126	0	0	0
Electrical Upgrades - Community Rooms	190	0	0	0	0
Boiler Works - Tanser Court	0	114	0	0	0
LED Lighting	13	0	0	0	0
Laundry Equipment	100	105	0	0	0
Housing Management System	296	60	60	60	60
Carbon Management Plan	739	0	0	0	0
Mobysoft	39	0	0	0	0
Disabled Adaptations	209	216	206	206	206
Lifeline Renewal Programme	47	30	60	60	0
Property Repairs Vehicle Replacement	300	86	85	40	0
Roof Refurbishment Victoria House	70	0	0	0	0
Automated Repairs Scheduling System	0	74	0	0	0
Purchase of Council Homes	11,593	1,685	1,685	1,685	1,685
Rugby Gateway Houses - CALA Homes	251	0	0	0	0
Rounds Gardens Capital	2,358	0	0	0	0
Rounds Gardens Demolition	5,000				
Biart Place	1,151	0	0	0	0
Biart Place Demolition	81	0	0	0	0
HRA Garage Sites	0	0	0	0	0
Bell House Redevelopment	1,521	0	0	0	0
TOTAL	28,191	4,811	4,241	4,341	4,763
Draft Financing: -					
Revenue Contributions / RTB Receipts	23,446	1,935	1,890	1,845	1,745
Major Repairs Reserve	4,745	2,876	2,351	2,496	3,018
TOTAL	28,191	4,811	4,241	4,341	4,763

MEDIUM TERM FINANCIAL PLAN - HOUSING REVENUE ACCOUNT (HRA): 2022/23- 2025/26

	2022/23 £000s	2023/24 £000s	2024/25 £000s	2025/26 £000s
EXPENDITURE				
Supervision & Management	5,157	5,286	5,418	5,554
Repairs & Maintenance	3,899	3,999	4,099	4,199
Rents, Rates, Taxes	125	125	125	125
Charges for Capital	3,239	3,336	3,436	3,539
Debt Management	24	25	25	26
Provision for Bad Debts	66	68	69	71
HRA Share of Corporate & Democratic Core Costs	291	298	306	313
Revenue Contributions to Capital Expenditure	3,342	4,210	4,437	5,285
Net Interest Payments	1,104	923	911	900
Contribution to/from(-) reserves	49	50	52	54
Total	17,296	18,321	18,879	20,065
INCOME				
Dwelling Rent	(16,107)	(17,121)	(17,649)	(18,803)
Non Dwelling Rent	(123)	(122)	(120)	(119)
Service Charges	(905)	(912)	(939)	(967)
Contributions towards expenditure	(161)	(166)	(171)	(176)
TOTAL	(17,296)	(18,321)	(18,879)	(20,065)

Impact on Average Rent (52 week basis):	£	£	£	£
Prior Year	87.34	90.92	93.65	96.46
Current Year	90.92	93.65	96.46	99.35
Increase £'s	3.58	2.73	2.81	2.89
Increase %	4.10	3.00	3.00	3.00