



26 January 2023

CABINET – 6 FEBRUARY 2023

A meeting of Cabinet will be held at 6pm on Monday 6 February 2023 in the Council Chamber at the Town Hall, Rugby.

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

Mannie Ketley
Chief Executive

A G E N D A PART 1 – PUBLIC BUSINESS

1. Minutes.

To confirm the minutes of the meeting held on 9 January 2023.

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 or by e-mail to the Chief Executive at least three clear working days prior to the meeting (no later than Tuesday 31 January 2023).

Growth and Investment Portfolio

5. Adoption of the Climate Change and Sustainable Design and Construction Supplementary Planning Document (SPD).
6. The Coventry and Warwickshire Growth Hub.

Leisure and Wellbeing Portfolio

Nothing to report to this meeting.

Finance, Performance, Legal and Governance Portfolio

7. Finance and Performance Monitoring 2022/23 – as at 31 December 2022 (Quarter 3).
8. Draft General Fund Revenue and Capital Budgets 2023/24 and Medium Term Financial Plan 2023-2028.

Communities, Homes, Digital and Communications Portfolio

9. Draft Housing Revenue Account Capital and Revenue Budgets 2023/24 and Medium Term Financial Plan 2023-2028.
10. Additions to the HRA Capital Continuation Programme.

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.

11. 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 items on the grounds that they involve the likely disclosure of information defined in paragraphs 1, 2 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

1. Debt repayment plan.
2. Parks Client Officer.

Finance, Performance, Legal and Governance Portfolio

3. Election of Mayor and Appointment of Deputy Mayor 2023/24.

Communities, Homes, Digital and Communications Portfolio

Nothing to report to this meeting.

Regulation and Safety Portfolio

4. Honorarium.

Change and Transformation Portfolio

Nothing to report to this meeting.

Operations and Traded Services Portfolio

5. Honoraria extensions.

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

6. Write Offs.
7. Urgent Decision under Delegated Powers – Insurance Portfolio Renewal.

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, Picker, Poole, Roberts and Ms Robbins.

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: Climate Change and Sustainable Design and Construction Supplementary Planning Document (SPD)

Name of Committee: Cabinet

Date of Meeting: 6 February 2023

Report Director: Chief Officer - Growth and Investment

Portfolio: Growth and Investment

Ward Relevance: All

Prior Consultation: The draft SPD was presented to Planning Services Working Party and Climate Change Working Party.

The SPD has also been subject to a statutory public consultation process to allow it to be used in decision making on planning applications this was carried out between 27th September and 8th November 2022.

Contact Officer: Martin Needham. Senior Planning Officer. Development Strategy 01788 533741

Public or Private: Public

Report Subject to Call-In: No

Report En-Bloc: No

Forward Plan: Yes

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

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

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

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

(O) Organisation Rugby Borough Council is a responsible, effective and efficient organisation. (O)

[Corporate Strategy 2021-2024](#)

This report does not specifically relate to any Council priorities but

Summary:	The Climate Change and Sustainable Design and Construction SPD supports local plan policies and the Council's Climate Change Strategy and provides guidance on how developments can combat the effects of climate change and be more adaptable to its impacts. The document has been subject to public consultation and has been amended accordingly following representations received and is now ready for adoption. Once adopted it will be used as material consideration for determining planning applications.
Financial Implications:	No direct financial implications as a result of this report.
Risk Management/Health and Safety Implications:	The Council may not be fulfilling its obligations set out in the local plan to produce the SPD if the document is not adopted.
Environmental Implications:	No direct implications as a result of this report however the SPD once adopted will help improve the quality of developments which will help reduce carbon emissions, improve biodiversity and provide better sustainable drainage.
Legal Implications:	The Council may not be fulfilling its obligations set out in the local plan to produce the SPD if the document is not adopted.
Equality and Diversity:	None as a direct result of this report.
Options:	<p>1. The Climate Change and Sustainable Design SPD is adopted</p> <p>Risks: None</p> <p>Benefits: Adoption of the SPD is the next step in completing the process and would fulfil the obligation set out in the local plan.</p> <p>2. The Climate Change and Sustainable Design and Construction SPD is not adopted and the content is reconsidered.</p> <p>Risks: The document is delayed or not produced at all and cannot be used to inform development. The Council may not be fulfilling its obligations to produce the SPD as set out in the local plan.</p>

Benefits: Further opportunity will be available to review the content of the SPD.

3. The Climate Change and Sustainable Design and Construction SPD is not adopted and no further action is taken towards its adoption.

Risks: The document is not produced at all and cannot be used to inform new development. The Council may not be fulfilling its obligations to produce the SPD as set out in the local plan.

Benefits: None.

Recommendation:

IT BE RECOMMENDED TO COUNCIL THAT -

(1) The Climate Change and Sustainable Design and Construction SPD (attached as appendices 1, 1A and 1B) be adopted; and

(2) delegated authority be given to the Chief Officer for Growth and Investment to make minor grammatical and presentational amendments as necessary either prior to or following adoption, and prior to it being published.

Reasons for Recommendation:

The adoption of the SPD will help the Council meet its climate and local plan objectives by combatting climate change and providing high quality sustainable development.

Cabinet - 6 February 2023

**Climate Change and Sustainable Design and Construction
Supplementary Planning Document (SPD)**

Public Report of the Chief Officer - Growth and Investment

Recommendation

IT BE RECOMMENDED TO COUNCIL THAT -

- (1) the Climate Change and Sustainable Design and Construction SPD (attached as appendices 1, 1A and 1B) be adopted; and
- (2) delegated authority be given to the Chief Officer for Growth and Investment to make minor grammatical and presentational amendments as necessary to the Climate Change and Sustainable Design and Construction SPD either prior to or following adoption, and prior to it being published.

1. Introduction

- 1.1 Supplementary Planning Documents (SPDs) provide further detailed guidance on Local Plan policy topics such as large-scale allocations, affordable housing, sustainable design and construction, residential design guidance and planning obligations. SPDs do not form part of the Local Plan itself, however SPDs must not conflict with the adopted Local Plan (Regulation 8(3) of the Town and Country Planning (Local Planning) (England) Regulations 2012). SPDs are therefore a material consideration when the Council is determining planning applications.
- 1.2 SPDs must be prepared in accordance with the Council's Local Development Scheme (LDS) (Section 19(1) of the Planning and Compulsory Purchase Act 2004) and the Council's Statement of Community Involvement (SCI) (Section 19(3) of the Planning and Compulsory Purchase Act 2004). The SCI is a document which sets out the Council's policy for consulting and engaging with individuals, communities and other stakeholders for a range of planning matters.
- 1.3 Before an SPD is adopted, the Council must prepare a consultation statement setting out:
 - a) Who was consulted when the SPD was prepared;
 - b) A summary of the main issues raised by those persons; and
 - c) How those issues have been addressed in the SPD.

- 1.4 Any person can make representations about an SPD. The representations must be received by the Council by the date it specifies.
- 1.5 These consultation requirements are set out in Regulations 12 and 13 of the Town and Country Planning (Local Planning) (England) Regulations 2012. Unlike the Local Plan, SPDs are not subject to independent examination. Once the consultation has been completed, the Council can adopt an SPD either as originally prepared or as modified to take account of:
 - a) Any representations received.
 - b) Any other matter the Council considers relevant.
- 1.6 It is important to note that as per the SCI, an SPD must be adopted by resolution of Council.
- 1.7 Once adopted, the Planning and Compulsory Purchase Act 2004 requires that SPDs are kept under review having regard to any of the following matters:
 - a) The principal physical, economic, social and environmental characteristics of the area of the Council.
 - b) The principal purposes for which land is used in the area.
 - c) The size, composition and distribution of the population of the area.
 - d) The communications, transport system and traffic of the area.
 - e) Any other considerations which may be expected to affect those matters.
 - f) Such other matters as may be prescribed or as the Secretary of State (in a particular case) may direct.
 - g) Any changes which the Council think may occur in relation to any other matter.
 - h) The effect such changes are likely to have on the development of the Council's area or on the planning of such development.
- 1.8 An SPD can be revised at any time; however, the Council must also revise an SPD if required by the Secretary of State.

2. Background Information

- 2.1 The Council declared a climate emergency in July 2019, committing the Council to help achieve the UK's carbon reduction targets. This involves influencing change for businesses, transport, natural environment, energy for homes and waste to help meet these objectives. In addition, the Rugby Borough Council Local Plan 2011-2031 (adopted June 2019) commits the Council to producing a SPD to support the policies in the Sustainable Design and Construction chapter.
- 2.2 Development has a key role to play in combatting climate change. By influencing proposals through local plan policies and guidance, higher quality development can take place that is more energy efficient and adaptable to the effects of climate change. This SPD will provide up to date guidance to help achieve these aims.

- 2.3 The Climate Change section of the SPD draws on up to date guidance on reducing the reliance on fossil fuels and energy consumption through design innovations and the use of different technologies. This section draws on key themes from the Council's Climate Change Strategy which was adopted in 2022.
- 2.4 The Sustainable Design and Construction chapter of the local plan includes matters relating to high quality design, energy efficiency, flooding, sustainable drainage, renewable technology, and broadband provision amongst others. These are used as material considerations in the determination of planning applications.
- 2.5 In accordance with the regulations, the SPD was subject to public consultation that took place between 27th September to 8th November. In total, 12 representations were received from stakeholders resulting in a number of amendments to the SPD. The Consultation Statement outlining this process, including a summary of the main issues raised and how they have been taken into account is included in Appendix 2 to this report.
- 2.6 An Adoption Statement will be issued in the event the SPD is adopted. A draft version is included at Appendix 3 to this report.
- 2.7 The Climate Change and Sustainable Design and Construction SPD has also been subject to a Strategic Environmental Assessment (SEA) screening report – which concluded that a SEA was not required. The SEA screening report is included in Appendix 5 to this report.

3. Conclusion

- 3.1 The Climate Change and Sustainable Design and Construction SPD has been prepared to support the climate change objectives of the Borough Council and local plan policies. It has progressed through the necessary consultation stage and representations received have been carefully considered to help inform the final document.
- 3.2 The final version of the SPD is attached to this report and it is recommended that it be adopted. Following its adoption the SPD will be a material consideration used in the determination of planning applications.

Name of Meeting: Cabinet

Date of Meeting: 6 February 2023

Subject Matter: Climate Change and Sustainable Design and Construction SPD

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

A large, mature tree with dense green foliage stands in a grassy field. The scene is bathed in soft, golden light, suggesting early morning or late afternoon. The background shows a hazy landscape with more trees and hills.

RUGBY BOROUGH COUNCIL CLIMATE CHANGE & SUSTAINABLE DESIGN AND CONSTRUCTION

SUPPLEMENTARY PLANNING DOCUMENT JANUARY 2023



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Format of this SPD

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Tier 3: Utilise Renewable Energy

3 BREEAM and Non-Residential Building Design

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Flood Risk
Resilience Measures

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Types of Sustainable Drainage Systems

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Water Efficiency
Water Quality
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1 INTRODUCTION

PURPOSE OF THIS SUPPLEMENTARY PLANNING DOCUMENT

- 1.1 Rugby Borough Council is committed to tackling climate change. In July 2019 the Council declared a 'Climate Emergency' as a pledge to take local action to contribute to national carbon neutrality targets. Climate change is a major, global issue and Rugby Borough must take steps to reduce its causes and make plans to respond to its effects at the local level.[MN2]
- 1.2 Following the declaration of a climate emergency, the Council, through a cross party member working group, began the development of a climate change strategy with a view to achieving its ambitious goal of achieving a net zero Council by 2030 and a net zero Borough by 2050. The strategy sets out 7 themes that will be addressed to reach this objective.
 - Workplaces and Economy – Day to day operation of businesses and industry make a significant contribution to greenhouse gases. Opportunities exist to adopt sustainability principles and reduce emissions in workplaces to reduce this impact.
 - Transport – Recent figures confirm that transport accounts for 25% of all carbon emissions in Rugby Borough. Additionally, transport related air pollution is associated with a number of adverse health impacts. Public transport, active travel and zero emissions vehicles will contribute to reducing these emissions.
 - Waste, Resources and the Circular Economy – Decomposition from biodegradable waste at landfill sites contributes to greenhouse gas emissions. Reducing the amount of waste going to landfills and moving to a circular economy which re-uses resources and adopts low carbon and efficient systems will help combat this. Products and materials should be kept in use for as long as possible.
 - Homes and Energy - There is an increasing need to ensure that all homes in the Borough can become more energy efficient and transition to more sustainable sources of energy. Existing homes and associated energy uses will need to be significantly changed to reduce their impact on the environment and to ensure that they are resilient to the impacts of future climate change. Equally, new housing in the Borough will need to be energy efficient and climate resilient.
 - Natural Environment - Land use and land management has an important impact on carbon balances, for example in soils and forests. Measures can be taken to protect and improve our natural environment as well as mitigate some of the future impacts of climate change. In addition, planting trees, restoring habitats and working towards sustainable land management practices will help to capture carbon.
 - Climate and Nature Positive Communities – Meaningful engagement and involvement of

residents and the local community will help identify issues and deliver sustainable solutions. Parish Councils have a strong history of delivering meaningful change at a local level. On an individual basis residents have access to good quality information that will help make informed choices about energy use, transport and waste management.

- Adaption - The impacts of climate change are already being seen, with changes in average temperature, shifts in the seasons and an increasing frequency of extreme weather events. Adaptation refers to adjustments in ecological, social, or economic systems in response to actual or expected climate change. This can increase resilience to climate change, in particular extreme weather events.
- 1.3 The Council has launched a dedicated website to document our work to become carbon neutral by 2030. The site includes further information on climate issues, news updates and the latest version of the Climate Change Strategy and Action Plan. The website is available at <https://www.rugbynetzero.co.uk>.
 - 1.4 All of these themes are applicable to development in the Borough. Furthermore, the Local Plan 2019 contains planning policies to determine applications for planning permission. It includes a Sustainable Design and Construction chapter, which recognises that climate change is a major, global issue and Rugby Borough must take steps to reduce its causes and make plans to respond to its effects at the local level. It is essential for development to take into account the consequences of climate change, to ensure it is adaptable to changing conditions over its lifetime.
 - 1.5 Through the application of these policies and guidance to development proposals, including assessment in planning applications, development can contribute to achieving climate objectives. This Supplementary Planning Document (SPD) provides additional guidance to support their implementation. SPDs are material considerations in planning decisions but are not part of the development plan itself.
 - 1.6 This SPD has been developed in consultation with communities, site promoters, landowners and developers, service providers and statutory bodies, such as Warwickshire County Council's, Ecology, Archaeology, Flooding, and Highways services, the Environment Agency, Historic England, Natural England, as well as Rugby Borough Council services including Parks and Development Management.
 - 1.7 Public consultation was undertaken on a Draft Climate Change SPD between 7th October and 18 November 2022. Following changes made in response to that consultation, this revised final version was adopted by Council on (tbc).
 - 1.8 This SPD is to be used in conjunction with other policies in the local plan and other adopted SPDs. The Council has adopted an Air Quality SPD that should also be referred to for developments affecting air quality.

FORMAT OF THIS SPD

- 1.9 This SPD covers broad areas in relation to climate change and sustainability that applicants should consider as part of their development proposals. Some issues may only apply to large scale or certain types of development.
- 1.10 In addition to topics covered, information requirements including a sustainability checklist are provided in Appendix A which should be completed by applicants prior to submitting applications. Some categories will only be applicable to certain types of development, however checking this will help ensure that development proposals address the issues that are likely to come up in the application and will avoid delay due to additional information being required.
- 1.11 Appended to the SPD is also a Residential Design Guide (Appendix B). This includes detailed guidance for residential developments that will help inform decisions.

2 ENERGY EFFICIENCY

THE ENERGY HIERARCHY

- 2.1 Policy SDC4 of the local plan sets out the Energy Hierarchy (also included in the National Design Guide 2019) which developments are expected to follow to achieve carbon reduction targets. The building of more sustainable buildings will require the Energy Hierarchy to be taken into account from the outset of the design process. In order to achieve low carbon development, the Energy Hierarchy provides the most practical and cost effective methodology. Priority should be given to ways to reduce the energy required from a development through energy efficiency measures. Following this, supplying energy through efficient means should be explored, and then options for utilising renewable technology.
- 2.2 The hierarchy is illustrated below, followed by an explanation of each of the tiers alongside examples of measures that can be incorporated. Adhering to its principles will improve the sustainability of buildings.

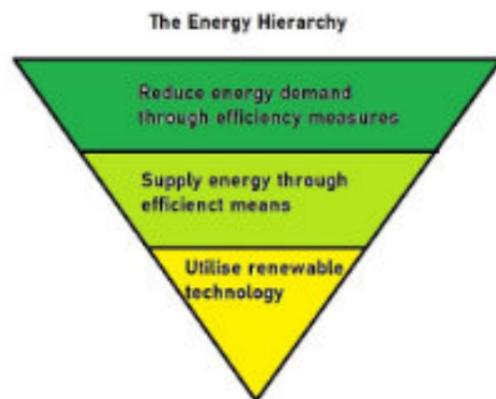


Figure 1: The Energy Hierarchy

Tier 1: Reducing energy demand

- 2.3 Reducing the demand for energy is at the top of the hierarchy and should be utilised the most. To achieve this, developments should consider the following:

- Design, layout and aspect of internal spaces that reduces the risk of overheating and fuel poverty
- Insulation, air tightness and thermal mass to retain heat
- Management of solar gain to minimise in summer and maximise in winter
- Natural ventilation for cooling which can be easily closed to maximise air tightness
- Positioning, size and orientation of windows
- Outdoor space for food growing.

ENERGY EFFICIENT DESIGN

- 2.4 One way of reducing the demand for energy is by utilising the passive design concept. Passive design uses the natural movement of heat, air and light to keep internal conditions in a building comfortable. By using natural movements, there is a reduced need for energy consuming Active Design measures such as comfort cooling, heat exchangers, boilers etc.

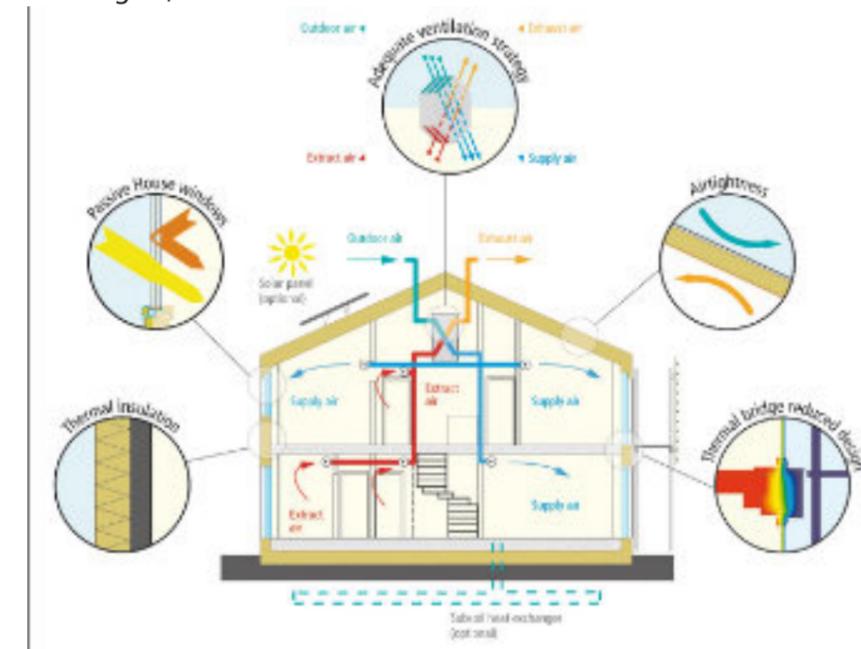


Figure 2: Passive design

Source: Passive House Institute

- 2.5 A 'fabric first' approach to building design involves maximising the performance of the components and materials that make up the building fabric itself, before considering the use of mechanical or electrical building services systems. Focussing on the building fabric

first, is generally considered to be more sustainable than relying on energy saving technology, or renewable energy generation, which can be expensive, can have a high embodied energy and may or may not be used efficiently by the consumer.

PASSIVE SOLAR DESIGN – SOLAR GAIN:

- 2.6 Solar gain refers to the natural heating of a building from the sun. The orientation of a building affects the amount of solar gain experienced. Houses do not all need to face directly to south to gain the benefits of solar gain, but should be orientated within 30 degrees of south where possible. A south easterly orientation is better as it will make effective use of the early morning gains and reduce the likelihood of overheating in the afternoon.

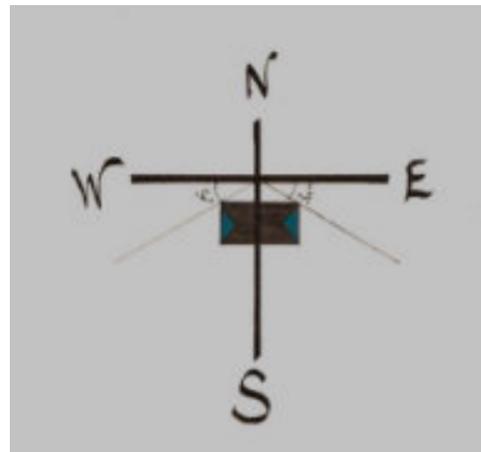


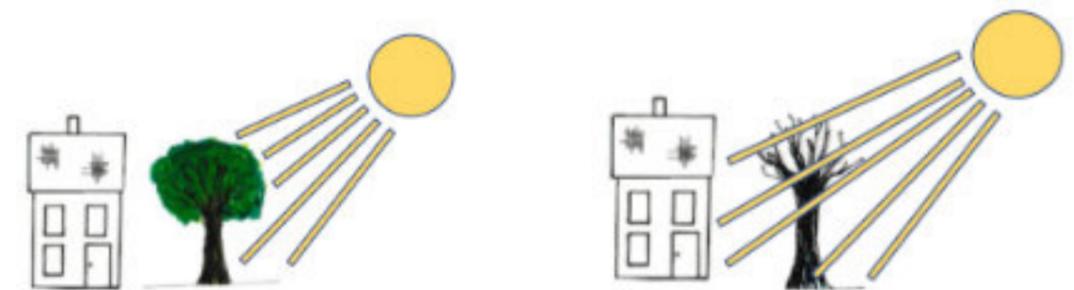
Figure 3: Building orientation should face 30 degrees south

- 2.7 Road layout is an important factor in passive solar gain as it determines building orientation. Roads which run on an east-west axis will provide more opportunity to position homes to take advantage of solar gain. There are design solutions for roads which by necessity run north-south; diagonal roads, plots can be skewed to face the road, or skewing the houses within the plots. The needs of building orientation should however be balanced by the need to create an acceptable pattern of development and maintain active frontages.
- 2.8 The most frequently used rooms, such as living rooms and main bedrooms, should be positioned on the south side of the dwelling. Rooms that benefit little from sunlight, such as hallways, utility rooms, bathrooms and storage areas, should be placed on the north side of the dwelling. To minimise overheating in the kitchen, south facing glazing should be avoided.
- 2.9 Consideration should be given to the proximity of other buildings and to limiting the possibility of overshadowing. Lower buildings such as bungalows should be located to the south, taller buildings to the north. Non-habitable areas such as garages should be positioned to the north.



Figure 5: Building size location in relation to sun

- 2.10 Trees can be planted to help protect settlements from prevailing winds. The tallest trees should be deciduous to allow the winter sun. In some circumstances evergreen trees can



be used to protect settlements from prevailing winds coming in from exposed directions.

Figure 6 Tree function in Passive Solar Design

- 2.11 When considering the design of developments and solar gain, reference is recommended to Building Regulations Approved Document O: Overheating. This document sets out measures for limiting unwanted solar gain and removing excess heat from indoor environments. The document is available at https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1057374/ADO.pdf.
- 2.12 Warwickshire County Council are responsible for the roads and highways in the borough that are maintained at public expense and must be consulted on any proposals that may affect existing trees within the adopted highway, or any proposed tree planting within streets intended to be offered for adoption.

PASSIVE SOLAR DESIGN – GLAZING

- 2.13 A passive solar house normally has more glazing on the south elevation to capture the heat and smaller windows on the north to prevent heat escaping. The southern elevation should incorporate a greater percentage of glazing than other elevations. Smaller glazing on northern elevations will help minimise heat loss.
- 2.14 Passive solar design considerations must not negatively impact on natural surveillance and daylight within the dwelling.

PASSIVE SOLAR DESIGN - THERMAL MASS

- 2.15 Thermal mass refers to the capacity to absorb, store and release heat. Heat radiated onto a surface is absorbed, then conducted from the warm surface to the cooler interior of the mass. When the surface becomes warmer than the surrounding air, the heat is radiated back into space, warming the air and the surface becomes cooler.



Figure 4: Thermal mass, absorbing and releasing heat

- 2.16 An effective thermal mass material must have high heat capacity, moderate conductance and density, and high emissivity and absorptivity. Building materials which may appear to be similar can have different levels of absorption, for example, a building material with a reflective surface will absorb less heat than a similar material with a dull surface. Effective thermal mass is reliant on three factors: specific heat capacity, density and thermal conductivity.

PASSIVE SOLAR DESIGN - PASSIVE VENTILATION

- 2.17 The fabric of a building has limited capacity to hold heat, in periods of high temperatures cooling techniques may be necessary to reset capacity. Passive ventilation should be considered with other passive solar design aspects.



Figure 5: Passive Ventilation

TIER 2: SUPPLYING ENERGY THROUGH EFFICIENT MEANS

- 2.18 Every effort should be made to ensure that, ideally through renewable means, energy is utilised in the most efficient manner possible. Supplying energy through efficient means includes using efficient mechanical and electrical systems, including heat pumps, heat recovery systems and LED lights.
- 2.19 Building Regulations set out minimum standards for energy efficiency in new buildings and are periodically updated. Further information on the latest regulations can be obtained from Building Control https://www.rugby.gov.uk/info/20005/building_control or tel: 01926 456551. In addition to meeting Building Regulations requirements, developments are encouraged to maximise opportunities to incorporate energy efficiency measures where possible.
- 2.20 A 'fabric first' approach to building design involves maximising the performance of the components and materials that make up the building fabric itself, before considering the use of mechanical or electrical building services systems. This can help reduce capital and operational costs, improve energy efficiency and reduce carbon emissions.
- 2.21 Dwellings and other buildings should aim to ensure that the highest level of insulation possible is provided. Thermal bridge free design is encouraged where appropriate, and lighting should be the most energy efficient – for example, by using LED lightbulbs. Air tightness is equally important and natural ventilation should be able to be easily closed to not compromise air tightness.

- 2.22 Where dwellings include integrated appliances these should aim to be the most energy efficient with a minimum of A+ rating. Also, Information Technology advances and app-based solutions allow users to manage appliances and heating systems. These can allow close monitoring of energy consumption as well as direct control to use them more efficiently.

TIER 3: UTILISE RENEWABLE ENERGY

- 2.23 As detailed above, the priority in the energy hierarchy is to reduce energy demand first followed by finding ways to supply the energy more efficiently. For energy generation itself, renewable energy should be utilised where possible to reduce carbon emissions and help combat climate change. Fossil fuels are discouraged.
- 2.24 There are a range of options available to incorporate renewable energy into new developments, and the best solution will depend upon the individual circumstances of a particular proposal. The main options for renewable energy are set out below. There are likely to be other technologies emerging in the future and therefore the SPD does not restrict the use of only applying the technologies within this section; other new and emerging technologies will be considered on their merits.

PHOTOVOLTAICS (PV)

- 2.25 Solar Panel systems, also known as PV, capture the sun's energy using photovoltaic cells. The cells do not need direct sunlight to work as they can still generate some electricity on cloudy days, but it is important to avoid shading. Cells convert sunlight into electricity which can be used to run household appliances and lighting. The installation of PV panels will need to be sensitive to all developments, particularly those in Conservation Areas and relating to Listed Buildings. Examples of PV on residential buildings are shown in Appendix B. Guidance on how Photovoltaics may be installed on historic buildings or within historic sites is available in the Historic England report: Energy Efficiency and Historic Buildings: Solar Electric (2017) available at <https://historicengland.org.uk/images-books/publications/eehb-solar-electric/>.
- 2.26 Where solar arrays are proposed on agricultural land, measures should be taken to ensure the land can be restored to its agricultural use once the solar array is no longer needed. Also, careful consideration to the siting and design of arrays is required due to likely impacts on the landscape character. Some areas of Rugby Borough have more sensitive landscape settings than others. Developers are encouraged to refer to the Rugby Borough Landscape Sensitivity Study 2016, available at (https://www.rugby.gov.uk/downloads/download/272/landscape_sensitivity_study). Spacing between panels will allow light to reach the ground underneath and aid maintenance.

SOLAR WATER HEATING

- 2.27 Solar water heating is a green, renewable heating system which can reduce carbon dioxide emissions. Solar collectors are usually installed on roofs, but they can also be ground-mounted. These systems use free heat from the sun to warm up domestic hot water. If solar energy is unavailable or there is a desire to have hotter water, renewable heating should be provided (gas boilers are now not preferred and these will be inadmissible after 2025 in order to help reach government carbon targets). Once the initial installation has taken place, the hot water costs will reduce.

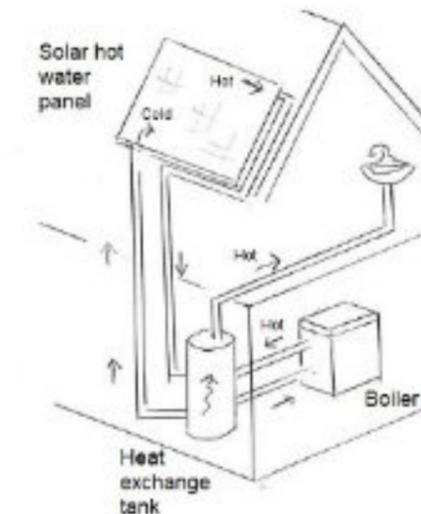


Fig 6: Solar Water Heating System

DISTRICT HEATING

- 2.28 District heating schemes deliver heating and hot water to multiple buildings from a local plant. District heating should use low carbon energy sources, including renewable energy technology such as water source or ground source heat pumps. They may require connecting to an existing district heating scheme or providing new infrastructure. In some cases, it can be combined with electricity production in combined heat and power (CHP) or in combined cooling, heat and power (CCHP). Systems should not rely on natural gas or diesel.

MICRO WIND TURBINES

- 2.29 These generate electricity by harnessing the power of wind. Wind turbines catch the wind by using large blades and as the wind blows, the blades are forced round, driving a turbine which generates electricity. Electricity generation is generally around a few hundred watts which would be enough to power energy efficient light bulbs on a windy day throughout a typical home. Micro wind turbines are often only efficient if installed in undisturbed air flow, i.e. clear of roofs and trees. If attached to buildings, the design should limit mechanically transmitted noise within the building.[MN3]

AIR SOURCE HEAT PUMPS

- 2.30 These absorb heat from the outside air which can then be used to provide hot water and to heat the building, preferably by under floor systems which provide greater efficiency than radiators. Although heat pumps will have some impact on the environment as they require electricity, the heat which is extracted from the air is constantly being renewed naturally. Depending on the type of fuel that is being replaced, the home could see lower carbon emissions. Careful consideration should be given to noise issues that may be associated with this technology which may potentially cause a statutory nuisance. To ensure that there are no negative impacts on the street scene or character of the area, design and siting must be given appropriate consideration.



Figure 7: An Air Source Heat Pump

Source: <https://www.energy.gov>

GROUND SOURCE HEAT PUMPS

- 2.31 Ground source heat pumps are used to heat underfloor or warm air heating systems, hot water and radiators, maximum efficiency is normally obtained with underfloor heating. They use pipes that are buried underground to extract heat from the ground, although boreholes should also be considered as they take up less space which means that there is more land available for other infrastructure such as planting, ponds etc. The ground source heat pump circulates a mixture of water and antifreeze around a pipe, called a ground loop, which is buried in the garden. Heat from the ground is absorbed into fluid

which passes through a heat exchanger and into the heat pump. The benefit of using a heat pump is that, as the ground remains at a fairly constant temperature under the surface, the pump can be used throughout the year. If these replace conventional electric heating, depending on which fuel is being replaced, there could be lower home carbon emissions. As well as heating the home it will also heat water and minimal maintenance is required.[MN4]

WATER SOURCE HEAT PUMPS

- 2.32 These work on a similar principle to air source and ground source heat pumps. They take advantage of the consistent temperatures found in a body of water such as a river, stream or lake by using submerged pipes. A heat pump pushes working fluid through the network of piping, and the fluid absorbs the heat from the surrounding water as it goes. The fluid is then compressed by an electric compressor which raises the temperature. A heat exchanger can be used to remove the heat from the working fluid, providing hot water that can be used for space heating (radiators but preferably under floor heating for maximum efficiency). Once the heat is removed from the fluid via the exchanger, it is pumped back through the pipes, completing a continuous cycle.

BIOMASS HEATING

- 2.33 Biomass is a renewable energy source, generated from burning solid fuels such as chips and logs. It releases carbon dioxide when burned, but considerably less than fossil fuels. A stove burns logs or pellets to heat up a single room and a back boiler to provide water heating as well. The boiler burns logs, pellets and chips and is connected to a hot water system and central heating. Proposals for biomass will be considered on a case by case basis and will only be appropriate in certain locations, where there are no unacceptable

environmental or amenity impacts, including on air quality. Biomass heating is likely to require a permit from the Environment Agency.

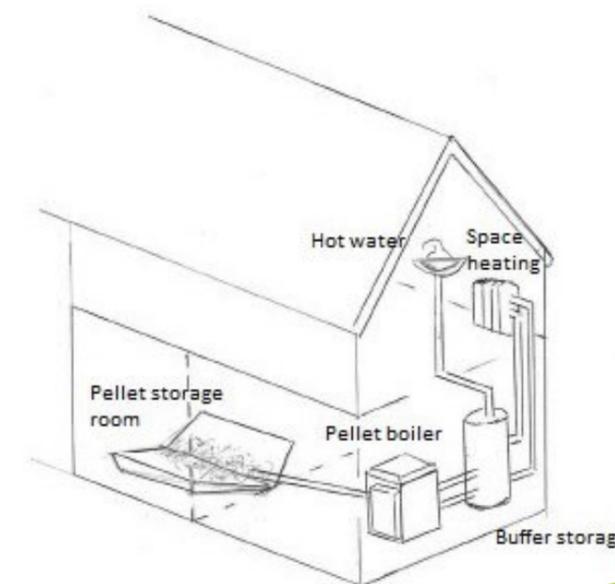


Figure 8: A typical biomass system

MICRO HYDRO

- 2.34 In some instances it may be possible to utilise streams or rivers for small or micro hydroelectricity systems. Hydroelectricity systems use the flow of the water through a turbine and can produce enough electricity for lighting and electrical appliances in an average home. Excess power that is generated can be used to provide heat and hot water too. Hydroelectricity is green, renewable energy and doesn't release harmful carbon dioxide or other pollutants into the air.

THERMAL STORES

- 2.35 Thermal stores are vessels used to store excess heat generated from a domestic renewable heating system. It is a way of storing and managing the heat until it is needed. Heated water is usually stored in a large, well-insulated cylinder often called a buffer or accumulator tank.
- 2.36 These can be used with an individual renewable heating technology or by combining different renewable heating technologies. They can also be used as a renewables technology with a conventional boiler or immersion heater. Thermal stores have been proven to work well with heat pumps, wind energy and solar water heating systems.

ENERGY EFFICIENCY AND THE HISTORIC ENVIRONMENT

- 2.37 Energy efficiency measures and incorporating renewable technologies can impact upon the historic environment. Historic England have published guidance on energy efficiency in older houses and historic buildings and advice on solar power and heat pump installations. These include:
- Solar Photovoltaics:**
<https://historicengland.org.uk/images-books/publications/eehb-solarelectric/heag173-eehb-solar-electric-photovoltaics/>
- Heat Pumps:**
<https://historicengland.org.uk/images-books/publications/eehb-heat-pumps/heag172-heat-pumps/>
- Energy Efficiency**
<https://historicengland.org.uk/content/docs/advice/technical-conservation-guidance-and-research-brochure-pdf/>

3 BREEAM AND NON-RESIDENTIAL BUILDING DESIGN

- 3.1 BREEAM stands for the Building Research Establishment Environmental Assessment Methodology. Policy SDC4 of the local plan requires that all non-residential development over 1000 sqm should aim to achieve as a minimum BREEAM standard 'very good' (or any future national equivalent) unless it can be demonstrated that it is financially unviable.
- 3.2 BREEAM is used for assessing best practice in sustainable building design, construction and operation of non-residential buildings. It is used to improve, measure and certify the social, environmental and economic sustainability of buildings. BREEAM is assessed using a system of credits in the following nine categories:
- Health and Wellbeing
 - Management
 - Energy
 - Transport
 - Water
 - Materials
 - Waste
 - Land Use and Ecology
 - Pollution
- 3.3 Some category credits are mandatory to achieve a certain rating, whilst other category credits can be interchanged. Therefore, where compliance is not achieved in a non-mandatory category it can be offset by another category.
- 3.4 The use of BREEAM helps designers and clients measure and reduce the environmental impacts of their buildings, creating high value, lower risk assets. The BREEAM methodology has the following aims:
- To mitigate the lifecycle impacts of buildings on the environment;
 - To enable buildings to be recognised according to their environmental benefit;
 - To provide a credible, environmental label for buildings; and
 - To stimulate demand and create value for sustainable buildings, building products and supply chains.
- 3.5 The Building Research Establishment (BRE) produced a BREEAM New Construction technical manual 2014, which was updated in 2018. This should be used at project inception to ensure that BREEAM certification is followed. It is also crucial for developments to integrate the BREEAM process at this stage, as it will greatly reduce the costs associated with meeting the required BREEAM standards.
- 3.6 BREEAM certification can also apply to standards for refurbishment. Extensions to existing units which are classified as major developments are expected to adhere to

BREEAM standards. A proposal which is part new construction and part refurbishment has two options:

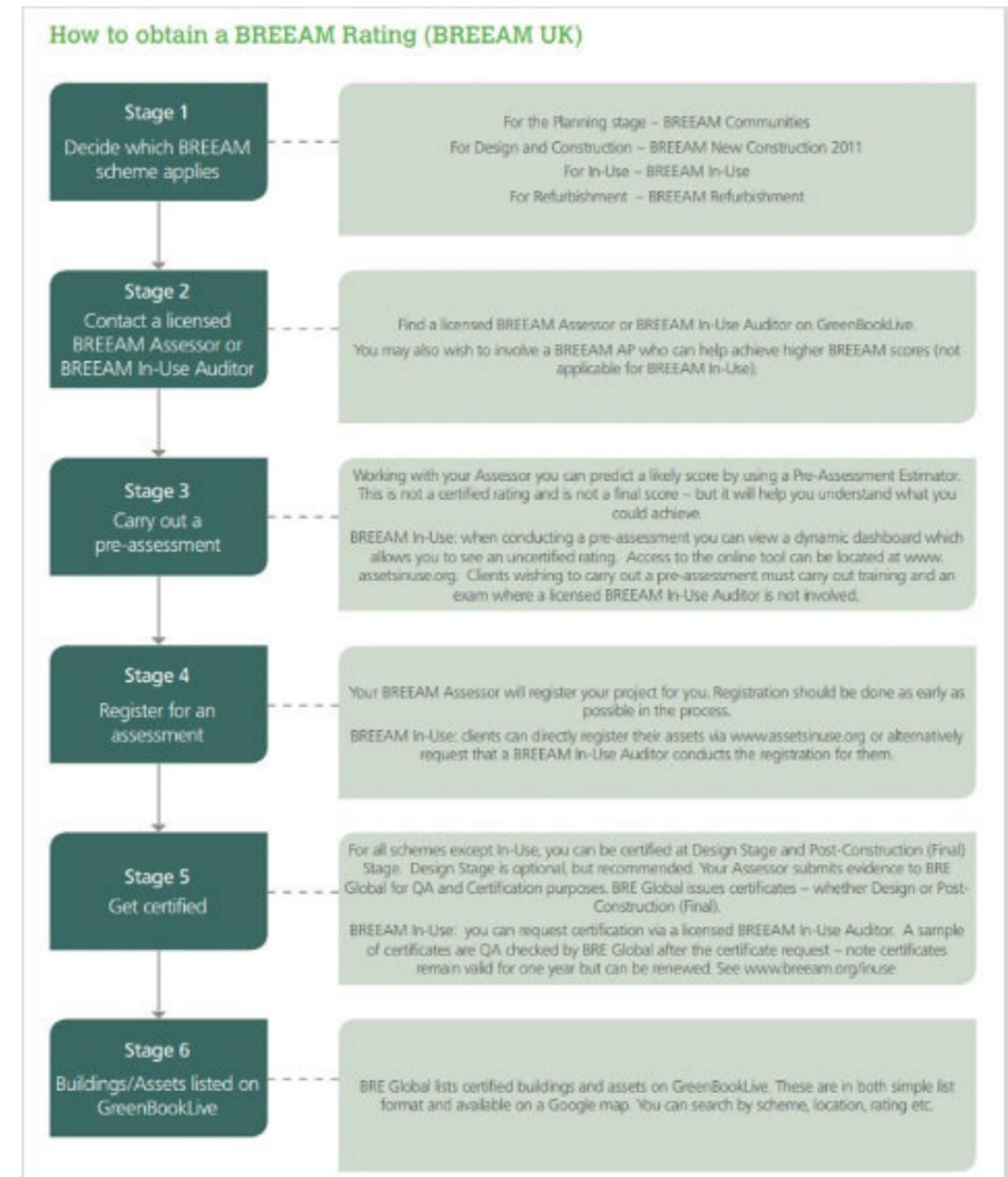
Option 1: Separate BREEAM New Construction and BREEAM Refurbishment and Fit-out assessments, or

Option 2: Bespoke BREEAM combined New Construction and Refurbishment and Fit-out assessment.

Both the New Construction and Refurbishment guidance are available on the BREEAM website at <https://www.breeam.com/discover/technical-standards/>.

- 3.7 For all full and reserved matters applications a BREEAM pre-assessment, carried out by a BRE Accredited BREEAM Assessor should be submitted with the planning application. BREEAM Ratings of 'Excellent' or 'Outstanding' are strongly encouraged, however as a minimum it will need to be demonstrated that 'Very Good' rating can be achieved. Achieving "Excellent" requires a score of between 70% and 84%. It is achieved by many modern buildings and is considered "best practice" by BREEAM because it employs proven modern technologies and concepts to increase sustainability performance. Developments achieving an "Outstanding" rating require a score of above 85% and are often referred to as 'innovators' as they require developers to think outside the box to create one of the most sustainable properties.
- 3.8 Formal BREEAM certification will then be secured via planning condition. For outline applications, submission of a BREEAM pre-assessment as part of future reserved matters applications will be secured via planning condition.
- 3.9 The Council may use planning conditions to ensure a BREEAM design stage assessment is submitted prior to commencement of the development. Also, a condition may require certificates are submitted to the Council once the development has been completed at post construction to ensure the targeted BREEAM ratings are met.
- 3.10 A 'buffer' of 5% is recommended to be included in a pre-assessment estimator to help safeguard against credits being dropped during later stages of design and construction, which can happen in many cases.

Figure 9: The BREEAM Process:



*new construction manual 2014 with 2018 update
 Source: [https://tools.breeam.com/filelibrary/How_to_get_a_BREEAM_assessment_\(with_links\).pdf](https://tools.breeam.com/filelibrary/How_to_get_a_BREEAM_assessment_(with_links).pdf)

- 3.11 In carrying out a financial appraisal, the costs of instructing professionals to carry out the BREEAM (or equivalent) assessments/work associated with part compliance may be factored into the professional fees and form part of the gross development costs. These costs may be deducted from the gross development value and assumptions made around developer/landowner return to determine viability.
- 3.12 Where a successful case has been made demonstrating non-viability in meeting the required BREEAM standards, it may be permissible for applicants to apply a lower standard or potentially utilise alternative strategies, such as LEED (Leadership in Energy and Environmental Design).
- 3.13 The onus will be on the developer to justify why the required rating (either Very Good or Excellent) is not achievable – such reasons will have to be robust in planning policy and sustainability terms. These will be assessed on their merits at the planning application stage.
- 3.14 Exceptions to these minimum standards may be allowed in cases of buildings in conservation areas, but only when a developer can show that it is not practical or commercially viable to achieve the minimum standards or would result in adverse effects which harm the character or appearance of the historic environment.
- 3.15 Where applicants do not use the BREEAM certification process, the Council will require a clear demonstration of how the building(s) will be constructed to an equivalent standard through the submission of independent supporting information, for example through the L
- 3.16 Where full achievement of the policy requirements is not possible due to technical feasibility or viability considerations, information should be provided in an application to clearly justify this.
- 3.17 Where there are difficulties in achieving the required standard with proposals affecting heritage assets, appropriate sensitive measures should be taken to achieve improvements to the performance of the building insofar as is possible. Information detailing any harm and alternative measures should be clearly explained in the application.
- 3.18 It is important to acknowledge however that heritage assets can be a valuable aid to achieving sustainable development. For example, historic buildings represent a significant investment of expended energy. Demolishing and replacing these historic structures would also require a major reinvestment of embodied energy and other resources. Therefore, encouraging the reuse of existing historic buildings and spaces can help achieve sustainable development.

4 FLOOD RISK AND RESILIENCE MEASURES

FLOOD RISK

- 4.1 Climate change is anticipated to increase the occurrence of extreme weather, including both flooding and drought events. As such, adapting development to efficiently manage the use and storage of water is considered to be a critical component of effectively mitigating the effects of climate change. The priority will always be to steer development away from areas at risk of flooding first.
- 4.2 As detailed in local plan policy SDC5 and in national policy and guidance, a sequential approach to flood risk is followed to ensure that development is located in the areas of lowest flood risk. This means favouring applications in Flood Zones 1 (low probability of flooding), rather than in Flood Zones 2 and 3 (medium and high probabilities of flooding respectively). This applies at a strategic, local and site-scale level. The Environment Agency flood map for planning, showing the flood zones, can be viewed at <https://flood-map-for-planning.service.gov.uk/>.
- 4.3 In addition to the above, where a site-specific Flood Risk Assessment is required (as set out in in SDC5), it will be necessary to consider flooding from all sources, including rivers (fluvial), surface water (pluvial), ground water and sewers, and a possible combination of these. Further information on forms of flood risk is also available at <https://check-long-term-flood-risk.service.gov.uk/map>.
- 4.4 For major developments or where a Flood Risk Assessment is required (where the site is in Flood Zone 2 or 3, Minor development and change of use more than 1ha and in Flood Zone 1 in an area with critical drainage requirements, within 20m of watercourse, or next to a flood bank or flood control structure), where relevant applicants must apply the climate change allowances for peak river flow, peak rainfall intensity and floodplain compensation. Applicants must use the appropriate highest level of climate change allowances by considering the lifetime of the development, vulnerability classifications and river basin district serving the development. Further information is available at: <https://www.gov.uk/guidance/flood-risk-assessments-climate-change-allowances>.
- 4.5 For householder applications where a Flood Risk Assessment is required (see criteria for FRAs in the paragraph above) a more simplified summary of the information that needs to be submitted is provided in the Government's standing advice for flood risk assessment, available online at: <https://www.gov.uk/guidance/flood-risk-assessment-standing-advice#what-to-include-in-your-assessment>.

RESILIENCE MEASURES

- 4.6 As referred to above the priority will always be to steer development away from areas more at risk of flooding, however Property Flood Resilience (PFR) measures can be used to help make properties more resilient to flooding in future. Use of PFR measures will not be justification for selecting areas more at risk of flooding over those less at risk. Measures can include for example, raised finished floor levels, water-tight doors, self-closing airbricks, non-return valves on waste pipes, and waterproof sealants and mortars. Appropriate measures will be specific to each property and are typically defined through a property specific survey. Further information on the variety of measures available can be found at www.bluepages.org.uk.
- 4.7 A diagram illustrating typical examples of flood resilience measures that can be incorporated into buildings is shown below. Some of these features form Sustainable Drainage Systems (SuDS) and are explained in more detailed in Section 6: Sustainable Drainage.



Fig 10: Flood resilience measures on a typical dwelling.

- 4.8 Buildings with stilts should not be used as a flood management method. Areas under stilts are often used as storage spaces and have the potential to become blocked during flood events which will have a cumulative impact in terms of flood risk.
- 4.9 On a larger scale, natural flood measures could be utilised to reduce flood risk. This can include restoration of floodplains - which can slow water flow and provide attenuation and catchment woodland – to hold some rainwater and allow evaporation, as well as soil infiltration.

- 4.10 Historic England advise that traditional buildings can experience particular risks from flooding. There may be a need for such buildings to be able to dry out slowly and that care must be taken not to introduce inappropriate retrofitted measures which would prevent effective drying and shorten the life of the building. A guidance note 'Flooding and Historic Buildings' has been published with further information on these issues: <https://historicengland.org.uk/advice/technical-advice/flooding-and-historic-buildings/>

5 SUSTAINABLE DRAINAGE

- 5.1 The use of Sustainable Drainage Systems (SuDS) can be used to manage surface water runoff on-site and also alleviate flood pressure elsewhere. Policy SDC6 of the local plan sets out the requirements for providing SuDS as part of developments.
- 5.2 Without proper sustainable drainage systems in place, developments can contribute to localised and wider-spread flooding through uncontrolled surface run-off. Pollutants from hard surfaces such as roads can be washed into waterways before they have the chance to be treated.
- 5.3 Sustainable drainage systems (SuDS) re-create the benefits of natural drainage systems by integrating water management into the design of new developments. SuDS allow for the delivery of high quality surface water drainage and help with managing flood risk, reduce pollution from run off, and on larger developments can provide a health and wellbeing benefits as part of a recreation use, and can also add biodiversity benefits.
- 5.4 In order for sustainable drainage requirements to be met, it will be important to ensure they are considered from the outset of the design of new developments. The layout and scale of development should be informed by the surface water drainage requirements and not vice versa. It may be necessary to incorporate different types of SuDS as part of the overall proposal.
- 5.5 New development will be required to implement appropriate SuDS techniques in order to manage surface water runoff. For all sites, surface water discharge rates should be no greater than the QBar (the value of the average annual flood event recorded in a river) site-specific greenfield runoff rate, unless otherwise agreed by the Lead Local Flood Authority (LLFA).
- 5.6 SuDS should be shown on all relevant plans submitted, in order to demonstrate how they integrate with planned public open spaces, landscaping, roads, trees and buildings. Plans should identify multifunctional SuDs which meet the 4 pillars of good SuDS design – managing water quantity, water quality, providing amenity value and biodiversity.

Further information on these principles is available in the CIRIA SuDS Manual 753 (available for free) at https://www.ciria.org/Memberships/The_SuDs_Manual_C753_Chapters.aspx).

- 5.7 Sustainable drainage systems (SuDS) need to be designed so that they do not impact on archaeology. Impacts can be caused by draining waterlogged archaeology or introducing surplus water and pollution from surface runoff into archaeological sediments via soakaways. This includes soakaway systems/ground discharge with filters, as the long-term management and replacement of the filters cannot be guaranteed. With regards to these impacts the Historic England guidance on 'Preserving Archaeological Remains' may be useful to consider: <https://historicengland.org.uk/images-books/publications/preserving-archaeological-remains/>
- 5.8 A surface water drainage strategy will be required for all major developments to help demonstrate compliance with SDC6. The inclusion of a foul water strategy is also encouraged to ensure this can also be planned for from the outset. Warwickshire County Council Lead Local Flood Authority state the following information should be provided depending on application type:

INFORMATION REQUIREMENTS

Outline planning

- 5.9 At Outline planning stage, the LLFA will require the applicant to submit an Outline Surface Water Drainage Strategy based on SuDS principles. The strategy should inform the Masterplan or indicative site layout by identifying suitable placement and design of the surface water drainage infrastructure. It should mitigate flood risk, provide opportunity to manage water quality and identify potential for amenity and biodiversity. The following information is required to support the strategy:
- Appraisal of existing site conditions (topography, hydrology, hydrogeology, land use)
 - Appraisal of suitable SuDS methods that the development is likely to incorporate, with preference for above ground SuDS*
 - Appraisal of the drainage hierarchy** and identification of a viable outfall
 - Calculations of existing and proposed discharge rates and volumes
 - Calculations and plans of proposed attenuation requirements (inc. urban creep where relevant)
 - Assess the likely water quality hazard arising from the development and identify appropriate mitigation
 - Expected adoption and maintenance regimes for all drainage features
 - Correspondence from relevant risk management authorities, such as Severn Trent Water

*examples and design parameters are outlined in the CIRIA SuDS Manual C753

**as detailed in Paragraph 080 of Planning Practice Guidance (PPG)

Note: Where the development will be phased then information should be provided on how the requirements listed will be suitably met at each phase, such as the allowable discharge rate and/or impermeable area.

Reserved Matters

- 5.10 At the Reserved Matters stage, the LLFA are mostly looking to ensure that the principles agreed at Outline planning stage, with regards to the drainage strategy, have been taken forward as the proposals have firmed up. The LLFA will be looking to review:
- Any of the information provided at Outline planning stage that has since been updated
 - Site layout plans and cross sections showing all surface water drainage infrastructure which should follow the sustainable drainage principles agreed at Outline planning stage
 - Modelling report of the whole drainage network demonstrating its performance during the critical storm in a 1 in 1 year, 1 in 30 year, and 1 in 100 year (plus allowance for climate change) return periods
 - Exceedance and overland flow routing information, where a Reserved Matters application includes layout

Note: Where the development will be phased then information should be provided on how the requirements listed will be suitably met at each phase, such as the allowable discharge rate and/or impermeable area. For surface water drainage, it should be demonstrated how the development complies with the drainage hierarchy, whereby a discharge to the public sewerage system is avoided where possible.

Full planning / Discharge of Conditions

- 5.11 At this stage in the planning process, the LLFA expect proposals for surface water drainage to be well developed and this should be reflected in the level of detail provided. Where not explicitly listed below, all details required in Outline and Reserved Matters stages must be provided at Full planning stage. The LLFA require:
- Appraisal of existing site conditions (topography, hydrology, hydrogeology, land use, flow routes)
 - Appraisal of suitable SuDS methods that the development will incorporate, with preference for above ground SuDS*
 - Appraisal of the drainage hierarchy**, infiltration test results and identification of a viable outfall
 - Site layout plans showing all surface water drainage infrastructure supported by a fully labelled network drawing showing all dimensions of all elements of the proposed drainage system
 - Calculations of existing and proposed discharge rates and volumes
Calculations and plans of proposed attenuation requirements (inc. urban creep where relevant)
 - Exceedance and overland flow routing information

- Modelling report of the whole drainage network demonstrating its performance during the critical storm in a 1 in 1 year, 1 in 30 year, and 1 in 100 year (plus allowance for climate change) return periods
- Submission of cross-sectional drawings of all SuDS features demonstrating design in accordance with the CIRIA SuDS Manual C753***
- Assess the likely water quality hazard arising from the development and identify appropriate mitigation
- Written agreement from any third party asset or land owners required to enable the operation of the drainage infrastructure (such as evidence of an agreement with the adopting body)***

*examples and design parameters outlined in the CIRIA SuDS Manual C753

**as detailed in Paragraph 080 of PPG

***It is possible that this information can be provided later once detailed design is underway. In these cases, the LLFA is likely to secure the submission of this information by recommending a pre-commencement or pre-occupation condition to the LPA for inclusion on any Decision Notice.

Note: Where the development will be phased then information should be provided on how the requirements listed will be suitably met at each phase, such as the allowable discharge rate and/or impermeable area. For surface water drainage, it should be demonstrated how the development complies with the drainage hierarchy, whereby a discharge to the public sewerage system is avoided where possible.

5.12 Developers are encouraged to refer to the LLFA 'Flood Risk and Sustainable Drainage: Local Guidance for Developers' document, available online at www.warwickshire.gov.uk/flooding, Direct link: <https://api.warwickshire.gov.uk/documents/WCCC-1039-95>.

Types of Sustainable Drainage Systems

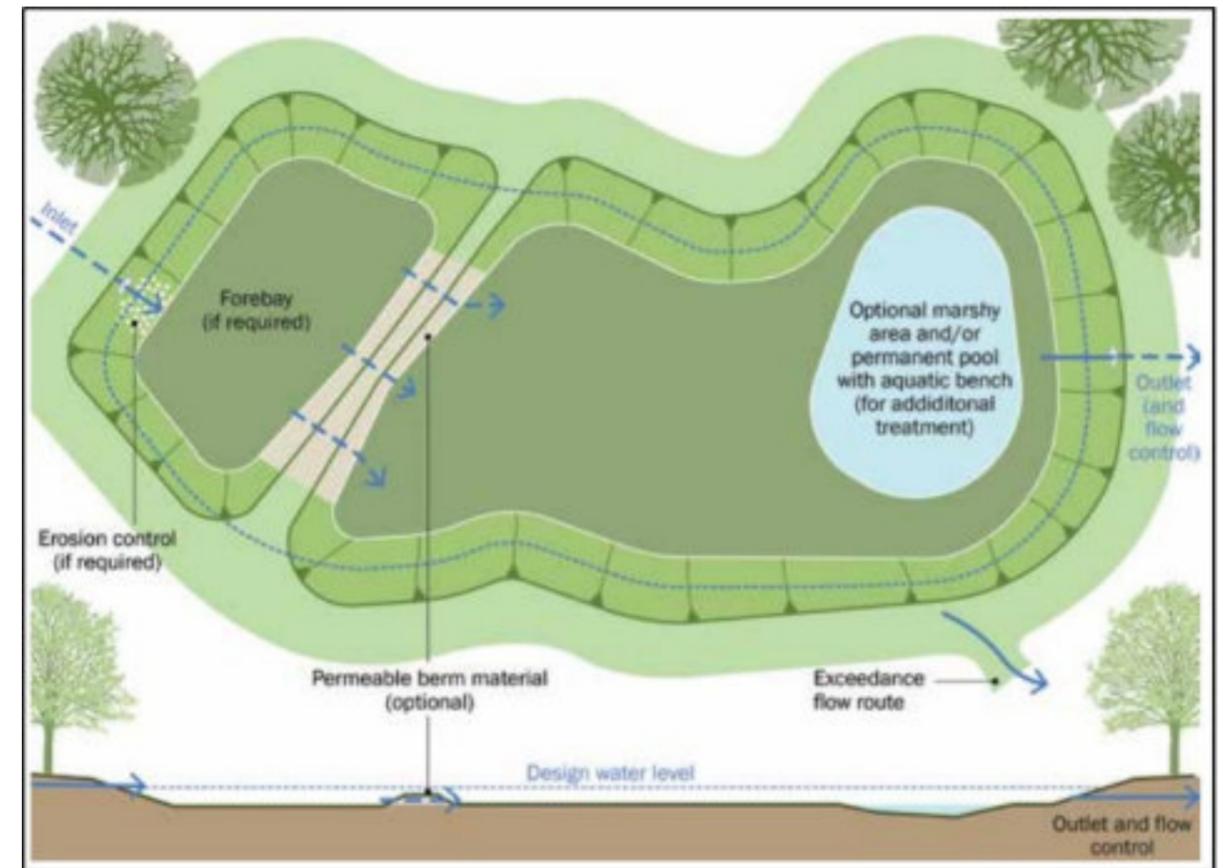
5.13 The CIRIA SuDS manual contains a comprehensive set of information including examples of many different types of SuDS and how they can be implemented into a development. Selected examples from the CIRIA SuDS manual are set out below:

Detention/Attenuation basins

5.14 Detention or attenuation basins are landscaped depressions that are normally dry except during and immediately following storm events. They can store surface runoff from regular events as it's routed through the basin, and when flows rise, because outlet is restricted, the basin fills and provides storage of runoff and flow attenuation.

5.15 Basins can be vegetated to help absorb some runoff and also improve water quality by acting as a filter. Where designed appropriately, some or all of the basin can be used as an amenity or recreation facility. Examples of amenity and recreation uses (amongst others) in SuDS are illustrated at <https://www.susdrain.org/delivering-suds/using-suds/benefits-of-suds/SuDS-benefits.html>

Figure 11: Plan and elevation of a detention/attenuation basis.

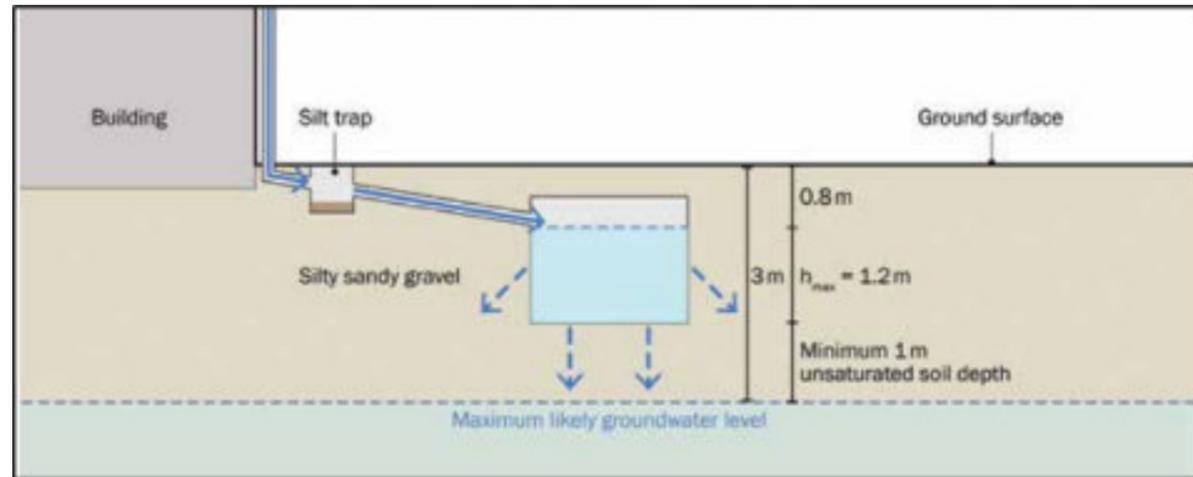


Source: CIRIA SuDS Manual 2015

Soakaways:

5.16 Soakaways are excavations that are filled with a material that allows temporary storage of water before it soaks into the ground. Many modern small soakaways are constructed with geocellular units available from builders' merchants pre-wrapped in geotextile. Infiltration tests should be carried to determine whether soakaways will work in the first instance, and then the rates used to determine its size. Full guidance is available in the CIRIA SuDS manual.

Figure 12: Cross section of a soakaway

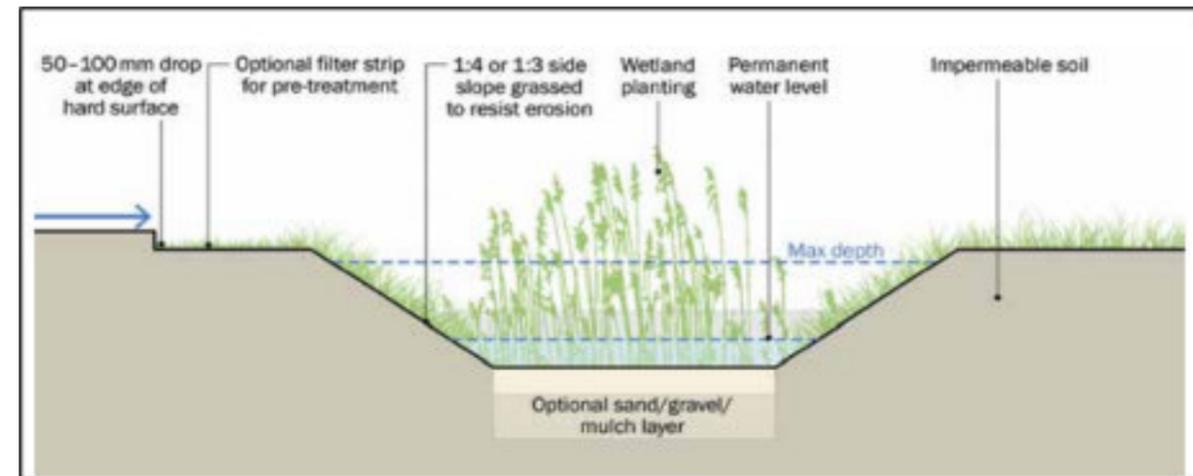


Source: CIRIA SuDS Manual 2015

Swales:

5.17 Swales are shallow, flat bottomed, vegetated open channels designed to convey, treat and often attenuate surface water runoff. When incorporated into site design they can enhance the natural landscape and provide aesthetic and biodiversity benefits. They are often used to drain roads, paths or car parks and can have a variety of profiles.

Figure 13: Swale cross section

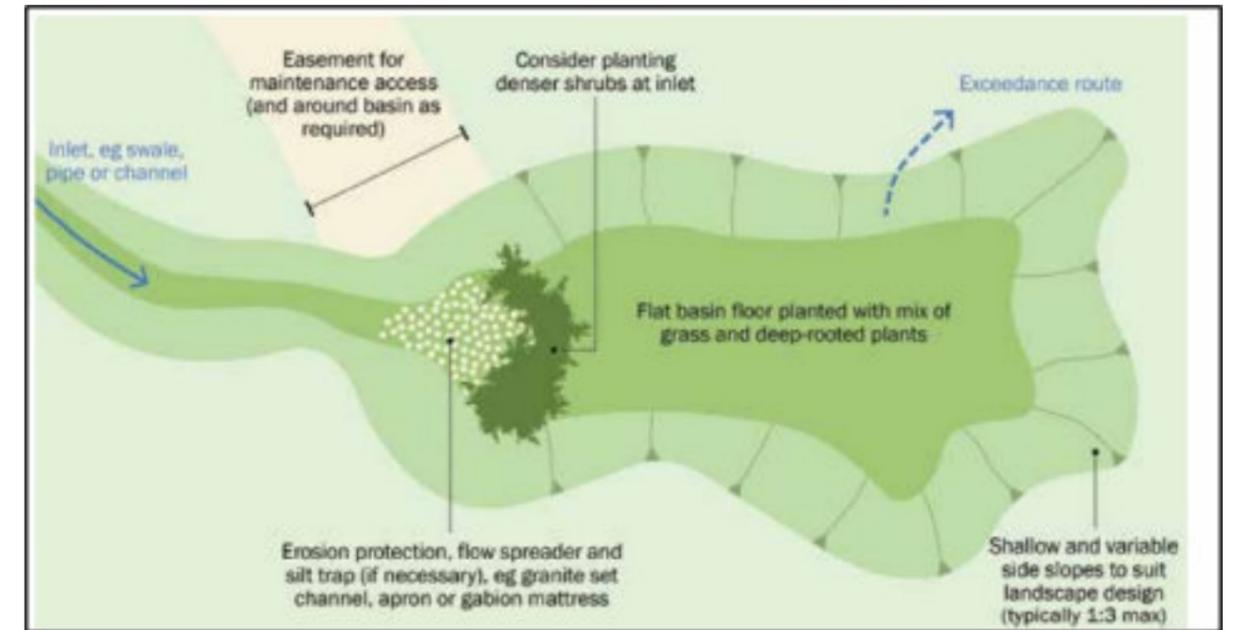


Source: CIRIA SuDS Manual 2015

Infiltration Basin

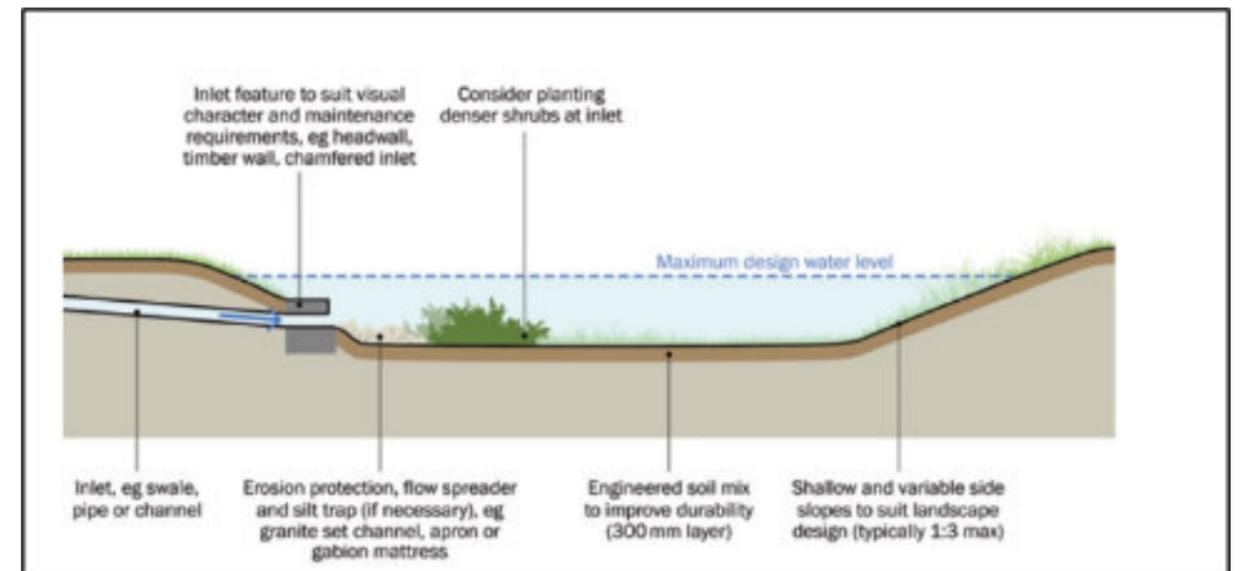
5.18 Infiltration basins are flat-bottomed, shallow landscape depressions that store runoff (allowing pollutants to settle and filter out) before infiltration into the subsurface soils. They can receive water from swales or other inlets.

Figure 14: Plan view of an infiltration basin



Source: CIRIA SuDS Manual 2015

Figure 15: Elevation view of an infiltration basin



Source: CIRIA SuDS Manual 2015

Permeable Paving:

- 5.19 Permeable pavements provide a pavement suitable for pedestrians and or vehicular traffic, while allowing rainwater to infiltrate through the surface and into the underlying structural layers.
- 5.20 Permeable surfaces, together with their associated substructures, are an efficient means of managing surface water runoff close to its source – intercepting runoff, reducing the volume and frequency of runoff, and providing a treatment medium. Permeable surfaces should be used for all hardstanding, driveways and paved areas in development to allow for enhanced drainage of surface water.

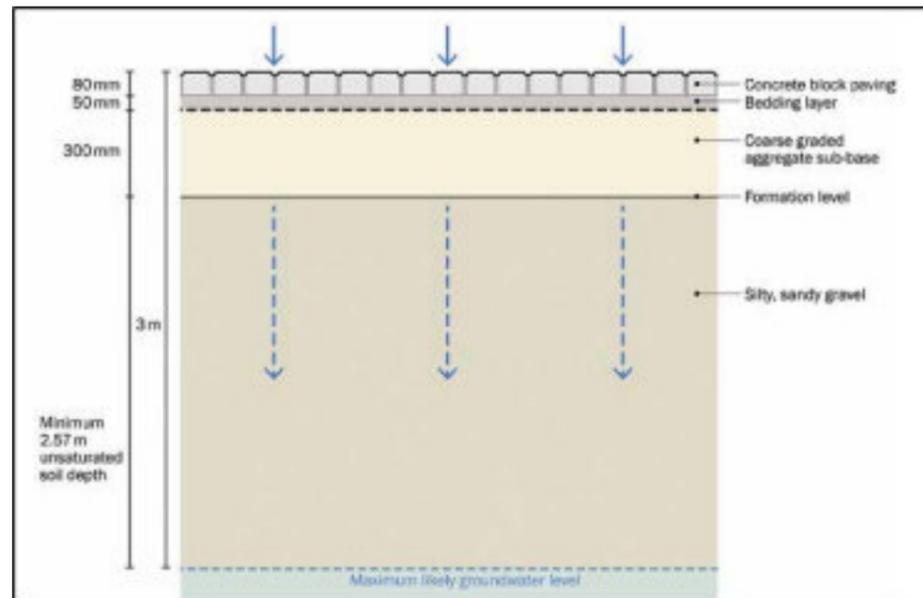


Figure 16: Permeable paving section

Source: CIRIA SuDS Manual 2015

Rain Garden

- 5.19 Rain gardens are a form of SuDS that can be implemented in small areas where other SuDS methods are not appropriate or feasible. They consist of small depressions in the ground that act as infiltration points for roof water and other surface water that is low in contamination. Rain gardens are easy to maintain, provided that they are incorporated as part of an appropriately designed and managed landscaping scheme. Housing developments with sufficient outdoor space are encouraged to integrate rain gardens into development where soil conditions allow for infiltration, unless another form of SuDS is being proposed. Rain gardens can also serve as an educational feature at schools or other community facilities.
- 5.20 A rain garden is not a water garden, pond or wetland. It is dry most of the time and typically holds water only during and following a rainfall event, which drains within 12-48 hours. In simple rain gardens, filter and drainage layers are generally replaced by a thin (200-500mm) layer of engineered or amended soil to help infiltration. They can have an above ground overflow where excess water exits, although in some instances a simple

underdrain may be more effective.

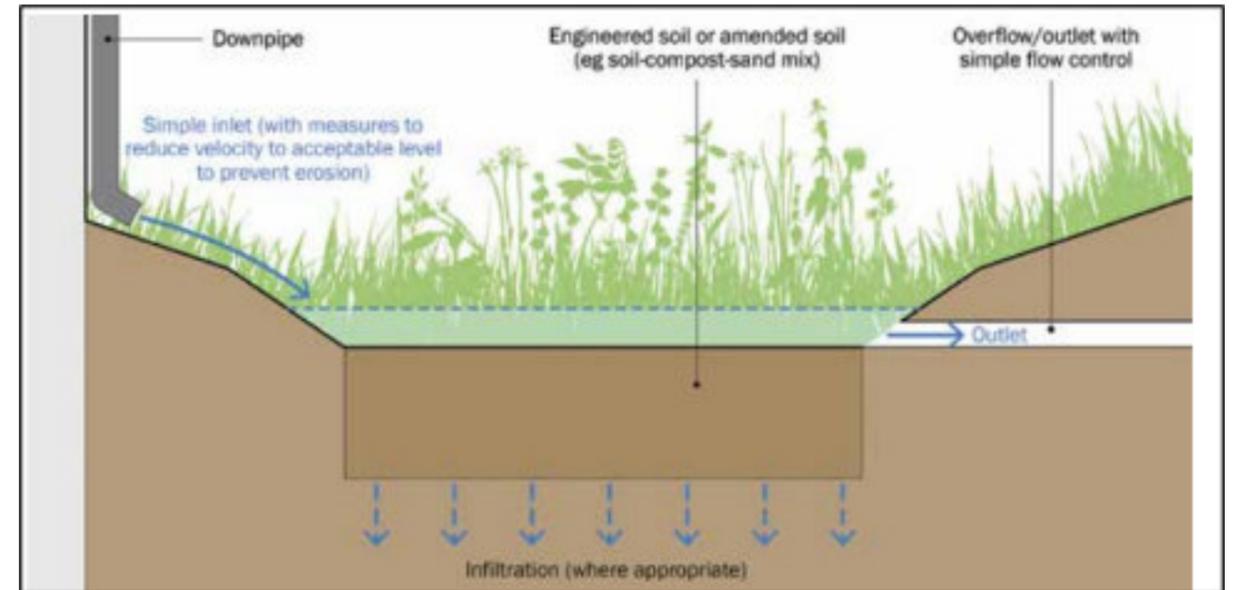


Figure 17: Rain Garden section with outlet pipe

Source: CIRIA SuDS Manual 2015

Green Roofs

- 6.21 Green roofs are areas of living vegetation installed on the top of buildings. They can assist with the reduction of surface water runoff and also provide visual, ecological and building performance benefits. Green roofs typically need flat or near-flat roofs that are designed to take the loading, so may be difficult to retrofit on existing properties. Figure 18 below shows a typical section of a green roof.

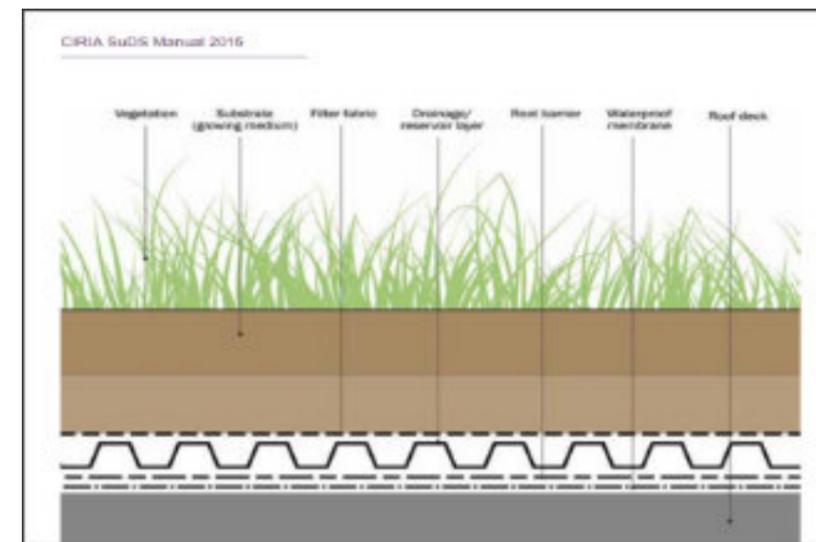


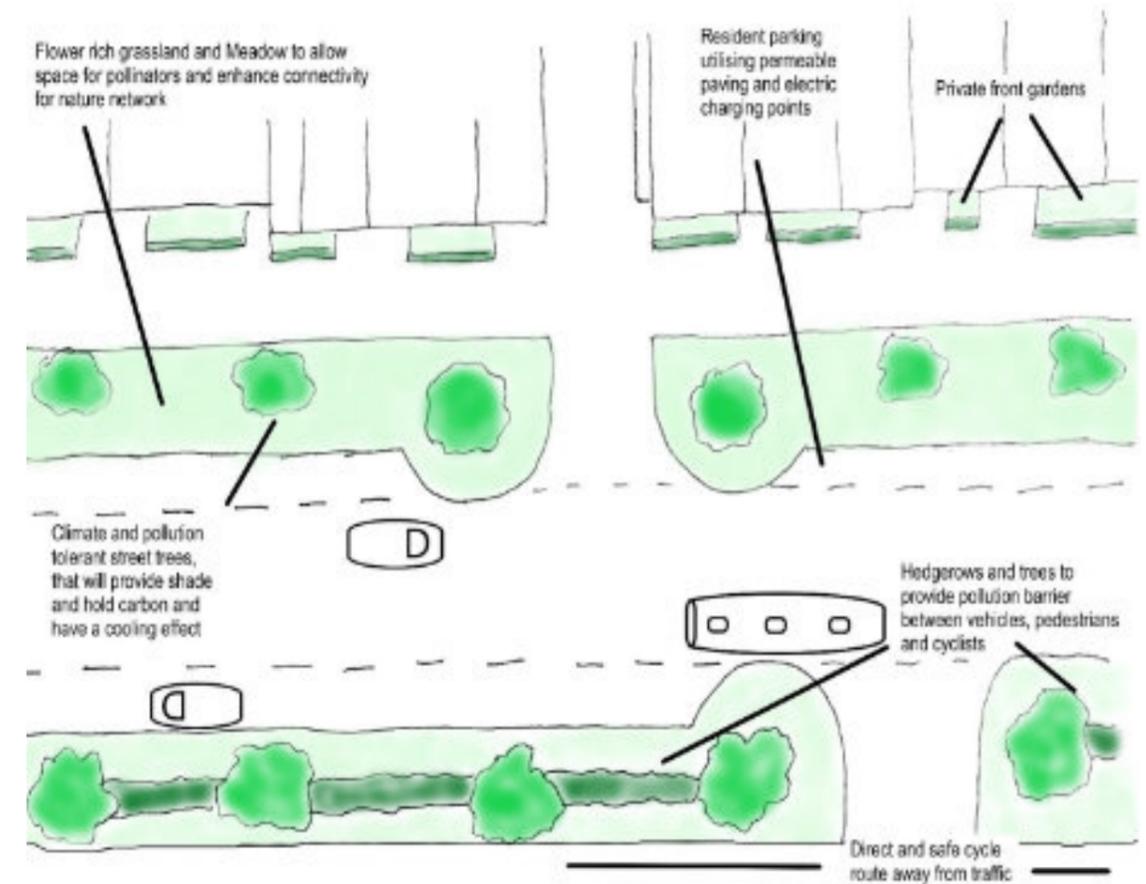
Figure 18: Green roof section

Source: CIRIA SuDS Manual 2015

6 GREEN INFRASTRUCTURE, LANDSCAPING AND BIODIVERSITY

- 6.1 Green infrastructure, such as planting, open spaces and green roofs, is key to climate change resilience. Green infrastructure can deliver a range of related benefits by improving opportunities to walk and cycle, which in turn reduces carbon emissions, and improving the health and well-being of local communities. It can also improve the resilience of habitats and vulnerable species and help to reduce flood risk. Green infrastructure should be considered at the earliest stages of design. Applicants should liaise and collaborate with representative stakeholders.
- 6.2 Policy SDC2 requires high quality landscaping to be incorporated into the design of development. Each development will present its own unique opportunities for landscaping and connecting the site with existing surrounding green infrastructure. Designs should consider the suitability of trees, plants and hedgerows for the location.
- 6.3 Landscaping, in particular the design of natural shading by trees and plants, also has a role in energy efficiency. If solar gain (the natural warming of a building by exposure to the sun) is needed, any trees that need to be retained should ideally be sited so that they are not overshadowing the new development, unless they have particular amenity value or are subject to a Tree Preservation Order. However, planting can also help avoid overheating in the afternoon, so if solar gain is not needed, trees can provide important cooling benefits and help a building to adapt to a warming climate. A careful balance must be struck between shading, the amenity value of trees and solar gain as a result. Rugby Borough Council has prepared a Tree Policy which is available at https://www.rugby.gov.uk/directory/25/our_planning_strategies_policies_and_evidence/category/86. The policy includes a variety of information about the benefits of trees, how they can be managed, and maintenance work that can be carried out by the Council.
- 6.4 In addition to providing opportunities for energy efficiency, trees can provide a significant contribution to helping us adapt to and minimise the impacts of climate change. This can be through helping to reduce flood risk, improving air quality by absorbing vehicle emissions and other pollution, and providing wildlife corridors. They can help to reduce the impact of heavy rainfall, slow and store surface water runoff, reduce urban temperatures, and provide shade and protection against the detrimental effects of sunlight.
- 6.5 Large canopy species may provide more benefits for climate adaptation particularly if part of ecological networks by providing dark corridors for light sensitive species such as some species of bat. Tree species should be used that can themselves adapt to changing climate conditions, particularly as a result of higher temperatures and potential drought conditions in summer. As confirmed in NPPF paragraph 131, trees make an important contribution to the character and quality of urban areas. New streets should be tree-lined unless clear, justifiable and compelling reasons are provided to say why this would be inappropriate. Figure 19 below shows typical examples of landscaping that can be incorporated into the streetscene.

Figure 19: Plan view of streetscene planting and green infrastructure



- 6.6 Deciduous trees can be very beneficial by allowing sunlight to reach buildings during the cooler winter months and protect from sunlight (UV) and overheating during the warmer summer months. Species selection, siting and maintenance should be carefully considered to maximise the ecosystem benefits of trees on a development site, and to avoid shading solar panels or blocking drainage systems with leaves. Areas of tree planting can benefit biometric calculations as part of Biodiversity Impact Assessments, as can the retention of hedgerows.
- 6.7 When combined with other measures, or as part of integrated sustainable drainage systems (SuDS), trees have a major role to play in both the development of green infrastructure, the sustainability of ecological networks and the reduction of flood risk relating to new development, alongside other landscaping, such as green walls and roofs.

- 6.8 Applicants should show how their landscaping has taken into consideration the impacts of climate change. This should include regard to the species selection, location and types of planting and in terms of the management of the landscaping. Secondly, applicants should ensure that trees and landscaping help mitigate change impacts through integration within Sustainable Drainage System (SuDS) provision, as opposed to being separate features. This may include, for example, landscape areas as water attenuation features, and linking of runoff into tree pits. The section on SDC6 in this SPD provides further advice on sustainable drainage designs.
- 6.9 Proposals should seek to avoid development that would significantly undermine current levels of soft landscape provision, particularly tree cover, as this is likely to be damaging to climate change adaptation strategies. Conversely, the introduction of well-planned and well maintained urban tree, particularly native species, cover can greatly increase the adaptive capacity and resilience of urban areas, as well as being beneficial for air quality and biodiversity.[MN8]
- 6.10 Green infrastructure can play a role in enabling species to move from less favourable habitats to more favourable ones as the climate changes. Green infrastructure can be part of an overall nature recovery network. Advice on nature recovery networks can be found here: Nature Networks Evidence Handbook (NERR081): <http://publications.naturalengland.org.uk/publication/6105140258144256>.
- 6.11 The natural environment can play a vital role in tackling the climate crisis as healthy ecosystems take up and store a significant amount of carbon in soils, sediments and vegetation. Alongside many other negative impacts, the destruction and degradation of natural habitats has resulted in the direct loss of carbon stored within them. Restoring natural systems can start to reverse this damage at the same time as supporting and enhancing biodiversity, alongside delivering co-benefits for climate change adaptation, soil health, water management and society. Green infrastructure proposals should seek to restore degraded natural habitats where possible.
- 6.12 There is a preference for native species that can assist with nature recovery strategies and encourage ecological networks that provide biodiversity net gain relative to habitat size, particularly if this increases tolerance to soil conditions, root spread and ease of management. Where developments include the importation of soil, soil materials should be of a standard to support vegetation, avoiding contamination.
- 6.13 Opportunities should be taken to improve connectivity between habitats. This can be done by linking Green Infrastructure, but also by, for example, providing 13sqm access holes in fencing to allow hedgehogs to move through more built up areas.[MN9]
- 6.14 There may be wider opportunities to link to nearby green infrastructure and utilise existing features. Landscape patterns and hedgerows can be utilised and enhanced, as well as existing grassland and woodland.[MN10]
- 6.15 When considering enhancing Green Infrastructure attention should be given to the location, landscape, character and heritage significance of conservation areas, historic

parks and gardens and archaeological features. Sensitive preservation of historic geological and ecological features should be incorporated where appropriate, including safeguarding 'Ridge and Furrow' features. When restoring historic field ponds and ditches, these may have archaeological deposits within them and should be assessed, taking into account the impact on heritage. Woodland creation can also cause harm to archaeology and should also be subject of assessment. Historic England have produced guidance on water features such as ponds, which it may be helpful to refer to:

'Water Features in Historic Settings: A Guide to Archaeological and Palaeoenvironmental Investigations' - <https://historicengland.org.uk/images-books/publications/water-features-historic-settings/>

7 OTHER

WATER EFFICIENCY

- 8.1 Water efficiency has a significant role to play in addressing the challenges faced by the water sector and beyond. It is one of the few tools that can address both climate change mitigation and climate change adaptation. It can help the UK meet its climate change targets and make the country more resilient to droughts and floods. Water efficiency can reduce pressure on existing infrastructure and lessen the need for new infrastructure. [MN11]
- 8.2 Heating water in homes for cooking, personal washing and cleaning produces 5% of the UK's greenhouse gas emissions and a quarter of CO2 emissions from homes – it is the second biggest use of energy in homes, after space heating, and comes before that of energy consumption of gadgets and appliances (Waterwise – Water Efficiency Strategy for the UK 2017 <https://www.waterwise.org.uk/knowledge-base/water-efficiency-strategy-for-the-uk-2017/>). Wasting less hot water in homes – through more efficient fixtures and fittings and more efficient use of hot water from taps and showers - can help meet carbon targets. Wasting less hot and cold water will reduce the carbon footprint of the water industry, which would as a result need to pump and treat less water and wastewater (and will in turn make the sector more resilient to climate change as less water is needed).

Water efficient appliances can include:

- Dual flush toilets (2/4 litre or 4/6 litre) - Dual flush toilets can save over 60% in toilet water usage.
- Low flow showers – Showers with flow restricting or aerating features can reduce

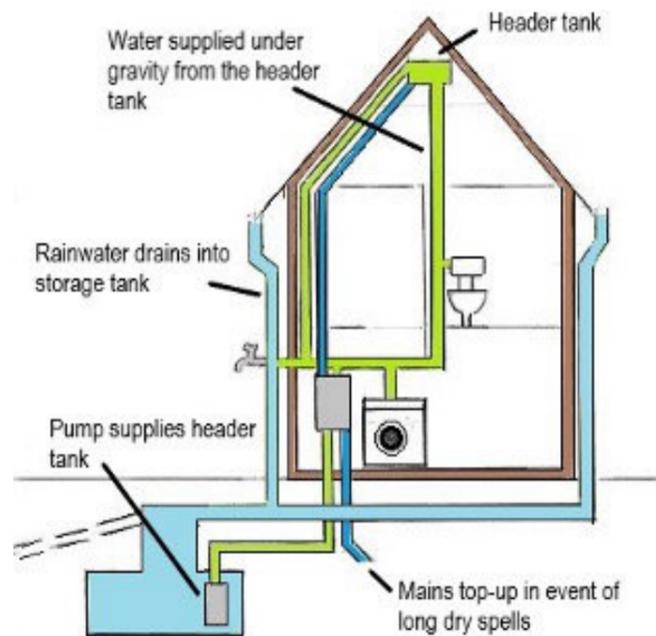
shower water usage by up to 60% in some cases.

- Smaller bath sizes – Lower capacity baths will save on water.
- Water efficient washing machines - The water efficiency of washing machines can vary greatly. The most efficient washing machine will use 6 litres of water per kilogram in comparison to the least efficient washing machine that will use 14 litres of water per kilogram. Checking the water consumption box on the energy label will help identify if an appliance is efficient or not.
- Low flow taps – Taps can include restrictors that limit flow or aerators to add air to the water and can save 40% in tap water usage.
- Usage of these appliances will help developments achieve the 110 litres per household per day standard set out in Local Plan policy SDC4, although an even higher standard of 90 litres per household per day is encouraged.

8.3 Retrofitting water efficient measures into existing buildings can often be costly, time consuming and difficult to implement. As such, water efficient measures should be integrated at the design stage of new developments and incorporated when constructed.

8.4 Rainwater collection facilities such as communal rainwater tanks and water butts should be installed in all residential developments and householder developments. Low carbon rainwater harvesting and/or greywater recycling systems within new developments can be used to increase water efficiency. Referring to these features within Design and Access Statements will help to illustrate compliance with policy SDC4. A rainwater harvesting system is illustrated in Figure 20 below:

Figure 20: Diagram of a Rainwater Harvesting System



WATER QUALITY

- 8.5 Pollution from waste water or sewage can contain nutrients such as phosphorous and nitrates, harmful chemicals, viruses and bacteria and other harmful substances. These can affect oxygen levels within the receiving waters and can impact on ecology.
- 8.6 Reducing the impact of pollution from waste water will provide many benefits and help support a wide range of water uses. These uses include drinking water supply, agriculture, angling, conservation and wider benefits such as tourism and quality of life.[MN14]
- 8.7 Pollution can come from a variety of sources, individually or combined. It can include metals, vehicle emissions, silt, grit, bacteria and oil as examples. It can come from run off from agricultural land, roads and some types of recreational land. Carefully managing run-off from a development will help manage pollution and can provide ecological and health benefits.
- 8.8 Where developments require an Environmental Impact Assessment (EIA), applicants should include the impact resulting from development on the water environment in the EIA assessment using information from the "Severn Trent River Basin Management Plan" or directly from the Environment Agency. However, there will be many instances where an EIA is not required.
- 8.9 Where developments do not require an EIA but have the potential to impact on water bodies then applicants should consult the Environment Agency (EA) as a separate assessment might be required. Water Framework Directive Assessments are sometimes required by the EA for developments where permissions are required for works near/on main rivers. Further information from the EA is available at <https://www.gov.uk/guidance/water-supply-wastewater-and-water-quality>.

WASTE

- 8.10 Designs should carefully consider arrangements for bin collections and there should be sufficient space for the different bin types used. Inadequate collection areas can result in wheelie bins strewn across public areas and can represent a safety risk to pedestrians and vehicles and be visually unappealing. Further detailed guidance on waste storage is included in Appendix B to this SPD.[MN15]

HERITAGE ASSETS

- 8.11 Heritage assets provide unique opportunities for development proposals. Listed buildings for example often have particular characteristics not present in more modern buildings, and conservation areas help in preserving the historic character of an area. Development can be designed to respect these to provide a high quality design that also contributes to the safeguarding of a heritage asset and even enhance the surroundings.[MN16]
- 8.12 It is a widely held view that older buildings are not energy efficient and must be radically upgraded in order to improve their performance. In reality, the situation is more complicated, and assumptions about poor performance are not always justified. Although their energy efficiency is often perceived as poor they are capable of being upgraded.
- 8.13 Measures can be installed, but it will require more thought into the approach to the energy efficiency in these buildings. Taking a whole building approach on how best to upgrade historic buildings is preferred rather than focusing on one aspect. Historic England have issued the following document setting out how to take the whole building approach to provide a sustainable and successful solution: <https://historicengland.org.uk/images-books/publications/eehb-how-to-improve-energy-efficiency/>
- 8.14 The first priority for listed buildings should be for non-invasive measures. This will help preserve the integrity and special character of the listed building. Measures should incorporate the re-use of building materials where possible. This is already undertaken when works are carried out to historic buildings to ensure materials match and the character and appearance is conserved. This can also reduce the environmental impact of new development through a reduced demand for new materials and reduced levels of waste to be disposed of in landfill sites. The replacement of windows with modern double or triple glazing units is unlikely to be acceptable. Historic England have issued guidance 'Planning Responsible Retrofit of Traditional Buildings':<https://historicengland.org.uk/images-books/publications/planning-responsible-retrofit-of-traditional-buildings/>

BROADBAND

- 8.15 Broadband provision will help allow people to have access to high speed broadband as soon as they move in, which in turn will make working from home easier and will give homes fast and reliable connections for streaming TV and films on multiple devices at the same time. This is also more sustainable as it reduces commuting between settlements for work purposes, thereby reducing fossil fuel consumption from vehicles.[MN17]
- 8.16 Provision of broadband infrastructure is likely to require street works in many cases so it is particularly important to incorporate this into the design at an early stage. Developers should work together with utilities providers and Warwickshire County Council Highways Authority to ensure minimum disruption to the road network. The Government have issued the following document in relation to broadband infrastructure and street works which highlights some of considerations involved <https://www.gov.uk/government/publications/framework-for-uk-fibre-delivery-street-works>

- 8.17 Proposals will be supported that contribute to the future of mobile connectivity and the rollout of small cells for 5G which is most likely to be needed in denser, urban areas. This could, for example include ensuring that all new developments have sufficient ducting space for full fibre connectivity; and/or support the effective use of rooftops and street furniture to accommodate mobile digital infrastructure, including small cells for 5G. Informatives may be used to reinforce this on relevant planning permissions for both residential and commercial schemes.
- 8.18 Rugby Borough Council is a partner in the Coventry, Solihull and Warwickshire Broadband project which is bringing superfast broadband to communities that are unlikely to benefit from a commercial broadband service. Further information on this project and how it can help deliver broadband in areas is available at <https://www.cswbroadband.org.uk/>
- 8.19 The Government have amended Building Regulations to ensure that all new build homes come with Gigabit Broadband. Developers are encouraged to incorporate the latest available broadband technology to ensure homes are fit for the future and this will be controlled by condition on applications for new dwellings. For further information see <https://www.gov.uk/government/news/millions-of-homeowners-and-tenants-to-get-better-access-to-faster-broadband>.



APPENDIX A

INFORMATION REQUIREMENTS



CONTENTS

- 1 Introduction
- 2 Information Requirements
- 3 Sustainability Checklist

1 INTRODUCTION

- 1.1 This appendix sets out the information required to be submitted with an application. Ensuring the correct information is provided with the application will avoid unnecessary delays with registration. A sustainability checklist is also included which should be referred to when applying. The checklist covers a variety of issues in relation to combatting climate change and sustainability, and by working through the issues raised, proposals are more likely to comply with the sustainability objectives of the local plan.
- 1.2 A certain amount of information is required as a minimum for planning applications as set out in national planning practice guidance. This appendix does not set out to duplicate that guidance but details additional information that should be considered and provided.

2 INFORMATION REQUIREMENTS

ENERGY STATEMENTS

- 2.1 Energy statements should be provided for major developments. They must demonstrate how reductions in carbon emissions will be achieved and quantify the total reduction. They must also demonstrate that the approach to energy complies with the energy hierarchy, and that any energy measures proposed are appropriate and will be effective. This section sets out the information that needs to be included. Non-major developments do not need to submit an energy statement but instead should submit adequate information to demonstrate how energy efficiency and sustainability has been incorporated into the proposal in accordance with this SPD.
- 2.2 An Energy Statement is a validation requirement to demonstrate compliance with the sustainable policies in the local plan. In some instances these details may not be known e.g. outline applications. Where this is the case it may be possible to utilise a planning condition on a grant of planning permission to ensure one is submitted with the reserved matters application. In general terms, the energy statement will require details of the equipment and technology to be incorporated to achieve carbon emission reductions.
- 2.3 The following list is not exhaustive, however it is recommended that the following information is included:
 - Energy efficiency of the building fabric
 - Predicted annual carbon emissions of the development
 - The contribution of each proposed renewable energy technology
 - Feasibility of district or community heating
 - Summary of the benefits of various low energy technologies
 - The total estimated reduction in the development's baseline carbon emissions and/or energy demand.
- 2.4 A non-technical summary should be included outlining the conclusions of the statement.

3 SUSTAINABILITY CHECKLIST

- 3.1 In addition to the requirements for major developments it is important that all new developments including house extensions undertake a sustainability checklist which will be required on the submission of a planning application.
- 3.2 This checklist has been designed to assist applicants to review their approaches to sustainability in the design of proposals for the re/development. Applicants are expected to work through this during the preparation of the planning application, starting from the preapp consultation and engagement with planning officers where this has taken place.
- 3.3 Checking the proposal against each of the relevant priorities listed will help improve the sustainability of the proposal and avoid delays while additional information is requested to support the application.

Layout and Design	Yes	No	N/A	Justification
Does the location of the proposed development minimise distances to the main employment centres, shops, recreation and community facilities, and schools?				
Has the local context been addressed in the application and does the building arrangement consider the existing streetscape?				
Has the visual interest of the street layout been considered in the application?				
Have daylight, sunlight and privacy been considered in the application?				
Has outdoor space been considered in the application?				
Is there sufficient space for bin storage which protects visual amenity and prevents risk of hazards?				

Does the design conform to the Technical Housing Standards - Nationally Described Space Standard?				
Does the design have regard for characteristics of the area?				
Is the overall design in accordance with the principles of Passive Solar Design e.g. natural heating and light through solar gain, passive ventilation?				
Are the materials chosen appropriate for thermal mass, and has appropriate insulation and airtightness been considered in the design of buildings, whilst balancing against the needs to avoid over-heating?				
For larger development schemes – does the layout utilise design to minimise shadowing, and gain heating efficiencies? Will the development make the best use of existing landform, to protect against hotter or wetter weather conditions, and utilise thermal buffering?				
Does the proposal deliver measurable improvements for biodiversity by preserving or enhancing habitats?				
Sustainable Transport				
Do the designs support sustainable transport options?				
Does the scheme facilitate active/healthy travel choices and reduce private car dependency?				
Do pedestrian and cycle routes link comfortably to surrounding areas/ facilities, and to other transport networks.				

Does the proposal provide appropriate levels and standards of car parking (as set out in Appendix 5 of the local plan)?				
Will the development incorporate electric vehicle charging points?				
Does the proposal provide appropriate levels of, and secure facilities for, cycle parking/storage?				
Will a Travel Statement (for smaller-scale developments) or Travel Plan (for proposals that generate significant traffic) be submitted with the proposal, including measures such as carclubs/Smart travel?				
Energy Efficiency				
Has the development been designed in accordance with the Energy Hierarchy (Reduce energy demand>Supply energy efficiently>Utilise renewable technology)?				
Has an Energy Statement been prepared for the application?				
Does the development utilise energy efficient design techniques such as the passive design concept and high level insulation?				
Have efficient means of supplying energy been included in the proposal including efficient mechanical and electric systems, heat pumps, 'smart' appliances and heat recovery systems?				

For energy generation have renewable technologies been utilised such as solar panels, micro turbines and ground source heat pumps?				
Has the scope for connection of larger developments schemes to an existing District Heat and Cooling System, or CHP system been considered?				
In terms of water-use efficiency, does the proposal comply with Building Regulations limit of 110 litres per day?				
Have measures been included into the scheme to recycle water, for example water-butts for housing developments, or underground tanks?				
Will the development require water-intensive processes for construction and, if so, are there any water-saving measures that can be used to reduce this?				
BREEAM Assessment (Non residential buildings over 1000sqm)				
Has a BREEAM assessment, which achieves at least a "Very Good" rating been submitted?				
Has provision been made to submit post construction certificates to achieve a minimum "Very Good" rating?				

Flood Risk and Drainage				
Has the development been located away from areas more at risk from flooding (Floods Zone 2 and 3)?				
Has the Environment Agency Surface Water Flooding Map been checked to identify localised flooding issues?				
Have Sustainable Drainage Systems (SuDS) been incorporated into the development proposal? For example infiltration basins, soakaways, permeable paving?				
Have maintenance responsibilities been identified for any proposed SuDS?				
Heritage Assets				
Has the impact of proposals upon heritage assets, such as conservation areas and listed buildings been considered? (Works to listed buildings may also require Listed Building Consent in addition to planning permission. Please check with the planning office).				
Where possible, can materials be re-used in the proposal that are in keeping with the heritage asset?				
Demolition and Construction				
Has consideration been given to the amount of embodied carbon (the CO2 used in producing materials), including how it will be reduced in the development and how waste will be reduced and diverted from landfill?				
Has a Construction Management Plan been prepared for the proposal?				
Where site demolition will be necessary, have procedures for the salvage of building part and/or materials been put in place (including any natural materials on site)?				



APPENDIX B

RESIDENTIAL DESIGN GUIDE



CONTENTS

- 1 Introduction**
- 2 Layout and Design**
 - Accessibility, connectivity and permeability
 - Density and mixed use
- 3 Car parking provision and charging**
- 4 Space Standards**
- 5 Waste Storage**
- 6 Residential Extensions and Alterations Guide**
 - Section A: General Principles for all Extensions
 - Section B: Protecting Amenity
 - Section C: Design and Appearance
 - Section D: Guidance for Typical Extension Types
 - Section E: Other Household Alterations

1 INTRODUCTION

- 1.1 This appendix sets out the design considerations in relation to residential development. The majority of planning applications received by the Council relate to new dwellings or alterations to existing houses. As such it is considered for ease of reference to consolidate residential design issues into this appendix. The appendix should be read in conjunction with the main document.
- 1.2 The appendix includes guidance on the layout and design of larger developments consisting of multiple dwellings, as well as more detailed guidance for single plots and buildings. Issues relating to space, refuse storage and amenities are explained. These matters are essential in helping a development achieve a high quality, inclusive and sustainable design as set out in SDC1.
- 1.3 In addition to this guidance, applicants are encouraged to refer to the National Design Guide available from the Department for Levelling Up, Housing and Communities (DLUHC). The guide includes '10 characteristics' to help achieve well designed places; Context, Identity, Built Form, Movement, Nature, Public Spaces, Uses, Homes and Buildings, Resources and Lifespan. The guide is available at <https://www.gov.uk/government/publications/national-design-guide>
- 1.4 The DLUHC has also issued the National Design Code. The code expands on the 10 characteristics in the Guide. Design codes can be prepared by developers in partnership with the Local Authority, particularly on larger sites requiring masterplanning. The code is available at <https://www.gov.uk/government/publications/national-model-design-code>.

2 LAYOUT AND DESIGN

- 2.1 There are a number of aspects relating to a development's layout and design that should be considered at an early stage. These will allow them to be incorporated more easily into the proposal to help address climate issues and provide a more sustainable form of development.

ACCESSIBILITY, CONNECTIVITY AND PERMEABILITY

- 2.2 The accessibility of a site to services and facilities can greatly reduce reliance on private car use. Private car use contributes a large proportion to the UK's total carbon emissions and is a major factor in air pollution. Greater opportunities for more sustainable access to services are likely to be present in the Rugby urban area and Main Rural Settlements. The Countryside and Green Belt are the least sustainable of development locations.
- 2.3 The layout and design of a site will affect access to existing nearby services. Large-scale developments should ensure that key facilities such as schools, shops, GP surgeries, recreation and play areas and bus stops are accessible and well connected.

- 2.4 To facilitate access between areas, opportunities for increasing connectivity through walking and cycling should be considered in all developments. Information on cycle routes is available from Warwickshire County Council at <https://www.warwickshire.gov.uk/cycleroutes>. Those in more sustainable locations such as the urban area will have greater opportunities to connect to existing infrastructure nearby to form a coherent network to link key destinations and trip origins.
- 2.5 Public transport provision will also help facilitate access between areas and reduce reliance on car journeys. There will be more opportunities for utilising these in the urban area. Details of bus routes are available from Warwickshire County Council at <https://www.warwickshire.gov.uk/busroutemaps>). Sustainable modes of transport including the introduction of car clubs, car sharing opportunities, park and ride facilities and rail will be supported.
- 2.6 Permeable networks encourage walking and cycling and make places easy to navigate through, especially for visitors. Consideration should be given to providing seating/resting places along well used routes to assist less mobile persons to reach key facilities and litter bins in order to prevent litter and ensure that these routes remain attractive.

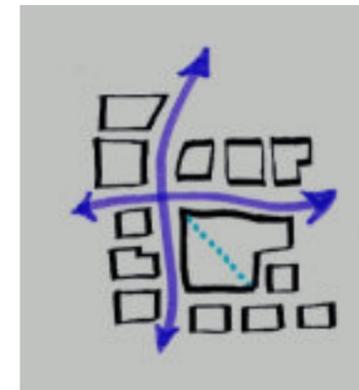


Figure 1: Diagram showing example of permeable layout and connectivity

- 2.7 Built form defines a pattern of streets and development blocks. These should be appropriate to the location enabling people to easily move both within and into and out of the site. New developments should provide active frontages that are directly accessible by foot and overlooked from the street. This can help in reducing crime by providing natural surveillance and ensuring streets are community friendly which in turn encourages walking and social interaction.
- 2.8 The National Design Guide (2019) forms part of the government's national planning practice guidance and identifies 'movement' as one of ten characteristics of well-designed places. It highlights the need for an integrated network for all modes of transport giving

people maximum choice in how to make their journeys, prioritising pedestrians and cyclists. Applicants are encouraged to refer to the guide which is available at <https://www.gov.uk/government/publications/national-design-guide>.

- 2.9 Cycling and walking provision should provide suitable crossing facilities where necessary as well as appropriate lighting levels and security measures to ensure the safety and security of pedestrians and cyclists. Lighting may also need to consider necessary mitigation measures such as protection of species and local amenity. Cycle infrastructure should provide connections that link origins and key destinations, provide direct routes and give priority to cyclists at junctions.
- 2.10 An appropriate amount of cycle storage should be provided, guided by the standards set out in Appendix 5 of the local plan. This includes providing for each new dwelling as well as on new employment, leisure, retail and commercial development sites. This should be secured, covered, have good surveillance and be sited conveniently. Therefore, consideration will need to be given to the overall design of cycle storage at an early stage of the planning process. The provision of shower facilities in non-residential developments will help facilitate commuting by cycle.
- 2.11 Electric charging points for e-bikes on new developments as well as grouped locations for cycle hire will help encourage this sustainable form of transport. The size of the development may help inform what a suitable number of points could be and would need to be considered on a case by case basis.
- 2.12 Cycle and walking routes have the potential to become green/blue corridors to encourage wildlife and habitats as well as making these routes more attractive. Doing so will help the development become more adaptable to climate change and provide ecological benefits. Tree lined streets should be utilised, which is a requirement set out in paragraph 130 of the NPPF. Examples of planting and landscaping that can be included in streetscene design are illustrated in the Green Infrastructure, Landscaping and Biodiversity section of this SPD.

DENSITY AND MIXED USE

- 2.13 Density plays an important part in reducing people's reliance on using a private car. Higher density developments can make efficient use of land in more sustainable locations, making destinations easily accessible by walking or cycling, and bringing people together to support local public transport, facilities and local services. Rugby Borough consists of a mix of urban and rural environments, so an appropriate density will need to be considered for each new development which will help form the context, form and character of the area.
- 2.14 Mixed use developments can provide a wide range of services and facilities including employment opportunities, schools, healthcare provision, recreational and leisure facilities, open green spaces and many more. This will allow residents and other people frequenting the site access these with minimum amount of travel. These developments will be expected, where appropriate, to include good cycle and pedestrian access to these facilities.

3 INSTALLING RENEWABLE AND LOW CARBON ENERGY

- 3.1 Section 3 of the main SPD details types of renewable and low carbon energy that can be incorporated into developments. When designing new dwellings it will be necessary to carefully consider how these will effect the appearance of the buildings and character of the area.

SOLAR PV PANELS

- 3.2 Solar panels are often located in prominent positions to make use of the roof slope. South facing roofslopes are usually preferred to make the most of the sun's rays. When installing solar panels, the following points should be considered to ensure they are sited as suitably as possible:

Visual prominence

Consider where the panels would be visible from e.g. from nearby roads or footpaths. Panels on the fronts of properties are likely to be visually prominent. Are there any roofslopes less visible that could be utilised?

Design

Check what colour finishes are available to help it blend in with the roof. Panels are typically dark blue or black, however coloured finishes and tones are available to help them appear less obtrusive. Coloured panels are however less commonplace currently and can be more difficult to obtain.

Arrangement

Think about the layout of the panels. The size and layout of panels can have a significant effect on the appearance of the building. Neatly arranged symmetrical panels for example are likely to be much more pleasing visually compared to panels that are scattered haphazardly across the roofspace.

Matching Styles

Check if neighbouring or nearby properties have a particular style of panels they use? In some cases it might be possible to use a similar style giving a more uniform appearance to an area.

Conservation Areas

Check if the property is within or near to a Conservation Area. Such locations are likely to be extra sensitive in terms of the character and appearance of the area. Additional care or alternative siting may be required in some circumstances.

MICRO TURBINES

- 3.3 Micro turbines must be sited clear of roofs and nearby trees to ensure they receive sufficient air flow. Due to this however they are also likely to be visually prominent and so their effect on the appearance of the building and character of the area must be carefully considered. An example of a micro turbine set up on a dwellinghouse is illustrated below.

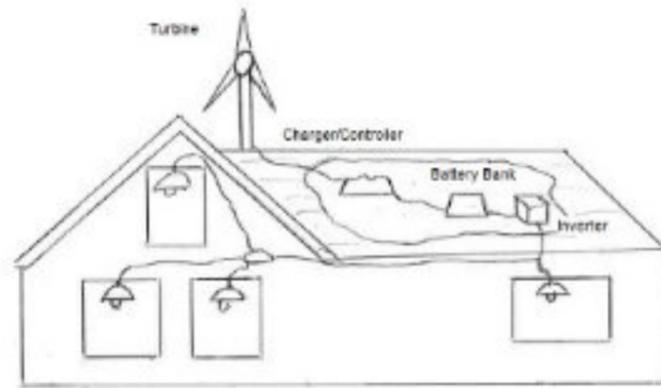


Figure 2: Micro wind turbine on a residential dwelling

- 3.4 In addition to their visual impact, there may be potential for noise disturbance from a turbine. Distance from neighbouring properties will need to be considered and it should be ensured any fixings and components are securely fixed and do not vibrate.

AIR SOURCE HEAT PUMPS

- 3.5 Air source heat pumps require a good flow of air to be most efficient. Air is taken in from the sides and back of the equipment, and cold air is expelled through its front once the heat has been taken from it. Typically they are located on or near the external walls of the building so the energy does not have to travel far. Noise is also potentially an issue, although modern technology has helped reduce this.
- 3.6 The above factors may limit the suitable locations to fit the equipment due to the required space. Also there is the potential for the cold air expelled to damage nearby garden lawns and plants and make areas less usable. It may be necessary to consider the additional garden space required to compensate for this to ensure an adequate standard of amenity is provided. The figure below shows an example layout.

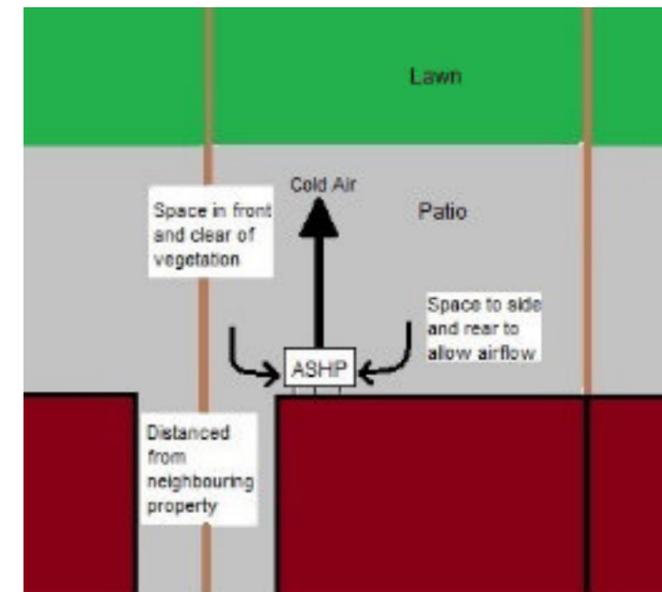


Figure 3: Example layout for an Air Source Heat Pump

4 CAR PARKING PROVISION AND CHARGING

- 4.1 Appendix 5 of the local plan sets out the planning requirements for parking provision, however car free developments may be considered in certain circumstances where the following apply:
- Extension, alteration or re-use of an existing building which has no access to parking;
 - Reversion of a previously converted property to its original residential use, including flats above shops; or
 - Where 100% cycling or walking provision is considered to be a viable option with access to a full range of services. This is only likely to be acceptable in town centre or edge of centre locations however.
- 4.2 Electric vehicle charging should be provided in new developments and incorporated into existing ones where possible. Appendix 5 of the Local Plan 2019 sets out the Borough's parking standards, however reference should also be had to the Building Regulations Approved Document S (2021) which sets out required electric vehicle charging provision. In general, charging provision should be made available for each new dwelling as far as possible, and in the case of non-residential development a proportion of the spaces should have charging provision (depending on the size of the development). Applicants are encouraged to refer to both Appendix 5 of the local plan to determine levels of parking expected, and Building Regulations to ensure satisfactory charging provision is provided in accordance with legislation.

- 4.3 Car clubs provide an opportunity for people to utilise hire vehicles for short periods at relatively little cost. Car clubs can reduce the need for private car ownership, therefore reducing the number of vehicles on the road and avoiding personal expense at having to maintain a vehicle. Proposals that incorporate car club schemes will be given positive consideration.
- 4.4 Developments should aim to create streets that control the speed of vehicles using appropriate traffic calming measures. This may for example involve planning streets so they have a maximum design speed of 20mph. In conjunction with Warwickshire County Council Highways, 'Idle-free zones' (defined areas where vehicles are banned from running engines whilst stationary) outside of sensitive sites such as schools, shops, hospitals and GP surgeries will be strongly encouraged, so as to reduce air pollution and carbon emissions caused by idling vehicles.

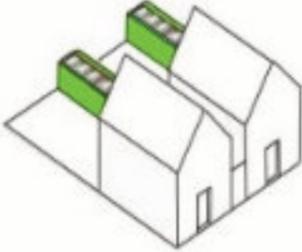
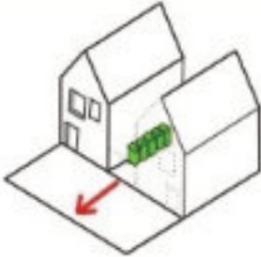
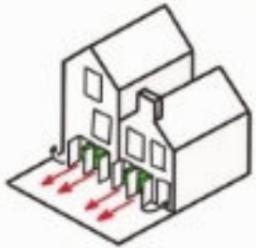
5 SPACE STANDARDS

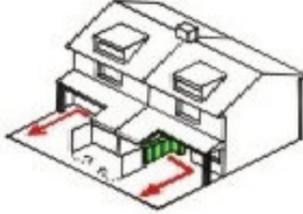
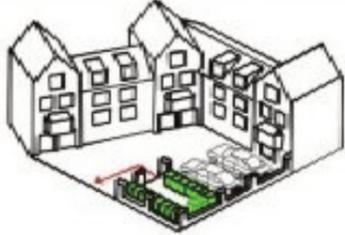
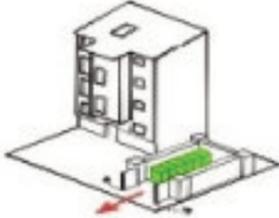
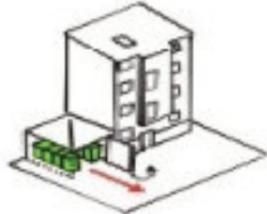
- 5.1 One recognised way to assess if living conditions of a proposed development are acceptable is whether or not the National Space Standards (<https://www.gov.uk/government/publications/technical-housing-standards-nationally-described-space-standard>) are adhered to, which can help inform room and storage sizes. Whilst this is not a specific requirement of local plan policy, it is of assistance to the Council in assessing planning applications to understand the degree of compliance with the National Space Standards and to understand the reasons why National Space Standards have not been met (if applicable) for any part of the development. Non-compliance with the space standards is not in itself be a reason for refusing permission, however substandard accommodation will be. Providing a satisfactory amount of space in line with the standards will help secure sufficient amenity and quality design in accordance with SDC1.
- 5.2 New dwellings should provide an adequate amount of garden space that is in keeping with the character of the area. Gardens help provide a good standard of amenity to developments and may also be used for growing food. It will be necessary to consider the individual merits of a proposal, however, as a guide, a garden should be at least the size of the ground floor footprint of the dwelling. A minimum garden length of 7 metres is encouraged, as well as 60 sqm area for a 2 bedroom property and 80sqm for a 3 bedroom property. Flats should also ensure usable outdoor space is available, such as communal gardens and balconies.
- 5.3 It is recommended that sufficient space is made available between dwellings. In general, there should be separation of 21 metres between dwellings facing rear to rear, and 14 metres if the rear of the dwelling is facing onto a blank side elevation.
- 5.4 Consideration should be given to the layout of garages and other outbuildings to ensure that some garden spaces are not enclosed by structures on all sides leading to an overbearing effect.

6 WASTE STORAGE

- 6.1 Designs should carefully consider arrangements for bin collections and provide sufficient space for the different bin types used. Areas without adequate collection areas can result in wheelie bins strewn across public areas and can represent a safety risk to pedestrians and vehicles and can be visually unappealing.
- 6.2 The design and siting of the bin storage itself should carefully consider possible visual and amenity impacts to ensure it does not adversely affect the external elevation of the property, the character of the area or residents' living conditions. Where required at the front of the property, well designed screening may be necessary. Waste bin storage areas should be well ventilated and situated away from direct sunlight. Communal waste/ recycle facilities must be easily accessible to all residents including those with disabilities.
- 6.3 The National House Building Council (NHBC) Foundation has produced guidance for waste bin storage for different types of housing entitled "Avoiding Rubbish Design" (2016) . The guidelines include examples and case studies of refuse storage for different housing types. The document is available at: <https://www.nhbcfoundation.org/publication/avoiding-rubbish-design-providing-for-bin-storage-on-new-housing-developments/>
- 6.4 Illustrated examples from the guide are summarised below. It is important to emphasise however that the most suitable method for waste storage of collection will depend on the individual characteristics of the site and proposal. This may for example involve taking into account the wider design context such as main approaches and viewpoints of the development, as well the overall character of the area.

Figure 4: Examples of waste storage methods.

Semi-Detached Properties	
	
<p>Purpose built stores in rear of property. Bins kept where not visible from the house.</p>	<p>Bin stored in space between detached houses. Space provided to allow the passing of bicycles and garden equipment. Gate provided at front of store.</p>
Linked Houses	
	
<p>Storage behind garage type doors. Particularly suited to mews type buildings where there is little space at the front. This solution places bins behind doors to the front of houses. Care should be taken to ensure the design of the façade is not overly dominated by too many doors.</p>	<p>Storage adjacent to front doors. Bins are kept in purpose built stores adjacent to the front doors of houses which can be constructed as pairs as shown.</p>

Linked Houses		
		
<p>Storage within storm porches. Storage adjacent to front doors integrates into a wider porch.</p>	<p>Communal storage sited separately within shared grounds. This solution provides open storage for a number of bins but it is located away from the houses. Due to the scale of the storage consideration should be given to providing landscaping and/or screening to block residents views of bins. If possible the storage should be located close to the street boundary so that the bins do not have to be wheeled out by residents on collection days.</p>	
Apartment Buildings		
		
<p>Communal storage within shared grounds adjacent to apartment buildings. This solution provides open storage for a number of bins. The preferred location is close to the street boundary so that bins do not have to be wheeled out by residents on collection days.</p>	<p>Communal storage to side of apartment buildings. This solution provides a dedicated store to the side of the building in a logical position adjacent to the entrance. The store should ideally use the same facing material as the building.</p>	<p>Communal storage within apartment buildings. Best suited to smaller apartment buildings, storage space for bins is provided within the envelope of the building. Ideally the storage space is discreetly but close to the building's access.</p>

Source: NHBC Foundation

6.5 In some instances it may also be possible to locate bin stores to the front of properties. These are likely to have a significant visual impact however so will require careful design and may only be acceptable in certain circumstances.

7 RESIDENTIAL EXTENSIONS AND ALTERATIONS GUIDE

7.1 The following section focusses on extensions and alterations to household dwelling and gives details of design considerations that should be adhered to when submitting a planning application.

SECTION A: GENERAL PRINCIPLES FOR ALL EXTENSIONS

7.2 The Council, when assessing a planning application for an extension, will consider:

- The effect of an extension on the scale and character of the existing building and the surrounding area; and
- The impact on residential amenities enjoyed by the occupiers of surrounding properties

The guidance contained in this part explains in more detail how these aims can be achieved.

7.3 There may be examples of extensions in the area that do not comply with these guidelines. Such examples should not be seen as a precedent and will not be accepted as a reason to allow a similar proposal since they are likely to have been approved when different design policies applied. Each case therefore, is considered on its own merits.

SECTION B: PROTECTING AMENITY

7.4 It is important to consider the effect an extension would have on the neighbouring properties and the surrounding area. In addition, the amenity of the future occupiers needs consideration in addition to existing neighbouring occupiers.

7.5 Prior to submitting an application it can be very helpful to discuss proposals first with any neighbours who could be affected. If planning permission is required, following receipt of the application, the Council will notify the neighbours and publicise or the proposals if applicable. The Council will take into account any representations received when assessing if proposals are acceptable.

Daylight and Sunlight

7.6 An extension should not cause any significant loss of light to habitable rooms in neighbouring properties, or restrict sunlight to that part of a neighbouring garden close to the rear of the property that is used for sitting in or recreation. A habitable room usually consists of a living room or lounge, bedroom, dining room or a kitchen. It does not relate to a hall, landing, toilet, bathroom or corridor.

7.7 In addition, overbearing extensions could affect amenity in the garden. The relationship between the properties, including any change in ground levels and orientation must be taken into account when determining the residential impact of the development.

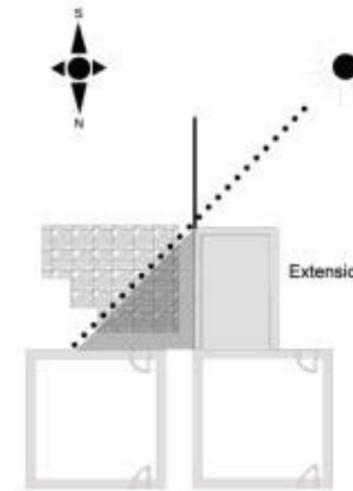
7.8 To maintain a reasonable relationship between an extension and any neighbouring properties, the Council will assess all extensions against the "45° Guideline".

45° Guideline

7.9 The 45° Guideline provides a useful tool to prevent loss of daylight to neighbouring properties.

7.10 To comply with this guideline, extensions should be designed so as not to cross the appropriate line drawn at an angle of 45° from an adjoining neighbour's dwelling (see diagrams below). This is different depending upon whether the proposal is a single storey or two storey extension. For single storey extensions, the 45° line is taken from the mid-point of the nearest window, which is also the main light source for a habitable room (Line X). For two-storey extensions, a line taken at 1 metre in from the edge of the neighbouring boundary line of the dwelling is used (Line Y). If within the 45 degree line, there is usually no loss of daylight to neighbouring properties and extensions are not overbearing.

7.11 The 45° guideline needs to be interpreted carefully and flexibly. For example, if the extension has a much larger building behind it then the daylight from that direction may already be blocked.



Extension restricts sunlight to garden and window

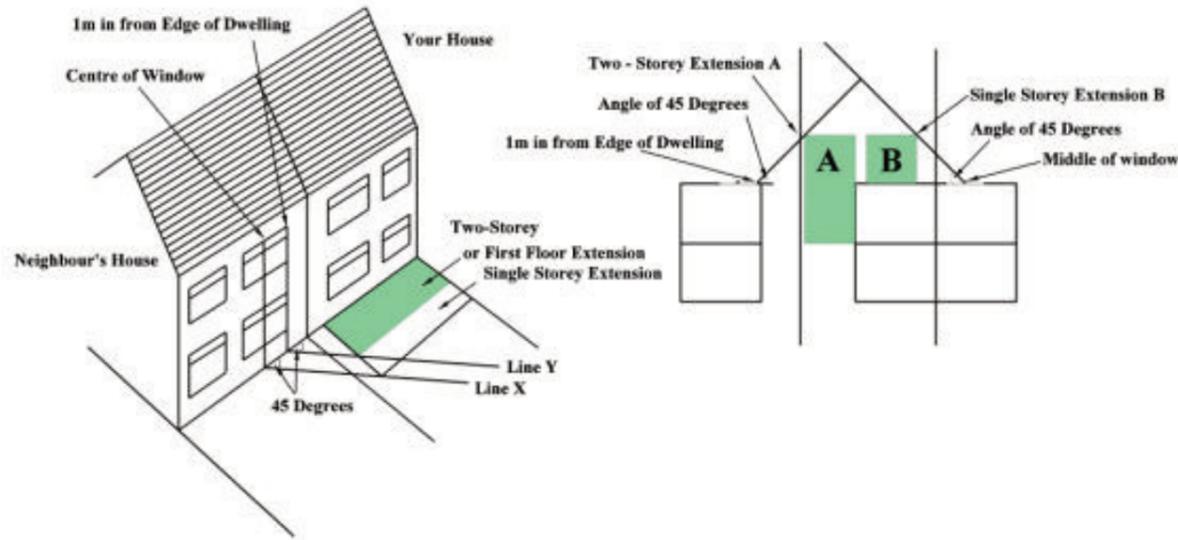
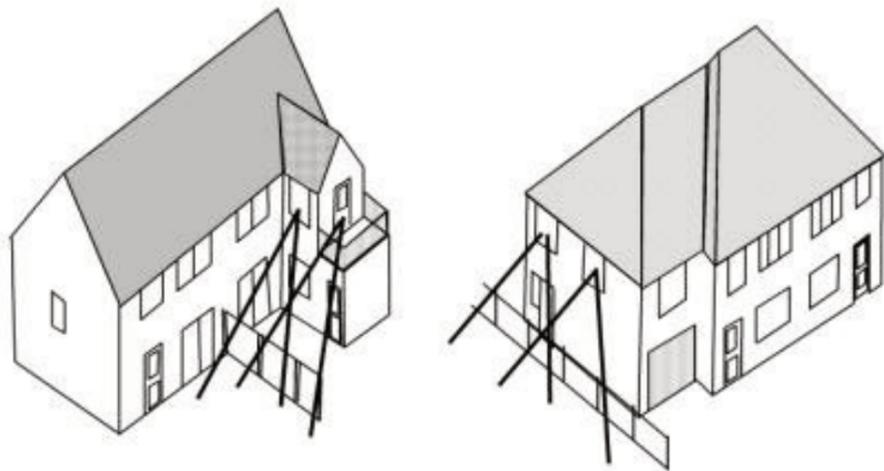


Diagram of 45° Guideline (not to scale)

Overlooking

7.12 An extension should not result in any significant loss of privacy to adjoining dwellings or gardens. The main priority is privacy to habitable rooms and private gardens. Therefore, extensions should not be built with side facing windows near to boundaries that overlook a neighbour's property. In addition, changes in ground level may have an affect on privacy and should be taken into account e.g. raised patio areas. It may be possible to install windows that are more than 1.7m above the floor level of the room in which they are in, and obscure glazed, if light and ventilation is required.



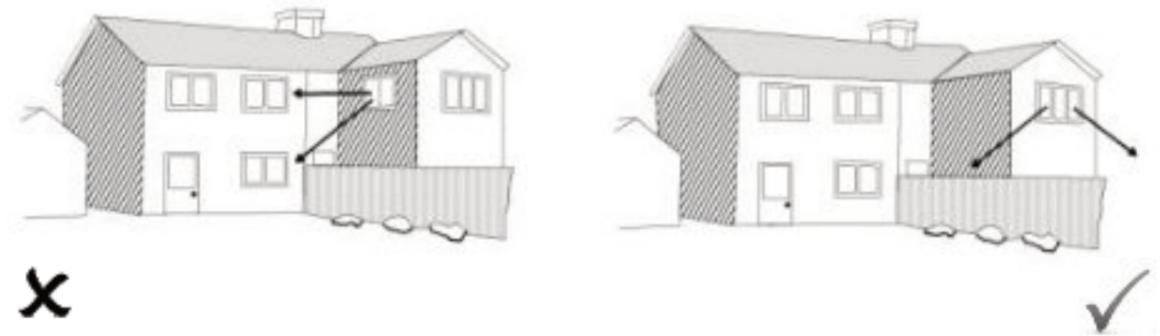
Extensions where adjacent properties are overlooked

Single-storey extensions:

7.13 Fences or walls should effectively screen windows in single-storey extensions. If it is not possible to screen or use obscured glazing in flank windows, they should be omitted or the application may be refused if privacy to adjoining occupiers is affected.

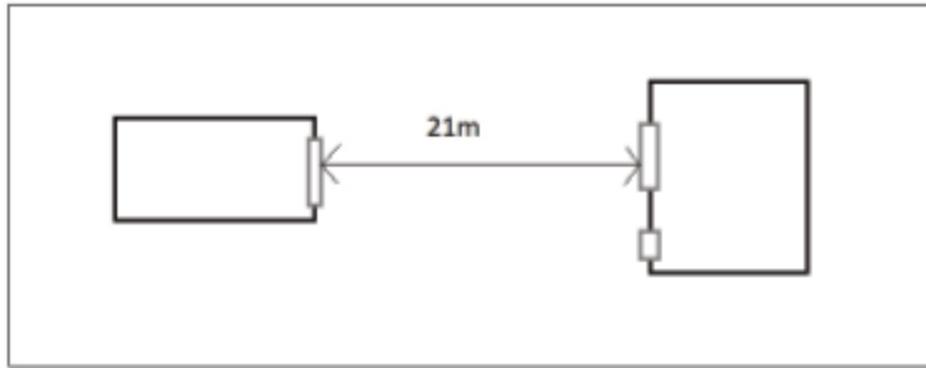
Two or more storey extensions:

7.14 Windows in extensions of two or more storeys generally have unrestricted views and may not be acceptable where excessive overlooking occurs. In certain circumstances, the use of opaque/frosted glazing may also be acceptable as a method of eliminating overlooking. Balconies and roof gardens can also adversely affect the privacy of neighbours and will generally be unacceptable. In some instances screening may be used to mitigate this, however care must also be taken not to affect light or adversely affect the visual appearance of the building.



The position of clear-glazed windows affects the privacy of neighbouring properties

7.15 The distance between windows opposite each other should also be taken into account. It is recommended that as a general guide, there should be a distance of no less than 21 metres window to window. Factors including the height of land, angle between affected windows, and any screening present should also be considered which may affect the acceptable distance. This distance is also recommended when new dwellings are being developed as well as extensions.



Recommended distance between opposite facing windows at the same level. The distance required may be greater if, for example, upstairs windows of a two-storey dwelling afford views into windows at a single-storey level.

Private Gardens

7.16 Extensions should leave an appropriate private outdoor amenity space for the property; as a guide, buildings should cover no more than 50 percent of the existing garden area.

SECTION C: DESIGN AND APPEARANCE

Scale

7.17 The siting, size and design of an extension must not dominate the existing building, and should be sympathetic with and appear subservient to the original dwelling.

7.18 Extensions that are too large in relation to the existing dwelling, or are out of keeping with the streetscene can have a detrimental impact on the original character of the building and the surrounding area. Extensions should not have an overbearing appearance. Extensions that would dominate the existing building or be over-prominent in the streetscene will not be permitted.



An acceptable extension that does not dominate

7.19 In the countryside, particularly in the Green Belt, the Council will seek to limit the size of

residential extensions to an appropriate size and scale for that building and locality. Within the Green Belt it is important to ensure that extensions do not result in disproportionate additions over and above the volume of the “original” dwelling. This will typically be around a quarter of the original volume.

7.20 The design of an extension should be sympathetic to that of the existing building and be in character with the surrounding area.

7.21 When considering an extension, it is important that the extension should relate to the design of the original building. Every effort should be made to integrate the extension into the original design of the dwelling. This will usually require sensitive design and use of materials.

Windows and Doors

7.22 The type, proportions, sub-divisions and materials of new windows and doors should be in keeping with those of the original dwelling.

7.23 In addition to respecting the general proportions of windows and doors, the detailed design is also an important consideration. The new windows should be arranged to line up vertically, horizontally and proportionally with the existing windows on the original dwelling, in order to provide a semblance of balance and continuity.

7.24 Furthermore, avoid mixing different types of windows and doors on the front elevation, and ensure that dormer windows relate in shape, position, design and size to the existing windows. When dealing with older properties of character (including listed buildings) and buildings in Conservation Areas it is extremely important to ensure windows and doors are set back in their reveals and not flush with the brickwork.



An unacceptable extension where the new windows are not sympathetic with those of the original dwelling

Roof

- 7.25 An extension should have a roof that reflects the original dwelling in design, angle of pitch, shape and materials.
- 7.26 There are essentially two types of pitched roof shapes to dwellings, hipped and gabled. All extensions with two or more stories must have a roof pitch that is in keeping with the existing dwelling. Single-storey side extensions are encouraged to have matching roofs. No extension should interrupt the roof profile where there is a clear, consistent roof form and line in a group of dwellings.



Extensions should have similar roof pitches

Materials

- 7.27 The materials used in extensions should match or be sympathetic with the existing dwelling in terms of type, colour and texture. In Conservation Areas or for Listed Buildings, material samples will need to be submitted and approved prior to the commencement of the development. Materials must be approved to the satisfaction of the Planning Officer dealing with the planning application, and not by the Building Control Officer.

Detailing

- 7.28 It is important in designing the details of the extension to reflect those of the existing dwelling. Buildings often have distinctive architectural features that contribute to their character and these can be used to good effect to assist in reflecting the design of the extension with the original.



Unnecessary detailing

SECTION D: GUIDANCE FOR TYPICAL EXTENSION TYPES

- 7.29 Extensions should positively enhance the existing character of the area. The following sections provide advice on examples of typical extensions:

Front Extensions

- 7.30 The design and appearance of the fronts of dwellings and the distance between the buildings and the street are important aspects in defining the character of residential areas. Front extensions, which project beyond the front of the original dwelling, can completely change the external elevation of the dwelling and affect the character of the immediate street scene and overall character. Therefore, generally only modest extensions which do not extend significantly forward of the building line that reflects the character of the existing property or area will be allowed.



An unacceptable front extension

Porches and Canopies

- 7.31 Porches should reflect the character of the original dwelling in terms of scale, details and materials used in construction. Window and door details are important in ensuring that the character of the porch aligns with that of the front elevation, and blank featureless porches are not encouraged. Canopies should be designed carefully so that they reflect existing features and use appropriate materials.



A porch that reflects the character of the original dwelling

Side and Rear Extensions

7.32 In traditional detached and semi-detached dwellings, extending at the side almost invariably involves developing up to the side boundary. The spaces between buildings, particularly at first floor level, often make an important contribution to the character of an area. Two storey side extensions that reach a property boundary may contribute towards an inappropriate “terracing effect” that would adversely affect the character of the area. This is particularly noticeable where an extension continues the roofline of the original building and where a neighbouring property could also be extended in a similar manner, thereby closing the original gap between dwellings, blocks or terraces or pairs of semi-detached housing.

7.33 To reduce the effect of terracing, it is desirable to maintain a minimum of a 1 metre gap between the dividing side-boundary at first-floor level or above, in order to provide a visual break between properties. This is especially relevant for extensions above single-storey, such as two-storey and first-floor extensions.



“Terracing” effect

1 metre gap avoids “terracing”

7.34 Setting back the extension from the front wall of the dwelling will help the original building maintain its dominance, particularly if it extends as far as the boundary. Such a set back will be required unless:

- There is a stagger in the building line;
- There is a marked change in levels between properties.

7.35 Side and rear extensions to properties on corner plots will be required to take into account the visual impact upon the side road and not be unduly prominent nor out of character with the streetscene. The design of the flank element of the extension will be particularly important in such locations to ensure that featureless blank expanses of brick are not visible and alter the character of the area; well designed windows or other decorative features such as brick detailing will be required as a result.

7.36 If building up to the boundary of a property is unavoidable, foundations, guttering and other construction should be kept within the boundary of the developing property. The use of a pitched roof is recommended on extensions. In order to reflect the character of the property a flat roof construction will not be acceptable if visible in the streetscene and the original dwelling has a pitched roof.



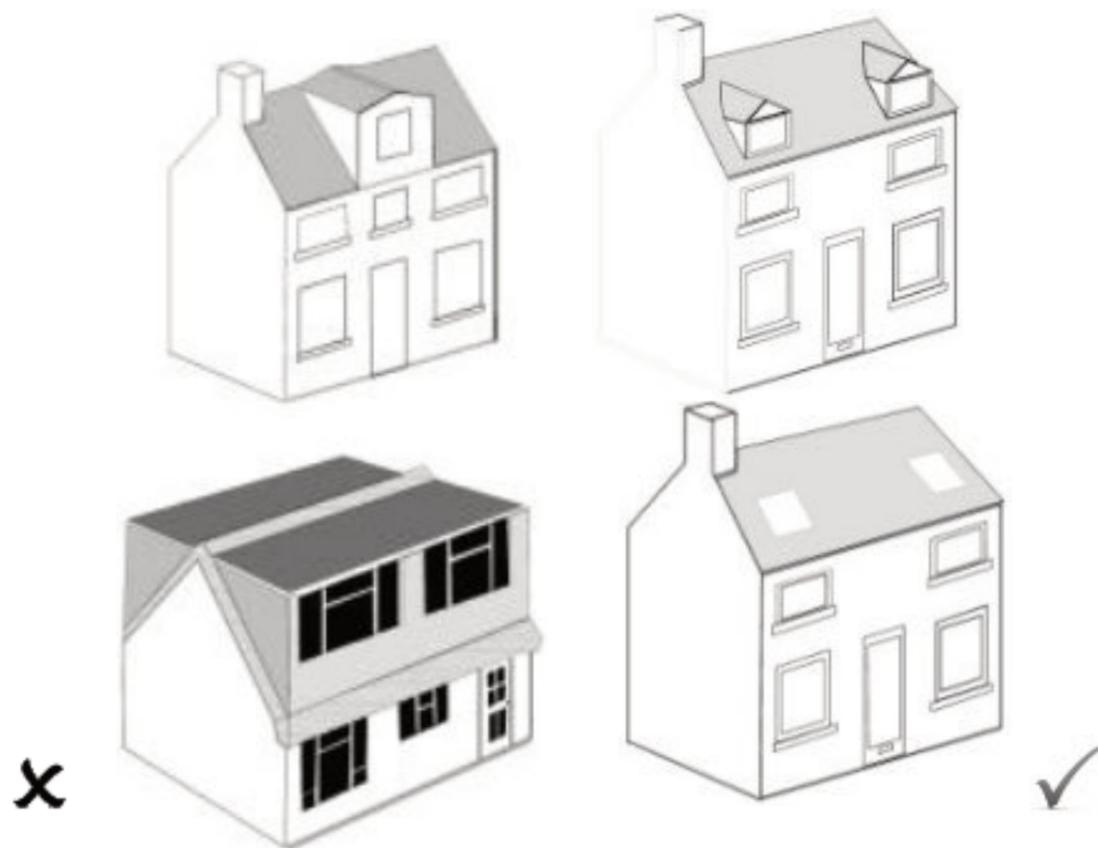
Acceptable side extensions

Roof and Dormer Extensions

7.37 In certain circumstances roof and dormer extensions can be developed under “permitted development rights”, but they will always need Building Regulation Approval. Please refer to the Planning Portal website or seek the advice of a planning officer.

7.38 Roof extensions and dormers should not dominate the roof by being overly large, bulky or higher than the ridgeline of the original roof.

- 7.39 Care should be taken to retain characteristic features such as chimneys and ridge tiles. The roof and sides of dormers should be covered in materials to match or compliment the main roof. Dormer windows should also complement the existing dwelling in terms of its proportions, size and positioning. Dormers should be set in from the side and set down from the roof.
- 7.40 Rooflights and solar panels fitted to an existing roof should wherever possible face away from the street. Roof alterations that form a gable end where the original roof was hipped and large side facing dormers often appear out of character with the design of the existing building, streetscene and character of the area and will not be permitted.



Dormer windows should complement the existing dwelling

SECTION E: OTHER HOUSEHOLD ALTERATIONS

Parking – Garages and Hardstanding

- 7.41 Parking spaces should ensure they are of a sufficient size to facilitate their use. Garages should allow larger vehicles to open doors once parked within. For some types of garage and where space is limited, a single garage door could be used as an alternative to two to help maintain space. A large singular garage door may however affect the aesthetics of the property so consideration should be given to the overall design. Warwickshire County Council recommend the size of a parking space as a minimum of 2.4m width by 4.8m length. Larger parking spaces for modern vehicles should be considered where space is available. Accessible spaces for disabled people should incorporate a further 1.2m width marked transition zone to the side of the bay to facilitate entry or exit to or from a vehicle.
- 7.42 Garages and outbuildings should be sympathetically related to the main dwelling, whether they are adjoined or freestanding. Detached garages may not be acceptable in prominent locations, such as corner properties or in front of the building line.
- 7.43 The development of a residential extension should not reduce existing parking, servicing and turning facilities that would result in on-street parking or affect highway safety. In order that vehicles can be parked in front of garages without overhanging the pavement, the following distance between the garage doors and the footpath should be observed:
- 7.44 The normal distance to garage doors from the footpath should be at least 5.5 metres. This is to prevent cars overhanging the highway whilst the garage doors are being opened. However, other dimensions may be appropriate depending upon the type of garage door.

Ancillary Outbuildings

- 7.45 Ancillary outbuildings may not be acceptable in prominent locations such as corner properties or in front of the building line. Careful consideration should also be given to the height of the structure and its effect on neighbour amenity. Where near to a boundary, a hipped or sloping roof design, together with its overall height, may help reduce the overbearing impact on neighbours.

Walls and Fences

- 7.46 Walls, fences or any other means of enclosure to the front or side of dwellings can significantly change the appearance of an area therefore before such structures are introduced, the character and appearance of the area should be considered when planning permission is required. The character of Conservation Areas, open plan estates

and areas with natural vegetated boundaries should be retained as much as possible, thereby preventing loss of existing hedgerows, and preserving or enhancing heritage. Enclosing these areas with unsympathetic walls or fencing may not be appropriate and may lead to a decrease in biodiversity. It is important to note that planning permission is often required for the enclosure of landscape strips to the side of a dwelling whether it is included within the curtilage of the dwelling or not. If fencing is appropriate in overall design terms, hedgehog highways schemes help to maintain biodiversity by allowing a network of species to travel freely between and within estates assists with biodiversity. To achieve this, the insertion of 13 square cm holes in the gravel boards of fencing or within walls should be incorporated so that hedgehogs can move freely through developments. The details of Hedgehog Highway schemes may be required by condition.

- 7.47 New fences and walls should not reduce the visibility of drivers when entering and exiting their driveway. In order that sufficient visibility is provided the height and design of fences or walls to the back of the pavement would be observed. Fences and walls maybe covered by permitted development rights, however, it is important to note that planning permission is often required for. For further explanation please contact a Planning Officer on 01788 533759 or visit the Planning Portal online.

Hardstanding

- 7.48 The replacement in whole or in part of a surface (hardstanding) may require planning permission depending on its size, type of surfacing and drainage. Please contact a Planning Officer on 01788 533759 or visit the Planning Portal online for further information. Drainage should be carefully considered and utilise permeable paving and sustainable drainage systems where possible to help manage flood risk and run-off. Further information is detailed in Section 5 of the main SPD.



**Climate Change and Sustainable Design and Construction
SPD January 2023
Consultation Statement**

Response and amendments

Context

- 1.1 The Statement of Community Involvement (SCI) states that a Consultation Statement will be published following the close of the consultation. This will include:
 - A list of the persons consulted;
 - A summary of representation; and
 - A comment on how representations have been considered and the actions taken.
- 1.2 The consultation period ran from 27th September to the 8th November 2022. 12 consultation responses were received for consideration by the Council. A list of consultees who made representations to the consultation document can be found in Appendix A.
- 1.3 The consultation was carried out under the Town and Country Planning (Local Planning) (England) Regulations 2012 Regulations 12 and 13. The details of the consultation including where to view the document and how to respond were published on the Rugby Borough Council website and in the Rugby Observer newspaper.
- 1.4 All statutory consultees (including Parish Councils) and any individuals and businesses whose details were held on the Planning Policy Database received either a letter or an email notifying them of the consultation and where to view the document.
- 1.5 Copies of the consultation documents were made available on the Council's website and for viewing during opening hours at the Town Hall. Representations could be made by email, online via the Council's website or by post.
- 1.6 The key issues as a result of the consultation were as follows;
 - General support for the aims and objectives of the SPD;
 - Concerns that some sections go beyond the remit of an SPD and introduce new requirements;
 - Suggested further details and information sources relating to renewable technologies, water and drainage issues;
 - Clarification on wording in parts and presentation;



1.7 In response to the consultation this document outlines the following:

- A detailed table summarising the key issues raised by consultation
- Appendix A: A list of consultees who made representations.

Summary of issues raised and suggested changes:

Respondent	Comment summary	RBC Response	Action	Recommended Changes in bold or as strikethrough
1.Historic England	<p>Important to ensure document does not adversely affect historic environment.</p> <p>Section 2: Recommend links to guidance notes to help with consideration of issues.</p>	Noted. Further information will help consideration of proposals and protect historic environment.	Additional links and explanatory text added in Para 2.37	<p><u>Energy Efficiency and the Historic Environment</u></p> <p><u>2.37 Energy efficiency measures and incorporating renewable technologies can impact upon the historic environment. Historic England have published guidance on energy efficiency in older houses and historic buildings and advice on solar power and heat pump installations. These include:</u></p> <p><u> -Solar Photovoltaics:</u></p> <p><u>https://historicengland.org.uk/images-books/publications/eehb-solarelectric/heag173-eehb-solar-electric-photovoltaics/</u></p> <p><u> -Heat Pumps:</u></p> <p><u>https://historicengland.org.uk/images-books/publications/eehb-heat-pumps/heag172-heat-pumps/</u></p> <p><u> -Technical Guidance List on Energy Efficiency</u></p> <p><u>https://historicengland.org.uk/content/docs/advice/technical-conservation-guidanceand-research-brochure-pdf/</u></p>

	<p>Section 3: Recommend reference to re-use of historic buildings can contribute to sustainable development. Welcome inclusion on impact upon Heritage Assets in Appendix A checklist.</p>	<p>Further information may improve SPD, consider where to include. Support for Appendix A noted.</p>	<p>Add additional text in Para 3.18.</p>	<p><u>3.18 It is important to acknowledge however that Heritage assets can be a valuable aid to achieving sustainable development. For example, historic buildings represent a significant investment of expended energy. Demolishing and replacing these historic structures would also require a major reinvestment of embodied energy and other resources. Therefore, encouraging the reuse of existing historic buildings and spaces can help achieve sustainable development.</u></p>
	<p>Section 4: Should acknowledge flood risk impacts on traditional buildings. May be helpful to refer to guidance note.</p>	<p>Further information may improve SPD.</p>	<p>Include reference and link to guidance note in Para 4.10.</p>	<p><u>4.10 Historic England advise that traditional buildings can experience particular risks from flooding. There may be a need for such buildings to be able to dry out slowly and that care must be taken not to introduce inappropriate retrofitted measures which would prevent effective drying and shorten the life of the building. A guidance note ‘Flooding and Historic Buildings has been published with further information on these issues: https://historicengland.org.uk/images-books/publications/flooding-and-historicbuildings-2ednrev/heag017-flooding-and-historic-buildings/</u></p>
	<p>Section 5: Potential impact of SuDS on archaeology. May be helpful to refer to guidance note.</p>	<p>Further information may improve SPD.</p>	<p>Include reference and link to guidance note in Para 5.7.</p>	<p><u>5.7 Sustainable drainage systems (SuDS) need to be designed so that they do not impact on archaeology. Impacts can be caused by draining waterlogged archaeology or introducing surplus water and pollution from surface runoff into archaeological sediments via soakaways. This includes soakaway systems/ground discharge with filters, as the long-term management and replacement of the filters cannot be guaranteed. With regards to these impacts the Historic England guidance on ‘Preserving Archaeological Remains’ may be useful to consider: https://historicengland.org.uk/images-books/publications/preserving-archaeologicalremains/</u></p>

	<p>Section 6: With GI SPD should require attention to various heritage assets. Also reference sensitive preservation of features including safeguarding ridge and furrow. Refer to comments for potential details to include. May be helpful to refer to guidance note.</p>	<p>Further information may improve SPD.</p>	<p>Include reference and link to guidance note in Para 6.15.</p>	<p><u>6.15 When considering enhancing Green Infrastructure attention should be given to the location, landscape, character and heritage significance of conservation areas, historic parks and gardens and archaeological features. Sensitive preservation of historic geological and ecological features should be incorporated where appropriate, including safeguarding ‘Ridge and Furrow’ features. When restoring historic field ponds and ditches, these may have archaeological deposits within them and should be assessed, taking into account the impact on heritage. Woodland creation can also cause harm to archaeology and should also be subject of assessment. Historic England have produced guidance on water features such as ponds, which it may be helpful to refer to: ‘Water Features in Historic Settings: A Guide to Archaeological and Palaeoenvironmental Investigations’ - https://historicengland.org.uk/images-books/publications/water-features-historic-settings/</u></p>
	<p>Section 8: Welcomes whole building approach and references. Suggest reference to other relevant publications.</p>	<p>Further information may improve SPD.</p>	<p>Include reference and link to guidance note in Para 8.14.</p>	<p>8.14 The first priority for listed buildings should be for non-invasive measures. This will help preserve the integrity and special character of the listed building. Measures should incorporate the re-use of building materials where possible. This is already undertaken when works are carried out to historic buildings to ensure materials match and the character and appearance is conserved. This can also reduce the environmental impact of new development through a reduced demand for new materials and reduced levels of waste to be disposed of in landfill sites. The replacement of windows with modern double or triple glazing units is unlikely to be acceptable. Historic England have issued guidance ‘Planning Responsible Retrofit of Traditional Buildings’: https://historicengland.org.uk/images-books/publications/planning-responsible-retrofit-of-traditional-buildings/</p>

<p>2.RPS on behalf of Taylor Wimpey</p>	<p>Supportive of general approach although document goes beyond remit of SPD in several sections. Certain cost implications giving rise to viability issues. In general - rephrasing to 'developers will be encouraged' instead of 'should' would broadly address this fundamental concern. Thermal bridge free design goes beyond Building Regulations and would significantly impact cost and viability.</p>	<p>SPD is intended as a guide to support existing policies and is considered to primarily do this. 'Should' is not a set requirement, however, wording reconsidered in certain sections.</p>	<p>Amend wording in Paras 2.21 and 2.22.</p>	<p>2.21 Dwellings and other buildings should <u>aim to ensure</u> that the highest level of insulation possible is provided.</p> <p>2.22 Where dwellings include integrated appliances these should <u>aim to</u> be the most energy efficient...</p>
	<p>Section 2: Thermal bridge free design would go beyond Building Regulations and significantly impact cost and viability. Request clear reference to encouraged but not required.</p>	<p>Noted. Text is not intended make this a set requirement however clarification may be beneficial.</p>	<p>Amend wording in Para 2.21</p>	<p>2.21 Dwellings and other buildings should aim to ensure that the highest level of insulation possible is provided., including thermal bridge free design and ensuring buildings are air tight Thermal bridge free design is encouraged where appropriate, and that lighting is <u>should</u> be the most energy efficient– for example, by using LED lightbulbs. Air tightness is equally important and natural ventilation should be able to be easily closed to not compromise air tightness.</p>
	<p>Section 5: Welcome reference to amenity or recreation facilities. Suggest further guidance on type of design features.</p>	<p>Can include additional information and cross reference to guidance.</p>	<p>Additional sentence added signposting to examples in Para 5.15.</p>	<p>5.15 Basins can be vegetated to help absorb some runoff and also improve water quality by acting as a filter. Where designed appropriately, some or all of the basin can be used as an amenity or recreation facility. <u>Examples of amenity and recreation uses (amongst others) in SuDS are illustrated at https://www.susdrain.org/delivering-suds/using-suds/benefits-of-suds/SuDS-benefits.html</u></p>
	<p>Section 6: Tree policy missing. Recommend direct link.</p>	<p>Policy uploaded to website and</p>	<p>Amended text in Para</p>	<p>6.3 A careful balance must be struck between shading, the amenity value of trees and solar gain as a result. Rugby Borough</p>

	Should ensure does not inadvertently introduce new costs for developments e.g. for maintenance programs	reference added. Has been developed separately and not considered to introduce new costs.	6.3 to link to relevant web page.	Council has prepared a Tree Policy which is available at https://www.rugby.gov.uk/directory/25/our_planning_strategies_policies_and_evidence/category/86 .
	Appendix A – Recommend council use a single validation checklist.	Some information may be re-iterated in future checklist separate from this SPD. Sustainability checklist is a guide to help ensure sufficient information is provided and is related to the contents of the SPD.	No action required.	None.
	Appendix B: No specific requirement in adopted plan for space standards. No evidence or effect on viability considered. Concern that failure to meet standards will be considered adversely in applications.	Space standards only referred to as a guide. May include additional explanatory text about not a reason for refusal etc. (e.g. non compliance	Additional sentence added into Appendix B para 5.1.	5.1 One recognised way to assess if living conditions of a proposed development are acceptable is whether or not the National Space Standards (https://www.gov.uk/government/publications/technical-housing-standards-nationally-described-space-standard) are adhered to, which can help inform room and storage sizes. Whilst this is not a specific requirement of local plan policy, it is of assistance to the Council in assessing planning applications to understand the degree of compliance with the National Space Standards and to understand the reasons why National Space Standards have not been met (if

		won't be considered as a reason for refusal. However substandard accommodation may be refused).		applicable) for any part of the development. <u>Non-compliance with the space standards is not in itself be a reason for refusing permission, however substandard accommodation will be.</u> Providing a satisfactory amount of space in line with the standards will help secure sufficient amenity and quality design in accordance with SDC1.
	Appendix B: Garden sizes have not been viability tested or considered through the development plan process. Should not introduce viability issues.	Garden sizes are indicative guideline to improve design. Explanatory wording may be helpful however.	Additional sentence added into Appendix B Para 5.2.	5.2 New dwellings should provide an adequate amount of garden space that is in keeping with the character of the area. <u>It will be necessary to consider the individual merits of a proposal, however,</u> As a guide, a garden should be at least the size of the ground floor footprint of the dwelling. Flats should also ensure usable outdoor space is available, such as communal gardens and balconies.
3. Natural England	Welcome focus on sustainable design and construction and the themes used. Recommend using case studies on the themes and issues.	Noted. Case study examples given are not local however and overall its considered examples given In SPD are sufficient.	No action required.	None.
	Section 6: Should consider role GI can have in enabling nature to move and help recover. Recommend reference to guides.	Further information may improve SPD. Additional text and reference to guidance can be added. Some guidance examples	New paragraphs 6.10 and 6.11 added.	6.10 <u>Green infrastructure can play a role in enabling species to move from less favourable habitats to more favourable ones as the climate changes. Green infrastructure can be part of an overall nature recovery network. Advice on nature recovery networks can be found here: Nature Networks Evidence Handbook (NERRO81): http://publications.naturalengland.org.uk/publication/6105140258144256</u>

		mentioned not considered suitable for inclusion however as different audience and very technical.		<u>6.11 The natural environment can play a vital role in tackling the climate crisis as healthy ecosystems take up and store a significant amount of carbon in soils, sediments and vegetation. Alongside many other negative impacts, the destruction and degradation of natural habitats has resulted in the direct loss of carbon stored within them. Restoring natural systems can start to reverse this damage at the same time as supporting and enhancing biodiversity, alongside delivering co-benefits for climate change adaptation, soil health, water management and society. Green infrastructure proposals should seek to restore degraded natural habitats where possible.</u>
4. William Davis	Appendix A - Building Regulations set out requirements and SPD checklist duplicates information required unnecessarily, should omit Appendix A entirely.	Information included as guidance and is considered to generally avoid duplication. Still important to incorporate relevant design features at planning stage.	No action required.	None.
	Appendix A - Condition requiring energy statement not enforceable or precise. Impossible to monitor accurately. Quantifying contribution of each technology is complex.	Considered suitable to retain reference to energy statements to help ensure compliance with SDC1 and SDC4	No action required.	None.
	Appendix A - 10% carbon emissions reduction goes beyond Building Regulations.	Agree that paragraph could demand greater	Text from Appendix A para 2.3	2.2 An Energy Statement is a validation requirement to demonstrate compliance with the sustainable policies in the local plan. In some instances these details may not be known e.g. outline

		than Building Regulations and be excessive requirement.	moved to 2.2 and delete rest of sentence referring to 10%	<p>applications. Where this is the case it may be possible to utilise a planning condition on a grant of planning permission to ensure one is submitted with the reserved matters application. <u>In general terms, the energy statement will require details of the equipment and technology to be incorporated to achieve carbon emission reductions</u></p> <p>2.3 — In general terms, the energy statement will require details of the equipment and technology to be incorporated to achieve carbon emission reductions. The minimum standards comprise a 10% carbon emissions reduction above the Building Regulations that are relevant at the time.</p>
	Appendix B - Space standards go beyond remit of SPD. Suggest clarification.	Space standards only referred to as a guide. Additional explanatory text may help clarification.	Add additional sentence to Appendix B Para 5.1.	<p>5.1 One recognised way to assess if living conditions of a proposed development are acceptable is whether or not the National Space Standards (https://www.gov.uk/government/publications/technical-housing-standards-nationally-described-space-standard) are adhered to, which can help inform room and storage sizes. Whilst this is not a specific requirement of local plan policy, it is of assistance to the Council in assessing planning applications to understand the degree of compliance with the National Space Standards and to understand the reasons why National Space Standards have not been met (if applicable) for any part of the development. <u>Non-compliance with the space standards is not in itself a reason for refusing permission, however substandard accommodation will be.</u> Providing a satisfactory amount of space in line with the standards will help secure sufficient amenity and quality design in accordance with SDC1.</p>
	Appendix B – Request clarification on para 2.8 – lighting requiring consideration against mitigation measures	Additional text would help highlight this consideration.	Add additional sentence to Appendix B Para 2.9.	<p>2.9 Cycling and walking provision should provide suitable crossing facilities where necessary as well as appropriate lighting levels and security measures to ensure the safety and security of pedestrians and cyclists. <u>Lighting may also need to consider necessary mitigation measures such as protection of species and</u></p>

				local amenity. Cycle infrastructure should provide connections that link origins and key destinations, provide direct routes and give priority to cyclists at junctions.
	Appendix B - paras 2.11 and 5.1 provision of e-bike cannot be sought through SPD	SPD encourages provision but is not introducing new policy. Some additional explanatory text helpful however.	Replace end sentence with amended version in Appendix B Para 2.11 Appendix B	2.11 Electric charging points for e-bikes on new developments as well as grouped locations for cycle hire will help encourage this sustainable form of transport. <u>The size of the development may help inform what a suitable number of points could be and would need to be considered on a case by case basis. This would need to be considered on a case by case basis as it will be dependent on the size of development.</u>
	Appendix B - para 3.2 Some solar panel finishes require longer production times.	Noted. Some additional information may be helpful to highlight this.	Add additional sentence to Appendix B Para 3.2	Check what colour finishes are available to help it blend in with the roof. Panels are typically dark blue or black, however coloured finishes and tones are available to help them appear less obtrusive. <u>Coloured panels are however less commonplace currently and can be more difficult to obtain.</u>
5.Coal Authority	No specific comments, however where SuDS are proposed developer should engage assessor where coal mining legacy issues.	Noted.	Include mention of coal mining legacy in addition to archaeology in Para 5.7.	5.7 Sustainable drainage systems (SuDS) need to be designed so <u>that they do not impact on archaeology. Impacts can be caused by draining waterlogged archaeology or introducing surplus water and pollution from surface runoff into archaeological sediments via soakaways. This includes soakaway systems/ground discharge with filters, as the long-term management and replacement of the filters cannot be guaranteed. With regards to these impacts the Historic England guidance on 'Preserving Archaeological Remains' may be useful to consider: https://historicengland.org.uk/images-books/publications/preserving-archaeological-remains/. SuDS should also consider the impact on coal mining legacy and a technical assessment may be required to assess the hydrology, drainage and ground stability and what implications this might have.</u>
6. Hinckley and Bosworth	Section 1: Some points listed in para 1.2 not relevant as no	Considered content of the SPD is relevant	No action required	None.

<p>Borough Council</p>	<p>guidance on carbon emissions or air pollution, nor adaption.</p>	<p>to the themes in the bullet points and sets the context. There is reference to more sustainable forms of travel and street layouts to encourage walking etc, thus reducing emissions. Elsewhere there is adaption such as through natural temperature control and ventilation, as well as sustainable drainage.</p>		
	<p>Section1: Paragraph 1.5 complicated and could be simplified</p>	<p>Clarify "application of policies", however wording otherwise considered sufficient.</p>	<p>Para 1.5 amended.</p>	<p>1.5 Through the application of these policies and guidance to development proposals, <u>including assessment in planning applications</u>, development can contribute to achieving climate objectives. This Supplementary Planning Document (SPD) provides additional guidance to support their implementation. SPDs are material considerations in planning decisions but are not part of the development plan itself.</p>

	Section 1: Reference of Air Quality SPD in para 1.8 not relevant as reference already made to referring being read in conjunction with other SPDs.	Considered helpful to refer to this SPD anyway as some issues may be more relevant.	No action required.	None.
	Section 1: Para 1.9 use need instead of should due to weight in determining applications. Also typographical error.	Wording considered to be a reasonable balance in setting out material considerations. Typo removed.	Para 1.9 amended to remove typo.	1.9 This SPD covers broad areas in relation to climate change and sustainability that applicants should consider as part of their development proposals. Some issues may only apply to large scale or certain types of development.
	Section 2: Introduce each section of the energy hierarchy before document gets into each tier. Figure 1 also unclear.	Noted however considered introductory paragraphs sufficient. Figure 1 to be improved.	Figure 1 amended to improve presentation.	Figure 1 updated.
	Section 3: Should set out other exceptions where BREEAM is not required e.g. buildings that don't require heating. Also should set out alternatives e.g. LEED and others.	Section not intended to cover all scenarios. Use of BREEAM specifically relates to local plan policy SDC4 and is considered to be main focus, however	Additional reference added to Para 3.12	3.12 Where a successful case has been made demonstrating non-viability in meeting the required BREEAM standards, it may be permissible for applicants to apply a lower standard or potentially utilise alternative strategies, such as <u>LEED (Leadership in Energy and Environmental Design)</u> .

		additional reference to alternative may be helpful.		
	Section 6 -Reconsider title. Biodiversity not discussed in as much detail.	Section includes wider biodiversity topics including trees and habitats. Also additional paragraphs included following Natural England comments.	No further action required.	None.
	Presentation needs review.	Noted. Improve diagrams and figures where possible, as well as overall presentation.	Figures and overall presentation of document improved where possible.	Figures and overall presentation of document improved where possible.
7. Severn Trent	Section 2: Tier 1 should include water efficient fittings and design.	Noted, although water considerations set out in more detail in Section 7. Overall considered most suitable for	No action required.	None.

		content to remain in this section.		
	Section 3: Supportive of the inclusion of BREEAM standards, particularly regarding the support for water efficient design.	Noted.	No action required.	None.
	Section 4: Para 4.3 include reference to sewer flooding.	Additional reference may be beneficial.	Para 4.3 amended.	4.3 In addition to the above, where a site-specific Flood Risk Assessment is required (as set out in in SDC5), it will be necessary to consider flooding from all sources, including rivers (fluvial), surface water (pluvial), <u>and ground water and sewers</u> , and a possible combination of these. Further information on forms of flood risk is also available at https://check-long-term-flood-risk.service.gov.uk/map .
	Section 5: Encourage inclusion of foul water drainage strategy.	Additional reference may be beneficial.	Para 5.8 amended.	5.8 A surface water drainage strategy will be required for all major developments to help demonstrate compliance with SDC6. <u>The inclusion of a foul water strategy is also encouraged to ensure this can also be planned for from the outset.</u> Warwickshire County Council Lead Local Flood Authority state the following information should be provided depending on application type:
	Section 6: Supportive.	Noted.	No action required.	None.
	Section 7: Supportive. Pollution from sewers is a risk to hydraulic overload addressed through ST investment.	Noted.	No action required.	None.
	ST have duty to provide Wastewater Treatment Works capacity. Producing management plan. Can	Noted	No action required	None.

	provide assessment where site allocations.			
	Section 5: Recommend new policy wording in relation to drainage hierarchy.	A policy may go beyond remit of SPD. Not considered suitable to duplicate NPPF. May include as an advisory however.	Additional sentence added to Notes in para 5.10 and 5.11	<p>5.10 Where the development will be phased then information should be provided on how the requirements listed will be suitably met at each phase, such as the allowable discharge rate and/or impermeable area. <u>For surface water drainage, it should be demonstrated how the development complies with the drainage hierarchy, whereby a discharge to the public sewerage system is avoided where possible.</u></p> <p>5.11 Where the development will be phased then information should be provided on how the requirements listed will be suitably met at each phase, such as the allowable discharge rate and/or impermeable area. <u>For surface water drainage, it should be demonstrated how the development complies with the drainage hierarchy, whereby a discharge to the public sewerage system is avoided where possible.</u></p>
	Section 5: Recommend policy wording in relation to SuDS	A policy may go beyond remit of SPD. Considered that content of the SPD and local plan policy itself adequately covers issues raised.	No action required.	None.
	Section 5: Open spaces can provide suitable locations for schemes such as flood alleviation to be delivered without affecting function of open space.	Noted. Existing references present text to SuDS and Open Space	No action required.	None.

	Section 5: Environment Agency's Special Protection Zones and safeguarding policies should be adhered to. Water Framework Directive and River Basin Management Plan should be taken into account. Recommend new policies.	Beyond remit of SPD to introduce new policies and not suitable to duplicate NPPF. Existing local plan and SPD content considered sufficient to address issues raised.	No action required.	None.
	Section 7: Supportive of water efficient design. Recommend new developments consider design features.	Existing local plan policy requires higher optional water efficiency requirement. Examples of water saving features already included in SPD	No action required.	None.
8. David Locke	Themes proposed provide a good sustainability framework. However SPD is generic and reads like a set of principles. Would like to see exemplar standards.	Noted. SPD aims to improve all developments and utilises feedback to improve content.	No action required.	None.
	Appendix A has limited measurable outcomes and is prescriptive. Appendix B	Appendix A sets out necessary information however	No action required.	None.

	vague and does not reference specific targets or standards.	detailed consideration would be made when assessing the application. Appendix B is guidance to improve design. Balance to be had with introducing specific targets and remit of SPD.		
	Recommend more cross referencing to standards and best practice.	Noted, however organisations referred to cover a wide range of topics and difficult to establish where best to include in SPD and with reference to which part.	No action required.	
	Omissions in relation to highway standards from a climate change or sustainable design perspective.	SPD promotes walking and provision of cycling spaces, however may not be within in remit to introduce new	No action required.	None.

		parking standards that are already set in policy. Reference to other industry standards noted, however these appear broad in nature and difficult to include specific references throughout the SPD.		
	Section 2: Para 2.1 – no specific energy reduction or renewable energy target is mentioned. The 10% reduction in carbon emissions against Building Regulations mentioned in Appendix A (2.3) should also be set out in the main SPD for consistency.	Reference to 10% reduction has been removed in line with other comment regarding remit of SPD	No action required.	None.
	Section 2: Solar gain should be explicitly considered against Part O of the Building Regulations	Additional information may be helpful. Include reference.	New para 2.11 added	2.11 <u>When considering the design of developments and solar gain, reference is recommended to Building Regulations Approved Document O: Overheating. This document sets out measures for limiting unwanted solar gain and removing excess heat from indoor environments. The document is available at https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1057374/ADO.pdf.</u>

	Section 2: Reference to new regulations in 2023 should be clarified.	Noted. To avoid text becoming dated and inaccurate remove reference.	End of second sentence removed in para 2.19	2.19 Building Regulations set out minimum standards for energy efficiency in new buildings and are periodically updated. Further information on the latest regulations can be obtained from Building Control https://www.rugby.gov.uk/info/20005/building_control or tel: 01926 456551. and it is expected new regulations will become mandatory in 2023. In addition to meeting Building Regulations requirements, developments are encouraged to maximise opportunities to incorporate energy efficiency measures where possible.
	Section 2: Fabric first approach should be covered in more detail.	Additional text will be helpful to explain approach.	New para at 2.20 added	<u>2.20 A 'fabric first' approach to building design involves maximising the performance of the components and materials that make up the building fabric itself, before considering the use of mechanical or electrical building services systems. This can help reduce capital and operational costs, improve energy efficiency and reduce carbon emissions.</u>
	Section 2: Tier 2 should specifically discourage use of fossil fuels.	Noted. Amended wording to parts of Tier 2 may be appropriate.	Amend paras 2.18 and 2.23	2.18 Every effort should be made to ensure that, <u>ideally through renewable means</u> , whatever the source , energy is utilised in the most efficient manner possible. Supplying energy through efficient means includes using efficient mechanical and electrical systems, including heat pumps, heat recovery systems and LED lights. 2.23 As detailed above, the priority in the energy hierarchy is to reduce energy demand first followed by finding ways to supply the energy more efficiently. For energy generation itself, renewable energy should be utilised where possible to reduce carbon emissions and help combat climate change. <u>Fossil fuels are discouraged.</u>
	Section 2: Combined heat and power (CHP) and combined cooling, heat and power (CCHP) are increasingly uncommon in practice as they	Noted, however section is relatively brief and still serves as potentially useful	No action required.	None.

	are typically gas-fired and inefficient.	information for those wishing to use this technology.		
	Section 2: Micro wind turbines often aren't suitable for residential development so have become unpopular in industry practice.	Noted. Section still serves as potentially useful information for those wishing to use this technology.	No action required.	None.
	Section 2: Further references should be made to ensuring acceptable air quality levels are maintained for biomass boilers.	Section refers to environmental and amenity impacts, however can add additional reference to air quality.	Reference added to para 2.33	2.33 Biomass is a renewable energy source, generated from burning solid fuels such as chips and logs. It releases carbon dioxide when burned, but considerably less than fossil fuels. A stove burns logs or pellets to heat up a single room and a back boiler to provide water heating as well. The boiler burns logs, pellets and chips and is connected to a hot water system and central heating. Proposals for biomass will be considered on a case by case basis and will only be appropriate in certain locations, where there are no unacceptable environmental or amenity impacts, <u>including on air quality</u> . Biomass heating is likely to require a permit from the Environment Agency.
	Section 3: Policy requires BREEAM 'very good' and SPD should be consistent with this. Further detail encouraging meeting excellent where it is viable should be provided.	Additional content relating to Excellent and Outstanding ratings will improve SPD.	Additional text added to end of para 3.7	3.7 For all full and reserved matters applications a BREEAM pre-assessment, carried out by a BRE Accredited BREEAM Assessor should be submitted with the planning application. BREEAM Ratings of 'Excellent' or 'Outstanding' are strongly encouraged, however as a minimum it will need to be demonstrated that 'Very Good' rating can be achieved. <u>Achieving "Excellent" requires a score of between 70% and 84%. It is achieved by many modern buildings and is considered "best practice" by BREEAM because it employs proven modern technologies and concepts to increase sustainability performance. Developments achieving an "Outstanding" rating require a score of</u>

				<u>above 85% and are often referred to as 'innovators' as they require developers to think outside the box to create one of the most sustainable properties.</u>
	Section 3: Design stage assessment often cannot be submitted prior to commencement. Amend wording to six months post completion	BREEAM website refers to Design Stage Assessment typically taking place prior to operations on site. Considered suitable to retain wording.	No action required.	None.
	Section 6: Should emphasise other habitat areas not just trees.	Noted. Some additional content added as per Natural England's comments (see above) which is considered sufficient.	No action required.	None.
	Section 8: Water efficiency standard should be per household per day not per person. Should encourage higher water efficiency standard (90 litres per household per day instead of 110l)	Noted. 110l set in policy however additional text to encourage 90l would help promote sustainability.	Amend end of para 8.2	8.2 Usage of these appliances will help developments achieve the 110 litres per <u>household</u> per day standard set out in Local Plan policy SDC4, <u>although an even higher standard of 90 litres per household per day is encouraged.</u>

	Appendix A - Add the requirement to achieve a 10% reduction in carbon emissions against Building Regulations Part L to the Checklist	Reference to 10% reduction against building regulations removed as per other comments.	No action required.	None.
	Appendix A - In demolition section reference should be given to how embodied carbon reduced in development and how waste reduced from landfill.	Additional detail may help further consideration of embodied carbon. Amend section in table	Additional text added to section in Appendix A checklist.	Sustainability Checklist: Has consideration been given to the amount of embodied carbon (the CO2 used in producing materials), <u>including how it will be reduced in the development and how waste will be reduced and diverted from landfill?</u>
	Unclear of street typology reference	Noted that 20mph might not apply to all streets so wording amended.	Appendix B Para 4.4 amended.	4.4 Developments should aim to create streets that control the speed of vehicles using appropriate traffic calming measures. <u>This may for example involve planning streets so they</u> For residential streets, one of the main objectives should be to achieve have a maximum design speed of 20mph. In conjunction with Warwickshire County Council Highways, 'Idle-free zones' (defined areas where vehicles are banned from running engines whilst stationary) outside of sensitive sites such as schools, shops, hospitals and GP surgeries will be strongly encouraged, so as to reduce air pollution and carbon emissions caused by idling vehicles.
9. Pegasus (on behalf of Persimmon)	On larger developments not all plots will be able to benefit from solar passive design. Consideration of this needs to be looked at on a site wide basis.	Noted, however SPD does not intend to set out all scenarios, which may require more detailed consideration as part of an application.	No action required.	None.

	SPD notes that solar panels will need to be sensitive to surroundings. This should be balanced against the positive impact of renewable energy generation they provide.	Renewable energy already considered a positive material consideration and thrust of SPD considered to convey this.	No action required.	None.
	Some forms of renewable energy unlikely to be feasible on larger scale schemes. Would be helpful for SPD to clarify	Noted. As per similar previous comment Section does not intend to set out all scenarios where the technology should be used however and each case will be judged on its merits.	No action required.	None.
	district heating schemes only feasible in certain circumstances	Noted, however there could be instances where new infrastructure is developed. Additional wording added for clarification.	Additional sentence added to para 2.28	2.28 District heating schemes deliver heating and hot water to multiple buildings from a local plant. District heating should use low carbon energy sources, including renewable energy technology such as water source or ground source heat pumps. <u>They may require connecting to an existing district heating scheme or providing new infrastructure.</u> In some cases, it can be combined with electricity production in combined heat and power (CHP) or in combined cooling, heat and power (CCHP). Systems should not rely on natural gas or diesel.

	It would be of assistance to developers if the SPD could clearly set out the requirements of the highway authority and how these have been considered alongside the aspirations regarding landscaping.	Specific highway requirements may require detailed discussion regarding a proposal. Noted elsewhere in SPD that Highways should be contacted for advice.	No action required	None.
	10% carbon emissions reduction against building regulations is onerous and may lead to viability issues.	Reference to 10% reduction against building regulations removed as per other comments.	No action required.	None.
	Not clear why design guide included as an appendix. Design merits need to be balanced against positive renewable benefits of technology.	Use of design guide as an appendix generally relates to sustainable design as per SDC1. Format carried forward from previous SPD.	No action required.	None.
	NPPF says justification required for using space standards. Robust evidence needed.	As response to other comment: wording has been amended	No action required.	None.

		to clarify guidance and not a reason for refusal.		
	Potential to create planning by numbers approach in Appendix B resulting contrived layouts.	Figures uses in Appendix B are guidelines to help application of policy and inform development. Considered guidance is within remit of SPD	No action required.	None.
10. National Highways	General observations. Strategic Road Network not referenced in document.	Noted.	No action required.	None.
11. Development Management	Appendix B: Add minimum length for garden sizes. Greenfield sites may be making a new character. Include separation distances for new dwellings.	Additional detail will help clarify what's expected from developments.	Additional sentence added to Appendix B Para 5.2. New paragraph added at	5.2 New dwellings should provide an adequate amount of garden space that is in keeping with the character of the area. <u>Gardens help provide a good standard of amenity to developments and may also be used for growing food.</u> It will be necessary to consider the individual merits of a proposal, however, Aas a guide, a garden should be at least the size of the ground floor footprint of the dwelling. <u>A minimum garden length of 7 metres is encouraged, as well as 60 sqm area for a 2 bedroom property and 80sqm for a 3</u>

			Appendix B 5.3.	<p><u>bedroom property.</u> Flats should also ensure usable outdoor space is available, such as communal gardens and balconies.</p> <p>5.3 <u>It is recommended that sufficient space is made available between dwellings. In general, there should be separation of 21 metres between dwellings facing rear to rear, and 14 metres if the rear of the dwelling is facing onto a blank side elevation.</u></p>
	Appendix B: Reference to disabled and larger spaces.	Additional detail will help clarify what's expected from developments.	Additional text added to end of Appendix B Para 7.41	<p>7.41 <u>Parking spaces should ensure they are of a sufficient size to facilitate their use. Garages should allow larger vehicles to open doors once parked within. For some types of garage and where space is limited, a single garage door could be used as an alternative to two to help maintain space. A large singular garage door may however affect the aesthetics of the property so consideration should be given to the overall design. Warwickshire County Council recommend the size of a parking space as a minimum of 2.4m width by 4.8m length, although larger parking spaces for modern vehicles should be considered where appropriate. Accessible spaces for disabled people should incorporate a further 1.2m width marked transition zone to the side of the bay to facilitate entry or exit into or from a vehicle.</u></p>
12. Cllr Picker	Review garden sizes as air source heat pumps may reduce usable garden area. Also make reference to growing of food.	Noted. Additional text will help highlight this issue and encourage adequate garden sizes including growing for food.	Amendment to para 3.6 and 5.2.	<p>3.6 <u>The above factors may limit the suitable locations to fit the equipment due to the required space. Also there is the potential for the cold air expelled to damage nearby garden lawns and plants and make areas less usable. It may be necessary to consider the additional garden space required to compensate for this to ensure an adequate standard of amenity is provided.</u> The figure below shows an example layout.</p> <p>5.2 <u>New dwellings should provide an adequate amount of garden space that is in keeping with the character of the area. Gardens help provide a good standard of amenity to developments and may also be used for growing food. It will be necessary to consider the individual merits of a proposal, however, As a guide, a</u></p>

				garden should be at least the size of the ground floor footprint of the dwelling. <u>A minimum garden length of 7 metres is encouraged, as well as 60 sqm area for a 2 bedroom property and 80sqm for a 3 bedroom property.</u> Flats should also ensure usable outdoor space is available, such as communal gardens and balconies.
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Appendix A– A list of consultees who made representations

Surname	Initial	Organisation
Boden	E	Historic England
Bonehill	J	RPS on behalf of Taylor Wimpey
Burlachka	Y	Natural England
Chatterton	W	William Davis
Lindsley	M	Coal Authority
Gardner	Y	Hinckley and Bosworth Borough Council
McLean	R	Severn Trent
Mohamed	A	David Locke
Picker	Cllr I	RBC
Pyner	D	National Highways
Stanford	N	Pegasus on behalf of Persimmon
		Development Management



RUGBY BOROUGH COUNCIL

CLIMATE CHANGE AND SUSTAINABLE DESIGN AND CONSTRUCTION SUPPLEMENTARY PLANNING DOCUMENT (SPD)

ADOPTION STATEMENT

Notice is hereby given in accordance with Regulations 14 and 35 of the Town and Country Planning (Local Planning) (England) Regulations 2012 (as amended) that the Climate Change and Sustainable Design and Construction SPD was adopted by Full Council on XXXX 2023.

The adopted Climate Change and Sustainable Design and Construction SPD does not form part of the Development Plan, but sits beneath the Local Plan. Its purpose is to provide additional detail and information to help guide the interpretation of Policies SDC1-SDC9 in the Local Plan 2019. It is a material consideration in the assessment of planning applications.

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

The adopted Climate Change and Sustainable Design and Construction SPD will be available to view online at:

LINK TBC after adoption

For any enquiries regarding the SPD please contact the Development Strategy team on 01788 533741 or e-mail localplan@rugby.gov.uk.

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. 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	Climate Change and Sustainable Design and Construction Supplementary Planning Document (SPD)
Is this is a new or existing policy/service? If existing policy/service please state date of last assessment	This is a subsidiary document of the Rugby Borough Local Plan 2011-2031 that had its own EqIA as part of its statutory adoption process.
EqIA Review team – List of members	Martin Needham – Senior Planning Officer Development Strategy
Date of this assessment	3rd January 2023
Signature of responsible officer (to be signed after the EqIA 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)?	SPDs are planning documents which, once adopted, do not form part of the Development Plan but sit beneath the Local Plan. Their purpose is to provide additional detail and information to help guide comprehensive development. They are material considerations in the assessment of planning applications. This SPD will help combat climate change in line with the Council’s objectives and will support Local Plan policies SDC1-9 which relate to Sustainable Design and Construction.
(2) How does it fit with Rugby Borough Council’s Corporate priorities and your service area priorities?	<p>The SPD will help meet the following objectives</p> <p>Rugby is an environmentally sustainable place where we work together to reduce and mitigate the effects of climate change</p> <p>Residents lead healthy independent lives with the most vulnerable protected</p> <p>Rugby Borough Council is a responsible, effective and efficient organisation</p> <p>Promotes high quality and sustainable development.</p>
(3) What are the expected outcomes you are hoping to achieve?	Cabinet is being asked to agree to progress the SPD to Full Council so that it can be formally adopted.
(4) Does or will the policy or decision affect: <ul style="list-style-type: none"> • Customers • Employees • Wider community or groups 	The SPD will help improve the quality of life for all people by contributing to tackling climate change and improving the quality of development.

<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, e.g. service uptake/usage, customer satisfaction surveys, staffing data, performance data, research information (national, regional and local data sources).		
(1) What does the information tell you about those groups identified?	The SPD is subsidiary to the Local Plan, so relies upon the extensive documentation already gathered for the Local Plan, which is available on the Council's web-site.		
(2) Have you consulted or involved those groups that are likely to be affected by the strategy/ service/policy you want to implement? If yes, what were their views and how have their views influenced your decision?	The SPD was subject of a public consultation that took place between 27 th September to 8 th November. The consultation was carried out in line with the Council's Statement of Community Involvement. Comments received in relation to the consultation are summarised in the Consultation Statement appended to the report. These views were used to amend the SPD where appropriate.		
(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.			
<u>Stage 3 – Analysis of impact</u>			
(1) <u>Protected Characteristics</u> From your data and consultations is there any positive, adverse or negative impact identified for any particular group, which could amount to discrimination? If yes, identify the groups and how they are	RACE No adverse or negative impacts identified	DISABILITY No adverse or negative impacts identified	GENDER No adverse or negative impacts identified
	MARRIAGE/CIVIL PARTNERSHIP No adverse or negative impacts identified	AGE No adverse or negative impacts identified	GENDER REASSIGNMENT No adverse or negative impacts identified

affected.	RELIGION/BELIEF No adverse or negative impacts identified	PREGNANCY MATERNITY No adverse or negative impacts identified	SEXUAL ORIENTATION No adverse or negative impacts identified
<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>There may be some cross cutting benefits from enhanced design such as connectivity of areas and sustainable transport, to help integrate communities with wider areas and reduce reliance on private motor car. Overall benefits to addressing climate change issues which will benefit all.</p> <p>No.</p>		
(3) If there is an adverse impact, can this be justified?	Not applicable		
(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.)	Not applicable		
(5) How does the strategy/service/policy contribute to the promotion of equality? If not what can be done?	See 2(a) above.		
(6) How does the strategy/service/policy promote good relations between groups? If not what can be done?	Better quality design will help improve overall quality of areas including accessibility and interaction.		

(7) Are there any obvious barriers to accessing the service? If yes how can they be overcome?

None identified.

Stage 4 – Action Planning, Review & Monitoring

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

The SPD will be reviewed at the next stage of the process following the consultation and any subsequent amendments. The EQIA will be reviewed prior to the Full Council meeting seeking adoption of the document.

Please annotate your policy with the following statement:

‘An Equality Impact Assessment on this policy was undertaken on 3rd January 2023 and will be reviewed at the next stage of the process prior to adoption at Full Council’

Climate Change and Sustainable Design and Construction Supplementary Planning Document (SPD) - SEA Screening Opinion

Introduction

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

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

The policy framework for the Climate Change and Sustainable Design and Construction Supplementary Planning Document (SPD) is the Rugby Borough Local Plan 2011-2031 (adopted June 2019).

The SPD will be subject to public consultation in accordance with the relevant regulations and in line with the Council's Statement of Community Involvement. The consultation bodies will inform the Council's final determination on the need for an SEA.

Requirement for SEA

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

Application of the SEA Directive

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

assessment of the effects of certain public and private projects on the environment, as amended by Council Directive 97/11/EC? (Article 3.2(a))		
Regulation 5(3) Will the SPD, in view of the likely effect on sites, require an assessment pursuant to Article 6 or 7 of the Habitats Directive? (Article 3.2(b))	No	The adopted Local Plan was subject to a Sustainability Appraisal that sets the framework for growth and development within the borough until 2031. SPDs are required, by virtue of the fact they must be supplementary to an adopted policy, to help achieve sustainable development.
It may be required that the Plan would be eligible for full SEA, unless the exemptions set out under Reg 5 (5) or 5(6) apply.		
Regulation 5 (5) Is the SPD sole purpose to serve national defence or civil emergency; a financial or budget PP or is it co-financed under Council Regulations (EC) No's 1260/1999 or 1257/1999 (Article 3.8,3.9)	No	Not applicable
Regulation 5(6) Does the SPD: determine the use of a small area at local level; or propose a minor modification of an existing PP subject of the regulations. (Article 3.3)	No	(a) The SPD does not designate land for development (b)The SPD does not propose minor modifications of an existing PP subject of the regulations.
It may still be required that the Plan would be eligible for full SEA, unless it is determined that it will not give rise to significant environmental effects under Regulation 9.		
Regulation 9(1) Is the PP likely to have a significant effect on the environment taking into account the views of the consultation bodies and the criteria set out at Schedule 1 of the Regulations? (Article 3.5)	No	The SPD does not allocate land for development and it is merely supplementary to a Local Plan policy.

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

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

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

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

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

Criteria	Assessment	Significant environmental effect (positive or negative)?
1. The characteristics of plans and programmes, having regard to:		
(a) The degree to which the SPD sets a framework for projects and other activities, either in regard to location, nature, size and operating conditions or by allocating resources.	No, it does not set a framework, only adding detail to existing policies.	No
(b) The degree to which the plan or programme influences other plans and programmes including those in the hierarchy.	The SPD supplements the policies of the Local Plan by adding further detail. The SPD does not influence other development plan documents and is in general conformity with the development plan.	No
(c) The relevance of the plan or programme for the integration of environmental considerations in particular with a view to promoting sustainable development.	SPDs are required, by virtue of the fact they must be supplementary to an adopted policy help achieve sustainable development. This includes environmental sustainability, as one of the three pillars identified in the NPPF. The primary objective of the SPD is to help address climate issues, plan positively and achieve a sustainable level of growth whilst maintaining both the built and natural environment, taking into account on site constraints and ensuring development is comprehensive. This is in accordance with the NPPF.	No
(d) Environmental problems relevant to the plan or programme.	The Local Plan has been subject to a Sustainability Appraisal process.	No
(e) The relevance of the plan or programme for the implementation of Community legislation on the environment (for example, plans and programmes linked to waste management or water protection).	The matters described are primarily guided by higher level legislation, however the SPD encourages improvement of water quality through features such as sustainable drainage and engagement with the Environment Agency.	No
2. The characteristics of the effects and of the area likely to be affected, having regard, in particular, to:		
(a) The probability, duration, frequency and reversibility of effects	Since the SPD itself does not allocate land or formulate policies, the effects of the SPD are not considered significant.	No
(b) The cumulative nature of the effects	Since the SPD itself does not allocate land or formulate policies for this land, the effects of the SPD are not considered significant.	No
(c) The transboundary nature of the effects	It is unlikely that the SPD will have any sort of significant transboundary effect, taken primarily to mean impacting on another EU member state, as defined in the EIA Regulations. Even if 'transboundary' were to be defined as impacting on the jurisdiction of other administrative areas within the UK (for example between parishes or boroughs) the effect would be minimal in both instances.	No
(d) The risks to human health or the environment (for example, due to accidents)	It is highly unlikely that the SPD will give rise to any significant instances of risk to human health.	No
(e) The magnitude and spatial extent of the effects (geographical area and size of the population likely to be affected)	As identified above it is highly unlikely that any environmental effect brought about by the SPD will be of any magnitude or impact on any area of scale. It is particularly important to remember	No

	that the SPD does not allocate land for development and it is merely supplementary to a Local Plan policy.	
(f)The value and vulnerability of the area likely to be affected due to (i) special natural characteristics or cultural heritage; (ii) exceeded environmental quality standards or limit values; or (iii) intensive land use.	The response from all three consultation bodies, including Natural England's response in relation to Habitats Regulations Assessment screening have been referred to in this instance.	No
(g)The effects on areas or landscapes which have a recognised national, Community or international protection status.	There are no designations relating to national or international protection status.	No

As a result of the assessment set out above, incorporating the comments of the three consultation bodies, it is the view of the responsible body, Rugby Borough Council that the SPD will not give rise to any significant environmental effects and therefore SEA is not required.

Agenda No 6

AGENDA MANAGEMENT SHEET

Report Title:	The Coventry and Warwickshire Growth Hub
Name of Committee:	Cabinet
Date of Meeting:	6 February 2023
Report Director:	Chief Officer - Growth and Investment
Portfolio:	Growth and Investment
Ward Relevance:	All
Prior Consultation:	None
Contact Officer:	Nicola Smith
Public or Private:	Public
Report Subject to Call-In:	No
Report En-Bloc:	No
Forward Plan:	No
Corporate Priorities:	This report relates to the following priority(ies): <input type="checkbox"/> Rugby is an environmentally sustainable place, where we work together to reduce and mitigate the effects of climate change. (C) <input checked="" type="checkbox"/> Rugby has a diverse and resilient economy that benefits and enables opportunities for all residents. (E) <input type="checkbox"/> Residents live healthy, independent lives, with the most vulnerable protected. (HC) <input checked="" type="checkbox"/> Rugby Borough Council is a responsible, effective and efficient organisation. (O) Corporate Strategy 2021-2024 <input type="checkbox"/> This report does not specifically relate to any Council priorities but
(C) Climate (E) Economy (HC) Health and Communities (O) Organisation	
Summary:	It is recommended that Cabinet approve the movement of funds to allow the work of the Growth Hub to continue to support businesses and to drive economic growth.
Financial Implications:	The recommendations in the report do not incur any additional costs for the Council, if approved the existing budget will be repurposed from the annual contribution to the CWLEP.

Risk Management/Health and Safety Implications:	None as a direct result of this report
Environmental Implications:	None as a direct result of this report
Legal Implications:	None as a direct result of this report
Equality and Diversity:	None as a direct result of this report
Options:	<ol style="list-style-type: none"> 1. Agree to increase the annual funding of the Coventry and Warwickshire Growth Hub in 2023/24 2. Not agree to increase the annual funding of the Coventry and Warwickshire Growth Hub in 2023/24
Recommendation:	The annual contribution to the Growth Hub increases to £40,000 from 1 April 2023.
Reasons for Recommendation:	Following the Government's abolition of Local Enterprise Partnerships (LEP) the funding that was previously allocated to the Coventry and Warwickshire LEP should be redistributed to the Coventry and Warwickshire Growth Hub so that the important work to support local businesses and providing training and skills programmes for residents can continue.

Cabinet - 6 February 2023

Coventry and Warwickshire Growth Hub

Public Report of the Chief Officer - Growth and Investment

Recommendation

The annual contribution to the Growth Hub increases to £40,000 from 1 April 2023.

1. Background

- 1.1 The Coventry and Warwickshire Growth Hub was established in 2014 to provide support to businesses as part of the work of the Coventry and Warwickshire Local Enterprise Partnership (CWLEP).
- 1.2 Local enterprise partnerships (LEPs) are non-statutory bodies responsible for local economic development in England. They are business-led partnerships that bring together the private sector, local authorities and academic and voluntary institutions.
- 1.3 LEPs were first introduced by the coalition government following the decision to abolish the nine regional development agencies (RDAs), which had previously been responsible for local economic development, and replace them with new bodies responsible for local growth.
- 1.4 LEPs were allocated one-off start-up funding in August 2011. However, since then LEPs have had access to central pots of money to support their work locally, such as the Regional Growth Fund and the Growing Places Fund. Many LEPs also received money through local growth deals, which were awarded by central government based on each LEP's multi-year strategic economic plan as well as funding from the Local Authorities within its administrative area.
- 1.5 LEPs have also been responsible for advising central government on the management of funding from the European Regional Development Fund (ERDF), the European Social Fund (ESF) and part of the European Agricultural Fund for Rural Development.
- 1.6 As part of the Government's Levelling Up Agenda funding such as Levelling Up Funding and Towns Funds are paid directly to Local Authorities rather than LEPs. The replacement for ERDF and ESF in the form of UK Shared Prosperity Fund (UKSPF) and Multiply are also paid directly to Local Authorities.

- 1.7 Following a review in 2021 the Government announced the winding up of the LEPs in 2022 as they saw democratically elected bodies as the more appropriate place to administer funds and to support business.
- 1.8 The Coventry and Warwickshire Local Enterprise Partnership is to be wound up at the end of March 2023.

2. Current Proposals

2.1 Since the decision was made by the Government the Local Authorities across Coventry and Warwickshire have been working together to review the work of the CWLEP and determining the assets and work of the LEP that should be continued.

2.2 The functions of the LEP which are to continue are as follows

- Produce a Warwickshire Economic Strategy – Undertaken by Warwickshire County Council
- Management of Warwickshire wide funds – Coventry City Council (they already undertook this role on behalf of the CWLEP)
- Voice of Business – Creation of a CW Economic Forum
- Careers Help – undertaken by Warwickshire County Council
- Growth Hub

3. Coventry and Warwickshire Growth Hub

3.1 Following the closure of the CWLEP the Growth Hub will become a Community Interest Company to support Local Authorities in economic growth through the creation of a new Coventry and Warwickshire Economic Forum and continued support for businesses.

3.2 Since it was established in 2014 the Growth Hub has

- Engaged with 1053 businesses
- Supported 414 businesses
- Created 652 jobs
- Secured £12.76m of private sector investment

A more detailed analysis of its role and impact is included at Appendix 1.

4. Finance Implications

4.1 The Council currently spends £15,000 a year on supporting the Growth Hub and contributes £20,000 to the CWLEP. As the CWLEP has been disbanded its own funding of the Growth Hub will cease.

4.2 It is proposed that the £20,000 that was previously spent to support the CWLEP should therefore be redirected to fund the continuing work of the Growth Hub.

4.3 An additional £5,000 will be taken from existing budgets in Economic Development.

5. Options available

- 5.1 Taking the above into account, two options are proposed for the consideration of Members, namely:

Option 1

Agree the spend as set out in the report

Option 2

Not agree the spend as set out in the report

6. Conclusion and Recommendation

- 6.1 It is recommended that Cabinet approve the movement of funds to allow the work of the Growth Hub to continue to support businesses and to drive economic growth.

Name of Meeting: Cabinet
Date of Meeting: 6 February 2023
Subject Matter: Coventry and Warwickshire Growth Hub
Originating Department: Growth and Investment

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

LIST OF BACKGROUND PAPERS

Doc No	Title of Document and Hyperlink
1	Report of the Coventry and Warwickshire Growth Hub

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



Coventry & Warwickshire Growth Hub Impact Report

January 2023

The Coventry and Warwickshire Growth Hub was established in 2014 to provide support to businesses, the importance of which cannot be underestimated since it can now reach some 10,000 companies across our sub-region and some 110,000 regionally.

The Growth Hub plays the critical and essential role of navigating the complex support landscape, bringing companies and stakeholders together to create some 10,500 jobs, add £400 million in gross value and secure £300 million in private sector investment.

As the UK emerges from one of the worst economic challenges in generations, increasing attention is being given to delivering and supporting economic growth. There is a clear role for both the public and private sector to provide the investment and levers that facilitate that growth, whilst recognising the challenges of seeking to achieve this in the context of reductions in budgets.

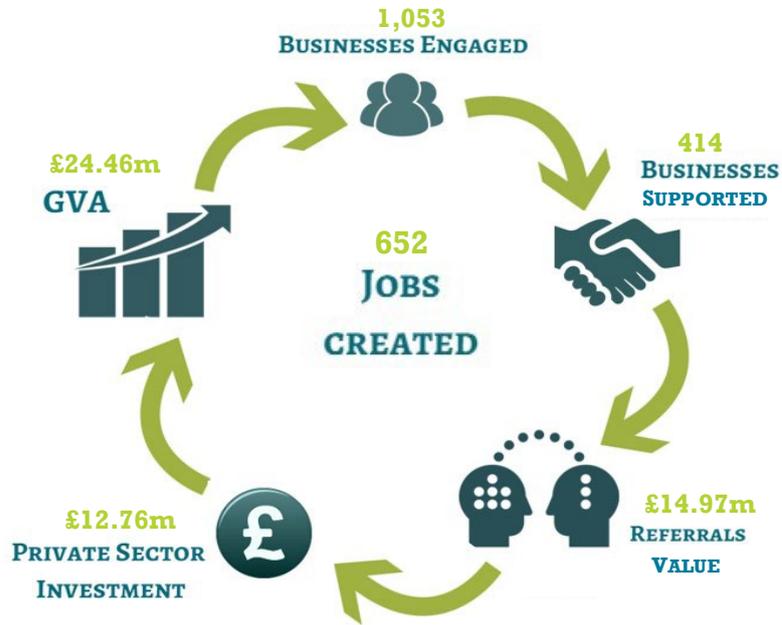
I strongly believe that our approach is making a difference and pays tribute to the politicians and stakeholders who supported the view that account managers giving face to face expert advice that is both independent and impartial, should be our operating model. It was a bold decision that needed both vision and financial commitment, thus enabling our Growth Hub to be acknowledged regionally and nationally as an exemplar.

Following the closure of our parent company CWLEP at the end of March 2023, the Growth Hub will become a Community Interest Company and a crucial objective of our new role will be to provide practical support to our Local Authorities in convening a new C & W Forum, thus ensuring that the needs of business are considered and woven into strategic economic plans.

A key ingredient in creating a stable platform for growth is a robust evidence base and quality data is right at the top. We will therefore continue to inform our “Smart Region” reports with robust data, to allow decision makers to have a shared understanding of the locality and be incisive to unlock its potential.

The following data sets will help to illustrate our impact, information which will be augmented by your own knowledge of Business Rates in your area.

CW Growth Hub Impact in Rugby



Coventry & Warwickshire Economic Change since 2013/14

GVA per Job (workplace based):

	2013	2020
Warwickshire	£50,258	£58,661
CW	£50,572	£58,343
UK	£50,546	£58,054

GVA per job is now higher in Warwickshire than nationally

Total Employee Jobs (workplace based):

	2015	2021	Change
Warwickshire	279,000	301,000	7.9%
CW	434,000	464,000	6.9%
West Midlands			6.1%
Great Britain			5.8%

Faster growth in numbers of jobs in Warwickshire than regionally and nationally

Gross Weekly Pay by residence (F/T workers):

	2014	2022
Warwickshire	£536.6	£679.7
CW	£517.4	£670.8
West Midlands	£481.2	£613.3
Great Britain	£521.1	£642.2

Warwickshire residents in full time jobs earn more than regional and national averages

Qualifications - Level 4 & above- working age residents:

	2013	2022
Warwickshire	38.4%	45%
CW	35%	43.2%
West Midlands	28.2%	38.9%
Great Britain	35.1%	43.6%

Higher proportion of Warwickshire's working age residents qualified to Level 4 or above than regionally or nationally

No Qualifications - working age residents:

	2013	2022
Warwickshire	9.5%	5.3%
CW	12%	6.3%
West Midlands	13.6%	7.8%
Great Britain	9.4%	6.6%

Smaller proportion of working age residents across Warwickshire now have no qualifications

Business Survival Rates (2016 births):			
	1 Yr	3 Yrs	5 Yrs
Warwickshire	95.2%	60.1%	43.5%
Coventry	95.8%	54.4%	36.3%
West Midlands	95.6%	49.3%	34.6%
Great Britain	95.3%	54%	38.2%

Where businesses in Warwickshire do startup, they have a greater likelihood of survival beyond 3 and 5 years

Job Density Ratio (jobs per 100 working age people):		
	2013	2022
Warwickshire	87	96
CW	84	86
West Midlands	76	80
Great Britain	79	84

Strong growth in job opportunities across Warwickshire, now almost at 1 job opportunity for every working age person. North Warwickshire exceptionally strong growth has moved from 76 jobs per 100 people in 2000 to 126 jobs per 100 in 2022

Workless Households:		
	2013	2022
Warwickshire	14%	10.7%
CW	17.1%	12.9%
West Midlands	19.2%	14.2%
Great Britain	17.2%	14%

Fall in proportion of workless households across Warwickshire reflecting improved job opportunities across the county and residents being able to get into work



Over the lifetime of the Growth Hub, Warwickshire as an economic area compares well against regional and national indicators.

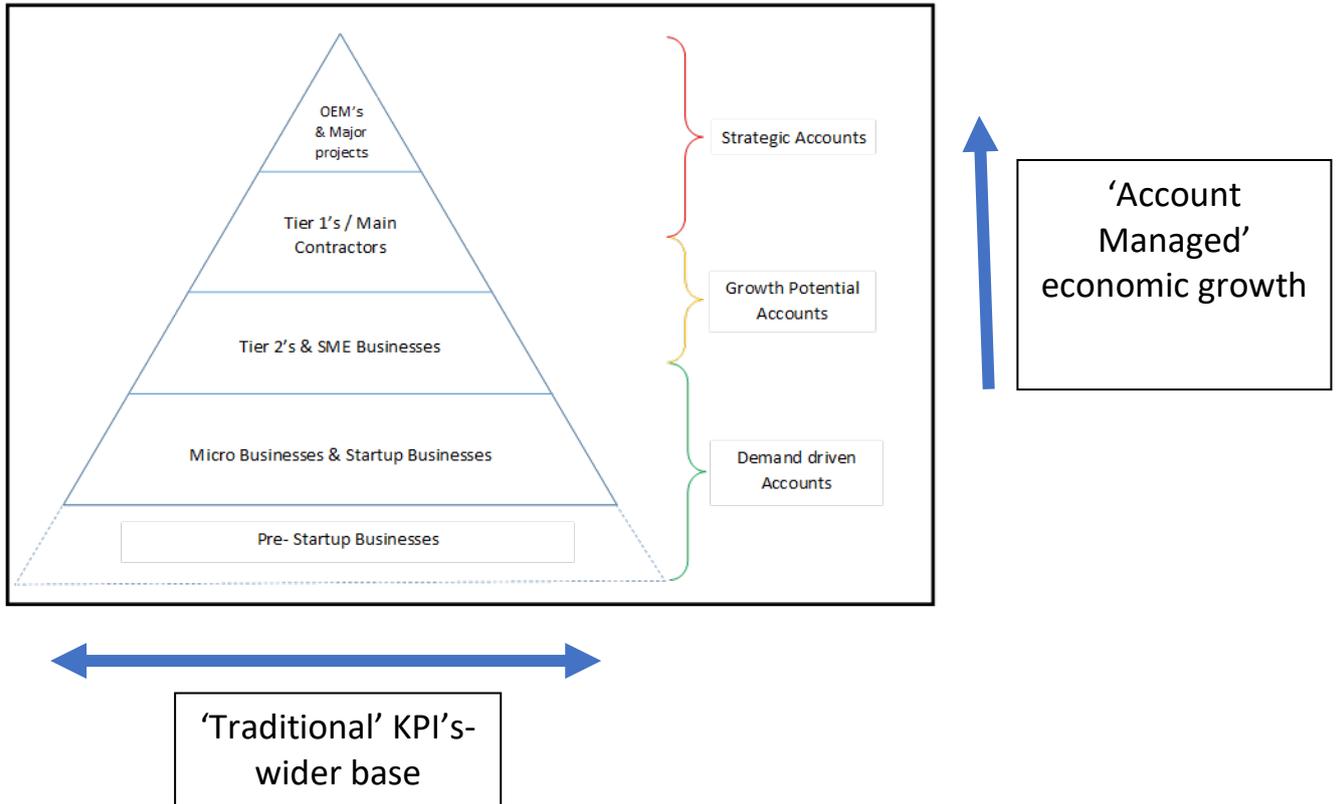
Value Proposition for District and Borough Councils

The inevitable consequence of the pandemic and further budget restraints is that our service has become more reactionary in its nature. We would like to work with you and continue to service businesses in your area, aligned to your own economic plans, but be more **proactive, flexible and agile**. To achieve this the Growth Hub will:-

- Agree a three-year service level agreement to underpin the levels of activity in your area.
- Ensure that appropriate and dedicated resources to deliver the outcomes and priorities of the SLA.
- Ensure a flexible and agile response to support local events.
- Agree regular reporting of activities within your locality and augment them with member briefings.

More resource would enable us to target those businesses that are scaling and need dedicated support, which will have a measurable impact in each District and Borough. We refer to this area of focus as the Impact Pyramid illustrated below.

'The Impact Pyramid'

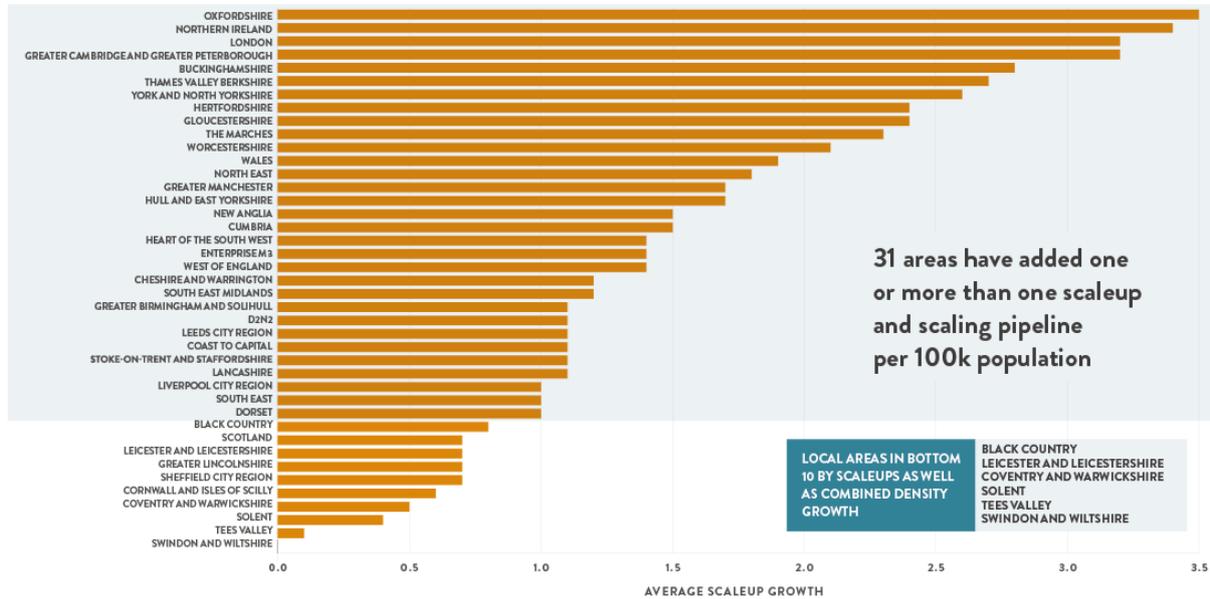


Current demand is capacity intensive and therefore an area that cannot be properly serviced due to demand against capacity, is that of scaling companies. They are crucial to growth and whilst only representing **0.6%** of the SME business base, they are responsible for more than **50%** of the total SME GVA. Paradoxically a high level of start-up businesses is not an indicator of growth.

A telling sign that more work needs to be done in supporting scaling companies is demonstrated in the following graph, which shows that Coventry & Warwickshire is lagging behind its regional competitors.

GROWTH ACROSS LOCAL AREAS

WHEN COMBINING CHANGE IN SCALEUP AND PIPELINE DENSITY THE FOLLOWING PICTURE EMERGES



Our research indicates that across Warwickshire there are some 500+ companies that are either scaling or have the ambition to scale.

We know that scale-up CEOs view local hubs as a key enabler of their ability to access the raft of national resources that the public and private sector have to offer. They are clear that Growth Hubs provide value and would welcome a single point of contact to account manage them.

I hope that the above information is useful to you and below are some links to some of the case studies from your own local area.

<https://www.cwgrowthhub.co.uk/case-study/rugby-auto-firm-accelerates-thanks-local-funding>

<https://www.cwgrowthhub.co.uk/case-study/expanding-rugby-business-going-green>

AGENDA MANAGEMENT SHEET

Report Title:	Finance & Performance Monitoring 2022/23 – as at 31 December 2022 (Quarter 3)
Name of Committee:	Cabinet
Date of Meeting:	6 February 2023
Report Director:	Chief Officer - Finance and Performance
Portfolio:	Finance, Performance, Legal and Governance
Ward Relevance:	All wards
Prior Consultation:	None
Contact Officer:	Dawn Lewis-Ward, Lead Accountant, dawn.lewis-ward@rugby.gov.uk, 01788 533408
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 2022/23 financial and performance position for the Council based on data at 31 December 2022 (Quarter 3). It also presents proposed 2022/23 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 2022/23 to inform future decision-making.
Environmental Implications:	There are no environmental implications arising from this report and therefore no Climate Change and Environmental Impact Assessment is required
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 1 to 3.
Recommendation:	<ol style="list-style-type: none"> 1. The Council's anticipated financial position for 2022/23 be considered; 2. 2022/23 Budget Virements, as detailed in section 5, be approved; 3. Performance information in section 6 be noted.
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 - 6 February 2023

**Finance & Performance Monitoring 2022/23 – as at 31 December
2022 (Quarter 3)**

Public Report of the Chief Financial Officer

Recommendation:

1. The Council's anticipated financial position for 2022/23 be considered;
2. 2022/23 Budget Virements as detailed in section 5, be approved;
3. Performance information in section 6 be noted.

1. INTRODUCTION

This is the finance and performance monitoring report for 2022/23 as at 31 December (Quarter 3), for the General Fund (GF) and Housing Revenue Account (HRA). The year-end forecasts for 2022/23 are based on actual expenditure from 01 April 2022 to 31 December 2022. The report also includes proposed 2022/23 budget adjustments which are recommended for approval by Members.

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

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

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. GENERAL FUND (GF) REVENUE BUDGETS

2.1 GF Overview and Key Messages:

Based on the forecast provided, the position as at 31 December (Quarter 3) is a pressure of £0.463m to the overall GF budget. This is a decrease of £0.122m on the reported position for 30 September (Quarter 2).

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

The significant items included in the appendix are as follows-

- The services and portfolios most affected are as follows:
 - Regulation and Safety reports a pressure of **£0.252m** which is a positive movement of (£0.007m) from Quarter 2. The variance is largely due to a pressure of £0.260m in relation to an underachievement of car park income with usage still lower than before the pandemic.
 - Leisure and Wellbeing reports a pressure of **£0.253m** which is an adverse movement of £0.046m from Quarter 2. The variance is a result of the under achievement of income from sales, fees and charges. £0.092m of which relates to Sports and Recreation, £0.038m to Parks and £0.038m to the Visitor Centre. There is also a pressure of £0.065 within the Benn Hall, mainly due to staffing costs, loss of room hire income and expenditure on equipment.
 - Communities and Homes reports a pressure of **£0.449m** which is an adverse movement of £0.146m from Quarter 2. The variance is due to under achievement of income in the Lifeline service of £0.069m, an increase in utility costs of £0.142m and increased expenditure on Housing Benefits of £0.134m.
 - Operations and Traded reports a pressure of **£0.582m** which is an adverse movement of £0.168m from Quarter 2. This is due to a shortfall in the number of Green Waste subscriptions sold for 2022/23 leading to an underachievement of income of £0.197m, increased cost of fuel across the fleet of £0.111m mainly due to inflation and additional salary and agency costs across waste services of £0.244m due to the 2022/23 pay award. Overtime costs and agency cover and a pressure against the Trade Waste service of £0.085m in part due to increased costs of providing this service as a result of increases in salaries, fuel, and running costs not being passed on to Trade Waste customers.
- Corporate items report a saving of **(£1.576m)** which is a positive movement of (£0.413m) from the Quarter 2 position. The variance includes a saving of (£0.209m) on Minimum Revenue Provision (MRP) due to using capital receipts in 2021/22 to fund some capital schemes from capital receipts rather than borrowing. In addition, there was considerable slippage in last year's capital programme, which also contributed to the saving this year.

As part of the 2022/23 budget a £0.772m COVID recovery fund was continued to offset legacy income pressures within services, which have not fully recovered following the pandemic such as Car Parks and Sports and Leisure services; at Quarter 3 it is forecast that this will be fully utilised this financial year. Furthermore, all of the £0.500m supplementary budget approved in relation to inflationary pressures has been identified to offset pressures seen within services, mainly in relation to fuel, utilities and pay inflation.

2022/23 Savings and Income Proposals

Following on from 2021/22, all savings and additional income proposals are required to have a savings delivery plan completed by the budget manager and endorsed by the Chief officer. The purpose of the forms is to increase visibility of the achievement of the targets and ensure that any issues can be dealt with at an early stage. This work was completed between March and June and the results of the analysis are included in this report. The documents are flexible and will be monitored on a frequent basis. Following the completion of the saving there will be a post implementation review to ensure that the strategic aims from the projects have been met. Further details on the delivery of savings are shown in appendix 1

- Total Portfolio savings of **(£0.606m)** – Following RAG ratings by Budget Managers, **(£0.464m)** are assessed as **green** and deliverable, **(0.105m)** are assessed as **amber** and are at risk of being delivered and **(£0.037m)** are assessed as **red** and are considered undeliverable.
- Total Portfolio income targets of **(£0.174m)** – the increased income targets have been assessed as **£0.003m** being **green** and deliverable, **(£0.072m)** being **amber** and at risk of being delivered and **(£0.105m)** are rated as **red** and undeliverable.
- Corporate and Salary savings of **(£0.300m)**; This saving of (£0.300m) has been achieved in full at Q3, including a pending (£0.026m) which is subject to approval in this report. This is assessed as **green**.
- Digitalisation savings of **(£0.095m)**; (£0.018m) has been achieved at Q3. This has been assessed as **red** as the (£0.077m) is unlikely to be achieved by year-end.

Where savings and/or income targets have been assessed as **amber** or **red**, these will continue to be monitored closely and updates will be provided in future reports.

2.2 Closedown of Accounts 2021/22

The Council's Financial Statements have now been audited. Following completion of the audit, General Fund Balances have been updated for audit adjustments and any changes since the 2021/22 outturn report these were reported as part of the 2021/22 Financial statements, the only change being £0.075m movement between Budget Stability reserve and general fund balances.

2.3 Inflation risk

To manage the impact of inflation in the 2022/23 financial year, a carry forward request from 2021/22 of £0.500m was approved to establish a Corporate Inflation budget. This is held centrally and is a one-year solution to the problem. The budget setting process for 2023/24 will deal with the impact of the additional costs across the medium-term financial plan.

The budgets for electricity and gas were increased by 15% and 20% respectively for 2022/23, however the costs have risen more sharply than anticipated and it is now expected that there will be a pressure of £0.095m as the latest data suggests electricity costs will increase by 66%, with further increases of 40% expected in 2023/24. Fuel costs for the vehicle fleet are now forecast to cause a pressure of £0.132m compared

to the £0.137m that was forecast at Quarter 2. This pressure is due to the fluctuating wholesale prices.

3 HOUSING REVENUE ACCOUNT (HRA) REVENUE BUDGETS

3.1 HRA Overview and Key Messages

Based on the forecast provided the position as at 31 December (Quarter 3), is a pressure of £0.402m to the overall HRA budget. Which is an adverse increase of £0.107m on the reported position for 30 September (Quarter 2). This pressure includes the agreed pay award.

Further details of variances can be seen in Appendix 2

The significant items included in the appendix are as follows: -

- **£0.161m** - Shortfall in rental income due to higher level of void properties than the budgeted level of 1%. The current level stands at 2.87% and is partly due to properties being returned by the resident in a poor condition. One way this is being addressed is by the commencement of pre inspections ahead of the return of keys to proactively ensure that outgoing tenants understand what they are obliged to put right and the condition they are required to leave the property in when the keys are returned, to avoid potentially costly recharges.
- **£0.814m** - Housing repair costs due to an increase in the volume of major repairs to void properties, rising material costs, increased costs associated with major roofing repairs and an increase in the cost of disrepair claims. A number of strategies to mitigate the rising costs of void repairs are being implemented including:
 - a rolling programme for property inspections and stock condition surveys to inform the Housing Revenue Business Plan.
 - increased estate inspections to identify properties exhibiting signs of poor condition to proactively identify where early intervention and support could reduce future repair costs.
 - an end-to-end review of the process has been commissioned by the Chief Officer Communities and Homes. The review will be carried out by the Corporate Assurance Team.
 - revisiting how the statistical data is compiled to give an accurate picture of the void's situation. It is industry practice to split the data between regular voids and major voids (insurance claims and similar) so as not to distort the reporting data.
- Supervision and management costs are forecast to be a pressure of **£0.192m** mainly due to the 2022/23 pay award, agency staff and the increase in utility costs.
- Increased investment income of **(£0.725m)** from holding higher cash balances due to delays in the capital programme and a rise in interest rates since the establishment of the budget.

The table below shows the anticipated balance in the Housing Revenue Account at 31 March 2023 based on the forecasts at Quarter 3

	Forecast in-year change £000	Balance £000
HRA Balance at 01 April 2022		(4,218)
Forecast variance at the end of 2022/23	402	
Net amount to be (added to)/deducted from balances		402
Anticipated HRA Balance at 31 March 2023		(3,806)

Table 3– Summary HRA Balances

3.2 Closedown of HRA Accounts 2021/22

The Council's Financial Statements have now been audited. Following completion of the audit, HRA Balances have been updated for audit adjustments and any changes since the 2021/22 outturn report these were reported as part of the 2021/22 Financial statements. The only change from out-turn was £0.432m, already reported to the Audit and Ethics Committee, for year-end pension liability adjustments.

4. CAPITAL

The Council's latest approved capital programme (GF and HRA) is £54.311m. The programme has a forecast variance to year end of (£1.849m) against the budget.

4.1 General Fund – Capital (Appendix 1)

The latest approved GF capital programme is £10.772m. £3.273m of this is to be reprofiled into future years in accordance with the process in the approved Capital Strategy. The programme has a forecast variance to year end of (£0.379m) mainly as a result of (£0.150m) is for the reclassification of the Local Digital Fund project as revenue, and (£0.180m) for the Crematorium Car Park extension which no longer going ahead.

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

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

The latest approved HRA capital programme is £43.539m. The programme has a forecast variance of (£1.470m) and £33.446m to be reprofiled into future years in accordance with the process in the approved Capital Strategy. This is a timing issue and does not impact on the overall spend of those capital projects.

The Saving of (£1.470m) has been identified due to low uptake or reduction in work required.

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

5. SUPPLEMENTARY BUDGET REQUESTS AND VIREMENTS

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

Virement Requests for approval by Cabinet

Service Area	Virement Request	Description
	£000	
Street Scene	(26)	Reduction in salary budget within the Street Scene team due to a vacancy, to be contributed to the 2022/23 Corporate Savings Target
ITC and support services	38	Increase of Software maintenance budget to be offset by a budget for grant income received to cover the increased cost.

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

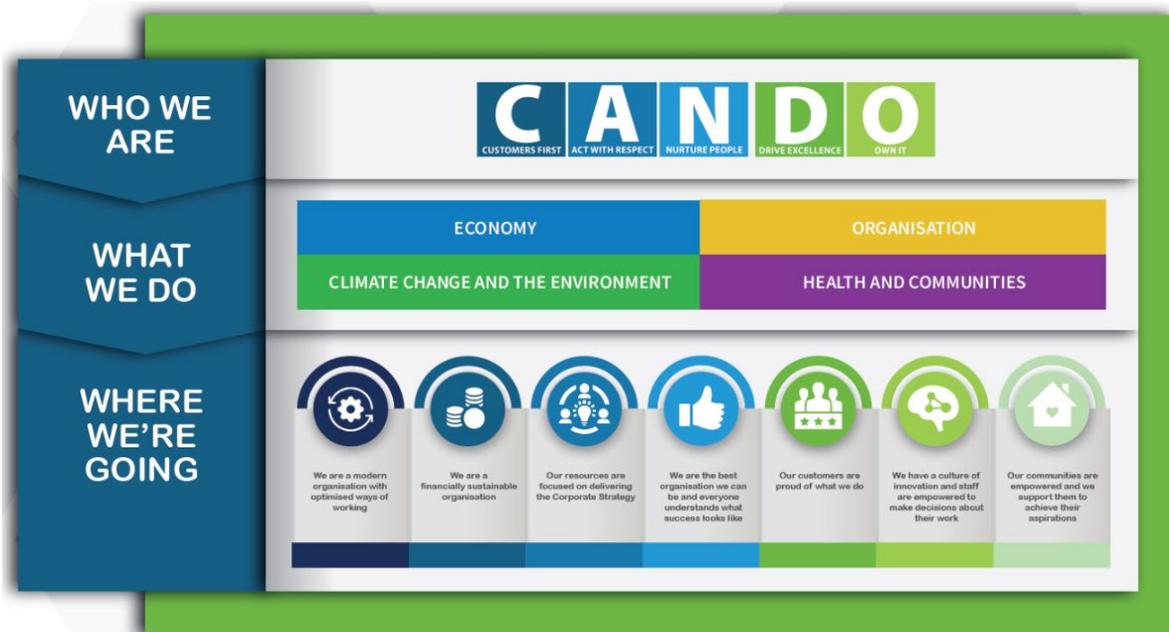
6. PERFORMANCE SUMMARY

The summary of the key performance indicators (KPIs) and the key statistics are shown in appendix 3.

Following on from the information presented to Cabinet in November, officers have continued to work on establishing the baseline for the analysis of the performance against the targets, but with some data only being available for 9 months this will require further analysis in addition to this the data sources for some of the KPIs still need to be established and this will then be used to set meaningful baseline targets.

This new performance management framework will continue to evolve and although the appendix highlights the KPIs and measures as at 31 December, as the organisation develops or priorities change, the measures will also evolve which could mean additions as well as some measures being removed from the model. This does not mean the information will stop being recorded, it could just mean that a recategorisation to an operational performance takes place which means the measure is retained within team performance monitoring.

Since the publication of the revised KPIs and statistics in November, Chief Officers have been working with their wider teams to embed the new performance framework into the culture of business as usual. This has involved making the connections from individual objectives through to service plans and approved strategies and how this all helps to demonstrate the delivery of the “Rugby Blueprint”.



The Rugby Blueprint

In using key performance indicators to demonstrate how we are delivering “what we do” this will provide the framework for identifying the tangible targets for “where we are going”

PowerBi will be used to provided summary information on the KPIs. Officers are currently finalising the presentation of service level, portfolio level and an overall summary dashboard, it is anticipated that the final format will be operational before 31 March and will be embedded for the whole of the 2023/24 financial year and beyond. As this is a new way of working it is expected that this will be an iterative process, through receiving feedback from both officers and Councillors when operational, this will ensure that the model is fit for purpose.

Name of Meeting: Cabinet

Date of Meeting: 6 February 2023

Subject Matter: Finance & Performance Monitoring 2022/23 - as at 31 December

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 - General Fund Dashboard- Quarter 3 2022/23

1) Revenue Variance								
PORTFOLIO	Current Net Budget	Exp to date plus commitments	Forecast	Employee Variance	Running Cost Variance	Income Variance	Pending Supplementary Budget/Virement	Total Variance
	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s
Communities, Homes, Digital and Communications	2,306	9,988	2,804	(94)	327	264	0	497
Finance, Performance, Legal and Governance	3,062	2,610	3,354	10	199	84	0	293
Growth and Investment	1,612	1,574	1,536	(68)	101	(110)	0	(76)
Leisure and Wellbeing	3,525	2,627	3,778	(17)	119	151	0	253
Operation and Traded Services	4,354	2,586	4,911	187	163	232	(26)	582
Regulation and Safety	1,205	1,143	1,457	(37)	127	161	0	252
Executive Services	0	(77)	100	92	6	2	0	100
Transformation Change Unit	(79)	118	60	(41)	139	41	0	139
Corporate Items	4,893	2,123	3,343	0	(1,576)	0	26	(1,576)
TOTAL GF	20,880	22,692	21,343	34	(395)	825	0	463

2) Headcount			
PORTFOLIO	Budgeted FTE's	Actual FTE's at Q3	Vacant FTE's
Communities, Homes, Digital and Communications	104.66	82.69	(21.97)
Finance, Performance, Legal and Governance	52.3	49.51	(2.79)
Growth and Investment	29.28	29.27	(0.01)
Leisure and Wellbeing	39.61	31.82	(7.79)
Operation and Traded Services	131.29	117.22	(14.07)
Regulation and Safety	42.06	34.65	(7.41)
Executive Services	10.81	8.92	(1.89)
Transformation Change Unit	8.21	6.61	(1.60)
Corporate Items			
TOTAL GF	418.22	360.69	(57.53)

3) Reserves Summary							
PORTFOLIO	Balance as at 1/04/22	Forecast contribution (to)/from	Forecast balance as at 31/03/23	Forecast contribution (to)/from	Forecast balance as at 31/03/24	Forecast contribution (to)/from	Forecast balance as at 31/03/25
	£000s	£000s	£000s	£000s	£000s	£000s	£000s
General Fund Balances	(2,175)	0	(2,175)	0	(2,175)	0	(2,175)
General Fund Carry forwards	(1,182)	1,182	(0)	0	(0)	0	(0)
Business Rates Equalisation Fund	(11,304)	(3,954)	(15,258)	(3,791)	(19,048)	(6,036)	(25,084)
Budget Stability Fund	(2,707)	656	(2,051)	250	(1,801)	250	(1,551)
Other Corporate Reserves	(1,977)	374	(1,604)	143	(1,461)	148	(1,313)
TOTAL Corporate Reserves	(19,345)	(1,742)	(21,087)	(3,398)	(24,485)	(5,638)	(30,123)
Communities, Homes, Digital and Communications	(598)	(14)	(612)	106	(506)	105	(401)
Finance, Performance, Legal and Governance	(39)	3	(36)	5	(31)	1	(30)
Change and Transformation	(900)	(1,500)	(2,400)	200	(2,200)	150	(2,050)
Growth and Investment	(162)	40	(122)	0	(122)	0	(122)
Leisure and Wellbeing	(128)	51	(75)	0	(75)	0	(75)
Operation and Traded Services	(155)	85	(70)	2	(68)	2	(66)
Regulation and Safety	(224)	72	(152)	15	(137)	(28)	(165)
Total portfolio earmarked reserves	(2,204)	(1,263)	(3,467)	328	(3,139)	230	(2,909)
Total Reserves	(21,549)	(3,005)	(24,554)	(3,070)	(27,624)	(5,408)	(33,032)

4) Delivery of new savings targets				
PORTFOLIO	Total	Red	Amber	Green
	£000s	£000s	£000s	£000s
Communities, Homes, Digital and Communications	(167)	(17)	(40)	(110)
Finance, Performance, Legal and Governance	(23)	0	(3)	(20)
Growth and Investment				
Leisure and Wellbeing	(90)	(17)		(73)
Operation and Traded Services	(3)	(3)		
Regulation and Safety				
Executive Services				
Transformation Change Unit	(323)		(62)	(261)
Corporate Items				
TOTAL GF	(606)	(37)	(105)	(464)
Red/amber savings		Red	Amber	
		£000s	£000s	
Procurement saving within Bereavement Services on maintenance costs		(3)		
Cleaning costs for the Town Hall (£8k) plus license costs within IT (£7k)		(17)		
Mainly relates to savings on fuel and vehicle repairs at WSU		(17)		
Reduction of postage within Elections and Council Tax			(3)	
Mainly due to savings on cleaning and repairs & maintenance within the Housing Advice & Benefits Team			(40)	
Remaining balance of the Transformation Target			(62)	
TOTAL GF		(37)	(105)	

5) Capital Summary					
PORTFOLIO	Current Budget	Exp to date & commitments	Forecast	Pending Supplementary Budget/Virement/Reprofiling	Total Variance
	£000s	£000s	£000s	£000s	£000s
Communities, Homes, Digital and Communications	2,419	1,077	1,613	(599)	(207)
Finance, Performance, Legal and Governance	52	3	32	0	(20)
Growth and Investment					
Leisure and Wellbeing	1,673	981	1,578	(101)	6
Operation and Traded Services	6,248	3,892	3,926	(2,322)	0
Regulation and Safety	531	37	121	(251)	(159)
Executive Services					
Transformation Change Unit					
Corporate Items					
TOTAL GF	10,922	5,991	7,270	(3,273)	(379)

6) Delivery of new income targets				
PORTFOLIO	Total	Red	Amber	Green
	£000s	£000s	£000s	£000s
Communities, Homes, Digital and Communications	61			61
Finance, Performance, Legal and Governance				
Growth and Investment	(50)			(50)
Leisure and Wellbeing				
Operation and Traded Services	(5)		(47)	42
Regulation and Safety	(50)			(50)
Executive Services				
Transformation Change Unit	(105)	(105)		
Corporate Items	(25)		(25)	
TOTAL GF	(174)	(105)	(72)	3

7) Revenue variance narrative				
PORTFOLIO	£000S	Previous Variance (Q2)	Movement	REASON FOR VARIANCES
Communities, Homes, Digital and Communications	497	260	237	<p>Pressures</p> <ul style="list-style-type: none"> -£117,000 within the Housing Advice & Benefits Team due to net salary savings of (£0.190m) due to delays in recruitment to vacant posts offset by agency staffing costs, outstanding Council Tax of £62,000 for Private Sector Lease properties which is subject to confirmation and budget saving target of (£0.157m) to mitigate the increased cost of temporary accommodation is not achievable due to the lack of suitable accommodation on the open market. -£142,000 within Corporate Property due to estimated increases in utilities. (82% Electricity) Through framework agreement with ESPO the best possible price per unit is achieved but significant increases are also projected for 2023/24 -£134,000 within Housing Benefit Payments. The forecast is based on current year's expenditure, expected subsidy payment, debts outstanding & bad debt provisions. -£31,000 within Corporate Property Management for property valuations required for the current year. -£69,000 within Welfare Services despite advertising in a commercial market, the Lifeline service is struggling to retain and attract new customers -£34,000 ICT & Support Services pay pressure largely as a result of the 2022/23 pay award -£32,000 Maintenance of customer services systems for software licences renewals higher due to inflation and market conditions -£27,000 ICT & Support services; £10,000 underachievement of income for street naming, £17,000 for new equipment and hardware & software licences higher mainly due to inflation <p>Savings</p> <ul style="list-style-type: none"> -(£58,000) within the Apprenticeship Scheme due to vacancies while positions are assessed for requirements. -(£41,000) within Housing Strategy and Enabling due to a vacancy within the service. <p>Other minor pressures/(savings) total £10,000.</p>
Finance, Performance, Legal and Governance	293	30	263	<p>Pressures</p> <ul style="list-style-type: none"> -£129,000 within Financial Services mainly due to net cost of covering vacant Deputy S151 officer and Lead Accountant with Agency staff plus cost of April 2023 pay award. The lead accountant role is in post from 1 January, however the Deputy S151 officer remains vacant -£100,000 within Council Tax and Business Rates due to shortfall of income from court hearings as only one court date planned for 22/23 due to the priority of paying out Energy Grants -£59,000 within Legal Services due to external legal costs -£42,000 within General Financial Services mainly due to an increase in premium for cyber insurance of £18k and an increase in bank charges of £12k <p>Savings</p> <ul style="list-style-type: none"> -(£55,000) within Council Tax and Business Rates income from New Burdens Funding received to offset the costs incurred by the organisation in delivering the Energy Grants schemes <p>Other minor pressures/(savings) total £12,000</p>
Growth and Investment	(76)	(85)	9	<p>Pressures</p> <ul style="list-style-type: none"> -£130,000 within Planning Services due to agency staff covering vacancies and dealing with a backlog of planning applications. The backlog was a result of the gap between staff leaving and agency staff being recruited, this cost has been slightly offset with an overachievement of income £40,000 for Planning Performance Agreements and PreApp charging. This pressure is being covered through the saving within Economic Development. <p>Savings</p> <ul style="list-style-type: none"> -(70,000) within Development Strategy due to a gap between a member of staff leaving and the post being recruited to and a further post that will be recruited to once the new manager is in post. -(£142,000) within Economic Development due to two fixed term vacancies and staff who started mid year against a full years budget. <p>Other minor pressures/(savings) total £6,000</p>
Leisure and Wellbeing	253	207	46	<p>Pressures</p> <ul style="list-style-type: none"> -£92,000 within Sports and Recreation mainly due to a projected underachievement on the sales fees and charges income target and unsuccessful recruitment to income generating vacancies. This is an ongoing budget pressure and is likely not contained to 2022/23 and as a result of this a detailed review will be undertaken. -£65,000 within the Benn Hall due to staffing costs following upgrade and a projected loss of income on Room Hire, overspend on new equipment and maintenance. -£38,000 within the Parks due to an underachievement of income from Rugby in Bloom and overspend on expenditure within Rugby in Bloom, plus an underachievement of income through the hire of playing pitches in the borough. -£38,000 within the Visitor Centre due to an underachievement of income through sales made through the Visitor Centre shop. <p>Other minor pressures/(savings) total £20,000</p>
Operation and Traded Services	582	414	168	<p>Pressures</p> <ul style="list-style-type: none"> -£244,000 Salaries and Agency staff largely as a result of backfilling of roles due to high levels of sickness absence. This has been partially offset by savings generated from vacant posts and the period of industrial action. Through work with HR and Occupational health work will be required to reduce the high levels of absence. -£197,000 Green Waste - increased costs as a result of inflation plus fewer subscriptions being purchased expected partly due to industrial action April/May. Cross party working group has been established to review service delivery. -£111,000 Fuel - increase in costs partly mitigated by savings arising from period of industrial action. Route optimisation for all collection rounds ensuring spend on fuel is minimised -£85,000 Trade Waste - as a result of cost inflation and underachievement of income partly mitigated by savings on purchase and repair of Trade Waste bins. This service is part of a transformation review which is looking at all areas of the service, including commercialisation. -£40,000 Vehicles - Contract Hire and repair and maintenance. Through the Vehicle Replacement Capital Programme it is expected that the fleet will become more efficient to operate. -£20,000 Weighbridge Repairs - essential repair and maintenance works to weighbridge to meet health and safety requirements, expected to be a one off pressure for the year -£38,000 Bulky Waste collections - reduction in income due to a delay in increased collections due to industrial action and staff absence levels <p>Savings</p> <ul style="list-style-type: none"> -(£74,000) Net saving from the cost of collection of recycled material and credits received from WCC due to reduction in tonnage collected during period of industrial action and a reduction in charge per tonne of recycled waste -(£56,000) s106 funding re bin service to Houlton -(£44,000) Income from developers for new bins <p>Other minor pressures/(savings) total £21,000 Included within the portfolio variance is (£26,000) pending budget adjustment relating to vacancy savings contributed to the 22/23 Corporate Savings Target</p>
Regulation and Safety	252	259	(7)	<p>Pressures</p> <ul style="list-style-type: none"> -£395,000 within Car Parks due to an underachievement of income of £260,000; this largely relates to Pay and Display income. Whilst income has improved since the covid pandemic, levels of income have not returned to levels seen pre-covid. This is possibly due to a change in working and shopping habits, which can also be seen at a national level. Parking fees and opportunities are being reviewed as part of a new parking strategy, this is alongside the town centre strategy which aims to make the town centre a place customers want to visit. Within the service, there are also overspends on Business Rates, security costs, machine repair costs and cash collection costs totalling £45,000. <p>Savings</p> <ul style="list-style-type: none"> -(£29,000) within Cemeteries due to an anticipated overachievement of income from burials compared to budget
Executive Services	100	77	23	<p>Pressures</p> <ul style="list-style-type: none"> -£92,500 increase in recruitment costs. This is due to vacancy levels and difficulty in recruiting to some post, which has meant several rounds of advertising. -£26,000 increase in wellbeing costs (occupational health, physio, counselling etc.) across the organisation. <p>Savings</p> <ul style="list-style-type: none"> -(£24,000) due to staff vacancies with HR that will not be recruited to until 2023/24
Transformation Change Unit	139	1	138	<p>Pressures</p> <ul style="list-style-type: none"> -£92,500 remaining of the Transformation saving target -£105,000 as no monies have yet been loaned to the Council's development company, no interest will be received, which has a positive impact on the net cost of borrowing for the Council <p>Savings</p> <ul style="list-style-type: none"> -(£40,000) Reduced spend on the operating budget of the Council's holding company (CGL) <p>Other minor pressures/(savings) total £11,500</p>
Corporate Items	(1,576)	(1,163)	(413)	<p>Savings</p> <ul style="list-style-type: none"> -(£209,000) against Minimum Revenue Provision (MRP) budget to due to a decision in 2021/22 to fund some capital schemes from capital receipts rather than borrowing. Also there was considerable slippage in last year capital programmes, which also produces a saving this year. -(£200,000) - Carbon Management Plan for solar panels at the Art Gallery and Queens Diamond Jubilee Centre delayed due to staff resources -(£50,000) - ICT Renewal Programme to be offset against 23/24 budget for realignment of budgets due to advance purchases due to current market situation -(15,000) - Parks & Grounds inspection system due to looking at best options for service <p>Pressures</p> <ul style="list-style-type: none"> -(£762,000) released against Covid recovery fund- this offsets income pressures within services -(£500,000) released against centrally held Inflation budget- this partly offsets fuel, utility and pay inflationary pressures within services <p>Pressures</p> <ul style="list-style-type: none"> -£77,000 relating to the 2022/23 digitalisation target <p>The pay award has now been forecast within the portfolio variances above but at Q2 this was reported centrally</p>
Pay award	0	585	(585)	
TOTAL GF	463	585	(122)	

8) Capital variance narrative				
PORTFOLIO	£000S			REASON FOR VARIANCES
Communities, Homes, Digital and Communication Capital	(207)			<p>Savings</p> <ul style="list-style-type: none"> -(£150,000) - Local Digital fund due to scheme being reclassified as a revenue project -(£57,000) - Changing Places project deferred to be included in town hall strategy action plan <p>Reprofiling of Budget</p> <ul style="list-style-type: none"> -(£140,000) - Corporate Property Enhancements due to staff resources and decisions to be made on the town hall complex -(£294,000) - Housing Acquisition Fund until a suitable property is found -(£200,000) - Carbon Management Plan for solar panels at the Art Gallery and Queens Diamond Jubilee Centre delayed due to staff resources -(£50,000) - ICT Renewal Programme to be offset against 23/24 budget for realignment of budgets due to advance purchases due to current market situation -(15,000) - Parks & Grounds inspection system due to looking at best options for service
Finance, Performance, Legal & Governance Capital	(20)			<p>Savings</p> <ul style="list-style-type: none"> -(£20,000) - Asset Management System - estimated saving due to completion of the project
Leisure and Wellbeing Capital	6			<p>Reprofiling of Budget</p> <ul style="list-style-type: none"> -(£101,000) Preventative Conservation due to the staff responsible for the project being recently recruited there has been a delay in the project starting; it is unlikely this project will begin before the end of the financial year. <p>Pressures</p> <ul style="list-style-type: none"> -£6,000 - Newbold Quarry Works costs have increased since original budget was set.
Operation and Traded Services Capital	0			<p>Reprofiling of Budget</p> <ul style="list-style-type: none"> -(£62,000) The budget for great central walk bridges in relation to ongoing refurbishment works in collaboration with WCC to be reprofiled in line with programme of works -(£1,850,000) The budget for the replacement vehicle programme to be reprofiled due to delays in placing orders and the deliver of vehicles

Regulation and Safety Capital	<p>Pressures £21,000-Rainsbrook Crematorium- There is unbudgeted spend of £21,000 on upgrading of the Music and Webcast system.</p> <p>Reprofiling of Budget -(£136,000) - Rainsbrook Cemetery Preparation awaiting a report for the remainder of the works. -(£52,000) - Memorial Safety due to staff absences within Bereavement Services and a tendering process is to be undertaken. -(£60,000) - Croop Hill Chapel Refurbishment due to delay in starting the scheme and revised budget requiring approval due to costs increasing since the original budget was set. -(£3,000) for completion of the memorial garden.</p> <p>Savings: -(£180,000) - Crematorium Car Park Extension - budget return as scheme no longer planned to go ahead.</p>
TOTAL GF	(379)

Appendix 2- Cabinet Summary as at September 2022 (Quarter 2) - Housing Revenue Account (HRA)

SERVICES	1) Revenue Variance						2) Headcount		
	Current Net Budget	Exp to date plus commitments	Forecast	Pending Supplementary Budget/ Virement	Pending Reserve Movement Requests	Total Variance	Budgeted FTE's	Actual FTE's at Q1	Vacant FTE's
	£000s	£000s	£000s	£000s	£000s	£000s			
Rent income from dwellings	(16,110)	(9,608)	(15,949)	0	0	161	88.32	77.81	(10.51)
Rent income from land and buildings	(120)	(71)	(119)	0	0	1			
Charges for services	(905)	(530)	(877)	0	0	29			
Contributions towards expenditure	(161)	0	(152)	0	0	10			
Total Income	(17,296)	(10,209)	(17,096)	0	0	201			
Transfer to Housing Repairs Account	3,899	3,309	4,713	0	0	814			
Supervision & Management	5,157	4,285	5,350	0	0	192			
Rent, rates, taxes and other charges	125	30	125	0	0	0			
Depreciation and impairment	3,239	0	3,239	0	0	0			
Debt management costs	24	0	0	0	0	(24)			
Provision for bad or doubtful debts	66	0	7	0	0	(59)			
Total Expenditure	12,511	7,624	13,434	0	0	923			
HRA share of Corporate/Democratic Core Costs	290	0	292	0	0	2			
Net Cost of HRA Services	(4,495)	(2,585)	(3,370)	0	0	1,126			
Interest payable and similar charges	1,295	0	1,295	0	0	(0)			
Interest and Investment Income	(191)	0	(916)	0	0	(725)			
Net Operating Expenditure	(3,391)	(2,585)	(2,991)	0	0	402			
Contributions to (+) / from (-) reserves	49	0	49	0	0	0			
Revenue Contributions to Capital Expenditure	3,342	0	3,342	0	0	0			
(Surplus) / Deficit for the Year on HRA Services	0	(2,585)	400	0	0	402			

3) Reserve Balances						
Name of reserve / balance	Balance as at 1/04/22	Forecast contribution (to)/from	Forecast balance as at 31/03/23	Forecast contribution (to)/from	Forecast balance as at 31/03/24	Forecast balance as at 31/03/25
	£000s	£000s	£000s	£000s	£000s	£000s
Housing Revenue Account Balances	(4,218)	1,402	(2,817)	0	(2,817)	(2,817)
HRA Balances (Capital)	(15,014)	0	(15,014)	(2,359)	(17,373)	(20,119)
HRA Major Repairs Reserve	(3,805)	1,387	(2,418)	(769)	(3,187)	(3,905)
Housing Repairs Account	(93)	93	(0)	0	(0)	(0)
HRA Climate Change Reserve	0	(1,000)	(1,000)	(1,000)	(2,000)	(2,000)
Sheltered Housing Rent Reserve	(309)	(48)	(357)	(48)	(405)	(453)
Right to buy Capital Receipts	(9,942)	(1,288)	(11,230)	(1,774)	(13,004)	(14,778)
	(33,381)	546	(32,835)	(5,950)	(38,785)	(44,071)

5) Capital Summary					
SERVICE	Current Budget	Exp to date & commitments	Forecast	Pending Reprofiling	Total Variance
	£000s	£000s	£000s	£000s	£000s
Automated Repairs System	74	0	0	(74)	0
Bell House Redevelopment	0	(45)	0	0	0
Blart Place - Capital	17,875	408	300	(17,575)	0
Cawston Meadows Houses	0	0	0	0	0
Housing Management System	175	57	125	(50)	0
Laundries	113	82	85	0	(28)
Fire Risk Prevention Works	105	38	105	0	0
Rewiring	201	57	201	0	0
Lifeline Renewal Programme	56	39	56	0	0
Finlock Gutter Improvements	130	8	25	0	(105)
Rebuilding Retaining Walls	113	26	53	(30)	(30)
Replacement Footpaths	182	(6)	10	0	(172)
Door Security Systems	126	54	126	0	0
Electrical Upgrades - Community Rooms	50	38	45	0	(5)
Boiler Works - Tanser Court	114	0	0	(114)	0
LED lighting	5	0	5	0	0
Roof Refurbishment - Tanser Court	175	0	0	(175)	0
Driveways	45	0	35	(10)	0
Fire Risk Prevention works voids	105	16	30	(75)	0
Rewiring Unplanned Renewals	100	0	0	0	(100)
Fire Risk Unplanned Renewals	40	0	20	(20)	0
Roofing unplanned renewals	50	0	0	(50)	0
Disabled Adaptations	216	209	256	0	40
Kitchen Modifications	812	45	245	(567)	0
Kitchen Modifications Voids	200	41	75	0	(125)
Kitchens non voids	52	9	40	(12)	0
Heating Upgrades	1,022	468	700	0	(322)
Bathroom Modifications	391	240	391	0	0
Bathroom Modifications - voids	175	16	40	0	(135)
Bathrooms non voids	84	(9)	25	(10)	(49)
Housing Window Replacement	20	4	20	0	0
Carbon Management Plan (HRA)	739	326	370	0	(369)
Purchase of Council Houses	12,672	278	2,900	(9,772)	0
Rugby Gateway - Cala Homes	0	(3)	0	0	0
Rounds Gardens Capital	2,166	222	240	(1,926)	0
Rounds Gardens demolition	5,000	4,436	2,100	(2,900)	0
Property Repairs Team Vehicle	86	0	0	(86)	0
Victoria House Roof Refurbishment	70	0	0	0	(70)
	43,539	7,053	8,623	(33,446)	(1,470)

6) Revenue variance narrative				
SERVICE	£000s	Previous Variance (Q2)	Movement	REASON FOR VARIANCES
Rent income from dwellings	161	153	8	The shortfall in income is due to the current level of voids - there are 99 properties currently vacant - 2.87% of stock (down from 113 properties for last quarter). Estimates for voids levels are for 34 properties, 1% of stock. Voids are high due to properties being returned in a poor condition, one way this is being addressed by pre-vacation visits to assess the condition of properties. This has been offset by a slightly lower than expected net reduction in property sales and purchases for this quarter.
Rent income from land and buildings	1	1	0	
Charges for services	29	24	5	The shortfall in income is due to the current level of voids
Contributions towards expenditure	10	20	(10)	
Transfer to Housing Repairs Account	814	547	267	The challenges within the service for delivering reactive repairs within budget include a higher proportion of void properties being returned in very poor condition, the significant increase in the cost of building materials, the cost of the April 2022 pay award, increased costs due to a number of major roofing repairs, and the rising incidence and cost of disrepair claims. A number of strategies to mitigate further increases in costs being considered include pre inspections and regular stock condition surveys and the re-categorisation of major voids to enable cost of repair to be identified, reported and more effectively managed, additional advice to tenants on how to manage the causes and effects of condensation in homes, intervention to reduce incidence of potential disrepair claims, and the service to recruit to vacancies to reduce reliance on agency staff currently proving challenging against competition with the private sector
Supervision & Management	192	49	143	The variance largely reflects movements in utility costs and salaries (including agency and pay award)
Rent, rates, taxes and other charges	0	0	0	
Depreciation and impairment	0	0	0	
Debt management costs	(24)	(24)	0	No debt management costs are anticipated as there is currently not requirement to borrow.
Provision for bad or doubtful debts	(59)	(66)	6	Bad debt provision calculations for December 2022 indicate that only a small amount needs to be added to the provision at this time.
HRA share of Corporate/Democratic Core Costs	2	2	0	
Interest payable and similar charges	(0)	0	(0)	
Interest and Investment Income	(725)	(586)	(139)	Higher than forecast reserve balances coupled with rising interest rates has produced additional investment income
Contributions to (+) / from (-) reserves	0	0	0	
Revenue Contributions to Capital Expenditure	0	0	0	
TOTAL HRA	402	122	280	

7) Capital variance narrative				
SERVICE	£000s	Previous Variance (Q2)	Movement	REASON FOR VARIANCES
Automated Repairs System	0	0	0	Reprofile £74k for further system developments
Bell House Redevelopment	0	0	0	
Biart Place - Capital	0	(17,575)	17,575	Slippage on the start of the project as a result of delays in design
Cawston Meadows Houses	0	0	0	
Housing Management System	0	0	0	Reprofile £50k for further development work as go through phase 2.
Laundries	(28)	(31)	3	Saving as no further spend is planned
Fire Risk Prevention Works	0	0	0	
Rewiring	0	0	0	
Lifeline Renewal Programme	0	0	0	
Finlock Gutter Improvements	(105)	(100)	(5)	Savings (£105k) as the in year costs are less than anticipated
Rebuilding Retaining Walls	(30)	(73)	43	Savings (£30k) as the in year costs are less than anticipated and £30k reprofiled to deliver this ongoing scheme
Replacement Footpaths	(172)	(122)	(50)	Savings (£172k) as the in year costs are less than anticipated
Door Security Systems	0	0	0	
Electrical Upgrades - Community Rooms	(5)	(5)	0	
Boiler Works - Tanser Court	0	(114)	114	Due to a consultation with residents the work has been rescheduled and the budget reprofiled
LED lighting	0	0	0	
Roof Refurbishment - Tanser Court	0	(175)	175	Due to a consultation with residents the work has been rescheduled and the budget reprofiled
Driveways	0	0	0	Reprofile to meet future anticipated cost of works
Fire Risk Prevention works voids	0	(55)	55	Reprofile to meet future anticipated cost of works of radio linked smoke and heat detectors
Rewiring Unplanned Renewals	(100)	0	(100)	Savings (£100k) as the in year costs are less than anticipated
Fire Risk Unplanned Renewals	0	0	0	Reprofile to meet future anticipated cost of works
Roofing unplanned renewals	0	0	0	Reprofile to meet future anticipated cost of works
Disabled Adaptations	40	100	(60)	Overspend due to larger projects and unpredictability of spend
Kitchen Modifications	0	(712)	712	Reprofile due to existing supplier being replaced
Kitchen Modifications Voids	(125)	(150)	25	Savings (£125k) as the in year costs are less than anticipated
Kitchens non voids	0	0	0	Reprofile due to existing delays in supply re supplier being replaced
Heating Upgrades	(322)	(322)	0	Possible savings on supplier costs due to retendering.
Bathroom Modifications	0	0	0	
Bathroom Modifications - voids	(135)	(125)	(10)	Savings (£13,000) as the in year costs are less than anticipated
Bathrooms non voids	(49)	(59)	10	Reprofile £10,000 to fund future years and savings of (£49,000) as the in year costs are less than anticipated
Housing Window Replacement	0	0	0	
Carbon Management Plan (HRA)	(369)	(369)	0	Scheme reduced due to smaller tenant engagement than planned
Purchase of Council Houses	0	(10,362)	10,362	Reprofile for ongoing purchases. £1.45m anticipated for 23/24
Rugby Gateway - Cala Homes	0	0	0	
Rounds Gardens Capital	0	(1,866)	1,866	Reprofile due to ongoing options appraisal
Rounds Gardens demolition	0	(2,500)	2,500	Reprofile £2,000m as demolition was delayed due to difficulties in rehousing final resident. Demolition commenced in September 2022.
Property Repairs Team Vehicle	0	(86)	86	Reprofile due to delays with suppliers
Victoria House Roof Refurbishment	(70)	(70)	0	Scheme to be put on hold as decisions to be made on future of the site
	(1,470)	(34,771)	33,301	

Portfolio	Chief Officer		Code & Title	Target	June 2022 (Q1)	September 2022 (Q2)	December 2022 (Q3)	Assignee	Narrative
A) Key Statistics									
Communities, Homes, Digital and Communications	Communities and Homes	Assets	RFSH: % of homes that have had required gas safety checks	no target, however trends will be analysed	N/A	99.87%	99.22%	Bill Winter	
Communities, Homes, Digital and Communications	Communities and Homes	Assets	RFSH: % of homes in buildings that have had all the necessary fire risk assessments	no target, however trends will be analysed	N/A	100%	99.99%	Bill Winter	
Communities, Homes, Digital and Communications	Communities and Homes	Assets	RFSH: % of homes in buildings that have had all the necessary asbestos management surveys or reinspection	no target, however trends will be analysed	N/A	90.90%	88.70%	Bill Winter	
Communities, Homes, Digital and Communications	Communities and Homes	Assets	RFSH: % of homes in buildings that have had all the necessary legionella risk assessments	no target, however trends will be analysed	N/A	100%	100%	Bill Winter	
Communities, Homes, Digital and Communications	Communities and Homes	Assets	RFSH: % of homes in buildings where the communal passenger lifts have had all the necessary checks	no target, however trends will be analysed	N/A	100%	79.62%	Bill Winter	Note: this figure is at 01/01/2023 – 17 lifts require servicing but 14 were done in December giving the % figure
Communities, Homes, Digital and Communications	Communities and Homes	C&P	lotto - revenue generated to support VCS	no target, however trends will be analysed	2,252	2,226	2,075	Mary Jane Gunn	excludes proportion collected to the RBC communities fund pot which goes towards VCS SLA's - Q1 E2253 and Q2 E2226
Communities, Homes, Digital and Communications	Communities and Homes	HABT	number of households in temporary accommodation (excluding B&B)	no target, however trends will be analysed	30	13	48	George Balogun	
Communities, Homes, Digital and Communications	Communities and Homes	HABT	number of homelessness applications determined where we have a duty	no target, however trends will be analysed	49	46	28	George Balogun	
Communities, Homes, Digital and Communications	Communities and Homes	HABT	number of applicants on the housing waiting list	no target, however trends will be analysed	616	550	394	George Balogun	(reduction due to recent migration to CX and clean up)
Communities, Homes, Digital and Communications	Communities and Homes	HABT	Number of discretionary awards paid (Council Tax)	no target, however trends will be analysed	15	4	21	Carrie Maskell	
Communities, Homes, Digital and Communications	Communities and Homes	HABT	Number of discretionary awards paid (rent)	no target, however trends will be analysed		Q1 and 2 combined 65	31	Carrie Maskell	
Communities, Homes, Digital and Communications	Communities and Homes	HABT	Number of households in receipt of HB	no target, however trends will be analysed	2,354	2,322	2,224	Carrie Maskell	
Communities, Homes, Digital and Communications	Communities and Homes	HABT	Number of households in receipt of CTR	no target, however trends will be analysed	5,200	5,209	5,171	Carrie Maskell	
Communities, Homes, Digital and Communications	Communities and Homes	HABT	% of housing benefit claims processed within 20 days	no target, however trends will be analysed	N/A	N/A	N/A	Carrie Maskell	Data not yet collected, will be available for future reporting
Communities, Homes, Digital and Communications	Communities and Homes	HABT	number of homelessness applications determined where we do not have a duty	no target, however trends will be analysed	0	5	4	George Balogun	
Communities, Homes, Digital and Communications	Communities and Homes	Housing Services	Number of evictions for rent arrears	no target, however trends will be analysed	2	2	2	Marie Barlow	
Communities, Homes, Digital and Communications	Communities and Homes	Housing Services	Number of evictions for ASB	no target, however trends will be analysed	0	0	0	Marie Barlow	
Communities, Homes, Digital and Communications	Communities and Homes	Housing Services	Number of evictions - other	no target, however trends will be analysed	0	0	0	Marie Barlow	
Communities, Homes, Digital and Communications	Communities and Homes	Housing Services	Average void (key to key)	no target, however trends will be analysed	72.67	75.33	82.52	Marie Barlow	
Communities, Homes, Digital and Communications	Communities and Homes	PRS	RFSH: satisfaction with repairs	no target, however trends will be analysed	N/A	N/A	N/A	Mary Jane Gunn	Methodology for collection is prescribed by the regulator for social housing and comes into effect from April 2023. Is a work in progress.
Communities, Homes, Digital and Communications	Digital and Communications	Communications	% of EIR requests completed within the statutory timeframe	no target, however trends will be analysed	100%	N/A	N/A	Matthew Deaves	
Communities, Homes, Digital and Communications	Digital and Communications	Communications	% of Subject Access Requests (SAR) completed within the statutory timeframe	no target, however trends will be analysed	100%	N/A	N/A	Matthew Deaves	
Communities, Homes, Digital and Communications	Digital and Communications	Communications	% of adult population who are active users of the Rugby Waste App	no target, however trends will be analysed	N/A	17.66%	18.30%	Matthew Deaves	
Communities, Homes, Digital and Communications	Digital and Communications	Customer Services	Total number of services requested or enquiries answered via the CSC	no target, however trends will be analysed	24,128	21,206	15840	Emma Tomlinson	
Communities, Homes, Digital and Communications	Digital and Communications	Customer Services	% service requests by digital channel (Quarterly)	no target, however trends will be analysed	35%	17%	12%	Emma Tomlinson	Data not yet collected, will be available for future reporting
Communities, Homes, Digital and Communications	Digital and Communications	Customer Services	% digital service requests by self serve or structured webform (Quarterly)	no target, however trends will be analysed	N/A	N/A	1947	Emma Tomlinson	Data not yet collected, will be available for future reporting
Communities, Homes, Digital and Communications	Digital and Communications	Customer Services	E Cost per digital transaction (Annual)	no target, however trends will be analysed	N/A	N/A	N/A	Emma Tomlinson	To be baselined by top five processes (by number of processes raised)
Communities, Homes, Digital and Communications	Digital and Communications	IT & Digital Services	% service requests by digital channel (Monthly)	no target, however trends will be analysed	73.62	75.06	72.34	Stuart Mewes	This relates to servicedesk
Communities, Homes, Digital and Communications	Digital and Communications	IT & Digital Services	Critical systems uptime (%)	no target, however trends will be analysed	100%	99%	100%	Stuart Mewes	List needs defining - task for MT
Communities, Homes, Digital and Communications	Digital and Communications	IT & Digital Services	E Cost per capita for technology running costs	no target, however trends will be analysed	N/A	N/A	N/A	Stuart Mewes	Data not yet collected, will be available for future reporting
Communities, Homes, Digital and Communications	Digital and Communications	IT & Digital Services	% Waste Electrical and Electronic Equipment reused or recycled (by item)	no target, however trends will be analysed	100	100	100	Stuart Mewes	
Finance, Performance, Legal and Governance	Finance and Performance	across the council	% spend Rugby, Warwickshire and West Midlands	no target, however trends will be analysed	34%	35%	N/A	Catrina Rimen	the statistics are available a quarter in arrears
Finance, Performance, Legal and Governance	Finance and Performance	across the council	% of spend Rugby (All supplier sizes)	no target, however trends will be analysed	16%	21%	N/A	Catrina Rimen	the statistics are available a quarter in arrears
Finance, Performance, Legal and Governance	Finance and Performance	across the council	% of spend Rugby (SMEs)	no target, however trends will be analysed	12%	12%	N/A	Catrina Rimen	the statistics are available a quarter in arrears
Finance, Performance, Legal and Governance	Finance and Performance	across the council	% of agreed internal audit actions implemented on time	no target, however trends will be analysed	68%	71%	71%	Pamela Thomas	
Finance, Performance, Legal and Governance	Finance and Performance	Revenues	% of current year bid levy collected	no target, however trends will be analysed	67.9	79.8	86.9	Chryssa Burdett	
Finance, Performance, Legal and Governance	Finance and Performance	Revenues	% of all years bid levy collected	no target, however trends will be analysed	N/A	N/A	N/A	Chryssa Burdett	This is an annual measure. Results will be available in April 2023
Finance, Performance, Legal and Governance	Legal and Governance	Electoral Services	Electoral registrations within the borough of Rugby as a % of eligible population	no target, however trends will be analysed	TBC	TBC		Sara Bolderston-Bowers	
Finance, Performance, Legal and Governance	Legal and Governance	Equality and Diversity	% of employees at Rugby Borough Council identifying as having a disability	no target, however trends will be analysed	18.01%	18.05%	18.65%	Martin North	
Finance, Performance, Legal and Governance	Legal and Governance	Equality and Diversity	% of employees at Rugby Borough Council who identify as male	no target, however trends will be analysed	51.42%	54.77%	54.37%	Martin North	
Finance, Performance, Legal and Governance	Legal and Governance	Equality and Diversity	% of employees at Rugby Borough Council who identify as female	no target, however trends will be analysed	48.58%	45.23%	45.63%	Martin North	
Finance, Performance, Legal and Governance	Legal and Governance	Equality and Diversity	% of employees at Rugby Borough Council in the age bracket 15-24	no target, however trends will be analysed	3.24%	3.65%	3.84%	Martin North	
Finance, Performance, Legal and Governance	Legal and Governance	Equality and Diversity	% of employees at Rugby Borough Council in the age bracket 25-44	no target, however trends will be analysed	38.66%	39.55%	38.81%	Martin North	

Portfolio	Chief Officer		Code & Title	Target	June 2022 (Q1)	September 2022 (Q2)	December 2022 (Q3)	Assignee	Narrative
Finance, Performance, Legal and Governance	Legal and Governance	Equality and Diversity	% of employees at Rugby Borough Council in the age bracket 45-59	no target, however trends will be analysed	42.11%	40.38%	42.22%	Martin North	
Finance, Performance, Legal and Governance	Legal and Governance	Equality and Diversity	% of employees at Rugby Borough Council in the age bracket 60-64	no target, however trends will be analysed	11.13%	11.76%	11.08%	Martin North	
Finance, Performance, Legal and Governance	Legal and Governance	Equality and Diversity	% of employees at Rugby Borough Council in the age bracket 65+	no target, however trends will be analysed	4.86%	4.66%	4.05%	Martin North	
Growth and Investment	Growth and Investment	Development Management	% of refused planning applications	no target, however trends will be analysed	8.06	7.05	10.11	Richard Holt	
Growth and Investment	Growth and Investment	Development Management	No. of determined applications	no target, however trends will be analysed	293	252	314	Richard Holt	Q1, Q2 & Q3 now includes Conditions, Non-Material Amendment Applications and Prior Approvals
Growth and Investment	Growth and Investment	Development Management	No. of appeals received	no target, however trends will be analysed	7	3	4	Richard Holt	
Growth and Investment	Growth and Investment	Development Management	Number of enforcement cases closed	no target, however trends will be analysed	82	79	76	Richard Holt	
Growth and Investment	Growth and Investment	Development Management	Serve Enforcement Notice within 28 days of instruction	no target, however trends will be analysed	N/A	N/A	N/A	Richard Holt	Data not yet collected - Following adoption of new Enforcement Plan Dec 2022, hope to be able to gather data from 01/01/23 ready for Q4
Growth and Investment	Growth and Investment	Development Management	Number of planning applications received	no target, however trends will be analysed	304	351	249	Richard Holt	
Leisure and Wellbeing	Leisure and Wellbeing	Arts and Heritage Services (RAGM - Rugby Art Gallery and Museum)	RAGM 001 No. of visitors to Rugby Art Gallery & Museum	no target, however trends will be analysed	11,053	12,376	19,134	Silvia Zombardo	
Leisure and Wellbeing	Leisure and Wellbeing	Parks and Open Spaces	Retention of Silver and above in Heart of England In Bloom Awards	no target, however trends will be analysed	N/A	Awarded Gold	N/A	TBC	
Leisure and Wellbeing	Leisure and Wellbeing	Parks and Open Spaces	Number of trees planted on RBC green space	no target, however trends will be analysed	0	0	0	TBC	Planting takes place during Q4
Leisure and Wellbeing	Leisure and Wellbeing	Sport and Recreation	Queens Diamond Jubilee Centre complaints	no target, however trends will be analysed	9	3	0	Tom Allen	
Leisure and Wellbeing	Leisure and Wellbeing	Sport and Recreation	Number of young people participating in Swim School Programme supporting them to lead active and healthy lifestyles	no target, however trends will be analysed	1,901	1,903	1,908	Tom Allen	
Leisure and Wellbeing	Leisure and Wellbeing	Sport and Recreation	% of participants completing 90% or more of the Family Weight Management Course per annum	no target, however trends will be analysed	N/A	88%	91%	Tom Allen	
Operations and Traded	Operations & Traded Services	Grounds Maintenance	% of planned works completed on time inc grass cutting, hedge trimming and bedding planted	no target, however trends will be analysed	N/A	N/A	80%	Deborah Middlemas	16 number of beds for summer and winter bedding schemes
Operations and Traded	Operations & Traded Services	Property Repairs	% of jobs completed within our definition of First-time fix	no target, however trends will be analysed	N/A	71%	99%	Rachael Savage	Based on previously agreed criteria
Operations and Traded	Operations & Traded Services	Property Repairs	Average number of days to complete a repair	no target, however trends will be analysed	N/A	7.7	20	Rachael Savage	Housekeeping has taken place resulting in multiple older jobs to be completed/closed down.
Operations and Traded	Operations & Traded Services	Property Repairs	Number of overdue jobs, planned and responsive	no target, however trends will be analysed	N/A	N/A	171	Rachael Savage	Data not yet collected, will be available for future reporting
Operations and Traded	Operations & Traded Services	Property Repairs	Number of emergency repairs received as % of total	no target, however trends will be analysed	N/A	5%	3%	Rachael Savage	Dependent on customer demand
Operations and Traded	Operations & Traded Services	Property Repairs	Number of Handyperson jobs completed ** Change to % of handyperson jobs invoiced on completed jobs** from Q4	no target, however trends will be analysed	N/A	106	43	Rachael Savage	Unable to set target as determined by customer demand Change criteria in Q4 with target of 95% invoiced
Operations and Traded	Operations & Traded Services	Street Cleansing	% of sweeping routes completed on time	no target, however trends will be analysed	N/A	N/A	85%	Anton Cuscito	Data will be collated in preparation for next reporting period
Operations and Traded	Operations & Traded Services	Street Cleansing	Number of fly tips collected after 5 days (of reporting)	no target, however trends will be analysed	100%	100%	100%	Anton Cuscito	
Regulation and Safety	Regulation and Safety	Bereavement Services	% of local deceased usage through Rainsbrook Crematorium	no target, however trends will be analysed	77%	86%	63%	Lorraine Marley	
Regulation and Safety	Regulation and Safety	Environmental Health and Community Safety	Number of deployments of fly tipping cameras	no target, however trends will be analysed	3 including 10 visits to site	3 including 12 visits to site	2 including 6 visits	Verna Zinclair	
Regulation and Safety	Regulation and Safety	Environmental Health and Community Safety	Number of patrols of parks specifically to engage with dog owners regarding dogs and leads, dog fouling and micro-chipping	no target, however trends will be analysed	3	0	0	Claire Baldwin	
Regulation and Safety	Regulation and Safety	Environmental Health and Community Safety	% of environmental permitted sites due for inspection completed	no target, however trends will be analysed	100	88	79	Henry Biddington	
Regulation and Safety	Regulation and Safety	Environmental Health and Community Safety	% of premises within the Rugby Borough that have attained the Food Hygiene Rating 5	no target, however trends will be analysed	74.7	74	73.5	Henry Biddington	
Regulation and Safety	Regulation and Safety	Environmental Health and Community Safety	% of premises within the Rugby Borough that have attained the Food Hygiene Rating 4 and above	no target, however trends will be analysed	69.7	69	69.1	Henry Biddington	
Regulation and Safety	Regulation and Safety	Environmental Health and Community Safety	% of premises within the Rugby Borough that have attained the Food Hygiene Rating 3 and above	no target, however trends will be analysed	96.1	95.7	95.5	Henry Biddington	
Regulation and Safety	Regulation and Safety	Environmental Health and Community Safety	% of premises within the Rugby Borough that have attained the Food Hygiene Rating 2 and below	no target, however trends will be analysed	3.9	4.4	4.5	Henry Biddington	
Regulation and Safety	Regulation and Safety	Environmental Health and Community Safety	% of premises improved after a Food Hygiene Rating Scheme requested revisit	no target, however trends will be analysed	100%	No requests.	N/A	Henry Biddington	
Regulation and Safety	Regulation and Safety	Environmental Health and Community Safety	Number of domestic nuisance complaints received	no target, however trends will be analysed	193	245	120	Verna Zinclair	
Regulation and Safety	Regulation and Safety	Environmental Health and Community Safety	Number of complaints received regarding industrial and commercial nuisance	no target, however trends will be analysed	2	75	29	Verna Zinclair	
Regulation and Safety	Regulation and Safety	Environmental Health and Community Safety	Total number of licensed HMOs	no target, however trends will be analysed	192	192	196	Verna Zinclair	
Regulation and Safety	Regulation and Safety	Environmental Health and Community Safety	Number of new HMOs Licensed	no target, however trends will be analysed	9	5	18	Verna Zinclair	
Regulation and Safety	Regulation and Safety	Environmental Health and Community Safety	Number of HMOs where formal action taken under any Regulation and Safety legislation	no target, however trends will be analysed	0	0	0	Verna Zinclair	
Regulation and Safety	Regulation and Safety	Environmental Health and Community Safety	Number of Statutory Nuisances cases which required formal action	no target, however trends will be analysed	0	0	0	Verna Zinclair	
Regulation and Safety	Regulation and Safety	Environmental Health and Community Safety	Number of fly tipping recorded incidents	no target, however trends will be analysed	463	401	377	Verna Zinclair	
Regulation and Safety	Regulation and Safety	Environmental Health and Community Safety	Cost of fly tips to council	no target, however trends will be analysed	N/A	N/A	N/A	Verna Zinclair	Plan to introduce for Q3 following review of value.
Regulation and Safety	Regulation and Safety	Environmental Health and Community Safety	Number of unauthorised encampments attended by Community Wardens for public safety and welfare visits	no target, however trends will be analysed	N/A	N/A	13 associated vehicles in	Claire Baldwin	
Regulation and Safety	Regulation and Safety	Environmental Health and Community Safety	Cost of unauthorised encampments to the council	no target, however trends will be analysed	N/A	N/A	0 (no direct cost as on private land)	Verna Zinclair	Plan to introduce for Q3 following review of value.
Regulation and Safety	Regulation and Safety	Environmental Health and Community Safety	Air quality improvements (average)	no target, however trends will be analysed	N/A	N/A	N/A	Henry Biddington	This is an annual measure. Results will be available in April 2023
Regulation and Safety	Regulation and Safety	Licensing and Parking	Total number of animal licences	no target, however trends will be analysed	26	26	25	Zulfqar Rahman	

Portfolio	Chief Officer		Code & Title	Target	June 2022 (01)	September 2022 (02)	December 2022 (03)	Assignee	Narrative
B) Key Performance Indicators									
Communities, Homes, Digital and Communications	Communities and Homes	Housing Services	% of rent roll collected	to be baselined	70.18%	86.29%		Marie Barlow	
Communities, Homes, Digital and Communications	Communities and Homes	Assets	RFSH: homes that do not meet the Decent Homes Standard	to be baselined	0%	0%		Bill Winter	
Communities, Homes, Digital and Communications	Communities and Homes	Assets	Number of Council homes completed	to be baselined	N/A	N/A	N/A	TBA	
Communities, Homes, Digital and Communications	Communities and Homes	Assets	% of homes rated (EPC) C and above	to be baselined	N/A	N/A		Bill Winter	Data not yet collected, will be available for future reporting
Communities, Homes, Digital and Communications	Communities and Homes	C & P	Number of affordable homes delivered	to be baselined	32	80		Craig Oakley	Collation of the required data is dependent on RP's providing information so is never ready until middle of following month.
Communities, Homes, Digital and Communications	Communities and Homes	HABT	number of people rough sleeping	to be baselined	6	8		George Balogun	
Communities, Homes, Digital and Communications	Communities and Homes	HABT	number of households in bed and breakfast for less than 6 weeks	to be baselined	0	3		George Balogun	
Communities, Homes, Digital and Communications	Digital and Communications	Communications	% of Freedom of Information (FOI) requests completed within the statutory timeframe	90%	83%	N/A	N/A	Matthew Deaves	Data not available
Communities, Homes, Digital and Communications	Digital and Communications	Communications	Number of data breaches and near misses reported internally	0	2	3	6	Matthew Deaves	
Communities, Homes, Digital and Communications	Digital and Communications	Communications	Number of data breaches reported to the Information Commissioner's Office (ICO)	0	0	0	0	Matthew Deaves	
Communities, Homes, Digital and Communications	Digital and Communications	Communications	% of Residents that respond to annual survey as 'proud of the Borough' (Annual)	30	N/A	N/A	N/A	Matthew Deaves	First annual survey in discovery now for release quarter 4
Communities, Homes, Digital and Communications	Digital and Communications	Communications	% alignment of the demographic of respondents to annual survey and the demographic of the borough (Annual)	70	N/A	N/A	N/A	Matthew Deaves	First annual survey in discovery now for release quarter 4
Communities, Homes, Digital and Communications	Digital and Communications	Communications	Number complaints (Quarterly)	300	N/A	N/A	N/A	Matthew Deaves	Data connector to new complaints system being built and release by quarter 4
Communities, Homes, Digital and Communications	Digital and Communications	Communications	% of Residents that respond to annual survey as 'having Trust in the Council' (Annual)	60	N/A	N/A	N/A	Matthew Deaves	We do need to baseline this and this is the CSDP metric we've programmed in.
Communities, Homes, Digital and Communications	Digital and Communications	Communications	% of complaints responded to within the timeframe	90%	60%	N/A	N/A	Matthew Deaves	
Communities, Homes, Digital and Communications	Digital and Communications	Customer Services	The % of requests resolved at the first point of contact (Quarterly)	70	N/A	N/A	N/A	Emma Tomlinson	Data not yet collected, will be available for future reporting
Communities, Homes, Digital and Communications	Digital and Communications	Customer Services	Service Delivery Metric: Customer satisfaction (Quarterly)	75	N/A	N/A	N/A	Emma Tomlinson	Data not yet collected, will be available for future reporting
Communities, Homes, Digital and Communications	Digital and Communications	IT & Digital Services	Average resolution time (business hours) of all IT services tickets	24	9.51	6.06	6.04	Stuart Mewes	
Finance, Performance, Legal and Governance	all	across the council	% delivery of MTFs savings targets	100%	N/A	N/A	60%	All Chief Officers	incorporates income and savings as reported in appendix 1 of this report
Finance, Performance, Legal and Governance	Finance and Performance	across the council	% of outstanding sundry debtors over 28 days from invoice date	to be baselined	N/A	N/A	N/A	Chryssa Burdett	Data will be collated in preparation for next reporting period
Finance, Performance, Legal and Governance	Finance and Performance	Revenues	% of Current year Council Tax collected	98.60%	37.3	57.9	84.6	Chryssa Burdett	the % are cumulative due to the payment of the council tax, the performance target will be reviewed at year end. Being +50% at month 6 suggests the organisation is on track
Finance, Performance, Legal and Governance	Finance and Performance	Revenues	% of current year Non-domestic Rates collected	98.60%	31.7	58.0	84.4	Chryssa Burdett	the % are cumulative due to the payment of the NDR, the performance target will be reviewed at year end. Being +50% at month 6 suggests the organisation is on track.
Finance, Performance, Legal and Governance	Finance and Performance	Revenues	% of all years Council Tax collected	98.60%	N/A	N/A	N/A	Chryssa Burdett	This is an annual measure. Results will be available in April 2023
Finance, Performance, Legal and Governance	Finance and Performance	Revenues	% of all year Non-domestic Rates collected	98.60%	N/A	N/A	N/A	Chryssa Burdett	This is an annual measure. Results will be available in April 2023
Finance, Performance, Legal and Governance	Legal and Governance	Democratic Services	% Member attendance of training programme	to be baselined	22%	22%	26%	Claire Waleczek	
Finance, Performance, Legal and Governance	Legal and Governance	Democratic Services	% Member attendance at Committee meetings	to be baselined	78%	77%	84%	Claire Waleczek	
Finance, Performance, Legal and Governance	Legal and Governance	Monitoring Officer	Number of complaints received relating to Members and Parish Council Members	to be baselined	7	2	2	Aftab Razaq	
Growth and Investment	Growth and Investment	Development Management	Quality of decision making - Number of appeals relating to a Major application upheld as a % of all Major Applications determined (Annual)	<10%	0.024%	0.024%	0%	Richard Holt	
Growth and Investment	Growth and Investment	Development Management	Quality of decision making - Number of appeals relating to a non-major application upheld as a % of all non-major applications determined (Annual)	<10%	0.007%	0.007%	0.64%	Richard Holt	
Growth and Investment	Growth and Investment	Major Projects and Economic Development	Number of businesses ceasing trading (Annual)	To be baselined	N/A	N/A	N/A	Helen Nightingale	Data not yet collected
Growth and Investment	Growth and Investment	Development Management	Speed of decision making - % of major planning applications determined within 13 weeks	60%	75%	100%	86%	Richard Holt	
Growth and Investment	Growth and Investment	Development Management	Speed of decision making - % of minor planning applications determined within 8 weeks	70%	84%	85%	82%	Richard Holt	
Growth and Investment	Growth and Investment	Development Management	Speed of decision making - % of other planning application determined within 8 weeks	80%	87%	86%	87%	Richard Holt	
Growth and Investment	Growth and Investment	Development Management	Average end to end time for Land Charge Searches (in days)	10	4.58	3.6	2.32	Richard Holt	
Growth and Investment	Growth and Investment	Development Management	Number of enforcement cases received	to be baselined	77	97	37	Richard Holt	
Growth and Investment	Growth and Investment	Development Management	Determine action within 8 weeks where there is a breach of planning control and it is expedient to take action	80%	N/A	N/A	N/A	Richard Holt	Data not yet collected, will be available for future reporting - Following adoption of new Enforcement Plan Dec 2022, hope to be able to gather data from 01/01/23 ready for Q4
Growth and Investment	Growth and Investment	Development Strategy	The number of new homes built within the year (Annual)	663	N/A	N/A	N/A	Neil Holly	Data not yet collected, will be available for future reporting
Growth and Investment	Growth and Investment	Development Strategy	Rugby Borough Council's 5 year land supply for new homes (Annual)	<5 Years	N/A	N/A	N/A	Neil Holly	Data not yet collected, will be available for future reporting
Growth and Investment	Growth and Investment	Development Strategy	Rugby exceeds the Housing Delivery Test (Annual)	> 95%	N/A	N/A	N/A	Neil Holly	Data not yet collected, will be available for future reporting
Growth and Investment	Growth and Investment	Major Projects and Economic Development	£ of inward investment (Annual)	to be baselined	N/A	N/A	N/A	Helen Nightingale	Data not yet collected, will be available for future reporting
Growth and Investment	Growth and Investment	Major Projects and Economic Development	Number of new businesses trading (Annual)	to be baselined	N/A	N/A	N/A	Helen Nightingale	Data not yet collected, will be available for future reporting
Growth and Investment	Growth and Investment	Major Projects and Economic Development	Number of vacant units in the town centre (Annual)	to be baselined	N/A	N/A	N/A	Helen Nightingale	Data not yet collected, will be available for future reporting
Growth and Investment	Growth and Investment	Major Projects and Economic Development	Number of visitors to the town centre (Annual)	to be baselined	N/A	N/A	N/A	Helen Nightingale	Data not yet collected, will be available for future reporting
Growth and Investment	Growth and Investment	Major Projects and Economic Development	£ external funding received to contribute to regeneration programme (Annual)	to be baselined	N/A	N/A	N/A	Helen Nightingale	Data not yet collected, will be available for future reporting

Portfolio	Chief Officer		Code & Title	Target	June 2022 (Q1)	September 2022 (Q2)	December 2022 (Q3)	Assignee	Narrative
Growth and Investment	Growth and Investment	Major Projects and Economic Development	Number of businesses trading in the borough (Annual)	to be baselined	N/A	N/A	N/A	Helen Nightingale	Data not yet collected, will be available for future reporting
Leisure and Wellbeing	Leisure and Wellbeing	Parks and Open Spaces	% of tree inspections overdue	<10%	N/A	N/A	N/A	TBC	Data not yet collected, will be available for future reporting
Leisure and Wellbeing	Leisure and Wellbeing	Parks and Open Spaces	% of playground inspections overdue	<10%	N/A	N/A	0	TBC	Data not yet collected, will be available for future reporting
Leisure and Wellbeing	Leisure and Wellbeing	Sport and Recreation	SPRE 003 Leisure Centre Visits	>60,000 per month	69,615 June Usage	63,440 August Usage	71,066 November Usage	Tom Allen	Data not yet collected, will be available for future reporting
Leisure and Wellbeing	Leisure and Wellbeing	Sport and Recreation	Total number of contacts in top 30% LSOA's - all ages	>1,000	1,983	1,472	2,115	Tom Allen	
Operations and Traded	Operations & Traded Services	Streetscene	Number of external works quoted for	5	3	6	5	Paul Memagh	Data gathering from Q3
Operations and Traded	Operations & Traded Services	Streetscene	Percentage of external works quoted for and won	50%	33%	33%	0%	Paul Memagh	Due to on costs, our prices are generally higher than the private sector
Operations and Traded	Operations & Traded Services	Property Repairs	Customer satisfaction via perception survey %	95%	N/A	N/A	N/A	Rachael Savage	Officers to work to provide a software solution to provide this data for future reports No automated text option in TF, manual workload labour intensive.
Operations and Traded	Operations & Traded Services	Property Repairs	% of minor voids completed on time (up to 7 days)	95%	N/A	96%	100%	Rachael Savage	Minor, Standard, Major priorities have only recently been agreed with the housing team and added to the spreadsheet, data to be added for Q3
Operations and Traded	Operations & Traded Services	Property Repairs	% of standard voids completed on time (up to 4 weeks)	95%	N/A		87.50%	Rachael Savage	Asked by housing team to prioritise specific voids, this leads to postponement of major voids and extends turnaround time
Operations and Traded	Operations & Traded Services	Property Repairs	% of major voids completed on time (up to 8 weeks)	95%	N/A	96%		Rachael Savage	Void prioritises only recently been agreed with housing team. Several older properties prior to this are not in this figure, some would fit into potential substantial/over category - see below
Operations and Traded	Operations & Traded Services	Property Repairs	% of major, standard and minor voids	Minor - 0 Standard - 80 Major - 20	N/A	Standard - 23.7% Major - 53.6%	Standard - 46% Major - 46%	Rachael Savage	Some voids to be classified as keys received but currently unable assess, notice to quit served. Meeting with Marie Barlow on 17/1/23 to confirm
Operations and Traded	Operations & Traded Services	Waste & Recycling	% of household waste sent for reuse, recycling and composting	50%	40.80%	43.12%	N/A	Anton Cuscito	This information is provided by WCC normally about 6 to 8 weeks after the end of each Quarter
Operations and Traded	Operations & Traded Services	Waste & Recycling	Tonnage of residual waste per household KG	120	N/A	102	N/A	Anton Cuscito	This information is provided by WCC normally about 6 to 8 weeks after the end of each Quarter
Operations and Traded	Operations & Traded Services	Waste & Recycling	% of residual waste sent to landfill	0	N/A	18.97%	N/A	Anton Cuscito	This information is provided by WCC normally about 6 to 8 weeks after the end of each Quarter. WCC arrange disposal, this is for information only
Operations and Traded	Operations & Traded Services	Waste & Recycling	Number of missed Refuse Bins	300	416	416	298	Anton Cuscito	
Operations and Traded	Operations & Traded Services	Waste & Recycling	Number of missed Green waste Bins	300	599	527	405	Anton Cuscito	
Operations and Traded	Operations & Traded Services	Waste & Recycling	Number of missed Recycling Bins	300	270	562	228	Anton Cuscito	
Operations and Traded	Operations & Traded Services	Waste & Recycling	% Contamination of recycling collected at kerbside	10%	12.16%	11.56%	N/A	Anton Cuscito	This information is provided by WCC normally about 6 to 8 weeks after the end of each Quarter
Operations and Traded	Operations & Traded Services	Grounds Maintenance	Reduction of peat in composting as %	100%	100%	100%	100%	Deborah Middlemiss	WCC are in the process of introducing a peat-free compost. RBC purchase their summer and winter bedding plants grown in 100% peat free compost.
Regulation and Safety	Regulation and Safety	Bereavement Services	Number of cremations held at Rainsbrook	1000	272	282	246	Lorraine Marley	
Regulation and Safety	Regulation and Safety	Environmental Health and Community Safety	% of planned food inspections completed	98%	74	62	67	Henry Biddington	Influenced by number of officers available but also when inspections are due in compliance with FSA guidance.
Regulation and Safety	Regulation and Safety	Environmental Health and Community Safety	How many accidents have been reported by businesses where RBC enforce via the HSE RIDDOR system	to be baselined	12	11	13	Henry Biddington	
Regulation and Safety	Regulation and Safety	Environmental Health and Community Safety	How many accidents needed investigation reported by HSE inspectors (including all cases of licenced HMOs, inspections for all new applications and any enforcement e.g. complaints)	to be baselined	6	8	7	Henry Biddington	
Regulation and Safety	Regulation and Safety	Environmental Health and Community Safety	Number of Community Protection Warnings issued	to be baselined	2 Housing ASB	2 Barking dogs	2 Smoke nuisance	Vema Zinclair	
Regulation and Safety	Regulation and Safety	Environmental Health and Community Safety	Number of Community Protection Notices issued	to be baselined	2 Housing ASB	0	0	Vema Zinclair	
Regulation and Safety	Regulation and Safety	Environmental Health and Community Safety	Number of fly tipping incidents investigated against suspected or actual fly tippers (e.g. warning letters, fixed penalty notices, prosecutions)	100%	100	100	100	Vema Zinclair	
Regulation and Safety	Regulation and Safety	Environmental Health and Community Safety	Number of patrols in high risk areas (e.g. fly tipping, ASB)	to be baselined	15	14	26	Vema Zinclair	Plan to introduce for Q3 following review of value.
Regulation and Safety	Regulation and Safety	Environmental Health and Community Safety	Average time to process new taxi driver licence applications	12 weeks	12 weeks	12 weeks	6.8	Zulfteqar Rahman	New measure. Will be baselined for quarter 3
Regulation and Safety	Regulation and Safety	Licensing and Parking	Average time to process new vehicle licence applications and transfers.	24 hours	24 hours	24 hours	24 hours	Zulfteqar Rahman	New measure. Will be baselined for quarter 3
Regulation and Safety	Regulation and Safety	Licensing and Parking	Average time to process new operator licence applications	36 hours	36 hours	36 hours	1 hour	Zulfteqar Rahman	New measure. Will be baselined for quarter 3
Regulation and Safety	Regulation and Safety	Licensing and Parking	Average time to process new premises alcohol licences	31 days	36 days	36 days	63 days	Zulfteqar Rahman	New measure. Will be baselined for quarter 3
Regulation and Safety	Regulation and Safety	Licensing and Parking	Average time to process new alcohol personal licence applications	20 days	20 days	20 days	24 days	Zulfteqar Rahman	New measure. Will be baselined for quarter 3
Regulation and Safety	Regulation and Safety	Licensing and Parking	% of annual animal licence inspections due in year completed	100%	N/A	N/A	10%	Zulfteqar Rahman	will be available for quarter 3
Regulation and Safety	Regulation and Safety	Licensing and Parking	% of annual taxi operator licence inspections due in year completed	100%	N/A	N/A	30%	Zulfteqar Rahman	New measure. Will be baselined for quarter 3
Regulation and Safety	Regulation and Safety	Safety and Resilience	Total number of RIDDOR reportable incidents reported to the HSE	0	0	1		Letitia Lees/Wendy 2 Browett	

Agenda No 8

AGENDA MANAGEMENT SHEET

Report Title:	Draft General Fund Revenue and Capital Budget 2023/24 and Medium-Term Financial Plan 2023-27
Name of Committee:	Cabinet
Date of Meeting:	6 February 2023
Report Director:	Chief Officer - Finance and Performance
Portfolio:	Finance, Performance, Legal and Governance
Ward Relevance:	All Wards
Prior Consultation:	Not applicable
Contact Officer:	Jon Illingworth – Section 151 and Chief Officer – Finance and Performance 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:	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:	The updated draft General Fund Revenue and Capital Budget position for 2023/24 alongside the Council's 2023-27 Medium-Term Financial Plan be considered.
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 2023/24 draft budgets and also the medium term.</p>

Cabinet - 6 February 2023

**Draft General Fund Revenue and Capital Budget 2023/24 and
Medium-Term Financial Plan 2023-27**

Public Report of the Chief Officer - Finance and Performance

Recommendation

The updated draft General Fund Revenue and Capital Budget position for 2023/24 alongside the Council's 2023-27 Medium-Term Financial Plan be considered.

1 Purpose

This is the third budget report from the Chief Officer – Finance and Performance. The first budget report in October 2022 provided an initial overview and review of the financial position for 2023/24. The second report presented to Cabinet in January 2023 provided a more detailed Draft Budget for 2023/24 and Medium-Term Financial Plan (MTFP) along with the relevant appendices. These included details of growth and savings proposals in preparation for the Final Budget and Medium-Term Financial Plan (MTFP) to be approved by Council in February 2023.

The purpose of this report is to provide a strategic summary of changes since the January report plus any further updates which will impact on the medium-term financial plan (MTFP). These changes 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 appendices:

- Appendix 1 is the MTFP as reported to Cabinet in January 2023
- Appendix 2 shows the changes to the MTFP since the January report
- Appendix 3 is the capital programme and financing

2 Summary

The adjustments in this report do not have an impact on the proposed balanced budget for 2023/24; the reduction in costs will reduce the requirement to use business rates growth within the year which maintains the balance within the business rates equalisation reserve.

3 Draft Revenue Budget

3.1 Rugby Borough Council's current budget position

The 2023-27 Medium Term Financial Plan (MTFP) presented to Cabinet at its meeting on the 9 January 2023 reported a base budget of £20.314m for 2023/24 that included anticipated savings of £4.526m. The reported previously reported MTFP is shown in Appendix 1.

3.2 Changes to the draft net base revenue budget

There are two material changes in anticipated spend since the January report. These are shown in Appendix 2. The changes are:

- (£0.100m) - A reduction in salaries following a review of the anticipated costs of all established posts.
- (£0.053m) - The internal recharges and grounds maintenance have now been finalised resulting in an increase charge to the HRA reducing the costs within the general fund.

As a consequence of these there will be a reduction in the use of the business rates growth reference CORP-9 within the savings proposals, reducing the total from £1.361m to £1.208m. This means that the base budget will remain at £20.314m as reported in January. There are no changes to the financing of the plan.

An updated suite of appendices will be included in the report to Council on 22 February 2023.

4 Section 25- Statement of the Chief Financial Officer on the robustness of the budget estimates and the adequacy of the reserves

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.

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.

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 2023, as part of the Council Tax determination.

5 The Provisional Local Government Finance Settlement 2023/24

The government published the Provisional Local Government Finance Settlement (PLGFS) for 2023/24 on 19 December 2022 with the final settlement expected during February. Full details can be found following the link below:

<https://www.gov.uk/government/collections/provisional-local-government-finance-settlement-england-2023-to-2024>

The financial impact of the key elements in the 2023/24 PLGFS 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 presented to Council on 22 February 2023.

6 Fees and charges

The Council approved Medium Term Financial Strategy assumes that fees and charges will be reviewed annually. To keep in line with inflation, fees and charges have been increased by 10.1% which is CPI in September 2022, as reported in January. However, there are the following exemptions:

- where fees are set nationally by government and therefore not within the authority's control; and
- fees whereby decisions have already been made on the value for the 2023/24 financial year.

It should also be noted that because fees are rounded to the nearest £0.10 there could be variations to the percentage increase.

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 2023 and approved as part of the Budget Setting process.

7 Capital Programme

The current approved capital programme is shown in Appendix 3. There are no updates to the approved programme following the Draft Budget report which was presented to Cabinet on 9 January and any necessary adjustments will be included in the Council Tax setting report on 22 February.

In addition to the current approved capital programme, Appendix 3 also shows draft capital proposals that remain subject to committee approval.

Name of Meeting: Cabinet

Date of Meeting: 6 February 2023

Subject Matter: Draft General Fund Revenue and Capital Budget 2023/24 and Medium-Term Financial Plan 2023-27

Originating Department: Finance and Performance

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

LIST OF BACKGROUND PAPERS

Doc No	Title of Document and Hyperlink
	Initial Review of General Fund Budget 2023/24 17 October 2022
	Council Tax Base 2023/24, Draft General Fund Revenue and Capital Budget 2023/24 and Medium-Term Financial Plan 2023-27 9 January 2023

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

	Medium term financial plan (forecast)			
	2023/24	2024/25	2025/26	2026/27
	£ 000's	£ 000's	£ 000's	£ 000's
BASE EXPENDITURE BUDGET bf	20,879	20,315	22,323	17,191
Corporate Adjustments	44	0	0	0
BASE BUDGET	20,924	20,315	22,323	17,191
Growth Items				
Salary Adjustments	1,695	460	569	681
Inflation	1,070	250	250	150
Other Service Growth	803	0	0	0
Total Growth	3,568	710	819	831
Financial Management Adjustments				
Contribution to/from Reserves BRR- Growth	0	751	(5,733)	203
Collection Fund (BR) one off transfer from reserves BRER	0	343	0	0
Collection Fund and CTAX one off transfer from reserves BSR	0	14	0	0
Reversal off 2022/23 only reserve usage	(412)	0	0	0
Total Financial Management Adjustments	(412)	1,109	(5,733)	203
Savings				
Permanent	(2,067)	0	0	0
Temporary/Use of reserves	(1,947)	0	0	0
Income Generation	0	(85)	(295)	0
Total Savings	(4,013)	(85)	(295)	0
Corporate Items				
Changes to Net Cost of Borrowing	208	170	68	0
Changes to MRP	0	92	96	(37)
Change in Parish Precept	40	20	20	20
Total Changes in Corporate items	248	282	184	(17)
Total Net Base Budget	20,314	22,331	17,299	18,208
Financed By				
BASE INCOME BUDGET				
Grants				
Other Government Grants	(1,476)	(1,250)	(249)	(224)
New Homes Bonus	(987)	0	0	0
Business Rates				
Settlement Funding Assessment (SFA)	(2,505)	(2,690)	(2,746)	(2,801)
Adjustment to reflect revised sustainable baseline	(414)	(228)	(172)	(118)
Pooling Dividend	(500)	(500)	0	0
Retained Growth to BRR Equalisation Reserve	(5,285)	(6,036)	(304)	(506)
Collection Fund Surplus(-)/Deficit	343	0	0	0
Council Tax				
Tax Base & 2% price increase	(9,422)	(9,768)	(10,123)	(10,486)
£5 increase in the Band D each year	(38)	(73)	(106)	(136)
3% increase in compared to a £5 increase in a Band D	(45)	0	0	0
Collection Fund Surplus(-)/Deficit	14	0	0	0
TOTAL	(20,314)	(20,545)	(13,700)	(14,272)
SAVING / TRANSFORMATION TARGET	(0)	1,786	3,599	3,936
Reported Feb 2022 (+ = deficit)	3,200	0	65	65
Diff	(3,200)	1,786	3,534	3,871

	Medium term financial plan (forecast)			
	2023/24	2024/25	2025/26	2026/27
	£ 000's	£ 000's	£ 000's	£ 000's
Total Net Base Budget as per January report	20,314	22,331	17,299	18,208
Changes since the report to Cabinet 9 January 2023				
Salary Adjustments	(100)			
HRA Recharges	(53)			
Reduction in the temporary saving (£1.947m) use of business rates growth	153			
Total Changes	0	0	0	0
Updated Total Net Base Budget	20,314	22,331	17,299	18,208
Financed By				
BASE INCOME BUDGET				
Grants				
Other Government Grants	(1,476)	(1,250)	(249)	(224)
New Homes Bonus	(987)	0	0	0
Business Rates				
Settlement Funding Assessment (SFA)	(2,505)	(2,690)	(2,746)	(2,801)
Adjustment to reflect revised sustainable baseline	(414)	(228)	(172)	(118)
Pooling Dividend	(500)	(500)	0	0
Retained Growth to BRR Equalisation Reserve	(5,285)	(6,036)	(304)	(506)
Collection Fund Surplus(-)/Deficit	343	0	0	0
Council Tax				
Tax Base & 2% price increase	(9,422)	(9,768)	(10,123)	(10,486)
£5 increase in the Band D each year	(38)	(73)	(106)	(136)
3% increase in compared to a £5 increase in a Band D	(45)	0	0	0
Collection Fund Surplus(-)/Deficit	14	0	0	0
TOTAL	(20,314)	(20,546)	(13,699)	(14,272)
SAVING / TRANSFORMATION TARGET	(0)	1,785	3,599	3,936
Reported Feb 2022 (+ = deficit)	3,200	0	65	65
Diff	(3,200)	1,785	3,534	3,871

General Fund Capital Programme 2023/24 and Onwards schemes already approved

Portfolio / Scheme Name	Description	Total scheme Costs	Profile of spend			Funding				Revenue Implications					
			£000s	2023/24	2024/25	2025/26	External Contributions / Earmarked Reserves / Revenue Contributions		Balance to be funded		Running Costs		Estimated Interest costs		Minimum Revenue Provision
				1	2	3	2023/24	Future Years	2023/24	Future Years	2023/24*	Full Year	2023/24*	Full Year	2024/25
				£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s
Operation & Trading															
Vehicle Replacement	Vehicle & Equipment Replacement for front line services	1,519	805	357	357	0	0	805	714	0	0	10	30	107	
Open Spaces Refurbishments - Street Furniture	Annual refresh programme of bins, benches, bus shelters and other items	126	42	42	42	0	0	42	84	0	0	0	0	2	
Purchase of Waste Bins	Acquisition of domestic bins for new developments financed via S106 and developer contributions	263	88	88	88	88	175	0	0	0	0	0	0	0	
		1,908	935	487	487	88	175	847	798	0	0	10	30	109	
Regulation & Safety															
Memorial Safety	Headstone refurbishment work at cemeteries to make them safe	90	30	30	30	0	0	30	60	0	0	0	0	1	
CCTV Cameras & Lighting	Security lighting & cameras for the town centre	15	15	0	0	15	0	0	0	0	0	0	0	0	
		105	45	30	30	15	0	30	60	0	0	0	0	1	
Communities, Homes & Digital & Communications															
ICT Refresh Programme - Desktop	Annual refresh of client devices (laptops, etc)	363	135	114	114	0	0	135	228	0	0	0	0	26	
ICT Refresh Programme - Infrastructure	Annual upgrade / replacement of physical and virtual servers, firewalls, backup and business continuity systems	325	145	90	90	0	0	145	180	0	0	0	10	28	
ICT Refresh Programme - AV Equipment	Integration of MS Teams into council chamber / upgrade of Boardroom	54	18	18	18	0	0	18	36	0	0	0	0	3	
Digitalisation and Development Program	To drive digitalisation across the organisation	135	45	45	45	0	0	45	90	0	0	0	0	9	
Disabled Facilities Grants	Grants to disabled residents for the provision of home adaptations administered by HEART	2,304	768	768	768	717	1,434	51	102	0	0	0	0	2	
Caldecott Development	Loan to joint Venture for housing development	9,760	9,760	0	0	0	0	9,760	0	0	0	170	340	0	
		12,941	10,871	1,035	1,035	717	1,434	10,155	636	0	0	170	350	68	
Leisure & Wellbeing															
Open Spaces Refurbishments - Play Areas	Play Areas Refurbishment	450	150	150	150	50	100	100	200	0	0	0	0	6	
Open Spaces Refurbishments - Safety Improvements	Health & Safety works at play areas and open spaces	150	50	50	50	0	0	50	100	0	0	0	0	3	
		600	200	200	200	50	100	150	300	0	0	0	0	9	
Total Approved General Fund Capital Programme		15,554	12,051	1,752	1,752	870	1,709	11,182	1,794	0	0	180	380	187	

This programme does not include any reprofiling of budgets from 2022/23

General Fund Capital Programme 2023/24 and Onwards schemes to be submitted in reports to cabinet

Portfolio / Scheme Name	Description	Total scheme Costs	Profile of spend			Funding				Revenue Implications					
			£000s	2023/24	2024/25	2025/26	External Contributions / Earmarked Reserves / Revenue Contributions		Internal Resources		Running Costs		Estimated Interest costs		Minimum Revenue Provision
				1	2	3	2023/24	Future Years	2023/24	Future Years	2023/24*	Full Year	2023/24*	Full Year	2024/25
				£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s
Communities & Homes & Digital & Communications															
Corporate Property Enhancements	Enhancements works to corporate buildings	2,595	1,235	820	540	0	0	1,235	1,360	0	0	10	20	49	
Growth & Investment															
UKSPF Projects	Various - yet to be determined funded by Grant (total scheme includes year 1 schemes in 2022/23 programme)	1,471	304	796	0	304	796	0	0	0	0	0	0	0	
Total Draft General Fund Capital Programme to go on cabinet reports		4,066	1,539	1,616	540	304	796	1,235	1,360	0	0	10	20	49	
Total Draft General Fund Capital Programme		19,619	13,589	3,367	2,292	1,173	2,505	12,417	3,154	0	0	190	400	236	

AGENDA MANAGEMENT SHEET

Report Title: Draft Housing Revenue Account Capital & Revenue Budgets 2023/24 and Medium Term Financial Plan 2023-27

Name of Committee: Cabinet

Date of Meeting: 6 February 2023

Report Director: Chief Officer - Finance and Performance and Chief Officer – Communities and Homes

Portfolio: Communities, Homes, Digital and Communications

Ward Relevance: All

Prior Consultation: Not applicable

Contact Officer: Jon Illingworth, Chief Officer – Finance and Performance and Chief Financial Officer 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

Summary:	The primary purpose of this report is to present a draft HRA revenue position (see Appendix A) and a capital position (see Appendix B) for 2023/24 based on the approved programme, plus a HRA Medium Term Financial Plan (MTFP) (see Appendix C) in advance of HRA rent setting on 7 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 07 February 2023
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 07 February 2023
Options:	None as a direct result of this report
Recommendation:	The draft revenue, approved capital budgets for 2023/24 and the updated medium term financial plan in 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 2023/24 onwards

Cabinet - 6 February 2023

**Draft Housing Revenue Account Capital & Revenue Budgets
2023/24 and Medium-Term Financial Plan 2023-27**

**Public Report of the Chief Officer - Finance and Performance
and Chief Officer - Communities and Homes**

Recommendation

The draft revenue, approved capital budgets for 2023/24 and the updated medium term financial plan in Appendices A, B and 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 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 3,433 homes currently available to let (January 2023) and manages an additional 54 leasehold properties with an annual rent roll of approximately £16.6m.

1.4 The purpose of this report is to present a draft HRA revenue position (see Appendix A) the current approved capital position (see Appendix B) for 2023/24 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 7 February 2023.

1.5 This report has previously been presented to Cabinet in January.

2. BUDGET AND POLICY FRAMEWORK

2.1 Significant activities within or impacting upon the Housing Revenue Account in 2022/23 to date include:

- 2 property acquisitions have been completed and a further 15 due to complete by financial year end.

- 21 properties sold under Right to Buy
- Member approval for the Biart Place development
- Deconstruction of Rounds Gardens site has commenced

2.2 The two-part review of the Decent Homes Standard, being carried out by Government, remains a work in progress Government anticipate that the main outcome will be a refreshed Decent Homes Standard.

2.3 In February 2022, the government published the Levelling Up the United Kingdom white paper indicating the government's ambition to halve the number of non-compliant rented homes in the social and private rented sector by 2030. This is likely to be a key influence in the revisions to the Decent Homes Standard, along with the new regulations for the safe management of homes which have come via the Fire Safety Act 2021 and the Building Safety Act 2022.

2.4 The Council's approach to reducing the carbon footprint of the housing stock is an evolving one and more detail is outlined in 8.3.

2.5 Rent guidance usually allows increases of CPI + 1% for the four years up to 2024. CPI as of September 2022 was 10.1% meaning that the indicative rise in rents for current tenants would have been 11.1% (10.1% plus 1%). However, with the current cost of living crisis, rent increases for 2023/24 have been capped at 7% as announced in the Autumn Budget Statement on 17 November 2022. For 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 Department of Levelling Up, Housing and Communities (DLUHC), introduced a cap on the use of Right to Buy receipts for acquisitions to help drive new supply which will be phased in over 2022/23 to 2024/25. Currently the first 20 properties acquired are exempt from the cap and any properties acquired over the cap, Right to Buy receipts can only be used towards 50% of those acquisitions i.e. If 30 properties are purchased, Right to Buy receipts can be used towards 25. The purpose of this cap to encourage authorities to build homes as these are exempt from the cap.

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. If the Council were to borrow now, the PWLB certainty rate is currently 4.42%. This demonstrates that it was a prudent decision that was taken.

2.9 To ensure that the Council has continuing earmarked balances to support the scheme as other major development (notwithstanding central Government financial support) in 2023/24, it is proposed that £3.817m will set aside as Revenue Contributions to Capital Expenditure including £1.000m towards climate change reserve, to carry out eco works and retrofitting.

2.10 The updated HRA Medium Term Financial Plan (Appendix C) also contains continuing Revenue Contributions to Capital Expenditure.

3. MATERIAL CHANGES SINCE JANUARY REPORT

3.1 Following the retendering of the council's insurances, a saving of £0.106m has been identified.

3.2 Internal recharges have now been finalised resulting in an additional cost of £0.028m

3.3 Ground Maintenance recharge has been recalculated following the internal recharge process and has produced an additional cost of £0.025m

3.4 As a result of the budget changes, an additional revenue contribution to capital of £0.044m can be made.

4. REVIEW OF HRA BALANCES

4.1 The HRA draft budget for 2023/24 (Appendix A) allows for 7% rent increase and 3.0% for each year until 2026/27. The 30-year HRA financial plan has also been updated to reflect changes, including high-rise site redevelopment, where the impact can be forecast.

4.2 HRA Revenue Balance

The estimated HRA Revenue balance on 31 March 2023 will be £2.817m. 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.

4.3 Major Repairs Reserve

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. The forecast MRR balances reflecting the approved capital programme in Appendix B are as follows:

	2023/24 £000s	2024/25 £000s	2025/26 £000s	2026/27 £000s
Balance b/fwd.	2,418	3,187	3,905	4,197
Depreciation/Appropriation from HRA Revenue	3,120	3,214	3,310	3,409
Capital Financing	(2,351)	(2,496)	(3,018)	(3,018)
Balance c/fwd.	3,187	3,905	4,197	4,589

4.4 Housing Repairs Account

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 £0.093m.

4.5 Housing Capital Investment Balances

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:

	2023/24 £000s	2024/25 £000s	2025/26 £000s	2026/27 £000s
Balance b/fwd.	17,592	19,092	21,986	25,493
Contributions from HRA	2,716	4,047	4,596	5,703
Capital Financing for New Build / Acquisitions / Other Projects	(1,216)	(1,171)	(1,071)	(1,071)
Balance c/fwd.	19,092	21,968	25,493	30,125

4.6 Transformation Reserve

There is a corporate transformation budget which is ring-fenced to supporting General Fund activities. However, there is no similar provision for Housing Revenue Account transformation activities. It is therefore proposed that a HRA transformation reserve of £0.100m be established for 2023/24, to be funded from the Housing Capital Investment balances. This funding will be used to backfilling of posts if internal secondments are utilised, and also for consultancy advice to be brought in to boost capacity for project development and delivery. Any backfilling of roles is essential so that the service can maintain a customer focused approach on the day-to-day management of our portfolio of homes.

Any drawdown of this reserve will be in consultation with Chief Officer and Portfolio holder.

4.7 Climate Change Reserve

It is proposed that £1.000m is contributed to the Climate Change Reserve to meet the costs relating to eco works and retrofitting, alongside the £1.000m that was allocated in 2022/23. This work is currently being evaluated in detail but will include the match funding in relation to the recently approved project for an external wall insulation project to Wimpy No-Fines properties.

4.8 Right-to-Buy (RTB) Capital Receipts

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 a cap has been introduced the reliance on this form on financing will be reduced during the next 3 years.

It is estimated that 28 homes will be sold under the Right-to-Buy scheme per year over the period of the medium-term financial plan producing an average receipt of £0.105m per property (prior to pooling). Forecast balances over the period are as follows:

	2023/24 £000s	2024/25 £000s	2025/26 £000s	2026/27 £000s
Balance b/fwd.	11,230	13,004	14,788	16,552
Net Pooling Contribution	2,448	2,448	2,448	2,448
Capital Financing for New Build / Acquisitions	(674)	(674)	(674)	(674)
Balance c/fwd.	13,004	14,778	16,552	18,326

4.9 Assessment of HRA Balances and Earmarked Reserves

During 2023/24 an assessment of required level of reserves needs to be undertaken, taking account of the potential future financial risks faced by the HRA. It is considered prudent to hold sufficient reserves and balances to give the ability to smooth out peaks in expenditure and troughs in income. The assessment is not a forecast use of reserves, it is a summary of all the financial risks that could face the HRA. The findings will be presented as part future budget reports.

5 MEDIUM TERM FUNDING OPTIONS

5.1 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 2023/24 including:

- Rent
- Service Charges
- Performance management – voids and debt collection
- Expenditure assumptions
- Housing repairs and capital programme
- Capital financing

5.2 Rent

With rent increases being capped at 7%, which is already 4.1% below the usual inflationary increase. The table below identifies the loss of rental income that would be generated if a lower increase is adopted.

Alternative Increase	Reduction in income compared to 7% increase £000s
3%	634
5%	317

Any below inflationary increase has several consequences, the first being the compound impact on future generated income. The following table demonstrates that compound impact over the next 5 years with an inflationary increase of 3% from 2024/25 onwards (government target inflation + 1%).

Increase %	2023/24 £000s	2024/25 £000s	2025/26 £000s	2026/27 £000s	2027/28 £000s	Total £000s
7%	349	359	370	381	393	1,852
5%	666	686	707	728	750	3,537
3%	983	1,012	1,043	1,074	1,106	5,218

Also the reduction in future income will have an impact on future service provision as it is this income which provides funding for the activity in the capital programme.

	2022/23 Budget £000s	2023/24 7% £000s	2023/24 5% £000s	2023/24 3% £000s
Contribution to capital expenditure	3,342	3,817	3,500	3,183
Increase/(Decrease) in contribution		475	158	(159)

The capital programme in Appendix B identifies capital schemes of around £4.500m 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, 68% 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 account for any changes in rent or eligible service charges.

Rent estimates for 2023/24 assume a stock level of 3,433 available to let HRA properties at the start of April 2023. This estimate includes an allowance for Right-to-Buy sales and acquisitions in year. Also, based on recent trends analysis, a void rate of 2.70% is estimated for 2023/24.

5.3 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 October 2022.

	2022/23 £'s	2023/24 £'s	Average % Increase	Average £ Increase
Average Weekly Rent (52-week basis)	90.87	97.23	7.0	6.36

Since 2023/24 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 £16.966m for 2023/24 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 2.70% void rate across the stock;
- A net increase in stock levels of 3 in 2023/24; and
- 7 re-lets where rent is uplifted to target rent

For each 1% change in the void rate the HRA rent loss is equivalent to £0.169m. Each additional RTB sale produces an average rent loss of £5,050 in a full year. The average target rent in 2023/24 (52-week basis) will be £95.03 as compared to the average current rent of £97.23 (see above.)

5.4 Although the average increase is £6.36 a week, the Council is still the landlord with the lowest rents in the Borough. The following tables compares current rent levels across all sectors, based on information as of September 2022:

Cross-sector comparison of current rent levels (£ pw)	Council	Housing Association	Private	“Affordable”
One bed	87.43	92.71	142.55	98.92
Two bed	99.79	103.61	192.09	124.18
Three bed	112.78	110.18	225.96	146.20
Four bed	117.76	128.09	292.12	192.88
Five bed	141.47	159.02	415.38	

5.5 Service Charges

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 £1.315m in 2023/24 (including a void allowance of 2.70%).

The average weekly impact upon utilities and cleaning service charges arising from the estimates of costs associated with that service in 2023/24 (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)	2.09	1.17
Communal Heating - Gas (Rebateable – eligible for Housing Benefit)	1.81	1.37
Communal Cleaning (Rebateable – eligible for Housing Benefit)	2.97	0.17
Heating – Gas (Non-Rebateable – Very Sheltered Housing only – not covered by Housing Benefit, see 5.7)	33.50	24.98
Subtotal	40.37	27.69
Independent Living Co-ordinator (to be increased in line with rent rise)	9.57	0.63
Concierge	2.54	0.26

5.6 Gas price increases have been included based on an increase in prices of 285% from 1st April 2023 (information from quarter 2 ESPO energy report). This has resulted in a cost increase of £0.328m. The Ofgem price cap introduced earlier in the year does not apply to business energy supplies.

5.7 The gas heating charge that is not covered by housing benefit in the table above, only relates to 3 sheltered schemes (Albert Square, Tanser Court and Lesley Souter House). The individual properties, as well as the communal areas run off a single boiler. This charge relates to the gas consumed by individual flats, for their own heating.

From April 2023 the Energy Price Guarantee (EPG) to cover dual-fuel gas and electricity, that the government introduced will rise to £3,000. Our weekly charge for gas equates to £1,742 annually, well below the EPG level. Also, to protect the most vulnerable, in 2023-24 an additional Cost of Living Payment of £900 will be provided to households on means-tested benefits, of £300 to pensioner households, and of £150 to individuals on disability benefits. The government will also raise benefits, including working age benefits and the State Pension, in line with inflation from April 2023, ensuring they increase by over 10%.

5.8 Woodside Park Rents

Pitch fees for Woodside Park are to rise in line with HRA rents. The current pitch fee is £128.99 and will rise in 2023/24 to £138.02 - an increase of £9.03 (7%). These are included as part of the fees and charges schedule to be approved by Council in February.

6. PERFORMANCE MANAGEMENT

The financial management of the HRA is directly linked to key performance in several operational areas – void management, rent collection and arrears recovery.

6.1 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 2023/24 the target for void property rent and service charge loss will be set at 2.70%, equating to £0.462m based upon the current void levels.

There are several activities in progress in relation to voids management:

- An end-to-end review of the process has been commissioned by the Chief Officer Communities and Homes. The review will be carried out by the Corporate Assurance Team.
- Revisiting how the statistical data is compiled to give an accurate picture of the void's situation. It is industry practice to split the data between regular voids and major voids (insurance claims and similar) so as not to distort the reporting data.
- The commencement of pre inspections ahead of the return of keys to proactively ensure that outgoing tenants understand what they are obliged to put right, and the condition they are required to leave the property in when the keys are returned, to avoid potentially costly recharges.
- A move toward pre allocation of properties ahead of them becoming void. There are potential risks with this approach, for example, should an outgoing tenant rescind their notice to terminate.
- Increased estate inspections as a means of being proactive in identifying properties that are exhibiting signs of poor condition for example, untidy gardens being an indicator of other potential issues and a requirement for early intervention and support.
- Consideration of additional resources within the assets team for property inspections / stock conditions surveys being conducted as a rolling programme to inform future iterations of the Housing Revenue Account Business Plan.

6.2 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.

Arrears greater than 4 weeks amounted to £1.097m as of 24 January and 57% of this total (£0.621m) relates to current tenants. It should be noted that the level of rent arrears can fluctuate throughout the month due to the timing of direct debit runs. Therefore, this position will most likely improve, when the next direct debit payments are received on 26 January. The HRA's contribution to the bad debt provision for 2022/23 was £0.066m, calculations indicate that an additional contribution to the provision is not required for 2023/24, so the provision for now remains unchanged at £0.066m.

7 EXPENDITURE – ASSUMPTIONS

7.1 Employee costs

The HRA budgets are based on the current staffing establishment. The pay award for 2022/23 is a flat rate increase of £1,925 across all salary points. An increase in pay of 4.00% has been assumed in the budget for 2023/24. 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.

7.2 Utility Costs

Energy costs have soared because of the conflict in Ukraine, this has reduced supplies of gas and additionally the demand for energy has significantly increase since Covid-19 restrictions have ended. This has led to an estimated increase in the cost of gas of 285% in 2023/24. For electricity an estimated increase of 66% in 2022/23 and 40% from in 2023/24. 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.

7.3 Central Recharges

These costs have been calculated at £2.918m in 2023/24 and include the HRA's proportion of Corporate Property, ICT, Legal, Human Resources, Payroll, and other costs.

7.4 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 2023/24 charges will be 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.

7.5 Amounts set aside for the repayment of debt/ Revenue Contributions to Capital Expenditure

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.

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). The final loan relating to self-financing, will be repaid in March 2023.

8 HOUSING REPAIRS & MAJOR WORKS

8.1 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 proposed transfer to the Housing Repairs Account in 2023/24 will be £4.304m (£3.899m 2022/23). Works within this total include:

- £0.386m - Gas servicing and maintenance works;
- £2.909m - Responsive repairs and voids;
- £0.140m - Smoke alarm replacements; and
- £0.314m - Electrical inspections and maintenance.

8.2 Capital Programme

The 2023/24 capital programme of £4.241m is included at Appendix B and was approved as part of the Capital Strategy. This does not include any reprofiled budgets from 2022/23. Material items within the programme include:

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 12 properties in 2022/23. The average cost of acquisition is estimated at £0.150m of which a maximum 40% (£0.060m) 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, such as those outlined in section 2, reports will be brought to Council outlining operational and financing recommendations.

Kitchens (£0.560m)

The proposals for 2023/2024 will allow a replacement programme of just under 140 kitchens to ensure compliance with Decent Homes (i.e., replace after 20 years). A similar number of renewals will be required for 2024/2025 and 2025/2026. Following this, a requirement of approximately 400 replacements for 2026/2027 will be required.

Bathrooms (£0.358m)

The proposals for 2023/24 include a bathroom replacement programme of approximately 120 properties to ensure continuing compliance with Decent Homes standards. A further 290 replacements will be undertaken in the period 2024/25 to 2025/26 at an approximate 145 properties per year. Funding is via the Major Repairs Reserve.

8.3 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 to 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 lower cost utilities and energy efficient homes.

Stock modelling software have been purchased, which allows us to develop plans for tackling potential issues in a strategic way, feeding into both the soon to be refreshed asset management strategy and a new HRA business plan. When plans are being developed, those properties that have the lowest EPC rating will be targeted first to improve their energy efficiency.

Officers also work closely with EON and in doing so have access to their software which enables an understanding as to which of our stock is potentially most vulnerable to the effects of cold. This data helps inform plans for improvement and potential bids for funding. This modelling also allows us to assess the impact of any retrofit measures.

Officers have recently submitted a bid to the Social Housing Decarbonisation Fund to access support for a potential external wall insulation project, for the benefit of solid wall properties in Long Lawford and Rokeby. A decision on the bid is expected end of March 2022.

Recently completed was a LADS 2 scheme which included measures to reduce heat demand in our hard to heat properties. Installations were completed at 41 properties in total comprising of the following:

- 5 air source heat pumps to replace storage heating systems
- 33 solar PV
- 3 full loft insulations including appropriate ventilation

The take up among tenants was lower than anticipated, therefore the unused grant monies will be returned.

Name of Meeting: Cabinet

Date of Meeting: 6 February 2023

Subject Matter: Draft Housing Revenue Account Capital & Revenue Budgets 2023/24 and Medium-Term Financial Plan 2023-27

Originating Department: Finance and Performance and 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 2023/24 SUMMARY**HOUSING REVENUE ACCOUNT**

	2022/23 Draft Budget £000s	2022/23 Revised Budget £000s	2023/24 Draft Budget £000s	Notes
INCOME :-				
Rent Income From Dwellings	(16,107)	(16,107)	(16,966)	1
Rent Income From Non - Dwellings	(123)	(123)	(118)	2
Charges For Services	(905)	(905)	(1,236)	3
Contributions Towards Expenditure	(161)	(161)	(133)	4
Total Income	(17,296)	(17,296)	(18,452)	
EXPENDITURE :-				
Transfer To Housing Repairs Account	3,899	3,899	4,304	5
Supervision & Management	5,157	5,157	5,717	6
Rents, Rates, Taxes & Other Charges	125	125	125	
Depreciation and Impairment	3,239	3,239	3,120	7
Debt Management Cost	24	24	24	
Provision For Bad or Doubtful Debt	66	66	66	
Total Expenditure	12,510	12,510	13,355	
HRA Share of Corporate & Democratic Core Costs	291	291	318	
NET COST OF HRA SERVICES	(4,495)	(4,495)	(4,779)	
HRA SHARE OF OPERATING INCOME & EXPENDITURE INCLUDED IN THE WHOLE AUTHORITY INCOME & EXPENDITURE ACCOUNT				
Interest Payable & Similar Charges	1,295	1,295	1,104	8
Interest & Investment Income	(191)	(191)	(191)	
NET OPERATING EXPENDITURE	(3,391)	(3,391)	(3,866)	
Revenue Contributions to Capital Expenditure	3,342	3,342	3,817	9
Contributions to (+) / from (-) Reserves	49	49	49	
Surplus(-)/Deficit for year	0	0	0	

Notes

- 1 Rent estimates based on rent increase of 7.0% and estimated 12 Right to Buy sales, 15 purchases in year and voids at 2.7%.
- 2 Garage rents income has been reduced to reflect current income levels.
- 3 The net change in service charge income reflects any inflationary rises noted within the report (largely gas and electricity) and includes a void allowance of 2.70%.
- 4 Income has been reduced to reflect the current level of court costs being received and the relocating of mobile phone masts to non HRA land/property.
- 5 The main adjustments to the Housing Repairs Account for 2023/24 are:

	£000s
Salaries (incremental and pay award costs)	275
Planned repairs and maintenance	30
Depreciation charged directly to service	40
Utilities	31
Other net changes less than £10,000	29
Total changes to Housing Repairs Account	<hr/> 405

- 6 The main adjustments from the supervision & management revised budget for 2023/24 are:

	£000s
Salaries (incremental and pay award costs)	115
Estimated increases in Gas and Electricity charges	321
Increases for internal recharges to reflect costs chargeable from general fund	195
Insurance	(96)
Other net changes less than £10,000	25
Total change in Supervision & Management budget	<hr/> 560

- 7 MHCLG and CIPFA have produced guidelines regarding council dwelling depreciation to co-incide with the introduction of HRA self-financing. Estimates for 2021/22 have been prepared on this basis.
- 8 A loan will be paid off during 2022/23 resulting in a lower interest charge.
- 9 Overall net changes for income and expenditure detailed above are reflected in the amount contributed to capital expenditure.

Approved Housing Revenue Account (HRA) Capital Programme 2022/23 and onwards

	Approved 2022/23 Capital Programme £000s	Approved 2023/24 Capital Programme £000s	Approved 2024/25 Capital Programme £000s	Approved 2025/26 Capital Programme £000s	Approved 2026/27 Capital Programme £000s
Improvements & Capitalised Repairs					
Bathrooms	391	358	358	65	65
Bathrooms - Voids	175	100	100	100	100
Bathrooms - Unplanned Renewals	84	50	50	50	50
Fire Risk Prevention Works	105	100	100	100	100
Fire Risk Prevention Works Voids	105	70	70	70	70
Fire Risk Prevention Works - Unplanned Renewals	40	50	60	60	60
Heating Upgrades	1,022	20	60	20	20
Kitchen Improvements	812	560	655	1,510	1,510
Kitchen Improvements - Voids	200	200	200	200	200
Kitchen Improvements Unplanned Renewals	52	52	52	52	52
Driveways	45	25	25	25	25
Rewiring	201	160	160	160	160
Rewiring Unplanned Renewals	100	100	100	100	100
Soffit / Gutter Improvements	130	100	100	100	100
Roofing	50	50	50	50	50
Replacement Footpaths	182	100	100	100	100
External Walls	113	50	50	50	50
Housing Window Replacement	20	0	0	0	0
Roof Refurbishment - Tanser Court	175	0	0	0	0
Entrance Doors / Door Entry Systems	126	0	0	0	0
Electrical Upgrades - Community Rooms	50	0	0	0	0
Boiler Works - Tanser Court	114	0	0	0	0
LED Lighting	5	0	0	0	0
Laundry Equipment	113	0	0	0	0
Housing Management System	175	60	60	60	60
Carbon Management Plan	739	0	0	0	0
Automated Repairs System	74	0	0	0	0
Disabled Adaptations	216	206	206	206	206
Lifeline Renewal Programme	56	60	60	0	0
Property Repairs Vehicle Replacement	86	85	40	0	0
Roof Refurbishment Victoria House	70	0	0	0	0
Purchase of Council Homes	12,672	1,685	1,685	1,685	1,685
Rounds Gardens Capital	2,166	0	0	0	0
Rounds Gardens Demolition	5,000	0	0	0	0
Biart Place	17,875	0	0	0	0
TOTAL	43,539	4,241	4,341	4,763	4,763
Draft Financing: -					
Revenue Contributions / RTB Receipts	38,913	1,890	1,845	1,745	1,745
Major Repairs Reserve	4,626	2,351	2,496	3,018	3,018
TOTAL	43,539	4,241	4,341	4,763	4,763

Additions to the Capital Programme 2023/24 and onwards awaiting Approval

		2023/24 £000s	2024/25 £000s	2025/26 £000s	2026/27 £000s
Improvements & Capitalised Repairs					
Housing Window Replacement	0	10	0	0	0
Disabled Adaptations	0	44	44	44	44
TOTAL	0	54	44	44	44
Draft Financing: -					
Revenue Contributions / RTB Receipts	0	0	0	0	0
Major Repairs Reserve	0	54	44	44	44
TOTAL	0	54	44	44	44

MEDIUM TERM FINANCIAL PLAN - HOUSING REVENUE ACCOUNT (HRA): 2023/24 - 2026/27

	2023/24 £000s	2024/25 £000s	2025/26 £000s	2026/27 £000s
INCOME				
Dwelling Rent	(16,966)	(17,491)	(18,299)	(19,693)
Non Dwelling Rent	(118)	(117)	(115)	(113)
Service Charges	(1,235)	(1,251)	(1,289)	(1,328)
Contributions towards expenditure	(133)	(137)	(141)	(145)
TOTAL	(18,452)	(18,996)	(19,844)	(21,279)
EXPENDITURE				
Repairs & Maintenance	4,304	4,404	4,504	4,604
Supervision & Management	5,717	5,860	6,006	6,157
Rents, Rates, Taxes	125	125	125	125
Charges for Capital	3,120	3,214	3,310	3,409
Debt Management	24	25	25	26
Provision for Bad Debts	66	68	69	71
HRA Share of Corporate & Democratic Core Costs	318	326	334	342
Net Interest Payments	913	913	894	898
Revenue Contributions to Capital Expenditure	3,817	4,012	4,524	5,594
Contribution to/from(-) reserves	49	50	52	54
Total	18,452	18,996	19,844	21,279

Impact on Average Rent (52 week basis):	£	£	£	£
Prior Year	90.87	97.23	100.15	103.15
Current Year	97.23	100.15	103.15	106.24
Increase £'s	6.36	2.92	3.00	3.09
Increase %	7.00	3.00	3.00	3.00

*2024/25 - 2026/27 increase % is based on government target inflation of 2% + 1%

Agenda No 10

AGENDA MANAGEMENT SHEET

Report Title:	Additions to the HRA Capital Continuation Programme
Name of Committee:	Cabinet
Date of Meeting:	6 February 2023
Report Director:	Chief Officer – Communities and Homes
Portfolio:	Communities and Homes
Ward Relevance:	All
Prior Consultation:	None
Contact Officer:	Jason Husain, Housing Maintenance Specialist, 01788 533602 Jason.husain@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): <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:	Request to increase the Housing Revenue Account (HRA) capital budgets for disabled adaptation works within council-owned homes, and housing window replacement

Financial Implications:	<p>Supplementary HRA capital budget of £0.044m for disabled adaptations from 2023/24 onwards</p> <p>Supplementary HRA capital budget of £0.010m for housing window replacement for 2023/24</p> <p>Supplementary budgets to be financed from the Major Repairs Reserve</p>
Risk Management/Health and Safety Implications:	<p>If the supplementary budget is not agreed, there will be a likelihood that some households will have inadequate accessible facilities such as bathroom adaptations, stairlifts and access into and out of their home.</p>
Environmental Implications:	<p>None arising directly from this report</p>
Legal Implications:	<p>None arising directly from this report</p>
Equality and Diversity:	<p>There is an equality impact assessment in Appendix 1</p>
Options:	<ol style="list-style-type: none"> 1) Approve the capital budget request for disabled adaptations for 2023/24 onwards and housing window replacement. 2) Reject the capital budget request.
Recommendation:	<ol style="list-style-type: none"> (1) A supplementary HRA capital budget of £0.044m be approved for Disabled Adaptations from 2023/24 onwards; (2) a supplementary HRA capital budget of £0.010m be approved for housing window replacement for 2023/24; (3) the supplementary budgets be funded from major repairs reserve; and (4) a review of the Adaptations policy be undertaken in 2023/2024 to ensure it continues to be compliant and reflect best practice.
Reasons for Recommendation:	<p>To enable the council to continue to provide a responsive adaptation service to its most vulnerable residents living in council-owned properties</p>

Cabinet – 6 February 2023

Additions to the HRS Capital Programme

Public Report of the Chief Officer – Communities and Homes

Recommendation

- (1) A supplementary HRA capital budget of £0.044m be approved for Disabled Adaptations from 2023/24 onwards;
- (2) a supplementary HRA capital budget of £0.010m be approved for housing window replacement for 2023/24;
- (3) the supplementary budgets be funded from major repairs reserve; and
- (4) a review of the Adaptations policy be undertaken in 2023/2024 to ensure it continues to be compliant and reflect best practice.

1. INTRODUCTION

- 1.1 The council operates an adaptation policy whereby any referrals for works from an Occupational Therapist (OT) are considered, for the benefit of tenants living in council-owned properties.
- 1.2 The budget for this works must be flexible as the council cannot anticipate what recommendations will be forthcoming from the OT, and the frequency of these referrals.
- 1.3 Under the policy for additions to the capital programme as outlined in the 2022/23 capital strategy, any request for additional funds must be approved via a separate decision-making report. Therefore, this request does not form part of the HRA budget/rent setting report elsewhere on the agenda.

2. BACKGROUND

- 2.1 The council works within its current Adaptation Policy whereby it will approve and authorise the works being requested by Occupational Therapists for residents who are registerable under the conditions set out in Section 100 of the Housing Grants, Construction and Regeneration Act 1996. Likewise, the council can refuse works depending on the scope and occupancy of the specific property.

3. REQUIREMENT

3.1 The council must carry out adaptation work that is considered to be necessary and appropriate on the grounds of residents presenting disability and are essential to maintain the individual's independence, and in the view of the Occupational Therapist, the applicant is registerable under the conditions set out in Section 100 of the Housing Grants, Construction and Regeneration Act 1996.

3.2 The types of work that are already undertaken include level access showers, stairlifts, grab rails, drop down rails and external handrails, modular and concrete ramps, door widening, kitchen modifications, half steps, specialist WC's, lever taps, intercom re-positioning and more recently bathroom and bedroom extensions. With increased reliance on family support networks being cited on many occasions, the council finds itself with no option but to build additional facilities at the existing home. Two recent jobs have totalled approximately £0.085m, meaning around 40% of the entire budget was spent on just two adaptations.

3.3 Costs to deliver the service over the past five years have been as follows:

- 18/19 – £0.145m
- 19/20 – £0.323m
- 20/21 – £0.203m
- 21/22 – £0.210m
- 22/23 to end of Q3 – £0.209m

The Council's bathroom contract that covers much of the adaptation work allows a percentage increase annually, with the CPI figure on the 01 January being applied from 01 April each year. With inflation running at approximately 10% in January 2023, it is anticipated that costs for adaptation works in general will increase sharply. The average cost to supply a level access shower in 2021 calendar year was £3,293 with the average cost in 2022 calendar year was £3,686, meaning an 11.9% increase. The projected outturn for 2022/2023 is anticipated to be £0.256m, an overspend of £0.040m

3.4 The current approved programme for 2023/24 is £0.206m, which is recommended to increase to £0.250m. Before any major work is carried out, alternative and already adapted property is sought and offered, but an increase in refusals for alternative property has meant the council may be required to extend its properties to create the required facility. Officers will continue to explore alternative housing solutions on all occasions where it considers this to be a viable and more cost-effective solution, for example when costs are high and a property will be under-occupied.

3.5 The request for a supplementary HRA capital budget of £0.01m for Housing Windows Replacement for 2023/24 will allow the council to finalise its window and door renewal programme that started in 2015/16, where residents have refused access in the past. This is ongoing with the 2022/2023 budget being £0.020m. One property that was completed during 2022 was costed at £9,776. This was a large 3-bedroomed house and the increased cost was due to it being completed in 2022 as opposed to in 2017/2018 because of refused access and where the cost would have been lower. The

recommendation in this supplementary budget request will provide funding for the four remaining properties where access has been refused, should they become available for completion.

3.6 The additional costs will be funded from the Major Repairs Reserve. At the 31 March 2022 the balance was £3.805m and annually a contribution is put into the reserve from revenue which sufficiently covers the annual costs from the HRA capital schemes.

3.7 The implication of not approving the additional budget would be that the council may then end up operating a waiting list going into subsequent financial years, if the existing budget reached its limit. Secondly, the council is already using other budgets to alleviate the adaptation budget. The bathroom modernisation contract now has a level access shower elemental cost and where properties that are due for a standard bathroom refurbishment, the council now considers whether it would be prudent to install a level access shower instead, thus future-proofing the property from the need for an adaptation in future years.

4. CONCLUSION

4.1 Due to the increased number of major works being requested such as ground floor extensions, an increase to the HRA capital budget that is part of the approved continuation programme for adaptation works is required from 2023/2024 onwards of £0.044m.

4.2 A £0.01m HRA capital budget is requested for 2023/24 for completion of the housing window replacement programme.

Name of Meeting: Cabinet

Date of Meeting: 6 February 2023

Subject Matter: Additions to the HRA Capital Continuation Programme

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

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
Policy/Service being assessed	<ol style="list-style-type: none"> 1. A supplementary HRA capital budget of £0.044m for disabled adaptations from 2023/24 onwards 2. A supplementary HRA capital budget of £0.010m for housing window replacement for 2023/24
Is this is a new or existing policy/service?	Existing Service
If existing policy/service please state date of last assessment	N/A
EqIA Review team – List of members	Jason Husain and Minakshee
Date of this assessment	29/11/2022
Signature of responsible officer (to be signed after the EqIA has been completed)	<i>Jason Husain</i>

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)?	<ol style="list-style-type: none"> 1. To provide a service/ assistance to disabled people to enable them to have suitable access into and out of their homes, to utilise living and sleeping areas in their homes and have access to cooking, bathing, and toilet facilities. 2. To allow the completion of the window and door renewal programme
(2) How does it fit with Rugby Borough Council's Corporate priorities and your service area priorities?	<ol style="list-style-type: none"> 1. The service enables opportunities for all residents, allows residents to live more independently and shows the council is a responsible organisation. 2. To mitigate the effects of climate change
(3) What are the expected outcomes you are hoping to achieve?	<ol style="list-style-type: none"> 1. To enable the council to continue to provide an adaptation service to its most vulnerable residents within council-owned properties. 2. To complete the window and door installation programme which started in 2016, for hard-to-access properties
(4) Does or will the policy or decision affect: <ul style="list-style-type: none"> • Customers • Employees • Wider community or groups 	<ol style="list-style-type: none"> 1. Rugby Borough Council residents in Council property. 2. Rugby Borough Council residents in Council property.
<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?	<ol style="list-style-type: none"> 1. It is known that the ageing population is increasing, and there is an increase for residents to remain in their current properties. An increase in major adaptations such as ground floor extensions has been noted over the last two years. 2. N/A

<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>N/A</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>N/A</p>		
<p><u>Stage 3 – Analysis of impact</u></p>	<ol style="list-style-type: none"> 1. To enable the council to continue to provide an adaptation service to its most vulnerable residents within council-owned properties. 2. To enable the council to complete its window and door replacement programme where residents have previously refused access. 		
<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>If yes, identify the groups and how they are affected.</p>	<p>RACE</p>	<p>* DISABILITY * Positive impact – enabling people with disabilities to remain in their own homes by providing an adaptation service</p>	<p>GENDER</p>
	<p>MARRIAGE/CIVIL PARTNERSHIP</p>	<p>* AGE * Positive impact – the adaptation service is open to people of all ages</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? (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>	<ol style="list-style-type: none"> 1. (a) No 2. (a) No 1. (a) Yes – it will allow Carers’ responsibility to reduce or be removed altogether. Where the Carer remains, it should assist with their daily tasks of looking after those requiring the service. 2. (b) No
<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>	<ol style="list-style-type: none"> 1. Positively – because it allows residents to access to their own facilities and also the community 2. N/A
<p>(6) How does the strategy/service/policy promote good relations between groups? If not what can be done?</p>	<p>As Above</p>
<p>(7) Are there any obvious barriers to accessing the service? If yes how can they be overcome?</p>	<p>None</p>

<u>Stage 4 – Action Planning, Review & Monitoring</u>	No actions to undertake																													
<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 Required</p> <p>EqlA Action Plan</p> <table border="1" data-bbox="875 464 2116 692"> <thead> <tr> <th data-bbox="875 464 1120 539">Action</th> <th data-bbox="1120 464 1364 539">Lead Officer</th> <th data-bbox="1364 464 1615 539">Date for completion</th> <th data-bbox="1615 464 1865 539">Resource requirements</th> <th data-bbox="1865 464 2116 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																										
(2) Review and Monitoring State how and when you will monitor policy and Action Plan	The decision will be monitored during monthly and quarterly budget meetings.																													

Please annotate your policy with the following statement:

‘An Equality Impact Assessment on this policy was undertaken on 29/11/2022. There is no review required