

## Cabinet

- Date and Time - **Monday 28 March 2022 – 6:30pm**
- Venue - **Council Chamber, Town Hall, Bexhill-on-Sea**
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### **Councillors appointed to the Committee:**

Councillor D.B. Oliver (Leader), S.M. Prochak, MBE (Deputy Leader), C.A. Bayliss, T.J.C. Byrne, K.P. Dixon, K.M. Field, H.L. Timpe and J. Vine-Hall

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## **AGENDA**

### **1. MINUTES**

To authorise the Leader to sign the Minutes of the meeting held on 28 February 2022 as a correct record of the proceedings.

### **2. APOLOGIES FOR ABSENCE**

### **3. ADDITIONAL AGENDA ITEMS**

To consider such other items as the Leader decides are urgent and due notice of which has been given to the Head of Paid Service by 9:00am on the day of the meeting.

### **4. URGENT DECISIONS**

The Leader to give details of those reports that have been referred to the Chairman of the Council to consider designating as urgent, in accordance with Rule 17 of the Overview and Scrutiny Procedure Rules contained within Part 4 of the Council Constitution, and to which the call-in procedure will not therefore apply.

### **5. DISCLOSURE OF INTERESTS**

To receive any disclosure by Members of personal and disclosable pecuniary interests in matters on the agenda, the nature of any interest and whether the Member regards the personal interest as prejudicial under the terms of the Code of Conduct. Members are reminded of the need to repeat their declaration immediately prior to the commencement of the item in question.

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At the discretion of the Leader, the order of the items set out in the agenda may be varied

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6. **DRAFT ANTI-POVERTY STRATEGY** (Pages 1 - 28)
7. **REVENUE BUDGET AND CAPITAL PROGRAMME MONITORING QUARTER 3 - 2021/22** (Pages 29 - 38)
8. **FINANCIAL STABILITY PROGRAMME - PROGRESS REPORT** (Pages 39 - 42)
9. **ARBORICULTURE SERVICES CONTRACT** (Pages 43 - 46)
10. **COMMUNITY INFRASTRUCTURE LEVY GOVERNANCE ARRANGEMENT AND FUNDING DECISION PROTOCOL** (Pages 47 - 72)

Malcolm Johnston  
Chief Executive

Agenda Despatch Date: 18 March 2022

## Rother District Council

**Report to:** Cabinet

**Date:** 28 March 2022

**Title:** Draft Anti-Poverty Strategy

**Report of:** Joe Powell – Head of Housing and Community

**Cabinet Spokesperson:** Councillor Sam Coleman

**Ward(s):** All

**Purpose of Report:** To consider the recommendation arising from the Overview and Scrutiny Committee meeting held on 14 March 2022, that the draft Anti-Poverty Strategy be approved for consultation purposes. The report and recommendations arising are reproduced below and the Minutes of that meeting (Appendix C) should be read in conjunction with this report.

**Decision Type:** Key

### Officer

**Recommendation(s):** It be **RESOLVED**: That the draft Anti-Poverty Strategy be approved for consultation with key stakeholders and the wider population of Rother.

### Reasons for

**Recommendations:** To enable the draft Strategy to be approved for consultation purposes.

## Introduction

1. The Council's Corporate Plan 2020-2027 includes several objectives that aspire to improve the economic, housing, health and wellbeing outcomes of its residents; therefore, adopting measures and supporting local initiatives that address some of the causes of income, health and housing poverty (and alleviate its effects) will support the Council in its wider corporate ambitions.
2. In January 2020, the Overview and Scrutiny Committee approved the formation of an Anti-Poverty Task and Finish Group (APT&FG) and set its Terms of Reference (Minute OSC19/48 refers). The aim of the APT&FG was to investigate the effects of income, health and housing poverty on local people and the local services that support them. The original timetable for the activity of the APT&FG has been revised due to the impact of COVID-19.
3. In June 2021, the APT&FG made recommendations to Cabinet that an Anti-Poverty Strategy be developed for Council approval (Minute CB21/18 refers). The recommended aim of the strategy was for statutory and community services operating in the Rother district to work together to reduce levels of poverty. The main objectives of the strategy were recommended as follows:

- **Coordination:** develop local strategic commissioning and operational structures to coordinate services designed to alleviate poverty.
  - **Access:** maximise the accessibility of services so that those in the greatest need can be reached.
  - **Promotion:** promote information, advice and support to service users and professionals.
4. It was also recommended that the development and delivery of the strategy be coordinated through existing partnership structures such as the Local Strategic Partnership.

## Strategy Development

5. On 4 November 2021, a multi-agency event was held at The Pelham, led by the Council in partnership with Rother Voluntary Action (RVA). The purpose of the event was to review the recommended objectives and identify the high level aims and actions that would support us to achieve these.
6. The event was well attended and productive. Attendees were presented with feedback and case studies that had been secured by RVA following a series of consultations with local community groups from urban and rural areas of the district. We also presented the findings of the APT&FG based on the evidence gathering sessions it had undertaken. The objectives were reviewed and supported by those present at the event with a series of high level aims and actions also identified. These actions have been captured within the draft Action Plan appended to the draft Anti-Poverty Strategy at Appendix A.
7. The group also identified that the aims and actions identified within the strategy and its action plan need to be delivered by a multi-agency Anti-Poverty Strategy Steering Group (APSSG) to ensure objectives remain achievable. Progress reports on the action plan will also be fed to the Rother Local Strategic Partnership (LSP). The LSP will support and monitor the progress of the strategy action plan through the promotion of its objectives through the East Sussex Strategy Partnership. The LSP will also support the coordination of existing resources and influence future service commissioning through its networks.

## Consultation

8. The consultation plan, as attached at Appendix B, sets out the groups we intend to consult and the methods we intend to use. The majority of the consultation will take place via an online questionnaire; however, telephone and written consultation responses will be accepted.
9. The consultation questionnaire, as attached at the end of Appendix B, sets out several questions related to the draft document and proposed strategy objectives and action plan.

## Conclusion

10. It is clear from the strategy development that the causes of poverty are multiple and complex and its symptoms wide ranging. The effects of poverty are felt by

a range of different sectors of the community across different demographic groups and geographic locations. Many of the causes of poverty cannot be influenced effectively at a local level and the Council cannot effectively tackle the symptoms of poverty on its own.

11. The strategy proposed has been developed between key local partners to ensure that the objectives identified are relevant and that the actions proposed ambitious, while being achievable within the resources available locally. The priority is to form the APSSG and begin to deliver the high level aims and actions that have been identified. The APSSG will develop and refine its objectives as it establishes itself. It will identify gaps in service provision and areas where greater collaboration and coordination between services can support improved outcomes for our residents. The Strategy should therefore be regarded as an important first step towards developing a more comprehensive response to tackling poverty locally.
12. The APSSG will provide periodic progress updates to the LSP in its role as the governing body responsible for monitoring the strategy and reporting progress to the East Sussex Strategic Partnership.

### Legal Implications

13. An Equalities Impact Assessment will need to be completed before a final Strategy is adopted.

### Environmental Implications

14. Current and future district environmental strategies and interventions will need to consider the needs of those experiencing poverty of access to adequate income, health, housing and education and ensure these needs are met.

Other Implications	Applies?	Other Implications	Applies?
Human Rights	No	Equalities and Diversity	No
Crime and Disorder	No	External Consultation	Yes
Environmental	Yes	Access to Information	No
Risk Management	No	Exempt from publication	No

Chief Executive:	Malcolm Johnston
Report Contact Officer:	Joe Powell
e-mail address:	<a href="mailto:joe.powell@rother.gov.uk">joe.powell@rother.gov.uk</a>
Appendices:	A – Draft Anti-Poverty Strategy B – Consultation Plan and Questionnaire C – Minute Extract from OSC
Relevant previous Minutes:	OSC19/48 CB21/18
Background Papers:	None
Reference Documents:	None

OSC21/53. **DRAFT ANTI-POVERTY STRATEGY**

(8)

It was agreed by the Chairman to vary the order of the Agenda and for Members to discuss Item 8 after Item 5.

Members received the report of the Head of Housing and Community which gave details of the draft Anti-Poverty Strategy to go out to consultation with key stakeholders and the wider population of Rother. The Chairman welcomed Claire Cordell, Chief Executive Officer Rother Voluntary Action (RVA), to the meeting.

In January 2020, the Overview and Scrutiny Committee approved the formation of an Anti-Poverty Task and Finish Group (APT&FG), with the aim to investigate the effects of income, health and housing poverty on local people and the local services that support them. In June 2021, the APT&FG made recommendations to Cabinet that an Anti-Poverty Strategy be developed for Council approval, for statutory and community services operating in the Rother district to work together to reduce levels of poverty. It was also recommended that the development and delivery of the strategy be coordinated through existing partnership structures such as the Local Strategic Partnership (LSP).

On 4 November 2021, a multi-agency event was held at The Pelham, led by the Council in partnership with RVA. The purpose of the event was to review the recommended objectives and identify the high level aims and actions that would support the Council to achieve these. Attendees were presented with feedback and case studies that had been secured by RVA, in addition to the findings of the APT&FG based on the evidence gathering sessions it had undertaken. The objectives were reviewed and supported by those present at the event with a series of high level aims and actions also identified. The actions had been captured within the draft Action Plan appended to the draft Anti-Poverty Strategy at Appendix A to the report.

The group also identified that the aims and actions identified within the strategy and its action plan need to be delivered by a multi-agency Anti-Poverty Strategy Steering Group (APSSG) to ensure objectives remain achievable, with progress reports on the action plan fed to the Rother LSP who would support and monitor progress.

The consultation plan was attached at Appendix B to the report which set out the groups to be consulted with and the methods to be used. The majority of the consultation would take place via an online questionnaire; however, telephone and written consultation responses would be accepted. The consultation questionnaire was attached at the end of Appendix B to the report which related to the draft document and proposed strategy objectives and action plan.

Members were given the opportunity to ask questions and the following points were noted during the discussions:

- Members thanked the APT&FG, the Head of Housing and Community, officers and the RVA for their work in creating the Strategy;
- Members acknowledged that poverty was difficult to resolve at a local level;
- the APSSG would report regularly to the LSP as well as to this Committee;
- any future comments from Members could be fed through Councillor Coleman as the Council's spokesperson for Young Persons and Child Poverty; and
- Members were invited to contact the Head of Housing and Community with details of any charities to be included in the consultation who were not already on the list.

The strategy proposed had been developed between key local partners to ensure that the objectives identified were relevant and that the actions proposed ambitious, while being achievable within the resources available locally. The Strategy would be regarded as an important first step towards developing a more comprehensive response to tackling poverty locally.

The Chairman thanked Claire Cordell for attending the meeting and praised the work of the RVA.

**RESOLVED:** That Cabinet be requested to approve the draft Anti-Poverty Strategy for consultation with key stakeholders and the wider population of Rother.

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# Anti-Poverty Strategy 2022-2025

## FOREWORD

It is often said that the morality of a society should be judged on how it treats its weakest and most disadvantaged members.

For a few in society, the year 2022 sees exorbitant profits and wealth and yet for many, the year brings about further hardship on top of years of strained financial circumstances.

Ten years of austerity alongside stagnant wages had already plunged many people into hardship and by 2019, when work on this strategy started, many people were looking to their local councils for help. With resources stretched at every level of local government following the withdrawal of most central government funds, the options open to councils in tackling poverty have been limited.

Despite this, the 2019-formed coalition administration at Rother District Council made a clear commitment in the Council's corporate plan to improve the accessibility and effectiveness of local hardship services, the results of which include this strategy.

The strategy itself is a culmination of work done by the cross-party Anti-Poverty Task and Finish Group, set up by the Council's Overview and Scrutiny Committee.

As chair of the group, it was an honour to lead the discussions in this area and, following some initial suggestions, we began by seeking to establish the state of poverty and of anti-poverty efforts in the district, meeting with local partners and Council officers to determine what services existed, where there were gaps and how better links could be made.

Following this, it was considered advantageous to commission a strategy in collaboration with Rother Voluntary Action and other local partners.

Since the start of this work, the situation for many experiencing hardship has grown worse following the devastating effects of the Covid-19 pandemic and the emerging cost of living crisis. It is therefore of even greater importance that this strategy is implemented in a meaningful way to strengthen Rother's connections with groups and charities in the voluntary and community sector, who are on the front lines tackling poverty, as well as improving how our own services are delivered.

The aims and objectives in this strategy will hopefully bring about genuine, tangible improvements to the lives of those below the poverty line and help prevent others from falling into major hardship. This is a precise, strategic plan rather than empty statements and hot air that will lead to real change and improvement.

A huge thank you is owed to the officers and staff at the Council who have put this document together and to the members of the Task and Finish Group as well as our external partners and collaborators.

Through this strategy, and the work that follows, we should see that those experiencing poverty within our district are better given the tools and support they need to overcome it.

As a local authority with an implicit duty of care to our residents, working towards this aim is not something tertiary but is in fact a fundamental task we should feel duty bound to undertake in order to build a fairer society for all.

To quote Nelson Mandela,

“Overcoming poverty is not a gesture of charity. It is the protection of a fundamental human right, the right to dignity and a decent life.”

### **Cllr Sam Coleman**

Chair of the Anti-Poverty Task and Finish Group

## **INTRODUCTION**

*“Poverty is not simply about not having enough money or going without luxuries. It is about struggling to get through each day. About constantly making sacrifices; about living in a state of worry verging on perpetual fear, about never knowing how you will survive the week; about never having a few days away, let alone a holiday. It is about your children being haunted by the prospect of being stigmatised, humiliated and bullied. About pensioners not knowing how they can carry on living yet dreading imposing a burden on relatives when they die... Most of those in poverty cannot help being in their situation. No one chooses to be poor.”<sup>1</sup>*

In January 2020 the Overview and Scrutiny Committee approved the formation of an Anti-Poverty Task and Finish Group (APT&FG). The aim of the APT&FG was to investigate the effects of income, health and housing poverty on local people and the services that support them.

The APT&FG held two events at the end of 2020 to gather evidence from external partners and internal Council colleagues and meet its objectives. The objectives were:

- To undertake a review of the accessibility of appropriate financial products, including an analysis of the forms of less appropriate forms of credit and the extent of their use.
- To assess how residents are educated about finances and consider what improvements can be made to financial literacy in the district.
- To consider the impact of Council Tax Reduction policy and the accessibility of Council Tax Reduction to those experiencing financial hardship.
- To consider the impact of Council administered discretionary housing benefit payments (DHP) its accessibility and the processes used to allocate DHP to those at risk of homelessness.
- To investigate the availability of financial advice, homelessness advice, employment and training advice and the role of the Council in supporting these.
- To investigate the availability of affordable fuel, food and other provisions and the Council’s role in supporting these.

The evidence gathering sessions provided reassuring evidence of the levels of commitment to alleviating the symptoms of poverty amongst the agencies in attendance. There is a great deal of service activity locally and an impressive level of knowledge and expertise within both Council and partner services. However, the evidence gathering sessions identified areas for improvement. The way in which services are **coordinated** is sometimes disjointed and there was evidence of service

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<sup>1</sup> Reporting poverty in the UK, A practical guide for journalists, page 9 Revised edition 2009, Copyright: Society of Editors. Published by: Joseph Rowntree Foundation

duplication, particularly in the provision of benefits and budgeting support. In addition, while a wide range of specialist services are available to residents, they are not always delivered in a way that makes them **accessible** so that crisis situations can be prevented from developing; and finally, the way in which service information is **promoted** to service users and between professionals is uncoordinated at times and very focussed online. It was identified that a multi-agency Anti-Poverty Strategy may well offer partners a means of achieving improvements in these areas.

## VISION, AIMS and OBJECTIVES

To work together to tackle the symptoms of poverty in order to reduce its impact and enable communities to thrive.

The aim of the strategy is for statutory and community services operating in the Rother district to work together to reduce levels of poverty through:

- **Coordination:** develop local strategic commissioning and operational structures to coordinate services designed to alleviate poverty.
- **Access:** maximise the accessibility of services so that those in the greatest need can be reached.
- **Promotion:** promote information, advice and support to service users and professionals,

## CHALLENGES

### Co-ordination

- There are a high number of services available locally and there was concern that these may not be being coordinated between service providers and commissioners effectively at strategic levels.
- There was evidence that there is no group locally coordinating the operational delivery of benefits advice, homelessness support, housing quality and food and fuel poverty services.
- Every contact counts: a similar concern that front-line staff did not know what services are available locally and are unable to advise people holistically.
- Barriers to data sharing need to be overcome so that organisations can share information between teams and organisations to share information to assist individuals effectively.
- The provision of affordable childcare is crucial in supporting access to employment as well as lifting children out of the effects of poverty through improved educational attainment.

Further challenges identified related to the accessibility of services and their promotion:

### Accessibility

- Access to the internet is imperfect, particularly in rural areas and service providers should not assume internet access is effective across all demographics and geographical locations.

- There is a lot of reliance locally on signposting individuals to services through online routes and the telephone when many vulnerable people may not be able to access online or telephone services.
- Service locations are distant from one another and not always in convenient locations.
- Rural areas are challenging places in which to deliver services; however, there is limited use of technology and utilising existing community locations such as parish / town council buildings to deliver services.
- There needs to be an upskilling of RDC staff so that residents are provided with information and the right advice at the right time – making every contact count.

### Promotion

- There is a low level of knowledge amongst professionals and service users of the existing East Sussex Community Information Service.
- Literacy levels among some is limited - with the average reading age being nine years old nationally - are services therefore reaching those with low literacy levels effectively, through written communication and promotion?
- There is an overwhelming amount of information produced that promotes different services and it is not coordinated through a central group that could target vulnerable groups collectively.

## NATIONAL CONTEXT

Pre-pandemic, up to 14.5 million people were in poverty when taking housing costs into account which is one in every 4 people in the UK. However, estimates of a further 700,000 people experienced hardship during the pandemic which pushes the poverty figure in the UK to more than 15 million. In 2019/20 there were 4.3 million children living in poverty in the UK – 31% of all children. Of children living in lone-parent families, 49% are in poverty – lone parents face a higher risk of poverty due to lack of an additional earner, low rates of maintenance payments, gender inequality in employment and pay, and childcare costs.

People who are living in poverty are more likely to be affected by: under-achievement at school, unemployment, health problems (physical and mental), substance misuse, debt, poor quality accommodation and insecure housing and homelessness. The average reading age of the UK population is 9 years – that is, they have achieved the reading ability normally expected of a 9-year-old.

Eight in ten people claiming universal credit in November were in work or looking for work. More than 30% of couple households with one full-time earner are in poverty, nearly as high as the rate of hardship for families without any full-time workers. The number of working families struggling to make ends meet hit a record high just before the pandemic, with one in six working households – or 17.4% – living in poverty.

## POPULATION DEMOGRAPHY

Rother's population as of 2020 was 96,700 from 90,588 in 2011 (Census). Almost half live in the main urban town of Bexhill, 4,745 live in Rye, 7,125 live in Battle, with the remaining living in the rural villages and hamlets spread throughout the district. Rother

has one of the oldest populations (with a median age of 52 years). In fact, 9.24% of Rother’s population is aged 80+, almost double the national average (4.96%).

Housing tenure nationally is 63.3% owner occupied; 16.7% private rented; 17.6% social rented. This compares to Rother at 73.5% owner occupied; 14% private rented; and 10.4% social rented. Noticeably the size of the social rented sector in Rother is significantly less than that nationally, which indicates a potential imbalance in housing tenures locally, placing greater pressures on the private rented sector to accommodate our housing need than nationally.

In Rother the percentage of adults whose current marital status is separated or divorced is significantly higher compared to England however lone parent households are significantly lower. The percentage of the population who provide 50 or more hours per week unpaid care is significantly higher compared to the national average.

## LOCAL CONTEXT

### 10530 people in Rother are affected by income deprivation<sup>2</sup>

Rother now ranks as 135 out of 317 Local Authorities in terms of rank of average rank<sup>3</sup> compared to 148 (out of 326) in 2015. There are two neighbourhoods among the most deprived decile (compared to 1 in 2019), and 42 neighbourhoods out of 58 ranked as relatively more deprived in 2019 than in 2015. Twenty-three LSOAs<sup>4</sup> in Rother rank more deprived decile than in 2010, compared to 7 which rank as relatively less deprived. Table 1 demonstrates Rother’s rank across Local Authorities broken down into subjects in terms of rank of average rank.

Table 1

<b>Domain</b>	<b>Rank (2015)</b>	<b>Rank (2019)</b>
<i>Overall</i>	148	135
Income	151	143
Employment	122	113
Education	132	153
Health	174	148
Crime	252	221
Barriers to housing & services	121	55
Living environment	132	107

Sidley is in the Top 10 neighbourhoods experiencing deprivation in East Sussex, with the other nine in that Top 10 being in Hastings. Altogether six LSOAs in Rother are among the most deprived 20% in England, four in Bexhill (3 in Sidley and 1 in Central), one in Rye and one in Eastern Rother. 8.5% of the Rother District population have no qualifications, this is nearly twice as many as the South East figure (4.8%).

<sup>2</sup> Ministry of Housing, Communities and Local Government (MHCLG), Indices of Deprivation, 2019

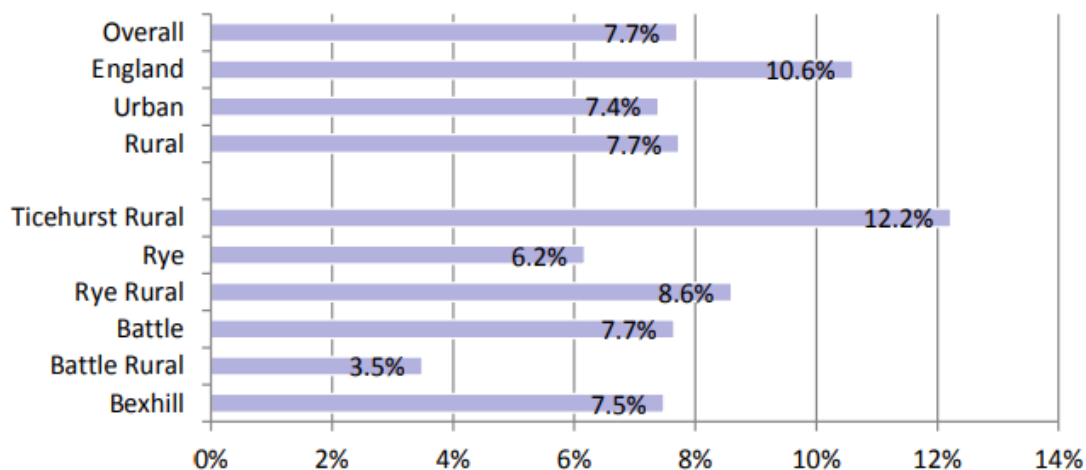
<sup>3</sup> Rank of Average Rank – this measure summarises the average level of deprivation across an area, based on the population weighted ranks of all the LSOAs within it.

<sup>4</sup> Lower-Layer Super Output Areas (LSOAs) are small areas designed to be of a similar population size, with an average of approximately 1,500 residents or 650 households. There are 32,844 Lower-layer LSOAs in England. LSOAs are a standard statistical geography produced by the Office for National Statistics for the reporting of small area statistics.

Qualifications (Jan 2020-Dec 2020)				
	Rother (Level)	Rother (%)	South East (%)	Great Britain (%)
NVQ4 And Above	17,800	35.4	45.1	43.1
NVQ3 And Above	23,800	47.4	63.8	61.3
NVQ2 And Above	35,300	70.3	80.5	78.1
NVQ1 And Above	44,100	87.7	90.2	87.7
Other Qualifications	#	#	5.0	5.9
No Qualifications	4,300	8.5	4.8	6.4

Source: ONS annual population survey

Fuel poverty refers to a household unable to afford an adequate standard of warmth and pay for other energy bills to maintain their health and wellbeing. If a household has to spend more than 10% of their income on heating, they are classed as being in fuel poverty. Using the ‘Low Income High Costs’ definition of fuel poverty adopted by the government in 2013 and excluding social housing stock, overall the results show that 7.7% of households in Rother are in fuel poverty. Overall there is a slightly higher incidence of fuel poverty in rural than in urban areas, with the highest incidence found in Ticehurst (rural).



Rother has significantly higher levels of people with long term health problems or a disability than seen nationally. High numbers of households with long term health problems and disabilities will add pressure to existing services, and housing provision; careful planning is required to ensure the needs of all types of households are met on new build housing development. Rother has amongst the highest levels of self-reported bad health and Limiting Long-Term Illnesses or disability of all the

districts/boroughs. Life expectancy at birth and age 75, and all-age, premature and preventable mortality are similar to East Sussex.

Type	People with long-term health problem or disability	Day-to-day activities limited a little	Day-to-day activities limited a lot	People without long-term health problem or disability
England and Wales	17.9	9.4	8.5	82.1
South East	15.7	8.8	6.9	84.3
Rother	23.4	12.8	10.7	76.6

Rother has similar income and employment deprivation to East Sussex, including the percentage of older people affected by income deprivation and children in low income families, rates of working age people claiming ESA, JSA and UC, households with dependent children and no adults in employment (Census 2011) and households in fuel poverty. There are 3,944 Universal Credit claims under Bexhill Job Centre Plus as of December 2021 which is broken down to 1094 searching for work and 1410 in work.

<b>Earnings by place of residence (2021)</b>			
	<b>Rother (Pounds)</b>	<b>South East (Pounds)</b>	<b>Great Britain (Pounds)</b>
<b>Gross Weekly Pay</b>			
Full-Time Workers	579.8	660.1	613.1
Male Full-Time Workers	639.4	709.1	655.5
Female Full-Time Workers	528.5	584.6	558.1
<b>Hourly Pay - Excluding Overtime</b>			
Full-Time Workers	14.98	16.97	15.65
Male Full-Time Workers	16.48	17.91	16.26
Female Full-Time Workers	14.15	15.65	14.86

Source: ONS annual survey of hours and earnings - resident analysis  
Notes: Median earnings in pounds for employees living in the area.

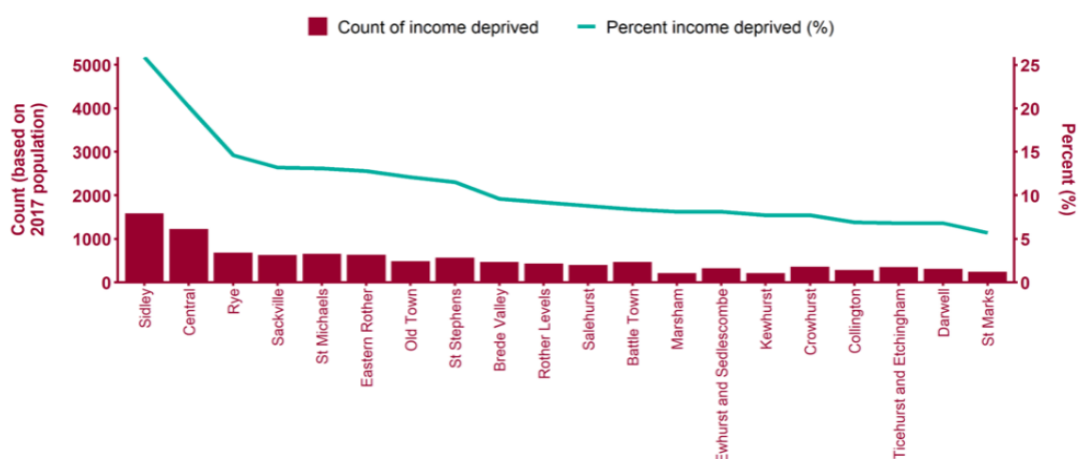


## Economic activity and inactivity in 2011

This dataset shows economic activity and inactivity amongst those aged 16-74 from the 2011 Census.

Economic activity category	All people aged 16-74	All economically active	Employee	Self-employed	Unemployed	Economically active full-time student	All economically inactive	Long-term sick or disabled	Looking after home or family	Retired	Economically inactive student (including full-time students)	Other economically inactive
Geography												
England and Wales	100.0	69.7	52.2	9.7	4.4	3.4	30.3	4.2	4.3	13.8	5.8	2.2
South East	100.0	71.9	54.2	11.0	3.4	3.3	28.0	2.9	4.4	13.7	5.2	1.8
East Sussex	100.0	68.1	48.2	13.4	3.6	2.8	31.9	4.1	4.2	17.8	4.0	1.8
Rother	100.0	63.4	43.2	14.8	3.2	2.1	36.6	4.1	4.3	22.5	3.8	1.9

## Income deprivation by ward (IMD 2019)

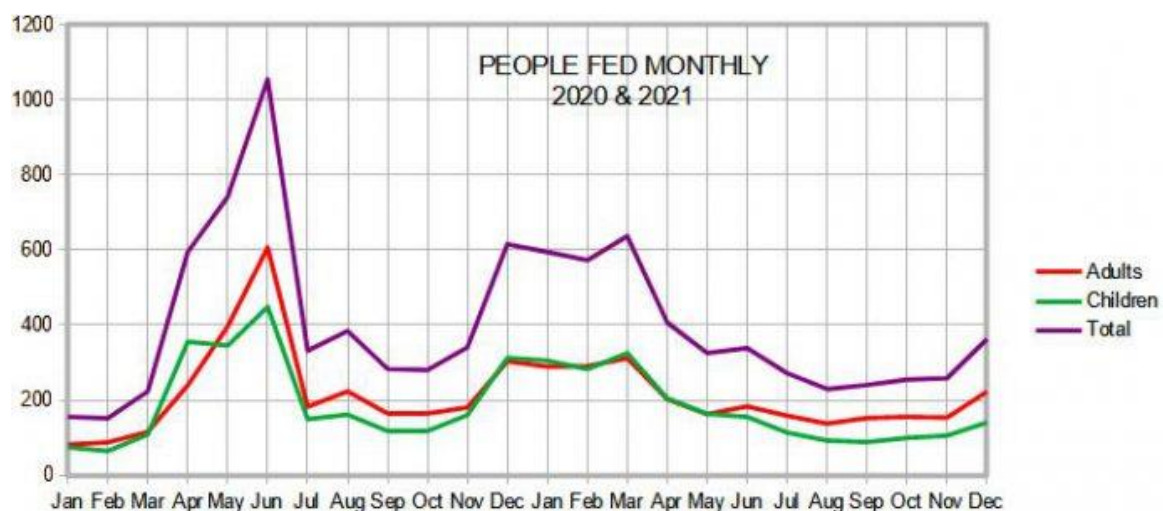


## Benefit capped households 2015-2020

Month	Nov 15	Nov 16	Nov 17	Nov 18	Nov 19	Nov 20
Geography						
<a href="#">England</a>	18,866	23,600	57,405	54,456	68,907	165,213
<a href="#">South East</a>	2,086	4,357	7,792	7,664	11,101	27,451
<a href="#">East Sussex</a>	138	421	434	466	673	1,685
Eastbourne	23	110	107	132	159	393
Hastings	48	37	162	137	153	372
Lewes	39	113	22	27	173	400
Rother	9	69	68	76	86	209
Wealden	20	94	73	105	117	318

In the first three quarters of 2021/22, Bexhill foodbank has fed 7,254 people – 4,830 adults and 2,424 children. They have processed on average 50 vouchers a week of mixed family groups, many of which are single working people. In the year 2020/21, a total of 12,651 people were fed through Bexhill foodbank. The foodbank does not just support households with food but hosts advice sessions through Hastings Advice and Representation Centre (HARC) where the majority of enquiries led to charitable applications and discretionary housing payment applications. The main need stems from shortfalls in rent support. They are also seeing high utility debt, the worst being £6K for just one household. Rye Foodbank have also hosted advice services since April 2021 and have had to be versatile in their approach due to the continued pressures of COVID, so not only have HARC held face to face sessions but they have also conducted sessions through Zoom.

The amount of people fed through Rye Foodbank 2020 & 2021



## NEXT STEPS

Tackling the causes of poverty requires a commitment from all partners to joint work in partnership to overcome these issues and make a real difference to the lives of local people who are being directly impacted by living in poverty.

This strategy sets out our approach for tackling poverty across Rother District against a backdrop of growing demand for services, reducing public sector budgets and increases to the daily cost of living. The partnership acknowledges there are limits on the impact local action can have on some aspects beyond their control, for example, those driven by central government policy, and therefore the actions they will take will be localised.

There is a commitment from voluntary, statutory and business sectors to alleviate poverty. Delivery of the strategy will be overseen by the Rother Local Strategic Partnership (LSP) and there will be an annual report produced which will: detail the successes and progress made towards meeting the objectives, outline priorities to action for the year ahead, and look at the poverty challenges and responses from partners. The initial Action Plan can be found in Appendix A, with the provisional timeline for the strategy detailed overleaf.

RDC and RVA refine strategy and action plan in consultation with Working Group	March 2022
Draft Strategy Consultation – report to OSC	14 March 2022
Draft Strategy Consultation – report to Cabinet	28 March 2022
Consultation period (6 weeks)	April - May 2022
Final Strategy – report to OSC	June 2022
Final Strategy – report to Cabinet	June 2022
Final Strategy – report to Full Council	4 July 2022

## ACTION PLAN

	<b>Action</b>	<b>When</b>	<b>Who</b>	<b>Progress</b>
C O O R D I N A T I O N	Form a local Anti-Poverty Strategy Steering Group (APSSG) – coordinate homelessness and anti-poverty strategies and be governed by the LSP	Spring 2022	RDC, RVA	A date for the first APSSG meeting has been set.
	APSSG to develop a framework to increase levels of officer co-location between services in community locations.	Summer 2022	RDC, RVA	Options to co-locate Council services in community locations, including remote access, are in place
	APSSG to engage with local strategic leaders to act as consultee to regional and sub-regional commissioners	Summer 2022	All	The APSSG will inform future commissioning via the LSP.
A C C E S S	Deliver new Bexhill place-based Hub and new rural virtual Hubs	Spring 2023	RDC, RVA	We are working to identify potential sites and routes to delivery.
	APSSG to support existing service hubs with more targeted signposting	Summer 2022	APSSG	A more refined action plan will be developed by the APSSG
	The APSSG to collaborate to form a Street Sheet to map the services available	Winter 2022	APSSG	To be developed via the APSSG
	The APSSG to collaborate to Increase social prescribing through GP surgeries	Summer 2022	APSSG	To be developed via the APSSG
P R O M O T I O N	The APSSG to develop a training resource video of local services for residents and frontline staff	March 2023	APSSG	To be developed via the APSSG
	The APSSG to work together to improve accessibility to information, including	March 2023	APSSG	To be developed via the APSSG

	through digital channels.			
	The APSSG to develop an annual Anti-Poverty networking event for local services	August 2022	APSSG	To be developed via the APSSG

## CASE STUDIES

*“My wife cooked and cared for me. Since her death 2 years ago, I have been trying to cook for myself but it has been quite difficult, partly due to my inability to cook but also due to the fact that I have severe arthritis which makes it difficult for me to regularly prepare a full, healthy meal. The food bank and Warming Up the Homeless have been really helpful with supplying me with food, as in addition to my health issues, I haven’t got much money to spare for food” - Male, 70*

*“I lost my job during the pandemic last year, and I have been unable to find another job since. As I live on my own and have no help from family, the benefits I get are not enough to cover my living costs and after I have paid all the bills, there is very little left for food. I feel embarrassed about having to visit the foodbank, but I know it’s necessary if I want to eat!” - Female, late 20s*

*“I am a single mum, working full time with two children. My childcare costs, even with help of UC, cost half my wages. I literally pay to go to work. I am having to apply for food vouchers through the Household Support Fund to get me and my children through. I don’t know what we’ll do when the fuel prices rocket in Spring as I already enter my overdraft each month. I would be better off not working, how is that possible!”- Female, 45*

## Poverty Definitions

Poverty in the UK tends not to be absolute, but relative poverty.

- Absolute poverty: When basic human needs are lacking, e.g. clean water, nutrition, health care, education, clothing and shelter.
- Relative poverty: When someone's resources are so seriously below those commanded by the average individual or family that they are, in effect, excluded from ordinary living patterns, customs and activities. Nonetheless, relative poverty is still a serious issue.
- Relative income poverty: Households whose combined income is 60% or less of the average (median) British household income in that year (after housing costs). Such a level of income restricts one's ability to fully participate in society. This is the most common measure of poverty and is used by the UK Government. References made to poverty within this strategy are to relative income poverty.

The sociologist Peter Townsend, who was a founding member of Child Poverty Action Group, defined poverty in 1979:

*"Individuals, families and groups in the population can be said to be in poverty when they lack resources to obtain the type of diet, participate in the activities and have the living conditions and amenities which are customary, or at least widely encouraged and approved, in the societies in which they belong."*

This shows how important it is to understand that poverty is relative – you are poor if you are unable to live at the standard that most other people would expect. A child can have three meals a day, warm clothes and go to school, but still be poor because her parents do not have enough money to ensure she can live in a warm home, have access to a computer to do her homework, or go on the same school trips as her classmates. More than 2,500 children in Rother are living in poverty.

List of websites and documents:

Child Poverty Action Group - <https://cpag.org.uk>

Joint Strategic Needs & Assets Assessment - [www.eastsussexjsna.org.uk](http://www.eastsussexjsna.org.uk)

Office for National Statistics - [www.ons.gov.uk](http://www.ons.gov.uk)

Joseph Rowntree Foundation – [www.jrf.org.uk](http://www.jrf.org.uk)

*Rother District Needs and Assets Profile 2017* from the East Sussex Joint Strategic Needs & Assets Assessment

Child Poverty Act 2010 (abolished in 2016 by the Welfare Reform and Work Act)  
Warm Homes and Energy Conservation Act 2000

Fuel Poverty (England) Regulations 2014

Health & Social Care Act 2012

[Council Plan 2021/22 | East Sussex County Council](#)

[East Sussex Strategic Partnership - Pride of Place \(essp.org.uk\)](http://essp.org.uk)

[Healthy Hastings and Rother - NHS East Sussex CCG](#)



## RDC Anti-Poverty Strategy

### CONSULTATION PLAN 2022

While Rother District Council has formed the draft Strategy with a range of statutory and community sector partners it will seek to identify any gaps for inclusion and gather evidence of the potential impact of the Anti-Poverty Strategy and Action Plan. This includes understanding the strength of feeling on the proposals from residents, community groups and wider stakeholders.

#### Aims of the consultation

This consultation will give the Members of Rother District Council (the Councillors) further evidence to take into account when making a final decision on the content of the strategy.

#### Who we will consult:

##### Resident target groups:

- Users of community and support services

##### Statutory Partners:

- Department Work & Pensions
- Mental Health Services
- ESCC

##### Voluntary sector partners:

- Local organisations that support vulnerable groups that could be affected by poverty

##### Internal/other:

- Finance
- Housing Benefit & Council Tax
- Parish / Town Councils
- Customer Services
- Neighbouring local authorities
- Legal Services
- Environmental Services

#### How we will consult:

GROUP	METHOD	COMMUNICATION
Benefit & Debt Advice Service	On-line questionnaire	Via e-mail with link to questionnaire
Rother Voluntary Action	On-line questionnaire	Via e-mail with link to questionnaire
The Pelham	On-line questionnaire	Via e-mail with link to questionnaire
Brighton Housing Trust	On-Line questionnaire	Via e-mail with link to questionnaire
Citizen's Advice	On-line Questionnaire	Via e-mail with link to questionnaire
Customer Services	Request for comments	Via e-mail, meeting if required
Depart Work & Pensions (DWP)	On-Line questionnaire	Via e-mail with link to questionnaire
ESCC Adult Social Care	On-line Questionnaire	Via e-mail with link to questionnaire
ESCC Children's services	On-line Questionnaire	Via e-mail with link to questionnaire
ESCC Gypsy & Traveller liaison	On-line Questionnaire	Via e-mail with link to questionnaire
Finance	Request for comments	Via e-mail, meeting if required

GROUP	METHOD	COMMUNICATION
Hastings Advice & Representations Centre (HARC)	On-line questionnaire	Via e-mail with link to questionnaire
Hastings Furniture Service	On-line questionnaire	Via e-mail with link to questionnaire
Homelessness Unity Group	On-line questionnaire	Via e-mail with link to questionnaire
Homelessness/ Housing Options clients	On-Line questionnaire	Leaflet with details given to applicants during interview
Homeworks	On-line questionnaire	Via e-mail with link to questionnaire
Housing Benefit & Council Tax	Request for comments	Via e-mail, meeting if required
Housing Register applicants	On-line questionnaire	Additional paragraph on all letters/emails going to new applicants
Legal Services	Request for comments	Via e-mail, meeting if required
Mental Health Services	On-line Questionnaire	Via e-mail with link to questionnaire
Neighbouring Local Authorities	On-line Questionnaire	Via e-mail with link to questionnaire
Other interested residents	On-line questionnaire	Via MyAlerts with link to questionnaire
Parish/Town Councils	On-line Questionnaire	Via e-mail with link to questionnaire
Planning & Strategy	Request for comments	Via e-mail, meeting if required
Rother Voluntary Action	On-Line questionnaire	Via e-mail with link to questionnaire
The Mediation Service	On-line questionnaire	Via e-mail with link to questionnaire

In addition to the above plan, a local press release will be communicated, in order to raise awareness of the ongoing consultation and allow all residents to have their say.

As well as through the on-line questionnaire, all consultees will be given the opportunity to provide comments on the strategy via e-mail. The RDC social media accounts will provide regular reminders regarding the ongoing consultation.

Paper copies of the questionnaire will be available at our help points for those unable to take part on-line. Residents will also have access to the Help Point online computers.

**Consultation will commence 4 April 2022. The deadline for consultation responses to be received is 15 May 2022.**

**Following the Consultation:** The outcomes of the consultation will be used to update the draft Anti-Poverty Strategy to present to Cabinet and full Council for adoption to cover the next three years (2022-25).

## Anti-Poverty Strategy Consultation Questionnaire (Draft)

Welcome to our consultation. We wrote our draft Anti-Poverty Strategy after talking to a wide range of local, regional and national organisations in autumn/winter 2021.

Our vision is to work together, with our local partners, to tackle the symptoms of poverty in order to reduce its impact and enable communities to thrive.

We want to know:

- Is there support for our approach and proposed actions?
- What other relevant information is available about poverty in Rother and reducing its impact?
- Any organisations with an interest in becoming our partner?

This information will help the Councillors make their decisions on adopting the anti-poverty strategy and carrying out the action plan.

There is an opportunity at the end of the survey to comment or make suggestions on anything not covered in our key questions.

To move to the next page, press the Next button. You can submit your answers only on the last page of the questionnaire by pressing the Finish button.

Next

### **Objective One: Co-ordination**

The first challenge we identified is coordination. Our objective is to develop local strategic commissioning and operational structures to coordinate services designed to alleviate poverty.

There are a lot of local services, but we need to improve:

- Co-ordination between our various strategies.
- Operational delivery between local services.
- How all our front-line staff can provide a more holistic service because they know about other local services.
- Improve how local services share information.
- Affordable childcare improves access to both employment and educational attainment.

**1. How much do you agree or disagree that co-ordination is key challenge in Rother?**

Strongly agree, agree, agree a bit, disagree a bit, disagree, strongly disagree.

Next

We propose three main actions to improve co-ordination.

**2. How much do you agree or disagree that the council taking these actions will help achieve the objective?**

Form a local Anti-Poverty Strategy Steering Group to co-ordinate homelessness and anti-poverty strategies.

Provide the Rother Local Strategic Partnership with quarterly updates on progress of the action plan.

Engage with local strategic leaders to act as a consultee to regional and sub-regional commissioners.

Answers:

Strongly agree, agree, agree a bit, disagree a bit, disagree, disagree strongly

Note: a commissioner refers to teams or organisations that fund local services by other organisations.

- 3. Please tell us what you would like us to know about improving co-ordination between local services in Rother.**  
(Open text question)

Next

## **Objective Two: Accessibility**

Our objective is to maximise the accessibility of services so that those in the greatest need can be reached.

We identified improvements are needed for:

- Internet access, particularly in rural areas
- Too much reliance on signposting through online or telephone methods.
- Service locations are often in distant or inconvenient locations.
- When trying to deliver services in rural areas better use could be made of existing technology and community facilities.
- Improve the skills of our staff to provide a wider range of information and make every contact count.

- 4. How much do you agree or disagree that accessibility is a key challenge in Rother?**

Strongly agree, agree, agree a bit, disagree a bit, disagree, strongly disagree.

Next

We propose four main actions to improve accessibility.

- 5. How much do you agree or disagree that the council taking these actions will help achieve the objective?**

Deliver new Bexhill place-based hub and new rural virtual hubs.

Support existing service hubs with more targeted signposting.

Create a Street Sheet to map the services available.

Increase social prescribing through GP surgeries.

Answers:

Strongly agree, agree, agree a bit, disagree a bit, disagree, disagree strongly

Notes:

Street Sheet means (explanation to be added)

Social prescribing means (explanation to be added)

**6. Please tell us anything you want us to know about accessibility in Rother.**

(Open text question.)

Next

**Objective Three: Promotion**

Our objective is to promote information, advice and support to service users and professionals.

We identified improvements are needed for:

- Everyone knowing more about the East Sussex Community Information Services (ESCIS).
- Low literacy levels – the national average reading age is 9 years old – mean we can't rely on written communications and promotions.
- Lots of information is available on different services but it isn't co-ordinated to get to vulnerable people in one package.

**7. How much do you agree or disagree that promotion is a key challenge in Rother?**

Strongly agree, agree, agree a bit, disagree a bit, disagree, strongly disagree.

Next

We propose three main actions to improve promotion.

**8. How much do you agree or disagree that the council taking these actions will help achieve the objective?**

Create a training resource video of local services for residents and frontline staff

Create a video explaining statutory services.

Develop an annual Anti-Poverty networking event for local services.

Answers:

Strongly agree, agree, agree a bit, disagree a bit, disagree, disagree strongly

**9. Please tell us anything you would like us to know about promotion in Rother.**

(Open text question).

Next

**10.** Are you answering this questionnaire as a:

Resident

Parish or town council

Voluntary sector organisation

Public service organisation

Business or business organisation

Other (name)

[Direction to next section for organisations or elsewhere for residents]

**11.** Is your organisation interested in potential partnership in any of the following:

- i. Service hubs
- ii. Mapping services
- iii. Social prescribing through GPs
- iv. Training resource video of local services
- v. Video explaining statutory services
- vi. Anti-poverty networking event for local services

Next

**12.** Organisation name

**13.** Contact name

**14.** Job Title/Position

**15.** Contact email address

Next

(Directed residents)

**Would you be directly affected by an anti-poverty strategy?**

Yes, No

Next

**Thank You**

Thank you for taking part in this consultation

Deadline information when finalised

Next steps information when finalised

Please press 'Finish' to send your answers.

## Rother District Council

**Report to:** Cabinet

**Date:** 28 March 2022

**Title:** Revenue Budget and Capital Programme Monitoring Quarter 3 – 2021/22

**Report of:** Antony Baden – Chief Finance Officer

**Cabinet Member:** Councillor Dixon

**Ward(s):** All

**Purpose of Report:** To consider the recommendations arising from the Overview and Scrutiny Committee meeting held on 14 March 2022, regarding the Council’s finances as at 31 December 2021. The report and recommendations arising are reproduced below and the Minutes of that meeting (Appendix D) should be read in conjunction with this report.

**Decision Type:** Non-Key

**Officer**

**Recommendation(s):** It be **RESOLVED**: That:

- 1) the report be noted; and
- 2) the continuation of two Service Level Agreements in respect of Rother District Citizen’s Advice and Bexhill Museum and an extension of funding of £85,000 for Rother Citizens Advice and £8,500 for Bexhill Museum for a further one-year period be approved.

### Introduction

1. This report updates Members on the Council’s finances as of 31 December 2021 and projects a provisional outturn for 2021/22. The Revenue Budget and Capital Programme positions are summarised in Appendices A and B, respectively. The impact of the forecast on the Council’s reserves is summarised in Appendix C. The report also includes a brief update on the Collection Fund performance.
2. There have been two reportable virements since the last financial update to Members. The first relates to the Audio-Visual system maintenance (£13,000), which has been transferred from the Corporate Core budget to the Acquisitions, Transformation and Regeneration budget. The second is the transfer of a property from Acquisitions, Transformation and Regeneration that is no longer used as a commercial let, but is instead used as storage space by Housing, Community and Neighbourhood Services.

## **Revenue Budget**

3. The Revenue Budget forecast as of 31 December 2021 indicates a surplus of £128,000 against the approved budget drawdown from Reserves of £2.7m. This represents an improvement of £222,000 since the Quarter 2 forecast. The position is summarised in Appendix A and material variances that have been identified since the last forecast are explained in paragraphs 4 to 15.

## **Corporate Core – Deficit £24,000**

4. There have been no changes since the last forecast.

## **Environmental Services – Surplus £100,000**

5. The surplus has increased by £13,000 since the last forecast and no significant changes have been identified.

## **Strategy and Planning – Deficit £677,000**

6. The forecast deficit has decreased by £60,000 mainly due to a predicted reduction of £54,000 in the cost of support from Capita Business Services to clear the planning applications backlog.
7. There was also a reduction in the costs of judicial reviews forecast (£17,000) and additional income from the administration of Community Infrastructure Levy receipts (£38,000), although this was largely offset by a predicted downturn in Planning fee income of £47,000.

## **Acquisitions, Transformation and Regeneration – Surplus £41,000**

8. No significant changes have been identified since the last forecast.

## **Housing, Community and Neighbourhood Services – Surplus £32,000**

9. The forecast surplus has improved by £25,000 since the previous quarter. The biggest change relates to the Housing Needs and Rough Sleeping Initiative budgets. In the previous report an overspend of £81,000 was predicted, but these budgets are now anticipated to achieve a 'break even' position. Also, car parking income is expected to exceed the budget by a further £32,000.
10. However, the changes in paragraph 9 have been partially offset by additional car parking running costs (£40,000), a modest increase in the cost of Waste Collection (£28,000) and essential maintenance costs at Bexhill Leisure Centre and Bexhill Leisure Pool (£25,000).

## **Resources – Deficit £354,000**

11. The forecast deficit has increased by £138,000 since the previous quarter, of which £65,000 is attributable to additional salary costs and £31,000 is due to a small net increase in the cost of Housing Benefit claims. Additional costs of £27,000 in relation to IT systems operations have also been forecasted and several other smaller variances totalling £15,000 have increased the predicted overspend.



## **Net Financing Costs – Surplus £823,000**

12. There have been no changes since the last forecast, although the Council took advantage of the low interest rates and obtained further Public Works Loan Board borrowing in December 2021. However, the first repayments are not due until June 2023 therefore there will be no impact on the 2021/22 revenue budget.
13. The impact of the new borrowing has been built into the Council's Medium-Term Financial Plan forecast reported to Members during the budget setting process.

## **Financial Stability Programme (FSP) – Deficit £474,000**

14. There have been no changes since the last forecast.

## **Income – Surplus £662,000**

15. Further Central Government grants of £270,000 have been received since the last forecast. These are predominantly in relation to the extra costs incurred by the Council in administering COVID-19 grant payments to businesses and individuals.

## **Capital Programme**

16. The Capital Programme forecast spend as at the 31 December 2021 is £15.348m, which is £47.345m lower than the revised budget approved by Cabinet on 7 February 2022 as part of the Capital Strategy report. As previously reported, this is mainly due to the continued impact of the pandemic. The position is summarised in Appendix B.
17. The main change since the Quarter 2 forecast relates to the purchase of the Mount View site, which is shown in line 9 of Appendix B. The Sussex NHS Partnership Trust have an option to purchase a portion of the land for the development of a new mental health hospital. The option fee covers the costs incurred by the Council by any borrowing related to the site acquisition. The purchase price will effectively be offset by a capital receipt once the site is sold and thus will not increase the scale of the approved capital programme.
18. Where schemes are forecast to underspend, it is still expected that they will be completed in future years. A revised programme was approved by Cabinet on 7 February 2022 as part of the Council's Capital Strategy and future cashflows will continue to be monitored and reported until scheme completion.

## **Impact of the revenue and capital forecasts on Reserves**

19. The forecast impact on Reserves is a drawdown of £3.118m against the planned use of £3.319m. This is a decrease of £277,000 from the previous forecast.

## **Collection Fund**

20. The council tax collection rate at the end of Quarter 3 was 84.51% of the collectable debit and 87.14% of the budgeted yield. Both figures are higher than

the corresponding figures for 2020/21 by 1.35% and 1.20% respectively. Collection performance is shown below:

	<b>2021/2022</b>	<b>Equivalent Period 2020/2021</b>
Collectable Debit	£82,228,343	£77,678,592
Income Received	£69,495,059	£64,596,241
Income Received as a % of collectable debit	84.51%	83.16%
Budgeted yield (at 98.3% collection)	£79,751,695	£75,164,936
Income Received as a % of budgeted yield	87.14%	85.94%

21. The Business Rates collection rate at the end of Quarter 3 was 77.72% of the collectable debit, which is 0.49% higher than the corresponding figure in 2020/21. This represents a considerable improvement from the previous quarter when the collection rate was 6.30% down on the 2020/21 figure. Collection performance is shown below.

	<b>2021/2022</b>	<b>Equivalent Period 2020/2021</b>
Collectable debit	£14,692,455	£8,317,100
Income Received	£11,419,620	£6,423,247
Income Received as a % of collectable debit	77.72%	77.23%
Amount outstanding for year	£3,272,835	£1,893,852

22. The Council currently provides funding of £85,00 per annum to Rother District Citizens Advice. This was agreed from 1 April 2020 for a four-year period with a review after two years. Officers have been discussing a number of issues with Rother District Citizens Advice following the COVID-19 pandemic and it would be appropriate to continue the funding for a further one-year period while the arrangement and service levels are reviewed.
23. The Council also provides funding of £8,500 per annum to Bexhill Museum, which was also agreed for a four-year period from 1 April 2020, with a review after two years. Members will be aware that there are on-going discussions with Bexhill Town Council over services they may wish to provide, and it is felt appropriate to continue with the funding for a further one-year period to allow those discussions to develop.

## Conclusion

24. The revenue forecast for Quarter 3 shows a deficit of £2.571m, which is £128,000 lower than the approved planned use of Reserves. The Chief Finance Officer will continue to work closely with Heads of Services and Members to reduce further the planned drawdown from Reserves.
25. The Council's Capital Programme is forecast to underspend by £47.345m in 2021/22, but this is due to timing differences and the approved five-year programme is still on target to be delivered.

<b>Other Implications</b>	<b>Applies?</b>	<b>Other Implications</b>	<b>Applies?</b>
Human Rights	No	Equalities and Diversity	No
Crime and Disorder	No	External Consultation	No
Environmental	No	Access to Information	No
Risk Management	No	Exempt from publication	No

Chief Executive	Malcolm Johnston		
Report Contact Officer:	Antony Baden		
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Appendices:	Appendix A	Revenue Budget Forecast	
	Appendix B	Capital Programme Forecast	
	Appendix C	Impact on Reserves	
	Appendix D	OSC Minute Extract	
Relevant Previous Minutes:	None		
Background Papers:	None		
Reference Documents:	None		

## Revenue Budget 2021/22 Forecast as at the 31 December 2021

Line	Rother District Council General Fund Summary	Draft 2020/21 Actual £ (000)	Original 2021/22 Budget £ (000)	Revised 2021/22 Budget £ (000)	2021/22 Estimated Outturn £ (000)	2021/22 Quarter 3 Variance £ (000)	Change in Previous Quarter Variance £ (000)
1	Corporate Core	2,117	2,034	1,985	2,009	24	0
2	Environmental Services	507	658	609	509	(100)	(13)
3	Strategy and Planning	1,030	1,090	1,043	1,720	677	(60)
4	Acquisitions, Transformation and Regeneration	(392)	(297)	(319)	(360)	(41)	8
5	Housing, Community & Neighbourhood Services	9,539	8,739	8,675	8,643	(32)	(25)
6	Resources	4,256	3,350	3,293	3,647	354	138
7	<b>Total Cost of Services</b>	<b>17,057</b>	<b>15,574</b>	<b>15,286</b>	<b>16,168</b>	<b>882</b>	<b>48</b>
8	Net Financing Costs	118	1,101	1,101	278	(823)	0
9	Salaries turnover	0	(288)	0	0	0	0
10	Financial Stability Programme - savings/cost reductions	0	(632)	(632)	(158)	474	0
11	<b>Net Cost of Services</b>	<b>17,175</b>	<b>15,755</b>	<b>15,755</b>	<b>16,288</b>	<b>533</b>	<b>48</b>
	<b>Income</b>						
12	Special Expenses	(687)	(692)	(692)	(692)	(0)	0
13	Net Business Rates & Section 31 Grants	(4,142)	(3,747)	(3,747)	(3,747)	0	0
14	Non-Specific Revenue Grants	(3,194)	(1,653)	(1,653)	(2,315)	(662)	(270)
15	Council Tax Requirement (Rother only)	(7,019)	(7,097)	(7,097)	(7,097)	(0)	0
	<b>Other Financing</b>						
16	Collection Fund (Surplus)/Deficit	(849)	134	134	134	(0)	0
17	<b>Total Income</b>	<b>(15,891)</b>	<b>(13,054)</b>	<b>(13,054)</b>	<b>(13,717)</b>	<b>(662)</b>	<b>(270)</b>
18	<b>Contribution from Reserves/Funding Gap</b>	<b>1,284</b>	<b>2,700</b>	<b>2,700</b>	<b>2,571</b>	<b>(128)</b>	<b>(222)</b>

## Capital Programme 2021/22 Forecast as at the 31 December 2021

Line		2021/22 Actual to Quarter 3 £ (000)	2021/22 Revised Budget £ (000)	2021/22 Estimated Outturn £ (000)	2021/22 Quarter 3 Variance £ (000)
	<b>Acquisitions, Transformation and Regeneration</b>				
	<b>Other Schemes</b>				
1	Community Grants	81	130	110	20
2	Cemetery Entrance	64	172	89	83
3	Rother Transformation ICT Investment	231	384	231	153
4	Corporate Document Image Processing System	0	435	36	399
5	1066 Pathways	65	66	65	1
6	Ravenside Roundabout	0	200	0	200
7	Development of Town Hall Bexhill	175	460	445	15
	<b>Property Investment Strategy</b>				
9	Mount View Street Development - Public/Commercial	0	964	2,975	(2,011)
10	PIS - Beeching Road/Wainwright Road	4	963	373	590
11	PIS - Barnhorn Road	192	3,402	577	2,825
12	PIS - Beeching Road 18-40 (Creative Workspace)	477	501	595	(94)
14	PIS - 64 Ninfield Road	18	100	0	100
	<b>Housing Development Schemes</b>				
15	Community Led Housing Schemes	106	600	434	166
16	Blackfriars Housing Development - infrastructure only	2,213	10,728	2,900	7,828
17	Mount View Street Development - Housing	3,657	6,940		6,940
18	Alliance Homes (Rother) Ltd	151	25,000	1,508	23,492
19	Alliance Homes share capital	0	100	101	(1)
	<b>Housing and Community Services</b>				
20	De La Warr Pavilion - Capital Grant	56	54	56	(2)
21	Sidley Sports and Recreation	143	811	710	101
22	Land Swap re Former High School Site	0	1,085	185	900
24	Bexhill Leisure Centre - refurbishment	0	140	50	90
25	Disabled Facilities Grant	888	1,625	1,250	375
26	New bins	112	125	114	11
27	Bexhill Promenade - Outflow pipe	2	100	20	80
28	Bexhill Promenade - Protective Barriers	45	47	46	1
29	Bexhill Promenade - Shelter 1	5	0	5	(5)
30	Fairlight Coastal Protection	4	0	19	(19)
31	Housing (purchases - temp accomodation)	301	7,300	2,255	5,045
	<b>Strategy &amp; Planning</b>				
32	Payments to Parishes - CIL	40	88	40	48
	<b>Resources</b>				
34	ICT Infrastructure – Ongoing Upgrade Programme	108	123	109	14
35	Invest To Save initiatives (Financial Stability Programme)	29	50	50	0
	<b>Total Capital Programme</b>	<b>9,167</b>	<b>62,693</b>	<b>15,348</b>	<b>47,345</b>

Line		2021/22 Revised Budget £ (000)	2021/22 Estimated Outturn £ (000)
	<b>Funded By:</b>		
	Capital Receipts	1,085	185
	Grants and contributions	13,893	6,143
	CIL	431	238
	Borrowing	20,846	6,727
	Capital Expenditure Charged to Revenue	1,438	547
	Borrowing - Alliance Homes (Rother) Ltd	25,000	1,508
	<b>Total Funding</b>	<b>62,693</b>	<b>15,348</b>

## Reserves

	Draft 2020/21 Actual £ (000)	Original 2021/22 Budget £ (000)	Revised 2021/22 Budget £ (000)	2021/22 Estimated Outturn £ (000)	2021/22 Quarter 3 Variance £ (000)
<b>Revenue Reserves and General Fund - Opening Balance</b>	(14,970)	(13,209)	(13,209)	(13,209)	0
Use of Reserves to Fund Capital Expenditure	477	619	619	547	(72)
Use of Reserves to Balance Budget incl deficit	1,284	2,700	2,700	2,571	(129)
<b>Balance 31/3/20</b>	<b>(13,209)</b>	<b>(9,890)</b>	<b>(9,890)</b>	<b>(10,091)</b>	<b>(201)</b>

OSC21/55. **REVENUE BUDGET AND CAPITAL PROGRAMME MONITORING**  
(7) **QUARTER 3 – 2021/22**

Members received and considered the report of the Chief Finance Officer on the Revenue Budget and Capital Programme Monitoring Quarter 3 2021/22. The report contained details of the significant variations of the Revenue Budget, updated Capital Programme and a brief update on the Collection Fund performance.

There had been two reportable virements since the previous financial update to Members. The first related to the Audio-Visual system maintenance (£13,000), which had been transferred from the Corporate Core budget to the Acquisitions, Transformation and Regeneration budget. The second was the transfer of a property from Acquisitions, Transformation and Regeneration that was no longer used as a commercial let, but was instead used as storage space by Housing, Community and Neighbourhood Services.

The Revenue Budget forecast indicated a surplus of £128,000, against the approved budget drawdown from Reserves of £2.7m; this represented an improvement of £222,000 since the Quarter 2 forecast. The main reasons for the variations since the previous monitoring report were detailed in the report, which included a reduction in the cost of support from Capita Business Services to clear the planning applications backlog, reduction in potential judicial review costs, additional income from the administration of Community Infrastructure Levy receipts, additional salary costs, small increase in cost of Housing Benefit claims, additional IT systems operations costs, predicted overspend of the Housing Needs and Rough Sleeping Initiative budgets now anticipated to achieve a 'break even' position, car parking income expected to exceed the budget and receipt of further Central Government grants.

Members raised concerns that there had been no changes to the Financial Stability Programme since the last forecast. A report would be taken to Cabinet in due course.

The Capital Programme forecast as at 31 December 2021 was £15.348m, which was £47.345m lower than the approved revised budget. As previously reported, this was mainly due to the continued impact of the pandemic. The position was summarised in Appendix B to the report, the main change related to the purchase of the Mount View site. Where schemes were forecast to underspend, it was still expected that they will be completed in future years. A revised programme was approved by Cabinet on 7 February 2022 as part of the Council's Capital Strategy and future cashflows would continue to be monitored and reported until scheme completion.

The forecast impact on Reserves was a drawdown of £3.118m against the planned use of £3.319m. This was a decrease of £277,000 from the previous forecast.

The collection rate at the end of Quarter 3 for the Council Tax part of the Collection Fund was 84.51% of the collectable debit and 87.14% of the

budgeted yield. Both figures were higher than the corresponding figures for 2020/21 by 1.35% and 1.20% respectively.

The collection rate at the end of Quarter 3 for the Business Rates part of the Collection Fund was 77.72% of the collectable debit, which was 0.49% higher than the corresponding figure in 2020/21. This represented a considerable improvement from the previous quarter when the collection rate was 6.30% down on the 2020/21 figure.

The Council currently provided funding of £85,000 per annum to Rother District Citizens Advice (CAB). This had been agreed from 1 April 2020 for a four-year period with a review after two years. Members were keen to retain the Council's connection with the CAB and it was recommended and agreed that it would be appropriate to continue the funding for a further one-year period while the arrangement and service levels were reviewed following the COVID-19 pandemic.

The Council also provided funding of £8,500 per annum to Bexhill Museum, which had also been agreed for a four-year period from 1 April 2020, with a review after two years. Discussions were ongoing with Bexhill Town Council over services they might wish to provide, therefore it was recommended to continue with the funding for a further one-year period to allow those discussions to develop. Members raised concerns that as the Museum was of considerable importance to the district that the Council should continue to provide funding. Currently, the £8,500 grant per annum was funded from the Bexhill Special Expenses; the Council provided additional funding to the Museum through other means.

The revenue forecast for Quarter 3 showed a deficit of £2.571m, which was £128,000 lower than the approved planned use of Reserves. The Chief Finance Officer would continue to work closely with Heads of Services and Members to reduce further the planned drawdown from Reserves.

The Council's Capital Programme was forecast to underspend by £47.345m in 2021/22, but this was due to timing differences and the approved five-year programme was still on target to be delivered.

**RESOLVED:** That:

- 1) the report be noted; and
- 2) Cabinet be requested to approve the continuation of two Service Level Agreements in respect of Rother District Citizen's Advice and Bexhill Museum, and agree to the extension of funding of £85,000 for Rother Citizens Advice and £8,500 for Bexhill Museum for a further one-year period.

(Councillor Gray declared a Personal Interest in this matter as the Council's appointed representative on the Board of the Rother District Citizens Advice Bureau and in accordance with the Members' Code of Conduct remained in the meeting during the consideration thereof).



**Rother District Council**

<b>Report to:</b>	Cabinet
<b>Date:</b>	28 March 2022
<b>Title:</b>	Financial Stability Programme – Progress Report
<b>Report of:</b>	Antony Baden – Finance Manager
<b>Cabinet Member:</b>	Councillor Kevin Dixon
<b>Ward(s):</b>	All
<b>Purpose of Report:</b>	To note the progress of the Financial Stability Programme and updated timetable and approve the merger of two workstreams and approach to be adopted.
<b>Decision Type:</b>	Non-Key
<b>Officer</b>	
<b>Recommendation(s):</b>	It be <b>RESOLVED</b> : That: <ol style="list-style-type: none"> <li>1) the report be noted;</li> <li>2) the Financial Stability Strategy and the Protecting Discretionary Service Strategy be merged into a single project; and</li> <li>3) the approach to the devolvement of those services laid out in paragraph 5 be approved.</li> </ol>
<b>Reasons for Recommendations:</b>	To approve the merger of two workstreams and approach to be adopted to provide clarity for the Council's key stakeholders.

**Introduction**

1. This report updates Members on the progress of the Financial Stability Programme (FSP) adopted by the Council in March 2021 under the direction of the FSP Board. Members will recall the programme sets out how the Council might achieve savings and income targets of up to £2.2 million in its Medium-Term Financial Plan (MTFP) and achieve the financial stability set out in the Corporate Plan.

**The Protecting Discretionary Service and Financial Stability strategies**

2. On the 28 June 2021 Cabinet adopted a Protecting Discretionary Services strategy (minute CB21/14), which agreed the Council's approach of transferring community assets to other organisations in order to support the delivery of discretionary services. The strategy shares many of the common goals of the FSP. It is therefore proposed that the Financial Stability Strategy and the Protecting Discretionary Service Strategy be combined into a single project.

3. The project would be managed alongside the other Corporate projects and report to the existing Corporate Programme Board (CPB) meetings. As a result, the CPB would consist of the following Members:
  - Cllr Prochak - portfolio holder for Environment and Place
  - Cllr Dixon - portfolio holder for Finance, Performance Management, Procurement and Social Value Policy
  - Cllr Oliver - portfolio holder for Strategy and Transformation
  - Cllr Bayliss portfolio holder for – Economic Development and Regeneration

### **Progress since the last update to Cabinet**

4. Since the last progress report to Cabinet on the 4 October 2021 several proposals have already been identified for action. Officers are working with Members and focusing on those generating the highest level of saving to the Council, e.g.
  - Supply and Maintenance of Public Conveniences (approximate full operational cost £500k per annum)
  - Operation of subsidised / free car parks (approximate full operational cost £91k per annum)
  - Grounds Maintenance - (approximate full operational cost £880k per annum)
5. Please note the above operational costs include support administration costs and should not be taken as a reflection of potential savings.
6. The options being considered include:
  - a. Public Conveniences, to either/or:
    - i. Devolve to town and parish councils, including further options to refurbish by RDC before devolving;
    - ii. Devolve to town and parish councils providing town and parish councils with funding to refurbish maybe through CIL funds
    - iii. Retain, refurbish and introduce charges
    - iv. If the parish or town council and the community agree that the facility is not required, then redevelop or demolish.
  - b. Car Parks that are a net cost to the Council, to either/or:
    - i. Devolve to town and parish councils, or other suitable groups
    - ii. Retain and investigate introducing charging in sites that are currently free to use;
    - iii. Re-purpose if the facility is not needed by the community
  - c. Grounds Maintenance to either/or:
    - i. agree a programme of devolvement with Bexhill, Battle and Rye Town Councils;
    - ii. continue with a service contract managed by RDC, but with a minimum specification at lowest cost

### **Consultation**

7. Preliminary discussions have already taken place with Bexhill on Sea Town Council regarding the options laid out in paragraph 5. Further consultation will take place with all Town and Parish Councils affected by these proposals.

## Resources

8. As previously reported, delivering any proposals would require an increase in the staff and to this end the post of Income Generation Manager was established, to be funded from the £750,000 earmarked reserve approved by Council. Recruitment to this post was unsuccessful however, and in view of the proposal in paragraph 2, it would be more effective to reassign this post as a project management role in order to maintain a clear focus and drive on achieving the aims of the newly formed project.
9. To support the various project work outlined in paragraph 5 above it is proposed that appropriate resources would be seconded into the relevant project team from existing service areas as required. However, it should be noted that most of this work is contained within neighbourhood services whose resources are already under considerable pressure completing business as usual work. Furthermore, we are approaching the summer season which always increases workloads.

## Timetable

10. A project plan is currently being developed by the Council and Bexhill on Sea Town Council setting out the key milestones in terms of decision-making to align with the budget setting process.

## Conclusion

11. Good progress has been made in identifying proposals to help reduce the Council's financial gap between its income and expenditure. The next financial year will be critical in ensuring that these proposals are delivered.

## Environmental Implications

12. It is expected that some proposals, particularly around grounds maintenance and public conveniences, will have a positive impact on the Council's carbon footprint.

Other Implications	Applies?	Other Implications	Applies?
Human Rights	No	Equalities and Diversity	No
Crime and Disorder	No	External Consultation	Yes
Environmental	Yes	Access to Information	No
Risk Management	No	Exempt from publication	No
Chief Executive	Malcolm Johnston		
Report Contact Officer:	Antony Baden		
e-mail address:	<a href="mailto:Antony.Baden@rother.gov.uk">Antony.Baden@rother.gov.uk</a>		
Appendices:	None.		
Relevant Previous Minutes:	None.		
Background Papers:	None.		
Reference Documents:	None.		

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## Rother District Council

**Report to:** Cabinet

**Date:** 28 March 2022

**Title:** Arboriculture Services Contract

**Report of:** Deborah Kenneally, Head of Neighbourhood Services

**Cabinet Member:** Councillor Timpe

**Ward(s):** All

**Purpose of Report:** To seek approval to procure and appoint jointly with Hastings Borough Council, an arboriculture services contractor.

**Decision Type:** Key

### Officer

**Recommendation(s):** It be **RESOLVED:** That:

- 1) as set out in Option 1 below, officers work with Hastings Borough Council to jointly procure and appoint an arboriculture services contractor with an estimated annual cost to Rother District Council of £46,000 and as a separate contract to Hastings Borough Council for a term of three years with an option to extend for a further two years; and
- 2) delegated authority be granted to the Director – Place and Climate Change, in consultation with the Cabinet Portfolio Holder for Communities, Culture and Tourism, to undertake all necessary actions to appoint an arboriculture services contractor.

### Reasons for

**Recommendations:** There is a statutory requirement for arboriculture services to continue throughout the district for and health and safety reasons.

It is believed that joint procurement with Hastings Borough Council will provide economies of scale and an efficient service to meet the needs of the community.

### Introduction

1. Rother District Council's (RDC) contract with Gristwood & Toms for arboriculture services commenced on 6 November 2012 and finishes on 5 November 2022. Gristwood & Toms declined both Hastings Borough Council (HBC) and RDC's offer of a contract extension for a further two years due to increasing costs having an impact on their profitability and the CPI inflationary increase allowed for in the current contract was not felt by the contractor to cover these costs.

2. Arboriculture is a specialist field and the current contract incorporates a specification and a schedule of rates per operation plus day works rates.
3. The Council's responsibility for tree works and tree management is generally limited to trees on land owned by or under control of RDC. This includes a range of statutory and non-statutory responsibilities.

Statutory tree works include:

- Dangerous or unstable trees and branches likely to cause injury to persons.
- Trees causing or likely to cause damage to property.
- Trees obstructing the highway or footpaths.
- Trees obstructing streetlights or CCTV cameras.
- Other risk-related works.

Non statutory tree works include:

- Pruning in accordance with good land management and arboriculture practice.
- Branches overhanging gardens or buildings unless there is potential of particular risk.
- Woodland management.

4. The current contract does not preclude the use of other arboriculture contractors whose services may be called upon on from time to time and the Council intend to include this flexibility in a new contract.
5. Tree management requires a long-term approach and the ability to adapt working practices to meet new challenges such as ever-increasing threats from new pests and diseases, and climate change.
6. The existing contract specification of works has proved to be satisfactory and will require only limited modification and updating to ensure that it reflects the current recommendations of BS 3998 (2010) Tree Work - Recommendations; and other current guidance on environmental management. There is an aspiration to work with the appointed contractor to make good use of timber and wood chippings produced in the course of their work, and to seek operational improvements to support RDC's climate change target of carbon neutrality by 2030.

## Options

7. There are four proposed options:
  - i. Work with HBC and the Procurement Hub to procure and appoint a new contractor based on a similar specification and with limited modification as referred to in paragraph 6 above. This has proved successful during the last 10 years, both operationally and economically, and allows for flexibility in tree management.
  - ii. Devolve this element of RDC's service to parish and town and parish – there is a concern that this more piecemeal approach could have a detrimental effect on the quality of work and delays in responsiveness to unpredictable safety situations, as well as potentially leading to higher costs.

- iii. RDC to have informal arrangements with a range of local arboriculture contractors - there would be similar risks as in paragraph ii above plus the requirement to ensure that all expenditure meets the requirements of the Council's financial and procurement regulations which could further delay response times.
- iv. Include arboriculture works within the next grounds maintenance contract due to expire in November 2023 or November 2024, if extended. Arboriculture works can be incorporated into a new Grounds Maintenance Contract, however as arboriculture is a specialist area of work this may limit the pool of interested grounds maintenance contractors and have an impact on costs of other grounds maintenance operations. This option would require interim arrangements to be established with an arboriculturist until the next Grounds Maintenance Contract starts. It also needs to be considered how the protection of discretionary assets may impact any future Grounds Maintenance Contract and hence the arboriculture aspect.

## **Conclusion**

8. Failure to fulfil the Council's statutory functions regarding tree work could leave the Council vulnerable to claims for damage and negligence and may have a detrimental effect on the amenity value of parks and green spaces.
9. RDC propose continuing to work with HBC to appoint a single contractor to provide arboriculture services within the Rother and Hastings local authority areas as set out in Option i above. With this focused and unified approach, the contractor will have greater certainty regarding their investment in the services and will be able to work pro-actively with the clients to deliver the range of services required. It is believed that joint procurement of arboriculture services with HBC will result in economies of scale and an efficient service to meet the needs of the community.

## **Financial Implications**

10. It is anticipated that the cost of a new contract will be higher than the existing cost. The current incumbent referred to an inflationary increase in the region of perhaps 20% on the current schedule of rates. These costs are allowed for in the 2022/2023 revenue budget.

## **Legal Implications**

11. RDC and HBC will work with the Procurement Hub to appoint a contractor in accordance with procurement legislation.

## **Human Resources Implications**

12. Officers within the Parks team will work with HBC officers to support the drafting of the specification and procurement process.

## **Risk Management**

13. There is a risk that if there is no contract in place, there may be delays to completing this specialist work within the necessary timeframes to be health

and safety compliant, which may then have an adverse impact on the Council's reputation.

## Environmental

14. The tree canopy across the district is an important aspect of the District's aesthetic, environmental and carbon reduction aspirations. It is vital that the Council's trees are well managed and protected where possible from deterioration, pests and diseases.

<b>Other Implications</b>	<b>Applies?</b>	<b>Other Implications</b>	<b>Applies?</b>
Human Rights	No	Equalities and Diversity	No
Crime and Disorder	No	Consultation	No
Environmental	Yes	Access to Information	No
Risk Management	Yes	Exempt from publication	No

Chief Executive:	Malcolm Johnston
Report Contact Officer:	Deborah Kenneally, Head of Neighbourhood Services
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Appendices:	None.
Relevant Previous Minutes:	None.
Background Papers:	None.
Reference Documents:	None.



## Rother District Council

**Report to:** Cabinet

**Date:** 28 March 2022

**Title:** Community Infrastructure Levy (CIL) Governance Arrangement and Funding Decision Protocol

**Report of:** Ben Hook, Director – Place and Climate Change

**Cabinet Member:** Councillor Vine-Hall

**Ward(s):** All

**Purpose of Report:** To amend the Council’s ‘Community Infrastructure Levy (CIL) Governance Arrangement and Funding Decision Protocol’ to improve the speed of delivery of funding and better reflect the intention of the fund, specifically in relation to the ‘Climate Emergency Bonus Fund’.

**Decision Type:** Non-Key

**Officer**

**Recommendation(s):** **Recommendation to COUNCIL:** That

- 1) the amended version of the ‘Community Infrastructure Levy (CIL) Governance Arrangement and Funding Decision Protocol’ be approved and adopted; and
- 2) the Chief Executive be granted delegated authority to implement the recommendations of the CIL Allocations Panel in line with the proposed new process.

### Introduction

1. On 31 January 2022 Full Council adopted the new ‘Community Infrastructure Levy (CIL) Governance Arrangement and Funding Decision Protocol’ as part of a review of the way in which CIL is apportioned amongst the projects (Minute C21/53 refers).
2. Following this meeting it has become clear that the proposed arrangements for issuing funding, i.e. CIL Allocations Panel to Cabinet and then Full Council, could lead to delays in getting the money out to projects. Furthermore, the wording in relation to the ‘Climate Emergency Bonus Fund’ (CEBF) does not clearly express the intention of this pot.

### Discussion

3. All projects that are allocated CIL funding through the Strategic CIL Funding pot must meet the requirements as set out in s216 of the Planning Act 2008 (as amended). However, the CEBF does apportion 20% of all Strategic CIL collected specifically to projects that support the Council’s commitment to be a carbon neutral district by 2030.

4. The current adopted wording states that CIL will provide 'additional' funding for these projects which prevents the opportunity for projects that could be wholly funded through this pot of CIL. The wording would also seem to indicate that CIL funding from this pot would only be eligible for the portion of the project that related directly to carbon neutrality. The proposed new wording as set out in Appendix 1 (as highlighted) would clarify the meaning and intent of this pot.
5. This change would also enable the Council to consider allocating monies to projects identified by the Climate Change Steering Group that meet the basic CIL requirements but may not have other obvious funding streams.
6. In addition to the changes to the CEBF, the revised protocol allows for the Chief Executive to implement the recommendations of the Steering Group. This is a return to the previous method of decision making for CIL funding and is designed to speed up the timeframe in which funding decisions can be confirmed to give infrastructure providers, Parish and Town Councils and other applicants greater assurance in deliverability.
7. The current governance process requires Full Council approval which could add up to three months to the approvals process depending on when in the committee cycle the Allocations Panel meet to consider the schemes.
8. The revised procedure is shown in paragraph 31 of Appendix 1 (attached).

### **Conclusion**

9. The approved CIL Protocol states that, "In the event that there are significant changes proposed to this protocol, these will be presented to Cabinet and Council for approval. It will not be necessary to seek Cabinet approval for minor or legislative changes." Although the change to the Climate Emergency Bonus Fund could be considered to be a minor amendment or clarification the change to decision making process does not fall within the definition of 'minor' – hence the reason for this report.
10. Cabinet are asked to consider the revised version of the Community Infrastructure Levy (CIL) Governance Arrangement and Funding Decision Protocol, as set out in Appendix 1, with the minor changes to the highlighted paragraphs and recommend these changes to Full Council.

### **Environmental Implications**

11. This change will ensure that the climate neutrality ambitions of the Council are more deliverable with an identified stream of funding to support projects that are critical to this aim.

### **Financial Implications**

12. While there is no time limit on the spending of Strategic CIL, there is an expectation that CIL monies will be spent on identified strategic infrastructure need.

<b>Other Implications</b>	<b>Applies?</b>	<b>Other Implications</b>	<b>Applies?</b>
Human Rights	No	Equalities and Diversity	No
Crime and Disorder	No	Consultation	No
Environmental	Yes	Access to Information	No
Risk Management	No	Exempt from publication	No

Chief Executive:	Malcolm Johnston
Report Contact Officer:	Jeff Pyrah, Planning Policy Manager
e-mail address:	<a href="mailto:jeff.pyrah@rother.gov.uk">jeff.pyrah@rother.gov.uk</a>
Appendices:	Appendix 1 – CIL Protocol
Relevant Previous Minutes:	Minute C21/53
Background Papers:	None
Reference Documents:	None

## ROTHER DISTRICT COUNCIL'S COMMUNITY INFRASTRUCTURE LEVY (CIL) GOVERNANCE ARRANGEMENT & FUNDING DECISION PROTOCOL

### Introduction

1. This Protocol outlines how Rother District Council (RDC), as the Charging Authority, will allocate the Strategic CIL (see definition of Strategic CIL in paragraph 13); ensuring that the governance arrangements for this decision-making process are consistent and transparent.
2. Guidance is provided below on how the Charging Authority will engage with infrastructure providers, Towns and Parishes and make funding decisions. To accompany this protocol, the following documents have also been produced:
  - a) the *Application Form* sets out how applications for CIL funding will be accepted and processed (see Appendix A below);
  - b) the *Assessment Criteria* document which gives guidance to applicants and the Strategic CIL Allocations Panel on how applications will be considered (see Appendix B below); and
  - c) the *Application Validation Checklist* document which sets out the criteria in which applications for CIL will be validated (see Appendix C below).

### Summary of the Process

3. Contact will be made with key infrastructure providers and Town and Parish Councils on an annual basis to identify and understand the infrastructure requirements across the district. The key infrastructure bodies to be contacted are identified in the Infrastructure Delivery Plan (currently on page 18 of the [Infrastructure Delivery Plan \(2019\), attached at appendix D](#)). This invitation for infrastructure projects to be considered will also be posted on Rother DC's website. An estimation of the likely amount of CIL funding available for the year ahead will also be identified to encourage representative applications.
4. RDC will compile a list of infrastructure priorities based on those submitted by Town and Parish Councils and infrastructure providers. This Infrastructure List will then be included within the Infrastructure Funding Statement (IFS) that will be published on the Council's website by the 31<sup>st</sup> December each year. The Infrastructure List will then be considered and prioritised by the Strategic CIL Allocations Panel and selected projects will be invited to apply for funding using the Application Form. The Charging Authority has developed an Assessment Criteria Document (Appendix B) to assist applicants and the Strategic CIL Allocations Panel in considering funding applications. These Assessment Criteria, which should be read alongside the Application Form, provide guidance on a question by question basis for applicants when preparing their funding application. The Assessment Criteria identify seven key areas of consideration;
  1. *The Strategic Case*
  2. *The Local Benefits Case*
  3. *Environmental/Climate Change Impacts*

4. *Equality and Fairness*
5. *Delivery*
6. *The Financial Case, and*
7. *Timescales*

5. The CIL Officer will validate applications as and when they are received using the Validation Checklist (set out at Appendix C). This process is required to filter out applications which are incomplete or unsuitable. For example, applications where the application form has not been completed or has been completed incorrectly; proposals where the organisation applying does not have the legal right to deliver the proposed infrastructure; proposals which are clearly inconsistent with the aims of CIL or proposals which would have no benefit to the residents and visitors of the Rother District (please refer to the Validation Checklist for the full requirements).
6. For the applications which do not pass the validation stage, a written response will be provided to the applicant explaining why the application will not be considered and may suggest a revised submission for a future review.
7. Following the validation process, the CIL Officer will make an initial assessment of the applications and score them accordingly with proposals being made to the Strategic CIL Allocations Panel. These scores will then be circulated to the Panel prior to the Allocations meeting.
8. The decisions will be made in line with the Charging Authority's Assessment Criteria. The members of the Strategic CIL Allocations Panel will not be involved in submitting applications on behalf of their town or parish, to avoid any conflicts of interests.
9. Following the Strategic CIL Allocations Panel's decisions, the CIL Officer will contact the successful/unsuccessful applicants and where appropriate will provide feedback on the unsuccessful applications.

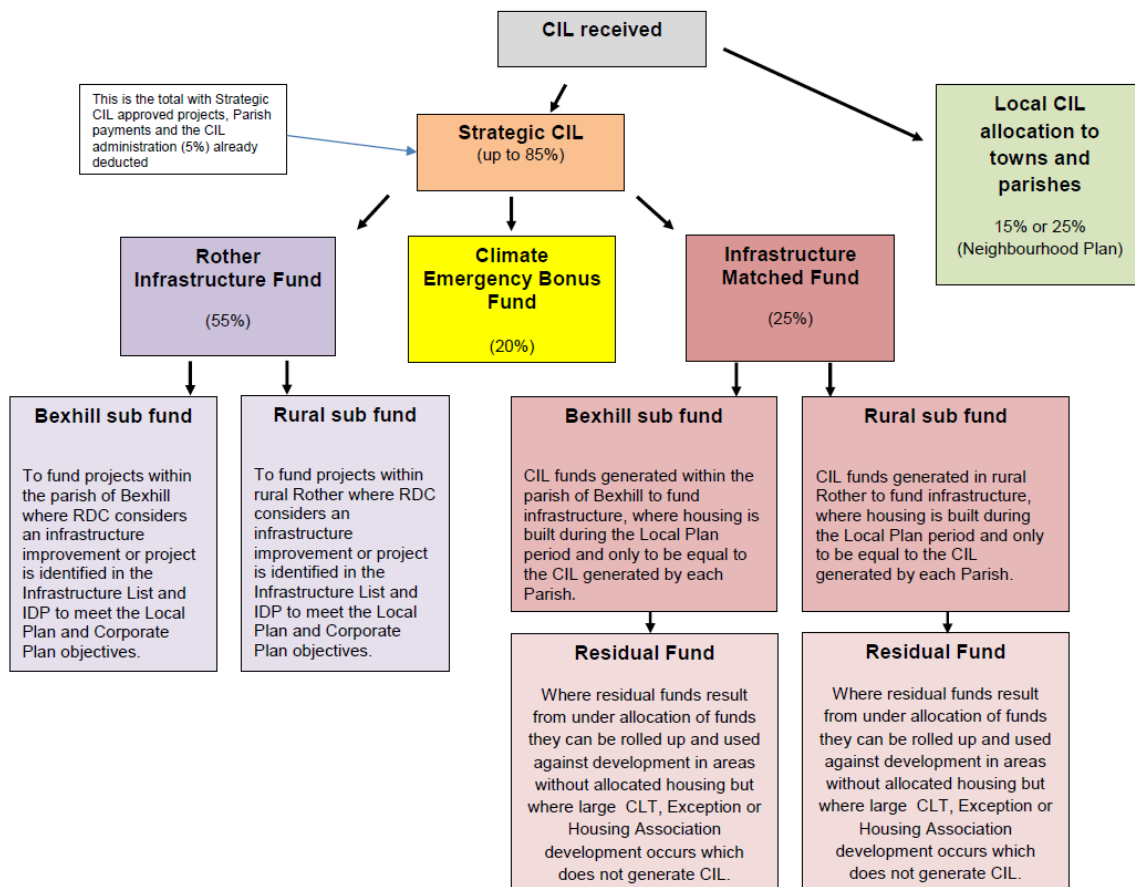
#### Strategic CIL Funding Apportionment

10. Strategic CIL (that which is retained by RDC) can be used to fund a wide range of infrastructure such as transport, flood defences, schools, hospitals and other health and social care facilities. However, charging authorities (RDC) may not use the levy to fund affordable housing. Local authorities must spend the levy on infrastructure needed to support the development of their area, and they will decide what infrastructure is needed<sup>1</sup> and this will be informed by the Infrastructure Delivery Plan (current [Infrastructure Delivery Plan \(IDP\) – March 2019](#)), subsequent reviews of the IDP and the Infrastructure List.
11. The diagram below illustrates how the Strategic CIL funds are sub-divided into four<sup>2</sup> specific allocation areas as follows:

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<sup>1</sup> Paragraph 144 Reference ID: 25-144-20190901 - Planning Practice Guidance

<sup>2</sup> The Residual Fund as set out below will only be used if there are left over funds from the Distribution Fund



“Rural” – covers anywhere outside of the parish of Bexhill in the Rother district.

- Rother Infrastructure Fund** – 55% of the Strategic CIL will fund projects where RDC considers an infrastructure improvement or project is required to meet the adopted Local Plan objectives. Those selected from the Infrastructure List to apply for funding from the Rother Infrastructure Fund (RIF) will be required to demonstrate how their infrastructure scheme proposal meets the Local Plan and Corporate Plan objectives. The RIF will be split into two sub funds – one for Bexhill and one for rural Rother, each fund representing the actual CIL funds generated in those two areas and to fund infrastructure in each area. Allocation of funds to each area will be limited to the funds generated by each area, except in exceptional circumstances where the project would benefit the whole of Rother.
- Infrastructure Matched Fund** – 25% of the Strategic CIL will fund projects specific to individual Towns and Parishes of Rother and the amount requested from the Infrastructure Matched Fund (IMF) should be match-funded and can only be used in towns and parishes where housing is allocated and built, but also available where non-allocated sites of at least 6 houses are permitted and constructed, as the purpose of CIL is to fund substantive infrastructure that demonstrates it helps offsets the impact of new development. Those town and parish projects with a wider impact could receive a greater proportion of funding (up to 100%) from the IMF depending on whether and to what extent the project can truly demonstrate a wider infrastructure benefit. The IMF will also be split into two sub funds – one for Bexhill and one for rural Rother, each fund representing the actual CIL funds generated in those two areas and to fund infrastructure in both areas. Funding from the IMF is not automatic and is dependent on a parish or town having a prioritised infrastructure plan/list. Funding will need to be applied for by application.

- **Climate Emergency Bonus Fund** – 20% of Strategic CIL will support the Council’s commitment to be a carbon neutral district by 2030 as set out in the Environment Strategy (September 2020). While, the Council would expect all infrastructure proposals to consider and minimise their carbon emissions, the Climate Emergency Bonus Fund will provide funding, either in part or in whole, where infrastructure projects can demonstrate that they will make a significant contribution to the reduction of carbon emissions or to the offsetting of carbon emissions. A project must specifically indicate in their application that they would like to claim the climate emergency bonus and set out how their project will achieve demonstrable carbon reductions / offsetting. It should be made clear what difference the ‘climate emergency bonus’ would make to their project, and why it might not be deliverable without this funding. Those projects from either the RIF or IMF which demonstrate green credentials can also apply for “top-up” funding from this pot.
  - Where there are monies that have not been allocated from the IMF (over a given time period to be agreed), these monies will be transferred to a **Residual Fund (RF)**, which again will be split into two sub funds – one for Bexhill and one for rural Rother. It is proposed that these RF be apportioned for use in areas where large Community Land Trusts (CLTs), Exception Sites or solely Affordable Housing Schemes have been developed as these types of development are exempt from CIL. In addition, the RF may allocate monies that would normally be eligible for funding from the Community Grant Scheme (CGS) if they are considered within the Strategic CIL infrastructure definition and cannot be funded through Local CIL or other local funding sources (Public Works Loan Board (PWLB), parish or town reserves etc.). Funding applications can then be invited from these areas for infrastructure schemes for consideration by the Strategic CIL Allocations Panel.
12. Funding will only be allocated from either the RIF or IMF, with the opportunity to seek additional funding from the Climate Emergency Bonus Fund. RIF and IMF will only fund agreed and prioritised infrastructure projects, (see section on the Infrastructure List below) where funds have a high likelihood of coming forward. Firm commitments can only be made once CIL is received by the District Council. This is because RDC cannot take out loans to fund CIL projects. The minimum amount funded will be £30,000, which is the maximum grant awarded from the CGS. Funding applications for smaller projects may be more appropriately funded through alternative schemes such as the CGS, PWLB, through the Local CIL or the Residual Fund.

### Infrastructure List

13. An Infrastructure List is a statement of the infrastructure projects or types of infrastructure which the charging authority intends will be, or may be, wholly or partly funded by CIL. This is a requirement of the [Infrastructure Funding Statement](#) (IFS) and is reviewed annually. At the time of publication of this document, the most up-to-date list of infrastructure requirements to support development identified through the Local Plan is set out in the [2019 IDP](#).
14. It is important to clearly identify what infrastructure is needed to deliver the development planned for by the Local Plan. Much of the infrastructure will be within the district boundary but other elements may cross boundaries, such as

High-Speed Rail and be deliverable by several providers and benefit development in more than one planning authority.

15. The IDP Schedule identifies infrastructure fundamental to the delivery of the objectives and spatial strategy of the Local Plan. It identifies both the infrastructure required to support the level and distribution of development proposed in the Local Plan and also those infrastructure improvements that are required to resolve existing deficiencies and promote sustainable communities.
16. Parish and town councils and infrastructure providers will be asked, on an annual basis, to provide a list of proposed infrastructure requirements to support development proposed through the Local Plan or where housing is built during the Local Plan period, This list should identify whether any identified infrastructure requirements proposed are of local impact only or can be demonstrated to have a wider strategic impact in Rother (e.g. building a local exercise facility might be local only, whereas road improvements on an “A” or “B” road may have a broader impact).
17. The priorities in the Infrastructure list will comprise of:
  - Long term maintenance/repair of Rother owned assets, where this is necessary to support development
  - New infrastructure to support development.
  - Projects with outside organisations where the projects are jointly funded, deliver a direct benefit and can be demonstrated to be necessary as a result of development.

### Funding Considerations<sup>3</sup>

18. The Charging Authority must be satisfied that value for money is being achieved. All applications should contain quotations for the proposed works and provide evidence of any other funding sources. Strategic CIL funding is conditional upon this requirement and an application may fail the validation process if the Council is not satisfied that the scheme represents value for money.
19. The Charging Authority recognises that large-scale projects seeking funding that is greater than the current amount available for CIL may be an issue. However, greater weight can be given to well-prepared large-scale projects accompanied by a project plan evidencing how much CIL is needed and how much should be set aside over successive periods.
20. It should be noted that the value of CIL contributions available for the Strategic CIL Allocations Panel to allocate is difficult to forecast and is subject to deductions and exemptions. Furthermore, CIL contributions are dependent on the commencement of the chargeable development which is also difficult to predict. Therefore, the allocation of future funding will always be considered subject to availability.

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<sup>3</sup> This is to be read in conjunction with the Assessment Criteria



21. It must be reasonably demonstrated in applications that all other funding options have been explored. It is unlikely that CIL will be granted unless this can be demonstrated.
22. A scheme would not need to be located in the Rother District to qualify for funding. However, the proposal must demonstrate a clear strategic benefit to residents and/or visitors of Rother. The proposal would need to demonstrate a clear link between the proposed infrastructure and new housing or retail development in Rother.
23. The [CIL Regulations](#) state that funds must be spent on 'infrastructure necessary to support growth'. Therefore, the Charging Authority is responsible for identifying infrastructure required to support strategic development and should avoid using CIL receipts to address the current insufficiencies in infrastructure provisions.

### Scoring of Proposals

24. There is a total of 18 'scored' questions on the application form, alongside other questions which are for informative purposes only (such as the location of the proposed infrastructure). The maximum total of points which can be awarded per proposal is 52 points. The final score will fall into one of the following categories:

- 0 – 12:**            *Recommendation that no CIL is allocated*  
**13 – 33:**          *Allocation of CIL is a low priority*  
**40 – 52:**          *Allocation of CIL is a priority*

25. A proposal scoring 13 or above does not signal a guarantee of funding. The scoring guidance is for internal discussion purposes only and assists the Strategic CIL Allocations Panel in grading and prioritising proposals. Whether a project does, in fact, receive CIL funding will depend on the infrastructure priorities identified in the Infrastructure List and IDP, the application for funding being made and the amount of CIL available at that time.
26. The Charging Authority recognises that whilst it may wish to secure the delivery of all infrastructure items, prioritisation is required. The [Infrastructure Delivery Plan 2019](#) classifies infrastructure requirements into three categories; desirable, important or critical. The Strategic CIL Allocations Panel is advised to give extra weight to proposals that are considered important or critical.

<b>IMMATERIAL</b>	Proposal does not support development taking place and does not accord with the overall spatial strategy objectives.
<b>DESIRABLE</b>	The infrastructure proposed does not support significant development taking place but will facilitate the delivery of the overall spatial strategy objectives.
<b>IMPORTANT</b>	The infrastructure proposed is required to support the planned development as well as overall spatial strategy objectives but does not need to be prioritised.

**CRITICAL**

The infrastructure proposed is critical to the delivery of planned development as well as the overall spatial strategy objectives and should be identified as a priority at the appropriate stage in relation to the implementation of the Core Strategy.

### Allocation of Funds

27. Approved CIL projects will be subject to a Funding Agreement that will need to be signed by both the Recipient and Funder (Charging Authority). It is not necessary for the Strategic CIL Allocations Panel to allocate the entire available spending balance at any one time. If schemes are not deemed important enough, the money shall not be allocated and reserved for schemes that are.
28. The release of funding payments will be agreed on a case by case basis; although payments of CIL will normally be made following the substantial completion of the works. The Charging Authority recognises that for larger projects instalments may be more appropriate, or on some occasions, may agree to upfront funding. However, all funding is conditional and subject to satisfactory works.
29. Following the allocation of funds, the CIL Officer will continue to liaise with the infrastructure providers to ensure that the projects are delivered. As per the Funding Agreement, the Charging Authority will require monitoring and reporting throughout the project, with a final report on completion.

### Annual Reporting

30. The regular infrastructure updates will feed into the annual Infrastructure Funding Statement, which will set out the income, expenditure and progress of the funded projects. The IFS will be approved by the Cabinet Portfolio Holder for Strategic Planning in liaison with the Cabinet Portfolio Holder for Finance and Performance Management and published on the Council's website before the 31<sup>st</sup> December each year to note the funded proposals and to approve the infrastructure priorities for the year ahead.

### Application process

31. Figure 1 below sets out how evidence on infrastructure need is gathered, how Strategic CIL is allocated and awarded, and finally reported.

Figure 1



32. The table below summarises the annual process in relation to CIL governance and spending. This timetable runs from December – December each year.

Month	Funding Protocol Key Milestones	Other CIL Responsibilities
January	<ul style="list-style-type: none"> <li>The Strategic CIL Allocations Panel will meet to discuss the Infrastructure List and shortlist infrastructure priorities/projects and recommend which ones should be invited to apply for funding.</li> <li>Shortlisted priorities/projects to be sent the application form and guidance pack.</li> </ul>	
March	<ul style="list-style-type: none"> <li>Application forms to be returned.</li> </ul>	
April	<ul style="list-style-type: none"> <li>CIL Officer to validate applications and check that all required information has been submitted.</li> <li>Strategic CIL Allocations Panel to meet and discuss applications and recommend which ones should receive Strategic CIL funding with onward recommendations to Cabinet.</li> </ul>	Local portion of the funds released (end of April)
May	<ul style="list-style-type: none"> <li>Cabinet to consider the recommendations of the Strategic CIL Allocations Panel with onward recommendations to Council.</li> </ul>	
June	<ul style="list-style-type: none"> <li>Council to consider the recommendations of Cabinet.</li> </ul>	
July	<ul style="list-style-type: none"> <li>Subject to sufficient Strategic CIL funds being available, further projects could be invited to apply for funding in agreement with the Strategic CIL Allocations Panel.</li> <li>Shortlisted priorities/projects to be sent the application form and guidance pack.</li> </ul>	
September	<ul style="list-style-type: none"> <li>Application forms to be returned.</li> </ul>	
October	<ul style="list-style-type: none"> <li>CIL Officer to validate applications and check</li> </ul>	Local portion of

Month	Funding Protocol Key Milestones	Other CIL Responsibilities
	<p>that all required information has been submitted.</p> <ul style="list-style-type: none"> <li>• Strategic CIL Allocations Panel to meet and discuss applications and recommend which ones should receive Strategic CIL funding.</li> <li>• Chief Executive to implement recommendations from CIL Allocations Policy.</li> <li>• Contact made with Infrastructure providers and Town and Parish Councils to identify infrastructure priorities for the year ahead, which will form the Infrastructure List.</li> </ul>	<p>the funds released (end of October)</p>
<b>November</b>		
<b>December</b>	<ul style="list-style-type: none"> <li>• Updates on all approved projects to feature in the annual IFS.</li> </ul>	<p>Annual IFS to be published on the Council's website by end of December.</p>

Successful projects will be required to enter into a Funding Agreement.

### Review

33. In the event that there are significant changes proposed to this protocol, these will be presented to Cabinet and Council for approval. It will not be necessary to seek Cabinet approval for minor or legislative changes. The Charging Authority continues to engage with other local authorities in relation to the implementation and spend of the Strategic CIL in the Rother District. The CIL Funding Decision Protocol and accompanying documents are not statutory documents and therefore have not been subject to a statutory consultation.



<b>For official use only</b>	
Date received:	_____
Received by:	_____
CIL Pot:	SP-B/SF-R/DF-B/DF-R/CC (delete as applicable)
Ref No:	CIL/_____

**COMMUNITY INFRASTRUCTURE LEVY  
APPLICATION FORM**

In order to help us process your application, please ensure:

- You read the Assessment Criteria before completing the application form.
- All questions are answered as fully as you can.
- Supporting information is submitted with your application, where relevant/requested.
- The declaration section at the end of the application form is completed and signed by an appropriate representative of the applicant group/organisation.

All applications and supporting information must be submitted to the CIL Officer.

If you have any queries about any part of the application, please contact the CIL Officer  
at [cil@rother.gov.uk](mailto:cil@rother.gov.uk).

**Organisation**

Name of organisation including any partners	
Key contact(s) and roles	
Postal address	
Phone Number	
Email Address	

## Project Overview

Project name	
Brief project description (no more than 100 words)	
Location of proposed development (please provide a site location plan with the site edged in red)	
Amount of CIL Funding Requested	
Total cost of the project	

## Strategic Case

No.	Question	Answer
1	Is the need for the scheme identified in any RDC adopted strategy or plan?	
2	How does the proposal demonstrate that it supports development of the area?	
3	What is the evidence of need for the proposed infrastructure?	
4	Which pot is this application applicable to?  (Choose either the RIF or IMF and Climate Emergency Bonus Fund if applicable)  See Q4 in the Assessment Criteria section.	<ul style="list-style-type: none"> <li>• Rother Infrastructure Fund Bexhill, or Rural</li> <li>• Infrastructure Matched Fund Bexhill, or Rural</li> <li>• Climate Emergency Bonus Fund</li> </ul>
5	Type of infrastructure item being applied for?  (Delete those that are not applicable)	<ul style="list-style-type: none"> <li>• Green infrastructure</li> <li>• Utilities</li> <li>• Transport</li> <li>• Community facilities</li> <li>• Education</li> </ul>

		<ul style="list-style-type: none"> <li>• Health</li> <li>• Emergency Services</li> <li>• Other (please specify): _____</li> </ul>
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**Local Benefits Case**

6	What are the direct and indirect benefits of the proposal?	
7	Please provide details of any consultation undertaken with the community or other stakeholders.	

**Environmental Impacts**

8	<p>Will your project if implemented have a negative, positive or neutral environmental impact? (Delete those that are not applicable)</p> <p>If there is anticipated to be an impact, please detail the level and type of impact this will have on the environment.</p>	<ul style="list-style-type: none"> <li>• Positive</li> <li>• Negative</li> <li>• Neutral</li> </ul>
9	Please detail any mitigation measures which are to be used in the project to minimise any negative impacts to the environment?	

## Equality and Fairness

10	With regard to the project, please explain how you have given consideration to the different needs of people and describe the steps that have been taken to minimise the potential for discrimination and maximise equality of opportunity.	
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## Delivery

11	Are there any risks associated with the delivery of the scheme?	
12	What would be the implications of CIL funding not being available?	

## Financial Case

13	Please provide a breakdown of the project costs and provide quotes to substantiate your figures where possible. Please outline the forecasted total cost of the project.	
14	Please provide a detailed summary of the total CIL funding required, including any payment phasing.	
15	Please indicate why CIL funding is being sought and outline the	



	source of any additional funding that has been secured or is being sought.	<p>Present other funding secured in the following or similar format:</p> <table border="1" style="width: 100%;"> <tr> <td style="width: 60%;">Source</td> <td></td> </tr> <tr> <td>Amount</td> <td></td> </tr> <tr> <td>Conditions Attached</td> <td></td> </tr> <tr> <td>Use by Date</td> <td></td> </tr> <tr> <td>Funding Confirmed</td> <td></td> </tr> </table>	Source		Amount		Conditions Attached		Use by Date		Funding Confirmed	
Source												
Amount												
Conditions Attached												
Use by Date												
Funding Confirmed												

**Time Scales**

16	What is the delivery timescale for the project? Please outline key milestones.	
17	What are the on-going costs of the project, who is responsible for these and how have these been planned for?	

Please ensure that any supporting documentation is attached to the application form.

## Declaration

I am authorised to submit this funding application on behalf of the organisation that I represent. To the best of my knowledge the information I have provided on this application form is correct. If circumstances change prior to this application being considered for CIL funding, the organisation that I represent will notify Rother District Council.

I confirm that all sections of the application form have been fully answered, and the following information will be provided with the application submission:

- evidence of the applicant groups constitution, where applicable
- evidence of consents/permissions obtained, where required
- quotes for project works
- evidence of other funding awards or applications submitted, where applicable
- any other relevant documentation to support the application proposal

Signed: .....

Position in applicant organisation: \_\_\_\_\_

Date: \_\_\_\_\_

Please submit the completed, signed form and any supporting documentation to the CIL Officer at [cil@rother.gov.uk](mailto:cil@rother.gov.uk).

## PRIVACY STATEMENT

The personal data collected on this form is necessary for processing your application for Community Infrastructure Levy (CIL) grant funding. This includes considering whether to grant the application and to ensure the effective management of CIL grant funding if approved.

If your application is unsuccessful then personal information will be retained for a period of up to 7 years after the application is refused. Your personal data shall then be deleted securely. If your application is successful then your data will be retained for the duration of the project applied for and for the full period in which the contract under which the monies are transferred is enforceable, and up to 7 years after the final CIL grant payment is made to the project. Your personal information will then be deleted securely.

Unless otherwise stated we will handle personal information in accordance with the Council's Privacy Policy, which can be found through our website at <https://www.rother.gov.uk/data-protection-and-foi/privacy-policy/>

## ASSESSMENT CRITERIA

Before Rother District Council can reach a decision to release funds from the Strategic Community Infrastructure Levy, it needs to be able to consider a range of information. The table below sets out the criteria in which the information provided in the Application Form will be considered against.

Q	PRO-FORMA QUESTION	KEY CONSIDERATIONS
1	<p>Is the need for the scheme identified in any RDC adopted strategy or plan?</p> <p>Up to 3pts available</p>	<p>Does the proposal have regard to any of the following?</p> <ul style="list-style-type: none"> <li>• Is the proposal identified in the Infrastructure Delivery Plan (2019) or subsequent updates or the Infrastructure Funding Statement (Infrastructure List)?</li> <li>• Does the proposal comply with the Core Strategy?</li> </ul>
2	<p>How does the proposal demonstrate that it supports development of the area?</p> <p>Up to 4pts available</p>	<p>The CIL Regulations state that funds must be spent on <i>'infrastructure necessary to support growth'</i>. The CIL should not be spent to remedy current insufficiencies in infrastructure provision unless those insufficiencies will intensify through new development. Proposals will score high if the project unlocks sites to enable development and is a catalyst for further development. It may be that the project enables other projects to come forward.</p> <p><u>Things to consider</u></p> <ul style="list-style-type: none"> <li>• Does the proposal meet the <a href="#">CIL Guidance</a>?</li> <li>• How does the proposal reflect the aims of CIL in so far as it helps bring forward development in the area? For example, a new access road may unlock a development site which can provide housing for the area.</li> <li>• Is the investment required to enable or mitigate the impacts of growth?</li> <li>• Are there any secondary effects such as increasing foot fall to local shops or shortens journey times?</li> </ul>
3	<p>What is the evidence of need for the proposed infrastructure?</p> <p>Up to 2 pts available</p>	<p>Does the proposal relate to any published strategies that your own organisation has in place? Proposals will score higher if the infrastructure is programmed into the organisation's infrastructure plan.</p>
4	<p>Which pot is this application applicable to?</p> <p>+1pt if applicable to one of the pots.</p> <p>+1pt if also applicable to the Climate Emergency Bonus Fund.</p>	<p>Does the proposal fit into any of the 3 funding pots?</p> <ul style="list-style-type: none"> <li>• Rother Infrastructure Fund (RIF) – can you demonstrate how the infrastructure scheme proposal meets the Local Plan and Corporate Plan objectives, and is it identified as critical infrastructure in the IDP? The RIF is split into two sub funds – one for Bexhill and one for rural Rother, each fund representing the actual CIL funds generated in those two areas and to fund infrastructure in each area.</li> <li>• Infrastructure Matched Fund (IMF) - the amount requested from the DF should be match-funded and can only be used in towns and parishes where housing is permitted and built with priority given to sites allocated in</li> </ul>

		<p>the Local Plan, as the purpose of CIL is to offset the impact of development. In addition, those projects with a wider impact could be funded by up to 100% from the IMF depending on whether and to what extent the project can truly demonstrate a wider infrastructure impact. The IMF will also be split into two sub funds – one for Bexhill and one for rural Rother, each fund representing the actual CIL funds generated in those two areas and to fund infrastructure in both areas. Funding from the IMF is not automatic and is dependent on a parish or town having a prioritised Infrastructure Plan.</p> <ul style="list-style-type: none"> <li>Climate Emergency Bonus Fund - In September 2019, RDC declared a climate emergency. It adopted an Environment Strategy in September 2020 and has committed to become a carbon neutral organisation and district by 2030. Can the project make a significant contribution to the reduction of carbon emissions or to the offsetting of carbon emissions and what will the bonus allow the project to do in addition to what is already proposed by the project, for example by meeting any of the carbon reduction outcomes listed in Appendix E? Please demonstrate in your submission how the proposal meets Environment Strategy's vision and pledges.</li> </ul>
5	Type of infrastructure being applied for? <b>+1pt if match made</b>	Does this meet the definition of infrastructure as categorised by the <a href="#">CIL Planning Practice Guidance</a> ?
6	What are the direct and indirect benefits of the proposal?  <b>Up to 4pts available</b>	<p>Proposals that score highly will have a profound positive effect on a wide range of users.</p> <p>A scheme would not need to be located in the Rother District to qualify for funding. However, the proposal must demonstrate a clear strategic benefit to residents and/or visitors of Rother.</p> <p>Things to consider:</p> <ul style="list-style-type: none"> <li>Would the project lead to any income generation?</li> <li>Does the project cover more than one Charging Authority and will the infrastructure serve areas beyond the local area, including neighbouring boroughs?</li> <li>Does the proposal offer wider as well as local benefits?</li> <li>Are there any indirect benefits? For example, a new leisure facility would provide a direct benefit to the community. However, an indirect benefit may be that obesity rates in the locality reduce.</li> </ul>
7	Please provide details of any consultation undertaken with the community or other stakeholders.  <b>Up to 3pts available</b>	<p>Proposals will score high if a range of consultation techniques have been used involving a wide range of stakeholders and end users over a sustained period of time and evidence demonstrates engagement has helped build consensus and identifying the needs of the community.</p> <p>Things to consider:</p>

		<ul style="list-style-type: none"> <li>• Is there community support/objection to this project?</li> <li>• Provide evidence of any petitions, campaigns, fundraising initiatives, consultation responses, community engagement techniques, letters of support etc.</li> <li>• How have any groups with 'protected characteristics' been consulted (see question 10)?</li> </ul>
8	<p>Will your project, if implemented have a negative, positive or neutral environmental impact?</p> <p><b>Up to 5pts (positive and negative available)</b></p> <p>If there is anticipated to be an impact, please detail the level and type of impact this will have on the environment.</p>	<p>The Climate Emergency is an issue that affects each and every one of us and it is vital that we all play a part in addressing it. All projects will be expected to demonstrate how they respond, regardless of whether they are seeking additional funding from the Climate Emergency Fund.</p> <p>Negative impact examples could include:</p> <ul style="list-style-type: none"> <li>• Increase in carbon emissions, reducing green space, etc</li> </ul> <p>Positive impacts could include: Improving air quality, biodiversity net gain, reducing carbon emissions and improving climate resilience (see Appendix E) etc</p>
9	<p>Please detail any mitigation measures which are to be used in the project to minimise any negative impacts to the environment?</p> <p><b>Up to 2 pts available</b></p>	<p>Examples of this could include:</p> <ul style="list-style-type: none"> <li>• Electric Vehicles</li> <li>• Renewable energy sources</li> <li>• Recycled products, etc</li> </ul>
10	<p>With regard to the project, please explain how you have given consideration to the different needs of people and describe the steps that have been taken to minimise the potential for discrimination and maximise equality of opportunity.</p> <p><b>Up to 4 pts available</b></p>	<p>The Public Sector equality duty covers the following protected characteristics age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex and sexual orientation.</p> <p>The purpose of identifying equalities issues and assessing the impact is to help make sure that the project reflects the needs of the all sections of the community.</p> <p>Proposals will score high if all opportunities to promote equality have been taken and no potential for discrimination or adverse impact to equality or missed opportunities have been identified.</p> <p>Things to consider:</p> <ul style="list-style-type: none"> <li>• Identify which groups will be affected by the proposal.</li> <li>• Identify any positive/negative impacts for the 'protected' groups?</li> <li>• Are any 'protected' groups more affected by the proposal than others, is so why?</li> </ul> <p>How can any negative impacts be mitigated?</p>
11	<p>Are there any risks</p>	<p>List the key risks involved in running the project and how</p>

	<p>associated with the delivery of the scheme and how they are mitigated?</p> <p><b>Up to 5pts available</b></p>	<p>those risks will be managed. Proposals will be awarded greater weight if there is a strong certainty of delivery, costs identified, funding in place planning approved (where relevant) and political and community support for the proposal.</p> <p>Things to consider:</p> <ul style="list-style-type: none"> <li>• Are there any physical and environmental impacts (e.g. flood risk, contamination, biodiversity, noise, etc.) that need to be mitigated?</li> <li>• Is the project dependent on other projects going ahead?</li> <li>• Has a risk assessment been carried out?</li> <li>• Does the proposal require any land to be secured? Are there any ownership, acquisition or compulsory purchase order issues?</li> <li>• Will the proposal require planning permission or any other statutory approvals or licenses? If so, has advice been obtained?</li> </ul>
12	<p>What would be the risks if CIL funding not being available?</p> <p><b>Up to 2 pts available</b></p>	<p>Where it can be satisfactorily demonstrated that the infrastructure would not otherwise be delivered unless CIL funding can be secured and the absence of CIL will cause significant risks, the proposal will score high.</p> <p>Things to consider:</p> <ul style="list-style-type: none"> <li>• Would investment reduce on-going costs placed on the council and local community in the long-term?</li> <li>• What would be the impact if investment was delayed (additional cost)?</li> </ul>
13	<p>Please provide a breakdown of the project costs and provide quotes to substantiate your figures where possible. Please outline the forecasted total cost of the project.</p> <p><b>Up to 3pts available</b></p>	<p>The Charging Authority must be satisfied that value for money is being achieved. It is therefore advised that all applications should contain more than one quote for the proposed works. CIL funding is conditional upon this requirement. Projects which are accompanied by a detailed cost plan will be awarded greater weight as it demonstrates that the project has been fully researched and considered.</p>
14	<p>Please provide a detailed summary of the total CIL funding required, including phasing.</p> <p><b>Up to 3 pts available</b></p>	<p>The charging authority recognises that large scale projects seeking funding that is greater than the current amount available for CIL may be an issue. However, greater weight can be given to well-prepared large-scale projects accompanied by a project plan evidencing how much CIL is needed and how much should be set aside over successive plan periods.</p>
15	<p>Please indicate why CIL funding is being sought and outline the source of any additional funding that has been secured or is being sought.</p> <p><b>Up to 3 pts available</b></p>	<p>It must be reasonably demonstrated that all other funding options have been explored. It is unlikely that CIL will be granted unless this can be demonstrated. Greater weight will be given to proposals which are only partly reliant on CIL and the majority of funding has been secured.</p> <p>Things to consider:</p> <ul style="list-style-type: none"> <li>• What other sources of funding have been considered</li> </ul>

		<p>and applied for. Please highlight or explain where other possible funding sources have been considered insufficient.</p> <ul style="list-style-type: none"> <li>• Is the proposal expected to see any Section 106 funding?</li> <li>• Is there a remaining funding shortfall? If so, how much? How will the shortfalls in funding be met?</li> </ul>
16	<p>What is the delivery timescale for the project? Please outline key milestones.</p>	<p>Please outline whether the scheme is:</p> <ul style="list-style-type: none"> <li>a) Short term – within five years <b>+3 pts</b></li> <li>b) Medium term – between five to 10 years <b>+2 pts</b></li> <li>c) Long term – more than 10 years <b>+1pt</b></li> </ul>
17	<p>What are the on-going costs of the project, who is responsible for these and how have these been planned for? <b>Up to 3 pts available</b></p>	<p>Things to consider:</p> <ul style="list-style-type: none"> <li>• Can on-going costs be covered by warranties?</li> <li>• Are on-going costs covered by another organisation?</li> <li>• Does the proposed infrastructure provide opportunities to generate income to meet the future costs?</li> </ul>

**Max 52 points available**

### VALIDATION CHECKLIST

To be completed by Community Infrastructure Levy Officer.

	REQUIREMENT	PROVIDED
1	The project has been shortlisted from the Infrastructure List or IDP.	
2	Application form completed, including a response to each question.	
3	The organisation applying has the legal right to deliver the proposed infrastructure.	
4	The proposal meets the requirements to be eligible for CIL funding.	
5	The proposal would not duplicate funding secured through Section 106.	
6	Scheme has a total value which exceeds £30,000.	
7	Quotes for the proposed works have been submitted.	
8	Site location plan with line edged in red for the location of the proposed scheme is provided.	
9	<p>Evidence has been provided which demonstrates the seven key areas of assessment have been considered in full:</p> <ol style="list-style-type: none"> <li>1. <i>The Strategic Case</i></li> <li>2. <i>The Local Benefits Case</i></li> <li>3. <i>Environmental Impacts</i></li> <li>4. <i>Equality and Fairness</i></li> <li>5. <i>Delivery</i></li> <li>6. <i>The Financial Case, and</i></li> <li>7. <i>Timescales</i></li> </ol>	



## Identification of key Infrastructure Sectors

Sector	Infrastructure Type	Lead Body <sup>3</sup>
Transport	Road Network Rail Network Public Transport Cycling and Walking Infrastructure	East Sussex County Council Highways England Sustrans Network Rail Train operating companies Bus operating companies Community Transport operators
Community Infrastructure	Community, Arts, Culture and Leisure Adult Social Care and Supported Accommodation Libraries Cemeteries and Places of Worship	Rother District Council East Sussex County Council Parish Councils
Education	Nursery Education Primary and Secondary Education Further and Higher Education	East Sussex County Council Further Education Colleges
Health	Health Care (Acute Care and General Hospitals, Psychiatric Hospitals, Primary Care Services and Ambulance Services)	NHS Sussex Hastings and Rother Clinical Commissioning Group (CCG)
Environment	Management of watercourses and waterbodies Water quality Designated sites	Environment Agency East Sussex County Council Rother District Council Neighbouring Authorities
Green Infrastructure	Sports Centres and Pitches Parks, Open Space and Play Areas	East Sussex County Council Rother District Council High Weald AONB Joint Advisory Committee
Flood Defence	Flood defences	Environment Agency East Sussex County Council Rother District Council
Utility Services	Water and Waste Water Energy Supply (gas, electricity and renewable energy) Telecommunications Waste Management	Southern Water South East Water National Grid UK Power Networks Southern Gas Networks East Sussex County Council
Emergency Services	Police Service Fire Service Ambulance Service	East Sussex Fire and Rescue Service Sussex Police South East Coast Ambulance Services

How does the project proposal make a significant contribution to the reduction of carbon emissions or to the offsetting of carbon emissions?

Carbon Neutral Outcomes	What does this mean in simple terms?	Project Example (this list is not exhaustive)
Reduce carbon emissions from commercial, industrial and public sector organisations, and promote a circular economy	A 'circular economy' is where materials are kept in circulation as long as possible to minimise resource extraction – this includes recycling, reuse and the use of recycled content in new products.	Reuse of an existing building, rather than building a new one, to provide access to services locally.
Help Rother households reduce their carbon footprint and make more sustainable choices	Reductions in energy usage or embedded energy content, particularly household utilities and goods purchased.	Creation of community allotments for a local food growing scheme.
Reduce emissions from transportation including people and goods	Reduce travel miles whenever possible, and switch to low carbon alternatives when not.	New pedestrian and cycle paths to improve links around and to town centres and into the countryside.
Expansion of renewable energy	Increase the amount of energy that is produced from renewable sources.	Installation of a district heating system.
Climate resilient communities, landscapes and infrastructure	Improving the community's ability to withstand the expected effects of climate change, including rising sea levels and more frequent extreme weather events.	Installation of flood defences in a coastal community; Adaptation of community buildings to facilitate multi-use functions such as improved access to facilities, health services or work space.
Increase carbon drawdown through natural and engineered climate solutions	Actively reducing carbon dioxide levels in the atmosphere by removing and sequestering.	Creation of new or improvement of existing areas of woodland to enhance carbon drawdown from the atmosphere.