

CABINET
08 May 2014 at 7.00 pm

Further to the recent despatch of agenda and papers for the above meeting, please find an item which the Chairman has agreed to take as an urgent matter and recommendations from the Advisory Committees marked to follow:

6. **Recommendations from the Cabinet Advisory Committees** (Pages 1 - 2)
- a) Safeguarding Policy ((Housing & Community Safety Advisory Committee, 29 April 2014)
 - b) Community Safety Action Plan (Housing & Community Safety Advisory Committee, 29 April 2014)
10. **Flood Support Schemes** (Pages 3 - 60)



In accordance with Section 100B (4) of the Local Government Act 1972, the Chairman has agreed to accept this report as an urgent matter and the Chairman of the Scrutiny Committee has been satisfied that the making of this key decision is urgent and cannot reasonably be deferred pursuant to Regulation 11 of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012.

Reason for Urgency:

Government funding is available for people who suffered flooding this Winter and it needs to be distributed as quickly as possible. The scheme guidelines have been drafted urgently following the very recent receipt of the grant guidelines from Government therefore missing the five clear day publication of the agenda and the Key Decision notice with the required 28 days. The decision needs to be taken as soon as possible so as not to delay access to funding for those in need and the next meeting of the Cabinet is not until June 2014.



Indicates a Key Decision



indicates a matter to be referred to Council

To assist in the speedy and efficient despatch of business, Members wishing to obtain factual information on items included on the Agenda are asked to enquire of the appropriate Director or Contact Officer named on a report prior to the day of the meeting. Should you require a copy of this agenda or any of the reports listed on it in another format please do not hesitate to contact the Democratic Services Team as set out below.

For any other queries concerning this agenda or the meeting please contact:

The Democratic Services Team (01732 227241)

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RECOMMENDATIONS FROM CABINET ADVISORY COMMITTEES

- a) Sevenoaks District Community Safety Strategy & Action Plan 2014/15 (Minute 39, Housing & Community Safety Advisory Committee – 29 April 2014)

The Chief Officer for Communities and Business presented a report which sought approval for the adoption of the Sevenoaks District Community Safety Strategy & Action Plan 2014-15, which took into account the Strategic Assessment undertaken during September 2012 and October 2013 as well as more recent data where available. Members' attention was brought to the replacement Plan which contained updated information and had been circulated after the agenda, and it was noted that this version was the version being submitted to the Cabinet at its meeting on 8 May 2014.

In response to a question about the links between unemployment and re-offending, Officers confirmed that one of the initiatives within the Action Plan focused on providing positive incentives for younger people serving short custodial sentences. Officers also referred to targeted projects to prevent younger people entering the youth justice system.

A Member questioned why the eight priorities referred to were not ranked. The Chief Officer for Communities and Business explained that the priorities were, inevitably, weighted differently by the various agencies. However, she advised that each of the priorities had emerged from a systematic impact assessment process which had involved scoring the various issues against specific criteria details of which were contained within the Strategic Assessment which could be accessed via the Council's [website](#).

The Chairman invited Mr. John Morrison to address the Committee. Mr. Morrison co-ordinated a Speed Watch Group in Sevenoaks and welcomed the support received from SDC, urging Councillors to become involved in their local Speed Watch schemes. Maintaining the enthusiasm of trained volunteers and lack of response to warning letters sent by the Police were some of the issues facing the Group. Mr Morrison called upon the Police to address the 'enforcement gap' by deploying Neighbourhood Police teams to apprehend offenders. He commented that the adverse impact of speeding vehicles on local communities was not properly reflected by casualty and crash statistics. The Chairman thanked him for his comments and confirmed that the matter would be looked into by the Road Safety Working Group.

Public Sector Equality Duty

Members noted that consideration had been given to impacts under the Public Sector Equality Duty.

Resolved: That it be recommended to Cabinet that the Sevenoaks District Community Safety Action Plan be adopted.

- b) Safeguarding Policy For the Protection Of Children And Vulnerable Adults (Minute 40, Housing & Community Safety Advisory Committee – 29 April 2014)

The Chief Officer for Communities and Business presented a report which contained an updated and refreshed Safeguarding Policy which would enable the Council to more effectively meet its responsibilities to safeguard children and vulnerable adults under s.11 of the Children's Act 2004 and guidance published by the Department of Health and

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Kent County Council in relation to vulnerable adults. Members' attention was brought to the replacement Appendix 1 and updated Policy which had been circulated after the agenda was despatched - reflecting legislation brought into effect this month. It was noted that this version was the version being submitted to the Cabinet at its meeting on 8 May 2014.

Public Sector Equality Duty

Members noted that consideration had been given to impacts under the Public Sector Equality Duty.

Resolved: That it be recommended to Cabinet that the updated Safeguarding Policy for the protection of children and vulnerable adults be adopted.

FLOOD SUPPORT SCHEMES

Cabinet – 8 May 2014

Report of Chief Officer Communities & Business

Status: For Urgent Decision

Key Decision: Yes

Executive Summary: This report sets out information about the Repair and Renew Grant.

The Government is making funding available to this Council to fund the scheme, which will help properties and businesses in the District who have been affected by flooding put flood resilience measures in place to reduce the risk of future flooding.

Members are asked to agree Guidelines for this Council to administer the Repair and Renew Grant.

This report supports the Key Aim of Supporting and developing the local economy and the Community Plan Vision for Safe & Caring Communities, a Green & Healthy Environment and a Dynamic & Sustainable Economy.

Portfolio Holder Cllr. Roddy Hogarth

Contact Officer(s) Simon Davies Ext. 7374

Recommendation to Cabinet: That the guidelines for the Council's Repair and Renew Grant, as set out at Appendix B, are agreed and authority to approve grants be delegated to the Portfolio Holder responsible for economic development and emergency planning.

Reason for recommendation: Properties and businesses in the District suffered damage from flooding between December 2013 and March 2014. This Council has been allocated funding by DEFRA towards the Repair and Renew Grant. There is no ceiling to the funding, which is for a maximum of £5,000 per property. The Council will pay funding out and then claim back quarterly from DEFRA.

Introduction and Background

- 1 Members will be aware that the winter of 2013/14 has been the wettest winter on record for the UK since records began in 1910. Between 1 December 2013 and 31 March 2014, there was widespread flooding across the country and homeowners and businesses in the Sevenoaks District were impacted by flooding.
- 2 The Government set out guidance notes to provide information on schemes to help homeowners and businesses recover from adverse weather since 1 December 2013. The guidance notes are set out at Appendix A. The guidance notes set out four schemes to assist homeowners and businesses:

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- a. The Repair and Renew Grant.
- b. Business Rates Flooding Relief.
- c. Council Tax Discounts.
- d. Business Support Scheme.

3 Guidance notes for the Business Flood Support Scheme were agreed by Cabinet 6 March 2014.

Repair and Renew Grant - Appraisal Process

- 4 We are now able to proceed with the Repair and Renew Grant as we have enough information from DEFRA to do so. Officers have drafted some scheme guidelines and they are set out at Appendix B. The draft guidelines reflect the parameters set out in DEFRA's guidance notes (Appendix C) and this Council's Code of Practice for Grant-making (Appendix D). Members are asked to agree the guidelines.
- 5 The Council will be expected to forward fund applications and claim back from DEFRA on a quarterly basis. There is no upper ceiling for the amount that can be claimed, but all funds must be claimed from DEFRA by 31 March 2015. It is therefore proposed that applicants must have claimed their grants in full by 31 December 2014.
- 6 DEFRA requests that participating Councils maintain a spreadsheet of each grant application received, setting out those applications approved, those refused funding, the value of funds paid out and the value of overall commitments.
- 7 Applications will be appraised case-by-case on a first come, first served basis. Applications for grants will be appraised according to the following criteria:
 - i. The extent to which the business has been affected by flooding between 1st December 2013 and 31 March 2014;
 - ii. Whether the proposed resilience measures are appropriate for the nature of flooding experienced;
 - iii. That the application represents value for money;
 - iv. Whether any other known flood defence schemes have been committed to in the same area;
 - v. Whether the applicant has received other public or insurance funds for the same measures;
 - vi. Whether applicant businesses comply with state aid legislation;
 - vii. The eligibility of applicants.

Recommended Level of Grant

8 The maximum level of grant as set out by DEFRA is £5,000 per applicant. The Council's Code of Practice for Grantmaking sets out a minimum grant of £100.

Recommended Conditions

9 It is recommended that grants be made subject to the following conditions:

- Businesses must have a bank account.
- All appropriate legal agreements, insurances and processes needed to deliver works are in place, or will be in place by the time the work commences, including any necessary planning, building regulations or other permissions.
- Any grant awarded will be used only for the improvements set out in the application and will be ring-fenced for this purpose. It must not be used for any other purpose.
- A third party independent survey is undertaken to advise the most appropriate flood resilience measures for properties or businesses.
- For works not yet undertaken, three quotations are provided for the cost of the items claimed. If an applicant is not going with the cheapest quote, they need to say why.
- Payment will be made once works have been completed. A claim form will be provided that can be submitted, along with an invoice for works completed, to claim funding awarded.
- If application is for works already completed, a copy of invoice for works completed must be submitted.
- Works must be completed and claimed by 31 December 2014.
- Evidence of flooding to properties or business premises must be provided.
- Publicity materials must acknowledge Sevenoaks District Council's support.
- Applicants should make every effort to ensure that the grant applied for does not duplicate any claim made to or paid by an insurance company. If it is found that this funding duplicates any such claim, the funding must be repaid to the Council.

Key Implications

Financial

Funding for the Repair and Renew Grant has been allocated by the Government.

The Council will be required to forward fund this and claim back from Government retrospectively.

Resources (Non-financial)

The work connected with the Repair & Renew Grant administration will require additional staff time, which will need to be found from within existing resources.

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Legal Implications and Risk Assessment Statement.

There are no legal or human rights issues relating to this report.

Risk	Mitigation
The Council pays for works completed but DEFRA does not repay the full amount	The Council has in place a robust application and appraisal process in line with DEFRA's guidance. The deadline for applicants to complete works and submit a claim to SDC is 31 December 2014 – three months before DEFRA's claim deadline.
Applicants claim for works that are not eligible under the Scheme.	DEFRA's list of measures to be supported is provided on the application form. Applicants will be asked to secure a survey from an independent third party.
Insurance claims made by applicants may duplicate this funding.	Applicants will be asked to confirm that the expenditure is not covered by their insurance policies. If it is subsequently found that the funding does duplicate an insurance payment, the funding will be clawed back by the Council.

Equality Impacts

A full Equality Impact Assessment has been undertaken and is summarised below:

Consideration of impacts under the Public Sector Equality Duty:		
Question	Answer	Explanation / Evidence
a. Does the decision being made or recommended through this paper have potential to disadvantage or discriminate against different groups in the community?	No	The Repair and Renew Grant assists properties and businesses that have been affected by flooding.
b. Does the decision being made or recommended through this paper have the potential to promote equality of opportunity?	No	The grant scheme will provide funding for those properties and businesses flooded in the 2013/14 most at risk of future flooding.

Consideration of impacts under the Public Sector Equality Duty:		
Question	Answer	Explanation / Evidence
c. What steps can be taken to mitigate, reduce, avoid or minimise the impacts identified above?		No negative impacts identified

Sustainability Checklist

A sustainability checklist has been completed and no negative impact has been identified.

Conclusions

Government funding has been provided that will assist businesses affected by flooding from 1 December 2013. Members are asked to agree Guidelines for this Council to distribute this funding to businesses affected by flooding in the District.

Appendices

Appendix A – HM Government – Flood Support Schemes – Guidance Notes

Appendix B – Repair & Renew Grant draft guidelines

Appendix C – DEFRA’s Repair & Renew Grant guidance notes

Appendix D – SDC’s Code of Practice for Grantmaking

Background Papers:

[HM Government – Flood Support Schemes – Guidance Notes](#)

Sevenoaks District Council Code of Practice for grant-making (Appendices A & D)

Lesley Bowles
Chief Officer Communities & Business

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Flood Support Schemes

Guidance Note



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Introduction

1. This guidance note provides information for local authorities, businesses and homeowners on schemes that have been announced by the Prime Minister to help homeowners and business recover from the adverse weather since 1st December 2013.
2. It sets out the eligibility criteria for these funds and provides high-level guidance to local authorities who will be responsible for administering these schemes in local areas.
3. The support is for the impacts of flooding between 1 December 2013 and 31 March 2014 and not, for instance, from the failure of a water main, internal water systems or the failure of a sewerage system (unless the failure was itself caused by the adverse weather conditions). As a guide the definition of flood from Section 1 of the Flood & Water Management Act 2010 is at Annex A.

Support for businesses:

Businesses that have been flooded since December 2013 will qualify for:

- 100% business rate relief for three months, regardless of how long they were flooded¹.
- Business support scheme which is available to support small and medium sized businesses to develop and implement business recovery plans.
- The new repair and renew grant which will provide financial support to pay for work that improves a property's ability to withstand future flooding.

Businesses in flood affected areas that have not been flooded themselves, but have been negatively impacted by the floods will be eligible for support from their local authority from the new business support scheme.

Help for homeowners:

People whose home has been flooded will be eligible for:

- A council tax rebate, funded by £4 million to councils
 - The new repair and renewal grant which will provide financial support to pay for work that improves a property's ability to withstand future flooding.
4. The following chapters set out further details on these support schemes with advice on State Aid implications at annex C.
 5. The costs of the schemes are to be funded by Government. A grant will be provided for the business support scheme. For council tax up to £4m of support for discounts will be made available through an application process. For the business rate relief and repair and renewal grants the Government will reimburse these costs for local

¹ Limited to where the rateable value of the hereditament on that day was less than £10 million

authorities. We will discuss the administrative costs with representatives of the Local Government Association as an urgent priority to properly understand what is needed.

6. This support is in addition to existing schemes offering support for local authorities and farms.

Bellwin Scheme

Emergency financial assistance available to local authorities in England incurring expenditure above a qualifying threshold in response to an emergency or disaster involving destruction of, or danger to, life or property.

Severe Weather Recovery Scheme

As scheme to help fund recovery costs incurred by Councils on activities to support their communities and on local highway infrastructure repairs arising from the impact of the east coast tidal surge on 5th and 6th December and severe weather up to 7th February 2014.

Farming Recovery Fund

A £10million one-off grant scheme designed to support farm businesses to restore flooded agricultural land and bring it back into production as quickly as possible. The fund is aimed at helping farmers introduce lasting and sustainable flood prevention measures to help secure future production once land is restored.

Chapter One - The Repair and Renew Grant

Introduction

1. The Prime Minister announced on 12 February 2014 a new scheme to provide grants of up to £5,000 to homeowners and businesses that had been flooded. The repair and renew grant *is being provided to fund additional flood resilience or resistance measures for homes and businesses that have been flooded since 1st December 2013.*
2. Local authorities will administer this scheme and this chapter provides guidance to authorities about the operation and delivery of the scheme.
3. This Guidance does not replace existing legislation or any other scheme and applies to England only.
4. This is a one-off scheme to cover needs arising from the flooding of Winter 2013-14. Alongside this announcement the Government is continuing to work with the insurance industry to consider how resilient repair could be funded and targeted in the future, in the context of developing proposals for Flood Re, the proposed solution for affordable flood insurance for domestic properties, in order to ensure that high-risk households are supported to prepare for severe weather and flooding in the future.

What does this mean if I am a business / householder?

5. Businesses or homeowners that have been flooded will wish to consider whether they might be eligible for a flood resilience grant. If they think they may be eligible, they should contact their local authority to find out what next steps they need to take.
6. We recognise that making repairs to your property after a flood can be a stressful and complex process. We will work with local authorities, insurers and other relevant professionals to put in place a joined-up approach to assessments, and to ensure that homes and businesses are offered the right solutions to meet their needs.
7. Grants are intended only to fund measures which improve the property's resilience or resistance to flooding, over and above repairs that would normally be covered by insurance. Where resilient repairs can be provided at the same cost as standard like-for-like repairs, insurers should act to encourage take-up as part of the standard reinstatement process.
8. Discussions about how best to make the process work for customers are currently underway. Affected local authorities will make more information available about how the process will operate in their areas as the details are finalised.
9. There is more information at annex B for homeowners and businesses who want to find out more about the kind of measures that might be suitable for their property.

What does this mean for local authorities?

10. All homeowners and businesses that have suffered flood damage between 1 December 2013 and 31 March 2014 may be eligible for a grant. Local Authorities will need to work with the local Environment Agency Area office to identify where exceptions may apply (for example where the property is due to benefit from a planned flood defence scheme).
11. However, in order to ensure value for money, properties will not be eligible if they are due to benefit from a planned community-level scheme that would reduce the level of flood risk below 'significant', rendering the measures unnecessary. The Environment Agency must have announced plans for the scheme and be due to complete it within the next five years (i.e. before December 2018).
12. In addition, where households are currently benefitting from an existing or agreed Property Level Protection scheme additional funding should only be used to take the whole package up to a maximum value of £5000. Local Authorities will need to work with the Environment Agency Area office and the Lead Local Flood Authority to identify these properties, and how much additional funding they could be eligible for.
13. Government will work with affected Local Authorities alongside the insurance industry and other technical specialists over the next few weeks in order to agree a clear process to enable the delivery of surveys, work needed and the grant payments.

Detailed Information

How will the grants be provided?

14. It will be for individual local billing authorities to adopt a local scheme and decide in each individual case whether to provide a grant and at what level. The Government will reimburse local authorities that provide flood resilience grants to affected homeowners and businesses in line with the eligibility criteria set out in this chapter (using a grant under section 31 of the Local Government Act 2003).

Which properties will benefit from repair and renewal grants?

15. The funding is for the impacts of flooding from the recent adverse weather conditions and not, for instance, from the failure of a water main, internal water systems or the failure of a sewerage system (unless the failure was itself caused by the adverse weather conditions). As a guide the definition of flood from Section 1 of the Flood & Water Management Act 2010 is at annex A.
16. Homeowners and businesses which were flooded in whole or in part between 1 December 2013 and 31 March 2014 as a result of the adverse weather conditions will be eligible to apply.
17. The property should not be due to benefit from a planned community-level scheme that would reduce the level of risk below 'significant', rendering the measures unnecessary. The Environment Agency must have announced plans for the scheme and be due to complete it within the next five years (i.e. before December 2018). The local Environment Agency Area Office will be able to advise on this.

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18. Where households are currently benefitting from an existing or agreed Property Level Protection scheme additional funding should only be used to take the whole package up to a maximum value of £5000. Again, the local Environment Agency area office should be able to advise on this.
19. A package of works should be identified following a survey by a competent professional. Only works identified through this process will be covered by the grant. The details of the process are still under discussion, but we would encourage surveyors and other competent professionals to make use of the standard property level protection template jointly developed in 2012 by Defra, the Association of British Insurers (ABI), the Chartered Institute of Loss Adjusters (CILA) and the Environment Agency ([the flood risk report](#)).
20. Where appropriate, all products should ideally carry the BSI kitemark for flood protection products (PAS1188) or similar standards.
21. In order to reduce the risk of fraud, payment of the grant will be subject to the production of evidence that the agreed measures have been appropriately installed.

How should this link with insurance sector?

22. The Government expects close engagement between local authorities and the insurance sector to ensure that there is a clear process to enable the delivery of surveys, work needed and the grant payments.
23. The scheme is a contribution towards making properties more resilient to future flooding, which will help ensure they get the best possible deal for flood insurance in future. Alongside this announcement the Government is continuing to work with the insurance industry to consider how resilient repair could be funded and targeted in the future, in the context of developing proposals for Flood Re, the proposed solution for affordable flood insurance for domestic properties.

How much grant will be available?

24. The grants made available will be up to £5,000 (to include the cost of the survey), depending on whether the survey identifies sufficient appropriate resilience measures.
25. There will be exceptions where a property is due to benefit from a planned community-level scheme that would reduce the level of risk below 'significant', rendering the measures unnecessary or where a property is currently benefitting from an existing or agreed Property-Level Protection scheme.
26. Grants will be payable to the person responsible for the fabric of the property, normally the property owner.

What can the grant be spent on?

27. Grants are intended to fund additional measures over and above the costs of repairs that would normally be covered by insurance. Where resilient repairs can be provided

at the same cost as standard like-for-like repairs, insurers should act to encourage take-up as part of the standard reinstatement process.

28. Grants are not intended to cover standard repairs or to provide compensation. They must be used only for improvements to the fabric of the premises that would have the impact of reducing the impact and cost of subsequent flooding on the property.

29. The cost of the survey will be covered as part of the grant.

Who will undertake surveys?

30. A package of works should be identified following a survey by a competent professional.² Only works identified through this process will be covered by the grant. The details of the process are still under discussion, but we would encourage surveyors and other competent professionals to make use of the standard property level protection template jointly developed in 2012 by Defra, the Association of British Insurers (ABI), the Chartered Institute of Loss Adjusters (CILA) and the Environment Agency ([the flood risk report](#)).

31. Government will work with affected Local Authorities alongside the insurance industry and other technical specialists over the next few weeks in order to agree the detail of the scheme and ensure there is a clear process to enable the delivery of surveys, work needed and the grant payments.

32. In order to reduce the risk of fraud, payment of the grant will be subject to the production of evidence that the agreed measures have been appropriately installed.

Contact information

33. Enquiries on this measure should be addressed to:

floodresiliencegrant@defra.gsi.gov.uk

Robbie Craig 020 7238 1547

² To illustrate what we mean by 'competent professional', this would generally be a surveyor able to demonstrate that he or she is covered by appropriate professional indemnity insurance and is registered with an appropriate institution e.g. the Institution of Civil Engineers, the Royal Institution of Chartered Surveyors, the Chartered Institute of Water and Environmental Management, the Association of Building Engineers or similar.

Chapter Two - Business Rates Flooding Relief

Introduction

1. The Prime Minister announced on 12 February 2014 a new business rates relief for properties that have been flooded. Local authorities will administer this business rates “flooding relief” and this chapter provides guidance to authorities about the operation and delivery of the relief.
2. This Guidance does not replace existing legislation or any other relief and applies to England only.

What does this mean if I am a business?

3. Businesses that have been flooded will wish to consider whether they might be eligible for this relief. If they think they may be eligible, they should contact their local authority to find out what next steps they need to take.

What does this mean for local authorities?

4. Local authorities should administer this business rates “flooding relief” in line with the guidance set out in this chapter. The Government anticipates that local authorities will wish to move quickly to support those businesses affected. Where an authority is satisfied that a business meets the criteria they should grant the relief automatically.

Detailed information

How will the relief be provided?

5. As this is a temporary emergency measure the Government is not changing the legislation around the reliefs available to properties. Instead the Government will reimburse local authorities that use their discretionary relief powers (under section 47 of the Local Government Finance Act 1988 (as amended by the Localism Act)) to grant relief in line with the eligibility criteria set out in this chapter. It will be for individual local billing authorities to adopt a local scheme and decide in each individual case when to grant relief under section 47. Central government will fully reimburse local authorities for the local share of the discretionary relief (using a grant under section 31 of the Local Government Act 2003). The Government expects local government to grant relief to qualifying ratepayers.
6. Central government will fully reimburse billing authorities and those major precepting authorities within the rates retention system for the actual cost to them under the rates retention scheme of the relief that falls within the definitions in this chapter. Further details on that process will be provided in due course.

Which properties will benefit from relief?

7. The Government will fund 100% rate relief for three months, for those hereditaments which meet the following criteria:

For any day between 1 December 2013 and 31 March 2014:

- i. the hereditament has been flooded in whole or in part as a result of adverse weather conditions; and
 - ii. on that day, as a result of the flooding at the hereditament, the business activity undertaken at the hereditament was adversely affected; and
 - iii. the rateable value of the hereditament on that day was less than £10 million.
8. In considering whether the business activity has been adversely affected, local authorities should consider the impact of the flooding in the full context of all business activities undertaken at the hereditament. Very small or insignificant impacts should be ignored.
9. The funding is for the impacts of flooding from the recent adverse weather conditions and not, for instance, from the failure of a water main, internal water systems or the failure of a sewerage system (unless the failure was itself caused by the adverse weather conditions). As a guide the definition of flood from Section 1 of the Flood & Water Management Act 2010 is at Annex A.
10. The scheme applies to all types and uses of non-domestic hereditaments (other than those occupied by the Billing Authority).

How much relief will be available?

11. Funding will be provided to authorities for the 3 months of relief granted starting on the day the hereditament first met the criteria set out in paragraph 8. The 3 months relief will apply irrespective of how long the flooding or adverse business impacts last.
12. Where a hereditament has been flooded more than once and business activities are adversely impacted, only one period of 3 months relief will be funded and should be applied from the first date on which the criteria in paragraph 8 were met.
13. Councils may use their discretionary powers to offer further discounts outside this scheme (and under the rate retention scheme, 50 per cent of the cost would be locally funded and 50 per cent funded by central government).
14. In calculating the cost of the relief to be refunded to the local authority, the Government will assume that all other reliefs have first been applied, including the retail relief where applicable.
15. This relief should be calculated ignoring any prior year adjustments in liabilities which fall to be liable on the day.

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16. Ratepayers that occupy more than one property may be granted relief within the scheme for each of their eligible properties.

Splits, mergers, and changes to existing hereditaments

17. Where a new hereditament is created as a result of a split or merger from a hereditament which for the day immediately prior to the split or merger met the criteria in paragraph 7, funding will be provided to allow relief to be given for the remaining balance of the three months.

Change of ratepayer

18. Funding for rate relief will continue to be given following a change of ratepayer. In other words, the relief should run with the property rather than the ratepayer. .

Empty Properties

19. The scheme does not cover relief for any hereditament which was empty at the time it was flooded as there was no business activity on the premises at the time. Where a hereditament becomes empty after the flood then it will receive the normal 3 or 6 months (as applicable) empty property rate free period or will continue to receive the balance of the flooding relief.

How will the relief work in Enterprise Zones?

20. Where a property is eligible for Enterprise Zone relief, that relief should be granted and this will be funded under the rates retention scheme by a deduction from the central share. If a property in an Enterprise Zone is not eligible for Enterprise Zone relief, or that relief has ended, Flooding Relief may be granted in the normal way, and this would be reimbursed by grant under section 31 of the Local Government Act 2003. Local authorities should not claim funding for Flooding Relief on properties which would otherwise qualify for Enterprise Zone government funded relief.

What about properties removed from the rating list from flooding?

21. Seriously damaged property may be taken off the ratings list. Where a property is removed from the rating list the ratepayer is not liable for business rates. Where as a result of the floods the property is removed for more than 3 months that property will not require rates relief. Where it is less than 3 months rate relief should be provided so in total the occupier gets 3 months equivalent where they are not liable for rates.

Contact information

22. Enquiries on this measure should be addressed to:

ndr@communities.gsi.gov.uk

Junaid Azam 030 344 43598

Chapter Three - Council Tax Discounts

Introduction

1. The Prime Minister announced on 19 February 2014 that funding of up to £4m will be available to local authorities in support of Council Tax Discounts for homes that have been flooded. This chapter provides guidance to authorities about the operation and delivery of the support.

What does it mean if I am a Householder?

2. If you are a householder whose house has been flooded by the winter severe weather events you may consider asking your local authority for a discount from Council Tax.

How will the discounts be provided?

3. Local authorities can use powers under section 13A of the Local Government Finance Act 1992 to grant council tax discounts on properties affected by flooding. It allows local billing authorities the flexibility to grant reductions or exemptions on an individual basis or for a class of council taxpayers. It is up to local authorities to decide whether to use this power. Central Government do not need to approve this.

What does this mean for local authorities?

4. In usual circumstances it would fall to local authorities to fund any reduction from council tax which is granted. For this scheme, local authorities will be able to claim support through the Department for Communities and Local Government for Council Tax Discounts to homes that have been flooded.

Detailed information

5. Department of Communities and Local Government will provide £4 million for this scheme, which based on current figures should enable local councils to offer a council tax rebate of at least three months for flooded properties.
6. We will review our assessment in due course to see whether it is possible within the funding envelope to support councils to offer rebates longer than 3 months
7. Central government support to local authorities will be provided upon application through grant funding. Further details on that process will be provided in due course.

Which properties will benefit from relief and for how long?

8. Local authorities have discretion to grant council tax discounts as they see fit. It is also up to local authorities to decide which homes receive council tax discounts in their areas and the duration of that relief.

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What will the Government Fund and how much?

9. Government support of up to £4m will be provided to help fund council tax discounts to properties that have been flooded.

What if the cost of council tax discounts is more than £4m?

10. The current Environment Agency assessment of flooded homes suggests that £4m might fund Council Tax discounts of up to six months. We will work with local authorities to ensure funding is directed where it is needed.

Contact information

11. Enquiries on this measure should be addressed to:

COUNCIL.Tax@communities.gsi.gov.uk

Peter Reilly 030 344 42092

Chapter Four - Business Support Scheme

Introduction

1. The Prime Minister announced on 17 February 2014 a new scheme to support all small and medium sized business in flood affected areas that have been impacted by the floods and suffered a significant loss of trade. Local authorities will administer this business support funding and this chapter provides guidance to authorities about the operation and delivery of that fund.
2. This Guidance does not replace existing legislation or any other relief and applies to England only.

What does this mean if I am a business?

3. Businesses that have been flooded or whose business has been adversely affected by flooding and sit within a local authority area which has experienced flooding will wish to consider whether they might be eligible for this fund. If they think they may be eligible, they should contact their local authority to find out what next steps they need to take.
4. Support from this fund will be available to support small and medium sized businesses to develop and implement business recovery plans. Eligible businesses will be able to claim for costs which could include immediate clean-up costs, materials, exceptional business costs (such as hire of drying equipment) and temporary accommodation to enable these businesses to continue trading. Business continuity planning and marketing costs may also be covered.

What does this mean for local authorities?

5. Local authorities should administer this business support scheme as quickly as possible and will need to decide whether there should be an application process and if so what form it should take.
6. We are deliberately keeping the scheme simple, so that local authorities have the flexibility to meet the needs of businesses in their area. We expect, in turn, that this encourages councils to provide support to affected businesses quickly and with the minimum of bureaucracy.
7. Local authorities will decide on a case-by-case basis who they wish to give support to, within the parameters set out in this guidance document. The Government anticipates that local authorities will wish to move quickly to support those businesses affected by the floods. Where an authority is satisfied that a business meets the criteria they should consider granting support.
8. Local Authorities will need to work closely with local businesses to ensure that support through the scheme does not duplicate that provided by individual insurance cover or other funding schemes.

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9. Local authorities are also asked to make sure that existing business support schemes – national and local – are targeted to help those business most in need, working with their Local Enterprise Partnerships and BIS Local to achieve this. We would request local authorities keep a record of the businesses assisted through this fund.

Detailed information

How will the grant be provided?

10. Central government will provide provisional allocations to local authorities based on the extent of businesses in their local areas who have been affected by the floods (using a grant under section 31 of the Local Government Act 2003).

11. A list of initial Business Support Scheme allocations can be found at Annex D.

Which businesses will benefit from this grant?

- i. *Only* businesses affected by coastal and inland flooding since 1st December 2013 will be eligible for funding.
- ii. Eligible businesses are those that have sustained hardship and significant loss of trade as a result of the floods, but it is not to be used for rewarding poor business practice (e.g. if a business has not put any insurance arrangements in place) or for routine business expenses or costs that are recoverable elsewhere.
- iii. Unlike the business rate relief and the repair and renewal grant, this business support scheme can also be used to support businesses which have been indirectly impacted by the floods.
- iv. The grant covers direct and indirect impacted businesses within flood affected areas. It does not cover loss of trade suffered by businesses outside of directly affected areas.
- v. By direct impacts we mean that business has suffered direct damage and loss to premises, equipment and/or stock and has been unable to trade normally as a result of flooding
- vi. By indirect impacts we mean business has had no or highly limited access to premises, equipment and/or stock as a result of flooding, restricted access to customers and suppliers and suffered significant loss of trade.
- vii. In considering whether the business activity has been adversely affected, local authorities should consider the impact of the flooding in the full context of all business activities undertaken at the hereditament. Very small or insignificant impacts should be ignored.
- viii. The scheme applies to all types (other than those occupied by the Billing Authority) and uses of non-domestic hereditaments.

What will the grant be used for?

12. It is for local authorities to determine the type of things to provide grant for but could include: non-recoverable insurance excesses for repair or replacement of buildings, equipment and stock; removal of debris, additional business accommodation or extra staff costs; structural surveys, security measures, additional marketing, exceptional costs to improve access to/for suppliers and customers etc.
13. The funding is for the impacts of flooding from the recent adverse weather conditions and not, for instance, from the failure of a water main, internal water systems or the failure of a sewerage system (unless the failure was itself caused by the adverse weather conditions). As a guide the definition of flood from Section 1 of the Flood & Water Management Act 2010 is at Annex A.

How much grant will be available?

14. Local authorities will have discretion on the maximum payments to individual businesses with funding from the scheme but we want to make authorities aware that in other similar recovery schemes the average claims were c. £2,500 per business.

Contact information

- 4.14 Enquiries on this measure should be addressed to:

enquiries@bis.gsi.gov.uk

Business Support Helpline 0845 600 9006

Annex A – Definition of Flood

Section 1 of the Flood & Water Management Act 2010

1(1) “Flood” includes any case where land not normally covered by water becomes covered by water.

(2) It does not matter for the purpose of subsection (1) whether a flood is caused by—

- (a) heavy rainfall,
- (b) a river overflowing or its banks being breached,
- (c) a dam overflowing or being breached,
- (d) tidal waters,
- (e) groundwater, or
- (e) anything else (including any combination of factors).

(3) But “flood” does not include—

- (a) a flood from any part of a sewerage system, unless wholly or partly caused by an increase in the volume of rainwater (including snow and other precipitation) entering or otherwise affecting the system, or
- (b) a flood caused by a burst water main (within the meaning given by section 219 of the Water Industry Act 1991).

Annex B – Possible Measures

1. The kinds of measures that could be considered are set out below. This is an indicative list; different measures will be appropriate for different properties at different stages in the repair process. The list includes both resistance measures (designed to keep the water out) and resilience measures (internal modifications intended to reduce the cost of any damage from flood water).
2. There is also a lot of useful advice on the Environment Agency [website](#) but the best starting point for those who are new to understanding flood risk is the National Flood Forum website. The National Flood Forum website sets out a [step-by-step](#) process for householders and links to a wide range of other sources of information, including the [“Blue Pages”](#), which list a range of flood products and service providers.
3. The site includes a [Property-Protection-Adviser](#), which will give a clear idea about the kind of measures that might need to be fitted and their likely cost. The Adviser asks users a few simple questions about the property and will produce a tailored report that takes into account the age and type of property. Although the flood resilience grant will only be paid out following completion of a survey, homeowners may want to consider using the Adviser to get a better understanding of the likely recommendations.

Indicative list of possible measures

Property level-measures	Indicative cost range £s ³
Airbrick Cover	20-40
Sewerage Bung	30-50
Toilet Pan Seal	60-80
Self-closing airbrick	50-90
Non-return valves 12mm overflow pipe	70-110
Silicone gel around openings for cables etc.	80-120
Repair mortar	80-120
Non-return valves 40mm utility waste pipe	80-120
Re-pointing external walls with water resistant mortar	150-250
Waterproof external walls	200-400
Sump Pump	400-600
Non-return valves 110mm soil waste pipe	550-650
Demountable Door Guards	500-900
Demountable Window Guards	500-900
Replace sand-cement screeds on solid concrete slabs (with dense screed)	670-740
Replace ovens with raised, built-under type	700-780

³ Adapted from *Establishing the Cost Effectiveness of Property Flood Protection: FD2657*, JBA Consulting for Defra, 2012.

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Replace mineral insulation within walls with closed cell insulation	720-800
Move electrics well above likely flood level	760-840
Replace chipboard flooring with treated timber floorboards	920-1020
Mount boilers on wall	1080-1200
Automatic Door Guards	1000-2000
Move service meters above likely flood level	1620-1800
Garage/Driveway Barrier	2000-3000
Replace floor including joists with treated timber to make it water resilient	3490-3850
Replace gypsum plaster with water resistant material, such as lime	4280-4740
Replace chipboard kitchen/bathroom units with plastic units	5000-5520
Install chemical damp-proof course below joist level	6250-6910
Replace timber floor with solid concrete	8210-9070

Annex C – State Aid

1. The Government has announced three tiers of support for business affected by the recent flooding, being: repair and renewal grant, business rates relief scheme, and a business support scheme.
2. State Aid law is the means by which the European Union regulates state funded support to businesses. It does not affect support for householders.
3. Providing discretionary support from the repair and renewal grant, business rates relief scheme, and a business support scheme is likely to amount to State Aid. However, support will be State Aid compliant where it is provided in accordance with the De Minimis Regulations (1407/2013), is block exempted under GBER (1998/2006) or approved by the Commission.
4. The De Minimis Regulations allow an undertaking to receive up to €200,000 of cumulative De Minimis aid in a three year period (consisting of the current financial year and the two previous financial years).
5. Local authorities should familiarise themselves with the terms of this State Aid exemption, in particular the types of undertaking that are excluded from receiving De Minimis aid (Article 1), the relevant definition of undertaking (Article 2(2)) and the requirement to convert the aid into Euros .
6. To administer De Minimis it is necessary for the local authority to establish that the award of aid will not result in the undertaking having received more than €200,000 of De Minimis aid. Therefore, authorities should enquire when considering whether to grant flooding support if the undertaking is in receipt of any other De Minimis aid (including any other support, such as retail business rate relief). Note that the threshold only relates to aid provided under the De Minimis Regulations (aid under other exemptions or outside the scope of State Aid is not relevant to the De Minimis calculation).
7. ***Where an authority is satisfied that the support to be provided will not lead to the De Minimis level for the undertaking being exceeded then full support available under the three flood support schemes can be provided immediately.***
8. ***Where the De Minimis level may be exceeded then support up to that limit may be initially granted immediately.***
9. There may be some instances where a business is entitled to a level of support above the De Minimis level, perhaps as a result of being in receipt of their quota of De Minimis Aid through other means. In order to ensure that these businesses can also be fully supported, the Government are notifying these flood support schemes to the European Commission.
10. The purpose of the notification is to make sure that there are no instances of individual businesses being turned away from the proposed support. The approval of the notification will act as assurance to local authorities that the state aid they are awarding above the De Minimis level is legal. The government will inform local

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authorities following the approval of the notification. However, no aid can be awarded against the scheme until approval has been given.

11. Once approved, aid given to companies for whom De Minimis aid does not cover the full value of the aid should be awarded as part of the notified scheme. Note that the notification will only authorise aid given due to flooding, and not for other types of support, such as other business rate relief or grants.
12. Local authorities should keep records of all the undertakings who receive flooding relief aid. Local authorities should report to sapu@bis.gsi.gov.uk on the total number of undertakings, split by micro, SME and Large enterprise who have received support above the De Minimis limit per local authority. The total amount per local authority should also be reported.
13. Where local authorities have further questions about De Minimis or other aspects of State Aid law, they should seek advice from their legal department in the first instance.

Annex D – Business Support Scheme Allocations

1. These allocations represent the first tranche of funding from our £10 million Business Support Scheme. We recognise that we need to work with councils to build up a more detailed picture of business need in local areas, including with councils that are not on the initial allocation list below. That is why we have held back a second tranche of funding to distribute in March and will be working with councils prior to then to build up a more detailed picture of need, particularly in more recently flooded areas.

County	Local Authority	Allocation Tranche 1
	Cornwall	317500
	Isles of Scilly	12500
Devon	North Devon District	22500
Devon	East Devon District	10000
Devon	Teignbridge District	22500
Devon	West Devon District	20000
Devon	Mid Devon District	12500
Devon	South Hams District	55000
Dorset	Christchurch District (B)	20000
Dorset	West Dorset District	62500
Dorset	East Dorset District	50000
Dorset	North Dorset District	150000
Bournemouth	Bournemouth (B)	70000
Somerset	West Somerset District	17500
Somerset	Taunton Deane District (B)	85000
Somerset	South Somerset District	20000
Bath and North East Somerset	Bath and North East Somerset	32500
Gloucestershire	Stroud District	20000
Gloucestershire	Tewkesbury District (B)	55000
Gloucestershire	Gloucester District (B)	35000
Wiltshire	Wiltshire	82500
Swindon	Swindon (B)	12500
Hampshire	Basingstoke and Deane District (B)	65000
Hampshire	New Forest District	20000
Hampshire	East Hampshire District	15000
Hampshire	Winchester District (B)	40000
Hampshire	Test Valley District	55000
Hampshire	Havant District (B)	25000
Isle of Wight	Isle of Wight	25000
West Sussex	Arun District (B)	15000

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West Sussex	Chichester District (B)	10000
East Sussex	Wealden District	12500
Kent	Tunbridge Wells District (B)	15000
Kent	Sevenoaks District	172500
Kent	Tonbridge and Malling District (B)	185000
Kent	Canterbury District (B)	37500
Kent	Dover District	12500
Kent	Maidstone District (B)	290000
Kent	Swale District (B)	35000
Kent	Dartford District (B)	10000
Essex	Tendring District	17500
Essex	Uttlesford District	22500
Hertfordshire	Three Rivers District	12500
Hertfordshire	Dacorum District (B)	22500
Hertfordshire	East Hertfordshire District	125000
Hertfordshire	St. Albans District (B)	32500
Hertfordshire	Welwyn Hatfield District	75000
Hertfordshire	Watford District (B)	10000
Buckinghamshire	Wycombe District	35000
London	Croydon	10000
London	Bromley	22500
London	Hillingdon	10000
London	Bexley	17500
Surrey	Waverley District	50000
Surrey	Tandridge District	27500
Surrey	Runnymede District (B)	102500
Surrey	Guildford District (B)	15000
Surrey	Reigate and Banstead District (B)	67500
Surrey	Mole Valley District	17500
Surrey	Elmbridge District (B)	55000
Surrey	Spelthorne District (B)	35000
<i>Berkshire</i>	Reading (B)	22500
<i>Berkshire</i>	Slough (B)	17500
<i>Berkshire</i>	West Berkshire	50000
<i>Berkshire</i>	Windsor and Maidenhead (B)	67500
Oxfordshire	South Oxfordshire District	15000
Oxfordshire	Cherwell District	10000
Oxfordshire	Oxford District (B)	30000
Worcestershire	Malvern Hills District	32500
Worcestershire	Worcester District (B)	57500
Herefordshire	County of Herefordshire	20000
Shropshire	Shropshire	22500
Norfolk	North Norfolk District	67500
Norfolk	Great Yarmouth District (B)	35000
Norfolk	King's Lynn and West Norfolk District (B)	10000
Suffolk	Suffolk Coastal District	55000
Suffolk	Waveney District	145000

Lincolnshire	Boston District (B)	320000
North Lincs	North Lincolnshire (B)	255000
Hull	City of Kingston upon Hull (B)	230000
East Riding	East Riding of Yorkshire	182500
<i>West Yorkshire</i>	Wakefield District (B)	27500
North Yorkshire	Scarborough District (B)	162500
	Redcar and Cleveland (B)	22500
	Gateshead District (B)	75000
	Newcastle upon Tyne District (B)	17500
	North Tyneside District (B)	30000
	Northumberland	15000
Cumbria	Copeland District (B)	30000
Cumbria	Allerdale District (B)	15000
<i>Merseyside</i>	Wirral District (B)	20000
TOTAL		5067500

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Sevenoaks District Council
Repair & Renew Grant

SCHEME GUIDELINES

Please read the following Guidelines carefully before completing the application form. If you have any queries regarding the application process, please contact Simon Davies at Sevenoaks District Council, Argyle Road, Sevenoaks, Kent, TN13 1HG. Tel: 01732 227000.

Email grants@sevenoaks.gov.uk.

Funding of up to £5,000 per property per application is available to flood affected homes and business premises to put flood resilience measures in place to reduce the risk of or minimise the impact of future flooding. Collaborative applications, where a street or row of properties have been flooded and would like to work together to establish more appropriate solutions, can be submitted based on a contribution of £5,000 per property.

Please note we can only accept one application per property.

We may be able to pay your supplier directly if you are not able to pay for works yourself and then reclaim. Please speak to us directly to discuss your requirements.

1. WHAT ARE THE SCHEME'S PRIORITIES?

The Scheme provides funding to put flood resilience measures in place for homes and business premises damaged by flooding between 1st December 2013 and 31st March 2014.

2. WHO CAN APPLY?

The owners of the following premises are eligible:

- Residential properties where habitable internal areas of the premises have been damaged by flooding between 1st December and 31st March 2014.
- Businesses (including social enterprises) and charitable organisation properties where internal areas of the premises which are critical to the day to day operations of the business have been damaged by flooding between 1st December 2013 and 31st March 2014.
- Static caravans where they are the primary residence.

3. HOW MUCH AND WHAT CAN I APPLY FOR?

The most we will award for any one application is £5,000. The minimum grant is £100:

- 100% of the costs (including VAT) of purchasing and installing appropriate resilience measures from the following list :
 - Professional surveys of premises to identify flood risks
 - Flood risk reports
 - Listed building consent
 - Airbrick covers
 - Self-closing airbricks
 - Sewerage bungs
 - Toilet pan seals
 - Non-return valves
 - Silicone gel for openings around cables
 - Water resistant repair mortar
 - Repointing external walls with water resistant mortar
 - Waterproofing external walls
 - Replacing sand-cement screeds on solid concrete slabs
 - Replacing gypsum plaster with water resistant materials
 - Sump pumps
 - Demountable or automatic door guards
 - Permanent flood doors
 - Demountable window guards
 - Septic tank resistance or resilience measures
 - Kitchen flood resilience works
 - Replacing flooring and joists with treated timber
 - Installing chemical damp-proof courses
 - Replacing timber floors with solid concrete
 - Garage/driveway barriers
 - Other measures (as identified by independent survey)

4. WHAT ARE THE MAIN CONDITIONS?

By applying, you are confirming that you comply with the terms and conditions. The main conditions include:

- You or your business must have a bank account.
- All appropriate legal agreements, insurances and processes needed to deliver the required improvements are in place, or will be in place by the time the work commences, including any necessary planning, building regulations or other permissions.
- Any grant you are awarded will be used only for the improvements set out in your application and will be ring-fenced for this purpose. It must not be used for any other purpose.
- A third party independent survey is undertaken to advise the most appropriate flood resilience measures for your property.
- For proposed works to be undertaken, please supply three quotations for the cost of the items you are claiming for. If you are not going with the cheapest quote, please say why.
- Payment will be made once works have been completed. A claim form will be provided that can be submitted, along with an invoice for works completed, to claim funding awarded.
- If you are applying retrospectively for works completed, please supply copy of invoice for works completed.
- Works must be completed and claimed by 31 December 2014.
- You will be required to submit evidence of flooding to your property or business premises.
- All publicity materials must acknowledge Sevenoaks District Council's support.
- Applicants should make every effort to ensure that the grant applied for does not duplicate any claim made to or paid by an insurance company. If it is found that this funding duplicates any such claim, the funding must be repaid to the Council.

5. WHAT WE WILL NOT FUND

We will not grant the following:

- Claims for flooding that occurred before 1 December 2013 or after 31 March 2014.
- Businesses that have not put any insurance arrangements in place;
- Routine business expenses or costs that are recoverable elsewhere;
- Storage sheds or warehouses;
- Impacts of flooding as a result of:
 - Failure of a water main
 - Failure of an internal water system
 - Failure of a sewerage system (unless this failure was caused by the adverse weather conditions)

6. HOW WILL THE COUNCIL ASSESS YOUR PROJECT?

The appraisal process will look at:

- The extent to which you or your business has been affected by flooding between 1 December 2013 and 31 March 2014.
- Whether the proposed resilience measures are appropriate for the nature of flooding experienced.
- That the application represents value for money (eg through provision of like-for-like quotes).
- Whether any other known flood defence scheme has been committed to in the same area.
- Whether the applicant has received other public or insurance funds for the same measures.
- Whether applicant businesses comply with state aid legislation.

If you require any assistance, please contact:

Simon Davies, Partnership and Project Officer, on 01732 227000

Return by post to the address below, with all supporting papers:

**Simon Davies, Communities & Business Team, Sevenoaks District Council,
Council Offices, Argyle Road, Sevenoaks, Kent TN13 1HG**

Repair and Renew Grant

Objective of the RRG: The Repair and Renew Grant (RRG) is due to be launched on the 1st April 2014. The RRG will be delivered by Local Authorities in flood affected areas, using a grant under section 31 of the Local Government Act 2003 (LAs will implement and recover costs from Defra). Defra have outlined a proposed delivery framework (as basis for discussion and agreement), for Local Authorities to operate their own local schemes at their discretion.

Purpose of the Fund: The RRG will provide flood affected homes and business premises with up to £5,000 of grant funding to establish flood resilience measures to reduce the risk of future flooding and/ or minimise the impact of future flooding. We estimate the total fund value to be c. £35 m based on an estimated number of flooded properties. All properties flooded between the 1st December 2013 and 31st March 2014 are eligible for support.

Eligibility: The owners of the following premises are eligible for RRG;

- *Residential properties (including accommodation such as static caravans where primary residence, **defined as location registered on electoral role**) where habitable internal areas of the premise have been damaged by flooding between the 1st December 2013 and the 31st March 2014.*
- *Business (including social enterprise) and charitable organisation properties where internal areas of the premise which are critical to the day to day operations (i.e. not storage sheds or warehouses) have been damaged by flooding between the 1st December 2013 and the 31st March 2014.*

Criteria:

- The interior of applicant's home or business premises must have been damaged by flooding (as defined in the Flood and Water Management Act) between December 2013 and March 2014 (as defined above).
- The applicant must not have received other sources of public or insurance funding to establish the same resilience measures applied for (such as Property Level Protection scheme).
- Business applicants will need to comply with state aid requirement (a per annex C of the Flood Support Schemes guidance at https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/284174/Flood-Support-Schemes-guidance.pdf a notification is being sought for all support provided through the flooding response, although likely to be de minimis for the RRG as not directly related to repair/ recovery works)
- Applicants should utilise advice on the Property Protection Adviser website (<http://nationalfloodforum.org.uk/property-level-protection-community-tool/>), and other sources of information referenced in this guidance, to help select the most appropriate resilience and/ or resistance measures for the nature of the flood risk to their property.
- **Properties who will benefit from a wider community flood defence scheme which will be completed prior to the winter (October/ November) 2014 (negating any value that may be gained from any RRG aid) are not eligible to apply.**

Timing: Applicants can apply from the 1st April 2014. Recognising that each flooded area is at very different stages of recovery, no application end date is specified. However, Local Authorities should please ensure that the RRG is fully implemented and funds claimed by no later than the 31st March 2015. We may be unable to fund claims after this date.

What Can Apply For: Up to £5,000 grant funding towards 100% of the costs (including VAT) of purchasing and installing appropriate resilience measures from the eligible list identified in the guidance.

Should an applicant choose to implement measures in excess of £5,000, the cost must be met from alternative resources.

Collaborative Applications: It is also anticipated that collaborative applications to establish community level resilience and/ or resistance measures will be supported. For example, where a street of properties would like to work together to establish a more appropriate solution for all (based on a contribution of up to £5,000 per premise). Local Authorities can accept/ facilitate collaborative applications of this nature should they wish to/ at their discretion.

Guidance on Flood Resilience and Resistance Measures: An applicant is not required to seek professional advice prior to making an RRG application. However, an applicant could mistakenly select resilience and/ or resistance measures that will be of limited benefit to them. Therefore, it is requested that where possible, Local Authorities please provide local advice in their application guidance to inform the selection of the most appropriate measures for the type of flooding encountered.

In addition, should an applicant choose to commission a professional survey prior to making an application, they can retrospectively claim up to £500 towards the cost as part of their subsequent application (as part of the total £5,000 available grant).

Retrospective Applications: Due to the nature of the flooding across the country, many people are at very different stages of recovery. For example, many of those who experienced flooding due to the tidal surge in December have already (or are in the process of) implemented repairs, which may include the purchase and installation of some of the resilience and/ or resistance measures that will be eligible for the RRG support. In contrast, those properties flooded for a long period of time in areas such as Somerset may take many months to dry out and be in a position to implement the measures supported by the grant scheme.

The ABI have raised some concerns regarding the timing of the launch of the RRG, and the potential timescales it may take to reach a decision thereafter. They have stated that a number of people have informed insurance companies that they do not want to proceed with repair works to premises until they know if they can access the RRG support, so they can include flood resilience and/or resistance measures as part of these works (over and above any insurance repairs). This could cause a significant delay to people being able to return to their home or for businesses to return to normal trade.

Therefore, it is proposed that the RRG accepts retrospective applications for consideration where;

- *An applicant has been flooded after the 1st December 2013 and they have purchased and installed flood resilience and/ or resistance measures which are eligible for support through the RRG, where and they can demonstrate they ensured vfm.*
- *Where an applicant needs to progress repair works prior to the launch of the RRG, or a decision on their application can be reached, they can purchase and install eligible resilience and/ or resistance measures and apply for grant funding afterwards. Any incurred costs would be at the applicants own risk, subject to retrospective approval of their application*

Section 31 Payment to Local Authorities: Once a Local Authority has confirmed it would like to implement the RRG in their area, Grant agreements, including payment terms, will be issued.

Local Authority Reporting: It is requested that each Local Authority maintain a record (such as a spreadsheet) of each grant applications received, and for those approved the value of the grant awarded and the resilience and/ or resistance measures applied for. For rejected applications, the reason for rejection should please be noted.

Local Authorities will be asked to please report headlines at the end of each month such as the number of applications received, number approved, value of funds paid out to date, and value of overall commitments.

Three Quotes for Proposed Works

The template guidance identifies that an applicant should submit three quotes with their application to demonstrate value for money. Or if a retrospective application they should state how they had ensured they had achieved value from money when purchasing the resilience and/ or resistance measures installed.

However, we realise that where an applicant would like their insurance company's contractor to undertake the resilience and/ or resistance works as part of repairs it will not be possible to gain three quotes. In addition, some Local Authorities have indicated it may not always be possible for an applicant to find 3 quotes depending on the equipment to be purchased.

A Local Authority can (at your discretion) take an alternative approach to verifying costs, for example, through a qualified person in a Local Authority checking that the costs are valid/ in line with expectations for the works proposed, or through a lower number of required quotes required in line with any other existing grant schemes you may operate/ Council's procurement policy.

Impact of the RRG on Flood Grant in Aid Business Case Assessments

As part of the national flooding response to assist those affected by the extreme weather encountered in the winter of 2013/14 (to address extenuating circumstances), the RRG has been introduced as a one off grant scheme. Measures installed in homes and businesses that flooded during the winter 2013/14 using the RRG will offer some mitigation of flood risk and help people to improve the resilience of their properties. However, we recognise that in most cases such measures will not provide a dependable long-lasting solution to flood risk. It will therefore normally be the case that future FCERM grant-in-aid applications and business cases for projects to reduce risk to communities where RRG has been made available will be unaffected

Communications/ PR

No significant national PR is planned for the 1st April launch. A press notice will be issued to regional media only and the Defra communications team will tweet to announce the launch of the grant. In addition, some Defra Ministers are due to be interviewed in the next few days about flooding recovery (such as a Radio 4 interview later this week), and we expect RRG to be raised. The Minister for flooding will be visiting Cornwall on 31st-1st April which may attract some regional media and present opportunities for the RRG to be publicised however this won't been known in advance. If we start to receive requests for media interviews around the launch date we will let Local Authorities know, and ask that Defra Comms Team liaise with Local Authority Comms teams.

Mystery Shopper

The Cabinet Office are undertaking a mystery shopper assessment of all of the various flood response schemes. We understand that this will include the RRG, with Cabinet Office

checking websites for information available (with the other flood schemes) prior to the 1st April launch, and then the delivery of the scheme thereafter.

Teleconference Session: Local Authorities are invited to a teleconference session to discuss any early implementation issues between 10.30 and 11.30 on Friday 4th April. If you would like to join, please call 0800 917 1956 Passcode 28936907#. Capacity on the teleconference system has been increased.

Contact: For further information or to discuss implementation of the RRG in your area please contact Roger Allonby. Roger can be contacted on 01905 768 854, 07917750455, roger.allonby@defra.gsi.gov.uk.

Frequently Asked Questions

Is there a total RRG budget?

Anyone who was flooded between the 1st December and the 31st March 2014 who meet the definition and criteria as outlined above are eligible for a grant of up to £5,000. The RRG budget will be sufficient to ensure that all those eligible, and that Local Authorities approve for support can receive the grant.

Will Local Authorities be paid an admin fee?

DCLG are currently exploring how admin costs for implementing the RRG can be supported, working with the LGA to identify what the level of costs may be (establishing an evidence base). If you do have an evidence of previous schemes, or thoughts on admin costs, please send to Roger Allonby (roger.allonby@defra.gsi.gov.uk) who will share with CLG colleagues.

Can applicants claim for seeking relevant consents, such as listed building consent?

As the RRG will support 100% of costs up to £5,000 (including VAT) towards the provision of eligible resilience and/ or resistance measures, the cost of seeking relevant consents (such as listed building consent) can be included.

Is the list of eligible items definitive or can different items be accepted?

To ensure some consistency of what people can apply for (to avoid claims of a postcode lottery), we would like to keep the list of eligible items the same as far as possible. However, if there are items missing that you would like added, please let us know and we will add and redistribute.

If a Local Authority intends to facilitate collaborative community schemes as an alternative to the property level grant (for example, working with a street of affected properties to establish a community level solution) then the funds can be used to establish a bespoke solution as appropriate.

Can a Local Authority offer a free survey?

Yes. Some Local Authorities have indicated that they have other resources available, and would like to offer a free survey to applicants. However, if a Local Authority would like to offer a survey, to then be claimed back as part of an RRG cost (part of the £5,000), prior approval/ request will be required from the applicant. The RRG funds are capital. Professional fees can be capitalised on a project by project basis (where leads to the capital expenditure). However, grant funds could not be ring fenced for a general survey service provided by a Council, as this would be a revenue cost.

Can a Local Authority procure providers of resilience and resistance measures to undertake the works and pay directly?

Yes as your Council's own procurement policies and processes allow. A number of Local Authorities have indicated that they would like to procure providers to undertake works on

behalf of applicant and pay the supplier directly. This will reduce VAT costs (as Local Authorities may be able to reclaim), and assists those applicant who may not be able to pay for works and then claim back.

Can Local Authorities pay applicant suppliers directly?

Yes as your Council's own procurement policies and processes allow. Some Local Authorities have asked if they can pay an applicant's suppliers directly to help those who may not be able to pay for works and then reclaim.

What level of Local Authority can deliver the scheme (upper or lower tier)?

As a number of Local Authorities either have existing delivery arrangements in place, or are developing cross Council arrangements, there is no stipulation as to what level of Authority can deliver the RRG. Local Authorities can establish individual or collective arrangements as best meets local circumstances.

Can a Local Authority change the name of RRG locally?

We recognise that some Local Authorities are already delivering a range of protection support, and would cause confusion to introduce a different separately branded scheme. In addition, a number are using one application form/ process for people to apply for the range of available recovery support (council tax/ business rate relief, business support, and the RRG etc). Therefore, you do not need to locally brand the scheme as Repair and Renew depending on your local circumstances. However, as there is likely to be some national media coverage of the fund, and in some locations some applicants are aware of the scheme, you need to please ensure that they do not think that that there are multiple opportunities to apply for the same £5,000 support. In addition, in terms of reporting on delivery to Defra, we would please need RRG specific information.

Proposed Application Process

Stage 1 – Application	
Purpose	<p>The application form will gather the key information required to appraise the application, such as;</p> <ul style="list-style-type: none"> • Applicant details • The reason why the property flooded to assess why resilience measures proposed (from eligible list) are the most appropriate/ value for money. • Any other public or insurance monies received previously (to check additionally and state aid). • The resilience measures applied for and how meet required standards (against list of eligible items circulated in guidance). • Any additional measures applicant taking themselves (added value) • Timescales for implementing or if have implemented (if retrospective application) • How the equipment/ works have been procured (3 quotes), with the quotes to be provided with the application. • How applicant will pay for resilience measures and installation prior to claiming back funds from Local Authority.
Proposed Forms	<ul style="list-style-type: none"> • Template application questions in annex A to be tailored to reflect Local Authority scheme • Applicant guidance note template in annex B – identifies list of eligible activities and indicative costs, to be tailored to reflect Local Authority scheme

Stage 2 – Appraisal	
Purpose	<p>Local Authority to undertake appraisal of the project to ensure;</p> <ul style="list-style-type: none"> • Applicant eligible (been flooded) • Proposed resilience measures generally appropriate for nature of flooding experienced. • Application represents value for money (like for like quotes provided, in line with cost expectations based on LA’s ways of working). • There continues to be a high risk of future flooding – no other known flood defence schemes committed to in the applicant area. • The applicant has not received other public or insurance funds for the same measures (no double funding). • That applicant businesses complies with state aid
Proposed Forms	<ul style="list-style-type: none"> • Local Authorities to establish in line with their delegated spending approval processes?

Stage 3 – Approval or Rejection	
Purpose	<p>Local Authority will need to establish a means of considering the outcome of the appraisal process in line with their existing scheme of delegation (level of Officer or panel with authority to make financial commitments of £5,000).</p>
Proposed Forms	<p>If a panel – Terms of Reference, and minutes of panel meeting to record decisions. Approver signature on appraisal forms.</p>

Stage 4 – Contract	
Purpose	<p>Contract between Local Authority and applicant defines</p> <ul style="list-style-type: none"> • Basis for provision of the funding, • Timescales for implementing, • Any reporting requirements of outputs/ outcomes • Evidence to be provided with grant claims • Inspection requirements (access to premises if required) • Route to recovery of funds if misappropriated
Proposed Forms	<ul style="list-style-type: none"> • Template contract letter or do Local Authorities have own legal requirements.

Stage 5 – Grant Claims, Project Monitoring, and Inspections	
Purpose	<p>Local Authority would receive grant claim forms for applicant and process, reviewing;</p> <ul style="list-style-type: none"> • Invoices to demonstrate grant funds spent appropriately • Bank statements to demonstrate payment made to supplier. • Photographic evidence that the measures have been implemented <p>As there could be over 7,000 applications to the fund, it is unlikely every premise could be inspected as a result of the funding. To manage risk of misappropriation of funding, a random (statistically significant) sample of premises to be inspected. An national monitoring framework will be established and agreed with Local Authorities once number of eligible premises have been finalised.</p>
Proposed Forms	<ul style="list-style-type: none"> • Template grant claim form identifying required evidence? • Template monitoring/ inspection form?

Annex A– Proposed Application Form Questions

1. Applicant Information	
Name of Applicant:	
Business Name (if applicable)	
Address:	
Postcode:	
Telephone Number	
Mobile:	
e-mail:	

2. Property Flooded	
Address of property applying (if different from above), including postcode	
Date property was initially flooded	

3. Do you know the cause of the flooding?	
Blocked/ overwhelmed river	
Blocked drainage	
Tidal surge	
Extreme rainfall	
Surface runoff	
Other (please specify)	

4. Please briefly describe the primary damage that was caused.

5. Is your grant application for;	
Resilience/ resistance measures that you will install in the future should your grant be approved?	Yes/ No
For resilience/ resistance measures that you have already purchased and installed following the flooding (retrospective application).	Yes/ No

6. Please indicate which of the available resilience/ resistance measures you intend to or have installed (if a retrospective application), and cost (including VAT).

Three like for like quotes should be provided with your application to support the identified cost. Alternatively, retrospective applications should answer question 7.

Please note that the maximum grant that can be applied for is £5,000 (including VAT costs). Any costs incurred above £5,000 will need to be met from your own funds.

When selecting which measures you intend to install, please read the application guidance note and we strongly advise that you consider information available on reference websites such as www.nationalfloodforum.org.uk/property-level-protection-community-tool/. The guidance will help you select the appropriate resilience/ resistance measures for the nature of flooding in your area – not all of the identified measures may be appropriate, and may make limited difference to protecting or minimising the damage to your premises. Should you choose to seek professional advice prior to making an application, you can retrospectively claim up to £500 of the cost as part of your application.

Resistance Measures	Cost £s	Resilience Measures	Cost £s
Demountable Door Guards		Replace sand-cement screeds on solid concrete slabs (with dense screed)	
Demountable Window Guards		Replace chipboard flooring with treated timber floorboards	
Airbrick Cover		Replace floor including joists with treated timber to make water resilient	
Sewage Bung		Replace timber floor with solid concrete	
Toilet Pan Seal		Raise floor above most likely flood level	
Sump Pump		Replace mineral insulation within walls with closed cell insulation	
Re-pointing external walls with water resistant mortar		Replace gypsum plaster with water resistant material, such as lime	
Waterproof external walls		Install chemical damp-proof course below joist level	
Automatic Door Guards		Replace doors, windows, frames with water-resistant alternatives	
Permanent flood door		Sceptic tank resistance or resilience measures (such as isolation valves, venting above flood level etc)	
Automatic Window Guards		Mount boilers on wall	
Self-closing airbrick		Move washing machine to first floor	
Non-return valves 110 mm soil waste pipe		Replace ovens with raised, build-under type	
NRV 40 mm utility waste pipe		Move electrics well above likely flood level	
NRV 12 mm overflow pipe		Move service meters well above likely flood level	
Garage/ Driveway Barrier		Replace chipboard kitchen/ bathroom units with plastic units	
Professional advice on flood resistance/ resilience		Flood Risk Report	
Total Cost of Resilience/ Resistance Measures implementing			£
Total Amount of Grant Applying For if different (maximum £5,000 including VAT)			£

7. Three like for like quotes for the purchase and installation of the identified measures should be included with your application. If you have not selected the cheapest available quote, please briefly explain why.

8. FOR RETROSPECTIVE APPLICATIONS ONLY – If you are applying for works that have already been undertaken, please briefly describe how you ensured value for money i.e. utilised insurance company contractor, or sought quotes from a range of providers. Evidence of quotes and invoices should please be included with your application.

<p>9. Have you received any alternative funding (such as previous grant funding or insurance claim payment) for any of the equipment you are applying for grant funding for?</p>	<p>Yes/ No</p>
<p>If yes, please specify and state why also seeking Repair and Renew Grant support.</p>	

10. FOR APPLICATIONS BUSINESS PREMISES ONLY – Have you received any other public grant funding during the last three years? If so please specify what for and the amount received.

11. Should your application be approved, please indicate the month you expect to make a grant claim. Grant claims can only be made once the installation has been fully completed and contractors paid from own fund.

Declaration

To the best of my knowledge, the information in this form and all other information given in support of this application is correct. I confirm that that I understand the purpose of this form and the reasons for the collection of my/ our personal data (to the extent that this form contains information which is personal data for the purposes to the Data Protection Act 1998) and that I agree to my/ our personal data being used as stated.

If any information changes I will inform [Local Authority name] immediately.

Warning – if you knowingly or recklessly make a false statement to obtain grant for yourself or anyone else you risk prosecution, and the recovery of all grant payments. By signing this form you are agreeing that you have read and agree with the above declaration.

Annex B - Template Guidance to Applicants

Purpose of the Fund

Following an announcement by the Prime Minister on the 12th February 2014, the Repair and Renew Grant (RRG) scheme has been established to provide grants of up to £5,000 to homeowners and businesses that had been flooded since the 1st December 2013 and 31st March 2014, to implement flood resistance and/ or resilience measures to minimise the impact of any future floods.

The RRG will **not** provide funding support for general repairs from flood damage, or to insurance excess payments.

Who Can Apply?

The owners of the following premises are eligible for RRG;

- *Residential properties (including static caravans where primary residence) where habitable internal areas of the premise have been damaged by flooding between the 1st December 2013 and the 31st March 2014.*
- *Business (including social enterprise) and charitable organisation properties where internal areas of the premise which are critical to the day to day operations (i.e. not storage sheds or warehouses) have been damaged by flooding between the 1st December 2013 and the 31st March 2014.*

Grants will be payable to the person responsible for the fabric of the property, normally the property owner.

Criteria

- The interior of your home or business premises must have been damaged by flooding between 1st December 2013 and 31st March 2014. Please see definition above.
- The applicant must not have received other sources of public or insurance funding to establish the same resilience and/ or resistance measures applied for (such as from a Property Level Protection scheme).
- Business applicants will need to comply with state aid regulations. To be eligible for RRG support businesses must not have received more than 200,000 Euros of public funding in the last 3 years. For primary agriculture and fisheries sections the de minimis threshold is 15,000 and 30,000 Euros respectively [to change if separate notification approved and includes RRG].
- Applicants should utilise advice on the Property Protection Adviser website (<http://nationalfloodforum.org.uk/property-level-protection-community-tool/>), and other sources of information referenced in this guidance, to help select the most appropriate resilience and/ or resistance measures for the nature of the flood risk to their property.
- Properties who will benefit from a wider community flood defence scheme which will be completed prior to the winter (October/ November) 2014 (negating any value that may be gained from any RRG grant) are not eligible to apply. Information regarding approved schemes can be found on the Environment Agency website at <http://www.environment-agency.gov.uk/research/planning/118129.aspx>

What Can Apply For

Up to £5,000 grant funding towards 100% of the costs (including VAT) of purchasing and installing appropriate resilience and/ or resistance measures from the eligible list below.

Should you choose to implement measures that cost in excess of £5,000, the additional costs must be met from alternative resources.

The following resilience and/ or resistance items can be applied for. When selecting which measures you intend to install, we strongly advise that you consider information available on reference websites such as www.nationalfloodforum.org.uk/property-level-protection-community-tool/. The guidance will help you select the appropriate resilience/ resistance measures for the nature of flooding in your area – not all of the identified measures may be appropriate for the type of flood risk to your property, and may make limited difference to protecting or minimising the damage to your premises.

Should you choose to seek professional advice prior to making an application, you can retrospectively claim up to £500 of the cost as part of your application (within the total £5,000 including VAT that you can apply for).

Property level-measures	Description of Measure/ Type of Flood Risk?	Indicative cost range £s
Professional Survey of Premises to Identify Flood Risks (<i>can be undertaken prior to RRG application to identify most appropriate measures and up to £500 of costs applied for retrospectively</i>)	Professional survey undertaken to identify property flood risk, and identify appropriate resilience and/ or resistance measures.	Up to £500 including VAT
Flood Risk Report	Professional Flood Risk Report can be commissioned after resilience and/ or resistance measures fitted to inform any future works, and/ or to submit to insurance companies to demonstrate action taken/ level of future risk.	£?
Airbrick Cover	Watertight cover for airbricks.	20-40
Self-closing airbrick	Replacement airbrick that automatically closes to prevent flooding.	50-90
Sewerage Bung	Inflatable device to insert in U bend of toilet to prevent sewage backflow.	30-50
Toilet Pan Seal	Seal to prevent sewage backflow.	60-80
Non-return valves 12mm overflow pipe	Valve prevents backflow via overflow pipe.	70-110
Non-return valves 110mm soil waste pipe	Prevents backflow via soil waste pipe	550-650
Non-return valves 40mm utility waste pipe	Valve prevents backflow via waste pipe.	80-120
Silicone gel around openings for cables etc.	Prevents flooding via openings for cables to access properties.	80-120
Water resistant repair mortar	Water resistant mortar used to repair walls and improve future resistance.	80-120
Re-pointing external walls with water resistant mortar	Improve water resistance through using water resistant mortar to re-point walls.	150-250
Waterproof external walls	Membrane fitted to make external walls water resistant?	200-400
Replace sand-cement screeds on solid concrete slabs (with dense screed)	Dense water resistant screed to replace sand-cement screed	670-740
Replace mineral insulation within walls with closed cell insulation	Replacement of wall insulation with water resistant insulation.	720-800
Replace gypsum plaster with water resistant material, such as lime	Replace existing plaster to water resistant material in property.	4280-4740
Sump Pump	A pump used to remove water that has	400-600

	accumulated in a water collecting sump basin	
Demountable Door Guards	Guard fitted to doors to resist flooding	500-900
Automatic Door Guards	Door guards that automatically close to prevent flooding	1000-2000
Permanent flood doors	Permanent door (rather than demountable) which is flood resistant.	
Demountable Window Guards	Guard fitted to window to resist flooding	500-900
Sceptic tank resistance or resilience measures	Sceptic tank resistance or resilience measures such as isolation valves, venting above flood level etc	
Replace ovens with raised, built-under type	Raising oven off floor above flood level	700-780
Replace chipboard kitchen/bathroom units with plastic units	Fit plastic kitchen and/ or bathroom units to minimise water damage.	5000-5520
Move electrics well above likely flood level	Re-wiring of electrics (such as socket points) above flood level.	760-840
Mount boilers on wall	Raise boiler above flood level.	1080-1200
Move service meters above likely flood level	Raise service meters above flood level	1620-1800
Replace chipboard flooring with treated timber floorboards	Replace floor (including joists) to make water resistant.	920-1020
Replace floor including joists with treated timber to make it water resilient	Replace floor including joists with treated timber to make it water resilient	3490-3850
Install chemical damp-proof course below joist level	Install damp proof course to resist groundwater flooding.	6250-6910
Replace timber floor with solid concrete	Replace wooden flooring with concrete.	8210-9070
Garage/Driveway Barrier	Driveway gate or garage barrier to resist flooding.	2000-3000
Others? Sceptic Tank?		

Where appropriate, we recommend that homeowners and businesses use products that carry the BSI kitemark for flood protection products (PAS1188) or similar standards.

Collaborative Community Flood Defence Scheme

[Local Authorities can propose approach to establishing community defence schemes where street or area of residence or businesses wanted to apply collectively/ or better measure can be implemented on behalf of a number of premises].

How to apply and support documentation

Local Authorities to add details of their scheme.

Applicants should complete an application form and submit it to [Local Authority name and address] no later than end of [Local Authorities to identify application deadline depending on local circumstances – RRG to be completed and funds claimed by 31st March 2015].

Applications should be submitted with three like for like quotes for each of the resilience and/ or resistance measures (including installation costs and VAT) applied for. If you have not selected the cheapest available quote, you should explain why in the application form (question 7).

The quotes must:

- Be independent of the applicant
- Be comparable (e.g. of same or similar specification (quality), size, quantity, units)
- Be dated (within the last six months)

- Show the supplier's address, telephone number and contact details
- Give the VAT number (if the supplier is VAT registered and VAT is charged on the quote)
- Show the supplier's company registration number (if they are a limited company)

How will applications be assessed?

[Local Authority name] will assess each application to ensure that the applicant is eligible (property flooded between 1st December 2013 and 31st March 2014), meets the criteria of the fund outlined above, and represents value for money (costs in line with expectations).

[Local Authority name] will aim to assess each application within x working days of receipt of a completed application (including all required supporting information), subject to the volume received.

When can I start to purchase and install the equipment?

Wherever possible, you should not incur any costs for purchase and installation of resilience and/ or resistance measures before your application has been approved and you have been formally notified (letter or e-mail). Should you incur costs before your application is considered, *you do so at your own risk* that your application may not be approved, and therefore the expenditure *will not be recoverable*.

[Local Authority name] and/ or Defra do not have any liability for costs incurred prior to the submission and approval of an RRG application.

However, we realise that some people that have been flooded since the 1st December 2013 and the 31st March have;

- Already installed eligible resilience and/ or resistance measures before the RRG was announced or launched.
- Have had to install flood resilience and/ or resistance measures as part of repair works to premises that had to proceed before the RRG was launched or an application decision could be reached.

In these circumstances a retrospective application can be made where you can demonstrate that the value for money was achieved. Any payment of grant against retrospective costs is dependent on a successful application being submitted and approved.

Should your application **not** be approved, you will **not** be able to recover costs incurred.

[Local Authority name] and/ or Defra do not maintain any liability for any expenditure prior to the submission and approval of an RRG application.

Can I make a retrospective application?

As above, we realise that some people that have been flooded since the 1st December 2013 and the 31st March have;

- Already installed eligible resilience and/ or resistance measures before the RRG was announced or launched.
- Have had to install flood resilience and/ or resistance measures as part of repair works to premises that had to proceed before the RRG was launched or an application decision could be reached.

In these circumstances a retrospective application can be made where you can demonstrate that the value for money was achieved. Any payment of grant against retrospective costs is dependent on a successful application being submitted and approved.

Should your application **not** be approved, you will **not** be able to recover costs incurred. [Local Authority name] and/ or Defra do not maintain any liability for any expenditure prior to the submission and approval of an RRG application.

If approved, how/ when do I claim the grant?

If your application is approved, you can purchase and install the flood resilience or resistance measures applied for in line with the quote you selected and submitted with your application.

Once the works have been completed, you have received and paid the invoice, you can submit a grant claim (on relevant form) to [Local Authority name and contact details]. You should submit a copy of the invoice, and a picture(s) of the resilience and/ or resistance measure(s) that have been installed.

Should your grant claim be in line with the original grant approval (in terms of equipment purchased and installed at identified costs), the grant claim will be processed and **payment in to your bank account within X working days.**

Please note that at some future stage an employee of [Local Authority name] may visit your premises to ensure the resilience and/ or resistance measures have been installed in line with the requirements of the grant. If during the inspection it is found that you have not installed the relevant equipment, or it is no longer in situ, we may seek the recovery of the original grant funding.

What is the deadline for the project to be completed?

Applications can be submitted at any time between the 1st April 2014 and the [Local Authority name and address] no later than end of [Local Authorities to identify application deadline depending on local circumstances – RRG to be completed and funds claimed by 31st March 2015].

When will someone visit to inspect that the works have been completed?

A random selection of premises that have received RRG funding will be inspected following installation of the resilience and/ or resistance measures, and the grant has been paid. If selected, we will be in contact to arrange a time to visit.

If during the inspection it is found that you have not installed the relevant equipment, or it is no longer in situ, we may seek the recovery of the original grant funding.

Local Guidance

Local Authority, Environment Agency and possibly insurance companies to add any available info regarding nature of local flood risk to guide applicant selection of the types of resilience or resistance for the area.

Local Authority and EA to add any info on planned community level flood defence works which are planned in local area and would make any household/ business premises works redundant.

Sources of Further Guidance

Prior to implementing any flood resilience and/ or resistance measures (whether through the RRG or at your own cost) it is strongly advised that you seek some guidance as to the most appropriate means of protecting your premises. Flooding can occur for a wide variety of reasons, and you could install resilience and/ or resistance measures which will make no or very little difference to protecting your premises in the future. It is very unlikely that Property

Level Protection will prevent future flooding to your home or business, but informed resilience and/ or resistance measures can reduce the level or risk or damage incurred.

There are a wide range of sources of information available to you;

- **Insurance Company Advice** - Your insurance company may be able to offer advice during an assessment visit, or through a helpline. A number of insurance companies have established free advisory services following the recent flooding.
- **Any Local Authority helplines or advice services?**
- **Property Protection Adviser Website (www.nationalfloodforum.org.uk/property-level-protection-community-tool/)** - Homeowners and businesses can obtain a tailored report on the type of flood resilience measures that might be appropriate for their property from the Defra funded Property-Protection-Adviser website, which will give guidance on the kind of measures that might need to be fitted and their likely cost. You will be asked a few simple questions about your property and will receive a tailored report that takes into account the age and type of property.
- **Environment Agency Website** - <http://www.environment-agency.gov.uk/homeandleisure/floods/default.aspx>
- Planned flood defence schemes in your area **[we may need to simplify access]** - The programme of Flood and Coastal Erosion Risk Management projects is available on the Environment Agency's website <http://www.environment-agency.gov.uk/research/planning/118129.aspx> . The "2014/15 FCRM schemes programme", a spreadsheet available on that page, shows the approved programme with funding reserved for 2014/15 on the first tab and indicative funding for projects in the years 2015/16-2018/19 on the second tab. The list can be filtered by parliamentary constituency or Regional Flood and Coastal Committee area to identify any planned schemes that may be relevant to a Repair and Renew Grant application.
- **Prepare you property for flooding guide** - <http://a0768b4a8a31e106d8b0-50dc802554eb38a24458b98ff72d550b.r19.cf3.rackcdn.com/geho1009brdl-e-e.pdf>

Annex A – Definition of Flood

Section 1 of the Flood & Water Management Act 2010

1(1) "Flood" includes any case where land not normally covered by water becomes covered by water.

(2) It does not matter for the purpose of subsection (1) whether a flood is caused by—

- (a) heavy rainfall,
- (b) a river overflowing or its banks being breached,
- (c) a dam overflowing or being breached,
- (d) tidal waters,
- (e) groundwater, or
- (e) anything else (including any combination of factors).

(3) But "flood" does not include—

- (a) a flood from any part of a sewerage system, unless wholly or partly caused by an increase in the volume of rainwater (including snow and other precipitation) entering or otherwise affecting the system, or
- (b) a flood caused by a burst water main (within the meaning given by section 219 of the Water Industry Act 1991).

Sevenoaks District Council Grants

Code of Practice September 2003

For this purpose, a grant is taken to mean:

'a cash award for a specified initiative, project or service not provided by the Council which benefits residents or those working in the district'

Each grant scheme should have:

1. Written criteria outlining:
 - Eligibility
 - Scheme objectives
 - How the grant decision will be made in relation to the extent to which the scheme criteria are met.
2. An application form
3. Guidelines for completing the application form.
4. Minimum and maximum grant level
5. Performance indicators
6. Monitoring arrangements

Principles

- The criteria must be in line with the Council's overall objectives
- All grant schemes and benefits in kind must support and complement the Council's Strategic Objectives.

Eligibility

- The applicant group must have a constitution (or at least be working towards adopting one). For most grants a constitution is essential.
- The applicant group should have a management committee.
- The applicant group must have a bank account with 2 signatories. If they do not have a bank account, they must nominate a voluntary organisation to take responsibility for the money on their behalf.
- The applicant must have, and enclose with the application, a set of audited or independently examined accounts for the latest year available
- The project should be for the benefit of people living or working in the Sevenoaks District.

The application form should:

- Identify how the application meets the scheme criteria
- Contain performance indicators by which the success of the project will be measured.
- Be targeted to the potential recipients. The degree of information required should be proportionate, reasonable and reflect how much money they are eligible to apply for.
- Identify if the applicant has applied to the Council before for funding or if they have an external bid outstanding. Identify how much they have applied for and when applicants are likely to know the outcome. Include details of any other funding applied for and whether bids have been successful.
- Make it clear that grants have to be paid back if the proposal does not go ahead and that if they do not notify the Council, this may jeopardise future applications.
- Make it clear at what stage the funding will be made available e.g. on receipt of invoices, 100% in advance, staged payment etc.
- Include a checklist for applicants to ensure everything has been filled in and all documents are enclosed etc.
- Include an outline of the project timetable.
- Identify whether the applicant group has policies which cover child protection/health and safety/equal opportunities etc.
- Identify if the organisation is working towards any form of accreditation.

The application process;

- Application forms must be accompanied by the scheme criteria guidelines for completing the application form and an explanation of the timescale, including deadlines, during which the application will be processed.
- Applicants need to be informed at the outset about the level and timing of monitoring, evaluation and annual reporting required
- Applications should be acknowledged within 10 days of receipt.
- A list must be kept of everyone who is sent a form so that reasons for not replying can be gained if necessary
- Applicants should be informed of the timescale for consideration and notification of decision at the outset.
- If the application has not been approved, reasons should be given.

Deadlines

- Dates for consideration of applications need to be publicised and deadlines set for receipt of applications.
- No applications will be considered after closing dates.

Grants application appraisal

- Grant appraisers should be trained.
- Appraisal must be against the given criteria and applicants must meet set criteria in order to receive the grant.
- The scheme/proposal must meet the main aim of the grant scheme.
- Applications should be assessed according to the extent to which the identified need is met. Applicants should therefore be asked to state the need.
- Audited accounts should be considered when the application is appraised.
- Applicants need to demonstrate financial need and financial viability.

Approval

- All grant applications should receive a response indicating that the grant has been approved held over or refused
- Approval letters should indicate clearly whether there are any conditions attached to the grant.

Payment

- Payment of money – timescale for payment should be included in the written notification of grant approval.
- Cheques should go out with a letter reiterating what the money will be spent on and the required monitoring of performance indicators. There should also be a receipt which the applicant signs, dates and sends back to confirm they have received the money and that it will be used for the purpose for which it was approved.
- As part of the monitoring/evaluation process, receipts to prove that the money has been spent on what it was intended for should be provided by the applicant where necessary. For example, where grants have been made for capital/equipment purchase. (*The financial threshold needs to be considered*).

Monitoring & Evaluation

- Monitoring has to be relevant and targeted to the applicant group, degree of detail reflecting the size of grant.

- Monitoring – must relate to key outputs/targets/milestones which should be part of the original application. Monitoring should assess achievements against agreed outputs/targets.
- A progress report must be provided – frequency determined by the level of grant.
- Recipients of grants must keep a record of user numbers, who has benefited from the grant and any feedback from users.
- PIs should be part of target setting. This should be proportionate to the size of grant.
- How often and by whom they will be monitored must be specified.
- Schemes must be evaluated using the monitoring information provided.
- The applicant group should have client evaluation – satisfaction survey e.g. play scheme – how did the parents find it, did the children enjoy it etc. proportionate to the size of grant.

Promotion

- Applicants need to make clear what publicity/promotion is being undertaken for the scheme/grant and must acknowledge the grant provided by the District Council in all publicity.

Review

- The grant process itself must be reviewed internally at regular intervals, at least every 3 years to ensure the system is still effective. This includes review of application forms, criteria, reporting etc. with feedback from applicants.

General

- There should be a SDC database which everyone can access which gives details of those groups who have applied for funding and the outcome.